

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA · THURSDAY AUGUST 14, 2014  
5:00 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. MINUTES
4. PUBLIC FORUM
5. CORRESPONDENCE
6. FINANCIAL STATEMENT
7. CLAIMS
8. GRANTS
  - a. Vredenburg Grant Submitted (letter of receipt confirmation)
9. OLD BUSINESS
10. NEW BUSINESS
11. REPORTS: Director's Report attached.
12. ADJOURNMENT

JULY 2014 RECEIPTS	AMOUNT
Petty Cash	\$665. <sup>98</sup>
Memorials	\$632. <sup>36</sup>
Interest	\$1. <sup>49</sup>
Better World Book Sales	\$50. <sup>59</sup>
<b>Total Deposits</b>	<b>\$1,350.<sup>42</sup></b>

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA · THURSDAY SEPTEMBER 4, 2014  
5:00 PM

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1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. MINUTES
4. PUBLIC FORUM
5. CORRESPONDENCE
6. FINANCIAL STATEMENT
7. CLAIMS
8. GRANTS

a. Vredenburg Grant \$3,000 received for staff computers, multimedia projectors & NOAA radio

9. OLD BUSINESS

10. NEW BUSINESS

a. Clean-out – Furniture & Appliances that need to go.

11. REPORTS: Director's Report attached.

12. ADJOURNMENT

AUGUST 2014 RECEIPTS	AMOUNT
Petty Cash	\$285. <sup>62</sup>
Memorials	\$550. <sup>00</sup>
Interest	\$193. <sup>74</sup>
Book Sale	\$461. <sup>25</sup>
Vredenburg Grant (hardware)	\$3,000. <sup>00</sup>
<b>Total Deposits</b>	<b>\$4,490.<sup>61</sup></b>

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA · THURSDAY OCTOBER 2, 2014  
5:00 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. MINUTES
4. PUBLIC FORUM
5. CORRESPONDENCE
  - a. DHS FAX Barbara Pruiett June 2014 Income
  - b. Library Foundation Annual Donation Letter: \$1152.<sup>90</sup> use as needed
6. FINANCIAL STATEMENT
7. CLAIMS
8. GRANTS
9. OLD BUSINESS
  - a. Clean-out – Furniture & Appliances that need to go.
10. NEW BUSINESS
  - a. Food for Fines – November & December
  - b. Mediacom for Internet Service & School Laptop Influx
  - c. Genealogy
  - d. Board Officer Nominations
11. REPORTS: Director's Report attached.
12. ADJOURNMENT

SEPTEMBER 2014 RECEIPTS	AMOUNT
Petty Cash	\$398. <sup>36</sup>
Genealogy Paper Buy	\$5. <sup>10</sup>
Memorials	\$185. <sup>68</sup>
Hy-Vee Inc. (warehouse, store donation)	\$225. <sup>00</sup>
Alpha Omicron Sorority donation	\$50. <sup>00</sup>
Library Foundation Annual Contribution	\$1,152. <sup>90</sup>
<b>Total Deposits</b>	<b>\$2,017.<sup>04</sup></b>

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA · THURSDAY NOVEMBER 6, 2014  
5:00 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. MINUTES
4. PUBLIC FORUM
5. CORRESPONDENCE
  - a. Letter to Lucas County Board of Supervisors
  - b. Letter to Mayor/City Council Williamson & Lucas
6. FINANCIAL STATEMENT
7. CLAIMS
8. GRANTS
9. OLD BUSINESS
10. NEW BUSINESS
  - a. 2016 Budget Request
11. REPORTS: Director's Report attached.
12. ADJOURNMENT

OCTOBER 2014 RECEIPTS	AMOUNT
Petty Cash	\$213. <sup>88</sup>
Genealogy Paper Buy	\$5. <sup>10</sup>
Memorials & Donations	\$610. <sup>00</sup>
October Booksale	\$205. <sup>50</sup>
Interest	\$193. <sup>90</sup>
City Appropriation (1 <sup>st</sup> Half)	\$34,750. <sup>00</sup>
<b>Total Deposits</b>	<b>\$35,978.<sup>38</sup></b>

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA · THURSDAY DECEMBER 4, 2014  
5:00 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. MINUTES
4. PUBLIC FORUM
5. CORRESPONDENCE
6. FINANCIAL STATEMENT
7. CLAIMS
8. GRANTS
9. OLD BUSINESS (Director Evaluation Reminder)
  - a. Genealogy
10. NEW BUSINESS
  - a. Holiday Closing: Christmas Eve
11. REPORTS: Director's Report attached.
12. ADJOURNMENT

NOVEMBER 2014 RECEIPTS	AMOUNT
Petty Cash	\$424. <sup>25</sup>
Memorials & Donations	\$217. <sup>78</sup>
Interest	\$1. <sup>25</sup>
DSA Enrich Iowa Funds	\$1,954. <sup>30</sup>
<b>Total Deposits</b>	<b>\$2,597.<sup>58</sup></b>

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA · THURSDAY JANUARY 8, 2015  
5:00 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. MINUTES
4. PUBLIC FORUM
5. CORRESPONDENCE
6. FINANCIAL STATEMENT
7. CLAIMS
8. GRANTS
9. OLD BUSINESS (Director Evaluation Reminder)
  - a. Genealogy
10. NEW BUSINESS
11. REPORTS: Director's Report attached.
12. ADJOURNMENT

DECEMBER 2014 RECEIPTS	AMOUNT
Total Deposits	0.00

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA · THURSDAY FEBRUARY 5, 2015  
5:00 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. MINUTES
4. PUBLIC FORUM
5. CORRESPONDENCE
  - a. Email from Genealogy member Melody Wilson
  - b. Email interaction with Jeff Brown @ Advantage Companies re: Digitized NP missing from archive
6. FINANCIAL STATEMENT
7. CLAIMS
8. GRANTS
9. OLD BUSINESS
  - a. Genealogy
  - b. Director Evaluation
10. NEW BUSINESS
  - a. Close President's Day, Monday February 16<sup>th</sup> for Staff Training?
  - b. Custodian Resignation
11. REPORTS: Director's Report attached.
12. ADJOURNMENT

JANUARY 2015 RECEIPTS	AMOUNT
Petty Cash	\$527. <sup>87</sup>
Memorials/Donations	\$271. <sup>69</sup>
State of Iowa OA/ILL Reimbursement	\$565. <sup>56</sup>
<b>Total Deposits</b>	<b>\$1,365.<sup>12</sup></b>

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA · THURSDAY MARCH 12, 2015  
5:00 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. MINUTES

4. PUBLIC FORUM

5. CORRESPONDENCE

- a. Enrich Iowa Letter of Agreement for FY2016.

6. FINANCIAL STATEMENT

7. CLAIMS

8. GRANTS

- a. Grant Report to SCICF - \$2,000 collection purchases FY2015 Grant Funds.

9. OLD BUSINESS

- a. Library/Genealogy Agreement

- b. Director Evaluation

10. NEW BUSINESS

- a. Library Bylaws proposed for inclusion: meet with Genealogical Society annually

11. REPORTS: Director's Report attached.

12. ADJOURNMENT

FEBRUARY 2015 RECEIPTS	AMOUNT
Petty Cash	\$527. <sup>87</sup>
Memorials/Donations	\$271. <sup>69</sup>
State of Iowa OA/ILL Reimbursement	\$565. <sup>56</sup>
<b>Total Deposits</b>	<b>\$1,365.<sup>12</sup></b>



CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA · THURSDAY APRIL 2, 2015  
5:00 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. MINUTES
4. PUBLIC FORUM
5. CORRESPONDENCE
  - a. email to Genealogy about tonight's meeting
6. FINANCIAL STATEMENT
7. CLAIMS
8. GRANTS
9. OLD BUSINESS
  - a. Library/Genealogy Agreement
  - b. Director Evaluation
10. NEW BUSINESS
  - a. Library Bylaws proposed for inclusion: meet with Genealogical Society annually
  - b. County Funding Cut
11. REPORTS: Director's Report attached.
12. ADJOURNMENT

MARCH 2015 RECEIPTS	AMOUNT
Petty Cash	\$559. <sup>91</sup>
Memorials/Donations	\$195. <sup>74</sup>
Interest	\$193. <sup>76</sup>
Williamson Rural Fees	\$100. <sup>00</sup>
<b>Total Deposits</b>	<b>\$1,049.<sup>41</sup></b>

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA · THURSDAY MAY 7, 2015  
5:00 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. MINUTES
4. PUBLIC FORUM
5. CORRESPONDENCE
6. FINANCIAL STATEMENT
7. CLAIMS
8. GRANTS
9. OLD BUSINESS
  - a. Library/Genealogy Agreement
  - b. Director Evaluation

10. NEW BUSINESS

- a. Library Bylaws proposed for inclusion: meet with Genealogical Society annually
- b. Circulation Desk (grant money?)
- c. Custodian Position
- d. Budget Cut Options
- e. Building Issues
- f. Donations

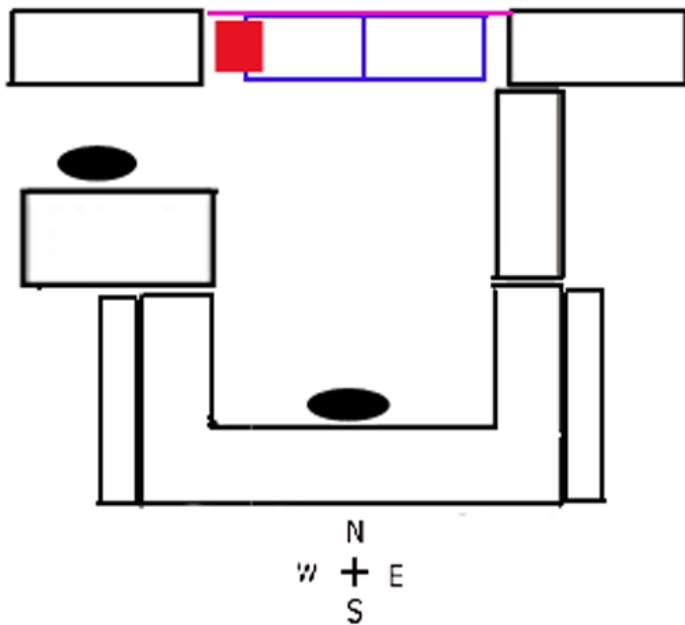
11. REPORTS: Director's Report attached.

12. ADJOURNMENT

APRIL 2015 RECEIPTS	AMOUNT
Petty Cash	\$191. <sup>13</sup>
Memorials/Donations	\$31. <sup>36</sup>
Booksale	\$66. <sup>45</sup>
City Appropriation 2 <sup>nd</sup> half	\$34,750. <sup>00</sup>
Lucas County Rural Fees	\$7,700. <sup>00</sup>
<b>Total Deposits</b>	<b>\$42,738.<sup>94</sup></b>

## Circulation desk issue – DVDs

We made some changes at the desk to accommodate the DVD sleeves so that staff would no longer have to walk into office every time to fill the DVD cases from the storage sleeves. It's not what we wanted – very makeshift & still unworkable.



← This is what we need to do.

Relocate “return counter” to make it a continuation of the circulation counter. This will involve an electrician & relocation of the building light switches located there. It is a perfect fit for the opening at the  
← end of the circ counter.

Purchase a second DVD display case for the DVD sleeves:

### Gaylord® CD/Video

#### Browsing Chest

36" x 41" x 19-1/2"

Item #: WF20572300

**\$1431.00** Was: \$1589.99

Solid wood with wood veneer.

The bottom 2 drawers slide on heavy-duty full-extension glides for easy browsing at the back, and the top drawer is stationary.



Two of these displays will fit between the walls with almost a foot to spare.

Alignment would depend on the placement of the “return” counter after we moved

it, because the counters jut out into the circ space & the drawers would need to

accommodate that. The electrical could be relocated within the gap or even within the base of the west display, right where it's already located.

Place a half-wall with bulletin board or a thin display shelving unit behind the new displays – looks cleaner & would have to be high enough to keep patrons from reaching over to steal the DVDs in the sleeves. It might be a good location for a pamphlet/info distribution system, rather than trying to fit them in plastic displays on the surface areas of the desk, with corkboard for notices.

Or, we might contact Iowa Prison Industries to see how much it would be to purchase a custom unit for that area which would include 2 similar pieces, but taller & with an additional drawer, with a back “façade” created to our specifications & maybe even a drop box built in. I've begun an email to send to them as a request for design/quote, but haven't sent it yet.

## Budget Options:

Reduce Hours – Cut Monday from the schedule: Would save us about \$105 a week, \$5,460 a year.

If we cut Mondays just for this summer, we would save \$1,470.

Cut Dial-A-Story Line – Would save us almost \$50 a month, but we've already used it to determine our discount for e-rate for the upcoming year. To be safe, we shouldn't cut it until the e-rate discount runs out for the year, but the service gets almost no use.

Increase Book Sale prices – LG has suggested we sell by the pound instead of individual item prices.

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA · THURSDAY JUNE 11, 2015

5:00 PM

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1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. MINUTES

4. PUBLIC FORUM

5. CORRESPONDENCE

a. KONE Recommended Maintenance Modules - Proposal

6. FINANCIAL STATEMENT

7. CLAIMS

8. GRANTS

a. DEKKO Grant – Makerspace, Activities & Technology

b. Grant Report to Vredenburg Foundation

c. Coons Foundation Donation – to regular funds

d. Rotary Grant?

9. OLD BUSINESS

a. Library/Genealogy Agreement

10. NEW BUSINESS

a. Library Bylaws proposed for inclusion: meet with Genealogical Society annually

b. Salary Increases (City = 3% FT employees) – proposed by Director:

Current: \$8.<sup>67</sup> to FY16: \$8.<sup>93</sup> includes 2 clerks with seniority

Current: \$7.<sup>25</sup> to FY16: \$8.<sup>00</sup> includes 2 newest clerks & custodian

c. Building Issues

d. Long Range Plan

11. REPORTS: Director's Report attached.

12. ADJOURNMENT

MAY 2015 RECEIPTS (Dptd. 6/10-15)	AMOUNT
Petty Cash	\$577. <sup>20</sup>
Memorials/Donations	\$235. <sup>00</sup>
Interest	\$203. <sup>03</sup>
Booksale	\$64. <sup>50</sup>
Coons Foundation Donation	\$2,000. <sup>00</sup>
<b>Total Deposits</b>	<b>\$3,079.<sup>73</sup></b>