Agenda Bondurant Community Library - Library Board of Trustees 104 2nd Street NE Bondurant, Iowa 50035 Bondurant Community Library – Group Study B 6 pm Wednesday, May 3, 2023

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

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

To connect to the virtual meeting please use the following link https://us02web.zoom.us/j/81612999067?pwd=SUdSTzBTOFFNSmVXR3R4d2t3Q2VTUT09 To phone into the meeting please call the following number: 1 312 626 6799 US (Chicago) Meeting ID: 816 1299 9067 Password: 686159

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 April 2023
 - b) Financial Report
 - c) Approval of Warrant List/Authorize expenditures
 - d) Staff Report -- April
 - e) Director Report --April
 - f) Statistics
- 4) Public Comments
- 5) Foundation Update
- 6) Friends of the Library Update
- 7) City Council Liaison Report
- 8) Old Business
- 9) New Business
 - a) Trustee Training Chapter 3 Trustee Handbook
 - b) Discussion Summer Fest Wrist Bands
 - c) Discussion/Decision Salary Adoption FY24
 - d) Discussion/Decision Budget Amendment FY 23
- 10)Board President Items -
- 11)Adjournment
- Next meeting June 7, 2023

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

Meeting Minutes Bondurant Community Library | Library Board of Trustees Wednesday, April 5, 202

- 1. Roll Call: *Members Present:* Josh Bryant, Jen Keeler, Sue Ugulini, Mike Kramer, Amber Flynn and Craig Campbell. Julie Bergeson attended via Zoom. Library Director Sanders and assistant Director Klinker-Feld were also present.
- 2. Call to order: Meeting called to order at 6:00PM by President Bryant.
- **3. Guests present:** Marketa Oliver, City of Bondurant; Matt Sillanpaa, City Council liaison.
- **4. Perfecting and Approving the Agenda:** Motion to approve the agenda by Campbell, seconded by Kramer. Motion carried.

5. Approval of Consent Agenda:

- a. Minutes of past meeting March 2023
- 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 with correction by Keeler, seconded by Ugulini. Motion carried.

6. Public Comments: None.

- **7. Library Foundation Update:** Next fundraising event is the Book Sale, held in conjunction with city-wide garage sales in Bondurant, May 12-13, 20203.
- 8. Friends of the Library Update:
- **9. City Council Liaison Report**: City Council member Silanpaa told that Council is finalizing a long-term master plan for the Bondurant Public Works Department. City Administrator Oliver provided a Legislative update and potential impact on city funding.
- **10.Old Business:** Bondurant Community Library was awarded "Organization of the Year" by the Bondurant Chamber of Commerce. The Board discussed how to recognize outgoing Trustee Kinrade for his years of service to the Board and community.

10.New Business:

- a. Trustee Training Chapter 2 Trustee Handbook. Reviewed Chapter 2: A Culture of Learning. Trustees reminded to report completed education to Director Sanders.
- **b.** Review/Update Circulation Policy. Reviewed suggested edits to current policy. Motion to approve by Kramer, seconded by Campbell. Motion carried.

- **c.** Review/Update Selection Collection Development Policy. Reviewed suggested edits to current policy. Motion to approve with additional edits by Ugulini, seconded by Keeler. Motion carried.
- **d. Expenditure of Direct State Funds FY23.** Library received Direct State Funds of \$5,953.71. Director Sanders recommended purchasing an in-house tablet station kiosk. Motion to approve purchase by Kramer, seconded by Campbell. Motion carried.
- **11.Board President Items:** Director Sanders and new Trustee Flynn completed orientation.
- **12. Adjournment:** Motion to adjourn by Campbell, seconded by Kramer. Motion carried.

Next Meeting: Wednesday, May 3, 2023 at 6PM



Budget Report

Account Summary

For Fiscal: 2022-2023 Period Ending: 04/30/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FU	IND	0	0			. ,	Ū
Revenue							
001-410-1-4500	FINES & FEES	3,700.00	3,700.00	292.55	3,833.87	133.87	103.62 %
001-410-2-4465	CO CONTRIB LIBRARY-POLK CO AUD	36,000.00	36,000.00	0.00	32,967.00	-3,033.00	8.43 %
001-410-2-4710	REIMBURSEMENT-LIBRARY GRANTS	0.00	0.00	5,000.00	5,009.50	5,009.50	0.00 %
001 110 2 1710	Revenue Total:	39,700.00	39,700.00	5,292.55	41,810.37	2,110.37	5.32%
_				0,202.00	,0_000	_,	0.02/0
Expense		170 261 72	170 201 72	12 222 00	242 442 04	64 002 24	
001-410-6010	SALARIES	179,361.73	179,361.73	12,232.80	243,443.94	-64,082.21	-35.73 %
001-410-6020	SALARIES-PART-TIME	103,108.36	103,108.36	2,512.97	47,179.25	55,929.11	54.24 %
001-410-6210		1,500.00	1,500.00	100.00	1,024.00	476.00	31.73 %
001-410-6230		600.00	600.00	0.00	150.00	450.00	75.00 %
001-410-6240	MEETINGS & CONFERENCES	3,500.00	3,500.00	30.00	3,395.05	104.95	3.00 %
001-410-6310	BUILDING & GROUND MAINTENANCE	15,000.00	15,000.00	331.00	3,516.35	11,483.65	76.56 %
001-410-6340		200.00	200.00	0.00	0.00	200.00	100.00 %
001-410-6350	OPERATIONAL EQUIPMENT REPAIR	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
001-410-6371	ELECTRIC / GAS	24,000.00	24,000.00	2,623.00	20,080.00	3,920.00	16.33 %
001-410-6373		37,000.00	37,000.00	0.00	32,077.27	4,922.73	13.30 %
001-410-6411		1,500.00	1,500.00	0.00	262.50	1,237.50	82.50 %
001-410-6419		8,000.00	8,000.00	8.56	5,168.12	2,831.88	35.40 %
001-410-6499		32,500.00	32,500.00	1,197.18	23,917.65	8,582.35	26.41 %
001-410-6502		40,000.00	40,000.00	1,336.91	33,586.27	6,413.73	16.03 %
001-410-6503		20,000.00	20,000.00	0.00	17,863.92	2,136.08	10.68 %
001-410-6504		2,000.00	2,000.00	0.00	2,400.36	-400.36	-20.02 %
001-410-6506	OFFICE SUPPLIES	6,000.00	6,000.00	234.73	2,979.29	3,020.71	50.35 %
001-410-6507	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	1,732.33	-732.33	-73.23 %
001-410-6508	POSTAGE-SHIPPING	1,000.00	1,000.00	113.82	1,236.10	-236.10	-23.61 %
001-410-6580	MISCELLANEOUS	1,000.00	1,000.00	0.00	388.69	611.31	61.13 %
001-410-6599		8,000.00	8,000.00	865.80	6,590.66	1,409.34	17.62 %
001-410-6725	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	0.00	12,428.56	-3,428.56	-38.10 %
	Expense Total:	495,270.09	495,270.09	21,586.77	459,420.31	35,849.78	7.24%
	Fund: 001 - GENERAL FUND Surplus (Deficit):	-455,570.09	-455,570.09	-16,294.22	-417,609.94	37,960.15	8.33%
Fund: 167 - LIBRARY GR	ANT						
Revenue							
<u>167-410-2-4440</u>	LIBRARY STATE AID	4,500.00	4,500.00	0.00	5,953.71	1,453.71	132.30 %
<u>167-410-2-4705</u>	T/A-LIBRARY DONATIONS	1,500.00	1,500.00	529.95	24,578.15	23,078.15	1,638.54 %
167-410-4-4300	INTEREST - LIBRARY T&A	0.00	0.00	0.00	163.03	163.03	0.00 %
	Revenue Total:	6,000.00	6,000.00	529.95	30,694.89	24,694.89	411.58%
Expense							
167-410-6506	TRUST & AGENCY LIBRARY EXPENSE	0.00	0.00	534.99	7,008.05	-7,008.05	0.00 %
107-410-0500	Expense Total:	0.00	0.00	534.99 534.99	7,008.05	-7,008.05 -7,008.05	0.00 %
					7,008.05	-7,008.05	
	Fund: 167 - LIBRARY GRANT Surplus (Deficit):	6,000.00	6,000.00	-5.04	23,686.84	17,686.84	-294.78%
Fund: 172 - TREE FUND							
Revenue							
<u>172-430-1-4550</u>	TREE SALE REVENUES	15,000.00	15,000.00	0.00	13,743.00	-1,257.00	8.38 %
	Revenue Total:	15,000.00	15,000.00	0.00	13,743.00	-1,257.00	8.38%
Evnence						-	
Expense 172-430-6504	TREE EXPENSES	25 000 00	25,000,00	0.00	70 605 49	2F 60F 49	-101.99 %
<u>1/2-450-0504</u>		35,000.00	35,000.00	0.00	70,695.48	-35,695.48	
	Expense Total:	35,000.00	35,000.00	0.00	70,695.48	-35,695.48	-101.99%
	Fund: 172 - TREE FUND Surplus (Deficit):	-20,000.00	-20,000.00	0.00	-56,952.48	-36,952.48	-184.76%

Budget Report

For Fiscal: 2022-2023 Period Ending: 04/30/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 351 - LIBRARY CAPITAL							
Expense							
<u>351-410-6799</u>	OTHER CAPITAL OUTLAY	0.00	0.00	0.00	8,039.70	-8,039.70	0.00 %
	Expense Total:	0.00	0.00	0.00	8,039.70	-8,039.70	0.00%
	Fund: 351 - LIBRARY CAPITAL Total:	0.00	0.00	0.00	8,039.70	-8,039.70	0.00%
	Report Surplus (Deficit):	-469,570.09	-469,570.09	-16,299.26	-458,915.28	10,654.81	2.27%

Bondurant Community Library Library Board of Trustees May 3, 2023 Warrant List

	Warrant	LISU		
Company	Description	Budget Code	Invoice	Amount
Absolute Science	Ssummer Reading Program Performer- Foam Blaster	167-410-6506	contract	\$375.00
Absolute Science	Summer Reading Program Performer- Bubble Station 2 days	167-410-6506	contract	\$750.00
Allegra Marketing	Staff Business Cards	001-410-6506	207533	\$301.31
Baker & Taylor	Books	001-410-6502	Credit 3278101	-\$14.37
		001-410-6502	Credit 3278102	-\$11.37
		001-410-6502	Credit 3278103	-\$6.59
		001-410-6502	Credit 3278104	-\$18.99
		001-410-6502	Credit 3278105	-\$29.39
		001-410-6502	2037375795	\$187.77
		001-410-6502	Credit 3278903	-\$26.17
		001-410-6502	2037406748	\$136.18
		001-410-6502	2037390797	\$498.95
Center Point Publishing	Yearly Subscription large print boo	001-410-6502	1996075	\$589.68
Diam Pest Control	pest control	001-410-6499	681659	\$75.00
Drum Safari	Summer Reading Program Performer -	167-410-6506	contract	\$550.00
Envisionware	Tablet Station Grant from Polk County Betterment - Match from Enrich Iowa Funding	167-410-6506	Grant	\$5,953.71
Fenton, Contrad	Carpet Cleaning	001-410-6310	statement	\$2,296.00
Greater Des Moines Botanical Garden	Adventure Pass yearly fee	001-410-6599	Statement	\$150.00
Grout Museum District	Summer Reading Program Performer - Mad Mixture	167-410-6506	Statement	\$348.30
Hoopla	digital content	001-410-6503	503584998	\$672.76
Klinker-Feld, Michell	mileage to trainings	001-410-6240	100	\$117.25
Konica Minolta	Copier	001-410-6499	5024592631	\$225.60
Konica Minolta	phone	001-410-6373	220008245	\$485.06
MicroMarketing	large print and audio	001-410-6502	915089	\$134.45
MicroMarketing	large print and audio	001-410-6502	914947	\$206.96
MicroMarketing	large print and audio	001-410-6502	916264	\$50.00
MicroMarketing	large print and audio	001-410-6502	917157	\$59.99
MicroMarketing	large print and audio	001-410-6502	917755	\$39.99
MicroMarketing	large print and audio	001-410-6502	918100	\$9.00

Bondurant Community Library Library Board of Trustees May 3, 2023 Warrant List

MidAmerican	utilities	001-410-6371	538024389	\$2,623.00
Midwest Alarm Services	System inspection	001-410-6499	411945	\$604.80
Petty Cash	postage	001-410-6508	receipts	\$82.77
Playaway Products	Wonder Books	001-410-6502	424350	\$1,003.01
Playaway Products	Credit	001-410-6502	65910	-\$528.93
Provantage	Virus protection for staff computers	001-410-6419	9464799	\$223.55
Sanders, Jill	Mileage to MAR and pickup Bunny costumns	001-410-6240	none	\$53.31
Schincke, Megan	Programming supplies	001-410-6599	receipts	\$40.25
Science Center of Iowa	Polk county Grant/Through City	167-410-6506	11004292	\$350.00
Sigler	Summer Reading Program - Booklets	167-410-6506	414653	\$970.49
Sigler	Summer Reading Program- Banner	167-410-6506	414654	\$114.00
Siger	Summer Reading Program - Staff t-shirts	167-410-6506	669340	\$281.45
Stratus	cleaning services - May	001-410-6499	5996220	\$851.56
Stratus	cleaning services - April	001-410-6499	5930756	\$851.56
The Book Farm	children's books	001-410-6502	REB13715	\$4,068.46
Twisted Bo Kay	Summer Reading Program - Performer	167-410-6506	contract	\$375.00
Twisted Bo Kay	Summer Reading Program - Performer balloons dogs	167-410-6506	contract	\$200.00
Unique	collection service	001-410-6499	6111383	\$34.95
Verizon	hotspot data	001-410-6373	Statement	\$2,394.16
Visa	books/movies	001-410-6502	Statement	\$269.03
	Programming supplies	001-410-6599	statement	\$489.07
	scheduling software, on-line backup	001-410-6499	Statement	\$418.15
	book refund	001-410-6502	statement	-\$15.02
	Summer Reading Program supplies	167-410-6506	statement	\$651.28
	building supplies	001-410-6507	Statement	\$220.87
	Staff training	001-410-6230	Statement	\$5.00
	programming refund (deposit on bunny suit	001-410-6599	Statement	-\$150.00
1				\$10 668 62

\$19,668.62

\$10,919.23

\$30,587.85

Total Operating Expenses Trust and Agency Expenses

Bondurant Community Library Library Board of Trustees May 3, 2023 Warrant List

Bondurant Community Library Board President SIGNATURE

Bondurant Community Library Board Secretary SIGNATURE

Date

Date



Librarian items April 2023

- Director Sanders attended City Council on April 10th and 17.
- Library staff meeting was held on April 13.
- Director Sanders attended Foundation and Friends meetings on April 19.
- April 13 Director Sanders attended the Portrait of a Graduate meeting at the High School. One more meeting in May will finalize this collaborative project with the school.
- Director Sanders attended a regional Library Directors meeting (MAR) in Des Moines on April 12. Budgets, current legislation were among the topics discussed.
- Diversity Programs were held at the Library on April 7 (1st Graders) and April 25 and 26th (3rd Graders). CultureAll presented programs to all classes on these days. This collaborative project with the school was funded by a BRAVO Youth Engagement Pilot Program that was awarded to the City of Bondurant.
- The Fire Alarm System was tested for the year on April 6.
- Carpet cleaning and window washing was completed for the year in April.
- Covers have been placed on all thermostats in the public areas to prevent patrons from adjusting the settings without staff approval.
- HVAC maintenance was completed on the systems on April 20. This is a twice a year maintenance. The new company contracted to complete this service is Central Iowa Mechanical. Brockway the installing company will no longer provide maintenance contracts on existing systems and only does new installs.

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The current display in our art hallway is of one

of the groups that meet in the Library's meeting rooms quite often. The Central Iowa Rug Artists. Stop in and view these fabulous works of art.

STAFF REPORT APRIL 2023



Michell:

- Adult Librarian Meeting in Knoxville
- Active Shooter training
- IMWCA University Day: "You're Hired! Or Not"; "Medical Providers and You"; "An Incident Occurred, Now Review and Improve"; "Safety Speaks: Incentives for Your Employees"; "New Stressors, Let's Learn to Deal with Them"
- Raising Readers in the Heartland with Dolly Parton's Imagination Library fundraiser
- ILA Leadership Symposium
- Webinar: "Foundation Directory Online"
- ISLA Spring Meeting

•

Megan S.:

- Pop YS The Whole Book Approach
- Check It Out
- Kid's Lib
- Webinar: "How Do I Apply for College"

Megan M.:

• Kid's Lib

Chantel:

- Webinar "Library Law"
- Webinar "Foundation Directory Online"

Events in April:

- 16 Story Times at the Library
- 4 Sessions of Baby Story & Play
- Family Story Time
- 8 Sessions of Fit for Life!
- Stitch and Chat
- Book discussion for Adults
- Third Thursday at Hoover's
- Coloring Night at Reclaimed Rails
- Books on Tap book discussion at Reclaimed Rails
- Humanities Iowa speaker Jeff Stein
- Rain Barrel Workshops
- Book Club for grades 3-5

- Book Club for grades 6-8
- Book club for grades 9-12
- After-School STEAM
- After-School Craft
- After School Movie
- After School BINGO
- Teen Advisory Group
- No-School Movie
- Pokémon Club
- Alternative Prom
- LIBRARY CLOSED for Easter April 9



Polk County Betterment Grant Request

Total project amount \$13,035.00 Received from Polk Count \$5000.00 Enrich Iowa funding committed by Library Board \$5,953.71

Balance needed \$2,081.29



Chapter 3: The Five Primary Responsibilities of Boards

Even though the board delegates the day-to-day management to the director, the board never gives up its responsibility to ensure that the library succeeds and prospers. In exercising that responsibility, Iowa's public library boards have five primary roles:

I. Hiring the Library Director

The board hires a qualified person to manage the daily operations of the library, working with and in support of the director while mutually respecting each other's roles. (See **Chapter 4: Hiring the Library Director**)

II. Approving and Monitoring the Budget

Library boards typically have a great deal of authority over the library budget, including approving expenditures, and moving funds between line items. (See **Chapter 5: Approving and Monitoring the Budget**)

III. Developing and Adopting Policies

Library boards must be mindful that they adopt public policy for a public service. They should take care to avoid writing policies that are reactionary or punitive. Instead, policy development should keep community interests at the forefront. Once adopted by the board, library staff work to carry out the policies and communicate them to patrons. (See **Chapter 6: Developing and Adopting Policies**)

IV. Planning for the Library's Future

Planning is another important function of the board and should be approached as a continuous process. Planning leads boards to explore possibilities and opportunities,

basing decisions on community input and packaging service in response to community needs. (See **Chapter 7: Planning for the Library's Future**)

V. Evaluating Service and Advocating for Advancements

The community puts its faith in the library board to make sure the library is operating within the public trust. The board helps determine whether the community is satisfied with library programming and services. One of the most effective ways to gauge satisfaction with library service is by evaluating the library director's job performance. Note that trustees can also evaluate their own performance! In exercising this evaluation and advocacy role, boards are pushing for adequate funding, seeking technology advancements, fostering community relationships, and supporting the library staff in terms of salaries, benefits, and working conditions. (See **Chapter 8: Evaluating Service and Advocating for Advancements**)

"You can do what I cannot do. I can do what you cannot do. Together we can do great things."

Mother Teresa

Iowa Library Trustee's Handbook: 2021 Edition

May 3, 2023

The Bondurant Community Library adopts the following wages for the fiscal year 2023/24. Effective July 1, 2023, unless otherwise noted:



Employee -Position

Hourly Rate

-		-
Sa	lary	Range

Jill Sanders -Library Director	\$62.63 per hour FY24		
Range: Entry \$44.23-\$59.62 Mid-Point \$59.62-	*FSLA status-Exempt		
\$65.58, Max \$65.58-\$72.12			
Michell Klinker-Feld - Assistant Library Director	\$42.31per hour FT FY24		
Range: Entry \$32.00-\$36.80, Mid-Point \$36.81-	*FSLA status-Non-exempt		
\$42.33. Max \$42.34-48.69			
Megan Schincke-Youth Services Librarian	\$28.02 per hour FT FY 24		
Range: Entry \$19.00-\$24.26, Mid-Point \$24.27-	*FSLA status-Non-exempt		
\$29.11, Max \$29.12-\$32.35			
Megan Mannum -Children's Librarian	\$25.47 per hour FT FY24		
Range: Entry \$19.00-\$24.26, Mid-Point \$24.27-	*FSLA status Non-exempt		
\$29.11, Max \$29.12-\$32.35			
Chantel Phipps-Bucklin -Adult Services Librarian	\$22.00 per hour FT FY24		
Range: Entry \$19.00-\$24.26, Mid-Point \$24.27-	*FSLA status Non-exempt		
\$29.11, Max \$29.12-\$32.35			
Emma Bruce- Clerk II	\$19.43 per hour PT FY 24		
Range: Entry \$14.50-\$18.19, Mid-Point \$18.18-	*FSLA status-Non-exempt		
\$21.81, Max \$21.82-\$24.25			
Christina King – Clerk II	\$19.43 per hour PT FY 24		
Range: Entry \$14.50-\$18.19, Mid-Point \$18.18-	*FSLA Status-Non-exempt		
\$21.81, Max \$21.82-\$24.25			

SIGNATURE

Director Bondurant Community Library