



Agenda
Bondurant Community Library - Library Board of Trustees
104 2nd Street NE
Bondurant, Iowa 50035
Bondurant Community Library
7 pm
Wednesday, November 3, 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/82619401045?pwd=TnhhcUxoWFJuWG1lbnZTYjVYTzIYUT09>

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

Meeting ID: 826 1940 1045 Password: 853377

Call to order

- 1) Guests Present
- 2) Perfecting and Approving the Agenda
- 3) Capital Improvement Project Update.
 - a) Discussion/Approval of Change Orders
- 4) Approval of Consent Agenda
 - a) Approval of Minutes from past meeting – October 2021
 - b) Financial Report
 - c) Approval of Warrant List/Authorize expenditures
 - d) Staff Report -- October
 - e) Director Report -- October
 - f) Statistics
- 5) Public Comments
- 6) Foundation Update
- 7) City Council Liaison Report
- 8) Old Business
- 9) New Business
 - a) Review/Approve Interlibrary Loan Policy
 - b) Review/Approve Hours Open Policy
 - c) Review/Approve Selection/Collection Development Policy

10) Board President Items

11) Adjournment

Next meeting – December 1, 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, October 6, 2021

1. **Roll Call:** *Members Present:* Pat Kaura, Craig Kinrade, Josh Bryant, Julie Bergeson, Jen Keeler, Sue Ugulini and Craig Campbell. Library Director Sanders was also present.
2. **Call to order:** Meeting called to order at 7:00 PM by President Kaura.
3. **Guests present:** Clint Jensen, Story Construction Management.
4. **Perfecting and Approving the Agenda:** Motion to approve the agenda by Ugulini, seconded by Keeler. Motion carried.
5. **Capital Improvement Project:** Mr. Clint Jensen [Story Construction Management] provided detailed updates on the capital improvement project, necessary change orders and current budget information. Currently working on minor fixes and final touches.
 - a. **Discussion/Decision Application and Certificate for Payment:** Motion to approve payment for the month of September by Ugulini, seconded by Kinrade. Motion carried.
 - b. **Discussion/Decision Change Orders:** Motion to approve change orders by Bryant, seconded by Keeler. Motion carried.
6. **Approval of Consent Agenda:**
 - a. Minutes of past meeting
 - b. Financial Report
 - c. Approve Warrant list / authorize expenditures
 - d. Staff Report
 - e. Director's Report
 - f. Statistics Review

Motion to approve the above consent agenda by Ugulini, seconded by Bryant. Motion carried.
7. **Public Comments:** None.
8. **Library Foundation Update:** Update provided on recent fundraising and outstanding grant applications.
9. **City Council Liaison Report:** None.
10. **Old Business:** None.
10. **New Business:**
 - a. **Review/Approve Artwork Display Policy.** Motion to approve the salary by Bergeson, seconded by Keeler. Motion carried.

b. Discussion/Decision Google Photography proposal. Motion to table by Bryant, seconded by Campbell. Motion to table carried.

11. Board President Items: Discussion of updated donor/city administration/Board members plaques due to expansion project. Director Sanders will obtain quote[s] and report back to the Board.

12. Adjournment: Motion to adjourn by Bryant, seconded by Kinrade. Motion carried and meeting adjourned at 7:44 PM.

Next Meeting: Wednesday, November 3, 2021



Budget Report

Account Summary

For Fiscal: 2021-2022 Period Ending: 10/31/2021

	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	2,300.00	2,300.00	378.74	1,833.19	-466.81 20.30 %
001-410-2-4465	CO CONTRIB LIBRARY-POLK CO AUD	30,000.00	30,000.00	12,871.00	25,742.00	-4,258.00 14.19 %
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	13,395.20	53,580.79	134,183.21 71.46 %
001-410-6020	SALARIES-PART-TIME	97,046.00	97,046.00	4,633.49	19,331.02	77,714.98 80.08 %
001-410-6210	ASSOCIATION DUES	700.00	700.00	0.00	0.00	700.00 100.00 %
001-410-6230	TRAINING	600.00	600.00	40.00	40.00	560.00 93.33 %
001-410-6240	MEETINGS & CONFERENCES	3,000.00	3,000.00	0.00	0.00	3,000.00 100.00 %
001-410-6310	BUILDING & GROUND MAINTENANCE	15,000.00	15,000.00	0.00	142.88	14,857.12 99.05 %
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	497.00	1,988.00	10,512.00 84.10 %
001-410-6373	TELECOMMUNICATION EXPENSE	18,000.00	18,000.00	203.71	10,558.69	7,441.31 41.34 %
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	2,838.41	5,161.59 64.52 %
001-410-6499	CONTRACT SERVICES	16,000.00	16,000.00	2,094.13	8,375.81	7,624.19 47.65 %
001-410-6502	PRINTED MATERIALS	36,000.00	36,000.00	5,494.15	12,850.36	23,149.64 64.30 %
001-410-6503	DIGITAL MATERIALS	13,000.00	13,000.00	1,288.74	6,501.00	6,499.00 49.99 %
001-410-6504	MINOR EQUIPMENT	2,000.00	2,000.00	0.00	0.00	2,000.00 100.00 %
001-410-6506	OFFICE SUPPLIES	6,500.00	6,500.00	120.85	908.98	5,591.02 86.02 %
001-410-6507	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	151.04	848.96 84.90 %
001-410-6508	POSTAGE-SHIPPING	1,900.00	1,900.00	8.81	323.67	1,576.33 82.96 %
001-410-6580	MISCELLANEOUS	1,000.00	1,000.00	0.00	0.00	1,000.00 100.00 %
001-410-6599	LIBRARY PROGRAMS	6,000.00	6,000.00	275.97	2,506.26	3,493.74 58.23 %
001-410-6725	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	0.00	418.30	8,581.70 95.35 %
Department: 410 - LIBRARY Surplus (Deficit):		-406,410.00	-406,410.00	-14,891.81	-92,750.99	313,659.01 77.18 %
Fund: 001 - GENERAL FUND Surplus (Deficit):		-406,410.00	-406,410.00	-14,891.81	-92,750.99	313,659.01 77.18 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 10/31/2021

	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	2,869.61	2,869.91	2,869.91	0.00 %
167-410-2-4705 T/A-LIBRARY DONATIONS	0.00	0.00	141.10	1,709.16	1,709.16	0.00 %
167-410-4-4300 INTEREST - LIBRARY T&A	0.00	0.00	0.00	0.56	0.56	0.00 %
167-410-6506 TRUST & AGENCY LIBRARY EXPENSE	0.00	0.00	0.00	17,461.61	-17,461.61	0.00 %
Department: 410 - LIBRARY Surplus (Deficit):	0.00	0.00	3,010.71	-12,881.98	-12,881.98	0.00 %
Fund: 167 - LIBRARY GRANT Surplus (Deficit):	0.00	0.00	3,010.71	-12,881.98	-12,881.98	0.00 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 10/31/2021

	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	0.00	3,770.00 100.00 %
200-410-6898	ADM FEE-LIBRARY 07/13B - GO DSL	500.00	500.00	0.00	0.00	500.00 100.00 %
	Department: 410 - LIBRARY Total:	264,270.00	264,270.00	0.00	0.00	264,270.00 100.00 %
	Fund: 200 - DEBT SERVICE Total:	264,270.00	264,270.00	0.00	0.00	264,270.00 100.00 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 10/31/2021

	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	2,500.00	2,500.00 0.00 %
351-410-4-4300	INTEREST-GENERAL	0.00	0.00	0.00	61.25	61.25 0.00 %
351-410-6407	ENGINEERING EXPENSE	0.00	0.00	368.96	125,272.50	-125,272.50 0.00 %
351-410-6507	OPERATING SUPPLIES	0.00	0.00	490.98	3,244.85	-3,244.85 0.00 %
351-410-6799	OTHER CAPITAL OUTLAY	500,000.00	500,000.00	8,396.42	516,142.21	-16,142.21 -3.23 %
Department: 410 - LIBRARY Surplus (Deficit):		-500,000.00	-500,000.00	-9,256.36	-642,098.31	-142,098.31 -28.42 %
Fund: 351 - LIBRARY CAPITAL Surplus (Deficit):		-500,000.00	-500,000.00	-9,256.36	-642,098.31	-142,098.31 -28.42 %
Report Surplus (Deficit):		-1,190,680.00	-1,190,680.00	-33,551.46	-754,518.28	436,161.72 36.63 %

Bondurant Community Library
Library Board of Trustees
November 3, 2021
Warrant List

Company	Description	Budget Code	Invoice	Amount
Access Systems	Copier	001-410-6499	30276424	\$799.64
Amazon	Command Strips for donor placques	001-410-6310	Statement	\$23.65
	Books	001-410-6502	Statement	\$434.84
	Programming	001-410-6599	Statement	\$129.91
Baker & Taylor	Books	001-410-6502	Statement	\$1,133.50
CenturyLink Business	Phone and internet	001-410-6373	Statement	\$119.16
Demco	Book processing	001-410-6506	7027814	\$101.99
Demco	Book processing	001-410-6506	7014813	\$95.00
Des Moines Stamp	Address stamps	001-410-6506	1189319	\$238.65
Educational Development Corporation	Book	001-410-6502	DIR0037199	\$9.99
Findaway	Replacement Launchpad case	001-410-6502	364683	\$19.94
Kadeth	Computer Support	001-410-6419	5947	\$115.00
	Computer Support--bldg project	351-410-6407		\$651.25
Kadeth	Computer Support	001-410-6419	5948	\$115.00
	Computer Support--bldg project	351-410-6407		\$421.25
Kadeth	Computer Support	001-410-6419	5949	\$115.00
	Computer Support--bldg project	351-410-6407		\$2,576.25
Kadeth	Computer Support	001-410-6419	5950	\$115.00
	Computer Support--bldg project	351-410-6407		\$2,586.25
Kadeth	Computer Support	001-410-6419	5951	\$172.50
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	\$91.68
MicroMarketing	Large Print books	001-410-6502	863691	\$30.71

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MidAmerican	Utilities	001-410-6371	Statement	\$497.00
OverDrive	Bridges content	001-410-6503	06497CO2141649	\$2,977.78
Petty Cash	Postage	001-410-6508	Receipts	\$45.58
Schincke, Megan	Mileage & parking	001-410-6240	Receipt	\$20.44
Schincke, Megan	Mileage	001-410-6240	List from employee	\$93.30
Science Center of Iowa	Annual Membership	001-410-6599	10428182	\$250.00
Staples	Open signs	351-410-6799	Statement	\$165.98
Storey Kenworthy	Meeting Room furniture	351-410-6799	99520	\$60,327.27
Storey Kenworthy	Office supplies	001-410-6506	PINV929666, PINV930419, PINV933022, PINV934644	\$281.10
Story Construction	Construction Management	351-410-6407	32816	\$3,917.86
Stratus	Cleaning service	001-410-6499	4869639	\$851.56
T-Mobile	Hot spot data	001-410-6373	Statement	\$500.00
Unique	Collection service	001-410-6499	606097	\$8.95
US Cellular	Hot spot data	001-410-6373	Statement	\$549.12
Verizon	Hot spot data	001-410-6373	Statement	\$1,412.38
Visa	Programming	001-410-6599	Statement	\$38.27
	COVID	170-130-6507	Statement	\$16.04
	Name Badges	001-410-6506	Statement	\$33.40
	Misc. Focus Group	001-410-6580	Statement	\$34.94
	Paper storage, lectern, comic book display, storage cabinet	351-410-6799	Statement	\$2,704.83
	Net Nanny	001-410-6419	Statement	\$54.99

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Warrant List

Total Operating Expenses	\$11,748.19
COVID Expenses	\$16.04
Building Project Expenses	\$70,646.11
Trust & Agency Expenses	\$0.00
Total	\$82,410.34

Bondurant Community Library Board President
SIGNATURE

Date

Bondurant Community Library Board Secretary
SIGNATURE

Date



STAFF REPORT

OCTOBER 2021

Michell

- Webinar “How to Train your Community on Libby”

Megan

- ILA Preconference - Youth Mental Health First Aid Certification Course (8 hours in person)
- Kids Lib (virtual Zoom meeting)
- State of Iowa Pop YS - iReads Summer 2021 preview webinar
- State of Iowa - Check it out (webinar)
- State of Iowa Endorsement class - Library Law (webinar)
- Equity Symposium - Activating Community Voices (8 hours in person)
- Booklist - Middle Grade Trends (webinar)
- Libby Training webinar

Margaret

- Kid’s Lib (virtual Zoom Meeting)
- Webinar “How to Train your Community on Libby”
- Webinar “The Science of Learning: Learning Recovery and Acceleration”
- Webinar “Play is Powerful: Strategies for Teaching Social Communication to Student with Autism”

Programming for October

- 4-Wolf Creek Story Times
- 17-Library Story Times
- 8-sessions of Geri-Fit
- Adult Craft Night
- Book Discussion for Adults
- After School Coloring Pages
- After School Movie
- After School Craft
- After School STEM
- Teen/Tween Book Discussion
- School-Age Virtual Story Time
- Participated in Spooktacular Event
- Participated in Chamber’s Safe Trick or Treat event



Librarian items October 2021

- In October, staff met with Kim Keitzman in preparation for Long Range Planning. Two focus groups were held on the Oct 21 at 6 pm and Oct 23 at 10 am. Kim will submit a report that staff will begin to work through in preparation of the final document for Board approval and to be submitted to the State Library.
- The final Clerk II position to be filled at this time has been filled by Megan Magnum. Sunday open hours will begin on November 14th. Full time staff will work with the new Clerk II staff on Sundays for a period of time to make sure the transition will go smoothly. Sunday hours will be Noon to 5.
- Michell and I have been investigating a cloud based product from Envisionware that will manage our meeting space reservations. In the past staff has used a combination of an on-line form and a Google calendar to manage these spaces. With the increased amount of space to manage staff at least wanted to explore options. After an initial set up cost the year-to-year cost would increase \$210. It will go from \$415 to \$625 per year.
- Direct State Aid funds for the year have been received in the amount of \$2869.61. This is a slight increase from last year (+\$291.91). Open Access funding is yet to be received.



- Library Staff participated in both the City sponsored Spooktacular held on Saturday, 10/23 from 2-4 and Chamber sponsored

Business Safe Trick Or Treat on Tuesday, 10/26 from 5-7 pm. Both events were well attended by 200-300 trick-or-treaters.

Bondurant Community Library 2021 Iowa Public Library General Information Survey

CURRENT YEAR	<i>PREVIOUS YEAR</i>
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Section A - General Information

(Reporting period July 1, 2020 to June 30, 2021 - unless otherwise specified)

Due October 31, 2021

Questions relating to COVID-19 are located in sections G, H, and I.

Review the contact information below. Users cannot directly change data for questions A01 to A12. If any information has changed, answer Yes to number A13 and enter a note for the corresponding question. The State Library will verify and update the data. For Section A, report the most current information available.

A01 Library Name	BONDURANT COMMUNITY LIBRARY	<i>BONDURANT COMMUNITY LIBRARY</i>
A02 Library District	CE=Central	<i>CE=Central</i>
A03 Street Address	104 2ND ST NE	<i>104 2ND ST NE</i>
A04 City	BONDURANT	<i>BONDURANT</i>
A05 Zip	50035	<i>50035</i>
Mailing Address		
A06 Mailing Address	PO BOX 160	<i>PO BOX 160</i>
A07 City	BONDURANT	<i>BONDURANT</i>
A08 Zip	50035	<i>50035</i>
Other Contact Information		
A09 County	POLK	<i>POLK</i>
A10 Phone	(515) 967- 4790	<i>(515) 967- 4790</i>
A11 City population (2010 decennial population, do not report estimates)	5,493	<i>5,493</i>

A12 Library Size Code E E
 A13 Has any information in questions A1 to A12 changed in the past year?

YES, answer YES on the pulldown menu and enter a correction in a note. No No

NO - answer NO on the pulldown menu and continue with question A14.

A14 Library Director/Administrator Name Jill Sanders Jill Sanders

Section B - Paid Staff and Salary Information

Include all paid staff on the library's payroll. Include unfilled positions if a search is currently underway. Do not report workers paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Report all positions as of June 30, 2021.

B01	Total number of paid librarians	4	5
B02	Total number of all paid librarian hours worked per week	151.00	191.00
B03	Paid librarians FTE	3.78	4.78
B04	Total number of all other paid staff	1	1
B05	Total number of all other paid staff hours worked per week	28.00	23.00
B06	All other paid staff FTE	0.70	0.58
B07	Total number of paid staff	5	6
B08	Total paid staff FTE	4.48	5.36

Levels of Education

B09	How many of the paid librarians from line B01 have an ALA accredited masters of library science degree?	0	0
B10	Total number of hours worked per week by librarians from line B09 with an ALA accredited masters of library science degree	.0	.0
B11	Total FTE librarians with ALA accredited masters of library science degree	0.00	0.00
B12	Starting date of current director in director's position.	11/13/2013	11/13/2013

Salary Information

Report the hourly salary for the positions listed below if employed by your library. Do not report one staff member more than once even if they perform multiple jobs. Refer to the instructions for more detailed information on each position. Do not report assistant director or department heads unless that role is part of their official job description. Do not report workers paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Only report janitorial/building maintenance staff if they are an employee of the library. Report hourly salary amounts as of June 30, 2021.

B13	Hourly salary of the director	\$34.74	\$32.47
B14	Hourly salary of assistant director	\$24.61	\$23.00
B15	Hourly average salary of department heads	\$0.00	\$0.00
B16	Hourly salary of the children's librarians	\$19.29	\$17.56
B17	Hourly average salary of library clerks	\$14.79	\$14.50
B18	Hourly average salary of shelvers or pages	\$0.00	\$0.00
B19	Hourly average salary of janitorial or building maintenance employees	\$0.00	\$0.00

Section C - Capital Income and Expenditures

Capital income is intended to pay for large one-time library purchases. This section should not reflect any income or expenditure used for the regular operations of the library. If your library had any major one-time capital expenditures during FY21 report them in this section. Otherwise, skip to section D.

For Capital Income and Expenditures

Show all sources of capital funds for FY21 (July 1, 2020 - June 30, 2021).

If your library does not receive capital income from a source, enter a 0 (zero).

If your library receives capital income from a source, but the amount is unknown, enter N/A.

Report all capital income and expenditures in whole dollars only. Round to the nearest dollar.

For Capital Income

Report all income for major capital expenditures, by source of income. Include funds received for:

- Site acquisition
- New buildings, additions to buildings, or renovation of library buildings
- Furnishings, equipment, and initial collections for new buildings, additions, or renovations
- Major building updates or repairs including roof, painting, carpeting, furnace, central air, etc.
- New computer hardware and software used to support library operations, link to networks, or run information products
- Replacement and repair of existing furnishings and equipment
- New vehicles
- Other major one-time projects

DO NOT REPORT INCOME FOR:

- Regular purchase of library materials - Report in section D
- Payments for regular operating costs such as utilities, insurance, etc. - Report in section D
- Investments for capital appreciation
- Income passed through to another agency
- Funds unspent in the previous fiscal year (e.g., carryover).

Did your library have any major one-time capital projects in FY21?

NO - Skip to section D.

YES - check the box and click the SAVE button to display questions C01 - C06.

Yes

Yes

Capital Income

C01	Capital funds from local government (city, county)	\$3,688,792	\$2,953
C02	Capital funds from state sources	\$0	\$0
C03	Capital funds from federal sources	\$0	\$0
C04	Capital funds from private sources	\$80,000	\$20,000
C05	Total capital income	\$3,768,792	\$22,953

Capital Expenditures

C06	Total capital expenditures	\$2,845,577	\$22,953
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Section D - Operating Income and Expenditures

OPERATING INCOME

Operating income covers the current and recurrent costs necessary to support the provision of library services. Report income used for operating expenditures

by source. Include federal, state, local, and non-governmental income.

REPORT ALL SOURCES OF FUNDS FOR FY21 (JULY 1, 2020 - JUNE 30, 2021).

- If your library does not receive operating income from a source enter a 0 (zero)
- If your library receives operating income from a source, but the amount is unknown, enter N/A
- Report all income in whole dollars only. Round to the nearest dollar

DO NOT REPORT

- Income for capital expenditures as reported in Section C
- Contributions to endowments
- Income passed through to another agency
- Funds unspent in the previous fiscal year – carryover
- The value of any contributed or in-kind services
- The value of any non-monetary gifts and donations
- E-Rate discounts as income

<i>Total Governmental Operating Income</i>		
D01	City income received from the city's general fund (exclude income from special levies)	\$382,507 \$348,970
D02	City income received from special levies	\$0 \$0
D03	County income received from all counties	\$35,292 \$30,084
D04	Income received from contracting cities in Iowa. Do not report income from your own city on this line.	\$0 \$0
D05	Other governmental income received	\$0 \$0
D06	Total local government operating income received	\$417,799 \$379,054
D07	State income received from the State Library of Iowa (Enrich Iowa - Direct State Aid, Open Access, ILL Reimbursement) Prefilled and locked by the State Library.	\$4,220 \$3,586
D08	Other income received from the State of Iowa	\$0 \$0
D09	Total state government operating income received	\$4,220 \$3,586
D10	Total federal government income received	\$0 \$0

Non-Governmental Operating Income

D11	Total non-governmental grants received	\$0	\$0
D12	Endowments and gifts received (only report if money was spent in FY21)	\$11,596	\$7,556
D13	Fines and/or fees received	\$3,629	\$3,166
D14	Other income received	\$0	\$0
D15	Total non-governmental operating income received	\$15,225	\$10,722
Total Operating Income			
D16	Total operating income received	\$437,244	\$393,362

OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

REPORT ALL EXPENDITURES INCLUDING GRANTS AND COOPERATIVE ARRANGEMENTS.

- If your library does not expend operating funds for an item, enter a 0 (zero)
- If your library expends operating funds for an item, but the amount is unknown, enter N/A
- To ensure accurate reporting, consult your business officer or city clerk regarding this section
- Report only money expended during FY21 (July 1, 2020 - June 30, 2021), regardless of when the money may have been received
- Report all expenditures as whole dollars only. Round fractions to the nearest whole dollar

DO NOT REPORT

- The value of free items
- Estimated Costs
- Capital expenditures as reported in Section C
- E-Rate discounts as expenditures

D17	Total salaries and wages expenditures (before deductions)	\$210,598	\$179,866
D18	Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.) This amount cannot be \$0.	\$71,693	\$57,255

If you are unsure of benefits amount, report N/A.

D19	Total staff expenditures	\$282,291	\$237,121
D20	Print physical collection expenditures	\$45,184	\$27,247
D21	Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.	\$5,184	\$4,784
D22	Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.	\$1,535	\$2,107
D23	Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.)	\$0	\$0
D24	Total physical non-print collection expenditures	\$6,719	\$6,891
D25	Total physical collection expenditures	\$51,903	\$34,138
D26	Bridges e-book collection expenditures. Report Bridges e-book expenditures only. Prefilled and locked by the State Library.	\$631	\$551
D27	All other e-book collection expenditures. Report Advantage e-book expenditures on this line.	\$5,251	\$5,194
D28	Total e-book collection expenditures	\$5,882	\$5,745
D29	Bridges downloadable audio collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	\$631	\$551
D30	All other downloadable audio collection expenditures. Report Advantage downloadable audio expenditures on this line.	\$6,267	\$6,646
D31	Total downloadable audio collection expenditures	\$6,898	\$7,197
D32	Bridges downloadable video collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	\$13	\$22
D33	All other downloadable video collection expenditures. Report Advantage		

	downloadable video expenditures on this line.	\$0	\$0
D34	Total downloadable video collection expenditures	\$13	\$22
D35	Gale, Credo, Transparent Languages, and Bridges Magazine expenditures. Prefilled and locked by the State Library.	\$367	\$355
D36	All other Electronic Information collection expenditures. Do not report expenditures for products subsidized or managed by the State Library such as Gale, Credo, Transparent Languages, or Bridges.	\$2,413	\$1,918
D37	Total Electronic Information collection expenditures	\$2,780	\$2,273
D38	Total downloadable and Electronic Information collection expenditures	\$15,573	\$15,237
D39	Total collection expenditures	\$67,476	\$49,375
D40	All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.)	\$88,805	\$96,363
D41	Total of all operating expenditures	\$438,572	\$382,859

Section E - Library Collection

NUMBER HELD AT START OF YEAR - The number of items owned by the library at the start of the fiscal year (July 1, 2020).

NUMBER ADDED DURING FISCAL YEAR - The number of items added to the collection during the fiscal year whether through purchase or donation.

WITHDRAWN DURING FISCAL YEAR - The number of items weeded, lost, or removed for any other reason during the fiscal year.

NUMBER HELD AT END OF YEAR - The number of items owned by the library at the end of the fiscal year (June 30, 2021).

E01	Printed books (# of items), held at start of year	19,778	17,709
E02	Printed books (# of items), added during year	3,055	2,821
E03	Printed books (# of items), withdrawn during year	1,626	752
E04	Printed books (# of items), held at end of		

	year	21,207	19,778
E05	Bridges e-books, held at end of year. Prefilled and locked by the State Library.	57,638	59,781
E06	All other e-books held at end of year. Do not report Bridges or Freegal downloads here. Include Advantage titles here.	515	336
E07	Total e-books held at end of year	58,153	60,117
E08	Total books (print and e-books), held at end of year.	79,360	79,895
E09	Audio materials (# of physical items), held at start of year	1,492	1,356
E10	Audio materials (# of physical items), added during year	152	209
E11	Audio materials (# of physical items), withdrawn during year	84	73
E12	Audio materials (# of physical items), held at end of year	1,560	1,492
E13	Bridges downloadable audio materials, held at end of year. Prefilled and locked by State Library.	31,079	27,368
E14	All other downloadable audio materials, held at end of year. Do not report Bridges or Freegal downloads here. Include Advantage titles here.	344	222
E15	Total downloadable audio materials, held at end of year	31,423	27,590
E16	Total audio materials (physical and downloadable), held at end of year.	32,983	29,082
E17	Video materials (# of physical items), held at start of year	2,499	2,229
E18	Video materials (# of physical items), added during year	116	229
E19	Video materials (# of physical items), withdrawn during year	9	9
E20	Video materials (# of physical items), held at end of year	2,606	2,449
E21	Bridges downloadable video materials, held at end of year. Prefilled and locked by the State Library	35	50
E22	All other downloadable video materials, held at end of year. Do not report Bridges	0	0

	or Freegal downloads here. Include Advantage titles here.		
E23	Total Downloadable video materials, held at end of year	35	50
E24	Total video materials (physical and downloadable), held at end of year	2,641	2,499
E25	Other library materials (# of physical items), held at start of year	126	0
E26	Other library materials (# of physical items), added during year	30	149
E27	Other library materials (# of physical items), withdrawn during year	5	23
E28	Other library materials (# of physical items), held at end of year	151	126
E29	Total physical items, held at start of year	23,895	21,294
E30	Total physical items, added during year	3,353	3,408
E31	Total physical items, withdrawn during year	1,724	857
E32	Total physical items, held at end of year	25,524	23,845
E33	Total downloadable items, held at end of year	89,611	87,757
E34	Total physical and downloadable items, held at end of year	115,135	111,602

Licensed Databases

Refer to the State Library of Iowa's website to determine how databases and other electronic resources are counted.
<https://www.statelibraryofiowa.gov/index.php/libraries/search/survey/elecresfy21>

E35	Number of licensed databases funded locally or by other non-state funded cooperative agreements (or consortia) within the state or region.	3	3
E36	Number of licensed databases funded by the state government or The State Library of Iowa. Count Gale as 41, Credo Reference as 1, Chilton Library as 1, Transparent Languages as 1, and Brainfuse as 1. Maximum amount for this line is 45. Prefilled and locked by the State Library.	45	45
E37	Total licensed databases	48	48

Section F - Circulation

Report circulation for FY21 (July 1, 2020 to June 30, 2021). Circulation should only be counted for items checked out of the library's collection for use outside of the library, including renewals. DO NOT count automatic renewals as circulation. DO NOT count in-house use or computer use as circulation. *COVID-19 Note: make sure to report items checked out through curbside service as circulation.*

Circulation Transactions of Physical Items

F01	Adult books	7,020	6,000
F02	Young adult books	9,042	8,016
F03	Children's books	11,518	13,648
F04	Video recordings (physical formats)	3,436	5,549
F05	Audio recordings (physical formats)	709	841
F06	Serials (physical formats)	506	538
F07	All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, WiFi Hotspots, tools, video games, etc.)	1,384	913
F08	Total PHYSICAL circulation by material type	33,615	35,505

Lines F09 and F10 should be reported as individual counts. They do not need to add up to a total. These counts are part of the physical total as reported on line F08. Do not count electronic use for lines F09 or F10.

F09	Circulation of physical items to the rural population of your own county:	5,178	7,766
F10	Total physical circulation of all materials cataloged as "children's"	22,805	24,640

Use of Downloadable Material

F11	Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library.	3,016	3,085
F12	All other e-books	666	419
F13	Total use of e-books	3,682	3,504
F14	Bridges downloadable video recordings, including use of Advantage titles. Prefilled and locked by the State Library.	3	0
F15	All other downloadable video recordings - do not include Freegal or similar.	90	103
F16	Total use of downloadable video recordings	93	103

F17	Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library.	2,927	2,540
F18	All other downloadable audio recordings - do not include Freegal or similar.	1,509	950
F19	Total use of downloadable audio recordings	4,436	3,490
F20	Bridges electronic serials - including use of Advantage titles. Prefilled and locked by the State Library.	0	75
F21	All other electronic serials - Include RB Digital or similar.	136	164
F22	Total use of electronic serials	136	239
F23	Total use of downloadable materials	8,347	7,336

Successful Retrieval of Electronic Information (Database Use)

F24	Successful retrieval of Electronic Information from Gale, Credo, Transparent Languages and Brainfuse. This used to be called Licensed database use. Prefilled and locked by the State Library.	162	240
F25	Successful retrieval of all other Electronic Information funded locally or by other non-state funded cooperative agreements. Do not count users, sessions, website hits, or online catalog use. This used to be called Licensed database use.	258	200
F26	Total successful retrieval of Electronic Information.	420	440

Circulation and Use Totals

F27	Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys).	41,962	42,841
F28	Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information)	8,767	7,776
F29	Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information. This is not the total of F27 + F28).	42,382	43,281

Interlibrary Loan

The State Library will automatically fill in data from the SILO ILL service. If your library only uses SILO for ILL, you can skip F30 to F35. Examples of other ILL services are OCLC or print forms.

F30	ILL Received from other libraries using the SILO ILL service. Prefilled and locked by the State Library.	212	159
F31	ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line.	0	0
F32	Total Interlibrary Loan received from other libraries	212	159
F33	ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library.	560	472
F34	ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line.	0	0
F35	Total Interlibrary Loan provided to other libraries	560	472
F36	Current total number of registered users as of June 30, 2021	5,288	5,011

Section G - Program Attendance and Other Services

Program Attendance

When reporting the number of programs, count the total number of events. A story time held once a week for a year is counted as 52, not as one.

When reporting attendees, count total number of attendees regardless of the age. A children's program attended by 10 children and 10 adults is counted as 20, not as 10.

Live, virtual programs are conducted via a Web conferencing or webinar platform during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time. These are considered programs for survey purposes and should be added into programming counts as indicated below.

Recordings of program content include video or audio recordings created by a library staff person (or other party sponsored by the library) and posted to a video or audio hosting platform for the audience to view or list to on-demand. Do not include promotional or marketing content. Recordings of program content

are counted separately as indicated below.

Programs designed for adults, families, cross generational, all-ages, etc. should be reported on lines G13 TO G18.

G01	Total number of in-person library programs for children	29	281
G02	Total number of live virtual library programs for children	218	52
G03	Total number of library programs for children	247	333
G04	Total number of people attending in-person library programs for children	891	6,151
G05	Total number of people attending live virtual programs for children	1,036	347
G06	Total number of people attending library programs for children	1,927	6,498
G07	Total number of in-person library programs for young adults	5	2
G08	Total number of live virtual programs for young adults	10	0
G09	Total number of library programs for young adults	15	2
G10	Total number of people attending in-person library programs for young adults	5	25
G11	Total number of people attending live virtual programs for young adults	47	0
G12	Total number of people attending library programs for young adults	52	25
G13	Total number of in-person library programs for adults, families, etc.	0	100
G14	Total number of live virtual programs for adults, families, etc.	72	13
G15	Total number of library programs for adults, families, etc.	72	113
G16	Total number of people attending in-person library programs for adults, families, etc.	0	790
G17	Total number of people attending live virtual programs for adults, families, etc.	301	122
G18	Total number of people attending library programs for adults, families, etc.	301	912
G19	Total number of library programs	334	448

G20	Total number of people attending library programs	2,280	7,435
G21	Total number of recordings of program content for children	39	12
G22	Total number of recordings of program content for young adults	8	0
G23	Total number of recordings of program content for adults, families, etc.	9	13
G24	Total number of recordings of program content	56	25
G25	Total number of views of program content recordings for children	197	56
G26	Total number of views of program content recordings for young adults	117	0
G27	Total number of views of program content recordings for adults, families, etc.	240	1,154
G28	Total number of views of program content recordings	554	1,210

Other Services

G29	Door count annually - do not count curbside delivery or other services provided while the library is physically closed to the public as door count	15,929	25,581
G30	Is annual door count based on an annual count (i.e. with a door counter) or an annual estimate based on a typical week or weeks? Choose one of the options listed below:	CT - Annual Count	Annual Count
G31	Total number of reference transactions annually	585	360
G32	Is number of annual reference transactions based on annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options below:	CT - Annual Count	Annual Count
G33	Number of Internet computers for public use	21	21
G34	Number of uses of public Internet computers <u>ANNUALLY</u>	1,550	3,118

(You may count a typical week and multiply by 52)

- G35 Is the number of uses of public Internet computers based on an annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? **(NEW)** CT - Annual Count
- Choose one of the options listed below:
- G36 Number of wireless sessions annually - for libraries subscribing to the statewide WhoFi service. Prefilled and locked by the State Library. 0 0
- G37 Number of wireless sessions annually - for libraries without the statewide WhoFi service. 4,915 8,181
- G38 Total number of wireless sessions annually 4,915 8,181
- G39 Is number of wireless sessions based on an annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. Libraries that use WhoFi only should report as an annual count. If unsure, leave blank and skip to G40: **(NEW)** CT - Annual Count

Annual Count
Annual Estimate based on typical week(s)

- G40 Website visits for libraries with a PLOW website annually. Prefilled and locked by the State Library. 0 5,316
- G41 Website visits for all other libraries annually. Libraries unable to collect a count of their website visits should report **N/A**. Libraries without websites should report **-3**. 83,030 22,464
- G42 Total website visits annually 83,030 27,780

Section H - Library Buildings - Hours and Square Footage

Make sure to consider closures due to COVID-19 when calculating number of hours and weeks open. For example, if your library is normally open for 52 weeks, but was closed for 20 weeks due to COVID-19, report 32 on line H02.

- H01 Total number of hours open to the public during FY21 (July 1, 2020 to June 30, 2021) at the main library only: 2,805 2,860
- H02 Total number of weeks open to the public

	during FY21 (July 1, 2020 to June 30, 2021) at the main library only (round to the nearest whole number of weeks):	50	52
H03	Square footage of main library. Prefilled and locked by the State Library.	7,385	7,385
H04	Total number of weeks the main library was closed to the public during FY21 (July 1, 2020 to June 30, 2021) due to COVID-19.	1	3
H05	Total number of weeks the main library had limited occupancy during FY21 (July 1, 2020 to June 30, 2021) due to COVID-19.	1	12

Section H Totals

H12	Total number of hours open annually at the main library and all branches. (Click the SAVE button to calculate the total.)	2,805	2,860
H13	Total number of weeks open annually at the main library and all branches (Click the SAVE button to calculate the total.)	50	52
H14	Total square footage of main and all branch libraries (Click the "SAVE" button to calculate the total.)	7,385	7,385

Section I - COVID 19 related questions

The following questions were added in the FY20 survey in order to assess the impact of the COVID-19 pandemic on library services. The impact extended into FY21, so we will continue with most of these questions this year. Answer Yes or No to the following questions if you know for sure that you provided the listed service or not. If you aren't sure, leave the question blank.

- I01 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? (YES/NO)
- Hours open clarification: An outlet is considered physically closed when the public cannot access any library buildings or bookmobiles, regardless of staff access. A building can be physically closed but still offer virtual or "curbside" services outside the building.
- | | |
|-----|-----|
| Yes | Yes |
|-----|-----|

I02	<p>Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic? (YES/NO)</p> <ul style="list-style-type: none"> • Services to the public can include providing reference service, hosting virtual programming or recorded content, curbside delivery, etc. Staff can be located or home or in a closed library while providing these services. 	Yes	Yes
I03	<p>Did the library allow users to complete registration for library cards online without having to come to the library DURING the Coronavirus (COVID-19) pandemic? (YES/NO)</p>	Yes	Yes
I04	<p>Did the library provide reference service via the Internet or telephone during the Coronavirus (COVID-19) pandemic? (YES/NO)</p>	Yes	Yes
I05	<p>Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic? (YES/NO)</p> <ul style="list-style-type: none"> • Includes any contactless or minimal contact provision of circulation items. Similar terms could include curbside, vestibule, or porch pickups, delivery (mail or drop-off), drive-thru, etc. NOTE: Circulation of these items should be reported as circulation in the appropriate category in section F. 	Yes	Yes
I06	<p>Did the library intentionally provide access to Wi-Fi Internet access to users outside the building at one or more outlets DURING the Coronavirus (COVID-19) pandemic? (YES/NO)</p>		Yes
I07	<p>Did the library increase access to WI-FI Internet access to users outside the building at one or more outlets during the</p>	No	No

Coronavirus (COVID-19) pandemic?
(YES/NO)
108 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic? (YES/NO)

- NOTE: Include reassignments to other government agencies (e.g., to provide unemployment claims), as well as other activities such as the use of library staff to distribute school lunches and other materials. Volunteering during work hours would count, but volunteering off hours would not.

Yes

Yes

109 Does the library check out WIFI hotspots for use outside the library? (YES/NO)

Yes

Yes

All libraries submitting an annual survey must also submit a Signature Page to certify accuracy. This document is also included in the Print Application Form. Click [here](#) to print off the form, sign it, and return it to Toni Blair as listed on the document.

BONDURANT COMMUNITY LIBRARY



INTERLIBRARY LOAN POLICY

The Bondurant Community Library recognizes the importance of Interlibrary Loan (ILL) to provide materials of specialized interest to supplement the local collection. ~~The cost of ILL must be considered in determining those items appropriate to request.~~

In general, these items **shall not** be requested:

- Best sellers (while on list of less than 4 months old).
- Ephemeral materials (pamphlets).
- College texts or other direct curriculum support materials.

Borrowing from other libraries:

The Bondurant Community Library will make every effort to borrow material, mainly books, from other Iowa libraries or out-of-state libraries if not available in Iowa.

~~\$3.00 will be charged for each requested item. This fee will be waived for students.~~
~~In addition,~~ Patrons will pay the following expenses incurred in ILL:

Expenses may be, but not limited to:

1. Overdue costs—patron will be assessed these costs when charged by the lending library.
2. Replacement costs—items not returned shall be billed to patron as billed by the lending library. This may include processing costs as well as replacement cost of item.
3. Special handling costs—some libraries request their materials be returned in special ways and these costs will be passed on to the patron.
4. Any interlibrary loan which has been requested and not picked up will have full postage costs billed to the patron **if applicable.**

5. Any other charges—patrons will be asked to pay other charges such as damage to materials.

Patrons using ILL services must have a Bondurant Community Library card, be a resident of the City of Bondurant or rural Polk County, and be in good standing.

ILL's will not be requested for Open Access patrons. Open Access patrons must request ILL items from their local library.

Number of items—patrons are limited to 3 active Interlibrary Loans at any one time. Patrons who fail to take possession of requested ILL items three times will not be allowed to make further requests for one calendar year.

Loaning to other libraries:

The Bondurant Community Library will loan materials abiding by the rules set forth by the regulators of the ILL program.

Revised by the Bondurant Community Library Board of Trustees

12/2002, 09/2007, 09/2009, 09/2012, 01/2015, 4/2018, 11/2020



BONDURANT COMMUNITY LIBRARY HOURS OPEN POLICY

Hours Open

Monday	9:00 AM – 7:00 PM
Tuesday	9:00 AM – 7:00 PM
Wednesday	9:00 AM – 7:00 PM
Thursday	9:00 AM – 7:00 PM
Friday	9:00 AM – 5:00 PM
Saturday	9:00 AM – 4:00 PM
Sunday	12:00 PM – 5:00 PM

Holiday Hours

Library is closed on the following holidays:

New Year's Day

President's Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Friday After Thanksgiving Day

Christmas Eve Eve 1 pm Closing

Christmas Eve Day

Christmas Day

New Year's Eve Day 1 p.m. Closing

If any of the above holidays fall on a Sunday, the library will be closed on Monday following the holiday.

Other closings will be at the discretion of the director and/or the Library Board of Trustees.

Adopted by the Bondurant Community Library Board of Trustees 4/1990

Reviewed 5/1993, 11/1994, 12/2004, 10/2009, 08/2012, 12/2018, 12/2020

Revised 12/2002, 2/2005, 08/2007, 2/2015, 12/2016, 12/2017, 12/2018, 12/2019

BONDURANT COMMUNITY LIBRARY

SELECTION/COLLECTION DEVELOPMENT POLICY



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I. PURPOSE OF POLICY

The purpose of this policy is:

1. To follow the stated mission of the Bondurant Community Library.
2. To guide librarians in the selection of materials.
3. To inform the public about the principles upon which selections are made.

II. COMMUNITY AND CLIENTELE DESCRIPTIONS

The Bondurant Community Library strives to provide books and other library materials of value and interest for information and enlightenment for all the people of the community. The library attempts to maintain a collection of carefully selected representative book and non-book materials that are both of current interest and permanent value. Since the community the Library serves is both rural and urban, it will strive to meet the demands from both areas. It attempts to serve children, young adults, adults, and elderly.

III. DEFINITION OF MATERIALS "SELECTION"

"Selection" refers to the decision that must be made to add material to the collection or to retain material already in the collection.

IV. RESPONSIBILITY FOR SELECTION

The responsibility for selection lies with the Director and professional staff. The City Code of Bondurant bestows the responsibility for purchase to the Library Board of Trustees. The By-Laws of the Library Board of Trustees grant the authority to purchase materials to the Library Director. The general public and staff members may recommend items for consideration. Ultimate responsibility for selection rests with the Director, who operates within the framework of policies determined by the Library Board of Trustees.

V. PURPOSE OF THE COLLECTION

To maintain a well-balanced and broad collection of current materials in various formats and levels of comprehension which will support the working, cultural,

educational and leisure time needs of citizens in our service area regardless of their age, social and physical condition, or level of intellectual achievement.

VI. SELECTION CRITERIA AND PROCEDURES

- A. The library subscribes to the general principles embodied in the Freedom to Read, Library Bill of Rights, Freedom to View Statement, and American Library Association's Intellectual Freedom Manual. These statements are prepared by the American Library Association.
- B. Because the library recognizes its responsibility to provide access to all aspects of the human record, the widest possible variety of subjects and views are included in the collection. Selection is based on the merit of a work in relation to the need and interest of the community. Critical judgment is used to select those items best suited to fill these needs. Cost, space, usefulness, demand and current holdings must be considered. Freedom of choice is an essential prerequisite of democratic library service. The Library's immunity from attack of censorship is reasonably assured by providing a written materials selection policy based on the Library Board's approval of the documents listed above.
- The library encourages suggestions and comments about the collection. They are important in helping to decide what to acquire. The library follows accepted principles of intellectual freedom.
- C. The Library will not remove specific titles solely because individuals or groups may find them objectionable. All material shall be judged as a whole. No work shall be judged for exclusion by taking single passages out of context and basing condemnation of that book on such lifted passages. The Bondurant Community Library does not supply textbook and specialized materials for public school, community college and university curricula.

- D. Books and other materials for the Youth Department are selected from those which are considered to be of value and interest to children from pre-reader through pre-adulthood. These materials are not necessarily shelved by age groupings. The library attempts to make all its resources available to users of all ages with emphasis on need, interest and ability rather than chronological age.
- E. In order to provide access to materials beyond the financial limitations and storage capacity of the Bondurant Community Library, the library participates in a variety of interlibrary cooperative arrangements, including membership in regional, state and nationwide interlibrary loan networks for both print and non-print materials.

VII. SELECTION OF SPECIFIC MATERIALS

A. General Materials

NON-FICTION

Non-fiction selected for the permanent collection is chosen carefully for its usefulness, accuracy, level of complexity for the intended audience, cost, and contribution to a well-balanced collection in all subject areas.

Materials for which there is heavy but temporary demand are selected with less emphasis on these requirements and are kept as part of the collection until demonstrated interest has diminished.

FICTION

The library attempts to provide a permanent collection of standard fiction by recognized authors. In addition, a wide-ranging selection of contemporary fiction is purchased, including, but not restricted to, mystery, western, historical, science fiction, avant-garde and light romance titles. The interest and requests of library users are generally followed. Multiple copies of

frequently used titles are provided, with preference for additional copies in paperback when possible.

PAPERBACKS

A paperback book collection is maintained. While key titles are purchased to meet current interest and add variety, many donated paperbacks are also added to the collection.

To meet demands for specific titles already in the cataloged collection, additional copies of paperback reprints are purchased and cataloged.

MAGAZINES AND NEWSPAPERS

A collection of magazines providing information and recreational reading is maintained. The Bondurant Community Library subscribes to ~~Gale data bases~~ and to on-line digital databases, to further enhance the magazine collection for informational needs.

The Des Moines Register Monday thru Saturday editions are maintained in the collection for a period of one month. The weekly local Altoona Herald is maintained in the library for a period of one month.

LOCAL HISTORY

Materials in whatever format available which contribute information about Bondurant and Polk County history are purchased whenever possible, with less regard for quality of presentation than for those materials in the general collection.

The library will maintain a collection of Bondurant-Farrar School District yearbooks.

VIDEO MATERIALS

The library maintains a circulating collection of DVDs. In selecting DVDs, emphasis is placed on popular films, family entertainment and children's materials.

INFORMATION/REFERENCE COLLECTION

A major function of the library is to provide the public with accurate, up-to-date, readily accessible information on a wide variety of topics.

~~Encyclopedias are available in an on-line format through BrainFuse database.~~
Current reference tools in subject areas are purchased.

LARGE PRINT

Books in large print format are purchased for those readers with visual handicaps. Recent best sellers and titles of proven popularity are added regularly.

AUDIO AND CD MATERIALS

Audio and CD materials are selected from professional review sources and include fiction, non-fiction, and foreign language materials.

VIDEO GAMES

The gaming systems Wii and Xbox are available for in-library use. Games are purchased with cost and availability consideration.

B. Young Adult Materials

The Young Adult division provides materials for adolescent youth. Fiction and non-fiction titles are selected from review sources, which specialize in materials for young adults.

C. Children's Materials

The Children's Department provides books and other materials for the very young children and up to approximately the sixth grade. Materials are selected to excite the pre-reader, to fill recreational needs, personal hobbies and interest, and to supplement school projects and assignments through the elementary years.

High quality of writing and illustration is a primary consideration. General demand is also a factor. Since children, as well as adults, have various levels of ability, knowledge and interest, bridging types of books and other materials are made available.

Materials in areas of social and personal awareness, and of cultural and sociological concern are chosen at all levels in both fiction and non-fiction, reflecting current as well as traditional values.

Classics, popular standard titles and authors are purchased.

Children's books are usually available in a variety of binding: pre-bound, publisher's library edition, trade edition, paper, hard-bound paperback, and board books. Quality of binding, cost, and projected use are taken under consideration when choosing materials.

Audio materials with books are chosen to add to a child's experience and to increase enthusiasm toward library services.

D. Electronic Resources

The library selects electronic resources to complement and supplement traditional print materials. Rapid changes in both the extent and format of electronic resources require their continuous evaluation.

The library uses the same criteria for the selection of electronic resources as it uses for print media. Criteria include the scope of the resource, popular interest, currency, intellectual level, and relationship to the library's total collection.

The relationship of an electronic resource to any print counterpart will also be considered. Electronic resources will not necessarily replace print sources unless 1.) they render a print source obsolete, and/or 2.) cost or user demands permit the use of an electronic resource only.

Preference is given to resources that are compatible with the hardware and software already owned by the library. Licensing requirements and networking capability are also considered.

The above criteria for electronic resources are vital in meeting the needs of library users.

VIII. COLLECTION MAINTENANCE/WEEDING

Continued analysis of the collection, needs and interests of the community, request and reserve lists, availability of similar materials, cost, physical condition and the availability of specific titles, will be considered in determining the number of copies of each title the library should have, and when a volume should be replaced, repaired, or withdrawn.

The Library maintains an active program of weeding the collection. Material that is no longer used, or that is worn, damaged, outdated, or duplicate may be removed from circulation. Other factors taken into consideration are frequency of circulation, community interest, space, availability of other material on the subject and State Library standards for weeding for Accreditation purposes.

IX. REQUESTS FOR RECONSIDERATION

Because the library follows accepted principles of intellectual freedom and recognizes its responsibility to provide access to all aspects of human record, a patron may object to specific books or other library materials. Specific titles will not be removed from the collection solely because individuals or groups may find them objectionable. The following procedure will be used to request an item for reconsideration:

- Patron may request the reconsideration form. (See attached).
- This form is returned to library staff.
- The material will be referred to the Reconsideration Committee, who will evaluate the material and report to the Library Board of Trustees.
- The Library Board will then make the decision as to whether the material should be removed from the library collection.
- The Reconsideration Committee serving the Bondurant-Farrar School District shall also serve the Bondurant Community Library in this capacity. This committee shall meet as the need arises.

Adopted by the Bondurant Community Library Board of Trustees

3/1990

Revised:

5/1990, 12/2002, 11/2005, 1/2009, 6/2012, 4/2015, 6/2019, 3/2021

Addendum:

**BONDURANT COMMUNITY LIBRARY
RECONSIDERATION OF LIBRARY MATERIALS**

No citizen in a democracy has a right to prevent another from reading a specific book by demanding the removal from the library's shelves. However, the library does welcome comments and criticisms of the collection. Anyone wishing to make a formal complaint may do so by filling out the form "Citizen's Request for Reconsideration of Library Material."

Action taken by the Board of Trustees shall be considered final by all parties concerned.

CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Author: _____

Hardcover: _____ Softcover: _____ Other: _____

Title: _____

Publisher: _____

Request Initiated by: _____

Address: _____

City: _____ State: _____

Phone: _____

Complainant Represents: Himself: _____

Organization (name): _____

1. Have you read the entire book? Yes () No ()

2. What is/are your objection(s) to the book? Please cite specific page numbers when referring to specific examples or type of content.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an

orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist

idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

- 2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

- 3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

- 4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be

discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they*

can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the Intellectual Freedom Manual.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

American Library Association Intellectual Freedom Manual can be found at the following: <http://www.ifmanual.org/>.