



Agenda
Bondurant Community Library - Library Board of Trustees
104 2nd Street NE
Bondurant, Iowa 50035
Bondurant Community Library – Group Study B
6 pm
Wednesday, **March 8**, 2023

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

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

To connect to the virtual meeting please use the following link

<https://us02web.zoom.us/j/82879381034?pwd=cmNSMGxwcG1kNWZCWtBaTG5hT1BzUT09>

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

Meeting ID: 828 7938 1034 Password: 857831

Roll Call

Call to order

- 1) Guests Present
- 2) Perfecting and Approving the Agenda
- 3) Approval of Consent Agenda
 - a) Approval of Minutes from past meeting –February 2023
 - b) Financial Report
 - c) Approval of Warrant List/Authorize expenditures
 - d) Staff Report -- February
 - e) Director Report -- February
 - f) Statistics
- 4) Public Comments
- 5) Foundation Update
- 6) Friends of the Library Update
- 7) City Council Liaison Report
- 8) Old Business
- 9) New Business
 - a) Trustee Training – Chapter 1 Trustee Handbook
 - b) Budget Submittal Amendment –
 - c) Review/Adopt - Emergency Management Policy
 - d) Salary Adoption – Assistant Library Director, Adult Services Librarian
- 10) Board President Items –
- 11) Adjournment

Next meeting April 5, 2023

Any person with a disability who requires a modification or accommodation in order to participate in the meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the Library Board of Trustees during the meeting, should contact the Library Director, (515) 967-4790 or jills@bondurant.lib.ia.us, 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, February 1, 2023

1. **Roll Call:** *Members Present:* Josh Bryant, Julie Bergeson, Jen Keeler, Mike Kramer, 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 6:00 PM by President Bryant.
3. **Guests present:** Matt Sillanpaa, Bondurant City Council Member, attended virtually.
4. **Perfecting and Approving the Agenda:** Motion to approve the agenda by Ugulini, seconded by Keeler. Motion carried.
5. **Approval of Consent Agenda:** Motion to approve the consent agenda as corrected by Ugulini, seconded by Campbell. Motion carried.
 - a. Approval of minutes from past meeting – January 2023
 - b. Financial Report
 - c. Approve Warrant list / authorize expenditures
 - d. Staff Report
 - e. Director’s Report – January 2023
 - f. Statistics Review – January 2023
6. **Public Comments:** None.
7. **Foundation Update:** Mini-Golf fundraiser event at the Library: Saturday, February 11th. All hole sponsorships filled by local businesses or organizations.
8. **Friends of BPL Update:** Continue to look at opportunities to support BCL.
9. **City Council Liaison Report:** New City Council Liaison Sillanpaa introduced himself and told his personal interest in the Library. Complimented Director Sanders on keeping Council well informed of Library issues and success.
10. **Old Business:**
 - a. **Discussion/Decision on open Board position.** Motion to approve Amber Flinn for open Board position and move to City Council for approval by Campbell, seconded by Kramer. Motion carried.
11. **New Business:**
 - a. **Committee Report – Review ADA Compliance Report.** President Bryant and Director Sanders completed the report necessary for accreditation. Minor issues already resolved with Public Works Department. Motion to approve the Committee’s report by Ugulini, seconded by Campbell. Motion carried.

- b. **Discussion/Decision – Assistant Library Director Job Description.** Motion to approve by Keeler, seconded by Ugolini. Motion carried.
- c. **Discussion/Decision - Adult Services Librarian Job Description.** Motion to approve by Bergeson, seconded by Kramer. Motion carried.
- d. **Discussion/Decision - Hazard Communication Program.** Motion to approve by Kramer, seconded by Campbell. Motion approved.
- e. **Discussion/Decision - Equipment Use Policy.** Motion to approve by Ugolini, seconded by Kramer. Motion approved.
- f. **Discussion/Decision - Removal of iPad and iPad Mini Checkout Policy from Policies.** No motion required with updated Equipment Use Policy.

12. President Items: None.

13. Adjournment: Motion to adjourn by Campbell, seconded by Keeler. Motion carried.
Meeting adjourned at 6:30 PM

Next Meeting: Wednesday, March 8, 2023



Budget Report Account Summary

For Fiscal: 2022-2023 Period Ending: 02/28/2023

	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	225.60	2,942.08	-757.92 20.48 %
001-410-2-4465	CO CONTRIB LIBRARY-POLK CO AUD	36,000.00	36,000.00	0.00	32,967.00	-3,033.00 8.43 %
001-410-6010	SALARIES	179,361.73	179,361.73	23,686.53	196,008.91	-16,647.18 -9.28 %
001-410-6020	SALARIES-PART-TIME	103,108.36	103,108.36	3,909.16	36,692.65	66,415.71 64.41 %
001-410-6210	ASSOCIATION DUES	1,500.00	1,500.00	0.00	654.00	846.00 56.40 %
001-410-6230	TRAINING	600.00	600.00	0.00	150.00	450.00 75.00 %
001-410-6240	MEETINGS & CONFERENCES	3,500.00	3,500.00	0.00	3,314.04	185.96 5.31 %
001-410-6310	BUILDING & GROUND MAINTENANCE	15,000.00	15,000.00	217.94	2,320.35	12,679.65 84.53 %
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	24,000.00	24,000.00	2,623.00	14,834.00	9,166.00 38.19 %
001-410-6373	TELECOMMUNICATION EXPENSE	37,000.00	37,000.00	2,852.07	28,214.39	8,785.61 23.74 %
001-410-6411	LEGAL EXPENSE	1,500.00	1,500.00	0.00	157.50	1,342.50 89.50 %
001-410-6419	COMPUTER SUPPORT	8,000.00	8,000.00	3,151.83	4,357.52	3,642.48 45.53 %
001-410-6499	CONTRACT SERVICES	32,500.00	32,500.00	1,638.53	19,346.32	13,153.68 40.47 %
001-410-6502	PRINTED MATERIALS	40,000.00	40,000.00	1,844.83	27,221.42	12,778.58 31.95 %
001-410-6503	DIGITAL MATERIALS	20,000.00	20,000.00	575.25	12,456.94	7,543.06 37.72 %
001-410-6504	MINOR EQUIPMENT	2,000.00	2,000.00	118.99	2,167.87	-167.87 -8.39 %
001-410-6506	OFFICE SUPPLIES	6,000.00	6,000.00	128.02	2,594.29	3,405.71 56.76 %
001-410-6507	OPERATING SUPPLIES	1,000.00	1,000.00	76.86	580.06	419.94 41.99 %
001-410-6508	POSTAGE-SHIPPING	1,000.00	1,000.00	152.57	1,002.74	-2.74 -0.27 %
001-410-6580	MISCELLANEOUS	1,000.00	1,000.00	0.00	358.69	641.31 64.13 %
001-410-6599	LIBRARY PROGRAMS	8,000.00	8,000.00	502.24	5,193.97	2,806.03 35.08 %
001-410-6725	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	3,525.38	12,428.56	-3,428.56 -38.10 %
Department: 410 - LIBRARY Surplus (Deficit):		-455,570.09	-455,570.09	-44,777.60	-334,145.14	121,424.95 26.65%
Fund: 001 - GENERAL FUND Surplus (Deficit):		-455,570.09	-455,570.09	-44,777.60	-334,145.14	121,424.95 26.65%

Budget Report

For Fiscal: 2022-2023 Period Ending: 02/28/2023

	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	4,500.00	4,500.00	0.00	5,953.71	1,453.71 132.30 %
167-410-2-4705	T/A-LIBRARY DONATIONS	1,500.00	1,500.00	1,735.81	20,767.35	19,267.35 1,384.49 %
167-410-4-4300	INTEREST - LIBRARY T&A	0.00	0.00	0.00	111.89	111.89 0.00 %
167-410-6506	TRUST & AGENCY LIBRARY EXPENSE	0.00	0.00	0.00	6,221.90	-6,221.90 0.00 %
Department: 410 - LIBRARY Surplus (Deficit):		6,000.00	6,000.00	1,735.81	20,611.05	14,611.05 -243.52%
Fund: 167 - LIBRARY GRANT Surplus (Deficit):		6,000.00	6,000.00	1,735.81	20,611.05	14,611.05 -243.52%

Budget Report

For Fiscal: 2022-2023 Period Ending: 02/28/2023

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 351 - LIBRARY CAPITAL						
Department: 410 - LIBRARY						
351-410-6799						
OTHER CAPITAL OUTLAY	0.00	0.00	0.00	8,039.70	-8,039.70	0.00 %
Department: 410 - LIBRARY Total:	0.00	0.00	0.00	8,039.70	-8,039.70	0.00%
Fund: 351 - LIBRARY CAPITAL Total:	0.00	0.00	0.00	8,039.70	-8,039.70	0.00%
Report Surplus (Deficit):	-469,570.09	-469,570.09	-43,041.79	-378,526.27	91,043.82	19.39%

Group Summary

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND						
410 - LIBRARY	-455,570.09	-455,570.09	-44,777.60	-334,145.14	121,424.95	26.65%
Fund: 001 - GENERAL FUND Surplus (Deficit):	-455,570.09	-455,570.09	-44,777.60	-334,145.14	121,424.95	26.65%

Budget Report

For Fiscal: 2022-2023 Period Ending: 02/28/2023

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 167 - LIBRARY GRANT						
410 - LIBRARY	6,000.00	6,000.00	1,735.81	20,611.05	14,611.05	-243.52%
Fund: 167 - LIBRARY GRANT Surplus (Deficit):	6,000.00	6,000.00	1,735.81	20,611.05	14,611.05	-243.52%

Bondurant Community Library
Library Board of Trustees
March 8, 2023
Warrant List

Company	Description	Budget Code	Invoice	Amount
ARSL	Membership - Michell	001-410-6210	67471	\$75.00
Amazon	Printed materials	001-410-6502	statement	\$29.98
	Library programs	001-410-6599	Statement	\$18.09
Access Systems	final buyout of old copier	001-410-6499	qt2179682	\$2,204.58
Baker & Taylor	Books	001-410-6502	2037236866	\$194.27
			2037241370	\$753.39
			2037283736	\$132.95
			2037292443	\$910.01
			2037260504	\$58.47
			2037255113	\$143.12
Brockway	HVAC	001-410-6310	h5454	\$355.00
Bryant, Josh	Mileage for 1000 Friends Of IA	001-410-6240	n/a	\$17.16
Des Moines Stamp Co	Notary Stamp- Jill	001-410-6507	1213905	\$33.00
Demco	Bags for Summer Reading	167-410-6506	7255931	\$162.96
		001-410-6504	7261943	\$232.49
Findaway	Wonder books- replacement	001-410-6502	419598	\$47.49
Hoopla	Digital Materials	001-410-6503	503311380	\$676.18
	Digital Materials	001-410-6503	503440706	\$556.68
Junior Library Guild	Annual subscription - Childrens books	001-410-6502	643366	\$1,516.00
Konica Minolta	Phone service	001-410-6373	220005219	\$251.89
Konica Minolta	Copier	001-410-6499	5023782585	\$220.42
Menards	Bathroom door handles	001-410-6310	76256	\$71.96
MicroMarketing	Audio books	001-410-6502	910379	\$90.00
MicroMarketing	Audio books	001-410-6502	910673	\$67.99
MicroMarketing	Large print book	001-410-6502	910842	\$55.20
	large print book	001-410-6502	912229	\$33.60
	Audio books	001-410-6502	913502	\$147.18
	Audio books	001-410-6502	914133	\$104.98
	Large print book	001-410-6502	914222	\$135.50
	Large print book	001-410-6502	913526	\$27.60
MidAmerican	utilities	001-410-6371	535738064	\$2,623.00

Bondurant Community Library
Library Board of Trustees
March 8, 2023
Warrant List

OverDrive	Digital Materials	001-410-6503	0649co23026979	\$4,174.12
Petty Cash	Postage	001-410-6508	Receipts	\$105.00
Perma Card	library cards	001-410-6507	219218	\$996.32
Storey Kenworthy	Office supplies	001-410-6506	pinv1065441	\$52.57
	Office supplies	001-410-6506	pinv1068809	\$97.70
Stratus	Cleaning service	001-410-6499	5867190	\$851.56
T-Mobile	Hot spot data	001-410-6373	Statement	\$340.00
Unique	Collection service	001-410-6499	6109472	\$81.55
US Cellular	Hot spot data	001-410-6373	557078808	\$478.39
Verizon	Hot spot data	001-410-6373	9926915870	\$2,373.68
Walmart	programming supplies	001-410-6599	Statement	\$6.36
Walsh Door & Security	Repair lock old doors	001-410-6310	791290	\$510.00
Visa	ARSL Jill/ILA Megan M	001-410-6210	Statement	\$195.00
	Chamber Dinner- Michell	001-410-6240	Statement	\$33.85
	Postage	001-410-6508	Statement	\$14.54
	programming supplies	001-410-6599	statement	\$533.43
	office supplies	167-410-6506	Statement	\$88.20
	Credit programming supplies	001-410-6599	statement	-\$26.99
	Notary renewal - Jill	001-410-6580	statement	\$30.00
	Books. Movies	001-410-6502	statement	\$580.21
	HDMI cables	001-410-6419	Statement	\$29.96
	Gallon Baggies, TP	001-410-6507	Statement	\$122.95
	Zoom	001-410-6499	statement	\$16.04

Total Operating Expenses **\$21,381.48**

Trust and Agency Expenses **\$251.16**

Total **\$21,632.64**

Bondurant Community Library
Library Board of Trustees
March 8, 2023
Warrant List

Bondurant Community Library Board President
SIGNATURE

Date

Bondurant Community Library Board Secretary
SIGNATURE

Date

STAFF REPORT FEBRUARY 2023



Michell:

- Adult Librarian Meeting

Megan S.:

- Pop YS
- Check it Out
- All Iowa Reads - Exploring the Short List
- Kid's Lib
- ARSL - Teen Programming Roundtable
- Ferguson's Career Guidance Center for the Public Library: Infobases's Virtual One-Stop College & Career Resource

Megan M.:

- How a Bunch of Stressed Out, Rural Librarians Came Together to Impact 3rd Grade Reading Scores
- ALA - Bridge to Reading Read Aloud Webinar
- All Iowa Reads '23: Exploring the Shortlists
- Check it Out, February '23
- Kid's Lib

Christina:

- Introduction to Public Services: Knowing Your Community
- Introduction to Public Services: Providing Library Services
- Foundations of Public Libraries: Principles of a Noble Profession
- Foundations of Public Libraries: Library as Place
- Introduction to Public Services: Customer Service
- Introduction to Public Services: Library Programming
- Foundations of Public Libraries: The Library Team & Support Organizations

Events in February:

- 16 Story Times at the Library
- 4 Sessions of Baby Story & Play
- Family Story Time
- Soup-er Bowl
- 7 Sessions of Geri-Fit
- Stitch and Chat
- Puzzled Competition

- Book discussion for Adults
- Third Thursday at Hoover's
- Coloring Night at Reclaimed Rails
- Books on Tap book discussion at Reclaimed Rails
- Adult Winter Read
- Book Club for grades 3-5
- Book Club for grades 6-8
- Book Club for grades 9-12
- After-School STEAM
- After-School BINGO
- After School Movie
- Teen Advisory Group
- LIBRARY CLOSED February 20



Librarian items February, 2023

- Director Sanders attended City Council on Feb. 6 and 21.
- Library staff meeting was held on Feb 7.
- Jill held a conference call with Matt @ META/FB on 2/16 to discuss funding for Summer Reading Program. He follow through to make sure the request is submitted. He is moving to another position and Stef Seger will be his replacement. Stef and Matt both visited the library on 2/21 on a tour of the community and speaking with other community leaders.
- Amber Flinn was appointed to the Board on 2/6/2023 by Council. While her appointment has been made, due to prior commitments her first Library Board meeting will be in April. Jill will meet with her in March for orientation.

Preface

The State Library of Iowa is a division of the Iowa Department of Education. Like public libraries, the State Library is governed by a board of trustees called the Iowa Commission

of Libraries. The Commission has policy and budget authority as well as the authority to hire and evaluate the State Librarian. The State Library's two divisions are the Library Support Network, to improve library services in Iowa; and Specialized Library Services, to deliver specialized information services to state government and to Iowans.

The purpose of the Iowa Library Trustee's Handbook is to give trustees a basic understanding of their responsibilities and authority. It contains useful, practical information about the board's relationship with the library director and staff, developing policy, funding sources, library laws, and many other topics.

Library boards will continue to be exposed to exciting possibilities and confronted by daunting challenges. How trustees respond will determine the future of library services to the people of Iowa.

This Handbook can be used in a variety of ways. Each chapter has its own focus and can

be used individually as a reference for specific questions or as a guide to further resources on a topic. Specific chapters may be referenced for continuing education at board meetings or to explain the role of a trustee to a prospective new member or to someone newly appointed. Your local funding agencies may also appreciate an overview

of certain topics. Don't forget the Appendix! There are several templates and forms that you can make your own at the end of the Handbook.

Currently, Iowa has two libraries that are not governed by an administrative board of trustees but instead by an advisory board; in these two instances, the city government has decision-making authority. Consequently, some of the information in this manual will

not pertain to these two libraries.

Please note that this Handbook was prepared as an educational resource and should

not be used as a substitute for legal advice.

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Get to Know Your Library and Its Impact in Your Community

"Public library" means different things to different people. For many, the purpose of a public library is to help children develop a love of reading. For others, it means a place that provides computers and Internet access for people who don't have them at home. The public library may also be seen as an anchor for downtown businesses, a community

gathering place, a source for books and movies for recreation, or an institution vital to democracy because it provides access to information from all points of view.

As a member of the library board, you help set the direction for public library service in

your community. You will come to appreciate that a city library is a very important city service. Whatever role your library plays in your community, chances are it is one of the most heavily used city services. Historically, statewide, about 66% of Iowans have library cards.

Today's libraries offer books and so much more. Services like public computers and Internet access (including WiFi), meeting rooms, programming for all ages, book discussion groups, and genealogy resources. Libraries also offer online resources such as digital collections of eBooks, audiobooks, magazines, and research materials, all accessible from home, work, or school.

So first things first: get to know your public library and all it has to offer. Drop in to browse and read, attend a book discussion group, attend a library-sponsored program, or simply check out a book.

Review Your City's Library Ordinance

Iowa Code 392.5 states that a public library is established by an ordinance adopted by the city council. It is the local law under which the library exists and is part of the city code. Libraries established after Iowa's Home Rule Act (1972 Acts chapter 1088) may have an ordinance similar to the sample ordinance provided herein or it may be substantially different.

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Each trustee should have a copy of the library ordinance; ask your director for a copy if needed. A sample ordinance is included in the **Appendix**. Most questions about library governance are answered in the city-library ordinance. It includes information such as:

- ❖ Board appointments and length of terms
- ❖ Powers and duties of the library board
- ❖ Procedure for approving and paying bills
- ❖ Reports required from the library to the city council

Changing the Library's Ordinance

"A proposal to alter the composition, manner of selection or charge of a library board, or to

replace it with an alternative form of administrative agency, is subject to the approval of the

voters of the city." (**Iowa Code 392.5**)

For sound reasons, changing the library ordinance is not simple. Most other city ordinances are changed through a vote of the city council. However, substantial changes

to the library ordinance--such as changing the number of board members, how board members are appointed, or their powers and duties--require a public vote at a general election.

A frequently asked question about the library ordinance is "Our ordinance states that all seven members of the board shall be residents of the city. We would like one of the board

members to be a rural resident. How do we proceed?" Such a change to the library ordinance must be submitted to the voters in a city election. The library board may

request that the proposed changes be placed on the ballot. If a majority of the voters approve, the city changes the library ordinance in accord with the proposal.

Iowa Code 392.5 protects library boards and the powers of library trustees against direct

city control over libraries. This protection insulates library governance from political influence and safeguards intellectual freedom. The exception to this is libraries that have

advisory boards. Iowa currently has two such advisory boards: Clive and North Liberty; all

others are administrative governing boards.

Understand the Role of the Board, Director, and City in Library Operations

Your public library director is the department head of a city service and is responsible for

the day-to-day management of the library. The director acts as the professional and technical advisor to the library board on matters of policy, programming, planning, and more.

Some of the ways the roles of the board, the library director, and the city differ are:

- ❖ The library director typically brings forward a draft of policy topics. However, it is the board that actually approves and adopts the policies. Once a policy is

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adopted, the director and staff carry it out as they operate the library.

- ❖ The board hires and evaluates the library director, while the director hires and evaluates other staff.

- ❖ The library director typically drafts the yearly budget proposal, but it's the board that officially adopts the budget based on money allocated by the city and county.

- ❖ The city appoints and approves members of the library board, allocates taxation to the library's budget, and handles the bill paying process.

Recruit New Trustees

A good partnership between the library board and city government is to work collaboratively on filling board vacancies. In Iowa, mayors appoint library board members,

followed by council approval. The mayor's office is happy to take suggestions, and that's

where the current board can be a partner in these ways:

- ❖ Develop a list of potential board members to fill vacancies ensuring the list reflects:

- Gender balance

- A variety of ages

- A variety of occupations and knowledge bases

- Participation in community groups and organizations

- Includes library users and non-users

- ❖ Be proactive in looking ahead to expiring terms and providing the mayor with the list well in advance.

- ❖ Create a brochure for prospective trustees summarizing library board member

responsibilities including education expectations and make available as needed.

❖ Develop a library board application and make it available in paper and posted on the library and city websites.

While board members are not compensated for their time, they should be reimbursed for

any expenses. Prospective library trustees need to understand that while this is a voluntary position, there is significant responsibility and a time commitment required that is more than other volunteer activities.

“Alone we can do so little, together we can do so much.”

Helen Keller

[Iowa Library Trustee's Handbook](#): 2021 Edition

BONDURANT COMMUNITY LIBRARY

EMERGENCY MANAGEMENT GUIDE



Staff to be called in the event of a disaster:

Position	Name	Home phone	Cell
Director	Jill Sanders	None	563-880-8611
Assistant Director	Michell Klinker-Feld		515-314-0846
Library Board President-	Pat Kaura Josh Bryant		515-201-8361 515-205-2354
City Administrator	Marketa Oliver	N/A	515- 332-6597

Emergency Response Team

- Library Director
- Assistant Director
- Library Board of Trustees Chair
- Library Board of Trustees

Library Staff		Cell numbers
Jill Sanders, Director	405 11 th St SE, Bondurant	563-880-8611
Michell Klinker-Feld	1058 Beardsley Street, Monroe	515-314-0846
Megan Schincke	2810 SE Rio Drive Apt 104, Ankeny	515-257-3061
Megan Mangum	402 Grant Street S, Bondurant	515-528-0313
Chantel Phipps-Bucklin	404 Lincoln St SE, Bondurant	515-205-9605
Emma Bruce	9691 NE 130 th Ave, Maxwell	515-336-4529
Christina King	712 15 th Street SE, Bondurant	515-669-7663
Library Board of Trustees		Cell numbers
Pat Kaura	President	515-201-8361
Josh Bryant	Vice-President	515-205-2354
Julie Bergeson	Secretary	515-205-3404
Craig Campbell		515-419-1480

Sue Ugulini	515-210-1556
Craig Kinrade	515-729-2783
Jennifer Keeler	515-957-8205hm
Mike Kramer	515-250-6030
Amber Flinn	515-210-7816

Responsibilities of the Emergency Response Team

The Library Director’s responsibilities include coordinating the work of the disaster response team, working with city officials on the recovery effort, and meeting with the media. The Library Director will set up an emergency operations center. The Library Director will assist the Assistant Director in the assigned tasks, including but not limited to, negotiate with vendors, recovery contractors, and work with city officials on worker’s compensation, safety issues and documentation of loss estimates. The Library Director is designated as the facility’s emergency coordinator. The Library Board of Trustees President will assume the duties of the emergency coordinator in the absence of the Library Director. In the event of an emergency the Library Director has the authority to direct all reasonable and prudent actions necessary to protect employee and patron safety, health and preventing or reducing any resulting injury or harm. Upon arrival of the emergency responders the emergency coordinator shall relinquish command and control authority to the ranking officer on the first arriving unit. The Library Director will request from the city administration support through the County Emergency Management Coordinator, and will collect initial report information to provide to the County Emergency Management Coordinator. In addition, the Library Director will contract with mental health professionals to serve as a resource during crisis situations. The Library Director will oversee the evacuation and recovery of the library’s technology inventory; including computers, printers, telephones, copiers, faxes, and other peripherals. The Library Director will communicate with book jobbers and materials vendors to postpone, redirect, or stop materials deliveries, and will manage the website during the recovery period. The Library Director will document every aspect of the disaster.

The Library Director will, with the assistance of the city’s Public Works Director, implement basic emergency procedures and secure the building by covering doors

and windows when necessary. The Director will assist local law enforcement in keeping unauthorized visitors out, supervise building volunteers in the cleanup of buildings, grounds and fixed plant equipment. The Library Director will be prepared to contract utility services and arrange for the maintenance or disconnect of gas, electrical, and water supplies. The emergency response team will protect the library's assets and the existing facility.

The Assistant Library Director will assist the Library Director with the evacuation, relocation, recovery of the library's collections, and mobilize volunteers to work as recovery teams at the site of the emergency. They will be authorized to generate work schedules, purchase emergency equipment and supplies. The Library Director and Assistant Library Director will seek out volunteers and community organizations, maintain a detailed log of the emergency and recovery effort with input from other members of the disaster response team.

The President of the Library Board of Trustees will act as the public information officer. News releases and other public information should be cleared through the President of the Library Board of Trustees or in his/her absence, the Vice-President of the Library Board of Trustees.

Off-Site Services to be called in the Event of a Disaster

Service	Contact	Phone
Airport	Des Moines International	515-256-5100
	Ankeny Regional	515-965-1020
Ambulance	City of Bondurant	911
Apollo	Circulation Software-Clark	877-800-5625
Architect- Denny Sharp	FEH Architect	515-288-2000
Carpet Cleaning	Sunny's Specialized Services	515-321-4505
Centers for Disease Control	Atlanta, GA	800-232-4636
Circulation Software	Biblionix-Apollo-Clark	877-800-5625
City Works	Director John Horton	515-971-6855
	Assitant- John Bergeson	515-985-5216
City Hall		515-967-2418

Computers	Kadeth, Inc	641-842-2840
Des Moines Water Works		515-283-8700
Doors	Automatic Door Group	515-264-0782
	Walsh Door & Security	515-262-9822
Electrician	Stewart Electric	515-967-8877
Exterminator	Diam Pest Control	515-244-3533
FBI	West Des Moines	515-223-4278
Fire Department	City of Bondurant	911
	Non-Emergency-Chief cell	515-867-3666
		515-630-3933
Fire Alarm Monitoring System	Simplex Grinnell	515-559-0500
		888-746-7539
	Midwest Alarm Svces	515-288-4000
Glass	Elite Glass	515-284-0141
Hospitals	Iowa Methodist	515-241-6212
	Iowa Lutheran	515-263-5612
	Blank Children's Hospital	515-241-5437
	Mercy Medical Center	515-247-3121
HVAC	Brockway	515-262-2528
Insurance Carrier	EMC – 717 Mulberry St	800-362-2227
	Des Moines, IA 50309	
www.icaptiowa.com	Johnston, Iowa	800-689-1918
IA Homeland Security	Johnston	515-725-3231
IA Secretary of State		515-281-5204
Internet Services	Mi-Fiber	515-850-0500
Janitorial Service	Stratus Building Solutions	515-222-3128
Legal Advisor	City of Bondurant	
	David Matt Brick	515-274-1450
Locksmith	Doors, Inc.	515-288-8951
	Walsh Door & Security	515-262-9822
Mental Health Professionals	Mercy Behavioral Health Services	
		515-271-6111
National Response Center	Toxic/Chemical Spills	800-424-8802
News media	KCCI	515-247-8888

	KCCI Closings to report	515-247-8808
	WHOTV13	515-242-3500
	WHO Radio	515-245-8900
	Altoona Herald	515-699-7000
	Des Moines Register	515-395-8000
Phone System	Media Com	877-550-3282
	Unified Communications	877-224-8911
Plumbing/Mechanical	??????	515-964-1810
	Royal Plumbing	515-994-3224
Poison Control Center		800-222-1222
Polar Leasing Co	Commercial Freezers	877-260-7903
Police	Polk County Sheriff	911
	Non-emergency	515-286-3333
Polk Co. Admin Building	Des Moines	515-286-3000
Polk County Emergency Management Services		515-286-2107
Roofer	Central States Roofing	515-246-8421
Security System	Convergent Tech	877-990-9430
Telecommunication	??????	
Utilities	MidAmerican	
	Non-Emergency	888-427-5632
	Gas Leaks	800-595-5325
	Power Outage/Wires Down	800-799-4443
City Water Department	Pat Collison	515-971-6856
Ziegler Cat	Generator Rental	515-957-3838

Resources

Collection Recovery ~~Nancy Kraft~~-University of Iowa-Preservation Librarian
~~319-335-5276~~ **319-335-5299**

Building Maintenance Readiness Checklist

- Operable flashlights on hand.
- Weather radio operable and in a place familiar to all staff.
- Staff will be familiar with location and operation of fire extinguishers.
- Staff will be familiar with the location of gas and electric cutoff switches.
- Well-stocked first aid kits located in staff work area.

Managers' Readiness Checklist

- Emergency telephone numbers posted near every telephone.
- Inside and outside keys accounted for at all times.
- Current department staff list kept at home of Library Director and Assistant Library Director.
- Copy of this plan kept at home of Library Director and Assistant Library Director, in a readily accessible place.
- Plan incorporated into the orientation of all new staff.
- Plan reviewed at least once a year with staff at a departmental meeting.
- ~~Computer files backed up and backups stored in a different location.~~ Cloud Computer file backups maintained by Kadeth, Inc. 641-842-2840.
- Spare set of batteries for each battery operated device.

Current Emergency Inventory

The Bondurant Community Library holds the following equipment for emergency use in an emergency backpack located in staff work area:

1. Two flashlights.
2. One portable radio.
3. One weather radio.
4. One first aid kit.
5. Three fire extinguishers.
6. Battery operated emergency lighting located in ceiling tiles at various locations throughout the library.

Emergency Call List

The emergency call list will be filled out and posted by all telephones in the library for easy reference. See diagram 1.

Staff Training

Library Staff will be trained in CPR and basic First Aid on a bi-annual basis.

Collection Evacuation Priorities

Items that must be saved first, in order of priority, are:

- Genealogy Section of the Library

Documentation

Every aspect of the disaster needs to be documented for:

Insurance/FEMA Reimbursement

Evaluation (to better handle the next emergency)

Historical reasons

Document a minimum of the following:

- Each employee's work schedule.
- Hours worked related to the disaster.
- Items lost or damaged.
- Volunteer, names, donations, hours worked, and work performed.
- Every item or piece of equipment purchased during the disaster.
 - Note whether replacement is for item lost in disaster or new purchase for disaster recovery efforts.
 - List vendor, date of purchase, and time of day.

Emergency Procedures

Instructions for Making 911 Calls

Be prepared to provide the following information:

1. Location of the emergency, including facility name and address.
2. Caller's name.
3. Phone number from which the call is being made from. Cell or library number.
4. Type of Emergency:
 - Fire
 - Medical
 - Rescue
 - Criminal Act
 - Hazardous Materials
5. Extent of emergency:
 - How many people are injured/type and extent of injuries.
 - Fire in/out of control.

6. Any other important information.

Do not hang up first. Let the person you called hang up first.

After making the call:

1. Station someone to flag emergency response vehicles and direct responders to the scene of the emergency.
2. Be prepared to provide additional information.
 - Facility floor plans.
 - Location of the emergency.

Evacuation Plan

Patrons will be alerted to the need to evacuate by the Library Director or staff on duty. Library staff will monitor and safely secure vital operations before they evacuate. When alerted to the need to evacuate, staff/patrons will exit by the designated emergency escape way and gather across the street in front of City Hall. At the designated gathering point the staff on duty will assess if there is need of EMS services and communicate with emergency personnel as to the scope of the emergency.

Emergency Closing

Emergencies or catastrophes, including, but not limited to, extreme weather, utility failure, demonstration, bomb threat, fire, explosion, or terrorism may require closing the library.

The primary consideration in any emergency or catastrophe is the safety of all persons in the building and on the property. The library will cooperate fully with public safety departments and emergency service providers. Immediate closure in the event of the emergency will be determined by the Library Director and/or senior library staff on duty.

The Library Director or, in his/her absence, the President of the Library Board of Trustees will determine when to close the library in the long term during an emergency or catastrophe and be the library spokesperson.

Alarm Signals

When activated, a signal will be sounded to indicate an emergency condition exists. Staff should evacuate the building immediately through the nearest safe exit and direct any visitors to do the same. All emergency exits within the library are alarmed and will sound when opened. These exits should be used only in an emergency. Main door key will shut off alarms and re-alarm when tripped accidentally.

Emergency Assistance

Senior staff on duty will be responsible for assisting employees and the public in times of emergency.

In the event of an emergency requiring building evacuation or the movement of people to specific areas within the building, special consideration will be given to assisting those individuals with disabilities.

Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation:

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in the library.
- If you are in an office, stay there and secure the door if possible.
- If you are in a hallway, get into a room and secure the door if possible.

- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- If possible use a fire extinguisher to the shooter's face to try and incapacitate him/her.

How to respond when an active shooter is in your vicinity:

- Evacuate-Have an escape plan in mind. Evacuate regardless of whether others agree to follow. Leave your belongings. Help others if possible. Keep your hands visible. Follow the instruction of any police officer. Do not attempt to move wounded people. Call 911 when you are safe.
- Hide out-If evacuation is not possible. Find a place to hide out of the shooter's view that does not trap you or restrict your options for movement, and that would provide protection if shots are fired in your direction. Prevent the shooter from entering your hiding place by locking the door and blocking it with heavy furniture. Silence your phone. Turn off any radios or TV's. Hide behind large furniture. Remain quiet and calm. Call 911; if you cannot talk, just remain on the line for the dispatcher to listen.
- Take action—only as a last resort. Act aggressively as possible. Throw items at the shooter and improvise weapons. Yell. If possible set off fire extinguisher in shooter's face.

How to respond when law enforcement arrives:

- Remain calm and follow officers' instructions.
- Put down anything in your hands.
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements
- Avoid pointing, screaming or yelling.
- Do not stop and ask officers for help, just proceed in the direction from which the officers are entering the premises.
- Let the law enforcement officer know the location of the shooter, number of shooters, physical description of shooters, number and type of weapons, and number of potential victims at the location.

Lockout

Lockout is mainly used when there is a potential threat outdoors in the general vicinity of the Library or is mobile in the nearby community at-large.

Examples: Unauthorized individual outside the building, disturbance on the property, bank robbery in the area, or an escaped prisoner.

- Lock all exterior doors.
- If possible, monitor entrances to building.
- Maintain normal operation within office unless otherwise instructed.
- All exterior activities should be cancelled.
- Staff/patrons should not be allowed to leave the building.
- Stay in exterior lockdown until a resolution to the situation is announced.

Lockdown

Lockdown is used when there is a potential or actual threat inside the Library and evacuation is impossible or unlikely to do in a safe manner. Lockdown consists of both barricading and preparing to confront a threat if the barricaded room is breached.

Examples: Intruder inside the building, hostage situation, disruptive or assaultive persons in building.

- Barricade the door.
- Spread out within the room.
- Look for alternative escape routes.
- Dial 911 when safe to do so.
- Have First Aid supplies ready.
- Make notifications inside the building if safe to do so.

Biological and Chemical Threats (Terrorism)

Depending on the situation, instruction will come from Emergency Management, Fire or Law Enforcement Departments on procedures to follow.

Chemical and biological weapons may pose a significant threat to the workplace. The police with dispatch (911) will notify all the proper authorities including Homeland Security to control the situation.

What is a suspicious item or package?

Suspicious letters or packages may show some atypical characteristics:

- May have a powdery appearance on the outside.
- May be unexpected or from someone you do not know.
- May have excessive postage, a poorly handwritten or typed address, incorrect titles, or misspellings of common words.
- May have no return address.
- May be of unusual shape or is lopsided (a bumpy appearance).
- May have restricted endorsements, such as Personal or Confidential.
- May have unusual odors or stains.

Procedures to follow when a suspected threat is received by mail.

- Do not handle or open the item/package suspected of contamination.
- Notify the Library Director, who will notify the Polk County Sheriff.
- Isolate the suspected mail or package and remove persons from the immediate area.
- Close off the area and shut off ventilation, if possible.
- All persons who touched the item should wash their hands with soap and water as soon as possible.
- Make a list of all staff/persons who may have contact with the item or package.
- Remove and isolate any clothing worn during contact with the suspected package, if possible, a shower may be necessary. Confer with fire department or hazmat for specific instructions.

Bomb Threat

Do not use radios or cellular devices until given the all clear.

The staff receiving a bomb threat should ask:

- Time and date the bomb is set to explode.
- Size of bomb and physical description.
- Location (specific area) and why it was put there.
- Whether there is more than one bomb.
- Who is calling?

Note any characteristics of the caller, and record for police and library administration:

- Date and time of call.
- Exact words spoken.
- Voice and accent.
- Gender.
- Approximate age (young or old).
- Background noise (music, cars, trains, people, etc.).

Do not hang up. Call the police (911) on another line so that the call can be traced. Evacuate the building. Call the Library Director, if the Library Director is not on site.

If a suspicious object is discovered:

- DON'T TOUCH ANYTHING.
- Evacuate the building to at least 500 feet.
- Make sure staff and patrons leave the building.
- Gather staff and patrons in front of city hall for a head count.
- Notify people in the area not to use cell phones or radios since they may accidentally activate the bomb.

If a suspicious package is received by mail:

- Do not handle the package or envelope.
- Leave the immediate area.
- Call 911.
- Secure the area to prevent re-entry.
- Follow emergency evacuation plan.

If a bomb explodes:

- Evacuate and assist any injured to escape.
- Provide first aid to injured (observe universal precautions).
- Call 911.

Difficult Patrons

Library staff are frequently confronted with annoying or threatening behavior from visitors to the library. In these cases, common sense and best judgment come into play when determining how to respond. All employees are responsible for knowing the rules in the Code of Conduct Policy. After each incident, complete an Incident Report and submit it to the Library Director within twenty-four hours of the incident.

When confronted with difficult behavior, use your best judgment to assess the threat to your personal safety and then assign the problem to one of the following three levels of response:

- Level 1: Yourself and any available coworkers.
- Level 2: The Library Director
- Level 3: Police dispatch (911) Polk County Sheriff's Office 515-286-3333.

Listed below are some examples of bad behavior with suggested response levels.

- Inebriated customer who is sleeping in the library (Level 2).
- Rowdy teenagers who are making too much noise – first offense (Level 1), Second offense (Level 2), Third offense (Level 3).
- Inebriated customer who is unsteady on their feet and bothering other patrons (Level 2).
- Angry mother who is shouting at her child (Level 2, and possibly Level 3).
- Angry man who is shouting at you and making threatening statements (Level 3).
- Exhibitionist/flasher (Level 3).

Earthquake

In the event of an earthquake:

- Crouch under desk or table.
- Lie flat on floor and cover head and neck with your arms if you cannot reach shelter.

Avoid any of the following:

- Masonry walls or large glass areas susceptible to collapse.
- Running from the building where you may be struck by collapsing walls, broken glass, overhead power lines or falling debris.

After the danger has passed:

- Assess situation and count heads to account for all staff and patrons.
- Evacuate if building may collapse or if gas lines are broken.
- Provide first aid to injured (observe universal procedures) and get medical assistance.

Fire

Upon the discovery of a fire, proceed according to the following plan:

- Sound the alarm verbally and if the fire is in its early stages, such as in a trash can or a small pile of paper, and use the nearest extinguisher. (Maintain a clear path of escape).
- If electrical, disconnect from power source. Extinguish with a suitable fire extinguisher (Maintain a clear path of escape).
- Evacuate the building to an area of 500 feet. Before leaving, close the door to the burning area to confine the fire and minimize the spread of smoke, if at all possible. Make sure staff and patrons leave the building. Gather staff and patrons in front of City Hall for a head count.
- Call 911 after leaving the building, to confirm that the Fire Department has been notified.
- Do not return to the building for any reason until approval is given by the Fire Department.
- Provide first aid to injured (Observe universal precautions).

Life-Threatening Medical Emergency

Do the following in the event of a life-threatening medical emergency:

- Call 911.

Provide life-saving first aid/CPR (observe universal precautions). **First Aid does not take the place of proper medical treatment. It consists only of providing temporary assistance until medical care is obtained, or until the chance for recovery without medical care is assured. Most injuries and illnesses require only first aid care.**

If in doubt, call 911.

If the injured or ill party is an employee, they or their supervisor must complete an OSHA Form 301 (First report of injury and illness incident) as soon as practical and forward the completed form to the Library Director.

Staff Injury

Call the Company Nurse injury hotline: 888-770-0928.

Receive guidance from Company Nurse on what to do next.

When calling Company Nurse , they will need the following code: IA056.

Notify Library Director as soon as possible.

National Emergency

The Civil Defense siren will sound. The attention and alert signal is a five-minute steady blast. The attack-warning signal is a five-minute wavering tone.

Move library staff and patrons to a windowless area, preferably men's/women's restroom. Take the emergency back pack located in staff work area with you to the shelter. Local radio and television stations will broadcast emergency information.

Non-Life Threatening Injury/Illness

Do the following in the event of a non-life threatening injury or illness:

- Get assistance if required.
- Provide first aid and comfort (observe universal procedures).

School Emergency

In the event of an emergency at the Bondurant-Farrar School District. The Bondurant Community Library will act as an evacuation site. Library staff will assist school personnel in whatever capacity that is deemed necessary.

Snow Emergency

In order to provide the best service, the Library is open for scheduled service whenever possible. The Library is, however, concerned about the safety of its employees and patrons. During extreme weather situations, the Library Director or the Assistant Library Director may close the Bondurant Community Library.

~~The news media will be notified of the closing to be announced.~~

Staff will hang signs on the front door of the building and post the closure. Other public notification may include alerting local media, City Hall, etc.

Tornado

A tornado WATCH is declared when conditions are favorable for tornadoes but none have been sighted.

A tornado WARNING is declared when a tornado has been sighted in the area. The city's tornado sirens will be activated. A steady siren blast indicates Civil Defense Warning and Tornado Warning.

When the **outdoor warning** siren sounds, tell staff and patrons what the siren means. Insist that they join you in the designated tornado shelter area for your building. Take emergency backpack with you. The designated shelter area for the Bondurant Community Library is the bathrooms. **Remain in designated shelter areas until an all-clear announcement is made by senior library staff on duty.** Do not leave shelter until the danger has passed. Assess the situation and count heads to

account for all staff/patrons. Provide first aid to injured (observe universal precautions) and summon emergency assistance if required.

Power Outage

When electrical power is interrupted:

- Notify Mid-American energy of power outage. To report outage call 800-799-4443.
- Inform staff and patrons about the emergency.
- Building evacuation may be necessary if power is not restored within a timely manner.
- Emergency lighting will provide enough lighting to exit the building.

Utility Emergency

In the event of a gas line break:

- Evacuate the library of all staff and patrons.
- Don't use any electrical switches or telephones in the building.
- Call 911 from a phone outside of the library building.
- Call the Library Director from a phone outside of the Library building, if the Library Director is not on site.
- DO NOT ATTEMPT TO SHUT OFF GAS AT THE SHUT OFF.

Violence

Listed below are guidelines for library staff when threatened with violence on the job or witnessing a criminal act:

- CALL 911.
- REMAIN CALM, Do not make any quick or sudden moves.
- If the situation involves a weapon, instruct staff and patrons to get down on the floor.
- Speak calmly to the intruder and try to distract him/her.
- Maintain eye contact but stay out of reach.

- Take prudent actions to protect yourself and others. If there is a chance to evacuate, lead people quietly to the nearest exit.
- Alert other staff in area of danger if at all possible.
- Provide first aid to injured (observe universal precautions) and summon emergency assistance if required.

Water Emergency

Stop the flow of water by turning off the building's water supply, by plugging the leak, or by catching the water in any available containers. If water can't be stopped immediately, cover any affected materials with plastic sheeting or remove them from the area. Water turn offs are located at bottom of the sink in each bathroom. Main water turnoffs are indicated on the library floor plan. Contact the Library Director, **if Director is unavailable contact City Works Supervisor.**

Evacuate the building if it is determined that the condition threatens the personal safety of staff or the public.

Floor Plan

All staff should be familiar with the floor plan of the library on the following page and should know the location of all shutoffs, breakers, fire extinguishers, and exits. Mark in red the location of the evacuation priorities in the collection.

Approved by the Bondurant Community Library Board of Trustees: 1/6/2016,

Revised: 1/2018

UNIVERSAL PRECAUTIONS

1. **Barrier Protection** should be used at all times to prevent skin and mucous membrane contamination with blood, body fluids containing visible blood, or other body fluids (cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic fluids, semen and vaginal secretions).

Barrier protection should be used with ALL tissues.

The type of barrier protection used should be appropriate for the type of procedures being performed and the type of exposure anticipated. Examples of barrier protection include disposable lab coats, gloves, and eye and face protection.

2. **Gloves** are to be worn when there is potential for hand or skin contact with blood, other potentially infectious material, or items and surfaces contaminated with these materials.
3. Wear **face protection** (face shield) during procedures that are likely to generate droplets of blood or body fluid to prevent exposure to mucous membranes of the mouth, nose and eyes.
4. Wear **protective body clothing** (disposable laboratory coats (Tyvek)) when there is a potential for splashing of blood or body fluids.
5. **Wash hands or other skin surfaces** thoroughly and immediately if contaminated with blood, body fluids containing visible blood, or other body fluids to which universal precautions apply.
6. **Wash hands immediately** after gloves are removed.
7. **Avoid accidental injuries** that can be caused by needles, scalpel blades, laboratory instruments, etc. when performing procedures, cleaning instruments, handling sharp instruments, and disposing of used needles, pipettes, etc.
8. Used needles, disposable syringes, scalpel blades, pipettes, and other **sharp items are to be placed in puncture resistant containers** marked with a biohazard symbol for disposal.

DIAGRAM 1

Emergency call list

Emergency phone numbers

911-Police & Fire Departments

Non-Emergency #'s

Police – **515-286-3333**

Fire Department – Chief Kreuder Cell ~~515-867-3666~~ **515-630-3933**

Library Director – Jill Sanders Cell **563-880-8611**

Company Nurse – In case of workplace injury

In case of life or limb threatening injury call **911**

All other injuries:

1. Injured worker notifies Library Director
2. Library Director & injured worker immediately calls injury hotline.

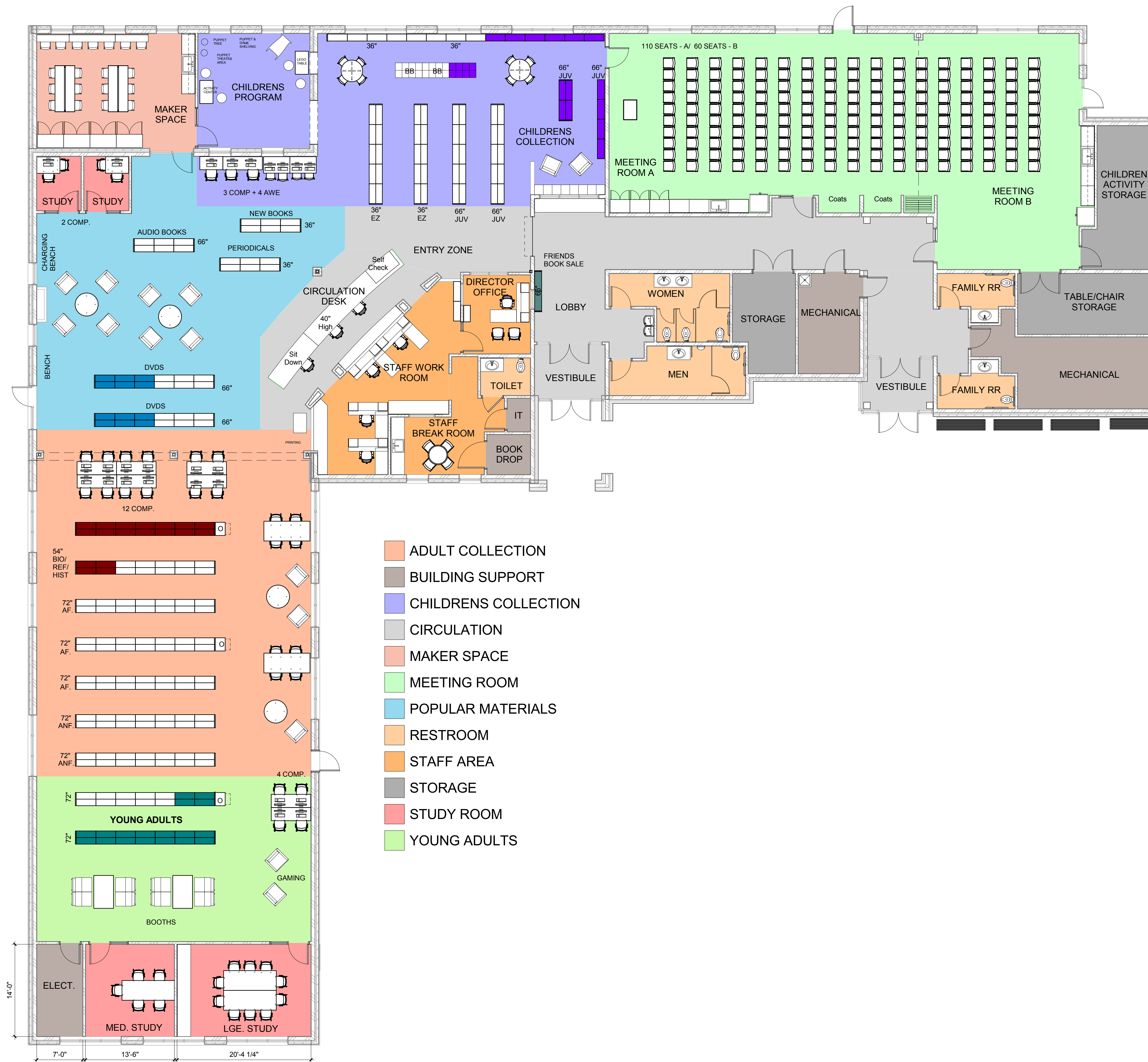
1-888 770-0928 – Company Nurse

Bondurant Community Library

104 2nd Street NE

Bondurant, Iowa 50035

515-967-4790





BONDURANT PERSONNEL ACTION FORM

Instructions: All requests require that sections 1 and 6 be completed. Complete the following sections as necessary to complete request:

- 2. Change in Position and Reason for Change
- 3. SEPARATION
- 4. NOTES/EXPLANATION

1. EMPLOYEE INFORMATION:

Name: Klinker-Feld Michell
Last First Middle Initial

Department: Library Date Completed: 2/9/2023

2. CHANGE IN POSITION AND REASON FOR CHANGE:

New Hire Promotion Demotion Reclassification Transfer Step Increment Annual COLA

Title from _____ to _____

Salary from \$36.56 to \$42.31

Department from _____ to _____

3. SEPARATION: Remove From Payroll Effective _____

Termination of Employment Retirement (Sick Leave Eligible for Compensation) Other: _____

4. NOTES/EXPLANATION:

5. EMPLOYEE SIGNATURE:

_____ Check and Initial Here to Indicate You Have Been Provided and Understand the City's Personnel Policies.

6. APPROVALS: The above action(s) is/are approved and will be effective 2/13/2023 _____:

Department Head/Director Date

City Administrator Date

BONDURANT PERSONNEL ACTION FORM

Instructions: All requests require that sections 1 and 6 be completed. Complete the following sections as necessary to complete request:

- 2. Change in Position and Reason for Change
- 3. SEPARATION
- 4. NOTES/EXPLANATION

1. EMPLOYEE INFORMATION:

Name: Phipps-Bucklin Chanel
Last First Middle Initial

Department: Library Date Completed: 2/8/2023

2. CHANGE IN POSITION AND REASON FOR CHANGE:

New Hire Promotion Demotion Reclassification Transfer Step Increment Annual COLA

Title from Library Clerk II to Adult Services Librarian
 Salary from \$18.50 to \$22.00
 Department from _____ to _____

3. SEPARATION: Remove From Payroll Effective _____

Termination of Employment Retirement (Sick Leave Eligible for Compensation) Other: _____

4. NOTES/EXPLANATION:

5. EMPLOYEE SIGNATURE:

_____ Check and Initial Here to Indicate You Have Been Provided and Understand the City's Personnel Policies.

6. APPROVALS: The above action(s) is/are approved and will be effective _____:

 Department Head/Director Date

 City Administrator Date