



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 1, 2024

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/81043314466?pwd=UVFDMExEdXNsaTkyOWZIME82MWhWdz09>

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

Meeting ID: 810 4331 4466 Password: 119432

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 2024
 - 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 14
 - b) Review/Approve Public Relations Policy
 - c) Discuss/Decision Staff Salaries FY 2024-2025
 - 10) Board President Items
 - 11) Adjournment
- Next meeting June 5, 2024

Any person with a disability who requires a modification or accommodation in order to participate in the meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the Library Board of Trustees during the meeting, should contact the Library Director, (515) 967-4790 or jills@bondurantlib.com, 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 3, 2024

Call to order: Meeting called to order at 6:03 PM by President Bryant.

1. **Roll Call:** *Members Present:* Josh Bryant, Julie Bergeson, Mike Kramer, Amber Flinn, Travis Applegate and Jen Keeler. Director Sanders and Assistant Director Klinker-Feld were also present.
Guests present: Tara Cox, Bondurant City Council liaison.
2. **Perfecting and Approving the Agenda:** Motion to approve the agenda as by Kramer, seconded by Bergeson. Motion carried.
3. **Approval of Consent Agenda:**
 - a. Minutes of past meeting – March 2024
 - b. Financial Report
 - c. Approve Warrant list / authorize expenditures
 - d. Staff Report – March 2024
 - e. Director's Report – March 2024
 - f. Statistics – March 2024

Director Sanders provided a staffing update and progress on activities with the Meta Grant. Motion to approve the above consent agenda by Keeler, seconded by Flinn. Motion carried.

4. **Public Comments:** None.
5. **Library Foundation Update:** Upcoming events: Book Sale May 3-5, 2024. Accepting donations of books, puzzles, etc. and volunteers welcome.
6. **Friends of the Library Update:** Upcoming events: Book Sale May 3-5, 2024. Accepting donations of books, puzzles, etc. and volunteers welcome.
7. **City Council Liaison Report:** The City park construction has slowed due to weather but expected to be complete by early June. The Bondurant Farmer's Market will begin in early May and has been moved north due to construction. On April 4, 2024 Representative Zach Nunn will make an announcement on water tower construction. Council has approved moat streets plan for the next ten years and this is posted on the City's website. Several open employment opportunities with the City. The Chamber will host a presentation for plans for the Grain District on 4/11/24.
8. **Old Business:** None.
9. **New Business:**
 - a) **Trustee Training – Chapter 11 Trustee Handbook:** *Library Law and Legal Minutes.* Director Sanders provided Trustees with Chapter 22 of Bondurant City Code, *Library Board of Trustees.* Reviewed and discussed this chapter.

b) Discuss/Decision Expenditure of Enrich Iowa Funding. Proposal from Director Sanders for magnetic hanging signage, technology and materials for these dollars. Motion to approve by Kramer, seconded by Applegate. Motion carried.

c) Review/Approve Patron Behavior Policy. Motion to approve, with edits, by Keeler seconded by Bergeson. Motion carried.

10. Board President Items: None.

12. Adjournment: Motion to adjourn by Kramer, seconded by Applegate. Motion carried.

Next Meeting: May 1, 2024 at 6 PM.



Budget Report Account Summary

For Fiscal: 2023-2024 Period Ending: 04/30/2024

	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	4,000.00	4,000.00	381.55	4,587.32	587.32 114.68 %
001-410-2-4465	CO CONTRIB LIBRARY-POLK CO AUD	33,000.00	33,000.00	0.00	58,014.00	25,014.00 175.80 %
001-410-2-4710	REIMBURSEMENT-LIBRARY GRANTS	1,000.00	1,000.00	0.00	0.00	-1,000.00 100.00 %
001-410-6010	SALARIES	330,886.31	330,886.31	12,396.80	258,119.05	72,767.26 21.99 %
001-410-6020	SALARIES-PART-TIME	76,633.81	76,633.81	2,881.90	62,457.44	14,176.37 18.50 %
001-410-6210	ASSOCIATION DUES	1,500.00	1,500.00	0.00	735.00	765.00 51.00 %
001-410-6220	SUBSCRIPTIONS & ED MATERIALS	0.00	0.00	0.00	36.36	-36.36 0.00 %
001-410-6230	TRAINING	2,997.86	2,997.86	0.00	2,630.91	366.95 12.24 %
001-410-6240	MEETINGS & CONFERENCES	5,000.00	5,000.00	91.66	2,813.85	2,186.15 43.72 %
001-410-6310	BUILDING & GROUND MAINTENAN...	15,000.00	15,000.00	426.00	8,521.37	6,478.63 43.19 %
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	636.05	363.95 36.40 %
001-410-6371	ELECTRIC / GAS	24,000.00	24,000.00	2,025.00	20,070.00	3,930.00 16.38 %
001-410-6373	TELECOMMUNICATION EXPENSE	42,000.00	42,000.00	1,107.34	28,464.90	13,535.10 32.23 %
001-410-6411	LEGAL EXPENSE	1,500.00	1,500.00	1,367.50	1,860.00	-360.00 -24.00 %
001-410-6419	COMPUTER SUPPORT	8,000.00	8,000.00	1,320.33	11,576.04	-3,576.04 -44.70 %
001-410-6499	CONTRACT SERVICES	33,500.00	33,500.00	2,180.32	18,484.88	15,015.12 44.82 %
001-410-6502	PRINTED MATERIALS	49,000.00	49,000.00	1,798.95	43,822.45	5,177.55 10.57 %
001-410-6503	DIGITAL MATERIALS	21,000.00	21,000.00	946.24	23,521.54	-2,521.54 -12.01 %
001-410-6504	MINOR EQUIPMENT	2,500.00	2,500.00	0.00	526.70	1,973.30 78.93 %
001-410-6506	OFFICE SUPPLIES	6,000.00	6,000.00	274.95	4,853.86	1,146.14 19.10 %
001-410-6507	OPERATING SUPPLIES	1,000.00	1,000.00	99.81	1,471.40	-471.40 -47.14 %
001-410-6508	POSTAGE-SHIPPING	1,500.00	1,500.00	180.46	1,627.56	-127.56 -8.50 %
001-410-6580	MISCELLANEOUS	1,000.00	1,000.00	75.06	302.71	697.29 69.73 %
001-410-6599	LIBRARY PROGRAMS	11,000.00	11,000.00	868.58	5,922.89	5,077.11 46.16 %
001-410-6725	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	15,459.24	21,204.09	-12,204.09 -135.60 %
Department: 410 - LIBRARY Surplus (Deficit):		-606,217.98	-606,217.98	-43,118.59	-457,057.73	149,160.25 24.61%
Fund: 001 - GENERAL FUND Surplus (Deficit):		-606,217.98	-606,217.98	-43,118.59	-457,057.73	149,160.25 24.61%

Budget Report

For Fiscal: 2023-2024 Period Ending: 04/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 167 - LIBRARY GRANT							
Department: 410 - LIBRARY							
167-410-2-4440	LIBRARY STATE AID	4,500.00	4,500.00	0.00	6,259.76	1,759.76	139.11 %
167-410-2-4705	T/A-LIBRARY DONATIONS	1,500.00	1,500.00	1,421.83	28,529.55	27,029.55	1,901.97 %
167-410-4-4300	INTEREST - LIBRARY T&A	0.00	0.00	0.00	282.00	282.00	0.00 %
167-410-6450	REFUNDS/REIMBURSEMENTS	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
167-410-6506	TRUST & AGENCY LIBRARY EXPENSE	20,000.00	20,000.00	4,024.45	20,562.93	-562.93	-2.81 %
Department: 410 - LIBRARY Surplus (Deficit):		-15,000.00	-15,000.00	-2,602.62	14,508.38	29,508.38	196.72%
Fund: 167 - LIBRARY GRANT Surplus (Deficit):		-15,000.00	-15,000.00	-2,602.62	14,508.38	29,508.38	196.72%

Budget Report

For Fiscal: 2023-2024 Period Ending: 04/30/2024

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 351 - LIBRARY CAPITAL						
Department: 410 - LIBRARY						
351-410-6799						
OTHER CAPITAL OUTLAY	130,000.00	130,000.00	0.00	0.00	130,000.00	100.00 %
Department: 410 - LIBRARY Total:	130,000.00	130,000.00	0.00	0.00	130,000.00	100.00%
Fund: 351 - LIBRARY CAPITAL Total:	130,000.00	130,000.00	0.00	0.00	130,000.00	100.00%
Report Surplus (Deficit):	-751,217.98	-751,217.98	-45,721.21	-442,549.35	308,668.63	41.09%

Group Summary

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND						
410 - LIBRARY	-606,217.98	-606,217.98	-43,118.59	-457,057.73	149,160.25	24.61%
Fund: 001 - GENERAL FUND Surplus (Deficit):	-606,217.98	-606,217.98	-43,118.59	-457,057.73	149,160.25	24.61%

Budget Report

For Fiscal: 2023-2024 Period Ending: 04/30/2024

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 167 - LIBRARY GRANT						
410 - LIBRARY	-15,000.00	-15,000.00	-2,602.62	14,508.38	29,508.38	196.72%
Fund: 167 - LIBRARY GRANT Surplus (Deficit):	-15,000.00	-15,000.00	-2,602.62	14,508.38	29,508.38	196.72%

Bondurant Community Library
Library Board of Trustees
May 1, 2024
Warrant List

Company	Description	Budget Code	Invoice	Amount
Baker & Taylor	Credit book return	001-410-6502	3296724	-\$11.00
Baker & Taylor	credit book return	001-410-6502	3296723	-\$7.19
Baker & Taylor	credit book return	001-410-6502	3296725	-\$7.19
Baker & Taylor	credit book return	001-410-6502	3296726	-\$7.19
Baker & Taylor	books	001-410-6502	2038182073	\$345.96
Baker & Taylor	Books	001-410-6502	2038141866	\$115.12
	Books	001-410-6502	2038143744	\$641.32
	Books	001-410-6502	2038166317	\$893.52
Center Point Publishing	Standing order Large Print books	001-410-6502	2082796	\$589.68
Des Moines Register	Annual subscription for paper	001-410-6502	invoice	\$677.07
Diam Pest Control	scheduled service	001-410-6310	713278	\$75.00
Elm USA	Disc repair maching repair	001-410-6350	66204	\$357.45
Hoopla	Digital content			
Konica Minolta	phone	001-410-6373	820016445	\$282.11
MicroMarketing	Audio CD	001-410-6502	949748	\$45.00
MidAmerican	Utilities	001-410-6373	551582428	\$2,025.00
Midwest Alarm Services	Fire alarm & sprinkler inspection annual	001-410-6499	448493	\$635.18
Mi-Fiber	Internet	001-410-6373		
Overdrive	Digital materials	001-410-6503	06497co241151 27	\$42.75
Overdrive	Digital materials	001-410-6503	06497co240929 36	\$324.00
Overdrive	digital materials	001-410-6503	06497co240830 79	\$545.00
Playaway	Wonder Books	001-410-6502	459248	\$54.14
Petty cash	Postage	001-410-6508	receipts	\$77.56
Professor Von Air	Summer Reading performer	167-410-6506	6782015	\$250.00

**Bondurant Community Library
Library Board of Trustees
May 1, 2024
Warrant List**

Sanders, Jill	Mileage to Pu and return bunny suit for Easter Egg Hunt, Postage reimbursement	001-410-6240, 001-410-6508	receipts	\$61.34
Sigler	Summer Reading Printing	167-410-6506	424383	\$1,139.38
Stratus	Cleaning Services April	001-410-6499	17672	\$851.56
Stratus	Cleaning Services May	001-410-6499	6792775	\$851.56
The Library Store	Directional hanging signage, Enrich Iowa Funds	167-410-6506	6067135	\$620.78
Unique	Collection Services	001-410-6499	6124603	\$23.30
Verizon	Hotspot data service	001-410-6373	9960830662	\$2,267.91
Visa	Books & Movies	001-410-6502	Statement	\$918.84
	Programming supplies	001-410-6599	Statement	\$296.07
	Summer Reading supplies	167-410-6506	Statement	\$425.27
	Building supplies, batteries, TP, paper towels, duster, wipes, garbage bags	001-410-6507		\$420.51
	Battery Backup for Server	001-410-6725	Statement	\$404.99
	Monthly Zoom/Annual Go Daddy	001-410-6499	Statement	\$15.99

Total Operating Expenses	\$13,744.02
Trust and Agency Expenses	\$2,435.43
Total	\$16,179.45

Bondurant Community Library Board President
SIGNATURE

Date

**Bondurant Community Library
Library Board of Trustees
May 1, 2024
Warrant List**

Bondurant Community Library Board Secretary
SIGNATURE

Date

STAFF REPORT APRIL 2024



Michell:

- Iowa Small Library Association Spring CE
- Bondurant Community Events Coordination meeting
- ILA Subdivision Leadership meeting
- Attended Meta Grant Celebration
- City Leadership Program meeting

Megan S:

- Pop YS Con
- Check It Out
- Kids Lib

Carly:

- Pop YS Con
- Kids Lib
- MLIS courses

Events in April:

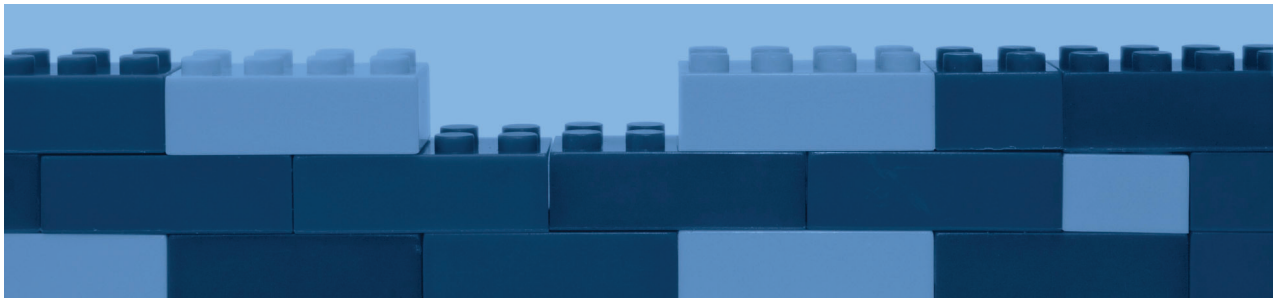
- 13 Story Times at the Library
- 4 Sessions of Baby Story & Play
- 9 Sessions of Fit for Life!
- Adult Craft Night
- Book Discussion for Adults
- Books on Tap book discussion at Reclaimed Rails
- Cyber Security workshop
- Adult Crafternoon
- Two Rain Barrel Workshops
- Book Club for grades 3-5
- Book Club for grades 6-8
- Family BINGO
- Teens Only Sunday Funday
- Pokémon Club
- STEAM Club
- After School STEAM
- After School Eclipse Party
- No School Open Play
- After School Movie

- After School Craft
- Eclipse and Earth Day Scavenger Hunts
- Tree Seedling Giveaway



Librarian items: April 2024

- Director Sanders attended City Council meeting on April 1 and April 15.
- No Library Staff meeting was held in April.
- Director Sanders attended Friends of the Library and the Bondurant Community Library Foundation meetings on April 18.
- Assistant Director Michell guided a tour of the library to the Nevada Public Library Staff and Trustees. They are beginning a building project and wanted to get ideas for their building.
- The Annual Fire Alarm and Sprinkler Systems test has been completed.
- Diversity programs have been held at the library in collaboration with the school for 1st graders and 3rd graders in April.
- Interviews for the open Adult Services Librarian will be held the first week of May. There were 20 applicants with 5 offered interviews. The hope is the a new Adult Services Librarian will be starting by mid-May.



Chapter 14: Public Library Standards

The State Library of Iowa administers the **Standards and Accreditation Program** for Iowa public libraries. This is a voluntary program intended to encourage the ongoing development of quality public library service in Iowa. ***In Service to Iowa: Public Library Standards*** is the manual for the program and can be found on the State Library website.

The Standards program is designed to provide libraries with a tool to identify strengths and areas for improvement. It is also used to document the condition of public library service in Iowa, as the guideline for determining **Direct State Aid** funding (money awarded to public libraries for meeting standards) and to ensure that the State Library meets statutory requirements.

How Standards Work

Direct State Aid funding through the **Enrich Iowa Program** is awarded to any library reaching Tier 1 status or higher. Achievement of standards falls into three distinct Tier Levels: Tiers 1, 2, 3, with Tier 3 being full library accreditation. Currently there are 85 standards within categories such as Library Governance, Library Management, Library Personnel, Library Collections, and more. The funding awarded is based on the Tier level achieved.

Every three years, participating libraries are asked to report on progress toward meeting standards and/or achieving accreditation by completing an application. Providing supporting documentation is also required to accompany the application. Eligibility is based on **Iowa Code 256.57(4)** and **Iowa Administrative Code 286-3.2(2)**.

To be an eligible participant, a library must:

- ❖ Be established as a municipal library by city ordinance or as a county library at least two years previous in accordance with **Iowa Code 336**. A copy of the ordinance must be on file at the State Library.
- ❖ Use **Direct State Aid** funds to improve library services

- ❖ Use **Direct State Aid** fund to supplement, not supplant, any other funding received by the library
- ❖ Participate in the **Open Access** and **Interlibrary Loan Reimbursement** programs
- ❖ Submit a completed **Annual Survey** for the most current fiscal year
- ❖ Submit a completed **Direct State Aid** report for the most current fiscal year
- ❖ Have a current accreditation application on file and meet the following standards:
 - **Tier 1:** To reach Tier 1 status the library must meet all 29 required Tier 1 standards.
 - **Tier 2:** To reach Tier 2 status the library must meet all 29 required Tier 1 standards **plus** an additional 12 standards required at Tier 2.
 - **Tier 3:** (The highest achievement level in the **Accreditation** program.) To reach Tier 3 status the library must meet all standards marked as Tier 1, Tier 2, and Tier 3 at the “minimum required to meet standard” **and** meet 20 of the remaining 38 optional standards.
 - **Note:** A library unable to meet all Tier 1 requirements will be considered **Tier 0** and is ineligible for **Direct State Aid** funding, regardless of how many Tier 2 or Tier 3 standards are met.

If your library participates in the **Standards and Accreditation** program, all trustees should be familiar with the manual and be aware of the standards that impact the work of the board. The category “Library Governance” in the Standards specifically applies to standards regarding library boards. Note that many board-related standards are required at a Tier 1 level, which underscores the vital role of library boards in the success of the library. The category on “Library Management” covers director duties but also includes information that affects trustees.

[State Library District Consultants](#) are available to assist boards in understanding the program and the importance of participation.

BONDURANT COMMUNITY LIBRARY

PUBLIC RELATIONS POLICY



In order to promote use and support of library services, the Bondurant Community Library Board of Trustees will engage in an ongoing public relations effort to:

1. Inform residents and rural patrons of available services and needs.
2. Recognize roles and achievements of staff, volunteers, Friends and Trustees.
3. Involve staff, Friends and Trustees in community activities.
4. Obtain citizen support for growth and development.

The Bondurant Community Library recognizes the Library's responsibility to maintain continuing communication with the present and potential users of the Bondurant Community Library's services and resources so as to assure effective and maximum usage by all citizens.

To these ends, positive relations with the various media covering Bondurant community news will be developed. The Library Director and Trustees will attempt to visit civic organizations and offer presentations on library service and needs as appropriate. Courteous, cooperative and helpful service will be offered to all library patrons. Programming and outreach efforts will be designed to strengthen the effectiveness of the library in serving the community. Positive and cooperative relations with the school media centers will be cultivated, and an attitude of cooperation and open information with city officials fostered.

The objectives of the Bondurant Community Library's public relations program are to promote community awareness of library service; to stimulate public interest in and usage of the library; to develop public understanding and support of the library and its role in the community.

The following means may be used to accomplish the foregoing objectives:

1. The annual plan of specific goals and activities shall be developed, sufficient funds shall be allocated to carry out the program, and the program shall be evaluated periodically.

2. Training sessions, workshops and other aids shall be made available to library staff members to assure courteous, efficient, and friendly contact with library patrons and the general public.
3. Personal and information group contacts shall be maintained with government officials, opinion leaders, service clubs, civic associations, and other community organizations by library staff and board members.
4. Surveys of the community shall be made as needed to assure the Bondurant Community Library's responsiveness to the interests and needs of all citizens.
5. Local media shall be utilized to keep the public aware of and informed about the Bondurant Community Library's resources and services.
6. Blogs, newsletters, calendars, and other promotional materials shall be produced and distributed, and other effective methods of reaching the public.
7. The Bondurant Community Library may sponsor programs, classes, exhibits, and other library-centered activities and shall cooperate with other groups in organizing these to fulfill the community's needs for educational, cultural, informational, or recreational opportunities.
8. The Library Director, Library Board of Trustees President or a designated qualified staff member shall have the responsibility for coordinating the Bondurant Community Library's public relations and public information activities. This qualified staff member will be designated by the Library Director or the Library Board of Trustees President.

Adopted by the Bondurant Community Library Board of Trustees

12/2002

Revised: 9/2015

Review: 3/2019, 2/2021

May 1, 2024



The Bondurant Community Library adopts the following wages for the fiscal year 2024/25. Effective July 1, 2024, unless otherwise noted:

Employee -Position Salary Range	Hourly Rate
Jill Sanders -Library Director Range: Entry \$44.23-\$59.62 Mid-Point \$59.62-\$65.58, Max \$65.58-\$72.12	\$65.76 per hour FY25 *FSLA status-Exempt
Michell Klinker-Feld - Assistant Library Director Range: Entry \$32.00-\$36.80, Mid-Point \$36.81-\$42.33. Max \$42.34-48.69	\$44.43per hour FT FY25 *FSLA status-Non-exempt
Megan Schincke-Youth Services Librarian Range: Entry \$19.00-\$24.26, Mid-Point \$24.27-\$29.11, Max \$29.12-\$32.35	\$29.14 per hour FT FY 25 *FSLA status-Non-exempt
Carlene Suhr -Children's Librarian Range: Entry \$19.00-\$24.26, Mid-Point \$24.27-\$29.11, Max \$29.12-\$32.35	\$23.10 per hour FT FY25 *FSLA status Non-exempt
Position Open Adult Services Librarian Range: Entry \$19.00-\$24.26, Mid-Point \$24.27-\$29.11, Max \$29.12-\$32.35	\$22.00 per hour PT FY25 *FSLA status Non-exempt
Emma Bruce- Clerk II Range: Entry \$14.50-\$18.19, Mid-Point \$18.18-\$21.81, Max \$21.82-\$24.25	\$20.40 per hour PT FY 25 *FSLA status-Non-exempt
Christina King - Clerk II Range: Entry \$14.50-\$18.19, Mid-Point \$18.18-\$21.81, Max \$21.82-\$24.25	\$20.40 per hour PT FY 25 *FSLA Status-Non-exempt

SIGNATURE

Director Bondurant Community Library