



Agenda  
Bondurant Community Library - Library Board of Trustees  
104 2<sup>nd</sup> Street NE  
Bondurant, Iowa 50035  
Bondurant Community Library – Group Study B  
6 pm  
Wednesday, January 4, 2023

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

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

To connect to the virtual meeting please use the following link

<https://us02web.zoom.us/j/83459972998?pwd=RXY2cmdxMVpBM0JSSUE4NW8zcXArZz09>

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

Meeting ID: 834 5997 2998 Password: 381063

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 – December 2022
  - b) Financial Report
  - c) Approval of Warrant List/Authorize expenditures
  - d) Staff Report -- December
  - e) Director Report -- December
  - f) Statistics
- 4) Public Comments
- 5) Foundation Update
- 6) Friends of the Library Update
- 7) City Council Liaison Report
- 8) Old Business
  - a) Discussion/Decision open Board position
- 9) New Business
  - a) Discuss/Approve Interlibrary Loan Policy
  - b) Discuss/Approve Internet Use Policy
  - c) Discuss/Approve Personnel Policy
  - d) Discuss/Approve Hours Open Policy
  - e) Discuss/Approve Volunteer Policy
  - f) Discuss/Approve Library Director Job Description
  - g) Review Five-Year Plan

- h) Discussion/Decision Media phone contract buyout
  - i) Election of Officers
  - j) Appoint Committee for ADA Compliance - Accreditation
- 10) Board President Items – Library Director’s evaluation has been completed
- 11) Adjournment
- Next meeting – February 1, 2023

Any person with a disability who requires a modification or accommodation in order to participate in the meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the Library Board of Trustees during the meeting, should contact the Library Director, (515) 967-4790 or [jills@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.



# Budget Report

## Account Summary

For Fiscal: 2022-2023 Period Ending: 12/31/2022

	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	3,700.00	3,700.00	260.24	2,325.74	-1,374.26 37.14 %
<a href="#">001-410-2-4465</a>	CO CONTRIB LIBRARY-POLK CO AUD	36,000.00	36,000.00	0.00	21,978.00	-14,022.00 38.95 %
<a href="#">001-410-6010</a>	SALARIES	179,361.73	179,361.73	22,294.16	149,112.01	30,249.72 16.87 %
<a href="#">001-410-6020</a>	SALARIES-PART-TIME	103,108.36	103,108.36	3,606.96	29,626.83	73,481.53 71.27 %
<a href="#">001-410-6210</a>	ASSOCIATION DUES	1,500.00	1,500.00	0.00	239.00	1,261.00 84.07 %
<a href="#">001-410-6230</a>	TRAINING	600.00	600.00	0.00	150.00	450.00 75.00 %
<a href="#">001-410-6240</a>	MEETINGS & CONFERENCES	3,500.00	3,500.00	0.00	3,314.04	185.96 5.31 %
<a href="#">001-410-6250</a>	EDUCATION REIMBURSEMENT	0.00	0.00	12.27	12.27	-12.27 0.00 %
<a href="#">001-410-6310</a>	BUILDING & GROUND MAINTENANCE	15,000.00	15,000.00	0.00	1,879.77	13,120.23 87.47 %
<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	24,000.00	24,000.00	1,598.00	9,588.00	14,412.00 60.05 %
<a href="#">001-410-6373</a>	TELECOMMUNICATION EXPENSE	37,000.00	37,000.00	340.00	19,017.89	17,982.11 48.60 %
<a href="#">001-410-6411</a>	LEGAL EXPENSE	1,500.00	1,500.00	0.00	157.50	1,342.50 89.50 %
<a href="#">001-410-6419</a>	COMPUTER SUPPORT	8,000.00	8,000.00	0.00	89.50	7,910.50 98.88 %
<a href="#">001-410-6499</a>	CONTRACT SERVICES	32,500.00	32,500.00	0.00	14,914.24	17,585.76 54.11 %
<a href="#">001-410-6502</a>	PRINTED MATERIALS	40,000.00	40,000.00	0.00	20,711.43	19,288.57 48.22 %
<a href="#">001-410-6503</a>	DIGITAL MATERIALS	20,000.00	20,000.00	0.00	11,345.47	8,654.53 43.27 %
<a href="#">001-410-6504</a>	MINOR EQUIPMENT	2,000.00	2,000.00	0.00	2,048.88	-48.88 -2.44 %
<a href="#">001-410-6506</a>	OFFICE SUPPLIES	6,000.00	6,000.00	0.00	1,891.66	4,108.34 68.47 %
<a href="#">001-410-6507</a>	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	443.34	556.66 55.67 %
<a href="#">001-410-6508</a>	POSTAGE-SHIPPING	1,000.00	1,000.00	0.00	701.29	298.71 29.87 %
<a href="#">001-410-6580</a>	MISCELLANEOUS	1,000.00	1,000.00	0.00	346.42	653.58 65.36 %
<a href="#">001-410-6599</a>	LIBRARY PROGRAMS	8,000.00	8,000.00	75.00	4,425.15	3,574.85 44.69 %
<a href="#">001-410-6725</a>	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	0.00	8,763.22	236.78 2.63 %
<b>Department: 410 - LIBRARY Surplus (Deficit):</b>		<b>-455,570.09</b>	<b>-455,570.09</b>	<b>-27,666.15</b>	<b>-254,474.17</b>	<b>201,095.92 44.14%</b>
<b>Fund: 001 - GENERAL FUND Surplus (Deficit):</b>		<b>-455,570.09</b>	<b>-455,570.09</b>	<b>-27,666.15</b>	<b>-254,474.17</b>	<b>201,095.92 44.14%</b>

Budget Report

For Fiscal: 2022-2023 Period Ending: 12/31/2022

	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	4,500.00	4,500.00	5,953.21	5,953.71	1,453.71	132.30 %
<a href="#">167-410-2-4705</a> T/A-LIBRARY DONATIONS	1,500.00	1,500.00	41.30	17,929.88	16,429.88	1,195.33 %
<a href="#">167-410-4-4300</a> INTEREST - LIBRARY T&A	0.00	0.00	0.00	63.80	63.80	0.00 %
<a href="#">167-410-6506</a> TRUST & AGENCY LIBRARY EXPENSE	0.00	0.00	0.00	5,721.90	-5,721.90	0.00 %
<b>Department: 410 - LIBRARY Surplus (Deficit):</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>5,994.51</b>	<b>18,225.49</b>	<b>12,225.49</b>	<b>-203.76%</b>
<b>Fund: 167 - LIBRARY GRANT Surplus (Deficit):</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>5,994.51</b>	<b>18,225.49</b>	<b>12,225.49</b>	<b>-203.76%</b>

**Budget Report**

**For Fiscal: 2022-2023 Period Ending: 12/31/2022**

	<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="#">200-410-4-4300</a>						
INTEREST - GEN	0.00	0.00	0.00	1,841.04	1,841.04	0.00 %
<b>Department: 410 - LIBRARY Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,841.04</b>	<b>1,841.04</b>	<b>0.00%</b>
<b>Fund: 200 - DEBT SERVICE Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,841.04</b>	<b>1,841.04</b>	<b>0.00%</b>

**Budget Report**

**For Fiscal: 2022-2023 Period Ending: 12/31/2022**

	<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: 351 - LIBRARY CAPITAL</b>						
<b>Department: 410 - LIBRARY</b>						
<a href="#">351-410-6799</a>						
OTHER CAPITAL OUTLAY	0.00	0.00	0.00	8,039.70	-8,039.70	0.00 %
<b>Department: 410 - LIBRARY Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,039.70</b>	<b>-8,039.70</b>	<b>0.00%</b>
<b>Fund: 351 - LIBRARY CAPITAL Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,039.70</b>	<b>-8,039.70</b>	<b>0.00%</b>
<b>Report Surplus (Deficit):</b>	<b>-469,570.09</b>	<b>-469,570.09</b>	<b>-34,466.64</b>	<b>-299,399.82</b>	<b>170,170.27</b>	<b>36.24%</b>

**Group Summary**

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 001 - GENERAL FUND</b>						
410 - LIBRARY	-455,570.09	-455,570.09	-27,666.15	-254,474.17	201,095.92	44.14%
<b>Fund: 001 - GENERAL FUND Surplus (Deficit):</b>	<b>-455,570.09</b>	<b>-455,570.09</b>	<b>-27,666.15</b>	<b>-254,474.17</b>	<b>201,095.92</b>	<b>44.14%</b>

**Budget Report**

**For Fiscal: 2022-2023 Period Ending: 12/31/2022**

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 167 - LIBRARY GRANT</b>						
410 - LIBRARY	6,000.00	6,000.00	5,994.51	18,225.49	12,225.49	-203.76%
<b>Fund: 167 - LIBRARY GRANT Surplus (Deficit):</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>5,994.51</b>	<b>18,225.49</b>	<b>12,225.49</b>	<b>-203.76%</b>



**Bondurant Community Library**  
**Library Board of Trustees**  
**January 4, 2023**  
**Warrant List**

Company	Description	Budget Code	Invoice	Amount
All Covered	Analog phone adapter	001-410-6419	1053631	\$137.00
Altoona Hyvee	Library portion of Xmas Party	001-410-6580	none	\$12.27
Amazon	Printed materials	001-410-6502	Statement	\$223.99
	Flagpole cleat	001-410-6310	Statement	\$35.89
	Library programs	001-410-6599	Statement	\$132.39
	Timers, extension cords, suction cups	001-410-6507	Statement	\$59.96
	Credit for returns	001-410-6502	Statement	-\$33.96
Baker & Taylor	Books	001-410-6502	2037129221	\$87.47
		001-410-6502	2037137769	\$238.45
		167-410-6506	2037137769	\$500.00
		001-410-6502	2037153171	\$327.13
		001-410-6502	2037172449	\$102.32
		001-410-6502	2037183691	\$1,897.62
		001-410-6502	2037207037	\$1,227.49
		001-410-6502	2037203373	\$158.65
	Credit for returns	001-410-6502	RTA2540732	-\$21.99
	Credit for returns	001-410-6502	RTA2540732	-\$22.38
		001-410-6502	2037211887	\$68.56
City of Des Moines	Brenton Adventure Pass	001-410-6599	1	\$75.00
Convergint	Xprotect Express+	001-410-6499	IN00034072	\$290.50
Demco	Book processing supplies	001-410-6506	7225625	\$123.58
D&K	Ice Melt	001-410-6310	63141IN	\$159.25
Findaway	Wonder books	001-410-6502	407197	\$52.24
	Wonder books	001-410-6502	407156	\$983.07
	Wonder books	001-410-6502	412219	\$47.49
Hoopla	Digital Materials	001-410-6503	503039462	\$471.22
Iowa Library Association	2023 Membership - Jill	001-410-6210	Invoice	\$200.00
	2023 Membership - Michell	001-410-6210	Invoice	\$155.00
Kadeth	Tech support	001-410-6499	6280	\$490.00
Kadeth	Tech support	001-410-6499	6302	\$187.50
Kadeth	Tech support	001-410-6499	6327	\$365.00
Kadeth	Tech support	001-410-6499	6348	\$187.50
Kadeth	Tech support	001-410-6499	6371	\$125.00
Konica Minolta	Phone service	001-410-6373	202212284/202211938	\$307.41
Konica Minolta	Copier	001-410-6499	5022963950	\$253.09

**Bondurant Community Library**  
**Library Board of Trustees**  
**January 4, 2023**  
**Warrant List**

Konica Minolta	Phone service	001-410-6373	220002618	<b>\$293.76</b>
Konica Minolta	Phone service Credit	001-410-6373	202211084/202212288	<b>-\$10.30</b>
Konica Minolta	Phone service Credit	001-410-6373	202210014/202212286	<b>-\$10.30</b>
Media Com	Phone service	001-410-6373	statement	<b>\$111.45</b>
Media Com	Buy-out of phone contract	001-410-6373	Statement	<b>\$3,444.07</b>
MidAmerican	Utilities	001-410-6371	533485601	<b>\$1,598.00</b>
OverDrive	E-book, Audiobook	001-410-6503	06497CO22425132	<b>\$65.00</b>
Petty Cash	Postage	001-410-6508	Receipts	<b>\$148.88</b>
Storey Kenworthy	Office supplies	001-410-6506	PINV1049789	<b>\$266.09</b>
	Covid supplies	170-130-6507		<b>\$60.05</b>
Stratus	Cleaning service	001-410-6499	5745885	<b>\$851.56</b>
T-Mobile	Hot spot data	001-410-6373	Statement	<b>\$340.00</b>
Unique	Collection service	001-410-6499	6107499	<b>\$69.90</b>
US Cellular	Hot spot data	001-410-6373	551245835	<b>\$478.39</b>
Verizon	Hot spot data	001-410-6373	9922156738	<b>\$2,436.26</b>
	Charging cord replacement	001-410-6725		<b>\$139.96</b>
Visa	Covid-Zoom	170-130-6507	Statement	<b>\$16.04</b>
	Programming supplies; Des Moines Children's Museum	001-410-6599	statement	<b>\$183.18</b>
	Book processing supplies	001-410-6506	Statement	<b>\$184.94</b>
	Vmware renewal	001-410-6419	Statement	<b>\$187.38</b>
	Tissues, paper towels	001-410-6310	Statement	<b>\$27.50</b>
	1000's Friends, Visa fee	001-410-6210	statement	<b>\$60.00</b>

Total Operating Expenses	<b>\$19,969.43</b>
COVID EXPENSES	<b>\$76.09</b>
Trust and Agency Expenses	<b>\$500.00</b>
<b>Total</b>	<b>\$20,545.52</b>

**Bondurant Community Library**  
**Library Board of Trustees**  
**January 4, 2023**  
**Warrant List**

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Bondurant Community Library Board President  
SIGNATURE

Date

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Bondurant Community Library Board Secretary  
SIGNATURE

Date

## STAFF REPORT DECEMBER 2022



Michell:

- Discover Exoplanets Pre-Application Webinar
- Adult Librarian Meeting – virtual
- City Sexual Harassment training - virtual

Megan S.:

- Webinar, “YS Check it Out”
- Webinar, “POP YS”
- City Sexual Harassment training - virtual

Megan M.:

- City Sexual Harassment training – virtual

Christina:

- City Sexual Harassment training – virtual

Emma:

- City Sexual Harassment training - virtual

Events in November:

- 16 Story Times at the Library
- 5 Sessions of Baby Story & Play
- 8 Sessions of Geri-Fit
- Stitch and Chat
- Book discussion for Adults
- Third Thursday at Hoover’s
- Coloring Night at Reclaimed Rails
- Books on Tap book discussion at Reclaimed Rails
- Family Story Time
- Kid’s Hair Care program
- Family Crafts
- Book Club for grades 3-5
- Book Club for grades 6-8
- Book Club for grades 9-12
- After-School STEAM
- After-School BINGO
- After School Movie

- Book Club Grades 3-5
- Teen Advisory Group
- Polar Express Interactive Movie
- Family Escape Room
- LIBRARY CLOSED at 1:00 pm on December 23 and December 31
- LIBRARY CLOSED December 24-26



## Librarian items January 2023

- Director Sanders attended City Council on Dec. 5 & 19.
- 1000 Friends of Iowa announced that the Bondurant Community Library is the winner of its 2022 Best Development Award for the Renovated Civic category. The following is from the notification:

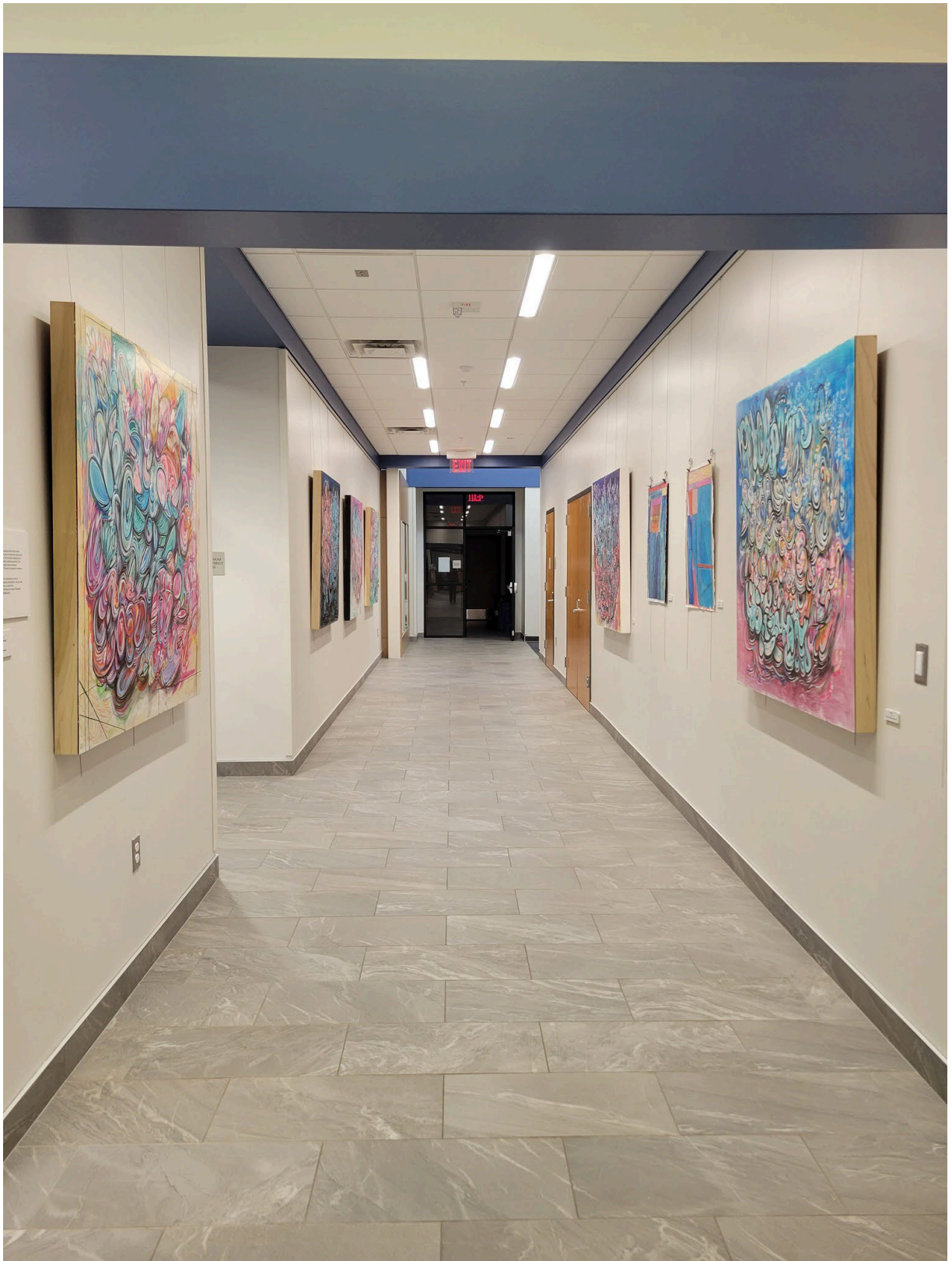
“Our Best Development Award winners are chosen from nominations across Iowa and recognize projects that align with our Smart Growth Principles. We sincerely appreciate your nomination. In recognition of your award, we will contact your local media and elected representatives and notify statewide news and social media outlets as our ceremony approaches.

The ceremony is scheduled for Tuesday, Jan. 24, 2023, at the Iowa State Capitol Rotunda over the lunch hour. A plaque will be awarded during the ceremony for each category and we will work to collect the name(s) of those from your organization attending.

1000 Friends of Iowa is here as your ally in promoting responsible land use. We are here for your project to support ongoing honorable work and I will be in touch again soon.

Congratulations on your spectacular community accomplishment!

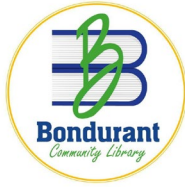
- The Library also received notification that Iowa Living Magazine has named the Library as the Favorite Eastern Polk County Library for 2022. There will be note of it in the next Bondurant Living Magazine.
- Jill attended the first meeting for the Portrait of A Graduate program at the Bondurant-Farrar Schools. This program will meet monthly until fall of 2023.
- All city employees attended harassment training via Zoom on Dec. 22. All Library staff attend except for one and that staff will view the recording of the training.



Colton Vance, a high school student at Bondurant –Farrar displayed his artwork during the month of November. In December, the Jr. High Students have their work featured. The Art hallway is now booked through July. It is a wonderful way to highlight our local talent.



# Library Director's Message



## Overview of Services

The Bondurant Public Library serves as a primary touch point for local government services and provider of needed information, as well as internet access, including hardware (tablets) and hotspots. The library provides materials, technology, space, and programming to support and enhance both the formal-facilitated and self-directed learning. The Library offers a full range of programming for residents at any state in life. Services include:

- Physical Materials: various formats, including books, journals, newspapers and reference guides as well as educational and entertaining video and audio materials;
- Virtual Materials: Electronic resources such as e-books, and databases, which allow patrons to use the library remotely, on devices while traveling or after hours;
- Public-facing Technology: Desktop computers, Wi-Fi hotspots, tablets, and other devices, some of which are available to check out. Which include Mobil Printing capabilities.
- Programming: Story times, and face-to-face learning opportunities, especially for children and young adults/teens. The educational and cultural considerations of adult learners are also taken into account with several adult programs and activities;
- User Support: Reference, instructional and readers' advisory assistance from a trained and experienced staff; and
- Space: Meeting and collaboration space that enables patrons, educational groups, nonprofit groups, and charitable organizations to meet in a safe, public place without having to pay usage fees, enabling the library to act as a community partner to various organizations.

## Goals and Objectives

In fiscal years 2023-2024, the Library has identified several goals including:

- Expand STEM and STEAM programming with the completion of the Library's Maker Space. While work on this project was started this past year more work will need to be done in the next few years;
- Increase part-time staffing to continue to meet the growing needs of the community.
- Continue a robust Summer Read program.

## Performance Measures

	2018	2019	2020	2021	2022
Visitor (door count)	30,855	35,515	25,581	15,929	24,494
Circulated Items	38,440	38,653	35,505	42,382	73,101
Circulated Children's Material (physical items)	16,368	16,287	13,648	22,805	29,952
Circulated Digital Items	4,861	5,887	7,776	8,347	7,836
Summer Reading Program Attendance	1,418	1,701	1,135 COVID	1,013 COVID	3,768
Summer Reading Program Patron Signups	859	851	168	409	1,277



## Accomplishments

- Completion of a Renovation/Expansion project that nearly doubled the size of the facility;
- Continued and expanded partnership with the School District to provide hotspots for internet access to students that do not have Internet access;
- Expanded Library programming with updated and expanded hours.
- Identified and implemented innovative ways to deliver services to patrons while keeping team members safe during the global health pandemic; and
- Launched Sunday hours of operation.

## Significant Information

The Library completed the renovation/expansion project. The Library has nearly doubled the size of the building from 7,385 to 14,610 square feet. Collection and meeting space has been updated and expanded. Two additional large study rooms have been added as well as a Maker Space and dedicated children's programming room. Technology has been updated in all of the meeting room spaces that will allow the Library to provide virtual meeting capabilities to residents.

## Full-time Position Summary Schedule

	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
<b>Library Director</b>	1	1	1	1
<b>Assistant Library Director/Adult Librarian</b>	1	1	1 Split Position Adult Librarian to PT	1
<b>Youth Librarian</b>	1	1	1	1
<b>Children's Librarian</b>	1	1	1	1

# BONDURANT COMMUNITY LIBRARY



## INTERLIBRARY LOAN POLICY

The Bondurant Community Library recognizes the importance of Interlibrary Loan (ILL) to provide materials of specialized interest to supplement the local collection.

In general, these items **shall not** be requested:

- Best sellers (while on list of less than 4 months old).
- Ephemeral materials (pamphlets).
- College texts or other direct curriculum support materials.

### **Borrowing from other libraries:**

The Bondurant Community Library will make every effort to borrow material, mainly books, from other Iowa libraries or out-of-state libraries if not available in Iowa.

Patrons will pay the following expenses incurred in ILL:

Expenses may be, but not limited to:

1. Overdue costs—patron will be assessed these costs when charged by the lending library.
2. Replacement costs—items not returned shall be billed to patron as billed by the lending library. This may include processing costs as well as replacement cost of item.
3. Special handling costs—some libraries request their materials be returned in special ways and these costs will be passed on to the patron.
4. Any interlibrary loan which has been requested and not picked up will have full postage costs billed to the patron if applicable.
5. Any other charges—patrons will be asked to pay other charges such as damage to materials.

Patrons using ILL services must have a Bondurant Community Library card, be a resident of the City of Bondurant, **Iowa Open Access patron** or rural Polk County, and be in good standing.

~~ILL's will not be requested for Open Access patrons. Open Access patrons must request ILL items from their local library.~~

Any postage costs for Interlibrary Loan requests for Open Access patrons will be the responsibility of the Open Access Patron.

Number of items—patrons are limited to 3 active Interlibrary Loans at any one time. Patrons who fail to take possession of requested ILL items three times will not be allowed to make further requests for one calendar year.

**Loaning to other libraries:**

The Bondurant Community Library will loan materials abiding by the rules set forth by the regulators of the ILL program.

Revised by the Bondurant Community Library Board of Trustees

12/2002, 09/2007, 09/2009, 09/2012, 01/2015, 4/2018, 11/2020, 11/2021

# BONDURANT COMMUNITY LIBRARY



## INTERNET USE POLICY

### Purpose

The Bondurant Community Library provides access to the Internet, whether it is wired or wireless, to connect the public to the world of ideas and information, and to provide equal access to that information for all individuals in the community. Library owned devices are available as described in Equipment Use Policy, and free, unsecured wireless Internet access is available for public use. This policy applies to all use of the Bondurant Community Library wired or wireless Internet service, whether privately owned or Library provided devices.

### Responsibilities of the Users

The Bondurant Community Library cannot control information accessed through the Internet and, therefore, cannot be held responsible for its content. Evaluation of Internet content is the responsibility of individual users.

The Bondurant Community Library cannot guarantee confidentiality on the Internet. The library does not maintain a history of our patrons' computer use. Patrons entering personal information do so at their own risk.

### Rules for Usage

1. To access a computer, patrons may log in using their library card number and name. For those visiting who need access to a computer, a guest pass is available for all ages by inquiring at the circulation desk.
1. All users must read the Patron Internet Use Policy Library.
2. Users are limited to ~~90~~ 120 minutes of Internet use. Patrons may request additional time if no one else is waiting. The Library reserves the right to end a patron Internet session at any time. Users must discontinue Internet use 10 minutes prior to closing each day. No more than two users will be permitted to use a workstation at a time.

3. Users may print information from the Internet at a cost of \$0.25 per color page (one and two sided copies), or \$0.10 per non-color page (one and two sided copies). Some documents may contain numerous pages; users are financially responsible for all printouts. Those needing assistance with printing are encourage to seek staff assistance.
4. Electronic mail is allowed only through independent sites where the library's address will not be used. Users may create personal e-mail accounts through on-line e-mail services.
5. Library staff will instruct patrons on how to open the Internet browsing program and perform other basic procedures of the Bondurant Community Library Internet system. The library staff will not generally provide further assistance or perform searches for patrons.
6. A flash drive may be used to save information or files from the patron computers. The Bondurant Community Library maintains software that will return patron computers to the original configuration upon restart of each session of computer usage.
7. The "Patron Behavior Policy" applies to the behavior of patrons using the Internet. Misuse of the computer will result in the loss of computer privileges. The alleged violator would have the right to appeal to The Bondurant Community Library Board of Trustees under extenuating circumstances.
8. **Users may not:** Use any library workstation for illegal or criminal purposes, including:
  - a. Violation of Iowa state law, which makes it illegal to download or purvey child pornography, purvey pornography to children, or to commit fraudulent acts using the Internet. Individuals covered by this State Law may not divulge their name, age, address, location, or other personal information regarding themselves or any other person's while using electronic mail, chat rooms, or other forms of direct electronic communications while using the computers at the Bondurant Community Library.

- b. Violation of U.S. copyright law (title 17, U.S. Code) which prohibits the unauthorized reproduction of copyrighted materials, except as permitted by the principles of “fair use.”
9. Users may not use obscene language.
10. Users may not display offensive messages or pictures.
11. Use of library workstations or Wi-Fi to gain unauthorized access to the library’s or any other organization’s networks or computer systems is prohibited.
12. Users may not send unsolicited bulk and/or commercial messages (“spam”) over the Internet using Wi-Fi or use the service for activities that invade another’s privacy.
13. Users may not make any attempt to add, delete, modify, or damage the installed hardware or software or any part of the computer system.

Any violation of the above library policies may result in the termination of computer privileges.

### **Supervising Children’s Use**

The Bondurant Community Library affirms the right and responsibility of parents and/or guardians to guide, determine, and monitor their children’s use of the Internet. It is not the responsibility of the library to monitor children’s use of the Internet.

### **Filtering Software**

The Bondurant Community Library does not use any filtering software. It is the responsibility of the parent or guardian to monitor minor children in their use of the Internet.

### **Separability Clause**

If any one section of these policies, rules, or procedures is found to be invalid, the other sections of the policies, rules and procedures will not be invalidated.

## **Disclaimer**

The Bondurant Community Library accepts no liability or responsibility for damage to a patron's computer or other devices or for the loss of any data that may occur from using the library's computer.

The Bondurant Community Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems or any consequences thereof.

This policy also applies to the Bondurant Community Library's wireless access network (WAN) users.

Adopted by the Bondurant Community Library Board of Trustees

Reviewed 6/2002

Amended 6/2003, 5/2005, 1/2009, 2/2014, 5/2015, 7/2017. 10/2018

# BONDURANT COMMUNITY LIBRARY

## PERSONNEL POLICY

The Bondurant Community Library uses the guidelines in the City of Bondurant Employee Handbook as its personnel policy. In cases where a policy of the Library Board differs or is not addressed in the City Employee Handbook, (~~Hours Open Policy separate policy~~, ~~Severe Weather page 17 section 2-4~~, ~~Social Networking Policy page 43 section 5-3 in the new handbook~~), the library policy takes precedence. A copy of the City of Bondurant Employee Handbook is given to all staff upon hire and a copy is in the Bondurant Community Library's policy book.

~~**BENEFITS TERMINATION:** Upon notice of resignation, termination, or retirement being received by the Library Director, applicable information regarding continuation of insurance coverage, benefits payout, IPERS benefit or refund, final check, and other information will be forwarded to the employee. City Staff will provide information to terminating employees, answer questions, and assist employees; however, it is the employee's responsibility to complete and mail all forms to the applicable agency. Page 30 section 3-3 and page 34 section 3-0 and page 37 section 3-15 in new handbook~~

~~**GRIEVANCE:** The word "grievance" is used to indicate a difference between the library and the employee. The grievance should be discussed informally between the staff member involved and the director within a week of the occurrence giving rise to the grievance. An oral response by the director should be given within 5 business days of the discussion. If a grievance is not settled informally, the aggrieved employee may appeal through a written statement to the director. This statement should specify the problem and the desired outcome. After investigation, the director will issue a written decision within 5 business days. If the grievance is not settled, an appeal may be made to the library board. Written notice of appeal must be submitted to the library board president. The written notice should be signed by the employee and contain a specific statement of the situation, and outcome desired. The Library Board President will appoint a three person committee from the Library Board of Trustees to hear the grievance. The time and place of the grievance hearing will be set by the Library Board President. The aggrieved employee may attend. The library employee will be notified of the decision of the grievance committee within five days. The decision of the Library Grievance Committee is considered final. Page 60 section 5-24 in new handbook~~

~~**LIBRARY STAFF MEETINGS:** All employees are required to attend paid staff meetings as scheduled by the Director. Page 38 section 3-16 in the new handbook~~



~~**PERMANENT PART-TIME STAFF BENEFITS:** Permanent part-time staff are eligible for unpaid vacation time of up to 10 days per year. This time must be scheduled with the library Director a minimum of two weeks prior to the time off. Page 30 section 3-3 and page 30 section 3-4 of new handbook~~

~~**PERSONAL ACTIVITIES:** Conducting personal or non-duty related activities is discouraged during work hours, except in emergencies and with the approval of the Director. It is preferable that personal calls be made at designated break times or during lunch time. When possible, personal phone calls should be made from a phone away from areas used by the public to conduct business. Non-work related use of social media should follow the same guidelines as personal calls. See the Social Media policy for additional information. Page 42-60 Section 5 in the new handbook~~

~~**Pre-Screening:** To ensure that individuals who join the Bondurant Community Library are well qualified and have a strong potential to be productive and successful employees, it is the library's policy to investigate the backgrounds and employment references of applicants. In addition, The Bondurant Community Library may conduct background investigations when employees are being considered for promotions or transfers, or in furtherance of an internal investigation of alleged misconduct. Background investigations will be conducted at the library's discretion and in accordance with federal and state law.~~

~~The Bondurant Community Library relies on the accuracy of information contained in employment applications, as well as the accuracy of other data presented throughout the hiring process and during employment. Any misrepresentations, falsifications, or material omissions in any of this information or these data may result in an applicant being excluded from further consideration for employment or, if an individual has already been hired, termination of employment. Page 27 section 2-17~~

~~**DRESS CODE:** Employees are allowed to wear jeans on Fridays and Saturdays or when working outside of normal office or work hours. Jeans shall not be torn, excessively worn, frayed, or visibly patched. Sweatshirts or t-shirts and tennis shoes may be worn but should be in good condition. Page 48-49 section 5-14 in new handbook~~

~~**PROBATIONARY PERIOD:** Each new employee is considered on probation for the first 6 months of employment. The library director may terminate the employee during the probationary period without advance notice or right of appeal. During the probationary period, a preliminary evaluation is made by the supervisor at the end of the 3rd month. The rules for probationary periods apply to employees who have been reassigned. Employees in~~

~~the probationary period earn benefits at the same rate as permanent employees. Page 16 2-2 in new handbook.~~

~~**RECRUITMENT:** Iowa Workforce Development will be notified of job vacancies when applicable. Vacancies will be published in the local newspaper when possible, except those of a technical nature that may be published in other newspapers or magazines, and/or hired through temporary job placement agencies.~~

~~The library makes an effort to fill vacant or new positions from the current staff, following a policy of encouraging professional growth for the staff. Page 26 section 2-15~~

~~**RETIREMENT:** Employees are eligible to retire in accordance with applicable pension or retirement programs. Library employees will retire under the Iowa Public Employee Retirement System (IPERS).~~

~~Because the pension systems will provide information only to the employee, employees must contact the retirement system directly. The Library Director will assist staff if requested. Page 36 section 3-14 in new handbook~~

~~**STAFF DEVELOPMENT POLICIES:** The Bondurant Community Library Board recognizes that continuing education of the library staff is vital to effective service to the public and efficient use of tax money. The board encourages the development of each employee to their fullest potential.~~

~~The State Library of Iowa supports a voluntary certification program for librarians. All staff members are encouraged to meet the appropriate qualifications for state certification and to update these regularly.~~

~~Participation in and successful completion of special training is considered in making advancement and promotions. Employees are encouraged to further their job skills through participation in such programs. Completion of such training will be noted in the employee's personnel file.~~

~~To encourage employee development, the library may reimburse an employee for expenses incurred in obtaining approved training that is related to the employee's present or future job responsibilities. At the discretion of the Director, promising employees will be encouraged to attend various training sessions that include time off with pay; employees may be reimbursed for tuition and travel based on the library's budgeted ability to pay.~~

~~Leaves of absence without pay for educational purposes may be granted, at the recommendation of the Director, by the library board. The leave may not extend more than 3 months.~~

~~Staff may also be required to attend information/education meetings sponsored by the region or State Library. Expenses for out of town meetings will be paid by the library. Compensation for time spent in travel to out of town meetings is covered by federal law as follows:~~

~~If an employee is given a one day assignment in another city that does not require an overnight stay, all the time spent traveling between cities is counted as "hours worked."~~

~~Membership in the Iowa Library Association will be paid by the library for the Director, Assistant Director, and Youth Services Librarian. **Page 37 section 3-16 in new handbook**~~

### **USE OF PUBLIC PROPERTY:**

~~No Library employee shall request, use, or permit the use of any publicly owned property, vehicle, equipment, labor, service or supplies (new, surplus, scrap or obsolete) for the personal convenience or advantage of the employee or any other person, except for that use which is generally available to the public or is incidental to appropriate staff development. No Library-owned property may be removed from the worksite except for the purpose of conducting Library business.~~

~~No Library employee shall remove Library materials without proper checkout, change the standard loan period, remove materials not yet processed for circulation, or waive fines for library materials circulated for personal use except as allowed to the general public. **Page 16 section 2-2 in new handbook**~~

~~**WEAPONS:** No employee of the Library shall carry a weapon while on duty. Weapons are not allowed on City property nor in an employee's vehicle when parked on City property. Issuance of a concealed weapons permit does not exempt an employee from these provisions. **Page 59-60 section 5-24 in new handbook**~~

### **ORGANIZATIONAL CHART**

Bondurant Community Library Board of Trustees



Library Director



Assistant Library Director



~~Youth Services Librarian, Children's Librarian, Adult Services Librarian.~~ Page 7 section 1-3 in new handbook

Adopted by the Bondurant Community Library Board of Trustees

8/202

Reviewed: 10/2005, 2/2009

Revised 6/2012, 5/2015, 3/2017, 2/2020



## BONDURANT COMMUNITY LIBRARY HOURS OPEN POLICY

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### Hours Open

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

### Holiday Hours

Library is closed on the following holidays:

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

New Year's Day

**Martin Luther King Day**

President's Day

Easter Sunday

Memorial Day (Closed Sunday and Monday)

Independence Day

Labor Day (Closed Sunday and Monday)

Veteran's Day

Thanksgiving Day (Closed Thursday and Friday)

Christmas Eve Eve 1 pm Closing

Christmas Eve Day

## Christmas Day

If any of the above holidays fall on a Sunday, the library will be closed on Monday following the holiday.

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

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

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

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



# Bondurant Community Library

## VOLUNTEER POLICY

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### **Definition of a volunteer**

The Bondurant Community Library defines a volunteer as a person who commits their time for the betterment of the library. Volunteers will not be paid and do not take the place of library staff. All volunteers must adhere to the guidelines listed below.

### **Purpose**

The main purpose for the Bondurant Community Library's Volunteer program is to allow citizens ages 12 and up from the community to have opportunities to help enrich and enhance the library's mission and further their own personal and professional goals. This program is designed to help a person understand the importance of humanitarian effort, learn leadership skills, responsibility, job skills, and working in a team environment. It is the right of any citizen to volunteer at the library regardless of educational, religious background, sexual orientation, race, color, disability, and national origin to participate in volunteer activities. All volunteers are subject to a background check and will sign release of such information.

### **Guidelines for Volunteers**

1. Volunteers must abide by the policies, procedures, goals and services of the Bondurant Community Library.
2. Volunteers must abide by the Patron Behavior Policy given to them during orientation. It is the right of any staff member after discussion with the director to terminate a volunteer's service.
3. Volunteers must understand that a background check will be performed prior to starting any volunteer tasks.



4. Volunteers must fill out an application before they are allowed to volunteer at the library. The application will help library staff understand a volunteer's reason behind volunteering, their schedule, and any tasks they are interested in assisting with.
5. Volunteers between the ages of 12 and 15 must have written parental permission to volunteer at the library.
6. Volunteers must understand that any personal information that is given to the staff will be kept confidential and the volunteer will sign a confidentiality agreement form.
7. Volunteers will be given an orientation by the library staff who will discuss the mission of the library, its services, and a general list of tasks that can be performed.
- ~~8. Volunteers will log their hours and describe the tasks that they completed in the volunteer log.~~
9. Volunteers represent the library and its staff. Volunteers will conduct themselves in a friendly and professional manner.
10. Volunteers must understand that they are not paid staff and all inquiries from patrons shall be handled by Library Staff.

Adopted by the Bondurant Community Library Board of Trustees

11/2009

Revised: 09/2012, 10/2015, 10/2019

# **BONDURANT COMMUNITY LIBRARY**

## **Volunteer Confidentiality Agreement**

This is to certify that I, \_\_\_\_\_, a volunteer of the Bondurant Community Library, understand that any written, verbal, or other form of information obtained during the performance of my duties must remain confidential. This includes all information about members, clients, families, employees, as well as any other information otherwise marked or known to be confidential. I have read and understand, and have had the opportunity to have my questions answered regarding the Confidentiality Policy.

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Signature of Volunteer

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Date

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Signature of Staff Member

# BONDURANT COMMUNITY LIBRARY

## VOLUNTEER APPLICATION

This agreement is intended to indicate the importance with which we treat our volunteers. The intent of the agreement is to assure you both of our appreciation for your services and to indicate our commitment to make your volunteer experience both productive and meaningful.

Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address, City, State, Zip Code \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

What is the best to communicate with you? (Check One) Day Phone \_\_\_ Evening Phone \_\_\_ Cell \_\_\_\_\_

School Name \_\_\_\_\_ Grade that currently in? \_\_\_\_\_

1. What hours are you available?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	

2. Please tell us about your interests and skills and why you want to volunteer at the Library.

3. What made you decide to volunteer here?

4. What is your experience in working at the library?

5. Are your volunteer hours a requirement for a class, school, or other?

\_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, explain).

6. Emergency Contact: Name \_\_\_\_\_

7. Phone \_\_\_\_\_

I, \_\_\_\_\_ agree to serve as a volunteer for the Bondurant Community Library and commit to the following:

1. To perform my volunteer duties to the best of my ability.
2. To adhere to Library rules and procedures.
3. To meet time and duty commitments, or to provide adequate notice so that alternate arrangements can be made.

Signature \_\_\_\_\_ Date

\_\_\_\_\_

Parent Signature for volunteers between the age of twelve to fifteen

\_\_\_\_\_

**It is important for the protection of our patrons that each volunteer will have a mandatory background check. Please sign below to authorize a background check.**

Signature \_\_\_\_\_ Date

\_\_\_\_\_

**Return all applications to the Volunteer Coordinator at:**

**Bondurant Community Library**

**104 2<sup>nd</sup> Street NE/ PO Box 160**

**Bondurant, Iowa 50035**

## LIBRARY DIRECTOR/CITY OF BONDURANT



**Position:** Library Director

**Reports to:** Library Board of Trustees

**Department:** Library

**Date Created:** February 7<sup>th</sup>, 2002

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

**Revision Dates:** May 5<sup>th</sup>, 2011,

**Midpoint-**\$59.62 - \$65.58

September 2<sup>nd</sup>, 2015, April 5<sup>th</sup>, 2016

**Max-**\$65.58-\$72.12

**FSLA Status:** Exempt

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### Position Summary:

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

### LIBRARY DIRECTOR JOB DUTIES:

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

### MINIMUM QUALIFICATIONS - KNOWLEDGE, SKILLS AND ABILITIES

- Analytical, organizational, and communication skills.

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

### **ENTRY REQUIREMENTS:**

#### **Educational/Training/Experience:**

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

#### **Licenses:**

1. Required: Valid Iowa Driver’s license or ability to obtain one.
2. Required: State of Iowa Public Librarian’s Certification or ability to obtain certification within a year of hire.
3. Education to meet Accreditation Requirement from the State Library of Iowa

### **WORK ENVIRONMENT:**

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

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

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

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





# **Bondurant Public Library Long Range Plan 2022-2027**

## **Goal 1: Strategically Expand External Marketing/Communications**

**Focus Group Conclusion:** Library marketing is not reaching a significant portion of the community.

**How Goal 1 improves library service:** The library currently provides excellent services that the public may not be aware of, and the library may not be utilizing the most efficient and effective channels to communicate those to the public. Formalized plans and processes are necessary to deliberately focus staff time on maximizing marketing efforts.

### **Objective 1: Establish a Marketing Plan**

Project 1: Library Staff will research partnerships with Bondurant Chamber of Commerce and review established marketing plans.

Project 2: Determine assessment values and incorporate Long Range Plan goals into Marketing Plan.

Assessment: Track social media engagement, door count increases, new library cards and website hits.

### **Objective 2: Install Exterior Sign**

Project 1: Develop/revise Bondurant Community Library's Display Policy to include electronic signage.

Project 2: Establish goals for digital sign usage.

Project 3: Solicit quotes from vendors.

Project 4: Partner with funding sources for purchase and installation of digital signage. Purchase and install digital signage.

Assessment: Track increase/decrease in program attendance over all demographics.

## **Goal 2: Increase Programming Attendance**

**Focus Group Conclusions:** Library programming is underutilized.

How Goal 2 improves library service: Programming is a core function of public libraries, and are generally considered a basic service. In order to serve the entire community, it is important for libraries to be deliberate about where to concentrate resources when developing new programs. At Bondurant Community Library, programs for children and adults will continue to be treated as core services and be developed accordingly.

### **Objective 1: Increase All Program Attendance**

Project 1: Library Staff will connect with libraries with successful programming.

Project 2: Develop and implement three new programs per each demographic (adults, new adults 18-30, children 0-2<sup>nd</sup> grade, youth 3<sup>rd</sup> grade to 12 grade).

Assessment: Track increase/decrease in programming attendees.

### **Objective 2: Develop patron feedback matrix for assessment**

Project 1: Develop patron survey tools that can be used across all demographics.

Project 2: Develop avenues for distributing patron surveys with emphasis on sections of the community that do not normally frequent the Library's physical spaces.

Assessment: Feedback from the community that can be used for future programming planning.

## **Goal 3: Develop Outreach and Mobile Services**

**Focus Group Conclusion:** Library services are not accessible to all.

How Goal 3 improves library service: In a city that is growing, neighborhoods will vary on their ability to access library services, and societal changes will provide challenges on providing services that are accessible by all.

### **Objective 1: Provide Service to at Least 5 Off-site Locations Per Year**

Project 1: Develop schedule for pop-up libraries to be held in the community throughout the calendar year.

Project 2: Yearly assessment of viable outreach opportunities in the community.

Project 3: Develop relationships with outreach entities to provide programming.

Assessment: Track increases/decreases in outreach visits and attendance.

## **Goal 4: Increase Patron Awareness of Library Collections**

**Focus Group Conclusion:** Library collection is underutilized.

How Goal 4 improves library service: Collections provide communities with the lifelong learning opportunities, in the format they need. Increasing use means the community is aware of these opportunities, and are taking advantage of them.

### **Objective 1: Increase Use of Collections**

Project 1: Determine areas of the collection that report low circulation number.

Project 2: Determine collection development needs to boost low circulation in areas of the collection that report low circulation numbers.

Assessment: Track increase/decrease in circulation of targets areas.

### **Objective 2: Develop a Library of Things**

Project 1: Assess community need/wants for the development of a Library of Things.

Project 2: Develop partnerships for purchase of items for a Library of Things.

Project 3: Procurement of items to be cataloged and circulated as a Library of Things.

Assessment: Track circulation on materials that are added to the collection as a Library of Things.

## **Goal 5: Staff Training and Development**

**Focus Group Conclusions:** Not all library staff hold the appropriate State Library of Iowa endorsement, and the growing need for library services will require changes in staffing levels and training.

**How Goal 5 improves library service:** Every service a library provides relies on staff that is trained and available. To offer new services, staff requires time to learn, research, and develop the means, funding, and procedure to make them a reality. Like any service organization, the staff is the single more important resource available and should be supported as such.

### **Objective 1: Assess staffing needs each fiscal year.**

Project 1: Convert Children's Librarian staff from part time to full time position.

Project 2: Assess additional part time staffing as needed.

Project 3: Assess need of temporary part time seasonal staffing for peak programming times.

Assessment: Track operations to determine if Library staffing is adequate.

### **Objective 2: Eligible Staff Attain State Library of Iowa Endorsements**

Project 1: Identify Library staff training wants/needs for Endorsement Program possibilities.

Project 2: Determine staffing schedule to adequately rotate all eligible staff through the Endorsement program.

Project 3: Staff enrollment in State Library of Iowa Endorsement program.

### **Objective 3: Succession Planning**

Project 1: Develop operations manual for all Library staff.

Project 2: Develop Building Maintenance manual.

Project 3: Develop Library Director manual.

Assessment: Track levels of Library staff endorsements. Track that all Library operations are documented.

Adopted: 4/2022, Reviewed 1/2023