



**Ankeny Kirkendall Public Library**  
**BOARD OF TRUSTEES**  
**Thursday, January 15, 2026**  
**Regular Meeting: 6:00 p.m.**  
**Location: Library – Council Chambers**

**REGULAR MEETING AGENDA**

<b>Agenda Item</b>	<b>Discussion Points</b>
<b>I. Call to Order</b>	
<b>II. Public Comment</b>	
<b>III. Approval of Minutes</b>	A. November 20, 2025
<b>IV. Financial Reports</b>	A. Expenditures B. Revenues
<b>V. Director's Report – Sam Mitchel</b>	
<b>VI. Department Reports</b>	A. Circulation – Erin Coughlin B. Public Services – Molly Guerra 1. Adult Services – Justin Armbruster 2. Teen Services – Brenna Barton 3. Children Services – Kelly Munter, Brittany Burk C. Acquisitions – Evan Anderson
<b>VII. Policy/Procedure Review</b>	A. Closed Policy B. Fines & Fees
<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. Polk County Libraries Contract
<b>XII. Adjourn</b>	A. Next Meeting: February 19, 2026

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

**Thursday, November 20, 2025**  
**Regular meeting: 6 p.m.**  
**Location: Library**

**Present:** John Meyer, Nancy Medema, Fred Schuster, Heather Stephenson, Miranda Piepho, Amber Sommerfeld  
**Staff:** Sam Mitchel

<b>Topic</b>	<b>Discussion</b>
<b>Call to Order</b>	Schuster called the meeting to order.
<b>Approval of Minutes</b>	Medema moved to approve October minutes. Meyer seconded. Approved by all.
<b>Public Comments</b>	
<b>Consent Agenda</b>	<p>Mitchel presented financials.</p> <ul style="list-style-type: none"> <li>• Run rate = 33.3%</li> <li>• Elevator – equipment we're waiting on to fix the elevator should come in the next week or two.</li> </ul>
<b>Policy/Procedure Review</b>	<p>Paid Leave Benefits and Holiday Pay for Part-Time Library Staff Policy</p> <ul style="list-style-type: none"> <li>• New policy HR asked us to approve.</li> <li>• Rationale for this policy is to align what we provide to our library part-time staff with what the city typically provides.</li> <li>• Meyer motioned to approve. Medema seconded. Approved by all.</li> </ul> <p>Conduct in the Library Policy</p> <ul style="list-style-type: none"> <li>• Edits to item #12 – Service Animals. Editing to only include ADA guidelines on animals.</li> <li>• Additional recommended edits from the board include to strike everything after the first sentence in this item as it is redundant what is in the ADA code.</li> <li>• Meyer motioned to amend the policy with the above-mentioned edits. Stephenson seconded. Approved by all.</li> </ul>
<b>Director's Report</b>	<p>Mitchel presented Director's report.</p> <ul style="list-style-type: none"> <li>• Conducted staff evaluations.</li> <li>• Completed monthly AED and fire extinguisher inspections.</li> <li>• Teen/Maker Space swap completed.</li> <li>• Mitchel and Schuster met with Todd Schafer and Joe Ruddy from the City Council. Gave a tour and discussed budget.</li> <li>• Schuster asked if we've ever thought about having a food bank/pantry in part of the library to help with SNAP benefits. It was mentioned that there are quite a few food banks in Ankeny, and there's not really space in the library to host anything like that.</li> </ul>
<b>Department Reports</b>	
<b>Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)</b>	
<b>Friends of the Library (update)</b>	
<b>Old Business</b>	Budget Outlook FY27 – Jennifer Sease, Director of Administrative Services

<b>Topic</b>	<b>Discussion</b>
	<ul style="list-style-type: none"> <li>• Provided overview of strategic plan goals – guide department heads as they draft budget.</li> <li>• Outlined legislation (tax rates) that impact how we draft the budgets.</li> <li>• Provided projection of new revenue v. payroll growth for FY27.</li> <li>• Previewed projected taxable valuation growth for next four years.</li> </ul> <p>FY27 Budget Proposal</p> <ul style="list-style-type: none"> <li>• Mitchel provided an overview of the proposal.</li> <li>• Mitchel will present this proposed budget to city in January.</li> <li>• Some items that may not be approved by city may be able to be funded by Friends of the Library.</li> <li>• Meyer motioned to approve. Stephenson seconded. Approved by all.</li> </ul> <p>Strategic Plan- Initiative 3: Mission Statement</p> <ul style="list-style-type: none"> <li>• Survey results: 58% liked “Welcoming all to Learn, Imagine, and Do.”</li> <li>• Sommerfeld motioned to approve option A. Stephenson seconded. Approved by all.</li> <li>• Meyer motioned to edit strategic plan for 2026-2030 with the new mission statement. Medmea seconded. Approved by all.</li> </ul>
<b>New Business</b>	
<b>Continuing Education</b>	
<b>Executive Session</b>	
<b>Adjournment</b>	<p>Medema motioned to adjourn.      Next meeting: January 15, 2026      No regular meeting in December.</p>

Respectfully submitted, Miranda Piepho, Secretary

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

	<b>FY 2023 Actual</b>	<b>FY 2024 Actual</b>	<b>FY 2025 Actual</b>	<b>FY26 Budget</b>	<b>As of December 31, 2025</b>	<b>FY 2026 Balance Remaining</b>	<b>% Expended</b>	
Personal Services								
Salaries and Wages	4101	677,830.34	720,126.47	703,808.39	778,206.00	389,102.56	389,103.44 50.00%	
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	410,676.63	517,323.37 44.25%	
Longevity	4109	2,807.58	3,269.10	3,999.84	4,211.00	1,999.92	2,211.08 47.49%	
FICA	4116	108,192.25	113,975.82	116,180.46	131,307.00	60,262.20	71,044.80 45.89%	
IPERS	4117	144,774.57	141,638.57	143,006.99	161,557.00	75,278.96	86,278.04 46.60%	
Deferred Compensation	4119	5,000.06	5,000.06	5,000.06	5,000.00	2,500.03	2,499.97 50.00%	
Employee Insurance	4120	107,940.82	126,673.46	118,495.87	141,139.00	76,585.20	64,553.80 54.26%	
Workers Compensation	4122	1,303.00	1,576.00	1,936.00	2,122.00	1,701.00	421.00 80.16%	
Total Personal Services		1,800,349.33	1,900,831.73	1,943,354.91	2,152,542.00	1,018,156.83	1,134,385.17 47.30%	
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	71.25	928.75 7.13%	
Computer Services	4215	57,108.29	45,727.15	73,499.83	63,100.00	36,523.17	26,576.83 57.88%	
Waste Management Services	4224	715.54	1,131.46	1,272.26	1,300.00	400.00	900.00 30.77%	
Land and Tree Services	4227	2,113.05	17,634.51	4,263.60	6,000.00	3,185.81	2,814.19 53.10%	
Advertising & Publication	4240	0.00	200.00	0.00	0.00	0.00	0.00	
Communications	4244	10,989.76	9,131.57	10,076.19	8,880.00	4,817.20	4,062.80 54.25%	
Electric Charges	4247	59,856.64	65,217.69	64,206.43	73,000.00	32,483.93	40,516.07 44.50%	
General Insurance	4251	69,254.39	78,923.67	122,034.52	128,371.00	115,235.00	13,136.00 89.77%	
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	50.96	2,799.04 1.79%	
Meetings and Food	4269	695.22	599.22	376.51	500.00	283.51	216.49 56.70%	
Building Maintenance Services	4270	147,228.73	124,323.62	121,988.32	141,000.00	95,927.38	45,072.62 68.03%	
Electronic Services	4273	4,953.15	5,932.64	5,740.48	6,000.00	2,742.83	3,257.17 45.71%	
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	4,735.98	6,264.02 43.05%	
Postage and Shipping	4296	2,626.68	2,893.40	4,193.40	4,000.00	1,196.70	2,803.30 29.92%	
Refunds	4297	7,231.25	1,975.00	0.00	6,000.00	337.50	5,662.50 5.63%	
Total Contractual Services		425,417.98	427,929.58	484,174.79	528,851.00	330,676.52	198,174.48 62.53%	
Commodities								
Office Supplies	4310	9,930.86	9,618.55	7,774.09	11,000.00	4,223.35	6,776.65 38.39%	
Periodicals	4315	8,627.38	8,030.49	8,758.49	9,000.00	5,823.67	3,176.33 64.71%	
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	4,197.98	8,802.02 32.29%	
Circulation Materials	4344	10,078.76	12,600.05	12,041.99	20,000.00	4,117.54	15,882.46 20.59%	
Library Books/Reference Materials	4345	148,990.58	153,333.18	154,952.70	157,000.00	85,462.64	71,537.36 54.43%	
Multimedia Materials	4346	84,263.61	71,877.04	73,953.89	74,000.00	40,054.95	33,945.05 54.13%	
On-Line Subscriptions	4347	20,809.28	48,356.39	51,097.91	54,200.00	53,436.33	763.67 98.59%	
Safety Equipment	4352	0.00	0.00	1,790.00	0.00	0.00	0.00	
Minor Equipment	4354	6,758.37	6,093.18	7,299.41	10,000.00	828.19	9,171.81 8.28%	
Building Maintenance Supplies	4380	19,776.81	14,193.16	10,848.71	24,000.00	6,601.59	17,398.41 27.51%	
Total Commodities		321,320.37	335,135.46	341,793.94	372,400.00	204,758.92	167,641.08 54.98%	
Capital Outlay								
Building Improvements	4420	0.00	0.00	0.00	0.00	0.00	0.00	
Total Capital Outlay		0.00	0.00	0.00	0.00	0.00	0.00	
Debt Service								
Equipment Reserve Payments	4595	0.00	0.00	0.00	0.00	0.00	0.00	
Total Transfers		0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Expenditures</b>		<b>2,547,087.68</b>	<b>2,663,896.77</b>	<b>2,769,323.64</b>	<b>3,053,793.00</b>	<b>1,553,592.27</b>	<b>1,500,200.73</b>	<b>50.87%</b>

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 December 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	20,263.94	3,736.06
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	9,989.21	(338.21)
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	7,830.15	2,169.85
Miscellaneous Service Charges	3699	1,129.05	1,205.18	1,226.48	1,000.00	553.40	446.60
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	237.70	162.30
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	8,193.62	7,806.38
Lost Materials	3868	3,779.14	4,320.97	4,132.08	4,000.00	2,353.85	1,646.15
Legal Settlement/Damages	3869	2,287.08	2,231.93	2,669.03	2,000.00	1,248.61	751.39
Overages/Shortages	3891	36.53	38.61	98.06	0.00	100.71	(100.71)
Miscellaneous Other	3899	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>		<b>334,863.53</b>	<b>326,102.57</b>	<b>290,734.88</b>	<b>242,349.00</b>	<b>162,878.39</b>	<b>79,470.61</b>
							<b>67.21%</b>

## Director's Report December 2025

### I. Personnel

- Employment Anniversaries
  - Evan Anderson, Collection Development Librarian, 12 years

### II. Facility

- Monthly AED and fire extinguisher inspections
- Elevator – Kone was out several hours, still not working

### III. Misc.

- FY27 Budget Documents submitted to City Administration
- 12/2: Budget discussion meeting with City Administration Team
- Library policies reviewed for ADA web accessibility
- 12/6: Dazzling In the District – access to lobby and restrooms after closing for tree lighting event
- 12/18: Local artist inquiry about donating a mural for play nook
- Notary appointments: 6

### IV. Marketing/Communication

During the month of December, 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
• Technology Resources and services highlights via Facebook and eNewsletter	• December and holiday programs, book discussions, author talks, via social media, eNewsletter, lobby digital display, and calendars.	• 2025 statistics and most circulated information via Ankeny Living <ul style="list-style-type: none"><li>• Friends of the Library bake-off fundraising event via Facebook, signage, and eNewsletter</li></ul>	• 12/9: City departments meeting

Sam Mitchel

**By: Erin Coughlin**

**Date: 1/9/2026**

- Circulation Highlights:
  - The stats page you'll see this month is slightly altered to make it more accessible. Please let me know if there are any suggestions or questions you have. Charts and graphs are difficult to make accessible for those with visual impairments, so I plan to highlight specifics in the written report each month.
  - Top Circulating Collections: Adult Fiction, Adult Nonfiction, Easy Readers, Picture Books, and Juvenile Fiction. These are consistently the top 5 circulating collections each month.
  - Our Lowest Circulating Collections: Travel Kits, YA Biography, Language Learning Materials, YA Periodicals, and YA Playaways. These are often our lowest circulating collections as well.
  - Physical vs. Digital – again our digital circulation keeps increasing, while physical circulation overall is decreasing, but our year over year difference from FY 2025 to FY 2026 (this year) is steady with a decrease of fewer than 800 circulations total.
  - Our rural circulation decreased significantly this month – I attribute that to weather this month.
  - I've added a new stat to the spreadsheet that is our total unique borrowers during the month. This is just for our physical collection. We had almost 4,000 unique borrowers, and on average they borrowed 8.94 items during the month.
- Our busiest day was December 6, 2025, with 1,201 visitors to the library. This was the first Saturday in December, and we had 2 youth programs; it was also Dazzling in the District which contributed to traffic.
- We had 29 volunteers helping during December for a total of just over 174 hours, an average of 5 hours and 38 minutes/day of volunteer time. I also trained 5 new volunteers during the month.
- Continuing Education - I completed 2 webinars this month for continuing education.
  - The first was from the Washington State Library on the accessibility guidelines for web content. It was mostly review of what I've learned from the city here, but they did have some nice accessibility checker tools that I learned about.
  - The 2<sup>nd</sup> training was from the State Library of Iowa on how to move beyond pure data to share your library's story. They highlighted three libraries across Iowa and tools they use to share the library's story including the Cedar Rapids Public Library. As part of each staff member's professional development goal each year, they must each

complete a simple form twice throughout the year sharing a “good” library story. They use those stories to market the library across social media and in their annual reports, and I think this is a strategy we could utilize here in Ankeny pretty easily and effectively.

- Upcoming

- With the help of staff and the IT department, we had a heat map created of all patrons who have had active accounts during the past 5 years and live in the City of Ankeny, so we could see if there are gaps in our coverage. We just received that back from IT, so I plan to meet with Sam, Molly, and Doe from IT to understand the data in that heat map and how we can use it.
- Molly and I will be training 3 new library associates in January – 1 with 20+ hours and 2 new subs.
- We are hosting a Volunteer Appreciation Breakfast on January 23 to thank our wonderful volunteers for their hard work.

<b>Fiscal Year 2026 Circulation Report</b>	<b>December 2025</b>	<b>December 2024</b>	<b>Month to Month Difference</b>	<b>Current Fiscal YTD</b>	<b>Previous Fiscal YTD</b>	<b>Year to Year Difference</b>
Physical Book (including all renewals)	29,658	31,621	-7%	212,818	220,511	-4%
Physical Video (including all renewals)	4,066	4,728	-16%	26,487	30,151	-14%
Physical Audio (including all renewals)	1,052	1,124	-7%	7,220	8,403	-16%
Physical Magazines and Other (including all renewals)	735	818	-11%	5,405	5,318	2%
<b>Total Physical Circulation (including all renewals)</b>	<b>35,511</b>	<b>38,291</b>	<b>-8%</b>	<b>251,930</b>	<b>264,383</b>	<b>-5%</b>
Downloadable Ebooks	5,377	5,147	4%	35,057	33,514	4%
Downloadable Audiobooks	8,475	6,921	18%	48,536	40,597	16%
Downloadable Magazines	1,860	1,780	4%	10,702	8,506	21%
Adventure Pass	67	61	9%	382	388	-2%
<b>Total Downloadable Circulation</b>	<b>15,779</b>	<b>13,909</b>	<b>12%</b>	<b>94,677</b>	<b>83,005</b>	<b>12%</b>
<b>Total Physical and Downloadable Circulations</b>	<b>51,290</b>	<b>52,200</b>	<b>-2%</b>	<b>346,607</b>	<b>347,388</b>	<b>0%</b>
City of Ankeny Resident Circulation (Physical Only)	30,434	32,174	-6%	213,607	225,511	-6%
Rural or Unincorporated Polk County Circulation (Physical Only)	2,367	3,226	-36%	18,057	21,450	-19%
Open Access Circulation (Physical Only)	2,710	2,741	-1%	20,273	18,524	9%
<b>Total Circulation Based on Residency</b>	<b>35,511</b>	<b>38,141</b>	<b>-7%</b>	<b>251,937</b>	<b>265,485</b>	<b>-5%</b>
New Basic Access Cardholders	198	204	-3%	1,632	1,812	-11%
New Temporary Cardholders	6	4	33%	39	57	-46%
New Organizational Cardholders	0	0	#DIV/0!	1	0	100%
New Online Cardholders	56	37	34%	275	279	-1%
<b>Total New Cardholders</b>	<b>260</b>	<b>245</b>	<b>6%</b>	<b>1947</b>	<b>2148</b>	<b>-10%</b>
<b>Total Active Cardholders</b>	<b>27,756</b>	<b>27,829</b>	<b>0%</b>	<b>169,019</b>	<b>169,074</b>	<b>0%</b>
Unique Borrowers (Physical Circulation Only)	3,972	4,408	-11%	29,073	30,304	-4%
Library Visits (Door Count)	23,870	24,259	-2%	181,931	193,326	-6%



# Public Services Report – December 2025

## Public Services Report by Molly Guerra

### Highlights

December was generally a quieter month with snow and holidays, but we still welcomed over 1,200 people to programs for all ages. We also saw strong usage of our digital resources including growth in Hoopla and OverDrive usage.

The Teen Librarian and Adult Services Librarian worked hard to update training for The Makerspace and develop a training schedule to train each part-time associate on the technology in the month of January to make the technology more accessible to the community.

Our programming librarians and I also worked on some program templates that will streamline the program planning process and facilitate better communication. These will be available to part-time staff that facilitate programs in the evenings and on the weekends.

Personally, I renewed my Director Endorsement with the State Library of Iowa and attended a mid-level managers meetup with fellow library managers.

### Program Stats

Program Type	Dec. 2025 Programs	Dec. 2025 Attendees	FY 26 Programs	FY 26 Attendees	Dec. 2024 Programs	Dec. 2024 Attendees
Early Learners (0-5)	18	620	128	5987	20	645
School Age (6-11)	1	24	9	349	4	188
Tween/Teen (12-18)	22	151	115	954	17	189
Adult (18+)	26	232	183	1770	27	257
General Interest	9	175	70	3683	5	1079

### FY26 AND FY25 TO DATE PROGRAM STATS

Number of Programs as of Dec. 2025	Number of Attendees as of Dec. 2025	Number of Programs as of Dec. 2024	Number of Attendees as of Dec. 2024
500	12714	348	13528

### Additional Services

Service	December 2025	FY26 Year to Date	December 2024
Exam Proctoring	5	30	1
Notary Appointments	60	450	58
Patron Computer Usage	1005	8425	1178
Youth Scavenger Hunt	621	3979	282
Storytime To-Go Kits	500	6500	700
Unique Wireless Usage	4836	35251	4960



# Public Services Report – December 2025

## Room Usage

Room	December 2025	FY26 Year to Date	December 2024
Children/Teen Program Rooms	36	218	31
City Council Chambers	17	114	16
Conference Rooms and Lounge B	469	3414	513
Meeting Rooms (A, B, C, ABC, BC)	63	422	60
Makerspace	18	167	65
Off-Site /Virtual / Misc.	8	47	4

### TOTAL ROOM USAGE

Total Room Usage in Dec. 2025	FY26 to Date Total Room Usage	Total Room Usage in Dec. 2024
611	4282	689

## Digital Resource Usage

Digital Resource	December 2025	FY26 Year to Date	December 2024
Ancestry Library Edition	156	527	162
Consumer Reports	544	3820	891
Heritage Quest	0	153	20
Hoopla	1112	6554	920
Library Speakers Consortium	1608	8256	1157
Lote4Kids	12	144	3
New York Times Online	788	3468	627
Novelist Plus	60	691	51
Novelist Select	365	2028	381
Reference Solutions	2	33	1
ValueLine	1427	9844	1582
Niche Academy	56	255	11

### TOTAL DIGITAL RESOURCE USAGE

Total Digital Usage in Dec. 2025	Total Digital Usage FY26 to Date	Total Digital Usage in Dec. 2024
5274	35635	5795



# Public Services Report – December 2025

## Youth Services Report by Brittany Burk and Kelly Munter

### Summary

We can't believe we are wrapping up the last month of the year. December is always fun and festive at the library. This month we had 728 patrons attend our programs and 621 kids complete our scavenger hunts. We handed out 500 holiday-themed Story Time To-Go Kits and put out 500 special Trolls kits over the holidays. We had so much fun with decorations this month.



### Evening Taste-It Tuesday

This month we put out various holiday-themed Hershey Kisses and allowed families to try them. We only had 16 attend, but they enjoyed it. December is a much slower time for programming in general, and our evening numbers just aren't very high.



### Violin Story Time

Allison Philson was back again for another wonderful story time. We had 71 attend and enjoy a holiday book and great music. Allison will return in January.



# Public Services Report – December 2025



## Goals

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

- Finalize the February calendar and all marketing materials: creating, posting, printing, updating
- Finish formatting the winter story stroll book and put it out on a warm day
- Plan and implement a Toddler Obstacle Course
- Keep planning the 2026 Summer Library Program; entertainment/kickoff/prizes/programs



# Public Services Report – December 2025

## Teen Services Report by Brenna Barton



### Summary:

December was a great month! We had some fun programs like Gingerbread Houses, Tie and Tassel Blankets, and Snow Globe Crafts that I think got everyone into the winter and holiday spirit. I also thought it was very sweet because after the Tie and Tassel Blankets program I received an email from a parent saying how much his son enjoyed it and how he was looking forward to our upcoming events too!

### Attendance at Programs by Week:

- Week 1 – 31
- Week 2 – 48
- Week 3 - 43
- Week 4 – 0 (Holiday Week - Christmas)
- Week 5 – 29 (Holiday Week – New Year's Eve/New Year's Day)

### TOTALS

- Patrons at Teen Events this month: 151 (average of 8)
- Technology and Patron Appointments: 1
- Take-Home Crafts Used: 36
- Notary Appointments: 11

### Goals:

- Finalize the January Calendar
  - Continue updating bookmarks and reels for readers advisory
- Continue prepping January and fall events
- Continue winter event preparations including:
  - Working on Canva to make marketing materials
  - Purchasing supplies
  - Prepping notes/activity plans/hand-outs/etc

I had no major frustrations in December!



# Public Services Report – December 2025

## Adult Services Report by Justin Armbruster

OverDrive Checkouts	15,712
Documents Notarized	30
Book a Librarian Appointments	7 (four scheduled, three walk-in)
Reference Transaction	22
Proctored Exams	5

In December, the adult programming was light, but we had our holiday parties for the Afternoon, Mystery and Evening book clubs. Those were all very well received and numerous attendees commented they really enjoyed doing the book trade and having sweets for our December meetings. Additionally, I worked on creating makerspace training videos for our patrons/staff on Niche Academy. I spent several hours recording trainings for converting vinyl, audio cassettes, VHS and 8mm from analog to digital. I think these will be beneficial resources for anyone using the makerspace. Also, during December, the 8mm reel converter stopped working. After some research, I took the device apart, managed to get some lubricant on the gears that were not functioning, put it back together and it worked afterwards.

My goals for January include training part-time staff members in the makerspace, along with Brenna. We are starting at the beginning of the first full week of January, and it will go into the second week. We are hoping to give part-time members confidence to attempt to assist patrons in the makerspace if Brenna or I are unavailable. I also plan to advertise our Kitchenware Swap and Seed Swap & Giveaway in hopes of boosting attendance for those January programs.

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

## Acquisitions Report – December 2025

December marks a slowdown in acquisitions both due to holiday closures and staff time off. This also marks the mid-point of the fiscal year. The slow-down gives us a chance to catch up on expenditures and get caught up on various technical services projects, including larger scale weeding and shift planning.

<b>Print Collections</b>	<b># Added</b>	<b>A/V Collections</b>	<b># Added</b>
Adult Biography	12	Adult Audio Books	12
Adult Fiction	211	Adult Blu-Rays	8
Adult Graphic Novels	3	Adult DVDs	21
Adult Non-Fiction	80	Adult Music CDs	1
		Adult Playaways	4
Picture books	16		
Board books	2	Juvenile Audio Books	0
Easy Non-fiction	0	Juvenile Blu-rays	0
Easy Readers	0	Juvenile DVDs	0
Vox Books	25	Juvenile Music CDs	0
		Juvenile Playaways	2
Juvenile Biography			
Juvenile Fiction	33	Young Adult Audio Books	0
Juvenile Graphic Novels	9	Young Adult Playaways	0
Juvenile Nonfiction	4		
		<b>Totals</b>	
YA Biography	0		48
YA Fiction	15		
YA Graphic Novels	11		
YA Nonfiction	0		
<b>Totals</b>	<b>421</b>		

### Twelve Month Comparative Totals

	<b>12/24</b>	<b>1/25</b>	<b>2/25</b>	<b>3/25</b>	<b>4/25</b>	<b>5/25</b>	<b>6/25</b>	<b>7/25</b>	<b>8/25</b>	<b>9/25</b>	<b>10/25</b>	<b>11/25</b>
<b>Print</b>	507	800	605	976	718	960	813	840	837	1064	1001	706
<b>A/V</b>	102	58	116	92	103	115	92	119	88	129	94	94



Ankeny Kirkendall Public Library  
Ankeny, Iowa

**The Mission of the Ankeny Kirkendall Public Library**  
**Welcoming all to Learn, Imagine, and Do**

**SUBJECT:** Closed Policy

**POLICY:** In order for public awareness of regular closings, the Ankeny Kirkendall Public Library will be closed the following days annually.

**Scheduled Closings:**

January 1<sup>st</sup>, New Year's Day  
Martin Luther King Jr. Day  
Easter Sunday  
Memorial Day  
July 4<sup>th</sup>, Independence Day  
Labor Day  
Wednesday before Thanksgiving: Close at 5 PM  
Thanksgiving Day  
Friday after Thanksgiving  
December 24<sup>th</sup>, Christmas Eve  
December 25<sup>th</sup>, Christmas Day  
December 31<sup>st</sup>, New Year's Eve: Close at 5 PM

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**Additional Days**

Staff Training Day  
Additional approved days by City Administration  
Other closings due to inclement weather, facility issues, etc. will be determined by the Director of the Library.

Adopted by Library Board of Trustees:  
8/15/24

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**Ankeny Kirkendall Public Library  
Ankeny, Iowa**

**The Mission of the Ankeny Kirkendall Public Library  
Welcoming all to Learn, Imagine, and Do**

**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 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, 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.

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 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	\$0.25 per side
Color pages	\$0.50 per side

Fax: Per transaction \$1

**Makerspace:**

Sublimation Printer Supplies	\$0.25
Button Supplies (10 pack)	\$1.00
Misc. (e.g. DVDs, thumb drives, earbuds, etc.):	\$5.00

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**Meeting Rooms:**

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

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  
March 20, 2025  
April 17, 2025