COUNCIL BLUFFS PUBLIC LIBRARY

BOARD OF TRUSTEES – Monthly Meeting
Library Board Room – Zoom meeting
Wednesday, May 20, 2020

AGENDA

I. Call to Order

II. Approval of Agenda

III. Minutes
   (1) Approval April 15, 2020 Board Meeting

IV. Public Comment – (Five minutes allowed)

V. Correspondence and Announcements

VI. Financial Report and Approval of Bills

VII. Old Business

VIII. New Business
   (1) Review Employee Handbook

IX. Director’s Report

X. Next meeting will be June 17, 2020

This meeting will be a “ZOOM” meeting.

Join Zoom Meeting
https://us04web.zoom.us/j/9990702984?pwd=NWxtnWFKUTVXzdFkyTmV4THJUdD1Zz09

Meeting ID: 999 070 2984
Password: 5uOzRr

Iowa law allows electronic meeting when “there are valid concerns that an in-person meeting is ‘impossible or impractical.’”

- Public access to the conversation of the meeting must be available.
- Proper notice of the meeting must identify the place from which the communication originates or where public access is provided.
Council Bluffs Public Library
Board of Trustees
4-15-20

*Due to COVID-19 safety measures of 6 feet social distancing and library closure, meeting was held via telephone.

Present: Matt Garst (presiding), Leo Martin, Alison Smith, Cindy Keithley, Anne Rohling, Buck Christensen, Kathy Penkert, Stacey Goodman, Jeff Snow, Kathy Rieger:
Director

I. Call to Order
   ● Roll call was taken via telephone
   ● The meeting was called to order at 4:34 by Matt Garst.

II. Approval of Agenda
   ● A motion was made by Anne Rohling, 2nd by Kathy Penkert to approve the agenda for the April 15, 2020 meeting. Passed Unanimously.

II. Minutes
   ● A motion to approve the February minutes, with the amendment of Kathy Penkert being absent, was made by Leo Martin, 2nd by Cindy Keithley. Passed unanimously.

IV. Public Comment
   ● none

V. Correspondence and Announcements
   ● Due to Covid 19 there are no due dates or fines at this time.
   ● Library cards can be acquired over the phone at this time.
VI. Financial Report and Approval of Bills

● A motion to approve the March bills totaling $239,026.93 and $19,301.29 for memorial, totaling $258,328.22 was made by Leo Martin, 2nd by Kathy Penkert. Passed unanimously.

VII. Old Business

● n/a

VIII. New Business

● A motion was made by Cindy Keithley to approve and waive the 2nd and 3rd readings of Policy 1.6 Pamphlets and Brochures, 2nd by Kathy Penkert. Passed unanimously.

● A motion was made by Leo Martin to waive the 2nd and 3rd readings and approve Policy 2.2 Copyright, 2nd by Cindy Keithley. Passed unanimously.

● A motion was made by Leo Martin to waive the 2nd and 3rd readings and approve Policy 2.311-Freedom to View, 2nd by Kathy Penkert. Passed unanimously.

IX. Director's Report

● The employee handbook changes will be sent to the board and will need reviewed by the attorney and Human Resources dept.

● May 7 the new library system should be in place

● Possible return to curbside service or reopening on May 14

X. Trustee Teaching Moment

● Kathy Knott, city Director of Finance, joined by phone to answer some questions about financial reports and approval of bills.

● Due to a decrease in sales tax, additional sources of income may be needed, requests may be submitted to the Library Foundation to provide some of those funds.

● City department heads are looking at charges for services and updating expenditures and revenue

● At this point in time, there will be no cuts to the budget.

XI. Friends of the Library

● No meeting this month

XII. Adjournment

● Meeting was adjourned at 5:17 p.m. Next meeting is May 20, 2020 at 4:30 p.m.
Very disappointed that you have discontinued our ability to check out books. I was told you did it for 2 weeks then canceled. It seemed to me to be an effective and safe way to allow us to access books. I have returned mine and now have no way to get more. Don't know why you would do away with this but not at all happy with your decision.

Diane

Hi Diane,

The health, safety, and well-being of our patrons, staff and community are our highest priority, which is the main reason that we made the difficult decision to stop providing curbside pickup on March 27th. It has been stated that the coronavirus lives actively on paper and cardboard for several hours if not days, and we are unable to guarantee that neither our patrons nor our staff are infected, thus circulating books is not the safest activity to be performing. We are offering downloadable material through our website and are forgiving all late fees for items that patrons are unable to return at this time. We will keep the community posted, through our website, on our plans to reopen our building. I appreciate you contacting me and I am sorry that you are not happy with our decision, but trust that you understand the reasons behind it.

--Kathy

Thank you, Kathy, for such a prompt response. I did not know the data about how long the virus stays on paper so this does make it understandable. I will try e books, I guess!!

I am looking for information about one room county schools houses in Pottawattamie County, specifically, Kemling School. It was located on Pioneer Trail in the extreme south west corner of the county near Macedonia. There was also a small settlement there. Any information on the school, settlement or any photos would be greatly appreciated. My son is working on a 4-H project. Thank you,

Are movies still available for pickup at back door?

Hello, A few nights ago I was cleaning out a storage closet here at our home in Washington state and discovered a YA book called Singer of All Songs by Kate Constable that is marked as property of the Council Bluffs Library. I fear we may have moved this accidentally when we left Iowa in 2018. Is there anyway to find out if we did indeed check it out? There is a black marker line through the bar code, which made me think perhaps we bought it at the library book sale. If it does still belong to the library, please let me know and I will send back to you. I tried to log back into my CB library account, but I can't remember the username or password and don't have any record of those items. My apologies.

Sincerely,

I have 4 movies to return but your drive up return is not working. What do I do?

Hello! I was wondering the library was still checking out books via the Encore website? I placed 3 books on hold earlier this week and have not been notified if the request has been completed and was wondering if I did something wrong on the site. Thank you for your help and I appreciate all that the CBPL is doing during these times!

Hello,

I am a reference librarian at Cedar Falls Public Library. We recently received an invoice for our Newspaper Archive subscription that is significantly higher than what we have paid in the past. Could we get the amount that you pay and when your last invoice was? We are trying to compare to other libraries our size and larger. Thank you!
I'm having problems logging in online. I don't remember my pin and the "forgot pin" prompt isn't popping up. I'd like to put a game on hold to pick up tomorrow but I can't login. Please help.

Hello, I was wondering if we were able to use the library drop box to return books. We are moving out of town next week and still have a couple books checked out! Thank you!

I saw the list of library volunteers in Sunday's Nonpareil. I did not see the loyal dog teams from Love on a Leash listed. I started that visit several years ago, and when Ivy retired, Peg Ord and Ellie took it over. Please include these teams on your annual "thank you," as they are loyal and enthusiastic volunteers.

Is it possible to renew my library membership online? Thank you!

after re-opening, where do i return my book: curbside or return book slot?

Why am I not able to get into my account?

I have checked out a framed art piece. It was due 4/23 and I have been trying to renew online. I am unable to get "my account" to open. Please advise.

Does the library no longer support Consumer Reports in the Databases section of eLibrary? I am not able to sign in to this.

I am having problem accessing the Nonpareil digital archives. Are these still available?

when are you accepting book donations?

Sometime between two or three weeks ago and now RBDigital did an update and now I can't check out audiobooks and get them onto my iPod (I checked out three but can't get them on anymore). App Store, Google Play, and Amazon all have the app but not for computers so I can transfer from a computer to my iPod. I listen to audiobooks while I walk. Sometime back I was able to get Overdrive or OneTouch or something to download so I could get them on my iPod, I can no longer do that. I tried to get a book through Hoopla, can't do that. My phone apparently doesn't have a lot of storage and most of it is taken up with the basics and I don't have space to have several more apps and audiobooks. I don't want to walk around carrying a iPad or Kindle etc. Right now the library is closed and the catalog is down so I can't check out an audiobook or see what there is to ask about. I know my iPod is older, but it works, and don't really want to spend the money for newer to make this work. I'm wondering if you have work arounds or what you are suggesting that doesn't cost quite a bit.

When should we begin returning library materials? Because of sheltering in place, will we have a longer extended grace period?

Thank you for the health guards and for beginning curbside service. When we place a hold, will we be told when to drive by for the materials?

We miss our library friends,

I am unable to log in to the Consumer Reports Site and do not even see the field for my library information. Is there any way to accomplish this log on?
Does the library no longer support Consumer Reports in the Databases section of eLibrary? I am not able to sign in to this.

Hello, I am doing a school project about a non-profit in our community, and I choose your organization. I have a few questions that I couldn't find out online.  
How long have you been a non-profit?  
How many people volunteer annually?  
How old do you have to be to volunteer?  
Thank you in advance!

when you open curb-side pickup again  
will you also be doing ILL ???

Why am I not able to get into my account?

Hello! My name is M H.. I would like to inquire about future job openings when the library opens back up. Thanks!

HI, I was on your website and tried to do search on the Daily Nonpareill. I am looking for a notice on my 3rd great grandfather, Schuyler Waldron. He died in Council Bluffs around 3/9/1901. Thanks

I am unable to login to the website. I have tried several times and it keeps telling me logon failed try again. I thought maybe I needed to register for this so I filled it out. Please don't give me another library card! I will keep the one I have, I know the number by heart. Thanks

I am unable to log into my account. Bar code 25226000714743. Do I have to sign up again with the new system?

The app constantly lags (45 seconds to several minutes per page), fails to load, says that the server or location is unavailable.  
These issues have been happening for at least 2 months

I noticed that you have a new James Patterson book in the catalog under the title ‘Brilliant Lies’ but the picture shows the title to be “1st Case”. Doing some research on James Patterson’s list of books, he DOES NOT have a book out called Brilliant Lies. Is this a possible error?

I’m unable to access my account. I’ve used the system for years and now it says my number is no good.

Hello! I tried logging into my account today and am having trouble. I put in the same username and PIN I’ve always used and it’s not working. I also tried clicking on the ‘forgot my PIN’ and it says it sent me an email, but I received nothing. I also checked my junk and it wasn’t there. Can you help me get logged into my account?

I am looking for information about one room county schools houses in Pottawattamie County, specifically, Kemling School. It was located on Pioneer Trail in the extreme south west corner of the county near Macedonia. There was also a small settlement there. Any information on the school, settlement or any photos would be greatly appreciated. My son is working on a 4-H project. Thank you,
## YEAR-TO-DATE BUDGET REPORT
### APRIL 2020
### EXPENDITURES-SUMMARY

<table>
<thead>
<tr>
<th>Accounts For:</th>
<th>Original</th>
<th>YTD Expend</th>
<th>MTD Expend</th>
<th>Budget Amend</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A14100 601000 SALARIES- REGULAR</strong></td>
<td>1,114,362.00</td>
<td>899,256.51</td>
<td>87,426.63</td>
<td>215,108.49</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 602000 SALARIES- PART TIME</strong></td>
<td>449,611.00</td>
<td>308,349.35</td>
<td>25,523.22</td>
<td>141,261.65</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 606400 PAID TIME OFF</strong></td>
<td>-</td>
<td>1,290.59</td>
<td>-</td>
<td>(1,290.59)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL SALARIES &amp; WAGES</strong></td>
<td>1,563,973.00</td>
<td>1,208,896.45</td>
<td>112,949.85</td>
<td>355,076.55</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 611000 FICA</strong></td>
<td>119,644.00</td>
<td>90,738.45</td>
<td>8,457.42</td>
<td>28,905.55</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 613000 IPERS</strong></td>
<td>147,639.00</td>
<td>113,162.82</td>
<td>10,281.45</td>
<td>34,476.18</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 615000 GROUP INSURANCE</strong></td>
<td>296,004.00</td>
<td>258,789.72</td>
<td>17,368.40</td>
<td>(85,059.00)</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 619930 MILEAGE REIMBURSEMENT</strong></td>
<td>4,000.00</td>
<td>3,636.25</td>
<td>154.79</td>
<td>363.75</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 619950 MISC EMPLOYEE BENEFITS</strong></td>
<td>300.00</td>
<td>-</td>
<td>-</td>
<td>300.00</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EMPLOYEE BENEFITS</strong></td>
<td>567,587.00</td>
<td>466,327.24</td>
<td>36,262.06</td>
<td>101,259.76</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 621000 DUES-MEMBER-SUBSC</strong></td>
<td>3,000.00</td>
<td>1,209.00</td>
<td>-</td>
<td>1,791.00</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 623000 TRAINING EXPENSE</strong></td>
<td>1,000.00</td>
<td>367.00</td>
<td>-</td>
<td>633.00</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 623010 TRAVEL &amp; MEAL EXPENSE</strong></td>
<td>6,000.00</td>
<td>3,821.90</td>
<td>(130.00)</td>
<td>2,178.10</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL STAFF DEVELOPMENT</strong></td>
<td>10,000.00</td>
<td>5,397.10</td>
<td>(130.00)</td>
<td>4,602.10</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 631000 BUILDING MAINT &amp; REPAIR</strong></td>
<td>4,000.00</td>
<td>64,429.94</td>
<td>6,486.50</td>
<td>(60,429.94)</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 637110 UTILITIES-GAS</strong></td>
<td>20,000.00</td>
<td>8,504.31</td>
<td>791.35</td>
<td>11,495.69</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 637120 UTILITIES-ELECTRIC</strong></td>
<td>65,000.00</td>
<td>52,483.53</td>
<td>3,749.68</td>
<td>12,516.47</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 637210 REFUSE COLLECTION</strong></td>
<td>1,200.00</td>
<td>850.00</td>
<td>85.00</td>
<td>350.00</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 637400 UTILITIES-WATER</strong></td>
<td>2,200.00</td>
<td>1,712.69</td>
<td>77.02</td>
<td>487.31</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 639910 GROUNDS MAINT &amp; REPAIR</strong></td>
<td>92,000.00</td>
<td>450.00</td>
<td>-</td>
<td>91,550.00</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL REPAIRS, MAINT,UTIL</strong></td>
<td>184,400.00</td>
<td>128,430.47</td>
<td>11,189.55</td>
<td>55,969.53</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 640200 ADVERTISING EXPENSE</strong></td>
<td>3,000.00</td>
<td>3,153.69</td>
<td>67.63</td>
<td>(153.69)</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 640300 TECHNOLOGY SERVICES</strong></td>
<td>173,000.00</td>
<td>225,518.24</td>
<td>3,597.55</td>
<td>(52,518.24)</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 640400 BILLING &amp; COLLECTIONS FEES</strong></td>
<td>2,000.00</td>
<td>1,120.66</td>
<td>81.53</td>
<td>879.34</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 641000 OTHER CNTRACTAL SRVCS</strong></td>
<td>1,000.00</td>
<td>864.00</td>
<td>144.00</td>
<td>136.00</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 641410 PRINTING BUNDING</strong></td>
<td>800.00</td>
<td>347.65</td>
<td>-</td>
<td>452.35</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 649000 MISC CONTRACT</strong></td>
<td>-</td>
<td>51.50</td>
<td>-</td>
<td>(51.50)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CONTRACTUAL SERVS</strong></td>
<td>179,800.00</td>
<td>231,004.24</td>
<td>3,890.71</td>
<td>(51,255.74)</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 650200 FICTION &amp; LARGE PRINT</strong></td>
<td>37,000.00</td>
<td>31,471.68</td>
<td>2,156.75</td>
<td>5,528.32</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 650210 PERIODICALS</strong></td>
<td>10,000.00</td>
<td>3,032.64</td>
<td>-</td>
<td>6,967.36</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 650211 AUDIO BOOKS</strong></td>
<td>22,000.00</td>
<td>16,261.18</td>
<td>-</td>
<td>5,738.82</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 650212 DVDS</strong></td>
<td>48,000.00</td>
<td>29,334.23</td>
<td>19.97</td>
<td>18,665.77</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 650213 MUSIC CDs</strong></td>
<td>6,000.00</td>
<td>2,657.98</td>
<td>-</td>
<td>3,342.02</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 650214 REFERENCE</strong></td>
<td>5,000.00</td>
<td>1,163.90</td>
<td>-</td>
<td>3,836.10</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 650215 DATABASES</strong></td>
<td>72,000.00</td>
<td>77,955.18</td>
<td>1,250.85</td>
<td>(5,955.18)</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 650216 YOUNG ADULT</strong></td>
<td>16,000.00</td>
<td>13,913.18</td>
<td>689.33</td>
<td>2,086.82</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 650217 VIDEO GAMES</strong></td>
<td>8,000.00</td>
<td>4,446.10</td>
<td>-</td>
<td>3,553.90</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 650218 E BOOKS</strong></td>
<td>29,000.00</td>
<td>29,195.75</td>
<td>10,700.97</td>
<td>(195.75)</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 650219 NON-FICTION</strong></td>
<td>21,000.00</td>
<td>17,224.58</td>
<td>794.38</td>
<td>3,775.42</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 650220 KIDS BOOKS</strong></td>
<td>30,000.00</td>
<td>23,381.23</td>
<td>2,001.00</td>
<td>6,618.77</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 650221 SPANISH COLLECTIN</strong></td>
<td>2,400.00</td>
<td>1,421.73</td>
<td>39.99</td>
<td>978.27</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 650600 OFFICE SUPPLIES</strong></td>
<td>10,000.00</td>
<td>5,112.28</td>
<td>78.42</td>
<td>4,887.72</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 650750 OPERATING SUPPLIES</strong></td>
<td>10,000.00</td>
<td>12,567.35</td>
<td>89.91</td>
<td>(2,567.35)</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 650810 POSTAGE &amp; FREIGHT</strong></td>
<td>12,000.00</td>
<td>12,745.65</td>
<td>604.29</td>
<td>(745.65)</td>
<td></td>
</tr>
<tr>
<td><strong>A14100 672505 HARDWARE/SOFTWARE</strong></td>
<td>11,000.00</td>
<td>19,842.76</td>
<td>108.00</td>
<td>(8,942.76)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL LIBRARY</strong></td>
<td>349,400.00</td>
<td>301,727.40</td>
<td>18,533.86</td>
<td>47,672.60</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL COMMODITIES</strong></td>
<td>2,855,160.00</td>
<td>2,341,783.70</td>
<td>182,696.03</td>
<td>513,324.80</td>
<td></td>
</tr>
</tbody>
</table>
April was National Volunteer Month!

April 19 to 25 was National Volunteer Week, an occasion to recognize and thank the people who freely contribute their time and expertise to our nation’s communities and charitable organizations. Though there are many reasons to donate your time, every individual has their own motivations for doing so. Here are some great reasons to be a volunteer.

TO MAKE A DIFFERENCE Many people are motivated by a desire to make an impact on the world. Whether they volunteer at home or abroad, with people, animals or the environment, they’re driven by passion and want to make a difference.

TO GIVE BACK Those who grew up in homes that relied on food banks or who got through a serious illness thanks to the help of a charitable organization often give back when they’re no longer in need.

TO GAIN EXPERIENCE Volunteering is a wonderful way for young people to gain valuable work experience that will help them in their future careers. They can learn new skills, enhance those they already have and make important personal connections with future employers.

TO MEET NEW PEOPLE Retirees and those who relocate to a new city often volunteer to make social connections. Their work allows them to form ties with their community and make friends with similar passions.

Our Thanks to Everyone!

Josephine Albers  Francis Clark  Otto Fox  Jonah Koesters
Teri Allen-Ondracek Dave Clayton  Matt Garst  Steve Krohn
Margie Argotsinger Jan Clayton  Katrena Gibson  Kenzie Kuhiman
Sarah Arnold Amanda Crone  Elizabeth Gonzalez  Leila Lambert
Brett Aubry  Rebecca Crouch  Stacey Goodman  Alex Lang
Deb Barelos  Iris Cunningham  Ruth Hamann  Toni LeMaster
Angela Barry  Jeremiah Danielsen  Eric Hamilton  Love on a Leash
Jennifer Benson  Forrest Dew  Brett Hansen  Ed Lynn
Shelley Bishop  Anthony Diaz-Gomez  Karen Hardman  Linda Mahar
Darlene Boehnke  Giselle Diaz  Dixie Hendricks  Anne Marfisi
Karen Bonham  Tami Doll  Anthony Henry  Rachel Marnach
Erica Bracker  Nate Dollen  Cheryl Holloway  Leo Martin
Sara Brannan  Mary Ertie  Karen Holmes  Theresa Martin
William Brookhart  Ashley Escobar  Ricky Hough  Brandon Martinez-Rico
Kylee Buckles  Elizabeth Escobar  Kate Humphreys  Rolando Martinez-Rico
Abigail Burke  Henry Escobar  Elizabeth Hunter  Kylee Marzullo
Barb Burns  Catey Falknor  Abby Jares  Nawal Mbura
Karen Burns  Cristal Falknor  Jessica Johanns  Lucas McDaniel
Brian Cady  Chaz Ferris  Erin Johnson  Emily Meador
Kevin Calhoun  Dermot Ferry  Cindi Keithley  Aleta Milburn
Jim Campbell  Margery Fiendhold  Linda Knell  Crystal Morales
Nona Chase  Leon Finney  Rilee Kindred  Kandice Myers
Buck Christensen  Cordie Fisher  Mary Ann Knott
Facility:
- The carpeting throughout the library was cleaned. Windows were washed. We have gone out with an RFP for janitorial service.

Staff:
- Emily Smith was able to obtain a full time job and left the library on March 16th. Daley Porter accepted a FT job in Reference.
- Bridgette Smith was hired in Teen Central.

Collections and Services:
- Curbside service from March 18—the 27th, and then put on hold. Anna Hartmann continues to show Story Time YouTube videos through our Facebook page. Migrated to a new catalog system. All staff was trained.

An insane amount of holds were at the ready for Curbside Pick-up on May 14th!
<table>
<thead>
<tr>
<th>Location</th>
<th>Apr-20</th>
<th>Apr-19</th>
<th>Apr-20</th>
<th>Apr-19</th>
<th>Apr-20</th>
<th>Apr-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books on CD</td>
<td>28</td>
<td>870</td>
<td>5</td>
<td>385</td>
<td>587</td>
<td>883</td>
</tr>
<tr>
<td>Books On CD - YA</td>
<td>1</td>
<td>11</td>
<td>5</td>
<td>143</td>
<td>0</td>
<td>2,159</td>
</tr>
<tr>
<td>Books on CD - NEW</td>
<td>0</td>
<td>248</td>
<td>0</td>
<td>70</td>
<td>727</td>
<td>2,137</td>
</tr>
<tr>
<td>Books on CD - YOUTH</td>
<td>4</td>
<td>37</td>
<td>0</td>
<td>11</td>
<td>0</td>
<td>288</td>
</tr>
<tr>
<td>Art Prints</td>
<td>1</td>
<td>11</td>
<td>0</td>
<td>10</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Board Games</td>
<td>0</td>
<td>14</td>
<td>0</td>
<td>9</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cake Pans</td>
<td>0</td>
<td>8</td>
<td>0</td>
<td>7</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Compact Disc</td>
<td>9</td>
<td>990</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>DVD</td>
<td>178</td>
<td>8209</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fiction</td>
<td>113</td>
<td>2593</td>
<td>40</td>
<td>671</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Fiction</td>
<td>67</td>
<td>1205</td>
<td>9</td>
<td>108</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Book Club Collection</td>
<td>75</td>
<td>94</td>
<td>5</td>
<td>28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Video Games</td>
<td>33</td>
<td>341</td>
<td>27</td>
<td>150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graphic Novels</td>
<td>7</td>
<td>23</td>
<td>5</td>
<td>978</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Graphic Novels</td>
<td>1</td>
<td>31</td>
<td>4</td>
<td>395</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Iowa Collection</td>
<td>0</td>
<td>9</td>
<td>0</td>
<td>586</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Iowa Reference</td>
<td>0</td>
<td>23</td>
<td>4</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ILL</td>
<td>7</td>
<td>501</td>
<td>114</td>
<td>629</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large Print Fiction</td>
<td>17</td>
<td>379</td>
<td>62</td>
<td>1850</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Large Print Fiction</td>
<td>4</td>
<td>48</td>
<td>0</td>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large Print Non-Fiction</td>
<td>0</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Large Print Non-Fiction</td>
<td>0</td>
<td>501</td>
<td>114</td>
<td>629</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Magazines</td>
<td>50</td>
<td>14</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Young Adult Magazines</td>
<td>0</td>
<td>38</td>
<td>0</td>
<td>17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth Magazines</td>
<td>0</td>
<td>6</td>
<td>1</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manga</td>
<td>6</td>
<td>659</td>
<td>1</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Fiction</td>
<td>204</td>
<td>2623</td>
<td>1117</td>
<td>29781</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Non-Fiction</td>
<td>22</td>
<td>0</td>
<td>0</td>
<td>603</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass-Fontenelle Park</td>
<td>10</td>
<td>0</td>
<td>291</td>
<td>4449</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass-Heartland BCycle</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass-Lauritzen Gardens</td>
<td>0</td>
<td>286</td>
<td>194</td>
<td>1781</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio-Visual</td>
<td>220</td>
<td>10365</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Video Games</td>
<td>33</td>
<td>725</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Kathy Rieger

From: Mindy McCollough <mmccollough@councilbluffslibrary.org>
Sent: Monday, May 18, 2020 10:11 AM
To: Kathy Rieger; Ben Johnson
Subject: updated April 2020 database stats

Added Value Line

<table>
<thead>
<tr>
<th>Resource</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ancestry.com</td>
<td>3,630</td>
</tr>
<tr>
<td>Auto Repair - Chilton</td>
<td>26</td>
</tr>
<tr>
<td>Brainfuse</td>
<td>79</td>
</tr>
<tr>
<td>Britannica/Webster's</td>
<td>74</td>
</tr>
<tr>
<td>Consumer Reports</td>
<td>67</td>
</tr>
<tr>
<td>Credo Reference</td>
<td>8</td>
</tr>
<tr>
<td>Digital Sanborn</td>
<td>31</td>
</tr>
<tr>
<td>Gale</td>
<td>203</td>
</tr>
<tr>
<td>Hoopla</td>
<td>818</td>
</tr>
<tr>
<td>lynda.com</td>
<td>53</td>
</tr>
<tr>
<td>Newsbank</td>
<td>6,886</td>
</tr>
<tr>
<td>NewspaperARCHIVE</td>
<td>344</td>
</tr>
<tr>
<td>Novelist Plus</td>
<td>98</td>
</tr>
<tr>
<td>Novelist Select</td>
<td>61</td>
</tr>
<tr>
<td>Overdrive</td>
<td>6,456</td>
</tr>
<tr>
<td>RBDigital Audiobooks</td>
<td>476</td>
</tr>
<tr>
<td>ReferenceUSA</td>
<td>46</td>
</tr>
<tr>
<td>SelectReads</td>
<td>8,692</td>
</tr>
<tr>
<td>Transparent Language</td>
<td>362</td>
</tr>
<tr>
<td>Value Line</td>
<td>1,432</td>
</tr>
<tr>
<td>Zinio</td>
<td>312</td>
</tr>
</tbody>
</table>

**Total** 30,154

--
Mindy McCollough
Reference Department
Council Bluffs Public Library
712-323-7553, ext. 132
### Council Bluffs Public Library - April Highlights

<table>
<thead>
<tr>
<th></th>
<th>April-2020</th>
<th>March-2020</th>
<th>April-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Session Count</td>
<td>304</td>
<td>1687</td>
<td>-</td>
</tr>
<tr>
<td>Total Visits</td>
<td>249</td>
<td>1495</td>
<td>-</td>
</tr>
<tr>
<td>Unique Visitors</td>
<td>63</td>
<td>803</td>
<td>-</td>
</tr>
</tbody>
</table>

Login Now to view additional insights

### Effects of COVID-19 on Public Library WiFi Use

98% of public libraries are closed to the public, and 81% are leaving their WiFi available to the public. WiFi analytics is showing the continued use of library public WiFi despite the closure. [read more](https://www.whofi.com)
Programming and Outreach

Volunteers

Other

72 individuals applied for a digital library card between April 1st and March 30th.

Respectfully Submitted,
Andrew Bouska
Circulation Manager
Virtual Library Programming

Senior Book Discussions – 1 session – 4 total

* Hosted a ZOOM book discussion due to Senior Facility Lockdowns

My first ZOOM experience – forgot to have the Primrose Senior Center have someone designated as “keep the screen alive volunteer” so we lost visual a few times. This was my “learning curve” experience. It was fun to see their faces, even if they hadn’t all read the book.

Big Read /Overdrive – “Funny You Don’t Look Autistic” by Michael McCreary (Feb 19-March 4) – 33 Downloads

Online tools – Promoted via Facebook to our 5023 contacts –

Ancestry.com – 239 engagements

Ancestry gave us permission to open our library account to the community free due to the COVID restrictions.

Stall Catchers / SciStarter – 54 engagements

April was Citizen Science Month. We invited our community to accept a challenge to assist in a national study for Alzheimer’s by watching vessel movie clips.

Tai Chi with Ruth - 14 engagements

We got permission to continue our Tai Chi experience with Ruth via her Facebook page, so linked our Facebook site with hers. She has 41 members from the community engaging in Tai Chi with her.

All Adult Library Programs were canceled for the month due to COVID-19

BOOK DISCUSSIONS – 5 groups – total attended Canceled

COMPUTER CLASSES -- Computer Classes and Makerspace Focus Weeks – total attended Canceled

SPECIAL PROGRAMMING IN THE LIBRARY

Adult Board Games – 2 session – total Canceled

Coloring Club – 1 session – total Canceled

Saturday Matinee / – 1 session – total Canceled

746 Needlework Club – 2 session – total Canceled

Sensory Crafting for the Blind - 1 session – total Canceled

Actividad Familiar: – 1 session – total Canceled

Legal Aid by Appointment (collaboration with IA Legal Aid) – 1 session – total Canceled

*Stan Sibley as John Y Stone/Civil War Soldier – 1 session – total Postponed

*Kathy Wilson presents “The Vote is the Emblem of our Equality 1 session – total Postponed to August

*Dan Kaercher presents “Iowa’s Hidden Treasures” 1 session – total Postponed to August

Tai Chi for Health – 4 session – total Canceled

People’s Law School Live-Stream: Limited Scope Legal Services – 1 session – total Canceled

How to: Garden for Wildlife presented by Earl Hailberg/County Extension Office – 1 session – total Canceled

Gaming for Grownups – 1 session – total Canceled

ARTrageous / Tree in Moonlight – 1 session – total Canceled

Open Mic Poetry Night – 1 session – total Canceled

Legal Aid/Landlords & Tenant Law Basics (collaboration with IA Legal Aid) – 1 session – total Canceled

Pinterest’d in Wind Catchers Upcycled – 1 session – total Canceled

TOTAL PROGRAMS: 4
TOTAL ATTENDANCE: 344 Virtual Participants

Respectfully submitted,  Marlys Lien -- Adult Programming Librarian
*This report reflects work done during our closure due to the Covid-19 Pandemic.*

**Teen Central Reference Interactions**
Teen Staff answered 45 reference questions via email, Zoom book club meetings with patrons, Facebook questions, and phone calls.

**Programming**
Teen Central served 273 patrons through virtual interactions while social distancing during April.

**Outreach and Literacy Enrichment**
Book Feast was held via Zoom meetings in cooperation with Lewis Central Middle School. A total of 26 people attended two meetings.

A presentation on the functions of modern libraries as they apply to the design of library buildings was given by Jamie (me) to the 3rd year architechtural students at the University of Nebraska at Lincoln via Zoom meetings. Thirty seven students were in attendance.

**Misc.**

We will be welcoming Bridgette Smith to the Teen Services Staff beginning May 18th. Bridgette will be helping with curbside delivery when she is not training for her duties in Teen Central.

While we were closed, the Teen Central Staff has been working on some much-desired professional development. Some have been monitoring social media, posting about ways to access digital collections and keeping the library in the minds of the public. We’ve created four tutorials on various tools to use to access our digital collection resulting in 155 views.

Teen staff members have been training on the new Beanstack summer reading online platform. They have been preparing for future programs throughout the upcoming year. There is some work going on preparing digital escape rooms and exploring options for other digital programs that will allow us to interact with the teens in our community. The digital divide is a considerable concern during this time as reliable internet connection is not always an option for many of our teens. It is our hope to continue to find ways to serve the community while we must remain closed.

Respectfully Submitted,
Jamie Ruppert
Teen Services Manager
VIRTUAL STORYTIME VIDEOS
- There were 11 videos produced and posted this month with 637 unique views.
- During the month of April, there were 227 unique views on the videos posted in March.
- For the full playlist at the end of April, each video has reached an average of 58 unique viewers.

COLLECTION PROJECTS
- We finished weeding the fiction collection, including cleaning shelves.
- Series markers have been fully updated in the fiction collection to help patrons more easily locate series books.
- We began a project to number series books so that patrons can easily determine which book comes next in the series. This will also make re-shelving series titles easier.
- Anna has continued to evaluate reviews for collection building and used some Youth-designated memorial money to add more juvenile ebooks to OverDrive/Libby.
- Lisa has been working on developing a new math skills story bag.

PROGRAM PLANNING
- We finished redeveloping the summer reading program and getting it loaded onto Beanstack so that patrons can fully participate through the web or the Beanstack app.
- All performers for the summer have been canceled. Those that were able to have been rescheduled for summer 2021.
- Summer programs have been redubbed “UNlike Any Other Summer.” We have come up with weekly activity challenges that can be done at home. When appropriate, we will provide supplies for pick-up but most activities can be done with what families already have at home. We’ll be encouraging patrons to share photos via our newly created CBPL Youth Department Facebook group. In an effort to create a community feel, we’ll also be challenging local groups and businesses to get involved. After talking with some kids we know, we felt like focus on community is the goal right now. We are also creating a Kindness Club. The summer project will be creating art and letters for us to deliver to care facilities. We’ll be starting with Amelia House and adding other facilities if volume requires it.
- We have redesigned the calendar for June and re-done all of the publicity for the summer.
- We have coordinated with the school district so that the Library can still serve as a summer meal site. Grab-and-Go meals will be available for children and accompanying adults from the book drop lane through the month of June. We have to wait to hear what will happen in July.

MISCELLANEOUS
- Theresa has shifted from bulletin board design to window design—decorating the Youth Department window that faces 4th Street.
- Chris and Theresa have been coordinating with their partners for the Intergenerational Storytimes to deliver art work and pictures of the kids to Heritage at Fox Run and Country House. A poster highlighting the year will be distributed to both residents and students.
- Chris and Theresa have made contact with the teachers from their outreach sites to share some videos that they have made specifically for their students.
What I liked best about Country House

Chandler-riding the bus to get there
Grace-at the end when we gave hugs
Alexandra—we made the train for them
Tylandalynn—the people reading stories to us
Zynzeda—singing the good bye song with the people that live there
Nikolai—when we got there and said hi to our friends
Mason—reading books
Amira—giving high fives and hugs
Preslee—reading the Batman book
Isabella—taking the hot air balloons to them
Anthony—my friends, having fun
Jaxon—Mrs. DeWitt reading stories
Noah—reading books
Kaisen—riding the bus

Mrs. Moore, Mrs. Evans, Mrs. DeWitt—the SMILES, the LAUGHTER, and the EXCITEMENT of being at Country House!