



**COUNCIL BLUFFS
Public Library**

**Council Bluffs Public Library
Board of Trustee – Monthly meeting
Library Board of Trustee Room
Wednesday, November 20, 2024 4:30 p.m.**

AGENDA

- I. Call to order**
- II. Approval of Agenda**
 - (1) Approval of Minutes for October 16, 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) Employee Personnel Policy 301.4 Work Attire (Adopt)**
 - (2) FY24 Annual Report**
- VIII. Friends of the Library**
- IX. Director's Report**
- X. Trustee Teaching Moment – State Law and City Ordinance**
- XI. Next meeting – December 18, 2024 – 4:30 p.m.**

Discover it here

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

Council Bluffs Public Library
Board of Trustees Meeting
October 16, 2024 - 4:30 PM

Present: Jared Tripp (presiding – virtual attendance), Stacey Goodman, Leo Martin, John Erixon, Cindi Keithley, Ron Frascht, Christy Watkins, and Antonia Krupicka-Smith, Library Director.

Absent: Nicole Juranek and Abby Jares.

I. Call to Order

- The meeting was called to order at 4:30 pm by Jared Tripp.

II. Approval of Agenda and Minutes

- A motion was made by Cindi Keithley to approve the agenda as presented; second was made by Ron Frascht, with the action passing unanimously.
- A motion was made by Ron Frascht to approve the September 2024 Council Bluffs Public Library Board of Trustee Minutes as presented; second was made by Christy Watkins, with action passing unanimously.

III. Public Comment

- No public comment was given.

IV. Correspondence and Announcements-

- Antonia Krupicka-Smith invited discussion around the library's dress code that has arisen following feedback from a member of the public. It was determined that the library will use the City's Dress Code Policy as a starting point, staff input will be secured from a committee comprised of a variety of levels within the organization, and a proposed policy will be slated for discussion at the upcoming November Board meeting. In the interim, the library will plan to abide by the City of Council Bluffs' Dress Code Policy.
- Antonia Krupicka-Smith noted multiple comments and articles included in the meeting packet.

V. Financial Report and Approval of Bills

- Leo Martin made a motion to approve \$223,131.06 for the general fund, \$42,548.76 for the memorial fund and zero for the projects fund resulting in a total of \$265,679.82; second was made by Cindi Keithley, with the action passing unanimously.
- Antonia Krupicka-Smith reviewed the June 2024 financials noting adjustments since the initial discussion. She indicated that one final adjustment is anticipated from the City's finance team prior to final closure of FY24.

VI. Old Business

- No old business was discussed.

VII. New Business

- 2025 Holiday Closings: Antonia outlined the proposed library closures for the 2025 calendar year. A motion was made by Stacey Goodman to accept the slate of closures as presented; second was made by Christy Watkins, with action passing unanimously.
- Policy 3.2 Electronic Use (Amendment): The Board reviewed Policy 3.2 Electronic Use from the library's Policy Manual. Stacey Goodman made a motion to approve the proposed policy amendment clarifying the circumstances of time extensions for computer resources; this action was seconded by Cindi Keithley and the action passed unanimously.

VIII. Friends of the Library

- Antonia Krupicka-Smith provided an update on the Friends of the Library. Their annual meeting luncheon will be hosted on November 15. A special meeting was recently held to discuss a new pricing structure for the Bookstore and Book Sale. The updated pricing structure will be presented at the Annual meeting. Board members were encouraged to sign up to attend one of the 2025 Friends of the Library meetings (sign-up sheet was circulated). Antonia noted that the sales from the September Book Sale were on par with past book sales. Discussion is underway about possibly hosting another book sale in the Spring.

IX. Director's Report & Teaching Moment

- Antonia Krupicka-Smith provided the following facilities updates:
 - The majority of the carpets were cleaned in September. There are a few spaces that will get cleaned in October.
 - A plumbing incident occurred the end of September. While addressing this issue, it was discovered that a portion of the main line needs to be replaced (replacing a "T" junction with a "Y"). This will be taken care of at a future date when the library has a planned closure.
 - The City was able to use some unspent bond dollars to purchase a vehicle for the library. The vehicle should be in by the end of December; the library is still determining what specific upfitting will suite their needs.
 - 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.
- Antonia Krupicka-Smith noted that September included National Library Card Sign-Up and Banned Books Week. Proclamations and related communications coverage were noted. The author speaker series is hosting *An Evening with Alexander McCall Smith* this week. Many additional programs were noted.
- The Board celebrated the recent announcements of Antonia Krupicka-Smith being honored with the Midlands Business Journal's 40 Under 40 Award, as well as the Council Bluffs Public Library receiving the Library Philanthropy Award at the Iowa Library Association conference recognizing efforts beyond the library's typical mission for the Teen Snack Program in Teen Central.
- For the Trustee Teaching Moment, Antonia Krupicka-Smith walked the Board through a discussion of the Board and the relationship elected officials. She noted that this relationship differs based on the structure and size of a City. She highlighted the importance of transparency and building systems to ensure regular updates that keep the City Council informed and in the loop of library activity and important things on the horizon. Public meeting laws were also discussed, highlighting the need to be aware if a quorum of board members is in the same setting outside of official library meetings.

X. Adjournment

- There being no further business, a motion was made by Ron Frascht to adjourn; the motion was seconded by John Erixon and passed unanimously.
- The next meeting will be held on November 20, 2024 at 4:30 PM.

Respectfully submitted,

Stacey Goodman

Stacey Goodman
Board of Trustee - Meeting Scribe

Community Correspondence

October 2024

Comments:

Patron complained that our Bible Commentary in our reference area is very scant and is in need of updating. (Selector for that area is working with that patron to better understand what they are looking for.)

Just wanted to pass along a compliment I got from a patron regarding the display on the left of Bookie. He said every book he had checked out from that display was awesome. Good job!

One patron commented that they wanted to share appreciation for the person selecting DVDs, as the patron thought they had great taste in finding movies they and others in the community want to watch.

The Iowa State Extension office complimented the beautiful, high quality work that the students from TJ had put together for the Ofrenda project.

Publicity:

The Daily Nonpareil

The Daily Nonpareil published 17 total articles or ads online or in print related to the library in October. Six promoting Alexander McCall-Smith, 1 about murals along FIRST AVE including mention of the Library Kiosk mural, 1 about the meet-and-greet with political candidates hosted by the Chamber of Commerce at the library, 2 about the Council Bluffs Creators program held at the library, 4 about the Halloween centered programming at the library, 2 about the ofrenda, and 1 about an upcoming presentation from Antonia to a PEO group.

Unleash CB Bulletin

Unleash CB send out weekly bulletins listing the library events among other community months throughout the month of November.

Other

Silicon Prairie News – Monday, October 7, 2024: Midlands Business Journal released its "40 under 40" list for 2024 and Antonia Krupicka-Smith is listed for the Council Bluffs Public Library.

Schutz, Ani. "Midlands Business Journal Releases 2024 '40 Under 40' Winners." *Silicon Prairie News*, <https://siliconprairienews.com/2024/10/midlands-business-journal-releases-2024-40-under-40-winners/>. Accessed 8 Oct. 2024.

Reviews:

Google

5 Star review

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

June 2024 FINAL						
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	-	33,247.08	97.6%
A14100 602000	SALARIES- PARTIME	389,740.28	359,623.01	-	30,117.27	92.3%
	TOTAL SALARIES & WAGES	1,772,255.45	1,708,891.10	-	63,364.35	96.4%
A14100 606400	HOLI-VACATION-SICK PAY	16,251.42	15,906.05	-	345.37	97.9%
A14100 611000	FICA	126,288.59	127,974.27	-	(1,685.68)	101.3%
A14100 613000	IPERS	157,856.00	159,658.91	-	(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%
	TOTAL EMPLOYEE BENEFITS	634,400.33	660,992.72	-	(26,592.39)	104.2%
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	11,420.84	-	3,579.16	76.1%
A14100 637120	UTILITIES-ELECTRIC	69,000.00	75,190.96	-	(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	2,606.87	-	393.13	86.9%
	TOTAL UTILITIES	88,800.00	90,858.59	-	(2,058.59)	102.3%
A14100 640200	ADVERTISING EXPENSE	3,000.00	2,663.41	-	336.59	88.8%
A14100 640300	TECHNOLOGY SERVICES	165,000.00	100,764.97	(57,273.96)	64,235.03	61.1%
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	57,781.21	52,317.87	(52,081.21)	1013.7%
	TOTAL CNTRACTUAL SRVCS	247,000.00	239,244.91	(4,956.09)	7,755.09	96.9%
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%
	TOTAL COMMODITIES	412,000.00	393,993.61	-	18,006.39	95.6%
	TOTAL LIBRARY	3,163,455.78	3,099,402.93	(4,956.09)	64,052.85	98.0%

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

October 2024

ACCOUNTS FOR:		ORIGINAL	YTD	MTD	AVAILABLE	PERCENT
GENERAL FUND		APPROP	EXPENDED	EXPENDED	BUDGET	USED
A14100 601000	SALARIES- REGULAR	1,358,095.04	381,671.16	104,530.44	976,423.88	28.1%
A14100 602000	SALARIES- PARTIME	424,897.39	108,335.99	30,952.17	316,561.40	25.5%
	TOTAL SALARIES & WAGES	1,782,992.43	490,007.15	135,482.61	1,292,985.28	27.5%
A14100 606400	HOLI-VACATION-SICK PAY	-	-	(14,160.15)	-	100.0%
A14100 611000	FICA	157,029.39	36,098.74	10,011.54	120,930.65	23.0%
A14100 613000	IPERS	197,628.15	45,789.51	12,644.41	151,838.64	23.2%
A14100 615000	GROUP INSURANCE	382,626.24	124,221.56	31,582.42	258,404.68	32.5%
A14100 619900	CELL PHONE ALLOWANCE	600.00	25.00	25.00	575.00	4.2%
A14100 619930	MILEAGE REIMBURSEMENT	4,000.00	365.08	269.56	3,634.92	9.1%
A14100 619950	MISC EMPLOYEE BENEFITS	1,000.00	55.88	-	944.12	5.6%
	TOTAL EMPLOYEE BENEFITS	742,883.78	206,555.77	40,372.78	536,328.01	27.8%
A14100 621000	DUES-MEMBER-SUBSC	3,000.00	790.15	-	2,209.85	26.3%
A14100 623000	TRAINING EXPENSE	2,000.00	948.20	120.00	1,051.80	47.4%
A14100 623010	TRAVEL EXPENSE	3,000.00	964.24	964.24	2,035.76	32.1%
A14100 623020	EMPLOYEE MEAL EXPENSE	500.00	17.38	17.38	482.62	3.5%
	TOTAL STAFF DEVELOPMENT	8,500.00	2,719.97	1,101.62	5,780.03	32.0%
A14100 633200	EQUIP & VEHICLE REPAIR	-	372.58	-	(372.58)	
A14100 637110	UTILITIES-GAS	40,000.00	1,515.93	984.38	38,484.07	3.8%
A14100 637120	UTILITIES-ELECTRIC	79,000.00	17,184.85	8,734.47	61,815.15	21.8%
A14100 637210	REFUSE COLLECTION	1,200.00	354.44	89.26	845.56	29.5%
A14100 637300	TELECOMMUNICATION	3,600.00	1,675.00	1,525.00	1,925.00	46.5%
A14100 637400	UTILITIES-WATER	3,000.00	683.40	683.40	2,316.60	22.8%
A14100 639910	GROUND MAINT & REPAIR	1,000.00	650.00	-	350.00	65.0%
	TOTAL UTILITIES	127,800.00	22,436.20	12,016.51	105,363.80	17.6%
A14100 640200	ADVERTISING EXPENSE	3,000.00	210.44	103.00	2,789.56	7.0%
A14100 640300	TECHNOLOGY SERVICES	200,000.00	96,024.50	6,023.99	103,975.50	48.0%
A14100 640400	BILLING & COLLECTIONS FEES	1,700.00	762.01	384.73	937.99	44.8%
A14100 640700	CONSUTANT EXPENSE	-	262.00	-	(262.00)	
A14100 641000	OTHER CNTRACTUAL SRVCS	86,300.00	14,073.20	6,818.10	72,226.80	16.3%
A14100 641410	PRINTING	1,000.00	-	-	1,000.00	0.0%
A14100 642000	LEASE PAYMENTS	5,000.00	4,929.66	718.83	70.34	98.6%
	TOTAL CNTRACTUAL SERVICES	297,000.00	116,261.81	14,048.65	180,738.19	39.1%
A14100 650200	FICTION & LARGE PRINT	38,000.00	10,284.91	2,500.65	27,715.09	27.1%
A14100 650210	PERIODICALS	12,000.00	1,771.00	1,771.00	10,229.00	14.8%
A14100 650211	AUDIO BOOKS	17,000.00	1,410.88	162.96	15,589.12	8.3%
A14100 650212	DVDs	20,000.00	4,191.12	1,881.79	15,808.88	21.0%
A14100 650213	MUSIC CDs	4,000.00	400.30	211.14	3,599.70	10.0%
A14100 650214	REFERENCE	6,000.00	2,250.00	2,200.00	3,750.00	37.5%
A14100 650215	DATABASES	80,000.00	55,612.76	13,557.00	24,387.24	69.5%
A14100 650216	YOUNG ADULT	16,000.00	4,960.20	1,547.91	11,039.80	31.0%
A14100 650217	VIDEO GAMES	8,000.00	3,387.55	1,004.01	4,612.45	42.3%
A14100 650218	E MATERIALS	60,000.00	14,999.79	4,999.93	45,000.21	25.0%
A14100 650219	NON-FICTION	20,000.00	4,668.71	1,463.41	15,331.29	23.3%
A14100 650220	KIDS BOOKS	35,000.00	8,224.33	897.39	26,775.67	23.5%
A14100 650221	SPANISH COLLECTION	2,500.00	77.71	40.94	2,422.29	3.1%
A14100 650400	MINOR EQUIPMENT	8,000.00	1,740.15	134.22	6,259.85	21.8%
A14100 650600	OFFICE SUPPLIES	9,000.00	3,576.56	274.83	5,423.44	39.7%
A14100 650700	LAUNDRY SERVICES	200.00	65.31	31.71	134.69	32.7%
A14100 650750	OPERATING SUPPLIES	15,000.00	4,642.62	921.29	10,357.38	31.0%
A14100 650810	POSTAGE & FREIGHT	5,000.00	6,132.78	-	(1,132.78)	122.7%
	TOTAL COMMODITIES	355,700.00	128,396.68	33,600.18	227,303.32	36.1%
	TOTAL LIBRARY	3,314,876.21	966,377.58	236,622.35	2,348,498.63	29.2%

Expenses Outside of City Operating Budget/General Fund

FY 2024-2025

Type of Service	Fund Source	Oct-24
Adult Programming	Foundation	\$1,056.03
Bed Bug Oven	General Donations	\$272.23
Board Game Collection	Enrich Iowa	\$79.21
Book Memorials	Various	\$266.00
eMaterials	Enrich Iowa	\$127.48
Foundation Author Series	Foundation	\$2,751.43
Imagination Library Books	Foundation	\$8,257.95
Outreach	Enrich Iowa	\$121.63
Snack Program for Teens	CFFWI Grant	\$183.54
Strategic Plan	Foundation	\$462.69
Summer Reading Prizes	Foundation	\$494.00
Teen Programming	Foundation	\$1,060.68
Winterfest 2024	Friends	\$79.63
Youth Programming	Foundation	\$858.36
TOTAL Gifts & Memorials:		\$16,070.86

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

\$500.00 In Memory of Randall Hough
\$500.00 In Memory of Geraldine Hough
\$100.00 In Memory of Margaret A. Goldsberry
\$700.00 In Memory of Adam Angeroth
\$25.00 In Memory of Rob Robnett
\$1,000.00 Donation Rozan M. Weigel
\$100.00 In Honor of Beta Sigma Phi City Council
\$50.00 In Honor of Alpha Delta Kappa
\$30.00 General Donation
\$20.00 General Donation
\$15.00 Special Collections Donation

\$3,856.19 Friends of the Library, various projects

\$3,000.00 Montage Marketing Group – All of Us project

\$17,318.81 FY25 Direct State Aid

301.4 Work Attire

The work place of the library is a service environment that at times can require lifting, pushing, and pulling of boxes and loaded book trucks. Because of the activities required at the library, it is important that employees wear attire that is suited to the tasks required of the job and ensure a safe environment.

All employees must wear clear identification while working which can include a branded lanyard, magnetic name badge, or issued entry badge.

The following casual work attire guidelines will be enforced and required of all library employees.

Casual Work Attire	Inappropriate
Jeans (free of tears, fraying) Khakis, dress pants, or capris Skirts or Dresses knee length or longer	Exercise apparel, active wear, beach wear, shorts
Polo Knit or golf shirts, short/long sleeve blouses or shirts, sweaters Blazers or sport coats Library or City Branded attire	Shirts with offensive writing Graphic T-Shirts Beachwear, tank tops Clothing showing midriiffs, halter tops
Leather work boots Closed toed shoes appropriate and safe for position	Flip flops, athletic slides, sandals or open toe shoes
Hats Head coverings	

Exceptions:

1. Certain work assignments or duties may dictate more professional attire and other circumstances may require more casual attire. All exceptions to the policy must be approved by manager and library director or their designee.
2. Managers may also approve less professional attire for a specific business task or work assignment based on safety and environmental conditions.
3. Adjustments to work attire may occur on designated theme days or other special days approved by the library director or their designee.
4. Employees who desire a reasonable accommodation for medical or other reasons should request preapproval from the library director or their designee.

Disclaimer: Please note that none of the lists should be considered an exhaustive list: consult with your manager or Library Director when in doubt.



BUCK CHRISTENSEN | PHOTOGRAPHY



COUNCIL BLUFFS
Public Library

Council Bluffs Public Library provides our community access to enrichment, connection, and discovery.

www.councilbluffslibrary.org

COUNCIL BLUFFS PUBLIC LIBRARY

Annual Report
FY24



BUCK CHRISTENSEN | PHOTOGRAPHY

LIBRARY BOARD OF TRUSTEES

- Cindi Keithley, President
- Jared Tripp, Vice President
- Nicole Juranek, Secretary
- Leo Martin, Treasurer
- John Erixon
- Ron Frascht
- Stacey Goodman
- Abby Jares
- Alison Smith

CITY COUNCIL

- Matt Walsh, Mayor
- Joe DiSalvo
- Steve Gorman
- Chris Peterson
- Roger Sandau
- Jill Shudak



ANTONIA KRUPICKA-SMITH
Library Director

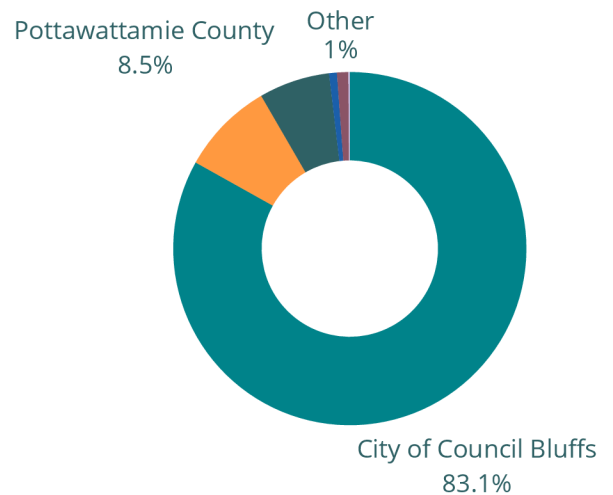
This past Fiscal Year has been one of great accomplishments in serving our community. Most notably the opening of the second location in Council Bluffs, the Cochran Library Kiosk. We have also updated technology to better serve the community including the replacement of the automatic materials handler and the RFID materials gates. We celebrated our 25th year on Willow and looked to the future with the completion of a 5 year strategic plan. We also continued to provided enriching and exciting programs that the community has come to love through reading programs, author visits, history programming, and technology and creative programming. I want to thank all of you for supporting and using the library and especially thank our dedicated staff, volunteers, and elected officials for all of the work to bring the great services of the library to the community. Read on through this annual report for more information on a snapshot of things accomplished this last fiscal year.

* Images on cover page and current page donated by Buck Christensen in memory of his grandmother, Betty Fields Majeski, an avid reader whose entire life was shaped by her love of the Council Bluffs Public Library.

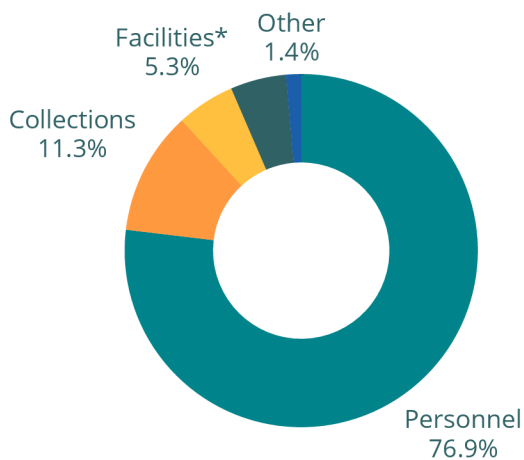
Year by the Numbers

Collection Size	308,729	Total Card Holders	52,687
Items Added to the Collection	17,665	New Card Registration	5,337
Physical Items Borrowed	218,664	Visits	174,609
Downloaded Items	291,195	Meetings by the Public	1,746
Homebound Items Delivered	3,259		
Interlibrary Loan Items	4,717		

Revenue



Expenditures



Program Attendance	38,652
Reference Questions	21,954
Summer Reading program Participants	1,032

*Many costs associated with the upkeep and repair of the Library property are reflected in the Building and Maintenance and Parks & Recreation budgets. This is not a full representation of the facilities expenditures.

Opening Of A New Location



The Cochran Library Kiosk was opened to the community in June 2024 with a grand opening in July 2024. This unstaffed, 24-hour location is located in the 51501 zip code of Council Bluffs which allows us to more equitably serve the residents and broaden access. Construction on the location of the kiosk began in Fall of 2022 with the installation of the FIRST AVE trail at 22nd street next to Cochran Park. A shelter for the device was installed in June 2024 shortly before the device was installed.

The location holds 235 items ranging in type from kids books to DVDs. The kiosk will also accept up to 500 items in the multiple sorting bins under the visual display window.

Along with the installation of the device, a mural was painted on the kiosk which was funded by the Iowa West Foundation and is part of the FIRST AVE Mural program. The mural was designed and installed by the artist Ilaamen Pelshaw. The design follows the theme of native prairie by incorporating native birds.

The entire project was funded with various levels of support from the Council Bluffs Public Library Foundation, City of Council Bluffs, Iowa West Foundation, Friends of the Council Bluffs Public Library, and Community Foundation for Western Iowa. On-going operational support is provided by the City of Council Bluffs.

Service Highlights



New Technology to Serve you Better



New RFID (Radio Frequency Identification) gates were installed to ensure accurate checkout and return of library materials in the Fall of 2023.

Celebrating 25 Years of Service on Willow



In September 2023 we celebrated 25 years of service on Willow. The building opened to the public in September of 1998 with cutting edge services which included a public computer lab to the world wide web. We continue to proudly serve the community from the Willow address with many new service offerings.



A new AMH (automatic material handler) was installed in the early Spring of 2024.

A new AMH (automatic material handler) was installed in the early Spring of 2024. This machine includes a new feature of "bulk separation" which allows multiple items to be sorted and checked in at one time. The previous machine (Arnie "Sorts" enegger) retired and a community contest named the new machine "AMH-y" Sort-cerer.



Planning for the Future

After months of planning, focus groups, surveys, and workshops the library staff completed a 5 year strategic plan to look to the future of the library in Council Bluffs. Some highlights from the plan include data driven decision making, community-led programming, and raising awareness of the library and positioning ourselves to serve future populations.

Program Highlights

1000 Books Before Kindergarten



In August 2023, the 1,000 Books Before Kindergarten early literacy reading program in memory of Shelley Bishop, was launched. This program is focused on creating a habit of reading in families prior to kids heading to kindergarten. The program is funded in part through the Shelley Bishop Memorial Fund through the Community Foundation for Western Iowa and the Friends of the Council Bluffs Public Library.

Teen Snack Program



Through a focus of reducing barriers to access, Teen Central launched the Teen Snack Program to remove the barrier of hunger and unregulated behavior. This program provides nutritious after-school snacks to teens each day which are supplied through generous donations and grants.



Auto Renew
is Here!



Automatic Renewals were implemented to better serve the community.

This allows patrons to keep their materials longer, without worry, if they need to while also getting materials into the hands of patrons faster through placing HOLDS on titles they are interested in.

Our Community Reads: Water Connects Us All



The Our Community Reads: Water Connects Us All kicked off in Spring 2024 with three selections for the community to engage with and read. This year we were able to gift a copy of the youth title to every 2nd grader in Council Bluffs through funding from Raise Me to Read. Every 2nd grader also was able to meet and see the author speak. Funding from the Iowa West Foundation supported every 6th grader receiving a copy of the teen book and meeting and seeing that author. This is the 3rd year of the program.

Foundation Speaker Series



The Foundation Speaker Series kicked off with Kate Quinn in November 2023 and continued with Mitch Albom in December 2023, and Wil Haygood in February 2024. This series is generously provided with funding from the Council Bluffs Public Library Foundation and in partnership with The Arts Center on the Iowa Western Community College Campus.

Friends of the Council Bluffs Public Library



"The Friends of the Public Library is a nonprofit organization run by dedicated volunteers who are passionate about supporting and advocating for our CBPL. We raise funds through memberships, public donations and book sales from our annual book sale and bookstore, which is also run by volunteers. The money raised is used to help fund the many services and programs provided by our amazing library. The Friends of the CBPL also takes great pride in being able to award several scholarships each year to teen volunteers to help further their education and their love of the library. We are excited to be able to continue this partnership into the future with our ideas always growing."

-Theresa Martin, Friends Board President

Council Bluffs Public Library Foundation



"It is again the privilege of the Council Bluffs Public Library Foundation to support your public library. Your tax-exempt gifts to the foundation compliment the city funding with the goal of having a State-of-the-Art Library for the community. The library foundation was able to support a substantial number of library projects this year. Notably:

- Cochran Library Kiosk along FIRST AVE at Cochran Park
- Dolly Parton's Imagination Library
- Library Programming including Community-Wide programs such as Our Community Reads: Water Connects Us All
- Technology Updates like the New Automatic Material Handler and new staff computers
- Author visits from Julia Quinn, Mitch Albom, Wil Haygood, StacyMcAnulty, BenMcGrath, and Jennifer Holm.

Friends of the Library Board

Theresa Martin, President
Jordan Preston, Vice President
Nicole Lindquist, Secretary
J.R. Woltemath, Treasurer
Dave Wise
Jessica Johanns
Elizabeth Hunter
Traci Drescher
Tisha Moore
Denise Hoag
Sarah Beth Ray

Council Bluffs Public Library Foundation Board

Kathleen Pyper, President
Brian Cady, Vice President
Michelle Lee, Treasure
Steve Krohn, Secretary
Francis Clark
Jessica Rosenberg
Ed Lynn
John P. Nelson
Kathy Tisher
Donna Schoeppner, Board Secretary

These projects helped bring library services to an underserved area of the city, encouraged reading for new and young readers, supplied interesting programming, new and updated essential equipment, and brought prominent authors to our community for your enjoyment.

We hope that you use and visit your library often and enjoy these gifts. We will continue to help with projects that enhance the library for this community."

-Kathleen Pyper, Library Foundation Board President

To learn how you can support the library thru this non-profit Foundation visit the library web site councilbluffslibrary.org/about/library-foundation



The Council Bluffs Library is recognized as a primary community resource for educational support, self-directed learning, cultural development, advancing literacies, and building public prosperity and well being.

The Council Bluffs Public Library:

- Offers superior customer experiences
- Encourages learning and discovery
- Is inclusive and provides access to all
- Cultivates collaboration and innovation
- Believes in the freedom to know
- Fosters a positive work environment
- Provides wise stewardship of public resources

400 Willow Avenue Council Bluffs, IA 51503
www.councilbluffslibrary.org

Director's Report

October 2024

The annual Iowa Library Association conference occurred in October. As a member of the Public Libraries Forum and the Library Leadership and Management division, I helped to provide input on the topics and sessions presented. Additionally, I presented a session this year with another library director on best hiring practices. Finally, the library received the Philanthropy Award this year for our Teen Snack Program which goes above and beyond the traditional mission of the library to serve the community, but also reduce barriers to service. Here are some trends and take aways that I gathered from the conference and the sessions I attended.

I was able to connect at the opening of the exhibit hall with the company that assisted the Police Department with their evidence storage. They also do archival storage solutions and this is a goal in our strategic plan. They have offices in Omaha and I was able to make the necessary introductions for them to do an assessment and recommendation of our special collections archival space. I also spoke with Brodart about their language materials services. Another goal in our strategic plan is to provide a World's Language collection and Brodart has excellent services to assist with this. We don't currently purchase our materials through them, but they are still a good resource to help us better design and implement this collection. I also spoke with a board game company that facilitates large scale board game programs and can additionally do location specific murder mysteries that they write themselves that include location highlights. This would be a very fun program with all of the history in our area.

Some valuable sessions that I attended included a session about moving a library. Although we don't plan on moving the library, we do want to look at the layout of the makerspace in the future and this session had some really good tools that are free or low cost to ensure spaces are optimized. I then attended a session on promoting partners through library events. This session was very thought provoking as it framed library events as a way to address the epidemic of loneliness which is very prevalent in the United States and can actually lead to major health issues. The presenter provided lots of examples for all ages and introduced two different conversation facilitation tools that can help bridge divides when tough topics come up and create divisions in communities. He also mentioned a new project from StoryCorps called "One Small Step" which aims to bring people together to have a conversation about different viewpoints, not a debate. The last session that I want to highlight was a panel on effective governance and leadership from library boards and library directors. It was interesting to see the insight that various sized libraries across the State have and how we are all doing such good work within our communities even if it feels tough or not effective.

Kiosk Update:

As we closed out October, we finished up three months of the kiosk being open and we have gathered some data to share. We have seen steady and consistent usage of the device itself. Although there has not been growth each month, I feel it is better to compare similar months, ie. August with August, rather

than consecutive months due to the nature of park usage and reliance on the weather. The primary users of the kiosk are adult card holders and CB residents. They are mainly checking out youth materials and adult fiction items which leads us to believe the highest users of the kiosk are families. We have seen check out of Spanish language youth materials each month which we are excited about as we had hoped to reach the diverse populations of the community with this device. Lastly I am happy to report we have seen an increase in card holders and new accounts specific to that neighborhood! We anticipate usage to slow down in the colder months, but have started our Spring and Summer plans to bringing programming and events to the kiosk to promote usage.

Facilities Update:

The bid for the roof went out mid-October and a number of contractors have come on site to view the project prior to bidding. The bid period closes the beginning of November with an award occurring prior to the end of the year.

More concrete worked in the parking lot continued in October and weather permitting will happen in November as well. (weather permitting)

Old white boards were removed from meeting room C and the board room. They weren't functioning as intended. We have ordered new white boards that are portable and will allow for more flexibility in the spaces.

Staff Update:

I accepted Cindy Sellers resignation in October. We were all sad to see her fully retire and will miss her a lot as will members of our community. We have posted her position and have some promising candidates already.

Upcoming Events:

With the closure of Centro Latino, we have taken on the ESL, Citizenship, and Bridges Out of Poverty classes they were hosting until the end of the year.

November 21st Wheels of War: History of Railroads in Wartime 6 p.m.

November 22nd Winterfest Bayliss Park, 6 -8 p.m.

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

December 5th Ben Tomasello & Generations: Live Music event 7 p.m.

December 12th : An Evening With Ed Yong Foundation Speaker Series 7 p.m. @ Iowa Western Arts Center

Respectfully Submitted:

Antonia Krupicka-Smith

Public Service's Report

October 2024

Spaces

Youth is working with Building Maintenance to improve the shelving for our Bin Book collection (paperback picture books).

One hundred and thirty-nine individuals used the Makerspace during the month of October.

A patron traveled from Kansas City on a recommendation of a friend to attend October's How to Sew class taught by Mindy McCollough. Another patron who is attending Iowa State came from Ames to attend as well. The patron from Kansas City said there is nothing like this at their libraries.

An outreach vehicle has been purchased! Bailey was able to start speaking with City Fleet staff about next steps and shelving install for the inside of the vehicle.

Collections

Spooky and Halloween themed Youth books were sent to the Kiosk this month to overlap with the Costume Night event hosted by the City.

This last month we've added quite a few games: 30 video games and 3 board games. Lee has been investigating on processing these slightly differently in a few ways to help prolong the life of some of the board game materials.

Mary, Support Services, re-assigned a few books on slavery that were in the 300s but belonged in the 973s

Mary also was able to return to cataloging items from Special Collections. She added more social club yearbooks, updated the cataloging on some oversized photographs and with the help of Jenni Daggett they have a finding list for the Nonpareil negatives of photographs taken by Jack Kennedy.

Support Services added 854 items (20 of which were for the KIOSK) to the collection and removed 825.

Tixkeeper, our online tool for Discovery Pass reservations, continued to have intermittent issues throughout the month of October. Although by the end of the month, most issues with it were resolved. We were also able to hand out our first set of Zoo Passes on October 1st, which went very

quickly! Lindsay & Emily made sure all of the promotions for these went out to the public in English & Spanish.

Community

Youth staff attended four community outreach events this month, including the Community Baby Shower hosted by Catholic Charities, the City's Costume Night at Cochran Park, and Trunk-or-Treat events at the Hoff and in Minden.

They were contacted by staff at the Lewis Central Community School District regarding LIT account access to a digital resource the school district could not locate and we did not own. We were able to add the item to the library's digital collection and received the following feedback from the teacher, "Woohooo! That is fantastic! ... Thank you all so much for helping me find the resources to help our students succeed!"

Youth staff participated in a partnership meeting regarding Library participation in an ongoing project to add new features at River's Edge Park. Staff also attended a quarterly Bee City USA meeting with partners from the City and County.

The Spanish for Spanish Speakers club from TJ High School came to the library on October 2nd and built and decorated the community ofrenda. The group did an excellent job, and we were thrilled to see several community members bring photos to put on the ofrenda to remember their loved ones. This project truly brought our community together in a meaningful way.

Ali, teen department, got to do some outreach at College View for 3rd through 5th graders to help the youth department and begin working toward bridging the transition from 5th to 6th grade. We will be returning to College View quarterly.

Students from Iowa School for the Deaf went on a field trip to Teen Central to participate in the Tinker Zone program. They will visit regularly, but we are unsure how often they plan to come.

Wilson students got to come to the library for a tour and to hang out in Teen Central on the 29th of October. Eighteen Students from the 21st Century Grant Club got a chance to participate in the activities offered in Teen Central and could check out books with their LIT accounts.

On October 12, Centro Latino of Iowa closed. The organization was a location for several multi-week classes through partnerships that had just recently begun. The Library was able to offer space for a Bridges Out of Poverty class that meets on Saturdays through December 7, an ESL class that meets on Tuesdays and Thursdays December 17, and a Citizenship class that meets on Tuesdays through December 17.

October was full of a variety of outreaches for the Circulation Department! We were able to work together with several other departments to make each of these a success. Julianne and Elisa visited the Binational Fair put together by All Care on October 5th where they interacted with 65 individuals & created 1 card. Lindsay visited the McClelland Pancake Breakfast and interacted with 65 individuals. There were a lot of great interactions, and it was our only opportunity to visit this

contract community this year. Emily & Julianne visited the IWCC HiSET class on October 10th and interacted with 11 people. Cindy & Julianne assisted with Costume Night at Cochran Park on October 11 and talked with 346 community members and made 2 library cards, with a lot of Kiosk related interactions. Julianne attended the IWCC staff Health Fair where she interacted with 48 staff members and made 2 library cards. Cayce & Julianne attended Halloween at the Hoff Center, where they handed out treats and interacted with 349 people. Lindsay & Lisa went to Minden for a Trunk or Treat and interacted with 394 area community members, and it was a great opportunity to connect again with this contract community since the tornado in April.

Institutional Success

Jamie and Ali attended the Iowa Library Association's annual conference in Des Moines. Jamie went as part of her duties as a board member for the Iowa Library Association Foundation but was able to attend a few sessions. The most helpful was *The Power of Persuasion: Marketing Your Library in a Changing World*. by Elaina Norlin. This was a fantastic presentation on how to use marketing to persuade an audience. Ali got to attend as a representative of the University of Nebraska Omaha. One of the sessions she attended was about building a reading program partnership with schools. We are already implementing some of the ideas she brought back.

Jamie met with the library clerk at Kirn to discuss a year-long reading plan for students next year. This coming spring both Wilson and Kirn students will be invited to participate in the Our Community Reads challenge through Beanstack. The language arts teachers will be helping to promote the challenge.

Trish Alfors and Jennifer Sorensen-Nelson began their 6 week ALA course on cataloging.

Mary requested and received a custom report from SirsiDynix called DEI Subject Heading Inventory. This report contains 13 groups of various topics, with these groups we can create customizable reports about our collection. This will be a useful tool for our collection assessment process.

Julianne watched recorded webinars through the ABOS Annual Conference. One webinar included more information about creating a rubric to prioritize outreach and partnerships, which we plan to utilize as we create a flowchart for outreach vehicle usage. We have started the bones of the document and are working on refining it.

Shawn and Bailey have been working through bed bug oven procedures, and we have developed some procedures through trial and error. Through some additional resources and research, we've been able to determine other needed materials to properly process items with the oven and I believe we are on our way to a very thorough process.

Programs & Services

Youth staff provided 16 in-house storytimes this month for 510 patrons, including our new evening storytime. We also hosted a Saturday morning session of Music with Lori Lynn to reach our 5 & under audience outside of traditional work/preschool hours.

Our slate of Wednesday morning programs included Playdate Café, Creative Movement with Motion Works Dance, Yoga Storytime, Meet a Real Gymnast, and our annual Library Trick or Treat. Over the course of the month, these programs served 239 patrons.

Outreach storytime staff provided 61 storytimes to 988 students and their teachers. Staff themes included wolves, spiders, night animals, and pumpkins.

We hosted four after-school drop-ins for elementary age patrons, serving 83 patrons. This month's most popular drop-in was DIY Costumes.

Love on a Leash came for their monthly visit and 20 patrons attended this program.

This month's Homeschool Huddle theme was poetry and 13 patrons attended.

We also hosted two additional Saturday programs primarily targeted at elementary age students—a Recycled Spooky Art program and a Spooky Science drop-in. Forty-eight patrons attended these two programs.

School age outreach included four sessions with our Pokemon-themed after-school club at Bloomer as well as a visit to the K-2 students in the therapeutic program at College View Elementary School.

The Imagination Library delivered 1,861 books in October and 31 new children were registered for the program.

Our 1,000 Books Before Kindergarten program currently has 74 active readers with 10 new registrations this month. We also had 3 readers complete the program this month, finishing 1,000 books and going home with a medal and a new reading buddy.

October was Teen Tech Month in libraries across the Nation. Here in Council Bluffs, we hosted a passive program called Teen Tech Bingo. The Tinker Zone activities had more to do with tech this month. In the first two weeks, patrons made touch pens on phones and iPads. During the second two weeks of the month, the Tinker Zone activity was DIY Holograms. Patrons cut thin sheets of plastic to form a sort of four-sided pyramid that, when inverted on a video image on a cell phone or iPad, projects the image to the sides of the plastic so it appears to be floating in the air. These engaging activities were a hit with our patrons, and we are proud of the success of Teen Tech Month.

Ali led a small group of writing enthusiasts in the new Scribblers writing program. This program will be repeated monthly.

Author Alexander McCall Smith kicked off the Foundation's Speaker Series on October 17 at the Arts Center at Iowa Western.

Adult services had a couple of history programs this month. Patricia LaBounty, from the Union Pacific Museum, presented *All Set for the West: Railroads and the National Parks*. Troy Stolp and Richard Warner, from the Historical Society of Pottawattamie County, presented *The Council Bluffs Creators: Mormon Odyssey in the Bluffs*.

In preparation for Halloween, Iowa storyteller Darrin Crow brought to life Edgar Allan Poe in *Morbid Curiosities– An Evening with Edgar Allan Poe*.

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

Adult services had a total of 39 programs (14 general audience programs and 25 adult audience programs) with 439 people attending in person and 41 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+)	Sep-24	Oct-24	FY25 TOTALS
Number of In-Person Onsite Programs - Total	22	21	85
Number of In-Person Onsite Attendance - Total	391	191	937
Number of In-Person Offsite Programs - Total	0	1	2
Number of In-Person Offsite Attendance - Total	0	150	356
Number of Prerecorded Programs	3	3	9
Number of Prerecorded Attendance	51	14	113
Number of Proctored Tests	1	3	16
GENERAL INTEREST PROGRAMMING	Sep-24	Oct-24	FY25 TOTALS
Number of In-Person Onsite Programs - Total	12	14	36
Number of In-Person Onsite Attendance - Total	60	98	218
Number of In-Person Offsite Programs - Total	8	5	25
Number of In-Person Offsite Attendance - Total	653	535	2109
Number of Prerecorded Programs	0	0	4
Number of Prerecorded Attendance	0	0	32
TEEN PROGRAMMING (Targeted age 12-18)	Sep-24	Oct-24	FY25 TOTALS
Number of In-Person Onsite Programs - Total	45	37	136
Number of In-Person Onsite Attendance - Total	400	590	1750
Number of In-Person Offsite Programs - Total	3	4	7
Number of In-Person Offsite Attendance - Total	54	35	89
Number of Self-Directed Programs	17	16	87
Number of Self-Directed Participants	128	223	789
YOUTH PROGRAMMING (Targeted age 0-5)	Sep-24	Oct-24	FY25 TOTALS
Number of In-Person Onsite Programs - Total	13	25	44
Number of In-Person Onsite Attendance - Total	297	805	1442
Number of In-Person Offsite Programs - Total	58	58	126
Number of In-Person Offsite Attendance - Total	1100	1647	3377
Number of Prerecorded Attendance	157	88	405
YOUTH PROGRAMMING (Targeted age 6-11)	Sep-24	Oct-24	FY25 TOTALS
Number of In-Person Onsite Programs - Total	9	11	31
Number of In-Person Onsite Attendance - Total	224	225	726
Number of In-Person Offsite Programs - Total	4	5	18
Number of In-Person Offsite Attendance - Total	138	400	2108
Number of Prerecorded Attendance	21	12	56
READING PROGRAMS	Sep-24	Oct-24	FY25 TOTALS
Number Registered Adult Participants	0	0	266
Number Registered Teen Participants	0	0	110
Number New Registered Youth Participants	11	10	964
Number Imagination Library New Registrations	43	31	145
Number Imagination Library Books Mailed	1857	1861	7454
PATRON DIRECTED ACTIVITIES	Sep-24	Oct-24	FY25 TOTALS
Make & Take Kits	0	0	0
Coloring Sheets	0	0	0
Scavenger Hunt	0	0	0
Trivia Contest	0	0	0
Steam STEM Services	0	0	0
Story-Walk Participants	462	0	1064
FOOD DISTRIBUTION	Sep-24	Oct-24	FY25 TOTALS
Total Number Summer Meals Distributed	0	0	2062
Total Number Teen Snacks Distributed	898	838	3364
Total Number of Teen Meal Bags Distributed	57	95	418

FY25 CIRCULATION/RESOURCES/SERVICES STATISTICS			
	Sep-24	Oct-24	FY25 TOTALS
Accounts			
New Card Registration	237	236	1058
Building Usage			
Gate Count/Patron Visits	14927	14311	59299
Number of Reference Questions	1580	1657	7209
Number of Microfilm Rolls Used	1	4	28
Number of Meeting Rooms Used	143	189	661
Number of Notary Provided	29	20	109
Number of Computer Lab Sessions	2105		6763
Number of WiFi Sessions	2017	2085	8274
Makerspace Room/Tool Usage	73	139	359
Circulation			
TOTAL CIRCULATION	17206	17635	79883
Kiosk Checkouts	102	89	613
Self Checkouts	10,279	10,215	47799
Database Usage			
AcademicSearch Premier - Total FT + Abstract	18	2	32
Ancestry - Total	344	322	1359
AtoZdatabases	0	6912	6928
Auto Repair Source	4	11	38
Brainfuse JobNow & VetNow- Total Usage	29	111	248
Brainfuse HelpNow - Total Usage	40	56	122
Britannica/Webster's - Total Number	373	323	1182
Community History Archive (The Council Bluffs Globe) - /view	5	8	42
Consumer Reports - Page Views	194	261	882
Digital Sandborn Maps - Pages	260	n/a	387
Fire Insurance Maps Online	n/a	313	313
Gale Virtual Reference - Total Retrievals from Usage Summary	0	8	18
Hoopla - Total Checkouts	2284	2272	9164
LibraryAware	11758	12020	50832
Mango Languages	21	14	287
Novelist Plus - Total FT + Abstract	557	305	1816
Novelist Select - Total Clicks	68	43	234
Overdrive - Total Checkouts	6728	6837	27851
TumbleBooks Library - Content Views	0	3	24
Value Line - Downloads	2661	2475	10866
ILL			
Total ILL	476	523	1862
Kiosk Usage			
Items Returned to Kiosk	69	52	292

CIRCULATION/RESOURCES/SERVICES STATISTICS

	Sep-24	Oct-24	FY25 TOTALS
Materials			
Items Added to the Collection	851	854	4029
Items Removed from the Collection	546	825	2501
Curbside			
Overall Curbside Deliveries Total	5	5	17
Overall Curbside Items Total	12	39	100
Homebound			
Number of Patrons Enrolled	51	60	51.8
Number of Homebound Patrons Served	45	50	179
Number of Homebound Items Delivered	276	264	1073
Number of pocket collections enrolled	3	3	12
Number of pocket collections delivered to	0	2	5
Number of items delivered to pocket collections	0	30	60
Volunteers			
Number of Volunteers	22	23	94
Volunteer Hours	85.66	90.24	360
Virtual Usage			
Website Users	8400		25200
Website Sessions	18000		55000
Catalog Users	4200		13300
Catalog Sessions	9400		29400