



COUNCIL BLUFFS Public Library

**Council Bluffs Public Library
Board of Trustee – Monthly meeting
Library Board of Trustee Room
Wednesday, August 20, 2025 4:30 p.m.**

AGENDA

- I. Call to order**
- II. Approval of Agenda**
 - (1) Approval of Minutes for July 16, 2025 Board Meeting**
- III. Public Comment (5 minute limit)**
- IV. Correspondence and Announcements**
- V. Financial Report and Approval of Bills**
- VI. Old Business**
 - (1) Approval of Proposed Amendments to Board By-Laws**
- VII. New Business**
 - (1) Updated Fee Schedule**
 - (2) Amended Library Policy 3.6 Special Collections Patron Use**
 - (3) Amended Library Policy 1.7 Solicitation**
- VIII. Friends of the Library**
- IX. Director's Report**
- X. Trustee Teaching Moment – One Small Step Grant**
- XI. Next meeting – September 17, 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
July 16, 2025
4:30 PM

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

I. Call to Order

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

II. Approval of Agenda and Minutes

- Stacey Goodman made a motion to approve the agenda. Second was made by John Erixon. Passed unanimously.
- Leo Martin made a motion to approve the June minutes. The second made by Nicole Juranek. Passed unanimously.

III. Public Comment-none

IV. Correspondence and Announcements

There was a brief discussion based on correspondence about the city wi-fi and connectivity issues

V. Financial Report and Approval of Bills

June 2025

Leo Martin made a motion to approve the following:

\$257,689.73 for general fund,

\$22,622.17 for memorial fund,

\$154,570.00 for projects fund for a total of

\$435,881.90 total.

Seconded by John Erixon. Passed unanimously.

VI. Old Business

Leo Martin made a motion to move the approval of the wording of the Director's Review Process Resolution to the month of July. Cindi Keithley seconded the motion. Approved unanimously.

VII. New Business

Presentation of Proposed Amendments to Board By Laws.

No action needed. We will wait 30 days and then vote.

Library Director Evaluation

The consensus is Antonia meets and exceeds expectations. Ron Frascht made a motion to approve that Antonia meets and exceeds expectations of the Trustees. Second by Cindi Keithley. Approved unanimously.

Board Officers and Committee Appointments

As for officer positions, some positions are up for vote. Ron Frascht made a motion that Jared, Abby, and Nicole stay in their current positions. Seconded by John Erixon.

VIII. Friends of the Library

Abby Jares attended the June 14 Friends of the Library meeting. The group is financially sound. The teen volunteer program has approximately 50 kids and they volunteer 10 hours/summer. The upcoming book sale goal is \$4000, held on September 11-13. The last hour will be all you can carry for free.

IX. Director's Report

- Antonia attended ALA in Philadelphia. She noted there was no state library representation. The Library of Congress attended. The sessions focused on unity. A legal session on nuisance laws vs. harassment laws was intriguing. The debriefing session was also very valuable and led by a library in Calgary. Approximately 100 people attended a session sharing details about Council Bluffs Library Teen Central.
- The HVAC system update: temperatures are under control, but there are some broken heat coils, some leaking, and the chiller is failing.
- Meeting Room A and B are completed with technological updates and are easy to use.
- The roofing company, Sika, is prepared to do the color match and get material in November. They are currently patching areas. The library is not charged for the patching, but the labor.
- There is a new cleaning company.

X. Teaching Moment

CB Library Goals FY 25 and 26

FY25 is completed. FY26 has started. Some goals are the same. A helpful handout was provided with many planned goals.

XI. Adjournment

The meeting was adjourned at 5:26 PM. Cindi Keithley made a motion to adjourn, seconded by Abby Jares. Passed unanimously. The next meeting will be held on August 20, 2025, at 4:30 PM.

Minutes submitted by:

Nicole K. Juranek

Nicole K. Juranek

Community Correspondence

July 2025

Comments:

The elevator smells like urine again! I would recommend tearing out the carpet and leaving it bear floor for cleaning up the issues. Yes I told desk staff.

(Library director responded via email:)

Thank you for letting us know and passing it along to desk staff. We will get that space cleaned up.

Thank you and have a great day!

My name is (redacted) and I am a patron of the library. Under the digital library options, I frequently access the "Auto Repair" resource. But, today I went to use it and it is no longer there. What happened to it? Am I now looking in the wrong spot? I used to be a mechanic and I often use that when working on my own vehicles. It's a great resource.

(Library director responded via email:)

Thank you for reaching out about the removal of the digital offering of "Auto Repair Source". Although this resource was a valuable resource, due to increased costs of databases and other digital resources, we had to make some tough decisions based on usage of the resources. This resource was one of our lowest utilized databases so we made the decision to remove it as one of our offerings. Again I do apologize for this inconvenience. I encourage you to let our reference desk staff know what information you are looking for and we can see if this is information that we can perhaps find another way or interlibrary loan from another library. I have included the manager for our adult services/ reference department so he is aware of the need that you have.

Thank you for using the library and I hope we can still work with you to find what you need.

Donation was given in memory of Ralph E. Crump with the included comment:)

There is no fund set up in his name. I simply want to donate as thank you for D. Porter's interest.

Publicity:

The Daily Nonpareil

There were 6 articles or ads in the Daily Nonpareil online and/or in print. Topics included 2 about the Sean Gaskell Concert held at the library, 1 obituary for Bonnie Marie Marx suggesting memorials to the library, 1 mentioning the Theodore Roosevelt program, 1 about the Ask the Expert program about Forensics, and 1 about the Pan, Café y Leyendas program .

Unleash CB Bulletin

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

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

June 2025 REVISED							
ACCOUNTS FOR:		REVISED		YTD	MTD	AVAILABLE	PERCENT
GENERAL FUND		BUDGET		EXPENDED	EXPENDED	BUDGET	USED
A14100 601000	SALARIES- REGULAR	1,358,095.04		1,325,622.04	-	32,473.00	97.6%
A14100 602000	SALARIES- PARTIME	424,897.39		387,005.12	-	37,892.27	91.1%
	TOTAL SALARIES & WAGES	1,782,992.43		1,712,627.16	-	70,365.27	96.1%
A14100 606400	HOLI-VACATION-SICK PAY	0.00		-	-	-	100.0%
A14100 611000	FICA	157,029.39		126,820.04	-	30,209.35	80.8%
A14100 613000	IPERS	197,628.15		159,870.47	-	37,757.68	80.9%
A14100 615000	GROUP INSURANCE	397,962.00		383,682.23	-	14,279.98	96.4%
A14100 619900	CELL PHONE ALLOWANCE	600.00		600.00	-	-	100.0%
A14100 619930	MILEAGE REIMBURSEMENT	4,000.00		1,904.79	-	2,095.21	47.6%
A14100 619950	MISC EMPLOYEE BENEFITS	1,000.00		753.09	-	246.91	75.3%
	TOTAL EMPLOYEE BENEFITS	758,219.54		673,630.62	-	84,589.13	88.8%
A14100 621000	DUES-MEMBER-SUBSC	3,750.00		3,638.15	-	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	-	2,378.21	72.0%
A14100 633200	EQUIP & VEHICLE REPAIR	372.58		372.58	-	-	100.0%
A14100 637110	UTILITIES-GAS	40,000.00		14,339.89	-	25,660.11	35.8%
A14100 637120	UTILITIES-ELECTRIC	79,000.00		70,574.58	10,098.93	8,425.42	89.3%
A14100 637210	REFUSE COLLECTION	1,200.00		1,108.52	-	91.48	92.4%
A14100 637300	TELECOMMUNICATION	3,600.00		4,200.00	300.00	(600.00)	116.7%
A14100 637400	UTILITIES-WATER	3,000.00		2,199.09	217.55	800.91	73.3%
A14100 639910	GROUNDS MAINT & REPAIR	650.00		650.00	-	-	100.0%
	TOTAL UTILITIES	127,822.58		93,444.66	10,616.48	34,377.92	73.1%
A14100 640200	ADVERTISING EXPENSE	3,000.00		1,687.85	-	1,312.15	56.3%
A14100 640300	TECHNOLOGY SERVICES	198,600.00		234,678.93	-	(36,078.93)	118.2%
A14100 640400	BILLING & COLLECTIONS FEES	1,700.00		1,699.08	141.32	0.92	99.9%
A14100 640700	CONSUTANT EXPENSE	300.00		262.00	-	38.00	87.3%
A14100 641000	OTHER CNTRACTUAL SRVCS	86,000.00		77,528.60	-	8,471.40	90.1%
A14100 641410	PRINTING	1,000.00		1,039.45	-	(39.45)	103.9%
A14100 642000	LEASE PAYMENTS	6,400.00		6,367.32	-	32.68	99.5%
	TOTAL CNTRACTUAL SERVICES	297,000.00		323,263.23	141.32	(26,263.23)	108.8%
A14100 650200	FICTION & LARGE PRINT	34,000.00		32,643.84	33.62	1,356.16	96.0%
A14100 650210	PERIODICALS	12,000.00		11,876.70	-	123.30	99.0%
A14100 650211	AUDIO BOOKS	11,700.00		10,935.15	-	764.85	93.5%
A14100 650212	DVDs	15,200.00		13,160.57	-	2,039.43	86.6%
A14100 650213	MUSIC CDs	4,100.00		3,693.24	-	406.76	90.1%
A14100 650214	REFERENCE	6,000.00		4,959.00	-	1,041.00	82.7%
A14100 650215	DATABASES	75,000.00		73,927.75	-	1,072.25	98.6%
A14100 650216	YOUNG ADULT	16,000.00		15,603.65	-	396.35	97.5%
A14100 650217	VIDEO GAMES	8,000.00		7,992.50	-	7.50	99.9%
A14100 650218	E MATERIALS	87,000.00		85,922.69	-	1,077.31	98.8%
A14100 650219	NON-FICTION	17,000.00		15,820.92	(9.60)	1,179.08	93.1%
A14100 650220	KIDS BOOKS	30,000.00		28,252.40	5.39	1,747.60	94.2%
A14100 650221	SPANISH COLLECTION	2,500.00		2,447.24	-	52.76	97.9%
A14100 650400	MINOR EQUIPMENT	8,000.00		4,414.35	-	3,585.65	55.2%
A14100 650600	OFFICE SUPPLIES	7,000.00		6,574.71	-	425.29	93.9%
A14100 650700	LAUNDRY SERVICES	200.00		283.18	-	(83.18)	141.6%
A14100 650750	OPERATING SUPPLIES	15,000.00		10,784.90	-	4,215.10	71.9%
A14100 650810	POSTAGE & FREIGHT	7,000.00		6,184.78	-	815.22	88.4%
	TOTAL COMMODITIES	355,700.00		335,477.57	29.41	20,222.43	94.3%
	TOTAL LIBRARY	3,330,234.55		3,144,565.03	10,787.21	185,669.73	94.4%

Expenses Outside of City Operating Budget/General Fund		
FY 2024-2025		
Type of Service	Fund Source	Jun-25
Book Memorials	Various	\$283.78
TOTAL Gifts & Memorials:		\$283.78

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

July 2025							
ACCOUNTS FOR:		ORIGINAL		YTD	MTD	AVAILABLE	PERCENT
GENERAL FUND		APPROP		EXPENDED	EXPENDED	BUDGET	USED
A14100 601000	SALARIES- REGULAR	1,415,568.85		104,694.81	104,694.81	1,310,874.04	7.4%
A14100 602000	SALARIES- PARTIME	457,571.36		31,150.18	31,150.18	426,421.18	6.8%
	TOTAL SALARIES & WAGES	1,873,140.21		135,844.99	135,844.99	1,737,295.22	7.3%
A14100 606400	HOLI-VACATION-SICK PAY	-		4,505.88	4,505.88	(4,505.88)	100.0%
A14100 611000	FICA	139,541.88		10,380.78	10,380.78	129,161.10	7.4%
A14100 613000	IPERS	174,909.44		12,667.28	12,667.28	162,242.16	7.2%
A14100 615000	GROUP INSURANCE	393,863.81		31,722.09	31,722.09	362,141.72	8.1%
A14100 619900	CELL PHONE ALLOWANCE	600.00		50.00	50.00	550.00	8.3%
A14100 619930	MILEAGE REIMBURSEMENT	3,000.00		-	-	3,000.00	0.0%
A14100 619950	MISC EMPLOYEE BENEFITS	1,000.00		-	-	1,000.00	0.0%
	TOTAL EMPLOYEE BENEFITS	712,915.13		59,326.03	59,326.03	653,589.10	8.3%
A14100 621000	DUES-MEMBER-SUBSC	4,000.00		-	-	4,000.00	0.0%
A14100 623000	TRAINING EXPENSE	2,000.00		-	-	2,000.00	0.0%
A14100 623010	TRAVEL EXPENSE	2,000.00		-	-	2,000.00	0.0%
A14100 623020	EMPLOYEE MEAL EXPENSE	500.00		-	-	500.00	0.0%
	TOTAL STAFF DEVELOPMENT	8,500.00		-	-	8,500.00	0.0%
A14100 633200	EQUIP & VEHICLE REPAIR	1,000.00		-	-	1,000.00	0.0%
A14100 637110	UTILITIES-GAS	30,000.00		-	-	30,000.00	0.0%
A14100 637120	UTILITIES-ELECTRIC	70,000.00		-	-	70,000.00	0.0%
A14100 637210	REFUSE COLLECTION	1,200.00		89.26	89.26	1,110.74	7.4%
A14100 637300	TELECOMMUNICATION	3,600.00		-	-	3,600.00	0.0%
A14100 637400	UTILITIES-WATER	3,000.00		-	-	3,000.00	0.0%
A14100 639910	GROUND MAINT & REPAIR	1,000.00		650.00	650.00	350.00	65.0%
	TOTAL UTILITIES	109,800.00		739.26	739.26	109,060.74	0.7%
A14100 640200	ADVERTISING EXPENSE	3,000.00		103.20	103.20	2,896.80	3.4%
A14100 640300	TECHNOLOGY SERVICES	225,000.00		27,763.77	27,763.77	197,236.23	12.3%
A14100 640400	BILLING & COLLECTIONS FEES	2,500.00		12.92	12.92	2,487.08	0.5%
A14100 640700	CONSUTANT EXPENSE	500.00		-	-	500.00	0.0%
A14100 641000	OTHER CNTRACTUAL SRVCS	105,000.00		-	-	105,000.00	0.0%
A14100 641410	PRINTING	1,000.00		-	-	1,000.00	0.0%
A14100 642000	LEASE PAYMENTS	7,000.00		4,246.83	4,246.83	2,753.17	60.7%
	TOTAL CNTRACTUAL SERVICES	344,000.00		32,126.72	32,126.72	311,873.28	9.3%
A14100 650200	FICTION & LARGE PRINT	44,000.00		1,456.00	1,456.00	42,544.00	3.3%
A14100 650210	PERIODICALS	13,000.00		-	-	13,000.00	0.0%
A14100 650211	AUDIO BOOKS	15,000.00		505.82	505.82	14,494.18	3.4%
A14100 650212	DVDs	10,000.00		464.07	464.07	9,535.93	4.6%
A14100 650213	MUSIC CDs	3,000.00		-	-	3,000.00	0.0%
A14100 650214	REFERENCE	6,000.00		-	-	6,000.00	0.0%
A14100 650215	DATABASES	80,000.00		47,965.06	47,965.06	32,034.94	60.0%
A14100 650216	YOUNG ADULT	16,000.00		7.79	7.79	15,992.21	0.0%
A14100 650217	VIDEO GAMES	10,000.00		-	-	10,000.00	0.0%
A14100 650218	E MATERIALS	80,000.00		-	-	80,000.00	0.0%
A14100 650219	NON-FICTION	23,000.00		49.58	49.58	22,950.42	0.2%
A14100 650220	KIDS BOOKS	37,000.00		13.10	13.10	36,986.90	0.0%
A14100 650400	MINOR EQUIPMENT	20,000.00		-	-	20,000.00	0.0%
A14100 650600	OFFICE SUPPLIES	15,000.00		-	-	15,000.00	0.0%
A14100 650700	LAUNDRY SERVICES	200.00		-	-	200.00	0.0%
A14100 650750	OPERATING SUPPLIES	20,000.00		4,933.46	4,933.46	15,066.54	24.7%
A14100 650810	POSTAGE & FREIGHT	7,000.00		6,009.00	6,009.00	991.00	85.8%
	TOTAL COMMODITIES	399,200.00		61,403.88	61,403.88	337,796.12	15.4%
	TOTAL LIBRARY	3,447,555.34		289,440.88	289,440.88	3,158,114.46	8.4%

Expenses Outside of City Operating Budget/General Fund
FY 2024-2025

Type of Service	Fund Source	Jul-25
Adult Programming	Foundation	\$850.00
Book Memorials	Various	\$529.38
ILL Courier Service	Enrich Iowa	\$4,884.60
Imagination Library Books	Foundation	\$4,170.21
Leadership CB - Anna Hartmann	Friends	\$1,600.00
Library Speakers Consortium	Foundation	\$4,500.00
Summer Reading Programs - Youth	Foundation	\$1,625.00
Vehicle Wrap for Outreach Vehicle	Friends	\$3,951.08
TOTAL Gifts & Memorials:		\$22,110.27

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

\$20.00 General Donation

\$300.00 Special Collections

\$200.00 In Memory of Jason Smith

\$1,600.00 Friends of the Library, Leadership CB Tuition

\$1,800.00 Community Foundation for Western Iowa, Community Impact Grant

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.
- Personnel Committee
 - ~~The Personnel Committee has the responsibility for the library director's performance evaluation. The evaluation is conducted in June and is a tool to review the past year and plan for the future.~~

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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.

COUNCIL BLUFFS PUBLIC LIBRARY BOARD OF TRUSTEES BY-LAWS

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ARTICLE 2: COMMITTEES

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- 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.

Department	Item	Service	Fee	
Circulation	Audiobook Disc		\$10.00	
	Barcodes/ Labels		\$1.00	
	Boardgame Piece		\$1.00	
	Book on CD Case		\$7.50	
	CD/DVD case		\$1.50	
	CD/DVD Insert/Cover		\$1.50	
	Lost/Damaged	\$5.00	Item Cost	
	Dirty Pan	\$5.00		
	Fee-Based Card		\$15.00/quarter	\$60.00/year
	Youth Kit Set		\$5.00	
	Youth Kit Item		\$1.00/each	
	Youth Kit Bag		\$9.25	
	WhaZoodle Sticker		\$1.00	
	WhaZoodle Case		\$16.00	
	Playaway Battery Cover		\$1.00	
	Playaway Case		\$8.00	
	Homebound Bag		\$10.00	
	ILL Book Wrap		\$.50	
	Plastic Bag with Youth Label		\$1.00	
	Plastic Book Jacket		\$2.00	
	Replacement Card		\$2.00	
	Processing Fee ("Long Overdue")	\$5.00		
	RFID Tag		\$1.00	
	Unclaimed ILL		\$2.00	
Makerspace	3D Printing		\$1.00/per hour 0.10/gram	Max print time 6 hrs.
	<u>3D Printing - resin</u>		<u>\$2.00 base price + \$0.25/ml</u>	<u>Max print time 6 hrs.</u>
	Lamination		\$.50 /linear foot	Minimum charge of \$1.00
	Large format Printing		\$.75/linear foot	
	Headphones		\$1.00	
	Flash Drive		\$3.00	
	Blank CD		\$0.50	
	Blank DVD		\$1.00	
	Sublimation Printing		\$1.00 /per sheet	
Meeting Rooms	For-Profit		\$30 under 3 hrs	
			\$45 between 3-5 hrs	

			\$75 over 5 hrs.	
	B&W Printing		\$.10/page	
	Coloring Printing		\$.50/page	
	Faxing		\$1.00/page	Increments of 20 pages cap at \$5.00

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3.6 Special Collections Patron Use

Adopted: May 18, 2016

Approved: May 18, 2016; January 16, 2019; [August 17, 2022](#)

Commented [MC1]: Adding the last approved date.

The mission of the Special Collections Department is to collect, arrange, preserve and make accessible items relating to the history of Council Bluffs and western Pottawattamie County.

The Library maintains a Special Collection of local history which must be safeguarded and handled in a manner appropriate to its importance. Unlike the usual free access to materials which is encouraged by the Library, access to these special materials must be highly restricted and their use monitored to protect them from damage and to preserve them for future generations.

- Special Collections materials can be used only in the Library.
- Access to the Special Collections area is limited to Council Bluffs Library staff and volunteers.
- All materials must be used at the Library's designated time and place. Access may not be available at all hours the Library is open and may be limited in time.
- Originals may not be used when reproductions are available.
- Photocopying and/or photography may be limited or prohibited and is permitted only with Library staff permission, under Library staff supervision and when it is determined by Library staff that there is no danger to the materials.
- Persons showing lack of respect or care for these materials may be denied temporary or permanent access.
- All judgements regarding application of the Special Collections Policy are at the discretion of Library staff. Users who feel this policy is not being properly interpreted may appeal to the ~~Special Collections Department Manager~~ or Library Director.
- Acknowledgements are required for any images of Library materials which are subsequently published. Upon publication the credit line must read: Council Bluffs Public Library, Council Bluffs, Iowa.

Commented [MC2]: Changing to a generic manager.

Rare and special materials

Some items due to age, value, fragile conditions or uniqueness, have been deemed "rare and special" by the Library staff. These items may be used only by those persons doing serious research leading to publication or public instruction and who can reasonably demonstrate this as their purpose. Likewise, the need to use rare or special materials for the above purpose must be compelling and must outweigh the potential damage to the materials from handling. Browsing through rare and special materials is not permitted. Advanced appointments for these materials are required. Access will not be given without an appointment.

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1.7 Solicitation

Adopted: August 14, 2002

Amended & Reapproved: February 18, 2005; June 20, 2007; June 17, 2009; January 18, 2012; August 17, 2016; January 16, 2019; August 17, 2022

POLICY:

It is the mission of the Council Bluffs Public Library to ~~enrich, inform, and empower the community~~provide our community access to enrichment, connection, and discovery. The display and presentation of information may in no way solicit community members unless the following guidelines are adhered to:

- Solicitation for the sale of services or merchandise, or the evangelizing of personal views on Library grounds or within the Library building is prohibited.
- The sale of lawful services or merchandise in conjunction with public and/or private programs conducted within the Library meeting or conference rooms must be sanctioned by the library director.
- No distribution of flyers, pamphlets, or other materials is allowed in the library or on library property, unless pamphlets have been approved by the library administration.
- Donation boxes for collection of items will not be accepted unless they are sponsored by a local community service organization for distribution to local populations.
- The sponsoring agency with contact information and an end date must be indicated on the donation box.
- Prior arrangements for all donation boxes must be made with the Circulation Manager. The location and size requirements of all donation boxes will be determined by the Circulation Manager.
- Groups/individuals who do not remove donation boxes by the appointed date will forfeit future use of Library as a collection point.
- The Library assumes no responsibility for any damaged, lost or stolen items from a donation box. Donation boxes that have been defaced will be removed.
- Money donation canisters are not allowed.

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Director's Report

July 2025

In July we begin a new fiscal year which is always very exciting because it also means new projects begin and we get to reflect on the previous fiscal year and draw conclusions from the statistical reports on the impact we have had in the community and make adjustments. As I dig into the numbers more through the state reporting process and the compilation of the annual report to City Council, there will be more examples and data of impact, but here are some very high-level conclusions that can already be drawn.

The library is a very busy place! When comparing FY24 (July 2023–June 2024) and FY25 (July 2024–June 2025), the library saw an almost 40% increase in the past year in visitors through our doors. That number feels mind boggling, but it is supported by increases in computer sessions, meeting room usage, teen room visits, and makerspace room usage.

Community members are checking out and using our resources! When comparing FY24 with FY25 we see an increase in physical circulation by 6,000 checkouts, we also saw an increase in digital checkouts via our Overdrive/Libby platform. These increases are being seen in adult fiction, youth fiction, and youth graphic novel checkouts. There was also a noticeable increase in use of our Newsbank resource which houses the Daily Nonpareil newspaper with an additional 1,500 uses over last year. Not only is our community using these resources, but other communities are also engaging with us through interlibrary loan more with an increase of 314 transactions.

The community is engaged and interacting with us through our programming! Adult programming provided more programs than the previous year and saw over 1,000 more community members attend programs than the previous fiscal year. Teen programming also provided more programming by adding in regular Saturday programming and they saw over 2,000 more teens engage in programs. Youth programming evolved as well with the introduction of registration programming which allows for more hands-on activities and they also saw an almost 3,000 patrons increase in attendance overall at their programs.

We are visiting community members where they are and increasing involvement in the library! Our Kiosk opened and we circulated over 1,000 items from that location in the first year. Our Homebound program continues to grow and we have increase enrollment and service to 100 more patrons in FY25 over FY24. We have also increased the number of volunteers at the library for both teen and adults which resulted in a 27% increase in hours volunteered at the library.

All of these numbers paint the picture of a vibrant, engaged, and well-utilized library that services the community where they what with what they are looking for. As we dig deeper into the numbers, we will of course make adjustments where they are warranted both budgetary and personnel wise so that we can continue to make the greatest impact that we can in our community. We have been busy, but are eager to turn to what is next!

Facilities Update:

The heat coil that was broken was replaced in the paperback fiction area.

One of the HVAC chillers went out which was causing the building's AC to shut off completely each night. Once this was discovered, building maintenance created a bypass and is currently seeking bids for replacement of that particular unit. Until then the AC is running off fewer units.

Patches were completed on the roof by the contracted company. Now we wait until the more permanent material arrives and that will determine when the full roof replacement occurs.

A tree was removed in front of the library due to the trunk splitting. A plan has been developed to remove the other tree in front of the library and replace plants in both areas in the Fall.

Vehicle:

The vehicle has a busy schedule and is utilized to service the kiosk or attend outreaches. In July it was used 10 times, 5 visits to the kiosk and 5 outreaches/programs.

Staff:

We interviewed and offered the full-time position in the adult services department to Gage Walker. Gage has been in our circulation department for a couple years, and holds a degree in history. He is very excited to move upstairs and will start in mid-August.

Katelyn Arnold started in late July as a part-time library assistant. Katelyn just graduated from UNO with her bachelor's degree in library science and was an avid user of the library when she was a teenager. She is excited to be working in the library she grew up in.

We have offered the two page positions and the additional part-time library assistant position in reference and anticipate those new employees starting in late August.

We will interview in late August for the two part-time library assistant positions in circulation that are open due to the shifting of staff.

Upcoming Events:

August 25th-27th – Back to School Boba Tea in Teen Central

September 4th 10 a.m. – Coffee & Conversations (Introducing the One Small Step Initiative)

September 6th 2 p.m. – Jeff Bremer: A New History of Iowa

September 8th 6:30 p.m. – The History of Blues in America with Joey Leone

September 11th – 13th – Friends of the Library Book Sale

September 15th 6:30 p.m. – Vietnam: Why We Went There and Why We Couldn't Leave

Respectfully Submitted:

Antonia Krupicka-Smith

Public Service's Report

July 2025

Spaces

Seventy-five individuals used the Makerspace during the month of July.

The outreach methods in May in the schools have proven to be effective this summer. In June and July, Teen Central room use count was **4375**! Last summer, June and July, room use was 2681.

Collections

Kandi, the seasonal employee in youth, continued to work on adding yellow spine label overlays to the graphic novel collection to indicate reading levels. She also made a set of series markers for this collection.

1307 items were added to the collection and 857 items were removed.

Advantage Archives completed the digitization of the Council Bluffs Globe (1883–1890). This was a project that began last year where we have been sending them batches of microfilm to digitize. The digitized copies can be found in a searchable database on our website.

Community

Chris, Theresa, and Anna submitted another story to Emspace for the Rivers Edge project. This one will be featured at the Dog Park.

Kandi has been helping out daily in the Meeting Rooms when the school district is here to serve lunch. She is answering questions and promoting summer reading, but also keeping the behavior in the room within appropriate limits and cleaning the room after each lunch session. CBCSD served 1,307 lunches in our Meeting Room in June. They have also joined us at Cochran Park, where 333 lunches were served.

Julianne was able to deliver 238 items to 49 individuals in July, and 30 items to our two pocket collections. 9 volunteers in total were utilized to make deliveries this month.

Lindsay attended the Underwood Farmers Market on July 14th and interacted with 33 individuals. 1 individual signed up for a library card.

Institutional Success

Several Circulation staff including Lindsay, Gage, Arrietty, Megan, Lee and Bailey have been helping cover the Reference desk in the last few weeks, which has also been a great opportunity to train and learn more about another department.

Programs & Services

The youth staff had to move a lot of programs inside for both heat and rain in July! They had 5 storytimes inside and 5 outside at Bayliss Park. In total, we saw 368 patrons at storytime this month. Anna provided 8 of these programs and Chris provided 2 while Anna was on vacation. For our 5 and under crowd, we also hosted Lori Lynn, Abbey from Creative Movement, Liz from the Omaha Symphony, and dancers from American Midwest Ballet. These programs served 242 patrons.

Theresa presented 4 Art Club sessions for 27 kids entering grades 4–6. In each session, Theresa gave a brief instructive presentation, followed by a hands-on art project. Projects included a pounded flower tote using blooms from the Library's microprairies, soap carving, kinetic self-portraits, and additive sculptures. Chris assisted with program execution. Lisa provided 4 Beginning Reader Book Club programs for 53 kids entering grades 1–3. In each session, Lisa read a portion of a book and then the kids completed coordinating projects. Projects included stomp rockets, kalidescopes, citrus print aprons, helicopter ghosts, and cookie pizzas. Chris assisted with program execution. Bridget provided 5 Survival Book Club sessions for 63 kids entering grades 4–6. Bridget read aloud from *I Survived* and *Girls Survive* books and then participants completed a coordinating activity. This month's activities included a tsunami survival game, no-bake chocolate lava cakes, an escape room, a DIY shark and fish cup game, and a WPA inspired public art project. Anna and Kandi assisted with execution of these programs.

Love on a Leash also visited this month and 37 patrons attended.

We hosted 5 Wednesday morning performer programs, serving 739 patrons. These programs are intended for a K–6 audience, but families with children of all ages attend. Our performers this month were Poppin' Penelope's Family Magic Show, Absolute Science, Stomp Chomp Roar (dinosaur show), Science Heroes, and Do Art (art assembly). The most popular event this month was the Absolute Science show.

We hosted 3 programs this month at Cochran Park for 494 patrons. Programs included a Winter in July party, bubble stations, and a presentation from Fontenelle Forest. The bubble stations were our best-attended event.

The Imagination Library mailed 1,834 books in June and 28 new children registered for the program.

Our 1,000 Books Before Kindergarten program had 32 new registrations this month. Chris and Theresa have continued to work on prepping Storytime Kits for this program. Over 200 patrons are currently actively logging in this reading challenge and 4 patrons completed the challenge in July.

This year, 923 kids registered for the Summer Reading Challenge, 415 in the 0–5 program and 508 in the ages 6–11 program. This registration total is a 26% increase over last year!

The teen staff offered the monthly anime club and writing club. They also provided the programs, birch yarn resist painting, candy geodes, and moon dough. Both the Candy Geode and Moon Dough programs were requested again. Jamie did an egg drop challenge for Super Saturday. Six teens dropped eggs over the railing into the atrium and onto a tarp. Two of the teens' inventions successfully delivered an unbroken raw egg to the bottom.

A total of 22 volunteers participated in the Teen Summer Volunteer Program, totaling 238 hours of service throughout June and July. These teens assisted with various youth programs, including program prep, shelving, straightening, and shelf-reading, among other tasks. As the Teen Volunteer coordinator, Ali did a fantastic job of creating jobs for an overabundance of volunteers, which gave them a better understanding of how the library operates.

Julianne assisted with library card signup and Kiosk use at several programs this month, including Winter in July at Cochran on July 11, Chalk the Walk at Cochran Park on July 12, and Silent Book Club at Rivers Edge on July 25. The July 12th event also happened to be the one year anniversary for the Kiosk, and our first big event with the outreach van Willow on Wheels!

The Adult Services department teamed up with Teen Services to have a Chalk the Walk event at Cochran Park during the one year anniversary.

Elisa Cruz, hosted a *Piece it Together* puzzle program. Musician Sean Gaskell performed music of the West African Kora. The Alzheimer's Association presented on *10 Warning Signs of Alzheimer's and Dementia*. Duane Jundt presented the *Conservation Life and Legacy of Theodore Roosevelt*. Rachael Autera helped arranged for UNO Professor and former Crime Scene Investigator for Douglas County Victoria Retelsdorf to present *Ask an Expert: Forensics*.

Twenty-four individuals met for the three two discussion we held in July. Two hundred and eighty-five patrons register for the Summer Reading Challenge.

We had a total of 36 programs (14 general audience programs and 22 adult audience programs) with 300 people attending in person and 11 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)

FY26 CIRCULATION/RESOURCES/SERVICES STATISTICS		
	Jul-25	FY26 TOTALS
Accounts		
New Card Registration	260	260
Building Usage		
Gate Count/Patron Visits	22,038	22038
Number of Reference Questions	1641	1641
Number of Microfilm Rolls Used	0	0
Number of Meeting Rooms Used	180	180
Number of Notary Provided	58	58
Number of Computer Lab Sessions	2929	2929
Number of WiFi Sessions	1599	1599
Makerspace Room/Tool Usage	75	75
Number of Incident Reports per Month	16	16
Number of Bans 1 Week or Longer	1	1
Circulation		
TOTAL CIRCULATION	22282	22282
Kiosk Checkouts	80	80
Self Checkouts	9946	9946
Database Usage		
Ancestry - Total	510	510
AtoZdatabases	116	116
Comics Plus	97	97
Community History Archive (The Council Bluffs Globe) - /view	0	0
Consumer Reports - Page Views	332	332
Fire Insurance Maps Online	21	21
Gale Virtual Reference - Total Retrievals from Usage Summary	7	7
Hoopla - Total Checkouts	2590	2590
Mango Languages	24	24
Mometrix eLibrary	17	17
Newsbank - Total	7025	7025
Novelist Plus - Total FT + Abstract	363	363
Novelist Select - Total Clicks	26	26
Overdrive - Total Checkouts	8340	8340
Patron Point - Emails Sent	19927	19927
Patron Point - Emails Read	4871	4871
TumbleBooks Library - Content Views	77	77
Value Line - Downloads	2532	2532
ILL		
Total ILL	205	205
Kiosk and Vehicle Usage		
Items Returned to Kiosk	43	43
Vehicle (Willow) Visits to Kiosk	5	5
Vehicle (Willow) Usage for Programs or Outreaches	5	5

FY25 CIRCULATION/RESOURCES/SERVICES STATISTICS		
	Jul-25	FY26 TOTALS
Materials		
Items Added to the Collection	1307	1307
Items Removed from the Collection	857	857
Curbside		
Overall Curbside Deliveries Total	2	2
Overall Curbside Items Total	7	7
Homebound		
Number of Patrons Enrolled	60	5.0
Number of Homebound Patrons Served	49	49
Number of Homebound Items Delivered	238	238
Number of pocket collections enrolled	2	2
Number of pocket collections delivered to	2	2
Number of items delivered to pocket collections	30	30
Volunteers		
Number of Volunteers	50	50
Volunteer Hours	235.59	235.59
Virtual Usage		
Website Users	8800	8800
Website Sessions	22000	22000
Catalog Users	4500	4500
Catalog Sessions	10000	10000
Library App Users	648	648
Library App Sessions	2831	2831

FY26 PROGRAMMING STATISTICS		
ADULT PROGRAMMING (Targeted age 19+)	Jul-25	FY26 TOTALS
Number of In-Person Onsite Programs - Total	20	20
Number of In-Person Onsite Attendance - Total	202	202
Number of In-Person Offsite Programs - Total	1	1
Number of In-Person Offsite Attendance - Total	1	1
Number of Prerecorded Programs	1	1
Number of Proctored Tests	4	4
GENERAL INTEREST PROGRAMMING	Jul-25	FY26 TOTALS
Number of In-Person Onsite Programs - Total	10	10
Number of In-Person Onsite Attendance - Total	65	65
Number of In-Person Offsite Programs - Total	2	2
Number of In-Person Offsite Attendance - Total	65	65
Number of Prerecorded Programs	3	3
Number of Prerecorded Attendance	11	11
TEEN PROGRAMMING (Targeted age 12-18)	Jul-25	FY26 TOTALS
Number of In-Person Onsite Programs - Total	37	37
Number of In-Person Onsite Attendance - Total	560	560
Number of Self-Directed Programs	17	17
Number of Self-Directed Participants	360	360
YOUTH PROGRAMMING (Targeted age 0-5)	Jul-25	FY26 TOTALS
Number of In-Person Onsite Programs - Total	6	6
Number of In-Person Onsite Attendance - Total	224	224
Number of In-Person Offsite Programs - Total	8	8
Number of In-Person Offsite Attendance - Total	386	386
Number of Prerecorded Attendance	41	41
YOUTH PROGRAMMING (Targeted age 6-11)	Jul-25	FY26 TOTALS
Number of In-Person Onsite Programs - Total	17	17
Number of In-Person Onsite Attendance - Total	610	610
Number of In-Person Offsite Programs - Total	5	5
Number of In-Person Offsite Attendance - Total	803	803
Number of Prerecorded Attendance	18	18
READING PROGRAMS	Jul-25	FY26 TOTALS
Number Registered Adult Participants	0	0
Number Registered Teen Participants	135	135
Number New Registered Youth Participants	955	955
Number Imagination Library New Registrations	28	28
Number Imagination Library Books Mailed	1834	1834
PATRON DIRECTED ACTIVITIES	Jul-25	FY26 TOTALS
Coloring Sheets	78	78
Steam STEM Services	688	688
FOOD DISTRIBUTION	Jul-25	FY26 TOTALS
Total Number Teen Snacks Distributed	767	767
Total Number of Teen Meal Bags Distributed	16	16