



Agenda  
Bondurant Community Library - Library Board of Trustees  
104 2<sup>nd</sup> Street NE  
Bondurant, Iowa 50035  
Bondurant Community Library – Group Study B  
6 pm  
Wednesday, March 6, 2024

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/81753739110?pwd=QUh0dUxrK21Fa3JXRTJaSVlIQmpvUT09>

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

Meeting ID: 817 5373 9110 Password: 593355

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 2024
  - 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) Discuss/Approve Revised Budget Proposal FY 2024/2025
  - b) Trustee Training – Chapter 12
  - c) Review/Approve Patron Behavior Policy

10)Board President Items

11)Adjournment

Next meeting April 3, 2024

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@bondurantlib.com](mailto:jills@bondurantlib.com), 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 7, 2024**

**Call to order:** Meeting called to order at 6:00 PM by President Bryant.

1. **Roll Call:** *Members Present:* Josh Bryant, Sue Ugulini, Julie Bergeson, Mike Kramer, Amber Flinn and Jen Keeler. Assistant Director Klinker-Feld was also present.  
**Guests present:** Marketa Oliver, City Administer (on-line). Travis Appelgate.
2. **Perfecting and Approving the Agenda:** Motion to approve the agenda as by Ugulini, seconded by Keeler. Motion carried.
3. **Approval of Consent Agenda:**
  - a. Minutes of past meeting – January 2024
  - b. Financial Report
  - c. Approve Warrant list / authorize expenditures
  - d. Staff Report – January 2024
  - e. Director’s Report – January 2024

Assistant Director Klinker-Feld provided additional statistics for the Adventure Pass program. Motion to approve the above consent agenda by Keeler, seconded by Kramer. Motion carried.

4. **Public Comments:** None.
5. **Library Foundation Update:** Upcoming events: 3<sup>rd</sup> Annual Mini-Golf Event is February 20, 2024 from 10AM – 5PM at the Library.
6. **Friends of the Library Update:** Upcoming events: 3<sup>rd</sup> Annual Mini-Golf Event is February 20, 2024 from 10AM – 5PM at the Library.
7. **City Council Liaison Report:** Bondurant Chowder Ride is February 11, 2024. Continue monitoring the current Legislative session and budget planning.
8. **Old Business:** None.
9. **New Business:**
  - a) **Consider/Recommend Library Board of Trustees Applicants.** Motion to recommend Travis Appelgate to Bondurant City Council to the Library Board of Trustees by Ugulini, seconded by Kramer. Motion carried.
  - b) **Trustee Training – Chapter 11 Trustee Handbook:** *Effective Board Meetings.* Reviewed and discussed this chapter.
  - c) **Discuss/Approve LFI proposal.** Reviewed quote from LFI to purchase nine chairs. Motion to approve by Kramer, seconded by Bergeson. Motion carried.
  - d) **Review/Approve Meeting Room policy.** Motion to approve, with edits, by Ugulini, seconded by Flinn. Motion carried.

**e) Review/Approve Open Access policy.** Motion to approve by Keeler, seconded by Kramer. Motion carried.

**10. Board President Items:** None.

**12. Adjournment:** Motion to adjourn by Bergeson, seconded by Flinn. Motion carried.

**Next Meeting:** March 6, 2024 at 6 PM.



# Budget Report Account Summary

For Fiscal: 2023-2024 Period Ending: 02/29/2024

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 001 - GENERAL FUND</b>						
<b>Department: 410 - LIBRARY</b>						
<a href="#">001-410-1-4500</a>	FINES & FEES	4,000.00	4,000.00	252.45	3,508.57	-491.43 12.29 %
<a href="#">001-410-2-4465</a>	CO CONTRIB LIBRARY-POLK CO AUD	33,000.00	33,000.00	0.00	58,014.00	25,014.00 175.80 %
<a href="#">001-410-2-4710</a>	REIMBURSEMENT-LIBRARY GRANTS	1,000.00	1,000.00	0.00	0.00	-1,000.00 100.00 %
<a href="#">001-410-6010</a>	SALARIES	330,886.31	330,886.31	24,550.07	208,723.23	122,163.08 36.92 %
<a href="#">001-410-6020</a>	SALARIES-PART-TIME	76,633.81	76,633.81	5,711.88	50,897.68	25,736.13 33.58 %
<a href="#">001-410-6210</a>	ASSOCIATION DUES	1,500.00	1,500.00	55.00	335.00	1,165.00 77.67 %
<a href="#">001-410-6220</a>	SUBSCRIPTIONS & ED MATERIALS	0.00	0.00	0.00	36.36	-36.36 0.00 %
<a href="#">001-410-6230</a>	TRAINING	2,997.86	2,997.86	146.29	2,630.91	366.95 12.24 %
<a href="#">001-410-6240</a>	MEETINGS & CONFERENCES	5,000.00	5,000.00	25.46	2,275.68	2,724.32 54.49 %
<a href="#">001-410-6310</a>	BUILDING & GROUND MAINTENAN...	15,000.00	15,000.00	81.60	8,095.37	6,904.63 46.03 %
<a href="#">001-410-6340</a>	OFFICE EQUIPMENT REPAIR	200.00	200.00	0.00	0.00	200.00 100.00 %
<a href="#">001-410-6350</a>	OPERATIONAL EQUIPMENT REPAIR	1,000.00	1,000.00	0.00	636.05	363.95 36.40 %
<a href="#">001-410-6371</a>	ELECTRIC / GAS	24,000.00	24,000.00	2,025.00	16,020.00	7,980.00 33.25 %
<a href="#">001-410-6373</a>	TELECOMMUNICATION EXPENSE	42,000.00	42,000.00	3,082.95	24,072.24	17,927.76 42.69 %
<a href="#">001-410-6411</a>	LEGAL EXPENSE	1,500.00	1,500.00	0.00	492.50	1,007.50 67.17 %
<a href="#">001-410-6419</a>	COMPUTER SUPPORT	8,000.00	8,000.00	3,255.00	9,682.99	-1,682.99 -21.04 %
<a href="#">001-410-6499</a>	CONTRACT SERVICES	33,500.00	33,500.00	1,210.67	15,166.56	18,333.44 54.73 %
<a href="#">001-410-6502</a>	PRINTED MATERIALS	49,000.00	49,000.00	9,960.82	30,880.42	18,119.58 36.98 %
<a href="#">001-410-6503</a>	DIGITAL MATERIALS	21,000.00	21,000.00	811.42	21,565.83	-565.83 -2.69 %
<a href="#">001-410-6504</a>	MINOR EQUIPMENT	2,500.00	2,500.00	0.00	526.70	1,973.30 78.93 %
<a href="#">001-410-6506</a>	OFFICE SUPPLIES	6,000.00	6,000.00	1,829.42	4,430.69	1,569.31 26.16 %
<a href="#">001-410-6507</a>	OPERATING SUPPLIES	1,000.00	1,000.00	8.85	1,221.18	-221.18 -22.12 %
<a href="#">001-410-6508</a>	POSTAGE-SHIPPING	1,500.00	1,500.00	188.87	1,306.78	193.22 12.88 %
<a href="#">001-410-6580</a>	MISCELLANEOUS	1,000.00	1,000.00	0.00	3,850.70	-2,850.70 -285.07 %
<a href="#">001-410-6599</a>	LIBRARY PROGRAMS	11,000.00	11,000.00	388.15	4,589.46	6,410.54 58.28 %
<a href="#">001-410-6725</a>	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	846.80	2,011.36	6,988.64 77.65 %
<b>Department: 410 - LIBRARY Surplus (Deficit):</b>		<b>-606,217.98</b>	<b>-606,217.98</b>	<b>-53,925.80</b>	<b>-347,925.12</b>	<b>258,292.86 42.61%</b>
<b>Fund: 001 - GENERAL FUND Surplus (Deficit):</b>		<b>-606,217.98</b>	<b>-606,217.98</b>	<b>-53,925.80</b>	<b>-347,925.12</b>	<b>258,292.86 42.61%</b>

**Budget Report**

**For Fiscal: 2023-2024 Period Ending: 02/29/2024**

	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Remaining</b>
<b>Fund: 167 - LIBRARY GRANT</b>						
<b>Department: 410 - LIBRARY</b>						
<a href="#">167-410-2-4440</a>	LIBRARY STATE AID	4,500.00	4,500.00	0.00	6,259.76	1,759.76 139.11 %
<a href="#">167-410-2-4705</a>	T/A-LIBRARY DONATIONS	1,500.00	1,500.00	2,194.30	25,867.92	24,367.92 1,724.53 %
<a href="#">167-410-4-4300</a>	INTEREST - LIBRARY T&A	0.00	0.00	0.00	219.44	219.44 0.00 %
<a href="#">167-410-6450</a>	REFUNDS/REIMBURSEMENTS	1,000.00	1,000.00	0.00	0.00	1,000.00 100.00 %
<a href="#">167-410-6506</a>	TRUST & AGENCY LIBRARY EXPENSE	20,000.00	20,000.00	552.00	16,056.18	3,943.82 19.72 %
<b>Department: 410 - LIBRARY Surplus (Deficit):</b>		<b>-15,000.00</b>	<b>-15,000.00</b>	<b>1,642.30</b>	<b>16,290.94</b>	<b>31,290.94 208.61%</b>
<b>Fund: 167 - LIBRARY GRANT Surplus (Deficit):</b>		<b>-15,000.00</b>	<b>-15,000.00</b>	<b>1,642.30</b>	<b>16,290.94</b>	<b>31,290.94 208.61%</b>

**Budget Report**

**For Fiscal: 2023-2024 Period Ending: 02/29/2024**

	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Remaining</b>
<b>Fund: 351 - LIBRARY CAPITAL</b>						
<b>Department: 410 - LIBRARY</b>						
<a href="#">351-410-6799</a>						
OTHER CAPITAL OUTLAY	130,000.00	130,000.00	0.00	0.00	130,000.00	100.00 %
<b>Department: 410 - LIBRARY Total:</b>	<b>130,000.00</b>	<b>130,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>130,000.00</b>	<b>100.00%</b>
<b>Fund: 351 - LIBRARY CAPITAL Total:</b>	<b>130,000.00</b>	<b>130,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>130,000.00</b>	<b>100.00%</b>
<b>Report Surplus (Deficit):</b>	<b>-751,217.98</b>	<b>-751,217.98</b>	<b>-52,283.50</b>	<b>-331,634.18</b>	<b>419,583.80</b>	<b>55.85%</b>

### Group Summary

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
<b>Fund: 001 - GENERAL FUND</b>						
410 - LIBRARY	-606,217.98	-606,217.98	-53,925.80	-347,925.12	258,292.86	42.61%
<b>Fund: 001 - GENERAL FUND Surplus (Deficit):</b>	<b>-606,217.98</b>	<b>-606,217.98</b>	<b>-53,925.80</b>	<b>-347,925.12</b>	<b>258,292.86</b>	<b>42.61%</b>



**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
001 - GENERAL FUND	-606,217.98	-606,217.98	-53,925.80	-347,925.12	258,292.86
167 - LIBRARY GRANT	-15,000.00	-15,000.00	1,642.30	16,290.94	31,290.94
351 - LIBRARY CAPITAL	-130,000.00	-130,000.00	0.00	0.00	130,000.00
<b>Report Surplus (Deficit):</b>	<b>-751,217.98</b>	<b>-751,217.98</b>	<b>-52,283.50</b>	<b>-331,634.18</b>	<b>419,583.80</b>

**Bondurant Community Library**  
**Library Board of Trustees**  
**March 6, 2024**  
**Warrant List**

<b>Company</b>	<b>Description</b>	<b>Budget Code</b>	<b>Invoice</b>	<b>Amount</b>
Association for Ru	Michell-membership	001-410-6210	71196	<b>\$100.00</b>
ARSL	Jill - Membership	001-410-6210	71194	<b>\$100.00</b>
6	Books	001-410-6502	2038019574	<b>\$80.87</b>
	Books	001-410-6502	2038039348	<b>\$208.65</b>
	Books	001-410-6502	2038054832	<b>\$92.46</b>
	Books	001-410-6502	2038068372	<b>\$610.38</b>
Cold Blooded Redhead LLC	SRP Performer	167-410-6506	n/a	<b>\$359.90</b>
City Credit Card	Shared expenses BOLD training	001-410-6230	n/a	<b>\$12.99</b>
City Credit Card	Shared expenses BOLD training	001-410-6230	n/a	<b>\$13.38</b>
City Credit Card	Shared expenses BOLD training	001-410-6230	n/a	<b>\$119.92</b>
Hoopla	Digital content	001-410-6503	504994583	<b>\$1,009.47</b>
Iowa Library Association	Dues Jill	001-410-6210	10343	<b>\$200.00</b>
Konica Minolta	phone	001-410-6373	5028508757	<b>\$200.55</b>
Konica Minolta	copier	001-410-6499	820012270	<b>\$282.29</b>
MicroMarketing	Audio CD	001-410-6502	944026	<b>\$24.99</b>
MicroMarketing	Audio CD	001-410-6502	944020	<b>\$34.98</b>
MicroMarketing	Audio CD	001-410-6502	943508	<b>\$179.88</b>
MicroMarketing	Audio CD	001-410-6502	943501	<b>\$797.73</b>
MicroMarketing	Large Print	001-410-6502	943305	<b>\$87.53</b>
MicroMarketing	Large Print	001-410-6502	943135	<b>\$159.78</b>
MicroMarketing	Audio CD	001-410-6502	943021	<b>\$456.93</b>
MidAmerican	Utilities	001-410-6373	549252980	<b>\$2,025.00</b>

**Bondurant Community Library**  
**Library Board of Trustees**  
**March 6, 2024**  
**Warrant List**

Mi-Fiber	Internet	001-410-6373	11530713	<b>\$0.00</b>
Playaway	Wonder Books	001-410-6502	452330	<b>\$54.14</b>
Petty cash	Postage	001-410-6508	receipts	<b>\$98.74</b>
POP YS Con	Children's Conference Registration - Megan	001-410-6240	n/a	<b>\$175.00</b>
POP YS Con	Children's Conference Registration - Carly	001-410-2640	na/	<b>\$175.00</b>
Storey Kenworthy	paper/envelopes	001-410-6506	PINV1146459	<b>\$88.88</b>
Stratus	Cleaning Services	001-410-6499	665801	<b>\$851.56</b>
Suhr, Carly	Mileage to outreach	001-410-6240	n/a	<b>\$28.81</b>
The Book Farm	Children's books	001-410-6502	REB14311	<b>\$7,861.73</b>
Unique	Collection Services	001-410-6499	6122414	<b>\$69.90</b>
US Cellular	Hotspot data service	001-410-6373	853530829	<b>\$825.05</b>
Verizon	Hotspot data service	001-410-6373	9955873739	<b>\$1,930.86</b>
Visa	Books & Movies	001-410-6502	Statement	<b>\$502.82</b>
	Credit Book	001-410-6502	Statement	<b>-\$9.79</b>
	SRP	167-410-6506	Statement	<b>\$122.40</b>
	Chamber Dinner tickets	001-410-6240	Statement	<b>\$67.70</b>
	postage	001-410-6508	Statement	<b>\$41.58</b>
	Programming supplies	001-410-6599	Statement	<b>\$464.85</b>
	Office supplies	001-410-6506	Statement	<b>\$59.34</b>
	Bathroom supplies, scrapers	001-410-6507	Statement	<b>\$110.44</b>
	Zoom	001-410-6499	Statement	<b>\$15.99</b>
Total Operating Expenses				<b>\$20,210.38</b>
Trust and Agency Expenses				<b>\$482.30</b>
<b>Total</b>				<b>\$20,692.68</b>

**Bondurant Community Library**  
**Library Board of Trustees**  
**March 6, 2024**  
**Warrant List**

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Bondurant Community Library Board President  
SIGNATURE

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Date

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Bondurant Community Library Board Secretary  
SIGNATURE

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Date

## STAFF REPORT FEBRUARY 2024



Michell:

- Webinar “Lunch with the State Library: OCLC”
- Attended City Council meeting February 5
- Hosted webinar “ISLA Legislative Day Info Session”
- NeoGov-OHC Training

Megan S:

- Pop YS – Eclipse programming
- Kids Lib
- 2024 All Iowa Reads Shortlist webinar
- Check It Out webinar

Carly:

- Kids Lib
- MLIS courses

Events in February:

- 12 Story Times at the Library
- 5 Sessions of Baby Story & Play
- 8 Sessions of Fit for Life!
- Adult Craft Night
- Book Discussion for Adults
- Books on Tap book discussion at Reclaimed Rails
- Cyber Security workshop
- Adult Crafternoon
- Book Club for grades 3-5
- Book Club for grades 6-8
- Teens Only Sunday Funday
- Pokémon Club
- STEAM Club
- After School STEAM
- After School Craft
- After School Movie
- Family BINGO
- Library O”Leap”ics
- LIBRARY CLOSED February 19 for Presidents Day



## Librarian items: February 2024

- Assistant Library Director Klinker-Feld attended City Council meeting on Feb. 5 and Director Sanders attended City Council on Feb. 20.
- Library Staff meeting was held on February 27.
- Update: The school has decided to hold on to these books at this time as legal representation has been hired. School Librarian Scott has contacted the Library with a list of books for donations that was voted to be removed from the school collection.
- Replacement of faulty Group Study door estimate is a little over \$2500.00 with a 6-8 week delivery period.
- New Library Board Trustee Appelgate was approved by City Council on February 20 and has met with Director Sanders for orientation on Feb. 26.
- As part of the City's Art, Culture & Wayfinding Master Plan there were three items identified for Library opportunities.

### ELEVATE THE LIBRARY AS A CENTRAL HUB OF THE COMMUNITY, BOTH GEOGRAPHICALLY AND CULTURALLY

Opportunity 8A: Expand the rotating display of art in the library.

The library currently displays student artwork on a temporary, rotating basis. This program could be extended by:

- + Including non-student local artists. The Waukee library, for example, allows any local artist to apply to have their work displayed for a month. This popular program is booked out years in advance.
- + Applying poetry and writing on the windows, such as the pictured example from Cedar Falls, part of a series of Iowa libraries who participated in this installation with a group of professional writers and artists.

Opportunity 8B: Add an art installation at the SW corner of the library grounds.

The intersection of Grant and second is a significant traffic hub for Bondurant and an important civic gateway. The library owns the Northeast section of this intersection, and currently the site features the back of the library building. The library has discussed plans to add a monument sign and message board at this intersection. A number of other changes could be paired with the sign to help create a welcoming façade that anchors this corner and marks the intersection as

the Northwest entrance to Bondurant's downtown/civic district. Adding an art piece, landscaping, hiding utility boxes and adding a special feature on the building like a mosaic, could help accomplish this goal.

Opportunity 8C: Establish a "story walk" with a local artist.

The library and Bondurant residents have expressed a desire to do a story walk. The library could put a unique twist on this idea by featuring stories or poems submitted by Bondurant residents. This intersection could also be a good location for a crosswalk mural or special treatment (see Opportunity 5A).

After Review, I replied to City Planner Murray that the Library currently collaborates with the school art department on an annual rotation of student art and local artists. Art on the corner of Grant and second is a possibility. The Library has been working with City Works Department trying to get landscaping to grow around the utility boxes on that side of the library.

The Library has done a temporary Story Walk at Lake Petocka and is something to be considered in the future.

	A	B	C	D	E
1		Jul-23	Jul-22	Aug-23	Aug-22
2	In Library circulation	7626	9137	6777	7013
3	Bridges Audio Circulation	645	493	676	471
4	Bridges E-Books Circulation	535	427	492	517
5	Bridges-Streaming Video	N/A	0	N/A	0
6	Bridges- eMagazines	26	12	20	8
7	Overdrive Advantage - eBooks	185	134	173	163
8	Overdrive Advantage - audio	244	191	278	202
9	Hoopla	301	258	300	263
10	Brainfuse	0	0	1	4
11	Rocket Languages (users)	3	0	1	131
12	Tumblebook Downloads	N/A	0	N/A	10
13	AdventurePass	45	37	42	37
14	<b>Total Circulation for month</b>	<b>9610</b>	<b>10689</b>	<b>8760</b>	<b>8819</b>
15	Doorcount	1510	2913	3324	2362
16	Catalog Assists	77	177	130	127
17	Telephone Assists	166	238	243	205
18	Reference Assists	36	104	80	86
19	Computer Assists	115	184	214	178
20	Website Visits (sessions) *New Google analytics	3544	9671	7494	9033
21	Wii & Nintendo/Legos/Trucks Etc.	125	111	232	132
22	Wi Fi	1506	1283	1708	1452
23	Internet	957	420	1032	464
24	Hot Spot Circulations	132	139	146	129
25	Launchpads	44	45	48	47
26	Tablets	2	0	2	0
27	<b>Total Electronic Resource Usage</b>	<b>6310</b>	<b>11669</b>	<b>10662</b>	<b>11257</b>
28	Test Proctoring	0	1	0	1
29	Notary Services	11	4	9	7
30	Tutoring	0	0	0	0
31	Meeting/study Rm Use (No Library events)	77	47	83	85
32	Gabbie Messages with patrons	1163		1004	910
33	Catalog searches from the website	5824		5681	5517
34	New Patron Cards	56	54	54	61
35	Deleted patron cards	0	1	541	0
36	<b>Interlibrary Loans</b>				
37	Borrowed from other libraries	32	19	38	8
38	Loaned to other libraries	90	87	92	96
39	<b>Collection</b>				
40	Added to collection	200	255	276	453
41	Deleted From collection	33	116	235	5
42	<b>Curbside Deliver</b>	<b>0</b>		<b>0</b>	<b>0</b>
43	<b>Mobile Printing</b>	<b>101</b>	<b>15</b>	<b>90</b>	<b>25</b>
44	<b>Tablet Station</b>	<b>64</b>		<b>61</b>	
45	<b>Youth Grab and Go kits</b>		<b>115</b>		0
46	<b>Teen Grab and go kits</b>				0



	A	B	C	D	E
47	<b>Adult grab and go kits</b>		Jul-22		0
48					Aug-22
49	<b>Children's Grab and Go Kits</b>		0		
50	<b>FB Sponsorship STEM Kits</b>		0		
51	<b>Adult Coloring Kits</b>		0		

	F	G	H	I	J	K	L
1		Sep-23	Sep-22	Oct-23	Oct-22	Nov-23	Nov-22
2	In Library circulation	5523	5773	6147	5981	4438	5699
3	Bridges Audio Circulation	666	550	677	578	586	384
4	Bridges E-Books Circulation	431	468	421	437	406	473
5	Bridges-Streaming Video	N/A	0	N/A	0	N/A	0
6	Bridges- eMagazines	24	19	76	11	103	18
7	Overdrive Advantage - eBooks	189	154	147	157	124	116
8	Overdrive Advantage - audio	266	204	240	193	204	161
9	Hoopla	294	248	361	201	390	234
10	Brainfuse	28	0	0	0	2	0
11	Rocket Languages (users)	0	2	0	0	1	5
12	Tumblebook Downloads	N/A	2	N/A	17	N/A	0
13	AdventurePass	14	16	6	15	12	5
14	<b>Total Circulation for month</b>	<b>7435</b>	<b>7436</b>	<b>8075</b>	<b>7590</b>	<b>6266</b>	<b>7095</b>
15	Doorcount	3860	2316	4734	2143	3678	1730
16	Catalog Assists	141	124	116	135	82	110
17	Telephone Assists	251	226	196	205	207	320
18	Reference Assists	85	80	91	93	71	57
19	Computer Assists	190	113	186	122	26	67
20	Website Visits (sessions)	8050	8326	7237	8885	9356	6120
21	Wii & Nintendo/Legos/Trucks Etc.	148	100	154	110	128	68
22	Wi Fi	2091	1566	1935	1583	1626	1248
23	Internet	711	236	930	324	800	462
24	Hot Spot Circulations	98	102	122	110	121	130
25	Launchpads	32	33	29	34	29	43
26	Tablets	0	0	0	1	0	4
27	<b>Total Electronic Resource Usage</b>	<b>11130</b>	<b>10363</b>	<b>10407</b>	<b>11047</b>	<b>12060</b>	<b>8075</b>
28	Test Proctoring	0	0	0	1	0	0
29	Notary Services	10	5	9	9	10	6
30	Tutoring	0	0	0	0	0	0
31	Meeting/study Rm Use (No Library events)	121	58	104	38	133	30
32	Gabbie Messages with patrons	893	807	839	785	848	1503
33	Catalog searches from the website	6272	5012	7097	5030	5354	5013
34	New Patron Cards	43	63	32	46	45	33
35	Deleted patron cards	2	2	3	0	19	5
36	<b>Interlibrary Loans</b>						
37	Borrowed from other libraries	26	16	47	23	31	23
38	Loaned to other libraries	92	71	112	89	97	78
39	<b>Collection</b>						
40	Added to collection	370	219	210	263	87	222
41	Deleted From collection	457	8	94	8	73	183
42	<b>Curbside Deliver</b>	0	0	0	1	0	0
43	<b>Mobile Printing</b>	29	36	115	18	38	19
44	<b>Tablet Station</b>	72		56		36	
45	<b>Youth Grab and Go kits</b>		0		0		
46	<b>Teen Grab and go kits</b>		0		0		

	F	G	H	I	J	K	L
47	<b>Adult grab and go kits</b>		0		0-Jan		
48			Sep-22		Oct-22		Nov-22
49	<b>Children's Grab and Go Kits</b>		0		0-Jan		
50	<b>FB Sponsorship STEM Kits</b>		0		0		
51	<b>Adult Coloring Kits</b>		0		0		

	M	N	O	P	Q	R	S
1		Dec-23	Dec-22	Jan-24	Jan-23	Feb-24	Feb-23
2	In Library circulation	4589	5239	4981	5154	5527	5175
3	Bridges Audio Circulation	650	467	812	561	734	586
4	Bridges E-Books Circulation	479	419	550	472	547	443
5	Bridges-Streaming Video	0	0	0	0	0	0
6	Bridges- eMagazines	145	8	146	27	126	17
7	Overdrive Advantage - eBooks	178	133	234	164	216	149
8	Overdrive Advantage - audio	346	141	356	229	338	221
9	Hoopla	344	269	412	293	382	266
10	Brainfuse	6	0	12	5	0	5
11	Rocket Languages (users)	1	0	2	0	0	1
12	Tumblebook Downloads	N/A	0	N/A	3	N/A	1
13	AdventurePass	11	10	14	10	17	12
14	<b>Total Circulation for month</b>	<b>6749</b>	<b>6686</b>	<b>7519</b>	<b>6918</b>	<b>7887</b>	<b>6876</b>
15	Doorcount	4041	1775	3943	1829	4604	1796
16	Catalog Assists	96	76	102	111	122	129
17	Telephone Assists	200	207	186	284	204	197
18	Reference Assists	94	44	76	82	92	85
19	Computer Assists	31	72	11	75	25	71
20	Website Visits (sessions)	6444	7753	7556	7063	8887	6251
21	Wii & Nintendo/Legos/Trucks Etc.	130	70	107	110	161	127
22	Wi Fi	1388	1020	1157	1283	1418	1179
23	Internet	782	214	573	475	661	338
24	Hot Spot Circulations	116	118	81	111	88	91
25	Launchpads	24	29	30	39	21	35
26	Tablets	10	1	0	1	0	1
27	<b>Total Electronic Resource Usage</b>	<b>8894</b>	<b>9205</b>	<b>9504</b>	<b>9082</b>	<b>11236</b>	8022
28	Test Proctoring	0		0	0	1	1
29	Notary Services	8	5	6	12	5	8
30	Tutoring	0		0	0	0	0
31	Meeting/study Rm Use (No Library events)	85	26	92	33	152	34
32	Gabbie Messages with patrons	675	702	678	654	730	601
33	Catalog searches from the website	9252	4573	12055	5897	6608	3894
34	New Patron Cards	39	25	56	51	47	40
35	Deleted patron cards	1	1	5	1	2	3
36	<b>Interlibrary Loans</b>						
37	Borrowed from other libraries	33	10	24	39	40	49
38	Loaned to other libraries	119	78	130	114	91	93
39	<b>Collection</b>						
40	Added to collection	279	322	420	221	206	228
41	Deleted From collection	27	188	88	207	222	167
42	<b>Curbside Deliver</b>	<b>0</b>	0	0	2	0	0
43	<b>Mobile Printing</b>	<b>75</b>	23	43	21	78	25
44	<b>Tablet Station</b>	<b>37</b>		43		32	
45	<b>Youth Grab and Go kits</b>				0		0
46	<b>Teen Grab and go kits</b>				0		0

	M	N	O	P	Q	R	S
47	<b>Adult grab and go kits</b>				0		0
48			Dec-22		Jan-23		Feb-23
49	<b>Children's Grab and Go Kits</b>				0		0
50	<b>FB Sponsorship STEM Kits</b>				0		0
51	<b>Adult Coloring Kits</b>				0		0

	T	U	V
1		Mar-23	Apr-23
2	In Library circulation	6329	4865
3	Bridges Audio Circulation	563	584
4	Bridges E-Books Circulation	495	382
5	Bridges-Streaming Video	0	0
6	Bridges- eMagazines	24	17
7	Overdrive Advantage - eBooks	124	110
8	Overdrive Advantage - audio	186	190
9	Hoopla	296	254
10	Brainfuse	0	0
11	Transparent Language (sessions)	0	2
12	Tumblebook Downloads	0	1
13	AdventurePass	24	
14	<b>Total Circulation for month</b>	<b>8041</b>	<b>6405</b>
15	Doorcount	2290	2333
16	Catalog Assists	138	87
17	Telephone Assists	329	187
18	Reference Assists	96	83
19	Computer Assists	88	78
20	Website Visits (sessions)	7294	10,675
21	WII & Nintendo/Legos/Trucks Etc.	122	132
22	Wi Fi	1390	1467
23	Internet	553	455
24	Hot Spot Circulations	150	106
25	Launchpads	35	26
26	Tablets	1	2
27	<b>Total Electronic Resource Usage</b>	<b>9545</b>	<b>12,863</b>
28	Test Proctoring	0	0
29	Notary Services	4	7
30	Tutoring	0	0
31	Meeting/study Rm Use (No Library events)	30	50
32	Gabbie Messages with patrons	862	673
33	Catalog searches from the website	4735	4863
34	New Patron Cards	38	41
35	Deleted patron cards	2	0
36	<b>Interlibrary Loans</b>		
37	Borrowed from other libraries	42	38
38	Loaned to other libraries	94	109
39	<b>Collection</b>		
40	Added to collection	352	175
41	Deleted From collection	32	45
42	<b>Curbside Deliver</b>		1
43	<b>Mobile Printing</b>	33	0
44			
45	<b>Youth Grab and Go kits</b>		0
46	<b>Teen Grab and go kits</b>		0

	T	U	V
47	<b>Adult grab and go kits</b>		0
48		Mar-23	Apr-23
49	<b>Children's Grab and Go Kits</b>		0
50	<b>FB Sponsorship STEM Kits</b>		0
51	<b>Adult Coloring Kits</b>		0

	W	X	Y
1		May-23	Jun-23
2	In Library circulation	5801	8736
3	Bridges Audio Circulation	554	650
4	Bridges E-Books Circulation	377	494
5	Bridges-Streaming Video	0	0
6	Bridges- eMagazines	11	35
7	Overdrive Advantage - eBooks	129	214
8	Overdrive Advantage - audio	183	249
9	Hoopla	274	293
10	Brainfuse	0	0
11	Transparent Language (sessions)	0	0
12	Tumblebook Downloads	2	0
13	AdventurePass	10	
14	<b>Total Circulation for month</b>	<b>7341</b>	<b>10671</b>
15	Doorcount	2675	3973
16	Catalog Assists	69	215
17	Telephone Assists	115	265
18	Reference Assists	55	119
19	Computer Assists	68	217
20	Website Visits (sessions)	10833	11346
21	WII & Nintendo/Legos/Trucks Etc.	77	273
22	Wi Fi	1744	1747
23	Internet	605	1059
24	Hot Spot Circulations	125	139
25	Launchpads	44	56
26	Tablets	2	2
27	<b>Total Electronic Resource Usage</b>	<b>13430</b>	<b>14622</b>
28	Test Proctoring	0	0
29	Notary Services	8	14
30	Tutoring	0	0
31	Meeting/study Rm Use (No Library events)	84	35
32	Gabbie Messages with patrons	759	942
33	Catalog searches from the website	5162	6620
34	New Patron Cards	91	111
35	Deleted patron cards	2	2
36	<b>Interlibrary Loans</b>		
37	Borrowed from other libraries	48	41
38	Loaned to other libraries	91	90
39	<b>Collection</b>		
40	Added to collection	221	276
41	Deleted From collection	51	23
42	<b>Curbside Deliver</b>	0	0
43	<b>Mobile Printing</b>	7	26
44			
45	<b>Youth Grab and Go kits</b>	0	0
46	<b>Teen Grab and go kits</b>	0	0



	W	X	Y
47	<b>Adult grab and go kits</b>	0	0
48			Jun-23
49	<b>Children's Grab and Go Kits</b>	0	0
50	<b>FB Sponsorship STEM Kits</b>	0	0
51	<b>Adult Coloring Kits</b>	0	0

	A	B	C	D	E	F	G
1	Programmin/outreach	Jul-23	Jul-22	Aug-23	Aug-22	Sep-23	Sep-22
2	<b>Ages 0-5</b>						
3	Live/In person onsite 0-5						
4	# of programs	16	13	16	11	21	22
5	# attending	216	176	220	86	238	148
6	Live/inperson offsite 0-5						
7	# of programs	15	33		3	2	8
8	# attending	533	465		54	55	138
9	Live/virtual 0-5						
10	# of programs						
11	# attending						
12							
13	<b>Ages 6-11</b>						
14	Live/inperson onsite 6-11						
15	# of programs	6	14	4	3	9	5
16	# attending	129	637	105	59	230	89
17	Live/in person offsite 6-11						
18	# of programs	9	10		2		
19	# attending	265	282		34		
20	Live vidual 6-11						
21	# of programs						
22	# attending						
23							
24	<b>YA</b>						
25	Live/in person onsite YA						
26	# of programs	1	1	1		1	1
27	# attending	8	20	2		8	1
28	Live/in person offsite YA						
29	# of programs						
30	# attending						
31	Live virtual YA						
32	# of programs						
33	# attending						
34							
35	<b>Adults</b>						
36	Live/in person onsite Adults						
37	# of programs	12	11	12	16	9	13
38	# attending	124	74	82	65	98	98
39	Live/ in person offsite Adults						
40	# of programs	1	2	1	4	1	2
41	# attending	2	7	4	46	0	3
42	Live Virtual Adult						
43	# of programs		3	1	12		8
44	# attending		0	1	11		12
45	Home Delivery						
46							

	A	B	C	D	E	F	G
47	Programmin/outreach						
48	<b>General Interest</b>						
49	Live/In peerson onsite General Interest						
50	# of programs	8		1		1	
51	# attending	634		82		39	
52	Live/In person offsite General Interest						
53	# of programs	3	2		2		2
54	# attending	495	34		84		100
55	Live Virtual General Interest						
56	# of programs						
57	# attending						
58							
59	<b>Program Content</b>						
60	Recordings						
61	# Recordings						
62	# Views						
63							
64	Make/Take kits		115			8	
65	Coloring sheets	300		345		215	
66	Scavenger Hunts Participants						
67	Trivia contest Participants						
68	Library's Maker Space Service		11		4		
69	STEAM/STEM services						
70	Story-Walk participants						
71	Reading log participants						
72	Other patron-directed activities	bingo shts					



	H	I	J	K	L	M	N	O	P	Q
47										
48										
49										
50	3	4		2	2	10	1	3	2	7
51	364	59		64	482	515	54	124	63	217
52		2								
53	1	925								
54	350									
55										
56										
57										
58										
59										
60										
61										
62										
63		50								
64		250				30		8		
65	430		345	300	340	370	255	320	440	145
66	146		91		52		112		136	
67										
68			1					4		
69										
70										
71										
72								36		

	R	S	T	U	V
1	Mar-23	Apr-23	Programmin/outreach	May-23	Jun-23
2			<b>Ages 0-5</b>		
3			Live/In person onsite 0-5		
4	23	20	# of programs	23	18
5	297	260	# attending	305	383
6			Live/inperson offsite 0-5		
7	5	6	# of programs	7	18
8	104	149	# attending	150	682
9			Live/virtual 0-5		
10			# of programs		
11			# attending		
12					
13			<b>Ages 6-11</b>		
14			Live/inperson onsite 6-11		
15	6	10	# of programs	6	3
16	220	575	# attending	226	81
17			Live/in person offsite 6-11		
18			# of programs	11	7
19			# attending	1229	168
20			Live virtual 6-11		
21			# of programs		
22			# attending		
23					
24			<b>YA</b>		
25			Live/in person onsite YA		
26	2	4	# of programs	6	2
27	9	21	# attending	23	8
28			Live/in person offsite YA		
29			# of programs	2	
30			# attending	229	
31			Live virtual YA		
32			# of programs		
33			# attending		
34					
35			<b>Adults</b>		
36			Live/in person onsite Adults		
37	13	12	# of programs	13	12
38	92	97	# attending	126	76
39			Live/ in person offside Adults		
40	2	3	# of programs	1	1
41	1	8	# attending	4	2
42			Live Virtual Adult		
43	8	2	# of programs	4	3
44	4	0	# attending	5	3
45			Home Delivery	1	2
46					

	R	S	T	U	V
47			Programmin/outreach		
48			<b>General Interest</b>		
49		9	Live/In peerson onsite General Interest		
50	19	140	# of programs	7	11
51	441		# attending	188	1185
52			Live/In person offsite General Interest		
53			# of programs		
54			# attending		
55			Live Virtual General Interest		
56			# of programs		
57			# attending		
58					
59			<b>Program Content</b>		
60			Recordings		
61			# Recordings		
62			# Views		
63					
64			Make/Take kits		
65	230	200	Coloring sheets	390	350
66			Scavenger Hunts Participants		
67			Trivia contest Participants		
68			Library's Maker Space Service		
69			STEAM/STEM services		
70			Story-Walk participants		
71			Reading log participants		
72			Other patron-directed activities		100



# Budget Worksheet

## Account Summary

For Fiscal: 2023-2024 Period Ending: 02/29/2024

		2021-2022		2022-2023		2023-2024		Defined Budgets		
		Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	2023-2024 Projected FYE 2024	2024-2025 2024-2025	2025-2026 2025-2026
<b>Fund: 001 - GENERAL FUND</b>										
<b>Revenue</b>										
<a href="#">001-410-1-4500</a>	FINES & FEES	3,700.00	4,694.61	3,700.00	4,621.36	4,000.00	3,628.82	4,000.00	4,000.00	4,000.00
<a href="#">001-410-2-4465</a>	CO CONTRIB LIBRARY-POLK CO...	51,484.00	49,556.00	32,967.00	43,956.00	33,000.00	58,014.00	77,352.00	77,352.00	77,352.00
<a href="#">001-410-2-4710</a>	REIMBURSEMENT-LIBRARY GR...	189.00	189.03	0.00	5,010.70	1,000.00	0.00			
<a href="#">001-410-4-4710</a>	REIMBURSEMENTS	0.00	0.00	352.00	0.00	0.00	0.00			
<a href="#">001-410-4-4745</a>	SALE OF SALVAGE	805.00	1,496.65	5.00	17.00	0.00	0.00			
	<b>Revenue Total:</b>	<b>56,178.00</b>	<b>55,936.29</b>	<b>37,024.00</b>	<b>53,605.06</b>	<b>38,000.00</b>	<b>61,642.82</b>	<b>81,352.00</b>	<b>81,352.00</b>	<b>81,352.00</b>
<b>Expense</b>										
<a href="#">001-410-6010</a>	SALARIES	174,137.60	174,360.64	306,092.80	304,032.62	330,886.31	208,723.23	333,643.94	378,765.37	366,917.71
<a href="#">001-410-6020</a>	SALARIES-PART-TIME	100,105.20	65,121.14	53,487.20	62,010.47	76,633.81	50,897.68	73,875.70	97,057.94	100,940.28
<a href="#">001-410-6210</a>	ASSOCIATION DUES	700.00	674.00	1,500.00	1,024.00	1,500.00	335.00	1,500.00	1,500.00	1,500.00
<a href="#">001-410-6220</a>	SUBSCRIPTIONS & ED MATERIA...	0.00	0.00	0.00	0.00	0.00	36.36	40.00	500.00	500.00
<a href="#">001-410-6230</a>	TRAINING	600.00	40.00	600.00	244.42	2,997.86	2,630.91	3,346.73	3,511.53	3,628.00
<a href="#">001-410-6240</a>	MEETINGS & CONFERENCES	3,000.00	1,449.32	3,500.00	3,565.61	5,000.00	2,275.68	5,000.00	7,000.00	7,000.00
<a href="#">001-410-6310</a>	BUILDING & GROUND MAINTEN...	15,000.00	7,475.99	15,000.00	8,186.21	15,000.00	8,095.37	15,000.00	15,000.00	15,000.00
<a href="#">001-410-6340</a>	OFFICE EQUIPMENT REPAIR	200.00	0.00	200.00	0.00	200.00	0.00	200.00	200.00	200.00
<a href="#">001-410-6350</a>	OPERATIONAL EQUIPMENT RE...	1,000.00	0.00	1,000.00	0.00	1,000.00	636.05	1,000.00	1,000.00	1,000.00
<a href="#">001-410-6371</a>	ELECTRIC / GAS	12,570.00	12,570.00	24,000.00	25,326.00	24,000.00	16,020.00	24,000.00	24,000.00	24,000.00
<a href="#">001-410-6373</a>	TELECOMMUNICATION EXPEN...	34,754.00	32,152.86	37,000.00	38,531.64	42,000.00	24,072.24	37,450.08	45,503.68	47,323.83
<a href="#">001-410-6411</a>	LEGAL EXPENSE	1,500.00	175.00	1,500.00	1,813.68	1,500.00	492.50	1,500.00	1,500.00	1,500.00
<a href="#">001-410-6419</a>	COMPUTER SUPPORT	8,000.00	4,241.90	8,000.00	7,483.19	8,000.00	9,682.99	15,865.55	16,817.48	17,490.18
<a href="#">001-410-6499</a>	CONTRACT SERVICES	32,500.00	26,859.39	32,500.00	28,984.18	33,500.00	15,166.56	33,500.00	35,000.00	35,000.00
<a href="#">001-410-6502</a>	PRINTED MATERIALS	36,000.00	47,842.74	44,000.00	41,941.37	49,000.00	30,880.42	80,773.00	85,673.00	85,673.00
<a href="#">001-410-6503</a>	DIGITAL MATERIALS	13,000.00	19,015.10	20,000.00	19,763.39	21,000.00	21,565.83	21,000.00	30,000.00	30,000.00
<a href="#">001-410-6504</a>	MINOR EQUIPMENT	2,000.00	509.73	2,000.00	2,400.36	2,500.00	526.70	2,500.00	2,500.00	2,500.00
<a href="#">001-410-6506</a>	OFFICE SUPPLIES	6,500.00	4,427.47	6,000.00	4,324.15	6,000.00	4,430.69	6,000.00	6,000.00	6,000.00



**Budget Worksheet**

**For Fiscal: 2023-2024 Period Ending: 02/29/2024**

		Defined Budgets								
		2021-2022	2021-2022	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	2024-2025	2025-2026
		Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	Projected FYE 2024	2024-2025	2025-2026
<a href="#">001-410-6507</a>	OPERATING SUPPLIES	1,000.00	644.98	1,000.00	1,990.63	1,000.00	1,221.18	2,500.00	2,500.00	2,500.00
<a href="#">001-410-6508</a>	POSTAGE-SHIPPING	1,000.00	809.85	1,000.00	1,393.80	1,500.00	1,306.78	1,500.00	1,500.00	1,500.00
<a href="#">001-410-6580</a>	MISCELLANEOUS	1,000.00	1,200.18	1,000.00	427.69	1,000.00	3,850.70	1,000.00	1,000.00	1,000.00
<a href="#">001-410-6599</a>	LIBRARY PROGRAMS	6,000.00	6,765.29	8,000.00	8,045.20	11,000.00	4,589.46	11,000.00	12,000.00	12,000.00
<a href="#">001-410-6725</a>	TECHNOLOGY REPLACEMENT	9,000.00	3,410.31	9,000.00	12,428.56	9,000.00	2,011.36	23,415.00	18,903.00	18,792.00
	<b>Expense Total:</b>	<b>459,566.80</b>	<b>409,745.89</b>	<b>576,380.00</b>	<b>573,917.17</b>	<b>644,217.98</b>	<b>409,447.69</b>	<b>695,610.00</b>	<b>787,432.00</b>	<b>781,965.00</b>
<b>Fund: 001 - GENERAL FUND</b>	<b>Surplus (Deficit):</b>	<b>-403,388.80</b>	<b>-353,809.60</b>	<b>-539,356.00</b>	<b>-520,312.11</b>	<b>-606,217.98</b>	<b>-347,804.87</b>	<b>-614,258.00</b>	<b>-706,080.00</b>	<b>-700,613.00</b>
	<b>Report Surplus (Deficit):</b>	<b>-403,388.80</b>	<b>-353,809.60</b>	<b>-539,356.00</b>	<b>-520,312.11</b>	<b>-606,217.98</b>	<b>-347,804.87</b>	<b>-614,258.00</b>	<b>-706,080.00</b>	<b>-700,613.00</b>

Budget Worksheet

For Fiscal: 2023-2024 Period Ending: 02/29/2024

**Group Summary**

Account Typ...	2021-2022		2022-2023		2023-2024		Defined Budgets		2024-2025	2025-2026
	Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	Projected FYE 2024	2024-2025	2025-2026	
<b>Fund: 001 - GENERAL FUND</b>										
Revenue	56,178.00	55,936.29	37,024.00	53,605.06	38,000.00	61,642.82	81,352.00	81,352.00	81,352.00	
Expense	459,566.80	409,745.89	576,380.00	573,917.17	644,217.98	409,447.69	695,610.00	787,432.00	781,965.00	
<b>Fund: 001 - GENERAL FUND Surplus (Deficit):</b>	<b>-403,388.80</b>	<b>-353,809.60</b>	<b>-539,356.00</b>	<b>-520,312.11</b>	<b>-606,217.98</b>	<b>-347,804.87</b>	<b>-614,258.00</b>	<b>-706,080.00</b>	<b>-700,613.00</b>	
<b>Report Surplus (Deficit):</b>	<b>-403,388.80</b>	<b>-353,809.60</b>	<b>-539,356.00</b>	<b>-520,312.11</b>	<b>-606,217.98</b>	<b>-347,804.87</b>	<b>-614,258.00</b>	<b>-706,080.00</b>	<b>-700,613.00</b>	

**Fund Summary**

Fund	2021-2022		2022-2023		2023-2024		Defined Budgets		2024-2025	2025-2026
	Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	Projected FYE 2024	2024-2025	2025-2026	
001 - GENERAL FUND	-403,388.80	-353,809.60	-539,356.00	-520,312.11	-606,217.98	-347,804.87	-614,258.00	-706,080.00	-700,613.00	
<b>Report Surplus (Deficit):</b>	<b>-403,388.80</b>	<b>-353,809.60</b>	<b>-539,356.00</b>	<b>-520,312.11</b>	<b>-606,217.98</b>	<b>-347,804.87</b>	<b>-614,258.00</b>	<b>-706,080.00</b>	<b>-700,613.00</b>	



## Chapter 12: Problem Solving and Decision Making

During a board meeting, best practices in problem solving and decision making can follow this process:

- I. **Define the issue clearly:** The best way to define the issue is to make a motion. If you are not clear about the intent or meaning of the motion, ask for the motion to be clarified. It may be necessary to ask that the wording of the motion be amended for clarification. The chairperson should make it clear to all what a positive or a negative vote means.
- II. **Study the information:** Authoritative information helps the board understand issues and make good decisions. The director and committee reports are standard sources for information about the issues that come before the board. Remember that board members are not appointed for their expertise and experience in running a library, but rather for their ability to ask the right questions, draw upon their experience and leadership skills, and make informed decisions for the good of the library and community. Call on outside experts when necessary.
- III. **Consider the alternatives:** Approach every issue with an open mind. Play the “devil’s advocate,” asking the tough questions and encouraging other board members to voice their opinions. Even recommendations from the director or a committee must not be accepted without a hard look at the possible alternatives.
- IV. **Seek assistance:** Seek help from outside the board, including attorneys and other specialists who can guide you in making decisions. Remember that no matter who recommends what or who advises you how to vote, the board has the ultimate responsibility for the decisions that are made.
- V. **Assess the issue in light of your mission and long-range goals:** Every decision the board makes should be consistent with its long range plan and be for the greatest good of those who use the library.
- VI. **Project the consequences:** This is where the board member’s vision comes in. A

board decision cannot be made in isolation. You must consider how this decision will affect people, programs, and plans. How will the community be affected by your decision? Are there possible legal consequences with this decision? Will a decision to spend money in one area mean that less money will be available in other areas?

- VII. Reach a decision:** Set aside personal bias and emotions and cast your vote for what you think is the best interest of the library. Many of the decisions your board team makes will be done by consensus. Consensus simply means that all board members can live with and support the decision, even though it may not be each trustee's first choice. To reach consensus, an issue is discussed until agreement is reached among all members. This method is more time-consuming, but it has advantages over the majority vote. Building consensus helps avoid creating a win/lose atmosphere and forces a board to discuss an issue more thoroughly. Compromise is at the heart of arriving at consensus. Once a decision is made by the board as whole, you should support it regardless of how you voted.

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***“The best way to predict your future is to create it.”***

Abraham Lincoln



## BONDURANT COMMUNITY LIBRARY

### PATRON BEHAVIOR POLICY

All persons have free access to the Bondurant Community Library, its facilities and services during its regular business hours. Children under ~~nine~~ **ten** years of age must be accompanied in library facilities by a parent, guardian, or other responsible person. Bondurant Community Library assumes no responsibility for unattended minors. Refer to the unattended children policy.

Section 392.5 of the Code of Iowa delegates to Library Board of Trustees the right to establish the rules and regulations for use of the library.

The Bondurant Community Library Board Policy prohibits conduct in the Library that:

- a) Interferes with the rights of individuals to use library materials and services
- b) Interferes with the ability of library staff to conduct library business, or
- c) Threatens the secure and comfortable environment of the Library.

Any person who fails to comply with the following rules and regulations of the Bondurant Community Library may lose loan privileges and/or be removed from the facility. Nothing in these regulations shall be deemed to preclude other civil or criminal action as applicable. In some situations, if the behavior is extreme, no warning is necessary, and the proper authorities will be called.

These rules and regulations shall apply to all persons in their use of library facilities. In order to ensure an atmosphere of safety and respect, the Library prohibits behavior, which may include but is not limited to the following:

- Interfering with another person's enjoyment of library services and facilities.
- Speaking, shouting, or raising one's voice to cause a disturbance to other persons in the facility.

- Removing library materials, or hiding library materials with intent to remove such materials, without properly checking out or borrowing such material. (Iowa Code 702.22, 714.5, 808.12).
- Misusing the library's computers or the computer system, network, or library data. No food or drink near computer stations.
- Sleeping on the library premise, depositing bedrolls, or bedding on library property. Bringing luggage or large bags into the library. Leaving personal items in the building. Library assumes no responsibility for any belongings left unattended.
- Using restrooms for bathing or other personal grooming.
- No tobacco products, **including vaping**, are allowed ~~inside of the~~ **on** library ~~facilities~~-**property**, or consumption of alcoholic beverages, or use of illegal substances. All are strictly prohibited ~~in the~~ **on** Library **property**.
- Operating, pushing, or riding wheeled devices within library facilities. No skateboarding anywhere on library property. The use of baby strollers, equipment required by persons with disabilities, and equipment used by library personnel is permitted.
- Depositing litter anywhere other than in garbage receptacles provided.
- Spitting on any person or library furniture, floors, or materials.
- Posting, distributing, or circulating any handbill, circular, card, booklet, placard without the permission of the library director or his or her designee.
- Cell phone users must respect the wishes of others who desire a quiet location for study by changing the setting on their devices to a non-audible signal. If your connection is bad, do not raise your voice, please move to the lobby or outside of the building.
- ~~Bringing weapons, firearms, or explosive devices into the library.~~
- Using offensive language toward staff members or other patrons.
- Making inappropriate sexual or other harassing and/or discriminatory comments toward staff or other patrons.
- Picture taking or videotaping of people except at Library sponsored events or programs unless authorized by the people involved or their parents if minors are present.
- Entering the non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member.

- Maintaining bodily hygiene, which is so offensive as to constitute a nuisance to other persons.
- Behaving in a disorderly, loud or boisterous manner not caused by a disability.
- Willfully annoying, harassing, or threatening another person or library staff.
- Animals, with the sole exception of ~~animal aids for the disabled~~ **service animals for persons with disabilities**, are prohibited.
- Shirts and shoes must be worn in the building.
- No campaigning, petitioning, interviewing, survey taking, soliciting, sales, or any other speech or conduct, which results in the disruption of library activities, will be allowed within the library or on the library grounds. This does not refer to any library-sponsored activities.

## Enforcement

Enforcement of these rules for persons age ~~nine~~ **ten** and over may take the form of any of the following actions, depending on the severity of the misconduct, which will be determined by the staff on duty at the time.

In the case of minor disruption, the patron receives two warnings. At the third offense, the patron must leave the library for the rest of the day. Parents of children under 18 may be called as appropriate.

In the case of extreme misconduct the offender may receive only one warning or be ordered to leave the building immediately. The police or parents may be called as appropriate.

The Director or designee will warn patrons causing disruption on repeated visits that they will not be allowed to enter the building if the behavior continues. If a correction is not made, patron will be barred from the library for one month. If library privileges are reinstated and the disturbance recurs, the patrons may be barred from the library for longer periods.

For children under age ~~nine~~ **ten**, a staff member will issue two warnings to the child and then inform parent/caretaker that the child is behaving in a disruptive



manner. If the parent/caretaker refuses or is unable to control the child, they will be asked to leave with the child. If the parent/caretaker has not been located within an hour, is uncooperative, or if the library is closing, the police will be called to assume responsibility for the child. Children are subject to all of the above guidelines and may be banned from the library.

These guidelines are designed to make your library visit safe, productive and pleasant.

Adopted by the Bondurant Community Library Board of Trustees

12/05/2002

Reviewed and Revised

03/2007, 6/2015, 2/2019, 1/2021

## Addendum:

### **702.22 Library materials and equipment.**

1. "*Library materials*" include books, plates, pictures, photographs, engravings, paintings, drawings, maps, newspapers, magazines, pamphlets, broadsides, manuscripts, documents, letters, public records, microforms, sound recordings, audiovisual materials in any format, magnetic or other tapes, electronic data processing records, artifacts, and written or printed materials regardless of physical form or characteristics, belonging to, on loan to, or otherwise in the custody of any of the following:

- a. A public library.
- b. A library of an educational, historical, or eleemosynary institution, organization, or society.
- c. A museum.
- d. A repository of public records.

2. "*Library equipment*" includes audio, visual, or audiovisual machines, machinery or equipment belonging to, on loan to or otherwise in the custody of one of the institutions or agencies listed in subsection 1.

### **714.5 Library materials and equipment - unpurchased merchandise - evidence of intention.**

The fact that a person has concealed library materials or equipment as defined in section 702.22 or unpurchased property of a store or other mercantile establishment, either on the premises or outside the premises, is material evidence of intent to deprive the owner, and the finding of library materials or equipment or unpurchased property concealed upon the person or among the belongings of the person, is material evidence of intent to deprive and, if the person conceals or causes to be concealed library materials or equipment or unpurchased property, upon the person or among the belongings of another, the finding of the concealed materials, equipment or property is also material evidence of intent to deprive on the part of the person concealing the library materials, equipment or goods.

The fact that a person fails to return library materials for two months or more after the date the person agreed to return the library materials, or fails to return library equipment for one month or more after the date the person agreed to return the library equipment, is evidence of intent to deprive the owner. Provided a reasonable attempt, has been made to reclaim the materials or equipment, including the mailing by restricted certified mail of notice, that such material or equipment is overdue and criminal actions will be taken. Notices stating the provisions of this section and of section 808.12 with regard to library materials or equipment shall be posted in clear public view in all public libraries, in all libraries of educational, historical or charitable institutions, organizations or societies, in all museums and in all repositories of public records. After the expiration of three days following the due date, the owner of borrowed library equipment may request the assistance of a dispute resolution center, mediation center or appropriate law enforcement agency in recovering the equipment from the borrower.

The owner of library equipment may require deposits by borrowers and in the case of late returns, the owner may impose graduated penalties of up to twenty-five percent of the value of the equipment, based upon the lateness of the return.

In the case of lost library materials or equipment, arrangements may be made to make a monetary settlement.

### **808.12 Detention and search in theft of library materials and shoplifting.**

1. Persons concealing property as set forth in section 7 1 4.5, may be detained and searched by a peace officer, person employed in a facility containing library materials, merchant, or merchant's employee, provided that the detention is for a reasonable length of time and that the search is conducted in a reasonable manner by a person of the same sex and according to subsection 2 of this section.

2. No search of the person under this section shall be conducted by any person other than someone acting under the direction of a peace officer except where permission of the one to be searched has first been obtained.

3. The detention or search under this section by a peace officer, person employed in a facility containing library materials, merchant, or merchant's employee does not render the person liable, in a criminal or civil action, for false arrest or false imprisonment provided the person conducting the search or detention had reasonable grounds to believe the person detained or searched had concealed or was attempting to conceal property as set forth in section 714.5.

[C62, 66, 71, 73, 75, 77, §709.22 - 709.24; C79, 81, §808.12]

BONDURANT COMMUNITY LIBRARY	BOARD
POLICY SECTION	APPROVED 09/2005
<b>INCIDENT REPORT POLICY &amp; FORM</b>	REVISED

### **INCIDENT REPORT POLICY**

The Library Director will keep a confidential file of information on problem incidents in which a CONTACT form has been filed. The purpose of this file is to track any serious problems that are reported by the staff. It will be used to document incidents and to track problems of a reoccurring nature.

#### **CONTACT FORM**

Please provide a description of unacceptable behavior reported and a description of any action taken (e.g., person asked to leave and did so; police called; officer escorted person from the library, etc.)

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**DATE & TIME OF INCIDENT** \_\_\_\_\_

**DESCRIPTION OF INCIDENT:**

**REPORTED BY** \_\_\_\_\_

**WITNESSES** \_\_\_\_\_

**ACTION TAKEN:**

Submit contact form to Library Director.  
Director initial when received & read.