



Agenda
Bondurant Community Library - Library Board of Trustees
104 2nd Street NE
Bondurant, Iowa 50035
Bondurant Community Library – Meeting Room A
6 pm
Wednesday, August 3, 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/88671716886?pwd=S1BOSmcwbjJ6eXJWY0pNSTBqUTRvQT09>

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

Meeting ID: 886 7171 6886 Password: 726537

Roll Call

Call to order

- 1) Guests Present
 - 2) Perfecting and Approving the Agenda
 - 3) Capital Improvement Project Update
 - Discussion/Approval Pay Application Certificate for Payment
 - 4) Approval of Consent Agenda
 - a) Approval of Minutes from past meeting – July 2022
 - 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) Friends of the Library Update
 - 8) City Council Liaison Report
 - 9) Old Business
 - 10) New Business
 - a) Review/Approval Homebound Delivery Policy 2022
 - 11) Board President Items
 - 12) Adjournment
- Next meeting – September 7, 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, 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, July 6, 2022

1. Roll Call: *Members Present:* Pat Kaura, Josh Bryant, Jen Keeler, Sue Ugulini, Mike Kramer, and Craig Campbell. Marketa Oliver, City Administrator and Library Director Sanders were present.

2. Call to order: Meeting called to order at 6:07 PM by President Kaura.

3. Guests present None

4. Perfecting and Approving the Agenda: Motion to approve the agenda, by Ugulini, seconded by Bryant. Motion carried.

5. Capital Improvement Project: No update presented. Motion to table by Kramer, seconded by Campbell. Motion carried.

6. Discussion/Approval Pay Application Certificate for Payment: None presented.

7. Approval of Consent Agenda:

- a. Minutes of past meeting – June 2022
- b. Financial Report
- c. Approve Warrant list / authorize expenditures
- d. Staff Report - June
- e. Director's Report - June
- f. Statistics Review

Motion to approve the above consent agenda by Ugulini, seconded by Campbell. Motion carried.

8. Public Comments: None.

9. Library Foundation Update: Update was given for Foundation that discussion was held for a timeline development for grant possibilities for the next year. Currently brainstorming new fundraising events, working on a coffeecake fundraiser. Foundation contributed to cover Summer Reading Program costs

10. Friends of Bondurant Community Library Update: Signup app for volunteers for the Booksale worked well and would use again. Booksale went well. Profits to be used for additional seating in the Junior Fiction area. Friends contributed to cover Summer Reading Program costs.

11. City Council Liaison Report: Marketa reported that the city was awarded several Prairie Meadows grants. The city was also awarded the Iowa Community of Character

Award. July 15 the Century Link splice is scheduled and July 18 Grant lane closures are expected as part of the Highway 65 Underpass project.

12. Old Business:

- a. **None**

10. New Business:

- a. **Review /Approve Compensation Philosophy and Policy:** An overview of the Philosophy and Policy was presented by City Administrator Oliver. Motion to approve Policy and salary recommendations with June 20, 2022 effective date, by Keeler, seconded by Kramer. Motion carried.
- b. **Discussion/Decision Expenditure of Direct State Funds FY22:** Director Sanders recommended \$1487.15 to be expended for Summer Reading 22 expenses and balance \$3771.02 to be expended on new materials for the Library. Motion to approve by Ugolini, seconded by Kramer. Motion carried.

11. Board President Items: President Kaura had no updates at this time.

12. Adjournment: Motion to adjourn by Kramer, seconded by Bryant. Motion carried. Meeting adjourned at 6:53 PM.

Next Meeting: Wednesday, August 3, 2022

Respectfully Submitted,

Jen Keeler, Acting Secretary



Budget Report Account Summary

For Fiscal: 2022-2023 Period Ending: 07/31/2022

	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	3,700.00	3,700.00	378.88	378.88	-3,321.12 89.76 %
001-410-2-4465	CO CONTRIB LIBRARY-POLK CO AUD	36,000.00	36,000.00	0.00	0.00	-36,000.00 100.00 %
001-410-6010	SALARIES	179,361.73	179,361.73	23,399.06	23,399.06	155,962.67 86.95 %
001-410-6020	SALARIES-PART-TIME	103,108.36	103,108.36	5,594.04	5,594.04	97,514.32 94.57 %
001-410-6210	ASSOCIATION DUES	1,500.00	1,500.00	0.00	0.00	1,500.00 100.00 %
001-410-6230	TRAINING	600.00	600.00	0.00	0.00	600.00 100.00 %
001-410-6240	MEETINGS & CONFERENCES	3,500.00	3,500.00	775.00	775.00	2,725.00 77.86 %
001-410-6310	BUILDING & GROUND MAINTENANCE	15,000.00	15,000.00	0.00	0.00	15,000.00 100.00 %
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	0.00	1,000.00 100.00 %
001-410-6371	ELECTRIC / GAS	24,000.00	24,000.00	1,598.00	1,598.00	22,402.00 93.34 %
001-410-6373	TELECOMMUNICATION EXPENSE	37,000.00	37,000.00	4,324.48	4,324.48	32,675.52 88.31 %
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	89.50	7,910.50 98.88 %
001-410-6499	CONTRACT SERVICES	32,500.00	32,500.00	2,272.94	2,272.94	30,227.06 93.01 %
001-410-6502	PRINTED MATERIALS	40,000.00	40,000.00	2,807.19	2,807.19	37,192.81 92.98 %
001-410-6503	DIGITAL MATERIALS	20,000.00	20,000.00	1,859.44	1,859.44	18,140.56 90.70 %
001-410-6504	MINOR EQUIPMENT	2,000.00	2,000.00	90.88	90.88	1,909.12 95.46 %
001-410-6506	OFFICE SUPPLIES	6,000.00	6,000.00	27.88	27.88	5,972.12 99.54 %
001-410-6507	OPERATING SUPPLIES	1,000.00	1,000.00	32.98	32.98	967.02 96.70 %
001-410-6508	POSTAGE-SHIPPING	1,000.00	1,000.00	168.81	168.81	831.19 83.12 %
001-410-6580	MISCELLANEOUS	1,000.00	1,000.00	0.00	0.00	1,000.00 100.00 %
001-410-6599	LIBRARY PROGRAMS	8,000.00	8,000.00	319.29	319.29	7,680.71 96.01 %
001-410-6725	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	6,044.53	6,044.53	2,955.47 32.84 %
Department: 410 - LIBRARY Surplus (Deficit):		-455,570.09	-455,570.09	-49,025.14	-49,025.14	406,544.95 89.24 %
Fund: 001 - GENERAL FUND Surplus (Deficit):		-455,570.09	-455,570.09	-49,025.14	-49,025.14	406,544.95 89.24 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 07/31/2022

	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	4,500.00	4,500.00	0.00	0.00	-4,500.00 100.00 %
167-410-2-4705	T/A-LIBRARY DONATIONS	1,500.00	1,500.00	49.77	49.77	-1,450.23 96.68 %
167-410-6506	TRUST & AGENCY LIBRARY EXPENSE	0.00	0.00	5,594.79	5,594.79	-5,594.79 0.00 %
	Department: 410 - LIBRARY Surplus (Deficit):	6,000.00	6,000.00	-5,545.02	-5,545.02	-11,545.02 192.42 %
	Fund: 167 - LIBRARY GRANT Surplus (Deficit):	6,000.00	6,000.00	-5,545.02	-5,545.02	-11,545.02 192.42 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 07/31/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 351 - LIBRARY CAPITAL						
Department: 410 - LIBRARY						
351-410-6799						
OTHER CAPITAL OUTLAY	0.00	0.00	1,694.50	1,694.50	-1,694.50	0.00 %
Department: 410 - LIBRARY Total:	0.00	0.00	1,694.50	1,694.50	-1,694.50	0.00 %
Fund: 351 - LIBRARY CAPITAL Total:	0.00	0.00	1,694.50	1,694.50	-1,694.50	0.00 %
Report Surplus (Deficit):	-469,570.09	-469,570.09	-56,264.66	-56,264.66	413,305.43	88.02 %

Group Summary

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND						
410 - LIBRARY	-455,570.09	-455,570.09	-49,025.14	-49,025.14	406,544.95	89.24 %
Fund: 001 - GENERAL FUND Surplus (Deficit):	-455,570.09	-455,570.09	-49,025.14	-49,025.14	406,544.95	89.24 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 07/31/2022

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 167 - LIBRARY GRANT						
410 - LIBRARY	6,000.00	6,000.00	-5,545.02	-5,545.02	-11,545.02	192.42 %
Fund: 167 - LIBRARY GRANT Surplus (Deficit):	6,000.00	6,000.00	-5,545.02	-5,545.02	-11,545.02	192.42 %

Bondurant Community Library
Library Board of Trustees
August 3, 2022
Warrant List

Company	Description	Budget Code	Invoice	Amount
Amazon	Books	001-410-6502	Statement	\$511.78
	Books	001-410-6502	Statement	-\$68.58
	Library programs	001-410-6599	Statement	\$108.63
	Operating supplies	001-410-6507		\$108.02
	Office supplies	001-410-6506	Statement	\$41.88
	Minor Equipment	001-410-6504	Statement	\$124.92
Baker & Taylor	Technology replacement	001-410-6725	Statement	\$281.98
	Books	001-410-6502	2036865503	\$258.46
		001-410-6502	2036818779	\$100.22
		001-410-6502	2036825531	\$820.89
		001-410-6502	2036846048	\$572.35
		001-410-6502	2036802696	\$472.63
		001-410-6502	2036882454	\$613.32
		001-410-6502	2036874448	\$84.71
Bondurant-Farrar School	Patron paid for lost school hot spot	001-410-6580	Statement	\$100.00
Diam Pest Control	Pest control treatment	001-410-6310	653867	\$75.00
Findaway	Wonder book	001-410-6502	395116	\$47.49
Findaway	Wonder books	001-410-6502	396370	\$607.88
Hoopla	Digital Materials	001-410-6503	502333696	\$489.05
Kadeth	Cabling	001-410-6499	6198	\$105.88
Konica Minolta	Copier	001-410-6499	5020893660	\$195.50
Mediacom	Phone and internet	001-410-6373	Statement	\$122.00
Mediacom	Phone and internet	001-410-6373	Statement	\$203.71
MicroMarketing	Large print and audio books	001-410-6502	889842, 890421, 890013	\$338.63
MidAmerican	Utilities	001-410-6371	526626272	\$1,598.00
Petty Cash	Postage & programming	001-410-6508 6599	Statement	\$127.52
Stratus	Cleaning service- May	001-410-6499	5436879	\$851.56
T-Mobile	Hot spot data	001-410-6373	Statement	\$360.00
Unique	Collection service	001-410-6499	6102584	\$34.95
US Cellular	Hot spot data	001-410-6373	515456285	\$486.19
Verizon	Hot spot data	001-410-6373	9910374774	\$1,322.97
Visa	Iowa State Fair-prizes	001-410-6599	Statement	\$28.00

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 Warrant List

	Best Name Badges-staff name badges	001-410-6506	Statement	\$17.58
	Lakeshore Learning - STEM materials	001-410-6599	Statement	\$229.94
	Cengage Learning, Inc-Grant writing class Michell	001-410-6230	Statement	\$150.00
	Colibri - Book covering supplies	001-410-6506	Statement	\$557.97
	Smiths Sewer Service-Men's bathroom	001-410-6310	Statement	\$148.78
	Covid-Zoom	170-130-6507	Statement	\$16.04
	new cash box	001-410-6507	Statement	\$32.98

Total Operating Expenses	\$12,262.79
COVID EXPENSES	\$16.04
Building Project Expenses	\$0.00
Trust and Agency Expenses	\$0.00
Total	\$12,278.83

Bondurant Community Library Board President Date
 SIGNATURE

Bondurant Community Library Board Secretary Date
 SIGNATURE



STAFF REPORT JULY 2022

Michell:

- New phone system training
- All Iowa Reads Author Talk – Rachel Mans McKenny
- Webinar: “Chocolate and the Art of Programming”

Megan S.:

- New phone system training
- State of Iowa - Public Health Resources for Libraries
- Tiktok for Libraries - 3 part series watched parts 1, 2 & 3

Megan M.:

- New phone system training
- Foundations of Public Libraries: Principles of a Noble Profession
- Foundations of Public Libraries: Library as a Place
- Foundations of Public Libraries: Principles of Intellectual Freedom

Chantel

- New phone system training
- Introduction to Public Services: Providing Library Services
- Introduction to Public Services: Customer Service
- Introduction to Public Services: Telling the Library Story

Events in July:

- 13 Story Times at the Library
- 8 Story Times at city parks
- 7 Sessions of Geri-Fit
- 2 Pop Up Libraries at Farmer’s Market
- Book discussion for Adults
- Third Thursday at Hoover’s
- Coloring Night at Reclaimed Rails
- Book Discussion at Reclaimed Rails
- Birding Basics program for adults
- Adult Craft Night
- Iowa PBS STEAM Open Play – 5 sessions
- ISU Insect Zoo
- Blank Park Zoo

- Bird Watching/make binoculars
- Nature Art
- Bubble Stations at City Park
- Teen Movie and Pizza Night
- End of Summer Reading Water Fight & Ice Cream Social



Librarian items August 2022

- Phone installation has been completed.
- The Library is still awaiting delivery of the new patron copier and a small desktop printer for the Director's office. Supply chain issues are delaying the deliveries. A refurbished Konica Minolta printer in the staff area has been installed that staff is using for patron printing needs until the new copier can be delivered. There has been no interruption of service.
- The first installment from the Polk County Supervisors has been received for \$10,989.00. Revenue from the Supervisors will be \$43,956.00 for the fiscal year. An increase of \$7,956.00 over the budgeted amount.
- Director Sanders attended City Council meetings on July 5 and July 18.
- The Summer Reading Program wrapped up on July 28 with a water fight with EMS and ice cream. 1,263 registered for the 8-week program. Program attendance and other statistics will be included in next month's report.

Everyone got wet. Great fun (for big kids and littles)





BONDURANT COMMUNITY LIBRARY

HOMEBOUND DELIVERY POLICY

Purpose

Homebound service will be provided to the residents of the City of Bondurant who are not able to come to the library. “Homebound” is defined as being generally confined to the residence either temporarily, due to illness or accident, or permanently, due to age, disability or other mobility problems. Homebound service will be restricted to patrons that live within the city limits of the City of Bondurant.

Objective

To provide a home delivery service to the Bondurant Community Library patrons who are physically unable to visit the library.

Procedures

Homebound Reader’s Profile

The Homebound Reader’s Profile will be completed by the library patron to assist the staff in determining the preferences of the patron’s library materials. These profiles will be completed before the first delivery and can be updated periodically.

Library Card Registration/Use

Each homebound patron must register for a library card if she/he does not already have one. The volunteer or staff member who makes the initial delivery will take care of registering a patron who does not have a card, and homebound patrons will retain their cards. A file containing the homebound services registration forms will be maintained at the circulation desk for use in checking out materials to these patrons.

Delivery Schedule/Loan Period

Materials will be delivered by a volunteer/staff member once a month **or as needed**. All borrowing and delivery will be made by appointment, with the homebound resident. At the time new materials are delivered, the items from the previous delivery will be retrieved and returned to the library. Materials that have been borrowed should be ready for pickup by the scheduled delivery time. Materials will be delivered to the door, and no inside deliveries will be made. First time deliveries require two staff/volunteers to make the delivery. Deliveries will be made Monday – Friday between 10 am and 2 pm, or as other volunteer times permit. Mail delivery of items can be arranged with library staff if patron prefers. Return envelope will be included with mail delivery for return of items to the library.

Fines/Fees

There is no fee for homebound delivery. ~~Overdue fines will not be charged on homebound materials, but~~ The library's standard fee schedule will apply for damaged or lost items.

Renewals

~~There will be no renewals on materials checked out to homebound delivery patrons.~~ Will be allowed as per circulation policy.

Materials Available for Homebound Delivery

All formats of materials are eligible for homebound delivery, but items in high demand may be excluded. The usual limits of 5 DVD items will apply. Only materials owned by The Bondurant Community Library are eligible for home delivery, but requests for purchase will be considered for items that the library does not own. Each delivery will be limited to one bag of materials or approximately 5-10 items.

Homebound Environment Required for Delivery

Patrons requesting homebound services must provide a safe and appropriate environment for volunteers or staff members who make deliveries to their homes, and patrons must protect all library materials while in their custody. Volunteers or staff may choose to leave a home immediately and/or to recommend suspension of the service if any of the following conditions exist **but not limited to the following:**

- Pets are not confined (with the exception of service animals trained to assist a disabled person).
- No clear and safe path to the home, with snow not shoveled and ice removed.
- Any person in the home is dressed in revealing attire.
- Any person in the home presents threatening behavior.
- Any person in the home uses abusive or obscene language, makes obscene gestures or displays obscene images.
- Any person in the home harasses the library's representative.
- Any person in the home exhibits signs of illness that may jeopardize the health of the library's representative and the library has not been notified of the illness.
- Any library material currently in the possession of the homebound patron appears to have been willfully defaced, mutilated or damaged while in custody of the homebound person.
- Or any other environment that staff/volunteer warrant to be unsafe or inappropriate.

If the volunteer or staff member must leave the home, deny service or wishes to recommend suspension of service because the occurrence of any of the above is deemed to make the home environment for delivery unsafe or inappropriate, the volunteer or staff shall provide the Library Director with notice of why such action occurred together with any recommendation for length of suspension of service.

No suspension of service in excess of thirty (30) days shall be imposed unless it is recommended by the Library Director and approved by the Library Board of Trustees. Any homebound patron may request in writing that the suspension of service be reviewed by the Library Board of Trustees at the next monthly Library Board meeting.

The homebound library delivery service program may be discontinued at any time for any reason.

Adopted by the Bondurant Community Library Board of Trustees 7-6-2016

Revised: 2/2018

Homebound Reader's Profile

Name: _____ Phone: _____

Email: _____

Genre (1=low interest, 3= high interest)

Literary fiction ____ Historical ____ Action/Adventure ____ Science Fiction ____
Western ____ Mysteries ____ Romance ____ Horror ____
Urban Hip/Hop ____ Chick Lit ____ Fantasy ____ Thrillers ____
Inspirational/Religious ____ Romantic Suspense ____ Other _____

Formats (Check all that apply)

____ Large Print ____ Paperback Binding Preferred
____ Audio Books (CD) ____ DVD (Video)

Reading History

Please list at least 3 of your favorite books and/or authors and what you enjoy about them.

1. _____
2. _____
3. _____

Please list up to 3 books or authors you have read and not enjoyed.

1. _____
2. _____
3. _____

Please check your preferences:

Happy/Light/Uplifting ____ Serious ____ One Plot Line ____ Resolved Ending ____
Focus on characters ____ Just a few characters ____ Quirky characters ____ Dark humor/irony ____
Humorous situations ____ Dark/Ironic ____ Safe/Relaxing ____ Multiple Plot Lines ____
Leaves you thinking ____ Focus on action & events ____ Many characters ____ Clever dialogue ____
Slapstick/Physical humor ____ Absurd humor/bizarre ____ Funny ____ Suspenseful/Tense ____

Setting: Indicate any setting about which you would particularly like to read (country, state, time period):

Pet Peeves:

Sexual themes ____ War ____ Disease ____ Violence ____
Crime Portrayed sympathetically ____ Explicit sexual content ____ Religion ____
Rough/obscene language ____ Death ____ Addiction ____
Dark or cynical humor ____

Anything else we should take into account when selecting books for you? _____