



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

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

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

To connect to the virtual meeting please use the following link

<https://us02web.zoom.us/j/88312441677?pwd=QkNZRDJad1FrZlNqbDZLNjJa3cVdz09>

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

Meeting ID: 883 1244 1677 Password: 792294

Call to order

- 1) Guests Present
  - 2) Perfecting and Approving the Agenda
  - 3) Capital Improvement Project Update.
    - a) Discussion/Approval Application and certificate for payment
    - b) Discussion/Approval of Change Orders
  - 4) Approval of Consent Agenda
    - a) Approval of Minutes from past meeting -- June 2021
    - b) Financial Report
    - c) Approval of Warrant List/Authorize expenditures
    - d) Staff Report -- June
    - e) Director Report -- June
    - f) Statistics
  - 5) Public Comments
  - 6) Foundation Update
  - 7) City Council Liaison Report
  - 8) Old Business
  - 9) New Business
    - a) Review/Approve Meeting Room Policy
    - b) Review/Approve Levels of Giving for Library Foundation
    - c) Discussion 2<sup>nd</sup> Street landscape finish
  - 10) Board President Items
  - 11) Adjournment
- Next meeting – August 4, 2021

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, June 2, 2021**

1. **Roll Call:** *Members Present:* Pat Kaura, Sue Ugulini, Craig Campbell, Josh Bryant, Julie Bergeson and Jen Keeler. Library Director Sanders and Assistant Director Klinker-Feld were also present.
2. **Call to order:** Meeting called to order at 7:03 PM by President Kaura.
3. **Guests present:** Clint Jensen, Story Construction Management; Marketa Oliver, City of Bondurant
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 concrete/driveway and project on schedule. Some delays expected with furnishings.
  - a. **Discussion/Decision Application and Certificate for Payment:** Motion to approve payment for the month of April by Campbell, seconded by Bryant. Motion carried
  - b. **Discussion/Decision Change Orders:** Motion to approve change orders by Ugulini, seconded by Keeler. 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 Bergeson, seconded by Bryant. Motion carried.
7. **Public Comments:** None
8. **Library Foundation Update:** The Foundation is working on a "menu" for levels of giving and will have a proposal for Board in July. Fundraising efforts include cookbook and t-shirt sales. The newly formed Friends of the Library continues with organizational set-up and planning.
9. **City Council Liaison Report:** Marketa complemented Library staff on their quick implementation of the emergency plan due to a roof leak. Damage to books and

materials was minimal. The city continues to increase residential and commercial development. The tax abatement in Bondurant sunsets in July 2021.

**10. Old Business:** None.

**10. New Business:**

- a. **Review/Approve Telephone Use Policy.** Motion to approve by Ugulini, seconded by Bryant. Motion carried.
- b. **Review/Approve Unattended Children Policy.** Motion to approve by Bryant, seconded by Campbell. Motion carried.
- c. **Discussion/Decision Expenditure of Direct State Aid (\$4,219.65).** Director Sanders recommended expansion of the Wonder Books collection with these funds. Motion to approve by Bergeson, seconded by Ugulini. Motion carried.

**11. Board President Items:** The Library received \$5,000 in ARPA funds related to recovery from the COVID-19 pandemic. Suggested use of funds is outdoor benches with charging stations for electronic devices.

**12. Adjournment:** Motion to adjourn by Bryant, seconded by Campbell. Motion carried. Meeting adjourned at 7:49 by President Kaura.

**Next Meeting:** Wednesday, July 7, 2021



# Budget Report Account Summary

For Fiscal: 2020-2021 Period Ending: 06/30/2021

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 001 - GENERAL FUND</b>						
<b>Department: 410 - LIBRARY</b>						
<a href="#">001-410-1-4500</a>	FINES & FEES	3,343.00	3,343.00	462.34	3,629.11	286.11 108.56 %
<a href="#">001-410-2-4465</a>	CO CONTRIB LIBRARY-POLK CO AUD	35,292.00	35,292.00	0.00	35,292.00	0.00 0.00 %
<a href="#">001-410-2-4710</a>	REIMBURSEMENT-LIBRARY GRANTS	500.00	500.00	0.00	500.00	0.00 0.00 %
<a href="#">001-410-6010</a>	SALARIES	175,480.00	175,480.00	12,549.66	163,201.23	12,278.77 7.00 %
<a href="#">001-410-6020</a>	SALARIES-PART-TIME	62,660.00	62,660.00	4,420.27	47,396.78	15,263.22 24.36 %
<a href="#">001-410-6210</a>	ASSOCIATION DUES	700.00	700.00	0.00	689.00	11.00 1.57 %
<a href="#">001-410-6230</a>	TRAINING	600.00	600.00	0.00	274.95	325.05 54.18 %
<a href="#">001-410-6240</a>	MEETINGS & CONFERENCES	1,500.00	1,500.00	0.00	126.67	1,373.33 91.56 %
<a href="#">001-410-6310</a>	BUILDING & GROUND MAINTENANCE	15,000.00	15,000.00	0.00	2,672.45	12,327.55 82.18 %
<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	457.51	542.49 54.25 %
<a href="#">001-410-6371</a>	ELECTRIC / GAS	7,500.00	7,500.00	247.00	5,427.00	2,073.00 27.64 %
<a href="#">001-410-6373</a>	TELECOMMUNICATION EXPENSE	20,000.00	20,000.00	2,156.31	24,265.63	-4,265.63 -21.33 %
<a href="#">001-410-6402</a>	ADVERTISING-PUBLICATIONS	0.00	0.00	0.00	60.07	-60.07 0.00 %
<a href="#">001-410-6411</a>	LEGAL EXPENSE	1,500.00	1,500.00	0.00	0.00	1,500.00 100.00 %
<a href="#">001-410-6419</a>	COMPUTER SUPPORT	8,000.00	8,000.00	453.25	4,877.29	3,122.71 39.03 %
<a href="#">001-410-6499</a>	CONTRACT SERVICES	16,000.00	16,000.00	0.00	17,861.10	-1,861.10 -11.63 %
<a href="#">001-410-6502</a>	PRINTED MATERIALS	33,000.00	33,000.00	186.19	51,902.95	-18,902.95 -57.28 %
<a href="#">001-410-6503</a>	DIGITAL MATERIALS	10,000.00	10,000.00	0.00	15,497.35	-5,497.35 -54.97 %
<a href="#">001-410-6504</a>	MINOR EQUIPMENT	2,000.00	2,000.00	0.00	19.98	1,980.02 99.00 %
<a href="#">001-410-6506</a>	OFFICE SUPPLIES	6,000.00	6,000.00	108.11	5,064.85	935.15 15.59 %
<a href="#">001-410-6507</a>	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	131.10	868.90 86.89 %
<a href="#">001-410-6508</a>	POSTAGE-SHIPPING	1,900.00	1,900.00	0.00	1,493.29	406.71 21.41 %
<a href="#">001-410-6580</a>	MISCELLANEOUS	1,000.00	1,000.00	0.00	255.52	744.48 74.45 %
<a href="#">001-410-6599</a>	LIBRARY PROGRAMS	5,000.00	5,000.00	194.24	4,504.32	495.68 9.91 %
<a href="#">001-410-6725</a>	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	14.99	7,478.57	1,521.43 16.90 %
<a href="#">001-410-6770</a>	LIBRARY CAPITAL	2,000.00	2,000.00	0.00	13,146.00	-11,146.00 -557.30 %
<b>Department: 410 - LIBRARY Surplus (Deficit):</b>		<b>-341,905.00</b>	<b>-341,905.00</b>	<b>-19,867.68</b>	<b>-327,382.50</b>	<b>14,522.50 4.25 %</b>
<b>Fund: 001 - GENERAL FUND Surplus (Deficit):</b>		<b>-341,905.00</b>	<b>-341,905.00</b>	<b>-19,867.68</b>	<b>-327,382.50</b>	<b>14,522.50 4.25 %</b>

Budget Report

For Fiscal: 2020-2021 Period Ending: 06/30/2021

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 167 - LIBRARY GRANT</b>						
<b>Department: 410 - LIBRARY</b>						
<a href="#">167-410-2-4440</a>	LIBRARY STATE AID	4,220.00	4,220.00	0.00	4,219.65	-0.35 0.01 %
<a href="#">167-410-4-4300</a>	INTEREST - LIBRARY T&A	0.00	0.00	0.00	5.08	5.08 0.00 %
<a href="#">167-410-4-4705</a>	T/A-LIBRARY DONATIONS	22,426.00	22,426.00	9,376.65	34,889.17	12,463.17 155.57 %
<a href="#">167-410-6506</a>	TRUST & AGENCY LIBRARY EXPENSE	11,343.00	11,343.00	4,806.86	23,868.67	-12,525.67 -110.43 %
<b>Department: 410 - LIBRARY Surplus (Deficit):</b>		<b>15,303.00</b>	<b>15,303.00</b>	<b>4,569.79</b>	<b>15,245.23</b>	<b>-57.77 0.38 %</b>
<b>Fund: 167 - LIBRARY GRANT Surplus (Deficit):</b>		<b>15,303.00</b>	<b>15,303.00</b>	<b>4,569.79</b>	<b>15,245.23</b>	<b>-57.77 0.38 %</b>

Budget Report

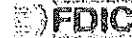
For Fiscal: 2020-2021 Period Ending: 06/30/2021

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 351 - LIBRARY CAPITAL</b>						
<b>Department: 410 - LIBRARY</b>						
<a href="#">351-410-3-4705</a>	PRIVATE CONTRIBUTIONS (FOUNDAT...	60,000.00	60,000.00	20,000.00	80,000.00	20,000.00 133.33 %
<a href="#">351-410-4-4300</a>	INTEREST-GENERAL	51.00	51.00	0.00	221.12	170.12 433.57 %
<a href="#">351-410-4-4820</a>	PROCEEDS FROM DEBT	3,688,792.00	3,688,792.00	0.00	3,688,791.85	-0.15 0.00 %
<a href="#">351-410-6407</a>	ENGINEERING EXPENSE	662,697.00	662,697.00	2,184.94	486,765.62	175,931.38 26.55 %
<a href="#">351-410-6507</a>	OPERATING SUPPLIES	0.00	0.00	681.94	1,512.28	-1,512.28 0.00 %
<a href="#">351-410-6799</a>	OTHER CAPITAL OUTLAY	2,340,000.00	2,340,000.00	878,083.47	2,323,943.72	16,056.28 0.69 %
	<b>Department: 410 - LIBRARY Surplus (Deficit):</b>	<b>746,146.00</b>	<b>746,146.00</b>	<b>-860,950.35</b>	<b>956,791.35</b>	<b>210,645.35 -28.23 %</b>
	<b>Fund: 351 - LIBRARY CAPITAL Surplus (Deficit):</b>	<b>746,146.00</b>	<b>746,146.00</b>	<b>-860,950.35</b>	<b>956,791.35</b>	<b>210,645.35 -28.23 %</b>
	<b>Report Surplus (Deficit):</b>	<b>145,086.00</b>	<b>145,086.00</b>	<b>-876,248.24</b>	<b>381,366.08</b>	<b>236,280.08 -162.86 %</b>



502 8th Street SW    1201 Grant Street South    12901 University Avenue    215 Center Avenue South  
 Altoona, Iowa 50009    Bondurant, Iowa 50035    Clive, Iowa 50325    Mitchellville, Iowa 50169

(515) 967-5141  
 www.banklegacy.com  
**STATEMENT OF ACCOUNT**



CITY OF BONDURANT  
 LIBRARY FUND  
 PO BOX 37  
 BONDURANT IA 50035



Statement Date: 06/30/2021

Account No.: [REDACTED] Page: 1

**PUBLIC FUNDS MONEY MARKET SUMMARY**

Type: REG Status: Active

Category	Number	Amount
Balance Forward From 05/28/21		1,456.58
Debits		0.00
Interest Added This Statement		0.07+
Ending Balance On 06/30/21		1,456.65
Annual Percentage Yield Earned	0.05 %	
Interest Paid This Year	0.45	
Interest Paid Last Year	7.31	
Average Balance (Ledger)	1,456.58 +	

**STATEMENT PERIOD ACTIVITY**

Date	Check/Description	Amount	Balance
06/30/21	INTEREST PAID	0.07+	1,456.65

**OVERDRAFT FEE SUMMARY**

	Total For This Period	Total Year-To-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

**This Statement Cycle Reflects 33 Days**

**The Interest Earned And The Annual Percentage Yield Earned  
 Are Based On The Period 05/29/2021 Through 06/30/2021**





# City of Bondurant

PMA Financial Network  
 2135 CityGate Lane  
 7th Floor  
 Naperville, IL 60563  
 Phone: 630-657-6400  
 Fax: 630-718-8701

## Monthly Activity Summary

6/1/2021 - 6/30/2021

Class	Account	Beginning Balance	Contributions	Interest	Other Withdrawals	Month End Balance
Diversified	General	\$1,951,255.63	\$0.00	\$15.96	\$0.00	\$1,951,271.59
Diversified	Sewer 610	\$1,282,348.44	\$0.00	\$10.24	(\$50,000.00)	\$1,232,358.68
Diversified	Water 600	\$648,629.16	\$0.00	\$5.10	(\$130,000.00)	\$518,634.26
Diversified	Sewer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	Meter T/A savings	\$24,335.71	\$0.00	\$0.30	\$0.00	\$24,336.01
Diversified	Parks fund 335	\$0.52	\$0.00	\$0.00	\$0.00	\$0.52
Diversified	Library T/A savings	\$7,004.39	\$0.00	\$0.00	\$0.00	\$7,004.39
Diversified	Utility Deposits	\$340,003.51	\$0.00	\$2.71	\$0.00	\$340,006.22
Diversified	333 Creek Improvements	\$600,026.69	\$0.00	\$2.89	(\$300,000.00)	\$300,029.58
Diversified	Gay Lee Wilson Trail to Alkoona	\$2.11	\$0.00	\$0.00	\$0.00	\$2.11
Diversified	Underpass HWY65	\$761,003.89	\$0.00	\$6.32	\$0.00	\$761,010.21
Diversified	TIF Park Land Purchase	\$246.84	\$0.00	\$0.00	\$0.00	\$246.84
Diversified	Hwy 65 Sewer Extension	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	HW Trunk Sewer	\$81,428.07	\$0.00	\$0.52	(\$45,020.37)	\$36,408.22
Diversified	838 Main Street Stormwater	\$0.53	\$0.00	\$0.00	\$0.00	\$0.53
Diversified	1st & Main Econ Dev	\$1.73	\$0.00	\$0.00	\$0.00	\$1.73
Diversified	Omega 353	\$1,954,596.87	\$0.00	\$15.13	(\$492,154.15)	\$1,472,457.85
Diversified	TIF Str. Exs & Bridge Relocate	\$180,001.45	\$0.00	\$1.50	(\$5,048.16)	\$174,954.79
Diversified	Downstream Stormwater Capacity	\$670,805.65	\$0.00	\$5.42	(\$25,177.73)	\$645,633.34
Diversified	City Hall	\$30,594.74	\$0.00	\$0.10	(\$18,102.61)	\$12,492.23
Diversified	Debt Service 200	\$295,850.20	\$33,027.25	\$2.13	(\$66,054.50)	\$262,825.08

Bondurant Community Library  
Library Board of Trustees  
July 7, 2021  
Warrant List

<b>Company</b>	<b>Description</b>	<b>Budget Code</b>	<b>Invoice</b>	<b>Amount</b>
Access Systems	Copier	001-410-6499	29511854	<b>\$404.83</b>
Baker & Taylor	Books	001-410-6502	Statement	<b>\$1,584.45</b>
Blank Park Zoo	Adventure Pass memberships	001-410-6599	21019	<b>\$450.00</b>
CenturyLink Business	Phone and internet	001-410-6373	Statement	<b>\$120.36</b>
Dell	Meeting room camera	167-410-6506	10498536780	<b>\$810.00</b>
Demco	Supplies	001-410-6506	6959694	<b>\$172.05</b>
Educational Development Corporation	Books	001-410-6502	DIR9518819	<b>\$12.99</b>
Envisionware	Renewal	001-410-6499	INV-US-53658	<b>\$725.00</b>
FEH	Building	351-410-6407	111726	<b>\$9,182.05</b>
Findaway	Wonderbooks	167-410-6506	332335pf	<b>\$4,329.15</b>
Kadeth, Inc.	Computer support	001-410-6419	5883	<b>\$363.75</b>
Kadeth, Inc.	Computer support	001-410-6419	5907	<b>\$565.00</b>
Kadeth, Inc.	Computer support	001-410-6419	5928	<b>\$1,321.66</b>
Kadeth, Inc.	Computer support	001-410-6419	5916	<b>\$450.00</b>
Kadeth, Inc.	Computer support	001-410-6419	5892	<b>\$143.75</b>
Mediacom	Phone and internet	001-410-6373	Statement	<b>\$92.18</b>
Mediacom	Phone and internet	001-410-6419	Statement	<b>\$89.50</b>
		001-410-6373		<b>\$203.71</b>
MicroMarketing	Audio books	001-410-6502	851331	<b>\$39.99</b>
MidAmerican	Utilities	001-410-6371	Statement	<b>\$747.00</b>
Petty Cash	Postage	001-410-6508	Receipts	<b>\$124.51</b>
Sanders, Jill	TV's for study rooms	167-410-6506	Receipt	<b>\$2,395.98</b>
Scholastic	Summer Reading Program	167-410-6506	30643209	<b>\$15.19</b>
Scholastic	Summer Reading Program	167-410-6506	30643210	<b>\$56.90</b>
Scholastic	Summer Reading Program	167-410-6506	30643211	<b>\$207.40</b>
Scholastic	Summer Reading Program	167-410-6506	30643212	<b>\$119.05</b>

Bondurant Community Library  
Library Board of Trustees  
July 7, 2021  
Warrant List

Scholastic	Summer Reading Program	167-410-6506	30634101	<b>\$27.70</b>
Scholastic	Summer Reading Program	167-410-6506	30666963	<b>\$233.25</b>
Scholastic	Summer Reading Program	167-410-6506	30677280	<b>\$28.82</b>
Staples	Programming	001-410-6599	Statement	<b>\$30.99</b>
	Office Supplies	001-410-6506	Statement	<b>\$45.37</b>
	Programming	001-410-6599	Statement	<b>\$33.16</b>
Storey Kenworthy	Office Supplies	001-410-6506	PINV903458	<b>\$93.00</b>
Storey Kenworthy	Office Supplies	001-410-6506	PINV903599	<b>\$28.53</b>
Story Construction	Construction Management	351-410-6407	32650	<b>\$43,096.88</b>
Stratus	Cleaning service	001-410-6499	4596380	<b>\$443.39</b>
Sun Charge Systems, Inc.	Solar Charging Bench	167-410-6506	Invoice	<b>\$2,679.80</b>
T-Mobile	Hot spot data	001-410-6373	Statement	<b>\$500.00</b>
T-Mobile	Hot spot data	001-410-6373	Statement	<b>\$500.00</b>
Transparent Language	Renewal	001-410-6503	33009	<b>\$225.00</b>
US Cellular	Hot spot data	001-410-6373	Statement	<b>\$576.80</b>
US Cellular	Hot spot data	001-410-6373	Statement	<b>\$1,013.76</b>
Verizon	Hot spot data	001-410-6373	Statement	<b>\$1,452.60</b>
Visa	Books, movies, etc.	001-410-6502	Statement	<b>\$171.40</b>
	Programming	001-410-6599	Statement	<b>\$284.15</b>
	COVID	170-130-6507	Statement	<b>\$16.04</b>
	Summer Reading Program	167-410-6506	Statement	<b>\$3,273.71</b>
	Building Operating	351-410-6507	Statement	<b>\$681.94</b>
	Office Supplies	001-410-6506	Statement	<b>\$59.56</b>
	Technology Replacement	001-410-6725	Statement	<b>\$14.99</b>
	Building Capital	351-410-6507	Statement	<b>\$4,122.91</b>
Walmart	Programming supplies	001-410-6599	Statement	<b>\$51.97</b>

Bondurant Community Library  
Library Board of Trustees  
July 7, 2021  
Warrant List

Total Operating Expenses	\$13,135.40
COVID Expenses	\$16.04
Building Project Expenses	\$57,083.78
Trust & Agency Expenses	\$14,176.95
<b>Total</b>	<b>\$84,412.17</b>

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Bondurant Community Library Board President  
SIGNATURE

Date

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Bondurant Community Library Board Secretary  
SIGNATURE

Date

## **STAFF REPORT JUNE 2021**

Michell:

- No training/webinars this month

Megan:

- Check it out - May archive
- Check it out – June
- Introduction into Public Services Endorsement Discussion class
- Webinar - Day of Dialog Spring 2021
- Webinar - Picture Book Parade
- Webinar - Young Authors and ARC's

Margaret:

- No training/webinars this month

Programming for June:

- Virtual Story times—10 sessions
- Story times at City Park—5 sessions
- Book subscriptions
- Grab & Go Kits—Water color paint kits, Colorful catapults, Button art, Scratch art
- Adult Craft Night—Faux Stained Glass Poppies
- Book Discussion for Adults—In Five Years by Rebecca Serle
- Adult Program to Go—Color by Sticker
- Tween/Teen Summer Reading Club—Facebook LIVE, 4 sessions
- Stomp Rockets @the park
- Galaxy jars @the park
- Musical art @the park
- Sidewalk chalk @the park
- Polk County Conservation @the park
- Family juggling program @Anderson Elementary
- Teen/tween juggling program @Anderson Elementary
- Blank Park Zoo @the park



## Librarian items June 2021

- Library staff manned a booth at Celebrate Bondurant on June 5 from 6-8 p.m. Registrations for Summer Reading Program were offered as well as a game for children to play.
- On June 18, LFI moved existing furniture and delivered computer tables and chairs for additional computers. These new computers and furniture were purchased in 2020 with monies from a Facebook Community Action Grant. The new bookcases are scheduled to be delivered on the week of July 12.
- Delivery of staff office furniture and Group Study Room furniture is scheduled to begin on July 6.
- Installation of tech in Meeting Rooms and moving of staff computers is scheduled for July 9.
- Once computers are moved it be expected we will transition back to the main Library door for patrons to enter the Library.
- Jill attended both the City Council meetings virtually in June as normal.

	A	B	C	D	E	F	G
1		Jul-20	Jul-19	Aug-20	Aug-19	Sep-20	Sep-19
2	In Library circulation	3883	5639	3516	3828	3310	2731
3	Bridges Audio Circulation	281	189	225	155	252	189
4	Bridges E-Books Circulation	266	285	263	268	194	259
5	Bridges-Streaming Video	0	0	0	0	0	0
6	Bridges- eMagazines	1		1		0	
7	Overdrive Advantage - eBooks	38	51	41	51	33	18
8	Overdrive Advantage - audio	82	59	63	45	70	27
9	RB Digital	0	0	0	0	0	0
10	Hoopla	183	78	173	81	167	78
11	Gale Resources (total searches)	1	0	0	0	0	0
12	Brainfuse	0	29	0	0	0	0
13	Credo Reference	0	1	0	0	1	0
14	Transparent Language (sessions)	3	3	23	1	1	4
15	Tumblebook Downloads	2	0	0	1	4	18
16	Tumblebook School Downloads	2	0	0	0	1	6
17	RB Digital Magazines (was Zinio)	14	9	28	11	15	6
18	AWE Learning Computers	0	873	0	667	0	376
19	Hot Spot Circulations	98	92	193	85	111	74
20	AdventurePass	13	54	14	52	3	20
21	<b>Total Circulation for month</b>	<b>4867</b>	<b>7362</b>	<b>4540</b>	<b>5245</b>	<b>4162</b>	<b>3806</b>
22	Doorcount	2319	4133	2126	2790	1642	2441
23	Catalog Assists	121	112	104	95	90	79
24	Telephone Assists	529	192	390	171	325	158
25	Reference Assists	68	37	75	61	70	36
26	Computer Assists	47	94	51	89	38	70
27	<b>Number of Story Times Total</b>	<b>21</b>	<b>25</b>	<b>9</b>	<b>12</b>	<b>27</b>	<b>20</b>
28	Attendance	68	269	72	82	61	151
29	Bondurant Birdsnest Outreach	0	<a href="#">4@233</a>	0	0		0
30	Bondurant Elem. Blue Jay Beginnings	0	0	0	0		<a href="#">2@148</a>
31	Bloom (formerly Kids' academy)	0	<a href="#">4@77</a>	0	<a href="#">4@81</a>		<a href="#">16</a>
32	Bloom visits to BCL	0	<a href="#">2@29</a>	0			<a href="#">0</a>
33	Bondurant Christian Preschool Outreach	0	0	0			<a href="#">2@55</a>
34	Library Link Outreach	0	0	0			0
35	Developmental Kindergarten	0	0			VIRTUAL	14
36	<b>After School Events</b>		0	<a href="#">2@15</a>		<a href="#">BINGO</a>	
37	Movie		0			12	27
38	Open Craft		<a href="#">0</a>				<a href="#">2@26</a>
39	Children's Programming	33	<a href="#">102</a>	2	<a href="#">19</a>		<a href="#">31</a>
40	Children's Programming	18	38		<a href="#">3@99</a>		13
41	Children's Programmin	9	57				29
42	Children's Programming		120				
43	Children's Programming		137				
44	Children's Programming		235				
45	Children's Programming		<a href="#">2@101</a>				
46	Children's Programming		<a href="#">2@145</a>				
47	<b>Total number of children's Programs</b>	<b>24</b>	<b>46</b>	<b>12</b>	<b>20</b>	<b>28</b>	<b>32</b>
48	<b>Total # attending childrens program</b>	<b>128</b>	<b>1570</b>	<b>89</b>	<b>281</b>	<b>73</b>	<b>510</b>

	A	B	C	D	E	F	G
49	Date	Jul-20	Jul-19	Aug-20	Aug-19	Sep-20	Sep-19
50	XBOX & WII Gaming		0	0		virtual	0
51	Young adult programming		3	0		teen bk	
52	Young adult programming		0			5	
53	Young adult programming		0			6	
54	<b>Total number of YA programs</b>	<b>0</b>	<b>1</b>	<b>0</b>		<b>2</b>	<b>0</b>
55	<b>Total number attending YA programs</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>0</b>
56	Computer classes- <b>Adult Programming</b>	0	0		0		
57	Adult Programming					virtual	
58	Book Discussion	9	15	9	9	9	15
59	Adult Coloring			23			0
60	Adult Program Event				<a href="#">8@27</a>		<a href="#">6@42</a>
61	Adult Program Event						12
62	Adult Program event						<a href="#">2@10</a>
63	Courtyard Estates Outreach		1		11		14
64	Courtyard Estates Outreach-Memory Unit		<a href="#">2@14</a>		5		<a href="#">19</a>
65	Homebound Delivery		0		0		
66	<b>Total number of adult programs</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>11</b>	<b>1</b>	<b>12</b>
67	<b>Total Number attending adult programs</b>	<b>9</b>	<b>30</b>	<b>32</b>	<b>52</b>	<b>9</b>	<b>112</b>
68	Website Visits (sessions)	6784	996	5294	760	6431	667
69	WII & Nintendo/Legos/Trucks Etc.	0	150	0	113	0	118
70	Wi Fi	593	740	587	640	623	723
71	Internet	234	481	184	384	187	346
72	Tablet Usage	0	5	8	3	0	3
73	<b>Total Electronic Resource Usage</b>	<b>7611</b>	<b>2372</b>	<b>6073</b>	<b>1900</b>	<b>7241</b>	<b>1857</b>
74	Test Proctoring	0	0	0	0	0	0
75	Notary Services	7	3	10	2	6	6
76	Tutoring	0	0	0	0	0	0
77	Meeting Room Use (No Library events)	0	6	0	12	0	20
78	Security Corrections	0	23	0	8	0	9
79	New Patron Cards	15	49	37	40	31	23
80	Deleted patron cards	0	0	1	0	0	0
81	<b>Interlibrary Loans</b>						
82	Borrowed from other libraries	18	23	10	8	7	11
83	Loaned to other libraries	38	45	54	46	57	31
84	<b>Collection</b>						
85	Added to collection	456	202	302	362	276	279
86	Deleted From collection	156	11	136	56	134	15
87	<b>Curbside Deliver</b>	129		23		23	
88	<b>Mobile Printing</b>	19		27		25	
89	<b>Inside Appointments</b>	18		NO		0	
90				electric			
91				8/10-			
92				12-Aug			
93							
94							
95							



	H	I	J	K	L	M	N
1		Oct-20	Oct-19	Nov-20	Nov-19	Dec-20	Dec-19
2	In Library circulation	2799	3443	1732	2834	1102	2608
3	Bridges Audio Circulation	235	230	222	182	216	217
4	Bridges E-Books Circulation	299	237	278	228	249	238
5	Bridges-Streaming Video	2	0	0	0	1	0
6	Bridges e-Magazine	11		1		4	
7	Overdrive Advantage - eBooks	30	11	52	25	55	22
8	Overdrive Advantage - audio	59	29	51	45	73	52
9	RB Digital	0	0	0	0	0	0
10	Hoopla	183	115	172	126	166	120
11	Gale Resources (total searches)	0	0	4	10		32
12	Brainfuse	0	1	0	6	0	10
13	Credo Reference	0	70	0	36	0	8
14	Transparent Language (sessions)	23	2	3	1	0	1
15	Tumblebook Downloads	16	0	3	4	14	18
16	Tumblebook School Downloads	15	0	3	3	14	0
17	RB Digital Magazines (was Zinio)	20	15	18	26	14	12
18	AWE Learning Computers	0	527	0	459	0	388
19	Hot Spot Circulations	69	90	130	74	65	85
20	AdventurePass		8	8	6	2	8
21	<b>Total Circulation for month</b>	<b>3761</b>	<b>4778</b>	<b>2677</b>	<b>4065</b>	1975	<b>3819</b>
22	Doorcount	1466	2671	see below	2018	0	2075
23	Catalog Assists	70	73	97	54	51	56
24	Telephone Assists	287	189	559	138	531	171
25	Reference Assists	49	37	31	34	32	48
26	Computer Assists	29	57	8	52	3	54
27	<b>Number of Story Times Total</b>	<b>25</b>	<b>25</b>	<b>10 virtual</b>	20	12 Virtual	16
28	Attendance	49	232	19 device	182	10 Devices	140
29	Bondurant Birdsnest Outreach						0
30	Bondurant Elem. Blue Jay Beginnings		<a href="#">2@152</a>		<a href="#">2@151</a>		<a href="#">2@149</a>
31	Bloom (formerly Kids' academy)		<a href="#">19</a>		<a href="#">2@40</a>		<a href="#">20</a>
32	School visits						<a href="#">0</a>
33	Bondurant Christian Preschool Outreach		<a href="#">2@56</a>		<a href="#">2@59</a>		<a href="#">2@30</a>
34	Library Link Outreach						0
35	Developmental Kindergarten		14		14		12
36	<b>After School Events</b>						
37	Movie		12		13		18
38	Open Craft		<a href="#">2@35</a>		<a href="#">8</a>		<a href="#">2@25</a>
39	Children's Programming Chamber T&T	349	76	Virtual Bir	215	<a href="#">2@17</a>	31
40	Children's Programming Lib T&T	9	13	Zoom Tw	26	0	27
41	Children's Programmin Lib T&T	26	17	Zoom Tw	31	0	<a href="#">3@20</a>
42	Children's Programming		10				18
43	Children's Programming		50				250
44	Children's Programming		5				
45	Children's Programming		22				
46	Children's Programming						
47	<b>Total number of children's Programs</b>	<b>28</b>	<b>41</b>	<b>14</b>	<b>32</b>	<b>13</b>	<b>31</b>
48	<b>Total # attending childrens program</b>	<b>433</b>	<b>713</b>	<b>39</b>	<b>1072</b>	<b>27</b>	<b>770</b>

	H	I	J	K	L	M	N
49	Date	20-Oct	Oct-20	Nov-20	Nov-20	Dec-21	Dec-20
50	XBOX & WII Gaming			0	0		0
51	Young adult programming Virtual Craft	30	22	Zoom BC	0		
52	Young adult programming Virtual Bk Dis	9			0		
53	Young adult programming Virtual Tn Triv	0			0		
54	<b>Total number of YA programs</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
55	<b>Total number attending YA programs</b>	<b>39</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
56	Computer classes- <b>Adult Programming</b>						0
57	Adult Programming		<u>7@40</u>				
58	Book Discussion Virtual	11	14	10	6	8	11
59	Adult Coloring		7		13		2
60	Adult Program Event Virtual Adlt Craft	23	5		0		<u>9@51</u>
61	Adult Program Event		2		8		
62	Adult Program event				<u>6@28</u>		
63	Courtyard Estates Outreach		14		14		11
64	Courtyard Estates Outreach-Memory Unit		<u>2@10</u>		<u>2@11</u>		<u>4</u>
65	Homebound Delivery				<u>0</u>		<u>0</u>
66	<b>Total number of adult programs</b>	<b>2</b>	<b>15</b>	<b>1</b>	<b>13</b>	<b>1</b>	
67	<b>Total Number attending adult programs</b>	<b>34</b>	<b>92</b>	<b>10</b>	<b>80</b>	<b>8</b>	<b>79</b>
68	Website Visits (Sessions)	6961	698	4568	721	5092	686
69	WII & Nintendo/Legos/Trucks Etc.	0	100	0	68	0	45
70	Wi Fi	604	755	469	670	301	655
71	Internet	184	310	26	292	10	334
72	iPad Usage	0	1	0	3	0	6
73	<b>Total Electronic Resource Usage</b>	<b>7749</b>	<b>1864</b>	<b>5063</b>		<b>5403</b>	<b>1726</b>
74	Test Proctoring	0	0	0	1	0	1
75	Notary Services	4	11	2	1	2	1
76	Tutoring	0	0			0	0
77	Meeting Room Use (No Library events)	0	38		35	0	25
78	Security Corrections	0	0		1	0	7
79	New Patron Cards	29	29	13	23	5	29
80	Deleted patron cards	0	0	0	0	0	0
81	<b>Interlibrary Loans</b>						
82	Borrowed from other libraries	13	24	13	16	20	5
83	Loaned to other libraries	45	68	26	29	31	25
84	<b>Collection</b>						
85	Added to collection	213	278	212	178	219	276
86	Deleted From collection	50	11	146	157	110	44
87	Curbside Deliver	10		218		225	
88	Mobile Printing	17		20		17	
89	Inside Appointments	0		19		8	
90							
91	Open completely			7 days		0	
92	curbside only			13 days		20	
93	closed completely for construction & COVID			3 days		5	
94	Closed for holidays			3 days		2.5	
95	Door count on completely open days			396		0	

	O	P	Q	R	S
1		Jan-21	Jan-20	Feb-21	Feb-20
2	In Library circulation	1513	3060	2121	3208
3	Bridges Audio Circulation	234	235	210	212
4	Bridges E-Books Circulation	272	263	275	200
5	Bridges-Streaming Video	0	0	0	0
6	Bridges e-Magazine	7		4	
7	Overdrive Advantage - eBooks	46	36	37	36
8	Overdrive Advantage - audio	63	51	61	55
9	RB Digital	0	0	0	0
10	Hoopla	204	138	195	139
11	Gale Resources (total searches)	5	10	57	3
12	Brainfuse	0	3	5	12
13	Credo Reference	2	1	1	0
14	Transparent Language (sessions)	1	1	7	3
15	Tumblebook Downloads	21	13	11	0
16	Tumblebook School Downloads	12	0	11	0
17	RB Digital Magazines (was Zinio)	9	7	18	16
18	AWE Learning Computers	0	483	0	582
19	Hot Spot Circulations	67	83	57	62
20	AdventurePass	3	8	3	10
21	<b>Total Circulation for month</b>	<b>2459</b>	<b>4392</b>	<b>3073</b>	<b>4538</b>
22	Doorcount	12 DAYS/619	2155	2days closed 950	2126
23	Catalog Assists	66	71	49	94
24	Telephone Assists	505	194	278	199
25	Reference Assists	33	38	31	20
26	Computer Assists	17	66	48	114
27	<b>Number of Story Times Total</b>	<b>12</b>	<b>20</b>	<b>16</b>	<b><u>20</u></b>
28	Attendance	30	172	31	167
29	Bondurant Birdsnest Outreach				
30	Bondurant Elem. Blue Jay Beginnings				<u>75</u>
31	Bloom (formerly Kids' academy)	4 @8	<u>2@42</u>		<u>3@70</u>
32	School visits				
33	Bondurant Christian Preschool Outreach		<u>2@61</u>		<u>2@61</u>
34	Library Link Outreach				
35	Developmental Kindergarten		<u>14</u>		<u>11</u>
36	<b>After School Events</b>				
37	Movie		18		21
38	Open Craft		<u>2@22</u>		<u>12</u>
39	Children's Programming	<u>2@5</u>	14	<u>2@9</u>	64
40	Children's Programming		36		37
41	Children's Programmin		29		
42	Children's Programming				
43	Children's Programming				
44	Children's Programming				
45	Children's Programming				
46	Children's Programming				
47	<b>Total number of children's Programs</b>	<b>18</b>	<b>31</b>	<b><u>18</u></b>	<b>31</b>
48	<b>Total # attending childrens program</b>	<b>43</b>	<b>408</b>	<b>40</b>	<b>518</b>

	O	P	Q	R	S
49	Date	Jan-21	Jan-20	Feb-21	Feb-20
50	XBOX & WII Gaming		0	0	
51	Young adult programming	3		1	
52	Young adult programming				
53	Young adult programming				
54	<b>Total number of YA programs</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>
55	<b>Total number attending YA programs</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>
56	Computer classes- <b>Adult Programming</b>				
57	Adult Programming				
58	Book Discussion	9	12	9	13
59	Adult Coloring		8		6
60	Adult Program Event	3		<a href="#">birdwatch kit20</a>	<a href="#">7@72</a>
61	Adult Program Event			<a href="#">Vir craft night12</a>	<a href="#">14</a>
62	Adult Program event		<a href="#">8@83</a>	<a href="#">30 kits</a>	
63	Courtyard Estates Outreach		<a href="#">2@39</a>	<a href="#">50 FB Live</a>	7
64	Courtyard Estates Outreach-Memory Unit		0		0
65	Homebound Delivery	4		3	0
66	<b>Total number of adult programs</b>	<b>2</b>	<b>12</b>	<b>4</b>	<b>11</b>
67	<b>Total Number attending adult programs</b>	<b>16</b>	<b>142</b>	<b>71</b>	<b>112</b>
68	Website Visits (sessions)	5456	new web	5421	3849
69	WII & Nintendo/Legos/Trucks Etc.	0	93	0	103
70	Wi Fi	349	723	188	767
71	Internet	52	334	128	355
72	iPad Usage	0	0	0	0
73	<b>Total Electronic Resource Usage</b>	<b>5857</b>	<b>1150</b>	<b>5737</b>	<b>1225</b>
74	Test Proctoring	0	0	0	1
75	Notary Services	3	5	8	6
76	Tutoring	0	0	0	0
77	Meeting Room Use (No Library events)	0	22	0	26
78	Security Corrections	0	0	0	2
79	New Patron Cards	14	36	12	27
80	Deleted patron cards	0	1	0	0
81	<b>Interlibrary Loans</b>				
82	Borrowed from other libraries	18	16	14	13
83	Loaned to other libraries	52	40	61	53
84	<b>Collection</b>				
85	Added to collection	254	277	236	294
86	Deleted From collection	280	62	111	111
87	Curbside Deliver	196		46	
88	Mobile Printing	18		16	
89	Inside Appointments	22		0	
90	Youth to go kits	170		270	
91	Teen to go kits	15		15	
92	Adult to go kits	20		50	
93					
94					
95					

	T	U	V	W	X
1		Mar-21	Mar-20	Apr-21	20-Apr
2	In Library circulation	2424	4032	2596	1241
3	Bridges Audio Circulation	262	224	240	223
4	Bridges E-Books Circulation	265	229	230	315
5	Bridges-Streaming Video	0	0	0	0
6	Bridges - e-Magazine	5		4	
7	Overdrive Advantage - eBooks	65	54	63	66
8	Overdrive Advantage - audio	74	66	86	62
9	<del>RB Digital</del> merged with overdrive	0	0		0
10	Hoopla	214	81	224	160
11	Gale Resources (total searches)	7	45	4	21
12	Brainfuse	0	0	5	0
13	Credo Reference	0	0	6	0
14	Transparent Language (sessions)	0	6	1	1
15	Tumblebook Downloads	41	14	62	40
16	Tumblebook School Downloads	40	0	49	10
17	RB Digital Magazines (was Zinio)	0	29	0	31
18	AWE Learning Computers	0	218	0	5
19	Hot Spot Circulations	82	73	75	43
20	AdventurePass	6	3	4	n/a
21	<b>Total Circulation for month</b>	<b>3485</b>	<b>5074</b>	<b>3649</b>	<b>2218</b>
22	Doorcount	1452	1417 13 days	1271	66
23	Catalog Assists	71	105	61	27
24	Telephone Assists	317	419	242	265
25	Reference Assists	53	20	46	1
26	Computer Assists	33	49	44	2
27	<b>Number of Story Times Total</b>	<b>14</b>	<b>10</b>	<b>14</b>	<b>18</b>
28	Attendance	35	76	23	75
29	Bondurant Birdsnest Outreach				0
30	Bondurant Elem. Blue Jay Beginnings		<a href="#">2@139</a>		<a href="#">0</a>
31	Bloom (formerly Kids' academy)	<a href="#">3@4</a>		<a href="#">4@5</a>	<a href="#">0</a>
32	School visits				0
33	Bondurant Christian Preschool Outreach		<a href="#">2@58</a>		<a href="#">0</a>
34	Library Link Outreach				0
35	Developmental Kindergarten		14		0
36	<b>After School Events</b>				
37	Movie		11	<a href="#">2@20</a>	
38	Open Craft				
39	Children's Programming	9	11		
40	Children's Programming	8			
41	Children's Programmin				
42	Children's Programming				
43	Children's Programming				
44	Children's Programming				
45	Children's Programming				
46	Children's Programming				
47	<b>Total number of children's Programs</b>	<b>19</b>	<b>17</b>	<b>20</b>	<b>12</b>
48	<b>Total # attending childrens program</b>	<b>56</b>	<b>309</b>	<b>48</b>	<b>75</b>

	T	U	V	W	X
49	Date	Mar-21	Mar-20	Apr-21	Apr-20
50	XBOX & WII Gaming	2	0	0	
51	Young adult programming	<a href="#">1</a>			
52	Young adult programming	3		5	
53	Young adult programming	<a href="#">0</a>			
54	<b>Total number of YA programs</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>0</b>
55	<b>Total number attending YA programs</b>	<b>6</b>	<b>0</b>	<b>5</b>	<b>0</b>
56	Computer classes- <b>Adult Programming</b>				
57	Adult Programming	<a href="#">2@43</a>		2	
58	Book Discussion	11	12	12	6
59	Adult Coloring			39	
60	Adult Program Event	<a href="#">4@36</a>		9	24
61	Adult Program Event				<a href="#">18</a>
62	Adult Program event				
63	Courtyard Estates Outreach				
64	Courtyard Estates Outreach-Memory Unit				
65	Homebound Delivery			3	1
66	<b>Total number of adult programs</b>	<b>1</b>	<b>7</b>	<b>3</b>	<b>4</b>
67	<b>Total Number attending adult programs</b>	<b>11</b>	<b>91</b>	<b>23</b>	<b>49</b>
68	Website Visits (sessions)	5967	4330	7260	3827
69	WII & Nintendo/Legos/Trucks Etc.	0	32	0	0
70	Wi Fi	266	756	297	473
71	Internet	119	222	107	26
72	iPad Usage	0	2	0	0
73	<b>Total Electronic Resource Usage</b>	<b>6352</b>	<b>5342</b>	<b>7664</b>	<b>4326</b>
74	Test Proctoring	0	0	0	0
75	Notary Services	5	3	7	0
76	Tutoring	0	0	0	0
77	Meeting Room Use (No Library events)	0	12	0	0
78	Security Corrections	0	0	0	0
79	New Patron Cards	19	24	20	12
80	Deleted patron cards	0	0	0	0
81	<b>Interlibrary Loans</b>				
82	Borrowed from other libraries	29	20	22	7
83	Loaned to other libraries	59	54	36	8
84	<b>Collection</b>				
85	Added to collection	495	240	377	396
86	Deleted From collection	200	88	16	82
87	Curbside Deliver	39		25	
88	Mobile Printing	15		17	
89	Inside Appointments	0			
90	Youth to go kits	255		175	
91	Teen to go kits	12		20	
92	Adult to go kits	24		24	
93					
94					
95					

	Y	Z	AA	AB	AC	AD
1		May-21	May-20	Jun-21	Jun-20	Jun-19
2	In Library circulation	2800	2183	5819	2869	5250
3	Bridges Audio Circulation	271	231	285	253	152
4	Bridges E-Books Circulation	232	289	211	274	236
5	Bridges-Streaming Video	0	0	0	0	0
6	Bridges - e-Magazine	5		3		
7	Overdrive Advantage - eBooks	45	42	53	61	31
8	Overdrive Advantage - audio	81	51	83	69	26
9	<del>RB Digital merger</del> d with overdrive		0		1	
10	Hoopla	218	148	217	185	58
11	Gale Resources (total searches)	4	8	7	0	1
12	Brainfuse	7	0	6	0	0
13	Credo Reference	0	0	1	0	0
14	Transparent Language (sessions)	0	1	0	1	79
15	Tumblebook Downloads	30	9	2	1	56
16	Tumblebook School Downloads	30	0	0	0	3
17	RB Digital Magazines (was Zinio)	0	18	0	10	11
18	AWE Learning Computers	0	0	0	0	1015
19	Hot Spot Circulations	85	63	143	78	51
20	AdventurePass				6	41
21	<b>Total Circulation for month</b>	<b>3808</b>	<b>3043</b>	<b>6830</b>	<b>3808</b>	<b>7010</b>
22	Doorcount	1213	n/a	2475	0	4680
23	Catalog Assists	68	55	171	97	128
24	Telephone Assists	215	633	306	823	170
25	Reference Assists	44	6	53	22	51
26	Computer Assists	50	3	60	6	60
27	<b>Number of Story Times Total</b>	<b>12</b>	<b>13</b>	<b>19</b>	17	20
28	Attendance	30	61 Devices	272	63	257
29	Bondurant Birdsnest Outreach		0	<a href="#">3@106</a>	0	<a href="#">4@260</a>
30	Bondurant Elem. Blue Jay Beginnings		0		0	
31	Bloom (formerly Kids' academy)		0	<a href="#">9@201</a>	34	<a href="#">4@88</a>
32	Next Generation daycare			<a href="#">5@84</a>	0	
33	Bloom Library visits		0	<a href="#">5@78</a>	0	
34	Library Link Outreach				0	
35	Developmental Kindergarten		0		0	
36	<b>After School Events</b>		0			
37	Movie					
38	Open Craft					
39	Children's Programming	<a href="#">0</a>		90	10	33
40	Children's Programming	<a href="#">2@24</a>		53		72
41	Children's Programmin			73		63
42	Children's Programming			54		167
43	Children's Programming			90		107
44	Children's Programming			105		92
45	Children's Programming			24		87
46	Children's Programming					106
47	<b>Total number of children's Programs</b>	14	13	48	20	16
48	<b>Total # attending childrens program</b>	54	61 devices	1230	107	1075

	Y	Z	AA	AB	AC	AD
49	Date	May-21	May-20	Jun-21	Jun-20	Jun-19
50	XBOX & WII Gaming		0		0	
51	Young adult programming	<a href="#">1@1</a>		7	0	9
52	Young adult programming			<a href="#">4@40</a>	0	
53	Young adult programming				0	
54	<b>Total number of YA programs</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>1</b>
55	<b>Total number attending YA programs</b>	<b>1</b>	<b>0</b>	<b>47</b>	<b>0</b>	<b>9</b>
56	Computer classes- <b>Adult Programming</b>				0	
57	Adult Programming		<b>Shredding</b>	<b>35</b>		7
58	Book Discussion	<b>10</b>	7	11	6	
59	Adult Coloring	<b>39Kits</b>	0		0	
60	Adult Program Event	<a href="#">22 Kits</a>	<a href="#">25</a>		<b>10</b>	
61	Adult Program Event		<a href="#">205 nationwide</a>		7	
62	Adult Program event		155 Nationwide		<b>17</b>	
63	Courtyard Estates Outreach			8		9
64	Courtyard Estates Outreach-Memory Unit				<a href="#">2@6</a>	
65	Homebound Delivery	4	<a href="#">1</a>	<a href="#">6</a>		
66	<b>Total number of adult programs</b>	<b>1</b>	<b>5</b>	<b>3</b>	<b>4</b>	<b>4</b>
67	<b>Total Number attending adult programs</b>	<b>10</b>	<b>33 local</b>	<b>54</b>	<b>40</b>	<b>22</b>
68	Website Visits (sessions)	7691	3890	9851	6568	
69	WII & Nintendo/Legos/Trucks Etc.	0	0	0	0	
70	Wi Fi	325	677	365	566	866
71	Internet	113	10	146	24	345
72	iPad Usage	0	0	0	0	6
73	<b>Total Electronic Resource Usage</b>	<b>8129</b>	<b>4577</b>	<b>10362</b>	7158	1217
74	Test Proctoring	0	0		0	
75	Notary Services	2	3	7	2	2
76	Tutoring	0	0		0	
77	Meeting Room Use (No Library events)	0	0		0	14
78	Security Corrections	0	0		0	13
79	New Patron Cards	15	11	70	19	81
80	Deleted patron cards	0	0	0	0	0
81	<b>Interlibrary Loans</b>					
82	Borrowed from other libraries	25	11	26	8	32
83	Loaned to other libraries	42	9	67	38	36
84	<b>Collection</b>					
85	Added to collection	219	245	165	397	151
86	Deleted From collection	164	65	226	162	15
87	Curbside Deliver	9		3	343	
88	Mobile Printing	14		16	48	
89	Inside Appointments				150	
90	Youth to go kits	150		525 All		
91	Teen to go kits	30				
92	Adult to go kits	22		23		
93						
94						
95						





## **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.
- Do we want to allow parties again now that we have dumpster for disposal of trash. To only Bondurant and rural Polk County Residents.
- Do we want to charge meeting room rental fee if we allow parties????

### **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 116 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 Room & 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 ~~two~~ study rooms and group study rooms can be made ~~by calling or emailing the library.~~ **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 serve 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. ~~No cooking is allowed, according to city regulations.~~
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 (i.e. Post Office or City Hall). ~~????????~~ Now that we will have dumpster facilities. ~~????????~~

13. Each group is responsible for leaving the ~~community~~ 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's meeting rooms.

14. The Library's 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. Pat Kaura, Bondurant Community Library Board of Trustees President 515-\_\_\_\_ - \_\_\_\_ . Or do we want this to be Assistant Library Director???

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

# BONDURANT COMMUNITY LIBRARY

Adjust this form to include all the study rooms, group study rooms and meeting rooms

MEETING ROOM [Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

## APPLICATION

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 **Sonya Sellmeyer, Library Board of Trustees President, 515-669-3507.**

**All trash must be removed from the premises by the group/individual using the room. Garbage is not to be left at adjoining properties to the Library (ie Post Office or City Hall).**

**Bondurant Community Library • 104 2<sup>nd</sup> 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**

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- Pick up trash & remove from premise. Cannot be left at adjoining properties (i.e. Post Office, City Hall)**
- Wipe off counters**
  
- Wipe off tables & chairs**
  
- Leave tables & chairs as found**
  
- Put up projector screen**
  
- Make sure faucet ~~and stove are~~ is turned off**
  
- Wipe up spills and mop if necessary**  
(brooms and mop are located in the closet ~~to the left of~~ in the kitchen area)
  
- 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

**Sonya Sellmeyer, Library Board of Trustees President, 515-669-3507**

Organization Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

# Levels Of Giving

## Furniture needs

- Book Bin for Children's Board Books (on wheels) \$3500.00
- Study tables w/electric– 2 needed \$3000.00 each
- Coffee tables – 2 needed \$1200.00 each
- Children's book shelving- 8 needed \$1000.00 each
- Junior Fiction shelving – 8 needed \$1000.00 each
- Adult Collection shelving – 17 needed \$1200.00 each
- Audio Book Shelving, high capacity pull out shelving– 1 needed \$5000.00
- DVD Shelving, high capacity shelving – 2 needed \$5000.00 each
- Young Adult shelving –9 needed \$1000.00 each
- Conference table for West Conference Room 1 needed \$1000.00
- Conference tables for East conference room 2 needed \$2000.00 each
- Bankette seating for East Conference room 1 set of seating \$7500.00
- Young adult furniture. 2 bankettes \$7500.00 for both
- Young adult furniture. Tables \$2500.00 for 2
- Gaming chairs 2 \$1000.00 each
- Chris Vance Art **SOLD** \$2500.00

## Sponsorship Levels/Naming rights

Maker Space Room	\$100,000.00
Community Room	\$100,000.00
Story Time Room	\$50,000.00
Study Rooms 2 of these	\$25,000.00 each
Small Study Rooms 2 of these	\$10,000.00