

**NORELIUS COMMUNITY LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING  
January 28<sup>th</sup>, 2025**

**AGENDA**

**Call Meeting to Order-**

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

- I. Additions to the Agenda/Agenda Approval**
- II. Approve Minutes of Previous Meeting- 12-17-2024**
- III. Public Forum (Limit 5 Minutes)**
- IV. Trustee Training-Iowa Library Trustee Handbook, Ch. # 6**
  - Developing and Adopting Policies:**
    - The Need for Policies
    - Policy Development Steps
    - Standards and Accreditation
- V. Correspondence-Thank You Notes-Ben & Carmen Swertzic**
- VI. Approve Bills- Signature Page**
- VII. Director's Report – Director Walley**
  - Budget Presentation-Director Walley**
- VIII. Unfinished Business:**
  - A. Roof Leak**
- IX. New Business:**
  - A. Carpet Cleaning**
  - B. Library Custodian/Cleaning Services**
  - C. Drinking Fountain**
  - D. Hot Water Heater-Mechanics Room**
  - E. February Board Meeting 2-25-25/Laura Ingalls Wilder Program**
    - 1. Monthly Reports**
    - 2. Library Accounts**
    - 3. Monthly Library Report - Circulation & Acquisitions/Collection**

**Committee Reports**

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

**Adjourn**

**Next Board Meeting: February 25<sup>th</sup>, 2025 @ 5:15 pm Fireside Room**

**NORELIUS COMMUNITY LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING  
December 17<sup>th</sup>, 2024**

**Minutes**

**Call Meeting to Order by VP S. Kennedy**

**Roll Call – S. Velasquez (ab) S. Kennedy, L. Peterson, J. Hough, B. Bruce,  
K. Segebart (Ab), Vacancy, Director Walley**

**I. Agenda Approved.** moved by Bill B and seconded by Jeri H

**II. New Business:**

**A. Tuckpoint/Restoration Project RFP-Bids**

Moved by Bill B, seconded by Jeri H and carried.

The Library Board's recommendation is that the city support their building engineer's recommendation for this project.

- The Trustee's major concern is the price disparity between the bids. There is not a structural engineer's recommendation. The board does not feel qualified or competent to make a decision regarding these bids. Therefore, the Library Board refers this decision to the city council. If the city council determines the contract needs to be awarded tonight without professional engineering review, the board feels that the McGill Restoration bid seems more complete.

**III. Minutes of Previous Meeting- 11-26-24 moved by Larry, seconded by Bill**

**IV. Public Forum (Limit 5 Minutes)** 2 guests without comments

**V. Trustee Training- Approval and Monitoring the Budget** attachment in Member packets

**VI. Correspondence-Thank You Notes-**

Board Trustees-Kristi Bock & Michael Phipps

Barbara Broderson/Craig & Rita Broderson/Cheryl Broderson & Basant Patnaik

**VII. Approve Bills- Signature Page completed**

**VIII. Director's Report – Director Walley**

- A. Due to moving the board meeting up a week, the program guide is awaiting final review
- B. Interviewing for library assistant position
- C. Custodian is leaving
- D. Christmas closure December 24-25

**V. Unfinished Business:**

- A. Garden Railing Update — damaged rail removed, cones in place side 12/4/24. The city will absorb the cost of repairs but no timeframe and non-answer as to who will do the repairs. The board requests that the city send a plan.

- B. Carnegie Library Windows- Carroll Glass Estimate of \$2,866.55 Moved by Bill and seconded by Jeri to approve the bid to repair air leaks.
  - C. Roof Leak-Elevate Roofing indicated the leak was on the arranged portion of the roof and will be covered by Firestone, the manufactured of roof membrane.
- 
- 1. Monthly Reports approved. moved by Larry and seconded by Bill.
  - 2. Library Accounts
  - 3. Monthly Library Report - Circulation & Acquisitions/Collection

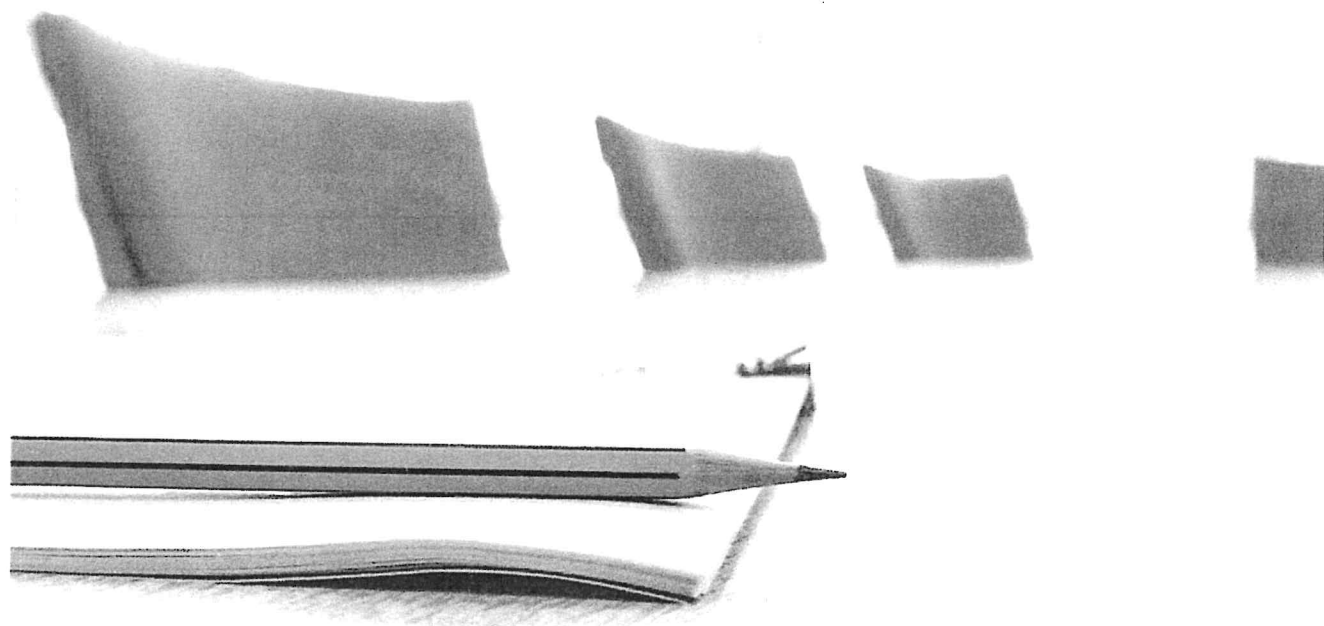
**Committee Reports**

- a) Book & Policy (Kennedy, Segebart, Hough)
- b) Finance (Bruce, Kennedy, \_\_\_\_\_)  
is gathering data and discussing the merits of quality or Quantity  
in the library's services.
- c) Technology (Bruce, Segebart, \_\_\_\_\_)
- d) Facilities (Peterson, Hough, \_\_\_\_\_)
- e) Public Relations (Peterson, Hough, Kennedy)

**Adjourned** — moved by Larry, seconded by Bill

**Next Board Meeting: January 28<sup>th</sup>, 2025 @ 5:15 pm Fireside Room**

Respectfully submitted: 12/17/24 lp



2021 EDITION

IOWA LIBRARY

# TRUSTEE'S HANDBOOK



STATE LIBRARY  
OF IOWA

[WWW.STATELIBRARYOFIOWA.GOV](http://WWW.STATELIBRARYOFIOWA.GOV)





## Chapter 6: Developing and Adopting Policies

### The Need for Policies

An essential responsibility of Iowa library boards is to develop and adopt public policy. Library boards must be mindful that they are adopting public policies for a public service. They should take care to avoid writing policies that are reactionary or punitive but instead keep community interests at the forefront. Policies are necessary for these reasons:

- ❖ A major area of board responsibility
- ❖ Many **Public Library Standards** have policy implications
- ❖ Legal and ethical issues
- ❖ Demonstrates credible business practice
- ❖ Opportunity for public education
- ❖ Support the library's mission and purpose

A board should “develop” policy and not just “write” policy. Good policy grows out of a process of studying the issues and needs, gathering facts, deliberating the issues, writing the policy and reviewing the policy at least every three years. Once the board adopts policies, the board observes, interprets, evaluates and supports those policies. The board also modifies existing policies and creates new ones as services evolve.

Using the policies that the board approves as the outline, directors and staff write procedures and guidelines which are in-house documents. For example, your library board may develop a policy for lending wireless hotspots. Directors and staff then write procedures for purchasing the equipment, processing and inventorying equipment, and promoting this new service. Consistent interpretation and application of the policy is necessary. The board and management need to support the staff in applying the policy for situations that require flexibility as well as empower staff to make exceptions to the

policy in the interest of good customer service.

### Policy Development Steps

1. **Anticipate the Need:** Often, policies are adopted as a direct result of a problem or even a crisis rather than as a result of careful planning and foresight. A better way to identify the need for a particular policy is to anticipate problems and write policies before the problem occurs. For example, boards are well advised to develop a disaster response policy, instead of waiting until a disaster strikes. Although each board needs to develop its own policies, sometimes it is helpful to review policies from other libraries before getting started. Look to policies from libraries in larger cities, because city attorneys have already vetted them.
2. **Gather the Facts:** Most policies grow out of recommendations from the library director. Your director is in touch with service changes, problems, and issues that require policies. Depending on the nature of the policy, you may want to seek legal counsel.
3. **Evaluate the Proposed Policy:** Is the policy under consideration:
  - Consistent with or covered in policies that have already been written ?
  - Consistent with your mission statement?
  - Consistent with local, state and federal law? Review the policy to determine whether any provisions would be illegal under Iowa or federal law. For example, a library policy of "no animals or pets allowed" must provide an exception for service dogs and other support animals.
  - Already an existing policy in place for other City workers. For example, inclement weather closings, holiday closings, expense reimbursements, benefits, etc.
  - Reasonable (including reasonable penalties)? Let's say a board decides to set the library's hours as 10:00 a.m. to 11:30 a.m. Monday through Friday. According to the State Library Law Librarian: *"Although it would not be illegal to set such hours, a court could find the policy to be unreasonable because, in effect, it denies library access to citizens who work or go to school during the day. The library board should also examine proposed policies to determine if any penalties are unreasonable. For example, it would be reasonable for a "no skateboarding in the library" policy to include a "penalty" that violators would be asked to leave for the rest of the day. It would not be reasonable to penalize the skateboarding patrons by banning them from the library "for the rest of their lives."*
  - Measurable? It is difficult, if not impossible, to enforce a policy fairly if the policy and penalty are not quantifiable. Policies should be written clearly so

that trustees, staff, and patrons alike can read a policy and know what constitutes a "violation" of it. For example, if a library has a policy stating that patrons will lose borrowing privileges if they have "too many overdue books for too long," the definitions of "too many" and "too long" are not clear and may result in unfair application when interpreted by different staff members. On the other hand, a quantifiable policy states that patrons will lose their borrowing privileges if they have "library material which has been overdue for three weeks or longer and if the patron has not returned the material or paid the replacement cost or made arrangements with the library for payment."

- Discriminatory? In order to be legally enforceable, library policies must be applied fairly to all patrons. Courts will invalidate library policies which are not applied equally to all patrons and are used to discriminate against certain groups of people. For example, a "no sleeping" policy might be enforced against homeless patrons but not against other patrons (such as the mayor) who drift off while reading in a comfy chair. Some libraries might have "no noise" policies which they enforce only against tables of giggling adolescents but never against tables of loud-speaking adults.
4. **Write and Adopt the Policy:** The actual wording of the policy is best left to the director and/or a board committee. The actual policy may come to the full board and back to committee for revision several times before it's finished. Final approval of the written policy is a board responsibility.
  5. **Establish a Schedule for Policy Review:** Policies will become outdated. Regular review of policies helps keep them current and at the same time keeps board members informed. The recommended way to review policies is to date every policy and its revision. Don't wait to review all policies until time for Accreditation, establish a review process to happen throughout the year.

When reviewing existing policies, ask whether there is still a viable reason to keep a policy in place. Some boards have eliminated long-standing policies which have outlived their original usefulness and have opted instead for a more positive image for the library in the community. These topics can include cell phone use, overdue fines, and restrictions of the number of materials borrowed at one time.

6. **Make Policies Available:** Placing approved policies into a manual makes the process of learning policy simpler for new trustees and also makes for easier retrieval. A manual also makes the review and updating process much easier. A full collection of policies must be accessible to staff as well. It is advisable to post policies that affect the patrons' use of the library on your website.

## Standards and Accreditation

To meet public library standards, boards must adopt four required, written policies in these categories: **Circulation**, **Collection Development**, **Internet Use**, and **Personnel**. The

library board may have additional written policies, as deemed appropriate for the library, and reviews them at least every three years. Assistance in writing policies is available from the State Library **District Consultants**.

More information regarding policy standards is available on the [Public Library Standards](#) webpage on the State Library website.

# NORELIUS COMMUNITY LIBRARY

## LIBRARY DIRECTOR'S REPORT

January 28, 2025

### Hiring Part Time Staff

Search for new custodian continues

- Library Assistant-New Hire Jaqueline Enriquez starts this week

### Roof Leak:

- City Public Works came up and inspected the roof:
  - Applied caulking and sealant appliedAppears to be under control
- Rug Doctor rented from Do-It Best:
  - Most of the stain came up
  - Next step is to have the carpet professionally cleaned

### Contacted Carroll Glass:

- Contacted Carroll Glass to proceed with the purchase of the window panes for the Carnegie Rooms.
- Waiting for date of installation

### Denison Library Friends Board Meeting 1-13-25

#### Finance Committee:

- Met seven times-Report pending

11-21-24	1-09-25	1-22-25
12-04-24	1-16-25	
01-07-25	1-21-25	

#### Budget Presentation:

- City Council 1-22-25
  - Library Video-Documents
    - Electronic bulletin board
    - Library Facebook page

Friday Club Outreach-1-17-25: Library Update

February Program Guide: See attachment

## **Library Budget Discussion Outline**

### **OPERATIONAL**

#### **Director:** Library Director Certification-Maintains Level IV

- 1) Library Management: Day to Day operations
- 2) Implement Library Board Operational policies
- 3) Oversight on expenditures for all supplies and needs of the library
- 4) Personnel Recruiting, hiring, evaluating library staff
  - Oversees staff scheduling
  - Supervises/Evaluates Staff
    - Assistant Library Director
    - Youth Services Librarian
    - Program Librarian
    - Library Assistants
    - Library Custodian
    - Library Volunteers
- 5) Planning and implementing library programming
- 6) Prepares reports/Board materials/Researches board inquiries
- 7) Appropriate meeting room cleanliness and availability during normal business hours
- 8) Provides support to city administration
- 9) \* Provides floor coverage for meal breaks and when short staffed

#### **Assistant Director:**

- 1) Collection Management
- 2) Circulation-Statistics Collection
- 3) Inter-Library Loan program management
- 4) Electronic Bulletin board management
- 5) Evaluates all donated materials: books, etc.
- 6) Evaluates all books covered by library assistants
- 7) Supervises assigned staff on a daily basis
- 8) Provides floor coverage on a regular basis
- 9) Supervises Inventory, weeding, shifting of collection
- 10) \* Provides floor coverage for meal breaks and when short staffed

#### **Youth Services Librarian:**

- 1) Manage Children's library
- 2) Plans/Executes Summer Library Programming
- 3) Purchases all supplies needed for the Children's library Children/Teen programming
- 4) Plans/Executes teens and children's programming all year
- 5) Outreach every Friday to area pre-schools during school year
- 6) Oversee Community Partnership with Denison Community Schools
- 7) Supervise daily classroom visits from Unity Ridge school
- 8) Research, orders and manages children's collection
- 9) Manages staff in Children's library with Director's oversight
- 10) Resident technology expert Manages Staff work schedule with Director's oversight
- 11) \* Provides floor coverage for meal breaks and when short staffed

\* 75% of leadership time provides floor support/coverage

Approximately 20 hrs. (between the three leadership members) are devoted for independent work on library collections work, community services, and patron/public programs planned and provided. It has been determined that the Library is organizationally efficient with the current hours of operation and hours of labor for community accessibility. The need is 2.94 Full Time Equivalent part time staff (FTE) the library operates at 2.88 FTEs (Library Finance Committee determinations).

## **REGULATORY**

### **Library Standards:**

Accreditation application submitted to State Library of Iowa in Des Moines every 3 yrs.

This Library maintains Tier 3 Status of Accreditation, the highest level attainable (set by the State Library)

### **Code of Iowa, Ch 392.5/Local Library Ordinance**

#### **Library Governance: Library Board:**

- Hires/Evaluates Library Director annually
- Oversight of salaries/compensation for the Library Director/Staff
- Fiscal Budgetary oversight
- Develop/adopt library operational policies
- Short-term/Long-range planning for the library's future
- Oversight and governance of the library's operation
- Delegates management of library to the Library Director
- Library Director compensation-salary, remaining staff compensation-hourly

#### **Book/Resource Inventory**

<b>eBook Inventory 101,997</b>	<b>Physical Inventory 39,541</b>	
• Regular evaluation for retention, replacement, or withdrawal.	Young Adult 2,822	Audio 1,378
• Average of 3% of collection is withdrawn and added annually	Adult 21,541	DVD/Video 2,520
	Children 10,083	Other 342
	Spanish 855	

#### **Digital Access- 1 Computers**

Internet use: 20,190

Website visits: 6,243

#### **Business Hours:**

Open 60 hrs. a week based on utilization and demand

M-TH 9:00-8:00 F & S 9:00-5:00

#### **Library Building Characteristics- Total Building Square Footage 14,000 sq. ft.**

Main Library-Patron Access 5,000 sq. ft. Main floor work spaces 2,000 sq. ft.

Children's Library (2<sup>nd</sup> floor) 3,500 sq. ft. Meeting Rooms (2<sup>nd</sup> Floor) 3,500 sq. ft.

**Library Programming/Community Support** -Regional programming and services provide to everyone in the community serving patrons from Crawford County and 5 surrounding counties

- Purpose of programming: attract new users to the library, increase awareness of library services, educate the public, and provide cultural integration, community engagement relations, establishing a positive image of the library

#### **2024 Programs 346 with Total Attendance of 5,547**

Adult 98 programs/Attendance 1,192

Teens 11 programs/Attendance 166

Children's (age 6-11) 81 programs/Attendance 1,925

Children's (age 0-05) 56 programs/Attendance 699

General Interest 100 programs/Attendance 1,565

\* Summer Library Program (SLP)

\* Free programming (Tax \$\$-Library Friends)

\* Outreach Services

-Pre-School Story Times

-Community Partnerships

-Shut-In delivery services

#### **Access Visits:**

2024 Total Library Visits 61,499

Access visits 40,212 Returning materials, browsing, reading on site, meetings, research

Services/Support transactions 21,287 Checking out materials, Notary, copies, laminating, or other patron services,



## Patron Interactions 2024

Checking Out Books/In House Technology/Materials

Assistance with Copies/Faxes/Laminating/Other Patron Services/Notary

Specific Interactions		1st Quarter		OPEN 77 Days
	JAN 2024	FEB 2024	MAR 2024	
Books/Technology/Materials	1007	1119	1236	
Copies	423	527	548	
FAXES	52	56	47	
Laminating	1	4	5	
Other: Patron services	17	19	16	
Notary	9	10	12	
<b>Totals</b>	<b>1509</b>	<b>1735</b>	<b>1864</b>	

Specific Interactions		2nd Quarter		OPEN 77 Days
	APR 2024	MAY 2024	JUN 2024	
Books/Technology/Materials	1129	1166	1492	
Copies	556	515	478	
FAXES	74	67	52	
Laminating	7	6	5	
Other: Patron services	17	23	17	
Notary	9	5	11	
<b>Totals</b>	<b>1792</b>	<b>1782</b>	<b>2055</b>	

Specific Interactions		3rd Quarter		OPEN 77 Days
	JUL 2024	AUG 2024	SEP 2024	
Books/Technology/Materials	1548	1440	1216	
Copies	578	567	482	
FAXES	38	47	34	
Laminating	5	13	6	
Other: Patron services	24	17	37	
Notary	8	10	10	
<b>Totals</b>	<b>2201</b>	<b>2094</b>	<b>1785</b>	

Specific Interactions		4th Quarter		OPEN 75 Days
	OCT 2024	NOV 2024	DEC 2024	
Books/Technology/Materials	1265	1182	971	
Copies	514	549	502	
FAXES	42	50	47	
Laminating	12	13	9	
Other: Patron services	35	22	25	
Notary	8	10	10	
<b>Totals</b>	<b>1876</b>	<b>1826</b>	<b>1564</b>	

2024 CALENDAR YEAR Quarters	Interactions per Quarter		Average Transactions per day
		DAYS OPEN	
JANUARY	1509	26	58.00 per day
FEBRUARY	1735	25	69.40 per day
MARCH	1064	26	40.90 per day
APRIL	1792	26	68.92 per day
MAY	1782	26	68.54 per day
JUNE	2055	25	82.20 per day
JULY	2201	26	84.65 per day
AUGUST	2094	27	77.55 per day
SEPTEMBER	1789	24	74.54 per day
OCTOBER	1876	26	72.15 per day
NOVEMBER	1826	25	73.04 per day
DECEMBER	1564	24	65.16 per day

<b>TOTAL Patron Interactions 2024</b>	<b>21,287</b>
<b>Average Monthly Interactions</b>	<b>1,774</b>
<b>Average Daily Interactions</b>	<b>69.56</b>
<b>Total Annual Open Days</b>	<b>306</b>



## Patron Interactions 2023

Checking Out Books/In House Technology/Materials

Assistance with Copies/Faxes/Laminating/Other Patron Services/Notary

Specific Interactions		1st Quarter		OPEN 76 DAYS
	JAN 2023	FEB 2023	MAR 2023	
Books/Technology/Materials	855	935	1037	
Copies	452	440	580	
FAXES	52	45	47	
Laminating	7	8	13	
Other: Patron services	18	15	21	
Notary	8	7	9	
<b>Totals</b>	<b>1392</b>	<b>1450</b>	<b>1707</b>	

Specific Interactions		2nd Quarter		OPEN 77 DAYS
	APR 2023	MAY 2023	JUN 2023	
Books/Technology/Materials	986	1163	1615	
Copies	511	504	578	
FAXES	41	71	57	
Laminating	8	13	18	
Other: Patron services	23	31	29	
Notary	9	9	10	
<b>Totals</b>	<b>1578</b>	<b>1791</b>	<b>2307</b>	

Specific Interactions		3rds Quarter		OPEN 77 DAYS
	JULY 2023	AUG 2023	SEP 2023	
Books/Technology/Materials	1494	1440	1041	
Copies	454	550	426	
FAXES	53	66	62	
Laminating	17	19	6	
Other: Patron services	18	19	12	
Notary	10	8	10	
<b>Totals</b>	<b>2046</b>	<b>2102</b>	<b>1557</b>	

Specific Interactions		4th Quarter		OPEN 78 DAYS
	OCT 2023	NOV 2023	DEC 2023	
Books/Technology/Materials	999	1018	895	
Copies	490	467	445	
FAXES	57	61	68	
Laminating	5	8	6	
Other: Patron services	18	10	9	
Notary	6	9	11	
<b>Totals</b>	<b>1575</b>	<b>1573</b>	<b>1434</b>	

2023 CALENDAR YEAR Quarters	Interactions per Quarter		Average Transactions per day
		DAYS OPEN	
JANUARY	1392	25	55.68 per day
FEBRUARY	1450	24	60.40 per day
MARCH	1707	27	63.22 per day
APRIL	1578	25	36.12 per day
MAY	1791	26	68.88 per day
JUNE	2307	26	88.73 per day
JULY	2046	25	81.84 per day
AUGUST	2102	27	77.85 per day
SEPTEMBER	1557	25	62.28 per day
OCTOBER	1575	25	63.00 per day
NOVEMBER	1573	25	62.92 per day
DECEMBER	1434	28	51.21 per day

<b>TOTAL Patron Interactions 2023</b>	<b>19,120</b>
<b>Average Monthly Interactions</b>	<b>1,593</b>
<b>Average Daily Interactions</b>	<b>62.07</b>
<b>Total Annual Days Open</b>	<b>308</b>

## Library Staffing Analysis

<u>Building Staffing Required</u>							
	Hours						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	Closed
Close	8:00 PM	8:00 PM	8:00 PM	8:00 PM	5:00 PM	5:00 PM	
	11:00:00	11:00:00	11:00:00	11:00:00	8:00:00	8:00:00	
Hours per week	60:00:00	60					
Weeks Per Year	51	51					
Hours per year		3,060					
People per hour		3					
CoverageHours Per							
Year Required		9,180					

<u>Current Annual Worked Building Employee Staffing</u>					
	Paid Hrs			Addl	
	Net of			Duties	
Worked Hours	Benefit	Floor	Additional		
Available	Hrs.	Coverage	Duties	Hrs/WK	Total/WK
Director	1,841	1,520	321	6.3	
Asst. Director	1,794	1,496	298	5.8	
Youth Svcs. Librarian	1,863	1,530	332	6.5	
Program Librarian	1,004	1,004			19
Library Assistant	1,346	1,346			
Library Assistant	828	828			
Library Assistant	498	498			
Library Assistant	486	486			
Library Assistant	473	473			
Total		9,180			
Net Excess/(shortage)		0.0			

### Other Staffing

Library Custodian	1,360	1,360
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CITY OF DENISON  
REVENUE & EXPENSE REPORT  
CALENDAR 12/2024, FISCAL 6/2025

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	21,657.90	21,657.90	40,500.00	53.48	18,842.10
001-410-4553	LIBRARY CHARGES-INCIDENTAL	5.00	20.00	200.00	10.00	180.00
001-410-4710	REIMBURSEMENTS	.00	185.38	500.00	37.08	314.62
	LIBRARY TOTAL	21,662.90	29,863.28	56,200.00	53.14	26,336.72
001-410-6010	SALARIES	17,006.93	122,224.85	255,936.00	47.76	133,711.15
001-410-6160	WORKMAN'S COMP	.00	.00	500.00	.00	500.00
001-410-6210	DUES AND SUBSCRIPTIONS	456.61	1,159.09	1,500.00	77.27	340.91
001-410-6230	TRAINING & TRAVEL	.00	1,525.74	2,500.00	61.03	974.26
001-410-6310	MAINTENANCE & REPAIR	430.08	5,379.43	18,000.00	29.89	12,620.57
001-410-6311	BUILDING IMPROVEMENTS	.00	.00	.00	.00	.00
001-410-6371	UTILITY SERVICES	.00	.00	.00	.00	.00
001-410-6373	TELEPHONES	147.12	913.04	1,900.00	48.05	986.96
001-410-6402	ADVERTISING	.00	80.00	1,250.00	6.40	1,170.00
001-410-6411	LEGAL FEES	.00	.00	500.00	.00	500.00
001-410-6419	TECHNOLOGY EXPENSE	.00	3,669.36	10,000.00	36.69	6,330.64
001-410-6421	PUBLIC RELATIONS	.00	.00	500.00	.00	500.00
001-410-6424	ADULT PROGRAMMING	183.69	2,062.81	3,000.00	68.76	937.19
001-410-6499	OTHER CONTRACTUAL SERV	.00	1,088.00	.00	.00	1,088.00-
001-410-6502	AUDIO-VISUAL	104.06	571.20	2,500.00	22.85	1,928.80
001-410-6506	OFFICE SUPPLIES & EXPENSE	283.17	2,195.54	8,200.00	26.77	6,004.46
001-410-6508	POSTAGE	.00	.00	750.00	.00	750.00
001-410-6510	COPIER EXPENSE	.00	.00	.00	.00	.00
001-410-6512	BOOKS	1,745.51	11,959.36	25,000.00	47.84	13,040.64
001-410-6514	IT SUPPORT	.00	95.50	1,500.00	6.37	1,404.50
001-410-6518	CHILDREN'S PROGRAMS	167.11	1,093.28	4,500.00	24.30	3,406.72
001-410-6519	PERIODICALS	42.77	701.55	1,000.00	70.16	298.45
001-410-6598	GRANT EXPENSES	424.00	2,057.51	15,000.00	13.72	12,942.49
001-410-6599	MISC.	.00	.00	1,000.00	.00	1,000.00
001-410-6710	NEW EQUIPMENT	.00	2,011.54	3,000.00	67.05	988.46
	LIBRARY TOTAL	20,991.05	158,787.80	358,036.00	44.35	199,248.20
GENERAL TOTAL		671.85	128,924.52-	301,836.00-	42.71	172,911.48-
Report Total		671.85	128,924.52-	301,836.00-	42.71	172,911.48-

FROM 12/01/2024 TO 12/31/2024

ACCOUNT NUMBER	JOB/PO ACCOUNT TITLE	DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	NET CHANGE ENDING BAL
01-410-4440	STATE GRANTS									
01-410-4465	COUNTY LIBRARY CONTRIBUTION						PERIOD 6/25		.00	
2/13/24	LIBRARY						CRAW CO AUDITOR RECEIPT #28323		21,657.90	
								.00	21,657.90	
01-410-4553	LIBRARY CHARGES-INCIDENTAL						PERIOD 6/25			
2/16/24	LIBRARY						DAILY LIBRARY DEPOSIT RECEIPT #28347		5.00	
								.00	5.00	
01-410-4710	REIMBURSEMENTS									
01-410-6010	SALARIES						PERIOD 6/25			
2/06/24							PR DT: 12/03/24	8,272.28		
2/20/24							PR DT: 12/17/24	8,734.65		
								17,006.93	.00	
01-410-6160	WORKMAN'S COMP									
01-410-6210	DUES AND SUBSCRIPTIONS						PERIOD 6/25			
2/05/24	747 DES MOINES REG 2024-DM1843042						82655 SUBSCRIPTION RENEWAL	366.62		
2/05/24	5124 DENISON FREE P 23963						82654 SUBSCRIPTION	89.99		
								456.61	.00	
01-410-6230	TRAINING & TRAVEL									
01-410-6310	MAINTENANCE & REPAIR						PERIOD 6/25			
2/05/24	808 CARROLL CLEANI R080324						82651 CLEANING SUPPLIES	154.00		
2/18/24	4801 PLUNKETT'S PES 8913462						82750 PEST CONTROL	49.08		
2/18/24	5243 BOYSEN LAUNDRY 3280						82747 FLOOR MATS	26.00		
2/18/24	5243 BOYSEN LAUNDRY 3281						82747 FLOOR MATS	26.00		
2/26/24	5213 D.I.A.L. /ELEV 315937						82798 MAINTENANCE -ELEVATOR	175.00		
								430.08	.00	
1-410-6311	BUILDING IMPROVEMENTS									
1-410-6371	UTILITY SERVICES									
1-410-6373	TELEPHONES						PERIOD 6/25			
2/18/24	684 IOWA COMMUNICA 712334						82749 PHONES	14.10		
2/19/24	716 FRONTIER COMMU 1224-5151880007						82774 SERVICE	133.02		

ACCOUNT NUMBER		JOB/PO ACCOUNT TITLE						NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL
<hr/>								
01-01-2025	00-6373	TELEPHONES			PERIOD 6/25			
						147.12	.00	
<hr/>								
001-410-6402		ADVERTISING						
001-410-6411		LEGAL FEES						
001-410-6419		TECHNOLOGY EXPENSE						
001-410-6421		PUBLIC RELATIONS						
001-410-6424		ADULT PROGRAMMING			PERIOD 6/25			
12/20/24	1605	FIRST BANKCARD LD 122024	4587		WALMART-PROGRAMMING SUPPLIES	133.70		
12/26/24	4767	AMAZON CAPITAL 193W-HFDJ-F7W1						
			82791		ADULT PROGRAMMING	49.99		
						183.69	.00	
<hr/>								
001-410-6499		OTHER CONTRACTUAL SERV						
001-410-6502		AUDIO-VISUAL			PERIOD 6/25			
12/05/24	4767	AMAZON CAPITAL 1FNF-49KK-9D91						
			82646		DVDS	69.86		
12/18/24	446	BAKER & TAYLOR 2038695283	82746		BOOKS AND AUDIO BOOKS	19.24		
12/26/24	4767	AMAZON CAPITAL 1RLF-6MX6-MJ39						
			82791		DVDS	14.96		
						104.06	.00	
<hr/>								
001-410-6506		OFFICE SUPPLIES & EXPENSE			PERIOD 6/25			
12/18/24	591	QUILL CORP. 41662126	82751		SUPPLIES	283.17		
						283.17	.00	
<hr/>								
001-410-6508		POSTAGE						
001-410-6510		COPIER EXPENSE						
001-410-6512		BOOKS			PERIOD 6/25			
12/05/24	39	CENGAGE LEARNI 85935007	82652		BOOKS	55.48		
12/05/24	39	CENGAGE LEARNI 85978545	82652		BOOKS	83.96		
12/18/24	39	CENGAGE LEARNI 85994677	82748		BOOKS	49.48		
12/18/24	39	CENGAGE LEARNI 86032577	82748		BOOKS	80.97		
12/18/24	446	BAKER & TAYLOR 2038695283	82746		BOOKS AND AUDIO BOOKS	260.88		
12/18/24	446	BAKER & TAYLOR 2038720340	82746		BOOKS	318.91		
12/18/24	446	BAKER & TAYLOR 2038720942	82746		BOOKS	441.32		
12/18/24	446	BAKER & TAYLOR 2038723434	82746		BOOKS	31.08		
12/18/24	4767	AMAZON CAPITAL 1LYK-7R1V-CHHF						
			82745		BOOKS	191.16		
12/18/24	4767	AMAZON CAPITAL 1NLJ-RDPF-VQXY						
			82745		BOOKS	59.93		
12/18/24	4767	AMAZON CAPITAL 1XDL-1NRF-WGL7						
			82745		BOOKS	83.28		



GENERAL LEDGER HISTORY REPORT  
FROM 12/01/2024 TO 12/31/2024

ACCOUNT NUMBER		JOB/PO ACCOUNT TITLE			CHECK NO	REFERENCE	DEBITS	CREDITS	NET CHANGE ENDING BAL
DATE	ACCT NO	NAME	INVOICE NO						
000-411-4500		COPIES/FINES				PERIOD 6/25			
1	24	LIBRARY SPECIA				BARBARA BRODERSEN RECEIPT #28344		100.00	
12/16/24		LIBRARY SPECIA				DAILY LIBRARY DEPOSIT RECEIPT #28346		238.37	
12/23/24		LIBRARY SPECIA				LIBRARY DAILY RECEIPT #28386		223.90	
12/23/24		LIBRARY SPECIA				ARUAR DENG ANYANG RECEIPT #28387		15.30	
12/31/24		LIBRARY SPECIA				LIBRARY DAILY RECEIPT #28438		157.25	
							.00	1,752.96	
008-411-4705		DONATIONS-PRIVATE				PERIOD 6/25			
12/09/24		LIBRARY SPECIA				F SIVOLELLA RECEIPT #28277		200.00	
							.00	200.00	
008-411-6499		SUPPLEMENTAL - LIBRARY SPECIAL				PERIOD 6/25			
12/17/24		5052 VISUAL EDGE IT 24AR2267444				82743 OVER CHARGED -CREDIT		32.87	
12/26/24		4466 WELLS FARGO FI 5032302007				82815 COPIER LEASE -LIBRARY	439.00		
							439.00	32.87	
0	-6511	EXPENSES - OPEN ACCESS - LIBRA							
112-410-6110		CITY SHARE FICA				PERIOD 6/25			
12/06/24						PR DT: 12/03/24	632.83		
12/20/24						PR DT: 12/17/24	668.20		
							1,301.03	.00	
112-410-6130		CITY SHARE IPERS				PERIOD 6/25			
12/06/24						PR DT: 12/03/24	708.43		
12/20/24						PR DT: 12/17/24	746.57		
							1,455.00	.00	
112-410-6150		HEALTH INSURANCE				PERIOD 6/25			
12/05/24		3756 STANDARD INSUR 122024				82659 INS PREMIUM -DECEMBER 2024	152.63		
12/26/24		2986 WELLMARK BLUE 243530000162				82814 INS PREM	1,038.21		
12/26/24		3661 VISION SERVICE 821875994				82813 INS PREMIUM	14.84		
							1,205.68	.00	
112-410-6151		CITY'S SHARE ICMA							
112-410-6152		WC INSURANCE				PERIOD 6/25			
12/17/24		4949 IMWCA INV92250				82724 WORK COMP PREM 24-25 - #6	948.00		

COUNT NUMBER	ACCOUNT TITLE	CD #	MATURITY	RATE	TERM	BALANCE
50-000-1110	LIBRARY TRUST					46,156.32
50-000-1150	LIBRARY TRUST. I.P.A.I.T.					.00
50-000-1151	MORSE BOOKS - I.P.A.I.T					.00
50-000-1170	UNITED BANK - LIBRARY CD					.00
50-000-1171	CRAWFORD BANK - LIBRARY C					23,229.70
50-000-1172	CRAWFORD BANK - LIB #2					18,314.65
50-000-1173	CRAWFORD BANK #3					23,229.70
	LIBRARY TRUST TOTAL					110,930.37
	TOTAL ASSETS					110,930.37
	TOTAL ALL CASH					110,930.37



CITY OF DENISON  
REVENUE & EXPENSE REPORT  
CALENDAR 12/2024, FISCAL 6/2025

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	% EXPENDED	REMAINING
LIBRARY SPECIAL DEPARTMENT						
008-411-4440	STATE GRANTS	.00	.00	8,000.00	.00	8,000.00
008-411-4441	OPEN ACCESS	.00	.00	.00	.00	.00
008-411-4446	DIRECT ST AID/OPEN ACESS/ENRIC	1,494.60	1,494.60	4,533.00	32.97	3,038.40
008-411-4500	COPIES/FINES	1,752.96	7,862.75	12,500.00	62.90	4,637.25
008-411-4705	DONATIONS-PRIVATE	200.00	3,897.54	.00	.00	3,897.54-
	LIBRARY SPECIAL TOTAL	3,447.56	13,254.89	25,033.00	52.95	11,778.11
008-411-6499	SUPPLEMENTAL	406.13	3,137.49	17,500.00	17.93	14,362.51
008-411-6511	EXPENSES - OPEN ACCESS	.00	.00	4,533.00	.00	4,533.00
	LIBRARY SPECIAL TOTAL	406.13	3,137.49	22,033.00	14.24	18,895.51
	LIBRARY SPECIAL TOTAL	3,041.43	10,117.40	3,000.00	337.25	7,117.40-
	Report Total	3,041.43	10,117.40	3,000.00	337.25	7,117.40-

ACCOUNT NUMBER	ACCOUNT TITLE	CD #	MATURITY	RATE	TERM	BALANCE
08-000-1110	LIBRARY SPECIAL					157,981.13
08-000-1160	INVESTMENTS					.00
						-----
	LIBRARY SPECIAL TOTAL					157,981.13
						-----
	TOTAL ASSETS					157,981.13
						=====
	TOTAL ALL CASH					157,981.13

# Miscellaneous Account #1540047642

Date	Description	Payment	Deposit	Balance	Check #	
11/3/24	Balance			20195.20		Beginning balance
11/19/24	cash	40.00		20155.20	1371	change for Christmas sale
11/22/24	Connie Volkmann	263.64		19891.56	1372	mileage/yearbooks & stain
11/25/24	Deposit		230.00	20121.56		memberships
11/25/24	Deposit		67.00	20188.56		books
11/25/24	Deposit		2100.00	22288.56		Christmas sale
11/25/24	Deposit		40.00	22328.56		change for Christmas sale
12/6/24	Deposit		187.50	22516.06		books & magazines
12/16/24	Advantage Archives	100.74		22415.32	1374	digitize 1985 yearbook
12/16/24	Direct Mailer	72.00		22343.32	1375	ads for Christmas sale
12/4/25	Returned check	25.00		22318.32		Bank error/Joanne
1/3/25	Deposit		141.71	22460.03		books & magazines
1/3/25	Deposit		115.00	22575.03		memberships
1/3/25	Deposit		1000.00	23575.03		memorial/Cyndy McGrane

## Investments, CD's, Savings Account

### Ameriprise

Cash value \$1,009.78  
Bond Fund \$234,517.98  
Stocks, etc. \$551,459.38

Total \$786,987.14 as of 12/31/24

UBI \$9,951.66 4.10% matures 8/30/2025

Checking Acc \$23,575.03

Grand Total \$820,513.83 as of 12/31/24

\$2255 in memorials for Cyndy McGrane

Diane Smith

Treasurer, Denison Library Friends

*Diane Smith*

DECEMBER 2024

Section 1: HOLDINGS

Total Holdings at Start of Month, Current Fiscal Year:

39983

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	1	1	4	4
Adult - DVD	6	0	3	1
Adult - Equipment	0	0	0	0
Adult - Fiction	101	8	97	339
Adult - Games	0	0	0	0
Adult - Non-fiction	17	7	29	0
Adult - Periodicals	29	434	30	422
Adult - Puzzles	0	0	0	0
Adult / YA - Computers	2	0	0	0
Adult / YA - iPads	0	0	0	0
Juvenile - Audio	0	9	0	5
Juvenile - Computers	0	0	0	0
Juvenile - DVD	2	1	3	12
Juvenile - Fiction	46	131	73	1114
Juvenile - Games	0	0	2	2
Juvenile - iPads	0	0	0	0
Juvenile - Non-fiction	5	5	19	58
Juvenile - Periodicals	0	0	0	0
Young Adult	31	1	48	1

TOTAL FOR MONTH

240

597

308

1958

Total Holdings at End of Month, Current Fiscal Year:

39626

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	10		12	
Adult - DVD	92		269	
Adult - Equipment	0		0	
Adult - Fiction	789		788	
Adult - Non-fiction	131		173	
Adult - Periodicals	52		36	
Adult - Puzzles	3		10	
Bridges Audio	313		273	
Bridges eBooks	197		157	
Digital Newspapers	0		191	
Other Digital (Brainfuse)	2		2	

TOTAL PHYSICAL ADULT CIRCULATION FOR MONTH

1077

1288

TOTAL DIGITAL ADULT CIRCULATION FOR MONTH

512

623

**Juvenile Circulation**

Juvenile - Audio	13		8
Juvenile - DVD	42		33
Juvenile - Fiction	760		494
Juvenile - Non-fiction	80		51
Juvenile - Periodicals	0		0

**TOTAL PHYSICAL JUVENILE CIRCULATION FOR MONTH****Young Adult Circulation**

Young Adult	140		180
-------------	-----	--	-----

**TOTAL PHYSICAL CIRCULATION FOR MONTH****Games Circulation (In House)**

Adult - Games	8		0
Juvenile - Games	73		80

**TOTAL IN HOUSE GAMES CIRCULATION FOR MONTH****Computer Services (In House)**

Adult / YA - Computers	156		129
Adult / YA - iPads	31		16
Juvenile - Computers	5		2
Juvenile - iPads	59		39
Wireless Use (WhoFi)	33	Who-Fi Tablet not working	467

**TOTAL COMPUTER USAGE FOR MONTH****Reference Services**

Questions Asked	730		680
-----------------	-----	--	-----

**Meeting Rooms**

Rooms Reserved for Study Use	0		7
Rooms Reserved for Other Use	33		46
Estimated Attendance in Meeting Rooms	124		102

**Interlibrary Loan**

Sent	32		24
Received	44		40

**Circulation by Patron Location**

Crawford County - Towns with Libraries	138		157
Crawford County - Towns without Libraries	118		69
Denison Residents	1511		1368
Open Access Borrowers	77		61
Rural Crawford County Residents	426		429

### Section 3: PATRON MANAGEMENT

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

4896

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

384

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	3	0	13
Crawford County - Towns with Libraries	1	0	5	2
Crawford County - Towns without Libraries	1	0	1	0
Denison - Adult Patrons	13	11	8	14
Denison - Juvenile Patrons	4	1	0	0
Denison - Young Adult Patrons	0	4	0	1
Open Access Borrowers	0	1	1	0
Rural Crawford County Patrons	1	0	2	4
<b>TOTAL FOR MONTH</b>	<b>20</b>	<b>20</b>	<b>17</b>	<b>34</b>

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

4896

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

381

### Section 4: PASSIVE PROGRAMMING

CURRENT MONTH

SAME MONTH LAST YEAR

Coloring Sheets	214	170
In House Puzzles	45	32
Make & Take Kits	123	129
Maker Table Use (Not Craft Kits)	16	14
Reading Log Participants	0	0
Scavenger Hunts	0	0
Steam/Stem Services (Circuit, Sewing Machines)	0	0
Storywalk Participants	0	0
Trivia Contest	0	0
Other	0	0

## December 2024 Programming Statistics

Title	Age	Category	Attendees	Event Date
Color Me Calm	Adult (Ages 19+)	Adult Programming	11	Dec 3 2024 / 5:30 pm
Cards & Coffee	Adult (Ages 19+)	Adult Programming	6	Dec 10 2024 / 5:30 pm
Dementia Friends Iowa	Adult (Ages 19+)	Adult Programming	7	Dec 11 2024 / 5:30 pm
Library Board Meeting	Adult (Ages 19+)	Board Meeting	10	Dec 17 2024 / 5:15 pm
Board vs. Board Games	Adult (Ages 19+)	Adult Programming	4	Dec 19 2024 / 5:30 pm
Storytime	Children (Ages 0-5)	Storytime	0	Dec 4 2024 / 10:00 am
Storytime	Children (Ages 0-5)	Storytime	4	Dec 7 2024 / 10:00 am
UR Field Trip - Mrs. Neve K	Children (Ages 0-5)	On-Site Outreach	12	Dec 11 2024 / 2:15 pm
Storytime	Children (Ages 0-5)	Storytime	0	Dec 18 2024 / 10:00 am
Storytime	Children (Ages 0-5)	Storytime	0	Dec 21 2024 / 10:00 am
UR Field Trip - 1st Grade	Children (Ages 6-11)	On-Site Outreach	12	Dec 5 2024 / 1:15 pm
UR Field Trip - 4th & 5th Grade	Children (Ages 6-11)	On-Site Outreach	18	Dec 10 2024 / 9:15 am
Crafter KIDS	Children (Ages 6-11)	Children's Programming	0	Dec 28 2024 / 10:00 am
Regency Holiday Tea	General Interest	Teen and Adult Programming	23	Dec 14 2024 / 5:30 pm
Anime Club	Young Adult (Ages 12-18)	Teen Programming	8	Dec 5 2024 / 5:30 pm
Teen Book Club	Young Adult (Ages 12-18)	Teen Programming	0	Dec 7 2024 / 2:00 pm

<b>Total Attendance:</b>	<b>115</b>
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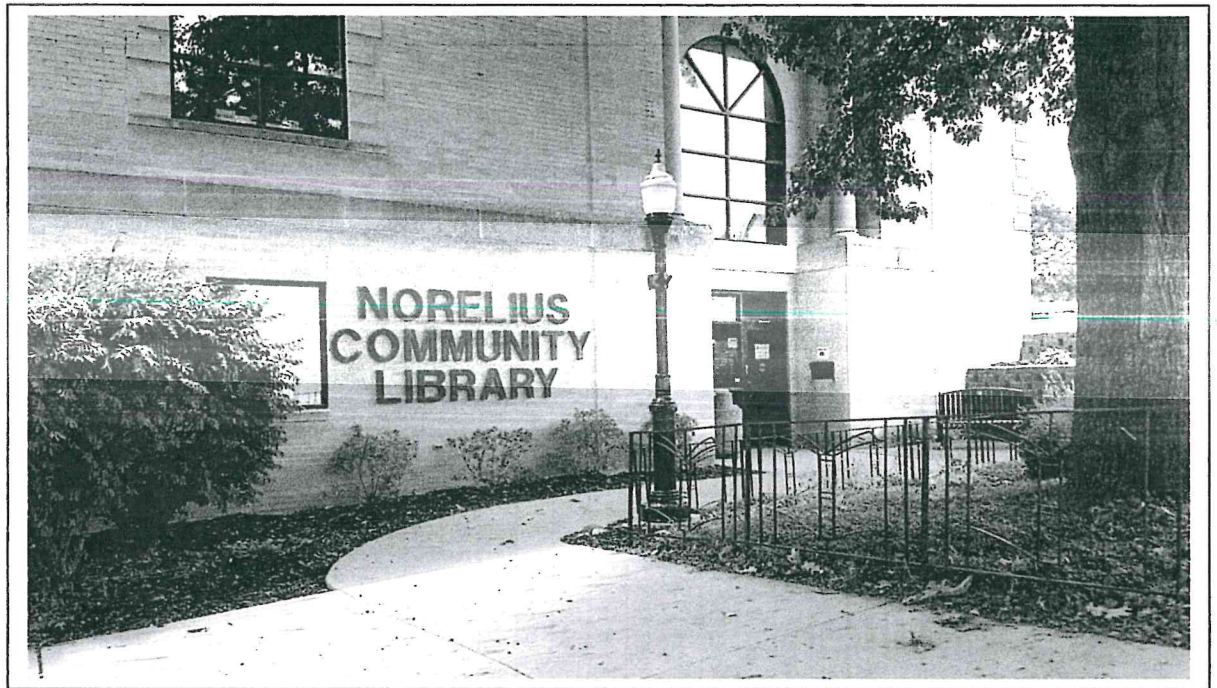


# NORELIUS COMMUNITY LIBRARY

1403 1<sup>st</sup> Ave. South Denison, IA 51442

2023-2028

## CAPITAL IMPROVEMENT OVERVIEW



Prepared by  
**Monica L. Walley**  
Library Director  
May 26, 2022



The Norelius Community Library is an integral part of the City of Denison departments and as such, the original Carnegie Library stands as a city icon and represents not only knowledge but also equality for all. As the demographics of our community adjust and change with the influx of ethnicity and diversity our Library stands as an equalizing force. According to the 2020 national census Denison is home to 8373 residents and falls within the total of 16,525 residents throughout Crawford County. Many of the country residents seek library services through our Library. Our annual budget is comprised of both city and county tax funding, representing our community and surrounding county.

Capital Improvement is necessary to keep our library architecturally sound and up to date in order to serve our patron and community well. As a city icon it is imperative to assess the structural needs of the building in order to maintain its structural integrity and address needs before the costs of repairs exceed the usefulness of the building.

The following is an overview of the projects I see as necessary and the time frames for their initiation and completion barring my own personal ignorance on the cost of such capital improvement ventures.

#### Tuckpointing

Tuck pointing the library building has been on the City manager's radar since 2017. This year discussions have been had on the time frame for accomplishing the tuck point goal for this facility. Terry Crawford has been instrumental in these discussions.

#### Off Street Parking Lot

The library board, staff and patrons are concerned with our current parking which is on a slope and makes for very dangerous conditions during rainy and winter weather, regardless of the amount of ice melt that is applied to the areas. The parking is also limited and during funerals at the Methodist church and during programming events parking is at a premium around the library. Putting in an off street parking lot on the east side of the library building has been written into our three year Strategic Plan for completion by 2025 if possible.

#### Roof

The roof on the library structure is a basic membrane roofing material. The roof is in 3 sections. Small leaks are apparent occasionally and repair work is initiated. Portions of this roof were re-membraned in 2013 and repairs on and off through the time since. Inspection for the longevity of the roof would be prudent in my opinion and replacement be placed into the capital improvement plan.

#### Phone System

The current phone system consists of 6 phone stations, three lines and one fax line. There are currently four voicemail boxes. The system is aging out, purchased and installed in 2011. The phone system continuously has issues with dropping calls and static.

### Dual Function Water Fountains

The current water fountain is showing its wear and tear. It is located on the main floor. The patrons and staff alike frequent the water fountain. We propose an upgrade to include two separate dual purpose water fountains. A patron could easily get a drink from the fountain as is traditional design. In addition, those patrons with water bottles can easily make use of this option on the dual purpose fountains and refill their bottles with cold refreshing water. We propose to install one fountain on each floor so the children will no longer run up and down the stairs to get a drink from the water fountain.

ITEM	2023	2024	2025	2026	2027	OUTYEAR		
<b>LIBRARY</b>								
<b>Tuckpointing:</b> In Phases: Phase 1- West Side Phase 2- South Side Phase 3- North Side Phase 4- East Side	\$30,000	\$31,000	\$32,000	\$33,000				
<b>Off Street Parking:</b> Parking lot completed on East side of Library Building	Total Cost (?) \$129.40 Per ton Parking lot 60'x30" (Approximate size)		Last year of our 3 yr. Strategic Plan which incorporates this improvement					
<b>Roof:</b> Inspection & possible replacement	\$2000 Inspect for longevity					\$20,000 (?)		
<b>Phone System:</b> 6 phones 3 voice lines 1 fax line Voicemail features on 3 lines for 4 levels of	\$6,000 (\$?)							
<b>Dual Function Water Fountain</b> One to replace current water fountain and one additional one for the second floor	\$1145		\$1180					



**Elkay EZS8WSLK EZH2O Bottle Filling  
Station with Single ADA Cooler, Non-  
Filtered 8 GPH**

**46.30 x 18.30 x 19.00 inches**

**Light Gray Granite**

**\$1,186.99**

## At the Library this Month

### Valentine Storytime

Saturday, February 1st  
10:00 am

We'd love your company as we read Valentine's Day books, sing songs, and do crafts!

### Anime Club

Thursday, February 6th at 5:30 pm  
Ages 12-18

We'll be watching "Dragonball Z", enjoying snacks and making our own bouncy balls!

### STEAM Saturday

Saturday, February 8th  
10:00 am  
Ages 6-13

Participate in snowy science experiments including making a blizzard in a jar, melting "snow" men and designing snowflakes with marshmallows and toothpicks! Kids under 9 must have a parent present.

### Crafternoon

Tuesday, February 18th  
4:00 - 6:00 pm  
Ages 12+

Come to the main library to create jewelry masterpieces from safety pins and beads!



### Crafter Kids

Saturday, February 22nd  
10:00 am

Join us in the Children's library to make magical snowflake trees!

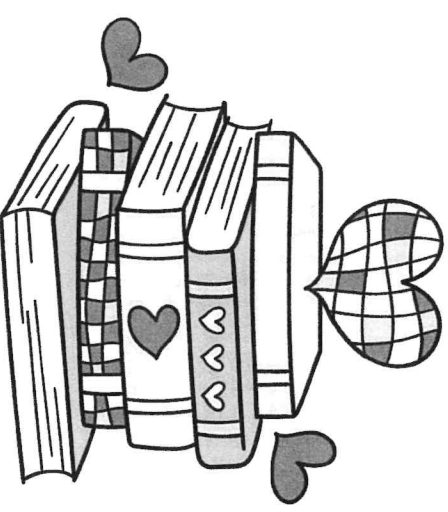
### Laura Ingalls Wilder Program presented by Laura Keyes

Tuesday, February 25th  
5:30 pm

In this program, you'll explore the authentic history of Laura Ingalls Wilder, beyond the character from the beloved Little House books and television series.

Laura Keyes with Historic Voices delves into the real experiences of Laura Ingalls Wilder, highlighting her life's challenges and adversities. You'll discover the true stories behind the times, places, and individuals that inspired her beloved books.

Due to the seriousness of the subject matter, this program is most appropriate for ages 10 and older.



# FEBRUARY 2025

**Children's Program**  
 Storytime  
 Family Program (All Ages)

**Teen Program (12-18)**  
 Teen & Adult Program (12+)  
 Adult Program (19+)

**Drop-In Event**  
 Community Event

SUN MON TUE WED THU FRI SAT



							Valentine	1
							Storytime Children's Library	
							10:00 am	
2	3	4	5	6	7	8		
	Color Me Calm	Storytime				STEAM Saturday		
	Fireside	Children's				Ages 6-13		
	Room	Library				Children's Library		
	5:30 pm	10:00 am				10:00 am		
9	10	11	12	13	14	15		
	Cards & Coffee	Storytime	Grim Readers		Happy Valentine's Day			
	Fireside	Children's	Book Club	"Dixie's Last Stand" by John Ferak	Storytime			
	Room	Library			Children's			
	5:30 pm	10:00 am	5:30 pm		Library			
					10:00 am			
16	17	18	19	20	21	22		
	Happy Presidents Day	Storytime	Bored vs.					
	Main Library	Children's	Board Games					
	Ages 12+	Library	Ages 19+					
	Library Open	10:00 am	Fireside Room					
	4:00 pm		5:30 pm					
23	24	25	26	27	28			
	Laura Ingalls	Storytime	The Library					
	Wilder	Children's	Book Club					
	Program	Library	"How to Read a Book" by Monica Wood					
	Main Library	10:00 am	5:30 pm					
	5:30 pm							

Books for Grim Readers and The Library Book Club can be reserved and picked up at the circulation desk!



# JAN1-31, 2025 - Jan 2025

1/1/2025 through 1/31/2025

6/26/2025

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Date	Account	Description	Memo	Amount
<b>EXPENSES</b>				<b>-23,189.00</b>
<b>Adult Programming</b>				<b>-482.15</b>
1/25/2025	Adult Programming (001-4...	AMAZON.COM	CM# 149V-NJFY-PRY9-CRAFTERNOON...	-21.98
1/25/2025	Adult Programming (001-4...	KING OF THE HILL ...	INV # 2504221-Program 4-22-25	-410.18
1/25/2025	Adult Programming (001-4...	AMAZON.COM	INV# 193W-HFDJ-F7W1-HOLIDAY REG...	-49.99
<b>Books-</b>				<b>-1,528.10</b>
1/25/2025	Books (001-410-6512)	AMAZON.COM	CM# 137K-37XQ-MLR1-BOOKS	-80.43
1/25/2025	Books (001-410-6512)	AMAZON.COM	CM# 14JK3-99F4-7RX6-BOOKS	-13.19
1/25/2025	Books (001-410-6512)	AMAZON.COM	CM# 14JV-6WL3-9KY1-BOOKS	-74.06
1/25/2025	Books (001-410-6512)	AMAZON.COM	CM# 19GV-DX7H-W79M-BOOKS	-45.40
1/25/2025	Books (001-410-6512)	AMAZON.COM	CM# 1GG7-JCHR-FNPD-BOOKS	-39.42
1/25/2025	Books (001-410-6512)	AMAZON.COM	CM# 1NLJ-RPF-VQXY-BOOKS	8.99
1/25/2025	Books (001-410-6512)	AMAZON.COM	CM# 1QWT-WQXF-794D-BOOKS	-73.08
1/25/2025	Books (001-410-6512)	AMAZON.COM	CM# 1T16-CTQ4-FHQQ-BOOKS	-42.97
1/25/2025	Books (001-410-6512)	Baker & Taylor	INV# 2038735208/2038743808/20387614...	-1,149.30
1/25/2025	Audio and Visual (001-410...	Baker & Taylor	INV# 2038782670-Audio Books	-19.24
<b>Children's Programming</b>				<b>-144.80</b>
1/25/2025	Children's Programs (001-...	AMAZON.COM	INV# 1GQ6-NTVK-D1QQ-CRAFTING KITS	-71.30
1/25/2025	Children's Programs (001-...	FIRST BANK CARD	SCHOOL LIFE-SLP SUPPLIES	-73.50
<b>Cleaning Supplies</b>				<b>-494.15</b>
1/25/2025	Maintenance (001-410-63...	AMAZON.COM	INV# 1JMH-XYRY-9KYQ-RECYCLEABL...	-45.14
1/25/2025	Maintenance (001-410-63...	QUILL.COM	INV# 42144443-CLEANING SUPPLIES	-382.43
1/25/2025	Maintenance (001-410-63...	QUILL.COM	INV# 42151832-CLEANING SUPPLIES	-66.58
<b>Copier Expense</b>				<b>-796.36</b>
1/25/2025	Special Account (payments)	VISUAL EDGE	INV# 24AR2258410	-198.86
1/25/2025	Special Account (payments)	WELLS FARGO	INV# 5032677710 COPIER LEASE-Kyoc...	-289.00
1/25/2025	Special Account (payments)	WELLS FARGO	INV# 5033059824 COPIER LEASE-Kyoc...	-308.50
<b>DVDs</b>				<b>-308.60</b>
1/25/2025	Audio and Visual (001-410...	AMAZON.COM	INV# 11CC-3HW6-7H31-DVDS	-19.96
1/25/2025	Audio and Visual (001-410...	AMAZON.COM	INV# 1F3M-JJWX-4QY4-DVDS	-59.87
1/25/2025	Audio and Visual (001-410...	AMAZON.COM	INV# 1F76-FYJ9-QHHR-DVDS	-19.95
1/25/2025	Audio and Visual (001-410...	AMAZON.COM	INV# 1KHW-GK43-D3QC-DVDS	-48.30
1/25/2025	Audio and Visual (001-410...	AMAZON.COM	INV# 1M1J-M134-GN19-DVDS	-63.37
1/25/2025	Audio and Visual (001-410...	AMAZON.COM	INV# 1RLF-6MX6-MJ39-DVDS	-14.96
1/25/2025	Audio and Visual (001-410...	AMAZON.COM	INV# 1W9V-K116-QMGX-DVDS	-54.44
1/25/2025	Audio and Visual (001-410...	AMAZON.COM	INV# 1Y9N-H733-TRJM-DVDS	-27.75
<b>Elevator</b>				<b>-175.00</b>
1/25/2025	Maintenance (001-410-63...	IOWA DEPT. OF INS...	INV# 315937 OPERATING PERMIT/ANN...	-175.00
<b>Large Print Books</b>				<b>-320.86</b>
1/25/2025	Books (001-410-6512)	CENGAGE LEARNING	INV# 86074855 LARGE PRINT BOOKS	-83.96
1/25/2025	Books (001-410-6512)	CENGAGE LEARNING	INV# 86078202 LARGE PRINT BOOKS	-49.48
1/25/2025	Books (001-410-6512)	CENGAGE LEARNING	INV# 86174553-LARGE PRINT BOOKS	-53.98
1/25/2025	Books (001-410-6512)	CENGAGE LEARNING	INV# 86472854-LARGE PRINT BOOKS	-83.96
1/25/2025	Books (001-410-6512)	CENGAGE LEARNING	INV# 86505964-LARGE PRINT BOOKS	-49.48

# JAN1-31, 2025 - Jan 2025

1/1/2025 through 1/31/2025

6/26/2025

Page 2

Date	Account	Description	Memo	Amount
<b>Maintenance and Repair</b>				<b>-255.15</b>
1/25/2025	Maintenance (001-410-63...	ELEVATE ROOFING	INV# 29084-ROOF LEAK 12/18/2024	-200.00
1/25/2025	Maintenance (001-410-63...	DO IT BEST	STORE RECEIPT 1/3/2025-FURNACE FI...	-53.97
1/25/2025	Maintenance (001-410-63...	DO IT BEST	STORE RECEIPT 2/10/25-OUTLET COV...	-1.18
<b>Membership Dues</b>				<b>-115.00</b>
1/25/2025	Dues & Subscriptions (001...	IOWA LIBRARY ASS...	INV # 10617 MONICA'S MEMBERSHIP D...	-115.00
<b>New Equipment</b>				<b>-379.53</b>
1/25/2025	New Equipment (001-410-...	AMAZON.COM	INV# 16GLK-TQMD-TKWK SEWING ST...	-308.41
1/25/2025	New Equipment (001-410-...	AMAZON.COM	INV# 19CC-QXV6-DQ4G-ADULT SEWIN...	-71.12
<b>Office Supplies-</b>				<b>-1,167.97</b>
1/25/2025	Office Supplies (001-410-6...	DEMCO	INV # 7585008 BOOK COVERING SUPP...	-459.39
1/25/2025	Office Supplies (001-410-6...	AMAZON.COM	INV# 1LH9-WHLL-977N P-TOUCH TAPE...	-127.16
1/25/2025	Office Supplies (001-410-6...	QUILL.COM	INV# 41982822 OFFICE SUPPLIES	-174.57
1/25/2025	Office Supplies (001-410-6...	QUILL.COM	INV# 42415230 OFFICE SUPPLIES	-406.85
<b>Paycheck</b>				<b>-16,482.72</b>
<b>Pest Control</b>				<b>-98.16</b>
1/25/2025	Maintenance (001-410-63...	Plunkett's Pest Control	INV# 8935151	-49.08
1/25/2025	Maintenance (001-410-63...	Plunkets	INV# 896560-1-9-25	-49.08
<b>Phone Services</b>				<b>-133.79</b>
1/25/2025	Telephones (001-410-6373)	Frontier Communicati...	BREAK OUT	133.79
<b>Rug Service</b>				<b>-70.00</b>
1/25/2025	Maintenance (001-410-63...	Boysen Laundry	INV # 3374	70.00
<b>Software</b>				<b>-70.00</b>
1/25/2025	Technology Expense (001-...	Mitinet	MarcWizard - renewal 12 months INV # 1...	-70.00
<b>Telephones</b>				<b>-29.44</b>
1/25/2025	Telephones (001-410-6373)	Iowa Communication...	INV# 716198	-13.24
1/25/2025	Telephones (001-410-6373)	Iowa Communication...	INV# 716198	-16.20
<b>Walmart</b>				<b>-181.22</b>
1/25/2025	New Equipment (001-410-...	FIRST BANK CARD	ADULT SEWING PROGRAM	-68.19
1/25/2025	Children's Programs (001-...	FIRST BANK CARD	CHILDREN'S PROGRAMMING	-113.03
<b>OVERALL TOT...</b>				<b>-23,189.00</b>



		FY 25 Budget Line Item			\$22,972.71
		Total Available JULY 1st, 2025 \$25,000.00		Monthly Expenses	- <del>\$796.36</del>
				Avail Budget Line	\$22,176.35
			Actual Balance of Special Account AUGUST 2024	\$149,793.18	
Income					
		Copies		\$783.90	\$1,116.22
		Fax Receipts		\$68.50	- <del>\$796.36</del>
		Laminating		\$6.00	\$319.86
		Donation-Keep the Change		\$40.43	
		Donation		\$119.50	
		Lost Book/Damaged Book		\$86.89	
		Lost DVD		\$0.00	
		Plastic Sleeve		\$7.50	
		Lanyard		\$0.00	
		Lost Library Card		\$3.50	
		Flash Drive		\$0.00	
		Ear Buds		\$0.00	
		Total Receipts		\$1,116.22	
Expenses					
Counsel-Visual Edge		RICOH-INVA# 24AR2217115 B&W Savin Printer/Copier		\$198.86	
Wells Fargo		KYCOCERA/RICHO CONTRACT INV#5032302007		\$289.00	
		KYCOCERA/RICHO CONTRACT INV#5032302007		\$308.50	
		Total Expenses (Special Account-Expenses)		<del>\$796.36</del>	

CAPITAL IMPROVEMENT FUND	004-410-6799	SERVER PROJECT	\$30,235.00
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Balance	\$30,235.00
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1/18/2024  
MORSE ACCOUNT

CD turned into regular savings type	account per board 10-17-16			
CD matures 03/06/2025 CCTS CD	(4.70%) Reinvested for 3 mths # 85697545937	\$23,229.70		\$46,156.32
CD matures 03/06/2025 CCTS CD	(4.70%) Reinvested for 3 mths # 85697545938	\$23,229.70		\$46,459.40
CD matures 03/06/2025 CCTS CD	(4.70%) Reinvested for 3 mths # 85697545939	\$18,314.65		\$18,314.65
	Adjustment			
	Total in CDs & Savings Acct			\$110,930.37
Treasurer State of Iowa				
Direct State Aid Funding	Enrich Iowa must be expended by 30 June 2028	\$3,167.54	\$3,167.54	
Treasurer State of Iowa				
Open Access	Enrich Iowa must be expended by 30 June 2025	993.12	\$993.12	
	Balance between Direct State Aide & Open Access		\$4,160.66	
INCIDENTAL ACCOUNT				
Service Fee			\$5.00	
ILL Postage			\$0.00	
Genealogy Search			\$0.00	
Total for Month			\$5.00	