

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, September 23, 2025**

AGENDA

Call Meeting to Order-

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

- I. Additions to the Agenda/Agenda Approval**
- II. Approve Minutes of Previous Meeting** (attachment 1)
- III. Public Forum (Limit 5 Minutes)**
- IV. Trustee Training-Iowa Library Trustee Handbook, Ch. #14** (attachment 2)
 - Public Library Standards
- V. Correspondence-Thank You Notes:**
 - Daryl and Tammy Short (donation), Wesco Wave staff and participants (helping with mulch and weeding), Susan Lerdal Scholarship Committee (ILA Conference Scholarship), Friends of the Library (refrigerator)
- VI. Approve Bills- Signature Page** (attachment 3)
- VII. Director's Report – Director Meyer** (attachment 4)
- VIII. Unfinished Business:**
 - A. Library holiday hours and closings (attachment 5)
 - B. Strategic plan survey (attachment 6)
 - List of potential survey participants
- IX. New Business:**
 - A. Wesco cleaning contract (attachment 7)
- X. Monthly Reports**
 1. Library Accounts (attachment 8)
 2. Monthly Library Report - Circulation & Acquisitions/Collection (copy on table)

Committee Reports

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

Adjourn

Next Board Meeting: October 21, 2025 @ 5:15 pm Fireside Room

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
Monday, August 25, 2025**

AGENDA

Call Meeting to Order-

Roll Call – S. Velasquez, L. Peterson, B. Bruce, K. Segebart, D. Koch, Laurel Olsen, Director K. Meyer Jeri Hough absent
• Laurel Olsen was introduced as Sandy Kennedy's replacement.

I. Agenda Approval - New Business Item- C. Will not be discussed

II. Approve Minutes of Previous Meeting - Motion to approve by Larry P. and seconded by Donna K.

III. Public Forum - Guests present - Jessica Garcia and Misty Gray

IV. Trustee Training-Iowa Library Trustee Handbook - Information in chapter was discussed as needed

V. Correspondence-Thank You Notes: Kari Meyer sent thank you notes to the following people or groups:

- Region XII Counsel of Governments Inc., Connie Thompson, Bill and Pat Menegay, Friends of the Library, Michael Dudding, Janet Iverson

VI. Approve Bills- Board Members signed approval page - Motion made by Larry and seconded by Sandy to approve the bills

VII. Director's Report – Director Meyer reported on the meetings she had attended and some added programming. In collaboration with LULAC, there will be a "Pathway to Citizenship" class held at the library on Wednesdays for two months for one hour. Edwin Valladares from Iowa Works met with Kari about offering some of his services at the library. The Friends of the Library has sponsored "Savor Iowa's Culinary History" for September 23 at 5:30. Members of the board signed a card for the new state librarian, Brenda Hall

Larry made a motion and it was seconded by Laurel O. to approve the Director's Report.

VIII. Unfinished Business:

- A. Roof Repairs (attachment) A motion was made by Donna and Seconded by Kari S. To accept the bid from Innovation Construction for the roof repair.
- B. Open Records and Open Meeting Training Requirement Clarification: *All public officials, newly elected or appointed after July 1, 2025, who are a member of a governmental body, are required to attend training. Individuals who were elected or appointed prior to July 1, 2025, are, however, encouraged to take training to stay up to date and better ensure compliance with Iowa's Sunshine laws, but there is no requirement under H.F. 706 to do so.*

City Manager Jessica Garcia explained the difficulties of the link for the Open Meetings Training. Members of the board can try to get a seat at one of the trainings, but Jessica is trying to arrange a training for all city board members.

- C. Custodial Services - Motion made by Larry and seconded by Laurel to table this matter until next month.

IX. New Business:

- A. New Library hours and holiday closings - There was a motion made to close the library at 2:00 on Saturdays beginning in October. It was made by Kari S. And seconded by Laurel O.. There was discussion about the closing of the library to match holiday closings in other departments of the city. This was tabled for this time.
- B. Strategic Plan (attachment and guest speaker)
- District Consultant, Misty Gray - Misty offered options for the long-range plan development. After much discussion, it was decided that phone calls would be used to gain community input. Each board member and the director should develop a list of 5 - 6 people that could be interviewed. Kari Meyer will put the list together before the September meeting. Then the list will be reduced to about 25 people for a diverse group for Misty to call. The final list of names and paperwork needs to be completed before Oct. 8 to follow the proposed timeline.

X. Monthly Reports.

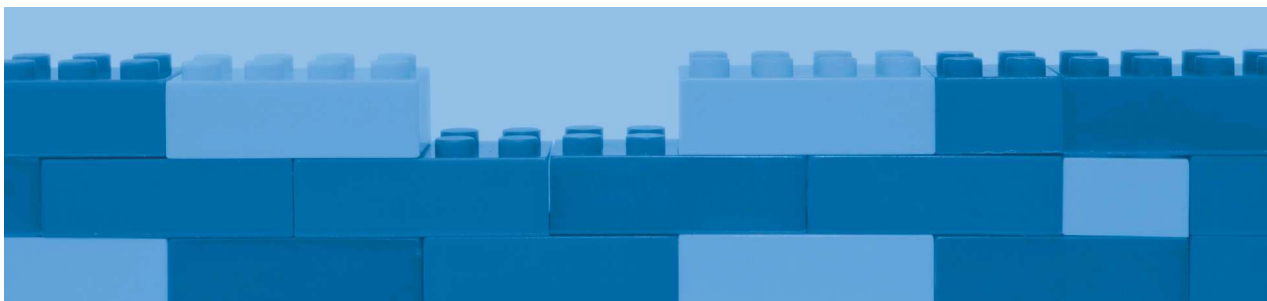
1. Library Accounts
2. Monthly Library Report - Circulation & Acquisitions/Collection

Committee Reports

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

Adjourn Motion made by Larry and seconded by Kari S.

Next Board Meeting: September 23, 2025 @ 5:15 pm Fireside Room



Chapter 14: Public Library Standards

The State Library of Iowa administers the **Standards and Accreditation Program** for Iowa public libraries. This is a voluntary program intended to encourage the ongoing development of quality public library service in Iowa. ***In Service to Iowa: Public Library Standards*** is the manual for the program and can be found on the State Library website.

The Standards program is designed to provide libraries with a tool to identify strengths and areas for improvement. It is also used to document the condition of public library service in Iowa, as the guideline for determining **Direct State Aid** funding (money awarded to public libraries for meeting standards) and to ensure that the State Library meets statutory requirements.

How Standards Work

Direct State Aid funding through the **Enrich Iowa Program** is awarded to any library reaching Tier 1 status or higher. Achievement of standards falls into three distinct Tier Levels: Tiers 1, 2, 3, with Tier 3 being full library accreditation. Currently there are 85 standards within categories such as Library Governance, Library Management, Library Personnel, Library Collections, and more. The funding awarded is based on the Tier level achieved.

Every three years, participating libraries are asked to report on progress toward meeting standards and/or achieving accreditation by completing an application. Providing supporting documentation is also required to accompany the application. Eligibility is based on **Iowa Code 256.57(4)** and **Iowa Administrative Code 286-3.2(2)**.

To be an eligible participant, a library must:

- ❖ Be established as a municipal library by city ordinance or as a county library at least two years previous in accordance with **Iowa Code 336**. A copy of the ordinance must be on file at the State Library.
- ❖ Use **Direct State Aid** funds to improve library services

- ❖ Use **Direct State Aid** fund to supplement, not supplant, any other funding received by the library
- ❖ Participate in the **Open Access** and **Interlibrary Loan Reimbursement** programs
- ❖ Submit a completed **Annual Survey** for the most current fiscal year
- ❖ Submit a completed **Direct State Aid** report for the most current fiscal year
- ❖ Have a current accreditation application on file and meet the following standards:
 - **Tier 1:** To reach Tier 1 status the library must meet all 29 required Tier 1 standards.
 - **Tier 2:** To reach Tier 2 status the library must meet all 29 required Tier 1 standards **plus** an additional 12 standards required at Tier 2.
 - **Tier 3:** (The highest achievement level in the **Accreditation** program.) To reach Tier 3 status the library must meet all standards marked as Tier 1, Tier 2, and Tier 3 at the “minimum required to meet standard” **and** meet 20 of the remaining 38 optional standards.
 - **Note:** A library unable to meet all Tier 1 requirements will be considered **Tier 0** and is ineligible for **Direct State Aid** funding, regardless of how many Tier 2 or Tier 3 standards are met.

If your library participates in the **Standards and Accreditation** program, all trustees should be familiar with the manual and be aware of the standards that impact the work of the board. The category “Library Governance” in the Standards specifically applies to standards regarding library boards. Note that many board-related standards are required at a Tier 1 level, which underscores the vital role of library boards in the success of the library. The category on “Library Management” covers director duties but also includes information that affects trustees.

[State Library District Consultants](#) are available to assist boards in understanding the program and the importance of participation.

LIBRARY BILLS PAID BETWEEN MEETINGS

Library (001-410)

Check	Date	Payee	Reason	Amount
84320	8/27/2025	AMAZON CAPITAL SERVICES	SUPPLIES	885.17
84321	8/27/2025	BAKER & TAYLOR ENT.	BOOKS	584.17
84322	8/27/2025	BOYSEN LAUNDRY SERVICE LLC	FLOOR MATS -LIBRARY	26.00
84323	8/27/2025	CENGAGE GROUP	BOOKS	91.24
84324	8/27/2025	CSI LLC	TECHNOLOGY UPGRADE	1677.55
84325	8/27/2025	DEMCO	OFFICE SUPPLIES	429.74
84326	8/27/2025	IOWA COMMUNICATION NETWORK	PHONE SERVICE	13.93
84327	8/27/2025	IOWA LIBRARY ASSOCIATION	MEMBERSHIP -GUTHRIE	30.00
84328	8/27/2025	QUILL CORP.	OFFICE SUPPLIES	573.07
84329	8/27/2025	SCHUMACHER ELEVATOR COMPANY	ELEVATOR MAINT - LIBRARY	1750.19
84347	8/28/2025	STANDARD INSURANCE COMPANY RC	SEPT INSURANCE PREMIUMS	74.81
84372	9/4/2025	BAKER & TAYLOR ENT.	BOOKS	356.22
84377	9/4/2025	DEMCO	OFFICE SUPPLIES	225.78
84382	9/4/2025	PLUNKETT'S PEST CONTROL	PEST CONTROL	51.04
84425	9/16/2025	AMAZON CAPITAL SERVICES	SUPPLIES and BOOKS	181.28
84430	9/16/2025	BOYSEN LAUNDRY SERVICE LLC	FLOOR MATS	26.00
84431	9/16/2025	BRADLEY, RODNEY D	IT SERVICES	21.00
84435	9/16/2025	CENGAGE GROUP	BOOKS	133.44
84445	9/16/2025	FRONTIER COMMUNICATIONS	SERVICE	123.08
84448	9/16/2025	IMWCA	WORK COMP PREM	61.00
84460	9/16/2025	WELLMARK BLUE CROSS AND B	INS PREMIUMS - SEPTEMBER	2575.06
84489	9/18/2025	GUTHRIE, KATIE	INSURANCE STIPEND	104.17

Library Special (008-411)

Check	Date	Payee	Reason	Amount
84378	9/4/2025	GRIMES PUBLIC LIBRARY	WATER DAMAGED ILL BOOK	24.99
84459	9/16/2025	VISUAL EDGE IT, INC.	COPIER LEASE - LIBRARY	52.87

Total Between Meetings (08/27/2025 - 09/22/2025)	10071.80
Total This Meeting 9/23/2025	3080.34
Total Amount Approved	13152.14

REVIEWED/APPROVED BY LIBRARY BOARD

Donna Koch	_____	Date: _____
Bill Bruce	_____	Date: _____
Jeri Hough	_____	Date: _____
Laurel Olsen	_____	Date: _____
Larry Peterson	_____	Date: _____
Kari Segebart	_____	Date: _____
Sandy Velasquez	_____	Date: _____

INVOICE/LINE	1099 BK	DUE DATE	INV DT	TY	ST	REFERENCE	GROSS	DISC AMT	NET AMT	OPEN AMT
								DISC TAKEN	AMT PAID	MANUAL

5330 A & D MULTISERVICE, LLC										
1000202505	1	1	9/23/2025	9/23/2025	I	O AUGUST CLEANING SERVICE	1144.00		1144.00	1144.00
						CHECK NO 001-410-6499			OTHER CONTRACTUAL SERV	
VENDOR TOTAL							1144.00		1144.00	1144.00

4767 AMAZON CAPITAL SERVICES										
11WC-HP7P-WLNV	1	1	9/23/2025	9/23/2025	I	O BOOKS	143.45		143.45	143.45
						CHECK NO 001-410-6512			BOOKS	
14Q3-L9LF-3VFB	1	1	9/23/2025	9/23/2025	I	O MAINTENANCE	39.99		39.99	39.99
						CHECK NO 001-410-6310			MAINTENANCE & REPAIR	
173R-JX6F-47GK	1	1	9/23/2025	9/23/2025	I	O JUV PROGRAMMING	30.72		30.72	30.72
						CHECK NO 001-410-6518			CHILDREN'S PROGRAMS	
17MC-KV7M-3NRF	1	1	9/23/2025	9/23/2025	I	O BOOKS	19.01		19.01	19.01
						CHECK NO 001-410-6512			BOOKS	
1CJ1-6HTJ-RHVB	1	1	9/23/2025	9/23/2025	I	O BOOKS	17.18		17.18	17.18
						CHECK NO 001-410-6512			BOOKS	
1CQX-NQGP-JT7X	1	1	9/23/2025	9/23/2025	I	O BOOKS	41.42		41.42	41.42
						CHECK NO 001-410-6512			BOOKS	
1DDJ-RXJD-XYQQ	1	1	9/23/2025	9/23/2025	I	O DVD'S	58.69		58.69	58.69
						CHECK NO 001-410-6502			AUDIO-VISUAL	
1DP6-TV61-1WHT	1	1	9/23/2025	9/23/2025	I	O DVIDS/AUDIOVISUAL	38.42		38.42	38.42
						CHECK NO 001-410-6502			AUDIO-VISUAL	
1HHR-3D3D-4N69	1	1	9/23/2025	9/23/2025	I	O BOOKS	84.17		84.17	84.17
						CHECK NO 001-410-6512			BOOKS	
1L7W-F1K1-JYR6	1	1	9/23/2025	9/23/2025	I	O BOOKS	17.54		17.54	17.54
						CHECK NO 001-410-6512			BOOKS	
1MF7-PD43-1TYY	1	1	9/23/2025	9/23/2025	I	O DVD/AUDIOVISUAL	33.42		33.42	33.42
						CHECK NO 001-410-6502			AUDIO-VISUAL	
1RWR-L1MY-WMFG	1	1	9/23/2025	9/23/2025	I	O BOOKS	17.09-		17.09-	17.09-
						CHECK NO 001-410-6512			BOOKS	
1VWH-X6RY-KN3Q	1	1	9/23/2025	9/23/2025	I	O CREDIT MEMO -ADULT PROGRAMMING	19.00-		19.00-	19.00-
						CHECK NO 001-410-6424			ADULT PROGRAMMING	
VENDOR TOTAL							487.92		487.92	487.92

446 BAKER & TAYLOR ENT.										
2039257674	1	1	9/23/2025	9/23/2025	I	O BOOKS	159.77		159.77	159.77
						CHECK NO 001-410-6512			BOOKS	
2039263934	1	1	9/23/2025	9/23/2025	I	O BOOKS	252.00		252.00	252.00
						CHECK NO 001-410-6512			BOOKS	
VENDOR TOTAL							411.77		411.77	411.77

** REPORT TOTAL **

LIBRARY DIRECTOR'S REPORT

Kari Meyer- Director

September 23, 2025

Items of Note:

- A. 8-25-25 On KDSN with Patty Ritchie talking about the Pathway to Citizenship classes
- B. 8-26-25 On-line training "The Innovative Library"
- C. 8-26-25 Buddy Holly at the library (77 people attended)
- D. 8-29-25 Interviewed Josh Holm for a Librarian Assistant position (hired)
- E. 9-3-25 Wesco Wave participants and staff helped me spread mulch and pull weeds
- F. 9-4-25 Turned in the Annual Survey to the State Library of Iowa
- G. 9-4-25 Zoom call with Mango Languages
- H. 9-8-25 Went to WITCC Career Academy ribbon cutting
- I. 9-8-25 I was selected as one of the winners of the Susan Lerdal conference scholarships for the ILA conference in October. Registration fee will be refunded.
- J. 9-10-25 Rob Sand, governor candidate at the library (72 people)
- K. 9-11-25 Met with police chief Tony Trejo
- L. 9-16-25 Webinar "Beans to Bonbon" about programming
- M. 9-17-25 Panel on citizenship and bringing multicultural programming to your library
- N. 9-18-25 Zoom on Bridges
- O. 9-23-25 New Director Zoom
- P. Started planning October in-service day. Made contacts and schedule for the day.

Meetings Attended or Scheduled:

- 8-25-25 Met with Misty Gray:
- 8-27-25 Meeting with Annette Morano about a program she would like to present:
- 8-27-25 Met with two Wesco representatives about cleaning. Received contract outline on 9-2-25
- 9-2-25 City Council meeting
- 9-5-25 Staff meeting
- September 2, 8, 15, 22 Director's Meetings
- 9-15-25 Friends Board meeting
- Library Board meeting: September 23, 2025

Programming Highlights:

- Ongoing standard programming throughout August
- **Special Program-** "*Savor Iowa's Culinary History*"- September 23, 2025 at 5:30 p.m.
- **Special Program-** Beginning on Wednesday, September 3 from 6:00-7:00 p.m. the library will be hosting Pathways to Citizenship classes every Wednesday night through October 29. Classes are going well. Volunteers from Mrs. Holt's class are showing up to help.

Holiday	Date	Local Schools	Library	FT Employees	City	Main Library **	Children's Library**	Main Lib Average **	Child Lib Average **	Wages ^
New Year's Day	1/1	Closed	Closed	Paid Holiday	Paid Holiday-closed					
Martin Luther King Jr. Day	3rd Mon Jan	Open	Open	Paid Holiday	Paid Holiday-closed	54	45	69	57	\$ 370.59
President's Day	3rd Mon Feb	Closed	Open	Paid Holiday	Paid Holiday-closed	108	55	69	57	\$ 370.59
Memorial Day	Last Mon May	Closed	Closed	Paid Holiday	Paid Holiday-closed					
Juneteenth	6/19	Closed	Open	Paid Holiday	Paid Holiday-closed	67	98	69	57	\$ 370.59
Independence Day	7/4	Closed	Closed	Paid Holiday	Paid Holiday-closed					
Labor Day	1st Mon Sep	Closed	Closed	Paid Holiday	Paid Holiday-closed					
Columbus Day	2nd Mon Oct	Open	Closed for SD #		Open					
Veterans Day	11/11	Open	Open	Paid Holiday	Paid Holiday-closed	96	41	69	57	\$ 370.59
Thanksgiving Day	4th Thu Nov	Closed	Closed	Paid Holiday	Paid Holiday-closed					
<i>Day After Thanksgiving *</i>	4th Fri Nov	Closed	Open		Paid Holiday-closed	63	13	69	57	
<i>Christmas Eve *</i>	12/24	Closed	Closed	Paid Holiday	Paid Holiday-closed					
Christmas Day	12/25	Closed	Closed	Paid Holiday	Paid Holiday-closed					
										\$ 1,482.36

*City/Library Specific Holidays are in Italics

** 2024 Number of items Checked Out or Renewed - Books and In House Materials / Equipment

^ Estimated Wages Spent to Keep Library Open When Full Time Staff are on PTO

SD = Staff Development - All Employees Present for Training while Library is closed

I propose adding Martin Luther King Day, the day after Thanksgiving to our closed holidays. City businesses are already closed.

WESCO Industries

415 S. 11th Street
P.O. Box 340
Denison, IA 51442

Phone (712) 263-6141
Fax (712) 263-4886
www.wescoind.org

Services Contract

Cleaning Services Agreement

This Cleaning Services Agreement is made and entered into as of, by and between:

Client: Norelius Library

Name: Kari Meyer (Director)

Address: 1403 1st Ave S- Denison IA 51442

Phone: 712-263-9355

Email: director@denison.lib.ia.us

Service Provider:

Company Name WESCO Industries

Address: 415 South 11th St

Phone: 712-263-6141

Email: shottendorf@wescoind.org

1. Services Provided

The Service Provider agrees to perform cleaning services for the Client, which include:

- See Attached: Restrooms, Entry way/Steps, Elevator, Circulation Desk, Garbage
- Office Spaces, Computer Lab, Children's Library

2. Schedule of Services

The services will be performed on the following schedule:

- Frequency: Daily
- Day of the Week/Time: Monday through Friday 8a-10a (If there are 2 members it will be 8a-9a)

3. Payment Terms

The Client agrees to pay the Service Provider the following:

- **Fee:** \$15.00 per hour (2 hours for 1 member 1 hour for 2 members)
- **Payment Due Date:** Monthly
- **Payment Method:** Check

4. Duration of Agreement

This Agreement will begin on [Start Date] and will continue until terminated by either party with 30 days' written notice.

5. Responsibilities

- **Service Provider:**
 - The Client will provide all cleaning supplies and equipment, unless otherwise agreed upon.

- The Service Provider will perform the services in a professional and workmanlike manner.
- **Client:**
 - The Client agrees to provide access to the premises for the Service Provider at the agreed-upon times.
 - The Client must notify the Service Provider of any specific instructions or requirements regarding cleaning.

6. Termination

Either party may terminate this Agreement at any time by providing written notice to the other party. In the event of termination, any outstanding fees for services performed will be due immediately.

7. Liability

The Service Provider will take reasonable care to avoid damaging the Client's property. However, the Service Provider is not responsible for pre-existing conditions or damages that occur as a result of normal wear and tear.

8. Confidentiality

The Service Provider agrees not to disclose any confidential information or personal details about the Client to any third party.

9. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of [State/Country].

10. Miscellaneous

- Any amendments to this Agreement must be in writing and signed by both parties.
- In the event of a dispute, both parties agree to attempt mediation before pursuing legal action.

Signatures

Client:

Signature: _____

Name: [Client's Full Name]

Date: _____

Service Provider:

Signature: _____

Name: [Service Provider's Full Name]

Date: _____