



**Ankeny Kirkendall Public Library**  
**BOARD OF TRUSTEES**  
**Thursday, September 18, 2025**  
**Strategic Planning Retreat 3:30 p.m.**  
**Regular Meeting: 6:00 p.m.**  
**Location: Library**

**REGULAR MEETING AGENDA – Council Chambers**

<b>Agenda Item</b>	<b>Discussion Points</b>
<b>I. Call to Order</b>	
<b>II. Public Comment</b>	
<b>III. Approval of Minutes</b>	A. August 21, 2025
<b>IV. Consent Agenda</b> Samuel Mitchel, Director	A. Financials
<b>V. Director’s Report – Sam Mitchel</b>	
<b>VI. Department Reports</b>	A. Circulation – Erin Coughlin B. Public Services – Molly Guerra 1. Adult Services – Justin Armbruster 2. Teen Services – Brena Barton 3. Children Services – Kelly Munter, Brittany Burk C. Acquisitions – Evan Anderson
<b>VII. Policy/Procedure Review</b>	A. Sex Offender Policy
<b>VIII. Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)</b>	B. Strategic Plan Committee
<b>IX. Friends of the Library (<i>Update</i>)</b>	
<b>X. Old Business</b>	
<b>XI. New Business</b>	A. Strategic Plan 1. Strategic Initiative #1: Modify the Mission Statement 2. Strategic Plan Implementation Guide Draft B. Adult Program: Movie Night Friday, October 17 (alcohol on premises - BYODrink) C. Board of Trustees: Budget Expenditure Authority Discussion
<b>XIII. Adjourn</b>	A. Next Meeting: October 16, 2025



**Ankeny Kirkendall Public Library  
BOARD OF TRUSTEES  
Meeting Minutes  
Thursday, August 21, 2025  
Regular Meeting: 6:00 p.m.  
Location: Library**

**Present:** Fred Schuster, Nancy Medema, John Meyer, Gene Lucht, and Heather Stephenson  
**Staff:** Sam Mitchel

Agenda	Discussion Points
<b>I. Call to Order</b>	Schuster called the meeting to order.
<b>II. Public Comment</b>	
<b>III. Approval of Minutes</b>	<p>A. July 17, 2025</p> <p>Meyer pointed out that regarding elections, there needed to be a correction that Lucht motioned “to suspend article III.A of the bylaws for Piepho to run for secretary.” Meyer made a motion to approve with the correction, Medema seconded, passed unanimously.</p>
<b>IV. Consent Agenda</b> <b>Samuel Mitchel, Director</b>	<p>A. Financials: Mitchel stated that the run rate for the month was 8.3% and that the month’s expenditures mirrored those of typical beginning fiscal year expenditures.</p>
<b>V. Policy/Procedure Review</b>	<p>A. Makerspace Policy: Medema motioned to accept the revised policy, Lucht seconded, passed unanimously.</p> <p>B. Computer and Internet Policy: Medema suggested the words “the latest” in the Background paragraph be removed. Meyer suggested that under Procedures A, a statement “policy exceptions at the discretion of library staff” should be added. Meyer made a motion to accept the changes and suggestions, Stephenson seconded, passed unanimously.</p>
<b>VI. Director’s Report – Sam Mitchel</b>	<p>Mitchel presented the director’s report. Meyer asked how the Makerspace/Teen space swap was going. Mitchel stated that it is just about finished. Mitchel also stated that there will be a computer in study room 2A. This is in response to requests for a more private area conducive to sensitive business. Completion TBD as there will be IT Dept. and facilities involvement.</p>

<b>VII. Department Reports</b>	Schuster inquired about the Teen program <i>Will It Float?</i> , and what it means when programs are waitlisted. Mitchel explained that due to the amount of resources/space sometimes signup is required, and a waitlist is created if prospective attendees drop their reservation.
<b>VIII. Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)</b>	<p>A. Shuster relayed that he and Director Mitchel met with Mayor Bentz, Mike Schrock, interim City Mgr., and Jennifer Sease, Administrative Services Director about Library Board's budget expenditure authority in regards to State and City Code.</p> <p>B. Director Evaluation: Meyer relayed that the evaluation committee conducted the director's evaluation via survey input from Trustees. In light of that input plus Mitchel's self-evaluation, Meyer stated, "Overall, Sam is doing a great job." Meyer made a motion to accept the committee's evaluation, Stephenson seconded, passed unanimously.</p>
<b>IX. Friends of the Library (<i>Update</i>)</b>	Medema stated that Friends board had a recent meeting to discuss strategic planning. The Friends approved the library's FY26 request of \$50,700. They are planning a Bake-off fundraiser in December.
<b>X. Old Business</b>	<p>A. Strategic Plan</p> <p>1. Strategic Initiative #2: Improve Access to Programming Discussion</p> <p>Stephenson commented that with so many senior living centers in Ankeny, the library should have on its radar how it might be able to meet potential requests.</p>
<b>XI. New Business</b>	
<b>XIII. Adjourn</b>	A. Next Meeting: September 18, 2025

Respectfully submitted, Sam Mitchel, Library Director

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

		<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY26</b>	<b>As of</b>	<b>FY 2026</b>	<b>%</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>August 31, 2025</b>	<b>Balance Remaining</b>	<b>Expended</b>
<b>Personal Services</b>								
Salaries and Wages	4101	677,830.34	720,126.47	703,808.39	778,206.00	149,654.82	628,551.18	19.23%
Overtime Wages	4102	321.17	147.40	733.60	1,000.00	50.33	949.67	5.03%
Temporary Wages	4103	752,179.54	788,424.85	850,193.70	928,000.00	157,217.55	770,782.45	16.94%
Longevity	4109	2,807.58	3,269.10	3,999.84	4,211.00	769.20	3,441.80	18.27%
FICA	4116	108,192.25	113,975.82	116,180.46	131,307.00	23,100.77	108,206.23	17.59%
IPERS	4117	144,774.57	141,638.57	143,006.99	161,557.00	28,687.50	132,869.50	17.76%
Deferred Compensation	4119	5,000.06	5,000.06	5,000.06	5,000.00	961.55	4,038.45	19.23%
Employee Insurance	4120	107,940.82	126,673.46	118,495.87	141,139.00	28,962.40	112,176.60	20.52%
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	389,404.12	1,763,137.88	18.09%
<b>Contractual Services</b>								
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	21,473.77	41,626.23	34.03%
Waste Management Services	4224	715.54	1,131.46	1,272.26	1,300.00	160.00	1,140.00	12.31%
Land and Tree Services	4227	2,113.05	17,634.51	4,263.60	6,000.00	1,455.30	4,544.70	24.26%
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	1,503.35	7,376.65	16.93%
Electric Charges	4247	59,856.64	65,217.69	64,206.43	73,000.00	12,453.77	60,546.23	17.06%
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	17,460.55	51,539.45	25.31%
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	146.97	353.03	29.39%
Building Maintenance Services	4270	147,228.73	124,323.62	121,988.32	141,000.00	40,167.35	100,832.65	28.49%
Electronic Services	4273	4,953.15	5,932.64	5,740.48	6,000.00	1,169.69	4,830.31	19.49%
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	2,383.00	8,617.00	21.66%
Postage and Shipping	4296	2,626.68	2,893.40	4,193.40	4,000.00	973.35	3,026.65	24.33%
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	99,347.13	429,503.87	18.79%
<b>Commodities</b>								
Office Supplies	4310	9,930.86	9,618.55	7,774.09	11,000.00	1,863.93	9,136.07	16.94%
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	1,854.15	11,145.85	14.26%
Circulation Materials	4344	10,078.76	12,600.05	12,041.99	20,000.00	1,604.67	18,395.33	8.02%
Library Books/Reference Materials	4345	148,990.58	153,333.18	154,952.70	157,000.00	35,160.88	121,839.12	22.40%
Multimedia Materials	4346	84,263.61	71,877.04	73,953.89	74,000.00	15,029.52	58,970.48	20.31%
On-Line Subscriptions	4347	20,809.28	48,356.39	51,097.91	54,200.00	39,452.43	14,747.57	72.79%
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	171.98	9,828.02	1.72%
Building Maintenance Supplies	4380	19,776.81	14,193.16	10,848.71	24,000.00	2,480.47	21,519.53	10.34%
Total Commodities		321,320.37	335,135.46	341,793.94	372,400.00	97,899.88	274,500.12	26.29%
<b>Capital Outlay</b>								
Building Improvements	4420	0.00	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	0.00%
<b>Debt Service</b>								
Equipment Reserve Payments	4595	0.00	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	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>586,651.13</b>	<b>2,467,141.87</b>	<b>19.21%</b>

FTEs 22.85

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

		<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>As of</b>	<b>FY 2026</b>	<b>%</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>August 31, 2025</b>	<b>Balance</b>	<b>Received</b>
							<b>Remaining</b>	
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	4,669.00	19,331.00	19.45%
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	29.46%
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	0.00%
Operating Grants	3517	16,856.61	16,875.07	17,037.73	17,038.00	0.00	17,038.00	0.00%
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	2,792.15	7,207.85	27.92%
Miscellaneous Service Charges	3699	1,129.05	1,205.18	1,226.48	1,000.00	208.20	791.80	20.82%
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	86.70	313.30	21.68%
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	2,748.48	13,251.52	17.18%
Lost Materials	3868	3,779.14	4,320.97	4,132.08	4,000.00	654.29	3,345.71	16.36%
Legal Settlement/Damages	3869	2,287.08	2,231.93	2,669.03	2,000.00	651.81	1,348.19	32.59%
Overages/Shortages	3891	36.53	38.61	98.06	0.00	33.13	(33.13)	
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>58,499.76</b>	<b>183,849.24</b>	<b>24.14%</b>

## Director's Report August 2025

### I. Personnel

- Employment Anniversaries
  - Jessica Anderson, Library Associate, 2 years
  - Molly Hormann, Library Associate, 2 years
  - Marné Wrice, Library Associate, 2 years
- 8/21: Meeting with Trustee Committee for my evaluation

### II. Facility

- Monthly AED and fire extinguisher inspections

### III. Misc.

- 8/4: Meeting with Program Librarians regarding Strategic Initiative #2
- 8/12: Meeting with Trustees Schuster and Medema regarding Library Board budget expenditure authority
- 8/18: Meeting with City Department Directors and representative from search firm for future city manager
- 8/18: Meeting with Metro-area Library Directors
- 8/20: Meeting with Bravo Greater Des Moines to learn about its mission/services/offerings
- 8/21: Meeting with Walsh Security for a quote on a camera to view remotely the AMH when alerts are triggered
- 8/22: Full-time staff meeting
- 8/23: Attended Friends trivia fundraiser as library liaison
- 8/26: Meeting with Trustee Schuster, Mayor Bentz, Mike Schrock, interim City Mgr, and Jennifer Sease, Administration Services Director regarding Library Board budget expenditure authority
- Notary appointments: 18

### IV. Marketing/Communication

During the month of August, 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
<ul style="list-style-type: none"><li>• Technology Resources and services highlights via Facebook</li></ul>	<ul style="list-style-type: none"><li>• August programs, book discussions, author talks, via social media, eNewsletter, lobby digital display, and calendars.</li></ul>	<ul style="list-style-type: none"><li>• Summer Library Program “look back” and upcoming fall programs via eNewsletter and Ankeny Living</li></ul>	<ul style="list-style-type: none"><li>• 8/12 &amp; 26: City departments meeting</li><li>• 8/23: Friends trivia fundraiser</li><li>• 8/20: Bravo Greater Des Moines</li></ul>

Sam Mitchel

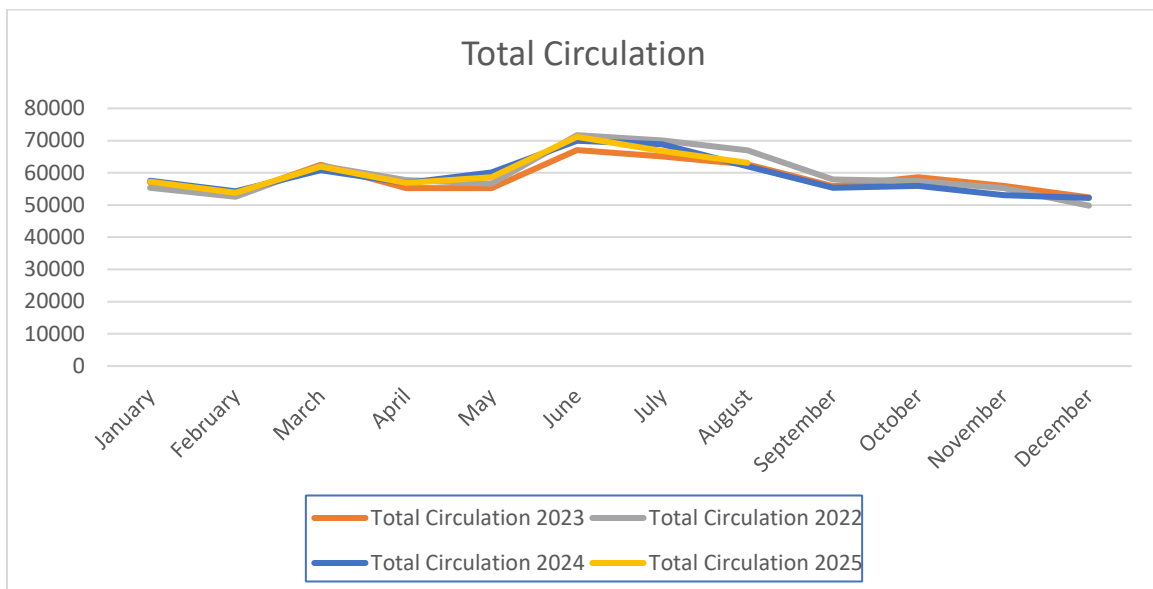
**By: Erin Coughlin**

**Date: 9/1/2025**

- Our busiest day was August 6, 2025, with 1,516 visitors. We had only 1 program that day, but with summer winding down, we were quite busy of people just coming to the library to spend time.
- We had 49 volunteers helping during August for a total of just over 271 hours, an average of 8 hours and 46 minutes/day of volunteer time. I also trained 9 new volunteers in August.
- Volunteer Program:
  - We have a more than an ample number of volunteers, so we are working to make sure the people who do volunteer at the library are well-trained.
  - New Volunteer Orientation Sessions
    - Offered 3-4 times a month rather than scheduling individually
    - Volunteers schedule their first 5 times shelving with me. When they shelve books, they insert bright colored index cards and leave them hanging off the shelf. Staff members check their shelving for accuracy and help them fix mistakes.
    - So far, staff and volunteer feedback has been positive. It is more work for staff to check shelving, but ultimately should increase accuracy of shelving and make sure items are in their proper spots, which makes it easier for staff and patrons to find materials.
- Completed 1 evaluation this month.
- ARSL Conference – Albuquerque, NM September 17-20
  - I'll be presenting twice at this conference as part of a Leadership Cohort.
  - Poster Session: "Beyond the Books: Strategic Solutions for Library Funding"
  - Group Presentation: "How to Be Kind Without Losing Your Mind (Or Compromising Your Values)."
  - I'm happy to share notes, slides, etc. if you'd like to learn more.
- Goals for September
  - Complete Shelf Reading Procedure Re-Vamp
  - Complete 1 staff evaluation
  - Work with Admin Team to trial a system for book drop-offs for Independence Village Assisted Living/Nursing Home residents

## August Circulation Statistics

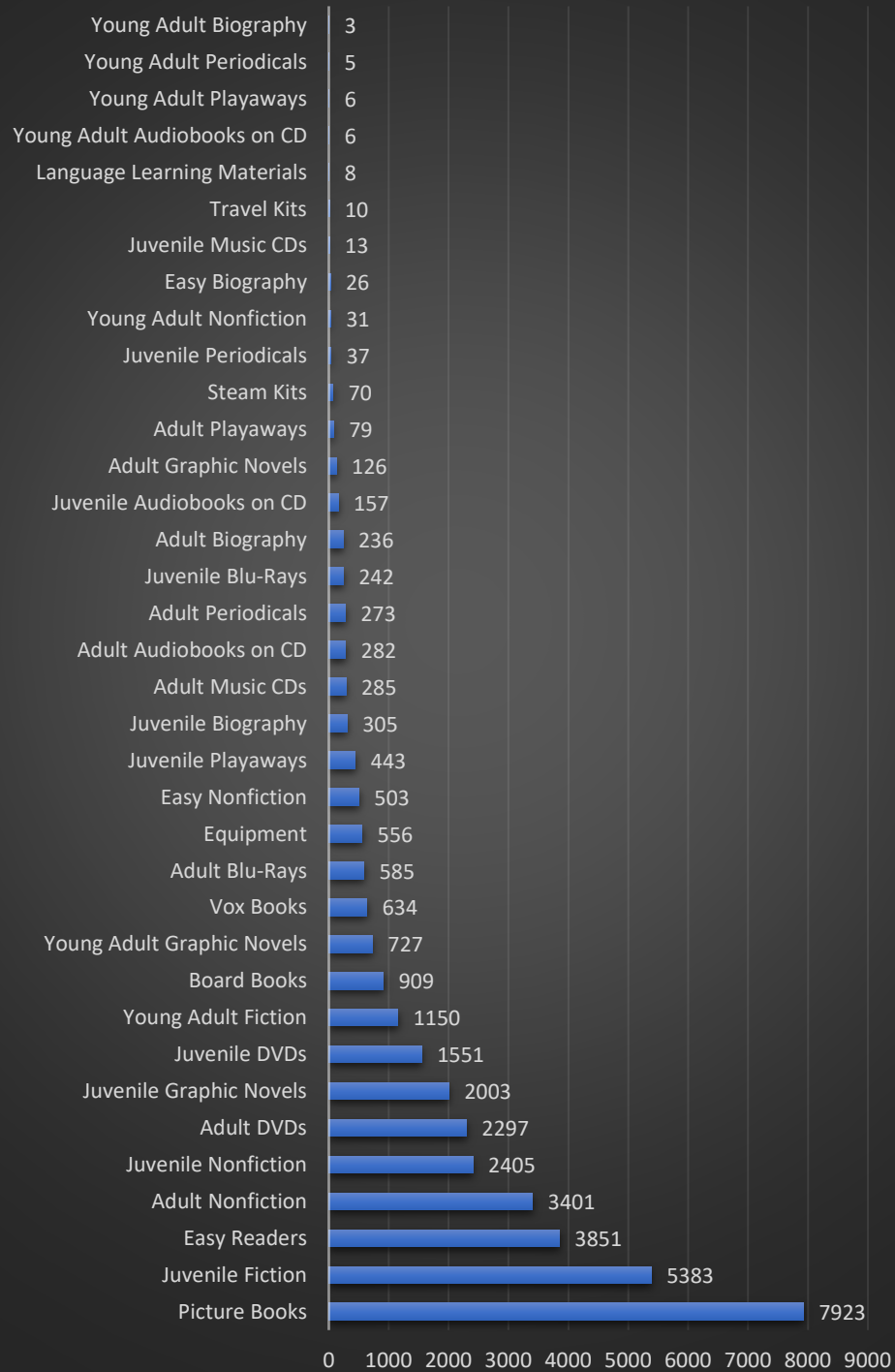
	August 2025	August 2024	Difference	July 2025 - August 2025	July 2024 - August 2024	Difference
<b>Physical Checkouts &amp; Renewals (including Automatic)</b>						
<i>Books</i>	40096	40585	-1%	82847	86481	-4%
<i>Videos</i>	4675	5156	-9%	9803	11201	-12%
<i>Audio</i>	1275	1536	-17%	2852	3347	-15%
<i>Magazines &amp; Other</i>	936	829	13%	1896	1645	15%
<b>Total Print Transactions</b>	<b>46982</b>	<b>48106</b>	<b>-2%</b>	<b>97398</b>	<b>102674</b>	<b>-5%</b>
<b>Downloadable Transactions</b>						
<i>Ebooks</i>	5,479	5567	-2%	11,176	11,370	-2%
<i>Audiobooks</i>	8,777	7085	24%	17,563	14,253	23%
<i>Magazines</i>	1817	1145	59%	3,620	2,380	52%
<i>Adventure Pass</i>	69	83	-17%	138	152	-9%
<b>Total Downloadable Transactions</b>	<b>16,142</b>	<b>13880</b>	<b>16%</b>	<b>32,497</b>	<b>28,155</b>	<b>15%</b>
<b>Total Circulation (Physical + Downloadable)</b>	<b>63,124</b>	<b>61986</b>	<b>2%</b>	<b>129,895</b>	<b>130,829</b>	<b>-1%</b>
<b>Highlights</b>						
<i>Steam kits</i>	70	90	-22%	157	192	-18%
<b>Residency Checkouts (Print Transactions)</b>						
<i>City of Ankeny</i>	39471	40753	-3%	82227	86980	-5%
<i>Rural/Unincorporated Polk County</i>	3547	3989	-11%	7671	8528	-10%
<i>Open Access</i>	3778	3208	18%	7318	6815	7%
<b>Total Residency Checkouts</b>	<b>46796</b>	<b>47950</b>	<b>-2%</b>	<b>97216</b>	<b>102323</b>	<b>-5%</b>
<b>Cardholders</b>						
<i>Basic Access</i>	295	383	-23%	618	757	-18%
<i>Temporary</i>	11	11	0%	20	22	-9%
<i>Organization</i>	0	0	#DIV/0!	0	0	#DIV/0!
<i>Online</i>	59	51	16%	111	100	11%
<b>Total New Cardholders</b>	<b>365</b>	<b>445</b>	<b>-18%</b>	<b>749</b>	<b>879</b>	<b>-15%</b>
<b>Total Active Cardholders</b>	<b>28346</b>	<b>28346</b>	<b>0%</b>	<b>880</b>	<b>1001</b>	<b>-12%</b>
<b>Visitors</b>						
	29758	31991	-7%	70942	74878	-5%





## Circulation by Collection

### August 2024 Print Checkouts and Renewals





# Public Services Report – August 2025

## **Public Services Summary:** (by Molly Guerra)

### **Highlights:**

Brena, Sam and I worked hard on the Makerspace and Teen Space swap in August. I am very please with how it has turned out. Justin, Brena and I will continue to get the Makerspace arranged in a manner that best suites the space. Patrons that have used the Makerspace in its new location have given positive feedback about the switch. I am working with IT to get some updates to software currently.

Aurora Michael- Caceres wrapped up her internship and practicum at the library with a well-attended program in the Makerspace called Print & Press T-Shirts. The program highlighted the sublimation printer and heat presses available at the library. It was a pleasure to work with Aurora, and it was meaningful to see her plan and present a program on her own as the culmination of her internship.

The State Library of Iowa cut two digital resources in July of 2025. August was the first full month without Foundation Directory and BrainFuse:HelpNow as digital resources for our patrons. The new database provided by the State Library, Mometrix, will fill some of the gaps left without HelpNow. Foundation Directory was not highly used, so I do not believe there is a need to look for a replacement at this time.

### **Accomplishments:**

- Swap the Makerspace with the Teen Space
- Worked with IT to address several issues with newly installed computers
- Presented at Connect 55+ Senior Living Community
- Held small group meetings with part-time staff open communication between part-time staff and management
- Met with AMOS of Mid-Iowa, a community organization that works to find solutions to struggles families face in the community
- Did two part-time evaluations

### **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 two 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
- Continue to update and organize the Makerspace



# Public Services Report – August 2025

August 2025	August 2025		Year to Date by Age Level		August 2024	
	Programs	Attendees	Programs	Attendees	Programs	Attendees
Early Learners (0-5)	0	0	7	1006	2	104
School Age (6-11)	0	0	2	139	0	0
Tween/Teen (12-18)	9	37	28	342	1	2
Adult (18+)	24	243	46	494	26	246
General Interest	14	711	24	2637	8	507
Monthly Total	38	893			37	859
Year to Date of All Program Types	102	4589			83	4547
Additional services	August 2025		FY26 Year to Date		August 2024	
Technology Appointments	10		21		12	
Exam Proctoring	7		14		1	
Notary Appointments	80		157		55	
Patron Computer Usage	1652		3617		1610	
Reference Interactions	NA		0		368	
Youth Scavenger Hunt	660		1709		368	
Storytime To-Go Kits	1000		3000		1000	
Unique Wireless Usage	5487		11532		4681	
	8896		20050		8095	
Room Usage	August 2025		FY26 Year to Date		August 2024	
Children/Teen Program Rooms	7		22		2	
City Council Chambers	16		32		24	
Conference Rooms and Lounge B	553		1104		520	
Meeting Rooms (A, B, C, ABC, BC)	71		132		69	
Makerspace	52		83		32	
Off-Site /Virtual / Misc.	2		15		3	
Total Usage	701		1388		650	
Digital Resources (Included)	August 2025		FY26 Year to Date		August 2024	
Ancestry Library Edition	91		141		138	
Consumer Reports	661		2179		814	
Heritage Quest	19		2373		375	
Hoopla	1034		81		1144	
Library Speakers Consortium	1154		580		1852	
Lote4Kids	25		0		36	
New York Times Online	580		153		600	
Novelist K-8	0		680		0	
Novelist Plus	61		5		172	
Novelist Select	324		3479		571	
Reference Solutions	5		0		13	
ValueLine	1513		118		1249	
Digital Resources (Not Included)						
Niche Academy	66		0		30	
Total Usage (Included Only)	5467		9789		6964	



# Public Services Report – August 2025

## Youth Services Report by Brittany Burk and Kelly Munter

### Summary

August was light due to our programming break. It was a much-needed time for vacations and fall planning. We prepped for all the early-learner, school-age, and family events. We also increased our passive programming throughout the library to offer more variety during this program break, which included an Iowa State Fair I-Spy (forgot to take a picture!), Dog Man Sticker Scene, Monthly Scavenger Hunt, and Story Stroll with hidden code word. We also put out a Play Vet Clinic in addition to our much-loved Starbooks Café.



**Goals:** Our biggest goal is to continue providing educational and fun events for children and families.

- Post more content to our Facebook page, schedule out posts and increase engagement
- Finish formatting the October story stroll book and put it out
- Finalize October calendar and publish all events in Library Market
- Continue current program partnerships; meeting with 3 potential new partners
- Brainstorm fall and winter programming
- Continue work on Story Time To-Go Kits and scavenger hunts
- Work with Abby W. on monthly Sunday Scavenger Hunt for families

## Teen Services Report by Brena Barton

### Summary of Program Attendance:

- Week 1 – 1
- Week 2 – 11
- Week 3 - 25
- Week 4 – 0

Total Patrons at events this month: 37 (average of 4)

Number of Technology/Patron Appointments: 1

Total Notary Appointments: 26

### Teen Events Overview:

Fiber and Friends: Teen Craft and Chat – 8/4

We had 1 attend.



## Public Services Report – August 2025

Description: Bring a craft you are working on and join fellow crafters to work on projects and get tips from other creative people. All crafts are welcome, including sewing, knitting, crocheting, scrapbooking, paper crafts, and so on. This program is in partnership with Central Iowa Fiber Arts (C.I.F.A.). Tweens and teens, grades 4 - 12, are welcome to join; no registration is required.

---

### Fiber and Friends: Teen Craft and Chat – 8/11

We had 3 attend.

Description: (See Fiber and Friends: Teen Craft and Chat – 8/4)

### Trading Card Exchange – 8/12



We had 6 attend! This event had been asked for by several teens throughout the year who had other types of trading cards besides Pokémon and wanted a space to trade with others. They ended up mostly bringing Pokémon cards anyway, so I don't think I would make this a regular occurrence and would just stick to Pokémon Club.

Description: Are you a baseball or football card collector? Do you love Pokémon or Magic the Gathering? Bring your sports or gaming cards to trade with other trading card fans!

### Teen Advisory Group (TAG) – 8/12

We had 2 attend. We talked about upcoming teen programs and the teens who showed up helped me prep the upcoming Teen Reader of the Month Bingo sheets.

Description: Do you have a passion for books and planning fun library events? Are you looking for leadership opportunities? Do you need Silver Cord hours? Join us in the Teen Program Room to participate in our Teen Advisory Group! At the Teen Advisory Group, we will discuss upcoming events and take suggestions about what books YOU would want at the library and hear feedback about the events that YOU would want at the library. By participating in Teen Advisory Group, you will form leadership skills and serve your community!

---

### Fiber and Friends: Teen Craft and Chat – 8/18

We had 6 attend.

Description: (See Fiber and Friends: Teen Craft and Chat – 8/4)

### Young Adult Book Club – 8/19

We had 2 attend to discuss *What the River Knows* by Isabel Ibanez. The other two regulars couldn't attend because it was back to school night and they are paraeducators. We planned to read her second book in the series, *Where the Library Hides*, for September.

Description: Love chatting with fellow bookworms while supporting a local business? Then check out Young Adult Book Club! Open to teens and adults, this book club meets monthly at Smokey Row and reads a variety of young adult and new adult books.





## Public Services Report – August 2025

### ACHS Book Club (Smokey Row – Ankeny) – 8/20

We had 3 attend to discuss *I Have Some Questions for You* by Rebecca Makkai. We planned to read *What the River Knows* by Isabel Ibanez.

Description: Join us over lunch at Smokey Row in Ankeny and discuss this month's book, *I Have Some Questions for You* by Rebecca Makkai!

### Minecraft Club – 8/21



We had 14 attend for Minecraft Club. It was a little frustrating because Minecraft for the Switches was stuck on update mode so we couldn't use those to play so instead we played Super Smash Bros and Mario Kart.

Description: Bring your device and/or log in to play Minecraft on your device, do themed crafts and activities, or just hang out and chat with other Minecraft fans.

---

### Fiber and Friends: Teen Craft and Chat – 8/25

We had 0 attend. This also was the first day of school so I think that was part of the reason why less teens were here.

Description: (See Fiber and Friends: Teen Craft and Chat – 8/4)

---

### Goals:

August was a nice month following the Summer Library Program. I was able to focus on fall preparations and reach out to the school librarians to make sure everything was ready for when school started. I also made plans for a homeschool afternoon book club and a book club that would meet at DMACC. I reached out again to the librarian at Prairie Ridge and Parkview as well as my contact at St. Luke's to see if they would be interested in a monthly book club, but didn't hear back from them. I also found out the contact information for the new librarian at Northview, and she was very interested in continuing Fun Friday! I planned another meeting with Mr. Sikkink about a partnership between his history class and the library for next year's SLP which will be similar to the 150<sup>th</sup> Celebration project his students did that was available and on display at our library this summer. Finally, I was really happy because we were able to swap the Teen Room and the Makerspace!

1. Finalize the September Calendar
  - a. Continue updating bookmarks and reels for readers advisory
2. Continue prepping September 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

My main frustration was just with the Switches and their random updates, but I was able to pivot and work around it.



# Public Services Report – August 2025

## Adult Services Report by Justin Armbruster

OverDrive Checkouts	16,073
Documents Notarized	25
Book a Librarian Appointments	8 (five scheduled, three walk-in)
Reference Transaction	22
Proctored Exams	7

In August, our regular adult monthly programs continued, but due to the Summer Library Program, we mostly took a break on one-off/special events. However, we did have the Des Moines TRACK Model Train Display on the first weekend of the month. We have found our patrons of all ages appreciate this event and I'm pleased we have a good relationship with that group. Additionally, we also hosted a Friends of the Ankeny Library music trivia fundraiser. I love that we are able to provide the space and supplies for such events and that the community will come together to support the library. We also had our first ever Introvert's Book Club, which is a silent hour of reading with the option to socialize afterwards. Even though it was a new program, we had five people attend.

My goals for September include advertising the Hopeful Mama Foundation's first workshop called Body in Balance. It's a series of movements and exercises for women that are supposed to make them feel more connected to their bodies. Additionally, I have three programs in October that I want to heavily advertise during September to give them a good chance of succeeding. One is a holiday decoration swap, a Social Security seminar and showing of the movie *Scream* for the Halloween season.

In terms of frustrations this month, I did not really experience any.

## Acquisitions Report – August 2025

August marks the end of Summer Reading and a return to a normal pace at the library. Collections work will actually pick up a little in the next few months as staff who are normally more heavily involved in programming for summer have more time to purchase materials or help in deselection. Fall typically sees an increase in children's acquisitions as we refresh portions of the collection.

<b>Print Collections</b>	<b># Added</b>	<b>A/V Collections</b>	<b># Added</b>
Adult Biography	15	Adult Audio Books	20
Adult Fiction	374	Adult Blu-Rays	14
Adult Graphic Novels	15	Adult DVDs	24
Adult Non-Fiction	155	Adult Music CDs	12
		Adult Playaways	3
Picture books	70		
Board books	20	Juvenile Audio Books	3
Easy Non-fiction	0	Juvenile Blu-rays	3
Easy Readers	6	Juvenile DVDs	7
Vox Books	22	Juvenile Music CDs	0
		Juvenile Playaways	3
Juvenile Biography	5		
Juvenile Fiction	60	Young Adult Audio Books	0
Juvenile Graphic Novels	25	Young Adult Playaways	0
Juvenile Nonfiction	22		
		<b>Totals</b>	<b>88</b>
YA Biography	1		
YA Fiction	28		
YA Graphic Novels	17		
YA Nonfiction	2		
<b>Totals</b>	<b>837</b>		

### Twelve Month Comparative Totals

	<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>7/25</b>
<b>Print</b>	979	900	1013	759	507	800	605	976	718	960	813	840
<b>A/V</b>	140	98	119	85	102	58	116	92	103	115	92	119



**ANKENY KIRKENDALL PUBLIC LIBRARY**  
Ankeny, Iowa

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

**SUBJECT:**                **SEX OFFENDER**

**POLICY:**                The Ankeny Kirkendall Public Library Board of Trustees is committed to providing a safe environment for all members of the community conducive to the use of Library materials and services. Patrons have the right to be served in an environment free of concern for their personal safety and that of their family members. All patrons of the Library are responsible for being respectful of the rights of others (including staff members) and universally committed to using the Library for its intended purposes. The Ankeny Kirkendall Public Library Board of Trustees is committed to upholding the laws of the State of Iowa thus insuring that patrons have a safe and event free library experience.

**BACKGROUND:**        During the 2009 Legislative session, the Iowa Legislature revised the State's existing sexual offender laws, making the following changes which went into effect July 1, 2009:

- Iowa Code Chapter 692A of Subtitle 1 of Title 16 prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon public library real property or from loitering within 300 feet of the boundary of the real property of a public library. "Loiter" means remaining in a place or circulating around a place under circumstances where a reasonable person would believe that the purpose or effect of the behavior is to enable a sex offender against a minor to become familiar with a location where a potential victim may be found, or to satisfy an unlawful sexual desire, or to locate, lure, or harass a potential victim. A "sex offender" is someone who is required to be on the Sex Offender Registry.
- In addition, the law prohibits a sex offender who has been convicted of a sex offense against a minor from being employed by or from acting as a contractor or volunteer at any public library.

**EXCEPTIONS:**        The law identifies two exceptions to this requirement including:  
1) the period of time reasonably necessary to transport the offender's own minor child or ward to or from the library; and  
2) the period of time reasonably necessary to vote in a public election if the polling place is located in a public library.

The Library Director of the Kirkendall Public Library operates as the Library Administrator for purposes of Iowa Code Chapter 692A and further operates at the discretion of the Board of Trustees of the Library. The Board of Trustees has determined that under no circumstances shall the Library Director grant permission for a convicted sex offender to be on the real property of the Library other than pursuant to the limited exceptions set forth in Chapter 692A(2) as such exceptions may be further amended or modified.

Formatted: Font: (Default) Arial, 11 pt

Other exceptions to this policy can occur only with the written permission of the library director following approval from the Library Board of Trustees at a meeting at which a quorum is present.

Formatted: Indent: First line: 0"

~~\_\_\_\_\_ An individual who is a child sex offender must request, in writing, permission to be present on library grounds. Requests are to be addressed to the attention of the library director. A form will then be sent to the individual to be completed and returned for review. Access to the Library premises is not permitted during the review process.~~

#### **PROCEDURE:**

The responsibility for compliance with this law is on the offender. If Library staff has knowledge that a person who has been convicted of a sex offense against a minor is on Library premises the following procedure will be initiated:

- 1) The Library Director or designee will be notified immediately of the situation and every effort will be made to confirm that in fact a person meeting the criteria of a "sex offender" is on the premises.
- 2) The Library Director or designee will contact the Ankeny Police Department for a determination on the person's status under the Iowa Code in order to confirm the allegation.
- 3) Upon confirmation that a "sex offender" is on the premises the Library Director or designee will notify the Ankeny Police Department to have that person removed from the facility.

**ACCESS TO MATERIALS:** ~~If permission to be on Library property is denied, it~~ is the responsibility of the person to arrange for a third party to select, check-out and return materials to the Library. The Library will issue a borrower's card to the ~~prohibited~~ person ~~denied access to the Library building~~ to be used by a third party, who will be noted on the person's account.

Appeals to administrative decisions regarding this policy will not be entertained.

**Adopted by Library Board of Trustees:**  
9/18/14


**Policy Revised/Approved:**  
3/18/21  
4/18/24

## Comments from staff regarding proposed mission statement

- **“Welcoming all to learn, imagine, and do.”** I think it covers everything about this space while being easy to remember.
- Welcoming all to experience learning, imagination and connection.
- Welcoming all to learn, imagine, and connect.
- **Welcoming all to learn, imagine, and** (take your pick Engage, Explore, or Experience)
  - Notes: How do the three E’s tie to Learn/Imagine/Do: Learn – **Explore/Experience/Engage**, Imagine – Explore
  - New: **Welcoming all to Explore, Experience, Engage OR Experience, Explore, Engage.**
- When I first read the new mission statement "Welcoming all to learn, imagine, and do.", I thought "Do? Why end with do? Do what?"
  - But, the more I thought about it...there are some fun branding/marketing messages that can come from that. It can be really fun and open-ended.
  - What do **you do** at the library?
  - What do you learn at the library?
  - What do you **imagine** at the library?
  - **Imagine** all that you can **DO** at the library!
  - **Imagine** all the you can **learn** at the library!
  - What do **you** want to **do** with the library?
  - Do you "**DO**" the library? We **do**!
  - Don't **you** want to learn to **do** (crafts/computers/kids/etc) at the library?
  - Do **you** love the library? **We do**!
  - What do you think about what we do at the library?
  - Do **YOU** at the library!
  - There is so much to **DO** at the library (this week, this month, this summer)
  - **Do** more at the Ankeny Kirkendall Public Library!
  - Feature different staff/patrons/community leaders: What do you **do** at the library?

## Strategic Plan Implementation Guide

### Timeline: Target Completion by Quarter

<div> Strategic Plan Implementation Guide</div>					Timeline: Target Completion by Quarter																				
					2025				2026				2027				2028				2029				2030
Strategic Initiative		Milestones	Status	Owner	Notes	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1. Modify the Mission Statement	Review "Welcoming all to learn, imagine and do" with staff members to gather feedback	Completed						X																	
	Share staff member feedback and proposed Mission Statement to Board for modification and approval	Open							X																
	Include Mission Statement in Accreditation documents and Strategic Plan	Open							X																
		Open								X	X														
2. Improve Access to Programming	Review 2023 Mid-Survey results as it relates to programming	Open						X																	
	Communicate and get feedback from staff	Open						X																	
	Share feedback with the Board and develop key actions and next steps	Open						X																	
3. Optimize Key Relationships to Meet Our Mission	Board education on key statutes and library best practices	Open						X	X																
	Increase relationships with key partners	Open						X	X	X	X														
	Identify potential new partners	Open						X	X	X	X														
	Prepare for potential budget cuts	Open							X																
Plan Oversight	Quarterly Strategic Plan Status/Review									X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Annual Planning Session (Oct or Nov for following year)						X					X				X				X				X	