



**COUNCIL BLUFFS
Public Library**

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

AGENDA

- I. Call to order**
- II. Approval of Agenda**
 - (1) Approval of Minutes for March 20, 2024 Board Meeting**
- III. Public Comment (5 minute limit)**
- IV. Correspondence and Announcements**
- V. Financial Report and Approval of Bills**
- VI. Old Business**
 - (1) FY24 Annual Budget Amendment**
 - (2) Library Services Agreement with Pottawattamie County**
- VII. New Business**
 - (1) Policy 1.4: Displays (amended)**
 - (2) Policy 1.5: Posters (amended)**
 - (3) Policy 2.12 Gifts & Memorials (amended)**
 - (4) Policy 3.7 Registered Sex Offenders Against Minors (amended)**
 - (5) FY25 Agreements with Contract Communities**
 - (6) Temporary Policy Review Committee**
- VIII. Friends of the Library**
- IX. Director's Report**

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

- X. **Trustee Teaching Moment – State of America’s Libraries**
- XI. **Next meeting – May 15, 2024 – 4:30 p.m.**



**COUNCIL BLUFFS
Public Library**

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

Council Bluffs Public Library
Board of Trustees
March 20, 2024
4:30 PM

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

I. Call to Order

- The meeting was called to order at 4:32 PM by Cindi Keithley.

II. Approval of Agenda and Minutes

- A motion was made by Stacey Goodman to approve the agenda. Second was made by Jared Tripp. Passed unanimously.
- A motion was made by Ron Frascht to approve the February minutes. Second made by Abby Jares. Passed unanimously.

III. Public Comment-

- n/a

IV. Correspondence and Announcements-

- Antonia will condense Nonpareil correspondence
- Antonia hosted a tour and received a thank you from Leadership Iowa. Stacey Goodman also shared that Leadership Iowa had positive things to say about the tour.
- There was a disagreement between patrons.

V. Financial Report and Approval of Bills

- Leo Martin made a motion to approve \$ 221,214.43 for general fund, \$9,740.42 for memorial fund and \$571.47 for projects fund for a total of \$231,526.32. 2nd was made by John Erixon. Passed unanimously.

VI. Old Business

- n/a

VII. New Business-

- Leo Martin made a motion to approve and waive the 2nd and 3rd readings of Emergency Manual Section 1: Building Procedures i. Evacuation Procedures Update; Section 3: People Situations i. Lost person; Emergency manual section 4: Natural Disasters and Emergency manual Section 5: Threats. 2nd was made by Jared Tripp. Passed unanimously.
- A motion was made by Stacey Goodman to approve and waive the 2nd and 3rd readings of Policy 3.8 Animals in the Library (reaffirm). 2nd was made by John Erixon. Passed unanimously.

- Leo Martin made a motion to approve and waive the 2nd and 3rd readings of Policy 3.5 Youth Services Patron Use (amended-include age instead of grade level). 2nd was made by John Erixon. Passed unanimously.
- Evacuation sites will be included in the appendix of the manual.

VIII. Friends of the Library

- A volunteer training will be held in April.
- There was a resignation and 3 members added to the board. There are still 3 openings.
- Two scholarships were awarded.

IX. Director's Report

- Antonia discussed the budget process. In April there will be an amendment to the current fiscal year, additional funds may need to be requested from the city.
- Deb Miller is retiring after 46 ½ years.
- The strategic plan is moving into the focus groups.
- Our Community Reads author visits and books are ready for 2nd and 6th graders in Council Bluffs. 2025 titles are being narrowed down.

X. Teaching Moment:

- Jamie discussed the Teen Snack Pilot Program. Due to needing shelf stable nutritious snacks some programs and resources can not be accessed. Project Not Forgotten, MOHMs Place, Leadership Iowa, and Together have all made donations.
- Jamie and Antonia continue to apply for grants for the program.
- Patrons can make donations to the library and designate to Teen Snack Pilot.

XI. Adjournment

- Motion was made by Jared Tripp to adjourn at 5:38, 2nd was made by Ron Frascht. Next meeting is April 17, 2024 at 4:30 p.m.

Community Correspondence

March 2024

Comments:

Yay!!! You are doing such wonderful work! Have you thought of a fun name for the new system? I love the name Arnie!!!

(comment passed along from staff)

At around 3:07pm today (redacted) called to let us know that the dog that was in here that barked this afternoon made her uncomfortable. She said that because it barked and was not neutered, she did not believe it was a service dog. She likes coming to the library and bringing her grandson, but is worried about his safety for future visits if that dog could be here.

I thanked (redacted) for letting us know about her concerns and told her that patron feedback is important in how we approach situations at the library. I told her that I would pass this information to both of you so that you would be aware that this was (redacted) experience in the library today.

She seemed satisfied and said that otherwise she has no other problems with the library.

There have been quite a few comments and calls lately from patrons who are being blocked by the daily limits set in Hoopla still. One patron expressed to Julianne that she moved to Nebraska, but came back to pay for a library card here because CBPL is such a friendly library and truly a 'hidden gem' that more people should know about. Another couple told Emily that they thought this was the best library, better than Des Moines and Virginia Beach even (two other places they had lived)!

(comment passed along from staff)

Patron gave feedback @ desk about the cost of printing being too high. She is a student and can't afford to print @ \$.10 per side. She suggested a cap or not charging for both sides.

Publicity:

The Daily Nonpareil

There were 15 articles published either online or in print pertaining to the library. 5 were about WaterFest, 3 were about the new book sorter, 3 were about the Historic Preservation Celebration held at the library, and 4 were related to meetings or other events at the library.

Unleash CB Bulletin

There was an Unleash CB Bulletin each week of March listing the weeks activities.

Other

Iowa Utilities Board – Tuesday, March 26, 2024: A press release from the Iowa Utilities Board lists the library as a site for public comment regarding the proposed increase in natural gas rates supplied by Black Hills Energy. The meeting will take place on Monday, July 22, 2024, starting at 5:30 p.m.

"IUB Sets Meetings on Black Hills Energy's Proposed Natural Gas Rate Increase." *Iowa Utilities Board*, 27 Mar. 2024, iub.iowa.gov/press-release/2024-03-26/iub-sets-rate-case-comment-meetings. Accessed 2 Apr. 2024.

Reviews:

Google Reviews

5 Star Review

5 Star Review: We have an amazing library! Lots of fun classes and events for all ages, a beautiful and relaxing place to explore and hang out. I relied on the library for internet access when I took classes at Iowa Western, everybody here is more than welcome. A wonderful collection of books and other media. My only criticism (and I don't know how this works, so take with a grain of salt) is that there is limited access to books on the apps (Hoopla and Libby). I struggle to use these due to limits on borrowing for our library. If there is anything we can do to change that please let me know, many people use these apps nowadays to access books, audiobooks, and more. Overall though, I am so proud of and thankful for our amazing library!

5 Star Review: Has many valuable resources available to the public.

5 Star Review

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

March 2024

ACCOUNTS FOR:		ORIGINAL	YTD	MTD	AVAILABLE	PERCENT
GENERAL FUND		APPROP	EXPENDED	EXPENDED	BUDGET	USED
A14100 601000	SALARIES- REGULAR	1,382,515.17	964,989.24	104,443.73	417,525.93	69.8%
A14100 602000	SALARIES- PARTIME	389,740.28	255,084.77	27,852.72	134,655.51	65.4%
	TOTAL SALARIES & WAGES	1,772,255.45	1,220,074.01	132,296.45	552,181.44	68.8%
A14100 606400	HOLI-VACATION-SICK PAY	-	1,637.14	-	(1,637.14)	
A14100 611000	FICA	125,045.36	90,482.07	9,787.14	34,563.29	72.4%
A14100 613000	IPERS	157,855.63	113,950.92	12,429.85	43,904.71	72.2%
A14100 615000	GROUP INSURANCE	330,004.32	265,867.72	30,013.30	64,136.60	80.6%
A14100 619930	MILEAGE REIMBURSEMENT	4,000.00	1,368.08	85.22	2,631.92	34.2%
A14100 619950	MISC EMPLOYEE BENEFITS	1,500.00	880.35	92.57	619.65	58.7%
	TOTAL EMPLOYEE BENEFITS	618,405.31	474,186.28	52,408.08	144,219.03	76.7%
A14100 621000	DUES-MEMBER-SUBSC	3,000.00	2,417.40	52.00	582.60	80.6%
A14100 623000	TRAINING EXPENSE	2,000.00	1,015.96	-	984.04	50.8%
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	4,897.00	52.00	6,103.00	44.5%
A14100 637110	UTILITIES-GAS	30,000.00	6,723.79	2,004.86	23,276.21	22.4%
A14100 637120	UTILITIES-ELECTRIC	69,000.00	51,770.53	4,549.58	17,229.47	75.0%
A14100 637210	REFUSE COLLECTION	1,200.00	779.94	86.66	420.06	65.0%
A14100 637300	TELECOMMUNICATION	600.00	450.00	50.00	150.00	75.0%
A14100 637400	UTILITIES-WATER	2,000.00	1,665.47	-	334.53	83.3%
	TOTAL UTILITIES	102,800.00	61,389.73	6,691.10	41,410.27	59.7%
A14100 640200	ADVERTISING EXPENSE	3,000.00	1,928.37	114.26	1,071.63	64.3%
A14100 640300	TECHNOLOGY SERVICES	150,000.00	131,715.33	3,253.98	18,284.67	87.8%
A14100 640400	BILLING & COLL FEES	1,500.00	1,698.52	221.76	(198.52)	113.2%
A14100 640700	CONSUTANT EXPENSE	500.00	-	-	500.00	0.0%
A14100 641000	OTHER CNTRACTUAL SRVCS	70,300.00	44,431.64	500.00	25,868.36	63.2%
A14100 641410	PRINTING	1,000.00	322.48	-	677.52	32.2%
A14100 642000	LEASE PAYMENTS	5,200.00	4,895.05	-	304.95	94.1%
	TOTAL CNTRACTUAL SRVCS	231,500.00	184,991.39	4,090.00	46,508.61	79.9%
A14100 650200	FICTION & LARGE PRINT	35,800.00	23,896.12	2,967.43	11,903.88	66.7%
A14100 650210	PERIODICALS	12,000.00	2,879.59	89.99	9,120.41	24.0%
A14100 650211	AUDIO BOOKS	17,000.00	14,030.03	1,561.01	2,969.97	82.5%
A14100 650212	DVDs	27,000.00	11,404.63	1,516.21	15,595.37	42.2%
A14100 650213	MUSIC CDs	4,000.00	2,522.05	204.60	1,477.95	63.1%
A14100 650214	REFERENCE	6,000.00	2,835.78	591.00	3,164.22	47.3%
A14100 650215	DATABASES	86,600.00	82,068.39	-	4,531.61	94.8%
A14100 650216	YOUNG ADULT	16,000.00	12,674.92	1,028.30	3,325.08	79.2%
A14100 650217	VIDEO GAMES	8,000.00	7,672.35	168.02	327.65	95.9%
A14100 650218	E MATERIALS	60,000.00	43,935.06	4,999.98	16,064.94	73.2%
A14100 650219	NON-FICTION	20,000.00	12,281.25	1,599.05	7,718.75	61.4%
A14100 650220	KIDS BOOKS	30,000.00	23,306.25	3,317.64	6,693.75	77.7%
A14100 650221	SPANISH COLLECTION	2,400.00	1,794.61	372.10	605.39	74.8%
A14100 650400	MINOR EQUIPMENT	5,000.00	1,534.48	-	3,465.52	30.7%
A14100 650600	OFFICE SUPPLIES	7,000.00	5,281.72	230.25	1,718.28	75.5%
A14100 650700	LAUNDRY SERVICES	200.00	106.50	-	93.50	53.3%
A14100 650750	OPERATING SUPPLIES	14,000.00	11,851.16	342.08	2,148.84	84.7%
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	265,074.89	18,987.66	144,925.11	64.7%
	TOTAL LIBRARY	3,145,960.76	2,210,613.30	214,525.29	935,347.46	70.3%

Expenses Outside of City Operating Budget/General Fund

FY 2023-2024

Type of Service	Fund Source	Mar-24
Adult Programming	Foundation	\$712.17
Book Memorials	Various	\$665.44
eMaterials	Enrich Iowa	\$989.71
Foundation Author Series	Foundation	\$1,410.33
Imagination Library Books	Foundation	\$7,930.80
IWF Mini-Grants	Iowa West Foundation	\$200.00
Our Community Reads Authors	Foundation	\$3,750.00
Our Community Reads Books	Foundation	\$54.50
Our Community Reads Book Labels	Foundation	\$472.80
OCR Teen Giveway Books	Foundation	\$6,268.92
Outreach	Enrich Iowa	\$1,600.95
Technology Refresh	Foundation	\$2,799.00
Teen Programming	Foundation	\$87.38
Volunteer Appreciation	Enrich Iowa	\$19.19
Youth Programming	Foundation	\$514.61
TOTAL Gifts & Memorials:		\$27,475.80
Additional Expenses	Fund Source	Mar-24
AMH Project	City/Foundation	\$140,599.70
TOTAL Additional Expenses:		\$140,599.70

Received in donations and other funding during the month of March 2024:

\$500.00 In Memory of Mary Lou Sebghati

\$800.00 In Memory of Florence Marie Mynster Hakenson

\$195.00 In Memory of Claudene Yost

\$200.00 In Memory of Dick Graeme

\$16.60 Undesignated Donation

\$14,443.88 Council Bluffs Public Library Foundation

\$41,000.00 Council Bluffs Public Library Foundation

\$368.78 Friends of the Council Bluffs Public Library

City of Council Bluffs
 Department Rollup
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A14100 - LIBRARY ADMINISTRATION	FY23 Actuals	FY24 Actuals	FY24 Year Budget	YTD vs Budget	% of Total Year Budget	FY24 Amendments
Revenue						
431000 - RENTAL REVENUE	(330.00)	(942.95)		942.95	0.00%	
434500 - CASH OVER/SHORT	0.00				0.00%	
445000 - OTHER GOVERNMENTS	0.00				0.00%	
446500 - LIBRARY FEES-POTT CTY	(312,166.61)	(162,952.09)	(289,022.00)	(126,069.91)	56.38%	
446525 - OTHER GOVERNMENTS	0.00				0.00%	
455200 - COPY FEES	(10,065.10)	(5,786.60)	(10,000.00)	(4,213.40)	57.87%	
471100 - OTHER INDEMNITIES RECD	0.00	(179.28)		179.28	0.00%	
471500 - REIMBURSEMENT	0.00				0.00%	
476500 - LIBR FINES & BOOK CHGS	(22,218.40)	(12,764.26)	(18,000.00)	(5,235.74)	70.91%	
482100 - LOAN PROCEEDS	(215,955.07)				0.00%	
Total Revenue	(560,735.18)	(182,625.18)	(317,022.00)	(134,396.82)	57.61%	
Expenses						
601000 - SALARY-REGULAR	1,300,699.69	964,989.24	1,382,515.17	417,525.93	69.80%	
602000 - SALARIES-PARTTIME	329,957.53	255,084.77	389,740.28	134,655.51	65.45%	
604000 - SALARIES-OVERTIME	0.00				0.00%	
606400 - HOLI-VACATION-SICK PAY	0.00	1,637.14		(1,637.14)	0.00%	16,251.42
611000 - FICA	121,091.42	90,482.07	125,045.36	34,563.29	72.36%	1,243.23
613000 - IPERS	152,150.35	113,950.92	157,855.63	43,904.71	72.19%	
615000 - GROUP INSURANCE	321,068.24	265,867.72	330,004.32	64,136.60	80.56%	
615200 - DENTAL INSURANCE	0.00				0.00%	
615400 - VISION INSURANCE	0.00				0.00%	
616000 - WORKERS COMPENSATION	0.00				0.00%	
617500 - ACCRUED PAYROLL	0.00				0.00%	
619900 - CELL PHONE ALLOWANCE	0.00				0.00%	
619930 - MILEAGE REIMBURSE	2,063.41	1,344.50	4,000.00	2,655.50	33.61%	(1,500.00) move \$1,500 to 637400, 642000
619950 - MISC EMPLOYEE BENEFITS	0.00	787.78	1,500.00	712.22	52.52%	
621000 - DUES-MEMBER-SUBSC	3,239.50	2,365.40	3,000.00	634.60	78.85%	
623000 - TRAINING EXPENSE	2,248.36	1,015.96	2,000.00	984.04	50.80%	
623010 - TRAVEL EXPENSE	2,187.68	1,416.25	5,000.00	3,583.75	28.33%	(2,000.00) move \$2,000 to 650750
623020 - EMPLOYEE MEAL EXPENSE	159.05	47.39	1,000.00	952.61	4.74%	
631000 - BUILDING MAINT & REPAIR	1,195.19				0.00%	
633200 - EQUIP & VEHICLE REPAIR	755.00				0.00%	
637110 - UTILITIES-GAS	30,477.98	4,718.93	30,000.00	25,281.07	15.73%	(15,000.00) move \$15,000 to A14100-640300

City of Council Bluffs
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637120 - UTILITIES-ELECTRIC	75,772.46	47,220.95	69,000.00	21,779.05	68.44%	
637210 - REFUSE DISPOSAL EXPENSE	1,039.92	693.28	1,200.00	506.72	57.77%	
637220 - REFUSE COLLECT EXPENSE	0.00				0.00%	
637300 - TELECOMMUNICATION	575.00	450.00	600.00	150.00	75.00%	
637400 - UTILITIES-WATER	2,440.99	1,665.47	2,000.00	334.53	83.27%	1,000.00 add \$1000 from 619930
639910 - GROUNDS MAINT & REPAIR	0.00				0.00%	
640200 - ADVERTISING EXPENSE	2,638.53	1,814.11	3,000.00	1,185.89	60.47%	
640300 - TECHNOLOGY SERVICES	318,389.15	131,337.33	150,000.00	18,662.67	87.56%	15,000.00 add \$15,000 from A14100-637110
640400 - BILLING & COLLECTIONS FEES	1,652.69	1,698.52	1,500.00	(198.52)	113.23%	
640700 - CONSULTANT EXPENSE	74.00		500.00	500.00	0.00%	
640810 - INSURANCE-CASUALTY	0.00				0.00%	
641000 - OTHER CONTRACTUAL SVCS	69,011.63	44,431.64	70,300.00	25,868.36	63.20%	
641410 - PRINTING & BINDING	699.87	322.48	1,000.00	677.52	32.25%	
641420 - PHOTO-BLUEPRINT, ETC	0.00				0.00%	
641900 - DATA PROCESSING EXPENSE	0.00				0.00%	
642000 - LEASE PAYMENT	53,025.22	4,895.05	5,200.00	304.95	94.14%	500.00 add \$500 from 619930
645000 - PUBLIC EVENTS	0.00				0.00%	
649055 - CREDIT CARD FEES	0.00				0.00%	
649990 - REFUNDS	0.00				0.00%	
650200 - BOOKS	37,336.42	21,883.79	35,800.00	13,916.21	61.13%	
650210 - PERIODICALS	11,935.24	2,789.60	12,000.00	9,210.40	23.25%	
650211 - AUDIO BOOKS	16,975.94	13,532.55	17,000.00	3,467.45	79.60%	
650212 - DVD'S	16,472.78	10,278.25	27,000.00	16,721.75	38.07%	
650213 - MUSIC CD'S	3,553.34	2,361.07	4,000.00	1,638.93	59.03%	
650214 - REFERENCE	4,665.68	2,760.78	6,000.00	3,239.22	46.01%	
650215 - DATABASES	85,184.01	82,068.39	86,600.00	4,531.61	94.77%	
650216 - YOUNG ADULT	16,109.02	11,773.16	16,000.00	4,226.84	73.58%	
650217 - VIDEO GAMES	7,986.06	7,504.33	8,000.00	495.67	93.80%	
650218 - E-MATERIALS	69,343.10	43,935.06	60,000.00	16,064.94	73.23%	
650219 - NON-FICTION	19,772.38	10,975.53	20,000.00	9,024.47	54.88%	
650220 - KIDS' BOOKS	33,946.51	20,714.59	30,000.00	9,285.41	69.05%	
650221 - SPANISH COLLECTION	2,460.90	1,757.87	2,400.00	642.13	73.24%	
650400 - MINOR EQUIPMENT	7,513.65	1,534.48	5,000.00	3,465.52	30.69%	
650600 - OFFICE SUPPLIES	8,402.59	5,051.47	7,000.00	1,948.53	72.16%	
650610 - DATA PROC SUPPLIES	0.00				0.00%	
650700 - LAUNDRY SERVICES	35.00	106.50	200.00	93.50	53.25%	
650750 - OPERATING SUPPLIES/EXP	13,345.33	11,509.08	14,000.00	2,490.92	82.21%	2,000.00 add \$2000 from 623010

City of Council Bluffs
Department Rollup
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650810 - POSTAGE & FREIGHT	4,262.13	5,000.00	9,000.00	4,000.00	55.56%	
672100 - FURNITURE & FIXTURES	0.00				0.00%	
672505 - COMPUTER HARD/SOFTWARE	108.00				0.00%	
672700 - CAPITAL EQUIPMENT	0.00				0.00%	
685100 - INTEREST PAYMENTS	5,398.88				0.00%	
691000 - TRANSFERS OUT	0.00		50,000.00	50,000.00	0.00%	
Total Expenses	3,157,419.82	2,193,773.40	3,145,960.76	952,187.36	69.73%	
Net Costs	2,596,684.64	2,011,148.22	2,828,938.76	817,790.54	71.09%	2,846,433.41

Budget increase of \$17,494.65

LIBRARY AGREEMENT WITH POTTAWATTAMIE COUNTY

This Agreement is made and entered into this 16th Day of April 2024, by and between the Board of Supervisors of Pottawattamie County, Iowa (hereinafter referred to as "COUNTY") and the Board of Library Trustees of the Town of Avoca ("AVOCA"), the Board of Library Trustees of the Town of Carter Lake ("CARTER LAKE"), the Board of Library Trustees of the City of Council Bluffs ("COUNCIL BLUFFS"), the Board of Library Trustees of the Town of Oakland ("OAKLAND"), and the Board of Library Trustees of the Town of Walnut ("WALNUT"), collectively referred to herein as "BOARDS". This agreement will expire on June 30th, 2027.

WITNESSETH:

WHEREAS, the 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, in 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 of the Code of Iowa, as amended, provides that commencing July 1, 1977, each county within the unincorporated area of the county shall levy a tax for the purpose of providing financial support to the public libraries which provide 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, 2024, a sum equal to \$0.175 per thousand dollars of assessed value on taxable rural property.
2. In consideration 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 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 the remainder as is equal to each library's percentage of the total rural circulation. These statistics are to be provided to the County Auditor's office no later than February 1st of each contract year. The basic grants shall 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 and the second half to be paid by May 1, with invoices from the BOARDS to the COUNTY.
5. Such distribution is conditioned upon COUNTY appropriating or otherwise making available funds as required by Section 256.69 of the Code of Iowa, as amended.
6. Annual Review and Compliance with State Law

6.1 Annual Review: The COUNTY shall conduct an annual review of this Agreement to ensure continued compliance with applicable state laws and regulations concerning rural levies and the provision of library services to rural residents. This review shall assess the impact of any changes in state legislation on the effectiveness and viability of the services provided under this Agreement. If a change in funding is necessary based on a change in state legislation, the COUNTY shall inform the BOARDS. This review shall be conducted by January 31st of each year.

6.2 Adjustment in Response to State Law: In the event that current or future state laws or regulations are enacted or amended in a manner that materially affects the ability of the COUNTY to levy taxes and provide services, including those stipulated in this Agreement, the COUNTY reserves the right to amend this Agreement. The county will ensure compliance within such laws or regulations. Such amendments shall be made in consultation with the BOARDS and shall strive to maintain the integrity and intent of the original Agreement to the greatest extent possible under legal framework.

6.3 Notification and Collaboration: The COUNTY shall notify the BOARDS in writing of any identified need for amendments to this Agreement resulting from changes in state law. The COUNTY and the BOARDS shall collaborate in good faith to modify the Agreement as necessary to align with the requirements of the relevant state laws while continuing to meet the needs of rural residents for library services.

6.4 Continued Service Commitment: Notwithstanding the provisions of this clause, the COUNTY and the BOARDS reaffirm their commitment to provide uninterrupted library services to rural residents to the best of their abilities, subject to the constraints of applicable state laws and the availability of necessary funding.

7. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The parties agree that the delivery of signed counterparts by electronic means (including facsimile or scanned email attachments) shall be as effective as signing and delivering the document in person. Each party may rely upon the signature that is transmitted electronically as if the original signature had been received.

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

BOARD OF SUPERVISORS, POTTAWATTAMIE
COUNTY, IOWA

BY CHAIRPERSON: _____

ATTEST:

COUNTY AUDITOR

BOARD OF LIBRARY TRUSTEES, AVOCA

BY: _____

BOARD OF LIBRARY TRUSTEES, CARTER LAKE

BY: _____

BOARD OF LIBRARY TRUSTEES, COUNCIL BLUFFS

BY: _____

BOARD OF LIBRARY TRUSTEES, OAKLAND

BY: _____

BOARD OF LIBRARY TRUSTEES, WALNUT

BY: _____

1.4 Displays

Adopted: June 17, 2009

Amended & Reapproved: January 21, 2015; January 17, 2018; March 17, 2021

POLICY:

The Council Bluffs Public Library has designated public space individuals, groups, or organizations can use for displays that seek to educate and enrich the Community.

PROCEDURES:

- Prior arrangements for all displays must be made with the designated staff member. ~~Adult Programming Librarian.~~
- Displays, including those containing particular religious, political, social or other points of view, will be accepted only if they feature public service, cultural or historic information.
- Displays will not be accepted which advocate an affirmative or negative vote for or against any candidate or proposition, political or otherwise.
- Displays will not be accepted which advocate or solicit consideration of any item, product, or service sold by any commercial or charitable enterprise.
- Displays must fit in a library display case or library display grids, without modification to the cases or grids.
- Artistic displays may list the sale price of the item(s).
- Any and all charges or fees associated with ongoing or future activities or events promoted in the display must be included.
- Any sponsoring agencies must be indicated on the display.
- Donation boxes which accompany displays will not be accepted unless they directly benefit local service organizations or local populations.
- A display in the Library does not imply endorsement by the Library, the Board of Trustees, or the City of Council Bluffs.
- The Library assumes no responsibility for the preservation or protection of displays nor for the possible damage or theft of any item in a display.
- Items that have been defaced will be removed.
- Individuals, groups or organizations who do not remove displays by the appointed date may forfeit future use of the Library's designated public display space.

1.5 Posters

Adopted: January 8, 1998

Amended & Reapproved: 2000; May 21, 2003; June 20, 2007; June 17, 2009; January 18, 2012; February 18, 2015; January 17, 2018; March 17, 2021

POLICY:

The Council Bluffs Public Library will display brochures, notices, pamphlets and posters which deal with educational/cultural activities, events, or available services and occur in the Library's service area or greater metropolitan region to educate and enrich the community.

PROCEDURES:

- Placement of any brochure, notice, pamphlet or poster is dependent on available, designated space in the library.
- Prior arrangement for the placement of any brochure, notice, pamphlet or poster must be made with the designated staff member for the designated area.
- Public notices or postings by government agencies will be accepted.
- Brochures, notices, pamphlets and posters will be accepted which promote a particular religious, political, social or other point of view insofar as they are limited to informing of a particular event, public meeting, or public service. Ones which advocate an affirmative or negative vote for or against any candidate or proposition, political or otherwise will not be accepted.
- Any and all charges or fees associated with the educational/cultural activity, event, or available service described must be included on the brochure, notice, pamphlet or poster.
- For any educational/cultural activity, event, or available service that is not ongoing, an end date must be indicated on the brochure, notice, pamphlet or poster.
- Any sponsoring agencies must be indicated on the brochure, notice, pamphlet or poster. An address, telephone number, and a contact person must also be included if possible.
- Brochures, notices, pamphlets and posters will not be accepted which advocate or solicit consideration of any item, product, or service sold by any commercial or charitable enterprise.
- Brochures, notices, pamphlets and posters will not be accepted which advertise individual, neighborhood or estate sales, giveaways or personals.

COUNCIL BLUFFS PUBLIC LIBRARY
POLICY MANUAL

- Brochures, notices, pamphlets and posters should be concise, informative, and have a “professional” appearance.
- Notices or posters should not ~~exceed 18” in height or width, with a 8 ½” x 11” size preferred.~~ Brochures and pamphlets must be able to comfortably fit in the designated display area.
- No box, receptacle, canister, or tear-off edge may be a part of any posting.
- Display of brochures, notices, pamphlets and posters in the Library does not imply endorsement by the Library, the Board of Trustees, or the City of Council Bluffs.
- Brochures, notices, pamphlets and posters will not be returned unless specific arrangements are made for doing so when left at the Library.
- The Library assumes no responsibility for the preservation or protection of any brochure, notice, pamphlet or poster or for the possible damage or theft of any item displayed.
- Any brochures, notices, pamphlets and posters that have been defaced will be removed.
- The Library reserves the right to limit the period of time and number of any brochure, notice, pamphlet or poster displayed.

2.12 Gifts & Memorials

Adopted: March 1993

Amended & Reapproved: June 18, 2003; November 2006; September 16, 2009;
February 15, 2012; March 18, 2015; February 17, 2021; January 17, 2018; February 17,
2021

POLICY:

The Council Bluffs Public Library accepts gifts and memorials in material form as well as monetary form to support the mission and vision of the library through building the collection and supporting programming, resources, and services for the community.

PROCEDURE:

- Gifts and memorials in all formats for the library collection are accepted in accordance with the Library Collection Management Policy (2.1).
 - Gifts and memorial donations for specific requests are honored if they provide desirable additions to the library. Items purchased with specific memorial donations will be identified and acknowledged.
 - Gifts or memorial items added to the library collection are retained or withdrawn in accordance with the Library Collection Management Policy (2.1).
- The library reserves the right of acceptance, rejection, and disposition of all gifts and donations and does not place any valuation on any such donations.
- Other items donated or purchased with Gift and Memorial Fund monies are kept or discarded in accordance with standard library or, if applicable, city procedures.
- A Memorial Fund has been established to accept memorial and undesignated donations. Monies in this fund will be used to support the library. Any materials purchased from this fund will be kept in the library collection in accordance with the Library Collection Management Policy (2.1).
- Once a gift is accepted by the Library, it becomes the property of the Library, to be used or disposed of in accordance with established practices and policies.
- If possible, the library will send an acknowledgement letter to the gift or memorial donor, which can be used as a tax receipt. The library will also notify the tribute recipient or the recipient's family or loved one of the donor's gift when that information is provided.

Commented [KJ1]: Bullet added to mirror gifts & memorials booklet/pamphlet provided to patrons when a donation is made

Formatted: List Paragraph, Add space between paragraphs of the same style, No bullets or numbering

3.7 Registered Sex Offenders Against Minors

Adopted: June 17, 2009

Amended & Reapproved: April 18, 2012; March 18, 2015; March 21, 2018; May 19, 2021

POLICY:

In accordance with Iowa Code Chapter 692A, of Subtitle 1 of Title 16 of the Code of Iowa, the Board of Trustees prohibits the presence of registered sex offenders convicted of sex offenses against minors may not be present on or within 300 feet of real library property ~~nor loiter upon or within 300 feet of real library property~~ without written permission of the Library Director.

PROCEDURE:

- The Library Director's decision may be appealed to the Library Board of Trustees.
- The Library Director may only give written permission as the result of a vote at a meeting of the Board of Trustees at which a quorum is present.
- Persons barred from library property under the law remain entitled to library service. They may register for a library account directly with the Library Director, or their designee, via telephone or online. It is the responsibility of the library user to arrange for a courier to select, check out, and return materials to the library through possession of the library user's card. This account may be used to access the Library's online materials and databases.
- Persons barred from library property under the law will not be served by the library's homebound delivery service.
- ~~The issuance of a library card to individuals who have been convicted of a sex offense involving a minor does not grant those individuals permission to enter the library or to be present on library property. Individuals convicted of a sex offense against a minor must follow proper library procedures and policies to request and obtain written permission to be on library property, regardless of whether or not they possess a valid library card.~~
- ~~Background checks may be performed using the National Sex Offender Registry on employees, potential employees, and volunteers who are or will be working on library property. Persons not passing background checks or found on the National Sex Offenders Registry will not be considered for employment or volunteer placement.~~
- Violations of this policy will be immediately reported to law enforcement.

Commented [BA1]: After clarification with legal, they suggested keeping the first bullet point because it really shows that they must appeal to the library board and after that appeal they still need written permission from me once the board has voted.

Commented [BH2]: This paragraph seemed redundant. We've already stated that they can't be on library property, but they can apply for a library card with some services noted in previous paragraphs.

3.7 Registered Sex Offenders Against Minors

Adopted: June 17, 2009

Amended & Reapproved: April 18, 2012; March 18, 2015; March 21, 2018; May 19, 2021

POLICY:

In accordance with Iowa Code Chapter 692A, , registered sex offenders convicted of sex offenses against minors may not be present on or within 300 feet of library property without written permission of the Library Director.

PROCEDURE:

- The Library Director's decision may be appealed to the Library Board of Trustees.
- The Library Director may only give written permission as the result of a vote at a meeting of the Board of Trustees at which a quorum is present.
- Persons barred from library property under the law remain entitled to library service. They may register for a library account directly with the Library Director, or their designee, via telephone or online. It is the responsibility of the library user to arrange for a courier to select, check out, and return materials to the library through possession of the library user's card. This account may be used to access the Library's online materials and databases.
- Persons barred from library property under the law will not be served by the library's homebound delivery service.
- Violations of this policy will be immediately reported to law enforcement.

AGREEMENT

THIS AGREEMENT made and entered into this 17th April, 2024, by and between the Board of Library Trustees, City of Council Bluffs, Iowa (BOARD) and the town of CRESCENT, Iowa (CRESCENT)

WITNESSETH:

WHEREAS, BOARD is maintaining a public library and CRESCENT is desirous of contracting with the BOARD for the performance of the hereinafter described library services, and

WHEREAS, both BOARD and CRESECENT recognize that this arrangement will avoid unnecessary duplication, and will at the same time, promote the widest use of books, other library materials and facilities, and promote the best uses thereof by the public, and

WHEREAS, no library system has been established by CRESECENT to provide public library service to persons residing within the Town of CRESCENT, and

WHEREAS, Section 256.69 Code of Iowa as amended, provides in part that commencing July 1, 1978, each city within its corporate boundaries shall levy a tax of at least six and three fourths cents per thousand dollars of assessed value 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 library which provides library service to persons residing within the corporate boundaries of each city.

NOW THEREFORE IT IS AGREED by the parties as follows:

1. CRESCENT agrees to pay to the BOARD for the fiscal year commencing July 1, 2024 a sum equal to ten cents per thousand dollars of assessed value on taxable

property (the exact amount to be \$3,457.13) on the assessed valuation of 34,571,324. Such payment shall be due on or before December 31, 2024.

2. Inconsideration of the aforesaid payment, BOARD agrees to provide library services to all persons residing within the corporate boundaries of the Town of CRESCENT, Iowa and all such residents have the same access to the Council Bluffs Public Library facilities, resources and services of the BOARD as persons residing within the geographical limits of Council Bluffs. Such services shall include both walk-in and electronic library service.

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

BOARD OF LIBRARY TRUSTEES

CITY OF COUNCIL BLUFFS

BY _____

President

TOWN OF CRESCENT, IOWA

BY _____

AGREEMENT

THIS AGREEMENT made and entered into this 17th April, 2024, by and between the Board of Library Trustees, City of Council Bluffs, Iowa (BOARD) and the town of MCCLELLAND, Iowa (MCCLELLAND)

WITNESSETH:

WHEREAS, BOARD is maintaining a public library and MCCLELLAND is desirous of contracting with the BOARD for the performance of the hereinafter described library services, and

WHEREAS, both BOARD and MCCLELLAND recognize that this arrangement will avoid unnecessary duplication, and will at the same time, promote the widest use of books, other library materials and facilities, and promote the best uses thereof by the public, and

WHEREAS, no library system has been established by MCCLELLAND to provide public library service to persons residing within the Town of MCCLELLAND, and

WHEREAS, Section 256.69 Code of Iowa as amended, provides in part that commencing July 1, 1978, each city within its corporate boundaries shall levy a tax of at least six and three fourths cents per thousand dollars of assessed value 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 library which provides library service to persons residing within the corporate boundaries of each city.

NOW THEREFORE IT IS AGREED by the parties as follows:

1. MCCLELLAND agrees to pay to the BOARD for the fiscal year commencing July 1, 2024 a sum equal to ten cents per thousand dollars of assessed value on

taxable property (the exact amount to be \$705.51) on the assessed valuation of 7,055,165. Such payment shall be due on or before December 31, 2024.

2. Inconsideration of the aforesaid payment, BOARD agrees to provide library services to all persons residing within the corporate boundaries of the Town of MCCLELLAND, Iowa and all such residents have the same access to the Council Bluffs Public Library facilities, resources and services of the BOARD as persons residing within the geographical limits of Council Bluffs. Such services shall include both walk-in and electronic library service.

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

BOARD OF LIBRARY TRUSTEES

CITY OF COUNCIL BLUFFS

BY _____

President

TOWN OF MCCLELLAND, IOWA

BY _____

AGREEMENT

THIS AGREEMENT made and entered into this 17th April, 2024, by and between the Board of Library Trustees, City of Council Bluffs, Iowa (BOARD) and the town of MINDEN, Iowa (MINDEN)

WITNESSETH:

WHEREAS, BOARD is maintaining a public library and MINDEN is desirous of contracting with the BOARD for the performance of the hereinafter described library services, and

WHEREAS, both BOARD and MINDEN recognize that this arrangement will avoid unnecessary duplication, and will at the same time, promote the widest use of books, other library materials and facilities, and promote the best uses thereof by the public, and

WHEREAS, no library system has been established by MINDEN to provide public library service to persons residing within the Town of MINDEN, and

WHEREAS, Section 256.69 Code of Iowa as amended, provides in part that commencing July 1, 1978, each city within its corporate boundaries shall levy a tax of at least six and three fourths cents per thousand dollars of assessed value 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 library which provides library service to persons residing within the corporate boundaries of each city.

NOW THEREFORE IT IS AGREED by the parties as follows:

1. MINDEN agrees to pay to the BOARD for the fiscal year commencing July 1, 2024 a sum equal to ten cents per thousand dollars of assessed value on taxable

property (the exact amount to be \$1,263.80) on the assessed valuation of 12,638,077. Such payment shall be due on or before December 31, 2024.

2. Inconsideration of the aforesaid payment, BOARD agrees to provide library services to all persons residing within the corporate boundaries of the Town of MINDEN, Iowa and all such residents have the same access to the Council Bluffs Public Library facilities, resources and services of the BOARD as persons residing within the geographical limits of Council Bluffs. Such services shall include both walk-in and electronic library service.

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

BOARD OF LIBRARY TRUSTEES

CITY OF COUNCIL BLUFFS

BY _____

President

TOWN OF MINDEN, IOWA

BY _____

AGREEMENT

THIS AGREEMENT made and entered into this 17th April, 2024, by and between the Board of Library Trustees, City of Council Bluffs, Iowa (BOARD) and the town of TREYNOR, Iowa (TREYNOR)

WITNESSETH:

WHEREAS, BOARD is maintaining a public library and TREYNOR is desirous of contracting with the BOARD for the performance of the hereinafter described library services, and

WHEREAS, both BOARD and TREYNOR recognize that this arrangement will avoid unnecessary duplication, and will at the same time, promote the widest use of books, other library materials and facilities, and promote the best uses thereof by the public, and

WHEREAS, no library system has been established by TREYNOR to provide public library service to persons residing within the Town of TREYNOR, and

WHEREAS, Section 256.69 Code of Iowa as amended, provides in part that commencing July 1, 1978, each city within its corporate boundaries shall levy a tax of at least six and three fourths cents per thousand dollars of assessed value 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 library which provides library service to persons residing within the corporate boundaries of each city.

NOW THEREFORE IT IS AGREED by the parties as follows:

1. TREYNOR agrees to pay to the BOARD for the fiscal year commencing July 1, 2024 a sum equal to ten cents per thousand dollars of assessed value on taxable

property (the exact amount to be \$4,640.50) on the assessed valuation of 46,405,018. Such payment shall be due on or before December 31, 2024.

2. Inconsideration of the aforesaid payment, BOARD agrees to provide library services to all persons residing within the corporate boundaries of the Town of TREYNOR, Iowa and all such residents have the same access to the Council Bluffs Public Library facilities, resources and services of the BOARD as persons residing within the geographical limits of Council Bluffs. Such services shall include both walk-in and electronic library service.

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

BOARD OF LIBRARY TRUSTEES

CITY OF COUNCIL BLUFFS

BY _____

President

TOWN OF TREYNOR, IOWA

BY _____

AGREEMENT

THIS AGREEMENT made and entered into this 17th April, 2024, by and between the Board of Library Trustees, City of Council Bluffs, Iowa (BOARD) and the town of UNDERWOOD, Iowa (UNDERWOOD)

WITNESSETH:

WHEREAS, BOARD is maintaining a public library and UNDERWOOD is desirous of contracting with the BOARD for the performance of the hereinafter described library services, and

WHEREAS, both BOARD and UNDERWOOD recognize that this arrangement will avoid unnecessary duplication, and will at the same time, promote the widest use of books, other library materials and facilities, and promote the best uses thereof by the public, and

WHEREAS, no library system has been established by UNDERWOOD to provide public library service to persons residing within the Town of UNDERWOOD, and

WHEREAS, Section 256.69 Code of Iowa as amended, provides in part that commencing July 1, 1978, each city within its corporate boundaries shall levy a tax of at least six and three fourths cents per thousand dollars of assessed value 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 library which provides library service to persons residing within the corporate boundaries of each city.

NOW THEREFORE IT IS AGREED by the parties as follows:

1. UNDERWOOD agrees to pay to the BOARD for the fiscal year commencing July 1, 2024 a sum equal to ten cents per thousand dollars of assessed value on

taxable property (the exact amount to be \$3,856.12) on the assessed valuation of 38,561,278. Such payment shall be due on or before December 31, 2024.

2. Inconsideration of the aforesaid payment, BOARD agrees to provide library services to all persons residing within the corporate boundaries of the Town of UNDERWOOD, Iowa and all such residents have the same access to the Council Bluffs Public Library facilities, resources and services of the BOARD as persons residing within the geographical limits of Council Bluffs. Such services shall include both walk-in and electronic library service.

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

BOARD OF LIBRARY TRUSTEES

CITY OF COUNCIL BLUFFS

BY _____

President

TOWN OF UNDERWOOD, IOWA

BY _____

Director's Report

March 2024

As we head into the last quarter of the fiscal year, I wanted to give a brief update on our progress to complete the goals for the year. This fiscal year the library tackled seven goals, which is more than previous years, but many were continuation goals from the year before.

Cochran Kiosk

The Cochran Kiosk has an estimated installation timeline of June 2024. The delay has not been related to funding, but rather the ordering and installation of the shelter necessary for the kiosk. Staff has begun ordering materials for the kiosk so that we are ready to fill and launch the kiosk upon the installation. I am working with muralists to have a wrap completed for the kiosk to make it a vibrant visual location for the community.

Outreach for LIT Student Accounts

This year we have taken a different approach with the accounts and have focused on individual teachers and schools working on projects that the LIT Student Accounts could support and supplement. This approach has allowed us to have more impact with the students using the accounts. Overall we have seen an increase in usage.

Materials Inventory and Diversity Audit

We completed inventorying all materials that circulate to the community. This was an eye-opening experience and has allowed selectors to have a better understanding of gaps in their collections. We have also developed a process to do audits on specific collections and each selector has been noting what areas they would like to address to establish balanced viewpoints.

Building Space Assessment

We have decided to delay this particular goal until we have a better understanding from the strategic planning process on what the needs are in the community. This goal from the original strategic plan was heavily affected due to the pandemic.

Cross-Training

Cross training within and across departments has been very successful. The success of this has allowed for staff to feel more of an ability to take breaks and not feel like they aren't able to take care of themselves if need be. This has also allowed for departments to begin meeting more regularly as whole departments as other staff can cover service desks. This has better communication and a team environment.

Department Training

The entire staff underwent dementia training and the library now has the designation of being a dementia friendly organization. Additionally the teen department all attend a multiple session workshop on trauma informed service specific to the young adult population.

Strategic Plan

We are in the focus group phase of the strategic plan and have completed the community survey and industry comparison phases. We will soon move into the work of the strategic plan with staff to determine from all of the feedback we have received, what our focuses should be moving forward.

Staff Update:

Deb Miller has announced her retirement in May after 46.5 years with the library. Deb has been processing books at the library and it is not a stretch to say that she has touched every book in this building. We conducted an internal and external search for her replacement and have selected Trish Alfors. Trish is currently in teen services, but previously had also been in youth services and circulation. For the past 18 months, Trish has been helping in support services and feels she has found her true calling (in her words). She will shift downstairs the end of April just prior to Deb retiring and her position will be posted.

Two part-time library assistants were hired for the circulation department and we hope to have them begin in early May.

We had to say farewell to Julie Mooney in April and will find a replacement for her page position as soon as possible.

Facility Update:

The Teen Central roof area continues to be leaky. The building maintenance staff are working with the roofing company to fix the situation.

We have seen an increase in garbage around the library and are working with building maintenance to increase the trash pick up to daily.

Upcoming Events:

May 4th – Dia Celebration 11 a.m. – 1 p.m.

May 4th – Free Comic Book Day 11 a.m. – 1 p.m.

May 6th – Get Out of Town, Part 3 6:30 p.m.

May 16th – Spotlight on the Art of Speaking 6 – 8 p.m.

May 21st – Czech Folk Costumes 6:30 p.m.

There will also be Strategic Planning Focus Groups on April 22nd, & 25th.

The youth and teen authors will visit in April and present to 2nd and 6th graders at CBCSD, LCSD, ISD, and St. Albert Catholic Schools. These presentations are not open to the public so the dates are not publically available.

Respectfully Submitted:

Antonia Krupicka-Smith

Public Service's Report

March 2024

Access

Items cataloged in Special Collections this month include a Garden Club scrapbook from the early 1940s, A scrapbook of newspaper clippings documenting the transition from streetcars to buses in the early 1950s and many yearbooks of local reading and history clubs. The yearbooks range in date from 1896 to 1970.

Ninety-three Individuals used the Makerspace during the month of March.

Julianne visited Rose of the Bluffs on March 4th where she talked with 5 individuals about Homebound. She also visited Bethany Nursing Home on March 12th where she spoke to another 6 individuals about the service. Many residents of these facilities tend to be wanting to register in the spring once flu season is over and they feel comfortable with volunteers visiting again.

The Lauritzen Gardens pass has been so popular in March with the Lego display going on there! After the change to the Heartland Bike Share pass process, we have had hardly any interactions this last month but that could increase when the weather gets warmer. We also moved Pott County Park Passes to Tixkeeper for more visibility, and Gifford Farms started up again for free attendance with a reservation on Monday mornings.

Julianne and her volunteers coordinated delivery of 242 items to 43 individuals this month. We had 8 new individuals register for Homebound in March.

Marketing & Public Awareness

Jake created our large mobile book display for Intellectual Impairment Awareness Month. Jake chose many titles that represented individuals with various intellectual impairments.

One of the Throwback Thursday Facebook posts received the following comment: "I love when these come across my line I want to thank whoever's responsible and let you know that we appreciate them."

Lindsay said she got together with Michelle to film the new book return in action, so hopefully we'll see Michelle post something about that soon! We've also collected names from staff for the new return for a future naming vote from the public. Lindsay also assisted during the OCR kickoff event Waterfest by taking photos during the event. Lindsay also made sure to post about a different discovery pass this month, along with a few seed library related posts on Facebook as well. Emily

sent out a bilingual newsletter at the beginning of March, assisted with translating an April PeachJar announcement for Youth, and she coordinated Spanish language Facebook posts for the month.

Resources & Services

We provided an activity and information about the library at Kreft's Family Literacy Night this month. Theresa planned the activity and Cayce attended the event with Lindsay from Circulation. They interacted with 371 patrons.

Anna provided 12 in-house storytimes for 331 patrons. The most popular Macaroni & ABCs program this month was our Pajama Party. This was a drop-in program featuring play and craft activities related to bedtime. Overall, the Macaroni & ABCs series served 156 patrons this month.

Chris, Theresa, Lisa, and Anna collectively provided 62 storytime programs for classroom groups this month, reaching 954 students and teachers.

This month's Homeschool Huddle theme was music. Stations included several homemade instruments and musical activities. Bridget planned the program and Lisa helped with execution. There were 30 patrons in attendance.

Bridget planned and executed 6 after-school special programs for 68 patrons. The most popular offering was Games Around the World.

Anna, Chris, and Theresa worked at the Water Fest, the kick-off event for this year's Our Community Reads program. The Youth Department provided a Wave Stick craft that was planned by Lisa and executed by Anna. Chris and Theresa helped with organization check-in and patron wayfinding. Nearly 300 patrons attended the kick-off event.

Bridget and Cayce worked the Love on a Leash program this month. Forty-six patrons attended.

We had 8 new registrations for 1,000 Books Before Kindergarten and we had two more kids finish the program this month. Fifty-nine readers are actively participating in the program through Beanstack.

The Dolly Parton Imagination Library had 42 new registrations this month and delivered 1,844 books.

On March 13th, Kirn's 21st Century Grant Club brought 12 kids to the library for a field trip. Quite a few club members had never been on the library's second floor. The students were given time to experience all there is to do in Teen Central and to browse and check out books.

Heartland Christian School brought in 87 people to research nonfiction topics for their papers. Jamie worked with students in the reference areas for several hours while they were here, learning how to find materials. She answered 35 reference questions for the group. Heartland Christian plans this event, and it comes with very little, if any, notice each year.

One of our highlights this month was having Hank Kohler here to tell us about how his book "One 4 Water: Paddling South to the Alligators" was written from his canoe trip down the Mississippi River in 2021.

For Our Community Reads: Water Fest, Daley Porter and I put together a display highlighting the course changes of the Missouri River through Pottawattamie County from 1870 to present day and how engineered dikes and levee systems have been used as a means of flood control, which has mitigated flooding but also has had other unintended consequences.

Another fantastic program brought us Pippa White as "Women Who Changed the World." By putting on a hat, or shawl she "became" a woman in history that held a significant role, such as Florence Nightingale, founder of nursing.

The Pottawattamie County Historical Society partnered with several organizations, including the Council Bluffs Public Library to hold a Historic Preservation Celebration symposium at the library in honor of Historic Preservation Month. Daley presented about Special Collection resources that can be utilized.

Eighty-eight individuals met for the six book clubs we offered in March.

We had a total of 51 programs (16 general audience and 35 adult audience) with 657 people attending in person and 14 virtually.

Institutional Success

Chris and Theresa worked with Pottawattamie County Conservation to provide the second in the Gardening for Diversity series.

Jamie was thrilled to share some recent victories for the snack program with the board. Together, Inc. provided 500 bags of snacks and meal kit items. This donation will likely cover the need through the summer.

Trish set up a schedule for volunteers to sort the bags of snacks and check the expiration dates of items donated. This sorting project took volunteers several shifts per week for three weeks.

The Library has partnered with the Omaha Earned Income Tax Credit (EITC) Coalition to be a venue for tax preparation services. EITC provided 199 free tax preparations in March.

Lee & Bailey turned in a grant for the ALA Games & Gaming Round Table called the Game On! Grant. This could provide either an extra \$1,000 or \$500 for video game budget. We found out in researching this grant that the budget was originally \$10,000 prior to 2020. We would love to get closer to that total again with this grant and offer more PS5 games for the community!

Julie Mooney turned in her resignation and her last day is April 1st. The Page position was posted and closed on March 29th. We also hosted interviews for the two open Library Assistant PT positions.

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 PROGRAMMING STATISTICS			
ADULT PROGRAMMING (Targeted age 19+)	Feb-24	Mar-24	FY24 TOTALS
Number of In-Person Onsite Programs - Total	28	31	219
Number of In-Person Onsite Attendance - Total	326	425	2337
Number of In-Person Offsite Programs - Total	3	1	6
Number of In-Person Offsite Attendance - Total	79	46	688
Number of Live Virtual Programs	3	0	4
Number of Live Virtual Attendance	14	0	59
Number of Prerecorded Programs	3	3	11
Number of Prerecorded Attendance	23	14	52
Number of Proctored Tests	0	0	15
GENERAL INTEREST PROGRAMMING	Feb-24	Mar-24	FY24 TOTALS
Number of In-Person Onsite Programs - Total	16	17	137
Number of In-Person Onsite Attendance - Total	287	479	2633
Number of In-Person Offsite Programs - Total	8	2	34
Number of In-Person Offsite Attendance - Total	164	11	3514
TEEN PROGRAMMING (Targeted age 12-18)	Feb-24	Mar-24	FY24 TOTALS
Number of In-Person Onsite Programs - Total	33	34	351
Number of In-Person Onsite Attendance - Total	226	173	2632
Number of In-Person Offsite Programs - Total	12	7	68
Number of In-Person Offsite Attendance - Total	179	94	1025
Number of Live Virtual Programs	0	0	1
Number of Live Virtual Attendance	0	0	3
Number of Self-Directed Programs	14	12	130
Number of Self-Directed Participants	87	100	1554
YOUTH PROGRAMMING (Targeted age 0-5)	Feb-24	Mar-24	FY24 TOTALS
Number of In-Person Onsite Programs - Total	18	21	120
Number of In-Person Onsite Attendance - Total	486	548	3314
Number of In-Person Offsite Programs - Total	57	57	390
Number of In-Person Offsite Attendance - Total	905	864	6042
Number of Prerecorded Attendance	54	170	58174
Number of Baby Reads Kits Distributed	0	0	100
YOUTH PROGRAMMING (Targeted age 6-11)	Feb-24	Mar-24	FY24 TOTALS
Number of In-Person Onsite Programs - Total	11	9	76
Number of In-Person Onsite Attendance - Total	308	208	2903
Number of In-Person Offsite Programs - Total	4	4	34
Number of In-Person Offsite Attendance - Total	59	414	1757
Number of Prerecorded Attendance	37	26	258
READING PROGRAMS	Feb-24	Mar-24	FY24 TOTALS
Number Registered Adult Participants	0	0	199
Number Registered Teen Participants	0	0	220
Number New Registered Youth Participants	25	8	747
Number Imagination Library New Registrations	46	42	574
Number Imagination Library Books Mailed	1833	1844	15542

FY24 CIRCULATION/RESOURCES/SERVICES STATISTICS			
	Feb-24	Mar-24	FY24 TOTALS
Accounts			
New Card Registration	291	590	4552
Building Usage			
Gate Count/Patron Visits	13288	14534	130918
Number of Reference Questions	1922	2171	16125
Number of Microfilm Rolls Used	4	10	107
Number of Meeting Rooms Used	154	196	1263
Number of Notary Provided	19	10	175
Number of Computer Lab Sessions	1587	1803	16819
Number of WiFi Sessions	1752	1880	16209
Makerspace Room/Tool Usage	65	93	781
Circulation			
TOTAL CIRCULATION	17853	19574	162845
Self Checkouts	10421	11765	100734
Database Usage			
AcademicSearch Premier - Total FT + Abstract	8	305	461
Ancestry - Total	301	592	7423
Auto Repair Source	20	13	156
Brainfuse JobNow & VetNow- Total Usage	246	183	782
Brainfuse HelpNow - Total Usage	44	184	465
Britannica/Webster's - Total Number	306	766	2482
Consumer Reports - Page Views	145	259	2070
Digital Sandborn Maps - Pages	187	104	1397
Foundation Directory Online - All Views Total	0	0	19
Gale Virtual Reference - Total Retrievals from Usage Summary	8	23	125
Hobbies & Crafts Reference Center - Total FT + Abstract	5	8	88
Home Improvement Reference Center - Total FT + Abstract	0	4	44
Hoopla - Total Checkouts	2349	2399	21709
LearningExpress Library Complete - Sessions	0	2	17
LibraryAware	21539	12127	122461
LinkedIn Learning (Lynda) - Total Views	n/a	n/a	535
Mango Languages	21	169	286
MasterFile Premier - Total FT + Abstract	2	121	165
Newsbank - Total	6652	6720	65300
Novelist Plus - Total FT + Abstract	390	431	4271
Novelist Select - Total Clicks	46	87	626
Overdrive - Total Checkouts	7599	7867	66564
Reference Solutions - Detail View + Downloads	2	45	249
Small Engine Repair Reference Center	0	0	11
TumbleBooks Library - Content Views	4	3	142
Value Line - Downloads	3277	3539	28326
ILL			
Total ILL	440	346	3454

CIRCULATION/RESOURCES/SERVICES STATISTICS

	Feb-24	Mar-24	FY24 TOTALS
Materials			
Items Added to the Collection	1380	1295	13246
Items Removed from the Collection	300	1490	8613
Curbside			
Overall Curbside Deliveries Total	2	3	71
Overall Curbside Items Total	31	10	325
Homebound			
Number of Patrons Enrolled	43	53	40.4
Number of Homebound Patrons Served	38	43	360
Number of Homebound Items Delivered	257	242	2460
Number of pocket collections enrolled	3	3	24
Number of pocket collections delivered to	2	0	13
Number of items delivered to pocket collections	30	0	204
Volunteers			
Number of Volunteers	28	31	215
Volunteer Hours	103.26	89.02	735.21
Virtual Usage			
Website Users	7700	10000	69500
Website Sessions	17000	20000	140600
Catalog Users	4300	4700	36900
Catalog Sessions	10000	10000	84000