



Agenda  
Bondurant Community Library - Library Board of Trustees  
104 2<sup>nd</sup> Street NE  
Bondurant, Iowa 50035  
Bondurant Community Library  
7 pm  
Wednesday, December 1, 2021

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

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

To connect to the virtual meeting please use the following link  
<https://us02web.zoom.us/j/89163478767?pwd=ekVHTEJLOUxoNnpmaDVnTFhrbkhVUT09>  
To phone into the meeting please call the following number: 1 312 626 6799 US (Chicago)  
Meeting ID: 891 6347 8767 Password: 153566

Call to order

- 1) Guests Present
  - 2) Perfecting and Approving the Agenda
  - 3) Capital Improvement Project Update.
    - a) Discussion/Approval of Application and Certificate for Payment
  - 4) Approval of Consent Agenda
    - a) Approval of Minutes from past meeting – November 2021
    - b) Financial Report
    - c) Approval of Warrant List/Authorize expenditures
    - d) Staff Report -- November
    - e) Director Report -- November
    - f) Statistics
  - 5) Public Comments
  - 6) Foundation Update
  - 7) City Council Liaison Report
  - 8) Old Business
  - 9) New Business
    - a) Discussion/Decision Budget FY 2022/2023
  - 10) Board President Items
  - 11) Adjournment
- Next meeting – January 5, 2022

Any person with a disability who requires a modification or accommodation in order to participate in the meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the Library Board of Trustees during the meeting, should contact the Library

Director, (515) 967-4790 or [jills@bondurant.lib.ia.us](mailto:jills@bondurant.lib.ia.us), no fewer than two business days prior to the meeting to enable the Bondurant Community Library to make reasonable arrangements to assure accessibility or language assistance for the meeting.

**Meeting Minutes**  
**Bondurant Community Library | Library Board of Trustees**  
**Wednesday, November 3, 2021**

1. **Roll Call:** *Members Present:* Pat Kaura, Craig Kinrade, Josh Bryant, Julie Bergeson, Jen Keeler, Sue Ugulini and Craig Campbell. Library Director Sanders and assistant Director Klinker-Feld were also present.
2. **Call to order:** Meeting called to order at 7:00 PM by President Kaura.
3. **Guests present:** Clint Jensen, Story Construction Management; Marketa Oliver, City of Bondurant; Angela McKenzie, City Council liaison [attended virtually].
4. **Perfecting and Approving the Agenda:** Motion to approve the agenda by Ugulini, seconded by Bryant. Motion carried.
5. **Capital Improvement Project:** Mr. Clint Jensen [Story Construction Management] provided detailed updates on the capital improvement project, necessary change orders and current budget information. Currently working on minor fixes and final touches.
  - a. **Discussion/Decision Change Orders:** Motion to approve change orders by Ugulini, seconded by Kinrade. Motion carried.
6. **Approval of Consent Agenda:**
  - a. Minutes of past meeting
  - b. Financial Report
  - c. Approve Warrant list / authorize expenditures
  - d. Staff Report
  - e. Director's Report
  - f. Statistics Review

Motion to approve the above consent agenda by Kinrade, seconded by Campbell. Motion carried.
7. **Public Comments:** None.
8. **Library Foundation Update:** Update provided on recent fundraising and outstanding grant applications.
9. **City Council Liaison Report:** Recent Bondurant elections were reviewed and discussed. Liaison reported on upcoming city events and commercial development.
10. **Old Business:** None.
10. **New Business:**
  - a. **Review/Approve Interlibrary Loan Policy.** Motion to approve by Bryant, seconded by Bergeson. Motion carried.

- b. Review/Approve Hours Open Policy.** Beginning November 14, 2021, the Library will be open on Sundays from 12-5 PM. Motion to approve by Bergeson, seconded by Campbell. Motion carried.
- c. Review/Approve Selection/Collection Development Policy.** Motion to approve by Ugulini, seconded by Campbell. Motion carried.

**11. Board President Items:** President Kaura asked Trustees to complete and return Director Sander's personnel evaluation by December 10<sup>th</sup> or bring to next meeting.

**12. Adjournment:** Motion to adjourn by Campbell, seconded by Kinrade. Motion carried and meeting adjourned at 7:42 PM.

**Next Meeting:** Wednesday, December 1, 2021



# Budget Report

## Account Summary

For Fiscal: 2021-2022 Period Ending: 11/30/2021

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 001 - GENERAL FUND</b>						
<b>Department: 410 - LIBRARY</b>						
<a href="#">001-410-1-4500</a>	FINES & FEES	2,300.00	2,300.00	151.95	2,056.59	-243.41 10.58 %
<a href="#">001-410-2-4465</a>	CO CONTRIB LIBRARY-POLK CO AUD	30,000.00	30,000.00	0.00	25,742.00	-4,258.00 14.19 %
<a href="#">001-410-2-4710</a>	REIMBURSEMENT-LIBRARY GRANTS	500.00	500.00	0.00	189.03	-310.97 62.19 %
<a href="#">001-410-6010</a>	SALARIES	187,764.00	187,764.00	6,697.61	66,976.00	120,788.00 64.33 %
<a href="#">001-410-6020</a>	SALARIES-PART-TIME	97,046.00	97,046.00	2,979.15	24,909.63	72,136.37 74.33 %
<a href="#">001-410-6210</a>	ASSOCIATION DUES	700.00	700.00	0.00	0.00	700.00 100.00 %
<a href="#">001-410-6230</a>	TRAINING	600.00	600.00	0.00	40.00	560.00 93.33 %
<a href="#">001-410-6240</a>	MEETINGS & CONFERENCES	3,000.00	3,000.00	0.00	113.74	2,886.26 96.21 %
<a href="#">001-410-6310</a>	BUILDING & GROUND MAINTENANCE	15,000.00	15,000.00	0.00	166.53	14,833.47 98.89 %
<a href="#">001-410-6340</a>	OFFICE EQUIPMENT REPAIR	200.00	200.00	0.00	0.00	200.00 100.00 %
<a href="#">001-410-6350</a>	OPERATIONAL EQUIPMENT REPAIR	1,000.00	1,000.00	0.00	0.00	1,000.00 100.00 %
<a href="#">001-410-6371</a>	ELECTRIC / GAS	12,500.00	12,500.00	497.00	2,485.00	10,015.00 80.12 %
<a href="#">001-410-6373</a>	TELECOMMUNICATION EXPENSE	18,000.00	18,000.00	500.00	13,731.03	4,268.97 23.72 %
<a href="#">001-410-6411</a>	LEGAL EXPENSE	3,000.00	3,000.00	0.00	0.00	3,000.00 100.00 %
<a href="#">001-410-6419</a>	COMPUTER SUPPORT	8,000.00	8,000.00	345.00	3,525.90	4,474.10 55.93 %
<a href="#">001-410-6499</a>	CONTRACT SERVICES	16,000.00	16,000.00	851.56	10,035.96	5,964.04 37.28 %
<a href="#">001-410-6502</a>	PRINTED MATERIALS	36,000.00	36,000.00	6.95	14,479.34	21,520.66 59.78 %
<a href="#">001-410-6503</a>	DIGITAL MATERIALS	13,000.00	13,000.00	0.00	9,478.78	3,521.22 27.09 %
<a href="#">001-410-6504</a>	MINOR EQUIPMENT	2,000.00	2,000.00	216.79	216.79	1,783.21 89.16 %
<a href="#">001-410-6506</a>	OFFICE SUPPLIES	6,500.00	6,500.00	59.84	1,659.12	4,840.88 74.48 %
<a href="#">001-410-6507</a>	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	151.04	848.96 84.90 %
<a href="#">001-410-6508</a>	POSTAGE-SHIPPING	1,900.00	1,900.00	0.00	369.25	1,530.75 80.57 %
<a href="#">001-410-6580</a>	MISCELLANEOUS	1,000.00	1,000.00	0.00	34.94	965.06 96.51 %
<a href="#">001-410-6599</a>	LIBRARY PROGRAMS	6,000.00	6,000.00	0.00	2,924.44	3,075.56 51.26 %
<a href="#">001-410-6725</a>	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	0.00	418.30	8,581.70 95.35 %
<b>Department: 410 - LIBRARY Surplus (Deficit):</b>		<b>-406,410.00</b>	<b>-406,410.00</b>	<b>-12,001.95</b>	<b>-123,728.17</b>	<b>282,681.83 69.56 %</b>
<b>Fund: 001 - GENERAL FUND Surplus (Deficit):</b>		<b>-406,410.00</b>	<b>-406,410.00</b>	<b>-12,001.95</b>	<b>-123,728.17</b>	<b>282,681.83 69.56 %</b>

Budget Report

For Fiscal: 2021-2022 Period Ending: 11/30/2021

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 167 - LIBRARY GRANT</b>						
<b>Department: 410 - LIBRARY</b>						
<a href="#">167-410-2-4440</a>	LIBRARY STATE AID	0.00	0.00	0.00	2,869.91	2,869.91 0.00 %
<a href="#">167-410-2-4705</a>	T/A-LIBRARY DONATIONS	0.00	0.00	102.75	1,819.06	1,819.06 0.00 %
<a href="#">167-410-4-4300</a>	INTEREST - LIBRARY T&A	0.00	0.00	0.00	0.62	0.62 0.00 %
<a href="#">167-410-6506</a>	TRUST & AGENCY LIBRARY EXPENSE	0.00	0.00	0.00	17,461.61	-17,461.61 0.00 %
<b>Department: 410 - LIBRARY Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>102.75</b>	<b>-12,772.02</b>	<b>-12,772.02 0.00 %</b>
<b>Fund: 167 - LIBRARY GRANT Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>102.75</b>	<b>-12,772.02</b>	<b>-12,772.02 0.00 %</b>

**Budget Report**

**For Fiscal: 2021-2022 Period Ending: 11/30/2021**

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

Budget Report

For Fiscal: 2021-2022 Period Ending: 11/30/2021

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 351 - LIBRARY CAPITAL</b>						
<b>Department: 410 - LIBRARY</b>						
<a href="#">351-410-3-4705</a>	PRIVATE CONTRIBUTIONS (FOUNDAT...	0.00	0.00	0.00	2,500.00	2,500.00 0.00 %
<a href="#">351-410-4-4300</a>	INTEREST-GENERAL	0.00	0.00	0.00	63.11	63.11 0.00 %
<a href="#">351-410-6407</a>	ENGINEERING EXPENSE	0.00	0.00	28,139.70	153,833.45	-153,833.45 0.00 %
<a href="#">351-410-6507</a>	OPERATING SUPPLIES	0.00	0.00	0.00	3,289.81	-3,289.81 0.00 %
<a href="#">351-410-6799</a>	OTHER CAPITAL OUTLAY	500,000.00	500,000.00	0.00	598,384.24	-98,384.24 -19.68 %
<b>Department: 410 - LIBRARY Surplus (Deficit):</b>		<b>-500,000.00</b>	<b>-500,000.00</b>	<b>-28,139.70</b>	<b>-752,944.39</b>	<b>-252,944.39 -50.59 %</b>
<b>Fund: 351 - LIBRARY CAPITAL Surplus (Deficit):</b>		<b>-500,000.00</b>	<b>-500,000.00</b>	<b>-28,139.70</b>	<b>-752,944.39</b>	<b>-252,944.39 -50.59 %</b>
<b>Report Surplus (Deficit):</b>		<b>-1,190,680.00</b>	<b>-1,190,680.00</b>	<b>-40,038.90</b>	<b>-896,231.58</b>	<b>294,448.42 24.73 %</b>



Bondurant Community Library  
Library Board of Trustees  
December 1, 2021  
Warrant List

<b>Company</b>	<b>Description</b>	<b>Budget Code</b>	<b>Invoice</b>	<b>Amount</b>
Access Systems	Copier	001-410-6499	30469150	<b>\$404.84</b>
ADG	Vestibule door repair	001-410-6310	Statement	<b>\$225.00</b>
Amazon	Books	001-410-6502	Statement	<b>\$448.46</b>
	Library programs	001-410-6599	Statement	<b>\$52.70</b>
	Desk calculator	001-410-6506	Statement	<b>\$7.79</b>
	Popcorn popper cleaner	001-410-6310	Statement	<b>\$16.95</b>
	Battery back-up	001-410-6504	Statement	<b>\$102.96</b>
	Cleaning supplies	001-410-6507	Statement	<b>\$19.54</b>
Baker & Taylor	Books	001-410-6502	Statement	<b>\$1,133.50</b>
Christian, Margaret	Mileage	001-410-6240	List from employee	<b>\$93.16</b>
CenturyLink Business	Fire alarm analog lines	001-410-6373	Statement	<b>\$119.16</b>
Convergint	Milestone Renewal	001-410-6499	304673	<b>\$544.73</b>
Deery Brothers	City car key fob	001-410-6504	291522	<b>\$216.79</b>
Demco	Book processing	001-410-6506	7039855	<b>\$120.35</b>
Logoed Apparel & Promotions	Staff clothing	001-410-6580	18808	<b>\$114.24</b>
Mediacom	Phone and internet	001-410-6373	Statement	<b>\$203.71</b>
Mediacom	Phone and internet	001-410-6419	Statement	<b>\$89.50</b>
Mediacom	Phone and internet	001-410-6373	Statement	<b>\$91.68</b>
MicroMarketing	Large print & audio	001-410-6502	Statement	<b>\$82.72</b>
Midwest Alarm	Fire alarm monitoring	001-410-6499	363627	<b>\$374.42</b>
Midwest Alarm	Cellular dialer for fire alarm	351-410-6799	363982	<b>\$1,016.50</b>
Midwest Alarm	Fire alarm monitoring	001-410-6499	364014	<b>\$117.27</b>
MidAmerican	Utilities	001-410-6371	Statement	<b>\$497.00</b>
Petty Cash	Postage	001-410-6508	Receipts	<b>\$19.04</b>
Provantage	Replace Jill's laptop	001-410-6725	9114773	<b>\$787.45</b>
Sanders, Jill	Office supplies	001-410-6506	Receipt	<b>\$32.51</b>

Bondurant Community Library  
Library Board of Trustees  
December 1, 2021  
Warrant List

Schincke, Megan	Reimburse programming	001-410-6599	Receipt	<b>\$29.98</b>
Scholastic	Book in a bag	001-410-6599	Statement	<b>\$19.34</b>
Scholastic	Book in a bag	001-410-6599	30643212	<b>\$127.39</b>
Scholastic	Book in a bag	001-410-6599	30643211	<b>\$221.92</b>
Scholastic	Book in a bag	001-410-6599	30643210	<b>\$60.88</b>
Scholastic	Book in a bag	001-410-6599	33552217	<b>\$265.24</b>
Storey Kenworthy	Office supplies	001-410-6506	PINV939339	<b>\$51.41</b>
Storey Kenworthy	Office supplies, COVID	170-130-6507	PINV940891	<b>\$69.45</b>
Story Construction	Construction Management	351-410-6407	32858	<b>\$5,775.79</b>
Stratus	Cleaning service	001-410-6499	4927900	<b>\$851.56</b>
T-Mobile	Hot spot data	001-410-6373	Statement	<b>\$500.00</b>
Unique	Collection service	001-410-6499	607135	<b>\$71.60</b>
Verizon	Hot spot data	001-410-6373	Statement	<b>\$1,413.26</b>
Visa	Programming	001-410-6599	Statement	<b>\$31.03</b>
	COVID	170-130-6507	Statement	<b>\$16.04</b>
	Name Badges	001-410-6506	Statement	<b>\$33.40</b>
	Trash bags, etc.	001-410-6507	Statement	<b>\$49.69</b>
	Amazon Prime, Chamber Dues	001-410-6210	Statement	<b>\$219.00</b>
	Miscellaneous	001-410-6580	Statement	<b>\$39.00</b>
	Refrigerators and microwaves	351-410-6799	Statement	<b>\$2,392.00</b>

Total Operating Expenses

**\$9,642.17**

COVID Expenses

**\$85.49**

Bondurant Community Library  
Library Board of Trustees  
December 1, 2021  
Warrant List

Building Project Expenses	\$6,792.29
Trust & Agency Expenses	\$0.00
<b>Total</b>	<b>\$16,519.95</b>

---

---

Bondurant Community Library Board President  
SIGNATURE

Date

---

Bondurant Community Library Board Secretary  
SIGNATURE

Date



## **STAFF REPORT**

### **NOVEMBER 2021**

#### **Michell**

- No trainings this month

#### **Megan**

- We're All Tech Librarians - Endorsement
- Foundations of Public Libraries - Endorsement
- Accessible Youth Programming - POP YS
- POP YS Book Club webinar
- Winter Arts & Crafts

#### **Margaret**

- Kid's Lib at Urbandale Public Library
- Webinar "Building a Solar Oven"

#### **Programming for October**

- 5-Wolf Creek Story Times
- 17-Library Story Times
- 7-sessions of Geri-Fit
- Book Discussion for Adults
- After School BINGO
- After School Movie
- After School Craft
- After School STEM
- Family BINGO
- Teen/Tween Book Discussion
- School-Age Virtual Story Time
- Collected donation items from patrons for the Iowa Veterans Home. Donations were delivered on Friday, November 19.







## Librarian items November 2021

- Work was completed on Nov. 18 & 24 by Brockway to correct the hot water recirculation issue. Brockway installed a new balancing station.
- I met with a reporter from the Des Moines Register on Nov. 23 about our expansion project. He reported he would let me know when it was to go to press.
- Staff is beginning work to collaborate with the school on Diversity programming to be held in the spring.
- Sunday open hours began on November 14. Circulation was right at 180 for the 2 five hour shifts. Staff will continue to market the new hours.