



**COUNCIL BLUFFS  
Public Library**

**Council Bluffs Public Library  
Board of Trustee – Monthly meeting  
Library Board of Trustee Room  
Wednesday, February 19, 2025 4:30 p.m.**

**AGENDA**

- I. Call to order**
- II. Approval of Agenda**
  - (1) Approval of Minutes for January 15, 2025 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) FY2026 Contract Community Service Agreements**
- VIII. Friends of the Library**
- IX. Director's Report**
- X. Trustee Teaching Moment – Library Foundation Funding Recap**
- XI. Next meeting – March 19, 2025 – 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 15, 2025  
4:30 PM

Present: Jared Tripp (presiding), Cindi Keithley, Stacey Goodman, Abby Jares, John Erixon, Ron Frascht, Christy Watkins, Nicole Juranek, Leo Martin, Antonia Krupicka-Smith: Director  
Absent: none

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

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

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

A motion was made by John Erixon to approve the agenda. Second was made by Ron Frascht. Passed unanimously.

A motion was made by Ron Frascht to approve the December minutes. Second made by Abby Jares. Passed unanimously.

### **III. Public Comment-none**

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

A written comment/complaint was passed around and addressed.

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

December 2024 report:

Leo Martin made a motion to approve the following:

\$232,925.75 for general fund,

\$35,185.71 for memorial fund,

\$0 for projects fund for a total of

\$268,111.46.

Seconded by Abby Jares. Passed unanimously.

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

### **VII. New Business-none**

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

The board held their first meeting of the year, January 13. Their annual meeting will be held on April 14. The Friends will be helping to pay for the library vehicle wrap and drivers' safety training.

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

Bike locks are the most checked out item at the library. Antonia met with HGM, city superintendent, roofing company, and product company. The project is set to begin in May and the projected time is 45 days. The crew will be using the back parking lot, 6:30am- dark with some sidewalk closures.

MuseumKey is the new platform for Discovery Passes and it's up and running.

Staff development will be held on Monday, January 20, 2024.

## **X. Teaching Moment: ILOC January 30<sup>th</sup>, keynote**

The state library has an annual conference, and a session is geared to trustees. Antonia will send out the link to the board. All are encouraged to attend virtually.

## **XI. Adjournment**

The meeting was adjourned at 4:54 PM. Stacey Goodman made a motion, seconded by John Erixon. Passed unanimously. The next meeting will be held on February 19, 2025, at 4:30 PM.

## Community Correspondence

January 2025

### Comments:

I'm sorry to bother you. I came to get that ticket pass to go see a free show at PACE. When I went to reserve the ticket they were all gone. And I know for a fact one of the cast members of the current show gave out the library code so the majority of people who got tickets don't live in Council Bluffs and are not members of the library. Is there anything that can be done to make sure the people who get those passes actually belong to the library?

I've just had my first novel, Bertie's Place, published. All of it was typed on one of the library's computers (I have my favorite spot on the second floor!) Thank you for supporting this wonderful facility. (note given with donation to the Library Foundation)

Circulation has had several positive comments and interactions at the front desk that we wanted to pass along. We had a patron very happy with notary services, one community member while at the grocery store had a conversation with another person and heard that library staff were the nicest in town and they wanted to pass that along. Finally, we always get very positive comments about Discovery Passes, but a patron mentioned at an outreach how affordable it made a visit to the Luminarium for her family.

### Publicity:

The Daily Nonpareil

There were 6 articles or ads in the Daily Nonpareil online and/or in print. Topics included 2 about a local author, 1 ad promoting author Nita Prose, 1 article promoting the Lawyers in Libraries program, and 2 articles promoting Our Community Reads 2025.

Unleash CB Bulletin

There was weekly inclusion of the library events and programs in the Unleash CB Bulletin.

Bluffs Country KXCB 106.5

There were 2 promotions on Bluffs Country KXCB 106.5 including the following programs; Lawyers in Libraries: Basics of Wills & Revocable Trusts and Sorcery Showdown: A Battle of Wits and Magic.

### Reviews:

Google

Five Star Review

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

**January 2025**

ACCOUNTS FOR:		ORIGINAL	YTD	MTD	AVAILABLE	PERCENT
GENERAL FUND		APPROP	EXPENDED	EXPENDED	BUDGET	USED
A14100 601000	SALARIES- REGULAR	1,358,095.04	747,665.61	104,668.36	610,429.43	55.1%
A14100 602000	SALARIES- PARTIME	424,897.39	211,958.24	26,439.58	212,939.15	49.9%
	<b>TOTAL SALARIES &amp; WAGES</b>	<b>1,782,992.43</b>	<b>959,623.85</b>	<b>131,107.94</b>	<b>823,368.58</b>	<b>53.8%</b>
A14100 606400	HOLI-VACATION-SICK PAY	-	-	-	-	100.0%
A14100 611000	FICA	157,029.39	70,983.11	9,676.91	86,046.28	45.2%
A14100 613000	IPERS	197,628.15	89,629.60	12,250.04	107,998.55	45.4%
A14100 615000	GROUP INSURANCE	382,626.24	222,629.27	35,242.87	159,996.97	58.2%
A14100 619900	CELL PHONE ALLOWANCE	600.00	175.00	50.00	425.00	29.2%
A14100 619930	MILEAGE REIMBURSEMENT	4,000.00	848.21	116.93	3,151.79	21.2%
A14100 619950	MISC EMPLOYEE BENEFITS	1,000.00	753.09	637.24	246.91	75.3%
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>742,883.78</b>	<b>385,018.28</b>	<b>57,973.99</b>	<b>357,865.50</b>	<b>51.8%</b>
A14100 621000	DUES-MEMBER-SUBSC	3,000.00	2,261.15	812.00	738.85	75.4%
A14100 623000	TRAINING EXPENSE	2,000.00	948.20	-	1,051.80	47.4%
A14100 623010	TRAVEL EXPENSE	3,000.00	1,007.45	-	1,992.55	33.6%
A14100 623020	EMPLOYEE MEAL EXPENSE	500.00	40.49	-	459.51	8.1%
	<b>TOTAL STAFF DEVELOPMENT</b>	<b>8,500.00</b>	<b>4,257.29</b>	<b>812.00</b>	<b>4,242.71</b>	<b>50.1%</b>
A14100 633200	EQUIP & VEHICLE REPAIR	-	372.58	-	(372.58)	
A14100 637110	UTILITIES-GAS	40,000.00	1,981.90	465.97	38,018.10	5.0%
A14100 637120	UTILITIES-ELECTRIC	79,000.00	30,196.71	-	48,803.29	38.2%
A14100 637210	REFUSE COLLECTION	1,200.00	622.22	89.26	577.78	51.9%
A14100 637300	TELECOMMUNICATION	3,600.00	2,575.00	300.00	1,025.00	71.5%
A14100 637400	UTILITIES-WATER	3,000.00	905.12	-	2,094.88	30.2%
A14100 639910	GROUNDS MAINT & REPAIR	1,000.00	650.00	-	350.00	65.0%
	<b>TOTAL UTILITIES</b>	<b>127,800.00</b>	<b>37,303.53</b>	<b>855.23</b>	<b>90,496.47</b>	<b>29.2%</b>
A14100 640200	ADVERTISING EXPENSE	3,000.00	311.44	49.50	2,688.56	10.4%
A14100 640300	TECHNOLOGY SERVICES	200,000.00	111,020.67	2,646.49	88,979.33	55.5%
A14100 640400	BILLING & COLLECTIONS FEES	1,700.00	917.09	105.50	782.91	53.9%
A14100 640700	CONSUTANT EXPENSE	-	262.00	-	(262.00)	
A14100 641000	OTHER CNTRACTUAL SRVCS	86,300.00	35,799.00	7,555.10	50,501.00	41.5%
A14100 641410	PRINTING	1,000.00	1,004.93	-	(4.93)	100.5%
A14100 642000	LEASE PAYMENTS	5,000.00	5,648.49	718.83	(648.49)	113.0%
	<b>TOTAL CNTRACTUAL SERVICES</b>	<b>297,000.00</b>	<b>154,963.62</b>	<b>11,075.42</b>	<b>142,036.38</b>	<b>52.2%</b>
A14100 650200	FICTION & LARGE PRINT	38,000.00	18,837.61	2,800.83	19,162.39	49.6%
A14100 650210	PERIODICALS	12,000.00	1,771.00	-	10,229.00	14.8%
A14100 650211	AUDIO BOOKS	17,000.00	6,516.52	4,187.86	10,483.48	38.3%
A14100 650212	DVDs	20,000.00	7,538.78	914.42	12,461.22	37.7%
A14100 650213	MUSIC CDs	4,000.00	818.02	92.48	3,181.98	20.5%
A14100 650214	REFERENCE	6,000.00	2,433.00	75.00	3,567.00	40.6%
A14100 650215	DATABASES	80,000.00	70,020.65	9,317.89	9,979.35	87.5%
A14100 650216	YOUNG ADULT	16,000.00	8,763.59	1,172.34	7,236.41	54.8%
A14100 650217	VIDEO GAMES	8,000.00	4,954.27	-	3,045.73	61.9%
A14100 650218	E MATERIALS	60,000.00	29,980.73	4,999.81	30,019.27	50.0%
A14100 650219	NON-FICTION	20,000.00	8,907.86	1,787.31	11,092.14	44.5%
A14100 650220	KIDS BOOKS	35,000.00	16,739.94	3,433.19	18,260.06	47.8%
A14100 650221	SPANISH COLLECTION	2,500.00	1,565.59	671.74	934.41	62.6%
A14100 650400	MINOR EQUIPMENT	8,000.00	2,070.52	13.59	5,929.48	25.9%
A14100 650600	OFFICE SUPPLIES	9,000.00	4,042.77	184.68	4,957.23	44.9%
A14100 650700	LAUNDRY SERVICES	200.00	121.21	-	78.79	60.6%
A14100 650750	OPERATING SUPPLIES	15,000.00	7,016.38	113.79	7,983.62	46.8%
A14100 650810	POSTAGE & FREIGHT	5,000.00	6,132.78	-	(1,132.78)	122.7%
	<b>TOTAL COMMODITIES</b>	<b>355,700.00</b>	<b>198,231.22</b>	<b>29,764.93</b>	<b>157,468.78</b>	<b>55.7%</b>
	<b>TOTAL LIBRARY</b>	<b>3,314,876.21</b>	<b>1,739,397.79</b>	<b>231,589.51</b>	<b>1,575,478.42</b>	<b>52.5%</b>

## Expenses Outside of City Operating Budget/General Fund

FY 2024-2025

Type of Service	Fund Source	Jan-25
31 Days of Holiday Cheer	Staff Appreciation	\$18.98
Adult Programming	Foundation	\$235.56
Book Memorials	Various	\$513.18
Discovery Pass Program	Friends / Memorial	\$703.55
eMaterials	Enrich Iowa	\$810.19
Foundation Author Series	Foundation	\$4,973.83
Our Community Reads Books & Buses	Foundation	\$3,560.00
Outreach	Enrich Iowa	\$417.47
Printing	Enrich Iowa	\$19.99
Snack Program for Teens	CFFWI Grant/Various	\$116.98
Staff Development Day 2025	Enrich Iowa	\$777.44
Technology Refresh	Foundation	\$19.99
Teen Programming	Foundation	\$167.74
Youth Programming	Foundation	\$815.15
<b>TOTAL Gifts &amp; Memorials:</b>		<b>\$13,150.05</b>

Received in donations and other funding during the month of January 2025:

\$148.00 In Memory of Denise Jetter  
\$150.00 In Memory of Marcia Booth  
\$565.00 In Memory of Shearan Medley  
\$8.00 Donation

\$831.00 Friends of CBPL, 2024 Wish Tree  
\$614.71 Friends of CBPL, Misc Projects

## FY26 Contract Communities Agreement Amounts

In accordance with Section 256.69 Code of Iowa, the Board of Library Trustees, City of Council Bluffs will go under contract with the below listed cities to provide library services for July 1, 2025 – June 30, 2026. The amounts indicated are determined to be equal to ten cents per thousand dollars of assessed value on taxable property for each municipality based on the FY25 City Levy amounts provided through the State Library of Iowa.

City	Assessed Valuation	FY26 Agreement Amount
Crescent	\$38,392,447	\$3,839.24
McClelland	\$7,036,065	\$703.60
Minden	\$11,941,898	\$1,194.18
Treynor	\$47,126,077	\$4,712.60
Underwood	\$45,306,667	\$4,530.86



## Director's Report

January 2025

We are half way through the current fiscal year and through the first two quarters laid out in our current strategic plan. I wanted to provide an update on where we are with the projects in the strategic plan and our library goals for the year.

*Library Goal: Improve the build environment to be reflective of the things our community wants to do and learn inside and outside of the library location.*

We are currently waiting on the arrival of the library outreach vehicle. This vehicle will be wrapped with a design that we worked with a local artist to create. The cost of the wrap, design, and the training for staff to drive the vehicle will be funded through the Friends of the Council Bluffs library. The staff who have been identified to be trained have taken a required City training and once the vehicle arrives, will also take training through the Nebraska Safety Council. A contract is being finalized for the upgrade to AV options in Meeting room A and B which will be completed prior to June and summer reading. Every department is working on evaluating the things in their workspaces and we are going through the required process to get rid of unneeded items in the Makerspace and throughout various departmental storage spaces.

*Library Goal: Adapt and enhance the collections of the library to be reflective and relevant to the needs of the community.*

Playaway devices were introduced in the Youth department as a replacement to books-on-CD. Additionally a project has been developed to begin creating circulating book-on-CD collections throughout assisted living facilities in Council Bluffs to both free up shelf space in the library and also make the items accessible to the population with the highest demand. The World Languages collection has been established and materials have been relocated to support this new designation. We have already seen an increase in circulation of these materials. Selectors have started the process of documenting and establishing a procedure for selecting to ensure consistency in the process which reduces bias.

*Library Goal: Be a conduit for community resources and services.*

A robust plan has been created for programming in the coming months at Cochran Park to support the library kiosk. We are working with the City and their communications plan to ensure the neighborhood is aware of everything happening. Additionally with the upcoming outreach vehicle, a plan has been developed to attend more outreach events to share the resources and information throughout the community. A plan has been established with the middle schools to utilize the LIT accounts through reading challenges on Beanstack that are built specifically for their students. This will start with the Our Community Read program this spring, but will continue with each semester.

*Library Goal: Ensure the Library has the right resources and services to serve our community.*

On an ongoing basis all processes and procedures are being reviewed and adjustments are being proposed. A couple of procedures that have changed already and become more efficient as well as supporting consistency throughout the building include how books are labeled in the youth and teen areas as well as with the DVD collection. How the magazines are process has also changed which has saved staff time and supported consistency.

As we head into the second half of the year, we will continue working on these projects, but also plan to implement cross-training of different services points, which I am starting by learning how to work each service point so that I know best how to support staff as we start that process. Doing this will be a big undertaking, but will ultimately ensure a consistent patron experience and without a doubt help us to be that much better at serving our community.

#### *Facilities Update:*

The precon meeting was held for the roof. Anchor Roofing has also come in multiple times in January to get additional roof "core" samples to ensure they have all of the supplies they will need to start the roof replacement in late spring.

The HVAC automation project has gone out for bid. It has become increasingly more difficult to manage the temperature throughout the building.

#### *Technology Update:*

We discovered that the RFID gates have not accurately been counting patrons. We noticed a significant decrease in our door count for last fiscal year which wasn't in correlation with the rest of our usage numbers. Additionally the gates are no longer consistently tracking unchecked out items depending on how many items are going through the gates. The company is currently working to address the issue.

#### *Staff Update:*

Staff development day was held on January 20<sup>th</sup> with almost the entire staff in attendance. This is a highly anticipated day for staff as it is the only day each year where everyone is working at the same time.

#### *Upcoming Events:*

February 24<sup>th</sup> – Kings of Broken Things: Bystanders, Historical Wounds, and the Omaha Race Riot of 1919

March 3<sup>rd</sup> – Michelle Cowan: Better Not Bitter author talk

March 8<sup>th</sup> – Our Community Reads Culture Fest

March 17<sup>th</sup> – Barnstorming Babe: A slugger's Bumpy Trek Across Small town America

March 22<sup>nd</sup> – A Warrior of the People: How Susan La Flesche Overcame Racial and Gender inequality to Become America's First Indian Doctor

Respectfully Submitted:

Antonia Krupicka-Smith

## Public Service's Report

January 2025

### Spaces

Building Maintenance retrofitted the youth book bins with dividers in order to make the books more browseable and to help keep them in good condition longer.

Sixty-eight individuals used the Makerspace during the month of January.

### Collections

Ali (teen department) put up a poster "In the Mood for Manga?" for our display to highlight the start of our anime club. Manga is a popular collection, so the display items checked out well.

76 PlayAways were added to the youth collection this month.

The Jack Kennedy photo negatives are now cataloged. The images aren't yet available online but there is a finding list of the negatives available.

Mary is back to cataloging items in Special Collections. She is currently working on oversized photographs. One of the highlights is a photograph of Bayliss Park in the early 1880s.

The seed library has been busy! A lot of prep is going into making sure there are available seeds as we get ready for a spring surge of interest. Also, many gardeners have started plants inside over the winter months, so we are keeping up with that seed usage as well. We have seen several seed donations come in that we've also been able to utilize and add to our collection for the public. Lindsay has been helping to put out any seed library promotion and information on social media.

A session of Rose Theater passes went out in January and into the beginning of February for Cat Kid Comic Club: The Musical, and Opera Omaha provided 25 passes to give away for the February 9<sup>th</sup> showing of The Rake. We also will start handing out Zoo passes on Saturday February 1<sup>st</sup>. Lindsay created marketing to promote all these different opportunities for our community to enjoy the arts and our local zoo!

### Community

Youth staff attended the CBCSD Early Learning Center's Winter Wonderland family event and interacted with 105 people. They provided a sticker activity at our station, as well as a take-home activity for families. They also promoted our reading programs for kids 5 and under.

Youth staff also hosted a field trip for College View Kindergarten. There were 72 patrons here for storytime, a fingerprint art craft, and free time in the Youth Department.

Elisa and Ali presented to Mr. Wollerman's Spanish class at TJ. They covered the process of becoming a teen volunteer, the types of opportunities, and the Teen Volunteer scholarship, and future volunteer opportunities, including those for Spanish-speaking volunteers.

Jamie attended the Human Services Advisory Council (HSAC) meeting for Youth and Families and the HSAC Food Access Committee Meeting. The groups have created an updated [calendar/schedule of meal and pantry sites](#). We've added that document to the community resources area of the website and provided it in print in the library.

Jamie met with the library clerk at Kirn to schedule upcoming outreach events in the next four months. Kirn and Wilson will participate in the Our Community Reads challenge through Beanstack. The books for the 6th-grade author visit have arrived. In February, the books will be distributed to the participating middle schools.

We have partnered with Omaha EITC Coalition again this year to serve as a location for free tax return assistance. They will be at the library for appointments on Mondays and Wednesdays through the first week of April.

Daley Porter helped the Historical Society with some research about Unit K, which will be covered in several episodes of the Historical Society's podcast, Accidentally Historic.

Julianne was able to deliver 276 items to 47 individuals in January, utilizing 9 volunteers. 30 items were also delivered to two of our pocket collections.

Julianne and Megan visited Lutheran Family Services and talked with 8 individuals, and signed up 4 of them for library accounts. Lindsay went to the Minden Soup Luncheon as an outreach opportunity to that community on Sunday, January 19<sup>th</sup>, and spoke with 20 individuals. Julianne met with 2 Vodec employees to talk to them about library resources, give them a quick tour, and answer questions so they could better direct their clients when visiting.

## **Institutional Success**

Youth staff attended a planning meeting regarding creating early literacy content for the new features to be installed at River's Edge Park.

Mary worked to make it possible to search the online catalog by series.

Support Services added 1515 items and removed 498 items from the collection.

It was Support Services takeover at our In Service day on January 20<sup>th</sup>. Mary talked about the history of the library and the systems we've used to catalog. She also spoke about how we catalog can make items more accessible. Staff participated in the exercise of choosing the right bibliographic record for a book, covering the book jacket and typing up a catalog card.

The new library app went live on January 21<sup>st</sup>. It was promoted on our website and several other locations. Most patrons needed assistance locating or resetting their PIN number to get logged into the app again.

## Programs & Services

Youth staff provided 12 in house storytimes this month for 381 patrons. Two storytime sessions were canceled due to our winter weather policy. They also hosted Music with Lori Lynn for 42 patrons.

The youth Wednesday morning programs included Playdate Café, Yoga Storytime, Creative Movement with Motion Works Dance, and Meet a Real Cellist with the Omaha Symphony. The most popular of these was Meet a Real Cellist, with 49 patrons in attendance. Our total Wednesday morning attendance was 153 patrons.

Outreach storytime staff provided 58 storytimes to 1,165 students and their teachers. Staff themes included the snowshoe hare, birthdays, winter, the sniffles, and superheroes.

Youth staff hosted two after-school drop-ins for elementary age library users this month and 55 patrons attended. Projects included a New Year time capsule and Chinese New Year banners. In addition to these drop-ins, we also finished out the PBS STEAM Trailer drop-ins during the winter break, hosting two additional drop in sessions for 101 patrons.

Love on a Leash came for their monthly visit and 46 patrons attended.

This month's Homeschool Huddle theme was astronomy. We provided activities and hosted Gifford Farm's STARLAB. There were 79 patrons in attendance.

Youth staff also provided a registration program for patrons in grades 3-6. The project was to make a Scribble Bot—a simple robot that can make scribble art. Following the program, we received this email from a caregiver: "Thank you for the Scribble Bots workshop last weekend! And thank you for helping my daughter...ease into it. We're working on doing things that make us uncomfortable, and, sometimes like her mom, she gets nervous in social settings or, like many folks, has trepidation about trying new things. The scribble bot continues to be a hit at home, like on a recent play date."

Youth outreach staff finished the Pokemon Club at Bloomer and started a Beginning Reader Club, focusing the first week on getting to know each other and playing some Pete the Cat games.

The Imagination Library delivered 1,854 books in January and 59 new children registered for the program.

Our 1,000 Books Before Kindergarten program currently has 64 active readers with 6 new registrations this month. One child completed the program.

Nathan (teen department) facilitated Game On five times during January (handed out games, tracked turns, kept players calm, etc.). In January, our Tinker Zone activities were Secret Decoder and Expanding Fingerprints. We started our Anime Club this month with 2 patrons. We did an Anime ABC activity and discussed our favorite manga and anime. Invisible Ink & Magnifying Glass Messages finished in the last part of January in the Tinker Zone. The Scribblers Writing Club, led by Ali, met this month and had 2 participants. Book Tasting Club met once in January, and 2 teens attended.

A patron who had never sewn before attended the Basic Sewing Machine Skills class. The patron has since come back to check out the sewing machine.

Throughout January and February, we are running a Winter Reading Challenge for adults.

Creighton Camerer is expanding the Basic Soldering class offering to cover stained glass once a quarter. January was the first Basic Soldering: Stained Glass session and was received enthusiastically. Other months, we will continue to offer Basic Soldering: Electronics.

*An Evening with Nita Prose* closed out the Council Bluffs Public Library Foundation's Speaker Series for the season. It was held at the Arts Center at Iowa Western.

We hosted Lawyers in Libraries, a joint effort by The Iowa State Bar Association, Iowa Legal Aid and the Polk County Bar Association Volunteer Lawyers Project to help provide free legal information to Iowans, for a program, *Basics of Wills and Revocable Trusts*. It was very well attended and there was a lot of feedback from attendees about seeing more programs like this.

Forty-seven individuals met for the five book clubs we offered in January.

We had a total of 44 programs (12 general audience programs and 32 adult audience programs) with 459 people attending in person and 46 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)

<b>FY25 CIRCULATION/RESOURCES/SERVICES STATISTICS</b>			
	<b>Dec-24</b>	<b>Jan-25</b>	<b>FY25 TOTALS</b>
<b>Accounts</b>			
New Card Registration	164	332	3270
<b>Building Usage</b>			
Gate Count/Patron Visits	11890	14443	98144
Number of Reference Questions	1429	1784	11916
Number of Microfilm Rolls Used	0	1	35
Number of Meeting Rooms Used	155	142	1122
Number of Notary Provided	48	25	228
Number of Computer Lab Sessions	2583	2336	15991
Number of WiFi Sessions	1610	1716	13320
Makerspace Room/Tool Usage	111	68	619
<b>Circulation</b>			
TOTAL CIRCULATION	15422	18955	132084
Kiosk Checkouts	52	22	764
Self Checkouts	8696	11371	78803
<b>Database Usage</b>			
AcademicSearch Premier - Total FT + Abstract	0	4	38
Ancestry - Total	148	333	2252
AtoZdatabases	1363	3120	29656
Auto Repair Source	8	1	53
Brainfuse JobNow & VetNow- Total Usage	22	25	321
Brainfuse HelpNow - Total Usage	2	112	250
Britannica/Webster's - Total Number	6	160	1409
Community History Archive (The Council Bluffs Globe) - /view	13	9	89
Consumer Reports - Page Views	326	287	1782
Digital Sandborn Maps - Pages	n/a	n/a	387
Fire Insurance Maps Online	84	228	690
Foundation Directory Online - All Views Total	0	0	37
Gale Virtual Reference - Total Retrievals from Usage Summary	3	0	23
Hoopla - Total Checkouts	2350	2274	16095
LibraryAware	12334	13161	88336
Mango Languages	54	41	401
Newsbank - Total	7031	7536	49549
Novelist Plus - Total FT + Abstract	257	513	2888
Novelist Select - Total Clicks	24	53	355
Overdrive - Total Checkouts	7075	8150	49807
TumbleBooks Library - Content Views	0	46	82
Value Line - Downloads	2833		16298
<b>ILL</b>			
Total ILL	375	274	2908
<b>Kiosk Usage</b>			
Items Returned to Kiosk	22	16	370

## CIRCULATION/RESOURCES/SERVICES STATISTICS

	Dec-24	Jan-25	FY25 TOTALS
<b>Materials</b>			
Items Added to the Collection	550	1515	6763
Items Removed from the Collection	6194	498	10025
<b>Curbside</b>			
Overall Curbside Deliveries Total	7	6	35
Overall Curbside Items Total	19	16	160
<b>Homebound</b>			
Number of Patrons Enrolled	57	52	53.4
Number of Homebound Patrons Served	49	49	330
Number of Homebound Items Delivered	270	276	1882
Number of pocket collections enrolled	3	3	21
Number of pocket collections delivered to	3	0	8
Number of items delivered to pocket collections	50	0	110
<b>Volunteers</b>			
Number of Volunteers	21	28	169
Volunteer Hours	69.46	87.26	599.58
<b>Virtual Usage</b>			
Website Users	6500	8200	56400
Website Sessions	16000	20000	127000
Catalog Users	3500	4500	29600
Catalog Sessions	8300	11000	66600



<b>FY25 PROGRAMMING STATISTICS</b>			
<b>ADULT PROGRAMMING (Targeted age 19+)</b>	<b>Dec-24</b>	<b>Jan-25</b>	<b>FY25 TOTALS</b>
Number of In-Person Onsite Programs - Total	21	28	162
Number of In-Person Onsite Attendance - Total	169	304	1715
Number of In-Person Offsite Programs - Total	1	1	4
Number of In-Person Offsite Attendance - Total	82	79	517
Number of Prerecorded Programs	2	3	18
Number of Prerecorded Attendance	27	46	269
Number of Proctored Tests	2	0	19
<b>GENERAL INTEREST PROGRAMMING</b>	<b>Dec-24</b>	<b>Jan-25</b>	<b>FY25 TOTALS</b>
Number of In-Person Onsite Programs - Total	15	12	75
Number of In-Person Onsite Attendance - Total	84	76	465
Number of In-Person Offsite Programs - Total	2	2	33
Number of In-Person Offsite Attendance - Total	44	30	3663
Number of Prerecorded Programs	0	0	4
Number of Prerecorded Attendance	0	0	32
<b>TEEN PROGRAMMING (Targeted age 12-18)</b>	<b>Dec-24</b>	<b>Jan-25</b>	<b>FY25 TOTALS</b>
Number of In-Person Onsite Programs - Total	55	42	289
Number of In-Person Onsite Attendance - Total	248	238	2619
Number of In-Person Offsite Programs - Total	3	4	20
Number of In-Person Offsite Attendance - Total	42	49	216
Number of Self-Directed Programs	16	17	136
Number of Self-Directed Participants	261	227	2113
<b>YOUTH PROGRAMMING (Targeted age 0-5)</b>	<b>Dec-24</b>	<b>Jan-25</b>	<b>FY25 TOTALS</b>
Number of In-Person Onsite Programs - Total	9	13	83
Number of In-Person Onsite Attendance - Total	366	423	2683
Number of In-Person Offsite Programs - Total	62	56	309
Number of In-Person Offsite Attendance - Total	1086	1125	6784
Number of Prerecorded Attendance	49		588
<b>YOUTH PROGRAMMING (Targeted age 6-11)</b>	<b>Dec-24</b>	<b>Jan-25</b>	<b>FY25 TOTALS</b>
Number of In-Person Onsite Programs - Total	9	13	62
Number of In-Person Onsite Attendance - Total	223	370	1644
Number of In-Person Offsite Programs - Total	7	5	36
Number of In-Person Offsite Attendance - Total	255	171	3330
Number of Prerecorded Attendance	15		90
<b>READING PROGRAMS</b>	<b>Dec-24</b>	<b>Jan-25</b>	<b>FY25 TOTALS</b>
Number Registered Adult Participants	0	0	266
Number Registered Teen Participants	0	0	110
Number New Registered Youth Participants	1	6	976
Number Imagination Library New Registrations	59	59	291
Number Imagination Library Books Mailed	1831	1854	12979
<b>PATRON DIRECTED ACTIVITIES</b>	<b>Dec-24</b>	<b>Jan-25</b>	<b>FY25 TOTALS</b>
Coloring Sheets	25	35	290
Steam STEM Services	106	156	940
Story-Walk Participants	62		1518
<b>FOOD DISTRIBUTION</b>	<b>Dec-24</b>	<b>Jan-25</b>	<b>FY25 TOTALS</b>
Total Number Summer Meals Distributed	0	0	2062
Total Number Teen Snacks Distributed	590	605	5277
Total Number of Teen Meal Bags Distributed	0	16	442