



Agenda  
Bondurant Community Library - Library Board of Trustees  
104 2<sup>nd</sup> Street NE  
Bondurant, Iowa 50035  
Bondurant Community Library  
7 pm  
Wednesday, August 4, 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/86734282921?pwd=SmVEU0lPK2h3cXNWbXpod3JvQkJKXUT09>

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

Meeting ID: 867 3428 2921 Password: 164410

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 -- July 2021
  - b) Financial Report
  - c) Approval of Warrant List/Authorize expenditures
  - d) Staff Report -- July
  - e) Director Report -- July
  - f) Statistics
- 5) Public Comments
- 6) Foundation Update
- 7) City Council Liaison Report
- 8) Old Business
- 9) New Business
  - a) Review/Approve Meeting Room Policy
  - b) Review/Approve 2<sup>nd</sup> Street landscape finish

10) Board President Items

11) Adjournment

Next meeting – September 1, 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](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.



# Budget Report Account Summary

For Fiscal: 2021-2022 Period Ending: 07/31/2021

|   | Original<br>Total Budget       | Current<br>Total Budget | Period<br>Activity | Fiscal<br>Activity | Variance<br>Favorable<br>(Unfavorable) | Percent<br>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           | 232.54             | 232.54                                 | -2,067.46 89.89 %         |
| <a href="#">001-410-2-4465</a>                      | CO CONTRIB LIBRARY-POLK CO AUD | 30,000.00               | 30,000.00          | 0.00               | 0.00                                   | -30,000.00 100.00 %       |
| <a href="#">001-410-2-4710</a>                      | REIMBURSEMENT-LIBRARY GRANTS   | 500.00                  | 500.00             | 0.00               | 0.00                                   | -500.00 100.00 %          |
| <a href="#">001-410-6010</a>                        | SALARIES                       | 187,764.00              | 187,764.00         | 13,395.19          | 13,395.19                              | 174,368.81 92.87 %        |
| <a href="#">001-410-6020</a>                        | SALARIES-PART-TIME             | 97,046.00               | 97,046.00          | 6,091.98           | 6,091.98                               | 90,954.02 93.72 %         |
| <a href="#">001-410-6210</a>                        | ASSOCIATION DUES               | 700.00                  | 700.00             | 0.00               | 0.00                                   | 700.00 100.00 %           |
| <a href="#">001-410-6230</a>                        | TRAINING                       | 600.00                  | 600.00             | 0.00               | 0.00                                   | 600.00 100.00 %           |
| <a href="#">001-410-6240</a>                        | MEETINGS & CONFERENCES         | 3,000.00                | 3,000.00           | 0.00               | 0.00                                   | 3,000.00 100.00 %         |
| <a href="#">001-410-6310</a>                        | BUILDING & GROUND MAINTENANCE  | 15,000.00               | 15,000.00          | 0.00               | 0.00                                   | 15,000.00 100.00 %        |
| <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          | 497.00             | 497.00                                 | 12,003.00 96.02 %         |
| <a href="#">001-410-6373</a>                        | TELECOMMUNICATION EXPENSE      | 18,000.00               | 18,000.00          | 1,289.34           | 1,289.34                               | 16,710.66 92.84 %         |
| <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           | 2,480.41           | 2,480.41                               | 5,519.59 68.99 %          |
| <a href="#">001-410-6499</a>                        | CONTRACT SERVICES              | 16,000.00               | 16,000.00          | 1,573.22           | 1,573.22                               | 14,426.78 90.17 %         |
| <a href="#">001-410-6502</a>                        | PRINTED MATERIALS              | 36,000.00               | 36,000.00          | 1,637.43           | 1,637.43                               | 34,362.57 95.45 %         |
| <a href="#">001-410-6503</a>                        | DIGITAL MATERIALS              | 13,000.00               | 13,000.00          | 225.00             | 225.00                                 | 12,775.00 98.27 %         |
| <a href="#">001-410-6504</a>                        | MINOR EQUIPMENT                | 2,000.00                | 2,000.00           | 0.00               | 0.00                                   | 2,000.00 100.00 %         |
| <a href="#">001-410-6506</a>                        | OFFICE SUPPLIES                | 6,500.00                | 6,500.00           | 303.58             | 303.58                                 | 6,196.42 95.33 %          |
| <a href="#">001-410-6507</a>                        | OPERATING SUPPLIES             | 1,000.00                | 1,000.00           | 0.00               | 0.00                                   | 1,000.00 100.00 %         |
| <a href="#">001-410-6508</a>                        | POSTAGE-SHIPPING               | 1,900.00                | 1,900.00           | 124.51             | 124.51                                 | 1,775.49 93.45 %          |
| <a href="#">001-410-6580</a>                        | MISCELLANEOUS                  | 1,000.00                | 1,000.00           | 0.00               | 0.00                                   | 1,000.00 100.00 %         |
| <a href="#">001-410-6599</a>                        | LIBRARY PROGRAMS               | 6,000.00                | 6,000.00           | 535.13             | 535.13                                 | 5,464.87 91.08 %          |
| <a href="#">001-410-6725</a>                        | TECHNOLOGY REPLACEMENT         | 9,000.00                | 9,000.00           | 0.00               | 0.00                                   | 9,000.00 100.00 %         |
| <b>Department: 410 - LIBRARY Surplus (Deficit):</b> |                                | <b>-406,410.00</b>      | <b>-406,410.00</b> | <b>-27,920.25</b>  | <b>-27,920.25</b>                      | <b>378,489.75 93.13 %</b> |
| <b>Fund: 001 - GENERAL FUND Surplus (Deficit):</b>  |                                | <b>-406,410.00</b>      | <b>-406,410.00</b> | <b>-27,920.25</b>  | <b>-27,920.25</b>                      | <b>378,489.75 93.13 %</b> |

**Budget Report**

**For Fiscal: 2021-2022 Period Ending: 07/31/2021**

|                                  | <b>Original<br/>Total Budget</b>        | <b>Current<br/>Total Budget</b> | <b>Period<br/>Activity</b> | <b>Fiscal<br/>Activity</b> | <b>Variance<br/>Favorable<br/>(Unfavorable)</b> | <b>Percent<br/>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                       | 0.00  | 3,770.00 100.00 %            |
| <a href="#">200-410-6898</a>     | ADM FEE-LIBRARY 07/13B - GO DSL         | 500.00                          | 500.00                     | 0.00                       | 0.00  | 500.00 100.00 %              |
|                                  | <b>Department: 410 - LIBRARY Total:</b> | <b>264,270.00</b>               | <b>264,270.00</b>          | <b>0.00</b>                | <b>0.00</b>                                     | <b>264,270.00 100.00 %</b>   |
|                                  | <b>Fund: 200 - DEBT SERVICE Total:</b>  | <b>264,270.00</b>               | <b>264,270.00</b>          | <b>0.00</b>                | <b>0.00</b>                                     | <b>264,270.00 100.00 %</b>   |

Budget Report

For Fiscal: 2021-2022 Period Ending: 07/31/2021

|   | Original<br>Total Budget          | Current<br>Total Budget | Period<br>Activity   | Fiscal<br>Activity | Variance<br>Favorable<br>(Unfavorable) | Percent<br>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                 | 2,500.00           | 2,500.00                               | 2,500.00 0.00 %           |
| <a href="#">351-410-6407</a>                          | ENGINEERING EXPENSE               | 0.00                    | 0.00                 | 52,278.93          | 52,278.93                              | -52,278.93 0.00 %         |
| <a href="#">351-410-6799</a>                          | OTHER CAPITAL OUTLAY              | 500,000.00              | 500,000.00           | 353,023.25         | 353,023.25                             | 146,976.75 29.40 %        |
| <b>Department: 410 - LIBRARY Surplus (Deficit):</b>   |                                   | <b>-500,000.00</b>      | <b>-500,000.00</b>   | <b>-402,802.18</b> | <b>-402,802.18</b>                     | <b>97,197.82 19.44 %</b>  |
| <b>Fund: 351 - LIBRARY CAPITAL Surplus (Deficit):</b> |                                   | <b>-500,000.00</b>      | <b>-500,000.00</b>   | <b>-402,802.18</b> | <b>-402,802.18</b>                     | <b>97,197.82 19.44 %</b>  |
| <b>Report Surplus (Deficit):</b>                      |                                   | <b>-1,190,680.00</b>    | <b>-1,190,680.00</b> | <b>-439,826.18</b> | <b>-439,826.18</b>                     | <b>750,853.82 63.06 %</b> |

**Budget Report**

**For Fiscal: 2021-2022 Period Ending: 07/31/2021**

| Department...                                       | Original<br>Total Budget | Current<br>Total Budget | Period<br>Activity | Fiscal<br>Activity | Variance<br>Favorable<br>(Unfavorable) | Percent<br>Remaining |
|---|--------------------------|-------------------------|--------------------|--------------------|--|----------------------|
| <b>Fund: 167 - LIBRARY GRANT</b>                    |                          |                         |                    |                    |  |                      |
| 410 - LIBRARY                                       | 0.00                     | 0.00                    | -9,103.75          | -9,103.75          | -9,103.75                              | 0.00 %               |
| <b>Fund: 167 - LIBRARY GRANT Surplus (Deficit):</b> | <b>0.00</b>              | <b>0.00</b>             | <b>-9,103.75</b>   | <b>-9,103.75</b>   | <b>-9,103.75</b>                       | <b>0.00 %</b>        |

Bondurant Community Library  
Library Board of Trustees  
July 7, 2021  
Warrant List

| <b>Company</b>          | <b>Description</b>                         | <b>Budget Code</b> | <b>Invoice</b>  | <b>Amount</b>      |
|-------------------------|--|--------------------|-----------------|--------------------|
| Access Systems          | Copier                                     | 001-410-6499       | 29700884        | <b>\$1,553.50</b>  |
| Amazon                  | FB Grant: TV's                             | 167-410-6506       | Statement       | <b>\$2,991.96</b>  |
|                         | Paper towels                               | 001-410-6507       | Statement       | <b>\$151.04</b>    |
|                         | Glue sticks, crayons,<br>funnels           | 001-410-6599       | Statement       | <b>\$74.44</b>     |
|                         | Books                                      | 001-410-6502       | Statement       | <b>\$209.51</b>    |
|                         | Mouse pad                                  | 001-410-6506       | Statement       | <b>\$11.99</b>     |
| Baker & Taylor          | Books                                      | 001-410-6502       | Statement       | <b>\$1,857.45</b>  |
| CenturyLink<br>Business | Phone and internet                         | 001-410-6373       | Statement       | <b>\$240.50</b>    |
| Diam Pest<br>Control    | Pest Control                               | 001-410-6310       | 614095          | <b>\$75.00</b>     |
| FEH                     | Architect services                         | 351-410-6407       | 111815          | <b>\$5,417.22</b>  |
| Findaway                | Wonderbooks                                | 001-410-6502       | 354896          | <b>\$199.96</b>    |
| Findaway                | Wonderbooks                                | 001-410-6502       | 356859          | <b>\$59.99</b>     |
| Koch Office<br>Group    | Group Study Room<br>A furniture            | 351-410-6799       | INV413145       | <b>\$3,006.50</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>     |
| MidAmerican             | Utilities                                  | 001-410-6371       | Statement       | <b>\$497.00</b>    |
| OverDrive               | Digital Materials                          | 001-410-6503       | 06497CO21299370 | <b>\$4,892.26</b>  |
| OverDrive               | Digital Materials                          | 001-410-6503       | 06497CO20448072 | <b>\$95.00</b>     |
| OverDrive               | Digital Materials--<br>State Library Grant | 167-410-6506       | 06497CO21298536 | <b>\$1,370.79</b>  |
| Post Office             | Post Office Box                            | 001-410-6508       | City Hall       | <b>\$66.00</b>     |
| Petty Cash              | Postage                                    | 001-410-6508       | Receipts        | <b>\$106.26</b>    |
| Sanders, Jill           | Cutting tool                               | 001-410-6506       | Receipt         | <b>\$26.85</b>     |
| Scholastic              | Summer Reading<br>Program                  | 167-410-6506       | 30721392        | <b>\$31.84</b>     |
| Staples                 | Programming                                | 001-410-6599       | Statement       | <b>\$31.55</b>     |
| Story<br>Construction   | Construction<br>Management                 | 351-410-6407       | 32676           | <b>\$31,638.16</b> |

Bondurant Community Library  
 Library Board of Trustees  
 July 7, 2021  
 Warrant List

|         |                                 |              |           |                   |
|---------|---------------------------------|--------------|-----------|-------------------|
| Stratus | Cleaning service                | 001-410-6499 | Statement | <b>\$851.56</b>   |
| Unique  | Collection                      | 001-410-6499 | 603276    | <b>\$44.75</b>    |
| Verizon | Hot spot data                   | 001-410-6373 | Statement | <b>\$1,452.27</b> |
| Visa    | Marketa's: TV for meeting rooms | 351-410-6507 | Statement | <b>\$1,767.03</b> |
|         | Programming                     | 001-410-6599 | Statement | <b>\$25.98</b>    |
|         | COVID                           | 170-130-6507 | Statement | <b>\$16.04</b>    |
|         | Summer Reading Program/FB Grant | 167-410-6506 | Statement | <b>\$731.94</b>   |
|         | Building Operating              | 351-410-6507 | Statement | <b>\$276.78</b>   |
|         | Office Supplies                 | 001-410-6506 | Statement | <b>\$86.69</b>    |
|         | Books                           | 001-410-6502 | Statement | <b>\$420.77</b>   |

|                           |                    |
|---------------------------|--------------------|
| Total Operating Expenses  | <b>\$13,323.53</b> |
| COVID Expenses            | <b>\$16.04</b>     |
| Building Project Expenses | <b>\$42,105.69</b> |
| Trust & Agency Expenses   | <b>\$5,126.53</b>  |
| <b>Total</b>              | <b>\$60,571.79</b> |

Bondurant Community Library Board President  
 SIGNATURE

Date

Bondurant Community Library Board Secretary  
 SIGNATURE

Date



## **STAFF REPORT JULY 2021**

Michell:

- No training/webinars this month

Megan:

- Random house Youth author fall preview webinar
- Booklist YA fall preview
- Women in Graphic Novels - School Library Journal
- Check it out - State of Iowa Library
- Fantastic Fall Series Nonfiction - Booklist

Margaret:

- Webinar: “Literacy: A Social Justice Issue”

Programming for July:

- Virtual Story times—8 sessions
- Story times at City Park—4 sessions
- Book subscriptions
- Grab & Go Kits—sun catcher kits, DIY graphic novel kits, 3-D coloring pages
- Book Discussion for Adults—The Book of Lost Friends by Lisa Wingate
- Adult Program to Go—DIY Your Own Mandala
- Tween/Teen Summer Reading Club—Facebook LIVE, 3 sessions
- Tie-Dye @the park
- Magic Show @the park
- Bubble Stations @the park
- DIY Lava Lamps @the park
- Tween/Teen Summer Reading Club Discussion and Virtual Author Visit with Remy Lai
- Ice Cream Social and Balloon Animal Artist @the park



## Librarian items July 2021

- Installation of our new bookcases by Library Furniture International occurred on July 27 through July 28. Installation of staffing office furniture by Storey Kenworthy was on July 6 through July 8. Installation of the second group study conference table and chairs by Koch Brothers was on July 19.
- The first installation of payment from the Polk County Supervisors for rural patronage was received on July 30 for \$12,871.00. These payments are received quarterly and will bring the amount received from the Supervisors for the year to \$51,484.00. Budgeted amount for this fiscal year is \$30,000.00. I have communicated to Marketa about the expected amounts for the year so she can include on the next budget amendment and requested that the line item for printed materials be amended by this amount.
- I attended the first Metro Area Directors roundtable in Urbandale on July 22. This was the first meeting of the directors since the beginning of the Pandemic.
- Building project update - The PODS have been emptied and expected pick up of the two PODS is August 16. Staff has moved to the new circulation desk and entrance to the Library has now reverted to the original entrance. Staff continues to unload boxes that were in storage and move collection to the new book casing. Installation of the parking lot pavers is expected to be completed the first week of August. Punch list items continue to be addressed by contractors. Landscaping will begin late August or early September. The Sprinkler and Fire Alarm systems have passed inspections and are now live with the new monitoring company. The new technology continues to be installed. Mark at Kadeth, with the help of Charlie from Story Construction; have completed installation of all of the new teleconferencing equipment in all of the Group Study rooms, Meeting Rooms and Maker Space room. Mark will continue with installation of the new patron computers the first week of August. Story Construction re-installed the donor bricks and re-landscaped that front area of the Library on July 23.



## **BONDURANT COMMUNITY LIBRARY MEETING ROOM AND STUDY ROOM POLICY**

### **Purpose**

The main purpose of the Bondurant Community Library Meeting Rooms and Study Rooms is to provide facilities for library-related events and activities. Library needs will take first priority over community events with regard to use and scheduling of the Meeting Rooms, and Study Rooms.

As a community service, the library will make its meeting facilities available for public events and activities when not being used for the library, according to the following rules and requirements.

- Community programs must be open to the general public, consistent with the informational, educational, or cultural purposes of the library and must be non-soliciting in nature.
- Groups using the meeting room must not disrupt the normal functions of the library.
- Permission given to a person or public group for use of the meeting room by the library does not constitute an endorsement of the views espoused by that person, public group, or organization.
- The Library's meeting rooms are not available for private social functions such as weddings, birthday or anniversary parties, or for individual use.

### **Facilities: Meeting Rooms A and B**

- The library will provide tables and chairs for public events, but the responsibility for setup and cleanup will remain with the requestor.
- Users of the meeting rooms will be responsible for providing their own audio/visual, computer and associated equipment; however, the library does provide Internet access, depending on service availability. Presenters using the meeting room equipment are expected to have a basic knowledge of the equipment for use. Staff cannot provide in-depth training but will answer basic questions about the equipment.

- Each group that sets up tables and chairs for their meeting are required to return these items to their original position after the meeting is concluded.
- The meeting rooms are limited to the maximum capacity of **180 for Meeting Room A and 123 for Meeting Room B.**
- Organizations will still be liable for any damages to the room.

#### Facilities: Study Rooms

- Study Rooms are equipped with table, two chairs, and a desktop computer.
- Study Rooms are available free of charge during regular open hours of operations.
- Study Room capacity is 3 in each study room.
- When in use all Study Rooms are to remain unlocked.

#### Facilities: Group Study A and Group Study B

- Study Rooms are equipped with table and chairs, video conferencing equipment and desktop computer.
- Study Rooms are available free of charge during regular open hours of operations.
- Group Study Room A capacity is 13.
- Group Study Room B capacity is 20.
- When in use all Group Study rooms are to remain unlocked.

### **Reservation and Scheduling of the Meeting Rooms & Study Rooms**

#### **Meeting Rooms**

Applicants must submit a meeting Room Application form. Reservations for use of the meeting room may be made in person, by e-mail, via library website application, or over the telephone with the library staff members in charge of the meeting room schedule.

In order to reserve use of the meeting rooms for library programming, groups may not schedule the meeting rooms more than two months ahead of the date when the request is made. The person making the reservation request must be at least 18 years of age, and that person will be responsible for the use, care, and

supervision of the facility during the scheduled event. Reservations are made on a first come, first served basis.

Reservations for the meeting rooms are done only for single events. Ongoing exhibitions or regular meetings will not be accepted, except when specifically requested for each occasion, unless permission is given by the library director.

The meeting rooms may be used during open library hours, after the closure of the library building, and on holidays when the library is closed. When a meeting room is to be used during closed hours, the requestor agrees to sign a key out from library staff. Key sign-out is with the purpose of locking the library building when finished. Return of the meeting room key is expected the next open day or by dropping it in the book return box.

## **Study Rooms**

Reservations for the Library ~~two~~ study rooms and group study rooms can be made ~~by calling or emailing the library.~~ **by e-mail, via Library website application, or over the telephone with the library staff members in charge of the meeting room schedule.**

If there are no reservations for the study rooms/**group study rooms** scheduled, the rooms are then used on a first come first served basis.

## **Rules and Regulations Regarding Use of the Meeting Room**

1. Events and activities taking place in the Library meeting rooms must be open to the public at all times, and must serve the public interest in some way.
2. Groups and individuals using the meeting rooms may not charge for goods or services, nor may they charge admission for access to the meeting rooms, except with the permission of the library director for educational or Library events. Commercial and for-profit use of the meeting room is forbidden.
3. Advertisements or flyers for events taking place in the meeting rooms must clearly identify the person, group, or organization sponsoring the meeting,

and must include a disclaimer that the event is held in the library meeting room only and does not imply that the library endorses the views of or supports the beliefs of the group in any way. Signs used by a group may be placed within the confines of the meeting room only, not within the main area of the library, on library property, or its lobby.

4. Cancellations of the meeting rooms must be made at least 72 hours before the scheduled event by contacting the staff scheduling the meeting rooms directly, unless weather related.
5. Kitchen facilities are available for use for preparing refreshments, snacks and uncooked meals. ~~No cooking is allowed, according to city regulations.~~
6. The library is not responsible for lost, stolen or damaged property within the meeting rooms.
7. The Library Meeting Rooms are to remain unlocked when in use.
8. The Library will not provide storage for individuals or groups using the Meeting Rooms.
9. No materials or objects of any type may be attached to walls or doors, etc. without permission of the Library Staff.
10. Alcoholic beverages, firearms and smoking are not permitted on Library premises.
11. Each group will be admitted to and must vacate the room at the appointed times.
12. All Garbage must be removed from the library premises by the group/individual using the room. Garbage is not to be left at adjoining properties to the Library (i.e. Post Office or City Hall). ~~????????~~ Now that we will have dumpster facilities. ~~????????~~

13. Each group is responsible for leaving the ~~community~~ meeting rooms in an orderly and clean condition, and may be held liable for replacement costs or repair for damage. Failure to comply with any of these rules may result in immediate or future denial of permission to use the Library's meeting rooms.
14. The Library's meeting rooms are not available for private social functions such as weddings, birthday or anniversary parties, or for individual use.

Reserves the Right To:

The Library Board of Trustees reserves the right to

- Deny use of the facility to any individual or group for causing damages or for improper use of the facilities or for not adhering to library policies and meeting room terms of use.
- Levy a fee or require a deposit.

### **Emergency Contact Information**

In Case of emergency please contact the following:

1. Jill Sanders, Director, Bondurant Community Library 563-880-8611

Or

2. **Michell Klinker-Feld, Assistant Director, Bondurant Community Library 515-314-0846**

Interpretation of this policy is left to the discretion of the Library Director. Final authority rests with the Library Board of Trustees.

Adopted by the Bondurant Community Library Board of Trustees

09/04/2008

Revised- 12/2010, Revised – 4/2014, Revised 10/2014, Revised 9/2015, Revised 6/2017, Revised 3/2018

**BONDURANT COMMUNITY LIBRARY  
MEETING ROOM APPLICATION**

\_\_\_\_ Meeting Room A (Cap. 180)

\_\_\_\_ Meeting Room B (Cap. 123)

\_\_\_\_ Combined A & B (Cap. 303)

\_\_\_\_ Study Room 1 (Cap. 4)

\_\_\_\_ Study Room 2 (Cap. 4)

\_\_\_\_ Group Study A (Cap. 13)

\_\_\_\_ Group Study B (Cap. 20)

Organization Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Meeting Topic \_\_\_\_\_

Expected Number of Attendees \_\_\_\_\_ Meeting Date \_\_\_\_\_

Scheduled Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_

**If you or your organization would like to make a donation for use of the meeting room, it would be most welcome. Please make checks out to the Bondurant Community Library.**

**PLEASE NOTE:** Applications are subject to confirmation by staff before bookings are official. Applications can only be placed for ONE date at a time, up to two months ahead of the current date. Regular meetings will not be accepted, except when specifically requested for each occasion.

As an authorized adult representative of the above organization, I hereby apply for use of the meeting room as indicated above. I have read and understood the policies, rules and checklist governing the use of the meeting room and agree to follow those rules. If a meeting is canceled, I agree to give at least 72 hours notice, unless weather related. Meeting room rules have been read and agreed to.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Keys issued are to be used for access to the meeting room only. I also agree to lock all facilities at the ending time, to return the key on the next open business day, and that I am responsible for all fees incurred for a lost key, including the cost of rekeying the door locks. In case of emergency contact: Jill Sanders, Library Director 563-880-8611 or **Michell Klinker-Feld, Assistant Director 515-314-0846**

**All trash must be removed from the premises and placed in the dumpster east of the building. Recycling dumpster is also available.**

Bondurant Community Library • 104 2<sup>nd</sup> Street NE • Bondurant, Iowa 50035  
(515) 967-4790 • (515) 967-2668 Fax <http://www.bondurant.lib.ia.us>



**Bondurant Community Library  
Meeting Room Cleanup Checklist**

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**\_\_\_\_\_ Pick up trash & place in dumpsters east of the building. Recycling dumpster is also available.**

**\_\_\_\_\_ Wipe off counters**

**\_\_\_\_\_ Wipe off tables & chairs**

**\_\_\_\_\_ Leave tables & chairs as found**

**\_\_\_\_\_ Put projector screen in the up position**

**\_\_\_\_\_ Make sure faucet ~~and stove are~~ is turned off**

**\_\_\_\_\_ Wipe up spills and mop if necessary**  
(brooms and mop are located in the chair and table storage closet)

**\_\_\_\_\_ Make sure all personal items are with you**

**\_\_\_\_\_ Lock doors & return key next business day or place key in book drop.**

**Emergency Contact Information:**

Jill Sanders, Library Director 563-880-8611

Michell Klinker-Feld, Assistant Director 515-314-0846

Organization Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this form to checkout desk or place in book drop. Thank You.**

## **Library Vegetation Proposal**

Cost of planting natives along 2<sup>nd</sup> Street: \$2,025

Cost of planting natives against the library building: \$500

Maintenance cost: \$1,000 (would be added to City Hall or street maintenance budgets in FY 2022.)