



COUNCIL BLUFFS Public Library

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

AGENDA

- I. Call to order**
- II. Approval of Agenda**
 - (1) Approval of Minutes for October 15, 2025 Board Meeting**
- III. Public Comment (5 minute limit)**
- IV. Correspondence and Announcements**
- V. Financial Report and Approval of Bills**
- VI. Old Business**
- VII. New Business**
 - (1) Updated Job Descriptions**
 - (2) 2026 Holiday Closings**
 - (3) FY25 Annual Report**
- VIII. Friends of the Library**
- IX. Director's Report**
- X. Trustee Teaching Moment – FY25 Annual Report**
- XI. Next meeting – December 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
Wednesday, October 15, 2025
4:30 PM

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

I. Call to Order

The meeting was called to order at 4:31 by Abby Jares.

II. Approval of Agenda and Minutes

A motion was made by Cindi Keithley to approve the agenda. Second was made by Stacey Goodman. Passed unanimously.

A motion was made by Stacey Goodman to approve the September minutes. Second made by Leo Martin. Passed unanimously.

A motion was made by Cindi Keithley to approve the October 7 Finance minutes. Second made by Leo Martin. Passed unanimously.

III. Public Comment-none

IV. Correspondence and Announcements

The library's Wi-Fi has been updated with a password.

V. Financial Report and Approval of Bills

September

\$236,500.22 for general fund,

\$16,014.97 for memorial fund,

\$0 for project fund for a total of

\$242,515.19

Cindi Keithley seconded. Passed unanimously.

VI. Old Business- none

VII. New Business

- (1) Finance Committee met, very few adjustments. There are not many big projects planned outside of economic predictions, such an inflation. Leo Martin made a motion to approve, seconded by Stacey Goodman Passed unanimously.
- (2) Library II Job Description- open due to a resignation. The description has been rewritten to better align with scope and mission. The board is setting compensation based on reclassification. The

new classifications allow for growth and promotion in new roles. Leo Martin made a motion to approve, seconded by Cindi Keithley. Passed unanimously.

- (3) Youth Services Manager Job Description - Managers will receive higher pay than those not in supervisory roles. Leo Martin made a motion to approve, seconded by Stacey Goodman. Passed unanimously.
- (4) Proposed staff reclassification- Leo Martin made a motion to approve, seconded by Dave Wise. Passed unanimously.

VIII. Friends of the Library

The Friends did not meet this past month. Their next meeting is November 10.

IX. Director's Report

- The Community Foundation for Western Iowa held a Women's Impact Summit.
- The library is still having HVAC issues.
- Baker and Taylor, a major library publisher, went bankrupt. They no longer provide books and fired all employees. In July, our library added Ingram. Mary pulled the records to get a record of our Baker and Taylor order. All orders are now through Ingram.
- The roof project will begin in approximately April.
- Dave Wise nominated the library for the Jason Awards. The library will be honored on November 15 at 6pm at the Mid-America Center. Email Antonia if you want to attend.

X. Teaching Moment: Reminisce with the Library Grant

Baily Adams, circulation manager, shared details about the Homebound Enrollment. 78 people are participating. They are circulating CD players and headphones and focusing on audiobooks. They are holding programs, too. A recent program was "Memories and Council Bluffs History." The \$1800 grant from the Community Foundation helped to purchase 20 CD players.

XI. Adjournment

The meeting was adjourned at 5:33 PM Ron Frascht made a motion, seconded by Cindi Keithley. Passed unanimously. The next meeting will be held on November 19, 2025, at 4:30PM.

Minutes submitted by:

Nicole Juranek

Nicole K. Juranek, electronic signature

Community Correspondence

October 2025

Comments:

(In reference to the first author of the Library Speakers Series): Really enjoyed last night. His use of language struck me. Guess that's why he's a writer and I'm not. Anxious to read his books. Good job!

This is the loudest library I've ever been to I've been to sporting events that weren't as loud as this. This is a bar without alcohol even your loud do have no manners do you know how supposed to act in a library i can't read it's so loud. Can't you tell people be quiet and your employees cant even be quiet put a sign up or something and train your employees to be librarians not bar tenders

(Director responded via email)

I am sorry to hear about your poor experience at the library. I appreciate you reaching out and letting me know. We cannot always control the level of noise in certain areas of the library, but we can ensure that we aren't contributing to it and we can address it when it persists. I will speak with the staff to remind them of the appropriate levels of noise and to try and minimize disruptions.

Publicity:

The Daily Nonpareil

There were 4 articles or ads in the Daily Nonpareil online and/or in print. Topics included 1 about costume night at Cochran Park, 1 that mentions our Daily Nonpareil access in relation to another topic about historical government documents now available, 1 about the American Midwest Ballet's recent production and their previous partnership with the library, and 1 in reference to a past long-time employee of the library who passed away.

Unleash CB Bulletin

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

Reviews:

Google

5 Star Review: Very nice library.clean and staff is very friendly and helpful

4 Star Review

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

| October 2025 | | | | | | | |
|---------------|-----------------------------------|---------------------|--|---------------------|-------------------|---------------------|--------------|
| ACCOUNTS FOR: | | ORIGINAL | | YTD | MTD | AVAILABLE | PERCENT |
| GENERAL FUND | | APPROP | | EXPENDED | EXPENDED | BUDGET | USED |
| A14100 601000 | SALARIES- REGULAR | 1,415,568.85 | | 468,708.20 | 156,239.67 | 946,860.65 | 33.1% |
| A14100 602000 | SALARIES- PARTIME | 457,571.36 | | 149,349.09 | 51,331.59 | 308,222.27 | 32.6% |
| | TOTAL SALARIES & WAGES | 1,873,140.21 | | 618,057.29 | 207,571.26 | 1,255,082.92 | 33.0% |
| A14100 606400 | HOLI-VACATION-SICK PAY | - | | 8,427.44 | 3,921.56 | (8,427.44) | 100.0% |
| A14100 611000 | FICA | 139,541.88 | | 46,472.33 | 15,802.05 | 93,069.55 | 33.3% |
| A14100 613000 | IPERS | 174,909.44 | | 57,763.66 | 19,538.74 | 117,145.78 | 33.0% |
| A14100 615000 | GROUP INSURANCE | 393,863.81 | | 127,971.17 | 31,710.35 | 265,892.64 | 32.5% |
| A14100 619900 | CELL PHONE ALLOWANCE | 600.00 | | 200.00 | 50.00 | 400.00 | 33.3% |
| A14100 619930 | MILEAGE REIMBURSEMENT | 3,000.00 | | 199.78 | 197.82 | 2,800.22 | 6.7% |
| A14100 619950 | MISC EMPLOYEE BENEFITS | 1,000.00 | | 491.06 | 44.67 | 508.94 | 49.1% |
| | TOTAL EMPLOYEE BENEFITS | 712,915.13 | | 241,525.44 | 71,265.19 | 471,389.69 | 33.9% |
| A14100 621000 | DUES-MEMBER-SUBSC | 4,000.00 | | 210.00 | 180.00 | 3,790.00 | 5.3% |
| A14100 623000 | TRAINING EXPENSE | 2,000.00 | | 544.00 | 170.00 | 1,456.00 | 27.2% |
| 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 | | 754.00 | 350.00 | 7,746.00 | 8.9% |
| A14100 633200 | EQUIP & VEHICLE REPAIR | 1,000.00 | | 1,831.57 | - | (831.57) | 183.2% |
| A14100 637110 | UTILITIES-GAS | 30,000.00 | | 2,427.32 | 1,183.42 | 27,572.68 | 8.1% |
| A14100 637120 | UTILITIES-ELECTRIC | 70,000.00 | | 30,347.17 | 9,182.89 | 39,652.83 | 43.4% |
| A14100 637210 | REFUSE COLLECTION | 1,200.00 | | 365.08 | 91.94 | 834.92 | 30.4% |
| A14100 637300 | TELECOMMUNICATION | 3,600.00 | | 900.00 | 300.00 | 2,700.00 | 25.0% |
| A14100 637400 | UTILITIES-WATER | 3,000.00 | | 704.65 | 461.10 | 2,295.35 | 23.5% |
| A14100 639910 | GROUPS MAINT & REPAIR | 1,000.00 | | 650.00 | - | 350.00 | 65.0% |
| | TOTAL UTILITIES | 109,800.00 | | 37,225.79 | 11,219.35 | 72,574.21 | 33.9% |
| A14100 640200 | ADVERTISING EXPENSE | 3,000.00 | | 150.70 | - | 2,849.30 | 5.0% |
| A14100 640300 | TECHNOLOGY SERVICES | 225,000.00 | | 41,973.18 | 2,704.39 | 183,026.82 | 18.7% |
| A14100 640400 | BILLING & COLLECTIONS FEES | 2,500.00 | | 588.79 | 278.82 | 1,911.21 | 23.6% |
| A14100 640700 | CONSUTANT EXPENSE | 500.00 | | 174.00 | - | 326.00 | 34.8% |
| A14100 641000 | OTHER CNTRACTUAL SRVCS | 105,000.00 | | 17,472.74 | 6,178.58 | 87,527.26 | 16.6% |
| A14100 641410 | PRINTING | 1,000.00 | | - | - | 1,000.00 | 0.0% |
| A14100 642000 | LEASE PAYMENTS | 7,000.00 | | 4,965.66 | 718.83 | 2,034.34 | 70.9% |
| | TOTAL CNTRACTUAL SERVICES | 344,000.00 | | 65,325.07 | 9,880.62 | 278,674.93 | 19.0% |
| A14100 650200 | FICTION & LARGE PRINT | 44,000.00 | | 10,060.76 | 3,111.49 | 33,939.24 | 22.9% |
| A14100 650210 | PERIODICALS | 13,000.00 | | 1,953.07 | 1,027.00 | 11,046.93 | 15.0% |
| A14100 650211 | AUDIO BOOKS | 15,000.00 | | 3,112.69 | 1,287.60 | 11,887.31 | 20.8% |
| A14100 650212 | DVDs | 10,000.00 | | 3,344.22 | 1,198.71 | 6,655.78 | 33.4% |
| A14100 650213 | MUSIC CDs | 3,000.00 | | 418.93 | 150.94 | 2,581.07 | 14.0% |
| A14100 650214 | REFERENCE | 6,000.00 | | 791.97 | - | 5,208.03 | 13.2% |
| A14100 650215 | DATABASES | 80,000.00 | | 49,795.06 | - | 30,204.94 | 62.2% |
| A14100 650216 | YOUNG ADULT | 16,000.00 | | 1,777.87 | 497.63 | 14,222.13 | 11.1% |
| A14100 650217 | VIDEO GAMES | 10,000.00 | | 3,668.69 | 152.06 | 6,331.31 | 36.7% |
| A14100 650218 | E MATERIALS | 80,000.00 | | 17,938.46 | 6,285.53 | 62,061.54 | 22.4% |
| A14100 650219 | NON-FICTION | 23,000.00 | | 4,351.61 | 2,079.01 | 18,648.39 | 18.9% |
| A14100 650220 | KIDS BOOKS | 37,000.00 | | 5,641.05 | 1,752.37 | 31,358.95 | 15.2% |
| A14100 650400 | MINOR EQUIPMENT | 20,000.00 | | 6,400.00 | 6,400.00 | 13,600.00 | 32.0% |
| A14100 650600 | OFFICE SUPPLIES | 15,000.00 | | 2,898.69 | 527.48 | 12,101.31 | 19.3% |
| A14100 650700 | LAUNDRY SERVICES | 200.00 | | 53.40 | - | 146.60 | 26.7% |
| A14100 650750 | OPERATING SUPPLIES | 20,000.00 | | 9,234.11 | 890.09 | 10,765.89 | 46.2% |
| A14100 650810 | POSTAGE & FREIGHT | 7,000.00 | | 6,051.00 | 24.00 | 949.00 | 86.4% |
| | TOTAL COMMODITIES | 399,200.00 | | 127,491.58 | 25,383.91 | 271,708.42 | 31.9% |
| | TOTAL LIBRARY | 3,447,555.34 | | 1,090,379.17 | 325,670.33 | 2,357,176.17 | 31.6% |

Expenses Outside of City Operating Budget/General Fund

FY 2025-2026

| Type of Service | Fund Source | Oct-25 |
|-------------------------------------|--------------------------------|--------------------|
| Adult Programming | Foundation | \$3,739.71 |
| Book Memorials | Various | \$41.69 |
| City Costume Night | Friends | \$403.01 |
| Discovery Pass Program | Friends / Memorial | \$300.00 |
| Foundation Author Series | Foundation | \$5,000.00 |
| Interpretation Services | Enrich Iowa | \$120.00 |
| Makerspace Replacements | Enrich Iowa | \$7.58 |
| Outreach | Enrich Iowa | \$440.24 |
| Snack Program for Teens | CFFWI Grant/Various | \$55.40 |
| StoryCorps, Inc. | One Small Step Libraries Grant | \$225.00 |
| Summer Reading Programs - Youth | Foundation | \$771.06 |
| Teen Programming | Foundation | \$1,241.34 |
| Youth Programming | Foundation | \$870.11 |
| TOTAL Gifts & Memorials: | | \$13,215.14 |

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

\$390.00 In Memory of Julie Powell

\$50.00 In Honor of the Alpha Chapter of Alpha Delta Kappa

\$20.00 Donation for Books

\$200.00 In Memory of Luetta Lincoln

\$250.00 In Honor of Margaret Lemen

\$4,373.12 Council Bluffs Public Library Foundation, Various Projects

LIBRARY MANAGER: ADULT SERVICES

POSITION: LIBRARY MANAGER, ADULT 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: adult services is responsible for the administration and operation of adults, makerspace, ILL, and special collections 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 Adult Services' operations including services and resources in the adult, makerspace, ILL, and special collections 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 adult, makerspace, and special collections services and resources.
- Responsible for developing and providing library programming for various audiences and groups within the community.
- Communicates with director regarding the operations in the adult, makerspace, ILL, and special collections areas and prepares regular narrative and statistical reports.
- With other Library managers, responsible for development of the library's collections, specifically adult nonfiction, databases, special collections, and ematerials, 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 adults and in general library users.
- Administers the library website and oversight of the meeting room software.
- Administers and maintains the PITS incident tracking software.
- 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, grant writing, cataloging and classification, circulation, 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 adults.
- 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 adults, both individually and in groups.
- 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 adult and historical and genealogical literature and services, etc.
- Considerable knowledge of the needs and abilities of adults.
- 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 MANAGER: CIRCULATION SERVICES

POSITION: LIBRARY MANAGER, CIRC 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: circulation services is responsible for the administration and operation of circulation, adult volunteers, and outreach 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 Circulation Services' operations including services and resources provided in the borrowing, adult volunteer, and outreach areas, supervising staff, and overseeing service 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.
- Responsible for establishing and providing outreach and access services for various audiences and groups within the community.
- Communicates with director regarding the operations in the Circulation Department and prepares regular narrative and statistical reports.
- With other Library managers, responsible for development of the library's collections, specifically adult fiction, adult graphic novels, large print, video games, and library of things (ie. Seed Library, Discovery Passes, Board Games), 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.
- Oversees the intake, coordination, and duties established with the adult volunteer program.
- Collaborates with the Office Manager on billing and collections operations.
- Provides reference, reader's advisory and instruction service to the general public.
- Oversees the Library Kiosk location(s).
- Coordinates the usage of the Library outreach vehicle.
- 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, 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 doing work related to access in the community.
- 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 adults, both individually and in groups.
- 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 administration of an ILS and best practices in the maintenance of the computerized bibliographic database and related cataloguing systems in the context of the Anglo-American cataloguing rules, Dewey decimal classification, Library of Congress subject headings, OCLC/MARC records, and library automation.
- 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 adult literature and borrowing services, etc.
- Considerable knowledge of the needs and abilities of adults.
- 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 MANAGER: SUPPORT SERVICES

POSITION: LIBRARY MANAGER, SUPPORT 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: support services is responsible for the administration and operation of cataloging, physical material ordering, collection maintenance, public catalog, and the ILS. 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 Support Services' operations including services and resources provided in the cataloging, physical material ordering, public catalog, and collection maintenance areas, supervising staff, and overseeing service 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.
- Responsible for establishing and providing reports through the ILS to analyze and maintain access and the catalog of offerings.
- Communicates with director regarding the operations in the Support Services Department and prepares regular narrative and statistical reports.
- With other Library managers, responsible for development of the library's collections, specifically media (visual and audio) and periodicals, 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.
- Oversees the collection maintenance process including inventory, weeding, and repair.
- Collaborates with the Office Manager on the ordering of physical materials and cataloging supplies.
- Creates original cataloging for special collections materials and unique material offerings relevant to our community.
- Provides reference, reader's advisory and instruction service to the general public when needed.
- Administers the public online catalog to ensure accuracy and access.
- 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, 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 doing work related to access in the community.
- 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.

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3 years of supervisory experience

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- 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 adults, both individually and in groups.
- 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 adult and historical and genealogical literature and services, etc.
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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.

2026 Holiday Closings for Council Bluffs Public Library

| | | |
|-----------|----------|---|
| Thursday | 01/01/26 | New Year's Day |
| Monday | 01/19/26 | MLK Day <i>(not a paid holiday, closed for Staff Day)</i> |
| Monday | 02/16/26 | President's Day |
| Sunday | 04/05/26 | Easter <i>(not a paid holiday)</i> |
| Monday | 05/25/26 | Memorial Day |
| Friday | 06/19/26 | Juneteenth |
| Saturday | 07/04/26 | Independence Day |
| Monday | 09/07/26 | Labor Day |
| Wednesday | 11/11/26 | Veterans Day |
| Wednesday | 11/25/26 | Thanksgiving Eve – Close @ 5 PM |
| Thursday | 11/26/26 | Thanksgiving Day |
| Thursday | 12/24/26 | Christmas Eve |
| Friday | 12/25/26 | Christmas Day |
| Thursday | 12/31/26 | New Year's Eve – Close @ 5PM |



COUNCIL BLUFFS
Public Library

Council Bluffs Public Library provides our community access to enrichment, connection, and discovery.

www.councilbluffslibrary.org

COUNCIL BLUFFS PUBLIC LIBRARY

Annual Report
FY25



LIBRARY BOARD OF TRUSTEES

Jared Tripp, President
 Abby Jares, Vice President
 Nicole Juranek, Secretary
 Leo Martin, Treasurer
 John Erixon
 Ron Frascht
 Stacey Goodman
 Cindi Keithley
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Danielle Bemis, Ex-Officio

CITY COUNCIL

Matt Walsh, Mayor
 Joe DiSalvo
 Steve Gorman
 Chris Peterson
 Roger Sandau
 Jill Shudak

Fiscal Year 2025 was full of measured steps towards increased access of library services and resources in the community. It began with the true launch of the Cochran Library Kiosk in July 2025. Throughout the year, we increased program offerings to promote usage of the kiosk, FIRST AVE, and Cochran Park. The year ended with the introduction of Willow On Wheels, an outreach vehicle to support programs and offerings throughout the City and County. This past year we also welcomed nationally recognized authors to our community, launched a snack program for teens which received an award, and expanded program offerings to youth through registration programming for school aged clubs. We also introduced new material offerings with Playaways and WhaZoodles in the kids area and created designated World Language sections throughout the library to support our diverse population. We were not unaffected by funding challenges that occurred due to cuts at the Federal level, but we rose to the occasion and found ways to minimize the affect on the community. I hope that you find this past year's report encouraging and it energizes you to use your public library in whatever way benefits you most. Read on through this Annual Report for more information and a snapshot of all of things accomplished this last fiscal year.

ANTONIA KRUPICKA-SMITH

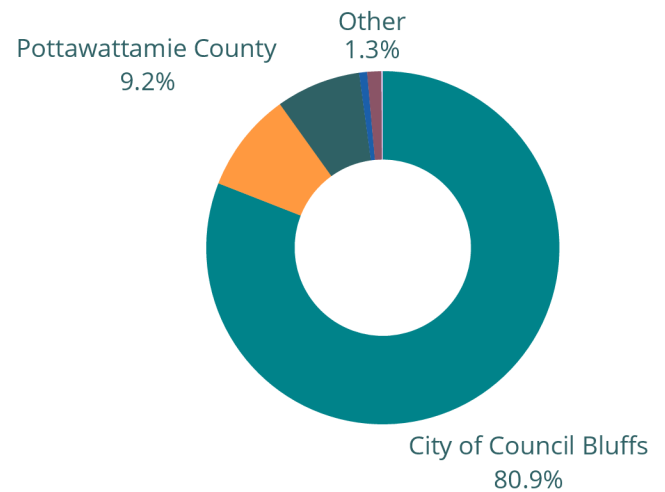
Library Director



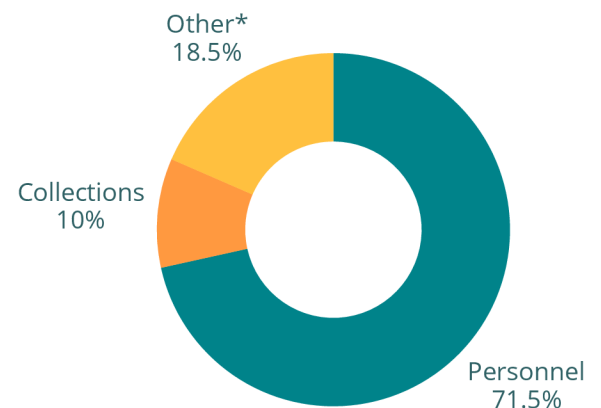
Year by the Numbers

| | |
|-------------------------------|---------|
| Collection Size | 149,459 |
| Items Added to the Collection | 19,175 |
| Physical Items Borrowed | 227,111 |
| Digital Checkouts | 116,536 |
| Homebound Items Delivered | 3,516 |
| Interlibrary Loan Items | 5,134 |
| | |
| Total Card Holders | 55,603 |
| New Card Registration | 4,578 |
| Visits | 243,630 |
| Meetings by the Public | 1,884 |
| Public Computer Sessions | 27,218 |
| | |
| Program Attendance | 45,060 |
| Reference Questions | 19,762 |
| Reading program Participants | 1,721 |

Revenue



Expenditures



*Many costs associated with the upkeep and repair of the Library property are reflected in other City budget areas. "Other" is in reference to expenses such as technology, supplies, and general facilities upkeep.

Program & Service Highlights

New collections to address audio accessibility

Through usage data and feedback from the community, we learned that compact disc options are increasingly difficult to utilize because of the reduction in playing devices. To address this with our youngest patrons, who are less likely to be able to utilize our downloadable content, we introduce two new formats for listening enjoyment for youth. Because of the success of these collections, we will continue to invest in self-contained audio options for our community.

PLAYAWAY®
THE ALL-IN-ONE AUDIOBOOK



Technology Upgrade to Meeting Room A & B



Meeting Room A & B audiovisual technology was upgraded to allow for expanded access to the spaces, better accessibility, and increased flexibility for community use.



For recognition of the work done to establish the Teen Snack Program, the Council Bluffs Public Library received the Iowa Library Association Library Philanthropy Award for excellence in work outside the typical library mission at the Annual Conference.

Our Community Reads: Found Community

COUNCIL BLUFFS
Public Library
OUR COMMUNITY READS

2025

Found Community



The Our Community Reads: Found Community kicked off in Spring 2025 with three selections for the community to engage with and read. The two month reading initiative started with a community fair celebrating culture and diversity. Funding from the Iowa West Foundation through the Council Bluffs Public Library Foundation supported every 2nd and 6th grader receiving a copy of their book selection. Both grades also got author visits from the author for their respective book. The author of the adult selection spoke to a packed house at the library and shared her writing journey and the unique experience she has had with her debut title being such a success. This is the 3rd year of the program.



Community Engagement and Outreach



With the opening of the Cochran Library Kiosk and the increase in community events and partnerships, the City of Council Bluffs funded an outreach vehicle for library staff to use when serving the library kiosk and bringing activities and resources to all parts of our community. This dramatic increase in the library presence in the community over the past 12 months has allowed for the library to better serve the community through engaging programming, increased material access 24 hours a day, and stronger connection throughout the entire footprint of Council Bluffs and surrounding Pottawattamie County communities.

The outreach vehicle has opened the door to new opportunities of engagement not possible previously. The library is poised and ready to serve the Council Bluffs community in new and impactful ways.



Council Bluffs Public Library Foundation



Projects supported by the Council Bluffs Public Library Foundation include:

- Dolly Parton's Imagination Library
- Library programming including community-wide programs such as Our Community Reads: Found Community and the Summer Reading Challenge
- Technology updates like the audiovisual upgrade in Meeting Room A & B
- Author visits from Alexander McCall Smith, Ed Yong, and Nita Prose

The Council Bluffs Public Library Foundation is an independent 501(c)3 that supports the library on projects and initiatives that are outside the scope of general operating expense covered by the City of Council Bluffs.

Friends of the Council Bluffs Public Library



Projects supported by the Friends of the Council Bluffs Public Library include:

- Wrap and staff training for Willow on Wheels
- Discovery Pass program and offerings
- Program support for youth, teen, and adult departments
- Staff training, recognition, and appreciation
- 1000 Books Before Kindergarten

The Friends of the Council bluffs Public Library is an independent 501(c)3 that comprises of members and volunteers that support the library and run a small used book store in the Council Bluffs Public Library location.

To learn more about supporting the work of the Friends or the Foundation visit councilbluffslibrary.org



The Council Bluffs Library is recognized as a primary community resource for educational support, self-directed learning, cultural development, advancing literacies, and building public prosperity and well being.

The Council Bluffs Public Library:

- Offers superior customer experiences
- Encourages learning and discovery
- Is inclusive and provides access to all
- Cultivates collaboration and innovation
- Believes in the freedom to know
- Fosters a positive work environment
- Provides wise stewardship of public resources

Main Location
400 Willow Avenue
Council Bluffs, IA 51503

Cochran Library Kiosk
Near the corner of
S 22nd St and FIRST AVE trail

www.councilbluffslibrary.org

Director's Report

October 2025

As the City completes the final steps in the process to close out FY25, I have included the FY25 Annual Report for the library. The report is intended to provide an overview of the happenings at the library and the highlights of the year. I also want to provide some comparisons to the previous year and speak to trends that we are seeing in service usage in our community. I won't be providing a fiscal viewpoint, but rather a usage viewpoint by the community.

Programs

When comparing FY24 and FY25 we provided 6% more onsite programs with a 1.5% increase in attendance. In evaluation of the more detailed numbers, it is clear that just adding programs doesn't translate to an increase in value to the community so more effort is being made this year to ensure the program offering is going to have maximum impact rather than increased offerings, but low attendance. When comparing FY24 and FY25 we provided a 1 % decrease in offsite programs, but saw a 17% increase in attendance. When looking at the specific offerings, we did a much better job of adjusting our offerings and participation in offsite events that would have a deeper impact in the community. This will continue to be a focus as we provide offsite program opportunities in the community.

Building Use

When comparing FY24 to FY25 we had a 40% increase in patrons coming into the building. Some of this could be attested to updating our RFID gates which also count people. We also saw an 8% increase in meeting room usage, 20% increase in public computer usage, 2% increase in Makerspace usage. We did experience a 10% decrease in reference questions being answered. This could be for a variety of reasons, but one of the logical reasons is a staff member not being available to ask a question of. We have made adjustments in how we are scheduling staff to ensure there are staff available to answer questions and to minimize patrons having to wait for a staff member.

Resources

The library has a large physical collection of materials and when comparing FY24 to FY25 we had an 8% increase in circulation. We did see a less than .5% decrease in digital materials. These numbers are important to take note of because in FY24 we started automatic renewals and that change had a significant impact in our physical circulation. It is positive to see our physical circulation bouncing back from that change. The decrease in digital materials is also important because in FY25 we had to make changes to our digital offerings because of budgetary constraints. What this number tells us is even with those constraints, we continued to serve our community with minimal impact on what they were able to have access to. Our most used digital resource continues to be the extensive collection of newspapers in the Newsbank database. We were able to complete the digitization of those offerings and the database saw a 2% increase in usage when comparing FY24 to FY25.

Services

Lastly, I want to note a couple of more unique services we offer to the community and share how their utilization has changed between FY24 and FY25. With regards to our Homebound service, we had a 20% increase in usage of this service. Our ILL program had a 6% increase in usage and our website saw a 13% increase in sessions. The service that saw the biggest jump between FY24 and FY25, though, was our public notary service. There was a 35% increase in this service which was provided by only one individual. Because of this jump, we have added an additional public notary to our staff to increase the availability, but also share the load for this service that has become increasingly popular.

Facilities Update:

The automation of the heating and cooling has reached the final stages and should be completed in November.

Lights in the front and back parking lot have been replaced so that during this darker season the year there is ample lighting in these areas.

Vehicle:

In October Willow was used 24 times, 6 visits to the kiosk, 14 outreaches/programs, and 4 usages for staff support of the library. This month was a big trunk or treat month and Willow was very useful when doing these outreaches.

Staff:

Emily Watzen submitted her resignation in October and will be missed! We will post her position and hopefully find another individual with bilingual skills.

Upcoming Events:

November 24th 6:30 p.m. – DIY Spa Creations
November 29th 10 a.m. – American Midwest Ballet (youth program)
November 29th 2 p.m. – One Stroke Painting
December 1st – January 31st – Winter Reading Challenge
December 1st – 4th 3 p.m. – Handmade Ornaments (teen program)
December 4th 4 p.m. – Cookies & Connections
December 6th 10 a.m. – Holiday Greenscreen Photos
December 8th –11th 3 p.m. – Hand sewing (teen program)
December 10th 7 p.m. – An Evening with William Kent Krueger (IWCC Arts Center)

Respectfully Submitted:

Antonia Krupicka-Smith

Public Service's Report

October 2025

Spaces

Teen Central staff worked with Katie to cleaning out storage spaces and do repairs to prepare for new supplies and new staff.

Eighty-two individuals used the Makerspace during the month of October.

The table was replaced in the Makerspace that holds the heat press so that it can be raised and lowered for accessibility.

Collections

With the announced closure of Baker & Taylor, there was a lot of work to do on collections this month. Mary created reports for canceled items for each selector so they could pivot and order items through our other vendor.

Anna took over selecting YA and worked with Mary and the Teen Central staff to develop a new procedure for weeding and labeling that works with her workflow.

Support Services started the inventory process in late September. The process starts with weeding the collection, then inventory. They've completed Large Print, DVDs, and currently working on the CDs. The YA collection will be next.

We had the first meeting for determining best practices for the selection process. Mary is working on a template for this process as well as reports to help selectors.

We added 1409 items to the collection and weeded 1466 items.

Community

Anna and Elisa gave out information about the Library at the Community Baby Shower hosted by Catholic Charities. They interacted with 98 people at the event.

Anna attended Heritage Day for Leadership CB Class 38. She also attended a service project planning meeting.

Anna met with Antonia, Bailey, Elisa, and two representatives from Lewis Central to discuss a possible family engagement event at the Library in the Spring.

Ali visited Wilson Middle School three Wednesdays this month. She also hosted the Library Club from Wilson on Monday afternoons.

Jamie and Elisa worked with TJ High School to construct the community Ofrenda in the atrium of the library.

Mohamed worked with Antonia to plan and execute an activity at the City's Costume Night at Cochran Park.

Julianne was able to deliver 346 items to 68 individuals in September. 11 volunteers in total were utilized to make deliveries this month. Currently we're up to a total of 79 registered individuals for homebound services, as Julianne has made visits to local facilities for library account and homebound signup in August & September.

Library staff attended many outreach events during the month of October, which included several trunk or treat and special events.

On October 3, Julianne visited the Silent Book Club event at PACE. Julianne attended the Binational Health Fair at Allcare with Elisa on October 4th, and together they also visited Prairie Gate on 10/8 and then Fox Run on 10/29 to host the Council Bluffs history program as a part of the Reminisce with the Library grant. Julianne also visited the IWCC Health Fair for their staff and signed up several people for library accounts.

Lindsay attended McClelland Pancake Feed on October 5th and interacted with over 50 individuals, with many commenting on their appreciation for seeing the new outreach van Willow on Wheels. She also attended the Underwood Fall Market on October 13th, where people are really starting to expect seeing her and utilize that time for card signup or renewal. Unfortunately, the Crescent Pancake event on October 19th and Lindsay was unable to participate as planned.

Breanne & Julianne assisted with kiosk assistance and card signup at Costume Night at Cochran on the 10th. Julianne and Nathan also attended the YMCA Spooktacular event on October 17th and saw almost 600 people. Additionally, Lindsay and Unity attended the Minden Trunk or Treat on October 26th and visited with about 200 people. Finally, Lindsay & Breanne attended the Field of Treats event at Iowa West Sports Plex, where they saw just short of 500 people and recognized many regular library visitors.

The library gave away the 175 free zoo passes in less than 4 hours during our first giveaway this winter on October 1st. It's an incredibly popular free pass.

Institutional Success

Theresa completed the necessary training steps to drive Willow, including a driving course and a behind-the-wheel session with Bailey. She finished just in time to drive Willow to a Trunk-or-Treat at the Early Learning Center! Lisa also began training for driving Willow.

Antonia met with each teen staff member individually and as a group to determine duties what could be put on hold during this transition as well as to establish goals for the department and complete their evaluations. Almost all of the staff has completed their yearly evaluations and set goals for the next fiscal year that align with the library and strategic plan goals.

Mary added “What’s at the Kiosk” to the drop-down menu on the home page of Enterprise. This will show items that are available at the Kiosk.

Programs & Services

Youth staff offered 29 program on site this month for children 5 and under with their caregivers. Total attendance for these programs was 841 patrons. Anna provided 19 storytime programs. Our most popular event for this age group was our annual Trick-or-Treat at the Library event—160 patrons visited staff at the service desks and in their offices. Other programs included our regular monthly programs—Music with Lori Lynn, Yoga Storytime, Creative Movement, Playdate Café, and a special visit from Mr. K of Mr. K’s Clubhouse. Anna also hosted Thursday evening storytime this month.

Bridget planned and executed 4 after-school drop-in programs for 125 patrons. The most popular event this month was Candy Mosaics—using a graham cracker for a canvas and small candy pieces to decorate.

Bridget and Cayce oversaw the Love on a Leash program for 29 patrons.

Bridget and Lisa hosted a Pokemon Fan Party for 94 patrons this month. Fans were excited to connect with each other and celebrate their fandom, and we loved seeing them show up in costume!

Chris and Theresa hosted a registered event for kids in grades 4–6. Each participant was able to make a light-up friendship bracelet from pool noodles and plastic balls and stars. They could choose their own affirmative word to display on their bracelet.

This month for Homeschool Huddle we welcome former Youth Services Manager Dianne Herzog to share local history with our families. We had 27 patrons attend and after the talk they could make an interactive train craft, a roller coaster, or try out pulling taffy.

Also on-site this month, Theresa welcomed 2 classes from Bloomer preschool and 2 classes from Bloomer Kindergarten. Anna provided 2 storytimes for Heartland Child Development. Total attendance for these on-site storytimes was 129 students and teachers.

Theresa, Chris, Lisa, and Anna provided 56 storytime visits for 970 students and teachers. Themes included monsters, The Three Little Pigs, bats, fall, and bears.

Theresa visited Country House with Bloomer Preschool. She reported that additional family members attended this month because the residents are so happy with the program.

Bridget planned 3 club sessions for the 21st Century Club at Bloomer. Both Lisa and Anna assisted this month. Themes included the Great Chicago Fire, Chernobyl, and the Black Death.

Anna and Cayce provided a scavenger hunt at the City's Costume Night event at Cochran Park. An estimated 900 people participated in the hunt over the course of the evening.

We attended several Trunk-or-Treats this month! Theresa and Anna represented the Library at the Lewis Central PTA event, Chris and Theresa went to the Early Learning Center to connect with families there, and Unity went to the Minden Trunk-or-Treat with Lindsay.

The Imagination Library mailed 1,827 books in September and 53 new children registered for the program.

The 1,000 Books Before Kindergarten program had 3 new registrations and 66 readers participated in the program over the course of the month.

Ali held 4 volunteer orientations this month. She implemented the Teen Central programs: Solve a Murder, Anime Club, Ghost Goo, Scribblers Writing Club, and the Homeschool Huddle Taffy Pull. She also assisted Elisa's adult murder mystery event as an actor.

Nathan researched how to adjust the gaming programming and helped determine the next gaming system we would purchase. Gaming will look different starting in November in Teen Central. Antonia worked with outside partners to communicate the change in point person for the teen snack program and also worked with the teen staff to clear out snacks that didn't follow the current food policy in the library.

Full Fledged Brewing Company hosted a brewery tour for library patrons in anticipation of J. Ryan Stradal's (author of the *The Lager Queen of Minnesota*) visit. As part of the One Small Step grant, Elisa Cruz hosted a Coffee & Conversations around Council Bluffs Memories. Troy Stolp, from the Historical Society of Pottawattamie County, presented *Council Bluffs History: More Than Just the Railroad*. J. Ryan Stradal kicked off the Council Bluffs Public Library Speaker Series sponsored by the Council Bluffs Public Library Foundation and was held at the Arts Center at Iowa Western Community College. Travel writer Megan Bannister presented *Secret Iowa: A Guide to the Weird, Wonderful, and Obscure*. Elisa held a Saturday craft where participants made Wine Cork Pumpkins. The annual Local Author Fair was held on Sunday, October 19. Elisa arranged for *Getting Started on Book Publishing* Q & A session before the Fair started. Elisa hosted *Pan, Café y Leyendas*. The topic of conversation was Day of the Dead. With the help of many staff members playing the various suspects, Elisa hosted a Murder Mystery the night before Halloween.

Thirty-eight individuals met for the three book discussion we held in October.

We had a total of 46 programs (15 general audience programs and 31 adult audience programs) with 494 people attending in person and 52 virtually.

During the month of October as a part of the Reminisce and Visit with the Library grant, Julianne was able to finish delivering CD players and audiobooks to the rest of the three facilities that are

hosting audiobook pocket collections. Facilities reported immediate usage the first day of having them available. Additionally, Elisa and Julianne have been coordinating the first set of programs with these facilities and were able to host a Council Bluffs history-based program at two of the facilities. The third facility will have their program at the beginning of November.

Respectfully compiled and submitted by

Antonia Krupicka-Smith

From reports submitted by

Anna Hartmann (Youth 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+) | Sep-25 | Oct-25 | FY26 TOTALS |
| Number of In-Person Onsite Programs - Total | 21 | 23 | 85 |
| Number of In-Person Onsite Attendance - Total | 202 | 272 | 946 |
| Number of In-Person Offsite Programs - Total | 0 | 4 | 7 |
| Number of In-Person Offsite Attendance - Total | 0 | 99 | 359 |
| Number of Live Virtual Programs | 1 | 0 | 1 |
| Number of Live Virtual Attendance | 20 | 0 | 20 |
| Number of Prerecorded Programs | 3 | 4 | 11 |
| Number of Prerecorded Attendance | 31 | 52 | 102 |
| Number of Proctored Tests | 1 | 6 | 12 |
| GENERAL INTEREST PROGRAMMING | Sep-25 | Oct-25 | FY26 TOTALS |
| Number of In-Person Onsite Programs - Total | 13 | 16 | 51 |
| Number of In-Person Onsite Attendance - Total | 52 | 148 | 355 |
| Number of In-Person Offsite Programs - Total | 8 | 11 | 33 |
| Number of In-Person Offsite Attendance - Total | 582 | 1538 | 2900 |
| Number of Prerecorded Programs | 0 | 0 | 3 |
| Number of Prerecorded Attendance | 0 | 0 | 11 |
| TEEN PROGRAMMING (Targeted age 12-18) | Sep-25 | Oct-25 | FY26 TOTALS |
| Number of In-Person Onsite Programs - Total | 39 | 24 | 126 |
| Number of In-Person Onsite Attendance - Total | 396 | 147 | 1556 |
| Number of In-Person Offsite Programs - Total | 2 | 5 | 8 |
| Number of In-Person Offsite Attendance - Total | 106 | 772 | 1127 |
| Number of Self-Directed Programs | 20 | 0 | 61 |
| Number of Self-Directed Participants | 214 | 0 | 903 |
| YOUTH PROGRAMMING (Targeted age 0-5) | Sep-25 | Oct-25 | FY26 TOTALS |
| Number of In-Person Onsite Programs - Total | 27 | 29 | 63 |
| Number of In-Person Onsite Attendance - Total | 594 | 841 | 1681 |
| Number of In-Person Offsite Programs - Total | 54 | 58 | 120 |
| Number of In-Person Offsite Attendance - Total | 934 | 1586 | 2906 |
| Number of Prerecorded Attendance | 80 | 110 | 289 |
| YOUTH PROGRAMMING (Targeted age 6-11) | Sep-25 | Oct-25 | FY26 TOTALS |
| Number of In-Person Onsite Programs - Total | 9 | 10 | 37 |
| Number of In-Person Onsite Attendance - Total | 247 | 339 | 1223 |
| Number of In-Person Offsite Programs - Total | 6 | 5 | 16 |
| Number of In-Person Offsite Attendance - Total | 61 | 1979 | 2843 |
| Number of Prerecorded Attendance | 13 | 24 | 72 |
| READING PROGRAMS | Sep-25 | Oct-25 | FY26 TOTALS |
| Number Registered Adult Participants | 0 | 0 | 374 |
| Number Registered Teen Participants | 0 | 0 | 153 |
| Number New Registered Youth Participants | 13 | 3 | 974 |
| Number Imagination Library New Registrations | 55 | 53 | 167 |
| Number Imagination Library Books Mailed | 1814 | 1827 | 7298 |
| PATRON DIRECTED ACTIVITIES | Sep-25 | Oct-25 | FY26 TOTALS |
| Coloring Sheets | 38 | 0 | 152 |
| Steam STEM Services | 151 | 437 | 1857 |
| FOOD DISTRIBUTION | Sep-25 | Oct-25 | FY26 TOTALS |
| Total Number Summer Meals Distributed | 0 | 0 | 1640 |
| Total Number Teen Snacks Distributed | 707 | 519 | 2857 |
| Total Number of Teen Meal Bags Distributed | 33 | n/a | 50 |

| FY26 CIRCULATION/RESOURCES/SERVICES STATISTICS | | | |
|--|--------|--------|-------------|
| | Sep-25 | Oct-25 | FY26 TOTALS |
| Accounts | | | |
| New Card Registration | 256 | 1706 | 2468 |
| Building Usage | | | |
| Gate Count/Patron Visits | 17,366 | 18,129 | 73972 |
| Number of Reference Questions | 1446 | 1460 | 6128 |
| Number of Microfilm Rolls Used | 8 | 3 | 12 |
| Number of Meeting Rooms Used | 156 | 173 | 680 |
| Number of Notary Provided | 32 | 51 | 176 |
| Number of Computer Lab Sessions | 2175 | 2256 | 10067 |
| Number of WiFi Sessions | 1565 | 1485 | 6223 |
| Makerspace Room/Tool Usage | 170 | 82 | 449 |
| Number of Incident Reports per Month | 19 | 24 | 75 |
| Number of Bans 1 Week or Longer | 4 | 5 | 13 |
| Circulation | | | |
| TOTAL CIRCULATION | 16602 | 16765 | 74950 |
| Kiosk Checkouts | 49 | 95 | 294 |
| Self Checkouts | 9,392 | 9,482 | 40099 |
| Database Usage | | | |
| Ancestry - Total | 316 | 1412 | 3168 |
| AtoZdatabases | 2859 | 10502 | 13749 |
| Brittanica - Totals | 60 | 235 | 506 |
| Comics Plus | 12 | 19 | 176 |
| Community History Archive (The Council Bluffs Globe) - /view | 1 | 107 | 138 |
| Consumer Reports - Page Views | 136 | 150 | 833 |
| Fire Insurance Maps Online | 94 | 6 | 295 |
| Gale Virtual Reference - Total Retrievals from Usage Summary | 0 | 9 | 16 |
| Hoopla - Total Checkouts | 2630 | 2547 | 10252 |
| Mango Languages | 16 | 10 | 95 |
| Mometrix eLibrary | 26 | 8 | 61 |
| Newsbank - Total | 7664 | 10027 | 33695 |
| Novelist Plus - Total FT + Abstract | 608 | 391 | 1780 |
| Novelist Select - Total Clicks | 43 | 48 | 193 |
| Overdrive - Total Checkouts | 7851 | 8229 | 32499 |
| Patron Point - Emails Sent | 19197 | 19604 | 78662 |
| Patron Point - Emails Read | 5438 | 4682 | 20992 |
| TumbleBooks Library - Content Views | 38 | 52 | 174 |
| Value Line - Downloads | 3142 | | 8383 |
| ILL | | | |
| Total ILL | 362 | 262 | 1285 |
| Kiosk and Vehicle Usage | | | |
| Items Returned to Kiosk | 59 | 30 | 176 |
| Vehicle (Willow) Visits to Kiosk | 7 | 6 | 24 |
| Vehicle (Willow) Usage for Programs or Outreaches | 7 | 14 | 36 |
| Vehicle (Willow) Usage for Staff Support | | 4 | 4 |

| FY25 CIRCULATION/RESOURCES/SERVICES STATISTICS | | | |
|---|--------|--------|-------------|
| | Sep-25 | Oct-25 | FY26 TOTALS |
| Materials | | | |
| Items Added to the Collection | 1188 | 1409 | 4447 |
| Items Removed from the Collection | 570 | 1466 | 3882 |
| Curbside | | | |
| Overall Curbside Deliveries Total | 0 | 1 | 3 |
| Overall Curbside Items Total | 0 | 1 | 8 |
| Homebound | | | |
| Number of Patrons Enrolled | 78 | 79 | 23.9 |
| Number of Homebound Patrons Served | 63 | 68 | 240 |
| Number of Homebound Items Delivered | 299 | 346 | 1186 |
| Number of pocket collections enrolled | 2 | 2 | 8 |
| Number of pocket collections delivered to | 2 | 0 | 4 |
| Number of items delivered to pocket collections | 30 | 0 | 60 |
| Volunteers | | | |
| Number of Volunteers | 40 | 45 | 168 |
| Volunteer Hours | 120.66 | 163 | 631.14 |
| Virtual Usage | | | |
| Website Users | 10000 | 18000 | 46200 |
| Website Sessions | 21000 | 30000 | 94000 |
| Catalog Users | 3800 | 6900 | 19100 |
| Catalog Sessions | 9100 | 12000 | 40400 |
| Library App Users | 583 | 576 | 2450 |
| Library App Sessions | 2517 | 2307 | 10395 |