

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, July 28, 2026 5:15 p.m.
Fireside Room, Norelius Community Library**

AMENDED 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 7** (attachment 2)
 - Planning for the Library's Future
- V. Correspondence and Thank You Notes:**
 - Terri Skoog-fabric for library quilting class
 - Donna Koch- fabric for library quilting class
 - Curtis Belden- helping haul in cases of water and groceries
 - Randy Volkmann- moving the cement pieces to the back by the dumpster
 - Home and Hobby Club- cash donation
 - Diane Ettleman- cash donation
 - Scott Meyer- painting (podcast room and front door), hanging blind, changing water filter, putting up green screen and other library supports
 - Tom Neemann- hanging magazine racks in the lobby
 - Friends of the Library- funding the lobby remodel
- 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. CD renewals
 - B. Strategic Plan progress report (attachment 6)
 - C. Podcast room policy; discussion and action (attachment 7)
 - D. Motion to approve benefits for Director
 - E. Director's Evaluation**
- X. Monthly Reports**
 1. Library Accounts (attachment 8, 9, 10)
 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, August 25, 2026 @ 5:15 pm Fireside Room

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

Minutes

Call Meeting to Order-

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

- I. Additions to the Agenda/Agenda Approval** None. Approved. Moved by Sandi, seconded by Laurel
- II. Approve Minutes of Previous Meeting** Approved. Moved by Laurel, seconded by Donna
- III. Public Forum (Limit 5 Minutes)** no guests
- IV. Trustee Training-Iowa Library Trustee Handbook, Chapter 6**
 - Developing and Adopting Policies discussed
- V. Correspondence and Thank You Notes:**
 - Landon Anson- donation
 - Friends of the Library- hiring and paying for maintenance of the front garden
 - Judy Metcalf-making and donating 50+ bookmarks
- VI. Approve Bills- Signature Page** all signed
- VII. Director's Report – Director Meyer**

Noted: Ethan Olsen and Shelby Kastner began as seasonal Library Assistants, Friends of the Library donated the time of Felix (from Bomgaars) for yard work, the summer library program began with heavy usage

Several meetings attended

Misc information and ideas: Podcast room is painted and waiting on some equipment and an electrician, still waiting on the countertop for the coffee station, Devin Evers will build a banquette and bookshelf for the lobby, the large banner on the front wall was designed by DHS students, and the library will have a fair booth at the Crawford County Fair, a first!

Programming: 208 attended the Slime making day, a Butterfly pavilion on June 8, an average of 50 children attend Busy Blooms for toddlers, a Virtual Reality truck will be at the library for teens on June 23, Scott Meyer will speak on the personalities behind the Declaration of Independence on July 9, and Duffy Hudson will be presenting George Burns on July 20, thanks to Friends.

VIII. Unfinished Business:

A. None

IX. New Business:

A. Future improvements to the library were discussed with architect Corey Sharp by phone. Board members were impressed by Plans A and B. This is a long-term project found in the Five-Year Plan.

- B. Library budget for FY 26-27, including 3% raises for library personnel, was prepared by the City Council and reviewed by the Board.

X. Monthly Reports

1. Library Accounts (attachments 7, 8, 9 reviewed)
2. Monthly Library Report - Circulation & Acquisitions/Collection (copy on table)

Committee Reports nothing new

- 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)

Adjournment at approx 7:00 PM moved by Sandy and seconded by Bill. a unanimous YES!

Note to Bill: a good job as president for this fiscal year.

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

respectively submitted by substitute secretary Larry Peterson



Chapter 7: Planning for the Library's Future

Strategic planning is another major responsibility of library boards. Boards continuously guide and shape library service for their community as they make decisions about money, buildings, programming, technology and staffing levels. The challenge is to make these decisions based on solicited community input, crafted into a written plan. A carefully considered plan is a road map assisting the board and the director in making decisions that are in the best interests of the community. A plan also publicizes the library's priorities and its vision of the future. There are examples of service options to consider in the **Appendix**.

Strategic Planning is a Required Standard

Standard #17 [Tier 2]: *"The library has a written plan...projecting up to 5 years into the future and outlines the library's goals and objectives to meet community needs. Developing a plan involves the staff, the board, and the public."*

To meet this standard, the plan must:

- ❖ Be current at the time of submission
- ❖ Address community needs based on community data
- ❖ Contain a mission statement, which describes the library's purpose in the community
- ❖ Include goals and measurable objectives

While not required, it is still good practice for the board to evaluate the plan annually in order to review progress achieved and discuss future goals.

Planning Approaches

There are several ways to approach a planning process. As a department of city

government, public libraries often join a broader planning effort conducted by the city, involving all city services. Another approach is to look at current trends in culture, business, and education and how libraries fit into those trends. Boards can opt to study and apply demographic data and census data. They can involve community members in focus group discussions.

There are also comprehensive planning models designed especially for public libraries, such as **Strategic Planning for Results** from the Public Library Association and **Libraries Transform** from the American Library Association.

Common Elements of Strategic Plans

Regardless of the planning method, strategic plans tend to address these common elements:

Demographics & Community Input

The first step in library planning is looking outward, not inward. What is your community like? What are the demographic, economic, technological, political, social, and cultural factors that may have an impact on library services? What is important to your community now and in the future?

To answer these questions, gather information about the community and involve stakeholders such as the city officials, business leaders, along with cultural, educational, human service, and social organizations. This could involve focus groups, surveys, and studying city demographic data and census data.

Reflective Mission Statement

Generally defined as an organization's purpose, a mission statement should be an easily understood expression of what the library does for the community. A mission statement should reflect the library's service priorities. For example: "Ida Grove Public Library stimulates imagination, providing a place where children develop a love of reading, where adults access community resources, and where people of all ages gather to become creative, lifelong learners."

Customer-Driven Goals

The words goals and objectives are often used interchangeably, but they are different. Goals should be written with the focus on community members, indicating the benefit, value, or enjoyment that people will realize as a result of the library providing a specific service or program. For example: "Patrons will receive assistance on using their personal devices (tablets, e-readers, smart phones) either through one-on-one training support or through group sessions."

Measurable Objectives

Objectives, on the other hand, are defined as "the way the library will measure its progress toward reaching a goal". Every objective contains these three elements:

- ❖ **Target Audience:** a target audience could be any age group – children, teens, senior citizens, or the entire community.
- ❖ **Measurement:** a measure is something to count, i.e. number of programs presented, number of people who attended programs. A measure can also gauge people’s reaction to or satisfaction with a service, discovering the difference that a service or program made in someone’s life.
- ❖ **Date or Time Frame:** an objective needs to predict a date – a month or a season of the year – when the objective will be accomplished. For example: By fall of 2020, library staff will have added Bold360 Chat service for community residents.

Plan Evaluation

While not required by standards, it is recommended that the board, director, and staff evaluate the library’s plan at least annually. Having a deliberate discussion about planning progress reveals what was accomplished in the past year. It also helps decide whether unmet goals are still worthy of moving forward and whether new goals and objectives should be added. Annually evaluating the library’s planning progress celebrates successes and points the way toward future endeavors.

In Summary

A library should undertake a formal planning process every three to five years to reevaluate the library’s service to the community and its future. Planning involves looking at what is possible and considering a wide range of alternatives. Open-mindedness and creativity will help you develop a plan that will make the most effective use of library resources. Keep in mind the present and future needs of the entire community served by the library. Planning will be most effective when it involves a partnership between the board and director and includes obtaining input from the members of the public, as well as from staff.

Find more information on the [Planning Process](#), including methods and how to get assistance, on the State Library website.

“It takes as much energy to wish it as it does to plan it.”

Eleanor Roosevelt



Denison, IA

Expense Approval Report

By Vendor Name

Payment Dates 6/24/2026 - 7/27/2026

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	072026	07/21/2026	JANITORIAL	001-410-6499	210.00
Vendor 05419 - ALAFANSO, MATSON Total:					210.00
Vendor: 04767 - AMAZON CAPITAL SERVICES					
AMAZON CAPITAL SERVICES	1NG1-GHTR-CJTK	06/25/2026	SLP	001-410-6518	90.99
AMAZON CAPITAL SERVICES	1FXW-FC4T-6G74	06/25/2026	ADULT BOOKS	001-410-6512	19.87
AMAZON CAPITAL SERVICES	1LVX-9XX3-PQYL	06/25/2026	SUPPLIES	001-410-6310	30.44
AMAZON CAPITAL SERVICES	1YWG-C6RN-YW7X	06/25/2026	SUPPLIES	001-410-6310	428.25
AMAZON CAPITAL SERVICES	1YCH-HR11-1FJD	06/25/2026	SUPPLIES	001-410-6310	500.00
AMAZON CAPITAL SERVICES	1YCH-HR11-1FJD	06/25/2026	ADULT PROG	001-410-6424	700.00
AMAZON CAPITAL SERVICES	1YCH-HR11-1FJD	06/25/2026	NEW EQUIPMENT	001-410-6710	339.35
AMAZON CAPITAL SERVICES	1FXT-FPPG-JHLJ	07/21/2026	DVDS	001-410-6502	124.31
AMAZON CAPITAL SERVICES	1V6T-3WLJ-JWV7	07/21/2026	ADULT BOOKS	001-410-6512	40.93
AMAZON CAPITAL SERVICES	1QM7-KY3N-13MY	07/21/2026	ADULT BOOKS	001-410-6512	81.95
AMAZON CAPITAL SERVICES	1VJ7-94DK-1H9P	07/21/2026	YA BOOKS	001-410-6512	11.54
AMAZON CAPITAL SERVICES	14CP-YFD9-7KQG	06/29/2026	SUPPLIES	001-410-6310	344.96
AMAZON CAPITAL SERVICES	1MMQ-WD3D-76MG	07/21/2026	JUV BOOKS	001-410-6512	14.40
AMAZON CAPITAL SERVICES	19Q6-PF4Y-PN3D	07/21/2026	ADULT BOOKS	001-410-6512	196.26
AMAZON CAPITAL SERVICES	19Q6-PF4Y-WTLP	07/21/2026	DVDS	001-410-6502	19.95
AMAZON CAPITAL SERVICES	1KW3-PGMK-FVNH	07/21/2026	ADULT BOOKS	001-410-6512	13.16
Vendor 04767 - AMAZON CAPITAL SERVICES Total:					2,956.36
Vendor: 05418 - BLUNK, JACOB					
BLUNK, JACOB	072026	07/21/2026	JANITORIAL	001-410-6499	232.50
Vendor 05418 - BLUNK, JACOB Total:					232.50
Vendor: 05243 - BOYSEN LAUNDRY SERVICE LLC					
BOYSEN LAUNDRY SERVICE LLC	5679	06/25/2026	FLOOR MATS -LIB	001-410-6310	26.00
Vendor 05243 - BOYSEN LAUNDRY SERVICE LLC Total:					26.00

Expense Approval Report

Payment Dates: 6/24/2026 - 7/27/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: 00480 - BRADLEY, RODNEY D					
BRADLEY, RODNEY D	731	07/21/2026	IT SUPPORT	001-410-6514	105.00
Vendor 00480 - BRADLEY, RODNEY D Total:					105.00
Vendor: 04581 - BTC, INC.					
BTC, INC.	11080202	07/07/2026	PHONE LINES	001-410-6373	372.18
Vendor 04581 - BTC, INC. Total:					372.18
Vendor: 05444 - BUTTRY, ROBERT					
BUTTRY, ROBERT	072026	07/21/2026	JANITORIAL	001-410-6499	116.25
Vendor 05444 - BUTTRY, ROBERT Total:					116.25
Vendor: 04124 - CARROLL REFUSE SERVICE					
CARROLL REFUSE SERVICE	420649	07/21/2026	TRASH -LIBRARY	001-410-6499	68.25
Vendor 04124 - CARROLL REFUSE SERVICE Total:					68.25
Vendor: 05344 - CENGAGE GROUP					
CENGAGE GROUP	999102811621	06/25/2026	BOOKS	001-410-6512	46.17
CENGAGE GROUP	999102838171	06/25/2026	BOOK	001-410-6512	27.00
CENGAGE GROUP	999102873081	07/21/2026	BOOKS	001-410-6512	90.00
CENGAGE GROUP	999102873082	07/21/2026	BOOKS	001-410-6512	52.50
Vendor 05344 - CENGAGE GROUP Total:					215.67
Vendor: 02646 - CLIMATE SOLUTIONS					
CLIMATE SOLUTIONS	3307	07/23/2026	REPLACE THERMOSTAT	001-410-6310	1,445.90
Vendor 02646 - CLIMATE SOLUTIONS Total:					1,445.90
Vendor: 05448 - COAST TO COAST SOLUTIONS					
COAST TO COAST SOLUTIONS	IVC0120755	07/09/2026	ADVERTISING	001-410-6402	321.77
Vendor 05448 - COAST TO COAST SOLUTIONS Total:					321.77
Vendor: 00827 - CRAWFORD CO FAIR ASSOCIATION					
CRAWFORD CO FAIR ASSOCIAT..	062026	06/25/2026	FAIR BOOTH -LIB	001-410-6402	50.00
Vendor 00827 - CRAWFORD CO FAIR ASSOCIATION Total:					50.00
Vendor: 02496 - EBSCO INFORMATION SERVICE					
EBSCO INFORMATION SERVICE	91011048636	06/25/2026	SUPPLIES	001-410-6710	730.87
Vendor 02496 - EBSCO INFORMATION SERVICE Total:					730.87
Vendor: 05513 - EMPLOYEE BENEFIT SYSTEMS					
EMPLOYEE BENEFIT SYSTEMS	000054066	07/15/2026	DENTAL INS PREM	112-410-6150	1,302.66
Vendor 05513 - EMPLOYEE BENEFIT SYSTEMS Total:					1,302.66
Vendor: 05512 - FEH DESIGN					
FEH DESIGN	116224	07/23/2026	SPACE UTILIZATION STUDY	008-411-4446	115.00
Vendor 05512 - FEH DESIGN Total:					115.00
Vendor: 05480 - HANNAH NEEMANN					
HANNAH NEEMANN	072026	07/21/2026	INS STIPEND -JULY	112-410-6150	104.17
Vendor 05480 - HANNAH NEEMANN Total:					104.17
Vendor: 04949 - IMWCA					
IMWCA	INV00830	07/16/2026	WORK COMP PREMIUM	112-410-6152	71.00
Vendor 04949 - IMWCA Total:					71.00
Vendor: 05413 - INGRAM LIBRARY SERVICES					
INGRAM LIBRARY SERVICES	95927770	06/25/2026	BOOKS	001-410-6512	201.80
INGRAM LIBRARY SERVICES	95940995	06/25/2026	BOOKS	001-410-6512	41.18
Vendor 05413 - INGRAM LIBRARY SERVICES Total:					242.98
Vendor: 05257 - IWORQ					
IWORQ	216469	07/07/2026	WORK MANAGEMENT	001-410-6506	359.38
Vendor 05257 - IWORQ Total:					359.38
Vendor: 05355 - JP TURF AND PEST, LLC					
JP TURF AND PEST, LLC	242582	06/29/2026	PEST CONTROL -LIBRARY	001-410-6310	55.00
Vendor 05355 - JP TURF AND PEST, LLC Total:					55.00
Vendor: 04981 - MADISON ROBBINS					
MADISON ROBBINS	07-2026	07/21/2026	INS PREMIUMS	112-410-6150	104.17
Vendor 04981 - MADISON ROBBINS Total:					104.17

Expense Approval Report

Payment Dates: 6/24/2026 - 7/27/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: 03547 - OVERDRIVE, INC					
OVERDRIVE, INC	CD0649726225360	07/21/2026	EBOOKS	001-410-6419	2,728.17
Vendor 03547 - OVERDRIVE, INC Total:					2,728.17
Vendor: 00591 - QUILL CORP.					
QUILL CORP.	49199745	06/25/2026	TONER	001-410-6310	171.36
QUILL CORP.	49206240	06/25/2026	SUPPLIES	001-410-6310	660.17
QUILL CORP.	49208075	06/25/2026	SUPPLIES	001-410-6310	80.85
QUILL CORP.	49215531	06/25/2026	SUPPLIES	001-410-6310	17.76
QUILL CORP.	49345727	07/09/2026	OFFICE SUPPLIES	001-410-6506	27.02
QUILL CORP.	49348246	07/09/2026	SUPPLIES	001-410-6310	330.41
Vendor 00591 - QUILL CORP. Total:					1,287.57
Vendor: 05499 - SOAR					
SOAR	062026	06/25/2026	SUMMER READING PROGRAM	008-411-4446	275.00
SOAR	072026	07/16/2026	LIBRARY PROGRAM	001-410-6518	155.10
Vendor 05499 - SOAR Total:					430.10
Vendor: 05327 - THE FILTER SHOP					
THE FILTER SHOP	#IN1126457	07/16/2026	FILTERS	001-410-6310	131.93
Vendor 05327 - THE FILTER SHOP Total:					131.93
Vendor: 02636 - TOTTEN PLUMBING & HEATING					
TOTTEN PLUMBING & HEATI...	10064	07/21/2026	LEAK REPAIR	001-410-6310	163.83
Vendor 02636 - TOTTEN PLUMBING & HEATING Total:					163.83
Vendor: 03444 - TRISTAR BENEFIT ADMIN					
TRISTAR BENEFIT ADMIN	07232026	07/23/2026	INS RUN OUT	112-410-6150	23.22
Vendor 03444 - TRISTAR BENEFIT ADMIN Total:					23.22
Vendor: 04466 - WELLS FARGO FINANCIAL LEASING					
WELLS FARGO FINANCIAL LEAS..	5039278082	07/09/2026	COPIER	008-411-6499	316.27
Vendor 04466 - WELLS FARGO FINANCIAL LEASING Total:					316.27
Grand Total:					14,286.20

Report Summary

Fund Summary

Fund	Expense Amount	Payment Amount
001 - GENERAL	11,974.71	11,974.71
008 - LIBRARY SPECIAL	706.27	706.27
112 - TRUST & AGENCY	1,605.22	1,605.22
Grand Total:	14,286.20	14,286.20

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
001-410-6310	BUILDING MAINTENANC...	4,386.86	4,386.86
001-410-6373	TELEPHONES	372.18	372.18
001-410-6402	ADVERTISING	371.77	371.77
001-410-6419	TECHNOLOGY EXPENSE	2,728.17	2,728.17
001-410-6424	ADULT PROGRAMMING	700.00	700.00
001-410-6499	CONTRACT	627.00	627.00
001-410-6502	AUDIO-VISUAL	144.26	144.26
001-410-6506	OFFICE SUPPLIES	386.40	386.40
001-410-6512	BOOKS	836.76	836.76
001-410-6514	IT SUPPORT	105.00	105.00
001-410-6518	CHILDREN'S PROGRAMS	246.09	246.09
001-410-6710	NEW EQUIPMENT	1,070.22	1,070.22
008-411-4446	DIRECT ST AID/OPEN AC...	390.00	390.00
008-411-6499	SUPPLEMENTAL	316.27	316.27
112-410-6150	HEALTH INSURANCE	1,534.22	1,534.22
112-410-6152	WORKERS' COMPENSAT...	71.00	71.00
Grand Total:		14,286.20	14,286.20

Project Account Summary

Project Account Key	Expense Amount	Payment Amount
None	14,286.20	14,286.20
Grand Total:	14,286.20	14,286.20



Denison, IA

Pending Expense Approval Report

By Vendor Name

APPKT00372

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	1H9G-7YXT-P7KC	07/28/2026	EQUIP/SUPPLIES -LIBRARY	001-410-6419	179.48
AMAZON CAPITAL SERVICES	1H9G-7YXT-P7KC	07/28/2026	EQUIP/SUPPLIES -LIBRARY	001-410-6506	37.50
AMAZON CAPITAL SERVICES	1H9G-7YXT-P7KC	07/28/2026	EQUIP/SUPPLIES -LIBRARY	001-410-6710	740.00
AMAZON CAPITAL SERVICES	1RHJ-9TKT-QW3K	07/28/2026	JUV AUDIO/DVD	001-410-6502	14.98
AMAZON CAPITAL SERVICES	13JD-V936-L1GR	07/28/2026	JUV BOOKS	001-410-6512	164.55
AMAZON CAPITAL SERVICES	1L93-YQ3W-MNGT	07/28/2026	CHILDREN PROGRAMMING	001-410-6518	322.18
AMAZON CAPITAL SERVICES	1FLQ-J469-69MQ	07/28/2026	ADULT BOOKS	001-410-6512	391.73
AMAZON CAPITAL SERVICES	1NFK-LPY4-H7JJ	07/28/2026	ADULT BOOKS-CM	001-410-6512	-18.99
AMAZON CAPITAL SERVICES	1FHT-MHJT-9LJV	07/28/2026	ADULT BOOKS	001-410-6512	659.00
AMAZON CAPITAL SERVICES	1MTY-WMCQ-TDN3	07/28/2026	YA BOOKS	001-410-6512	230.53
AMAZON CAPITAL SERVICES	1T3Q-RFY9-47WC	07/28/2026	JUV BOOKS	001-410-6512	27.30
AMAZON CAPITAL SERVICES	1YCP-K6NX-Y7YH	07/28/2026	MAINTENANCE	001-410-6310	150.00
AMAZON CAPITAL SERVICES	1YCP-K6NX-Y7YH	07/28/2026	ADULT PROGRAMMING	001-410-6424	98.00
AMAZON CAPITAL SERVICES	1YCP-K6NX-Y7YH	07/28/2026	SUPPLIES	001-410-6506	96.69
AMAZON CAPITAL SERVICES	1YCP-K6NX-Y7YH	07/28/2026	NEW EQUIPMENT	001-410-6710	199.98
AMAZON CAPITAL SERVICES	1NLN-9CKP-L9DF	07/28/2026	ADULT PROGRAMMING	001-410-6424	75.98
AMAZON CAPITAL SERVICES	1QDN-1VRQ-3V7R	07/28/2026	ADULT BOOKS	001-410-6512	23.10
AMAZON CAPITAL SERVICES	1RR3-1JHX-C6T9	07/28/2026	ADULT BOOKS	001-410-6512	16.50
Vendor AMAZON CAPITAL SERVICES Total:					3,408.51
Vendor: ARSL					
ARSL	80968	07/28/2026	MEMBERSHIP RENEWAL	001-410-6210	85.00
Vendor ARSL Total:					85.00
Vendor: BOYSEN LAUNDRY SERVICE LLC					
BOYSEN LAUNDRY SERVICE LLC	10083	07/28/2026	FLOOR MATS -LIB	001-410-6310	26.00
BOYSEN LAUNDRY SERVICE LLC	10032	07/28/2026	FLOOR MATS -LIB	001-410-6310	26.00
Vendor BOYSEN LAUNDRY SERVICE LLC Total:					52.00
Vendor: CENGAGE GROUP					
CENGAGE GROUP	999102925392	07/28/2026	BOOKS	001-410-6512	135.00

Pending Expense Approval Report

Packet: APPKT00372

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CENGAGE GROUP	999102930006	07/28/2026	BOOKS	001-410-6512	49.17
Vendor CENGAGE GROUP Total:					184.17
Vendor: DENISON DO IT BEST					
DENISON DO IT BEST	A507454	07/28/2026	OUTLET ADAPTER -LIBRARY	001-410-6310	1.39
Vendor DENISON DO IT BEST Total:					1.39
Vendor: IOWA LIBRARY ASSOCIATION					
IOWA LIBRARY ASSOCIATION	11084	07/28/2026	MEMBERSHIP	001-410-6210	127.00
Vendor IOWA LIBRARY ASSOCIATION Total:					127.00
Vendor: MUSIC WORKS					
MUSIC WORKS	072026	07/28/2026	LIBRARY PROGRAM	001-410-6424	395.00
Vendor MUSIC WORKS Total:					395.00
Grand Total:					4,253.07

The payables contained in this report are in an open packet, and have not posted to the General Ledger

Report Summary**Fund Summary**

Fund	Expense Amount
001 - GENERAL	4,253.07
Grand Total:	4,253.07

Account Summary

Account Number	Account Name	Expense Amount
001-410-6210	ASSOCIATION DUES	212.00
001-410-6310	BUILDING MAINTENANC...	203.39
001-410-6419	TECHNOLOGY EXPENSE	179.48
001-410-6424	ADULT PROGRAMMING	568.98
001-410-6502	AUDIO-VISUAL	14.98
001-410-6506	OFFICE SUPPLIES	134.19
001-410-6512	BOOKS	1,677.89
001-410-6518	CHILDREN'S PROGRAMS	322.18
001-410-6710	NEW EQUIPMENT	939.98
Grand Total:		4,253.07

Project Account Summary

Project Account Key	Expense Amount
None	4,253.07
Grand Total:	4,253.07

The payables contained in this report are in an open packet, and have not posted to the General Ledger

LIBRARY DIRECTOR'S REPORT

Kari Meyer- Director

July 28, 2026

Items of Note:

- Library was closed on July 4, 2026 in observance of the holiday
- Completed the Director's Endorsement through the State Library of Iowa.
- Received our Accreditation certificate on June 29, 2026

Meetings Attended or Scheduled:

- July 6, 13, 20, 27 Director's Meetings at City Hall
- 7-7-26 City Council Meeting
- 7-10-26 Staff Meeting
- 7-10-26 Time and Attendance training at the library
- 7-16-26 ARSL Training on marketing (zoom)
- 7-28-26 ARSL Director's meeting (zoon)

Misc Information and Ideas:

- Electrician installed outlets in the podcast room and it is ready to go as soon as the policy is accepted.
- Coffee Bar is open!
- Lobby remodel is almost complete.
- Summer Library Program is wrapping up
- July 21-26-26 Library booth at the fair
- Removed old garbage cans in the bathrooms and replaced them with free standing cans. Replaced 3 soap dispensers so that all the bathrooms use the same brand of soap. New doorstops on all of the bathroom doors.

Programming Highlights:

- Ongoing standard programming throughout July
- 250 Years of Independence presentation- put it on Facebook live with 25 viewers
- 7-20-26 Duffy Hudson presented "George Burns." Friends covered the cost- 30 people attended
- 7-30-26 Garden Game Night and grilling on the East lawn at 5:30pm



PROGRESS REPORT JULY 2026

NORELIUS COMMUNITY LIBRARY

Strategic Plan 2026–2029

Approved by Library Board of Trustees: _____

DEVELOPMENT OF PLAN

Library Director Kari Meyer met with the Library Trustees on September 22, 2025, to create a list of survey participants and discuss the development of the strategic plan. At that time, the trustees included Bill Bruce, Sandy Velasquez, Jeri Hough, Kari Segebart, Donna Koch, and Laurel Olsen. A list of names, phone numbers, and meeting times was provided to Misty Gray, the State Library of Iowa District Consultant, who was tasked with conducting the surveys. The survey gathered feedback about library usage and the community in general. Results were tabulated and reviewed on October 28, 2025, leading to the creation of five strategic goals.

MISSION STATEMENT

The Norelius Community Library provides a center where residents in our diverse community may obtain information, resources, education, and recreation through a full range of library services.

GOAL 1: COMMUNITY CONNECTION

Community members will be welcomed and supported through the library’s role as a central hub for connection and information. The library will serve as “Denison’s living room”—a safe, inviting space where residents can gather, find answers, and access local resources. In partnership with area businesses, the library will create a “Welcome Package” featuring items and information from local organizations to help new residents feel at home in the community.

Objective 1:

By June 2026, launch a “Welcome to Denison” resource program that includes at least 10 local business partners and provides welcome packets to 25 new residents each year.

WE ARE BEHIND ON THIS GOAL BUT ACTIVELY WORKING ON IT.

- Activity 1: Identify and contact potential business partners by February 2026. **LETTER HAS BEEN WRITTEN AND BUSINESSES IDENTIFIED.**
- Activity 2: Develop and assemble “Welcome to Denison” packets by April 2026.
- Activity 3: Begin distributing packets through the library and participating businesses by June 2026.

Objective 2:

By October 2026, establish a monthly bilingual “Conversation & Connection Night” at the library to encourage interaction between English and Spanish speakers and strengthen cross-cultural relationships within the community. **THIS PROGRAM BEGAN IN MARCH 2026.**

- Activity 1: Partner with local schools, cultural organizations, and bilingual volunteers by May 2026 to plan and promote the program. **BEGAN FEBRUARY 2026**
- Activity 2: Purchase or gather bilingual and language-neutral board games by July 2026. **BEGAN JANUARY 2026**
- Activity 3: Host the first Conversation & Connection Night by August 2026, and continue offering it monthly through October 2027. **FIRST NIGHT WAS MARCH 9, 2026**
- Activity 4: Collect participation numbers and feedback after each session to measure engagement and community impact. **ONGOING- PARTICIPANT NUMBERS ARE STEADILY RISING**

Objective 3:

By December 2026, launch a “Beat the Blues” Winter Community Challenge in partnership with local businesses to encourage residents to stay engaged, active, and connected during the winter months. **CREATING PLANS, LETTERS AND PUNCHCARDS JULY 2026**

- Activity 1: Collaborate with at least 10 local businesses by November 2026 to design a punch card program that includes stops at participating businesses and the library.
- Activity 2: Create and distribute 100 punch cards through the library and participating businesses by January 2027.
- Activity 3: Promote the event through social media, local media outlets, and community bulletin boards beginning December 2026.
- Activity 4: Host a celebration or prize drawing in March 2027 to recognize participants and business partners, using attendance and participation data to measure engagement.

GOAL 2: BOOK AND RESOURCE COLLECTION

Enhance the library’s collection to reflect the diverse interests, languages, and needs of the Denison community. A special focus will be placed on expanding Spanish-language materials and multimedia resources to better serve and engage Spanish-speaking residents.

Objective 1:

By December 2026, increase the library’s Spanish-language collection (books, DVDs, and digital materials) by 15% to better represent and serve the community’s bilingual population.

Reports were pulled from Atrium on the status of the Spanish collection. This is what was discovered:

Cataloged Spanish books June 2025: Children's – 206; Adult/YA - 275

Since 7/1/2025 to 7/21/2026 the following number of books have been added to our collection: Children's – 52; Adult/YA - 122

15% of 206 is about 31. We have increased the Children's Spanish/Bilingual catalog by 25.24% since July 2025

15% of 275 is about 41. **We have increased the Adult/YA Spanish catalog by 44.36% since July 2025.**

- Activity 1: Conduct a community survey and consult staff to identify the most requested Spanish-language materials by March 2026. **STAFF SURVEY PATRONS DAILY AS TO WHAT MATERIALS SHOULD BE PURCHASED- ONGOING.**
- Activity 2: Allocate a portion of the annual materials budget for Spanish-language acquisitions starting April 2026. **DONE APRIL 2026**
- Activity 3: Connect with local schools, cultural groups, and regional libraries by April 2026 to share recommendations and resource lists. **ONGOING- STARTED APRIL 2026. ALL FLYERS, FB POSTS, AND WEBSITE ARE BI-LINGUAL. ADDED A WIDGET TO THE WEBSITE TO TRANSLATE THE WEBSITE INTO SEVAL LANGUAGES.**

Objective 2:

By September 2027, improve community awareness and use of the library's Spanish-language and multicultural resources by 10% through targeted outreach and programming.

- Activity 1: Create a bilingual marketing campaign (flyers, social media posts, and in-library displays) promoting new Spanish-language materials by October 2026. **APRIL 2026- ALL MATERIALS AVAILABLE IN ENGLISH AND SPANISH. ADVERTISING WORD OF MOUTH AND NEWSPAPER AND KDSN.**
- Activity 2: Host quarterly bilingual programs or book displays that highlight authors, stories, and films representing diverse cultures. **SEPTEMBER/OCTOBER 2026 DISPLAYED NATIONAL HISPANISC HERITAGE MONTH ITEMS/BOOKS**
- Activity 3: Conduct outreach with local schools and community organizations to promote library cards and resource use among Spanish-speaking families.

GOAL 3: PHYSICAL BUILDING UPDATES/REDESIGN

Enhance the library's facilities to improve accessibility, functionality, and community use. Planned updates include creating a new parking area and main entrance, developing a larger meeting space, and ensuring full ADA accessibility to better serve all patrons.

Objective 1:

By December 2027, complete a comprehensive facility assessment and design plan to guide building improvements and ensure ADA compliance.

- Activity 1: Partner with an architectural or engineering firm by March 2027 to conduct a facility assessment and determine needs. **MET WITH ARCHITECTS MAY/JUNE 2026- ONGOING. FEH DESIGNS**
- Activity 2: Gather input from library staff, trustees, and community members to identify priorities and design preferences by June 2027. **JUNE 2026**
- Activity 3: Finalize a building redesign plan with cost estimates and phased implementation steps by December 2027.

Objective 2:

By May 2028, launch a capital fundraising campaign to support the building updates, with a goal of raising \$_____ (to be determined after assessment).

- Activity 1: Form a Fundraising Committee or hire a fundraising firm by January 2028 to coordinate outreach, marketing, and donor relations.
- Activity 2: Develop campaign materials (brochures, naming opportunities, and online giving tools) by February 2028.
- Activity 3: Begin community fundraising and grant applications by May 2028, tracking progress quarterly.

Objective 3:

By December 2029, complete construction or renovation work to expand community space, improve accessibility, and enhance parking and entry areas.

- Activity 1: Secure necessary permits, bids, and contractor agreements by June 2029.
- Activity 2: Initiate construction on the parking area and front entrance by July 2029.
- Activity 3: Host a community open house to celebrate the improved library space by December 2029.

PLAN REVIEW AND EVALUATION

The Library Board of Trustees and the Library Director will review and evaluate the Strategic Plan quarterly to monitor progress toward established goals and objectives. During each review, the Board will assess completed activities, update timelines as needed, and make adjustments based on community needs, funding opportunities, and library priorities. An annual summary of progress will be presented at a designated Board meeting each year to ensure the plan remains current and continues to reflect the library's mission and community focus.

Timeline Summary:

- Goal 1: 2026–2027 (Community connection activities)
- Goal 2: 2026–2027 (Collection development)
- Goal 3: 2027–2029 (Building project and accessibility updates)

Recording, Media & Study Room Policy

Purpose

The Library Recording, Media & Study Room promotes creativity, learning, digital literacy, and equitable access to technology.

Eligibility

The room is available to everyone, regardless of library card status, subject to availability and compliance with this policy.

Reservations

- Reservations are required and are accepted on a first-come, first-served basis.
- Reserve the room through the library's reservation system or by contacting library staff.
- Check in at the circulation desk before using the room.
- Library programs and events take priority over public reservations.

Room Use

The room may be used for:

- Podcast and audio recording
- Telehealth appointments
- Virtual meetings and video conferencing
- Job interviews
- Online classes
- Studying and quiet work
- Other lawful activities consistent with the Library's mission

Podcast Equipment

Podcast recording equipment is available for use during a room reservation.

- Equipment is available upon request and subject to availability.
- Equipment must remain in the room unless authorized by library staff.
- Users are responsible for operating and returning equipment in good condition.
- Staff can provide basic instruction but do not offer recording or editing services.

Equipment Care

Users are expected to treat all library equipment with care.

- Do not disconnect, modify, or remove installed equipment.
- Report equipment problems immediately.
- Keep food and beverages away from electronics.
- Do not install software or change computer settings.
- Users may be responsible for damage caused by misuse or negligence.

Personal Files

- Save files to your own storage device or cloud account.
- The Library is not responsible for lost or corrupted files.
- Files saved on library computers may be deleted without notice.

Room Condition

- Return all borrowed equipment.
- Return furniture and equipment to their original locations.
- Leave the room clean.
- Report any equipment issues or accidental damage.

Privacy & Liability

The room provides a private space, but complete soundproofing and confidentiality cannot be guaranteed. The Library is not responsible for lost or damaged personal property or data, and use of the room does not imply Library endorsement of any content created there.

Policy Violations

Failure to follow this policy may result in suspension of room privileges and other actions consistent with Library policies.



Denison, IA

Budget Report Account Summary

For Fiscal: FY 2026-2027 Period Ending: 07/31/2026

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL							
Revenue							
001-410-4440	STATE GRANTS	15,000.00	15,000.00	205.00	205.00	-14,795.00	98.63 %
001-410-4465	COUNTY CONTRIBUTIONS	44,000.00	44,000.00	0.00	0.00	-44,000.00	100.00 %
001-410-4553	LIBRARY CHARGES-INCIDENTAL	4,000.00	4,000.00	0.00	0.00	-4,000.00	100.00 %
001-410-4710	REIMBURSEMENTS	500.00	500.00	0.00	0.00	-500.00	100.00 %
	Revenue Total:	63,500.00	63,500.00	205.00	205.00	-63,295.00	99.68%
Expense							
001-410-6010	SALARIES	251,214.00	251,214.00	17,789.67	17,789.67	233,424.33	92.92 %
001-410-6160	WORKERS' COMPENSATION	500.00	500.00	0.00	0.00	500.00	100.00 %
001-410-6210	ASSOCIATION DUES	250.00	250.00	0.00	0.00	250.00	100.00 %
001-410-6230	TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
001-410-6310	BUILDING MAINTENANCE & REPAIR	16,000.00	16,000.00	2,072.07	2,072.07	13,927.93	87.05 %
001-410-6373	TELEPHONES	2,520.00	2,520.00	372.18	372.18	2,147.82	85.23 %
001-410-6402	ADVERTISING	750.00	750.00	321.77	321.77	428.23	57.10 %
001-410-6411	LEGAL EXPENSE	500.00	500.00	0.00	0.00	500.00	100.00 %
001-410-6419	TECHNOLOGY EXPENSE	10,000.00	10,000.00	2,728.17	2,728.17	7,271.83	72.72 %
001-410-6421	PUBLIC RELATIONS	500.00	500.00	0.00	0.00	500.00	100.00 %
001-410-6424	ADULT PROGRAMMING	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
001-410-6499	CONTRACT	7,600.00	7,600.00	627.00	627.00	6,973.00	91.75 %
001-410-6502	AUDIO-VISUAL	3,000.00	3,000.00	144.26	144.26	2,855.74	95.19 %
001-410-6506	OFFICE SUPPLIES	7,800.00	7,800.00	386.40	386.40	7,413.60	95.05 %
001-410-6508	POSTAGE	500.00	500.00	0.00	0.00	500.00	100.00 %
001-410-6512	BOOKS	25,000.00	25,000.00	500.74	500.74	24,499.26	98.00 %
001-410-6514	IT SUPPORT	1,275.00	1,275.00	105.00	105.00	1,170.00	91.76 %
001-410-6518	CHILDREN'S PROGRAMS	4,500.00	4,500.00	155.10	155.10	4,344.90	96.55 %
001-410-6519	PERIODICALS	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
001-410-6598	GRANT EXPENSES	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
001-410-6599	MISC	500.00	500.00	0.00	0.00	500.00	100.00 %
001-410-6710	NEW EQUIPMENT	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
	Expense Total:	358,909.00	358,909.00	25,202.36	25,202.36	333,706.64	92.98%
	Total Revenues	63,500.00	63,500.00	205.00	205.00	-63,295.00	99.68%
	Fund: 001 - GENERAL Surplus (Deficit):	-295,409.00	-295,409.00	-24,997.36	-24,997.36	270,411.64	91.54%
	Report Surplus (Deficit):	-295,409.00	-295,409.00	-24,997.36	-24,997.36	270,411.64	91.54%

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL						
Revenue	63,500.00	63,500.00	205.00	205.00	-63,295.00	99.68%
Expense	358,909.00	358,909.00	25,202.36	25,202.36	333,706.64	92.98%
Fund: 001 - GENERAL Surplus (Deficit):	-295,409.00	-295,409.00	-24,997.36	-24,997.36	270,411.64	91.54%
Report Surplus (Deficit):	-295,409.00	-295,409.00	-24,997.36	-24,997.36	270,411.64	91.54%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
001 - GENERAL	-295,409.00	-295,409.00	-24,997.36	-24,997.36	270,411.64
Report Surplus (Deficit):	-295,409.00	-295,409.00	-24,997.36	-24,997.36	270,411.64



Denison, IA

Balance Sheet

Account Summary

As Of 06/30/2026

Balance

Fund: 008 - LIBRARY SPECIAL

Assets

110 - CASH AND CASH EQUIVILANTS	184,883.50	
Total Assets:	184,883.50	184,883.50

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	30,586.16	
Total Expense	7,856.80	
Revenues Over/Under Expenses	22,729.36	

Total Equity and Current Surplus (Deficit): 184,883.50

Total Liabilities, Equity and Current Surplus (Deficit): 184,883.50



Denison, IA

Fund Balance Report

As Of 06/30/2026

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
008 - LIBRARY SPECIAL	162,154.14	30,586.16	7,856.80	184,883.50
150 - LIBRARY TRUST	110,141.01	3,545.67	0.00	113,686.68
Report Total:	272,295.15	34,131.83	7,856.80	298,570.18