



**COUNCIL BLUFFS
Public Library**

**Council Bluffs Public Library
Board of Trustee – Monthly meeting
Library Board of Trustee Room
Wednesday, January 17, 2024 4:30 p.m.**

AGENDA

- I. Call to order**
- II. Approval of Agenda**
 - (1) Approval of Minutes for December 20, 2023 Board Meeting**
- III. Public Comment (5 minute limit)**
- IV. Correspondence and Announcements**
- V. Financial Report and Approval of Bills**
- VI. Old Business**
- VII. New Business**
 - (1) Emergency Manual Section 2: Facilities Situations**
 - (2) 2025 Pottawattamie County Library Services Contract**
- VIII. Friends of the Library**
- IX. Director's Report**
- X. Trustee Teaching Moment – Collection Diversity Audit**
- XI. Next meeting – February 21, 2024 – 4:30 p.m.**

Discover it here

400 Willow Ave, Council Bluffs, Iowa 51503
712-323-7553

Council Bluffs Public Library
Board of Trustees Meeting
December 20, 2023 - 4:30 PM

Present: Cindi Keithley (presiding), Stacey Goodman, Leo Martin, John Erixon, Abby Jares, Jared Tripp, Ron Frascht, and Antonia Krupicka-Smith, Library Director.
Absent: Nicole Juranek and Alison Smith.

I. Call to Order

- The meeting was called to order at 4:30 pm by Cindi Keithley.

II. Approval of Agenda and Minutes

- A motion was made by Jared Tripp to approve the agenda as presented; second was made by Ron Frascht, with the action passing unanimously.
- A motion was made by Ron Frascht to approve the November 2023 Council Bluffs Public Library Board of Trustee Minutes as presented; second was made by Abby Jares, with action passing unanimously.

III. Public Comment

- No public comment was given.

IV. Correspondence and Announcements-

- Antonia Krupicka-Smith summarized follow up with the individual who provided last month's public comment. The speaker was not a library card holder, so Antonia was unable to secure contact information and follow up directly with the interested party. A brief discussion of the library's book selection process and balance in political viewpoints of the collection occurred.
- Antonia Krupicka-Smith noted multiple positive comments and articles included in the meeting packet.

V. Financial Report and Approval of Bills

- Leo Martin made a motion to approve \$230,014.89 for the general fund, \$19,129.14 for the memorial fund and \$1,710.00 for the projects fund resulting in a total of \$250,854.03; second was made by John Erixon, with the action passing unanimously.

VI. Old Business

- FY23 Budget Closure – Antonia outlined that the closure of the FY23 budget had been delayed due the auditors having a new team and new regulations. She highlighted the adjustment noting the impact of the final pay period covering two fiscal years, as well as the impact of new reporting standards requiring that the financials account for full contracts, rather than actual payments. All of these factors contributed to the current timeline on the closure of FY23. A motion was made by Leo Martin to approve the FY23 financials as presented and accept the FY23 budget closure; second was made by Jared Tripp, with action passing unanimously.

VII. New Business

- Strategic Planning Discussion:
 - Consultant Firm Selection: The board reviewed three proposals provided by Parlay Consulting Firm, Tandem Works, and Bâton Global respectively. The merits of each firm and proposal were discussed, as well as the scope of work and key deliverables required by the Council Bluffs Library as part of the upcoming strategic planning process.
 - Resolution No. 23-001: A motion was made by Leo Martin to adopt Resolution No. 23-001 authorizing the library director to execute a contract with Bâton Global for the 2025-2029 Council Bluffs Public Library Strategic plan and to request funding from the Council Bluffs Public Library Foundation for the work provided under the agreed contract at a contracted amount of \$28,450, authorizing the officers to sign the resolution upon adoption; second was made by Jared Tripp, with action passing unanimously.
 - Funding Request to the Council Bluffs Library Foundation: A motion was made by Jared Tripp to authorize the library director to submit a request to the Council Bluffs Public Library Foundation for support of up to \$35,000, which includes the contracted amount with Bâton Global, as well as covers additional incidentals toward the project; second was made by Leo Martin, with action passing unanimously.
- Employee Handbook Policy 204.24 Telecommuting Abolishment: Antonia outlined the challenges facing the library's historic telecommuting policy in light of current Nebraska labor regulations (particularly for staff of the Council Bluffs Library who are residents of Nebraska). The City of Council Bluffs and the Council Bluffs Public Library can no longer enforce the existing policy. A motion was made by Leo Martin to abolish Employee Handbook Policy 204.24 Telecommuting; second was made by Abby Jares, with action passing unanimously.
- Emergency Manual Section 1: Procedures: The Board reviewed Section 1 (Procedures) of the library's Emergency Manual. Stacey Goodman made a motion to approve the policy as presented; this action was seconded by John Erixon, and the action passed unanimously.

VIII. Friends of the Library

- Cindi Keithley provided an update on the Friends of the Library. Their annual meeting was recently hosted, yet they did not secure a quorum to be able to officially conduct business. Cindi cited the successes of the past year, with a strong fall book sale and dedicated core group of volunteers. Board recruitment and increasing overall membership will be a focus in the near-term. Antonia Krupicka-Smith will be helping to provide structure for this working board. A key focus for the coming year will be establishing board roles and expectations.

IX. Director's Report & Teaching Moment

- Antonia Krupicka-Smith provided the following facilities updates:
 - The library is currently experiencing a leak from the roof; steps are being taken to address this issue as soon as possible.
 - Delays are being experienced in the order of the automatic materials handler. The expected delivery timeline is unknown at this time.
 - The concrete slab installed for the library's kiosk will not accommodate the size of the kiosk and shelter; the city has noted it's plans to cover the cost of adding additional concrete, so that the project can proceed.
- Antonia Krupicka-Smith provided an update on the ILS (Integrated Library System). The library's mobile app is currently unavailable at this time. The vendors that provided support and development for the mobile app the library used have been unable to come to an agreement that

would continue functionality of the current library app. The library is currently working on finding a new app solution and will work to update library users as soon as a solution has been decided upon. In the meantime, patrons can continue to search the library's catalog on their mobile devices.

- For the Trustee Teaching Moment, Antonia Krupicka-Smith walked the Board through the FY23 Annual Report. Discussion amongst the Board followed.

X. Adjournment

- There being no further business, a motion was made by Jared Tripp to adjourn; the motion was seconded by John Erixon and passed unanimously. The next meeting will be held on January 17, 2024 at 4:30 PM.

Respectfully submitted,

Stacey Goodman

Stacey Goodman
Board of Trustee - Meeting Scribe

Community Correspondence

December 2023

Comments:

I love the secret Santa check out books! It's such a fun idea!

Andrew helped me tremendously and I am forever in his debt. I pray you treat him great and he'll be here when I need him again.

(Patron requested a response so director called and left a message thanking them for the comment.)

What a fabulous experience at Mitch Albom's author event! I walked out behind John Nelson and he said it was one of the best talks he has ever heard. I agree! Thank you for making this happen in CB. Please share my sincere appreciation with the Foundation board. Can't wait for Feb 29!

Thank you for your time and for your interest when we met at your office on Monday. I have no doubt that your willingness to help aid that of others will help us to revive the Foster Grandparent program in Council Bluffs. As a Council Bluffs native, it does my heart good to not only meet with several community activists who want to help, but also to learn of those, like you, who have transplanted to Council Bluffs and have assumed import roles.

Patron was upset to find out that it was required to pay for parking. She contacted the State Library to express their complaint in addition to being upset with a staff member. As no contact information was provided or name, I was not able to follow-up.

Publicity:

The Daily Nonpareil

The Daily Nonpareil – Saturday, December 2, 2023, A3: An article promotes holiday green screen photos on Monday December 4, World War II veteran Paul Ingalls presentation for National History Day on Monday December 4, Adult Board Game Night on Tuesday December 5, and Author Chat Book Club with Victoria Aveyard on Tuesday December 5.

Stewart, Scott. "Holiday home tours, boutique and Carson Christmas are coming up." *The Daily Nonpareil*, 2 Dec. 2023, p. A3. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWN-195AC1BBC6E80A60%25402460281-

[195AC1C31B6746C8%25402](#). Accessed 5 Dec. 2023.

The Daily Nonpareil – Tuesday, December 5, 2023, A1–A2: An article mentions that expansion and remodeling of the library's makerspace is one of the anticipated projects for the capital improvement program.

Golbitz, David. "Council OKs investments for FY 2025." *The Daily Nonpareil*, 5 Dec. 2023, p. A1–A2. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aasid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWNB-195BBEBC8BFE774B%25402460284-195BBEC25A9D7B37%25400. Accessed 5 Dec. 2023.

The Daily Nonpareil – Thursday, December 5, 2023, A7: There is an advertisement for the Mitch Albom author visit as part of the Council Bluffs Public Library Speaker Series. The event occurs on December 14, 2023 at 7 p.m. at The Arts Center of Iowa Western Community College.

"See author Mitch Albom in Council Bluffs: Council Bluffs Public Library Speaker Series." *The Daily Nonpareil*, 5 Dec. 2023, p. A7. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aasid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWNB-195BBEBC8BFE774B%25402460284-195BBEC28OE51FO2%25406. Accessed 5 Dec. 2023.

The Daily Nonpareil (online) – Saturday, December 2, 2023: An online article promotes holiday green screen photos on Monday December 4, World War II veteran Paul Ingalls presentation for National History Day on Monday December 4, Adult Board Game Night on Tuesday December 5, and Author Chat Book Club with Victoria Aveyard on Tuesday December 5.

Stewart, Scott. "Holiday home tours, boutique and Carson Christmas are coming up this week." *The Daily Nonpareil*, https://nonpareilonline.com/news/local/council-bluffs-iowa-events-calendar-column-scott-stewart-nonpareil/article_da95b618-907c-11ee-97d4-d7f154c75a3b.html. Accessed 6 Dec. 2023.

The Daily Nonpareil – Sunday, December 3, 2023: An online article mentions that expansion and remodeling of the library's makerspace is one of the anticipated projects for the capital improvement program.

Golbitz, David. "Council Bluffs capital improvement program to focus on infrastructure, development." *The Daily Nonpareil*, <https://nonpareilonline.com/news/local/government->

[politics/council-bluffs-city-council-capital-improvement-program-infrastructure/article_0120405e-907e-11ee-942e-2315838bd2f7.html](https://www.dailynonpareil.com/politics/council-bluffs-city-council-capital-improvement-program-infrastructure/article_0120405e-907e-11ee-942e-2315838bd2f7.html). Accessed 6 Dec. 2023.

The Daily Nonpareil – Thursday, December 7, 2023, A5: An article mentions the unplanned outage of the library's mobile app. It also mentions other libraries in the area that were affected, Papillion Public Library and Bellevue Public Library.

Stewart, Scott. "Council Bluffs library app among many impacted by vendor's unplanned outage." *The Daily Nonpareil*, 7 Dec. 2023, p. A5. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWNB-195C66F4613DC1EC%25402460286-195C66FBE227D03B%25404. Accessed 12 Dec. 2023.

The Daily Nonpareil – Thursday, December 7, 2023, A8: An article promotes the Friends of the Council Bluffs Public Library annual meeting on Friday, December 8 at 11:30 a.m.

"Library friends invite prospective members to join Friday luncheon." *The Daily Nonpareil*, 7 Dec. 2023, p. A8. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWNB-195C66F4613DC1EC%25402460286-195C66FC05C563F6%25407. Accessed 12 Dec. 2023.

The Daily Nonpareil – Saturday, December 9, 2023, A3: An article promotes the open mic poetry night program on Monday, December 11, Author Chat Book Club with a virtual visit from Stephanie Land on Tuesday, December 12, Just Four Flutes on Tuesday, December 12, 746 Needlework Club on Thursday, December 14, Mitch Albom's author visit on Thursday, December 14, and Adult Board Game Night (this is incorrect).

Stewart, Scott. "Plenty of holiday events coming up." *The Daily Nonpareil*, 9 Dec. 2023, p. A3. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWNB-195D10404CA00008%25402460288-195D104B49C04E2C%25402. Accessed 12 Dec. 2023.

The Daily Nonpareil – Tuesday, December 12, 2023, A3: An article talks about the history of the Railway Inn and mentions that owner Jill Johnson reached out to the library for research assistance.

Shearer, Joe. "Barley's owners breathing life into Railway Inn." *The Daily Nonpareil*, 12 Dec. 2023, p. A2. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aasid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWNB-195EOD614248F265%25402460291-195EOD672060B865%25401. Accessed 12 Dec. 2023.

The Daily Nonpareil – Tuesday, December 12, 2023, A3: An ad promotes the author visit from Mitch Albom as part of the Council Bluffs Public Library Speaker Series being held at the Arts Center on Thursday, December 14, 2023 at 7 p.m.

"Council Bluffs Public Library Speaker Series: An Evening with Mitch Albom." *The Daily Nonpareil*, 12 Dec. 2023, p. A3. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aasid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWNB-195EOD614248F265%25402460291-195EOD672FOC55B1%25402. Accessed 12 Dec. 2023.

The Daily Nonpareil – Thursday, December 12, 2023, A3: An article promotes the Mitch Albom author visit at the Arts Center Thursday, December 14 at 7 p.m.

"Council Bluffs Public Library welcoming author of 'Tuesdays With Morrie.'" *The Daily Nonpareil*, 12 Dec. 2023, p. A3. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aasid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWNB-195EOD614248F265%25402460291-195EOD672FOC55B1%25402. Accessed 12 Dec. 2023.

The Daily Nonpareil (online) – Wednesday, December 6, 2023: An online article promotes the Friends of the Council Bluffs Public Library annual meeting on Friday, December 8 at 11:30 a.m.

"Library friends invite prospective members to join Friday luncheon." *The Daily Nonpareil*, https://nonpareionline.com/news/local/council-bluffs-public-library-friends-volunteers/article_fc7483f0-9440-11ee-beab-3710a76f05e0.html. Accessed 12 Dec. 2023.

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Stewart, Scott. "Council Bluffs library app among many impacted by vendor's unplanned outage." *The Daily Nonpareil*, <https://nonpareionline.com/news/local/council-bluffs-public-library->

app-sirsi-dynix-outage/article_3b981ef2-945f-11ee-8296-1fdec990b098.html. Accessed 12 Dec. 2023.

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Stewart, Scott. "Plenty of holiday events around Council Bluffs, plus several fun library events." *The Daily Nonpareil*, https://nonpareilonline.com/news/local/council-bluffs-iowa-events-calendar-column-scott-stewart-nonpareil/article_15ad1e62-95f0-11ee-9261-2b20e5f217c7.html. Accessed 12 Dec. 2023.

The Daily Nonpareil – Saturday, December 16, 2023, A5: An article promotes holiday green screen photos on Saturday, December 16, the Saturday Matinee movie showing "A Man Called Otto" on Saturday, December 16, Adult Coloring Club on Monday, December 18, and Adult Board Game Night on Tuesday, December 19.

Stewart, Scott. "It's nearly the longest night of the year." *The Daily Nonpareil*, 16 Dec. 2023, p. A5. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aasid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWN-195F5E654A8012DO%25402460295-195F5E702A14E255%25404. Accessed 19 Dec. 2023.

The Daily Nonpareil (online) – Saturday, December 16, 2023, A5: An online article promotes holiday green screen photos on Saturday, December 16, the Saturday Matinee movie showing "A Man Called Otto" on Saturday, December 16, Adult Coloring Club on Monday, December 18, and Adult Board Game Night on Tuesday, December 19.

Stewart, Scott. "It's nearly the longest night of the year as Christmas draws near." *The Daily Nonpareil*, https://nonpareilonline.com/news/local/council-bluffs-iowa-events-calendar-column-scott-stewart-nonpareil/article_21f9332e-9b8e-11ee-8ff5-738ec10d2969.html. Accessed 19 Dec. 2023.

The Daily Nonpareil – Thursday, December 21, 2023, A3: An article covers Mitch Albom's author visit for the Council Bluffs Public Library Speaker Series.

Golbitz, David. "Albom talks truth, lies and forgiveness at Arts Center." *The Daily Nonpareil*, 21 Dec. 2023, p. A3. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aasid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWN-195F5E654A8012DO%25402460295-195F5E702A14E255%25404

[2%253A16EB97841937DF20%2540AWNB-196104E2CFED7046%25402460300-196104ECD1FCA34B%25402](https://www.nonpareil.com/news/local/council-bluffs-iowa-events-calendar-column-scott-stewart-nonpareil/article_3fd1e6c0-a5a2-11ee-b94b-033c0ac532f4.html). Accessed 27 Dec. 2023.

The Daily Nonpareil (online) – Wednesday, December 20, 2023: An article covers Mitch Albom's visit to Council Bluffs for the Council Bluffs Public Library Speaker Series at the Arts Center of Iowa Western Community College.

Golbitz, David. "Bestselling author Albom talks truth, lies and forgiveness at IWCC Arts Center." *The Daily Nonpareil*, https://nonpareilonline.com/news/local/mitch-albom-little-liar-the-arts-center-speaker-series/article_3eb457f8-9eba-11ee-9802-fb916cab04be.html. Accessed 27 Dec. 2023.

The Daily Nonpareil – Saturday, December 30, 2023, A7: An article promotes story time on Tuesday, January 2, outreach conducted by Metro Area Continuum of Care for the Homeless (MAACH) on Tuesday, January 2, Tinker Zone in Teen Central on Tuesday, January 2, Adult Board Game Night on Tuesday, January 2, Macaroni & ABCs: Music with Lori Lynn on Wednesday, January 3, and Tinker Zone in Teen Central on Wednesday, January 3.

Stewart, Scott. "Ring in the new year – ready or not." *The Daily Nonpareil*, 30 Dec. 2023, p. A7. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aasid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWNB-1963FC290D41E903%25402460309-1963FC312D5A55D9%25406. Accessed 3 Jan. 2024.

The Daily Nonpareil (online) – Saturday, December 30, 2023: An online article promotes story time on Tuesday, January 2, outreach conducted by Metro Area Continuum of Care for the Homeless (MAACH) on Tuesday, January 2, Tinker Zone in Teen Central on Tuesday, January 2, Adult Board Game Night on Tuesday, January 2, Macaroni & ABCs: Music with Lori Lynn on Wednesday, January 3, and Tinker Zone in Teen Central on Wednesday, January 3.

Stewart, Scott. "It's nearly time to ring in the new year – ready or not." *The Daily Nonpareil*, https://nonpareilonline.com/news/local/council-bluffs-iowa-events-calendar-column-scott-stewart-nonpareil/article_3fd1e6c0-a5a2-11ee-b94b-033c0ac532f4.html. Accessed 3 Jan. 2024.

Omaha World Herald

Omaha World Herald – Wednesday, December 6, 2023, A5: An ad promotes the author visit from Mitch Albom as part of the Council Bluffs Public Library Speaker Series being held at the Arts Center on Thursday, December 14, 2023 at 7 p.m.

"Council Bluffs Public Library Speaker Series: An Evening with Mitch Albom." *Omaha World-Herald*, 6 Dec. 2023, p. A5. NewsBank: America's News, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-

https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Afid%3Ainfoweb.newsbank.com&svc_dat=NewsBank&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16E49C67E99CF440%2540NewsBank-195C1234476520BD%25402460285-195C1239420DB809%25404-195C1239420DB809%2540. Accessed 6 Dec. 2023.

Omaha World Herald – Wednesday, December 9, 2023, A8: An ad promotes the author visit from Mitch Albom as part of the Council Bluffs Public Library Speaker Series being held at the Arts Center on Thursday, December 14, 2023 at 7 p.m.

"Council Bluffs Public Library Speaker Series: An Evening with Mitch Albom." *Omaha World-Herald*, 6 Dec. 2023, p. A8. NewsBank: America's News, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Afid%3Ainfoweb.newsbank.com&svc_dat=NewsBank&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16E49C67E99CF440%2540NewsBank-195D0F8E2CB14881%25402460288-195D0F948057DF59%25407-195D0F948057DF59%2540. Accessed 12 Dec. 2023.

Omaha World Herald – Wednesday, December 12, 2023, A12: An ad promotes the author visit from Mitch Albom as part of the Council Bluffs Public Library Speaker Series being held at the Arts Center on Thursday, December 14, 2023 at 7 p.m.

"Council Bluffs Public Library Speaker Series: An Evening with Mitch Albom." *Omaha World-Herald*, 12 Dec. 2023, p. A12. NewsBank: America's News, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Afid%3Ainfoweb.newsbank.com&svc_dat=NewsBank&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16E49C67E99CF440%2540NewsBank-195EOCEE784E7B6C%25402460291-195EOCF5E012F658%254011-195EOCF5E012F658%2540. Accessed 12 Dec. 2023.

Unleash CB Bulletin

Unleash CB Bulletin – Nov 30–Dec 7, 2023: The Council Bluffs Convention and Visitors Bureau mentions six library programs in their Unleash CB Bulletin newsletter. It promotes Author Chat Book Club: Naomi Alderman on November 30, Iowa History Book Club on November 30, Holiday Green Screen Photos on December 4, Silent Hometown Hero: Paul Ingalls on December 4, Adult Board Game Night on December 5, and Author Chat Book Club: Victoria Aveyard on December 5.

Council Bluffs Convention and Visitors Bureau. Unleash CB Bulletin, Nov 30–Dec 7 2023. <https://www.icontact-archive.com/archive?c=1690998&f=15154&s=15697&m=241841&t=1b5c83e2fdb86b6d3842e3ae41ff6e46cc61694a6e2f955c5d9c8dbcf31bf48d>

Unleash CB Bulletin – Dec 7–14, 2023: The Council Bluffs Convention and Visitors Bureau mentions nine library programs in their Unleash CB Bulletin newsletter. It promotes Friends of the Council Bluffs Public Library: Annual Meeting on December 8, Open Mic Poetry Night: Holiday Poems on

December 11, American Red Cross Blood Drive on December 12, Author Chat Book Club: Stephanie Land on December 12, Just Four Flutes: Enchanting Live Music on December 12, Computer Class: Microsoft Office Basics on December 13, 746 Needlework Club on December 14, Silhouette Cameo Paper Crafting Drop-In on December 14, and An Evening with Mitch Albom on December 14.

Council Bluffs Convention and Visitors Bureau. Unleash CB Bulletin, Dec 7-14

2023. <https://www.icontact-archive.com/archive?c=1690998&f=15154&s=15697&m=242214&t=1b5c83e2fdb86b6d3842e3ae41ff6e46cc61694a6e2f955c5d9c8dbcf31bf48d>

Unleash CB Bulletin – Dec 14–21, 2023: The Council Bluffs Convention and Visitors Bureau mentions eight library programs in their Unleash CB Bulletin newsletter. It promotes 746 Needlework Club on December 14, Silhouette Cameo Paper Crafting Drop-In on December 14, An Evening with Mitch Albom on December 14, Holiday Green Screen Photos on December 16, Saturday Matinee: A Man Called Otto on December 16, Adult Coloring Club on December 18, Adult Board Game Night on December 19, and American Red Cross Blood Drive on December 21.

Council Bluffs Convention and Visitors Bureau. Unleash CB Bulletin, Dec 14–21

2023. <https://www.icontact-archive.com/archive?c=1690998&f=15154&s=15697&m=242454&t=1b5c83e2fdb86b6d3842e3ae41ff6e46cc61694a6e2f955c5d9c8dbcf31bf48d>

Unleash CB Bulletin – Dec 21–28, 2023: The Council Bluffs Convention and Visitors Bureau mentions two library programs in their Unleash CB Bulletin newsletter. It promotes American Red Cross Blood Drive on December 21 and 746 Needlework Club on December 28.

Council Bluffs Convention and Visitors Bureau. Unleash CB Bulletin, Dec 21–28

2023. <https://www.icontact-archive.com/archive?c=1690998&f=15154&s=15697&m=242752&t=1b5c83e2fdb86b6d3842e3ae41ff6e46cc61694a6e2f955c5d9c8dbcf31bf48d>

Unleash CB Bulletin – Dec 28, 2023–Jan 4, 2024: The Council Bluffs Convention and Visitors Bureau mentions two library programs in their Unleash CB Bulletin newsletter. It promotes 746 Needlework Club on December 28 and D&D Adventurers League on December 30.

Council Bluffs Convention and Visitors Bureau. Unleash CB Bulletin, Dec 28, 2023–Jan 4,

2024. <https://www.icontact-archive.com/archive?c=1690998&f=15154&s=15697&m=242864&t=1b5c83e2fdb86b6d3842e3ae41ff6e46cc61694a6e2f955c5d9c8dbcf31bf48d>

KETV Omaha 7

KETV – Wednesday, December 20, 2023: An article on KETV lists the library as place for the Red Cross Blood Drive on Thursday, December 21 from 9 a.m. to 2 p.m.

Gilmore, Jonah. "The American Red Cross holding '10 Days of Giving Blood Drive' to meet critical supply need." *KETV Omaha* 7, 20 Dec. 2023. <https://www.ketv.com/article/the-american-red-cross-holding-10-days-of-giving-blood-drive-to-meet-critical-supply-need/46185207>. Accessed 27 Dec. 2023.

Reviews:

Google Reviews

5 Star Review: Great kids area and friendly staff.

**CITY OF COUNCIL BLUFFS
YEAR-TO-DATE LIBRARY BUDGET REPORT**

December 2023						
ACCOUNTS FOR:		ORIGINAL	YTD	MTD	AVAILABLE	PERCENT
GENERAL FUND		APPROP	EXPENDED	EXPENDED	BUDGET	USED
A14100 601000	SALARIES- REGULAR	1,382,515.17	652,017.55	162,934.57	730,497.62	47.2%
A14100 602000	SALARIES- PARTIME	389,740.28	170,560.38	38,155.11	219,179.90	43.8%
	TOTAL SALARIES & WAGES	1,772,255.45	822,577.93	201,089.68	949,677.52	46.4%
A14100 606400	HOLI-VACATION-SICK PAY	-	1,637.14	-	(1,637.14)	
A14100 611000	FICA	125,045.36	61,068.63	15,041.05	63,976.73	48.8%
A14100 613000	IPERS	157,855.63	76,612.92	18,233.32	81,242.71	48.5%
A14100 615000	GROUP INSURANCE	330,004.32	176,886.92	31,077.76	153,117.40	53.6%
A14100 619930	MILEAGE REIMBURSEMENT	4,000.00	1,133.22	93.08	2,866.78	28.3%
A14100 619950	MISC EMPLOYEE BENEFITS	1,500.00	34.97	-	1,465.03	2.3%
	TOTAL EMPLOYEE BENEFITS	618,405.31	317,373.80	64,445.21	301,031.51	51.3%
A14100 621000	DUES-MEMBER-SUBSC	3,000.00	930.00	280.00	2,070.00	31.0%
A14100 623000	TRAINING EXPENSE	2,000.00	727.00	-	1,273.00	36.4%
A14100 623010	TRAVEL EXPENSE	5,000.00	1,416.25	-	3,583.75	28.3%
A14100 623020	EMPLOYEE MEAL EXPENSE	1,000.00	47.39	-	952.61	4.7%
	TOTAL STAFF DEVELOPMENT	11,000.00	3,120.64	280.00	7,879.36	28.4%
A14100 637110	UTILITIES-GAS	30,000.00	2,503.59	876.97	27,496.41	8.3%
A14100 637120	UTILITIES-ELECTRIC	69,000.00	38,082.49	4,844.36	30,917.51	55.2%
A14100 637210	REFUSE COLLECTION	1,200.00	519.96	86.66	680.04	43.3%
A14100 637300	TELECOMMUNICATION	600.00	300.00	50.00	300.00	50.0%
A14100 637400	UTILITIES-WATER	2,000.00	1,405.95	97.65	594.05	70.3%
	TOTAL UTILITIES	102,800.00	42,811.99	5,955.64	59,988.01	41.6%
A14100 640200	ADVERTISING EXPENSE	3,000.00	1,210.91	-	1,789.09	40.4%
A14100 640300	TECHNOLOGY SERVICES	150,000.00	119,527.20	7,261.32	30,472.80	79.7%
A14100 640400	BILLING & COLL FEES	1,500.00	1,061.68	225.21	438.32	70.8%
A14100 640700	CONSUTANT EXPENSE	500.00	-	-	500.00	0.0%
A14100 641000	OTHER CNTRACTUAL SRVCS	70,300.00	32,001.98	6,449.33	38,298.02	45.5%
A14100 641410	PRINTING	1,000.00	322.48	322.48	677.52	32.2%
A14100 642000	LEASE PAYMENTS	5,200.00	4,326.76	-	873.24	83.2%
	TOTAL CNTRACTUAL SRVCS	231,500.00	158,451.01	14,258.34	73,048.99	68.4%
A14100 650200	FICTION & LARGE PRINT	35,800.00	15,899.88	2,612.89	19,900.12	44.4%
A14100 650210	PERIODICALS	12,000.00	1,541.60	-	10,458.40	12.8%
A14100 650211	AUDIO BOOKS	17,000.00	10,440.83	1,531.59	6,559.17	61.4%
A14100 650212	DVDs	27,000.00	7,635.76	892.22	19,364.24	28.3%
A14100 650213	MUSIC CDs	4,000.00	1,824.75	242.86	2,175.25	45.6%
A14100 650214	REFERENCE	6,000.00	2,244.78	-	3,755.22	37.4%
A14100 650215	DATABASES	86,600.00	73,067.02	-	13,532.98	84.4%
A14100 650216	YOUNG ADULT	16,000.00	8,461.19	1,503.98	7,538.81	52.9%
A14100 650217	VIDEO GAMES	8,000.00	6,824.89	618.49	1,175.11	85.3%
A14100 650218	E MATERIALS	60,000.00	28,935.16	4,935.37	31,064.84	48.2%
A14100 650219	NON-FICTION	20,000.00	8,168.01	1,895.04	11,831.99	40.8%
A14100 650220	KIDS BOOKS	30,000.00	14,191.18	2,449.33	15,808.82	47.3%
A14100 650221	SPANISH COLLECTION	2,400.00	847.69	305.51	1,552.31	35.3%
A14100 650400	MINOR EQUIPMENT	5,000.00	1,534.48	503.66	3,465.52	30.7%
A14100 650600	OFFICE SUPPLIES	7,000.00	4,098.69	634.38	2,901.31	58.6%
A14100 650700	LAUNDRY SERVICES	200.00	86.50	-	113.50	43.3%
A14100 650750	OPERATING SUPPLIES	14,000.00	10,157.12	531.17	3,842.88	72.6%
A14100 650810	POSTAGE & FREIGHT	9,000.00	5,000.00	-	4,000.00	55.6%
A14100 691000	TRANSFERS OUT	50,000.00	-	-	50,000.00	0.0%
	TOTAL COMMODITIES	410,000.00	200,959.53	18,656.49	209,040.47	49.0%
	TOTAL LIBRARY	3,145,960.76	1,545,294.90	304,685.36	1,600,665.86	49.1%

Expenses Outside of City Operating Budget/General Fund

FY 2023-2024

Type of Service	Fund Source	Dec-23
31 Days of Holiday Cheer	Staff Appreciation/Friends	\$141.59
Adult Programming	Foundation	\$712.93
Beanstack Software	Friends	\$2,517.15
Board Game Collection	Enrich Iowa	\$93.63
Book Memorials	Various	\$1,068.04
eMaterials	Enrich Iowa	\$1,006.83
Foundation Author Series	Foundation	\$4,255.29
Imagination Library Books	Foundation	\$4,062.36
Our Community Reads Authors	Foundation	\$8,750.00
Seed Library	Enrich Iowa	\$458.81
Technology Refresh	Foundation	\$36,375.80
Teen Programming	Foundation	\$292.27
Youth Programming	Foundation	\$354.59
TOTAL Gifts & Memorials:		\$60,089.29

Received in donations and other funding during the month of December 2023:

\$124.50 general donations (multiple donors)

\$250.00 in memory of Dora Jo Weis

\$50.00 in memory of Ruth & Keith

Air Conditioning/Heating

If the air conditioning or heat goes out:

Manager on Duty:

Notify Library Director

1. Call Building Maintenance to inform them of the outing.
2. If the library environment becomes uncomfortable (above 80 or below 60) and the repairs are lengthy, close the library.
3. See Closing Procedures () to continue.

If the Air Conditioning or Heating is out due to a power outage, follow power outage procedures on page ().

Explosion

If an explosion occurs in the building:

Staff:

1. Remain calm.
2. Call 911, pull the fire alarm or push the panic button

Manager on Duty:

1. If not yet done, Call 911, pull the fire alarm or push the panic button.
2. Sample announcement:
3. *"Evacuate to Bayliss Park" – say twice*
4. Evacuate the building. **See page ()**.

If evacuation is NOT possible:

- All staff and patrons need to crawl under a table or desk.
- Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.

Fire

In case of a fire:

1. Remain calm.
2. CALL 911 or PULL THE FIRE ALARM no matter what the cause or size of the fire.
3. **ALWAYS ASSUME THE FIRE ALARM IS NOT FALSE!**
4. Sample intercom announcement: *“Evacuate to Bayliss Park” – say twice*
5. Evacuate the building. **See page ()**.
6. The Fire Department will reset the alarm.

After Action by Manager on Duty:

1. Notify Library Director of situation.
2. Complete an Incident Report.

Fire

In case of a fire:

1. Remain calm.
2. CALL 911 or PULL THE FIRE ALARM no matter what the cause or size of the fire.
3. **ALWAYS ASSUME THE FIRE ALARM IS NOT FALSE!**
4. Sample intercom announcement: *"Evacuate to Bayliss Park" – say twice*
5. Evacuate the building. **See page ()**.
6. The Fire Department will reset the alarm.

After Action by Manager on Duty:

1. Notify Library Director of situation.
2. Complete an Incident Report.

Gas Leak

In case of a gas leak:

1. Remain calm.
2. Call 911 and wait for instruction.

If it is determined to be a gas leak by the fire department:

3. Sample intercom announcement: *"Evacuate to Bayliss Park" – say twice*
4. Evacuate the building. **See page ()**.
5. The Fire Department will work with the gas company to determine an all clear.

After Action by Manager on Duty:

1. Notify Library Director of situation.
2. Complete an Incident Report.

Power Outage

Manager on Duty:

1. Check with all staff to ensure everyone is safe and there are no patrons or staff stuck in the elevators.
 - a. If any patrons or staff are stuck in the elevator, notify the elevator company.
 - b. If there is a medical emergency while patrons are stuck in the elevator, contact 911.
2. Notify City Building Maintenance.
3. Notify Library Director
4. Report outage to MidAmerican Energy through their online reporting tool.
5. If possible, determine how long the outage will be.
 - a. If the outage is short-term (60 minutes or less) and it is during daylight hours, remain open, but with limited services: no computer services. Some areas of the library won't be accessible. Post staff at the front doors, to inform patrons of the outage.
 - b. If the outage is long-term (60 minutes or more) or it is dark out, close the Library.
6. Post signs on exterior doors to inform patrons of the outage.
7. If the library must close, follow closing procedures on page ().
8. **Do not use any computers until at least 10 minutes after power has been restored and the systems rebooted.**

**Pottawattamie
County**



**Board of Supervisors
227 South 6th Street
Council Bluffs, IA 51501
Phone: 712-328-5644
FAX: 712-328-5770**

**Lynn Grobe
Chairman**

Scott A. Belt

Tom Hanafan

Melvyn J. Houser

Justin Schultz

**Melissa M. Joslin
Executive Assistant**

**Regular Session
Tuesdays**

April 4, 2016

Kathy Rieger, Library Director
Council Bluffs Public Library
400 Willow Ave
Council Bluffs IA 51503

**RE: Agreement between Pottawattamie County and the
Board of Library Trustees for the Towns/Cities of Avoca,
Carter Lake, Council Bluffs, Oakland and Walnut**

Dear Kathy:

The Pottawattamie County Board of Supervisors, at their meeting on March 29, 2016, approved the Agreement with the various Boards of Library Trustees for FY 2016 funding. I am enclosing a copy of the duly executed copy of the Agreement for your file.

Thank you for your attention in this matter.

Sincerely,

Melissa M. Joslin
Executive Assistant

Direct Email: melissa.joslin@pottcounty-ia.gov
Enclosure

AGREEMENT



THIS AGREEMENT made and entered into this 26 day of Jan., 2016, by and between the Board of Supervisors of Pottawattamie County, Iowa (COUNTY), and Board of Library Trustees, Town of Avoca, (AVOCA), Board of Library Trustees, Town of Carter Lake (CARTER LAKE), Board of Library Trustees, City of Council Bluffs (COUNCIL BLUFFS), Board of Library Trustees, Town of Oakland (OAKLAND), and Board of Library Trustees, Town of Walnut (WALNUT), collectively referred to herein as Boards.

COPY

WITNESSETH:

WHEREAS, Boards, within their respective territorial jurisdictions, are providing library facilities and services for residents through taxes levied and collected by their respective governing bodies, and

WHEREAS, there are residents of Pottawattamie County, Iowa, residing outside the geographical limits of the respective boards and outside the geographical limits of other towns within Pottawattamie County not having established free public libraries, and

WHEREAS, the General Assembly of the State of Iowa establishing a Regional Library System has expressed the legislative intent that there be provided access to public library service to individuals with no other access to such service and to encourage local financial support of such service in those localities where it is nonexistent, and

WHEREAS, no county library system has been established by County to provide public library service to persons residing outside of the limits of cities and towns within Pottawattamie County, and

WHEREAS, Section 256.69 Code of Iowa as amended, provides in part that commencing July 1, 1977, each county within the unincorporated area of the county shall levy a tax of at least six and three-fourths cents per thousand dollars of assessed value on the taxable property or at least the monetary equivalent thereof when all or a portion of the funds are obtained from a source other than taxation, for the purpose of providing financial support to the public libraries which provides library services to persons residing outside of the limits of the cities and towns within the county.

NOW THEREFORE, IT IS AGREED by the parties as follows:

1. County agrees to pay to Boards during the fiscal year commencing July 1, 2016, a sum equal to **\$.1717353** per thousand dollars of assessed value on taxable property, which is **\$294,726** such amount to be apportioned as hereinafter provided for.
2. In considerations of such payments, Boards agree that all persons residing outside of the corporate limits of cities and towns within Pottawattamie County, Iowa shall have the same access to the library facilities and services of Boards as persons residing within the respective geographical limits of each of such Boards.
3. The amount to be paid by the county shall be distributed as follows, basic grants of \$2,000.00 each to Avoca, Oakland, Walnut; a basic grant of \$1,500.00 to Carter Lake; and a basic grant of \$3,000.00 to Council Bluffs; and such percentage of such amount of the remainder as is equal to such library's percentage of the total rural circulation. These statistics to be provided to the County Auditor's office no later than July 31, 2016.

Such basic grants to be used for collection development to provide additional materials needed to service rural borrowers. The percentage allocation funds shall be used for the purchase of additional service to serve rural patrons of the respective libraries. The respective cities shall not reduce their support of their respective libraries for serving citizens of their communities because funds made available from Pottawattamie County under this agreement.

4. Allocation of funds shall be made in two payments; one half to be paid by December 1, 2016 and the second half to be paid by May 1, 2017.
5. Such distribution is conditioned upon the County appropriating or otherwise making available funds as required by Section 256.69, Code of Iowa as amended.

IN WITNESS WHEREOF, the parties have hereunto set their hands the date first above written.

ATTEST

Marilyn J. Duke
County Auditor

BOARD OF SUPERVISORS, POTTAWATTAMIE COUNTY, IOWA

BY: Lynn Gobe

BOARD OF LIBRARY TRUSTEES, TOWN OF AVOCA

BY: Mary Beatty

BOARD OF LIBRARY TRUSTEES, TOWN OF CARTER LAKE

BY: Ronnie Freeman

BOARD OF LIBRARY TRUSTEES, TOWN OF COUNCIL BLUFFS

BY: Warren K. Weber

BOARD OF LIBRARY TRUSTEES, TOWN OF OAKLAND

BY: Vickie A. Gann

BOARD OF LIBRARY TRUSTEES, TOWN OF WALNUT

BY: Jim Hansen Pres Pro Tes

Director's Report

December 2023

In December, Cedar Rapids Public Library had a public launch of their [Advocacy Toolkit](#). This toolkit was shared with the Iowa Urban Public Libraries Association group prior to it going live to be an example of one way we can provide the resources in our community for our patrons to advocate for intellectual freedom and public libraries, and positive legislature for supporting those two things. I often hear that community members love the library and love what we are doing. They share a recent story of a wonderful experience or material they enjoyed or a story from a positive library memory. It is wonderful to hear and provides validation for what we are doing. It makes a lot of sense to share those stories with the people who created the environment or facilitated the great experience you had. Advocacy is one step further. Sharing those stories with the people who didn't create those experiences or don't have wonderful memories to recall about public libraries and the work that we do is needed now more than ever. Public libraries facilitate support for those with fewer connections and resources, practice intellectual freedom and the right to read, view, and access, entertain and facilitate connection to create belonging and community, and ignite a new experience or passion.

As we head into a tough budget year and a legislative session that is likely to mirror last year where Iowa ranked number 2 in the country for the most introduced bills against the work that librarians and libraries do, it is important that we are able to speak clearly about the value that a public library provides to a community, to the development of youth, and the support of the local economy. I want to hear the stories of success, but I also want to encourage you to share those stories with anyone that will listen. Tell someone about the wonderful program you attended, the awesome book you discovered, the connection you built or the joy you witnessed that were all made possible through your public library which is locally governed and funded to represent our community. That is advocacy.

The CRPL has also established an Advocacy Committee comprised of community members, library board members, and library staff that helps to facilitate that conversation and build the skills of advocacy. It can be hard to have conversations with other community members who don't agree with you or have the same lens of experience. It can be discouraging to only hear what isn't working and what doesn't provide support rather than what is going well and how individuals who aren't often unrepresented are seeing themselves through images, materials, program offerings, and the language that is used. Something like this has not been established here in Council Bluffs, but that doesn't mean that we can't all practice empathy, understanding, and grace as we share why the public library is so important and why it is needed in our community. As we head into the next legislative session and begin strategic planning for the next 3 years, I encourage you to dream

big about what the public library could be, but also remember what we are and share that wide and far. Without advocacy we can't truly represent the full community.

Facility Update:

In December a leak was discovered in the roof. A ceiling tile fell onto a light fixture near the Adult Biography section. Building Maintenance coordinated a repair and we think it is fixed.

Also in December the final piece of furniture arrived for the youth nonfiction space. The new table and chairs will help to complete the area to facilitate discovery and co-learning between youth and their peers and caregivers.

In February Teen Central will get new carpet/flooring. We will have Teen Central temporarily relocated to Meeting Room A during the first week of the month so we can continue to provide the space and services to the youth during that week.

Upcoming Events:

Feb. 10th – Saturday Matinee- The Butler 2 p.m.

Feb. 15th – Humanities Iowa – The Life and Times of Henry Wallace 6:30 p.m.

Feb. 21st – Gardening with Native Plants 6 p.m.

Feb. 24th – Model Collection by Seek 11 a.m. – 2 p.m.

Feb. 29th – An Evening with Wil Haygood @ Iowa Western 7 p.m.

Respectfully Submitted:

Antonia Krupicka-Smith

Public Service's Report

December 2023

Access

Nathan updates the iPads and Video game consoles monthly in Teen Central to provide access to the best available systems and services.

One hundred and twenty-three individuals used the Makerspace during the month of December.

Julianne visited Prairie Gate on December 11th. She talked with 17 individuals, while signing 4 up for cards and updating 2 other cards. It was a good opportunity to talk with residents there about Homebound and other library resources! On December 13th, Julianne also visited Trivium Life to sign clients and staff up for cards. She was able to talk with 15 people, sign up 6 for cards and update an additional 7 cards.

The Luminarium continues to be a very popular pass! We updated the procedure this month on how to use the pass so that way the public does not have to make both a reservation through the library's Tixkeeper site and a secondary timed ticket reservation on the Luminarium's page. Now with updates on the Luminarium side, the public only needs to make a one time reservation from the library's web page.

Marketing & Public Awareness

Cayce created promotional information for LIT accounts and Sylvia wrote a promotional blurb for teachers. These were sent out via Peachjar and through the school districts' staff communication networks.

Resources & Services

Chris, Theresa, and Lisa collected provided 60 storytimes for classroom groups this month, reaching 910 students and teachers.

The Homeschool Huddle theme this month was Healthy Living. There were 42 patrons in attendance. Stations focused on all aspects of health, including eating, exercise, and emotional regulation.

Bridget hosted two weeks of After-School Special programming this month. Activities included making paper bead jewelry and loom coasters. The programs served 63 patrons over two weeks.

Theresa and Chris hosted our annual Cookie Day Scavenger Hunt. We had 127 patrons participate in the hunt and take home a cookie kit for decorating.

Bridget hosted 3 drop-in STEAM Lab programs through a partnership with the PBS STEAM Trailer. There were two weekday and one weekend event over the school break and 166 patrons attended.

Lisa and Bridget provided 2 after-school club activities for students at Bloomer. Activities included Christmas-themed shrinky dinks and a Winter Solstice STEM activity. Books on each theme were also shared with the group.

Cayce and Bridget oversaw Love on a Leash this month and there were 36 patrons in attendance.

Jamie had the privilege of listening to 6th graders describe their reading, and she facilitated discussion. This group only met twice in December due to the school break for the holidays. For the sixth graders, this is the end of Book Fest for the year. The 7th grade will start in mid-January and run for 8 weeks.

After-school clubs met once per school in December due to the holiday break. Jamie brought board games for those students who don't enjoy the Tinker Zone activity. At Kirn and Wilson, the kids enjoyed discussing upcoming mystery novels coming out in 2024 while they tinkered with making felt coasters.

Nathan runs a Zine (a tiny hand drawn magazine) workshop and a Robotics Club on Saturdays. This last month, several teens returned to Robotics club to finish building their MBOT cars. Three new teens started to build one for the first time. This club has been geared toward those with little to no robotics experience.

Trish planned a Perler bead ornament program and Terra Cotta Christmas Pots for Tinker Zone. She also made sure to keep up a steady offering of coloring pages.

Teen Central continued with their tradition of providing popcorn and hot chocolate along with holiday movies during Christmas break. Teens expressed appreciation for the calm atmosphere this provides.

Our building filled with beautiful flute music, as the "Ring of Flutes" (because we had 6 including two bass flutes) perform a holiday concert in our Atrium, with 108 people listening on December 12.

Emily Newby, a high school student, sharing a piece of Council Bluffs WWII history, presented her National History Day project about Paul Ingalls, a pilot who died over the Pacific while doing aerial photography. Dr. Richard Warner and historian Troy Stolp, also presented further contextualization about the Pacific front during WWII.

Daley Porter helped a patron looking for information on railroad standard time adoption on November 19, 1883. The patron was appreciative of the assistance and availability of the Daily Nonpareil microfilm.

Fifty-five individuals met for the six book clubs we offered in December.

We had a total of 41 programs (18 general audience and 23 adult audience) with 780 people attending in person and 0 virtually.

Lee noted that 30 video games and 4 board games were added to the collection in December. These both continue to circulate well each month!

Institutional Success

Theresa met with staff from Iowa Western Community College about Bee Campus USA.

Trish continues to cross train in support services and has learned to copy catalog and process the majority of materials.

Circulation staff have been working on scheduling cross training. Tracy started going to Reference on Fridays. Julianne and Caroline will be working on cross training in Youth later in January.

Respectfully compiled and submitted by

Antonia Krupicka-Smith

From reports submitted by

Anna Hartmann (Youth Services Manager), Jamie Menning (Teen Services Manager), Andrew Bouska (Adult and Makerspace Services Manager), Bailey Adams (Circulation Services Manager), and Mary Carpenter (Support Services Manager)

FY24 CIRCULATION/RESOURCES/SERVICES STATISTICS			
	Nov-23	Dec-23	FY24 TOTALS
Accounts			
New Card Registration	192	195	3435
Building Usage			
Gate Count/Patron Visits	12336	11662	91779
Number of Reference Questions	1568	1424	10442
Number of Microfilm Rolls Used	13	14	71
Number of Meeting Rooms Used	126	96	776
Number of Notary Provided	13	20	117
Number of Computer Lab Sessions	1865	1661	11996
Number of WiFi Sessions	1866	1636	11010
Makerspace Room/Tool Usage	96	123	541
Circulation			
TOTAL CIRCULATION	17168	16093	108663
Self Checkouts	10,341	9686	68066
Database Usage			
AcademicSearch Premier - Total FT + Abstract	0	0	142
Ancestry - Total	223	416	6187
Auto Repair Source	31		104
Brainfuse JobNow & VetNow- Total Usage	111	29	291
Brainfuse HelpNow - Total Usage	57	21	155
Britannica/Webster's - Total Number	68	58	742
Consumer Reports - Page Views	221	147	1421
Digital Sandborn Maps - Pages	255	335	1069
Foundation Directory Online - All Views Total	4	0	23
Gale Virtual Reference - Total Retrievals from Usage Summary	8	3	69
Hobbies & Crafts Reference Center - Total FT + Abstract	8	4	56
Home Improvement Reference Center - Total FT + Abstract	0	7	39
Hoopla - Total Checkouts	2552	2391	14601
LearningExpress Library Complete - Sessions	1	0	8
LibraryAware	11305	11970	76825
LinkedIn Learning (Lynda) - Total Views	26	124	535
Mango Languages	10	13	85
MasterFile Premier - Total FT + Abstract	0	6	36
Newsbank - Total	6509	6996	45125
Novelist Plus - Total FT + Abstract	446	412	2680
Novelist Select - Total Clicks	57	41	440
Overdrive - Total Checkouts	7498	7592	42897
Reference Solutions - Detail View + Downloads	18	0	61
Small Engine Repair Reference Center	0	1	11
TumbleBooks Library - Content Views	3	4	135
Value Line - Downloads	3280	3378	18166
ILL			
Total ILL	345	409	2288

CIRCULATION/RESOURCES/SERVICES STATISTICS

	Nov-23	Dec-23	FY24 TOTALS
Materials			
Items Added to the Collection	1271	1175	9007
Items Removed from the Collection	394	4605	6411
Curbside			
Overall Curbside Deliveries Total	7	2	64
Overall Curbside Items Total	59	10	271
Homebound			
Number of Patrons Enrolled	39	36	38.3
Number of Homebound Patrons Served	38	34	247
Number of Homebound Items Delivered	271	218	1482
Number of pocket collections enrolled	3	0	18
Number of pocket collections delivered to	3	0	10
Number of items delivered to pocket collections	49	0	154
Volunteers			
Number of Volunteers	25	16	132
Volunteer Hours	57.22	64.65	460.87
Virtual Usage			
Website Users	7100	7400	43800
Website Sessions	15000	15000	86600
Catalog Users	3700	4400	23400
Catalog Sessions	8100	9100	54000

FY24 PROGRAMMING STATISTICS			
ADULT PROGRAMMING (Targeted age 19+)	Nov-23	Dec-23	FY24 TOTALS
Number of In-Person Onsite Programs - Total	22	22	139
Number of In-Person Onsite Attendance - Total	236	195	1388
Number of In-Person Offsite Programs - Total	1	0	2
Number of In-Person Offsite Attendance - Total	140	0	563
Number of Live Virtual Programs	1	0	1
Number of Live Virtual Attendance	45	0	45
Number of Proctored Tests	1	1	15
GENERAL INTEREST PROGRAMMING	Nov-23	Dec-23	FY24 TOTALS
Number of In-Person Onsite Programs - Total	14	19	90
Number of In-Person Onsite Attendance - Total	434	223	1752
Number of In-Person Offsite Programs - Total	3	2	23
Number of In-Person Offsite Attendance - Total	681	32	3324
TEEN PROGRAMMING (Targeted age 12-18)	Nov-23	Dec-23	FY24 TOTALS
Number of In-Person Onsite Programs - Total	31	46	221
Number of In-Person Onsite Attendance - Total	269	241	1790
Number of In-Person Offsite Programs - Total	12	8	30
Number of In-Person Offsite Attendance - Total	192	141	426
Number of Live Virtual Programs	0	0	1
Number of Live Virtual Attendance	0	0	3
Number of Self-Directed Programs	14	13	80
Number of Self-Directed Participants	170	203	1150
YOUTH PROGRAMMING (Targeted age 0-5)	Nov-23	Dec-23	FY24 TOTALS
Number of In-Person Onsite Programs - Total	18	2	66
Number of In-Person Onsite Attendance - Total	480	30	1936
Number of In-Person Offsite Programs - Total	53	57	234
Number of In-Person Offsite Attendance - Total	817	812	3663
Number of Prerecorded Attendance	294	105	57854
Number of Baby Reads Kits Distributed	0	0	100
YOUTH PROGRAMMING (Targeted age 6-11)	Nov-23	Dec-23	FY24 TOTALS
Number of In-Person Onsite Programs - Total	11	10	45
Number of In-Person Onsite Attendance - Total	257	434	2098
Number of In-Person Offsite Programs - Total	4	3	24
Number of In-Person Offsite Attendance - Total	527	89	1254
Number of Prerecorded Attendance	21	25	176
READING PROGRAMS	Nov-23	Dec-23	FY24 TOTALS
Number Registered Adult Participants	0	0	199
Number Registered Teen Participants	0	0	220
Number New Registered Youth Participants	6	10	698
Number Imagination Library New Registrations	74	140	449
Number Imagination Library Books Mailed	1702	1740	10023