Agenda
Bondurant Community Library - Library Board of Trustees
104 2nd Street NE
Bondurant, Iowa 50035
City of Bondurant Council Chambers
7 pm
Wednesday, May 5, 2021

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

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

To connect to the virtual meeting please use the following link
https://us02web.zoom.us/j/88056727825?pwd=aGxUNzhsK1dBOUlrdm1EbzdZUmV3QT09
To phone into the meeting please call the following number: 1 312 626 6799 US (Chicago)
Meeting ID: 880 5672 7825 Password: 726256

Call to order
1) Guests Present
2) Perfecting and Approving the Agenda
3) Capital Improvement Project Update.
   a) Discussion/Approval Application and certificate for payment
   b) Discussion/Approval of Change Orders
4) Approval of Consent Agenda
   a) Approval of Minutes from past meeting -- April 2021
   b) Financial Report
   c) Approval of Warrant List/Authorize expenditures
   d) Staff Report -- April
   e) Director Report -- April
   f) Statistics
5) Public Comments
6) Foundation Update
7) City Council Liaison Report
8) Old Business
9) New Business
   a) Review Social Networking Policy
   b) Review Open Access Policy
   c) Discussion Chris Vance artwork
   d) Discussion about I Love Libraries article
10) Board President Items
11) Adjournment
Next meeting – June 2, 2021

Any person with a disability who requires a modification or accommodation in order to participate in the meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the Library Board of Trustees during the meeting, should contact the Library Director, (515) 967-4790 or jills@bondurant.lib.ia.us, 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, April 7, 2021

1. **Roll Call:** *Members Present:* Pat Kaura, Sue Ugulini, Julie Bergeson, Craig Campbell, Josh Bryant, Library Director Sanders and Assistant Director Klinker-Feld. Member Jen Keeler attended virtually.
2. **Call to order:** Meeting called to order at 7:00PM by President Kaura.
3. **Guests present:** Marketa Oliver, City of Bondurant; Clint Jensen, Story Construction.
4. **Perfecting and Approving the Agenda:** Motion to approve the agenda by Ugulini, seconded by Bergeson. Roll call vote: Bergeson-Aye, Bryant-Aye, Keeler-Aye, Kaura-Aye, Ugulini-Aye. Motion carried.
5. **Capital Improvement Project:** Mr. Jensen provided a detailed update and progress on the capital improvement project, recommended change orders and financial information.
   a. **Discussion/Approval: Application and Certificate for Payment.** Motion to approve payment of $446,790.56 for the month of March by Ugulini, seconded by Campbell. Roll call vote: Bergeson-Aye, Bryant-Aye, Keeler-Aye, Kaura-Aye, Campbell-Aye, Ugulini-Aye. Motion carried
   b. **Discussion/Approval: Change Orders.** Motion to approve change orders by Campbell, seconded by Bergeson. Roll call vote: Bergeson-Aye, Bryant-Aye, Keeler-Aye, Kaura-Aye, Campbell-Aye, Ugulini-Aye. Motion carried.
6. **Consent Agenda:**
   a. Minutes of past meeting
   b. Financial Report
   c. Approve Warrant list / authorize expenditures
   d. Staff Report [March]
   e. Director's Report [March]
   f. Statistics Review

 Motion to approve the above consent agenda by Campbell, seconded by Ugulini. Roll call vote: Bergeson-Aye, Bryant-Aye, Keeler-Aye, Kaura-Aye, Campbell-Aye, Ugulini-Aye. Motion carried.

7. **Public Comments:** None
8. **Library Foundation Update:** The foundation reported on upcoming grant opportunities and future fundraising efforts. Foundation Board is complete. Fundraising event at Applebees was successful
9. **City Council Liaison Report**: Marketa Oliver, City of Bondurant, updated the board on the expected financial growth and economic development projects for the city of Bondurant.

10. **Old Business:** None.
11. **New Business:**
    a. **Review Emergency Management Policy.** Motion to approve by Ugulini, seconded by Bryant. Roll call vote: Bergeson-Aye, Bryant-Aye, Keeler-Aye, Kaura-Aye, Campbell-Aye, Ugulini-Aye. Motion carried.
    b. **Review Sex Offender Policy.** Motion to approve by Bryant, seconded by Campbell. Roll call vote: Bergeson-Aye, Bryant-Aye, Keeler-Aye, Kaura-Aye, Campbell-Aye, Ugulini-Aye. Motion carried.
    c. **Discussion: Storey Kenworthy Furniture Quote.** Director Sanders shared a detailed bid for Library seating and furniture. Second quote recommended for some items.
    d. **Discussion: Long-Range Plan.** Due to the pandemic, long-range planning activities were postponed. Director Sanders contacted the facilitator and will resume planned activities this fall.

12. **Board President Items:** None.

13. **Adjournment:** Motion to adjourn by Bryant, seconded by Campbell Motion carried. Roll call vote: Bergeson-Aye, Bryant-Aye, Keeler-Aye, Kaura-Aye, Campbell-Aye, Ugulini-Aye. Motion carried.

Next Meeting: Wednesday, May 5, 2021

		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	3,343.00	3,343.00	144.60	2,708.02	-634.98	18.99 %
001-410-2-4465	CO CONTRIB LIBRARY-POLK CO AUD	35,292.00	35,292.00	8,823.00	35,292.00	0.00	0.00 %
001-410-2-4710	REIMBURSEMENT-LIBRARY GRANTS	500.00	500.00	0.00	500.00	0.00	0.00 %
001-410-6010	SALARIES	175,480.00	175,480.00	12,548.79	131,828.37	43,651.63	24.88 %
001-410-6020	SALARIES-PART-TIME	62,660.00	62,660.00	4,244.11	36,757.58	25,902.42	41.34 %
001-410-6210	ASSOCIATION DUES	700.00	700.00	0.00	689.00	11.00	1.57 %
001-410-6230	TRAINING	600.00	600.00	0.00	274.95	325.05	54.18 %
001-410-6240	MEETINGS & CONFERENCES	1,500.00	1,500.00	0.00	113.23	1,386.77	92.45 %
001-410-6310	BUILDING & GROUND MAINTENANCE	15,000.00	15,000.00	0.00	2,595.07	12,404.93	82.70 %
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	457.51	542.49	54.25 %
001-410-6371	ELECTRIC / GAS	7,500.00	7,500.00	762.00	4,933.00	2,567.00	34.23 %
001-410-6373	TELECOMMUNICATION EXPENSE	20,000.00	20,000.00	2,656.23	19,103.83	896.17	4.48 %
001-410-6402	ADVERTISING-PUBLICATIONS	0.00	0.00	0.00	60.07	-60.07	0.00 %
001-410-6411	LEGAL EXPENSE	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
001-410-6419	COMPUTER SUPPORT	8,000.00	8,000.00	431.55	3,712.04	4,287.96	53.60 %
001-410-6499	CONTRACT SERVICES	16,000.00	16,000.00	837.92	15,590.18	409.82	2.56 %
001-410-6502	PRINTED MATERIALS	33,000.00	33,000.00	1,781.48	35,778.61	-2,778.61	-8.42 %
001-410-6503	DIGITAL MATERIALS	10,000.00	10,000.00	0.00	14,115.40	-4,115.40	-41.15 %
001-410-6504	MINOR EQUIPMENT	2,000.00	2,000.00	0.00	19.98	1,980.02	99.00 %
001-410-6506	OFFICE SUPPLIES	6,000.00	6,000.00	148.76	4,531.32	1,468.68	24.48 %
001-410-6507	OPERATING SUPPLIES	1,000.00	1,000.00	9.98	131.10	868.90	86.89 %
001-410-6508	POSTAGE-SHIPPING	1,900.00	1,900.00	126.10	1,375.11	524.89	27.63 %
001-410-6580	MISCELLANEOUS	1,000.00	1,000.00	0.00	240.53	759.47	75.95 %
001-410-6599	LIBRARY PROGRAMS	5,000.00	5,000.00	569.02	3,338.13	1,661.87	33.24 %
001-410-6725	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	0.00	6,853.58	2,146.42	23.85 %
001-410-6770	LIBRARY CAPITAL	2,000.00	2,000.00	0.00	2,712.00	-712.00	-35.60 %
	Department: 410 - LIBRARY Surplus (Deficit):	-341,905.00	-341,905.00	-15,148.34	-246,710.57	95,194.43	27.84 %
	Fund: 001 - GENERAL FUND Surplus (Deficit):	-341,905.00	-341,905.00	-15,148.34	-246,710.57	95,194.43	27.84 %

		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	4,220.00	4,220.00	0.00	4,219.65	-0.35	0.01 %
167-410-4-4300	INTEREST - LIBRARY T&A	0.00	0.00	0.00	4.90	4.90	0.00 %
167-410-4-4705	T/A-LIBRARY DONATIONS	22,426.00	22,426.00	128.30	23,267.41	841.41	103.75 %
167-410-6506	TRUST & AGENCY LIBRARY EXPENSE	11,343.00	11,343.00	1,407.51	12,750.38	-1,407.38	-12.41 %
	Department: 410 - LIBRARY Surplus (Deficit):	**15,303.00**	**15,303.00**	**-1,279.21**	**14,741.58**	**-561.42**	**3.67 %**
	Fund: 167 - LIBRARY GRANT Surplus (Deficit):	**15,303.00**	**15,303.00**	**-1,279.21**	**14,741.58**	**-561.42**	**3.67 %**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 351 - LIBRARY CAPITAL							
Department: 410 - LIBRARY							
351-410-3-4705	PRIVATE CONTRIBUTIONS (FOUNDAT…	60,000.00	60,000.00	0.00	60,000.00	0.00	0.00 %
351-410-4-4300	INTEREST-GENERAL	51.00	51.00	0.00	157.93	106.93	309.67 %
351-410-4-4820	PROCEEDS FROM DEBT	3,688,792.00	3,688,792.00	0.00	3,688,791.85	-0.15	0.00 %
351-410-6407	ENGINEERING EXPENSE	662,697.00	662,697.00	30,306.20	467,418.03	195,278.97	29.47 %
351-410-6507	OPERATING SUPPLIES	0.00	0.00	276.78	553.56	-553.56	0.00 %
351-410-6799	OTHER CAPITAL OUTLAY	2,340,000.00	2,340,000.00	445,790.56	1,443,210.25	896,789.75	38.32 %
	Department: 410 - LIBRARY Surplus (Deficit):	**746,146.00**	**746,146.00**	**-476,373.54**	**1,837,767.94**	**1,091,621.94**	**-146.30 %**
	Fund: 351 - LIBRARY CAPITAL Surplus (Deficit):	**746,146.00**	**746,146.00**	**-476,373.54**	**1,837,767.94**	**1,091,621.94**	**-146.30 %**
	Report Surplus (Deficit):	**145,086.00**	**145,086.00**	**-492,801.09**	**1,600,989.70**	**1,455,903.70**	**-1,003.48 %**

Bondurant Community Library
Library Board of Trustees
May 5, 2021
Warrant List

Company	Description	Budget Code	Invoice	Amount
Absolute Science	Summer Reading Program	167-410-6506	Statement	$500.00
Access Systems	Copier	001-410-6499	29119247	$935.91
Baker & Taylor	Books	001-410-6502	Statement	$3,393.88
Blank Park Zoo	Summer Reading Program	167-410-6506	1093179	$100.00
Center Point Large Print	Large Print books	001-410-6502	1841891	$560.88
CivicPlus	Website renewal fee	001-410-6373	212097	$500.00
Colibri System	Book covers	001-410-6506	993	$170.36
Convergint Technologies	Security Cameras	001-410-6770	111SNK0396	$10,434.00
Des Moines Register	Newspaper subscription	001-410-6502	DM3335996	$313.54
Educational Development Corporation	Usborne books	001-410-6502	DIR9112112	$1,077.37
Educational Development Corporation	Usborne books	001-410-6502	DIR9122344	$49.45
Educational Development Corporation	Usborne books	001-410-6502	DIR9218874	$21.99
FEH	Building	351-410-6407	111554	$9,199.30
Findaway	Wonder Books	001-410-6502	345817	$1,864.63
Findaway	Launchpads	001-410-6502	346024	$3,719.75
Findaway	Wonder Books	001-410-6502	347015	$184.96
Greater DSM Botanical Garden	Adventure Pass Membership	001-410-6599	Statement	$125.00
Jason Kollum	Summer Reading Program	167-410-6506	Statement	$650.00
LFI	Moving service	351.410.6407	7318	$3,550.00
Mediacom	Phone and internet	001-410-6373	Statement	$203.71
Mediacom	Phone and internet	001-410-6419	Statement	$89.50

Mediacom	Phone and internet	001-410-6373	Statement	**$92.18**
MicroMarketing	Audio books	001-410-6502	846651	**$1,237.67**
MicroMarketing	Audio books	001-410-6502	847954	**$346.90**
MidAmerican	Utilities	001-410-6371	Statement	**$247.00**
OverDrive	Digital books	001-410-6503	06497CO21142058	**$183.95**
Petty Cash	Postage	001-410-6508	Receipts	**$66.76**
Rhode Island Novelty	Summer Reading Program	167-410-6506	IN4223272	**$716.81**
Sanders, Jill	Mileage/keys made	001-410-6240	Receipt	**$13.44**
		001-410-6310	Receipt	**$6.39**
Scholastic	Summer Reading Program	167-410-6506	28813490	**$212.81**
Staples	Binder clips	001-410-6599	Statement	**$6.98**
Storey Kenworthy	Disinfecting wipes	170-130-6507	PINV888925	**$37.02**
Story Construction	Construction Management	351-410-6407	32568	**$50,458.11**
Stratus	Cleaning service	001-410-6499	4542726	**$443.39**
T-Mobile	Hot spot data	001-410-6373	Statement	**$500.00**
Unique	Collection service	001-410-6499	600769	**$35.80**
Verizon	Hot spot data	001-410-6373	Statement	**$1,452.52**
Visa	Books, movies, etc.	001-410-6502	Statement	**$352.25**
	Programming	001-410-6599	Statement	**$326.57**
	Office Supplies	001-410-6506	Statement	**$71.20**
	Misc.--ear plugs	001-410-6580	Statement	**$14.99**
	Technology Replacement	001-410-6725	Statement	**$610.00**
	COVID	170-130-6507	Statement	**$16.04**
	Building Project	351-410-6507	Statement	**$276.78**
	Summer Reading Program	167-410-6506	Statement	**$3,196.43**

Total Operating Expenses **$29,652.92**

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Bondurant Community Library
Library Board of Trustees
May 5, 2021
Warrant List
</div>

COVID Expenses	**$53.06**
Building Project Expenses	**$63,484.19**
Betterment Grant Expenses	**$0.00**
Trust & Agency Expenses	**$5,376.05**
Total	**$98,566.22**

Bondurant Community Library Board President
SIGNATURE

Bondurant Community Library Board Secretary
SIGNATURE

STAFF REPORT APRIL 2021

Michell:

- Webinar—"One Book, One Community Programs"

Megan:

- State of Iowa Staff and Youth Librarian Endorsement Courses on IA Learns: 13 completed
- Webinar - Strong Women and Strong Girls books can create positive image
- Amplifying Engagement with Gamification
- Spring 21 Children's Book preview HarperCollins
- Virtual Maker Programming - IA Learns
- Kids Lib meeting
- Penguin Random House Spring Book and Author Festival - Teen and children's webinar
- Booklist Middle Grade author panel - upcoming new releases for middle grades
- IA Learns Kernel - LiveReacting
- Check it out - IA Learns

Margaret:

- Kids Lib meeting
- Webinar—"Literacy as a Social Justice Issue"

Programming for April:

- Virtual Storytimes on Facebook Live
- Adult Craft Night
- Grab & Go—Summer Reading bookmark contest
- Virtual BINGO
- Grab & Go—Flower Pot
- Book Discussion for Adults—The Engineer's Wife by Tracey Enerson Wood
- Adult Program to Go—DIY Laundry Detergent
- Grab & Go—Earth Day kits
- Adult program—Guided Forest Therapy/Shinrin-Yoku
- Grab & Go—Tissue paper stained glass kit
- Tween/Teen Book Discussion—The Boy Who Harnessed the Wind by William Kamkwamba

Librarian items April 2021

- The collection and staff areas have been moved to the new south wing of the Library. Bookcasing and staff items were moved from the 7th to the 9th. The computers were moved over on Monday the 12th by Mark at Kadeth. Patrons have begun to use the South and East doorway for entry while utilizing the bookdrops for returning items. Circulation stats have been increasing as the community starts to get a look at the new space. Staff has found space in the new wing to work from for the next couple of months, and then will begin the moving process again.
- The Library again this year collaborated with the Men's Club on their annual Easter Egg Hunt. This year the event was at the ballfields. Staff planned socially distance activities and helped to arrange the Easter Bunny's appearance at the event.
- Work has begun on removing cement from the front of the library in preparation of the parking lot cement pour. This will make access to the book drop difficult. Staff has begun notifying patrons that the book drop will be unavailable for after hours drop off of materials and that due dates can be extended if patrons find it difficult to plan a library visit during open hours.
- I attended the Men's Club meeting on April 21st to speak with them about plans for the expansion/renovation project and the Summer Reading Program which the Men's Club has helped fund in years past.
- Jill attended both the City Council meetings virtually in April as normal.

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

	A	B	C	D	E	F	G
49	**Total # attending childrens program**	**128**	**1570**	**89**	**281**	**73**	**510**
50	Date	Jul-20	Jul-19	Aug-20	Aug-19	Sep-20	**Sep-19**
51	XBOX & WII Gaming		0	0		virtual	0
52	Young adult programming		3	0		teen bk	
53	Young adult programming		0			5	
54	Young adult programming		0			6	
55	**Total number of YA programs**	**0**	**1**	**0**		**2**	**0**
56	**Total number attending YA programs**	**0**	**3**	**0**	**0**	**11**	**0**
57	Computer classes- **Adult Programming**	0	0		0		
58	Adult Programming					virtual	
59	Book Discussion	9	15	9	9	9	15
60	Adult Coloring			23			0
61	Adult Program Event				8@27		6@42
62	Adult Program Event						12
63	Adult Program event						2@10
64	Courtyard Estates Outreach		1		11		14
65	Courtyard Estates Outreach-Memory Unit		2@14		5		19
66	Homebound Delivery		0		0		
67	**Total number of adult programs**	**1**	**5**	**2**	**11**	**1**	**12**
68	**Total Number attending adult programs**	**9**	**30**	**32**	**52**	**9**	**112**
69	Website Visits (sessions)	6784	996	5294	760	6431	667
70	WII & Nintendo/Legos/Trucks Etc.	0	150	0	113	0	118
71	Wi Fi	593	740	587	640	623	723
72	Internet	234	481	184	384	187	346
73	Tablet Usage	0	5	8	3	0	3
74	**Total Electronic Resource Usage**	**7611**	2372	**6073**	1900	7241	**1857**
75	Test Proctoring	0	0	0	0	0	0
76	Notary Services	7	3	10	2	6	6
77	Tutoring	0	0	0	0	0	0
78	Meeting Room Use (No Library events)	0	6	0	12	0	20
79	Security Corrections	0	23	0	8	0	9
80	New Patron Cards	15	49	37	40	31	23
81	Deleted patron cards	0	0	1	0	0	0
82	**Interlibrary Loans**						
83	Borrowed from other libraries	18	23	10	8	7	11
84	Loaned to other libraries	38	45	54	46	57	31
85	**Collection**						
86	Added to collection	456	202	302	362	276	279
87	Deleted From collection	156	11	136	56	134	15
88	**Curbside Deliver**	129		23		23	
89	**Mobile Printing**	19		27		25	
90	**Inside Appointments**	18		NO		0	
91				electric			
92				8/10-			
93				12-Aug			
94							
95							
96							

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

	H	I	J	K	L	M	N
49	**Total # attending childrens program**	**433**	**713**	**39**	**1072**	**27**	**770**
50	Date	20-Oct	Oct-20	Nov-20	Nov-20	Dec-21	Dec-20
51	XBOX & WII Gaming			0	0		0
52	Young adult programming Virtual Craft	30	22	Zoom BC	0		_
53	Young adult programming Virtual Bk Dis	9			0		
54	Young adult programming Virtual Tn Triv	0			0		
55	**Total number of YA programs**	**3**	**1**	**1**	**0**	**0**	**0**
56	**Total number attending YA programs**	**39**	**22**	**0**	**0**	**0**	**0**
57	Computer classes- **Adult Programming**						0
58	Adult Programming		7@40				
59	Book Discussion Virtual	11	14	10	6	8	11
60	Adult Coloring		7		13		2
61	Adult Program Event Virtual Adlt Craft	23	5		0		9@51
62	Adult Program Event		2		8		
63	Adult Program event			6@28			
64	Courtyard Estates Outreach		14		14		11
65	Courtyard Estates Outreach-Memory Unit		2@10		2@11		4
66	Homebound Delivery				0		0
67	**Total number of adult programs**	**2**	**15**	**1**	**13**	**1**	
68	**Total Number attending adult programs**	**34**	**92**	**10**	**80**	**8**	**79**
69	Website Visits (Sessions)	6961	698	4568	721	5092	686
70	WII & Nintendo/Legos/Trucks Etc.	0	100	0	68	0	45
71	Wi Fi	604	755	469	670	301	655
72	Internet	184	310	26	292	10	334
73	iPad Usage	0	1	0	3	0	6
74	**Total Electronic Resource Usage**	**7749**	**1864**	**5063**		**5403**	**1726**
75	Test Proctoring	0	0	0	1	0	1
76	Notary Services	4	11	2	1	2	1
77	Tutoring	0	0			0	0
78	Meeting Room Use (No Library events)	0	38		35	0	25
79	Security Corrections	0	0		1	0	7
80	New Patron Cards	29	29	13	23	5	29
81	Deleted patron cards	0	0	0	0	0	0
82	**Interlibrary Loans**						
83	Borrowed from other libraries	13	24	13	16	20	5
84	Loaned to other libraries	45	68	26	29	31	25
85	**Collection**						
86	Added to collection	213	278	212	178	219	276
87	Deleted From collection	50	11	146	157	110	44
88	Curbside Deliver	10		218		225	
89	Mobile Printing	17		20		17	
90	Inside Appointments	0		19		8	
91							
92	Open completely			7 days		0	
93	curbside only			13 days		20	
94	closed completely for construction & COVID			3 days		5	
95	Closed for holidays			3 days		2.5	
96	Door count on completely open days			396		0	

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

	O	P	Q	R	S
49	**Total # attending childrens program**	**43**	**408**	**40**	**518**
50	Date	Jan-21	Jan-20	Feb-21	Feb-20
51	XBOX & WII Gaming		0	0	
52	Young adult programming	3		1	
53	Young adult programming				
54	Young adult programming				
55	**Total number of YA programs**	**1**	**0**	**1**	**0**
56	**Total number attending YA programs**	**3**	**0**	**1**	**0**
57	Computer classes- **Adult Programming**				
58	Adult Programming				
59	Book Discussion	9	12	9	13
60	Adult Coloring		8		6
61	Adult Program Event	3		birdwatch kit20	7@72
62	Adult Program Event			Vir craft night12	14
63	Adult Program event		8@83	30 kits	
64	Courtyard Estates Outreach		2@39	50 FB Live	7
65	Courtyard Estates Outreach-Memory Unit		0		0
66	Homebound Delivery	4		3	0
67	**Total number of adult programs**	**2**	**12**	**4**	**11**
68	**Total Number attending adult programs**	**16**	**142**	**71**	**112**
69	Website Visits (sessions)	5456	new web	5421	3849
70	WII & Nintendo/Legos/Trucks Etc.	0	93	0	103
71	Wi Fi	349	723	188	767
72	Internet	52	334	128	355
73	iPad Usage	0	0	0	0
74	**Total Electronic Resource Usage**	**5857**	**1150**	**5737**	**1225**
75	Test Proctoring	0	0	0	1
76	Notary Services	3	5	8	6
77	Tutoring	0	0	0	0
78	Meeting Room Use (No Library events)	0	22	0	26
79	Security Corrections	0	0	0	2
80	New Patron Cards	14	36	12	27
81	Deleted patron cards	0	1	0	0
82	**Interlibrary Loans**				
83	Borrowed from other libraries	18	16	14	13
84	Loaned to other libraries	52	40	61	53
85	**Collection**				
86	Added to collection	254	277	236	294
87	Deleted From collection	280	62	111	111
88	Curbside Deliver	196		46	
89	Mobile Printing	18		16	
90	Inside Appointments	22		0	
91	Youth to go kits	170		270	
92	Teen to go kits	15		15	
93	Adult to go kits	20		50	
94					
95					
96					

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

	T	U	V	W	X
49	**Total # attending childrens program**	**56**	**309**	**48**	**75**
50	Date	Mar-21	Mar-20	Apr-21	Apr-20
51	XBOX & WII Gaming	2	0	0	
52	Young adult programming	1			
53	Young adult programming	3		5	
54	Young adult programming	0			
55	**Total number of YA programs**	**4**	**0**	**1**	**0**
56	**Total number attending YA programs**	**6**	**0**	**5**	**0**
57	Computer classes- **Adult Programming**				
58	Adult Programming		2@43	2	
59	Book Discussion	11	12	12	6
60	Adult Coloring			39	
61	Adult Program Event		4@36	9	24
62	Adult Program Event				18
63	Adult Program event				
64	Courtyard Estates Outreach				
65	Courtyard Estates Outreach-Memory Unit				
66	Homebound Delivery			3	1
67	**Total number of adult programs**	**1**	**7**	**3**	**4**
68	**Total Number attending adult programs**	**11**	**91**	**23**	**49**
69	Website Visits (sessions)	5967	4330	7260	3827
70	WII & Nintendo/Legos/Trucks Etc.	0	32	0	0
71	Wi Fi	266	756	297	473
72	Internet	119	222	107	26
73	iPad Usage	0	2	0	0
74	**Total Electronic Resource Usage**	6352	5342	**7664**	**4326**
75	Test Proctoring	0	0	0	0
76	Notary Services	5	3	7	0
77	Tutoring	0	0	0	0
78	Meeting Room Use (No Library events)	0	12	0	0
79	Security Corrections	0	0	0	0
80	New Patron Cards	19	24	20	12
81	Deleted patron cards	0	0	0	0
82	**Interlibrary Loans**				
83	Borrowed from other libraries	29	20	22	7
84	Loaned to other libraries	59	54	36	8
85	**Collection**				
86	Added to collection	495	240	377	396
87	Deleted From collection	200	88	16	82
88	Curbside Deliver	39		25	
89	Mobile Printing	15		17	
90	Inside Appointments	0			
91	Youth to go kits	255		175	
92	Teen to go kits	12		20	
93	Adult to go kits	24		24	
94					
95					
96					

	Y	Z	AA	AB	AC	AD
1		May-21	May-20	Jun-21	Jun-20	Year totals
2	In Library circulation		2183		2869	
3	Bridges Audio Circulation		231		253	
4	Bridges E-Books Circulation		289		274	
5	Bridges-Streaming Video		0		0	
6	Bridges - e-Magazine					
7	Overdrive Advantage - eBooks		42		61	
8	Overdrive Advantage - audio		51		69	
9	RB Digital mergerd with overdrive		0		1	
10	Hoopla		148		185	
11	Gale Resources (total searches)		8		0	
12	Brainfuse		0		0	
13	Credo Reference		0		0	
14	Transparent Language (sessions)		1		1	
15	Tumblebook Downloads		9		1	
16	Tumblebook School Downloads		0		0	
17	RB Digital Magazines (was Zinio)		18		10	
18	AWE Learning Computers		0		0	
19	Hot Spot Circulations		63		78	
20	AdventurePass				6	
21	**Total Circulation for month**		**3043**		**3808**	
22	Doorcount	n/a			0	
23	Catalog Assists		55		97	
24	Telephone Assists		633		823	
25	Reference Assists		6		22	
26	Computer Assists		3		6	
27	**Number of Story Times Total**		**13**		17	
28	Attendance	61 Devices			63	
29	Bondurant Birdsnest Outreach		0		0	
30	Bondurant Elem. Blue Jay Beginnings		0		0	
31	Bloom (formerly Kids' academy)		0		34	
32	School visits				0	
33	Bondurant Christian Preschool Outreach		0		0	
34	Library Link Outreach				0	
35	Developmental Kindergarten		0		0	
36	**After School Events**		0			
37	Movie					
38	Open Craft					
39	Children's Programming				10	
40	Children's Programming					
41	Children's Programmin					
42	Children's Programming					
43	Children's Programming					
44	Children's Programming					
45	Children's Programming					
46	Children's Programming					
47	Children's Programming					
48	**Total number of children's Programs**		**13**		**20**	

	Y	Z	AA	AB	AC	AD
49	**Total # attending childrens program**		**61 devices**		**107**	
50	Date		May-20		Jun-20	
51	XBOX & WII Gaming		0		0	
52	Young adult programming				0	
53	Young adult programming				0	
54	Young adult programming				0	
55	**Total number of YA programs**		**0**		**0**	
56	**Total number attending YA programs**		**0**		**0**	
57	Computer classes- **Adult Programming**				0	
58	**Adult Programming**		**Shredding**			
59	Book Discussion		7		6	
60	Adult Coloring		0		0	
61	Adult Program Event		25		10	
62	Adult Program Event		205 nationwide		7	
63	Adult Program event		155 Nationwide		17	
64	Courtyard Estates Outreach					
65	Courtyard Estates Outreach-Memory Unit					
66	Homebound Delivery		1			
67	**Total number of adult programs**		**5**		**4**	
68	**Total Number attending adult programs**		**33 local**		**40**	
69	Website Visits (sessions)		3890		6568	
70	WII & Nintendo/Legos/Trucks Etc.		0		0	
71	Wi Fi		677		566	
72	Internet		10		24	
73	iPad Usage		0		0	
74	**Total Electronic Resource Usage**		**4577**		**7158**	
75	Test Proctoring		0		0	
76	Notary Services		3		2	
77	Tutoring		0		0	
78	Meeting Room Use (No Library events)		0		0	
79	Security Corrections		0		0	
80	New Patron Cards		11		19	
81	Deleted patron cards		0		0	
82	**Interlibrary Loans**					
83	Borrowed from other libraries		11		8	
84	Loaned to other libraries		9		38	
85	**Collection**					
86	Added to collection		245		397	
87	Deleted From collection		65		162	
88	Curbside Deliver				343	
89	Mobile Printing				48	
90	Inside Appointments				150	
91	Youth to go kits					
92	Teen to go kits					
93	Adult to go kits					
94						
95						
96						

Bondurant Community Library

Social Networking Policy

In keeping with the Bondurant Community Library's mission "to be an integral part of its community by providing the residents of the community and surrounding area with a wide variety of popular and educational materials, programs, resources and services which facilitate their day-to-day lives, and extend their personal and intellectual development" the Library participates in various "social software" applications whereby library staff and community members can interact through virtual (Internet) communication. These resources, summarized below, allow all members of the community access to the resources of the Bondurant Community Library without mandating a visit to the physical library. The Bondurant Community Library regards online social software applications in the same way as its other information resources in accordance with its mission of serving Bondurant's needs for informational, educational, cultural and recreational pursuits. Social software is defined as any website or application that allows users to share information. Social software can include, but is not limited to blogging, instant messaging, social networking sites, and wikis.

Many social networking sites allow users of those sites to become a "friend" "fan" or otherwise associate their own "profiles" or virtual presences with the Library's profile on these sites. Examples of such sites are Twitter, Facebook, Pinterest, YouTube and various blogging sites like Blogger and Wordpress. As with more traditional resources, the Library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions that a parent or guardian may place on a minor's use of this resource.

The Library does not collect, maintain or otherwise use the personal information stored on any third party site in any way other than to communicate with users on that site, unless granted permission by users for Library contact outside the site. The purpose for contact outside the site may include program promotion, volunteer opportunities, reference help, or other similar activities.

Users may remove themselves at any time from the Library's "friends" or "fans" lists, or request that the Library remove them. Users should be aware that third party websites have their own privacy policies and should proceed accordingly.

Comments, posts, and messages are welcome on the Bondurant Community Library social networking sites. While the Bondurant Community Library recognizes and respects differences in opinion, all such interactions will be regularly monitored and reviewed for content and relevancy (before publishing when possible). All postings that contain any of the following will be removed and the poster barred from posting any subsequent messages to library social networking sites:

- Obscene or racist content.
- Personal attacks, insults, or threatening language.
- Potentially libelous statements.
- Plagiarized or copy-written material.
- Private, personal information published without consent.
- Comments totally unrelated to the content of the forum.
- Hyperlinks to material that is not directly related to the discussion.
- Commercial promotions or spam.
- Organized political activity

- Photos or other images that fall in any of the above categories.

In addition, the Bondurant Community Library reserves the right to edit or modify any postings or comments for space or content, while retaining the intent of the original post. The Library shall also be granted the right to reproduce comments, posts, and messages in other public venues. For example, a response to a YouTube book review may be quoted in a newspaper or on the library website. Identifying information, other than first name, will be removed unless prior approval is granted by the user.

The Bondurant Community Library assumes no liability regarding any event or interaction that takes place by any participant in any Library-sponsored social networking service, and does not endorse or review content outside the "pages" created by the Bondurant Community Library staff.

Participation in Bondurant Community Library social networking services implies agreement with all Library policies, including its Internet Policy, and the Terms of Service of each individual third-party service. If a user does not agree to these terms, he/she is not to use the services provided.

The role and utility of social networking sites will be evaluated periodically by library staff and may be terminated at any time without notice to subscribers.

Bondurant Community Library staff who wish to create professional Bondurant Community Library social media accounts including but not limited to Facebook, Twitter are expected to obtain approval from the Library Director.

Staff are encouraged to maintain separate personal and professional accounts. That said, staff must be aware that in the online environment the lines between public and private are blurred. Staff must be aware how content shared through social media will be perceived by our patrons, partners, co-workers, and supervisors. Professional judgment must be used to determine whether or not content is appropriate for either setting.

Privacy and retention: Content of both internal and public social media sites are an effective form of communication but should not be misconstrued as private even if limited to a specific audience.

Adopted by the Bondurant Community Library Board of Trustees

02/2010

Revised: 5/2015, 9/2019

BONDURANT COMMUNITY LIBRARY

OPEN ACCESS POLICY

The Bondurant Community Library participates in the Open Access program sponsored by the State Library of Iowa.

The purpose of Open Access is to provide Iowans with direct access to more library materials and information resources. Open Access is a reciprocal borrowing program that enables customers from a participating library to go to other participating libraries and check out physical materials they own.

All Open Access patrons will receive a Bondurant Community Library card upon completing the same requirements as specified in the Circulation Policy of the Bondurant Community Library.

Persons living within the service area of an Iowa library, who are approved for reciprocal borrowing through the Open Access Program may be eligible for a Bondurant Community Library card.

Open Access customers are subject to the same policies, regulations, and restrictions as local customers for eligible transactions.

Adopted:
3/2015
Reviewed: 11/2018