

BOARD OF TRUSTEES MEETING AGENDA

MONDAY, JULY 20, 2026 | 6:00 PM



Challenging our community to **reach, explore, and transform**

Join via Zoom: <https://us06web.zoom.us/j/83516941639?pwd=7cHnVJH0UzZm71sVbRHq1L2uaQ2SYX.1>
Meeting ID: 835 1694 1639
Passcode: 120867

- I. Meeting Commencement
 - A. Roll Call
 - B. Agenda Approval (*Board Action*)
 - C. Minutes Approval (*Board Action*)
- II. Public Comments & Correspondence
 - A. Women's Club Thank you
 - B. Patron's Social Media Marketing Request
 - C. Facebook Comment about Overdue Materials
- III. Financials
 - A. Updates
 - B. June 2026 Bills (*Board Action*)
- IV. Library Director's Report
 - A. Usage Report
 - B. Updates
 - C. Referred for Board Action (*Board Action*)
 - 1. Jake Rochford-Volk's Sick Time Usage for Remote Employment
- V. Unfinished Business
 - A. None
- VI. New Business
 - A. Interest in last Trustee Position
- VII. Meeting Closure
 - A. Next Meeting Date
 - B. Adjournment (*Board Action*)

BOARD OF TRUSTEES MEETING MINUTES

15 JUNE 2026 | 6:00 PM



Challenging our community to **reach, explore, and transform**

Unless otherwise noted, all actions passed by affirmative and unanimous vote of all members present

I. Meeting Commencement

- A. **Roll Call:** The regular session of the La Porte City Public Library Board of Trustees was called to order by President Chingren at 6:02 PM.
 - 1. **Members Present:** Heather Chingren, Mindy Rottinghaus (remote), Terri Vopelak, Linda Weidemann
 - 2. **Members Absent:** Renee Jesse and Brynna Hemsath
 - 3. **Others Present:** Library Directors Jake Rochford-Volk and Josée Varboncoeur represent library administration. One member of the public was present.
- B. **Agenda Approval:** Motion by Vopelak, seconded by Weidemann to approve the agenda as presented. *Motion carried.*
- C. **Minutes Approval:** Motion by Weidemann, seconded by Vopelak to approve the May 18, 2026 meeting minutes. *Motion carried.*

II. Public Comments & Correspondence

- A. None

III. Financials

- A. **Updates:** Rochford-Volk will speak with City Clerk Jane Whittlesey regarding expenses to special events (6571). The board and administration assume the expenses are general but are listed as a transfer from the trust. Rochford-Volk's business credit card is being closed per order from Whittlesey. Varboncoeur will ask to borrow another city credit card for immediate purchases until her credit card arrives via USPS. *The Nourished Reader Project* is still expecting a \$500.00 donation from the LPC Lion's Club, which would put the total donations at \$1,850.00. Already, the library has provided over 125 meals to kids.
- B. **May 2026 Bills:** Motion by Rottinghaus, seconded by Vopelak to approve payment for the monthly bills as presented. *Motion carried.*

IV. Library Director's Report

- A. **Usage Report:** The library is seeing an increase in social media engagement, and the building's people counter is higher at this point in the year compared to last year (despite being closed for four months for the renovation). Library materials such as the Library of Things are increasing, while book checkouts are consistently decreasing.

B. Updates: Varboncoeur began training on June 8th and has assumed duties as Library Director. Rochford-Volk's last day in-person is Wednesday, June 17. He will remain available remotely through June 30.

C. Referred for Board Action

- 1. Additional Staff Training Closure:** The Iowa Library Association is hosting its annual conference in Cedar Rapids from October 7 through October 9, 2026. With the close proximity to the library, library staff members Neuendorf and DeBoef-Craft will attend Thursday and Friday. Varboncoeur has a preplanned vacation. Motion by Weidemann, seconded by Rottinghaus to close the library on Friday, October 9 for staff to attend the annual Iowa Library Association Conference in Cedar Rapids. *Motion carried.*
- 2. Friends Foundation Key:** The board discussed concerns regarding liability for the Friends Foundation and wants to ensure everyone who enters the library outside hours of operation waives liability, which will be added to the MOU. Motion by Rottinghaus, seconded by Weidemann to approve issuing a key to the Friends Foundation with a note to update the MOU to include fees to replace the key, rekey the locks, and cover all other incurred damages. *Due to a conflict of interest, Vopelak abstained. Motion carried.*
- 3. Patron Requested Room Extension:** After reviewing building policies, the board of trustees has denied the request on the basis that the room is not intended for business. Motion by Rottinghaus, seconded by Vopelak to approve the first week of appointments and deny remaining requested times. *Motion carried.*
- 4. Notary Public Service:** Based on current use statistics, Varboncoeur will track patron requests and report the number of requests to the board in December 2026. The board will then determine if they will reinstate the service with Varboncoeur serving as notary public. Motion by Chingren, seconded by Weidemann to track patron requests to use the service for six months and review the data. *Motion carried.*
- 5. Renovation Report:** No discussion regarding the renovation report. Motion by Weidemann, seconded by Vopelak to approve adoption of the Renovation Report. *Motion carried.*

V. Unfinished Business

A. None

VI. New Business

A. Board Meeting Schedule for FY2027: No discussion regarding the meeting schedule except to adjust a few dates and review the schedule during the July 2026 meeting. Motion by Weidemann, seconded by Vopelak to approve the schedule with a change from December 21, 2026 to

December 14, 2026 and a correction to January 18, 2027; review the agenda during the July 20, 2026 meeting. *Motion carried.*

- B. **Workday Learning Accounts:** Workday learning accounts allow trustees access to required training. Each trustee will create an individual account. Motion by Vopelak, seconded by Chingren to require all Board Trustees to adopt a Workday Learning account. *Motion carried.*

VII. Meeting Closure

- A. **Next Meeting Date:** Monday, July 20, 2026
- B. **Adjournment:** Motion by Weidemann, seconded by Vopelak to adjourn the meeting at 7:21 PM. *Motion carried.*

Submitted by Mindy Rottinghaus



FINANCIAL REPORT FOR JUNE 2026

I. MTD STATEMENT OF REVENUES, EXPENDITURES, & BALANCES

ACTUAL REVENUES

		General Fund	Trust Fund	CDs & Investments	Cash Fund	Total Funds
County Support	\$	-	-	-	-	-
State Aid	\$	-	-	-	-	-
Interest	\$	-	709.65	-	-	709.65
Fines & Fees	\$	10.00	-	-	-	10.00
Gifts & Grants	\$	-	321.92	-	-	321.92
Sales	\$	11.00	-	-	-	11.00
Other	\$	-	-	-	-	-
Total Revenues	\$	21	1,031.57	-	-	1052.57

ACTUAL EXPENDITURES

		General Fund	Trust Fund	CDs & Investments	Cash Fund	Total Funds
Personnel	\$	(7,776.17)	-	-	-	(7,776.17)
Subscriptions	\$	-	-	-	-	-
Building & Supplies	\$	(248.76)	-	-	-	(248.76)
Insurance & Services	\$	(812.50)	-	-	-	(812.50)
Programming	\$	(61.67)	-	-	-	(61.67)
Library Materials	\$	(374.1)	-	-	-	(374.1)
Capital Improvement	\$	-	(3,843.27)	-	-	(3,843.27)
Other	\$	-	-	-	-	-
Total Expenditures	\$	(9,273.2)	(3,843.27)	-	-	(13,116.47)

ESTIMATED BALANCES

		General Fund	Trust Fund	CDs & Investments	Cash Fund	Total Funds
Net Change	\$	(9,294.2)	4,874.84	-	-	-
Budget/Start of Year	\$	144,720.00	163,739.91	-	50.00	308,509.61
End of Month	\$	947.15	43,957	-	50.00	308,509.61

II. OTHER FUNDS & UPDATES

OVERDUE MARCH GORDON FLESCH CO. INVOICE

Varboncoeur received a call from the company regarding an overdue payment for March. She has contacted the library's GFC representative to request copies of past invoices and payment records, as previous Library Director Jake Rochford-Volk and library staff mentioned that payment options have been changed several times over the past year, which may have resulted in duplicate charges. Varboncoeur will follow up via email once she receives additional information.

PREVIOUS DIRECTOR JAKE ROCHFORD-VOLK'S CITY CARD CANCELLATION

Since the Rochford-Volk city card was canceled, Varboncoeur used the city clerk's city card to make purchases for the library. Varboncoeur is currently awaiting the city clerk to provide a combined credit card statement that includes both Rochford-Volk's and the city clerk's purchases.

LION'S CLUB DONATION FOR THE NOURISHED READER'S PROJECT

Varboncoeur has confirmed with Chris Brecher, President of the Lion's Club, regarding their pledged donation. The library has received \$200 to date; however, the remaining portion of the donation is contingent upon approval during their upcoming meeting scheduled for July 16th, 2026.

FEASTIVAL OF TRAILS

On Thursday, June 18th, the library received a total of \$75 in donations. Of this amount, \$66 was deposited into the library's Farmer's State Bank account, with the remaining balance kept in our donation jar on the library desk to encourage further contributions. Additionally, we generated \$100 in sales from library merchandise.

Account Number	Title	Debit Amount	Credit Amount
111-410-1115	CHECKING-LIBRARY TRUST	260,616.23	
Total ROAD FUND RESERVE FUND:		260,616.23	.00
Grand Totals:		260,616.23	.00

Report Criteria:

Actual amounts

Includes accounts with balances

[Report].ACCOUNT <"2000"

[Report].OBJECT CODE = none

[Report].REVENUE = none

[Report].SOURCE = none

[Report].FUND = "111"

[Report].BAL SHEET DEPT = "410"

DEPOSITS REPORT

All Bank Accounts

June 1, 2026 - June 30, 2026

FUND	ACNT	DESCRIPTION	AMT	DATE
Trust	111-410-4705	Donations	\$151.20	6/15/2026
General	001-410-4810	Sales	\$11.00	6/15/2026
General	001-410-4550	Equipment Use	\$8.40	6/15/2026
General	001-410-4765	Material Fines	\$10.00	6/15/2026
Trust	001-410-4705	Donations	\$66.00	6/30/2026
Trust	001-410-4810	Sale of Personal Property	\$4.72	6/30/2026
Trust	001-410-4810	Sale of Personal Property - Library Merch	\$100.00	6/30/2026
General	001-410-4550	Equipment Use	\$12.75	6/30/2026
Total Deposits for May 2026	\$364.07			



City of La Porte City
202 Main Street
La Porte City, IA 50651-1234

PERIODIC STATEMENT

Date: Jun 30, 2026
Period: Jun 01, 2026 to Jun 30, 2026
(30 Days)

Personal
Banker: Dorothy R Back

ACCOUNT #: CK - 359-248-2 FSB Business Public Fund
Nickname : CK - Library Account

City of La Porte City

Enclosures: 2

Beginning Balance		Interest Information	
as of 06/01/26	259,584.66	Interest Paid YTD	4,083.14
Deposits & Other Credits	1,031.57	Interest Earned	709.65
Charges & Fees	0.00	Average Balance	259,670.99
Checks & Other Debits	0.00	Number of Days	30
Ending Balance		Annual Percentage	
as of 06/30/26	260,616.23	Yield Earned	3.38%

Charges and Fees Related to Overdrafts and Returned Items

	Total For This Period	Total Year-to-Date
Total Overdraft Fees:	0.00	0.00
Total Returned Items Fees:	0.00	0.00

Transaction Information

Date	Check#	Description	Amount
06/15		Deposit	151.20
06/30		Deposit	170.72
06/30		Capitalized Interest Credit	709.65

Daily Balance Information

Date	Balance		Date	Balance		Date	Balance
06/15	259,735.86		06/30	260,616.23			

Page: 1

DEPOSIT TICKET
FOR CLEAR COPY, PRESS FINALLY

DATE
6-15-2020

CURRENCY
DOLLARS

COINS
CENTS

AMOUNT
157 100 49

3221 49

151 20

151 20

LA PORTE CITY PUBLIC LIBRARY
308 MAIN STREET
LA PORTE CITY, IA 50851-1234

**Farmers
STATE BANK**
www.fsb1877.com

\$ 151.20

72-804/739

TOTAL
ITEMS

CHECKS AND OTHER ITEMS
ARE RECEIVED FOR DEPOSIT
SUBJECT TO THE PROVISIONS
OF THE NATIONAL CHECKS
ACT. CHECKS ARE NOT APPLIED
IN THE CASHING PROCESS
UNLESS THEY ARE
PROPERLY ENDORSED WITH
ORIGINAL.

USE ROUTING NUMBER FROM YOUR CHECKS FOR AUTOMATIC DEPOSITS. IF YOU ARE NOT USING AUTOMATIC DEPOSITS, PLEASE CALL 1-800-888-8888 FOR MORE INFORMATION.

⑆555555100⑆ 359 248 2⑆ 101

Deposit for \$151.20 - 6/15/2026

DEPOSIT TICKET
FOR CLEAR COPY, PRESS FINALLY

DATE

CURRENCY
DOLLARS

COINS
CENTS

AMOUNT

170 72

170 72

LA PORTE CITY PUBLIC LIBRARY
308 MAIN STREET
LA PORTE CITY, IA 50851-1234

**Farmers
STATE BANK**
www.fsb1877.com

\$

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⑆555555100⑆ 359 248 2⑆ 101

Deposit for \$170.72 - 6/30/2026

Farmers State Bank

**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS, DIRECT DEPOSITS
(Consumer Accounts Only, Does not apply to Business Accounts)**

Call us at 319-287-3961 or write us at Farmers State Bank, 131 Tower Park Drive, Suite 100, Waterloo, IA 50701 as soon as you can if you think your statement or receipt is wrong or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared. You will receive written notice from us within 5 days of receipt.

- (1) Tell us your name and account number.
- (2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
- (3) Tell us the dollar amount of the suspected error.

If you tell us orally, we may require that you send us your complaint or question in writing within ten (10) business days. We will investigate your complaint and will correct any error promptly.

If we need more time, however, we may take up to 45 business days to investigate your complaint or question. If we decide to do this, we will recredit your account within ten (10) business days for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation. If we ask you to put your complaint or question in writing and we do not receive it within ten (10) business days, we may not recredit your account. If we decide that there was no error, we will send you a written explanation within three (3) business days after we finish our investigation. You may ask for copies of the documents that we used in our investigation. These documents will be provided within 15 days of your request.

IMPORTANT INFORMATION

For service of billing information, call us at 319-287-3961 or write us at Farmers State Bank, 131 Tower Park Drive, Suite 100, Waterloo, IA 50701.

Interest Charge- On any day which there is an unpaid principal balance, interest charges will be imposed. There is no free period. To figure the interest charge for a billing cycle, we will apply a periodic rate or interest charge to the "Daily Balance" of your loan account each day. To figure the daily balance, we will take your loan account balance at the beginning of each day, add any new advances, and subtract any payments or credits that apply to debit repayment and any unpaid interest charges, fees and charges. This gives us the daily balance.

Payments received at the address indicated above on this statement will be credited as of the date received. Your next statement will reflect payments and transactions entered after the billing date. If you have a credit balance in the new balance box, we will, at your request, send you a refund of the amount involved.

WHAT TO DO IF YOU THINK YOU FIND A MISTAKE ON YOUR STATEMENT

If you think there is an error on your statement, write us on a separate sheet at Farmers State Bank, 131 Tower Park Drive, Suite 100, Waterloo, IA 50701 as soon as possible. You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors in writing. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

In your letter give us the following information:

- (1) Your name and account number
- (2) The dollar amount of the suspected error
- (3) If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

While we investigate whether or not there has been an error, we cannot try to collect the amount in question, or report you as delinquent on that amount. The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount. While you do not have to pay the amount in question, you are responsible for the remainder of your balance. We can apply any unpaid amount against your credit limit.

THIS FORM IS PROVIDED TO HELP YOU BALANCE YOUR BANK STATEMENT

Using the column marked (✓) in your check register, check off all deposits and withdrawals that appear on this statement. Remember to enter in your register any automatic deposits or withdrawals or any credits (including interest, if any) or charges that you have not yet recorded.

CHECKS OUTSTANDING - NOT CHARGED TO ACCOUNT

No.	\$	
TOTAL	\$	

BANK BALANCE SHOWN ON THIS STATEMENT	\$
--------------------------------------	----

ADD +

DEPOSITS NOT CREDITED IN THIS STATEMENT (IF ANY) \$

TOTAL \$ _____

SUBTRACT -

→ CHECKS OUTSTANDING \$

BALANCE \$ _____

SHOULD AGREE WITH YOUR CHECKBOOK BALANCE



Date	Journal	Reference Number	Payee or Description Comments	Account Number	Budget Amount	Encumbrance Amount	Actual Amount	Budget Balance
STATE GRANTS			05/31/2026 (05/26) Balance	001-410-4440				432.44
			06/30/2026 (06/26) Period Totals and Balance		.00 *	.00 *	.00 *	432.44
COUNTY CONTRIBUTIONS			05/31/2026 (05/26) Balance	001-410-4465				21,006.00
			06/30/2026 (06/26) Period Totals and Balance		.00 *	.00 *	.00 *	21,006.00
BH COUNTY GAMING GRANT			05/31/2026 (05/26) Balance	001-410-4490				.00
			06/30/2026 (06/26) Period Totals and Balance		.00 *	.00 *	.00 *	.00
LOCAL GRANTS			05/31/2026 (05/26) Balance	001-410-4491				.00
			06/30/2026 (06/26) Period Totals and Balance		.00 *	.00 *	.00 *	.00
OPERATING GRANTS			05/31/2026 (05/26) Balance	001-410-4492				.00
			06/30/2026 (06/26) Period Totals and Balance		.00 *	.00 *	.00 *	.00
MAPS/COPIES			05/31/2026 (05/26) Balance	001-410-4550				25.50
06/15/2026	CR	200000053	Maps & Copies - Ops		.00	.00	8.40-	
06/30/2026	CR	200000057	Maps & Copies - 6/30/2026 Ops		.00	.00	12.75-	
			06/30/2026 (06/26) Period Totals and Balance		.00 *	.00 *	21.15- *	46.65
PRIVATE SOURCE CONTRIB			05/31/2026 (05/26) Balance	001-410-4705				169.54
			06/30/2026 (06/26) Period Totals and Balance		.00 *	.00 *	.00 *	169.54
BHC GAMING GRANT			05/31/2026 (05/26) Balance	001-410-4706				.00
			06/30/2026 (06/26) Period Totals and Balance		.00 *	.00 *	.00 *	.00
MISC FUNDRAISERS			05/31/2026 (05/26) Balance	001-410-4707				.00
			06/30/2026 (06/26) Period Totals and Balance		.00 *	.00 *	.00 *	.00
NON GOV'T GRANTS			05/31/2026 (05/26) Balance	001-410-4709				.00
			06/30/2026 (06/26) Period Totals and Balance		.00 *	.00 *	.00 *	.00

Date	Journal	Reference Number	Payee or Description Comments	Account Number	Budget Amount	Encumbrance Amount	Actual Amount	Budget Balance
REIMBURSEMENTS			05/31/2026 (05/26) Balance	001-410-4710				307.89
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	.00 *	307.89
UTILITY REIMBURSEMENT			05/31/2026 (05/26) Balance	001-410-4711				784.62-
06/04/2026	CR	200000050	Utility Reimb - Library - May 26		.00	.00	166.86-	
06/04/2026	CR	200000050	Utility Reimb - Library - June 26		.00	.00	144.42-	
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	311.28- *	473.34-
BOOK FINES			05/31/2026 (05/26) Balance	001-410-4765				60.85-
06/15/2026	CR	200000053	Book Fines - Ops		.00	.00	10.00-	
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	10.00- *	50.85-
MISC/OTHER REVENUE			05/31/2026 (05/26) Balance	001-410-4799				.00
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	.00 *	.00
SALE OF REAL PROPERTY			05/31/2026 (05/26) Balance	001-410-4800				.00
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	.00 *	.00
SALE OF BOOKS			05/31/2026 (05/26) Balance	001-410-4810				865.00-
06/15/2026	CR	200000053	Sale of Books - Ops		.00	.00	11.00-	
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	11.00- *	854.00-
TRANSFER IN-LIBRARY			05/31/2026 (05/26) Balance	001-410-4830				1,000.00-
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	.00 *	1,000.00-
Number of Transactions: 6 Number of Accounts: 17								
Total GENERAL FUND:					.00	.00	353.43-	353.43

Date	Journal	Reference Number	Payee or Description Comments	Account Number	Budget Amount	Encumbrance Amount	Actual Amount	Budget Balance
INTEREST				05/31/2026 (05/26) Balance 111-410-4300				2,640.93
06/30/2026	CR	200000057	Interest - Library - LIBRARY INT		.00	.00	709.65-	
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	709.65- *	3,350.58
STATE GRANTS				05/31/2026 (05/26) Balance 111-410-4440				.00
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	.00 *	.00
LOCAL GRANTS				05/31/2026 (05/26) Balance 111-410-4491				2,500.00
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	.00 *	2,500.00
OPERATING GRANTS				05/31/2026 (05/26) Balance 111-410-4492				.00
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	.00 *	.00
CONTRIBUTIONS/PLEDGES				05/31/2026 (05/26) Balance 111-410-4705				1,591.89
06/15/2026	CR	200000053	Library Dontation - Trust - Ops - Tr		.00	.00	151.20-	
06/30/2026	CR	200000058	Library Dontation - Trust - Trust D		.00	.00	66.00-	
06/30/2026	CR	200000058	Library Dontation - Trust - Trust D		.00	.00	4.72-	
06/30/2026	CR	200000058	Library Dontation - Trust - Trust D		.00	.00	100.00-	
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	321.92- *	1,913.81
BHC GAMING GRANT				05/31/2026 (05/26) Balance 111-410-4706				15,000.00
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	.00 *	15,000.00
MISC FUNDRAISERS				05/31/2026 (05/26) Balance 111-410-4707				1,500.00-
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	.00 *	1,500.00-
NON GOV'T GRANTS				05/31/2026 (05/26) Balance 111-410-4709				.00
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	.00 *	.00

Date	Journal	Reference Number	Payee or Description Comments	Account Number	Budget Amount	Encumbrance Amount	Actual Amount	Budget Balance
SPECIAL EVENTS REVENUE			05/31/2026 (05/26) Balance	111-410-4731				590.33
			06/30/2026 (06/26) Period Totals and Balance		.00 *	.00 *	.00 *	590.33
SALE OF BOOKS			05/31/2026 (05/26) Balance	111-410-4810				.00
			06/30/2026 (06/26) Period Totals and Balance		.00 *	.00 *	.00 *	.00
Number of Transactions: 5 Number of Accounts: 10								
Total ROAD FUND RESERVE FUND:					.00	.00	1,031.57-	1,031.57
Number of Transactions: 11 Number of Accounts: 27								
Grand Totals:					.00	.00	1,385.00-	1,385.00

City of La Porte City
Budget Report
6/30/2026

Percent of Fiscal YTD

100%

Library		FY26 Budget	MTD Balance	YTD Balance	\$ Expended	Remaining
001-410-6010	WAGES - FULL TIME	75,000.00	7,483.71	74,013.40	99%	986.60
001-410-6011	JANITOR WAGES	3,100.00	200.00	1,600.00	52%	1,500.00
001-410-6040		-	-	233.94		(233.94)
001-410-6150	GROUP INSURANCE	-	5.25	314.59		(314.59)
001-410-6170	UNEMPLOYMENT	95.00	23.70	96.64	102%	(1.64)
001-410-6210	MEMBERSHIP/DUES/SUBSCRIPT	6,000.00	-	6,607.26	110%	(607.26)
001-410-6230	TRAINING	500.00	-	400.00	80%	100.00
001-410-6240	TRAVEL/LODGING	1,100.00	63.51	842.98	77%	257.02
001-410-6310	BUILDING REPAIR/MAINT	2,800.00	83.00	3,145.90	112%	(345.90)
001-410-6332	EQUIPMENT MAINTENANCE-LIBRA	3,200.00	-	3,117.40	97%	82.60
001-410-6333	ELECTRIC-UTILITIES	2,600.00	-	1,857.87	71%	742.13
001-410-6371	NATURAL GAS-UTILITIES	1,300.00	56.69	1,339.90	103%	(39.90)
001-410-6373	TELEPHONE/COMMUNICATIONS	2,100.00	-	2,442.97	116%	(342.97)
001-410-6408	INSURANCE	13,000.00	-	11,708.39	90%	1,291.61
001-410-6414	PRINTING/PUBLISHING	200.00	-	274.58	137%	(74.58)
001-410-6490	OTHER PROFESSIONAL SERV	1,500.00	157.50	2,213.66	148%	(713.66)
001-410-6491	ENRICH IOWA	1,850.00	-	1,859.11	100%	(9.11)
001-410-6502	LIBRARY MATERIALS	4,000.00	61.67	4,166.75	104%	(166.75)
001-410-6507	OPERATING SUPPLIES	2,500.00	10.82	2,406.43	96%	93.57
001-410-6508	POSTAGE	200.00	-	141.93	71%	58.07
001-410-6520	JANITOR SUPPLIES	500.00	98.25	729.39	146%	(229.39)
001-410-6554	LOCAL GRANT PROJECTS	-	-	-		-
001-410-6555	OPERATING GRANT PROJECTS	-	-	-		-
001-410-6571	SPECIAL EVENTS	1,000.00	-	2,122.50	212%	(1,122.50)
001-410-6721	CAP OUTLAY-FURN/FIXTURES	-	-	-		-
001-410-6727	CAPITAL EQUIPMENT	5,000.00	-	601.02	12%	4,398.98
001-410-6770	BOOKS/MATERIALS-LIBRARY	24,000.00	112.98	23,191.26	97%	808.74
001-410-6771	LIBRARY MATERIALS - DVD	1,000.00	261.12	1,068.50	107%	(68.50)
001-410-6790	CAPITAL IMPROVEMENT	210,000.00	2,374.86	218,935.60	104%	(8,935.60)
		362,545.00	10,993.06	365,431.97	101%	(2,886.97)

Date	Journal	Reference Number	Payee or Description Comments	Account Number	Budget Amount	Encumbrance Amount	Actual Amount	Budget Balance
WAGES - FULL TIME			05/31/2026 (05/26) Balance	001-410-6010				8,470.31
06/12/2026	PC	46	PAYROLL TRANS FOR 6/6/2026		.00	.00	2,495.74	
06/26/2026	PC	97	PAYROLL TRANS FOR 6/20/2026		.00	.00	4,987.97	
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	7,483.71 *	986.60
JANITOR WAGES			05/31/2026 (05/26) Balance	001-410-6011				1,700.00
06/12/2026	PC	5	PAYROLL TRANS FOR 6/6/2026		.00	.00	100.00	
06/26/2026	PC	52	PAYROLL TRANS FOR 6/20/2026		.00	.00	100.00	
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	200.00 *	1,500.00
LIBRARY MAINTENANCE			05/31/2026 (05/26) Balance	001-410-6014				5,657.36-
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	.00 *	5,657.36-
WAGES - OVERTIME			05/31/2026 (05/26) Balance	001-410-6040				233.94-
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	.00 *	233.94-
GROUP INSURANCE			05/31/2026 (05/26) Balance	001-410-6150				309.34-
06/19/2026	AP	258	ADVANTAGE ADMINISTRATORS		.00	.00	5.25	
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	5.25 *	314.59-
UNEMPLOYMENT			05/31/2026 (05/26) Balance	001-410-6170				22.06
06/30/2026	AP	365	STATE OF IOWA		.00	.00	23.70	
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	23.70 *	1.64-
MEMBERSHIP/DUES/SUBSCRIPT			05/31/2026 (05/26) Balance	001-410-6210				455.57-
05/21/2026	AP	275	FARMERS STATE BANK		.00	.00	151.69	
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	151.69 *	607.26-

Date	Journal	Reference Number	Payee or Description Comments	Account Number	Budget Amount	Encumbrance Amount	Actual Amount	Budget Balance
TRAINING			05/31/2026 (05/26) Balance	001-410-6230				100.00
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	.00 *	100.00
TRAVEL/LODGING			05/31/2026 (05/26) Balance	001-410-6240				320.53
06/03/2026	AP	32	JACOB ROCHFORD-VOLK		.00	.00	63.51	
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	63.51 *	257.02
BUILDING REPAIR/MAINT			05/31/2026 (05/26) Balance	001-410-6310				262.90-
05/15/2026	AP	112	ORKIN PEST CONTROL		.00	.00	81.00	
06/30/2026	JE	4	Reallocate per JV		.00	.00	2.00	
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	83.00 *	345.90-
EQUIPMENT MAINTENANCE-LIBRARY			05/31/2026 (05/26) Balance	001-410-6332				93.29
05/21/2026	AP	276	FARMERS STATE BANK		.00	.00	10.69	
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	10.69 *	82.60
ELECTRIC-UTILITIES			05/31/2026 (05/26) Balance	001-410-6333				886.55
05/27/2026	AP	66	LA PORTE CITY UTILITIES		.00	.00	144.42	
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	144.42 *	742.13
NATURAL GAS-UTILITIES			05/31/2026 (05/26) Balance	001-410-6371				16.79
06/01/2026	AP	130	BLACK HILLS ENERGY		.00	.00	56.69	
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	56.69 *	39.90-
TELEPHONE/COMMUNICATIONS			05/31/2026 (05/26) Balance	001-410-6373				8.33
05/21/2026	AP	277	FARMERS STATE BANK		.00	.00	351.30	
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	351.30 *	342.97-

Date	Journal	Reference Number	Payee or Description Comments	Account Number	Budget Amount	Encumbrance Amount	Actual Amount	Budget Balance
INSURANCE			05/31/2026 (05/26) Balance	001-410-6408				1,291.61
			06/30/2026 (06/26) Period Totals and Balance		.00 *	.00 *	.00 *	1,291.61
PRINTING/PUBLISHING			05/31/2026 (05/26) Balance	001-410-6414				125.42
05/21/2026	AP	278	FARMERS STATE BANK		.00	.00	200.00	
			06/30/2026 (06/26) Period Totals and Balance		.00 *	.00 *	200.00 *	74.58-
OTHER PROFESSIONAL SERV			05/31/2026 (05/26) Balance	001-410-6490				98.84
05/21/2026	AP	279	FARMERS STATE BANK		.00	.00	655.00	
06/30/2026	JE	3	Reallocate Legal Fees		.00	.00	157.50	
			06/30/2026 (06/26) Period Totals and Balance		.00 *	.00 *	812.50 *	713.66-
ENRICH IOWA			05/31/2026 (05/26) Balance	001-410-6491				9.11-
			06/30/2026 (06/26) Period Totals and Balance		.00 *	.00 *	.00 *	9.11-
LIBRARY MATERIALS			05/31/2026 (05/26) Balance	001-410-6502				105.08-
06/03/2026	AP	40	AMAZON CAPITAL SERVICES		.00	.00	61.67	
			06/30/2026 (06/26) Period Totals and Balance		.00 *	.00 *	61.67 *	166.75-
OPERATING SUPPLIES			05/31/2026 (05/26) Balance	001-410-6507				104.39
06/03/2026	AP	42	AMAZON CAPITAL SERVICES		.00	.00	10.82	
			06/30/2026 (06/26) Period Totals and Balance		.00 *	.00 *	10.82 *	93.57
POSTAGE			05/31/2026 (05/26) Balance	001-410-6508				58.07
			06/30/2026 (06/26) Period Totals and Balance		.00 *	.00 *	.00 *	58.07
JANITOR SUPPLIES			05/31/2026 (05/26) Balance	001-410-6520				131.14-
06/03/2026	AP	41	AMAZON CAPITAL SERVICES		.00	.00	98.25	
			06/30/2026 (06/26) Period Totals and Balance		.00 *	.00 *	98.25 *	229.39-

Date	Journal	Reference Number	Payee or Description Comments	Account Number	Budget Amount	Encumbrance Amount	Actual Amount	Budget Balance			
LOCAL GRANT PROJECTS			05/31/2026 (05/26) Balance	001-410-6554				.00			
06/30/2026 (06/26) Period Totals and Balance					.00	*	.00	*	.00		
OPERATING GRANT PROJECTS			05/31/2026 (05/26) Balance	001-410-6555				.00			
06/30/2026 (06/26) Period Totals and Balance					.00	*	.00	*	.00		
SPECIAL EVENTS			05/31/2026 (05/26) Balance	001-410-6571				1,122.50-			
06/30/2026 (06/26) Period Totals and Balance					.00	*	.00	*	1,122.50-		
CAP OUTLAY-FURN/FIXTURES			05/31/2026 (05/26) Balance	001-410-6721				.00			
06/30/2026 (06/26) Period Totals and Balance					.00	*	.00	*	.00		
CAPITAL EQUIPMENT			05/31/2026 (05/26) Balance	001-410-6727				4,398.98			
06/30/2026 (06/26) Period Totals and Balance					.00	*	.00	*	4,398.98		
BOOKS/MATERIALS-LIBRARY			05/31/2026 (05/26) Balance	001-410-6770				933.11			
06/03/2026	AP	38	AMAZON CAPITAL SERVICES		.00	.00	29.27				
06/03/2026	AP	44	INGRAM LIBRARY SERVICES		.00	.00	83.71				
05/21/2026	AP	280	FARMERS STATE BANK		.00	.00	11.39				
06/30/2026 (06/26) Period Totals and Balance					.00	*	.00	*	124.37	*	808.74
LIBRARY MATERIALS - DVD			05/31/2026 (05/26) Balance	001-410-6771				192.62			
06/03/2026	AP	39	AMAZON CAPITAL SERVICES		.00	.00	261.12				
06/30/2026 (06/26) Period Totals and Balance					.00	*	.00	*	261.12	*	68.50-
CAPITAL IMPROVEMENT			05/31/2026 (05/26) Balance	001-410-6790				5,092.33-			
06/03/2026	AP	43	AMAZON CAPITAL SERVICES		.00	.00	2,376.86				

Date	Journal	Reference Number	Payee or Description Comments	Account Number	Budget Amount	Encumbrance Amount	Actual Amount	Budget Balance
05/21/2026	AP	281	FARMERS STATE BANK		.00	.00	1,468.41	
06/30/2026	JE	4	Reallocate per JV		.00	.00	2.00-	
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	3,843.27 *	8,935.60-
Number of Transactions: 27 Number of Accounts: 30								
Total GENERAL FUND:					.00	.00	13,985.96	13,985.96-

Date	Journal	Reference Number	Payee or Description Comments	Account Number	Budget Amount	Encumbrance Amount	Actual Amount	Budget Balance
OFFICE SUPPLIES			05/31/2026 (05/26) Balance	111-410-6506				126.38-
06/30/2026 (06/26) Period Totals and Balance					.00 *	.00 *	.00 *	126.38-
Number of Transactions: 0 Number of Accounts: 1								
Total ROAD FUND RESERVE FUND:					.00	.00	.00	.00
Number of Transactions: 27 Number of Accounts: 31								
Grand Totals:					.00	.00	13,985.96	13,985.96-

BILLS REPORT

All Accounts

Approved July 20, 2026

FUND	VENDOR NAME	ACNT	AMT	BILL DATE	DESCRIPTION
INVOICES					
General	JOSEE VARBONCOEUR 1127 BEECH ST WATERLOO IA 50703	001-410-6240	\$18.88	7/13/2026	Mileage Reimbursement to FSB
General	JOSEE VARBONCOEUR 1127 BEECH ST WATERLOO IA 50703	001-410-6571	\$29.52	7/13/2026	TNRP Rembursement
General	JEREMY GLAZIER 1925 8TH AVENUE SW CEDAR RAPIDS IA 52404	001-410-6490	\$60.00	7/13/2026	"From Iowa and Back: The Vietnam Era" film showing and interview mileage
General	CINTAS PO BOX 631025 CINCINNATI OH 45263-1025	001-410-6210	\$130.50	7/13/2026	AED Service
General	YOUNG PLUMBING & HEATING CO. 750 S HACKETT RD PO BOX 1077 WATERLOO IA 50704	001-410-6332	\$371.21	7/13/2026	Toilet Repair
General	YOUNG PLUMBING & HEATING CO. 750 S HACKETT RD PO BOX 1077 WATERLOO IA 50704	001-410-6310	\$247.50	7/13/2026	Checked wiring; Checked two AC units, blower caps, flushed drains; cleaned flame sensors
General	J CHRISTENSEN PAINTING & HOME REPAIR ATTN: INVOICE #1381 1563 AUDUBON DRIVE WATERLOO IA 50701	001-410-6310	\$349.66	7/13/2026	Painting Staff Door
General	ALPINE COMMUNICATIONS PO BOX 185 LA PORTE CITY IA 50651	001-410-6373	\$201.06	7/13/2026	Phone & Internet Service
General	GFC LEASING ATTN: ACCOUNT #40CLO5 PO BOX 88147 MILWAUKEE WI 53288	001-410-6332	\$198.91	7/13/2026	Printer Lease & Overage
General	AMAZON CAPITAL SERVICES ATTN: INVOICE #143W-Y43X-DR7C PO BOX 035184 SEATTLE WA 98124-5184	001-410-6770	\$50.43	7/13/2026	Library Books
General	AMAZON CAPITAL SERVICES ATTN: INVOICE #143W-Y43X-DR7C PO BOX 035184 SEATTLE WA 98124-5184	001-410-6520	\$129.84	7/13/2026	Janitor Supplies
General	AMAZON CAPITAL SERVICES ATTN: INVOICE #143W-Y43X-DR7C PO BOX 035184 SEATTLE WA 98124-5184	001-410-6771	\$100.23	7/13/2026	Library DVDs
General	AMAZON CAPITAL SERVICES ATTN: INVOICE #143W-Y43X-DR7C PO BOX 035184 SEATTLE WA 98124-5184	001-410-6507	\$55.95	7/13/2026	Operating Supplies. Ex: Bryco Paper Roll
General	AMAZON CAPITAL SERVICES ATTN: INVOICE #143W-Y43X-DR7C PO BOX 035184 SEATTLE WA 98124-5184	001-410-6502	\$26.54	7/13/2026	Program Candy
Trust	AMAZON CAPITAL SERVICES ATTN: INVOICE #143W-Y43X-DR7C PO BOX 035184 SEATTLE WA 98124-5184	001-410-6571	\$23.74	7/13/2026	TNRP Brown Bags to Carry Lunches
		001-410-6210	\$130.50		
		001-410-6240	\$18.88		
		001-410-6332	\$570.12		
		001-410-6373	\$201.06		
		001-410-6491	\$0.00		
		001-410-6502	\$26.54		

001-410-6520	\$129.84
001-410-6770	\$50.43
001-410-6771	\$100.23
001-410-6790	\$0.00

Invoices Total **\$1,227.60**

VISA CHARGE CARD

Trust	Target	001-410-6554	\$4.06	6/1/2026	Fruite for Nourished Reader Project
General	La Porte City Golf Club	001-410-6490	\$48.99	6/2/2026	Lunch for staff + Dealt Hand presentor
General	United States Postal Service Office	001-410-6508	\$78.00	6/3/2026	Postal Stamps for library mail
General	Amazon	001-410-6770	-\$10.66	6/25/2026	Refund from Amazon - Returned item
General	Cricut	001-410-6210	\$10.69	6/29/2026	Cricut Access Subscription
Trust	Sam's Club	001-410-6554	\$229.66	6/30/2026	The Nourished Reader Project Food
Tust	Walmart	001-410-6554	\$19.68	6/30/2026	The Nourished Reader Project Food

001-410-6554	\$4.06
001-410-6490	\$48.99
001-410-6508	\$78.00
001-410-6770	-\$10.66
001-410-6210	\$10.69
001-410-6554	\$229.66
001-410-6554	\$19.68

Final Payment Total **\$1,247.28**

Signature from Board President or Designee

Date

Signature from Board Secretary or Designee

Date



LA PORTE CITY PUBLIC LIBRARY

EMPLOYEE EXPENSE & REIMBURSEMENT FORM

Employee Name Josée Varboncoeur

Date Submitted 6/30/2026

Date	Expense Details	Amount	Account
6/15/2026	Mileage to Farmers State Bank & Sams	\$9.44	001-410-6240
6/15/2026	Walmart Expense (TNRP)	\$29.52	001-410-6571
6/30/2026	Mileage to FSB & Sams for TNRP	\$9.44	001-410-6240

Total Amount \$48.40

Josée Varboncoeur
Signature from Employee

7/17/26
Date

Signature from Board President or Designee

Date

Signature from Board Secretary or Designee

Date

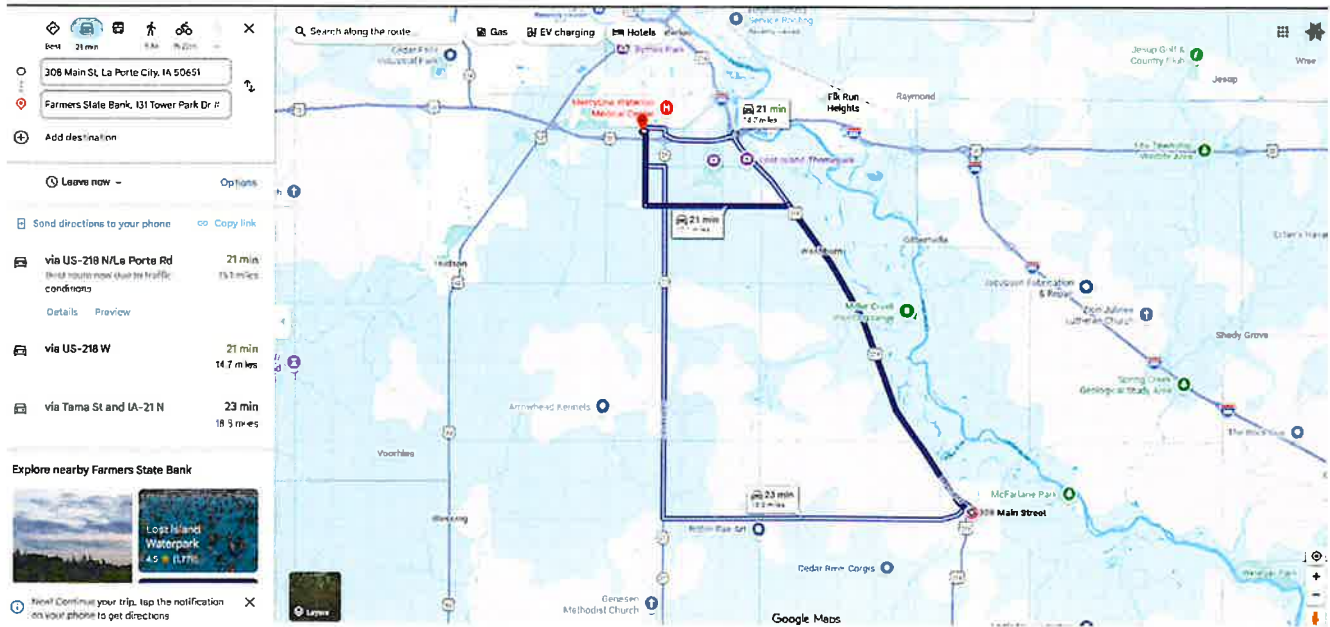
Attach all receipts to this form, including a map for mileage. Per Federal Meals & Incidental Expenses (M&IE) rates for FY2026, individual employees are entitled to per diems (sans taxes) for meals, mileage (\$0.625 per mile), and lodging per day. For details, see <https://www.gsa.gov/travel/plan-book/per-diem-rates>.



LA PORTE CITY PUBLIC LIBRARY

EMPLOYEE EXPENSE & REIMBURSEMENT FORM

6/15/2026



6/30 15.1 Miles



TIMESHEETS FOR MAY 24 - JUNE 6, 2026

	Jacob Rochford-Volk	Josée Varboncoeur	Andrea DeBoef-Craft	Zachary Neuendorf	Rowan Hammersley	Jane Whittlesey	Pay Total
Regular Pay	66.00		16.25	37.50	11.25	2.00	133.00
Vacation Pay	6.00						6.00
Casual Pay							0.00
Sick Pay							0.00
Holiday Pay	8.00						8.00
Overtime Pay							0.00
Comp Pay							0.00
Comp Time Banked							0.00
Weekly Totals	80.00	0.00	16.25	37.50	11.25	2.00	147.00

TIMESHEETS FOR JUNE 7 - JUNE 20, 2026

	Jacob Rochford-Volk	Josée Varboncoeur	Andrea DeBoef-Craft	Zachary Neuendorf	Rowan Hammersley	Jane Whittlesey	Pay Total
Regular Pay	60.00	80.00	33.25	47.50	13.25	2.00	236.00
Vacation Pay	20.00						20.00
Casual Pay							0.00
Sick Pay							0.00
Holiday Pay							0.00
Overtime Pay							0.00
Comp Pay							0.00
Comp Time Banked		4.75					4.75
Weekly Totals	80.00	84.75	33.25	47.50	13.25	2.00	260.75

TIMESHEETS FOR JUNE 21 - JUNE 30, 2026 | End of FY2026

	Jacob Rochford-Volk	Josée Varboncoeur	Andrea DeBoef-Craft	Zachary Neuendorf	Rowan Hammersley	Jane Whittlesey	Pay Total
Regular Pay	8.00	56.00	18.25	32.25	4.25	1.00	119.75
Vacation Pay	20.00						20.00
Casual Pay							0.00
Sick Pay	52.00						52.00
Holiday Pay							0.00
Overtime Pay							0.00
Comp Pay							0.00
Comp Time Banked							0.00
Weekly Totals	80.00	56.00	18.25	32.25	4.25	1.00	191.75



DIRECTOR'S REPORT FOR JUNE 2026

I. PROGRAMMING & OUTREACH SERVICES

SUMMER READING PROGRAM



As of the end of June, we have 91 participants in our summer reading challenge, 20 completed reading logs with their choice of a raffle recorded next to their name, and 9 summer book club quizzes handed back to the library. Participants receive a prize or a piece of candy for each reading log and book quiz they complete.

Summer Picnic in the Parks consistently attracts a strong attendance, with numbers in the mid to upper 20s each time. The presenters are outstanding, and children remain engaged and attentive during each storytime. The partnership with the police department has been excellent, and the community has expressed appreciation for the collaborative use of resources between the library and law enforcement. June 17th's Picnic was cancelled due to weather conditions. The library would like to reschedule a storytime with LPC Care Initiatives another time.



The Nourished Reader Program has provided meals for 306 children. Most of the time, children enjoy the food on-site, but occasionally, parents bring their children to collect food to take home or to a nearby city park.

ALL AGES PROGRAMMING

From June 18th to 20th, the Festival of Trails took place, featuring a mini golf activity within the library stacks that families enjoyed. On Thursday evening, the library attended the city park, where board members Chingren and Vopelak volunteered at the table, while Varbonceour and library staff member Neumberg managed yard games, operated the popcorn machine, and handled distribution. On Friday, we set up an outdoor table to sell library merchandise, with



"The Dealt Hand" performing outside as well. The programming team organized five to six large games. Both Friday and Saturday, the library continued to promote and sell library merchandise, providing information about summer library programs and passive activities such as a prize wheel, offering opportunities to win items like a free soft-serve ice cream cone from Tootsie's and a large cookie from Casey's with the help of Hemsath and her children as volunteers. Additionally, informational materials about the library were available. Throughout the weekend, in addition to the mini golf, we also hosted a large Perler bead craft station.

ADULT PROGRAMMING

Bingo has been very successful, with strong interest from the senior community to continue the services at the community center. Varboncoeur has also expressed a strong interest in hosting Bingo events.

Varboncoeur is interested in exploring a partnership with the museum and expanding adult programming within the library. She has heard that the library primarily hosts children's programs, while the museum is more focused on adult programming, and she would like to foster greater collaboration in this area.

BRICK STREET MARKET

The Brick Street Market has officially commenced. Varboncoeur has provided volunteer board members organizing these events with library merchandise, including shirts and caps for sale. To gather measurable data, there are also "What Do You Love About Your Library" coloring sheets and writing prompts available. This has assisted in collecting visitor data for the tables. Additionally, the table featured informational materials about the library and information about upcoming summer programs.

Schedule for Brick Street Market & Volunteers:

Friday, July 17 (5-6:30pm): Josée

Friday, July 24 (5-6:30pm)

Friday, July 31 (5-6:30pm)

Friday, August 7 (5-6:30pm)

Friday, August 14 (5-6:30pm): Mindy

Friday, August 21 (5-6:30pm)

II. ACCESS & COLLECTION SERVICES

INSIGNIA "LOST MATERIALS"

Within Insignia, the "lost material" fine is added to patrons' accounts after 42 days. However, the library's "Patron Accounts" policy states that materials overdue by three months or more are considered lost. Varboncoeur has updated the 42-day status to align with this policy.

STATISTICS

Each month, library staff accession new items, weed outdated items, conduct programs, and perform services guided by the library's mission, vision, core values, and policies. Through marketing, the library invites cardholders and guests to interact with programs and services. Gathered below are comparative charts of essential use statistics, which show last year's use during the same month and the percent change from last month to this month. Statistics are just one quantitative tool for assessing the health of the library's collections and services.

Patron Activities	June 2025	May 2026	June 2026	% Chg.
Active Cardholders	481	597	652	9.21%
Program Participants & Attendees	543	493	424	-14.00%
Social Media Interactions	443	539	277	-48.61%
Volunteer Hours	42	11	38	245.45%

Services & Resources	June 2025	May 2026	June 2026	% Chg.
Program Activities & Events	15	13	17	30.77
Computer & Database Use	117	90	287	218.89%
Door Count	1203	1330	2861	115.11%
Equipment Use	17	15	27	80.00%
Reference Transactions & Appointments	70	13	34	161.54%
Room Reservations	22	6	20	233.33%
Unique Website Visitors	148	279	650	132.97%
Unique Wi-Fi Visitors	221	234	168	-28.21%

Material Circulation	June 2025	May 2026	June 2026	% Chg.
Books	1231	862	1,088	26.22%
eMaterials via OverDrive	284	236	215	-8.90%
Interlibrary Loans via IA-Shares	77	63	57	-9.52%
Library of Things	60	78	358	358.97%
Magazines	24	31	21	-32.26%
Videos	183	182	151	-17.03%
Total Circulation	1397	1452	1890	30.17%

III. ADMINISTRATION SERVICES

FACILITY UPDATES

Varboncoeur scheduled a semiannual HVAC inspection and cleaning to ensure the building's units continue to operate effectively for June 23rd at 11am. According to

Young Heating and Plumbing Company, the units appeared to be in good condition with no signs of issues.

SUMMER LIBRARY PROGRAM DECOR



The summer library program decorations are quickly coming together, particularly following our "Calling All Artists" social media posts on Instagram and Facebook. The coloring pages provide valuable visual content for our social media updates and help us track the number of visitors who stopped by our Brick Street Market booth.

BOARD OF TRUSTEE VACANCY

The library currently has one trustee vacancy, as Morgan Belfield was officially approved to serve on the library board on June 8th and completed orientation for the position on June 12th.

We currently have one individual expressing interest in the Board of Trustees vacancy. Her name is Vanessa Arhart. She has provided written documentation expressing her interest and inquiring about the responsibilities associated with the position. I have responded to her and am awaiting her response to determine whether she would like to proceed.

PHOTO RELEASE FORM

Implementing a photo release form will help protect the library from potential legal issues related to posting images of minors, in accordance with federal guidelines such as CIPA. While we have been verbally asking individuals for permission to feature their children online, having a signed document will provide clear documentation should any concerns arise. This form will be utilized in specific situations, and for routine social media posts, I will either photograph the back of the children or intentionally obscure their faces, as demonstrated below.



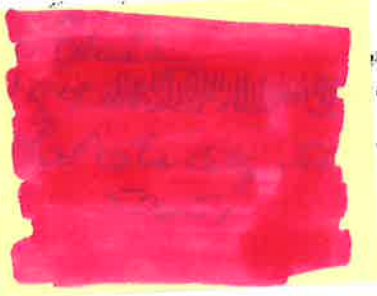
FRIENDS FOUNDATION KEY

After being informed that they would be responsible for any damages and the replacement cost of the key and new lock, they decided to utilize the key log to check in and out a key for their use.

IV. RECOMMENDATIONS FOR BOARD ACTION

PREVIOUS LIBRARY DIRECTOR JAKE ROCHFORD-VOLK'S REMOTE EMPLOYMENT

La Porte City Clerk is unable to process Jake Rochford-Volk's remote sick time for his remote employment. The board will need to retroactively approve his leave, and the associated pay, payroll taxes, and benefits will be disbursed through the library's trust fund.



LaPorte City Public Library
308 Main Street
LaPorte City, IA 50651

LaPorte City Library,
Thank you for sponsoring the
Cutest kids + cutters, We truly
appreciate your support.
LaPorte City Women's Club

Hello! I see that my kiddos photo is being used for the picnic in the park advertising and I would appreciate if we can be removed from those post? We don't like the kiddos shared on social media and I didn't realize their photo was being used



This is an automated message as Facebook Messenger is rarely used by Staff. To receive a quick response, please call 319-342-3025 or email info@lpcpubliclibrary.org. For more informatin about our services and resources, please visit <https://www.lpcpubliclibrary.org/>. Thank you for messaging the Library!

Tue 5:07 PM

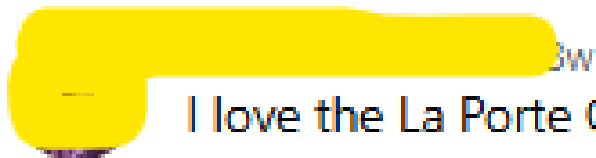
Hello [REDACTED] this is Josée. I completely understand and agree with your perspective. Since I have taken over the library's social media, I ensure that no images prominently feature children's faces or the fronts of their bodies. I believe the post/photo you are referring to is June 17th's marketing image for Picnic in the Park. I will promptly delete these posts. If you notice any other posts featuring your children, please let me know, and I will remove them.

Just to confirm we're aligned, I am referring to the image I am about to send. Is this the image you are also referring to?



Yes that's my kiddos! Thank you

You're most welcome! I have sifted through the library's Facebook and Instagram pages and removed what I believe to be all of your children's photos. Again, if you find a photo, please let me know! Be well [REDACTED]



3w

I love the La Porte City Public Library!! 📖

...



Reply

Hide



La Porte City Public Library · 2w ·  Author

 We appreciate the
kind words! Thank you.

...



Reply

Commented on by Roy LaPorte 



No fines but they will charge you full
book price for a late/lost book when it
just needed renewed.

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