

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
April 21st, 2025**

AGENDA

Call Meeting to Order-

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

- I. Additions to the Agenda/Agenda Approval**
- II. Approve Minutes of Previous Meeting-**
- III. Public Forum (Limit 5 Minutes)**
- IV. Trustee Training-Iowa Library Trustee Handbook, Ch. # 9**
 - Board Relationships with Director, Staff, and City
 - **Chapter # 8-Board Evaluations (Due Annually in APR)**
- V. Correspondence-Thank You Notes:**
 - Carmen & Ben Swertzic**
 - Debbie Volt**
 - Home & Hobby Club**
- VI. Approve Bills- Signature Page**
- VII. Director's Report – Director Walley**
- VIII. Unfinished Business:**
 - A. Roof Repairs
 - B. Library Custodian/Cleaning Contract
 - C. Drinking Fountain
 - D. Hot Water Heater-Mechanics Room
 - E. Trustee Training with District Consultant-Misty Gray
May 17th, 2025 10:00-12:00
 - F. Trustee Evaluations/Library Director's Evaluation (due APR 23, 2025)
 - G. Hiring Committee Report
- IX. New Business: No New Business**
 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, Koch)
Finance Committee Meeting between May 19-22-Staff Merit Pay Raises-
Recommendations to full Library Board at May Business meeting
- c) Technology (Bruce, Segebart, Koch)
- d) Facilities (Peterson, Hough, Segebart)
- e) Public Relations (Peterson, Hough, Kennedy)

Adjourn

Next Board Meeting: May 27th, 2025 @ 5:15 pm Fireside Room

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

**Meeting Called to Order by President S. Velasquez, Members present:
S. Kennedy, L. Peterson, J. Hough, B. Bruce, D. Koch, Director Walley**

I. Additions to the Agenda/Agenda Approval Minutes of Previous Meeting

Amended to read: Motion to enter closed meeting” motion to approve by Bill B., seconded by Sandy K.

II. Public Forum City Council representative Jennifer Zupp-Smith present

III. Trustee Training-Iowa Library Trustee Handbook, Ch. # 8

- Evaluating Services Board members will email the board evaluations to Monica (Due annually in April)
- Advocacy: Larry P. emailed Rep Holt about the important of intellectual freedom. Steve replied that he agrees with us.

VI. Correspondence-Thank You Notes:

- Aaron Hoffman
- Sheryl Larson

VII. Approve Bills Approved by member signatures

VIII. Director’s Report – Director Walley

A) Weather Events- Snow/Blizzard conditions

- Closed @ 7:00 pm Tuesday March 4th, 2025
- Closed all day Wednesday March 5th, 2025
- Closed @ 7:00 pm Thursday March 6th, 2025
- Closed all day Wednesday March 19th, 2025

Procedures per Library Weather Policy completed:

- Board President make decision with Director’s recommendations
- Director notified staff for early closure/full day closure
- Director notified KDSN Radio and ensures announcement is posted to social media account
- Director notified Emergency Response Coordinator
- Director notified City Manager

B) Cleaning- A & D Multiservice

- Negotiated initial deep cleaning of the library at no cost
- 30 day contract April 1st-April 30th, 2025 \$22.00 per hr. 4 days per week for an average of 22 hrs. per week as needed. The board will assess the quality of the work and decide whether to write a new contract for a year’s service.

C) **Hot Water Heater**-Meseck Electric-Colby Meseck, Electrician is scheduled to come in on Tuesday, March 25th for further assessment.

D) **Formal Trustee Training** with our District Consultant-Misty Gray will be held on Saturday, May 17 from 10:00 AM to Noon in the Conference Room

E) **JP Flooring**-Cleaned Carnegie Rooms carpet on February 25. The leak became active again following the cleaning.

F) **Roof Leak**: continues to leak. Monica rented a Rug Doctor for a second time from Do-It Best on March 10. The City Manager was aware.

G) **Meetings Attended:**

Denison Library Friends Board meeting-March 10th, 2025

Management Team Meetings-March 4th, 11th, 22nd, 25th

Director Meetings-March 3rd, 10th, 24th

Facilitation Training-March 12th-14th, 2025

IX. **Unfinished Business:**

- A. **Roof Leak**- City Manager aware and authorized Monica to obtain 2 bids. Taking the highest bid won't be a problem. Unexpended Bond funds from the foundation repair and HVAC system will be used for to fund these repairs or new roof if so indicated. Special meeting of the Trustees will be scheduled one quotes are received
- B. **Library Custodian/Cleaning Services** (see above Director's Report)
- C. **Drinking Fountain** — ordered and will be installed before summer.
- D. **Hot Water Heater**-Mechanics Room (see above Director's Report)

X. **New Business:**

- A. **Board Meeting Date** conflicts with the Elvis Program on April 22. The Board will meet instead on Monday April 21 at 5:15. Motion made by Jerri H second by Larry. Motion carried
- B. **Library Director Search Committee** members are Sandy Velasquez, Larry Peterson, and Sandy Kennedy. They will meet later in the week.
 - 1. Monthly Reports
 - 2. Library Accounts
 - 3. Monthly Library Report - Circulation & Acquisitions/Collection Larry suggests adding a new book *Abundance* by Ezra Klein and Derek Thompson.

Committee Reports nothing new

- a) Book & Policy (Kennedy, Segebart, Hough)

- b) Finance (Bruce, Kennedy, Koch)
- c) Technology (Bruce, Segebart, Koch)
- d) Facilities (Peterson, Hough, Segebart)
- e) Public Relations (Peterson, Hough, Kennedy)

Motion to Adjourn by Jeri H, Seconded by Bill B

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



2021 EDITION

IOWA LIBRARY

TRUSTEE'S HANDBOOK



STATE LIBRARY
OF IOWA

WWW.STATELIBRARYOFIOWA.GOV

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."*

**TRUSTEE
EVALUATION FORMS**

DUE APRIL 23rd

norlib@frontiernet.net

Individual Library Trustee Assessment

(For individual use; typically not shared with others.)

Check all statements that apply to you as an individual trustee:

- 1. I understand that the city-library ordinance outlines board structure and authority.
- 2. I am familiar with the library's strategic plan.
- 3. I am familiar with laws that apply to Iowa libraries.
- 4. I am familiar with the board's bylaws.
- 5. I am familiar with library policies.
- 6. I understand there are service standards for Iowa public libraries.
- 7. I know about the State Library of Iowa and its programs and resources.
- 8. I attend board meetings regularly.
- 9. I am available to serve on committees and willing to serve as an officer as needed.
- 10. I come to meetings having already read the information relevant to that meeting.
- 11. I understand and am comfortable with the board's decision-making process.
- 12. I willingly abide by majority board decisions and support them publicly.
- 13. I treat other board members with respect and listen openly to their opinions.
- 14. I understand and respect the different roles/duties of the library director, the board, and the city.
- 15. I know the library staff by name and job position.
- 16. I understand my role to work with the director but not micromanage staff.
- 17. I encourage and support the director in achieving library goals.
- 18. I visit my library frequently enough to be familiar with services and to identify potential needs.
- 19. I am a member of a local community group or organization.
- 20. I advocate on behalf of the library to civic groups and community organizations.
- 21. I attend city council meetings and advocate on behalf of the library.
- 22. I keep abreast of legislation and the impact it has on the library community.
- 23. I have established a relationship with my local and state representatives and discuss library issues with them advocating for their support.
- 24. I belong to a state or national library organization (ILA, ALA, United For Libraries, etc).
- 25. I have attended ILA's Legislative Day in the past two years.
- 26. I have participated in ILA's Lobby From Home Day event in the past two years.
- 27. I subscribe to State Library newsletters like Monday Morning Eye-Opener.
- 28. I read national library organization newsletters and publications.
- 29. I have attended at least two library programs in the last year.
- 30. I have participated in board education programs in the past year.

(If each box checked represents 5 points – all boxes checked equals 150 points)

Attribution: State Library of Iowa

Full Library Board Assessment

Instructions: Discuss each point collectively and come to a rating consensus. Consider the areas of overall board strength, consider the areas that need improvement. Rank the following statements with **1** being “no/never,” **2** being “sometimes,” and **3** being “always.”

Statement	1	2	3
The board has a process for the recruitment and recommendation of people for open positions when vacancies occur.			
The board has a process for new trustee orientation.			
The board stays abreast of the financial status of the library and its funding sources.			
The board sets the direction for the library through strategic planning.			
The board uses the planning document to inform decision-making.			
The board reviews and adopts a budget that reflects the current strategic plan.			
The board evaluates the library director annually based on a written job description.			
The board feels free to communicate problems to the director in a timely manner.			
The board is familiar with state and federal laws governing libraries.			
The board has established bylaws to oversee its governance.			
The board has established clear policies to govern and guide library operations.			
The board continually reviews and updates the library's policies.			
The board safeguards the public's First Amendment and Intellectual Freedom rights by protecting freedom of access, while also being open to the public's comments.			
The board is aware of patron privacy protections under the Iowa Code and ensures that its policies are consistent with the law.			
The board is representative of the community it serves.			
The board is politically active, advocating for libraries in the public policy arena.			
The board annually assesses its own performance.			
The board receives or shares information needed to make informed decisions in a timely manner.			
The board allows time at each meeting for discussion of emerging issues and trends.			
The board encourages open discussion and expression of dissenting opinions during board meetings.			
The board speaks with one voice after a vote is taken.			
The board recognizes and thanks staff and volunteers for their efforts.			
The board embraces a culture of learning for themselves and staff.			
TOTAL			

Attribution: State Library of Iowa

Checklist for Tech Savvy Trustees

(For individual board member use.)

Statement	Yes	No	Not Yet
I can access my email on the web.			
I am an active Facebook user.			
I am active on other social media platforms.			
I use a laptop, tablet, iPad, or smartphone.			
I use Bridges for eBooks or downloadable audiobooks.			
I use cloud storage.			
I have attended a library-related webinar this year.			
The library has web conferencing software for online meetings or programs (Zoom, GoToMeeting, WebEx).			
I receive the <i>Monday Morning Eye Opener</i> (MMEO) via email.			
I have visited the State Library's website.			
I have visited the United for Libraries website.			
My library provides wireless Internet access.			
My library electronically tracks wireless usage.			
My library uses a live Chat service.			
Our job descriptions reflect updated technology skills.			
We see demonstrations of technology products used by the library at board meetings.			

"Toward Tech Savvy Trustees"
 Attribution: Bonnie McKewon

LIBRARY DIRECTOR EVALUATION FORM

DUE APRIL 23rd

norlib@frontiernet.net

Norelius Community Library

Performance Appraisal for Supervisory Library Staff

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

Name: **MONICA L. WALLEY** Position Title: **LIBRARY DIRECTOR**
Date of Hire: **02-11-2013** Review Due: **APRIL 23rd, 2025**

Rating Definitions

- | | |
|-----------------------------|---|
| Exceeds Requirements | Work performance is consistently above the requirements for the position. |
| Meets Requirements | Work performance consistently meets the requirements for the position. |
| Needs Improvement | Work performance does not consistently meet the requirements for the position. Effort is needed to improve performance or further training is needed to meet requirements for the position. |
| Unsatisfactory | Work performance is consistently unacceptable for the position |

#1-LEADERSHIP SKILLS

- Able to influence/motivate subordinates
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Subordinates trust and listen to the supervisor
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Supervisor supports employee development
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Supervisor can handle pressure in significant situations?
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory

● **Overall Position Knowledge: Total** _____ / 4 = _____

1 - 1.5: Exceeds Requirements 1.5 - 2.5: Meets Requirements
2.5 - 3.5: Needs Improvement 3.5 - 4: Unsatisfactory

#2-MANAGEMENT SKILLS

- Does supervisor plan effectively to complete tasks?
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Does supervisor delegate tasks to others properly?
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Does supervisor demonstrate problem solving skills?
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Does supervisor interact with the team?
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Does supervisor practice critical and conceptual thinking?
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Supervisor follows, demonstrates, and educates about Library policies
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Listens and reacts to criticism in constructive ways
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory

• **Overall Position Knowledge: Total** _____ / 7 = _____

1 - 1.5: Exceeds Requirements 1.5 - 2.5: Meets Requirements

2.5 – 3.5: Needs Improvement 3.5 – 4: Unsatisfactory

#3-COMMUNICATION

- Communicates effectively
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Expresses ideas and opinions in appropriate venue and manner
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Supports organizational decisions
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory

• **Overall Communication: Total** _____ / 3 = _____

1 - 1.5: Exceeds Requirements 1.5 - 2.5: Meets Requirements

2.5 – 3.5: Needs Improvement 3.5 – 4: Unsatisfactory

#4-POSITION KNOWLEDGE

- Understands basic principles, techniques, practices and procedures of position
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Understands and supports overall mission of the Library
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Follows Library policies and procedures
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Ability to operate Library equipment as required
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Ability to follow oral and written instructions when applicable
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- **Overall Position Knowledge: Total _____ / 5 = _____**

1 - 1.5: Exceeds Requirements 1.5 - 2.5: Meets Requirements

2.5 – 3.5: Needs Improvement 3.5 – 4: Unsatisfactory

#5-QUALITY OF WORK

- Is diligent about completing tasks with minimum guidance and direction
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Accuracy in work
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Work consistently meets standards set by supervisor
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Ability to develop plans, set priorities, and establish procedures and schedules
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Completes assignments in a timely fashion
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Contributes new ideas for improvements in existing techniques and procedures
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- **Overall Quality of Work: Total _____ / 6 = _____**

1 - 1.5: Exceeds Requirements 1.5 - 2.5: Meets Requirements

2.5 – 3.5: Needs Improvement 3.5 – 4: Unsatisfactory

#6-CUSTOMER SERVICE

- Welcoming and courteous to customers
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Offers assistance to customers
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Patient and empathetic with customers
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- **Overall Customer Service: Total _____ / 3 = _____**

1 - 1.5: Exceeds Requirements 1.5 - 2.5: Meets Requirements
2.5 – 3.5: Needs Improvement 3.5 – 4: Unsatisfactory

#7-JUDGEMENT

- Demonstrates ability to weigh alternatives and arrive at logical conclusions
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Makes appropriate decisions
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Assumes responsibility when necessary
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- **Overall Judgement: Total _____ / 3 = _____**

1 - 1.5: Exceeds Requirements 1.5 - 2.5: Meets Requirements
2.5 – 3.5: Needs Improvement 3.5 – 4: Unsatisfactory

#8-INTERPERSONAL RELATIONS

- Works effectively and courteously
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Fosters a cooperative work environment
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Offers assistance to others
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Demonstrates a willingness to achieve common goals
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Accepts constructive suggestions
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- **Overall Interpersonal Relations: Total _____ / 5 = _____**

1 - 1.5: Exceeds Requirements 1.5 - 2.5: Meets Requirements
2.5 – 3.5: Needs Improvement 3.5 – 4: Unsatisfactory

#9-ATTENDANCE

- Reports to work on time
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Notifies supervisor promptly about any absences
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Is flexible with work schedule
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory

• **Overall Attendance: Total** _____ / 3 = _____

1 - 1.5: Exceeds Requirements 1.5 - 2.5: Meets Requirements
2.5 – 3.5: Needs Improvement 3.5 – 4: Unsatisfactory

#10-ADAPTABILITY

- Willingness to learn and perform new duties
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Amiable to and assists with work normally done by others
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory
- Is flexible in adapting to daily work situations
1-Exceeds Requirements 2-Meets Requirements 3-Needs Improvement 4-Unsatisfactory

• **Overall Adaptability: Total** _____ / 3 = _____

1 - 1.5: Exceeds Requirements 1.5 - 2.5: Meets Requirements
2.5 – 3.5: Needs Improvement 3.5 – 4: Unsatisfactory

ACCOMPLISHMENTS

List a few accomplishments of employee within review period.

GOALS & OBJECTIVES

What is to be accomplished over the next year and what actions will be taken to achieve the goals?

OVERALL PERFORMANCE

- Overall Performance: Total _____ / 42 = _____

1 - 1.5: Exceeds Requirements 1.5 - 2.5: Meets Requirements

2.5 – 3.5: Needs Improvement 3.5 – 4: Unsatisfactory

Reviewing Supervisor's Signature: _____ Date: _____

I have reviewed and discussed my Performance Appraisal with my supervisor. My required signature below means that I have received this performance appraisal and does not necessarily imply that I agree with this appraisal. I am aware that I may comment in writing on this appraisal and that my comments will be attached to this appraisal and will be filed with it in my personnel file.

Employee's Signature: _____ Date: _____

Comments attached

Carmen & Ben,

Thank you so much for continued
support of our Library. Your generous gift
of \$50⁰⁰ will be put toward our
programming needs.

Thank you Again!

Best Regards,

Maria L. Watley
Director

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

NORELIUS
Community



Library

Thank You

**Norelius Community
Library**

1403 1st Ave. South
Denison, IA 51442
712/263-9355

Date: 4-12-25

Name: Carmen & Ben Swartzke

- | | |
|--|--|
| <input type="checkbox"/> DVD FINE | <input type="checkbox"/> COPIES |
| <input type="checkbox"/> DAMAGED ITEM
___ BOOK ___ DVD | <input type="checkbox"/> LAMINATING |
| <input type="checkbox"/> LOST ITEM
___ BOOK ___ DVD
___ LIBRARY CARD | <input type="checkbox"/> DEPOSIT |
| <input type="checkbox"/> EAR BUDS | <input type="checkbox"/> FAX |
| <input type="checkbox"/> FLASH DRIVE | <input type="checkbox"/> GENEALOGY |
| <input type="checkbox"/> ILL POSTAGE | <input checked="" type="checkbox"/> DONATION |
| | <input type="checkbox"/> OTHER |

Title: for programming

\$ 50.00

Rec'd by MJW

Cash

Check

4852

49962

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

NORELIUS
Community  Library

Thank You

Debbi,

Thank you for your generous donation of the large box of assorted fabrics to the library. We appreciate your thoughtfulness and support, as these materials will be very useful for our quilt class and programming activities!

Best regards,

April

The Home and Hobby Club of Denison would like to donate to the library \$50.00. Please forward to any programs providing crafting or sewing supplies. As a club we appreciate everything the library does for the community.

Thank you,
Home and Hobby Club Members

Cleaning- A & D Multiservice

- Cleaning has gone very well.
- It is my recommendation that the Library Board consider hiring this company with a one-year contract beginning May 1st, 2025-April 30th, 2026
- Specifics:
 - Clean 4 days per week, 3 hrs. per day at \$22.00 per hour.
 - 12 hrs. x \$22.00 per week = \$264.00
 - \$264.00 x 52 weeks = \$13,728.00
 - Cleaning crew may work a few more hours now and then to do deeper cleaning if needed.
 - Library staff will pick up the cleaning responsibilities the other two days per week as needed.

Hot Water Heater-Meseck Electric-Colby Meseck,

- Colby Meseck was in the library and we did a walk through on 3/25 to discuss what needed to be accomplished to hook up the water heater.
- While he was here we discussed other electrical issues that require assistance in addition to the water heater power hook up.
- Touched base with Colby 4/14 to check on the schedule for the work:
He shared he had a family emergency that has taken him away from his electrical business. He mentioned he would try to get here next week if his wife is discharged from the hospital. He has agreed to assist us with the following:
 - Change out lamps throughout library to include the mechanics room, library proper and all work areas-discard old/burnt out lamps
 - Replace exhaust fan in janitor's closet
 - Price on adding dimmer switches to Carnegie Meeting Rooms

Formal Trustee Training with our District Consultant-Misty Gray-May 17th 10:00-12:00

Roof Leak: There was one more episode with the active leak, but no more leaks have been noted during the monitoring period that followed-City Manager is aware

- Reached out to two roofing companies:
 - Zuniga Construction- Awaiting information regarding their insurance certificate to work on commercial buildings
 - Premier Roofing-Residential/Commercial
 - Nate Paulsen inspected the shingled portion of the roof and focused on the area of the leak. He reported that he believes the shingles are approximately 25 years old in his expertise. He is putting together two bids for us: Complete roof replacement vs. Repairs to the leaking area only.
 - Has requested to have his partner accompany him for further inspection to offer an accurate assessment and bid. City Clerk indicated that funding sources for this project could come from the remaining Bond fund from the Foundation Repairs/HVAC System replacement and/or the Library Capital Improvement Fund.

Back Door Issues:

- Library Friends used back door to access the exterior closet used to store the donations that come in for their sales during the set up and take down of the White Elephant Sale on 4/11th & 12th.
- The back door would not latch and could not be locked.
- City Manager notified and she came to the library to assess the issue.
- With her approval I contacted the police department requesting they monitor the library through the remainder of the weekend until Public Works could repair the door on Monday morning.
- Public Works worked on the door and was able to get the latch to catch.
- The door locks now and all is secure during off business hours.

Water Fountain Installed: 4/17**Programming Highlights:**

Dr. Hasik Author Visit-March 25th

National Library week-April 6th-12th: Celebrating Libraries

Denison Library Friends White Elephant Sale-April 12th with set up April 11th @ 1:00 pm

Volunteer Acknowledgement-Cathy Frederickson-Crafternoon: 4/15

"How Elvis Found His Voice" 4-22 @ 5:30-Main Floor

Meetings Attended:

Director's Meetings: 3/31, 4/7, 4/21

Management Team Meetings: 3/25, 4/1, 4/8, 4/15

Hiring Committee: 3/31(Library reps joined by Zoom), 4/17 (W.I.T.)

City Council Meeting: 4/1

MAY Program Guide: See attachment

CITY OF DENISON
 REVENUE & EXPENSE REPORT
 CALENDAR 3/2025, FISCAL 9/2025

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	% EXPENDED	REMAINING
LIBRARY DEPARTMENT						
001-410-4440	STATE GRANTS	.00	8,000.00	15,000.00	53.33	7,000.00
001-410-4465	COUNTY LIBRARY CONTRIBUTION	.00	21,657.90	40,500.00	53.48	18,842.10
001-410-4553	LIBRARY CHARGES-INCIDENTAL	5.00	30.00	200.00	15.00	170.00
001-410-4710	REIMBURSEMENTS	.00	185.38	500.00	37.08	314.62
	LIBRARY TOTAL	5.00	29,873.28	56,200.00	53.16	26,326.72
001-410-6010	SALARIES	17,276.52	181,474.76	255,936.00	70.91	74,461.24
001-410-6160	WORKMAN'S COMP	.00	.00	500.00	.00	500.00
001-410-6210	DUES AND SUBSCRIPTIONS	.00	1,304.09	1,500.00	86.94	195.91
001-410-6230	TRAINING & TRAVEL	.00	1,525.74	2,500.00	61.03	974.26
001-410-6310	MAINTENANCE & REPAIR	875.51	10,634.17	18,000.00	59.08	7,365.83
001-410-6311	BUILDING IMPROVEMENTS	21.98	21.98	.00	.00	21.98-
001-410-6371	UTILITY SERVICES	.00	.00	.00	.00	.00
001-410-6373	TELEPHONES	153.83	1,360.69	1,900.00	71.62	539.31
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	71.91	3,843.27	10,000.00	38.43	6,156.73
001-410-6421	PUBLIC RELATIONS	.00	.00	500.00	.00	500.00
001-410-6424	ADULT PROGRAMMING	.00	2,534.02	3,000.00	84.47	465.98
001-410-6499	OTHER CONTRACTUAL SERV	.00	1,088.00	.00	.00	1,088.00-
001-410-6502	AUDIO-VISUAL	112.00	1,120.17	2,500.00	44.81	1,379.83
001-410-6506	OFFICE SUPPLIES & EXPENSE	.00	3,728.47	8,200.00	45.47	4,471.53
001-410-6508	POSTAGE	.00	741.20	750.00	98.83	8.80
001-410-6510	COPIER EXPENSE	.00	.00	.00	.00	.00
001-410-6512	BOOKS	2,671.28	19,208.67	25,000.00	76.83	5,791.33
001-410-6514	IT SUPPORT	6.00	615.25	1,500.00	41.02	884.75
001-410-6518	CHILDREN'S PROGRAMS	258.52	1,870.29	4,500.00	41.56	2,629.71
001-410-6519	PERIODICALS	.00	701.55	1,000.00	70.16	298.45
001-410-6598	GRANT EXPENSES	4,333.42	7,217.38	15,000.00	48.12	7,782.62
001-410-6599	MISC.	119.73	119.73	1,000.00	11.97	880.27
001-410-6710	NEW EQUIPMENT	68.19	2,821.73	3,000.00	94.06	178.27
	LIBRARY TOTAL	25,968.89	242,011.16	358,036.00	67.59	116,024.84
	GENERAL TOTAL	25,963.89-	212,137.88-	301,836.00-	70.28	89,698.12-
	Report Total	25,963.89-	212,137.88-	301,836.00-	70.28	89,698.12-

CITY OF DENISON
 BALANCE SHEET
 CALENDAR 3/2025, FISCAL 9/2025

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
150-000-1110	LIBRARY TRUST	.00	46,156.32
150-000-1150	LIBRARY TRUST. I.P.A.I.T.	.00	.00
150-000-1151	MORSE BOOKS - I.P.A.I.T	.00	.00
150-000-1170	UNITED BANK - LIBRARY CD	.00	.00
150-000-1171	CRAWFORD BANK - LIBRARY CD	269.20	23,498.90
150-000-1172	CRAWFORD BANK - LIB #2	212.24	18,526.89
150-000-1173	CRAWFORD BANK #3	269.20	23,498.90
	LIBRARY TRUST TOTAL	750.64	111,681.01
	TOTAL ASSETS	750.64	111,681.01
	TOTAL ALL CASH	750.64	111,681.01

CITY OF DENISON
 REVENUE & EXPENSE REPORT
 CALENDAR 3/2025, FISCAL 9/2025

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
LIBRARY SPECIAL DEPARTMENT					
008-411-4440	STATE GRANTS	.00	.00	8,000.00	8,000.00
008-411-4441	OPEN ACCESS	.00	.00	.00	.00
008-411-4446	DIRECT ST AID/OPEN ACCESS/ENRIC	.00	1,494.60	4,533.00	3,038.40
008-411-4500	COPIES/FINES	990.89	10,850.01	12,500.00	1,649.99
008-411-4705	DONATIONS-PRIVATE	90.00	4,137.54	.00	4,137.54-
	LIBRARY SPECIAL TOTAL	1,080.89	16,482.15	25,033.00	8,550.85
008-411-6499	SUPPLEMENTAL	1,484.55	5,968.40	17,500.00	11,531.60
008-411-6511	EXPENSES - OPEN ACCESS	.00	.00	4,533.00	4,533.00
	LIBRARY SPECIAL TOTAL	1,484.55	5,968.40	22,033.00	16,064.60
	LIBRARY SPECIAL TOTAL	403.66-	10,513.75	3,000.00	7,513.75-
	Report Total	403.66-	10,513.75	3,000.00	7,513.75-

07.01.21 GENERAL LEDGER HISTORY REPORT
FROM 3/01/2025 TO 3/31/2025

ACCOUNT NUMBER	JOB/PO ACCOUNT TITLE	PERIOD	DEBITS	CREDITS	NET CHANGE
DATE ACCT NO NAME INVOICE NO CHECK NO REFERENCE					ENDING BAL
001-410-4440	STATE GRANTS				
001-410-4465	COUNTY LIBRARY CONTRIBUTION				
001-410-4553	LIBRARY CHARGES-INCIDENTAL	PERIOD 9/25		25.00	
3/17/25	LIBRARY	DAILY LIBRARY DEPOSIT		5.00	
		RECEIPT #28993			
			.00	5.00	
001-410-4710	REIMBURSEMENTS				
001-410-6010	SALARIES	PERIOD 9/25			
3/14/25		PR DT: 3/11/25	8,716.99		
3/28/25		PR DT: 3/25/25	8,559.53		
			17,276.52	.00	
001-410-6160	WORKMAN'S COMP				
001-410-6210	DUES AND SUBSCRIPTIONS				
001-410-6230	TRAINING & TRAVEL				
001-410-6310	MAINTENANCE & REPAIR	PERIOD 9/25			
3/06/25	5142 JP FLOORING 5027	83225 CARPET CLEANING -CARNEGIE RM	719.52		
3/06/25	5243 BOYSEN LAUNDRY 3561	83215 FLOOR MATS 1/6/25	26.00		
3/06/25	5243 BOYSEN LAUNDRY 3562	83215 FLOOR MATS - LIB -012025	26.00		
3/06/25	5243 BOYSEN LAUNDRY 3563	83215 FLOOR MATS -LIB 2/3/25	26.00		
3/06/25	5243 BOYSEN LAUNDRY 3618	83215 FLOOR MATS -LIB 2/19/25	26.00		
3/18/25	5243 BOYSEN LAUNDRY 3699	83249 FLOOR MATS -LIB 3/5/25	26.00		
3/18/25	5243 BOYSEN LAUNDRY 3699	83249 FLOOR MATS -LIB 3/5/25	26.00		
3/18/25	5243 BOYSEN LAUNDRY 3699	83249 FLOOR MATS -LIB 3/5/25	26.00		
3/24/25	43 DENISON DO IT B597161	RUG DR RENTAL	25.99		
		83309			
			875.51	.00	
001-410-6311	BUILDING IMPROVEMENTS	PERIOD 9/25			
3/13/25	43 DENISON DO IT B593727	83236 ROOF REPAIR - LIBRARY	21.98		
			21.98	.00	
001-410-6371	UTILITY SERVICES				
001-410-6373	TELEPHONES	PERIOD 9/25			
3/13/25	716 FRONTIER COMMU 0325-5151880007				
		83237 SERVICE	139.88		
3/24/25	684 IOWA COMMUNICA 718131	TELEPHONES	13.95		
		83310			

GENERAL LEDGER HISTORY REPORT
 FROM 3/01/2025 TO 3/31/2025

ACCOUNT NUMBER	JOB/PO ACCOUNT TITLE	PERIOD	DEBITS	CREDITS	NET CHANGE
DATE ACCT NO NAME INVOICE NO CHECK NO REFERENCE					ENDING BAL
001-410-6373	TELEPHONES	PERIOD 9/25			
			153.83	.00	
001-410-6402	ADVERTISING				
001-410-6411	LEGAL FEES				
001-410-6419	TECHNOLOGY EXPENSE	PERIOD 9/25			
3/21/25 1605 FIRST BANKCARD LD 032025		4745 QUICKEN-SOFTWARE	76.91		
3/21/25 1605 FIRST BANKCARD LD 032025		4745 QUICKEN-CREDIT	5.00-		
			71.91	.00	
001-410-6421	PUBLIC RELATIONS				
001-410-6424	ADULT PROGRAMMING				
001-410-6499	OTHER CONTRACTUAL SERV				
001-410-6502	AUDIO-VISUAL	PERIOD 9/25			
3/06/25 446 BAKER & TAYLOR H71893920		83212 DVD AUDIO-VISUAL	20.99		
3/06/25 4767 AMAZON CAPITAL 1FXL-MQNF-VGD3		83210 DVDS	51.10		
3/24/25 4767 AMAZON CAPITAL 19RF-FVHT-31R7		DVDS	19.95		
		83306			
3/24/25 4767 AMAZON CAPITAL 1NQV-H1P7-PNNH		DVDS	19.96		
		83306			
			112.00	.00	
001-410-6506	OFFICE SUPPLIES & EXPENSE				
001-410-6508	POSTAGE				
001-410-6510	COPIER EXPENSE				
001-410-6512	BOOKS	PERIOD 9/25			
3/06/25 39 CENGAGE LEARNI 86889809		83219 BOOKS	83.96		
3/06/25 39 CENGAGE LEARNI 86900223		83219 BOOKS	49.48		
3/06/25 4767 AMAZON CAPITAL 17WR-GVTL-6MPF		83210 BOOKS	45.16		
3/06/25 4767 AMAZON CAPITAL 1RWJ-N71F-JMLM		83210 BOOKS	146.06		
3/18/25 4767 AMAZON CAPITAL 1YWN-CF6G-4GT1		83244 BOOKS	120.93		
3/24/25 39 CENGAGE LEARNI 86979246		BOOKS	109.46		
		83308			
3/24/25 39 CENGAGE LEARNI 86988765		BOOKS	49.48		
		83308			
3/24/25 39 CENGAGE LEARNI 87009233		BOOKS	83.96		
		83308			

ACCOUNT NUMBER	JOB/PO ACCOUNT TITLE	PERIOD	DEBITS	CREDITS	NET CHANGE	
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	ENDING BAL
001-410-6512	BOOKS	PERIOD 9/25				
3/24/25	446 BAKER & TAYLOR	2038892749	BOOKS			314.15
			83304			
3/24/25	446 BAKER & TAYLOR	2038901275	BOOKS			408.12
			83304			
3/24/25	446 BAKER & TAYLOR	2038905298	BOOKS			160.82
			83304			
3/24/25	446 BAKER & TAYLOR	2038911499	BOOKS			269.42
			83304			
3/24/25	446 BAKER & TAYLOR	2038926723	BOOKS			258.19
			83304			
3/24/25	446 BAKER & TAYLOR	3311721	CREDIT -BOOKS			26.42
			83304			
3/24/25	4767 AMAZON CAPITAL	14W4-7HLV-4VFP	BOOKS			18.00
			83306			
3/24/25	4767 AMAZON CAPITAL	1GXQ-DWLQ-69FN	BOOKS			62.97
			83306			
3/24/25	4767 AMAZON CAPITAL	1RVX-3JQV-7TYQ	BOOKS			54.64
			83306			
3/27/25	1874 BOOK FARM INC.	CR_REB14352	83319 SHIPPING DISCOUNT			56.65
3/27/25	1874 BOOK FARM INC.	REB14352-1	83319 BOOKS			17.99
3/27/25	1874 BOOK FARM INC.	REB15018	83319 BOOKS			490.57
3/27/25	1874 BOOK FARM INC.	REB15018-1	83319 BOOKS			10.99

			2,754.35		83.07	
001-410-6514	IT SUPPORT	PERIOD 9/25				
3/04/25	480 BRADLEY, ROD	649	83188 IT SERVICES			6.00

			6.00		.00	
001-410-6518	CHILDREN'S PROGRAMS	PERIOD 9/25				
3/06/25	4767 AMAZON CAPITAL	17J6-TCNX-TD4N	83210 JUV PROGRAMMING			48.03
3/21/25	1605 FIRST BANKCARD	LD 032025	4745 IN SCHOOL LIFE-SOFTWARE			73.50
3/21/25	1605 FIRST BANKCARD	LD 032025	4745 OTC BRANDS-SUPPLIES			19.07
3/24/25	4767 AMAZON CAPITAL	16CV-346T-3Q6D	CHILDREN'S PROGRAMMING			117.92
			83306			

			258.52		.00	
001-410-6519	PERIODICALS					
001-410-6598	GRANT EXPENSES	PERIOD 9/25				
3/06/25	4767 AMAZON CAPITAL	1DJJ-HPVT-9QYH	83210 CONTROLLERS AND OTHER SUPPLIES			853.09
3/24/25	763 DEMCO	7611529	DISPLAYS			3,147.37
			83311			
3/24/25	3738 CARPET ONE FLO	CG513004	83321 VERTICAL BLINDS			1,069.44

07.01.21 GENERAL LEDGER HISTORY REPORT
FROM 3/01/2025 TO 3/31/2025

ACCOUNT NUMBER	JOB/PO ACCOUNT TITLE	PERIOD	DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO REFERENCE	ENDING BAL
001-410-6598	GRANT EXPENSES	PERIOD 9/25			
3/24/25	4767	AMAZON CAPITAL 1JTM-H1Y6-H9TR			
				CREDIT MEMO -EASEL	673.06
			83306		
3/27/25	3738	CARPET ONE FLO CG513004	83321	AP CHECK VOIDED	1,069.44-
				VERTICAL BLINDS	
3/27/25	3738	CARPET ONE FLO CG513004	83321	VERTICAL BLINDS	1,006.02
					5,006.48
					673.06
001-410-6599	MISC.	PERIOD 9/25			
3/24/25	2209	ALL FLAGS, LLC 642971			
				NEW FLAGS	119.73
			83305		
					119.73
					.00
001-410-6710	NEW EQUIPMENT	PERIOD 9/25			
3/21/25	1605	FIRST BANKCARD LD 032025	4745	WALMART-SUPPLIES	68.19
					68.19
					.00
004-410-4554	MISC INCOME-LIBRARY				
004-410-6799	CAPITAL IMPROVEMENT - CAPITAL				
008-411-4440	STATE GRANTS				
008-411-4441	OPEN ACCESS				
008-411-4446	DIRECT ST AID/OPEN ACESS/ENRIC				
008-411-4500	COPIES/FINES	PERIOD 9/25			
3/17/25	LIBRARY SPECIA	SHAMA WILKEN			4.90
		RECEIPT #28994			
3/17/25	LIBRARY SPECIA	DANYEL JEPSEN			6.00
		RECEIPT #28995			
3/17/25	LIBRARY SPECIA	DANYEL JEPSEN			20.00
		RECEIPT #28997			
3/17/25	LIBRARY SPECIA	DAILY LIBRARY DEPOSIT			570.70
		RECEIPT #29001			
3/26/25	LIBRARY SPECIA	DAILY LIBRARY DEPOSIT			354.79
		RECEIPT #29054			
3/26/25	LIBRARY SPECIA	MARCIA BACHMANN			34.50
		RECEIPT #29055			
					.00
					990.89
008-411-4705	DONATIONS-PRIVATE	PERIOD 9/25			
3/17/25	LIBRARY SPECIA	CARMEN SWERTZIC			50.00
		RECEIPT #28996			
3/17/25	LIBRARY SPECIA	CONWELL LARSON			40.00
		RECEIPT #28998			

07.01.21 GENERAL LEDGER HISTORY REPORT
FROM 3/01/2025 TO 3/31/2025

ACCOUNT NUMBER	JOB/PO ACCOUNT TITLE	DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	NET CHANGE ENDING BAL
008-411-4705	DONATIONS-PRIVATE						PERIOD 9/25			
								.00	90.00	
008-411-6499	SUPPLEMENTAL - LIBRARY SPECIAL						PERIOD 9/25			
3/18/25	4466 WELLS FARGO FI			5033415873		83292	COPIER LEASE -LIB	295.50		
3/18/25	5052 VISUAL EDGE IT			24AR2467482						
						83290	COPIER LEASE	2.18		
3/21/25	1605 FIRST BANKCARD LD			032025		4745	GAME ON DSM-DEPOSIT	300.00		
3/24/25	4767 AMAZON CAPITAL			1DCQ-W7KJ-TX3H						
						0084116499		232.47		
						83306				
3/24/25	4767 AMAZON CAPITAL			1DHK-DF49-7WG6						
							SUPPLIES	52.05		
						83306				
3/24/25	4767 AMAZON CAPITAL			1GGF-6RR9-4YJR						
							SUMMER LIB PROGRAM	186.68		
						83306				
3/24/25	4767 AMAZON CAPITAL			1WTM-9WKF-GLLV						
							SUMMER LIBRARY PROG SUPPLIES	298.91		
						83306				
3/24/25	4767 AMAZON CAPITAL			1Y3V-W9HG-47Q6						
							SUPPLIES	116.76		
						83306				
								1,484.55	.00	
008-411-6511	EXPENSES - OPEN ACCESS - LIBRA									
112-410-6110	CITY SHARE FICA						PERIOD 9/25			
3/14/25							PR DT: 3/11/25	666.87		
3/28/25							PR DT: 3/25/25	654.82		
								1,321.69	.00	
112-410-6130	CITY SHARE IPERS						PERIOD 9/25			
3/14/25							PR DT: 3/11/25	806.83		
3/28/25							PR DT: 3/25/25	785.96		
								1,592.79	.00	
112-410-6150	HEALTH INSURANCE						PERIOD 9/25			
3/14/25							PR DT: 3/11/25	96.16		
3/18/25	3575 WALLEY, MONICA			03-2025		83291	INS STIPEND	104.17		
3/18/25	5051 GUTHRIE, KATIE			03-2025		83267	INS STIPEND	104.17		
3/20/25	2986 WELLMARK BLUE			250700000067						
							HEALTH INSURANCE	1,038.21		
						83301				
3/20/25	3444 TRISTAR BENEFIT			158479			THIRD PARTY ADMIN FEES	7.50		
						83302				
3/20/25	3444 TRISTAR BENEFIT			158791			THIRD PARTY ADMIN FEES	7.50		
						83302				
3/27/25	3661 VISION SERVICE			822490122		83331	INSURANCE	14.84		
3/27/25	3756 STANDARD INSUR			042025		83327	INS PREMIUM	152.63		

GENERAL LEDGER HISTORY REPORT
 FROM 3/01/2025 TO 3/31/2025

ACCOUNT NUMBER	JOB/PO ACCOUNT TITLE	PERIOD	DEBITS	CREDITS	NET CHANGE
DATE ACCT NO	NAME INVOICE NO	CHECK NO REFERENCE			ENDING BAL
112-410-6150	HEALTH INSURANCE	PERIOD 9/25			
3/28/25		PR DT: 3/25/25	96.16		
			1,621.34	.00	
112-410-6151	CITY'S SHARE ICMA				
112-410-6152	WC INSURANCE				
112-410-6170	UNEMPLOYMENT				
121-410-6310	MAINTENANCE & REPAIR				
150-410-4300	LIBRARY TRUST INTEREST	PERIOD 9/25			
3/06/25	CD INT BANK#5	CCTSB		269.20	
3/06/25	CD INT BANK#5	CCTSB		212.24	
3/06/25	CD INT BANK#5	CCTSB		269.20	
			.00	750.64	
150-410-4705	PRIVATE SOURCES				
150-410-6499	CONTRACT - LIBRARY TRUST				
150-410-6502	AUDIO-VISUAL - LIBRARY TRUST				
150-410-6599	MISC. - LIBRARY TRUST				
REPORT TOTALS			32,745.39	2,592.66	

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

4767 AMAZON CAPITAL SERVICES											
11T6-KG3P-JQHN	1	1	4/21/2025	4/21/2025	I	O DVDS		79.85		79.85	79.85
							001-410-6502			AUDIO-VISUAL	
1463-H4QD-7NLW	1	1	4/21/2025	4/21/2025	I	O CM - BOOKS		8.92-		8.92-	8.92-
							001-410-6512			BOOKS	
169L-CJGT-7WRP	1	1	4/21/2025	4/21/2025	I	O ADULT PROGRAMMING		83.86		83.86	83.86
							008-411-6499			SUPPLEMENTAL	
19GT-CYXR-4N9Y	1	1	4/21/2025	4/21/2025	I	O CM-JUV PROGRAMMING		50.00-		50.00-	50.00-
							001-410-6518			CHILDREN'S PROGRAMS	
19PJ-3Q9Y-77DQ	1	1	4/21/2025	4/21/2025	I	O BOOKS		51.72		51.72	51.72
							001-410-6512			BOOKS	
1JXW-DXMK-G9PC	1	1	4/21/2025	4/21/2025	I	O DVDS		19.95		19.95	19.95
							001-410-6502			AUDIO-VISUAL	
1LD1-3WYJ-LDK3	1	1	4/21/2025	4/21/2025	I	O SPECIAL - ADULT PROGRAMMING		163.12		163.12	163.12
							008-411-6499			SUPPLEMENTAL	
1PHY-HV3F-HQNN	1	1	4/21/2025	4/21/2025	I	O DVDS		39.92		39.92	39.92
							001-410-6502			AUDIO-VISUAL	
1QXH-9DVR-K9YN	1	1	4/21/2025	4/21/2025	I	O BOOKS		15.50		15.50	15.50
							001-410-6512			BOOKS	
1R3F-R9TH-6DN9	1	1	4/21/2025	4/21/2025	I	O BOOKS		62.58		62.58	62.58
							001-410-6512			BOOKS	
1R79-V469-HNJ4	1	1	4/21/2025	4/21/2025	I	O BOOKS		80.30		80.30	80.30
							001-410-6512			BOOKS	
1V7Y-93RG-7TOX	1	1	4/21/2025	4/21/2025	I	O JUV PROGRAMMING		223.27		223.27	223.27
							001-410-6518			CHILDREN'S PROGRAMS	
1VJK-XNCT-Y3G9	1	1	4/21/2025	4/21/2025	I	O DVDS		19.95		19.95	19.95
							001-410-6502			AUDIO-VISUAL	
1VPN-FFD4-MDDH	1	1	4/21/2025	4/21/2025	I	O CM - DVDS		.06-		.06-	.06-
							001-410-6502			AUDIO-VISUAL	
VENDOR TOTAL								781.04		781.04	781.04

446 BAKER & TAYLOR ENT.											
2038946038	1	1	4/21/2025	4/21/2025	I	O BOOKS		253.83		253.83	253.83
							001-410-6512			BOOKS	
2038962948	1	1	4/21/2025	4/21/2025	I	O BOOKS		342.56		342.56	342.56
							001-410-6512			BOOKS	
VENDOR TOTAL								596.39		596.39	596.39

2152 BEECK'S WINDOW CLEANING											
040325-LIB	1	1	4/21/2025	4/21/2025	I	O WINDOW CLEANING -LIBRARY		170.00		170.00	170.00
							001-410-6310			MAINTENANCE & REPAIR	
VENDOR TOTAL								170.00		170.00	170.00

INVOICE/LINE	1099 BK	DUE DATE	INV DT	TY	ST	REFERENCE	CHECK NO	GROSS	DISC AMT DISC TAKEN	NET AMT AMT PAID	OPEN AMT MANUAL
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5243 BOYSEN LAUNDRY SERVICE LLC

3806	1	Y	1	4/21/2025	4/21/2025	I O FLOOR MATS -LIBRARY 4/2		26.00		26.00	26.00
							001-410-6310			MAINTENANCE & REPAIR	
3862	1	Y	1	4/21/2025	4/21/2025	I O FLOOR MATS -LIBRARY 4/16		26.00		26.00	26.00
							001-410-6310			MAINTENANCE & REPAIR	

VENDOR TOTAL								52.00		52.00	52.00
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684 IOWA COMMUNICATION NETWORK

720064	1	Y	1	4/21/2025	4/21/2025	I O TELEPHONE -LIBRARY		15.53		15.53	15.53
							001-410-6373			TELEPHONES	

VENDOR TOTAL								15.53		15.53	15.53
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218 MICROFILM IMAGING SYSTEMS

97886	1	Y	1	4/21/2025	4/21/2025	I O MICROFILM MACHINE		387.00		387.00	387.00
							001-410-6419			TECHNOLOGY EXPENSE	

VENDOR TOTAL								387.00		387.00	387.00
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4321 SWANK MOVIE LICENSING

3917910	1	Y	1	4/21/2025	4/21/2025	I O MOVIE LICENSE		375.00		375.00	375.00
							001-410-6419			TECHNOLOGY EXPENSE	

VENDOR TOTAL								375.00		375.00	375.00
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** REPORT TOTAL **

2376.96		2376.96	2376.96
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GENERAL LEDGER HISTORY REPORT
 FROM 3/01/2025 TO 3/31/2025

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE			DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO REFERENCE			ENDING BAL
001-410-6518		CHILDREN'S PROGRAMS		PERIOD 9/25	1,611.77		
3/06/25	4767	AMAZON CAPITAL 17J6-TCNX-TD4N					
				83210 JUV PROGRAMMING	48.03		
3/21/25	1605	FIRST BANKCARD LD 032025		4745 IN SCHOOL LIFE-SOFTWARE	73.50		
3/21/25	1605	FIRST BANKCARD LD 032025		4745 OTC BRANDS-SUPPLIES	19.07		
3/24/25	4767	AMAZON CAPITAL 16CV-346T-3Q6D					
				CHILDREN'S PROGRAMMING	117.92		
				83306			
					258.52	.00	
REPORT TOTALS					258.52	.00	
				TOTAL DEBITS / CREDITS	258.52	.00	

ACCOUNT NUMBER	JOB/PO ACCOUNT TITLE							NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL

001-410-6424		ADULT PROGRAMMING						

REPORT TOTALS

TOTAL DEBITS / CREDITS

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.00

.00

LIBRARY BILLS PAID BETWEEN MEETINGS

Library (001-410)

Check	Date	Payee	Reason	Amount
83319	3/27/2025	BOOK FARM LLC	BOOKS	462.9
83321	3/27/2025	CARPET ONE FLOOR & HOME	VERTICAL BLINDS	1,006.02
83332	4/1/2025	AMAZON CAPITAL SERVICES	DVDS	459.4
83332	4/1/2025	AMAZON CAPITAL SERVICES	JUV PROGRAMMING	421.55
83339	4/1/2025	DENISON DO IT BEST	ROOF CEMENT	29.94
83348	4/1/2025	PLUNKETT'S PEST CONTROL	PEST CONTROL	49.08
83351	4/1/2025	SECRETARY OF STATE	NOTARY -A. ESPINOZA	30
83407	4/15/2025	AMAZON CAPITAL SERVICES	DVDS	37.95
83407	4/15/2025	AMAZON CAPITAL SERVICES	BOOKS	231.26
83407	4/15/2025	AMAZON CAPITAL SERVICES	JUV PROGRAMMING	236.59
83407	4/15/2025	AMAZON CAPITAL SERVICES	DVDS	59.97
83412	4/15/2025	BRADLEY, RODNEY D	IT SERVICES	30
83427	4/15/2025	FRONTIER COMMUNICATIONS	SERVICE	129.25

Library Special (008-411)

Check	Date	Payee	Reason	Amount
83457	4/15/2025	WELLS FARGO FINANCIAL LEASING	COPIER LEASE	295.50

Total Between Meetings (03/26/2025 - 4/20/2025)	3479.41
Total This Meeting 4/21/2025	2376.96
Total Amount Approved	5856.37

REVIEWED/APPROVED BY LIBRARY BOARD

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

MARCH 2025

39531

Section 1: HOLDINGS

Total Holdings at Start of Month, Current Fiscal Year:

ITEM REPORT CLASS	CURRENT MONTH		SAME MONTH LAST YEAR	
	NUMBER OF ITEMS ADDED	NUMBER OF ITEMS DELETED	NUMBER OF ITEMS ADDED	NUMBER OF ITEMS DELETED
Adult - Audio	0	0	0	0
Adult - DVD	24	53	3	0
Adult - Equipment	0	0	0	0
Adult - Fiction	86	15	73	15
Adult - Games	0	0	0	0
Adult - Non-fiction	22	41	36	1
Adult - Periodicals	35	135	38	0
Adult - Puzzles	0	1	0	0
Adult / YA - Computers	0	0	0	0
Adult / YA - iPads	0	0	0	0
Juvenile - Audio	0	2	0	0
Juvenile - Computers	0	0	0	0
Juvenile - DVD	2	1	0	0
Juvenile - Fiction	77	135	50	45
Juvenile - Games	0	0	7	8
Juvenile - iPads	0	0	0	0
Juvenile - Non-fiction	8	13	14	3
Juvenile - Periodicals	1	0	0	0
Young Adult	7	0	6	0
TOTAL FOR MONTH	262	396	227	72

Total Holdings at End of Month, Current Fiscal Year:

39397

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	21		45	
Adult - DVD	126		187	
Adult - Equipment	0		0	
Adult - Fiction	969		1020	
Adult - Non-fiction	188		152	
Adult - Periodicals	40		42	
Adult - Puzzles	2		3	
Bridges Audio	314		358	
Bridges eBooks	176		161	
Digital Newspapers	0		156	
Other Digital (Brainfuse)	3		0	
TOTAL PHYSICAL ADULT CIRCULATION FOR MONTH	1346		1449	
TOTAL DIGITAL ADULT CIRCULATION FOR MONTH	493		675	

Juvenile Circulation

Juvenile - Audio	14	13
Juvenile - DVD	29	57
Juvenile - Fiction	842	943
Juvenile - Non-fiction	116	108
Juvenile - Periodicals	0	0

TOTAL PHYSICAL JUVENILE CIRCULATION FOR MONTH 1001 1121

Young Adult Circulation

Young Adult	102	152
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TOTAL PHYSICAL CIRCULATION FOR MONTH 2449 2722

Games Circulation (In House)

Adult - Games	10	20
Juvenile - Games	38	116

TOTAL IN HOUSE GAMES CIRCULATION FOR MONTH 48 136

Computer Services (In House)

Adult / YA - Computers	163	217
Adult / YA - iPads	32	12
Juvenile - Computers	2	17
Juvenile - iPads	59	58
Wireless Use (WhoFi)	815	599

TOTAL COMPUTER USAGE FOR MONTH 1071 903

Reference Services

Questions Asked	740	820
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Meeting Rooms

Rooms Reserved for Study Use	1	9
Rooms Reserved for Other Use	50	63
Estimated Attendance in Meeting Rooms	166	227

Interlibrary Loan

Sent	43	41
Received	60	69

Circulation by Patron Location

Crawford County - Towns with Libraries	174	157
Crawford County - Towns without Libraries	117	99
Denison Residents	1501	1876
Open Access Borrowers	70	205
Rural Crawford County Residents	624	689

Section 3: PATRON MANAGEMENT

4912

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

377

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

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	4
Crawford County - Towns with Libraries	3	1	1	0
Crawford County - Towns without Libraries	3	0	1	0
Denison - Adult Patrons	20	10	17	3
Denison - Juvenile Patrons	3	0	2	1
Denison - Young Adult Patrons	0	0	2	2
Open Access Borrowers	1	0	4	3
Rural Crawford County Patrons	2	0	7	5
TOTAL FOR MONTH	32	14	34	19

4930

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

374

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

Section 4: PASSIVE PROGRAMMING

374

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

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
Coloring Sheets	221		290	
In House Puzzles	45		58	
Make & Take Kits	197		202	
Maker Table Use (Not Craft Kits)	0		0	
Reading Log Participants	0		0	
Scavenger Hunts	0		0	
Steam/Stem Services (Cricut, Sewing Machines)	0		0	
Storywalk Participants	0		0	
Trivia Contest	0		0	
Other	0		0	

March 2025 Programming Statistics

Title	Age	Category	Attendees	Event Date
Color Me Calm	Adult (Ages 19+)	Adult Programming	2	Mar 4 2025 / 5:30 pm
Cards & Coffee	Adult (Ages 19+)	Adult Programming	8	Mar 11 2025 / 5:30 pm
Board vs. Board Games	Adult (Ages 19+)	Adult Programming	7	Mar 20 2025 / 5:30 pm
Library Board Meeting	Adult (Ages 19+)	Board Meeting	10	Mar 24 2025 / 5:15 pm
Book Signing with Dr. Karl Hasik	Adult (Ages 19+)	Adult Programming	11	Mar 25 2025 / 5:30 pm
The Library Book Club	Adult (Ages 19+)	Adult Programming	9	Mar 27 2025 / 5:30 pm
Storytime	Children (Ages 0-5)	Storytime	0	Mar 1 2025 / 10:00 am
Storytime	Children (Ages 0-5)	Storytime	0	Mar 5 2025 / 10:00 am
Storytime	Children (Ages 0-5)	Storytime	0	Mar 12 2025 / 10:00 am
Unity Ridge - Morning Preschool	Children (Ages 0-5)	Outreach	14	Mar 14 2025 / 10:15 am
20th St - Morning Preschool	Children (Ages 0-5)	Outreach	15	Mar 14 2025 / 10:45 am
20th St - Afternoon Preschool	Children (Ages 0-5)	Outreach	16	Mar 14 2025 / 1:15 pm
Unity Ridge - Afternoon Preschool	Children (Ages 0-5)	Outreach	11	Mar 14 2025 / 1:45 pm
St. Rose - Preschool	Children (Ages 0-5)	Outreach	17	Mar 14 2025 / 2:00 pm
Shamrock Storytime	Children (Ages 0-5)	Storytime	3	Mar 15 2025 / 10:00 am
Storytime	Children (Ages 0-5)	Storytime	0	Mar 19 2025 / 10:00 am
20th St - Poday Morning Preschool	Children (Ages 0-5)	Outreach	17	Mar 21 2025 / 9:30 am
20th St - Meyers Morning Preschool	Children (Ages 0-5)	Outreach	15	Mar 21 2025 / 9:45 am
20th St - Sanders Morning Preschool	Children (Ages 0-5)	Outreach	16	Mar 21 2025 / 10:00 am
20th St - Poday Afternoon Preschool	Children (Ages 0-5)	Outreach	19	Mar 21 2025 / 1:30 pm
20th St - Meyers Afternoon Preschool	Children (Ages 0-5)	Outreach	18	Mar 21 2025 / 1:45 pm
20th St - Sanders Afternoon Preschool	Children (Ages 0-5)	Outreach	17	Mar 21 2025 / 2:00 pm
Storytime	Children (Ages 0-5)	Storytime	0	Mar 26 2025 / 10:00 am
UR Field Trip - Mrs. Neve K	Children (Ages 0-5)	On-Site Outreach	10	Mar 26 2025 / 2:15 pm
Storytime	Children (Ages 0-5)	Storytime	3	Mar 29 2025 / 10:00 am
Anime Kids	Children (Ages 6-11)	Children's Programming	2	Mar 1 2025 / 2:00 pm
UR Field Trip 2nd & 3rd	Children (Ages 6-11)	On-Site Outreach	20	Mar 4 2025 / 2:15 pm
STEAM Saturday	Children (Ages 6-11)	Children's Programming	0	Mar 8 2025 / 10:00 am
UR Field Trip - 4th & 5th Grade	Children (Ages 6-11)	On-Site Outreach	15	Mar 11 2025 / 9:15 am
UR Field Trip - 2nd & 3rd	Children (Ages 6-11)	On-Site Outreach	21	Mar 11 2025 / 2:15 pm
UR Field Trip - 1st Grade	Children (Ages 6-11)	On-Site Outreach	7	Mar 13 2025 / 1:15 pm
UR Field Trip - 2nd & 3rd	Children (Ages 6-11)	On-Site Outreach	20	Mar 18 2025 / 2:15 pm
Crafter KIDS	Children (Ages 6-11)	Children's Programming	3	Mar 22 2025 / 10:00 am
UR Field Trip - 4th & 5th Grade	Children (Ages 6-11)	On-Site Outreach	15	Mar 25 2025 / 9:15 am
UR Field Trip - 1st Grade	Children (Ages 6-11)	On-Site Outreach	12	Mar 27 2025 / 1:15 pm
Grim Readers	General Interest	Teen and Adult Programming	7	Mar 13 2025 / 5:30 pm
Craftroom	General Interest	Teen and Adult Programming	7	Mar 18 2025 / 4:00 pm
Baby Boutique - Children's Outreach	General Interest	Outreach	21	Mar 24 2025 / 4:00 pm
Anime Club	Young Adult (Ages 12-18)	Teen Programming	5	Mar 13 2025 / 5:30 pm

Total Attendance:	393
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At the Library this Month

Anime Club

Thursday, May 1st at 5:30 pm
Ages 12-18

We'll be watching
"Sweet Reincarnation",
and decorating cookies!

Anime Kids

Saturday, May 3rd at 2:00 pm
Ages 9-11

Join us in the Children's library to
watch "Banyana", enjoy snacks
and make stickers!

STEAM Saturday

Saturday, May 10th at 10:00 am
Ages 6-13

Plant flower seeds to
take home and grow!

Crafternoon

Tuesday, May 20th
from 4:00 - 6:00 pm
Ages 12+

This month we will be learning
how to etch glass using stencils
and etching cream!



Scan the QR code or inquire at the
circulation desk to sign up for
Summer Library Program starting
May 1st at 12:00 pm!

Ages 2 - Adult



Materials can be picked
up starting May 24th!



Library Hours

Monday-Thursday

9 am to 8 pm

Friday & Saturday

9 am to 5 pm

Closed Sundays & Holidays

MAY 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
				1 Anime Club Teen Space 5:30 pm		2 Anime Kids Ages 9-11 2:00 pm
4	5 Color Me Calm Fireside Room 5:30 pm	6	7 Grim Readers Book Club "Furious Hours" by Casey Cep 5:30 pm	8	9	10 STEAM Saturday 10:00 am
11	12 Cards & Coffee Fireside Room 5:30 pm	13	14	15 Bored vs. Board Games Ages 19+ Fireside Room 5:30 pm	16	17
18	19 Crafternoon Main Library Ages 12+ 4:00 pm	20	21 The Library Book Club "Love at First Book" by Jenn McKinlay 5:30 pm	22	23	24 Pick up Materials for Summer Library Program starting at 9:00 am!
25	26 MEMORIAL DAY Library Closed	27	28	29	30	31

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



VOLUNTEER APPRECIATION

Cathy Frederickson

April 15th, 2025