

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
March 24th, 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. # 8**
 - Evaluating Services
 - Advocating for Services
 - Board Evaluation (Due Annually in APR)
- V. Correspondence-Thank You Notes:**
 - Aaron Hoffman
 - Sheryl Larson
- VI. Approve Bills- Signature Page**
- VII. Director's Report – Director Walley**
- VIII. Unfinished Business:**
 - A. Roof Leak
 - B. Library Custodian/Cleaning Services
 - C. Drinking Fountain
 - D. Hot Water Heater-Mechanics Room
 - E. Trustee Training with District Consultant-Misty Gray
- IX. New Business:**
 - A. Board Meeting Date conflicts with program:
April Board Meeting 4-22-25/ELVIS 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, Koch) |
| c) Technology | (Bruce, Segebart, Koch) |
| d) Facilities | (Peterson, Hough, Segebart) |
| e) Public Relations | (Peterson, Hough, Kennedy) |

Adjourn

Next Board Meeting: April 22nd, 2025 @ 5:15 pm Fireside Room

Respectfully submitted: 3/21/2025 mlw

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

Minutes

Meeting called to Order- by President Velasquez

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

- I. **Welcome:** Donna Koch as a New Trustee
- II. **Agenda Approved**— Jeri Hough moves, Sandy Kennedy seconds
- III. **Minutes of Previous Meeting approved** Jeri Hough moves, Sandy Kennedy seconds
Annual Meeting 1-28-25, Business Meeting 1-28-25
- IV. **Public Forum** — visitors city manager Jessica Garcia and Council representative Jessica Zupp-Smith, Iowa legislative bill HF 274 and its potential censorship of public library book collections was discussed.
- V. **Trustee Training-Iowa Library Trustee Handbook, Ch. # 7 Planning for the Library's Future:** Discussion about beginning the next Five-Year plan (to begin in 2026) and our previous community survey. The challenge is to make these decisions based on solicited community input, crafted into a written plan. A carefully considered plan is a road map.
- VI. **Correspondence-Thank You Notes:** Monica was instructed to omit the check in future reports.
 - Ben & Carmen Swertzic
 - John M. Dooley
 - Public Works
- VII. **Approve Bills- Signature Page.** Complete
- VIII. **Director's Report – Director Walley**
 - Carroll Glass Installed replacement window panes in Carnegie Rooms on 2/10/25
 - The Budget Presentation Video played on electronic bulletin board for 1 week, burned onto a DVD and sent to local cable TV channel (running six times over the course of a week, cost \$150)
 - Department Head meeting with City Clerk/City Manager 1/29/25 concerning additional cuts if needed to balance overall city budget

- **Weather Event**-Library remained closed Saturday 2/15/25. Public Works cleared parking & sidewalks to the west. Director Walley came in on Sunday, cleared entrance side walk and emergency exit-west steps in preparation for opening on time Monday morning.
- **Cleaning**- Due to WESCO's lack of response to cleaning the library on a temporary contract, Library staff are taking care of daily tasks of collecting trash, vacuuming in the entry way, restocking supplies, and spot-checking restrooms at closing. Board members expressed the need to hire a cleaning service. (See unfinished business below)
 - Deep Cleaning of the entire library done by Director Walley (6 hrs.) to prepare for Tuesday program.
 - Entry way & steps
 - 5 restrooms
 - Vacuumed both floors
 - Dusted for cob webs in the Carnegie meeting rooms

IX. Formal Trustee Training with our District Consultant-Misty Gray
 Monica proposed a Saturday morning session as an additional monthly meeting when it could be worked out logistically.

X. Unfinished Business:

- A. Carpet Cleaning. JP carpet will clean the Carnegie rooms carpet on Tuesday Feb. 25
 - a. Library Custodian/Cleaning Services. A bid from A&D Multiservice service falls within the custodial budget. Monica recommends waiting until we receive WESCO's bid for 3 hours a day, 3 or 4 days a week, at \$30.00 per hour.
- B. Drinking Fountain Approved Verlin's Plumbing and Heating bid at \$2400 for one Elkay water filling station. Bill Bruce moves, Sandy Kennedy seconds. all agree
- C. Hot Water Heater for the Mechanics Room discussion. Janitors have no access to hot water for mopping the floor. Will require electrical hook up.

X. New Business:

- A. CD Maturity date for 3 accounts on March 6th, 2025. Kari Segebart moves to combine into and renew the Crawford County Bank for 7 months at 4.3 %
 Sandy Kennedy seconds. All agree.
- B. Board Meeting Date conflicts with programs: It was decided to move the March Board Meeting to Monday March 24 to prevent a conflict with the program by local author Dr. Karl Hasik's book, *Ol' Bruiser's Life Lessons* Jeri Hough moves and (?) seconds the move. Decisions will be made later about the April Board Meeting conflict with the 4-22-25 ELVIS program.

- C. A discussion of how expenses are on track half way through the fiscal year.
1. Monthly Reports
 2. Library Accounts
 3. Monthly Library Report - Circulation & Acquisitions/Collection

Committee Reports Donna Koch was assigned to the Finance and Technology committees.

- | | |
|---------------------|-----------------------------|
| 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) |

Closed Session opens at 6:46 PM and closes at 7:17 PM

Regular meeting adjourned at 7:18 PM

Next Board Meeting: March 24, 2025 @ 5:15 pm Fireside Room

Respectfully submitted: 2/21/25 mlw
2/24/25 lp

1403 1st Ave. South
Denison, IA 51442
712-263-9355
denlib51442@gmail.com
www.denison.lib.ia.us

NORELIUS
Community



Library

March 20th, 2025

Dear Aaron Hoffman,

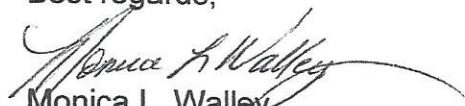
On behalf of everyone at the library, I want to extend our thanks and gratitude for your generosity in providing the EPIC Group Facilitation training March 12th-14th, 2025. Your support has made a significant impact on our team and the community we serve.

We're grateful to have had three librarians, including our Library Director and Assistant Library Director, as well as the Mayor of Denison, participate in this valuable course. I understand that this three-day course typically costs \$1995 per student, so your willingness to offer this training free of charge is truly appreciated.

We look forward to applying what we've learned to enhance our services and engage with our community even more effectively.

Thank you once again for your dedication and support.

Best regards,


Monica L. Walley
Library Director
Norelius Community Library

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



Thank You

Norelius Community Library

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

Date: 3-17-25

Name: Sheryl Larson

- | | |
|--|---|
| <input type="checkbox"/> DVD FINE | <input type="checkbox"/> COF |
| <input type="checkbox"/> DAMAGED ITEM
___ BOOK ___ DVD | <input type="checkbox"/> LAM |
| <input type="checkbox"/> LOST ITEM
___ BOOK ___ DVD
___ LIBRARY CARD | <input type="checkbox"/> DEP |
| <input type="checkbox"/> EAR BUDS | <input type="checkbox"/> FAX |
| <input type="checkbox"/> FLASH DRIVE | <input type="checkbox"/> GEN |
| <input type="checkbox"/> ILL POSTAGE | <input checked="" type="checkbox"/> DON |
| | <input type="checkbox"/> OTH |

Title: _____

\$ 40⁰⁰

Rec'd by ML

Cash Check # 3

Sheryl,

On behalf of the Library Board of Trustees & Library Staff I want to extend to you our appreciation for your generous donation of \$40⁰⁰. We plan to use your donation to further our programming offered thru our library.

Thank you!

*Best Regards,
 Anna K. Walker
 Library Director*



Be Kind
Be Brave
Be Strong
BE YOU

Monica + other team
members at Norelus
Comm Library.

We want to thank you
for allowing us to use
the library to meet. You
have provided a comfortable
& welcoming atmosphere
for many in the community
that have been a part of
this group through the years.

Sheryl Lansen + ^{Trinity}
_{meeting}
group

Every good and perfect gift is from above.



2021 EDITION

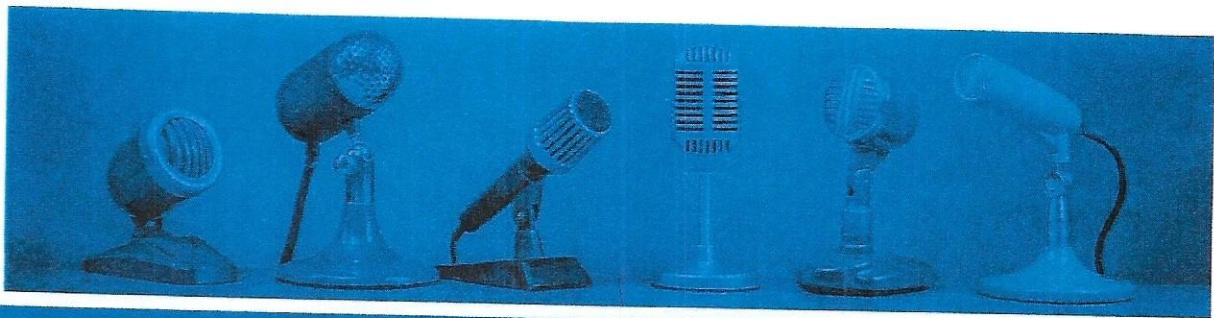
IOWA LIBRARY

TRUSTEE'S HANDBOOK



STATE LIBRARY
OF IOWA

WWW.STATELIBRARYOFIOWA.GOV



Chapter 8: Evaluating Service and Advocating for Advancements

Evaluating Service

The library has a strategic plan and a budget that dictate what the library should be doing to provide service to the community. It is the board's responsibility to monitor and evaluate overall results of service and programming based on these documents. Monitoring doesn't mean that you should be in the library every day observing the kind of service provided by library staff. However, the board can survey the community to measure the satisfaction of those who use the library and to identify strengths and areas for improvement. The very term "trustee" indicates what the community expects from you. The community puts its trust in you to make sure the library is operating the way it should and the library is achieving the desired outcomes. It's your job to keep an eye on the progress of the library for the community.

A successful library reflects the strategic plan and the annual budget working to support each other.

Board Evaluation

Another aspect of evaluation is gauging the effectiveness of the board itself. Successful boards pay attention to communication, relationships, and hold themselves accountable for smart decision making. The most highly functioning libraries are led by highly functioning boards.

Your group should take time every year to formally evaluate board performance. The purpose of a board evaluation exercise is not to find fault with individuals, but instead to identify strengths and areas for improvement. A board evaluation should be followed with a plan to improve. See **Appendix** for sample board assessment tools.

Advocating For Advancements

As a library advocate, it is necessary that you understand the value and importance of public library service. And further, that you communicate that value to the community, government leaders, and other decision-makers. When you advocate for better public library service, you are promoting a better quality of life for your community today and in the future. Advocacy is a primary role of library trustees because you have statutory responsibility for your library's governance and are expected to better its services.

As a volunteer leader of the library, you can be a good advocate for the organization because your motivation is service to the community. Board members are also community leaders and influential in the community, prime qualities for an advocate. You serve as the connection between the local community and its public library and are in a unique position to promote the library and see that it meets the needs of the community.

Advocacy efforts will generally be part of a planned board effort, where the board speaks with one voice. You, as an individual board member, can speak about the board's official position on issues and can also promote the interests of the library at any time. Advocacy may include establishing a relationship with the mayor, city council, and county board of supervisors; communicating to the taxpayers the needs and plans of the library; and carrying out public relations activities for the library.

In carrying out its advocacy role, one of the main responsibilities of library boards is to obtain adequate funding for the library. As a representative of the general public, you can make a more effective case for the importance of adequate funding for the library than the director, who may be viewed as having a vested interest in a larger budget.

Effective advocacy requires:

- ❖ A deep personal commitment to your library and the services it provides.
- ❖ A willingness to go out into your community on behalf of the library.
- ❖ A sense of what the community needs the library to be in the future.
- ❖ A willingness to work to help move the library forward.

Telling the Library Story

Don't wait for a budget presentation to make a case for needed funding or to describe library programs and services. To make sure the library is seen as an essential community service, tell the library story all year. Invite officials to library programs and activities. Ask the director to provide reference services and assistance to city departments and officials. Share your successes with your city and county. Awards, record numbers at summer library programs, staff accomplishments and news articles should be part of regular reporting about the library to the city council.

In your community there are people who use the library and people who pay taxes to support the library but do not use it. Embrace all community members and be prepared to work with groups as well as individuals. This means not just waiting for an invitation, but initiating opportunities to meet with community groups such as Rotary, Kiwanis, school parent-teacher groups, and the Chamber of Commerce. Learn about community issues, interests, and concerns. Work with the director and other board members to communicate how the library can meet the needs of the community.

A successful advocate can bring new users and new revenue into the library, as well as increased awareness of library service. Legislators have been known to change their view of libraries after speaking to a trustee advocate. Or the people you talk with might become so enthused that they will leave a bequest to the library in their will, help with a fundraiser, or speak to state or federal legislators on behalf of the library.

Intellectual Freedom Advocate

Finally, as a trustee advocate, you will be a defender of intellectual freedom, defined by the American Library Association as the “the right of every individual to both seek and receive information from all points of view without restriction.” Once the board has established a collection development policy and library resources are purchased which respond to community needs, trustee advocates must recognize a sacrosanct responsibility to permit people access to those materials. One of the most frequent questions asked of trustee advocates (usually in front of an audience) is whether a particular book or other item should be in the library’s collection. The response must be unequivocal in defense of intellectual freedom.

See **Chapter 15: Intellectual Freedom** for more information.

“A library outranks any other one thing that a community can do to benefit its people.”

Andrew Carnegie

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

NORELIUS COMMUNITY LIBRARY

LIBRARY DIRECTOR'S REPORT

March 24th, 2025th, 2025

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

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 up to 22 hrs. if needed

Hot Water Heater-Meseck Electric-Colby Meseck, Tuesday, March 25th

Formal Trustee Training with our District Consultant-Misty Gray

- Coordinating formal Trustee Training
- Scheduling has been a challenge due to everyone's availability

JP Flooring-Cleaned Carnegie Rooms carpet-February 25th

Roof Leak: continues to leak

-rented Rug Doctor for a second time from Do-It Best on March 10th

-City Manager is aware

Meetings:

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

APRIL Program Guide: See attachment

A&D

Multiservice, LLC
631-741-5292

nolasco170889@gmail.com
1615 3rd Ave South
Denison, Iowa 51442

Cleaning Contract

THIS AGREEMENT (the "Agreement") is entered into this day 18th of March, 2025 by and between Norelius Comm. Library and A&D Multiservice, LLC.

Norelius Comm. Library AND THE CLEANING SERVICE HEREBY MUTUALLY AGREE AS FOLLOWS:

1. Norelius Comm. Library and **A&D Multiservice, LLC** have entered into this Agreement for the cleaning services to provide (residential/industrial/commercial) cleaning services to Norelius Library at 1403 1st Ave S.
2. The Norelius Library should provide all labor, equipment and products to complete the cleaning work and will perform all services necessary as instructed by Norelius Comm. Library to carry out the work at the highest standards possible.
3. The term of the Agreement shall be for a period of 30 days (30) months/years to commence in the 1 day of April, 2025, and shall terminate on the 30th day of April, 2025. This Agreement may be renewable by Norelius Library and **A&D Multiservice, LLC** upon the date of termination.
4. Either Norelius Library **A&D Multiservice, LLC** may terminate this Agreement at any time, provided that the party who wishes to terminate this Agreement thirty (30) days written notice to the other party.
5. Client will pay **A&D Multiservice, LLC** \$22 per hour and it will be paid on a ~~every~~ ^{monthly} ~~two-weeks~~ basis as agreed upon.

As a token of our appreciation, by working together, we will do it at our own expense, using materials in front of the library.

[Signature]
Signature of the Client

[^]
a deep clean
Date 03/18/2025

[Signature]
Signature of Cleaning Service

Date 03/18/2025

Keys given 3/18/25 MDN



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/14/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER GOOSEHEAD INSURANCE AGENCY LLC 46508962 1500 SOLANA BLVD BLD 4 4500 WESTLAKE TX 76262	CONTACT NAME:	
	PHONE (800) 474-1377	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC#	
	INSURER A : Property and Casualty Insurance Company of Hartford	
INSURED A&D MULTISERVICE LLC 1615 3RD AVE S DENISON IA 51442-2128	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY	X		46 SBM BP3JSX	02/14/2025	02/14/2026	EACH OCCURRENCE	\$1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
	X General Liability						MED EXP (Any one person)	\$10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$1,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	\$2,000,000
A	AUTOMOBILE LIABILITY			46 SBM BP3JSX	02/14/2025	02/14/2026	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS	<input type="checkbox"/>	<input checked="" type="checkbox"/>				BODILY INJURY (Per accident)	
	X HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/>		46 SBM BP3JSX	02/14/2025	02/14/2026	EACH OCCURRENCE	\$1,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/>					AGGREGATE	\$1,000,000
	<input type="checkbox"/> DED	<input type="checkbox"/>	RETENTION \$ 10,000					
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	N/A				E.L. EACH ACCIDENT	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE -EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
A	Employment Practices Liability Insurance			46 SBM BP3JSX	02/14/2025	02/14/2026	Each Claim Limit	\$25,000
							Annual Aggregate Limit	\$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations. Certificate holder is an additional insured per the Business Liability Coverage Form SL3032 attached to this policy.

CERTIFICATE HOLDER

Denison Municipal Utilities
721 BROADWAY
DENISON IA 51442

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan S. Castaneda

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CITY OF DENISON
 REVENUE & EXPENSE REPORT
 CALENDAR 2/2025, FISCAL 8/2025

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	.00	25.00	200.00	12.50	175.00
001-410-4710	REIMBURSEMENTS	.00	185.38	500.00	37.08	314.62
	LIBRARY TOTAL	.00	29,868.28	56,200.00	53.15	26,331.72
001-410-6010	SALARIES	17,187.30	164,198.24	255,936.00	64.16	91,737.76
001-410-6160	WORKMAN'S COMP	.00	.00	500.00	.00	500.00
001-410-6210	DUES AND SUBSCRIPTIONS	30.00	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	3,506.95	9,758.66	18,000.00	54.21	8,241.34
001-410-6311	BUILDING IMPROVEMENTS	.00	.00	.00	.00	.00
001-410-6371	UTILITY SERVICES	.00	.00	.00	.00	.00
001-410-6373	TELEPHONES	144.03	1,206.86	1,900.00	63.52	693.14
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	3,771.36	10,000.00	37.71	6,228.64
001-410-6421	PUBLIC RELATIONS	.00	.00	500.00	.00	500.00
001-410-6424	ADULT PROGRAMMING	410.18	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	207.42	1,008.17	2,500.00	40.33	1,491.83
001-410-6506	OFFICE SUPPLIES & EXPENSE	898.97	3,728.47	8,200.00	45.47	4,471.53
001-410-6508	POSTAGE	741.20	741.20	750.00	98.83	8.80
001-410-6510	COPIER EXPENSE	.00	.00	.00	.00	.00
001-410-6512	BOOKS	2,962.18	16,537.39	25,000.00	66.15	8,462.61
001-410-6514	IT SUPPORT	62.50	609.25	1,500.00	40.62	890.75
001-410-6518	CHILDREN'S PROGRAMS	276.30	1,611.77	4,500.00	35.82	2,888.23
001-410-6519	PERIODICALS	.00	701.55	1,000.00	70.16	298.45
001-410-6598	GRANT EXPENSES	.00	2,883.96	15,000.00	19.23	12,116.04
001-410-6599	MISC.	.00	.00	1,000.00	.00	1,000.00
001-410-6710	NEW EQUIPMENT	575.38	2,753.54	3,000.00	91.78	246.46
	LIBRARY TOTAL	27,002.41	216,042.27	358,036.00	60.34	141,993.73
	GENERAL TOTAL	27,002.41-	186,173.99-	301,836.00-	61.68	115,662.01-
	Report Total	27,002.41-	186,173.99-	301,836.00-	61.68	115,662.01-

ACCOUNT NUMBER	JOB/PO ACCOUNT TITLE	PERIOD	DEBITS	CREDITS	NET CHANGE
DATE ACCT NO NAME INVOICE NO CHECK NO REFERENCE					ENDING BAL
001-410-6311	BUILDING IMPROVEMENTS	PERIOD 9/25			
			21.98	.00	
001-410-6371	UTILITY SERVICES				
001-410-6373	TELEPHONES	PERIOD 8/25			
2/18/25	684 IOWA COMMUNICA 716198	83103 TELEPHONES	13.24		
2/18/25	716 FRONTIER COMMU 0225-5151880007				
		83099 SERVICE	130.79		
3/13/25	716 FRONTIER COMMU 0325-5151880007				
		83237 SERVICE	139.88		
			283.91	.00	
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 8/25			
2/04/25	5309 KELLEY, JAMIE 2504221	83018 PROGRAM - ELVIS FINDS HIS VOIC	410.18		
			410.18	.00	
001-410-6499	OTHER CONTRACTUAL SERV				
001-410-6502	AUDIO-VISUAL	PERIOD 8/25			
2/04/25	4767 AMAZON CAPITAL 11CC-3HW6-7H31				
		83003 DVD'S	19.96		
2/04/25	4767 AMAZON CAPITAL 1M1J-M134-GN19				
		83003 DVD'S	63.37		
2/06/25	4767 AMAZON CAPITAL 1CRK-47T9-9LC4				
		83034 DVDS	7.06		
2/25/25	4767 AMAZON CAPITAL 1D6G-V9VW-C1NT				
		83150 DVDS	42.20		
2/25/25	4767 AMAZON CAPITAL 1XCT-NRPG-KH4G				
		83150 DVDS	74.83		
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		
			279.51	.00	
001-410-6506	OFFICE SUPPLIES & EXPENSE	PERIOD 8/25			
2/04/25	4767 AMAZON CAPITAL 1LH9-WHLL-977N				
		83003 SUPPLIES	127.16		
2/06/25	591 QUILL CORP. 42415230	83053 SUPPLIES	406.85		
2/25/25	763 DEMCO 7602048	83154 OFFICE SUPPLIES	364.96		

GENERAL LEDGER HISTORY REPORT
FROM 2/01/2025 TO 3/20/2025

ACCOUNT NUMBER	JOB/PO ACCOUNT TITLE				DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE		ENDING BAL
001-410-6506		OFFICE SUPPLIES & EXPENSE		PERIOD	8/25		
						898.97	.00
001-410-6508		POSTAGE		PERIOD	8/25		
2/20/25	595	POSTMASTER	022025	83143	POSTAGE - LIBRARY	741.20	
						741.20	.00
001-410-6510		COPIER EXPENSE					
001-410-6512		BOOKS		PERIOD	8/25		
2/04/25	39	CENGAGE LEARNI	86472854	83008	BOOKS	83.96	
2/04/25	4767	AMAZON CAPITAL	13QL-LN1L-6RXT	83003	BOOKS	115.62	
2/06/25	39	CENGAGE LEARNI	86505964	83042	BOOKS	49.48	
2/06/25	446	BAKER & TAYLOR	0003309017	83036	BOOKS		123.84
2/06/25	446	BAKER & TAYLOR	2038772203	83036	BOOKS	279.38	
2/06/25	446	BAKER & TAYLOR	2038789979	83036	BOOKS	145.40	
2/06/25	446	BAKER & TAYLOR	2038798790	83036	BOOKS	251.96	
2/06/25	446	BAKER & TAYLOR	2038814790	83036	BOOKS	250.46	
2/06/25	446	BAKER & TAYLOR	2038828460	83036	BOOKS	319.59	
2/06/25	4767	AMAZON CAPITAL	1CFX-HXWQ-YYY3	83034	BOOKS	84.95	
2/18/25	4767	AMAZON CAPITAL	1XQF-4PMC-TF3Y	83072	BOOKS	87.84	
2/25/25	446	BAKER & TAYLOR	2038846264	83152	BOOKS	561.04	
2/25/25	446	BAKER & TAYLOR	2038853053	83152	BOOKS	279.17	
2/25/25	446	BAKER & TAYLOR	2038869092	83152	BOOKS	240.73	
2/25/25	4767	AMAZON CAPITAL	14C4-HXYR-K46K	83150	BOOKS	37.08	
2/25/25	4767	AMAZON CAPITAL	16F1-M7KJ-FQ4T	83150	BOOKS	111.16	
2/25/25	4767	AMAZON CAPITAL	19LN-D4CM-GJ9P	83150	BOOKS	135.98	
2/25/25	4767	AMAZON CAPITAL	1HX1-NYQP-CQ16	83150	BOOKS	28.90	
2/25/25	4767	AMAZON CAPITAL	1NJP-CNKM-CCJG	83150	BOOKS	38.83	
2/25/25	4767	AMAZON CAPITAL	1YRL-WJXP-CVW3	83150	BOOKS		15.51
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	

ACCOUNT NUMBER		JOB/PO ACCOUNT TITLE						NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	ENDING BAL
001-410-6512		BOOKS		PERIOD 9/25				
						3,547.12	139.35	
001-410-6514		IT SUPPORT		PERIOD 8/25				
2/04/25	2451	CSI L.L.C.	49571	83011	IT SUPPORT	62.50		
3/04/25	480	BRADLEY, ROD	649	83188	IT SERVICES	6.00		
						68.50	.00	
001-410-6518		CHILDREN'S PROGRAMS		PERIOD 8/25				
2/25/25	4784	ILLINOIS LIBRA	604267	83157	IREAD PURCHASE	276.30		
3/06/25	4767	AMAZON CAPITAL	17J6-TCNX-TD4N	83210	JUV PROGRAMMING	48.03		
						324.33	.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		
						853.09	.00	
001-410-6599		MISC.						
001-410-6710		NEW EQUIPMENT		PERIOD 8/25				
2/21/25	1605	FIRST BANKCARD LD	022025	4694	WALMART-CREDIT	89.97		
2/25/25	4767	AMAZON CAPITAL	19CC-QXV6-DQ4G	83150	EQUIPMENT	71.12		
2/25/25	4767	AMAZON CAPITAL	1D96-DF47-1FKL	83150	PUZZLE TABLE	79.98		
2/25/25	4767	AMAZON CAPITAL	1T3J-4J1W-CHXG	83150	NEW EQUIPMENT	44.30		
2/25/25	4767	AMAZON CAPITAL	1T3J-4J1W-MGHR	83150	NEW EQUIPMENT	469.95		
						575.38	.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 8/25				
2/05/25		LIBRARY SPECIA			DAILY DEPOSIT RECEIPT #28777		325.25	
2/05/25		LIBRARY SPECIA			WENDIE CADWELL		24.00	

ACCOUNT NUMBER	JOB/PO ACCOUNT TITLE					DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			ENDING BAL
<hr/>								
2/19/25		LIBRARY SPECIA			RECEIPT #28779 LIBRARY DAILY		369.33	
2/28/25		LIBRARY SPECIA			RECEIPT #28830 DAILY LIBRARY DEPOSIT		245.87	
2/28/25		LIBRARY SPECIA			RECEIPT #28886 KELLIE BOETTGER		30.00	
3/17/25		LIBRARY SPECIA			RECEIPT #28888 SHAMA WILKEN		4.90	
3/17/25		LIBRARY SPECIA			RECEIPT #28994 DANYEL JEPSEN		6.00	
3/17/25		LIBRARY SPECIA			RECEIPT #28995 DANYEL JEPSEN		20.00	
3/17/25		LIBRARY SPECIA			RECEIPT #28997 DAILY LIBRARY DEPOSIT		570.70	
					RECEIPT #29001			
						<hr/>	.00	1,596.05
008-411-4705		DONATIONS-PRIVATE			PERIOD 8/25			
2/05/25		LIBRARY SPECIA			CARMEN SWERTZIC FEB DONATION		50.00	
2/28/25		LIBRARY SPECIA			RECEIPT #28778 TERRI GROTH		50.00	
3/17/25		LIBRARY SPECIA			PROGRAMMING RECEIPT #28887		50.00	
3/17/25		LIBRARY SPECIA			RECEIPT #28996 CONWELL LARSON		40.00	
					RECEIPT #28998			
						<hr/>	.00	190.00
008-411-6499		SUPPLEMENTAL - LIBRARY SPECIAL			PERIOD 8/25			
2/06/25		5052 VISUAL EDGE IT 24AR2258410						
2/18/25		4466 WELLS FARGO FI 5033059824			83056 COPIER LEASE	198.86		
2/25/25		5143 HUDSON, DUFFY 022025			83130 COPIER LEASE-LIB	308.50		
3/18/25		4466 WELLS FARGO FI 5033415873			83156 MURDER PERFORMANCE	550.00		
3/18/25		5052 VISUAL EDGE IT 24AR2467482			83292 COPIER LEASE -LIB	295.50		
					83290 COPIER LEASE	2.18		
						<hr/>	1,355.04	.00
008-411-6511		EXPENSES - OPEN ACCESS - LIBRA						
112-410-6110		CITY SHARE FICA			PERIOD 8/25			
2/14/25					PR DT: 2/11/25	653.31		
2/28/25					PR DT: 2/25/25	661.57		
3/14/25					PR DT: 3/11/25	666.87		

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

REPORT TOTALS

TOTAL DEBITS / CREDITS

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47,191.34	2,681.04
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CITY OF DENISON
 REVENUE & EXPENSE REPORT
 CALENDAR 2/2025, FISCAL 8/2025

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	.00	1,494.60	4,533.00	32.97	3,038.40
008-411-4500	COPIES/FINES	994.45	9,859.12	12,500.00	78.87	2,640.88
008-411-4705	DONATIONS-PRIVATE	100.00	4,047.54	.00	.00	4,047.54-
	LIBRARY SPECIAL TOTAL	1,094.45	15,401.26	25,033.00	61.52	9,631.74
008-411-6499	SUPPLEMENTAL	1,057.36	4,483.85	17,500.00	25.62	13,016.15
008-411-6511	EXPENSES - OPEN ACCESS	.00	.00	4,533.00	.00	4,533.00
	LIBRARY SPECIAL TOTAL	1,057.36	4,483.85	22,033.00	20.35	17,549.15
	LIBRARY SPECIAL TOTAL	37.09	10,917.41	3,000.00	363.91	7,917.41-
	Report Total	37.09	10,917.41	3,000.00	363.91	7,917.41-

CITY OF DENISON
BALANCE SHEET
CALENDAR 2/2025, FISCAL 8/2025

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
008-000-1110	LIBRARY SPECIAL	37.09	158,781.14
008-000-1160	INVESTMENTS	.00	.00
	LIBRARY SPECIAL TOTAL	37.09	158,781.14
	TOTAL ASSETS	37.09	158,781.14
	TOTAL ALL CASH	37.09	158,781.14

CITY OF DENISON
 BALANCE SHEET
 CALENDAR 2/2025, FISCAL 8/2025

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	.00	23,229.70
150-000-1172	CRAWFORD BANK - LIB #2	.00	18,314.65
150-000-1173	CRAWFORD BANK #3	.00	23,229.70
	LIBRARY TRUST TOTAL	.00	110,930.37
	TOTAL ASSETS	.00	110,930.37
	TOTAL ALL CASH	.00	110,930.37

Miscellaneous Account #1540047642

Date	Description	Payment	Deposit	Balance	Check #	
2/1/25	Balance			23575.03		Beginning balance
2/3/25	Deposit		88.10	23663.13		books & magazines
2/3/25	Deposit		25.00	23688.13		memberships
2/3/25	Deposit		10.00	23698.13		Christmas sale
2/25/25	Trim-Pro Construction	2118.80		21579.33	1376	door for closet
3/3/25	Deposit		57.50	21636.83		books & magazines
3/3/25	Deposit		10.00	21646.83		memberships

Investments, CD's, Savings Account

Ameriprise
 Cash value \$1,009.95
 Bond Fund \$243,581.60
 Stocks, etc. \$517,221.15

Total \$761,812.70 as of 3/6/25

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

Checking
 Acc \$21,579.33

Grand Total \$793,343.69 as of 3/6/25



Diane Smith
 Treasurer, Denison Library Friends

FEBRUARY 2025

Section 1: HOLDINGS

Total Holdings at Start of Month, Current Fiscal Year:

39578

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	7	6
Adult - DVD	12	4	15	0
Adult - Equipment	0	0	0	0
Adult - Fiction	66	6	101	457
Adult - Games	3	0	0	0
Adult - Non-fiction	36	158	18	4
Adult - Periodicals	36	17	33	0
Adult - Puzzles	0	0	0	0
Adult / YA - Computers	0	0	0	0
Adult / YA - iPads	0	0	0	0
Juvenile - Audio	0	63	0	0
Juvenile - Computers	0	3	0	0
Juvenile - DVD	3	4	1	0
Juvenile - Fiction	64	9	50	1
Juvenile - Games	0	17	0	0
Juvenile - iPads	0	0	0	0
Juvenile - Non-fiction	7	2	9	0
Juvenile - Periodicals	0	1	1	0
Young Adult	30	10	20	1
TOTAL FOR MONTH	247	294	255	469

Total Holdings at End of Month, Current Fiscal Year:

39531

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	16		18	
Adult - DVD	131		261	
Adult - Equipment	0		0	
Adult - Fiction	866		1030	
Adult - Non-fiction	170		172	
Adult - Periodicals	51		46	
Adult - Puzzles	2		8	
Bridges Audio	289		302	
Bridges eBooks	159		161	
Digital Newspapers	0		224	
Other Digital (Brainfuse)	1		0	
TOTAL PHYSICAL ADULT CIRCULATION FOR MONTH	1236		1535	
TOTAL DIGITAL ADULT CIRCULATION FOR MONTH	449		687	

Juvenile Circulation

Juvenile - Audio	7		4
Juvenile - DVD	40		33
Juvenile - Fiction	692		821
Juvenile - Non-fiction	74		115
Juvenile - Periodicals	0		0

TOTAL PHYSICAL JUVENILE CIRCULATION FOR MONTH	813		973
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Young Adult Circulation

Young Adult	121		151
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TOTAL PHYSICAL CIRCULATION FOR MONTH	2170		2659
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Games Circulation (In House)

Adult - Games	9		17
Juvenile - Games	35		105

TOTAL IN HOUSE GAMES CIRCULATION FOR MONTH	44		122
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Computer Services (In House)

Adult / YA - Computers	150		189
Adult / YA - iPads	21		13
Juvenile - Computers	1		4
Juvenile - iPads	49		35
Wireless Use (WhoFi)	793		578

TOTAL COMPUTER USAGE FOR MONTH	1014		819
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Reference Services

Questions Asked	680		650
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Meeting Rooms

Rooms Reserved for Study Use	1		5
Rooms Reserved for Other Use	56		60
Estimated Attendance in Meeting Rooms	192		174

Interlibrary Loan

Sent	52		28
Received	65		45

Circulation by Patron Location

Crawford County - Towns with Libraries	156		169
Crawford County - Towns without Libraries	98		100
Denison Residents	1427		1823
Open Access Borrowers	65		247
Rural Crawford County Residents	473		568

Section 3: PATRON MANAGEMENT

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

4909

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

380

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	10
Crawford County - Towns with Libraries	3	3	5	3
Crawford County - Towns without Libraries	0	1	1	4
Denison - Adult Patrons	11	7	15	21
Denison - Juvenile Patrons	3	0	3	0
Denison - Young Adult Patrons	1	0	2	0
Open Access Borrowers	0	0	1	2
Rural Crawford County Patrons	0	1	7	8

TOTAL FOR MONTH

18

15

34

48

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

4912

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

377

Section 4: PASSIVE PROGRAMMING

CURRENT MONTH

SAME MONTH LAST YEAR

Coloring Sheets (Main Library & Children's Library)	198	310
In House Puzzles	42	36
Make & Take Kits	75	97
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	13

Lincoln Highway Exhibit

February 2025 Programming Statistics

Title	Age	Category	Attendees	Event Date
Board vs. Board Games	Adult (Ages 19+)	Adult Programming	4	Feb 20 2025 / 5:30 pm
Library Board Meeting	Adult (Ages 19+)	Board Meeting	10	Feb 25 2025 / 5:15 pm
Color Me Calm	Adult (Ages 19+)	Adult Programming	12	Feb 4 2025 / 5:30 pm
Cards & Coffee	Adult (Ages 19+)	Adult Programming	4	Feb 11 2025 / 5:30 pm
The Library Book Club	Adult (Ages 19+)	Adult Programming	15	Feb 27 2025 / 5:30 pm
Valentine Storytime	Children (Ages 0-5)	Storytime	12	Feb 1 2025 / 10:00 am
Storytime	Children (Ages 0-5)	Storytime	0	Feb 5 2025 / 10:00 am
Storytime	Children (Ages 0-5)	Storytime	0	Feb 12 2025 / 10:00 am
Storytime	Children (Ages 0-5)	Storytime	0	Feb 15 2025 / 10:00 am
Storytime	Children (Ages 0-5)	Storytime	5	Feb 19 2025 / 10:00 am
20th St - Podey Preschool	Children (Ages 0-5)	Outreach	17	Feb 21 2025 / 1:30 pm
20th St - Meyers Preschool	Children (Ages 0-5)	Outreach	13	Feb 21 2025 / 1:45 pm
20th St - Sanders Preschool	Children (Ages 0-5)	Outreach	16	Feb 21 2025 / 2:00 pm
Storytime	Children (Ages 0-5)	Storytime	0	Feb 26 2025 / 10:00 am
UR Field Trip - 1st Grade	Children (Ages 6-11)	On-Site Outreach	8	Feb 6 2025 / 1:15 pm
UR Field Trip - 4 & 5th Grade	Children (Ages 6-11)	On-Site Outreach	18	Feb 7 2025 / 9:15 am
STEAM Saturday	Children (Ages 6-11)	Tween Program	6	Feb 8 2025 / 10:00 am
UR Field Trip - 2nd & 3rd	Children (Ages 6-11)	On-Site Outreach	22	Feb 11 2025 / 2:15 pm
Crafter KIDS	Children (Ages 6-11)	Children's Programming	16	Feb 22 2025 / 10:00 am
UR Field Trip - 4 & 5th Grade	Children (Ages 6-11)	On-Site Outreach	13	Feb 25 2025 / 9:15 am
UR Field Trip - 2nd & 3rd	Children (Ages 6-11)	On-Site Outreach	20	Feb 25 2025 / 2:15 pm
Crafternoon	General Interest	Teen and Adult Programming	5	Feb 18 2025 / 4:00 pm
Laura Ingalls Wilder Program	General Interest	Teen and Adult Programming	68	Feb 25 2025 / 5:30 pm
Grim Readers Book Club	General Interest	Teen and Adult Programming	8	Feb 13 2025 / 5:30 pm
Anime Club	Young Adult (Ages 12-18)	Teen Programming	3	Feb 6 2025 / 5:30 pm

Total attendance:

295

At the Library this Month

Anime Club

Thursday, April 3rd at 5:30 pm
Ages 12-18

We'll be watching
"Cells at Work",
enjoying snacks and making boba tea!

Anime Kids

Saturday, April 5th at 2:00 pm
Ages 9-11

Join us in the Children's library to watch
"Tamayomi Baseball Girls", enjoy snacks
and boba lemonade and
make baseball button pins!

Friends of the Library White Elephant, Book & Bake Sale

Saturday, April 12th
9:00 am - 1:00 pm

Support your library and find some
treasures! Proceeds support
children's programming.

STEAM Saturday

Saturday, April 12th at 10:00 am
Ages 6-13

Design, create and test a sail car!

Easter Storytime

Saturday, April 19th at 10:00 am

Come to the children's library for stories,
snacks and Easter games!

Crafter Kids

Saturday, April 26th at 10:00 am

We'll be making birds with feathers and
model magic!

Crafternoon

Tuesday, April 15th from 4:00 - 6:00 pm
Ages 12+

Join us to create Flower Seed Bombs
in fun, unique shapes.

Perfect for your spring planting
or to give as a gift!

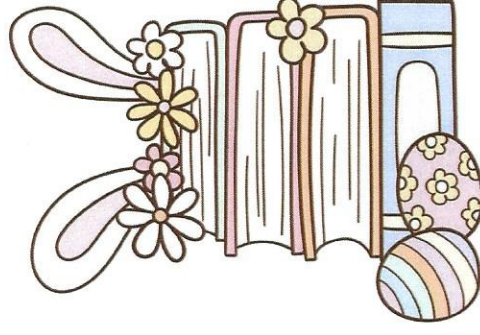
How Elvis Found His Voice

Tuesday, April 22nd at 5:30 pm

Join the library and Elvis historian Jamie
Kelley as he takes you on a journey through
the life of the King of Rock 'n' Roll. From
Elvis' humble beginnings to his first public
performance and record label signing,
discover how Elvis became "the world's
greatest cultural funnel," blending
influences to create his iconic sound.

This program features historical items from
Elvis's stage performances along with
engaging video and media that bring
Elvis's story to life.

Don't miss this immersive experience
celebrating the legendary voice that
changed music forever!



Library Hours

Monday-Thursday

9 am to 8 pm

Friday & Saturday

9 am to 5 pm

Closed Sundays & Holidays

APRIL 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 Color Me Calm Fireside Room 5:30 pm	2 Storytime Children's Library 10:00 am	3 Anime Club Teen Zone 5:30 pm	4 Storytime 10:00 am	5 Storytime 10:00 am
6	7 Cards & Coffee Fireside Room 5:30 pm	8 Storytime Children's Library 10:00 am	9 Storytime Children's Library 10:00 am	10 Grim Readers Book Club "Bone Deep" by Charles Bosworth 5:30 pm	11 Friends White Elephant Sale 9:00 am to 1:00 pm STEAM Saturday 10:00 am	12 Friends White Elephant Sale 9:00 am to 1:00 pm STEAM Saturday 10:00 am
13	14 Crafternoon Main Library Ages 12+ 4:00 pm	15 Storytime Children's Library 10:00 am	16 Storytime Children's Library 10:00 am	17 Bored vs. Board Games Ages 19+ Fireside Room 5:30 pm	18 Easter Storytime Children's Library 10:00 am	19 Easter Storytime Children's Library 10:00 am
20 	21 Elvis Program Main Library 5:30 pm	22 Storytime Children's Library 10:00 am	23 Storytime Children's Library 10:00 am	24 The Library Book Club "The Book Thief" by Markus Zusak 5:30 pm	25 Crafter Kids Children's Library 10:00 am	26 Crafter Kids Children's Library 10:00 am
27	28 Storytime Children's Library 10:00 am	29 Storytime Children's Library 10:00 am	30 Storytime Children's Library 10:00 am			

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