Agenda
Bondurant Community Library - Library Board of Trustees
104 2nd Street NE
Bondurant, Iowa 50035
Bondurant Community Library – Meeting Room A
6 pm
Wednesday, September 7, 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/84533482560?pwd=VU4vb1RPcGVRTHpnSUNscU9PYWp5QT09
To phone into the meeting please call the following number: 1 312 626 6799 US (Chicago)
Meeting ID: 845 3348 2560 Password: 458481

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 – August 2022
    b) Financial Report
    c) Approval of Warrant List/Authorize expenditures
    d) Staff Report -- August
    e) Director Report -- August
    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) Discussion/Decision on Bondurant Historical Society selling T-shirts at the library
    b) Discussion/Decision BDI using the Library for Developers Conference
    c) Review/Approval Library Clerk II/Specialist Job Description
10) Board President Items
11) Adjournment
Next meeting – October 5, 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, August 3, 2022

1. **Roll Call:** *Members Present:* Josh Bryant, Julie Bergeson, Jen Keeler, 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 6:01 PM by Vice President Bryant.

3. **Guests present:** Clint Jensen, Story Construction

4. **Perfecting and Approving the Agenda:** Motion to approve the agenda by Ugulini, seconded by Keeler I. Motion carried.

5. **Capital Improvement Project:** Expansion project is complete. There will be a one year walk through for any issues with workmanship covered under warrantee.
   a. **Discussion/Approval Pay Application Certificate for payment.** Motion to approval final payment of $6,045.35 pending FEH signature by Keeler, seconded by Campbell. Motion carried.

6. **Approval of Consent Agenda:**
   a. Financial Report
   b. Approve Warrant list / authorize expenditures
   c. Staff Report -
   d. Director's Report - July
   e. Statistics Review

Discussion on continued rise in circulation statistics. Total circulation has increased 32% from the same time in SFY22. Motion to approve the above consent agenda by Ugulini, seconded by Bergeson. Motion carried.

7. **Public Comments:** None.

8. **Library Foundation Update:** No meeting.

9. **Friends of BPL Update:** No meeting.

10. **City Council Liaison Report:** Bondurant was awarded the Community of Character at the Iowa Character Award ceremony hosted by Robert D. & Billie Ray Center.

11. **Old Business:** None.

10. **New Business:**

a. **Review/Approval Homebound Policy 2022.** Motion to approve updated policy by Bergeson, seconded by Keeler. Motion carried.

11. President Items: None.

12. Adjournment: Motion to adjourn by Kaura, seconded by Bryant. Motion carried. Meeting adjourned at 6:14 PM.

Next Meeting: Wednesday, September 7, 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	342.01	925.39	-2,774.61	74.99 %
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	22,403.65	45,802.71	133,559.02	74.46 %
001-410-6020	SALARIES-PART-TIME	103,108.36	103,108.36	5,399.15	10,993.19	92,115.17	89.34 %
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	0.00	223.78	14,776.22	98.51 %
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	3,196.00	20,804.00	86.68 %
001-410-6373	TELECOMMUNICATION EXPENSE	37,000.00	37,000.00	0.00	4,932.67	32,067.33	86.67 %
001-410-6411	LEGAL EXPENSE	1,500.00	1,500.00	157.50	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	76.00	3,732.33	28,767.67	88.52 %
001-410-6502	PRINTED MATERIALS	40,000.00	40,000.00	572.35	7,153.03	32,846.97	82.12 %
001-410-6503	DIGITAL MATERIALS	20,000.00	20,000.00	0.00	2,348.49	17,651.51	88.26 %
001-410-6504	MINOR EQUIPMENT	2,000.00	2,000.00	0.00	215.80	1,784.20	89.21 %
001-410-6506	OFFICE SUPPLIES	6,000.00	6,000.00	0.00	645.31	5,354.69	89.24 %
001-410-6507	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	117.01	882.99	88.30 %
001-410-6508	POSTAGE-SHIPPING	1,000.00	1,000.00	0.00	281.36	718.64	71.86 %
001-410-6580	MISCELLANEOUS	1,000.00	1,000.00	0.00	100.00	900.00	90.00 %
001-410-6599	LIBRARY PROGRAMS	8,000.00	8,000.00	0.00	700.83	7,299.17	91.24 %
001-410-6725	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	0.00	6,326.51	2,673.49	29.71 %
	Department: 410 - LIBRARY Surplus (Deficit):	**-455,570.09**	**-455,570.09**	**-29,864.64**	**-76,026.63**	**379,543.46**	**83.31 %**
	Fund: 001 - GENERAL FUND Surplus (Deficit):	**-455,570.09**	**-455,570.09**	**-29,864.64**	**-76,026.63**	**379,543.46**	**83.31 %**

		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	103.25	16,968.40	15,468.40	1,131.23 %
167-410-4-4300	INTEREST - LIBRARY T&A	0.00	0.00	0.00	6.74	6.74	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**	**103.25**	**11,380.35**	**5,380.35**	**-89.67 %**
	Fund: 167 - LIBRARY GRANT Surplus (Deficit):	**6,000.00**	**6,000.00**	**103.25**	**11,380.35**	**5,380.35**	**-89.67 %**

		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	6,345.20	8,039.70	-8,039.70	0.00 %
	Department: 410 - LIBRARY Total:	**0.00**	**0.00**	**6,345.20**	**8,039.70**	**-8,039.70**	**0.00 %**
	Fund: 351 - LIBRARY CAPITAL Total:	**0.00**	**0.00**	**6,345.20**	**8,039.70**	**-8,039.70**	**0.00 %**
	Report Surplus (Deficit):	**-469,570.09**	**-469,570.09**	**-36,106.59**	**-72,685.98**	**396,884.11**	**84.52 %**

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	-29,864.64	-76,026.63	379,543.46	83.31 %
Fund: 001 - GENERAL FUND Surplus (Deficit):	**-455,570.09**	**-455,570.09**	**-29,864.64**	**-76,026.63**	**379,543.46**	**83.31 %**

Departmen...	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	103.25	11,380.35	5,380.35	-89.67 %
Fund: 167 - LIBRARY GRANT Surplus (Deficit):	**6,000.00**	**6,000.00**	**103.25**	**11,380.35**	**5,380.35**	**-89.67 %**

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

Company	Description	Budget Code	Invoice	Amount
Amazon	Books	001-410-6502	Statement	**$884.48**
	Books	001-410-6502	Statement	**-$42.36**
	Library programs	001-410-6599	Statement	**$652.60**
	Office supplies	001-410-6506	Statement	**$72.22**
	Technology replacement	001-410-6725	Statement	**-$25.96**
	Minor Equipmemt	001-410-6504	Statement	**$233.36**
Baker & Taylor	Books	001-410-6502	3264784	**-$6.26**
		001-410-6502	3264785	**-$8.78**
		001-410-6502	3264786	**-$23.97**
		001-410-6502	3265735	**-$6.38**
		001-410-6502	2036894204	**$129.37**
		001-410-6502	2036903736	**$94.39**
		001-410-6502	2036908175	**$499.69**
Book Page	Book Page subscription	001-410-6502	S61296	**$390.00**
Demco	Book processing supplies	001-410-6506	7157186	**$90.44**
Educational Development Corporation	Usborne books	001-410-6502	Statement	**$1,789.46**
Findaway	Wonder books	001-410-6502	398535	**$94.98**
Hoopla	Digital Materials	001-410-6503	502470360	**$534.93**
Konica Minolta	Phone service	001-410-6373	202208467	**$645.89**
Konica Minolta	Copier	001-410-6499	5021307893	**$493.73**
Konica Minolta	Copier	001-410-6499	5021186658	**$195.50**
Mediacom	Phone service	001-410-6373	Statement	**$111.87**
MidAmerican	Utilities	001-410-6371	528815863	**$1,598.00**
OverDrive	FY 2023 Bridges Fee	001-410-6503	CD0649722290508	**$1,846.65**
OverDrive	Digital Materials	001-410-6503	06497CO22293828	**$2,114.77**
P&M Apparel	Replacement part for tent	001-410-6580	50622	**$60.00**
Petty Cash	Postage	001-410-6508	Receipts	**$137.50**
Riverside Iowa Paranormal	Programming	001-410-6599	2022-25	**$300.00**
Royal Plumbing	Bathroom repair	001-410-6310	42595	**$155.15**
Sanders, Jill	Garbage bags	001-410-6310	Receipts	**$8.99**
Sanders, Jill	Programming	001-410-6599	Receipts	**$10.00**

	Building (chain)	001-410-6310	Receipts	$8.76
Science Center of Iowa	2-Adventure Pass Memberships	001-410-6599	10726554	$450.00
Storey Kenworthy	Office supplies	001-410-6506	PINV1010820	$167.60
	Programming	001-410-6599		$143.07
Stratus	Cleaning service	001-410-6499	5496950	$851.56
T-Mobile	Hot spot data	001-410-6373	Statement	$354.00
Two Rivers Glass & Door, Inc.	Angle at glass canopy	001-410-6310	220984	$630.00
Unique	Collection service	001-410-6499	6103555	$58.25
US Cellular	Hot spot data	001-410-6373	527300096	$478.39
USPS	Post office box	001-410-6499	Statement	$76.00
Verizon	Hot spot data	001-410-6373	9912702583	$1,259.82
Visa	Programming supplies	001-410-6599	Statement	$847.16
	Copy paper	001-410-6506	Statement	$27.98
	Disc cleaning	001-410-6507	Statement	$100.99
	Tissues, garbage bags	001-410-6507	Statement	$67.79
	Covid-Zoom	170-130-6507	Statement	$16.04
Walsh Door & Security	Door work	001-410-6310	775753	$197.97
Walmart	Programming supplies	001-410-6599	1643687941	$344.28
WT.Cox Information Services	Magazine subscriptions	001-410-6502	3113921	$751.93

Total Operating Expenses	$19,845.81
COVID EXPENSES	$16.04
Building Project Expenses	$0.00
Trust and Agency Expenses	$0.00
Total	**$19,861.85**

Bondurant Community Library Board President   Date
SIGNATURE

Bondurant Community Library Board Secretary   Date
SIGNATURE

STAFF REPORT AUGUST 2022

Michell:
- BrainFuse/HelpNow training
- Marketing Brainfuse to Job Seekers & Veterans in Your Community

Megan S.:
- School Library Journal Teen Day Long Webinar Sessions:

1. Sweet Fantasy
2. College Prep
3. Thrillers
4. Mental Health
5. Volunteers
6. Happily Ever After
7. Graphic Novels
8. Afternoon Keynote
9. Closing Keynote

- PRH Library Marketing Presents: Library Con 2022 - 150 minutes
- PRH Library Marketing Presents: Library Con 2022 - 150 minutes
- Kernels - Drive in Story Time
- Kernels - Drive in Story Walk
- Kernels – eSports
- BrainFuse/HelpNow Training

Megan M.:
- We're All Tech Librarians: Technology in Your Library Endorsement Course
- We're All Tech Librarians: Digital Literacy Endorsement Course
- Introduction to Public Services: Telling the Library Story Endorsement Course
- Introduction to Public Services: Library Programming Endorsement Course
- Introduction to Public Services: Customer Service Endorsement Course
- Introduction to Public Services: Providing Library Services Endorsement Course
- Introduction to Public Services: Knowing Your Community Endorsement Course
- Foundations of Public Libraries: The Library Team & Support Organizations Endorsement Course
- Foundations of Public Libraries: Principles of Intellectual Freedom Endorsement Course
- Program Overview Endorsement Course
- Kids Lib

- PopYS Book Club

Events in August:
- 11 Story Times at the Library
- 9 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
- Brews and Brushstrokes Paint Along
- After-School Movie

Librarian items September 2022

- 1,277 was the total registration for Summer Reading 2022. 205 of that number were registered through the outreach programs at Generation Next, Bloom and Birds Nest daycare facilities. The Library Foundation received a grant from Meta Facebook for the program this summer for $12,500.00 due to higher than anticipated registrations and participation $14,457.17 was spent on this part of the program the balance was donated by the Friends of the Library and the Library Foundation. Other expenditures for the Summer Program, which included weekly incentives, program supplies, and prizes, totaled $5,137.15.
- Director Sanders attended City Council on August 1 and August 15.
- A second landscaping inspection will be held on Sept. 2. To develop a plan for replacing trees and sod that need to be replaced.
- Two new soft chairs have been delivered for the junior fiction area of the Library. The Friends of the Library and the Library Foundation purchased chairs.
- A donation was received of 5 square folding tables and 20 chairs from Amazon. This donation to be used for programming outside of the Library. Such as Farmer's Market, Summer Reading in the park, etc.

	A	B	C
1		Jul-22	Jul-21
2	In Library circulation	9137	6631
3	Bridges Audio Circulation	493	282
4	Bridges E-Books Circulation	427	330
5	Bridges-Streaming Video	0	0
6	Bridges- eMagazines	12	18
7	Overdrive Advantage - eBooks	134	91
8	Overdrive Advantage - audio	191	99
9	Hoopla	258	227
10	Brainfuse	0	8
11	Transparent Language (sessions)	0	0
12	Tumblebook Downloads	0	1
13	AWE Learning Computers	700	0
14	AdventurePass	47	27
15	**Total Circulation for month**	**11399**	**7714**
16	Doorcount	2913	2494
17	Catalog Assists	177	132
18	Telephone Assists	238	282
19	Reference Assists	104	37
20	Computer Assists	184	59
21	**Number of Story Times Total**	**21**	**8 IN PERSON + 8 VIRTUAL =16**
22	Attendance	237	83 IN PERSON + 11 VIRTUAL = 94
23	Bondurant Birdsnest Outreach	12@318	10 @361
24	Bondurant Elem. Blue Jay Beginnings		
25	Bloom (formerly Kids' academy)	15@191	5@132
26	Generation Next	6@53	4 @91
27	Bloom visits to BCL	4@82	4@56
28	Bondurant Christian Preschool Outreach		
29	Developmental Kindergarten		
30	**After School Events/SRP**		
31	Movie		
32	Open Craft		Youth Book Discussion 5@28
33	In Person Children's Programming	138	Tie Dye 73
34	In Person Children's Programming	94	Ice Cream Social 99
35	In Person Children's Programming	37	Lava Lamps 52
36	In Person Children's Programming	120	Bubble show 71
37	In Person Children's Programming	130	Magic Show 80
38	In Person Children's Programming	5@106	
39	In Person Children's Programming		
40	Virtual Live Programming -Children's		FB Sponsorship Author Visit Zoom 85
41			In Person 29
42			
43	**Total number of children's Programs**	**68**	**37 in person Virtual 9**
44	**Total # attending childrens program**	**1506**	**1127 in person 39 virtual**
45			
46			

	A	B	C
47			
48	Date	July 2022\	Jul-21
49	XBOX & WII Gaming	20	2
50	Young adult programming		Teen tie dye 7
51	Young adult programming		
52	Young adult programming		
53	**Total number of YA programs**	**1**	**1**
54	**Total number attending YA programs**	**20**	**7**
55	Computer classes- **Adult Programming**		
56	Live Virtual Book Discussion		
57	In Person Book Discussion	11	13
58	Adult Coloring	5	
59	Books on Tap	2	
60	Third Thursday at Hoovers	0	
61	Adult Craft Night	13	
62	Geri Fit	8@55	
63	Brews & Brushstrokes		
64	In Person Adult Program Event		
65	Courtyard Estates Outreach	0	2
66	Pop Up Library @ Farmers Market		
67	Courtyard Estates Outreach-Memory Unit	0	
68	Homebound Delivery	3	1
69	**Total number of adult programs**	**13**	**2**
70	**Total Number attending adult programs**	**86**	**15**
71	Website Visits (sessions)	9671	12611
72	WII & Nintendo/Legos/Trucks Etc.	111	
73	Wi Fi	1283	594
74	Internet	420	172
75	Hot Spot Circulations	139	152
76	Launchpads	45	55
77	Tablets	0	0
78	**Total Electronic Resource Usage**	**11669**	**13584**
79	Test Proctoring	1	0
80	Notary Services	4	5
81	Tutoring	0	
82	Meeting/study Rm Use (No Library events)	47	
83	Security Corrections	0	
84	Gabbie Messages with patrons		
85	Catalog searches from the website		
86	New Patron Cards	54	35
87	Deleted patron cards	1	0
88	**Interlibrary Loans**		
89	Borrowed from other libraries	19	18
90	Loaned to other libraries	87	45
91	**Collection**		
92	Added to collection	255	296

	A	B	C
93	Deleted From collection	116	54
94	**Curbside Deliver**		**3**
95	**Mobile Printing**	**15**	**8**
96	**Inside Appointments**		**0**
97	**Youth Grab and Go kits**	**115**	890
98	**Teen Grab and go kits**		25
99	**Adult grab and go kits**		
100	Date	Jul-22	Jul-21
101	**Children's Grab and Go Kits**		
102	**FB Sponsorship STEM Kits**		330 out of 400
103	**Adult Coloring Kits**		
104			

	D	E	F	G	H
1		Aug-22	Aug-21	Sep-21	Oct. 21
2	In Library circulation	7013	4871	4045	4526
3	Bridges Audio Circulation	471	295	273	260
4	Bridges E-Books Circulation	517	355	321	295
5	Bridges-Streaming Video	0	0	0	0
6	Bridges- eMagazines	8	1	19	7
7	Overdrive Advantage - eBooks	163	90	65	89
8	Overdrive Advantage - audio	202	82	78	100
9	Hoopla	263	226	203	216
10	Brainfuse	4	6	5	10
11	Transparent Language (sessions)	131	0	5	0
12	Tumblebook Downloads	10	0	1	0
13	AWE Learning Computers	607	430	389	327
14	AdventurePass	37	30	6	9
15	**Total Circulation for month**	**9426**	**6386**	**5410**	**5839**
16	Doorcount	2362	1952	2527	1511
17	Catalog Assists	127	95	106	106
18	Telephone Assists	205	270	252	213
19	Reference Assists	86	43	58	35
20	Computer Assists	178	66	94	66
21	**Number of Story Times Total**	**11**	**10 in person + 3 virtual =13**	**21**	**21**
22	Attendance	86	36 in person + 4 virtual =40	65	104
23	Bondurant Birdsnest Outreach	4@66			
24	Bondurant Elem. Blue Jay Beginnings				
25	Bloom (formerly Kids' academy)		34	2@30	2@70
26	Generation Next		2@30	2@25	2@26
27	Bloom visits to BCL	2@43	2@30		
28	Bondurant Christian Preschool Outreach				2@20
29	Developmental Kindergarten				
30	**After School Events/SRP**				
31	Movie	16		6	13
32	Open Craft			29	35
33	In Person Children's Programming		28	2	12
34	In Person Children's Programming	Bsafe Kids 22	17	10	13
35	In Person Children's Programming	4		3	325
36	In Person Children's Programming			3	300
37	In Person Children's Programming				
38	In Person Children's Programming				
39	In Person Children's Programming				
40	Virtual Live Programming -Children's				4
41					
42					
43	**Total number of children's Programs**	**20**	**20**	**31**	**34**
44	**Total # attending childrens program**	**237**	**192**	**173**	**922**
45					
46					

	D	E	F	G	H
47					
48	Date	Jul-22	Aug-21	Sep-21	Oct-21
49	XBOX & WII Gaming				2@4
50	Young adult programming			5	1
51	Young adult programming				
52	Young adult programming				
53	**Total number of YA programs**	**0**	**0**	**1**	**3**
54	**Total number attending YA programs**	**0**	**0**	**5**	**5**
55	Computer classes- **Adult Programming**				
56	Live Virtual Book Discussion	11@10	2		
57	In Person Book Discussion	6/1 on Zoom	9	13	5
58	Adult Coloring	14			8@52
59	Books on Tap	4			
60	Third Thursday at Hoovers	0			
61	Adult Craft Night				
62	Geri Fit	8@59	25		
63	Brews & Brushstrokes	25			
64	In Person Adult Program Event			7@6	
65	Courtyard Estates Outreach	2 w/2 new cards		4	0
66	Pop Up Library @ Farmers Market	2@84			
67	Courtyard Estates Outreach-Memory Unit		3@17		
68	Homebound Delivery	3	1	2	4
69	**Total number of adult programs**	**26**	**2**	**6**	**17**
70	**Total Number attending adult programs**	**154**	**36**	**36**	**67**
71	Website Visits (sessions)	9033	6742	6816	7561
72	WII & Nintendo/Legos/Trucks Etc.	132	24	48	74
73	Wi Fi	1452	886	979	1049
74	Internet	464	212	210	261
75	Hot Spot Circulations	129	126	151	115
76	Launchpads	47	35	36	32
77	Tablets	0	8	8	3
78	**Total Electronic Resource Usage**	**11257**	**8033**	**8248**	**9095**
79	Test Proctoring	1		0	0
80	Notary Services	7	11	7	10
81	Tutoring	0		0	0
82	Meeting/study Rm Use (No Library events)	85	16	30	21
83	Security Corrections			5	5
84	Gabbie Messages with patrons	910			
85	Catalog searches from the website	5517			
86	New Patron Cards	61	51	42	50
87	Deleted patron cards	0	0	0	0
88	**Interlibrary Loans**				
89	Borrowed from other libraries	8	17	10	31
90	Loaned to other libraries	96	59	65	79
91	**Collection**				
92	Added to collection	453	304	138	234

	D	E	F	G	H
93	Deleted From collection	5	18	42	97
94	**Curbside Deliver**	**0**	2	1	1
95	**Mobile Printing**	**25**	16	3	4
96	**Inside Appointments**	**0**	0	0	0
97	**Youth Grab and Go kits**	0		50	80
98	**Teen Grab and go kits**	0		15	25
99	**Adult grab and go kits**	0			0
100	Date	Jul-22	Aug-21	Sep-21	Oct-21
101	**Children's Grab and Go Kits**	0			4
102	**FB Sponsorship STEM Kits**	0		0	
103	**Adult Coloring Kits**	0		0	
104					

	I	J	K	L	M	N	O	P
1	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
2	4254	4037	4526	4136	5952	4902	5588	9071
3	260	249	267	294	346	352	371	428
4	255	312	356	346	385	310	359	383
5	1	0	0	0	1	0	0	0
6	26	16	21	22	19	12	6	1
7	64	58	88	89	70	69	106	96
8	75	76	105	115	107	117	164	180
9	207	186	225	225	230	183	242	238
10	7	6	10	5	6	5	6	6
11	2	0	22	1	4	3	19	0
12	3	0	3	0	4	0	4	0
13	404	411	500	600	490	350	462 ⌐ 2 comp	
14	6	10	**6**	10	19	9	11	41
15	**5564**	**5361**	6129	**5843**	**7633**	**6312**	**7338**	**10444**
16	1467	2929	1342	1434	1896	1593	1895	3454
17	104	89	105	115	117	106	94	200
18	200	218	216	207	231	221	205	257
19	48	51	43	86	59	40	53	74
20	33	74	28	46	55	82	93	225
21	**22**	**20**	20	**16**	19	17	**19**	**20**
22	126	86	67	73	130	96	119	392
23								4@145
24								
25	34	2@62	2@65	2@68	2@60	2@17	18	9@170
26	17	14	2@23	2@28	2@27	14		6@82
27								3@71
28	2@19	2@17	2@16	2@21	12	2@19	3@53	
29								
30								
31	14	8	12	15	8	15	29	
32	17	2@71	18	32	49	41	43	
33	21	20	25	45	0	30	25	135
34	18	249	13	35	34	31	32	132
35	14	6@140	5	6	83	18	7	158
36	23	1	0		8	11		118
37			5		24		26@689	132
38								
39								
40	4	3	3@10	3	3	3	3	66
41					12		2	54
42					151			119
43	**33**	**36**	**33**	**28**	34	**29**	**56**	50
44	**310**	**667**	**259**	**326**	**601**	**295**	**1020**	**1824**
45								
46								

	I	J	K	L	M	N	O	P
47								
48	21-Nov	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
49	4@1							
50	0	2	6	3	2	1	0	5
51		0	2		3			8
52								
53	5	2	2	1	2	1	1	2
54	1	3	8	3	5	1	0	13
55			7@56	9@57		8@46	8@65	9@65
56			4 5@3		3			
57	8	10	7	5	6	9	9	8
58			36	3 5@31		26	2@19	14
59								1
60							3	4
61								1
62	7@43	2@2	0	10	6	2@19	16	10
63		17	0	0		2@0	7	11
64	6@6	5@9	6@5	3 5@1		9		4@5
65		0	9@62		2 3@0			
66								69
67			3@6			3		2@47
68	1		2	1	3	5	0	1
69	14	10	20	20	22	20	15	23
70	57	38	114	86	106	117	120	236
71	6393	5870	6412	6696	7492	8860	10360	11534
72	46	36	61	76	85	68	63	163
73	894	828	855	890	986	1027	1194	1171
74	156	244	236	245	242	241	275	528
75	127	106	92	94	132	124	128	158
76	20	23	22	21	34	33	35	54
77	0	1	0	1	1	1	0	1
78	7636	7108	7678	8023	8972	10354	12055	13609
79		0	0	0	0			
80	10	8	3	10	2	7	7	5
81				0		9		
82	35	30	35	61	56	54	61	44
83	0	0	0		0	0		
84								
85								
86	41	28	42	44	59	44	81	105
87	969	7	3	2	4	2	4	2
88								
89	29	10	36	29	34	30	22	30
90	54	42	79	113	113	83	83	107
91								
92	278	235	461	453	495	226	334	255

	I	J	K	L	M	N	O	P
93	192	164	188	30	9	519	443	240
94	0	0	0	0	0	0	1	0
95	0	15	32	27	14	17	7	12
96	0	0	0	0	0	0		
97	115	130	0	0	0	0		
98	10	10	4	3	6	0	2	18
99	0	0	0	0	0	0		
100	21-Nov	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
101		d	0	0	0	0		
102				0	0	0		
103			32	0	0	0		
104		184	0	0	0	0		

LIBRARY ASSISTANT CLERK/Specialist

CITY OF BONDURANT

Position: Clerk II   **Reports to:** Library Director

Department: Library   **Date Created:** June 3rd, 2010

Salary Range: ~~$11.00- $18.00~~   **Revision Dates:** September 7, 2022
  Entry Range: $14.50-$18.19   **FSLA Status:** Non-exempt
  Midpoint Range: $18.18-$21.81
  Max Range: $21.82 - $24.25

Position Summary:

Under direct supervision of the Library Director, performs part-time professional library functions including routine and complex clerical, customer service and collection maintenance tasks.

ESSENTIAL JOB DUTIES:

o   Perform circulation functions, including checking materials in and out, filling patrons' requests, and creating patron accounts.
o   Assists Young Adult, Adult and Children's Librarians in planning, preparing and executing library programs as needed.
o   Assists patrons with copier and other equipment in the library.
o   Monitors reserves and holds on materials through the circulation system.
o   Answers questions regarding library technology and perform basic troubleshooting.
o   Assists with the preparation of new materials to be added to the library collection.
o   Resolve patron account issues, including handling money and making change.
o   Assists in assembling and arranging displays.
o   Answers questions regarding library services and basic reference questions.
o   Performs other related duties such as may be required by the Library Director and can be reasonably expected of an employee in the capacity.
o   Will be scheduled as needed.

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.

o   Analytical, organizational, and communication skills.
o   Ability to proficiently use and troubleshoot computers.
o   Ability to work independently with intermittent direct supervision

- o Excellent people and communication skills, including but not limited to : tact, diplomacy and professionalism when in dealing with members of the public and staff.
- o Ability to interact well with the public.
- o Ability to work a flexible schedule, which includes some evenings and weekends.
- o Ability to consistently meet department work schedule and deadlines as designated.
- o Demonstrates oral and written communication skills.
- o Ability to use standard office and library equipment, software, personal reader devices (Kindle, Nook, iPad, etc and the Internet).
- o Physical ability to perform essential job functions.
- o Perform job functions adhering to safety guidelines and policies set for by the administration and/or supervisor.

ENTRY REQUIREMENTS:

Educational/Training/Experience:

- o Minimum: Graduation from, or current enrollment in, high school and demonstrated ability to perform essential job functions.
- o Preferred: Technical training or experience in library operations, education, public administration or closely related field, including clerical skills, customer service experience, and performing in a highly visible position.

Licenses:

1. Preferred: Valid Iowa Identification.

WORK ENVIRONMENT:

Most work is performed inside the library building which is temperature controlled. 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. Occupational exposure to blood or other blood and/or other potentially infectious materials. Occasional work outside may include servicing book drop, monitoring or sweeping sidewalks, outreach duties.

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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 or 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. Ability to lift and carry up to twenty-five (25) pounds, and, ability to push and pull twenty-five (25) to fifty (50) pounds.
5. Long periods of walking and standing, typically bends, stoops and crouches on a regular basis to perform duties.
6. The job description does not constitute an employment agreement between the employer and employee.
7. 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

Approved 11/2019