

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, September 22, 2026 5:15 p.m.
Fireside Room, Norelius Community Library**

AGENDA

Call Meeting to Order-

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

- I. Additions to the Agenda/Agenda Approval**
- II. Approve Minutes of Previous Meeting** (attachment 1)
- III. Public Forum (Limit 5 Minutes)**
- IV. Trustee Training-Iowa Library Trustee Handbook, Chapter 9** (attachment 2)
 - Board Relationships with Director, Staff, and City
- V. Correspondence and Thank You Notes:**
 - Sandy James- Donation for Julie Christie Memorial
 - David Voggesser- Grand Piano, delivery and dolly
 - Bill & Pat Menengay- Cupcakes for staff
 - Bonnie Mefford- Bumpers for circulation counter glass
- 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. Half-day closure for staff training
- 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, October 27, 2026 @ 5:15 pm Fireside Room

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, August 25, 2026 5:15 p.m.
Fireside Room, Norelius Community Library**

AGENDA

Call Meeting to Order-

Roll Call – L. Peterson, B. Bruce, D. Koch, L. Olsen, L. Lopez Director K. Meyer

- I. Additions to the Agenda/Agenda Approval** Motion by Laurel Olsen, Seconded by Bill Bruce. Motion carried unanimously.
- II. Approve Minutes of Previous Meeting** (attachment 1)- Motioned by Bill Bruce, Seconded by Larry Petersen. Motion carried unanimously.
- III. Public Forum (Limit 5 Minutes)-** discussed that city will be moving to merit- based pay like the library model
- IV. Trustee Training-Iowa Library Trustee Handbook, Chapter 8** (attachment 2)
 - **Evaluating Service and Advocating for Advancements**
- V. Correspondence and Thank You Notes:**
 - Judy Metcalf- homemade bookmarks to give away to patrons
 - Donna Koch & Bill Bruce for helping with Garden Game Night at the library
 - Carmen & Ben Swertzic for donating the bike and accessories for SLP
 - Trevor Cast (YMCA) for the use of their grill for Garden Game Night (delivery and pick up too)
 - Our Savior Church Quilt Group for donating fabric
- VI. Approve Bills- Signature Page** (attachment 3, 4)
- VII. Director's Report – Director Meyer** (attachment 5)
- VIII. Unfinished Business:**
 - A. Director's Evaluation- Finished evaluation. Positive comments.
- IX. New Business:**
 - A. Summer Library Program Re-Cap- Summer participation was way up
- X. Monthly Reports**
 1. Library Accounts (attachment 8, 9, 10)- early in the year, the totals are higher due to Libby purchase
 2. Monthly Library Report - Circulation & Acquisitions/Collection (copy on table)

Committee Reports

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

Adjourn -motion to adjourn by Kari Segebart, seconded Lorena Lopez. Motion carried.

Next Board Meeting: Tuesday, September 22, 2026 @ 5:15 pm Fireside Room



Chapter 9: Board Relationships with Director, Staff, and City

Board Relationship with the Director

Working relationships determine the culture of a library. Every effort should be made to maintain cordial and collaborative relationships. Chief among these relationships, because of its effect on the overall library administration, is the working relationship between the director and the board.

The board delegates all library management responsibility to the director. The board's job is monitoring the director's effectiveness in providing library service to the community. This system is effective because it has a board of trustees who represent the interests of the community and a qualified director who has the skills to make the library run efficiently within the parameters set by the board. How much does the board do and what are the responsibilities of the library director?

The director is a valuable resource to the board on all issues and often acts as the discussion leader on many issues that come before the board. The director should attend all board meetings and is expected to make well-supported recommendations regarding proposed changes to policies or services. The director should be expected to take part in deliberations to help the board make decisions in the best interests of library service to the community. It is the director's obligation to report to the board accurately and completely about how the library is being managed including problems, plans, and progress.

While the board has responsibility for decision-making, the director has the responsibility to provide the board with the data needed to make well-informed decisions. Remember, though, that while carrying out their respective roles, the director is responsible to the board as a whole, but not responsible to each board member individually. Individual board members, including the board president, should not make personal demands or give orders to the director. The board must speak with one voice when delegating to the director or when requesting information. The director must serve the board as a whole in order to manage the library effectively.

Duties and Responsibilities of the Board and Director

Library Topic/Area	Library Board Responsibilities	Library Director Responsibilities
Staff	Employ a competent and qualified librarian. Includes recruiting, hiring and annually evaluating the director based upon a well-defined job description and expectations. Adopt personnel policy and set adequate salary and benefits for all staff.	Recruit, hire and annually evaluate library staff based upon well-defined job descriptions and expectations. Suggest improvements needed in salaries, working conditions and personnel policy.
Policy	Determine and adopt written policies to govern the operation of the library.	Carry out the policies of the library as adopted by the board. Recommend policies to the library board.
Planning	Determine the direction of the library by studying community needs. See that a plan is developed for meeting needs and that the plan is carried out.	Suggest and carry out plans for library services. Manage day-to-day operation of the library. Design library services to meet community needs/interests. Report the library's progress and future needs to the board.
Budget	Examine the budget proposed by the director; make revisions as needed; officially adopt the budget; present library budget to mayor/city council. Review expenditures in accord with budget, amending line items within the budget if needed.	Prepare and submit a budget request to the library board based on present and anticipated needs. Maintain complete and accurate records of finances. Expend funds based on approved budget.
Advocacy	Advocate for the library through contacts with general public, civic organizations and public officials. Attend city council meetings to keep council informed on library activities. Work to secure adequate funds to carry out the library's services	Advocate for the library through contacts with general public, civic organizations and public officials. Attend city council and/or county supervisor meetings. Work to secure adequate funds to carry out the library's services.
Legal Issues	Be familiar with library ordinance as well as state and federal laws affecting the library.	Be familiar with library ordinance and keep the board informed on laws affecting the library.
Continuing Education	Participate in continuing education activities and encourage library director to do the same. Provide and/or see that new trustees receive an orientation to the library.	Participate in continuing education activities and professional organizations; encourage continuing education for library staff. Participate in orientation of new trustees.
Communication	Communicate with the library director.	Communicate with the library board.
Collection Development	Adopt collection development policy.	Select and order all books and other library materials and resources.
Board Meetings	Regularly attend board meetings; conduct affairs of board at regularly scheduled meetings.	Attend board meetings; prepare a written progress report; provide information as needed/requested by the board.
Board Member Recruitment	Recommend qualifications and candidates for board to mayor/city council. Notify city of board vacancies.	Assist in developing qualifications for new trustees.

Board Relationship with the Staff

The only employee who reports directly to the board is the library director.

Understanding the nature of the relationship between the board and other staff members will prevent organizational problems and contribute to a smooth running library. Decisions by the board affect working conditions, salaries and benefits and other personnel matters.

The director is responsible for hiring, supervising, evaluating, and, if necessary, disciplining and dismissing staff. The director is accountable to the board for the performance of all staff. Employees need to clearly understand the authority of the library director, who is accountable to whom and who has responsibility for what.

- ❖ The board hires the director to be the expert in management of the library, including the management of all other personnel.
- ❖ The board has no direct responsibility for day-to-day supervision of staff other than overseeing the director.
- ❖ Board members have no authority to issue orders to staff or make demands of staff except through the director.
- ❖ The board has no direct responsibility for assessing staff performance except for the director's.

Staff members may sometimes go around the director and take concerns and complaints directly to the board or to individual board members. It is the board member's responsibility to remind the staff person about the proper procedure for concerns or complaints. The board does not act on complaints from the staff, except through a grievance procedure outlined in policy. Concerns or complaints that come directly to trustees should be reported to the director for resolution.

As a board member, you should show concern for the well-being of staff. And that starts by learning staff persons' names, which begins by learning about staff people in key roles. Encourage retention of good staff by budgeting for competitive pay and benefits. Ensure a line item budget for staff training and continuing education. Work with the director to recognize and acknowledge good staff performance and say thanks to staff through specific board action.

Board Relationship with the City

The public library is an important city service, particularly when it comes to quality of life. Public libraries today offer books; ebooks; programs for all ages; internet access for employment, health, connection, and access to information; public meeting rooms; technology assistance; and much more. Although the library board has more autonomy than most city departments, it is shortsighted to think of the library as "separate" from the city. It is better to think of the city and library as a team working together to make life

in your community the best it can be.

Your relationship with the city is critical if for no other reason than the city makes decisions about the library's funding. But it's more than just the funding. If the library and city have a good relationship, your community wins. It wins because the library can focus on serving the needs of the community rather than on feuds that drain everyone's time and energy.

One of the most important ways you can strengthen your official relationship with the city is to keep communication open:

- ❖ Keep the city informed about board decisions.
- ❖ Consider a city council liaison to the library board.
- ❖ Attend a council meeting once a quarter and make a report about the library.
- ❖ Educate the council regarding the role of the library and **Public Library Standards**.
- ❖ Keep the city informed about unexpected revenue (required by **Iowa Code section 384.20**).
- ❖ Invite the city council to hold meetings at the library.
- ❖ Invite city officials to library programs.
- ❖ Ask the mayor, city council, city clerk to be part of a library program.

In addition to keeping communication with the city open, another way to build the relationship is to support city efforts:

- ❖ Work directly with the city on community development.
- ❖ Volunteer readily for community events.
- ❖ Communicate ideas and concerns to the city.

Withholding information, making negative comments about the city and/or looking at the city as the enemy are guaranteed to harm your library and the community it serves.

Are Library Employees City Employees?

Public libraries do not exist without their cities; the cities created them. **Iowa Code 392** is entitled "City Administrative Agencies;" **Iowa Code 392.5** is entitled "Library board." Therefore, libraries are considered city administrative agencies. Public library employees are city employees because the public library is a city agency. **Iowa Code 392.1** explains the relationship between cities and their administrative agencies.

Public library employees' salaries are paid from the city's general fund in the form of an appropriation; that makes public library employees city employees. If the city offers benefits to some city employees but not others, that is a discriminatory practice. An Iowa Attorney General's Opinion dated March 18, 1976, stated in the last paragraph: *"It is the view of this office that the library board has express power to hire and fire the librarian and other library employees. However, it must be remembered that all such employees are employees of the City of Davenport and the library board is an agency of the city deriving."*



Denison, IA

Expense Approval Report

By Vendor Name

Post Dates 8/26/2026 - 9/21/2026

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	092026	09/15/2026	AUG-JANITORIAL SERVICES	001-410-6499	240.00
Vendor 05419 - ALAFANSO, MATSON Total:					240.00
Vendor: 04767 - AMAZON CAPITAL SERVICES					
AMAZON CAPITAL SERVICES	1MWW-YT69-DVPR	09/01/2026	CM -YA BOOKS -7/2026	001-410-6512	-18.14
AMAZON CAPITAL SERVICES	1RLH-19DK-DNQR	09/01/2026	JUV BOOKS -7/2026	001-410-6512	-15.13
AMAZON CAPITAL SERVICES	1DD4-L9PF-Q3JM	09/01/2026	DVD -9/2026	001-410-6502	98.45
AMAZON CAPITAL SERVICES	1NLP-67LJ-LV6G	09/01/2026	SUPPLIES	001-410-6518	42.99
AMAZON CAPITAL SERVICES	197H-DFJL-3WHW	09/01/2026	ADULT BOOKS	001-410-6512	82.38
AMAZON CAPITAL SERVICES	1C3P-GLGN-C4LN	09/01/2026	SUPPLIES	001-410-6310	19.99
AMAZON CAPITAL SERVICES	1C3P-GLGN-C4LN	09/01/2026	SUPPLIES	001-410-6419	437.75
AMAZON CAPITAL SERVICES	1C3P-GLGN-C4LN	09/01/2026	SUPPLIES	001-410-6506	141.48
AMAZON CAPITAL SERVICES	1C3P-GLGN-C4LN	09/01/2026	SUPPLIES	001-410-6518	14.18
AMAZON CAPITAL SERVICES	1M69-FCRQ-3GJH	09/01/2026	ADULT BOOKS -9/26	001-410-6512	18.70
AMAZON CAPITAL SERVICES	1DYM-G9V7-FRTD	09/01/2026	DVD 8/2026	001-410-6502	122.36
AMAZON CAPITAL SERVICES	1LXH-KHMX-FXJA	09/15/2026	DVD -AUG 2026	001-410-6502	-8.64
AMAZON CAPITAL SERVICES	1QCQ-6M6G-FPXH	09/15/2026	SPANISH BOOKS -JULY 2026	001-410-6512	13.17
AMAZON CAPITAL SERVICES	1RQ7-GR41-46VY	09/15/2026	YOUNG ADULT BOOKS -SEPT2...	001-410-6512	131.37
AMAZON CAPITAL SERVICES	1V4Q-4CQR-74TN	09/15/2026	ADULT BOOKS -AUG 2026	001-410-6512	514.34
AMAZON CAPITAL SERVICES	14GN-QDPC-FDJD	09/15/2026	ADULT BOOKS	001-410-6512	-17.54
AMAZON CAPITAL SERVICES	16JW-VKPX-4HPN	09/15/2026	JUV BOOKS -JULY2026	001-410-6512	-4.49
AMAZON CAPITAL SERVICES	1RPG-RFMT-LX7C	09/15/2026	SUPPLIES-LIB	001-410-6310	527.57
AMAZON CAPITAL SERVICES	1RPG-RFMT-LX7C	09/15/2026	SUPPLIES-LIB	001-410-6424	68.16
AMAZON CAPITAL SERVICES	1RPG-RFMT-LX7C	09/15/2026	SUPPLIES-LIB	001-410-6518	47.80
AMAZON CAPITAL SERVICES	1TX4-PKQH-FTDJ	09/15/2026	ADULT BOOKS	001-410-6512	-13.76
Vendor 04767 - AMAZON CAPITAL SERVICES Total:					2,202.99

Expense Approval Report

Post Dates: 8/26/2026 - 9/21/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: 05004 - BASEPOINT BUILDING AUTOMATIONS					
BASEPOINT BUILDING AUTO...	185416	09/15/2026	MAIN ENTRANCE INTERIOR D...	001-410-6310	675.00
Vendor 05004 - BASEPOINT BUILDING AUTOMATIONS Total:					675.00
Vendor: 05418 - BLUNK, JACOB					
BLUNK, JACOB	AUG CLEANING	09/15/2026	AUG JANITORIAL SERVICES	001-410-6499	138.75
Vendor 05418 - BLUNK, JACOB Total:					138.75
Vendor: 00480 - BRADLEY, RODNEY D					
BRADLEY, RODNEY D	735	09/15/2026	IT SERVICES	001-410-6514	90.00
BRADLEY, RODNEY D	739	09/15/2026	IT SERVICES	001-410-6514	15.00
Vendor 00480 - BRADLEY, RODNEY D Total:					105.00
Vendor: 04581 - BTC, INC.					
BTC, INC.	11098325	09/03/2026	PHONE SERVICE	001-410-6373	365.22
Vendor 04581 - BTC, INC. Total:					365.22
Vendor: 04124 - CARROLL REFUSE SERVICE					
CARROLL REFUSE SERVICE	429247	09/15/2026	TRASH -LIB	001-410-6310	68.25
Vendor 04124 - CARROLL REFUSE SERVICE Total:					68.25
Vendor: 05344 - CENGAGE GROUP					
CENGAGE GROUP	999103070962	09/15/2026	BOOKS	001-410-6512	52.50
CENGAGE GROUP	999103097932	09/15/2026	BOOKS	001-410-6512	90.00
CENGAGE GROUP	999103108272	09/15/2026	BOOKS	001-410-6512	90.00
Vendor 05344 - CENGAGE GROUP Total:					232.50
Vendor: 05513 - EMPLOYEE BENEFIT SYSTEMS					
EMPLOYEE BENEFIT SYSTEMS	000054691	09/01/2026	INS PREM	112-410-6150	1,201.16
Vendor 05513 - EMPLOYEE BENEFIT SYSTEMS Total:					1,201.16
Vendor: 05525 - JOHNSON, NICK					
JOHNSON, NICK	092026	09/15/2026	AUGUST JANITORIAL SERVICES..	001-410-6499	120.00
Vendor 05525 - JOHNSON, NICK Total:					120.00
Vendor: 05524 - LILLEHOLM, JESSE					
LILLEHOLM, JESSE	092026	09/15/2026	AUGUST JANITORIAL SERVICES	001-410-6499	120.00
Vendor 05524 - LILLEHOLM, JESSE Total:					120.00
Vendor: 05480 - NEEMANN, HANNAH					
NEEMANN, HANNAH	092026	09/15/2026	INS STIPEND	112-410-6150	104.17
Vendor 05480 - NEEMANN, HANNAH Total:					104.17
Vendor: 02800 - OUR IOWA					
OUR IOWA	09 2026	09/10/2026	MAGAZINE SUBSCRIPTION	001-410-6519	39.98
Vendor 02800 - OUR IOWA Total:					39.98
Vendor: 01272 - PHIL'S LAWN, LANDSCAPING & NUR					
PHIL'S LAWN, LANDSCAPING &...	17960	09/15/2026	FERTILIZER APPLICATION	001-410-6310	87.50
Vendor 01272 - PHIL'S LAWN, LANDSCAPING & NUR Total:					87.50
Vendor: 04981 - ROBBINS, MADISON					
ROBBINS, MADISON	092026	09/15/2026	INS STIPEND	112-410-6150	104.17
Vendor 04981 - ROBBINS, MADISON Total:					104.17
Grand Total:					5,804.69

Report Summary**Fund Summary**

Fund	Expense Amount	Payment Amount
001 - GENERAL	4,395.19	4,395.19
112 - TRUST & AGENCY	1,409.50	1,409.50
Grand Total:	5,804.69	5,804.69

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
001-410-6310	BUILDING MAINTENANC...	1,378.31	1,378.31
001-410-6373	TELEPHONES	365.22	365.22
001-410-6419	TECHNOLOGY EXPENSE	437.75	437.75
001-410-6424	ADULT PROGRAMMING	68.16	68.16
001-410-6499	CONTRACT	618.75	618.75
001-410-6502	AUDIO-VISUAL	212.17	212.17
001-410-6506	OFFICE SUPPLIES	141.48	141.48
001-410-6512	BOOKS	923.40	923.40
001-410-6514	IT SUPPORT	105.00	105.00
001-410-6518	CHILDREN'S PROGRAMS	104.97	104.97
001-410-6519	PERIODICALS	39.98	39.98
112-410-6150	HEALTH INSURANCE	1,409.50	1,409.50
Grand Total:		5,804.69	5,804.69

Project Account Summary

Project Account Key	Expense Amount	Payment Amount
None	5,804.69	5,804.69
Grand Total:	5,804.69	5,804.69



Denison, IA

Pending Expense Approval Report

By Vendor Name

APPKT00450

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	1YCX-P3CL-3JHT	09/22/2026	ADULT BOOKS	001-410-6512	26.13
AMAZON CAPITAL SERVICES	1XHT-JVTW-JH7L	09/22/2026	JUVAUDIO/DVD -JULY2026	001-410-6512	19.95
AMAZON CAPITAL SERVICES	14KR-YJLV-MYJP	09/22/2026	YA BOOKS -SEPT26	001-410-6512	182.66
AMAZON CAPITAL SERVICES	14KR-YJLV-MYND	09/22/2026	JUV BOOKS -SEPT26	001-410-6512	241.06
AMAZON CAPITAL SERVICES	1WVPV-DRYJ-GMW3	09/22/2026	SPANISH BOOKS -SEPT2026	001-410-6512	168.60
AMAZON CAPITAL SERVICES	1WQL-1QQT-GV7C	09/22/2026	DVD -SEPT26	001-410-6502	162.76
AMAZON CAPITAL SERVICES	1HWF-YM4Y-LHTN	09/22/2026	ADULT BOOKS -SEPT26	001-410-6512	149.31
AMAZON CAPITAL SERVICES	1K1F-9XFL-91PV	09/22/2026	ADULT BOOKS -AUG2026	001-410-6512	79.46
AMAZON CAPITAL SERVICES	1NTW-CMKR-MHQX	09/22/2026	ADULT PROG & SUPPLIES	001-410-6424	7.99
AMAZON CAPITAL SERVICES	1NTW-CMKR-Q91F	09/22/2026	DVD -SEPT2026	001-410-6502	57.85
AMAZON CAPITAL SERVICES	1G4Y-KFXW-NQJJ	09/22/2026	WHITE BOARD -LIB	001-410-6710	99.99
AMAZON CAPITAL SERVICES	1TRH-QKMD-WPPF	09/22/2026	ADULT BOOKS -AUG2026	001-410-6512	188.49
AMAZON CAPITAL SERVICES	13KL-MY97-1P9L	09/22/2026	ADULT BOOKS -AUG2026	001-410-6512	16.50
AMAZON CAPITAL SERVICES	19JF-3J7P-17DC	09/22/2026	YA BOOKS	001-410-6512	-12.09
AMAZON CAPITAL SERVICES	1CNC-4G1L-LQCT	09/22/2026	MAINTENANCE	001-410-6310	9.00
AMAZON CAPITAL SERVICES	1CNC-4G1L-LQCT	09/22/2026	ADULT PROG	001-410-6424	150.10
AMAZON CAPITAL SERVICES	1CNC-4G1L-LQCT	09/22/2026	OFF SUPPLIES	001-410-6506	7.00
AMAZON CAPITAL SERVICES	1CNC-4G1L-LQCT	09/22/2026	CHILD PROG	001-410-6518	221.06
AMAZON CAPITAL SERVICES	1F6X-6KD1-9N7T	09/22/2026	REPLACEMENTS	001-410-6512	63.06
AMAZON CAPITAL SERVICES	1F6X-6KD1-P1NK	09/22/2026	ADULT PROG	001-410-6424	-4.13
AMAZON CAPITAL SERVICES	1F6X-6KD1-RHL4	09/22/2026	ADULT PROG	001-410-6518	-1.11
AMAZON CAPITAL SERVICES	1GDF-Y6NV-PMMF	09/22/2026	ADULT PROG	001-410-6424	-0.62
AMAZON CAPITAL SERVICES	1GMC-VMM3-7K4N	09/22/2026	JUV BOOKS -SEPT26	001-410-6512	259.75
AMAZON CAPITAL SERVICES	1QG3-LQLF-MHFX	09/22/2026	YA BOOKS	001-410-6512	10.99
AMAZON CAPITAL SERVICES	1QG3-LQLF-P44M	09/22/2026	CHILD PROG	001-410-6518	-0.94
AMAZON CAPITAL SERVICES	1RRP-3VCV-MTF6	09/22/2026	ADULT PROG	001-410-6424	-0.19
AMAZON CAPITAL SERVICES	1C94-FJQW-3HN1	09/22/2026	ADULT BOOKS -SEPT2026	001-410-6512	27.50
AMAZON CAPITAL SERVICES	1D3J-YDRN-3GKC	09/22/2026	YABOOKS -SEPT2026	001-410-6512	46.16
Vendor AMAZON CAPITAL SERVICES Total:					2,176.29

Pending Expense Approval Report

Packet: APPKT00450

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: BEECK'S WINDOW CLEANING					
BEECK'S WINDOW CLEANING	092026	09/22/2026	WINDOW CLEANING -LIBRARY	001-410-6310	170.00
Vendor BEECK'S WINDOW CLEANING Total:					170.00
Vendor: BOYSEN LAUNDRY SERVICE LLC					
BOYSEN LAUNDRY SERVICE LLC	10327	09/22/2026	FLOOR MATS -LIB	001-410-6310	26.00
BOYSEN LAUNDRY SERVICE LLC	10257	09/22/2026	FLOOR MATS -LIB	001-410-6310	26.00
Vendor BOYSEN LAUNDRY SERVICE LLC Total:					52.00
Vendor: CENGAGE GROUP					
CENGAGE GROUP	999103380181	09/22/2026	BOOKS	001-410-6512	27.50
CENGAGE GROUP	999103407368	09/22/2026	BOOKS	001-410-6512	84.89
CENGAGE GROUP	999103407370	09/22/2026	BOOKS	001-410-6512	49.17
Vendor CENGAGE GROUP Total:					161.56
Vendor: DEMCO					
DEMCO	7854909	09/22/2026	OFFICE SUPPLIES	001-410-6506	138.20
Vendor DEMCO Total:					138.20
Vendor: DENISON DO IT BEST					
DENISON DO IT BEST	B628824	09/22/2026	SUPPLIES	001-410-6310	5.49
Vendor DENISON DO IT BEST Total:					5.49
Vendor: JP TURF AND PEST, LLC					
JP TURF AND PEST, LLC	242893	09/22/2026	PEST CONTROL	001-410-6512	55.00
Vendor JP TURF AND PEST, LLC Total:					55.00
Grand Total:					2,758.54

Report Summary

Fund Summary

Fund	Expense Amount
001 - GENERAL	2,758.54
Grand Total:	2,758.54

Account Summary

Account Number	Account Name	Expense Amount
001-410-6310	BUILDING MAINTENANC...	236.49
001-410-6424	ADULT PROGRAMMING	153.15
001-410-6502	AUDIO-VISUAL	220.61
001-410-6506	OFFICE SUPPLIES	145.20
001-410-6512	BOOKS	1,684.09
001-410-6518	CHILDREN'S PROGRAMS	219.01
001-410-6710	NEW EQUIPMENT	99.99
Grand Total:		2,758.54

Project Account Summary

Project Account Key	Expense Amount
None	2,758.54
Grand Total:	2,758.54

LIBRARY DIRECTOR'S REPORT

Kari Meyer- Director

September 22, 2026

Items of Note:

- Assistant Director and I started the High-Performance Management class through WITCC. It is held each Wednesday from Sept 9 until December 9.
- Had some ceiling damage in the main library caused by either condensation from the air conditioner or there is a roof leak
- 9-18-26 Completed the Annual Survey for the State Library of Iowa.

Meetings Attended or Scheduled:

- September 14, 21 Director's Meetings at City Hall
- 9-1-26 City Council Meeting
- 9-9-26 Pop YS Virtual Training about inexpensive after-school program ideas
- 9-11-26 Staff Meeting
- 9-14-26 Friends of the Library Board Meeting
- 9-16-26 FEH Designs Zoom meeting
- 8-22-26 ARSL Director's meeting (zoom)

Misc Information and Ideas:

- Friends of the Library Annual Christmas sale will be on November 13-14
- We will plan a lobby open house when it is officially finished
- We are officially collecting items for the Library of Things
- Have acquired 2 "Trinket Trading" boxes

Programming Highlights:

- Ongoing standard programming throughout September
- 9-12-26 Hosted "Conchas y Café and had 58 people attend
- 9-16-26 National Scooby-Doo Day- 60+ attendance
- 9-19-26 Sensory Storytime
- Nostalgia Nook Fridays



Denison, IA

Budget Report Account Summary

For Fiscal: FY 2026-2027 Period Ending: 08/31/2026

		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	0.00	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	14.39	14.39	-485.61	97.12 %
	Revenue Total:	63,500.00	63,500.00	14.39	219.39	-63,280.61	99.65%
Expense							
001-410-6010	SALARIES	251,214.00	251,214.00	16,714.99	43,772.70	207,441.30	82.58 %
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	437.00	-187.00	-74.80 %
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	3,063.08	5,338.54	10,661.46	66.63 %
001-410-6373	TELEPHONES	2,520.00	2,520.00	350.02	722.20	1,797.80	71.34 %
001-410-6402	ADVERTISING	750.00	750.00	0.00	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	1,379.00	4,286.65	5,713.35	57.13 %
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	242.53	811.51	2,688.49	76.81 %
001-410-6499	CONTRACT	7,600.00	7,600.00	622.50	1,249.50	6,350.50	83.56 %
001-410-6502	AUDIO-VISUAL	3,000.00	3,000.00	108.62	317.65	2,682.35	89.41 %
001-410-6506	OFFICE SUPPLIES	7,800.00	7,800.00	2,002.10	2,522.69	5,277.31	67.66 %
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	1,028.85	3,157.69	21,842.31	87.37 %
001-410-6514	IT SUPPORT	1,275.00	1,275.00	0.00	105.00	1,170.00	91.76 %
001-410-6518	CHILDREN'S PROGRAMS	4,500.00	4,500.00	284.07	904.89	3,595.11	79.89 %
001-410-6519	PERIODICALS	3,000.00	3,000.00	258.00	258.00	2,742.00	91.40 %
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	419.16	419.16	80.84	16.17 %
001-410-6710	NEW EQUIPMENT	3,000.00	3,000.00	0.00	939.98	2,060.02	68.67 %
	Expense Total:	358,909.00	358,909.00	26,472.92	65,564.93	293,344.07	81.73%
	Total Revenues	63,500.00	63,500.00	14.39	219.39	-63,280.61	99.65%
	Fund: 001 - GENERAL Surplus (Deficit):	-295,409.00	-295,409.00	-26,458.53	-65,345.54	230,063.46	77.88%
	Report Surplus (Deficit):	-295,409.00	-295,409.00	-26,458.53	-65,345.54	230,063.46	77.88%

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	Percent Remaining
					Favorable (Unfavorable)	
Fund: 001 - GENERAL						
Revenue	63,500.00	63,500.00	14.39	219.39	-63,280.61	99.65%
Expense	358,909.00	358,909.00	26,472.92	65,564.93	293,344.07	81.73%
Fund: 001 - GENERAL Surplus (Deficit):	-295,409.00	-295,409.00	-26,458.53	-65,345.54	230,063.46	77.88%
Report Surplus (Deficit):	-295,409.00	-295,409.00	-26,458.53	-65,345.54	230,063.46	77.88%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
001 - GENERAL	-295,409.00	-295,409.00	-26,458.53	-65,345.54	230,063.46
Report Surplus (Deficit):	-295,409.00	-295,409.00	-26,458.53	-65,345.54	230,063.46



Denison, IA

Balance Sheet

Account Summary

As Of 08/31/2026

Balance

Fund: 008 - LIBRARY SPECIAL

Assets

110 - CASH AND CASH EQUIVILANTS	185,259.56	
Total Assets:	185,259.56	185,259.56

Liability

200 - ACCOUNTS PAYABLE	0.00	
391 - TRANSFERS OUT	0.00	
392 - TRANSFERS IN	0.00	
Total Liability:	0.00	

Equity

395 - FUND EQUITY	184,883.50	
Total Beginning Equity:	184,883.50	
Total Revenue	2,545.48	
Total Expense	2,169.42	
Revenues Over/Under Expenses	376.06	

Total Equity and Current Surplus (Deficit): 185,259.56

Total Liabilities, Equity and Current Surplus (Deficit): 185,259.56



Denison, IA

Fund Balance Report

As Of 08/31/2026

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
008 - LIBRARY SPECIAL	184,883.50	2,545.48	2,169.42	185,259.56
150 - LIBRARY TRUST	113,686.68	0.00	0.00	113,686.68
Report Total:	298,570.18	2,545.48	2,169.42	298,946.24