



Agenda
Bondurant Community Library - Library Board of Trustees
104 2nd Street NE
Bondurant, Iowa 50035
Bondurant Community Library – Group Study B
6 pm
Wednesday, August 2, 2023

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/87570489374?pwd=VXB1WHlhbFY4eXgySUc4SkFGWEtWQT09>

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

Meeting ID: 875 7048 9374 Password: 288107

Roll Call

Call to order

- 1) Guests Present
- 2) Perfecting and Approving the Agenda
- 3) Approval of Consent Agenda
 - a) Approval of Minutes from past meeting –July 2023
 - b) Financial Report
 - c) Approval of Warrant List/Authorize expenditures
 - d) Staff Report -- July
 - e) Director Report --July
 - f) Statistics
- 4) Public Comments
- 5) Foundation Update
- 6) Friends of the Library Update
- 7) City Council Liaison Report
- 8) Old Business
- 9) New Business
 - a) Trustee Training – Chapter 6 Trustee Handbook
 - b) Discuss/Approve – Gifts and Memorials policy
 - c) Discuss/Approve – Inclement Weather policy

10) Board President Items

11) Adjournment

Next meeting September 6, 2023

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@bondurantlib.com, 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 5, 2023

1. **Roll Call:** *Members Present:* Josh Bryant, Sue Ugulini, Julie Bergeson, Mike Kramer, Amber Flinn and Craig Campbell. Library Director Sanders and assistant Director Klinker-Feld were also present.
2. **Call to order:** Meeting called to order at 6:00 PM by President Bryant.
3. **Guests present:** Marketa Oliver, City of Bondurant; Matt Sillanpaa, City Council liaison, attended virtually.
4. **Perfecting and Approving the Agenda:** Motion to approve the agenda by Bergeson, seconded by Ugulini. Motion carried.
5. **Approval of Consent Agenda:**
 - a. Minutes of past meeting – June 2023
 - b. Financial Report
 - c. Approve Warrant list / authorize expenditures
 - d. Staff Report - June
 - e. Director's Report – June
 - f. Statistics Review

Discussion and review of statistics, noting increases in mobile printing, tablet station and Adventure Passes. Summer Reading Program continues to have a high number of participants. Motion to approve the above consent agenda by Campbell, seconded by Kramer. Motion carried.

6. **Public Comments:** None.
7. **Library Foundation Update:** Planning for fall/winter events.
8. **Friends of the Library Update:** Planning for fall/winter events.
9. **City Council Liaison Report:** The City continues to seek community input on the Art, Culture & Wayfinding Plan. Liaison Sillanpaa thanked the Library for all they do for the Community.
10. **Old Business:** None.
10. **New Business:**
 - a. **Trustee Training – Chapter 5 Trustee Handbook.** Reviewed Chapter 3: *Budgeting Process*. Trustees reminded to report completed education to Director Sanders.
 - b. **Discussion/Decision Polk County contract for rural library service.** Director Sanders presented a level funding contract for \$77,352 from Polk County to serve rural patrons. Meeting scheduled for 7/19/23 with Polk County Library Association to discuss

proposals for serving rural patrons. Motion to approve and sign contract by Kramer, seconded by Campbell. Motion carried.

c. Discussion/Decision Patron Behavior Policy: Reviewed policy as edited. Motion to approve by Ugolini, seconded by Kramer. Motion carried.

B. Board President Items: None.

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

Next Meeting: Wednesday, August 2, 2023 at 6PM



Budget Report Account Summary

For Fiscal: 2023-2024 Period Ending: 07/31/2023

	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	4,000.00	4,000.00	268.65	268.65	-3,731.35 93.28 %
001-410-2-4465	CO CONTRIB LIBRARY-POLK CO AUD	33,000.00	33,000.00	0.00	0.00	-33,000.00 100.00 %
001-410-2-4710	REIMBURSEMENT-LIBRARY GRANTS	1,000.00	1,000.00	0.00	0.00	-1,000.00 100.00 %
001-410-6010	SALARIES	330,886.31	330,886.31	25,030.43	25,030.43	305,855.88 92.44 %
001-410-6020	SALARIES-PART-TIME	76,633.81	76,633.81	7,366.21	7,366.21	69,267.60 90.39 %
001-410-6210	ASSOCIATION DUES	1,500.00	1,500.00	0.00	0.00	1,500.00 100.00 %
001-410-6230	TRAINING	2,997.86	2,997.86	0.00	0.00	2,997.86 100.00 %
001-410-6240	MEETINGS & CONFERENCES	5,000.00	5,000.00	125.00	125.00	4,875.00 97.50 %
001-410-6310	BUILDING & GROUND MAINTENAN...	15,000.00	15,000.00	2,670.19	2,670.19	12,329.81 82.20 %
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	1,995.00	1,995.00	22,005.00 91.69 %
001-410-6373	TELECOMMUNICATION EXPENSE	42,000.00	42,000.00	883.88	883.88	41,116.12 97.90 %
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	95.74	95.74	7,904.26 98.80 %
001-410-6499	CONTRACT SERVICES	33,500.00	33,500.00	1,746.15	1,746.15	31,753.85 94.79 %
001-410-6502	PRINTED MATERIALS	49,000.00	49,000.00	3,515.83	3,515.83	45,484.17 92.82 %
001-410-6503	DIGITAL MATERIALS	21,000.00	21,000.00	1,986.95	1,986.95	19,013.05 90.54 %
001-410-6504	MINOR EQUIPMENT	2,500.00	2,500.00	513.71	513.71	1,986.29 79.45 %
001-410-6506	OFFICE SUPPLIES	6,000.00	6,000.00	0.00	0.00	6,000.00 100.00 %
001-410-6507	OPERATING SUPPLIES	1,000.00	1,000.00	136.77	136.77	863.23 86.32 %
001-410-6508	POSTAGE-SHIPPING	1,500.00	1,500.00	140.97	140.97	1,359.03 90.60 %
001-410-6580	MISCELLANEOUS	1,000.00	1,000.00	0.00	0.00	1,000.00 100.00 %
001-410-6599	LIBRARY PROGRAMS	11,000.00	11,000.00	143.19	143.19	10,856.81 98.70 %
001-410-6725	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	790.00	790.00	8,210.00 91.22 %
Department: 410 - LIBRARY Surplus (Deficit):		-606,217.98	-606,217.98	-46,871.37	-46,871.37	559,346.61 92.27%
Fund: 001 - GENERAL FUND Surplus (Deficit):		-606,217.98	-606,217.98	-46,871.37	-46,871.37	559,346.61 92.27%

Budget Report

For Fiscal: 2023-2024 Period Ending: 07/31/2023

	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	149.25	149.25	-1,350.75 90.05 %
167-410-6450	REFUNDS/REIMBURSEMENTS	1,000.00	1,000.00	0.00	0.00	1,000.00 100.00 %
167-410-6506	TRUST & AGENCY LIBRARY EXPENSE	20,000.00	20,000.00	263.66	263.66	19,736.34 98.68 %
Department: 410 - LIBRARY Surplus (Deficit):		-15,000.00	-15,000.00	-114.41	-114.41	14,885.59 99.24%
Fund: 167 - LIBRARY GRANT Surplus (Deficit):		-15,000.00	-15,000.00	-114.41	-114.41	14,885.59 99.24%

Budget Report

For Fiscal: 2023-2024 Period Ending: 07/31/2023

	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	130,000.00	130,000.00	0.00	0.00	130,000.00	100.00 %
Department: 410 - LIBRARY Total:	130,000.00	130,000.00	0.00	0.00	130,000.00	100.00%
Fund: 351 - LIBRARY CAPITAL Total:	130,000.00	130,000.00	0.00	0.00	130,000.00	100.00%
Report Surplus (Deficit):	-771,217.98	-771,217.98	-46,985.78	-46,985.78	724,232.20	93.91%

Group Summary

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND						
410 - LIBRARY	-606,217.98	-606,217.98	-46,871.37	-46,871.37	559,346.61	92.27%
Fund: 001 - GENERAL FUND Surplus (Deficit):	-606,217.98	-606,217.98	-46,871.37	-46,871.37	559,346.61	92.27%

Budget Report

For Fiscal: 2023-2024 Period Ending: 07/31/2023

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 167 - LIBRARY GRANT						
410 - LIBRARY	-15,000.00	-15,000.00	-114.41	-114.41	14,885.59	99.24%
Fund: 167 - LIBRARY GRANT Surplus (Deficit):	-15,000.00	-15,000.00	-114.41	-114.41	14,885.59	99.24%

Bondurant Community Library
Library Board of Trustees
August 2, 2023
Warrant List

Company	Description	Budget Code	Invoice	Amount
Baker & Taylor	Books	001-410-6502	2037582979	\$123.72
	Books	001-410-6502	2037603688	\$1,597.92
	Books	001-410-6502	2037616076	\$117.70
	Books	001-410-6502	2037628099	\$316.05
Colibri System	Book processing supplies	001-410-6506	2864	\$607.72
Convergint	Security camera issues	001-410-6350	IN00070654	\$440.00
Diam	Pest control	001-4106310	689034	\$75.00
Hoopla	Digital Content - 6/30/2023	001-410-6503	504011965	\$382.85
Iowa Library Association	Jill - ILA Conference registration	001-410-6240	Statement	\$225.00
Konica Minolta	Copier	001-410-6499	5025803047	\$243.89
Konica Minolta	phone	001-410-6373	220012963	\$288.95
Library Ideas LLC	Rocket Language Annual Subscription & set-up fee	001-410-6503	100108	\$325.00
MidAmerican	utilities	001-410-6371	541395459	\$1,995.00
Overdrive	FY2024 Bridges E-book Content fee	001-410-6503	CD0649723208302	\$1,846.65
Petty cash	Postage	001-410-6508	receipt	\$148.38
Storey Kenworthy	Paper	001-410-6506	PINV1097125	\$140.97
	Paper	001-410-6506	PINV1097126	\$67.76
	Credit for overpayment	001-410-6506	Statement	-\$52.57
Stratus	cleaning services -	001-410-6499	6187664	\$851.56
Unique	collection service	001-410-6499	6114551	\$23.30
US Cellular	hotspot data	001-410-6373	Statement	\$347.92
Verizon	hotspot data	001-410-6373	Statement	\$2,390.76
Visa	Books and movies	001-410-6502	Statement	\$1,014.26
	Programming supplies	001-410-6599	statement	\$192.29
	Office supplies	001-410-6506	Statement	\$714.72
	Deep Freeze	001-410-6499	statement	\$79.18
	Lysol wipes	001-410-6507	Statement	\$23.88
	Hand soap	001-410-6310	Statement	\$22.44
	Clicker for meeting room use	001-410-6504	Statement	\$12.99
	Summer Reading Program supplies	167-410-6506	Statement	\$99.32
	Credit for books	001-410-6502	Statement	-\$2.30

Total Operating Expenses
Trust and Agency Expenses
Total

\$14,560.99
\$99.32

\$14,660.31

Bondurant Community Library
Library Board of Trustees
August 2, 2023
Warrant List

Bondurant Community Library Board President
SIGNATURE

Date

Bondurant Community Library Board Secretary
SIGNATURE

Date

STAFF REPORT JULY 2023



Michell:

- Webinar “Lunch with State Library: WhoFi”
- Endorsement Core Courses: “Providing Library Services”, “Customer Service”, “Library Programming”, “Telling the Library Story”
- Attended the Bondurant Historical Society meeting on July 17

Events in July:

- 10 Story Times at the Library
- 4 Story Times at City Park
- 4 Sessions of Baby Story & Play
- 8 Sessions of Fit for Life!
- Adult Craft Night
- Book discussion for Adults
- Third Thursday at Hoover’s
- Welcome to Medicare session with SHIIP
- DIY Quilted Hearts in the Maker Space
- Books on Tap book discussion at Reclaimed Rails
- Book Club for grades 3-5
- Book Club for grades 6-8
- Teen Advisory Group
- Pokémon Club
- 7 Summer Reading Programs
- 2 Booths at the Farmers Market
- End of Summer Reading party: Foam Blaster and water fight
- Library Closed July 4



Librarian items July 2023

- Director Sanders attended City Council on June 5 and 19.
- No Library staff meeting was held in July.
- Director Jill attended City Council meetings on July 10. The second meeting of the month Jill was on vacation.
- Director Sanders attended Polk County Library Association meeting on July 19. Discussion was held on the Polk County Contract that was just received from the Supervisors Office. This contract expired on July 1, 2023. The Polk Co. Supervisors will have approval of the contract on their first meeting in August. After the Association receives the signed contract back from Polk County, communication will go out about the changes in digital access. The funding formula for the contract will not change. The Libraries have only ever reported actual physical circulation. No digital circulation has ever been included in the distribution of funds formula. What the Association will be doing is assigning a home library for all rural patrons. Rural patrons will need to have a card issued from that home library in order to access digital content offered by that home library. Rural patrons will still be able to check out materials from any library in county as Open Access patrons. This change only affects digital content. As it stands currently, rural patrons can hold cards from any library in the metro and access digital materials, such as Adventure Passes, Libby, Hoopla, etc.
- The Library's Summer Reading Program began on June 5. Outreach to daycare facilities, weekly programs, prize incentives and much more will continue until the end of July. 738 have registered on-line for the program and have been tracking throughout the summer. Attendance at programs in July: Magic show 132, Tie Dye (2 programs) 55 & 100, Farmers Market Tie Dying 137, Bubble Stations 122, Farmers Market Bubble Stations 236, Egg Drop (with help from Fire Fighters) 99, Teen Tie Dying 8, Quilted Hearts program 15, PBS STEAM Stations (2 events) 44 & 57 and Pokémon Club 45. All these activities in addition to normal weekly outreach programs, story times and adult programming. It has been a busy summer

	A	B	C	D	E
1		Jul-23	Jul-22	Jun-23	Aug-22
2	In Library circulation	7626	9137	8736	7013
3	Bridges Audio Circulation	645	493	650	471
4	Bridges E-Books Circulation	535	427	494	517
5	Bridges-Streaming Video	N/A	0	0	0
6	Bridges- eMagazines	26	12	35	8
7	Overdrive Advantage - eBooks	185	134	214	163
8	Overdrive Advantage - audio	244	191	249	202
9	Hoopla	301	258	293	263
10	Brainfuse	0	0	0	4
11	Rocket Languages (users)	3	0	0	131
12	Tumblebook Downloads	N/A	0	0	10
13	AdventurePass	45	37		37
14	Total Circulation for month		10689	10671	8819
15	Doorcount	1510	2913	3973	2362
16	Catalog Assists	77	177	215	127
17	Telephone Assists	166	238	265	205
18	Reference Assists	36	104	119	86
19	Computer Assists	115	184	217	178
20	Website Visits (sessions) *New Google analytics	3544	9671	11346	9033
21	Wii & Nintendo/Legos/Trucks Etc.	125	111	273	132
22	Wi Fi	1506	1283	1747	1452
23	Internet	957	420	1059	464
24	Hot Spot Circulations	132	139	139	129
25	Launchpads	44	45	56	47
26	Tablets	2	0	2	0
27	Total Electronic Resource Usage		11669	14622	11257
28	Test Proctoring	0	1	0	1
29	Notary Services	11	4	14	7
30	Tutoring	0	0	0	0
31	Meeting/study Rm Use (No Library events)	77	47	35	85
32	Gabbie Messages with patrons	1163		942	910
33	Catalog searches from the website	5824		6620	5517
34	New Patron Cards	56	54	111	61
35	Deleted patron cards	0	1	2	0
36	Interlibrary Loans				
37	Borrowed from other libraries	32	19	41	8
38	Loaned to other libraries	90	87	90	96
39	Collection				
40	Added to collection	200	255	276	453
41	Deleted From collection	33	116	23	5
42	Curbside Deliver	0		0	0
43	Mobile Printing	101	15	26	25
44	Tablet Station	64			
45	Youth Grab and Go kits		115	0	0
46	Teen Grab and go kits			0	0

	A	B	C	D	E
47	Adult grab and go kits			0	0
48			Jul-22	Jun-23	Aug-22
49	Children's Grab and Go Kits			0	0
50	FB Sponsorship STEM Kits			0	0
51	Adult Coloring Kits			0	0

	F	G	H	I	J
1		Sep-22	Oct-22	Nov-22	
2	In Library circulation	5773	5981	5699	In Library circulation
3	Bridges Audio Circulation	550	578	384	Bridges Audio Circulation
4	Bridges E-Books Circulation	468	437	473	Bridges E-Books Circulation
5	Bridges-Streaming Video	0	0	0	Bridges-Streaming Video
6	Bridges- eMagazines	19	11	18	Bridges- eMagazines
7	Overdrive Advantage - eBooks	154	157	116	Overdrive Advantage - eBooks
8	Overdrive Advantage - audio	204	193	161	Overdrive Advantage - audio
9	Hoopla	248	201	234	Hoopla
10	Brainfuse	0	0	0	Brainfuse
11	Transparent Language (sessions)	2	0	5	Transparent Language (sessions)
12	Tumblebook Downloads	2	17	0	Tumblebook Downloads
13	AdventurePass	16	15	5	AdventurePass
14	Total Circulation for month	7436	7590	7095	Total Circulation for month
15	Doorcount	2316	2143	1730	Doorcount
16	Catalog Assists	124	135	110	Catalog Assists
17	Telephone Assists	226	205	320	Telephone Assists
18	Reference Assists	80	93	57	Reference Assists
19	Computer Assists	113	122	67	Computer Assists
20	Website Visits (sessions)	8326	8885	6120	Website Visits (sessions)
21	WII & Nintendo/Legos/Trucks Etc.	100	110	68	WII & Nintendo/Legos/Trucks Etc.
22	Wi Fi	1566	1583	1248	Wi Fi
23	Internet	236	324	462	Internet
24	Hot Spot Circulations	102	110	130	Hot Spot Circulations
25	Launchpads	33	34	43	Launchpads
26	Tablets	0	1	4	Tablets
27	Total Electronic Resource Usage	10363	11047	#REF!	Total Electronic Resource Usage
28	Test Proctoring	0	1	0	Test Proctoring
29	Notary Services	5	9	6	Notary Services
30	Tutoring	0	0	0	Tutoring
31	Meeting/study Rm Use (No Library events)	58	38	30	Meeting/study Rm Use (No Library events)
32	Gabbie Messages with patrons	807	785	1503	Gabbie Messages with patrons
33	Catalog searches from the website	5012	5030	5013	Catalog searches from the website
34	New Patron Cards	63	46	33	New Patron Cards
35	Deleted patron cards	2	0	5	Deleted patron cards
36	Interlibrary Loans				Interlibrary Loans
37	Borrowed from other libraries	16	23	23	Borrowed from other libraries
38	Loaned to other libraries	71	89	78	Loaned to other libraries
39	Collection				Collection
40	Added to collection	219	263	222	Added to collection
41	Deleted From collection	8	8	183	Deleted From collection
42	Curbside Deliver	0	1	0	Curbside Deliver
43	Mobile Printing	36	18	19	Mobile Printing
44					
45	Youth Grab and Go kits	0	0		Youth Grab and Go kits
46	Teen Grab and go kits	0	0		Teen Grab and go kits

	F	G	H	I	J
47	Adult grab and go kits	0	0-Jan		Adult grab and go kits
48		Sep-22	Oct-22	Nov-22	
49	Children's Grab and Go Kits	0	0-Jan		Children's Grab and Go Kits
50	FB Sponsorship STEM Kits	0	0		FB Sponsorship STEM Kits
51	Adult Coloring Kits	0	0		Adult Coloring Kits

	K	L	M	N	O	P
1	Dec-22	Jan-23	Feb-23		Mar-23	Apr-23
2	5239	5154	5175	In Library circulation	6329	4865
3	467	561	586	Bridges Audio Circulation	563	584
4	419	472	443	Bridges E-Books Circulation	495	382
5	0	0	0	Bridges-Streaming Video	0	0
6	8	27	17	Bridges- eMagazines	24	17
7	133	164	149	Overdrive Advantage - eBooks	124	110
8	141	229	221	Overdrive Advantage - audio	186	190
9	269	293	266	Hoopla	296	254
10	0	5	5	Brainfuse	0	0
11	0	0	1	Transparent Language (sessions)	0	2
12	0	3	1	Tumblebook Downloads	0	1
13	10	10	12	AdventurePass	24	
14	6686	6918	6876	Total Circulation for month	8041	6405
15	1775	1829	1796	Doorcount	2290	2333
16	76	111	129	Catalog Assists	138	87
17	207	284	197	Telephone Assists	329	187
18	44	82	85	Reference Assists	96	83
19	72	75	71	Computer Assists	88	78
20	7753	7063	6251	Website Visits (sessions)	7294	10,675
21	70	110	127	WII & Nintendo/Legos/Trucks Etc.	122	132
22	1020	1283	1179	Wi Fi	1390	1467
23	214	475	338	Internet	553	455
24	118	111	91	Hot Spot Circulations	150	106
25	29	39	35	Launchpads	35	26
26	1	1	1	Tablets	1	2
27	11379	11463	8022	Total Electronic Resource Usage	9545	12,863
28		0	1	Test Proctoring	0	0
29	5	12	8	Notary Services	4	7
30		0	0	Tutoring	0	0
31	26	33	34	Meeting/study Rm Use (No Library events)	30	50
32	702	654	601	Gabbie Messages with patrons	862	673
33	4573	5897	3894	Catalog searches from the website	4735	4863
34	25	51	40	New Patron Cards	38	41
35	1	1	3	Deleted patron cards	2	0
36				Interlibrary Loans		
37	10	39	49	Borrowed from other libraries	42	38
38	78	114	93	Loaned to other libraries	94	109
39				Collection		
40	322	221	228	Added to collection	352	175
41	188	207	167	Deleted From collection	32	45
42	0	2	0	Curbside Deliver		1
43	23	21	25	Mobile Printing	33	0
44						
45		0	0	Youth Grab and Go kits		0
46		0	0	Teen Grab and go kits		0

	K	L	M	N	O	P
47		0	0	Adult grab and go kits		0
48	Dec-22	Jan-23	Feb-23		Mar-23	Apr-23
49		0	0	Children's Grab and Go Kits		0
50		0	0	FB Sponsorship STEM Kits		0
51		0	0	Adult Coloring Kits		0

	Q	R	S
1		May-23	Jun-23
2	In Library circulation	5801	8736
3	Bridges Audio Circulation	554	650
4	Bridges E-Books Circulation	377	494
5	Bridges-Streaming Video	0	0
6	Bridges- eMagazines	11	35
7	Overdrive Advantage - eBooks	129	214
8	Overdrive Advantage - audio	183	249
9	Hoopla	274	293
10	Brainfuse	0	0
11	Transparent Language (sessions)	0	0
12	Tumblebook Downloads	2	0
13	AdventurePass	10	
14	Total Circulation for month	7341	10671
15	Doorcount	2675	3973
16	Catalog Assists	69	215
17	Telephone Assists	115	265
18	Reference Assists	55	119
19	Computer Assists	68	217
20	Website Visits (sessions)	10833	11346
21	WII & Nintendo/Legos/Trucks Etc.	77	273
22	Wi Fi	1744	1747
23	Internet	605	1059
24	Hot Spot Circulations	125	139
25	Launchpads	44	56
26	Tablets	2	2
27	Total Electronic Resource Usage	13430	14622
28	Test Proctoring	0	0
29	Notary Services	8	14
30	Tutoring	0	0
31	Meeting/study Rm Use (No Library events)	84	35
32	Gabbie Messages with patrons	759	942
33	Catalog searches from the website	5162	6620
34	New Patron Cards	91	111
35	Deleted patron cards	2	2
36	Interlibrary Loans		
37	Borrowed from other libraries	48	41
38	Loaned to other libraries	91	90
39	Collection		
40	Added to collection	221	276
41	Deleted From collection	51	23
42	Curbside Deliver	0	0
43	Mobile Printing	7	26
44			
45	Youth Grab and Go kits	0	0
46	Teen Grab and go kits	0	0

	Q	R	S
47	Adult grab and go kits	0	0
48			Jun-23
49	Children's Grab and Go Kits	0	0
50	FB Sponsorship STEM Kits	0	0
51	Adult Coloring Kits	0	0

	A	B	C	D	E	F	G	H	I	J	K
68	Library's Maker Space Service	11	4					4			
69	STEAM/STEM services										
70	Story-Walk participants										
71	Reading log participants										
72	Other patron-directed activities							36			

	L	M	N	O
1	Programmin/outreach	May-23	Jun-23	Jul-23
2	Ages 0-5			
3	Live/In person onsite 0-5			
4	# of programs	23	18	16
5	# attending	305	383	216
6	Live/inperson offsite 0-5			
7	# of programs	7	18	15
8	# attending	150	682	533
9	Live/virtual 0-5			
10	# of programs			
11	# attending			
12				
13	Ages 6-11			
14	Live/inperson onsite 6-11			
15	# of programs	6	3	6
16	# attending	226	81	129
17	Live/in person offsite 6-11			
18	# of programs	11	7	9
19	# attending	1229	168	265
20	Live vidual 6-11			
21	# of programs			
22	# attending			
23				
24	YA			
25	Live/in person onsite YA			
26	# of programs	6	2	1
27	# attending	23	8	8
28	Live/in person offsite YA			
29	# of programs	2		
30	# attending	229		
31	Live virtual YA			
32	# of programs			
33	# attending			
34				

	L	M	N	O
35	Adults			
36	Live/in person onsite Adults			
37	# of programs	13	12	12
38	# attending	126	76	124
39	Live/ in person offside Adults			
40	# of programs	1	1	1
41	# attending	4	2	2
42	Live Virtual Adult			
43	# of programs	4	3	
44	# attending	5	3	
45	Home Delivery	1	2	
46				
47	Programmin/outreach			
48	General Interest			
49	Live/In peerson onsite General Interest			
50	# of programs	7	11	8
51	# attending	188	1185	634
52	Live/In person offside General Interest			
53	# of programs			3
54	# attending			495
55	Live Virtual General Interest			
56	# of programs			
57	# attending			
58				
59	Program Content			
60	Recordings			
61	# Recordings			
62	# Views			
63				
64	Make/Take kits			
65	Coloring sheets	390	350	300
66	Scavenger Hunts Participants			
67	Trivia contest Participants			

	L	M	N	O
68	Library's Maker Space Service			
69	STEAM/STEM services			
70	Story-Walk participants			
71	Reading log participants			
72	Other patron-directed activities		100	bingo shts



Chapter 6: Developing and Adopting Policies

The Need for Policies

An essential responsibility of Iowa library boards is to develop and adopt public policy. Library boards must be mindful that they are adopting public policies for a public service. They should take care to avoid writing policies that are reactionary or punitive but instead keep community interests at the forefront. Policies are necessary for these reasons:

- ❖ A major area of board responsibility
- ❖ Many **Public Library Standards** have policy implications
- ❖ Legal and ethical issues
- ❖ Demonstrates credible business practice
- ❖ Opportunity for public education
- ❖ Support the library's mission and purpose

A board should “develop” policy and not just “write” policy. Good policy grows out of a process of studying the issues and needs, gathering facts, deliberating the issues, writing the policy and reviewing the policy at least every three years. Once the board adopts policies, the board observes, interprets, evaluates and supports those policies. The board also modifies existing policies and creates new ones as services evolve.

Using the policies that the board approves as the outline, directors and staff write procedures and guidelines which are in-house documents. For example, your library board may develop a policy for lending wireless hotspots. Directors and staff then write procedures for purchasing the equipment, processing and inventorying equipment, and promoting this new service. Consistent interpretation and application of the policy is necessary. The board and management need to support the staff in applying the policy for situations that require flexibility as well as empower staff to make exceptions to the

policy in the interest of good customer service.

Policy Development Steps

1. **Anticipate the Need:** Often, policies are adopted as a direct result of a problem or even a crisis rather than as a result of careful planning and foresight. A better way to identify the need for a particular policy is to anticipate problems and write policies before the problem occurs. For example, boards are well advised to develop a disaster response policy, instead of waiting until a disaster strikes. Although each board needs to develop its own policies, sometimes it is helpful to review policies from other libraries before getting started. Look to policies from libraries in larger cities, because city attorneys have already vetted them.
2. **Gather the Facts:** Most policies grow out of recommendations from the library director. Your director is in touch with service changes, problems, and issues that require policies. Depending on the nature of the policy, you may want to seek legal counsel.
3. **Evaluate the Proposed Policy:** Is the policy under consideration:
 - Consistent with or covered in policies that have already been written ?
 - Consistent with your mission statement?
 - Consistent with local, state and federal law? Review the policy to determine whether any provisions would be illegal under Iowa or federal law. For example, a library policy of "no animals or pets allowed" must provide an exception for service dogs and other support animals.
 - Already an existing policy in place for other City workers. For example, inclement weather closings, holiday closings, expense reimbursements, benefits, etc.
 - Reasonable (including reasonable penalties)? Let's say a board decides to set the library's hours as 10:00 a.m. to 11:30 a.m. Monday through Friday. According to the State Library Law Librarian: *"Although it would not be illegal to set such hours, a court could find the policy to be unreasonable because, in effect, it denies library access to citizens who work or go to school during the day. The library board should also examine proposed policies to determine if any penalties are unreasonable. For example, it would be reasonable for a "no skateboarding in the library" policy to include a "penalty" that violators would be asked to leave for the rest of the day. It would not be reasonable to penalize the skateboarding patrons by banning them from the library "for the rest of their lives."*
 - Measurable? It is difficult, if not impossible, to enforce a policy fairly if the policy and penalty are not quantifiable. Policies should be written clearly so

that trustees, staff, and patrons alike can read a policy and know what constitutes a "violation" of it. For example, if a library has a policy stating that patrons will lose borrowing privileges if they have "too many overdue books for too long," the definitions of "too many" and "too long" are not clear and may result in unfair application when interpreted by different staff members. On the other hand, a quantifiable policy states that patrons will lose their borrowing privileges if they have "library material which has been overdue for three weeks or longer and if the patron has not returned the material or paid the replacement cost or made arrangements with the library for payment."

- Discriminatory? In order to be legally enforceable, library policies must be applied fairly to all patrons. Courts will invalidate library policies which are not applied equally to all patrons and are used to discriminate against certain groups of people. For example, a "no sleeping" policy might be enforced against homeless patrons but not against other patrons (such as the mayor) who drift off while reading in a comfy chair. Some libraries might have "no noise" policies which they enforce only against tables of giggling adolescents but never against tables of loud-speaking adults.
4. **Write and Adopt the Policy:** The actual wording of the policy is best left to the director and/or a board committee. The actual policy may come to the full board and back to committee for revision several times before it's finished. Final approval of the written policy is a board responsibility.
 5. **Establish a Schedule for Policy Review:** Policies will become outdated. Regular review of policies helps keep them current and at the same time keeps board members informed. The recommended way to review policies is to date every policy and its revision. Don't wait to review all policies until time for Accreditation, establish a review process to happen throughout the year.

When reviewing existing policies, ask whether there is still a viable reason to keep a policy in place. Some boards have eliminated long-standing policies which have outlived their original usefulness and have opted instead for a more positive image for the library in the community. These topics can include cell phone use, overdue fines, and restrictions of the number of materials borrowed at one time.

6. **Make Policies Available:** Placing approved policies into a manual makes the process of learning policy simpler for new trustees and also makes for easier retrieval. A manual also makes the review and updating process much easier. A full collection of policies must be accessible to staff as well. It is advisable to post policies that affect the patrons' use of the library on your website.

Standards and Accreditation

To meet public library standards, boards must adopt four required, written policies in these categories: **Circulation**, **Collection Development**, **Internet Use**, and **Personnel**. The

library board may have additional written policies, as deemed appropriate for the library, and reviews them at least every three years. Assistance in writing policies is available from the State Library **District Consultants**.

More information regarding policy standards is available on the [Public Library Standards](#) webpage on the State Library website.

BONDURANT COMMUNITY LIBRARY

GIFTS AND MEMORIALS POLICY



The Library is frequently offered books and other materials as gifts. Although many excellent and important items may be acquired for the collection in this fashion, at times items are offered that cannot be used or are duplicates of material already in the collection. Items will be added to the collection in accordance with the Materials Selection Policy. Once donated the items become property of the Bondurant Community Library. Donated items will not be returned to the donor and the Library will not accept any item that is not an outright gift. The Library also reserves the right to decide when a gift added to the collection must be withdrawn. The following guidelines for acceptance are used:

1. The Library staff shall have the prerogative of refusing such materials which do not contribute to the collection or that cannot be accommodated suitably at the time.
2. The Library staff retains the right to dispose of all duplicated or unneeded materials and may inform the person at the time of donation. This disposal may include selling or donation to other groups.
3. The donation is tax deductible. It is the privilege and responsibility of the donor to appraise the gift for tax purposes. The Library staff will supply a receipt for donated materials upon request.
4. Appraisals will not be given on individual items. However, the Library staff will assist the patron in finding appraisal sources.

Gifts of money for the purchase of books and materials as memorials are welcomed. Books purchased on this basis will be appropriately identified. An attempt will be made to match the context of memorial books to the interest of the person to be honored. These books will be shelved with the regular collection. Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees.

Personal property, art objects, portraits, antiques, and other museum objects will be accepted on the approval of the Board of Trustees based on the suitability to the purposes and needs of the Library, the laws and regulations that govern the ownership of the gift, and the Library's ability to cover insurance and maintenance costs associated with the donation.

Conditional gifts will be considered by the Board of Trustees on a situational basis.

Adopted by the Bondurant Community Library Board of Trustees:

3/1990

Reviewed: 7/1995, 1/2003, 9/2006, 1/2018, 9/2020

Revised:

5/2010, 4/2015



BONDURANT COMMUNITY LIBRARY

INCLEMENT WEATHER POLICY

SEVERE WEATHER:

The safety of our patrons and staff is always a top priority. When making a decision to close the library due to inclement weather, road conditions, area closings, weather reports, weather and travel advisories, and staff availability will be considered. The Library Director will make the decision on closings. In the event that the Library Director cannot be reached, senior staff on duty at the time will make the decision, and notify the Director as soon as possible. When possible, a closed sign will be posted on the library building. Other public notification may include alerting local media, City Hall, etc.

Adopted by the Bondurant Community Library Board of Trustees

2000

Revised

6/2008, 6/2015, 4/2018, 10/2020

Bondurant Community Library

FY23 Direct State Aid Form

CURRENT YEAR

PREVIOUS YEAR

Direct State Aid

Due: July 31, 2023

Library

BONDURANT COMMUNITY LIBRARY

*BONDURANT
COMMUNITY LIBRARY
BONDURANT*

City:

BONDURANT

Name of person
completing this
form:

Jill Sanders

Jill Sanders

Telephone
Number:

(515) 967-4790

(515) 967-4790

E-mail address:

jills@bondurantlib.com

jills@bondurant.lib.ia.us

Amount of

Direct State Aid received: \$2,990.19

\$2,869.61

Use of Funding

Report on Direct State Aid funding received and spent between July 1, 2022 and June 30, 2023.

Under the broad categories below, describe how the funding was used and list the amount spent in that category. Please note that the box size for the description fields is fairly small so keep your description in those boxes brief. If you'd like to include longer statements to show how that money is helping your library, you can use the box at the end of the report labeled "How has library service in your community improved as a result of this funding?"

Personnel - Report the amount spent on salaries for additional staff or to extend hours, training, etc.

Amount Spent: \$0

Description
(Limito 255
characters or
less):

Library materials - Report the amount spent on books, DVDs, downloadable audio books, eBooks, databases, etc.

Amount Spent: \$0

\$1,382.46

Description
(Limito 255
characters or
less):

*Additional collection
purchases beyond
budgeted amount*

Technology and Equipment - Report the amount spent on computers, Internet access, tablets, etc.

Amount Spent: \$2,990.19

Description
(Limito 255
characters or
less):

Tablet Station (balance paid with grant and funds from Friends and Foundation)

Capital improvements - Report the amount spent on building improvements, accessibility, etc.

Amount Spent: \$0

Description
(Limito 255
characters or
less):

Furniture - Report the amount spent on chairs, tables, shelving, etc.

Amount Spent: \$0

Description
(Limito 255
characters or
less):

Library Programs - Report the amount spent on supplies, performance fees or other expenses for the summer library program, story times, book discussion groups, etc.

Amount Spent: \$0

\$1,487.15

Description
(Limito 255
characters or
less):

*Summer Reading
Program expenses that
were not covered by
donations from the
community*

Other Purchase - Report the amount spent on other items or services used to improve library services.

Amount Spent: \$0

Description
(Limito 255
characters or
less):

Total Amount
Spent -- must
equal the amount \$2,990.19
of Direct State
Aid received.

\$2,869.61

Impact of Funding

How has library
service in your
community
improved as a
result of this
funding?

The Library used their funding to match grant and donation monies
Feel free to use a to purchase a Tablet Station. Patrons are loving this new service.

specific story of
how this funding
made a
difference in a
person's life.

Assurance Compliance (Required)

Direct state aid
funds
supplemented,
but did not
replace local
funding. Yes

Yes

Certification (Required)

I certify the
information in
this form is true
and correct to the
best of my
knowledge.

Yes

Yes

Bondurant Community Library

FY23 Open Access Annual Report

CURRENT YEAR

PREVIOUS YEAR

Instructions

Due: July 31, 2023

A printed version of this form is available [here](#).

Report the number of items checked out to customers from each public library, contracting city, or participating academic library. A few things to look for on the form:

1. Circulation to branch library cities should be reported under the main library. For example, the city of Asbury is a branch of the Dubuque County Library. All circulation to residents of Asbury should be reported as Dubuque County Library.
2. Contracting cities are listed on the form. Any transactions to patrons from those towns should be reported under the contracting city rather than the home library. Do not report transactions to residents from cities that contract with your library.

Use the definitions listed below to determine if Open Access customers and transactions are eligible.

Local Library Jurisdiction: The jurisdiction is the area for which a library is funded to serve. This includes:

1. Any city that funds the public library including the city where the library is located, and any contracting cities.
2. Any unincorporated jurisdiction that funds the public library including the unincorporated portions of the county where the library is located, and any unincorporated portions of other counties.
3. Any participating college, university or community college library.

Eligible Patron:

Must be a resident of Iowa; live outside the local library jurisdiction; and meets one of the following criteria:

1. Lives in a community that provides a public library.
2. Lives in an unincorporated area that provides, or contracts for, library services.
3. Lives in a community that contracts for library services.
4. Attends a participating Iowa public or private university, college, or community college.

A customer is not considered an eligible Open Access customer if they are a:

1. Resident of your city.
2. Resident of a city that contracts with your library for library service.
3. Rural resident of your county or other county that contracts with your library for library service.
4. Resident of a city that does not have a public library and does not contract with a library for library service as required by Iowa Code Section 256.69.
5. Resident from outside of Iowa.

Eligible Transactions:

1. Physical items in all formats except for equipment.
2. Items must be from your collection and for use outside the library. Items packaged together as a unit and checked out as a unit, are one transaction.
3. Playaways or similar devices.
4. Renewals of eligible items as listed on lines 1 to 3 above.
5. Do not count automatic renewals as an eligible transaction.

Ineligible Transactions - Do not count the following items as Open Access:

1. Downloadable audio, video, e-Books or other electronic items.
2. Database use.
3. Equipment including laptops, tablets, projectors, game consoles, eReaders, wireless hotspots, or other types of equipment.
4. Automatic renewals.

Rural residents:

1. A library can claim Open Access circulation to rural residents from other counties, but may not claim circulation to residents of its own county or other county that contracts with the library for library service.
2. To report Open Access circulation to rural residents (outside your own county), you need to determine the local library for that resident. Below are suggestions on which library to choose. Any of these options are acceptable. The important thing is that you choose one local library only:
 - a. If the patron has a rural address from a city with a participating public library, count that as the local library
 - b. If the patron has a rural address from a city without a participating public library, choose any participating public library in the county to be the local library
 - c. Choose the largest library in the county
 - d. Choose the library in the county seat
3. If the customer is from rural Dubuque, Scott, or Woodbury counties, report them under their respective county library system. City public libraries in these three counties are allowed to count rural residents from their own county as eligible for Open Access.

Contracting Cities:

1. Contracting cities are incorporated cities that do not have a public library and contract with the public library in another city.
2. Report circulation to residents of contracting cities on the line for that contracting city. All contracting cities are now included on the form.
NOTE: Residents of cities that contract with your library for service are not eligible for Open Access reimbursement and should not be reported.
3. Transactions by residents from an incorporated city that is not listed on the form are not eligible for Open Access reimbursement.

If you have any questions about the eligibility of a customer or transaction, please contact Scott Dermont at scott.dermont@iowa.gov, or 515-281-7573

Do not include Interlibrary Loan (SILO) totals on this form

A Libraries

Do not include Interlibrary Loan (SILO) amounts on this form.

A1	Ackley - Ackley Public Library		
A2	Ackworth - Contracting City		
A3	Adair - Adair Public Library		
A4	Adel - Adel Public Library		9
A5	Afton - Contracting City		
A6	Agency - Agency Public Library		
A7	Ainsworth - Contracting City		
A8	Akron - Akron Public Library		
A9	Albert City - Albert City Public Library		
A10	Albia - Carnegie- Evans Public Library		
A11	Albion - Albion Municipal Library		
A12	Alburnett - Contracting City		
A13	Alden - Dr. Grace O. Doane Alden Public Library		
A14	Alexander - Alexander Public Library		
A15	Algona - Algona Public Library		
A16	Alleman - Contracting City		
A17	Allerton - Allerton Public Library		
A18	Allison - Allison Public Library		
A19	Alta - Alta Community Library		
A20	Alta Vista - Alta Vista Public Library		
A21	Alton - Alton Public Library		
A22	Altoona - Altoona Public Library	1,333	544
A23	Ames - Ames Public Library		

A24	Anamosa - Anamosa Library & Learning Center		
A25	Andrew - Contracting City		
A26	Anita - Anita Public Library		
A27	Ankeny - Kirkendall Public Library	931	972
A28	Anthon - Hamann Memorial Library		
A29	Aplington - Aplington Legion Memorial Library	54	
A30	Arcadia - Contracting City		
A31	Archer - Archer Public Library		
A32	Aredale - Contracting City		
A33	Arispe - Contracting City		
A34	Arlington - Arlington Public Library		
A35	Armstrong - Armstrong Public Library		
A36	Arnolds Park - Arnolds Park Public Library		
A37	Arthur - Arthur Public Library		
A38	Ashton - Ashton Public Library		
A39	Atallisa - Contracting City		
A40	Atkins - Atkins Public Library		
A41	Atlantic - Atlantic Public Library		
A42	Auburn - Auburn Public Library		
A43	Audubon - Audubon Public Library		
A44	Aurelia - Aurelia Public Library		
A45	Aurora - Aurora Public Library		
A46	Avoca - Avoca Public Library		

Subtotal of all A
libraries (Click Save 2,318
to calculate subtotal)

1,525

B Libraries

Do not include Interlibrary Loan (SILO) amounts on this form.

- B1 Badger - Badger
Public Library
- B2 Bagley - Bagley
Public Library
- B3 Baldwin -
Contracting City
- B4 Balltown -
Contracting City
- B5 Bancroft - Bancroft
Public Library
- B6 Barnes City -
Contracting City
- B7 Barnum -
Contracting City
- B8 Batavia - Batavia
Public Library
- B9 Battle Creek - Battle
Creek Public Library
- B10 Baxter - Baxter
Public Library
- B11 Bayard - Bayard
Public Library
- B12 Beacon - Contracting
City
- B13 Beaman - Beaman
Community
Memorial Library
- B14 Bedford - Bedford
Public Library
- B15 Belle Plaine - Belle
Plaine Community
Library
- B16 Bellevue - Bellevue
Public Library
- B17 Belmont - Belmont
Public Library
- B18 Bennett - Bennett
Public Library
- B19 Bettendorf -
Bettendorf Public
Library Information
Center
- B20 Bevington -
Contracting City

2

- B21 Birmingham -
Birmingham Public
Library
- B22 Blairsburg -
Contracting City
- B23 Blairstown -
Blairstown Public
Library
- B24 Blakesburg -
Blakesburg Public
Library
- B25 Blanchard -
Contracting City
- B26 Bloomfield -
Bloomfield Public
Library
- B27 Bode - Bode Public
Library
- B28 Bonaparte -
Bonaparte Public
Library
- B29 Bondurant -
Bondurant
Community Library
- B30 Boone - Ericson
Public Library
- B31 Bouton - Contracting
City
- B32 Boxholm -
Contracting City
- B33 Boyden - Boyden
Public Library
- B34 Braddyville -
Contracting City
- B35 Brayton -
Contracting City
- B36 Breda - Contracting
City
- B37 Briar Cliff University
- Bishop Mueller
Library
- B38 Bridgewater -
Contracting City
- B39 Brighton -
Contracting City
- B40 Bristow -
Contracting City
- B41 Britt - Britt Public
Library

- B42 Bronson - Contracting City
 - B43 Brooklyn - Brooklyn Public Library
 - B44 Brunsville - Contracting City
 - B45 Buckeye - Contracting City
 - B46 Buffalo Center - Buffalo Center Public Library
 - B47 Burlington - Burlington Public Library
 - B48 Burt - Burt Public Library
 - B49 Bussey - Bussey Community Library
- Subtotal of all B libraries (Click Save to calculate subtotal) 0

2

C Libraries

Do not include Interlibrary Loan (SILO) amounts on this form.

- C1 Calamus - Calamus Public Library
- C2 Callender - Callender Heritage Public Library
- C3 Calmar - Calmar Public Library
- C4 Calumet - Contracting City
- C5 Camanche - Camanche Public Library
- C6 Cambridge - Cambridge Memorial 67 Library
- C7 Cantril - Cantril Public Library
- C8 Carlisle - Carlisle Public Library
- C9 Carpenter - Contracting City
- C10 Carroll - Carroll Public Library
- C11 Carson - Contracting City

45

C12 Carter Lake - Edward
F. Owen Memorial
Library

C13 Cascade - Cascade
Public Library

C14 Casey - Casey Public
Library

C15 Cedar Falls - Cedar
Falls Public Library

C16 Cedar Rapids - Cedar
Rapids Public 4
Library

C17 Center Point - Center
Point Public Library

C18 Centerville - Drake
Public Library

C19 Central City Public
Library

C20 Centralia -
Contracting City

C21 Chariton - Chariton
Free Public Library

C22 Charles City -
Charles City Public
Library

C23 Charlotte -
Contracting City

C24 Charter Oak -
Charter Oak Public
Library

C25 Chelsea - Chelsea
Public Library

C26 Cherokee - Cherokee
Public Library

C27 Chester - Contracting
City

C28 Chillicothe -
Contracting City

C29 Churdan - Churdan
Public Library

C30 Clare - Clare Public
Library

C31 Clarence - Clarence
Public Library

C32 Clarinda - Lied
Public Library-
Clarinda

C33 Clarion - Clarion
Public Library

C34	Clarksville - Clarksville Public Library		
C35	Clayton - Contracting City		
C36	Clear Lake - Clear Lake Public Library		
C37	Clearfield - Clearfield Public Library		
C38	Cleghorn - M-C Community Library		
C39	Clemons - Contracting City		
C40	Clermont - Clermont Public Library		
C41	Clinton - Clinton Public Library		
C42	Clinton Community College - Library		
C43	Clio - Contracting City		
C44	Clive - Clive Public Library		
C45	Clutier - Clutier Public Library		
C46	Coe College - Stewart Memorial Library		
C47	Coggon - Coggon Public Library		
C48	Coin - Coin Public Library		
C49	Colesburg - Colesburg Public Library		
C50	Colfax - Colfax Public Library	252	219
C51	College Springs - Contracting City		
C52	Collins - Collins Public Library	1,343	1,957
C53	Colo - Colo Public Library		
C54	Columbus City - Contracting City		
C55	Columbus Junction - Columbus Jct Public Library		

- C56 Colwell -
Contracting City
- C57 Conesville -
Contracting City
- C58 Conrad - Conrad
Public Library
- C59 Coon Rapids - Coon
Rapids Public
Library
- C60 Coralville -
Coralville Public
Library
- C61 Cornell College -
Russell D. Cole
Library
- C62 Corning - Corning
Public Library
- C63 Correctionville -
Correctionville
Public Library
- C64 Corwith - Corwith
Public Library
- C65 Corydon - Karl Miles
Lecompte Memorial
Library
- C66 Cotter - Contracting
City
- C67 Coulter - Coulter
Public Library
- C68 Council Bluffs -
Council Bluffs Public
Library
- C69 Craig - Contracting
City
- C70 Crawfordsville -
Contracting City
- C71 Crescent -
Contracting City
- C72 Cresco - Cresco
Public Library
- C73 Creston - Matilda J.
Gibson Memorial
Library
- C74 Cromwell -
Contracting City
- C75 Crystal Lake -
Crystal Lake Public
Library

- C76 Cumberland -
Cumberland Public
Library
- C77 Cumming -
Contracting City
- C78 Cushing - Cushing
Community Library

Subtotal of all C
libraries (Click Save
to calculate subtotal)

1,666

2,222

D Libraries

Do not include Interlibrary Loan (SILO) amounts on this form.

- D1 Dakota City -
Contracting City
- D2 Dallas Center - Roy
R. Estle Memorial
Library
- D3 Dana - Contracting
City
- D4 Davenport -
Davenport Public
Library
- D5 Davis City -
Contracting City
- D6 Dawson -
Contracting City
- D7 Dayton - Dayton
Public Library
- D8 De Soto - De Soto
Public Library
- D9 De Witt - Frances
Banta Waggoner
Community Library
- D10 Decorah - Decorah
Public Library
- D11 Dedham -
Contracting City
- D12 Deep River -
Contracting City
- D13 Defiance -
Contracting City
- D14 Delaware -
Contracting City
- D15 Delhi - Delhi Public
Library
- D16 Delmar - Contracting
City

D17 Delta - Contracting
City

D18 Denison - Norelius
Community Library

D19 Denver - Denver
Public Library

D20 Derby - Contracting
City

D21 Des Moines - Des
Moines Public 157
Library

D22 Des Moines Area
Community College
- Ankeny Campus

D23 Des Moines Area
Community College
- Boone Campus
Library

D24 Dexter - Dexter
Public Library

D25 Dike - Dike Public
Library

D26 Dixon - Contracting
City

D27 Dolliver -
Contracting City

D28 Donahue -
Contracting City

D29 Donnellson -
Donnellson Public
Library

D30 Doon - Doon Public
Library

D31 Dordt College - John
and Louise Hulst
Library

D32 Dougherty -
Contracting City

D33 Dow City - Dow City
Public Library

D34 Dows - Dows
Community Library

D35 Drakesville -
Contracting City

D36 Dubuque - Carnegie-
Stout Public Library

D37 Dubuque County -
Dubuque County
Library

- D38 Dumont - Dumont
Community Library
- D39 Duncombe -
Duncombe Public
Library
- D40 Dundee - Contracting
City
- D41 Dunkerton -
Dunkerton Public
Library
- D42 Dunlap - Dunlap
Public Library
- D43 Dyersville - James
Kennedy Public
Library
- D44 Dysart - Norma
Anders Public
Library

Subtotal of all D
libraries (Click Save 157
to calculate subtotal)

137

E - F Libraries

Do not include Interlibrary Loan (SILO) amounts on this form.

- E1 Eagle Grove - Eagle
Grove Memorial
Library
- E2 Earlham - Earlham
Public Library
- E3 Earling - Contracting
City
- E4 Earlville - Ruth
Suckow Memorial
Library
- E5 Early - Early Public
Library
- E6 East Peru -
Contracting City
- E7 Eddyville - Eddyville
Public Library
- E8 Edgewood -
Edgewood Public
Library
- E9 Elberon - Elberon
Public Library
- E10 Eldon - Eldon Public
Library
- E11 Eldora - Eldora
Public Library

E12	Elgin - Elgin Public Library	
E13	Elk Horn - Elk Horn Public Library	
E14	Elk Run Heights - Contracting City	
E15	Elkader - Elkader Public Library	
E16	Elkhart - Contracting City	24
E17	Elkport - Contracting City	
E18	Elliott - Elliott Public Library	
E19	Ellsworth - Ellsworth Public Library	
E20	Ellsworth Community College - Osgood Library	
E21	Elma - Elma Public Library	
E22	Ely - Ely Public Library	
E23	Emerson - Emerson Public Library	
E24	Emmaus Bible College Library	
E25	Emmetsburg - Emmetsburg Public Library	
E26	Essex - Lied Public Library-Essex	
E27	Estherville - Estherville Public Library	
E28	Evansdale - Evansdale Public Library	1
E29	Everly - Everly Public Library	
E30	Exira - Exira Public Library	
E31	Exline - Contracting City	
F1	Fairbank - Fairbank Public Library	
F2	Fairfax - Fairfax Public Library	
F3	Fairfield - Fairfield Public Library	

- F4 Faith Baptist Bible College & Theological Seminary - John L. Patten Library
- F5 Farmersburg - Farmersburg Public Library
- F6 Farmington - Farmington Public Library
- F7 Farnhamville - Farnhamville Public Library
- F8 Farragut - Farragut Public Library
- F9 Fayette - Fayette Community Library
- F10 Fenton - Fenton Public Library
- F11 Ferguson - Contracting City
- F12 Fertile - Fertile Public Library
- F13 Floris - Contracting City
- F14 Floyd - Contracting City
- F15 Fonda - Fonda Public Library
- F16 Fontanelle - Fontanelle Public Library
- F17 Forest City - Forest City Public Library
- F18 Fort Atkinson - Fort Atkinson Public Library
- F19 Fort Dodge - Fort Dodge Public Library
- F20 Fort Madison - Fort Madison Public Library
- F21 Franklin - Contracting City
- F22 Fraser - Contracting City
- F23 Fredericksburg - Upham Memorial Library

- F24 Frederika - Contracting City
- F25 Fredonia - Contracting City
- F26 Fruitland - Contracting City
- Subtotal of all E - F libraries (Click Save 0 to calculate subtotal)

25

G Libraries

Do not include Interlibrary Loan (SILO) amounts on this form.

- G1 Galva - Galva Public Library
- G2 Garber - Contracting City
- G3 Garden Grove - Garden Grove Public Library
- G4 Garnavillo - Garnavillo Public Library
- G5 Garner - Garner Public Library
- G6 Garrison - Garrison Public Library
- G7 Garwin - Garwin Public Library
- G8 Geneva - Contracting City
- G9 George - George Public Library
- G10 Gibson - Contracting City
- G11 Gilbertville - Contracting City
- G12 Gilman - Gilman Public Library
- G13 Gilmore City - Gilmore City Public Library
- G14 Gladbrook - Gladbrook Public Library
- G15 Glenwood - Glenwood Public Library
- G16 Glidden - Glidden Public Library

- G17 Goldfield -
Contracting City
- G18 Goodell -
Contracting City
- G19 Goose Lake -
Contracting City
- G20 Gowrie - Gowrie
Public Library
- G21 Graettinger -
Graettinger Public
Library
- G22 Grafton - Grafton
Public Library
- G23 Grand Junction -
Grand Junction
Public Library
- G24 Grand Mound -
Contracting City
- G25 Grand View
University - Library
- G26 Grandview -
Contracting City
- G27 Granger - Granger
Public Library
- G28 Granville -
Contracting City
- G29 Greeley -
Contracting City
- G30 Greene - Greene
Public Library
- G31 Greenfield -
Greenfield Public
Library
- G32 Grimes - Grimes 4
Public Library
- G33 Grinnell - Drake
Community Library
- G34 Griswold - Griswold
Public Library
- G35 Grundy Center -
Kling Memorial
Library
- G36 Gruver - Contracting
City
- G37 Guthrie Center -
Mary J. Barnett
Memorial Library
- G38 Guttenberg -
Guttenberg Public
Library

Subtotal of all G
libraries (Click Save 4
to calculate subtotal)

0

H Libraries

Do not include Interlibrary Loan (SILO) amounts on this form.

H1	Halbur - Contracting City		
H2	Hamburg - Hamburg Public Library		
H3	Hampton - Hampton Public Library	20	7
H4	Hancock - Contracting City		
H5	Hanlontown - Kinney Memorial Library		
H6	Hansell - Contracting City		8
H7	Harcourt - Harcourt Public Library		
H8	Harlan - Harlan Community Library		
H9	Harper - Contracting City		
H10	Harpers Ferry - Dolores Tillinghast Memorial Library		
H11	Hartford - Contracting City		
H12	Hartley - Hartley Public Library		
H13	Hartwick - Contracting City		
H14	Havelock - Havelock Public Library		
H15	Haverhill - Contracting City		
H16	Hawarden - Hawarden Public Library		
H17	Hawkeye - Hawkeye Public Library		
H18	Hawkeye Community College - Library		
H19	Hazleton - Contracting City		

H20	Hedrick - Hedrick Public Library		
H21	Hepburn - Contracting City		
H22	Hiawatha - Hiawatha Public Library		
H23	Hills - Contracting City		
H24	Hillsboro - Hillsboro Public Library		
H25	Hinton - Contracting City		
H26	Holland - Contracting City		
H27	Holstein - Stubbs Memorial Library		
H28	Hopkinton - Hopkinton Public Library		
H29	Hospers - Hospers Public Library		
H30	Houghton - Contracting City		
H31	Hubbard - Hubbard Public Library		
H32	Hudson - Hudson Public Library		
H33	Hull - Hull Public Library		
H34	Humboldt - Humboldt Public Library		
H35	Humeston - Humeston Public Library		
H36	Huxley - Huxley Public Library	12	10
	Subtotal of all H libraries (Click Save to calculate subtotal)	32	25

I - K Libraries

Do not include Interlibrary Loan (SILO) amounts on this form.

I1	Ida Grove - Ida Grove Public Library		
I2	Independence - Independence Public Library		

- I3 Indian Hills
Community College
- Centerville -
Library
- I4 Indian Hills
Community College
- Ottumwa - Library
- I5 Indianola - Indianola
Public Library
- I6 Inwood - Inwood
Public Library
- I7 Ionia - Ionia
Community Library
- I8 Iowa City - Iowa
City Public Library
- I9 Iowa Falls - Robert
W. Barlow Memorial
Lib
- I10 Ireton - Contracting
City
- I11 Irwin - Lied Irwin
Public Library
- J1 Jamaica - Jamaica
Public Library
- J2 Janesville -
Janesville Public
Library
- J3 Jefferson - Jefferson
Public Library
- J4 Jesup - Jesup Public
Library
- J5 Jewell - Montgomery
Memorial Library
- J6 Johnston - Johnston 4
Public Library
- J7 Joice - Joice Public
Library
- K1 Kalona - Kalona
Public Library
- K2 Kamrar - Contracting
City
- K3 Kanawha - Kanawha
Public Library
- K4 Kelley - Contracting
City
- K5 Kellogg -
Contracting City
- K6 Kensett - Kensett
Public Library

- K7 Keokuk - Keokuk
Public Library
 - K8 Keomah Village -
Contracting City
 - K9 Keosauqua -
Keosauqua Public
Library
 - K10 Keota - Wilson
Memorial Library
 - K11 Keswick -
Contracting City
 - K12 Keystone - Schroeder
Public Library
 - K13 Kingsley - Kingsley
Public Library
 - K14 Kirkman -
Contracting City
 - K15 Kirkville -
Contracting City
 - K16 Kirkwood
Community College
(Iowa City) - Library
 - K17 Kirkwood
Community College
- Cedar Rapids
 - K18 Klemme - Klemme
Public Library
 - K19 Knoxville -
Knoxville Public
Library
- Subtotal of all I - K
libraries (Click Save 4
to calculate subtotal)

0

L Libraries

Do not include Interlibrary Loan (SILO) amounts on this form.

- L1 La Motte -
Contracting City
- L2 La Porte City -
Hawkins Memorial
Library
- L3 Lacona - Lacona
Public Library
- L4 Ladora - Contracting
City
- L5 Lake City - Lake
City Public Library
- L6 Lake Mills - Lake
Mills Public Library

- L7 Lake Park - Lake
Park Public Library
- L8 Lake View - Lake
View Public Library
- L9 Lakota - Lakota
Public Library
- L10 Lambs Grove -
Contracting City
- L11 Lamoni - Lamoni
Public Library
- L12 Lamont - Lamont
Public Library
- L13 Lansing - Meehan
Memorial Lansing
Public Library
- L14 Larchwood -
Larchwood Public
Library
- L15 Larrabee -
Contracting City
- L16 Latimer -
Contracting City
- L17 Laurel - Laurel
Community Library
- L18 Laurens - Laurens
Public Library
- L19 Lawler - Lawler
Public Library
- L20 Lawton - Contracting
City
- L21 Le Claire - Le Claire
Community Library
- L22 Le Grand - Pioneer
Heritage Public
Library
- L23 Le Mars - Le Mars
Public Library
- L24 Ledyard - Ledyard
Public Library
- L25 Lehigh - Lehigh
Public Library
- L26 Leighton -
Contracting City
- L27 Lenox - Lenox
Public Library
- L28 Leon - Leon Public
Library
- L29 Letts - Letts Public
Library

- L30 Lewis - Lewis Public Library
- L31 Libertyville - Contracting City
- L32 Lidderdale - Contracting City
- L33 Lime Springs - Lime Springs Public Library
- L34 Lincoln - Contracting City
- L35 Linden - Linden Public Library
- L36 Lineville - Contracting City
- L37 Linn Grove - Linn Grove Public Library
- L38 Lisbon - Lisbon Public Library
- L39 Liscomb - Contracting City
- L40 Little Rock - Little Rock Public Library
- L41 Little Sioux - Contracting City
- L42 Livermore - Livermore Public Library
- L43 Lockridge - Contracting City
- L44 Logan - Logan Public Library
- L45 Lohrville - J.J. Hands Library
- L46 Lone Rock - Contracting City
- L47 Lone Tree - Contracting City
- L48 Long Grove - Contracting City
- L49 Loras College - Library
- L50 Lorimor - Contracting City
- L51 Lost Nation - Lost Nation Public Library
- L52 Lovilla - Contracting City

L53	Low Moor - Contracting City	
L54	Lowden - Lowden Public Library	
L55	Lu Verne - Lu Verne Public Library	
L56	Luana - Contracting City	
L57	Luther - Contracting City	
L58	Luxemburg - Contracting City	
L59	Luzerne - Contracting City	
L60	Lynnville - Lynnville Public Library	
L61	Lytton - Lytton Public Library	
	Subtotal of all L libraries (Click Save 0 to calculate subtotal)	0

M Libraries

Do not include Interlibrary Loan (SILO) amounts on this form.

M1	Macedonia - Contracting City
M2	Macksburg - Contracting City
M3	Madrid - Madrid Public Library
M4	Maharishi Vedic City - Contracting City
M5	Malcom - Contracting City
M6	Mallard - Mallard Public Library
M7	Malvern - Malvern Public Library
M8	Manchester - Manchester Public Library
M9	Manilla - Manilla Public Library
M10	Manly - Manly Public Library
M11	Manning - Manning Public Library
M12	Manson - Manson Public Library

M13 Mapleton - Fisher-Whiting Memorial Library

M14 Maquoketa - Maquoketa Public Library

M15 Marathon - Marathon Public Library

M16 Marble Rock - Marble Rock Public Library

M17 Marcus - Marcus Public Library

M18 Marengo - Marengo Public Library

M19 Marion - Marion Public Library

M20 Marne - Contracting City

M21 Marquette - Contracting City

M22 Marshalltown - Marshalltown Public Library

M23 Martelle - Martelle Public Library and Historical Museum

M24 Martinsburg - Contracting City

M25 Mason City - Mason City Public Library

M26 Massena - Massena Public Library

M27 Maurice - Contracting City

M28 Maxwell - Maxwell Public Library 48

M29 Maynard - Maynard Community Library

M30 Maysville - Contracting City

M31 McCausland - Contracting City

M32 McClelland - Contracting City

M33 McGregor - McGregor Public Library

M34 McIntire - Contracting City

M35	Mechanicsville - Mechanicsville Public Library		
M36	Mediapolis - Mediapolis Public Library		
M37	Melbourne - Melbourne Public Library	96	12
M38	Melcher-Dallas - Melcher Dallas Public Library		
M39	Melrose - Contracting City		
M40	Melvin - Melvin Public Library		
M41	Menlo - Menlo Public Library		
M42	Mercy College of Health Sciences - Library		
M43	Meriden - Contracting City		
M44	Merrill - Merrill Public Library		
M45	Meservey - Meservey Public Library		
M46	Middletown - Contracting City		
M47	Miles - Contracting City		
M48	Milford - Milford Memorial Library		
M49	Millersburg - Millersburg Community Library		
M50	Millerton - Contracting City		
M51	Milo - Milo Public Library		
M52	Milton - Milton Public Library		
M53	Minburn - Minburn Public Library		
M54	Minden - Contracting City		
M55	Mingo - Mingo Public Library	44	108

M56	Missouri Valley - Missouri Valley Public Library		
M57	Mitchell - Contracting City		
M58	Mitchellville - Mitchellville Public Library	213	250
M59	Modale - Modale Public Library		
M60	Mondamin - Mondamin Public Library		
M61	Monmouth - Contracting City		
M62	Monona - Murphy Helwig Library		
M63	Monroe - Monroe Public Library	100	102
M64	Montezuma - Montezuma Public Library		
M65	Monticello - Monticello Public Library		
M66	Montrose - Montrose Public Library		
M67	Moorhead - Moorhead Public Library		
M68	Moorland - Contracting City		
M69	Moravia - Moravia Public Library		
M70	Morley - Morley Public Library		
M71	Morning Sun - Mellinger Memorial Public Library		
M72	Morningside College - Hickman - Johnson - Furrow Library Center		
M73	Morrison - Contracting City		
M74	Moulton - Garrett Memorial Library		
M75	Mount Ayr - Mount Ayr Public Library		

M76	Mount Mercy University - Busse Center Library	
M77	Mount Pleasant - Mount Pleasant Public Library	
M78	Mount Vernon - Russell D Cole Library	
M79	Murray - Murray Public Library	
M80	Muscatine - Musser Public Library	
M81	Muscatine Community College - Library	
	Subtotal of all M libraries (Click Save to calculate subtotal)	501

493

N - O Libraries

Do not include Interlibrary Loan (SILO) amounts on this form.

N1	Nashua - Nashua Public Library
N2	Nemaha - Contracting City
N3	Neola - Contracting City
N4	Nevada - Nevada Public Library
N5	New Albin - New Albin Public Library
N6	New Hampton - New Hampton Public Library
N7	New Hartford - Elizabeth Rasmussen Martin Memorial Library
N8	New Liberty - Contracting City
N9	New London - H.J. Nugen Public Library
N10	New Market - New Market Public Library
N11	New Providence - Contracting City

- N12 New Sharon - Stilwell Public Library
- N13 New Virginia - New Virginia Public Library
- N14 Newell - Newell Public Library
- N15 Newhall - Newhall Public Library
- N16 Newton - Newton Public Library 32
- N17 Nichols - Contracting City
- N18 Nora Springs - Nora Springs Public Library
- N19 North Buena Vista - Contracting City
- N20 North English - North English Public Library
- N21 North Liberty - North Liberty Comm Lib
- N22 Northboro - Contracting City
- N23 Northeast Iowa Community College - Calmar Campus Library Student Center
- N24 Northwest Iowa Community College - Sheldon
- N25 Northwestern College - Dewitt Library
- N26 Northwood - Northwood Public Library
- N27 Norwalk - Norwalk Easter Public Library
- N28 Norway - Norway Public Library
- N29 Numa - Contracting City
- O1 Oakland - Eckels Memorial Library
- O2 Oakland Acres - Contracting City

- O3 Oakville -
Contracting City
- O4 Ocheyedan -
Ocheyedan Public
Library
- O5 Odebolt - Field-
Carnegie Public
Library
- O6 Oelwein - Oelwein
Public Library
- O7 Ogden - Leonard A.
Good Community
Library
- O8 Okoboji -
Contracting City
- O9 Olds - Contracting
City
- O10 Olin - Olin Public
Library
- O11 Ollie - Contracting
City
- O12 Onawa - Onawa
Public Library
- O13 Onslow - Contracting
City
- O14 Orange City - Orange
City Public Library
- O15 Orchard -
Contracting City
- O16 Orient - Public
Resource/Technology
Ctr.
- O17 Orleans - Contracting
City
- O18 Osage - Osage Public
Library
- O19 Osceola - Osceola
Public Library
- O20 Oskaloosa -
Oskaloosa Public
Library
- O21 Ossian - Ossian
Public Library
- O22 Osterdock -
Contracting City
- O23 Otho - Contracting
City
- O24 Ottumwa - Ottumwa
Public Library

- O25 Oxford - Oxford
Public Library
 - O26 Oxford Junction -
Wregie Memorial
Library
 - O27 Oyens - Contracting
City
- Subtotal of all N - O
libraries (Click Save 32
to calculate subtotal)

0

P - R Libraries

Do not include Interlibrary Loan (SILO) amounts on this form.

- P1 Packwood -
Contracting City
- P2 Palmer - Palmer
Public Library
- P3 Palo - Contracting
City
- P4 Panama -
Contracting City
- P5 Panora - Panora
Public Library
- P6 Panorama Park -
Contracting City
- P7 Parkersburg - Kothe
Memorial Library
- P8 Parnell - Contracting
City
- P9 Paton - William
Paton Public Library
- P10 Patterson -
Contracting City
- P11 Paullina - Paullina
Public Library
- P12 Pella - Pella Public
Library
- P13 Perry - Perry Public
Library
- P14 Peterson - Kirchner
French Memorial
Library
- P15 Pilot Mound -
Contracting City
- P16 Pisgah - Contracting
City
- P17 Plainfield - Plainfield
Public Library

P18	Plano - Contracting City		
P19	Pleasant Hill - Pleasant Hill Public Library	55	23
P20	Pleasant Plain - Contracting City		
P21	Pleasantville - Webb Shadle Public Library		
P22	Plover - Plover Public Library		
P23	Plymouth - Contracting City		
P24	Pocahontas - Pocahontas Public Library		
P25	Polk City - Polk City Community Library		
P26	Pomeroy - Pomeroy Public Library		
P27	Portsmouth - Contracting City		
P28	Postville - Postville Public Library		
P29	Prairie City - Prairie City Public Library	4	
P30	Prairieburg - Contracting City		
P31	Prescott - Prescott Public Library		
P32	Preston - Preston Public Library		
P33	Primghar - Primghar Public Library		
P34	Promise City - Contracting City		
P35	Pulaski - Contracting City		
Q1	Quasqueton - Contracting City		
Q2	Quimby - Quimby Public Library		
R1	Radcliffe - Radcliffe Public Library		
R2	Rake - Rake Public Library		
R3	Ralston - Contracting City		

- R4 Randalia - Contracting City
- R5 Randall - Contracting City
- R6 Randolph - Randolph Public Library
- R7 Raymond - Contracting City
- R8 Readlyn - Readlyn Community Library
- R9 Reasnor - Contracting City
- R10 Red Oak - Red Oak Public Library
- R11 Redfield - Redfield Public Library
- R12 Reinbeck - Reinbeck Public Library
- R13 Rembrandt - Rembrandt Public Library
- R14 Remsen - Remsen Public Library
- R15 Renwick - Renwick Public Library
- R16 Rhodes - Contracting City
- R17 Riceville - Riceville Public Library
- R18 Richland - Richland Public Library
- R19 Rickardsville - Contracting City
- R20 Ringsted - Ringsted Public Library
- R21 Rippey - Rippey Public Library
- R22 Riverdale - Contracting City
- R23 Riverside - Contracting City
- R24 Robins - Contracting City
- R25 Rock Falls - Contracting City
- R26 Rock Rapids - Rock Rapids Public Library
- R27 Rock Valley - Rock Valley Public Library

R28	Rockford - Rockford Public Library		
R29	Rockwell - Rockwell Public Library		
R30	Rockwell City - Rockwell City Public Library		
R31	Roland - Roland Public Library		
R32	Rolfe - Rolfe Public Library		
R33	Rome - Contracting City		
R34	Rose Hill - Contracting City		
R35	Rowan - Rowan Public Library		
R36	Royal - Royal Public Library		
R37	Rudd - Rudd Public Library		
R38	Runnells - Runnells Community Library		6
R39	Ruthven - Ruthven Public Library	8	
R40	Ryan - Contracting City		
	Subtotal of all P - R libraries (Click Save to calculate subtotal)	67	29

S Libraries

Do not include Interlibrary Loan (SILO) amounts on this form.

S1	Sabula - Krabbenhoft Public Library
S2	Sac City - Sac City Public Library
S3	Salem - Crew Public Library
S4	Salix - Contracting City
S5	Sanborn - Sanborn Public Library
S6	Scarville - Contracting City
S7	Schaller - Schaller Public Library

- S8 Schleswig - Schleswig Public Library
- S9 Scott Community College Library
- S10 Scott County - Scott County Library System
- S11 Scranton - Scranton Public Library
- S12 Searsboro - Contracting City
- S13 Sergeant Bluff - Sergeant Bluff Public/SchoolLibrary
- S14 Seymour - Seymour Community Library
- S15 Shambaugh - Contracting City
- S16 Shannon City - Contracting City
- S17 Sheffield - Sheffield Public Library
- S18 Shelby - Contracting City
- S19 Sheldahl - Contracting City
- S20 Sheldon - Sheldon Public Library
- S21 Shell Rock - Benny Gambaiani Public Library
- S22 Shellsburg - Shellsburg Public Library
- S23 Shenandoah - Shenandoah Public Library
- S24 Shueyville - Contracting City
- S25 Sibley - Sibley Public Library
- S26 Sidney - Sidney Public Library
- S27 Sigourney - Sigourney Public Library
- S28 Silver City - Silver City Public Library

- S29 Simpson Coll - Dunn
Library
- S30 Sioux Center - Sioux
Center Public
Library
- S31 Sioux City - Sioux
City Public Library
- S32 Sioux Rapids - Sioux
Rapids Memorial
Library
- S33 Slater - Slater Public 16
Library
- S34 Sloan - Sloan Public
Library
- S35 Solon - Solon Public
Library
- S36 Somers Public
Library
- S37 South English -
South English Public
Library
- S38 Southeastern
Community College
- Fred Karre
Memorial Library
- S39 Southeastern
Community College
- West Burlington -
Yohe Memorial
Library
- S40 Southwestern
Community College
- Learning Resource
Library
- S41 Spencer - Spencer
Public Library
- S42 Spillville - Spillville
Public Library
- S43 Spirit Lake - Spirit
Lake Public Library
- S44 Spragueville -
Contracting City
- S45 Springbrook -
Contracting City
- S46 Springville -
Springville Memorial
Library
- S47 St. Ansgar - Nissen
Public Library

- S48 St. Anthony -
Contracting City
- S49 St. Charles - St.
Charles Public
Library
- S50 St. Donatus -
Contracting City
- S51 St. Olaf - Contracting
City
- S52 St. Paul - Contracting
City
- S53 Stacyville -
Stacyville Public
Library
- S54 Stanhope - Stanhope
Public Library
- S55 Stanley - Contracting
City
- S56 Stanton - Stanton
Public Library
- S57 Stanwood -
Stanwood Public
Library
- S58 State Center -
Gutekunst Public
Library
- S59 Steamboat Rock -
Steamboat Rock
Public Library
- S60 Stockport - Stockport
Public Library
- S61 Storm Lake - Storm
Lake Public Library
- S62 Story City - Bertha
Bartlett Public
Library
- S63 Stout - Contracting
City
- S64 Stratford - Stratford
Public Library
- S65 Strawberry Point -
Strawberry Point
Public Library
- S66 Struble - Contracting
City
- S67 Stuart - Stuart Public
Library
- S68 Sully - Sully
Community Library

S69	Sumner - Sumner Public Library	
S70	Sutherland - General N.B. Baker Library	
S71	Swaledale - Swaledale Public Library	
S72	Swea City - Swea City Public Library	
S73	Swisher - Swisher Public Library	
	Subtotal of all S libraries (Click Save to calculate subtotal)	16

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T - V Libraries

Do not include Interlibrary Loan (SILO) amounts on this form.

T1	Tabor - Lakin Library & Envisioning Center
T2	Tama - Louise & Lucile Hink - Tama Public Library
T3	Templeton - Contracting City
T4	Tennant - Contracting City
T5	Terril - Terril Public Library
T6	Thayer - Contracting City
T7	Thompson - Thompson Public Library
T8	Thor - Contracting City
T9	Thornburg - Contracting City
T10	Thornton - Thornton Public Library
T11	Thurman - Contracting City
T12	Tiffin - Springmier Community Library
T13	Tipton - Tipton Public Library
T14	Titonka - Titonka Public Library

T15	Toledo - Toledo Public Library		
T16	Toronto - Contracting City		
T17	Traer - Traer Public Library		
T18	Treynor - Contracting City		
T19	Tripoli - Tripoli Public Library		
T20	Truro - Truro Public Library		
U1	Udell - Contracting City		
U2	Underwood - Contracting City		
U3	Union - Union Public Library		
U4	University Heights - Contracting City		
U5	University of Dubuque - Charles C. Meyers Library		
U6	University Park - Contracting City		
U7	Urbana - Contracting City		
U8	Urbandale - Urbandale Public Library	77	32
U9	Ute - Ute Public Library		
V1	Van Horne - Van Horne Public Library		
V2	Van Meter - Van Meter Public Library	2	3
V3	Varina - Varina Public Library		
V4	Ventura - Ventura Public Library		
V5	Victor - Victor Public Library		
V6	Villisca - Villisca Public Library		
V7	Vincent - Contracting City		
V8	Vinton - Vinton Public Library		

V9 Volga - Volga Public
Library
Subtotal of all T - V
libraries (Click Save 79
to calculate subtotal)

35

W - Z Libraries

Do not include Interlibrary Loan (SILO) amounts on this form.

W1 Wadena - Wadena
Public Library
W2 Wahpeton -
Contracting City
W3 Walford -
Contracting City
W4 Walker - Contracting
City
W5 Wall Lake - Wall
Lake Public Library
W6 Wallingford -
Contracting City
W7 Walnut - Walnut
Public Library
W8 Wapello - Keck
Memorial Library
W9 Wartburg
Theological
Seminary - Reu
Memorial Library
W10 Washington -
Washington Free
Public Library
W11 Washta - Washta
Public Library
W12 Waterloo - Waterloo
Public Library
W13 Waterville -
Waterville Public
Library
W14 Waucoma -
Waucoma Public
Library
W15 Waukee - Waukee
Public Library
W16 Waukon - Robey
Memorial Library-
Waukon
W17 Waverly - Waverly
Public Library

W18 Wayland -
Contracting City

W19 Webb - Webb Public
Library

W20 Webster -
Contracting City

W21 Webster City -
Kendall Young
Library

W22 Wellman - Wellman-
Scotfield Public
Library

W23 Wellsburg -
Wellsburg Public
Library

W24 Welton - Contracting
City

W25 Wesley - Wesley
Public Library

W26 West Bend - West
Bend Public Library

W27 West Branch - West
Branch Public
Library

W28 West Burlington -
Contracting City

W29 West Chester -
Contracting City

W30 West Des Moines -
West Des Moines 12
Public Library

W31 West Liberty - West
Liberty Public
Library

W32 West Okoboji -
Contracting City

W33 West Point - West
Point Public Library

W34 West Union - West
Union Comm Lib

W35 Western Iowa Tech
Community College
- Library

W36 Westgate - Westgate
Public Library

W37 Westphalia -
Contracting City

W38 Westside - Westside
Public Library

W39 Westwood -
Contracting City

W40 What Cheer - What
Cheer Public Library

W41 Wheatland - Curtis
Memorial Library

W42 Whiting - Whiting
Public Library

W43 Whittemore -
Whittemore Public
Library

W44 Whitten -
Contracting City

W45 Willey - Contracting
City

W46 Williams - Williams
Public Library

W47 Williamsburg -
Williamsburg Public
Library

W48 Wilton - Wilton
Public Library

W49 Windsor Heights -
Contracting City

W50 Winfield - Winfield
Public Library

W51 Winterset - Winterset
Public Library

W52 Winthrop - Winthrop
Public Library

W53 Wiota - Contracting
City

W54 Woden - Woden
Public Library

W55 Woodbine -
Woodbine Carnegie
Public Library

W56 Woodbury County -
Woodbury County
Library

W57 Woodward -
Woodward Public
Library

W58 Woolstock -
Contracting City

W59 Wyoming - Wyoming
Public Library

Y1 Yale - Contracting
City

Y2	Yorktown - Contracting City		
Z1	Zearing - Zearing Public Library		
	Subtotal of all W - Z libraries (Click Save to calculate subtotal)	12	27

Verification

Do not include Interlibrary Loan (SILO) amounts on this form.

Due: July 31, 2023

Total number of items loaned to customers from other towns. (Click Save to calculate Total):	4,888	4,534
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If a customer drops off an item to be returned to another library, use the following rules to see if you are eligible for postage reimbursement. Open Access will reimburse any items that need to be sent by USPS:

- A. Accept returned items borrowed from any other library in Iowa.
- B. Return items to any owning library in Iowa and indicate the return date.
- C. Public libraries must use IA Shares to return items to other public libraries. Public Libraries should use the USPS to return items to any other type of library that is not on IA Shares.
- D. Academic libraries should use USPS when returning items to academic or public libraries.
- E. If using USPS to return items, log an accurate record and keep receipts of actual postage spent to return items. When using USPS to return items, receipts are required for reimbursement. Libraries will be reimbursed for the full USPS postage amount spent to return Open Access items. Libraries will not be reimbursed for any other method of return.
- F. If an item is overdue, the library that owns the item may collect any fines according to local policy.
- G. Interlibrary Loan items are not eligible for postage reimbursement.
- H. Items returned through the IA Shares service are not eligible for postage reimbursement.

Use the online [Open Access Postage Reimbursement form](#) to claim postage reimbursement.

Date of Completion:	7/7/2023	7/5/2022
Contact Person:	Jill Sanders	Jill Sanders
E-mail	jills@bondurantlib.com	jills@bondurant.lib.ia.us
Phone	(515) 967-4790	(515) 967-4790
I certify that the above information is true and correct to the best of my knowledge.	Yes	Yes