

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, June 23, 2026 5:15 p.m.
Fireside Room, Norelius Community Library**

AGENDA

Call Meeting to Order-

**Roll Call – S. Velasquez, L. Peterson, B. Bruce, K. Segebart, D. Koch, L. Olsen,
L Lopez Director K. Meyer**

- I. Additions to the Agenda/Agenda Approval**
- II. Approve Minutes of Previous Meeting** (attachment 1)
- III. Public Forum (Limit 5 Minutes)**
- IV. Trustee Training-Iowa Library Trustee Handbook, Chapter 6** (attachment 2)
 - Developing and Adopting Policies
- V. Correspondence and Thank You Notes:**
 - Landon Anson- donation
 - Friends of the Library- hiring and paying for maintenance of the front garden
 - Judy Metcalf-making and donating 50+ bookmarks
- VI. Approve Bills- Signature Page** (attachment 3, 4)
- VII. Director’s Report – Director Meyer** (attachment 5)
- VIII. Unfinished Business:**
 - A. None
- IX. New Business:**
 - A. Future improvements to the library
 - B. Library budget for FY 26-27 (attachment 6)
- X. Monthly Reports**
 1. Library Accounts (attachment 7, 8, 9)
 2. Monthly Library Report - Circulation & Acquisitions/Collection (copy on table)

Committee Reports

- | | |
|---------------------|-----------------------------|
| a) Book & Policy | (Segebart, Lopez, Olsen) |
| b) Finance | (Bruce, Koch, Velasquez)) |
| c) Technology | (Velasquez, Segebart, Koch) |
| d) Facilities | (Peterson, Lopez, Segebart) |
| e) Public Relations | (Peterson, Lopez, Olsen) |

Adjourn

Next Board Meeting: Tuesday, July 28, 2026 @ 5:15 pm Fireside Room

**Norelius Community Library
Board of Trustees Regular Meeting
Monday, May 18, 2026 5:15 PM
Minutes**

Meeting called to order by President Bill Bruce

Members present: S. Velasquez, L. Peterson, B. Bruce, D Koch, L. Olsen, L. Lopez,
Director K. Meyer

I. **Additions to Agenda, Approval of Previous Meeting Minutes:** None- Motion to approve by L. Olsen, second by D. Koch

II. **Public Forum:** New Children’s Librarian Maddie Robbins is introduced.

III. **Thank You Notes:**

- Wesco for helping to fill Summer Library Program Bags
- Laurel Olsen, Kari Segebart, Donna Kock, Larry Peterson for helping with interviews for Children’s Librarian

IV. **Bills Approved:** all members signed

V. **Director’s Report: Director Meyer**

- Coffee Bar by Friends with Devin Evers building the cabinets
- Two 3rd grade classes visited
- FEH Architects set up a zoom meeting on June 1 at 10:00 AM
- Meetings attended: Staff, City Council, Elk Horn Directors Meeting, Friends Board Meeting, ARSL Directors Meeting on Zoom
- Training in progress of new Library Assistants but currently fully staffed
- Making 2,000 craft kits for Summer Library Program
- May Programming: “May the Fourth Be With You” movie for children, Day of the Child Celebration with 130 children attending, eight participants at Bilingual Conversations

VI. **Unfinished Business** — none

VII. **New Business:** Children’s Librarian and Library Assistants have been hired

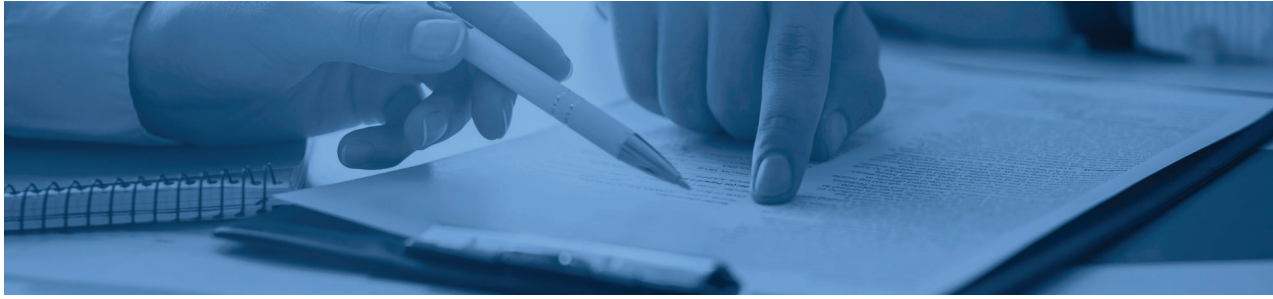
VIII. **Monthly Reports:** Library Accounts and Circulation & Acquisitions are reviewed

IX. **Committee Reports:** Nothing new

X. **Adjournment:** moved by Larry, seconded by Lorena

Next Board Meeting: Tuesday, June 23, 2026

Respectively submitted by substitute secretary, Larry Peterson



Chapter 6: Developing and Adopting Policies

The Need for Policies

An essential responsibility of Iowa library boards is to develop and adopt public policy. Library boards must be mindful that they are adopting public policies for a public service. They should take care to avoid writing policies that are reactionary or punitive but instead keep community interests at the forefront. Policies are necessary for these reasons:

- ❖ A major area of board responsibility
- ❖ Many **Public Library Standards** have policy implications
- ❖ Legal and ethical issues
- ❖ Demonstrates credible business practice
- ❖ Opportunity for public education
- ❖ Support the library's mission and purpose

A board should “develop” policy and not just “write” policy. Good policy grows out of a process of studying the issues and needs, gathering facts, deliberating the issues, writing the policy and reviewing the policy at least every three years. Once the board adopts policies, the board observes, interprets, evaluates and supports those policies. The board also modifies existing policies and creates new ones as services evolve.

Using the policies that the board approves as the outline, directors and staff write procedures and guidelines which are in-house documents. For example, your library board may develop a policy for lending wireless hotspots. Directors and staff then write procedures for purchasing the equipment, processing and inventorying equipment, and promoting this new service. Consistent interpretation and application of the policy is necessary. The board and management need to support the staff in applying the policy for situations that require flexibility as well as empower staff to make exceptions to the

policy in the interest of good customer service.

Policy Development Steps

1. **Anticipate the Need:** Often, policies are adopted as a direct result of a problem or even a crisis rather than as a result of careful planning and foresight. A better way to identify the need for a particular policy is to anticipate problems and write policies before the problem occurs. For example, boards are well advised to develop a disaster response policy, instead of waiting until a disaster strikes. Although each board needs to develop its own policies, sometimes it is helpful to review policies from other libraries before getting started. Look to policies from libraries in larger cities, because city attorneys have already vetted them.
2. **Gather the Facts:** Most policies grow out of recommendations from the library director. Your director is in touch with service changes, problems, and issues that require policies. Depending on the nature of the policy, you may want to seek legal counsel.
3. **Evaluate the Proposed Policy:** Is the policy under consideration:
 - Consistent with or covered in policies that have already been written ?
 - Consistent with your mission statement?
 - Consistent with local, state and federal law? Review the policy to determine whether any provisions would be illegal under Iowa or federal law. For example, a library policy of "no animals or pets allowed" must provide an exception for service dogs and other support animals.
 - Already an existing policy in place for other City workers. For example, inclement weather closings, holiday closings, expense reimbursements, benefits, etc.
 - Reasonable (including reasonable penalties)? Let's say a board decides to set the library's hours as 10:00 a.m. to 11:30 a.m. Monday through Friday. According to the State Library Law Librarian: *"Although it would not be illegal to set such hours, a court could find the policy to be unreasonable because, in effect, it denies library access to citizens who work or go to school during the day. The library board should also examine proposed policies to determine if any penalties are unreasonable. For example, it would be reasonable for a "no skateboarding in the library" policy to include a "penalty" that violators would be asked to leave for the rest of the day. It would not be reasonable to penalize the skateboarding patrons by banning them from the library "for the rest of their lives."*
 - Measurable? It is difficult, if not impossible, to enforce a policy fairly if the policy and penalty are not quantifiable. Policies should be written clearly so

that trustees, staff, and patrons alike can read a policy and know what constitutes a "violation" of it. For example, if a library has a policy stating that patrons will lose borrowing privileges if they have "too many overdue books for too long," the definitions of "too many" and "too long" are not clear and may result in unfair application when interpreted by different staff members. On the other hand, a quantifiable policy states that patrons will lose their borrowing privileges if they have "library material which has been overdue for three weeks or longer and if the patron has not returned the material or paid the replacement cost or made arrangements with the library for payment."

- Discriminatory? In order to be legally enforceable, library policies must be applied fairly to all patrons. Courts will invalidate library policies which are not applied equally to all patrons and are used to discriminate against certain groups of people. For example, a "no sleeping" policy might be enforced against homeless patrons but not against other patrons (such as the mayor) who drift off while reading in a comfy chair. Some libraries might have "no noise" policies which they enforce only against tables of giggling adolescents but never against tables of loud-speaking adults.

4. **Write and Adopt the Policy:** The actual wording of the policy is best left to the director and/or a board committee. The actual policy may come to the full board and back to committee for revision several times before it's finished. Final approval of the written policy is a board responsibility.
5. **Establish a Schedule for Policy Review:** Policies will become outdated. Regular review of policies helps keep them current and at the same time keeps board members informed. The recommended way to review policies is to date every policy and its revision. Don't wait to review all policies until time for Accreditation, establish a review process to happen throughout the year.

When reviewing existing policies, ask whether there is still a viable reason to keep a policy in place. Some boards have eliminated long-standing policies which have outlived their original usefulness and have opted instead for a more positive image for the library in the community. These topics can include cell phone use, overdue fines, and restrictions of the number of materials borrowed at one time.

6. **Make Policies Available:** Placing approved policies into a manual makes the process of learning policy simpler for new trustees and also makes for easier retrieval. A manual also makes the review and updating process much easier. A full collection of policies must be accessible to staff as well. It is advisable to post policies that affect the patrons' use of the library on your website.

Standards and Accreditation

To meet public library standards, boards must adopt four required, written policies in these categories: **Circulation**, **Collection Development**, **Internet Use**, and **Personnel**. The

library board may have additional written policies, as deemed appropriate for the library, and reviews them at least every three years. Assistance in writing policies is available from the State Library **District Consultants**.

More information regarding policy standards is available on the [Public Library Standards](#) webpage on the State Library website.



Denison, IA

Expense Approval Report

By Vendor Name

Payment Dates 5/19/2026 - 6/22/2026

LIBRARY

B BRUCE, PRESIDENT

D KOCH, VICE PRESIDENT

L LOPEX, TRUSTEE

L OLSON, TRUSTEE

L PETERSON, TRUSTEE

K SEGEBART, SECRETARY

S VELASQUEZ, TRUSTEE

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: 05474 - ABSOLUTE SCIENCE					
ABSOLUTE SCIENCE	062026	06/04/2026	BUTTERFLY ENCOUNTER TENTS	001-410-6499	600.00
Vendor 05474 - ABSOLUTE SCIENCE Total:					600.00
Vendor: 05419 - ALAFANSO, MATSON					
ALAFANSO, MATSON	052026	05/19/2026	JANITORIAL	001-410-6499	270.00
ALAFANSO, MATSON	062026	06/16/2026	JANITOR SERVICES -MAY	001-410-6499	217.50
Vendor 05419 - ALAFANSO, MATSON Total:					487.50
Vendor: 04767 - AMAZON CAPITAL SERVICES					
AMAZON CAPITAL SERVICES	1MMJ-DWJG-YYK3	05/19/2026	YA BOOKS	001-410-6512	80.77
AMAZON CAPITAL SERVICES	1CHT-F9JD-17V7	05/19/2026	ADULT BOOKS	001-410-6512	140.37
AMAZON CAPITAL SERVICES	1L6H-FQR9-1C1H	05/19/2026	ADULT BOOKS	001-410-6512	27.49
AMAZON CAPITAL SERVICES	1LPN-L7HR-D43V	05/19/2026	ADULT BOOKS	001-410-6512	21.99
AMAZON CAPITAL SERVICES	17PT-KDN3-PM9N	05/19/2026	ADULT BOOKS	001-410-6512	176.00
AMAZON CAPITAL SERVICES	1NT6-KF71-CGGD	05/19/2026	OFFICE SUPPLIES	001-410-6506	138.05
AMAZON CAPITAL SERVICES	1XFR-GRTN-CV97	05/19/2026	PROGRAMMING	001-410-6424	56.97
AMAZON CAPITAL SERVICES	1VNP-CJKD-C4RT	05/19/2026	BOOKS	001-410-6512	17.60
AMAZON CAPITAL SERVICES	1HVC-V6LX-39KH	05/19/2026	OFFICE SUPPLIES	001-410-6506	18.99
AMAZON CAPITAL SERVICES	1JQH-NYP9-RKF6	05/19/2026	DVDS	001-410-6502	191.80
AMAZON CAPITAL SERVICES	1NJT-JH3H-DPQ6	05/19/2026	SLP-JUV PROGRAMMING	001-410-6518	177.76
AMAZON CAPITAL SERVICES	1TLJ-MMVV-HW7C	05/19/2026	CM-DVD	001-410-6502	-4.90
AMAZON CAPITAL SERVICES	1RHR-QTN4-PWHY	05/19/2026	ADULT BOOKS	001-410-6512	255.77
AMAZON CAPITAL SERVICES	17J6-6HH6-7GDW	05/19/2026	ADULT BOOKS	001-410-6512	71.76
AMAZON CAPITAL SERVICES	1JQH-NYP9-YCR4	05/19/2026	BOOKS -JUV	001-410-6512	66.44
AMAZON CAPITAL SERVICES	1L39-TQKX-DQQ6	05/19/2026	YA BOOKS	001-410-6512	9.59
AMAZON CAPITAL SERVICES	16CH-RTFH-L7VL	05/19/2026	CM -ADULT BOOKS	001-410-6512	-17.60
AMAZON CAPITAL SERVICES	1G3C-LQRL-P3CJ	06/04/2026	REPLACEMENT BOOKS	001-410-6512	16.98
AMAZON CAPITAL SERVICES	1GRL-XPTD-DTQC	06/04/2026	CM-ADULT BOOKS	001-410-6512	-61.41
AMAZON CAPITAL SERVICES	1HCP-RTWK-C3QT	06/04/2026	CM-BOOKS	001-410-6512	-17.60

Expense Approval Report

Payment Dates: 5/19/2026 - 6/22/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AMAZON CAPITAL SERVICES	1HN4-TGJJ-FFLQ	06/04/2026	ADULT BOOKS	001-410-6512	193.84
AMAZON CAPITAL SERVICES	1K4G-M14X-3KK3	06/04/2026	CM-BOOKS	001-410-6512	-10.19
AMAZON CAPITAL SERVICES	1LFT-4V4M-CPDK	06/04/2026	MAINTENANCE	001-410-6310	61.64
AMAZON CAPITAL SERVICES	1LFT-4V4M-CPDK	06/04/2026	OFFICE SUPPLIES -LIB	001-410-6506	262.84
AMAZON CAPITAL SERVICES	1937-HQ9K-CVD7	06/04/2026	CHILDREN'S PROGRAMMING	001-410-6518	119.49
AMAZON CAPITAL SERVICES	1HQ9-J3NK-4KKJ	06/04/2026	ADULT BOOKS	001-410-6512	63.24
AMAZON CAPITAL SERVICES	1QC4-1P3Q-JVN9	06/04/2026	OFFICE SUPPLIES	001-410-6506	59.45
AMAZON CAPITAL SERVICES	1JWM-9CGX-4DYH	06/04/2026	ADULT BOOKS	001-410-6512	235.85
AMAZON CAPITAL SERVICES	1KPW-FDX3-4Y1C	06/04/2026	ADULT BOOKS	001-410-6512	46.93
AMAZON CAPITAL SERVICES	1RTT-3NLV-4WTK	06/04/2026	OFFICE SUPPLIES	001-410-6506	55.51
AMAZON CAPITAL SERVICES	1YDG-V3VR-MHQ7	06/04/2026	OFFICE SUPPLIES	001-410-6506	14.56
AMAZON CAPITAL SERVICES	1JXL-4HXH-FDCT	06/04/2026	SLP- CHILDREN'S PROGRAMI...	001-410-6518	723.62
AMAZON CAPITAL SERVICES	1CNQ-4C66-DGCK	06/16/2026	JUV BOOKS SPAN	001-410-6512	82.24
AMAZON CAPITAL SERVICES	1PCR-4X97-JP6M	06/16/2026	ADULT BOOKS SPAN	001-410-6512	834.70
AMAZON CAPITAL SERVICES	1V9K-GFP1-K1WY	06/16/2026	JUV BOOKS SPAN	001-410-6512	511.21
AMAZON CAPITAL SERVICES	1WLR-Y33J-JN41	06/16/2026	SLP-CHILDREN'S PROGRAM	001-410-6518	747.60
AMAZON CAPITAL SERVICES	1YFH-6P74-D9H1	06/16/2026	MAINTENANCE/ADULT BOOKS	001-410-6310	113.75
AMAZON CAPITAL SERVICES	1YFH-6P74-D9H1	06/16/2026	MAINTENANCE/ADULT BOOKS	001-410-6512	13.29
AMAZON CAPITAL SERVICES	1YJG-17JT-FYWJ	06/16/2026	OFFICE SUPPLIES	001-410-6506	56.41
AMAZON CAPITAL SERVICES	1NRP-NDJQ-LWJ3	06/16/2026	ADULT BOOKS	001-410-6512	180.29
AMAZON CAPITAL SERVICES	1P3K-RXV4-RYX6	06/16/2026	BOOKS -JUV	001-410-6512	5.29
AMAZON CAPITAL SERVICES	1WLD-T47N-T7RQ	06/16/2026	YABOOKS	001-410-6512	19.18
AMAZON CAPITAL SERVICES	1JH6-4CDQ-CW1K	06/16/2026	YABOOKS	001-410-6512	136.44
AMAZON CAPITAL SERVICES	19PH-VWVP-WYFT	06/16/2026	ADULT BOOKS	001-410-6512	9.65
AMAZON CAPITAL SERVICES	1C36-WMKJ-X9TY	06/16/2026	AUDIO-VISUAL	001-410-6502	24.85
AMAZON CAPITAL SERVICES	1H99-P9CV-W319	06/16/2026	BOOKS -JUV	001-410-6512	21.42
AMAZON CAPITAL SERVICES	1JMN-H37L-HLR3	06/16/2026	REPLACEMENT BOOKS	001-410-6512	14.14
AMAZON CAPITAL SERVICES	1J3T-YW7J-3TFK	06/16/2026	CM -BOOKS	001-410-6512	-14.23
AMAZON CAPITAL SERVICES	1JK6-C74R-F49N	06/16/2026	OFFICE SUPPLIES	001-410-6506	14.56
AMAZON CAPITAL SERVICES	1T1Q-KRRD-46TY	06/16/2026	CM -ADULT BOOKS	001-410-6512	-27.95
Vendor 04767 - AMAZON CAPITAL SERVICES Total:					5,936.44
Vendor: 05418 - BLUNK, JACOB					
BLUNK, JACOB	052026	05/19/2026	JANITORIAL	001-410-6499	198.75
BLUNK, JACOB	062026	06/16/2026	JANITOR SERVICES	001-410-6499	172.25
Vendor 05418 - BLUNK, JACOB Total:					371.00
Vendor: 05243 - BOYSEN LAUNDRY SERVICE LLC					
BOYSEN LAUNDRY SERVICE LLC	5504	05/19/2026	FLOOR MATS -LIBRARY	001-410-6310	26.00
BOYSEN LAUNDRY SERVICE LLC	5555	06/16/2026	FLOOR MATS	001-410-6310	26.00
Vendor 05243 - BOYSEN LAUNDRY SERVICE LLC Total:					52.00
Vendor: 00480 - BRADLEY, RODNEY D					
BRADLEY, RODNEY D	721	05/19/2026	IT SERVICES	001-410-6514	15.00
BRADLEY, RODNEY D	726	06/16/2026	IT SERVICES	001-410-6514	210.00
Vendor 00480 - BRADLEY, RODNEY D Total:					225.00
Vendor: 04581 - BTC, INC.					
BTC, INC.	11073450	06/02/2026	SERVICES -MULTI	001-410-6373	452.67
Vendor 04581 - BTC, INC. Total:					452.67
Vendor: 05444 - BUTTRY, ROBERT					
BUTTRY, ROBERT	052026	05/19/2026	JANITORIAL	001-410-6499	142.50
BUTTRY, ROBERT	062026	06/16/2026	JANITOR SERVICES	001-410-6499	112.50
Vendor 05444 - BUTTRY, ROBERT Total:					255.00
Vendor: 04124 - CARROLL REFUSE SERVICE					
CARROLL REFUSE SERVICE	416084	06/16/2026	TRASH -LIBRARY	001-410-6499	68.25
Vendor 04124 - CARROLL REFUSE SERVICE Total:					68.25
Vendor: 05344 - CENGAGE GROUP					
CENGAGE GROUP	999102686045	06/04/2026	BOOKS	001-410-6512	43.26
CENGAGE GROUP	999102697701	06/04/2026	BOOKS	001-410-6512	81.00
CENGAGE GROUP	999102726570	06/16/2026	BOOKS	001-410-6512	90.00

Expense Approval Report

Payment Dates: 5/19/2026 - 6/22/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CENGAGE GROUP	999102731865	06/16/2026	BOOKS	001-410-6512	52.50
Vendor 05344 - CENGAGE GROUP Total:					266.76
Vendor: 02451 - CSI LLC					
CSI LLC	51114	06/04/2026	IT SUPPORT	001-410-6514	62.50
Vendor 02451 - CSI LLC Total:					62.50
Vendor: 00763 - DEMCO					
DEMCO	7809051	06/04/2026	SUPPLIES	001-410-6506	422.56
DEMCO	7814288	06/11/2026	MAINTENANCE	001-410-6310	325.09
Vendor 00763 - DEMCO Total:					747.65
Vendor: 00757 - DENISON COMMUNITY SCHOOLS					
DENISON COMMUNITY SCHO...	M00053	06/16/2026	BANNER	001-410-6402	15.85
Vendor 00757 - DENISON COMMUNITY SCHOOLS Total:					15.85
Vendor: 01605 - FIRST BANKCARD					
FIRST BANKCARD	LD 202605-1	05/20/2026	WALMART - SUPPLIES/VACU...	001-410-6310	186.90
FIRST BANKCARD	LD 202605-1	05/20/2026	ZOOM - SOFTWARE	001-410-6419	169.90
FIRST BANKCARD	LD 202605-1	05/20/2026	QUICKEN - SALES TAX CREDIT	001-410-6419	-5.45
FIRST BANKCARD	LD 202605-1	05/20/2026	WALMART - LAPTOP STAND	001-410-6710	32.99
Vendor 01605 - FIRST BANKCARD Total:					384.34
Vendor: 05480 - HANNAH NEEMANN					
HANNAH NEEMANN	062026	06/16/2026	INS STIPEND	112-410-6150	104.17
Vendor 05480 - HANNAH NEEMANN Total:					104.17
Vendor: 05413 - INGRAM LIBRARY SERVICES					
INGRAM LIBRARY SERVICES	96456691	05/19/2026	BOOKS	001-410-6512	181.90
INGRAM LIBRARY SERVICES	96231487	05/19/2026	JUV	001-410-6512	13.49
INGRAM LIBRARY SERVICES	96248645	05/19/2026	BOOKS	001-410-6512	144.69
INGRAM LIBRARY SERVICES	96463991	05/19/2026	CM-BOOK	001-410-6512	-2.24
INGRAM LIBRARY SERVICES	96718802	06/04/2026	BOOKS	001-410-6512	20.49
INGRAM LIBRARY SERVICES	96747962	06/04/2026	BOOKS	001-410-6512	29.69
INGRAM LIBRARY SERVICES	96747964	06/04/2026	BOOKS	001-410-6512	31.41
INGRAM LIBRARY SERVICES	96790001	06/16/2026	BOOKS	001-410-6512	86.73
INGRAM LIBRARY SERVICES	96747963	06/04/2026	BOOKS	001-410-6512	64.74
Vendor 05413 - INGRAM LIBRARY SERVICES Total:					570.90
Vendor: 05355 - JP TURF AND PEST, LLC					
JP TURF AND PEST, LLC	242452	06/16/2026	PEST CONTROL	001-410-6310	55.00
Vendor 05355 - JP TURF AND PEST, LLC Total:					55.00
Vendor: 05478 - KELLY CRULL					
KELLY CRULL	2541	06/11/2026	PARK RANGER PROGRAM	001-410-6499	150.00
Vendor 05478 - KELLY CRULL Total:					150.00
Vendor: 04981 - MADISON ROBBINS					
MADISON ROBBINS	062026	06/16/2026	INS STIPEND	112-410-6150	104.17
Vendor 04981 - MADISON ROBBINS Total:					104.17
Vendor: 01272 - PHIL'S LAWN, LANDSCAPING & NUR					
PHIL'S LAWN, LANDSCAPING &..	17489	05/19/2026	APPLIED FERTILIZER	001-410-6310	87.50
PHIL'S LAWN, LANDSCAPING &..	17603	06/16/2026	PLANTERS- MASTER GARDEN...	001-410-6310	361.22
Vendor 01272 - PHIL'S LAWN, LANDSCAPING & NUR Total:					448.72
Vendor: 00591 - QUILL CORP.					
QUILL CORP.	47560634A	06/04/2026	SUPPLIES	001-410-6506	39.75
QUILL CORP.	47968815A	06/04/2026	SUPPLIES	001-410-6506	17.09
QUILL CORP.	48796960	06/04/2026	SUPPLIES- MAINTENANCE	001-410-6310	100.79
QUILL CORP.	48858109	06/04/2026	SUPPLIES	001-410-6506	48.40
QUILL CORP.	48864541	06/04/2026	ADULT PROGRAMMING SUPPL..	001-410-6424	13.58
QUILL CORP.	49037650	06/16/2026	SUPPLIES	001-410-6310	117.93
Vendor 00591 - QUILL CORP. Total:					337.54
Vendor: 03756 - STANDARD INSURANCE COMPANY RC					
STANDARD INSURANCE COM...	062026	05/28/2026	INS PREMIUMS	112-410-6150	-19.55
Vendor 03756 - STANDARD INSURANCE COMPANY RC Total:					-19.55

Expense Approval Report

Payment Dates: 5/19/2026 - 6/22/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: 03444 - TRISTAR BENEFIT ADMIN					
TRISTAR BENEFIT ADMIN	0000164706	05/28/2026	INS PREMIUMS	112-410-6150	15.00
Vendor 03444 - TRISTAR BENEFIT ADMIN Total:					15.00
Vendor: 05483 - VIRTUAL RALITY GAME TRUCK NEBRASKA					
VIRTUAL RALITY GAME TRUCK... 623		06/16/2026	VIRTUAL REALITY CONTRACT	001-410-6499	750.00
Vendor 05483 - VIRTUAL RALITY GAME TRUCK NEBRASKA Total:					750.00
Vendor: 03661 - VISION SERVICE PLAN					
VISION SERVICE PLAN	825232630	05/28/2026	INS PREMIUMS	112-410-6150	37.32
Vendor 03661 - VISION SERVICE PLAN Total:					37.32
Vendor: 02986 - WELLMARK BLUE CROSS AND B					
WELLMARK BLUE CROSS AND B 261610015343		06/16/2026	INS PREMIUMS	112-410-6150	1,691.58
Vendor 02986 - WELLMARK BLUE CROSS AND B Total:					1,691.58
Grand Total:					14,169.81

Report Summary

Fund Summary

Fund	Expense Amount	Payment Amount
001 - GENERAL	12,237.12	12,237.12
112 - TRUST & AGENCY	1,932.69	1,932.69
Grand Total:	14,169.81	14,169.81

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
001-410-6310	BUILDING MAINTENANC...	1,461.82	1,461.82
001-410-6373	TELEPHONES	452.67	452.67
001-410-6402	ADVERTISING	15.85	15.85
001-410-6419	TECHNOLOGY EXPENSE	164.45	164.45
001-410-6424	ADULT PROGRAMMING	70.55	70.55
001-410-6499	CONTRACT	2,681.75	2,681.75
001-410-6502	AUDIO-VISUAL	211.75	211.75
001-410-6506	OFFICE SUPPLIES	1,148.17	1,148.17
001-410-6512	BOOKS	3,941.15	3,941.15
001-410-6514	IT SUPPORT	287.50	287.50
001-410-6518	CHILDREN'S PROGRAMS	1,768.47	1,768.47
001-410-6710	NEW EQUIPMENT	32.99	32.99
112-410-6150	HEALTH INSURANCE	1,932.69	1,932.69
Grand Total:		14,169.81	14,169.81

Project Account Summary

Project Account Key	Expense Amount	Payment Amount
None	14,169.81	14,169.81
Grand Total:	14,169.81	14,169.81



Denison, IA

Pending Expense Approval Report

By Vendor Name

APPKT00319

LIBRARY

B BRUCE, PRESIDENT
D KOCH, VICE PRESIDENT
L LOPEX, TRUSTEE
L OLSON, TRUSTEE
L PETERSON, TRUSTEE
K SEGEBART, SECRETARY
S VELASQUEZ, TRUSTEE

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: AMAZON CAPITAL SERVICES					
AMAZON CAPITAL SERVICES	1JK6-C74R-4MCL	06/23/2026	ADULT BOOKS-CM	001-410-6512	-16.50
AMAZON CAPITAL SERVICES	1K7X-JFCV-1CHM	06/23/2026	ADULT BOOKS -CREDIT MEMO	001-410-6512	-11.31
AMAZON CAPITAL SERVICES	1HD3-PCK1-KNPC	06/23/2026	YABOOKS	001-410-6512	11.95
AMAZON CAPITAL SERVICES	1R39-NQPG-DMDJ	06/23/2026	SLP	001-410-6518	7.99
AMAZON CAPITAL SERVICES	17M1-TFTH-H46J	06/23/2026	ADULT BOOKS	001-410-6512	33.27
AMAZON CAPITAL SERVICES	1HY7-4MGR-RMWD	06/23/2026	DVDS	001-410-6502	75.86
AMAZON CAPITAL SERVICES	1RRF-GRMY-T77M	06/23/2026	SLP	001-410-6502	33.19
AMAZON CAPITAL SERVICES	1RRF-GRMY-T77M	06/23/2026	SLP	001-410-6599	22.68
AMAZON CAPITAL SERVICES	1CYL-LCGP-6VGN	06/23/2026	JUV BOOKS SPAN	001-410-6512	126.48
AMAZON CAPITAL SERVICES	1G3F-K7PQ-JGT1	06/23/2026	ADULT BOOKS -CREDIT MEMO	001-410-6512	-21.60
AMAZON CAPITAL SERVICES	1NFJ-TX1J-9999	06/23/2026	YABOOKS	001-410-6512	68.54
AMAZON CAPITAL SERVICES	1QMW-TL94-H1R7	06/23/2026	ADULT BOOKS	001-410-6512	289.96
AMAZON CAPITAL SERVICES	137P-P3DY-3KM9	06/23/2026	DVD -CREDIT MEMO	001-410-6502	-1.14
AMAZON CAPITAL SERVICES	1NG3-G99L-WDKL	06/23/2026	DVDS	001-410-6502	21.98
AMAZON CAPITAL SERVICES	13PV-L3TF-4WYN	06/23/2026	ADULT BOOKS	001-410-6512	95.10
AMAZON CAPITAL SERVICES	1G9D-4PW7-CPVC	06/23/2026	ADULT BOOKS	001-410-6512	16.50
AMAZON CAPITAL SERVICES	1GQ7-XL7D-6QNQ	06/23/2026	ADULT BOOKS	001-410-6512	137.73
AMAZON CAPITAL SERVICES	1MR7-K77W-4MHQ	06/23/2026	ADULT BOOKS	001-410-6512	10.19
AMAZON CAPITAL SERVICES	14P1-3VYG-K1JF	06/23/2026	SLP	001-410-6518	27.99
AMAZON CAPITAL SERVICES	1WD9-39NW-46JP	06/23/2026	JUV BOOKS SPAN	001-410-6512	27.82
AMAZON CAPITAL SERVICES	1F3H-YWR4-RG3Q	06/23/2026	SLP	001-410-6599	71.85
AMAZON CAPITAL SERVICES	1QNC-JLYN-D3CM	06/23/2026	YABOOKS	001-410-6512	11.54
Vendor AMAZON CAPITAL SERVICES Total:					1,040.07
Vendor: BOOK FARM LLC					
BOOK FARM LLC	REB15581-1	06/23/2026	BOOKS	001-410-6512	22.98
Vendor BOOK FARM LLC Total:					22.98

Pending Expense Approval Report

Packet: APPKT00319

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: BOYSEN LAUNDRY SERVICE LLC					
BOYSEN LAUNDRY SERVICE LLC	5627	06/23/2026	FLOOR MATS -LIB	001-410-6310	26.00
Vendor BOYSEN LAUNDRY SERVICE LLC Total:					26.00
Vendor: CENGAGE GROUP					
CENGAGE GROUP	999102768002	06/23/2026	BOOKS	001-410-6512	40.98
Vendor CENGAGE GROUP Total:					40.98
Vendor: CITY OF DENISON					
CITY OF DENISON	4575466	06/23/2026	PAINT SUPPLIES	001-410-6310	82.06
CITY OF DENISON	B623015	06/23/2026	SUPPLIES	001-410-6310	14.72
Vendor CITY OF DENISON Total:					96.78
Vendor: DEMCO					
DEMCO	7816005	06/23/2026	SUPPLIES	001-410-6506	189.12
Vendor DEMCO Total:					189.12
Vendor: DENISON DO IT BEST					
DENISON DO IT BEST	B622971	06/23/2026	SUPPLIES	001-410-6310	90.33
Vendor DENISON DO IT BEST Total:					90.33
Vendor: DO ART PRODUCTIONS					
DO ART PRODUCTIONS	#2316	06/23/2026	DO ART	001-410-6499	600.00
Vendor DO ART PRODUCTIONS Total:					600.00
Vendor: ILLINOIS LIBRARY ASSN					
ILLINOIS LIBRARY ASSN	329857	06/23/2026	IREAD PURCHASE	001-410-6402	81.42
Vendor ILLINOIS LIBRARY ASSN Total:					81.42
Vendor: IMAGINATION PLAYGROUND					
IMAGINATION PLAYGROUND	734767	06/23/2026	DINO BONES	001-410-6710	152.88
Vendor IMAGINATION PLAYGROUND Total:					152.88
Vendor: JP TURF AND PEST, LLC					
JP TURF AND PEST, LLC	242241	06/23/2026	PEST CONTROL -LIBRARY	001-410-6310	55.00
Vendor JP TURF AND PEST, LLC Total:					55.00
Vendor: PHIL'S LAWN, LANDSCAPING & NUR					
PHIL'S LAWN, LANDSCAPING &..	17679	06/23/2026	WEED SPRAY & FERTILIZE	001-410-6310	175.00
Vendor PHIL'S LAWN, LANDSCAPING & NUR Total:					175.00
Vendor: POSTMASTER					
POSTMASTER	062026	06/23/2026	STAMPS -LIBRARY	001-410-6508	156.00
Vendor POSTMASTER Total:					156.00
Grand Total:					2,726.56

Report Summary

Fund Summary

Fund	Expense Amount
001 - GENERAL	2,726.56
Grand Total:	2,726.56

Account Summary

Account Number	Account Name	Expense Amount
001-410-6310	BUILDING MAINTENANC...	443.11
001-410-6402	ADVERTISING	81.42
001-410-6499	CONTRACT	600.00
001-410-6502	AUDIO-VISUAL	129.89
001-410-6506	OFFICE SUPPLIES	189.12
001-410-6508	POSTAGE	156.00
001-410-6512	BOOKS	843.63
001-410-6518	CHILDREN'S PROGRAMS	35.98
001-410-6599	MISC	94.53
001-410-6710	NEW EQUIPMENT	152.88
Grand Total:		2,726.56

Project Account Summary

Project Account Key	Expense Amount
None	2,726.56
Grand Total:	2,726.56

LIBRARY DIRECTOR'S REPORT

Kari Meyer- Director

June 23, 2026

Items of Note:

- 5-19-26 Ethan Olsen and Shelby Kastner started as seasonal Library Assistants
- 5-23-26 Felix mulched, trimmed bushes and pulled weeds in the front of the library
- 6-1-26 Summer Library Program began
- 6-1-26 Visited with FEH Designs on zoom about library improvements
- Been very busy at the library!

Meetings Attended or Scheduled:

- June 1, 8, 15, 22 Director's Meetings at City Hall
- 6-2-26 City Council Meeting
- 6-5-26 Staff Meeting
- 6-9-26 Time and Attendance training at City Hall
- 6-15-26 Insurance meeting at City Hall
- 6-22-26 Open Meeting training, webinar through lowaleague.org

Misc Information and Ideas:

- June 30 is the end of the budget cycle, so I am figuring out what to do
- Podcast room is painted and we are waiting on some equipment and the electrician to install a couple of outlets.
- Still waiting on the countertop for the coffee station but the wall was painted behind the coffee bar (thanks to a volunteer)
- Devon Evers shared his plans for the banquette and bookshelves that he is building for the lobby. He said that hopefully they will be built and installed by Aug 1.
- Large banner installed on the front of the library that the high school students designed.
- The library will have a fair booth at the Crawford Co Fair. We will host Storytime, bubbles, giveaways, sign people up for library cards and advertise our services.

Programming Highlights:

- Ongoing standard programming throughout June
- 6-5-26 Had 208 people total for the Slime making day (two sessions)
- 6-8-26 Butterfly pavilion
- 6-15-26 Black Mambas program
- Busy Blooms for toddlers on Wednesday mornings have had an average of 50 children
- 6-23-26 VR truck out of Nebraska will be at the library for the teens.2:30-4:30pm
- 7-9-26 Scott Meyer will be speaking on the personalities of the people behind the Declaration of Independence at 5:30pm
- Duffy Hudson will be presenting "George Burns" on 7-20-26 at 5:30pm



Denison, IA

Budget Report Account Summary

For Fiscal: FY 2026-2027 Period Ending: 06/30/2027

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL							
Revenue							
001-410-4440	STATE GRANTS	15,000.00	15,000.00	0.00	0.00	-15,000.00	100.00 %
001-410-4465	COUNTY CONTRIBUTIONS	44,000.00	44,000.00	0.00	0.00	-44,000.00	100.00 %
001-410-4553	LIBRARY CHARGES-INCIDENTAL	4,000.00	4,000.00	0.00	0.00	-4,000.00	100.00 %
001-410-4710	REIMBURSEMENTS	500.00	500.00	0.00	0.00	-500.00	100.00 %
	Revenue Total:	63,500.00	63,500.00	0.00	0.00	-63,500.00	100.00%
Expense							
001-410-6010	SALARIES	251,214.00	251,214.00	0.00	0.00	251,214.00	100.00 %
001-410-6160	WORKERS' COMPENSATION	500.00	500.00	0.00	0.00	500.00	100.00 %
001-410-6210	ASSOCIATION DUES	250.00	250.00	0.00	0.00	250.00	100.00 %
001-410-6230	TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
001-410-6310	BUILDING MAINTENANCE & REPAIR	16,000.00	16,000.00	0.00	0.00	16,000.00	100.00 %
001-410-6373	TELEPHONES	2,520.00	2,520.00	0.00	0.00	2,520.00	100.00 %
001-410-6402	ADVERTISING	750.00	750.00	0.00	0.00	750.00	100.00 %
001-410-6411	LEGAL EXPENSE	500.00	500.00	0.00	0.00	500.00	100.00 %
001-410-6419	TECHNOLOGY EXPENSE	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
001-410-6421	PUBLIC RELATIONS	500.00	500.00	0.00	0.00	500.00	100.00 %
001-410-6424	ADULT PROGRAMMING	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
001-410-6499	CONTRACT	7,600.00	7,600.00	0.00	0.00	7,600.00	100.00 %
001-410-6502	AUDIO-VISUAL	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
001-410-6506	OFFICE SUPPLIES	7,800.00	7,800.00	0.00	0.00	7,800.00	100.00 %
001-410-6508	POSTAGE	500.00	500.00	0.00	0.00	500.00	100.00 %
001-410-6512	BOOKS	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
001-410-6514	IT SUPPORT	1,275.00	1,275.00	0.00	0.00	1,275.00	100.00 %
001-410-6518	CHILDREN'S PROGRAMS	4,500.00	4,500.00	0.00	0.00	4,500.00	100.00 %
001-410-6519	PERIODICALS	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
001-410-6598	GRANT EXPENSES	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
001-410-6599	MISC	500.00	500.00	0.00	0.00	500.00	100.00 %
001-410-6710	NEW EQUIPMENT	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
	Expense Total:	358,909.00	358,909.00	0.00	0.00	358,909.00	100.00%
	Fund: 001 - GENERAL Surplus (Deficit):	-295,409.00	-295,409.00	0.00	0.00	295,409.00	100.00%
	Report Surplus (Deficit):	-295,409.00	-295,409.00	0.00	0.00	295,409.00	100.00%

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL						
Revenue	63,500.00	63,500.00	0.00	0.00	-63,500.00	100.00%
Expense	358,909.00	358,909.00	0.00	0.00	358,909.00	100.00%
Fund: 001 - GENERAL Surplus (Deficit):	-295,409.00	-295,409.00	0.00	0.00	295,409.00	100.00%
Report Surplus (Deficit):	-295,409.00	-295,409.00	0.00	0.00	295,409.00	100.00%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
001 - GENERAL	-295,409.00	-295,409.00	0.00	0.00	295,409.00
Report Surplus (Deficit):	-295,409.00	-295,409.00	0.00	0.00	295,409.00



Denison, IA

Budget Report Account Summary

For Fiscal: 2025-2026 Period Ending: 06/30/2026

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL						
Revenue						
001-410-4440	STATE GRANTS	15,000.00	15,000.00	0.00	0.00	-15,000.00 100.00 %
001-410-4465	COUNTY CONTRIBUTIONS	38,000.00	44,400.00	0.00	22,194.00	-22,206.00 50.01 %
001-410-4553	LIBRARY CHARGES-INCIDENTAL	150.00	2,350.00	0.00	1,970.43	-379.57 16.15 %
001-410-4710	REIMBURSEMENTS	0.00	1,250.00	124.63	1,558.41	308.41 124.67 %
	Revenue Total:	53,150.00	63,000.00	124.63	25,722.84	-37,277.16 59.17%
Expense						
001-410-6010	SALARIES	255,490.00	240,465.00	19,890.29	229,814.80	10,650.20 4.43 %
001-410-6160	WORKERS' COMPENSATION	500.00	500.00	0.00	0.00	500.00 100.00 %
001-410-6210	ASSOCIATION DUES	1,500.00	1,500.00	0.00	1,449.05	50.95 3.40 %
001-410-6230	TRAINING	2,000.00	2,000.00	0.00	1,452.95	547.05 27.35 %
001-410-6310	BUILDING MAINTENANCE & REPAIR	17,500.00	17,500.00	1,161.42	10,768.70	6,731.30 38.46 %
001-410-6371	UTILITY SERVICES	0.00	0.00	0.00	145.39	-145.39 0.00 %
001-410-6373	TELEPHONES	1,700.00	1,700.00	452.67	3,171.80	-1,471.80 -86.58 %
001-410-6402	ADVERTISING	1,000.00	1,000.00	15.85	655.38	344.62 34.46 %
001-410-6411	LEGAL EXPENSE	500.00	500.00	0.00	487.50	12.50 2.50 %
001-410-6419	TECHNOLOGY EXPENSE	10,000.00	10,000.00	0.00	7,878.86	2,121.14 21.21 %
001-410-6421	PUBLIC RELATIONS	500.00	500.00	0.00	234.95	265.05 53.01 %
001-410-6424	ADULT PROGRAMMING	3,000.00	3,000.00	13.58	2,278.74	721.26 24.04 %
001-410-6499	CONTRACT	0.00	11,500.00	2,070.50	11,071.25	428.75 3.73 %
001-410-6502	AUDIO-VISUAL	2,250.00	2,250.00	24.85	1,748.92	501.08 22.27 %
001-410-6506	OFFICE SUPPLIES	8,200.00	8,200.00	991.13	7,540.85	659.15 8.04 %
001-410-6508	POSTAGE	500.00	500.00	0.00	273.25	226.75 45.35 %
001-410-6512	BOOKS	25,000.00	25,000.00	2,753.13	24,215.88	784.12 3.14 %
001-410-6514	IT SUPPORT	1,250.00	1,250.00	272.50	407.88	842.12 67.37 %
001-410-6518	CHILDREN'S PROGRAMS	4,500.00	4,500.00	1,590.71	6,006.84	-1,506.84 -33.49 %
001-410-6519	PERIODICALS	1,000.00	1,000.00	0.00	1,009.74	-9.74 -0.97 %
001-410-6598	GRANT EXPENSES	15,000.00	15,000.00	0.00	0.00	15,000.00 100.00 %
001-410-6599	MISC	750.00	750.00	0.00	402.50	347.50 46.33 %
001-410-6710	NEW EQUIPMENT	3,000.00	3,000.00	0.00	48.98	2,951.02 98.37 %
	Expense Total:	355,140.00	351,615.00	29,236.63	311,064.21	40,550.79 11.53%
	Total Revenues	53,150.00	63,000.00	124.63	25,722.84	-37,277.16 59.17%
	Fund: 001 - GENERAL Surplus (Deficit):	-301,990.00	-288,615.00	-29,112.00	-285,341.37	3,273.63 1.13%
	Report Surplus (Deficit):	-301,990.00	-288,615.00	-29,112.00	-285,341.37	3,273.63 1.13%

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL						
Revenue	53,150.00	63,000.00	124.63	25,722.84	-37,277.16	59.17%
Expense	355,140.00	351,615.00	29,236.63	311,064.21	40,550.79	11.53%
Fund: 001 - GENERAL Surplus (Deficit):	-301,990.00	-288,615.00	-29,112.00	-285,341.37	3,273.63	1.13%
Report Surplus (Deficit):	-301,990.00	-288,615.00	-29,112.00	-285,341.37	3,273.63	1.13%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
001 - GENERAL	-301,990.00	-288,615.00	-29,112.00	-285,341.37	3,273.63
Report Surplus (Deficit):	-301,990.00	-288,615.00	-29,112.00	-285,341.37	3,273.63



Denison, IA

Balance Sheet

Account Summary

As Of 05/31/2026

Balance

Fund: 008 - LIBRARY SPECIAL

Assets

110 - CASH AND CASH EQUIVILANTS	181,492.18	
Total Assets:	181,492.18	<u>181,492.18</u>

Liability

200 - ACCOUNTS PAYABLE	0.00	
391 - TRANSFERS OUT	0.00	
392 - TRANSFERS IN	0.00	
Total Liability:	0.00	

Equity

395 - FUND EQUITY	162,154.14	
Total Beginning Equity:	162,154.14	
Total Revenue	26,659.79	
Total Expense	7,321.75	
Revenues Over/Under Expenses	19,338.04	

Total Equity and Current Surplus (Deficit): 181,492.18

Total Liabilities, Equity and Current Surplus (Deficit): 181,492.18



Denison, IA

Fund Balance Report

As Of 05/31/2026

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
008 - LIBRARY SPECIAL	162,154.14	26,659.79	7,321.75	181,492.18
150 - LIBRARY TRUST	110,141.01	2,922.79	0.00	113,063.80
Report Total:	272,295.15	29,582.58	7,321.75	294,555.98