



Ankeny Kirkendall Public Library
BOARD OF TRUSTEES
Thursday, November 21, 2024
Regular Meeting: 6:00 p.m.
Location: City Council Chambers - Library

AGENDA

Agenda Item	Discussion Points
I. Call to Order	
II. Public Comment	
III. Approval of Minutes	A. October 17, 2024
IV. Consent Agenda Samuel Mitchel, Director	A. Financials
V. Policy/Procedure Review	
VI. Director's Report – Sam Mitchel	
VII. Department Reports	A. Circulation – Beth Schaefer B. Public Services – Molly Guerra 1. Adult Services – Justin Armbruster 2. Teen Services – Amanda Bellis 3. Children Services – Kelly Munter, Brittany Burk C. Acquisitions – Evan Anderson
VIII. Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)	I. FY26 Budget
IX. Friends of the Library (Update)	
X. Old Business	
XI. New Business	A. Proposed FY26 Budget B. Library Closed - December 23, 2024
XIII. Adjourn	A. No Meeting in December B. Next Meeting: January 16, 2025

KIRKENDALL PUBLIC LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

Thursday, October 17, 2024

Regular meeting: 6 p.m.

Location: Library

Present: John Meyer, Miranda Piepho, Amber Sommerfeld, Nancy Medema, Fred Schuster, Heather Stephenson

Staff: Sam Mitchel

Topic	Discussion
Call to Order	Meyer called the meeting to order.
Approval of Minutes	Meyer moved to approve. Seconded by Sommerfeld. Approved by all.
Public Comments	NA
Consent Agenda	Mitchel presented financials. <ul style="list-style-type: none">Run rate = 25%
Policy/Procedure Review	
Director's Report	Mitchel presented Director's report. <ul style="list-style-type: none">Participated in city-wide employee lunch.Completed monthly AED and fire extinguisher inspections.On the 20th additional window shades were installed.Polaris Cloud Project – the team has been looking into addressing IT security and lag concerns.Attended city council planning session regarding reducing operating hours.<ul style="list-style-type: none">Schuster asked what other departments did to save money. Mitchel responded that the Senior Center may have cut some hours, but was unaware of what other departments had done.Participated in the Iowa Urban Public Library Association Directors meeting in DSM.Attended the Polk County Library Trustee training event in WDSM library. Will be hosted in Ankeny in 2025.Delivered a presentation about the library services to a women's group at the Briarwood Golf Club.Library hosted new city employees. Beth gave a presentation and Sam completed a tour.The Banned Books Week occurred in September. We put out a display showcasing the fact that this library is here for all to enjoy reading.Regarding turnover within the library, Stephenson urged Mitchel to continue developing internal persons for succession planning.
Department Reports	
Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)	
Friends of the Library (update)	Mitchel reminded the board that the Friends meet quarterly. At the next meeting they may want to separate fiduciary responsibilities from the city. Stephenson asked why. Mitchel responded that they want to speed up the time it takes to reimburse them when an item is purchased. This would cause the Friends to incur a cost as the city provides this service for free. If they do make this break with the city, they may not be able to re-enter that

Topic	Discussion
	agreement with the city.
Old Business	
New Business	<p>Finance Committee:</p> <ul style="list-style-type: none"> This was identified in our last meeting – we need a plan for when additional budget reductions are required. Meyer proposed that we may need to create a committee to create a plan. The board agreed that having a plan and being prepared would be a good idea. Medema volunteered to lead the committee. Schuster volunteered to be on the committee. Meyer will reach out to Lucht to see if he would also like to be on the committee. Mitchel shared that DSM library is also considering coming up with a list for possible future reductions. Meyer brought up that we pay \$16,000 per quarter to the District – asked to see the contract. Wants to review – what are we getting out of this agreement. Mitchel is going to follow up on this. <p>Board retreat – Discussion</p> <ul style="list-style-type: none"> Meyer asked if the board would be interested in a retreat. Mitchel said that these historically have been conducted as part of the strategic planning cycle. If we do have a retreat, we have to post it as an open meeting. The board seemed to like the idea and Stephenson suggested we look at the first quarter (March) of 2025 to conduct the retreat. <p>Mitchel suggested we forego the December board meeting. Instead, have a celebration.</p>
Continuing Education	<p>Planning for the Library's future (chapter 7, State Library Trustee Handbook)</p> <p>1 hour</p>
Adjournment	<p>Medema motioned to approved. Approved by all.</p> <p>Next meeting: November 21, 2024</p>

Respectfully submitted, Miranda Piepho, Secretary

City of Ankeny
Ankeny Kirkendall Library
Fiscal Year 2025 Expenditure Report

		FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY25 Budget	As of October 31, 2024	FY 2025 Balance Remaining	% Expended
Personal Services								
Salaries and Wages	4101	627,972.10	677,830.34	720,126.47	763,210.00	239,348.34	523,861.66	31.36%
Overtime Wages	4102	46.86	321.17	147.40	1,000.00	101.43	898.57	10.14%
Temporary Wages	4103	709,232.30	752,179.54	788,424.85	895,500.00	303,502.46	591,997.54	33.89%
Longevity	4109	2,557.59	2,807.58	3,269.10	4,288.00	1,384.56	2,903.44	32.29%
FICA	4116	100,504.98	108,192.25	113,975.82	127,648.00	41,035.17	86,612.83	32.15%
IPERS	4117	120,765.39	144,774.57	141,638.57	157,117.00	50,533.68	106,583.32	32.16%
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	104,591.00	107,940.82	126,673.46	128,663.00	41,166.61	87,496.39	32.00%
Workers Compensation	4122	1,243.00	1,303.00	1,576.00	1,730.00	0.00	1,730.00	0.00%
Total Personal Services		1,671,913.28	1,800,349.33	1,900,831.73	2,084,156.00	678,803.04	1,405,352.96	32.57%
Contractual Services								
Legal and Recording Services	4212	0.00	495.00	765.00	500.00	0.00	500.00	0.00%
Financial Services	4214	2,693.41	2,531.33	2,336.87	3,000.00	785.52	2,214.48	26.18%
Computer Services	4215	78,070.91	57,108.29	45,727.15	78,800.00	52,549.69	26,250.31	66.69%
Waste Management Services	4224	1,004.92	715.54	1,131.46	1,300.00	528.30	771.70	40.64%
Land and Tree Services	4227	1,975.35	2,113.05	17,634.51	6,000.00	2,263.80	3,736.20	37.73%
Advertising & Publication	4240	0.00	0.00	200.00	0.00	0.00	0.00	0.00%
Communications	4244	5,819.90	10,989.76	9,131.57	7,980.00	3,748.43	4,231.57	46.97%
Electric Charges	4247	58,142.88	59,856.64	65,217.69	76,000.00	26,832.03	49,167.97	35.31%
General Insurance	4251	60,584.47	69,254.39	78,923.67	100,908.00	0.00	100,908.00	0.00%
Dues, Memberships, and Licenses	4261	35,106.14	46,189.17	57,833.36	67,000.00	16,154.50	50,845.50	24.11%
Training and Education	4265	1,295.75	1,884.00	2,659.00	3,950.00	1,016.38	2,933.62	25.73%
Travel	4266	49.50	1,365.68	592.32	2,850.00	440.84	2,409.16	15.47%
Meetings and Food	4269	255.60	695.22	599.22	500.00	300.00	200.00	60.00%
Building Maintenance Services	4270	112,584.88	147,228.73	124,323.62	141,000.00	30,333.54	110,666.46	21.51%
Electronic Services	4273	3,734.45	4,953.15	5,932.64	6,000.00	1,917.05	4,082.95	31.95%
Special Program/Event Services	4292	9,246.50	8,564.80	10,053.10	11,000.00	987.99	10,012.01	8.98%
Postage and Shipping	4296	783.80	2,626.68	2,893.40	4,000.00	3,629.28	370.72	90.73%
Refunds	4297	4,871.42	7,231.25	1,975.00	6,000.00	0.00	6,000.00	0.00%
Total Contractual Services		376,219.88	425,417.98	427,929.58	516,788.00	141,487.35	375,300.65	27.38%
Commodities								
Office Supplies	4310	9,339.11	9,930.86	9,618.55	11,000.00	2,641.24	8,358.76	24.01%
Periodicals	4315	7,508.09	8,627.38	8,030.49	9,000.00	5,595.97	3,404.03	62.18%
Medical and First-Aid Supplies	4333	6.86	0.00	16.78	200.00	0.00	200.00	0.00%
Special Programs/Events Supplies	4343	14,954.59	12,084.72	11,016.64	13,000.00	5,534.35	7,465.65	42.57%
Circulation Materials	4344	19,777.92	10,078.76	12,600.05	23,000.00	3,344.93	19,655.07	14.54%
Library Books/Reference Materials	4345	148,751.34	148,990.58	153,333.18	154,000.00	59,264.89	94,735.11	38.48%
Multimedia Materials	4346	77,659.07	84,263.61	71,877.04	73,000.00	20,464.45	52,535.55	28.03%
On-Line Subscriptions	4347	20,574.04	20,809.28	48,356.39	48,200.00	46,902.91	1,297.09	97.31%
Safety Equipment	4352	0.00	0.00	0.00	2,700.00	1,790.00	910.00	66.30%
Minor Equipment	4354	16,574.88	6,758.37	6,093.18	10,000.00	278.45	9,721.55	2.78%
Building Maintenance Supplies	4380	15,998.79	19,776.81	14,193.16	24,000.00	6,802.83	17,197.17	28.35%
Total Commodities		331,144.69	321,320.37	335,135.46	368,100.00	152,620.02	215,479.98	41.46%
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	
Total Expenditures		2,379,277.85	2,547,087.68	2,663,896.77	2,969,044.00	972,910.41	1,996,133.59	32.77%
FTEs		22.85						

City of Ankeny
Ankeny Kirkendall Library
Fiscal Year 2025 Revenue Report

	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Budget	As of October 31, 2024	FY 2025 Balance Remaining	% Received
Commissions	3415	467.02	460.20	918.23	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	29,994.15	81,900.53	92,326.08	60,000.00	29,639.05	30,360.95
Equipment Rental	3423	0.00	0.00	0.00	0.00	0.00	0.00
County Library Contribution	3503	150,776.00	185,284.00	161,032.00	161,032.00	79,130.00	81,902.00
Other Local Contributions	3509	5,000.00	0.00	0.00	0.00	0.00	0.00
State Library Open Access	3516	14,629.69	12,130.41	9,209.71	9,210.00	0.00	9,210.00
Operating Grants	3517	16,430.18	16,856.61	16,875.07	16,875.00	17,037.73	(162.73)
Operating Grants	3537	5,000.00	0.00	0.00	0.00	0.00	0.00
Special Program Fees	3615	0.00	0.00	174.68	0.00	0.00	0.00
Copy Charges	3691	8,890.05	10,147.84	11,992.39	9,000.00	3,590.98	5,409.02
Miscellaneous Service Charges	3699	1,335.51	1,129.05	1,205.18	1,500.00	463.59	1,036.41
Salvage Sales	3822	0.00	0.00	0.00	0.00	0.00	0.00
Other Sales	3829	308.00	477.68	436.35	400.00	136.70	263.30
Private Contributions	3831	0.00	0.00	564.31	0.00	1,275.00	(1,275.00)
Refunds	3841	0.00	561.52	50.64	0.00	0.00	0.00
Rebates	3842	0.00	358.31	0.00	0.00	0.00	0.00
Other Reimbursements	3849	502.71	81.02	6,469.37	0.00	150.00	(150.00)
Library Fines	3861	20,924.23	19,373.61	18,257.05	16,000.00	5,840.16	10,159.84
Lost Materials	3868	4,758.18	3,779.14	4,320.97	4,000.00	1,215.27	2,784.73
Legal Settlement/Damages	3869	2,567.08	2,287.08	2,231.93	2,000.00	851.92	1,148.08
Overages/Shortages	3891	74.17	36.53	38.61	0.00	17.96	(17.96)
Miscellaneous Other	3899	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues		261,656.97	334,863.53	326,102.57	280,017.00	139,348.36	140,668.64
							49.76%

Director's Report October 2024

I. Personnel

- Teen Services Librarian: After interviewing candidates, Brenna Barton accepted the position. Her starting day was October 28th.
- Beth Schaefer, Circulation Manager, gave ample notice that her last day would be 10/18. During her 2 1/2 years, she did outstanding work in this position. I am appreciative that she created detailed instructions of daily to annual tasks and reports for me and the new hire. Beth will be missed, and I wish her the best in her endeavors.

II. Facility

- Monthly AED and fire extinguisher inspections
- Performed primary contact for meeting rooms.

III. Misc.

- 10/10: Attended City FY26 budget kickoff meeting.
- 10/22: Delivered library occupation presentation to teens of a local homeschooling group.
- 10/24: Participated in the Friends 2nd quarter meeting.
- 10/26: Served as library liaison for the Friends fundraising event.
- Polaris Cloud project: Team continues to look into addressing IT security and Library lag concerns.
- Notary appointments: 20

IV. Marketing/Communication

During the month of October, 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
• Resource highlights via Facebook	• October programs, book discussions, author talks, and new story stroll via social media, eNewsletter, lobby digital display, and calendars.	• October and November programs via Ankeny Living	• 10/1, 16, 29: City departments meeting • 10/24: Friends meeting

Sam Mitchel



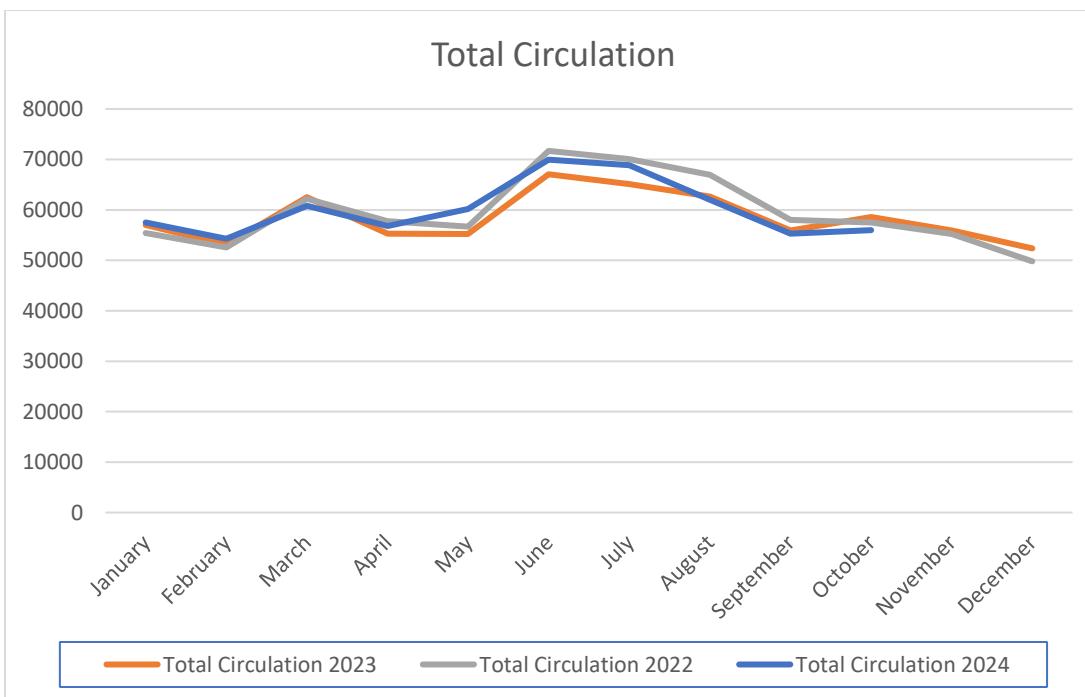
SEPTEMBER 2024 CIRCULATION REPORT

By: Beth Schaefer

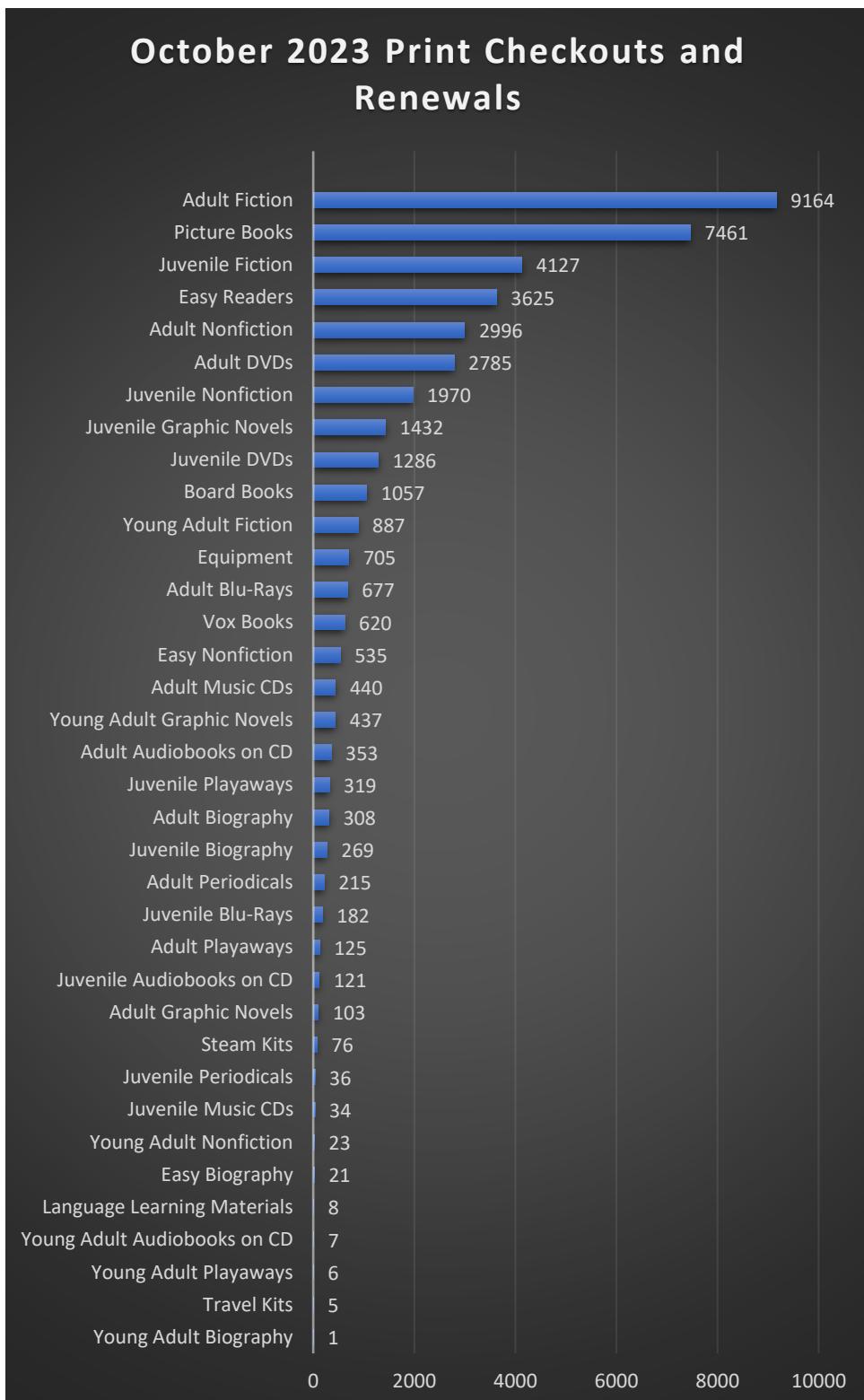
Date: 10/1/24

- Beth Schaefer's last day was Friday, October 18th.
- Our busiest day was October 26th with 2213 visitors.
- We had 27 volunteers help us for 178 hours in October.

	October 2024	October 2023	Difference	July 2024 - October 2024	July 2023 - October 2023	Difference
Physical Checkouts & Renewals (including Automatic)						
Books	35182	37618	-6%	156764	160035	-2%
Videos	4930	7451	-34%	20289	23182	-12%
Audio	1405	1322	6%	6028	5812	4%
Magazines & Other	1032	908	14%	3571	3671	-3%
Total Print Transactions	42549	47299	-10%	186652	192700	-3%
Downloadable Transactions						
Ebooks	5,048	4554	11%	21,773	21,668	0%
Audiobooks	7,064	5077	39%	28,330	23,950	18%
Magazines	1275	478	167%	5,111	2,459	108%
Adventure Pass	57	59	-3%	265	284	-7%
Total Downloadable Transactions	13,444	10168	32%	55,479	48,361	15%
Total Circulation (Physical + Downloadable)	55,993	57467	-3%	242,131	241,061	0%
Highlights						
Steam kits	45	80	-44%	307	361	-15%
WiFi Hotspots	11	65	-83%	45	268	-83%
Residency Checkouts (Print Transactions)						
City of Ankeny	36086	41626	-13%	158113	167269	-5%
Rural/Unincorporated Polk County	3283	2846	15%	14983	12708	18%
Open Access	3047	2827	8%	12890	12437	4%
Total Residency Checkouts	42416	47299	-10%	185986	192414	-3%
Cardholders						
Basic Access	360	281	28%	1375	1385	-1%
Temporary	16	41	-61%	48	75	-36%
Organization			#DIV/0!	0	1	-100%
Online	43	8	438%	198	152	30%
Total New Cardholders	419	330	27%	1621	1613	0%
Total Active Cardholders	28,233					
Visitors	36132	26732	35%	140015	122651	14%



Circulation by Collection



October 2024 Programs

Children's Programs

Summary

We had so much fun at our October events! Our highlight was definitely Tiaras & Treats, where we dressed up, handed out goodies at each of the service desks, and got to see all the kids in their costumes. We had 447 join us for this event. Here are our weekly event totals:

Week 1 – 376

Week 2 – 441 (no events on 10/10 for ILA)

Week 3 – 425

Week 4 – 393

Week 5 – 794 (Tiaras & Treats was this week)

Total patrons in October: 2,429

Total patrons at events in September: 1676

October Scavenger Hunt: 567

Tiaras & Treats

We gave away tattoos, water bottle stickers, dum-dum suckers, rings, and a candy bracelet to all who came.

We also had two crafts that attendees could do in Meeting Room ABC. It was so much fun.



K-5 Events: Taste-It Tuesday: Pumpkin Edition (see pictures below), Family Bingo for Books, and K-5 Maker Crew: Pumpkin Edition

We had 43 join us to taste various pumpkin-flavored snacks and treats. By far, the favorite treat was the Pumpkin Spice Oreo. We heard so many positive comments about this event and had several ask when we are going to do it again. In December we will host another event with holiday-themed treats.

We also had a great turnout for Bingo (87) and Maker Crew (56). We were too busy having fun and forgot to take pictures, but our K-5 monthly event schedule is going very well!



Goals

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

- Finalize the December calendar

- Work with High School Senior, Lakshmi to put on a presentation for parents on Internet Safety for their kids
- Work with Ankeny Art Center to put on a free workshop to K-4 kids in November
- Finish formatting the next Story Stroll book and put it out
- Continue putting on great fall events for early learners and school-age kids
- Look at winter programming needs and special events
- Work with Maggie at the District on securing the stage for a summer kick-off concert
- Attend the Performer's Showcase in Ames and start booking summer entertainment for Summer 2025
- SLP Planning for 2025

Teen Programs

Mind-Body Connections: 5 Tuesdays with 10 attendance each time (50 total)

Learn skills to relieve stress related to school, grades, peers, etc. and build resilience to face struggles and stressors in life. Participants will gain practical skills to manage pressures of being a teen!

Books & Bagels at High Schools: (34 total)

Snack Attack: (15 total) Learn to make fruit pizzas

Pokemon Club: (11 total)

Adult Programs

OverDrive Checkouts	13,387
Documents Notarized	38
Book a Librarian Appointments	5 (three scheduled, two walk-in)
Reference Transaction	29
Proctored Exams	3

In October, I hosted another successful Puzzle-Palooza program on a Friday night. We had a total of 15 teams register and they all showed up. Differing from the way I used to do it, I did not have the participants cover the cost of the puzzles. I was afraid this would cause some teams to be absent, but I was happy this was not the case. Though I did it by myself this time, it would go a little smoother with another staff member present, especially when it comes to letting participants into the library. Since we are closed at the time and participants need to be let in, it becomes difficult with one person as we have two entrances. Once again, I was asked several times how often we host the program and many commented on how much fun they had. Further, in October, I purchased all of the materials for November's Book Jar program. This program is a collaboration with Brittany in the Children's Department.

My goals for November include scheduling a series of virtual programs that discuss how to organize and declutter our lives. I have worked with the presenters before and they are very professional and knowledgeable. I also want to create advertisements for a model train event taking place in December. I think the program will be intriguing to all ages and I want to make sure the community is aware it is happening. I also plan on attending an active shooter training.

In terms of frustrations this month, I didn't really have any, though I do have a sense of disappointment with our Evening Book Club. I have noticed the attendance numbers trending down and, this month, we only had two attendees. If this trend maintains, it may be time to reassess the program.

Acquisitions/Cataloging Report – October 2024

October saw a large investment in new juvenile nonfiction sets to refresh portions of the collection that have become dated. We targeted a number of areas that needed attention, including new technologies (e.g. AI and Green tech), sports teams (professional and collegiate), political science (elections, presidents, local government) and popular culture. We use a jobber (a salesperson who reps numerous publishers) to access a large array of possible books and secure the best possible discounts and best quality items, but it is a timely process reviewing large numbers of sample books and catalogs.

Print Collections	# Added	A/V Collections	# Added
Adult Biography	14	Adult Audio Books	26
Adult Fiction	339	Adult Blu-Rays	16
Adult Graphic Novels	11	Adult DVDs	40
Adult Non-Fiction	141	Adult Music CDs	19
		Adult Playaways	1
Picture books	52		
Board books	9	Juvenile Audio Books	2
Easy Non-fiction	0	Juvenile Blu-rays	2
Easy Readers	15	Juvenile DVDs	4
Vox Books	0	Juvenile Music CDs	0
		Juvenile Playaways	7
Juvenile Biography	9		
Juvenile Fiction	100	Young Adult Audio Books	2
Juvenile Graphic Novels	18	Young Adult Playaways	0
Juvenile Nonfiction	257		
		Totals	119
YA Biography	0		
YA Fiction	29		
YA Graphic Novels	18		
YA Nonfiction	1		
Totals	1013		

Twelve Month Comparative Totals

	10/23	11/23	12/23	1/24	2/24	3/24	4/24	5/24	6/24	7/24	8/24	9/4
Print	1045	728	557	813	688	897	685	755	767	611	979	900
A/V	89	165	109	96	101	99	92	106	78	154	140	98

Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4101

	FUND	100	GENERAL FUND
PROGRAM.ACTIVITY	2331	LIBRARY	
EXPENDITURE ACCOUNT	4101	SALARIES AND WAGES	

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
627,972	677,830	720,126	763,210	192,592	570,618

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
SAMUEL A MITCHEL LIBRARY DIRECTOR	154,719	162,454	162,454
KELLY A MUNTER CHILDREN'S LIBRARIAN	89,856	92,552	92,552
HOLLY L SEALINE PUBLIC SERVICES MANAGER	100,961	103,992	103,992
EVAN M ANDERSON COLLECTION DEVELOP LIBRARIAN	89,856	92,552	92,552
JUSTIN L ARMSTRONG ADULT SERVICES LIBRARIAN	89,856	92,552	92,552
BETHANY M SCHAEFER CIRCULATION MANAGER	82,940	89,702	89,702
BRITTANY K BURK CHILDREN'S LIBRARIAN	77,511	82,231	82,231
AMANDA C BELLIS TEEN'S LIBRARIAN	77,511	82,231	82,231
BRENNAN BARTON TEEN'S LIBRARIAN	77,511	82,231	82,231
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

SALARIES AND WAGES - 4101

New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

763,210	798,266	798,266
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1

Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4102

	FUND	100	GENERAL FUND
PROGRAM.ACTIVITY	2331	LIBRARY	
EXPENDITURE ACCOUNT	4102	OVERTIME WAGES	

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
47	321	147	1,000	101	899

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
Overtime wages	1,000	1,000	1,000
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

2 New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

1,000	1,000	1,000	1,000
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Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4103

	FUND	100	GENERAL FUND
PROGRAM.ACTIVITY	2331	LIBRARY	
EXPENDITURE ACCOUNT	4103	TEMPORARY WAGES	

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
709,232	752,180	788,425	916,000	236,813	679,187

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
Part-time wages	916,000	986,000	1,085,000
Reduction in library operating hours	(20,500)	(41,000)	(41,000)
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

3 New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

895,500	945,000	1,044,000
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Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4109

FUND	100	GENERAL FUND
PROGRAM.ACTIVITY	2331	LIBRARY
EXPENDITURE ACCOUNT	4109	LONGEVITY

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
2,558	2,808	3,269	4,288	1,077	3,211

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
SAMUEL A MITCHEL LIBRARY DIRECTOR	1,000	1,000	1,000
KELLY A MUNTER CHILDREN'S LIBRARIAN	1,500	1,711	1,711
HOLLY L SEALINE PUBLIC SERVICES MANAGER	288	500	500
EVAN M ANDERSON COLLECTION DEVELOP LIBRARIAN	1,000	1,000	1,000
JUSTIN L ARMSTRONG ADULT SERVICES LIBRARIAN	500	500	500
BETHANY M SCHAEFER CIRCULATION MANAGER	-	-	-
BRITTANY K BURK CHILDREN'S LIBRARIAN	-	-	-
AMANDA C BELLIS TEEN'S LIBRARIAN	-	-	-
BRENNAN BARTON TEEN'S LIBRARIAN	-	-	-
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

LONGEVITY - 4109

New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

4,288

4,711

4,711

Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4116

	FUND	100	GENERAL FUND
PROGRAM ACTIVITY	2331	LIBRARY	
EXPENDITURE ACCOUNT	4116	FICA	

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
100,505	108,192	113,976	129,248	32,466	96,782

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
SAMUEL A MITCHEL LIBRARY DIRECTOR	12,295	12,887	12,887
KELLY A MUNTER CHILDREN'S LIBRARIAN	6,989	7,211	7,211
HOLLY L SEALINE PUBLIC SERVICES MANAGER	7,746	7,994	7,994
EVAN M ANDERSON COLLECTION DEVELOP LIBRARIAN	6,950	7,157	7,157
JUSTIN L ARMBRUSTER ADULT SERVICES LIBRARIAN	6,912	7,118	7,118
BETHANY M SCHAEFER CIRCULATION MANAGER	6,345	6,862	6,862
BRITTANY K BURK CHILDREN'S LIBRARIAN	5,930	6,291	6,291
AMANDA C BELLIS TEEN'S LIBRARIAN	5,930	6,291	6,291
BRENANN BARTON TEEN'S LIBRARIAN			
Reduction in library operating hours	(1,600)		
Overtime wages	77	77	77
Temporary wages	70,074	75,429	83,003
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

FICA - 4116

6 New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

127,648

137,317

144,891

Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4117

	FUND	100	GENERAL FUND
PROGRAM ACTIVITY	2331	LIBRARY	
EXPENDITURE ACCOUNT	4117	IPERS	

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
120,765	144,775	141,639	159,017	39,795	119,222

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
SAMUEL A MITCHEL LIBRARY DIRECTOR	14,700	16,411	16,411
KELLY A MUNTER CHILDREN'S LIBRARIAN	8,624	9,464	9,464
HOLLY L SEALINE PUBLIC SERVICES MANAGER	9,558	10,491	10,491
EVAN M ANDERSON COLLECTION DEVELOP LIBRARIAN	8,577	9,393	9,393
JUSTIN L ARMBRUSTER ADULT SERVICES LIBRARIAN	8,530	9,342	9,342
BETHANY M SCHAEFER CIRCULATION MANAGER	7,830	9,006	9,006
BRITTANY K BURK CHILDREN'S LIBRARIAN	7,317	8,256	8,256
AMANDA C BELLIS TEEN'S LIBRARIAN	7,317	8,256	8,256
BRENANN BARTON TEEN'S LIBRARIAN			
Reduction in library operating hours	(1,900)		
Overtime wages	94	94	100
Temporary wages	86,470	93,078	108,934
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

157,117	173,791	189,653
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Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4119

FUND	100	GENERAL FUND
PROGRAM.ACTIVITY	2331	LIBRARY
EXPENDITURE ACCOUNT	4119	DEFERRED COMPENSATION

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
5,000	5,000	5,000	5,000	1,346	3,654

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
SAMUEL A MITCHEL LIBRARY DIRECTOR	5,000	5,000	5,000
KELLY A MUNTER CHILDREN'S LIBRARIAN	-	-	-
HOLLY L SEALINE PUBLIC SERVICES MANAGER	-	-	-
EVAN M ANDERSON COLLECTION DEVELOP LIBRARIAN	-	-	-
JUSTIN L ARMSTRONG ADULT SERVICES LIBRARIAN	-	-	-
BETHANY M SCHAEFER CIRCULATION MANAGER	-	-	-
BRITTANY K BURK CHILDREN'S LIBRARIAN	-	-	-
AMANDA C BELLIS TEEN'S LIBRARIAN	-	-	-
BRENNAN BARTON TEEN'S LIBRARIAN	-	-	-
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

DEFERRED COMPENSATION - 4119

New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

5,000

5,000

5,000

Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4120

FUND	100	GENERAL FUND
PROGRAM ACTIVITY	2331	LIBRARY
EXPENDITURE ACCOUNT	4120	EMPLOYEE INSURANCE

Account History

<i>FY 2022 Actual</i>	<i>FY 2023 Actual</i>	<i>FY 2024 Actual</i>	<i>FY 2025 Adopted Budget</i>	<i>As of 9/30/2024</i>	<i>Remaining FY25 Balance</i>
104,591	107,941	126,673	128,663	31,914	96,749

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
SAMUEL A MITCHEL LIBRARY DIRECTOR	21,802	22,891	22,891
KELLY A MUNTER CHILDREN'S LIBRARIAN	21,604	22,678	22,678
HOLLY L SEALINE PUBLIC SERVICES MANAGER	21,638	22,713	22,713
EVAN M ANDERSON COLLECTION DEVELOP LIBRARIAN	13,597	14,271	14,271
JUSTIN L ARMBRUSTER ADULT SERVICES LIBRARIAN	13,597	14,271	14,271
BETHANY M SCHAEFER CIRCULATION MANAGER	7,438	7,743	7,743
BRITTANY K BURK CHILDREN'S LIBRARIAN	21,566	22,648	22,648
AMANDA C BELLIS TEEN'S LIBRARIAN	7,421	7,720	7,720
BRENANN BARTON TEEN'S LIBRARIAN			
<hr/>			
DIRECTOR'S SUPPLEMENTAL			
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CITY MANAGER'S ADJUSTMENTS			
<hr/>			

0 New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

128.663

134.935

134.935

Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4122

	FUND	100	GENERAL FUND
	PROGRAM.ACTIVITY	2331	LIBRARY
	EXPENDITURE ACCOUNT	4122	WORKERS COMPENSATION

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
1,243	1,303	1,576	1,730	0	1,730

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
Risk management fund charges	1,576	1,730	1,897
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

2 New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

1,576	1,730	1,897	
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Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4212

	FUND	100	GENERAL FUND
PROGRAM.ACTIVITY	2331	LIBRARY	
EXPENDITURE ACCOUNT	4212	LEGAL & RECORDING SERVICES	

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
0	495	765	500	0	500

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
	500	500	500
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

LEGAL & RECORDING SERVICES - 4212

2 New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

500	500	500	500
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Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4214

	FUND	100	GENERAL FUND
PROGRAM.ACTIVITY	2331	LIBRARY	
EXPENDITURE ACCOUNT	4214	FINANCIAL SERVICES	

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
2,693	2,531	2,337	3,000	586	2,414

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
Credit card fees	3,000	3,000	3,000
Collection fees			
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

FINANCIAL SERVICES - 4214

4 New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

3,000	3,000	3,000	3,000
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Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4215

FUND	100	GENERAL FUND
PROGRAM ACTIVITY	2331	LIBRARY
EXPENDITURE ACCOUNT	4215	COMPUTER SERVICES

Account History

<i>FY 2022 Actual</i>	<i>FY 2023 Actual</i>	<i>FY 2024 Actual</i>	<i>FY 2025 Adopted Budget</i>	<i>As of 9/30/2024</i>	<i>Remaining FY25 Balance</i>
78,071	57,108	45,727	78,800	52,460	26,340

Budget Proposal

Budget Request			
BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
Automated material handler annual maintenance	15,000	15,000	15,000
Baker & Taylor content café	700	700	700
Baker & Taylor on-line ordering service	1,800	1,800	1,800
Blackstone audio materials services	2,500	2,500	2,500
Canva subscription	300	300	300
WHEN TO WORK - Employee scheduling software	400	715	715
Envisionware software - RFID	7,300	7,700	8,100
ILL/access subscription	600	600	600
LIBRARY SOLUTIONS - Library Market calendar and room reservation software	2,500	2,500	2,500
OCLC online computer library services	13,600	14,300	15,100
INNOVATIVE INTERFACES - Polaris automation software - online catalog	15,200	16,000	16,800
INNOVATIVE INTERFACES - Polaris cloud based software annual maintenance	15,000	13,000	13,000
Spotify subscription	200	200	200
Survey Monkey subscription	500	500	500
TBS print management system software maintenance	3,000	3,000	3,000
Zoom subscription	200	200	200
LOTE4KIDS STORYTIME PODS (TRANSFER TO 4347)	1,200	1,200	1,200
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<i>DIRECTOR'S SUPPLEMENTAL</i>			
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<i>CITY MANAGER'S ADJUSTMENTS</i>			
<hr/>			

5 NEW personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

80,000

80,215

82,215

Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4224

	FUND	100	GENERAL FUND
PROGRAM.ACTIVITY	2331	LIBRARY	
EXPENDITURE ACCOUNT	4224	WASTE MANAGEMENT SERVICES	

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
1,005	716	1,131	1,300	317	983

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
	1,300	1,300	1,300
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

WASTE MANAGEMENT SERVICES - 4224

4

New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

1,300

1,300

1,300

Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4227

	FUND	100	GENERAL FUND
PROGRAM.ACTIVITY	2331	LIBRARY	
EXPENDITURE ACCOUNT	4227	LAND & TREE SERVICES	

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
1,975	2,113	17,635	6,000	1,940	4,060

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
Mowing	6,000	6,000	6,000
Chemical applications			
Landscaping			
Facilities landscaping (FY 2024)			
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

LAND & TREE SERVICES - 4227

7

New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

6,000

6,000

6,000

Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4244

	FUND	100	GENERAL FUND
PROGRAM.ACTIVITY	2331	LIBRARY	
EXPENDITURE ACCOUNT	4244	COMMUNICATIONS SERVICES	

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
5,820	10,990	9,132	7,980	2,918	5,062

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
Cell phone stipend (1)	480	480	480
Telephone charges - analog & Ring Central	7,500	7,500	7,500
Wi-Fi hotspots (13) (FY 2024) - NO LONGER OFFERING IN CALENDAR YEAR 2025 \$4500			
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

COMMUNICATIONS SERVICES - 4244

New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

7,980

7,980

7,980

Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4247

	FUND	100	GENERAL FUND
PROGRAM.ACTIVITY	2331	LIBRARY	
EXPENDITURE ACCOUNT	4247	ELECTRIC CHARGES	

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
58,143	59,857	65,218	76,000	20,134	55,866

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
	76,000	76,000	76,000
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

ELECTRIC CHARGES - 4247

7

New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

76,000	76,000	76,000	76,000
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Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4251

	FUND	100	GENERAL FUND
PROGRAM.ACTIVITY	2331	LIBRARY	
EXPENDITURE ACCOUNT	4251	GENERAL INSURANCE	

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
60,584	69,254	78,924	100,908	0	100,908

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
Risk management fund charges	82,771	100,908	115,747
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

GENERAL INSURANCE - 4251

1 New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

82,771	100,908	115,747	
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Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4261

FUND	100	GENERAL FUND
PROGRAM ACTIVITY	2331	LIBRARY
EXPENDITURE ACCOUNT	4261	DUES, MEMBERSHIPS & LICENSES

Account History

<i>FY 2022 Actual</i>	<i>FY 2023 Actual</i>	<i>FY 2024 Actual</i>	<i>FY 2025 Adopted Budget</i>	<i>As of 9/30/2024</i>	<i>Remaining FY25 Balance</i>
35,106	46,189	57,833	67,000	16,089	50,911

Budget Proposal

1 New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

67,000

73,000

73,000

Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4265

	FUND	100	GENERAL FUND
PROGRAM.ACTIVITY	2331	LIBRARY	
EXPENDITURE ACCOUNT	4265	TRAINING AND EDUCATION	

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
1,296	1,884	2,659	3,950	250	3,700

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
ILA	3,950	3,950	3,950
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

5

New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

3,950	3,950	3,950	3,950
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Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4266

	FUND	100	GENERAL FUND
	PROGRAM.ACTIVITY	2331	LIBRARY
	EXPENDITURE ACCOUNT	4266	TRAVEL

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
50	1,366	592	2,850	30	2,820

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
ILA Mileage	2,850	2,850	2,850
TRAVEL - 4266			
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

6

New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

2,850	2,850	2,850	
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Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4269

	FUND	100	GENERAL FUND
	PROGRAM.ACTIVITY	2331	LIBRARY
	EXPENDITURE ACCOUNT	4269	MEETINGS & FOOD

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
256	695	599	500	0	500

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
Staff retreat Volunteer recognition	500	500	500
MEETINGS & FOOD - 4269			
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

9 New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

500	500	500	500
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Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4270

FUND	100	GENERAL FUND
PROGRAM ACTIVITY	2331	LIBRARY
EXPENDITURE ACCOUNT	4270	BUILDING MAINTENANCE SERVICES

Account History

<i>FY 2022 Actual</i>	<i>FY 2023 Actual</i>	<i>FY 2024 Actual</i>	<i>FY 2025 Adopted Budget</i>	<i>As of 9/30/2024</i>	<i>Remaining FY25 Balance</i>
112,585	147,229	124,324	141,000	20,165	120,835

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
DEMARANVILLE - Backflow prevention (\$178)	141,000	143,000	145,000
PROTEX - Fire extinguisher inspection (\$56)			
PERFICUT - Holiday decorations (installation and removal) (\$1800)			
EXCEL - HVAC maintenance agreement (\$4088)			
MARY'S CLEANERS - Janitorial service (\$94,140)		Include Saturdays	Include Saturdays
RIDDX - Pest control (\$356)			
Recycling			
Roof contract			
CINTAS - Rug service (Less FREQUENCY?)			
ATECH - Security monitoring (elevator) (\$240)			
Water management service			
CJ'S - Window cleaning (\$3600)			
Repairs and maintenance			
KONE - Elevator Maintenance (\$8212)			
<hr/>			
DIRECTOR'S SUPPLEMENTAL			
<hr/>			
CITY MANAGER'S ADJUSTMENTS			
<hr/>			

D New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

141.000

143.000

145.000

Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4273

	FUND	100	GENERAL FUND
	PROGRAM.ACTIVITY	2331	LIBRARY
	EXPENDITURE ACCOUNT	4273	ELECTRONICS SERVICES

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
3,734	4,953	5,933	6,000	1,596	4,404

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
Copier maintenance agreement (4)	6,000	6,000	6,000
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

ELECTRONICS SERVICES - 4273

3 New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

6,000	6,000	6,000	6,000
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Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4289

FUND	100	GENERAL FUND
PROGRAM ACTIVITY	2331	LIBRARY
EXPENDITURE ACCOUNT	4289	OTHER REPAIR SERVICES

Account History

<i>FY 2022 Actual</i>	<i>FY 2023 Actual</i>	<i>FY 2024 Actual</i>	<i>FY 2025 Adopted Budget</i>	<i>As of 9/30/2024</i>	<i>Remaining FY25 Balance</i>
0	1,615	0	0	0	0

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
Restripe parking lot (every 3 years - FY 2023 & 2026)	-	1,900	-
<i>DIRECTOR'S SUPPLEMENTAL</i>			
<i>CITY MANAGER'S ADJUSTMENTS</i>			

9 New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

1,900

Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4292

	FUND	100	GENERAL FUND
PROGRAM.ACTIVITY	2331	LIBRARY	
EXPENDITURE ACCOUNT	4292	SPECIAL PROGRAMS/EVENTS - SERVICES	

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
9,247	8,565	10,053	11,000	838	10,162

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
Program presenters	11,000	11,000	11,000
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

SPECIAL PROGRAMS/EVENTS - SERVICES - 4292

2

New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

11,000	11,000	11,000	11,000
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Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4296

	FUND	100	GENERAL FUND
	PROGRAM.ACTIVITY	2331	LIBRARY
	EXPENDITURE ACCOUNT	4296	POSTAGE AND SHIPPING

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
784	2,627	2,893	4,000	3,406	594

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
Postage (meter refill)	3,000	3,000	3,000
Postage machine lease (60 months beginning 4/1/23)	1,000	1,000	1,000
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

POSTAGE AND SHIPPING - 4296

6 New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

4,000

4,000

4,000

Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4297

	FUND	100	GENERAL FUND
	PROGRAM.ACTIVITY	2331	LIBRARY
	EXPENDITURE ACCOUNT	4297	REFUNDS

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
4,871	7,231	1,975	6,000	(25)	6,025

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
Damage deposit refunds	6,000	6,000	6,000
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

REFUNDS - 4297

7 New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

6,000	6,000	6,000	6,000
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Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4310

	FUND	100	GENERAL FUND
PROGRAM.ACTIVITY	2331	LIBRARY	
EXPENDITURE ACCOUNT	4310	OFFICE SUPPLIES	

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
9,339	9,931	9,619	11,000	2,328	8,672

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
Amazon, Office Depot, Staples	11,000	11,000	11,000
OFFICE SUPPLIES - 4310			
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

0

New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

11,000	11,000	11,000	11,000
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Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4315

FUND	100	GENERAL FUND
PROGRAM ACTIVITY	2331	LIBRARY
EXPENDITURE ACCOUNT	4315	PERIODICALS/BOOKS/MANUALS

Account History

<i>FY 2022 Actual</i>	<i>FY 2023 Actual</i>	<i>FY 2024 Actual</i>	<i>FY 2025 Adopted Budget</i>	<i>As of 9/30/2024</i>	<i>Remaining FY25 Balance</i>
7,508	8,627	8,030	9,000	4,654	4,346

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
WTCOX - Magazines Newspapers (Des Moines Register, Tri-County, Wallstreet Journal, IBD, Epoch Times, Bookpage)	9,000	9,000	9,000
<i>DIRECTOR'S SUPPLEMENTAL</i>			
<i>CITY MANAGER'S ADJUSTMENTS</i>			

5

New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

9,000

9,000

9,000

Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4333

	FUND	100	GENERAL FUND
PROGRAM.ACTIVITY	2331	LIBRARY	
EXPENDITURE ACCOUNT	4333	MEDICAL & FIRST-AID SUPPLIES	

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
7	0	17	200	0	200

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
First aid supplies	200	200	200
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

MEDICAL & FIRST-AID SUPPLIES - 4333

3 New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

200	200	200	200
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Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4343

	FUND	100	GENERAL FUND
PROGRAM.ACTIVITY	2331	LIBRARY	
EXPENDITURE ACCOUNT	4343	SPECIAL PROGRAMS/EVENTS - SUPPLIES	

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
14,955	12,085	11,017	13,000	4,535	8,465

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
Program supplies (adult, teen, youth & hatch)	13,000	13,000	13,000
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

13,000	13,000	13,000	13,000
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Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4344

FUND	100	GENERAL FUND
PROGRAM.ACTIVITY	2331	LIBRARY
EXPENDITURE ACCOUNT	4344	CIRCULATION MATERIALS

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
19,778	10,079	12,600	23,000	2,608	20,392

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
DEMCO, Staples, Office Depot			
Bar codes	23,000	23,000	23,000
Library cards			
Mailers			
Receipt paper			
RFID tags			
Could reduce \$5,000 if necessary. Typical years without shelfready service has been less than \$15,000. Would still like a little buffer.			
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

CIRCULATION MATERIALS - 4344

New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

23,000	23,000	23,000
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Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4345

	FUND	100	GENERAL FUND
PROGRAM.ACTIVITY	2331	LIBRARY	
EXPENDITURE ACCOUNT	4345	LIBRARY BOOKS/REFERENCE MATERIALS	

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
148,751	148,991	153,333	154,000	42,313	111,687

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
Amazon, Baker & Taylor, etc. Library books and reference materials	154,000	157,000	160,000
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

5 New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

154,000	157,000	160,000	
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Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4346

	FUND	100	GENERAL FUND
PROGRAM.ACTIVITY	2331	LIBRARY	
EXPENDITURE ACCOUNT	4346	MULTIMEDIA MATERIALS	

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
77,659	84,264	71,877	73,000	15,318	57,682

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
Amazon Multimedia materials (DVD and music)	73,000	73,000	73,000
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

MULTIMEDIA MATERIALS - 4346

6

New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

73,000	73,000	73,000	73,000
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Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4347

FUND	100	GENERAL FUND
PROGRAM ACTIVITY	2331	LIBRARY
EXPENDITURE ACCOUNT	4347	ON-LINE SUBSCRIPTIONS

Account History

<i>FY 2022 Actual</i>	<i>FY 2023 Actual</i>	<i>FY 2024 Actual</i>	<i>FY 2025 Adopted Budget</i>	<i>As of 9/30/2024</i>	<i>Remaining FY25 Balance</i>
20,574	20,809	48,356	48,200	30,310	17,890

Budget Proposal

Budget Proposal			
BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
PROQUEST - Ancestry, Heritage Quest (\$3548) Consumer Reports (included in EBSCO) Data Axle - InfoUSA (\$1395) New York Times (\$2304) EBSCO PUBLISHING - Novelist Plus + Select (\$10604) Overdrive (\$14557) Value Line (\$3150) Niche Academy (\$2800) MIDWEST TAPE - Hoopla (\$10000) LOTE4KIDS Storytime Pods (\$1200)	48,200	48,200	48,200
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DIRECTOR'S SUPPLEMENTAL			
<hr/>			
CITY MANAGER'S ADJUSTMENTS			
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New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

48,200

48,200

48,200

Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4354

	FUND	100	GENERAL FUND
PROGRAM.ACTIVITY	2331	LIBRARY	
EXPENDITURE ACCOUNT	4354	MINOR EQUIPMENT	

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
16,575	6,758	6,093	10,000	278	9,722

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
Minor equipment	10,000	10,000	10,000
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

MINOR EQUIPMENT - 4354

New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

10,000	10,000	10,000	10,000
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Line Item Justification Form

Fiscal Year 2026 Budget Presentation

City of Ankeny

100.2331.4380

	FUND	100	GENERAL FUND
PROGRAM.ACTIVITY	2331	LIBRARY	
EXPENDITURE ACCOUNT	4380	BUILDINGS MAINTENANCE SUPPLIES	

Account History

FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	As of 9/30/2024	Remaining FY25 Balance
15,999	19,777	14,193	24,000	4,667	19,333

Budget Proposal

BASE BUDGET	REVISED FY2025	PROPOSED FY2026	PROJECTED FY2027
	24,000	25,000	26,000
DIRECTOR'S SUPPLEMENTAL			
CITY MANAGER'S ADJUSTMENTS			

BUILDINGS MAINTENANCE SUPPLIES - 4380

0 New personnel, overtime and temporary wages, travel & training, new programs, and minor & capital equipment are submitted as part of the Director's supplemental budget.

TOTALS

24,000	25,000	26,000
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