



Agenda
Bondurant Community Library - Library Board of Trustees
104 2nd Street NE
Bondurant, Iowa 50035
Bondurant Community Library – Group Study B
6 pm
Wednesday, September 6, 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/83379992163?pwd=UVZldDBJM3pNV0wya2wwb2VGS3dldz09>

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

Meeting ID: 833 7999 2163 Password: 146266

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 2023
 - 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) Trustee Training – Brainfuse resources
 - b) Discuss/Approve Mission/Vision Statement
 - c) Discuss/Approve Pandemic Policy

10) Board President Items

11) Adjournment

Next meeting October 4, 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, August 2, 2023

1. **Roll Call:** *Members Present:* Josh Bryant, Jen Keeler, Sue Ugulini, Mike Kramer, Amber Flinn and Craig Campbell. Library Director Sanders and assistant Director Klinker-Feld were also present. Absent: Julie Bergeson
2. **Call to order:** Meeting called to order at 6:01 PM by President Bryant.
3. **Guests present:** Marketa Oliver, City of Bondurant (attended virtually) ; Matt Sillanpaa, City Council liaison (attended virtually).
4. **Perfecting and Approving the Agenda:** Motion to approve the agenda by Ugulini, seconded by Campbell. Motion carried.
5. **Approval of Consent Agenda:**
 - a. Minutes of past meeting – July 2023
 - b. Financial Report
 - c. Approve Warrant list / authorize expenditures
 - d. Staff Report - July
 - e. Director's Report - July
 - f. Statistics Review

Motion to approve the above consent agenda with updated warrant list by Kramer, seconded by Keeler. Motion carried.

6. **Public Comments:** None.
7. **Library Foundation Update:** No report the group has not met since the last board meeting. The group will meet in August.
8. **Friends of the Library Update:** No report the group has not met since the last board meeting. The group will meet in August
9. **City Council Liaison Report:** City's Underpass project will be officially open Aug. 21, BSRC parking lot project almost done, Phase 1 of the City Park project will be beginning soon and the Arts, Culture and Wayfinding Master Plan will be approved soon. Report by Adm. Oliver.
10. **Old Business: None.**
10. **New Business:**
 - a. **Trustee Training – Chapter 6 Trustee Handbook.** Reviewed Chapter 6: *Developing and Adopting Policies.*
 - b. **Gifts and Memorials Policy.** Motion to approve as presented by Ugulini, seconded by Keeler. Motion carried.

c. Inclement Weather Policy. Motion to approve as presented by Kramer, seconded by Campbell. Motion carried.

B. Board President Items: Noted that there has been considerable comments on social media concerning the great programs and activities during the Summer Reading Program. Staff is to be commended for the excellent efforts.
Open Access and Direct State Aid reports have been filed with the State Library.

12. Adjournment: Motion to adjourn by Campbell, seconded by Kramer at 6:15 p.m.
Motion carried.

Next Meeting: Wednesday, September 6, 2023 at 6 PM

Respectfully submitted,

Jill Sanders, Library Director



Budget Report Account Summary

For Fiscal: 2023-2024 Period Ending: 08/31/2023

| | 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 | 677.03 | 982.53 | -3,017.47 75.44 % |
| 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 | 24,602.31 | 49,632.74 | 281,253.57 85.00 % |
| 001-410-6020 | SALARIES-PART-TIME | 76,633.81 | 76,633.81 | 6,198.28 | 13,564.49 | 63,069.32 82.30 % |
| 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 | 2,473.20 | 524.66 17.50 % |
| 001-410-6240 | MEETINGS & CONFERENCES | 5,000.00 | 5,000.00 | 245.00 | 370.00 | 4,630.00 92.60 % |
| 001-410-6310 | BUILDING & GROUND MAINTENAN... | 15,000.00 | 15,000.00 | 97.44 | 2,767.63 | 12,232.37 81.55 % |
| 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 | 440.00 | 440.00 | 560.00 56.00 % |
| 001-410-6371 | ELECTRIC / GAS | 24,000.00 | 24,000.00 | 1,995.00 | 3,990.00 | 20,010.00 83.38 % |
| 001-410-6373 | TELECOMMUNICATION EXPENSE | 42,000.00 | 42,000.00 | 3,001.57 | 8,610.85 | 33,389.15 79.50 % |
| 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 | 874.89 | 970.63 | 7,029.37 87.87 % |
| 001-410-6499 | CONTRACT SERVICES | 33,500.00 | 33,500.00 | 1,197.93 | 2,944.08 | 30,555.92 91.21 % |
| 001-410-6502 | PRINTED MATERIALS | 49,000.00 | 49,000.00 | 3,167.35 | 6,683.18 | 42,316.82 86.36 % |
| 001-410-6503 | DIGITAL MATERIALS | 21,000.00 | 21,000.00 | 2,854.50 | 4,841.45 | 16,158.55 76.95 % |
| 001-410-6504 | MINOR EQUIPMENT | 2,500.00 | 2,500.00 | 12.99 | 526.70 | 1,973.30 78.93 % |
| 001-410-6506 | OFFICE SUPPLIES | 6,000.00 | 6,000.00 | 1,478.60 | 1,478.60 | 4,521.40 75.36 % |
| 001-410-6507 | OPERATING SUPPLIES | 1,000.00 | 1,000.00 | 23.88 | 160.65 | 839.35 83.94 % |
| 001-410-6508 | POSTAGE-SHIPPIING | 1,500.00 | 1,500.00 | 148.38 | 289.35 | 1,210.65 80.71 % |
| 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 | 192.29 | 335.48 | 10,664.52 96.95 % |
| 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 | -45,853.38 | -99,886.50 | 506,331.48 83.52% |
| Fund: 001 - GENERAL FUND Surplus (Deficit): | | -606,217.98 | -606,217.98 | -45,853.38 | -99,886.50 | 506,331.48 83.52% |

Budget Report

For Fiscal: 2023-2024 Period Ending: 08/31/2023

| | 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 | 0.00 | -4,500.00 100.00 % |
| 167-410-2-4705 | T/A-LIBRARY DONATIONS | 1,500.00 | 1,500.00 | 13,114.15 | 13,300.20 | 11,800.20 886.68 % |
| 167-410-4-4300 | INTEREST - LIBRARY T&A | 0.00 | 0.00 | 0.00 | 30.07 | 30.07 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 | 99.32 | 362.98 | 19,637.02 98.19 % |
| Department: 410 - LIBRARY Surplus (Deficit): | | -15,000.00 | -15,000.00 | 13,014.83 | 12,967.29 | 27,967.29 186.45% |
| Fund: 167 - LIBRARY GRANT Surplus (Deficit): | | -15,000.00 | -15,000.00 | 13,014.83 | 12,967.29 | 27,967.29 186.45% |

Budget Report

For Fiscal: 2023-2024 Period Ending: 08/31/2023

| | 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 | -32,488.55 | -86,569.21 | 684,648.77 | 88.78% |

Group Summary

| Departmen... | Original Total Budget | Current Total Budget | Period Activity | Fiscal Activity | Variance Favorable (Unfavorable) | Percent Remaining |
|--|--------------------------|-------------------------|--------------------|--------------------|--|----------------------|
| Fund: 001 - GENERAL FUND | | | | | | |
| 410 - LIBRARY | -606,217.98 | -606,217.98 | -45,853.38 | -99,886.50 | 506,331.48 | 83.52% |
| Fund: 001 - GENERAL FUND Surplus (Deficit): | -606,217.98 | -606,217.98 | -45,853.38 | -99,886.50 | 506,331.48 | 83.52% |

Budget Report

For Fiscal: 2023-2024 Period Ending: 08/31/2023

| 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 | 13,014.83 | 12,967.29 | 27,967.29 | 186.45% |
| Fund: 167 - LIBRARY GRANT Surplus (Deficit): | -15,000.00 | -15,000.00 | 13,014.83 | 12,967.29 | 27,967.29 | 186.45% |

Bondurant Community Library
Library Board of Trustees
September 6, 2023
Warrant List

| Company | Description | Budget Code | Invoice | Amount |
|--------------------------|---|--------------|-------------------|-------------------|
| Baker & Taylor | Books | 001-410-6502 | 2037638673 | \$461.89 |
| | Books | 001-410-6502 | 2037654539 | \$119.13 |
| | Books | 001-410-6502 | 2037669028 | \$81.67 |
| | Books - credit | 001-410-6502 | 3285801 | -\$11.39 |
| | Books -credit | 001-410-6502 | 3285802 | -\$26.56 |
| | Books | 001-410-6502 | 2037683945 | \$42.74 |
| Book Page | Books magazine | 001-410-6502 | S80303 | \$402.00 |
| Central Iowa Mechanical | HVAC plugged drain | 001-410-6310 | 22636 | \$170.50 |
| City Visa Bill | snacks at the 7/31/23 council strategic planning meeting | 001-410-6240 | Statement/receipt | \$3.73 |
| Civic Plus | Website annual fee | 001-410-6419 | 263546 | \$606.38 |
| Hoopla | Digital content | 001-410-6503 | 504148922 | \$722.00 |
| Iowa Library Association | Michell ILA Conference registration | 001-410-6240 | Statement | \$225.00 |
| Konica Minolta | Copier | 001-410-6499 | 5026172783 | \$195.50 |
| Konica Minolta | phone | 001-410-6373 | 820001206 | \$518.26 |
| Mi-Fiber | Monthly Internet | 001-410-6373 | 11397769 | \$0.00 |
| MicroMarketing | Audio Books | 001-410-6502 | 929018 | \$93.98 |
| MicroMarketing | audio books | 001-410-6502 | 929015 | \$164.98 |
| MicroMarketing | audio books | 001-410-6502 | 928252 | \$114.98 |
| MicroMarketing | audio books | 001-410-6502 | 927699 | \$50.89 |
| MicroMarketing | audio books | 001-410-6502 | 927086 | \$414.16 |
| MicroMarketing | large print books | 001-410-6502 | 926893 | \$160.12 |
| MidAmerican | utilities | 001-410-6371 | 542529295 | \$1,995.00 |
| Midwest Alarm | fire alarm repair | 001-410-6310 | 425394 | \$469.58 |
| NeoGov | city's employment recruiting software all departments have been charged a portion of the software costs | 001-410-6419 | 37494 | \$874.89 |
| Petty cash | Postage | 001-410-6508 | receipt | \$120.00 |
| Playaway | Wonderbooks | 001-410-6502 | 434860 | \$60.29 |
| Playaway | Wonderbooks | 001-410-6502 | 434867 | \$113.98 |

Bondurant Community Library
Library Board of Trustees
September 6, 2023
Warrant List

| | | | | |
|------------------------|---|--------------|------------|-------------------|
| Playaway | Wonderbooks | 001-410-6502 | 434858 | \$161.47 |
| Playaway | Wonderbooks | 001-410-6502 | 436601 | \$61.74 |
| Playaway | Wonderbooks | 001-410-6502 | 436484 | \$123.48 |
| Playaway | Wonderbooks | 001-410-6502 | 437173 | \$61.74 |
| Provantage | computer monitor | 001-410-6419 | 9509408 | \$141.70 |
| Sanders | Zoom invoice April | 001-410-6499 | 200003997 | \$17.11 |
| | Zoom Inv May | 001-410-6499 | 20432333 | \$15.99 |
| | Zoom Invoice June | 001-410-6499 | 208680990 | \$15.99 |
| | Zoom Invoice July | 001-410-6499 | 212816760 | \$15.99 |
| Science Center Of Iowa | Adventure Passes | 001-410-6599 | 11129786 | \$450.00 |
| Sigler | SRP t-shirts | 167-410-6506 | 672861 | \$3,360.15 |
| Stratus | cleaning | 001-410-6499 | 6255131 | \$851.56 |
| State Library Of Iowa | 2023 Learning Circuit | 001-410-6240 | none | \$20.00 |
| Unique | collection service | 001-410-6499 | 6115654 | \$46.60 |
| Us Cellular | Hotspot service | 001-410-6373 | 599379934 | \$695.84 |
| Verizon | Hotspot service | 001-410-6373 | 9941233789 | \$2,364.70 |
| Visa | Books and movies | 001-410-6502 | Statement | \$318.24 |
| | Programming supplies | 001-410-6599 | statement | \$637.06 |
| | Office supplies | 001-410-6506 | Statement | \$137.80 |
| | T&A fall programming Friends/Foundation donation | 167-410-6506 | statement | \$690.92 |
| | tourniquets/flipping binder | 01-410-6507 | Statement | \$148.91 |
| | spill abosorbent | 001-410-6310 | Statement | \$24.99 |

| | |
|---------------------------|--------------------|
| Total Operating Expenses | \$14,305.70 |
| Trust and Agency Expenses | \$4,051.07 |
| Total | \$18,356.77 |

Bondurant Community Library Board President
SIGNATURE

Date

Bondurant Community Library Board Secretary
SIGNATURE

Date

STAFF REPORT AUGUST 2023



Michell:

- Webinar “Workshop Promotion” for PLA Digital Literacy Incentive
- Webinar “Lunch with the State Library: Brainfuse”
- Webinar “Project Outcome 101”
- Four sessions of Leadership Excellence program by Dale Carnegie

Megan S:

- State Library “Check it Out” May archive
- State Library “Check it Out” June archive
- Solar Eclipse Programming kernel
- August “Check it Out”
- August “Pop YS”
- Kids Lib meeting

Megan M:

- Webinar “Youth Services-Serving Ages 12-18”
- Webinar “Youth Services-Outreach”
- Solar Eclipse Programming kernel
- Kids Lib meeting

Chantel:

- Ad Lib meeting

Christina:

- Public Services: Endorsement Course Discussion Section
- Library Law: Endorsement Course Discussion Section

Events in August:

- 11 Story Times at the Library
- 3 Sessions of Baby Story & Play
- 9 Sessions of Fit for Life!
- Adult Craft Night
- Book discussion for Adults
- Third Thursday at Hoover’s
- Books on Tap book discussion at Reclaimed Rails
- Book Club for grades 6-8
- Teen Advisory Group

- Pokémon Club
- Family BINGO
- After School Open STEAM Play
- After School BINGO



Librarian items August 2023

- Director Sanders attended City Council on August 7 and 21.
- Library staff meeting was held on August 1 and August 29.
- Director Sanders attended Bondurant Community Library Foundation and Friends of the Library meeting on August 16.
- Below find participation numbers for the Summer Reading Program for 2023

| All Ages SRP Programs | | | Park Storytime | | Clubs | | |
|-----------------------|--------------------------|-----|----------------|-----|------------------------------|---------------------------|-----------|
| 6/5/2023 | Stomp Rockets | 161 | 6/7/2023 | 57 | 6/6/2023 | 3-5th grade (ages 8-11) | 9 |
| 6/8/2023 | Constellations | 59 | 6/14/2023 | 61 | 6/7/2023 | Pokemon (ages 8-17) | 57 |
| 6/12/2023 | Balloon Show | 150 | 6/21/2023 | 102 | 6/11/2023 | Teens only (ages 13-17) | 6 |
| 6/14/2023 | Farmer's Market | 93 | 6/28/2023 | 37 | 6/20/2023 | 6-8th grade (ages 11-14) | 1 |
| 6/15/2023 | Shrinky Dinks | 127 | 7/5/2023 | 57 | 6/27/2023 | 9-12th grade (ages 13-17) | 1 |
| 6/19/2023 | Mad Mixtures | 86 | 7/12/2023 | 3 | 7/5/2023 | Pokemon | 45 |
| 6/22/2023 | ISU Insect Zoo | 165 | 7/19/2023 | 72 | 7/9/2023 | Teens only | 8 |
| 6/26/2023 | Drum Safari | 120 | 7/26/2023 | 18 | 7/11/2023 | 3-5th grade | 16 |
| 6/28/2023 | Farmer's Market | 173 | | | 7/18/2023 | 6-8th grade | 2 |
| 6/29/2023 | Community Art Project | 50 | | | | | |
| 7/3/2023 | PBS STEAM Stations | 57 | | | | | |
| 7/6/2023 | PBS STEAM Stations | 44 | | | | | |
| 7/10/2023 | Egg Drop Challenge | 99 | | | | | |
| 7/12/2023 | Farmer's Market | 236 | | | | | |
| 7/13/2023 | Bubbles @ the Park | 122 | | | | | |
| 7/17/2023 | Tie-Dye | 100 | | | | | |
| 7/19/2023 | Farmer's Market | 137 | | | | | |
| 7/20/2023 | Tie-Dye | 55 | | | | | |
| 7/24/2023 | Magic Show | 132 | | | | | |
| 7/27/2023 | Foam Party & Water Fight | 132 | | | | | |
| | | | | | Average attendance per event | | 16.111111 |

| | | | | | |
|------------------------------|-------------|--|------------|---------------------------------|------------|
| | | Average attendance per event | 50.9 | | |
| Average attendance per event | 114.9 | | | | |
| Total Participation | 2298 | Total Participation | 407 | Total Participation | 145 |
| SRP Registration | | Completed Program | | BINGO Participants - All Ages | |
| Ages 0-5 | 149 | Ages 0-5 | 73 | Paper Sheet | 82 |
| Ages 6-12 | 495 | Ages 6-12 | 207 | Online Card | 22 |
| Ages 13-17 | 55 | Ages 13-17 | 32 | Total BINGO Participants | 104 |
| Ages 18+ | 292 | Ages 18+ | 99 | | |
| Total 2023 Registered | 991 | Total Completed | 411 | | |
| | | 41.5% of participants completed program | | | |

Financials for the summer include:

| | | |
|--|---|-------------------|
| Donations Received | Amazon | \$2,000.00 |
| | META/FB | \$13,000.00 |
| | Donations from businesses and local organizations | <u>\$5,700.00</u> |
| Total donations received | | \$20,700.00 |
| Expenses | | |
| Performers, programming supplies, incentives | | \$12,568.23 |
| | | +\$8,131.77 |

- August 10 there was an incident with a minor trying to set the men's bathroom on fire. Luckily the youth was not successful. The youth was identified with security camera footage. The Polk County Sheriff was called and a report has been filed.

| | A | B | C | D | E |
|----|---|-------------|--------------|--------------|--------------|
| 1 | | Jul-23 | Jul-22 | Aug-23 | Aug-22 |
| 2 | In Library circulation | 7626 | 9137 | 6777 | 7013 |
| 3 | Bridges Audio Circulation | 645 | 493 | 676 | 471 |
| 4 | Bridges E-Books Circulation | 535 | 427 | 492 | 517 |
| 5 | Bridges-Streaming Video | N/A | 0 | N/A | 0 |
| 6 | Bridges- eMagazines | 26 | 12 | 20 | 8 |
| 7 | Overdrive Advantage - eBooks | 185 | 134 | 173 | 163 |
| 8 | Overdrive Advantage - audio | 244 | 191 | 278 | 202 |
| 9 | Hoopla | 301 | 258 | 300 | 263 |
| 10 | Brainfuse | 0 | 0 | 1 | 4 |
| 11 | Rocket Languages (users) | 3 | 0 | 1 | 131 |
| 12 | Tumblebook Downloads | N/A | 0 | N/A | 10 |
| 13 | AdventurePass | 45 | 37 | 42 | 37 |
| 14 | Total Circulation for month | 9610 | 10689 | 8760 | 8819 |
| 15 | Doorcount | 1510 | 2913 | 3324 | 2362 |
| 16 | Catalog Assists | 77 | 177 | 130 | 127 |
| 17 | Telephone Assists | 166 | 238 | 243 | 205 |
| 18 | Reference Assists | 36 | 104 | 80 | 86 |
| 19 | Computer Assists | 115 | 184 | 214 | 178 |
| 20 | Website Visits (sessions) *New Google analytics | 3544 | 9671 | 7494 | 9033 |
| 21 | Wii & Nintendo/Legos/Trucks Etc. | 125 | 111 | 232 | 132 |
| 22 | Wi Fi | 1506 | 1283 | 1708 | 1452 |
| 23 | Internet | 957 | 420 | 1032 | 464 |
| 24 | Hot Spot Circulations | 132 | 139 | 146 | 129 |
| 25 | Launchpads | 44 | 45 | 48 | 47 |
| 26 | Tablets | 2 | 0 | 2 | 0 |
| 27 | Total Electronic Resource Usage | 6310 | 11669 | 10662 | 11257 |
| 28 | Test Proctoring | 0 | 1 | 0 | 1 |
| 29 | Notary Services | 11 | 4 | 9 | 7 |
| 30 | Tutoring | 0 | 0 | 0 | 0 |
| 31 | Meeting/study Rm Use (No Library events) | 77 | 47 | 83 | 85 |
| 32 | Gabbie Messages with patrons | 1163 | | 1004 | 910 |
| 33 | Catalog searches from the website | 5824 | | 5681 | 5517 |
| 34 | New Patron Cards | 56 | 54 | 54 | 61 |
| 35 | Deleted patron cards | 0 | 1 | 541 | 0 |
| 36 | Interlibrary Loans | | | | |
| 37 | Borrowed from other libraries | 32 | 19 | 38 | 8 |
| 38 | Loaned to other libraries | 90 | 87 | 92 | 96 |
| 39 | Collection | | | | |
| 40 | Added to collection | 200 | 255 | 276 | 453 |
| 41 | Deleted From collection | 33 | 116 | 235 | 5 |
| 42 | Curbside Deliver | 0 | | 0 | 0 |
| 43 | Mobile Printing | 101 | 15 | 90 | 25 |
| 44 | Tablet Station | 64 | | 61 | |
| 45 | Youth Grab and Go kits | | 115 | | 0 |
| 46 | Teen Grab and go kits | | | | 0 |

| | A | B | C | D | E |
|----|------------------------------------|---|--------|---|--------|
| 47 | Adult grab and go kits | | Jul-22 | | 0 |
| 48 | | | | | Aug-22 |
| 49 | Children's Grab and Go Kits | | | | 0 |
| 50 | FB Sponsorship STEM Kits | | | | 0 |
| 51 | Adult Coloring Kits | | | | 0 |

| | F | G | H | I | J |
|----|--|--------------|--------------|--------------|--|
| 1 | | Sep-22 | Oct-22 | Nov-22 | |
| 2 | In Library circulation | 5773 | 5981 | 5699 | In Library circulation |
| 3 | Bridges Audio Circulation | 550 | 578 | 384 | Bridges Audio Circulation |
| 4 | Bridges E-Books Circulation | 468 | 437 | 473 | Bridges E-Books Circulation |
| 5 | Bridges-Streaming Video | 0 | 0 | 0 | Bridges-Streaming Video |
| 6 | Bridges- eMagazines | 19 | 11 | 18 | Bridges- eMagazines |
| 7 | Overdrive Advantage - eBooks | 154 | 157 | 116 | Overdrive Advantage - eBooks |
| 8 | Overdrive Advantage - audio | 204 | 193 | 161 | Overdrive Advantage - audio |
| 9 | Hoopla | 248 | 201 | 234 | Hoopla |
| 10 | Brainfuse | 0 | 0 | 0 | Brainfuse |
| 11 | Transparent Language (sessions) | 2 | 0 | 5 | Transparent Language (sessions) |
| 12 | Tumblebook Downloads | 2 | 17 | 0 | Tumblebook Downloads |
| 13 | AdventurePass | 16 | 15 | 5 | AdventurePass |
| 14 | Total Circulation for month | 7436 | 7590 | 7095 | Total Circulation for month |
| 15 | Doorcount | 2316 | 2143 | 1730 | Doorcount |
| 16 | Catalog Assists | 124 | 135 | 110 | Catalog Assists |
| 17 | Telephone Assists | 226 | 205 | 320 | Telephone Assists |
| 18 | Reference Assists | 80 | 93 | 57 | Reference Assists |
| 19 | Computer Assists | 113 | 122 | 67 | Computer Assists |
| 20 | Website Visits (sessions) | 8326 | 8885 | 6120 | Website Visits (sessions) |
| 21 | WII & Nintendo/Legos/Trucks Etc. | 100 | 110 | 68 | WII & Nintendo/Legos/Trucks Etc. |
| 22 | Wi Fi | 1566 | 1583 | 1248 | Wi Fi |
| 23 | Internet | 236 | 324 | 462 | Internet |
| 24 | Hot Spot Circulations | 102 | 110 | 130 | Hot Spot Circulations |
| 25 | Launchpads | 33 | 34 | 43 | Launchpads |
| 26 | Tablets | 0 | 1 | 4 | Tablets |
| 27 | Total Electronic Resource Usage | 10363 | 11047 | #REF! | Total Electronic Resource Usage |
| 28 | Test Proctoring | 0 | 1 | 0 | Test Proctoring |
| 29 | Notary Services | 5 | 9 | 6 | Notary Services |
| 30 | Tutoring | 0 | 0 | 0 | Tutoring |
| 31 | Meeting/study Rm Use (No Library events) | 58 | 38 | 30 | Meeting/study Rm Use (No Library events) |
| 32 | Gabbie Messages with patrons | 807 | 785 | 1503 | Gabbie Messages with patrons |
| 33 | Catalog searches from the website | 5012 | 5030 | 5013 | Catalog searches from the website |
| 34 | New Patron Cards | 63 | 46 | 33 | New Patron Cards |
| 35 | Deleted patron cards | 2 | 0 | 5 | Deleted patron cards |
| 36 | Interlibrary Loans | | | | Interlibrary Loans |
| 37 | Borrowed from other libraries | 16 | 23 | 23 | Borrowed from other libraries |
| 38 | Loaned to other libraries | 71 | 89 | 78 | Loaned to other libraries |
| 39 | Collection | | | | Collection |
| 40 | Added to collection | 219 | 263 | 222 | Added to collection |
| 41 | Deleted From collection | 8 | 8 | 183 | Deleted From collection |
| 42 | Curbside Deliver | 0 | 1 | 0 | Curbside Deliver |
| 43 | Mobile Printing | 36 | 18 | 19 | Mobile Printing |
| 44 | | | | | |
| 45 | Youth Grab and Go kits | 0 | 0 | | Youth Grab and Go kits |
| 46 | Teen Grab and go kits | 0 | 0 | | Teen Grab and go kits |

| | F | G | H | I | J |
|----|------------------------------------|--------|--------|--------|------------------------------------|
| 47 | Adult grab and go kits | 0 | 0-Jan | | Adult grab and go kits |
| 48 | | Sep-22 | Oct-22 | Nov-22 | |
| 49 | Children's Grab and Go Kits | 0 | 0-Jan | | Children's Grab and Go Kits |
| 50 | FB Sponsorship STEM Kits | 0 | 0 | | FB Sponsorship STEM Kits |
| 51 | Adult Coloring Kits | 0 | 0 | | Adult Coloring Kits |

| | K | L | M | N | O | P |
|----|--------------|--------------|-------------|--|-------------|---------------|
| 1 | Dec-22 | Jan-23 | Feb-23 | | Mar-23 | Apr-23 |
| 2 | 5239 | 5154 | 5175 | In Library circulation | 6329 | 4865 |
| 3 | 467 | 561 | 586 | Bridges Audio Circulation | 563 | 584 |
| 4 | 419 | 472 | 443 | Bridges E-Books Circulation | 495 | 382 |
| 5 | 0 | 0 | 0 | Bridges-Streaming Video | 0 | 0 |
| 6 | 8 | 27 | 17 | Bridges- eMagazines | 24 | 17 |
| 7 | 133 | 164 | 149 | Overdrive Advantage - eBooks | 124 | 110 |
| 8 | 141 | 229 | 221 | Overdrive Advantage - audio | 186 | 190 |
| 9 | 269 | 293 | 266 | Hoopla | 296 | 254 |
| 10 | 0 | 5 | 5 | Brainfuse | 0 | 0 |
| 11 | 0 | 0 | 1 | Transparent Language (sessions) | 0 | 2 |
| 12 | 0 | 3 | 1 | Tumblebook Downloads | 0 | 1 |
| 13 | 10 | 10 | 12 | AdventurePass | 24 | |
| 14 | 6686 | 6918 | 6876 | Total Circulation for month | 8041 | 6405 |
| 15 | 1775 | 1829 | 1796 | Doorcount | 2290 | 2333 |
| 16 | 76 | 111 | 129 | Catalog Assists | 138 | 87 |
| 17 | 207 | 284 | 197 | Telephone Assists | 329 | 187 |
| 18 | 44 | 82 | 85 | Reference Assists | 96 | 83 |
| 19 | 72 | 75 | 71 | Computer Assists | 88 | 78 |
| 20 | 7753 | 7063 | 6251 | Website Visits (sessions) | 7294 | 10,675 |
| 21 | 70 | 110 | 127 | WII & Nintendo/Legos/Trucks Etc. | 122 | 132 |
| 22 | 1020 | 1283 | 1179 | Wi Fi | 1390 | 1467 |
| 23 | 214 | 475 | 338 | Internet | 553 | 455 |
| 24 | 118 | 111 | 91 | Hot Spot Circulations | 150 | 106 |
| 25 | 29 | 39 | 35 | Launchpads | 35 | 26 |
| 26 | 1 | 1 | 1 | Tablets | 1 | 2 |
| 27 | 11379 | 11463 | 8022 | Total Electronic Resource Usage | 9545 | 12,863 |
| 28 | | 0 | 1 | Test Proctoring | 0 | 0 |
| 29 | 5 | 12 | 8 | Notary Services | 4 | 7 |
| 30 | | 0 | 0 | Tutoring | 0 | 0 |
| 31 | 26 | 33 | 34 | Meeting/study Rm Use (No Library events) | 30 | 50 |
| 32 | 702 | 654 | 601 | Gabbie Messages with patrons | 862 | 673 |
| 33 | 4573 | 5897 | 3894 | Catalog searches from the website | 4735 | 4863 |
| 34 | 25 | 51 | 40 | New Patron Cards | 38 | 41 |
| 35 | 1 | 1 | 3 | Deleted patron cards | 2 | 0 |
| 36 | | | | Interlibrary Loans | | |
| 37 | 10 | 39 | 49 | Borrowed from other libraries | 42 | 38 |
| 38 | 78 | 114 | 93 | Loaned to other libraries | 94 | 109 |
| 39 | | | | Collection | | |
| 40 | 322 | 221 | 228 | Added to collection | 352 | 175 |
| 41 | 188 | 207 | 167 | Deleted From collection | 32 | 45 |
| 42 | 0 | 2 | 0 | Curbside Deliver | | 1 |
| 43 | 23 | 21 | 25 | Mobile Printing | 33 | 0 |
| 44 | | | | | | |
| 45 | | 0 | 0 | Youth Grab and Go kits | | 0 |
| 46 | | 0 | 0 | Teen Grab and go kits | | 0 |

| | K | L | M | N | O | P |
|----|--------|--------|--------|------------------------------------|--------|--------|
| 47 | | 0 | 0 | Adult grab and go kits | | 0 |
| 48 | Dec-22 | Jan-23 | Feb-23 | | Mar-23 | Apr-23 |
| 49 | | 0 | 0 | Children's Grab and Go Kits | | 0 |
| 50 | | 0 | 0 | FB Sponsorship STEM Kits | | 0 |
| 51 | | 0 | 0 | Adult Coloring Kits | | 0 |

| | Q | R | S |
|----|--|--------------|--------------|
| 1 | | May-23 | Jun-23 |
| 2 | In Library circulation | 5801 | 8736 |
| 3 | Bridges Audio Circulation | 554 | 650 |
| 4 | Bridges E-Books Circulation | 377 | 494 |
| 5 | Bridges-Streaming Video | 0 | 0 |
| 6 | Bridges- eMagazines | 11 | 35 |
| 7 | Overdrive Advantage - eBooks | 129 | 214 |
| 8 | Overdrive Advantage - audio | 183 | 249 |
| 9 | Hoopla | 274 | 293 |
| 10 | Brainfuse | 0 | 0 |
| 11 | Transparent Language (sessions) | 0 | 0 |
| 12 | Tumblebook Downloads | 2 | 0 |
| 13 | AdventurePass | 10 | |
| 14 | Total Circulation for month | 7341 | 10671 |
| 15 | Doorcount | 2675 | 3973 |
| 16 | Catalog Assists | 69 | 215 |
| 17 | Telephone Assists | 115 | 265 |
| 18 | Reference Assists | 55 | 119 |
| 19 | Computer Assists | 68 | 217 |
| 20 | Website Visits (sessions) | 10833 | 11346 |
| 21 | WII & Nintendo/Legos/Trucks Etc. | 77 | 273 |
| 22 | Wi Fi | 1744 | 1747 |
| 23 | Internet | 605 | 1059 |
| 24 | Hot Spot Circulations | 125 | 139 |
| 25 | Launchpads | 44 | 56 |
| 26 | Tablets | 2 | 2 |
| 27 | Total Electronic Resource Usage | 13430 | 14622 |
| 28 | Test Proctoring | 0 | 0 |
| 29 | Notary Services | 8 | 14 |
| 30 | Tutoring | 0 | 0 |
| 31 | Meeting/study Rm Use (No Library events) | 84 | 35 |
| 32 | Gabbie Messages with patrons | 759 | 942 |
| 33 | Catalog searches from the website | 5162 | 6620 |
| 34 | New Patron Cards | 91 | 111 |
| 35 | Deleted patron cards | 2 | 2 |
| 36 | Interlibrary Loans | | |
| 37 | Borrowed from other libraries | 48 | 41 |
| 38 | Loaned to other libraries | 91 | 90 |
| 39 | Collection | | |
| 40 | Added to collection | 221 | 276 |
| 41 | Deleted From collection | 51 | 23 |
| 42 | Curbside Deliver | 0 | 0 |
| 43 | Mobile Printing | 7 | 26 |
| 44 | | | |
| 45 | Youth Grab and Go kits | 0 | 0 |
| 46 | Teen Grab and go kits | 0 | 0 |

| | Q | R | S |
|----|------------------------------------|---|--------|
| 47 | Adult grab and go kits | 0 | 0 |
| 48 | | | Jun-23 |
| 49 | Children's Grab and Go Kits | 0 | 0 |
| 50 | FB Sponsorship STEM Kits | 0 | 0 |
| 51 | Adult Coloring Kits | 0 | 0 |

| | A | B | C | D | E | F | G |
|----|--------------------------------|--------|--------|--------|--------|--------|--------|
| 1 | Programmin/outreach | Jul-23 | Jul-22 | Aug-23 | Aug-22 | Sep-22 | Oct-22 |
| 2 | Ages 0-5 | | | | | | |
| 3 | Live/In person onsite 0-5 | | | | | | |
| 4 | # of programs | 16 | 13 | 16 | 11 | 22 | 20 |
| 5 | # attending | 216 | 176 | 220 | 86 | 148 | 133 |
| 6 | Live/inperson offsite 0-5 | | | | | | |
| 7 | # of programs | 15 | 33 | | 3 | 8 | 6 |
| 8 | # attending | 533 | 465 | | 54 | 138 | 86 |
| 9 | Live/virtual 0-5 | | | | | | |
| 10 | # of programs | | | | | | |
| 11 | # attending | | | | | | |
| 12 | | | | | | | |
| 13 | Ages 6-11 | | | | | | |
| 14 | Live/inperson onsite 6-11 | | | | | | |
| 15 | # of programs | 6 | 14 | 4 | 3 | 5 | 6 |
| 16 | # attending | 129 | 637 | 105 | 59 | 89 | 159 |
| 17 | Live/in person offsite 6-11 | | | | | | |
| 18 | # of programs | 9 | 10 | | 2 | | 2 |
| 19 | # attending | 265 | 282 | | 34 | | 51 |
| 20 | Live vidual 6-11 | | | | | | |
| 21 | # of programs | | | | | | |
| 22 | # attending | | | | | | |
| 23 | | | | | | | |
| 24 | YA | | | | | | |
| 25 | Live/in person onsite YA | | | | | | |
| 26 | # of programs | 1 | 1 | 1 | | 1 | 3 |
| 27 | # attending | 8 | 20 | 2 | | 1 | 20 |
| 28 | Live/in person offsite YA | | | | | | |
| 29 | # of programs | | | | | | |
| 30 | # attending | | | | | | |
| 31 | Live virtual YA | | | | | | |
| 32 | # of programs | | | | | | |
| 33 | # attending | | | | | | |
| 34 | | | | | | | |
| 35 | Adults | | | | | | |
| 36 | Live/in person onsite Adults | | | | | | |
| 37 | # of programs | 12 | 11 | 12 | 16 | 13 | 12 |
| 38 | # attending | 124 | 74 | 82 | 65 | 98 | 77 |
| 39 | Live/ in person offsite Adults | | | | | | |
| 40 | # of programs | 1 | 2 | 1 | 4 | 2 | 3 |
| 41 | # attending | 2 | 7 | 4 | 46 | 3 | 6 |
| 42 | Live Virtual Adult | | | | | | |
| 43 | # of programs | | 3 | 1 | 12 | 8 | 6 |
| 44 | # attending | | 0 | 1 | 11 | 12 | 4 |
| 45 | Home Delivery | | | | | | 3 |
| 46 | | | | | | | |

| | A | B | C | D | E | F | G |
|----|---|------------|-----|-----|----|-----|-----|
| 47 | Programmin/outreach | | | | | | |
| 48 | General Interest | | | | | | |
| 49 | Live/In peerson onsite General Interest | | | | | | 4 |
| 50 | # of programs | 8 | | 1 | | | 59 |
| 51 | # attending | 634 | | 82 | | | |
| 52 | Live/In person offsite General Interest | | | | | | 2 |
| 53 | # of programs | 3 | 2 | | 2 | 2 | 925 |
| 54 | # attending | 495 | 34 | | 84 | 100 | |
| 55 | Live Virtual General Interest | | | | | | |
| 56 | # of programs | | | | | | |
| 57 | # attending | | | | | | |
| 58 | | | | | | | |
| 59 | Program Content | | | | | | |
| 60 | Recordings | | | | | | |
| 61 | # Recordings | | | | | | |
| 62 | # Views | | | | | | |
| 63 | | | | | | | 50 |
| 64 | Make/Take kits | | 115 | | | | 250 |
| 65 | Coloring sheets | 300 | | 345 | | | |
| 66 | Scavenger Hunts Participants | | | | | | |
| 67 | Trivia contest Participants | | | | | | |
| 68 | Library's Maker Space Service | | 11 | | 4 | | |
| 69 | STEAM/STEM services | | | | | | |
| 70 | Story-Walk participants | | | | | | |
| 71 | Reading log participants | | | | | | |
| 72 | Other patron-directed activities | bingo shts | | | | | |

| | H | I | J | K | L | M | N |
|----|--------|--------|--------|--------|--------|--------|--------------------------------|
| 1 | Nov-22 | Dec-22 | Jan-23 | Feb-23 | Mar-23 | Apr-23 | Programmin/outreach |
| 2 | | | | | | | Ages 0-5 |
| 3 | | | | | | | Live/In person onsite 0-5 |
| 4 | 21 | 19 | 23 | 21 | 23 | 20 | # of programs |
| 5 | 179 | 102 | 133 | 167 | 297 | 260 | # attending |
| 6 | | | | | | | Live/inperson offsite 0-5 |
| 7 | 5 | 6 | 7 | 8 | 5 | 6 | # of programs |
| 8 | 96 | 108 | 123 | 143 | 104 | 149 | # attending |
| 9 | | | | | | | Live/virtual 0-5 |
| 10 | | | | | | | # of programs |
| 11 | | | | | | | # attending |
| 12 | | | | | | | |
| 13 | | | | | | | Ages 6-11 |
| 14 | | | | | | | Live/inperson onsite 6-11 |
| 15 | 6 | 4 | 5 | 5 | 6 | 10 | # of programs |
| 16 | 133 | 135 | 85 | 158 | 220 | 575 | # attending |
| 17 | | | | | | | Live/in person offsite 6-11 |
| 18 | | | | | | | # of programs |
| 19 | | | | | | | # attending |
| 20 | | | | | | | Live virtual 6-11 |
| 21 | | | | | | | # of programs |
| 22 | | | | | | | # attending |
| 23 | | | | | | | |
| 24 | | | | | | | YA |
| 25 | | | | | | | Live/in person onsite YA |
| 26 | 1 | 3 | 6 | 2 | 2 | 4 | # of programs |
| 27 | 12 | 9 | 43 | 10 | 9 | 21 | # attending |
| 28 | | | | | | | Live/in person offsite YA |
| 29 | | | | | | | # of programs |
| 30 | | | | | | | # attending |
| 31 | | | | | | | Live virtual YA |
| 32 | | | | | | | # of programs |
| 33 | | | | | | | # attending |
| 34 | | | | | | | |
| 35 | | | | | | | Adults |
| 36 | | | | | | | Live/in person onsite Adults |
| 37 | 13 | 14 | 12 | 13 | 13 | 12 | # of programs |
| 38 | 122 | 72 | 98 | 57 | 92 | 97 | # attending |
| 39 | | | | | | | Live/ in person offside Adults |
| 40 | | | 2 | | 2 | 3 | # of programs |
| 41 | | | 7 | | 1 | 8 | # attending |
| 42 | | | | | | | Live Virtual Adult |
| 43 | 3 | 5 | 5 | 3 | 8 | 2 | # of programs |
| 44 | 0 | 2 | 2 | 3 | 4 | 0 | # attending |
| 45 | | 4 | 6 | | | | Home Delivery |
| 46 | | | | | | | |

| | H | I | J | K | L | M | N |
|----|-----|-----|-----|-----|-----|-----|---|
| 47 | | | | | | | Programmin/outreach |
| 48 | | | | | | | General Interest |
| 49 | 2 | 10 | 3 | 7 | 19 | 9 | Live/In peerson onsite General Interest |
| 50 | 64 | 515 | 124 | 217 | 442 | 140 | # of programs |
| 51 | | | | | | | # attending |
| 52 | | | | | | | Live/In person offsite General Interest |
| 53 | | | | | | | # of programs |
| 54 | | | | | | | # attending |
| 55 | | | | | | | Live Virtual General Interest |
| 56 | | | | | | | # of programs |
| 57 | | | | | | | # attending |
| 58 | | | | | | | |
| 59 | | | | | | | Program Content |
| 60 | | | | | | | Recordings |
| 61 | | | | | | | # Recordings |
| 62 | | | | | | | # Views |
| 63 | | | | | | | |
| 64 | | 30 | 8 | | | | Make/Take kits |
| 65 | 300 | 370 | 320 | 145 | 230 | 200 | Coloring sheets |
| 66 | | | | | | | Scavenger Hunts Participants |
| 67 | | | | | | | Trivia contest Participants |
| 68 | | | 4 | | | | Library's Maker Space Service |
| 69 | | | | | | | STEAM/STEM services |
| 70 | | | | | | | Story-Walk participants |
| 71 | | | | | | | Reading log participants |
| 72 | | | 36 | | | | Other patron-directed activities |

| | O | P |
|----|--------|--------|
| 1 | May-23 | Jun-23 |
| 2 | | |
| 3 | | |
| 4 | 23 | 18 |
| 5 | 305 | 383 |
| 6 | | |
| 7 | 7 | 18 |
| 8 | 150 | 682 |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | 6 | 3 |
| 16 | 226 | 81 |
| 17 | | |
| 18 | 11 | 7 |
| 19 | 1229 | 168 |
| 20 | | |
| 21 | | |
| 22 | | |
| 23 | | |
| 24 | | |
| 25 | | |
| 26 | 6 | 2 |
| 27 | 23 | 8 |
| 28 | | |
| 29 | 2 | |
| 30 | 229 | |
| 31 | | |
| 32 | | |
| 33 | | |
| 34 | | |
| 35 | | |
| 36 | | |
| 37 | 13 | 12 |
| 38 | 126 | 76 |
| 39 | | |
| 40 | 1 | 1 |
| 41 | 4 | 2 |
| 42 | | |
| 43 | 4 | 3 |
| 44 | 5 | 3 |
| 45 | 1 | 2 |
| 46 | | |

| | O | P |
|----|-----|------|
| 47 | | |
| 48 | | |
| 49 | | |
| 50 | 7 | 11 |
| 51 | 188 | 1185 |
| 52 | | |
| 53 | | |
| 54 | | |
| 55 | | |
| 56 | | |
| 57 | | |
| 58 | | |
| 59 | | |
| 60 | | |
| 61 | | |
| 62 | | |
| 63 | | |
| 64 | | |
| 65 | 390 | 350 |
| 66 | | |
| 67 | | |
| 68 | | |
| 69 | | |
| 70 | | |
| 71 | | |
| 72 | | 100 |

BONDURANT COMMUNITY LIBRARY MISSION AND VISION STATEMENT



Mission Statement

The Bondurant Community Library seeks to be an integral part of its community by providing the residents of the community and surrounding area with a wide variety of popular and educational materials, programs, resources, and services that facilitate their day-to-day lives and extend their personal and intellectual development. The library supports lifelong learning, early literacy development, cultural and recreational activities, and the technology and information needs of the people it serves. The Bondurant Community Library seeks to build knowledge, understanding, appreciation, and wisdom in a welcoming environment.

Vision

Three elements of a library combine in equal parts to provide excellent customer service: collections, staff, and facilities. The Bondurant Community Library will continue to provide excellent service to our customers because we:

1. Acknowledge that our customers drive everything we do as we enhance traditional services and implement new and innovative services.
2. Draw our community into a dynamic environment that encourages a love of reading and lifelong learning.
3. Provide friendly, helpful, and knowledgeable staff.
4. Use the power of technology to optimize the community's access to library services as well as local, state, and global information.
5. Incorporate library services into the fabric of the community through alliances and partnerships with other libraries and organizations, resulting in strong community pride and support.
6. Nurture appreciation of literature and the ever-changing world of information.

**Adopted by the Bondurant Community Library Board of Trustees
04/01/2010, Reviewed: 05/03/2017, 7/2020**

BONDURANT COMMUNITY LIBRARY PANDEMIC POLICY

I: Purpose

To establish the protocol that is to be used in the event of a pandemic. If there is a serious infectious disease outbreak, the library must plan for staff being unable to report to work. In addition, during a pandemic, businesses, social organizations or schools may be required to take unique measures to help slow the spread of the illness including closing down by order of local public health officials. Other public health measures may include limiting or canceling social and public gatherings, requiring quarantines and/or other social distancing measures. Recovery from a pandemic may be slow, as compared to a natural disaster or some other physical crises. It is important to ensure that core business activities of the library be maintained for several weeks or more with limited staff and reduced hours due to a pandemic.

II: Definitions

“Pandemic Plan” A pandemic plan differs from a general emergency preparedness policy or procedure.

With an emergency preparedness policy, there is an assumption that staff will return to the building, or begin rebuilding, almost immediately after the event or crisis (such as after a fire or storm, or if there is a utility shortage). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for several weeks or more.

Pandemic. A Pandemic is the worldwide spread of a new disease. (World Health Organization www.who.int.)

III: Library Closure

The Bondurant Community Library will close due to pandemic in the event that: The City of Bondurant closes, or public health or government officials on the local, county, or state level issue a mandate order or recommendation for closure.

At the discretion of the Library Director or the Library Board President, the Bondurant Community Library may close, reduce its operating hours, or limit services temporarily (e.g. programming) in the event that there is not sufficient staff to maintain basic library service levels. In the event of closure, it is imperative that the Library Director or designee follow the communication procedures and submit payroll. Return due dates and reserve dates for materials will be adjusted so that holds do not expire on dates in which the library is completely closed for services. The exterior book drop will be kept open and cleared periodically as long as possible.

IV: School Closure Due to Pandemic

In the event that any Bondurant-Farrar School District school is closed due to pandemic illness, the Bondurant Community Library will remain open unless one of the aforementioned requirements for closing are also met. However, all library programs and special events will be canceled on any day in which any or all of Bondurant-Farrar schools are closed due to pandemic-related illness.

Should school be canceled due to a pandemic, non-circulating children's materials will be removed from public areas during the duration of the school closure to minimize spread through surfaces frequently touched by children. Kits will be placed into storage and temporarily unavailable for circulation.

Disinfecting and/or cleaning procedures issued by public health officials will be followed as possible.

V: Minimum Staffing Level

Minimum staffing level for a temporary period is defined as two healthy employees available to be present at the library during all open hours with a maximum 8-hour workday and 40-hour workweek per employee. Thus, at least four employees must be available to be present at the library every open day.

An inability to maintain this temporary minimal level or a necessity to maintain this temporary minimal level for more than five consecutive days will result in reduced hours or closing the library.

The level of excused absence of library staff will determine the ability to carry out services and maintain open hours. Phases may include:

1. Cancellation of all programs, special events, and meeting room reservations.
2. Staff Library at minimum staffing level for a temporary period; employees may be reallocated and have shifts reassigned.
3. Reduce open hours if number of employees falls below temporary minimum level.
4. Close the library for one or more days if number of **employees** further declines or only minimum level can be met for five or more days.
5. Hire temporary staffing to fill needs.
6. Curbside Delivery/Home Bound Delivery services may be provided once the Library has been closed for non-public service. Minimum staffing for this temporary service will include one healthy employee to open the Library and two employees to close with normal Library hours.

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the City of Bondurant Employee handbook regarding sick leave. In the event of closure and healthy library employees are sent home, those employees shall be compensated for their regularly scheduled hours.

Staff whose job duties include tasks that can be done remotely may be assigned tasks and projects to assist the library with offering digital services and support to the public. This work may include working on future program planning, remote training via webinars, providing email reference services to the public, posting information updates and providing digital resources for supporting the social fabric of the community during this time of increased anxiety and stress.

VI: Communication

In the event of closure necessitated by pandemic, effective communication about any reduction in services or open hours is of the utmost importance. Library staff should immediately follow the Bondurant Community Library Emergency Management Plan section: Responsibilities of the Emergency Response Team Communication Procedures.

VII: Prioritization of Services

If reduced staffing, open hours or services are required, employees shall perform priority responsibilities that most directly affect patrons prior to any other work tasks.

Priority responsibilities shall follow this order:

1. Direct patron assistance: check out; issuing library cards; computer and reference assistance; facility and collection supervision/safety.
2. Patron related-tasks: check in; incoming delivery; shelving.
3. Workflow tasks: holds shelf action list; pick list.

4. Essential services: payroll; processing bills for payment; Library Board meetings.

Individual responsibilities outside of those described shall be completed after these prioritized tasks, if time permits, performing those duties with a deadline or significant impact first. Employees should consult with the Director to determine staffing assignments and which individual work tasks should take priority, or in the event that they feel, a responsibility not listed here requires urgent attention.

VIII: Employee Absences

The City of Bondurant Employee Handbook outlines the sick leave policy; this policy shall be followed in the event of a pandemic outbreak.

IX: Responsibility for Library Operations

If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall follow the organizational chart as outlined in the Bondurant Community Library Personnel Policy.

X: Return to Normal Operations and Services

When advised by City of Bondurant, state and /or federal health authorities that the pandemic is no longer a threat to the community, the Bondurant Community Library staff will resume normal operations and services.

Adopted: 4/2020