



Agenda
Bondurant Community Library - Library Board of Trustees
104 2nd Street NE
Bondurant, Iowa 50035
Bondurant Community Library – Group Study B
6 pm
Wednesday, December 6, 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/82103702331?pwd=R2NvN1RjVDisNStoK3BLaVRkYzZmZz09>

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

Meeting ID: 821 0370 2331 Password: 009391

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 –November 2023
 - b) Financial Report
 - c) Approval of Warrant List/Authorize expenditures
 - d) Staff Report -- November
 - e) Director Report -- November
 - f) Statistics
- 4) Public Comments
- 5) Foundation Update
- 6) Friends of the Library Update
- 7) City Council Liaison Report
- 8) Old Business
 - a) Discussion Trustee Term Appointments-Terms ending 1/1/2024
- 9) New Business
 - a) Trustee Training – Chapter 9
 - b) Review/Approve Hours Open policy
 - c) Review/Approve Job Descriptions for Library Director, Assistant Library Director, Youth Services Librarian, Children’s Librarian, Adult Services Librarian, Clerk II.
 - d) FY 24/25 Budget presentation and approval
- 10) Board President Items
- 11) Adjournment

Next meeting January 3, 2024

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, November 1, 2023

1. **Roll Call:** *Members Present:* Josh Bryant, Sue Ugulini, Mike Kramer, Craig Campbell and Jen Keeler. Library Director Sanders and assistant Director Klinker-Feld were also present.
2. **Call to order:** Meeting called to order at 6:01 PM by President Bryant.
3. **Guests present:** Matt Silanpaa, City Council Liaison Virtually
4. **Perfecting and Approving the Agenda:** Motion to approve the agenda by Ugulini, seconded by Campbell. Motion carried.
5. **Approval of Consent Agenda:**
 - a. Minutes of past meeting – October 2023
 - b. Financial Report
 - c. Approve Warrant list / authorize expenditures
 - d. Staff Report - October
 - e. Director's Report – October
 - f. Statistics Review

Motion to approve the above consent agenda by Kramer, seconded by Keeler. Motion carried.
6. **Public Comments:** None.
7. **Library Foundation Update:** Upcoming events: Trivia Night, 11/18/23; third Annual Mini-Golf Event: February 2024. Volunteers needed. Chamber Trick or Treat had close to 700 attending. Foundation/Friends ran out of bags to give out.
8. **Friends of the Library Update:** Upcoming events: Trivia Night, 11/18/23; third Annual Mini-Golf Event: February 2024. Volunteers needed. Book Sale netted about \$700.
9. **City Council Liaison Report:** Matt reported that his family attended the Halloween Event at the Library and it was a big success, many children attending.
10. **Old Business:** None.
10. **New Business:**
 - a. **Trustee Training – Chapter 8 Trustee Handbook:** *Evaluating Service and Advocating for Advancements.* Reviewed and discussed this chapter..
 - b. **Discussion/Approve Contracting City.** Director Sanders has reported that the City of Elkhart has inquired as to cost of contracting for services with Bondurant. After discussion motion by Kramer seconded by Ugulini to offer the same per capita that the citizens of Bondurant pay which is \$61.21 per capita. Motion carried.

c. Discussion/Approve Purchasing Policy. Motion to approve by Ugulini, seconded by Kramer. Motion carried.

d. Discussion/Approve Photography & Video Policy: Motion to approve by Kramer, seconded by Campbell. Motion carried.

e. Discussion/Approve Artwork Display Policy: Motion to approve by Ugulini, seconded by Keeler. Motion carried.

f. Discussion Trustee Term Appointments – Terms ending 1/1/2024. Motion to table by Ugulini seconded by Kramer until the December meeting as Trustee Flinn is absent. Motioned carried.

g. Discussion Budget Prep 2025. Director Sanders included in meeting packet financials from year-end FY2023 and financials from current FY 2024 for review by Library Board. Board will bring discussion for budget at December meeting.

h. Discussion/Decision Mobile Staff Desk Purchase. Director Sanders presented the need for a mobile desk that can be used in the YA area during high volume activity to assist patrons. Staff has chosen a unit from LFI for purchase. Motion Kramer, seconded by Ugulini to purchase mobile desk unit from LFI to be paid for from Trust & Agency funds.

11. Board President Items: Director Sanders will forward form to be used for the Director's evaluation to all Library Board. Board is to complete and return to President Bryant by December 10, 2023.

12. Adjournment: Motion to adjourn by Keeler, seconded by Kramer. Motion carried.

Next Meeting: Wednesday, December 6, 2023 at 6 PM.

Respectfully submitted,

Jill Sanders, Library Director



Budget Report Account Summary

For Fiscal: 2023-2024 Period Ending: 11/30/2023

	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	526.45	2,676.10	-1,323.90 33.10 %
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	25,320.79	136,312.84	194,573.47 58.80 %
001-410-6020	SALARIES-PART-TIME	76,633.81	76,633.81	6,303.24	33,662.20	42,971.61 56.07 %
001-410-6210	ASSOCIATION DUES	1,500.00	1,500.00	100.00	100.00	1,400.00 93.33 %
001-410-6220	SUBSCRIPTIONS & ED MATERIALS	0.00	0.00	36.36	36.36	-36.36 0.00 %
001-410-6230	TRAINING	2,997.86	2,997.86	1.98	2,484.62	513.24 17.12 %
001-410-6240	MEETINGS & CONFERENCES	5,000.00	5,000.00	1,064.03	2,250.22	2,749.78 55.00 %
001-410-6310	BUILDING & GROUND MAINTENAN...	15,000.00	15,000.00	2,729.85	7,622.02	7,377.98 49.19 %
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	440.00	560.00 56.00 %
001-410-6371	ELECTRIC / GAS	24,000.00	24,000.00	1,995.00	9,975.00	14,025.00 58.44 %
001-410-6373	TELECOMMUNICATION EXPENSE	42,000.00	42,000.00	2,436.61	16,785.44	25,214.56 60.03 %
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	1,374.06	5,306.21	2,693.79 33.67 %
001-410-6499	CONTRACT SERVICES	33,500.00	33,500.00	1,299.84	10,124.34	23,375.66 69.78 %
001-410-6502	PRINTED MATERIALS	49,000.00	49,000.00	2,332.43	17,688.62	31,311.38 63.90 %
001-410-6503	DIGITAL MATERIALS	21,000.00	21,000.00	708.54	10,116.29	10,883.71 51.83 %
001-410-6504	MINOR EQUIPMENT	2,500.00	2,500.00	0.00	526.70	1,973.30 78.93 %
001-410-6506	OFFICE SUPPLIES	6,000.00	6,000.00	179.79	2,137.89	3,862.11 64.37 %
001-410-6507	OPERATING SUPPLIES	1,000.00	1,000.00	345.98	879.94	120.06 12.01 %
001-410-6508	POSTAGE-SHIPPING	1,500.00	1,500.00	111.54	648.39	851.61 56.77 %
001-410-6580	MISCELLANEOUS	1,000.00	1,000.00	92.65	92.65	907.35 90.74 %
001-410-6599	LIBRARY PROGRAMS	11,000.00	11,000.00	736.55	2,624.20	8,375.80 76.14 %
001-410-6725	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	365.76	1,155.76	7,844.24 87.16 %
Department: 410 - LIBRARY Surplus (Deficit):		-606,217.98	-606,217.98	-47,008.55	-258,293.59	347,924.39 57.39%
Fund: 001 - GENERAL FUND Surplus (Deficit):		-606,217.98	-606,217.98	-47,008.55	-258,293.59	347,924.39 57.39%

Budget Report

For Fiscal: 2023-2024 Period Ending: 11/30/2023

	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	3,114.34	-1,385.66 30.79 %
167-410-2-4705	T/A-LIBRARY DONATIONS	1,500.00	1,500.00	56.75	21,418.42	19,918.42 1,427.89 %
167-410-4-4300	INTEREST - LIBRARY T&A	0.00	0.00	0.00	123.66	123.66 0.00 %
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	4,307.37	8,799.35	11,200.65 56.00 %
Department: 410 - LIBRARY Surplus (Deficit):		-15,000.00	-15,000.00	-4,250.62	15,857.07	30,857.07 205.71%
Fund: 167 - LIBRARY GRANT Surplus (Deficit):		-15,000.00	-15,000.00	-4,250.62	15,857.07	30,857.07 205.71%

Budget Report

For Fiscal: 2023-2024 Period Ending: 11/30/2023

	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):	-751,217.98	-751,217.98	-51,259.17	-242,436.52	508,781.46	67.73%

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	-47,008.55	-258,293.59	347,924.39	57.39%
Fund: 001 - GENERAL FUND Surplus (Deficit):	-606,217.98	-606,217.98	-47,008.55	-258,293.59	347,924.39	57.39%

Budget Report

For Fiscal: 2023-2024 Period Ending: 11/30/2023

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	-4,250.62	15,857.07	30,857.07	205.71%
Fund: 167 - LIBRARY GRANT Surplus (Deficit):	-15,000.00	-15,000.00	-4,250.62	15,857.07	30,857.07	205.71%

Budget Report

For Fiscal: 2023-2024 Period Ending: 11/30/2023

Department...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 351 - LIBRARY CAPITAL						
410 - LIBRARY	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):	-751,217.98	-751,217.98	-51,259.17	-242,436.52	508,781.46	67.73%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
001 - GENERAL FUND	-606,217.98	-606,217.98	-47,008.55	-258,293.59	347,924.39
167 - LIBRARY GRANT	-15,000.00	-15,000.00	-4,250.62	15,857.07	30,857.07
351 - LIBRARY CAPITAL	-130,000.00	-130,000.00	0.00	0.00	130,000.00
Report Surplus (Deficit):	-751,217.98	-751,217.98	-51,259.17	-242,436.52	508,781.46

Library Board of Trustees

December 6, 2023

Warrant List

Company	Description	Budget Code	Invoice	Amount
Blank Park Zoo	Adventure Pass Renewal	001-410-6599	23060	\$450.00
Baker & Taylor	Books	001-410-6502	2037851455	\$737.77
	Books Credit	001-410-6502	3289886	-\$20.29
	Books Credit	001-410-6502	3289887	-\$24.69
	Books Credit	001-410-6502	3289888	-\$17.10
	Books	001-410-6502	2037875804	\$92.30
	Books	001-410-6502	2037885419	\$445.91
Brenton Skating Plaza	Adventure Pass Renewal	001-410-6599	1	\$75.00
City Credit Card	Employee handbook builder software	001-410-6220	none	\$36.36
City Credit Card	Snacks for Leadership Wkshp-Michell	001-410-6230	none	\$1.98
ClearGov	Budget Software - City purchase	001-410-6419	2023-14007	\$791.81
Des Moines Children's Museum	Adventure Pass Renewal	001-410-6599	17329	\$125.00
Flashbay	Grant- Solar Card	167-410-6506	in1306189	\$601.00
Hoopla	Digital content	001-410-6503	504577776	\$831.30
Konica Minolta	copier	001-410-6499	5027352005	\$244.22
Konica Minolta	phone	001-410-6373	820006484	\$526.06
MicroMarketing	Audio CD	001-410-6502	936541	\$128.97
MicroMarketing	Audio CD	001-410-6502	935059	\$102.49
MicroMarketing	audio cd	001-410-6502	936193	\$24.99
MidAmerican	utlilities	001-410-6371	545862895	\$1,995.00
Mi-Fiber	Monthly Internet	001-410-6373		\$0.00
Midwest Pano	Virtual Tour Annual renewal	001-410-6419	10783561	\$189.00
Petty cash	postage	001-410-6508	receipts	\$111.71
Phipps-Bucklin, Chantel	programming supplies	001-410-6599	Receipts	\$29.94
Playaway	Wonderbooks	001-410-6502	443159	\$62.19

Bondurant Community Library
Library Board of Trustees
December 6, 2023
Warrant List

Polk County Conservations	SRP presenter, 2024	167-410-6506	62678825	\$50.00
Schincke, Megan	Programming supplies	001-410-6599	receipts	\$35.72
Storey Kenworthy	office supplies	001-410-6506	pinv1124147	\$242.63
Storey Kenworthy	office supplies	001-410-6506	pinv1130043	\$185.76
Stratus	cleaning	001-410-6499	6457687	\$851.56
Unique	collection service	001-410-6499	6118912	\$11.65
US Cellular	Hotspot service	001-410-6373	617783269	\$869.80
Verizon	Hotspot service	001-410-6373	9948487073	\$2,132.20
Visa-Interim payment	Books and movies	001-410-6502	Statement	\$227.70
	Book return - Credit	001-410-6502	Statement	-\$19.96
	Programming supplies	001-410-6599	Statement	\$40.35
	Markers & Screen cleaner	001-410-6506	Statement	\$47.94
	Sonic Wall - Firewall	001-410-6725	Statement	\$365.76
	T&A Literacy Grant supplies	167-410-6506	Statement	\$3,350.74
	Backup battery replacements	01-410-6419	Statement	\$132.22
	Zoom & Prime Membership	001-410-6499	Statement	\$154.99
	Notary renewal and stamp	001-410-6580	Statement	\$39.00
Visa end of month payment	Books & Movies	001-410-6502	Statement	\$324.65
	programming supplies	001-410-6599	Statement	\$490.36
	Office supplies	001-410-6506	Statement	\$21.51
	Grant- Workbooks and bags	167-410-6506	Statement	\$1,479.52
	Refund program supplies	001-410-6599	Statement	-\$9.99
	Bins for storage room	001-410-6580	Statement	\$149.54
	Postage for Rural patrons	001-410-6508	Statement	\$92.40
Walsh Door & Security	Old Doors	001-410-6310	804150	\$195.00
Total Operating Expenses				\$13,388.49
Trust and Agency Expenses				\$5,481.26
Total				\$18,869.75

**Bondurant Community Library
Library Board of Trustees
December 6, 2023
Warrant List**

Bondurant Community Library Board President
SIGNATURE

Date

Bondurant Community Library Board Secretary
SIGNATURE

Date

STAFF REPORT NOVEMBER 2023



Michell:

- Webinar “Lunch with the State Library: People’s Law Library”
- Virtual meeting with U of I and Historical Society regarding student projects
- PLA Digital Literacy webinar
- Meeting with Easter Seals representatives about partnering for services

Megan S:

- Kid’s Lib
- Performer’s Showcase
- Pop YS – presented
- Check It Out
- Early Bird Summer Reading Program ideas with State Library

Chantel:

- Endorsement course: “Budget & Finance: Free Libraries Aren’t Free”
- Adult Librarian meeting

Events in November:

- 12 Story Times at the Library
- 4 Sessions of Baby Story & Play
- 8 Sessions of Fit for Life!
- Adult Craft Night
- Book Discussion for Adults
- Books on Tap book discussion at Reclaimed Rails
- Book Club for grades 3-5
- Book Club for grades 6-8
- Teens Only Sunday Funday
- Pokémon Club
- STEAM Club
- After School STEAM
- After School BINGO
- After School Craft
- After School Movie
- No-School Movie
- Cyber Security Workshop
- LIBRARY CLOSED NOVEMBER 11
- LIBRARY CLOSED NOVEMBER 23 AND 24



Librarian items November, 2023

- Director Sanders attended City Council on November 6 and 20th.
- Staff meeting was held on Nov 28th at 8AM.
- Director Sanders attended Bondurant Community Library Foundation and Friends of the Library meeting in November.
- Director Sanders and Director Keitzman of Altoona met with Sarah from Polk County Supervisors office concerning Home Library of rural patrons format on December 1.
- The Library has received the year's Open Access and Interlibrary Loan funding . This year is \$3,145.42.



Pokemon Club has become a huge hit. Time for making Pokemon things, trading cards and all things Pokemon. Attendance for this fun club is in excess of 30.

	A	B	C	D	E
1		Jul-23	Jul-22	Aug-23	Aug-22
2	In Library circulation	7626	9137	6777	7013
3	Bridges Audio Circulation	645	493	676	471
4	Bridges E-Books Circulation	535	427	492	517
5	Bridges-Streaming Video	N/A	0	N/A	0
6	Bridges- eMagazines	26	12	20	8
7	Overdrive Advantage - eBooks	185	134	173	163
8	Overdrive Advantage - audio	244	191	278	202
9	Hoopla	301	258	300	263
10	Brainfuse	0	0	1	4
11	Rocket Languages (users)	3	0	1	131
12	Tumblebook Downloads	N/A	0	N/A	10
13	AdventurePass	45	37	42	37
14	Total Circulation for month	9610	10689	8760	8819
15	Doorcount	1510	2913	3324	2362
16	Catalog Assists	77	177	130	127
17	Telephone Assists	166	238	243	205
18	Reference Assists	36	104	80	86
19	Computer Assists	115	184	214	178
20	Website Visits (sessions) *New Google analytics	3544	9671	7494	9033
21	WII & Nintendo/Legos/Trucks Etc.	125	111	232	132
22	Wi Fi	1506	1283	1708	1452
23	Internet	957	420	1032	464
24	Hot Spot Circulations	132	139	146	129
25	Launchpads	44	45	48	47
26	Tablets	2	0	2	0
27	Total Electronic Resource Usage	6310	11669	10662	11257
28	Test Proctoring	0	1	0	1
29	Notary Services	11	4	9	7
30	Tutoring	0	0	0	0
31	Meeting/study Rm Use (No Library events)	77	47	83	85
32	Gabbie Messages with patrons	1163		1004	910
33	Catalog searches from the website	5824		5681	5517
34	New Patron Cards	56	54	54	61
35	Deleted patron cards	0	1	541	0
36	Interlibrary Loans				
37	Borrowed from other libraries	32	19	38	8
38	Loaned to other libraries	90	87	92	96
39	Collection				
40	Added to collection	200	255	276	453
41	Deleted From collection	33	116	235	5
42	Curbside Deliver	0		0	0
43	Mobile Printing	101	15	90	25
44	Tablet Station	64		61	
45	Youth Grab and Go kits		115		0
46	Teen Grab and go kits				0

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

	F	G	H	I	J	K	L
1		Sep-23	Sep-22	Oct-23	Oct-22	Nov-23	Nov-22
2	In Library circulation	5523	5773	6147	5981	4438	5699
3	Bridges Audio Circulation	666	550	677	578	586	384
4	Bridges E-Books Circulation	431	468	421	437	406	473
5	Bridges-Streaming Video	N/A	0	N/A	0	N/A	0
6	Bridges- eMagazines	24	19	76	11	103	18
7	Overdrive Advantage - eBooks	189	154	147	157	124	116
8	Overdrive Advantage - audio	266	204	240	193	204	161
9	Hoopla	294	248	361	201	390	234
10	Brainfuse	28	0	0	0	2	0
11	Rocket Languages (users)	0	2	0	0	1	5
12	Tumblebook Downloads	N/A	2	N/A	17	N/A	0
13	AdventurePass	14	16	6	15		5
14	Total Circulation for month	7435	7436	8075	7590	6254	7095
15	Doorcount	3860	2316	4734	2143	3678	1730
16	Catalog Assists	141	124	116	135	82	110
17	Telephone Assists	251	226	196	205	207	320
18	Reference Assists	85	80	91	93	71	57
19	Computer Assists	190	113	186	122	26	67
20	Website Visits (sessions)	8050	8326	7237	8885	9356	6120
21	WII & Nintendo/Legos/Trucks Etc.	148	100	154	110	128	68
22	Wi Fi	2091	1566	1935	1583	1626	1248
23	Internet	711	236	930	324	800	462
24	Hot Spot Circulations	98	102	122	110	121	130
25	Launchpads	32	33	29	34	29	43
26	Tablets	0	0	0	1	0	4
27	Total Electronic Resource Usage	11130	10363	10407	11047	12060	8075
28	Test Proctoring	0	0	0	1	0	0
29	Notary Services	10	5	9	9	10	6
30	Tutoring	0	0	0	0	0	0
31	Meeting/study Rm Use (No Library events)	121	58	104	38	133	30
32	Gabbie Messages with patrons	893	807	839	785	848	1503
33	Catalog searches from the website	6272	5012	7097	5030	5354	5013
34	New Patron Cards	43	63	32	46	45	33
35	Deleted patron cards	2	2	3	0	19	5
36	Interlibrary Loans						
37	Borrowed from other libraries	26	16	47	23	31	23
38	Loaned to other libraries	92	71	112	89	97	78
39	Collection						
40	Added to collection	370	219	210	263	87	222
41	Deleted From collection	457	8	94	8	73	183
42	Curbside Deliver	0	0	0	1	0	0
43	Mobile Printing	29	36	115	18	38	19
44	Tablet Station	72		56		36	
45	Youth Grab and Go kits		0		0		
46	Teen Grab and go kits		0		0		

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

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

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

	Q	R	S
1		Mar-23	Apr-23
2	In Library circulation	6329	4865
3	Bridges Audio Circulation	563	584
4	Bridges E-Books Circulation	495	382
5	Bridges-Streaming Video	0	0
6	Bridges- eMagazines	24	17
7	Overdrive Advantage - eBooks	124	110
8	Overdrive Advantage - audio	186	190
9	Hoopla	296	254
10	Brainfuse	0	0
11	Transparent Language (sessions)	0	2
12	Tumblebook Downloads	0	1
13	AdventurePass	24	
14	Total Circulation for month	8041	6405
15	Doorcount	2290	2333
16	Catalog Assists	138	87
17	Telephone Assists	329	187
18	Reference Assists	96	83
19	Computer Assists	88	78
20	Website Visits (sessions)	7294	10,675
21	WII & Nintendo/Legos/Trucks Etc.	122	132
22	Wi Fi	1390	1467
23	Internet	553	455
24	Hot Spot Circulations	150	106
25	Launchpads	35	26
26	Tablets	1	2
27	Total Electronic Resource Usage	9545	12,863
28	Test Proctoring	0	0
29	Notary Services	4	7
30	Tutoring	0	0
31	Meeting/study Rm Use (No Library events)	30	50
32	Gabbie Messages with patrons	862	673
33	Catalog searches from the website	4735	4863
34	New Patron Cards	38	41
35	Deleted patron cards	2	0
36	Interlibrary Loans		
37	Borrowed from other libraries	42	38
38	Loaned to other libraries	94	109
39	Collection		
40	Added to collection	352	175
41	Deleted From collection	32	45
42	Curbside Deliver		1
43	Mobile Printing	33	0
44			
45	Youth Grab and Go kits		0
46	Teen Grab and go kits		0

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

	T	U	V
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

	T	U	V
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
1	Programmin/outreach	Jul-23	Jul-22	Aug-23	Aug-22	Sep-23	Sep-22
2	Ages 0-5						
3	Live/In person onsite 0-5						
4	# of programs	16	13	16	11	21	22
5	# attending	216	176	220	86	238	148
6	Live/inperson offsite 0-5						
7	# of programs	15	33		3	2	8
8	# attending	533	465		54	55	138
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	14	4	3	9	5
16	# attending	129	637	105	59	230	89
17	Live/in person offsite 6-11						
18	# of programs	9	10		2		
19	# attending	265	282		34		
20	Live virtual 6-11						
21	# of programs						
22	# attending						
23							
24	YA						
25	Live/in person onsite YA						
26	# of programs	1	1	1		1	1
27	# attending	8	20	2		8	1
28	Live/in person offsite YA						
29	# of programs						
30	# attending						
31	Live virtual YA						
32	# of programs						
33	# attending						
34							
35	Adults						
36	Live/in person onsite Adults						
37	# of programs	12	11	12	16	9	13
38	# attending	124	74	82	65	98	98
39	Live/ in person offsite Adults						
40	# of programs	1	2	1	4	1	2
41	# attending	2	7	4	46	0	3
42	Live Virtual Adult						
43	# of programs		3	1	12		8
44	# attending		0	1	11		12
45	Home Delivery						
46							

	A	B	C	D	E	F	G
47	Programmin/outreach						
48	General Interest						
49	Live/In peerson onsite General Interest						
50	# of programs	8		1		1	
51	# attending	634		82		39	
52	Live/In person offsite General Interest						
53	# of programs	3	2		2		2
54	# attending	495	34		84		100
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		115			8	
65	Coloring sheets	300		345		215	
66	Scavenger Hunts Participants						
67	Trivia contest Participants						
68	Library's Maker Space Service		11		4		
69	STEAM/STEM services						
70	Story-Walk participants						
71	Reading log participants						
72	Other patron-directed activities	bingo shts					

	H	I	J	K	L	M	N	O	P
47									
48									
49		4		2	10	3	7	19	9
50	3	59		64	515	124	217	442	140
51	364								
52		2							
53	1	925							
54	350								
55									
56									
57									
58									
59									
60									
61									
62									
63		50							
64		250			30	8			
65	430		345	300	370	320	145	230	200
66	146		91						
67									
68			1			4			
69									
70									
71									
72						36			

	Q	R	S
1	Programmin/outreach	May-23	Jun-23
2	Ages 0-5		
3	Live/In person onsite 0-5		
4	# of programs	23	18
5	# attending	305	383
6	Live/inperson offsite 0-5		
7	# of programs	7	18
8	# attending	150	682
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
16	# attending	226	81
17	Live/in person offsite 6-11		
18	# of programs	11	7
19	# attending	1229	168
20	Live vidual 6-11		
21	# of programs		
22	# attending		
23			
24	YA		
25	Live/in person onsite YA		
26	# of programs	6	2
27	# attending	23	8
28	Live/in person offsite YA		
29	# of programs	2	
30	# attending	229	
31	Live virtual YA		
32	# of programs		
33	# attending		
34			
35	Adults		
36	Live/in person onsite Adults		
37	# of programs	13	12
38	# attending	126	76
39	Live/ in person offside Adults		
40	# of programs	1	1
41	# attending	4	2
42	Live Virtual Adult		
43	# of programs	4	3
44	# attending	5	3
45	Home Delivery	1	2
46			

	Q	R	S
47	Programmin/outreach		
48	General Interest		
49	Live/In peerson onsite General Interest		
50	# of programs	7	11
51	# attending	188	1185
52	Live/In person offsite General Interest		
53	# of programs		
54	# attending		
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
66	Scavenger Hunts Participants		
67	Trivia contest Participants		
68	Library's Maker Space Service		
69	STEAM/STEM services		
70	Story-Walk participants		
71	Reading log participants		
72	Other patron-directed activities		100



Chapter 9: Board Relationships with Director, Staff, and City

Board Relationship with the Director

Working relationships determine the culture of a library. Every effort should be made to maintain cordial and collaborative relationships. Chief among these relationships, because of its effect on the overall library administration, is the working relationship between the director and the board.

The board delegates all library management responsibility to the director. The board's job is monitoring the director's effectiveness in providing library service to the community. This system is effective because it has a board of trustees who represent the interests of the community and a qualified director who has the skills to make the library run efficiently within the parameters set by the board. How much does the board do and what are the responsibilities of the library director?

The director is a valuable resource to the board on all issues and often acts as the discussion leader on many issues that come before the board. The director should attend all board meetings and is expected to make well-supported recommendations regarding proposed changes to policies or services. The director should be expected to take part in deliberations to help the board make decisions in the best interests of library service to the community. It is the director's obligation to report to the board accurately and completely about how the library is being managed including problems, plans, and progress.

While the board has responsibility for decision-making, the director has the responsibility to provide the board with the data needed to make well-informed decisions. Remember, though, that while carrying out their respective roles, the director is responsible to the board as a whole, but not responsible to each board member individually. Individual board members, including the board president, should not make personal demands or give orders to the director. The board must speak with one voice when delegating to the director or when requesting information. The director must serve the board as a whole in order to manage the library effectively.

Duties and Responsibilities of the Board and Director

Library Topic/Area	Library Board Responsibilities	Library Director Responsibilities
Staff	Employ a competent and qualified librarian. Includes recruiting, hiring and annually evaluating the director based upon a well-defined job description and expectations. Adopt personnel policy and set adequate salary and benefits for all staff.	Recruit, hire and annually evaluate library staff based upon well-defined job descriptions and expectations. Suggest improvements needed in salaries, working conditions and personnel policy.
Policy	Determine and adopt written policies to govern the operation of the library.	Carry out the policies of the library as adopted by the board. Recommend policies to the library board.
Planning	Determine the direction of the library by studying community needs. See that a plan is developed for meeting needs and that the plan is carried out.	Suggest and carry out plans for library services. Manage day-to-day operation of the library. Design library services to meet community needs/interests. Report the library's progress and future needs to the board.
Budget	Examine the budget proposed by the director; make revisions as needed; officially adopt the budget; present library budget to mayor/city council. Review expenditures in accord with budget, amending line items within the budget if needed.	Prepare and submit a budget request to the library board based on present and anticipated needs. Maintain complete and accurate records of finances. Expend funds based on approved budget.
Advocacy	Advocate for the library through contacts with general public, civic organizations and public officials. Attend city council meetings to keep council informed on library activities. Work to secure adequate funds to carry out the library's services	Advocate for the library through contacts with general public, civic organizations and public officials. Attend city council and/or county supervisor meetings. Work to secure adequate funds to carry out the library's services.
Legal Issues	Be familiar with library ordinance as well as state and federal laws affecting the library.	Be familiar with library ordinance and keep the board informed on laws affecting the library.
Continuing Education	Participate in continuing education activities and encourage library director to do the same. Provide and/or see that new trustees receive an orientation to the library.	Participate in continuing education activities and professional organizations; encourage continuing education for library staff. Participate in orientation of new trustees.
Communication	Communicate with the library director.	Communicate with the library board.
Collection Development	Adopt collection development policy.	Select and order all books and other library materials and resources.
Board Meetings	Regularly attend board meetings; conduct affairs of board at regularly scheduled meetings.	Attend board meetings; prepare a written progress report; provide information as needed/requested by the board.
Board Member Recruitment	Recommend qualifications and candidates for board to mayor/city council. Notify city of board vacancies.	Assist in developing qualifications for new trustees.

Board Relationship with the Staff

The only employee who reports directly to the board is the library director.

Understanding the nature of the relationship between the board and other staff members will prevent organizational problems and contribute to a smooth running library. Decisions by the board affect working conditions, salaries and benefits and other personnel matters.

The director is responsible for hiring, supervising, evaluating, and, if necessary, disciplining and dismissing staff. The director is accountable to the board for the performance of all staff. Employees need to clearly understand the authority of the library director, who is accountable to whom and who has responsibility for what.

- ❖ The board hires the director to be the expert in management of the library, including the management of all other personnel.
- ❖ The board has no direct responsibility for day-to-day supervision of staff other than overseeing the director.
- ❖ Board members have no authority to issue orders to staff or make demands of staff except through the director.
- ❖ The board has no direct responsibility for assessing staff performance except for the director's.

Staff members may sometimes go around the director and take concerns and complaints directly to the board or to individual board members. It is the board member's responsibility to remind the staff person about the proper procedure for concerns or complaints. The board does not act on complaints from the staff, except through a grievance procedure outlined in policy. Concerns or complaints that come directly to trustees should be reported to the director for resolution.

As a board member, you should show concern for the well-being of staff. And that starts by learning staff persons' names, which begins by learning about staff people in key roles. Encourage retention of good staff by budgeting for competitive pay and benefits. Ensure a line item budget for staff training and continuing education. Work with the director to recognize and acknowledge good staff performance and say thanks to staff through specific board action.

Board Relationship with the City

The public library is an important city service, particularly when it comes to quality of life. Public libraries today offer books; ebooks; programs for all ages; internet access for employment, health, connection, and access to information; public meeting rooms; technology assistance; and much more. Although the library board has more autonomy than most city departments, it is shortsighted to think of the library as "separate" from the city. It is better to think of the city and library as a team working together to make life

in your community the best it can be.

Your relationship with the city is critical if for no other reason than the city makes decisions about the library's funding. But it's more than just the funding. If the library and city have a good relationship, your community wins. It wins because the library can focus on serving the needs of the community rather than on feuds that drain everyone's time and energy.

One of the most important ways you can strengthen your official relationship with the city is to keep communication open:

- ❖ Keep the city informed about board decisions.
- ❖ Consider a city council liaison to the library board.
- ❖ Attend a council meeting once a quarter and make a report about the library.
- ❖ Educate the council regarding the role of the library and **Public Library Standards**.
- ❖ Keep the city informed about unexpected revenue (required by **Iowa Code section 384.20**).
- ❖ Invite the city council to hold meetings at the library.
- ❖ Invite city officials to library programs.
- ❖ Ask the mayor, city council, city clerk to be part of a library program.

In addition to keeping communication with the city open, another way to build the relationship is to support city efforts:

- ❖ Work directly with the city on community development.
- ❖ Volunteer readily for community events.
- ❖ Communicate ideas and concerns to the city.

Withholding information, making negative comments about the city and/or looking at the city as the enemy are guaranteed to harm your library and the community it serves.

Are Library Employees City Employees?

Public libraries do not exist without their cities; the cities created them. **Iowa Code 392** is entitled "City Administrative Agencies;" **Iowa Code 392.5** is entitled "Library board." Therefore, libraries are considered city administrative agencies. Public library employees are city employees because the public library is a city agency. **Iowa Code 392.1** explains the relationship between cities and their administrative agencies.

Public library employees' salaries are paid from the city's general fund in the form of an appropriation; that makes public library employees city employees. If the city offers benefits to some city employees but not others, that is a discriminatory practice. An Iowa Attorney General's Opinion dated March 18, 1976, stated in the last paragraph: *"It is the view of this office that the library board has express power to hire and fire the librarian and other library employees. However, it must be remembered that all such employees are employees of the City of Davenport and the library board is an agency of the city deriving."*



BONDURANT COMMUNITY LIBRARY HOURS OPEN POLICY

Hours Open

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

Holiday Hours

Library is closed on the following holidays:

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

New Year's Day

Martin Luther King Jr. Day

President's Day

Easter Sunday

Memorial Day (Closed Sunday and Monday)

Independence Day

Labor Day (Closed Sunday and Monday)

Veteran's Day

Thanksgiving Day (Closed Thursday and Friday)

Christmas Eve Eve 1 pm Closing

Christmas Eve Day

Christmas Day

If any of the above holidays fall on a Sunday, the library will be closed on Sunday. Full-time employees will follow the observed holidays as outlined by the City. Part-time employees who work on the observed holidays will received holiday pay.

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

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

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

Revised 12/2002, 2/2005, 08/2007, 2/2015, 12/2016, 12/2017, 12/2018, 12/2019, 11/2021, 4/2022, 1/2023

LIBRARY DIRECTOR/CITY OF BONDURANT



Position: Library Director

Department: Library

Salary Range: Entry-\$44.23- \$59.62

Midpoint-\$59.62 - \$65.58

Max-\$65.58-\$72.12

Reports to: Library Board of Trustees

Date Created: February 7th, 2002

Revision Dates: May 5th, 2011,
September 2nd, 2015, April 5th, 2016,

January 4, 2023

FSLA Status: Exempt

Position Summary:

Under the direction of the Library Board of Trustees, the Library Director oversees all library operations, programs, facilities, assets and staff.

LIBRARY DIRECTOR JOB DUTIES:

- Represents the library to the community by maintaining contact with city officials, community organizations, and citizens.
- Prepares, attends and presents reports to the Library Board of Trustees and City Council as required.
- Reports to State, City, Board officials, and citizens on library status.
- Maintains State Library of Iowa certification through continuing education.
- Interviews, hires, trains, reviews, sets salaries/benefits, schedules, supervises, disciplines and dismisses library employees.
- Monitors physical facilities', safety, appearance and coordinates necessary City staff to accomplish maintenance and upgrades as necessary.
- Assists in the formulation of strategic planning goals, policies and procedures that support the Library's mission.
- Develops policies for approval by the Library Board of Trustees.
- Makes purchase decisions, within the limits of the budget, for approval by the Library Board of Trustees.
- Participates in collection development and maintenance.
- Assist the Library Board to develop and present an annual budget to the City Council.
- Maintains contact with the Bondurant Community Library Foundation, and Friends of the Bondurant Community Library to make requests for funding as needed.
- Manages all library operations.
- Performs other related duties such as may be required by the Library Board of Trustees and can be reasonably expected of an employee in this capacity.

MINIMUM QUALIFICATIONS - KNOWLEDGE, SKILLS AND ABILITIES

- Analytical, organizational, and communication skills.
- Knowledge of basic desktop computer applications.

- Advanced typing and word processing skills.
- Leadership and supervisory skills.
- Excellent people and communication skills.
- Ability to interact well with the public.
- Ability to work a flexible schedule, which includes some evenings and weekends.
- Ability to consistently meet department work schedule and deadlines as designated.
- Demonstrated oral and written communication skills.
- Knowledge of the methods, materials, and tools used in library development and maintenance such as best practices and current trends.
- Ability to perform mathematical and statistical calculations.
- Ability to prepare and administer budgets and basic knowledge of accounting and bookkeeping functions.
- Ability to work independently and with the governing board.
- Familiarity with library materials, law, regulations and ordinances governing the library and ability to maintain required certifications.
- Ability to use standard office and library equipment.
- Ability to establish and maintain a proper working relationship with library staff and the public.
- Physical ability to perform essential job functions.

ENTRY REQUIREMENTS:

Educational/Training/Experience:

- Minimum: Bachelors of Arts Degree. 5-years experience in Public Libraries in increasingly responsible positions. Librarian Certification by the State Library of Iowa or ability to obtain certification within a year of hire.
- Preferred: Master's Degree in Library Science.

Licenses:

1. Required: Valid Iowa Driver's license or ability to obtain one.
2. **Required: Ability to be insured to drive under City Of Bondurant Insurance**
3. Required: State of Iowa Public Librarian's Certification or ability to obtain certification within a year of hire.
4. Education to meet Accreditation Requirement from the State Library of Iowa

WORK ENVIRONMENT:

Most work is performed inside the library building which is temperature controlled and considered normal office environment. Work includes standing for extended periods, working with computers and other office equipment, moving throughout the library, and working directly with patrons. Work may involve frequent interruptions and exposure to dust and fumes. Occupational hazards may include strains and falls related to moving, shelving, and retrieving library materials and furniture. Occasional work outside may include servicing book drop, monitoring or sweeping sidewalks and patio area.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodations with the Library Board and the City of Bondurant.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Library Board of Trustees.
4. The job description does not constitute an employment agreement between the employer and employee.
5. The Library Board reserves the right to change or reassign job duties or to combine positions at any time.

Review and Approval: Indicates review by incumbent and approval by supervisor.

Employee Signature	Date
<hr/>	<hr/>
Bondurant Community Library Board President	Date

ASSISTANT LIBRARY DIRECTOR/CITY OF BONDURANT



Position: Assistant Library Director

Department: Library

Entry Range: \$32.00 - \$36.80

Midpoint Range: \$36.81 - \$42.33

Max Range: \$42.34 - \$48.69

Reports to: Library Director

Date Created: Sept. 5, 2001

Revised: 5/7/2014, 4/5/2016,
2/1/2023

FSLA Status: Non-exempt

Position Summary:

Under direct supervision of the Library Director, the Assistant Director performs a variety of duties essential to the daily operation of the community library on a full time basis. Duties involve circulation, cataloging, organization of materials, patron assistance, grant writing, clerical and administrative assistance. Exercises supervision over volunteers, and staff as assigned by the Library Director.

ESSENTIAL JOB DUTIES:

- Prepares monthly statistical information for the Director and Library Board.
- Performs grant writing for the library.
- Provide professional advice on library issues to the Library Director.
- Assists the Library Director in budget preparation of the proposed and permanent budget.
- Assists in the development of policy and communicates policy and procedure changes to the support staff and the general public.
- Supervises support staff in performing duties, adjusts errors and complaints.
- Helps train, motivate staff.
- Provides library webpage development, and oversees social networking sites.
- In the transition to a new Library Director, the Assistant Director will, temporarily until a new Director is hired, assume the responsibility for overseeing the operation of the library.
- Performs public relation duties for the library.
- Performs other related duties such as may be required by the Library Director and can be reasonably expected of an employee in this capacity.
- Manages basic library operation in the absence of the Library Director.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Analytical, organizational, and communication skills.
- Knowledge of basic desktop computer applications, with advanced typing and word processing skills.

- Leadership and supervisory skills.
- Knowledge of the methods, materials, and tools used in library development and maintenance. Such as best practices and current trends.
- Ability to work independently as well as effectively as a team player. Establish and maintain a proper working relationship with library staff and the public.
- Excellent people and communication skills. Ability to interact well with the public.
- Ability to work a flexible schedule, which includes some evenings and weekends.
- Ability to consistently meet department work schedule and deadlines as designated.
- Demonstrates oral and written communication skills.
- Ability to perform mathematical and statistical calculations.
- Familiarity with library materials, law, regulations and ordinances governing the library and ability to maintain required certifications.
- Physical ability to perform essential job functions.
- Ability to use standard office and library equipment

ENTRY REQUIREMENTS:

Educational/Training/Experience:

- Minimum: College, apprenticeship, technical training or experience in library operations, education, public administration or closely related field.
- Preferred: Master's Degree in Library Science.

Licenses:

1. Required: Valid Iowa Driver's license or ability to obtain one.
2. **Required: Ability to be insured to drive under City Of Bondurant Insurance**
3. Required: State of Iowa Public Library Director's Endorsement or ability/willingness to obtain certification.

WORK ENVIRONMENT:

Most work is performed inside the library building which is temperature controlled. Work includes standing for extended periods, working with computers and other office equipment, moving throughout the library, and working directly with patrons. Work may involve frequent interruptions and exposure to dust and fumes. Occupational hazards may include strains and falls related to moving, shelving, and retrieving library materials and furniture. Occasional work outside may include servicing book drop, monitoring or sweeping sidewalks and courtyard.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
 2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodations with the Library Board and the City of Bondurant.

3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Library Director.
4. The job description does not constitute an employment agreement between the employer and employee.
5. The Library Board reserves the right to change or reassign job duties or to combine positions at any time.

Employee Signature

Date

Department Head Signature

YOUTH SERVICES LIBRARIAN/CITY OF BONDURANT



Position: Youth Services Librarian

Reports to: Library Director

Department: Library

Date Created: November 1st, 2017

Salary Range:

Revision Dates: 2/2020, 12/2020

Entry Range: \$19.00 - \$24.26

FSLA Status: Non-exempt

Midpoint Range: \$24.27 - \$29.11

Max Range: \$29.12-\$32.35

Position Summary:

Under direct supervision of the Library Director, the Youth Services Librarian performs a variety of duties essential to the daily operation of the community library on a full-time basis. Duties involve planning and implementing programs to youth in the community, circulation, organization of materials, patron assistance, and supervision over volunteers and staff as assigned by the Library Director.

ADULT & YOUTH SERVICES JOB DUTIES:

- Plans and presents creative and successful youth programs.
- Provides outreach programs to target youth in the community.
- Plans and implements the Summer Reading Program with the **approval of the Library Director. The Summer Reading program is planned with the Children's Librarian and Adult Services Librarian**
- Updates library webpage and social media on youth events, news, and resources.
- Assists Assistant Library Director with grant writing for youth services.
- Assists in maintaining the youth collection by reading reviews, selecting materials, gaining knowledge of trends, and monitoring the collection budget as assigned.
- Assists the Director and Assistant Director with weeding the youth collections.
- Works cooperatively, establishes and maintains communication with local schools and other community organizations.
- Provides back up of duties for the Children's Librarian.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Analytical, organizational, and communication skills.
- Knowledge of basic desktop computer applications.
- Ability to work well with adults, children, teens, parents, and care providers.
- Ability to work independently as well as effectively as a team player.
- Excellent people and communication skills.

- Ability to interact well with the public.
- Ability to work a flexible schedule, which includes some evenings and weekends.
- Ability to consistently meet department work schedule and deadlines as designated.
- Demonstrated oral and written communication skills.
- Ability to use standard office and library equipment and software.
- Ability to establish and maintain a proper working relationship with library staff and the public
- Physical ability to perform essential job functions.

ENTRY REQUIREMENTS:

Educational/Training/Experience:

- Minimum: College, apprenticeship, technical training or experience in library operations, education, public administration or closely related field.
- Preferred: Master’s Degree Library Science.

Licenses:

1. Required: Valid Iowa Driver’s license or ability to obtain one.
2. **Required: Ability to be insured to drive under City Of Bondurant Insurance.**
3. Required: State of Iowa Public Librarian’s Certification or ability/willingness to obtain certification.

WORK ENVIRONMENT:

Most work is performed inside the library building which is temperature controlled. Work includes standing for extended periods, working with computers and other office equipment, moving throughout the library, and working directly with patrons. Work may involve frequent Interruptions and exposure to dust and fumes.

Occupational hazards may include strains and falls related to moving, shelving, and retrieving library materials and furniture. Occasional work outside may include servicing book drop, monitoring or sweeping sidewalks and courtyard.

Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.

1. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodations with the Library Board and the City of Bondurant.
2. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Library Director.
3. The job description does not constitute an employment agreement between the employer and employee.
4. The Library Board reserves the right to change or reassign job duties or to combine positions at any time.

Employee Signature _____

Date _____ Department Head Signature _____

CHILDREN'S LIBRARIAN/CITY OF BONDURANT



Position: Children's Librarian

Reports to: Library Director

Department: Library

Date Created: May 6th, 2004

Salary Range:

Revision Dates: 9/2/2015, 4/6/2016,

Entry Range: \$19.00 - \$24.26

5/4/2022, 10/5/2022

Midpoint Range: \$24.27 - \$29.11 **FSLA Status:** Non-Exempt

Max Range: \$29.12 - \$32.35

Position Summary:

Under direct supervision of the Library Director, the Children's Librarian performs a variety of duties essential to the daily operation of the community library on a full-time basis. Duties involve circulation, cataloging, organization of materials, patron assistance, outreach, and children's programming. Exercises supervision over volunteers, and staff as assigned by the Library Director.

ESSENTIAL JOB DUTIES:

- Plan and present creative, successful children's programs including story times, after school programs, outreach, and special event programs to encourage reading, viewing, and listening of library materials in an effort to create lifelong readers.
- Provides outreach programs to target children in the community through visits to schools, visits, daycare facilities and other means.
- Assists subordinates in performing duties; adjusts errors and complaints.
- Monitors supply needs.
- ⊖ Assists other library staff with maintaining social media, website and readers advisor services as time in schedule allows.
- Performs all other duties as assigned by the Library Director.
- Assists the Director and Assistant Director with weeding in the children's collections.
- Assists in maintaining the children's collection by reading reviews, selecting materials, gaining knowledge of trends, and monitoring the children's collection budget as assigned.
- Draws in community resources and agencies in providing programs and funding for programs for children.
- Assists the Assistant Library Director with grant writing for children's services.
- Attends meetings, workshops, conferences and serves on committees to enhance the skills needed as a children's librarian.
- Prepares marketing and other materials to promote children's programming.
- Plans and implements the Summer Reading Program with the Youth Services Librarian, and the Adult Services Librarian.
- Provides back-up of duties for the Youth Services Librarian.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Analytical, organizational, and communication skills.
- Knowledge of basic desktop computer applications.
- Ability to work independently as well as effectively as a team player.
- Excellent people and communication skills.
- Ability to interact well with the public.
- Ability to work a flexible schedule, which includes some evenings and weekends.
- Ability to consistently meet department work schedule and deadlines as designated.
- Demonstrates oral and written communication skills.
- Ability to learn the library circulation and cataloging computer programs.
- Ability to learn the Dewey Decimal System.
- Ability to plan, organize, and supervise.
- Ability to perform statistical calculations.
- Ability to use standard office and library equipment, including circulation/catalog computer software, network computers, computer printers, photocopier, telephone, calculator, fax machine, Internet.
- Ability to file, post and mail materials.
- Ability to follow written, verbal or diagrammatic instructions.
- Ability to consult technical sources and documents and access reference materials.
- Ability to guide people throughout the library and provide basic information to patrons.
- Ability to establish and maintain a proper working relationship with library staff and the public.
- Ability to safely reach, lift, carry, push, and move books and other materials weighing up to 25 pounds.
- Ability to safely climb, stoop, crouch, kneel, reach, stand, walk throughout the library and to make repetitive motions.
- Ability to distinguish and perceive numerals, letters, forms, and colors both close and distant including peripheral vision and depth perception and accurate eye-hand coordination.
- Ability to use hands and fingers to operate keyboards, copiers, telephone and computers as well as to reach, grasp and handle documents, objects, tools, and equipment.
- Ability to speak and write clearly and distinctly in English as well as to read and comprehend English at a level which will enable them to understand directions, procedures, policies, information and instructional materials.

ENTRY REQUIREMENTS:

Educational/Training/Experience:

- ~~Minimum: Graduation from high school or GED equivalency supplemented by post-high school training and/or experience in any job related field.~~ **Minimum: College degree or State Certification , to be obtained within one year of hire to the position.**
- Preferred: College, apprenticeship, technical training or experience in library operations, education, public administration or closely related field.

Licenses:

1. Required: Valid Iowa Driver’s license or ability to obtain one.
2. **Required: Ability to be insured to drive under City Of Bondurant Insurance**
3. Required: State of Iowa Youth Services Endorsement or ability/willingness to obtain certification.

WORK ENVIRONMENT:

Most work is performed inside the library building which is temperature controlled. Work includes standing for extended periods, working with computers and other office equipment, moving throughout the library, and working directly with patrons. Work may involve frequent interruptions and exposure to dust and fumes. Occupational hazards may include strains and falls related to moving, shelving, and retrieving library materials and furniture. Occasional work outside may include Outreach to community.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
 2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodations with the Library Board and the City of Bondurant.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Library Director.
 4. The Library Board reserves the right to change or reassign job duties or to combine positions at any time.

Employee Signature

Date

Department Head Signature

ADULT SERVICES LIBRARIAN/CITY OF BONDURANT



Position: Adult Services Librarian **Reports to:** Library Director
Department: Library **Date Created:** November 1st, 2017
Entry Range: \$19.00 - \$24.26 **Revised:** 2/1/2023
Midpoint Range: \$24.27 - \$29.11 **FSLA Status:** Non-exempt
Max Range: \$29.12-\$32.35

Position Summary:

Under direct supervision of the Library Director, the Adult Services Librarian performs a variety of **part-time professional library functions** ~~variety of duties essential to the daily operation of the community~~. Duties involve planning and implementing programs to adults in the community, circulation, organization of materials, patron assistance, and supervision over volunteers and staff as assigned by the Library Director.

ADULT & YOUTH SERVICES JOB DUTIES:

- Plans and presents creative and successful adult programs.
- Provides outreach programs to target adults in the community.
- Plans and implements the Summer Reading Program in cooperation with the Children's and Youth Services Librarian.
- Updates library webpage on adult events, news, and resources.
- Assists Assistant Library Director with grant writing for adult services.
- Assists in maintaining the adult collection by reading reviews, selecting materials, gaining knowledge of trends, and monitoring the collection budget as assigned.
- Assists the Director and Assistant Director with weeding the adult collections.
- Works cooperatively, establishes and maintains communication with community organizations.
- Provides back up of duties for the Assistant Library Director.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Analytical, organizational, and communication skills.
- Knowledge of basic desktop computer applications.
- Ability to work well with adults, children, teens, parents, and care providers.
- Ability to work independently as well as effectively as a team player.
- Excellent people and communication skills.
- Ability to interact well with the public.
- Ability to work a flexible schedule, which includes some evenings and weekends.
- Ability to consistently meet department work schedule and deadlines as designated.

- Demonstrated oral and written communication skills.
- Ability to use standard office and library equipment and software.
- Ability to establish and maintain a proper working relationship with library staff and the public
- Physical ability to perform essential job functions.

ENTRY REQUIREMENTS:

Educational/Training/Experience:

- Minimum: College degree or State Certification , to be obtained within one year of hire to the position.
- Preferred: Master’s Degree Library Science.

Licenses:

1. Required: Valid Iowa Driver’s license or ability to obtain one.
2. Required: Ability to be insured to drive under City Of Bondurant Insurance.
3. Required: State of Iowa Public Librarian’s Certification or ability/willingness to obtain certification.

WORK ENVIRONMENT:

Most work is performed inside the library building which is temperature controlled. Work includes standing for extended periods, working with computers and other office equipment, moving throughout the library, and working directly with patrons. Work may involve frequent Interruptions and exposure to dust and fumes.

Occupational hazards may include strains and falls related to moving, shelving, and retrieving library materials and furniture. Occasional work outside may include servicing book drop, monitoring or sweeping sidewalks and courtyard.

Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.

1. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodations with the Library Board and the City of Bondurant.
2. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Library Director.
3. The job description does not constitute an employment agreement between the employer and employee.
4. The Library Board reserves the right to change or reassign job duties or to combine positions at any time.

Employee Signature _____

Date _____ Department Head Signature _____

LIBRARY ASSISTANT CLERK/Specialist



CITY OF BONDURANT

Position: Clerk II

Department: Library

Salary Range:

Entry Range: \$14.50-\$18.19

Midpoint Range: \$18.18-\$21.81

Max Range: \$21.82 - \$24.25

Reports to: Library Director

Date Created: June 3rd, 2010

Revision Dates: September 7, 2022

FSLA Status: Non-exempt

Position Summary:

Under direct supervision of the Library Director, performs part-time professional library functions including routine and complex clerical, customer service and collection maintenance tasks.

ESSENTIAL JOB DUTIES:

- Perform circulation functions, including checking materials in and out, filling patrons' requests, and creating patron accounts.
- Assists Young Adult, Adult and Children's Librarians in planning, preparing and executing library programs as needed.
- Assists patrons with copier and other equipment in the library.
- Monitors reserves and holds on materials through the circulation system.
- Answers questions regarding library technology and perform basic troubleshooting.
- Assists with the preparation of new materials to be added to the library collection.
- ⊖ Resolve patron account issues, including handling money and making change.
- Assists in assembling and arranging displays.
- ⊖ Answers questions regarding library services and basic reference questions.
- Performs other related duties such as may be required by the Library Director and can be reasonably expected of an employee in the capacity.
- Will be scheduled as needed.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation.

- Analytical, organizational, and communication skills.
- ⊖ Ability to proficiently use and troubleshoot computers.
- Ability to work independently with intermittent direct supervision

- Excellent people and communication skills, including but not limited to : tact, diplomacy and professionalism when in dealing with members of the public and staff.
- Ability to interact well with the public.
- Ability to work a flexible schedule, which includes some evenings and weekends.
- Ability to consistently meet department work schedule and deadlines as designated.
- Demonstrates oral and written communication skills.
- Ability to use standard office and library equipment, software, personal reader devices (Kindle, Nook, iPad, etc and the Internet).
- Physical ability to perform essential job functions.
- Perform job functions adhering to safety guidelines and policies set for by the administration and/or supervisor.

ENTRY REQUIREMENTS:

Educational/Training/Experience:

- Minimum: Graduation from, or current enrollment in, high school and demonstrated ability to perform essential job functions.
- Preferred: Technical training or experience in library operations, education, public administration or closely related field, including clerical skills, customer service experience, and performing in a highly visible position.

Licenses:

1. Preferred: Valid Iowa Identification.
2. **Required: Ability to be insured to drive under City Of Bondurant Insurance.**

WORK ENVIRONMENT:

Most work is performed inside the library building which is temperature controlled. Work may involve frequent interruptions and exposure to dust and fumes.

Occupational hazards may include strains and falls related to moving, shelving, and retrieving library materials and furniture. Occupational exposure to blood or other blood and/or other potentially infectious materials. Occasional work outside may include servicing book drop, monitoring or sweeping sidewalks, outreach duties.

-
1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
 2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodations with the Library Board and the City of Bondurant.

3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Library Director.
4. Ability to lift and carry up to twenty-five (25) pounds, and, ability to push and pull twenty-five (25) to fifty (50) pounds.
5. Long periods of walking and standing, typically bends, stoops and crouches on a regular basis to perform duties.
6. The job description does not constitute an employment agreement between the employer and employee.
7. The Library Board reserves the right to change or reassign job duties or to combine positions at any time.

Employee Signature

Date

Department Head Signature

Approved 11/2019

Revised 9/2022

FISCAL YEAR 24/25 PROPOSED BUDGET

<u>Line Item</u>	<u>FY 23/24</u>	<u>Proposed FY 24/25</u>
Salaries	\$330,886.31	\$347,430.63
Salaries--part-time	\$76,633.81	\$83,463.12
Association dues	\$1,500.00	\$1,500.00
Subscriptions & Ed. Materials (New Line Item for Library)		\$500.00
Training	\$2,997.86 (was \$600; but was changed)	\$3,500.00
Meetings and Conferences	\$5,000.00	\$7,000.00
Building & Ground Maintenance	\$15,000.00	\$15,000.00
Office Equipment Repair	\$200.00	\$200.00
Operational Equipment Repair	\$1,000.00	\$1,000.00
Electric/Gas	\$24,000.00	\$24,000.00
Telecommunication Expense	\$42,000.00	\$45,000.00
Legal Fees	\$1,500.00	\$5,000.00
Computer Support	\$8,000.00	\$25,000.00
Contract Services	\$33,500.00	\$35,000.00
Printed Materials	\$49,000.00	\$53,900.00
Digital Materials	\$21,000.00	\$30,000.00
Minor Equipment	\$2,500.00	\$3,000.00
Office Supplies	\$6,000.00	\$6,000.00
Operating Supplies	\$1,000.00	\$2,500.00
Postage	\$1,500.00	\$1,500.00

Miscellaneous	\$1,000.00		\$1,500.00	
Programming	\$11,000.00		\$12,000.00	
Tech Replacement	\$9,000.00		\$12,000.00	
Totals	\$644,217.98		\$715,993.75	