



Agenda  
Bondurant Community Library - Library Board of Trustees  
104 2<sup>nd</sup> Street NE  
Bondurant, Iowa 50035  
Bondurant Community Library  
7 pm  
Wednesday, January 5, 2022

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

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

To connect to the virtual meeting please use the following link

<https://us02web.zoom.us/j/89163478767?pwd=ekVHTEJLOUxoNnpmaDVnTFhrbkhVUT09>

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

Meeting ID: 891 6347 8767 Password: 153566

Call to order

- 1) Guests Present
- 2) Perfecting and Approving the Agenda
- 3) Capital Improvement Project Update.
  - a) Discussion/Approval of Application and Certificate for Payment
- 4) Approval of Consent Agenda
  - a) Approval of Minutes from past meeting – December 2021
  - b) Financial Report
  - c) Approval of Warrant List/Authorize expenditures
  - d) Staff Report -- December
  - e) Director Report -- December
  - f) Statistics
- 5) Public Comments
- 6) Foundation Update
- 7) City Council Liaison Report
- 8) Old Business
- 9) New Business
  - a) Election of Officers
  - b) Review/Approve Circulation Policy
  - c) Discussion: Solar Panels, Marketa

10) Board President Items

11) Adjournment

Next meeting – February 2, 2022

Any person with a disability who requires a modification or accommodation in order to participate in the meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the Library Board of Trustees during the meeting, should contact the Library Director, (515) 967-4790 or [jills@bondurant.lib.ia.us](mailto:jills@bondurant.lib.ia.us), no fewer than two business days prior to the meeting to enable the Bondurant Community Library to make reasonable arrangements to assure accessibility or language assistance for the meeting.



**Meeting Minutes**  
**Bondurant Community Library | Library Board of Trustees**  
**Wednesday, December 1, 2021**

- 1. Roll Call:** *Members Present:* Pat Kaura, Craig Kinrade, Josh Bryant, Julie Bergeson, Jen Keeler, Sue Ugulini and Craig Campbell. Library Director Sanders and assistant Director Klinker-Feld were also present.
- 2. Call to order:** Meeting called to order at 7:00 PM by President Kaura.
- 3. Guests present:** Clint Jensen, Story Construction Management; Marketa Oliver, City of Bondurant; Angela McKenzie, City Council liaison [attended virtually].
- 4. Perfecting and Approving the Agenda:** Motion to approve the agenda by Ugulini, seconded by Bryant. Motion carried.
- 5. Capital Improvement Project:** Mr. Clint Jensen [Story Construction Management] provided detailed updates on the capital improvement project, necessary change orders and current budget information. Currently working on minor fixes and final touches.
  - a. Discussion/Approval of Application:** Motion to approve change orders by Bryant seconded by Campbell. Motion carried.
  - b. Discussion/Approval of Certificate for Payment.** Motion to approve \$24,756.63 for payment by Kinrade, seconded by Ugulini. Motion carried.
- 6. Approval of Consent Agenda:**
  - a. Minutes of past meeting
  - b. Financial Report
  - c. Approve Warrant list / authorize expenditures
  - d. Staff Report
  - e. Director's Report
  - f. Statistics Review

Motion to approve the above consent agenda by Ugulini, seconded by Kinrade. Motion carried.
- 7. Public Comments:** None.
- 8. Library Foundation Update:** Update provided on recent fundraising and outstanding grant applications. Friends of the Library will be hosting an indoor mini-golf event February 18-20, 2022 at the Library.
- 9. City Council Liaison Report:** Recent Bondurant elections and upcoming appointments were reviewed and discussed. Liaison reported on upcoming city events and commercial development.
- 10. Old Business:** None.

**10. New Business:**

- a. **Discussion/Decision on Budget FY2022/2023.** Motion to approve by Kinrade Bryant, seconded by Kinrade. Motion carried.

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

**12. Adjournment:** Motion to adjourn by Bergeson, seconded by Campbell. Motion carried and meeting adjourned at 7:54 PM.

**Next Meeting:** Wednesday, January 5, 2022



# Budget Report

## Account Summary

For Fiscal: 2021-2022 Period Ending: 12/31/2021

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 001 - GENERAL FUND</b>						
<b>Department: 410 - LIBRARY</b>						
<a href="#">001-410-1-4500</a>	FINES & FEES	2,300.00	2,300.00	226.85	2,630.98	330.98 114.39 %
<a href="#">001-410-2-4465</a>	CO CONTRIB LIBRARY-POLK CO AUD	30,000.00	30,000.00	0.00	25,742.00	-4,258.00 14.19 %
<a href="#">001-410-2-4710</a>	REIMBURSEMENT-LIBRARY GRANTS	500.00	500.00	0.00	189.03	-310.97 62.19 %
<a href="#">001-410-6010</a>	SALARIES	187,764.00	187,764.00	13,395.20	87,068.80	100,695.20 53.63 %
<a href="#">001-410-6020</a>	SALARIES-PART-TIME	97,046.00	97,046.00	4,609.35	32,345.40	64,700.60 66.67 %
<a href="#">001-410-6210</a>	ASSOCIATION DUES	700.00	700.00	219.00	219.00	481.00 68.71 %
<a href="#">001-410-6230</a>	TRAINING	600.00	600.00	0.00	40.00	560.00 93.33 %
<a href="#">001-410-6240</a>	MEETINGS & CONFERENCES	3,000.00	3,000.00	93.16	206.90	2,793.10 93.10 %
<a href="#">001-410-6310</a>	BUILDING & GROUND MAINTENANCE	15,000.00	15,000.00	241.95	408.48	14,591.52 97.28 %
<a href="#">001-410-6340</a>	OFFICE EQUIPMENT REPAIR	200.00	200.00	0.00	0.00	200.00 100.00 %
<a href="#">001-410-6350</a>	OPERATIONAL EQUIPMENT REPAIR	1,000.00	1,000.00	0.00	0.00	1,000.00 100.00 %
<a href="#">001-410-6371</a>	ELECTRIC / GAS	12,500.00	12,500.00	497.00	2,982.00	9,518.00 76.14 %
<a href="#">001-410-6373</a>	TELECOMMUNICATION EXPENSE	18,000.00	18,000.00	2,827.13	18,175.13	-175.13 -0.97 %
<a href="#">001-410-6411</a>	LEGAL EXPENSE	3,000.00	3,000.00	0.00	0.00	3,000.00 100.00 %
<a href="#">001-410-6419</a>	COMPUTER SUPPORT	8,000.00	8,000.00	89.50	3,704.90	4,295.10 53.69 %
<a href="#">001-410-6499</a>	CONTRACT SERVICES	16,000.00	16,000.00	2,332.24	12,368.20	3,631.80 22.70 %
<a href="#">001-410-6502</a>	PRINTED MATERIALS	36,000.00	36,000.00	2,860.30	17,339.64	18,660.36 51.83 %
<a href="#">001-410-6503</a>	DIGITAL MATERIALS	13,000.00	13,000.00	0.00	9,478.78	3,521.22 27.09 %
<a href="#">001-410-6504</a>	MINOR EQUIPMENT	2,000.00	2,000.00	102.96	319.75	1,680.25 84.01 %
<a href="#">001-410-6506</a>	OFFICE SUPPLIES	6,500.00	6,500.00	245.46	1,904.58	4,595.42 70.70 %
<a href="#">001-410-6507</a>	OPERATING SUPPLIES	1,000.00	1,000.00	69.23	220.27	779.73 77.97 %
<a href="#">001-410-6508</a>	POSTAGE-SHIPPING	1,900.00	1,900.00	19.04	388.29	1,511.71 79.56 %
<a href="#">001-410-6580</a>	MISCELLANEOUS	1,000.00	1,000.00	150.24	185.18	814.82 81.48 %
<a href="#">001-410-6599</a>	LIBRARY PROGRAMS	6,000.00	6,000.00	762.30	3,686.74	2,313.26 38.55 %
<a href="#">001-410-6725</a>	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	787.45	1,205.75	7,794.25 86.60 %
<b>Department: 410 - LIBRARY Surplus (Deficit):</b>		<b>-406,410.00</b>	<b>-406,410.00</b>	<b>-29,074.66</b>	<b>-163,685.78</b>	<b>242,724.22 59.72 %</b>
<b>Fund: 001 - GENERAL FUND Surplus (Deficit):</b>		<b>-406,410.00</b>	<b>-406,410.00</b>	<b>-29,074.66</b>	<b>-163,685.78</b>	<b>242,724.22 59.72 %</b>

Budget Report

For Fiscal: 2021-2022 Period Ending: 12/31/2021

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 167 - LIBRARY GRANT</b>						
<b>Department: 410 - LIBRARY</b>						
<a href="#">167-410-2-4440</a> LIBRARY STATE AID	0.00	0.00	2,397.31	5,267.22	5,267.22	0.00 %
<a href="#">167-410-2-4705</a> T/A-LIBRARY DONATIONS	0.00	0.00	51.45	1,928.86	1,928.86	0.00 %
<a href="#">167-410-4-4300</a> INTEREST - LIBRARY T&A	0.00	0.00	0.00	0.68	0.68	0.00 %
<a href="#">167-410-6506</a> TRUST & AGENCY LIBRARY EXPENSE	0.00	0.00	0.00	17,461.61	-17,461.61	0.00 %
<b>Department: 410 - LIBRARY Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>2,448.76</b>	<b>-10,264.85</b>	<b>-10,264.85</b>	<b>0.00 %</b>
<b>Fund: 167 - LIBRARY GRANT Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>2,448.76</b>	<b>-10,264.85</b>	<b>-10,264.85</b>	<b>0.00 %</b>

**Budget Report**

**For Fiscal: 2021-2022 Period Ending: 12/31/2021**

	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Remaining</b>
<b>Fund: 200 - DEBT SERVICE</b>						
<b>Department: 410 - LIBRARY</b>						
<a href="#">200-410-6802</a>	PRINCIPAL - LIBRARY - 07/13B GO DSL	260,000.00	260,000.00	0.00	0.00	260,000.00 100.00 %
<a href="#">200-410-6852</a>	INTEREST - LIBRARY - 07/13B GO DSL	3,770.00	3,770.00	0.00	1,885.00	1,885.00 50.00 %
<a href="#">200-410-6898</a>	ADM FEE-LIBRARY 07/13B - GO DSL	500.00	500.00	0.00	0.00	500.00 100.00 %
	<b>Department: 410 - LIBRARY Total:</b>	<b>264,270.00</b>	<b>264,270.00</b>	<b>0.00</b>	<b>1,885.00</b>	<b>262,385.00 99.29 %</b>
	<b>Fund: 200 - DEBT SERVICE Total:</b>	<b>264,270.00</b>	<b>264,270.00</b>	<b>0.00</b>	<b>1,885.00</b>	<b>262,385.00 99.29 %</b>

Budget Report

For Fiscal: 2021-2022 Period Ending: 12/31/2021

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 351 - LIBRARY CAPITAL</b>						
<b>Department: 410 - LIBRARY</b>						
<a href="#">351-410-3-4705</a>	PRIVATE CONTRIBUTIONS (FOUNDAT...	0.00	0.00	10,000.00	12,500.00	12,500.00 0.00 %
<a href="#">351-410-4-4300</a>	INTEREST-GENERAL	0.00	0.00	0.00	64.91	64.91 0.00 %
<a href="#">351-410-6407</a>	ENGINEERING EXPENSE	0.00	0.00	0.00	153,833.45	-153,833.45 0.00 %
<a href="#">351-410-6507</a>	OPERATING SUPPLIES	0.00	0.00	0.00	3,289.81	-3,289.81 0.00 %
<a href="#">351-410-6799</a>	OTHER CAPITAL OUTLAY	500,000.00	500,000.00	35,235.92	633,620.16	-133,620.16 -26.72 %
<b>Department: 410 - LIBRARY Surplus (Deficit):</b>		<b>-500,000.00</b>	<b>-500,000.00</b>	<b>-25,235.92</b>	<b>-778,178.51</b>	<b>-278,178.51 -55.64 %</b>
<b>Fund: 351 - LIBRARY CAPITAL Surplus (Deficit):</b>		<b>-500,000.00</b>	<b>-500,000.00</b>	<b>-25,235.92</b>	<b>-778,178.51</b>	<b>-278,178.51 -55.64 %</b>
<b>Report Surplus (Deficit):</b>		<b>-1,190,680.00</b>	<b>-1,190,680.00</b>	<b>-51,861.82</b>	<b>-974,428.64</b>	<b>216,251.36 18.16 %</b>



Bondurant Community Library  
Library Board of Trustees  
January 5, 2022  
Warrant List

<b>Company</b>	<b>Description</b>	<b>Budget Code</b>	<b>Invoice</b>	<b>Amount</b>
Access Systems	Copier	001-410-6499	30652828	<b>\$404.84</b>
Amazon	Books	001-410-6502	Statement	<b>\$865.01</b>
	Library programs	001-410-6599	Statement	<b>\$157.58</b>
	Paper towels	001-410-6507	Statement	<b>\$35.82</b>
	Barcode scanner	001-410-6504	Statement	<b>\$89.99</b>
	Corner Protectors	001-410-6310	Statement	<b>\$5.99</b>
	Highlighters, envelopes	001-410-6506	Statement	<b>\$33.45</b>
	Keyboard, mouse, headphones, tablet case and charger	001-410-6725	Statement	<b>\$102.95</b>
Baker & Taylor	Books	001-410-6502	Statement	<b>\$2,118.38</b>
Biblionix	Annual Subscription	001-410-6499	7770	<b>\$2,420.00</b>
Brockway	Third quarter maintenance	001-410-6310	H5388	<b>\$895.00</b>
Brockway	Revise hot water recirculation	001-410-6310	P2244	<b>\$3,461.82</b>
CenturyLink Business	Fire alarm analog lines	001-410-6373	Statement	<b>\$119.16</b>
City of Des Moines	Brenton Skating Adventure Pass	001-410-6599	#1	<b>\$75.00</b>
Findaway	Replacement power adapter and case	001-410-6502	371021	<b>\$29.93</b>
Iowa Library Association	Jill--ILA membership	001-410-6210	Invoice	<b>\$140.00</b>
Iowa Library Association	Michell--ILA membership	001-410-6210	Invoice	<b>\$90.00</b>
Iowa Library Association	Megan S.--ILA membership	001-410-6210	Invoice	<b>\$75.00</b>
Kadeth	Computer support	001-410-6499	6032	<b>\$910.00</b>
Library Furniture International	Study Chairs	351-410-6799	7650	<b>\$695.00</b>
Mediacom	Phone and internet	001-410-6373	Statement	<b>\$203.71</b>
Mediacom	Phone and internet	001-410-6419	Statement	<b>\$89.50</b>

Bondurant Community Library  
Library Board of Trustees  
January 5, 2022  
Warrant List

Mediacom	Phone and internet	001-410-6373	Statement	<b>\$99.18</b>
MicroMarketing	Large print & audio	001-410-6502	Statement	<b>\$175.70</b>
MidAmerican	Utilities	001-410-6371	Statement	<b>\$1,598.00</b>
Petty Cash	Postage	001-410-6508	Receipts	<b>\$66.87</b>
Prairie Landscapes	Pollinator garden	351-410-6320	CB 2021.1	<b>\$1,362.50</b>
Storey Kenworthy	Office supplies	001-410-6506	PINV944824	<b>\$91.18</b>
Storey Kenworthy	Office supplies	001-410-6506	PINV946756	<b>\$20.98</b>
Storey Kenworthy	Office supplies	001-410-6506	PINV647174	<b>\$43.56</b>
Storey Kenworthy	Office supplies	001-410-6506	PINV947216	<b>\$47.03</b>
Storey Kenworthy	Wet floor sign	001-410-6310	PINV947561	<b>\$30.43</b>
Storey Kenworthy	Office supplies	001-410-6506	PINV948849	<b>\$125.51</b>
Storey Kenworthy	Office supplies	001-410-6506	PINV949364	<b>\$125.51</b>
Storey Kenworthy	Return of file cabinet	001-410-6506	CM130652	<b>-\$125.51</b>
Story Construction	Construction Management	351-410-6407	32858	<b>\$5,775.79</b>
Stratus	Cleaning service	001-410-6499	4927900	<b>\$851.56</b>
T-Mobile	Hot spot data	001-410-6373	Statement	<b>\$500.00</b>
Unique	Collection service	001-410-6499	608164	<b>\$80.55</b>
US Cellular	Hot spot data	001-410-6373	Statement	<b>\$549.12</b>
US Cellular	Hot spot data	001-410-6373	Statement	<b>\$591.15</b>
Verizon	Hot spot data	001-410-6373	Statement	<b>\$1,455.14</b>
Visa	Programming	001-410-6599	Statement	<b>\$11.99</b>
	COVID	170-130-6507	Statement	<b>\$16.04</b>
	Facial Tissues	001-410-6310	Statement	<b>\$12.50</b>

Bondurant Community Library  
 Library Board of Trustees  
 January 5, 2022  
 Warrant List

	Tree Stand	001-410-6310	Statement	<b>\$35.27</b>
	Return Tree Stand	001-410-6310	Statement	<b>-\$35.27</b>
	Annual membership	001-410-6580	Statement	<b>\$35.00</b>
Walmart	Programming	001-410-6599	Statement	<b>\$158.73</b>

Total Operating Expenses	<b>\$18,708.85</b>
COVID Expenses	<b>\$16.04</b>
Building Project Expenses	<b>\$7,833.29</b>
Trust & Agency Expenses	<b>\$0.00</b>
<b>Total</b>	<b>\$26,558.18</b>

Bondurant Community Library Board President  
 SIGNATURE

Date

Bondurant Community Library Board Secretary  
 SIGNATURE

Date



## STAFF REPORT DECEMBER 2021

Michell:

- Webinar: Understand Your Library's Community Better with Census Data
- PBS Books & The Ali Center Host: Library Intro to CHAMPION OF SERVICE: CELEBRATING MUHAMMAD ALI

Megan:

- Bite sized community book discussions
- Check it out - YS
- Performers Showcase
- Kids Lib
- Building a more diverse holiday collection - School Library Journal
- Graphic Novels for all - Booklist
- Penguin Random House Winter Book and Author Festival
- Winter Arts & Crafts – Booklist

Margaret:

- Kids Lib
- Performers Showcase
- “Playing Makes you Smarter”

Events in December:

- 4 Wolf Creek Story Times
- 16 Library Story Times
- 9 Sessions of Geri-Fit
- Book discussion for Adults
- Adult Craft Night
- Santa Social
- Book-in-a-bag subscription
- 2 Sessions of Early Iowa History series
- Third Thursday at Hoover's

- After School BINGO
- 2 After School Crafts
- School-age Virtual Story Time
- Tween/Teen Book Discussion
- Winter Break Movie Day
- Winter Family Escape Room



Michell helped a gentleman scan and upload documents in order to gain permission to travel to Uganda. He was travelling to visit his mother who was very ill. Upon return, he brought these beautiful hand-paintings on hide of the animals of Uganda as a gift. We never know how our assistance impacts our patrons.



## Librarian items December 2021

- I have completed paperwork and coursework for Public Library Director Endorsement with the State Library of Iowa. This Silver level endorsement is valid through 12/31/2024.
- Open Access/Access Plus reimbursement from the State Library has been received for the amount of \$2388.56. The total received in Direct State Aid for the year is \$5258.17.
- The final installation of furniture from Library Furniture International was done on Dec 16<sup>th</sup>. This included dividers on the computer tables and delivery of 2 wooden chairs for the study tables.
- Delivery of meeting room furniture from Koch Brothers was completed Dec. 27 and 28.

# BONDURANT COMMUNITY LIBRARY

## CIRCULATION POLICY

### Purpose of the Circulation Policy

The purpose of the Circulation Policy is to establish who may obtain a library card at the Bondurant Community Library. A valid library card provides library users with circulation services which may include borrowing materials and equipment, placing holds, or requesting interlibrary loan service, and allows in-house and remote electronic access to information resources. The Circulation Policy establishes circulation periods, materials on reserve, good standing and audio visual loan circulation requirements.

### Registration – Library Cards

Any resident of Bondurant and unincorporated rural Polk County, with current photo identification, may be eligible for a library card from the Bondurant Community Library. If patron identification does not contain a current address proof of residence may be provided in conjunction with a valid ID. The Library can also mail a postcard to the applicant. When the postcard has been received and returned to the Library the library card application can be completed. A PO Box is not a sufficient address.

Persons living within the service area of an Iowa Library, approved for reciprocal borrowing through the Open Access Program (check at the Circulation Desk for confirmation) may be eligible for a library card from the Bondurant Community Library.

### *Applicants Younger Than 10*

Children who fit the residence requirements and are at least 5 years old are eligible for a library card according to the discretion of their parents or legal guardian. Parental signature is required for persons under the age of 10. Responsibility for a child's selection and return of materials, and charges accrued on the child's card is held by the parent or guardian of the child. Cards for children under the age of 10 will not be issued to parents/guardians if the child is not present.

### *Applicants Age 10-18*

Older children (age 10 and up) not accompanied by a parent can provide identification, such as a school or state ID. If identification does not contain a current address the library can mail a postcard to the applicant. When the postcard has been received and returned to the library the library card application can then be completed. A photo ID with proof of street address from a parent or guardian who is present at the time the card is issued is sufficient if the child's documentation is unavailable.

### Temporary Account

Any person without an ID or permanent residence is eligible to obtain a temporary library card with limited access to resources. Applicants must have a valid email address or phone number to contact.

Temporary cardholders may check out up to three (3) items at a time, not including equipment or WiFi hotspots. Cardholders will still have access to online and in house resources.

Temporary library cards are issued for three (3) months; there is no fee for renewal. There is no fee to change from a temporary account to a regular account.

### Digital Library Cards

Digital Library Cards may be issued to any resident of Bondurant and unincorporated rural Polk County wishing to access only on-line resources. This may be completed by staff upon request via email, phone or in person.

The cardholder will be responsible to obey all the rules and regulations of the library, to promptly pay all fees charged against them for injury or loss of materials and to give timely notice of address change. Cardholders may allow family members to check out with their card and will be noted on the patron's card.

Replacement cards may be obtained free of charge.

If a card is lost or stolen, the borrower must notify the library. Upon such notification, no materials will be loaned on that card and a new card will be issued.



Identification will be required when the replacement card is picked up if the library staff does not know the patron.

Children who are accompanied to the library for regular visits by someone other than a parent or a guardian may obtain a library card with the signature of that adult. In each case the adult other than a parent or guardian must be willing to be responsible for the materials checked out on the child's card.

No library materials will be loaned without a valid library card in good standing.

### Circulation Periods

Books and other circulating materials may be checked out for a period of two weeks, with the exception of DVD's. They may be checked out for seven days.

Most library materials may be renewed either at the library, by telephone or online. Items may be renewed unless the item in question is on reserve for another patron or is more than two months overdue.

The size of our collections and demand for specific materials for special class projects, seasonal items, etc. may require a limitation on the number of items checked out by any one person. The loaning of these materials will be left to the discretion of the library staff.

### Materials on Reserve

Patrons may request that an item be held for them. The patron will be notified when the item is available. If the item is not claimed within six library days after notification, it will be given to the next patron on the reserve list or returned to circulation.

### Overdue Materials

Patrons not returning materials within fifteen days of the due date will be sent a notice by mail, e-mail or phone call. This will be followed by a letter outlining charges for materials and legal implications for materials not returned in sixty days from the date due.

### Notification

Telephone calls and notices are sent every fifteen (15) days to cardholders with overdue library materials.

Notice for replacement cost of the item(s) will be sent at sixty (60) days.

Long overdue accounts may be submitted to a collection agency and/or to a local law enforcement agency for further action. (See Code of Iowa, Chapter 714.5.

Theft of Library Materials and Equipment).

Hotspot checkouts are for two weeks. Late returns of hotspots will be notified the day following the due date by phone. Service on overdue hotspots is to be suspended on the second day overdue. Written final notice with replacement costs will be sent after seven (7) days overdue.

### Good Standing

For a patron to hold a library card in good standing, the patron will have no more than five dollars in fees and no overdue materials.

### Audio Visual Loan

A limit of five DVDs may be borrowed at one time. All media may be put in the outside drop box when the library is closed.

Borrowers may not charge any fees in connection with the use of any audiovisual materials. DVDs are copyrighted materials and illegal duplication is prohibited by federal law.

The Motion Picture Association of America (MPAA) ratings for DVD's are guidelines to assist patrons in deciding which movies to watch. Parents are urged to learn about films they want their children to see by reading reviews and feature articles or speaking with those who have seen or heard of the movie. Library staff may also provide information on movies in the collection. The Bondurant Community Library cannot deny anyone the right to use resources it offers on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status.

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