

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, December 16, 2025 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
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, Appendix** (attachment 2)
 - Samples, Assessments, Ethics
- V. Correspondence and Thank You Notes:**
 - Alma Puga- teaching Pathway to Citizenship class
 - Patty Ritchie- teaching Pathway to Citizenship class
 - Betty Jo Jacoby- poinsettia plant
 - Sharon Peters- getting the library many items off of the Christmas Wish tree
 - Ben & Carmen Swertzic- chocolates for staff
 - Joanne Sachau and the Friends of the Library- getting the library many items off of the Christmas Wish tree
 - Kathy Struck- getting the library many items off of the Christmas Wish tree
 - Shar Hulstein- getting the library many items off of the Christmas Wish tree
 - Sandy Kennedy- getting the library many items off of the Christmas Wish tree
- VI. Approve Bills- Signature Page** (attachment 3)
- VII. Director's Report – Director Meyer** (attachment 4)
- VIII. Unfinished Business:**
 - A. None
- IX. New Business:**
 - A. None
- X. Monthly Reports**
 1. Library Accounts (attachment 5, 6, 7)
 2. Monthly Library Report - Circulation & Acquisitions/Collection (copy on table)

Committee Reports

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

Adjourn

Next Board Meeting: Tuesday, January 27, 2026 @ 5:15 pm Fireside Room

NORELIUS COMMUNITY LIBRARY MINUTES
Tuesday, November 25, 2025

AGENDA

Call Meeting to Order- 5:14

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

Jennifer Zupp, and David Lutz were in attendance.

I. Agenda Approval with no additions - *The motion was made by L. Petersen and seconded by L Olsen to accept the agenda as is. The motion passed with all voting aye.*

II. Approve Minutes of Previous Meeting *The minutes were approved with a motion by D. Koch and seconded by K. Segebart and passed unanimously.*

III. Public Forum- None

IV. Trustee Training-Iowa Library Trustee Handbook, Ch. #16

- *Library Buildings* - A discussion was held about the public using the library for profit. A group cannot sell things, but some people do use the library to provide services.

V. Correspondence and Thank You Notes:

- Jen from Petersen Manufacturing for lending the library her fog machine for the Mystic Masquerade event
- Wayne & Kay Rydberg (donation)
- Barbara Lueck (donation)

VI. Approve Bills- Signature Page- All trustees signed

VII. Director's Report – Director Meyer

- Kari M. reported that the school contacted her about collaborating with them for an after-school program. It was decided that Director Kari can sign into agreements for any collaboration opportunities for the library.
- A Thank You note was signed by everyone for Alma and Patty for teaching the Citizenship Class.
- Kari M. met with two men from FEH Design in Des Moines about space utilization and possible remodel.
- Friends of the Library are possibly purchasing a new projector.

VIII. Unfinished Business:

A. Strategic plan (first draft,) The board reviewed and discussed the draft of the strategic plan. It looked very good. There was one addition; Libby access will be added under Goal 2. *The motion was made to accept the plan by L. Petersen and seconded by L. Olson and it passed unanimously.*

B. Policy Manual updates (discussion and possible action) *D.Koch made a motion and L. Olson seconded the motion to approve the policies that were presented with the following changes. The motion passed unanimously.*

- The board reviewed the Food & Beverage Policy. It was decided to put a note about the policy for the upper level here too. The Weather Policy was discussed and discussion was held on why it was not the best practice to have the library follow the school closures. The board was in approval of the Seed Library policy.

IX. New Business:

A. Change of date for the December board meeting to Monday, December 22, 2025 at 4:15 P.M.

B. Budget worksheets- due by December 1, 2025

C. Letter from FEH Design- A Proposal and Agreement for Services - Space Utilization Study was discussed by the board. This company submitted a proposal for design services and has worked with many libraries on remodeling projects. This is something that is a goal for the future.

X. Monthly Reports

1. Library Accounts (attachment 11, 12, 13, 14, 15)

2. Monthly Library Report - Circulation & Acquisitions/Collection (copy on table)

Committee Reports-

a) Book & Policy (Segebart, OPEN, Olsen)

b) Finance (Bruce, Koch, Velasquez)

c) Technology (Velasquez, Segebart, Koch)

d) Facilities (Peterson, OPEN, Segebart)

e) Public Relations (Peterson, OPEN, Olsen)

Adjourn - *The motion to adjourn was made by K. Segebart and seconded by S. Velasquez. Motion carried unanimously.*

Next Board Meeting: Monday, December 22, 2025 @ 4:15 pm Fireside Room



APPENDIX

Sample City-Library Ordinance

AN ORDINANCE TO (ESTABLISH A PUBLIC LIBRARY AND) TO PROVIDE FOR THE APPOINTMENT, POWERS AND DUTIES OF A BOARD OF LIBRARY TRUSTEES.

Be it Enacted by the Council of the City of _____, Iowa:

SECTION 1. PURPOSE. The purpose of this ordinance is to provide for the (establishment of a free public library for the city and for the) creation and appointment of a city library board of trustees, and to specify that board's powers and duties.

SECTION 2. PUBLIC LIBRARY. There is hereby established a free public library for the city, to be known as the _____ Public Library.

SECTION 3. LIBRARY TRUSTEES. The board of trustees of the _____ Public Library, hereinafter referred to as the board, consists of _____ members. All (residents) board members are to be appointed by the mayor with the approval of the council. (The nonresident member shall be appointed by the mayor with the approval of the board of supervisors.)

SECTION 4. QUALIFICATIONS OF TRUSTEES. All of the members of the board shall be bona fide citizens and residents of the city (except the nonresident member), and all shall be over the age of eighteen (18).

SECTION 5. ORGANIZATION OF THE BOARD.

1. Terms of office. All appointments to the board shall be for six (6) years, except to fill vacancies. Each term shall commence on July 1st. Appointments shall be made every two (2) years of one-third the total number as near as possible, to stagger the terms. (The present incumbents are confirmed in their appointments and terms.)

2. Vacancies. The position of any trustee shall be vacant if he moves permanently from the city (or county in the case of a nonresident county member); or if he is absent from

six (6) consecutive regular meetings of the board, except in the case of sickness or temporary absence from the city. Vacancies in the board shall be filled by appointment of the mayor, with approval of the council or the board of supervisors in the case of the nonresident member, and the new trustee shall fill out the unexpired term for which the appointment is made.

3. Compensation. Trustees shall receive no compensation for their services.

SECTION 6. POWERS AND DUTIES. The board shall have and exercise the following powers and duties:

1. To meet and elect from its members a president, a secretary, and such other officers as it deems necessary. The (city treasurer) shall serve as board treasurer, but shall not be a member of the board.

2. To have charge, control and supervision of the public library, its appurtenances, fixtures and rooms containing the same.

3. To direct and control all the affairs of the library.

4. To employ a librarian, and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of the library, and fix their compensation; provided, however, that prior to such employment, the compensation of the librarian, assistants and employees shall have been fixed and approved by a majority of the members of the board voting in favor thereof.

5. To remove by a two-thirds vote of the board the librarian and provide procedures for the removal of assistants or employees for misdemeanor, incompetency or inattention to duty.

6. To authorize the librarian to select and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other library materials, furniture, fixtures, stationery and supplies for the library within budgetary limits set by the board.

7. To authorize the use of the library by nonresidents of the city and to fix charges therefor.

8. To make and adopt, amend, modify or repeal rules and regulations, not inconsistent with ordinances and the law, for the care, use, government and management of the library and the business of the board, fixing and enforcing penalties for violations.

9. To have exclusive control of the expenditure of all funds allocated for library purposes by the council, and of all moneys available by gift or otherwise for the erection of library buildings, and of all other moneys belonging to the library including fines and rentals collected, under the rules of the board.

10. To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title to said property in the name of the library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts, for the improvement of the library.

11. To keep a record of its proceedings.

12. To enforce the performance of conditions on gifts, devises and bequests accepted by the city by action against the city council.

13. To have authority to make agreements with the local county historical associations, where such exist, and to set apart the necessary room and to care for such articles as may come into the possession of the association. The trustees are further authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are in their judgment of a historical and educational nature and pay for the same out of funds allocated for library purposes.

SECTION 7. POWER TO CONTRACT WITH OTHERS FOR THE USE OF THE LIBRARY.

1. Contracting. The board may contract with any other boards of trustees of free public libraries of any other city, school organization, institution of higher learning, township, or county, or with the trustees of any county library district for the use of the library by their respective residents.

2. Termination. Such a contract may be terminated at any time by mutual consent of the contracting parties. It also may be terminated by a majority vote of the electors represented by either of the contracting parties. Such a termination proposition shall be submitted to the electors by the governing body of a contracting party on a written petition of not less than five (5) per cent in number of the electors who voted for governor in the territory of the party at the last general election. The petition must be presented to the governing body not less than forty (40) days before the election. The proposition may be submitted at any election provided by law that is held in the territory of the party who is seeking to terminate the contract.

SECTION 8. NONRESIDENT USE OF THE LIBRARY.

The board may authorize the use of the library by nonresidents in any one or more of the following ways:

1. By lending books or other materials of the library to nonresidents on the same terms and conditions as to residents of the city, or upon payment of a special nonresident library fee.

2. By establishing depositories of library books or other materials to be loaned to

nonresidents.

3. By establishing bookmobiles or a traveling library so that books or other library materials may be loaned to nonresidents.

4. By establishing branch libraries for lending books or other library materials to nonresidents.

SECTION 9. LIBRARY ACCOUNT.

All money appropriated by the council from the general fund for the operation and maintenance of the library shall be set aside in an account for the library. Expenditures shall be paid for only on orders of the board, signed by its president and secretary. The warrant writing officer is the (city clerk, city finance officer, board secretary, librarian).

SECTION 10. ANNUAL REPORT.

The board shall make a report to the city council immediately after the close of the municipal fiscal year. This report shall contain statements of the condition of the library, the number of books added thereto, the number circulated, the amount of fines collected, and the amount of money expended in the maintenance of the library during the year, together with such further information required by the council.

SECTION 11. REPEALER.

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 12. SEVERABILITY CLAUSE.

If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part not adjudged invalid or unconstitutional.

SECTION 13. WHEN EFFECTIVE.

This ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed by the Council on the _____ day of _____ 20__ ,

and approved this _____ day of _____ , 20__

_____ Mayor

Attest: _____ Clerk

Sample Agenda Template

Anytown Public Library
Board Meeting
Date: | Time:
Library Meeting Room

(**Note:** these are sample agenda items. When preparing an actual agenda, provide enough detail under each item so that members of the public would clearly understand what the board was going to discuss.)

- I. Call to Order
- II. Agenda Approval
- III. Minutes Approval
- IV. Financial Report, Including Expense Approval
- V. Public Comment
- VI. Correspondence
- VII. Unfinished Business
- VIII. New Business
- IX. Reports:
 - A. Board Committees
 - B. Board Education Reports
 - C. Director & Staff
 - D. Statistics
 - E. Others
- X. Agenda Items for Next Meeting
- XI. Upcoming Meetings
- XII. Adjourn

Sample Bylaws

- I. NAME AND PURPOSE
 - A. The Sunlight Public Library Board of Trustees, hereafter referred to as the Board.
 - B. The Board will comply with the Iowa Code in all questions of library law and governance and will further comply with the regulations set forth in the city's library ordinance. The Board's specific powers and duties are set forth in the library ordinance.

- II. BOARD MEETINGS
 - A. The Board shall meet on the last Wednesday of every month (excluding December) at 5:30PM in the Sunlight Public Library's conference room.
 - B. A quorum shall consist of 4 members (from its total membership of 7 trustees)
 - C. The Board shall comply with Iowa's Open Meetings law by printing and publicly posting a copy of its agenda 24 hours prior to the meeting.
 - D. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.
 - E. The Director of the Sunlight Public Library shall be present and participating at each meeting of the Board.
 - F. The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert's Rules of Order.

- III. OFFICERS AND COMMITTEES
 - A. Officers shall be the Board president, vice president, and secretary and shall be elected at the annual meeting in July.
 - B. The president shall preside at all meetings, appoint all committees, and generally perform all duties associated with the office. In the absence of the president, the vice president shall assume the president's duties. The secretary shall record all proceedings of the Board.
 - C. Committees shall consist of the following: Personnel Committee, Budget & Finance Committee, Public Relations Committee. The president as needed shall appoint ad hoc committees.
 - D. Each committee shall act in an advisory capacity and shall report its recommendations to the full Board.

- IV. MAJOR FUNCTIONS

For a detailed look at the powers and duties of the library board, refer to your local city-library ordinance. In addition to what is found in the ordinance, boards should also:

 - A. Hire the library director; set salaries and benefits for library personnel

- B. Develop and approve the annual operating budget; secure adequate financial support for the library's operations and services
- C. Set policies for library operations and services
- D. Plan for the library's future
- E. Evaluate service and advocate for advancements
- F. Ensure library director, staff, and trustees participate in education and training
- G. Ensure participation in meeting public library service standards

V. AMENDMENTS

These bylaws may be amended at any meeting of the Board with a quorum present, by a unanimous vote of the members present.

DATE REVISED: _____

Sample Trustee Orientation Outline

The board president (or library director or other board designee) should contact new trustees to welcome them to the board and schedule an orientation. Immediately send any new trustee a packet that includes:

- ❖ Bylaws of the board
- ❖ A list of board members, indicating terms of office and board officers
- ❖ Board committee membership lists
- ❖ Calendar of upcoming meetings
- ❖ A copy of this Handbook

The orientation should include a tour of the library with the director to introduce staff and to discuss library programs and services. Schedule a meeting/discussion with the library director and at least one other trustee to help new trustees become familiar with:

- ❖ The library ordinance including the board's duties and powers and how board members are appointed
- ❖ Sources of library funding
- ❖ How the library is operated day to day
- ❖ The library's website
- ❖ How the library serves the needs of the community including the library's mission statement
- ❖ How the library could better serve the community
- ❖ The board's relationship to the library director, the library staff, and the city
- ❖ How the library is linked to other resources, other libraries, and the State Library of Iowa
- ❖ Recent library accomplishments
- ❖ Expectation for ongoing trustee education
- ❖ Any immediate problems the library faces

Later, share the following items with new trustees:

- ❖ Latest annual report
- ❖ Long-range/strategic plan and progress to date

- ❖ Technology plan
- ❖ Library policies
- ❖ Current and previous year's budgets
- ❖ Board meeting minutes for the previous six months
- ❖ Director's reports for the previous six months
- ❖ Director's job description and the process used to evaluate the library director
- ❖ Latest monthly statistical report and financial report
- ❖ Organizational chart of the library staff with names and titles
- ❖ Library board's annual calendar, including deadlines
- ❖ Copy of *In Service to Iowa, Public Library Standards*

Individual Library Trustee Assessment

(For individual use; typically not shared with others.)

Check all statements that apply to you as an individual trustee:

- 1. I understand that the city-library ordinance outlines board structure and authority.
- 2. I am familiar with the library's strategic plan.
- 3. I am familiar with laws that apply to Iowa libraries.
- 4. I am familiar with the board's bylaws.
- 5. I am familiar with library policies.
- 6. I understand there are service standards for Iowa public libraries.
- 7. I know about the State Library of Iowa and its programs and resources.
- 8. I attend board meetings regularly.
- 9. I am available to serve on committees and willing to serve as an officer as needed.
- 10. I come to meetings having already read the information relevant to that meeting.
- 11. I understand and am comfortable with the board's decision-making process.
- 12. I willingly abide by majority board decisions and support them publicly.
- 13. I treat other board members with respect and listen openly to their opinions.
- 14. I understand and respect the different roles/duties of the library director, the board, and the city.
- 15. I know the library staff by name and job position.
- 16. I understand my role to work with the director but not micromanage staff.
- 17. I encourage and support the director in achieving library goals.
- 18. I visit my library frequently enough to be familiar with services and to identify potential needs.
- 19. I am a member of a local community group or organization.
- 20. I advocate on behalf of the library to civic groups and community organizations.
- 21. I attend city council meetings and advocate on behalf of the library.
- 22. I keep abreast of legislation and the impact it has on the library community.
- 23. I have established a relationship with my local and state representatives and discuss library issues with them advocating for their support.
- 24. I belong to a state or national library organization (ILA, ALA, United For Libraries, etc).
- 25. I have attended ILA's Legislative Day in the past two years.
- 26. I have participated in ILA's Lobby From Home Day event in the past two years.
- 27. I subscribe to State Library newsletters like Monday Morning Eye-Opener.
- 28. I read national library organization newsletters and publications.
- 29. I have attended at least two library programs in the last year.
- 30. I have participated in board education programs in the past year.

(If each box checked represents 5 points – all boxes checked equals 150 points)

Attribution: State Library of Iowa

Full Library Board Assessment

Instructions: Discuss each point collectively and come to a rating consensus. Consider the areas of overall board strength, consider the areas that need improvement. Rank the following statements with **1** being “no/never,” **2** being “sometimes,” and **3** being “always.”

Statement	1	2	3
The board has a process for the recruitment and recommendation of people for open positions when vacancies occur.			
The board has a process for new trustee orientation.			
The board stays abreast of the financial status of the library and its funding sources.			
The board sets the direction for the library through strategic planning.			
The board uses the planning document to inform decision-making.			
The board reviews and adopts a budget that reflects the current strategic plan.			
The board evaluates the library director annually based on a written job description.			
The board feels free to communicate problems to the director in a timely manner.			
The board is familiar with state and federal laws governing libraries.			
The board has established bylaws to oversee its governance.			
The board has established clear policies to govern and guide library operations.			
The board continually reviews and updates the library’s policies.			
The board safeguards the public’s First Amendment and Intellectual Freedom rights by protecting freedom of access, while also being open to the public’s comments.			
The board is aware of patron privacy protections under the Iowa Code and ensures that its policies are consistent with the law.			
The board is representative of the community it serves.			
The board is politically active, advocating for libraries in the public policy arena.			
The board annually assesses its own performance.			
The board receives or shares information needed to make informed decisions in a timely manner.			
The board allows time at each meeting for discussion of emerging issues and trends.			
The board encourages open discussion and expression of dissenting opinions during board meetings.			
The board speaks with one voice after a vote is taken.			
The board recognizes and thanks staff and volunteers for their efforts.			
The board embraces a culture of learning for themselves and staff.			
TOTAL			

Attribution: State Library of Iowa

Checklist for Tech Savvy Trustees

(For individual board member use.)

Statement	Yes	No	Not Yet
I can access my email on the web.			
I am an active Facebook user.			
I am active on other social media platforms.			
I use a laptop, tablet, iPad, or smartphone.			
I use Bridges for eBooks or downloadable audiobooks.			
I use cloud storage.			
I have attended a library-related webinar this year.			
The library has web conferencing software for online meetings or programs (Zoom, GoToMeeting, WebEx).			
I receive the <i>Monday Morning Eye Opener</i> (MMEO) via email.			
I have visited the State Library's website.			
I have visited the United for Libraries website.			
My library provides wireless Internet access.			
My library electronically tracks wireless usage.			
My library uses a live Chat service.			
Our job descriptions reflect updated technology skills.			
We see demonstrations of technology products used by the library at board meetings.			

"Toward Tech Savvy Trustees"
 Attribution: Bonnie McKewon

Technology Proficiency Checklist for Library Staff

Recommended technology proficiencies for staff and directors in Iowa's public libraries.

Basic Computer Skills	0 <i>I don't think I could do that.</i>	1 <i>I think I could do that.</i>	2 <i>I could do that with confidence.</i>
Turn on & shut down the computers in your library			
Turn the monitors on and off			
Use the mouse: left-click, right-click, drag and drop			
Use the keyboard			
TOTAL for Basic Computer Skills			

Windows Operating System Skills	0 <i>I don't think I could do that.</i>	1 <i>I think I could do that.</i>	2 <i>I could do that with confidence.</i>
Start a program from the Start menu			
Manage computer settings from the Control Panel			
Exit a program			
Save files			
Change file name or location using Save As			
Minimize and maximize a window			
Minimize and maximize a window			
Manage multiple windows using the taskbar			
Use menus and toolbars			
Use the Help feature in programs			
Find and open files by browsing from within a program			
Find file icons and open them			
Drag files to a new location			
Copy files and paste them into a new location			
Understand the difference between files and folders			
Make a new folder			

Delete a file or a folder			
Empty the recycle bin			
Restore files from the recycle bin			
Use Ctrl-Alt-Delete and the Task Manager to end non-responsive programs			
Tab between fields in a form			
Respond to dialog boxes			
TOTAL for Windows Operating System Skills			

Troubleshooting Skills	0 <i>I don't think I could do that.</i>	1 <i>I think I could do that.</i>	2 <i>I could do that with confidence.</i>
Check the various connections in the back of the computer			
Reboot the computer			
Use Ctrl-Alt-Delete and the Task Manager to end non-responsive programs			
TOTAL for Troubleshooting Skills			

Printers and Printing Skills	0 <i>I don't think I could do that.</i>	1 <i>I think I could do that.</i>	2 <i>I could do that with confidence.</i>
Turn the printer on and off			
Load paper			
Clear a paper jam			
Replace toner			
Use print preview			
Switch between portrait and landscape printing			
Print specific pages or selections			
Print multiple copies			
TOTAL for Printers and Printing Skills			

External Storage Devices Skills	0 <i>I don't think I could do that.</i>	1 <i>I think I could do that.</i>	2 <i>I could do that with confidence.</i>
Know the difference between different kinds of external storage devices (CDs, flash drives, etc.)			
Insert an external storage device into the computer and access the files it contains			
Copy files to external storage devices			
TOTAL for External Storage Devices Skills			

File Management Skills	0 <i>I don't think I could do that.</i>	1 <i>I think I could do that.</i>	2 <i>I could do that with confidence.</i>
Understand the differences between files and folders			
Copy and paste, drag and drop within files and whole files/folders			
Navigate in the file structure to open, save, or delete files or folders			
Empty and or recover files from recycle bin			
Understand file extensions			
Create files and folders			
Move files between folders or drives			
Copy files between folders, to flash drive or other external storage device			
Delete files and folders			
Backup files – to a website, a USB device, to CD, to a network drive			
Open and save a file			
Rename a file or folder			
Create a shortcut to a file, a folder, or program			
TOTAL for File Management Skills			

Word Processing Skills	0 <i>I don't think I could do that.</i>	1 <i>I think I could do that.</i>	2 <i>I could do that with confidence.</i>
Insert, edit text			
Change font and font size			
Align text: left, right, center			
Bold, italicize, or underline text			
Change line spacing			
Change margins			
Cut, copy, and paste			
Use spell check			
Copy text from the web into Word and clean it up			
Use Print Preview & print selection			
Understand different word processing file types (i.e. .doc, .docx, .pdf)			
Understand various platforms for editing text documents (i.e. MS Word, Google Drive, Office 365)			
TOTAL for Word Processing Skills			

Internet and Web Browser Skills	0 <i>I don't think I could do that.</i>	1 <i>I think I could do that.</i>	2 <i>I could do that with confidence.</i>
Understand what a web browser does			
Understand what a URL or web address is			
Understand the difference between a search box and the address bar			
Find and open an internet browser			
Type in a web address			
Navigate using links			
Use Back, Forward, Home buttons			
View the browsing history			

Delete history and temporary files			
Fill out an online form			
Add, delete and organize bookmarks or favorites			
Use a search engine			
Print all or part of a web page			
Use the Find command			
Change the text size			
Download a file from the Internet			
TOTAL for Internet and Web Browser Skills			

Email Skills	0 <i>I don't think I could do that.</i>	1 <i>I think I could do that.</i>	2 <i>I could do that with confidence.</i>
Access email via a web browser			
Log into email account			
Read, archive, and delete messages			
Send messages to one recipient or to multiple recipients			
List recipients as CC or BCC			
Reply to and forward messages			
Print messages			
Open & download attachments			
Send attachments			
TOTAL for Printers and Printing Skills			

TOTAL for All Skills

Keep in mind: This is a rough estimate of skills we think hold general relevance to the average library worker. Depending on the size of your library, and the type of position you hold you'll likely find some additional technology-related skills are needed, or that not everything here is relevant to you. This is informational only! Remember: technology savvy is a skill that can be learned. Contact

your District Consultant or Library Resource Technician for resources to improve your tech capabilities.

Code of Ethics

As a public library board member, you are a public servant. The public expects that your conduct will always be above question and for the public good, not for your own interest or another special interest. **United for Libraries: Association of Library Trustees, Advocates, Friends and Foundations** has adopted the following statement on ethics which your board may want to adopt.

PUBLIC LIBRARY TRUSTEE ETHICS STATEMENT

Official Statement from United for Libraries

Public Library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community. Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- ❖ Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different from their own.
- ❖ Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- ❖ Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- ❖ Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- ❖ Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- ❖ Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- ❖ Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- ❖ A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- ❖ Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.

- ❖ Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- ❖ Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature_____Date_____

Approved by the United for Libraries Board in January 2012

It will also help your library function effectively if you:

- ❖ Recognize that all authority is vested in the board when it meets in legal session and not with individual board members.
- ❖ Represent the whole community to the library and not just a particular area or group.
- ❖ Are objective in hiring the library director.
- ❖ Don't promise prior to a meeting how you will vote on a particular issue.

ALA Intellectual Freedom Documents

ALA provides many resources surrounding intellectual freedom and the importance of libraries upholding freedom's ideals. Included here is the foundational intellectual freedom document written in 1938 by Forrest Spaulding, then Director of Des Moines Public Library: the **Library Bill of Rights**.

To access more intellectual freedom documents including, The Freedom to Read, Use of Public Library Meeting Rooms, Display and Exhibit Spaces, First Amendment and Censorship, and more, visit the [ALA Office of Intellectual Freedom](#) website.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, age, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 18, 1948. Amended by the ALA Council February 2, 1961, June 27, 1967, January 23, 1980, January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

Services and Programs from the State Library of Iowa

The following is a summary of the primary services, programs, and resources provided by the State Library. All Iowa public library boards are encouraged to participate in these programs. For more information on any of these, visit the [State Library website](#).

ALL IOWA READS: Established in 2003, the purpose of All Iowa Reads is to foster a sense of unity through reading. Iowans are encouraged to come together in their communities to read and talk about a single book title in the same calendar year. All Iowa Reads consists of three programs, each with one title chosen per year: adults, teens ages 12-18, and kids ages 8-12.

ANNUAL SURVEY: The collection tool used to gather a variety of yearly data from public libraries in Iowa including income, expenditures, circulation, programming, collections, and many others. The survey is a prerequisite for participation in the Direct State Aid program. Also known as the Iowa Public Library General Information Survey. Data collected in Iowa with this survey is used at the federal level through the IMLS Public Library Survey program.

BRAINFUSE: Brainfuse JobNow and VetNow are online resources for career services, test prep, software tutorials, and Veteran services including live support during limited hours. This service is free for all public libraries in Iowa.

BRIDGES: The ebook, audiobook, and streaming video buying consortium for Iowa public libraries. The State Library facilitates the program and manages the contract with Overdrive, Inc. on behalf of the participating libraries. Libraries that participate in Bridges pay an annual formula-based fee to the State Library that covers the Overdrive platform fee, materials budget, and the purchase of MARC records.

CONSULTING: State Library consulting staff advise on a host of issues affecting libraries, including providing advice and direction on library management for directors and staff, as well as library governance for boards. Consultants in six district offices facilitate learning opportunities via county meetings, roundtables, and webinars.

CONTINUING EDUCATION: Provides in-person and online learning opportunities for library trustees, directors, and staff. Catalog of current continuing education offerings is available in IA Learns.

DISCOUNTS FOR LIBRARIES: State-negotiated discounts on products and office supplies in cooperation with AEA Purchasing.

ENDORSEMENT: The State Library-sponsored training program for Iowa library directors and staff. The programs are intended to improve library service in Iowa by developing the skills of public library directors and staff, provide recognition for public librarians, enhance the public image of librarians and libraries, and provide guidelines that public library boards may use in developing staff hiring policies.

ENRICH IOWA: Enrich Iowa consists of three programs to aid libraries in offering improved service to Iowans. The State Library administers funding to libraries appropriated annually by the Iowa Legislature. Enrich Iowa includes:

- **Direct State Aid** for public libraries is intended to improve library services and reduce inequities among communities. Funding is awarded for meeting public library service standards.
- **Open Access** for public and academic libraries enables eligible Iowans to check out physical materials from over 600 participating libraries, thereby providing them with direct access to more materials and information resources.
- **Interlibrary Loan Reimbursement** provides Iowans with equal access to library resources by encouraging and supporting interlibrary loan among all types of libraries. Participating libraries agree to loan their materials to other libraries for use by their customers and receive a subsidy per loan.

E-RATE: The federal Schools and Libraries program, also known as the "E-Rate program," makes Internet service more affordable for schools and libraries in America. Congress mandated in 1996 that the Federal Communications Commission (FCC) use the federal Universal Service Fund to provide support to companies that give discounts to eligible schools and libraries. Contributions from telecommunications companies provide discounts of 50-90% on the cost of Internet access, and network wiring within library and school buildings.

IA LEARNS: A learning management system that provides users with individualized transcripts, the Continuing Education Catalog of upcoming education offerings, archived webinars, and self-paced courses. IA Learns is the location for Director and Staff Endorsement courses.

IA SHARES: Statewide delivery system for public libraries for sending and receiving library materials between libraries and the State Library. The service is provided by the State Library at no cost to public libraries.

ILOC (Innovative Libraries Online Conference): An online annual conference held in January for the Iowa library community. Keynote and concurrent sessions throughout the day and evening cover topics of interest to Iowa librarians and trustees.

IOWA HERITAGE DIGITAL COLLECTIONS: A resource for students, educators, historians, genealogists, and anyone else interested in the people, places and institutions of Iowa. The site provides free access to digital collections from a variety of Iowa cultural institutions.

IOWA LIBRARY DIRECTORY: The Iowa Library Directory is an online database for Iowa library information. This serves as the definitive resource the State Library uses to track information about Iowa libraries and is also available for the public to locate and connect with their local public library.

JOB LIST: Advertises open positions in Iowa libraries and nationwide, free to post on the State Library website.

LAW LIBRARY: The Iowa Law Library on the second floor of the Capitol building is managed by the State Library. Law Library staff answer reference requests and assist in locating legal information.

LIBRARY LAW FAQs: Developed by the Law Librarian, provides answers to frequently asked questions regarding library law and legal topics for libraries.

LIBRARY SCIENCE COLLECTION: Special collection of materials within the State Library collection on library science topics of interest to library directors, staff, and trustees; available to borrow through interlibrary loan.

LIBRARY TALK: An online discussion forum for the Iowa library community, allowing participants to discuss library topics, ask questions, and buy and sell library materials. Subscribers have the option to receive messages posted to the list via email.

LOCATOR: A statewide catalog of materials owned by libraries in Iowa, available on SILO.

LSTA: The Library Services and Technology Act (LSTA) authorizes federal aid for state library agencies. Through the Grants to States program, the Institute of Museum and Library Services (IMLS) provides federal LSTA funds to the State Library of Iowa using a population-based formula. In Iowa, LSTA funds are used primarily to support statewide library development initiatives and services such as summer library program; developing the skills of Iowa library directors and staff to serve Iowans; statewide access to online reference databases; SILO interlibrary loan; the Iowa Center for the Book; and standards for public libraries.

MONDAY MORNING EYE OPENER (MMEO): Weekly email news bulletin published by the State Library with news, trends, and reminders for program deadlines.

NEW DIRECTOR ORIENTATION: Provides support and professional development for new library directors. District consultants contact newly hired library directors to welcome them and to schedule initial introductory meetings, either in person or online.

OCLC: A nonprofit membership organization offering computer-based services to libraries, other-educational organizations, and their users. The OCLC Online Union Catalog is the world's largest and most comprehensive database of bibliographic information, with over 28 million items. This shared database supports cataloging and interlibrary loan. The State Library offers this service for Iowa public libraries.

ONLINE RESOURCES & TOOLS: A variety of digital resources, utilities, and subscriptions are available to libraries either free or on a cost-share basis, providing assistance with

library information services.

PLOW (Putting Libraries on the Web): PLOW is a program of the State Library that provides free website hosting and email service to approximately 300 Iowa public libraries.

PUBLIC LIBRARY ANNUAL SURVEY: Iowa public libraries are asked to participate in the Annual Survey, due each year on Oct. 31. Data submitted in the Annual Survey is used on the local, regional, state, and federal levels. Filing a complete annual survey is one of the requirements to receive Enrich Iowa Direct State Aid funding.

PUBLIC LIBRARY STATISTICS: Published annually from data collected through the Public Library Annual Survey. These statistics are useful in comparing library activity and usage from year to year, in comparing with other libraries of similar size, and in accessing statistics to support budget requests.

SILO (State of Iowa Libraries Online): SILO is a joint program of the State Library and Iowa State University. SILO offers resource sharing services, including the Iowa Locator and SILO Interlibrary Loan to all types of libraries in Iowa. SILO also provides DNS, e-mail, and web hosting at no cost to any public library with a high-speed Internet connection.

SPACE UTILIZATION GRANTS: The State Library allocates LSTA funds to provide Iowa public libraries consulting on space utilization. These grants pay for professional advice from impartial consultants who provide guidance and recommendations to library staff, city officials and the community about use of existing space. Grants will be awarded as funds are available. A library may only receive one library utilization grant.

STANDARDS AND ACCREDITATION PROGRAM: A State Library program encouraging the ongoing development of quality public library services in Iowa. Iowa's voluntary public library standards program was established to give public libraries a tool to identify strengths and areas of improvement, to document the condition of public library service in Iowa, to set Tier levels to determine base Direct State Aid funding, and to meet statutory requirements.

STATE DATA CENTER: The official source for U.S. census statistics about Iowa such as population, housing, agriculture, business, industry and government. The Center answers census related questions and provides publications and data products on the website.

WHOFI: WhoFi provides a suite of library management tools including a wi-fi usage counter, program planner, and program registration feature provided by the State Library at no cost to Iowa public libraries. Statistics and data automatically populate in the Annual Survey.

YOUTH SERVICES: Provides programs, services, and training to help Iowa libraries provide the best possible service to children and youth; including the annual Summer

Library Program; workshops and conferences such as Kids First; early literacy activities; STEM To Go and Storytime Kits for checkout to public libraries; and consulting services.

Library Associations

Being familiar with and becoming involved in state and national library associations will help you be an effective trustee. Here are some library associations at the state and national levels that you can learn more about:

Iowa Library Association

The Iowa Library Association (ILA) is the professional association for librarians, trustees and interested persons in Iowa. ILA sponsors an annual conference in the fall and supports a lobbyist to represent library legislative interests at the state level. The committees and subdivisions of ILA offer an opportunity to be involved in library activities and issues beyond your own library.

Association for Rural and Small Libraries (ARSL)

The Association for Rural & Small Libraries Inc, is a network of persons throughout the country dedicated to the positive growth and development of libraries. ARSL believes in the value of rural and small libraries and strives to create resources and services that address national, state, and local priorities for libraries situated in rural communities.

American Library Association

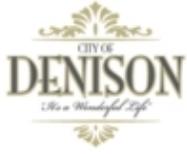
The American Library Association (ALA) is the national association for librarians, trustees and others interested in library concerns. ALA sponsors national conferences every summer and winter, and publishes books and journals on professional issues, including its news journal, American Libraries. The Washington Office of ALA advocates for libraries on national library-related issues and concerns.

Public Library Association

The Public Library Association (PLA) is the division of ALA which enhances the development and effectiveness of public library staff and public library services. PLA sponsors its own national conferences in even numbered years as well as programs at ALA conferences

United for Libraries: The Association of Library Trustees, Advocates, Friends and Foundations

United for Libraries is a national network of library supporters who believe in the importance of libraries as the social and intellectual centers of communities and campuses. No one has a stronger voice for libraries than those who use them, raise money for them, and govern them. By uniting these voices, library supporters everywhere will become a real force to be reckoned with at the local, state, and national levels.



Denison, IA

Expense Approval Report By Fund

Payment Dates 11/19/2025 - 12/15/2025

LIBRARY

B BRUCE, PRESIDENT

A HOFFMAN, TRUSTEE

D KOCH, VICE PRESIDENT

L OLSON, TRUSTEE

L PETERSON, TRUSTEE

K SEGEBART, SECRETARY

S VELASQUEZ, TRUSTEE

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 001 - GENERAL					
BOYSEN LAUNDRY SERVICE LLC	4756	12/11/2025	FLOOR MATS -LIBRARY	001-410-6310	26.00
IOWA POETRY ASSOCIATION	101325	11/19/2025	LYRICAL IOWA	001-410-6512	12.75
AMAZON CAPITAL SERVICES	19CK-7HGP-XWJY	11/19/2025	BOOKS	001-410-6512	16.92
AMAZON CAPITAL SERVICES	1K63-THTX-JVPK	11/19/2025	OFFICE SUPPLIES	001-410-6506	40.87
AMAZON CAPITAL SERVICES	1KQJ-1GX4-6CG1	11/19/2025	BOOKS	001-410-6512	237.30
AMAZON CAPITAL SERVICES	1L3G-K1NG-76RD	11/19/2025	BOOKS	001-410-6512	10.79
AMAZON CAPITAL SERVICES	1LJW-1KF7-C4NJ	11/19/2025	JUV PROGRAMMING	001-410-6518	54.98
AMAZON CAPITAL SERVICES	1R7P-RY4X-74WJ	11/19/2025	BOOKS	001-410-6512	16.50
AMAZON CAPITAL SERVICES	1TWC-W34P-YLCK	11/19/2025	BOOKS	001-410-6512	16.49
JP TURF AND PEST, LLC	241736	11/19/2025	PEST CONTROL	001-410-6310	55.00
QUILL CORP.	46450016	11/19/2025	CLEANING SUPPLIES	001-410-6310	120.86
DEMCO	7722359	11/19/2025	OFFICE SUPPLIES	001-410-6506	157.18
INGRAM LIBRARY SERVICES	91800940	11/19/2025	BOOKS	001-410-6512	113.90
INGRAM LIBRARY SERVICES	91839431	11/19/2025	BOOKS	001-410-6512	45.78
INGRAM LIBRARY SERVICES	91884270	11/19/2025	BOOKS	001-410-6512	18.19
AMAZON CAPITAL SERVICES	1K6W-VK9Y-7CTM	12/30/2025	ADULT PROGRAMMING	001-410-6424	132.61
AMAZON CAPITAL SERVICES	1K7V-XKY1-9M7P	12/30/2025	BOOKS	001-410-6512	180.21
AMAZON CAPITAL SERVICES	1MRR-LCQX-VXPG	12/30/2025	BOOKS	001-410-6512	219.59
AMAZON CAPITAL SERVICES	1QTT-HY7X-JTNV	12/30/2025	AUDIO VISUAL-DVD	001-410-6502	57.87
Fund 001 - GENERAL Total:					1,533.79
Grand Total:					1,533.79

Report Summary

Fund Summary

Fund	Payment Amount
001 - GENERAL	<u>1,533.79</u>
Grand Total:	1,533.79

Account Summary

Account Number	Account Name	Payment Amount
001-410-6310	BUILDING MAINTENANC...	201.86
001-410-6424	ADULT PROGRAMMING	132.61
001-410-6502	AUDIO-VISUAL	57.87
001-410-6506	OFFICE SUPPLIES	198.05
001-410-6512	BOOKS	888.42
001-410-6518	CHILDREN'S PROGRAMS	<u>54.98</u>
	Grand Total:	1,533.79

Project Account Summary

Project Account Key	Payment Amount
None	<u>1,533.79</u>
Grand Total:	1,533.79



Denison, IA

Pending Expense Approval Report

By Vendor Name

APPKT00005

Post Dates 12/16/2025 - 12/16/2025

LIBRARY

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

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: ALAFANSO, MATSON					
ALAFANSO, MATSON	112025	12/16/2025	CLEANING	001-410-6499	165.00
Vendor ALAFANSO, MATSON Total:					165.00
Vendor: AMAZON CAPITAL SERVICES					
AMAZON CAPITAL SERVICES	13PW-LYVQ-7XDG	12/16/2025	BOOKS	001-410-6512	66.30
AMAZON CAPITAL SERVICES	1JRV-L9H3-9YWT	12/16/2025	BOOKS	001-410-6512	135.67
AMAZON CAPITAL SERVICES	1TY6-9CPX-97KL	12/16/2025	BOOKS	001-410-6512	108.75
AMAZON CAPITAL SERVICES	1TY6-9CPX-9YLP	12/16/2025	BOOKS	001-410-6512	23.54
AMAZON CAPITAL SERVICES	1QKN-7HCL-WTNY	12/16/2025	BOOKS	001-410-6512	415.51
AMAZON CAPITAL SERVICES	19P3-GP6L-PCGT	12/16/2025	BOOKS	001-410-6512	18.75
AMAZON CAPITAL SERVICES	16TN-FMND-HM1G	12/16/2025	DVDS & AUDIOVISUAL	001-410-6502	35.68
AMAZON CAPITAL SERVICES	1JM1-TR7V-DT4C	12/16/2025	CREDIT MEMO -BOOKS	001-410-6512	-6.59
AMAZON CAPITAL SERVICES	1Y6R-M6KW-Y1H1	12/16/2025	CREDIT -BOOKS	001-410-6512	-12.59
Vendor AMAZON CAPITAL SERVICES Total:					785.02
Vendor: BLUNK, JACOB					
BLUNK, JACOB	112025	12/16/2025	CLEANING	001-410-6499	303.75
Vendor BLUNK, JACOB Total:					303.75
Vendor: BOYSEN LAUNDRY SERVICE LLC					
BOYSEN LAUNDRY SERVICE LLC	4816	12/16/2025	FLOOR MATS - LIBRARY	001-410-6310	26.00
Vendor BOYSEN LAUNDRY SERVICE LLC Total:					26.00
Vendor: DENISON FREE PRESS					
DENISON FREE PRESS	122025	12/16/2025	SUBSCRIPTION	001-410-6599	115.00
Vendor DENISON FREE PRESS Total:					115.00
Vendor: JP TURF AND PEST, LLC					
JP TURF AND PEST, LLC	241834	12/16/2025	PEST CONTROL	001-410-6310	55.00
Vendor JP TURF AND PEST, LLC Total:					55.00

Pending Expense Approval Report

Packet: APPKT00005 Post Dates: 12/16/2025 - 12/16/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: PHIL'S LAWN, LANDSCAPING & NUR					
PHIL'S LAWN, LANDSCAPING &...16968		12/16/2025	FERTILIZER APPLICATION	001-410-6599	87.50
			Vendor PHIL'S LAWN, LANDSCAPING & NUR Total:		87.50
				Grand Total:	1,537.27

Report Summary

Fund Summary

Fund	Expense Amount
001 - GENERAL	1,537.27
Grand Total:	1,537.27

Account Summary

Account Number	Account Name	Expense Amount
001-410-6310	BUILDING MAINTENANC...	81.00
001-410-6499	CONTRACT	468.75
001-410-6502	AUDIO-VISUAL	35.68
001-410-6512	BOOKS	749.34
001-410-6599	OTHER SUPPLIES	202.50
Grand Total:		1,537.27

Project Account Summary

Project Account Key	Expense Amount
None	1,537.27
Grand Total:	1,537.27

LIBRARY DIRECTOR'S REPORT

Kari Meyer- Director
December 16, 2025

Items of Note:

- 11-26-25 Hannah and I were on KDSN to talk about the new Seed Library
- Thank you to Kari Segebart for getting a \$250 grant from Thrivent to go towards a new table and chairs in the lobby.
- Friends of the library will supplement if the table and chairs if the cost is above \$250

Meetings Attended or Scheduled:

- December 1, 8, 15 Director's Meetings at City Hall
- 12-2-25 City Council meeting
- 12-3-25 Director's class through the State Library of Iowa zoom class on "Library Law"
- 12-5-25 Staff meeting
- 12-5-25 Staff Christmas Party
- 12-9-25 Zoom annual meeting with ARSL (Association for Rural & Small Libraries)
- 12-10-25 Zoom PopYS meeting about SRP and prize ideas

Misc Information and Ideas:

- Library is offering free holiday gift wrapping on December 18-20, 2025
- Library has coats in the lobby from Crossroads and West Central for give-away through mid-January. Most of the coats are gone already. We are down to just the coat rack. There are mittens and hats as well.
- Library is closed on Christmas Eve and Christmas Day as well as New Year's Day.

Programming Highlights:

- Ongoing standard programming throughout December
- Color Me Calm program is having a celebration for 10 years of the program



Denison, IA

Budget Report Account Summary

For Fiscal: 2025-2026 Period Ending: 12/31/2025

	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	38,000.00	0.00	0.00	-38,000.00 100.00 %
001-410-4553	LIBRARY CHARGES-INCIDENTAL	150.00	150.00	5.00	15.00	-135.00 90.00 %
001-410-4710	REIMBURSEMENTS	0.00	0.00	0.00	278.76	278.76 0.00 %
	Revenue Total:	53,150.00	53,150.00	5.00	293.76	-52,856.24 99.45%
Expense						
001-410-6010	SALARIES	255,490.00	255,490.00	8,209.29	108,635.81	146,854.19 57.48 %
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	1,301.81	698.19 34.91 %
001-410-6310	BUILDING MAINTENANCE & REPAIR	17,500.00	17,500.00	26.00	6,617.77	10,882.23 62.18 %
001-410-6373	TELEPHONES	1,700.00	1,700.00	0.00	706.42	993.58 58.45 %
001-410-6402	ADVERTISING	1,000.00	1,000.00	0.00	500.00	500.00 50.00 %
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	6,921.38	3,078.62 30.79 %
001-410-6421	PUBLIC RELATIONS	500.00	500.00	0.00	0.00	500.00 100.00 %
001-410-6424	ADULT PROGRAMMING	3,000.00	3,000.00	132.61	1,371.88	1,628.12 54.27 %
001-410-6499	CONTRACT	0.00	0.00	0.00	5,720.00	-5,720.00 0.00 %
001-410-6502	AUDIO-VISUAL	2,250.00	2,250.00	57.87	870.48	1,379.52 61.31 %
001-410-6506	OFFICE SUPPLIES	8,200.00	8,200.00	0.00	4,978.34	3,221.66 39.29 %
001-410-6508	POSTAGE	500.00	500.00	0.00	9.95	490.05 98.01 %
001-410-6512	BOOKS	25,000.00	25,000.00	399.80	9,949.62	15,050.38 60.20 %
001-410-6514	IT SUPPORT	1,250.00	1,250.00	0.00	120.38	1,129.62 90.37 %
001-410-6518	CHILDREN'S PROGRAMS	4,500.00	4,500.00	0.00	1,596.48	2,903.52 64.52 %
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	OTHER SUPPLIES	750.00	750.00	0.00	200.00	550.00 73.33 %
001-410-6710	VEHICLES	3,000.00	3,000.00	0.00	0.00	3,000.00 100.00 %
	Expense Total:	355,140.00	355,140.00	8,825.57	152,446.61	202,693.39 57.07%
	Total Revenues	53,150.00	53,150.00	5.00	293.76	-52,856.24 99.45%
	Fund: 001 - GENERAL Surplus (Deficit):	-301,990.00	-301,990.00	-8,820.57	-152,152.85	149,837.15 49.62%
	Report Surplus (Deficit):	-301,990.00	-301,990.00	-8,820.57	-152,152.85	149,837.15 49.62%

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	53,150.00	5.00	293.76	-52,856.24	99.45%
Expense	355,140.00	355,140.00	8,825.57	152,446.61	202,693.39	57.07%
Fund: 001 - GENERAL Surplus (Deficit):	-301,990.00	-301,990.00	-8,820.57	-152,152.85	149,837.15	49.62%
Report Surplus (Deficit):	-301,990.00	-301,990.00	-8,820.57	-152,152.85	149,837.15	49.62%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
001 - GENERAL	-301,990.00	-301,990.00	-8,820.57	-152,152.85	149,837.15
Report Surplus (Deficit):	-301,990.00	-301,990.00	-8,820.57	-152,152.85	149,837.15



Denison, IA

Budget Report Account Summary

For Fiscal: 2025-2026 Period Ending: 12/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 008 - LIBRARY SPECIAL							
Revenue							
008-411-4440	STATE GRANTS	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %
008-411-4446	DIRECT ST AID/OPEN ACESS/ENRIC	4,533.00	4,533.00	0.00	3,132.23	-1,400.77	30.90 %
008-411-4500	COPIES/FINES	12,500.00	12,500.00	1,391.00	7,871.72	-4,628.28	37.03 %
008-411-4705	PRIVATE DONATIONS	0.00	0.00	0.00	747.50	747.50	0.00 %
	Revenue Total:	22,033.00	22,033.00	1,391.00	11,751.45	-10,281.55	46.66%
Expense							
008-411-6499	SUPPLEMENTAL	17,500.00	17,500.00	0.00	3,595.77	13,904.23	79.45 %
008-411-6511	EXPENSES - OPEN ACCESS	4,533.00	4,533.00	0.00	1,102.90	3,430.10	75.67 %
	Expense Total:	22,033.00	22,033.00	0.00	4,698.67	17,334.33	78.67%
	Total Revenues	22,033.00	22,033.00	1,391.00	11,751.45	-10,281.55	46.66%
	Fund: 008 - LIBRARY SPECIAL Surplus (Deficit):	0.00	0.00	1,391.00	7,052.78	7,052.78	0.00%
	Report Surplus (Deficit):	0.00	0.00	1,391.00	7,052.78	7,052.78	0.00%

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
Fund: 008 - LIBRARY SPECIAL						
Revenue	22,033.00	22,033.00	1,391.00	11,751.45	-10,281.55	46.66%
Expense	22,033.00	22,033.00	0.00	4,698.67	17,334.33	78.67%
Fund: 008 - LIBRARY SPECIAL Surplus (Deficit):	0.00	0.00	1,391.00	7,052.78	7,052.78	0.00%
Report Surplus (Deficit):	0.00	0.00	1,391.00	7,052.78	7,052.78	0.00%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
008 - LIBRARY SPECIAL	0.00	0.00	1,391.00	7,052.78	7,052.78
Report Surplus (Deficit):	0.00	0.00	1,391.00	7,052.78	7,052.78



Denison, IA

Balance Sheet

Account Summary

As Of 12/31/2025

Balance

Fund: 008 - LIBRARY SPECIAL

Assets

110 - CASH AND CASH EQUIVILANTS

169,206.92

Total Assets: 169,206.92 **169,206.92**

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

11,751.45

Total Expense

4,698.67

Revenues Over/Under Expenses

7,052.78

Total Equity and Current Surplus (Deficit): 169,206.92

Total Liabilities, Equity and Current Surplus (Deficit): 169,206.92