Agenda
Bondurant Community Library - Library Board of Trustees
104 2nd Street NE
Bondurant, Iowa 50035
Bondurant Community Library
7 pm
Wednesday, May 4, 2022

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

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

To connect to the virtual meeting please use the following link
https://us02web.zoom.us/j/86700258608?pwd=NHZJcDJ4OXR2YnlJK05NUIZVcFVVdz09
To phone into the meeting please call the following number: 1 312 626 6799 US (Chicago)
Meeting ID: 867 0025 8608 Password: 326595

Call to order
1) Guests Present
2) Perfecting and Approving the Agenda
3) Capital Improvement Project Update
   a) Discussion/Approval of Application and Certificate for Payment
4) Approval of Consent Agenda
   a) Approval of Minutes from past meeting – April 2022
   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) Friends of the Library Update
8) City Council Liaison Report
9) Old Business
        a. Discussion/Decision Library Trustee Appointment – vacant seat
10) New Business
        a. Disposal of Unsold library property
        b. Review Children's Librarian job description
11) Board President Items
12) Adjournment
Next meeting – June 1, 2022

Any person with a disability who requires a modification or accommodation in order to participate in the meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the Library Board of Trustees during the meeting, should contact the Library Director, (515) 967-4790 or jills@bondurant.lib.ia.us, no fewer than two business days prior to the meeting to enable the Bondurant Community Library to make reasonable arrangements to assure accessibility or language assistance for the meeting.

Meeting Minutes
Bondurant Community Library │ Library Board of Trustees
Wednesday, April 6, 2022

1. **Roll Call:** *Members Present:* Pat Kaura, Josh Bryant, Julie Bergeson, Jen Keeler, Sue Ugulini and Craig Campbell. Library Director Sanders and assistant Director Klinker-Feld were also present.

2. **Call to order:** Meeting called to order at 7:02 PM by President Kaura.

3. **Guests present:** Clint Jensen, Story Construction; Craig Kinrade, former Trustee.

4. **Perfecting and Approving the Agenda:** Motion to approve the agenda, by Bryant, seconded by Ugulini. Motion carried.

5. **Presentation to Craig Kinrade.** Board Members presented a plaque to Mr. Craig Kinrade for his years of service to BPL as a Trustee. Kinrade served from 2004-2021.

6. **Capital Improvement Project:** Mr. Clint Jensen provided detailed updates on the remaining final details of capital improvement project.
   a. **Discussion/Approval of Application and Certificate for Payment:** Motion to table approval for payment by Bergeson seconded by Campbell. Motion carried.

7. **Approval of Consent Agenda:**
   a. Minutes of past meeting – March 2022
   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 Keller. Motion carried.

8. **Public Comments:** None.

9. **Library Foundation Update:** Awarded a $20,000 Facebook Community Action Grant.

10. **Friends of BPL Update:** Friend working on developing group infrastructure, policies, and procedures. Preparing for Summerfest activities and annual book sale.

11. **City Council Liaison Report:** No report.

12. **Old Business:**
    a. **Discussion/Decision Long-Range Plan:** Discussion and review of edits and changes to BPL Long-Range Plan goals, objectives and strategies. Motion to approve by Ugulini, seconded by Bryant. Motion carried.

b. **Discussion/Decision Trustee Appointment:** Update provided on on-going efforts. Motion to table decision by Ugulini, seconded by Campbell. Motion carried.

10. **New Business:**
a. **Discussion/Decision Library slogan/tagline.** Several options were presented and discussed. Motion to approve tagline "Imagine. Discover. Connect." by Bergeson, seconded by Campbell. Motion carried.
b. **Discussion/Decision Hours Open Policy.** Discussion to spend $5258.67 in state aid dollars on Wonder Books. Motion to approve policy as amended by Ugulini, seconded by Campbell. Motion carried.
c. **Discussion Phone and Internet Service.** Contract with current provider expires in May and Director Sanders presented information and pricing on a potential new provider in the community.

11. **Board President Items:** None.

12. **Adjournment:** Motion to adjourn by Bryant, seconded by Campbell. Motion carried. Meeting adjourned at 8:10 PM.

Next Meeting: Wednesday, May 4, 2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND							
Department: 410 - LIBRARY							
001-410-1-4500	FINES & FEES	2,300.00	2,300.00	580.15	4,044.87	1,744.87	175.86 %
001-410-2-4465	CO CONTRIB LIBRARY-POLK CO AUD	30,000.00	30,000.00	0.00	37,167.00	7,167.00	123.89 %
001-410-2-4710	REIMBURSEMENT-LIBRARY GRANTS	500.00	500.00	0.00	189.03	-310.97	62.19 %
001-410-6010	SALARIES	187,764.00	187,764.00	13,395.21	140,649.61	47,114.39	25.09 %
001-410-6020	SALARIES-PART-TIME	97,046.00	97,046.00	5,105.25	53,174.48	43,871.52	45.21 %
001-410-6210	ASSOCIATION DUES	700.00	700.00	0.00	674.00	26.00	3.71 %
001-410-6230	TRAINING	600.00	600.00	0.00	40.00	560.00	93.33 %
001-410-6240	MEETINGS & CONFERENCES	3,000.00	3,000.00	0.00	1,376.78	1,623.22	54.11 %
001-410-6310	BUILDING & GROUND MAINTENANCE	15,000.00	15,000.00	0.00	5,262.65	9,737.35	64.92 %
001-410-6340	OFFICE EQUIPMENT REPAIR	200.00	200.00	0.00	0.00	200.00	100.00 %
001-410-6350	OPERATIONAL EQUIPMENT REPAIR	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
001-410-6371	ELECTRIC / GAS	12,500.00	12,500.00	1,598.00	9,374.00	3,126.00	25.01 %
001-410-6373	TELECOMMUNICATION EXPENSE	18,000.00	18,000.00	1,876.66	29,065.26	-11,065.26	-61.47 %
001-410-6411	LEGAL EXPENSE	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
001-410-6419	COMPUTER SUPPORT	8,000.00	8,000.00	89.50	4,062.90	3,937.10	49.21 %
001-410-6499	CONTRACT SERVICES	16,000.00	16,000.00	0.00	21,616.72	-5,616.72	-35.10 %
001-410-6502	PRINTED MATERIALS	36,000.00	36,000.00	0.00	40,336.39	-4,336.39	-12.05 %
001-410-6503	DIGITAL MATERIALS	13,000.00	13,000.00	0.00	12,921.88	78.12	0.60 %
001-410-6504	MINOR EQUIPMENT	2,000.00	2,000.00	0.00	509.73	1,490.27	74.51 %
001-410-6506	OFFICE SUPPLIES	6,500.00	6,500.00	0.00	3,915.22	2,584.78	39.77 %
001-410-6507	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	426.56	573.44	57.34 %
001-410-6508	POSTAGE-SHIPPING	1,900.00	1,900.00	0.00	602.85	1,297.15	68.27 %
001-410-6580	MISCELLANEOUS	1,000.00	1,000.00	0.00	300.18	699.82	69.98 %
001-410-6599	LIBRARY PROGRAMS	6,000.00	6,000.00	0.00	5,424.70	575.30	9.59 %
001-410-6725	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	0.00	2,297.67	6,702.33	74.47 %
Department: 410 - LIBRARY Surplus (Deficit):		**-406,410.00**	**-406,410.00**	**-21,484.47**	**-290,630.68**	**115,779.32**	**28.49 %**
Fund: 001 - GENERAL FUND Surplus (Deficit):		**-406,410.00**	**-406,410.00**	**-21,484.47**	**-290,630.68**	**115,779.32**	**28.49 %**

		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	0.00	0.00	0.00	10,258.77	10,258.77	0.00 %
167-410-2-4705	T/A-LIBRARY DONATIONS	0.00	0.00	3,292.39	6,019.27	6,019.27	0.00 %
167-410-4-4300	INTEREST - LIBRARY T&A	0.00	0.00	0.00	0.92	0.92	0.00 %
167-410-6506	TRUST & AGENCY LIBRARY EXPENSE	0.00	0.00	0.00	23,293.25	-23,293.25	0.00 %
	Department: 410 - LIBRARY Surplus (Deficit):	**0.00**	**0.00**	**3,292.39**	**-7,014.29**	**-7,014.29**	**0.00 %**
	Fund: 167 - LIBRARY GRANT Surplus (Deficit):	**0.00**	**0.00**	**3,292.39**	**-7,014.29**	**-7,014.29**	**0.00 %**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 200 - DEBT SERVICE							
Department: 410 - LIBRARY							
200-410-6802	PRINCIPAL - LIBRARY - 07/13B GO DSL	260,000.00	260,000.00	0.00	0.00	260,000.00	100.00 %
200-410-6852	INTEREST - LIBRARY - 07/13B GO DSL	3,770.00	3,770.00	0.00	1,885.00	1,885.00	50.00 %
200-410-6898	ADM FEE-LIBRARY 07/13B - GO DSL	500.00	500.00	0.00	250.00	250.00	50.00 %
	Department: 410 - LIBRARY Total:	**264,270.00**	**264,270.00**	**0.00**	**2,135.00**	**262,135.00**	**99.19 %**
	Fund: 200 - DEBT SERVICE Total:	**264,270.00**	**264,270.00**	**0.00**	**2,135.00**	**262,135.00**	**99.19 %**

		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...	0.00	0.00	0.00	12,500.00	12,500.00	0.00 %
351-410-4-4300	INTEREST-GENERAL	0.00	0.00	0.00	66.50	66.50	0.00 %
351-410-6407	ENGINEERING EXPENSE	0.00	0.00	0.00	156,398.86	-156,398.86	0.00 %
351-410-6507	OPERATING SUPPLIES	0.00	0.00	0.00	3,289.81	-3,289.81	0.00 %
351-410-6799	OTHER CAPITAL OUTLAY	500,000.00	500,000.00	0.00	799,294.86	-299,294.86	-59.86 %
	Department: 410 - LIBRARY Surplus (Deficit):	**-500,000.00**	**-500,000.00**	**0.00**	**-946,417.03**	**-446,417.03**	**-89.28 %**
	Fund: 351 - LIBRARY CAPITAL Surplus (Deficit):	**-500,000.00**	**-500,000.00**	**0.00**	**-946,417.03**	**-446,417.03**	**-89.28 %**
	Report Surplus (Deficit):	**-1,190,680.00**	**-1,190,680.00**	**-18,192.08**	**-1,287,311.50**	**-96,631.50**	**-8.12 %**

Bondurant Community Library
Library Board of Trustees
May 4, 2022
Warrant List

Company	Description	Budget Code	Invoice	Amount
Absolute Science	Summer Reading	167-410-6506	Statement	**$350.00**
Access Systems	Copier	001-410-6499	31438248	**$656.98**
Albert, Michael	Summer Reading	167-410-6506	6722	**$350.00**
Amazon	Books	001-410-6502	Statement	**$897.64**
	Library programs	001-410-6599	Statement	**$159.47**
	Office supplies	001-410-6506	Statement	**$235.78**
	Keyboard & case	001-410-6725	Statement	**$32.84**
	Building	001-410-6310	Statement	**$19.34**
	Diversity Program & Summer Reading	167-410-6506	Statement	**$122.23**
ASI	Add'l quotes	351-410-6799	222703	**$3,609.00**
Baker & Taylor	Books	001-410-6502	Statement	**$1,041.35**
Blank Park Zoo	Summer Reading	167-410-6506	Statement	**$110.00**
Center Point Large Print	Large print	001-410-6502	1924896	**$575.28**
Chamber of Commerce	Taste of Bondurant	001-410-6599	1652	**$25.00**
Conference Technologies, Inc.	Cooling system for AV cabinet	351-410-6799	ST221000044	**$597.96**
Des Moines Register	Newspaper	001-410-6502	DM3335996	**$405.91**
Diam Pest Control	Pest Control	001-410-6499	643630	**$75.00**
Findaway	Wonderbooks	001-410-6502	Statement	**$1,189.97**
Flute Juice Productions	Summer Reading	167-410-6506	10691	**$300.00**
Harter Concrete	Sidewalk to new entrance	351-410-6799	Statement	**$1,500.00**
Hoopla	Digital Materials	001-410-6503	501911923	**$473.52**
Kadeth	Technology support	001-410-6499	6099	**$268.33**
Kadeth	Technology support	001-410-6499	6118	**$478.75**

Kadeth	Technology support	001-410-6499	6139	**$115.00**
Mediacom	Phone and internet	001-410-6373	Statement	**$203.71**
Mediacom	Phone and internet	001-410-6419	Statement	**$89.50**
Mediacom	Phone and internet	001-410-6373	Statement	**$111.06**
MicroMarketing	Audiobooks	001-410-6502	881812	**$89.98**
MicroMarketing	Audiobooks	001-410-6502	880422	**$110.98**
MicroMarketing	Audiobooks	001-410-6502	882874	**$59.99**
MicroMarketing	Large print	001-410-6502	881401	**$50.39**
MicroMarketing	Large print	001-410-6502	880681	**$136.75**
MicroMarketing	Audiobooks	001-410-6502	879268	**$39.99**
Midwest Alarm	System inspection	001-410-6499	1002171	**$560.04**
MidAmerican	Utilities	001-410-6371	Statement	**$1,598.00**
Petty Cash	Postage	001-410-6508	Receipts	**$101.67**
Stratus	Cleaning service	001-410-6499	5124890	**$851.56**
Sunny's Service	Carpet cleaning	001-410-6310	Statement	**$2,194.00**
The Book Farm	Books	001-410-6502	REB12873-1	**$78.84**
T-Mobile	Hot spot data	001-410-6373	Statement	**$360.00**
Tumbleweed Press	TumbleBooks	001-410-6503	109568	**$799.00**
Unique	Collection service	001-410-6499	6099718	**$44.75**
US Cellular	Hot spot data	001-410-6373	Statement	**$521.88**
Verizon	Hot spot data	001-410-6373	Statement	**$1,312.95**
Visa	Rain barrel supplies	001-410-6599	Statement	**$136.33**
	Tissues, etc.	001-410-6507	Statement	**$32.28**
	Covid-Zoom	170-130-6507	Statement	**$16.04**

Total Operating Expenses	**$16,133.81**
COVID Expenses	**$16.04**
Building Project Expenses	**$5,706.96**

Bondurant Community Library
Library Board of Trustees
May 4, 2022
Warrant List

Trust & Agency Expenses $882.23

Total   **$22,739.04**

Bondurant Community Library Board President   Date
SIGNATURE

Bondurant Community Library Board Secretary   Date
SIGNATURE

STAFF REPORT APRIL 2022

Michell:
- IMWCA conference: "Prepare for the Worst" and "Stop the Bleed"

Megan:
- Pop YS conference
- Webinar: "Youth Social Emotional Learning"
- Webinar: "Talking to Tweens"
- Webinar: "Reaching Beyond the Library"
- IMWCA conference: "Prepare for the Worst" and "Stop the Bleed"

Events in April:
- 16 Library Story Times
- 8 Sessions of Geri-Fit
- Adult Craft Night
- Book discussion for Adults
- 2 sessions of Third Thursday at Hoover's
- 2 Rain Barrel workshops
- Coloring at Reclaimed Rails
- Book Discussion at Reclaimed Rails
- After-school board games
- After-school STEAM
- After-school crafts
- After-school movie
- Family BINGO
- School-age Virtual Story Time
- Tween/Teen Book Discussion
- Men's Club Easter Egg Hunt

Librarian items May 2022

- Plaques have been installed for items that the Foundation received donations for and the Donor wall has been updated as well. These items were purchased by the Foundation.
- Additional quotes have been installed in the new southern addition to the library to finish the look off.
- MAGS is installing the East storefront doors and East meeting room door the week of April 25th.
- Work will be complete in May to transition Mi-Fiber for Internet service, Unified Communication for phone system and Konica-Minolta for copier lease. Contracts with Access Systems and MediaCom will conclude by the end of May.
- Megan S. and I will participate in Chambers sponsored A Piece of Bondurant on April 30 at Brickhouse Fitness.

Adult Craft Night is always a packed house at the Library. April's craft Beach Terrariums.

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

	A	B	C	D
47	Date	Jul-21	Jul-20	
48	XBOX & WII Gaming			
49	Young adult programming	Teen tie dye 7		
50	Young adult programming			
51	Young adult programming			
52	**Total number of YA programs**	**1**	**0**	
53	**Total number attending YA programs**	**7**	**0**	
54	Computer classes- **Adult Programming**		0	
55	Live Virtual Book Discussion			
56	In Person Book Discussion	13	9	
57	Adult Coloring			
58	In Person Adult Program Event			
59	In Person Adult Program Event			
60	In Person Adult Program Event			
61	Courtyard Estates Outreach	2		
62	Courtyard Estates Outreach-Memory Unit			
63	Homebound Delivery	1		
64	**Total number of adult programs**	**2**	**1**	
65	**Total Number attending adult programs**	**15**	**9**	
66	Website Visits (sessions)	12611	6784	
67	WII & Nintendo/Legos/Trucks Etc.		0	
68	Wi Fi	594	593	
69	Internet	172	234	
70	Hot Spot Circulations	152	98	
71	Launchpads	55		
72	Tablets	0	0	
73	**Total Electronic Resource Usage**	**13584**	**7709**	
74	Test Proctoring	0	0	
75	Notary Services	5	7	
76	Tutoring		0	
77	Meeting/study Rm Use (No Library events)		0	
78	Security Corrections		0	
79	New Patron Cards	35	15	
80	Deleted patron cards	0	0	
81	**Interlibrary Loans**			
82	Borrowed from other libraries	18	18	
83	Loaned to other libraries	45	38	
84	**Collection**			
85	Added to collection	296	456	
86	Deleted From collection	54	156	
87	**Curbside Deliver**	**3**	129	
88	**Mobile Printing**	**8**	19	
89	**Inside Appointments**	**0**	18	
90	**Youth Grab and Go kits**	890		
91	**Teen Grab and go kits**	25		
92	**Adult grab and go kits**			

	A	B	C	D
93	Date	Jul-21	Jul-20	
94	**Children's Grab and Go Kits**			
95	**FB Sponsorship STEM Kits**	330 out of 400		
96	**Adult Coloring Kits**			
97				

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

	E	F	G	H	I
47	Date	Aug-21	Aug-20	Sep-21	Sep-20
48	XBOX & WII Gaming		0		virtual
49	Young adult programming		0	5	teen bk
50	Young adult programming				5
51	Young adult programming				6
52	**Total number of YA programs**	**0**	**0**	**1**	**2**
53	**Total number attending YA programs**	**0**	**0**	**5**	**11**
54	Computer classes- **Adult Programming**				
55	Live Virtual Book Discussion	2			9
56	In Person Book Discussion	9	9	13	
57	Adult Coloring		23		
58	In Person Adult Program Event	25			
59	In Person Adult Program Event				
60	Live Virtual Adult Program Event				
61	Courtyard Estates Outreach			4	
62	Courtyard Estates Outreach-Memory Unit			3@17	
63	Homebound Delivery	1		2	
64	**Total number of adult programs**	**2**	**2**	**6**	**1**
65	**Total Number attending adult programs**	**36**	**32**	**36**	**9**
66	Website Visits (sessions)	6742	5294	6816	6431
67	WII & Nintendo/Legos/Trucks Etc.	24	0	48	0
68	Wi Fi	886	587	979	623
69	Internet	212	184	210	187
70	Hot Spot Circulations	126	193	151	111
71	Launchpad	35		36	
72	Tablet Usage	8	8	8	0
73	**Total Electronic Resource Usage**	**8033**	**6266**	**8248**	7352
74	Test Proctoring		0	0	0
75	Notary Services	11	10	7	6
76	Tutoring		0	0	0
77	Meeting/study Rm Use (No Library events)	16	0	30	0
78	Security Corrections		0	5	0
79	New Patron Cards	51	37	42	31
80	Deleted patron cards	0	1	0	0
81	**Interlibrary Loans**				
82	Borrowed from other libraries	17	10	10	7
83	Loaned to other libraries	59	54	65	57
84	**Collection**				
85	Added to collection	304	302	138	276
86	Deleted From collection	18	136	42	134
87	**Curbside Deliver**	2	23	1	23
88	**Mobile Printing**	16	27	3	25
89	**Inside Appointments**	0	NO	0	0
90	**Youth Grab and Go kits**		electric	50	
91	**Teen Grab and go kits**		8/10-	15	
92	**Adult grab and go kits**		12-Aug		

	E	F	G	H	I
93	Date	Aug-21	Aug-20	Sep-21	Sep-20
94	**Children's Grab and Go Kits**				
95	**FB Sponsorship STEM Kits**			0	
96	**Adult Coloring Kits**			0	
97					

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

	J	K	L	M	N	O	P
47	Date	Oct-21	20-Oct	21-Nov	Nov-20	Dec-21	Dec-20
48	XBOX & WII Gaming	2@4		4@1	0		
49	Young adult programming	1	30	0	Zoom BC	2	
50	Young adult programming		9			0	
51	Young adult programming		0				
52	**Total number of YA programs**	**3**	**3**	**5**	**1**	**2**	**0**
53	**Total number attending YA programs**	**5**	**39**	**1**	**0**	**3**	**0**
54	Computer classes- **Adult Programming**						
55	Live Virtual Book Discussion						
56	In Person Book Discussion	5	11	8	10	10	8
57	In Person Adult Program Event	8@52					
58	In Person Adult Program Event		23	7@43		2@2	
59	In Person Adult Program Event					17	
60	Live Virtual Adult Program Event	7@6		6@6		5@9	
61	Courtyard Estates Outreach	0				0	
62	Courtyard Estates Outreach-Memory Unit						
63	Homebound Delivery	4		1			
64	**Total number of adult programs**	**17**	**2**	**14**	**1**	**10**	**1**
65	**Total Number attending adult programs**	**67**	**34**	**57**	**10**	**38**	**8**
66	Website Visits (sessions)	7561	6961	6393	4568	5870	5092
67	WII & Nintendo/Legos/Trucks Etc.	74	0	46	0	36	0
68	Wi Fi	1049	604	894	469	828	301
69	Internet	261	184	156	26	244	10
70	Hot Spot Circulations	115	69	127	130	106	65
71	Launchpad	32		20		23	
72	Tablet Usage	3	0	0	0	1	0
73	**Total Electronic Resource Usage**	9095	**7818**	**7636**	**5193**	**7108**	5468
74	Test Proctoring	0	0		0	0	0
75	Notary Services	10	4	10	2	8	2
76	Tutoring	0	0				0
77	Meeting/study Rm Use (No Library events)	21	0	35		30	0
78	Security Corrections	5	0	0		0	0
79	New Patron Cards	50	29	41	13	28	5
80	Deleted patron cards	0	0	969	0	7	0
81	**Interlibrary Loans**						
82	Borrowed from other libraries	31	13	29	13	10	20
83	Loaned to other libraries	79	45	54	26	42	31
84	**Collection**						
85	Added to collection	234	213	278	212	235	219
86	Deleted From collection	97	50	192	146	164	110
87	**Curbside Deliver**	1	10	0	218	0	225
88	**Mobile Printing**	4	17	0	20	15	17
89	**Inside Appointments**	0	0	0	19	0	8
90	**Youth Grab and Go kits**	80		115		130	
91	**Teen Grab and go kits**	25		10	7 days	10	0
92	**Adult grab and go kits**	0		0	13 days	0	20

	J	K	L	M	N	O	P
93	Date	Oct-21	20-Oct	21-Nov	Nov-20	Dec-21	Dec-20
94	**Children's Grab and Go Kits**	4				d	
95	**FB Sponsorship STEM Kits**				3 days		5
96	**Adult Coloring Kits**				3 days		2.5
97	**Book in a bag kit**					184	

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

	Q	R	S	T	U
47	Date	Jan-22	Jan-21	Feb-22	Feb-21
48	XBOX & WII Gaming				0
49	Young adult programming	6	3	3	1
50	Young adult programming	2			
51	Young adult programming				
52	**Total number of YA programs**	**2**	**1**	**1**	**1**
53	**Total number attending YA programs**	**8**	**3**	**3**	1
54	Geri Fit		7@56		
55	Live Virtual Book Discussion	4	5@3		
56	In Person Book Discussion	7	9	5	9
57	In Person Adult Program Event	36		3	
58	In Person Adult Program Event	0	3	10	birdwatch kit20
59	In Person Adult Program Event	0		0	Vir craft night12
60	Live Virtual Adult Program Event	6@5		3	30 kits
61	Courtyard Estates Outreach	9@62			50 FB Live
62	In Person Adult Program Event		3@6		
63	Homebound Delivery	**2**	4	1	3
64	**Total number of adult programs**	**20**	**2**	**20**	**4**
65	**Total Number attending adult programs**	114	**16**	**86**	**71**
66	Website Visits (sessions)	6412	5456	6696	5421
67	WII & Nintendo/Legos/Trucks Etc.	61	0	76	0
68	Wi Fi	855	349	890	188
69	Internet	236	52	245	128
70	Hot Spot Circulations	92	67	94	57
71	Launchpad	22		21	
72	Tablet Usage	0	0	1	0
73	**Total Electronic Resource Usage**	7678	**5924**	**8023**	**5794**
74	Test Proctoring	0	0	0	0
75	Notary Services	3	3	10	8
76	Tutoring		0	0	0
77	Meeting/study Rm Use (No Library events)	35	0	61	0
78	Security Corrections	0	0		0
79	New Patron Cards	42	14	44	12
80	Deleted patron cards	3	0	2	0
81	**Interlibrary Loans**				
82	Borrowed from other libraries	36	18	29	14
83	Loaned to other libraries	79	52	113	61
84	**Collection**				
85	Added to collection	461	254	453	236
86	Deleted From collection	188	280	30	111
87	**Curbside Deliver**	0	196	0	46
88	**Mobile Printing**	32	18	27	16
89	**Inside Appointments**	0	22	0	0
90	**Youth Grab and Go kits**	0	170	0	270
91	**Teen Grab and go kits**	4	15	3	15
92	**Adult grab and go kits**	0	20	0	50

	Q	R	S	T	U
93	Date	Jan-22	Jan-21	Feb-22	Feb-21
94	**Children's Grab and Go Kits**	0		0	
95	**FB Sponsorship STEM Kits**			0	
96	**Adult Coloring Kits**	32		0	
97	**Book in a bag kit**	0		0	

	V	W	X	Y	Z	AA	AB
1		Mar-22	Mar-21	Apr-22	Apr-21	May-21	Jun-21
2	In Library circulation	5952	2424	4902	2596	2800	5819
3	Bridges Audio Circulation	346	262	352	240	271	285
4	Bridges E-Books Circulation	385	265	310	230	232	211
5	Bridges-Streaming Video	1	0	0	0	0	0
6	Bridges- eMagazines	19	5	12	4	5	3
7	Overdrive Advantage - eBooks	70	65	69	63	45	53
8	Overdrive Advantage - audio	107	74	117	86	81	83
9	Hoopla	230	214	183	224	218	217
10	Brainfuse	6	0	5	5	7	6
11	Transparent Language (sessions)	4	0	3	1	0	0
12	Tumblebook Downloads	4	41	0	62	30	2
13	Tumblebook School Downloads	0	40	cancelled	49	30	0
14	AWE Learning Computers	490	0	350	0	0	0
15	AdventurePass	19	6	9	4		27
16	**Total Circulation for month**	**7633**	**3396**	**6312**	**3564**	**3719**	**6706**
17	Doorcount entryway	1896	1452	1593	1271	1213	2475
18	Catalog Assists	117	71	106	61	68	171
19	Telephone Assists	231	317	221	242	215	306
20	Reference Assists	59	53	40	46	44	53
21	Computer Assists	55	33	82	44	50	60
22	**Number of Story Times Total**	19	14	17	**14**	**12**	**19**
23	Attendance	130	35	96	23	30	272
24	Bondurant Birdsnest Outreach						3@106
25	Bondurant Elem. Blue Jay Beginnings						
26	Bloom (formerly Kids' academy)	2@60	3@4	2@17	4@5		9@201
27	Generation Next	2@27		14			
28	Bloom visits to BCL						5@84
29	Bondurant Christian Preschool Outreach	12		2@19			5@78
30	Developmental Kindergarten						
31	**After School Events/SRP**						
32	In Persom Movie Programming	8		15	2@20		
33	In person craft program	49		41			
34	In Person Children's Programming	0	9	30		0	90
35	In Person Children's Programming	34	8	31		2@24	53
36	In Person Children's Programming	83		18			73
37	In Person Children's Programming	8		11			54
38	In Person Children's Programming	24					90
39	Virtual Live Programming -Children's	3		3			105
40	In Person Children's Programming	12					24
41	In Person Children's Programming	151					
42	**Total number of children's Programs**	34	**19**	**29**	**20**	14	**48**
43	**Total # attending childrens program**	**601**	**56**	**295**	**48**	**54**	**1230**
44							
45							
46							

	V	W	X	Y	Z	AA	AB
47	Date	Mar-22	Mar-21	Apr-22	Apr-21	May-21	Jun-21
48	XBOX & WII Gaming		2		0		
49	Young adult programming	2	1	1		1@1	7
50	Young adult programming	3	3		5		4@40
51	Young adult programming		0				
52	**Total number of YA programs**	**2**	**4**	**1**	**1**	**1**	**5**
53	**Total number attending YA programs**	5	6	**1**	5	1	**47**
54	Geri Fit	9@57		8@46			
55	Live Virtual Book Discussion	3			2		**35**
56	In Person Book Discussion	6	11	9	12	**10**	11
57	In Person Adult Program Event	5@31		26	39	**39Kits**	
58	In Person Adult Program Event	6		2@19	9	22 Kits	
59	In Person Adult Program Event			2@0			
60	Live Virtual Adult Program Event	5@1		9			
61	Courtyard Estates Outreach	2		3@0			8
62	In Person Adult Program Event			3			
63	Homebound Delivery	3		5	3	4	6
64	**Total number of adult programs**	**22**	**1**	**20**	**3**	**1**	**3**
65	**Total Number attending adult programs**	**106**	**11**	**117**	**23**	**10**	**54**
66	Website Visits (sessions)	7492	5967	8860	7260	7691	9851
67	WII & Nintendo/Legos/Trucks Etc.	85	0	68	0	0	0
68	Wi Fi	986	266	1027	297	325	365
69	Internet	242	119	241	107	113	146
70	Hot Spot Circulations	132	82	124	75	85	143
71	Launchpad	34		33			
72	Tablet Usage	1	0	1	0	0	0
73	**Total Electronic Resource Usage**	**8972**	6434	10354	**7739**	**8214**	**10505**
74	Test Proctoring	0	0		0	0	
75	Notary Services	2	5	7	7	2	7
76	Tutoring		0	9	0	0	
77	Meeting/study Rm Use (No Library events)	56	0	54	0	0	
78	Security Corrections	0	0	0	0	0	
79	New Patron Cards	59	19	44	20	15	70
80	Deleted patron cards	4	0	2	0	0	0
81	**Interlibrary Loans**						
82	Borrowed from other libraries	34	29	30	22	25	26
83	Loaned to other libraries	113	59	83	36	42	67
84	**Collection**						
85	Added to collection	495	495	226	377	219	165
86	Deleted From collection	9	200	519	16	164	226
87	**Curbside Deliver**	0	39	0	25	9	3
88	**Mobile Printing**	14	15	17	17	14	16
89	**Inside Appointments**	0	0	0			
90	**Youth Grab and Go kits**	0	255	0	175	150	525 All
91	**Teen Grab and go kits**	6	12	0	20	30	
92	**Adult grab and go kits**	0	24	0	24	22	23

	V	W	X	Y	Z	AA	AB
93	Date	Mar-22	Mar-21	Apr-22	Apr-21	May-21	Jun-21
94	**Children's Grab and Go Kits**	0		0			
95	**FB Sponsorship STEM Kits**	0		0			
96	**Adult Coloring Kits**	0		0			
97	**Book in a bag kit**	0		0			

UNSOLD LIBRARY PROPERTY

- 1 – square, multi-level coffee table
- 1 – upholstered glider rocking chair
- 3 – upholstered occasional chairs
- 2 – upholstered occasional chairs with tablet arms
- 4 – wood and metal chairs
- 1 – wood chair with upholstered seat
- 1 – l-shaped desk with matching lateral file cabinet

CHILDREN'S LIBRARIAN/CITY OF BONDURANT

Position: Children's Librarian

Department: Library

Salary Range: ~~$13.00 - $26.00~~ **$19.00 - $35.00**

FSLA Status: Non-exempt

Reports to: Library Director

Date Created: May 6th, 2004

Revision Dates: September 2nd, 2015,

April 6th, 2016, May 4, 2022

Position Summary:

Under direct supervision of the Library Director, the Children's Librarian performs a variety of duties essential to the daily operation of the community library on a ~~part-time~~ full-time basis. Duties involve circulation, cataloging, organization of materials, patron assistance, outreach, and children's programming. Exercises supervision over volunteers, and staff as assigned by the Library Director.

ESSENTIAL JOB DUTIES:

- Plan and present creative, successful children's programs including story times, after school programs, outreach, and special event programs to encourage reading, viewing, and listening of library materials in an effort to create lifelong readers.
- Provides outreach programs to target children in the community through visits to schools ~~visits~~, daycare facilities and other means.
- ~~Catalogs materials using the automated circulation system.~~
- Assists subordinates in performing duties, adjusts errors and complaints.
- Monitors supply needs.
- ~~Updates library webpage, social networking sites and readers advisory services for all children's services.~~ Assists other library staff with maintaining social media, website and readers advisor services as time in schedule allows.
- Performs all other duties as assigned by the Library Director.
- Assists the Director and Assistant Director with weeding in the children's collections.
- Assists in maintaining the children's collection by reading reviews, selection materials, gaining knowledge of trends, and monitoring the children's collection budget as assigned.
- Draws in community resources and agencies in providing programs and funding for programs for children.
- Assists the Assistant Library Director with grant writing for children's services.
- Attends meetings, workshops, conferences and serves on committees to enhance the skills needed as a children's librarian.
- Prepares ~~publicity posters, flyers, and press releases~~ marketing and other materials to promote children's programming.
- Plans and implements the Summer Reading Program with the Youth Services Librarian, and the Adult Services Librarian.

o   Provides back-up of duties for the Youth Services Librarian.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

o   Analytical, organizational, and communication skills.
o   Knowledge of basic desktop computer applications.
o   Ability to work independently as well as effectively as a team player.
o   Excellent people and communication skills.
o   Ability to interact well with the public.
o   Ability to work a flexible schedule, which includes some evenings and weekends.
o   Ability to consistently meet department work schedule and deadlines as designated.
o   Demonstrates oral and written communication skills.
o   Ability to learn the library circulation and cataloging computer programs.
o   Ability to learn the Dewey Decimal System.
o   Ability to plan, organize, and supervise.
o   Ability to perform statistical calculations.
o   Ability to use standard office and library equipment, including circulation/catalog computer software, network computers, computer printers, photocopier, telephone, calculator, fax machine, Internet.
o   Ability to file, post and mail materials.
o   Ability to follow written, verbal or diagrammatic instructions.
o   Ability to consult technical sources and documents and access reference materials.
o   Ability to guide people throughout the library and provide basic information to patrons.
o   Ability to establish and maintain a proper working relationship with library staff and the public.
o   Ability to safely reach, lift, carry, push, and move books and other materials weighing up to 25 pounds.
o   Ability to safely climb, stoop, crouch, kneel, reach, stand, walk throughout the library and to make repetitive motions.
o   Ability to distinguish and perceive numerals, letters, forms, and colors both close and distant including peripheral vision and depth perception and accurate eye-hand coordination.
o   Ability to use hands and fingers to operate keyboards, copiers, telephone and computers as well as to reach, grasp and handle documents, objects, tools, and equipment.
o   Ability to speak and write clearly and distinctly in English as well as to read and comprehend English at a level which will enable them to understand directions, procedures, policies, information and instructional materials.

ENTRY REQUIREMENTS:
Educational/Training/Experience:

- o Minimum: Graduation from high school or GED equivalency supplemented by post-high school training and/or experience in any job related field.
- o Preferred: College, apprenticeship, technical training or experience in library operations, education, public administration or closely related field.

Licenses:

1. Required: Valid Iowa Driver's license or ability to obtain one.
2. Required: State of Iowa ~~Public Librarian's Certification~~ Youth Services Endorsement or ability/willingness to obtain certification.

WORK ENVIRONMENT:

Most work is performed inside the library building which is temperature controlled. Work includes standing for extended periods, working with computers and other office equipment, moving throughout the library, and working directly with patrons. Work may involve frequent interruptions and exposure to dust and fumes. Occupational hazards may include strains and falls related to moving, shelving, and retrieving library materials and furniture. Occasional work outside may include ~~servicing book drop, monitoring or sweeping sidewalks and courtyard.~~ outreach to community.

---

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodations with the Library Board and the City of Bondurant.
3. Job descriptions in no way state of imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Library Director.
4. The Library Board reserves the right to change or reassign job duties or to combine positions at any time.

Employee Signature

_____   _____
Date   Department Head Signature