



**COUNCIL BLUFFS
Public Library**

**Council Bluffs Public Library
Board of Trustee – Monthly meeting
Library Board of Trustee Room
Wednesday, May 15, 2024 4:30 p.m.**

AGENDA

- I. Call to order**
- II. Approval of Agenda**
 - (1) Approval of Minutes for April 17, 2024 Board Meeting**
- III. Public Comment (5 minute limit)**
- IV. Correspondence and Announcements**
- V. Financial Report and Approval of Bills**
- VI. Old Business**
 - (1) Policy 3.7 Registered Sex Offenders Against Minors (amended)**
- VII. New Business**
 - (1) Library Roof Replacement Presentation and Discussion**
 - (2) Library Personnel Policy 208.11 Accumulated Leave (amended)**
 - (3) Policy 2.1 Library Collection Management (amended)**
 - (4) Makerspace and Adult Programming Librarian Job Description**
 - (5) Library Clerk Job Description**
- VIII. Friends of the Library**
- IX. Director's Report**
- X. Trustee Teaching Moment – Our Community Read Recap**
- XI. Next meeting – June 26, 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
April 17, 2024
4:30 PM

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

I. Call to Order

- The meeting was called to order at 4:29 PM Cindi Keithley.

II. Approval of Agenda and Minutes

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

III. Public Comment- none.

IV. Correspondence and Announcements

V. Financial Report and Approval of Bills

Leo Martin made a motion to approve the following:

\$214,525.29 for general fund,
\$27,475.80 for memorial fund,
\$140,599.70 for projects fund for a total of
\$382,600.79

Second was made by Jared Tripp. Passed unanimously.

VI. Old Business- FY24 Annual Budge Amendment- There were some adjustments in holiday/sick time being paid out in the event of retirement/resignation. There was some movement of funds from gas funds to technology service. The Council Bluffs City Human Resources office miscalculated FICA funds.

Library Services Agreement with Pottawattamie County- there was a request to put a term on the agreement, now a 3-year agreement. Leo Martin made a motion to approve, seconded by Alison Smith. Passed unanimously.

VII. New Business

1. Displays- A motion was made by Stacey Goodman, seconded by John Erixon.
2. Posters-A motion was made by Leo Martin, seconded by Jared Tripp with a keeping the word “exceed” in reference to the size of the poster.
3. Gifts and Memorials- A motion was made by Jared Tripp, seconded by John Erixon.
4. Registered Sex Offenders Against Minors- Leo made a motion to table this policy, seconded by Jared Tripp.
5. FY25 Agreement with Contract Communities
All costs went down except for Crescent.
-Crescent agreement \$3457.13. The motion was made by Stacey Goodman, seconded by Leo Martin.
-McClelland agreement \$705.51. The motion was made by Jared Trip, seconded by Nicole Juranek.
-Minden agreement \$1263.80. The motion was made by John Erixon, seconded by Jared Tripp.
-Trenyor agreement \$4640.50. The motion was made by Alison Smith, seconded by Leo Martin.
-Underwood agreement \$3856.12 A motion was made by Nicole Juranek, seconded by John Erixon.
All passed unanimously.
6. Temporary Policy Review Committee
Payouts and accruals are not aligned with the city. Mayor Walsh requested a committee review. Cindi appointed Leo and Jarod to be on the proposal committee. A motion was made by Stacey Goodman, seconded by Alison Smith to approve the committee appointments.

VIII. Friends of the Library

Training was held last Saturday. The membership save-the-date postcards were sent out. Two scholarships were awarded!

IX. Director’s Report

- Cochran Park kiosk will be done approximately June 2024, working with muralist.
- LIT student accounts- now working with individual teachers.
- Materials Inventory and Diversity Audit- plan to do regular inventory to look at collections from a diverse standpoint.
- Building Space Assessment- on hold
- Cross training employees is now allowing for quarterly meetings.
- All staff underwent dementia training.
- Strategic Plan-1st phase of focus groups is complete.
- Staff Update: Deb Miller retiring after 46.5 years. Trish Alfer was hired to replace Deb.
- 2 part-time library assistants were hired. Julie Mooney resigned.
- The Teen Center roof is still leaking.

X. Teaching Moment: State of America's Libraries

54% of book banning attempts are happening at public libraries. The attempts are coming from patrons, parents, pressure groups. In 2014, 183 unique titles were challenged. In 2024, 4240 unique titles have been challenged. Top 10 books challenged have a common theme of sexually explicit material. The top 3 books challenged are nonfiction and top 2 are memoirs.

XI. Adjournment

- The meeting was adjourned at 5:44 PM. Jared Tripp made a motion, seconded by John Erixon. The next meeting will be held on May 15, 2024 at 4:30 PM. *Please note the June meeting is held on a national holiday, so the June meeting is potentially scheduled for June 26.

Community Correspondence

April 2024

Publicity:

The Daily Nonpareil

There were 18 articles published either online or in print pertaining to the library. 2 were about events held at the library, 3 were about the solar eclipse program, 1 was about the author visit of Steve Sieberson, 2 were about the Historic Preservation Celebration, 2 were about our financial literacy month activities, 5 were about the Our Community Reads author, Ben McGrath, 2 were about the Friends of the Library teen scholarships, 1 was about the Sail On and Fly High calm kits in Teen Central.

Unleash CB Bulletin

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

Other

There were two podcasts on Bluffs Country KXCB 106.5. 1 about author Steven Sieberson and 1 about Our Community Reads author, Ben McGrath.

Western Iowa Today - Tuesday, April 9, 2024: An online article notes that the Pottawattamie County Board of Supervisors designated April 7-13, 2024 as National Library Week.

Billings, Mandy. "Pottawattamie County supervisors designate April 7-13 as National Library Week." *Western Iowa Today*, <https://westerniowatoday.com/2024/04/09/pottawattamie-county-supervisors-designate-april-7-13-as-national-library-week/>. Accessed 16 Apr. 2024.

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

April 2024

ACCOUNTS FOR:		REVISED	YTD	MTD	FY24 MIDYEAR	AVAILABLE	PERCENT
GENERAL FUND		Budget	EXPENDED	EXPENDED	ADJUSTMENT	BUDGET	USED
A14100 601000	SALARIES- REGULAR	1,382,515.17	1,069,433.01	104,443.77	-	313,082.16	77.4%
A14100 602000	SALARIES- PARTIME	389,740.28	282,237.35	27,152.58	-	107,502.93	72.4%
	TOTAL SALARIES & WAGES	1,772,255.45	1,351,670.36	131,596.35	-	420,585.09	76.3%
A14100 606400	HOLI-VACATION-SICK PAY	16,251.42	1,637.14	-	16,251.42	14,614.28	10.1%
A14100 611000	FICA	126,288.59	100,215.63	9,733.56	1,243.23	26,072.96	79.4%
A14100 613000	IPERS	157,855.63	126,314.30	12,363.38	-	31,541.33	80.0%
A14100 615000	GROUP INSURANCE	330,004.32	295,881.02	30,013.30	-	34,123.30	89.7%
A14100 619930	MILEAGE REIMBURSEMENT	2,500.00	1,612.77	244.69	(1,500.00)	887.23	64.5%
A14100 619950	MISC EMPLOYEE BENEFITS	1,500.00	880.35	-	-	619.65	58.7%
	TOTAL EMPLOYEE BENEFITS	634,399.96	526,541.21	52,354.93	15,994.65	107,858.75	83.0%
A14100 621000	DUES-MEMBER-SUBSC	3,000.00	2,817.40	400.00	-	182.60	93.9%
A14100 623000	TRAINING EXPENSE	2,000.00	1,090.96	75.00	-	909.04	54.5%
A14100 623010	TRAVEL EXPENSE	3,000.00	1,416.25	-	(2,000.00)	1,583.75	47.2%
A14100 623020	EMPLOYEE MEAL EXPENSE	1,000.00	47.39	-	-	952.61	4.7%
	TOTAL STAFF DEVELOPMENT	9,000.00	5,372.00	475.00	(2,000.00)	3,628.00	59.7%
A14100 637110	UTILITIES-GAS	15,000.00	8,509.15	1,785.36	(15,000.00)	6,490.85	56.7%
A14100 637120	UTILITIES-ELECTRIC	69,000.00	51,770.53	-	-	17,229.47	75.0%
A14100 637210	REFUSE COLLECTION	1,200.00	866.60	86.66	-	333.40	72.2%
A14100 637300	TELECOMMUNICATION	600.00	500.00	50.00	-	100.00	83.3%
A14100 637400	UTILITIES-WATER	3,000.00	1,826.39	160.92	1,000.00	1,173.61	60.9%
	TOTAL UTILITIES	88,800.00	63,472.67	2,082.94	(14,000.00)	25,327.33	71.5%
A14100 640200	ADVERTISING EXPENSE	3,000.00	2,060.01	131.64	-	939.99	68.7%
A14100 640300	TECHNOLOGY SERVICES	165,000.00	195,680.24	63,964.91	15,000.00	(30,680.24)	118.6%
A14100 640400	BILLING & COLL FEES	1,500.00	1,893.44	194.92	-	(393.44)	126.2%
A14100 640700	CONSUTANT EXPENSE	500.00	-	-	-	500.00	0.0%
A14100 641000	OTHER CNTRACTUAL SRVCS	70,300.00	44,494.64	63.00	-	25,805.36	63.3%
A14100 641410	PRINTING	1,000.00	322.48	-	-	677.52	32.2%
A14100 642000	LEASE PAYMENTS	5,700.00	5,463.34	568.29	500.00	236.66	95.8%
	TOTAL CNTRACTUAL SRVCS	247,000.00	249,914.15	64,922.76	15,500.00	(2,914.15)	101.2%
A14100 650200	FICTION & LARGE PRINT	35,800.00	26,998.30	3,102.18	-	8,801.70	75.4%
A14100 650210	PERIODICALS	12,000.00	2,879.59	-	-	9,120.41	24.0%
A14100 650211	AUDIO BOOKS	17,000.00	15,511.66	1,481.63	-	1,488.34	91.2%
A14100 650212	DVDs	27,000.00	12,719.27	1,314.64	-	14,280.73	47.1%
A14100 650213	MUSIC CDs	4,000.00	2,793.19	271.14	-	1,206.81	69.8%
A14100 650214	REFERENCE	6,000.00	2,917.86	82.08	-	3,082.14	48.6%
A14100 650215	DATABASES	86,600.00	82,068.39	-	-	4,531.61	94.8%
A14100 650216	YOUNG ADULT	16,000.00	13,278.34	603.42	-	2,721.66	83.0%

Expenses Outside of City Operating Budget/General Fund

FY 2023-2024

Type of Service	Fund Source	Apr-24
Adult Programming	Foundation	\$446.24
Book Memorials	Various	\$97.80
Foundation Author Series	Foundation	\$10,000.00
Friends Mailer	Friends	\$49.95
Homebound Supplies	Homebound Donations	\$98.93
IWF Mini-Grants	Iowa West Foundation	\$400.00
Kids Supplies	Summy Family Fund	\$16.98
Minor Equipment	Enrich Iowa	\$350.36
Our Community Reads Authors	Foundation	\$5,329.72
Our Community Reads Books	Foundation	\$71.00
Strategic Plan	Foundation	\$55.23
Summer Reading Programs - Adult	Foundation	\$75.00
Summer Reading Programs - Youth	Foundation	\$135.90
Technology Refresh	Foundation	\$96.79
Teen Programming	Foundation	\$664.82
Volunteer Appreciation	Enrich Iowa	\$29.18
Youth Programming	Foundation	\$666.52
TOTAL Gifts & Memorials:		\$18,584.42

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

\$250.00 "Thanks for a great library"

\$90,599.70 from Foundation for Book Sorter

\$26,919.74 from Foundation for Author Series

\$200 IWF Belonging Mini Grant

\$148,762.00 Pottawattamie County

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 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 real 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 real 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 real 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 real 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.

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208.11 ACCUMULATED LEAVE

An employee, who leaves Library employment, shall receive pay for any eligible Vacation Leave, Casual Leave, Compensatory Time or accumulated holidays according to the accumulation limits listed. Such pay shall be pro-rated to the last day worked and shall be included in the employee's final paycheck.

	<u>Max Allowed (hours)</u>
<u>New Hire</u>	<u>160</u>
<u>Starting on 6 year anniversary</u>	<u>200</u>
<u>Starting on 13 year anniversary</u>	<u>240</u>
<u>Starting on 19 year anniversary</u>	<u>280</u>

An employee will not be paid for any unused Perfect Attendance Leave, Administrative Leave or Sick Leave upon separation from employment. (See Section 503.3: *Perfect Attendance/Separation From Employment*)
Computation of compensatory time shall be on the basis of the employee's regular rate of pay at the time of separation. All other such leaves shall be on the basis of regular base hourly pay.

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2.1 Library Collection Management

Adopted: June 1993

Amended & Reapproved: September 1997; November 2006; September 16, 2009; March 17, 2010; February 19, 2014; March 22, 2017; August 19, 2020; December 23, 2021

POLICY:

The Council Bluffs Public Library seeks to enrich, empower and inform the community through the addition of resources to the Library's collection. The Collection Development Policy outlines the criteria for the selection and management of these resources.

I. PURPOSE

This Collection Development Policy provides board-approved guidelines for the library staff to most effectively use the Library's financial resources to fulfill the present and anticipated needs of the community it serves.

The purpose of this policy is to recognize the diverse library needs of all citizens and to provide on equal terms, free, open and equal access and to provide service to all individuals and groups.

It incorporates the library's goals and objectives, the principles of the Library Bill of Rights, the Freedom to Read and View statements and the Free Access to Libraries for Minors.

II. SELECTION CRITERIA

Materials are selected in accordance with the mission and goals of the library, the varied interest of our patrons, budgetary and space constraints.

Materials will be selected using professional judgment and standard selection tools.

The Library Bill of Rights will be the foundation of the Collection Development process.

Scope of the collection is intended to offer all persons a choice of format, treatment and level of difficulty so that the majority of the cultural, informational, educational and recreational needs of the individual user can be met.

Emphasis is placed on works of general interest. The library does not attempt to acquire textbooks or other curriculum related materials except as such materials contribute to and serve the needs of the general public.

The addition of material to the library does not constitute or imply agreement with or approval of its content, but assures that a variety of differing points of view are represented.

Multiple copies of heavily requested titles may be purchased to meet community needs.

COUNCIL BLUFFS PUBLIC LIBRARY
POLICY MANUAL

Funds for materials are reviewed and allocated at the beginning of the fiscal year.

Selection involves striking a balance between demand for current, highly requested titles and the need to maintain and develop a balanced core collection. Patron requests will be given strong consideration.

III. RESPONSIBILITIES FOR MATERIALS SELECTION

The Director delegates the authority and responsibility for collection development and management to appropriate staff. However, ultimate responsibility for materials selection rests with the Director who operates within the framework of policies determined by the Library Board.

IV. ACCESSIBILITY

CBPL will not restrict access to any library materials in public areas.

Children, young adult, and adult collections are differentiated based on reading level, language comprehension, and audience. These collections may be housed in designated areas to aid in discovery.

Determining the appropriateness of materials for minors is the sole responsibility of the parent or guardian.

Some materials and resources are designated for use in the library only.

V. WEEDING

The library's collection should be evaluated on a continuing basis for retention, replacement, or withdrawal in order to improve the accessibility of the remaining materials, enhance the appearance of the collection and help improve the overall circulation and turnover rates of materials.

Weeded materials become surplus property and may be, at the discretion of the Library Director, donated, disposed of, or sold by the Friends of the Library for fund-raising purposes.

VI. GIFTS AND MEMORIALS (Bd. Approved – 2/19/2020)

VII. APPENDIXES

- A. Library's Mission Statement and Goals
- B. Library Bill of Rights
- C. Free Access to Libraries for Minors
- D. Freedom to Read Statement
- E. Freedom to View Statement
- F. Requests for Reconsideration

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B. Library Bill of Rights

C. ~~Free Access to Libraries for Minors~~ Access to Library Resources and Services for Minors

D. Freedom to Read Statement

E. Freedom to View Statement

F. Requests for Reconsideration

LIBRARIAN – MAKERSPACE & ADULT PROGRAMMING

POSITION: LIBRARIAN – MAKERSPACE & ADULT PROGRAMMING

CLASSIFICATION: NUGR 19

REPORTS TO: Department Manager

NATURE OF WORK:

The Librarian performs professional level work under the general supervision of the Department Manager or the Library Director. A Librarian is concerned with serving the interests of the library's patrons by carrying out library policies and procedures which meet the library's goals and objectives. The Librarian for Makerspace & Adult Programming coordinates and supervises the operations of developing makerspace adult programming, as well as serving patrons at the Adult Reference Desk, the computer lab, and the makerspace under the general supervision of the Department Manager or the Library Director. The work in this position requires the application of professional knowledge and skills gained with an MLS degree.

DUTIES AND RESPONSIBILITIES:

- Works within the designated makerspace and adult programming budget to coordinate, develop and provide library programming both within and outside of the library to promote increased use of the library and library resources and services, for various audiences and groups within the community, mainly focusing on those 18 years or older but also provides programming that reach all-age audiences.
- Coordinates performer/presenter contracts that fall under a designated value.
- Completes short and long range planning for adult and makerspace programs.
- Communicates with Department Manager and/or the Director regarding the schedule of makerspace and adult programming and prepares regular narrative and statistical reports.
- Coordinates makerspace and adult programming services' operations with other library services and functions.
- Develops program descriptions, website event listings, and press releases for adult programming.
- Allocates work for library clerks or library assistants with regards to makerspace and adult program marketing.
- Provides database searches as needed and develops bibliographic tools such as pathfinders, bibliographies, etc.
- Instructs patrons in the use of the library, its catalogs, resources, and equipment.
- Provides reference, research, and readers' advisor assistance to patrons using library resources and resources outside the library.
- Coordinates and creates displays for the display cases.
- Serves as manager-in-charge as assigned, handling the building and occupants according to the Emergency Manual or other training.
- Supervises volunteers in the library and at library outreach events.
- Serves as liaison to other community groups.
- Continues professional growth by reading professional literature, attending library workshops and conferences, and participating in library and community meetings and programs.
- Performs other related duties as assigned.

ABILITIES AND KNOWLEDGE REQUIRED:

Experience/Education:

- Master's Degree in Library Science (MLS) from an accredited ALA institution
OR
- Professional knowledge and skills commensurate with an MLS degree
- Ability to form effective working relationships with staff, city departments, outside organizations and general public.
- Ability to communicate effectively both orally and in writing.
- Ability to use independent judgment and exercise knowledge of library science fundamentals.
- Ability to assist patrons in their searches including retrieving and re-shelving all types of materials from all storage areas throughout the library.
- Ability to provide personal transportation to off-site locations.
- Ability to organize and execute large-scale planning for programs.
- Experience with library databases and Library ILS software.
- Computer and digital literacy skills, with knowledge of or the ability to learn specific software and programs.
- Ability to use, instruct, and troubleshoot technology utilized in the Makerspace, including but not limited to 3D printers, audio and video recording and editing equipment, and media conversion equipment
- Must be able to work some nights and weekends; and flexible enough to switch when necessary.
- To serve our diverse community, ability to speak, read, and write in Spanish a plus.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls and to reach with hands and arms. Hand-eye coordination is necessary to operate computers and various office equipment. The employee is occasionally required to climb or balance; stoop, kneel or crawl.

The employee must occasionally lift and/or move objects of 40 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

LIBRARY CLERK: SUPPORT SERVICES

POSITION: LIBRARY CLERK

CLASSIFICATION: NUGR 7

REPORTS TO: Support Services Manager

NATURE OF WORK:

The Support Services Library Clerk performs clerical level work under the supervision of the Support Services Manager. The Support Services Library Clerk is responsible for the routine operations of unboxing, processing, and repairing materials in the Support Services Department. The library clerk performs routine library and clerical tasks which are common to all departments of the library.

DUTIES AND RESPONSIBILITIES:

- Receives and verifies items shipped to the library.
- Processes items in preparation for cataloging.
- Minor repairs of damaged items.
- Performs work within established guidelines and refers department problems and concerns to a manager.
- Assists in collection maintenance by shelving, weeding and inventorying.
- Performs other related duties as assigned.

ABILITIES AND KNOWLEDGE REQUIRED:

Experience/Education: High School diploma or equivalent (GED).

- Ability to perform routine tasks on a daily basis.
- Ability to read, understand, and follow oral and written instructions and make decisions within established guidelines.
- Ability to form effective working relationships with staff and general public.
- Ability to work in a pleasant and effective manner with customers, co-workers, other agencies and departments.
- Ability to communicate effectively using basic software such as Microsoft Office Suite, Google Workspace, and Zoom.
- Ability to use typical office equipment such as a PC, telephone, copy machine, and tablet.
- Ability to operate specialized equipment for the repair and processing of library materials.
- Ability to be creative, flexible and to prioritize tasks.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls and to reach with hands and arms. Hand-eye coordination is necessary to operate computers and various office equipment. The employee is occasionally required to climb or balance; stoop, kneel or crawl.

The employee must occasionally lift and/or move objects of 40 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Director's Report

April 2024

This year I am participating in the College View Elementary Exhibition process as a mentor for a group of 5th graders researching book banning. Exhibition is the final project for 5th graders as College View is an International Baccalaureate school. The intention is that students will use all of the skills they have developed throughout elementary to research a topic and take action then present on it. I have met with these students weekly for an hour to answer questions, guide research, and provide support. It has been such a wonderful experience to help a group of caring and focused kids learn more about what book banning is and how it could affect them. It was timely that I began meeting with my group in April. National Library Week was the beginning of April and a lot of information and data is shared during that week about the previous year in libraries. Many of the students were shocked by the numbers, what books are banned, and why they are banned. As we are getting to the end of the school year and the end of their project, they are moving to action and it is inspiring to see them use wonderful information literacy skills to share with the community about the process and effect of book banning. Their presentation along with their classmates and their topics will be on May 21st.

In April I also spent time in a lot of partner meetings. Partnerships and highlighting resources and services in the community are vital to being an information resource for the community. In that vein we have worked hard to establish partnerships around health equity and social service agencies. We now host weekly street outreach services and monthly services with League of Human Dignity and Heartland Family Services. This summer we will also be a weekly site for the mobile clinic through All Care. I am always seeking out more partnerships for us to connect our community to resources.

April was also the month of focus groups for the strategic plan. I spent time with the consultants looking at data and working to make sure as many people could be included to get insightful information on what the future and focus of the library should be for the next 5 or so years. Some early key findings include that people want more, more books, more access, and more hours. All these things take money, so we will begin to explore deeper how to accomplish some of the basic things, but in a greater amount.

Facilities Update:

New blinds were installed in the windows near the fiction materials. These are intended to address some of the fading that is happening on materials in the fiction and paperback sections.

Windows have been washed on the building for the year to clear away the grime that builds up over the winter from the salt on the streets.

The roof is in need of repair and likely some sections will need replacement. We are working with the City to determine the best options.

Staff Update:

Julie Mooney resigned from the library in April. We hired Hannah Moore as her replacement. Hannah is a high school student at Lewis Central.

Trish Alfors has taken over the library assistant position in support services that Deb Miller retired from. The position will have slightly different duties.

We hired Breanne Seidle and Megan Geren as part-time library assistants in the circulation department. They will assist with all aspects of circulation. Breanne will also support the new Cochran Kiosk location when that opens later this year.

Jake Burgess resigned from his role in the teen department. He will be missed.

We have posted the two open positions in Teen Central and hope to have them filled by early summer.

Upcoming Events:

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

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

May 29th – Claude Bourbon in Concert 6:30 p.m.

June 1st – Fossils Under Your Feet 2 p.m.

June 5th – What Happens to My Recycling Trash? Field Trip! 1 p.m.

June 11th – Our America: Black Freedom Documentary 6:30 p.m.

June 25th – Marking Nebraska: Our (Mostly) Hidden Historical Monuments 6:30 p.m.

June 27th – Rupert Wates in Concert 7 p.m.

Youth storytime every Tuesday and Thursday in June and July. Meet a Real...programming on Monday and paid presenters on Wednesday in Bayliss Park. Programming every Friday at Cochran Park in June and July.

Beginning Reader and Elementary Age book clubs Tuesday and Thursday in June and July in the Treehouse.

Daily Teen programming in June and July in Teen Central.

Respectfully Submitted:

Antonia Krupicka-Smith

Public Service's Report

April 2024

Access

The first batch of books for the Cochran Park Kiosk were ordered this month. Items will be cataloged through the month of May.

The bike locks have had a high circulation ever since they've been introduced. A definite success.

Theresa and Lindsay attended a Family Night at Titan Hill and provided an activity and library information. They interacted with 375 patrons.

Lindsay completed one outreach for our department this month to Silent Book Club on April 5th at PACE. This event was less attended than past months, and there were only 14 attendees. We had 13 interactions though! We had also intended to do outreach on 4/27 to Crescent at their inaugural Farmers Market, but they cancelled the event due to the storm the previous evening.

Julianne and her volunteers coordinated delivery of 274 items to 44 individuals this month. We had 1 new individual register for Homebound in April. They also delivered 20 items to two of our registered pocket collections as well.

Automatic Renewals were changed to only occur one time, and patrons still have the option to renew manually a second time. Information at the desk was updated to reflect this change when introducing new patrons to the library. We also run a second hold notice out in the afternoons to expedite when patrons find out about an available hold, this goes out in the afternoon at 3 pm. Our original notice still goes out in the morning around 7 am.

Creighton Camerer taught a couple of staff members of the 911 CB Emergency learn how to you the heat press. They made each of their fellow staff members a personalized tote bags to honor and thank them for their work during National Public Services Week, April 14–20. They made 27 tote bags and 27 accompanying small zip bags personalized with their name and badge number.

A patron came in with a sample mug to do on the Heat Transfer Press before she did several for gifts. She discovered that her logo pattern was not as clear as it needs to be, so Creighton showed her how to create a sharper image to cut down the blurriness of her design.

Mindy McCollough had three full classes for the How to Sew: a Water Resistant Drawstring Bag, to tie into the OUR Community Reads theme.

Marketing & Public Awareness

We had one new pass added in April: Omaha Jitterbugs. It's available to public on Friday evenings for their weekly event, Jitterbugs Night Out. 2 people can attend on 1 pass. Zoo passes on April 1st all went out on the first day – they're always popular when it's warmer out! We also handed out Opera Omaha Tickets, 34 in total. Lindsay took care of promotion for all three of these Discovery Pass updates.

Lindsay also created the Google Form for the voting of the name for the new book return (AMH) for the public. Emily put together a bilingual newsletter that went out at the end of April. She also created Facebook posts for the Spanish page about Moneysmart Week, Opera Omaha tickets, the Strategic Planning focus group, Día Celebration, & Free Comic Book Day. She assisted Youth with translating a May Peachjar flyer & their Día event promotion. Emily created a Spanish Omaha Jitterbugs blog post.

Resources & Services

There were 14 on-site storytimes serving 377 patrons. The most popular Macaroni & ABCs this month was Music with Lori Lynn. Overall attendance at Macaroni & ABCs was 148 patrons.

Chris, Theresa, Lisa, and Anna collectively provided 60 storytime programs for classroom groups this month, reaching 985 students and teachers.

This month's Homeschool Huddle theme was Citizen Science. The most popular activity creating bugs from recycled parts. Forty-two patrons attended.

Bridget planned and executed 9 after-school programs this month for 117 patrons. The most popular session was for Hex Bugs. Kids were allowed to build little obstacle courses for the robots to navigate.

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

We welcomed author Stacy McAnulty to town to present to all of our second grade students for the Our Community Reads program. She had 3 presentations throughout the day—2 for CBCSD students at Longfellow Elementary and 1 for Titan Hill and St. Albert students at the LCHS Performing Arts Center. Over the course of the day, she saw 985 students and teachers.

On April 2nd, Jamie delivered 870 books to 6th-grade classrooms around the city. The books Sunny Makes a Splash were purchased and given to 6th graders in preparation for the author's visit with Jennifer Holm on April 23rd. Wilson Middle School and Kirn Middle School each had the author come to visit. Lewis Central High School graciously hosted the LC Middle School and St. Albert 6th graders to the event in their building. The students were engaged throughout the presentation. We received a lot of great feedback regarding the visit.

Trish escorted 8th graders to the Kirn 8th grade commons for Book Feast throughout April. Jamie enjoyed leading discussions and book talks with an enthusiastic group of 8th-grade girls once a

week throughout April. The group enjoyed a pizza party and book talks for their final group on May 1st.

School Clubs at Kirn and Wilson will be finished by the first of May.

We reorganized the paperbacks and cleaned up that collection somewhat in the last month. We were also excited to see that the shades went up this last month to help protect this collection from additional fading!

Caroline hosted a 2 hour seed packing party with volunteers from the Master Gardeners in April, with 7 volunteers attending and donating their own seed.

One of our highlights this month was to have Steve Sieberson back to tell us about his new book entitled "*The 15th Amendment*." The audience really connected with him in a variety of ways related to the topics that he explores in his novel.

Our Spring Author Fair had 11 authors promote their books at tables in the Atrium. They really enjoyed talking with the community and each other.

OUR Community Reads author of the adult title, Ben McGrath, was so interesting to listen to as he told us of his research on Conant – The Riverman. We especially were interested in what Conant did in coming through Omaha on the Missouri River.

Marlys Lien shared that as she was walking out of the post office in Council Bluffs recently, a woman walking in the door smiles at her, and says "THANK YOU FOR ALL OF THE PROGRAMS YOU OFFER AT THE LIBRARY!" Her face was not a familiar one to her (frequent attender) and Marlys didn't have time to stop and ask her which ones she liked, but it sure was a reflection on how the community appreciates what the library offers!

Institutional Success

Anna presented about her child-focused career for the after-school babysitting clubs at Kirn and Wilson this month.

Chris and Theresa attended a Bee City USA education committee meeting.

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

We had 21 new registrations for 1,000 Books Before Kindergarten. Fifty-eight readers are actively participating in the program through Beanstack.

The Dolly Parton Imagination Library had 51 new registrations this month and delivered 1,836 books.

The Library has partnered with the Omaha Earned Income Tax Credit (EITC) Coalition to be a venue for tax preparation services. EITC provided 98 free tax preparations in April to conclude the 2023 Tax Season.

Partnering with the University of Northern Iowa, Daley Porter has been working with a volunteer from the Pottawattamie Genealogical Society to digitize Pottawattamie County Rural School Records held by UNI. After scanning the records, we are sending the digitized records to UNI and are allowed to retain a digital copy for our collection. The scanning of first batch that were sent to us has been completed. Daley finished uploading the files, shared them with UNI, and sent back the microfilm reels.

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			
	Mar-24	Apr-24	FY24 TOTALS
Accounts			
New Card Registration	590	251	4803
Building Usage			
Gate Count/Patron Visits	14534	14142	145060
Number of Reference Questions	2171	2096	18221
Number of Microfilm Rolls Used	10	2	109
Number of Meeting Rooms Used	196	193	1456
Number of Notary Provided	10	38	213
Number of Computer Lab Sessions	1803	1860	18679
Number of WiFi Sessions	1880	2200	18409
Makerspace Room/Tool Usage	93	31	812
Circulation			
TOTAL CIRCULATION	19574	18791	181636
Self Checkouts	11765	11,015	111749
Database Usage			
AcademicSearch Premier - Total FT + Abstract	305	140	601
Ancestry - Total	592	516	7939
Auto Repair Source	13	5	161
Brainfuse JobNow & VetNow- Total Usage	183	393	1175
Brainfuse HelpNow - Total Usage	184	100	565
Britannica/Webster's - Total Number	766	140	2622
Consumer Reports - Page Views	259	152	2222
Digital Sandborn Maps - Pages	104	64	1461
Foundation Directory Online - All Views Total	0	0	19
Gale Virtual Reference - Total Retrievals from Usage Summary	23	79	204
Hobbies & Crafts Reference Center - Total FT + Abstract	8	0	88
Home Improvement Reference Center - Total FT + Abstract	4	0	44
Hoopla - Total Checkouts	2399	2336	24045
LearningExpress Library Complete - Sessions	2	1	18
LibraryAware	12127	12651	135112
LinkedIn Learning (Lynda) - Total Views	n/a	n/a	535
Mango Languages	169	154	440
MasterFile Premier - Total FT + Abstract	121	49	214
Newsbank - Total	6720	7468	72768
Novelist Plus - Total FT + Abstract	431	618	4889
Novelist Select - Total Clicks	87	42	668
Overdrive - Total Checkouts	7867	6980	73544
Reference Solutions - Detail View + Downloads	45	3	252
Small Engine Repair Reference Center	0	0	11
TumbleBooks Library - Content Views	3	3	145
Value Line - Downloads	3539	3610	31936
ILL			
Total ILL	446	458	4012

CIRCULATION/RESOURCES/SERVICES STATISTICS

	Mar-24	Apr-24	FY24 TOTALS
Materials			
Items Added to the Collection	1295	1462	14708
Items Removed from the Collection	1490	877	9490
Curbside			
Overall Curbside Deliveries Total	3	2	73
Overall Curbside Items Total	10	21	346
Homebound			
Number of Patrons Enrolled	53	51	41.5
Number of Homebound Patrons Served	43	44	404
Number of Homebound Items Delivered	242	274	2734
Number of pocket collections enrolled	3	3	27
Number of pocket collections delivered to	0	2	15
Number of items delivered to pocket collections	0	30	234
Volunteers			
Number of Volunteers	31	20	235
Volunteer Hours	89.02	69.99	805.2
Virtual Usage			
Website Users	10000	7900	77400
Website Sessions	20000	18000	158600
Catalog Users	4700	4100	41000
Catalog Sessions	10000	9600	93600

FY24 PROGRAMMING STATISTICS

ADULT PROGRAMMING (Targeted age 19+)	Mar-24	Apr-24	FY24 TOTALS
Number of In-Person Onsite Programs - Total	31	30	249
Number of In-Person Onsite Attendance - Total	425	250	2587
Number of In-Person Offsite Programs - Total	1	0	6
Number of In-Person Offsite Attendance - Total	46	0	688
Number of Live Virtual Programs	0	0	4
Number of Live Virtual Attendance	0	0	59
Number of Prerecorded Programs	3	3	14
Number of Prerecorded Attendance	14	7	59
Number of Proctored Tests	0	0	15
GENERAL INTEREST PROGRAMMING	Mar-24	Apr-24	FY24 TOTALS
Number of In-Person Onsite Programs - Total	17	15	152
Number of In-Person Onsite Attendance - Total	479	325	2958
Number of In-Person Offsite Programs - Total	2	1	35
Number of In-Person Offsite Attendance - Total	11	13	3527
TEEN PROGRAMMING (Targeted age 12-18)	Mar-24	Apr-24	FY24 TOTALS
Number of In-Person Onsite Programs - Total	34	31	348
Number of In-Person Onsite Attendance - Total	173	192	2638
Number of In-Person Offsite Programs - Total	7	31	92
Number of In-Person Offsite Attendance - Total	94	192	1123
Number of Live Virtual Programs	0	0	1
Number of Live Virtual Attendance	0	0	3
Number of Self-Directed Programs	12	13	131
Number of Self-Directed Participants	100	137	1591
YOUTH PROGRAMMING (Targeted age 0-5)	Mar-24	Apr-24	FY24 TOTALS
Number of In-Person Onsite Programs - Total	21	22	142
Number of In-Person Onsite Attendance - Total	548	860	4174
Number of In-Person Offsite Programs - Total	57	55	445
Number of In-Person Offsite Attendance - Total	864	851	6893
Number of Prerecorded Attendance	170	276	58450
Number of Baby Reads Kits Distributed	0	0	100
YOUTH PROGRAMMING (Targeted age 6-11)	Mar-24	Apr-24	FY24 TOTALS
Number of In-Person Onsite Programs - Total	9	13	89
Number of In-Person Onsite Attendance - Total	208	591	3494
Number of In-Person Offsite Programs - Total	4	13	47
Number of In-Person Offsite Attendance - Total	414	1522	3279
Number of Prerecorded Attendance	26	16	274
READING PROGRAMS	Mar-24	Apr-24	FY24 TOTALS
Number Registered Adult Participants	0	0	199
Number Registered Teen Participants	0	0	220
Number New Registered Youth Participants	8	21	768
Number OCR Reading Challenge Participants		104	
Number Imagination Library New Registrations	42	51	625
Number Imagination Library Books Mailed	1844	1836	17378
PATRON DIRECTED ACTIVITIES	Mar-24	Apr-24	FY24 TOTALS
Make & Take Kits	0	0	75
Story-Walk Participants	283		2160
SUMMER MEAL DISTRIBUTION	Mar-24	Apr-24	FY24 TOTALS
Number Meals Distributed	0	0	1370