



Agenda  
Bondurant Community Library - Library Board of Trustees  
104 2<sup>nd</sup> Street NE  
Bondurant, Iowa 50035  
Bondurant Community Library  
7 pm  
Wednesday, April 6, 2022

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/85396340789?pwd=eWZtZlNZeHBtODB4UHhYMDZMVnZQUT09>  
To phone into the meeting please call the following number: 1 312 626 6799 US (Chicago)  
Meeting ID: 853 9634 0789 Password: 556015

Call to order

- 1) Guests Present
- 2) Perfecting and Approving the Agenda
- 3) Presentation to Craig Kinrade
- 4) Capital Improvement Project Update
  - a) Discussion/Approval of Application and Certificate for Payment
- 5) Approval of Consent Agenda
  - a) Approval of Minutes from past meeting – March 2022
  - b) Financial Report
  - c) Approval of Warrant List/Authorize expenditures
  - d) Staff Report -- March
  - e) Director Report -- March
  - f) Statistics
- 6) Public Comments
- 7) Foundation Update
- 8) Friends of the Library Update
- 9) City Council Liaison Report
- 10) Old Business
  - a. Discussion/Decision Long Range Plan
  - b. Discussion/Decision Library Trustee Appointment – vacant seat
- 11) New Business
  - a. Discussion/Decision Library slogan/tagline
  - b. Discussion/Decision Hours Open Policy
  - c. Discussion Phone and Internet Service
- 12) Board President Items

### 13) Adjournment

Next meeting – May 4, 2022

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](mailto: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, March 2, 2022**

1. **Roll Call:** *Members Present:* Pat Kaura, Josh Bryant, Julie Bergeson, Jen Keeler, Sue Ugulini and Craig Campbell. Library Director Sanders and assistant Director Klinker-Feld were also present.
2. **Call to order:** Meeting called to order at 7:00 PM by President Kaura.
3. **Guests present:** Marketa Oliver, City of Bondurant; Mr. Shannon Kline; Dr. Toby Yak
4. **Perfecting and Approving the Agenda:** Motion to approve the agenda, as amended, by Ugulini, seconded by Campbell. Motion carried.
5. **Capital Improvement Project:** Director Sanders provided detailed updates on the capital improvement project, necessary change orders and current budget information.
6. **Approval of Consent Agenda:**
  - a. Minutes of past meeting – February 2022
  - b. Financial Report
  - c. Approve Warrant list / authorize expenditures
  - d. Staff Report - December
  - e. Director's Report - December
  - f. Statistics Review

Motion to approve the above consent agenda by Bryant, seconded by Bergeson. Motion carried.

7. **Public Comments:** None.
8. **Library Foundation Update:** Mini-Golf fundraising event was well received and raised approximately \$2,500. Upcoming events include the annual Book Sale with the Friends of the Library and possible activities during Summerfest.
9. **City Council Liaison Report:** City Administrator Oliver told of presenting the City budget to the City Council; updates on the solar panel project; feasibility studies taking place on the Landus project; and future plans for expanding the Emergency Services building.
10. **Old Business:**
  - a. **Trustee Appointment:** There are four potential candidates for the vacant Trustee position. A committee will interview the potential candidates and the Board will provide a recommendation to the City Council for the official appointment.
  - b. **Long-Range Plan:** Director Sanders asked for Trustee feedback on the plan by March 18, 2020.
11. **New Business:**

- a. **Discussion/Approval – Budget Amendment.** Motion to approve by Ugulini, seconded by Keeler. Motion carried.
  - b. **Discussion/Approval – Salary Adoption.** Motion to approve by Campbell, seconded by Bergeson. Motion carried.
  - c. **Discussion – Friends fundraiser during Summerfest.** No action taken.
- 12. Board President Items.** Director Sanders shared her nomination submitted for the "Love my Librarian" award sponsored by the American Library Association.
- 13. Adjournment:** Motion to adjourn by Bryant, seconded by Keeler. Motion carried.

**Next Meeting:** Wednesday, April 6, 2022



# Budget Report

## Account Summary

For Fiscal: 2021-2022 Period Ending: 03/31/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 001 - GENERAL FUND</b>						
<b>Department: 410 - LIBRARY</b>						
<a href="#">001-410-1-4500</a>	FINES & FEES	2,300.00	2,300.00	232.35	3,419.62	1,119.62 148.68 %
<a href="#">001-410-2-4465</a>	CO CONTRIB LIBRARY-POLK CO AUD	30,000.00	30,000.00	0.00	37,167.00	7,167.00 123.89 %
<a href="#">001-410-2-4710</a>	REIMBURSEMENT-LIBRARY GRANTS	500.00	500.00	0.00	189.03	-310.97 62.19 %
<a href="#">001-410-6010</a>	SALARIES	187,764.00	187,764.00	13,395.20	127,254.40	60,509.60 32.23 %
<a href="#">001-410-6020</a>	SALARIES-PART-TIME	97,046.00	97,046.00	5,763.58	48,069.23	48,976.77 50.47 %
<a href="#">001-410-6210</a>	ASSOCIATION DUES	700.00	700.00	0.00	524.00	176.00 25.14 %
<a href="#">001-410-6230</a>	TRAINING	600.00	600.00	0.00	40.00	560.00 93.33 %
<a href="#">001-410-6240</a>	MEETINGS & CONFERENCES	3,000.00	3,000.00	0.00	584.22	2,415.78 80.53 %
<a href="#">001-410-6310</a>	BUILDING & GROUND MAINTENANCE	15,000.00	15,000.00	0.00	5,207.01	9,792.99 65.29 %
<a href="#">001-410-6340</a>	OFFICE EQUIPMENT REPAIR	200.00	200.00	0.00	0.00	200.00 100.00 %
<a href="#">001-410-6350</a>	OPERATIONAL EQUIPMENT REPAIR	1,000.00	1,000.00	0.00	0.00	1,000.00 100.00 %
<a href="#">001-410-6371</a>	ELECTRIC / GAS	12,500.00	12,500.00	1,598.00	7,776.00	4,724.00 37.79 %
<a href="#">001-410-6373</a>	TELECOMMUNICATION EXPENSE	18,000.00	18,000.00	2,652.33	26,555.52	-8,555.52 -47.53 %
<a href="#">001-410-6411</a>	LEGAL EXPENSE	3,000.00	3,000.00	0.00	0.00	3,000.00 100.00 %
<a href="#">001-410-6419</a>	COMPUTER SUPPORT	8,000.00	8,000.00	89.50	3,973.40	4,026.60 50.33 %
<a href="#">001-410-6499</a>	CONTRACT SERVICES	16,000.00	16,000.00	851.56	20,324.52	-4,324.52 -27.03 %
<a href="#">001-410-6502</a>	PRINTED MATERIALS	36,000.00	36,000.00	4,484.24	27,776.04	8,223.96 22.84 %
<a href="#">001-410-6503</a>	DIGITAL MATERIALS	13,000.00	13,000.00	0.00	12,637.12	362.88 2.79 %
<a href="#">001-410-6504</a>	MINOR EQUIPMENT	2,000.00	2,000.00	0.00	509.73	1,490.27 74.51 %
<a href="#">001-410-6506</a>	OFFICE SUPPLIES	6,500.00	6,500.00	62.72	3,672.28	2,827.72 43.50 %
<a href="#">001-410-6507</a>	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	282.98	717.02 71.70 %
<a href="#">001-410-6508</a>	POSTAGE-SHIPPING	1,900.00	1,900.00	0.00	532.65	1,367.35 71.97 %
<a href="#">001-410-6580</a>	MISCELLANEOUS	1,000.00	1,000.00	0.00	220.18	779.82 77.98 %
<a href="#">001-410-6599</a>	LIBRARY PROGRAMS	6,000.00	6,000.00	312.62	4,808.19	1,191.81 19.86 %
<a href="#">001-410-6725</a>	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	17.98	1,326.68	7,673.32 85.26 %
<b>Department: 410 - LIBRARY Surplus (Deficit):</b>		<b>-406,410.00</b>	<b>-406,410.00</b>	<b>-28,995.38</b>	<b>-251,298.50</b>	<b>155,111.50 38.17 %</b>
<b>Fund: 001 - GENERAL FUND Surplus (Deficit):</b>		<b>-406,410.00</b>	<b>-406,410.00</b>	<b>-28,995.38</b>	<b>-251,298.50</b>	<b>155,111.50 38.17 %</b>

Budget Report

For Fiscal: 2021-2022 Period Ending: 03/31/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 167 - LIBRARY GRANT</b>						
<b>Department: 410 - LIBRARY</b>						
<a href="#">167-410-2-4440</a>	LIBRARY STATE AID	0.00	0.00	5,000.00	10,258.77	10,258.77 0.00 %
<a href="#">167-410-2-4705</a>	T/A-LIBRARY DONATIONS	0.00	0.00	454.95	2,704.18	2,704.18 0.00 %
<a href="#">167-410-4-4300</a>	INTEREST - LIBRARY T&A	0.00	0.00	0.00	0.86	0.86 0.00 %
<a href="#">167-410-6506</a>	TRUST & AGENCY LIBRARY EXPENSE	0.00	0.00	0.00	22,720.28	-22,720.28 0.00 %
<b>Department: 410 - LIBRARY Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>5,454.95</b>	<b>-9,756.47</b>	<b>-9,756.47 0.00 %</b>
<b>Fund: 167 - LIBRARY GRANT Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>5,454.95</b>	<b>-9,756.47</b>	<b>-9,756.47 0.00 %</b>

**Budget Report**

**For Fiscal: 2021-2022 Period Ending: 03/31/2022**

	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Remaining</b>
<b>Fund: 200 - DEBT SERVICE</b>						
<b>Department: 410 - LIBRARY</b>						
<a href="#">200-410-6802</a>	PRINCIPAL - LIBRARY - 07/13B GO DSL	260,000.00	260,000.00	0.00	0.00	260,000.00 100.00 %
<a href="#">200-410-6852</a>	INTEREST - LIBRARY - 07/13B GO DSL	3,770.00	3,770.00	0.00	1,885.00	1,885.00 50.00 %
<a href="#">200-410-6898</a>	ADM FEE-LIBRARY 07/13B - GO DSL	500.00	500.00	0.00	250.00	250.00 50.00 %
	<b>Department: 410 - LIBRARY Total:</b>	<b>264,270.00</b>	<b>264,270.00</b>	<b>0.00</b>	<b>2,135.00</b>	<b>262,135.00 99.19 %</b>
	<b>Fund: 200 - DEBT SERVICE Total:</b>	<b>264,270.00</b>	<b>264,270.00</b>	<b>0.00</b>	<b>2,135.00</b>	<b>262,135.00 99.19 %</b>

Budget Report

For Fiscal: 2021-2022 Period Ending: 03/31/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 351 - LIBRARY CAPITAL</b>						
<b>Department: 410 - LIBRARY</b>						
<a href="#">351-410-3-4705</a>	PRIVATE CONTRIBUTIONS (FOUNDAT...	0.00	0.00	0.00	12,500.00	12,500.00 0.00 %
<a href="#">351-410-4-4300</a>	INTEREST-GENERAL	0.00	0.00	0.00	66.50	66.50 0.00 %
<a href="#">351-410-6407</a>	ENGINEERING EXPENSE	0.00	0.00	0.00	156,398.86	-156,398.86 0.00 %
<a href="#">351-410-6507</a>	OPERATING SUPPLIES	0.00	0.00	0.00	3,289.81	-3,289.81 0.00 %
<a href="#">351-410-6799</a>	OTHER CAPITAL OUTLAY	500,000.00	500,000.00	0.00	793,188.46	-293,188.46 -58.64 %
<b>Department: 410 - LIBRARY Surplus (Deficit):</b>		<b>-500,000.00</b>	<b>-500,000.00</b>	<b>0.00</b>	<b>-940,310.63</b>	<b>-440,310.63 -88.06 %</b>
<b>Fund: 351 - LIBRARY CAPITAL Surplus (Deficit):</b>		<b>-500,000.00</b>	<b>-500,000.00</b>	<b>0.00</b>	<b>-940,310.63</b>	<b>-440,310.63 -88.06 %</b>
<b>Report Surplus (Deficit):</b>		<b>-1,190,680.00</b>	<b>-1,190,680.00</b>	<b>-35,615.43</b>	<b>-1,235,990.10</b>	<b>-45,310.10 -3.81 %</b>



Bondurant Community Library  
Library Board of Trustees  
April 6, 2022  
Warrant List

<b>Company</b>	<b>Description</b>	<b>Budget Code</b>	<b>Invoice</b>	<b>Amount</b>
Access Systems	Copier	001-410-6499	31242353	<b>\$404.84</b>
Amazon	Books	001-410-6502	Statement	<b>\$652.74</b>
	Library programs	001-410-6599	Statement	<b>\$19.98</b>
	Paper Towels	001-410-6507	Statement	<b>\$11.98</b>
	Office supplies	001-410-6506	Statement	<b>\$143.84</b>
	Monitor	001-410-6725	Statement	<b>\$105.99</b>
	Cork Strip	001-410-6310	Statement	<b>\$19.99</b>
	Diversity Program	167-410-6506	Statement	<b>\$152.08</b>
ASI	Cast Bronze Plaque	351-410-6799	Statement	<b>\$3,844.40</b>
Baker & Taylor	Books	001-410-6502	Statement	<b>\$1,309.80</b>
CenturyLink Business	Fire alarm analog lines	001-410-6373	Statement	<b>\$122.74</b>
Child's World	Books	001-410-6502	NA152868	<b>\$331.20</b>
Convergint	Security Cameras	351-410-6799	111SNL0230	<b>\$2,262.00</b>
Demco	Book Processing	001-410-6506	7080722	<b>\$99.10</b>
Des Moines Register	Newspaper	001-410-6502	DM3335996	<b>\$384.00</b>
Friends of the Grimes Public Library	TixKeeper software for Adventure Pass	001-410-6599	Statement	<b>\$225.00</b>
Greater Des Moines Botanical Garden	Adventure Pass	001-410-6599	Statement	<b>\$150.00</b>
Hoopla	Digital Materials	001-410-6503	501758429	<b>\$284.76</b>
Image 360	Trustee Plaque	001-410-6580	Statement	<b>\$80.00</b>
Junior Library Guild	Books	001-410-6502	605316	<b>\$1,252.80</b>
Mediacom	Phone and internet	001-410-6373	Statement	<b>\$203.71</b>
Mediacom	Phone and internet	001-410-6419	Statement	<b>\$89.50</b>
Mediacom	Phone and internet	001-410-6373	Statement	<b>\$111.20</b>
Mediacom	Phone and internet	001-410-6373	Statement	<b>\$111.20</b>
MicroMarketing	Large print	001-410-6502	879589	<b>\$15.99</b>
MicroMarketing	Large print	001-410-6502	879098	<b>\$24.99</b>

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Warrant List

MicroMarketing	Audiobooks	001-410-6502	878437	<b>\$39.99</b>
MicroMarketing	Audiobooks	001-410-6502	877016	<b>\$2,167.59</b>
MicroMarketing	Audiobooks	001-410-6502	878483	<b>\$281.95</b>
MicroMarketing	Audiobooks	001-410-6502	879268	<b>\$39.99</b>
MicroMarketing	Audiobooks	001-410-6502	879455	<b>\$230.96</b>
MicroMarketing	Large print	001-410-6502	879365	<b>\$25.60</b>
MicroMarketing	Large print	001-410-6502	879170	<b>\$280.73</b>
MicroMarketing	Large print	001-410-6502	877156	<b>\$726.29</b>
MidAmerican	Utilities	001-410-6371	Statement	<b>\$1,598.00</b>
Petty Cash	Postage	001-410-6508	Receipts	<b>\$70.20</b>
	Programming	001-410-6899	Receipts	<b>\$2.49</b>
Provantage	Staff laptop	001-410-6725	9193973	<b>\$777.95</b>
Storey Kenworthy	Face Masks	170-130-6507	PINV971229	<b>\$62.45</b>
Stratus	Cleaning service	001-410-6499	5124890	<b>\$851.56</b>
The Book Farm	Books	001-410-6502	REB12873	<b>\$4,842.53</b>
T-Mobile	Hot spot data	001-410-6373	Statement	<b>\$360.00</b>
Unique	Collection service	001-410-6499	6098753	<b>\$35.80</b>
US Cellular	Hot spot data	001-410-6373	Statement	<b>\$521.88</b>
US Cellular	Hot spot data	001-410-6373	Statement	<b>\$521.88</b>
Verizon	Hot spot data	001-410-6373	Statement	<b>\$1,332.80</b>
Visa	Summer Reading postage and supplies	167-410-6506	Statement	<b>\$402.94</b>
	Dish soap, plates, etc.	001-410-6507	Statement	<b>\$24.14</b>
	Programming	001-410-6599	Statement	<b>\$160.76</b>
	ARSL memberships	001-410-6210	Statement	<b>\$150.00</b>
	Airfare to ARSL	001-410-6240	Statement	<b>\$792.56</b>
	AWE keyboard	001-410-6725	Statement	<b>\$87.05</b>

Bondurant Community Library  
 Library Board of Trustees  
 April 6, 2022  
 Warrant List

	Caution tape & stakes	001-410-6310	Statement	<b>\$35.65</b>
	Covid-Zoom	170-130-6507	Statement	<b>\$16.04</b>
Walmart	Popcorn supplies	001-410-6599	Statement	<b>\$28.88</b>
Walmart	6 ft. table, supplies	001-410-6599	Statement	<b>\$58.28</b>

Total Operating Expenses	<b>\$22,142.58</b>
COVID Expenses	<b>\$78.49</b>
Building Project Expenses	<b>\$6,106.40</b>
Trust & Agency Expenses	<b>\$555.02</b>
<b>Total</b>	<b>\$28,882.49</b>

Bondurant Community Library Board President  
 SIGNATURE

Date

Bondurant Community Library Board Secretary  
 SIGNATURE

Date



## STAFF REPORT MARCH 2022

Michell:

- Adult Librarian meeting
- All Iowa Reads 2022 Explore the Shortlist webinar
- Adult Summer Reading Program webinar

Megan:

- Kids Lib
- School library journal day long middle grade magic
- Booklist middle grade summer titles
- State library of Iowa check it out
- State library of Iowa summer library program
- State library of Iowa pop ys live
- State library of Iowa All Iowa reads shortlist
- 

Margaret:

- Kids Lib

Events in March:

- 19 Library Story Times
- 9 Sessions of Geri-Fit
- Book discussion for Adults
- Dungeons & Dragons
- Third Thursday at Hoover's
- After-school crafts
- Spring Break Story and STEAM
- Family Escape Room
- Family Craft & Movie Night
- Scavenger Hunt
- Spring Break BINGO
- After-school Puzzles
- After School Movie
- School-age Virtual Story Time
- Tween/Teen Book Discussion



## Librarian items March 2022

- The Library participated in Des Moines Area Regional Transit Authority's Red and Ride Week. DART gave 2,083 free rides throughout the week to riders that showed a valid library card.
- I have been working with vendors for pricing on a new copier lease. Working toward installation in May.
- Donation and Memorial plaques and signage have been ordered as well as the outside Bronze Plaque dedicating the new building. Vinyl Quotes have also been ordered to fill the rest of the new South addition.
- Spring Break at the Library was very busy. Many activities were planned for those patrons that did not travel. Those most popular included the Family Escape Room and the Scavenger Hunt.

The Hanson Family Escaped



Altoona Smiles were guest Story Time presenters



	A	B	C	D
1		Jul-21	Jul-20	
2	In Library circulation	6631	3883	
3	Bridges Audio Circulation	282	281	
4	Bridges E-Books Circulation	330	266	
5	Bridges-Streaming Video	0	0	
6	Bridges- eMagazines	18	1	
7	Overdrive Advantage - eBooks	91	38	
8	Overdrive Advantage - audio	99	82	
9	Hoopla	227	183	
10	Brainfuse	8	0	
11	Transparent Language (sessions)	0	3	
12	Tumblebook Downloads	1	2	
13	Tumblebook School Downloads	0	2	
14	AWE Learning Computers	0	0	
15	AdventurePass	27	13	
16	<b>Total Circulation for month</b>	<b>7714</b>	<b>4754</b>	
17	Doorcount	2494	2319	
18	Catalog Assists	132	121	
19	Telephone Assists	282	529	
20	Reference Assists	37	68	
21	Computer Assists	59	47	
22	<b>Number of Story Times Total</b>	<b>8 IN PERSON + 8 VIRTUAL =16</b>	<b>21</b>	
23	Attendance	83 IN PERSON + 11 VIRTUAL = 94	68	
24	Bondurant Birdsnest Outreach	10 @361	0	
25	Bondurant Elem. Blue Jay Beginnings		0	
26	Bloom (formerly Kids' academy)	<a href="#">5@132</a>	0	
27	Generation Next	<a href="#">4 @91</a>		
28	Bloom visits to BCL	<a href="#">4@56</a>	0	
29	Bondurant Christian Preschool Outreach		0	
30	Developmental Kindergarten		0	
31	<b>After School Events/SRP</b>			
32	Movie			
33	Open Craft	Youth Book Discussion 5@28		
34	In Person Children's Programming	Tie Dye 73	33	
35	In Person Children's Programming	Ice Cream Social 99	18	
36	In Person Children's Programming	Lava Lamps 52	9	
37	In Person Children's Programming	Bubble show 71		
38	In Person Children's Programming	Magic Show 80		
39	Virtual Live Programming -Children's	FB Sponsorship Author Visit Zoom 85		
40		In Person 29		
41				
42	<b>Total number of children's Programs</b>	<b>37 in person Virtual 9</b>	<b>24</b>	
43	<b>Total # attending childrens program</b>	<b>1127 in person 39 virtual</b>	<b>128</b>	
44				
45				
46				

	A	B	C	D
47	Date	Jul-21	Jul-20	
48	XBOX & WII Gaming			
49	Young adult programming	Teen tie dye 7		
50	Young adult programming			
51	Young adult programming			
52	<b>Total number of YA programs</b>	<b>1</b>	<b>0</b>	
53	<b>Total number attending YA programs</b>	<b>7</b>	<b>0</b>	
54	Computer classes- <b>Adult Programming</b>		0	
55	Live Virtual Book Discussion			
56	In Person Book Discussion	13	9	
57	Adult Coloring			
58	In Person Adult Program Event			
59	In Person Adult Program Event			
60	In Person Adult Program Event			
61	Courtyard Estates Outreach	2		
62	Courtyard Estates Outreach-Memory Unit			
63	Homebound Delivery	1		
64	<b>Total number of adult programs</b>	<b>2</b>	<b>1</b>	
65	<b>Total Number attending adult programs</b>	<b>15</b>	<b>9</b>	
66	Website Visits (sessions)	12611	6784	
67	WII & Nintendo/Legos/Trucks Etc.		0	
68	Wi Fi	594	593	
69	Internet	172	234	
70	Hot Spot Circulations	152	98	
71	Launchpads	55		
72	Tablets	0	0	
73	<b>Total Electronic Resource Usage</b>	<b>13584</b>	<b>7709</b>	
74	Test Proctoring	0	0	
75	Notary Services	5	7	
76	Tutoring		0	
77	Meeting/study Rm Use (No Library events)		0	
78	Security Corrections		0	
79	New Patron Cards	35	15	
80	Deleted patron cards	0	0	
81	<b>Interlibrary Loans</b>			
82	Borrowed from other libraries	18	18	
83	Loaned to other libraries	45	38	
84	<b>Collection</b>			
85	Added to collection	296	456	
86	Deleted From collection	54	156	
87	<b>Curbside Deliver</b>	<b>3</b>	<b>129</b>	
88	<b>Mobile Printing</b>	<b>8</b>	<b>19</b>	
89	<b>Inside Appointments</b>	<b>0</b>	<b>18</b>	
90	<b>Youth Grab and Go kits</b>	<b>890</b>		
91	<b>Teen Grab and go kits</b>	<b>25</b>		
92	<b>Adult grab and go kits</b>			

	A	B	C	D
93	Date		Jul-21	Jul-20
94	<b>Children's Grab and Go Kits</b>			
95	<b>FB Sponsorship STEM Kits</b>		330 out of 400	
96	<b>Adult Coloring Kits</b>			
97				



	E	F	G	H	I
1		Aug-21	Aug-20	Sep-21	Sep-20
2	In Library circulation	4871	3516	4045	3310
3	Bridges Audio Circulation	295	225	273	252
4	Bridges E-Books Circulation	355	263	321	194
5	Bridges-Streaming Video	0	0	0	0
6	Bridges- eMagazines	1	1	19	0
7	Overdrive Advantage - eBooks	90	41	65	33
8	Overdrive Advantage - audio	82	63	78	70
9	Hoopla	226	173	203	167
10	Brainfuse	6	0	5	0
11	Transparent Language (sessions)	0	23	5	1
12	Tumblebook Downloads	0	0	1	4
13	Tumblebook School Downloads	0	0	1	1
14	AWE Learning Computers	430	0	389	0
15	AdventurePass	30	14	6	3
16	<b>Total Circulation for month</b>	<b>6386</b>	<b>4319</b>	<b>5411</b>	<b>4035</b>
17	Doorcount	1952	2126	2527	1642
18	Catalog Assists	95	104	106	90
19	Telephone Assists	270	390	252	325
20	Reference Assists	43	75	58	70
21	Computer Assists	66	51	94	38
22	<b>Number of Story Times Total</b>	<b>10 in person + 3 virtual =13</b>	<b>9</b>	<b>21</b>	<b>27</b>
23	Attendance	36 in person + 4 virtual =40	72	65	61
24	Bondurant Birdsnest Outreach		<u>0</u>		
25	Bondurant Elem. Blue Jay Beginnings		0		
26	Bloom (formerly Kids' academy)	<u>34</u>	<u>0</u>	<u>2@30</u>	
27	Generation Next	<u>2@30</u>		<u>2@25</u>	
28	Bloom visits to BCL	<u>2@30</u>	<u>0</u>		
29	Bondurant Christian Preschool Outreach		0		
30	Developmental Kindergarten				VIRTUAL
31	<b>After School Events/SRP</b>		<u>2@15</u>		<u>BINGO</u>
32	In Person Movie Programming			6	12
33	In person craft program			29	
34	In Person Children's Programming	28	2	2	
35	In Person Children's Programming	17		10	
36	In Person Children's Programming			3	
37	In Person Children's Programming			3	
38	In Person Children's Programming				
39	Virtual Live Programming -Children's				
40					
41					
42	<b>Total number of children's Programs</b>	<b>20</b>	<b>12</b>	<b>31</b>	<b>28</b>
43	<b>Total # attending childrens program</b>	<b>192</b>	<b>89</b>	<b>173</b>	<b>73</b>
44					
45					
46					

	E	F	G	H	I
47	Date	Aug-21	Aug-20	Sep-21	Sep-20
48	XBOX & WII Gaming		0		virtual
49	Young adult programming		0	5	teen bk
50	Young adult programming				5
51	Young adult programming				6
52	<b>Total number of YA programs</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>
53	<b>Total number attending YA programs</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>11</b>
54	Computer classes- <b>Adult Programming</b>				
55	Live Virtual Book Discussion	2			9
56	In Person Book Discussion	9	9	13	
57	Adult Coloring		23		
58	In Person Adult Program Event	25			
59	In Person Adult Program Event				
60	Live Virtual Adult Program Event				
61	Courtyard Estates Outreach			4	
62	Courtyard Estates Outreach-Memory Unit			<a href="#">3@17</a>	
63	Homebound Delivery	1		2	
64	<b>Total number of adult programs</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>1</b>
65	<b>Total Number attending adult programs</b>	<b>36</b>	<b>32</b>	<b>36</b>	<b>9</b>
66	Website Visits (sessions)	6742	5294	6816	6431
67	WII & Nintendo/Legos/Trucks Etc.	24	0	48	0
68	Wi Fi	886	587	979	623
69	Internet	212	184	210	187
70	Hot Spot Circulations	126	193	151	111
71	Launchpad	35		36	
72	Tablet Usage	8	8	8	0
73	<b>Total Electronic Resource Usage</b>	<b>8033</b>	<b>6266</b>	<b>8248</b>	<b>7352</b>
74	Test Proctoring		0	0	0
75	Notary Services	11	10	7	6
76	Tutoring		0	0	0
77	Meeting/study Rm Use (No Library events)	16	0	30	0
78	Security Corrections		0	5	0
79	New Patron Cards	51	37	42	31
80	Deleted patron cards	0	1	0	0
81	<b>Interlibrary Loans</b>				
82	Borrowed from other libraries	17	10	10	7
83	Loaned to other libraries	59	54	65	57
84	<b>Collection</b>				
85	Added to collection	304	302	138	276
86	Deleted From collection	18	136	42	134
87	<b>Curbside Deliver</b>	2	23	1	23
88	<b>Mobile Printing</b>	16	27	3	25
89	<b>Inside Appointments</b>	0	NO	0	0
90	<b>Youth Grab and Go kits</b>		electric	50	
91	<b>Teen Grab and go kits</b>		8/10-	15	
92	<b>Adult grab and go kits</b>		12-Aug		

	E	F	G	H	I
93	Date	Aug-21	Aug-20	Sep-21	Sep-20
94	<b>Children's Grab and Go Kits</b>				
95	<b>FB Sponsorship STEM Kits</b>			0	
96	<b>Adult Coloring Kits</b>			0	
97					

	J	K	L	M	N	O	P
1		Oct. 21	Oct-20	Nov-21	Nov-20	Dec-21	Dec-20
2	In Library circulation	4526	2799	4254	1732	4037	1102
3	Bridges Audio Circulation	260	235	260	222	249	216
4	Bridges E-Books Circulation	295	299	255	278	312	249
5	Bridges-Streaming Video	0	2	1	0	0	1
6	Bridges- eMagazines	7	11	26	1	16	4
7	Overdrive Advantage - eBooks	89	30	64	52	58	55
8	Overdrive Advantage - audio	100	59	75	51	76	73
9	Hoopla	216	183	207	172	186	166
10	Brainfuse	10	0	7	0	6	0
11	Transparent Language (sessions)	0	23	2	3	0	0
12	Tumblebook Downloads	0	16	3	3	0	14
13	Tumblebook School Downloads	0	15	0	3	0	14
14	AWE Learning Computers	327	0	404	0	411	0
15	AdventurePass	9		6	8	10	2
16	<b>Total Circulation for month</b>	<b>5839</b>	<b>3672</b>	<b>5564</b>	<b>2525</b>	<b>5361</b>	1896
17	Doorcount	1511	1466	1467	see below	2929	0
18	Catalog Assists	106	70	104	97	89	51
19	Telephone Assists	213	287	200	559	218	531
20	Reference Assists	35	49	48	31	51	32
21	Computer Assists	66	29	33	8	74	3
22	<b>Number of Story Times Total</b>	21	<b>25</b>	<b>22</b>	<b>10 virtual</b>	<b>20</b>	12 Virtual
23	Attendance	104	49	126	19 device	86	10 Devices
24	Bondurant Birdsnest Outreach						
25	Bondurant Elem. Blue Jay Beginnings						
26	Bloom (formerly Kids' academy)	<u>2@70</u>		34		<u>2@62</u>	
27	Generation Next	<u>2@26</u>		17		<u>14</u>	
28	Bloom visits to BCL						
29	Bondurant Christian Preschool Outreach	<u>2@20</u>		<u>2@19</u>		<u>2@17</u>	
30	Developmental Kindergarten						
31	<b>After School Events/SRP</b>						
32	In Person Movie Programming	13		14		8	
33	In person craft program	<u>35</u>		17		<u>2@71</u>	
34	In Person Children's Programming	<u>12</u>	349	21		20	<u>2@17</u>
35	In Person Children's Programming	13	9	18		249	0
36	In Person Children's Programming	325	26	14		<u>6@140</u>	0
37	In Person Children's Programming	300		23		1	
38	In Person Children's Programming						
39	Virtual Live Programming -Children's	4		4		3	
40							
41							
42	<b>Total number of children's Programs</b>	<b>34</b>	<b>28</b>	<b>33</b>	<b>14</b>	<b>36</b>	<b>13</b>
43	<b>Total # attending childrens program</b>	<b>922</b>	<b>433</b>	<b>310</b>	<b>39</b>	<b>667</b>	<b>27</b>
44							
45							
46							

	J	K	L	M	N	O	P
47	Date	Oct-21	20-Oct	21-Nov	Nov-20	Dec-21	Dec-20
48	XBOX & Wii Gaming	<u>2@4</u>		<u>4@1</u>	0		
49	Young adult programming	<u>1</u>	30	0	Zoom BC	2	
50	Young adult programming		9			0	
51	Young adult programming		0				
52	<b>Total number of YA programs</b>	<b>3</b>	<b>3</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>0</b>
53	<b>Total number attending YA programs</b>	<b>5</b>	<b>39</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>0</b>
54	Computer classes- <b>Adult Programming</b>						
55	Live Virtual Book Discussion						
56	In Person Book Discussion	5	11	8	10	10	8
57	In Person Adult Program Event	<u>8@52</u>					
58	In Person Adult Program Event		23	<u>7@43</u>		<u>2@2</u>	
59	In Person Adult Program Event					17	
60	Live Virtual Adult Program Event	<u>7@6</u>		<u>6@6</u>		<u>5@9</u>	
61	Courtyard Estates Outreach	0				0	
62	Courtyard Estates Outreach-Memory Unit						
63	Homebound Delivery	<u>4</u>		1			
64	<b>Total number of adult programs</b>	<b>17</b>	<b>2</b>	<b>14</b>	<b>1</b>	<b>10</b>	<b>1</b>
65	<b>Total Number attending adult programs</b>	<b>67</b>	<b>34</b>	<b>57</b>	<b>10</b>	<b>38</b>	<b>8</b>
66	Website Visits (sessions)	7561	6961	6393	4568	5870	5092
67	Wii & Nintendo/Legos/Trucks Etc.	74	0	46	0	36	0
68	Wi Fi	1049	604	894	469	828	301
69	Internet	261	184	156	26	244	10
70	Hot Spot Circulations	115	69	127	130	106	65
71	Launchpad	32		20		23	
72	Tablet Usage	3	0	0	0	1	0
73	<b>Total Electronic Resource Usage</b>	<b>9095</b>	<b>7818</b>	<b>7636</b>	<b>5193</b>	<b>7108</b>	<b>5468</b>
74	Test Proctoring	0	0		0	0	0
75	Notary Services	10	4	10	2	8	2
76	Tutoring	0	0				0
77	Meeting/study Rm Use (No Library events)	21	0	35		30	0
78	Security Corrections	5	0	0		0	0
79	New Patron Cards	50	29	41	13	28	5
80	Deleted patron cards	0	0	969	0	7	0
81	<b>Interlibrary Loans</b>						
82	Borrowed from other libraries	31	13	29	13	10	20
83	Loaned to other libraries	79	45	54	26	42	31
84	<b>Collection</b>						
85	Added to collection	234	213	278	212	235	219
86	Deleted From collection	97	50	192	146	164	110
87	<b>Curbside Deliver</b>	<b>1</b>	<b>10</b>	<b>0</b>	<b>218</b>	<b>0</b>	<b>225</b>
88	<b>Mobile Printing</b>	<b>4</b>	<b>17</b>	<b>0</b>	<b>20</b>	<b>15</b>	<b>17</b>
89	<b>Inside Appointments</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19</b>	<b>0</b>	<b>8</b>
90	<b>Youth Grab and Go kits</b>	<b>80</b>		<b>115</b>		<b>130</b>	
91	<b>Teen Grab and go kits</b>	<b>25</b>		<b>10</b>	<b>7 days</b>	<b>10</b>	<b>0</b>
92	<b>Adult grab and go kits</b>	<b>0</b>		<b>0</b>	<b>13 days</b>	<b>0</b>	<b>20</b>

	J	K	L	M	N	O	P
93	Date	Oct-21	20-Oct	21-Nov	Nov-20	Dec-21	Dec-20
94	<b>Children's Grab and Go Kits</b>	4				d	
95	<b>FB Sponsorship STEM Kits</b>				3 days		5
96	<b>Adult Coloring Kits</b>				3 days		2.5
97	<b>Book in a bag kit</b>					184	

	Q	R	S	T	U
1		Jan-22	Jan-21	Feb-22	Feb-21
2	In Library circulation	4526	1513	4136	2121
3	Bridges Audio Circulation	267	234	294	210
4	Bridges E-Books Circulation	356	272	346	275
5	Bridges-Streaming Video	0	0	0	0
6	Bridges- eMagazines	21	7	22	4
7	Overdrive Advantage - eBooks	88	46	89	37
8	Overdrive Advantage - audio	105	63	115	61
9	Hoopla	225	204	225	195
10	Brainfuse	10	0	5	5
11	Transparent Language (sessions)	22	1	1	7
12	Tumblebook Downloads	3	21	0	11
13	Tumblebook School Downloads	0	12	0	11
14	AWE Learning Computers	500	0	600	0
15	AdventurePass	6	3	10	3
16	<b>Total Circulation for month</b>	<b>6129</b>	<b>2376</b>	<b>5843</b>	<b>2940</b>
17	Doorcount entryway	1342	12 DAYS/619	1434	2days closed 950
18	Catalog Assists	105	66	115	49
19	Telephone Assists	216	505	207	278
20	Reference Assists	43	33	86	31
21	Computer Assists	28	17	46	48
22	<b>Number of Story Times Total</b>	<b>20</b>	<b>12</b>	<b>16</b>	<b>16</b>
23	Attendance	67	30	73	31
24	Bondurant Birdsnest Outreach				
25	Bondurant Elem. Blue Jay Beginnings				
26	Bloom (formerly Kids' academy)	<a href="#">2@65</a>	4 @8	<a href="#">2@68</a>	
27	Generation Next	<a href="#">2@23</a>		<a href="#">2@28</a>	
28	Bloom visits to BCL				
29	Bondurant Christian Preschool Outreach	<a href="#">2@16</a>		<a href="#">2@21</a>	
30	Developmental Kindergarten				
31	<b>After School Events/SRP</b>				
32	In Person Movie Programming	<a href="#">12</a>		15	
33	In person craft program	<a href="#">18</a>		32	
34	In Person Children's Programming	<a href="#">25</a> <a href="#">2@5</a>		<a href="#">45</a> <a href="#">2@9</a>	
35	In Person Children's Programming	13		35	
36	In Person Children's Programming	5		6	
37	In Person Children's Programming	0			
38	In Person Children's Programming	5			
39	Virtual Live Programming -Children's	<a href="#">3@10</a>		3	
40	In Person Children's Programming				
41	In Person Children's Programming				
42	<b>Total number of children's Programs</b>	<b>33</b>	<b>18</b>	<b>28</b>	<b><u>18</u></b>
43	<b>Total # attending childrens program</b>	<b>259</b>	<b>43</b>	<b>326</b>	<b>40</b>
44					
45					
46					

	Q	R	S	T	U
47	Date	Jan-22	Jan-21	Feb-22	Feb-21
48	XBOX & WII Gaming				0
49	Young adult programming	6	3	3	1
50	Young adult programming	2			
51	Young adult programming				
52	<b>Total number of YA programs</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>
53	<b>Total number attending YA programs</b>	<b>8</b>	<b>3</b>	<b>3</b>	<b>1</b>
54	Geri Fit			<a href="#">7@56</a>	
55	Live Virtual Book Discussion	4		<a href="#">5@3</a>	
56	In Person Book Discussion	7	9	5	9
57	In Person Adult Program Event	36		3	
58	In Person Adult Program Event	0	3	10	<a href="#">birdwatch kit20</a>
59	In Person Adult Program Event	0		0	<a href="#">Vir craft night12</a>
60	Live Virtual Adult Program Event	<a href="#">6@5</a>		3	<a href="#">30 kits</a>
61	Courtyard Estates Outreach	<a href="#">9@62</a>			<a href="#">50 FB Live</a>
62	In Person Adult Program Event			<a href="#">3@6</a>	
63	Homebound Delivery	2	4	1	3
64	<b>Total number of adult programs</b>	<b>20</b>	<b>2</b>	<b>20</b>	<b>4</b>
65	<b>Total Number attending adult programs</b>	<b>114</b>	<b>16</b>	<b>86</b>	<b>71</b>
66	Website Visits (sessions)	6412	5456	6696	5421
67	WII & Nintendo/Legos/Trucks Etc.	61	0	76	0
68	Wi Fi	855	349	890	188
69	Internet	236	52	245	128
70	Hot Spot Circulations	92	67	94	57
71	Launchpad	22		21	
72	Tablet Usage	0	0	1	0
73	<b>Total Electronic Resource Usage</b>	<b>7678</b>	<b>5924</b>	<b>8023</b>	<b>5794</b>
74	Test Proctoring	0	0	0	0
75	Notary Services	3	3	10	8
76	Tutoring		0	0	0
77	Meeting/study Rm Use (No Library events)	35	0	61	0
78	Security Corrections	0	0		0
79	New Patron Cards	42	14	44	12
80	Deleted patron cards	3	0	2	0
81	<b>Interlibrary Loans</b>				
82	Borrowed from other libraries	36	18	29	14
83	Loaned to other libraries	79	52	113	61
84	<b>Collection</b>				
85	Added to collection	461	254	453	236
86	Deleted From collection	188	280	30	111
87	<b>Curbside Deliver</b>	0	196	0	46
88	<b>Mobile Printing</b>	32	18	27	16
89	<b>Inside Appointments</b>	0	22	0	0
90	<b>Youth Grab and Go kits</b>	0	170	0	270
91	<b>Teen Grab and go kits</b>	4	15	3	15
92	<b>Adult grab and go kits</b>	0	20	0	50



	Q	R	S	T	U
93	Date	Jan-22	Jan-21	Feb-22	Feb-21
94	<b>Children's Grab and Go Kits</b>	0		0	
95	<b>FB Sponsorship STEM Kits</b>			0	
96	<b>Adult Coloring Kits</b>	32		0	
97	<b>Book in a bag kit</b>	0		0	

	V	W	X	Y	Z
1	Mar-22	Mar-21	Apr-21	May-21	Jun-21
2	5952	2424	2596	2800	5819
3	346	262	240	271	285
4	385	265	230	232	211
5	1	0	0	0	0
6	19	5	4	5	3
7	70	65	63	45	53
8	107	74	86	81	83
9	230	214	224	218	217
10	6	0	5	7	6
11	4	0	1	0	0
12	4	41	62	30	2
13	0	40	49	30	0
14	490	0	0	0	0
15	19	6	4		27
16	<b>7633</b>	<b>3396</b>	<b>3564</b>	<b>3719</b>	<b>6706</b>
17	1896	1452	1271	1213	2475
18	117	71	61	68	171
19	231	317	242	215	306
20	59	53	46	44	53
21	55	33	44	50	60
22	19	14	<b>14</b>	<b>12</b>	<b>19</b>
23	130	35	23	30	272
24					<a href="#">3@106</a>
25					
26	<a href="#">2@60</a>	<a href="#">3@4</a>	<a href="#">4@5</a>		<a href="#">9@201</a>
27	<a href="#">2@27</a>				
28					<a href="#">5@84</a>
29	<a href="#">12</a>				<a href="#">5@78</a>
30					
31					
32	8		<a href="#">2@20</a>		
33	<a href="#">49</a>				
34	<a href="#">0</a>	9		<a href="#">0</a>	90
35	34	8		<a href="#">2@24</a>	53
36	83				73
37	8				54
38	24				90
39	3				105
40	12				24
41	<a href="#">151</a>				
42	<a href="#">34</a>	<b>19</b>	<b>20</b>	14	<b>48</b>
43	<b>601</b>	<b>56</b>	<b>48</b>	<b>54</b>	<b>1230</b>
44					
45					
46					

	V	W	X	Y	Z
47	Mar-22	Mar-21	Apr-21	May-21	Jun-21
48		2	0		
49	2	<u>1</u>		<u>1@1</u>	7
50	<u>3</u>	3	5		<u>4@40</u>
51		<u>0</u>			
52	<b>2</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>5</b>
53	5	<b>6</b>	<b>5</b>	1	<b>47</b>
54	<u>9@57</u>				
55	3		2		<b>35</b>
56	6	11	12	<b>10</b>	11
57	<u>5@31</u>		39	<b>39Kits</b>	
58	<u>6</u>		9	<u>22 Kits</u>	
59					
60	<u>5@1</u>				
61	<u>2</u>				8
62					
63	3		3	4	<u>6</u>
64	<b>22</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>3</b>
65	<b>106</b>	<b>11</b>	<b>23</b>	<b>10</b>	<b>54</b>
66	7492	5967	7260	7691	9851
67	85	0	0	0	0
68	986	266	297	325	365
69	242	119	107	113	146
70	132	82	75	85	143
71	34				
72	1	0	0	0	0
73	<b>8972</b>	6434	<b>7739</b>	<b>8214</b>	<b>10505</b>
74	0	0	0	0	
75	2	5	7	2	7
76		0	0	0	
77	56	0	0	0	
78	0	0	0	0	
79	59	19	20	15	70
80	4	0	0	0	0
81					
82	34	29	22	25	26
83	113	59	36	42	67
84					
85	495	495	377	219	165
86	9	200	16	164	226
87	0	39	25	9	3
88	14	15	17	14	16
89	0	0			
90	0	255	175	150	525 All
91	6	12	20	30	
92	0	24	24	22	23

	V	W	X	Y	Z
93	Mar-22	Mar-21	Apr-21	May-21	Jun-21
94	0				
95	0				
96	0				
97	0				



# **Long Range Plan**

## **2022-2027**

**Completed April 2022**

In February of 2021, the Bondurant Community Library's Board of Trustees initiated a process to determine a 5 year outline for service goals and activities, based on community needs. A soon to be completed census would reveal population changes that dictate corresponding service changes to meet the needs of the community.

A steering committee consisting of Board members, identified community leaders, and invited community members representing sections of Bondurant's population was convened the following month, with the intention of creating a spreadsheet of potential members to be invited to attend a 20-25 person focus group, meeting in one session over the period of 2-3 hours. The committee compiled a list and assignments were made to complete the request to attend. During this process, the COVID-19 pandemic hit the central Iowa region in full force, and all in-person activities were paused, in the belief that the pause would be short lived and work could commence over the summer.

With the pandemic's continuing impact on health and safety, the decision was made to scale back plans for focus group activity, and a restructuring of the process was agreed upon. Two small focus groups of community members, and one of staff, would meet and complete a process similar to the one outlined for the original focus group. While attendance was small, both community groups produced results of excellent quality and quantity, and when paired with staff focus group's work, revealed clear service needs. Facilitation with two smaller focus groups and the staff focus group in October 2021, was followed up with a second staff focus group in February 2022. Board and staff first round revisions were completed in March 2022. The process has resulted in a detailed, honed, and responsive long range plan. The Board of Trustees approved the final plan in **April or May** of 2022.

Long range plans are only useful if they are used, and the work of the focus groups ensures that this plan is actionable, meets the current and future needs of the community, and is a living document that is able to flex and change as the need arises.

It has been a privilege to work through uncertain times with a Board and staff that are adaptable, invested, and dedicated to the success of their community.

Kim Kietzman  
Facilitator



# Bondurant Public Library Long Range Plan 2022-2027

## DRAFT 2

### Goal 1: Strategically Expand External Marketing/Communications

**Focus Group Conclusion:** Library marketing is not reaching a significant portion of the community.

**How Goal 1 improves library service:** The library currently provides excellent services that the public may not be aware of, and the library may not be utilizing the most efficient and effective channels to communicate those to the public. Formalized plans and processes are necessary to deliberately focus staff time on maximizing marketing efforts.

#### **Objective 1: Establish a Marketing Plan**

Project 1: Library Staff will research partnerships with Bondurant Chamber of Commerce and review established marketing plans.

Project 2: Determine assessment values and incorporate Long Range Plan goals into Marketing Plan.

Assessment: Track social media engagement, door count increases, new library cards and website hits.

#### **Objective 2: Install Exterior Sign**

Project 1: Develop/revise Bondurant Community Library's Display Policy to include electronic signage.

Project 2: Establish goals for digital sign usage.

Project 3: Solicit quotes from vendors.

Project 4: Partner with funding sources for purchase and installation of digital signage. Purchase and install digital signage.

Assessment: Track increase/decrease in program attendance over all demographics.

## **Goal 2: Increase Programming Attendance**

**Focus Group Conclusions:** Library programming is underutilized.

How Goal 2 improves library service: Programming is a core function of public libraries, and are generally considered a basic service. In order to serve the entire community, it is important for libraries to be deliberate about where to concentrate resources when developing new programs. At Bondurant Community Library, programs for children and adults will continue to be treated as core services and be developed accordingly.

### **Objective 1: Increase All Program Attendance**

Project 1: Library Staff will connect with libraries with successful programming.

Project 2: Develop and implement three new programs per each demographic (adults, new adults 18-30, children 0-2<sup>nd</sup> grade, youth 3<sup>rd</sup> grade to 12 grade).

Assessment: Track increase/decrease in programming attendees.

### **Objective 2: Develop patron feedback matrix for assessment**

Project 1: Develop patron survey tools that can be used across all demographics.

Project 2: Develop avenues for distributing patron surveys with emphasis on sections of the community that do not normally frequent the Library's physical spaces.

Assessment: Feedback from the community that can be used for future programming planning.

## **Goal 3: Develop Outreach and Mobile Services**

**Focus Group Conclusion:** Library services are not accessible to all.

How Goal 3 improves library service: In a city that is growing, neighborhoods will vary on their ability to access library services, and societal changes will provide challenges on providing services that are accessible by all.

### **Objective 1: Provide Service to at Least 5 Off-site Locations Per Year**



Project 1: Develop schedule for pop-up libraries to be held in the community throughout the calendar year.

Project 2: Yearly assessment of viable outreach opportunities in the community.

Project 3: Develop relationships with outreach entities to provide programming.

Assessment: Track increases/decreases in outreach visits and attendance.

## **Goal 4: Increase Patron Awareness of Library Collections**

**Focus Group Conclusion:** Library collection is underutilized.

How Goal 4 improves library service: Collections provide communities with the lifelong learning opportunities, in the format they need. Increasing use means the community is aware of these opportunities, and are taking advantage of them.

### **Objective 1: Increase Use of Collections**

Project 1: Determine areas of the collection that report low circulation number.

Project 2: Determine collection development needs to boost low circulation in areas of the collection that report low circulation numbers.

Assessment: Track increase/decrease in circulation of targets areas.

### **Objective 2: Develop a Library of Things**

Project 1: Assess community need/wants for the development of a Library of Things.

Project 2: Develop partnerships for purchase of items for a Library of Things.

Project 3: Procurement of items to be cataloged and circulated as a Library of Things.

Assessment: Track circulation on materials that are added to the collection as a Library of Things.

## **Goal 5: Staff Training and Development**

**Focus Group Conclusions:** Not all library staff hold the appropriate State Library of Iowa endorsement, and the growing need for library services will require changes in staffing levels and training.

**How Goal 5 improves library service:** Every service a library provides relies on staff that is trained and available. To offer new services, staff requires time to learn, research, and develop the means, funding, and procedure to make them a reality. Like any service organization, the staff is the single more important resource available and should be supported as such.

**Objective 1: Assess staffing needs each fiscal year.**

Project 1: Convert Children's Librarian staff from part time to full time position.

Project 2: Assess additional part time staffing as needed.

Project 3: Assess need of temporary part time seasonal staffing for peak programming times.

Assessment: Track operations to determine if Library staffing is adequate.

**Objective 2: Eligible Staff Attain State Library of Iowa Endorsements**

Project 1: Identify Library staff training wants/needs for Endorsement Program possibilities.

Project 2: Determine staffing schedule to adequately rotate all eligible staff through the Endorsement program.

Project 3: Staff enrollment in State Library of Iowa Endorsement program.

**Objective 3: Succession Planning**

Project 1: Develop operations manual for all Library staff.

Project 2: Develop Building Maintenance manual.

Project 3: Develop Library Director manual.

Assessment: Track levels of Library staff endorsements. Track that all Library operations are documented.

Connecting – people to people, people to place, people to learning

Imagine. Discover. Connect.

Connecting people to learning

Connect. Experience. Imagine.

Where community connects.

Imagine. Discover. Connect.

Educate - captivate - connect.

Connect. Discover. Inspire.







## BONDURANT COMMUNITY LIBRARY HOURS OPEN POLICY

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### Hours Open

Monday	9:00 AM – 7:00 PM
Tuesday	9:00 AM – 7:00 PM
Wednesday	9:00 AM – 7:00 PM
Thursday	9:00 AM – 7:00 PM
Friday	9:00 AM – 5:00 PM
Saturday	9:00 AM – 4:00 PM
Sunday	12:00 PM – 5:00 PM

### Holiday Hours

Library is closed on the following holidays:

New Year's Eve Day 1 p.m. Closing

New Year's Day

President's Day

**Easter Sunday**

Memorial Day (**Closed Sunday and Monday**)

Independence Day

Labor Day (**Closed Sunday and Monday**)

Veteran's Day

Thanksgiving Day (**Closed Thursday and Friday**)

**Friday After Thanksgiving Day**

Christmas Eve Eve 1 pm Closing

Christmas Eve Day

## Christmas Day

If any of the above holidays fall on a Sunday, the library will be closed on Monday following the holiday.

Other closings will be at the discretion of the director and/or the Library Board of Trustees.

Adopted by the Bondurant Community Library Board of Trustees 4/1990

Reviewed 5/1993, 11/1994, 12/2004, 10/2009, 08/2012, 12/2018, 12/2020

Revised 12/2002, 2/2005, 08/2007, 2/2015, 12/2016, 12/2017, 12/2018, 12/2019, 11/2021