

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
June 24th, 2025**

AGENDA

Call Meeting to Order-

**Roll Call – S. Velasquez, S. Kennedy, L. Peterson, J. Hough, B. Bruce,
K. Segebart, D. Koch, Director Walley**

- I. Additions to the Agenda/Agenda Approval**
- II. Approve Minutes of Previous Meeting**
- III. Public Forum (Limit 5 Minutes)**
- IV. Trustee Training-Iowa Library Trustee Handbook, Ch. # 11**
 - Effective Board Meetings
- V. Correspondence-Thank You Notes:**
 - Denison Rotary Foundation-Grant Award
 - Home & Hobby Club of Denison
 - Carmen & Ben Swertzic-Patrons
 - Rich & Deb Knowels-Patrons
- VI. Approve Bills- Signature Page**
- VII. Director's Report – Director Walley**
- VIII. Unfinished Business:**
 - A. Roof Repairs
 - B. Library Custodian/Cleaning Contract
 - C. Hiring Committee-Library Director
- IX. New Business:**
 - A. Policy Review-Job Description-Programming Librarian

Monthly Reports

 1. Library Accounts
 2. Monthly Library Report - Circulation & Acquisitions/Collection

Committee Reports

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

Possible motion to enter closed session per IA Code 21.5(1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Adjourn

Next Board Meeting:

July 22nd, 2025 @ 5:15 pm Fireside Room

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING Minutes
May 27th, 2025**

Call Meeting to Order- all present

Roll Call – S. Velasquez, S. Kennedy, L. Peterson, J. Hough, B. Bruce,
K. Segebart, D. Koch, Director Walley

- I. **Additions to the Agenda** — Bill suggests a closed session for item IX A,
Agenda Approval — all in favor
- II. **Approve Minutes of Previous Meeting** — all in favor
- III. **Public Forum** — Guest Jennifer Zupp-Smith representing the Denison City
Council
- IV. **Trustee Training-Iowa Library Trustee Handbook, Ch. # 10**
a brief discussion on Evaluating the Library Director
- V. **Correspondence-Thank You Notes:**
 - Sandy Wolf-Patron
 - Misty Gray-Southwest District Consultant
 - Denison KIWANIS
 - Denison Library Friends, Inc.
- VI. **Approve Bills** — All signed the Signature Page
- VII. **Director's Report** — Director Walley
 - A. Cleaning service has gone very well but —
 - o Monica asked Oveth Roqueno with A & D Multiservice cleaning service to extend the 30 day contract an additional 30 days pending further discussion by the library board.
 - o FY26 \$15,000 is anticipated by moving the custodian salary into the contract line which would save the city payroll taxes on one less employee.
 - o Proposal to ask the company what they can give in cleaning for the year for this limited budget \$15,000 annually?
 - o It is apparent that what we would like to see is not going to work with our limited budget.
 - B. Hot Water Heater-Has been hooked up and is operating at appropriate capacity. Electrician will return to finish up the work of adjusting lighting.
 - C. Formal Trustee Training with our District Consultant-Misty Gray on May 17th 10:00-12:00 went very well.
 - D. Roof Leak: No more leaks in the Carnegie portion of the building. New water stains noted in the ceiling tiles in the main library.
 - E. Programming Highlights:
 - o "How Elvis Found His Voice" 4-22 Phenomenal program and well attended

F. Programming Guide for Summer Library Program June 2nd-30th

G. Meetings Attended:

- Formal Trustee Training 5/17
- Finance Committee meeting 5/20
- Director's Meetings: 5/27
- Management Team Meetings: 5/19, 5/20, 5/21

VIII. Unfinished Business:

- A. Roof Repairs bids will be submitted
- B. Library Custodian/Cleaning Contract discussed in Director's Report
- C. Trustee/Library Evaluations discussed and concluded that more connection to state services is needed
- D. Hiring Committee Report: will meet Friday May 30 to review three additional applicants. A discussion as to whether the committee chooses the final candidate or the board interviews two or three finalists. Unresolved.

IX. New Business:

- A. Finance Committee-Merit Raises: Bill B. moved to enter a closed session and invited our Liaison to stay for the session. Jennifer Z. declined and excused herself with concern for the board to proceed with caution concerning the Open Meeting Law and Closed Sessions. Motion 2nd by Jeri H. Motion carried. All in favor.

Closed session entered at 6:23 pm. Closed Session adjourned at 7:12 pm and Library Board returned to Open Session.

Action after Closed Session: Bill B. moved that the Board accept the merit increase recommendations of the Finance Committee as amended and seconded by Larry P. Motion carried. All in favor.

- B. FY 2025 budget reviewed: \$301,836 budgeted, 76.89% expended and \$69,743.90 remaining.

FY2026 budget reviewed: following a city council cut of 1%, the fiscal 26 budget totals \$301,990

Monthly Reports

- 1. Library Accounts approved
- 2. Monthly Library Report - Circulation & Acquisitions/Collection approved

Committee Reports no new information

- a) Book & Policy (Kennedy, Segebart, Hough)
- b) Finance (Bruce, Kennedy, Koch)
- c) Technology (Bruce, Segebart, Koch)
- d) Facilities (Peterson, Hough, Segebart)

e) Public Relations (Peterson, Hough, Kennedy

Adjourned at 7:15 Moved by Donna K. and seconded by Larry P.

Next Board Meeting: June 24th, 2025 @ 5:15 pm Fireside Room

**Norelius Community Board of Trustees
Special Meeting
June 16, 2025
5:00 p. m.**

Meeting called to order by President Sandy Velasquez at 5:00 p. m.

Roll Call: S. Kennedy present, L. Peterson present, J. Hough present, B. Bruce present, K. Segebart present, D. Koch present, Director Walley present, and Assistant Director Olivia Reininger present

I. No additions to the agenda, agenda accepted without a vote

II. New Business

A. Library Director Candidates Consideration

1. Two candidates have been selected by the Candidate Search Committee (S. Velasquez, S. Kennedy, L. Peterson, and O. Reininger). Resumes for each were presented to each board member for perusal.

2. S. Velasquez read each of the twelve interview questions and summarized each candidates' answers. The three other committee members described their overall impressions of each and explained why they favored candidate #1 (Kari Meyer).

3. Discussion followed as to whether the candidate should be interviewed by the Board as a whole or accept the Search Committee's recommendation.

4. It was moved by Bill Bruce and Seconded by Jeri Hough that the board president Sandy V. review the candidate's references before the next board meeting (Tuesday June 24) then offer her the position and present the recommendation of candidate #1 (Kari Meyer) to the board to be voted upon. Motion Passed 7-0

5. The board will invite the candidate to the Regular Board meeting on June 24 to discuss her salary. She will be informed that the rate of pay will not exceed the 2026 wage range. Monica suggested a stair step pay based on the new director's satisfactory performance.

6. Olivia R. excused herself from the remainder of the meeting.

III. Old Business

A. Financial Considerations

a. Merit Raises Keri S. Moves and Jeri H. seconds that the Board approve the merit pay raises as presented today and at the May 27 meeting open session. Motion Passed 7-0

b. FY Year End of Funds-Expenditures Proposal

1. The unspent balance is \$12,390.62

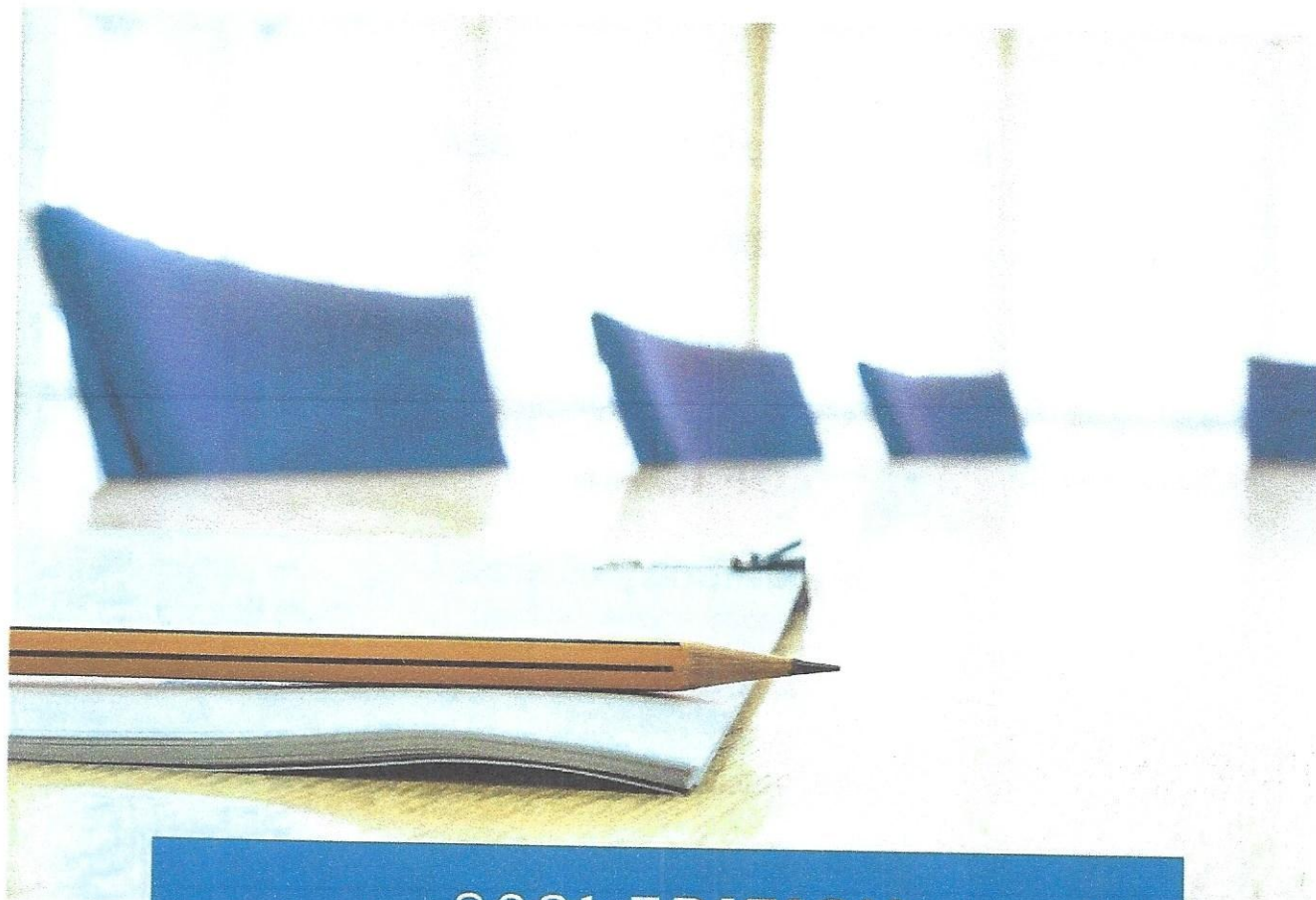
2. Director Walley suggests purchasing

- **one annual payment to EBSCO Magazine Subscription Service @ \$1,300**
- **four patron laptop computers @ \$3,493.14**
- **four soft foam chairs for the Teen Space @ \$3,200.**
- **at a total cost of \$7,993.14 with a remainder of \$4,397.46**

3. Director suggests allocating \$3,000 of the remainder for a new computer for the next library director.

4. It was moved by B. Bruce and Seconded by Jeri H. to approve the purchase of an annual payment to EBSCO, four patron laptop computers, four soft foam chairs as well as allocating \$3,000 for a new director computer.
Motion Passed 7-0

Sandy K. moves and Jeri H. seconds a motion to adjourn the meeting at approx. 6:50 p. m. Motion passed 7-0



2021 EDITION

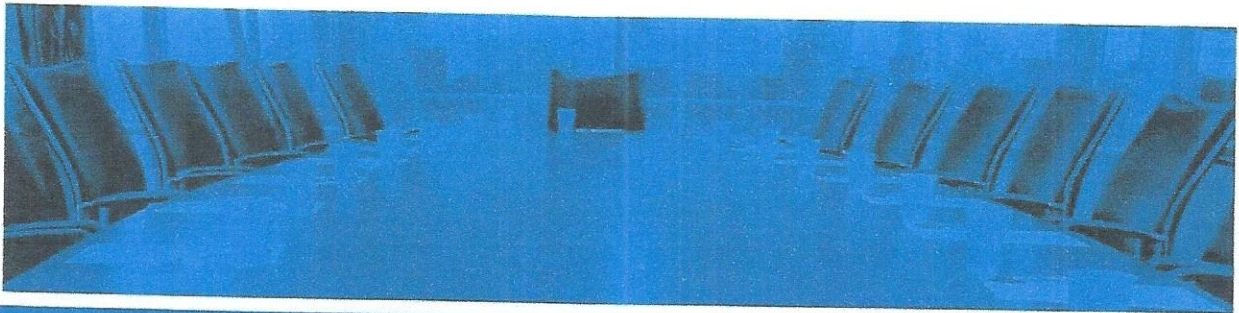
IOWA LIBRARY

TRUSTEE'S HANDBOOK



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Chapter 11: Effective Board Meetings

The structure of library boards works because of the leadership abilities and commitments of each member. The most important work of the board is conducted at its meetings. Because the board must work together collaboratively and speak with one voice, individual trustees have no authority on their own. Any change in policy or other decisions must be brought before the entire board. The board only has authority when it makes a group decision in a legally constituted meeting. How the meetings are conducted can make the difference between an effective or an ineffective board.

Open Meetings Law

Public library board meetings are subject to the Open Meetings Law in **Iowa Code Chapter 21**. Public libraries, like other tax-supported agencies, must operate in the best interest of the public. The Open Meetings Law, requiring that all meetings of government bodies be held in public, is designed to protect the public from secret dealings by public boards. Public notice of the date, time and place of board meetings, must be posted at least 24 hours before the meeting. Very simply, this statute is a protection against abuse of public power. At least one public library board in Iowa has been investigated in recent years and was found to have violated the Open Meetings Law. For more detailed information see **Chapter 13: Library Law and Legal Matters** or **Iowa Code Chapter 21**.

It can be difficult for board members to conduct a meeting and speak candidly with the public or media representatives watching and listening. Trustees may feel a need to be overly responsive to those listening; the result can be a meeting that seems more for the audience than for the board. Some trustees may be so intimidated by an audience that they don't voice their opinion; when that happens, all sides of an issue are not being considered. Even though it may be challenging to conduct a meeting in public, attempting to circumvent the Iowa Open Meetings Law is illegal and unwarranted. Your board can function well in the open and within the law. Here are a few suggestions:

Keep in mind that you have been chosen to represent a large number of people. The people who show up at a board meeting usually represent a very small percentage of your constituents and should not have an undue influence on your actions.

Have a clear policy regarding public comment. If you have a public forum section of the agenda, keep in mind it is a time for listening, not uncontrolled debate. Set a time limit for the open forum and a time limit for each speaker, explaining the rules for those who want to speak. State in your policy that the board will listen, but will not respond during the meeting to those who speak during the open forum. If a response is needed, it should come at a later time when the board has had time to deliberate the issue, to seek more information, or to take recommendations from the director.

Understand that your board meeting is a meeting conducted in public, not a public meeting. In other words, the public, and possibly media representatives, are there to watch the board work, not to participate in the board meeting (except for the open forum above).

Responsibilities of Board Members During Meetings

Board effectiveness and productivity will suffer without all members consistently in attendance and participating in meetings. Absenteeism inhibits full discussion and expression of all perspectives, leading to a greater possibility that poor decisions will be made or that decisions will be delayed. Unless otherwise defined in bylaws, a quorum is typically a majority of board members. For example, the quorum for a seven member board would be four members present, either in person or online. Without a quorum, the board cannot legally conduct business.

The board president runs the meetings and keeps the group moving toward good decisions. However, it is each trustee's responsibility to:

- ❖ Prepare for and attend all meetings
- ❖ Arrive on time
- ❖ Take an active part in discussions, but not dominate or get the board off track
- ❖ Use parliamentary procedure and abide by any state laws that apply to your meetings
- ❖ Practice the arts of listening and compromise; work towards consensus on issues
- ❖ Focus deliberations on the mission of the library and the best interests of the community
- ❖ Publicly support the board decision, even if you disagree with the final decision. The board speaks with one voice.

The agenda packet should be made available--either via the mail or electronically--several days before the meeting. Meetings will be shorter and more productive if all members are familiar with the agenda and related materials. If you have questions, ask the director prior to the meeting. Study the agenda so you understand what is expected of you at the

meeting. Which agenda items will require a vote? Which ones will require only discussion and input?

Some issues will require that you seek input from community residents before making a decision. Don't assume how people feel about an important issue. As the connection between the community and the library, solicit community input regularly.

Even though you research issues and prepare for discussions, it is unethical to decide how you will vote on an issue before the meeting or to promise people how you intend to vote. Keep an open mind and make your decision only after deliberation during the meeting with the full board and when all sides of the issue have been explored.

Parliamentary Rules

Board meetings should be conducted according to parliamentary rules (i.e. **Robert's Rules of Order**) and stated in the bylaws. These rules are intended to set a businesslike and courteous tone, allow for ample discussion of the issues, protect the right of all board members to be heard on the issues, and not allow the discussion to get out of control.

You should have a basic understanding of parliamentary rules so that you can be a part of the process of moving quickly and efficiently through an agenda. When a disagreement among board members occurs about the way to proceed, consult the parliamentary guide.

Agendas

Your board meeting must be guided by a published agenda, ideally prepared by the director and board president (a sample agenda is included in the **Appendix**). The purpose of the agenda is to set a clear direction for the meeting for the board and for the public. The board president will ask the board to formally vote to approve the agenda at the beginning of the meeting. When the board approves the agenda, members agree to discuss the issues on the approved agenda in the order listed.

Keep in mind that all members have a right to place items on the agenda prior to the meeting by bringing items to the attention of the director or the board president. Be careful of last-minute additions, which prevent the board having enough time to consider the issue. Equally important, last-minute additions do not give members of the public adequate notice.

Motions

A motion is a formal request or proposal for the board to take action. Based on committee reports and director recommendations, any board member may make a motion at any time in accordance with the parliamentary guide. To make a motion, you simply address the board president and "I move that..." and state the action you wish the

board to take. Most motions require that another board member support the request for action by seconding the motion.

Once the motion is seconded, it is restated by the president. The board then discusses the motion. Some motions, such as the motion to adjourn, do not require discussion. By requiring a motion on an issue prior to discussion, the board focuses discussion only on agenda items and is better able to stay on track. A vote may only be taken on items indicated on the published agenda.

Allow ample time to discuss the pros and cons of the issue. The group must work toward moving the discussion forward and reaching a decision. Once the motion has been thoroughly discussed, the president calls for a vote on the motion. You may be asked to vote by saying "aye" (yes) or "nay" (no) in a voice vote, by a show of hands, or in a roll-call vote. Your vote will be recorded in the minutes.

You should not vote if you have a conflict of interest. This occurs when a conflict exists between a board member's obligation to the public and his/her own personal interest. The board should have a policy defining conflict of interest which states whether a board member may discuss and/or vote on an issue when that member has a conflict of interest.

Abstaining on a motion before the board is appropriate only when you have a conflict of interest pertaining to the issue before the board. Otherwise, you are appointed to express an opinion on the issues and abstaining expresses no opinion. Once the vote is taken, the president states whether the motion passed or failed.

Minutes

The meeting minutes, when approved by a formal vote or by consensus of the board, are the official legal record of what happened at the board meeting. However, the minutes are not an exact record of what was said, they are a record of what was done. As part of their orientation, the newest trustees should review past minutes to obtain a good perspective on the issues the board has faced and how the board handled them.

Board members may request corrections to the minutes before the board votes to accept them. But board members do not have a right to demand that their reason for voting a certain way or their detailed views about an issue be recorded. Every trustee should have had an opportunity to express their views prior to voting on any issue. "Yes" or "No" votes represent individual views on the issue in a roll-call vote.

Reports

During the meeting, board members will hear reports from committees, as well as the director and staff. Reports provide background and information needed to deal with the issues on the agenda, often including a recommendation for board action. When reports

are included in packets prior to the meeting, trustees are then better prepared to take action. Like the meeting minutes, reports do not need to be read aloud. Those presenting reports should simply highlight information, clarify items and answer questions

Bylaws

Bylaws are rules written and adopted by the board for operating its own meetings or affairs. Since the city-library ordinance is the local law governing the library, the bylaws must be consistent with the ordinance and not more restrictive. The library board should establish procedures for amending and changing the bylaws. Bylaws are essentially an internal document outlining how the board conducts its business. Because bylaws are not a legal document, they may be changed by a vote of the board as often, or as infrequently as necessary.

Typical points that are found in bylaws are frequency of meetings, date/location of meeting, elections of officers, committee structure, etc. For a listing of points to include in board bylaws, see the sample in the **Appendix**.

Board Officers and Election of Officers

Board officers, particularly the president, must be well respected. The president must have strong leadership skills and be willing to give the extra time necessary to carry out any extra duties of the office. It's best if officers are the more experienced members of the board. If you are asked to be a candidate for a board office, consider carefully if you have the extra time it will take to do the job well.

The purpose of electing officers is to place the best people into leadership positions. It shouldn't be a popularity contest, a struggle between factions for a power position, or just "whoever will say yes." Choose officers who are well suited for the position and have the necessary skills. Election of officers is an annual practice, commonly on the agenda in July or August, after terms have expired and new trustees have been appointed.

President: Typically, the duties of the board president are to chair the meetings, set the monthly agenda with the director, keep to the agenda during the meeting, and ensure fruitful discussion. Board presidents are often the spokesperson for the full board, often speaking to community groups and organizations, signing contracts on behalf of the board. A board president has no more power than any other board member and will frequently abstain from voting unless needed to break a tie.

Vice President: The vice-president traditionally serves as the backup for the board president. VPs are usually assigned additional duties such as chairing committees, taking charge of board development activities, or preparing for special board events. The VP works with the president to stay current on library business so that they are able to assume the president's duties if the president cannot carry them out. The vice president is often considered the logical successor to the president during election of officers.

Secretary: One board member traditionally serves as secretary. However, since library business is more complex and all board members are needed to participate in deliberations, perhaps the traditional role of the board secretary needs to be reexamined. For example, all trustees could share this task by using a template to record the actions and votes. From the template, either the director or designated secretary can type up the minutes in preparation for next month's meeting.

Committees: The many and complex issues facing your library cannot always be handled efficiently by the full board. The purpose of creating a committee is to extend the capabilities of the board. Committees are not autonomous groups with loose connections to the board, but rather extensions of the board and always responsible to the full board. Committee work is a good place for board members to offer any special expertise and to learn more about the library.

If the board decides to appoint a subcommittee, the subcommittee must meet in open sessions as long as it is doing deliberative work. Subcommittees can investigate matters, then bring those issues before the entire board for discussion and approval.

Committees are advisory bodies, described in bylaws, that make recommendations to the full board for consideration and action. Committees have no power or authority beyond what is granted to them by the full board. The only action committees can take is to study the assigned issue and make recommendations to the full board about the issue. Remember that committees are a smaller group, not enough to constitute a quorum, since in that case, subcommittee meetings would be subject to Iowa Open Meetings law.

Approach committee meetings as seriously as you do the regular board meetings. Prepare for the committee meeting, attend it, and take part in the discussions. If you have an assignment from the committee, complete it on time. Help your committee stay focused on its responsibility. Although committee meetings are usually not as formal as a full board meeting, they should have a chairperson, agenda and goals. It is considered best practice for committee reports to be written and submitted to the director for filing. Some common committees are Finance, Personnel, Buildings and Grounds, Community Relations, and Policy.

Norelius Community Library
1403 1st Ave. South
712-263-9355
denlib51442@gmail.com
www.denison.lib.io.us

NORELIUS
Community



Library

Thank You

Denison Rotary Foundation,

On behalf of the Norelius Community Library Board of Trustees and Staff I want to extend our appreciation for your generous grant award of \$500 - to embellish the "Teen Space" we are developing at the Library. Thank you for supporting our mission here at your local library!

*Best Regards,
Monica L. Walley
Library Director*

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NORELIUS
Community



Library

Thank You

Home & Hobby Club of Denison,

On behalf of the Library Board of Trustees & Staff I would like to take this opportunity to thank you for your generous donation of \$50.00 as requested, your donation will be applied to our future programming. It is gifts such as yours, that helps us provide that little bit extra to our patrons.

Best Regards,

*Merna L. Walley
Director*

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NORELIUS
Community



Library

Thank You

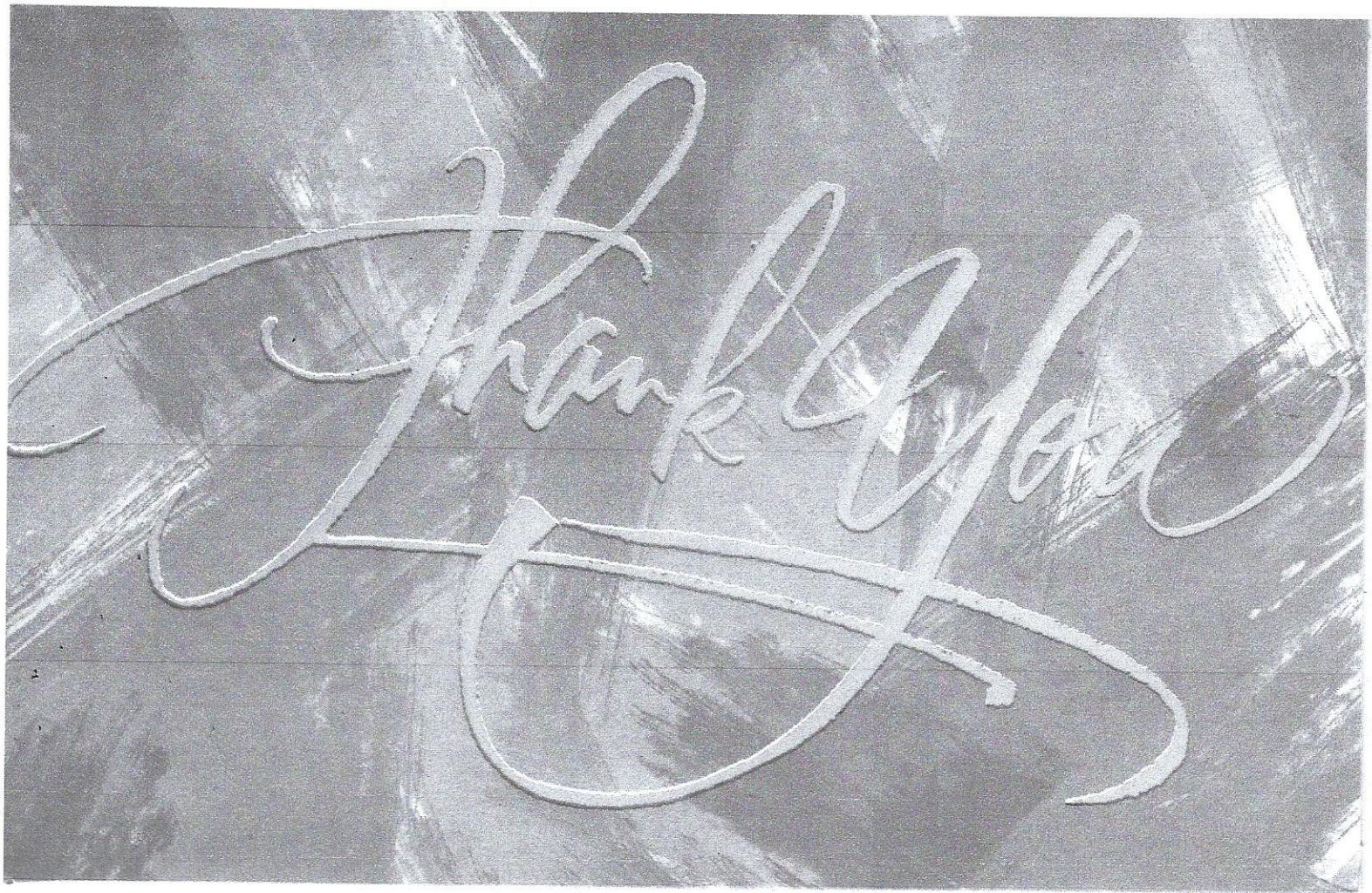
Carmen & Ben,

6-2-25

On behalf of the Library Board of Trustees and your library staff I would like to express my sincere gratitude for your generous donation of \$75.00. Your gift will be designated to be used with future programming. It is with gifts such as yours that we can do that little bit extra for our patrons and community.

Best Regards,

Miriam L. Waller
Library Director



6-8-2025

We appreciate your kindness
allowing us to borrow books,
periodicals and newspapers we
enjoy reading so much!

Thank You
Rich & Deb Knowles.

Cleaning- A & D Multiservice

Met with Oveth Requeno and Larry Peterson-Trustee to discuss contract moving forward.

Meseck Electric: returned and finished the electrical work needed to keep the lights on.

Roof Leak: Monitoring for additional leaks. Not to report. Two bids attached to board materials.

Programming Highlights:

"Summer Library Program in full swing! **"Level Up at Your Library"**

- 175 Children registered
 - 667 children have participated in all categories
 - Magic Show-Rick Brammer 76
 - Highest attended program so far-Make Your Own Puzzle-101
- 45 Adults and Teens registered

Activities every day during June

Incentive prizes:

- Weekly drawing for Adults & Teens
- Completion of Reading Sheets for all levels
 - Participating
 - Attending programs
 - Visiting the library for any reason
 - Reading

Meetings Attended:

- Hiring Committee meeting 6/6, 6/30
- Custodial Contract meeting 5/29
- City Council Meeting 6/3
- Director's Meetings: 6/2, 6/16
- Management Team Meetings: 5/28, 6/3, 6/4, 6/10, 6/11, 6/17, 6/18

JULY Programming Guide: Available at Board Meeting after final edits and review

Respectfully submitted 6/20/25

LIBRARY BILLS PAID BETWEEN MEETINGS

Library (001-410)

Check	Date	Payee	Reason	Amount
83712	5/29/2025	QUILL CORP.	OFFICE SUPPLIES	42.89
83732	6/3/2025	AMAZON CAPITAL SERVICES		-17.78
83767	6/3/2025	VISUAL EDGE IT, INC.	COPIER LEASE	82.9
83769	6/3/2025	WIN, LLC	SERVICE -LIBRARY	6,216.00
83777	6/5/2025	AMAZON CAPITAL SERVICES	BOOKS	213.87
83785	6/5/2025	WELLS FARGO FINANCIAL LEASING	COPIER LEASE -LIBRARY	295.5
83796	6/17/2025	AMAZON CAPITAL SERVICES	DVD'S, BOOKS	162.87
83802	6/17/2025	BOYSEN LAUNDRY SERVICE LLC	FLOOR MATS	26
83803	6/17/2025	BRADLEY, RODNEY D	IT SUPPORT	18.75
83809	6/17/2025	CENGAGE LEARNING INC / GALE	BOOKS	133.44
83826	6/17/2025	FRONTIER COMMUNICATIONS	SERVICE	128.59
83828	6/17/2025	GUTHRIE, KATIE	INS. STIPEND	104.17
83859	6/17/2025	WALLEY, MONICA L	INS STIPEND	104.17

Library Special (008-411)

Check	Date	Payee	Reason	Amount
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Total Between Meetings (05/28/2025 - 6/23/2025)	7511.37
Total This Meeting 6/24/2025	3343.21
Total Amount Approved	10854.58

REVIEWED/APPROVED BY LIBRARY BOARD

Donna Koch	Date:
Bill Bruce	Date:
Jeri Hough	Date:
Sandy Kennedy	Date:
Larry Peterson	Date:
Kari Segebart	Date:
Sandy Velasquez	Date:

CITY OF DENISON
REVENUE & EXPENSE REPORT
CALENDAR 5/2025, FISCAL 11/2025

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	% EXPENDED	REMAINING
LIBRARY DEPARTMENT						
001-410-4440	STATE GRANTS	.00	8,000.00	15,000.00	53.33	7,000.00
001-410-4465	COUNTY LIBRARY CONTRIBUTION	.00	21,657.90	40,500.00	53.48	18,842.10
001-410-4553	LIBRARY CHARGES-INCIDENTAL	5.00	80.00	200.00	40.00	120.00
001-410-4710	REIMBURSEMENTS	.00	903.44	500.00	180.69	403.44-
LIBRARY TOTAL		5.00	30,641.34	56,200.00	54.52	25,558.66
001-410-6010	SALARIES	17,875.59	216,067.95	255,936.00	84.42	39,868.05
001-410-6160	WORKMAN'S COMP	.00	.00	500.00	.00	500.00
001-410-6210	DUES AND SUBSCRIPTIONS	.00	1,334.09	1,500.00	88.94	165.91
001-410-6230	TRAINING & TRAVEL	.00	1,525.74	2,500.00	61.03	974.26
001-410-6310	MAINTENANCE & REPAIR	3,490.35	14,425.54	18,000.00	80.14	3,574.46
001-410-6311	BUILDING IMPROVEMENTS	.00	21.98	.00	.00	21.98-
001-410-6371	UTILITY SERVICES	.00	.00	.00	.00	.00
001-410-6373	TELEPHONES	142.97	1,648.44	1,900.00	86.76	251.56
001-410-6402	ADVERTISING	200.00	280.00	1,250.00	22.40	970.00
001-410-6411	LEGAL FEES	.00	.00	500.00	.00	500.00
001-410-6419	TECHNOLOGY EXPENSE	.00	4,605.27	10,000.00	46.05	5,394.73
001-410-6421	PUBLIC RELATIONS	.00	.00	500.00	.00	500.00
001-410-6424	ADULT PROGRAMMING	.00	2,534.02	3,000.00	84.47	465.98
001-410-6499	OTHER CONTRACTUAL SERV	.00	1,088.00	.00	.00	1,088.00-
001-410-6502	AUDIO-VISUAL	705.52	2,482.65	2,500.00	99.31	17.35
001-410-6506	OFFICE SUPPLIES & EXPENSE	675.92	4,404.39	8,200.00	53.71	3,795.61
001-410-6508	POSTAGE	.00	741.20	750.00	98.83	8.80
001-410-6510	COPIER EXPENSE	.00	.00	.00	.00	.00
001-410-6512	BOOKS	2,233.47	22,470.97	25,000.00	89.88	2,529.03
001-410-6514	IT SUPPORT	159.90	805.15	1,500.00	53.68	694.85
001-410-6518	CHILDREN'S PROGRAMS	1,015.55	3,861.00	4,500.00	85.80	639.00
001-410-6519	PERIODICALS	.00	701.55	1,000.00	70.16	298.45
001-410-6598	GRANT EXPENSES	727.20	7,944.58	15,000.00	52.96	7,055.42
001-410-6599	MISC.	.00	119.73	1,000.00	11.97	880.27
001-410-6710	NEW EQUIPMENT	.00	2,892.66	3,000.00	96.42	107.34
LIBRARY TOTAL		27,226.47	289,954.91	358,036.00	80.98	68,081.09
GENERAL TOTAL		27,221.47-	259,313.57-	301,836.00-	85.91	42,522.43-
Report Total		27,221.47-	259,313.57-	301,836.00-	85.91	42,522.43-

ACCOUNT NUMBER		JOB/PO ACCOUNT TITLE						NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL
001-410-6512		BOOKS		PERIOD 11/25		20,237.50		
5/06/25		4767 AMAZON CAPITAL 139G-CCHV-KNK3		83548	BOOKS	70.33		
5/06/25		4767 AMAZON CAPITAL 16XC-3V74-3F4V		83548	BOOKS	17.84		
5/06/25		4767 AMAZON CAPITAL 1DCV-LF9D-KVRT		83548	BOOKS	44.01		
5/06/25		4767 AMAZON CAPITAL 1DRM-PJRL-6VMG		83548	BOOKS	56.75		
5/08/25		4767 AMAZON CAPITAL 13L3-TM9V-MMKK		83581	BOOKS	83.56		
5/08/25		4767 AMAZON CAPITAL 1XG1-QLMK-LF34		83581	BOOKS	26.66		
5/20/25		4767 AMAZON CAPITAL 1GTF-91Y6-7KPY		83619	BOOKS	9.99		
5/20/25		4767 AMAZON CAPITAL 1L67-PW1J-4JWX		83619	BOOKS	31.36		
5/27/25		39 CENGAGE LEARNI 999100369481		83695	BOOKS	27.74		
5/27/25		39 CENGAGE LEARNI 999100400898		83695	BOOKS	83.96		
5/27/25		39 CENGAGE LEARNI 999100403741		83695	BOOKS	49.48		
5/27/25		39 CENGAGE LEARNI 999100423189		83695	BOOKS	26.99		
5/27/25		446 BAKER & TAYLOR 2038995235		83693	BOOKS	249.14		
5/27/25		446 BAKER & TAYLOR 2039010503		83693	BOOKS	317.86		
5/27/25		446 BAKER & TAYLOR 2039026803		83693	BOOKS	362.39		
5/27/25		446 BAKER & TAYLOR 2039038540		83693	BOOKS	220.80		
5/27/25		446 BAKER & TAYLOR 2039042847		83693	BOOKS	165.70		
5/27/25		446 BAKER & TAYLOR 2039068027		83693	BOOKS	290.68		
5/27/25		4767 AMAZON CAPITAL 1HRW-WKR9-4DNG		83692	BOOKS	36.16		
5/27/25		4767 AMAZON CAPITAL 1NDD-GJTT-QRNG		83692	BOOKS	62.07		
						2,233.47	.00	

REPORT TOTALS

TOTAL DEBITS / CREDITS

2,233.47 .00

GENERAL LEDGER HISTORY REPORT

FROM 5/01/2025 TO 5/31/2025

ACCOUNT NUMBER		JOB/PO ACCOUNT TITLE				DEBITS	CREDITS	NET CHANGE ENDING BAL
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			
001-410-6518		CHILDREN'S PROGRAMS		PERIOD 11/25		2,845.45		
5/06/25	4767	AMAZON CAPITAL 1L64-QMT3-7M94		83548	JUV PROGRAMMING	198.72		
5/06/25	4767	AMAZON CAPITAL 1P3Q-W3V3-4F3G		83548	JUV PROGRAMMING	193.64		
5/06/25	4767	AMAZON CAPITAL 1RJR-HKWK-17V4		83548	JUV PROGRAMMING	54.08		
5/06/25	4767	AMAZON CAPITAL 1VQ7-YPWX-7PDN		83548	JUV PROGRAMMING	138.26		
5/20/25	4767	AMAZON CAPITAL 11PF-7QX7-3MKK		83619	JUV PROGRAMMING	116.62		
5/21/25	1605	FIRST BANKCARD LD 052025	4803	ORIENTAL TRADING-BRACELETS		7.69		
5/21/25	1605	FIRST BANKCARD LD 052025	4803	WALMART-SUPPLIES/CABLE		24.94		
5/21/25	1605	FIRST BANKCARD LD 052025	4803	WALMART-SUPPLIES		57.83		
5/21/25	1605	FIRST BANKCARD LD 052025	4803	WALMART-SUPPLIES		40.52		
5/27/25	4767	AMAZON CAPITAL 16TF-HNMM-4DXF		83692	JUV PROGRAMMING	100.79		
5/27/25	4767	AMAZON CAPITAL 17GY-Y974-H6MG		83692	JUV PROGRAMMING	57.47		
5/27/25	4767	AMAZON CAPITAL 1RHJ-J3FX-H949		83692	JUV PROGRAMMING	24.99		
						1,015.55	.00	
REPORT TOTALS						1,015.55	.00	
TOTAL DEBITS / CREDITS						1,015.55	.00	

ACCOUNT NUMBER		JOB/PO ACCOUNT TITLE				DEBITS	CREDITS	NET CHANGE ENDING BAL
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			
001-410-6502		AUDIO-VISUAL			PERIOD 11/25			
5/08/25		591 QUILL CORP.	43843812	83591	SUPPLIES	1,777.13		
5/08/25		4767 AMAZON CAPITAL	17CK-KY33-K679			534.85		
				83581	DVDS	14.96		
5/27/25		4767 AMAZON CAPITAL	16YK-47RD-RQTG					
				83692	DVDS	77.84		
5/27/25		4767 AMAZON CAPITAL	1C7X-KJNQ-JG6J					
				83692	DVDS	56.88		
5/27/25		4767 AMAZON CAPITAL	1FGD-VXW6-MXLV					
				83692	DVDS	20.99		
						705.52	.00	
REPORT TOTALS						705.52	.00	
TOTAL DEBITS / CREDITS						705.52	.00	

GENERAL LEDGER HISTORY REPORT

FROM 5/01/2025 TO 5/31/2025

ACCOUNT NUMBER		JOB/PO ACCOUNT TITLE						NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL
001-410-6502		AUDIO-VISUAL		PERIOD 11/25		1,777.13		
5/08/25		591 QUILL CORP.	43843812	83591	SUPPLIES	534.85		
5/08/25		4767 AMAZON CAPITAL	17CK-KY33-K679					
				83581	DVDS	14.96		
5/27/25		4767 AMAZON CAPITAL	16YK-47RD-RQTG					
				83692	DVDS	77.84		
5/27/25		4767 AMAZON CAPITAL	1C7X-KJNQ-JG6J					
				83692	DVDS	56.88		
5/27/25		4767 AMAZON CAPITAL	1FGD-VXW6-MXLV					
				83692	DVDS	20.99		
						705.52	.00	
REPORT TOTALS						705.52	.00	
TOTAL DEBITS / CREDITS						705.52	.00	

APLEDGRP Wed Jun 18, 2025 3:56 PM
07.01.21 6/24/2025 THRU 6/24/2025

City of Denison IA
ACCOUNTS PAYABLE ACCOUNT LEDGER

OPER: LJO

PAGE 2

INVOICE/LINE	1099 BK	DUE DATE	INV DT	TY	ST	REFERENCE	CHECK NO	GROSS	DISC AMT	NET AMT	OPEN AMT
									DISC TAKEN	AMT PAID	MANUAL

43 DENISON DO IT BEST											
A489872	1	1	6/24/2025	6/24/2025	I	O FURNACE FILTERS	001-410-6310	37.45		37.45	37.45
										MAINTENANCE & REPAIR	

VENDOR TOTAL								37.45		37.45	37.45

** REPORT TOTAL **								3343.21		3343.21	3343.21
=====											

PAGE 1

FROM 5/01/2025 TO 5/31/2025

NET CHANGE
ENDING BAL

.00

PROPOSED CUSTODIAL CONTRACT

A&D
Multiservice, LLC
631-741-5292

nolasco170889@gmail.com
1615 3rd Ave South
Denison, IA 51442

Cleaning Contract

This agreement (the "Agreement") is entered into this day 1st day of July, 2025 by and between Norelius Community Library and A&D Multiservice, LLC.

Norelius Community Library AND THE CLEANING SERVICE HEREBY MUTUALLY AGREE AS FOLLOWS:

1. Norelius Community Library and A&D Multiservice, LLC have entered into this Agreement for the cleaning services to provide commercial cleaning services to Norelius Community Library, 1403 1st Ave. South, Denison, IA 51442.
2. Norelius Community Library will provide all cleaning supplies while A&D Multiservice will provide all labor to complete cleaning of the library, performing all services as instructed by Norelius Community Library to carry out the work at the highest standards possible.
3. Minimal cleaning expectations as outlined below include:
Daily:
 - **Clean all 5 restrooms**
 - Take out trash/replace trash bags-Trash pick up Monday & Friday mornings
 - Refill toilet paper and paper towels as needed
 - Disinfect toilet surfaces
 - Disinfect sink surfaces
 - Clean mirrors
 - Sweep and mop tile floors
 - **Sweep/Mop entry way**
 - **Trash-Collected through all spaces daily**
 - Main Library
 - Children's Library
 - Carnegie meeting rooms
 - Staff work areas: offices, work rooms, and break room
 - **Weekly:**
 - Vacuum main floor entirely once a week
 - Vacuum Children's Library entirely once a week
 - Vacuum Carnegie meeting rooms entirely once a week
4. Terms of the Agreement: 12 hours a week at cost of \$22.00 per hr. for a monthly total fee not to exceed \$1165.00 per month (not to exceed annually \$13,980), invoiced to the Norelius Community Library for payment through the City of Denison. This Agreement shall be for a period of 12 months (1 year) to commence July 1st, 2025 and shall terminate June 30th, 2026. This agreement may be renewable by Norelius Community Library and A&D Multiservice, LLC upon the date of termination.
5. Either Norelius Community Library or A&D Multiservice, LLC may terminate this Agreement at any time, provided that the party who wishes to terminate this Agreement gives 30 days written notification to the other party.

Signature of the Client

Date

Signature of Cleaning Service

Date

Programming Librarian

Schedule: 18-22 hours per week, Monday–Saturday
(day, evening, and Saturday shifts)

Pay: Starting wage based on experience and training

Key Responsibilities:

- Plan, coordinate, and oversee all teen & adult programming at the library
- Collaborate with the Youth Services Librarian to plan and promote children's programs
- Advertise programs through social media, website, press releases, radio announcements and appearances, school announcements, and printed materials
- Assist patrons as needed with customer service & technology
- Other duties as assigned by the Library Director

Qualifications:

- High school diploma or GED
- Strong organizational & planning skills
- Comfortable with technology & assisting patrons (computers, fax, photocopying, etc.)
- Able to lift/move up to 30 lbs.
- Bilingual candidates welcome

Proposed Work Schedule for Program Librarian as the new Library Director assumes responsibilities, this anticipated schedule aligns with current programming needs and ongoing library operations.

Estimated Weekly Hours: 18-22 hours on average

Weekly Breakdown:

- Monday: 9 AM - 5 PM (7.5 hrs.) — Library Assistant responsibilities with programming as time allows
- Tuesday: 4 PM - 8 PM (4 hrs.) — Scheduled programming on the first three Tuesdays of each month, featuring Color Me Calm, Crafternoon, and Cards & Coffee.
- Thursday: 4 PM - 8 PM (4 hrs.) — Fourth Thursday of each month, leading the Library Book Club
- Every Other Friday: 9 AM - 5 PM (7.5 hrs.)
- Every Other Saturday: 9 AM - 5 PM (7.5 hrs.)

Role Focus:

- Library Assistant Duties: Mondays, Fridays, and Saturdays — supporting general library operations with programming as time allows
- Programming Responsibilities: Tuesday and Thursday evenings — dedicated to program facilitation

Monthly Hour Calculation:

- Monday: 7.5 hrs. x 4 weeks = 30 hrs.
- Tuesday: 4 hrs. x 3 weeks = 12 hrs.
- Thursday: 4 hrs. x 1 week = 4 hrs.
- Friday: 7.5 hrs. x 2 weeks = 15 hrs.
- Saturday: 7.5 hrs. x 2 weeks = 15 hrs.

Average Weekly Hours: 76 total hours ÷ 4 weeks = 19 hrs. per week

MAY 2025

Section 1: HOLDINGS

Total Holdings at Start of Month, Current Fiscal Year:

39388

ITEM REPORT CLASS	CURRENT MONTH		SAME MONTH LAST YEAR	
	NUMBER OF ITEMS ADDED	NUMBER OF ITEMS DELETED	NUMBER OF ITEMS ADDED	NUMBER OF ITEMS DELETED
Adult - Audio	0	21	2	3
Adult - DVD	17	2	7	0
Adult - Equipment	1	0	0	0
Adult - Fiction	69	1	87	515
Adult - Games	0	0	1	0
Adult - Non-fiction	19	0	25	10
Adult - Periodicals	23	0	27	0
Adult - Puzzles	13	1	0	0
Adult / YA - Computers	0	0	0	0
Adult / YA - iPads	0	0	0	0
Juvenile - Audio	0	0	0	0
Juvenile - Computers	0	0	0	0
Juvenile - DVD	0	0	0	0
Juvenile - Fiction	26	0	113	1
Juvenile - Games	0	0	0	0
Juvenile - iPads	0	0	0	0
Juvenile - Non-fiction	0	0	15	0
Juvenile - Periodicals	0	0	0	0
Young Adult	11	0	46	0

TOTAL FOR MONTH

323

529

Total Holdings at End of Month, Current Fiscal Year:

39542

Section 2: PUBLIC SERVICES

Adult Circulation

ITEM REPORT CLASS	CURRENT MONTH		SAME MONTH LAST YEAR	
	NUMBER OF ITEMS CIRCULATED		NUMBER OF ITEMS CIRCULATED	
Adult - Audio	26		20	
Adult - DVD	180		153	
Adult - Equipment	1		0	
Adult - Fiction	974		941	
Adult - Non-fiction	200		154	
Adult - Periodicals	49		44	
Adult - Puzzles	6		0	
Bridges Audio	478		291	
Bridges eBooks	180		134	
Digital Newspapers	0		387	
Other Digital (Brainfuse)	4		2	

TOTAL PHYSICAL ADULT CIRCULATION FOR MONTH

1436

1312

TOTAL DIGITAL ADULT CIRCULATION FOR MONTH

662

814

Juvenile Circulation

Juvenile - Audio	14		8
Juvenile - DVD	69		119
Juvenile - Fiction	872		1190
Juvenile - Non-fiction	111		144
Juvenile - Periodicals	3		0

TOTAL PHYSICAL JUVENILE CIRCULATION FOR MONTH

1069 1461

Young Adult Circulation

Young Adult	232		174
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TOTAL PHYSICAL CIRCULATION FOR MONTH

2737 2947

Games Circulation (In House)

Adult - Games	15		19
Juvenile - Games	61		113

TOTAL IN HOUSE GAMES CIRCULATION FOR MONTH

76 132

Computer Services (In House)

Adult / YA - Computers	176		143
Adult / YA - iPads	80		16
Juvenile - Computers	5		10
Juvenile - iPads	60		93
Wireless Use (WhoFi)	951		700

TOTAL COMPUTER USAGE FOR MONTH

1272 962

Reference Services

Questions Asked	900		870
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Meeting Rooms

Rooms Reserved for Study Use	0		2
Rooms Reserved for Other Use	59		69
Estimated Attendance in Meeting Rooms	201		226

Interlibrary Loan

Sent	47		38
Received	72		75

Circulation by Patron Location

Crawford County - Towns with Libraries	98		123
Crawford County - Towns without Libraries	155		126
Denison Residents	1820		2097
Open Access Borrowers	100		267
Rural Crawford County Residents	717		630

Section 3: PATRON MANAGEMENT

Total Borrower Patrons at Start of Month (Current Fiscal Year):

4937

Total Computer Only Patrons at Start of Month (Current Fiscal Year):

370

PATRONS ADDED (BY REPORT CLASS)	CURRENT MONTH		SAME MONTH LAST YEAR	
	NUMBER OF PATRONS ADDED	NUMBER OF PATRONS DELETED	NUMBER OF PATRONS ADDED	NUMBER OF PATRONS DELETED
Computer Only	0	7	0	0
Crawford County - Towns with Libraries	2	0	2	0
Crawford County - Towns without Libraries	3	0	1	0
Denison - Adult Patrons	20	4	15	1
Denison - Juvenile Patrons	5	1	5	0
Denison - Young Adult Patrons	0	1	2	0
Open Access Borrowers	5	5	1	0
Rural Crawford County Patrons	1	0	1	0
TOTAL FOR MONTH	36	18	27	2

Total Borrower Patrons at End of Month (Current Fiscal Year):

4955

Total Computer Only Patrons at End of Month (Current Fiscal Year):

363

Section 4: PASSIVE PROGRAMMING

CURRENT MONTH

	CURRENT MONTH	SAME MONTH LAST YEAR
Coloring Sheets	491	173
In House Puzzles	58	56
Make & Take Kits	223	217
Maker Table Use (Not Craft Kits)	0	N/A
Reading Log Participants	0	1
Scavenger Hunts	0	N/A
Steam/Stem Services (Cricut, Sewing Machines)	0	N/A
Storywalk Participants	0	N/A
Trivia Contest	0	N/A
Other	0	0

May 2025 Programming Statistics

Title	Age	Category	Attendees	Date
Color Me Calm	Adult (Ages 19+)	Adult Programming	9	May 6 2025 / 5:30 pm
Cards & Coffee	Adult (Ages 19+)	Adult Programming	5	May 13 2025 / 5:30 pm
Board vs. Board Games	Adult (Ages 19+)	Adult Programming	2	May 15 2025 / 5:30 pm
The Library Book Club	Adult (Ages 19+)	Adult Programming	11	May 22 2025 / 5:30 pm
Library Board Meeting	Adult (Ages 19+)	Board Meeting	10	May 27 2025 / 5:15 pm
Mrs. Neve Kindergarten	Children (Ages 0-5)	On-Site Outreach	8	May 2 2025 / 10:00 am
St. Rose Preschool	Children (Ages 0-5)	On-Site Outreach	15	May 2 2025 / 3:00 pm
UR Field Trip - Mrs. Neve K	Children (Ages 0-5)	On-Site Outreach	10	May 7 2025 / 2:15 pm
UR Field Trip - Mrs. Neve K	Children (Ages 0-5)	On-Site Outreach	11	May 14 2025 / 2:15 pm
UR Field Trip - 1st Grade	Children (Ages 6-11)	On-Site Outreach	8	May 1 2025 / 1:15 pm
Anime Kids	Children (Ages 6-11)	Children's Programming	2	May 3 2025 / 2:00 pm
UR Field Trip - 2nd & 3rd	Children (Ages 6-11)	On-Site Outreach	22	May 6 2025 / 2:15 pm
UR Field Trip - 1st Grade	Children (Ages 6-11)	On-Site Outreach	11	May 8 2025 / 1:15 pm
STEAM Saturday	Children (Ages 6-11)	Children's Programming	10	May 10 2025 / 10:00 am
UR Field Trip - 4th & 5th Grade	Children (Ages 6-11)	On-Site Outreach	17	May 13 2025 / 9:15 am
UR Field Trip - 2nd & 3rd	Children (Ages 6-11)	On-Site Outreach	20	May 13 2025 / 2:15 pm
UR Field Trip - 1st Grade	Children (Ages 6-11)	On-Site Outreach	10	May 15 2025 / 1:15 pm
3rd Grade Outreach	Children (Ages 6-11)	Outreach	144	May 16 2025 / 3:00 pm
Grim Readers	General Interest	Teen and Adult Programming	5	May 8 2025 / 5:30 pm
Crafternoon	General Interest	Teen and Adult Programming	15	May 20 2025 / 4:00 pm
Anime Club	Young Adult (Ages 12-18)	Teen Programming	4	May 1 2025 / 5:30 pm

Total Attendance :	349
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