



**COUNCIL BLUFFS
Public Library**

**Council Bluffs Public Library
Board of Trustee – Monthly meeting
Library Board of Trustee Room
Wednesday, March 20, 2024 4:30 p.m.**

AGENDA

- I. Call to order**
- II. Approval of Agenda**
 - (1) Approval of Minutes for February 21, 2024 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) Emergency Manual Section 1: Building Procedures**
 - i. Evacuation Procedures Updated**
 - (2) Emergency Manual Section 3: People Situations**
 - i. Lost Person**
 - (3) Emergency Manual Section 4: Natural Disasters**
 - (4) Emergency Manual Section 5: Threats**
 - (5) Policy 3.8 Animals in the Library (reaffirm)**
 - (6) Policy 3.5 Youth Services Patron Use (Amended)**
- VIII. Friends of the Library-Volunteer Training**
- IX. Director's Report**

Discover it here

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

- X. **Trustee Teaching Moment – Teen Snack Pilot**
- XI. **Next meeting – April 17, 2024 – 4:30 p.m.**



**COUNCIL BLUFFS
Public Library**

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

Council Bluffs Public Library
Board of Trustees
February 21, 2024
4:30 PM

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

I. Call to Order

- The meeting was called to order at 4:32 PM by Jared Tripp.

II. Approval of Agenda and Minutes

- A motion was made by John Erixon to approve the agenda. Second was made by Abby Jares. Passed unanimously.
- A motion was made by John Erixon to approve the February minutes. Second made by Ron Frascht.

III. Public Comment- none. A UNO practicum student was in attendance.

IV. Correspondence and Announcements

V. Financial Report and Approval of Bills

Leo Martin made a motion to approve \$ 229,578.68 for general fund,
\$17,490.19 for memorial fund,
and \$ 3,956.00 for projects fund for a total of \$251,024.87.
Second was made by John Erixon. Passed unanimously.

VI. Old Business- none

VII. New Business

1. Emergency Manuael Section 2: Procedure Flood and Water Damage. A motion was made by Leo to approve, second by Stacey Goodman.
2. Emergency Manuael Section 3: People Situations. A motion was made by Stacey Goodman, second by Abby Jares.

VIII. Friends of the Library

For upcoming meetings, a member from the Board of Trustees will be in attendance.
Antonia shared the schedule.

IX. Director's Report

- One Community Reads Program kicks off March 9.
- All second and sixth graders in the city except Heartland Christian students are participating.
- Teen Center floor is done.
- The Automatic Materials Handler has been installed.
- The kiosk will be installed before June.
- The library app will be reinstated.
- The library staff completed a dementia friendly organization training with weekly follow-up training.
- There are three potential bills that could impact libraries.
- Antonia won an award, Impact CB Young Professional of the Year!

X. Teaching Moment:

An eye opening tour of the new automatic materials handler and Teen Central.

XI. Adjournment

- The meeting was adjourned at 5:29 PM. Ron Frascht made a motion, seconded by Stacey Goodman. The next meeting will be held on March 20, 2024 at 4:30 PM.

Community Correspondence

February 2024

Comments:

Publicity:

The Daily Nonpareil

The Daily Nonpareil – Saturday, February 3, 2024, A1-A2: An article covers a group meeting at the library to discuss delays at railroad crossings.

Rohwer, Tim. "Delays at railroad crossings become focus of meeting." *The Daily Nonpareil*, 3 Feb. 2024, p. A1-A2. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aasid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWNB-196F84F4F2926248%25402460344-196F84FDAD1F8B94%25400. Accessed 6 Feb. 2024.

The Daily Nonpareil – Tuesday, February 6, 2024, A1-A2: An article covers the "Enemy in the Heartland: Axis POWs in Iowa - 1943-1946" presented by Simpson College assistant history professor, Chad William Timm, at the library on Thursday, February 1, 2024.

Rohwer, Tim. "'Enemy in the heartland': Iowa had POW camps." *The Daily Nonpareil*, 6 Feb. 2024, p. A1-A2. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aasid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWNB-197081EF28984791%25402460347-197081F8AC8F2957%25400. Accessed 6 Feb. 2024.

The Daily Nonpareil (online) – Friday, February 2, 2024: An article covers a group meeting at the library to discuss delays at railroad crossings.

Rohwer, Tim. "Concerned citizens meet to discuss trains blocking traffic at railroad crossings." *The Daily Nonpareil*, https://nonpareilonline.com/news/local/meeting-held-to-discuss-lengthy-delays-at-railroad-crossings/article_6d1625e2-c154-11ee-b047-5b777e318584.html. Accessed 6 Feb. 2024.

The Daily Nonpareil (online) – Monday, February 5, 2024: An article covers the "Enemy in the Heartland: Axis POWs in Iowa – 1943–1946" presented by Simpson College assistant history professor, Chad William Timm, at the library on Thursday, February 1, 2024.

Rohwer, Tim. "World War II prisoners of war were put to work in fields in Clarinda, Algona." *The Daily Nonpareil*, https://nonpareilonline.com/news/local/clarinda-algona-iowa-home-to-pow-camps-during-world-war-ii/article_f16b9496-c20b-11ee-b1a8-a3971eeb55d5.html. Accessed 6 Feb. 2024.

The Daily Nonpareil – Friday, February 9, 2024, A1–A2: An article covers the proposed bill that would give city councils more authority over public libraries.

Murphy, Erin. "Bill follows Pella defeat: Library bill seeks to bypass voters." *The Daily Nonpareil*, 9 Feb. 2024, p. A1–A2. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWNB-19718DDC643719F4%25402460350-19718DDD5244A753%25400. Accessed 13 Feb. 2024.

The Daily Nonpareil – Saturday, February 10, 2024, A5: An article covers the proposed bill that would give city councils more authority over public libraries.

Murphy, Erin. "Speakers decry bill they say politicizes libraries." *The Daily Nonpareil*, 10 Feb. 2024, p. A5. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWNB-19718DC66B0738F1%25402460351-1972CDB48FAB08B5%25404. Accessed 13 Feb. 2024.

The Daily Nonpareil (online) – Thursday, February 8, 2024: An article announces that the library closed on Thursday, February 8 due to a nearby water main break.

Golbitz, David. "Library closed Thursday due to water main break." *The Daily Nonpareil*, https://nonpareilonline.com/news/local/council-bluffs-library-closed-thursday-due-to-water-main-break/article_1e0b009e-c6bd-11ee-9a1a-d3a4629cff83.html. Accessed 13 Feb. 2024.

The Daily Nonpareil – Thursday, February 15, 2024, A8: An article Senator Grassley's local office hours at the Council Bluffs Public Library on Tuesday, February 27 from 10:30 a.m. to 11:30 a.m.

"Grassley staff plans local office hour." *The Daily Nonpareil*, 15 Feb. 2024, p. A8. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58B

Rohwer, Tim. "Council Bluffs Public Library to promote the many uses of water in daily life." *The Daily Nonpareil*, https://nonpareilonline.com/news/local/council-bluffs-public-library-to-promote-uses-of-water/article_218a0ffc-cb87-11ee-9a84-87ac85169c2f.html. Accessed 20 Feb. 2024.

The Daily Nonpareil (online) – Friday, February 16, 2024: An article promotes an author visit from Hank Kohler to discuss his book, *One4water*, and his adventures and ecological concerns on the Mississippi River.

"Learn about Mississippi River adventures from Ames author." *The Daily Nonpareil*, https://nonpareilonline.com/news/local/learn-about-mississippi-river-adventures-from-ames-author/article_1b1bbc0c-cc3f-11ee-8f04-53bc2b0719e8.html. Accessed 20 Feb. 2024.

The Daily Nonpareil (online) – Saturday, February 17, 2024: An opinion piece from the Daily Nonpareil staff again mentions Our Community Reads 2024 and Water Fest on March 9. It also mentions the grant from Iowa West Foundation and support from Raise Me to Read through Family, Inc. helped to ensure that "every second grader in Council Bluffs will get the book *Ocean! Waves for All* while every sixth grader will receive the book *Sunny Makes a Splash* during the author visits."

"OUR VIEW: Program makes big splash with free kids books." *The Daily Nonpareil*, https://nonpareilonline.com/opinion/editorial/council-bluffs-nonpareil-editorial-staff-opinion-our-view-local-issues-pottawattamie-iowa/article_Oe1f6e90-cd1b-11ee-8f20-9b23afa59301.html. Accessed 20 Feb. 2024.

The Daily Nonpareil (online) – Monday, February 19, 2024: An article promotes the last author in the Council Bluffs Public Library Speaker Series, Wil Haygood. The presentation will occur on Thursday, February 29 starting at 7 p.m.

"Bestselling author Wil Haygood to be final installment in library speaker series." *The Daily Nonpareil*, https://nonpareilonline.com/news/local/bestselling-author-wil-haygood-to-be-final-installment-in-library-speaker-series/article_7105527c-cec4-11ee-9121-6b576f580a85.html. Accessed 20 Feb. 2024.

The Daily Nonpareil – Thursday, February 22, 2024, A3: An article promotes an author visit from Hank Kohler on Thursday, March 7 at 6:30 p.m. Kohler will discuss his book, *One4Water*, talk about his 64 day canoe trip to the Gulf of Mexico, and highlight how he has raised money for conservation education projects for the Mississippi River.

"Kohler to kick off Our Community Reads." *The Daily Nonpareil*, 22 Feb. 2024, p. A3. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aasid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv

[2%253A16EB97841937DF20%2540AWNB-197570AE58EDECDF%25402460363-1975C51A60C60930%25402](https://www.newspaperarchive.com/1975-02-22/daily-nonpareil-1975c51a60c60930%25402). Accessed 27 Feb. 2024.

The Daily Nonpareil – Thursday, February 22, 2024, A3: An article promotes an author visit from Wil Haygood. He will be the last author in the Council Bluffs Public Library 2023–24 Speaker Series. It will occur on February 29 at 7 p.m. at The Arts Center at Iowa Western Community College.

"Haygood last speaker in library series." *The Daily Nonpareil*, 22 Feb. 2024, p. A3. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWNB-197570AE58EDECDF%25402460363-1975C51A60C60930%25402. Accessed 27 Feb. 2024.

The Daily Nonpareil – Thursday, February 22, 2024, A7: There is an ad for Wil Haygood's author visit for the Council Bluffs Public Library 2023–24 Speaker Series.

"Council Bluffs Public Library Speaker Series: An evening with Wil Haygood." *The Daily Nonpareil*, 22 Feb. 2024, p. A7. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWNB-197570AE58EDECDF%25402460363-1975C51251D56793%25406. Accessed 27 Feb. 2024.

The Daily Nonpareil – Saturday, February 24, 2024, A3: There is an ad for Wil Haygood's author visit for the Council Bluffs Public Library 2023–24 Speaker Series.

"Council Bluffs Public Library Speaker Series: An evening with Wil Haygood." *The Daily Nonpareil*, 24 Feb. 2024, p. A3. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWNB-1976197466726CA1%25402460365-19771696D215C725%25402. Accessed 27 Feb. 2024.

The Daily Nonpareil – Tuesday, February 27, 2024, A7: There is an ad for Wil Haygood's author visit for the Council Bluffs Public Library 2023–24 Speaker Series.

"Council Bluffs Public Library Speaker Series: An evening with Wil Haygood." *The Daily Nonpareil*, 27 Feb. 2024, p. A7. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWNB-1976197466726CA1%25402460365-19771696D215C725%25402.

[2%253A16EB97841937DF20%2540AWNB-19766DD2E34875CA%25402460368-19776B0A418E9A08%25406](https://www.dailynonpareil.com/2024/02/29/women-who-changed-the-world-program/). Accessed 27 Feb. 2024.

The Daily Nonpareil – Thursday, February 29, 2024, A3: An article promotes the "Women Who Changed the World" program presented by Pippa White. In observance of Women's History Month, this program will highlight the "contributions of women...from health care to child labor to education to scientific discovery and politics." It is being held at 6:30 p.m. on Monday, March 11.

"Digest: Library plans 'Women Who Changed the World.'" *The Daily Nonpareil*, 29 Feb. 2024, p. A3. NewsBank: America's News – Historical and Current, https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aasid/infoweb.newsbank.com&svc_dat=AMNEWS&req_dat=OE8BFEF18FBD58BE&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Aimage%252Fv2%253A16EB97841937DF20%2540AWNB-1977BF5A2CDD20D0%25402460370-197813C08AC2F03B%25402. Accessed 5 Mar. 2024.

The Daily Nonpareil (online) – Thursday, February 29, 2024: An online article promotes Water Fest and the beginning of Our Community Reads 2024 on Saturday, March 9, 2024 from 11:30 a.m. to 2:30 p.m.

"Our Community Reads plans kicks off with Water Fest at Council Bluffs Public Library." *The Daily Nonpareil*, https://nonpareilonline.com/news/local/water-fest-our-community-reads-council-bluffs-public-library-iowa/article_51c2c2da-d664-11ee-859e-6f7de112407e.html. Accessed 5 Mar. 2024.

The Daily Nonpareil (online) – Thursday, February 29, 2024: An online article promotes a program for Women's History Month. Pippa White will present her "Women Who Changed the World" program at the library on Monday, March 11 starting at 6:30 p.m.

"Library plans 'Women Who Changed the World' for Women's History Month." *The Daily Nonpareil*, https://nonpareilonline.com/news/local/women-change-world-history-month-council-bluffs-public-library-iowa/article_bef5f782-d664-11ee-9a1d-d7ca97dd66ed.html. Accessed 5 Mar. 2024.

Unleash CB Bulletin

Unleash CB Bulletin – Feb 1-8, 2024: The Council Bluffs Convention and Visitors Bureau mentions one library program in their Unleash CB Bulletin newsletter. It promotes Homeschool Huddle on February 1.

Council Bluffs Convention and Visitors Bureau. Unleash CB Bulletin, Feb 1-8, 2024. <https://www.icontact-archive.com/archive?c=1690998&f=15154&s=15697&m=244242&t=1b5c83e2fdb86b6d3842e3ae41ff6e46cc61694a6e2f955c5d9c8dbcf31bf48d>

Unleash CB Bulletin – Feb 8–15, 2024: The Council Bluffs Convention and Visitors Bureau mentions nine library program in their Unleash CB Bulletin newsletter. It promotes Welcome to Medicare on February 8 (cancelled), 746 Needlework Club on February 8 (cancelled), Paper Crafting Drop-In on February 8 (cancelled), Saturday Matinee: The Butler on February 10, 3D Printing Drop-In on February 12–15, Adult Coloring Club on February 12, Computer Class: Microsoft Office Basics on February 14, Basic Soldering on February 15, and Humanities Iowa: American Dreamer: The Life & Times of Henry A. Wallace on February 15.

Council Bluffs Convention and Visitors Bureau. Unleash CB Bulletin, Feb 8–15, 2024. <https://www.icontact-archive.com/archive?c=1690998&f=15154&s=15697&m=244284&t=1b5c83e2fdb86b6d3842e3ae41ff6e46cc61694a6e2f955c5d9c8dbcf31bf48d>

Unleash CB Bulletin – Feb 15–22, 2024: The Council Bluffs Convention and Visitors Bureau mentions six library programs in their Unleash CB Bulletin newsletter. It promotes 3D Printing Drop-In from February 12–15, Basic Soldering on February 15, Humanities Iowa: American Dreamer: The Life & Times of Henry A. Wallace on February 15, Adult Board Game Night on February 20, Gardening with Native Plants: Introduction to Pollinators on February 21, and 746 Needlework Club on February 22.

Council Bluffs Convention and Visitors Bureau. Unleash CB Bulletin, Feb 15–22, 2024. <https://www.icontact-archive.com/archive?c=1690998&f=15154&s=15697&m=244802&t=1b5c83e2fdb86b6d3842e3ae41ff6e46cc61694a6e2f955c5d9c8dbcf31bf48d>

Unleash CB Bulletin – Feb 22–29, 2024: The Council Bluffs Convention and Visitors Bureau mentions seven library programs in their Unleash CB Bulletin newsletter. It promotes 746 Needlework Club on February 22, Red Cross Blood Drive on February 23, D&D Adventurers League on February 24, Bead Bonanza on February 24, Model Collection by Seek on February 24, Drop-In Tech Help on February 27, and An Evening with Wil Haygood at the Arts Center at Iowa Western on February 29.

Council Bluffs Convention and Visitors Bureau. Unleash CB Bulletin, Feb 22–29, 2024. <https://www.icontact-archive.com/archive?c=1690998&f=15154&s=15697&m=245104&t=1b5c83e2fdb86b6d3842e3ae41ff6e46cc61694a6e2f955c5d9c8dbcf31bf48d>

Unleash CB Bulletin – Feb 29–Mar 7, 2024: The Council Bluffs Convention and Visitors Bureau mentions one library program in their Unleash CB Bulletin newsletter. It promotes An Evening with Wil Haygood at the Arts Center at Iowa Western on February 29.

Council Bluffs Convention and Visitors Bureau. Unleash CB Bulletin, Feb 29–Mar 7, 2024. <https://www.icontact-archive.com/archive?c=1690998&f=15154&s=15697&m=244287&t=1b5c83e2fdb86b6d3842e3ae41ff6e46cc61694a6e2f955c5d9c8dbcf31bf48d>

Senator Chuck Grassley.gov

Senator Chuck Grassley (.gov). Monday, February 12, 2024: Senator Chuck Grassley's website announces travelling office hours. One of the locations is the library on Tuesday, February 27 from 10:30 to 11:30 a.m.

"Grassley Announces Staff Traveling Office Hours In Counties Across Iowa." *Senator Chuck Grassley (.gov)*. <https://www.grassley.senate.gov/news/news-releases/02/12/2024/grassley-announces-staff-traveling-office-hours-in-counties-across-iowa>. Accessed 13 Feb 2024.

KMTV 3 New Now

KMTV 3 News Now Omaha – Thursday, February 8, 2024: An article covers the proposed bill that would give city councils more authority over public libraries. Mayor Matt Walsh comments that the bill is "not a best practice."

Markel, Katrina. "Iowa bill gives city councils more control over public libraries. CB mayor calls it 'not a best practice'." *KMTV 3 News Now Omaha*, <https://www.3newsnow.com/council-bluffs/iowa-bill-gives-city-councils-more-control-over-public-libraries-cb-mayor-calls-it-not-a-best-practice>. Accessed 13 Feb. 2024.

KMTV 3 News Now Omaha – Monday, February 12, 2024: An article covers the proposed bill that would give city councils more authority over public libraries. It includes responses from Mayor Matt Walsh and President of the Council Bluffs Library Board of Trustees Cindi Keithley.

Markel, Katrina. "Should Iowa city councils have more control over public libraries?" *KMTV 3 News Now Omaha*, <https://www.3newsnow.com/southwest-iowa/should-iowa-city-councils-have-more-control-over-public-libraries>. Accessed 13 Feb. 2024.

KMTV 3 News Now Omaha – Wednesday, February 14, 2024: An article continues the coverage of the public library oversight bill. Antonia was interviewed by Katrina Markel for her thoughts on the proposed legislation.

Markel, Katrina. "Fate uncertain for Iowa bill handing control of public libraries to politicians." *KMTV 3 News Now Omaha*, <https://www.3newsnow.com/southwest-iowa/fate-uncertain-for-iowa-bill-handing-control-of-public-libraries-to-politicians>. Accessed 20 Feb. 2024.

WOWT 6 News

WOWT 6 News – Friday, February 9, 2024: An article covers the proposed bill that would give city councils more authority over public libraries.

"This bill is a trainwreck': Iowa Bill would defund libraries, option to eliminate library boards." *WOWT 6 News*, <https://www.wowt.com/2024/02/09/this-bill-is-trainwreck-iowa-bill-would-defund-libraries-option-eliminate-library-boards/>. Accessed 13 Feb 2024.

Reviews:

Google Reviews

4 Star Review

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

February 2024						
ACCOUNTS FOR:		ORIGINAL	YTD	MTD	AVAILABLE	PERCENT
GENERAL FUND		APPROP	EXPENDED	EXPENDED	BUDGET	USED
A14100 601000	SALARIES- REGULAR	1,382,515.17	860,545.51	104,439.10	521,969.66	62.2%
A14100 602000	SALARIES- PARTIME	389,740.28	227,232.05	28,894.77	162,508.23	58.3%
	TOTAL SALARIES & WAGES	1,772,255.45	1,087,777.56	133,333.87	684,477.89	61.4%
A14100 606400	HOLI-VACATION-SICK PAY	-	1,637.14	-	(1,637.14)	
A14100 611000	FICA	125,045.36	80,694.93	9,880.86	44,350.43	64.5%
A14100 613000	IPERS	157,855.63	101,521.07	12,527.77	56,334.56	64.3%
A14100 615000	GROUP INSURANCE	330,004.32	235,854.42	27,890.50	94,149.90	71.5%
A14100 619930	MILEAGE REIMBURSEMENT	4,000.00	1,282.86	82.54	2,717.14	32.1%
A14100 619950	MISC EMPLOYEE BENEFITS	1,500.00	787.78	393.56	712.22	52.5%
	TOTAL EMPLOYEE BENEFITS	618,405.31	421,778.20	50,775.23	196,627.11	68.2%
A14100 621000	DUES-MEMBER-SUBSC	3,000.00	2,365.40	473.40	634.60	78.8%
A14100 623000	TRAINING EXPENSE	2,000.00	1,015.96	-	984.04	50.8%
A14100 623010	TRAVEL EXPENSE	5,000.00	1,416.25	-	3,583.75	28.3%
A14100 623020	EMPLOYEE MEAL EXPENSE	1,000.00	47.39	-	952.61	4.7%
	TOTAL STAFF DEVELOPMENT	11,000.00	4,845.00	473.40	6,155.00	44.0%
A14100 637110	UTILITIES-GAS	30,000.00	4,718.93	643.05	25,281.07	15.7%
A14100 637120	UTILITIES-ELECTRIC	69,000.00	47,220.95	4,687.14	21,779.05	68.4%
A14100 637210	REFUSE COLLECTION	1,200.00	693.28	86.66	506.72	57.8%
A14100 637300	TELECOMMUNICATION	600.00	400.00	50.00	200.00	66.7%
A14100 637400	UTILITIES-WATER	2,000.00	1,665.47	130.52	334.53	83.3%
	TOTAL UTILITIES	102,800.00	54,698.63	5,597.37	48,101.37	53.2%
A14100 640200	ADVERTISING EXPENSE	3,000.00	1,814.11	-	1,185.89	60.5%
A14100 640300	TECHNOLOGY SERVICES	150,000.00	128,461.35	5,818.64	21,538.65	85.6%
A14100 640400	BILLING & COLL FEES	1,500.00	1,476.76	154.15	23.24	98.5%
A14100 640700	CONSUTANT EXPENSE	500.00	-	-	500.00	0.0%
A14100 641000	OTHER CNTRACTUAL SRVCS	70,300.00	43,931.64	5,933.33	26,368.36	62.5%
A14100 641410	PRINTING	1,000.00	322.48	-	677.52	32.2%
A14100 642000	LEASE PAYMENTS	5,200.00	4,895.05	-	304.95	94.1%
	TOTAL CNTRACTUAL SRVCS	231,500.00	180,901.39	11,906.12	50,598.61	78.1%
A14100 650200	FICTION & LARGE PRINT	35,800.00	20,928.69	3,080.40	14,871.31	58.5%
A14100 650210	PERIODICALS	12,000.00	2,789.60	1,248.00	9,210.40	23.2%
A14100 650211	AUDIO BOOKS	17,000.00	12,469.02	791.98	4,530.98	73.3%
A14100 650212	DVDs	27,000.00	9,888.42	1,168.07	17,111.58	36.6%
A14100 650213	MUSIC CDs	4,000.00	2,317.45	243.60	1,682.55	57.9%
A14100 650214	REFERENCE	6,000.00	2,244.78	-	3,755.22	37.4%
A14100 650215	DATABASES	86,600.00	82,068.39	-	4,531.61	94.8%
A14100 650216	YOUNG ADULT	16,000.00	11,646.62	1,957.74	4,353.38	72.8%
A14100 650217	VIDEO GAMES	8,000.00	7,504.33	210.65	495.67	93.8%
A14100 650218	E MATERIALS	60,000.00	38,935.08	5,000.00	21,064.92	64.9%
A14100 650219	NON-FICTION	20,000.00	10,682.20	1,439.96	9,317.80	53.4%
A14100 650220	KIDS BOOKS	30,000.00	19,988.61	2,234.27	10,011.39	66.6%
A14100 650221	SPANISH COLLECTION	2,400.00	1,422.51	165.85	977.49	59.3%
A14100 650400	MINOR EQUIPMENT	5,000.00	1,534.48	-	3,465.52	30.7%
A14100 650600	OFFICE SUPPLIES	7,000.00	5,051.47	495.36	1,948.53	72.2%
A14100 650700	LAUNDRY SERVICES	200.00	106.50	20.00	93.50	53.3%
A14100 650750	OPERATING SUPPLIES	14,000.00	11,509.08	1,072.56	2,490.92	82.2%
A14100 650810	POSTAGE & FREIGHT	9,000.00	5,000.00	-	4,000.00	55.6%
A14100 691000	TRANSFERS OUT	50,000.00	-	-	50,000.00	0.0%
	TOTAL COMMODITIES	410,000.00	246,087.23	19,128.44	163,912.77	60.0%
	TOTAL LIBRARY	3,145,960.76	1,996,088.01	221,214.43	1,149,872.75	63.4%

Expenses Outside of City Operating Budget/General Fund

FY 2023-2024

Type of Service	Fund Source	Feb-24
Adult Programming	Foundation	\$616.89
Book Memorials	Various	\$395.44
Discovery Pass Program	Friends	\$1,000.00
eMaterials	Enrich Iowa	\$14.99
Incident Tracking	Foundation	\$1,500.00
IWF Mini-Grants	Iowa West Foundation	\$200.00
Kids Supplies	Summy Family Fund	\$538.92
Our Community Reads Books	Foundation	\$5.50
Our Community Reads Incentives	Friends	\$50.98
Outreach	Enrich Iowa	\$119.25
Staff Appreciation & Recognition	Various	\$20.98
Strategic Plan	Foundation	\$4,064.28
Teen Programming	Foundation	\$60.97
Youth Programming	Foundation	\$1,152.22
TOTAL Gifts & Memorials:		\$9,740.42
Additional Expenses	Fund Source	Feb-24
24HR Remote Library Kiosk	Grants/Foundation	\$571.47
TOTAL Additional Expenses:		\$571.47

Received in donations and other funding during the month of February 2024:

\$160.50 for Lauritzen Gardens Discovery Passes in memory of Lois Kaupa

\$20.00 anonymous donation

\$635.00 in memory of Helen Sousa

\$200.00 IWF Belonging Mini Grant

\$22,000.00 from Iowa West Foundation for 24hr Library Kiosk

Evacuation Procedure

In advance, each staff person and volunteer should:

1. Understand the evacuation plan.
2. Know at least two ways out of the building from your regular work space.

When you hear the evacuation/fire alarm or are told to evacuate the building:

*Sample announcement if other than the fire alarm:

“Evacuate to Bayliss Park” – say twice

1. REMAIN CALM.
2. Leave quickly. Do not stop for personal belongings.
3. Evacuate the building through your closest exit including emergency exits.
4. Encourage patrons to evacuate with you to the stated location. Those patrons who do not voluntarily evacuate will be handled by first responders upon their entry.
 - a. As best as you can without delaying evacuation, take note of names and/or numbers of persons refusing or otherwise remaining in the building.
5. Listen for updated guidance. The evacuated location may change depending upon estimated time for re-entry to the library, adverse weather, etc.

Department Responsibilities:

1. The highest ranking person who is physically present in each department is responsible for insuring all members of their department evacuate the area. If you are the only person in your department, report to a manager on duty once evacuated. If reasonable to do so, employees should check that all others in the work space are leaving as instructed.
2. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.
3. Proceed as quickly as possible, but in an orderly manner. Do not push or shove. Hold handrails when you are walking on stairs.

Last Updated: 3/11/2024

4. Once out of the building, go to the stated location. Check in with manager on duty so you are accounted for.
5. Do not return to the building for any reason until a Police/Fire official says it is safe to do so.
6. Work with Police/Fire to determine if a secondary location is needed based on time for re-entry to the library, weather, etc. This may include conversations with Pott County Emergency Management depending on the situation.
7. If re-entry will take too long, ask Police/Fire if it is safe for staff and patrons to get their vehicles from the area.

Lost Person

If there is a report that a child or adult in another's care cannot be located:

1. Get a description of the person (age, hair color, height, weight/build, and clothing) and name.
2. Send a staff member to check the area immediately outside the building. This staff person should remain at the front doors until the person is located.
3. If you have the lost person's name, page on the intercom: "Attention, would [Name of lost person] please come to the circulation desk. Would [Name] please come to the circulation desk."
4. If you do not have their name, page on the intercom: "Attention staff. There is a lost person. [Give description.] Please contact [your desk location] when the person is located."
5. Staff throughout the building should begin checking their areas. Don't forget to look under tables and carrels, and in the bathrooms. If you find the person, call or take the person to the desk that made the announcement.
6. After you have contacted the desk that reported the incident, get on the intercom and say, "The lost person has been located."
7. If the person cannot be located, call 911.

If a child reports that they cannot find their grown-up:

1. If the child knows the grown-up's name, use the intercom to page that person to your location.
2. If the child does not know the grown-up's name, but can tell you their name, page the following: "[Child's name] grown-up, please come to [your desk location]."
3. If the child cannot give you any identifying information, keep the child at your desk. Call the other service desks and let them know you have a child looking for their grown-up. Wait for the grown-up to ask for help at a service desk and then direct them to the location of the child.
4. If the grown-up cannot be located, call 911.

After Action by Manager on Duty:

1. Notify Library Director of situation.
2. Complete an Incident Report.

Earthquakes

Please note:

This procedure was provided by The California Preservation Program and supported by the U.S. Institute of Museum & Library Services under the provisions of the Library Services & Technology Act, administered by the California State Library.

In the event of an earthquake:

1. Remain calm. Announce "SHELTER" on the intercom twice.
2. Stay in the building. Take shelter within a doorway, in a narrow corridor, or under a heavy table, desk or bench.
3. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
4. Do not attempt to leave the building, as exit stairwells may have collapsed or be jammed with people.

After the earthquake has stopped:

1. Remain alert for aftershocks.
3. Assist those who have been trapped or injured by falling debris, glass, etc. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.).
4. Evacuate the building if safe to do so. Do not re-enter until the building has been declared structurally sound.
5. Check for broken water pipes or shorting electrical circuits. Do not use a match, candle or lighter to find your way, since there may be flammable gas in the air. Shut off utilities at main valves or meter boxes. Turn off appliances.
6. Do not use the telephone, except in a real emergency. The lines should be kept free for emergency rescue operations.
7. Ensure that sewage lines are intact before running water or flushing toilets.

Snow

In a snow event, begin communicating with the library director.

To determine a snow event, Manager –on – Duty should:

1. Check local weather forecasts.
2. Check IDOT road conditions.
3. Check NDOT road conditions.

If a closure is determined, follow the closing procedures on page ().

Additionally staff should:

1. Place Library Closed Barricade right south of the pergola (on the brick) so as not to hinder the snow plows, in other words, do not block entrance. Barricade is located in the Electrical Closet near the Meeting Rooms.

Tornado

If the tornado sirens go off:

Manager-on-Duty:

Make Intercom announcement: *"Shelter" – say twice*

1. Patrons who wish to leave the building may do so. All patrons and staff who remain in the building must proceed to Meeting Room A on the first floor.
2. Account for all staff.
3. Leave front doors unlocked.
4. Monitor conditions on the portable Emergency Weather Radio located at the Circulation Desk.
5. Remain in Meeting Room A until an "all clear" alarm is sounded or the warning period expires as announced on the Emergency Weather Radio.

Active Shooter (Standard Response Protocol)

If there is an active shooter in the facility as is determined by hearing or seeing shots fired follow the Standard Response Protocol.

All Staff and Patrons:

1. Move away from the shooter towards the nearest exit staying low.
2. If all exits are blocked, hide and close doors behind you. Stay out of sight.
3. Contact 911 once you are in a safe and secure space.
4. Keep your hands visible at all times and contact your manager when you are in a safe and secure place so that they can report and account for you.

Managers:

1. Be prepared to provide an accounting for all of your staff once the event is over.

Follow all directions of first responders and law enforcement.

Bomb Threat

General Guidance: Once a threat has been received, do not make any changes to electrical systems. This includes use of a PA system, turning off HVAC systems, etc. Follow any directions given by Law Enforcement. See the Department of Homeland Security Procedures and Checklist for more information.

The DHS Checklist should be kept by phones and customer service/circulation desks for staff response. If you choose to laminate the form, ensure appropriate writing utensils are collocated. These items should also be added to any internal safety inspection checklist.

Don't handle or manage any bags, boxes, or packages once a threat has been received. If no threat has been made or received and you see a bag, box, or package that appears to be suspicious, report it to the manager and or call Law Enforcement.

If the threat is received over the phone: Be aware that this could be a live person calling or a pre-recorded message.

Staff:

1. If you receive a Bomb Threat, REMAIN CALM.
2. Listen carefully. Be polite and show interest. Try to keep the caller talking so you can gather more information. Do NOT HANG UP THE PHONE even if the caller does. If it is a pre-recorded message and there is no live caller, keep in mind the message may only play once; try to take note of as much information as you can.
3. If possible, signal to colleague to inform your Manager or Manager on Duty.
4. If the phone has a display or caller ID, copy down any and all information displayed.
5. Complete the Bomb Threat Checklist immediately. This includes during the call.
6. Once the call ends, if they haven't yet been notified, inform your Manager or Manager on Duty.

Manager-on-Duty:

1. Contact the library director and law enforcement.
2. DO NOT USE THE PHONE. IT MAY TRIGGER A BOMB. PRESS THE PANIC BUTTON LOCATED UNDER THE CIRCULATION OR REFERENCE DESK.

3. *If an evacuation is determined:* DO NOT USE THE INTERCOM SYSTEM, WALK THROUGH ANNOUNCEMENT ONLY

*Sample announcement **(DO NOT MENTION "BOMB" IN THE ANNOUNCEMENT):**
"Evacuate to [planned location]" – say twice

- a. Evacuate the building. **See page ()**.
4. If Law Enforcement has responded or is otherwise giving direction prior to actions taken by staff and management, follow all directions of Law Enforcement.

If the threat is received in person: Follow the above response while attempting to not agitate or otherwise upset the individual.

1. If the individual uses a physical note (like a handwritten paper or computer printed note) to make the threat, handle the note as minimally as possible. This is evidence and Law Enforcement will want it as preserved as possible.

Phone Threat

If someone calls threatening the safety of library users or other staff members.

Staff:

1. Remain calm.
2. Listen carefully. Be polite and show interest. Try to keep the caller talking so you can gather more information.
3. If possible, signal a colleague to inform a Manager or a Manager on Duty of the call or inform them yourself as soon as the caller hangs up.
4. Promptly complete an Incident Report, writing down as many details as you can remember.

Manager-on-Duty:

5. Call 911. If instructed by the Police/Fire, evacuate the building. **See page ()**.

After Action by Manager on Duty:

1. Notify Library Director of situation.
2. Complete an Incident Report.

Suspicious Object

If you receive a **suspicious package** or if you find a **suspicious, unattended object** anywhere on the premises:

Staff:

Notify your Manager or the Manager on Duty.

Manager on Duty:

1. Page for someone to remove the package or object.
2. If no one claims it, with a witness and gloves, carefully open it to check for ownership.
 - a. It is not a "Bomb Threat" unless we have received a phone call.
3. Depending on the contents:
 - a. Save in Lost & Found or dispose of in the dumpster outside.
 - b. If contents are dangerous or suspicious, call 911.
4. Evacuate the building if directed to do so by the police/fire. **See page ()**.

3.8 Animals in the Library

Adopted: March 17, 2021

Approved: March 17, 2021

POLICY:

The Council Bluffs Public Library serves the public and enriches, informs and empowers our community. All residents are welcome to use the resources and services provided by the library, but only designated services animals will be allowed in the facility.

PROCEDURES:

- Only canines and miniature horses are classified as Services Animals under the American Disabilities Act.
 - Staff can ask the following questions if a canine or a miniature horse does enter the facility
 - Is the dog/miniature horse a service animal required because of a disability?
 - What work or task has the dog/miniature horse been trained to perform?
- Emotional support animals will not be allowed in the facility.
- Exceptions will be made for programming purposes where the animal is trained to perform a specific task or skill to educate and/or entertain the community.

3.5 Youth Services Patron Use

Adopted: April 20, 2005

Amended & Reapproved: March 19, 2008; April 15, 2009; February 15, 2012; February 18, 2015; February 17, 2016; January 16, 2019; December 23, 2021

POLICY:

The Council Bluffs Public Library strives to enrich, inform and empower the community by maintaining an inviting, educational, fun, and safe space for children and their caregivers.

PROCEDURE:

- Youth are defined as children birth through 12 years old. 6th grade.
- Caregivers are encouraged to accompany their children to the Youth Department to participate in activities, reading, programs, and the selection and use of Library materials. Library staff members cannot accept responsibility for supervising children left alone in the Youth Department.
- Unaccompanied adults may use the Youth Department to utilize the collection but may not loiter in the Youth Department or use Youth Department computers.
- Youth Department restrooms are only for the use of children and their caregivers.
- Youth Department computers and iPads are reserved for use by children 12 years old and younger. A family computer area is available on the second floor.
- The Youth Department allows food in designated areas only. Snacks must be single serving, dry, and cannot require heat or refrigeration. Drinks with lids are permitted throughout the room with the exception of the computer table.
- The Youth Department is a community space for children and their caregivers. Use of the space for agency or business meetings that are not directly related to observing a child at play or observing interaction between a caregiver and child is prohibited in the Youth Department.
- The Youth Department is a shared space. As such, toys and craft materials brought into the public space are allowed at the discretion of Youth Department staff.
- Programs for Youth are age restricted to encourage social development and learning. Unaccompanied adults and teens may not attend programs which are designated for children. Accommodations will be made for any individual who wishes to attend an age-appropriate program. Individuals must be accompanied by a caregiver if one-on-one attention is required.

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Director's Report

February 2024

A focus in February was addressing questions related to the governing process of the library and budget allocations for the library from the City's general fund. Much of this was brought forward because of introduced legislation leading up the first funnel in the Iowa Legislature. I am always happy to clarify the process here in Council Bluffs so I thought I would do a quick recap in my report this month. The City of Council Bluffs has an ordinance that addresses the governance of the library. It was passed in 1975 and amended in 2014 around the terms for the Library Board of Trustee members and again in 2017 related to the annual report to City Council. The ordinance created the Library board of trustees and outlines the board's powers and duties. The Board is appointed by the Mayor and approved by City Council and is comprised of 9 citizens of Council Bluffs. Those 9 citizens serve up to 3 terms of 3 years on a volunteer basis and meet at least once a month. The full ordinance can be found on the City's website in the Municipal Code.

Another question that was common was in reference to the funds received by the library. The Council Bluffs Public Library did not have a separate levy that was affected by the recent passage of the property tax bill. The funding from the City for the library is through the general operating budget. Funds are allocated through an extensive budget process each year that matches the process of other City departments. The library board is a part of this discussion in determining how money is allocated and approves a proposed budget that is provided to the Mayor and the City Finance director. Throughout the entire process, it is a discussion around what the library needs to operate and how that fits into the overall City budget. In the end the library is provided with an operating budget that is approved by City Council and the library board could make adjustments to specific line allocations with that approved budget amount. The City of Council Bluffs contracts with 5 additional communities to provide library services and those funds are accounted for through City revenue. Any state funding that is received is accounted for through City revenue and is used to offset the cost of state provided resources and services. Some examples of state supported resources and services includes Bridges and Interlibrary Loan.

Additional funding does come to the library through grants and gifts and these funds are either determined by the granter or are project based and those major projects are approved by the library board. Most common are gifts in memory of loved ones for specific materials that highlight the interests of those individuals. Primarily large bequests and donations are being given to either the Friends of the Council Bluffs Public Library or the Council Bluffs Public Library Foundation which the library board does not govern. Each of those entities have their own governing boards of volunteer individuals and approve grants to the library on a case by case basis.

Staff Update:

We have recently had a number of major changes to staff in the way of retirements and have 3 current openings at the library. One of these openings was a planned opening to support the Cochran kiosk opening this summer. The other two are retirements of long time employees.

Tracy Simpson retired from the circulation department after 22 years at the library in a variety of positions, but her last was the billing clerk. Her compassion and empathy with our community will be missed. She will continue to volunteer with our homebound program.

Deb Miller has announced her retirement in May after 46.5 years with the library. Deb has been processing books at the library and it is not a stretch to say that she has touched every book in this building. We hope to have her replacement hired prior to her retirement so that institutional knowledge can be shared.

Facility Update:

In February Teen Central got new carpet/flooring. The processes took a bit longer than expected, but was completed in the week that we had blocked off. During that week teen programs and services were held in Meeting Room A. It didn't go as smoothly as we had hoped, but we were able to still provide a space for them.

Also in February, the AMH was replaced. This project required some modifications to the building exterior and interior. Building maintenance staff were able to modify the actual entrance for the book drop so that the machine was in place quickly. Calibrating the machine has been a bit of an adventure though and we have yet to go a full week without some type of hiccup in the process. It is getting smoother, but there are a significant increase in the number of sensors on this machine and it is proving to be a bit more difficult to keep it running smoothly.

Upcoming Events:

- March 27th – Our Community Reads: Book Discussion 12 noon
- April 1st – Our Community Reads: Book Discussion 7 p.m.
- April 4th – Preparing for the April Solar Eclipse 6:30 p.m.
- April 6th – Kids program: Money Madness with TS Bank 11 a.m.
- April 11th – Author Visit: Steve Sieberson 6 p.m.
- April 16th – Our Community Reads Author Visit: Ben McGrath 7 p.m.

There will also be Strategic Planning Focus Groups on April 12th, 22nd, & 25th..

The youth and teen authors will visit in April and present to 2nd and 6th graders at CBCSD, LCSD, ISD, and St. Albert Catholic Schools. These presentations are not open to the public so the dates are not publically available.

Respectfully Submitted:

Antonia Krupicka-Smith

Public Service's Report

February 2024

Access

In February, Jamie met with a Leadership Council Bluffs Class 36 group who would like to help our snack program as their Community Trustee Project. This is an ongoing discussion as the group is working to develop a plan.

One of the Teen Department's goals was to identify a group of individuals we could do a better job serving. During our annual staff meeting, the group identified Neurodiversity as something we need to learn more about. To that end, Jamie found an applicable training course, and the staff participated. In February, we were given the opportunity to watch a webinar for several hours over two days. A Place to Belong: Neurodiversity & Mental Health in the Library was offered through the Young Adult Library Services Association, a division of the American Library Association.

This goal was also considered when choosing the new flooring for Teen Central. We had observed over time that the different lines of color in the old carpeting created a visual boundary that some of our patrons who have exhibited signs of being on the Autism Spectrum had a difficult time with. The new color pallet creates a cooler and more restful environment without as many visual boundaries.

Lindsay mentioned that she had a comment from an elderly patron at an outreach in Minden who was thankful for the auto-renew function, as she is not able to get to Council Bluffs very often.

On February 2nd, Julianne & Lindsay attend the Silent Book Club at PACE where they made 1 library card, updated another card, and interacted with 16 people. There was a total of 65 in attendance. Lindsay attended a Soup Luncheon in Minden put on by the Firefighters as a fundraiser. They were great to work with, and Lindsay noted that she talked with 27 people (3 card creations, 1 updated card). We were glad to finally visit Minden after missing them this fall! Lindsay also attended a pancake feed in Crescent to perform outreach services, and she interacted with 66 individuals there about programs (including Waterfest!).

Julianne visited several facilities this fall. At Primrose on February 6th, she visited with 6 people about homebound services. Then Bethany Heights was on February 7th, where she talked with another 7 potential homebound patrons. On February 13th, Julianne visited Graceview Courtyard and talked with 8 people about homebound. On February 20th, Julianne visited Risen Son and was able to talk with 40 residents about homebound services and other library resources. And finally on February 21st, Julianne visited with 14 people at Fox Run. Over these visits, she was also able to

talk with residents about online resources, Department for the Blind services, and adult programming, besides her library card & homebound signup!

Sixty-five individuals used the Makerspace during the month of February.

Creighton taught a couple how use the equipment to view 8mm film. They utilized the Makerspace to determine whether or not their old recordings were worth digitizing. They had pile to view, and decide which ones would be sent out to a company to be digitized.

Marketing & Public Awareness

Cindy worked on preparing for a display that will go up in March for Women's History Month. Lee mentioned that he tried to work with Cindy in adding additional titles from the youth collection after he saw her pulling adult & young adult materials. Together they were able to gather a well-rounded display of titles for this display from across the entire library. Shawn created several displays this month. One included a display with anything relating to Paris, which one patron commented on really appreciating. His Blind Date with a Book display was a huge success. He knows of 105 items that went out on the display, but I'm sure there were more that were wrapped and added by staff when he was out. 11 bookmarks with comments were returned – I know one woman in particular read a Manga even though she'd never read that type of material before, and she ended up finishing the series! Lots of positive comments overall about that display.

Lindsay worked with the library wide team for Waterfest to put together a series of content to promote that upcoming program. Lindsay also put together a promotion for the transition of the Heartland Bike Share passes moving to an app-based code that can be used through our online reservation system Tixkeeper, instead of using the old physical passes.

Emily worked on translating several blog posts for OCR, 1000 Books Before Kindergarten, and Heartland Bike Share passes, as well as a Youth PeachJar about Waterfest & Little Pim. Emily also created several Facebook posts for the Spanish page promoting the seed library, the book return closure, and newly added Spanish language titles, and then she sent out the March bilingual newsletter at the end of February!

Resources & Services

We hosted 11 on-site storytimes this month for 288 patrons. The most popular Macaroni & ABCs program this month was Creative Movement with Motion Works Dance, which included a disco light dance party in the dark! We also hosted Music with Lori Lynn, a Yoga Storytime, and Meet a Real Musician with the String Sprouts program from the Omaha Conservatory of Music. Macaroni & ABCs served 153 patrons this month.

Chris, Theresa, Lisa, and Anna collectively provided 61 storytime programs for classroom groups this month, reaching 1,014 students and teachers. We also hosted a Kindergarten field trip from College View Elementary. Theresa provided storytime, Bridget provided a craft, and Chris and Lisa oversaw free play in the Youth Room.

This month's Homeschool Huddle theme was "Around the World" featuring games and crafts from each of the 7 continents. Bridget planned this program and Lisa assisted with execution. There were 34 patrons in attendance.

Bridget also planned and executed 7 After-School Special programs. The most popular program was a calming jellyfish craft. Over the course of the month, this program served 81 patrons.

Lisa planned a Bead Bonanza program and Anna helped to execute. Participants were able to choose from a selection of bead tutorials to make various crafts at different ability levels. We had 60 patrons attend this program.

Bridget and Lisa hosted 4 Choose Your Own Adventure Book Club programs at Bloomer for our 21st Century partnership. An average of 15 students per week are attending this club.

Love on a Leash was cancelled this month due to a building closure.

Mary finished a felt set for storytime use and began working on a new one. She also prepped the next book for the Storywalk.

Bridget and Lisa changed the Storywalk to Big Mooncake for Little Star by Grace Lin.

Trish assisted Jamie with the Book Feast book club at Kirn with the 7th graders. We had 22 students each week. The 7th grade club ended the second week of February. The 8th grade clubs will start in April and continue for 8 weeks.

Jamie took board games and Tinker Zone activities to after-school clubs at Wilson and Kirn. The students did the standing dragon egg challenge. They also used the Story-O-Matic card game to write a group story.

Jamie hosted a library tour and visit in Teen Central by the Living Skills Class from Lewis Central High School. The students enjoyed Teen Central, and many were able to check out materials as well. Lewis Central posted a nice video of the visit to their Social Media channels.

Tinker Zone Programs – Standing Dragon Eggs Challenge and Clay Zodiac Animals. The kids have been doing an amazing job with their little clay animals! They have been creative and taking their time with it. They also loved learning about their zodiac animal. One of our home-schooled kids couldn't believe how much he was like the description

Nathan facilitated two Game On programs. He set up for the Saturday Robotics Club. He also did a program plan for the upcoming Create-A-Rington Tinker Zone.

Nathan updated the iPads. He ensured the Mini Spheros were ready for the first Tinker Zone in March. He also took over compiling the snack use statistics.

The seed library has been incredibly busy with checkouts. Everyone is planning for their garden now! Caroline has accepted several donations lately, and has been working to process them quickly.

The BlueCloud Mobile app (old app) has been restored.

One of our highlights this month was to host a Humanities Iowa presentation by Tom Milligan in his one-man theatrical production of *"American Dreamer: The Life and Times of Henry H. Wallace."* We learned so much about this man from IA who went on to be Vice-President under Franklin D. Roosevelt.

A unique collection of science fiction models was on display in our atrium for a Saturday in February. Some of the models even had flashing lights or made sounds.

Mike Seek, who had built all of the models, was on hand to answer any questions patrons had.

We had 15 people attend the 746 Needlework Club Thursday night, which is a record! Two new people came, one seeking help in relearning a knitting stitch that she has learned last year during her winter visit to Texas. Another expert knitter helped her relearn the stitching.

Daley Porter gave a couple of presentations, both virtual and in-person, about the Library's Special Collections.

Institutional Success

We had 25 new registrations for 1,000 Books Before Kindergarten and we congratulated our first two readers of 1,000 books this month! They each received a medal and a reading buddy bear for their accomplishment.

The Dolly Parton Imagination Library had 46 new registrations this month and 1,833 books were delivered.

Chris and Theresa taught the first session of the Gardening for Diversity series. This is a partnership program with Pottawattamie County Conservation and goes toward our education requirements for the Bee City USA designation.

Anna had a phone meeting with a representative from TS Bank to plan a partnership program for Financial Literacy month in April. Anna also met with Walter from Centro Latino to plan a partnership program for Dia (Children's Book Day), in May.

Trish cleaned up Volgistics accounts even deeper - deleted archived accounts and contacted more volunteers to see if they were still interested in volunteering, especially if they hadn't had any hours since signing up. Took a lot of time, and she's still working on it. She made a big dent, though.

Jamie met virtually with the Human Services Advisory Council for Youth and Families to find out which events would be most appropriate for the library to be involved in.

Jamie met virtually with the Iowa Library Association Foundation to discuss transitioning to a new management company.

Julianne was able to watch a webinar called Building Authentic Relationships with Underserved Communities. Staff commented that they have been watching the follow up videos from Staff Day. Caroline has been subscribing to a series of webinars around seeds & garden through the State Extension – she watched a webinar recently about weather extremes their effect on gardening, and then one on composting.

Emily participated in the State Library of Iowa Pilot Project (through IMLS grant), and she will continue to work on the various modules involved through the month of March as well.

Tracy retired on March 1st after over 20 years of service. Shawn and Gage were trained on billing duties, and they will take on those responsibilities after March 1. Lindsay also received training, and can work as a backup if ever needed.

The Library has partnered with the Omaha Earned Income Tax Credit (EITC) Coalition to be a venue for tax preparation services. EITC provided 191 free tax preparations in February.

Respectfully compiled and submitted by

Antonia Krupicka-Smith

From reports submitted by

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

FY24 PROGRAMMING STATISTICS			
ADULT PROGRAMMING (Targeted age 19+)	Jan-24	Feb-24	FY24 TOTALS
Number of In-Person Onsite Programs - Total	21	28	188
Number of In-Person Onsite Attendance - Total	198	326	1912
Number of In-Person Offsite Programs - Total	0	3	5
Number of In-Person Offsite Attendance - Total	0	79	642
Number of Live Virtual Programs	0	3	4
Number of Live Virtual Attendance	0	14	59
Number of Prerecorded Programs	3	3	8
Number of Prerecorded Attendance	13	23	38
Number of Proctored Tests	0	0	15
GENERAL INTEREST PROGRAMMING	Jan-24	Feb-24	FY24 TOTALS
Number of In-Person Onsite Programs - Total	14	16	120
Number of In-Person Onsite Attendance - Total	115	287	2154
Number of In-Person Offsite Programs - Total	1	8	32
Number of In-Person Offsite Attendance - Total	15	164	3503
TEEN PROGRAMMING (Targeted age 12-18)	Jan-24	Feb-24	FY24 TOTALS
Number of In-Person Onsite Programs - Total	29	33	283
Number of In-Person Onsite Attendance - Total	257	226	2273
Number of In-Person Offsite Programs - Total	12	12	54
Number of In-Person Offsite Attendance - Total	232	179	837
Number of Live Virtual Programs	0	0	1
Number of Live Virtual Attendance	0	0	3
Number of Self-Directed Programs	12	14	106
Number of Self-Directed Participants	117	87	1354
YOUTH PROGRAMMING (Targeted age 0-5)	Jan-24	Feb-24	FY24 TOTALS
Number of In-Person Onsite Programs - Total	15	18	99
Number of In-Person Onsite Attendance - Total	344	486	2766
Number of In-Person Offsite Programs - Total	42	57	333
Number of In-Person Offsite Attendance - Total	610	905	5178
Number of Prerecorded Attendance	96	54	58004
Number of Baby Reads Kits Distributed	0	0	100
YOUTH PROGRAMMING (Targeted age 6-11)	Jan-24	Feb-24	FY24 TOTALS
Number of In-Person Onsite Programs - Total	11	11	67
Number of In-Person Onsite Attendance - Total	289	308	2695
Number of In-Person Offsite Programs - Total	2	4	30
Number of In-Person Offsite Attendance - Total	30	59	1343
Number of Prerecorded Attendance	19	37	232
READING PROGRAMS	Jan-24	Feb-24	FY24 TOTALS
Number New Registered Youth Participants	16	25	739
Number Imagination Library New Registrations	37	46	532
Number Imagination Library Books Mailed	1842	1833	13698

FY24 CIRCULATION/RESOURCES/SERVICES STATISTICS			
	Jan-24	Feb-24	FY24 TOTALS
Accounts			
New Card Registration	236	291	3962
Building Usage			
Gate Count/Patron Visits	11317	13288	116384
Number of Reference Questions	1590	1922	13954
Number of Microfilm Rolls Used	22	4	97
Number of Meeting Rooms Used	137	154	1067
Number of Notary Provided	29	19	165
Number of Computer Lab Sessions	1433	1587	15016
Number of WiFi Sessions	1567	1752	14329
Makerspace Room/Tool Usage	82	65	688
Circulation			
TOTAL CIRCULATION	16755	17853	143271
Self Checkouts	10482	10421	88969
Database Usage			
AcademicSearch Premier - Total FT + Abstract	6	8	156
Ancestry - Total	343	301	6831
Auto Repair Source	3	20	143
Brainfuse JobNow & VetNow- Total Usage	62	246	599
Brainfuse HelpNow - Total Usage	82	44	281
Britannica/Webster's - Total Number	668	288	1698
Consumer Reports - Page Views	245	145	1811
Digital Sandborn Maps - Pages	37	187	1293
Foundation Directory Online - All Views Total	0	0	19
Gale Virtual Reference - Total Retrievals from Usage Summary	25	8	102
Hobbies & Crafts Reference Center - Total FT + Abstract	19	5	80
Home Improvement Reference Center - Total FT + Abstract	1	0	40
Hoopla - Total Checkouts	2360	2349	19310
LearningExpress Library Complete - Sessions	7	0	15
LibraryAware	11970	21539	110334
LinkedIn Learning (Lynda) - Total Views	n/a	n/a	535
Mango Languages	11	21	117
MasterFile Premier - Total FT + Abstract	6	2	44
Newsbank - Total	6803	6652	58580
Novelist Plus - Total FT + Abstract	770	390	3840
Novelist Select - Total Clicks	53	46	539
Overdrive - Total Checkouts	8201	7599	58697
Reference Solutions - Detail View + Downloads	141	2	204
Small Engine Repair Reference Center	0	0	11
TumbleBooks Library - Content Views	0	4	139
Value Line - Downloads	3344	3277	24787
ILL			
Total ILL	380	440	3108

CIRCULATION/RESOURCES/SERVICES STATISTICS

	Jan-24	Feb-24	FY24 TOTALS
Materials			
Items Added to the Collection	1564	1380	11951
Items Removed from the Collection	412	300	7123
Curbside			
Overall Curbside Deliveries Total	2	2	68
Overall Curbside Items Total	13	31	315
Homebound			
Number of Patrons Enrolled	38	43	38.9
Number of Homebound Patrons Served	66	38	317
Number of Homebound Items Delivered	479	257	2218
Number of pocket collections enrolled	3	3	21
Number of pocket collections delivered to	2	2	13
Number of items delivered to pocket collections	30	30	204
Volunteers			
Number of Volunteers	24	28	184
Volunteer Hours	82.06	103.26	646.19
Virtual Usage			
Website Users	8000	7700	59500
Website Sessions	17000	17000	120600
Catalog Users	4500	4300	32200
Catalog Sessions	10000	10000	74000