



Agenda
Bondurant Community Library - Library Board of Trustees
104 2nd Street NE
Bondurant, Iowa 50035
Bondurant Community Library
6 pm
Wednesday, July 6, 2022

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

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

To connect to the virtual meeting please use the following link

<https://us02web.zoom.us/j/81262322263?pwd=mHOsU09PbkdUPw5M-4cuyBWWFszcCK.1>

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

Meeting ID: 812 6232 2263 Password: 637481

Roll Call

Call to order

- 1) Guests Present
 - 2) Perfecting and Approving the Agenda
 - 3) Capital Improvement Project Update
 - Discussion/Approval Pay Application Certificate for Payment
 - 4) Approval of Consent Agenda
 - a) Approval of Minutes from past meeting – June 2022
 - 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) Friends of the Library Update
 - 8) City Council Liaison Report
 - 9) Old Business
 - 10) New Business
 - a. Review/Approve Compensation Philosophy and Policy
 - b. Discussion/Decision Expenditure of Direct State Funds FY 22
 - 11) Board President Items
 - 12) Adjournment
- Next meeting – August 3, 2022

Any person with a disability who requires a modification or accommodation in order to participate in the meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the Library Board of Trustees during the meeting, should contact the Library Director, (515) 967-4790 or jills@bondurant.lib.ia.us, 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 1, 2022

- 1. Roll Call:** *Members Present:* Pat Kaura, Josh Bryant, Jen Keeler, Sue Ugulini and Craig Campbell. Angela McKenzie, City Council Liaison and Library Director Sanders and assistant Director Klinker-Feld were also present.
- 2. Call to order:** Meeting called to order at 7:01 PM by President Kaura.
- 3. Guests present** None
- 4. Perfecting and Approving the Agenda:** Motion to approve the agenda, by Bryant, seconded by Ugulini. Motion carried.
- 5. Capital Improvement Project:** Director Sanders reported that South and East main doors have been re-installed and inspected by FEH and Story Construction. Recommendation from Story Construction to proceed with pay application for MAGS and pay out the retainage in July.
- 6. Discussion/Approval Pay Application Certificate for Payment:** Motion to approve pay application Ugulini, seconded Campbell. Motion Carried.
- 7. Approval of Consent Agenda:**
 - a. Minutes of past meeting – May 2022
 - b. Financial Report
 - c. Approve Warrant list / authorize expenditures
 - d. Staff Report - May
 - e. Director's Report - May
 - f. Statistics Review

Motion to approve the above consent agenda with changes to Minutes by Campbell, seconded by Ugulini. Motion carried.
- 8. Public Comments:** None.
- 9. Library Foundation Update:** Update was given for Foundation sale of cookbooks, activities for SummerFest, which include a cookie and milk food truck and lawn games. Volunteers are needed signup can be done via <https://volunteersignup.org/ETK7E> app.
- 10. Friends of Bondurant Community Library Update:** Friends are seeking volunteers to help with Book Sale which set up will begin on June 11, presale will be held on June 12 and then will run through June 18. Bag sale will be held on the 18th. Please signup via the above app. Friends are also volunteering to help with Summer Reading Programming as record number of attendees are expected.

11. City Council Liaison Report: Angela, City Council Liaison, reported that the ordinance to allow golf carts on city streets has been approved. Carts will need to be permitted and will not be allowed to cross certain heavily trafficked streets. Ordinance will sunset in one year if the Council finds it is not working for our city. Council members also attended an annual trip to Washington DC to meet with elected officials and seek assistance with projects the city is considering and undertaking. City Administrator Oliver assisted council members in being well versed and with an active agenda of meetings with officials.

12. Old Business:

- a. **None**

10. New Business:

- a. **Review By-laws.** Motion approve updated By-laws by Bryant, seconded by Ugulini. Motion carried.
- b. **Review Website Policy:** Motion to approve updated Website Policy by Ugulini, seconded by Bryant. Motion carried.
- c. **Review/Approve Salary Adoption FY 22/23:** Motion to approved present salary adoption by Campbell, seconded by Bryant. Motion carried.

11. Board President Items: President Kaura reported two Board Members attended a recent State Library webinar entitled Facing Crucial Conversations. While the webinar lacked structure it did meet a requirement of Board continuing education. President Kaura encouraged other board members to find time to take other continuing education to meet the Library's accreditation standard.

12. Adjournment: Motion to adjourn by Campbell, seconded by Bryant. Motion carried. Meeting adjourned at 7:31 PM.

Next Meeting: Wednesday, July 6, 2022



Budget Report

Account Summary

For Fiscal: 2021-2022 Period Ending: 06/30/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND						
Department: 410 - LIBRARY						
001-410-1-4500	FINES & FEES	3,700.00	3,700.00	265.95	4,647.96	947.96 125.62 %
001-410-2-4465	CO CONTRIB LIBRARY-POLK CO AUD	51,484.00	51,484.00	0.00	49,556.00	-1,928.00 3.74 %
001-410-2-4710	REIMBURSEMENT-LIBRARY GRANTS	189.00	189.00	0.00	189.03	0.03 100.02 %
001-410-6010	SALARIES	174,137.60	174,137.60	13,395.20	174,360.64	-223.04 -0.13 %
001-410-6020	SALARIES-PART-TIME	100,105.20	100,105.20	5,831.77	65,121.14	34,984.06 34.95 %
001-410-6210	ASSOCIATION DUES	700.00	700.00	0.00	674.00	26.00 3.71 %
001-410-6230	TRAINING	600.00	600.00	0.00	40.00	560.00 93.33 %
001-410-6240	MEETINGS & CONFERENCES	3,000.00	3,000.00	0.00	1,449.32	1,550.68 51.69 %
001-410-6310	BUILDING & GROUND MAINTENANCE	15,000.00	15,000.00	0.00	7,475.99	7,524.01 50.16 %
001-410-6340	OFFICE EQUIPMENT REPAIR	200.00	200.00	0.00	0.00	200.00 100.00 %
001-410-6350	OPERATIONAL EQUIPMENT REPAIR	1,000.00	1,000.00	0.00	0.00	1,000.00 100.00 %
001-410-6371	ELECTRIC / GAS	12,570.00	12,570.00	0.00	12,570.00	0.00 0.00 %
001-410-6373	TELECOMMUNICATION EXPENSE	34,754.00	34,754.00	703.71	32,152.86	2,601.14 7.48 %
001-410-6411	LEGAL EXPENSE	1,500.00	1,500.00	175.00	175.00	1,325.00 88.33 %
001-410-6419	COMPUTER SUPPORT	8,000.00	8,000.00	89.50	4,241.90	3,758.10 46.98 %
001-410-6499	CONTRACT SERVICES	32,500.00	32,500.00	0.00	26,859.39	5,640.61 17.36 %
001-410-6502	PRINTED MATERIALS	36,000.00	36,000.00	0.00	47,842.74	-11,842.74 -32.90 %
001-410-6503	DIGITAL MATERIALS	13,000.00	13,000.00	0.00	19,015.10	-6,015.10 -46.27 %
001-410-6504	MINOR EQUIPMENT	2,000.00	2,000.00	0.00	509.73	1,490.27 74.51 %
001-410-6506	OFFICE SUPPLIES	6,500.00	6,500.00	0.00	4,427.47	2,072.53 31.89 %
001-410-6507	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	644.98	355.02 35.50 %
001-410-6508	POSTAGE-SHIPPING	1,000.00	1,000.00	0.00	809.85	190.15 19.02 %
001-410-6580	MISCELLANEOUS	1,000.00	1,000.00	0.00	1,200.18	-200.18 -20.02 %
001-410-6599	LIBRARY PROGRAMS	6,000.00	6,000.00	0.00	6,765.29	-765.29 -12.75 %
001-410-6725	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	0.00	3,410.31	5,589.69 62.11 %
Department: 410 - LIBRARY Surplus (Deficit):		-404,193.80	-404,193.80	-19,929.23	-355,352.90	48,840.90 12.08 %
Fund: 001 - GENERAL FUND Surplus (Deficit):		-404,193.80	-404,193.80	-19,929.23	-355,352.90	48,840.90 12.08 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 06/30/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 167 - LIBRARY GRANT						
Department: 410 - LIBRARY						
167-410-2-4440	LIBRARY STATE AID	4,369.00	4,369.00	0.00	10,259.47	5,890.47 234.82 %
167-410-2-4705	T/A-LIBRARY DONATIONS	1,877.00	1,877.00	60.85	6,228.13	4,351.13 331.81 %
167-410-4-4300	INTEREST - LIBRARY T&A	1.00	1.00	0.00	3.51	2.51 351.00 %
167-410-6506	TRUST & AGENCY LIBRARY EXPENSE	40,000.00	40,000.00	5,168.42	37,132.76	2,867.24 7.17 %
Department: 410 - LIBRARY Surplus (Deficit):		-33,753.00	-33,753.00	-5,107.57	-20,641.65	13,111.35 38.84 %
Fund: 167 - LIBRARY GRANT Surplus (Deficit):		-33,753.00	-33,753.00	-5,107.57	-20,641.65	13,111.35 38.84 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 06/30/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 200 - DEBT SERVICE						
Department: 410 - LIBRARY						
200-410-6802	PRINCIPAL - LIBRARY - 07/13B GO DSL	260,000.00	260,000.00	0.00	260,000.00	0.00 0.00 %
200-410-6852	INTEREST - LIBRARY - 07/13B GO DSL	3,770.00	3,770.00	0.00	3,770.00	0.00 0.00 %
200-410-6898	ADM FEE-LIBRARY 07/13B - GO DSL	500.00	500.00	250.00	500.00	0.00 0.00 %
	Department: 410 - LIBRARY Total:	264,270.00	264,270.00	250.00	264,270.00	0.00 0.00 %
	Fund: 200 - DEBT SERVICE Total:	264,270.00	264,270.00	250.00	264,270.00	0.00 0.00 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 06/30/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 351 - LIBRARY CAPITAL						
Department: 410 - LIBRARY						
351-410-3-4705	PRIVATE CONTRIBUTIONS (FOUNDAT...	12,500.00	12,500.00	0.00	12,500.00	0.00 0.00 %
351-410-4-4300	INTEREST-GENERAL	69.00	69.00	0.00	66.50	-2.50 3.62 %
351-410-6407	ENGINEERING EXPENSE	165,000.00	165,000.00	0.00	156,398.86	8,601.14 5.21 %
351-410-6507	OPERATING SUPPLIES	4,500.00	4,500.00	0.00	3,289.81	1,210.19 26.89 %
351-410-6799	OTHER CAPITAL OUTLAY	920,000.00	920,000.00	8,028.45	818,040.91	101,959.09 11.08 %
	Department: 410 - LIBRARY Surplus (Deficit):	-1,076,931.00	-1,076,931.00	-8,028.45	-965,163.08	111,767.92 10.38 %
	Fund: 351 - LIBRARY CAPITAL Surplus (Deficit):	-1,076,931.00	-1,076,931.00	-8,028.45	-965,163.08	111,767.92 10.38 %
	Report Surplus (Deficit):	-1,826,758.80	-1,826,758.80	-33,315.25	-1,646,542.13	180,216.67 9.87 %

Group Summary

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND						
410 - LIBRARY	-404,193.80	-404,193.80	-19,929.23	-355,352.90	48,840.90	12.08 %
Fund: 001 - GENERAL FUND Surplus (Deficit):	-404,193.80	-404,193.80	-19,929.23	-355,352.90	48,840.90	12.08 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 06/30/2022

Department...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 167 - LIBRARY GRANT						
410 - LIBRARY	-33,753.00	-33,753.00	-5,107.57	-20,641.65	13,111.35	38.84 %
Fund: 167 - LIBRARY GRANT Surplus (Deficit):	-33,753.00	-33,753.00	-5,107.57	-20,641.65	13,111.35	38.84 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 06/30/2022

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 200 - DEBT SERVICE						
410 - LIBRARY	264,270.00	264,270.00	250.00	264,270.00	0.00	0.00 %
Fund: 200 - DEBT SERVICE Total:	264,270.00	264,270.00	250.00	264,270.00	0.00	0.00 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 06/30/2022

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 351 - LIBRARY CAPITAL						
410 - LIBRARY	-1,076,931.00	-1,076,931.00	-8,028.45	-965,163.08	111,767.92	10.38 %
Fund: 351 - LIBRARY CAPITAL Surplus (Deficit):	-1,076,931.00	-1,076,931.00	-8,028.45	-965,163.08	111,767.92	10.38 %
Report Surplus (Deficit):	-1,826,758.80	-1,826,758.80	-33,315.25	-1,646,542.13	180,216.67	9.87 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
001 - GENERAL FUND	-404,193.80	-404,193.80	-19,929.23	-355,352.90	48,840.90
167 - LIBRARY GRANT	-33,753.00	-33,753.00	-5,107.57	-20,641.65	13,111.35
172 - TREE FUND	-47,611.00	-47,611.00	0.00	-41,114.50	6,496.50
200 - DEBT SERVICE	-264,270.00	-264,270.00	-250.00	-264,270.00	0.00
351 - LIBRARY CAPITAL	-1,076,931.00	-1,076,931.00	-8,028.45	-965,163.08	111,767.92
Report Surplus (Deficit):	-1,826,758.80	-1,826,758.80	-33,315.25	-1,646,542.13	180,216.67



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

6/1/2022 - 6/30/2022

Class	Account	Beginning Balance	Contributions	Interest	Other Withdrawals	Month End Balance
Diversified	██████████ - 101 General	\$2,819,532.58	\$0.00	\$1,747.09	\$0.00	\$2,821,279.67
Diversified	██████████ - 103 Sewer 610	\$1,322,987.57	\$0.00	\$819.75	\$0.00	\$1,323,807.32
Diversified	██████████ - 104 Water 600	\$713,446.18	\$0.00	\$442.06	\$0.00	\$713,888.24
Diversified	██████████ - 107 Sewer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	██████████ - 108 Cemetery T/A savings	\$24,903.62	\$0.00	\$15.45	\$0.00	\$24,919.07
Diversified	██████████ - 109 Parks fund 335	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	██████████ - 110 Library T/A savings	\$7,007.24	\$0.00	\$4.34	\$0.00	\$7,011.58
Diversified	██████████ - 111 Utility Deposits	\$340,168.34	\$0.00	\$210.80	\$0.00	\$340,379.14
Diversified	██████████ - 112 333 Creek Improvements	\$265,160.05	\$0.00	\$164.31	\$0.00	\$265,324.36
Diversified	██████████ - 113 Gay Lee Wilson Trail to Altoona	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	██████████ - 114 Underpass HWY65	\$631,320.41	\$0.00	\$391.21	\$0.00	\$631,711.62
Diversified	██████████ - 115 TIF Park Land Purchase	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	██████████ - 116 Hwy 65 Sewer Extension	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	██████████ - 117 NW Trunk Sewer	\$36,425.65	\$0.00	\$22.57	\$0.00	\$36,448.22
Diversified	██████████ - 118 338 Main Street Stormwater	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	██████████ - 119 1st & Main Econ Dev	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	██████████ - 120 Omega 353	\$1,072,996.50	\$0.00	\$14.75	(\$1,072,389.89)	\$621.36
Diversified	██████████ - 121 TIF Str. Exts & Bridge Relocate	\$150,028.01	\$0.00	\$92.93	\$0.00	\$150,120.94
Diversified	██████████ - 122 Downstream Stormwater Capacity	\$329,099.61	\$0.00	\$201.20	(\$4,500.00)	\$324,800.81
Diversified	██████████ - 123 City Hall	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	██████████ - 124 Debt Service 200	\$448,229.71	\$0.00	\$277.73	\$0.00	\$448,507.44

Diversified	██████████ - 125 Road Use 110	\$304,314.74	\$0.00	\$188.55	\$0.00	\$304,503.29
Diversified	██████████ - 126 Computer Loop 327	\$139,459.88	\$0.00	\$86.42	\$0.00	\$139,546.30
Diversified	██████████ - 127 336 Palme St Connection	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	██████████ - 128 LOSSST 121	\$1,134,647.05	\$0.00	\$220.66	(\$795,707.34)	\$339,160.37
Diversified	██████████ - 129 Library Expansion 351	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	██████████ - 130 Storm Water Reserve 2020E	\$143,876.81	\$0.00	\$89.14	\$0.00	\$143,965.95
Diversified	██████████ - 131 City Campus 306	\$8,945,363.38	\$0.00	\$5,527.70	(\$25,000.00)	\$8,925,891.08
Diversified	██████████ - 132 Certified Site Improvements 356	\$5,120,438.69	\$0.00	\$3,081.89	(\$150,000.00)	\$4,973,520.58
Diversified	██████████ - 201 Sewer Bond 2020C Reserve	\$110,418.45	\$0.00	\$68.43	\$0.00	\$110,486.88
Diversified	██████████ - 202 Project Blue Jay	\$357,458.40	\$0.00	\$4.77	(\$357,327.58)	\$135.59
		\$24,417,282.87	\$0.00	\$13,671.75	(\$2,404,924.81)	\$22,026,029.81



502 8th Street SW Altoona, Iowa 50009 1201 Grant Street South Bondurant, Iowa 50035 12901 University Avenue Clive, Iowa 50325 215 Center Avenue South 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: **06/30/2022**

Account No.: ~~7012201~~ Page: 1

PUBLIC FUNDS MONEY MARKET SUMMARY

Type: REG Status: Active

Category	Number	Amount
Balance Forward From 05/31/22		1,457.31
Debits		0.00
Interest Added This Statement		0.06+
Ending Balance On 06/30/22		1,457.37
Annual Percentage Yield Earned	0.05 %	
Interest Paid This Year	0.36	
Interest Paid Last Year	0.81	
Average Balance (Ledger)	1,457.31 +	

STATEMENT PERIOD ACTIVITY

Date	Check/Description	Amount	Balance
06/30/22	INTEREST PAID	0.06+	1,457.37

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 30 Days

**The Interest Earned And The Annual Percentage Yield Earned
Are Based On The Period 06/01/2022 Through 06/30/2022**

Bondurant Community Library
Library Board of Trustees
July 6, 2022
Warrant List

Company	Description	Budget Code	Invoice	Amount
Amazon	Books	001-410-6502	Statement	\$754.38
	Library programs	001-410-6599	Statement	\$94.56
	Office supplies	001-410-6506	Statement	\$65.06
	Minor Equipment	001-410-6504	Statement	\$90.88
	Summer Reading	167-410-6506	Statement	\$2,844.41
Association for rural & Small Libraries	Conference registration- Jill	001-410-6240	64621	\$345.00
Association for rural & Small Libraries	Conference reistration- Michell	001-410-6240	64777	\$430.00
AWE Learning	Children's computer-replacement	001-410-6725	BCLIA22001-2	\$3,478.50
Baker & Taylor	Books	001-410-6502	Statement	\$1,919.68
Baker & Taylor	Books for FB SRP Grant	167-410-6506	Statement	\$178.38
Findaway	Wonder book	001-410-6502	389630	\$49.99
Hoopla	Digital Materials	001-410-6503	502192419	\$501.04
Iowa State University- Insect Zoo	Summer Reading presenter	167-410-6506	Statement	\$238.61
Klinker-Feld, Michell	Reimbursement for programming supplies	001-410-6599	statement	\$22.51
Mediacom	Phone and internet	001-410-6373	Statement	\$89.50
Mediacom	Phone and internet	001-410-6419	Statement	\$111.06
Mediacom	Phone and internet	001-410-6373	Statement	\$203.71
MicroMarketing	Large print	001-410-6502	60225	\$122.40
MidAmerican	Utilities	001-410-6371	526626272	\$1,598.00
Midwest Alarm Services	Fire Alarm Monitoring	001-410-6499	385167	\$499.92
OverDrive	Digital Materials	001-410-6503	06497co22191900	\$1,133.40
Petty Cash	Postage	001-410-6508	Statement	\$168.81
Petty Cash	Book purchase from presenter	001-410-6502	Statement	\$20.00
Provantage	computers and monitors	001-410-6725	9264970	\$2,566.03
Sigler	bags for Summer Reading Grant	167-410-6506	407370	\$2,226.00
Stericycle	Shredding event	167-410-6506	8001563344	\$495.00
Stratus	Cleaning service- May	001-410-6499	5375731	\$851.56
Stratus	Cleaning service-June	001-410-6499	5319162	\$851.56
Transparent Language	Digital Services	001-410-6503	33687	\$225.00
Unique	Collection service	001-410-6499	6101630	\$69.90

Bondurant Community Library
Library Board of Trustees
July 6, 2022
Warrant List

US Cellular	Hot spot data	001-410-6373	515456285	\$1,504.76
Verizon	Hot spot data	001-410-6373	9908067846	\$1,321.98
Visa	Michaels - programming supplies	001-410-6599	Statement	\$38.13
	Target - Programming supplies	001-410-6599	Statement	\$33.92
	Bulk Bookstore- Reimbursement for sales tax	167-410-6506	Statement	-\$142.72
	Fareway-programming supplies	001-410-6599	Statement	\$45.25
	Michaels - programming supplies	001-410-6599	Statement	\$24.17
	Michaels programming supplies return	001-410-6599	Statement	-\$25.62
	Michaels - programming supplies	001-410-6599	Statement	\$25.62
	Covid-Zoom	170-130-6507	Statement	\$16.04
Walmart	programming supplies	001-410-6599	Statement	\$60.75
	new cash box	001-410-6507	Statement	\$32.98
Walsh	Alarming emergency doors	351-410-6799	781023	\$1,572.76
Walsh	extra keys	351-410-6799	781747	\$121.74
Total Operating Expenses				\$19,266.32
COVID EXPENSES				\$16.04
Building Project Expenses				\$1,694.50
Trust and Agency Expenses				\$5,844.02
Total				\$26,820.88

Bondurant Community Library Board President
SIGNATURE

Date

Bondurant Community Library Board Secretary
SIGNATURE

Date



STAFF REPORT JUNE 2022

Michell:

- No trainings this month

Megan S.:

- No trainings this month

Megan M.:

- No trainings this month

Chantel

- Introduction to Public Services: Knowing your community

Events in June:

- 12 Story Times at the Library
- 9 Story Times at city parks
- 9 Sessions of Geri-Fit
- 2 Pop Up Libraries at Farmer's Market
- Book discussion for Adults
- Third Thursday at Hoover's
- Coloring Night at Reclaimed Rails
- Book Discussion at Reclaimed Rails
- Jazz and the Civil Rights program for teens and adults
- Collage Art program for teens and adults
- Outdoor Cooking workshop for adults and families
- Teen Craft Night—DIY Journals
- Stomp Rockets at the park
- Elvis the Pony & Friends at the park
- Sharpie Tie-Dye at the park
- Sidewalk Chalk & Obstacle course at the park
- Magic Show with Rick Eugene
- DIY Musical Instruments
- Red, White, and Blue Bike Parade at the park
- 4H Animal Show & Tell at the park
- Friends of the Library Book Sale



Librarian items July 2022

- Switch over of Internet service to Mi-Fiber was completed on June 10 with no interruption of service.
- Phone installation will be completed on July 6. At that point, we will be able to cancel Mediacom Services.
- Staff copier has been install, but the new public copier will most likely be completed in August. All mobile and in-house printing as well as scanning services have been switched to the staff copier until the new patron copier is installed. No disruption of services is expected.
- On June 23, Amazon representative Doug Martin toured the renovated Library.
- On June 28, Meta Altoona Data Center representatives toured the new building and were given an update on the Summer Reading Program.
- In June Bondurant was selected at the 2022 Community of Character. On June 28 along with other City Employees and community organizations KDSM Fox 17 Des Moines interviewed Board President Kaura and Director Sanders. The Library was recognized for its collaborative efforts with the Bondurant-Farrar School District in providing connectivity to students at the time of Pandemic and efforts to serve the community with curbside pickup, home delivery and virtual programming.

	A	B	C	D
1		Jul-21	Jul-20	
2	In Library circulation	6631	3883	
3	Bridges Audio Circulation	282	281	
4	Bridges E-Books Circulation	330	266	
5	Bridges-Streaming Video	0	0	
6	Bridges- eMagazines	18	1	
7	Overdrive Advantage - eBooks	91	38	
8	Overdrive Advantage - audio	99	82	
9	Hoopla	227	183	
10	Brainfuse	8	0	
11	Transparent Language (sessions)	0	3	
12	Tumblebook Downloads	1	2	
13	Tumblebook School Downloads	0	2	
14	AWE Learning Computers	0	0	
15	AdventurePass	27	13	
16	Total Circulation for month	7714	4754	
17	Doorcount	2494	2319	
18	Catalog Assists	132	121	
19	Telephone Assists	282	529	
20	Reference Assists	37	68	
21	Computer Assists	59	47	
22	Number of Story Times Total	8 IN PERSON + 8 VIRTUAL =16	21	
23	Attendance	83 IN PERSON + 11 VIRTUAL = 94	68	
24	Bondurant Birdsnest Outreach	10 @361	0	
25	Bondurant Elem. Blue Jay Beginnings		0	
26	Bloom (formerly Kids' academy)	5@132	0	
27	Generation Next	4 @91		
28	Bloom visits to BCL	4@56	0	
29	Bondurant Christian Preschool Outreach		0	
30	Developmental Kindergarten		0	
31	After School Events/SRP			
32	Movie			
33	Open Craft	Youth Book Discussion 5@28		
34	In Person Children's Programming	Tie Dye 73	33	
35	In Person Children's Programming	Ice Cream Social 99	18	
36	In Person Children's Programming	Lava Lamps 52	9	
37	In Person Children's Programming	Bubble show 71		
38	In Person Children's Programming	Magic Show 80		
39	Virtual Live Programming -Children's	FB Sponsorship Author Visit Zoom 85		
40		In Person 29		
41				
42	Total number of children's Programs	37 in person Virtual 9	24	
43	Total # attending childrens program	1127 in person 39 virtual	128	
44				
45				
46				

	A	B	C	D
47	Date	Jul-21	Jul-20	
48	XBOX & WII Gaming			
49	Young adult programming	Teen tie dye 7		
50	Young adult programming			
51	Young adult programming			
52	Total number of YA programs	1	0	
53	Total number attending YA programs	7	0	
54	Computer classes- Adult Programming		0	
55	Live Virtual Book Discussion			
56	In Person Book Discussion	13	9	
57	Adult Coloring			
58				
59				
60				
61	In Person Adult Program Event			
62	In Person Adult Program Event			
63	In Person Adult Program Event			
64	Courtyard Estates Outreach	2		
65				
66	Courtyard Estates Outreach-Memory Unit			
67	Homebound Delivery	1		
68	Total number of adult programs	2	1	
69	Total Number attending adult programs	15	9	
70	Website Visits (sessions)	12611	6784	
71	WII & Nintendo/Legos/Trucks Etc.		0	
72	Wi Fi	594	593	
73	Internet	172	234	
74	Hot Spot Circulations	152	98	
75	Launchpads	55		
76	Tablets	0	0	
77	Total Electronic Resource Usage	13584	7709	
78	Test Proctoring	0	0	
79	Notary Services	5	7	
80	Tutoring		0	
81	Meeting/study Rm Use (No Library events)		0	
82	Security Corrections		0	
83	New Patron Cards	35	15	
84	Deleted patron cards	0	0	
85	Interlibrary Loans			
86	Borrowed from other libraries	18	18	
87	Loaned to other libraries	45	38	
88	Collection			
89	Added to collection	296	456	
90	Deleted From collection	54	156	
91	Curbside Deliver	3	129	
92	Mobile Printing	8	19	

	A	B	C	D
93	Inside Appointments		0	18
94	Youth Grab and Go kits		890	
95	Teen Grab and go kits		25	
96	Adult grab and go kits			
97	Date		Jul-21	Jul-20
98	Children's Grab and Go Kits			
99	FB Sponsorship STEM Kits		330 out of 400	
100	Adult Coloring Kits			
101				

	E	F	G	H	I
1		Aug-21	Aug-20	Sep-21	Sep-20
2	In Library circulation	4871	3516	4045	3310
3	Bridges Audio Circulation	295	225	273	252
4	Bridges E-Books Circulation	355	263	321	194
5	Bridges-Streaming Video	0	0	0	0
6	Bridges- eMagazines	1	1	19	0
7	Overdrive Advantage - eBooks	90	41	65	33
8	Overdrive Advantage - audio	82	63	78	70
9	Hoopla	226	173	203	167
10	Brainfuse	6	0	5	0
11	Transparent Language (sessions)	0	23	5	1
12	Tumblebook Downloads	0	0	1	4
13	Tumblebook School Downloads	0	0	1	1
14	AWE Learning Computers	430	0	389	0
15	AdventurePass	30	14	6	3
16	Total Circulation for month	6386	4319	5411	4035
17	Doorcount	1952	2126	2527	1642
18	Catalog Assists	95	104	106	90
19	Telephone Assists	270	390	252	325
20	Reference Assists	43	75	58	70
21	Computer Assists	66	51	94	38
22	Number of Story Times Total	10 in person + 3 virtual =13	9	21	27
23	Attendance	36 in person + 4 virtual =40	72	65	61
24	Bondurant Birdsnest Outreach		<u>0</u>		
25	Bondurant Elem. Blue Jay Beginnings		0		
26	Bloom (formerly Kids' academy)	<u>34</u>	<u>0</u>	<u>2@30</u>	
27	Generation Next	<u>2@30</u>		<u>2@25</u>	
28	Bloom visits to BCL	<u>2@30</u>	<u>0</u>		
29	Bondurant Christian Preschool Outreach		0		
30	Developmental Kindergarten				VIRTUAL
31	After School Events/SRP		<u>2@15</u>		<u>BINGO</u>
32	In Person Movie Programming			6	12
33	In person craft program			29	
34	In Person Children's Programming	28	2	2	
35	In Person Children's Programming	17		10	
36	In Person Children's Programming			3	
37	In Person Children's Programming			3	
38	In Person Children's Programming				
39	Virtual Live Programming -Children's				
40					
41					
42	Total number of children's Programs	20	12	31	28
43	Total # attending childrens program	192	89	173	73
44					
45					
46					

	E	F	G	H	I
47	Date	Aug-21	Aug-20	Sep-21	Sep-20
48	XBOX & WII Gaming		0		virtual
49	Young adult programming		0	5	teen bk
50	Young adult programming				5
51	Young adult programming				6
52	Total number of YA programs	0	0	1	2
53	Total number attending YA programs	0	0	5	11
54	Computer classes- Adult Programming				
55	Live Virtual Book Discussion	2			9
56	In Person Book Discussion	9	9	13	
57	Adult Coloring		23		
58					
59					
60					
61	In Person Adult Program Event	25			
62	In Person Adult Program Event				
63	Live Virtual Adult Program Event				
64	Courtyard Estates Outreach			4	
65					
66	Courtyard Estates Outreach-Memory Unit			3@17	
67	Homebound Delivery	1		2	
68	Total number of adult programs	2	2	6	1
69	Total Number attending adult programs	36	32	36	9
70	Website Visits (sessions)	6742	5294	6816	6431
71	WII & Nintendo/Legos/Trucks Etc.	24	0	48	0
72	Wi Fi	886	587	979	623
73	Internet	212	184	210	187
74	Hot Spot Circulations	126	193	151	111
75	Launchpad	35		36	
76	Tablet Usage	8	8	8	0
77	Total Electronic Resource Usage	8033	6266	8248	7352
78	Test Proctoring		0	0	0
79	Notary Services	11	10	7	6
80	Tutoring		0	0	0
81	Meeting/study Rm Use (No Library events)	16	0	30	0
82	Security Corrections		0	5	0
83	New Patron Cards	51	37	42	31
84	Deleted patron cards	0	1	0	0
85	Interlibrary Loans				
86	Borrowed from other libraries	17	10	10	7
87	Loaned to other libraries	59	54	65	57
88	Collection				
89	Added to collection	304	302	138	276
90	Deleted From collection	18	136	42	134
91	Curbside Deliver	2	23	1	23
92	Mobile Printing	16	27	3	25

	E	F	G	H	I	
93	Inside Appointments		0 NO	0	0	
94	Youth Grab and Go kits		electric	50		
95	Teen Grab and go kits		8/10-	15		
96	Adult grab and go kits		12-Aug			
97	Date		Aug-21	Aug-20	Sep-21	Sep-20
98	Children's Grab and Go Kits					
99	FB Sponsorship STEM Kits				0	
100	Adult Coloring Kits				0	
101						

	J	K	L	M	N	O	P
1		Oct. 21	Oct-20	Nov-21	Nov-20	Dec-21	Dec-20
2	In Library circulation	4526	2799	4254	1732	4037	1102
3	Bridges Audio Circulation	260	235	260	222	249	216
4	Bridges E-Books Circulation	295	299	255	278	312	249
5	Bridges-Streaming Video	0	2	1	0	0	1
6	Bridges- eMagazines	7	11	26	1	16	4
7	Overdrive Advantage - eBooks	89	30	64	52	58	55
8	Overdrive Advantage - audio	100	59	75	51	76	73
9	Hoopla	216	183	207	172	186	166
10	Brainfuse	10	0	7	0	6	0
11	Transparent Language (sessions)	0	23	2	3	0	0
12	Tumblebook Downloads	0	16	3	3	0	14
13	Tumblebook School Downloads	0	15	0	3	0	14
14	AWE Learning Computers	327	0	404	0	411	0
15	AdventurePass	9		6	8	10	2
16	Total Circulation for month	5839	3672	5564	2525	5361	1896
17	Doorcount	1511	1466	1467	see below	2929	0
18	Catalog Assists	106	70	104	97	89	51
19	Telephone Assists	213	287	200	559	218	531
20	Reference Assists	35	49	48	31	51	32
21	Computer Assists	66	29	33	8	74	3
22	Number of Story Times Total	21	25	22	10 virtual	20	12 Virtual
23	Attendance	104	49	126	19 device	86	10 Devices
24	Bondurant Birdsnest Outreach						
25	Bondurant Elem. Blue Jay Beginnings						
26	Bloom (formerly Kids' academy)	<u>2@70</u>		34		<u>2@62</u>	
27	Generation Next	<u>2@26</u>		17		<u>14</u>	
28	Bloom visits to BCL						
29	Bondurant Christian Preschool Outreach	<u>2@20</u>		<u>2@19</u>		<u>2@17</u>	
30	Developmental Kindergarten						
31	After School Events/SRP						
32	In Person Movie Programming	13		14		8	
33	In person craft program	<u>35</u>		17		<u>2@71</u>	
34	In Person Children's Programming	<u>12</u>	349	21		20	<u>2@17</u>
35	In Person Children's Programming	13	9	18		249	0
36	In Person Children's Programming	325	26	14		<u>6@140</u>	0
37	In Person Children's Programming	300		23		1	
38	In Person Children's Programming						
39	Virtual Live Programming -Children's	4		4		3	
40							
41							
42	Total number of children's Programs	34	28	33	14	36	13
43	Total # attending childrens program	922	433	310	39	667	27
44							
45							
46							

	J	K	L	M	N	O	P
47	Date	Oct-21	20-Oct	21-Nov	Nov-20	Dec-21	Dec-20
48	XBOX & WII Gaming	<u>2@4</u>		<u>4@1</u>	0		
49	Young adult programming	<u>1</u>	30	0	Zoom BC	2	
50	Young adult programming		9			0	
51	Young adult programming		0				
52	Total number of YA programs	3	3	5	1	2	0
53	Total number attending YA programs	5	39	1	0	3	0
54	Computer classes- Adult Programming						
55	Live Virtual Book Discussion						
56	In Person Book Discussion	5	11	8	10	10	8
57	In Person Adult Program Event	<u>8@52</u>					
58							
59							
60							
61	In Person Adult Program Event		23	<u>7@43</u>		<u>2@2</u>	
62	In Person Adult Program Event					17	
63	Live Virtual Adult Program Event	<u>7@6</u>		<u>6@6</u>		<u>5@9</u>	
64	Courtyard Estates Outreach	0				0	
65							
66	Courtyard Estates Outreach-Memory Unit						
67	Homebound Delivery	<u>4</u>		1			
68	Total number of adult programs	17	2	14	1	10	1
69	Total Number attending adult programs	67	34	57	10	38	8
70	Website Visits (sessions)	7561	6961	6393	4568	5870	5092
71	WII & Nintendo/Legos/Trucks Etc.	74	0	46	0	36	0
72	Wi Fi	1049	604	894	469	828	301
73	Internet	261	184	156	26	244	10
74	Hot Spot Circulations	115	69	127	130	106	65
75	Launchpad	32		20		23	
76	Tablet Usage	3	0	0	0	1	0
77	Total Electronic Resource Usage	9095	7818	7636	5193	7108	5468
78	Test Proctoring	0	0		0	0	0
79	Notary Services	10	4	10	2	8	2
80	Tutoring	0	0				0
81	Meeting/study Rm Use (No Library events)	21	0	35		30	0
82	Security Corrections	5	0	0		0	0
83	New Patron Cards	50	29	41	13	28	5
84	Deleted patron cards	0	0	969	0	7	0
85	Interlibrary Loans						
86	Borrowed from other libraries	31	13	29	13	10	20
87	Loaned to other libraries	79	45	54	26	42	31
88	Collection						
89	Added to collection	234	213	278	212	235	219
90	Deleted From collection	97	50	192	146	164	110
91	Curbside Deliver	1	10	0	218	0	225
92	Mobile Printing	4	17	0	20	15	17

	J	K	L	M	N	O	P
93	Inside Appointments	0	0	0	19	0	8
94	Youth Grab and Go kits	80		115		130	
95	Teen Grab and go kits	25		10	7 days	10	0
96	Adult grab and go kits	0		0	13 days	0	20
97	Date	Oct-21	20-Oct	21-Nov	Nov-20	Dec-21	Dec-20
98	Children's Grab and Go Kits	4				d	
99	FB Sponsorship STEM Kits				3 days		5
100	Adult Coloring Kits				3 days		2.5
101	Book in a bag kit					184	

	Q	R	S	T	U
1		Jan-22	Jan-21	Feb-22	Feb-21
2	In Library circulation	4526	1513	4136	2121
3	Bridges Audio Circulation	267	234	294	210
4	Bridges E-Books Circulation	356	272	346	275
5	Bridges-Streaming Video	0	0	0	0
6	Bridges- eMagazines	21	7	22	4
7	Overdrive Advantage - eBooks	88	46	89	37
8	Overdrive Advantage - audio	105	63	115	61
9	Hoopla	225	204	225	195
10	Brainfuse	10	0	5	5
11	Transparent Language (sessions)	22	1	1	7
12	Tumblebook Downloads	3	21	0	11
13	Tumblebook School Downloads	0	12	0	11
14	AWE Learning Computers	500	0	600	0
15	AdventurePass	6	3	10	3
16	Total Circulation for month	6129	2376	5843	2940
17	Doorcount entryway	1342	12 DAYS/619	1434	2days closed 950
18	Catalog Assists	105	66	115	49
19	Telephone Assists	216	505	207	278
20	Reference Assists	43	33	86	31
21	Computer Assists	28	17	46	48
22	Number of Story Times Total	20	12	16	16
23	Attendance	67	30	73	31
24	Bondurant Birdsnest Outreach				
25	Bondurant Elem. Blue Jay Beginnings				
26	Bloom (formerly Kids' academy)	2@65	4 @8	2@68	
27	Generation Next	2@23		2@28	
28	Bloom visits to BCL				
29	Bondurant Christian Preschool Outreach	2@16		2@21	
30	Developmental Kindergarten				
31	After School Events/SRP				
32	In Person Movie Programming	12		15	
33	In person craft program	18		32	
34	In Person Children's Programming	25 2@5		45 2@9	
35	In Person Children's Programming	13		35	
36	In Person Children's Programming	5		6	
37	In Person Children's Programming	0			
38	In Person Children's Programming	5			
39	Virtual Live Programming -Children's	3@10		3	
40	In Person Children's Programming				
41	In Person Children's Programming				
42	Total number of children's Programs	33	18	28	18
43	Total # attending childrens program	259	43	326	40
44					
45					
46					

	Q	R	S	T	U
47	Date	Jan-22	Jan-21	Feb-22	Feb-21
48	XBOX & WII Gaming				0
49	Young adult programming	6	3	3	1
50	Young adult programming	2			
51	Young adult programming				
52	Total number of YA programs	2	1	1	1
53	Total number attending YA programs	8	3	3	1
54	Gerri Fit			7@56	
55	Live Virtual Book Discussion	4		5@3	
56	In Person Book Discussion	7	9	5	9
57	In Person Adult Program Event	36		3	
58					
59					
60					
61	In Person Adult Program Event	0	3	10	birdwatch kit20
62	In Person Adult Program Event	0		0	Vir craft night12
63	Live Virtual Adult Program Event	6@5		3	30 kits
64	Courtyard Estates Outreach	9@62			50 FB Live
65					
66	In Person Adult Program Event			3@6	
67	Homebound Delivery	2	4	1	3
68	Total number of adult programs	20	2	20	4
69	Total Number attending adult programs	114	16	86	71
70	Website Visits (sessions)	6412	5456	6696	5421
71	WII & Nintendo/Legos/Trucks Etc.	61	0	76	0
72	Wi Fi	855	349	890	188
73	Internet	236	52	245	128
74	Hot Spot Circulations	92	67	94	57
75	Launchpad	22		21	
76	Tablet Usage	0	0	1	0
77	Total Electronic Resource Usage	7678	5924	8023	5794
78	Test Proctoring	0	0	0	0
79	Notary Services	3	3	10	8
80	Tutoring		0	0	0
81	Meeting/study Rm Use (No Library events)	35	0	61	0
82	Security Corrections	0	0		0
83	New Patron Cards	42	14	44	12
84	Deleted patron cards	3	0	2	0
85	Interlibrary Loans				
86	Borrowed from other libraries	36	18	29	14
87	Loaned to other libraries	79	52	113	61
88	Collection				
89	Added to collection	461	254	453	236
90	Deleted From collection	188	280	30	111
91	Curbside Deliver	0	196	0	46
92	Mobile Printing	32	18	27	16

	Q	R	S	T	U
93	Inside Appointments	0	22	0	0
94	Youth Grab and Go kits	0	170	0	270
95	Teen Grab and go kits	4	15	3	15
96	Adult grab and go kits	0	20	0	50
97	Date	Jan-22	Jan-21	Feb-22	Feb-21
98	Children's Grab and Go Kits	0		0	
99	FB Sponsorship STEM Kits			0	
100	Adult Coloring Kits	32		0	
101	Book in a bag kit	0		0	

	V	W	X	Y	Z
1		Mar-22	Mar-21	Apr-22	Apr-21
2	In Library circulation	5952	2424	4902	2596
3	Bridges Audio Circulation	346	262	352	240
4	Bridges E-Books Circulation	385	265	310	230
5	Bridges-Streaming Video	1	0	0	0
6	Bridges- eMagazines	19	5	12	4
7	Overdrive Advantage - eBooks	70	65	69	63
8	Overdrive Advantage - audio	107	74	117	86
9	Hoopla	230	214	183	224
10	Brainfuse	6	0	5	5
11	Transparent Language (sessions)	4	0	3	1
12	Tumblebook Downloads	4	41	0	62
13	Tumblebook School Downloads	0	40	cancelled	49
14	AWE Learning Computers	490	0	350	0
15	AdventurePass	19	6	9	4
16	Total Circulation for month	7633	3396	6312	3564
17	Doorcount entryway	1896	1452	1593	1271
18	Catalog Assists	117	71	106	61
19	Telephone Assists	231	317	221	242
20	Reference Assists	59	53	40	46
21	Computer Assists	55	33	82	44
22	Number of Story Times Total	19	14	17	14
23	Attendance	130	35	96	23
24	Bondurant Birdsnest Outreach				
25	Bondurant Elem. Blue Jay Beginnings				
26	Bloom (formerly Kids' academy)	2@60	3@4	2@17	4@5
27	Generation Next	2@27		14	
28	Bloom visits to BCL				
29	Bondurant Christian Preschool Outreach	12		2@19	
30	Developmental Kindergarten				
31	After School Events/SRP				
32	In Person Movie Programming	8		15	2@20
33	In person craft program	49		41	
34	In Person Children's Programming	0	9	30	
35	In Person Children's Programming	34	8	31	
36	In Person Children's Programming	83		18	
37	In Person Children's Programming	8		11	
38	In Person Children's Programming	24			
39	Virtual Live Programming -Children's	3		3	
40	In Person Children's Programming	12			
41	In Person Children's Programming	151			
42	Total number of children's Programs	34	19	29	20
43	Total # attending childrens program	601	56	295	48
44					
45					
46					

	V	W	X	Y	Z
47	Date	Mar-22	Mar-21	Apr-22	Apr-21
48	XBOX & WII Gaming		2		0
49	Young adult programming	2	<u>1</u>	<u>1</u>	
50	Young adult programming	<u>3</u>	3		5
51	Young adult programming		<u>0</u>		
52	Total number of YA programs	2	4	1	1
53	Total number attending YA programs	5	6	1	5
54	Geri Fit	<u>9@57</u>		<u>8@46</u>	
55	Live Virtual Book Discussion	3			2
56	In Person Book Discussion	6	11	9	12
57	In Person Adult Program Event	<u>5@31</u>		26	39
58					
59					
60					
61	In Person Adult Program Event	<u>6</u>		<u>2@19</u>	9
62	In Person Adult Program Event			<u>2@0</u>	
63	Live Virtual Adult Program Event	<u>5@1</u>		9	
64	Courtyard Estates Outreach	<u>2</u>		<u>3@0</u>	
65					
66	In Person Adult Program Event			<u>3</u>	
67	Homebound Delivery	3		<u>5</u>	3
68	Total number of adult programs	22	1	20	3
69	Total Number attending adult programs	106	11	117	23
70	Website Visits (sessions)	7492	5967	8860	7260
71	WII & Nintendo/Legos/Trucks Etc.	85	0	68	0
72	Wi Fi	986	266	1027	297
73	Internet	242	119	241	107
74	Hot Spot Circulations	132	82	124	75
75	Launchpad	34		33	
76	Tablet Usage	1	0	1	0
77	Total Electronic Resource Usage	8972	6434	10354	7739
78	Test Proctoring	0	0		0
79	Notary Services	2	5	7	7
80	Tutoring		0	9	0
81	Meeting/study Rm Use (No Library events)	56	0	54	0
82	Security Corrections	0	0	0	0
83	New Patron Cards	59	19	44	20
84	Deleted patron cards	4	0	2	0
85	Interlibrary Loans				
86	Borrowed from other libraries	34	29	30	22
87	Loaned to other libraries	113	59	83	36
88	Collection				
89	Added to collection	495	495	226	377
90	Deleted From collection	9	200	519	16
91	Curbside Deliver	0	39	0	25
92	Mobile Printing	14	15	17	17

	V	W	X	Y	Z
93	Inside Appointments	0	0	0	
94	Youth Grab and Go kits	0	255	0	175
95	Teen Grab and go kits	6	12	0	20
96	Adult grab and go kits	0	24	0	24
97	Date	Mar-22	Mar-21	Apr-22	Apr-21
98	Children's Grab and Go Kits	0		0	
99	FB Sponsorship STEM Kits	0		0	
100	Adult Coloring Kits	0		0	
101	Book in a bag kit	0		0	

	AA	AB	AC	AD	AE
1		May-22	May-21	Jun-22	Jun-21
2	In Library circulation	5588	2800	9071	5819
3	Bridges Audio Circulation	371	271	428	285
4	Bridges E-Books Circulation	359	232	383	211
5	Bridges-Streaming Video	0	0	0	0
6	Bridges- eMagazines	6	5	1	3
7	Overdrive Advantage - eBooks	106	45	96	53
8	Overdrive Advantage - audio	164	81	180	83
9	Hoopla	242	218	238	217
10	Brainfuse	6	7	6	6
11	Transparent Language (sessions)	19	0	0	0
12	Tumblebook Downloads	4	30	0	2
13	Tumblebook School Downloads	0	30	N/A	0
14	AWE Learning Computers	462	0 n 2 comp		0
15	AdventurePass	11		41	27
16	Total Circulation for month	7338	3719	10444	6706
17	Doorcount entryway	1895	1213	3454	2475
18	Catalog Assists	94	68	200	171
19	Telephone Assists	205	215	257	306
20	Reference Assists	53	44	74	53
21	Computer Assists	93	50	225	60
22	Number of Story Times Total	19	12	20	19
23	Attendance	119	30	392	272
24	Bondurant Birdsnest Outreach			4@145	3@106
25	Bondurant Elem. Blue Jay Beginnings				
26	Bloom (formerly Kids' academy)	18		9@170	9@201
27	Generation Next			6@82	
28	Bloom visits to BCL			3@71	5@84
29	Bondurant Christian Preschool Outreach	3@53			5@78
30	Developmental Kindergarten				
31	After School Events/SRP				
32	In Person Movie Programming	29			
33	In person craft program	43			
34	In Person Children's Programming	25	0	135	90
35	In Person Children's Programming	32	2@24	132	53
36	In Person Children's Programming	7		158	73
37	In Person Children's Programming			118	54
38	In Person Children's Programming	26@689		132	90
39	Virtual Live Programming -Children's	3		66	105
40	In Person Children's Programming	2		54	24
41	In Person Children's Programming			119	
42	Total number of children's Programs	56	14	50	48
43	Total # attending childrens program	1020	54	1824	1230
44					
45					
46					

	AA	AB	AC	AD	AE
47	Date	May-22	May-21	Jun-22	Jun-21
48	XBOX & WII Gaming				
49	Young adult programming	0	1@1	5	7
50	Young adult programming			8	4@40
51	Young adult programming				
52	Total number of YA programs	1	1	2	5
53	Total number attending YA programs	0	1	13	47
54	Geri Fit	8@65		9@65	
55	Live Virtual Book Discussion				35
56	In Person Book Discussion	9	10	8	11
57	In Person Adult Program Event	2@19	39Kits	14	
58	In Person Adult Program Event			1	
59	In Person Adult Program Event	3		4	
60	In Person Adult Program Event			1	
61	In Person Adult Program Event	16	22 Kits	10	
62	In Person Adult Program Event	7		11	
63	Live Virtual Adult Program Event			3@4	
64	Courtyard Estates Outreach				8
65	Celebrate Bonduramt pop up			69	
66	Pop up Library at Farmers Market			2@47	
67	Homebound Delivery	0	4	1	6
68	Total number of adult programs	15	1	22	3
69	Total Number attending adult programs	120	10	235	54
70	Website Visits (sessions)	10360	7691	11534	9851
71	WII & Nintendo/Legos/Trucks Etc.	63	0	163	0
72	Wi Fi	1194	325	1171	365
73	Internet	275	113	528	146
74	Hot Spot Circulations	128	85	158	143
75	Launchpad	35		54	
76	Tablet Usage	0	0	1	0
77	Total Electronic Resource Usage	12055	8214	13609	10505
78	Test Proctoring		0		
79	Notary Services	7	2	5	7
80	Tutoring		0		
81	Meeting/study Rm Use (No Library events)	61	0	44	
82	Security Corrections		0		
83	New Patron Cards	81	15	105	70
84	Deleted patron cards	4	0	2	0
85	Interlibrary Loans				
86	Borrowed from other libraries	22	25	30	26
87	Loaned to other libraries	83	42	107	67
88	Collection				
89	Added to collection	334	219	255	165
90	Deleted From collection	443	164	240	226
91	Curbside Deliver	1	9	0	3
92	Mobile Printing	7	14	12	16

	AA	AB	AC	AD	AE
93	Inside Appointments				
94	Youth Grab and Go kits		150		525 All
95	Teen Grab and go kits	2	30	18	
96	Adult grab and go kits		22		23
97	Date	May-22	May-21	Jun-22	Jun-21
98	Children's Grab and Go Kits				
99	FB Sponsorship STEM Kits				
100	Adult Coloring Kits				
101	Book in a bag kit				



Compensation Philosophy and Policy

Recommended expansion of the current Financial Policy to include a Compensation Philosophy and Policy

A compensation philosophy is simply a formal statement documenting the City's position about employee compensation. It explains the "why" behind employee pay and creates a framework for consistency. Employers use their compensation philosophy to attract, retain and motivate employees.

Compensation philosophies are typically developed by the human resources department in collaboration with the executive team. The philosophy is based on many factors, including the City's financial position, the size of the organization, the industry, service objectives, market salary information, the level of difficulty in finding qualified talent, and the unique circumstances of the organization. The compensation philosophy should be reviewed periodically and updated based on current factors affecting the organization. For example, market conditions may make it difficult to find qualified talent in a particular specialization, and an employer may need to pay a premium for these candidates. If the City's current compensation philosophy does not support this value, then the organization may need to change its philosophy to meet its current needs.

A well-designed compensation philosophy supports the organization's strategic plan and initiatives, service goals, competitive outlook, operating objectives, and compensation and total reward strategies.

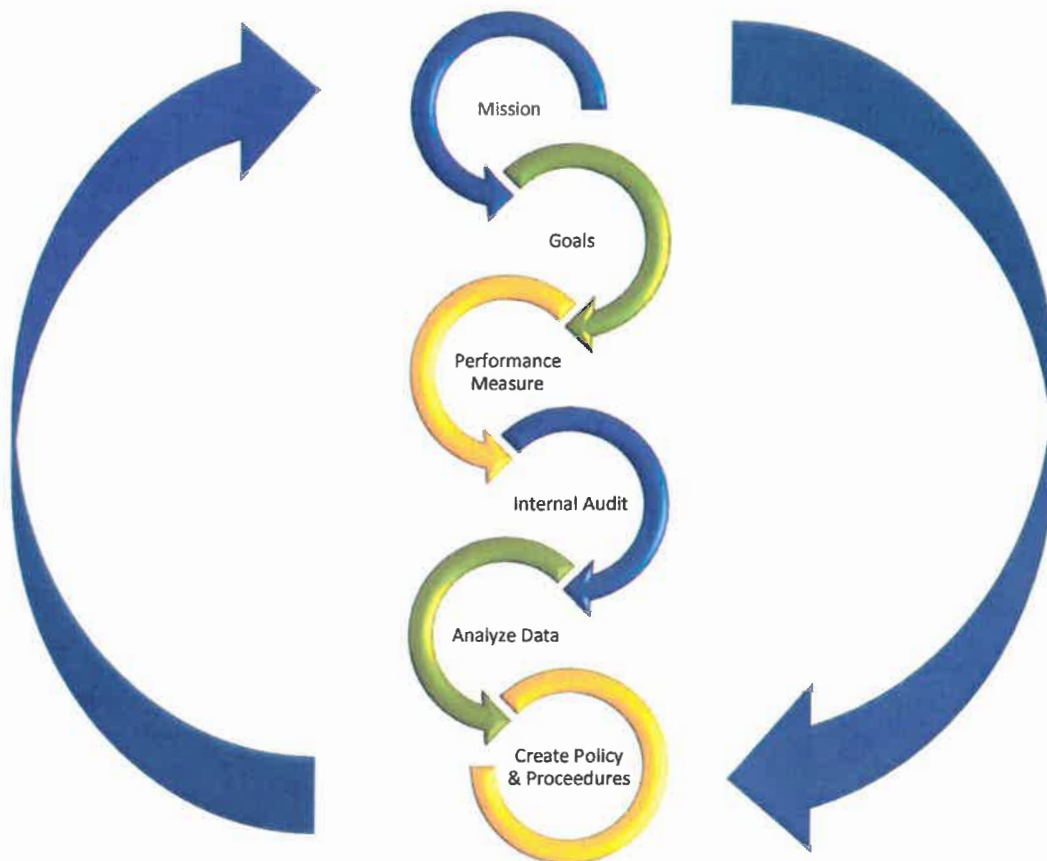
Most compensation philosophies seek to:

- Identify the City's pay programs and total reward strategies.
- Identify how the pay programs and strategies support the City's service strategy, competitive outlook, operating objectives, and human capital needs.
- Attract people to join the City's team.
- Motivate employees to perform at the best of their competencies, abilities, and skill sets.
- Retain key talent and reward high-performing employees.
- Define the competitive market position of the City in relation to base pay, variable compensation, and benefits opportunities.
- Define how the City plans to pay and reward competitively, based on market and organizational conditions, competition, and ability to pay.

- Ensure equal pay for equal work, with allowable pay differences based on factors not prohibited by law.

An effective compensation philosophy should pass the following quality test:

- Is the overall program equitable?
- Is the overall program defensible and perceived by employees as fair?
- Is the overall program fiscally sensitive?
- Are the programs included in the compensation philosophy and policy legally compliant?
- Can the organization effectively communicate the philosophy, policy, and overall programs to employees?
- Are the programs the organization offers fair, competitive, and in line with the compensation philosophy and policies?



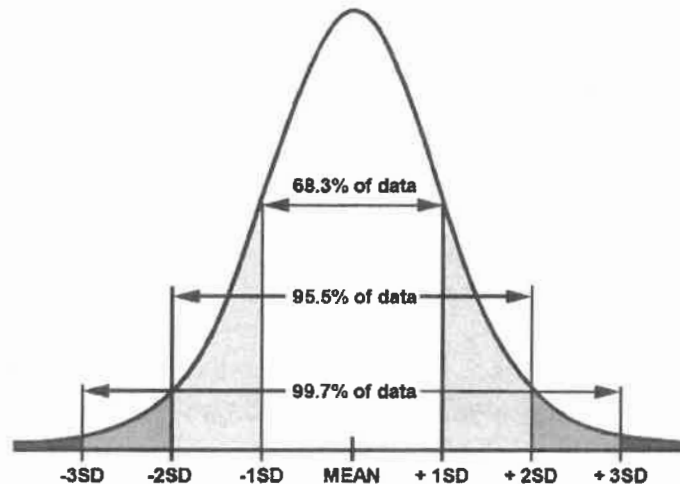
Step 1: Determine the Organization's Compensation Philosophy

Before creating salary ranges, the organization must first determine what its approach or philosophy is to compensation. What is the mindset that drives pay decisions? Determining the compensation philosophy requires an in-depth look at the company's beliefs regarding compensation. The key is to create a philosophy and be consistent in its application regarding pay practices.

Match the Market

An employer can choose to lead, lag, or match the market when compensating employees. Being a market leader means that the organization pays more for jobs than its competitors. Typically, an organization does this to gain an advantage or attract talent away from its competitors. If an employer decides to match the market, it pays roughly the same as its competitors, and if an employer lags the market, it is paying less than market rates. Generally, an employer rarely chooses to lag the market as a conscious pay strategy. It is often either discovered after market research reveals the practice, or it may be the result of a limited compensation budget. In rare circumstances an employer's brand may be so attractive (e.g., Disney, Google) that the employer can pay lower-than-market wages without a negative impact on recruitment and retention. When turnover is high, there are increased costs associated with recruiting, selecting and training replacements. Other, more-difficult-to-quantify effects also arise, such as declines in productivity, morale, customer satisfaction and innovation.

The City of Bondurant has a philosophy of matching the market using a weighted average of the Des Moines Metropolitan communities, excluding the population outliers (the highest and smallest). The market is defined as where the talent pool is and where the City's competitors are located. The weighted average is used with the understanding that Bondurant's population, taxable valuation, and growth rate are variables to consider when comparing to the other communities. The matrix is based on the deviation from the average of each category.



Salary Ranges

Salary ranges help employers control their pay expenses and ensure pay equity among employees. It is critical that the City have rational explanations for why it pays employees a certain rate. Defined salary ranges help accomplish that. Additionally, defined salary ranges communicate a path for future compensation potential and set the expectations for entry level.

Step 2: Conduct a Job Analysis

A job analysis is a process for gathering, documenting, and analyzing information about a job to determine the activities and responsibilities it includes, its relative importance to other jobs, the qualifications necessary for performing the job and the conditions under which the work is performed. The City of Bondurant conducts job analysis at least every three years and anytime the organizational structure requires.

Step 3: Conduct Market Research

Conducting market research ensures that wages paid to employees are comparable to similar positions in the marketplace.

When conducting salary market research, staff should consider the following:

- Job titles vary between Cities. Staff should read the descriptions of the jobs surveyed to make sure that the related tasks, functions, and levels of responsibility match the positions at Bondurant.
- To obtain current, accurate salary information, Bondurant will typically need to purchase or solicit salary data.
- Whenever possible, employers should try to obtain information from more than one market survey resource, at least for benchmark positions.
- It should be realized from the outset that each City has jobs that are unique and that it will be impossible to find exact matches for all jobs. Staff may need to

consider jobs that closely fit the principal aspects of a particular job and consider salary data for more than one type of job.

Step 4: Create Job Grades

Job grades are groupings of positions with similar worth. Bondurant uses their job evaluation data to group positions into job grades by department and function, as is standard Statewide.

Job Family	Job Category	Job Title
Central Administration	Director	Finance & Employee Services City Clerk Planning & Community Development
	Coordinator	Economic Development
	Specialist	Operations & Training Utility Bill Front Desk Communications & Events

Step 5: Create a Salary Range Based on Research

Bondurant should note the range of pay in the salary surveys and other information that may be relevant when establishing a weighted average salary. As conditions change, the index used to calculate the weighted average will change. Three factors determine the weighted average: population, taxable valuation, and growth rate. For each position, the City of Bondurant will establish minimum (up to 3 years in their role), midpoint (3 to 6 years in their roles), and maximum (beyond 6 years in their role), pay ranges. The maximum is the weighted average salary using data from a salary survey with a sample of cities in the Des Moines Metropolitan area (not considering the outliers based on

population) for that position plus a cost-of-living increase over the previous year. The midpoint is 90% of the maximum and the minimum is 75% the maximum.

Maximum = Weighted Average, Midpoint = Maximum x .90, Minimum = Maximum x 0.75

After the salaries for current employees have been placed into the range, several employees may not be in line with the guidelines and ranges the City has established.

"Red circle rates" are salaries/wages that are above the maximum rate the City has established for the position's salary range.

"Green circle rates" are salaries below the minimum rate the City has established for the position's salary range.

Staff will develop strategies to rectify anomalies by considering factors such as budget, employee performance, and years in the role.

Step 6: Updating and Aging

Compensation rarely remains static. The rate of pay is constantly changing with external market and economic activity.

Aging is the activity of increasing salary grades with the market without the cost of purchasing or soliciting new salary survey data each year. To do this, the City of Bondurant will use the Midwest CPI as published in the Iowa League of Cities Annual Special Budget Report. It measures changes in the cost of total compensation, which includes wages, salaries, and the employer's cost of employee benefits.

Salary survey data should be gathered and reviewed every three years so that appropriate adjustments can be made to the organization's salary ranges.

Job Family	Job Category	Job Title
Central Administration	Director	Finance & Employee Services
		City Clerk
		Planning & Community Development
	Coordinator	Economic Development
		Planning
		Administrative Services Coordinator
	Specialist	Operations & Training
		Utility Bill
		Front Desk
Communications & Events		

Job Family	Job Category	Job Title
Public Works	Director	Public Works
	Coordinator	Water/Wastewater
	Specialist	Operations
	Technician	Crossing Guard

Job Family	Job Category	Job Title
Emergency Services	Director	Emergency Services
	Coordinator	Assistant Fire Chief - EMS
		Assistant Fire Chief - Inspections
	Specialist	Fire/Paramedic
	Technician	Emergency Medical