



Ankeny Kirkendall Public Library  
BOARD OF TRUSTEES  
Thursday, August 21, 2025  
Strategic Planning Retreat 3:30 p.m.  
Regular Meeting: 6:00 p.m.  
Location: Library

REGULAR MEETING AGENDA – Council Chambers

Agenda Item	Discussion Points
I. Call to Order	
II. Public Comment	
III. Approval of Minutes	A. July 17, 2025
IV. Consent Agenda Samuel Mitchel, Director	A. Financials
V. Policy/Procedure Review	A. Makerspace Policy B. Computer and Internet Policy
VI. Director's Report – Sam Mitchel	
VII. Department Reports	A. Circulation – Erin Coughlin B. Public Services – Molly Guerra 1. Adult Services – Justin Armbruster 2. Teen Services – Brenna Barton 3. Children Services – Kelly Munter, Brittany Burk C. Acquisitions – Evan Anderson
VIII. Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)	A. Director Evaluation
IX. Friends of the Library (Update)	
X. Old Business	A. Strategic Plan 1. Strategic Initiative #2: Improve Access to Programming Discussion
XI. New Business	
XIII. Adjourn	A. Next Meeting: September 18, 2025

## **KIRKENDALL PUBLIC LIBRARY BOARD OF TRUSTEES**

### **MEETING MINUTES**

**Thursday, July 17, 2025**

**ATW Retreat: 3:30 p.m.**

**Regular meeting: 6 p.m.**

**Location: Library**

**Present:** John Meyer, Miranda Piepho, Heather Stephenson, Nancy Medema, Fred Schuster, Amber Sommerfelt, Gene Lucht

**Staff:** Sam Mitchel

STRATEGIC PLANNING RETREAT – Council Conference Room via Conference Room D

<b>Agenda Item</b>	<b>Discussion Points</b>
<b>Discuss Community Survey &amp; Draft Strategic Plan</b>	<p>Meyer called meeting to order.</p> <ul style="list-style-type: none"><li>• ATW kicked off meeting and conducted an ice breaker.</li><li>• Group discussed why we needed to come together to create the strategic plan.</li><li>• Board reviewed survey findings.</li><li>• Identified objectives to include in strategic plan.</li><li>• Discussed timeline and next steps.</li></ul> <p>Medema motioned to adjourn for dinner. Seconded by Stephenson. Approved by all.</p>

<b>Topic</b>	<b>Discussion</b>
<b>Call to Order</b>	Meyer called to order.
<b>Approval of Minutes</b>	Lucht approved June meeting minutes. Seconded by Stephenson. Approved by all.
<b>Public Comments</b>	
<b>Consent Agenda</b>	Mitchel presented financials.
<b>Policy/Procedure Review</b>	
<b>Director's Report</b>	
<b>Department Reports</b>	Mitchel presented department reports.
<b>Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)</b>	
<b>Friends of the Library (update)</b>	
<b>Old Business</b>	
<b>New Business</b>	<p>Board Officer Elections</p> <ul style="list-style-type: none"><li>• Lucht motioned for Piepho to run for secretary. Stephenson seconded. Motion passes. Lucht motioned for Piepho to remain as secretary. Schuster seconded. Approved by all.</li><li>• Medema volunteered to serve as VP. Schuster seconded. Approved by all.</li><li>• Schuster volunteered to serve as president. Medema seconded. Approved by all.</li></ul> <p>Mitchel – everyone sitting on the board has to take a course on how to conduct an open meeting.</p>

<b>Topic</b>	<b>Discussion</b>
<b>Continuing Education</b>	
<b>Executive Session</b>	
<b>Adjournment</b>	Stephenson motioned to adjourn. Lucht seconded. Approved by all. Next meeting: August 21, 2025

Respectfully submitted, Miranda Piepho, Secretary

**City of Ankeny**  
**Ankeny Kirkendall Library**  
**Fiscal Year 2026 Expenditure Report**

		FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	FY26 Budget	As of July 31, 2025	FY 2026 Balance Remaining	% Expended
Personal Services								
Salaries and Wages	4101	677,830.34	720,126.47	703,808.39	778,206.00	60,992.95	717,213.05	7.84%
Overtime Wages	4102	321.17	147.40	733.60	1,000.00	0.00	1,000.00	0.00%
Temporary Wages	4103	752,179.54	788,424.85	850,193.70	928,000.00	61,574.34	866,425.66	6.64%
Longevity	4109	2,807.58	3,269.10	3,999.84	4,211.00	307.68	3,903.32	7.31%
FICA	4116	108,192.25	113,975.82	116,180.46	131,307.00	9,225.12	122,081.88	7.03%
IPERS	4117	144,774.57	141,638.57	143,006.99	161,557.00	11,483.53	150,073.47	7.11%
Deferred Compensation	4119	5,000.06	5,000.06	5,000.06	5,000.00	384.62	4,615.38	7.69%
Employee Insurance	4120	107,940.82	126,673.46	118,495.87	141,139.00	11,584.96	129,554.04	8.21%
Workers Compensation	4122	1,303.00	1,576.00	1,936.00	2,122.00	0.00	2,122.00	0.00%
Total Personal Services		1,800,349.33	1,900,831.73	1,943,354.91	2,152,542.00	155,553.20	1,996,988.80	7.23%
Contractual Services								
Legal and Recording Services	4212	495.00	765.00	465.00	1,000.00	0.00	1,000.00	0.00%
Financial Services	4214	2,531.33	2,336.87	1,564.12	1,000.00	0.03	999.97	0.00%
Computer Services	4215	57,108.29	45,727.15	73,499.83	63,100.00	21,185.26	41,914.74	33.57%
Waste Management Services	4224	715.54	1,131.46	1,272.26	1,300.00	80.00	1,220.00	6.15%
Land and Tree Services	4227	2,113.05	17,634.51	4,263.60	6,000.00	808.50	5,191.50	13.48%
Advertising & Publication	4240	0.00	200.00	0.00	0.00	0.00	0.00	0.00%
Communications	4244	10,989.76	9,131.57	10,076.19	8,880.00	1,107.76	7,772.24	12.47%
Electric Charges	4247	59,856.64	65,217.69	64,206.43	73,000.00	6,005.56	66,994.44	8.23%
General Insurance	4251	69,254.39	78,923.67	122,034.52	128,371.00	0.00	128,371.00	0.00%
Dues, Memberships, and Licenses	4261	46,189.17	57,833.36	60,091.34	69,000.00	1,781.00	67,219.00	2.58%
Training and Education	4265	1,884.00	2,659.00	2,680.38	3,950.00	0.00	3,950.00	0.00%
Travel	4266	1,365.68	592.32	860.27	2,850.00	0.00	2,850.00	0.00%
Meetings and Food	4269	695.22	599.22	376.51	500.00	0.00	500.00	0.00%
Building Maintenance Services	4270	147,228.73	124,323.62	121,988.32	141,000.00	14,862.48	126,137.52	10.54%
Electronic Services	4273	4,953.15	5,932.64	5,740.48	6,000.00	715.95	5,284.05	11.93%
Other Repair Services	4289	1,615.30	0.00	0.00	1,900.00	0.00	1,900.00	0.00%
Special Program/Event Services	4292	8,564.80	10,053.10	10,862.14	11,000.00	2,115.00	8,885.00	19.23%
Postage and Shipping	4296	2,626.68	2,893.40	4,193.40	4,000.00	0.00	4,000.00	0.00%
Refunds	4297	7,231.25	1,975.00	0.00	6,000.00	0.00	6,000.00	0.00%
Total Contractual Services		425,417.98	427,929.58	484,174.79	528,851.00	48,661.54	480,189.46	9.20%
Commodities								
Office Supplies	4310	9,930.86	9,618.55	7,774.09	11,000.00	1,115.71	9,884.29	10.14%
Periodicals	4315	8,627.38	8,030.49	8,758.49	9,000.00	269.17	8,730.83	2.99%
Medical and First-Aid Supplies	4333	0.00	16.78	134.99	200.00	12.68	187.32	6.34%
Special Programs/Events Supplies	4343	12,084.72	11,016.64	13,141.76	13,000.00	803.80	12,196.20	6.18%
Circulation Materials	4344	10,078.76	12,600.05	12,041.99	20,000.00	784.87	19,215.13	3.92%
Library Books/Reference Materials	4345	148,990.58	153,333.18	154,952.70	157,000.00	21,646.66	135,353.34	13.79%
Multimedia Materials	4346	84,263.61	71,877.04	73,953.89	74,000.00	6,162.41	67,837.59	8.33%
On-Line Subscriptions	4347	20,809.28	48,356.39	51,097.91	54,200.00	18,264.55	35,935.45	33.70%
Safety Equipment	4352	0.00	0.00	1,790.00	0.00	0.00	0.00	0.00%
Minor Equipment	4354	6,758.37	6,093.18	7,299.41	10,000.00	0.00	10,000.00	0.00%
Building Maintenance Supplies	4380	19,776.81	14,193.16	10,848.71	24,000.00	0.00	24,000.00	0.00%
Total Commodities		321,320.37	335,135.46	341,793.94	372,400.00	49,059.85	323,340.15	13.17%
Capital Outlay								
Building Improvements	4420	0.00	0.00	0.00	0.00	0.00	0.00	
Total Capital Outlay		0.00	0.00	0.00	0.00	0.00	0.00	
Debt Service								
Equipment Reserve Payments	4595	0.00	0.00	0.00	0.00	0.00	0.00	
Total Transfers		0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Expenditures</b>		<b>2,547,087.68</b>	<b>2,663,896.77</b>	<b>2,769,323.64</b>	<b>3,053,793.00</b>	<b>253,274.59</b>	<b>2,800,518.41</b>	<b>8.29%</b>

FTEs 22.58

**City of Ankeny**  
**Ankeny Kirkendall Library**  
**Fiscal Year 2026 Revenue Report**

	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	FY 2026 Budget	As of July 31, 2025	FY 2026 Balance Remaining	% Received
Commissions	3415	460.20	918.23	235.64	0.00	0.00	0.00
Lease/Rent Payments	3420	0.00	0.00	0.00	0.00	0.00	0.00
Facility Rental	3422	81,900.53	92,326.08	64,056.04	24,000.00	2,630.71	21,369.29
Equipment Rental	3423	0.00	0.00	0.00	0.00	0.00	0.00
County Library Contribution	3503	185,284.00	161,032.00	158,260.00	158,260.00	46,626.00	111,634.00
Other Local Contributions	3509	0.00	0.00	0.00	0.00	0.00	0.00
State Library Open Access	3516	12,130.41	9,209.71	9,651.04	9,651.00	0.00	9,651.00
Operating Grants	3517	16,856.61	16,875.07	17,037.73	17,038.00	0.00	17,038.00
Operating Grants	3537	0.00	0.00	0.00	0.00	0.00	0.00
Special Program Fees	3615	0.00	174.68	5.00	0.00	0.00	0.00
Copy Charges	3691	10,147.84	11,992.39	12,476.61	10,000.00	1,188.49	8,811.51
Miscellaneous Service Charges	3699	1,129.05	1,205.18	1,226.48	1,000.00	91.60	908.40
Salvage Sales	3822	0.00	0.00	0.00	0.00	0.00	0.00
Other Sales	3829	477.68	436.35	427.45	400.00	54.20	345.80
Private Contributions	3831	0.00	564.31	2,225.00	0.00	30.00	(30.00)
Refunds	3841	561.52	50.64	0.00	0.00	0.00	0.00
Rebates	3842	358.31	0.00	0.00	0.00	0.00	0.00
Other Reimbursements	3849	81.02	6,469.37	150.00	0.00	0.00	0.00
Library Fines	3861	19,373.61	18,257.05	18,084.72	16,000.00	1,353.25	14,646.75
Lost Materials	3868	3,779.14	4,320.97	4,132.08	4,000.00	310.24	3,689.76
Legal Settlement/Damages	3869	2,287.08	2,231.93	2,669.03	2,000.00	405.76	1,594.24
Overages/Shortages	3891	36.53	38.61	98.06	0.00	30.89	(30.89)
Miscellaneous Other	3899	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>		<b>334,863.53</b>	<b>326,102.57</b>	<b>290,734.88</b>	<b>242,349.00</b>	<b>52,721.14</b>	<b>189,627.86</b>
							<b>21.75%</b>

## Director's Report

### July 2025

#### I. Personnel

- Employment Anniversaries
  - Brittany Burke, Youth Services Librarian, 4 years
  - Molly Guerra, Public Services Manager, 1 year

#### II. Facility

- Monthly AED and fire extinguisher inspections
- 7/21: Meeting with Randy Gaff, Parks and Facilities Administrator, to discuss drainage issues near playground
- Elevator #2 out of order – Kone states part on order with no estimated time of repair
- CTI replaced malfunctioning public address amplifier.
- 7/26: Mary's Cleaners, contracted janitorial firm, cleaned carpets
- CJ Windows washed the exterior windows.

#### III. Misc.

- 7/14: Meeting with Novelist representative to discuss resource's new web portal
- 7/17: Participated in Library Board strategic plan retreat
- 7/24: Attended Friends of the Library meeting
- Completed City of Ankeny strategic planning survey
- Completed Search Criteria Survey for City Manager
- Submitted Direct State Aid form and Open Access report to State Library
- Notary appointments: 14

#### IV. Marketing/Communication

During the month of July, library staff has utilized the following avenues to market and communicate resources, services, and other information. Relationship building and fostering of opportunities is represented as well.

Resources	Services	Information	Relationship
• Technology Resources and services highlights via Facebook	• July programs, book discussions, author talks, via social media, eNewsletter, lobby digital display, and calendars.	• Mometrix database via eNewsletter <ul style="list-style-type: none"><li>• Summer Library Programs via eNewsletter and Ankeny Living</li><li>• Summer Fest impacts via eNewsletter, Facebook, and webpage</li><li>• Friends t-shirt fundraiser via eNewsletter</li><li>• Increased printing fees via eNewsletter</li></ul>	• 7/1, 15, 29: City departments meeting

Sam Mitchel



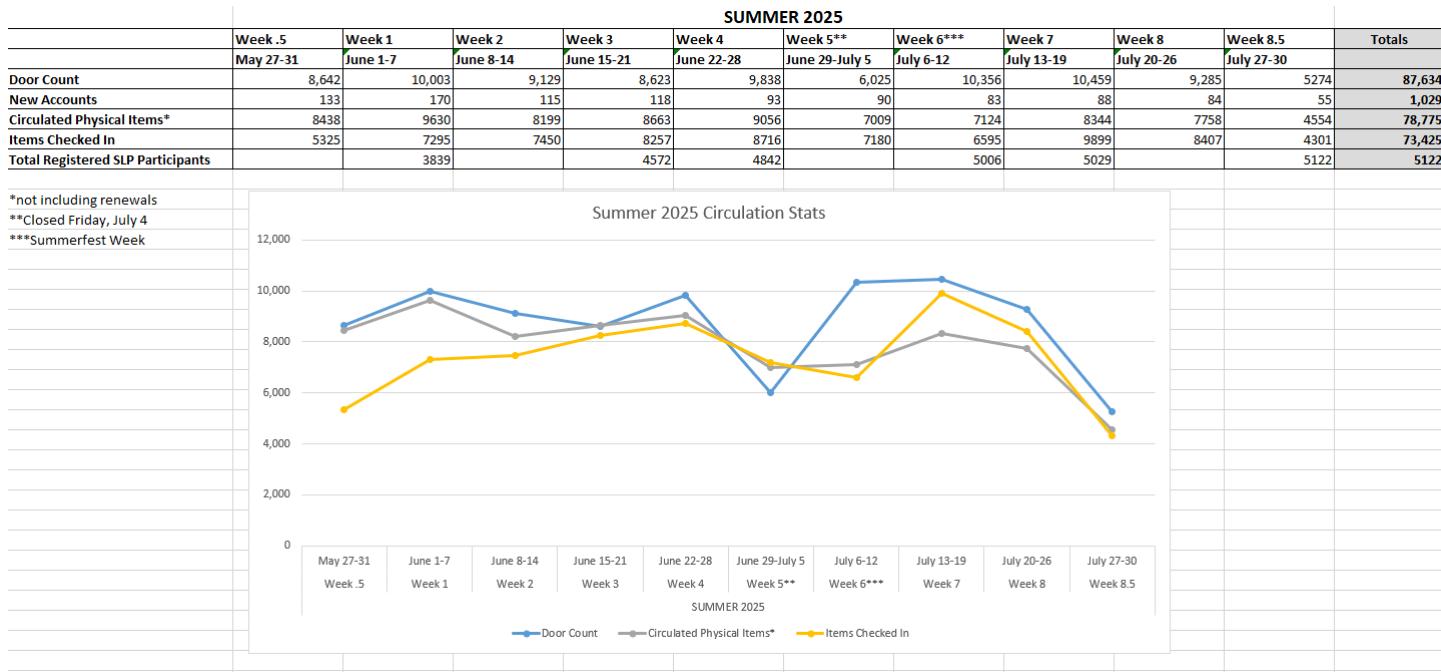
# JULY 2025 CIRCULATION REPORT

By: Erin Coughlin

Date: 8/1/2025

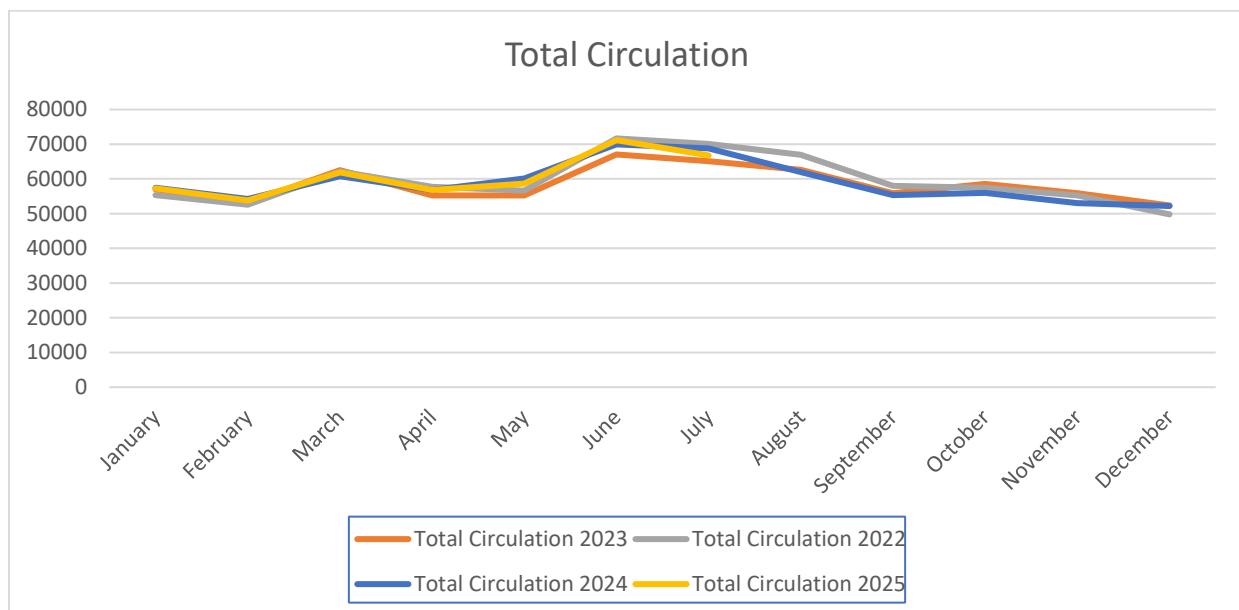
- Our busiest day was July 12, 2025, with 2,134 visitors. We had no programs that day, but it was the Saturday of Summerfest, which was busy in the lobby/bathrooms, but relatively slow in terms of checkouts.
- We had 42 volunteers helping during July for a total of just over 278 hours, for an average of 8 hours and 55 minutes/day of volunteer time. I also trained 9 new volunteers in June.
- Circulation Trends: I'm noticing we are slightly down in physical circulation overall, but continue have significant increases in digital audio and magazines. Overall the decrease is relatively small, but it's something I'm keeping an eye on to see where we can do more outreach and/or marketing to improve circulation of our physical collection.
- Completed 2 evaluations this month.
- Officially submitted notary paperwork and assisted with 3 notary appointments.
- Goals for August
  - Complete 2 additional Staff Evaluations
  - Finalize Project for ARSL Conference
  - Test new volunteer training procedures with some volunteers before implementing with all new volunteers
  - Create plan for Library Card Sign Up Month.
  - Meet with all Library Associates in small groups with Molly to touch base

## Summer 2025 Key Circulations Stats



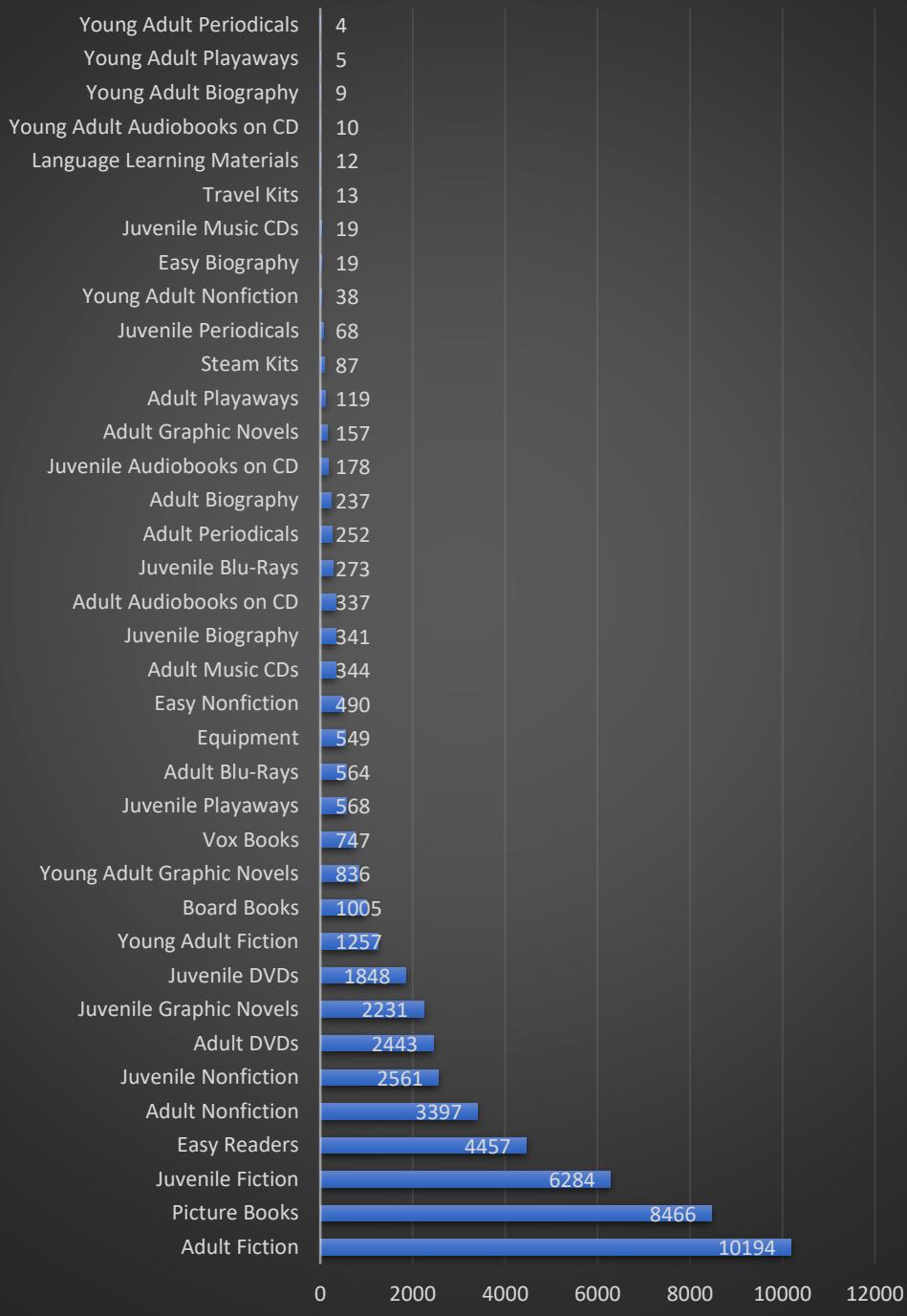
## July Circulation Statistics

	July 2025	July 2024	Difference	July 2025 - July 2025	July 2024 - July 2024	Difference
<b>Physical Checkouts &amp; Renewals (including Automatic)</b>						
Books	42751	45896	-7%			#DIV/0!
Videos	5128	6045	-18%			#DIV/0!
Audio	1592	1811	-14%			#DIV/0!
Magazines & Other	960	816	15%			#DIV/0!
<b>Total Print Transactions</b>	<b>50431</b>	<b>54568</b>	<b>-8%</b>			<b>#DIV/0!</b>
<b>Downloadable Transactions</b>						
Ebooks	5,697	5,803	-2%			#DIV/0!
Audiobooks	8,786	7,168	18%			#DIV/0!
Magazines	1803	1235	32%			#DIV/0!
Adventure Pass	69	69	0%			#DIV/0!
<b>Total Downloadable Transactions</b>	<b>16,355</b>	<b>14,275</b>	<b>13%</b>			<b>#DIV/0!</b>
<b>Total Circulation (Physical + Downloadable)</b>	<b>66,786</b>	<b>68,843</b>	<b>-3%</b>			<b>#DIV/0!</b>
<b>Highlights</b>						
Steam kits	87	102	-17%			#DIV/0!
<b>Residency Checkouts (Print Transactions)</b>						
City of Ankeny	42756	46227	-8%			#DIV/0!
Rural/Unincorporated Polk County	4124	4539	-10%			#DIV/0!
Open Access	3540	3607	-2%			#DIV/0!
<b>Total Residency Checkouts</b>	<b>50420</b>	<b>54373</b>	<b>-8%</b>			<b>#DIV/0!</b>
<b>Cardholders</b>						
Basic Access	323	374	-16%			#DIV/0!
Temporary	9	11	-22%			#DIV/0!
Organization	0	0	#DIV/0!			#DIV/0!
Online	52	49	6%			#DIV/0!
<b>Total New Cardholders</b>	<b>384</b>	<b>434</b>	<b>-13%</b>			<b>#DIV/0!</b>
<b>Total Active Cardholders</b>	<b>28406</b>	<b>28017</b>	<b>1%</b>			<b>#DIV/0!</b>
<b>Visitors</b>	<b>41184</b>	<b>42887</b>	<b>-4%</b>			<b>#DIV/0!</b>



## Circulation by Collection

### July 2025 Print Checkouts and Renewals





# Public Services Report – July 2025

## Public Services Summary: (by Molly Guerra)

### Highlights:

It felt great to wrap up another successful Summer Library Program with high attendance and record participation. The finale pool party was so much fun, and feedback was so positive. A mom stopped library staff to say how much she appreciated the pool party. She said it had been months since she and her husband found time to do something all together with her teenage sons. There was a lot of family participation. Our programming librarians worked very hard to design a program that is inclusive this year with options for all to participate.

With all the participation and positive feedback, we did receive feedback from some participants requesting more events and wishing the crowds were smaller. The librarians and I are examining how we can best serve this growing community with the resources we have. As participation grows by leaps and bounds, we want to stay nimble and be responsive to how we can best use our resources.

We were happy to add a new resource to the library called Mometrix. It is a study prep database with resources for over 1000 different exams. The State Library of Iowa will send us statistics for usage soon so we can track usage. I am also waiting on usage statistics from the New York Times. I will get those out to you as soon as possible.

### Accomplishments:

- Assist with Summer Library Program Finale Events.
- Worked with IT to address several issues with newly installed computers.
- Collaborated with Sam, Brena and Justin to suggest revisions to the Makerspace Policy.
- Attended a virtual training on a new virtual resource from the State Library of Iowa, Mometrix.
- Attended a virtual training for librarians on the State of Iowa's newly streamlined unemployment resources.

### Upcoming Goals:

- Complete five hours of continuing education.
- Provide an updated training for all part-time staff on making reservation and answering from library patrons about the Makerspace.
- Complete three part-time and one full-time evaluation.
- Listen to AKPL staff and the community in order to understand how I can best serve the library.



# Public Services Report – July 2025

July 2025	July 2025		Year to Date by Age Level		July 2024	
	Programs	Attendee	Programs	Attendee	Programs	Attendee
<b>Early Learners (0-5)</b>	7	1006	7	1006	3	477
Onsite	2	183	2	183	3	477
Off-Site	5	823	5	823	0	
Virtual	0	0	0	0		
Pre-Recorded	0	0	0	0		
<b>School Age (6-11)</b>	2	139	2	139	2	177
Onsite	2	139	2	139	2	177
Off-Site	0	0	0	0	0	0
Virtual	0	0	0	0	0	0
Pre-Recorded	0	0	0	0	0	0
<b>Tween/Teen (12-18)</b>	19	305	19	305	8	101
Onsite	14	277	14	277	8	101
Off-Site	5	28	5	28	0	0
Virtual	0	0	0	0	0	0
Pre-Recorded	0	0	0	0	0	0
<b>Adult (18+)</b>	22	251	22	251	24	250
Onsite	21	237	21	237	23	247
Off-Site	1	14	1	14	1	3
Virtual	0	0	0	0		
Pre-Recorded	0	0	0	0		
<b>General Interest</b>	14	1995	14	1995	9	2683
Onsite	12	473	12	473	8	1732
Off-Site	2	1522	2	1522	1	957
Virtual	0	0	0	0		
Pre-Recorded	0	0	0	0		
<b>Monthly Total</b>	64	3696			46	3688
<b>Year to Date of All Program Types</b>	64	3696			46	3688
<b>Additional services</b>	July 2025		FY26 Year to Date		July 2024	
Technology Appointments	11		11		4	
Exam Proctoring	7		7		11	
Notary Appointments	77		77		65	
Patron Computer Usage	1965		1965		1869	
Reference Interactions	NA		NA		1082	
Youth Scavenger Hunt	1049		1049		1193	
Storytime To-Go Kits	2000		2000		2000	
Unique Wireless Usage	6045		6045		6076	
<b>Room Usage</b>	July 2025		FY26 Year to Date		July 2024	
Children/Teen Program Room	15		15		13	
City Council Chambers	16		16		21	
Conference Rooms and Lounges	551		551		496	
Meeting Rooms (A, B, C, ABC)	61		61		70	
Makerspace	31		31		18	
Off-Site/Virtual/Misc.	13		13		4	
<b>Total Usage</b>	687		687		622	
<b>Digital Resources (Included)</b>	July 2025		FY26 Year to Date		July 2024	
Ancestry Library Edition	50		50		196	
Brainfuse: HelpNow	6		6		6	
Metromix					NA	
Heritage Quest	0		0		58	
Hoopla	1145		1145		1087	
Library Speakers Consortium	1219				863	
Lots4Kids	56		56		13	
New York Times Online			0		585	
Novelist K-8	0		0		0	
Novelist Plus	92		92		87	
Novelist Select	356		356		612	
Reference Solutions	0		0		5	
ValueLine	1966		1966		1952	
<b>Digital Resources (Not Included)</b>						
Niche Academy	52		52		32	
<b>Total Usage (Included Only)</b>	4890		3671		5464	



# Public Services Report – July 2025

## Youth Services Report by Brittany Burk and Kelly Munter

### Summary

We ended the 2025 Summer Library Program on July 30 with a total of **5,122** participants. We were only 5 patrons short of 2024's participation number of 5,127. We also had great program numbers at various events throughout the month of July. July numbers are down from June, but that is no surprise to us. June is always the busiest month of the year in youth services. We also had **1,049 scavenger hunt participants** in July, down from 1,644 in June.

### Event Participation:

**July 2025: 2,500 Patrons** | June 2025 events: 2,779 Patrons

**Finale Pool Party: July 2025: 958** | July 2024: 951 | July 2023: 465

### Prizes:

**Total number of activity logs turned in each week!** The increase in participation this year is huge. These numbers boost our door count too, since people had to physically come into the library to drop their slips in. What was different from 2024? This year we increased Target gift cards by 10 additional winners each week and we had two prize boxes to choose from most weeks, Target + local businesses (Kum & Go, Scooter's, Taco John's, Quik Star, Slim Chickens, Whiskey River). Here is the difference:

	2024	2025
Week 1	725	<b>1171</b>
Week 2	973	<b>1481</b>
Week 3	1068	<b>1307</b>
Week 4	1138	<b>1585</b>
Week 5	941	<b>1256</b>
Week 6	909	<b>1358</b>
Week 7	985	<b>1462</b>
Week 8	1186	<b>1839</b>
Total	7,925	<b>11,459</b>

### Here are some of our July highlights:

#### Sing & Splash at Prairie Ridge Aquatic Center: singing, dancing, and splashing



**All City Play Day**

**All City Play Day:** We interacted with 564 people and took 300 helicopter crafts. We ran out and will need more if attending next year.

#### Family Bingo for Books: our most-loved program





# Public Services Report – July 2025

## Family Game Show (K-5 Event at 1 PM & Family Evening Event at 6 PM)



**Goals:** Our biggest goal is to continue providing educational and fun events for families and kids, especially for much greater numbers during the summer months.

- Post more content to our Facebook page, schedule out posts and increase engagement
- Finish formatting the next story stroll book and put it out
- Finalize September calendar and program partnerships
- Plan and research fall programming

## Teen Teen Services Report by Brenna Barton

### Summary:

- **Week 1 – No Events/Holiday**
- **Week 2 – 27**
- **Week 3 - 155**
- **Week 4 – 47**
- **Week 5 - 76**

**Total Patrons at events this month:** 305 (average of 16)

**Number of Technology/Patron Appointments:** 1

**Total Notary Appointments:** 9

### Teen Events Overview:

#### **Will It Float? (Centennial Park Shelter)**



We had 17 attend. This event was waitlisted by June 5! I think that the discrepancy between the people who signed up and those who showed up was primarily because this event wasn't at the library, and that it was the Monday after the Fourth of July weekend.



# Public Services Report – July 2025

## Fiber and Friends: Teen Craft and Chat

We had 4 attend. I also had some random craft supplies donated to the library from one of the Craft and Chat members.

## Get Lit (Main St. Café and Bakery)

We had 3 attend to discuss *Fourth Wing* by Rebecca Yarros. I decided to rename this group to Young Adult Book Club and merge it back with the ACOTAR Book Club since the ACOTAR series would be complete by the end of the month. We plan to read *What the River Knows* by Isabel Ibanez next.

## Lemonade and Literature (Main St. Café and Bakery)

We had 3 attend to discuss *Berliners* by Vesper Stamper. We had more signed up but there was a tornado watch the day of so I think that some people wanted to avoid the bad weather.

## Ankeny Summerfest Parade



We had a good time at Ankeny Summerfest Parade! I think next year it would be really fun if we did a few events leading up to the parade where the teens could decorate signs and/or help put together the float and make a playlist for us to put on a speaker as we walked.

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## Fiber and Friends: Teen Craft and Chat

We had 11 attend.

## Late Night at the Library – Mario Kart



We had 23 attend. This was waitlisted by June 11!

## Minecraft Club



We had 17 attend. This event was waitlisted by June 5!

## Teen Advisory Group (TAG)

We had 8 attend. I did receive some feedback that the teens really wanted more gaming clubs and they asked if we could make Minecraft “Gaming Club” instead so that we could have an assortment of video games available to play, so I might try that in September.



# Public Services Report – July 2025

## Splatter Paint Pottery



We had 22 attend. This event was waitlisted and full by May 23.

## Murder Mystery: Waves of Danger with Happy Faces Entertainment



We had 74 attend! Kelly, Brittany, and Aurora helped me with this event too and I really appreciated it since we had so many people!

## Snack Attack – Firework Cookies



We had 16 attend. This event was waitlisted and full by May 20. We had some extra time so we played mafia and card games!

## Fiber and Friends: Teen Craft and Chat

We had 4 attend. Anna filled in for Angie and said that they were all very respectful!

## Yoga with Meghan May

We had 0 attend. I think it may have been because there was a tornado warning an hour before the start time.

## Cloth Book Covers



We had 23 attend. This event was waitlisted by June 5!



# Public Services Report – July 2025

## Graphic Novel Book Club

We had 4 attend to discuss *The Tryout* by Christina Soontornvat. Our next book will be the first *Wings of Fire* Graphic Novel by Tui T. Sutherland.

## Fiber and Friends: Teen Craft and Chat

We had 0 attend. I think that with Laser Tag later tonight less people were interested in this and more interested in going to the later event.

## Late Night at the Library – Capture the Flag Laser Tag

We had 71 attend. This event was waitlisted by July 1! Molly and Aurora helped me with this event as we had over 80 sign ups. I think for next year, just to help with the overall flow, I would have separate groups (maybe two groups of 8 at a time) in 30 minute intervals and start earlier as well. I also would choose to use phones over walkie talkies for staff to communicate since we were out of range of each other and struggled a little to communicate effectively about starting/switching sides. Overall, for the number of people we had, this was a great teen finale to the Summer Library Program!

## ACOTAR Book Club (Smokey Row – Ankeny)

We had 3 attend to discuss the last two books in the ACOTAR series, *A Court of Frost and Starlight* and *A Court of Silver Flames* by Sarah J. Maas and we decided to meet in August under the new name, Young Adult Book Club, and discuss *What the River Knows* by Isabel Ibanez.

## ACHS Book Club (Smokey Row – Ankeny)

We had 2 attend to discuss *The Midnight Library* by Matt Haig. We decided not to meet during the first week of school and instead meet on Wednesday, August 20 at Smokey Row to discuss *I Have Some Questions for You* by Rebecca Makkai.

## Goals:

July was a great month and end to the Summer Library Program! I really appreciated everyone's help with my larger events, and I know that the teens really appreciated having these events from the feedback I received from them and from their parents. I have learned a lot from my first summer at Ankeny and I am looking forward to the next Summer Library Program!

1. Finalize the August and September Calendars
  - a. Continue updating bookmarks and reels for readers advisory
2. Continue prepping August and fall events like the escape room
3. Continue fall event preparations including:
  - a. Working on Canva to make marketing materials
  - b. Purchasing supplies
  - c. Prepping notes/activity plans/hand-outs/etc
  - d. Reaching out to school librarians to verify upcoming school year events

I had no frustrations in July 😊



# Public Services Report – July 2025

## Adult Services Report by Justin Armbruster

OverDrive Checkouts	16,286
Documents Notarized	47
Book a Librarian Appointments	10 (seven scheduled, three walk-in)
Reference Transaction	26
Proctored Exams	7

In July, we continued our Summer Library Program offerings. On the adult side, we had a few very successful SLP events, such as our Buff City Soap party and our first-ever plant swap. At Buff City Soap, patrons were able to make their own customized bath bombs. Some participants brought their teen children and it was great seeing them all have fun together. The plant swap was also very warmly received. In the first hour, we had about 40 people participate. People brought in a variety of plants and plant accessories and all the items except for one were gone by the end of the program. Many of the participants said they would like for us to host this type of event again. We also wrapped up the SLP with the pool party at the end of the month.

My goals for August include advertising for our first ever Introvert Book Club, which will be meeting on August 14<sup>th</sup>. I'm hoping to use this first session to gather some thoughts from the attendees about the programs, specifically if they want to meet at the library or a different location. I also plan to start advertising for our first Hopeful Mama Foundation Educational Workshop which will take place in September. I've been in communication with the HMF about expanding their offerings at the library and they wanted to try this workshop first.

In terms of frustrations this month, I have been attempting to get in touch with my contact at Buff City Soap, as I was charged tax for the program we had. I have sent several emails and called, but still have not had any luck getting the refund.

## Acquisitions Report – July 2025

July marks the start of a new Fiscal Year. This change over, and the slight change to the budget for the coming year gives staff the opportunity to consider how the money is split between ages and subjects, as well as identify areas of the collection that need extra attention.

The last several years have seen a shift from physical AV expenditures to more e-resources (via Overdrive Advantage purchases of e-books and e-audio). However, with IMLS funding in limbo and the future of Bridges (our Overdrive consortium) uncertain, we are currently holding off reallocating more AV money to e-resources.

<b>Print Collections</b>	<b># Added</b>	<b>A/V Collections</b>	<b># Added</b>
Adult Biography	10	Adult Audio Books	25
Adult Fiction	375	Adult Blu-Rays	18
Adult Graphic Novels	7	Adult DVDs	38
Adult Non-Fiction	139	Adult Music CDs	20
		Adult Playaways	6
Picture books	56		
Board books	3	Juvenile Audio Books	0
Easy Non-fiction	1	Juvenile Blu-rays	2
Easy Readers	22	Juvenile DVDs	5
Vox Books	0	Juvenile Music CDs	0
		Juvenile Playaways	4
Juvenile Biography	5		
Juvenile Fiction	69	Young Adult Audio Books	0
Juvenile Graphic Novels	17	Young Adult Playaways	1
Juvenile Nonfiction	13		
		<b>Totals</b>	<b>119</b>
YA Biography	0		
YA Fiction	95		
YA Graphic Novels	28		
YA Nonfiction	0		
<b>Totals</b>	<b>840</b>		

### Twelve Month Comparative Totals

	<b>7/24</b>	<b>8/24</b>	<b>9/4</b>	<b>10/24</b>	<b>11/24</b>	<b>12/24</b>	<b>1/25</b>	<b>2/25</b>	<b>3/25</b>	<b>4/25</b>	<b>5/25</b>	<b>6/25</b>
<b>Print</b>	611	979	900	1013	759	507	800	605	976	718	960	813
<b>A/V</b>	154	140	98	119	85	102	58	116	92	103	115	92

Ankeny Kirkendall Public Library  
Ankeny, Iowa

**The Mission of the Ankeny Kirkendall Public Library to be a welcoming and inclusive community center of learning experiences and entertainment, interaction and connection.**

**SUBJECT:** Computer and Internet Use Policy

**BACKGROUND:** The Ankeny Kirkendall Public Library Board of Trustees is committed to supporting patrons in their quest to obtain information, locate needed resources and pursue lifelong learning interests by making available the latest Internet related information technology, tools and resources.

**POLICY:** The Ankeny Kirkendall Public Library complies with the United States Copyright Law, and all other federal, state and local laws relating to the use of the Internet and other electronic media. The Ankeny Kirkendall Public Library Board of Trustees does not limit or regulate patrons from accessing web-based resources/information. Consequently, any information that is gained via the Internet is the responsibility of each individual patron and not library personnel. Each patron is responsible for evaluating the validity, reliability and accuracy of the information found.

- A. The Library does not filter Internet content. Staff may, however, limit images displayed on screens or printed on public copiers in order to ensure the secure and comfortable environment of the Library.
- B. The Library is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of this resource.
- C. Use of the Library's Internet connection in an illegal, disruptive or destructive manner may result in the loss of Internet or library privileges.
- C. Using another patron's library card to log onto a computer without that patron's permission may result in the loss of Internet privileges.
- D. The Library is not responsible for any loss of data, damage to equipment or personal liability that may occur from use of its Internet connection. The Library assumes no responsibility for the security and privacy of Internet transactions or activities.

**PROCEDURE:**

- A. Public Internet access is provided at designated computer work stations and through wireless network connections available in the building. Internet-accessible work stations are reserved for children 12 13 years and below in the Children's Area, and 14 years and over on the second floor.

- B. Time limits are placed on library equipment in order to provide access to as many users as possible.

Adopted by Library Board of Trustees: June 19, 2008

Revised:

June 2008

October 2012

April 2014

July 2017

3/28/19

7/21/22

Reviewed:

ANKENY KIRKENDALL PUBLIC LIBRARY

Ankeny, Iowa

**The Mission of the Ankeny Kirkendall Public Library to be a welcoming and inclusive community center of learning experiences and entertainment, interaction and connection.**

**SUBJECT: LIBRARY'S MAKERSPACE**

**BACKGROUND:**

The Ankeny Kirkendall Public Library provides a makerspace for library sponsored or co-sponsored programs which achieve the library's goals. When not in use for library-sponsored activities, the space and equipment are available to individuals and non-profit groups. The intent of the makerspace is to provide self-guided introductory access to a variety of digital and hands-on equipment and resources.

**POLICY:**

- A. Primary use of the makerspace is for library activities, programs and meetings.
- B. Users of the makerspace must ~~have a current Ankeny Kirkendall Public Library card or photo ID~~ provide a first and last name and phone number to reserve the space. Users under 142 years of age must be supervised by an adult, 18 years or older.
- C. Reservations are required to ensure availability of space or equipment.
- D. The Library will provide access to the equipment and tools. Patrons will be required to bring supplies that are not provided.
- E. ~~Library staff must approve all patron supplied materials before being used on or with makerspace tools, technology, and equipment in order to reduce the risk of damage or injury.~~
- F. ~~E. Makerspace users are strongly encouraged to schedule training which is based on staff availability. Makerspace stations are designed for independent use, with instruction guides available to assist library users. The library cannot guarantee staff availability to assist with the Makerspace technology. Makerspace users must complete training on equipment. Training times will be scheduled by library staff.~~
- G. F. Patrons must return tools, technology, and equipment to their original location and must leave the space as they found it. Library is not responsible for any items left behind including digital files.
- H. G. The Library reserves the right to halt, delete, or otherwise disallow the creation of items that violate this or other library policies. Equipment cannot be used to create items intended for sale, commercial use, in violation of another's intellectual property rights, or items that could be construed as weapons.

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I.H. The copyright law of the United States (Title 17, U.S. Code) governs the making of copies or other reproductions of copyrighted material. The person(s) using the Library's equipment is liable for any infringement.

J.I. All library policies, including patron conduct policy, apply to the use of the makerspace. The Library reserves the right to disallow a patron's use of the makerspace in its entirety.

K.J. The Library, its staff, and representatives are not responsible if a project is destroyed, does not print correctly, does not work, or does not turn out as expected. The patron understands that the Library, its staff and representatives are not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials, or equipment supplied through the makerspace.

L.K. Permission to use the makerspace does not imply that the Library Board of Trustees, the Library staff, or the City of Ankeny supports the opinion and/or views of the users.

M.L. Users assume all risk inherent to the use of the makerspace and the tools, technology, and equipment.

N.M. The library may charge a nominal fee for certain consumable materials.

**PROCEDURE:**

- A. Each piece of equipment will have its own "Equipment Use Guidelines".
- B. Cancellations for reservations should be made promptly.
- C. The individual who reserved the makerspace will be held responsible for any damages or issues resulting from or during the use of the space and/or equipment from improper use or abuse.

**Adopted:**

July 25, 2013

**Revised:**

April 21, 2022

**Reviewed:**

April 17, 2014

September 20, 2018