



Agenda
Bondurant Community Library - Library Board of Trustees
104 2nd Street NE
Bondurant, Iowa 50035
Bondurant Community Library – Group Study B
6 pm
Wednesday, November 1, 2023

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

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

To connect to the virtual meeting please use the following link

<https://us02web.zoom.us/j/89156512210?pwd=ZmkrV2U5QmkwM1BPOEY2SWE5NTJVUT09>

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

Meeting ID: 891 5651 2210 Password: 980971

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 –October 2023
 - b) Financial Report
 - c) Approval of Warrant List/Authorize expenditures
 - d) Staff Report -- October
 - e) Director Report -- October
 - 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 8 Trustee Handbook
 - b) Discussion/Decision Contracting City
 - c) Discuss/Approve Purchasing Policy
 - d) Discuss/Approve Photography & Video Policy
 - e) Discuss/Approve Artwork Display Policy
 - f) Discussion Trustee Term Appointments-Terms ending 1/1/2024
 - g) Discussion Budget Prep 2025
 - h) Discussion/Decision Mobile Staff Desk purchase
- 10) Board President Items

11)Adjournment

Next meeting December 6, 2023

Any person with a disability who requires a modification or accommodation in order to participate in the meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the Library Board of Trustees during the meeting, should contact the Library Director, (515) 967-4790 or jills@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, October 4, 2023

1. **Roll Call:** *Members Present:* Josh Bryant, Sue Ugulini, Julie Bergeson, Amber Flinn and Jen Keeler. Library Director Sanders and assistant Director Klinker-Feld were also present.
2. **Call to order:** Meeting called to order at 6:02 PM by President Bryant.
3. **Guests present:** Matt Silanpaa, City Council Liaison
4. **Perfecting and Approving the Agenda:** Motion to approve the agenda as amended by Ugulini, seconded by Keeler. Motion carried.
5. **Approval of Consent Agenda:**
 - a. Minutes of past meeting – September 2023
 - b. Financial Report
 - c. Approve Warrant list / authorize expenditures
 - d. Staff Report - September
 - e. Director's Report – September
 - f. Statistics Review

Director Sanders provided an update on the NeoGov charges following meeting with the City Administrator. Motion to approve the above consent agenda by Keller, seconded by Bergeson. Motion carried.
6. **Public Comments:** None.
7. **Library Foundation Update:** Upcoming events: Book Sale, 10/20/23 – 10/23/23; Trivia Night, 11/18/23; 3rd Annual Mini-Golf Event: February 2024. Volunteers needed.
8. **Friends of the Library Update:** Upcoming events: Book Sale, 10/20/23 – 10/23/23; Trivia Night, 11/18/23; 3rd Annual Mini-Golf Event: February 2024. Volunteers needed.
9. **City Council Liaison Report:** Strategic Plan update.
10. **Old Business:** None.
10. **New Business:**
 - a. **Trustee Training – Chapter 7 Trustee Handbook:** *Planning for the Library's Future.* Reviewed and discussed this chapter on strategic planning.
 - b. **Discussion/Approve Polk County Rural Service Structure Plan.** Director Sander's told that physical check-out will remain the same; digital will need to be consolidated; updating map. Motion to approve and by Bergeson, seconded by Flinn. Motion carried.
 - c. **Discussion/Approve Story Construction's Recommendation of Substantial Completion.** Motion to approve by Ugulini, seconded by Keeler. Motion carried.

d. Discussion/Approve Sex Offender Policy: Motion to approve by Ugulini, seconded by Bergeson. Motion carried.

e. Discussion/Approve Social Networking Policy: Motion to approve by Bergeson, seconded by Keeler. Motion carried.

11. Board President Items: None.

12. Adjournment: Motion to adjourn by Keeler, seconded by Bergeson. Motion carried.

Next Meeting: Wednesday, November 1, 2023 at 6 PM.



Budget Report Account Summary

For Fiscal: 2023-2024 Period Ending: 10/31/2023

	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	453.88	2,053.95	-1,946.05 48.65 %
001-410-2-4465	CO CONTRIB LIBRARY-POLK CO AUD	33,000.00	33,000.00	0.00	0.00	-33,000.00 100.00 %
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	12,385.90	98,690.79	232,195.52 70.17 %
001-410-6020	SALARIES-PART-TIME	76,633.81	76,633.81	2,559.58	24,256.53	52,377.28 68.35 %
001-410-6210	ASSOCIATION DUES	1,500.00	1,500.00	0.00	0.00	1,500.00 100.00 %
001-410-6230	TRAINING	2,997.86	2,997.86	0.00	2,482.64	515.22 17.19 %
001-410-6240	MEETINGS & CONFERENCES	5,000.00	5,000.00	553.48	1,172.21	3,827.79 76.56 %
001-410-6310	BUILDING & GROUND MAINTENAN...	15,000.00	15,000.00	0.00	3,432.70	11,567.30 77.12 %
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	440.00	560.00 56.00 %
001-410-6371	ELECTRIC / GAS	24,000.00	24,000.00	0.00	5,985.00	18,015.00 75.06 %
001-410-6373	TELECOMMUNICATION EXPENSE	42,000.00	42,000.00	0.00	11,472.36	30,527.64 72.68 %
001-410-6411	LEGAL EXPENSE	1,500.00	1,500.00	0.00	0.00	1,500.00 100.00 %
001-410-6419	COMPUTER SUPPORT	8,000.00	8,000.00	0.00	1,718.71	6,281.29 78.52 %
001-410-6499	CONTRACT SERVICES	33,500.00	33,500.00	0.00	4,102.82	29,397.18 87.75 %
001-410-6502	PRINTED MATERIALS	49,000.00	49,000.00	0.00	9,652.71	39,347.29 80.30 %
001-410-6503	DIGITAL MATERIALS	21,000.00	21,000.00	0.00	5,563.45	15,436.55 73.51 %
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	0.00	1,616.40	4,383.60 73.06 %
001-410-6507	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	309.56	690.44 69.04 %
001-410-6508	POSTAGE-SHIPPING	1,500.00	1,500.00	127.28	536.85	963.15 64.21 %
001-410-6580	MISCELLANEOUS	1,000.00	1,000.00	0.00	0.00	1,000.00 100.00 %
001-410-6599	LIBRARY PROGRAMS	11,000.00	11,000.00	0.00	1,422.54	9,577.46 87.07 %
001-410-6725	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	0.00	790.00	8,210.00 91.22 %
Department: 410 - LIBRARY Surplus (Deficit):		-606,217.98	-606,217.98	-15,172.36	-172,118.02	434,099.96 71.61%
Fund: 001 - GENERAL FUND Surplus (Deficit):		-606,217.98	-606,217.98	-15,172.36	-172,118.02	434,099.96 71.61%

Budget Report

For Fiscal: 2023-2024 Period Ending: 10/31/2023

	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	3,114.34	-1,385.66 30.79 %
167-410-2-4705	T/A-LIBRARY DONATIONS	1,500.00	1,500.00	280.25	21,352.20	19,852.20 1,423.48 %
167-410-4-4300	INTEREST - LIBRARY T&A	0.00	0.00	0.00	91.73	91.73 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	0.00	4,414.05	15,585.95 77.93 %
Department: 410 - LIBRARY Surplus (Deficit):		-15,000.00	-15,000.00	280.25	20,144.22	35,144.22 234.29%
Fund: 167 - LIBRARY GRANT Surplus (Deficit):		-15,000.00	-15,000.00	280.25	20,144.22	35,144.22 234.29%

Budget Report

For Fiscal: 2023-2024 Period Ending: 10/31/2023

	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):	-771,217.98	-771,217.98	-12,452.11	-148,719.80	622,498.18	80.72%

Budget Report

For Fiscal: 2023-2024 Period Ending: 10/31/2023

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	280.25	20,144.22	35,144.22	234.29%
Fund: 167 - LIBRARY GRANT Surplus (Deficit):	-15,000.00	-15,000.00	280.25	20,144.22	35,144.22	234.29%

Budget Report

For Fiscal: 2023-2024 Period Ending: 10/31/2023

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 351 - LIBRARY CAPITAL						
410 - LIBRARY	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):	-771,217.98	-771,217.98	-12,452.11	-148,719.80	622,498.18	80.72%

Bondurant Community Library
Library Board of Trustees
November 1, 2023

Warrant List

Company	Description	Budget Code	Invoice	Amount
Baker & Taylor	Books	001-410-6502	2037793281	\$93.00
	Books	001-410-6502	2037818582	\$318.51
	Books	001-410-6502	2037830223	\$654.23
Bryant, Josh	Mileage to Trustee Training Mitchellville	001-410-6240	100	\$9.83
Bondurant Chamber	Annual membership	001-410-6210	1967	\$100.00
City Credit Card	Snacks for Leadership Training	001-410-6230	none	\$3.78
Conrad Fenton	Carpet Cleaning	001-410-6310	none	\$2,446.00
Demco	book processing supplies	001-410-6506	7383562	\$131.85
Diam	Pest control	001-410-6310	697760	\$75.00
Hoopla	digital content	001-410-6503	504430101	\$708.54
Kadeth	7/28/2023 Computer Support	001-410-6419	6583	\$125.00
Kadeth	8/1 Computer Support	001-410-6419	6602	\$125.00
Kadeth	9/5/2023 Computer Support	001-410-6419	6630	\$125.00
Klinker-Feld, Michell	Toll to ARSL conference Wichita, KS	001-410-6240	672429	\$10.00
Konica Minolta	copier	001-410-6499	5026989794	\$242.35
Konica Minolta	phone	001-410-6373	820004698	\$304.41
MicroMarketin g	Large Print books	001-410-6502	934005	\$81.18
MicroMarketing	Large Print books	001-410-6502	934935	\$43.45
MidAmerican	utitlities	001-410-6371	544732236	\$1,995.00
Mi-Fiber	Monthly Internet	001-410-6373	11424477	\$0.00
Norman & Associates	Leadership Training, Michell	001-410-6230	12741	\$824.40
	Leadership Training, Michell	001-410-6230	12742	\$824.40

**Bondurant Community Library
Library Board of Trustees
November 1, 2023**

Warrant List

Norman & Associates	Leadership Training, Michell	001-410-6230	12743	\$824.40
Petty cash	postage	001-410-6508	receipts	\$111.54
Playaway	Wonderbooks	001-410-6502	443159	\$62.19
Sanders, Jill	Mileage to MAR meeting in WSDM & Amazon return Ankony	001-410-6240	100	\$26.86
Smith, Tammy	Butterfly Garden Maintenance	001-410-6310	1	\$150.00
Stratus	cleaning	001-410-6499	6390291	\$851.56
Unique	collection service	001-410-6499	6117791	\$34.95
Verizon	Hotspot service	001-410-6373	9946048778	\$2,132.14
Visa	Books and movies	001-410-6502	Statement	\$890.09
	Book return - Credit	001-410-6502	Statement	-\$17.96
	Programming supplies - credit	001-410-6599	Statement	-\$52.20
	Programming supplies	001-410-6599	Statement	\$705.40
	Operating supplies, paper towels TP	001-410-6507	Statement	\$345.98
	T&A fall programming Friends/Foundation donation	167-410-6506	Statement	\$355.63
	Kids Headphones & Net Nanny software renewal	01-410-6419	Statement	\$75.03
	Zoom	001-410-6499	Statement	\$15.99
	ARSL- Michell & ILA Jill & Michell	001-410-6240	Statement	\$1,017.34
	Notary renewal and stamp	001-410-6580	Statement	\$53.65
	Building Maintenance trash bags	001-410-6310	Statement	\$58.85
Total Operating Expenses				\$16,451.71
Trust and Agency Expenses				\$355.63
Total				\$16,919.84

**Bondurant Community Library
Library Board of Trustees
November 1, 2023
Warrant List**

Bondurant Community Library Board President

SIGNATURE

Date

Bondurant Community Library Board Secretary

SIGNATURE

Date

STAFF REPORT OCTOBER 2023



Michell:

- Webinar “Building a Dementia Friendly Community”
- Webinar “Lunch with the State Library: Library Accreditation”
- Final Session of Leadership Excellence
- Attended ILA Conference in Dubuque
- State Library “Bridges Users Group”
- Presented at “Library Horizons: What’s New from ARSL”
- Statewide Dementia Champion Gathering
- Attended Bondurant Historical Society Meeting
- Met with Bondurant Historical Society Board for technology assistance

Megan S:

- State Library “Pop YS-SRP 2024 Preview”
- State Library “Check it Out”
- Library Journal “Fall Books Day of Dialog”

Megan M:

- State Library “Check It Out”
- Kids Lib meeting

Events in October:

- 18 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
- Book Club for grades 3-5
- Book Club for grades 6-8
- Teens Only Sunday Funday
- Pokémon Club
- STEAM Club
- 2 Sessions After School STEAM
- After School BINGO
- After School Craft
- After School Movie
- Family BINGO

- Solar Eclipse Party
- WWII Veteran Ralph Alshouse book signing
- Monster Mash Bash



Librarian items October 2023

- Director Sanders attended City Council on October 2 and 16.
- Library Staff meeting was held on October 25 at 8am before the Library opened for the day.
- Director Sanders attended Bondurant Community Library Foundation and Friends of the Library meeting on October 18.
- Director Sanders attended a Metro Area Directors Roundtable on October 25 in West Des Moines.
- The Friends of the Bondurant Community Library held their fall book sale October 20-22.
- Carpet cleaning is scheduled for October 27. It will be done on Friday evening after the Library closes and completed before re-opening on Saturday morning.



Staff is just beginning to utilize this wonderful MakerSpace Cart full of STEM items to use in programming. This cart was made possible with a grant from STEM Scale-up Program. This cart holds 40+ STEM projects. It also included curriculum and replacement supplies with over 18,000 components in all. Thank you Assistant Library Director Michell for writing this grant that will benefit and add new programming for the Library.



Chapter 8: Evaluating Service and Advocating for Advancements

Evaluating Service

The library has a strategic plan and a budget that dictate what the library should be doing to provide service to the community. It is the board's responsibility to monitor and evaluate overall results of service and programming based on these documents. Monitoring doesn't mean that you should be in the library every day observing the kind of service provided by library staff. However, the board can survey the community to measure the satisfaction of those who use the library and to identify strengths and areas for improvement. The very term "trustee" indicates what the community expects from you. The community puts its trust in you to make sure the library is operating the way it should and the library is achieving the desired outcomes. It's your job to keep an eye on the progress of the library for the community.

A successful library reflects the strategic plan and the annual budget working to support each other.

Board Evaluation

Another aspect of evaluation is gauging the effectiveness of the board itself. Successful boards pay attention to communication, relationships, and hold themselves accountable for smart decision making. The most highly functioning libraries are led by highly functioning boards.

Your group should take time every year to formally evaluate board performance. The purpose of a board evaluation exercise is not to find fault with individuals, but instead to identify strengths and areas for improvement. A board evaluation should be followed with a plan to improve. See **Appendix** for sample board assessment tools.

Advocating For Advancements

As a library advocate, it is necessary that you understand the value and importance of public library service. And further, that you communicate that value to the community, government leaders, and other decision-makers. When you advocate for better public library service, you are promoting a better quality of life for your community today and in the future. Advocacy is a primary role of library trustees because you have statutory responsibility for your library's governance and are expected to better its services.

As a volunteer leader of the library, you can be a good advocate for the organization because your motivation is service to the community. Board members are also community leaders and influential in the community, prime qualities for an advocate. You serve as the connection between the local community and its public library and are in a unique position to promote the library and see that it meets the needs of the community.

Advocacy efforts will generally be part of a planned board effort, where the board speaks with one voice. You, as an individual board member, can speak about the board's official position on issues and can also promote the interests of the library at any time. Advocacy may include establishing a relationship with the mayor, city council, and county board of supervisors; communicating to the taxpayers the needs and plans of the library; and carrying out public relations activities for the library.

In carrying out its advocacy role, one of the main responsibilities of library boards is to obtain adequate funding for the library. As a representative of the general public, you can make a more effective case for the importance of adequate funding for the library than the director, who may be viewed as having a vested interest in a larger budget.

Effective advocacy requires:

- ❖ A deep personal commitment to your library and the services it provides.
- ❖ A willingness to go out into your community on behalf of the library.
- ❖ A sense of what the community needs the library to be in the future.
- ❖ A willingness to work to help move the library forward.

Telling the Library Story

Don't wait for a budget presentation to make a case for needed funding or to describe library programs and services. To make sure the library is seen as an essential community service, tell the library story all year. Invite officials to library programs and activities. Ask the director to provide reference services and assistance to city departments and officials. Share your successes with your city and county. Awards, record numbers at summer library programs, staff accomplishments and news articles should be part of regular reporting about the library to the city council.

In your community there are people who use the library and people who pay taxes to support the library but do not use it. Embrace all community members and be prepared to work with groups as well as individuals. This means not just waiting for an invitation, but initiating opportunities to meet with community groups such as Rotary, Kiwanis, school parent-teacher groups, and the Chamber of Commerce. Learn about community issues, interests, and concerns. Work with the director and other board members to communicate how the library can meet the needs of the community.

A successful advocate can bring new users and new revenue into the library, as well as increased awareness of library service. Legislators have been known to change their view of libraries after speaking to a trustee advocate. Or the people you talk with might become so enthused that they will leave a bequest to the library in their will, help with a fundraiser, or speak to state or federal legislators on behalf of the library.

Intellectual Freedom Advocate

Finally, as a trustee advocate, you will be a defender of intellectual freedom, defined by the American Library Association as the “the right of every individual to both seek and receive information from all points of view without restriction.” Once the board has established a collection development policy and library resources are purchased which respond to community needs, trustee advocates must recognize a sacrosanct responsibility to permit people access to those materials. One of the most frequent questions asked of trustee advocates (usually in front of an audience) is whether a particular book or other item should be in the library's collection. The response must be unequivocal in defense of intellectual freedom.

See **Chapter 15: Intellectual Freedom** for more information.

“A library outranks any other one thing that a community can do to benefit its people.”

Andrew Carnegie

BONDURANT COMMUNITY LIBRARY

PURCHASING POLICY



Purpose of the Purchasing Policy: The Bondurant Community Library Board of Trustees are responsible for approving the expenditure of all library funds over which it has control. However, the Library Director is authorized and directed to take such action with respect to the expenditure or commitment of the library funds as defined in this policy.

The purchasing function involves the procurement of materials, supplies, education and training, equipment and services at the lowest possible cost consistent with the quality needed for the proper operation of the library. The intent of this policy is to promote fiscal responsibility.

General Practices

- Whenever possible, purchases shall be requested to allow for ample time for processing and delivering the order.
- Supplies shall be of a quality to suit the intended purpose at the least expense.
- Supplies shall be purchased in sufficient quantities that will meet the normal requirements of the library for a reasonable time.
- Every effort shall be made to purchase supplies and services from vendors who have businesses within the City of Bondurant/metro area. Exceptions to this policy may include:

When supplies or services are not available from local vendors or prices of local vendors exceed prices of vendors located outside the corporate limits.

When supplies or services are available locally but have to be ordered or scheduled, requiring inordinate delay in the library's work, project or activity.

In emergency situations when local businesses are closed or personnel are outside of the City.

Authorized Individuals

The Library Director must first approve any request for purchase. The Library Director may appoint a member of the Library staff to maintain inventories and prepare requests for the Library. Notification of such an appointment shall be made to the City Clerk/Finance Director and/or the City Administrator.

With respect to this policy, the City Clerk/Finance Director may act on behalf of the City Administrator in his/her absence.

City Clerk/Finance Director

The City Clerk/Finance Director will ensure that, for accounting purposes, necessary records are kept and made available for reference.

Library Director

Any order over the amount of \$5000 shall be approved by the Library Board of Trustees. The Library Director may approve up to \$5000 for budgeted and unbudgeted items. Any item over these amounts will go before the Library Board of Trustees for approval.

The Library Director is authorized to obligate the library for expenses in excess of \$5000 for emergency repairs and equipment without prior board action provided such expenditures can be accommodated within the budget limitations for such items.

Emergency Purchases:

An emergency situation exists when an item or service that is necessary to the Library's work, project or activity must be purchased as soon as possible, so as not to jeopardize that particular work, project or activity.

The Library Board of Trustees approval will be necessary for applicable purchases over \$5000.

Public contracts and bid lettings are exempt from this policy as they are defined by statutes of the State of Iowa.

Types of Purchases

General:

The circumstances which are involved in the purchase of an item and/or service vary considerably. The following types of purchases define the situation, explain the purchasing procedures involved and describe the role of the Library in the process. Each verbal quote shall be documented by the Library Director. Written quotes will be supplies by the vendor.

Petty Cash:

Petty cash may be used to make purchases of under \$50.00. Approval is required by the Library Director and must be signed out by the Library Director. A receipt is required for all petty cash purchases. The Library Board of Trustees must authorize any increases or decreases to the petty cash fund. The petty cash drawer is under no circumstances to be used for one's own personal use. Starting cash drawer of \$20.00 for the Library cash register is not considered petty cash and should not be used to make purchases.

Routine Purchases:

Those budgeted items or services which are used by the Library in the operation of Library business that are neither ongoing nor contractual purchases as defined below and have a value of less than \$5000 are routine purchases. Final approval for any purchase above \$5000 will be given by the Library Board of Trustees.

Purchase with a value under \$5000

Those budgeted items or services which are used by the Library in the operation of Library business that are neither ongoing nor contractual purchases as defined below and have a value of less than \$5000 do not require any formal purchasing procedures Purchases may be made by any Library employee authorized by the Library Director.

Purchase with a value of over \$5000

Any budgeted item and/or service with a value of over \$5000 requires a minimum of two (2) quotations or submitted bids from interested vendors unless the item or service obtained or provided is such that two (2) quotations cannot be obtained.

Bids or quotations will be written. Final approval must be given by the Library Board of Trustees.

On-Going Purchases:

Any item or service which is used by the Library on an on-going basis and which, by the nature of the item or service, is not subject to comparative buying, is available only through one vendor, and is accordingly billed at regular, consistent, and predictable intervals, is an on-going purchase and is not subject to the purchasing procedures and will be paid by regular Library Board of Trustees approval when possible, unless the due date is prior to the next Library Board of Trustees meeting. Under those circumstances, payment will be made with an interim warrant.

List of On-Going Purchases:

- Only those items, services, and/or vendors listed in this section are on-going purchases. Any changes or additions to the following list must be made with the approval of the Library Board of Trustees.
- Postal services, including routine postage fees such as: Overdue notices Interlibrary Loan mailing and postage stamps.
- Contractual purchases and maintenance agreements. Those items or services which are provided as a result of the Library entering into a binding and legal agreement with the vendor are contractual purchase maintenance agreements for equipment initially purchased according to the purchasing policy. Such expenditures shall be processed in accordance with the established financial policy and, as determined by the Library Director.
- Payroll and payroll related expenses to include: Federal/State, FICA, IPERS, health and dental premiums, payroll deductions per pay period, and flexible spending.
- Materials purchases.
- Office supply purchases.
- Equipment repairs and replacements, including technology equipment.
- Library programming purchases.
- Utility bills.
- Education and training up to \$1500 per person.

- Monthly utility expenses, including telephone and communication, and internet expenses.
- Routine replenishing of petty cash.
- Fuel purchases.
- Business credit card payments.
- Immediate payment of amounts due, which if not paid promptly would result in loss of discount, penalty for late payment or additional interest costs.

Library Credit Card

The Bondurant Community Library will maintain one (1) credit card account for library business. The Library Credit Card is an additional credit card on the City of Bondurant account. All invoicing for this card is included with the City's invoicing. The credit card will be used to expedite library purchases of materials, equipment, supplies, travel, and programs as authorized by the Library Director.

Controls:

The Library Credit Card will be housed in the Library Director's office. The Library Credit Card will be locked in a file cabinet in the office, and will be carried by the Library Director only for library business. Multiple cards for the same account will not be allowed. Library staff will be authorized to use the Library Credit Card when pre-authorized by the Library Director.

All Credit Card statements and receipts will be reviewed by the Library Director for accuracy and submitted to the City Clerk/Finance Director for payment on account. Due to the quick payment cycle of the Library Credit Card bill, it will be considered a static bill and noted as such.

Appropriate use of the Library Credit Card:

Appropriate use of the Library Credit Card will include the following activities, but not be restricted to these activities.

- Authorized travel/meeting expenses such as lodging, meals, registration fees and gas.
- Program supplies.
- Internal meeting, program supplies.

- Purchase of library materials not available through a standard vendor.
- Equipment.
- Miscellaneous supplies.
- Other items as authorized by the Library Director.

Inappropriate Use:

Inappropriate use of the Library Credit Card includes but is not limited to:

- Personal purchases not for authorized Library business.
- Willful and intentional misuse of the Library Credit Card will result in disciplinary measures.

Adopted May 2018

Reviewed: 11/2020

BONDURANT COMMUNITY LIBRARY



PHOTOGRAPHY AND VIDEOTAPING POLICY

Photography and videography are permitted on Bondurant Community Library property. These activities must not disrupt the operation or use of the library.

Guidelines

- Photography or videography by Library patrons or staff is permitted. Photography or videography that captures identifiable images of an individual is not permitted unless written consent is obtained from the individual or from the parent or guardian of an individual under 18 years of age. Obtaining consent is the sole responsibility of the photographer or videographer.
- Advance authorization must be obtained from the Library director for photography or videography by news media or for commercial purposes.
- The Library reserves the right to stop photography or videography for any reason.
- The Library is not liable for any unauthorized photography or videography on Library property.

Failure to comply may result in the suspension of Library privileges, which includes exclusion from Library property. A multi-step disciplinary process outlined in the Library's Patron Behavior Policy is followed. The Library reserves the right to advance the process if behavior warrants.

Adopted by the Bondurant Community Library Board of Trustees:
5/2012

Reviewed: 6/2015, 2/2019, 12/2020

Photo Identification Release Form

I hereby give permission for photos taken of my child/children at the Bondurant Community Library, or activity sponsored by the Library, to be used by the Library in its publications, press releases, display spaces, social media sites, and web site to document and promote the value and use of library products and services.

Name: _____

Address: _____

Phone: _____ Date: _____

Signature of parent or guardian: _____

Name of the child under the age of 18: _____

_____ May be identified by full name.

_____ Please identify by first name only.



Artwork Display Policy

The Bondurant Community Library would like to support our local arts community by offering artists the opportunity to publicly showcase their work. Using a highly visible location, our goal is to display high quality, original artwork with preference given to local artists and subject matter.

The Display Space:

The display walls are located in the hall outside the meeting rooms. The walls are painted off-white as a neutral background and are set up with a Gallery One gallery system. The system consists of wire cables which can be moved along the wall and a hook system to secure the artwork. Several doors are located in the hallway so the display space is not continuous. The wall behind the display should not be damaged in any way. Exhibitors assume responsibility for any damage to library property resulting from their use of the display space.

The display case is located at the east end of the hall and can be used for three-dimensional artwork and unique collections.

Application:

The “Artwork Display Application Form” is available both in-person at the library and on the library’s website. Submissions can be made in person, by mail, or by email. Applications may be submitted at any time. Previously selected artists may apply again, however only one application from any artist will be considered at any given time. The

Library Director and/or Library Board of Trustees will review all submissions and have sole and exclusive discretion about which artists and artworks will be displayed. All decisions are final.

Selected artists will be contacted by the Library Director to arrange the dates for display and the dates for installation of the display. Each display will remain in place for a mutually agreed upon time. No display will remain in place indefinitely.

All selected artists are required to sign an “Exhibit Release Form” which releases the library from any responsibility for display items. The library assumes no responsibility for loss, damage, or destruction of items while in transit, while on display, or during the set-up or take down of the exhibit. All items brought to and placed in the library are done so at the owner’s risk.

Guidelines:

- All artists shall present their exhibits in a tasteful, artistic, and professional-looking manner.
- Granting of permission to display materials does not imply library endorsement of content; nor will the library accept responsibility for the accuracy or inaccuracy of the statements made in such materials.
- All displays must meet existing State and Federal laws on obscenity, libel, defamation of character, and invasion of privacy. Displays may not promote or represent any activity or purpose that is in violation of local, state, or deferral ordinances or laws, including copyright and public performance laws.
- Displays may not oppose or support either a candidate for elective office or an issue appearing on any ballot.

- Displays may not be used for either promotion or opposition of specific religious or philosophical/motivational groups.
- No exhibitor may solicit members or contributions in their exhibits.
- Prospective exhibitors should keep in mind that the display space is located in a very open and prominent part of the library and will be viewable to patrons of all ages. Accordingly, the library discourages proposed exhibitions that include significant elements of sexually explicit imagery, nudity, or graphic depictions of violence.
- The name of the artist responsible for the display may be included in clear view as a part of the display.

Sales:

The library is not in any way involved in the sale of items on display. The artist may provide his/her name and contact information as a part of the exhibit and will handle patron requests for information on sales directly. The sales of any exhibited materials must take place after the exhibit has ended. No works of art may be removed during the exhibit period.

Publicity:

A short description, with or without photograph(s) of the display may be included in the library's advertising including the library's website, Facebook page, events handouts, newsletters, or other community/local news outlet. All publicity created by the library and any photographic or written record of any exhibit is the property of Bondurant Community Library, and the artist/exhibitor recognizes, agrees, and authorizes the library to make whatever use of such, at any time into the future, the library deems appropriate.

Adopted by the Bondurant Community Library Board of Trustees
October 2021

Bondurant Community Library
Artwork Display Application Form

Bondurant Community Library welcomes local artists and photographers to exhibit their work in the library!

A copy of the *Artwork Display Policy* can be obtained at the library's front desk or on the library's website. Completed applications may be delivered in person, by mail, or by email. Applications must be accompanied by photographs or file attachments (if sent by email) with JPEG images containing photographs of the artwork to be exhibited/displayed. Any materials received by the library will not be returned to the sender without prior arrangement by the applicant with the Library Director.

Name: _____

Email: _____

Address:

City: _____ State: _____

Zip: _____

Phone Number: _____

Best time to call: _____

Briefly describe the exhibit/display, the number of works to be exhibited/displayed, and the approximate dimensions of the works:

Which dates are your works available for display?

I understand that this application does not constitute a contract. If my work is chosen, I will be contacted by the Bondurant Community Library to arrange formal dates for the showing. I understand that in offering my works of art to be exhibited/displayed in the library, I release the Bondurant Community Library and all related entities from any liability for injury or damages, destruction, loss, or theft of item(s) that may occur during the exhibit/display period, during the installation or removal of the exhibit/display, or in the transportation of the exhibit/display.

Signature: _____

Date: _____

Parent's/Guardian's Name:

(If applicant is under 18 years of age)

Parent's/Guardian's Signature:

(If applicant is under 18 years of age)

Have you remembered to include photographs of the works you intend to display?



Bondurant Community Library Board of Trustees

Craig Campbell
503 Lincoln St. NE
Bondurant, Iowa 50035
Term Expires 1-1-2024 City Representative

CE Catalog Sign in

Term Began 2008

515-419-1480 Cell
goblugolds@msn.com

Amber Flinn
617 Alpha Street SW
Bondurant, Iowa 50035
Term Expires 1-1-2024 City Representative
[Joined Board in 2/2023](#)

Term began 2/2023
515-210-7816 Cell

tommyandamber@gmail.com

Josh Bryant – President
404 Shiloh Rose Parkway NW
Bondurant, Iowa 50035
Term Expires 1-1-2025 City Representative

Trustee6!

967-4949 Work
205-2354 Cell
Joshua.bryant@visionbank.com

Jen Keeler
601 Brick Street SE
Bondurant, Iowa 50035
Term Expires 1-1-2025 City Representative

515-957-8205 Home
515-745-4412 Cell
keelerj@bfschools.org
bjak3@mac.com

Sue Ugolini
6475 NE 80th Street
Bondurant, Iowa 50035
Term Expires 1-1-2025 Rural Representative
[Joined board in 1998](#)

Trustee2

515-967-2914 Home
515-210-1556 Cell
515-967-1769 Work
sueusueu@aol.com

Julie Bergeson- Secretary
500 Mallard Pointe Dr NW
Bondurant, Iowa 50035
Term Expires 1-1-2028

Trustee5

515-205-3404 Cell
515-205-6224 Work
julesb4st@gmail.com

Mike Kramer
304 Mulberry Drive NW
Bondurant, Iowa 50035
Term Expires 1-1-2028

Term began 7/2022
kramermi47@gmail.com
kramerm@bfschools.org
515-250-6030 Cell

Jill Sanders
405 11th Street SE
Bondurant, Iowa 50035
Library Director

563-880-8611 Cell
jills@bondurant.lib.ia.us



Budget Report Account Summary

For Fiscal: 2022-2023 Period Ending: 06/30/2023

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND						
Department: 410 - LIBRARY						
001-410-1-4500	FINES & FEES	3,700.00	3,700.00	329.49	4,429.81	729.81 119.72 %
001-410-2-4465	CO CONTRIB LIBRARY-POLK CO AUD	32,967.00	32,967.00	0.00	43,956.00	10,989.00 133.33 %
001-410-2-4710	REIMBURSEMENT-LIBRARY GRANTS	0.00	0.00	1.20	5,010.70	5,010.70 0.00 %
001-410-4-4710	REIMBURSEMENTS	352.00	352.00	0.00	0.00	-352.00 100.00 %
001-410-6010	SALARIES	306,092.80	306,092.80	24,245.96	304,032.62	2,060.18 0.67 %
001-410-6020	SALARIES-PART-TIME	53,487.20	53,487.20	5,913.90	62,010.47	-8,523.27 -15.94 %
001-410-6210	ASSOCIATION DUES	1,500.00	1,500.00	0.00	1,024.00	476.00 31.73 %
001-410-6230	TRAINING	600.00	600.00	0.55	244.42	355.58 59.26 %
001-410-6240	MEETINGS & CONFERENCES	3,500.00	3,500.00	0.00	3,565.61	-65.61 -1.87 %
001-410-6310	BUILDING & GROUND MAINTENAN...	15,000.00	15,000.00	1,601.86	8,186.21	6,813.79 45.43 %
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	24,000.00	24,000.00	2,623.00	25,326.00	-1,326.00 -5.53 %
001-410-6373	TELECOMMUNICATION EXPENSE	37,000.00	37,000.00	728.71	38,420.19	-1,420.19 -3.84 %
001-410-6411	LEGAL EXPENSE	1,500.00	1,500.00	0.00	1,813.68	-313.68 -20.91 %
001-410-6419	COMPUTER SUPPORT	8,000.00	8,000.00	2,091.52	7,483.19	516.81 6.46 %
001-410-6499	CONTRACT SERVICES	32,500.00	32,500.00	2,856.47	28,984.18	3,515.82 10.82 %
001-410-6502	PRINTED MATERIALS	44,000.00	44,000.00	1,356.72	41,941.37	2,058.63 4.68 %
001-410-6503	DIGITAL MATERIALS	20,000.00	20,000.00	1,226.71	19,763.39	236.61 1.18 %
001-410-6504	MINOR EQUIPMENT	2,000.00	2,000.00	0.00	2,400.36	-400.36 -20.02 %
001-410-6506	OFFICE SUPPLIES	6,000.00	6,000.00	191.84	4,324.15	1,675.85 27.93 %
001-410-6507	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	1,990.63	-990.63 -99.06 %
001-410-6508	POSTAGE-SHIPPING	1,000.00	1,000.00	74.93	1,393.80	-393.80 -39.38 %
001-410-6580	MISCELLANEOUS	1,000.00	1,000.00	0.00	427.69	572.31 57.23 %
001-410-6599	LIBRARY PROGRAMS	8,000.00	8,000.00	820.70	8,045.20	-45.20 -0.57 %
001-410-6725	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	0.00	12,428.56	-3,428.56 -38.10 %
Department: 410 - LIBRARY Surplus (Deficit):		-539,361.00	-539,361.00	-43,402.18	-520,409.21	18,951.79 3.51%
Fund: 001 - GENERAL FUND Surplus (Deficit):		-539,361.00	-539,361.00	-43,402.18	-520,409.21	18,951.79 3.51%

Budget Report

For Fiscal: 2022-2023 Period Ending: 06/30/2023

	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	5,954.00	5,954.00	0.00	5,953.71	-0.29 0.00 %
167-410-2-4705	T/A-LIBRARY DONATIONS	19,129.00	19,129.00	4,858.52	31,536.04	12,407.04 164.86 %
167-410-4-4300	INTEREST - LIBRARY T&A	112.00	112.00	0.00	219.29	107.29 195.79 %
167-410-6506	TRUST & AGENCY LIBRARY EXPENSE	10,000.00	10,000.00	9,251.58	30,777.08	-20,777.08 -207.77 %
Department: 410 - LIBRARY Surplus (Deficit):		15,195.00	15,195.00	-4,393.06	6,931.96	-8,263.04 54.38%
Fund: 167 - LIBRARY GRANT Surplus (Deficit):		15,195.00	15,195.00	-4,393.06	6,931.96	-8,263.04 54.38%

Budget Report

For Fiscal: 2022-2023 Period Ending: 06/30/2023

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 172 - TREE FUND						
Department: 430 - PARKS						
172-430-1-4550 TREE SALE REVENUES	13,743.00	13,743.00	0.00	13,743.00	0.00	0.00 %
172-430-6504 TREE EXPENSES	83,000.00	83,000.00	0.00	70,695.48	12,304.52	14.82 %
Department: 430 - PARKS Surplus (Deficit):	-69,257.00	-69,257.00	0.00	-56,952.48	12,304.52	17.77%
Fund: 172 - TREE FUND Surplus (Deficit):	-69,257.00	-69,257.00	0.00	-56,952.48	12,304.52	17.77%

Budget Report

For Fiscal: 2022-2023 Period Ending: 06/30/2023

	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	8,040.00	8,040.00	0.00	8,039.70	0.30	0.00 %
Department: 410 - LIBRARY Total:	8,040.00	8,040.00	0.00	8,039.70	0.30	0.00%
Fund: 351 - LIBRARY CAPITAL Total:	8,040.00	8,040.00	0.00	8,039.70	0.30	0.00%
Report Surplus (Deficit):	-601,463.00	-601,463.00	-47,795.24	-578,469.43	22,993.57	3.82%

Group Summary

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND						
410 - LIBRARY	-539,361.00	-539,361.00	-43,402.18	-520,409.21	18,951.79	3.51%
Fund: 001 - GENERAL FUND Surplus (Deficit):	-539,361.00	-539,361.00	-43,402.18	-520,409.21	18,951.79	3.51%

Budget Report

For Fiscal: 2022-2023 Period Ending: 06/30/2023

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 167 - LIBRARY GRANT						
410 - LIBRARY	15,195.00	15,195.00	-4,393.06	6,931.96	-8,263.04	54.38%
Fund: 167 - LIBRARY GRANT Surplus (Deficit):	15,195.00	15,195.00	-4,393.06	6,931.96	-8,263.04	54.38%

Budget Report

For Fiscal: 2022-2023 Period Ending: 06/30/2023

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 172 - TREE FUND						
430 - PARKS	-69,257.00	-69,257.00	0.00	-56,952.48	12,304.52	17.77%
Fund: 172 - TREE FUND Surplus (Deficit):	-69,257.00	-69,257.00	0.00	-56,952.48	12,304.52	17.77%

Budget Report

For Fiscal: 2022-2023 Period Ending: 06/30/2023

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 351 - LIBRARY CAPITAL						
410 - LIBRARY	8,040.00	8,040.00	0.00	8,039.70	0.30	0.00%
Fund: 351 - LIBRARY CAPITAL Total:	8,040.00	8,040.00	0.00	8,039.70	0.30	0.00%
Report Surplus (Deficit):	-601,463.00	-601,463.00	-47,795.24	-578,469.43	22,993.57	3.82%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
001 - GENERAL FUND	-539,361.00	-539,361.00	-43,402.18	-520,409.21	18,951.79
167 - LIBRARY GRANT	15,195.00	15,195.00	-4,393.06	6,931.96	-8,263.04
172 - TREE FUND	-69,257.00	-69,257.00	0.00	-56,952.48	12,304.52
351 - LIBRARY CAPITAL	-8,040.00	-8,040.00	0.00	-8,039.70	0.30
Report Surplus (Deficit):	-601,463.00	-601,463.00	-47,795.24	-578,469.43	22,993.57

10/26/2023

Lead Time: 12-14 weeks

LFI QT-3959 Proposal For:
Bondurant Community Library

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
D-1	1			Kurve Kidney Desk (Mobile)	\$ 4,936.00	\$ 4,936.00



Product Representation

KU-DSK-KDNY-
483029-LAM-CAS Kurve Kidney Shape Desk with 48" x 30" Top
Fixed Height: 29" AFF
Locking Casters
Magnetic Wire Management Channel
Laminate Top: Standard TBD
PVC Edge: Brushed Stainless
Laminate Modesty Panel: Standard TBD
Powder Coat: Platinum Metallic, Black, White, or Silver

Kurve desk does not include grommets.

TOTAL FOB FACTORY					\$	4,936.00
INSTALLATION + FREIGHT <i>* non union / non-prevailing wage *</i>					\$	984.00
TOTAL					\$	5,920.00
50% DEPOSIT					\$	2,960.00

QUOTATION TERMS

*** quotes are valid for 30 days from date at top of this page**

* quotes are based on stated quantities; any change in quantity may require re-quoting

* prices include standard materials/finishes unless otherwise noted

* customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote

* LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.

* Storage Costs---if finished product requires storage at LFI warehouse due to customer's site not being ready for installation at the agreed upon time, LFI reserves the right to assess a storage charge

PAYMENT TERMS

50% deposit; balance due upon completion

TO ACCEPT THIS QUOTE:

* sign and date below as formal acknowledgement of the quote terms

* please forward a deposit if one is required per the quote terms

10/26/2023

Lead Time: 12-14 weeks

**LFI QT-3959 Proposal For:
Bondurant Community Library**

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION		
				<p>* please fax back to LFI at 847-564-9337 and we will begin processing your order.. You can also email your order to matt@libraryfurniture-intl.com or your Project Manager contact</p> <p>* LFI will coordinate and schedule in-bound freight of your order.</p> <p>* An LFI installer will meet the delivery truck, off-load, unpack, place items and inspect your order for damage. If there is damage or missing items, LFI will handle the claim and coordination with factory.</p> <p>* By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims.</p> <p>* Factories and freight carriers will require digital photography of any damage related issues.</p>				
				<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Signature</td> <td style="width: 40%;">Date</td> </tr> </table>	Signature	Date		
Signature	Date							
TOTAL					\$	5,920.00		