



**Ankeny Kirkendall Public Library**  
**BOARD OF TRUSTEES**  
**Thursday, June 20, 2024**  
**Regular Meeting: 6:00 p.m.**  
**Location: City Council Chambers - Library**

## AGENDA

Agenda Item	Discussion Points
<b>I. Call to Order</b>	
<b>II. Public Comment</b>	
<b>III. Approval of Minutes</b>	A. May 16, 2024
<b>IV. Consent Agenda</b> <b>Samuel Mitchel, Director</b>	A. Financials
<b>V. Policy/Procedure Review</b>	A. Fines & Fees
<b>VI. Director's Report – Sam Mitchel</b>	
<b>VII. Department Reports</b>	A. Circulation – Beth Schaefer B. Public Services – Holly Sealine 1. Adult Services – Justin Armbruster 2. Teen Services – Amanda Bellis 3. Children Services – Kelly Munter, Brittany Burk C. Acquisitions – Evan Anderson
<b>VIII. Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)</b>	
<b>IX. Friends of the Library (Update)</b>	
<b>X. Old Business</b>	
<b>XI. New Business</b>	A. Friends Funds Request
<b>XII. Executive Session</b>	Consider motion to go into Executive Session, pursuant to the provisions of Iowa Code Section 21.5, subparagraph (i), "to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session."
<b>XIII. Adjourn</b>	A. Next Meeting: July 18, 2024

**KIRKENDALL PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**

**Thursday, May 16, 2024**

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

**Location: City Council Chambers - Library**

**Present:** John Meyer, Fred Schuster, Nancy Medema, Gene Lucht, Heather Stephenson, and Amber Sommerfeld

**Staff:** Sam Mitchel

Topic	Discussion
<b>Call to Order</b>	Meyer called the meeting to order.
<b>Approval of Minutes</b>	Motion made by Medema to approve the April 2024 meeting minutes. Second by Schuster. Motion passed unanimously.
<b>Public Comments</b>	
<b>Consent Agenda</b>	Sam Mitchel, Director, presented Financials: <ul style="list-style-type: none"><li>• Run rate – 83.3%</li></ul>
<b>Policy/Procedure Review</b>	Unattended Children Policy: <ul style="list-style-type: none"><li>• No substantive changes other than grammatical and adding phrase “for further instructions.”</li></ul> Stephenson motioned to approve. Medema seconded. Motion passed unanimously.
<b>Director's Report</b>	Presented by Mitchel: <ul style="list-style-type: none"><li>• As relayed in report.</li><li>• Summerfest will impact library parking and access to the book drop beginning Monday, July 8 and ending Sunday, July 14.</li><li>• Mitchel presented noise abatement proposal for 18 additional sound panels in the lobby for \$12,260. He anticipates that there will be sufficient funds in the budget at the end of the fiscal year.</li></ul>
<b>Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)</b>	Director Job Description <ul style="list-style-type: none"><li>• Meyer, Medema, and Sommerfeld made alterations to current job description as well as taking in consideration Direct Mitchel's recommendations. Document will be forwarded to Human Resources Department for proper format and appropriate terminology to meet guidelines.</li></ul>
<b>Friends of the Library (Update)</b>	Medema Friends are planning bingo and family trivia night in the coming months.
<b>Executive Session</b>	At 6:37PM Sommerfeld made a motion to “Consider motion to go into Executive Session, pursuant to the provisions of Iowa Code Section 21.5, subparagraph (i), ‘to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation and that individual requests a closed session.’” Stephenson seconded. Passed unanimously. Executive session closed 7:20PM.
<b>Adjourn</b>	Next meeting: June 20, 2024 Motion to adjourn made by Medema at 7:25PM

Respectfully submitted, Sam Mitchel, Library Director

**City of Ankeny**  
**Ankeny Kirkendall Library**  
**Fiscal Year 2024 Expenditure Report**

		FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY24 Budget	As of May 31, 2024	FY 2024 Balance Remaining	% Expended
Personal Services								
Salaries and Wages	4101	544,747.48	627,972.10	677,830.34	723,184.00	666,228.77	56,955.23	92.12%
Overtime Wages	4102	283.81	46.86	321.17	1,000.00	124.58	875.42	12.46%
Temporary Wages	4103	606,108.72	709,232.30	752,179.54	832,000.00	726,983.56	105,016.44	87.38%
Longevity	4109	3,884.46	2,557.59	2,807.58	3,269.00	2,980.65	288.35	91.18%
FICA	4116	87,200.71	100,504.98	108,192.25	119,681.00	105,252.19	14,428.81	87.94%
IPERS	4117	108,664.10	120,765.39	144,774.57	147,212.00	131,146.48	16,065.52	89.09%
Deferred Compensation	4119	5,000.06	5,000.06	5,000.06	5,000.00	4,615.44	384.56	92.31%
Employee Insurance	4120	120,467.00	104,591.00	107,940.82	128,542.00	117,697.20	10,844.80	91.56%
Workers Compensation	4122	886.00	1,243.00	1,303.00	1,576.00	1,576.00	0.00	100.00%
Total Personal Services		1,477,242.34	1,671,913.28	1,800,349.33	1,961,464.00	1,756,604.87	204,859.13	89.56%
Contractual Services								
Legal and Recording Services	4212	0.00	0.00	495.00	500.00	645.00	(145.00)	129.00%
Financial Services	4214	1,582.18	2,693.41	2,531.33	3,000.00	2,165.94	834.06	72.20%
Computer Services	4215	74,297.70	78,070.91	57,108.29	63,400.00	45,685.75	17,714.25	72.06%
Waste Management Services	4224	924.65	1,004.92	715.54	1,300.00	1,025.80	274.20	78.91%
Land and Tree Services	4227	1,916.16	1,975.35	2,113.05	19,000.00	16,987.71	2,012.29	89.41%
Advertising & Publication	4240	0.00	0.00	0.00	0.00	200.00	(200.00)	
Communications	4244	3,752.33	5,819.90	10,989.76	11,880.00	8,473.62	3,406.38	71.33%
Electric Charges	4247	65,030.22	58,142.88	59,856.64	76,000.00	60,485.09	15,514.91	79.59%
General Insurance	4251	52,398.00	60,584.47	69,254.39	78,924.00	78,923.67	0.33	100.00%
Dues, Memberships, and Licenses	4261	1,504.00	35,106.14	46,189.17	59,000.00	57,833.36	1,166.64	98.02%
Training and Education	4265	5,129.00	1,295.75	1,884.00	3,950.00	2,659.00	1,291.00	67.32%
Travel	4266	0.00	49.50	1,365.68	2,850.00	580.66	2,269.34	20.37%
Meetings and Food	4269	332.34	255.60	695.22	500.00	176.18	323.82	35.24%
Building Maintenance Services	4270	102,704.12	112,584.88	147,228.73	139,000.00	113,564.95	25,435.05	81.70%
Electronic Services	4273	4,402.84	3,734.45	4,953.15	6,000.00	4,940.94	1,059.06	82.35%
Special Program/Event Services	4292	4,416.00	9,246.50	8,564.80	10,000.00	5,617.60	4,382.40	56.18%
Postage and Shipping	4296	2,353.23	783.80	2,626.68	4,000.00	2,893.40	1,106.60	72.34%
Refunds	4297	837.50	4,871.42	7,231.25	6,000.00	1,975.00	4,025.00	32.92%
Total Contractual Services		321,632.03	376,219.88	425,417.98	485,304.00	404,833.67	80,470.33	83.42%
Commodities								
Office Supplies	4310	8,101.81	9,339.11	9,930.86	11,000.00	8,943.77	2,056.23	81.31%
Periodicals	4315	9,102.66	7,508.09	8,627.38	9,000.00	8,005.54	994.46	88.95%
Medical and First-Aid Supplies	4333	0.00	6.86	0.00	200.00	8.87	191.13	4.44%
Special Programs/Events Supplies	4343	12,183.14	14,954.59	12,084.72	12,000.00	10,402.97	1,597.03	86.69%
Circulation Materials	4344	7,507.40	19,777.92	10,078.76	23,000.00	10,808.47	12,191.53	46.99%
Library Books/Reference Materials	4345	147,712.53	148,751.34	148,990.58	151,200.00	148,693.98	2,506.02	98.34%
Multimedia Materials	4346	75,153.38	77,659.07	84,263.61	73,000.00	71,185.61	1,814.39	97.51%
On-Line Subscriptions	4347	9,503.92	20,574.04	20,809.28	48,200.00	48,356.39	(156.39)	100.32%
Minor Equipment	4354	24,613.69	16,574.88	6,758.37	10,000.00	6,079.42	3,920.58	60.79%
Building Maintenance Supplies	4380	8,720.88	15,998.79	19,776.81	23,000.00	13,203.17	9,796.83	57.41%
Total Commodities		302,599.41	331,144.69	321,320.37	360,600.00	325,688.19	34,911.81	90.32%
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>2,101,473.78</b>	<b>2,379,277.85</b>	<b>2,547,087.68</b>	<b>2,807,368.00</b>	<b>2,487,126.73</b>	<b>320,241.27</b>	<b>88.59%</b>
FTEs		22.85						

**City of Ankeny**  
**Ankeny Kirkendall Library**  
**Fiscal Year 2024 Revenue Report**

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	As of April 30, 2024	FY 2024 Balance Remaining	% Received
Commissions	3415	337.74	467.02	460.20	700.00	918.23	(218.23)
Lease/Rent Payments	3420	0.00	0.00	0.00	0.00	0.00	0.00
Facility Rental	3422	3,015.95	29,994.15	81,900.53	60,000.00	75,562.26	(15,562.26)
Equipment Rental	3423	0.00	0.00	0.00	0.00	0.00	0.00
County Library Contribution	3503	135,316.00	150,776.00	185,284.00	161,032.00	161,032.00	0.00
Other Local Contributions	3509	0.00	5,000.00	0.00	0.00	0.00	0.00
State Library Open Access	3516	9,610.66	14,629.69	12,130.41	9,210.00	9,209.71	0.29
Operating Grants	3517	14,111.86	16,430.18	16,856.61	16,875.00	16,875.07	(0.07)
Operating Grants	3537	0.00	5,000.00	0.00	0.00	0.00	0.00
Special Program Fees	3615	0.00	0.00	0.00	0.00	174.68	(174.68)
Copy Charges	3691	4,712.40	8,890.05	10,147.84	9,000.00	10,171.36	(1,171.36)
Miscellaneous Service Charges	3699	1,411.45	1,335.51	1,129.05	1,000.00	990.38	9.62
Salvage Sales	3822	0.00	0.00	0.00	0.00	0.00	0.00
Other Sales	3829	406.56	308.00	477.68	400.00	367.25	32.75
Private Contributions	3831	0.00	0.00	0.00	200.00	225.00	(25.00)
Refunds	3841	2,369.12	0.00	561.52	0.00	50.64	(50.64)
Rebates	3842	28.11	0.00	358.31	0.00	0.00	(0.00)
Other Reimbursements	3849	0.00	502.71	81.02	4,500.00	6,110.40	(1,610.40)
Library Fines	3861	19,374.03	20,924.23	19,373.61	16,000.00	14,275.83	1,724.17
Lost Materials	3868	3,400.58	4,758.18	3,779.14	4,000.00	3,665.03	334.97
Legal Settlement/Damages	3869	2,028.37	2,567.08	2,287.08	2,000.00	1,747.82	252.18
Overages/Shortages	3891	189.44	74.17	36.53	0.00	52.11	(52.11)
Miscellaneous Other	3899	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>		<b>196,312.27</b>	<b>261,656.97</b>	<b>334,863.53</b>	<b>284,917.00</b>	<b>301,427.77</b>	<b>(16,510.77)</b>
							<b>105.79%</b>

## **Director's Report** **May 2024**

### **I. Personnel**

- Work Anniversaries
  - Beth Schaefer, Circulation Mgr. 2 years
  - Shelley Clay, Library Associate, 27 years
  - Martha Bremer, Library Associate, 16 years
  - Sarah Cubit, Library Associate, 6 years
- 5/10: Staff In-service training

### **II. Facility**

- Monthly AED and fire extinguisher inspections

### **III. Misc.**

- Holly and I discussed Friends funds request for FY25.
- 5/7: State Library of Iowa Directors Roundtable
  - Partnerships
  - Public Library Compensation Toolkit
- 5/23: Citywide Harassment Training
- Notary appointments: 9

### **IV. Marketing/Communication**

During the month of May, 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>• May programs, book discussions, and author talks via social media, eNewsletter, lobby digital display, and calendars.</li></ul>	<ul style="list-style-type: none"><li>• Summer Library Program via Ankeny Living</li></ul>	<ul style="list-style-type: none"><li>• 5/14, 28: City departments meeting</li><li>• 5/23: Friends of the Library meeting</li></ul>

Sam Mitchel



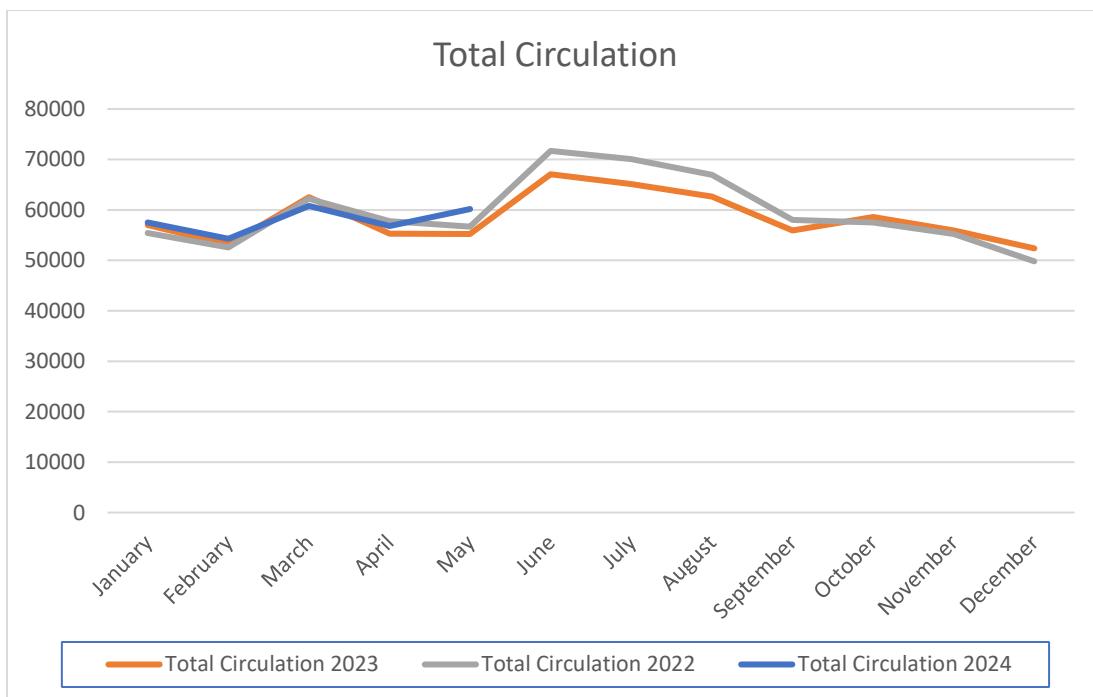
# MAY 2024 CIRCULATION REPORT

**By: Beth Schaefer**

**Date: 6/1/24**

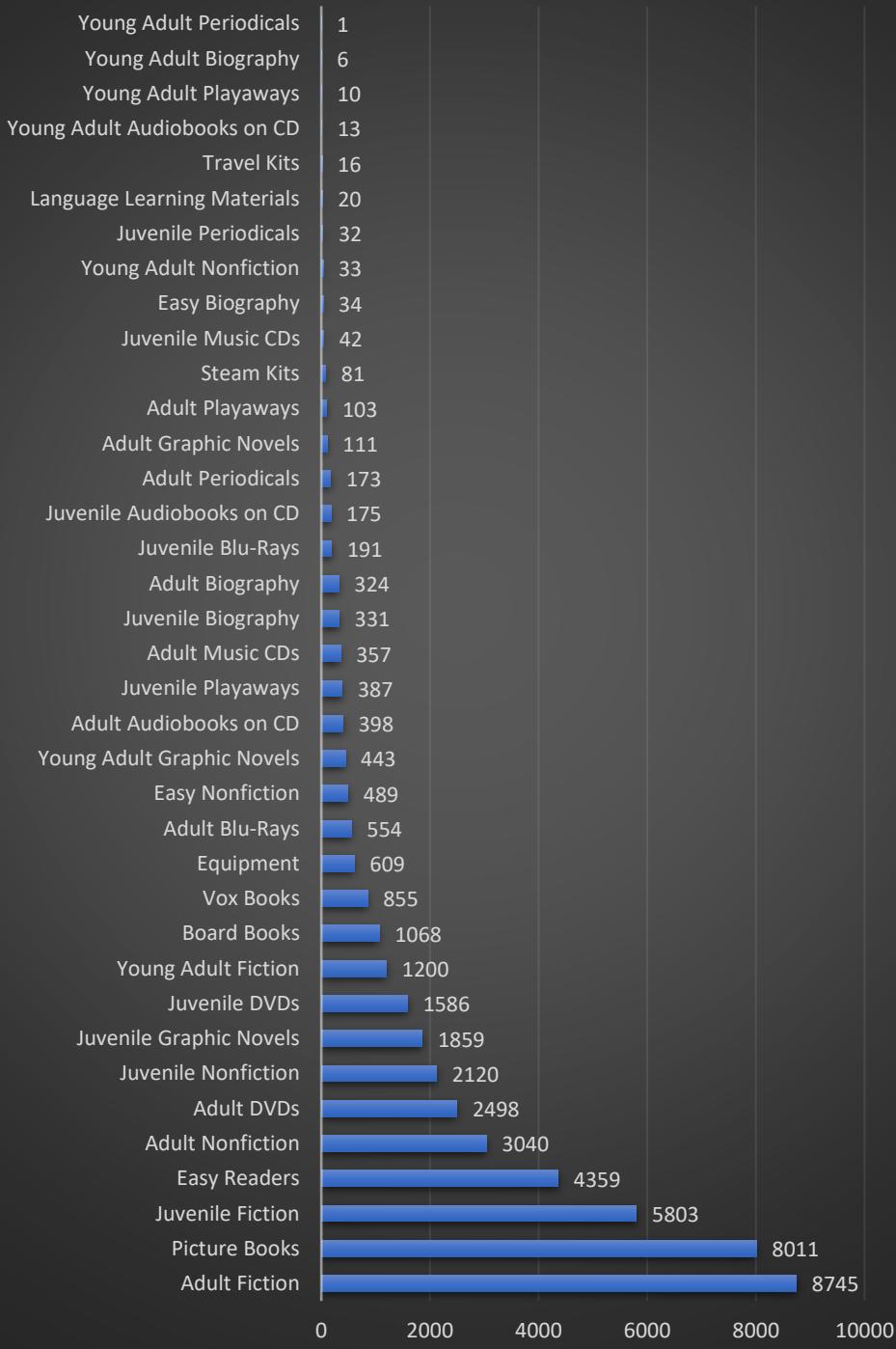
- With Holly leaving this month, there was a lot of prep for transitioning her job duties to Sam and I. We wish her the best at the Johnston Library!
- Our summer intern, Sarah Clawson, started on Monday, May 20.
- May was lots of prep for the Summer Library Program. I helped out where I could, getting the participation signup ready, picking up tshirt orders, etc.
- Our busiest day was May 28 with 2,101 visitors – Summer Library Kickoff day!
- We had 31 volunteers help us for 181.5 hours in May.

	May 2024	May 2023	Difference	July 2023 - May 2024	July 2022 - May 2023	Difference
<b>Physical Checkouts &amp; Renewals (including Automatic)</b>						
Books	39068	36434	7%	409658	418007	-2%
Videos	4829	4843	0%	54909	78517	-30%
Audio	1485	1431	4%	15685	15248	3%
Magazines & Other	896	908	-1%	10437	9910	5%
<b>Total Print Transactions</b>	<b>46278</b>	<b>43616</b>	<b>6%</b>	<b>490689</b>	<b>521682</b>	<b>-6%</b>
<b>Downloadable Transactions</b>						
Ebooks	5,351	5068	6%	61,371	54,304	13%
Audiobooks	7,035	5990	17%	72,392	58,405	24%
Magazines	1414	498	184%	14,919	5,688	162%
Adventure Pass	72	56	29%	618	586	5%
<b>Total Downloadable Transactions</b>	<b>13,872</b>	<b>11612</b>	<b>19%</b>	<b>149,300</b>	<b>118,983</b>	<b>25%</b>
<b>Total Circulation (Physical + Downloadable)</b>	<b>60,150</b>	<b>55228</b>	<b>9%</b>	<b>639,989</b>	<b>640,665</b>	<b>0%</b>
<b>Highlights</b>						
Steam kits	81	77	5%	914	861	6%
WiFi Hotspots	68	74	-8%	772	791	-2%
<b>Residency Checkouts (Print Transactions)</b>						
City of Ankeny	39837	38104	5%	422600	456924	-8%
Rural/Unincorporated Polk County	3108	2890	8%	35824	32122	12%
Open Access	3132	2622	19%	30805	32636	-6%
<b>Total Residency Checkouts</b>	<b>46077</b>	<b>43616</b>	<b>6%</b>	<b>489229</b>	<b>521682</b>	<b>-6%</b>
<b>Cardholders</b>						
Basic Access	378	308	23%	3506	3379	4%
Temporary	15	9	67%	116	126	-8%
Organization			#DIV/0!	3	0	#DIV/0!
Online	42	53	-21%	557	570	-2%
<b>Total New Cardholders</b>	<b>435</b>	<b>370</b>	<b>18%</b>	<b>4182</b>	<b>4075</b>	<b>3%</b>
<b>Total Active Cardholders</b>	<b>28106</b>					
<b>Visitors</b>	<b>36000</b>	<b>30492</b>	<b>18%</b>	<b>330256</b>	<b>311114</b>	<b>6%</b>



## Circulation by Collection

### May 2024 Print Checkouts and Renewals



FY24		May 2024		Year to Date by Age Level		May 2023	
		Programs	Attendees	Programs	Attendees	Programs	Attendees
<b>Early Learners (0-5)</b>	15	534	295	10257	0	0	0
<b>School Age (6-11)</b>	1	500	32	1730	0	0	0
<b>Tween/Teen (12-18)</b>	9	84	122	971	11	62	
<b>Adult (18+)</b>	30	252	383	3008	28	311	
<b>General Interest</b>	7	427	87	6819	6	563	
<b>Monthly Total</b>	<b>62</b>	<b>1797</b>			<b>45</b>	<b>936</b>	
<b>Year to Date of All Program Types</b>	<b>919</b>	<b>22785</b>			<b>826</b>	<b>23798</b>	
<b>Additional services</b>	<b>May 2024</b>		<b>FY24 Year to Date</b>		<b>May 2023</b>		
Technology Appointments	5		75		3		
Exam Proctoring	2		65		2		
Notary Appointments	45		510		50		
Patron Computer Usage	1596		15404		1335		
Reference Interactions	1030		10203		837		
Youth Scavenger Hunt	882		1430		--		
Storytime To-Go Kits	1000		16000		--		
Unique Wireless Usage	3455		70879		6851		
<b>Room Usage</b>	<b>May 2024</b>		<b>FY24 Year to Date</b>		<b>May 2023</b>		
Children/Teen Program Rooms	0		355		28		
City Council Chambers	22		199		16		
Conference Rooms and Lounge B	569		6653		540		
Meeting Rooms (A, B, C, ABC, BC)	63		727		66		
Makerspace	27		389		38		
Off-Site /Virtual / Misc.	2		53		6		
<b>Total Usage</b>	<b>683</b>		<b>8376</b>		<b>694</b>		
<b>Digital Resources (Included)</b>	<b>May 2024</b>		<b>FY24 Year to Date</b>		<b>May 2023</b>		
Ancestry Library Edition	1093		5570		418		
Brainfuse: HelpNow	12		431		3		
Brainfuse: JobNow / VetNow	4		413		0		
Consumer Reports	437		7458		694		
Heritage Quest	89		1125		27		
Hoopla	1021		7969		397		
Library Speakers Consortium	845		5750		534		
Lote4Kids	52		584		--		
New York Times Online	632		4689		0		
Novelist K-8	--		20		24		
Novelist Plus	936		2658		348		
Novelist Select	393		5224		1		
Reference Solutions	4		247		7		
ValueLine	1822		16885		1557		
<b>Digital Resources (Not Included)</b>							
Niche Academy	30		303		56		
<b>Total Usage (Included Only)</b>	<b>7340</b>		<b>59023</b>		<b>4010</b>		

## Youth Services May 2024

### **Summary**

May was light on programming so we could get ready for the Summer Library Program. It's so nice to have this time away from events to focus on printing materials, marketing, organizing the sign-up process, staff help, and much, much, more.



### **Family Bingo for Books**

106 people showed up for Bingo this month. We are anticipating a HUGE crowd in June and July at our Bingo events.



### **Silly Song Saturdays**

Dino O' Dell brought in 291 people for our event in May. This is impressive because at this point all spring sports and activities had started. Communications has been great about helping spread the word and get people to our events.



### **Goals**

Our biggest goal is to continue serving our kids fun and educational events. Developing and increasing literacy skills are always our number one goal, and we have a way of making it fun.

- Finalize summer events for early-learners (Story Time in the Park, Sing & Shake playlist, Babies & Books rhyme cards/songs/books)
- Finalize events for school-age, K-5<sup>th</sup> grade (Taste-Test and Maker Crews)
- Finalize the June/July calendars, summer activity log, event guide, etc.
- Create another interactive display in the children's area
- Create and put out the summer story strolls (goal of changing once per month in summer)
- Brainstorm fall events we may want to have, especially after the success of our Silly Song Saturdays.
- Brainstorm, plan, and implement fall events for early-learners and school-age

### **Conflicts**

- None at the moment.

### **Teen - May 2024 Monthly Report**

May was a bit of a breather month, with less events happening as we really put the finishing touches on the Summer Library Program.

At the beginning of the month I hosted a program on a no school day called Let's Do It Again, where I put out leftovers from many of the programs I've done over the past year. These types of events can be hit or miss as far as attendance,

but I was pleasantly surprised to have 16 people show up! This program was a great way to offer something fun while also using up some supplies, making room in the storage cabinets for upcoming events.

I started to see an increase in Writer's Café attendance this month. While I will be pausing that program over the summer to have time for other special programs, I hope to see many of those individuals when I start back up in the fall. The final week of May was super busy with Summer Reading Program sign ups, and it was great to see so many people coming in to get signed up and grab their swag bags! We handed out a lot of events calendars as well, and I was happy to see many t(w)een calendars going out. It will definitely help to have our intern at programs this summer, as I expect things to be very full based on the number of calendars people were grabbing.

The plan to switch the teen room and makerspace is temporarily on hold, as summer will be too busy to make that switch. I'm hoping to come back to that in August when we take our program break, as that would be the perfect time to move the rooms around.

#### **My goals for the coming month are:**

1. Host many fun and successful summer events! I've already got a lot of sign ups for many of my June events, and I'm excited for how much fun everyone will have.
2. In between June events, I will continue to look ahead, saving any ideas I come across that could be fun for fall, as well as working on displays and book orders.

**Makerspace Appointments: 0**

**Reference Questions: 2**

#### **Adult – May 2024 Report**

In May, we finalized our June and July calendars in preparation for our Summer Library Program. In addition, we also hosted our SLP sign-up program later in the month. This was a massive event. I assisted in registering patrons of all ages for the program, as well as stuffing swag bags which we handed out to each person who signed up. We also hosted a classical guitarist that, while the attendance numbers were not high, those who did attend absolutely loved the program.

My goals for June include managing the several SLP programs lined up for the month. For example, one week, I have four evening programs with each occurring on a different day. Another goal is to move the 3D printers in our Makerspace to the closet, as we will no longer be using them. Then, I plan to research other stations that could take the place of the 3D printers.

In terms of frustrations this month, I had very few and most were minor inconveniences. For all the planning and preparing for SLP, the month was smooth sailing.

## Acquisitions/Cataloging Report – May 2024

The end of May marks the end of the last full month of the current fiscal year. However, this does not mean acquisitions stop. We might slow down a little bit but we continue to fill purchase requests, acquire high-profile items, and add copies to satisfy hold lists.

Additionally, at any given time, our primary book vendor will have several thousand dollars' worth of backorders and preorders, so books continue to flow into the library.

<b>Print Collections</b>	<b># Added</b>	<b>A/V Collections</b>	<b># Added</b>
Adult Biography	20	Adult Audio Books	24
Adult Fiction	341	Adult Blu-Rays	19
Adult Graphic Novels	9	Adult DVDs	46
Adult Non-Fiction	147	Adult Music CDs	16
		Adult Playaways	0
Picture books	62		
Board books	1	Juvenile Audio Books	0
Easy Non-fiction	0	Juvenile Blu-rays	0
Easy Readers	7	Juvenile DVDs	0
Vox Books	26	Juvenile Music CDs	1
		Juvenile Playaways	0
Juvenile Biography	1		
Juvenile Fiction	74	Young Adult Audio Books	0
Juvenile Graphic Novels	17	Young Adult Playaways	0
Juvenile Nonfiction	4		
		<b>Totals</b>	<b>106</b>
YA Biography	0		
YA Fiction	33		
YA Graphic Novels	12		
YA Nonfiction	1		
<b>Totals</b>	<b>755</b>		

### Twelve Month Comparative Totals

	<b>5/23</b>	<b>6/23</b>	<b>7/23</b>	<b>8/23</b>	<b>9/23</b>	<b>10/23</b>	<b>11/23</b>	<b>12/23</b>	<b>1/24</b>	<b>2/24</b>	<b>3/24</b>	<b>4/24</b>
<b>Print</b>	975	827	747	841	820	1045	728	557	813	688	897	685
<b>A/V</b>	133	98	145	149	115	89	165	109	96	101	99	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:** **FINES AND FEES**

**BACKGROUND:** The Library charges fines to encourage compliance with rules for the return of materials that promote fair and equal access to limited resources.

**POLICY:** The Library Board of Trustees has established procedures for handling materials that are overdue, lost, or damaged. These procedures also establish methods of retrieval for overdue materials, interlibrary loan materials and equipment.

The Library does not generally charge for the use or loan of materials it owns or for the use of library services. The Library Board of Trustees has, however, established exceptions to the policy for the following: use of meeting rooms; copying; replacement of a lost patron card; printing; equipment use; lost or damaged materials. The Board may establish other charges as it determines to be necessary.

**PROCEDURE:** A. Overdue Materials:

1. A fine of \$0.20 cents per day per item for books, audiobooks, music CDs, DVDs, and Blu-Rays will be charged each day the materials are overdue up to a maximum of \$5 per item.
2. A fine of \$3 per day for WiFi Hotspots, digital projectors, projector screen, slide projector, and STEAM Kits will be charged each day that it is overdue up to a maximum of \$15. Borrower is responsible for all applicable replacement costs and processing fees, up to \$100.00 for the hotspot and/or accessories if lost, stolen or damaged while checked out.
3. Notices will be sent to patrons to remind them of overdue materials. An initial notice will go out 3 days after the material(s) are due. A second notice will be sent when the materials are 2 weeks overdue. A third notice will be sent out at 4 weeks. A final lost notice will be sent out at 6 weeks. The accrual of fines will be stopped at this time and the patron will be charged the cost to replace the items.
4. Fines are stopped on the date the overdue item is returned.

Adopted by Library Board of Trustees: April 2002

Revised: February 2005; April 2008; July 2008; August 2012; March 21, 2013; April 17, 2014; November 20, 2014; November 15, 2018; January 21, 2021; October 21, 2021; March 16, 2023

**B. Concealment of Materials:**

The law of the State of Iowa provides that the fact that a person fails to return library materials for 2 months after the date the person agreed to return the materials is evidence of intent to deprive the library of its property, provided a reasonable attempt has been made to reclaim the materials. Under these circumstances the Library may elect to send delinquent accounts with fines at least \$50 to collections.

**C. Overdue Interlibrary Loan Books:**

Interlibrary Loan (ILL) materials check out for the period allowed by the lending library. The Library staff shall attempt to notify the patron by telephone or email 3-6 days after an ILL book is due. Any late fees assessed by the lending library will be charged to the patron. Charges for lost or damaged ILL materials will be determined by the lending library and charged to the patron.

**D. Overdue Periodicals:**

There will be a \$5 charge for each lost periodical.

**E. Lost or Damaged Library Cards:**

There will be a \$1 charge for replacing a valid library card that has been lost or damaged.

**F. Damaged Equipment:**

The cost to repair or replace damaged equipment will be charged to the patron. In the event the equipment is lost, replacement costs will be charged to the patron.

**G. Lost Items:**

No refunds will be issued if a patron finds the lost item after paying for it.

If the items returned have not been paid for or the library has deleted the items from its collection, the patron is responsible for any late fees accrued and the \$3 processing fee for deleted items.

**H. Damaged Items:**

If a patron pays to replace a damaged item they will be charged the cost of the item plus a \$3 processing fee.

## CHARGES

### ***Exceptions In-House/Other Services:***

Replacement of patron's card \$1

### **Printing and copying:**

*Patrons printing wirelessly or from a computer will receive \$0.50 free per day*

Black and white pages	\$0.10
per side	
Color pages	\$0.25 per side

Fax: Per transaction \$1

### **Hatch (Makerspace):**

3D Printing per 15 minutes \$0.25

**Misc. (e.g. DVDs, thumb drives, earbuds, etc.): \$2.00**

### ***Meeting Rooms:***

Prices charged per meeting room policy for repairs and/or cleanup costs.



## FY25 Ankeny Friends of the Library

### Annual Appeal – Expenditure Tracking

Summer Library Program FY25:		Expenditure Tracking		
Request	Title and Description	Date	Description	Amount
\$18,000	<p><b>Events &amp; Presenters</b> We invite a variety of performers and activities during summer library program, including hosting a kick-off celebration and finale celebration.</p> <p><b>Prizes</b> To motivate participants, we would like to offer a variety of prizes including weekly drawings and books to give-a-way.</p> <p><b>Marketing</b> Includes funds to purchase a staff shirt for each team member and other promotional materials.</p> <p><b>Library's 5-year Strategic Plan:</b> Summer Library Program Events &amp; Presenter align with Pillars I, II, &amp; III. The library serves as a:</p> <ul style="list-style-type: none"><li>• Community Center of Learning Experiences &amp; Entertainment</li><li>• Community Center of Interactions</li><li>• Community Center of Connections</li></ul>			
<b>SUB-TOTAL</b>				

### Impact Report:



## FY25 Ankeny Friends of the Library

### Annual Appeal – Expenditure Tracking

Additional FY25 Requests:		Expenditure Tracking		
Request	Title and Description	Date	Description	Amount
\$6,500	<p><b>Book Discussion Sets</b> Book discussion sets are available for the public and other libraries after library-sponsored programming.</p> <p><b>Library's 5-year Strategic Plan:</b> Book Discussion sets aligns with Pillars I, II, &amp; III. The library serves as a:</p> <ul style="list-style-type: none"><li>• Community Center of Learning Experiences &amp; Entertainment</li><li>• Center of Interactions</li><li>• Community Center of Connections</li></ul>			
			<b>SUB-TOTAL:</b>	
\$3,500	<p><b>Library Speakers Consortium</b> Library Speakers consortium offers 2-3 live, online author events per month. Recordings are available after the event.</p> <p><b>Financial Planning:</b> This request is for year 3/3 of the 50% discounted rate. The \$3500 rate is locked in for 3 years, 2022-2023, 2023-2024, 2024-2025. after which we do not know the exact cost, but could be as high as \$7000. The consortium does not currently foresee a significant price increase, but may add a slight increase to address inflation and increased production costs.</p> <p><b>Library's 5-year Strategic Plan:</b> Library Speakers Consortium aligns with Pillars I, II, &amp; III. The library serves as a:</p> <ul style="list-style-type: none"><li>• Community Center of Learning Experiences &amp; Entertainment</li><li>• Center of Interactions</li><li>• Community Center of Connections</li></ul>			
			<b>SUB-TOTAL:</b>	



## FY25 Ankeny Friends of the Library

### Annual Appeal – Expenditure Tracking

\$1,975	<p><b>Adventure Pass Program</b></p> <p>Any adult library patron that is a resident in Ankeny or those in Crocker, Elkhart, or Washington Townships may borrow a pass to enjoy an educational day of family fun.</p> <p>Currently Requested Adventure Pass costs breakdown:</p> <ul style="list-style-type: none"><li>• Platform fee = \$225/library</li><li>• <b>Blank Park Zoo</b> (2 passes; limit of 2) = \$250/1<sup>st</sup> pass; \$200/2<sup>nd</sup> pass (\$450 total)</li><li>• <b>Des Moines Children's Museum</b> (2 passes) = \$200/pass (\$400 total)</li><li>• <b>Greater Des Moines Botanical Gardens</b> (1 pass) = \$150/pass</li><li>• <b>Reiman Gardens</b> in Ames (1 pass) = \$300/per pass</li><li>• <b>Science Center of Iowa</b> (2 passes) = \$250/1<sup>st</sup> pass; \$200/2<sup>nd</sup> pass (\$450 total)</li></ul> <p><b>Library's 5-year Strategic Plan:</b></p> <p>Adventure Pass aligns with Pillars I &amp; II. The library serves as a:</p> <ul style="list-style-type: none"><li>• Community Center of Learning Experiences &amp; Entertainment</li><li>• Center of Interactions.</li></ul>			
\$15,000	<p><b>Hoopla Digital Streaming Service</b></p> <p>We currently offer up to 3 items per patron per month with Hoopla. We continue limit Hoopla to residents of City of Ankeny plus those that live in Crocker, Elkhart, and Washington Townships.</p> <p><b>Library's 5-year Strategic Plan:</b></p> <p>Hoopla aligns with Pillar I, II, III. The library serves as a:</p> <ul style="list-style-type: none"><li>• Community Center of Learning Experiences &amp; Entertainment</li><li>• Center of Interactions</li><li>• Community Center of Connections</li></ul>		<b>SUB-TOTAL</b>	



## FY25 Ankeny Friends of the Library

### Annual Appeal – Expenditure Tracking

		<b>SUB-TOTAL:</b>	
<b><i>Total FY25 Friends Request: \$44,975</i></b>			

#### **Impact Report:**