



Agenda
Bondurant Community Library - Library Board of Trustees
104 2nd Street NE
Bondurant, Iowa 50035
Bondurant Community Library
7 pm
Wednesday, October 6, 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/87328977607?pwd=THVCSTRJVzNla3VoRjFiSnVTbHBoUT09>

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

Meeting ID: 873 2897 7607 Password: 934082

Call to order

- 1) Guests Present
- 2) Perfecting and Approving the Agenda
- 3) Capital Improvement Project Update.
 - a) Discussion/Approval Application and certificate for payment
 - b) Discussion/Approval of Change Orders
- 4) Approval of Consent Agenda
 - a) Approval of Minutes from past meeting – September 2021
 - b) Financial Report
 - c) Approval of Warrant List/Authorize expenditures
 - d) Staff Report -- September
 - e) Director Report -- September
 - f) Statistics
- 5) Public Comments
- 6) Foundation Update
- 7) City Council Liaison Report
- 8) Old Business
- 9) New Business
 - a) Review/Discussion Artwork Display Policy
 - b) Discussion/Decision Google Photography proposal
- 10) Board President Items
- 11) Adjournment

Next meeting – November 3, 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, September 1, 2021

1. **Roll Call:** *Members Present:* Pat Kaura, Craig Kinrade, Josh Bryant, Julie Bergeson, Jen Keeler and Craig Campbell. Library Director Sanders and Assistant Director Klinker-Feld were also present.
2. **Call to order:** Meeting called to order at 7:01 PM by President Kaura.
3. **Guests present:** Clint Jensen, Story Construction Management; Marketa Oliver, City of Bondurant; Angela McKenzie, City Council Liaison.
4. **Perfecting and Approving the Agenda:** Motion to approve the agenda by Keeler, seconded by Campbell. 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, seeding/weeding and several fixtures on back order.
 - a. **Discussion/Decision Application and Certificate for Payment:** Motion to approve payment for the month of August, as amended, by Kinrade, seconded by Keeler. Motion carried.
 - b. **Discussion/Decision Change Orders:** Motion to approve change orders by Campbell, seconded by Kinrade. 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 Bryant, seconded by Campbell. Motion carried.
7. **Public Comments:** None.
8. **Library Foundation Update:** Update provided on recent fundraising; grant applications; and the Friends of the Library group had an initial meeting.
9. **City Council Liaison Report:** Angela told of upcoming retail businesses coming to Bondurant; updated Board on long-term plans for the city; and complimented the new Library expansion, as the city recently utilized meeting space at the Library.
10. **Old Business:** None.

10. New Business:

- a. Review/Approve Clerk II salary adoption.** Motion to approve the salary by Bryant, seconded by Bergeson. Motion carried.
- b. Review/Approve dates for long-term planning focus group meetings.** Proposed dates are September 14 & 16 and September 21 & 23. Director Sanders will confirm and let the Board know status. No action required.
- c. Review/Approve Items to Discard.** Motion to approve by Bryant, seconded by Kinrade. Motion carried.
- d. Discuss/Set Grand Opening date and parameters for Foundation planning.** Grand Opening/Ribbon Cutting will be September 23, 2021 at 5:30 PM.

11. Board President Items: None.

12. Adjournment: Motion to adjourn by Campbell, seconded by Kinrade. Motion carried.

Next Meeting: Wednesday, October 6, 2021



Budget Report

Account Summary

For Fiscal: 2021-2022 Period Ending: 09/30/2021

	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	705.90	1,423.15	-876.85 38.12 %
001-410-2-4465	CO CONTRIB LIBRARY-POLK CO AUD	30,000.00	30,000.00	0.00	12,871.00	-17,129.00 57.10 %
001-410-2-4710	REIMBURSEMENT-LIBRARY GRANTS	500.00	500.00	189.03	189.03	-310.97 62.19 %
001-410-6010	SALARIES	187,764.00	187,764.00	13,395.20	40,185.59	147,578.41 78.60 %
001-410-6020	SALARIES-PART-TIME	97,046.00	97,046.00	3,733.60	14,697.53	82,348.47 84.86 %
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	0.00	0.00	600.00 100.00 %
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	1,491.00	11,009.00 88.07 %
001-410-6373	TELECOMMUNICATION EXPENSE	18,000.00	18,000.00	3,186.93	9,805.86	8,194.14 45.52 %
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	2,748.91	5,251.09 65.64 %
001-410-6499	CONTRACT SERVICES	16,000.00	16,000.00	0.00	6,281.68	9,718.32 60.74 %
001-410-6502	PRINTED MATERIALS	36,000.00	36,000.00	898.72	7,356.21	28,643.79 79.57 %
001-410-6503	DIGITAL MATERIALS	13,000.00	13,000.00	0.00	5,212.26	7,787.74 59.91 %
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	0.00	788.13	5,711.87 87.87 %
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	0.00	314.86	1,585.14 83.43 %
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	425.08	2,230.29	3,769.71 62.83 %
001-410-6725	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	112.11	418.30	8,581.70 95.35 %
Department: 410 - LIBRARY Surplus (Deficit):		-406,410.00	-406,410.00	-21,443.21	-77,341.36	329,068.64 80.97 %
Fund: 001 - GENERAL FUND Surplus (Deficit):		-406,410.00	-406,410.00	-21,443.21	-77,341.36	329,068.64 80.97 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 09/30/2021

	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	0.30	0.30	0.00 %
167-410-2-4705	T/A-LIBRARY DONATIONS	0.00	0.00	48.50	559.66	559.66 0.00 %
167-410-4-4300	INTEREST - LIBRARY T&A	0.00	0.00	0.00	0.12	0.12 0.00 %
167-410-6506	TRUST & AGENCY LIBRARY EXPENSE	0.00	0.00	1,000.00	17,461.61	-17,461.61 0.00 %
Department: 410 - LIBRARY Surplus (Deficit):		0.00	0.00	-951.20	-16,901.53	-16,901.53 0.00 %
Fund: 167 - LIBRARY GRANT Surplus (Deficit):		0.00	0.00	-951.20	-16,901.53	-16,901.53 0.00 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 09/30/2021

	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: 09/30/2021

	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	10.37	10.37 0.00 %
351-410-6407	ENGINEERING EXPENSE	0.00	0.00	32,868.63	124,903.54	-124,903.54 0.00 %
351-410-6507	OPERATING SUPPLIES	0.00	0.00	149.09	2,753.87	-2,753.87 0.00 %
351-410-6799	OTHER CAPITAL OUTLAY	500,000.00	500,000.00	109,171.64	507,745.79	-7,745.79 -1.55 %
Department: 410 - LIBRARY Surplus (Deficit):		-500,000.00	-500,000.00	-142,189.36	-632,892.83	-132,892.83 -26.58 %
Fund: 351 - LIBRARY CAPITAL Surplus (Deficit):		-500,000.00	-500,000.00	-142,189.36	-632,892.83	-132,892.83 -26.58 %
Report Surplus (Deficit):		-1,190,680.00	-1,190,680.00	-161,353.77	-723,905.72	466,774.28 39.20 %

Group Summary

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND						
410 - LIBRARY	-406,410.00	-406,410.00	-21,443.21	-77,341.36	329,068.64	80.97 %
Fund: 001 - GENERAL FUND Surplus (Deficit):	-406,410.00	-406,410.00	-21,443.21	-77,341.36	329,068.64	80.97 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 09/30/2021

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 200 - DEBT SERVICE						
410 - LIBRARY	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: 09/30/2021

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 351 - LIBRARY CAPITAL						
410 - LIBRARY	-500,000.00	-500,000.00	-142,189.36	-632,892.83	-132,892.83	-26.58 %
Fund: 351 - LIBRARY CAPITAL Surplus (Deficit):	-500,000.00	-500,000.00	-142,189.36	-632,892.83	-132,892.83	-26.58 %
Report Surplus (Deficit):	-1,190,680.00	-1,190,680.00	-161,353.77	-723,905.72	466,774.28	39.20 %



City of Bondurant

PMA Financial Network
 2135 CityGate Lane
 7th Floor
 Naperville, IL 60563
 Phone: 630-657-6400
 Fax: 630-718-8701

Monthly Activity Summary

8/1/2021 - 8/31/2021

Class	Account	Beginning Balance	Contributions	Interest	Other Withdrawals	Month End Balance
Diversified	- 101 General	\$1,951,288.02	\$0.00	\$16.43	\$0.00	\$1,951,304.45
Diversified	- 103 Sewer 610	\$1,232,369.22	\$0.00	\$10.54	\$0.00	\$1,232,379.76
Diversified	- 104 Water 600	\$518,638.60	\$0.00	\$4.34	\$0.00	\$518,642.94
Diversified	- 107 Sewer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	- 108 Cemetery T/A savings	\$24,336.32	\$0.00	\$0.31	\$0.00	\$24,336.63
Diversified	- 109 Parks fund 335	\$0.52	\$0.00	\$0.00	\$0.00	\$0.52
Diversified	- 110 Library T/A savings	\$7,004.39	\$0.00	\$0.00	\$0.00	\$7,004.39
Diversified	- 111 Utility Deposits	\$340,009.01	\$0.00	\$2.79	\$0.00	\$340,011.80
Diversified	- 112 333 Creek Improvements	\$300,032.06	\$0.00	\$2.48	\$0.00	\$300,034.54
Diversified	- 113 Gay Lee Wilson Trail to Altoona	\$2.11	\$0.00	\$0.00	\$0.00	\$2.11
Diversified	- 114 Underpass HWY65	\$761,016.72	\$0.00	\$5.43	(\$130,000.00)	\$631,022.15
Diversified	- 115 TIF Park Land Purchase	\$246.84	\$0.00	\$0.00	\$0.00	\$246.84
Diversified	- 116 Hwy 65 Sewer Extention	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Diversified	- 117 NW Trunk Sewer	\$36,408.53	\$0.00	\$0.31	\$0.00	\$36,408.84
Diversified	- 118 338 Main Street Stormwater	\$0.53	\$0.00	\$0.00	\$0.00	\$0.53
Diversified	- 119 1st & Main Econ Dev	\$1.73	\$0.00	\$0.00	\$0.00	\$1.73
Diversified	- 120 Omega 353	\$1,472,470.25	\$0.00	\$9.43	(\$400,000.00)	\$1,072,479.68
Diversified	- 121 TIF Str. Exts & Bridge Relocate	\$174,956.34	\$0.00	\$1.28	(\$25,000.00)	\$149,957.62
Diversified	- 122 Downstream Stormwater Capacity -	\$645,638.92	\$0.00	\$5.04	(\$75,000.00)	\$570,643.96
Diversified	123 City Hall	\$12,492.23	\$0.00	\$0.00	(\$1,000.00)	\$11,492.23
Diversified	- 124 Debt Service 200	\$262,827.25	\$0.00	\$2.17	\$0.00	\$262,829.42



502 8th Street SW 1201 Grant Street South 12901 University Avenue 215 Center Avenue South
 Altoona, Iowa 50009 Bondurant, Iowa 50035 Clive, Iowa 50325 Mitchellville, Iowa 50169

(515) 967-5141
 www.banklegacy.com
STATEMENT OF ACCOUNT



CITY OF BONDURANT
 LIBRARY FUND
 PO BOX 37
 BONDURANT IA 50035



Statement Date: **08/31/2021**

Account No.:

Page: **1**

PUBLIC FUNDS MONEY MARKET SUMMARY

Type : REG Status : Active

Category	Number	Amount
Balance Forward From 07/30/21		1,456.71
Debits		0.00
Interest Added This Statement		0.06+
Ending Balance On 08/31/21		1,456.77
Annual Percentage Yield Earned	0.05 %	
Interest Paid This Year	0.57	
Interest Paid Last Year	7.31	
Average Balance (Ledger)	1,456.71 +	

STATEMENT PERIOD ACTIVITY

Date	Check/Description	Amount	Balance
08/31/21	INTEREST PAID	0.06+	1,456.77

OVERDRAFT FEE SUMMARY

	Total For This Period	Total Year-To-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

This Statement Cycle Reflects 32 Days

**The Interest Earned And The Annual Percentage Yield Earned
 Are Based On The Period 07/31/2021 Through 08/31/2021**

Balance Sheet

As Of 08/31/2021

Account	Name	Balance
Fund: 167 - LIBRARY GRANT		
Assets		
167-000-1101	CLAIM ON POOLED CASH	8,205.06
167-000-1111	SAVINGS - LIBRARY XXX6441	1,456.77
167-000-1150	IPAIT - LIBRARY T&A MM 110	7,004.39
	Total Assets:	16,666.22
		16,666.22
Liability		
	Total Liability:	0.00
Equity		
167-050-3950	BEGINNING BALANCE	32,616.55
	Total Beginning Equity:	32,616.55
Total Revenue		511.28
Total Expense		16,461.61
Revenues Over/Under Expenses		-15,950.33
	Total Equity and Current Surplus (Deficit):	16,666.22
	Total Liabilities, Equity and Current Surplus (Deficit):	16,666.22

Bondurant Community Library
Library Board of Trustees
October 6, 2021
Warrant List

Company	Description	Budget Code	Invoice	Amount
Access Systems	Copier	001-410-6499	30081637	\$404.84
Amazon	Wireless access point, receipt printer, barcode scanner, charging station	351-410-6799	Statement	\$1,434.61
	Books	001-410-6502	Statement	\$814.66
	Programming	001-410-6599	Statement	\$25.97
Baker & Taylor	Books	001-410-6502	Statement	\$1,111.23
CenturyLink Business	Phone and internet	001-410-6373	Statement	\$133.14
Dell	Computers, monitors	351-410-6799	10514281544	\$3,272.00
Demco	Book processing	001-410-6506	7007677	\$120.85
	Door Counters	351-410-6799		\$756.64
Envisionware	Renewal	001-410-6499	INV-US-55382	\$692.98
Kadeth	Computer Support	351-410-6407	5945	\$368.96
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	\$91.97
MicroMarketing	Audio books	001-410-6502	861507	\$61.99
MicroMarketing	Large Print books	001-410-6502	862364	\$112.18
MicroMarketing	Large Print books	001-410-6502	862556	\$294.64
MicroMarketing	Audio books and Large Print books	001-410-6502	854811, 859514, 860175, 859654, 860106, 859800, 859522, 859523	\$2,258.42
MidAmerican	Utilities	001-410-6371	Statement	\$497.00
OverDrive	Bridges content	001-410-6503	CD0649721332860	\$1,288.74
Petty Cash	Postage	001-410-6508	Receipts	\$8.81
Popular Subscription Service	Magazine Subscriptions	001-410-6502	SW-05683	\$841.04

Bondurant Community Library
Library Board of Trustees
October 6, 2021
Warrant List

Sanders, Jill	Grand Opening	351-410-6507	Receipt	\$44.96
STEM Supplies	STEM equipment	351-410-6799	IN76153	\$340.89
Story Construction	Construction Management	351-410-6407	32761	\$18,408.09
Storey Kenworthy	Furniture	351-410-6799	99043	\$989.80
Storey Kenworthy	Office Supplies	351-410-6799	PINV923958, PINV924306, PINV924735, PINV925101, PINV925549, PINV927094	\$1,624.44
Stratus	Cleaning service	001-410-6499	4812401	\$851.56
Sunny's Services	Spot clean carpet	001-410-6499	Statement	\$100.00
T-Mobile	Hot spot data	001-410-6373	Statement	\$500.00
Unique	Collection service	001-410-6499	605182	\$44.75
US Cellular	Hot spot data	001-410-6373	Statement	\$507.00
	MiFi replacement	001-410-6725	Statement	\$112.11
US Cellular	Hot spot data	001-410-6373	Statement	\$549.12
Verizon	Hot spot data	001-410-6373	Statement	\$1,630.97
Visa	PODs	351-410-6507	Statement	\$320.98
	COVID	170-130-6507	Statement	\$16.04
	Reiman Gardens	001-410-6599	Statement	\$250.00
	ILA Conference-Megan	001-4110-6230	Statement	\$40.00
Walmart	Programming	001-410-6599	Statement	\$33.58

Total Operating Expenses	\$13,670.76
COVID Expenses	\$16.04
Building Project Expenses	\$27,561.37
Trust & Agency Expenses	\$0.00

Total	\$41,248.17
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Bondurant Community Library
Library Board of Trustees
October 6, 2021
Warrant List

Bondurant Community Library Board President
SIGNATURE

Date

Bondurant Community Library Board Secretary
SIGNATURE

Date



STAFF REPORT SEPTEMBER 2021

Michell:

- Webinar HelpNow by Brainfuse Front Line Staff Training

Megan:

- Kid's Lib
- Library Journal - Day of Dialog (Fiction: Aiming to Heal, The Consequences of Conflict, Social Injustice Issues, Rebuilding Family, Thrills to Ponder)
- Pop YS - big programs on a small budget

Margaret:

- No webinars this month

Programs for August:

- Story Times at the library—4 per week
- 4-Story Times at Wolf Creek
- 9/11 Poster Exhibition
- 2-Youth Virtual Story Times
- Virtual Author visit with All Iowa Read author Nickolas Butler
- Book Discussion for Adults—Little Faith by Nickolas Butler
- After School Craft
- After School Board Games
- After School Movie
- Teen/Tween Book Discussion



Librarian items September 2021

- Staff completed Dementia Friends training at the September Staff meeting on 9/21. Julie Bergeson presented this informative training.
- In October, staff will meet with Kim Keitzman in preparation for Long Range Planning focus groups to be held on the Oct 21 at 6 pm and Oct 23 at 10 am.
- The Library will be assisting Confluence in hosting a Box City event on Oct 27. This event will allow youth in the community to have input to the City's Comprehensive Plan that is currently being developed. Confluence is the company that has been contracted by the City to develop this plan.
- The State Library has announced new endorsement levels for Library Directors. The new structure reduces the number of levels from six down to three and is now primarily based on a director's level of secondary education. Gold level is a graduate degree in library or information science from an American Library Association accredited program. Silver level is a bachelor's degree and completion of Director Endorsement coursework within 2 years of hire date. In addition, the Bronze level is a high school diploma or equivalent and completion of Director Endorsement coursework within 2 years of hire date. In coordination with the new levels the Public Library Standards have been updated to a city's population of 0-4999 will need a director with an endorsement level of Bronze, Silver or Gold, a population of 5000-14999 will need a director with an endorsement level of Silver or Gold and a population of 15000 or more will need a director with an endorsement level of Gold.
- Chantel Phipps-Bucklin and Emma Bruce have filled 2 Clerk II positions. I am presently seeking to fill the third Clerk II position and hope to have that accomplished by mid-Oct. Staff will be training the new hires in the next month with the expectation of this new staff working the expanded Sunday hours. Implementation of Sunday open hours is expected to begin in November.



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 profession-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.

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

Exhibit Release Form

I have read, understood, and will follow the Bondurant Community Library's Artwork Display Policy. I will use only the display space I am allotted and for the length of time I am allotted. I will follow the library's guidelines regarding permissible material for display purposes. I will also follow all local, state, and federal laws on obscenity, libel, defamation of character, invasion of privacy, copyright, and public performance laws. I understand that the library is not a sales agent, nor will the library assist in any arrangements for the selling of artwork. I also recognize and agree that the library may advertise the display in any way it sees fit, and that all records of the display are the property of the library and may be used at any time in the future, in whatsoever way the library sees fit.

I acknowledge that my property, including without limitation, any art or other items on display (collectively to be known as the "Property") may be damaged, lost, or stolen during the exhibition of, or during the unpacking, setting-up, taking down, packing, or transportation of, and I acknowledge and understand the risk involved by allowing such property to be displayed at Bondurant Community Library. I understand that the Bondurant Community Library and all related entities do not insure the Property, and if I so choose I must acquire my own insurance. If I so choose such insurance, I agree to submit a copy to the Bondurant Community Library.

By signing this waiver, I hereby agree to indemnify and hold the Bondurant Community Library and all related entities harmless from any type of intellectual property infringement, including but not limited to patent, copyright, or trademark infringement.

By signing this waiver, I also agree to waive any personal injury or property damage claim, now or in the future, that I may suffer as a result of the "exhibition", and I agree to indemnify and hold the Bondurant Community Library and all related entities harmless from any personal injury or property damage claim, now or in the future, that I may suffer or cause at the "exhibition."

I hereby represent and warrant that I have read this Exhibit Release Form in its entirety and fully understand its contents. I have signed the waiver voluntarily and of my own free will. By signing this waiver, I release and hold harmless the Bondurant Community Library and all related entities from and against any and all claims of injury or damages relating to the above provisions.

A parent or guardian must submit this application for artists under age 18, and by doing so, they are giving their permission to have the artist's name and artwork used in the exhibit and in the library's advertising of the exhibit.

Artist Name: _____ Artist Signature: _____

Parent/Guardian Name: _____ Parent/Guardian Signature: _____



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47,900 VIEWS

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A Google Street View Trusted Tour and Professional Still Imagery shot by a Google Certified Photographer is a *Marketplace Differentiator*

Here's what Google says:

“ **Build trust** with a high-quality virtual tour that lets people experience your location before they arrive. These immersive, virtual experiences **inspire greater confidence** among prospective guests and patrons. ”

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“ Business listings with photos and a virtual tour are **twice as likely** to **generate interest**. ”

<HTTPS://GOO.GL/VEWBDD>

“ Businesses that add photos to their listings receive **42% more requests** for driving directions on Google Maps and **35% more clicks** through to their websites than businesses that don't. ”

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Premium

(Range of 18–29 Panos and 25 Stills)

\$2,225

Flagship

(Range of 30–39 Panos and 30 Stills)

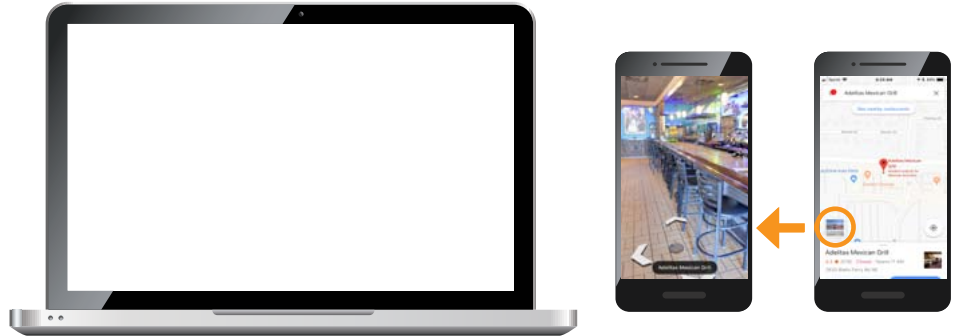
\$3,450

Custom

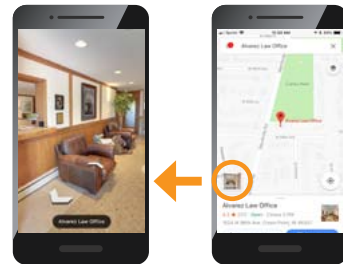
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