



COUNCIL BLUFFS Public Library

**Council Bluffs Public Library
Board of Trustee – Monthly meeting
Library Board of Trustee Room
Wednesday, June 18, 2025 4:30 p.m.**

AGENDA

- I. Call to order**
- II. Approval of Agenda**
 - (1) Approval of Minutes for May 21, 2025 Board Meeting**
 - (2) Approval of Minutes for May 27, 2025 By-Laws Committee**
- III. Public Comment (5 minute limit)**
- IV. Correspondence and Announcements**
- V. Financial Report and Approval of Bills**
- VI. Old Business**
 - (1) Director's Review Process Resolution**
- VII. New Business**
 - (1) Approval of Amended 3.1 Behavior Code**
 - (2) Approval of Amended 3.12 Lost & Found**
 - (3) Presentation of Proposed Amendments to Board By-Laws**
- VIII. Friends of the Library**
- IX. Director's Report**
- X. Trustee Teaching Moment – House File 856**
- XI. Next meeting – July 16, 2025 – 4:30 p.m.**

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

Council Bluffs Public Library
Board of Trustees
May 21, 2025
4:30 PM

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

I. Call to Order

The meeting was called to order at 4:30 by Abby Jares.

II. Approval of Agenda and Minutes

- Cindi Keithley made a motion to approve the agenda. The second was made by Stacey Goodman. Passed unanimously.
- Ron Frascht made a motion to approve the April minutes. Second made by Cindi Keithley. Passed unanimously.

III. Public Comment-none

IV. Correspondence and Announcements

Antonia Krupicka-Smith shared correspondence from a patron who is deaf who was upset with their experience with a staff member. The patron violated the space of the staff member.

V. Financial Report and Approval of Bills

April 2025

Leo Martin made a motion to approve the following:

\$290,634.47 for general fund,

\$20,563.77 for memorial fund,

\$0 for projects fund for a total of

\$311,198.24 total.

Seconded by Cindi Keithley. Passed unanimously.

VI. Old Business- none

VII. New Business

(1) Director's Review Process Resolution

This item has been tabled for the June meeting due to the new requirement of Open Meeting Law.

VIII. Friends of the Library

Jared attended the April meeting. They discussed the roof and current HVAC issues. The library got a new shredder, and the public can shred for free. The Friends approved the purchase of Durham and Gifford Farm passes. The Friends shared a strong financial report, and they make approximately \$2000/year. Their goal is to have two sales per year.

IX. Director's Report

A company is working on new thermostats and sensors.

Meeting room A and B will be getting new TVs soon.

Two windows were broken recently, due to vandalism.

Due to supply issues, the library roof replacement will be on hold indefinitely.

Cochran Park will have many new events happening soon.

Summer reading program sign-ups will begin in June.

X. Teaching Moment: Mary Carpenter, Materials Vendors

Mary gave a comprehensive review of the vendors that the library uses. She is in the process of signing with a second book vendor. Baker and Taylor are very slow at processing their orders now. It's been a good company with 43% discounts and free shipping. Their access has recently been limited. Ingram is a new vendor. Midwest Tape is a vendor that supplies their AV needs, including access to Hoopla. Thorndike and Centerpoint is their large print vendor. Bound to Stay Bound is one of their vendors for children's books. Amazon is used when the library can't fill orders through Baker and Taylor. Playaway is their vendor for youth read-alongs which have been very popular so far.

XI. Adjournment

The meeting was adjourned at 5:21 PM. Cindi Keithley made a motion, seconded by John Erixon. Passed unanimously. The next meeting will be held on June 18, 2025, at 4:30.

Minutes submitted by:

Nicole K. Juranek

Nicole K. Juranek



Council Bluffs Public Library
By-Laws Committee
May 27, 2025
10:00 AM

Present: Abby Jares, Jared Tripp (presiding), John Erixon, Antonia Krupicka-Smith: Director

I. Call to Order

The meeting was called to order at 10:01 a.m. by Jared Tripp.

II. Old Business- none

III. New Business

(1) Review Current By-Laws Committee purposes

Discussion was had around the current 5 committees listed in the by-laws and their purpose. The following amendments were proposed:

- Adding the following statement to Article 1: Section 3 "The President shall conduct directors' performance evaluation yearly in June."
- Adjusting Article 2: Section 1: to state "three" instead of "five"
- Removing the Building and Maintenance Committee and the Personnel Committee.

These amendments will be presented to the full library board for consideration at the June meeting to be voted on in July per the requirements of the by-laws.

IV. Adjournment

The meeting was adjourned at 10:25 a.m. by Jared Tripp.

Minutes submitted by:

Antonia Krupicka-Smith

Community Correspondence

May 2025

Comments:

(Email to Mayor, City Council Members, HR, and City Clerk's office)

The library is for the use of everyone – not just incompetent parents and their screaming brats.

Library staff have an ethical and professional obligation to maintain order, and this includes compelling the parents to manage their screaming brats outside – not inside – the library.

This has been brought to the attention of library staff – including the Director – multiple times, and nothing has changed.

If library staff do not have the mettle to manage its use, they they should be replaced by staff who can maintain order and decorum.

(Response from Mayor)

I have spoken with the library director. She said the library was relatively quiet last Saturday which she attributes to the nice weekend weather. She also acknowledges speaking with you on your phone but said she has not had an opportunity to speak with you in person, so she doesn't have full background context as to where the loud, screaming children are located. Our assumption is that noise is coming from the children's section, but we might be mistaken?

I agree with you that the library is for everyone and since the building is large in size, I wonder if there is a quieter location away from the kids that could better suit your specific needs.

That said under Iowa law our community libraries report to a library Board of Directors, they aren't under the purview of the Mayor. If you so desire to further grieve your concerns to the Library board the Library Director can certainly schedule you on a future agenda.

Publicity:

The Daily Nonpareil

There were 2 articles or ads in the Daily Nonpareil online and/or in print. Topic for both was about the Summer Reading Challenge at the library.

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 10 promotions on Bluffs Country KXCB 106.5 including the following programs
Songwriting Workshop, Open Mic Poetry Reading, Belonging in the Bluffs: Friendship Bracelet
Making, Forts of Omaha and Council Bluffs, Welcome to Medicare, Forte Ensemble Concert, Strum-
a-long, Silent Reading at Cochran Park, Guided Walking Tours: Identifying Nature, and Ask an
Expert: Local Foraging.

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

May 2025							
ACCOUNTS FOR:		REVISED		YTD	MTD	AVAILABLE	PERCENT
GENERAL FUND		BUDGET		EXPENDED	EXPENDED	BUDGET	USED
A14100 601000	SALARIES- REGULAR	1,358,095.04		1,220,475.66	157,636.87	137,619.38	89.9%
A14100 602000	SALARIES- PARTIME	424,897.39		356,344.40	46,330.38	68,552.99	83.9%
	TOTAL SALARIES & WAGES	1,782,992.43		1,576,820.06	203,967.25	206,172.37	88.4%
A14100 606400	HOLI-VACATION-SICK PAY	0.00		-	-	-	100.0%
A14100 611000	FICA	157,029.39		116,787.22	15,250.60	40,242.17	74.4%
A14100 613000	IPERS	197,628.15		147,210.69	19,032.03	50,417.46	74.5%
A14100 615000	GROUP INSURANCE	397,962.00		350,837.11	32,051.96	47,125.10	88.2%
A14100 619900	CELL PHONE ALLOWANCE	600.00		550.00	50.00	50.00	91.7%
A14100 619930	MILEAGE REIMBURSEMENT	4,000.00		1,805.32	652.12	2,194.68	45.1%
A14100 619950	MISC EMPLOYEE BENEFITS	1,000.00		753.09	-	246.91	75.3%
	TOTAL EMPLOYEE BENEFITS	758,219.54		617,943.43	67,036.71	140,276.32	81.5%
A14100 621000	DUES-MEMBER-SUBSC	3,750.00		3,638.15	500.00	111.85	97.0%
A14100 623000	TRAINING EXPENSE	1,250.00		995.60	-	254.40	79.6%
A14100 623010	TRAVEL EXPENSE	3,000.00		1,428.49	-	1,571.51	47.6%
A14100 623020	EMPLOYEE MEAL EXPENSE	500.00		59.55	-	440.45	11.9%
	TOTAL STAFF DEVELOPMENT	8,500.00		6,121.79	500.00	2,378.21	72.0%
A14100 633200	EQUIP & VEHICLE REPAIR	372.58		372.58	-	-	100.0%
A14100 637110	UTILITIES-GAS	40,000.00		13,645.62	4,268.78	26,354.38	34.1%
A14100 637120	UTILITIES-ELECTRIC	79,000.00		55,705.45	4,455.77	23,294.55	70.5%
A14100 637210	REFUSE COLLECTION	1,200.00		999.26	109.26	200.74	83.3%
A14100 637300	TELECOMMUNICATION	3,600.00		3,600.00	300.00	-	100.0%
A14100 637400	UTILITIES-WATER	3,000.00		1,767.24	314.85	1,232.76	58.9%
A14100 639910	GROUNDS MAINT & REPAIR	650.00		650.00	-	-	100.0%
	TOTAL UTILITIES	127,822.58		76,740.15	9,448.66	51,082.43	60.0%
A14100 640200	ADVERTISING EXPENSE	3,000.00		1,584.85	-	1,415.15	52.8%
A14100 640300	TECHNOLOGY SERVICES	198,600.00		232,134.01	49,456.70	(33,534.01)	116.9%
A14100 640400	BILLING & COLLECTIONS FEES	1,700.00		1,423.16	141.79	276.84	83.7%
A14100 640700	CONSUTANT EXPENSE	300.00		262.00	-	38.00	87.3%
A14100 641000	OTHER CNTRACTUAL SRVCS	86,000.00		63,382.40	6,755.10	22,617.60	73.7%
A14100 641410	PRINTING	1,000.00		1,004.93	-	(4.93)	100.5%
A14100 642000	LEASE PAYMENTS	6,400.00		6,367.32	-	32.68	99.5%
	TOTAL CNTRACTUAL SERVICES	297,000.00		306,158.67	56,353.59	(9,158.67)	103.1%
A14100 650200	FICTION & LARGE PRINT	34,000.00		30,032.91	1,935.87	3,967.09	88.3%
A14100 650210	PERIODICALS	12,000.00		11,876.70	8,767.71	123.30	99.0%
A14100 650211	AUDIO BOOKS	11,700.00		8,944.30	151.97	2,755.70	76.4%
A14100 650212	DVDs	15,200.00		11,845.41	854.88	3,354.59	77.9%
A14100 650213	MUSIC CDs	4,100.00		3,445.93	2,124.54	654.07	84.0%
A14100 650214	REFERENCE	6,000.00		3,219.00	-	2,781.00	53.7%
A14100 650215	DATABASES	75,000.00		73,927.75	3,907.10	1,072.25	98.6%
A14100 650216	YOUNG ADULT	16,000.00		14,627.66	2,162.33	1,372.34	91.4%
A14100 650217	VIDEO GAMES	8,000.00		7,992.50	780.03	7.50	99.9%
A14100 650218	E MATERIALS	87,000.00		56,538.24	10,537.56	30,461.76	65.0%
A14100 650219	NON-FICTION	17,000.00		13,931.64	895.60	3,068.36	82.0%
A14100 650220	KIDS BOOKS	30,000.00		26,176.43	2,965.52	3,823.57	87.3%
A14100 650221	SPANISH COLLECTION	2,500.00		2,447.24	40.26	52.76	97.9%
A14100 650400	MINOR EQUIPMENT	8,000.00		4,107.45	2,036.93	3,892.55	51.3%
A14100 650600	OFFICE SUPPLIES	7,000.00		6,423.14	944.40	576.86	91.8%
A14100 650700	LAUNDRY SERVICES	200.00		150.68	-	49.32	75.3%
A14100 650750	OPERATING SUPPLIES	15,000.00		10,432.23	84.84	4,567.77	69.5%
A14100 650810	POSTAGE & FREIGHT	7,000.00		6,184.78	52.00	815.22	88.4%
	TOTAL COMMODITIES	355,700.00		292,303.99	38,241.54	63,396.01	82.2%
	TOTAL LIBRARY	3,330,234.55		2,876,088.09	375,547.75	454,146.67	86.4%

Expenses Outside of City Operating Budget/General Fund

FY 2024-2025

Type of Service	Fund Source	May-25
Adult Programming	Foundation	\$875.00
All of Us Program	NIH Program	\$685.00
Book Memorials	Various	\$1,358.06
Celebrate CB	Friends	\$53.30
Kids Supplies	Memorial Donation	\$251.41
OCR Authors & Programs	Foundation	\$1,317.32
Our Community Reads Books & Buses	Foundation	\$104.14
Outreach	Enrich Iowa	\$307.06
Seed Library	Enrich Iowa	\$450.71
Snack Program for Teens	CFFWI Grant/Various	\$171.74
Summer Reading Programs - Youth	Foundation	\$304.69
Teen Programming	Foundation	\$1,503.25
Youth Programming	Foundation	\$240.18
TOTAL Gifts & Memorials:		\$7,621.86

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

\$20.00 In Memory of Danielle Cisney

\$100.00 In Memory of Sue Propst

\$1,000.00 In Memory Joyce Wohlers

\$1,200.00 StoryCorps, Inc. Grant, One Small Step Libraries

\$3,832.29 Friends of the Library, various projects

\$144.35 Friends of the Library, various projects

\$151,869.50 Pottawattamie County

COUNCIL BLUFFS PUBLIC LIBRARY

WHEREAS, The Council Bluffs Public Library Board of Trustees provides an annual review of the library director as directed by the approved by-laws,

WHEREAS, the current process of a committee no longer supports meaningful feedback,

WHEREAS, The Board of Trustees of the Council Bluffs Library after due motion and approval wish to support a process that allows for meaningful feedback,

THEREFORE, The Board of Trustees, approves the process of individual feedback on the performance of the library director to be submitted to the board chair and such feedback to be reviewed with the library director by the board chair prior to the July board meeting. Opportunity for individual board members to review the personnel file of the library director would be available after the review had been conducted, but prior to any vote related to compensation.

Date

Board President

Board Secretary

3.1 Behavior Code

Adopted: December 1992

Amended & Reapproved: July 1996; October 1997; July 19, 2000; June 19, 2002; October 15, 2003; June 20, 2007; May 19, 2010; February 26, 2011; July 13, 2011; October 23, 2013; November 18, 2015; March 16, 2016; October 18, 2017; March 21, 2018; September 18, 2019; September 23, 2022

POLICY: The Council Bluffs Public Library aims to ~~enrich, inform, and empower our community~~ provide our community access to enrichment, connection, and discovery. To do this, the library provides a safe and comfortable public space for all residents and require that all library users comply with posted rules and follow instructions as provided by Library staff. Additionally all local, state, and federal laws must be adhered to while in the facility, interacting with library staff, and on Library property.

- Failure to abide by the Behavior Code may result in expulsion according to Policy 3.11, police action may become the basis for criminal charges and/or restitution.

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- In general the following guidelines are used to determine appropriate behavior while unitizing library services and resources.

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- No harm is being caused to self or others.
- Behavior adheres to all laws.
- Language and behavior is appropriate for a shared space for all ages to enjoy.
- Safe environment for all to enjoy the library.

The following list is not exhaustive and is provided as example of inappropriate behavior. The final determination may be dependent upon situation, duration, and frequency of incident.

- The Library does not allow in the building:

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- Eating food other than convenience snacks. Convenience snacks are defined as dry snacks that have not been heated/refrigerated.
 - Food is allowed in Meeting Rooms, with prior approval from Library staff. Eating anywhere in the Library is a privilege that may be revoked if individuals/groups do not clean up after themselves.
- Beverages without lids.
- Pets or other animals unless necessary for assisting individuals with disabilities or part of a Library sponsored program.
- Patrons without clothing and footwear.
- Misuse of bathrooms or other spaces identified for a specific purpose.
- Anything with a strong scent that is disruptive to the use of the library or materials.
- Oversized parcels and or containers that are larger than 18" X 24".

COUNCIL BLUFFS PUBLIC LIBRARY
POLICY MANUAL

- Shopping carts, bicycles or other wheeled conveyances: exceptions include wheelchairs, baby strollers, or carriages used for the actual transportation of a person or child, or wheeled backpacks, book carriers or briefcases.

The Library does not allow in the building or on its premises:

- Any disruptive behavior which interferes with the use or enjoyment of the Library or which causes distress to patrons or staff including but not limited to running, pushing, shoving, yelling, loud voices, noise from electronic devices, horseplay, climbing, harassing (as defined as repeated unwanted behavior), stalking, throwing objects, extended or repeated periods of sleeping, or excessive displaying of affection.
- Loitering by individuals or groups that interferes with the use or enjoyment of the Library or causes distress or intimidates patrons or staff.
- Loitering by individuals or groups, or leaving unattended personal items which block or interfere with patron access or exit of the building or are a threat to public safety.
- Demonstrations or protests, unless they are confined to a leased portion of the library for which an agreement has been entered.
- Smoking, vaping or use of other tobacco products, including electronic cigarettes.
- Abusive language or threatening gestures.
- Falsifying information, disrespecting staff, or failing to follow staff directions.
- Fighting, challenging to fight, or other violent behavior.
- Alcohol, illegal drugs or persons intoxicated or under the influence of drugs or chemicals.
- Weapons as defined by City Code 8.75.010 or use of items to impersonate or be used as a weapon.*
- Vandalism, misuse, or moving of Library materials, equipment, furniture or supplies.

*Possession of Weapons within the library adheres to City Code 8.75.020 which complies with State laws covering public spaces.

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Amended & Reapproved: July 1996; October 1997; July 19, 2000; June 19, 2002; October 15, 2003; June 20, 2007; May 19, 2010; February 26, 2011; July 13, 2011; October 23, 2013; November 18, 2015; March 16, 2016; October 18, 2017; March 21, 2018; September 18, 2019; September 23, 2022

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COUNCIL BLUFFS PUBLIC LIBRARY
POLICY MANUAL

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- Vandalism, misuse, or moving of Library materials, equipment, furniture or supplies.

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3.12 Lost & Found

Adopted: January 20, 2016

Approved: January 16, 2019; September 23, 2022

POLICY:

It is the mission of the Council Bluffs Public Library to provide our community access to enrichment, connection, and discovery. ~~enrich, inform, and empower the community.~~ The library manages unclaimed materials according to the following guidelines:

- Items or money found within the library facility or on library property, with the exception of perishable items, will be treated with the assumption that the original owner will return to claim the lost item. If the owner of lost items can be identified, efforts will be made to contact the person.

- Items including unclaimed identification documents, driver's licenses, credit cards, wallets, electronic devices, or similar items will be forwarded to the Council Bluffs Police Department as soon as possible.

- Unclaimed wheeled conveyances and other similar items will also be forwarded to the Council Bluffs Police Department, donated, or discarded as soon as possible.

- Hazardous or perishable items will be discarded immediately.

- Items that remain unclaimed after 30 days will be discarded, recycled or donated at the discretion of the staff.

- ~~Perishable items will be discarded immediately.~~

- Any money that remains unclaimed after 30 days will be donated to the Council Bluffs Public Library ~~Foundation~~.

- Any books and materials that remain unclaimed after 30 days will be donated to the Friends of the Council Bluffs Public Library.

- Due to patron privacy and security, flash drives left at the library will not be accessed to determine ownership and will be disposed of after 30 days.

3.12 Lost & Found

Adopted: January 20, 2016

Approved: January 16, 2019; September 23, 2022

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 - Due to patron privacy and security, flash drives left at the library will not be accessed to determine ownership and will be disposed of after 30 days.

COUNCIL BLUFFS PUBLIC LIBRARY BOARD OF TRUSTEES BY-LAWS

Adopted: November 12, 1965
Revised: June 8, 1973
Amended: March 12, 1976, May 17, 1989, August 16, 1995, July 19, 2000,
October 17, 2007, September 15, 2010, Feb. 19, 2014
Reaffirmed: January 16, 2019, February 23, 2022, September 18, 2024

The Council Bluffs Public Library is governed by a Board of Trustees by virtue of the provisions of Chapter 392.5 of The Code of Iowa and Chapter 1.70 of the Council Bluffs Municipal Code, which are incorporated by reference herein.

ARTICLE 1: OFFICERS

- Section 1: The officers shall be president, vice-president, and secretary.
- Section 2: Officers shall serve a term of two-years with a maximum of two consecutive terms per office.
- Section 3: The President shall preside at all meetings of the board and appoint all committees. The President shall conduct directors' performance evaluation yearly in June.
- Section 4: In the absence of the president, the vice-president presides. In the case of the absence of both the president and vice-president, the members shall elect a temporary chairperson.
- Section 5: The secretary shall take the record of the meetings and sign the minutes after they are read and approved.
- Section 6: Officers of the board shall be chosen at the July meeting of the board. Any vacancy of officers occurring during a term will be filled by appointment of the library board president.

ARTICLE 2: COMMITTEES

- Section 1: There shall be ~~three~~five committees appointed by the president at the annual meeting.
- Section 2: Each committee will meet as needed. The committees will be as follows:
- ~~Building and Maintenance Committee~~
 - ~~The Building and Maintenance Committee will review building and maintenance issues.~~
 - Executive Committee
 - The Executive Committee has limited powers to act for the board in emergencies, but must have all actions ratified by the board at the next regular meeting.

- Finance Committee
 - All library bills, after they are listed and approved by the director, shall be submitted to the Chairperson of the Finance Committee for review prior to board approval.
 - The Finance Committee will meet at least once a year before the City Council Budget Hearing to review the preliminary budget and submit it to the board at the next regular meeting for approval.
- Library Materials Committee
 - The Library materials Committee will review any written material objections that have been filed with the director and make a recommendation to the board.

Section 3: The President shall appoint ad hoc committees as needed.

ARTICLE 3: MEETINGS

- Section 1: The regular monthly meeting of the board shall be held in the Library Board Room on the third Wednesday of the month at 4:30 P.M. unless designated otherwise by the board.
- Section 2: Absence from four consecutive regular meetings of the board, except in case of sickness or temporary absence from the city will result in termination from the library board. Vacancies in the board shall be filled by appointment of the mayor, with approval of the council, and the new trustees shall fill out the unexpired term for which appointment is made. (Council Bluffs Municipal Code 1.70.050)
- Section 3: The Board will review and approve the budget at a regular meeting before the City Council Budget Hearing. Before the budget meeting, the director shall prepare copies of the budget for the following year for board members and shall discuss the items with the board at the time of presentation at the board meeting.
- Section 4: A quorum shall consist of five members. If it is impossible to obtain a quorum, bills may be approved and warrants signed and other routine business passed by the president or vice-president or secretary and two other members. In such cases all business transacted should be presented for approval at the next meeting of the board at which a quorum is present.
- Section 5: Special meetings may be called at any time by the president of the board or a majority of its members.
- Section 6: Notices of all meetings shall be distributed by the director so that members receive them no later than the day before the meeting.
- Section 7: The board shall comply with the Iowa Code and Iowa's Open Meetings Law, and will conduct its meetings according to the latest edition of ROBERT'S RULES OF ORDER.

Section 8: Public Comment is allowed for any member of the Community to speak to the Library Board. Comment will not exceed 5 minutes per individual.

ARTICLE 4: DIRECTOR

Section 1: The board shall hire a director who shall have sole charge of the administration of the library under the direction and review of the board, subject to the job description of the board.

Section 2: The director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public and for the operation of the library under the financial conditions set forth in the annual budget and other duties as necessary.

Section 3: The director shall attend all board meetings, but be excused from the parts of those at which the director's evaluation or salary are to be discussed.

ARTICLE 5: ORDER OF BUSINESS

Call to Order

Approval of Agenda

Minutes of Last Meeting

Correspondence and Announcements

Financial Reports and Approval of Bills

Public Comment

Old Business

New Business

Friends of the Library

Other

Adjournment

ARTICLE 6: AMENDING BYLAWS

Section 1: These bylaws shall be reviewed every three years.

Section 2: Amendments may be made by a majority vote at a regular meeting provided a thirty day notice is given in writing to all members of the Board of Trustees.

Director's Report

May 2025

The month of May was dominated by the heating and cooling in the library. It took many weeks for the contracted company to regulate the spaces and maintain temperatures in the building. We also hosted many school groups in the building and teen staff did lots of visits out in the schools to share about library resources and summer programming.

Much of May was focused on finding a new book vendor, replacing database products that were no longer being provided by the State Library, and learning a new newsletter and communications product.

I have decided to utilize Ingram for materials in addition to Baker & Taylor. Baker & Taylor will continue to be our primary vendor, but Ingram will be utilized for those items not available in Baker & Taylor. This will also allow for us to reduce usage of Amazon for book purchases which will save us time in the end when it comes to processing the items for patrons to check out.

The State Library gave notice they would no longer be providing First Search from OCLC or Foundation Directory online. We determined from usage numbers that we will need to contract for First Search from OCLC ourselves as it is a key part of our interlibrary loan process. To ensure we are utilizing it the best way we can, we are reviewing our interlibrary loan procedures to determine if we can streamline them in anyway or create limits through the program to budget more strategically what we purchase, what we interlibrary loan, and how many requests a patron can do for either each year.

Lastly the cost for our newsletter provider was becoming out of reach and through additional statistics we made the decision to utilize Patron Point from SpringShare instead of the product we have. This process has required additional integration with our ILS which has created a crunch on time resulting in the possibility of our newsletter for July being delayed. I remain optimistic that we will get the communication out in a timely manner and staff has prepared everything we can to make the transition quick. By utilizing this new product, we will have more sophisticated abilities for marketing electronically with our patrons as well as surveying patrons and doing ongoing evaluation of our resources and services which hopefully will allow us to be more responsive to our community needs and requests.

Because of all of these new products and ways of providing services, there is some change fatigue happening among the staff. We are all working together to continue to serve our community as well as share those wins when they happen so we can all celebrate successes together.

Facilities Update:

The building automation project continues and the contracted company has been on site replacing thermostats and sensors. They are having many challenges with maintaining temperature.

The upgrades to Meeting Room A and B were completed the end of May. There was a delay with the microphones, but those will be installed upon arrival.

A meeting about the roof project will happen before the end of June to determine actions forward.

Vehicle:

The vehicle arrived and was outfitted with shelving. A group of staff has completed a 3-hour online course provided by the Nebraska Safety Council on safe driving of a van and will also receive an hour each of hands-on training in the van the beginning of June. The van will be wrapped in early July and we plan to have an unveiling in July or August.

Grant Award:

We were awarded a Community Impact Grant from the Community Foundation for Western Iowa in the amount of \$1800 for a "Reminiscing with the Library" project we will do in the assisted living facilities. This project will focus on history programming as well as providing accessibility to books-on-cd and portable cd players.

Staff:

We hired a new library assistant in adult services. She accepted the position, but then resigned referencing a personal health situation. We will post the position again.

I received a resignation from Sylvia Stevens in youth. She worked minimal, but necessary weekend hours. I am working with the managers to justify a position with more hours that will work in all departments to fill gaps during breaks.

Upcoming Events:

Summer Reading Program continues through July 31st!

Programs in Bayliss Park continue through July 31st!

Youth Art Club, Beginning Reader Book Club, and Survival Book Club continue through July 31st!

Teen Tinker Zone programs continue each week day 3 p.m.

June 23rd Adult Trivia 7 p.m.

June 28th One Stroke Painting 2 p.m.

June 30th Sip & Scrabble 6:30 p.m.

July 12th Chalk the Walk and 1 Year anniversary of the Kiosk! 10 a.m.

July 13th Sean Gaskell in Concert 2 p.m.

July 14th 10 Warning Signs of Alzheimer's And Dementia 6 p.m.

July 17th Basic Soldering: Stain Glass 6:30 p.m.

Respectfully Submitted:

Antonia Krupicka-Smith

Public Service's Report

May 2025

Spaces

Fifty-seven individuals used the Makerspace during the month of May.

Collections

WhaZoodles were officially added to the collection and signage was changed to mark the section containing Wonderbooks, Playaways, and WhaZoodles as Audio.

Youth Manga was shifted out of the youth graphic novel collection to the general Manga collection. This streamlines where patrons will find the format and also gives the youth graphic novel collection some much needed space. Signage has been added to Manga to help patrons know the unique rating system for the collection now that all ages will be browsing this collection that does have some more mature content in it.

Comics Plus was added to our digital offerings. Comics Plus provides unlimited digital access to independent comics, graphic novels, and manga. All titles are simultaneous-use and there are no checkout limits. Collections have been curated specifically for kids, teens, and adults.

We have finished digitizing all Thomas Jefferson High School and Lewis Central High School yearbooks. This effort was made possible through crowdsourcing gaps in our collection using social media. Several patrons lent their yearbooks for us to digitize. Both Thomas Jefferson and Lewis Central schools were also instrumental in filling large gaps in our collection.

The new adult fiction recommendation form has been up for about a month now. We've had 7 individuals fill out the form since it was put up! We made some book marks promoting the new form that are at the Circ Desk and near Adult Fiction, which have helped as well.

Community

Theresa met with a representative from the Fire Department to discuss our Micro Prairies as they are looking at making some changes to the plantings on their property.

Chris, Theresa, and Anna finished work with Emspace on the first story for the River's Edge Adventure Tower.

Anna and Kandi (our summer intern) installed the June Storywalk at Sunset Park. This month's book is a delightful interactive story called Mr. Fox' Game of No. The Storywalk also includes panels Chris made to promote the summer reading challenge and summer programs.

Ali represented the library at a community table at the Farmer's Market in May. She spoke to 276 members of the community.

In May, Jamie visited Kirn and Lewis Central Middle Schools to promote summer reading.

Jamie went to LCMS on May 12 and spoke to 456 students. On the 13th, Ali accompanied Jamie for outreach training. Jamie spoke to 488 students. We were able to see every student who was at school on those days.

On May 23rd, Jamie spoke to 240 in 13 sessions. All together we gave 27 presentations.

Ali created a community contact list for our Teen Summer Volunteer program and sent out invitations to Council Bluffs organizations. Ali was able to speak to staff from all Council Bluffs middle schools, high schools, and NHS organizations, as well as Council Bluffs youth groups and other organizations.

We experienced significant engagement after distributing the flyer and are scheduling volunteers in advance to ensure they receive 10 hours of service for the summer, as well as adequate coverage for youth department events.

Threshold CoC Street Outreach is expanded their partnership to offer a Housing & Employment Clinic at the library every Tuesday, from 10 am. to 12 p.m.

While at the Crescent Farmers Market on May 24th, a Crescent resident shared with our staff that she had signed up for a library account at the Crescent market last summer. She said it 'was one of the best things to happen to her'. She has since signed up her children for the 1000 Books Before Kindergarten program, visits every week to see Mrs. Anna read, and her family uses the Discovery Pass program to visit different museum regularly.

Julianne was able to deliver 288 items to 56 individuals in May. Registered Homebound participation is at an all time high of 70 residents since Julianne has taken over this service. These residents don't all receive a delivery every month, but they are still active and in the program. 10 volunteers in total were utilized to make deliveries. Two pocket collections were also delivered 30 items this month.

Gage attended the YMCA Senior Center Health Fair on May 9th to represent the library, where he interacted with 75 people. The computer was not functioning, so he was unable to register anyone for cards unfortunately.

Lindsay attended two different city events in May to represent the library: the Fairmount Park Disc Golf Grand Opening on May 12th and a Putt Putt event at Cochran Park on May 17. Lindsay talked with a total of 31 between the two events.

We've started attending several different Farmers Markets this month as well. Breanne & Julianne visited with 223 people at the Council Bluffs FM on May 1, and then Ali and Breanne visited with 276 people on May 15th, which also happened to be the Mental Health Fair as well. Emily & Lindsay

attended the Crescent Farmers Market on Saturday, May 24th, and talked with 75 individuals and signed up 2 for library accounts. Lindsay went to the Treynor FM on May 27th and visited with 68 individuals and signed up 2 for library accounts.

Institutional Success

Youth staff have been working to get things ready for summer. Chris has been sorting and preparing giveaway books and helping with all of the last minute details. Theresa, Lisa, and Bridget have been putting all the final logistical plans in place for their club sessions. Anna has been writing storytimes and organizing performer paperwork and communication. Mary prepared the Storywalk book for installation and Cayce has been making promotional slides for the website, promotional yard signs for display at outdoor programs, and preparing the print reading logs. The whole team has really given 100% so that we'll be ready to roll out the Summer Reading Challenge along with 8-9 programs per week starting June 1.

Several staff are graduating from various programs this month, which we celebrated as a library! Julianne graduated with her MLS, and Arrietty graduated with their Associate's degree in English. Both Hannah and Olivia graduated from High School.

Programs & Services

Anna provided 3 in-house storytimes this month for 61 patrons.

Anna worked with the 712 Initiative to provide a friendship bracelet making workshop ahead of Celebrate CB and 17 patrons attended the program.

Love on a Leash also visited this month and 33 patrons attended.

The spring session of in-house programming in the Youth Department wrapped up in early May. Taking a break from these programs for most of May allows for scheduling field trips and class visits as well as finishing up plans and preparation work for summer programming.

Chris, Theresa, Lisa, and Anna provided 59 storytimes this month for 1,023 students and their teachers.

We hosted field trips this month for Bloomer 2nd grade and Bloomer 3rd grade. Anna, Chris, Theresa, Bridget, and Lisa all helped with components of these visits. Both grades heard a story and made a craft (2nd grade made scratch art bookmarks and 3rd grade made fingerprint art magnets). Each grade also received a tour and summer program information and an opportunity to play and check out books using their LIT accounts. Total field trip attendance was 118 patrons.

Bridget presented to two 4th grade students at Lewis and Clark Elementary about summer programs and the Summer Reading Challenge.

Lisa and Bridget provided were two sessions of Beginning Reader Club for Bloomer's 21st Century Club. The final session included a book about gardening and the kids painted their own terracotta pots, planted zinnias with seeds from the Seed Library, and made edible dirt cups.

The Imagination Library mailed 1,857 books in April and 32 new children registered for the program.

Our 1,000 Books Before Kindergarten program had 61 new registrations this month (prompted by families pre-registering for the Summer Reading Challenge!). Chris and Theresa have been hard at work making new all the necessary components of the Storytime Kits so that we are ready to hand out all of those registration prizes!

Teen staff implemented our Anime Club and Scribblers Writing Club this month. Teen patrons enjoyed working together to create a collaborative story and requested to do the activity again later in the month.

Elisa Cruz partnered with various organizations to provide four final Lunch & Learns in the Healthy Aging series throughout the month. Topics included *Simplifying the Language of Medicare*, *7 Things No One Tells You about Retirement*, *Navigating Estate Administration*, and *Housing Options for Seniors*.

There was a Songwriting Workshop and Open Mic Poetry this month. Historian and author Jeff Barnes presented *Forts of Omaha and Council Bluffs*. Sanders ATA provided a *Women's Self Defense* class. In *Ask an Expert: Local Foraging*, Dustin Clayton, a Naturalist from Pottawattamie County Conservation, present on identifying common local edibles, where to find them, foraging safely and ethically, and promoting biodiversity and reciprocity with the land.

Programming at Cochran Park kicked off for the summer. There was a *Forte Ensemble Concert*, *Silent Reading at Cochran Park*, and a *Guided Walking Tour*.

This months How to Sew project was making a microwave popcorn bag. Mindy McCollough had to test our donated fabric to make sure the fabric that was used for the project was 100% cotton.

Thirty-nine individuals met for the four book discussion we held in April.

We had a total of 49 programs (15 general audience programs and 34 adult audience programs) with 326 people attending in person and 54 virtually.

Respectfully compiled and submitted by

Antonia Krupicka-Smith

From reports submitted by

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

FY25 PROGRAMMING STATISTICS			
ADULT PROGRAMMING (Targeted age 19+)	Apr-25	May-25	FY25 TOTALS
Number of In-Person Onsite Programs - Total	27	30	278
Number of In-Person Onsite Attendance - Total	621	243	3737
Number of In-Person Offsite Programs - Total	1	1	6
Number of In-Person Offsite Attendance - Total	25	7	549
Number of Live Virtual Programs	1	0	1
Number of Live Virtual Attendance	17	0	17
Number of Prerecorded Programs	3	3	30
Number of Prerecorded Attendance	109	54	527
Number of Proctored Tests	0	1	20
GENERAL INTEREST PROGRAMMING	Apr-25	May-25	FY25 TOTALS
Number of In-Person Onsite Programs - Total	12	14	124
Number of In-Person Onsite Attendance - Total	64	74	930
Number of In-Person Offsite Programs - Total	5	10	60
Number of In-Person Offsite Attendance - Total	193	1148	5234
Number of Prerecorded Programs	0	0	4
Number of Prerecorded Attendance	0	0	32
TEEN PROGRAMMING (Targeted age 12-18)	Apr-25	May-25	FY25 TOTALS
Number of In-Person Onsite Programs - Total	35	32	447
Number of In-Person Onsite Attendance - Total	482	264	4502
Number of In-Person Offsite Programs - Total	7	6	38
Number of In-Person Offsite Attendance - Total	197	1197	2337
Number of Self-Directed Programs	16	16	200
Number of Self-Directed Participants	295	258	3233
YOUTH PROGRAMMING (Targeted age 0-5)	Apr-25	May-25	FY25 TOTALS
Number of In-Person Onsite Programs - Total	27	3	147
Number of In-Person Onsite Attendance - Total	696	61	4388
Number of In-Person Offsite Programs - Total	59	55	511
Number of In-Person Offsite Attendance - Total	1082	927	10265
Number of Prerecorded Attendance	155	44	1187
YOUTH PROGRAMMING (Targeted age 6-11)	Apr-25	May-25	FY25 TOTALS
Number of In-Person Onsite Programs - Total	10	9	95
Number of In-Person Onsite Attendance - Total	317	214	2582
Number of In-Person Offsite Programs - Total	10	5	61
Number of In-Person Offsite Attendance - Total	1196	80	4984
Number of Prerecorded Attendance	13	11	135
READING PROGRAMS	Apr-25	May-25	FY25 TOTALS
Number Registered Adult Participants	0	0	266
Number Registered Teen Participants	0	0	110
Number New Registered Youth Participants	4	61	1044
Number OCR Reading Challenge Participants	90	0	90
Number Imagination Library New Registrations	39	32	439
Number Imagination Library Books Mailed	1860	1857	20404
PATRON DIRECTED ACTIVITIES	Apr-25	May-25	FY25 TOTALS
Make & Take Kits	0	0	35
Coloring Sheets	30	0	358
Steam STEM Services	417	252	2181
Story-Walk Participants	575	1370	4303
FOOD DISTRIBUTION	Apr-25	May-25	FY25 TOTALS
Total Number Summer Meals Distributed	0	0	2062
Total Number Teen Snacks Distributed	679	0	7510
Total Number of Teen Meal Bags Distributed	67	0	560

FY25 CIRCULATION/RESOURCES/SERVICES STATISTICS			
	Apr-25	May-25	FY25 TOTALS
Accounts			
New Card Registration	249	243	4259
Building Usage			
Gate Count/Patron Visits	19,422	16561	223019
Number of Reference Questions	1810	1367	18490
Number of Microfilm Rolls Used	0	0	36
Number of Meeting Rooms Used	175	121	1745
Number of Notary Provided	26	40	328
Number of Computer Lab Sessions	2154	2172	24262
Number of WiFi Sessions	1680	1517	19628
Makerspace Room/Tool Usage	48	57	868
Circulation			
TOTAL CIRCULATION	18988	17977	205955
Kiosk Checkouts	66	84	1017
Self Checkouts	10,377	10,359	120398
Database Usage			
AcademicSearch Premier - Total FT + Abstract	328	60	463
Ancestry - Total	828	598	4368
AtoZdatabases	60	108	30292
Auto Repair Source		23	112
Brainfuse JobNow & VetNow- Total Usage	120	15	526
Brainfuse HelpNow - Total Usage	51	5	383
Britannica/Webster's - Total Number	264	65	1920
Community History Archive (The Council Bluffs Globe) - /view	8	14	129
Consumer Reports - Page Views	175	121	2661
Digital Sandborn Maps - Pages	n/a	n/a	387
Fire Insurance Maps Online	216	68	1392
Foundation Directory Online - All Views Total	12	0	49
Gale Virtual Reference - Total Retrievals from Usage Summary	11	9	60
Hoopla - Total Checkouts	2429	2364	25567
LibraryAware	13567	13393	141286
Mango Languages	17	30	802
Newsbank - Total	7580	7401	74097
Novelist Plus - Total FT + Abstract	499	688	4782
Novelist Select - Total Clicks	75	70	661
Overdrive - Total Checkouts	7492	7702	80109
TumbleBooks Library - Content Views	10	9	131
Value Line - Downloads	3149	3464	31979
ILL			
Total ILL	401	340	4736
Kiosk Usage			
Items Returned to Kiosk	44	31	476

FY25 CIRCULATION/RESOURCES/SERVICES STATISTICS			
	Apr-25	May-25	FY25 TOTALS
Materials			
Items Added to the Collection	1853	1792	13153
Items Removed from the Collection	2606	660	15147
Curbside			
Overall Curbside Deliveries Total	3	2	45
Overall Curbside Items Total	12	9	199
Homebound			
Number of Patrons Enrolled	69	70	57.1
Number of Homebound Patrons Served	55	56	540
Number of Homebound Items Delivered	554	288	3248
Number of pocket collections enrolled	2	2	29
Number of pocket collections delivered to	2	2	14
Number of items delivered to pocket collections	30	30	200
Volunteers			
Number of Volunteers	34	29	297
Volunteer Hours	141.61	125.77	1081.12
Virtual Usage			
Website Users	7700	8800	88800
Website Sessions	19000	19000	202000
Catalog Users	4300	8500	51100
Catalog Sessions	9300	14000	109100
Library App Users	554	635	2935
Library App Sessions	2651	2805	11522