



Agenda
Bondurant Community Library - Library Board of Trustees
104 2nd Street NE
Bondurant, Iowa 50035
Bondurant Community Library – Group Study B
6 pm
Wednesday, February 7, 2024

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/87059932687?pwd=UURwaTVyOXFoVUZ1VzNKUTh6Zngydz09>

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

Meeting ID: 870 5993 2687 Password: 731081

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 –January 2024
 - b) Financial Report
 - c) Approval of Warrant List/Authorize expenditures
 - d) Staff Report -- January
 - e) Director Report -- January
 - 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) Consider/Approve Library Board of Trustees Applicants
 - b) Trustee Training – Chapter 11
 - c) Discuss/Approve LFI proposal
 - d) Review/Approve Meeting Room policy
 - e) Review/Approve Open Access policy

10)Board President Items

11)Adjournment

Next meeting March 6, 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, January 3, 2024



Call to order: Meeting called to order at 6:00 PM by President Bryant.

1.Roll Call: *Members Present:* Josh Bryant, Sue Ugulini, Julie Bergeson, Mike Kramer, Amber Flinn and Jen Keeler. Library Director Sanders and assistant Director Klinker-Feld

were also present.

Guests present: Marketa Oliver, City Administer (on-line). Craig Campbell, Former Trustee. Tara Cox, City Council liaison.

- 2. Perfecting and Approving the Agenda:** Motion to approve the agenda as amended by Bergeson, seconded by Keeler. Motion carried.
- 3. Presentation of Plaque to Mr. Craig Campbell.** Board President Bryant presented a plaque to Mr. Campbell for his years of community service to the Library Board of Trustees.
- 4. Approval of Consent Agenda:**
 - a. Minutes of past meeting – December 2023
 - b. Financial Report
 - c. Approve Warrant list / authorize expenditures
 - d. Staff Report – December 2023
 - e. Director’s Report – December 2023
 - f. Statistics Review

Director Sanders provided an update on the “home Library” designation for rural patrons and a new hire. Motion to approve the above consent agenda w/edits and additions by Ugulini, seconded by Kramar. Motion carried.

- 5. Public Comments:** None.
- 6. Library Foundation Update:** Upcoming events: 3rd Annual Mini-Golf Event. Open for hole sponsorship.
- 7. Friends of the Library Update:** Upcoming events: 3rd Annual Mini-Golf Event. Open for hole sponsorship.
- 8. City Council Liaison Report:** Marketa Oliver provided an update. Phase 1 of the City Park project has started and will be finished by June 2024 for the 50th Anniversary of Summerfest. There is a new mural at the Trailhead and dedication will be December 18th at 5:30 PM. Tara Cox will be the new City Council Liaison for the Library Board. The Merry & Bright parade and other seasonal activities were well attended.

9. Old Business: None.

10. New Business:

a) **Consider/Approve Library Board of Trustees Applicants.** One applicant received and Director Sanders will invite applicant to February Board meeting.

b) **Trustee Training – Chapter 10 Trustee Handbook: *Evaluating the Library Director*.** Reviewed and discussed this chapter. Discussion on current evaluation tool. Director Sanders will draft a new evaluation that better aligns with actual Library operations for Board to review.

c) **Review/Approve Job Descriptions for Library Director, Assistant Library Directors, Youth Services Librarian, Children’s Librarian, Adult Services Librarian, Clerk II.** Motion to approve by Kramer, seconded by Keeler. Motion carried.

d) **Review Long Range Plan.** Review, discussion, questions and guidance provided by all attendees.

11. Board President Items: Board President completed Director Sanders annual performance review.

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

Next Meeting: February 7, 2024 at 6 PM.



Budget Report Account Summary

For Fiscal: 2023-2024 Period Ending: 01/31/2024

| | 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 | 276.55 | 3,201.22 | -798.78 19.97 % |
| 001-410-2-4465 | CO CONTRIB LIBRARY-POLK CO AUD | 33,000.00 | 33,000.00 | 19,338.00 | 58,014.00 | 25,014.00 175.80 % |
| 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 | 22,548.79 | 184,173.16 | 146,713.15 44.34 % |
| 001-410-6020 | SALARIES-PART-TIME | 76,633.81 | 76,633.81 | 5,381.07 | 45,185.80 | 31,448.01 41.04 % |
| 001-410-6210 | ASSOCIATION DUES | 1,500.00 | 1,500.00 | 180.00 | 280.00 | 1,220.00 81.33 % |
| 001-410-6220 | SUBSCRIPTIONS & ED MATERIALS | 0.00 | 0.00 | 0.00 | 36.36 | -36.36 0.00 % |
| 001-410-6230 | TRAINING | 2,997.86 | 2,997.86 | 0.00 | 2,484.62 | 513.24 17.12 % |
| 001-410-6240 | MEETINGS & CONFERENCES | 5,000.00 | 5,000.00 | 0.00 | 2,250.22 | 2,749.78 55.00 % |
| 001-410-6310 | BUILDING & GROUND MAINTENAN... | 15,000.00 | 15,000.00 | 196.75 | 8,013.77 | 6,986.23 46.57 % |
| 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 | 196.05 | 636.05 | 363.95 36.40 % |
| 001-410-6371 | ELECTRIC / GAS | 24,000.00 | 24,000.00 | 2,025.00 | 13,995.00 | 10,005.00 41.69 % |
| 001-410-6373 | TELECOMMUNICATION EXPENSE | 42,000.00 | 42,000.00 | 2,807.99 | 20,989.29 | 21,010.71 50.03 % |
| 001-410-6411 | LEGAL EXPENSE | 1,500.00 | 1,500.00 | 492.50 | 492.50 | 1,007.50 67.17 % |
| 001-410-6419 | COMPUTER SUPPORT | 8,000.00 | 8,000.00 | 896.67 | 6,427.99 | 1,572.01 19.65 % |
| 001-410-6499 | CONTRACT SERVICES | 33,500.00 | 33,500.00 | 2,724.12 | 13,955.89 | 19,544.11 58.34 % |
| 001-410-6502 | PRINTED MATERIALS | 49,000.00 | 49,000.00 | 1,435.98 | 20,919.60 | 28,080.40 57.31 % |
| 001-410-6503 | DIGITAL MATERIALS | 21,000.00 | 21,000.00 | 7,801.37 | 20,754.41 | 245.59 1.17 % |
| 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 | 13.48 | 2,601.27 | 3,398.73 56.65 % |
| 001-410-6507 | OPERATING SUPPLIES | 1,000.00 | 1,000.00 | 332.39 | 1,212.33 | -212.33 -21.23 % |
| 001-410-6508 | POSTAGE-SHIPPING | 1,500.00 | 1,500.00 | 115.87 | 1,117.91 | 382.09 25.47 % |
| 001-410-6580 | MISCELLANEOUS | 1,000.00 | 1,000.00 | 3,758.05 | 3,850.70 | -2,850.70 -285.07 % |
| 001-410-6599 | LIBRARY PROGRAMS | 11,000.00 | 11,000.00 | 381.08 | 4,201.31 | 6,798.69 61.81 % |
| 001-410-6725 | TECHNOLOGY REPLACEMENT | 9,000.00 | 9,000.00 | 8.80 | 1,164.56 | 7,835.44 87.06 % |
| Department: 410 - LIBRARY Surplus (Deficit): | | -606,217.98 | -606,217.98 | -31,681.41 | -294,054.22 | 312,163.76 51.49% |
| Fund: 001 - GENERAL FUND Surplus (Deficit): | | -606,217.98 | -606,217.98 | -31,681.41 | -294,054.22 | 312,163.76 51.49% |

Budget Report

For Fiscal: 2023-2024 Period Ending: 01/31/2024

| | 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 | 6,259.76 | 1,759.76 139.11 % |
| 167-410-2-4705 | T/A-LIBRARY DONATIONS | 1,500.00 | 1,500.00 | 1,036.05 | 23,656.97 | 22,156.97 1,577.13 % |
| 167-410-4-4300 | INTEREST - LIBRARY T&A | 0.00 | 0.00 | 0.00 | 187.05 | 187.05 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 | 5,175.31 | 15,504.18 | 4,495.82 22.48 % |
| Department: 410 - LIBRARY Surplus (Deficit): | | -15,000.00 | -15,000.00 | -4,139.26 | 14,599.60 | 29,599.60 197.33% |
| Fund: 167 - LIBRARY GRANT Surplus (Deficit): | | -15,000.00 | -15,000.00 | -4,139.26 | 14,599.60 | 29,599.60 197.33% |

Budget Report

For Fiscal: 2023-2024 Period Ending: 01/31/2024

| | 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 | -35,820.67 | -279,454.62 | 471,763.36 | 62.80% |

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 | -31,681.41 | -294,054.22 | 312,163.76 | 51.49% |
| Fund: 001 - GENERAL FUND Surplus (Deficit): | -606,217.98 | -606,217.98 | -31,681.41 | -294,054.22 | 312,163.76 | 51.49% |

Budget Report

For Fiscal: 2023-2024 Period Ending: 01/31/2024

| 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 | -4,139.26 | 14,599.60 | 29,599.60 | 197.33% |
| Fund: 167 - LIBRARY GRANT Surplus (Deficit): | -15,000.00 | -15,000.00 | -4,139.26 | 14,599.60 | 29,599.60 | 197.33% |

Budget Report

For Fiscal: 2023-2024 Period Ending: 01/31/2024

| Departmen... | 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 | -35,820.67 | -279,454.62 | 471,763.36 | 62.80% |

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 | -31,681.41 | -294,054.22 | 312,163.76 |
| 167 - LIBRARY GRANT | -15,000.00 | -15,000.00 | -4,139.26 | 14,599.60 | 29,599.60 |
| 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 | -35,820.67 | -279,454.62 | 471,763.36 |

Bondurant Community Library

Library Board of Trustees

February 7, 2024

Warrant List

| Company | Description | Budget Code | Invoice | Amount |
|--------------------------|-----------------------------------|--------------------|----------------|-------------------|
| Tim Read | Summer Reading performer | 167-410-6506 | 1179 | \$552.00 |
| Baker & Taylor | Books | 001-410-6502 | 2037984844 | \$1,623.50 |
| | Books | 001-410-6502 | 2037987041 | \$856.19 |
| | Books | 001-410-6502 | 2038005171 | \$143.93 |
| | Books | 001-410-6502 | 2038007199 | \$1,328.72 |
| | Books | 001-410-6502 | 2038008491 | \$1,153.35 |
| Biblionix | Annual circulation software | 001-410-6419 | 9685 | \$3,255.00 |
| Brick Gentry | Legal fees | 001-410-6411 | 411952 | \$492.50 |
| Colibri System | book covering supplies | 001-410-6506 | 3399 | \$1,176.79 |
| CTI | Meeting room tech annual software | 001-410-6499 | SAINV102245 | \$1,582.00 |
| Demco | book covering supplies | 001-410-6506 | 7421619 | \$214.42 |
| Diam | Pest control | 001-410-6310 | 706274 | \$75.00 |
| Hoopla | Digital content | 001-410-6503 | 504859608 | \$811.42 |
| Iowa Library Association | Dues Megan | 001-410-6210 | 10117 | \$55.00 |
| Junior Library Guild | Books - annual subscription | 001-410-6502 | 676798 | \$1,516.00 |
| Konica Minolta | phone | 001-410-6373 | 820010282 | \$282.29 |
| Konica Minolta | copier | 001-410-6499 | 5028152851 | \$240.53 |
| MicroMarketing | Large print | 001-410-6502 | 942236 | \$807.60 |
| MicroMarketing | Audio CD | 001-410-6502 | 942358 | \$413.64 |
| MidAmerican | Utilities | 001-410-6373 | 548122186 | \$2,025.00 |
| Mi-Fiber | Internet | 001-410-6373 | 11515734 | \$0.00 |
| Playaway | Wonder Books standing order | 001-410-6502 | 449810 | \$1,099.91 |

Bondurant Community Library

Library Board of Trustees

February 7, 2024

Warrant List

| | | | | |
|------------------|-------------------------------------|--------------|-------------|-------------------|
| Petty cash | Postage | 001-410-6508 | receipts | \$188.87 |
| Provantage | computer replacements | 001-410-6725 | 9590791 | \$685.25 |
| Provantage | computer replacements | 001-410-6725 | 9591069 | \$161.55 |
| Provantage | computer replacements | 001-410-6725 | 9607009 | \$3,623.05 |
| Sanders, Jill | Mileage to pu plaque | 001-410-6240 | receipt | \$25.46 |
| Sanders, Jill | Electric outlet protectors | 001-410-6310 | receipt | \$6.60 |
| Storey Kenworthy | office supplies | 001-410-6506 | PINV1139888 | \$46.50 |
| Stratus | Cleaning Services | 001-410-6499 | 6587812 | \$851.56 |
| Unique | Collection Services | 001-410-6499 | | |
| US Cellular | hotspot data service Jan | 001-410-6373 | 624024590 | \$434.90 |
| US Cellular | hotspot data service Feb | 001-410-6373 | 629961765 | \$434.90 |
| Verizon | Hotspot data service | 001-410-6373 | 9953406125 | \$2,090.80 |
| Visa | Books & Movies | 001-410-6502 | Statement | \$1,017.98 |
| | Programing supplies | 001-410-6599 | Statement | \$388.15 |
| | Planner/Book Covering supplies | 001-410-6506 | Statement | \$391.71 |
| | Batteries | 001-410-6507 | Statement | \$8.85 |
| | Zoom/Email for Children's Librarian | 001-410-6499 | Statement | \$118.58 |

| | |
|---------------------------|--------------------|
| Total Operating Expenses | \$29,627.50 |
| Trust and Agency Expenses | \$552.00 |
| Total | \$30,179.50 |

**Bondurant Community Library
Library Board of Trustees
February 7, 2024
Warrant List**

Bondurant Community Library Board President
SIGNATURE

Date

Bondurant Community Library Board Secretary
SIGNATURE

Date

STAFF REPORT JANUARY 2024



Michell:

- Webinar “Lunch with the State Library: General Consulting”
- Attended Iowa Small Library Association board meeting virtually
- Leadership training and luncheon at City Hall
- Webinar “The Safe at Home Program and Your Library”
- 2024 ILOC Conference, various sessions
- Visited 1st grade classes at Morris elementary

Megan S:

- Kids Lib
- Webinar “Check it Out”
- Webinar “POP YS”
- 2024 ILOC Conference; “Communicating with Stakeholders”, “Community Advocacy”, “Marketing Matters”, “Community Development in the Library”, and “Fostering Community Connections”

Chantel:

- All Iowa Reads Author Presentation
- Adult Librarian Meeting
- Webinar “The Safe at Home Program and Your Library”
- Summer Reading Program training webinar

Carly:

- Kids Lib
- 2024 ILOC Conference, “Get Ready, Stay Ready: Supporting Proactive Community Advocacy for Library Professionals”

Events in January:

- 13 Story Times at the Library
- 4 Sessions of Baby Story & Play
- 7 Sessions of Fit for Life!
- Adult Craft Night
- Book Discussion for Adults
- Books on Tap book discussion at Reclaimed Rails
- Cyber Security workshop
- 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 Movie
- 4 sessions of Finals Week R&R for grades 9-12
- LIBRARY CLOSED January 12 and 13 for inclement weather
- LIBRARY CLOSED January 15 for Martin Luther King, Jr. Day



Librarian items: January 2024

- Director Sanders attended City Council on January 2, and 16.
- Library Staff meeting was held on January 23.
- The Library staff has begun working with a student from Bondurant-Farrar schools in the Work Placement program. They will be at the Library Tuesday through Friday for an hour for the balance of the school year.
- Director Sanders received a phone call from a parent recently that just wanted to tell the Library thanks for providing the Wonder Book collection to the community. With a child that was a reluctant reader, once they began reading the Wonder Book collection the reading skills have improved and the parent is just grateful to the Library for providing that collection.
- School Librarian Scott has contacted the Library with a list of books for donations that was voted to be removed from the school collection.
- Director Sanders did close the Library on Friday, January 12 and Saturday, January 13 due to the Blizzard warning issued by the National Weather Service. The Library reopened on Sunday, January 14 with normal hours.

| | 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 vitual 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 | Q |
|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 47 | | | | | | | | | | |
| 48 | | | | | | | | | | |
| 49 | | | | | | 10 | 1 | 3 | 7 | 19 |
| 50 | 3 | 4 | | 2 | 2 | 515 | 54 | 124 | 217 | 442 |
| 51 | 364 | 59 | | 64 | 482 | | | | | |
| 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 | 340 | 370 | 255 | 320 | 145 | 230 |
| 66 | 146 | | 91 | | 52 | | 112 | | | |
| 67 | | | | | | | | | | |
| 68 | | | 1 | | | | | 4 | | |
| 69 | | | | | | | | | | |
| 70 | | | | | | | | | | |
| 71 | | | | | | | | | | |
| 72 | | | | | | | | 36 | | |

| | R | S | T | U |
|----|--------|--------------------------------|--------|--------|
| 1 | Apr-23 | Programmin/outreach | May-23 | Jun-23 |
| 2 | | Ages 0-5 | | |
| 3 | | Live/In person onsite 0-5 | | |
| 4 | 20 | # of programs | 23 | 18 |
| 5 | 260 | # attending | 305 | 383 |
| 6 | | Live/inperson offsite 0-5 | | |
| 7 | 6 | # of programs | 7 | 18 |
| 8 | 149 | # 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 | 10 | # of programs | 6 | 3 |
| 16 | 575 | # attending | 226 | 81 |
| 17 | | Live/in person offsite 6-11 | | |
| 18 | | # of programs | 11 | 7 |
| 19 | | # attending | 1229 | 168 |
| 20 | | Live virtual 6-11 | | |
| 21 | | # of programs | | |
| 22 | | # attending | | |
| 23 | | | | |
| 24 | | YA | | |
| 25 | | Live/in person onsite YA | | |
| 26 | 4 | # of programs | 6 | 2 |
| 27 | 21 | # 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 | 12 | # of programs | 13 | 12 |
| 38 | 97 | # attending | 126 | 76 |
| 39 | | Live/ in person offside Adults | | |
| 40 | 3 | # of programs | 1 | 1 |
| 41 | 8 | # attending | 4 | 2 |
| 42 | | Live Virtual Adult | | |
| 43 | 2 | # of programs | 4 | 3 |
| 44 | 0 | # attending | 5 | 3 |
| 45 | | Home Delivery | 1 | 2 |
| 46 | | | | |

| | R | S | T | U |
|----|-----|---|-----|------|
| 47 | | Programmin/outreach | | |
| 48 | | General Interest | | |
| 49 | 9 | Live/In peerson onsite General Interest | | |
| 50 | 140 | # 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 | 200 | 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 |

| | 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 | 12 | 5 |
| 14 | Total Circulation for month | 7435 | 7436 | 8075 | 7590 | 6266 | 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 | Q | R |
|----|--|-------------|--------------|-------------|--------------|-------------|
| 1 | | Dec-23 | Dec-22 | Jan-24 | Jan-23 | Feb-23 |
| 2 | In Library circulation | 4589 | 5239 | 4981 | 5154 | 5175 |
| 3 | Bridges Audio Circulation | 650 | 467 | 812 | 561 | 586 |
| 4 | Bridges E-Books Circulation | 479 | 419 | 550 | 472 | 443 |
| 5 | Bridges-Streaming Video | 0 | 0 | 0 | 0 | 0 |
| 6 | Bridges- eMagazines | 145 | 8 | 146 | 27 | 17 |
| 7 | Overdrive Advantage - eBooks | 178 | 133 | 234 | 164 | 149 |
| 8 | Overdrive Advantage - audio | 346 | 141 | 356 | 229 | 221 |
| 9 | Hoopla | 344 | 269 | 412 | 293 | 266 |
| 10 | Brainfuse | 6 | 0 | 12 | 5 | 5 |
| 11 | Rocket Languages (users) | 1 | 0 | 2 | 0 | 1 |
| 12 | Tumblebook Downloads | N/A | 0 | N/A | 3 | 1 |
| 13 | AdventurePass | 11 | 10 | | 10 | 12 |
| 14 | Total Circulation for month | 6749 | 6686 | 7505 | 6918 | 6876 |
| 15 | Doorcount | 4041 | 1775 | 3943 | 1829 | 1796 |
| 16 | Catalog Assists | 96 | 76 | 102 | 111 | 129 |
| 17 | Telephone Assists | 200 | 207 | 186 | 284 | 197 |
| 18 | Reference Assists | 94 | 44 | 76 | 82 | 85 |
| 19 | Computer Assists | 31 | 72 | 11 | 75 | 71 |
| 20 | Website Visits (sessions) | 6444 | 7753 | 7556 | 7063 | 6251 |
| 21 | WII & Nintendo/Legos/Trucks Etc. | 130 | 70 | 107 | 110 | 127 |
| 22 | Wi Fi | 1388 | 1020 | 1157 | 1283 | 1179 |
| 23 | Internet | 782 | 214 | 573 | 475 | 338 |
| 24 | Hot Spot Circulations | 116 | 118 | 81 | 111 | 91 |
| 25 | Launchpads | 24 | 29 | 30 | 39 | 35 |
| 26 | Tablets | 10 | 1 | 0 | 1 | 1 |
| 27 | Total Electronic Resource Usage | 8894 | 11379 | 9504 | 11463 | 8022 |
| 28 | Test Proctoring | 0 | | 0 | 0 | 1 |
| 29 | Notary Services | 8 | 5 | 6 | 12 | 8 |
| 30 | Tutoring | 0 | | 0 | 0 | 0 |
| 31 | Meeting/study Rm Use (No Library events) | 85 | 26 | 92 | 33 | 34 |
| 32 | Gabbie Messages with patrons | 675 | 702 | 678 | 654 | 601 |
| 33 | Catalog searches from the website | 9252 | 4573 | 12055 | 5897 | 3894 |
| 34 | New Patron Cards | 39 | 25 | 56 | 51 | 40 |
| 35 | Deleted patron cards | 1 | 1 | 5 | 1 | 3 |
| 36 | Interlibrary Loans | | | | | |
| 37 | Borrowed from other libraries | 33 | 10 | 24 | 39 | 49 |
| 38 | Loaned to other libraries | 119 | 78 | 130 | 114 | 93 |
| 39 | Collection | | | | | |
| 40 | Added to collection | 279 | 322 | 420 | 221 | 228 |
| 41 | Deleted From collection | 27 | 188 | 88 | 207 | 167 |
| 42 | Curbside Deliver | 0 | 0 | 0 | 2 | 0 |
| 43 | Mobile Printing | 75 | 23 | 43 | 21 | 25 |
| 44 | Tablet Station | 37 | | 43 | | |
| 45 | Youth Grab and Go kits | | | | 0 | 0 |
| 46 | Teen Grab and go kits | | | | 0 | 0 |

| | M | N | O | P | Q | R |
|----|------------------------------------|---|--------|---|--------|--------|
| 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 |

| | S | T | U |
|----|--|-------------|---------------|
| 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 |

| | S | T | U |
|----|------------------------------------|--------|--------|
| 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 |

| | V | W | X |
|----|--|--------------|--------------|
| 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 |

| | V | W | X |
|----|------------------------------------|---|--------|
| 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 |



Chapter 11: Effective Board Meetings

The structure of library boards works because of the leadership abilities and commitments of each member. The most important work of the board is conducted at its meetings. Because the board must work together collaboratively and speak with one voice, individual trustees have no authority on their own. Any change in policy or other decisions must be brought before the entire board. The board only has authority when it makes a group decision in a legally constituted meeting. How the meetings are conducted can make the difference between an effective or an ineffective board.

Open Meetings Law

Public library board meetings are subject to the Open Meetings Law in **Iowa Code Chapter 21**. Public libraries, like other tax-supported agencies, must operate in the best interest of the public. The Open Meetings Law, requiring that all meetings of government bodies be held in public, is designed to protect the public from secret dealings by public boards. Public notice of the date, time and place of board meetings, must be posted at least 24 hours before the meeting. Very simply, this statute is a protection against abuse of public power. At least one public library board in Iowa has been investigated in recent years and was found to have violated the Open Meetings Law. For more detailed information see **Chapter 13: Library Law and Legal Matters** or **Iowa Code Chapter 21**.

It can be difficult for board members to conduct a meeting and speak candidly with the public or media representatives watching and listening. Trustees may feel a need to be overly responsive to those listening; the result can be a meeting that seems more for the audience than for the board. Some trustees may be so intimidated by an audience that they don't voice their opinion; when that happens, all sides of an issue are not being considered. Even though it may be challenging to conduct a meeting in public, attempting to circumvent the Iowa Open Meetings Law is illegal and unwarranted. Your board can function well in the open and within the law. Here are a few suggestions:

Keep in mind that you have been chosen to represent a large number of people. The people who show up at a board meeting usually represent a very small percentage of your constituents and should not have an undue influence on your actions.

Have a clear policy regarding public comment. If you have a public forum section of the agenda, keep in mind it is a time for listening, not uncontrolled debate. Set a time limit for the open forum and a time limit for each speaker, explaining the rules for those who want to speak. State in your policy that the board will listen, but will not respond during the meeting to those who speak during the open forum. If a response is needed, it should come at a later time when the board has had time to deliberate the issue, to seek more information, or to take recommendations from the director.

Understand that your board meeting is a meeting conducted in public, not a public meeting. In other words, the public, and possibly media representatives, are there to watch the board work, not to participate in the board meeting (except for the open forum above).

Responsibilities of Board Members During Meetings

Board effectiveness and productivity will suffer without all members consistently in attendance and participating in meetings. Absenteeism inhibits full discussion and expression of all perspectives, leading to a greater possibility that poor decisions will be made or that decisions will be delayed. Unless otherwise defined in bylaws, a quorum is typically a majority of board members. For example, the quorum for a seven member board would be four members present, either in person or online. Without a quorum, the board cannot legally conduct business.

The board president runs the meetings and keeps the group moving toward good decisions. However, it is each trustee's responsibility to:

- ❖ Prepare for and attend all meetings
- ❖ Arrive on time
- ❖ Take an active part in discussions, but not dominate or get the board off track
- ❖ Use parliamentary procedure and abide by any state laws that apply to your meetings
- ❖ Practice the arts of listening and compromise; work towards consensus on issues
- ❖ Focus deliberations on the mission of the library and the best interests of the community
- ❖ Publicly support the board decision, even if you disagree with the final decision. The board speaks with one voice.

The agenda packet should be made available--either via the mail or electronically--several days before the meeting. Meetings will be shorter and more productive if all members are familiar with the agenda and related materials. If you have questions, ask the director prior to the meeting. Study the agenda so you understand what is expected of you at the

meeting. Which agenda items will require a vote? Which ones will require only discussion and input?

Some issues will require that you seek input from community residents before making a decision. Don't assume how people feel about an important issue. As the connection between the community and the library, solicit community input regularly.

Even though you research issues and prepare for discussions, it is unethical to decide how you will vote on an issue before the meeting or to promise people how you intend to vote. Keep an open mind and make your decision only after deliberation during the meeting with the full board and when all sides of the issue have been explored.

Parliamentary Rules

Board meetings should be conducted according to parliamentary rules (i.e. **Robert's Rules of Order**) and stated in the bylaws. These rules are intended to set a businesslike and courteous tone, allow for ample discussion of the issues, protect the right of all board members to be heard on the issues, and not allow the discussion to get out of control.

You should have a basic understanding of parliamentary rules so that you can be a part of the process of moving quickly and efficiently through an agenda. When a disagreement among board members occurs about the way to proceed, consult the parliamentary guide.

Agendas

Your board meeting must be guided by a published agenda, ideally prepared by the director and board president (a sample agenda is included in the **Appendix**). The purpose of the agenda is to set a clear direction for the meeting for the board and for the public. The board president will ask the board to formally vote to approve the agenda at the beginning of the meeting. When the board approves the agenda, members agree to discuss the issues on the approved agenda in the order listed.

Keep in mind that all members have a right to place items on the agenda prior to the meeting by bringing items to the attention of the director or the board president. Be careful of last-minute additions, which prevent the board having enough time to consider the issue. Equally important, last-minute additions do not give members of the public adequate notice.

Motions

A motion is a formal request or proposal for the board to take action. Based on committee reports and director recommendations, any board member may make a motion at any time in accordance with the parliamentary guide. To make a motion, you simply address the board president and "I move that..." and state the action you wish the

board to take. Most motions require that another board member support the request for action by seconding the motion.

Once the motion is seconded, it is restated by the president. The board then discusses the motion. Some motions, such as the motion to adjourn, do not require discussion. By requiring a motion on an issue prior to discussion, the board focuses discussion only on agenda items and is better able to stay on track. A vote may only be taken on items indicated on the published agenda.

Allow ample time to discuss the pros and cons of the issue. The group must work toward moving the discussion forward and reaching a decision. Once the motion has been thoroughly discussed, the president calls for a vote on the motion. You may be asked to vote by saying “aye” (yes) or “nay” (no) in a voice vote, by a show of hands, or in a roll-call vote. Your vote will be recorded in the minutes.

You should not vote if you have a conflict of interest. This occurs when a conflict exists between a board member's obligation to the public and his/her own personal interest. The board should have a policy defining conflict of interest which states whether a board member may discuss and/or vote on an issue when that member has a conflict of interest.

Abstaining on a motion before the board is appropriate only when you have a conflict of interest pertaining to the issue before the board. Otherwise, you are appointed to express an opinion on the issues and abstaining expresses no opinion. Once the vote is taken, the president states whether the motion passed or failed.

Minutes

The meeting minutes, when approved by a formal vote or by consensus of the board, are the official legal record of what happened at the board meeting. However, the minutes are not an exact record of what was said, they are a record of what was done. As part of their orientation, the newest trustees should review past minutes to obtain a good perspective on the issues the board has faced and how the board handled them.

Board members may request corrections to the minutes before the board votes to accept them. But board members do not have a right to demand that their reason for voting a certain way or their detailed views about an issue be recorded. Every trustee should have had an opportunity to express their views prior to voting on any issue. “Yes” or “No” votes represent individual views on the issue in a roll-call vote.

Reports

During the meeting, board members will hear reports from committees, as well as the director and staff. Reports provide background and information needed to deal with the issues on the agenda, often including a recommendation for board action. When reports

are included in packets prior to the meeting, trustees are then better prepared to take action. Like the meeting minutes, reports do not need to be read aloud. Those presenting reports should simply highlight information, clarify items and answer questions

Bylaws

Bylaws are rules written and adopted by the board for operating its own meetings or affairs. Since the city-library ordinance is the local law governing the library, the bylaws must be consistent with the ordinance and not more restrictive. The library board should establish procedures for amending and changing the bylaws. Bylaws are essentially an internal document outlining how the board conducts its business. Because bylaws are not a legal document, they may be changed by a vote of the board as often, or as infrequently as necessary.

Typical points that are found in bylaws are frequency of meetings, date/location of meeting, elections of officers, committee structure, etc. For a listing of points to include in board bylaws, see the sample in the **Appendix**.

Board Officers and Election of Officers

Board officers, particularly the president, must be well respected. The president must have strong leadership skills and be willing to give the extra time necessary to carry out any extra duties of the office. It's best if officers are the more experienced members of the board. If you are asked to be a candidate for a board office, consider carefully if you have the extra time it will take to do the job well.

The purpose of electing officers is to place the best people into leadership positions. It shouldn't be a popularity contest, a struggle between factions for a power position, or just "whoever will say yes." Choose officers who are well suited for the position and have the necessary skills. Election of officers is an annual practice, commonly on the agenda in July or August, after terms have expired and new trustees have been appointed.

President: Typically, the duties of the board president are to chair the meetings, set the monthly agenda with the director, keep to the agenda during the meeting, and ensure fruitful discussion. Board presidents are often the spokesperson for the full board, often speaking to community groups and organizations, signing contracts on behalf of the board. A board president has no more power than any other board member and will frequently abstain from voting unless needed to break a tie.

Vice President: The vice-president traditionally serves as the backup for the board president. VPs are usually assigned additional duties such as chairing committees, taking charge of board development activities, or preparing for special board events. The VP works with the president to stay current on library business so that they are able to assume the president's duties if the president cannot carry them out. The vice president is often considered the logical successor to the president during election of officers.

Secretary: One board member traditionally serves as secretary. However, since library business is more complex and all board members are needed to participate in deliberations, perhaps the traditional role of the board secretary needs to be reexamined. For example, all trustees could share this task by using a template to record the actions and votes. From the template, either the director or designated secretary can type up the minutes in preparation for next month's meeting.

Committees: The many and complex issues facing your library cannot always be handled efficiently by the full board. The purpose of creating a committee is to extend the capabilities of the board. Committees are not autonomous groups with loose connections to the board, but rather extensions of the board and always responsible to the full board. Committee work is a good place for board members to offer any special expertise and to learn more about the library.

If the board decides to appoint a subcommittee, the subcommittee must meet in open sessions as long as it is doing deliberative work. Subcommittees can investigate matters, then bring those issues before the entire board for discussion and approval.

Committees are advisory bodies, described in bylaws, that make recommendations to the full board for consideration and action. Committees have no power or authority beyond what is granted to them by the full board. The only action committees can take is to study the assigned issue and make recommendations to the full board about the issue. Remember that committees are a smaller group, not enough to constitute a quorum, since in that case, subcommittee meetings would be subject to Iowa Open Meetings law.

Approach committee meetings as seriously as you do the regular board meetings. Prepare for the committee meeting, attend it, and take part in the discussions. If you have an assignment from the committee, complete it on time. Help your committee stay focused on its responsibility. Although committee meetings are usually not as formal as a full board meeting, they should have a chairperson, agenda and goals. It is considered best practice for committee reports to be written and submitted to the director for filing. Some common committees are Finance, Personnel, Buildings and Grounds, Community Relations, and Policy.

1/2/2024

Production Lead Time: 6-8 weeks

**LFI Proposal For:
Bondurant Community Library**

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
fax: 847-564-9337

| ITEM | QTY | MFG | CATALOG NO. | DESCRIPTION | UNIT NET | EXTENSION |
|------|-----|-----|-------------|-----------------------------|-----------|-------------|
| CH-1 | 9 | JSI | | Avalon Armless Chair | \$ 368.00 | \$ 3,312.00 |



product representation

9

192A

Avalon Armless Chair
17"W x 17"D x 31-1/2"H
Seat Height: 18-1/2"H
Wood Seat
Finish: Ale Medium
Metal Frame: Arctic Silver **

****Note: Silver Bullet is discontinued. Arctic Silver is closest match**

TOTAL FOB FACTORY \$ 3,312.00

INSTALLATION + FREIGHT \$ 438.00
** non union / non-prevailing wage **

TOTAL \$ 3,750.00

QUOTATION TERMS

*** quotes are valid for 30 days from date at top of this page**

* quotes are based on stated quantities; any change in quantity may require re-quoting

* prices include standard materials/finishes unless otherwise noted

* customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote

* LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.

* Storage Costs—if finished product requires storage at LFI warehouse due to customer's site not being ready for installation at the agreed upon time, LFI reserves the right to assess a storage charge

1/2/2024

Production Lead Time: 6-8 weeks

**LFI Proposal For:
Bondurant Community Library**

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
fax: 847-564-9337

| ITEM | QTY | MFG | CATALOG NO. | DESCRIPTION | UNIT NET | EXTENSION |
|------|-----|-----|-------------|--|----------|-----------|
| | | | | PAYMENT TERMS | | |
| | | | | \$0 deposit; balance due upon completion | | |
| | | | | TO ACCEPT THIS QUOTE: | | |
| | | | | * sign and date below as formal acknowledgement of the quote terms | | |
| | | | | * please forward a deposit if one is required per the quote terms | | |
| | | | | * please fax back to LFI at 847-564-9337 and we will begin processing your order.. You can also email your order to matt@libraryfurniture-intl.com or your Project Manager contact | | |
| | | | | * LFI will coordinate and schedule in-bound freight of your order. | | |
| | | | | * An LFI installer will meet the delivery truck, off-load, unpack, place items and inspect your order for damage. If there is damage or missing items, LFI will handle the claim and coordination with factory. | | |
| | | | | * By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims. | | |
| | | | | * Factories and freight carriers will require digital photography of any damage related issues. | | |
| | | | | Signature | Date | |
| | | | | TOTAL | \$ | 3,750.00 |



BONDURANT COMMUNITY LIBRARY MEETING ROOM AND STUDY ROOM POLICY

Purpose

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

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

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

Facilities: Meeting Rooms A and B

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

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

Facilities: Study Rooms

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

Facilities: Group Study A and Group Study B

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

Reservation and Scheduling of the Meeting Rooms & Study Rooms

Meeting Rooms

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

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

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

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

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

Study Rooms

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

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

Rules and Regulations Regarding Use of the Meeting Room

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

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

4. Cancellations of the meeting rooms must be made at least 72 hours before the scheduled event by contacting the staff scheduling the meeting rooms directly, unless weather related.
5. Kitchen facilities are available for use for preparing refreshments, snacks and uncooked meals.
6. The library is not responsible for lost, stolen or damaged property within the meeting rooms.
7. The Library Meeting Rooms are to remain unlocked when in use.
8. The Library will not provide storage for individuals or groups using the Meeting Rooms.
9. No materials or objects of any type may be attached to walls or doors, etc. without permission of the Library Staff.
10. Alcoholic beverages, firearms and smoking are not permitted on Library premises.
11. Each group will be admitted to and must vacate the room at the appointed times.
12. All Garbage must be removed from the library premises by the group/individual using the room. Garbage is not to be left at adjoining properties to the Library.
13. Each group is responsible for leaving the meeting rooms in an orderly and clean condition, and may be held liable for replacement costs or repair for damage. Failure to comply with any of these rules may result in immediate or future denial of permission to use the Library meeting rooms.

14. The Library meeting rooms are not available for private social functions such as weddings, birthday or anniversary parties, or for individual use.

Reserves the Right To:

The Library Board of Trustees reserves the right to

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

Emergency Contact Information

In Case of emergency please contact the following:

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

Or

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

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

Adopted by the Bondurant Community Library Board of Trustees
09/04/2008

Revised- 12/2010, Revised – 4/2014, Revised 10/2014, Revised 9/2015, Revised 6/2017, Revised 3/2018, Revised 8/2021.

____ Meeting Room A (Cap. 180)

____ Meeting Room B (Cap. 123)

____ Combined A & B (Cap. 303)

BONDURANT COMMUNITY LIBRARY MEETING ROOM APPLICATION

____ Study Room A (Cap. 3)

____ Study Room B (Cap. 3)

____ Group Study A (Cap. 13)

____ Group Study B (Cap. 20)

Organization Name _____

Mailing Address _____

City _____ State _____ Zip _____

Contact Person _____

Phone _____ E-mail _____

Meeting Topic _____

Expected Number of Attendees _____ Meeting Date _____

Scheduled Beginning Time _____ Ending Time _____

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

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

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

Signed _____ Date _____

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

All trash must be removed from the premises.

Bondurant Community Library • 104 2nd Street NE • Bondurant, Iowa 50035

(515) 967-4790 • (515) 967-2668 Fax <http://www.bondurant.lib.ia.us>

**Bondurant Community Library
Meeting Room Cleanup Checklist**

- Pick up trash remove from premises**

- Wipe off counters**

- Wipe off tables & chairs**

- Leave tables & chairs as found**

- Put projector screen in the up position**

- Make sure faucet is turned off**

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

- Make sure all personal items are with you**

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

Emergency Contact Information:

Jill Sanders, Library Director 563-880-8611
Michell Klinker-Feld, Assistant Director 515-314-0846

Organization Name: _____

Signature: _____

Date: _____

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

BONDURANT COMMUNITY LIBRARY



OPEN ACCESS POLICY

The Bondurant Community Library participates in the Open Access program sponsored by the State Library of Iowa.

The purpose of Open Access is to provide Iowans with direct access to more library materials and information resources. Open Access is a reciprocal borrowing program that enables customers from a participating library to go to other participating libraries and check out physical materials they own.

All Open Access patrons will receive a Bondurant Community Library card upon completing the same requirements as specified in the Circulation Policy of the Bondurant Community Library.

Persons living within the service area of an Iowa library, who are approved for reciprocal borrowing through the Open Access Program may be eligible for a Bondurant Community Library card.

Open Access customers are subject to the same policies, regulations, and restrictions as local customers for eligible transactions.

Adopted:

3/2015

Reviewed: 11/2018, 5/2021