



COUNCIL BLUFFS Public Library

**Council Bluffs Public Library
Board of Trustee – Monthly meeting
Library Board of Trustee Room
Wednesday, October 15, 2025 4:30 p.m.**

AGENDA

- I. Call to order**
- II. Approval of Agenda**
 - (1) Approval of Minutes for September 17, 2025 Board Meeting**
 - (2) Approval of the Minutes for October 7, 2025 Finance Committee Meeting**
- III. Public Comment (5 minute limit)**
- IV. Correspondence and Announcements**
- V. Financial Report and Approval of Bills**
- VI. Old Business**
- VII. New Business**
 - (1) Proposed FY27 Operating Budget**
 - (2) Librarian II Job Description**
 - (3) Youth Services Manager Job Description**
 - (4) Proposed Staff reclassification**
- VIII. Friends of the Library**
- IX. Director's Report**
- X. Trustee Teaching Moment – Reminisce with the Library Grant**
- XI. Next meeting – November 19, 2025 – 4:30 p.m.**

Discover it here

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

Council Bluffs Public Library
Board of Trustees
Wednesday, September 17, 2005
4:30 PM

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

I. Call to Order

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

II. Approval of Agenda and Minutes

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

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

III. Public Comment-none

IV. Correspondence and Announcements

Antonia passed around this month's correspondence. Positive feedback on a sewing cl

V. Financial Report and Approval of Bills

June 2025 revisited:

Leo Martin made a motion to approve the following:

\$0 for general fund,

\$2,021.77 for memorial fund,

\$0 for projects fund for a total of

\$2021.77

August:

\$238,767.74 for general fund,

\$59,268.20 for memorial fund,

\$0 for project fund for a total of

\$298,035.94.

Seconded John Erixon. Passed unanimously.

VI. Old Business- Library Retreat

Antonia reached out to a state consultant about a board retreat. A potluck followed by a 1–2-hour retreat is tentatively scheduled for January 21, 2026 4:30-7:00pm.

VII. New Business FY27-31 CIP

The library participated in the City of Council Bluffs Capital Improvement Plan process every year to plan for large asset, multiple year projects that are bonded for or grant funds outside of regular operating funds of the City.

FY27- 4 self-check machines

FY28- furniture phase I and shelving phase I

FY29- Makerspace, furniture phase II, shelving phase II

FY30- furniture phase III

VIII. Friends of the Library

Their annual sale was recently held; they are still tallying numbers. The fill-a-bag was a successful idea. They are currently accepting donations. The Friends are hoping to have another sale in spring.

IX. Director's Report

The library is fully staffed, with Unity Mafilia as a new part-time library assistant. The HVAC system is still a challenge. Many upcoming events in September-October, including a Brewery Tour at Full Fledged Brewing Company.

X. Teaching Moment: Summer Reading Program Recap

Anna (patrons ages 0-12) discussed the summer reading program with pool passes, ice cream passes, and books. She noticed a 38% increase in signups, 33% increase in participation rate, and 18% increase in completion rate.

Jamie (patrons in their teens) discussed the summer reading program that included 139 people playing board games, 303 people playing with the Oculus devices, and 103 people attending Tinker Zone.

Lisa (patrons who are adults) indicated their summer reading program numbers are up and giving away experience prizes. The top program this summer was Beatles in the Bluffs.

A very colorful and data driven handout was given to board members.

XI. Adjournment

The meeting was adjourned at 5:12 PM Ron Frascht made a motion, seconded Stacey Goodman. Passed unanimously. The next meeting will be held on October 15, 2025 at 4:30PM.

Minutes submitted by:

Nicole Juranek

Nicole K. Juranek, electronic signature

Council Bluffs Public Library
Finance Committee
October 7, 2025
1:00 PM

Present: Cindi Keithley, Leo Martin, Stacey Goodman, Danielle Bemis: Finance Director,
Antonia Krupicka-Smith: Library Director

I. Call to Order

The meeting was called to order at 1:06 pm.

II. Old Business– none

III. New Business

(1) Proposed FY27 Budget

- a. Antonia went through the budget and explained the slight increases and decreases.
 - i. there is a decrease related to the other contractual services and minor equipment
 - ii. there is an increase for audiobooks, music cds, and postage and freight
- b. Discussion was had around the roof project and the intended timeline for finishing that project. Leo recommended approving the budget as recommended.

(2) Proposed Staff Reclassification

- a. Antonia explained two scenarios for reclassifying some staff positions to better reflect work being done and the needs of the library.
 - i. The first scenario would be to reclassify a current part-time position to a full-time position which would require budgeting a benefits package.
 - ii. The second scenario would be to reclassify a current full-time position to a lower grade and four other current full-time positions to a higher grade to align compensation better with the tasks being conducted and the comparable positions throughout the metro. This reclassification scenario is currently with in the FY26 budget due to savings related to staff changes, but would affect the salary line of FY27 due to step increases within the higher proposed grade.
- b. Some discussion was had around the process for these reclassifications. Leo recommended approving the proposed reclassifications so they could be included within the budget planning process.

IV. Adjournment

The meeting was adjourned at 1:57 p.m.

Minutes submitted by:

Antonia Krupicka-Smith

Community Correspondence

September 2025

Comments:

Publicity:

The Daily Nonpareil

There were 2 articles or ads in the Daily Nonpareil online and/or in print. Topics included 1 about a press conference held at the library for a candidacy announcement for Iowa House District 15 and 1 about Willow on Wheels.

Unleash CB Bulletin

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

Reviews:

Google

5 Star Review

**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		1,358,723.69	33,101.65	(628.65)	100.0%
A14100 602000	SALARIES- PARTIME	424,897.39		398,197.40	11,192.28	26,699.99	93.7%
	TOTAL SALARIES & WAGES	1,782,992.43		1,756,921.09	44,293.93	26,071.34	98.5%
A14100 606400	HOLI-VACATION-SICK PAY	0.00		-	-	-	100.0%
A14100 611000	FICA	157,029.39		130,208.53	3,388.49	26,820.86	82.9%
A14100 613000	IPERS	197,628.15		164,024.88	4,154.41	33,603.27	83.0%
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		681,173.52	7,542.90	77,046.23	89.8%
A14100 621000	DUES-MEMBER-SUBSC	3,750.00		3,638.15	-	111.85	97.0%
A14100 623000	TRAINING EXPENSE	1,250.00		1,015.60	-	234.40	81.2%
A14100 623010	TRAVEL EXPENSE	3,000.00		1,385.28	-	1,614.72	46.2%
A14100 623020	EMPLOYEE MEAL EXPENSE	500.00		82.76	-	417.24	16.6%
	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	-	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	-	(600.00)	116.7%
A14100 637400	UTILITIES-WATER	3,000.00		2,199.09	-	800.91	73.3%
A14100 639910	GROUNDS MAINT & REPAIR	650.00		650.00	-	-	100.0%
	TOTAL UTILITIES	127,822.58		93,444.66	-	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		192,957.27	(41,721.66)	5,642.73	97.2%
A14100 640400	BILLING & COLLECTIONS FEES	1,700.00		1,699.08	-	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		281,541.57	(41,721.66)	15,458.43	94.8%
A14100 650200	FICTION & LARGE PRINT	34,000.00		32,643.84	-	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	-	1,179.08	93.1%
A14100 650220	KIDS BOOKS	30,000.00		28,252.40	-	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		4,387.35	-	3,612.65	54.8%
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		335,450.57	-	20,249.43	94.3%
	TOTAL LIBRARY	3,330,234.55		3,154,653.20	10,115.17	175,581.56	94.7%

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

September 2025							
ACCOUNTS FOR:		ORIGINAL		YTD	MTD	AVAILABLE	PERCENT
GENERAL FUND		APPROP		EXPENDED	EXPENDED	BUDGET	USED
A14100 601000	SALARIES- REGULAR	1,415,568.85		312,468.53	104,977.83	1,103,100.32	22.1%
A14100 602000	SALARIES- PARTIME	457,571.36		98,017.50	33,277.71	359,553.86	21.4%
	TOTAL SALARIES & WAGES	1,873,140.21		410,486.03	138,255.54	1,462,654.18	21.9%
A14100 606400	HOLI-VACATION-SICK PAY	-		4,505.88	-	(4,505.88)	100.0%
A14100 611000	FICA	139,541.88		30,670.28	10,212.06	108,871.60	22.0%
A14100 613000	IPERS	174,909.44		38,224.92	13,020.74	136,684.52	21.9%
A14100 615000	GROUP INSURANCE	393,863.81		96,260.82	32,816.64	297,602.99	24.4%
A14100 619900	CELL PHONE ALLOWANCE	600.00		150.00	50.00	450.00	25.0%
A14100 619930	MILEAGE REIMBURSEMENT	3,000.00		1.96	-	2,998.04	0.1%
A14100 619950	MISC EMPLOYEE BENEFITS	1,000.00		446.39	446.39	553.61	44.6%
	TOTAL EMPLOYEE BENEFITS	712,915.13		170,260.25	56,545.83	542,654.88	23.9%
A14100 621000	DUES-MEMBER-SUBSC	4,000.00		30.00	30.00	3,970.00	0.8%
A14100 623000	TRAINING EXPENSE	2,000.00		374.00	374.00	1,626.00	18.7%
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		404.00	404.00	8,096.00	4.8%
A14100 633200	EQUIP & VEHICLE REPAIR	1,000.00		1,831.57	1,831.57	(831.57)	183.2%
A14100 637110	UTILITIES-GAS	30,000.00		1,243.90	691.50	28,756.10	4.1%
A14100 637120	UTILITIES-ELECTRIC	70,000.00		21,164.28	9,977.92	48,835.72	30.2%
A14100 637210	REFUSE COLLECTION	1,200.00		273.14	94.62	926.86	22.8%
A14100 637300	TELECOMMUNICATION	3,600.00		600.00	300.00	3,000.00	16.7%
A14100 637400	UTILITIES-WATER	3,000.00		243.55	-	2,756.45	8.1%
A14100 639910	GROUND MAINT & REPAIR	1,000.00		650.00	-	350.00	65.0%
	TOTAL UTILITIES	109,800.00		26,006.44	12,895.61	83,793.56	23.7%
A14100 640200	ADVERTISING EXPENSE	3,000.00		150.70	47.50	2,849.30	5.0%
A14100 640300	TECHNOLOGY SERVICES	225,000.00		39,268.79	2,752.80	185,731.21	17.5%
A14100 640400	BILLING & COLLECTIONS FEES	2,500.00		309.97	154.46	2,190.03	12.4%
A14100 640700	CONSUTANT EXPENSE	500.00		174.00	145.00	326.00	34.8%
A14100 641000	OTHER CNTRACTUAL SRVCS	105,000.00		11,294.16	5,678.58	93,705.84	10.8%
A14100 641410	PRINTING	1,000.00		-	-	1,000.00	0.0%
A14100 642000	LEASE PAYMENTS	7,000.00		4,246.83	-	2,753.17	60.7%
	TOTAL CNTRACTUAL SERVICES	344,000.00		55,444.45	8,778.34	288,555.55	16.1%
A14100 650200	FICTION & LARGE PRINT	44,000.00		6,949.27	2,306.30	37,050.73	15.8%
A14100 650210	PERIODICALS	13,000.00		926.07	756.00	12,073.93	7.1%
A14100 650211	AUDIO BOOKS	15,000.00		1,825.09	604.04	13,174.91	12.2%
A14100 650212	DVDs	10,000.00		2,145.51	1,138.70	7,854.49	21.5%
A14100 650213	MUSIC CDs	3,000.00		267.99	203.09	2,732.01	8.9%
A14100 650214	REFERENCE	6,000.00		791.97	5.97	5,208.03	13.2%
A14100 650215	DATABASES	80,000.00		49,795.06	1,530.00	30,204.94	62.2%
A14100 650216	YOUNG ADULT	16,000.00		1,280.24	623.00	14,719.76	8.0%
A14100 650217	VIDEO GAMES	10,000.00		3,516.63	2,615.02	6,483.37	35.2%
A14100 650218	E MATERIALS	80,000.00		11,652.93	5,411.72	68,347.07	14.6%
A14100 650219	NON-FICTION	23,000.00		2,272.60	951.47	20,727.40	9.9%
A14100 650220	KIDS BOOKS	37,000.00		3,888.68	2,134.60	33,111.32	10.5%
A14100 650400	MINOR EQUIPMENT	20,000.00		-	-	20,000.00	0.0%
A14100 650600	OFFICE SUPPLIES	15,000.00		2,371.21	1,190.08	12,628.79	15.8%
A14100 650700	LAUNDRY SERVICES	200.00		53.40	32.40	146.60	26.7%
A14100 650750	OPERATING SUPPLIES	20,000.00		8,344.02	106.51	11,655.98	41.7%
A14100 650810	POSTAGE & FREIGHT	7,000.00		6,027.00	12.00	973.00	86.1%
	TOTAL COMMODITIES	399,200.00		102,107.67	19,620.90	297,092.33	25.6%
	TOTAL LIBRARY	3,447,555.34		764,708.84	236,500.22	2,682,846.50	22.2%

Expenses Outside of City Operating Budget/General Fund

FY 2025-2026

Type of Service	Fund Source	Sep-25
1,000 Books Before Kindergarten	Foundation	\$159.40
Adult Programming	Foundation	\$2,442.88
Board Game Collection	Enrich Iowa	\$260.30
Book Memorials	Various	\$78.50
Discovery Pass Program	Friends / Memorial	\$1,100.00
Foundation Author Series	Foundation	\$581.30
Friends Expense	Friends	\$50.00
Homebound	Homebound Donations	\$149.90
ILL Courier Service	Refund to Enrich Iowa	(\$4,414.93)
Imagination Library Books	Foundation	\$8,452.15
Interpretation Services	Enrich Iowa	\$120.00
Library Speakers Consortium	Foundation	\$260.99
New Hire Shirts - Library Staff	Enrich Iowa	\$546.31
Reminisce with the Library	CFFWI Grant	\$1,623.88
Snack Program for Teens	CFFWI Grant/Various	\$83.37
StoryCorps, Inc.	One Small Step Libraries Grant	\$134.98
Summer Reading Programs - Youth	Foundation	\$1,249.00
Technology Refresh	Foundation	\$2,000.00
Teen Programming	Foundation	\$404.75
Youth Programming	Foundation	\$732.19
TOTAL Gifts & Memorials:		\$16,014.97

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

\$100.00 – Memorial Donation, Beta Sigma Phi

\$100.00 – In Memory of Julie Powell

\$17,100.79 – FY26 Direct State Aid

\$1,198.70 – Friends of the Council Bluffs Public Library, Various Projects

\$6,900.00 – Council Bluffs Public Library Foundation, Various Projects

\$4,414.93 – Refund from MOBIUS

City of Council Bluffs
Department Rollup
19 - LIBRARY for FY26
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A14100 - LIBRARY ADMINISTRATION	FY25 Actuals	FY26 Budget	YTD vs Budget	% of Total Year Budget	FY27 Budget Request	Current Year vs Next Year Budget
Revenue						
431000 - RENTAL REVENUE	(750.00)	(1,000.00)	(865.00)	13.50%	(1,000.00)	1,000.00
434500 - CASH OVER/SHORT	2.90			0.00%		
445000 - OTHER GOVERNMENTS	0.00			0.00%		
446500 - LIBRARY FEES-POTT CTY	(317,662.06)	(310,000.00)	(295,019.52)	4.83%	(310,000.00)	310,000.00
446525 - OTHER GOVERNMENTS	0.00			0.00%		
455200 - COPY FEES	(8,456.65)	(8,000.00)	(5,959.14)	25.51%	(8,000.00)	8,000.00
471100 - OTHER INDEMNITIES RECD	0.00			0.00%		
471500 - REIMBURSEMENT	(348.06)		11.29	0.00%		
476500 - LIBR FINES & BOOK CHGS	(20,845.56)	(20,000.00)	(15,168.94)	24.16%	(20,000.00)	20,000.00
482100 - LOAN PROCEEDS	0.00			0.00%		
Total Revenue	(348,059.43)	(339,000.00)	(317,001.31)	6.49%		339,000.00
Expenses						
601000 - SALARY-REGULAR	1,358,723.69	1,415,568.85	1,136,201.97	19.74%		(1,415,568.85)
602000 - SALARIES-PARTTIME	398,197.40	457,571.36	370,746.14	18.98%		(457,571.36)
604000 - SALARIES-OVERTIME	0.00			0.00%		
606400 - HOLI-VACATION-SICK PAY	0.00		(4,505.88)	0.00%		
611000 - FICA	130,208.53	139,541.88	112,260.09	19.55%		(139,541.88)
613000 - IPERS	164,024.88	174,909.44	140,838.93	19.48%		(174,909.44)
615000 - GROUP INSURANCE	383,682.23	393,863.81	297,602.99	24.44%		(393,863.81)
615200 - DENTAL INSURANCE	0.00			0.00%		
615400 - VISION INSURANCE	0.00			0.00%		
615500 - LONG TERM DISABILITY INS	0.00			0.00%		
616000 - WORKERS COMPENSATION	0.00			0.00%		
617000 - UNEMPLOYMENT COMPENSATION	0.00			0.00%		
617500 - ACCRUED PAYROLL	0.00			0.00%		
618000 - INSURANCE ADMIN FEE	0.00			0.00%		
619900 - CELL PHONE ALLOWANCE	600.00	600.00	450.00	25.00%	600.00	(600.00)

City of Council Bluffs

Department Rollup

19 - LIBRARY for FY26

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619930 - MILEAGE REIMBURSE	1,904.79	3,000.00	2,998.04	0.07%	3,000.00	(3,000.00)
619950 - MISC EMPLOYEE BENEFITS	753.09	1,000.00	1,000.00	0.00%	1,000.00	(1,000.00)
621000 - DUES-MEMBER-SUBSC	3,638.15	4,000.00	4,000.00	0.00%	4,000.00	(4,000.00)
623000 - TRAINING EXPENSE	1,015.60	2,000.00	1,770.00	11.50%	2,000.00	(2,000.00)
623010 - TRAVEL EXPENSE	1,385.28	2,000.00	2,000.00	0.00%	2,000.00	(2,000.00)
623020 - EMPLOYEE MEAL EXPENSE	82.76	500.00	500.00	0.00%	500.00	(500.00)
631000 - BUILDING MAINT & REPAIR	0.00			0.00%		
633200 - EQUIP & VEHICLE REPAIR	372.58	1,000.00	(831.57)	183.16%	3,000.00	(1,000.00)
637110 - UTILITIES-GAS	14,339.89	30,000.00	28,756.10	4.15%	30,000.00	(30,000.00)
637120 - UTILITIES-ELECTRIC	70,574.58	70,000.00	48,835.72	30.23%	72,000.00	(70,000.00)
637210 - REFUSE DISPOSAL EXPENSE	1,108.52	1,200.00	926.86	22.76%	1,200.00	(1,200.00)
637220 - REFUSE COLLECT EXPENSE	0.00			0.00%		
637300 - TELECOMMUNICATION	4,200.00	3,600.00	3,000.00	16.67%	4,200.00	(3,600.00)
637400 - UTILITIES-WATER	2,199.09	3,000.00	2,756.45	8.12%	3,000.00	(3,000.00)
639910 - GROUNDS MAINT & REPAIR	650.00	1,000.00	350.00	65.00%	1,000.00	(1,000.00)
640200 - ADVERTISING EXPENSE	1,687.85	3,000.00	2,896.80	3.44%	3,000.00	(3,000.00)
640300 - TECHNOLOGY SERVICES	192,957.27	225,000.00	144,458.35	35.80%	225,000.00	(225,000.00)
640400 - BILLING & COLLECTIONS FEES	1,699.08	2,500.00	2,190.03	12.40%	2,000.00	(2,500.00)
640700 - CONSULTANT EXPENSE	262.00	500.00	326.00	34.80%	500.00	(500.00)
640810 - INSURANCE-CASUALTY	0.00			0.00%		
641000 - OTHER CONTRACTUAL SVCS	77,528.60	105,000.00	93,705.84	10.76%	90,000.00	(105,000.00)
641410 - PRINTING & BINDING	1,039.45	1,000.00	1,000.00	0.00%	1,500.00	(1,000.00)
641420 - PHOTO-BLUEPRINT, ETC	0.00			0.00%		
641900 - DATA PROCESSING EXPENSE	0.00			0.00%		
642000 - LEASE PAYMENT	6,367.32	7,000.00	2,753.17	60.67%	8,000.00	(7,000.00)
645000 - PUBLIC EVENTS	0.00			0.00%		
649000 - MISCELLANEOUS CONTRACT	0.00			0.00%		
649055 - CREDIT CARD FEES	0.00			0.00%		
649990 - REFUNDS	0.00			0.00%		
650200 - BOOKS	32,643.84	44,000.00	37,633.96	14.47%	44,000.00	(44,000.00)

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650210 - PERIODICALS	11,876.70	13,000.00	12,829.93	1.31%	13,000.00	(13,000.00)
650211 - AUDIO BOOKS	10,935.15	15,000.00	13,174.91	12.17%	30,000.00	(15,000.00)
650212 - DVD'S	13,160.57	10,000.00	7,854.49	21.46%	10,000.00	(10,000.00)
650213 - MUSIC CD'S	3,693.24	3,000.00	2,746.99	8.43%	5,000.00	(3,000.00)
650214 - REFERENCE	4,959.00	6,000.00	5,214.00	13.10%	6,000.00	(6,000.00)
650215 - DATABASES	73,927.75	80,000.00	30,204.94	62.24%	80,000.00	(80,000.00)
650216 - YOUNG ADULT	15,603.65	16,000.00	15,274.40	4.54%	16,000.00	(16,000.00)
650217 - VIDEO GAMES	7,992.50	10,000.00	8,216.38	17.84%	10,000.00	(10,000.00)
650218 - E-MATERIALS	85,922.69	80,000.00	68,347.07	14.57%	80,000.00	(80,000.00)
650219 - NON-FICTION	15,820.92	23,000.00	21,247.45	7.62%	23,000.00	(23,000.00)
650220 - KIDS' BOOKS	28,252.40	37,000.00	33,905.75	8.36%	37,000.00	(37,000.00)
650221 - SPANISH COLLECTION	2,447.24			0.00%		
650400 - MINOR EQUIPMENT	4,387.35	20,000.00	20,000.00	0.00%	10,000.00	(20,000.00)
650600 - OFFICE SUPPLIES	6,574.71	15,000.00	13,521.46	9.86%	15,000.00	(15,000.00)
650610 - DATA PROC SUPPLIES	0.00			0.00%		
650700 - LAUNDRY SERVICES	283.18	200.00	146.60	26.70%	500.00	(200.00)
650750 - OPERATING SUPPLIES/EXP	10,784.90	20,000.00	11,701.96	41.49%	20,000.00	(20,000.00)
650810 - POSTAGE & FREIGHT	6,184.78	7,000.00	973.00	86.10%	10,000.00	(7,000.00)
Total Expenses	3,154,653.20	3,447,555.34	2,699,979.32	21.68%		(3,447,555.34)
Net Costs	2,806,593.77	3,108,555.34	2,382,978.01	23.34%		(3,108,555.34)

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K70410 - LIBRARY GIFTS & MEMORIALS	FY25 Actuals	FY26 Budget	YTD vs Budget	% of Total Year Budget	FY27 Budget Request	Current Year vs Next Year Budget
Revenue						
430100 - INTEREST EARNED	(1,413.97)			0.00%	(1,000.00)	
444000 - STATE GRANTS	(25,108.92)	(26,000.00)	(26,000.00)	0.00%	(15,000.00)	26,000.00
470550 - NON-GOVERNMENTAL GRANT	(268,600.76)	(241,700.00)	(200,991.05)	16.84%	(269,700.00)	241,700.00
470600 - DONATIONS	(13,568.00)	(10,000.00)	(6,610.00)	33.90%	(10,000.00)	10,000.00
481000 - SALE OF EQUIPMENT	(895.01)			0.00%		
Total Revenue	(309,586.66)	(277,700.00)	(233,601.05)	15.88%	(294,700.00)	277,700.00
Expenses						
619930 - MILEAGE REIMBURSE	0.00			0.00%		
619950 - MISC EMPLOYEE BENEFITS	839.41	2,000.00	2,000.00	0.00%	900.00	(2,000.00)
621000 - DUES-MEMBER-SUBSC	2,636.90	2,500.00	2,500.00	0.00%	3,000.00	(2,500.00)
623000 - TRAINING EXPENSE	4,153.00	3,500.00	1,900.00	45.71%	3,000.00	(3,500.00)
623010 - TRAVEL EXPENSE	3,615.72			0.00%		
623020 - EMPLOYEE MEAL EXPENSE	857.91	700.00	700.00	0.00%	900.00	(700.00)
640200 - ADVERTISING EXPENSE	0.00			0.00%		
640300 - TECHNOLOGY SERVICES	763.54	8,000.00	8,000.00	0.00%		(8,000.00)
640700 - CONSULTANT EXPENSE	4,064.28			0.00%	5,000.00	
641000 - OTHER CONTRACTUAL SVCS	4,652.92	7,000.00	(1,835.68)	126.22%	5,000.00	(7,000.00)
641300 - PAY TO OTHER GOVT AGENCIES	0.00			0.00%		
641410 - PRINTING & BINDING	861.72		(50.00)	0.00%	900.00	
641500 - EQUIP & VEHICLE RENTAL	0.00			0.00%		
641900 - DATA PROCESSING EXPENSE	0.00			0.00%		
645000 - PUBLIC EVENTS	140,178.59	130,000.00	109,080.84	16.09%	150,000.00	(130,000.00)
649000 - MISCELLANEOUS CONTRACT	0.00			0.00%		
649905 - PASS-THROUGH GRANT	1,000.00			0.00%		
649935 - CONTRACT LABOR	0.00			0.00%		
650200 - BOOKS	11,674.12	9,000.00	8,234.11	8.51%	15,000.00	(9,000.00)
650210 - PERIODICALS	0.00			0.00%		

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650211 - AUDIO BOOKS	0.00			0.00%		
650212 - DVD'S	0.00			0.00%		
650213 - MUSIC CD'S	0.00			0.00%		
650214 - REFERENCE	0.00			0.00%		
650215 - DATABASES	0.00			0.00%		
650218 - E-MATERIALS	9,805.17			0.00%		
650219 - NON-FICTION	0.00			0.00%		
650220 - KIDS' BOOKS	46,634.37	50,000.00	37,437.24	25.13%	50,000.00	(50,000.00)
650400 - MINOR EQUIPMENT	16,229.11	60,000.00	13,862.89	76.90%	60,000.00	(60,000.00)
650500 - FOOD SUPPLIES	0.00			0.00%		
650600 - OFFICE SUPPLIES	72.46			0.00%		
650750 - OPERATING SUPPLIES/EXP	828.23	1,000.00	1,000.00	0.00%	1,000.00	(1,000.00)
650810 - POSTAGE & FREIGHT	26.93	4,000.00	4,000.00	0.00%		(4,000.00)
671010 - VEHICLE & HEAVY EQUIPMENT	850.00			0.00%		
672100 - FURNITURE & FIXTURES	0.00			0.00%		
672505 - COMPUTER HARD/SOFTWARE	0.00			0.00%		
672550 - OFFICE EQUIPMENT	0.00			0.00%		
672700 - CAPITAL EQUIPMENT	0.00			0.00%		
691000 - TRANSFERS OUT	0.00			0.00%		
Total Expenses	249,744.38	277,700.00	186,829.40	32.72%	294,700.00	(277,700.00)
Net Costs	(59,842.28)		(46,771.65)	0.00%		

LIBRARIAN II: TEEN CENTRAL SUPERVISOR

POSITION: LIBRARIAN II: TEEN CENTRAL SUPERVISOR

CLASSIFICATION: NUGR 22

REPORTS TO: Youth and Services Manager

NATURE OF WORK:

The Librarian II: Teen Central Supervisor oversees the operation of Teen Central, including supervising of Teen Central staff, developing teen programming, and maintaining the space and services provided in Teen Central. The Librarian II: Teen Central Supervisor performs professional level work under the general oversight of the Youth Services Manager or Library Director and is concerned with serving the interests of the library's young adult patrons by carrying out Library policies and procedures which meet the Library's goals and objectives. The work in this position requires the application of professional knowledge and skills commensurate with the MLS degree and experience at the librarian level.

DUTIES AND RESPONSIBILITIES:

- Establishes and maintains a high level of customer service while helping the community and colleagues.
- Provides training, supervision, evaluation, motivation and leadership to Teen Central staff and volunteers.
- Schedules the service point and oversees the operation of Teen Central within the strategic goals and mission of the library.
- Works within the designated Teen Central budget to coordinate, develop and provide library programming within and outside of the library to promote increased use of the library and library resources and services for community patrons primarily between the ages of 12-18.
- Creates an environment which provides for enjoyable and convenient use of Library resources.
- Serves as liaison to other community agencies serving Teens including the school districts.
- Serves at Manager-on-Duty and is a leader within the library.
- Instructs patrons in the use of the library, its catalogs, resources, and equipment.
- Provides reference, research, and readers' advisory assistance to patrons using library resources and resources outside the library.
- Provides input on the selection and weeding of YA library materials consistent with the Library's mission and policies.
- Communicates with manager and/or director regarding the operations of Teen Central and prepares regular narrative and statistical reports.
- Continues professional growth by reading and/or writing professional literature, participating in library workshops and conferences, chairing regional, state or national library meetings and/or local community committees or programs.
- Performs other related duties as assigned.

ABILITIES AND KNOWLEDGE REQUIRED:

Experience/Education:

Master's Degree in Library Science (MLS) from an accredited ALA institution

AND

At minimum 1 year of supervising experience

- Demonstration of strong customer and public service skills.
- Ability to apply knowledge of the social and emotional development of Teens when planning programming, providing services, and working directly with them. **Experience working with teens directly is desirable.**
- Ability to form effective working relationships with staff, city departments, outside organizations, and the general public. Must demonstrate an interest in and a genuine desire to serve Teens.
- Demonstrated knowledge of Young Adult literature, relevant resources and popular trends.
- Ability to communicate effectively with Teens and Adults, including alternative ways to inform and entertain via written, oral and visual media.
- Ability to use independent judgment and exercise knowledge of library science fundamentals.
- Ability to be self-motivated, manage change, maintain flexibility and perform in a variety of roles to better serve library customers and to handle multiple tasks simultaneously.
- Ability to manage emergency situations affecting staff, patrons or property.
- Ability to be proactive and to understand current practices and trends, including technology, in providing responsive Library services and collections to diverse communities and population groups.
- Ability to organize and execute large-scale planning of programs.
- Experience with library databases and Library ILS software.
- Computer and digital literacy skills, with knowledge of or the ability to learn specific software and programs.
- Must be able to work during any of the hours that the Library is open, including evening and weekends. Attendance at special events may require work outside of the hours the library is regularly open. Although a weekly schedule is established, the needs of the Library may require schedule changes and flexibility.
- To serve our diverse community, ability to speak, read, and write in Spanish a plus.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls and to reach with hands and arms. Hand-eye coordination is necessary to operate computers and various office equipment. The employee is occasionally required to climb or balance; stoop, kneel or crawl.

The employee must occasionally lift and/or move objects of 40 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

LIBRARY MANAGER: YOUTH SERVICES

POSITION: LIBRARY MANAGER, YOUTH SERVICES

CLASSIFICATION: NUGR 26

REPORTS TO: Library Director

NATURE OF WORK:

The Library Manager directs and supervises the operations of a specific department, including supervising staff, coordinating with other library services, developing programming, selecting material, and maintaining a collection and area. The library manager performs professional level work under the general oversight of the Library Director. As a member of the administrative team, the library manager assists the library director in establishing and directing library policies and procedures which carry out the library's goals and objectives and meet the needs of the library's patrons. The Library manager: youth services is responsible for the administration and operation of kids and teen resources and areas. The work in this position requires the application of professional knowledge and skills commensurate with the MLS degree and experience at the librarian level.

DUTIES AND RESPONSIBILITIES:

- Coordinates Youth Services' operations including services and resources provided in the kids and teen areas, supervising staff, and overseeing program offerings.
- Serves on the administrative team. Recommends and develops library policies and procedures which carry out the library's goals and objectives and meet the needs of the library's patrons.
- Develops and administers department policies and procedures in accordance with existing library-wide policies and procedures.
- Participates in short- and long-range planning for kids and teens and general library programs.
- Responsible for developing and providing library programming for various audiences and groups within the community.
- Communicates with director regarding the operations in the Kids and Teen Departments and prepares regular narrative and statistical reports.
- With other Library managers, responsible for development of the library's collections, specifically youth and young adult, including establishing collection development policies, selection, weeding, etc.
- Develops, trains, supervises and motivates the department staff to carry out library and department policies and procedures.
- Provides reference, reader's advisory and instruction service to kids and teens and adults working with kids and teens.
- Responds to patron inquiries and requests and resolves problems, concerns or complaints.
- Performs advanced professional duties in the department and backs up other professional staff as needed, including reference and research work, cataloging and classification, circulation, youth services, programming, etc.
- Serves as manager-in-charge when needed.
- Continues professional growth by reading and/or writing professional literature, participating in library workshops and conferences, chairing regional, state or national library meetings and/or local community committees or programs.

- Serves as liaison to other community agencies serving youth.
- Performs other related duties as assigned.

ABILITIES AND KNOWLEDGE REQUIRED:

Experience/Education: Master's Degree in Library Science (MLS) from an accredited ALA institution and superior knowledge of some aspect of librarianship gained from experience as a librarian in a public library.

AND

3 years of supervisory experience

- Ability to assist patrons in their searches including retrieving and reshelving all types of materials from all storage areas throughout the library.
- Ability to form effective working relationships with staff and general public.
- Ability to plan, assign, and review work of subordinate employees.
- Ability to communicate effectively both orally and in writing.
- Ability to use considerable independent judgment and to exercise superior knowledge of some aspect of librarianship.
- Ability to enjoy and work with children and teens, both individually and in groups.
- Ability to deal effectively with parents, educators and other adults working with children and teens.
- Ability to manage emergency situations affecting staff, patrons or property.
- Considerable knowledge of the principles and practices of public library functions and the ability to apply these principles to solve practical problems in situations where only limited standardization exists.
- Demonstrated knowledge of the principles and practices of public administration as applied to library service, including supervisory methods, work delegation, scheduling, evaluating performance and building morale.
- Proven ability to make decisions in an environment of limited resources and competing claims.
- Highly self-motivated, creative, flexible and able to prioritize tasks and work independently.
- Proven ability to establish and maintain effective working relationships with supervisors, subordinates, associates and officials of other agencies and the general public.
- Special abilities may be required for some jobs; such as computer and Internet literacy, database searching knowledge, in-depth knowledge of children's and young adult literature and services, etc.
- Considerable knowledge of the needs and abilities of kids and teens.
- Must be able to work some nights and weekends; and flexible enough to switch when necessary.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls and to reach with hands and arms. Hand-eye

coordination is necessary to operate computers and various office equipment. The employee is occasionally required to climb or balance; stoop, kneel or crawl.

The employee must occasionally lift and/or move objects of 40 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Library Staffing Reclassification Justification Memo

The Council Bluffs Public Library provides our community access to enrichment, connection, and discovery through resources, materials, and services for all ages. This supports the City of Council Bluff's mission to continuously improve the quality of life and attractiveness of the City of Council Bluffs. There is currently a staff of 40 regular positions at the library and 1 temporary position at the library for a total FTE of 29.3. Recently a manager position became vacant in the teen department.

To better serve the community, I am requesting a reclassification of the FT grade 23 manager to a FT grade 22 Librarian II supervisor position.

Along with this reclassification, I am requesting a reclassification of the four FT grade 23 department managers to FT grade 26. This will correct the salary spacing between librarian positions I and II and manager positions to better reflect the expectations and duties of the positions.

These reclassifications will allow for the MLIS positions at the library to be **market rate** within the Omaha-metro and allow for **growth** for current employees. They will also allow for a restructuring of duties to have the teen department staff re-align under the current youth manager which will **better serve the community** by streamlining offerings, creating a more cohesive service and resource model, and be **more efficient** in budgeting related to materials and programming supplies. This restructuring will also recognize the longevity and dedication of the managers, three of which have been with the library for 15+ years during which their jobs have expanded and changed significantly.

Budget:

There is current budget for this reclassification and restructure request due to the savings associated with reclassifying the FT grade 23 to a FT grade 22.

Director's Report

September 2025

Every other year the Community Foundation for Western Iowa holds a Women's Impact Summit to highlight their women's fund and to bring awareness to the awesome impact and work that women do in Southwest Iowa. This year I was lucky to attend and enjoyed a full day with hundreds of other women (and a few men) celebrating the wonderful programs and impact that we have in the region. I want to highlight this in my report, as recently the library was awarded an Impact Grant from the Community Foundation for Western Iowa to pilot a program in a couple of assisted living facilities. Although this program is not just for women, statistics show that women are living longer than men in our region and that correlates with more women living in assisted living facilities and utilizing this pilot program. One of the focus areas of the women's fund and of this summit I attended was our aging population and I am proud that we are piloting this program to support that population. This pilot program will lend assisted living facilities CD players so that the access to audiobooks on CD can be increased. Many aging adults would rather listen to a book than read it, but because of technology changing, it is very hard to find a CD player to utilize the books-on-CD. We hope that by providing this adaptive technology and supportive programming, we will help to address feelings of isolation and loneliness and help to build community.

Another focus area talked about at the summit was around child care facilities. We support child care facilities through monthly outreaches to childcare establishments. We also have just launched new caregiving kits in the youth department as a supportive tool for caregivers to read with and talk about topics with young kiddos. The topics that are covered are popular topics that caregivers often try and use books to bridge the understanding for kids such as the loss of a pet, going to the doctor or dentist, or potty training. By providing support to caregivers and enrichment to childcare facilities, I am proud to see the way that we are helping our community.

The last area I want to touch on that was highlighted was around support for female victims in the community. Recently we have expanded to have a partnership with Western Iowa Services Collaborative Disability Access Point as a place for them to provide resources and engage with clients. They will now regularly provide public office hours within one of the meeting spaces. Through this partnership we are increasing access for individuals seeking support and access in the community. We are always looking for ways to increase access to resources for our community and are actively engaged in conversations with more organizations so we can make this happen.

I feel this summit is a wonderful opportunity for connection and encouragement during what can be uncertain and difficult times with rapid changes in funding and resources. I look forward to the next summit in two years and can't wait to align even more with the initiatives and projects in the region that are being supported by the Community Foundation for Western Iowa.

Facilities Update:

The automation of the heating and cooling continues to be a challenge. Building maintenance staff continue to make the necessary adjustments while the system is calibrated.

The library fountain has had a rough season this summer. More debris than typical is finding its way into the pumps which is causing them damage.

Vehicle:

In September Willow was used 14 times, 7 visits to the kiosk and 7 outreaches/programs.

Staff:

We interviewed and offered in late August for the two part-time library assistant positions in circulation. Sadie Ziegerer and Casey Black joined the staff in September and have both hit the ground running. Sadie has previous experience in libraries and Casey has a background in education. Both are wonderful additions to the team.

Jamie Menning put in her resignation in September as she accepted a directorship in Wisconsin. Jamie was with the library for 12 years and became a librarian with us. She has created many relationships and had impact with many young adults in the community and will be missed. We wish her the best on her new adventure!

Upcoming Events:

October 18th 10 a.m. – (Youth Program) Pokemon Party

October 19th 1 p.m. – Getting Started on Book Publishing followed by a Local Author Fair

October 25th 10 a.m. – Jumbo Light-Up Friendship Bracelet

October 30th 6:30 p.m. – Haunted Island Murder Mystery

November 1st 2 p.m. – Houseplant 101

November 3rd 6:30 p.m. – Suffrage & WWI: The Iowa View

November 17th 6 p.m. – Lessons of the Holocaust

November 21st 7 p.m. – An Evening with Abby Jimenez

Respectfully Submitted:

Antonia Krupicka-Smith

Public Service's Report

September 2025

Spaces

One hundred and seventy individuals used the Makerspace during the month of September. There were several groups that came in regularly to use the vocal booth.

Collections

All departments continued to do a post-summer weed as well as develop new and engaging displays to showcase offerings.

The Support Services department began the process of doing inventory of the collections. This is a lengthy process, but is best practice to ensure an accessible collection for the community.

Community

Ali Storey (Teen Department) represented the library at Wilson Family Night, engaging 84 individuals and promoting resources tailored for incoming sixth graders. She also facilitated a Book Feast at Wilson Middle School, where 21 teens shared their current reads, favorite titles, and genre preferences.

Julianne (Circulation Department) was able to deliver 299 items to 63 individuals in September, and an additional 30 items to two pocket collection sites. 12 volunteers in total were utilized to make deliveries this month. Currently we're up to a total of 78 registered individuals for homebound services, as Julianne has been making visits to local facilities for library account and homebound signup.

Library staff went to many outreach events this month. On September 6th, Julianne & Cayce attended Share My Smile event at Bayliss Park and talked with 88 individuals. We attended the Council Bluffs Farmers Market on September 11 & September 25 where Julianne chatted with 370 individuals in total, and Lindsay attended Treynor's Farmers market on September 16 with 80 public interactions. Julianne made several stops to facilities to promote Homebound services in the area including Bethany Heights on September 10 and Graceview on September 23, and she was able to register additional residents for library cards or homebound deliveries. On September 22 & 24, Julianne & Emily presented at HiSET & ESL classes at Iowa Western Community colleges and signed up several students up for library accounts.

The library was awarded a Community Impact Grant from the Community Foundation for Western Iowa. With this grant, we have been able to purchase materials to circulate audiobooks on CD at

several pocket collection sites in assisted living locations. In addition to circulating these materials, programming was also planned with assistance from our Adult Programming Librarian at each of the sites as well. As these programs are established, our goal is to continue to build additional program experiences in the future and continue working with these locations long term. Our first set of audiobooks on CD, CD players, and headphones were delivered at the end of September to Prairie Gate. We were able to meet with the Community Foundation to promote the program and share our work!

Anna presented to a class of library school students at the University of Illinois about nonfiction collection development for youth.

Programs & Services

Youth staff offered 23 programs on site this month for children 5 & under with their caregivers. Total attendance for these programs was 594 patrons. Anna, Lisa, and Theresa all provided storytime programming. Special programs for this age group this month included Music with Lori Lynn and a special art-gallery style storytime provided by Iowa PBS. This month's evening storytime was canceled because Anna was out sick.

Bridget offered 4 after-school programs for 94 patrons. The most popular offering this month was a drop-in art day where patrons had the choice between multiple art projects (shrinky dinks, air dry clay, beading, perler beads, etc.) and could make whatever they wanted.

Bridget and Cayce oversaw the Love on a Leash program for 21 patrons.

Homeschool Huddle re-launched this year with a new format. Instead of this program begin a drop in, we are hosting a speaker from the community followed by three hands on activities targeted at ages 4-7, ages 8-11, and ages 12 and over. We had 20 patrons in our youngest age group making weather observation stations and 23 patrons in the middle age group participating in a tabletop escape room. Ali from Teen Central is providing the activity for kids 12 and up.

Also in-house this month, Theresa provided a storytime program for Bloomer Kindergarten for 60 students and their teachers. Anna provided 2 storytimes for Heartland Child Development for 32 students and teachers.

Off-site outreach storytime programs also resumed this month. Theresa, Chris, Lisa, and Anna provided a total of 54 off-site storytime visits for 934 students and teachers. Theresa and Chris both did storytimes about colors, Lisa's theme was Cows, and Anna's were colors for her toddler groups and pretend for her preschool groups.

Theresa also resumed visits to Country House this month in partnership with Bloomer Preschool. Country House staff said the following on their Facebook page, "We are so excited to start up one of our favorite traditions again — Storytime with the preschoolers from Bloomer Elementary! Each month Theresa DeWitt, from the Council Bluffs Public Library, and the preschoolers, join us for stories, smiles, and lots of joy. The new school year means new faces and fresh memories to be

made. It's absolutely magical watching everyone's faces light up the moment the kids walk in the door. This intergenerational connection is truly something special for each of us!"

Bridget and Lisa resumed 21st Century Club visits at Bloomer. This semester's club is a Disaster Survival Book Club, featuring excerpts from survival theme books and coordinating activities. We had three sessions this month with an average attendance of 11 kids per session. Sessions focused on the Great Molasses Flood, the Attack of the Grizzlies, and the Titanic. At the Titanic session, Bridget found a way to illustrate how the bulkheads on the ship failed with recycled pop bottles and marbles!

Chris and Theresa provided an off-site program at Cochran Park – Art in the Park. This program was cancelled over the summer due to heat so we rescheduled this month. There were 28 patrons in attendance participating in messy art activities throughout the park.

The Imagination Library mailed 1,814 books in September and 55 new children registered for the program.

The 1,000 Books Before Kindergarten program had 15 new registrations and 73 readers participated in the program over the course of the month.

Ali coordinated volunteers for the Friends Book Sale and the Art in the Park youth event. Teen volunteer contributions remained strong, with 10 volunteers collectively contributing 34 hours and 50 minutes of service.

The Teen department provided many programs in September including Bubble Tea/Boba Tea for 90 participants, Back-to-School Perler Bead Tags, a clay-mation and action figure storytelling session through Stop Motion Filmmaking, Spin Art Robots, and DIY Barometer for the Homeschool Huddle.

Ali hosted the Scribblers Writing Club and monthly Anime Club, where teens sampled Japanese Dagashi snacks and enjoyed time together.

Adult Department staff changed the format of the Basic Sewing Machine Skills class from a group instruction to one-on-one instruction. Mindy McCollough found such success with the format that she expanded the number of one-on-one sessions in September.

Elisa Cruz hosted Coffee & Conversations, part of the programs under the One Small Step grant.

Author Jeff Bremer presented on *A New History of Iowa*. with the Historical Society of Pottawattamie County presented *The Rock Rolled On*, examining the state's small-town culture, politics, social and economic development, and its many diverse inhabitants.

Musician Joey Leone presented *The History of Blues in America*, showcasing the history, influence and social impact of American blues music through songs, stories and historical facts.

Historian David Wells detailed our involvement and the impacts of Iowa and Nebraska in *Vietnam: Why We Went There and Why We Couldn't Leave*.

Thirty-five individuals met for the three book discussion we held in September.

We had a total of 37 programs (13 general audience programs and 24 adult audience programs) with 285 people attending in person and 31 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 PROGRAMMING STATISTICS			
ADULT PROGRAMMING (Targeted age 19+)	Aug-25	Sep-25	FY26 TOTALS
Number of In-Person Onsite Programs - Total	21	21	62
Number of In-Person Onsite Attendance - Total	270	202	674
Number of In-Person Offsite Programs - Total	2	0	3
Number of In-Person Offsite Attendance - Total	259	0	260
Number of Live Virtual Programs	0	1	1
Number of Live Virtual Attendance	0	20	20
Number of Prerecorded Programs	3	3	7
Number of Prerecorded Attendance	19	31	50
Number of Proctored Tests	1	1	6
GENERAL INTEREST PROGRAMMING	Aug-25	Sep-25	FY26 TOTALS
Number of In-Person Onsite Programs - Total	12	13	35
Number of In-Person Onsite Attendance - Total	90	52	207
Number of In-Person Offsite Programs - Total	12	8	22
Number of In-Person Offsite Attendance - Total	715	582	1362
Number of Prerecorded Programs	0	0	3
Number of Prerecorded Attendance	0	0	11
TEEN PROGRAMMING (Targeted age 12-18)	Aug-25	Sep-25	FY26 TOTALS
Number of In-Person Onsite Programs - Total	26	39	102
Number of In-Person Onsite Attendance - Total	453	396	1409
Number of In-Person Offsite Programs - Total	1	2	3
Number of In-Person Offsite Attendance - Total	249	106	355
Number of Self-Directed Programs	24	20	61
Number of Self-Directed Participants	329	214	903
YOUTH PROGRAMMING (Targeted age 0-5)	Aug-25	Sep-25	FY26 TOTALS
Number of In-Person Onsite Programs - Total	1	27	34
Number of In-Person Onsite Attendance - Total	22	594	840
Number of In-Person Offsite Programs - Total	0	54	62
Number of In-Person Offsite Attendance - Total	0	934	1320
Number of Prerecorded Attendance	58	80	179
YOUTH PROGRAMMING (Targeted age 6-11)	Aug-25	Sep-25	FY26 TOTALS
Number of In-Person Onsite Programs - Total	1	9	27
Number of In-Person Onsite Attendance - Total	27	247	884
Number of In-Person Offsite Programs - Total	0	6	11
Number of In-Person Offsite Attendance - Total	0	61	864
Number of Prerecorded Attendance	17	13	48
READING PROGRAMS	Aug-25	Sep-25	FY26 TOTALS
Number Registered Adult Participants	0	0	374
Number Registered Teen Participants	0	0	153
Number New Registered Youth Participants	3	13	971
Number Imagination Library New Registrations	31	55	114
Number Imagination Library Books Mailed	1823	1814	5471
PATRON DIRECTED ACTIVITIES	Aug-25	Sep-25	FY26 TOTALS
Coloring Sheets	36		114
Steam STEM Services	581	151	1420
FOOD DISTRIBUTION	Aug-25	Sep-25	FY26 TOTALS
Total Number Summer Meals Distributed	0	0	1640
Total Number Teen Snacks Distributed	864	707	2338
Total Number of Teen Meal Bags Distributed	1	33	50

FY26 CIRCULATION/RESOURCES/SERVICES STATISTICS			
	Aug-25	Sep-25	FY26 TOTALS
Accounts			
New Card Registration	246	256	762
Building Usage			
Gate Count/Patron Visits	16,439	17,366	55843
Number of Reference Questions	1581	1446	4668
Number of Microfilm Rolls Used	1	8	9
Number of Meeting Rooms Used	171	156	507
Number of Notary Provided	35	32	125
Number of Computer Lab Sessions	2707	2175	7811
Number of WiFi Sessions	1574	1565	4738
Makerspace Room/Tool Usage	122	170	367
Teen Central Room Usage	1764		4064
Number of Incident Reports per Month	16	19	51
Number of Bans 1 Week or Longer	3	4	8
Circulation			
TOTAL CIRCULATION	19301	16602	58185
Kiosk Checkouts	70	49	199
Self Checkouts	11,279	9,392	30617
Database Usage			
Ancestry - Total	930	316	1756
AtoZdatabases	272	2859	3247
Brittanica - Totals	196	60	271
Comics Plus	48	12	157
Community History Archive (The Council Bluffs Globe) - /view	30	1	31
Consumer Reports - Page Views	215	136	683
Fire Insurance Maps Online	174	94	289
Gale Virtual Reference - Total Retrievals from Usage Summary	0		7
Hoopla - Total Checkouts	2477	2554	7621
Mango Languages	45	16	85
Mometrix eLibrary	10	26	53
Newsbank - Total	8979	7664	23668
Novelist Plus - Total FT + Abstract	418		781
Novelist Select - Total Clicks	76	43	145
Overdrive - Total Checkouts	8079	7851	24270
Patron Point - Emails Sent	19934	19197	59058
Patron Point - Emails Read	6001	5438	16310
TumbleBooks Library - Content Views	7	38	122
Value Line - Downloads	2709	3142	8383
ILL			
Total ILL	310	362	1023
Kiosk and Vehicle Usage			
Items Returned to Kiosk	44	59	146
Vehicle (Willow) Visits to Kiosk	6	7	18
Vehicle (Willow) Usage for Programs or Outreaches	10	7	22

FY25 CIRCULATION/RESOURCES/SERVICES STATISTICS			
	Aug-25	Sep-25	FY26 TOTALS
Materials			
Items Added to the Collection	543	1188	3038
Items Removed from the Collection	989	570	2416
Curbside			
Overall Curbside Deliveries Total	0	0	2
Overall Curbside Items Total	0	0	7
Homebound			
Number of Patrons Enrolled	70	78	17.3
Number of Homebound Patrons Served	60	63	172
Number of Homebound Items Delivered	303	299	840
Number of pocket collections enrolled	2	2	6
Number of pocket collections delivered to	0	2	4
Number of items delivered to pocket collections	0	30	60
Volunteers			
Number of Volunteers	33	40	123
Volunteer Hours	111.89	120.66	468.14
Virtual Usage			
Website Users	9400	10000	28200
Website Sessions	21000	21000	64000
Catalog Users	3900	3800	12200
Catalog Sessions	9300	9100	28400
Library App Users	643	583	1874
Library App Sessions	2740	2517	8088