



Agenda
Bondurant Community Library - Library Board of Trustees
104 2nd Street NE
Bondurant, Iowa 50035
Bondurant Community Library
7 pm
Wednesday, June 2, 2021

With Iowa cases of novel coronavirus, COVID-19, Library staff has been evaluating ways to meet State code requirements for hosting a public meeting while practicing social distancing measures recommended to curb the outbreak of COVID-19.0

*Due to the COVID-19 concerns and social distancing recommendations, a virtual meeting is being offered. Participants wishing to speak on a topic should message the meeting moderator. All participants are asked to mute their individual computers at times when they are not speaking to minimize background noise.

To connect to the virtual meeting please use the following link

<https://us02web.zoom.us/j/88312441677?pwd=QkNZRDJad1FrZlNqbDZLNGNJa3cvdz09>

To phone into the meeting please call the following number: 1 312 626 6799 US (Chicago)

Meeting ID: 883 1244 1677 Password: 792294

Call to order

- 1) Guests Present
 - 2) Perfecting and Approving the Agenda
 - 3) Capital Improvement Project Update.
 - a) Discussion/Approval Application and certificate for payment
 - b) Discussion/Approval of Change Orders
 - 4) Approval of Consent Agenda
 - a) Approval of Minutes from past meeting -- May 2021
 - b) Financial Report
 - c) Approval of Warrant List/Authorize expenditures
 - d) Staff Report -- May
 - e) Director Report -- May
 - f) Statistics
 - 5) Public Comments
 - 6) Foundation Update
 - 7) City Council Liaison Report
 - 8) Old Business
 - 9) New Business
 - a) Review/Approve Telephone Use Policy
 - b) Review/Approve Unattended Children Policy
 - c) Discussion/Decision Expenditure of Direct State Aid--\$4,219.65
 - 10) Board President Items
 - 11) Adjournment
- Next meeting – July 7, 2021

Any person with a disability who requires a modification or accommodation in order to participate in the meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the Library Board of Trustees during the meeting, should contact the Library Director, (515) 967-4790 or jills@bondurant.lib.ia.us, no fewer than two business days prior to the meeting to enable the Bondurant Community Library to make reasonable arrangements to assure accessibility or language assistance for the meeting.

Meeting Minutes
Bondurant Community Library | Library Board of Trustees
Wednesday, May 5, 2021

1. **Roll Call:** *Members Present:* Pat Kaura, Sue Ugulini, Craig Campbell, Craig Kinrade, Josh Byrant, Julie Bergeson and Jen Keeler. Library Director Sanders and Assistant Director Klinker-Feld were also present.
2. **Call to order:** Meeting called to order by President Kaura.
3. **Guests present:** Clint Jensen, Story Construction Management
4. **Perfecting and Approving the Agenda:** Motion to approve the agenda by Ugulini, seconded by Campbell. Motion carried.
5. **Capital Improvement Project:** Mr. Clint Jensen [Story Construction Management] provided detailed updates on the capital improvement project, necessary change orders and current budget information. The final move is scheduled for the week of July 2nd.
 - a. **Discussion/Decision Application and Certificate for Payment:** Motion to approve payment for the month of April by Bryant, seconded by Kinrade. Motion carried
 - b. **Discussion/Decision Change Orders:** Motion to approve change orders by Ugulini, seconded by Keeler. Motion carried
6. **Consent Agenda:**
 - a. Minutes of past meeting
 - b. Financial Report
 - c. Approve Warrant list / authorize expenditures
 - d. Staff Report
 - e. Director's Report
 - f. Statistics Review

Motion to approve the above consent agenda by Bergeson, seconded by Campbell.
Motion carried.
7. **Public Comments:** None
8. **Library Foundation Update:** The foundation met in April January to discuss future fundraising, including cookbook and t-shirt sales. Foundation asked the Board for feedback regarding naming rights for donations. Foundation will develop a "menu" of donor levels/options for Board to consider. Friends of the Library group received tax-exempt status.
9. **City Council Liaison Report:** None.
10. **Old Business:** None

10. New Business:

- a. **Review Social Networking Policy.** Motion to approve by Bryant, seconded by Ugolini. Motion carried.
- b. **Open Access Policy.** Motion to approve by Bryant, seconded by Campbell. Motion carried.
- c. **Discussion of Chris Vance Artwork.** Examples of artwork presented to Board for review. Director Sanders will work with Mr. Vance for final product.
- d. **Ilovelibraries article.** The American Library Association campaign #librarytiktok featured BPL.

11. Board President Items: None.

12. Adjournment: Motion to adjourn by Bergeson, seconded by Campbell. Motion carried.

Next Meeting: Wednesday, June 2, 2021



Budget Report

Account Summary

For Fiscal: 2020-2021 Period Ending: 05/31/2021

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND						
Department: 410 - LIBRARY						
001-410-1-4500	FINES & FEES	3,343.00	3,343.00	219.55	3,024.87	-318.13 9.52 %
001-410-2-4465	CO CONTRIB LIBRARY-POLK CO AUD	35,292.00	35,292.00	0.00	35,292.00	0.00 0.00 %
001-410-2-4710	REIMBURSEMENT-LIBRARY GRANTS	500.00	500.00	0.00	500.00	0.00 0.00 %
001-410-6010	SALARIES	175,480.00	175,480.00	6,274.40	144,377.17	31,102.83 17.72 %
001-410-6020	SALARIES-PART-TIME	62,660.00	62,660.00	2,020.46	40,797.57	21,862.43 34.89 %
001-410-6210	ASSOCIATION DUES	700.00	700.00	0.00	689.00	11.00 1.57 %
001-410-6230	TRAINING	600.00	600.00	0.00	274.95	325.05 54.18 %
001-410-6240	MEETINGS & CONFERENCES	1,500.00	1,500.00	0.00	126.67	1,373.33 91.56 %
001-410-6310	BUILDING & GROUND MAINTENANCE	15,000.00	15,000.00	0.00	2,601.46	12,398.54 82.66 %
001-410-6340	OFFICE EQUIPMENT REPAIR	200.00	200.00	0.00	0.00	200.00 100.00 %
001-410-6350	OPERATIONAL EQUIPMENT REPAIR	1,000.00	1,000.00	0.00	457.51	542.49 54.25 %
001-410-6371	ELECTRIC / GAS	7,500.00	7,500.00	247.00	5,180.00	2,320.00 30.93 %
001-410-6373	TELECOMMUNICATION EXPENSE	20,000.00	20,000.00	1,210.59	20,406.60	-406.60 -2.03 %
001-410-6402	ADVERTISING-PUBLICATIONS	0.00	0.00	0.00	60.07	-60.07 0.00 %
001-410-6411	LEGAL EXPENSE	1,500.00	1,500.00	0.00	0.00	1,500.00 100.00 %
001-410-6419	COMPUTER SUPPORT	8,000.00	8,000.00	89.50	3,801.54	4,198.46 52.48 %
001-410-6499	CONTRACT SERVICES	16,000.00	16,000.00	0.00	17,005.28	-1,005.28 -6.28 %
001-410-6502	PRINTED MATERIALS	33,000.00	33,000.00	0.00	48,901.88	-15,901.88 -48.19 %
001-410-6503	DIGITAL MATERIALS	10,000.00	10,000.00	0.00	14,299.35	-4,299.35 -42.99 %
001-410-6504	MINOR EQUIPMENT	2,000.00	2,000.00	0.00	19.98	1,980.02 99.00 %
001-410-6506	OFFICE SUPPLIES	6,000.00	6,000.00	0.00	4,772.88	1,227.12 20.45 %
001-410-6507	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	131.10	868.90 86.89 %
001-410-6508	POSTAGE-SHIPPING	1,900.00	1,900.00	0.00	1,441.87	458.13 24.11 %
001-410-6580	MISCELLANEOUS	1,000.00	1,000.00	0.00	255.52	744.48 74.45 %
001-410-6599	LIBRARY PROGRAMS	5,000.00	5,000.00	0.00	3,789.70	1,210.30 24.21 %
001-410-6725	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	0.00	7,463.58	1,536.42 17.07 %
001-410-6770	LIBRARY CAPITAL	2,000.00	2,000.00	0.00	13,146.00	-11,146.00 -557.30 %
Department: 410 - LIBRARY Surplus (Deficit):		-341,905.00	-341,905.00	-9,622.40	-291,182.81	50,722.19 14.84 %
Fund: 001 - GENERAL FUND Surplus (Deficit):		-341,905.00	-341,905.00	-9,622.40	-291,182.81	50,722.19 14.84 %

Budget Report

For Fiscal: 2020-2021 Period Ending: 05/31/2021

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 167 - LIBRARY GRANT						
Department: 410 - LIBRARY						
167-410-2-4440	LIBRARY STATE AID	4,220.00	4,220.00	0.00	4,219.65	-0.35 0.01 %
167-410-4-4300	INTEREST - LIBRARY T&A	0.00	0.00	0.00	5.02	5.02 0.00 %
167-410-4-4705	T/A-LIBRARY DONATIONS	22,426.00	22,426.00	2,226.95	25,511.47	3,085.47 113.76 %
167-410-6506	TRUST & AGENCY LIBRARY EXPENSE	11,343.00	11,343.00	0.00	18,112.50	-6,769.50 -59.68 %
	Department: 410 - LIBRARY Surplus (Deficit):	15,303.00	15,303.00	2,226.95	11,623.64	-3,679.36 24.04 %
	Fund: 167 - LIBRARY GRANT Surplus (Deficit):	15,303.00	15,303.00	2,226.95	11,623.64	-3,679.36 24.04 %

Budget Report

For Fiscal: 2020-2021 Period Ending: 05/31/2021

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 351 - LIBRARY CAPITAL						
Department: 410 - LIBRARY						
351-410-3-4705	PRIVATE CONTRIBUTIONS (FOUNDAT...	60,000.00	60,000.00	0.00	60,000.00	0.00 0.00 %
351-410-4-4300	INTEREST-GENERAL	51.00	51.00	0.00	205.64	154.64 403.22 %
351-410-4-4820	PROCEEDS FROM DEBT	3,688,792.00	3,688,792.00	0.00	3,688,791.85	-0.15 0.00 %
351-410-6407	ENGINEERING EXPENSE	662,697.00	662,697.00	0.00	480,167.33	182,529.67 27.54 %
351-410-6507	OPERATING SUPPLIES	0.00	0.00	0.00	830.34	-830.34 0.00 %
351-410-6799	OTHER CAPITAL OUTLAY	2,340,000.00	2,340,000.00	0.00	1,443,210.25	896,789.75 38.32 %
	Department: 410 - LIBRARY Surplus (Deficit):	746,146.00	746,146.00	0.00	1,824,789.57	1,078,643.57 -144.56 %
	Fund: 351 - LIBRARY CAPITAL Surplus (Deficit):	746,146.00	746,146.00	0.00	1,824,789.57	1,078,643.57 -144.56 %
	Report Surplus (Deficit):	145,086.00	145,086.00	-7,395.45	1,540,421.15	1,395,335.15 -961.73 %

Bondurant Community Library
Library Board of Trustees
June 2, 2021
Warrant List

Company	Description	Budget Code	Invoice	Amount
Access Systems	Copier	001-410-6499	29318934	\$394.53
Amazon	American Flag	001-410-6310	Statement	\$70.99
Baker & Taylor	Books	001-410-6502	Statement	\$1,644.62
BeeLine & Blue	Scanning of historical photos	351-410-6799	INV010739	\$160.50
Chris Vance Art	Mural	351-410-6799	#1	\$2,500.00
CenturyLink Business	Phone and internet	001-410-6373	Statement	\$157.94
Demco	Supplies	001-410-6506	6943900	\$183.86
Des Moines Children's Museum	Membership	001-410-6599	Statement	\$125.00
FEH	Building	351-410-6407	111638	\$4,413.35
Findaway	Launchpads	001-410-6502	349777	\$159.99
Junior Library Guild	Books	001-410-6502	568029	\$144.00
Kadeth, Inc.	Computer support	001-410-6419	5836	\$622.50
Mediacom	Phone and internet	001-410-6373	Statement	\$203.71
Mediacom	Phone and internet	001-410-6419	Statement	\$89.50
MicroMarketing	Audio books	001-410-6502	849091	\$149.96
MicroMarketing	Audio books	001-410-6502	848656	\$233.95
MidAmerican	Utilities	001-410-6371	Statement	\$247.00
Office Depot	Paper bags	170-130-6506	167976777001	\$147.64
Petty Cash	Postage & Programming	001-410-6508, 001-410-6599	Receipts	\$60.42
Professor Von Air	Summer Reading Program	167-410-6506	678108	\$100.00
Sanders, Jill	Summer Reading Program	167-410-6506	Receipt	\$47.04
Scholastic	Summer Reading Program	167-410-6506	29545892	\$312.28
Scholastic	Summer Reading Program	167-410-6506	29935464	\$89.77
Story Construction	Construction Management	351-410-6407	32602	\$45,114.30

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Warrant List

Stratus	Cleaning service	001-410-6499	4596380	\$443.39
T-Mobile	Hot spot data	001-410-6373	Statement	\$500.00
Tumbleweed Press	Tumblebooks	001-410-6503	105266	\$1,198.00
Unique	Collection service	001-410-6499	601590	\$17.90
US Cellular	Hot spot data	001-410-6373	Statement	\$506.88
Verizon	Hot spot data	001-410-6373	Statement	\$1,452.60
Visa	Books, movies, etc.	001-410-6502	Statement	\$483.35
	Programming	001-410-6599	Statement	\$386.38
	COVID	170-130-6507	Statement	\$16.04
	Summer Reading Program	167-410-6506	Statement	\$407.52
Walmart	Programming supplies	001-410-6599	Statement	\$13.05
Waukee Public Library	Summer Reading Program	167-410-6506	Statement	\$19.00

Total Operating Expenses	\$9,489.52
COVID Expenses	\$163.68
Building Project Expenses	\$52,188.15
Trust & Agency Expenses	\$975.61
Total	\$62,816.96

Bondurant Community Library Board President
SIGNATURE

Date

Bondurant Community Library Board Secretary
SIGNATURE

Date



STAFF REPORT MAY 2021

Michell:

- Zoom meeting about American Rescue Plan Act Grant

Megan:

- Endorsement courses on IA Learns completed: 8
- New Youth Services Librarian Meeting w/Angie from state library
- LGBTQ101 with Max Mowitz
- Booklist Voices from the Middle: Award Winners and Dazzling Debuts
- Check it out with Angie from state library
- Kids lib
- Pop YS w/Angie from State library

Margaret:

- Kids Lib

Programming for May:

- Virtual Storytimes—10 sessions
- Storytimes at City Park—2 sessions
- Grab & Go Kits—Star Wars kits, frog jumping kits, patriotic wind socks
- Virtual BINGO—2 sessions
- Book Discussion for Adults—Anxious People by Fredrik Backman
- Adult Program to Go—Grow Your Own Sprouts
- Teen/Tween Book Discussion and craft—The Boy at the Back of the Class by Onjali Q. Raúf
- Summer Reading Program registration began May 24th



Librarian items May 2021

- We have been advised by our furniture supplier that there will be a delay in some of the furniture. Primarily the YA seating and one set of seating in the south and east study room. They are reporting shipping early August.
- Sign up for Summer Reading began on the 24. Staff has again this summer set up Wandoo reader so patrons can track reading on-line. Paper tracking is also available. Librarian Margaret has begun Story Time's in the park and will continue this throughout the summer.
- Out reach to Courtyard Estates will begin again in July.
- The final staging move is still on schedule for the last week of June. The new book casing is also due to be installed at this time as well.
- I just wanted to let you all know that we had an issue with the roof in the new southern addition. There was a tear in the membrane that caused a leak. Staff noticed it Thursday evening. We implemented our Emergency Management policy and had the plastic sheeting available to protect that portion of the collection right away. Items that were water damaged were isolated. Story was notified that evening and calls were made that evening so that the roofers there very early on Friday morning. Staff with the assistance of City works emptied and moved that bookcase so that the soaked carpet underneath could be dried so no mold could develop. The bookcase and materials were moved back on Sat. All in all it could have been much worse with as much rain as we have had this past week. We only lost about 20 items. Since the book casing is mostly made of metal (only the end caps are of wood) no damage was done to the book cases. If it had not be caught by staff mold would have started and then spread to the surrounding materials.
- Jill attended both the City Council meetings virtually in May as normal.

BONDURANT COMMUNITY LIBRARY

TELEPHONE USE POLICY

While the Bondurant Community Library recognizes that in-house telephones are to be used for conducting library business, ~~and incoming calls related to library business,~~ emergency use of telephones by patrons will be allowed. Patrons will be advised that conversations must be short, and will be made from the circulation desk.

Adopted by the Bondurant Community Library Board of Trustees

04/2003

Reviewed: 12/2007, 06/2011

Revised: 9/2015, 9/2019

Bondurant Community Library

UNATTENDED CHILDREN POLICY

The Bondurant Community Library encourages children to experience the collections, services, and programs it offers. The following guidelines ensure their use of the Library is a positive and safe experience.

Guidelines:

- A child is expected to abide by the Library's Rules of Conduct.
- The Library is not responsible for the actions, supervision, safety or monitoring a child's use of the Library.
- A child 9 years of age or younger must be attended and supervised by a caregiver at all times. A caregiver must be 14 years of age or older.
- Library staff will attempt to contact a child's caregiver if:
 - a child 9 years of age or younger is in the Library unattended.
 - a child under 18 years of age is in the Library unattended at the time of closing.
- If a caregiver cannot be reached within 15 minutes, Library staff will notify the Polk County Sheriff. Library staff must consult the Library director before the police are notified. If the Library director cannot be reached, senior staff on duty will make the decision to call Polk County Sheriff.
- Two Library staff will remain with the child until a caregiver or until the Sheriff's department arrives.
- Under no circumstances should Library staff drive a child to any location or leave a child alone outside the building after closing.
- Library staff will not page or call a child to the phone.
- If a child leaves the program area during a program, it is not the responsibility of library staff to monitor the child, nor to notify the parent/responsible caregiver that the child has left the program. Although children may attend programs without a caregiver, the caregiver is expected to remain in the building and join the child immediately following the program.
- If a child wishes to leave the library, the library staff cannot legally detain him or her.

Missing (Lost) Child Policy

If a parent (guardian) reports a missing (lost) child:

1. Call "911" and report the circumstances to the police.
2. Have staff canvas Library for missing child, including restrooms and meeting room.
3. Have another staff member in the entryway hall to monitor main doors.
4. Report findings to police when they arrive.

Adopted by the Bondurant Community Library Board of Trustees:

3/1990

Reviewed: 12/2002

Revised: 5/2004, 4/2005, 3/2009, 7/2012, 11/2015, 10/2019