



**COUNCIL BLUFFS
Public Library**

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

AGENDA

- I. Call to order**
- II. Approval of Agenda**
 - (1) Approval of Minutes for January 17, 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) Emergency Manual Section 2: Procedure Flood & Water Damage**
 - (2) Emergency Manual Section 3: People Situations**
- VIII. Friends of the Library–Meeting Sign-up**
- IX. Director’s Report**
- X. Trustee Teaching Moment – Library AMH Tour**
- XI. Next meeting – March 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
January 17, 2024
4:30 PM

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

I. Call to Order

The meeting was called to order at 4:31 by Cindy Keithley.

II. Approval of Agenda and Minutes

A motion was made Jared Tripp to approve the agenda. The second was made by Alison Smith. Passed unanimously. The December minutes were approved.

III. Public Comment

None

IV. Correspondence and Announcements

V. Financial Report and Approval of Bills.

General Fund: \$304,685.36.

Memorial Fund: \$60,089.29

Projects Fund: 0.00

Total: \$364,774.65

Leo Martin made a motion to approve, seconded John Erixon. Passed unanimously.

VI. Old Business

none

VII. New Business

1. Emergency Manual Section 2: Facilities Situation
Add “check elevator” protocol to Fire, Gas leak, Explosion sections.

2. 2025 Pottawattamie County Library Services Contract

The equation and levy will not change.

Jan 5- Antonia decided we need a new contract since the last contract was in 2016. More information to come on Jan. 30. Approximately \$300,000 in county funding.

VIII. Friends of the Library

Theresa Martin was at the Board of Trustees meeting and reported they have 6 openings on the Friends Board. Board of Trustees will receive an email to sign up for Friends' meetings and activities (such as book sale, scholarship readings).

IX. Director's Report

- Details about Cedar Rapids Advocacy Toolkit
- Potential budget cuts from the city
- Dolly Parton Imagination Library update. 44% of all eligible 5-year-olds are signed up which equals 70,000 books in 2 years!
- Youth nonfiction space is finished.
- Feb. 5- new carpet/flooring in Teen Central
- Mid-February- Arnie is getting changed out.
- Continued discussion on the kiosk.

X. Teaching Moment

Update on Collection Diversity Audit by Mary Carpenter

Mary explained how some material is separated from the whole collection due to numbers of the Dewey Decimal System. For example, the Native American Collection is in one area and not included in other vital areas such as U.S. History, creating perspectives that are biased. Of 270 titles, 140 were re-classified.

XI. Adjournment

The meeting was adjourned at 5:24 PM. Leo Martin made a motion, seconded by Jared Tripp.

The next meeting will be held on February 21, 2024, at 4:30 pm.

Community Correspondence

January 2024

Comments:

(Contacted the Mayor who passed it along to me to address)

I am writing to see if you can help me solve a very small problem. I am in Florida for the Winter and will not return to Council Bluffs until May. I went online and got a "temporary" digital access code to use the resources at the Council Bluffs Library. I was not aware that the policy to get permanent access to resources at the CB Library required me to go in person to the library to show my Driver's License. I phoned the library and explained that I wanted to use the resources longer than 2 months and would be happy to send a copy of my Driver's License or some other proof of residence to the library personnel.

I was told that this was not possible and I would have to come in person to the library. I spoke with one representative who then gave me to a "Manager." The manager I spoke with told me that it was not possible to prove my residence without coming "in person" to the library. I again explained to her that I was in Florida and would not make a special flight to come home to get a library card. This seems odd and somewhat out of the loop in the era we live in. I reside in Council Bluffs and pay property taxes so using the library resources seems like a small thing to ask. What about the individuals who are unable to walk into the library?

If the policy is this inflexible I would think many citizens would fail to use the library. I'm fine purchasing books from other sources online for listening and will continue to do so if there are no other options to acquire access to the Council Bluffs Library.

Thanks for reviewing my request for additional information on this topic.

(Director responded via email)

I hope you are doing well. Mayor Walsh forwarded an email that you had sent requesting additional information about extending your digital account with the CB library from 2 months until you are back in town. I apologize for the experience you had over the phone when you called the library. It was not the intent of staff to keep you from utilizing a service like the public library here in Council Bluffs. We strive to provide access to resources however we can and through various account options that best fit different community members needs. From your email to the Mayor, it sounds like you intend on being back in Council Bluffs in May and would only need to extend your digital account until you return to town. We have extended your current account until June 1, 2024 to hopefully accommodate that. Please let me know if that is an incorrect assumption.

When you are back in town, I do encourage you to stop in so that we are able to give you a permanent account and allow you access to the full offerings of the public library. Digital accounts are fairly restrictive in their offerings as they are designed to be temporary until we are able to connect and provide a permanent card. With a permanent account you will have greater resource offerings available to you outside of our digital offerings.

As I mentioned, we have various card offerings to ensure a good fit for all of our residents so if there are limitations related to health or driving ability, we do also offer a homebound card for individuals who are physically unable to access our resources. Through this program materials are brought to your place of residences monthly. If that program would be a good fit for you instead, I encourage you to let us know when you are back in town.

I hope that the information I have provided helps and if you have further questions, please reach out either through email or phone.

Thank you and have a great day!

(Patron responded with appreciation. Situation was resolved.)

Publicity:

The Daily Nonpareil

The Daily Nonpareil – Saturday, January 6, 2024, A10: An article promotes 746 Needlework Club on Thursday, January 11. It also erroneously promotes the Adult Board Game Night on Friday, January 12. Adult Board Game Night occurs on the 1st and 3rd Tuesday of the month, not on Fridays.

Stewart, Scott. "Caucuses coming soon, but not much on calendar." *The Daily Nonpareil*, 6 Jan. 2024, p. A10. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aasid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWNB-19664AB648FF6C18%25402460316-19664AC244913311%25409. Accessed 10 Jan. 2024.

The Daily Nonpareil – Saturday, January 13, 2024, A3: An article promotes Adult Board Game Night on Tuesday, January 16 and Working with the Enemy: WWII POW Camps in Iowa on Thursday, January 18 at 6:30 p.m.

Stewart, Scott. "Cold temperatures invite us to stay home." *The Daily Nonpareil*, 13 Jan. 2024, p. A3. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aasid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWNB-196898884503E693%25402460323-196898915893CDF3%25402. Accessed 16 Jan. 2024.

The Daily Nonpareil (online) – Saturday, January 13, 2024: An article promotes Adult Board Game Night on Tuesday, January 16 and Working with the Enemy: WWII POW Camps in Iowa on Thursday, January 18 at 6:30 p.m.

Stewart, Scott. "Cold temperatures invite us to stay home for now." *The Daily Nonpareil*, https://nonpareilonline.com/news/local/council-bluffs-iowa-events-calendar-column-scott-stewart-nonpareil/article_7bc77d78-b19d-11ee-ab21-bfdf2f4cf770.html. Accessed 16 Jan. 2024.

The Daily Nonpareil – Wednesday, January 17, 2024, A1-2: The library is listed as a site to donate blood for the American Red Cross. The dates are Friday, January 19 from 9:00 a.m. to 3:00 p.m. and Monday January 29 from 9 a.m. to 2 p.m.

Shearer, Joe. "Blood shortage: Red Cross asks for donations." *The Daily Nonpareil*, 17 Jan. 2024, p. A1-2. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aasid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWNB-1969EA2C400307EF%25402460327-1969EA2E8DFA019A%25400. Accessed 23 Jan. 2024.

The Daily Nonpareil – Saturday, January 20, 2024, A1: The library is listed as a site to donate blood for the American Red Cross on Monday, January 29 from 9:00 a.m. to 2 p.m.

Shearer, Joe. "Blood shortage: Donors sought." *The Daily Nonpareil*, 20 Jan. 2024, p. A1. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aasid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWNB-196AE740C5676231%25402460330-196AE747A2FDDDIC%25400. Accessed 23 Jan. 2024.

The Daily Nonpareil – Saturday, January 20, 2024, A3: An article promotes Adult Coloring Club on Monday, January 22 and 746 Needlework Club on Thursday, January 25.

Stewart, Scott. "Catch 'Savannah Sipping Society' at Chanticleer." *The Daily Nonpareil*, 20 Jan. 2024, p. A3. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aasid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWNB-196AE740C5676231%25402460330-196AE747AFBODAA3%25402. Accessed 23 Jan. 2024.

The Daily Nonpareil (online) – Saturday, January 20, 2024: An online article promotes Adult Coloring Club on Monday, January 22 and 746 Needlework Club on Thursday, January 25.

Stewart, Scott. "Catch 'Savannah Sipping Society' at Chanticleer this weekend." *The Daily Nonpareil*, https://nonpareilonline.com/news/local/council-bluffs-iowa-events-calendar-column-scott-stewart-nonpareil/article_af4aa520-b702-11ee-8a88-4be08e9a0e40.html. Accessed on 23 Jan. 2024.

The Daily Nonpareil – Saturday, January 27, 2024, A3: An article promotes an American Cross blood drive on Monday, January 29 from 9 a.m. to 2 p.m.. It also mentions the library's participation in The Silent Book Club being hosted at the PACE center on Friday, February 2 from 6:00 p.m. to 8 p.m.

George, Rachel. "Ice fishing, silent reading and budget planning are great late January activities." *The Daily Nonpareil*, 27 Jan. 2024, p. A3. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWNB-196D36991A3C51C5%25402460337-196D36AO933121F1%25402. Accessed 30 Jan. 2024.

The Daily Nonpareil (online) – Saturday, January 27, 2024: An article promotes an American Cross blood drive on Monday, January 29 from 9 a.m. to 2 p.m.. It also mentions the library's participation in The Silent Book Club being hosted at the PACE center on Friday, February 2 from 6:00 p.m. to 8 p.m.

Geroge, Rachel. "Ice fishing, silent reading and budget planning are great late January activities." *The Daily Nonpareil*, https://nonpareilonline.com/news/local/council-bluffs-iowa-events-calendar-column-george/article_848479f0-bc67-11ee-98f6-c771640df2cd.html. Accessed 30 Jan. 2024.

Unleash CB Bulletin

Unleash CB Bulletin – Jan 4–11, 2024: The Council Bluffs Convention and Visitors Bureau mentions three library programs in their Unleash CB Bulletin newsletter. It promotes Computer Class: Microsoft Office Basics on January 10, Silhouette Cameo: Paper Crafting Drop-In on January 11, and 746 Needlework Club on January 11.

Council Bluffs Convention and Visitors Bureau. Unleash CB Bulletin, Jan 4–11, 2024. <https://www.icontact-archive.com/archive?c=1690998&f=15154&s=15697&m=242982&t=1b5c83e2fdb86b6d3842e3ae41ff6e46cc61694a6e2f955c5d9c8dbcf31bf48d>

Unleash CB Bulletin – Jan 11–18, 2024: The Council Bluffs Convention and Visitors Bureau mentions seven library programs in their Unleash CB Bulletin newsletter. It promotes Silhouette Cameo: Paper Crafting Drop-In on January 11, 746 Needlework Club on January 11, Saturday Matinee: Bank of Dave on January 13, Adult Board Game Night on January 16, Homeschool in the Hills: Winter Wildlife & Tracks on January 17, Resume Writing Class on January 17, Working with the Enemy: WWII POW Camps in Iowa on January 18.

Council Bluffs Convention and Visitors Bureau. Unleash CB Bulletin, Jan 11–18, 2024. <https://www.icontact-archive.com/archive?c=1690998&f=15154&s=15697&m=243339&t=1b5c83e2fdb86b6d3842e3ae41ff6e46cc61694a6e2f955c5d9c8dbcf31bf48d>

Unleash CB Bulletin – Jan 18–25, 2024: The Council Bluffs Convention and Visitors Bureau mentions four library programs in their Unleash CB Bulletin newsletter. It promotes Working with the Enemy: WWII POW Camps in Iowa on January 18 (this event was rescheduled to February 1), American Red Cross Blood Drive on January 19, Adult Coloring Club on January 22, and 746 Needlework Club on January 25.

Council Bluffs Convention and Visitors Bureau. Unleash CB Bulletin, Jan 18–25, 2024. <https://www.icontact-archive.com/archive?c=1690998&f=15154&s=15697&m=243673&t=1b5c83e2fdb86b6d3842e3ae41ff6e46cc61694a6e2f955c5d9c8dbcf31bf48d>

Unleash CB Bulletin – Jan 25–Feb 1, 2024: The Council Bluffs Convention and Visitors Bureau mentions three library programs in their Unleash CB Bulletin newsletter. It promotes 746 Needlework Club on January 25, D&D Adventurers League on January 27, and American Red Cross Blood Drive on January 29.

Council Bluffs Convention and Visitors Bureau. Unleash CB Bulletin, Jan 25–Feb 1, 2024. <https://www.icontact-archive.com/archive?c=1690998&f=15154&s=15697&m=243974&t=1b5c83e2fdb86b6d3842e3ae41ff6e46cc61694a6e2f955c5d9c8dbcf31bf48d>

Reviews:

Google Reviews

5 Star: It's a treasure.

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

| January 2024 | | | | | | |
|---------------------|-----------------------------------|---------------------|---------------------|-------------------|---------------------|--------------|
| ACCOUNTS FOR: | | ORIGINAL | YTD | MTD | AVAILABLE | PERCENT |
| GENERAL FUND | | APPROP | EXPENDED | EXPENDED | BUDGET | USED |
| A14100 601000 | SALARIES- REGULAR | 1,382,515.17 | 756,106.41 | 104,088.86 | 626,408.76 | 54.7% |
| A14100 602000 | SALARIES- PARTIME | 389,740.28 | 198,337.28 | 27,776.90 | 191,403.00 | 50.9% |
| | TOTAL SALARIES & WAGES | 1,772,255.45 | 954,443.69 | 131,865.76 | 817,811.76 | 53.9% |
| A14100 606400 | HOLI-VACATION-SICK PAY | - | 1,637.14 | - | (1,637.14) | |
| A14100 611000 | FICA | 125,045.36 | 70,814.07 | 9,745.44 | 54,231.29 | 56.6% |
| A14100 613000 | IPERS | 157,855.63 | 88,993.30 | 12,380.38 | 68,862.33 | 56.4% |
| A14100 615000 | GROUP INSURANCE | 330,004.32 | 207,963.92 | 31,077.00 | 122,040.40 | 63.0% |
| A14100 619930 | MILEAGE REIMBURSEMENT | 4,000.00 | 1,200.32 | 67.10 | 2,799.68 | 30.0% |
| A14100 619950 | MISC EMPLOYEE BENEFITS | 1,500.00 | 394.22 | 359.25 | 1,105.78 | 26.3% |
| | TOTAL EMPLOYEE BENEFITS | 618,405.31 | 371,002.97 | 53,629.17 | 247,402.34 | 60.0% |
| A14100 621000 | DUES-MEMBER-SUBSC | 3,000.00 | 1,892.00 | 962.00 | 1,108.00 | 63.1% |
| A14100 623000 | TRAINING EXPENSE | 2,000.00 | 1,015.96 | 288.96 | 984.04 | 50.8% |
| A14100 623010 | TRAVEL EXPENSE | 5,000.00 | 1,416.25 | - | 3,583.75 | 28.3% |
| A14100 623020 | EMPLOYEE MEAL EXPENSE | 1,000.00 | 47.39 | - | 952.61 | 4.7% |
| | TOTAL STAFF DEVELOPMENT | 11,000.00 | 4,371.60 | 1,250.96 | 6,628.40 | 39.7% |
| A14100 637110 | UTILITIES-GAS | 30,000.00 | 4,075.88 | 1,572.29 | 25,924.12 | 13.6% |
| A14100 637120 | UTILITIES-ELECTRIC | 69,000.00 | 42,533.81 | 4,451.32 | 26,466.19 | 61.6% |
| A14100 637210 | REFUSE COLLECTION | 1,200.00 | 606.62 | 86.66 | 593.38 | 50.6% |
| A14100 637300 | TELECOMMUNICATION | 600.00 | 350.00 | 50.00 | 250.00 | 58.3% |
| A14100 637400 | UTILITIES-WATER | 2,000.00 | 1,534.95 | 129.00 | 465.05 | 76.7% |
| | TOTAL UTILITIES | 102,800.00 | 49,101.26 | 6,289.27 | 53,698.74 | 47.8% |
| A14100 640200 | ADVERTISING EXPENSE | 3,000.00 | 1,814.11 | 603.20 | 1,185.89 | 60.5% |
| A14100 640300 | TECHNOLOGY SERVICES | 150,000.00 | 122,642.71 | 3,115.51 | 27,357.29 | 81.8% |
| A14100 640400 | BILLING & COLL FEES | 1,500.00 | 1,322.61 | 260.93 | 177.39 | 88.2% |
| A14100 640700 | CONSUTANT EXPENSE | 500.00 | - | - | 500.00 | 0.0% |
| A14100 641000 | OTHER CNTRACTUAL SRVCS | 70,300.00 | 37,998.31 | 5,996.33 | 32,301.69 | 54.1% |
| A14100 641410 | PRINTING | 1,000.00 | 322.48 | - | 677.52 | 32.2% |
| A14100 642000 | LEASE PAYMENTS | 5,200.00 | 4,895.05 | 568.29 | 304.95 | 94.1% |
| | TOTAL CNTRACTUAL SRVCS | 231,500.00 | 168,995.27 | 10,544.26 | 62,504.73 | 73.0% |
| A14100 650200 | FICTION & LARGE PRINT | 35,800.00 | 17,848.29 | 1,948.41 | 17,951.71 | 49.9% |
| A14100 650210 | PERIODICALS | 12,000.00 | 1,541.60 | - | 10,458.40 | 12.8% |
| A14100 650211 | AUDIO BOOKS | 17,000.00 | 11,677.04 | 1,236.21 | 5,322.96 | 68.7% |
| A14100 650212 | DVDs | 27,000.00 | 8,720.35 | 1,084.59 | 18,279.65 | 32.3% |
| A14100 650213 | MUSIC CDs | 4,000.00 | 2,073.85 | 249.10 | 1,926.15 | 51.8% |
| A14100 650214 | REFERENCE | 6,000.00 | 2,244.78 | - | 3,755.22 | 37.4% |
| A14100 650215 | DATABASES | 86,600.00 | 82,068.39 | 9,001.37 | 4,531.61 | 94.8% |
| A14100 650216 | YOUNG ADULT | 16,000.00 | 9,688.88 | 1,227.69 | 6,311.12 | 60.6% |
| A14100 650217 | VIDEO GAMES | 8,000.00 | 7,293.68 | 468.79 | 706.32 | 91.2% |
| A14100 650218 | E MATERIALS | 60,000.00 | 33,935.08 | 4,999.92 | 26,064.92 | 56.6% |
| A14100 650219 | NON-FICTION | 20,000.00 | 9,242.24 | 1,074.23 | 10,757.76 | 46.2% |
| A14100 650220 | KIDS BOOKS | 30,000.00 | 17,754.34 | 3,563.16 | 12,245.66 | 59.2% |
| A14100 650221 | SPANISH COLLECTION | 2,400.00 | 1,256.66 | 408.97 | 1,143.34 | 52.4% |
| A14100 650400 | MINOR EQUIPMENT | 5,000.00 | 1,534.48 | - | 3,465.52 | 30.7% |
| A14100 650600 | OFFICE SUPPLIES | 7,000.00 | 4,556.11 | 457.42 | 2,443.89 | 65.1% |
| A14100 650700 | LAUNDRY SERVICES | 200.00 | 86.50 | - | 113.50 | 43.3% |
| A14100 650750 | OPERATING SUPPLIES | 14,000.00 | 10,436.52 | 279.40 | 3,563.48 | 74.5% |
| A14100 650810 | POSTAGE & FREIGHT | 9,000.00 | 5,000.00 | - | 4,000.00 | 55.6% |
| A14100 691000 | TRANSFERS OUT | 50,000.00 | - | - | 50,000.00 | 0.0% |
| | TOTAL COMMODITIES | 410,000.00 | 226,958.79 | 25,999.26 | 183,041.21 | 55.4% |
| | TOTAL LIBRARY | 3,145,960.76 | 1,774,873.58 | 229,578.68 | 1,371,087.18 | 56.4% |

Expenses Outside of City Operating Budget/General Fund

FY 2023-2024

| Type of Service | Fund Source | Jan-24 |
|-------------------------------------|--------------------|--------------------|
| Adult Programming | Foundation | \$543.30 |
| Book Memorials | Various | \$344.76 |
| eMaterials | Enrich Iowa | \$1,604.90 |
| Foundation Author Series | Foundation | \$6,250.00 |
| Imagination Library Books | Foundation | \$3,856.13 |
| MakerSpace | Enrich Iowa | \$17.99 |
| Outreach | Enrich Iowa | \$1,681.50 |
| Staff Development Day 2024 | Enrich Iowa | \$2,570.97 |
| Teen Programming | Foundation | \$111.22 |
| Youth iPad Projector | Friends | \$335.03 |
| Youth Programming | Foundation | \$174.39 |
| TOTAL Gifts & Memorials: | | \$17,490.19 |
| | | |
| Additional Expenses | Fund Source | Jan-24 |
| Second Floor Youth NF Shelving | Foundation | \$3,956.00 |
| TOTAL Additional Expenses: | | \$3,956.00 |

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

\$100.00 in memory of Nancy Sims Hutchinson

\$5,526.70 Friends of the Library

Flooding and Water Damage

DO NOT WALK IN STANDING WATER WHICH MAY HAVE HAD CONTACT WITH ELECTRICITY.

Staff:

1. Remain calm.
2. Contact your Manager or the Manager on Duty.

Manager on Duty:

1. If there is any possible danger, evacuate the area. **See page ()**.
2. If there is no danger, clear the space, and put up caution cones to clearly denote an unsafe environment.
3. Notify City Building Maintenance. Give the exact location and severity of the leak.
4. Follow the direction provided by City Building Maintenance.
5. If you know the source of the water and are confident of your ability to stop it (unclog the drain, turn off the water, etc.), do so cautiously.

*DO NOT TURN OFF THE MAIN WATER VALVE UNLESS DIRECTED TO DO SO BY THE CITY MAINTENANCE STAFF (shut off may damage the sprinkler system).

After Action by Manager on Duty:

1. Notify Library Director of situation.
2. Complete an Incident Report.

Medical Emergencies

Staff:

1. If person is in immediate danger, call 911.
2. Follow the direction of 911.
3. Ask another staff member to notify manager on duty.

Manager on Duty:

4. If necessary and able to, call guardians (if applicable).
5. Get the name, address and phone number of all parties involved, including the injured person, and also any witnesses. Get a statement from all parties about what occurred.

After Action by Manager on Duty:

1. Notify Library Director of situation.
2. Complete an Incident Report.
3. Fill out a Visitor Accident Incident Report (staff intranet page or Share drive). Make two copies to the Director for library files and for the City Risk Manager.

Public Disturbance

A Public Disturbance is when a patron or staff member threatens the safety of library users or other staff members.

Staff:

1. Call 911 immediately or press Panic Buttons located at the Circulation or Reference Desks.
2. Do not confront the person causing the disturbance. Do not corner the person causing the disturbance. Make sure the person causing the disturbance, and you or any members of the staff or the public, have a way of retreat or exit.
3. Notify your Manager or Manager on Duty of the disturbance AS SOON AS POSSIBLE.

Manager on Duty:

1. Follow the direction of first responders.
2. If necessary, evacuate the building. **See page ()**.

After Action by Manager on Duty:

1. Notify Library Director of situation.
2. Complete an Incident Report.

Toxic Events, Chemical Spills

If a **chemical spill** occurs within the building:

Staff:

1. If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water.
2. Notify your Manager or the Manager on Duty immediately.

Manager on Duty:

1. Assess the situation and ensure all staff and patrons are safe.
2. Contact building maintenance.
3. If there is any possible danger, evacuate your area and call 911.

After Action by Manager on Duty:

1. Notify Library Director of situation.
2. Complete an Incident Report.

Friends Of the Council Bluffs Library Regular Meetings

January

March 11th – Jared Tripp

May 13th – Alison Smith

July 8th – Abby Jares

September 9th – Ron Frascht

November TBD – Stacey Goodman

Committees:

Membership/Volunteer Committee: (Meets as needed to address Volunteer applications)

Fundraising/Book Sale Committee: (Meets in July and August to prepare for the book sale and again in October to clean up the sale and plan the giving tree.)

Special Events Committee: (Meets in February and August)

Director's Report

January 2024

In January we announced the titles for Our Community Reads. This is the third year of the program which stemmed from feedback from the last strategic plan to have the library host a signature event or program. The theme this year is focused on water and how water is a major part of our community and can create community. It truly connects us all. The adult title this year is *Riverman: An American Odyssey* by Ben McGrath. This nonfiction title is written in almost true crime style as the journalist, Ben McGrath follows the route of a friend who has gone missing. This individual was known for their canoe trips and the author decides to retrace the last trip he was known to go on and speak to all of the different people he encountered to try and determine what happened and why he may be missing. The title shines a light on the many different people who live in river towns as the author seeks to find what happened to his friend.

The young adult title this year is *Sunny Makes a Splash* by Jennifer Holm and Matthew Holm. This book is a graphic novel that is part of a series and tells the story of a tween turn teenager as they find acceptance and community at the local public swimming pool. This fun and light hearted read is a wonderful coming of age novel that shows the ups and downs of adolescence and it is likely that many of the youth in our community will be able to identify with the character.

The youth title is *Ocean! Waves for All* by Stacy McAnulty. This nonfiction title explains the workings of the ocean and how they affect the Earth, from the view point of the ocean themselves! This lighthearted book tackles some tough topics such as pollution and the heating up of ocean waters all while being silly and fun along the way.

This year the kick-off event will happen on March 9th and will highlight many water focused organizations in the area. There will be activities and information for everyone and we are excited to switch up the topic a little this year. We will also be hosting each of the authors in the community with the adult title's author being here on April 16th for a speaking event. The young adult and youth authors will present only in the schools in April as well with every 6th grader receiving a copy of their title and every 2nd grader getting a copy of the youth title. These speaking engagements and book giveaways are made possible because of the generous Iowa West Foundation grant for the library's anniversary this past fall and the continued support from the Library Foundation.

Facility Update:

In January a leak occurred from the ceiling in Teen Central. The roofing company was called to assess damage and determine where the water could be coming from. It was determined that

water had seeped under some of the flashing and due to the large amount of snow needed to be moved so that the roof could be repaired. In doing so some of the other parts of the roof were damaged and repaired.

In February Teen Central will get new carpet/flooring. We will have Teen Central temporarily relocated to Meeting Room A during the first week of the month so we can continue to provide the space and services to the youth during that week.

Also in February, the AMH will be replaced. This project will require some modifications to the building exterior and interior. Building maintenance staff spent some time during January doing what prep work they could ahead of the planned installation the second week of February.

Upcoming Events:

Feb. 24th – Model Collection by Seek 11 a.m. – 2 p.m.

Feb. 29th – An Evening with Wil Haygood @ Iowa Western 7 p.m.

March 7th – One 4 Water: Paddling South to Alligators 6:30 p.m.

March 9th – Our Community Reads: Water Fest! – 11:30-2:30

March 11th – Pippa White Presents: “Women Who Changed the World” – 6:30 p.m.

March 21st – Humanities Iowa: Iowans You Should Know – 7 p.m.

March 27th – Our Community Reads: Book Discussion 12 noon

Respectfully Submitted:

Antonia Krupicka-Smith

Public Service's Report

January 2024

Access

Jamie answered questions from Jennifer Nelson of Treynor Public Schools about LIT accounts for Treynor students. Treynor is interested in having LIT student accounts for their students. She will be presenting digital resources to Treynor students at the end of February.

Eighty-two individuals used the Makerspace during the month of January.

Andrew Bouska helped several patrons over the phone reset their Hoopla passwords.

With the help of Lori Berg at SirsiDynix the magazine collection available through Overdrive is now visible in Enterprise.

Julianne spoke with 20 staff members at Ameriserve about library services & resources on January 11, so they could coordinate their visits with clientele to the library – 2 of the staff signed up for a card themselves after the presentation. Then Bailey & Julianne visited Prairie Gate retirement community on January 17 to help residents with library account issues and basic tech related questions, with 15 attendees and 4 library card signups.

Julianne and her volunteers coordinated delivery of 479 items in two separate deliveries in January to 34 individuals on one date, then 32 individuals on the second delivery. 2 pocket collections also had 30 items delivered to their locations as well.

Julianne and Bailey met with the Pottawattamie County Jail about potential services that we could jointly work on. At this time, it seems like remote reference services and donated materials seemed like the best fit. We have started a collection bin for paperback materials to donate to the jail.

Technology was updated in the meeting rooms on the first floor, and it has been so much easier in preparing meeting room users for their scheduled meetings!

Marketing & Public Awareness

Lindsay & Caroline have been working on putting together a bi-monthly schedule of posts about the seed library that finally got up and started in January. They'll put out two posts that fit into either a 'Defining you garden' theme or a 'Seeds to start' series. Lindsay also put out two posts

about Auto-renews and placing holds this month, and Shawn is working on putting out shelf-talkers to inform patrons about placing holds. Emily has been doing a great job at keeping up with translations for anything general that would be good to post on the Spanish Facebook page, or as a blog post to the website in Spanish. Emily has also been making it a goal to post about newly added Spanish titles on a monthly basis to social media & the newsletter.

Caroline got the Prairie Rose Seed Library added to the Seed Library Network's seed map!
<http://seedlibraries.weebly.com/map.html>

Resources & Services

In-house storytimes resumed on January 2, but the schedule was disrupted throughout the month by school closures. We welcomed 230 patrons for 11 storytime sessions.

Our most popular Macaroni & ABCs program was a visit from the Rose Theater, providing a fabulously interactive performance focused on sight word recognition. We also offered Music with Lori Lynn, Creative Movement with Motion Works Dance, Yoga Storytime, and a Snow Day themed play date. Our Macaroni and ABCs attendance was 114 patrons.

Chris, Theresa, and Lisa collectively provided 43 storytimes for classroom groups this month, reaching 678 students and teachers. Many of our visits were disrupted by snow days and unable to be rescheduled this month. Anna has also not yet returned to outreach following surgery.

The Homeschool Huddle theme this month was the PBS STEAM Lab. There were 56 patrons in attendance.

Bridget hosted 5 After School Special programs this month – again, several were cancelled due to school closures. The programs served 87 patrons.

Lisa planned a Rubber Band Helicopter drop-in activity that brought in 49 school age patrons. This program was rescheduled due to snow closure.

We also hosted a 4-week ukulele workshop this month with Valley View Music. This was a registered program for kids in grades 3–6. We had 12 patrons attend the series, which will extend into February to make up for a snow closure earlier in the month.

Bridget and Lisa began a new club at Bloomer in partnership with the 21st Century Grant Program. This semester's club is for kids in grades 3–6 and is a Choose Your Own Adventure Book Club. We have 15 students attending this club weekly.

Cayce and Bridget oversaw Love on a Leash this month and there were 36 patrons in attendance.

Jamie met with the library clerk from Kirn to recap how 6th grade Book Feast went and to make plans for the 7th and 8th grades. Jamie started the Book Feast Lunch Club for the seventh graders at Kirn. Several returned from last year.

In January Jamie taught the Wilson after-school club to play various board games that went with the theme of the books they were reading. At the Kirn (Murder Mystery Book Club) the teens played Clue and listened to book talks for upcoming murder mysteries.

Trish made take-home bags and refilled snacks and bags in a cabinet. The Tinker Zone programs focused less on crafts and more on the Math and Art part of STEAM. Jamie planned a How to Create and Play Dice Games and brought in Kevin Coffey for a Super Saturday on How to Draw Comics workshop. Mr. Coffey allowed us to record a video of his workshop for the following two weeks of Tinker Zone so that anyone who wasn't there on that Saturday would have a chance to do the workshop.

Mindy McCollough put together some statistics about the How to Sew classes for January 2023–December 2023. She held 33 classes for 11 different projects (there were no classes in November). Total attendance for that period was 179, and four people attended all 11 classes. This month, one of the patrons who has been attending the classes since we started them brought her husband in for the class. It was his first time sewing.

A patron brought in some VHS tapes that had been water damaged and had mold in the reels. Creighton helped the patron disassemble the casing and clean the mold out of the tapes so that they could then be digitized. Using the 3D image machine, he created a "cassette tape winding key" to help make the process go more efficiently.

Utilizing several of the Makerspace equipment, Creighton has developed a system of being able to work around the limitations of the sublimation printer not working on cotton fabric. It involves the Cameo Cutter cutting a vinyl shape and Direct Transfer film. He found a YouTube video to help him work out the detailed steps involved.

Due to budget and low usage, we decided to drop LinkedIn Learning from our database offerings. We have also evaluated all other database offerings to offset the increase in cost for the OverDrive platform for ematerials through the State Library and will be dropping some additional databases that have low usage and are high in cost in June.

Institutional Success

The Dolly Parton Imagination Library delivered 1,842 books this month and 37 new patrons registered for the program.

We had 16 new registrations for 1,000 Books Before Kindergarten. Our first family finished the program this month, receiving their reading buddy and medals. We currently have a total of 130 patrons registered for the program with 99 active readers. Over 14,000 books have been logged in the challenge.

Trish informed the two volunteers who are seniors and have volunteer hours about the scholarship. She worked with them on some last-minute volunteer hours and stayed in contact with them to drop off their paperwork for the scholarship. She worked with Circulation to create some seed-

sorting volunteer shifts for the seed library. Trish helped a new teen volunteer (and mom) log into the Volunteer Schedule after applying. Trish cleaned up volunteer accounts on Volgistics.

The Library has partnered with the Omaha Earned Income Tax Credit (EITC) Coalition to be a venue for tax preparation services. EITC provides free tax preparation through the IRS Volunteer Income Tax Assistance (VITA) program which certifies all volunteers in tax law and tax preparation. The group will be at the library through April 3 on Mondays and Wednesdays and appointments can be made through EITC's webpage.

The circ department did some brainstorming and teamwork on Staff Day to clean up and prepare the circ workroom for the week Arnie is gone. It gave us an opportunity to go through materials & reorganize our space, which should allow for a better workflow once we have the new book return installed. It also was a good opportunity for staff to visualize the new book return installation and how the kiosk may impact future space needs.

We've had a lot of great volunteers start this month that are assisting with seed packing and homebound delivery!

Bailey & other managers met with Capira & Comunico to see demos of their mobile apps. However, there has been news on a possible update from BlueCloud Mobile from Sirsi Dynix, so the app discussion is at a standstill waiting on that.

Respectfully compiled and submitted by

Antonia Krupicka-Smith

From reports submitted by

Anna Hartmann (Youth Services Manager), Jamie Menning (Teen Services Manager), Andrew Bouska (Adult and Makerspace Services Manager), Bailey Adams (Circulation Services Manager), and Mary Carpenter (Support Services Manager)

| FY24 PROGRAMMING STATISTICS | | | |
|--|---------------|---------------|--------------------|
| ADULT PROGRAMMING (Targeted age 19+) | Dec-23 | Jan-24 | FY24 TOTALS |
| Number of In-Person Onsite Programs - Total | 22 | 19 | 158 |
| Number of In-Person Onsite Attendance - Total | 195 | 139 | 1527 |
| Number of In-Person Offsite Programs - Total | 0 | 0 | 2 |
| Number of In-Person Offsite Attendance - Total | 0 | 0 | 563 |
| Number of Live Virtual Programs | 0 | 0 | 1 |
| Number of Live Virtual Attendance | 0 | 0 | 45 |
| Number of Prerecorded Programs | 2 | 3 | 5 |
| Number of Prerecorded Attendance | 2 | 0 | 2 |
| Number of Proctored Tests | 1 | 0 | 15 |
| GENERAL INTEREST PROGRAMMING | Dec-23 | Jan-24 | FY24 TOTALS |
| Number of In-Person Onsite Programs - Total | 19 | 14 | 104 |
| Number of In-Person Onsite Attendance - Total | 223 | 115 | 1867 |
| Number of In-Person Offsite Programs - Total | 2 | 1 | 24 |
| Number of In-Person Offsite Attendance - Total | 32 | 15 | 3339 |
| TEEN PROGRAMMING (Targeted age 12-18) | Dec-23 | Jan-24 | FY24 TOTALS |
| Number of In-Person Onsite Programs - Total | 46 | 29 | 250 |
| Number of In-Person Onsite Attendance - Total | 241 | 257 | 2047 |
| Number of In-Person Offsite Programs - Total | 8 | 12 | 42 |
| Number of In-Person Offsite Attendance - Total | 141 | 232 | 658 |
| Number of Live Virtual Programs | 0 | 0 | 1 |
| Number of Live Virtual Attendance | 0 | 0 | 3 |
| Number of Self-Directed Programs | 13 | 12 | 92 |
| Number of Self-Directed Participants | 203 | 117 | 1267 |
| YOUTH PROGRAMMING (Targeted age 0-5) | Dec-23 | Jan-24 | FY24 TOTALS |
| Number of In-Person Onsite Programs - Total | 2 | 15 | 81 |
| Number of In-Person Onsite Attendance - Total | 30 | 344 | 2280 |
| Number of In-Person Offsite Programs - Total | 57 | 42 | 276 |
| Number of In-Person Offsite Attendance - Total | 812 | 610 | 4273 |
| Number of Prerecorded Attendance | 105 | 96 | 57950 |
| Number of Baby Reads Kits Distributed | 0 | 0 | 100 |
| YOUTH PROGRAMMING (Targeted age 6-11) | Dec-23 | Jan-24 | FY24 TOTALS |
| Number of In-Person Onsite Programs - Total | 10 | 11 | 56 |
| Number of In-Person Onsite Attendance - Total | 434 | 289 | 2387 |
| Number of In-Person Offsite Programs - Total | 3 | 2 | 26 |
| Number of In-Person Offsite Attendance - Total | 89 | 30 | 1284 |
| Number of Prerecorded Attendance | 25 | 19 | 195 |
| READING PROGRAMS | Dec-23 | Jan-24 | FY24 TOTALS |
| Number New Registered Youth Participants | 10 | 16 | 714 |
| Number Imagination Library New Registrations | 140 | 37 | 486 |
| Number Imagination Library Books Mailed | 1740 | 1842 | 11865 |
| PATRON DIRECTED ACTIVITIES | Dec-23 | Jan-24 | FY24 TOTALS |
| Story-Walk Participants | 39 | 34 | 1636 |

FY24 CIRCULATION/RESOURCES/SERVICES STATISTICS

| | Dec-23 | Jan-24 | FY24 TOTALS |
|--|--------|--------|-------------|
| Accounts | | | |
| New Card Registration | 195 | 236 | 3671 |
| Building Usage | | | |
| Gate Count/Patron Visits | 11662 | 11317 | 103096 |
| Number of Reference Questions | 1424 | 1590 | 12032 |
| Number of Microfilm Rolls Used | 14 | 22 | 93 |
| Number of Meeting Rooms Used | 96 | 137 | 913 |
| Number of Notary Provided | 20 | 29 | 146 |
| Number of Computer Lab Sessions | 1661 | 1433 | 13429 |
| Number of WiFi Sessions | 1636 | 1567 | 12577 |
| Makerspace Room/Tool Usage | 123 | 82 | 623 |
| Circulation | | | |
| TOTAL CIRCULATION | 16093 | 16755 | 125418 |
| Self Checkouts | 9686 | 10482 | 78548 |
| Database Usage | | | |
| AcademicSearch Premier - Total FT + Abstract | 0 | 6 | 148 |
| Ancestry - Total | 416 | 343 | 6530 |
| Auto Repair Source | | 3 | 107 |
| Brainfuse JobNow & VetNow- Total Usage | 29 | 62 | 353 |
| Brainfuse HelpNow - Total Usage | 21 | 82 | 237 |
| Britannica/Webster's - Total Number | 58 | 668 | 1410 |
| Consumer Reports - Page Views | 147 | 245 | 1666 |
| Digital Sandborn Maps - Pages | 335 | 37 | 1106 |
| Foundation Directory Online - All Views Total | 0 | 0 | 23 |
| Gale Virtual Reference - Total Retrievals from Usage Summary | 3 | 25 | 94 |
| Hobbies & Crafts Reference Center - Total FT + Abstract | 4 | 19 | 75 |
| Home Improvement Reference Center - Total FT + Abstract | 7 | 1 | 40 |
| Hoopla - Total Checkouts | 2391 | 2360 | 16961 |
| LearningExpress Library Complete - Sessions | 0 | 7 | 15 |
| LibraryAware | 11970 | 11970 | 88795 |
| LinkedIn Learning (Lynda) - Total Views | 124 | n/a | 535 |
| Mango Languages | 13 | 11 | 96 |
| MasterFile Premier - Total FT + Abstract | 6 | 6 | 42 |
| Newsbank - Total | 6996 | 6803 | 51928 |
| Novelist Plus - Total FT + Abstract | 412 | 770 | 3450 |
| Novelist Select - Total Clicks | 41 | 53 | 493 |
| Overdrive - Total Checkouts | 7592 | 8201 | 51098 |
| Reference Solutions - Detail View + Downloads | 0 | 141 | 202 |
| Small Engine Repair Reference Center | 1 | 0 | 11 |
| TumbleBooks Library - Content Views | 4 | 0 | 135 |
| Value Line - Downloads | 3378 | 3344 | 21510 |
| ILL | | | |
| Total ILL | 409 | 380 | 2668 |

CIRCULATION/RESOURCES/SERVICES STATISTICS

| | Dec-23 | Jan-24 | FY24 TOTALS |
|---|--------|--------|-------------|
| Materials | | | |
| Items Added to the Collection | 1175 | 1564 | 10571 |
| Items Removed from the Collection | 4605 | 412 | 6823 |
| Curbside | | | |
| Overall Curbside Deliveries Total | 2 | 2 | 66 |
| Overall Curbside Items Total | 10 | 13 | 284 |
| Homebound | | | |
| Number of Patrons Enrolled | 36 | 38 | 38.3 |
| Number of Homebound Patrons Served | 34 | 66 | 279 |
| Number of Homebound Items Delivered | 218 | 479 | 1961 |
| Number of pocket collections enrolled | 0 | 3 | 18 |
| Number of pocket collections delivered to | 0 | 2 | 11 |
| Number of items delivered to pocket collections | 0 | 30 | 174 |
| Volunteers | | | |
| Number of Volunteers | 16 | 24 | 156 |
| Volunteer Hours | 64.65 | 82.06 | 542.93 |
| Virtual Usage | | | |
| Website Users | 7400 | 8000 | 51800 |
| Website Sessions | 15000 | 17000 | 103600 |
| Catalog Users | 4400 | 4500 | 27900 |
| Catalog Sessions | 9100 | 10000 | 64000 |