



Agenda
Bondurant Community Library - Library Board of Trustees
104 2nd Street NE
Bondurant, Iowa 50035
Bondurant Community Library
7 pm
Wednesday, June 1, 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/82684236985?pwd=c21mb0ppVkZBb0d3Q01xMllrbmlldz09>

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

Meeting ID: 826 8423 6985 Password: 958841

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 – May 2022

b) Financial Report

c) Approval of Warrant List/Authorize expenditures

d) Staff Report -- May

e) Director Report -- May

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 Bylaws

b. Review Website Policy

c. Review/Approve Salary Adoption FY 22/23

11) Board President Items

12) Adjournment

Next meeting – July 6, 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.

APPLICATION AND CERTIFICATE FOR PAYMENT

Owner: City of Bondurant
 Application No: 18

Project: Bondurant Community Library Expansion
 Period to: February 28, 2022

Distribution to: Owner Architect
 Const. Mgr. Contractor

CONTRACTOR'S APPLICATIONS FOR PAYMENT

| Contractor | Estimated Contract Amount | Net Change by Change Orders | Contract Sum to Date | Total Completed & Stored to Date | Retainage | Total Earned less Retainage | Less Previous Certificates for Payment | Balance to Finish, Including Retainage | Current Payment Due |
|--|---------------------------|-----------------------------|----------------------|----------------------------------|-----------------|-----------------------------|--|--|---------------------|
| Bid Package 03-1 Smart Concrete Solutions | 145,000 | 10,098.00 | 155,098 | 155,098.00 | | 155,098.00 | 155,098.00 | 0.00 | \$ - |
| Bid Package 04-1 Seedorff Masonry Inc | 269,285 | 8,903.00 | 278,188 | 278,188.00 | | 278,188.00 | 278,188.00 | 0.00 | \$ - |
| Bid Package 06-1 R.H. Grabau Construction | 591,999 | 401.12 | 592,400.12 | 592,400.12 | | 592,400.12 | 592,400.12 | 0.00 | \$ - |
| Bid Package 07-3 For Sure Roofing & Sheet Metal | 126,757 | | 126,757 | 126,757.00 | | 126,757.00 | 126,757.00 | 0.00 | \$ - |
| Bid Package 08-1 Mid-American Glazing Systems, Inc | 124,000 | 2,904.00 | 126,904.00 | 126,904.00 | 6,345.20 | 120,558.80 | 112,530.35 | 6,345.20 | \$ 8,028.45 |
| Bid Package 09-1 Hilsbeck-Schacht, Inc | 268,608 | 3,056.80 | 271,665 | 271,664.80 | | 271,664.80 | 271,664.80 | 0.00 | \$ - |
| Bid Package 09-5 Ideal Floors, Inc | 69,845 | (3.00) | 69,842 | 69,842.00 | | 69,842.00 | 69,842.00 | 0.00 | \$ - |
| Bid Package 21-1 Summit Fire Protection | 38,400 | | 38,400 | 38,400.00 | | 38,400.00 | 38,400.00 | 0.00 | \$ - |
| Bid Package 22-1 Brockway Mechanical & Roofing Co | 258,263 | 2,819.68 | 261,083 | 261,082.68 | | 261,082.68 | 261,082.68 | 0.00 | \$ - |
| Bid Package 26-1 Nelson Electric Company of Central IA | 288,180 | 8,447.43 | 296,627 | 296,627.43 | | 296,627.43 | 296,627.43 | 0.00 | \$ - |
| Bid Package 31-1 Absolute Concrete Construction | 359,069 | 87,324.56 | 446,394 | 446,393.56 | | 446,393.56 | 446,393.56 | 0.00 | \$ - |
| Totals | 2,539,406 | 123,951.59 | 2,663,358 | 2,663,357.59 | 6,345.20 | 2,657,012.39 | 2,648,983.94 | 6,345.20 | \$ 8,028.45 |

CONSTRUCTION MANAGER'S CERTIFICATE FOR PAYMENT

The undersigned Construction Manager certifies that to the best of the Construction Manager's knowledge, information and belief the Work covered by these attached Applications and Certificates for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by these Contractor's for Work for which previous Application's and Certificates for Payment were issued and payments received from the Owner, and that current payments shown herein are now due.

CONSTRUCTION MANAGER: STORY CONSTRUCTION CO.

By: 
 Clint Jensen, Project Manager

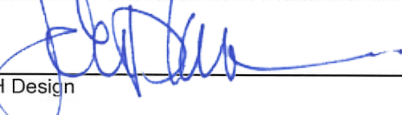
Date: 2/24/22

This Certificate is not negotiable. The AMOUNTS CERTIFIED are payable only to the Contractor's named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

OWNER'S CERTIFICATE FOR PAYMENT

OWNER: CITY OF BONDURANT/BONDURANT COMMUNITY LIBRARY

ARCHITECT'S CERTIFICATE FOR PAYMENT

By: 
 FEH Design

Date: 02-24-2022

By: _____ Date: _____
 City of Bondurant, Mayor

BP 08-1 (June)

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 1 of 2 PAGES

TO OWNER / CONTRACTOR:

Story Construction
2810 Wakefield Circle
Ames, IA 50010

PROJECT:

Bondurant Community Library Expansion
104 NE 2nd street
Bondurant, IA 50035

APPLICATION NO: 6

Distribution to:

| | |
|-------------------------------------|------------|
| <input type="checkbox"/> | OWNER |
| <input checked="" type="checkbox"/> | ARCHITECT |
| <input type="checkbox"/> | CONTRACTOR |

FROM CONTRACTOR:

Mid-American Glazing Systems
3750 W. River Dr.
Davenport, IA 52802

VIA ARCHITECT:

FEH Design
604 E. Grand Ave.
Des Moines, IA 50309

PERIOD TO: June 30, 2021

PROJECT NOS:

CONTRACT FOR:

Glass & Glazing

CONTRACT DATE: October 6, 2020

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

| | | |
|---|----|------------|
| 1. ORIGINAL CONTRACT SUM | \$ | 124,000.00 |
| 2. Net change by Change Orders | \$ | 2,121.00 |
| 3. CONTRACT SUM TO DATE (Line 1 + 2) | \$ | 126,121.00 |
| 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) | \$ | 126,121.00 |
| 5. RETAINAGE: | | |
| a. 5% of Completed Work (Column D + E on G703) | \$ | 6,306.05 |
| b. 5% of Stored Material (Column F on G703) | \$ | 0.00 |
| Total Retainage (Lines 5a + 5b or Total in Column I of G703) | \$ | 6,306.05 |
| 6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) | \$ | 119,814.95 |
| 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) | \$ | 112,530.35 |
| 8. CURRENT PAYMENT DUE | \$ | 7,284.60 |
| 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) | \$ | 6,306.05 |

| CHANGE ORDER SUMMARY | ADDITIONS | DEDUCTIONS |
|--|-------------------|---------------|
| Total changes approved in previous months by Owner | \$938.00 | |
| Total approved this Month | \$1,183.00 | |
| TOTALS | \$2,121.00 | \$0.00 |
| NET CHANGES by Change Order | \$2,121.00 | |

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: Brian Houtto

Date: 6/22/21

State of: Iowa

County of: Scott

Subscribed and sworn to before me this 22nd day of June, 2021.

Notary Public:

My Commission expires:



R M Madden

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)
ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: 6

Contractor's signed certification is attached.

APPLICATION DATE: May 21, 2021

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: June 30, 2021

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO: 0

| A ITEM NO. | B DESCRIPTION OF WORK | C SCHEDULED VALUE | D WORK COMPLETED | | F MATERIALS PRESENTLY STORED (NOT IN D OR E) | G | | H BALANCE TO FINISH (C - G) | I RETAINAGE (IF VARIABLE RATE) |
|------------------|-----------------------------------|-------------------------|---|-------------|---|--|--------------|--------------------------------------|---|
| | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | TOTAL COMPLETED AND STORED TO DATE (D+E+F) | % (G ÷ C) | | |
| | STOREFRONTS AND ENTRANCES | | | | | | | | |
| 1 | Labor | \$38,288.00 | \$33,788.00 | \$4,500.00 | | \$38,288.00 | 100.00% | | \$1,914.40 |
| 2 | Materials | \$79,322.00 | \$79,322.00 | | | \$79,322.00 | 100.00% | | \$3,966.10 |
| 3 | Sublet | \$1,300.00 | \$555.00 | \$745.00 | | \$1,300.00 | 100.00% | | \$65.00 |
| 4 | Submittals and Shop Drawings | \$3,850.00 | \$3,850.00 | | | \$3,850.00 | 100.00% | | \$192.50 |
| 5 | Closeout | \$1,240.00 | | \$1,240.00 | | \$1,240.00 | 100.00% | | \$62.00 |
| | <u>CHANGE ORDERS / RFC</u> | | | | | | | | |
| | MAGS CO 01 - Break metal SILLS | \$441.00 | \$441.00 | | | \$441.00 | 100.00% | | \$22.05 |
| | MAGS CO 02 - Break metal VEST 109 | \$497.00 | \$497.00 | | | \$497.00 | 100.00% | | \$24.85 |
| | MAGS CO 03 - Wireless operators | \$1,183.00 | | \$1,183.00 | | \$1,183.00 | 100.00% | | \$59.15 |
| | GRAND TOTALS | \$126,121.00 | \$118,453.00 | \$7,668.00 | \$0.00 | \$126,121.00 | | \$0.00 | \$6,306.05 |

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 1 of 2 PAGES

TO OWNER / CONTRACTOR:

Story Construction
2810 Wakefield Circle
Ames, IA 50010

PROJECT:

Bondurant Community Library Expansion
104 NE 2nd street
Bondurant, IA 50035

APPLICATION NO: 7

Distribution to:

| | |
|-------------------------------------|------------|
| <input type="checkbox"/> | OWNER |
| <input checked="" type="checkbox"/> | ARCHITECT |
| <input type="checkbox"/> | CONTRACTOR |

PERIOD TO: July 31, 2021

FROM CONTRACTOR:

Mid-American Glazing Systems
3750 W. River Dr.
Davenport, IA 52802

VIA ARCHITECT:

FEH Design
604 E. Grand Ave.
Des Moines, IA 50309

PROJECT NOS:

CONTRACT FOR:

Glass & Glazing

CONTRACT DATE: October 6, 2020

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

| | | |
|---|----|------------|
| 1. ORIGINAL CONTRACT SUM | \$ | 124,000.00 |
| 2. Net change by Change Orders | \$ | 2,904.00 |
| 3. CONTRACT SUM TO DATE (Line 1 + 2) | \$ | 126,904.00 |
| 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) | \$ | 126,904.00 |
| 5. RETAINAGE: | | |
| a. 5% of Completed Work (Column D + E on G703) | \$ | 6,345.20 |
| b. 5% of Stored Material (Column F on G703) | \$ | 0.00 |
| Total Retainage (Lines 5a + 5b or Total in Column I of G703) | \$ | 6,345.20 |
| 6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) | \$ | 120,558.80 |
| 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) | \$ | 119,814.95 |
| 8. CURRENT PAYMENT DUE | \$ | 743.85 |
| 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 6 less Line 6) | \$ | 6,345.20 |

| CHANGE ORDER SUMMARY | ADDITIONS | DEDUCTIONS |
|--|-------------------|------------------|
| Total changes approved in previous months by Owner | \$2,121.00 | |
| Total approved this Month | \$880.00 | (\$97.00) |
| TOTALS | \$3,001.00 | (\$97.00) |
| NET CHANGES by Change Order | \$2,904.00 | |

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: Brian Hoost Date: 7/23/21

State of: Iowa

Subscribed and sworn to before me on 7/23/21

Notary Public:

My Commission expires:



R M Madden

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: 7

Contractor's signed certification is attached.

APPLICATION DATE: July 23, 2021

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: July 31, 2021

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO: 0

| A ITEM NO. | B DESCRIPTION OF WORK | C SCHEDULED VALUE | D WORK COMPLETED | | F MATERIALS PRESENTLY STORED (NOT IN D OR E) | G | | H BALANCE TO FINISH (C - G) | I RETAINAGE (IF VARIABLE RATE) |
|------------------|--|-------------------------|---|-------------|---|--|--------------|--------------------------------------|---|
| | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | TOTAL COMPLETED AND STORED TO DATE (D+E+F) | % (G ÷ C) | | |
| | STOREFRONTS AND ENTRANCES | | | | | | | | |
| 1 | Labor | \$38,288.00 | \$38,288.00 | | | \$38,288.00 | 100.00% | | \$1,914.40 |
| 2 | Materials | \$79,322.00 | \$79,322.00 | | | \$79,322.00 | 100.00% | | \$3,966.10 |
| 3 | Sublet | \$1,300.00 | \$1,300.00 | | | \$1,300.00 | 100.00% | | \$65.00 |
| 4 | Submittals and Shop Drawings | \$3,850.00 | \$3,850.00 | | | \$3,850.00 | 100.00% | | \$192.50 |
| 5 | Closeout | \$1,240.00 | \$1,240.00 | | | \$1,240.00 | 100.00% | | \$62.00 |
| | CHANGE ORDERS / RFC | | | | | | | | |
| 6 | CO 01 - Break metal SILLS | \$441.00 | \$441.00 | | | \$441.00 | 100.00% | | \$22.05 |
| 7 | CO 02 - Break metal VEST 109 | \$497.00 | \$497.00 | | | \$497.00 | 100.00% | | \$24.85 |
| 8 | CO 03 - Wireless operators | \$1,183.00 | \$1,183.00 | | | \$1,183.00 | 100.00% | | \$59.15 |
| 9 | CO 05 T&M WIRE @ CW | \$880.00 | | \$880.00 | | \$880.00 | 100.00% | | \$44.00 |
| 10 | CO 04 - CCD-022 Gym Board Repainting at Doors | (\$97.00) | | (\$97.00) | | (\$97.00) | 100.00% | | (\$4.85) |
| | GRAND TOTALS | \$126,904.00 | \$126,121.00 | \$783.00 | \$0.00 | \$126,904.00 | | \$0.00 | \$6,345.20 |

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

Meeting Minutes
Bondurant Community Library | Library Board of Trustees
Wednesday, May 4, 2022

1. **Roll Call:** *Members Present:* Pat Kaura, Josh Bryant, Julie Bergeson, Jen Keeler, Sue Ugulini and Craig Campbell. Library Director Sanders and assistant Director Klinker-Feld were also present.
2. **Call to order:** Meeting called to order at 7:01 PM by President Kaura.
3. **Guests present** Marketa Oliver, City of Bondurant.
4. **Perfecting and Approving the Agenda:** Motion to approve the agenda, as amended with tabling item #3, by Ugulini, seconded by Campbell. Motion carried.
5. **Capital Improvement Project:** Tabled.
6. **Approval of Consent Agenda:**
 - a. Minutes of past meeting – April 2022
 - b. Financial Report
 - c. Approve Warrant list / authorize expenditures
 - d. Staff Report - April
 - e. Director's Report - April
 - f. Statistics Review

Motion to approve the above consent agenda by Keeler, seconded by Bergeson. Motion carried.

7. **Public Comments:** None.
8. **Library Foundation Update:** Purchased chairs for meeting room and outdoor tent for BLP activities.
9. **Friends of BPL Update:** Preparing for SummerFest activities (6/11/22 and 6/12/22) and annual book sale.
10. **City Council Liaison Report:** Marketa updated the Trustee on upcoming city activities, new business and housing permits.
11. **Old Business:**
 - a. **Discussion/Decision Trustee Appointment:** Committee conducted two interviews and recommended Mr. Mike Kramar as Trustee to the Bondurant City Council for approval. Motion to approve this candidate by Bryant, seconded by Campbell. Motion carried.
10. **New Business:**
 - a. **Disposal of unsold library property.** Motion to dispose of unsold property, following city guidelines, by Bryant, seconded by Campbell. Motion carried.

b. Review Children's Librarian job description. Director Sanders told of a recent staff retirement and options for this position. Motion to move Children's Librarian position to full-time effective 7/1/22 by Bryant, seconded by Ugolini. Motion carried.

11. Board President Items: None.

12. Adjournment: Motion to adjourn by Keeler, seconded by Campbell. Motion carried. Meeting adjourned at 7:41 PM.

Next Meeting: Wednesday, June 1, 2022



Budget Report

Account Summary

For Fiscal: 2021-2022 Period Ending: 05/31/2022

| | 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 | 198.30 | 4,284.76 | 584.76 115.80 % |
| 001-410-2-4465 | CO CONTRIB LIBRARY-POLK CO AUD | 51,484.00 | 51,484.00 | 12,389.00 | 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 | 6,697.61 | 154,267.84 | 19,869.76 11.41 % |
| 001-410-6020 | SALARIES-PART-TIME | 100,105.20 | 100,105.20 | 1,853.94 | 56,848.44 | 43,256.76 43.21 % |
| 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 | 1,376.78 | 1,623.22 54.11 % |
| 001-410-6310 | BUILDING & GROUND MAINTENANCE | 15,000.00 | 15,000.00 | 2,194.00 | 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 | 1,598.00 | 10,972.00 | 1,598.00 12.71 % |
| 001-410-6373 | TELECOMMUNICATION EXPENSE | 34,754.00 | 34,754.00 | 2,772.83 | 31,838.09 | 2,915.91 8.39 % |
| 001-410-6411 | LEGAL EXPENSE | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 1,500.00 100.00 % |
| 001-410-6419 | COMPUTER SUPPORT | 8,000.00 | 8,000.00 | 89.50 | 4,152.40 | 3,847.60 48.10 % |
| 001-410-6499 | CONTRACT SERVICES | 32,500.00 | 32,500.00 | 3,050.41 | 24,667.13 | 7,832.87 24.10 % |
| 001-410-6502 | PRINTED MATERIALS | 36,000.00 | 36,000.00 | 3,739.47 | 44,973.50 | -8,973.50 -24.93 % |
| 001-410-6503 | DIGITAL MATERIALS | 13,000.00 | 13,000.00 | 1,272.52 | 14,194.40 | -1,194.40 -9.19 % |
| 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 | 4,151.00 | 2,349.00 36.14 % |
| 001-410-6507 | OPERATING SUPPLIES | 1,000.00 | 1,000.00 | 32.28 | 458.84 | 541.16 54.12 % |
| 001-410-6508 | POSTAGE-SHIPPING | 1,000.00 | 1,000.00 | 101.67 | 704.52 | 295.48 29.55 % |
| 001-410-6580 | MISCELLANEOUS | 1,000.00 | 1,000.00 | 0.00 | 300.18 | 699.82 69.98 % |
| 001-410-6599 | LIBRARY PROGRAMS | 6,000.00 | 6,000.00 | 161.33 | 5,745.50 | 254.50 4.24 % |
| 001-410-6725 | TECHNOLOGY REPLACEMENT | 9,000.00 | 9,000.00 | 1,061.82 | 3,392.33 | 5,607.67 62.31 % |
| Department: 410 - LIBRARY Surplus (Deficit): | | -404,193.80 | -404,193.80 | -12,038.08 | -312,712.88 | 91,480.92 22.63 % |
| Fund: 001 - GENERAL FUND Surplus (Deficit): | | -404,193.80 | -404,193.80 | -12,038.08 | -312,712.88 | 91,480.92 22.63 % |

Budget Report

For Fiscal: 2021-2022 Period Ending: 05/31/2022

| | 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 | 0.70 | 10,259.47 | 5,890.47 234.82 % |
| 167-410-2-4705 | T/A-LIBRARY DONATIONS | 1,877.00 | 1,877.00 | 40.11 | 6,161.58 | 4,284.58 328.27 % |
| 167-410-4-4300 | INTEREST - LIBRARY T&A | 1.00 | 1.00 | 0.00 | 1.23 | 0.23 123.00 % |
| 167-410-6506 | TRUST & AGENCY LIBRARY EXPENSE | 40,000.00 | 40,000.00 | 1,110.00 | 24,525.48 | 15,474.52 38.69 % |
| Department: 410 - LIBRARY Surplus (Deficit): | | -33,753.00 | -33,753.00 | -1,069.19 | -8,103.20 | 25,649.80 75.99 % |
| Fund: 167 - LIBRARY GRANT Surplus (Deficit): | | -33,753.00 | -33,753.00 | -1,069.19 | -8,103.20 | 25,649.80 75.99 % |

Budget Report

For Fiscal: 2021-2022 Period Ending: 05/31/2022

| | 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 | 0.00 | 260,000.00 100.00 % |
| 200-410-6852 | INTEREST - LIBRARY - 07/13B GO DSL | 3,770.00 | 3,770.00 | 0.00 | 1,885.00 | 1,885.00 50.00 % |
| 200-410-6898 | ADM FEE-LIBRARY 07/13B - GO DSL | 500.00 | 500.00 | 0.00 | 250.00 | 250.00 50.00 % |
| | Department: 410 - LIBRARY Total: | 264,270.00 | 264,270.00 | 0.00 | 2,135.00 | 262,135.00 99.19 % |
| | Fund: 200 - DEBT SERVICE Total: | 264,270.00 | 264,270.00 | 0.00 | 2,135.00 | 262,135.00 99.19 % |

Budget Report

For Fiscal: 2021-2022 Period Ending: 05/31/2022

| | 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 | 5,706.96 | 805,001.82 | 114,998.18 12.50 % |
| | Department: 410 - LIBRARY Surplus (Deficit): | -1,076,931.00 | -1,076,931.00 | -5,706.96 | -952,123.99 | 124,807.01 11.59 % |
| | Fund: 351 - LIBRARY CAPITAL Surplus (Deficit): | -1,076,931.00 | -1,076,931.00 | -5,706.96 | -952,123.99 | 124,807.01 11.59 % |
| | Report Surplus (Deficit): | -1,826,758.80 | -1,826,758.80 | -18,814.23 | -1,316,189.57 | 510,569.23 27.95 % |

Budget Report

For Fiscal: 2021-2022 Period Ending: 05/31/2022

| 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 | -1,069.19 | -8,103.20 | 25,649.80 | 75.99 % |
| Fund: 167 - LIBRARY GRANT Surplus (Deficit): | -33,753.00 | -33,753.00 | -1,069.19 | -8,103.20 | 25,649.80 | 75.99 % |

Bondurant Community Library
Library Board of Trustees
June 1, 2022
Warrant List

| Company | Description | Budget Code | Invoice | Amount |
|------------------------|----------------------|--------------------|----------------|-------------------|
| Access Systems Leasing | Copier Buyout | 001-410-6725 | 2001874 | \$1,061.82 |
| Amazon | Books | 001-410-6502 | Statement | \$783.27 |
| | Library programs | 001-410-6599 | Statement | \$460.88 |
| | COVID | 170-130-6507 | Statement | \$9.98 |
| | HDMI cables | 001-410-6725 | Statement | \$17.98 |
| | Operating supplies | 001-410-6507 | Statement | \$90.89 |
| | Summer Reading | 167-410-6506 | Statement | \$310.85 |
| ASI | Cast Bronze Plaque | 351-410-6799 | 222996 | \$3,844.40 |
| Baker & Taylor | Books | 001-410-6502 | Statement | \$2,051.23 |
| Century Link | Closing statement | 001-410-6373 | Statement | \$27.90 |
| Demco | Book processing | 001-410-6506 | 7120684 | \$95.60 |
| Envisionware | Renewal | 001-410-6499 | INV-US-59310 | \$725.00 |
| Hoopla | Digital Materials | 001-410-6503 | 502048425 | \$394.82 |
| iREAD | Summer Reading | 167-410-6506 | 210339 | \$491.90 |
| Kadeth | Technology support | 001-410-6499 | 6167 | \$430.83 |
| Kietzman, Kim | Long range planning | 001-410-6580 | 8 | \$900.00 |
| Mediacom | Phone and internet | 001-410-6373 | Statement | \$203.71 |
| Mediacom | Phone and internet | 001-410-6419 | Statement | \$89.50 |
| Mediacom | Phone and internet | 001-410-6373 | Statement | \$111.06 |
| MicroMarketing | Audiobooks | 001-410-6502 | 883843 | \$39.99 |
| MicroMarketing | Large print | 001-410-6502 | 885587 | \$48.73 |
| Menards | Summer Reading sign | 167-410-6506 | 60225 | \$30.38 |
| MidAmerican | Utilities | 001-410-6371 | Statement | \$1,598.00 |
| Nelson Electric | Exterior receptacle | 351-410-6799 | 8995 | \$1,166.24 |
| OverDrive | Digital Materials | 001-410-6503 | 06497022147989 | \$4,425.88 |
| P&M Apparel | Tent and table cover | 167-410-6506 | 38085 | \$1,948.00 |
| Petty Cash | Postage | 001-410-6508 | Receipts | \$105.33 |

Bondurant Community Library
Library Board of Trustees
June 1, 2022
Warrant List

| | | | | |
|--------------------------|----------------------|--------------|------------|-------------------|
| Rhode Island Novelty | Summer Reading | 167-410-6506 | Statement | \$652.35 |
| Schincke, Megan | Mileage | 001-410-6240 | Statement | \$72.54 |
| Schincke, Megan | Mileage | 167-410-6506 | Statement | \$29.25 |
| Stericycle | Shredding event | 001-410-6599 | 8001605385 | \$370.23 |
| Systems Technology Group | READSquared | 167-410-6506 | 13585 | \$495.00 |
| Stratus | Cleaning service | 001-410-6499 | 5259839 | \$841.56 |
| T-Mobile | Hot spot data | 001-410-6373 | Statement | \$360.00 |
| Unique | Collection service | 001-410-6499 | 6100681 | \$81.55 |
| Verizon | Hot spot data | 001-410-6373 | Statement | \$1,188.28 |
| Visa | Brews & Brushstrokes | 001-410-6599 | Statement | \$134.70 |
| | Garbage bags, soap | 001-410-6507 | Statement | \$95.25 |
| | Book Covers | 001-41-6506 | Statement | \$180.87 |
| | Deep Freeze | 001-410-6499 | Statement | \$113.42 |
| | Summer Reading | 167-410-6506 | Statement | \$3,467.20 |
| | Covid-Zoom | 170-130-6507 | Statement | \$16.04 |
| Walmart | Diversity Program | 167-410-6506 | Statement | \$13.93 |

| | |
|---------------------------|--------------------|
| Total Operating Expenses | \$16,039.00 |
| COVID Expenses | \$26.02 |
| Building Project Expenses | \$5,010.64 |
| Trust & Agency Expenses | \$7,438.86 |

| | |
|--------------|--------------------|
| Total | \$28,514.52 |
|--------------|--------------------|

Bondurant Community Library
Library Board of Trustees
June 1, 2022
Warrant List

Bondurant Community Library Board President
SIGNATURE

Date

Bondurant Community Library Board Secretary
SIGNATURE

Date



STAFF REPORT MAY 2022

Michell:

- READsquared training
- Adult Librarian meeting—Norwalk Easter Public Library

Megan:

- Pop YS LIVE
- YS Book Club
- Webinar: “Hi-Lo/Reluctant and Struggling Readers”
- READsquared training

Events in April:

- 18 Library Story Times
- 8 Sessions of Geri-Fit
- Shredding Bins—sponsored by Legacy Bank
- Book discussion for Adults
- Third Thursday at Hoover’s
- Coloring Night at Reclaimed Rails
- Book Discussion at Reclaimed Rails
- Brews and Brushstrokes at Reclaimed Rails
- After-school craft
- Open crafts for Mother’s Day
- After-school STEAM
- After-school movie
- After-school BINGO
- School-age Virtual Story Time
- Tween/Teen Book Discussion



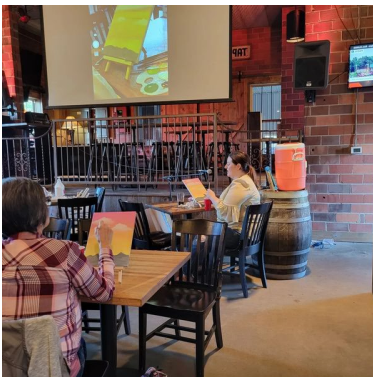
Librarian items June 2022

- Summer Reading Program is off with a bang. May 23 was the first day to sign up and pick up their bags. 300 patrons picked up bags and registered for the program on that one day alone. As of Wednesday the May 25 there are 524 signed up, well on the way to pre-COVID participation numbers.



A sample of the bags for Summer Reading

- Staff is participating in the newly formed Diversity Committee that is being established by the City. This committee is led by Councilmen Driscoll and Pfeffer.
- Staff has attended 2 Farmer's Markets in May with Popup Libraries. The new tent and table covering are in use and the Library is very visible at the Market.
- Library staff collaborated with the School to provide a Diversity Program for third graders on May 10 and 11th. School staff walked sections of third graders to the library for those 2 days students were given a passport and rotated around to stations of displays of different continents. These displays included books that could be checked out at the library, a snack from those continents, a tour of the new library and a demonstration on how to use the Library's catalog.
- May 20 FEH, Story Construction, City Works and I inspected landscaping and the new doors installed by MAGS.



- Mike Kramer was appointed to the Library Board at the May 9th City Council Meeting and Library Board orientation was given on May 25th.
- Adult Services Librarian Michell and Children's Librarian Megan collaborated and presented a new Library program that will be held quarterly at Reclaimed Rails. Brushstrokes and Brews was very well attended with sold out registration.

Megan led the painting adventure at Brushstrokes & Brews

BONDURANT COMMUNITY LIBRARY
LIBRARY BOARD OF TRUSTEES BYLAWS



I. NAME AND PURPOSE

- A. The Bondurant Community Library Board of Trustees hereafter referred to as the Board.
- B. The Board will comply with the Code of Iowa in all questions of library law and governance and will further comply with the regulations set forth in Chapter 22 of the City of Bondurant's ordinance. The Board's specific powers and duties are set forth in the library ordinance.

II. BOARD MEETINGS

- A. The Board shall meet monthly, on the first Wednesday of every month at ~~7~~ **6** PM at the Bondurant Community Library.
- B. Attendance policy for Library Board meetings is provided in the City of Bondurant Ordinance, Chapter 22.04
- C. The President or Library Director may call special meetings whenever they may be deemed necessary. Notice of the meeting shall be given in accordance with Chapter 28A of the Code of Iowa and shall be given to all Trustees 24 hours in advance of the special meeting.
- D. A quorum shall consist of 4 members (from its total membership of 7 trustees).
- E. The Board shall comply with Iowa's Open Meetings law by printing and publicly posting a copy of its agenda 24 hours prior to the meeting. Non-Board members who wish to address the Board should request a place on the agenda not later than 24 hours before the scheduled time of the meeting. This request may be directed to the President, Secretary, or to the Library Director.
- F. A person wishing to address the Library Board of Trustees will be limited to five minutes speaking. Unless, additional time is granted by the Board President or a majority of the Library Board present. The Board will listen, but will not respond during the meeting to those who speak during an open

forum. If response is needed, the item will be placed on the next Board agenda for consideration.

- G. The Library may conduct a meeting by electronic means only in circumstances where such a meeting in person is impossible or impractical and only if the Board complies with all the following:
1. The Board provides public access to the conversation of the meeting to the extent reasonably possible.
 2. The Board complies with section 21. 4 of the Iowa Code. For this purpose the place of the meeting is the place from which the communication originates or where public access is provided to the conversation.
 3. Minutes are kept of the meeting. The minutes shall include a statement explaining why a meeting in person was impossible or impractical.
 4. A meeting conducted in compliance with this section shall not be considered in violation of Chapter 21.8 Iowa Code.
 5. A meeting by electronic means may be conducted without complying with paragraph “1” of subsection E if conducted in accordance with all of the requirements for a closed session contained in section 21.5 of Iowa Code.
- H. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.
- I. The Director **and/or Assistant Director** of the Bondurant Community Library shall be present and participating at each meeting of the Board.
- J. The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert’s Rules of Order.
- K. The Library Director shall be the executive director of the Library.
- L. The Order of business shall be:
- Roll Call
 - Call to order
 - Guests present

- Perfecting and approving the agenda
- Approval of Consent Agenda
 - Minutes of past meetings
 - Financial Report
 - Approve the warrant list/authorize expenditures
 - Staff Report
 - Directors Report
 - Statistics
- Public Comments
- **Library Foundation Report**
- **Friends of the Library Report**
- City Council Liaison Report
- Old Business
- New Business
- Board President items
- Adjournment

III. Officers and Committees

- A. Officers shall be the Board President, Vice President, and Secretary and shall be elected annually at the January meeting for the year.
- B. Officers may hold a maximum of three terms, of the same office, consecutively.
- C. The President shall preside at all meetings, appoints all committees, and generally performs all duties associated with the office. In the absence of the President, the Vice President shall assume the President's duties. The Secretary shall record all proceedings of the Board.
- D. The President shall appoint committees as the need arises. The Committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report has been made to the Board.

E. Committees shall be active as needed, appointed by the President and consist of the following:

Personnel Committee

Budget & Finance Committee

Public Relations Committee

The president as needed shall appoint ad hoc committees.

F. Each committee shall act in an advisory capacity and shall report its recommendations to the full Board.

IV. MAJOR FUNCTIONS

- Hire, set salary, and benefits for the library director, and evaluate the Library Director at least annually.
- Participate in the budget process and secure adequate financial support for the library's operations and services.
- Set policies for the library's operations and services.
- Engage in planning for the library's future.
- Ensure library director and staff participation in training and continuing education.
- Participate in Board training and educational opportunities.
- Ensure the library's involvement in Iowa Library Services initiatives.

V. AMENDMENTS

A. These bylaws may be amended at any meeting of the Board with a quorum present, by a unanimous vote of the members present, providing the amendment was proposed one month previous to final action on the same.

Adopted by the Bondurant Community Library Board of Trustees

12/05/2002

Revised: 11/3/2005, 09/06/2012, 02/06/2014, 01/07/2015, 05/03/2017, 1/3/2018,
7/2020

BONDURANT COMMUNITY LIBRARY WEBSITE POLICY

Overview

The Bondurant Community Library recognizes that a presence on the World Wide Web is essential for the provision of quality service and easy access for our library users. The Library currently maintains www.bondurant.lib.ia.us www.cityofbondurant.com/bondurant-community-library.

Maintenance

The Bondurant Community Library website is maintained by the library staff. The website is updated several times each week or more frequently if needed. All website pages other than the online catalog and interactive calendar and reservation forms include the date of the last update for that page.

Content

The website includes access to our online catalog and enables cardholders to perform a number of transactions related to library business, such as searching, placing holds, and renewing items. The website also includes program and calendar information, marketing information, meeting room reservation capabilities, policy information, and public notices such as library board agendas and minutes. Contact information is provided, including a capability for website users to communicate directly with library staff via e-mail or telephone.

In addition, the website provides access to a number of databases to which the library subscribes. These sources are chosen in keeping with the Library's *Collection Development Policy* and are selected due to the quality of their content and their solid reputation.

Retention

Policy updates will be uploaded to the website upon final approval of the policy by the Bondurant Community Library Board of Trustees. Public notices such as library board agendas and minutes will remain uploaded for three months. The library does hold official records of minutes and agendas for public inspection upon request.

Links

The Library continually adds to the number of sources listed or linked from

www.bondurant.lib.ia.us www.cityofbondurant.com/bondurant-community-library. These links are chosen in keeping with the Library's *Collection Development Policy* and are deemed generally reliable and useful. However, library users are advised that the World Wide Web contains information that may be considered by some to be inaccurate, outdated, or personally offensive. Web pages are added or discontinued daily and are subject to frequent and sometimes dramatic change. The Library assumes no responsibility for any damages, direct or indirect, arising from use of its electronic services or its connections to the Internet.

Linking Criteria

Due to the vast proliferation of websites and the ease of finding them through common search engines, the Bondurant Community Library must be very selective in adding links to external websites from its public website.

The Bondurant Community Library will consider linking to external websites according to the following criteria:

- Non-commercial, unless they provide content pertinent to the needs of Bondurant Community Library users.
- Complementary to Bondurant Community Library collections, services and programs.
- Consistent with the mission and goals of the Bondurant Community Library.
- In accordance with the Bondurant Community Library *Collection Development Policy*.
- Meet a strong informational need for a large number of Library users.
- The site's content is suitable for intended audiences of different age groups i.e. children, teens, adults and seniors, and does not have any distasteful, offensive, obscene or objectionable content and is considered appropriate by a reasonable user.
- The sites do not charge a fee to access information or services on that page.
- The sites do not collect personally identifiable information from users.

The Bondurant Community Library reserves the right to deny a link request for any reason and without notice. Links are reviewed often and will be removed if they no longer meet the Library's Linking Criteria. The Library encourages users to notify the Library if a web page link from our site is no longer operational.

Linking Reciprocity

The Bondurant Community Library does not require that reciprocal links be established by a requesting entity. However, Internet etiquette encourages such reciprocal linking.

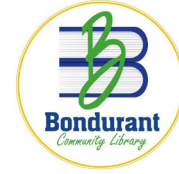
Use of Photographs/Videos and Names

Our website is enhanced by the inclusion of photos and video. The Library has a *Photography and Video* policy and a *Photograph and Video Consent Form* that outline the appropriate permissions for the use of photos and video. Children's names are not used on the Library's website with their accompanying photos or video.

Approved:10/2017, November 2019

June 1, 2021

The Bondurant Community Library adopts the following wages for the fiscal year 2022/23. Effective July 1, 2022, unless otherwise noted:



| Employee -Position Salary Range | Hourly Rate |
|--|---|
| Jill Sanders -Library Director Range \$24.00-\$44.00 | \$40.14 per hour *FSLA status-Exempt |
| Michell Klinker-Feld - Assistant Library Director Range \$19.00-\$38.00 | \$28.44 per hour FT *FSLA status-Non-exempt |
| Megan Schincke-Youth & Adult Services Librarian Range \$13.00-\$26.00 | \$21.84 per hour FT *FSLA status-Non-exempt |
| Megan Mangum -Children's Librarian Range \$19.00-\$35.00 | \$19.00 per hour FT *FSLA status Non-exempt |
| Chantel Phipps-Bucklin -Clerk II Range \$11.00-\$18.00 | \$15.53 per hour PT *FSLA status Non-exempt |
| Emma Bruce- Clerk II Range \$10.00-\$18.00 | \$15.53 per hour PT *FSLA status-Non-exempt |
| Vacant position - Clerk II | \$15.53 per hour PT *FSLA Status-Non-exempt |

SIGNATURE

Director Bondurant Community Library