



**COUNCIL BLUFFS  
Public Library**

**Council Bluffs Public Library  
Board of Trustee – Monthly meeting  
Library Board of Trustee Room  
Wednesday, April 16, 2025 4:30 p.m.**

**AGENDA**

- I. Call to order**
- II. Approval of Agenda**
  - (1) Approval of Minutes for March 26, 2025 Board Meeting**
- III. Public Comment (5 minute limit)**
- IV. Correspondence and Announcements**
- V. Financial Report and Approval of Bills**
- VI. Old Business**
  - (1) Library Kiosk Project Expenses**
- VII. New Business**
  - (1) FY 25 Budget Amendment**
- VIII. Friends of the Library**
- IX. Director's Report**
- X. Trustee Teaching Moment – Our Community Reads Recap**
- XI. Next meeting – May 21, 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 Meeting  
March 26, 2025 - 4:30 PM

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

**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 Ron Frascht to approve the agenda as presented; second was made by John Erixon, with the action passing unanimously.
- A motion was made by Ron Frascht to approve the February 19, 2025 Council Bluffs Public Library Board of Trustee minutes as presented; second was made by Leo Martin, with action passing unanimously.

**III. Public Comment-**

- No public comment was given.

**IV. Correspondence and Announcements-**

- Antonia Krupicka-Smith shared thank you cards as a result of the library's work with the Council Bluffs School's Tech Applications Course, a presentation at the county supervisors' meeting, and a community member's appreciation.
- Discussion occurred on feedback received regarding a recent program speaker. As a result of concerns that were noted, the library is looking at updating the vetting process, with a plan to look at references for speakers moving forward and stressing the non-solicitation policy as part of the booking process.
- Background was provided in response to a request to sell stamps at the library. It was reaffirmed that the library is not in the resale business for such items.

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

- A new lease has been put in place for the postage machine, with the plan to reflect a mid-year adjustment to the budget. The future increases to postage were discussed, as the library does more interlibrary loans and overall postage costs continue to rise.
- Leo Martin made a motion to approve \$235,419.05 for general fund, \$37,916.17 for memorial fund and \$0.00 for projects fund for a total of \$273,335.22 second was made by Stacey Goodman, with the action passing unanimously.

**VI. Old Business**

- There was no old business to discuss.

## **VII. New Business-**

- Discussion occurred on the Seasonal Intern Job Description. The City of Council Bluffs' Parks & Recreation Interns served as a model for this new position, with the library's pay rate mirroring this existing role within the City. As the first intern position for the library, this will be a program-based role that focuses on serving the Youth Department. A motion was made to proceed as outlined by Leo Martin; motion was seconded by John Erixon, with the action passing unanimously.

## **VIII. Friends of the Library/Teaching Moment**

- Ron Frascht provided a legislative update on two specific bills impacting the library.
  - HF880 - A bill for an act modifying provisions related to public libraries that are eligible to receive state assistance under the Enrich Iowa Program.
  - HF 5214 - A bill for an act relating to obscenity exemptions for public libraries and educational institutions.

Discussion amongst the Board followed on the implications the passage of such legislation would have on the operations of the library.

- The annual meeting for the Friends of the Library will be held April 14 at 6:00 pm in Meeting Room B. The meeting is slated to include a discussion around advocacy.

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

- Antonia Krupicka-Smith shared an update on the following partnerships and community interactions: Our Community Reads Kick Off and the Council Bluffs Culture Fair.
- Antonia provided the following facilities and grounds updates:
  - New mulch has been laid down and the back lot has been cleaned up.
  - Bids are out for the janitorial contract, noting the library's requirement for a day porter. The new contract will go into effect July 1, 2025.
  - The technology in Classrooms A & B will be upgraded in May.
  - Automated heating/cooling will be installed/upgraded in May.
  - The roof color match is complete, with the roof on track for replacement in May.
  - One of the RFID gates nearest the handicap accessible doors has been down since last October, which has been significantly impacting the library's gate count. The gate count metric will need to be adjusted and will be based upon an estimate for the duration of this issue with the RFID gate.

## **X. Adjournment**

- There being no further business, a motion was made by Abby Jares to adjourn at 5:11 pm; the motion was seconded by Leo Martin and passed unanimously. The next meeting will be held on April 16, 2025 at 4:30 PM.

Respectfully submitted,

*Stacey Goodman*

Board of Trustee - Meeting Scribe

## Community Correspondence

March 2025

### Comments:

Spoke to Daley Porter about a historical property that was not showing up in city, state, or any other records – with just a general description of the property, he managed to not only find the property but also found information on the business and really saved the day! Thanks so much 11/10!

Daley was very pleasant and helpful with my scanning request. I appreciate him!

### Publicity:

The Daily Nonpareil

There were 8 articles or ads in the Daily Nonpareil online and/or in print. Topics included 5 about the Our Community Reads Culture Fest, 1 about a meeting being held by the Western Iowa Labor Federation at the library, and 2 about the "Alice in Wonderland" program provided by American Midwest Ballet.

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 4 promotions on Bluffs Country KXCB 106.5 including the following programs Michelle Cowan: Better Not Bitter, A Warrior of the People: How Susan La Flesche Overcame Racial and Gender Inequality to Become America's First Indian Doctor, Our Community Reads Book Discussion, and the Historic Preservation Celebration.

Other Outlets

Chuck Grassley U. S. Senator for Iowa website – A news release announces the library as a site for one of Senator Chuck Grassley's "Staff Traveling Office Hours" on Tuesday, April 8 from 10 a.m. to 11 a.m.

"Grassley Announces Staff Traveling Office Hours in 11 Iowa Counties." *Chuck Grassley United States Senator for Iowa*, <https://www.grassley.senate.gov/news/news-releases/grassley-announces-staff-traveling-office-hours-in-11-iowa-counties>. Accessed 1 Apr. 2025.

## Reviews:

Google

Five Star Review: Beautiful facility.

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

<b>March 2025</b>							
ACCOUNTS FOR:		ORIGINAL		YTD	MTD	AVAILABLE	PERCENT
<b>GENERAL FUND</b>		APPROP		EXPENDED	EXPENDED	BUDGET	USED
A14100 601000	SALARIES- REGULAR	1,358,095.04		957,774.19	105,054.29	400,320.85	70.5%
A14100 602000	SALARIES- PARTIME	424,897.39		276,693.49	30,984.27	148,203.90	65.1%
	<b>TOTAL SALARIES &amp; WAGES</b>	<b>1,782,992.43</b>		<b>1,234,467.68</b>	<b>136,038.56</b>	<b>548,524.75</b>	<b>69.2%</b>
A14100 606400	HOLI-VACATION-SICK PAY	-		-	-	-	100.0%
A14100 611000	FICA	157,029.39		91,302.96	10,054.12	65,726.43	58.1%
A14100 613000	IPERS	197,628.15		115,264.83	12,695.51	82,363.32	58.3%
A14100 615000	GROUP INSURANCE	382,626.24		286,733.19	32,051.96	95,893.05	74.9%
A14100 619900	CELL PHONE ALLOWANCE	600.00		275.00	50.00	325.00	45.8%
A14100 619930	MILEAGE REIMBURSEMENT	4,000.00		1,024.40	100.66	2,975.60	25.6%
A14100 619950	MISC EMPLOYEE BENEFITS	1,000.00		753.09	-	246.91	75.3%
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>742,883.78</b>		<b>495,353.47</b>	<b>54,952.25</b>	<b>247,530.31</b>	<b>66.7%</b>
A14100 621000	DUES-MEMBER-SUBSC	3,000.00		3,200.15	249.00	(200.15)	106.7%
A14100 623000	TRAINING EXPENSE	2,000.00		995.60	-	1,004.40	49.8%
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>5,243.69</b>	<b>249.00</b>	<b>3,256.31</b>	<b>61.7%</b>
A14100 633200	EQUIP & VEHICLE REPAIR	-		372.58	-	(372.58)	
A14100 637110	UTILITIES-GAS	40,000.00		9,376.84	5,164.68	30,623.16	23.4%
A14100 637120	UTILITIES-ELECTRIC	79,000.00		47,087.78	8,358.57	31,912.22	59.6%
A14100 637210	REFUSE COLLECTION	1,200.00		800.74	89.26	399.26	66.7%
A14100 637300	TELECOMMUNICATION	3,600.00		3,175.00	300.00	425.00	88.2%
A14100 637400	UTILITIES-WATER	3,000.00		1,452.39	295.35	1,547.61	48.4%
A14100 639910	GROUND MAINT & REPAIR	1,000.00		650.00	-	350.00	65.0%
	<b>TOTAL UTILITIES</b>	<b>127,800.00</b>		<b>62,915.33</b>	<b>14,207.86</b>	<b>64,884.67</b>	<b>49.2%</b>
A14100 640200	ADVERTISING EXPENSE	3,000.00		447.58	86.64	2,552.42	14.9%
A14100 640300	TECHNOLOGY SERVICES	200,000.00		119,117.12	3,510.28	80,882.88	59.6%
A14100 640400	BILLING & COLLECTIONS FEES	1,700.00		1,148.75	108.77	551.25	67.6%
A14100 640700	CONSUTANT EXPENSE	-		262.00	-	(262.00)	
A14100 641000	OTHER CNTRACTUAL SRVCS	86,300.00		49,872.20	7,318.10	36,427.80	57.8%
A14100 641410	PRINTING	1,000.00		1,004.93	-	(4.93)	100.5%
A14100 642000	LEASE PAYMENTS	5,000.00		5,648.49	-	(648.49)	113.0%
	<b>TOTAL CNTRACTUAL SERVICES</b>	<b>297,000.00</b>		<b>177,501.07</b>	<b>11,023.79</b>	<b>119,498.93</b>	<b>59.8%</b>
A14100 650200	FICTION & LARGE PRINT	38,000.00		24,921.32	3,741.27	13,078.68	65.6%
A14100 650210	PERIODICALS	12,000.00		3,083.99	64.99	8,916.01	25.7%
A14100 650211	AUDIO BOOKS	17,000.00		8,003.27	1,136.83	8,996.73	47.1%
A14100 650212	DVDs	20,000.00		9,448.18	1,432.17	10,551.82	47.2%
A14100 650213	MUSIC CDs	4,000.00		1,015.87	116.01	2,984.13	25.4%
A14100 650214	REFERENCE	6,000.00		3,219.00	786.00	2,781.00	53.7%
A14100 650215	DATABASES	80,000.00		70,020.65	-	9,979.35	87.5%
A14100 650216	YOUNG ADULT	16,000.00		11,191.82	1,184.99	4,808.18	69.9%
A14100 650217	VIDEO GAMES	8,000.00		6,278.55	19.99	1,721.45	78.5%
A14100 650218	E MATERIALS	60,000.00		39,980.47	4,999.75	20,019.53	66.6%
A14100 650219	NON-FICTION	20,000.00		11,724.08	1,662.30	8,275.92	58.6%
A14100 650220	KIDS BOOKS	35,000.00		20,391.79	1,922.91	14,608.21	58.3%
A14100 650221	SPANISH COLLECTION	2,500.00		1,725.93	132.25	774.07	69.0%
A14100 650400	MINOR EQUIPMENT	8,000.00		2,070.52	-	5,929.48	25.9%
A14100 650600	OFFICE SUPPLIES	9,000.00		5,081.18	325.53	3,918.82	56.5%
A14100 650700	LAUNDRY SERVICES	200.00		121.21	-	78.79	60.6%
A14100 650750	OPERATING SUPPLIES	15,000.00		10,014.02	1,092.58	4,985.98	66.8%
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>234,424.63</b>	<b>18,617.57</b>	<b>121,275.37</b>	<b>65.9%</b>
	<b>TOTAL LIBRARY</b>	<b>3,314,876.21</b>		<b>2,209,905.87</b>	<b>235,089.03</b>	<b>1,104,970.34</b>	<b>66.7%</b>

## Expenses Outside of City Operating Budget/General Fund

FY 2024-2025

Type of Service	Fund Source	Mar-25
1,000 Books Before Kindergarten	Foundation	\$1,137.09
ALA Conference	Foundation	\$914.35
All of Us Program	NIH Program	\$583.74
Board Game Collection	Enrich Iowa	\$231.75
Book Memorials	Various	\$519.80
Celebrate CB	Friends	\$53.99
Discovery Pass Program	Friends / Memorial	\$1,000.00
eMaterials	Enrich Iowa	\$1,016.99
Friends Expense	Friends	\$69.00
Imagination Library Books	Foundation	\$4,407.42
Makerspace Replacements	Enrich Iowa	\$179.99
National Library Week	Enrich Iowa	\$117.45
OCR Authors & Programs	Foundation	\$6,774.79
Outreach	Enrich Iowa	\$599.09
Summer Reading Programs - Youth	Foundation	\$197.13
Teen Programming	Foundation	\$1,216.28
Vehicle Wrap for Outreach Vehicle	Friends	\$850.00
Youth Programming	Foundation	\$553.70
<b>TOTAL Gifts &amp; Memorials:</b>		<b>\$20,422.56</b>

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

\$50.00 In Memory of John Husmann

\$100.00 In Memory of Mary Caylor

\$75.00 In Memory of Barbara Fryzek

\$80.00 In Memory of Linda Egger

\$5.00 Misc Donations

\$25.00 In Memory of Ruth Nelson

\$600.00 In Memory of Suzanne M. Propst

\$204.01 Sale of old Makerspace Equipment





COUNCIL BLUFFS  
Public Library

April 9, 2025

**Memo: Re: Additional Library Kiosk Project Expenses**

Due to the timing of the end of the Library Kiosk Project, some expenses related to the project were missed and need to be approved so that payment can be requested from the Library Foundation and the project can be closed fiscally. The expenses are related to the signage placed after the installation and opening of the kiosk itself as well as equipment needed to provide service at the kiosk. A listing of the expenses and additional documentation is provided.

\$121.00 - Fossil Industries, signage pedestal

\$181.00 - Fossil Industries, signage pedestal

\$88.82 - 48 Hour Print, signage

\$79.42 - Uline, totes for books

Upon approval of these expenses a request will be made to the Library Foundation to cover the cost and upon their approval, the project will be closed fiscally with the City of Council Bluffs.

Respectfully Submitted: Antonia Krupicka-Smith

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400 Willow Ave, Council Bluffs, Iowa 51503

712-323-7553

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

**Calculations Reflective of February 2025 Numbers**

ACCOUNTS FOR:		ORIGINAL	YTD	MTD	PROPOSED FY25 MIDYEAR	AVAILABLE	PERCENT
<b>GENERAL FUND</b>		APPROP	EXPENDED	EXPENDED	ADJUSTMENT	BUDGET	USED
A14100 601000	SALARIES- REGULAR	1,358,095.04	852,719.90	105,054.29	-	505,375.14	62.8%
A14100 602000	SALARIES- PARTIME	424,897.39	245,709.22	33,750.98	-	179,188.17	57.8%
	<b>TOTAL SALARIES &amp; WAGES</b>	<b>1,782,992.43</b>	<b>1,098,429.12</b>	<b>138,805.27</b>	-	<b>684,563.31</b>	<b>61.6%</b>
A14100 606400	HOLI-VACATION-SICK PAY	-	-	-	-	-	100.0%
A14100 611000	FICA	157,029.39	81,248.84	10,265.73	-	75,780.55	51.7%
A14100 613000	IPERS	197,628.15	102,569.32	12,939.72	-	95,058.83	51.9%
A14100 615000	GROUP INSURANCE	382,626.24	254,681.23	32,051.96	-	127,945.01	66.6%
A14100 619900	CELL PHONE ALLOWANCE	600.00	225.00	50.00	-	375.00	37.5%
A14100 619930	MILEAGE REIMBURSEMENT	4,000.00	923.74	75.53	-	3,076.26	23.1%
A14100 619950	MISC EMPLOYEE BENEFITS	1,000.00	753.09	-	-	246.91	75.3%
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>742,883.78</b>	<b>440,401.22</b>	<b>55,382.94</b>	-	<b>302,482.56</b>	<b>59.3%</b>
A14100 621000	DUES-MEMBER-SUBSC	3,000.00	2,201.15	690.00	750.00	798.85	73.4%
A14100 623000	TRAINING EXPENSE	2,000.00	1,745.60	47.40	(750.00)	254.40	87.3%
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>4,994.69</b>	<b>737.40</b>	-	<b>3,505.31</b>	<b>58.8%</b>
A14100 633200	EQUIP & VEHICLE REPAIR	-	22.58	-	350.00	(22.58)	
A14100 637110	UTILITIES-GAS	40,000.00	4,212.16	2,230.26	-	35,787.84	10.5%
A14100 637120	UTILITIES-ELECTRIC	79,000.00	38,729.21	8,532.50	-	40,270.79	49.0%
A14100 637210	REFUSE COLLECTION	1,200.00	711.48	89.26	-	488.52	59.3%
A14100 637300	TELECOMMUNICATION	3,600.00	2,875.00	300.00	-	725.00	79.9%
A14100 637400	UTILITIES-WATER	3,000.00	1,157.04	251.92	-	1,842.96	38.6%
A14100 639910	GROUNDS MAINT & REPAIR	1,000.00	1,000.00	-	(350.00)	-	100.0%
	<b>TOTAL UTILITIES</b>	<b>127,800.00</b>	<b>48,707.47</b>	<b>11,403.94</b>	-	<b>79,092.53</b>	<b>38.1%</b>
A14100 640200	ADVERTISING EXPENSE	3,000.00	360.94	49.50	-	2,639.06	12.0%
A14100 640300	TECHNOLOGY SERVICES	200,000.00	117,006.84	4,586.17	(1,400.00)	82,993.16	58.5%
A14100 640400	BILLING & COLLECTIONS FEES	1,700.00	1,039.98	122.89	-	660.02	61.2%
A14100 640700	CONSUTANT EXPENSE	-	(38.00)	-	300.00	38.00	
A14100 641000	OTHER CNTRACTUAL SRVCS	86,300.00	42,854.10	6,755.10	(300.00)	43,445.90	49.7%
A14100 641410	PRINTING	1,000.00	1,004.93	-	-	(4.93)	100.5%
A14100 642000	LEASE PAYMENTS	5,000.00	4,248.49	-	1,400.00	751.51	85.0%
	<b>TOTAL CNTRACTUAL SERVICES</b>	<b>297,000.00</b>	<b>166,477.28</b>	<b>11,513.66</b>	-	<b>130,522.72</b>	<b>56.1%</b>
A14100 650200	FICTION & LARGE PRINT	38,000.00	25,180.05	2,342.44	(4,000.00)	12,819.95	66.3%
A14100 650210	PERIODICALS	12,000.00	3,019.00	1,248.00	-	8,981.00	25.2%
A14100 650211	AUDIO BOOKS	17,000.00	12,166.44	349.92	(5,300.00)	4,833.56	71.6%
A14100 650212	DVDs	20,000.00	12,816.01	477.23	(4,800.00)	7,183.99	64.1%
A14100 650213	MUSIC CDs	4,000.00	799.86	81.84	100.00	3,200.14	20.0%
A14100 650214	REFERENCE	6,000.00	2,433.00	-	-	3,567.00	40.6%
A14100 650215	DATABASES	80,000.00	75,020.65	-	(5,000.00)	4,979.35	93.8%

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

A14100 650216	YOUNG ADULT	16,000.00		10,006.83	1,243.24	-	5,993.17	62.5%
A14100 650217	VIDEO GAMES	8,000.00		6,258.56	1,304.29	-	1,741.44	78.2%
A14100 650218	E MATERIALS	60,000.00		7,980.72	4,999.99	27,000.00	52,019.28	13.3%
A14100 650219	NON-FICTION	20,000.00		13,061.78	1,153.92	(3,000.00)	6,938.22	65.3%
A14100 650220	KIDS BOOKS	35,000.00		23,468.88	1,728.94	(5,000.00)	11,531.12	67.1%
A14100 650221	SPANISH COLLECTION	2,500.00		1,593.68	28.09	-	906.32	63.7%
A14100 650400	MINOR EQUIPMENT	8,000.00		2,070.52	-	-	5,929.48	25.9%
A14100 650600	OFFICE SUPPLIES	9,000.00		6,755.65	712.88	(2,000.00)	2,244.35	75.1%
A14100 650700	LAUNDRY SERVICES	200.00		121.21	-	-	78.79	60.6%
A14100 650750	OPERATING SUPPLIES	15,000.00		8,921.44	1,905.06	-	6,078.56	59.5%
A14100 650810	POSTAGE & FREIGHT	5,000.00		4,132.78	-	2,000.00	867.22	82.7%
	<b>TOTAL COMMODITIES</b>	<b>355,700.00</b>		<b>215,807.06</b>	<b>17,575.84</b>	<b>-</b>	<b>139,892.94</b>	<b>60.7%</b>
	<b>TOTAL LIBRARY</b>	<b>3,314,876.21</b>		<b>1,974,816.84</b>	<b>235,419.05</b>	<b>-</b>	<b>1,340,059.37</b>	<b>59.6%</b>

## Director's Report

March 2025

March kicked off the 3<sup>rd</sup> Our Community Reads. This year the theme is "Found Community". Each book selection focuses on relationships that build community in unlikely places. The Youth title focuses on a dog that is adopted into a family and he finds community with other pets in the neighborhood. The Teen title is a bilingual graphic novel that tells the story of a group of middle schoolers all assigned to work in the lunchroom and how they build a relationship to help another family in the community. The Adult title tells the unlikely relationship of a widow and an octopus. Other characters cross the path of this octopus as he prepares to escape. We kicked off this community reading program with a Culture Fest to celebrate all of the different backgrounds that make up the community. We had many local organizations provide activities and share their groups missions and backgrounds. The highlight of the event was the partnership with Iowa Western Community College's culinary arts and food truck program. We were able to provide different cultural themed foods to the community to taste. Many book discussions of the adult book were held at the library and 2<sup>nd</sup> graders and 6<sup>th</sup> graders in the schools' received copies of their books ahead of the author visits to read and discuss. All of the authors will visit in early April for presentations to students and the community and until the end of April a reading challenge is available through Beanstack. We have received lots of great feedback from readers, teachers, and organizations on this year's theme and the selections and are happy with the success of the program!

In March we also received word that an executive order was signed by President Trump to close the Institute for Museums and Libraries Services (IMLS). This is the federal office that funds grants to State Libraries and Education Institutions. They also fund grants to a number of National Foundations such as the Laura Bush Foundation. The State Library has let us know what is funded with Library Services and Technology Act (LSTA) funding from IMLS. Our library is accredited at the highest level and receives funding for being part of ILL and the Open Access funding. We are also enrolled in the Bridges program which provides Overdrive/Libby to our community. LSTA also supported programs included IA Shares and SILO which are the statewide ILL delivery service and supported software, the People's Law Library of Iowa, Summer Reading Support and Early Literacy kits, Continuing Education and State Library Endorsements, WhoFi which tracks wifi usage for us, Bridges which is our Overdrive Ematerials platform, Brainfuse HelpNow which is online tutoring and job help, and website hosting for smaller community libraries through PLOW. The deepest impact in our community would be felt through the ILL service in the state and through the Bridges platform. We received word the end of March that DOGE gave 90 day notice to 70% of the employees of IMLS. The State Library let us know that effective April 7<sup>th</sup>, 2025 their social work in

libraries programs supported by a Laura Bush Foundation grant would stop. They also stressed they were unsure of all IMLS funding and would notify libraries when they learned what support would continue. At the time of this report, I have worked with staff to adjust current funding where possible to support ematerials in our community in the event that the State Library would not be able to support the Bridges Overdrive Resource.

*Facilities Update:*

Two cloth chairs had to be disposed of. This is of note, because we no longer have extra chairs and will need to begin planning for a full replacement of all of the cloth chairs in the library except for the youth department chairs which were upgraded with their remodel.

*Technology Update:*

Five old self-check machines were disposed of. Additionally, many outdated makerspace items were either sold or disposed of. This was part of the need to do space evaluations and clear space to determine what new projects we can agree to support.

*Upcoming Events:*

- April 28<sup>th</sup> 6 pm – Harvesting Foods and Medicines in the Dakota Tradition
- May 3<sup>rd</sup> 2 pm – Songwriting Workshop (ages 14 and up)
- May 8<sup>th</sup> 6:30 pm – Forts of Omaha and Council Bluffs
- May 13<sup>th</sup> 6 pm – Women’s Self-Defense
- May 16<sup>th</sup> 6 pm – Forte Ensemble Concert (@ Cochran Park)
- May 19<sup>th</sup> 6:30 pm – Beatles and the Bluffs
- May 27<sup>th</sup> 6 pm – Strum-a-long
- May 30<sup>th</sup> 6 pm – Silent Reading Club (@ Cochran Park)
- May 31<sup>st</sup> 9:30 am – Guided Walking Tours: Identifying Nature (@ Cochran Park)

Respectfully Submitted:

Antonia Krupicka-Smith

## Public Service's Report

March 2025

### Spaces

Seventy-four individuals used the Makerspace during the month of February.

### Collections

Weeding for low circulation was completed in the Easy Books collection and youth staff continued to weed in nonfiction for both low circulation and age. Several new titles have been purchased for the sections focusing on weather and outer space.

Mary (support services) created some new reports to help analyze the non-fiction collection. These reports focus on specific sections of the collection and show circulation by subject as well as the age of the collection.

This month we received a new service from SirsiDynix called Heading Flip. It's a new feature of our annual authority control process. Heading Flip will now correct and update out of date or incorrect subject headings. This will ensure that our online catalog is up to date and consistent.

Mary also requested a custom report from SirsiDynix that will add the bill amount to the extended information in a patron record when an item is processed as long overdue. This report will help us streamline the process of identifying long overdue items that are returned.

Mary is continuing to update and catalog oversized photographs for Special Collections. She got to work on two of her favorite photographs, the Women's Auxiliary, European War 1914-1918 and the Nurses of Unit K Hospital Corps.

1366 items were added to the collection and 1248 items were removed.

Sara Catterall donated two copies of her new book *Amelia Bloomer: Journalist, suffragist, anti-fashion icon*. She came to the library back in 2022 to do research in our archives regarding Amelia Bloomer. Sara was generous enough to mention the library in her acknowledgements section and thanked us for allowing her to conduct research using our collection.

Rose Theater passes continue to be available as shows continue through their 2024-25 season. *Milo Imagines the World* was available in March for tickets, and *Pete the Cat the Musical* will be available in April & May.

Caroline and our volunteers, along with Support Services, having trying to get out seed as much as they can this last month as holes in the seed collection need to be filled. With it being spring, it's been a busy time with the seed library and patrons getting ready with their gardens. A post for social media was created to promote seed library donations by Lindsay and Caroline.

The library is using social media to ask our community for help in completing our Yearbook collection. In March, we asked for Thomas Jefferson High School yearbooks that we were missing in our collection and all requests were fulfilled within one week! Staff and volunteers are working to digitize these materials and make them available on the Council Bluffs Digital Archive.

## **Community**

Youth staff submitted their first piece of content for the early literacy project at River's Edge Park.

In cooperation with the Circulation Department (Julianne and Lindsay), Youth staff attended two elementary school family night's this month. One was an informational outreach at Longfellow Elementary, where they interacted with 84 patrons. The second was a Kreft Primary School, where they provided an activity as well as general library information and library cards. They interacted with 179 patrons at this event.

Teen Central hosted a special education class from Lewis Central. They had 16 visitors. Ali gave students and staff a tour of Teen Central and talked about our services and programs. Students were engaged and showed great interest in our future programs. After the tour, she did an art journaling program with 12 participants, who enjoyed decorating the outside of a journal that they could take home with them. We had engaging conversations and gave out calendars to most of the students.

Julianne was able to deliver 262 items to 52 individuals in March, utilizing 9 volunteers to deliver the items.

Julianne finished up her tour of visiting nursing homes and assisted living facilities by going to Bethany Heights and Bethany Home on March 10<sup>th</sup> and speaking with a total of 12 individuals. Several individuals signed up for homebound services during her visit. Julianne attended PACE's Silent Book Club on March 7<sup>th</sup> to provide information about library services. Lindsay went to the Crescent Pancake feed and talked with 55 individuals about the library on March 16.

## **Institutional Success**

Bailey attended a three week online course through Sirsi-Dynix called Bluecloud Accelerate Bootcamp to prepare for upcoming products this vendor is producing that will be completely browser based. The product is not completely ready for use yet, but this bootcamp assisted with re-evaluating our status and how to make edits within this upcoming product.

## **Programs & Services**

We hosted 16 storytime programs in the library this month for 336 patrons.

Also for the 5 and under age group, we hosted Music with Lori Lynn on a Saturday morning for 24 patrons. We hosted Creative Movement with Motion Works Dance and a Storytime with American Midwest Ballet. Together, these programs served 101 patrons. Playdate Café and Yoga Storytime were cancelled due to library closures for weather.

Outreach staff provided 56 storytimes this month for 947 students and teachers.

We hosted 4 after-school drop-ins for elementary age library patrons, serving 111 patrons. The most popular offering was dissecting owl pellets.

We worked in partnership with the other departments to provide Culture Fest, the Our Community Reads kick-off event. The Youth Department managed a station for kids to make Swedish Dala Horse shrinky dink charms.

We offered a tween program for grades 4-6 to make a gnome planter from a watering can. We had 14 patrons attend this program. Love on a Leash visited the Library and 10 patrons attended their reading program. This month's Homeschool Huddle theme was mythology and 21 patrons attended. We had two sessions of Beginning Reader Club for Bloomer's 21<sup>st</sup> Century Club.

The Imagination Library mailed 1,860 books in March and 42 new children registered for the program.

Our 1,000 Books Before Kindergarten program currently has 65 active readers with 2 new registrations this month. Eight children completed the challenge this month.

Teen staff implemented Cray-Pen Flag Art and DIY Scratch Art for our Tinker Zone programs this month. After one of the Cray-Pen programs, a teen patron commented, "I'm so glad you guys have projects like this. This is awesome sauce." For our monthly Anime Club, Jamie held an anime viewing of Naruto. For our monthly Scribblers Writing Club, we used *Story Time Dice* to create a unique prompt for our writing club.

Elisa Cruz partnered with Iowa State Extension and Outreach to provide four Lunch & Learns throughout the month.

Pottawattamie Conservation continued the Gardening with Native Plant series with part two of three. Theresa and Chris in the Youth department help with this series which helps to maintain the City's designation as a Bee City by providing education and outreach to the community.

Author Michelle Cowan talked about her memoir, *Better Not Bitter: A Journey from Heartache to Healing*, and her experience when a drunk driver that took her husband's life. Author Tim Grover presented *Barnstorming Babe: A Slugger's Bumpy Trek Across Small-Town America*, covering Ruth's and teammate Bob Meusel's tour across the midwest in 1922 with plenty of stops across Iowa and into Omaha. Author Joe Starita presented *A Warrior of the People: How Susan La Flesche Overcame Racial and Gender Inequality to Become America's First Indian Doctor*.



The Historic Preservation Celebration on Saturday, March 29 saw 14 local groups involved in preservation in the community come together to celebrate their efforts, make connections and show off their hard work to attendees. Presentations were put on by 12 of the groups and provided information on projects that were being worked on and spread awareness of each organization's mission and how it related to preservation efforts.

Twenty individuals met for the three book discussion we held in March. Both the Mystery and Nonfiction Book Clubs were canceled due to the weather.

We had a total of 41 programs (7 general audience programs and 34 adult audience programs) with # people attending in person and 59 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>Feb-25</b>	<b>Mar-25</b>	<b>FY25 TOTALS</b>
<b>Accounts</b>			
New Card Registration	236	261	3767
<b>Building Usage</b>			
Gate Count/Patron Visits	15259	17758	131161
Number of Reference Questions	1565	1832	15313
Number of Microfilm Rolls Used	0	1	36
Number of Meeting Rooms Used	151	176	1449
Number of Notary Provided	20	14	262
Number of Computer Lab Sessions	1827	2118	19936
Number of WiFi Sessions	1459	1652	16431
Makerspace Room/Tool Usage	70	74	763
<b>Circulation</b>			
TOTAL CIRCULATION	16614	20202	168900
Kiosk Checkouts	22	81	867
Self Checkouts	9718	11141	99662
<b>Database Usage</b>			
AcademicSearch Premier - Total FT + Abstract	0	37	75
Ancestry - Total	276	414	2942
AtoZdatabases	166	302	30124
Auto Repair Source	14	22	89
Brainfuse JobNow & VetNow- Total Usage	44	26	391
Brainfuse HelpNow - Total Usage	64	13	327
Britannica/Webster's - Total Number	30	152	1591
Community History Archive (The Council Bluffs Globe) - /view	2	16	107
Consumer Reports - Page Views	256	327	2365
Digital Sandborn Maps - Pages	n/a	n/a	387
Fire Insurance Maps Online	128	290	1108
Foundation Directory Online - All Views Total	0	0	37
Gale Virtual Reference - Total Retrievals from Usage Summary	3	14	40
Hoopla - Total Checkouts	2281	2398	20774
LibraryAware	12690	13300	114326
Mango Languages	316	38	755
Newsbank - Total	4129	5438	59116
Novelist Plus - Total FT + Abstract	262	445	3595
Novelist Select - Total Clicks	86	75	516
Overdrive - Total Checkouts	7136	7972	64915
TumbleBooks Library - Content Views	26	4	112
Value Line - Downloads	3122	3028	25366
<b>ILL</b>			
Total ILL	432	442	3995
<b>Kiosk Usage</b>			
Items Returned to Kiosk	5	26	401

## FY25 CIRCULATION/RESOURCES/SERVICES STATISTICS

	Feb-25	Mar-25	FY25 TOTALS
<b>Materials</b>			
Items Added to the Collection	1379	1366	9508
Items Removed from the Collection	608	1248	11881
<b>Curbside</b>			
Overall Curbside Deliveries Total	4	1	40
Overall Curbside Items Total	9	9	178
<b>Homebound</b>			
Number of Patrons Enrolled	53	62	54.3
Number of Homebound Patrons Served	47	52	429
Number of Homebound Items Delivered	262	262	2406
Number of pocket collections enrolled	2	2	25
Number of pocket collections delivered to	2	0	10
Number of items delivered to pocket collections	30	0	140
<b>Volunteers</b>			
Number of Volunteers	32	33	234
Volunteer Hours	95.49	118.67	813.74
<b>Virtual Usage</b>			
Website Users	7500	8400	72300
Website Sessions	18000	19000	164000
Catalog Users	4100	4600	38300
Catalog Sessions	9200	10000	85800
Library App Users	654	654	1746
Library App Sessions	2465	2655	6066

<b>FY25 PROGRAMMING STATISTICS</b>			
<b>ADULT PROGRAMMING (Targeted age 19+)</b>	<b>Feb-25</b>	<b>Mar-25</b>	<b>FY25 TOTALS</b>
Number of In-Person Onsite Programs - Total	28	31	221
Number of In-Person Onsite Attendance - Total	573	585	2873
Number of In-Person Offsite Programs - Total	0	0	4
Number of In-Person Offsite Attendance - Total	0	0	517
Number of Prerecorded Programs	3	3	24
Number of Prerecorded Attendance	36	59	364
Number of Proctored Tests	0	0	19
<b>GENERAL INTEREST PROGRAMMING</b>	<b>Feb-25</b>	<b>Mar-25</b>	<b>FY25 TOTALS</b>
Number of In-Person Onsite Programs - Total	15	8	98
Number of In-Person Onsite Attendance - Total	90	237	792
Number of In-Person Offsite Programs - Total	8	4	45
Number of In-Person Offsite Attendance - Total	150	80	3893
Number of Prerecorded Programs	0	0	4
Number of Prerecorded Attendance	0	0	32
<b>TEEN PROGRAMMING (Targeted age 12-18)</b>	<b>Feb-25</b>	<b>Mar-25</b>	<b>FY25 TOTALS</b>
Number of In-Person Onsite Programs - Total	43	46	378
Number of In-Person Onsite Attendance - Total	354	518	3750
Number of In-Person Offsite Programs - Total	2	2	24
Number of In-Person Offsite Attendance - Total	25	106	347
Number of Self-Directed Programs	16	16	168
Number of Self-Directed Participants	246	321	2680
<b>YOUTH PROGRAMMING (Targeted age 0-5)</b>	<b>Feb-25</b>	<b>Mar-25</b>	<b>FY25 TOTALS</b>
Number of In-Person Onsite Programs - Total	17	17	117
Number of In-Person Onsite Attendance - Total	456	492	3631
Number of In-Person Offsite Programs - Total	36	52	397
Number of In-Person Offsite Attendance - Total	601	871	8256
Number of Prerecorded Attendance	86	314	988
<b>YOUTH PROGRAMMING (Targeted age 6-11)</b>	<b>Feb-25</b>	<b>Mar-25</b>	<b>FY25 TOTALS</b>
Number of In-Person Onsite Programs - Total	7	7	76
Number of In-Person Onsite Attendance - Total	251	156	2051
Number of In-Person Offsite Programs - Total	4	6	46
Number of In-Person Offsite Attendance - Total	54	324	3708
Number of Prerecorded Attendance	12	9	111
<b>READING PROGRAMS</b>	<b>Feb-25</b>	<b>Mar-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	2	979
Number Imagination Library New Registrations	35	42	368
Number Imagination Library Books Mailed	1848	1860	16687
<b>PATRON DIRECTED ACTIVITIES</b>	<b>Feb-25</b>	<b>Mar-25</b>	<b>FY25 TOTALS</b>
Make & Take Kits		35	35
Coloring Sheets	38		328
Steam STEM Services	396	176	1512
Story-Walk Participants	113		1739
<b>FOOD DISTRIBUTION</b>	<b>Feb-25</b>	<b>Mar-25</b>	<b>FY25 TOTALS</b>
Total Number Summer Meals Distributed	0	0	2062
Total Number Teen Snacks Distributed	878	676	6831
Total Number of Teen Meal Bags Distributed	21	30	493