

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, April 28, 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 4 (attachment 2)**
 - Hiring A Library Director
- V. Correspondence and Thank You Notes:**
 - Connie Volkmann- planning new lobby space; treats
 - Rath Foundation for \$25,000 grant
 - Wesco Wave- picking up sticks, bake sale donations, putting sale signs around town
 - Laurel Olsen- helping with assistant director interviews
 - Donna Koch- - helping with assistant director interviews
 - Jessica Garcia- - helping with assistant director interviews
 - Pam Soseman- yard work and spring planting
 - Joanne Sachau- organizing Friend's spring sale and seed packets
 - Daryl Short & Tammy Taylor-Short - cash donation
 - Home & Hobby Club- inviting me to their meeting and pie
- 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. Board meeting date for May
 - B. New Assistant Director hire
 - C. Children's Librarian open position
- X. Monthly Reports**
 1. Library Accounts (attachment 6, 7, 8)
 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, May (TBD) 2026 @ 5:15 pm Fireside Room

NORELIUS COMMUNITY LIBRARY
Tuesday, March 24, 2026 5:15 p.m.
Fireside Room, Norelius Community Library

Regular Meeting Minutes

Call Meeting to Order-

Roll Call – S. Velasquez, L. Peterson, B. Bruce, K. Segebart, D. Koch, - present

L. Olsen, L Lopez - absent

Director K. Meyer

Motion made to accept the agenda by D. Koch and seconded by L Peterson. Motion carried.

I. Additions to the Agenda/Agenda Approval - none

II. Approve Minutes of Previous Meeting (attachment 1) Motion made to approve minutes from Feb. meeting by L. Petersen and seconded by D. Koch. Motion carried.

III. Public Forum (Limit 5 Minutes)

IV. Trustee Training-Iowa Library Trustee Handbook, Chapter 3 (attachment 2)

- The Five Primary Responsibilities of Boards- Discussion over this Chapter

V. Correspondence and Thank You Notes:

- Carmen & Ben Swertzic- “Warmies” stuffed animals for SRP prizes
- Carmen & Ben Swertzic- cash donation
- Thrivent- gift card donation and t-shirts

VI. Approve Bills- Signature Page (attachment 3, 4) All members signed

VII. Director’s Report – Director Meyer (attachment 5) - Kari reported on meetings and programs. She reported an anticipated staff member leaving so an Ad Hoc committee was appointed for HR Review.

D. Koch, L. Petersen, and S. Velasquez will report back in April or May.

Board members expressed interest in visiting with the FEH Design employees about the space utilization study. Director Meyer will try to arrange this.

VIII. Unfinished Business:

A. Board meeting dates- Kari Meyer explained that she and the staff discussed changing the program dates as that would be easier than trying to change the meeting dates.

B. Closure for CPR training-The instructor for this on the original date cancelled because of weather so the staff had a working day and staff meeting. It will be rescheduled for March 30,2026. This was approved with a motion by D. Koch and seconded by S. Velasquez. Motion carried.

IX. New Business:

A. CD Renewal-A motion was made to roll over at the highest interest rate by L. Petersen and seconded by K. Segebart. Motion carried.

X. Monthly Reports

1. Library Accounts (attachment 6, 7, 8)

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

Committee Reports

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

b) Finance (Bruce, Koch, Velasquez))

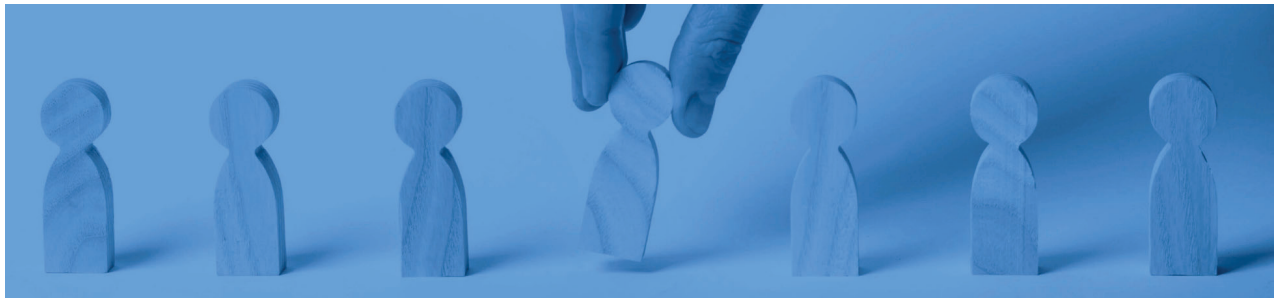
c) Technology (Velasquez, Segebart, Koch)

d) Facilities (Peterson, Lopez, Segebart)

e) Public Relations (Peterson, Lopez, Olsen)

Adjourn - Motion to adjourn was made by K. Segebart and seconded by L. Petersen. Motion carried

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



Chapter 4: Hiring a Library Director

Your job as a library board member is to make sure the library is well managed. To do that, the board hires a qualified director to manage the day-to-day operations of the library. Before hiring a library director, the entire board should have a good grasp of the work that public library directors do. Your library director is the department head of a city service who has many responsibilities.

What Do Public Library Directors Do?

- ❖ Act as a professional and technical advisor to the library board of trustees on policy, finances, planning, library performance, laws affecting libraries
- ❖ Hire and supervise staff
- ❖ Implement and interpret board policy to staff and the public
- ❖ Administer the library budget
- ❖ Develop the collection (“collection” is everything the library has on hand for its customers: books, DVDs, CDs, magazines, newspapers, subscriptions to electronic resources, puppets and more)
- ❖ Manage library services and programming
- ❖ Supervise outreach services to the community
- ❖ Manage and maintain the physical facility, computer technology, the library’s automation system, and other equipment
- ❖ Represent the library in the community by promoting its services and programs
- ❖ Instruct users how to access, evaluate, and use information resources

As you can see by the list of responsibilities, hiring a library director is one of the most important duties of the library board.

In small cities with few or no other library staff, the library director serves customers directly and may also:

- ❖ Provide preschool story time to build early literacy skills in young children
- ❖ Help students find resources to complete school assignments
- ❖ Help readers find a good book
- ❖ Answer reference questions from patrons
- ❖ And yes... check out books!

To ensure that the most qualified candidate is hired, it is critical that the library board follow standard hiring procedures as outlined on the following pages.

Conduct a Preliminary Assessment

The board must reach consensus on what they want a new director to accomplish and what qualifications are needed in a director for the library at this point in time. In order to do this, the board needs to discuss the following questions:

- ❖ What is the role of the library in the community?
- ❖ Have community needs changed? Has the library kept pace?
- ❖ What direction does the library need to go?
- ❖ What qualifications are needed in the next director?
- ❖ What is the reason for the job opening?
- ❖ Was the previous director dissatisfied? Why?
- ❖ Was the board dissatisfied with the previous director? Why?

Develop a Timeline

A timeline should be established to include the following tasks:

- ❖ Appointing the search committee (should be less than a quorum).
- ❖ Reviewing the current job description and updating if necessary.
- ❖ Writing the job advertisement and sending it through various communication channels (library website, city website, local / area newspapers, State Library Job List posting, etc).
- ❖ Determining the deadline for applications.

- ❖ Reviewing the applications and deciding on persons to interview.
- ❖ Determining interview schedule and questions.
- ❖ Determining the time needed for the board to make a decision and offer the job to the candidate.
- ❖ Determining the timeframe for the candidate to respond.

Set up the Search Committee

The board as a whole can function as the search committee. An alternative is to form a committee of board members and staff to review the applications and recommend candidates for the board to interview. If the board decides to appoint a subcommittee, the subcommittee must meet in open sessions as long as it is doing deliberative work. If a search committee is appointed, be sure the duties of the committee and the deadlines are clear.

Applications for public positions are confidential documents under **Iowa Code 22.7(18)**, so protect applicants' identities by referring to them as "Candidate A, Candidate B," etc. during this stage of the process in open meetings. Deciding whether or not a subcommittee meeting has to be an open meeting is complicated and often turns on the specific facts of a particular meeting, refer to the **Iowa Public Information Board** (515-725-1781) with questions.

Review and Update the Job Description

The job description should indicate the minimum requirements for education and work experience. The job description should also include any desirable areas of expertise and technology competencies (online learning experience, website experience, social media use, etc.). All minimum requirements and desirable qualifications must be job related and should be delineated as required vs. preferred. The board should not hire a person with less than the minimum requirements.

Obtain a copy of the current job description from the current library director, the acting director, or the city. (If no written job description exists, the board will need to write one before continuing with the hiring process.) Review it to ensure that it meets current requirements including:

- ❖ Minimum requirement for education and previous work experience
- ❖ Primary management duties
- ❖ Desirable areas of expertise including technology skills
- ❖ Salary and benefits

- ❖ Probationary period
- ❖ Physical and environmental requirements of the job

Determine Salary and Benefits

The first step in achieving pay commensurate with the work performed, referred to as “pay equity,” is to understand the job duties and responsibilities. It may help to re-read the list at the beginning of this chapter titled “What Do Public Library Directors Do?”

In small towns, the library director’s position might be comparable to the city clerk. In larger cities, the library director’s job will compare more favorably with another city department head. Another valid job comparison to make is to compare the education requirements and job responsibilities of the library director with that of school district personnel or county government workers.

Too often the work of library directors and staff is not well understood, too often undervalued and unfairly compensated for the complex level of management expectations. In other words, many library directors (and staff) receive lower pay than other city employees who do comparable work, who also supervise staff, and who also have considerable management duties and education requirements.

A caution: library boards and directors often ask about salaries of directors in nearby towns of similar size. While that can be useful information, it should not be the sole basis for making decisions on library director and staff salaries. The reason is that low pay is a common fact among library employees. So comparing to other libraries’ salary scales often results in comparing to equally low salaries that don’t adequately compensate for the work performed.

Advertise the Position

The job description should be used to write the job advertisement; in turn, the advertisement should be as comprehensive as possible. Provide a fair summary of the position, the required education, experience, and skills needed, and the desirable areas of expertise and work experience. Include the salary range and benefits, a brief description of the library and community, where to send applications, and application deadline. Request a resume and professional references.

Integral to providing equal employment opportunities is a practice of openly advertising all available positions. Many city governments have policies regarding how city employment must be advertised so that all applicable laws are being followed. The city might also require consistent employment applications for city jobs. If your city has a human resources department, check there first before placing ads, or check with city hall.

While there is no state statute or regulation that explicitly mandates such advertising, the

“veterans’ preference” law in **Iowa Code 35C.1** requires cities to post a public notice of the application deadline to fill a public job at least ten days prior to that deadline. The spirit of the “veterans’ preference” law ensures that everyone has an equal opportunity to work for the government; that the best candidates have been sought for all public positions; that only the most qualified people work at all levels of government; and that when applicant qualifications are equal in every other way, veterans are the preferred candidates.

The job advertisement should be publicized widely. If the library board is considering hiring a director with a master’s degree in Library Science, then notify library schools or purchase an online ad through the American Library Association. If you decide to place print ads in professional journals such as *American Libraries* and *Library Journal*, check publication deadlines and see how those deadlines fit within your timeline. In addition to advertising in local newspapers, you are welcome to send your notice to the [State Library Job List](#) to be posted at no cost.

Review the Applications

Many times, the city will receive the applications to ensure all requirements are complete, then send the applications to the library board. If your city has an HR department, use them to ensure all laws are followed. As applications arrive, each should be marked with the date of arrival to determine whether it falls within your timeline. Before applications are reviewed, evaluation criteria should be developed and used to rank them. It is helpful to develop a form that can be used by each member of the search committee; the form ensures a consistent screening and an easy way to compare each applicant’s qualifications to the requirements of the position.

The board must discuss applications in open session when determining which candidates will be contacted for an interview. Once the board has chosen which applicants will be interviewed, each of those candidates should be notified that they are a finalist and that the list of finalists may (or will, depending upon the particular city’s practice) become public. Some candidates may opt to drop out if they feel that their present jobs or working relationships would be compromised or endangered once their applications for different jobs become public. If a candidate agrees to be interviewed, again confirm whether a closed interview is required by law.

Interview Process

Interviews should be conducted in “stand alone” sessions—not regular board meetings—in which the interviews are the only business before the board. If an interview is conducted during a closed session in accordance with **Iowa Code 21.5**, be sure the board follows the laws in subsections 2, 3, 4 and 5, especially those pertaining to recording and documenting the closed session.

Prior to the interviews, the search committee should provide all candidates an

information packet that could include but is not limited to: the library mission statement; planning document; recent budgets; community demographics; employers, shopping, schools, churches, recreation, higher education, and any other information that will inform candidates about the library and community.

Develop a list of questions to be asked of every candidate interviewed. And be sure to apply the questions consistently, even if the interview team is familiar with the candidates. Typical questions to cover in the interviews are questions about the candidate's prior management experience, their library service philosophy, their staff supervision experience, their technology competencies, etc. Check with your city to see if there are any required questions for city employment. **NOTE:** It is illegal to ask certain questions of candidates, such as marital status, age, family plans, etc. For more about interviewing see **Iowa Workforce Development's Successful Interviewing Guide**.

As part of the interview, arrange a tour of the library, a meeting with staff, and an opportunity for the candidate to learn about the community.

Evaluate the Candidates

During the interview process, it's helpful to use your page of interview questions to record candidate responses and search committee impressions. Once all of the finalists have been interviewed, the search committee can then compare their notes, discussing and ranking the finalists. Some qualifications to consider in ranking candidates are:

- ❖ Library service attitude and philosophy; enthusiasm for librarianship
- ❖ Knowledge of foundational library principles such as intellectual freedom, patron privacy, etc.
- ❖ Knowledge of current library trends and literature
- ❖ Direct yet thorough responses to questions
- ❖ Evidence that the applicant has done some research for the position
- ❖ Ability to explain how their experience and talent can be used as library director
- ❖ Understanding the role of trustees; successful record of working with boards and community leaders
- ❖ Successful record of staff supervision
- ❖ Comfort level with technology, automation systems, online learning, social media, etc.
- ❖ Experience being involved in the community and comfort level with public relations
- ❖ Commitment to continuing education for self; support of continuing education for

staff and board

Check references before offering the position to a candidate. When calling references, agreed-upon questions should be asked with space on the questionnaire to record responses. The search committee may want to seek out references other than those provided by the applicants. Be aware: some employers will only verify such things as dates of employment and last salary earned.

Make the Hiring Decision

Finally, decide if one or more of the candidates should be offered the job or if the search needs to be reopened. The top candidate should be offered the position by telephone. When a candidate accepts the position, follow up with a letter of agreement indicating date employment begins, salary, benefits, etc. The board may want to consider a formal employment contract. Soon after the job offer has been accepted, notify the other candidates.

For further information and to follow all applicable hiring laws, refer to the [Legal & Library Law](#) webpage on the State Library website.



Denison, IA

Expense Approval Report

By Vendor Name

Payment Dates 3/25/2026 - 4/27/2026

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: 05419 - ALAFANSO, MATSON					
ALAFANSO, MATSON	042026	04/21/2026	JANITORIAL	001-410-6499	232.50
Vendor 05419 - ALAFANSO, MATSON Total:					232.50
Vendor: 04767 - AMAZON CAPITAL SERVICES					
AMAZON CAPITAL SERVICES	1WLM-4K9J-P9DQ	04/07/2026	YOUNG ADULT BOOKS	001-410-6512	26.98
AMAZON CAPITAL SERVICES	14CK-LCCP-366X	04/07/2026	DVDS	001-410-6502	55.86
AMAZON CAPITAL SERVICES	1DK6-9LTT-CTKV	04/21/2026	CM -DVD	001-410-6502	-1.97
AMAZON CAPITAL SERVICES	1V6M-7CDJ-MQPH	04/07/2026	BOOKS -ADULT	001-410-6512	120.73
AMAZON CAPITAL SERVICES	1374-MFJX-MKYK	04/07/2026	SLP -FRIENDS REIMBURSEME...	008-411-6499	187.50
AMAZON CAPITAL SERVICES	1P7C-PGV9-HFYF	04/07/2026	ADULT PROG & SUPPLIES	001-410-6424	133.29
AMAZON CAPITAL SERVICES	1P7C-PGV9-HFYF	04/07/2026	ADULT PROG & SUPPLIES	001-410-6506	58.55
AMAZON CAPITAL SERVICES	1D73-HK4W-RGFG	04/21/2026	DVDS	001-410-6502	20.99
AMAZON CAPITAL SERVICES	13CW-T1V7-4X9M	04/21/2026	JUV PROG -SLP	008-411-6499	311.89
AMAZON CAPITAL SERVICES	1CLQ-PLLC-6QPD	04/21/2026	BOOKS -JUV	001-410-6512	122.97
AMAZON CAPITAL SERVICES	1M1J-DCK6-YKXN	04/21/2026	ADULT BOOKS	001-410-6512	189.25
AMAZON CAPITAL SERVICES	1MFF-TKTH-7QK7	04/21/2026	JUV PROG - SLP	001-410-6518	81.99
AMAZON CAPITAL SERVICES	1TK9-YCV4-WCJ1	04/21/2026	ADULT BOOKS	001-410-6512	88.29
Vendor 04767 - AMAZON CAPITAL SERVICES Total:					1,396.32
Vendor: 05418 - BLUNK, JACOB					
BLUNK, JACOB	042026	04/21/2026	JANITORIAL	001-410-6499	223.75
Vendor 05418 - BLUNK, JACOB Total:					223.75
Vendor: 05243 - BOYSEN LAUNDRY SERVICE LLC					
BOYSEN LAUNDRY SERVICE LLC	5253	04/07/2026	FLOOR MATS -LIBRARY	001-410-6310	26.00
BOYSEN LAUNDRY SERVICE LLC	5304	04/21/2026	FLOOR MATS -LIBRARY	001-410-6310	26.00
Vendor 05243 - BOYSEN LAUNDRY SERVICE LLC Total:					52.00

Expense Approval Report

Payment Dates: 3/25/2026 - 4/27/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount	
Vendor: 04581 - BTC, INC.						
BTC, INC.	11051051	04/02/2026	PHONE LINES	001-410-6373	1,250.12	
					Vendor 04581 - BTC, INC. Total:	1,250.12
Vendor: 05444 - BUTTRY, ROBERT						
BUTTRY, ROBERT	042026	04/21/2026	JANITORIAL	001-410-6499	172.50	
					Vendor 05444 - BUTTRY, ROBERT Total:	172.50
Vendor: 04124 - CARROLL REFUSE SERVICE						
CARROLL REFUSE SERVICE	403592	04/21/2026	TRASH	001-410-6310	65.00	
					Vendor 04124 - CARROLL REFUSE SERVICE Total:	65.00
Vendor: 05344 - CENGAGE GROUP						
CENGAGE GROUP	999102498705	04/07/2026	BOOKS	001-410-6512	81.72	
CENGAGE GROUP	999102531655	04/07/2026	BOOKS	001-410-6512	83.96	
CENGAGE GROUP	999102534082	04/07/2026	BOOKS	001-410-6512	49.48	
CENGAGE GROUP	999102559843	04/21/2026	BOOKS	001-410-6512	26.99	
					Vendor 05344 - CENGAGE GROUP Total:	242.15
Vendor: 00763 - DEMCO						
DEMCO	7781652	04/07/2026	BOOK SUPPLIES	001-410-6506	287.91	
					Vendor 00763 - DEMCO Total:	287.91
Vendor: 00043 - DENISON DO IT BEST						
DENISON DO IT BEST	A502957	04/09/2026	PAINT & SUPPLIES	001-410-6310	133.64	
					Vendor 00043 - DENISON DO IT BEST Total:	133.64
Vendor: 05051 - GUTHRIE, KATIE						
GUTHRIE, KATIE	04-2026	04/21/2026	INS STIPEND	112-410-6150	104.17	
					Vendor 05051 - GUTHRIE, KATIE Total:	104.17
Vendor: 05413 - INGRAM LIBRARY SERVICES						
INGRAM LIBRARY SERVICES	95245701	04/07/2026	BOOKS	001-410-6512	73.53	
INGRAM LIBRARY SERVICES	95198236	04/07/2026	BOOKS	001-410-6512	171.98	
INGRAM LIBRARY SERVICES	95325099	04/07/2026	JUV	001-410-6512	20.49	
INGRAM LIBRARY SERVICES	95434448	04/16/2026	BOOKS	001-410-6512	114.71	
					Vendor 05413 - INGRAM LIBRARY SERVICES Total:	380.71
Vendor: 05355 - JP TURF AND PEST, LLC						
JP TURF AND PEST, LLC	242129	04/21/2026	PEST CONTROL -LIBRARY	001-410-6310	55.00	
					Vendor 05355 - JP TURF AND PEST, LLC Total:	55.00
Vendor: 00591 - QUILL CORP.						
QUILL CORP.	2609529	02/24/2026	Gojo fmx20 crnbrysoap 2000...	001-410-6310	-88.78	
QUILL CORP.	47560634	02/24/2026	PAPER TOWELS	001-410-6310	39.75	
					Vendor 00591 - QUILL CORP. Total:	-49.03
Vendor: 03756 - STANDARD INSURANCE COMPANY RC						
STANDARD INSURANCE COM...	042026	03/26/2026	INS PREMIUMS	112-410-6150	74.81	
					Vendor 03756 - STANDARD INSURANCE COMPANY RC Total:	74.81
Vendor: 04321 - SWANK MOVIE LICENSING						
SWANK MOVIE LICENSING	INV10098672	04/21/2026	SWANK MOVIE LICENSING	001-410-6419	394.00	
					Vendor 04321 - SWANK MOVIE LICENSING Total:	394.00
Vendor: 03444 - TRISTAR BENEFIT ADMIN						
TRISTAR BENEFIT ADMIN	04132026	04/13/2026	DENTAL CLAIMS	112-410-6150	140.24	
TRISTAR BENEFIT ADMIN	0000164605	04/23/2026	INS PREMIUMS	112-410-6150	15.00	
					Vendor 03444 - TRISTAR BENEFIT ADMIN Total:	155.24
Vendor: 03661 - VISION SERVICE PLAN						
VISION SERVICE PLAN	824852479	03/26/2026	INS PREMIUMS	112-410-6150	37.32	
VISION SERVICE PLAN	825044076	04/23/2026	INS PREMIUMS	112-410-6150	37.32	
					Vendor 03661 - VISION SERVICE PLAN Total:	74.64
Vendor: 02986 - WELLMARK BLUE CROSS AND B						
WELLMARK BLUE CROSS AND B	261000006192	04/23/2026	PREMIUMS	112-410-6150	3,383.16	
					Vendor 02986 - WELLMARK BLUE CROSS AND B Total:	3,383.16

Expense Approval Report

Payment Dates: 3/25/2026 - 4/27/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: 04466 - WELLS FARGO FINANCIAL LEASING					
WELLS FARGO FINANCIAL LEAS..5038212719		04/09/2026	COPIER - LIBRARY	008-411-6499	316.27
			Vendor 04466 - WELLS FARGO FINANCIAL LEASING Total:		316.27
				Grand Total:	8,944.86

Report Summary

Fund Summary

Fund	Expense Amount	Payment Amount
001 - GENERAL	4,337.18	4,386.21
008 - LIBRARY SPECIAL	815.66	815.66
112 - TRUST & AGENCY	3,792.02	3,792.02
Grand Total:	8,944.86	8,993.89

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
001-410-6310	BUILDING MAINTENANC...	256.61	305.64
001-410-6373	TELEPHONES	1,250.12	1,250.12
001-410-6419	TECHNOLOGY EXPENSE	394.00	394.00
001-410-6424	ADULT PROGRAMMING	133.29	133.29
001-410-6499	CONTRACT	628.75	628.75
001-410-6502	AUDIO-VISUAL	74.88	74.88
001-410-6506	OFFICE SUPPLIES	346.46	346.46
001-410-6512	BOOKS	1,171.08	1,171.08
001-410-6518	CHILDREN'S PROGRAMS	81.99	81.99
008-411-6499	SUPPLEMENTAL	815.66	815.66
112-410-6150	HEALTH INSURANCE	3,792.02	3,792.02
Grand Total:		8,944.86	8,993.89

Project Account Summary

Project Account Key	Expense Amount	Payment Amount
None	8,944.86	8,993.89
Grand Total:	8,944.86	8,993.89



Denison, IA

Pending Expense Approval Report

By Vendor Name

APPKT00224

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	1XRT-K4RT-XN3Q	04/28/2026	YOUNG ADULT BOOKS	001-410-6512	48.11
AMAZON CAPITAL SERVICES	1Y3C-XMTR-999V	04/28/2026	JUV PROGRAMMING	001-410-6518	45.93
AMAZON CAPITAL SERVICES	11YM-346F-HVNR	04/28/2026	ADULT PROGRAMMING	001-410-6424	-0.28
AMAZON CAPITAL SERVICES	11YM-346F-KM4X	04/28/2026	BOOKS	001-410-6512	34.99
AMAZON CAPITAL SERVICES	13RT-GQTC-PMPY	04/28/2026	ADULT BOOKS	001-410-6512	176.27
AMAZON CAPITAL SERVICES	143F-P6MX-LXV6	04/28/2026	ADULT PROGRAMMING	001-410-6424	-0.28
AMAZON CAPITAL SERVICES	174D-3FTP-PFTF	04/28/2026	DVDS	001-410-6502	104.53
AMAZON CAPITAL SERVICES	19NM-HHWY-MLVJ	04/28/2026	ADULT PROGRAMMING	001-410-6424	-0.27
AMAZON CAPITAL SERVICES	1DFJ-Y19P-LKJ1	04/28/2026	ADULT PROGRAMMING	001-410-6424	-0.28
AMAZON CAPITAL SERVICES	1DFJ-Y19P-MCHC	04/28/2026	ADULT PROGRAMMING	001-410-6424	-0.28
AMAZON CAPITAL SERVICES	1JXM-V1LC-L97F	04/28/2026	MAINTENANCE	001-410-6310	104.21
AMAZON CAPITAL SERVICES	1JXM-V1LC-L9MJ	04/28/2026	JUV PROGRAMMING	001-410-6518	85.96
AMAZON CAPITAL SERVICES	1M74-H7D9-MCR9	04/28/2026	ADULT PROGRAMMING	001-410-6424	-0.28
AMAZON CAPITAL SERVICES	1MLY-VFQT-HWN3	04/28/2026	ADULT PROGRAMMING	001-410-6424	-0.28
AMAZON CAPITAL SERVICES	1XL3-7V4H-MRPV	04/28/2026	ADULT PROGRAMMING	001-410-6424	-0.27
AMAZON CAPITAL SERVICES	1XL3-7V4H-PW7M	04/28/2026	SLP -ADULT	001-410-6424	137.09
AMAZON CAPITAL SERVICES	1YPM-HNC1-J3K6	04/28/2026	ADULT PROGRAMMING	001-410-6424	-0.28
AMAZON CAPITAL SERVICES	1YPM-HNC1-L16R	04/28/2026	JUV PROGRAMMING	001-410-6518	168.10
AMAZON CAPITAL SERVICES	1YQD-J1QX-LR33	04/28/2026	ADULT PROGRAMMING	001-410-6424	-0.28
AMAZON CAPITAL SERVICES	11DL-9Y1Y-DK93	04/28/2026	MAINTENANCE	001-410-6310	7.19
AMAZON CAPITAL SERVICES	11DL-9Y1Y-DK93	04/28/2026	OFFICE SUPPLIES	001-410-6506	238.35
AMAZON CAPITAL SERVICES	11DL-9Y1Y-DK93	04/28/2026	JUV PROGRAMMING	001-410-6518	66.48
AMAZON CAPITAL SERVICES	1D1R-GTV4-CDV6	04/28/2026	ADULT BOOKS	001-410-6512	15.39
AMAZON CAPITAL SERVICES	1PQ9-9MRJ-9NC6	04/28/2026	YOUNG ADULT BOOKS	001-410-6512	7.79
AMAZON CAPITAL SERVICES	1PHW-LWFT-N9LL	04/28/2026	ADULT BOOKS	001-410-6512	325.72
AMAZON CAPITAL SERVICES	1WK6-6CYP-C4RQ	04/28/2026	YOUNG ADULT BOOKS	001-410-6512	16.78
AMAZON CAPITAL SERVICES	14RC-J43X-6KFQ	04/28/2026	BOOKS -JUV	001-410-6512	27.92
Vendor AMAZON CAPITAL SERVICES Total:					1,608.03

Pending Expense Approval Report

Packet: APPKT00224

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: BEECK'S WINDOW CLEANING					
BEECK'S WINDOW CLEANING	042026	04/28/2026	WINDOW CLEANING	001-410-6310	170.00
Vendor BEECK'S WINDOW CLEANING Total:					170.00
Vendor: BOYSEN LAUNDRY SERVICE LLC					
BOYSEN LAUNDRY SERVICE LLC	5369	04/28/2026	FLOOR MATS -LIBRARY	001-410-6310	26.00
Vendor BOYSEN LAUNDRY SERVICE LLC Total:					26.00
Vendor: DEMCO					
DEMCO	7792077	04/28/2026	BOOK JACKETS	001-410-6506	115.48
Vendor DEMCO Total:					115.48
Vendor: INGRAM LIBRARY SERVICES					
INGRAM LIBRARY SERVICES	95899731	04/28/2026	BOOKS	001-410-6512	161.64
INGRAM LIBRARY SERVICES	95899732	04/28/2026	BOOK	001-410-6512	18.74
INGRAM LIBRARY SERVICES	95956396	04/28/2026	BOOK -JUV	001-410-6512	19.92
Vendor INGRAM LIBRARY SERVICES Total:					200.30
Grand Total:					2,119.81

Report Summary

Fund Summary

Fund	Expense Amount
001 - GENERAL	<u>2,119.81</u>
Grand Total:	2,119.81

Account Summary

Account Number	Account Name	Expense Amount
001-410-6310	BUILDING MAINTENANC...	307.40
001-410-6424	ADULT PROGRAMMING	134.31
001-410-6502	AUDIO-VISUAL	104.53
001-410-6506	OFFICE SUPPLIES	353.83
001-410-6512	BOOKS	853.27
001-410-6518	CHILDREN'S PROGRAMS	<u>366.47</u>
	Grand Total:	2,119.81

Project Account Summary

Project Account Key	Expense Amount
None	<u>2,119.81</u>
Grand Total:	2,119.81

LIBRARY DIRECTOR'S REPORT

Kari Meyer- Director

April 28, 2026

Items of Note:

- 3-30-26 Library closed at noon and library staff attended a CPR and First Aid class
- 4-3-26 Olivia returned from maternity leave. She stepped down to Library Assistant, part-time
- 4-10-26 Hosted the Crawford County Library Association at NCL.
- 4-15-26 Assistant Director interviews
- 4-10-26 Helped set up for the Library Friend's White Elephant Sale
- 4-11-26 Friends of the Library sale
- 4-17-26 Children's librarian resigned
- 4-20-26 Children's Librarian position posted
- 4-21-26 FEH Architects visit
- 4-22 through 24-26 Vacation
- Evaluations for staff are complete

Meetings Attended or Scheduled:

- March 30, April 6, 13, 20, 27 Director's Meetings at City Hall
- 4-3-26 Staff meeting
- 4-7-26 City Council meeting
- 4-17-24 ARSL Director's meeting on zoom
- 4-21-26 Presented at the Home & Hobby Club meeting at Family Table

Misc Information and Ideas:

- Electrician installed outlets for coffee bar and by the banquet area
- New chairs arrived for the lobby
- National Library Week April 19-25, 2026

Programming Highlights:

- Ongoing standard programming throughout April. All staff stepped in to help with programming
- 4-6-26 Author Talk with Ann Neumann



Denison, IA

Balance Sheet

Account Summary

As Of 03/31/2026

Balance

Fund: 008 - LIBRARY SPECIAL

Assets

110 - CASH AND CASH EQUIVILANTS

181,515.62

Total Assets: 181,515.62 **181,515.62**

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

25,551.30

Total Expense

6,189.82

Revenues Over/Under Expenses

19,361.48

Total Equity and Current Surplus (Deficit): 181,515.62

Total Liabilities, Equity and Current Surplus (Deficit): 181,515.62

Balance Sheet

As Of 03/31/2026

Balance

Fund: 150 - LIBRARY TRUST

Assets

110 - CASH AND CASH EQUIVILANTS

112,453.28

Total Assets: 112,453.28 112,453.28

Liability

200 - ACCOUNTS PAYABLE

0.00

210 - OTHER PAYABLES

0.00

391 - TRANSFERS OUT

0.00

392 - TRANSFERS IN

0.00

Total Liability: 0.00

Equity

395 - FUND EQUITY

110,141.01

Total Beginning Equity: 110,141.01

Total Revenue

2,312.27

Total Expense

0.00

Revenues Over/Under Expenses

2,312.27

Total Equity and Current Surplus (Deficit): 112,453.28

Total Liabilities, Equity and Current Surplus (Deficit): 112,453.28



Denison, IA

Budget Report Account Summary

For Fiscal: 2025-2026 Period Ending: 04/30/2026

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance (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	22,194.00	-15,806.00	41.59 %
001-410-4553	LIBRARY CHARGES-INCIDENTAL	150.00	150.00	0.00	1,970.43	1,820.43	1,313.62 %
001-410-4710	REIMBURSEMENTS	0.00	0.00	0.00	1,040.00	1,040.00	0.00 %
	Revenue Total:	53,150.00	53,150.00	0.00	25,204.43	-27,945.57	52.58%
Expense							
001-410-6010	SALARIES	255,490.00	255,490.00	19,439.57	194,261.00	61,229.00	23.97 %
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	305.64	8,857.22	8,642.78	49.39 %
001-410-6373	TELEPHONES	1,700.00	1,700.00	1,250.12	2,693.73	-993.73	-58.45 %
001-410-6402	ADVERTISING	1,000.00	1,000.00	0.00	559.53	440.47	44.05 %
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	394.00	7,714.41	2,285.59	22.86 %
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	133.29	2,039.34	960.66	32.02 %
001-410-6499	CONTRACT	0.00	0.00	628.75	8,321.25	-8,321.25	0.00 %
001-410-6502	AUDIO-VISUAL	2,250.00	2,250.00	74.88	1,379.78	870.22	38.68 %
001-410-6506	OFFICE SUPPLIES	8,200.00	8,200.00	346.46	6,033.19	2,166.81	26.42 %
001-410-6508	POSTAGE	500.00	500.00	156.00	165.95	334.05	66.81 %
001-410-6512	BOOKS	25,000.00	25,000.00	1,171.08	18,447.86	6,552.14	26.21 %
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	81.99	3,380.41	1,119.59	24.88 %
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	15.99	2,984.01	99.47 %
	Expense Total:	355,140.00	355,140.00	23,981.78	259,026.73	96,113.27	27.06%
	Total Revenues	53,150.00	53,150.00	0.00	25,204.43	-27,945.57	52.58%
	Fund: 001 - GENERAL Surplus (Deficit):	-301,990.00	-301,990.00	-23,981.78	-233,822.30	68,167.70	22.57%
Fund: 008 - LIBRARY SPECIAL							
Revenue							
008-411-4440	STATE GRANTS	5,000.00	5,000.00	0.00	-269.99	-5,269.99	105.40 %
008-411-4441	OPEN ACCESS	0.00	0.00	0.00	0.50	0.50	0.00 %
008-411-4446	DIRECT ST AID/OPEN ACCESS/ENRIC	4,533.00	4,533.00	0.00	2,984.25	-1,548.75	34.17 %
008-411-4500	COPIES/FINES	12,500.00	12,500.00	373.00	11,661.04	-838.96	6.71 %
008-411-4705	PRIVATE DONATIONS	0.00	0.00	0.00	11,548.50	11,548.50	0.00 %
	Revenue Total:	22,033.00	22,033.00	373.00	25,924.30	3,891.30	17.66%
Expense							
008-411-6499	SUPPLEMENTAL	17,500.00	17,500.00	815.66	5,902.58	11,597.42	66.27 %
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	815.66	7,005.48	15,027.52	68.20%
	Total Revenues	22,033.00	22,033.00	373.00	25,924.30	3,891.30	17.66%
	Fund: 008 - LIBRARY SPECIAL Surplus (Deficit):	0.00	0.00	-442.66	18,918.82	18,918.82	0.00%

Budget Report

For Fiscal: 2025-2026 Period Ending: 04/30/2026

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 150 - LIBRARY TRUST						
Revenue						
150-410-4300						
INTEREST	2,800.00	2,800.00	0.00	2,312.27	-487.73	17.42 %
Revenue Total:	2,800.00	2,800.00	0.00	2,312.27	-487.73	17.42%
Total Revenues	2,800.00	2,800.00	0.00	2,312.27	-487.73	17.42%
Fund: 150 - LIBRARY TRUST Total:	2,800.00	2,800.00	0.00	2,312.27	-487.73	17.42%
Report Surplus (Deficit):	-299,190.00	-299,190.00	-24,424.44	-212,591.21	86,598.79	28.94%

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	0.00	25,204.43	-27,945.57	52.58%
Expense	355,140.00	355,140.00	23,981.78	259,026.73	96,113.27	27.06%
Fund: 001 - GENERAL Surplus (Deficit):	-301,990.00	-301,990.00	-23,981.78	-233,822.30	68,167.70	22.57%
Fund: 008 - LIBRARY SPECIAL						
Revenue	22,033.00	22,033.00	373.00	25,924.30	3,891.30	17.66%
Expense	22,033.00	22,033.00	815.66	7,005.48	15,027.52	68.20%
Fund: 008 - LIBRARY SPECIAL Surplus (Deficit):	0.00	0.00	-442.66	18,918.82	18,918.82	0.00%
Fund: 150 - LIBRARY TRUST						
Revenue	2,800.00	2,800.00	0.00	2,312.27	-487.73	17.42%
Fund: 150 - LIBRARY TRUST Total:	2,800.00	2,800.00	0.00	2,312.27	-487.73	17.42%
Report Surplus (Deficit):	-299,190.00	-299,190.00	-24,424.44	-212,591.21	86,598.79	28.94%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
001 - GENERAL	-301,990.00	-301,990.00	-23,981.78	-233,822.30	68,167.70
008 - LIBRARY SPECIAL	0.00	0.00	-442.66	18,918.82	18,918.82
150 - LIBRARY TRUST	2,800.00	2,800.00	0.00	2,312.27	-487.73
Report Surplus (Deficit):	-299,190.00	-299,190.00	-24,424.44	-212,591.21	86,598.79



Denison, IA

Fund Balance Report

As Of 03/31/2026

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
008 - LIBRARY SPECIAL	162,154.14	25,551.30	6,189.82	181,515.62
150 - LIBRARY TRUST	110,141.01	2,312.27	0.00	112,453.28
Report Total:	272,295.15	27,863.57	6,189.82	293,968.90