



Ankeny Kirkendall Public Library
BOARD OF TRUSTEES
Thursday, November 20, 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. October 16, 2025
IV. Consent Agenda Samuel Mitchel, Director	A. Financials
V. Director's Report – Sam Mitchel	
VI. Department Reports	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
VII. Policy/Procedure Review	A. Paid Leave Benefits and Holiday Pay for Part-Time Library Staff Policy B. Conduct in the Library Policy
VIII. Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)	
IX. Friends of the Library (Update)	
X. Old Business	A. Budget Outlook FY27 – Jennifer Sease, Director of Administrative Services B. FY27 Budget Proposal C. Strategic Plan – Initiative 3: Mission Statement Discussion
XII. Adjourn	A. Next Meeting: January 15, 2026 No regular meeting in December

KIRKENDALL PUBLIC LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

Thursday, October 16, 2025

Regular meeting: 6 p.m.

Location: Library

Present: Gene Lucht, Nancy Medema, Fred Schuster, Heather Stephenson, Miranda Piepho (virtual)

Staff: Sam Mitchel

Other: Erin Coughlin and Molly Guerra

Topic	Discussion
Call to Order	Schuster called the meeting to order.
Approval of Minutes	Medema moved to approve September minutes. Stephenson seconded. Approved by all.
Public Comments	
Consent Agenda	<p>Mitchel presented financials.</p> <ul style="list-style-type: none">• Run rate = 25%• Mitchel will be asking CTI to visit library to look at the internet and cable connections in the meeting rooms. Patrons have been reporting spotty connections recently.• A variety of other maintenance issues have also happened lately to affect the run rate.• Schuster confirmed with Mitchel that the city has begun their process for the next FY budget cycle. Jennifer Sease volunteered to come back in November to give a brief presentation on the budget process. All in favor. Mitchel will set that up with Sease.
Policy/Procedure Review	
Director's Report	<p>Mitchel presented Director's report.</p> <ul style="list-style-type: none">• Held a staff development training on safety.• Participated in the city employee tailgating event.• Conducted monthly AED and fire extinguisher inspections.• Elevator 2 is still inoperable.• Strategic Planning Committee met to discuss the mission statement.• Mitchel attended metro-area library directors meeting.• Conducted Marketing meeting to discuss Web Content Accessibility Guidelines. <p>Medema asked if additional time was set aside for board trainings. Mitchel confirmed that additional sessions will open up.</p> <p>Schuster asked Erin Coughlin about National Library Card Signup Month – we didn't reach our goal of 400. Heb asked what the average was. Erin responded that the number varies – we've had some months hitting just 100 new cards, other months see 500 new cards issued. September is our big advertisement campaign month to encourage new sign ups. Promoted this via Social Media.</p> <p>Schuster asked how orgs get library cards. Erin responded that they don't give out many, but the library did just issue a nursing home a card. They get extended check outs (4 weeks).</p>
Department Reports	

Topic	Discussion
Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)	
Friends of the Library (update)	Mitchel mentioned the Friends' bingo event this coming weekend. Medema confirmed their next meeting will be October 30.
Old Business	
New Business	<p>Strategic Plan – Review Draft</p> <ul style="list-style-type: none"> Stephenson recommended we wait to vote on the plan until more board members are present. Sommerfeld also commented via email that she wanted to revisit the mission statement. Agreed by all to discuss in November. <p>Web Content Accessibility Guidelines (WCAG)</p> <ul style="list-style-type: none"> This relates to ADA laws – everything we have on our website has to be accessible to a screen reader. Library is starting to review our website and Facebook page to make sure we are in compliance. We will also be updating content to ensure we are using the right style of headings. We will also be updating how we display reports, charts, and images on the website. Mitchel has reached out to Library of the Blind to see if they can provide any input on what we need to consider when assessing our online content. Any updates we make must be made by April 2026. <p>FY27 Budget & FY26 Amendment: Initial Discussion</p> <ul style="list-style-type: none"> Mitchel confirmed that anything we want to do for the remainder of FY26, Sease recommended that we submit an amendment. Vega Discovery is being submitted as an amendment. This will help us meet the WCAG guidelines. Medema wanted to confirm that this wouldn't affect our Polaris subscription. FY27 Budget Items to be included: <ul style="list-style-type: none"> Summer Intern Vega Interact (patron notification software) Polaris Cloud (if we get this, we would have to pay for Vega Interact) Additional desktop computer for Circulation Workroom Window Shades Sound Panels 5-Year Personnel Plan – This is new this FY. Will include: <ul style="list-style-type: none"> Outreach Librarian - primary job will be to visit nursing homes, daycares, helping with programs, book drop off, etc. Page – we rely heavily on volunteers. Some staff, when they have time, will do some shelving. However, we can't always count on that or expect it. A Page would help with these types of tasks. <p>Stephenson asked about Polaris – are we paying the same as other libraries for same service? Coughlin has reached out to other libraries, and confirmed that even though there are modules we aren't using, we seem to be getting a great deal.</p> <p>State Library of Iowa Annual Report</p> <ul style="list-style-type: none"> Mitchel provided for board review. Schuster will have to electronically sign once it's been submitted.
Continuing Education	

Topic	Discussion
Executive Session	
Adjournment	Stephenson motioned to adjourn. Next meeting: November 20, 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 October 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	269,378.68	508,827.32	34.62%
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	287,372.03	640,627.97	30.97%
Longevity	4109	2,807.58	3,269.10	3,999.84	4,211.00	1,384.56	2,826.44	32.88%
FICA	4116	108,192.25	113,975.82	116,180.46	131,307.00	41,913.24	89,393.76	31.92%
IPERS	4117	144,774.57	141,638.57	143,006.99	161,557.00	52,278.96	109,278.04	32.36%
Deferred Compensation	4119	5,000.06	5,000.06	5,000.06	5,000.00	1,730.79	3,269.21	34.62%
Employee Insurance	4120	107,940.82	126,673.46	118,495.87	141,139.00	52,132.32	89,006.68	36.94%
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	706,240.91	1,446,301.09	32.81%
Contractual Services								
Legal and Recording Services	4212	495.00	765.00	465.00	1,000.00	300.00	700.00	30.00%
Financial Services	4214	2,531.33	2,336.87	1,564.12	1,000.00	14.27	985.73	1.43%
Computer Services	4215	57,108.29	45,727.15	73,499.83	63,100.00	40,234.07	22,865.93	63.76%
Waste Management Services	4224	715.54	1,131.46	1,272.26	1,300.00	320.00	980.00	24.62%
Land and Tree Services	4227	2,113.05	17,634.51	4,263.60	6,000.00	2,748.90	3,251.10	45.82%
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	2,987.35	5,892.65	33.64%
Electric Charges	4247	59,856.64	65,217.69	64,206.43	73,000.00	24,597.27	48,402.73	33.69%
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	32,385.30	36,614.70	46.94%
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	203.51	296.49	40.70%
Building Maintenance Services	4270	147,228.73	124,323.62	121,988.32	141,000.00	70,478.77	70,521.23	49.98%
Electronic Services	4273	4,953.15	5,932.64	5,740.48	6,000.00	1,936.04	4,063.96	32.27%
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	2,825.00	8,175.00	25.68%
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	180,003.83	348,847.17	34.04%
Commodities								
Office Supplies	4310	9,930.86	9,618.55	7,774.09	11,000.00	2,872.91	8,127.09	26.12%
Periodicals	4315	8,627.38	8,030.49	8,758.49	9,000.00	1,444.68	7,555.32	16.05%
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	3,208.41	9,791.59	24.68%
Circulation Materials	4344	10,078.76	12,600.05	12,041.99	20,000.00	3,190.07	16,809.93	15.95%
Library Books/Reference Materials	4345	148,990.58	153,333.18	154,952.70	157,000.00	64,529.67	92,470.33	41.10%
Multimedia Materials	4346	84,263.61	71,877.04	73,953.89	74,000.00	26,807.65	47,192.35	36.23%
On-Line Subscriptions	4347	20,809.28	48,356.39	51,097.91	54,200.00	51,991.33	2,208.67	95.92%
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	542.31	9,457.69	5.42%
Building Maintenance Supplies	4380	19,776.81	14,193.16	10,848.71	24,000.00	4,485.51	19,514.49	18.69%
Total Commodities		321,320.37	335,135.46	341,793.94	372,400.00	159,085.22	213,314.78	42.72%
Capital Outlay								
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
Debt Service								
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
Total Expenditures		2,547,087.68	2,663,896.77	2,769,323.64	3,053,793.00	1,045,329.96	2,008,463.04	34.23%

FTEs 22.85

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 October 31, 2025	FY 2026 Balance Remaining	% Received
Commissions	3415	460.20	918.23	235.64	0.00	519.78	(519.78)
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	12,998.72	11,001.28
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	93,252.00	65,008.00
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	18,305.42	(1,267.42)
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	5,847.90	4,152.10
Miscellaneous Service Charges	3699	1,129.05	1,205.18	1,226.48	1,000.00	409.00	591.00
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	129.45	270.55
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	5,664.93	10,335.07
Lost Materials	3868	3,779.14	4,320.97	4,132.08	4,000.00	1,481.07	2,518.93
Legal Settlement/Damages	3869	2,287.08	2,231.93	2,669.03	2,000.00	922.71	1,077.29
Overages/Shortages	3891	36.53	38.61	98.06	0.00	83.30	(83.30)
Miscellaneous Other	3899	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues		334,863.53	326,102.57	290,734.88	242,349.00	139,644.28	102,704.72
							57.62%

Director's Report

October 2025

I. Personnel

- Employment Anniversaries
 - Sue Earnest, Library Associate, 29 years
 - Julie Broadhead, Library Associate, 18 years
 - Abi Cubit, Library Associate, 2 years
 - Brenna Barton, Teen Librarian, 1 year
- Conducted staff evaluation

II. Facility

- Monthly AED and fire extinguisher inspections
- Teen & Maker Space swap complete

III. Misc.

- 10/1: Library tour for homeschool group
- 10/1: Notary workshop for city staff
- 10/3: City Leadership Team meeting
- 10/6: Vega Discover demonstration by vendor
- 10/15: FY27 Budget Kickoff meeting
- 10/15: Web Content Accessibility Guidelines meeting with Communications Dept.
- 10/17: Full-time staff meeting
- 10/17: Part-time staff benefits meeting with Human Resources Dept.
- 10/18: Library liaison at Friends Bingo fundraising event
- 10/21: Meeting room technology issues/options discussion with CTI representative
- 10/22: Polk County Trustees training event at Clive City Hall
- 10/30: Library tour for homeschool group
- 10/30: Friends meeting
- Notary appointments: 7

IV. Marketing/Communication

During the month of October, library staff have 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">• Technology Resources and services highlights via Facebook and eNewsletter (New York Times online highlight)	<ul style="list-style-type: none">• October programs, book discussions, author talks, via social media, eNewsletter, lobby digital display, and calendars.	<ul style="list-style-type: none">• Friends of the Library Week and Bingo fundraising event via Facebook and eNewsletter	<ul style="list-style-type: none">• 10/14 & 28: City departments meeting• 10/30: Friends meeting

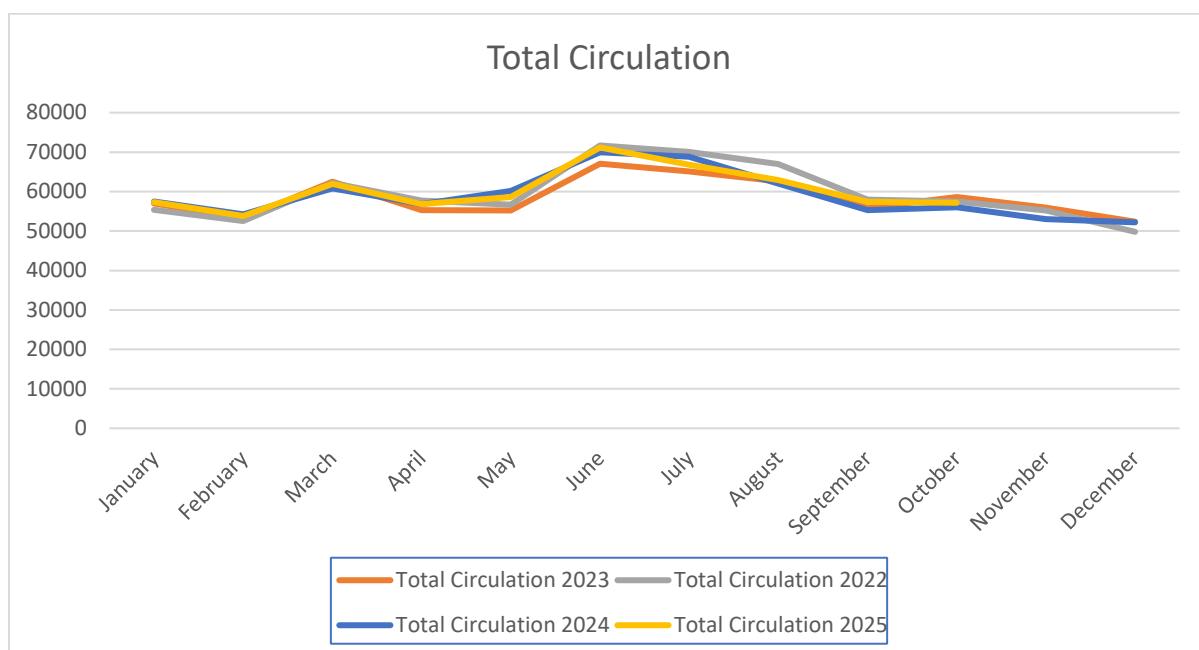
By: Erin Coughlin

Date: 11/1/2025

- Our busiest day was October 8, 2025, with 1,420 visitors. We had only our normal Sing and Shake programming that day, but we did have a few reservations in the meeting rooms that may have increased our visitors.
- We had 29 volunteers helping during September for a total of just over 225 hours, an average of 7 hours and 15 minutes/day of volunteer time. I also trained 3 new volunteers in October.
- Outreach and Library Tours:
 - I delivered books to one care facility in Ankeny this month. This is something we are trialing, once a month with this facility.
 - We had 2 classes from Ankeny Centennial tour the library and learn about librarianship this month.
 - We had 2 homeschool groups tour the library as well.
- Continuing Education
 - I completed 2 hours of CE credit including a webinar through the State on “Navigating Iowa’s Legal Resources” and one from ARSL called “Leading From Within.”
- Goals for November
 - We will be doing “Food for Fines” from November 16-22 in partnership with Impact Community Action Partnership. This feels even more important this year, with eliminated SNAP benefits affecting so many people.
 - I’m continuing to work on creating a new circ data report that is more accessible for screen readers yet still offers robust data and information for the board and other stakeholders. I’m hoping to get some ideas from a CE session the state is offering this month called “Stats and Stories: Combining Data and Narrative”
 - Complete 5 staff evaluations
 - Complete phone and in-person interviews for 1 Library Associate position and potentially 1 substitute Library Associate position.

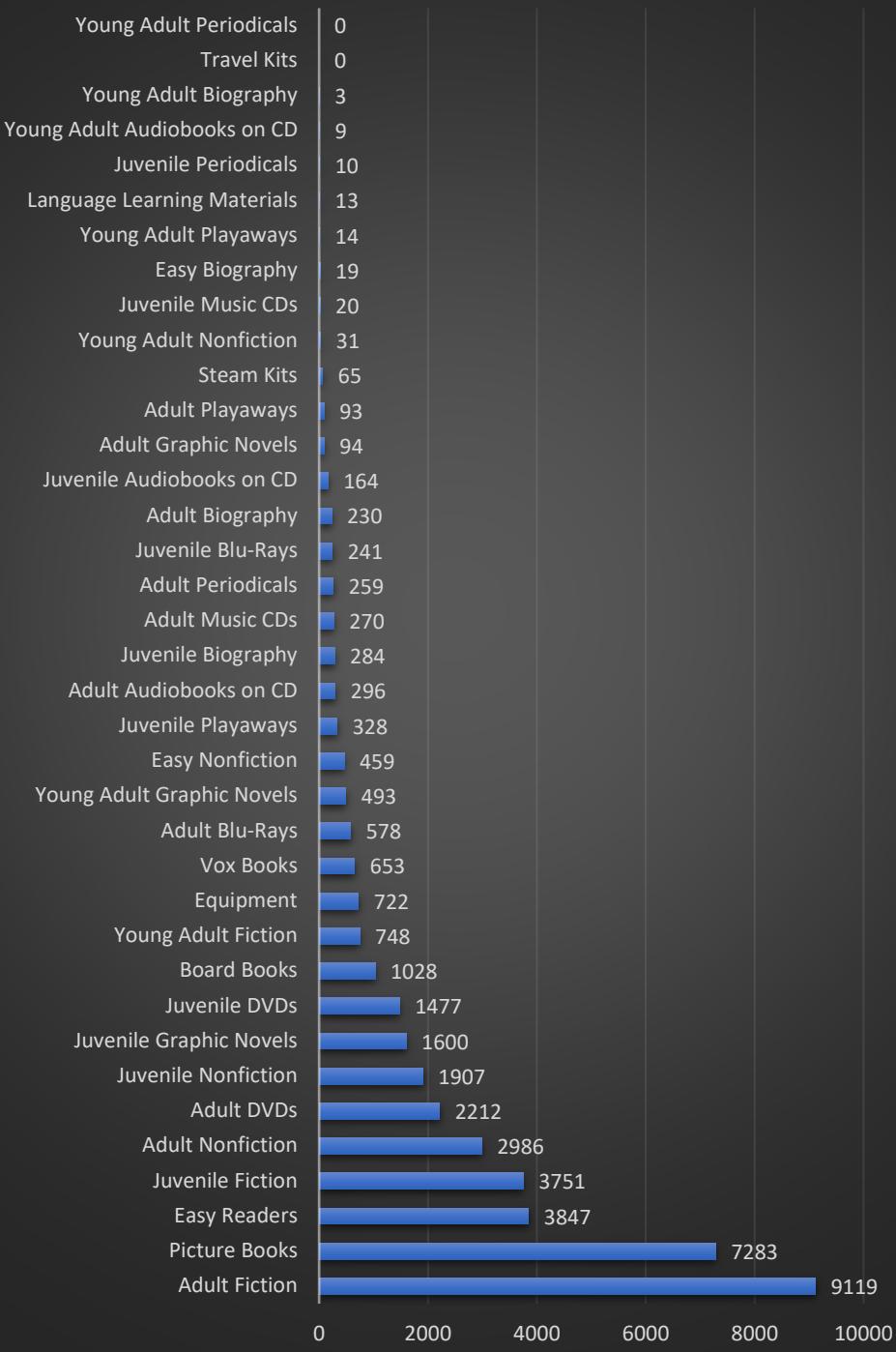
October Circulation Statistics

	October 2025	October 2024	Difference	July 2025 - October 2025	July 2024 - October 2024	Difference
Physical Checkouts & Renewals (including Automatic)						
Books	34548	35182	-2%	152879	156764	-2%
Videos	4508	4930	-9%	18418	20289	-9%
Audio	1194	1405	-15%	5180	6028	-14%
Magazines & Other	1056	1032	2%	3881	3571	9%
Total Print Transactions	41306	42549	-3%	180358	186652	-3%
Downloadable Transactions						
Ebooks	5,148	5048	2%	21,500	21,773	-1%
audiobooks	8,756	7064	24%	34,884	28,330	23%
Magazines	1917	1275	50%	7,261	5,111	42%
Adventure Pass	61	57	7%	254	265	-4%
Total Downloadable Transactions	15,882	13444	18%	63,899	55,479	15%
Total Circulation (Physical + Downloadable)	57,188	55993	2%	244,257	242,131	1%
Highlights						
Steam kits	65	45	44%	267	307	-13%
Residency Checkouts (Print Transactions)						
City of Ankeny	34626	36086	-4%	152100	158113	-4%
Rural/Unincorporated Polk County	2875	3283	-12%	13387	14983	-11%
Open Access	3806	3047	25%	14522	12890	13%
Total Residency Checkouts	41307	42416	-3%	180009	185986	-3%
Cardholders						
Basic Access	274	360	-24%	1201	1375	-13%
Temporary	7	16	-56%	74	48	54%
Organization	0	0	#DIV/0!	1	0	#DIV/0!
Online	45	43	5%	162	198	-18%
Total New Cardholders	326	419	-22%	1438	1561	-8%
Total Active Cardholders	28,196	28233	0%	113,175	112650	0%
Visitors	29554	36132	-18%	129846	140015	-7%



Circulation by Collection

October 2025 Print Checkouts and Renewals





Public Services Summary: by Molly Guerra

Highlights:

Erin and I held a few small group trainings for part-time library associates. We went through copier, print management, and wireless printing basics. We did three sessions, and staff who attended said they appreciated the extra training.

Brittany and Kelly were of great assistance as I organized the meeting room furniture to clarify the number of tables and chairs included in each rental. I updated the library calendar to reflect this as well. Each piece of furniture was assigned a place in the rooms or in storage, and all furniture is color-coded. I also hung new signage explaining meeting room expectations to those that rent our Meeting Room spaces and improved visibility of these expectations in the email communications received by renters.

The Makerspace has had many technological hiccups in the past month. The issues are minor, but they require the assistance of IT, so we have had to limit the availability of the space to when Justin, Brena, or I are available. I am hopeful that we will get all stations fully functional and available as DIY by the end of the month. Brena and Justin have offered to hold trainings for part-time library associates in the early part of 2026, so we will work with Erin to plan those.

Outside of the library, I had the opportunity to attend a Trunk or Treat representing the library at Heritage Elementary. I handed out bookmarks and thoroughly enjoyed greeting familiar and new faces and extending invitations to visit the library. I also attended a face-to-face training on program planning and evaluation put on by the State Library of Iowa at the Story City Bertha Bartlett Library. It was nice to visit with librarians in the area and to view the newly remodeled library space in Story City.

Accomplishments:

- Organized Meeting Room Furniture
- Worked with CTI to troubleshoot AV equipment in Meeting Room A
- Worked with Communication Department to begin the process of collecting documentation from third parties regarding compliance with WCAG 2.1 Level AA
- Completed 11 hours of continuing education including attending the State Library of Iowa Learning Circuit in Story City

Upcoming Goals:

- Completed three hours of continuing education
- 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
- Work with Brena, Justin and IT to fully re-open the Makerspace



Public Services Report – October 2025

Program Stats

Program Type	Oct. 2025 Programs	Oct. 2025 Attendees	FY 26 Programs		FY 26 Attendees	Oct. 2024 Programs	Oct. 2024 Attendees
Early Learners (0-5)	37	1750	87		4398	43	2027
School Age (6-11)	3	61	7		296	3	123
Tween/Teen (12-18)	22	149	72		699	0	0
Adult (18+)	34	349	111		1223	0	0
General Interest	14	367	50		3325	2	112

FY26 and FY25 to Date Program Stats

Number of Programs as of Oct. 2025	Number of Attendees as of Oct. 2025	Number of Programs as of Oct. 2024	Number of Attendees as of Oct. 2024
322	9912	228	9637

Additional Services

Service	October 2025	FY26 Year to Date	October 2024
Exam Proctoring	6	22	3
Notary Appointments	60	325	55
Patron Computer Usage	1389	6259	1506
Youth Scavenger Hunt	523	2676	567
Storytime To-Go Kits	1000	5000	1000
Unique Wireless Usage	6913	24955	6634



Public Services Report – October 2025

Room Usage

Room	October 2025	FY26 Year to Date	October 2024
Children/Teen Program Rooms	56	142	53
City Council Chambers	26	78	21
Conference Rooms and Lounge B	695	2404	697
Meeting Rooms (A, B, C, ABC, BC)	87	292	77
Makerspace	3	121	6
Off-Site /Virtual / Misc.	6	32	1

Total Room Usage

Total Room Usage in Oct. 2025	FY26 to Date Total Room Usage	Total Room Usage in Oct. 2024
873	3069	855

Digital Resource Usage

Digital Resource	October 2025	FY26 Year to Date	October 2024
Ancestry Library Edition	14	230	299
Consumer Reports	493	1729	534
Heritage Quest	1	48	145
Hoopla	1055	4047	1064
Library Speakers Consortium	1459	3920	1134
Lote4Kids	10	1143	12
New York Times Online	788	2680	572
Novelist K-8	0	20	0
Novelist Plus	119	1159	214
Novelist Select	354	1034	531
Reference Solutions	15	258	13
ValueLine	1632	5429	1382
Niche Academy	20	1893	17



Public Services Report – October 2025

Total Digital Resource Usage

Total Digital Usage in Oct. 2025	Total Digital Usage FY26 to Date	Total Digital Usage in Oct. 2024
5960	21697	5917



Public Services Report – October 2025

Youth Services Report by Brittany Burk and Kelly Munter

Summary

October is always one of our favorite months for programming at the library. This month we had 2,029 patrons attend our programs and 523 kids complete our scavenger hunts. We normally hand out 1,000 Story Time To-Go Kits per month (500 per theme), but we flew through the Pumpkin kit and ended up making 600, for a total of 1,100 kits for October.

Elephant Trunks & Treats

We had 210 attendees for one of our favorite events of the year! Families came dressed up to the library to get treats at different service desks. This year we also had a meet-and-greet with Elephant & Piggie!



Family Events: Taste-It Tuesday Cola Edition & Bingo for Books

Our most recent Taste-It Tuesday was quite a bit slower, but we are competing with cooler temps and all the various evening activities. It was still a super fun program, and the adults especially had a great time blind-tasting Coke, Diet Coke, Coke Zero, Pepsi, Diet Pepsi, and Pepsi Zero Sugar. Bingo was also a hit, as usual.



K-5 Events: Superhero Maker Crew and Pokémon Club

Kids had fun this month decorating Marvel-inspired popsicle stick bookmarks and sticker scenes.





Public Services Report – October 2025

Goals

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

Finalize December calendar and all marketing materials: creating, posting, printing, updating

Post more content to our Facebook page, schedule out posts and increase engagement

Finish formatting the winter story stroll book and put it out

Complete scavenger hunts for next month's themes

Continue various partnerships



Public Services Report – October 2025

Teen Services Report by Brena Barton



Summary:

October was a great month! The teens really seemed to enjoy all the fun fall and Halloween themed crafts and activities this past October, like Pumpkin Painting and the Teen Movie and Wand-Making Craft. I celebrated my 1-year work anniversary on October 28. I also had the opportunity to dress as elephant for Elephant Trunks and Treats with Brittany and Kelly and that was fun!

Patrons at Teen Events this month: 149 (average of 8)

Technology and Patron Appointments: 2

October Take-Home Crafts Used: 48

Notary Appointments: 20

Goals:

Finalize the November Calendar

Continue updating bookmarks and reels for readers advisory

Continue prepping November and fall events

Continue fall event preparations including:

Working on Canva to make marketing materials

Purchasing supplies

Prepping notes/activity plans/hand-outs/etc

Reaching out to school librarians to verify upcoming school year events

I had no major frustrations in October. I am excited for when the lock will be added to the old Podcast Booth so that I can have an office in the Teen Room!



Public Services Report – October 2025

Adult Services Report by Justin Armbruster

Overdrive Checkouts – 15,821

Documents Notarized – 23

Book a Librarian Appointment – (one scheduled – two walk-in

Proctored Exams - 4

In October, we hosted our second “swap” event, and it was very successful. On October 11, we hosted a holiday decoration swap. The idea was people were starting to get decorations out for the holiday season (Halloween, fall and winter holidays) and it would be an opportune time to pass along ones they didn’t want any longer. The response was overwhelming, and we had to add extra tables to hold all the decorations brought in by the community. Several attendees told me they thought this was a wonderful program and they looked forward to similar ones in the future. With that in mind, we might hold a kitchenware swap after the holidays. Further, I hosted two other one-off evening programs. The first was a Social Security seminar, which patrons seem to request frequently, as long as an after-hour screening of the 1996 movie *Scream*.

Unfortunately, we did not have any attendees for the seminar and only two patrons attended the movie.

My goals for November include putting the final touches on a food program for adults. I am working with a group called Plant-Based Des Moines and they are going to do a program about making overnight oats. It has been quite some time since we hosted a food event for adults, and so far, the response has been positive. We are providing all the supplies, so I want to make sure everything we will need will be ready and available. Additionally, in December, we host our second Hopeful Mama workshop and I’m hoping to get advertising for the event created shortly.

In terms of frustrations this month, they were mostly related to setting up programs that no one attends or are sparsely attended. However, I was out of the office for the last week and a half of the month and I’m very grateful for my co-workers who ensured the adult library programs would continue while I was gone.

Acquisitions Report – October 2025

Holidays present a challenge, even in the new library, with extra shelf space. We have specific bins for picture books for Halloween (and other holidays) and these bins stay quite full for 11 months out of the year, but come that holiday month, they are usually empty. Each year we purchase more for each holiday to try and meet demand and then have a space issue once the holiday is over. In the past we have tried storing extra books off the library floor, but this creates its own issues and means part of the collection is inaccessible for much of the year.

Print Collections	# Added	A/V Collections	# Added
Adult Biography	22	Adult Audio Books	14
Adult Fiction	407	Adult Blu-Rays	18
Adult Graphic Novels	29	Adult DVDs	39
Adult Non-Fiction	202	Adult Music CDs	7
		Adult Playaways	2
Picture books	113		
Board books	8	Juvenile Audio Books	1
Easy Non-fiction	6	Juvenile Blu-rays	4
Easy Readers	18	Juvenile DVDs	5
Vox Books		Juvenile Music CDs	0
		Juvenile Playaways	4
Juvenile Biography	8		
Juvenile Fiction	76	Young Adult Audio Books	0
Juvenile Graphic Novels	34	Young Adult Playaways	0
Juvenile Nonfiction	17		
		Totals	94
YA Biography	0		
YA Fiction	42		
YA Graphic Novels	19		
YA Nonfiction	0		
Totals	1001		

Twelve Month Comparative Totals

	10/24	11/24	12/24	1/25	2/25	3/25	4/25	5/25	6/25	7/25	8/25	9/25
Print	1013	759	507	800	605	976	718	960	813	840	837	1064
A/V	119	85	102	58	116	92	103	115	92	119	88	129

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: **CONDUCT IN THE LIBRARY**

BACKGROUND: The Ankeny Kirkendall Library Board of Trustees is committed to providing a safe, respectful, comfortable environment conducive to the use of library materials, by either individuals or groups. Patrons have the right to use the library undisturbed and library employees have the right to work without undue interference. The library is intended for the use of all members of the public. Noise levels, however, may noticeably rise, particularly during library events.

POLICY: The Board of Trustees shall establish expectations regarding conduct in the library and provide guidelines for staff to follow should incidents of misconduct occur.

DEFINITIONS.

Misconduct:

1. Any behavior that interferes with the rights of individuals to use library materials, resources and services.
2. Any behavior that interferes with the ability of library staff to conduct library business.
3. Any behavior that threatens the secure and comfortable environment of the library or those using the library.

Prohibited Conduct:

1. Interfering with the library's right to maintain a clean, pleasant and safe facility.
2. Refusing to follow reasonable directives or instructions from a library staff member.
3. Willfully annoying, harassing or threatening another person.
4. Behaving in a disorderly, loud or boisterous manner.
5. Using any audio, personal communication or computing device in a manner that is disturbing to other patrons, including willfully exposing patrons and staff to offensive images

or language. Cell phone ringers should be set to silent or vibrate and device speakers muted or headphones used.

6. Interfering with another person's passage within the library or on library grounds.
7. Soliciting funds, panhandling, engaging in commercial activity, campaigning, leaflet, petitioning, and interviewing or surveying patrons or staff in a manner that is disruptive to library activities, unless approved by the Library Director.
8. Using illegal substances, tobacco or smoking in the library, including electronic cigarettes or vaping devices, consuming or possessing alcoholic beverages unless the Library Board of Trustees has approved of an event or function where alcoholic beverages will be provided. The consumption or possession of alcoholic beverages shall be limited to those in attendance at the approved library event or function, and shall be confined to a designated area within the library during the event or function.
9. Defacing or destroying library property, relocating or rearranging furniture beyond repositioning existing seating around tables, or sleeping: lying on the floor, monopolizing a couch, pushing multiple furnishings together.
10. Remaining in the library after regular closing hours, unless previously approved by library staff (e.g. room rental or program).
11. Interfering with patrons' use of the library or library staff's ability to do their work through poor bodily hygiene which is so offensive as to constitute a nuisance or through excessive use of perfume, cologne or alcohol.
12. Bringing animals into the library with the exception of ~~emotional support or therapy animals, service animals, or~~ service-animals-in-training (as defined by Title II and Title III of The Americans with Disabilities Act and/or Iowa Code 216C.1A.) These animals are allowed as long as there is no unwanted contact with other patrons or staff. Also, as long as they are not disruptive due to poor behavior, unhealthy or there is a lack of cleanliness. Any cost incurred by the library to clean a mess or repair damage to property will be the responsibility of the handler.
13. Roller skating or skateboarding in the library or exterior (e.g. riding stairs, ramps, handrails, etc.)
14. Engaging in sexual activity of any kind, including inappropriate displays of romantic affection.
15. Leaving packages, backpacks or personal belongings unattended at the library or grounds. The library assumes no responsibility for belongings left unattended. Items left on the premises after closing may be placed in Lost & Found, stored in a staff area until picked up (limited to one month), forwarded to Ankeny Police Department, or disposed of.

16. Using bathrooms for unreasonable or unintended purposes such as bathing or laundering.
17. Entering the non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member.

PROCEDURES:

1. In situations of a less severe nature, the patron will be informed of the concern for the demonstrated behavior, respectfully asked to discontinue it, and allowed to remain in the library to conduct their business.
2. Patrons who do not modify their behavior after one warning may be asked to leave the library for the remainder of the day.
3. In the case of more extreme or severe behavior, the patron may be asked to leave the facility immediately. If the individual is a minor, parents will be informed if present or contacted to come pick up the child.
4. If the parent, guardian, or supervising adult is unable to immediately pick the child up, the child will be allowed to stay until transportation can be arranged. Should the behavior in question continue while the child is awaiting the arrival of the parent, guardian, or supervisory caregiver, library staff may call the Ankeny police for assistance.
5. Whenever a situation or patron's behavior is considered significant enough to merit expulsion or police notification, it is desirable to have two staff members (one of which a supervisor preferably, if available) agree on the course of action to be taken.
6. The Director or designee may inform a patron that they can be barred from the Library for one year if the cited behavior continues.
7. Children seven (7) years of age and under unaccompanied by either a parent, guardian or supervisory caregiver is addressed in the library's Unattended Children's Policy.

CONSEQUENCES

- Patrons violating any of the above policies will have the matter called to their attention once.
- Should the behavior continue, they will be asked to leave the library facility and grounds.
- Should they refuse to leave, library staff will contact the Director or in the Director's absence: Public Services Manager or Circulation Manager. Director or designee may involve the Ankeny Police Department. The patron(s) will be escorted from the premises.

- A refusal to leave after being asked by staff will be grounds for suspension of library privileges. For minors, a suspension of privileges will be accompanied by an attempt—by phone, email, or mail—to notify a parent or guardian.

APPEAL PROCEDURE

Any patron whose library privileges are suspended for more than one day can appeal the suspension by:

1. Contacting the Library Director in writing (via email or letter). The Library Director or designee will consult with staff, review an incident report, related documentation and any written information provided by the patron. The patron may also schedule an appointment with the Library Director or designee to discuss the decision to suspend library privileges. After reviewing information and/or meeting with the patron, the suspension period may be terminated or shortened, or the suspension may remain in place. Library Director may also require the patron to sign a behavior agreement before library privileges are reinstated. The patron will be informed of the Library Administration's decision in the most expedient fashion—via telephone call, email, or mailed letter.
2. The patron may appeal the determination of the Library Director to the Library Board of Trustees via a written notice of appeal within 10 days after receipt of the Library Administration determination. The notice of appeal shall be filed with both the Library Director and the Library Board of Trustees President. The Library Board of Trustees will hold a hearing to discuss the suspension at their next regularly scheduled meeting. A parent or guardian must accompany a minor (under the age of 18) to the hearing.
3. The Library Board of Trustees will hear the appeal and will vote to uphold, modify or dismiss the suspension. Library Administration will notify the patron by letter of the decision of the Library Board of Trustees. The suspension will remain in effect until the Board's decision. The Library Board of Trustees' decision will be final.

Adopted by Library Board of Trustees:

03/02

Policy Approved/Revised:

6/06
6/08
3/10
3/14
2/17
11/19
9/15/22
10/19/23
3/20/25

Paid Leave Benefits and Holiday Pay for Part-Time Library Staff

The City of Ankeny Employee Handbook states the definitions of, and the distinctions between, two different types of part-time employees as:

Regular Part-Time Employee – An employee who is regularly scheduled to work year-round, with a minimum of 20 hours but less than 40 hours worked per week. Eligible for paid leave benefits on a prorated basis. May qualify for health insurance under the Affordable Care Act.

Part-Time Employee – An employee who is regularly scheduled to work year-round, but less than 20 hours worked per week. This group of employees is not eligible for any benefits.

Although the library does have unique operational hours and staffing schedules, in order to keep consistencies between departments, library personnel will be classified per the Employee Handbook definitions stated above.

Any employee without a regular work schedule whose hours vary, will be considered a “Substitute” and not eligible for any benefits, regardless of the number of hours worked in any given timeframe.

“Regular Part-Time” library staff will be eligible for paid holidays, paid leave time and other voluntary benefits based on the above definition. Eligibility for such benefits will be reviewed on a yearly basis using May 1st as the determination date. Each employee’s regular work schedule as of that date will be used to determine their benefit eligibility status that will be implemented and remain in effect for the following fiscal year.

Vacation, personal, and sick leave accruals will be prorated based on the employee’s regularly scheduled hours as of May 1st. For example, if an employee is regularly scheduled for 20 hours per week, they would receive 50% of the leave benefits provided to a comparable full-time employee. The accrual date of each leave type will follow the accrual schedules as defined in the Employee Handbook:

Vacation Leave: Employee’s original hire date or original benefit eligibility date

Personal Leave: July 1st of each year

Sick Leave: First pay period of each month

Holidays will be paid to eligible “Regular Part-Time” employees whose regular work schedule requires them to work on one of the holidays listed in the Employee Handbook. The hours paid will be the hours they are scheduled to work on that day. For example, if the holiday falls on a Monday and an employee is scheduled to work 6 hours on that Monday, the employee would receive 6 hours of holiday pay. Likewise, if the employee is not scheduled to work the holiday, the employee receives no pay for the holiday. The purpose of holiday pay is to make the employee whole, without loss of pay due to the closing. For “Regular Part-Time” employees, the holiday will be observed on the day the library is closed. “Part-Time” and “Substitute” employees are not eligible for holiday pay.

These procedures are effective immediately following board approval.