



**COUNCIL BLUFFS  
Public Library**

**Council Bluffs Public Library  
Board of Trustee – Monthly meeting  
Library Board of Trustee Room  
Wednesday, October 16, 2024 4:30 p.m.**

**AGENDA**

- I. Call to order**
- II. Approval of Agenda**
  - (1) Approval of Minutes for September 18, 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) 2025 Library Holiday Closings**
  - (2) Policy 3.2 Electronic Use (amended)**
- VIII. Friends of the Library**
- IX. Director's Report**
- X. Trustee Teaching Moment – Board and Elected Officials Relationships**
- XI. Next meeting – November 20, 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  
September 18, 2024  
4:30 PM

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

### **I. Call to Order**

- The meeting was called to order at 4:31 by Jared Tripp.

### **II. Approval of Agenda and Minutes**

- A motion was made by Cindi Keithley to approve the agenda. Second was made by Abby Jares. Passed unanimously.
- A motion was made by Cindi Keithley to approve the August minutes. Second made by John Erixon. Passed unanimously.

### **III. Public Comment**

### **IV. Correspondence and Announcements**

### **V. Financial Report and Approval of Bills**

June 2024 Remaining Bills

Leo Martin made a motion to approve the following:

\$1,077.73 for general fund,  
\$661.59 for memorial fund,  
\$0 for projects fund for a total of  
\$1,739.32 total.

\$278,460.05 for general fund,  
\$12,103.45 for memorial fund,  
\$130.49 for projects fund for a total of  
\$290,693.99 total.

The second was made by John Erixon. Passed unanimously.

### **VI. Old Business- none**

## **VII. New Business**

### **1. FY26-FY30 Proposed CIP**

City funding will be used first, then the Foundation funding will be used. A fleet vehicle will be funded by the city to support the kiosk and community events. Cindi Keithley made a motion to approve, seconded by Stacey Goodman.

### **2. FY26 Proposed Operating Budget**

The entire budget is a 4.8% increase. Major increases are not salary positions. The library will face some maintenance fee updates. The library is seeing a significant (10%) increase in contractual services, such as cleaning. The library has a day porter and a night crew. Some increases will be made in materials. Some new formats of audio books will be researched. Ron Frascht made a motion to approve, seconded by Cindi Keithley.

### **3. Library Board By-laws**

Ron Frascht made a motion to approve, seconded by Leo Martin.

## **VIII. Friends of the Library**

Their book sale is 9/19-9/21. Their annual meeting will be held on November 15.

## **IX. Director's Report**

The new strategic plan, FY2025-2029 is operational.

Concrete work has been done outside.

A new camera was added to the kiosk shelter. Checkouts were down at the kiosk; this was anticipated.

A partnership with the PACE center has been established to provide free tickets to shows.

## **X. Teaching Moment: Anna with the Summer Reading Recap**

A data driven handout was distributed and discussed. 4100 free lunches, 1280 registered readers, 1069 participating readers, 539 challenge completions. 1000 Books Before Kindergarten data was shared with 400 registered and 314 active readers. This equates to 58,743 books read.

## **XI. Adjournment**

- The meeting was adjourned at 5:37 PM. Nicole Juranek made a motion, seconded by Cindi Keithley. Passed unanimously. The next meeting will be held on October 16, 2024 at 4:30 PM.

## Community Correspondence

September 2024

### Comments:

I am emailing in regards to the women you have working in the children's department in the evening. Not sure of her name but she was working Tuesday at 8 pm. She is EXTREMELY rude to both children and parents. After watching her treat a third person just awfully I confronted her and told her she needed to stop being rude and if she doesn't like children (as it appears she does not) then she should not be working with them! The library is a place children come for a variety of reasons but most importantly to gain knowledge and a love a reading. If I were a child I would not want to visit the library if I was going to be treated so poorly. I certainly hope someone looks into the way she behaves as it is very very inappropriate!

*(Patron was contacted by Youth Manager and a positive and productive conversation was had. Additionally the Youth Manager had a good conversation with the leader of a book scout troop that was also utilizing the space the same evening.)*

The service of the Drop in Tech help guy is fabulous! Thank you for providing this service and such great staff.

Hi so I was hangout at the teen central like in agust and they are trying to get me kiked out fo going to the bathroom and to get a drink so they tolde me I would get kiked out for a couel of years. Can you handel it plz.

*(Library Director emailed patron and explained the incidents that had caused his suspension from the library. Patron has not responded.)*

Mr. Mayor, I had a question concerning what, if any, dress code there is for employees at our public library. After visiting the library numerous times this year I've seen employees wearing Shorts Flip flops Ratty t-shirts Oversized hoodies Torn jeans Sweat pants Most employees have no name badge, lanyard or anything letting patrons know they even work there.

I've never been in any city, county or state office in CB where the employees dress so unprofessional. I think the library should have and enforce a dress code that shows respect to their patrons and the city that pays their salaries. Thanks for your time

*(Mayor responded and forwarded the comment along to myself to address. I clarified the dress code expectations with all library employees and responded to the patron with the following email.)*

*I had your concern about library employee dress code sent to me from Mayor Walsh. I apologize for your experience in the library and have communicated my expectations of the dress code to all of the staff. Additionally I will be discussing the dress code of library employees with the Library Board of Trustees which meets this Wednesday, October 16th at 4:30 p.m. at the library. This is a public meeting and you are more than welcome to attend.*

*If you have further concern, I encourage you to reach out to myself or speak during public comment at the Library Board of Trustee meeting.*

*Thank you for bringing your concern forward so that I can address it.*

## Publicity:

### The Daily Nonpareil

There were 17 articles published in September. 1 mentioning Bailey Adams (Circulation Manager) as part of the new Leadership CB class, 2 talking about the implementation of SF 496, 3 covering the All of Us exhibit at the library, 2 covering National Library Card Sign-Up month, 4 covering the activities planned for Railroad Days and the library's involvement, 2 covering the program History of Hospitals in Council Bluffs, 1 covering banned books week, 1 covering the public workshop being held at the library on the viability of the streetcar line, and 1 ad promoting An Evening with Alexander McCall Smith.

### Unleash CB Bulletin

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

### Other

PR Newswire - Monday, September 9, 2024: An online press release from Montage Marketing Group announces that the All of Us exhibit will visit the Council Bluffs Public Library on Tuesday, September 10, 2024 through Friday, September 13, 2024 from 10 a.m. to 4 p.m. each day.

Reyes, Jennifer. "National Institutes of Health All of Us Research Program Mobile Tour Visits Iowa." *PR Newswire*, <https://www.prnewswire.com/news-releases/national-institutes-of-health-all-of-us-research-program-mobile-tour-visits-iowa-302242668.html>. Accessed 10 Sep. 2024.

6 News WOWT - Thursday, September 26, 2024: An online article mentions a public workshop being held at the library for studying the viability of the streetcar line connecting Omaha and Council Bluffs.

Harris, Joe. "Study aims to streamline transportation from Council Bluffs to Omaha." *6 News WOWT*, <https://www.wowt.com/2024/09/27/study-aims-streamline-transportation-council-bluffs-omaha/>. Accessed 1 Oct. 2024.

6 News WOWT – Monday, September 30, 2024: A news broadcast mentions a public workshop being held at the library for studying the viability of the streetcar line connecting Omaha and Council Bluffs.

"6 things you need to know on Monday Sept. 30 Daybreak." *YouTube*, uploaded by 6 News WOWT, 30 September 2024, <https://www.youtube.com/watch?v=YnfFwviypt0>.

## Reviews:

Google

5 Star review: Very nice

5 Star review: Hands down, this is the best library that I have experienced. It has the selection and size of a major cities library, without all the traffic and noise. Everything is clean and there is peace and quiet all around. From books to kids centers, to DVD's and Specialized 3D printing machines. Every time that I go to this place, I find myself wanting to stay longer because I find something new. Highly recommended.

**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	1,349,268.09	26,169.37	33,247.08	97.6%
A14100 602000	SALARIES- PARTIME	389,740.28	359,623.01	8,317.13	30,117.27	92.3%
	<b>TOTAL SALARIES &amp; WAGES</b>	<b>1,772,255.45</b>	<b>1,708,891.10</b>	<b>34,486.50</b>	<b>63,364.35</b>	<b>96.4%</b>
A14100 606400	HOLI-VACATION-SICK PAY	16,251.42	15,906.05	14,160.15	345.37	97.9%
A14100 611000	FICA	126,288.59	127,974.27	3,721.49	(1,685.68)	101.3%
A14100 613000	IPERS	157,856.00	159,658.91	3,168.78	(1,802.91)	101.1%
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%
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>634,400.33</b>	<b>660,992.72</b>	<b>21,050.42</b>	<b>(26,592.39)</b>	<b>104.2%</b>
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%
	<b>TOTAL STAFF DEVELOPMENT</b>	<b>9,000.00</b>	<b>5,422.00</b>	<b>-</b>	<b>3,578.00</b>	<b>60.2%</b>
A14100 637110	UTILITIES-GAS	15,000.00	11,420.84	453.90	3,579.16	76.1%
A14100 637120	UTILITIES-ELECTRIC	69,000.00	75,190.96	8,209.52	(6,190.96)	109.0%
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%
	<b>TOTAL UTILITIES</b>	<b>88,800.00</b>	<b>90,591.27</b>	<b>8,663.42</b>	<b>(1,791.27)</b>	<b>102.0%</b>
A14100 640200	ADVERTISING EXPENSE	3,000.00	2,663.41	-	336.59	88.8%
A14100 640300	TECHNOLOGY SERVICES	165,000.00	158,038.93	913.15	6,961.07	95.8%
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%
	<b>TOTAL CNTRACTUAL SRVCS</b>	<b>247,000.00</b>	<b>244,201.00</b>	<b>913.15</b>	<b>2,799.00</b>	<b>98.9%</b>
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	-	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	-	39.98	80.0%
A14100 650750	OPERATING SUPPLIES	16,000.00	14,952.82	-	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%
	<b>TOTAL COMMODITIES</b>	<b>412,000.00</b>	<b>393,993.61</b>	<b>-</b>	<b>18,006.39</b>	<b>95.6%</b>
	<b>TOTAL LIBRARY</b>	<b>3,163,455.78</b>	<b>3,104,091.70</b>	<b>65,113.49</b>	<b>59,364.08</b>	<b>98.1%</b>

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

**September 2024**

ACCOUNTS FOR:		ORIGINAL	YTD	MTD	AVAILABLE	PERCENT
GENERAL FUND		APPROP	EXPENDED	EXPENDED	BUDGET	USED
A14100 601000	SALARIES- REGULAR	1,358,095.04	303,310.09	104,400.15	1,054,784.95	22.3%
A14100 602000	SALARIES- PARTIME	424,897.39	85,700.95	29,936.39	339,196.44	20.2%
	<b>TOTAL SALARIES &amp; WAGES</b>	<b>1,782,992.43</b>	<b>389,011.04</b>	<b>134,336.54</b>	<b>1,393,981.39</b>	<b>21.8%</b>
A14100 606400	HOLI-VACATION-SICK PAY	-	14,160.15	-	(14,160.15)	100.0%
A14100 611000	FICA	157,029.39	29,808.69	9,926.58	127,220.70	19.0%
A14100 613000	IPERS	197,628.15	36,313.88	12,534.73	161,314.27	18.4%
A14100 615000	GROUP INSURANCE	382,626.24	92,639.14	31,577.82	289,987.10	24.2%
A14100 619900	CELL PHONE ALLOWANCE	600.00	-	-	600.00	0.0%
A14100 619930	MILEAGE REIMBURSEMENT	4,000.00	95.52	67.37	3,904.48	2.4%
A14100 619950	MISC EMPLOYEE BENEFITS	1,000.00	55.88	55.88	944.12	5.6%
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>742,883.78</b>	<b>173,073.26</b>	<b>54,162.38</b>	<b>569,810.52</b>	<b>23.3%</b>
A14100 621000	DUES-MEMBER-SUBSC	3,000.00	790.15	29.40	2,209.85	26.3%
A14100 623000	TRAINING EXPENSE	2,000.00	828.20	20.00	1,171.80	41.4%
A14100 623010	TRAVEL EXPENSE	3,000.00	-	-	3,000.00	0.0%
A14100 623020	EMPLOYEE MEAL EXPENSE	500.00	-	-	500.00	0.0%
	<b>TOTAL STAFF DEVELOPMENT</b>	<b>8,500.00</b>	<b>1,618.35</b>	<b>49.40</b>	<b>6,881.65</b>	<b>19.0%</b>
A14100 633200	EQUIP & VEHICLE REPAIR	-	372.58	-	(372.58)	
A14100 637110	UTILITIES-GAS	40,000.00	985.45	-	39,014.55	2.5%
A14100 637120	UTILITIES-ELECTRIC	79,000.00	16,659.90	8,450.38	62,340.10	21.1%
A14100 637210	REFUSE COLLECTION	1,200.00	265.18	89.26	934.82	22.1%
A14100 637300	TELECOMMUNICATION	3,600.00	150.00	50.00	3,450.00	4.2%
A14100 637400	UTILITIES-WATER	3,000.00	267.32	-	2,732.68	8.9%
A14100 639910	GROUND MAINT & REPAIR	1,000.00	650.00	-	350.00	65.0%
	<b>TOTAL UTILITIES</b>	<b>127,800.00</b>	<b>19,350.43</b>	<b>8,589.64</b>	<b>108,449.57</b>	<b>15.1%</b>
A14100 640200	ADVERTISING EXPENSE	3,000.00	107.44	-	2,892.56	3.6%
A14100 640300	TECHNOLOGY SERVICES	200,000.00	90,913.66	2,357.43	109,086.34	45.5%
A14100 640400	BILLING & COLLECTIONS FEES	1,700.00	377.28	225.93	1,322.72	22.2%
A14100 640700	CONSUTANT EXPENSE	-	262.00	29.00	(262.00)	
A14100 641000	OTHER CNTRACTUAL SRVCS	86,300.00	7,255.10	7,255.10	79,044.90	8.4%
A14100 641410	PRINTING	1,000.00	-	-	1,000.00	0.0%
A14100 642000	LEASE PAYMENTS	5,000.00	4,779.12	-	220.88	95.6%
	<b>TOTAL CNTRACTUAL SERVICES</b>	<b>297,000.00</b>	<b>103,694.60</b>	<b>9,867.46</b>	<b>193,305.40</b>	<b>34.9%</b>
A14100 650200	FICTION & LARGE PRINT	38,000.00	7,784.26	2,283.75	30,215.74	20.5%
A14100 650210	PERIODICALS	12,000.00	-	-	12,000.00	0.0%
A14100 650211	AUDIO BOOKS	17,000.00	1,247.92	914.18	15,752.08	7.3%
A14100 650212	DVDs	20,000.00	2,309.33	441.25	17,690.67	11.5%
A14100 650213	MUSIC CDs	4,000.00	189.16	41.97	3,810.84	4.7%
A14100 650214	REFERENCE	6,000.00	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	3,412.29	1,445.69	12,587.71	21.3%
A14100 650217	VIDEO GAMES	8,000.00	2,383.54	685.89	5,616.46	29.8%
A14100 650218	E MATERIALS	60,000.00	9,999.86	4,999.89	50,000.14	16.7%
A14100 650219	NON-FICTION	20,000.00	3,205.30	1,030.00	16,794.70	16.0%
A14100 650220	KIDS BOOKS	35,000.00	7,326.94	3,553.94	27,673.06	20.9%
A14100 650221	SPANISH COLLECTION	2,500.00	36.77	-	2,463.23	1.5%
A14100 650400	MINOR EQUIPMENT	8,000.00	1,605.93	-	6,394.07	20.1%
A14100 650600	OFFICE SUPPLIES	9,000.00	3,301.73	791.61	5,698.27	36.7%
A14100 650700	LAUNDRY SERVICES	200.00	33.60	-	166.40	16.8%
A14100 650750	OPERATING SUPPLIES	15,000.00	3,721.33	505.76	11,278.67	24.8%
A14100 650810	POSTAGE & FREIGHT	5,000.00	5,564.49	(568.29)	(564.49)	111.3%
	<b>TOTAL COMMODITIES</b>	<b>355,700.00</b>	<b>94,228.21</b>	<b>16,125.64</b>	<b>261,471.79</b>	<b>26.5%</b>
	<b>TOTAL LIBRARY</b>	<b>3,314,876.21</b>	<b>780,975.89</b>	<b>223,131.06</b>	<b>2,533,900.32</b>	<b>23.6%</b>



## Expenses Outside of City Operating Budget/General Fund

FY 2024-2025

Type of Service	Fund Source	Sep-24
Adult Programming	Foundation	\$401.53
All of Us Program	NIH Program	\$637.25
Board Game Collection	Enrich Iowa	\$78.47
Book Memorials	Various	\$44.45
City Costume Night	Friends	\$71.93
Discovery Pass Program	Friends / Memorial	\$1,100.00
eMaterials	Enrich Iowa	\$1,015.70
Foundation Author Series	Foundation	\$30,000.00
Friends Expense	Friends	\$120.03
Homebound	Homebound Donations	\$149.90
Imagination Library Books	Foundation	\$4,130.41
Leadership CB - Bailey Adams	Friends	\$1,600.00
Photoshop Elements	Enrich Iowa	\$59.99
Snack Program for Teens	CFFWI Grant	\$239.53
Staff Appreciation & Recognition	Various	\$65.19
Summer Reading Prizes	Foundation	\$927.00
Technology Refresh	Foundation	\$1,379.90
Teen Programming	Foundation	\$78.93
Youth Programming	Foundation	\$448.55
<b>TOTAL Gifts &amp; Memorials:</b>		<b>\$42,548.76</b>

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

\$150.00 In Memory of Andrew "Andy" W. Gohlinghorst, Jr.

\$65.00 In Memory of Ruth Ann Nelson

\$1,543.40 Friend of the Library, various projects

***2025 Holiday Closings for Council Bluffs Public Library***

Wednesday	01/01/25	New Year's Day
Monday	01/20/25	MLK Day <i>(not a paid holiday, closed for Staff Day)</i>
Monday	02/17/25	President's Day
Sunday	04/20/25	Easter <i>(not a paid holiday)</i>
Monday	05/26/25	Memorial Day
Thursday	06/19/25	Juneteenth
Friday	07/04/25	Independence Day
Monday	09/01/25	Labor Day
Tuesday	11/11/25	Veterans Day
Wednesday	11/26/25	Thanksgiving Eve – Close @ 5 PM
Thursday	11/27/25	Thanksgiving Day
Wednesday	12/24/25	Christmas Eve
Thursday	12/25/25	Christmas Day
Wednesday	12/31/25	New Year's Eve – Close @ 5PM

## 3.2 Electronic Use

Adopted: April 17, 2019

Approved: April 17, 2019; August 18, 2021

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### POLICY:

The Council Bluffs Public Library provides public access to computers, software programs, and a broad range of digital information resources, including those available through the Internet, in order to serve the educational and informational needs of the community. Use of these resources at the Council Bluffs Public Library is a privilege not a right.

### PROCEDURE:

- To ensure computer resources are available to all users in an equitable manner, the Library may limit the amount of time each user can spend on a computer per day. Time extensions may be available with consent of staff if the ratio of unoccupied computers will support anticipated demand and the patron requesting the extension has not been the subject of complaints or exhibited behavior that is in violation of the behavior code. Seeking to extend usage without consent through deception, false identification, or subverting of Library systems is prohibited.
- Users are responsible for the cost of pages printed. Those unfamiliar with printing from the Library's computers are encouraged to seek staff assistance when attempting to print for the first time.
- Software is used to block pornographic sites, proxy avoidance sites, peer-to-peer file transfers, and sites that pose a security risk to the Library's network. This software may not block all information that may be harmful to minors, as well as visual depictions of materials deemed obscene or child pornography. In addition, software may block content that is deemed appropriate. Patrons may submit a request to have sites unblocked; requests will be reviewed by Library Leadership.
- The availability of information via the Library's Internet service does not constitute endorsement of the content of that information by the Library. Information accessible from the Internet is not generated by the Council Bluffs Public Library and is not necessarily accurate, authoritative, complete, or current. The Council Bluffs Public Library waives any responsibility for content accessible from the Internet. This includes access for children and young adults. Parents are strongly advised to monitor their children's use of the Library.
- Since software and information downloaded from any source, including the Internet, may contain computer viruses, users are advised to utilize virus checking software on their computers. All users of Library computers or network connections (including wireless connectivity) agree to hold the Council Bluffs Public Library harmless from any and all

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claims, losses and damages, obligations and liabilities, directly or indirectly relating from the use of computer equipment, peripherals, and network connections, caused thereby or there from arising. In no event shall the Council Bluffs Public Library have any liability for loss of data, lost profits or for indirect, special, punitive, or consequential damages or any liability to any third party, even if the Library is advised of the possibility of such damages.

- All patron electronic searches are private and confidential. No information regarding patron search histories will be released to anyone, including any agency of local, state, or federal government, without a court order or statutory authority. All requests for such information shall be referred to the Library Director. As much as is technically possible, no electronic search histories will be retained by the Library
- While the Library does not track user browsing history, usage may still be visible to websites, employers, schools, and internet service providers.
- Due to the right and need for the Council Bluffs Public Library to monitor compliance with this policy, utilization of the computers that requires privacy of any kind for any purpose is not supported. Any person utilizing the computers understands and agrees that they are specifically waiving any expectation or right to privacy in their communications, data, programs or other personal information stored, displayed, accessed, communicated, published or transmitted on computers.
- Patrons using the Library's computer and internet access must comply with the Library's Behavior Code. Patrons may not use the Library's computer and internet access for any illegal purposes or to display graphics that are harmful to minors or are obscene. Laws governing obscenity, child pornography, and materials harmful to minors include, but are not limited to, Iowa Code sections 728.1, 728.2, 728.3, as well as provisions related to the Children's Internet Protection Act.
- Violation of this policy or the Library's Behavior Code may result in revocation of utilization privileges and/or immediate termination of the violator's relationship with the Council Bluffs Public Library and could lead to civil or criminal prosecution.

Among the uses that are considered unacceptable and which constitute a violation of this policy are:

- Uses that violate the law or encourage others to violate the law.
  - Uses that cause harm to others or damage to their property.
  - Uses that jeopardize the security of access of the computer network or other networks on the Internet.
  - Uses that intrude upon the rights of others.
- The Library is authorized by anyone using the computers to cooperate with any governmental and/or civil authorities in prosecutions of any criminal and/or civil matter against any person who violates this policy.
  - Utilization of the computers and network connections (including wireless connectivity) for any purpose constitutes acceptance of the terms of this policy. Users are personally

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responsible for their acts or omissions in connection with utilization in derogation of this policy.

## 3.2 Electronic Use

Adopted: April 17, 2019

Approved: April 17, 2019; August 18, 2021

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### POLICY:

The Council Bluffs Public Library provides public access to computers, software programs, and a broad range of digital information resources, including those available through the Internet, in order to serve the educational and informational needs of the community. Use of these resources at the Council Bluffs Public Library is a privilege not a right.

### PROCEDURE:

- To ensure computer resources are available to all users in an equitable manner, the Library may limit the amount of time each user can spend on a computer per day. Time extensions may be available with consent of staff if the ratio of unoccupied computers will support anticipated demand and the patron requesting the extension has not been the subject of complaints or exhibited behavior that is in violation of the behavior code. Seeking to extend usage without consent through deception, false identification, or subverting of Library systems is prohibited.
- Users are responsible for the cost of pages printed. Those unfamiliar with printing from the Library's computers are encouraged to seek staff assistance when attempting to print for the first time.
- Software is used to block pornographic sites, proxy avoidance sites, peer-to-peer file transfers, and sites that pose a security risk to the Library's network. This software may not block all information that may be harmful to minors, as well as visual depictions of materials deemed obscene or child pornography. In addition, software may block content that is deemed appropriate. Patrons may submit a request to have sites unblocked; requests will be reviewed by Library Leadership.
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## Director's Report

September 2024

September is National Library Card Sign-Up month and also includes Banned Books Week as well. For National Library Card Sign-Up month we had two proclamations read in support of utilizing the library by getting a library card or updating your current card. The Pottawattamie County Board of Supervisors read a proclamation on September 10<sup>th</sup> and Mayor Walsh read a proclamation on September 9<sup>th</sup> at the first City Council meeting of the month. I am very appreciative of their support of the library and the resources and services we provide to enrich the community. We also had coverage in the Daily Nonpareil of National Library Card Sign-Up month.

September 22<sup>nd</sup> through the 28<sup>th</sup> was designated as Banned Books Week by the American Library Association. The theme this year was "Freed Between the Lines" and as always the week is designed to raise awareness of censorship and encourage people to protect access to books. In 2023 the American Library Association's Office for Intellectual Freedom reported an increase of 65% more efforts to censor books and resource in libraries than in 2022. Numbers for 2024 have not been released yet, but many believe that the attempts will continue to rise as more legislation is enacted in schools to limit access to materials due to content. As I listed in my communications report, there were a couple of articles locally that discussed recent legislature in Iowa and current reported numbers by PEN America and the Office for Intellectual Freedom.

In my recent quarterly meeting of the Iowa Urban Public Library Directors, we discussed Freedom of Information Act requests and the rise of these requests around specific topics related to materials and interactions with specific organizations. Traditionally these requests have been more focused on communications at a governmental level and a document level and I have actually attended trainings on how to support community members in the Freedom of Information Act requests to gain access to historical government documents. Now these requests tend to have less of a historical research focus. As a government department, all of the Freedom of Information Act requests that we get are started with the City Attorney's office and we work to provide the requested information to the best of our abilities following the League of City's records retention guidance and our own Records Retention policy.

In the end my focus is always on providing access to information and resources for our community as best we can. I support constant evaluation on any barriers to the access we are trying to provide as often we don't always know what a barrier is for a member of our community. The first step to that is a library card which I hope everyone sees the value of obtaining and keeping up to date regardless of what community you are a part of.

#### Facilities Update:

The majority of the carpets were cleaned. There are a few spaces that will get cleaned in October.

A plumbing incident occurred the end of September that resulted in the need for the entire main pipe of the facility to be flushed out. This take the majority of a day. This resulted in identifying a portion of the main line that will need to be replaced at a junction that was originally installed as a T instead of the preferred Y. That will be addressed at a later date when the library has a planned closure as it will require removal of concrete floor and then re-pouring the floor.

The City was able to use some unspent bond dollars to purchase a vehicle for the library. This vehicle will be used to transport materials and outreach items such as tents and tables to contract community events, local community events, and potentially do deliveries for homebound residents. We are working to plan the up fitting for the vehicle and wrap upon delivery.

The bid for the roof will go out mid-October. The City Council has a public hearing on the project set for October 21, 2024.

#### Collection Update:

We switched databases for fire insurance maps. We previously had Digital Sanborn Maps and now have Fire Insurance Maps Online. By switching we are able to provide maps in color so you are able to tell what type of material the building were built in.

#### Staff Update:

We are currently fully staffed.

#### Upcoming Events:

October 17<sup>th</sup> An Evening with Alexander McCall Smith 7 p.m.

October 21<sup>st</sup> The Council Bluffs Creators: Mormon Odyssey in the Bluffs 6 p.m.

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

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

November 2<sup>nd</sup> Slime Buffet (youth program) 10 a.m.

November 2<sup>nd</sup> Scribbles Writing Group (teen program) 2 p.m.

November 4<sup>th</sup> Voices of Native American Women – Native Women’s Oratory 6:30 p.m.

November 15<sup>th</sup> Friends of the Library Annual Meeting 11:30 a.m.

November 18<sup>th</sup> History of the Omaha and Southern Interurban Railway 6 p.m.

November 21<sup>st</sup> Wheels of War: History of Railroads in Wartime 6 p.m.

November 22<sup>nd</sup> Winterfest Bayliss Park, 6 –8 p.m.

November 30<sup>th</sup> The Nutcracker with American Midwest Ballet (youth and family program) 10 a.m.

Respectfully Submitted:

Antonia Krupicka-Smith

## Public Service's Report

September 2024

### Spaces

Seventy-three individuals used the Makerspace during the month of September.

### Collections

Youth is developing plans to introduce Playaway devices to replace their audiobook on cd collection which will better serve the older elementary age readers.

All departments have begun the plan for adapting the Spanish language collection to a world languages collection and expanding the languages to best reflect the known languages spoken in the community. Additionally these materials will be shelved within the appropriate age areas in the building rather than all together on one shelf.

Support Services is continuing the process of merging Manga into series records which will help with findability as well as quickly seeing gaps in series for replacement

Mary (support services) research Roku devices as a possible option to address limitations in access for visual content on streaming services. It was determined not a good option due to legal implications from the services and the staff time that would be needed to maintain this type of resources.

Breanne (circulation department) has been assisting Bailey this month with our continued weeding of the Fiction section, and shifting Short Stories as they change call numbers. Hopefully shelving items with their authors should make for more circulation with the short story materials!

Several circulation staff assisted with completing a seed library inventory so that we have a better idea of stock when it comes time to order seeds, which will take place soon. Because there are no RFID tags on seed packets, there are still many that just walk out the door without being checked out unfortunately.

### Community

Youth staff attended two community outreach programs this month. They interacted with 143 people at the Share Your Smile event at Bayliss Park, which they attended with Circulation staff. They also hosted a table at the Mindfulness Event hosted at Bayliss Park by Family Connections. They interacted with 96 people at that event.

Ali and Jamie (teen department) engaged with the community by presenting the Ofrenda project to the TJ Spanish class, Spanish for Spanish Speakers. Ali created slides in Canva and presented an overview of the project, what it has looked like in the past, and what we are looking for from students this year. She also created social media posts and posters for the Ofrenda project and collaborated with Nathan and Michelle. She has communicated with Señora Silva and her students, who were excited to build the Ofrenda on October 2nd and worked hard on their design.

Ali also manned the booth at the Farmer's Market and spoke to over 100 members of the community about library events and services. She gave out many calendars to both adults and youth and had great conversations with a mix of current library patrons and those who do not yet have library cards.

All of Us Mobile Education and Enrollment Center was at the library from September 10 through September 13. All of Us is a project of the NIH and is trying to build one of the largest and most diverse health databases that is used for research to learn more about why people get sick or stay healthy and what makes us unique in order to find better ways to prevent and treat illnesses. While here the All of Us Mobile Education and Enrollment center interacted with 200 patrons, talking to them about the project. Sixteen patrons went through the complete process of donating blood samples.

During the hours the Enrollment Center was here, we arranged for other organizations to have programs or information about other health-focused services and resources available throughout the community. Viva Fit Kitchen, a health-focused meal prep company committed to making healthy living accessible, delicious, and culturally enriching, had samples on hand. Pottawattamie County Public Health provided information about services. We had a resource table highlighting the genealogy resources available through the library. The Alzheimer's Association provided a lunch and learn, Healthy Living for Your Brain and Body: Tips from the Latest Research.

Daley Porter (adult department) represented the Library at Union Pacific Railroad Museum for Railroad Days. He put together a display of railroad photographs in the Library's collection and handed out small 3D-printed train engines.

Julianne (circulation department) visited several assisted living facilities & nursing homes again this month. This month she was able to visit Fox Run, Bethany Lutheran, and Primrose and interacted with a total of 15 individuals. She was able to sign up about half of them for a card & discuss homebound services. Julianne attended the PACE Silent Book Club event at the beginning of September and talked with 15 individuals. Julianne & Elisa attended the CB Farmers Market on 9/12 to represent the library and then Julianne covered the event again on 9/26. Julianne & Elisa also attended Latino Fest in Bayliss on 9/28 and were able to talk with 131 individuals.

Circ staff were able to visit the kiosk at least 2x a week this last month and updated the powerpoint on 9/23. We have had some issues with the sensors and the inside staff screen this last month.

Julianne was able to deliver 276 items to 45 individuals this month, utilizing 10 volunteers.

Besides PACE tickets going quickly this month, we also prepared to put out Rose Theater & Zoo pass promotion that will start on October 1. Tixkeeper went down starting on 9/28, and we are hoping that it comes back up to provide access again soon. Lindsay & Bailey also worked together to put together a quick press release and Facebook post for Library Card Signup month.

Emily worked to translate and post about many items on the Spanish FB page, blog posts for the Spanish webpage, and then discussed newsletter items with Elisa a bit.

Bailey started Leadership CB on September 19 & 20 with a retreat to meet the class at Hitchcock.

## **Institutional Success**

Jamie (teen department) participated in the Change for the Better wellness committee at City Hall. The group discussed the plans for upcoming community culture activities and started to plan the annual Holiday Luncheon.

In Enterprise (the catalog), Mary made changes to the Subject Term settings so that all subjects appear as hyperlinks in search results.

Elisa Cruz transitioned to leading the Conversation Club.

The library ordered a bed bug oven that should be helpful in collection management that we are very excited about.

Circulation staff finalized ILL billing process with the Reference Department and met with them to discuss in September. Katie will also be involved in the billing process now to ensure we are following City finance procedures.

Katie developed a fun staff activity in September which encouraged staff to share their school age pictures. Everyone enjoyed remembering the hairstyles and outfits of our childhood. She also helped to make sure that staff was aware of the employee appreciation week activities that the City provided.

## **Programs & Services**

Regularly scheduled programming resumed in the Youth Department on September 3<sup>rd</sup>. We offered 13 storytimes sessions this month, serving 297 patrons. This included one evening storytime, which had comparable attendance to our morning sessions. All of our evening attendees were families that were regularly attending morning storytime until their kids moved into structured programs, so we are happy to see there is an audience eager to continue attending storytime!

Youth staff also offered Wednesday morning programs, including Meet a Real Fire Crew, Creative Movement with Motion Works Dance, Yoga Storytime, and an Outdoor Playdate. These programs

served 92 patrons. The most popular event featured a local fire crew from the Council Bluffs Fire Department. They brought equipment to show the kids and talked with families about fire safety at home.

Outreach storytime staff provided 62 storytime sessions for 1,045 preschool/daycare students and their teachers. Staff themes included sheep, shapes, zoo animals, and colors.

School age programming also resumed this month. There were 4 after-school programs, serving 81 patrons. The most popular activity was a DIY coin pouch, which taught participants a lacing technique good for fine motor skills.

Love on a Leash came for their monthly visit and 27 patrons attended the program.

Youth staff hosted two Oregon Trail themed programs – one for Homeschool Huddle and one as a Saturday drop in. Between the two programs, we served 69 patrons.

The Imagination Library delivered 1,857 books in August and 43 new children were registered for the program.

Our 1,000 Books Before Kindergarten program currently has 97 active readers with 11 new registrations this month. We also had 4 readers complete the program this month, finishing 1,000 books and going home with a medal and a new reading buddy.

The Storywalk at Sunset Park was changed out this month to feature a fall-themed book called Acorn was a Little Wild by Jen Arena.

Nathan (teen department) facilitated four Game On sessions.

Ali (teen department) planned and facilitated Candy Architecture, Build Your Own Jenga and Story Building Collaboration programs. She has also finalized plans for November programs, including Dancing Corn, Picaria: a math game, and Board Game Battles.

Four students visited with an instructor from Iowa School for the Blind and Deaf to see what their students could do in Teen Central. Jamie is working with ISD on several other visits to the library throughout the year.

Kris Sinclair led a writer's workshop, If Bones Could Talk: Unearthing The Lost Art of Storytelling Your Expedition Guide to Crafting a Compelling Debut Novel.

On September 14th, Caroline hosted a little fall seed swap for anyone to stop by, with 13 total attendees.

Thirty-four individuals met for the four book clubs we offered in August.

We had a total of 37 programs (25 general audience programs and 12 adult audience programs) with 428 people attending in person and 51 virtually.

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+)	Aug-24	Sep-24	FY25 TOTALS
Number of In-Person Onsite Programs - Total	21	22	64
Number of In-Person Onsite Attendance - Total	171	391	746
Number of In-Person Offsite Programs - Total	1	0	1
Number of In-Person Offsite Attendance - Total	206	0	206
Number of Prerecorded Programs	3	3	6
Number of Prerecorded Attendance	48	51	99
Number of Proctored Tests	4	1	13
GENERAL INTEREST PROGRAMMING	Aug-24	Sep-24	FY25 TOTALS
Number of In-Person Onsite Programs - Total	0	12	22
Number of In-Person Onsite Attendance - Total	0	60	120
Number of In-Person Offsite Programs - Total	10	0	20
Number of In-Person Offsite Attendance - Total	743	0	1574
Number of Prerecorded Programs	0	0	4
Number of Prerecorded Attendance	0	0	32
TEEN PROGRAMMING (Targeted age 12-18)	Aug-24	Sep-24	FY25 TOTALS
Number of In-Person Onsite Programs - Total	25	45	99
Number of In-Person Onsite Attendance - Total	396	400	1160
Number of In-Person Offsite Programs - Total	0	3	3
Number of In-Person Offsite Attendance - Total	0	54	54
Number of Self-Directed Programs	30	17	71
Number of Self-Directed Participants	208	128	566
YOUTH PROGRAMMING (Targeted age 0-5)	Aug-24	Sep-24	FY25 TOTALS
Number of In-Person Onsite Programs - Total	1	13	19
Number of In-Person Onsite Attendance - Total	42	297	637
Number of In-Person Offsite Programs - Total	1	58	68
Number of In-Person Offsite Attendance - Total	80	1100	1730
Number of Prerecorded Attendance	69	157	317
YOUTH PROGRAMMING (Targeted age 6-11)	Aug-24	Sep-24	FY25 TOTALS
Number of In-Person Onsite Programs - Total	1	9	20
Number of In-Person Onsite Attendance - Total	14	224	501
Number of In-Person Offsite Programs - Total	0	4	13
Number of In-Person Offsite Attendance - Total	0	138	1708
Number of Prerecorded Attendance	15	21	44
READING PROGRAMS	Aug-24	Sep-24	FY25 TOTALS
Number Registered Adult Participants	0	0	266
Number Registered Teen Participants	0		110
Number New Registered Youth Participants	12	11	954
Number OCR Reading Challenge Participants	0	0	0
Number Imagination Library New Registrations	39	43	114
Number Imagination Library Books Mailed	1864	1857	5593
PATRON DIRECTED ACTIVITIES	Aug-24	Sep-24	FY25 TOTALS
Story-Walk Participants	340		602
FOOD DISTRIBUTION	Aug-24	Sep-24	FY25 TOTALS
Total Number Summer Meals Distributed	0	0	2062
Total Number Teen Snacks Distributed	924	898	2526
Total Number of Teen Meal Bags Distributed	154	57	323

<b>FY25 CIRCULATION/RESOURCES/SERVICES STATISTICS</b>			
	<b>Aug-24</b>	<b>Sep-24</b>	<b>FY25 TOTALS</b>
<b>Accounts</b>			
New Card Registration	248	237	822
<b>Building Usage</b>			
Gate Count/Patron Visits	13949	14927	44988
Number of Reference Questions	2232	1580	5552
Number of Microfilm Rolls Used	15	1	24
Number of Meeting Rooms Used	159	143	472
Number of Notary Provided	19	29	89
Number of Computer Lab Sessions	2473	2105	6763
Number of WiFi Sessions	2126	2017	6189
Makerspace Room/Tool Usage	64	73	220
<b>Circulation</b>			
TOTAL CIRCULATION	20798	17206	62248
Kiosk Checkouts	160	102	524
Self Checkouts	12,183	10,279	37584
<b>Database Usage</b>			
AcademicSearch Premier - Total FT + Abstract	3	18	30
Ancestry - Total	313	344	1037
AtoZdatabases	3	0	16
Auto Repair Source	8	4	27
Brainfuse JobNow & VetNow- Total Usage	54	29	137
Brainfuse HelpNow - Total Usage	16	40	66
Britannica/Webster's - Total Number	186	373	859
Community History Archive (The Council Bluffs Globe) - /view	2	5	34
Consumer Reports - Page Views	195	194	621
Digital Sandborn Maps - Pages	127		127
Gale Virtual Reference - Total Retrievals from Usage Summary	2	0	10
Hoopla - Total Checkouts	2333	2284	6892
LibraryAware	14529	11758	38812
Mango Languages	211	21	273
Novelist Plus - Total FT + Abstract	734	557	1511
Novelist Select - Total Clicks	57	68	191
Overdrive - Total Checkouts	6980	6728	21014
TumbleBooks Library - Content Views	14	0	21
Value Line - Downloads	2236	2661	8391
<b>ILL</b>			
Total ILL	424	476	1339
<b>Kiosk Usage</b>			
Items Returned to Kiosk	101	69	240

## CIRCULATION/RESOURCES/SERVICES STATISTICS

	Aug-24	Sep-24	FY25 TOTALS
<b>Materials</b>			
Items Added to the Collection	853	851	3175
Items Removed from the Collection	631	546	1676
<b>Curbside</b>			
Overall Curbside Deliveries Total	2	5	12
Overall Curbside Items Total	6	12	61
<b>Homebound</b>			
Number of Patrons Enrolled	48	51	49.0
Number of Homebound Patrons Served	44	45	129
Number of Homebound Items Delivered	273	276	809
Number of pocket collections enrolled	3	3	9
Number of pocket collections delivered to	3	0	3
Number of items delivered to pocket collections	30	0	30
<b>Volunteers</b>			
Number of Volunteers	22	22	71
Volunteer Hours	72.7	85.66	269.76
<b>Virtual Usage</b>			
Website Users	8300	8400	25200
Website Sessions	18000	18000	55000
Catalog Users	4500	4200	13300
Catalog Sessions	10000	9400	29400