

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY June 11, 2026
LIBRARY BOARDROOM**

All meetings of the Board are open to anyone who may wish to observe the proceedings. Anyone wishing to address the Board may do so during Public Forum. Speakers should state their name and purpose and speak for no more than five minutes, unless otherwise permitted by the presiding officer. Please note that no discussion or action on items raised in Public Forum can be undertaken at this meeting, but the speaker(s) may request the item be added to the agenda for a future meeting.

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Public Forum**

**Chariton Public Library Board Meeting
June 11, 2026 at 5:30pm
Please join our meeting from your
computer, tablet or smartphone.
<https://meet.google.com/cth-ebfp-rrb>**

- 4. Consent Agenda:**
 - a. May 14, 2026 Minutes**
 - b. Correspondence - none**
 - c. Grants – Report to Vredenburg Foundation FY26 Roof Repair Project - \$10,000**
- 5. April 2026 Financial Statements**
- 6. June 2026 Claims**
- 7. Unfinished Business**
 - a. Lucas County Genealogical Society Agreement (Task Force)**
 - b. Mainstay Systems Tech Support Contract Renewal**
- 8. New Business**
 - a. Young Reading Garden – Tree Removal Quote (amount approved by Financial Committee 6-3-26)**
 - b. Fiscal Year 2027 Calendar**
 - c. Election of Officers (Vice President – vacancy)**
- 9. Strategic Planning**
 - Finance & Policy Committee
 - Community Relations Committee
 - Building & Grounds Committee
- 10. Director’s Report**
- 11. Board Comments & Continuing Education**

Thank you to Denny Bisgard for his years of service and the amount of attention he put towards the ongoing Library Revitalization Project! We accept his resignation with regret. Next month we’ll welcome Dennis Reida as our new rural county trustee.
- 12. Agenda Items for Next Month’s (July 9, 2026) Meeting**

Adjournment

Chariton Free Public Library May 14, 2026

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom on May 14, 2026 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Blake, Fenton, Fredericks, Meyer, Muehlenthaler and Sharp were present. Director Murphy and Councilman Storm were also present.

The Agenda was unanimously adopted on a motion from Meyer, seconded by Fredericks.

Public Forum: None

Meyer moved and Blake seconded for unanimous approval of the **Consent Agenda**.

April 9, 2026 Minutes

Correspondence -

Thank You from Midwest Heritage for use of Meeting Room – Fraud Forum

Letter from patron

Bisgard Letter of Resignation from Board, effective 6/30/26

Enrich Iowa Agreement submitted 5/11/2026

Grants – SCICF Lucas County Community Foundation \$10,000 for Roof Project

The **March 2026 Financial Statements** were reviewed. Fenton moved the statements be accepted and placed on file, Sharp seconded and the motion passed unanimously.

The **May 2026 Claims** were unanimously approved on a motion from Meyer, seconded by Fenton.

Unfinished Business – Strategic Plan discussed during Committee Reports

New Business

Meyer moved to approve the Access Systems Multifunction Machine Lease to replace current copier. Blake seconded and the motion passed unanimously.

Sharp moved to table the Mainstay Systems Tech Support Contract Renewal until the June meeting. Fredericks seconded and the motion passed unanimously.

Reports

Building & Grounds: Blake has continued to solicit estimates for several aspects of the Young Reading Garden project. A quote from CR Environmental was submitted for tree removal. Committee is scheduling a time to meet with Bryce Bintner about the possibility of students completing some of the work in the southeast basement rooms.

Community Relations: Did not meet.

Finance & Policy: Reviewed the Financial Report. Approved tree removal quote.

Director's Report: (attached)

Board Comments & Continuing Education: Dennis Reida was suggested to the mayor as a new trustee.

Agenda Items for March: Mainstay Systems Contract, Genealogy Society Agreement, Tree Removal

Adjournment: The meeting was adjourned at 6:14 p.m. on a motion from Blake, seconded by Meyer.

Kris Murphy, Library Director

APRIL 2026 OPERATING FUND FINANCIAL REPORT

REVENUE REPORT CALENDAR 4/2026, FISCAL 10/2026 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY \$MARKET & BEQUESTS	4,500.00	720.40	4,266.04	94.80	233.96
006-410-4470	LIBRARY RURAL FEES	19,716.00	.00	20,887.00	105.94	1,171.00 +
006-410-4471	LOCAL GRANTS	3,300.00	.00	.00	.00	3,300.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	2,000.00	97.95	2,084.15	104.21	84.15+
006-410-4707	DONATIONS/BLDG RENOVATION	.00	.00	.00	.00	.00
006-410-4715	REFUND	.00	.00	2,034.11	.00	2,034.11+
006-410-4765	LIBRARY FINES	3,000.00	297.95	3,094.70	103.16	94.70+
006-410-4799	OTHER REVENUES	3,500.00	.00	3,693.17	105.52	193.17 +
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	.00	.00	.00
006-950-4000	GENERAL PROPERTY TAXES	140,000.00	70,000.00	140,000.00	100.00	.00
	LIBRARY OPERATING TOTAL	176,016.00	71,116.30	176,059.17	100.02	43.17+

BUDGET REPORT CALENDAR 4/2026, FISCAL 10/2026 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	144,000.00	9,830.13	102,612.27	71.26	41,387.73
006-410-6210	DUES & SUBSCRIPTIONS	1,500.00	.00	1,816.32	121.09	316.32-
006-410-6230	TRAVEL, TRAINING, & DUES	100.00	.00	.00	.00	100.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	.00	110.00	3,632.34	.00	3,632.34-
006-410-6371	UTILITIES	11,000.00	1,713.72	14,847.14	134.97	3,847.14-
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	.00	.00	.00	.00	.00
006-410-6405	RECORDING FEES	500.00	.00	1,042.00	208.40	542.00-
006-410-6411	LEGAL EXPENSES	.00	.00	.00	.00	.00
006-410-6497	MISC EXPENSE	.00	.00	.00	.00	.00
006-410-6498	PROGRAMMING	3,000.00	1,474.98	3,345.95	111.53	345.95-
006-410-6505	NEW EQUIPMENT	.00	.00	846.87	.00	846.87-
006-410-6507	OPERATING SUPPLIES & MATERIALS	600.00	142.53	493.28	82.21	106.72
006-410-6508	POSTAGE	300.00	22.76	141.73	47.24	158.27
006-410-6522	PRINTED MATERIALS	5,000.00	745.75	4,612.02	92.24	387.98
006-410-6523	AUDIO/VISUAL MATERIALS	1,000.00	.00	633.57	63.36	366.43
006-410-6525	SOFTWARE & TECH SUPPORT	8,500.00	919.16	8,406.43	98.90	93.57
006-410-6526	JANITOR SUPPLIES	500.00	103.92	565.67	113.13	65.67-
	LIBRARY OPERATING TOTAL	176,000.00	15,062.95	142,995.59	81.25	33,004.41

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
010-410-6408	LIABILITY & PROP INS LEVY	13,000.00	599.76	599.76	4.61	12,400.24
112-410-61	EMPLOYEE BENEFITS TOTAL	33,422.00	2,343.32	24,949.40	74.65	8,472.60
	TOTAL EXPENSES	46,422.00	2,943.08	25,549.16	55.04	20,872.84

APRIL 2026 ENDOWMENT/CAPITAL FUND REPORT

REVENUE REPORT CALENDAR 4/2026, FISCAL 10/2026 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
167-410-4300	INTEREST - LIBRARY ENDOWMENT	.00	.00	.00	.00	.00
167-410-4471	LOCAL GRANTS	20,000.00	10,000.00	30,000.00	150.00	10,000.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	.00	18,236.69	91.18	1,763.31
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
167-910-4830	TRANSFER IN - LIBRARY ENDOW	.00	.00	6,502.34	.00	6,502.34
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
LIBRARY ENDOWMENT TOTAL		40,000.00	10,000.00	54,739.03	136.85	14,739.03

BUDGET REPORT CALENDAR 4/2026, FISCAL 10/2026 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
167-410-6751	CONSTRUCTION PROJECTS	75,000.00	.00	44,992.68	59.99	30,007.32
167-910-6910	TRANSFER OUT - LIBRARY ENDOWME	.00	.00	.00	.00	.00
LIBRARY ENDOWMENT TOTAL		75,000.00	.00	44,992.68	59.99	30,007.32

APRIL 2026 MONEY MARKET REPORT

BANK CASH REPORT 2026

BANK NAME	FUND GL	BANK NAME	MARCH CASH BALANCE	APRIL RECEIPTS	APRIL DISBURSMENTS	APRIL CASH BALANCE	OUTSTANDING TRANSACTIONS	APR BANK BALANCE
BANK MIDWEST HERITAGE LIB MM BK#4	006	LIBRARY MM ACCOUNT	156,544.85	176.92	0.00	156,721.77	0.00	156,721.77

APRIL 2026 TREASURER'S REPORT

BUDGET REPORT CALENDAR 4/2026, FISCAL 10/2026 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
LIBRARY TOTAL		297,422.00	18,006.03	213,537.43	71.80	83,884.57

TREASURER'S REPORT CALENDAR 4/2026, FISCAL 10/2026

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006 LIBRARY OPERATING	22,854.77	71,116.30	15,062.95	.00	33,198.58
167 LIBRARY ENDOWMENT	319,190.99	10,000.00	.00	.00	329,190.99

The following are the proposed budget amendments for FY 2026.

Revenue		
Account #	Purpose	Amount
167-910-4830	Transfer In - Library Endowment	\$6,502.34

We transferred FY25 Remainder 9/2025. City Budget amended to show ENDOWMENT revenue & GF expense associated.

CHARITON FREE PUBLIC LIBRARY FY2026 BUDGET

APRIL 2026

OPERATING BUDGET REVENUES & EXPENDITURES		BUDGETED	04/2026	BALANCE
BEGINNING BALANCE 7/1/2025 (Cash on hand \$135.00)				\$135.00
006-410-4300	INTEREST MONEY MARKET & BEQUESTS	\$4,500.00	\$720.40	\$4,266.04
006-410-4470	RURAL FEES (Salaries & Utilities)	\$19,716.00	\$0.00	\$20,887.00
006-410-4471	GRANTS	\$3,300.00	\$0.00	\$0.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS	\$2,000.00	\$97.95	\$2,084.15
006-410-4715	REFUND	\$0.00	\$0.00	\$2,034.11
006-410-4765	LIBRARY INCOME	\$3,000.00	\$297.95	\$3,094.70
006-410-4799	OTHER STATE LIBRARY ENRICH IOWA PAYMENT	\$3,500.00	\$0.00	\$3,693.17
006-910-4830	TRANSFER INTO LIBRARY OPERATING FUND	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES (Salaries)	\$140,000.00	\$70,000.00	\$140,000.00
TOTAL INCOME		\$176,016.00	\$71,116.30	\$176,059.17
006-410-6010	GROSS SALARIES	\$144,000.00	(\$9,830.13)	(\$102,612.27)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$1,500.00	\$0.00	(\$1,816.32)
006-410-6230	TRAVEL/TRAINING/DUES	\$100.00	\$0.00	\$0.00
006-410-6310	BUILDING & GROUNDS (budgeted \$0)	\$0.00	(\$110.00)	(\$3,632.34)
006-410-6371	UTILITIES	\$11,000.00	(\$1,713.72)	(\$14,847.14)
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$0.00
006-410-6405	AUDITOR RECORDING FEES	\$500.00	\$0.00	(\$1,042.00)
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00
006-410-6497	MISC. EXPENSES	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$3,000.00	(\$1,474.98)	(\$3,345.95)
006-410-6505	NEW FURNITURE/EQUIP (budgeted \$0)	\$0.00	\$0.00	(\$846.87)
006-410-6507	OPERATING SUPPLIES	\$600.00	(\$142.53)	(\$493.28)
006-410-6508	POSTAGE	\$300.00	(\$22.76)	(\$141.73)
006-410-6522	PRINTED MATERIALS	\$5,000.00	(\$745.75)	(\$4,612.02)
006-410-6523	AUDIO-VISUAL MATERIALS	\$1,000.00	\$0.00	(\$633.57)
006-410-6525	SOFTWARE & TECH SUPPT	\$8,500.00	(\$919.16)	(\$8,406.43)
006-410-6526	JANITOR SUPPLIES	\$500.00	(\$103.92)	(\$565.67)
TOTAL EXPENDITURES		\$176,000.00	(\$15,062.95)	(\$142,995.59)
(Cash on hand: Petty Cash \$60, Income Cash Drawers \$75)			BALANCE	\$33,198.58

ENDOWMENT/CAPITAL BUDGET REVENUES & EXPENDITURES		BUDGETED	04/2026	BALANCE
BEGINNING BALANCE 7/1/2025				\$319,444.64
167-410-4300	INTEREST - LIBRARY ENDOWMENT INCOME	\$0.00	\$0.00	\$0.00
167-410-4471	GRANTS - LIBRARY CAPITAL PROJECTS INCOME LCCF GRANT	\$20,000.00	\$10,000.00	\$30,000.00
167-410-4705	DONATIONS - LIBRARY ENDOWMENT INCOME	\$0.00	\$0.00	\$0.00
167-410-4707	DONATIONS - LIBRARY CAPITAL PROJECTS INCOME	\$20,000.00	\$0.00	\$18,236.69
167-410-4799	OTHER REVENUES - CAPITAL PROJECTS INCOME	\$0.00	\$0.00	\$0.00
167-910-4830	TRANSFER IN - LIBRARY ENDOWMENT INCOME	\$0.00	\$0.00	\$6,502.34
TOTAL CAPITAL INCOME		\$40,000.00	\$10,000.00	\$54,739.03
167-410-6751	CAPITAL PROJECT EXPENDITURES	\$75,000.00	\$0.00	(\$44,992.68)
				\$329,190.99
RESTRICTED	Restricted Memorial Bequests for Collection Purchases			(\$75,390.01)
CAPITAL FUND BALANCE				\$253,800.98

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
JUNE 2026 CLAIMS**

OPERATING FUND CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems	Copier Contract	006-410-6525	5321	\$176.08
Alliant Energy	Monthly Electric	006-410-6371	131	\$464.48
Amazon Capital Services	Programming	006-410-6498	5265	\$84.93
Basepoint Building Automations	Auto Door Repair	006-410-6310		\$784.14
Chariton Water Department	Monthly Water	006-410-6371	80	\$49.85
Kone	Elevator Maint	006-410-6310	160	\$439.32
Windstream	Monthly Phone/Int	006-410-6371	858	\$295.13
TOTAL OPERATING FUND CLAIMS PAID JUNE 2026				\$2,293.93

I hereby empower the treasurer of the City of Chariton, Iowa to pay the above amounts.

_____, President of the Chariton Free Public Library Board of Trustees
Susan Muehlenthaler

Basepoint Building Automations was previously Automatic Doors of Iowa. They fixed the recurring issue we've been having with the north door button. Vendor number?

**AGREEMENT BETWEEN THE CHARITON PUBLIC LIBRARY
AND THE LUCAS COUNTY GENEALOGICAL SOCIETY**

Revised DRAFT June 11, 2026

This agreement formally outlines the cooperative relationship between the Chariton Public Library (Library) and the Lucas County Genealogical Society (Society). Both parties recognize the value of providing local and family history reference materials and genealogical research services to the public in a public facility.

- I. The general public shall have access to the Society's collection and related materials housed in the Genealogy Room during the normal operating hours of the Library under the supervision of Society members. (see Section VI. Article 3)
- II. The Society's collection; both current and future holdings, shall be maintained and displayed in the Genealogy Room by Society members. The Society shall retain ownership of the collection and will be responsible for cataloging, inventory, and maintenance of said collection.
- III. The Society's equipment shall be provided and operated by Society members. The Society shall retain ownership of the equipment and will be responsible for inventory and maintenance of said equipment.
- IV. The Library Director shall provide Genealogy Room keys to Society members **authorized by the Society as key-holders**. (NOTE: Local emergency services (law/fire) also hold keys to the Genealogy Room, included in a set of Library facility keys to be used in emergencies.)

The Society cannot sublet the space allocated to them within the Library.

V. Library Responsibilities:

1. Provide Suitable Research Space to include shelving, tables and seating for the use of volunteers and researchers.
2. Pay all utilities for the operation of the Library facility and all cost of maintenance for the building.
3. Provide Internet service & allocate space on the Library Website for Genealogical Society content.
4. **Provide a collection site for Genealogy mail accessible only to Library staff. No large mail items will be accepted by Library staff. Society members may request their mail at the circulation desk.**
5. Retain a collection of back issues of the local newspapers within space allocated to the Society.
6. Retain a collection of local newspaper microfilm reels within space allocated to the Society and continue to fund the creation of newspaper microfilm reels and digitized newspaper collection as funding permits.

VI. Genealogical Society Responsibilities:

1. Provide an annual list of the Society's Board Officers to the Library **staff**, including contact information.
2. Provide the Library Board with the Society's Annual Financial Report by the Library's February board meeting.
3. Maintain a regular schedule for staffing the Genealogy room, which will be visibly posted for the public and alert Library Staff if volunteers will be absent.
4. Place in the Genealogy Room local and county public records and private manuscript materials relevant to Lucas County.
5. Maintain Society content on the space allocated to the Society on the Library's website.
6. Provide equipment the public can use to access Society resources, including the in-house collection and any online resources the Society maintains or subscribes to.

7. Society will maintain property and liability insurance on its premises, equipment and any other Society property held in the Genealogy rooms. Society will include Chariton Public Library and the City of Chariton as Additional Named Insureds.
8. Perform custodial duties in the Genealogy Room.
9. Provide an annual rental payment of \$1,200 to the Library in two payments due July 1st and January 1st. Nonpayment is grounds for termination of this agreement.

VII. The term of this Agreement shall be for a period of **one (1)** year. Thereafter it shall renew on an annual basis for additional one (1) year periods commencing July 1 of each year, unless either party provides written notice of termination ninety (90) days prior to the expiration of the annual term. The parties may mutually agree to amend this agreement at any time in order to meet changed circumstances.

VIII. The Society shall indemnify and hold the City of Chariton, the Library and its employees and agents harmless under this Agreement for all claims, damages, costs or expenses and losses of any kind, including attorney fees and death, or damages to any person or property related in any way to the performance of this Agreement except for acts of the City of Chariton or its employees or the Library or its staff.

President Chariton Public Library Board

Date

President Lucas County Genealogical Society

Date

**Chariton Free Public Library
Director's Report
June 11, 2026**

Last month we discussed copier expense and fees. Income from copying/printing for July through April was \$2,336.55. Expenditures for our leased multifunction machine for the same months were \$2,213.81. Copies/prints alone are covering the cost of the lease for that machine. The lease includes ink cartridges and maintenance costs. In addition to the copy/print income we also received \$167.50 in fees for faxing, which generates a single printed sheet once completed. Paper is consumed, but that income/expenditure balance is harder to track. The majority of the prints each month are our own materials, often for everyday duties and processing of incoming items as well as materials for promotions or programming. It looks like the multifunction machine is paying for itself.

Upon arriving for the day on May 22nd, I discovered that the ballast in elevator light fixture had failed. I called City Hall and City Manager Doug Anderson sent a gentleman, whose name I failed to get, over to change the ballast for us. This individual doesn't usually work on Fridays, so he came in just to do this for us. This is a task that Building & Code Enforcement Officer, Shawn Werts, used to do for us when he was still with the Streets crew. Thanks to Shawn we had ballasts in our maintenance stockpile and the job was done in no time. I sent Doug a thank you email and suggested that we might also pay their guy for a monthly filter-change visit. Accessing the ceiling filter locations is no small feat and working something out along these lines would be great for us.

American Alarms did the annual system inspection/test on June 1st. I believe a part had to be replaced for one sensor unit. Hopefully we can get the bill paid this month so it falls in the right fiscal year.

Patti Dredske's son came in with memorial donations totaling \$520. We discussed what he'd like it to purchase and he chose a bench for the Young Reading Garden or some other spot on the property. He said that if we needed more funds for the purchase, he'd be happy to provide them. We now have several donations to go towards benches, including those for the Young family and funds donated in memory of Monica Gilman (\$1,000) and Suzanne Piper Johnson (\$370). Debra Lowe-Pasquariello also donated funds in memory of Mary Evelyn Lowe (\$285) which she'd like used possibly for a bench or other feature for the Garden. With all of these funds we'll likely be able to add more than benches, possibly those Johnson Machine Works bike racks, decorative fixtures or even planters or trees. We could definitely use a bench adjacent to the back door, next to the door button, where an outlet is already located. Right now, younger patrons on their charging phones, using our Wi-Fi after closing, are sitting in the planter while using the outlet. The planter really needs to be replaced as well, and we used to have planters on the front steps that we could also finally replace.

The Summer Program begins this month and will run through the end of July. Check out the Library website to see the schedule and register if you'd like. Although it's mostly geared towards keeping kids reading and active during the summer, adults are welcome to participate. We have some very cool rewards in the display case that you can receive if you complete your reading/activity log each week! The kids and I will even welcome you if you want to build a Monster Fairy Garden with us or join us to create sweet edible plant-look-a-like treats for the finale.

Beth and I are each doing every other week at the Farmers Market, which runs through the beginning of October. Rachel has been in touch with KIWANIS and some of their members have expressed an interest in doing a Farmers Market StoryTime.

We will have a Staff In-Service on Juneteenth.

Kris Murphy
June 11, 2026