



**COUNCIL BLUFFS
Public Library**

**Council Bluffs Public Library
Board of Trustee – Monthly meeting
Library Board of Trustee Room
Wednesday, September 18, 2024 4:30 p.m.**

AGENDA

- I. Call to order**
- II. Approval of Agenda**
 - (1) Approval of Minutes for August 21, 2024 Board Meeting**
- III. Public Comment (5 minute limit)**
- IV. Correspondence and Announcements**
- V. Financial Report and Approval of Bills**
- VI. Old Business**
- VII. New Business**
 - (1) FY26–FY30 Proposed CIP**
 - (2) FY26 Proposed Operating Budget**
 - (3) Library Board By-Laws (re-approval)**
- VIII. Friends of the Library**
- IX. Director’s Report**
- X. Trustee Teaching Moment – Summer Reading Recap**
- XI. Next meeting – October 16, 2024 – 4:30 p.m.**

Discover it here

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

Council Bluffs Public Library
Board of Trustee – Monthly meeting
Library Board of Trustee Room
Wednesday, August 21, 2024 4:30 p.m.

AGENDA

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

I. Call to order- The meeting was called to order at 4:33 p.m. by Cindi Keithley.

II. Approval of Agenda

(1) Approval of Minutes for July 17, 2024, Board Meeting. A motion was made to approve the minutes with minor edits by Ron Frascht, seconded by Leo Martin. Approved unanimously,

(2) Approval of Minutes for August 6, 2024, Special Board Meeting- A motion was made to approve the minutes with minor edits by Leo Martin, seconded by John Erixon. Approved unanimously.

(1) Public Comment (5-minute limit) none

(2) Correspondence and Announcements-The Council Bluffs Public Library was mentioned in *Advance*, a PBS publication.

(3) Financial Report and Approval of Bills

June 2024 Remaining bills

General Fund -\$45,970.99

Due to transfer of FY24 prepaids transferred to FY25, in the amount of \$47,706.38

Gifts and Memorials \$428.67

Projects Fund \$96,060.81

Total \$50,518.49

July 2024 (FY2025)

General Fund- \$279,384.78

Gifts and Memorials \$19,328.86

Projects Fund \$162.39

Total \$298,876.03

A motion was made by Leo Maetin to approve the June and July expenses, seconded by John Erixon. Approved unanimously.

- (4) Old Business-none
- (5) New Business
- (1) Policy 4.5 Research Requests (adopt)- The special collections librarian brought this forward to discuss limitations on research. A motion was made by Stacey Goodman to approve, seconded by Ron Frascht. Approved unanimously.
- (2) 2024 – 2029 Strategic Plan- The strategic plan is now a five-year strategic plan instead of three. A motion was made by Ron Frascht to approve, seconded by Nicole Juranek. Approved unanimously.
- (6) Friends of the Library- The Friends of the Library Book Sale will be September 19-21, 2024. Their annual meeting will be held on November 15, 2024. They have a full board.
- (7) Director's Report- The Foundation Board met on August 12, 2024, and approved a one-time cost up to \$425, 000 for the roof repair.
The Foundation announced upcoming authors with presentations at the Arts Center at Iowa Western.
The summer reading program ends August 31. The prizes were well-liked and big increases in those who finished the summer reading program.
Three new hires: Support Services, Makerspace, and Teen Central.
- (8) Trustee Teaching Moment – LIT Student Account Year 2
Jamie Menning provided a data-driven handout with the 2023-2024 usage recap of LIT accounts.
- (9) Adjournment: The meeting was adjourned at 5:23 p.m. Next meeting – September 18, 2024 – 4:30 p.m.

Community Correspondence

August 2024

Comments:

I was so disappointed today when I saw not one bug two men sleeping in the library. One scared me as I went around the corner and heard him snore. Why is this happening and or allowed?

(Response from Library Director)

Hello,

I apologize for your experience in the library. We strive to provide a safe and respectful environment for everyone and have a behavior code that we hold all of our community members to. It is a large building and at times we do miss when a patron may fall asleep. We do check on patrons who have dozed off to ensure that they aren't experiencing a medical emergency and for that reason we don't allow sleeping in the library. I will remind my staff to be doing regular walking checks through the library to ensure that our patrons are not having an emergency.

I hope you will still feel comfortable visiting the library and in the future if you notice this happening in the library, please just let a staff member know so that we can check on the patron and make sure everything is ok.

Thank you,

CB Library,

Thank you so much for allowing us to use your space! We will keep you in mind for future events!
First Responders Foundation

Had a patron say she found several books searching our catalog that she wanted to check out but they were all electronic copies and she hates reading electronic materials. Didn't have specific items to request but wanted to share her opinion.

Patron mentioned using the connect4 game in youth when a librarian came over and said she couldn't use them in the youth area, patron asked to move the game to another area and the librarian said it can't leave the youth dept. Patron was upset because no one was using the item and she felt singled out. Complained to staff that the library was a ghost town and people only play on the computers.

Voicemail from non-Iowa resident with a fee-based card:

(Staff member) this is [REDACTED], thank you for returning my call and um pursuing that refund for me.

I ask you a question my friend, think about this as yourself personally, please try to put yourself in my shoes.

How do you feel? Do you feel good? Do you feel like the person you have been talking to on the other end has actually done anything to try and to help? Actually come through in anyway? Maybe in a moral way, the right thing to do.

I don't feel you have done that for me (staff member), I don't feel the Council Bluffs Public Library truly cares about youth, education, and making sure their places that are available for public use are being used rather more so than vacant.

And that you are more concerned about protecting your stupid rules and bureaucracy. Then you are about the public welfare.

So (Staff member) I am not going to say anything obscene to you I am just going to tell you how disappointed I am in you as a human being.

And tell your director, I think they are a real piece of work. Thank you.

Publicity:

The Daily Nonpareil

There were 15 article published in August. 2 about the presentation Building America: History of the Transcontinental Railroad Through Photography, 4 about the All Care Health Center mobile clinic, 4 announcing the 2024-25 Library Speakers Series, 2 promoting an Iowa Legal Aid presentation, 2 mentioning Dick Miller obtaining some of his research from the library for his new book, and 1 mentioning Bailey Adams (Circulation Manager) as part of the new Leadership CB class.

Unleash CB Bulletin

There was an Unleash CB Bulletin each week of August listing the week's activities.

Other

Flatwater Free Press - Wednesday, August 7, 2024: An online article mentions that the Regional Planning Advisory Committee met at the Council Bluffs Public Library on Friday, August 2 where the City of Omaha planning department discussed the "We Make Omaha" comprehensive planning process.

"August 2: Regional Planning Advisory Committee." *Flatwater Free Press*, <https://flatwaterfreepress.org/august-2-regional-planning-advisory-committee/>. Accessed 13 Aug. 2024.

Reviews:

Google

5 Star review: Where do I start. Worth the visit.

5 Star review

5 Star review: Always has what I am looking for, the staff are Very helpful.

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

June 2024 REVISED

ACCOUNTS FOR:		REVISED	YTD	MTD	AVAILABLE	PERCENT
GENERAL FUND		Budget	EXPENDED	EXPENDED	BUDGET	USED
A14100 601000	SALARIES- REGULAR	1,382,515.17	1,323,098.72	-	59,416.45	95.7%
A14100 602000	SALARIES- PARTIME	389,740.28	351,305.88	-	38,434.40	90.1%
	TOTAL SALARIES & WAGES	1,772,255.45	1,674,404.60	-	97,850.85	94.5%
A14100 606400	HOLI-VACATION-SICK PAY	16,251.42	1,745.90	-	14,505.52	10.7%
A14100 611000	FICA	126,288.59	124,252.78	-	2,035.81	98.4%
A14100 613000	IPERS	157,856.00	156,490.13	-	1,365.87	99.1%
A14100 615000	GROUP INSURANCE	330,004.32	354,342.87	-	(24,338.55)	107.4%
A14100 619930	MILEAGE REIMBURSEMENT	2,500.00	1,875.29	-	624.71	75.0%
A14100 619950	MISC EMPLOYEE BENEFITS	1,500.00	1,235.33	-	264.67	82.4%
	TOTAL EMPLOYEE BENEFITS	634,400.33	639,942.30	-	(5,541.97)	100.9%
A14100 621000	DUES-MEMBER-SUBSC	3,000.00	2,867.40	-	132.60	95.6%
A14100 623000	TRAINING EXPENSE	2,000.00	1,090.96	-	909.04	54.5%
A14100 623010	TRAVEL EXPENSE	3,000.00	1,416.25	-	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	5,422.00	-	3,578.00	60.2%
A14100 637110	UTILITIES-GAS	15,000.00	10,966.94	-	4,033.06	73.1%
A14100 637120	UTILITIES-ELECTRIC	69,000.00	66,981.44	-	2,018.56	97.1%
A14100 637210	REFUSE COLLECTION	1,200.00	1,039.92	-	160.08	86.7%
A14100 637300	TELECOMMUNICATION	600.00	600.00	-	-	100.0%
A14100 637400	UTILITIES-WATER	3,000.00	2,339.55	-	660.45	78.0%
	TOTAL UTILITIES	88,800.00	81,927.85	-	6,872.15	92.3%
A14100 640200	ADVERTISING EXPENSE	3,000.00	2,663.41	500.00	336.59	88.8%
A14100 640300	TECHNOLOGY SERVICES	165,000.00	157,125.78	-	7,874.22	95.2%
A14100 640400	BILLING & COLL FEES	1,500.00	2,264.55	-	(764.55)	151.0%
A14100 640700	CONSUTANT EXPENSE	500.00	61.00	-	439.00	12.2%
A14100 641000	OTHER CNTRACTUAL SRVCS	70,300.00	75,387.29	-	(5,087.29)	107.2%
A14100 641410	PRINTING	1,000.00	322.48	-	677.52	32.2%
A14100 642000	LEASE PAYMENTS	5,700.00	5,463.34	-	236.66	95.8%
	TOTAL CNTRACTUAL SRVCS	247,000.00	243,287.85	500.00	3,712.15	98.5%
A14100 650200	FICTION & LARGE PRINT	35,800.00	37,778.50	-	(1,978.50)	105.5%
A14100 650210	PERIODICALS	12,000.00	11,817.37	-	182.63	98.5%
A14100 650211	AUDIO BOOKS	17,000.00	17,091.11	-	(91.11)	100.5%
A14100 650212	DVDs	27,000.00	15,476.78	79.34	11,523.22	57.3%
A14100 650213	MUSIC CDs	4,000.00	3,325.50	-	674.50	83.1%
A14100 650214	REFERENCE	6,000.00	5,865.66	-	134.34	97.8%
A14100 650215	DATABASES	86,600.00	82,068.39	-	4,531.61	94.8%
A14100 650216	YOUNG ADULT	16,000.00	16,570.49	-	(570.49)	103.6%
A14100 650217	VIDEO GAMES	8,000.00	8,033.42	-	(33.42)	100.4%
A14100 650218	E MATERIALS	60,000.00	59,917.33	-	82.67	99.9%
A14100 650219	NON-FICTION	20,000.00	19,330.21	-	669.79	96.7%
A14100 650220	KIDS BOOKS	30,000.00	32,484.62	-	(2,484.62)	108.3%
A14100 650221	SPANISH COLLECTION	2,400.00	2,609.78	-	(209.78)	108.7%
A14100 650400	MINOR EQUIPMENT	5,000.00	3,285.18	-	1,714.82	65.7%
A14100 650600	OFFICE SUPPLIES	7,000.00	6,226.43	-	773.57	88.9%
A14100 650700	LAUNDRY SERVICES	200.00	160.02	26.43	39.98	80.0%
A14100 650750	OPERATING SUPPLIES	16,000.00	14,952.82	471.96	1,047.18	93.5%
A14100 650810	POSTAGE & FREIGHT	9,000.00	7,000.00	-	2,000.00	77.8%
A14100 691000	TRANSFERS OUT	50,000.00	50,000.00	-	-	100.0%
	TOTAL COMMODITIES	412,000.00	393,993.61	577.73	18,006.39	95.6%
	TOTAL LIBRARY	3,163,455.78	3,038,978.21	1,077.73	124,477.57	96.1%

Expenses Outside of City Operating Budget/General Fund

FY 2023-2024

Type of Service	Fund Source	Jun-24
1,000 Books Before Kindergarten	Foundation	\$378.82
Adult Programming	Foundation	\$63.70
Summer Reading Programs - Youth	Foundation	\$219.07
TOTAL Gifts & Memorials:		\$661.59

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

August 2024							
ACCOUNTS FOR:		ORIGINAL		YTD	MTD	AVAILABLE	PERCENT
GENERAL FUND		APPROP		EXPENDED	EXPENDED	BUDGET	USED
A14100 601000	SALARIES- REGULAR	1,358,095.04		198,909.94	99,336.12	1,159,185.10	14.6%
A14100 602000	SALARIES- PARTIME	424,897.39		55,764.56	29,366.34	369,132.83	13.1%
	TOTAL SALARIES & WAGES	1,782,992.43		254,674.50	128,702.46	1,528,317.93	14.3%
A14100 606400	HOLI-VACATION-SICK PAY	-		14,160.15	-	(14,160.15)	100.0%
A14100 611000	FICA	157,029.39		19,882.11	9,503.89	137,147.28	12.7%
A14100 613000	IPERS	197,628.15		23,779.15	12,018.82	173,849.00	12.0%
A14100 615000	GROUP INSURANCE	382,626.24		61,061.32	30,530.66	321,564.92	16.0%
A14100 619900	CELL PHONE ALLOWANCE	600.00		-	-	600.00	0.0%
A14100 619930	MILEAGE REIMBURSEMENT	4,000.00		28.15	9.39	3,971.85	0.7%
A14100 619950	MISC EMPLOYEE BENEFITS	1,000.00		-	-	1,000.00	0.0%
	TOTAL EMPLOYEE BENEFITS	742,883.78		118,910.88	52,062.76	623,972.90	16.0%
A14100 621000	DUES-MEMBER-SUBSC	3,000.00		760.75	760.75	2,239.25	25.4%
A14100 623000	TRAINING EXPENSE	2,000.00		808.20	808.20	1,191.80	40.4%
A14100 623010	TRAVEL EXPENSE	3,000.00		-	-	3,000.00	0.0%
A14100 623020	EMPLOYEE MEAL EXPENSE	500.00		-	-	500.00	0.0%
	TOTAL STAFF DEVELOPMENT	8,500.00		1,568.95	1,568.95	6,931.05	18.5%
A14100 633200	EQUIP & VEHICLE REPAIR	-		372.58	372.58	(372.58)	
A14100 637110	UTILITIES-GAS	40,000.00		985.45	985.45	39,014.55	2.5%
A14100 637120	UTILITIES-ELECTRIC	79,000.00		8,209.52	8,209.52	70,790.48	10.4%
A14100 637210	REFUSE COLLECTION	1,200.00		175.92	89.26	1,024.08	14.7%
A14100 637300	TELECOMMUNICATION	3,600.00		100.00	50.00	3,500.00	2.8%
A14100 637400	UTILITIES-WATER	3,000.00		267.32	267.32	2,732.68	8.9%
A14100 639910	GROUND MAINT & REPAIR	1,000.00		650.00	650.00	350.00	65.0%
	TOTAL UTILITIES	127,800.00		10,760.79	10,624.13	117,039.21	8.4%
A14100 640200	ADVERTISING EXPENSE	3,000.00		107.44	60.14	2,892.56	3.6%
A14100 640300	TECHNOLOGY SERVICES	200,000.00		88,556.23	52,185.50	111,443.77	44.3%
A14100 640400	BILLING & COLLECTIONS FEES	1,700.00		151.35	146.02	1,548.65	8.9%
A14100 640700	CONSUTANT EXPENSE	-		233.00	233.00	(233.00)	
A14100 641000	OTHER CNTRACTUAL SRVCS	86,300.00		-	-	86,300.00	0.0%
A14100 641410	PRINTING	1,000.00		-	-	1,000.00	0.0%
A14100 642000	LEASE PAYMENTS	5,000.00		4,779.12	718.83	220.88	95.6%
	TOTAL CNTRACTUAL SERVICES	297,000.00		93,827.14	53,343.49	203,172.86	31.6%
A14100 650200	FICTION & LARGE PRINT	38,000.00		5,500.51	4,223.98	32,499.49	14.5%
A14100 650210	PERIODICALS	12,000.00		-	-	12,000.00	0.0%
A14100 650211	AUDIO BOOKS	17,000.00		333.74	157.96	16,666.26	2.0%
A14100 650212	DVDs	20,000.00		1,868.08	1,679.91	18,131.92	9.3%
A14100 650213	MUSIC CDs	4,000.00		147.19	103.42	3,852.81	3.7%
A14100 650214	REFERENCE	6,000.00		50.00	50.00	5,950.00	0.8%
A14100 650215	DATABASES	80,000.00		42,055.76	-	37,944.24	52.6%
A14100 650216	YOUNG ADULT	16,000.00		1,966.60	1,921.48	14,033.40	12.3%
A14100 650217	VIDEO GAMES	8,000.00		1,697.65	1,697.65	6,302.35	21.2%
A14100 650218	E MATERIALS	60,000.00		4,999.97	4,999.97	55,000.03	8.3%
A14100 650219	NON-FICTION	20,000.00		2,175.30	2,158.20	17,824.70	10.9%
A14100 650220	KIDS BOOKS	35,000.00		3,773.00	3,238.81	31,227.00	10.8%
A14100 650221	SPANISH COLLECTION	2,500.00		36.77	22.98	2,463.23	1.5%
A14100 650400	MINOR EQUIPMENT	8,000.00		1,605.93	1,605.93	6,394.07	20.1%
A14100 650600	OFFICE SUPPLIES	9,000.00		2,510.12	2,259.42	6,489.88	27.9%
A14100 650700	LAUNDRY SERVICES	200.00		33.60	33.60	166.40	16.8%
A14100 650750	OPERATING SUPPLIES	15,000.00		3,215.57	1,872.17	11,784.43	21.4%
A14100 650810	POSTAGE & FREIGHT	5,000.00		6,132.78	6,132.78	(1,132.78)	122.7%
	TOTAL COMMODITIES	355,700.00		78,102.57	32,158.26	277,597.43	22.0%
	TOTAL LIBRARY	3,314,876.21		557,844.83	278,460.05	2,757,031.38	16.8%

Expenses Outside of City Operating Budget/General Fund

FY 2024-2025

Type of Service	Fund Source	Aug-24
Adult Programming	Foundation	\$1,469.03
Board Game Collection	Enrich Iowa	\$134.92
Book Memorials	Various	\$1,031.69
eMaterials	Enrich Iowa	\$1,760.79
Friends Expense	Friends	\$5.00
Imagination Library Books	Foundation	\$4,061.07
Outreach	Enrich Iowa	\$697.24
Summer Reading Programs - Adult	Foundation	\$355.25
Summer Reading Programs - Youth	Foundation	\$1,070.07
Teen Programming	Foundation	\$927.21
Youth Programming	Foundation	\$591.18
TOTAL Gifts & Memorials:		\$12,103.45
Additional Expenses	Fund Source	Aug-24
24HR Remote Library Kiosk	Grants/Foundation	\$130.49
TOTAL Additional Expenses:		\$130.49

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

\$50.00 In Memory of Adam Dreismeier

\$200.00 In Memory of Ruth Nelson

\$3.00 In Honor of Leo, given by Leo Pitt

\$21,602.02 CBPL Foundation (FY24 OCR Youth & Teen Authors)

\$8,182.04 CBPL Foundation (FY24 OCR Adult Author)

\$3,141.59 CBPL Foundation (Book Sorter Replacement)

\$4,000.00 CBPL Foundation (PITS Incident Tracking)

\$8,441.56 CBPL Foundation (2024 Books & Buses OCR)

\$4,500.00 CBPL Foundation (Library Speakers Consortium)

\$6,900.00 CBPL Foundation (Jones & Thompson Memorials - Materials)

\$238.17 CBPL Foundation (June 2024 Pool Passes)

\$3,856.12 City of Underwood

\$705.51 City of McClelland

\$4,640.50 City of Treynor

FY26

Fleet Vehicle–Outreach Transport (\$50,000)

FY27

Makerspace Refresh (\$100,000 +)

FY28

FY29

FY30

Additional Projects:

Meeting room C tables (\$20,000 +)

Support Service Work Area Refresh (\$50,000 +)

Library Furniture (\$50,000+)

A14100 - LIBRARY ADMINISTRATION	FY24 Actuals	Year-to-date (FY25) Actuals	FY25 Budget	YTD vs Budget	% of Total Year Budget	FY26 Budget Request	Current Year vs Next Year Budget
Revenue							
431000 - RENTAL REVENUE	(1,302.95)	(195.00)		195.00	0.00%	(1,000.00)	
446500 - LIBRARY FEES-POTT CTY	(311,714.09)	(13,923.06)	(300,000.00)	(286,076.94)	4.64%	(310,000.00)	300,000.00
446525 - OTHER GOVERNMENTS	0.00				0.00%		
455200 - COPY FEES	(8,260.55)	(939.10)	(10,000.00)	(9,060.90)	9.39%	(8,000.00)	10,000.00
471100 - OTHER INDEMNITIES RECD	(179.28)				0.00%		
471500 - REIMBURSEMENT	(161.01)				0.00%		
476500 - LIBR FINES & BOOK CHGS	(19,557.35)	(2,959.99)	(22,000.00)	(19,040.01)	13.45%	(20,000.00)	22,000.00
482100 - LOAN PROCEEDS	0.00				0.00%		
Total Revenue	(341,175.23)	(18,017.15)	(332,000.00)	(313,982.85)	5.43%	(339,000.00)	332,000.00
Expenses							
601000 - SALARY-REGULAR	1,323,098.72	149,248.54	1,358,095.04	1,208,846.50	10.99%	1,412,701.88	(1,358,095.04)
602000 - SALARIES-PARTTIME	351,305.88	40,948.63	424,897.39	383,948.76	9.64%	486,190.88	(424,897.39)
604000 - SALARIES-OVERTIME	0.00				0.00%		
606400 - HOLI-VACATION-SICK PAY	1,745.90	14,160.15		(14,160.15)	0.00%		
611000 - FICA	124,252.78	15,120.50	157,029.39	141,908.89	9.63%	141,356.57	(157,029.39)
613000 - IPERS	156,489.76	17,764.32	197,628.15	179,863.83	8.99%	177,194.77	(197,628.15)
615000 - GROUP INSURANCE	354,342.87	45,805.19	382,626.24	336,821.05	11.97%	392,206.56	(382,626.24)
619900 - CELL PHONE ALLOWANCE	0.00		600.00	600.00	0.00%	600.00	(600.00)
619930 - MILEAGE REIMBURSE	1,875.29	28.15	4,000.00	3,971.85	0.70%	3,000.00	(4,000.00)
619950 - MISC EMPLOYEE BENEFITS	1,235.33		1,000.00	1,000.00	0.00%	1,000.00	(1,000.00)
621000 - DUES-MEMBER-SUBSC	2,867.40	679.75	3,000.00	2,320.25	22.66%	4,000.00	(3,000.00)
623000 - TRAINING EXPENSE	1,090.96	225.00	2,000.00	1,775.00	11.25%	2,000.00	(2,000.00)
623010 - TRAVEL EXPENSE	1,416.25		3,000.00	3,000.00	0.00%	2,000.00	(3,000.00)
623020 - EMPLOYEE MEAL EXPENSE	47.39		500.00	500.00	0.00%	500.00	(500.00)
631000 - BUILDING MAINT & REPAIR	0.00				0.00%		
633200 - EQUIP & VEHICLE REPAIR	0.00	372.58		(372.58)	0.00%	1,000.00	
637110 - UTILITIES-GAS	10,966.94	453.90	40,000.00	39,546.10	1.13%	30,000.00	(40,000.00)
637120 - UTILITIES-ELECTRIC	66,981.44	16,659.90	79,000.00	62,340.10	21.09%	70,000.00	(79,000.00)
637210 - REFUSE DISPOSAL EXPENSE	1,039.92	86.66	1,200.00	1,113.34	7.22%	1,200.00	(1,200.00)
637220 - REFUSE COLLECT EXPENSE	0.00				0.00%		
637300 - TELECOMMUNICATION	600.00	75.00	3,600.00	3,525.00	2.08%	3,600.00	(3,600.00)
637400 - UTILITIES-WATER	2,339.55		3,000.00	3,000.00	0.00%	3,000.00	(3,000.00)
639910 - GROUNDS MAINT & REPAIR	0.00	650.00	1,000.00	350.00	65.00%	1,000.00	(1,000.00)
640200 - ADVERTISING EXPENSE	2,163.41	553.31	3,000.00	2,446.69	18.44%	3,000.00	(3,000.00)
640300 - TECHNOLOGY SERVICES	157,125.78	40,471.16	200,000.00	159,528.84	20.24%	225,000.00	(200,000.00)
640400 - BILLING & COLLECTIONS FEES	2,264.55	11.99	1,700.00	1,688.01	0.71%	2,500.00	(1,700.00)
640700 - CONSULTANT EXPENSE	61.00	233.00		(233.00)	0.00%	500.00	
641000 - OTHER CONTRACTUAL SVCS	75,387.29		86,300.00	86,300.00	0.00%	105,000.00	(86,300.00)
641410 - PRINTING & BINDING	322.48		1,000.00	1,000.00	0.00%	1,000.00	(1,000.00)

641420 - PHOTO-BLUEPRINT, ETC	0.00				0.00%		
641900 - DATA PROCESSING EXPENSE	0.00				0.00%		
642000 - LEASE PAYMENT	5,463.34	4,779.12	5,000.00	220.88	95.58%	7,000.00	(5,000.00)
645000 - PUBLIC EVENTS	0.00				0.00%		
649000 - MISCELLANEOUS CONTRACT	0.00				0.00%		
650200 - BOOKS	37,778.50	3,582.05	38,000.00	34,417.95	9.43%	44,000.00	(38,000.00)
650210 - PERIODICALS	11,817.37		12,000.00	12,000.00	0.00%	13,000.00	(12,000.00)
650211 - AUDIO BOOKS	17,091.11	333.74	17,000.00	16,666.26	1.96%	15,000.00	(17,000.00)
650212 - DVD'S	15,397.44	1,196.20	20,000.00	18,803.80	5.98%	10,000.00	(20,000.00)
650213 - MUSIC CD'S	3,325.50	135.95	4,000.00	3,864.05	3.40%	3,000.00	(4,000.00)
650214 - REFERENCE	5,865.66		6,000.00	6,000.00	0.00%	6,000.00	(6,000.00)
650215 - DATABASES	82,068.39	42,055.76	80,000.00	37,944.24	52.57%	80,000.00	(80,000.00)
650216 - YOUNG ADULT	16,570.49	1,754.80	16,000.00	14,245.20	10.97%	16,000.00	(16,000.00)
650217 - VIDEO GAMES	8,033.42	1,088.02	8,000.00	6,911.98	13.60%	10,000.00	(8,000.00)
650218 - E-MATERIALS	59,917.33	4,999.97	60,000.00	55,000.03	8.33%	80,000.00	(60,000.00)
650219 - NON-FICTION	19,330.21	1,817.86	20,000.00	18,182.14	9.09%	23,000.00	(20,000.00)
650220 - KIDS' BOOKS	32,484.62	3,221.69	35,000.00	31,778.31	9.20%	37,000.00	(35,000.00)
650221 - SPANISH COLLECTION	2,609.78	21.58	2,500.00	2,478.42	0.86%		(2,500.00)
650400 - MINOR EQUIPMENT	3,285.18		8,000.00	8,000.00	0.00%	20,000.00	(8,000.00)
650600 - OFFICE SUPPLIES	6,226.43	1,405.77	9,000.00	7,594.23	15.62%	15,000.00	(9,000.00)
650610 - DATA PROC SUPPLIES	0.00				0.00%		
650700 - LAUNDRY SERVICES	133.59	26.43	200.00	173.57	13.22%	200.00	(200.00)
650750 - OPERATING SUPPLIES/EXP	14,480.86	2,983.26	15,000.00	12,016.74	19.89%	20,000.00	(15,000.00)
650810 - POSTAGE & FREIGHT	7,000.00	6,132.78	5,000.00	(1,132.78)	122.66%	7,000.00	(5,000.00)
691000 - TRANSFERS OUT	50,000.00				0.00%		
Total Expenses	3,037,900.11	419,082.71	3,314,876.21	2,895,793.50	12.64%	3,475,750.66	(3,314,876.21)
Net Costs	2,696,724.88	401,065.56	2,982,876.21	2,581,810.65	13.45%	3,136,750.66	(2,982,876.21)

K70410 - LIBRARY GIFTS & MEMORIALS	FY24 Actuals	Year-to-date (FY25) Actuals	FY 25 Budget	YTD vs Budget	% of Total Year Budget	FY26 Budget Request	Current Year vs Next Year Budget
Revenue							
430100 - INTEREST EARNED	(1,417.74)				0.00%		
444000 - STATE GRANTS	(26,030.07)		(26,000.00)	(26,000.00)	0.00%	(26,000.00)	26,000.00
470550 - NON-GOVERNMENTAL GRANT	(194,044.43)	(56,309.96)	(281,000.00)	(224,690.04)	20.04%	(241,700.00)	281,000.00
470600 - DONATIONS	(8,300.04)	(750.00)	(10,000.00)	(9,250.00)	7.50%	(10,000.00)	10,000.00
Total Revenue	(229,792.28)	(57,059.96)	(317,000.00)	(259,940.04)	18.00%	(275,700.00)	317,000.00
Expenses							
619930 - MILEAGE REIMBURSE	21.80				0.00%		
619950 - MISC EMPLOYEE BENEFITS	1,970.97		2,000.00	2,000.00	0.00%	2,000.00	(2,000.00)
621000 - DUES-MEMBER-SUBSC	1,700.00	481.90	2,000.00	1,518.10	24.10%	2,500.00	(2,000.00)
623000 - TRAINING EXPENSE	3,503.62		1,500.00	1,500.00	0.00%	3,500.00	(1,500.00)
623010 - TRAVEL EXPENSE	0.00		500.00	500.00	0.00%		(500.00)
623020 - EMPLOYEE MEAL EXPENSE	658.08				0.00%	700.00	
640200 - ADVERTISING EXPENSE	88.36				0.00%		
640300 - TECHNOLOGY SERVICES	7,117.15				0.00%	8,000.00	
640700 - CONSULTANT EXPENSE	24,726.62	4,064.28		(4,064.28)	0.00%		
641000 - OTHER CONTRACTUAL SVCS	6,046.00	4,652.92	20,000.00	15,347.08	23.26%	7,000.00	(20,000.00)
645000 - PUBLIC EVENTS	124,884.80	8,840.15	160,000.00	151,159.85	5.53%	130,000.00	(160,000.00)
649905 - PASS-THROUGH GRANT	800.00				0.00%		
649935 - CONTRACT LABOR	0.00				0.00%		
650200 - BOOKS	6,439.95	1,043.06	20,000.00	18,956.94	5.22%	9,000.00	(20,000.00)
650218 - E-MATERIALS	10,167.91	1,760.79	15,000.00	13,239.21	11.74%		(15,000.00)
650219 - NON-FICTION	0.00		1,000.00	1,000.00	0.00%		(1,000.00)
650220 - KIDS' BOOKS	45,328.07	8,029.23	25,000.00	16,970.77	32.12%	50,000.00	(25,000.00)
650400 - MINOR EQUIPMENT	45,246.88	36.96	60,000.00	59,963.04	0.06%	60,000.00	(60,000.00)
650500 - FOOD SUPPLIES	0.00				0.00%		
650600 - OFFICE SUPPLIES	489.78		1,000.00	1,000.00	0.00%		(1,000.00)
650750 - OPERATING SUPPLIES/EXP	875.97		4,000.00	4,000.00	0.00%	1,000.00	(4,000.00)
650810 - POSTAGE & FREIGHT	4,539.35		5,000.00	5,000.00	0.00%	4,000.00	(5,000.00)
Total Expenses	284,605.31	28,909.29	317,000.00	288,090.71	9.12%	275,700.00	(317,000.00)
Net Costs	54,813.03	(28,150.67)		28,150.67	0.00%		

COUNCIL BLUFFS PUBLIC LIBRARY BOARD OF TRUSTEES BY-LAWS

Adopted: November 12, 1965

Revised: June 8, 1973

Amended: March 12, 1976, May 17, 1989, August 16, 1995, July 19, 2000,
October 17, 2007, September 15, 2010, Feb. 19, 2014

Reaffirmed: January 16, 2019, February 23, 2022

The Council Bluffs Public Library is governed by a Board of Trustees by virtue of the provisions of Chapter 392.5 of The Code of Iowa and Chapter 1.70 of the Council Bluffs Municipal Code, which are incorporated by reference herein.

ARTICLE 1: OFFICERS

Section 1: The officers shall be president, vice-president, and secretary.

Section 2: Officers shall serve a term of two-years with a maximum of two consecutive terms per office.

Section 3: The President shall preside at all meetings of the board and appoint all committees.

Section 4: In the absence of the president, the vice-president presides. In the case of the absence of both the president and vice-president, the members shall elect a temporary chairperson.

Section 5: The secretary shall take the record of the meetings and sign the minutes after they are read and approved.

Section 6: Officers of the board shall be chosen at the July meeting of the board. Any vacancy of officers occurring during a term will be filled by appointment of the library board president.

ARTICLE 2: COMMITTEES

Section 1: There shall be five committees appointed by the president at the annual meeting.

Section 2: Each committee will meet as needed. The committees will be as follows:

- Building and Maintenance Committee
 - The Building and Maintenance Committee will review building and maintenance issues.
- Executive Committee
 - The Executive Committee has limited powers to act for the board in emergencies, but must have all actions ratified by the board at the next regular meeting.
- Finance Committee

- All library bills, after they are listed and approved by the director, shall be submitted to the Chairperson of the Finance Committee for review prior to board approval.
- The Finance Committee will meet at least once a year before the City Council Budget Hearing to review the preliminary budget and submit it to the board at the next regular meeting for approval.
- Library Materials Committee
 - The Library materials Committee will review any written material objections that have been filed with the director and make a recommendation to the board.
- Personnel Committee
 - The Personnel Committee has the responsibility for the library director's performance evaluation. The evaluation is conducted in June and is a tool to review the past year and plan for the future.

Section 3: The President shall appoint ad hoc committees as needed.

ARTICLE 3: MEETINGS

Section 1: The regular monthly meeting of the board shall be held in the Library Board Room on the third Wednesday of the month at 4:30 P.M. unless designated otherwise by the board.

Section 2: Absence from four consecutive regular meetings of the board, except in case of sickness or temporary absence from the city will result in termination from the library board. Vacancies in the board shall be filled by appointment of the mayor, with approval of the council, and the new trustees shall fill out the unexpired term for which appointment is made. (Council Bluffs Municipal Code 1.70.050)

Section 3: The Board will review and approve the budget at a regular meeting before the City Council Budget Hearing. Before the budget meeting, the director shall prepare copies of the budget for the following year for board members and shall discuss the items with the board at the time of presentation at the board meeting.

Section 4: A quorum shall consist of five members. If it is impossible to obtain a quorum, bills may be approved and warrants signed and other routine business passed by the president or vice-president or secretary and two other members. In such cases all business transacted should be presented for approval at the next meeting of the board at which a quorum is present.

Section 5: Special meetings may be called at any time by the president of the board or a majority of its members.

Section 6: Notices of all meetings shall be distributed by the director so that members receive them no later than the day before the meeting.

Section 7: The board shall comply with the Iowa Code and Iowa's Open Meetings Law, and will conduct its meetings according to the latest edition of ROBERT'S RULES OF ORDER.

Section 8: Public Comment is allowed for any member of the Community to speak to the Library Board. Comment will not exceed 5 minutes per individual.

ARTICLE 4: DIRECTOR

Section 1: The board shall hire a director who shall have sole charge of the administration of the library under the direction and review of the board, subject to the job description of the board.

Section 2: The director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public and for the operation of the library under the financial conditions set forth in the annual budget and other duties as necessary.

Section 3: The director shall attend all board meetings, but be excused from the parts of those at which the director's evaluation or salary are to be discussed.

ARTICLE 5: ORDER OF BUSINESS

Call to Order

Approval of Agenda

Minutes of Last Meeting

Correspondence and Announcements

Financial Reports and Approval of Bills

Public Comment

Old Business

New Business

Friends of the Library

Other

Adjournment

ARTICLE 6: AMENDING BYLAWS

Section 1: These bylaws shall be reviewed every three years.

Section 2: Amendments may be made by a majority vote at a regular meeting provided a thirty day notice is given in writing to all members of the Board of Trustees.

Director's Report

August 2024

At the August board meeting you approved the new FY2025–2029 strategic plan. Right away I began working with staff to determine our goals for this fiscal year as they relate to this approved strategic plan. It can be difficult at times to breakdown a strategic plan into actionable projects, but when you make it a focus to do that from the start it is much simpler. Departments have already developed goals to focus on this year from the goals I pulled from the strategic plan for FY25. One helpful thing from this plan is during the process we determined what quarter the project would start and the expected stakeholders to work on each project. That has made it very simple to hit the ground running and everyone knows the expected timeline. Here is a breakdown of the projects we are working on this year that support the plan. This is in addition to all of the regular projects and programming that are part of our yearly cycle already.

To support the goal of improving the built environment to be reflective of the things our community wants to do and learn inside and outside the library location, we will look to fund and purchase an outreach vehicle, update and upgrade our meeting room AV options, conduct a makerspace assessment, and conduct a workspace analysis of the various staff and storage spaces.

To support the goal of adapting and enhancing the collections of the library to be reflective and relevant to the needs of the community, we will research and introduce an alternative format collection for those formats that are outdated or inaccessible, develop a multi-language collection, and conduct a collection analysis to determine gaps in our collections.

To support the goal of being a conduit for community resources and services, we will develop and implement a kiosk marketing and communication plan, grow LIT account usage among students, and build upon the social service partnerships to continue to grow onsite service access.

To support the goal of ensuring the Library has the right resources and services to serve our community, we will review and evaluate the systems we use to ensure efficiency and develop and implement a staff and leadership development and cross-training plan.

For the first two quarters of the year the projects we will focus on will be the outreach vehicle, AV updates, makerspace assessment, researching alternative formats, multi-language, kiosk marketing, and LIT account usage. Each department will then assess where we are to determine the movement and focus in quarter 3 and 4 of the year. Right now as we begin to near the end of the first quarter of the fiscal year, we are on track nicely and I don't anticipate hiccups. I do

anticipate that additional projects will spring up throughout the year, but the process that we have developed is designed to support that.

Facilities Update:

Concrete repair work was completed on sidewalks around the library and some curbs.

The whiteboard and wall boards in meeting room B were removed and new drywall was installed and painted to prepare for the audio/visual work that will happen in Meeting B over the Winter.

Another camera was added to the Cochran Kiosk shelter as there has been some damage that occurred on the door to return and retrieve materials. It was repaired, but we want to make sure to catch anything happening in front of the machine as well as the sides.

Collection Update:

We have started a partnership with PACE to provide limited free tickets to some of the theatre events that are performed at the HOFF Center for the Performing Arts. These will work similar to how Rose Theatre tickets and our Opera Omaha tickets. We are excited about this new offering.

Newly added to our online collection, Kovels Antiques and Collectibles, Library Edition is accessible through Libby, by OverDrive. This resource can be used to identify, price, and learn everything about antiques and collectibles.

Checkouts at the Cochran Kiosk were lower in August. A dip in circulation is expected as there were many "novelty" checkouts when it first opened. We anticipate the next couple of months being a better indication of usage. Staff visits the kiosk on average twice a week to empty returns and fill any empty slots.

Staff Update:

We hired Mohamad Ibar for the part-time Library Assistant position in Teen Central. He is currently a student at UNO in the Library Science Program.

Upcoming Events:

September 19th – 21st Friends of the Library Fall Book Sale

September 21st Oregon Trail Saturday 10-12 (Kids/Family Program)

October 2nd –Nov. 4th Community Ofenda on display

October 7th All Set for the West: Railroads and the National Parks 6 p.m.

October 12th Bootiful Upcycled Art (Kids program) 10 a.m.

October 17th An Evening with Alexander McCall Smith 7 p.m.

October 30th Trick-or-Treat at the Library (Kids program) 10:30 a.m.

October 30th Morbid Curiosities: An Evening with Edgar Allan Poe 6:30 p.m.

Respectfully Submitted:

Antonia Krupicka-Smith

Public Service's Report

August 2024

Spaces

Sixty-four individuals used the Makerspace during the month of August.

Bailey (Circulation Services) spent a lot of time in August researching outreach vehicles. It was a great start at seeing and thinking more about what we need to continue to develop outreach in the area.

Collections

Youth staff has begun working on building a new book kit collection to pull together books on sought after topics like potty training and grief.

Through the State Library of Iowa, we gained access to the Foundation Directory eBook & Audiobook Library. The collection consists of ebooks and audiobooks on a variety of topics, including Grants & Proposal Writing, Fundraising, Collaboration, Human Resources, and Marketing & Communication and is accessible through Libby by Overdrive.

PIN requirements changed for Libby in August, and we have fielded so many questions and account updates since that change has been made.

Support Services began the process of consolidating individual Manga records into one bibliographic serial record. We believe this will make it easier for patrons to find the volumes they want in Enterprise and make the selection process more streamlined.

Jennifer and Trish (support services) worked on cleaning up magazine records, manga records, and various youth records, and moving and fixing spine labels in Fic for authors like Cussler.

Support Services added 853 items (55 of which were for the KIOSKO to the collection and removed 631.

Community

Youth hosted an outreach table at Ditmar's Touch a Truck event in partnership with Circulation staff. Staff interacted with 80 people at the event.

Youth also hosted a table at CBCSD's Back to School Celebration with the Teen Department. The event is for teachers and staff and we promoted LIT and educator accounts and interacted with 206 people.

Ali (teen services) worked with Señora Silva from Thomas Jefferson High School's Spanish Speakers Club to narrow down dates for the Ofrenda project. She worked with Jamie on what had been done in the past and put together a presentation that they would deliver to the class in the second week of September. The students will build the Ofrenda on October 2nd and come down on November 4th. We invite the public to bring a photo of loved ones who have passed, which will be copied and displayed throughout the month.

Jamie (teen services) met with Larissya Brant, Kirn's library/media clerk, about scheduling Book Feast book club for the coming school year. The daily schedules have changed significantly, requiring some creative solutions. Larissya is working out the details with the school administration. We will start the clubs at Kirn during lunch in October for a mixed-age group of students.

Jamie (teen services) met with the HSAC committee on upcoming community programs such as Laundry of Love and the Community Baby Shower. Anna (youth services) will be participating in the Community Baby Shower this fall.

Julianne (circulation services) was able to deliver 273 items to 44 individuals this month, utilizing 10 volunteers. We also delivered 30 items to 3 pocket collections this month.

Julianne (circulation services) was able to visit 6 nursing homes or assisted living facilities in August and visit with over 60 residents in total about Homebound services. We were also busy with several other outreaches this month: 8/1 Caroline and Lindsay went to the CB Farmers Market, Lindsay & Lisa went to Ditmar Touch a Truck on 8/3, Julianne went to the CB Farmers Market again on 8/8, Lindsay went to the Underwood Monday Market on 8/26, Emily & Lindsay attended the Crescent FM on 8/31. We had also planned to have Adult Services attend the Farmers Market on 8/29, but impending weather caused us to cancel for the evening.

Institutional Success

Youth staff attended the following training sessions this month: Shake Up Your Storytime hosted by the State Library of Iowa and Winning Back to School Activities for Every Age hosted by School Library Journal.

Three new library staff members were onboard this month and toured each department to learn about various collections, programs, and services.

Circulation Department was able to meet for our semi-regular meeting on August 14th thanks to coverage from Adult Services. After our department meeting and discussing departmental goals, Megan took up an interest in helping creating a training checklist/plan for cross training. We've been working on a list of items that cross training might require if you were training in Circulation.

Julianne (circulation services) started a new course, Resources Management, through her online MLIS program. Cindy took a course in Niche Academy about strengthening communication skills. Caroline was able to watch another Seed Savers Exchange webinar titled 'Using Mutual Aid in Community Seed Network Building', but she mentioned it being a difficult webinar to adapt content to fit our needs as a library.

Shawn (circulation services) has been on a slightly altered work schedule since having a baby in August, but is working his way back to being full schedule. Other Circ staff were great about helping cover!

Both Shawn and Gage continue to develop and grow in the billing duties. We are reworking the way some of the duties are split up between them to make them flow better for the department, and their individual workflow, overall. We are continuing to work with ILL and Katie to develop the best billing procedure for ILL items.

The self-check from upstairs moved to the Youth area, and we are excited to see if it helps with gate alarm issues.

Jamie and Bailey started evaluating volunteer related documentation and processes.

After a call with Lori Berg, one of our SirsiDynix consultants, Mary was able to configure the display of series information in Enterprise.

Jennifer worked on documenting routine Support Services workflows. Trish trained Jenni on how to operate the disc cleaner.

Programs & Services

Youth only hosted one in-house storytime this month to finish out the summer session the first week of August. Staff began outreach to private preschool and daycare facilities this month, providing 10 storytimes to over 200 kids. Love on a Leash came to visit this month and 14 patrons attended the program.

The Imagination Library delivered 1,864 books in August and 39 new children were registered for the program.

The 1,000 Books Before Kindergarten program currently has 122 active readers with 12 new registrations this month. We also had 6 kids complete the program this month, finishing 1,000 books and going home with a medal and a new reading buddy.

Teen Central served 861 snacks and 154 meal bags in August. At their request, Jamie updated the HSAC steering committee's food committee about our snack program and the anticipated need. Micah's house brought a lot of mini donuts and honey buns, which were a nice treat. We continue

to look for nutritious snacks. West Pott County Extension brought cherry tomatoes for the kids to eat. We also did a pop-up program where they made fresh salsa in a bullet blender.

Iowa Legal Aid attorney Josh Gaul presented "How Legal Aid Can Help." The program covered various services provided by Iowa Legal Aid, including their disaster legal services project and Rural Justice Project for Older Iowans.

Patricia LaBounty, curator at the Union Pacific Railroad Museum, presented "Building America: History of the Transcontinental Railroad Through Photography." The program drew upon original photographs taken during the construction of the transcontinental railroad from the Union Pacific Historical Collection

Author Donald-Brian Johnson presented "Postwar Pop: Memorabilia of the Mid-20th Century."

Creighton Camerer offered a "Stay Safe and Secure Online" and taught about how to identify scams like websites designed to steal personal information, fake checks and wire fraud.

Stories of Survival: Object. Image. Memory., the traveling exhibit from the Illinois Holocaust Museum and Education Center, was on display through the end of the month and was packed up and sent off to the next location. This exhibit reflected upon the individual stories of 59 Survivors of the Holocaust and genocides and conflicts including Armenia, Bosnia, Cambodia, Iraq and Syria, Rwanda, and South Sudan, told through photographs and personal reflections.

Twenty-two individuals met for the two book clubs we offered in August.

We had a total of 39 programs (15 general audience programs and 24 adult audience programs) with 265 people attending in person and 48 virtually.

Emily (circulation services) has assisted again with translating several items in August for programs: one for an adult program for Daley, a Peach Jar newsletter for Youth, PACE ticket information, All of Us event information, etc. Emily also attended the second Conversation Club with Daley, and they had another evening with great attendance – 6 returned from the first, and there were 6 new attendees.

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)

FY25 PROGRAMMING STATISTICS			
ADULT PROGRAMMING (Targeted age 19+)	Jul-24	Aug-24	FY25 TOTALS
Number of In-Person Onsite Programs - Total	21	21	42
Number of In-Person Onsite Attendance - Total	184	171	355
Number of In-Person Offsite Programs - Total	0	1	1
Number of In-Person Offsite Attendance - Total	0	206	206
Number of Prerecorded Programs	0	3	3
Number of Prerecorded Attendance	0	48	48
Number of Proctored Tests	8	4	12
GENERAL INTEREST PROGRAMMING	Jul-24	Aug-24	FY25 TOTALS
Number of In-Person Onsite Programs - Total	10	0	10
Number of In-Person Onsite Attendance - Total	60	0	60
Number of In-Person Offsite Programs - Total	2	10	12
Number of In-Person Offsite Attendance - Total	178	743	921
Number of Prerecorded Programs	4	0	4
Number of Prerecorded Attendance	32	0	32
TEEN PROGRAMMING (Targeted age 12-18)	Jul-24	Aug-24	FY25 TOTALS
Number of In-Person Onsite Programs - Total	29	25	54
Number of In-Person Onsite Attendance - Total	364	396	760
Number of Self-Directed Programs	24	30	54
Number of Self-Directed Participants	230	208	438
YOUTH PROGRAMMING (Targeted age 0-5)	Jul-24	Aug-24	FY25 TOTALS
Number of In-Person Onsite Programs - Total	5	1	6
Number of In-Person Onsite Attendance - Total	298	42	340
Number of In-Person Offsite Programs - Total	9	1	10
Number of In-Person Offsite Attendance - Total	550	80	630
Number of Prerecorded Attendance	91	69	160
YOUTH PROGRAMMING (Targeted age 6-11)	Jul-24	Aug-24	FY25 TOTALS
Number of In-Person Onsite Programs - Total	10	1	11
Number of In-Person Onsite Attendance - Total	263	14	277
Number of In-Person Offsite Programs - Total	9	0	9
Number of In-Person Offsite Attendance - Total	1570	0	1570
Number of Prerecorded Attendance	8	15	23
READING PROGRAMS	Jul-24	Aug-24	FY25 TOTALS
Number Registered Adult Participants	266	0	266
Number Registered Teen Participants	110	0	110
Number New Registered Youth Participants	931	12	943
Number OCR Reading Challenge Participants	0	0	0
Number Imagination Library New Registrations	32	39	71
Number Imagination Library Books Mailed	1872	1864	3736
PATRON DIRECTED ACTIVITIES	Jul-24	Aug-24	FY25 TOTALS
Story-Walk Participants	262	340	602
FOOD DISTRIBUTION	Jul-24	Aug-24	FY25 TOTALS
Total Number Summer Meals Distributed	2062	0	2062
Total Number Teen Snacks Distributed	704	924	1628
Total Number of Teen Meal Bags Distributed	112	154	266

FY25 CIRCULATION/RESOURCES/SERVICES STATISTICS

	Jul-24	Aug-24	FY25 TOTALS
Accounts			
New Card Registration	337	248	585
Building Usage			
Gate Count/Patron Visits	16,112	13949	30061
Number of Reference Questions	1740	2232	3972
Number of Microfilm Rolls Used	8	15	23
Number of Meeting Rooms Used	170	159	329
Number of Notary Provided	41	19	60
Number of Computer Lab Sessions	2185	2473	4658
Number of WiFi Sessions	2046	2126	4172
Makerspace Room/Tool Usage	83	64	147
Circulation			
TOTAL CIRCULATION	24244	20798	45042
Kiosk Checkouts	262	160	422
Self Checkouts	15122	12,183	27305
Database Usage			
AcademicSearch Premier - Total FT + Abstract	9	3	12
Ancestry - Total	380	313	693
AtoZdatabases	13	3	16
Auto Repair Source	15	8	23
Brainfuse JobNow & VetNow- Total Usage	54	54	108
Brainfuse HelpNow - Total Usage	10	16	26
Britannica/Webster's - Total Number	300	186	486
Community History Archive (The Council Bluffs Globe) - /view	27	2	29
Consumer Reports - Page Views	232	195	427
Digital Sandborn Maps - Pages	0	127	127
Fire Insurance Maps Online	n/a	n/a	0
Foundation Directory Online - All Views Total	0	0	0
Gale Virtual Reference - Total Retrievals from Usage Summary	8	2	10
Hoopla - Total Checkouts	2275	2333	4608
LibraryAware	12525	14529	27054
Mango Languages	41	211	252
Newsbank - Total	n/a	n/a	0
Novelist Plus - Total FT + Abstract	220	734	954
Novelist Select - Total Clicks	66	57	123
Overdrive - Total Checkouts	7306	6980	14286
TumbleBooks Library - Content Views	7	14	21
Value Line - Downloads	3494	2236	5730
ILL			
Total ILL	439	424	863
Kiosk Usage			
Items Returned to Kiosk	70	101	171

CIRCULATION/RESOURCES/SERVICES STATISTICS

	Jul-24	Aug-24	FY25 TOTALS
Materials			
Items Added to the Collection	1471	853	2324
Items Removed from the Collection	499	631	1130
Curbside			
Overall Curbside Deliveries Total	5	2	7
Overall Curbside Items Total	43	6	49
Homebound			
Number of Patrons Enrolled	48	48	48.0
Number of Homebound Patrons Served	40	44	84
Number of Homebound Items Delivered	260	273	533
Number of pocket collections enrolled	3	3	6
Number of pocket collections delivered to	0	3	3
Number of items delivered to pocket collections	0	30	30
Volunteers			
Number of Volunteers	27	22	49
Volunteer Hours	111.4	72.7	184.1
Virtual Usage			
Website Users	8500	8300	16800
Website Sessions	19000	18000	37000
Catalog Users	4600	4500	9100
Catalog Sessions	10000	10000	20000