



Agenda
Bondurant Community Library - Library Board of Trustees
104 2nd Street NE
Bondurant, Iowa 50035
Bondurant Community Library – Meeting Room A
6 pm
Wednesday, October 5, 2022

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/89476194915?pwd=TnprRlk3WC9qRktXbkSrODFiNCtPUT09>

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

Meeting ID: 894 7619 4915 Password: 833786

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 – September 2022
 - b) Financial Report
 - c) Approval of Warrant List/Authorize expenditures
 - d) Staff Report -- September
 - e) Director Report -- September
 - 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) Tiffany Krcil – Donation proposal and stipulations
 - b) Review/Approve Children’s Librarian job description
 - c) Review/Approve Lost Damaged Materials Policy

10) Board President Items

11) Adjournment

Next meeting – November 2, 2022

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 7, 2022

1. **Roll Call:** *Members Present:* Josh Bryant, Julie Bergeson, Jen Keeler, Mike Kramar, Sue Ugulini and Craig Campbell. President Pat Kaura joined virtually. Library Director Sanders and assistant Director Klinker-Feld were also present.
2. **Call to order:** Meeting called to order at 6:00 PM by Vice President Bryant.
3. **Guests present:** None.
4. **Perfecting and Approving the Agenda:** Motion to approve the agenda by Ugulini, seconded by Campbell. Motion carried.
5. **Approval of Consent Agenda:**
 - a. Financial Report
 - b. Approve Warrant list / authorize expenditures
 - c. Staff Report -
 - d. Director's Report - August
 - e. Statistics Review - August

Motion to approve the above consent agenda by Kramar, seconded by Campbell Motion carried.
6. **Public Comments:** None.
7. **Library Foundation Update:** No meeting.
8. **Friends of BPL Update:** No meeting.
9. **City Council Liaison Report:** None.
10. **Old Business:** None.
10. **New Business:**
 - a. **Discussion/Decision on Bondurant Historical Society selling T-Shirts at the Library.** Motion to approve by Kaura, seconded by Ugulini. Motion carried.
 - b. **Discussion/Decision on BDI using the Library for Developers Conference.** Motion to approve BDI utilizing Library space (likely as a back-up plan) by Ugulini, seconded by Campbell. Motion carried.
 - c. **Review/Approval Library Clerk II/Specialist Job Description.** Motion to approve updated description and salary range by Bergeson, seconded by Campbell. Motion carried.

11. President Items: None.

12. Adjournment: Motion to adjourn by Keeler, seconded by Kramar. Motion carried.
Meeting adjourned at 6:22 PM.

Next Meeting: Wednesday, September 5, 2022

Respectfully submitted, Julie Bergeson. Secretary



Budget Report

Account Summary

For Fiscal: 2022-2023 Period Ending: 09/30/2022

	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	321.13	1,286.77	-2,413.23 65.22 %
001-410-2-4465	CO CONTRIB LIBRARY-POLK CO AUD	36,000.00	36,000.00	0.00	10,989.00	-25,011.00 69.48 %
001-410-6010	SALARIES	179,361.73	179,361.73	11,772.80	69,348.31	110,013.42 61.34 %
001-410-6020	SALARIES-PART-TIME	103,108.36	103,108.36	1,990.98	15,061.55	88,046.81 85.39 %
001-410-6210	ASSOCIATION DUES	1,500.00	1,500.00	0.00	0.00	1,500.00 100.00 %
001-410-6230	TRAINING	600.00	600.00	0.00	150.00	450.00 75.00 %
001-410-6240	MEETINGS & CONFERENCES	3,500.00	3,500.00	0.00	775.00	2,725.00 77.86 %
001-410-6310	BUILDING & GROUND MAINTENANCE	15,000.00	15,000.00	990.72	1,214.50	13,785.50 91.90 %
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	1,598.00	4,794.00	19,206.00 80.03 %
001-410-6373	TELECOMMUNICATION EXPENSE	37,000.00	37,000.00	4,102.38	9,035.05	27,964.95 75.58 %
001-410-6411	LEGAL EXPENSE	1,500.00	1,500.00	0.00	157.50	1,342.50 89.50 %
001-410-6419	COMPUTER SUPPORT	8,000.00	8,000.00	0.00	89.50	7,910.50 98.88 %
001-410-6499	CONTRACT SERVICES	32,500.00	32,500.00	1,403.54	5,135.87	27,364.13 84.20 %
001-410-6502	PRINTED MATERIALS	40,000.00	40,000.00	4,160.42	11,313.45	28,686.55 71.72 %
001-410-6503	DIGITAL MATERIALS	20,000.00	20,000.00	4,514.35	6,862.84	13,137.16 65.69 %
001-410-6504	MINOR EQUIPMENT	2,000.00	2,000.00	116.68	332.48	1,667.52 83.38 %
001-410-6506	OFFICE SUPPLIES	6,000.00	6,000.00	322.13	967.44	5,032.56 83.88 %
001-410-6507	OPERATING SUPPLIES	1,000.00	1,000.00	168.78	285.79	714.21 71.42 %
001-410-6508	POSTAGE-SHIPPING	1,000.00	1,000.00	137.50	418.86	581.14 58.11 %
001-410-6580	MISCELLANEOUS	1,000.00	1,000.00	60.00	160.00	840.00 84.00 %
001-410-6599	LIBRARY PROGRAMS	8,000.00	8,000.00	2,420.81	3,121.64	4,878.36 60.98 %
001-410-6725	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	-12.98	6,313.53	2,686.47 29.85 %
Department: 410 - LIBRARY Surplus (Deficit):		-455,570.09	-455,570.09	-33,424.98	-123,261.54	332,308.55 72.94 %
Fund: 001 - GENERAL FUND Surplus (Deficit):		-455,570.09	-455,570.09	-33,424.98	-123,261.54	332,308.55 72.94 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 09/30/2022

	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	0.00	-4,500.00 100.00 %
167-410-2-4705	T/A-LIBRARY DONATIONS	1,500.00	1,500.00	81.35	17,054.85	15,554.85 1,136.99 %
167-410-4-4300	INTEREST - LIBRARY T&A	0.00	0.00	0.00	17.03	17.03 0.00 %
167-410-6506	TRUST & AGENCY LIBRARY EXPENSE	0.00	0.00	0.00	5,594.79	-5,594.79 0.00 %
Department: 410 - LIBRARY Surplus (Deficit):		6,000.00	6,000.00	81.35	11,477.09	5,477.09 -91.28 %
Fund: 167 - LIBRARY GRANT Surplus (Deficit):		6,000.00	6,000.00	81.35	11,477.09	5,477.09 -91.28 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 09/30/2022

	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	0.00	0.00	0.00	8,039.70	-8,039.70	0.00 %
Department: 410 - LIBRARY Total:	0.00	0.00	0.00	8,039.70	-8,039.70	0.00 %
Fund: 351 - LIBRARY CAPITAL Total:	0.00	0.00	0.00	8,039.70	-8,039.70	0.00 %
Report Surplus (Deficit):	-469,570.09	-469,570.09	-22,878.63	-109,359.15	360,210.94	76.71 %

Group Summary

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND						
410 - LIBRARY	-455,570.09	-455,570.09	-33,424.98	-123,261.54	332,308.55	72.94 %
Fund: 001 - GENERAL FUND Surplus (Deficit):	-455,570.09	-455,570.09	-33,424.98	-123,261.54	332,308.55	72.94 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 09/30/2022

Department...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 167 - LIBRARY GRANT						
410 - LIBRARY	6,000.00	6,000.00	81.35	11,477.09	5,477.09	-91.28 %
Fund: 167 - LIBRARY GRANT Surplus (Deficit):	6,000.00	6,000.00	81.35	11,477.09	5,477.09	-91.28 %

Bondurant Community Library
Library Board of Trustees
September 7, 2022
Warrant List

Company	Description	Budget Code	Invoice	Amount
All Covered	phone costs	001-410-6504	1041710	\$866.70
Amazon	Books	001-410-6502	Statement	\$1,186.00
	Library programs	001-410-6599	Statement	\$170.15
	Office supplies	001-410-6506	Statement	\$17.35
	Operating Supplies	001-410-6507	Statement	\$87.48
Baker & Taylor	Books	001-410-6502	2036923638	\$187.26
		001-410-6502	2036933526	\$116.99
		001-410-6502	2036945791	\$578.73
		001-410-6502	3269034	-\$16.86
		001-410-6502	3269035	-\$29.53
		001-410-6502	2036970911	\$141.04
Brick Gentry	Legal for Johnson Control	001-410-6411		\$157.50
Brockway	HVAC Maintenance	001-410-6499	H5417	\$895.00
Colibri	book covering materials	001-410-6506	5271	\$557.97
Envisionware	Annual maintenance/subscription	001-410-6499	61207	\$853.46
Findaway	Wonder books	001-410-6502	402879	\$104.48
Findaway	Wonder books	001-410-6502	404648	\$94.98
Hoopla	Digital Materials	001-410-6503	502615351	\$498.01
Klinker-Feld, Michell	mileage to airport	001-410-6240	statement	\$56.26
Konica Minolta	Phone service	001-410-6373	202210014	\$344.48
Konica Minolta	Copier	001-410-6499	5021727701	\$279.68
Logoed Apparel & promotions	shirt for Christina	001-410-6580	19524	\$26.42
Media Com	Phone service	001-410-6373	statement	\$111.87
MicroMarketing	audio books	001-410-6502	896251, 896774, 897825, 897836	\$518.20
MidAmerican	Utilities	001-410-6371	530148468	\$1,598.00
OverDrive	Digital Materials	001-410-6503	06497CO22337114	\$2,797.43
OverDrive	Digital Materials	001-410-6503	06497CO22326247	\$35.98
Storey Kenworthy	Office supplies	001-410-6506	pinv1021352	\$129.48
Petty Cash	Postage	001-410-6508	Receipts	\$85.55

Bondurant Community Library
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Warrant List

Stratus	Cleaning service	001-410-6499	5559630	\$851.56
T-Mobile	Hot spot data	001-410-6373	Statement for Aug	\$340.00
T-Mobile	Hot spot data	001-410-6373	statement for Sept	\$340.00
Stratus	Cleaning service	001-410-6499	5559630	\$851.56
Unique	Collection service	001-410-6499	6104530	\$69.90
US Cellualr	Hot spot data	001-410-6373	533035511	\$478.39
Verizon	Hot spot data	001-410-6373	9915037197	\$1,252.41
Visa	Programing supplies	001-410-6599	Statement	\$9.27
	Conference & Meeting	001-410-6240	statement	\$2,104.36
	Misc. tent support replacement	001-410-6580	statement	\$60.00
	Covid-Zoom	170-130-6507	Statement	\$16.04
Walmart	programming supplies	001-410-6599	statement	\$39.74

Total Operating Expenses	\$18,847.25
COVID EXPENSES	\$16.04
Building Project Expenses	\$0.00
Trust and Agency Expenses	\$0.00
Total	\$18,863.29

Bondurant Community Library Board President
SIGNATURE

Date

Bondurant Community Library Board Secretary
SIGNATURE

Date



STAFF REPORT SEPTEMBER 2022

Michell:

- ARSL Conference: Chattanooga, TN
- Library For the Blind: StoryWalks and Accessibility
- Webinar for CultureAll program possibility

Megan S.:

- SLJ - Fall YA Book Buzz
- SLJ - Middle Grade Titles for Fall
- ARSL - Social Media Success is possible
- State Library of Iowa Pop YS - Get Schooled
- Booklist - Celebrating Indigenous Stories and Storytellers

Megan M.:

Chantel:

- One credit DMACC course, "Library Instruction"

Events in August:

- 17 Story Times at the Library
- 5 Sessions of Baby Story & Play
- 8 Sessions of Geri-Fit
- 2 Pop Up Libraries at Farmer's Market
- Book discussion for Adults
- Third Thursday at Hoover's
- Coloring Night at Reclaimed Rails
- Books on Tap book discussion at Reclaimed Rails
- Adult Craft Night
- After-School Movie
- After-School BINGO
- After-School Craft
- Book Club Grades 3-5
- Book Club Grades 6-8
- Teen Advisory Group



Librarian items September 2022

- Director Sanders attended City Council on September 12 and September 26.
- The national conference the Assistant Director Michell and I attended from Sept 13 till 18 was exceptional. Breakout sessions that I alone attended included Censorship, developing effective staff evaluations, marketing for small libraries, citizenship classes inside the library environment, customer service, mobile devices in the library, policy development. In addition, nationally known speakers addressed the conference at all the meals and the networking with librarians from all over the United States.

Thunder the Bunny made a visit to
Story time this month



CHILDREN'S LIBRARIAN/CITY OF BONDURANT



Position: Children's Librarian

Reports to: Library Director

Department: Library

Date Created: May 6th, 2004

Salary Range: ~~\$19.00~~—~~\$35.00~~

Revision Dates: 9/2/2015, 4/6/2016,

Entry Range: \$19.00 - \$24.26

5/4/2022

Midpoint Range: \$24.27 - \$29.11

FSLA Status: Non-Exempt

Max Range: \$29.12 - \$32.35

Position Summary:

Under direct supervision of the Library Director, the Children's Librarian performs a variety of duties essential to the daily operation of the community library on a full-time basis. Duties involve circulation, cataloging, organization of materials, patron assistance, outreach, and children's programming. Exercises supervision over volunteers, and staff as assigned by the Library Director.

ESSENTIAL JOB DUTIES:

- Plan and present creative, successful children's programs including story times, after school programs, outreach, and special event programs to encourage reading, viewing, and listening of library materials in an effort to create lifelong readers.
- Provides outreach programs to target children in the community through visits to school visits, daycare facilities and other means.
- Assists subordinates in performing duties, adjusts errors and complaints.
- Monitors supply needs.
- ⊖ Assists other library staff with maintaining social medial, website and readers advisor services as time in schedule allows.
- Performs all other duties as assigned by the Library Director.
- Assists the Director and Assistant Director with weeding in the children's collections.
- Assists in maintaining the children's collection by reading reviews, selection materials, gaining knowledge of trends, and monitoring the children's collection budget as assigned.
- Draws in community resources and agencies in providing programs and funding for programs for children.
- Assists the Assistant Library Director with grant writing for children's services.
- Attends meetings, workshops, conferences and serves on committees to enhance the skills needed as a children's librarian.
- Prepares marketing and other materials to promote children's programming.
- Plans and implements the Summer Reading Program with the Youth Services Librarian, and the Adult Services Librarian.
- Provides back-up of duties for the Youth Services Librarian.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Analytical, organizational, and communication skills.
- Knowledge of basic desktop computer applications.
- Ability to work independently as well as effectively as a team player.
- Excellent people and communication skills.
- Ability to interact well with the public.
- Ability to work a flexible schedule, which includes some evenings and weekends.
- Ability to consistently meet department work schedule and deadlines as designated.
- Demonstrates oral and written communication skills.
- Ability to learn the library circulation and cataloging computer programs.
- Ability to learn the Dewey Decimal System.
- Ability to plan, organize, and supervise.
- Ability to perform statistical calculations.
- Ability to use standard office and library equipment, including circulation/catalog computer software, network computers, computer printers, photocopier, telephone, calculator, fax machine, Internet.
- Ability to file, post and mail materials.
- Ability to follow written, verbal or diagrammatic instructions.
- Ability to consult technical sources and documents and access reference materials.
- Ability to guide people throughout the library and provide basic information to patrons.
- Ability to establish and maintain a proper working relationship with library staff and the public.
- Ability to safely reach, lift, carry, push, and move books and other materials weighing up to 25 pounds.
- Ability to safely climb, stoop, crouch, kneel, reach, stand, walk throughout the library and to make repetitive motions.
- Ability to distinguish and perceive numerals, letters, forms, and colors both close and distant including peripheral vision and depth perception and accurate eye-hand coordination.
- Ability to use hands and fingers to operate keyboards, copiers, telephone and computers as well as to reach, grasp and handle documents, objects, tools, and equipment.
- Ability to speak and write clearly and distinctly in English as well as to read and comprehend English at a level which will enable them to understand directions, procedures, policies, information and instructional materials.

ENTRY REQUIREMENTS:

Educational/Training/Experience:

- Minimum: Graduation from high school or GED equivalency supplemented by post-high school training and/or experience in any job related field.
- Preferred: College, apprenticeship, technical training or experience in library operations, education, public administration or closely related field.

Licenses:

1. Required: Valid Iowa Driver's license or ability to obtain one.
2. Required: State of Iowa Youth Services Endorsement or ability/willingness to obtain certification.

WORK ENVIRONMENT:

Most work is performed inside the library building which is temperature controlled. Work includes standing for extended periods, working with computers and other office equipment, moving throughout the library, and working directly with patrons. Work may involve frequent interruptions and exposure to dust and fumes. Occupational hazards may include strains and falls related to moving, shelving, and retrieving library materials and furniture. Occasional work outside may include Outreach to community.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
 2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodations with the Library Board and the City of Bondurant.
 3. Job descriptions in no way state of imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Library Director.
 4. The Library Board reserves the right to change or reassign job duties or to combine positions at any time.

Employee Signature

Date

Department Head Signature



BONDURANT COMMUNITY LIBRARY LOST/DAMAGED MATERIALS POLICY

Patrons returning materials that are damaged will be charged according to the amount of the damage and the possibility of repair to the material. Lost items are considered to be those that the patron concedes cannot be located or have been checked-out for more than two months. If the material is lost, the full replacement cost of the item will be charged, plus a reprocessing fee of five dollars per item.

The Bondurant Community Library will pursue all legal avenues to retrieve library materials and property that are overdue, lost, stolen, or damaged. (Iowa Code chapter 702.22, 714.5, 808.12)

702.22 LIBRARY MATERIALS AND EQUIPMENT.

1. "*Library materials*" include books, plates, pictures, photographs, engravings, paintings, drawings, maps, newspapers, magazines, pamphlets, broadsides, manuscripts, documents, letters, public records, microforms, sound recordings, audiovisual materials in any format, magnetic or other tapes, electronic data processing records, artifacts, and written or printed materials regardless of physical form or characteristics, belonging to, on loan to, or otherwise in the custody of any of the following:

- a. A public library.
- b. A library of an educational, historical, or eleemosynary institution, organization, or society.
- c. A museum.
- d. A repository of public records.

2. "*Library equipment*" includes audio, visual, or audiovisual machines, machinery or equipment belonging to, on loan to or otherwise in the custody of one of the institutions or agencies listed in subsection 1.

714.5 LIBRARY MATERIALS AND EQUIPMENT – UNPURCHASED MERCHANDISE -- EVIDENCE OF INTENTION.

The fact that a person has concealed library materials or equipment as defined in section 702.22 or unpurchased property of a store or other mercantile establishment, either on the premises or outside the premises, is material

evidence of intent to deprive the owner, and the finding of library materials or equipment or unpurchased property concealed upon the person or among the belongings of the person, is material evidence of intent to deprive and, if the person conceals or causes to be concealed library materials or equipment or unpurchased property, upon the person or among the belongings of another, the finding of the concealed materials, equipment or property is also material evidence of intent to deprive on the part of the person concealing the library materials, equipment or goods.

The fact that a person fails to return library materials for two months or more after the date the person agreed to return the library materials, or fails to return library equipment for one month or more after the date the person agreed to return the library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment. Notices stating the provisions of this section and of section 808.12 with regard to library materials or equipment shall be posted in clear public view in all public libraries, in all libraries of educational, historical or charitable institutions, organizations or societies, in all museums and in all repositories of public records. After the expiration of three days following the due date, the owner of borrowed library equipment may request the assistance of a dispute resolution center, mediation center or appropriate law enforcement agency in recovering the equipment from the borrower. The owner of library equipment may require deposits by borrowers and in the case of late returns the owner may impose graduated penalties of up to twenty-five percent of the value of the equipment, based upon the lateness of the return. In the case of lost library materials or equipment, arrangements may be made to make a monetary settlement.

808.12 DETENTION AND SEARCH IN THEFT OF LIBRARY MATERIALS AND SHOPLIFTING.

1. Persons concealing property as set forth in section 714.5, may be detained and searched by a peace officer, person employed in a facility containing library materials, merchant, or merchant's employee, provided that the detention is for a reasonable length of time and that the search is conducted in a reasonable manner by a person of the same sex and according to subsection 2 of this section.

2. No search of the person under this section shall be conducted by any person other than someone acting under the direction of a peace officer except where permission of the one to be searched has first been obtained.

3. The detention or search under this section by a peace officer, person employed in a facility containing library materials, merchant, or merchant's employee does not render the person liable, in a criminal or civil action, for false arrest or false imprisonment provided the person conducting the search or detention had reasonable grounds to believe the person detained or searched had concealed or was attempting to conceal property as set forth in section 714.5.

Adopted by the Bondurant Community Library Board of Trustees

7/91

Revised: 1/2003, 4/6/2006, 04/02/2009, 2/2015

Reviewed: 6/2018