

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY JULY 11, 2024
LIBRARY BOARDROOM**

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. Please alert the Library Director.

Chariton Public Library Board Meeting July 11, 2024 5:30pm
Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/947761669>

You can also dial in using your phone.

Access Code: 947-761-669

United States: [+1 \(646\) 749-3122](tel:+16467493122)

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Public Forum**
- 4. Consent Agenda:**
 - a. June 13, 2024 Minutes**
 - b. Correspondence –**
 - \$100 memorial for Walter Faulconer, assorted donors
 - \$30 donation from Curt Daniels
 - \$40 memorial for Richard Wallace from Charles & Shirley McCracken
 - c. May 2024 Financial Statements**
 - d. Grants – none**
- 5. July 2024 Claims**
- 6. Unfinished Business**
 - a. Library Foundation Funding Request
- 7. New Business**
 - a. Strategic Planning Taskforce (Misty Gray, State Library District Consultant for Southwest Region)
 - b. Insurance – Sidewalk Repairs
 - c. Mainstay Tech Support Contract FY24-25
- 8. Reports**
 - Building & Grounds
 - Community Relations
 - Finance & Policy
 - Director's Report
- 9. Board Comments & Continuing Education**
- 10. Agenda Items for Next Month's (August 8, 2024) Meeting**

Adjournment

Chariton Free Public Library

June 13, 2024

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on June 13, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Blake, Fredericks, McGee, Meyer, Miller, Pillsbury-Allen and Seuferer were present.
Director Murphy was present.

New Trustees Alicia McGee and Steve Blake were sworn in.

The Agenda was unanimously adopted on a motion from Miller, seconded by Blake.

Consent Agenda: Pillsbury-Allen moved and Fredericks seconded the Consent Agenda. Approval was unanimous.

May 9, 2024 Minutes

Correspondence – \$100 Memorial for Keith & Peggy Goldsmith from Paul and Leslie Goldsmith (to purchase books)

April 2024 Financial Statements

Grants – Langtry Foundation Grant of \$3,000 was received for purchase of an AED and other medical supplies.

The June 2024 Claims were unanimously approved on a motion from Seuferer, seconded by Pillsbury-Allen.

Unfinished Business

Library Foundation Funding Request – waiting on response.

Fredericks made a motion to approve the pay rate increases for all Library staff for fiscal year 2025. Bisgard seconded and roll was called with all present voting aye. The motion passed unanimously.

POSITION	PER WEEK	ANNUAL	FY2025 RATE	INCREASE
Director (KM)	40	2,080	\$50,000.00	\$2.51
Assistant Director (LG)	29	Estimated 1,560	\$19.20	\$4.50
Clerk 1 (AA)	29	Estimated 1,560	\$15.00	\$4.50
Clerk 2/Custodial (CB)	29	Estimated 1,560	\$15.00	\$4.50
Clerk 3 (BT)	21	Estimated 1,092	\$12.00	\$2.00

New Business

Seuferer made a motion that Meyer continue as Board President until the end of the 2025 term. Pillsbury-Allen seconded and the motion passed unanimously.

Blake and Miller both joined the Building & Grounds Committee, and McGee will serve on the Community Relations Committee.

Reports

Building & Grounds: The soffits were discussed. Meyer suggested we address this issue as soon as possible as pigeons are living in the attic of the building. Bisgard will contact local contractors to see if any can complete the repair of the soffits.

Community Relations: Miller spoke about the Library book sale which generated \$537.25. Murphy stated that about half of the books are still on the shelves in the meeting room and that staff would discuss another sale day. Ideally it would occur in July as the remainder books can then be donated to an organization in Ottumwa that offers an August sale.

Finance: Meyer reviewed the financial statements and zero balance budget sheet for the new trustees. Murphy was unable to report whether or not the City had created budget lines for capital projects so that they can be tracked separately from the operating fund.

Strategic Planning Task Force: Meyer will join this group. A meeting will occur in early July.

Director's Report (attached)

Adjournment: The meeting was adjourned at 6:36 p.m. on a motion from Pillsbury-Allen, seconded by Seuferer.

Kris Murphy, Library Director

MAY 2024 FINANCIAL REPORTS

OPERATING FUND REVENUE 5/2024

REVENUE REPORT		CALENDAR 5/2024, FISCAL 11/2024	91.6%	MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE		BALANCE	BALANCE	RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY \$MARKET	1,000.00		159.69	4,855.35	485.54	3,855.35
006-410-4440	STATE GRANT	.00		.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	19,000.00		.00	416.00	2.19	18,584.00
006-410-4471	LOCAL GRANTS	55,000.00		13,000.00	25,500.00	46.36	29,500.00
006-410-4550	MISCELLANEOUS CHARGES	.00		.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00		300.00	2,931.94	58.64	2,068.06
006-410-4707	DONATIONS/BLDG RENOVATION	20,000.00		100.00	22,779.50	113.90	2,779.50
006-410-4715	REFUND	.00		.00	609.04	.00	609.04
006-410-4765	LIBRARY FINES	3,500.00		418.45	2,835.63	81.02	664.37
006-410-4799	OTHER REVENUES	4,000.00		.00	3,836.39	95.91	163.61
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00		.00	.00	.00	.00
006-910-4832	INTERFUND LOAN PAYMENT	.00		.00	.00	.00	.00
006-950-4000	GENERAL PROPERTY TAXES	140,000.00		.00	140,000.00	100.00	.00
		=====		=====	=====	=====	=====
	LIBRARY OPERATING TOTAL	247,500.00		13,978.14	203,763.85	82.33	43,736.15

LIBRARY ENDOWMENT REVENUE 5/2024

REVENUE REPORT		CALENDAR 5/2024, FISCAL 11/2024	91.6%	MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE		BALANCE	BALANCE	RECVD	UNCOLLECTED
167-410-4300	INTEREST - LIBRARY ENDOWMENT	.00		.00	.00	.00	.00
167-410-4471	LOCAL GRANTS	.00		.00	.00	.00	.00
167-410-4705	DONATIONS	.00		.00	.00	.00	.00
167-410-4707	DONATIONS/BLDG RENOVATION	.00		.00	.00	.00	.00
167-410-4799	OTHER REVENUES	.00		.00	.00	.00	.00
167-910-4830	TRANSFER IN - LIBRARY ENDOW	.00		.00	.00	.00	.00
167-910-4832	INTERFUND LOAN PAYMENT	.00		.00	.00	.00	.00
		=====		=====	=====	=====	=====
	LIBRARY ENDOWMENT TOTAL	.00		.00	.00	.00	.00

LIBRARY MONEY MARKET REVENUE 5/2024

BANK CASH REPORT 2024

BANK NAME	APRIL	MAY	MAY	MAY	OUTSTANDING	MAY BANK
FUND GL NAME	CASH BALANCE	RECEIPTS	DISBURSMENTS	CASH BALANCE	TRANSACTIONS	BALANCE
BANK MIDWEST HERITAGE LIB MM BK#4	152,525.89	159.69	0.00	152,685.58	0.00	152,685.58
006 LIBRARY MM ACCOUNT	=====	=====	=====	=====	=====	=====
	152,525.89	159.69	0.00	152,685.58	0.00	152,685.58

OPERATING FUND EXPENDITURES 5/2024

BUDGET REPORT CALENDAR 5/2024, FISCAL 11/2024 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	121,600.00	10,357.64	96,088.93	79.02	25,511.07
006-410-6210	DUES & SUBSCRIPTIONS	1,400.00	104.21	2,484.24	177.45	1,084.24
006-410-6230	TRAVEL, TRAINING, & DUES	300.00	.00	285.93	95.31	14.07
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,500.00	90.00	1,537.88	43.94	1,962.12
006-410-6371	UTILITIES	17,000.00	925.76	12,128.64	71.34	4,871.36
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	100.00	.00	50.25	50.25	49.75
006-410-6405	RECORDING FEES	500.00	.00	500.00	100.00	.00
006-410-6408	INSURANCE	.00	.00	.00	.00	.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	5,000.00	.00	2,355.08	47.10	2,644.92
006-410-6502	BOOKS	4,000.00	.00	772.71	19.32	3,227.29
006-410-6505	NEW EQUIPMENT	2,000.00	259.50	1,002.84	50.14	997.16
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	.00	1,133.78	56.69	866.22
006-410-6508	POSTAGE	100.00	.00	169.96	169.96	69.96
006-410-6522	PRINTED MATERIALS	1,000.00	592.29	3,984.70	398.47	2,984.70
006-410-6523	AUDIO/VISUAL MATERIALS	500.00	242.97	1,460.70	292.14	960.70
006-410-6524	AUDIO VISUAL	2,000.00	.00	450.08	22.50	1,549.92
006-410-6525	SOFTWARE & TECH SUPPORT	6,000.00	325.99	6,977.43	116.29	977.43
006-410-6526	JANITOR SUPPLIES	600.00	.00	366.35	61.06	233.65
006-410-6751	CONSTRUCTION PROJECTS	80,000.00	.00	25,581.04	31.98	54,418.96
LIBRARY TOTAL		247,600.00	12,898.36	157,330.54	63.54	90,269.46

BUDGET REPORT CALENDAR 5/2024, FISCAL 11/2024 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
010-410-6408	INSURANCE - LIBRARY	14,500.00	.00	14,413.34	99.40	86.66
	LIABILITY & PROP INS LEVY TOTA	14,500.00	.00	14,413.34	99.40	86.66
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	9,300.00	780.35	7,141.09	76.79	2,158.91
112-410-6130	CITY'S SHARE OF IPERS	11,500.00	906.73	8,358.20	72.68	3,141.80
112-410-6150	CITY'S SHARE OF MEDICAL INS.	10,500.00	553.02	9,739.54	92.76	760.46
112-410-6151	CITY'S SHARE OF LIFE INS.	100.00	6.00	74.02	74.02	25.98
112-410-6152	CITY'S SHARE OF DENTAL INS.	700.00	29.30	497.90	71.13	202.10
112-410-6160	WORKERS' COMP INS	300.00	.00	.00	.00	300.00
LIBRARY TOTAL		32,400.00	2,275.40	25,810.75	79.66	6,589.25

TREASURER'S REPORT 05/2024

TREASURER'S REPORT CALENDAR 5/2024, FISCAL 11/2024

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006 LIBRARY OPERATING	250,759.00	13,978.14	12,898.36	.00	251,838.78
167 LIBRARY ENDOWMENT	75,390.01	.00	.00	.00	75,390.01

BUDGET REPORT CALENDAR 5/2024, FISCAL 11/2024 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
LIBRARY TOTAL		294,500.00	15,173.76	197,554.63	67.08	96,945.37

CHARITON FREE PUBLIC LIBRARY FY2024 BUDGET
2024 FISCAL YEAR MAY 2024

OPERATING BUDGET REVENUES & EXPENDITURES		BUDGETED	05/2024	BALANCE
BEGINNING BALANCE 7/1/2023				\$0.00
006-410-4300	INTEREST (\$ MARKET)	\$1,000.00	\$159.69	\$4,855.35
006-410-4440	STATE GRANTS	\$0.00	\$0.00	\$0.00
006-410-4470	RURAL FEES	\$19,000.00	\$0.00	\$416.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS	\$5,000.00	\$300.00	\$2,931.94
006-410-4715	REFUND (insurance refund)	\$0.00	\$0.00	\$609.04
006-410-4765	LIBRARY INCOME	\$3,500.00	\$418.45	\$2,835.63
006-410-4799	OTHER	\$4,000.00	\$0.00	\$3,836.39
006-910-4830	TRANSFERS	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$0.00	\$140,000.00
006-410-6010	GROSS SALARIES	\$121,600.00	(\$10,357.64)	(\$96,088.93)
006-410-6210	SUBS/LICENSES (NP Digitization)	\$1,400.00	(\$104.21)	(\$2,484.24)
006-410-6230	TRAVEL/TRAINING/DUES	\$300.00	\$0.00	(\$285.93)
006-410-6310	B&G	\$3,500.00	(\$90.00)	(\$1,537.88)
006-410-6371	UTILIITIES	\$17,000.00	(\$925.76)	(\$12,128.64)
006-410-6402	ADVERTISING/PUBLICATIONS	\$100.00	\$0.00	(\$50.25)
006-410- 6405	AUDITOR	\$500.00	\$0.00	(\$500.00)
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00
006-410-6497	MISC.	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$5,000.00	\$0.00	(\$2,355.08)
006-410-6505	NEW FURNITURE/EQUIP (mower)	\$2,000.00	(\$259.50)	(\$1,002.84)
006-410-6507	OPERATING SUPPLIES	\$2,000.00	\$0.00	(\$1,133.78)
006-410-6508	POSTAGE	\$100.00	\$0.00	(\$169.96)
006-410-6522	PRINTED MATERIALS	\$5,000.00	(\$592.29)	(\$3,984.70)
006-410-6523	AUDIO-VISUAL MATERIALS	\$2,500.00	(\$242.97)	(\$1,460.70)
006-410-6525	SOFTWARE & TECH SUPPT	\$6,000.00	(\$325.99)	(\$6,977.43)
006-410-6526	JANITOR SUPPLIES	\$600.00	\$0.00	(\$366.35)
5/30/2024 BALANCE				\$24,957.64

CAPITAL PROJECT BUDGET REVENUES & EXPENDITURES		05/2024	BALANCE
(Includes remainder from Op Budget FY23 \$21,893.45) 6/30/2023 CAPITAL PROJECT BALANCE			\$205,471.40
006-410-4471	GRANTS (Vredenburg \$10,000 HVAC, Langtry \$3,000 AED, etc.)	\$13,000.00	\$25,500.00
006-410-4707	BLDG DONATIONS	\$100.00	\$22,779.50
BEQUESTS		\$0.00	\$0.00
006-410-6751	CONSTRUCTION PROJECTS	\$0.00	(\$25,581.04)
5/30/2024 CAPITAL PROJECT BALANCE			\$228,169.86

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
JULY 2024 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems Copier Contract		006 - 410 - 6525	5321	\$154.48
Alliant Energy		006 - 410 - 6371	131	\$556.62
Amazon Capital Services	Programming	006 - 410 - 6498	5265	\$6.99
	Operating Supplies	006 - 410 - 6507		\$18.86
	Printed Materials	006 - 410 - 6522		\$222.56
	AV Materials	006 - 410 - 6523		\$29.92
American Alarms (Inspection)		006 - 410 - 6310	5145	\$642.25
Baker & Taylor	Printed Materials	006 - 410 - 6522	34	\$915.89
	Audio-Visual Materials	006 - 410 - 6523		\$147.30
CPL Petty Cash	Programming	006 - 410 - 6498	74	\$40.98
	Postage	006 - 410 - 6508		\$26.06
	Custodial	006 - 410 - 6526		\$10.38
Chariton Water Department		006 - 410 - 6371	80	\$27.52
City of Chariton		010 - 410 - 6408	67	\$181.50
Mainstay Systems Inc.		006 - 410 - 6525	5351	\$690.00
OverDrive Inc. (Annual Bridges Subscription)		006 - 410 - 6210	1987	\$1,306.32
True Value (Drill Mixer Attachment)		006 - 410 - 6498	40	\$6.49
Windstream		006 - 410 - 6371	858	\$565.92
TOTAL CLAIMS PAID JULY 2024				\$5,550.04

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
Raymond Meyer



Insurance Company requests we repair these areas as soon as possible due to risk.

East of building, 8th Street adjacent.



South of building, Braden Street adjacent, south of Young Reading Garden site.



STANDARD ON-SITE MAINTENANCE CONTRACT

AGREEMENT START DATE: 07/01/2024

This Agreement is made between MAINSTAY SYSTEMS of IOWA LLC. (hereinafter referred to as "MSI"), a corporation organized and existing under the laws of the State of Iowa, with the principal office in Des Moines, Iowa 50310 and the: **Chariton Public Library, Chariton Iowa 50049** (hereinafter referred to as "Client").

Pursuant to the Terms and Conditions set forth herein, MSI will provide on-site remedial maintenance services to the Client for the Equipment described in Exhibit "A" attached hereto, and the Client agrees to accept such maintenance services subject to the Terms and Conditions stated herein. These Terms and Conditions are complete, and fully represent the scope of their agreement. Client agrees that this Agreement, its exhibit(s), and mutually agreed upon written changes are the complete and exclusive Statement of Agreement between the parties.

MAINSTAY SYSTEMS of IOWA LLC.

"MSI"

Cade
Curtis

Digitally signed by
Cade Curtis
Date: 2024.05.20
09:53:38 -05'00'

Chariton Public Library

"Client"

Name: Cade F. Curtis

Title: President

Date: 05/20/2024

Name:

Title:

Date:

1. CONTRACT PERIOD

This Agreement shall become effective on the Start Date and shall continue for a period of one (1) year, unless terminated as provide herein by either party. This agreement and its terms, and conditions may be renewed at the end of the Contract Period for additional one year terms upon mutual agreement of the parties.

2. MAINTENANCE PAYMENTS

Client agrees to pay the monthly maintenance rate of **\$158.00** covering all equipment described in Exhibit "A" . MSI shall invoice Client **quarterly** during the Contract Period for **services** as stated within. Payment is due in full within thirty (30) days of the invoice date. Late payments are subject to a late fee of 2% per month.

3. MAINTENANCE COVERAGE

MSI agrees to provide on-site maintenance coverage to the Client during the Contract Period. This Agreement shall cover the following two remedial maintenance service levels: Level 1 (24 hours per day, 7 days per week) and Level 2 (9 hours per day, 5 days per week, excluding legal holidays and weekends as recognized by the State of Iowa). The coverage level for each system is as listed in Exhibit "A". Maintenance coverage includes travel, labor, materials and remedial maintenance required to return Client's equipment to good operating condition. MSI agrees to use expeditious methods of restoring Client's equipment to its operating condition, which may include part or whole component replacement. MSI agrees to provide replacement parts for the Contract Period. Maintenance parts will be furnished on an exchange basis, and the exchanged parts will become the property of MSI. All replacement or exchanged parts will be new or refurbished of equal quality, and they become the property of Client. Maintenance parts may or may not be manufactured by the original equipment manufacturer; may be altered by MSI to enhance maintainability; and may be new or reconditioned to perform as new by the original equipment manufacturer. When necessary to remove equipment from Client's site, MSI, if possible, will provide a loaner of similar (not necessarily identical) type until Client's equipment can be repaired and returned. MSI shall provide Client with verbal reports of all maintenance activity. Damage or equipment failure, for reasons listed under non-covered maintenance, will be repaired at MSI's Time and Material rates.

4. RESPONSE TIME

Response time is defined as the time between receipt of Client's telephone request for remedial maintenance and that time the MSI personnel arrives on site. Response time for remedial maintenance shall not exceed four (4) hours including travel time to the site. MSI shall provide a central location and an Iowa telephone number for maintenance calls being reported and dispatched.

5. TERMINATION OF MAINTENANCE

This Agreement may be terminated by either party upon giving written notice to the other party thirty (30) calendar days prior to termination.

6. NON-COVERED MAINTENANCE

MSI shall have no liability for failure to fulfill its obligations under this Agreement or for damages to Client's equipment due to: fire, explosion, labor disputes, water, acts of God; the elements, war, civil disturbances, inability to secure raw materials; transportation facilities, fuel or energy shortages; acts or omissions of communications carriers; failure to follow MSI's installation, operation or maintenance guidelines; repair or modification to equipment by other than MSI's personnel; abuse, misuse or negligent acts, movement of equipment to a new location; power failure or surges; changes to the cosmetic detail of equipment including but not limited to discoloration of shrouds, burn in/etching of LCD's; lightning, fire, flood, pest damage, accident, other events not arising under normal operating conditions or other causes beyond MSI's control whether or not similar to the foregoing.

7. CLIENT RESPONSIBILITY

Client agrees to perform the following duties which are not covered under this agreement: provide an environment that is consistent with equipment manufacturer's specifications in regards to space, temperature and humidity; maintain correct power requirements as specified by the equipment manufacturer; minimize static electric buildup in carpeted areas with the use of properly grounded static mats and/or application of anti static carpet spray as needed; change printer ribbon, toner cartridge, fuser cartridge, batteries, paper and other consumable supplies; maintain a secure copy of all master passwords and encryption keys for all PC's and devices covered under this maintenance contract; notify MSI immediately of any equipment malfunction; notify MSI thirty (30) days prior to moving equipment. Performance of any of these duties by MSI or remedial maintenance caused by Client's failure to perform these duties may result in additional charges which Client agrees to pay.

8. EQUIPMENT INSPECTION

MSI reserves the right to inspect all equipment to ensure that it is in good operating condition. MSI will provide an estimate of the cost to return any equipment to good operational condition. If Client chooses to have these repairs performed by someone other than MSI, then they shall give notification as to when the repairs are complete and the maintenance service on that equipment can commence.

9. LIMITATION OF LIABILITY

MSI shall not be liable for failure to perform services at a location deemed hazardous to health or safety or the failure to perform services due to causes beyond the control of MSI. MSI shall not be held liable for deficiencies in backup systems, including but not limited to: uninterpretable power supplies, power generation systems, cloud based or on premises data backup systems. MSI shall not be liable for injury to Client employees or damage to Client property arising from the use of equipment maintained by MSI, or arising for any reason, unless such injury or damage is due to the fault, negligence, or misconduct of MSI, its officers, employees, or subcontractors notwithstanding any other provision in this Agreement to the contrary, in no event shall either party be liable for any indirect, incidental or consequential damages (including but not limited to loss of profit and/or revenue) resulting from or arising out of its performance or failure to perform under this Agreement except for those damages arising out of intentional misconduct or gross negligence.

10. GENERAL

This Agreement shall be construed in accordance with and governed by the local laws of the State of Iowa. MSI may subcontract any or all of the work to be performed under this Agreement, with the written approval of the Client. MSI shall retain responsibility for the subcontracted work. Any supplement, modification or waiver of any provision of this Agreement must be in writing and signed by authorized representatives of both parties. If any portion of this Agreement is found to be invalid or unenforceable, the parties agree that the remaining portions shall remain in effect. The parties further agree that in the event such invalid or unenforceable portion is an essential part of this Agreement, they will immediately begin negotiations for a replacement Agreement.

11. CJIS

MSI shall furnish Client with signed FBI/CJIS security addendum's for each of it's employees annually and/or on demand of Client.

EXHIBIT A

Level 1:

Please find your 2024-2025 contract attached, you will notice that we have opted to not include an inflation adjustment this year, we hope this will help with tightening budgets. However if inflation keeps it current track you should expect an increase in the 2025-2026 fiscal year. You will have already received another e-mail if your rate was adjusted due to coverage level changes.

While I have your attention, if there actually is room in your budget to bolster your technology, we have been test driving RMM software at a large, medium, and a small agency here in Iowa and have found it is incredibly useful to help track server issues.

With RMM we can monitor your critical servers 24 hours a day 7 days a week. This software automates the process of checking on a server's health every day and reports back to us if there are any issues that need to be investigated. It will alert in real time when server components start to deviate from an established baseline. The software can send you weekly or monthly checkup reports so you can see the overall health of your servers. It can be programmed to download and install Windows patches automatically that do not require a server restart to complete, and we can schedule remote reboots for the ones that do.

In our testing of RMM over the last two years it has helped us to find unauthorized access attempts; alerted us to storage issues than needed correcting; it has alerted us to failing backups; and installed countless patches automatically.

This program runs \$4.50 a month per server covered. We are now recommending that this be installed at least on mission critical servers, and optionally on the not so important servers. So for example if you wanted to cover two domain servers, and an application server for a year would have a cost of \$162.00 (you only have one server, so half this)

I would like to add this RMM should not be put ahead of adding 2FA, Zero Trust, End Point Detection and Response software that is now part of the CJIS code.

Thanks for signing up for another year with us, we appreciate your continued faith in our services.

Sincerely,
Cade Curtis
President Mainstay Systems of Iowa

NOTE FROM KRIS: This contract does not include the additional \$72 per month for our backups as the software used for the process is provided by another company. Although Cade believes they are not increasing their pricing until the next fiscal year either. The total monthly payment for all services is actually \$230.

Level 2:

Server

Structure Wiring

Watchguard Firewall

Cisco Switch

4 Circulation PC's

1 Admin Laptop

1 Dawn Laptop

**CHARITON FREE PUBLIC LIBRARY
DIRECTOR'S REPORT
THURSDAY JULY 11, 2024**

Collection & Space: Our next book sale will be July 27th. It will include the remaining adult fiction as well as weeded juvenile fiction and picture books. I'm weeding those sections this month.

Building Issues: Wood Roofing contacted me about doing an inspection. Since there is no roof access from inside the building, they will have to bring a lift truck with them. We passed our alarm system inspection without issues.

Reports: I submitted our Open Access Report (Circulations to those outside our service area for which we get reimbursement from the State) and our Direct State Aid Report (how we spent our \$2,118.78 DSA funds).

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YEAR
Days Open	25	27	24	25	22	20	22	24	24	26	25	25	289
Visitor Count	3,012	2,841	2,791	3,022	2,821	2,792	2,648	2,896	2,409	2,108	2,316	2,863	32,519
Cards Issued	19	17	18	11	11	11	17	16	14	12	28	22	196
Cards Weeded	0	1	0	0	0	0	11	0	7	0	0	784	803
Meeting Room Uses	8	11	13	10	17	15	16	19	23	21	15	17	185
Total Circulation (w/o SILO ILLs)	1,935	2,243	1,948	1,877	1,654	1,478	1,841	1,945	2,032	2,001	2,010	2,025	22,989
BRIDGES Registrations	2	4	5	6	5	6	7	6	3	3	1	6	54
BRIDGES Active Individuals	120	124	125	112	121	125	130	130	138	126	118	119	
BRIDGES Items Circulated	755	681	730	722	773	773	867	818	893	784	821	804	9,421
Website Visits	481	554	357	416	309	320	353	386	431	438	550	580	5,175
Website Actions	1,199	1,648	1,061	1,075	812	712	972	947	1,092	1,025	1,365	1,581	13,489
WI-FI Sessions	902	1,011	892	941	680	696	569	792	795	838	927	908	9,951
Unique WI-FI Visitors	159	171	154	165	136	137	133	143	142	143	165	149	1,797
PC & Chromebox Uses	648	426	617	618	473	391	477	547	612	558	680	761	6,808
CHILDREN'S PROGRAMS	10	2	5	1	0	0	0	0	1	1	5	6	31
CHILDREN'S PROGRAMS ATTENDS	175	29	6	1	0	0	0	0	20	4	55	160	450
LEGO ACTIVITIES		5	4	3	5	4	4	4	4	4	4	2	43
YA PROGRAMS	2	0	4	0	0	0	0	0	0	0	0	0	6
YA PROGRAMS ATTENDS	9	0	36	0	0	0	0	0	0	0	0	0	45
ADULT PROGRAMS	5	2	8	1	1	1	1	1	1	1	1	3	26
ADULT PROGRAMS ATTENDS	62	8	25	8	6	6	5	5	5	8	5	28	171

PATRON CIRCULATIONS	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YEAR	PATRONS
Chariton Adult	976	1,017	996	1,012	877	909	1,073	1,161	1,165	1,153	1,285	1,170	12,794	1,606
Chariton Child	284	345	204	277	288	184	241	322	210	267	188	241	3,051	537
Rural Adult	325	416	490	323	292	245	293	274	325	309	299	301	3,892	658
Rural Child	155	144	123	176	130	76	98	86	133	69	40	92	1,322	154
Russell Adult	27	29	22	25	22	30	24	20	33	36	39	92	399	115
Russell Child	69	6	4	1	11	0	4	5	22	6	20	32	180	45
Lucas Adult	32	18	7	15	10	14	12	7	9	10	10	10	154	60
Lucas Child	0	25	6	8	2	0	0	9	4	15	10	0	79	12
Williamson Adult	0	0	0	0	0	0	18	27	2	2	0	0	49	19
Williamson Child	0	0	0	0	0	0	0	8	9	0	0	0	17	4
Derby Adult	2	2	8	8	0	6	3	4	19	13	3	23	91	22
Derby Child	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Out Of County	67	210	78	35	59	52	59	62	136	131	120	77	1,086	279
Institutional	37	64	52	52	13	6	16	19	12	21	34	24	350	30
	1,974	2,276	1,990	1,932	1,704	1,522	1,841	2,004	2,079	2,032	2,048	2,062	23,464	3,541

CATEGORY CIRCULATIONS	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Year	Copies
Adult Fiction	456	491	426	419	375	340	430	386	417	450	436	412	5,038	4,842
Large Print	33	53	46	61	38	67	81	70	71	92	97	68	777	872
Adult Nonfiction	123	112	111	90	68	46	95	117	105	99	99	74	1,139	1,522
Adult Audiobooks	8	16	14	13	20	8	21	26	21	16	13	15	191	684
Adult Video	232	280	231	240	238	238	309	334	380	315	321	275	3,393	3,310
Picture Books	199	192	190	231	206	115	126	213	273	290	305	283	2,623	2,345
Beginner Readers	116	102	120	77	80	68	94	110	142	101	112	144	1,266	976
Juvenile Fiction	307	384	272	332	236	193	273	278	288	243	245	355	3,406	2,840
Juvenile Nonfiction	46	60	100	48	51	33	60	67	55	67	52	48	687	900
Juvenile Audiobooks	5	11	15	1	11	13	9	8	7	18	15	17	130	123
Juvenile Videos	273	319	267	286	218	234	178	235	178	218	217	212	2,835	1,676
Young Adult Books	100	178	114	59	63	102	99	77	80	62	72	85	1,091	1,107
YA Anime Video	25	28	19	16	43	19	20	20	14	26	15	23	268	262
Games	1	0	0	1	0	1	0	0	0	0	0	0	3	26
Puzzles	5	5	5	2	1	1	3	3	1	1	6	3	36	139
Bin Books (alone)	0	0	0	0	0	0	0	0	0	0	0	0	0	1,371
Educational Bins	3	11	15	0	6	0	2	0	0	2	4	9	52	80
Maker Bins	3	1	3	1	0	0	0	1	0	1	1	2	13	25
Local Interlibrary Loans	39	33	42	55	50	44	41	59	47	31	38	37	516	73
	1,974	2,276	1,990	1,932	1,704	1,522	1,841	2,004	2,079	2,032	2,048	2,062	23,464	23,173

Kris Murphy – July 11, 2024

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY AUGUST 8, 2024
LIBRARY BOARDROOM**

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. Please alert the Library Director.

Chariton Public Library Board Meeting August 8, 2024 5:30pm
Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/947761669>

You can also dial in using your phone.

Access Code: 947-761-669

United States: [+1 \(646\) 749-3122](tel:+16467493122)

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Public Forum**
- 4. Consent Agenda:**
 - a. July 11, 2024 Minutes**
 - b. Correspondence – none**
 - c. June 2024 Financial Statements (Final FY24 Financials)**
 - d. Grants – Vredenburg Foundation – Capital Projects Grant submitted**
- 5. August 2024 Claims**
- 6. Unfinished Business**
 - a. Library Foundation Funding Request**
 - b. Insurance – Sidewalk Repairs**
- 7. New Business**
 - a. Consideration of a Resolution to transfer funds from the Library General Fund to the Library Endowment Fund**
- 8. Reports**
 - Building & Grounds (8/6/24)
 - Community Relations (8/1/24)
 - Finance & Policy (8/6/24)
 - Strategic Planning Taskforce (8/5/24)
 - Director's Report (attached)
- 9. Board Comments & Continuing Education**
- 10. Agenda Items for Next Month's (September 12, 2024) Meeting**

Adjournment

Chariton Free Public Library

July 11, 2024

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on July 11, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Blake, McGee, Meyer, Miller, and Seuferer were present. Trustee Sharp and State Library Consultant Misty Gray joined us via Go-To-Meeting. Director Murphy and Councilman Shutt were also present.

The Agenda was unanimously adopted on a motion from Miller, seconded by Seuferer.

Consent Agenda: McGee moved and Seuferer seconded to approve the Consent Agenda. Approval was unanimous.

June 13, 2024 Minutes

Correspondence –

\$100 memorial for Walter Faulconer, assorted donors

\$30 donation from Curt Daniels

\$40 memorial for Richard Wallace from Charles & Shirley McCracken

May 2024 Financial Statements

Grants – None

The July 2024 Claims were unanimously approved on a motion from Seuferer, seconded by Miller.

Unfinished Business

Library Foundation Funding Request – waiting on response.

New Business

The Strategic Planning Taskforce met July 1, 2024 to discuss options for collecting community data prior to beginning the planning process. Misty Gray joined our board meeting to discuss options for performing a community analysis. Afterwards the Board continued the discussion. The Taskforce will meet again August 5, 2024 to review Misty's proposed question set and determine our next steps in this process.

The Board reviewed the photographs of damaged sidewalk sections provided by our insurance company. Murphy was instructed to ascertain whether the insurance company was requesting or requiring that the work be done. The issue was tabled for further discussion at the August meeting.

Bisgard made a motion to approve the Mainstay tech support contract for FY25. Blake seconded and the motion passed unanimously.

Reports

Building & Grounds: HVAC work is still being done to address issues with the existing thermostats and units. Wood Roofing will inspect the roof, eaves, gutters and attic on July 12, 2024.

Community Relations: Our next book sale is July 27, 2024. Miller suggested scheduling volunteers to work the sale. The committee hopes to meet before the end of July.

Finance: The committee did not meet this month, but plans to meet August 6, 2024.

Director's Report (attached)

Adjournment: The meeting was adjourned at 6:32 p.m. on a motion from Sharp, seconded by Seuferer.

Kris Murphy, Library Director

JUNE 2024 FINANCIAL REPORTS

Final Report for FY24

OPERATING FUND REVENUE 6/2024

REVENUE REPORT CALENDAR 6/2024, FISCAL 12/2024 100.0%							
ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED	
006-410-4300	INTEREST - LIBRARY \$MARKET	1,000.00	138.04	4,993.39	499.34	3,993.39	
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00	
006-410-4470	LIBRARY RURAL FEES	19,000.00	19,000.00	19,416.00	102.19	416.00	
006-410-4471	LOCAL GRANTS	55,000.00	.00	25,500.00	46.36	29,500.00	
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00	
006-410-4705	DONATIONS	5,000.00	100.00	3,031.94	60.64	1,968.06	
006-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	.00	22,779.50	113.90	2,779.50	
006-410-4715	REFUND	.00	.00	609.04	.00	609.04	
006-410-4765	LIBRARY FINES	3,500.00	748.75	3,584.38	102.41	84.38	
006-410-4799	OTHER REVENUES	4,000.00	.00	3,836.39	95.91	163.61	
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	.00	.00	.00	
006-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00	
006-950-4000	GENERAL PROPERTY TAXES	140,000.00	.00	140,000.00	100.00	.00	
LIBRARY OPERATING TOTAL		247,500.00	19,986.79	223,750.64	90.40	23,749.36	

LIBRARY ENDOWMENT REVENUE 6/2024

REVENUE REPORT CALENDAR 6/2024, FISCAL 12/2024 100.0%							
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	.00	.00	.00	.00	.00	
167-410-4705	DONATIONS	.00	.00	.00	.00	.00	
167-410-4707	DONATIONS/BLDG RENOVATION	.00	.00	.00	.00	.00	
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00	
167-910-4830	TRANSFER IN - LIBRARY ENDOW	.00	.00	.00	.00	.00	
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00	
LIBRARY ENDOWMENT TOTAL		.00	.00	.00	.00	.00	

LIBRARY MONEY MARKET REVENUE 6/2024

BANK CASH REPORT 2024

BANK NAME	FUND GL	NAME	MAY CASH BALANCE	JUNE RECEIPTS	JUNE DISBURSMENTS	JUNE CASH BALANCE	OUTSTANDING TRANSACTIONS	JUN BANK BALANCE
BANK	MIDWEST HERITAGE LIB MM	BK#4	152,685.58	138.04	0.00	152,823.62		152,823.62
006	LIBRARY MM ACCOUNT		152,685.58	138.04	0.00	152,823.62	0.00	152,823.62

OPERATING FUND EXPENDITURES 5/2024

BUDGET REPORT CALENDAR 6/2024, FISCAL 12/2024 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	121,600.00	8,045.46	104,134.39	85.64	17,465.61
006-410-6210	DUES & SUBSCRIPTIONS	1,400.00	.00	2,484.24	177.45	1,084.24
006-410-6230	TRAVEL, TRAINING, & DUES	300.00	.00	285.93	95.31	14.07
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,500.00	757.50	2,295.38	65.58	1,204.62
006-410-6371	UTILITIES	17,000.00	692.27	12,820.91	75.42	4,179.09
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	100.00	.00	50.25	50.25	49.75
006-410-6405	RECORDING FEES	500.00	.00	500.00	100.00	.00
006-410-6408	INSURANCE	.00	.00	.00	.00	.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	5,000.00	656.99	3,012.07	60.24	1,987.93
006-410-6502	BOOKS	4,000.00	.00	772.71	19.32	3,227.29
006-410-6505	NEW EQUIPMENT	2,000.00	.00	1,002.84	50.14	997.16
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	100.84	1,234.62	61.73	765.38
006-410-6508	POSTAGE	100.00	17.78	187.74	187.74	87.74
006-410-6522	PRINTED MATERIALS	1,000.00	749.75	4,734.45	473.45	3,734.45
006-410-6523	AUDIO/VISUAL MATERIALS	500.00	58.84	1,519.54	303.91	1,019.54
006-410-6524	AUDIO VISUAL	2,000.00	.00	450.08	22.50	1,549.92
006-410-6525	SOFTWARE & TECH SUPPORT	6,000.00	154.48	7,131.91	118.87	1,131.91
006-410-6526	JANITOR SUPPLIES	600.00	111.27	477.62	79.60	122.38
006-410-6751	CONSTRUCTION PROJECTS	80,000.00	3,823.66	29,404.70	36.76	50,595.30
	LIBRARY OPERATING TOTAL	247,600.00	15,168.84	172,499.38	69.67	75,100.62

BUDGET REPORT CALENDAR 6/2024, FISCAL 12/2024 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
010-410-6408	INSURANCE - LIBRARY	14,500.00	.00	14,413.34	99.40	86.66
	LIABILITY & PROP INS LEVY TOTA	14,500.00	.00	14,413.34	99.40	86.66
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	9,300.00	603.47	7,744.56	83.27	1,555.44
112-410-6130	CITY'S SHARE OF IPERS	11,500.00	698.35	9,056.55	78.75	2,443.45
112-410-6150	CITY'S SHARE OF MEDICAL INS.	10,500.00	553.02	10,292.56	98.02	207.44
112-410-6151	CITY'S SHARE OF LIFE INS.	100.00	6.00	80.02	80.02	19.98
112-410-6152	CITY'S SHARE OF DENTAL INS.	700.00	29.30	527.20	75.31	172.80
112-410-6160	WORKERS' COMP INS	300.00	.00	.00	.00	300.00
	EMPLOYEE BENEFITS TOTAL	32,400.00	1,890.14	27,700.89	85.50	4,699.11

TREASURER’S REPORT 06/2024

BUDGET REPORT CALENDAR 6/2024, FISCAL 12/2024 100.0%						
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	LIBRARY TOTAL	294,500.00	17,058.98	214,613.61	72.87	79,886.39

TREASURER'S REPORT CALENDAR 6/2024, FISCAL 12/2024						
ACCOUNT TITLE		LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006	LIBRARY OPERATING	251,838.78	19,986.79	15,168.84	.00	256,656.73
167	LIBRARY ENDOWMENT	75,390.01	.00	.00	.00	75,390.01

FINANCIAL REPORT FOR JUNE 2024							
Fund	5/31/2024	Receipts	Disbursements	Net Transfers	Ending Balance	Investments	Available Cash
006 LIBRARY OPERATING	\$ 251,838.78	\$ 19,848.75	\$ 15,168.84	\$ -	\$ 256,518.69	\$ 152,823.62	\$ 103,695.07

LIBRARY INVESTMENT INFORMATION

Date: 06/30/2024

MEMORIAL BEQUEST ENDOWMENT (\$75,390.01)
Interest deposited OP Fund 006-410-4300 expended 006-410-6522 & 6523.

Number	Purchased	Matures	Amount	Rate	Bank	Fund
742-05	02/28/2023	02/28/25	4,044.74	2.75%	Clst	Dewey
742-06	02/28/2023	02/28/25	38,223.12	2.86%	Clst	Herrick
742-07	02/28/2023	02/28/25	1,003.71	2.76%	Clst	Blake
742-08	02/28/2023	02/28/25	32,118.44	2.86%	Clst	Allender

Money Market Account (Interest added monthly) US Bank/Midwest Heritage

Balance: (As of 03/31/24) 152,369.70

April Interest 156.19

May Interest 159.69

June Interest 138.04

(moved to Midwest Heritage 6/7/24) \$152,823.62

MONEY MARKET ACCOUNT
Interest deposited OP Fund 006-410-4300, but then reinvested in Money Market Account.

(Will this change with new 167 lines in FY25 budget?
Will it be deposited in 167-410-4300? KM will ask CM.)

TOTAL \$228,213.63

CHARITON FREE PUBLIC LIBRARY FY2024 BUDGET
2024 FISCAL YEAR JUNE 2024

OPERATING BUDGET REVENUES & EXPENDITURES		BUDGETED	06/2024	BALANCE
BEGINNING BALANCE 7/1/2023				\$0.00
006-410-4300	INTEREST (\$ MARKET)	\$1,000.00	\$138.04	\$4,993.39
006-410-4440	STATE GRANTS	\$0.00	\$0.00	\$0.00
006-410-4470	RURAL FEES	\$19,000.00	\$19,000.00	\$19,416.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS	\$5,000.00	\$100.00	\$3,031.94
006-410-4715	REFUND (insurance refund)	\$0.00	\$0.00	\$609.04
006-410-4765	LIBRARY INCOME	\$3,500.00	\$748.75	\$3,584.38
006-410-4799	OTHER (Direct State Aid Funds)	\$4,000.00	\$0.00	\$3,836.39
006-910-4830	TRANSFERS	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$0.00	\$140,000.00
006-410-6010	GROSS SALARIES (b/c no program librarian)	\$121,600.00	(\$8,045.46)	(\$104,134.39)
006-410-6210	SUBSCRIPTIONS/LICENSES (NP Digitization)	\$1,400.00	\$0.00	(\$2,484.24)
006-410-6230	TRAVEL/TRAINING/DUES	\$300.00	\$0.00	(\$285.93)
006-410-6310	B&G	\$3,500.00	(\$757.50)	(\$2,295.38)
006-410-6371	UTILITIES (looking good!!!)	\$17,000.00	(\$692.27)	(\$12,820.91)
006-410-6402	ADVERTISING/PUBLICATIONS	\$100.00	\$0.00	(\$50.25)
006-410- 6405	AUDITOR	\$500.00	\$0.00	(\$500.00)
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00
006-410-6497	MISC.	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$5,000.00	(\$656.99)	(\$3,012.07)
006-410-6505	NEW FURNITURE/EQUIP	\$2,000.00	\$0.00	(\$1,002.84)
006-410-6507	OPERATING SUPPLIES	\$2,000.00	(\$100.84)	(\$1,234.62)
006-410-6508	POSTAGE	\$100.00	(\$17.78)	(\$187.74)
006-410-6522	PRINTED MATERIALS	\$5,000.00	(\$749.75)	(\$5,507.16)
006-410-6523	AUDIO-VISUAL MATERIALS	\$2,500.00	(\$58.84)	(\$1,969.62)
006-410-6525	SOFTWARE & TECH SUPPT (upped this for FY25)	\$6,000.00	(\$154.48)	(\$7,131.91)
006-410-6526	JANITOR SUPPLIES	\$600.00	(\$111.27)	(\$477.62)
6/30/2024 BALANCE				\$32,376.46

CAPITAL PROJECT BUDGET REVENUES & EXPENDITURES			06/2024	BALANCE
(Includes remainder from Op Budget FY23 \$21,893.45) 6/30/2023 CAPITAL PROJECT BALANCE				\$205,471.40
006-410-4471	GRANTS		\$0.00	\$25,500.00
006-410-4707	BLDG DONATIONS		\$0.00	\$22,779.50
BEQUESTS			\$0.00	\$0.00
006-410-6751	CONSTRUCTION PROJECTS (Alarm System Repair/Replace)		(\$3,823.66)	(\$29,404.70)
6/30/2024 CAPITAL PROJECT BALANCE				\$224,346.20

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
AUGUST 2024 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
ABC Pest Control		006 - 410 - 6310	515	\$59.45
Alliant Energy		006 - 410 - 6371	131	\$628.69
Amazon Capital Services	Programming	006 - 410 - 6498	5265	\$34.67
	FIRST AID GRANT \$	006 - 410 - 6505		\$278.17
	Printed Materials	006 - 410 - 6522		\$364.87
	AV Materials	006 - 410 - 6523		\$255.06
	Custodial	006 - 410 - 6526		\$67.04
Baker & Taylor	Printed Materials	006 - 410 - 6522	34	\$588.98
	Audio-Visual Materials	006 - 410 - 6523		\$4.89
CPL Petty Cash	Postage	006 - 410 - 6508	74	\$16.04
Chariton Water Department		006 - 410 - 6371	80	\$24.26
DEMCO (Book Processing Supplies)		006 - 410 - 6507	93	\$94.86
The Paper Corporation		006 - 410 - 6507	1854	\$334.10
ULINE	FIRST AID GRANT \$	006 - 410 - 6505	5012	\$707.83
WebClarity BookWhere Renewal		006 - 410 - 6525	1371	\$654.00
Windstream		006 - 410 - 6371	858	\$284.83
Wood Roofing - Roof, Eaves, Attic Inspection		006 - 410 - 67511		\$2,630.61
TOTAL CLAIMS PAID AUGUST 2024				\$7,028.35

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

Raymond Meyer



Insurance Company requests we repair these areas as soon as possible due to risk.

East of building, 8th Street adjacent.

South of building, Braden Street adjacent, south of Young Reading Garden site.



CITY OF CHARITON
Account #8X59234

Recommendations for Improvement

Response Due Date: 08/03/2024
(due in 37 days)

← Back

LIBRARY

803 Braden Ave, Chariton, IA 50049-1742

Survey Date: 6/4/2024 • EMC Loss Control Professional: Joel Frank (1-515-345-2490) •

Policy Renewal Date: 4/1/2025

Recommendations

Rec 1

The sidewalk along the street was damaged, increasing the risk of slips and falls by employees and the public. The services of a licensed contractor should be obtained to repair all damaged walking surfaces on the premises as soon as possible.

For additional information on this topic, follow this link:

Sidewalk Maintenance Program

<http://www.emcins.com/utilities/getTechSheet/getTechSheet.asp?FormNbr=6147>

Disclaimer: In conjunction with our recent premises survey, the recommendations above are offered to you in the interest of loss prevention and/or loss reduction. The survey was not made as a basis for reliance by yourself, your employees or any other persons that, either in absence of recommendations or by adoption of recommendations offered, there is compliance with OSHA requirements or with other regulations of whatever nature or assurance against preventable losses, or freedom from legal liability should a loss occur, and should not be so construed.

For more information on Loss Control visit www.emcinsurance.com

CHARITON FREE PUBLIC LIBRARY RESOLUTION 8082024

**RESOLUTION TO TRANSFER FUNDS
FROM CHARITON PUBLIC LIBRARY GENERAL FUND (006)
TO CHARITON PUBLIC LIBRARY INVESTMENTS (167)**

WHEREAS, the Chariton Free Public Library Board intends to maintain separate budget lines for the current Fiscal Year Operating Fund and other funds held in reserve for Capital Projects and invested as Restricted Bequests;

THEREFORE, LET IT BE RESOLVED THAT:

The Chariton Public Library Board orders the transfer of \$256,518.⁶⁹ from the Library Operating Fund (006) to the Library Endowment Fund (167).

This Resolution shall take effect upon adoption and shall be reflected in the minutes of the Chariton Free Public Library Board.

Vote:

Bisgard___ Blake___ Fredericks___ McGee___ Meyer___ Miller___ Pillsbury-Allen___ Seufferer___ Sharp___

PASSED AND APPROVED by the Chariton Public Library Board this 8th day of August, 2024.

Chariton Public Library Board President, Raymond Meyer

Date: _____

**Strategic Planning Task Force
August 5, 2024**

Present: Bisgard, Fredericks, McGee, Meyer and Murphy

The Strategic Planning Task Force met to determine how to proceed in the effort to garner community input prior to beginning work on the Library's Strategic Plan.

Discussion resulted in the decision to hold five (5) focus group events, each led by Library Trustees and the Director. Each trustee will choose a focus group to facilitate and will coordinate with a second trustee to generate a list of fifteen (15) potential participants for their chosen group. Our goal is to have at least ten (10) actually attend each group.

The Task Force will draft phone, voicemail, and text scripts to be used when inviting potential participants, a letter to be sent at a later date, and scripts for phone interviews (for those who cannot or choose not to attend) as well as a meeting script to be used at the focus group events.

Each trustee will call or text to invite participants in November. Letters will be mailed to participants in December/January. We anticipate that the groups will meet in mid to late January.

FOCUS GROUPS:

Readers/Users	_____	_____
Parents/Families	_____	_____
Donors	_____	_____
Former Trustees	_____	_____
Community Organizations/Services	_____	_____

**Building & Grounds Committee
August 6, 2024**

Present: Bisgard, Blake, Miller, Sharp and Murphy

Murphy reported that we had heard nothing back yet from Wood Roofing after their inspection on July 12th. Murphy sent an email reminder and received a response citing company backlog as the issue. The correspondent said that he would send a reminder of his own to his team and try to get us an invoice for the inspection by this month's board meeting.

We discussed the sidewalk concerns raised by the insurance company. Murphy emailed the City Clerk to see if the City had similar issues to contend with and find out whether or not we could combine our correction efforts. The Clerk responded that they did not have similar issues but that we might ask the City streets crew if they could assist us in correcting ours.

We discussed the cleaning of the exterior stones of the Library. Bisgard will speak with the person doing the exterior work at the Palmer building and try to get an estimate.

We discussed the Young Reading Garden and what steps might be taken over a multiyear timeline to make the space accessible and install the tables and charging stations which we have already purchased, as well as installing a fence. Murphy mentioned that we still have a space in the surveillance system DVR to accommodate a camera for that location. Since what occurs with this space depends on community use, we thought it might be best to address future plans in the focus group meetings.

We discussed the need to do something with the carpet in the community room because of several dirty spots. Linda will contact Gene Wright to get an estimate on cleaning the carpet.

We toured the building. The interior walls look dry after two years of observing whether the leakage problem has been controlled. Hopefully we can obtain some money to start drywalling so those rooms become usable again.

We plan on meeting the last Tuesday of every month. Next meeting will be August 27th at 4:15

CHARITON FREE PUBLIC LIBRARY

DIRECTOR'S REPORT

THURSDAY AUGUST 8, 2024

Collection & Space:

Our book sale on July 27th earned us \$338.⁵⁰. We've still got the remainder books on the shelves in the meeting room and might offer another sale this fall/winter.

We weeded 1,055 juvenile books from the picture book section [E] and chapter book section [J FIC]. We also weeded a handful of kids' DVDs. We're looking at options for rearranging those sections.

We will reorganize the J FIC into subject/genre sections. Patrons have reacted well to genrefication of the adult fiction section and many libraries have organized their kids' collections by subject for years. We will take the plunge.

SPORTS – ADVENTURE – HISTORICAL FICTION – FANTASY – ANIMALS – MYSTERY – SCARY – CLASSICS – JUST FICTION

Picture labels will be added to the book spines, for example:

And each subject section would have a picture and text label.



As for the picture book section, we have a fantasy of browsing bins. It's an old fantasy that won't let go.



We'd like something like this, only the top level would be a shelf to display items on. And we would likely choose units without sides. They would match our "garden fence" currently in the area and be much lighter and airier than the existing wooden bins. I think I'll find a grant if possible.

The units hold the books face forward, so that even slim paperbacks get attention during the flip browsing. If we did this, then only the wooden shelves against the south wall of the room would remain to house the G movie collection and special collections.

Building Issues:

Wood Roofing has not gotten back to us yet with a report on the inspection of the roof and other associated building issues. They are backlogged, but will send us an invoice for the inspection.

Reports:

I've prepped the materials for our annual report to the State and our annual auditor visit. The report "survey" has just been made accessible. The auditors will be here August 20-22. Sometimes they visit our building and go through our documents. Other years they've requested specific documents to be brought to City Hall. We're ready for them.

FISCAL YEAR 2025 STATS	JULY
Days Open	24
Visitor Count	2,941
Cards Issued	12
Cards Weeded	0
Meeting Room Uses	13
Total Circulation (w/o SILO ILLs)	2,298
BRIDGES Registrations	1
BRIDGES Active Individuals	127
BRIDGES Items Circulated	736
Website Visits	566
Website Actions	1,472
WI-FI Sessions	690
Unique WI-FI Visitors	146
PC & Chromebox Uses	720
Programs Offered	22
Program Attendance	206

CATEGORY CIRCULATIONS	July
Adult Fiction	475
Large Print	114
Adult Nonfiction	109
Adult Audiobooks	17
Adult Video	292
Picture Books	269
Beginner Readers	132
Juvenile Fiction	393
Juvenile Nonfiction	101
Juvenile Audiobooks	10
Juvenile Videos	234
Young Adult Books	131
YA Anime Video	10
Games	1
Puzzles	5
Bin Books (alone)	0
Educational Bins	4
Maker Bins	1
Local Interlibrary Loans	35

PATRON CIRCULATIONS	JULY
Chariton Adult	1,332
Chariton Child	335
Rural Adult	357
Rural Child	90
Russell Adult	87
Russell Child	22
Lucas Adult	20
Lucas Child	12
Williamson Adult	0
Williamson Child	0
Derby Adult	22
Derby Child	0
Out Of County	49
Institutional	7
	2,333

2,333

Kris Murphy – August 8, 2024

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY SEPTEMBER 12, 2024
LIBRARY BOARDROOM**

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. Please alert the Library Director.

Chariton Public Library Board Meeting September 12, 2024 5:30pm
Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/947761669>

You can also dial in using your phone.

Access Code: 947-761-669

United States: [+1 \(646\) 749-3122](tel:+16467493122)

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Public Forum**
- 4. Consent Agenda:**
 - a. August 8, 2024 Minutes**
 - b. Correspondence – none**
 - c. July 2024 Financial Statements**
 - d. Grants – none**
- 5. September 2024 Claims**
- 6. Unfinished Business**
 - a. Library Foundation Funding Request**
- 7. New Business**
 - a. Library Personnel Policy (no changes suggested)**
- 8. Reports**
 - Building & Grounds (8/27/24) (Attached)
 - Community Relations ()
 - Finance & Policy (9/9/24)
 - Strategic Planning Taskforce ()
 - Director's Report (attached)
- 9. Board Comments & Continuing Education**
- 10. Agenda Items for Next Month's (October 10 , 2024) Meeting**

Adjournment

Chariton Free Public Library
August 8, 2024

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on August 8, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Blake, Fredericks, Meyer, Miller, Pillsbury-Allen, Seuferer and Sharp were present. Director Murphy and Councilman Shutt were also present.

The Agenda was unanimously adopted on a motion from Seuferer, seconded by Miller.

Consent Agenda: Bisgard moved and Blake seconded to approve the Consent Agenda. Approval was unanimous.

July 11, 2024 Minutes

Correspondence – none

June 2024 Financial Statements (Final FY24 Financials)

Grants – Vredenburg Foundation – Capital Projects Grant submitted and received - \$10,000.

The August 2024 Claims were unanimously approved on a motion from Fredericks, seconded by Miller, with the understanding that the check for Wood Roofing will be held until the report resulting from the inspection arrives.

Unfinished Business

Library Foundation Funding Request – Miller sent a letter to the Foundation. They will meet in September.

Bisgard spoke with Dave Van Ryswick about the City Streets Crew replacing the areas of sidewalk and they agreed to do the work for us. Murphy will report to the insurance company and City Hall.

New Business

Seuferer made a motion to approve the resolution to transfer funds from the Library General Fund to the Library Endowment. Pillsbury-Allen seconded. Roll was called with all present voting aye. McGee was absent. The motion passed unanimously. Resolution is attached.

Reports

Building & Grounds: Meeting minutes attached.

Community Relations: The committee discussed the upcoming donation request letter, the letter Miller sent to the Library Foundation, and the potential options for implementing a Venmo donation process through either the Foundation or Friends of the Library. Other options for encouraging book donations were discussed. Committee members will follow up.

Finance: Meyer reported on the meeting, the June financials and introduced the above resolution.

Strategic Planning Task Force: Meeting minutes attached.

Director's Report (attached)

Continuing Education: Meyer mentioned an upcoming training option. Murphy will email the details.

Adjournment: The meeting was adjourned at 6:33 p.m. on a motion from Pillsbury-Allen, seconded by Sharp.

Kris Murphy, Library Director

JULY 2024 FINANCIAL REPORTS

OPERATING FUND REVENUE 7/2024

REVENUE REPORT CALENDAR 7/2024, FISCAL 1/2025 8.3%							
ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED	
006-410-4300	INTEREST - LIBRARY \$MARKET & BEQUESTS	5,000.00	707.27	707.27	14.15	4,292.73	
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00	
006-410-4470	LIBRARY RURAL FEES	26,000.00	.00	.00	.00	26,000.00	
006-410-4471	LOCAL GRANTS	20,000.00	.00	.00	.00	20,000.00	
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00	
006-410-4705	DONATIONS	5,000.00	195.00	195.00	3.90	4,805.00	
006-410-4707	DONATIONS/BLDG RENOVATION	.00	.00	.00	.00	.00	
006-410-4715	REFUND	.00	.00	.00	.00	.00	
006-410-4765	LIBRARY FINES	3,000.00	662.00	662.00	22.07	2,338.00	
006-410-4799	OTHER REVENUES	5,000.00	600.00	600.00	12.00	4,400.00	
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	.00	.00	.00	
006-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00	
006-950-4000	GENERAL PROPERTY TAXES	140,000.00	.00	.00	.00	140,000.00	
LIBRARY OPERATING TOTAL		204,000.00	2,164.27	2,164.27	1.06	201,835.73	

LIBRARY ENDOWMENT REVENUE 7/2024

REVENUE REPORT CALENDAR 7/2024, FISCAL 1/2025 8.3%							
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	.00	.00	.00	20,000.00	
167-410-4705	DONATIONS	.00	.00	.00	.00	.00	
167-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	.00	.00	.00	20,000.00	
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00	
167-910-4830	TRANSFER IN - LIBRARY ENDOW	.00	256,518.69	256,518.69	.00	256,518.69	
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00	
LIBRARY ENDOWMENT TOTAL		40,000.00	256,518.69	256,518.69	641.30	216,518.69	

LIBRARY MONEY MARKET REVENUE 7/2024

BANK CASH REPORT 2024

BANK NAME	JUNE	JULY	JULY	JULY	OUTSTANDING	JUL BANK
FUND GL NAME	CASH BALANCE	RECEIPTS	DISBURSMENTS	CASH BALANCE	TRANSACTIONS	BALANCE
BANK MIDWEST HERITAGE LIB MM BK#4	152,823.62	178.47	0.00	153,002.09	0.00	153,002.09
006 LIBRARY MM ACCOUNT						

Community 1st Memorial Bequest INCOME			
6/30	ALLENDER	SHARE 1008	\$225.81
6/30	BLAKE	SHARE 1007	\$6.81
6/30	DEWEY	SHARE 1005	\$27.45
6/30	HERRICK	SHARE 1006	\$268.73
			\$528.80

OPERATING FUND EXPENDITURES 7/2024

BUDGET REPORT CALENDAR 7/2024, FISCAL 1/2025 8.3%			MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	BALANCE	BALANCE	EXPENDED	UNEXPENDED
006-410-6010	SALARIES	151,400.00	9,512.57	9,512.57	6.28	141,887.43
006-410-6210	DUES & SUBSCRIPTIONS	2,000.00	1,306.32	1,306.32	65.32	693.68
006-410-6230	TRAVEL, TRAINING, & DUES	400.00	.00	.00	.00	400.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,000.00	642.25	642.25	21.41	2,357.75
006-410-6371	UTILITIES	13,000.00	1,150.06	1,150.06	8.85	11,849.94
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	.00	.00	.00	.00	.00
006-410-6405	RECORDING FEES	500.00	.00	.00	.00	500.00
006-410-6408	INSURANCE	.00	.00	.00	.00	.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	6,000.00	47.47	47.47	.79	5,952.53
006-410-6502	BOOKS	.00	.00	.00	.00	.00
006-410-6505	NEW EQUIPMENT	2,000.00	.00	.00	.00	2,000.00
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	.00	.00	.00	2,000.00
006-410-6508	POSTAGE	100.00	26.06	26.06	26.06	73.94
006-410-6522	PRINTED MATERIALS	6,000.00	1,048.55	1,048.55	17.48	4,951.45
006-410-6523	AUDIO/VISUAL MATERIALS	3,000.00	177.22	177.22	5.91	2,822.78
006-410-6524	AUDIO VISUAL	.00	.00	.00	.00	.00
006-410-6525	SOFTWARE & TECH SUPPORT	8,000.00	844.48	844.48	10.56	7,155.52
006-410-6526	JANITOR SUPPLIES	1,000.00	10.38	10.38	1.04	989.62
006-410-6751	CONSTRUCTION PROJECTS	.00	.00	.00	.00	.00
	LIBRARY OPERATING TOTAL	198,400.00	14,765.36	14,765.36	7.44	183,634.64
010-410-6408	INSURANCE - LIBRARY	12,000.00	181.50	181.50	1.51	11,818.50
	LIABILITY & PROP INS LEVY TOTAL	12,000.00	181.50	181.50	1.51	11,818.50
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	11,585.00	715.73	715.73	6.18	10,869.27
112-410-6130	CITY'S SHARE OF IPERS	14,300.00	897.99	897.99	6.28	13,402.01
112-410-6150	CITY'S SHARE OF MEDICAL INS.	6,850.00	553.02	553.02	8.07	6,296.98
112-410-6151	CITY'S SHARE OF LIFE INS.	72.00	6.00	6.00	8.33	66.00
112-410-6152	CITY'S SHARE OF DENTAL INS.	360.00	29.30	29.30	8.14	330.70
112-410-6160	WORKERS' COMP INS	250.00	.00	.00	.00	250.00
	EMPLOYEE BENEFITS TOTAL	33,417.00	2,202.04	2,202.04	6.59	31,214.96

TREASURER'S
REPORT
07/2024

CALENDAR 7/2024, FISCAL 1/2025		YTD	8.3%	MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET		BALANCE	BALANCE	EXPENDED	UNEXPENDED
	LIBRARY TOTAL	283,817.00		17,148.90	17,148.90	6.04	266,668.10
ACCOUNT TITLE		LAST MONTH		RECEIVED	DISBURSED	CHANGE IN	ENDING
		END BALANCE				LIABILITY	BALANCE
006	LIBRARY OPERATING	256,656.73		2,164.27	271,284.05	.00	12,463.05-
167	LIBRARY ENDOWMENT	75,390.01		256,518.69	.00	.00	331,908.70

FINANCIAL REPORT FOR JULY 2024

Fund	6/30/2024	Receipts	Disbursements	Net Transfers	Ending Balance	Investments	Available Cash
006 LIBRARY OPERATING	\$ 256,656.73	\$ 1,985.80	\$ 271,284.05	\$ -	\$ (12,641.52)	\$ 153,002.09	\$ 140,360.57
167 LIBRARY ENDOWMENT	\$ 75,390.01	\$ 256,518.69	\$ -	\$ -	\$ 331,908.70	\$ 75,390.01	\$ 256,518.69

OPERATING BUDGET REVENUES & EXPENDITURES		CITY BUDGETED	PLANNED BUDGET	07/2024	BALANCE
BEGINNING BALANCE 7/1/2024					\$0.00
006-410-4300	INTEREST MONEY MARKET & BEQUESTS	\$5,000.00	\$5,000.00	\$707.27	\$707.27
006-410-4470	RURAL FEES	\$26,000.00	\$19,716.00	\$0.00	\$0.00
006-410-4471	LOCAL GRANTS	\$20,000.00	\$10,000.00	\$0.00	\$0.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS (usually spent on 6522 & 6523)	\$5,000.00	\$5,000.00	\$195.00	\$195.00
006-410-4715	REFUND	\$0.00	\$0.00	\$0.00	\$0.00
006-410-4765	LIBRARY INCOME	\$3,000.00	\$3,000.00	\$662.00	\$662.00
006-410-4799	OTHER (State Funds) (Genealogy Rent)	\$5,000.00	\$5,000.00	\$600.00	\$600.00
006-910-4830	TRANSFER INTO LIBRARY OPERATING FUND	\$0.00	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$140,000.00	\$0.00	\$0.00
		\$204,000.00	\$187,716.00		
006-410-6010	GROSS SALARIES	\$151,400.00	\$140,000.00	(\$9,512.57)	(\$9,512.57)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$2,000.00	\$2,000.00	(\$1,306.32)	(\$1,306.32)
006-410-6230	TRAVEL/TRAINING/DUES	\$400.00	\$100.00	\$0.00	\$0.00
006-410-6310	BUILDING & GROUNDS	\$3,000.00	\$1,000.00	(\$642.25)	(\$642.25)
006-410-6371	UTILITIES	\$13,000.00	\$13,000.00	(\$1,150.06)	(\$1,150.06)
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6405	AUDITOR RECORDING FEES	\$500.00	\$500.00	\$0.00	\$0.00
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6497	MISC. EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$6,000.00	\$4,000.00	(\$47.47)	(\$47.47)
006-410-6505	NEW FURNITURE/EQUIP	\$2,000.00	\$1,000.00	\$0.00	\$0.00
006-410-6507	OPERATING SUPPLIES	\$2,000.00	\$2,000.00	\$0.00	\$0.00
006-410-6508	POSTAGE	\$100.00	\$100.00	(\$26.06)	(\$26.06)
006-410-6522	PRINTED MATERIALS (167 interest)	\$6,000.00	\$6,000.00	(\$1,048.55)	(\$1,048.55)
006-410-6523	AUDIO-VISUAL MATERIALS (167 interest)	\$3,000.00	\$3,000.00	(\$177.22)	(\$177.22)
006-410-6525	SOFTWARE & TECH SUPPT	\$8,000.00	\$8,000.00	(\$844.48)	(\$844.48)
006-410-6526	JANITOR SUPPLIES	\$1,000.00	\$1,000.00	(\$10.38)	(\$10.38)
		\$198,400.00	\$181,700.00		
(Cash on hand: Petty Cash \$60, Income Cash Drawer \$60)				BALANCE	(\$12,601.09)

CITY INSURANCE & BENEFITS - LIBRARY EXPENDITURES		BUDGETED	07/2024	BALANCE
010-410-6408	CITY INSURANCE - LIBRARY	\$12,000.00	(\$181.50)	(\$181.50)
112-410-6###	CITY BENEFITS- LIBRARY	\$33,417.00	(\$2,202.04)	(\$2,202.04)
	TOTAL INSURANCE/BENEFITS - LIBRARY	\$45,417.00	(\$2,383.54)	(\$2,383.54)

ENDOWMENT CAPITAL BUDGET REVENUES & EXPENDITURES		BUDGETED	07/2024	BALANCE
BEGINNING BALANCE 7/1/2024				\$228,169.86
167-410-4471	GRANTS - LIBRARY CAPITAL PROJECTS	\$20,000.00	\$0.00	\$0.00
167-410-4707	DONATIONS - LIBRARY CAPITAL PROJECTS	\$20,000.00	\$0.00	\$0.00
167-410-4799	OTHER REVENUES - CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00
167-410-6751	CAPITAL PROJECT CONSTRUCTION	\$40,000.00	\$0.00	\$0.00
			BALANCE	\$228,169.86

ENDOWMENT MEMORIAL BEQUEST FUNDS REVS & EXPENDS		BUDGETED	07/2024	BALANCE
BEGINNING BALANCE 7/1/2024				\$75,390.01
167-410-4300	INTEREST - LIBRARY ENDOWMENT	\$0.00	\$0.00	\$0.00
167-410-4705	DONATIONS - LIBRARY ENDOWMENT	\$0.00	\$0.00	\$0.00
167-910-4830	TRANSFER INTO LIBRARY ENDOWMENT	\$0.00	\$256,518.69	\$256,518.69
	(Restricted Memorial Bequest Funds: \$75,390.01)		BALANCE	\$331,908.70

Unless we receive another bequest with stipulations, there should be no changes to this account.

7/2024 Resolution transferred \$256,518.69 to Endowment so that we can run the Operating Budget from zero each fiscal year.

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
SEPTEMBER 2024 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems Copier Contract		006 - 410 - 6525	5321	\$556.55
Alliant Energy		006 - 410 - 6371	131	\$702.71
Amazon Capital Services	Programming	006 - 410 - 6498	5265	\$122.67
	AV Materials	006 - 410 - 6523		\$49.88
American Alarms (Annual Contract)		006 - 410 - 6310	5145	\$392.40
Baker & Taylor	Printed Materials	006 - 410 - 6522	34	\$490.06
Cardio Partners Inc	AED 1st Aid Grant	006 - 410 - 6505	NEW	\$1,684.13
CPL Petty Cash	Postage	006 - 410 - 6508	74	\$36.69
Chariton Water Department		006 - 410 - 6371	80	\$24.98
Fortres Grand Corporation	Software Sub 1 year	006 - 410 - 6525	2029	\$155.00
Ideal Ready Mix	Sidewalk Materials	167 - 410 - 6751	132	\$579.63
Kone (Elevator Maint. Contract)		006 - 410 - 6310	160	\$378.75
Riley Heating & Cooling	HVAC	167 - 410 - 6751	1965	\$17,945.82
Talewise Science Heroes (Summer 6/6/25)		006 - 410 - 6498	5451	\$400.00
Tri-County Fire Equipment	Annual Ext. Check	006 - 410 - 6310	2003	\$122.50
Windstream		006 - 410 - 6371	858	\$285.70
TOTAL CLAIMS PAID SEPTEMBER 2024				\$23,927.47

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
Raymond Meyer

9/08/24

Library Building & Grounds projects

Roof maintenance

Wood Roofing has looked at roof membranes & guttering, plus repairing all soffits & trim on the building. They will be sending us estimates.

Flooring upgrades

Gene Wright will be cleaning carpet in the meeting room.
Other needed improvements?

Repairing & cleaning of limestone & bricks

Mark Devilbiss & Denny on 9/03/24 looked at the building. Mark has had good success with a non-abrasive product to clean the limestone. He also has extensive experience with brick & mortar repair. He will make a ballpark estimate and should be able to do this while he is in town working on the Palmer Building. Mark also stated that the crumbling of the limestone rocks on the sides of the front steps was due to salt. We need to be a little more careful spreading the sidewalk salt, plus do a better job of sweeping the salt up after the ice situation.

Landscaping ?

fence - style and location?
flag pole & light (use old one?)
Signage (needed ?)
Outdoor sitting area & furniture
Charging stations - stored & ready to install
Other bushes & foliage
improve bike rack area & transition to west side

Plan for downstairs usage and remodeling ?

Window coverings in meeting rooms ?

Routine maintenance to schedule:

Elevator maintenance	Frank Hawk (Kone) has a 5 year contract to come quarterly for inspection & minor service. Kris and Frank will touch base each visit to make sure we don't have any issues. We will pay for any major repairs.
HVAC check-up	Riley will be used, as of 9/03/24 Riley has as units tuned up and will be getting us a service agreement.
changing light bulbs	
regular cleaning of upstairs, downstairs, and outside entryways	
furnace dehumidifier	clean and set properly
room dehumidifiers(downstairs)	set up an emptied regularly
Clean gutters & downspouts	

**CHARITON FREE PUBLIC LIBRARY
DIRECTOR'S REPORT
THURSDAY SEPTEMBER 12, 2024**

Programming:

We are still doing Farmer's Market programs. Last Market date is October 3rd. I have missed two of the Market dates, but last week, since it was in the wagon, ready to go, Beth delivered the family & grandparent themed program for me. They made wooden spoon families.

This week's theme is Giggles, we'll make laughing magnets. September 19th is *Talk Like a Pirate Day*, so we'll make pirate hats. The last two programs will be Harvest/Scarecrow and Spooky Stories. Not sure what the Harvest craft will be yet, but we'll make spooky plastic cup lanterns at that last one.

I've already begun scheduling performers for next summer's program. The theme is *Level Up @ Your Library* and is based around play, games & puzzles. I'm looking at some card and boardgame events for various ages in addition to our regularly scheduled programs.

The gaming themes always make me want to do a mini con (convention) with cosplay, etc., but we've never managed to do this. I hope we'll be able to do it this summer. It would likely be an all-day event with themed snacks and activities. Many other libraries have done them. I'll pull up all the resources again & see if we can start planning it now.

Building Issues:

The City Crew slipped in quick and got the sidewalk fixed. We shared the images of the repair with our insurance company.

Reports:

This year the auditor visited us to go through our documents. Seems like it went well. We'll wait for the report.

I have submitted our Annual State Report (Survey). Most of the content of this report is generated by all of the statistics we track monthly.

The financial portion comes directly from the City financial reports, but is broken down to separate capital projects from operating fund and staff and collection expenses from other operating funds. Funds reported as capital income can only be reported if they've been spent in the same fiscal year, so our grants are reported there, but not the building donation funds, as they've not been spent yet. Operating fund endowments and gifts include memorial donations and income from our invested bequests.

I've included a note of the fact that we do not offer any online programming since we lost Dawn Morgan and have been unable to get another program librarian.

The platform used to collect the annual report is where we are able to get information to compare our library to other libraries, as we did recently for staff salary considerations.

Planning & Accreditation:

Every three years we apply for accreditation from the State. Our next application is due February 28, 2026.

The Public Library Standards: In Service to Iowa, 6th Edition details the standards we must meet to achieve our tier 3 accreditation. It's available at <https://www.statelibraryofiowa.gov/index.php/libraries/search/accred-stand>.

Tier 3 libraries meet all 47 required standards and an additional 20 of the other 38 additional standards. It is the top tier available and gets us the greatest funding possible from the State. That funding is the portion of the *Enrich Iowa Program* called *Direct State Aid*, which provides financial support to public libraries from state funds, with the goal of moving library service in Iowa closer to the ideal envisioned by library customers, librarians, and government officials. The funding formula is based on three tiers of public library accreditation standards. Funding increases with greater compliance to standards, providing an incentive for libraries to improve service. We received \$2,118.⁷⁸ in FY24.

We are beginning to address requirements for accreditation. It's one reason we're beginning our strategic planning process now.

It's also the reason we will revisit several policies that must be evaluated and approved again within the three years prior to accreditation, for us that's after February 1, 2023. Our Circulation Policy already meets the requirement. We will address the Personnel Policy, Collection Management Policy and Internet Use Policy in our upcoming meetings.

Kris Murphy – September 12, 2024

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY OCTOBER 10, 2024
LIBRARY BOARDROOM**

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. Please alert the Library Director.

Chariton Public Library Board Meeting October 10, 2024 5:30pm
Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/947761669>

You can also dial in using your phone.

Access Code: 947-761-669

United States: [+1 \(646\) 749-3122](tel:+16467493122)

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Public Forum**
- 4. Consent Agenda:**
 - a. September 12, 2024 Minutes**
 - b. Correspondence – none**
 - c. August 2024 Financial Statements**
 - d. Grants – Langtry Foundation First Aid Grant Report submitted**
- 5. October 2024 Claims**
- 6. Unfinished Business**
 - a. Library Foundation Funding Request**
- 7. New Business**
 - a. Internet and Wi-Fi Policy**
 - b. Consideration for approval of Wood Roofing Inspection Report/Quote**
 - c. Annual Fundraising Letter DRAFT**
- 8. Reports**
 - Building & Grounds (10/8/24)
 - Community Relations ()
 - Finance & Policy (10/7/24)
 - Strategic Planning Taskforce (TBD October 2024)
 - Director's Report (attached)
- 9. Board Comments & Continuing Education**
- 10. Agenda Items for Next Month's (November 14, 2024) Meeting**

Adjournment

Chariton Free Public Library September 12, 2024

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on September 12, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Fredericks, McGee, Meyer, Seuferer and Sharp were present. Director Murphy was also present.

The Agenda was unanimously adopted on a motion from Seuferer, seconded by McGee.

Consent Agenda: Sharp moved and Fredericks seconded for unanimous approval of the Consent Agenda.

August 8, 2024 Minutes

Correspondence – none

July 2024 Financial Statements

Grants – none

The September 2024 Claims were unanimously approved on a motion from Fredericks, seconded by McGee.

Unfinished Business

Library Foundation Funding Request – no response yet.

New Business

Seuferer made a motion to reapprove the Library Personnel Policy. Fredericks seconded and the motion passed unanimously.

Reports

Building & Grounds: Meeting notes attached.

Community Relations: Will meet again soon.

Finance & Policy: Met to review and suggest reapproval of the Library Personnel Policy and to review the first FY25 financial reports.

Strategic Planning Task Force: Will meet again in October to go through the focus group lists and draft scripts for texts, calls and interviews.

Director's Report (attached)

Continuing Education: Meyer attended the Public Library Compensation Toolkit webinar offered by the State Library on August 22, 2024.

Adjournment: The meeting was adjourned at 6:00 p.m. on a motion from Fredericks, seconded by Sharp.

Kris Murphy, Library Director

AUGUST 2024 FINANCIAL REPORTS

OPERATING FUND REVENUE 8/2024

REVENUE REPORT CALENDAR 8/2024, FISCAL 2/2025 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY \$MARKET	5,000.00	178.68	885.95	17.72	4,114.05
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	26,000.00	.00	.00	.00	26,000.00
006-410-4471	LOCAL GRANTS	20,000.00	167 10,000.00	10,000.00	50.00	10,000.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	.00	195.00	3.90	4,805.00
006-410-4707	DONATIONS/BLDG RENOVATION	.00	.00	.00	.00	.00
006-410-4715	REFUND	.00	.00	.00	.00	.00
006-410-4765	LIBRARY FINES	3,000.00	226.24	888.24	29.61	2,111.76
006-410-4799	OTHER REVENUES	5,000.00	.00	600.00	12.00	4,400.00
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	.00	.00	.00
006-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
006-950-4000	GENERAL PROPERTY TAXES	140,000.00	.00	.00	.00	140,000.00
		=====	=====	=====	=====	=====
	LIBRARY OPERATING TOTAL	204,000.00	10,404.92	12,569.19	6.16	191,430.81

LIBRARY ENDOWMENT REVENUE 8/2024

REVENUE REPORT CALENDAR 8/2024, FISCAL 2/2025 16.6%

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	.00	.00	.00	20,000.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	.00	.00	.00	20,000.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
167-910-4830	TRANSFER IN - LIBRARY ENDOW	.00	.00	256,518.69	.00	256,518.69
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	LIBRARY ENDOWMENT TOTAL	40,000.00	.00	256,518.69	641.30	216,518.69

LIBRARY MONEY MARKET REVENUE 8/2024

BANK CASH REPORT 2024

BANK NAME	FUND GL	NAME	JULY CASH BALANCE	AUGUST RECEIPTS	AUGUST DISBURSMENTS	AUGUST CASH BALANCE	OUTSTANDING TRANSACTIONS	AUG BANK BALANCE
BANK	MIDWEST HERITAGE LIB MM	BK#4	153,002.09	178.68	0.00	153,180.77		153,180.77
006	LIBRARY MM ACCOUNT							

OPERATING FUND EXPENDITURES 8/2024

BUDGET REPORT CALENDAR 8/2024, FISCAL 2/2025 16.6%						
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	151,400.00	9,422.26	18,934.83	12.51	132,465.17
006-410-6210	DUES & SUBSCRIPTIONS	2,000.00	.00	1,306.32	65.32	693.68
006-410-6230	TRAVEL, TRAINING, & DUES	400.00	.00	.00	.00	400.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,000.00	59.45	701.70	23.39	2,298.30
006-410-6371	UTILITIES	13,000.00	937.78	2,087.84	16.06	10,912.16
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	.00	.00	.00	.00	.00
006-410-6405	RECORDING FEES	500.00	.00	.00	.00	500.00
006-410-6408	INSURANCE	.00	.00	.00	.00	.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	6,000.00	34.67	82.14	1.37	5,917.86
006-410-6502	BOOKS	.00	.00	.00	.00	.00
006-410-6505	NEW EQUIPMENT	2,000.00	986.00	986.00	49.30	1,014.00
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	428.96	428.96	21.45	1,571.04
006-410-6508	POSTAGE	100.00	16.04	42.10	42.10	57.90
006-410-6522	PRINTED MATERIALS	6,000.00	953.85	2,002.40	33.37	3,997.60
006-410-6523	AUDIO/VISUAL MATERIALS	3,000.00	259.95	437.17	14.57	2,562.83
006-410-6524	AUDIO VISUAL	.00	.00	.00	.00	.00
006-410-6525	SOFTWARE & TECH SUPPORT	8,000.00	654.00	1,498.48	18.73	6,501.52
006-410-6526	JANITOR SUPPLIES	1,000.00	67.04	77.42	7.74	922.58
006-410-6751	CONSTRUCTION PROJECTS	.00	167 2,630.61	2,630.61	.00	2,630.61-
	LIBRARY OPERATING TOTAL	198,400.00	16,450.61	31,215.97	15.73	167,184.03

CITY BUDGET LINE LIBRARY INSURANCE EXPENDITURES 8/2024

BUDGET REPORT CALENDAR 8/2024. FISCAL 2/2025 16.6%						
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
010-410-6408	INSURANCE - LIBRARY	12,000.00	.00	181.50	1.51	11,818.50
	LIABILITY & PROP INS LEVY TOTA	12,000.00	.00	181.50	1.51	11,818.50
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	11,585.00	708.81	1,424.54	12.30	10,160.46
112-410-6130	CITY'S SHARE OF IPERS	14,300.00	889.45	1,787.44	12.50	12,512.56
112-410-6150	CITY'S SHARE OF MEDICAL INS.	6,850.00	553.02	1,106.04	16.15	5,743.96
112-410-6151	CITY'S SHARE OF LIFE INS.	72.00	6.00	12.00	16.67	60.00
112-410-6152	CITY'S SHARE OF DENTAL INS.	360.00	29.30	58.60	16.28	301.40
112-410-6160	WORKERS' COMP INS	250.00	.00	.00	.00	250.00
	EMPLOYEE BENEFITS TOTAL	33,417.00	2,186.58	4,388.62	13.13	29,028.38
	TOTAL EXPENSES	45,417.00	2,186.58	4,570.12	10.06	40,846.88

CHARITON FREE PUBLIC LIBRARY FY2025 BUDGET

AUGUST 2024

OPERATING BUDGET REVENUES & EXPENDITURES		CITY BUDGETED	PLANNED BUDGET	08/2024	BALANCE
BEGINNING BALANCE 7/1/2024					\$0.00
006-410-4300	Interest <i>Money Market</i>	\$5,000.00	\$5,000.00	\$178.68	\$885.95
006-410-4470	Rural Fees	\$26,000.00	\$19,716.00	\$0.00	\$0.00
006-410-4471	Local Grants	\$20,000.00	\$10,000.00	\$0.00	\$0.00
006-410-4550	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS (Usually Spent on 6522 & 6523)	\$5,000.00	\$5,000.00	\$0.00	\$195.00
006-410-4715	Refund	\$0.00	\$0.00	\$0.00	\$0.00
006-410-4765	Library Income	\$3,000.00	\$3,000.00	\$226.24	\$888.24
006-410-4799	Other (State Funds) (Genealogy Rent)	\$5,000.00	\$5,000.00	\$0.00	\$600.00
006-910-4830	Transfer Into Library Operating Fund	\$0.00	\$0.00	\$0.00	\$0.00
006-950-4000	City Property Taxes	\$140,000.00	\$140,000.00	\$0.00	\$0.00
		\$204,000.00	\$187,716.00		
006-410-6010	Gross Salaries	\$151,400.00	\$140,000.00	(\$9,422.26)	(\$18,934.83)
006-410-6210	Subscriptions/Licenses	\$2,000.00	\$2,000.00	\$0.00	(\$1,306.32)
006-410-6230	Travel/Training/Dues	\$400.00	\$100.00	\$0.00	\$0.00
006-410-6310	Building & Grounds	\$3,000.00	\$1,000.00	(\$59.45)	(\$701.70)
006-410-6371	Utilities	\$13,000.00	\$13,000.00	(\$937.78)	(\$2,087.84)
006-410-6402	Advertising/Publications	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6405	Auditor Recording Fees	\$500.00	\$500.00	\$0.00	\$0.00
006-410-6411	Legal Expenses	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6497	Misc. Expenses	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6498	Programming	\$6,000.00	\$4,000.00	(\$34.67)	(\$82.14)
006-410-6505	New Furniture/Equip	\$2,000.00	\$1,000.00	(\$986.00)	(\$986.00)
006-410-6507	Operating Supplies	\$2,000.00	\$2,000.00	(\$428.96)	(\$428.96)
006-410-6508	Postage	\$100.00	\$100.00	(\$16.04)	(\$42.10)
006-410-6522	Printed Materials (167 Interest)	\$6,000.00	\$6,000.00	(\$953.85)	(\$2,002.40)
006-410-6523	Audio-Visual Materials (167 Interest)	\$3,000.00	\$3,000.00	(\$259.95)	(\$437.17)
006-410-6525	Software & Tech Support	\$8,000.00	\$8,000.00	(\$654.00)	(\$1,498.48)
006-410-6526	Janitorial Supplies	\$1,000.00	\$1,000.00	(\$67.04)	(\$77.42)
		\$198,400.00	\$181,700.00		
(Cash on hand: Petty Cash \$60, Income Cash Drawers \$75)				BALANCE	(\$26,016.17)

ENDOWMENT/CAPITAL BUDGET REVENUES & EXPENDITURES		BUDGETED	08/2024	BALANCE
BEGINNING BALANCE 7/1/2024 (including restricted \$75,390.01 & 7/24 Transfer from Op Fund)				\$331,908.70
167-410-4300	Interest - Library Endowment	\$0.00	\$0.00	\$0.00
167-410-4471	Grants - Library Capital Projects <i>Vredenburg Grant</i>	\$20,000.00	\$10,000.00	\$10,000.00
167-410-4705	Donations - Library Endowment	\$0.00	\$0.00	\$0.00
167-410-4707	Donations - Library Capital Projects	\$20,000.00	\$0.00	\$0.00
167-410-4799	Other Revenues - Capital Projects	\$0.00	\$0.00	\$0.00
167-410-6751	CAPITAL PROJECT CONSTRUCTION Roof Inspection	\$40,000.00	(\$2,630.61)	(\$2,630.61)
RESTRICTED	Restricted Memorial Bequests for Collection Purchases			(\$75,390.01)
			BALANCE	\$263,888.08

TREASURER'S REPORT 08/2024

TREASURER'S REPORT CALENDAR 8/2024, FISCAL 2/2025

ACCOUNT TITLE	LAST MONTH	RECEIVED	DISBURSED	END BALANCE
006 LIBRARY OPERATING	12,463.05-	10,404.92	16,450.61	18,508.74-
167 LIBRARY ENDOWMENT	331,908.70	.00	.00	331,908.70

I have asked the City Clerk to shift amounts from the 006 to the 167 that I should have applied to the 167 lines in August. Which is why our amounts above do not match the City amounts below. Once shifted, they will match.

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
OCTOBER 2024 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems Copier Contract		006 - 410 - 6525	5321	\$164.92
Alliant Energy		006 - 410 - 6371	131	\$557.00
Amazon Capital Services	Programming	006 - 410 - 6498	5265	\$55.97
	First Aid Grant	006 - 410 - 6505		\$326.67
	Printed Materials	006 - 410 - 6522		\$143.88
	AV Materials	006 - 410 - 6523		\$67.31
	Custodial Supplies	006 - 410 - 6526		\$183.24
Baker & Taylor	Printed Materials	006 - 410 - 6522	34	\$103.85
CPL Petty Cash	Replacement Books	006 - 410 - 6522	74	\$28.29
	Custodial Supplies	006 - 410 - 6526		\$15.89
Chariton Water Department		006 - 410 - 6371	80	\$24.26
Mainstay Systems Inc.		006 - 410 - 6525	5351	\$690.00
Murphy, Kris	Workshop Fee	006 - 410 - 6230	1324	\$20.00
Windstream		006 - 410 - 6371	858	\$285.70
TOTAL CLAIMS PAID OCTOBER 2024				\$2,666.98

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
Raymond Meyer

Chariton Free Public Library

803 Braden Avenue – Chariton, IA 50049

641-774-5514 – murphy@chariton.lib.ia.us

October [date], 2024

Dear Friends,

The Chariton Free Public Library, built in 1904, stands as one of Lucas County's most cherished architectural landmarks and is a cornerstone of our community. As a proud Carnegie library, it embodies the best of our shared heritage, serving us with both historic charm and timeless utility. We are proud to maintain this living piece of our community's history and support the modern services it offers today.

The library remains a hub for learning, growth, and connection. It provides free access to books, technology, educational programs, and a welcoming space for all ages. From children discovering the joy of reading to adults accessing resources for employment or personal development, the library fosters lifelong learning and community engagement. In a rapidly changing world, the Chariton Library is a steadfast place where tradition meets progress.

[Insert details on current/past projects or goals for the next year].

Please consider making a donation today. Your gift will help ensure that the Chariton Free Public Library continues to serve as a cultural treasure and a vital community resource for generations to come. All donations are tax-deductible as charitable contributions.

Thank you so much for your continued support.

Sincerely,

The Chariton Library Board

Raymond Meyer, President

Justin Sharp, Vice President

Bevin Pillsbury-Allen, Secretary

Denny Bisgard

Steve Blake

Rachel Fredericks

Alicia McGee

Linda Miller

Susan Seufferer

Kris Murphy, Library Director

**CHARITON FREE PUBLIC LIBRARY
DIRECTOR'S REPORT
THURSDAY OCTOBER 10, 2024**

Programming:

The Farmer's Market has ended for the year and our programming with it. Our attendance really dropped after school activities got going. Ange Altenhofen is planning a Corn Husk Doll program for teens and adults this fall, probably in November. I hope to do some reading to trick-or-treaters who visit us on Halloween. Dazzle Fest will feature a storytime with Mrs. Claus again this year. I've used it as an excuse to buy new holiday books, hee hee.

Building Issues:

We are having issues with our automated doors. The exterior post button is acting up again. Sometimes it works, others it doesn't. We'll take a look inside when we replace the battery to see if it's a connection issue.

Reports:

We submitted our annual Summer Program Survey.

I'll do a quarterly report next month on our Library Statistics and include previous years for comparison.

Planning & Accreditation:

I will be attending a Space Planning Workshop on Tuesday October 22nd in Altoona.

About the Workshops

Join NYU professor David Vinjamuri (author of *Library Space Planning: A PLA Guide*), architect Joe Huberty (co-author of *The Practical Handbook of Library Architecture*), and Iowa Librarian Zach Row-Heyveld (Assistant Director at the Decorah Public Library) to learn how to maximize your library space so it serves you better, even on a limited budget.

The workshop has several essential parts:

- **Understanding Needs:** How to know patrons' needs; ideas of how to partner with municipalities and community service organizations to make this easier
- **Collection Strategy:** Create a collection that has breadth and diversity, but still leaves more room for patrons
- **Merchandising and Optimizing:** Increase circulation with better merchandising of collection materials
- **Case Study:** Learn how the Decorah Public Library achieved a 40% increase in adult collection circulation without renovating
- **Analytics for Reorganizing Space:** Ideas of how to analyze your space and make it work to better meet library and patron needs
- **5 Secrets for Maintaining Your Library:** How to maximize the life of your library building and reduce maintenance costs

This will be a hands-on workshop: please bring a floorplan of your space to use during exercises.

Kris Murphy – October 10, 2024

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY NOVEMBER 14, 2024
LIBRARY BOARDROOM**

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. Please alert the Library Director.

Chariton Public Library Board Meeting November 14, 2024 5:30pm
Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/947761669>

You can also dial in using your phone.

Access Code: 947-761-669

United States: [+1 \(646\) 749-3122](tel:+16467493122)

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Public Forum:** Gray Fredericks
- 4. Consent Agenda:**
 - a. October 10, 2024 Minutes**
 - b. Correspondence** – none
 - c. September 2024 Financial Statements**
 - d. Grants** – none
- 5. November 2024 Claims**
- 6. Unfinished Business**
 - a. Library Foundation Funding Request**
- 7. New Business**
 - a. Consideration of Riley Heating & Cooling Annual Service Proposal**
- 8. Reports**
 - Building & Grounds
 - Community Relations
 - Finance & Policy
 - Strategic Planning Taskforce
 - Director's Report
- 9. Board Comments & Continuing Education**
- 10. Agenda Items for Next Month's (December 12, 2024) Meeting**
 - Collection Management Policy

Adjournment

Chariton Free Public Library

October 10, 2024

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on October 10, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Blake, Fredericks, McGee, Meyer, Miller, Pillsbury-Allen, Seuferer and Sharp were present. Director Murphy was also present.

The Agenda was unanimously adopted on a motion from Seuferer, seconded by Miller.

Consent Agenda: McGee moved and Blake seconded for unanimous approval of the Consent Agenda.

September 12, 2024 Minutes

Correspondence – none

August 2024 Financial Statements

Grants – Langtry Foundation First Aid Grant Report submitted

The October 2024 Claims were unanimously approved on a motion from Pillsbury-Allen, seconded by Miller.

Unfinished Business

Library Foundation Funding Request – The Foundation will meet on October 22, 2024 and consider our request.

New Business

Seuferer made a motion to approve the amended Library Internet and Wi-Fi Policy. Sharp seconded and the motion passed unanimously. Patrons will now be able to print via the Wi-Fi from their own devices.

The Board reviewed the building inspection performed by Wood Roofing & Sheet Metal. The Building and Grounds Committee will communicate with Matthew Welker to discuss options further and obtain a proposal for the work.

A draft of the annual fundraising letter was submitted by the Community Relations Committee. Murphy will supply the committee with a list of finished building projects to include.

Reports

Building & Grounds: Gene Wright will clean the carpet in the meeting room and boardroom on October 14, 2024. Miller has spoken to Pierschbacher about doing odd jobs around the building. He will meet with Murphy to discuss fixing ceiling tiles. Murphy will contact Elite Pest Control about our mouse issues and to discuss a contract for quarterly insect control as well. Riley Heating & Cooling has submitted a proposal to provide annual HVAC inspections and cleaning to be considered at the November meeting. Also see Wood Roofing inspection above. The Committee will meet November 12, 2024 at 4:30.

Community Relations: See annual fundraising letter above.

Finance & Policy: Met to review and suggest amendment of the Library Internet & Wi-Fi Policy and to review the August 2024 financial reports.

Strategic Planning Task Force: Will meet October 28, 2024 at 4:00 to go through the focus group lists and draft scripts for texts, calls and interviews.

Director's Report (attached)

Adjournment: The meeting was adjourned at 6:30 p.m. on a motion from Pillsbury-Allen, seconded by McGee.

Kris Murphy, Library Director

SEPTEMBER 2024 OPERATING FUND FINANCIAL REPORT

REVENUE REPORT CALENDAR 9/2024, FISCAL 3/2025 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY \$MARKET	5,000.00	173.11	1,059.06	21.18	3,940.94
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	26,000.00	.00	.00	.00	26,000.00
006-410-4471	LOCAL GRANTS	20,000.00	.00	.00	.00	20,000.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	40.00	235.00	4.70	4,765.00
006-410-4707	DONATIONS/BLDG RENOVATION	.00	.00	.00	.00	.00
006-410-4715	REFUND	.00	.00	.00	.00	.00
006-410-4765	LIBRARY FINES	3,000.00	151.54	1,039.78	34.66	1,960.22
006-410-4799	OTHER REVENUES	5,000.00	.00	600.00	12.00	4,400.00
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	.00	.00	.00
006-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
006-950-4000	GENERAL PROPERTY TAXES	140,000.00	.00	.00	.00	140,000.00
		*****	*****	*****	*****	*****
LIBRARY OPERATING TOTAL		204,000.00	364.65	2,933.84	1.44	201,066.16

BUDGET REPORT CALENDAR 9/2024, FISCAL 3/2025 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	151,400.00	9,617.12	28,551.95	18.86	122,848.05
006-410-6210	DUES & SUBSCRIPTIONS	2,000.00	.00	1,306.32	65.32	693.68
006-410-6230	TRAVEL, TRAINING, & DUES	400.00	.00	.00	.00	400.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,000.00	893.65	1,595.35	53.18	1,404.65
006-410-6371	UTILITIES	13,000.00	1,013.39	3,101.23	23.86	9,898.77
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	.00	.00	.00	.00	.00
006-410-6405	RECORDING FEES	500.00	.00	.00	.00	500.00
006-410-6408	INSURANCE	.00	.00	.00	.00	.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	6,000.00	522.67	604.81	10.08	5,395.19
006-410-6502	BOOKS	.00	.00	.00	.00	.00
006-410-6505	NEW EQUIPMENT	2,000.00	1,684.13	2,670.13	133.51	670.13
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	.00	428.96	21.45	1,571.04
006-410-6508	POSTAGE	100.00	36.69	78.79	78.79	21.21
006-410-6522	PRINTED MATERIALS	6,000.00	490.06	2,492.46	41.54	3,507.54
006-410-6523	AUDIO/VISUAL MATERIALS	3,000.00	49.88	487.05	16.24	2,512.95
006-410-6524	AUDIO VISUAL	.00	.00	.00	.00	.00
006-410-6525	SOFTWARE & TECH SUPPORT	8,000.00	711.55	2,210.03	27.63	5,789.97
006-410-6526	JANITOR SUPPLIES	1,000.00	.00	77.42	7.74	922.58
006-410-6751	CONSTRUCTION PROJECTS	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
LIBRARY OPERATING TOTAL		198,400.00	15,019.14	43,604.50	21.98	154,795.50

BUDGET REPORT CALENDAR 9/2024, FISCAL 3/2025 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
010-410-6408	LIABILITY & PROP INS LEVY TOTA	12,000.00	.00	181.50	1.51	11,818.50
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	11,585.00	723.74	2,148.28	18.54	9,436.72
112-410-6130	CITY'S SHARE OF IPERS	14,300.00	907.86	2,695.30	18.85	11,604.70
112-410-6150	CITY'S SHARE OF MEDICAL INS.	6,850.00	553.02	1,659.06	24.22	5,190.94
112-410-6151	CITY'S SHARE OF LIFE INS.	72.00	6.00	18.00	25.00	54.00
112-410-6152	CITY'S SHARE OF DENTAL INS.	360.00	29.30	87.90	24.42	272.10
112-410-6160	WORKERS' COMP INS	250.00	.00	.00	.00	250.00
		=====	=====	=====	=====	=====
LIABILITY&PROP INS LEVY - EMPLOYEE BENEFITS TOTAL EXPENSES		45,417.00	2,219.92	6,790.04	14.95	38,626.96

SEPTEMBER 2024 **ENDOWMENT/CAPITAL FUND** REPORT

REVENUE REPORT CALENDAR 9/2024, FISCAL 3/2025 25.0%

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	.00	10,000.00	50.00	10,000.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	.00	.00	.00	20,000.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
167-910-4830	TRANSFER IN - LIBRARY ENDOW	.00	.00	256,518.69	.00	256,518.69
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
	LIBRARY ENDOWMENT TOTAL	40,000.00	.00	266,518.69	666.30	226,518.69

REVENUE & EXPENSE REPORT CALENDAR 9/2024, FISCAL 3/2025 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
167-410-6751	CONSTRUCTION PROJECTS	18,525.45	21,156.06	40,000.00	18,843.94
167-910-6910	TRANSFER OUT - LIBRARY ENDOWME	.00	.00	.00	.00
	LIBRARY ENDOWMENT TOTAL EXPENSES	18,525.45	21,156.06	40,000.00	18,843.94

SEPTEMBER 2024 MONEY MARKET BANK CASH REPORT

BANK CASH REPORT 2024

BANK NAME	AUGUST	SEPTEMBER	SEPTEMBER	SEPTEMBER	OUTSTANDING	SEP BANK
FUND GL NAME	CASH BALANCE	RECEIPTS	DISBURSMENTS	CASH BALANCE	TRANSACTIONS	BALANCE
BANK MIDWEST HERITAGE LIB MM BK#4	153,180.77	173.11	0.00	153,353.88		153,353.88
006 LIBRARY MM ACCOUNT						

TREASURER'S REPORT **09/2024**

TREASURER'S REPORT CALENDAR 9/2024, FISCAL 3/2025

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006 LIBRARY OPERATING	18,508.74	364.65	15,019.14	.00	33,163.23
167 LIBRARY ENDOWMENT	331,908.70	.00	18,525.45	.00	313,383.25

Still waiting on updated version of
this report from City Hall.

Unlocated Discrepancy in City System: \$3.04
\$40,532.62- (\$135 CASH ON HAND)
\$320,752.64 (\$245,362.63 CAPITAL)

CHARITON FREE PUBLIC LIBRARY FY2025 BUDGET

SEPTEMBER 2024

OPERATING BUDGET REVENUES & EXPENDITURES		CITY BUDGETED	PLANNED BUDGET	09/2024	BALANCE
BEGINNING BALANCE 7/1/2024					\$0.00
006-410-4300	INTEREST MONEY MARKET	\$5,000.00	\$5,000.00	\$173.11	\$1,059.06
006-410-4470	RURAL FEES	\$26,000.00	\$19,716.00	\$0.00	\$0.00
006-410-4471	LOCAL GRANTS	\$20,000.00	\$10,000.00	\$0.00	\$0.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS (usually spent on 6522 & 6523)	\$5,000.00	\$5,000.00	\$40.00	\$235.00
006-410-4715	REFUND	\$0.00	\$0.00	\$0.00	\$0.00
006-410-4765	LIBRARY INCOME	\$3,000.00	\$3,000.00	\$151.54	\$1,039.78
006-410-4799	OTHER (State Funds) (Genealogy Rent)	\$5,000.00	\$5,000.00	\$0.00	\$600.00
006-910-4830	TRANSFER INTO LIBRARY OPERATING FUND	\$0.00	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$140,000.00	\$0.00	\$0.00
		\$204,000.00	\$187,716.00		
006-410-6010	GROSS SALARIES	\$151,400.00	\$140,000.00	(\$9,617.12)	(\$28,551.95)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$2,000.00	\$2,000.00	\$0.00	(\$1,306.32)
006-410-6230	TRAVEL/TRAINING/DUES	\$400.00	\$100.00	\$0.00	\$0.00
006-410-6310	BUILDING & GROUNDS	\$3,000.00	\$1,000.00	(\$893.65)	(\$1,595.35)
006-410-6371	UTILITIES	\$13,000.00	\$13,000.00	(\$1,013.39)	(\$3,101.23)
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6405	AUDITOR RECORDING FEES	\$500.00	\$500.00	\$0.00	\$0.00
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6497	MISC. EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$6,000.00	\$4,000.00	(\$522.67)	(\$604.81)
006-410-6505	NEW FURNITURE/EQUIP FIRST AID GRANT FY24\$ EQUIPMENT	\$2,000.00	\$1,000.00	(\$1,684.13)	(\$2,670.13)
006-410-6507	OPERATING SUPPLIES	\$2,000.00	\$2,000.00	\$0.00	(\$428.96)
006-410-6508	POSTAGE	\$100.00	\$100.00	(\$36.69)	(\$78.79)
006-410-6522	PRINTED MATERIALS (167 interest)	\$6,000.00	\$6,000.00	(\$490.06)	(\$2,492.46)
006-410-6523	AUDIO-VISUAL MATERIALS (167 interest)	\$3,000.00	\$3,000.00	(\$49.88)	(\$487.05)
006-410-6525	SOFTWARE & TECH SUPPT	\$8,000.00	\$8,000.00	(\$711.55)	(\$2,210.03)
006-410-6526	JANITOR SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	(\$77.42)
		\$198,400.00	\$181,700.00		
(Cash on hand: Petty Cash \$60, Income Cash Drawers \$75)				BALANCE	(\$40,670.66)

ENDOWMENT/CAPITAL BUDGET REVENUES & EXPENDITURES		BUDGETED	09/2024	BALANCE
BEGINNING BALANCE 7/1/2024 (including restricted \$75,390.01 & 7/24 Transfer from Op Fund)				\$331,908.70
167-410-4300	INTEREST - LIBRARY ENDOWMENT	\$0.00	\$0.00	\$0.00
167-410-4471	GRANTS - LIBRARY CAPITAL PROJECTS	\$20,000.00	\$0.00	\$10,000.00
167-410-4705	DONATIONS - LIBRARY ENDOWMENT	\$0.00	\$0.00	\$0.00
167-410-4707	DONATIONS - LIBRARY CAPITAL PROJECTS	\$20,000.00	\$0.00	\$0.00
167-410-4799	OTHER REVENUES - CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00
167-410-6751	CAPITAL PROJECT CONSTRUCTION Sidewalk & HVAC	\$40,000.00	(\$18,525.45)	(\$21,156.06)
RESTRICTED	Restricted Memorial Bequests for Collection Purchases			(\$75,390.01)
			BALANCE	\$245,362.63

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
NOVEMBER 2024 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
ABC Pest Control		006 - 410 - 6310	515	\$59.45
Access Systems Copier Contract		006 - 410 - 6525	5321	\$269.35
Alliant Energy		006 - 410 - 6371	131	\$499.85
Amazon Capital Services	Programming	006 - 410 - 6498	5265	\$92.95
	First Aid	006 - 410 - 6505		\$53.03
	Printed Materials	006 - 410 - 6522		\$173.70
	AV Materials	006 - 410 - 6523		\$55.86
Baker & Taylor	Printed Materials	006 - 410 - 6522	34	\$818.51
CPL Petty Cash	Postage	006 - 410 - 6508	74	\$43.80
	Custodial Supplies	006 - 410 - 6526		\$7.70
Chariton Water Department		006 - 410 - 6371	80	\$24.26
City of Chariton	Envelopes	006 - 410 - 6507	67	\$60.41
Mainstay Systems Inc.	Firewall Annual	006 - 410 - 6525	5351	\$1,100.00
Movie Licensing USA (Swank)		006 - 410 - 6210	1893	\$247.00
On the Spot Floor Care		006 - 410 - 6310		\$452.20
Postmaster	Fundraiser Postage	006 - 410 - 6508	206	\$102.20
Windstream		006 - 410 - 6371	858	\$285.61
TOTAL CLAIMS PAID NOVEMBER 2024				\$4,345.88

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
Raymond Meyer



9/11/2024

Riley Heating and Cooling LLC

12470 575th St

Lucas, IA 50151

(641)766-6156

Chariton Library

803 Braden Ave

Chariton, IA 50049

Here is our proposal to provide service on an annual basis for the heating and cooling equipment in your building at the address listed above. This plan consists of one cooling inspection and one heating inspection. Our proposal includes the following:

Cooling Inspection (6 Heat pumps, Mini Split) –

- Clean and service units
- Check systems operations
- Complete system performance reports

Heating Inspection (6 Air Handlers with electric heat sections, 6 Heat pumps, Mini Split) –

- Clean and service units
- Check systems operations
- Complete system performance reports

Any problems found during these inspections will be reported to the staff, an estimated price will be given and approval granted before repairs are done. The price does not include sales tax, nor does it include any additional labor or material for unforeseen repairs or emergency calls beyond the scope of the preventative service agreement outlined in this proposal.

Total annual price -- \$1,500

Note: this proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of proposal- The above price, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment is due as stated above. This shall be a self-renewing contract, either party may cancel this contract with a 30-day written notice to the other party.

Date of Acceptance: _____ Signature: _____

**CHARITON FREE PUBLIC LIBRARY
DIRECTOR'S REPORT
THURSDAY NOVEMBER 14, 2024**

STATISTICS (July – October)	1 ST Q FY22	1 ST Q FY23	1 ST Q FY24	1 ST Q FY25
Days Open	74	76	76	74
Visitor Count	5,575	7,170	8,644	6,831
Meeting Room Uses	0	65	32	36
BRIDGES Active Individuals	232	303	369	354
BRIDGES Items Circulated	1,556	1,830	2,166	2,195
WI-FI Sessions	227	1,831	2,805	1,993
PC & Chromebox Uses	725	1,117	1,691	2,056
Programs	16	33	47	40
Program Attendance	146	138	350	366
CIRCULATIONS BY CATEGORY:	1ST Q FY22	1ST Q FY23	1ST Q FY24	1ST Q FY25
Adult Fiction	1,235	1,330	1,373	1,336
Large Print	163	237	132	297
Adult Nonfiction	587	373	346	300
Adult Audiobooks	119	75	38	50
Adult Video	1,161	858	743	724
Picture Books	833	759	581	725
Beginner Readers	422	484	338	370
Juvenile Fiction	1,291	937	963	1,058
Juvenile Nonfiction	311	177	206	207
Juvenile Audiobooks	31	30	31	23
Juvenile Videos	851	879	859	582
Young Adult Books	651	294	392	278
YA Anime Video	68	65	72	33
Games	N/A	2	1	1
Puzzles	N/A	27	15	14
Educational Bins	N/A	N/A	29	12
MAKER Kits	N/A	N/A	7	3
Local Interlibrary Loans	46	92	114	133
TOTAL CIRCULATIONS	7,769	6,622	6,240	6,146

Quarterly Statistics Report:

You can see that streaming options are effecting circulation of our movie collections. We do still have a solid core of patrons who cannot afford those options who make up the bulk of our current movie circulation. We still get requests to purchase particular items, especially children's films. But, we are purchasing fewer and fewer DVDs. I believe a better use of our Allender fund, which is used to supply audiovisual materials, would be to buy into streaming options that our patrons can access from home. Although, then we run into the issue of whether or not those patrons can afford internet. The same is true for audiobooks. It is a tiny group of folks who account for the adult audiobook circulations. One of the most worrisome things I see in the numbers above is the fall in young adult books, but this might be another area that is dominated by digital content. I hope some of what they're consuming is reading content.

Planning & Accreditation:

The Space Planning Workshop I attended on Tuesday October 22nd in Altoona was exceptional. All three presenters were very knowledgeable. The architect provided facility maintenance lists and a spreadsheet to track and plan maintenance tasks. We didn't have time to work with our floorplans, but I was happy to hear that many of the suggestions for best utilizing collection space matched the work we've already been doing, including the severe weeding and reorganization. Both our transition from the Dewey system in nonfiction (2018) and our recent genrefication of the fiction collection were right on track for making our space more functional. Our plans to reorganize the juvenile books by subject category or genre also matched the guidelines and practices suggested in the presentations. The elimination of physical audiobooks was also strongly suggested, and we've begun doing that as well. I'm afraid we'll have to rely on our focus groups to tell us what to do with the basement rooms.

Accreditation for all Iowa libraries has been pushed back a year due to a retirement at the State Library. Ours is now due February of 2026.

Kris Murphy – November 14, 2024

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY DECEMBER 12, 2024
LIBRARY BOARDROOM**

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. Please alert the Library Director.

Chariton Public Library Board Meeting December 12, 2024 5:30pm
Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/947761669>

You can also dial in using your phone.

Access Code: 947-761-669

United States: [+1 \(646\) 749-3122](tel:+16467493122)

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Public Forum**
- 4. Consent Agenda:**
 - a. November 14, 2024 Minutes**
 - b. Correspondence – none**
 - c. October 2024 Financial Statements**
 - d. Grants – none**
- 5. December 2024 Claims**
- 6. Unfinished Business**
 - a. Library Foundation Funding Request**
 - b. Consideration of Wood Roofing quote(s) for roof, gutter and soffit repairs and downspouts.**
- 7. New Business**
 - a. Consideration of C&D Masonry Inc. quote for building exterior repair and cleaning**
 - b. Collection Management Policy**
 - c. Fiscal Year 2026 Budget Estimate**
- 8. Reports**
 - Building & Grounds
 - Community Relations
 - Finance & Policy
 - Strategic Planning Taskforce
 - Director's Report
- 9. Board Comments & Continuing Education**
- 10. Agenda Items for Next Month's (January 9, 2025) Meeting**

Adjournment

Chariton Free Public Library November 14, 2024

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on November 14, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:28 p.m.

Trustees Bisgard, Fredericks, McGee, Meyer, Pillsbury-Allen, and Sharp were present. Councilman Gary Shutt, Friends of the Library President Marcia Fenton and community member Gray Fredericks were present. Director Murphy was also present.

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

Public Forum:

Gray Fredericks, who offered a D&D club here at the Library last summer, presented an idea for the Library to offer programs utilizing local volunteers who would receive payment for their time from the programming budget. He suggested the Library participate in NaNoWriMo (National Novel Writing Month) in November 2025 and offered to assist with the project.

Marcia Fenton gave an update on the membership and activities of the Friends of the Library group. She provided a request form to use when asking the Friends group for funds or volunteers. She encouraged Gray to involve the Friends in NaNoWriMo and any other programming that involves local volunteers. She has scheduled Friends volunteers for this week's Library book sale.

Consent Agenda: Pillsbury-Allen moved and Bisgard seconded for unanimous approval of the Consent Agenda.

October 10, 2024 Minutes

Correspondence – none

September 2024 Financial Statements

Grants – none

The November 2024 Claims were unanimously approved on a motion from Pillsbury-Allen, seconded by Sharp.

Unfinished Business

Library Foundation Funding Request – Miller has submitted quotes for blinds for the meeting room and boardroom as well as a quote from Jay Pierschbacher to repair ceiling tiles.

New Business

Bisgard moved and McGee seconded to accept the annual HVAC service proposal from Riley Heating & Cooling. The motion passed unanimously.

Reports

Building & Grounds: Murphy will contact Gene Wright to spot clean the carpet in various rooms on the main floor.

Community Relations: The annual fundraising letter is ready to send out once envelopes and stamps are procured.

Finance & Policy: Met to review and suggest amendment of the Library Collection Management Policy and to review the September 2024 financial reports.

Strategic Planning Task Force: Met to approve scripts for contacting focus group potential participants and determine four questions to be used in the focus group sessions.

At tonight's Board meeting, Focus Group coordinators scheduled tentative dates in late January for their sessions.

Director's Report (attached) Sharp suggested Allender Memorial funds might be spent on our BRIDGES audiovisual content. Murphy will check the dollar amounts and report back.

Adjournment: The meeting was adjourned at 6:26 p.m. on a motion from Pillsbury-Allen, seconded by Sharp.

Kris Murphy, Library Director

OCTOBER 2024 OPERATING FUND FINANCIAL REPORT

REVENUE REPORT CALENDAR 10/2024, FISCAL 4/2025 33.3%				MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	BALANCE	BALANCE	RECVD	UNCOLLECTED	
006-410-4300	INTEREST - LIBRARY \$MARKET & BEQUESTS	5,000.00	713.72	1,772.78	35.46	3,227.22	
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00	
006-410-4470	LIBRARY RURAL FEES	26,000.00	.00	.00	.00	26,000.00	
006-410-4471	LOCAL GRANTS	20,000.00	.00	.00	.00	20,000.00	
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00	
006-410-4705	DONATIONS	5,000.00	151.00	386.00	7.72	4,614.00	
006-410-4707	DONATIONS/BLDG RENOVATION	.00	.00	.00	.00	.00	
006-410-4715	REFUND	.00	.00	.00	.00	.00	
006-410-4765	LIBRARY FINES	3,000.00	.00	1,039.78	34.66	1,960.22	
006-410-4799	OTHER REVENUES	5,000.00	.00	600.00	12.00	4,400.00	
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	.00	.00	.00	
006-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00	
006-950-4000	GENERAL PROPERTY TAXES	140,000.00	70,000.00	70,000.00	50.00	70,000.00	
	LIBRARY OPERATING TOTAL	204,000.00	70,864.72	73,798.56	36.18	130,201.44	

BUDGET REPORT CALENDAR 10/2024, FISCAL 4/2025 33.3%				MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	BALANCE	BALANCE	EXPENDED	UNEXPENDED	
006-410-6010	SALARIES	151,400.00	9,529.36	38,081.31	25.15	113,318.69	
006-410-6210	DUES & SUBSCRIPTIONS	2,000.00	.00	1,306.32	65.32	693.68	
006-410-6230	TRAVEL, TRAINING, & DUES	400.00	20.00	20.00	5.00	380.00	
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,000.00	.00	1,595.35	53.18	1,404.65	
006-410-6371	UTILITIES	13,000.00	866.96	3,968.19	30.52	9,031.81	
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	.00	.00	.00	.00	.00	
006-410-6405	RECORDING FEES	500.00	.00	.00	.00	500.00	
006-410-6408	INSURANCE	.00	.00	.00	.00	.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	6,000.00	55.97	660.78	11.01	5,339.22	
006-410-6502	BOOKS	.00	.00	.00	.00	.00	
006-410-6505	NEW EQUIPMENT	2,000.00	326.67	2,996.80	149.84	996.80	
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	.00	428.96	21.45	1,571.04	
006-410-6508	POSTAGE	100.00	.00	78.79	78.79	21.21	
006-410-6522	PRINTED MATERIALS	6,000.00	276.02	2,768.48	46.14	3,231.52	
006-410-6523	AUDIO/VISUAL MATERIALS	3,000.00	67.31	554.36	18.48	2,445.64	
006-410-6524	AUDIO VISUAL	.00	.00	.00	.00	.00	
006-410-6525	SOFTWARE & TECH SUPPORT	8,000.00	854.92	3,064.95	38.31	4,935.05	
006-410-6526	JANITOR SUPPLIES	1,000.00	199.13	276.55	27.66	723.45	
006-410-6751	CONSTRUCTION PROJECTS	.00	.00	.00	.00	.00	
	LIBRARY OPERATING TOTAL	198,400.00	12,196.34	55,800.84	28.13	142,599.16	
010-410-6408	LIABILITY & PROP INS LEVY TOTA	12,000.00	.00	181.50	1.51	11,818.50	
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	11,585.00	717.01	2,865.29	24.73	8,719.71	
112-410-6130	CITY'S SHARE OF IPERS	14,300.00	899.58	3,594.88	25.14	10,705.12	
112-410-6150	CITY'S SHARE OF MEDICAL INS.	6,850.00	553.02	2,212.08	32.29	4,637.92	
112-410-6151	CITY'S SHARE OF LIFE INS.	72.00	6.00	24.00	33.33	48.00	
112-410-6152	CITY'S SHARE OF DENTAL INS.	360.00	29.30	117.20	32.56	242.80	
112-410-6160	WORKERS' COMP INS	250.00	.00	.00	.00	250.00	
	EMPLOYEE BENEFITS TOTAL	33,417.00	2,204.91	8,813.45	26.37	24,603.55	

OCTOBER 2024 **ENDOWMENT/CAPITAL FUND** REPORT

REVENUE REPORT CALENDAR 10/2024, FISCAL 4/2025 33.3%							
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	.00	10,000.00	50.00	10,000.00	
167-410-4705	DONATIONS	.00	.00	.00	.00	.00	
167-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	.00	.00	.00	20,000.00	
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00	
167-910-4830	TRANSFER IN - LIBRARY ENDOW	.00	.00	256,518.69	.00	256,518.69	
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00	
		*****	*****	*****	*****	*****	
	LIBRARY ENDOWMENT TOTAL	40,000.00	.00	266,518.69	666.30	226,518.69	

BUDGET REPORT CALENDAR 10/2024, FISCAL 4/2025 33.3%							
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED	
167-410-6751	CONSTRUCTION PROJECTS	40,000.00	.00	21,156.06	52.89	18,843.94	
167-910-6910	TRANSFER OUT - LIBRARY ENDOWME	.00	.00	.00	.00	.00	
	LIBRARY ENDOWMENT TOTAL	40,000.00	.00	21,156.06	52.89	18,843.94	

OCTOBER 2024 MONEY MARKET BANK CASH REPORT

BANK CASH REPORT 2024							
BANK NAME	SEPTEMBER CASH BALANCE	OCTOBER RECEIPTS	OCTOBER DISBURSMENTS	OCTOBER CASH BALANCE	OUTSTANDING TRANSACTIONS	OCT BANK BALANCE	
FUND GL NAME							
BANK MIDWEST HERITAGE LIB MM BK#4	153,353.88	179.09	0.00	153,532.97	0.00	153,532.97	
006 LIBRARY MM ACCOUNT							

TREASURER'S REPORT OCTOBER 2024

TREASURER'S REPORT CALENDAR 10/2024, FISCAL 4/2025						
ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE	
006 LIBRARY OPERATING	40,532.62	864.72	12,196.34	.00	51,864.24	\$18,135.76
167 LIBRARY ENDOWMENT	320,752.64	.00	.00	.00	320,752.64	

CHARITON FREE PUBLIC LIBRARY FY2025 BUDGET

OCTOBER 2024

OPERATING BUDGET REVENUES & EXPENDITURES		CITY BUDGETED	PLANNED BUDGET	10/2024	BALANCE
BEGINNING BALANCE 7/1/2024					\$0.00
006-410-4300	INTEREST MONEY MARKET & BEQUESTS	\$5,000.00	\$5,000.00	\$713.72	\$1,772.78
006-410-4470	RURAL FEES	\$26,000.00	\$19,716.00	\$0.00	\$0.00
006-410-4471	LOCAL GRANTS	\$20,000.00	\$10,000.00	\$0.00	\$0.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS (usually spent on 6522 & 6523)	\$5,000.00	\$5,000.00	\$151.00	\$386.00
006-410-4715	REFUND	\$0.00	\$0.00	\$0.00	\$0.00
006-410-4765	LIBRARY INCOME	\$3,000.00	\$3,000.00	\$0.00	\$1,039.78
006-410-4799	OTHER (State Funds) (Genealogy Rent)	\$5,000.00	\$5,000.00	\$0.00	\$600.00
006-910-4830	TRANSFER INTO LIBRARY OPERATING FUND	\$0.00	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$140,000.00	\$70,000.00	\$70,000.00
		\$204,000.00	\$187,716.00		
006-410-6010	GROSS SALARIES	\$151,400.00	\$140,000.00	(\$9,529.36)	(\$38,081.31)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$2,000.00	\$2,000.00	\$0.00	(\$1,306.32)
006-410-6230	TRAVEL/TRAINING/DUES	\$400.00	\$100.00	(\$20.00)	(\$20.00)
006-410-6310	BUILDING & GROUNDS	\$3,000.00	\$1,000.00	\$0.00	(\$1,595.35)
006-410-6371	UTILITIES	\$13,000.00	\$13,000.00	(\$866.96)	(\$3,968.19)
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$0.00
006-410- 6405	AUDITOR RECORDING FEES	\$500.00	\$500.00	\$0.00	\$0.00
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6497	MISC. EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$6,000.00	\$4,000.00	(\$55.97)	(\$660.78)
006-410-6505	NEW FURNITURE/EQUIP	\$2,000.00	\$1,000.00	(\$326.67)	(\$2,996.80)
006-410-6507	OPERATING SUPPLIES	\$2,000.00	\$2,000.00	\$0.00	(\$428.96)
006-410-6508	POSTAGE	\$100.00	\$100.00	\$0.00	(\$78.79)
006-410-6522	PRINTED MATERIALS (167 interest)	\$6,000.00	\$6,000.00	(\$276.02)	(\$2,768.48)
006-410-6523	AUDIO-VISUAL MATERIALS (167 interest)	\$3,000.00	\$3,000.00	(\$67.31)	(\$554.36)
006-410-6525	SOFTWARE & TECH SUPPT	\$8,000.00	\$8,000.00	(\$854.92)	(\$3,064.95)
006-410-6526	JANITOR SUPPLIES	\$1,000.00	\$1,000.00	(\$199.13)	(\$276.55)
		\$198,400.00	\$181,700.00		
(Cash on hand: Petty Cash \$60, Income Cash Drawers \$75)				BALANCE	\$17,997.72

ENDOWMENT/CAPITAL BUDGET REVENUES & EXPENDITURES		BUDGETED	10/2024	BALANCE
BEGINNING BALANCE 7/1/2024 (including restricted \$75,390.01 & 7/24 Transfer from Op Fund)				\$331,908.70
167-410-4300	INTEREST - LIBRARY ENDOWMENT	\$0.00	\$0.00	\$0.00
167-410-4471	GRANTS - LIBRARY CAPITAL PROJECTS	\$20,000.00	\$0.00	\$10,000.00
167-410-4705	DONATIONS - LIBRARY ENDOWMENT	\$0.00	\$0.00	\$0.00
167-410-4707	DONATIONS - LIBRARY CAPITAL PROJECTS	\$20,000.00	\$0.00	\$0.00
167-410-4799	OTHER REVENUES - CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00
167-410-6751	CAPITAL PROJECT CONSTRUCTION	\$40,000.00	\$0.00	(\$21,156.06)
RESTRICTED	Restricted Memorial Bequests for Collection Purchases			(\$75,390.01)
			BALANCE	\$245,362.63

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
DECEMBER 2024 CLAIMS**

CLAIMS	BUDGET LINE	V#	PAYMENT
Access Systems Copier Contract	006 - 410 - 6525	5321	\$164.92
Alliant Energy	006 - 410 - 6371	131	\$564.49
Amazon Capital Services	Programming	5265	\$195.99
	Printed Materials		\$78.12
	AV Materials		\$17.86
Baker & Taylor	Printed Materials	34	\$388.40
CPL Petty Cash	Postage	74	\$16.27
Chariton Water Department	006 - 410 - 6371	80	\$24.26
Kone (Elevator Maint. Contract)	006 - 410 - 6310	160	\$378.75
Windstream	006 - 410 - 6371	858	\$285.52
TOTAL CLAIMS PAID DECEMBER 2024			\$2,114.58

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
Raymond Meyer

C&D Masonry Inc.



2353 - 290th Street
Rippey, IA 50235

Phone: 515-473-4887

email: mark.devibiss@yahoo.com

ESTIMATE #

DATE: 11-17-24

TO:

CHARITAN LIBRARY

Project Scope:

CHARITAN LIBRARY
Exterior repairs

DESCRIPTION			AMOUNT
MATERIAL + LABOR TO DO THE FOLLOWING Repair ABOVE window on EAST ELEVATION Tuckpoint VARIOUS AREAS AROUND ENTIRE ELEVATIONS Clean limestone on front entry Repair limestone on front entry WASH ENTIRE BUILDING Apply SALOXINE WATER REPELANT to ENTIRE Bld. this bid includes lift RENTAL			
		\$19435.00	\$21,740.00
TOTAL			

If less, will do Time & Materials

Make all checks payable to: C&D Masonry Inc.

Total due in 30 days. Overdue accounts subject to a service charge of 1% per month

Thank you for your business!

Chariton Free Public Library Collection Management Policy

DRAFT 11/14/24 KM

(Approved March 10, 2022)

This policy is established by the Chariton Free Public Library Board to guide Library staff in the management of the collection and to inform our community of the principles upon which the Library makes decisions regarding the development, maintenance and use of the collection. Collection Management is the ongoing process of assessing materials available for purchase, subscription or licensing and making decisions about their inclusion and retention within the Library. The Library Board delegates to the Director the authority and responsibility for selection and management of all collection materials, within the framework of this policy.

All materials selected under the guidelines of this policy will be available to the public in circulating or non-circulating collections. Labeling and/or special shelving of materials may be used for some item types, but will not be used for the purpose of restricting access. The responsibility of choosing materials rests with the user. Parents/Guardians are responsible for supervising their children's use of Library materials.

*** Chariton Free Public Library Mission Statement ***

The Chariton Free Public Library offers information and entertainment to educate, inspire and enrich our community.

At the Library, people of all ages and backgrounds gather together to share experiences, celebrate ideas, and create.

Children develop a love of reading, families find a place to play, and lifelong learners never run out of new things to discover.

Selection: Within the constraints of its budget, the Library selects a diverse range of materials in a variety of formats to support the needs of our community. Patron use is the most powerful influence on the Library's collection. Serious consideration is given to purchasing patron-requested materials. The success of authors, genres, subjects and formats, as demonstrated by circulation, also influences purchase choices.

Selection Criteria: Materials are selected in accordance with one or more of the following guidelines:

- Community requests, anticipated popular demand or consumer trends
- Availability and price of material in relation to total collection budget
- Availability of shelf space
- Relationship to existing materials in the collection and other materials available on the subject
- Favorable reviews and recommendations from authoritative sources
- Artistic, literary, historic and/or scientific merit
- Authority and competence of author; clarity and accuracy of content or presentation
- Practical usefulness, format and durability

Collection development shall be content neutral and representative of multiple viewpoints.

No attempt is made to purchase textbooks for curriculum support.

No attempt is made to collect the complete works of any author/performer/creator.

Gifts: The Library welcomes donations, whether monetary or of physical items, as long as the use of donations is not restricted by conditions which would conflict with the standard practices and policies of the Library.

Donated items are accepted with the understanding that they will be evaluated with the same criteria used for purchased materials. If they do not meet these standards they may be disposed of as condition warrants.

Donated items, including those purchased with monetary gifts, that become part of the collection will be evaluated for retention and withdrawal on the same basis as all other items.

The Library will not estimate the value of gift materials, but can provide receipts acknowledging the number and type of items donated without appraising them.

Retention, Replacement and Withdrawal of Materials:

In order to maintain a vital, current collection, evaluation and withdrawal of materials is a necessary ongoing process which improves the accessibility of remaining materials, enhances the appearance of the collection, and helps improve the overall circulation of materials. Great care is taken to retain or replace items that have enduring value to the community.

Materials withdrawn from the collection become surplus property and may be sold, donated, or discarded at the Library's discretion.

An item is considered for withdrawal when it is:

- Obsolete or outdated
- Worn beyond use
- Damaged or missing components
- No longer circulating and/or used for reference purposes
- One of multiple copies of a formerly popular title

Intellectual Freedom:

The Chariton Free Public Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the *Library Bill of Rights*, *Freedom to Read Statement*, *Freedom to View Statement*, and *Access to Library Resources and Services for Minors*. (www.ala.org/advocacy/intfreedom)

Community Input:

The Library welcomes community input concerning library materials and has a procedure in place for making comments. Patrons who wish to offer comments on materials held by the Chariton Free Public Library may submit a *Collection Materials Review Form* to the Library Board. While an item is being reviewed, copies of it will remain on active status in the collection. After the review, the Board will respond with a letter relating what actions are being taken and giving reasons for these actions.

CHARITON FREE PUBLIC LIBRARY
COLLECTION MATERIALS REVIEW FORM

Staff Initials & Date _____
Item Barcode _____

Title: _____ Author: _____ Format: _____

Patron Comments & Request: _____

If you would like notification on the outcome of this review:

Patron Name & Address: _____

CHARITON PUBLIC LIBRARY BUDGET FY26 REQUEST

Library Operating Revenue		FY25 LIB BUD	FY26 REQUEST
006-410-4300	INTEREST (Endowment & Money Market)	\$5,000	\$4,500
006-410-4440	State Grants	\$0	\$0
006-410-4470	Lucas County Rural Service Fees	\$19,300	\$19,300
	City of Russell Service Fees	\$416	\$416
006-410-4471	Local Grants (Towards Collections & Programs)	\$10,000	\$3,300
006-410-4550	Miscellaneous	\$0	\$0
006-410-4705	Donations (Memorials, Gifts, Friends)	\$5,000	\$2,000
006-410-4715	Refunds	\$0	\$0
006-410-4765	Library Income (Fees)	\$3,000	\$3,000
006-410-4799	OTHER (State Funds & Rental Fees)	\$5,000	\$3,500
006-950-4000	City of Chariton Property Taxes	\$140,000	\$140,000
		\$187,716	\$176,016

Library Operating Expenditures			
006-410-6010	Gross Salaries	\$140,000	\$144,000
006-410-6210	Subscriptions/Licenses	\$2,000	\$1,500
006-410-6230	Travel/Training/Dues	\$100	\$100
006-410-6310	Building & Grounds (USE CAPITAL FUNDS)	\$1,000	\$0
006-410-6371	Utilities	\$13,000	\$11,000
006-410-6402	Advertising	\$0	\$0
006-410-6405	Auditor	\$500	\$500
006-410-6411	Legal Expenses	\$0	\$0
006-410-6497	Miscellaneous	\$0	\$0
006-410-6498	Programming	\$4,000	\$3,000
006-410-6505	New Furniture/Equipment (ONLY IF GRANT \$)	\$1,000	\$0
006-410-6507	Operating Supplies	\$2,000	\$600
006-410-6508	Postage	\$100	\$300
006-410-6522	Printed Materials	\$6,000	\$5,000
006-410-6523	Audio-Visual Materials	\$3,000	\$1,000
006-410-6525	Software & Tech Support	\$8,000	\$8,500
006-410-6526	Custodial Supplies	\$1,000	\$500
		\$181,700	\$176,000

Library Capital Projects Revenue			
167-410-4300	Interest - LIBRARY ENDOWMENT	\$0	\$0
167-410-4471	Grants - LIBRARY CAPITAL PROJECTS	\$20,000	\$20,000
167-410-4705	Donations - LIBRARY ENDOWMENT	\$0	\$0
167-410-4707	Donations - LIBRARY CAPITAL PROJECTS	\$20,000	\$20,000
167-410-4799	Other Revenues - LIBRARY CAPITAL PROJECTS	\$0	\$0

Library Capital Projects Expenditures			
167-410-6751	Capital Projects Expenditures	\$40,000	\$75,000

POSITION	PER WEEK	ANNUAL	FY2026 RATE	
Director (KM)	40	2,080	\$50,000.00	\$51,500.80
Assistant Director (LG)	29	Estimated 1,560	\$19.78	\$30,856.80
Clerk 1 (AA)	29	Estimated 1,560	\$15.45	\$24,102.00
Clerk 2/Custodial (CB)	29	Estimated 1,560	\$15.45	\$24,102.00
Clerk 3 (BT)	21	Estimated 1,092	\$12.36	\$13,497.12
				\$144,058.72

**CHARITON FREE PUBLIC LIBRARY
DIRECTOR'S REPORT
THURSDAY DECEMBER 12, 2024**

Collection:

I have weeded most of the STEAM kits that Dawn secured for us. They were part of the STEM Scale-Up grant, so all of them were free to us. We did catalog them for circulation, but they are so complex and involved that even the home school parents didn't want to tackle them. Dawn used several in her programming before she left, but without the staff, we can't make use of them at all, and they take up a lot of storage space. I have offered them to the elementary principals since they are specifically geared towards grade levels. Perry Lane is taking the K-2 sets and Josh Morgan is picking up the 3rd-5th grade sets.

A few of them didn't make it out alive because I cannibalized them in order to create smaller, more usable STEAM kits, or I added their matching TeacherGeek parts and tools to our TeacherGeek STEAM cart.



The Red Bin and Black Bag kits are going out fairly well. I created a few more bags and added more content to some of the bags and bins.

We're doing this now because we decided at our last in-service to streamline the process of circulation for these materials. Each kit comes with a laminated sheet inside listing the contents and sometimes suggestions of other materials that would go well with the kit contents. Previously the laminated sheet also included spots for signatures and other information, which was redundant, since we make them sign an initial agreement just to borrow kits and each kit is checked out on their card.



Dazzlefest: Mrs. Claus again read a selection of some of our holiday and winter books at Dazzlefest. I wasn't able to attend, but I hope it went well.

Summer Program:

Emails have begun flying about as we all try to schedule our summer program performers. I am again considering offering programs on days other than Friday as it would be easier to share a performer who is in a nearby town if we could piggyback on their program date.

Kris Murphy – December 12, 2024

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY JANUARY 9, 2025
LIBRARY BOARDROOM**

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. Please alert the Library Director.

Chariton Public Library Board Meeting January 9, 2025 at 5:30pm
Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/947761669>

You can also dial in using your phone.

Access Code: 947-761-669

United States: [+1 \(646\) 749-3122](tel:+16467493122)

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Public Forum**
- 4. Consent Agenda:**
 - a. December 12, 2024 Minutes**
 - b. Correspondence – none**
 - c. November 2024 Financial Statements**
 - d. Grants – none**
- 5. January 2025 Claims**
- 6. Unfinished Business**
 - a.**
- 7. New Business**
 - a.**
- 8. Reports**
 - Building & Grounds
 - Community Relations
 - Finance & Policy
 - Strategic Planning Taskforce
 - Director's Report
- 9. Board Comments & Continuing Education**
- 10. Agenda Items for Next Month's (February 13, 2025) Meeting**

Adjournment

**Chariton Free Public Library
December 12, 2024**

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom on December 12, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Blake, Fredericks, McGee, Meyer, Miller, Pillsbury-Allen, Seuferer, and Sharp were present. Director Murphy was also present.

The Agenda was unanimously adopted on a motion from McGee, seconded by Blake.

Public Forum: none

Consent Agenda: Seuferer moved and Pillsbury-Allen seconded for unanimous approval of the Consent Agenda.

November 14, 2024 Minutes

Correspondence – none

October 2024 Financial Statements

Grants – none

The December 2024 Claims were unanimously approved on a motion from Sharp, seconded by Blake.

Unfinished Business

Miller reported that the Library Foundation has chosen to pay for the purchase and installation of blinds for the meeting room and boardroom and to pay for building repair work performed by Jay Pierschbacher.

Blake motioned and Miller seconded the purchase of a stockpile of replacement roof tiles in preparation for the upcoming roof repair projects. Current cost is quoted by Wood Roofing at \$930 for fifty tiles. The motion passed unanimously. Wood Roofing will order and store the tiles until the roof projects begin.

McGee made a motion to employ Wood Roofing to perform repairs on Roof 2 (North roof) and Roof 5 (book drop) for the quoted \$38,540. Miller seconded and the motion passed unanimously. Work will begin as soon as the spring weather allows.

New Business

Meyer and Bisgard will visit with Mark Devilbiss about the tasks and pricing in the C&D Masonry Inc. quote.

Seuferer made a motion to approve the Collection Management Policy. Blake seconded and the motion passed unanimously.

Pillsbury-Allen made a motion to approve the Fiscal Year 2026 Library Budget Estimate. Fredericks seconded and the motion passed unanimously. Murphy will submit the request to City Hall.

Reports

Building & Grounds: See items above.

Community Relations: See minutes attached.

Finance & Policy: Met to review October 2024 financial reports.

Strategic Planning Focus Group Schedule: (Library Meeting Room)

Wednesday 1/22/25 5:30 – 7:00	Patrons/Readers
Thursday 1/23/25 5:00 – 7:00	Community Groups
Saturday 1/25/25 3:00 – 5:00	Families/Educators
Sunday 1/26/25 1:00 – 3:00	Former Trustees
Sunday 1/26/25 3:00 – 5:00	Donors

Director's Report (attached)

Adjournment: The meeting was adjourned at 6:33 p.m. on a motion from Pillsbury-Allen, seconded by McGee.

Kris Murphy, Library Director

NOVEMBER 2024 OPERATING FUND FINANCIAL REPORT

REVENUE REPORT CALENDAR 11/2024, FISCAL 5/2025 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY \$MARKET	5,000.00	173.52	1,946.30	38.93	3,053.70
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	26,000.00	.00	.00	.00	26,000.00
006-410-4471	LOCAL GRANTS	20,000.00	.00	.00	.00	20,000.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	16.00	402.00	8.04	4,598.00
006-410-4707	DONATIONS/BLDG RENOVATION	.00	.00	.00	.00	.00
006-410-4715	REFUND	.00	.00	.00	.00	.00
006-410-4765	LIBRARY FINES	3,000.00	338.00	1,377.78	45.93	1,622.22
006-410-4799	OTHER REVENUES	5,000.00	.00	600.00	12.00	4,400.00
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	.00	.00	.00
006-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
006-950-4000	GENERAL PROPERTY TAXES	140,000.00	.00	70,000.00	50.00	70,000.00
LIBRARY OPERATING TOTAL		204,000.00	527.52	74,326.08	36.43	129,673.92

BUDGET REPORT CALENDAR 11/2024, FISCAL 5/2025 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	151,400.00	14,089.15	52,170.46	34.46	99,229.54
006-410-6210	DUES & SUBSCRIPTIONS	2,000.00	247.00	1,553.32	77.67	446.68
006-410-6230	TRAVEL, TRAINING, & DUES	400.00	.00	20.00	5.00	380.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,000.00	511.65	2,107.00	70.23	893.00
006-410-6371	UTILITIES	13,000.00	809.72	4,777.91	36.75	8,222.09
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	.00	.00	.00	.00	.00
006-410-6405	RECORDING FEES	500.00	.00	.00	.00	500.00
006-410-6408	INSURANCE	.00	.00	.00	.00	.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	6,000.00	92.95	753.73	12.56	5,246.27
006-410-6505	NEW EQUIPMENT	2,000.00	53.03	3,049.83	152.49	1,049.83
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	60.41	489.37	24.47	1,510.63
006-410-6508	POSTAGE	100.00	146.00	224.79	224.79	124.79
006-410-6522	PRINTED MATERIALS	6,000.00	992.21	3,760.69	62.68	2,239.31
006-410-6523	AUDIO/VISUAL MATERIALS	3,000.00	55.86	610.22	20.34	2,389.78
006-410-6525	SOFTWARE & TECH SUPPORT	8,000.00	1,369.35	4,434.30	55.43	3,565.70
006-410-6526	JANITOR SUPPLIES	1,000.00	7.70	284.25	28.43	715.75
LIBRARY OPERATING TOTAL		198,400.00	18,435.03	74,235.87	37.42	124,164.13
010-410-6408	LIABILITY & PROP INS LEVY TOTA	12,000.00	.00	181.50	1.51	11,818.50
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	11,585.00	1,065.16	3,930.45	33.93	7,654.55
112-410-6130	CITY'S SHARE OF IPERS	14,300.00	1,330.04	4,924.92	34.44	9,375.08
112-410-6150	CITY'S SHARE OF MEDICAL INS.	6,850.00	585.56	2,797.64	40.84	4,052.36
112-410-6151	CITY'S SHARE OF LIFE INS.	72.00	6.00	30.00	41.67	42.00
112-410-6152	CITY'S SHARE OF DENTAL INS.	360.00	30.77	147.97	41.10	212.03
112-410-6160	WORKERS' COMP INS	250.00	.00	.00	.00	250.00
LIABILITY & PROP INS LEVY & EMPLOYEE BENEFITS TOTAL EXPENSES		45,417.00	3,017.53	12,012.48	26.45	33,404.52

NOVEMBER 2024 **ENDOWMENT/CAPITAL FUND** REPORT

REVENUE REPORT CALENDAR 11/2024, FISCAL 5/2025 41.6%

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	.00	10,000.00	50.00	10,000.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	2,500.00	2,500.00	12.50	17,500.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
167-910-4830	TRANSFER IN - LIBRARY ENDOW	.00	.00	256,518.69	.00	256,518.69
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
	LIBRARY ENDOWMENT TOTAL	40,000.00	2,500.00	269,018.69	672.55	229,018.69

BUDGET REPORT CALENDAR 11/2024, FISCAL 5/2025 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
167-410-6751	CONSTRUCTION PROJECTS	40,000.00	.00	21,156.06	52.89	18,843.94
167-910-6910	TRANSFER OUT - LIBRARY ENDOWME	.00	.00	.00	.00	.00
	LIBRARY ENDOWMENT TOTAL	40,000.00	.00	21,156.06	52.89	18,843.94

NOVEMBER 2024 MONEY MARKET BANK CASH REPORT

BANK CASH REPORT 2024

BANK NAME	OCTOBER	NOVEMBER	NOVEMBER	NOVEMBER	OUTSTANDING	NOV BANK
FUND GL NAME	CASH BALANCE	RECEIPTS	DISBURSMENTS	CASH BALANCE	TRANSACTIONS	BALANCE
BANK MIDWEST HERITAGE LIB MM BK#4	153,532.97	173.52	0.00	153,706.49	0.00	153,706.49
006 LIBRARY MM ACCOUNT						

TREASURER'S REPORT NOVEMBER 2024

BUDGET REPORT CALENDAR 11/2024, FISCAL 5/2025 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	LIBRARY TOTAL	283,817.00	21,452.56	107,404.41	37.84	176,412.59

TREASURER'S REPORT CALENDAR 11/2024, FISCAL 5/2025

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006 LIBRARY OPERATING	18,135.76	527.52	18,435.03	.00	228.25
167 LIBRARY ENDOWMENT	320,752.64	2,500	.00	.00	323,252.64

CHARITON FREE PUBLIC LIBRARY FY2025 BUDGET

NOVEMBER 2024

OPERATING BUDGET REVENUES & EXPENDITURES		CITY BUDGETED	PLANNED BUDGET	11/2024	BALANCE
BEGINNING BALANCE 7/1/2024					\$0.00
006-410-4300	INTEREST MONEY MARKET	\$5,000.00	\$5,000.00	\$173.52	\$1,946.30
006-410-4470	RURAL FEES	\$26,000.00	\$19,716.00	\$0.00	\$0.00
006-410-4471	GRANTS	\$20,000.00	\$10,000.00	\$0.00	\$0.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS (usually spent on 6522 & 6523)	\$5,000.00	\$5,000.00	\$16.00	\$402.00
006-410-4715	REFUND	\$0.00	\$0.00	\$0.00	\$0.00
006-410-4765	LIBRARY INCOME	\$3,000.00	\$3,000.00	\$338.00	\$1,377.78
006-410-4799	OTHER (State Funds) (Genealogy Rent)	\$5,000.00	\$5,000.00	\$0.00	\$600.00
006-910-4830	TRANSFER INTO LIBRARY OPERATING FUND	\$0.00	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$140,000.00	\$0.00	\$70,000.00
		\$204,000.00	\$187,716.00		
006-410-6010	GROSS SALARIES	\$151,400.00	\$140,000.00	(\$14,089.15)	(\$52,170.46)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$2,000.00	\$2,000.00	(\$247.00)	(\$1,553.32)
006-410-6230	TRAVEL/TRAINING/DUES	\$400.00	\$100.00	\$0.00	(\$20.00)
006-410-6310	BUILDING & GROUNDS	\$3,000.00	\$1,000.00	(\$511.65)	(\$2,107.00)
006-410-6371	UTILITIES	\$13,000.00	\$13,000.00	(\$809.72)	(\$4,777.91)
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6405	AUDITOR RECORDING FEES	\$500.00	\$500.00	\$0.00	\$0.00
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6497	MISC. EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$6,000.00	\$4,000.00	(\$92.95)	(\$753.73)
006-410-6505	NEW FURNITURE/EQUIP	\$2,000.00	\$1,000.00	(\$53.03)	(\$3,049.83)
006-410-6507	OPERATING SUPPLIES	\$2,000.00	\$2,000.00	(\$60.41)	(\$489.37)
006-410-6508	POSTAGE	\$100.00	\$100.00	(\$146.00)	(\$224.79)
006-410-6522	PRINTED MATERIALS (167 interest)	\$6,000.00	\$6,000.00	(\$992.21)	(\$3,760.69)
006-410-6523	AUDIO-VISUAL MATERIALS (167 interest)	\$3,000.00	\$3,000.00	(\$55.86)	(\$610.22)
006-410-6525	SOFTWARE & TECH SUPPT	\$8,000.00	\$8,000.00	(\$1,369.35)	(\$4,434.30)
006-410-6526	JANITOR SUPPLIES	\$1,000.00	\$1,000.00	(\$7.70)	(\$284.25)
		\$198,400.00	\$181,700.00		
(Cash on hand: Petty Cash \$60, Income Cash Drawers \$75)				BALANCE	\$90.21

ENDOWMENT/CAPITAL BUDGET REVENUES & EXPENDITURES		BUDGETED		11/2024	BALANCE
BEGINNING BALANCE 7/1/2024 (including restricted \$75,390.01 & 7/24 Transfer from Op Fund)					\$331,908.70
167-410-4300	INTEREST - LIBRARY ENDOWMENT	\$0.00		\$0.00	\$0.00
167-410-4471	GRANTS - LIBRARY CAPITAL PROJECTS	\$20,000.00		\$0.00	\$10,000.00
167-410-4705	DONATIONS - LIBRARY ENDOWMENT	\$0.00		\$0.00	\$0.00
167-410-4707	DONATIONS - LIBRARY CAPITAL PROJECTS	\$20,000.00		\$2,500.00	\$2,500.00
167-410-4799	OTHER REVENUES - CAPITAL PROJECTS	\$0.00		\$0.00	\$0.00
167-410-6751	CAPITAL PROJECT CONSTRUCTION	\$40,000.00		\$0.00	(\$21,156.06)
RESTRICTED	Restricted Memorial Bequests for Collection Purchases				(\$75,390.01)
				BALANCE	\$247,862.63

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
JANUARY 2025 CLAIMS**

CLAIMS	BUDGET LINE	V#	PAYMENT
Access Systems Copier Contract	006 - 410 - 6525	5321	\$355.84
Alliant Energy	006 - 410 - 6371	131	\$1,378.70
Amazon Capital Services	006 - 410 - 6498	5265	\$75.95
Programming	006 - 410 - 6507		\$49.99
Operating Supplies	006 - 410 - 6522		\$52.32
Printed Materials			
Baker & Taylor	006 - 410 - 6522	34	\$114.30
Printed Materials			
Chariton Water Department	006 - 410 - 6371	80	\$24.26
Mainstay Systems Inc.	006 - 410 - 6525	5351	\$690.00
Windstream	006 - 410 - 6371	858	\$285.52
Wood Roofing - Roof Tiles for repairs	167 - 410 - 6751		\$905.00
TOTAL CLAIMS PAID JANUARY 2025			\$3,931.88

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
Raymond Meyer

**CHARITON FREE PUBLIC LIBRARY
DIRECTOR'S REPORT
THURSDAY JANUARY 9, 2025**

Due to my mom's health, my December work schedule was very erratic. My certification is also due this month, so I was taking several online courses to finish out my continuing education credits.

The new online system, Workday Learning, is very different from the old IA Learns format. I will create a handout and offer a training on how to use it to secure your own trustee continuing education credits, which we report to the state every three years in our accreditation application.

We will offer three all-age activity programs this winter. Lauri is offering a January program where a library book bag can be personalized with iron-on patches, charms & a keychain with our logo attached. This is mainly an effort to offer kids a bag to attach their keychain card to in order to facilitate their management of checked out materials while increasing their attachment to the Library. Ange will offer her cornhusk doll program again in February. In March I will present an embroidery class.

My apologies that this report is so short.

Kris Murphy – January 9, 2025

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY FEBRUARY 13, 2025
LIBRARY BOARDROOM**

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. Please alert the Library Director.

Chariton Public Library Board Meeting February 13, 2025 at 5:30pm
Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/947761669>

You can also dial in using your phone.

Access Code: 947-761-669

United States: [+1 \(646\) 749-3122](tel:+16467493122)

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Public Forum**
- 4. Consent Agenda:**
 - a. January 9, 2025 Minutes**
 - b. Correspondence** – BRIDGES Agreement, Director Endorsement Renewal
 - c. December 2024 Financial Statements**
 - d. Grants** – none
- 5. February 2025 Claims**
- 6. Unfinished Business**
 - a.**
- 7. New Business**
 - a.** Strategic Planning & Focus Groups
- 8. Reports**
 - Building & Grounds
 - Community Relations
 - Finance & Policy
 - Strategic Planning Taskforce
 - Director's Report
- 9. Board Comments & Continuing Education**
- 10. Agenda Items for Next Month's (March 13, 2025) Meeting**

Adjournment

Chariton Free Public Library
January 9, 2025

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom on December 12, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Blake, Fredericks, McGee, Meyer, Miller, Pillsbury-Allen, Seuferer, and Sharp were present. City Council Member Shutt and Director Murphy were also present.

The Agenda was unanimously adopted on a motion from Seuferer, seconded by Miller.

Public Forum: none

Consent Agenda: McGee moved and Pillsbury-Allen seconded for unanimous approval of the Consent Agenda.

December 12, 2024 Minutes

Correspondence – none

November 2024 Financial Statements

Grants – none

The December 2024 Claims were unanimously approved on a motion from Miller, seconded by Seuferer.

Unfinished Business

Bisgard made a motion to approve the quote provided by C&D Masonry Inc. for tuckpointing and brick and limestone repair, with cost estimated between \$19,435 and \$21,740. McGee seconded and the motion passed unanimously. Bisgard will contact Mark to schedule the work. Funds for the project are earmarked within the capital projects budget.

New Business

None

Reports

Building & Grounds: See Unfinished Business. Murphy will contact the City about installation of the flagpole. Bisgard will contact Rusty Stansbery about work on the globe lights at the front entrance and adjacent to the parking lot, as well as the flood light for the flagpole.

Community Relations: Fundraising donations total as of 1/9/25 is \$12,765. The committee is working with Friends of the Library on setting up electronic donation options.

Finance & Policy: Reviewed the November 2024 Financial Statments.

Strategic Planning Focus Group Schedule: (Library Meeting Room)

Wednesday 1/22/25 5:30 – 7:00	Patrons/Readers
Thursday 1/23/25 5:00 – 7:00	Community Groups
Saturday 1/25/25 3:00 – 5:00	Families/Educators
Sunday 1/26/25 1:00 – 3:00	Former Trustees
Sunday 1/26/25 3:00 – 5:00	Donors

Director's Report (attached)

Adjournment: The meeting was adjourned at 6:30 p.m. on a motion from Pillsbury-Allen, seconded by Blake.

Kris Murphy, Library Director

DECEMBER 2024 OPERATING FUND FINANCIAL REPORT

REVENUE REPORT CALENDAR 12/2024, FISCAL 6/2025 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY \$MARKET	5,000.00	179.50	2,125.80	42.52	2,874.20
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	26,000.00	.00	.00	.00	26,000.00
006-410-4471	LOCAL GRANTS	20,000.00	.00	.00	.00	20,000.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	200.29	602.29	12.05	4,397.71
006-410-4707	DONATIONS/BLDG RENOVATION	.00	.00	.00	.00	.00
006-410-4715	REFUND	.00	.00	.00	.00	.00
006-410-4765	LIBRARY FINES	3,000.00	460.60	1,838.38	61.28	1,161.62
006-410-4799	OTHER REVENUES	5,000.00	549.31	1,149.31	22.99	3,850.69
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	.00	.00	.00
006-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
006-950-4000	GENERAL PROPERTY TAXES	140,000.00	.00	70,000.00	50.00	70,000.00
LIBRARY OPERATING TOTAL		204,000.00	1,389.70	75,715.78	37.12	128,284.22

BUDGET REPORT CALENDAR 12/2024, FISCAL 6/2025 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	151,400.00	9,297.31	61,467.77	40.60	89,932.23
006-410-6210	DUES & SUBSCRIPTIONS	2,000.00	.00	1,553.32	77.67	446.68
006-410-6230	TRAVEL, TRAINING, & DUES	400.00	.00	20.00	5.00	380.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,000.00	378.75	2,485.75	82.86	514.25
006-410-6371	UTILITIES	13,000.00	874.27	5,652.18	43.48	7,347.82
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	.00	.00	.00	.00	.00
006-410-6405	RECORDING FEES	500.00	.00	.00	.00	500.00
006-410-6408	INSURANCE	.00	.00	.00	.00	.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	6,000.00	195.99	949.72	15.83	5,050.28
006-410-6502	BOOKS	.00	.00	.00	.00	.00
006-410-6505	NEW EQUIPMENT	2,000.00	.00	3,049.83	152.49	1,049.83
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	.00	489.37	24.47	1,510.63
006-410-6508	POSTAGE	100.00	16.27	241.06	241.06	141.06
006-410-6522	PRINTED MATERIALS	6,000.00	466.52	4,227.21	70.45	1,772.79
006-410-6523	AUDIO/VISUAL MATERIALS	3,000.00	17.86	628.08	20.94	2,371.92
006-410-6524	AUDIO VISUAL	.00	.00	.00	.00	.00
006-410-6525	SOFTWARE & TECH SUPPORT	8,000.00	164.92	4,599.22	57.49	3,400.78
006-410-6526	JANITOR SUPPLIES	1,000.00	.00	284.25	28.43	715.75
006-410-6751	CONSTRUCTION PROJECTS	.00	.00	.00	.00	.00
LIBRARY TOTAL		198,400.00	11,411.89	85,647.76	43.17	112,752.24
010-410-6408	LIABILITY & PROP INS LEVY	12,000.00	.00	181.50	1.51	11,818.50
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	11,585.00	698.59	4,629.04	39.96	6,955.96
112-410-6130	CITY'S SHARE OF IPERS	14,300.00	877.67	5,802.59	40.58	8,497.41
112-410-6150	CITY'S SHARE OF MEDICAL INS.	6,850.00	585.56	3,383.20	49.39	3,466.80
112-410-6151	CITY'S SHARE OF LIFE INS.	72.00	6.00	36.00	50.00	36.00
112-410-6152	CITY'S SHARE OF DENTAL INS.	360.00	30.77	178.74	49.65	181.26
112-410-6160	WORKERS' COMP INS	250.00	.00	.00	.00	250.00
LIABILITY & PROP INS LEVY EMPLOYEE BENEFITS TOTAL		45,417.00	2,198.59	14,211.07	31.29	31,205.93

DECEMBER 2024 **ENDOWMENT/CAPITAL FUND** REPORT

REVENUE REPORT CALENDAR 12/2024, FISCAL 6/2025 50.0%

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	.00	10,000.00	50.00	10,000.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	10,815.00	13,315.00	66.58	6,685.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
167-910-4830	TRANSFER IN - LIBRARY ENDOW	.00	.00	256,518.69-	.00	256,518.69
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
LIBRARY ENDOWMENT TOTAL		40,000.00	10,815.00	279,833.69	699.58	239,833.69

BUDGET REPORT CALENDAR 12/2024, FISCAL 6/2025 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
167-410-6751	CONSTRUCTION PROJECTS	40,000.00	.00	21,156.06	52.89	18,843.94
167-910-6910	TRANSFER OUT - LIBRARY ENDOWME	.00	.00	.00	.00	.00
LIBRARY ENDOWMENT TOTAL		40,000.00	.00	21,156.06	52.89	18,843.94

DECEMBER 2024 MONEY MARKET BANK CASH REPORT

BANK CASH REPORT 2024

BANK NAME FUND GL NAME	NOVEMBER CASH BALANCE	DECEMBER RECEIPTS	DECEMBER DISBURSMENTS	DECEMBER CASH BALANCE	OUTSTANDING TRANSACTIONS	DEC BANK BALANCE
BANK MIDWEST HERITAGE LIB MM BK#4	153,706.49	179.50	0.00	153,885.99		153,885.99
006 LIBRARY MM ACCOUNT						

DECEMBER 2024 TREASURER'S REPORT

BUDGET REPORT

CALENDAR 12/2024, FISCAL 6/2025 50.0%

ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
LIBRARY TOTAL	283,817.00	13,610.48	121,014.89	42.64	162,802.11

TREASURER'S REPORT CALENDAR 12/2024, FISCAL 6/2025

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006 LIBRARY OPERATING	228.25	1,389.70	11,411.89	.00	9,793.94-
167 LIBRARY ENDOWMENT	323,252.64	10,815.00	.00	.00	334,067.64

CHARITON FREE PUBLIC LIBRARY FY2025 BUDGET

DECEMBER 2024

OPERATING BUDGET REVENUES & EXPENDITURES		CITY BUDGETED	PLANNED BUDGET	12/2024	BALANCE
BEGINNING BALANCE 7/1/2024					\$0.00
006-410-4300	INTEREST MONEY MARKET	\$5,000.00	\$5,000.00	\$179.50	\$2,125.80
006-410-4470	RURAL FEES	\$26,000.00	\$19,716.00	\$0.00	\$0.00
006-410-4471	GRANTS	\$20,000.00	\$10,000.00	\$0.00	\$0.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS (usually spent on 6522 & 6523)	\$5,000.00	\$5,000.00	\$200.29	\$602.29
006-410-4715	REFUND	\$0.00	\$0.00	\$0.00	\$0.00
006-410-4765	LIBRARY INCOME	\$3,000.00	\$3,000.00	\$460.60	\$1,838.38
006-410-4799	OTHER (State Funds)	\$5,000.00	\$5,000.00	\$549.31	\$1,149.31
006-910-4830	TRANSFER INTO LIBRARY OPERATING FUND	\$0.00	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$140,000.00	\$0.00	\$70,000.00
		\$204,000.00	\$187,716.00		
006-410-6010	GROSS SALARIES	\$151,400.00	\$140,000.00	(\$9,297.31)	(\$61,457.77)
006-410-6210	SUBSCRIPTIONS/LICENSES (BRIDGES early in year payment)	\$2,000.00	\$2,000.00	\$0.00	(\$1,553.32)
006-410-6230	TRAVEL/TRAINING/DUES	\$400.00	\$100.00	\$0.00	(\$20.00)
006-410-6310	BUILDING & GROUNDS (CARPET CLEANING \$452.20)	\$3,000.00	\$1,000.00	\$378.75	(\$2,485.75)
006-410-6371	UTILITIES	\$13,000.00	\$13,000.00	\$874.27	(\$5,652.18)
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6405	AUDITOR RECORDING FEES	\$500.00	\$500.00	\$0.00	\$0.00
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6497	MISC. EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$6,000.00	\$4,000.00	\$195.99	(\$949.72)
006-410-6505	NEW FURNITURE/EQUIP (FY24 FIRST AID GRANT finally spent)	\$2,000.00	\$1,000.00	\$0.00	(\$3,049.83)
006-410-6507	OPERATING SUPPLIES	\$2,000.00	\$2,000.00	\$0.00	(\$489.37)
006-410-6508	POSTAGE (FUNDRAISING POSTAGE)	\$100.00	\$100.00	\$16.27	(\$241.06)
006-410-6522	PRINTED MATERIALS (167 interest)	\$6,000.00	\$6,000.00	\$466.52	(\$4,227.21)
006-410-6523	AUDIO-VISUAL MATERIALS (167 interest)	\$3,000.00	\$3,000.00	\$17.86	(\$628.08)
006-410-6525	SOFTWARE & TECH SUPPT	\$8,000.00	\$8,000.00	\$164.92	(\$4,599.22)
006-410-6526	JANITOR SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	(\$284.25)
		\$198,400.00	\$181,700.00		
(Cash on hand: Petty Cash \$60, Income Cash Drawers \$75)				BALANCE	(\$9,921.98)

ENDOWMENT/CAPITAL BUDGET REVENUES & EXPENDITURES		BUDGETED	12/2024	BALANCE
BEGINNING BALANCE 7/1/2024 (including restricted \$75,390.01 & 7/24 Transfer from Op Fund)				\$331,908.70
167-410-4300	INTEREST - LIBRARY ENDOWMENT	\$0.00	\$0.00	\$0.00
167-410-4471	GRANTS - LIBRARY CAPITAL PROJECTS	\$20,000.00	\$0.00	\$10,000.00
167-410-4705	DONATIONS - LIBRARY ENDOWMENT	\$0.00	\$0.00	\$0.00
167-410-4707	DONATIONS - LIBRARY CAPITAL PROJECTS	\$20,000.00	\$10,815.00	\$13,315.00
167-410-4799	OTHER REVENUES - CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00
167-410-6751	CAPITAL PROJECT CONSTRUCTION	\$40,000.00	\$0.00	(\$21,156.06)
RESTRICTED	Restricted Memorial Bequests for Collection Purchases			(\$75,390.01)
			BALANCE	\$258,677.63

Why were we already negative in December?

Some annual contracts, subscriptions, inspections, etc. paid early on in the year: BRIDGES, Alarm system, Extinguishers, etc.
 \$3,050 First Aid Grant (that we got in FY24) was finished early in FY25. Fundraising postage.
 Unexpected carpet cleaning bill on building & grounds line, which usually only covers annual maintenance contracts.

Where I'm worried? I've estimated Building & Grounds too low, even just for contracts.

Utilities – Winter is killing our anticipated savings. Let's hope it at least trends like last year: 3 winter months = 40% of annual heating/cooling budget. Thought recent install of heat pumps would help with this.

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
FEBRUARY 2025 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
ABC Pest Control		006 - 410 - 6310	515	\$59.45
Access Systems Copier Contract		006 - 410 - 6525	5321	\$120.63
Alliant Energy		006 - 410 - 6371	131	\$1,975.89
Amazon Capital Services	Programming	006 - 410 - 6498	5265	\$313.75
	Operating Supplies	006 - 410 - 6507		\$105.17
	Printed Materials	006 - 410 - 6522		\$70.11
	AV Materials	006 - 410 - 6523		\$128.80
	Custodial Supplies	006 - 410 - 6526		\$131.64
Baker & Taylor	Printed Materials	006 - 410 - 6522	34	\$349.33
Cash	Postage	006 - 410 - 6508	68	\$18.74
Chariton Water Department		006 - 410 - 6371	80	\$24.26
DEMCO (Operating Supplies)		006 - 410 - 6507	93	\$95.50
RGE & Associates (Auditors)		006 - 410 - 6405	5482	\$500.00
Windstream		006 - 410 - 6371	858	\$285.82
TOTAL CLAIMS PAID FEBRUARY 2025				\$4,179.09

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
Raymond Meyer

**CHARITON FREE PUBLIC LIBRARY
DIRECTOR'S REPORT
THURSDAY FEBRUARY 13, 2025**

I have completed my continuing education credits and received notification of my certification renewal.

Lauri's January library book bag program had an attendance of 35 participants. Both children and adults created personalized bags. She will continue to offer this program monthly so that participants can add to their bags or create new ones. She's also prepped several bag examples that we will offer for sale in the display case, where we're also featuring the bags created by library staff themselves.

Ange Altenhofen's corn husk doll program had to be cancelled due to illness.

Chris Brown will offer a "scenes in a jar" program in March and I will begin a monthly embroidery program as well. You can view examples for these programs in the display case.

The State Library offered email service will end May first. I'm currently looking for an alternative.

Kris Murphy – February 13, 2025

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY FEBRUARY 20, 2025
LIBRARY BOARDROOM**

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. Please alert the Library Director.

Chariton Public Library Board Meeting February 20, 2025 at 5:30pm
Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/947761669>

You can also dial in using your phone.

Access Code: 947-761-669

United States: [+1 \(646\) 749-3122](tel:+16467493122)

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Public Forum**
- 4. Consent Agenda:**
 - a. January 9, 2025 Minutes**
 - b. Correspondence** – BRIDGES Agreement, Director Endorsement Renewal
 - c. December 2024 Financial Statements**
 - d. Grants** – Lucas County Community Foundation Roof Project Grant Request \$10,000
- 5. February 2025 Claims**
- 6. Unfinished Business**
 - a.**
- 7. New Business**
 - a.** Strategic Planning & Focus Groups
- 8. Reports**
 - Building & Grounds
 - Community Relations
 - Finance & Policy
 - Strategic Planning Taskforce
 - Director's Report
- 9. Board Comments & Continuing Education**
- 10. Agenda Items for Next Month's (March 13, 2025) Meeting**

Adjournment

Chariton Free Public Library
January 9, 2025

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom on December 12, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Blake, Fredericks, McGee, Meyer, Miller, Pillsbury-Allen, Seuferer, and Sharp were present. City Council Member Shutt and Director Murphy were also present.

The Agenda was unanimously adopted on a motion from Seuferer, seconded by Miller.

Public Forum: none

Consent Agenda: McGee moved and Pillsbury-Allen seconded for unanimous approval of the Consent Agenda.

December 12, 2024 Minutes

Correspondence – none

November 2024 Financial Statements

Grants – none

The December 2024 Claims were unanimously approved on a motion from Miller, seconded by Seuferer.

Unfinished Business

Bisgard made a motion to approve the quote provided by C&D Masonry Inc. for tuckpointing and brick and limestone repair, with cost estimated between \$19,435 and \$21,740. McGee seconded and the motion passed unanimously. Bisgard will contact Mark to schedule the work. Funds for the project are earmarked within the capital projects budget.

New Business

None

Reports

Building & Grounds: See Unfinished Business. Murphy will contact the City about installation of the flagpole. Bisgard will contact Rusty Stansbery about work on the globe lights at the front entrance and adjacent to the parking lot, as well as the flood light for the flagpole.

Community Relations: Fundraising donations total as of 1/9/25 is \$12,765. The committee is working with Friends of the Library on setting up electronic donation options.

Finance & Policy: Reviewed the November 2024 Financial Statements.

Strategic Planning Focus Group Schedule: (Library Meeting Room)

Wednesday 1/22/25 5:30 – 7:00	Patrons/Readers
Thursday 1/23/25 5:00 – 7:00	Community Groups
Saturday 1/25/25 3:00 – 5:00	Families/Educators
Sunday 1/26/25 1:00 – 3:00	Former Trustees
Sunday 1/26/25 3:00 – 5:00	Donors

Director's Report (attached)

Adjournment: The meeting was adjourned at 6:30 p.m. on a motion from Pillsbury-Allen, seconded by Blake.

Kris Murphy, Library Director

DECEMBER 2024 OPERATING FUND FINANCIAL REPORT

REVENUE REPORT CALENDAR 12/2024, FISCAL 6/2025 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY \$MARKET	5,000.00	179.50	2,125.80	42.52	2,874.20
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	26,000.00	.00	.00	.00	26,000.00
006-410-4471	LOCAL GRANTS	20,000.00	.00	.00	.00	20,000.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	200.29	602.29	12.05	4,397.71
006-410-4707	DONATIONS/BLDG RENOVATION	.00	.00	.00	.00	.00
006-410-4715	REFUND	.00	.00	.00	.00	.00
006-410-4765	LIBRARY FINES	3,000.00	460.60	1,838.38	61.28	1,161.62
006-410-4799	OTHER REVENUES	5,000.00	549.31	1,149.31	22.99	3,850.69
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	.00	.00	.00
006-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
006-950-4000	GENERAL PROPERTY TAXES	140,000.00	.00	70,000.00	50.00	70,000.00
LIBRARY OPERATING TOTAL		204,000.00	1,389.70	75,715.78	37.12	128,284.22

BUDGET REPORT CALENDAR 12/2024, FISCAL 6/2025 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	151,400.00	9,297.31	61,467.77	40.60	89,932.23
006-410-6210	DUES & SUBSCRIPTIONS	2,000.00	.00	1,553.32	77.67	446.68
006-410-6230	TRAVEL, TRAINING, & DUES	400.00	.00	20.00	5.00	380.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,000.00	378.75	2,485.75	82.86	514.25
006-410-6371	UTILITIES	13,000.00	874.27	5,652.18	43.48	7,347.82
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	.00	.00	.00	.00	.00
006-410-6405	RECORDING FEES	500.00	.00	.00	.00	500.00
006-410-6408	INSURANCE	.00	.00	.00	.00	.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	6,000.00	195.99	949.72	15.83	5,050.28
006-410-6502	BOOKS	.00	.00	.00	.00	.00
006-410-6505	NEW EQUIPMENT	2,000.00	.00	3,049.83	152.49	1,049.83
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	.00	489.37	24.47	1,510.63
006-410-6508	POSTAGE	100.00	16.27	241.06	241.06	141.06
006-410-6522	PRINTED MATERIALS	6,000.00	466.52	4,227.21	70.45	1,772.79
006-410-6523	AUDIO/VISUAL MATERIALS	3,000.00	17.86	628.08	20.94	2,371.92
006-410-6524	AUDIO VISUAL	.00	.00	.00	.00	.00
006-410-6525	SOFTWARE & TECH SUPPORT	8,000.00	164.92	4,599.22	57.49	3,400.78
006-410-6526	JANITOR SUPPLIES	1,000.00	.00	284.25	28.43	715.75
006-410-6751	CONSTRUCTION PROJECTS	.00	.00	.00	.00	.00
LIBRARY TOTAL		198,400.00	11,411.89	85,647.76	43.17	112,752.24
010-410-6408	LIABILITY & PROP INS LEVY	12,000.00	.00	181.50	1.51	11,818.50
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	11,585.00	698.59	4,629.04	39.96	6,955.96
112-410-6130	CITY'S SHARE OF IPERS	14,300.00	877.67	5,802.59	40.58	8,497.41
112-410-6150	CITY'S SHARE OF MEDICAL INS.	6,850.00	585.56	3,383.20	49.39	3,466.80
112-410-6151	CITY'S SHARE OF LIFE INS.	72.00	6.00	36.00	50.00	36.00
112-410-6152	CITY'S SHARE OF DENTAL INS.	360.00	30.77	178.74	49.65	181.26
112-410-6160	WORKERS' COMP INS	250.00	.00	.00	.00	250.00
LIABILITY & PROP INS LEVY EMPLOYEE BENEFITS TOTAL		45,417.00	2,198.59	14,211.07	31.29	31,205.93

DECEMBER 2024 **ENDOWMENT/CAPITAL FUND** REPORT

REVENUE REPORT CALENDAR 12/2024, FISCAL 6/2025 50.0%

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	.00	10,000.00	50.00	10,000.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	10,815.00	13,315.00	66.58	6,685.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
167-910-4830	TRANSFER IN - LIBRARY ENDOW	.00	.00	256,518.69-	.00	256,518.69
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
LIBRARY ENDOWMENT TOTAL		40,000.00	10,815.00	279,833.69	699.58	239,833.69

BUDGET REPORT CALENDAR 12/2024, FISCAL 6/2025 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
167-410-6751	CONSTRUCTION PROJECTS	40,000.00	.00	21,156.06	52.89	18,843.94
167-910-6910	TRANSFER OUT - LIBRARY ENDOWME	.00	.00	.00	.00	.00
LIBRARY ENDOWMENT TOTAL		40,000.00	.00	21,156.06	52.89	18,843.94

DECEMBER 2024 MONEY MARKET BANK CASH REPORT

BANK CASH REPORT 2024

BANK NAME FUND GL NAME	NOVEMBER CASH BALANCE	DECEMBER RECEIPTS	DECEMBER DISBURSMENTS	DECEMBER CASH BALANCE	OUTSTANDING TRANSACTIONS	DEC BANK BALANCE
BANK MIDWEST HERITAGE LIB MM BK#4	153,706.49	179.50	0.00	153,885.99		153,885.99
006 LIBRARY MM ACCOUNT						

DECEMBER 2024 TREASURER'S REPORT

BUDGET REPORT

CALENDAR 12/2024, FISCAL 6/2025 50.0%

ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
LIBRARY TOTAL	283,817.00	13,610.48	121,014.89	42.64	162,802.11

TREASURER'S REPORT CALENDAR 12/2024, FISCAL 6/2025

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006 LIBRARY OPERATING	228.25	1,389.70	11,411.89	.00	9,793.94-
167 LIBRARY ENDOWMENT	323,252.64	10,815.00	.00	.00	334,067.64

CHARITON FREE PUBLIC LIBRARY FY2025 BUDGET

DECEMBER 2024

OPERATING BUDGET REVENUES & EXPENDITURES		CITY BUDGETED	PLANNED BUDGET	12/2024	BALANCE
BEGINNING BALANCE 7/1/2024					\$0.00
006-410-4300	INTEREST MONEY MARKET	\$5,000.00	\$5,000.00	\$179.50	\$2,125.80
006-410-4470	RURAL FEES	\$26,000.00	\$19,716.00	\$0.00	\$0.00
006-410-4471	GRANTS	\$20,000.00	\$10,000.00	\$0.00	\$0.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS (usually spent on 6522 & 6523)	\$5,000.00	\$5,000.00	\$200.29	\$602.29
006-410-4715	REFUND	\$0.00	\$0.00	\$0.00	\$0.00
006-410-4765	LIBRARY INCOME	\$3,000.00	\$3,000.00	\$460.60	\$1,838.38
006-410-4799	OTHER (State Funds)	\$5,000.00	\$5,000.00	\$549.31	\$1,149.31
006-910-4830	TRANSFER INTO LIBRARY OPERATING FUND	\$0.00	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$140,000.00	\$0.00	\$70,000.00
		\$204,000.00	\$187,716.00		
006-410-6010	GROSS SALARIES	\$151,400.00	\$140,000.00	(\$9,297.31)	(\$61,457.77)
006-410-6210	SUBSCRIPTIONS/LICENSES (BRIDGES early in year payment)	\$2,000.00	\$2,000.00	\$0.00	(\$1,553.32)
006-410-6230	TRAVEL/TRAINING/DUES	\$400.00	\$100.00	\$0.00	(\$20.00)
006-410-6310	BUILDING & GROUNDS (CARPET CLEANING \$452.20)	\$3,000.00	\$1,000.00	\$378.75	(\$2,485.75)
006-410-6371	UTILITIES	\$13,000.00	\$13,000.00	\$874.27	(\$5,652.18)
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$0.00
006-410- 6405	AUDITOR RECORDING FEES	\$500.00	\$500.00	\$0.00	\$0.00
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6497	MISC. EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$6,000.00	\$4,000.00	\$195.99	(\$949.72)
006-410-6505	NEW FURNITURE/EQUIP (FY24 FIRST AID GRANT finally spent)	\$2,000.00	\$1,000.00	\$0.00	(\$3,049.83)
006-410-6507	OPERATING SUPPLIES	\$2,000.00	\$2,000.00	\$0.00	(\$489.37)
006-410-6508	POSTAGE (FUNDRAISING POSTAGE)	\$100.00	\$100.00	\$16.27	(\$241.06)
006-410-6522	PRINTED MATERIALS (167 interest)	\$6,000.00	\$6,000.00	\$466.52	(\$4,227.21)
006-410-6523	AUDIO-VISUAL MATERIALS (167 interest)	\$3,000.00	\$3,000.00	\$17.86	(\$628.08)
006-410-6525	SOFTWARE & TECH SUPPT	\$8,000.00	\$8,000.00	\$164.92	(\$4,599.22)
006-410-6526	JANITOR SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	(\$284.25)
		\$198,400.00	\$181,700.00		
(Cash on hand: Petty Cash \$60, Income Cash Drawers \$75)				BALANCE	(\$9,921.98)

ENDOWMENT/CAPITAL BUDGET REVENUES & EXPENDITURES		BUDGETED	12/2024	BALANCE
BEGINNING BALANCE 7/1/2024 (including restricted \$75,390.01 & 7/24 Transfer from Op Fund)				\$331,908.70
167-410-4300	INTEREST - LIBRARY ENDOWMENT	\$0.00	\$0.00	\$0.00
167-410-4471	GRANTS - LIBRARY CAPITAL PROJECTS	\$20,000.00	\$0.00	\$10,000.00
167-410-4705	DONATIONS - LIBRARY ENDOWMENT	\$0.00	\$0.00	\$0.00
167-410-4707	DONATIONS - LIBRARY CAPITAL PROJECTS	\$20,000.00	\$10,815.00	\$13,315.00
167-410-4799	OTHER REVENUES - CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00
167-410-6751	CAPITAL PROJECT CONSTRUCTION	\$40,000.00	\$0.00	(\$21,156.06)
RESTRICTED	Restricted Memorial Bequests for Collection Purchases			(\$75,390.01)
			BALANCE	\$258,677.63

Why were we already negative in December? County funds have not been paid yet.

Some annual contracts, subscriptions, inspections, etc. paid early on in the year: BRIDGES, Alarm system, Extinguishers, etc. \$3,050 First Aid Grant (that we got in FY24) was finished early in FY25.

Fundraising postage.

Unexpected carpet cleaning bill on building & grounds line, which usually only covers annual maintenance contracts.

Where I'm worried? I've estimated Building & Grounds too low, even just for contracts.

Utilities – Winter is killing our anticipated savings. Let's hope it at least trends like last year: 3 winter months = 40% of annual heating/cooling budget. I thought the recent installation of heat pumps would help with this.

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
FEBRUARY 2025 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
ABC Pest Control		006 - 410 - 6310	515	\$59.45
Access Systems Copier Contract		006 - 410 - 6525	5321	\$120.63
Alliant Energy		006 - 410 - 6371	131	\$1,975.89
Amazon Capital Services	Programming	006 - 410 - 6498	5265	\$313.75
	Operating Supplies	006 - 410 - 6507		\$105.17
	Printed Materials	006 - 410 - 6522		\$70.11
	AV Materials	006 - 410 - 6523		\$128.80
	Custodial Supplies	006 - 410 - 6526		\$131.64
Baker & Taylor	Printed Materials	006 - 410 - 6522	34	\$349.33
Cash	Postage	006 - 410 - 6508	68	\$18.74
Chariton Water Department		006 - 410 - 6371	80	\$24.26
DEMCO (Operating Supplies)		006 - 410 - 6507	93	\$95.50
RGE & Associates (Auditors)		006 - 410 - 6405	5482	\$500.00
Windstream		006 - 410 - 6371	858	\$285.82
TOTAL CLAIMS PAID FEBRUARY 2025				\$4,179.09

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
Raymond Meyer

**CHARITON FREE PUBLIC LIBRARY
DIRECTOR'S REPORT
THURSDAY FEBRUARY 13, 2025**

I have completed my continuing education credits and received notification of my certification renewal.

Lauri's January library book bag program had an attendance of 35 participants. Both children and adults created personalized bags. She will continue to offer this program monthly, so that participants can add to their bags or create new ones. She's also prepped several bag examples that we will offer for sale in the display case, where we're also featuring the bags created by library staff themselves.

Ange Altenhofen's corn husk doll program had to be cancelled due to illness.

Chris Brown will offer a "scenes in a jar" program in March and I will begin a monthly embroidery program as well. You can view examples for these programs in the display case.

The State Library offered email service will end May first. I'm currently looking for an alternative.

Kris Murphy – February 13, 2025

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY MARCH 20, 2025
LIBRARY BOARDROOM**

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. Please alert the Library Director.

**Chariton Public Library Board Meeting March 20, 2025 at 5:30pm
Please join my meeting from your computer, tablet or smartphone.**

<https://meet.goto.com/947761669>

You can also dial in using your phone.

Access Code: 947-761-669

United States: [+1 \(646\) 749-3122](tel:+16467493122)

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Public Forum**
- 4. Consent Agenda:**
 - a. February 20, 2025 Minutes
 - b. Correspondence –
 - c. January 2025 Financial Statements
 - d. Grants
- 5. January 2025 Claims**
- 6. Unfinished Business**
 - a. Strategic Planning
- 7. New Business**
 - a. Director Annual Evaluation
- 8. Reports**
 - Building & Grounds
 - Community Relations
 - Finance & Policy
 - Strategic Planning Taskforce
 - Director's Report
- 9. Board Comments & Continuing Education**
- 10. Agenda Items for Next Month's (April 10, 2025) Meeting**

Adjournment

Chariton Free Public Library

February 20, 2025

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom on February 20, 2025 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Blake, Fredericks, McGee, Meyer, Miller, Seuferer, and Sharp were present. City Manager Doug Anderson and Director Murphy were also present.

The Agenda was unanimously adopted on a motion from Seuferer, seconded by Blake.

Public Forum: New City Manager Anderson and Library trustees introduced themselves.

Consent Agenda: McGee moved and Fredericks seconded for unanimous approval of the Consent Agenda.

January 9, 2025 Minutes

Correspondence – BRIDGES Agreement, Director Endorsement Renewal

December 2024 Financial Statements

Grants – Lucas County Community Foundation Roof Project Grant Request \$10,000

The February 2025 Claims were unanimously approved on a motion from Seuferer, seconded by Blake.

Unfinished Business

Miller reported that the Library Foundation had paid for both Jay Pierschbacher, for the ceiling repairs he'd done in the Library, and Interiors and More for the blinds installed in the meeting room and boardroom.

New Business

The Board reviewed the Focus Group summaries, added personal observations and discussed the potential strategic planning goals generated by public input.

Reports

Building & Grounds: Blake suggested contacting Riley to inform them that the heat units were unable to keep up with the recent weather. Our heat bill was enormous.

Community Relations: The committee is still looking at electronic donation options.

Finance & Policy: Reviewed the December 2024 Financial Statements and reported on the recent budget meeting at City Hall.

Strategic Planning Focus Group: See above.

Director's Report (attached)

Agenda Items for Next Month's (March 20, 2025) Meeting

The March meeting is scheduled for 3/20/25.

Director Evaluation

Strategic Planning (Task Force will meet at 4:30 on 3/20/25)

Adjournment: The meeting was adjourned at 6:30 p.m. on a motion from Miller, seconded by Fredericks.

Kris Murphy, Library Director

JANUARY 2025 OPERATING FUND FINANCIAL REPORT

REVENUE REPORT CALENDAR 1/2025, FISCAL 7/2025 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY \$MARKET & BEQUESTS	5,000.00	714.33	2,840.13	56.80	2,159.87
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	26,000.00	.00	.00	.00	26,000.00
006-410-4471	LOCAL GRANTS	20,000.00	.00	.00	.00	20,000.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	150.00	752.29	15.05	4,247.71
006-410-4707	DONATIONS/BLDG RENOVATION	.00	.00	.00	.00	.00
006-410-4715	REFUND	.00	.00	.00	.00	.00
006-410-4765	LIBRARY FINES	3,000.00	.00	1,838.38	61.28	1,161.62
006-410-4799	OTHER REVENUES	5,000.00	600.00	1,749.31	34.99	3,250.69
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	.00	.00	.00
006-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
006-950-4000	GENERAL PROPERTY TAXES	140,000.00	.00	70,000.00	50.00	70,000.00
LIBRARY OPERATING TOTAL		204,000.00	1,464.33	77,180.11	37.83	126,819.89

BUDGET REPORT CALENDAR 1/2025, FISCAL 7/2025 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	151,400.00	8,591.26	70,059.03	46.27	81,340.97
006-410-6210	DUES & SUBSCRIPTIONS	2,000.00	.00	1,553.32	77.67	446.68
006-410-6230	TRAVEL, TRAINING, & DUES	400.00	.00	20.00	5.00	380.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,000.00	.00	2,485.75	82.86	514.25
006-410-6371	UTILITIES	13,000.00	1,688.48	7,340.66	56.47	5,659.34
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	.00	.00	.00	.00	.00
006-410-6405	RECORDING FEES	500.00	.00	.00	.00	500.00
006-410-6408	INSURANCE	.00	.00	.00	.00	.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	6,000.00	75.95	1,025.67	17.09	4,974.33
006-410-6502	BOOKS	.00	.00	.00	.00	.00
006-410-6505	NEW EQUIPMENT	2,000.00	.00	3,049.83	152.49	1,049.83
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	49.99	539.36	26.97	1,460.64
006-410-6508	POSTAGE	100.00	.00	241.06	241.06	141.06
006-410-6522	PRINTED MATERIALS	6,000.00	167.62	4,394.83	73.25	1,605.17
006-410-6523	AUDIO/VISUAL MATERIALS	3,000.00	.00	628.08	20.94	2,371.92
006-410-6524	AUDIO VISUAL	.00	.00	.00	.00	.00
006-410-6525	SOFTWARE & TECH SUPPORT	8,000.00	1,928.51	6,527.73	81.60	1,472.27
006-410-6526	JANITOR SUPPLIES	1,000.00	.00	284.25	28.43	715.75
006-410-6751	CONSTRUCTION PROJECTS	.00	.00	.00	.00	.00
LIBRARY OPERATING TOTAL		198,400.00	12,501.81	98,149.57	49.47	100,250.43

BUDGET REPORT CALENDAR 1/2025, FISCAL 7/2025 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
010-410-6408	LIABILITY & PROP INS LEVY TOTA	12,000.00	.00	181.50	1.51	11,818.50
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	11,585.00	644.57	5,273.61	45.52	6,311.39
112-410-6130	CITY'S SHARE OF IPERS	14,300.00	811.02	6,613.61	46.25	7,686.39
112-410-6150	CITY'S SHARE OF MEDICAL INS.	6,850.00	585.56	3,968.76	57.94	2,881.24
112-410-6151	CITY'S SHARE OF LIFE INS.	72.00	6.00	42.00	58.33	30.00
112-410-6152	CITY'S SHARE OF DENTAL INS.	360.00	30.77	209.51	58.20	150.49
112-410-6160	WORKERS' COMP INS	250.00	.00	.00	.00	250.00
LIABILITY & PROP INS LEVY & EMPLOYEE BENEFITS TOTAL		33,417.00	2,077.92	16,107.49	48.20	17,309.51

JANUARY 2025 **ENDOWMENT/CAPITAL FUND** REPORT

REVENUE REPORT CALENDAR 1/2025, FISCAL 7/2025 58.3%			MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	BALANCE	BALANCE	RECVD	UNCOLLECTED
167-410-4300	INTEREST - LIBRARY ENDOWMENT	.00	.00	.00	.00	.00
167-410-4471	LOCAL GRANTS	20,000.00	.00	10,000.00	50.00	10,000.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	1,950.00	15,265.00	76.33	4,735.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
167-910-4830	TRANSFER IN - LIBRARY ENDOW	.00	.00	256,518.69	.00	256,518.69
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
	LIBRARY ENDOWMENT TOTAL	40,000.00	1,950.00	281,783.69	704.46	241,783.69

BUDGET REPORT CALENDAR 1/2025, FISCAL 7/2025 58.3%			MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	BALANCE	BALANCE	EXPENDED	UNEXPENDED
167-410-6751	CONSTRUCTION PROJECTS	40,000.00	905.00	22,061.06	55.15	17,938.94
167-910-6910	TRANSFER OUT - LIBRARY ENDOWME	.00	.00	.00	.00	.00
	LIBRARY ENDOWMENT TOTAL	40,000.00	905.00	22,061.06	55.15	17,938.94

JANUARY 2025 MONEY MARKET BANK CASH REPORT

BANK CASH REPORT 2025

BANK NAME	DECEMBER	JANUARY	JANUARY	JANUARY	OUTSTANDING	JAN BANK
FUND GL NAME	CASH BALANCE	RECEIPTS	DISBURSMENTS	CASH BALANCE	TRANSACTIONS	BALANCE
BANK MIDWEST HERITAGE LIB MM BK#4	153,885.99	179.70	0.00	154,065.69		154,065.69
006 LIBRARY MM ACCOUNT						

JANUARY 2025 TREASURER'S REPORT

BUDGET REPORT CALENDAR 1/2025, FISCAL 7/2025 58.3%			MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	BALANCE	BALANCE	EXPENDED	UNEXPENDED
	LIBRARY TOTAL	283,817.00	15,484.73	136,499.62	48.09	147,317.38

TREASURER'S REPORT CALENDAR 1/2025, FISCAL 7/2025

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006 LIBRARY OPERATING	20,000.18-	1,464.33	12,501.81	.00	31,037.66-
167 LIBRARY ENDOWMENT	344,339.81	1,950.00	905.00	.00	345,384.81

CHARITON FREE PUBLIC LIBRARY FY2025 BUDGET

JANUARY 2025

OPERATING BUDGET REVENUES & EXPENDITURES		CITY BUDGETED	PLANNED BUDGET	01/2025	BALANCE
BEGINNING BALANCE 7/1/2024					\$0.00
006-410-4300	INTEREST MONEY MARKET & BEQUESTS	\$5,000.00	\$5,000.00	\$714.33	\$2,840.13
006-410-4470	RURAL FEES	\$26,000.00	\$19,716.00	\$0.00	\$0.00
006-410-4471	GRANTS	\$20,000.00	\$10,000.00	\$0.00	\$0.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS (usually spent on 6522 & 6523)	\$5,000.00	\$5,000.00	\$150.00	\$752.29
006-410-4715	REFUND	\$0.00	\$0.00	\$0.00	\$0.00
006-410-4765	LIBRARY INCOME	\$3,000.00	\$3,000.00	\$0.00	\$1,838.38
006-410-4799	OTHER (GENEALOGY JANUARY RENT)	\$5,000.00	\$5,000.00	\$600.00	\$1,749.31
006-910-4830	TRANSFER INTO LIBRARY OPERATING FUND	\$0.00	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$140,000.00	\$0.00	\$70,000.00
		\$204,000.00	\$187,716.00		
006-410-6010	GROSS SALARIES	\$151,400.00	\$140,000.00	(\$8,591.26)	(\$70,059.03)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$2,000.00	\$2,000.00	\$0.00	(\$1,553.32)
006-410-6230	TRAVEL/TRAINING/DUES	\$400.00	\$100.00	\$0.00	(\$20.00)
006-410-6310	BUILDING & GROUNDS	\$3,000.00	\$1,000.00	\$0.00	(\$2,485.75)
006-410-6371	UTILITIES	\$13,000.00	\$13,000.00	(\$1,688.48)	(\$7,340.66)
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$0.00
006-410- 6405	AUDITOR RECORDING FEES	\$500.00	\$500.00	\$0.00	\$0.00
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6497	MISC. EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$6,000.00	\$4,000.00	(\$75.95)	(\$1,025.67)
006-410-6505	NEW FURNITURE/EQUIP (FY24 FIRST AID GRANT)	\$2,000.00	\$1,000.00	\$0.00	(\$3,049.83)
006-410-6507	OPERATING SUPPLIES	\$2,000.00	\$2,000.00	(\$49.99)	(\$539.36)
006-410-6508	POSTAGE	\$100.00	\$100.00	\$0.00	(\$241.06)
006-410-6522	PRINTED MATERIALS (167 interest)	\$6,000.00	\$6,000.00	(\$167.62)	(\$4,394.83)
006-410-6523	AUDIO-VISUAL MATERIALS (167 interest)	\$3,000.00	\$3,000.00	\$0.00	(\$628.08)
006-410-6525	SOFTWARE & TECH SUPPT	\$8,000.00	\$8,000.00	(\$1,928.51)	(\$6,527.73)
006-410-6526	JANITOR SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	(\$284.25)
		\$198,400.00	\$181,700.00		
(Cash on hand: Petty Cash \$60, Income Cash Drawers \$75)				BALANCE	(\$20,969.46)

ENDOWMENT/CAPITAL BUDGET REVENUES & EXPENDITURES		BUDGETED		01/2025	BALANCE
BEGINNING BALANCE 7/1/2024 (including restricted \$75,390.01 & 7/24 Transfer from Op Fund)					\$331,908.70
167-410-4300	INTEREST - LIBRARY ENDOWMENT	\$0.00		\$0.00	\$0.00
167-410-4471	GRANTS - LIBRARY CAPITAL PROJECTS	\$20,000.00		\$0.00	\$10,000.00
167-410-4705	DONATIONS - LIBRARY ENDOWMENT	\$0.00		\$0.00	\$0.00
167-410-4707	DONATIONS - LIBRARY CAPITAL PROJECTS	\$20,000.00		\$1,950.00	\$15,265.00
167-410-4799	OTHER REVENUES - CAPITAL PROJECTS	\$0.00		\$0.00	\$0.00
167-410-6751	CAPITAL PROJECT CONSTRUCTION (Roof Tiles)	\$40,000.00		(\$905.00)	(\$22,061.06)
RESTRICTED	Restricted Memorial Bequests for Collection Purchases				(\$75,390.01)
				BALANCE	\$259,722.63

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
MARCH 2025 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
ABC Pest Control		006 - 410 - 6310	515	\$59.45
Access Systems Copier Contract		006 - 410 - 6525	5321	\$164.92
Alliant Energy		006 - 410 - 6371	131	\$2,471.77
Amazon Capital Services	Programming	006 - 410 - 6498	5265	\$87.27
	Printed Materials	006 - 410 - 6522		\$240.33
	AV Materials	006 - 410 - 6523		\$166.05
Baker & Taylor	Printed Materials	006 - 410 - 6522	34	\$90.56
	AV Materials	006 - 410 - 6523		\$27.74
Cash	Postage	006 - 410 - 6508	68	\$26.71
Chariton Water Department		006 - 410 - 6371	80	\$72.63
Kone (Elevator Maint. Contract)		006 - 410 - 6310	160	\$406.02
Mainstay Systems Inc.		006 - 410 - 6525	5351	\$690.00
Windstream		006 - 410 - 6371	858	\$304.58
TOTAL CLAIMS PAID MARCH 2025				\$4,808.03

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

Raymond Meyer

**CHARITON FREE PUBLIC LIBRARY
DIRECTOR'S REPORT
THURSDAY MARCH 20, 2025**

FISCAL YEAR 2025	YEAR	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Days Open	193	24	26	24	26	22	24	25	22				
Visitor Count	15,346	2,941	2,021	1,869	1,812	1,760	1,643	1,702	1,598				
Cards Issued	119	12	19	19	16	12	9	12	20				
Cards Weeded	7	0	0	7	0	0	0	0	0				
Meeting Room Uses	89	13	13	10	16	13	9	9	6				
Total Circulation (w/o ILLs)	14,270	2,298	1,895	1,820	1,933	1,580	1,544	1,612	1,588				
BRIDGES Registrations	21	1	6	2	0	4	5	1	2				
BRIDGES Active Individuals	951	127	116	111	115	117	121	126	118				
BRIDGES Items Circulated	5,569	736	768	691	690	608	679	740	657				
Website Visits	4,042	566	503	376	494	465	526	679	433				
Website Actions	9,346	1,472	1,238	1,033	1,139	1,062	992	1,304	1,106				
WI-FI Sessions	5,589	690	704	599	669	781	709	718	719				
Unique WI-FI Visitors	1,149	146	162	143	160	142	128	137	131				
PC & Chromebox Uses	5,041	720	754	582	718	612	510	579	566				
Programs Offered	44	22	9	9	1	1	1	1	0				
Program Attendance	424	206	94	66	9	10	4	35	0				

PATRON Circulations	YEAR	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Chariton Adult	8,070	1,332	982	1,075	1,129	908	853	873	918				
Chariton Child	2,081	335	249	231	282	227	242	279	236				
Rural Adult	2,422	357	376	310	295	254	256	321	253				
Rural Child	402	90	105	33	43	44	27	20	40				
Russell Adult	461	87	57	50	52	75	79	41	20				
Russell Child	83	22	16	0	2	0	24	16	3				
Lucas Adult	207	20	32	42	52	14	12	15	20				
Lucas Child	36	12	5	0	0	17	0	0	2				
Williamson Adult	1	0	0	0	0	0	0	1	0				
Williamson Child	0	0	0	0	0	0	0	0	0				
Derby Adult	126	22	13	19	14	14	15	20	9				
Derby Child	0	0	0	0	0	0	0	0	0				
Out Of County	589	49	104	89	99	48	49	46	105				
Institutional	93	7	11	14	13	11	11	14	12				
	14,571	2,333	1,950	1,863	1,981	1,612	1,568	1,646	1,618				

CATEGORY Circulations	Year	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Adult Fiction	3,227	475	421	440	411	373	357	393	357				
Large Print	740	114	81	102	110	74	79	76	104				
Adult Nonfiction	714	109	93	98	103	59	56	88	108				
Adult Audiobooks	101	17	27	6	9	10	12	10	10				
Adult Video	1,563	292	249	183	209	148	141	158	183				
Picture Books	1,897	269	205	251	314	231	206	198	223				
Beginner Readers	696	132	117	121	82	40	71	66	67				
Juvenile Fiction	2,461	393	380	285	302	253	262	343	243				
Juvenile Nonfiction	468	101	69	37	76	75	46	40	24				
Juvenile Audiobooks	50	10	9	4	4	11	3	3	6				
Juvenile Videos	1,599	234	159	189	225	203	235	149	205				
Young Adult Books	525	131	68	79	39	72	50	45	41				
YA Anime Video	151	10	11	12	34	22	21	36	5				
Games	4	1	0	0	0	1	1	0	1				
Puzzles	43	5	2	7	9	5	4	4	7				
Bin Books (alone)	0	0	0	0	0	0	0	0	0				
Educational Bins	21	4	3	5	4	2	0	2	1				
Maker Bins	11	1	1	1	2	2	0	1	3				
Local Interlibrary Loans	300	35	55	43	48	31	24	34	30				
	14,571	2,333	1,950	1,863	1,981	1,612	1,568	1,646	1,618				

Kris Murphy – March 20, 2025

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY APRIL 10, 2025
LIBRARY BOARDROOM**

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. Please alert the Library Director.

Chariton Public Library Board Meeting April 10, 2025 at 5:30pm
Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/947761669>

You can also dial in using your phone.

Access Code: 947-761-669

United States: [+1 \(646\) 749-3122](tel:+16467493122)

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Public Forum**
- 4. Consent Agenda:**
 - a. March 20, 2025 Minutes
 - b. Correspondence –
 - c. February 2025 Financial Statements
 - d. Grants
- 5. April 2025 Claims**
- 6. Unfinished Business**
 - a. Approval of Community-Led Programming Application
 - b. Strategic Planning
 - c. Director Annual Evaluation
- 7. New Business**
- 8. Reports**
 - Building & Grounds
 - Community Relations
 - Finance & Policy
 - Strategic Planning Taskforce
 - Director's Report
- 9. Board Comments & Continuing Education**
- 10. Agenda Items for Next Month's (May 8, 2025) Meeting**

Adjournment

Chariton Free Public Library

March 20, 2025

The Chariton Free Public Library Board held its regular monthly meeting in the Library boardroom on March 20, 2025 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 PM.

Trustees Bisgard, Blake, Fredericks, McGee, Meyer, Miller, Seuferer and Sharp were present.

The **Agenda** was unanimously adopted as amended on a motion from Fredericks, seconded by McGee.

Public Forum: none

The **consent agenda** was unanimously approved on a motion from Miller seconded by Seuferer.

The **March 2025 Claims** were reviewed by the board. After discussion, the **claims** were unanimously approved on a motion from Bisgard, seconded by Blake.

Old Business:

Strategic Planning: Meyer reviewed the results of the focus groups held earlier this year. He shared preliminary priorities for the board as a result of input from the focus groups. The draft currently has three primary goals, with action steps for each goal. The board discussed the draft of the strategic plan, but did not take any action.

New Business:

Director Annual Evaluation: Meyer discussed the director evaluation process with new board members and outlined the next steps in the evaluation process. No action was taken by the board.

Committee Reports:

Building & Grounds Committee: Bisgard discussed the higher than usual energy bill for the month, and possible causes and solutions. He has also contacted Mark Devilbiss regarding the cleaning and sealing of the building exterior, and Devilbiss plans to begin work once the weather and temperatures are more stable.

Community Relations: McGee shared a draft application for community-led programming volunteers. The board discussed ways to recruit community volunteers.

Finance and Policy: Did not meet.

Strategic Planning Taskforce: See above

Director's report is attached.

The meeting was adjourned at 6:32 pm on a motion from McGee, seconded by Fredericks.

Justin Sharp
CFPL Board Secretary

FEBRUARY 2025 OPERATING FUND FINANCIAL REPORT

REVENUE REPORT CALENDAR 2/2025, FISCAL 8/2025 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY \$MARKET	5,000.00	162.51	3,002.64	60.05	1,997.36
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	26,000.00	.00	.00	.00	26,000.00
006-410-4471	LOCAL GRANTS	20,000.00	.00	.00	.00	20,000.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	150.00	902.29	18.05	4,097.71
006-410-4707	DONATIONS/BLDG RENOVATION	.00	.00	.00	.00	.00
006-410-4715	REFUND	.00	1,652.75	1,652.75	.00	1,652.75-
006-410-4765	LIBRARY FINES	3,000.00	320.00	2,158.38	71.95	841.62
006-410-4799	OTHER REVENUES	5,000.00	.00	1,749.31	34.99	3,250.69
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	.00	.00	.00
006-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
006-950-4000	GENERAL PROPERTY TAXES	140,000.00	.00	70,000.00	50.00	70,000.00
	LIBRARY OPERATING TOTAL	204,000.00	2,285.26	79,465.37	38.95	124,534.63

BUDGET REPORT CALENDAR 2/2025, FISCAL 8/2025 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	151,400.00	9,501.16	79,560.19	52.55	71,839.81
006-410-6210	DUES & SUBSCRIPTIONS	2,000.00	.00	1,553.32	77.67	446.68
006-410-6230	TRAVEL, TRAINING, & DUES	400.00	.00	20.00	5.00	380.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,000.00	59.45	2,545.20	84.84	454.80
006-410-6371	UTILITIES	13,000.00	2,285.97	9,626.63	74.05	3,373.37
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	.00	.00	.00	.00	.00
006-410-6405	RECORDING FEES	500.00	500.00	500.00	100.00	.00
006-410-6408	INSURANCE	.00	.00	.00	.00	.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	6,000.00	313.75	1,339.42	22.32	4,660.58
006-410-6502	BOOKS	.00	.00	.00	.00	.00
006-410-6505	NEW EQUIPMENT	2,000.00	.00	3,049.83	152.49	1,049.83
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	200.67	740.03	37.00	1,259.97
006-410-6508	POSTAGE	100.00	18.74	259.80	259.80	159.80
006-410-6522	PRINTED MATERIALS	6,000.00	419.44	4,814.27	80.24	1,185.73
006-410-6523	AUDIO/VISUAL MATERIALS	3,000.00	128.80	756.88	25.23	2,243.12
006-410-6524	AUDIO VISUAL	.00	.00	.00	.00	.00
006-410-6525	SOFTWARE & TECH SUPPORT	8,000.00	120.63	6,648.36	83.10	1,351.64
006-410-6526	JANITOR SUPPLIES	1,000.00	131.64	415.89	41.59	584.11
006-410-6751	CONSTRUCTION PROJECTS	.00	.00	.00	.00	.00
	LIBRARY TOTAL	198,400.00	13,680.25	111,829.82	56.37	86,570.18

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
010-410-6408	LIABILITY & PROP INS LEVY TOTA	12,000.00	.00	181.50	1.51	11,818.50
	EMPLOYEE BENEFITS TOTAL	33,417.00	2,233.43	18,340.92	54.88	15,076.08

FEBRUARY 2025 **ENDOWMENT/CAPITAL FUND** REPORT

REVENUE REPORT CALENDAR 2/2025, FISCAL 8/2025 66.6%

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	.00	10,000.00	50.00	10,000.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	1,350.00	16,615.00	83.08	3,385.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
167-910-4830	TRANSFER IN - LIBRARY ENDOW	.00	.00	256,518.69	.00	256,518.69
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
LIBRARY ENDOWMENT TOTAL		40,000.00	1,350.00	283,133.69	707.83	243,133.69

BUDGET REPORT CALENDAR 2/2025, FISCAL 8/2025 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
167-410-6751	CONSTRUCTION PROJECTS	40,000.00	.00	22,061.06	55.15	17,938.94
167-910-6910	TRANSFER OUT - LIBRARY ENDOWME	.00	.00	.00	.00	.00
LIBRARY ENDOWMENT TOTAL		40,000.00	.00	22,061.06	55.15	17,938.94

FEBRUARY 2025 MONEY MARKET BANK CASH REPORT

BANK CASH REPORT 2025

BANK NAME FUND GL NAME	JANUARY CASH BALANCE	FEBRUARY RECEIPTS	FEBRUARY DISBURSMENTS	FEBRUARY CASH BALANCE	OUTSTANDING TRANSACTIONS	FEB BANK BALANCE
BANK MIDWEST HERITAGE LIB MM BK#4 006 LIBRARY MM ACCOUNT	154,065.69	162.51	0.00	154,228.20	0.00	154,228.20

FEBRUARY 2025 TREASURER'S REPORT

BUDGET REPORT CALENDAR 2/2025, FISCAL 8/2025 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	LIBRARY TOTAL	283,817.00	15,913.68	152,413.30	53.70	131,403.70

TREASURER'S REPORT CALENDAR 2/2025, FISCAL 8/2025

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006 LIBRARY OPERATING	31,037.66	2,285.26	13,680.25	.00	42,432.65
167 LIBRARY ENDOWMENT	345,384.81	1,350.00	.00	.00	346,734.81

CHARITON FREE PUBLIC LIBRARY FY2025 BUDGET

FEBRUARY 2025

OPERATING BUDGET REVENUES & EXPENDITURES		CITY BUDGETED	PLANNED BUDGET	02/2025	BALANCE
BEGINNING BALANCE 7/1/2024					\$0.00
006-410-4300	INTEREST MONEY MARKET & BEQUESTS	\$5,000.00	\$5,000.00	\$162.51	\$3,002.64
006-410-4470	RURAL FEES	\$26,000.00	\$19,716.00	\$0.00	\$0.00
006-410-4471	GRANTS	\$20,000.00	\$10,000.00	\$0.00	\$0.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS (usually spent on 6522 & 6523)	\$5,000.00	\$5,000.00	\$150.00	\$902.29
006-410-4715	REFUND (Insurance Refund)	\$0.00	\$0.00	\$1,652.75	\$1,652.75
006-410-4765	LIBRARY INCOME	\$3,000.00	\$3,000.00	\$320.00	\$2,158.38
006-410-4799	OTHER (GENEALOGY JANUARY RENT)	\$5,000.00	\$5,000.00	\$0.00	\$1,749.31
006-910-4830	TRANSFER INTO LIBRARY OPERATING FUND	\$0.00	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$140,000.00	\$0.00	\$70,000.00
		\$204,000.00	\$187,716.00		
006-410-6010	GROSS SALARIES	\$151,400.00	\$140,000.00	(\$9,501.16)	(\$79,560.19)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$2,000.00	\$2,000.00	\$0.00	(\$1,553.32)
006-410-6230	TRAVEL/TRAINING/DUES	\$400.00	\$100.00	\$0.00	(\$20.00)
006-410-6310	BUILDING & GROUNDS	\$3,000.00	\$1,000.00	(\$59.45)	(\$2,545.20)
006-410-6371	UTILITIES	\$13,000.00	\$13,000.00	(\$2,285.97)	(\$9,626.63)
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$0.00
006-410- 6405	AUDITOR RECORDING FEES	\$500.00	\$500.00	(\$500.00)	(\$500.00)
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6497	MISC. EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$6,000.00	\$4,000.00	(\$313.75)	(\$1,339.42)
006-410-6505	NEW FURNITURE/EQUIP (FY24 FIRST AID GRANT)	\$2,000.00	\$1,000.00	\$0.00	(\$3,049.83)
006-410-6507	OPERATING SUPPLIES	\$2,000.00	\$2,000.00	(\$200.67)	(\$740.03)
006-410-6508	POSTAGE	\$100.00	\$100.00	(\$18.74)	(\$259.80)
006-410-6522	PRINTED MATERIALS (167 interest)	\$6,000.00	\$6,000.00	(\$419.44)	(\$4,814.27)
006-410-6523	AUDIO-VISUAL MATERIALS (167 interest)	\$3,000.00	\$3,000.00	(\$128.80)	(\$756.88)
006-410-6525	SOFTWARE & TECH SUPPT	\$8,000.00	\$8,000.00	(\$120.63)	(\$6,648.36)
006-410-6526	JANITOR SUPPLIES	\$1,000.00	\$1,000.00	(\$131.64)	(\$415.89)
		\$198,400.00	\$181,700.00		
(Cash on hand: Petty Cash \$60, Income Cash Drawers \$75)				BALANCE	(\$32,364.45)

ENDOWMENT/CAPITAL BUDGET REVENUES & EXPENDITURES		BUDGETED		02/2025	BALANCE
BEGINNING BALANCE 7/1/2024 (including restricted \$75,390.01 & 7/24 Transfer from Op Fund)					\$331,908.70
167-410-4300	INTEREST - LIBRARY ENDOWMENT	\$0.00		\$0.00	\$0.00
167-410-4471	GRANTS - LIBRARY CAPITAL PROJECTS	\$20,000.00		\$0.00	\$10,000.00
167-410-4705	DONATIONS - LIBRARY ENDOWMENT	\$0.00		\$0.00	\$0.00
167-410-4707	DONATIONS - LIBRARY CAPITAL PROJECTS	\$20,000.00		\$0.00	\$15,265.00
167-410-4799	OTHER REVENUES - CAPITAL PROJECTS	\$0.00		\$0.00	\$0.00
167-410-6751	CAPITAL PROJECT CONSTRUCTION	\$40,000.00		\$0.00	(\$22,061.06)
RESTRICTED	Restricted Memorial Bequests for Collection Purchases				(\$75,390.01)
				BALANCE	\$259,722.63

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY APRIL 10, 2025
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March 20, 2025

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Community Relations: McGee shared a draft application for community-led programming volunteers. The board discussed ways to recruit community volunteers.

Finance and Policy: Did not meet.

Strategic Planning Taskforce: See above

Director's report is attached.

The meeting was adjourned at 6:32 pm on a motion from McGee, seconded by Fredericks.

Justin Sharp
CFPL Board Secretary

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006-410-4799	OTHER REVENUES	5,000.00	.00	1,749.31	34.99	3,250.69
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	.00	.00	.00
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006-410-6402	ADVERTISING & LEGAL PUBLICATIO	.00	.00	.00	.00	.00
006-410-6405	RECORDING FEES	500.00	500.00	500.00	100.00	.00
006-410-6408	INSURANCE	.00	.00	.00	.00	.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	6,000.00	313.75	1,339.42	22.32	4,660.58
006-410-6502	BOOKS	.00	.00	.00	.00	.00
006-410-6505	NEW EQUIPMENT	2,000.00	.00	3,049.83	152.49	1,049.83
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	200.67	740.03	37.00	1,259.97
006-410-6508	POSTAGE	100.00	18.74	259.80	259.80	159.80
006-410-6522	PRINTED MATERIALS	6,000.00	419.44	4,814.27	80.24	1,185.73
006-410-6523	AUDIO/VISUAL MATERIALS	3,000.00	128.80	756.88	25.23	2,243.12
006-410-6524	AUDIO VISUAL	.00	.00	.00	.00	.00
006-410-6525	SOFTWARE & TECH SUPPORT	8,000.00	120.63	6,648.36	83.10	1,351.64
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006-410-6751	CONSTRUCTION PROJECTS	.00	.00	.00	.00	.00
LIBRARY TOTAL		198,400.00	13,680.25	111,829.82	56.37	86,570.18

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
010-410-6408	LIABILITY & PROP INS LEVY TOTA	12,000.00	.00	181.50	1.51	11,818.50
EMPLOYEE BENEFITS TOTAL		33,417.00	2,233.43	18,340.92	54.88	15,076.08

FEBRUARY 2025 **ENDOWMENT/CAPITAL FUND** REPORT

REVENUE REPORT CALENDAR 2/2025, FISCAL 8/2025 66.6%

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	.00	10,000.00	50.00	10,000.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	1,350.00	16,615.00	83.08	3,385.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
167-910-4830	TRANSFER IN - LIBRARY ENDOW	.00	.00	256,518.69	.00	256,518.69
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
LIBRARY ENDOWMENT TOTAL		40,000.00	1,350.00	283,133.69	707.83	243,133.69

BUDGET REPORT CALENDAR 2/2025, FISCAL 8/2025 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
167-410-6751	CONSTRUCTION PROJECTS	40,000.00	.00	22,061.06	55.15	17,938.94
167-910-6910	TRANSFER OUT - LIBRARY ENDOWME	.00	.00	.00	.00	.00
LIBRARY ENDOWMENT TOTAL		40,000.00	.00	22,061.06	55.15	17,938.94

FEBRUARY 2025 MONEY MARKET BANK CASH REPORT

BANK CASH REPORT 2025

BANK NAME FUND GL NAME	JANUARY CASH BALANCE	FEBRUARY RECEIPTS	FEBRUARY DISBURSMENTS	FEBRUARY CASH BALANCE	OUTSTANDING TRANSACTIONS	FEB BANK BALANCE
BANK MIDWEST HERITAGE LIB MM BK#4 006 LIBRARY MM ACCOUNT	154,065.69	162.51	0.00	154,228.20	0.00	154,228.20

FEBRUARY 2025 TREASURER'S REPORT

BUDGET REPORT CALENDAR 2/2025, FISCAL 8/2025 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	LIBRARY TOTAL	283,817.00	15,913.68	152,413.30	53.70	131,403.70

TREASURER'S REPORT CALENDAR 2/2025, FISCAL 8/2025

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006 LIBRARY OPERATING	31,037.66	2,285.26	13,680.25	.00	42,432.65
167 LIBRARY ENDOWMENT	345,384.81	1,350.00	.00	.00	346,734.81

CHARITON FREE PUBLIC LIBRARY FY2025 BUDGET

FEBRUARY 2025

OPERATING BUDGET REVENUES & EXPENDITURES		CITY BUDGETED	PLANNED BUDGET	02/2025	BALANCE
BEGINNING BALANCE 7/1/2024					\$0.00
006-410-4300	INTEREST MONEY MARKET & BEQUESTS	\$5,000.00	\$5,000.00	\$162.51	\$3,002.64
006-410-4470	RURAL FEES	\$26,000.00	\$19,716.00	\$0.00	\$0.00
006-410-4471	GRANTS	\$20,000.00	\$10,000.00	\$0.00	\$0.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS (usually spent on 6522 & 6523)	\$5,000.00	\$5,000.00	\$150.00	\$902.29
006-410-4715	REFUND (Insurance Refund)	\$0.00	\$0.00	\$1,652.75	\$1,652.75
006-410-4765	LIBRARY INCOME	\$3,000.00	\$3,000.00	\$320.00	\$2,158.38
006-410-4799	OTHER (GENEALOGY JANUARY RENT)	\$5,000.00	\$5,000.00	\$0.00	\$1,749.31
006-910-4830	TRANSFER INTO LIBRARY OPERATING FUND	\$0.00	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$140,000.00	\$0.00	\$70,000.00
		\$204,000.00	\$187,716.00		
006-410-6010	GROSS SALARIES	\$151,400.00	\$140,000.00	(\$9,501.16)	(\$79,560.19)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$2,000.00	\$2,000.00	\$0.00	(\$1,553.32)
006-410-6230	TRAVEL/TRAINING/DUES	\$400.00	\$100.00	\$0.00	(\$20.00)
006-410-6310	BUILDING & GROUNDS	\$3,000.00	\$1,000.00	(\$59.45)	(\$2,545.20)
006-410-6371	UTILITIES	\$13,000.00	\$13,000.00	(\$2,285.97)	(\$9,626.63)
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$0.00
006-410- 6405	AUDITOR RECORDING FEES	\$500.00	\$500.00	(\$500.00)	(\$500.00)
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6497	MISC. EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$6,000.00	\$4,000.00	(\$313.75)	(\$1,339.42)
006-410-6505	NEW FURNITURE/EQUIP (FY24 FIRST AID GRANT)	\$2,000.00	\$1,000.00	\$0.00	(\$3,049.83)
006-410-6507	OPERATING SUPPLIES	\$2,000.00	\$2,000.00	(\$200.67)	(\$740.03)
006-410-6508	POSTAGE	\$100.00	\$100.00	(\$18.74)	(\$259.80)
006-410-6522	PRINTED MATERIALS (167 interest)	\$6,000.00	\$6,000.00	(\$419.44)	(\$4,814.27)
006-410-6523	AUDIO-VISUAL MATERIALS (167 interest)	\$3,000.00	\$3,000.00	(\$128.80)	(\$756.88)
006-410-6525	SOFTWARE & TECH SUPPT	\$8,000.00	\$8,000.00	(\$120.63)	(\$6,648.36)
006-410-6526	JANITOR SUPPLIES	\$1,000.00	\$1,000.00	(\$131.64)	(\$415.89)
		\$198,400.00	\$181,700.00		
(Cash on hand: Petty Cash \$60, Income Cash Drawers \$75)				BALANCE	(\$32,364.45)

ENDOWMENT/CAPITAL BUDGET REVENUES & EXPENDITURES		BUDGETED		02/2025	BALANCE
BEGINNING BALANCE 7/1/2024 (including restricted \$75,390.01 & 7/24 Transfer from Op Fund)					\$331,908.70
167-410-4300	INTEREST - LIBRARY ENDOWMENT	\$0.00		\$0.00	\$0.00
167-410-4471	GRANTS - LIBRARY CAPITAL PROJECTS	\$20,000.00		\$0.00	\$10,000.00
167-410-4705	DONATIONS - LIBRARY ENDOWMENT	\$0.00		\$0.00	\$0.00
167-410-4707	DONATIONS - LIBRARY CAPITAL PROJECTS	\$20,000.00		\$0.00	\$15,265.00
167-410-4799	OTHER REVENUES - CAPITAL PROJECTS	\$0.00		\$0.00	\$0.00
167-410-6751	CAPITAL PROJECT CONSTRUCTION	\$40,000.00		\$0.00	(\$22,061.06)
RESTRICTED	Restricted Memorial Bequests for Collection Purchases				(\$75,390.01)
				BALANCE	\$259,722.63

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
APRIL 2025 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems Copier Contract		006 - 410 - 6525	5321	\$164.92
Alliant Energy		006 - 410 - 6371	131	\$1,053.50
Baker & Taylor	Printed Materials	006 - 410 - 6522	34	\$107.48
Cash	Postage	006 - 410 - 6508	68	\$9.74
Chariton Water Department		006 - 410 - 6371	80	\$72.63
Midwest Heritage Insurance		010 - 410 - 6408	161	\$17,665.59
Windstream		006 - 410 - 6371	858	\$304.58
TOTAL CLAIMS PAID APRIL 2025				\$19,378.44

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
Raymond Meyer

**Building and Grounds Committee
April 8, 2025**

Denny, Steve, and Linda met at 4:30 in the Board room of the library. The following items were discussed:

- The annual city Clean-up Day will be May 7. We will ask Justin if he can arrange for some high school students to help at the library. Denny will provide a truck to take things to the dump site. The goal will be to get rid of "stuff" we don't use or need in the library.
- The question was raised about who monitors the computers that students use in the library.
- The furnace filters need to be replaced bi-monthly. Who needs to take care of that?
- Steve and Denny will check that thermostat in the building to see if they can be regulated more efficiently.
- Where should we replace the flag pole? Denny has checked with Dave Ryswyk and the flag pole is in good shape. We will just need to decide where to put it and how to anchor it.
- Mark should start the limestone clean up and do the brick work on the east office area beginning in the next couple of weeks.
- Has Kris heard from Wood Roofing as to when they will begin the first phase of the work that needs to be done on the roof?
- A short walking tour of the upstairs was made.

Submitted by Linda Miller

**Chariton Free Public Library
Director Report
April 10, 2025**

As you know, I've been gone a great deal recently. Thank you for all of the support you've shown me during my mother's illness and passing. It is greatly appreciated.

FISCAL YEAR 2025	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YEAR
Days Open	24	26	24	26	22	24	25	22	26				219
Visitor Count	2,941	2,021	1,869	1,812	1,760	1,643	1,702	1,598	1,798				17,144
Cards Issued	12	19	19	16	12	9	12	20	21				140
Cards Weeded	0	0	7	0	0	0	0	0	0				7
Meeting Room Uses	13	13	10	16	13	9	9	6	12				101
Total Circulation (w/o SILO ILLs)	2,298	1,895	1,820	1,933	1,580	1,544	1,612	1,588	2,422				16,692
BRIDGES Registrations	1	6	2	0	4	5	1	2	12				33
BRIDGES Active Individuals	127	116	111	115	117	121	126	118	137				1,088
BRIDGES Items Circulated	736	768	691	690	608	679	740	657	749				6,318
Website Visits	566	503	376	494	465	526	679	433	635				4,677
Website Actions	1,472	1,238	1,033	1,139	1,062	992	1,304	1,106	1,410				10,756
WI-FI Sessions	690	704	599	669	781	709	718	719	924				6,513
Unique WI-FI Visitors	146	162	143	160	142	128	137	131	163				1,312
PC & Chromebox Uses	720	754	582	718	612	510	579	566	701				5,742
Programs Offered	22	9	9	1	1	1	1	0	8				52
Program Attendance	206	94	66	9	10	4	35	0	117				541

All of our statistics seem to have jumped during the month of March, including visits and circulation. Even the BRIDGES registrations and circulations were up. Movies were very popular in March and picture books, early readers, juvenile fiction & young adult fiction were also up – Spring Break maybe. We also offered Spring Break programs that were well attended, which might account in part for the increase in items circulated to young children.

I need to get back to work on prepping for the Summer Program. Our schedule isn't yet full with activities and performers. We will of course do the entire summer's Farmers Market again this year, and we've been asked to do a storytime at the County Fair.

Staff will be using Good Friday as an inservice this month. We will review the proposed strategic plan, just for their information, and try to gather, assess and purge some of the mountains of craft and program supplies we're drowning in. (Some more on the way from my mom's stash too – anyone need yarn?) I'm thinking a craft clear-out event might rid us of some of it while giving local crafters a crack at increasing their stashes at home. May would be a good month for that event. I promise we won't accept any donations for the event and will only put on offer materials we need to purge. Although I feel it's fair to point out that most libraries have a designated office/storage space for their program personnel and resources.

We'll also be viewing a customer service webinar and discussing various other everyday procedures and issues.

Spot cleaning of the main floor carpet will also occur on Good Friday. I've not heard anything yet from Wood Roofing on when they'll begin on our project.

Kris Murphy
April 10, 2025

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY MAY 8, 2025
LIBRARY BOARDROOM**

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. Please alert the Library Director.

Chariton Public Library Board Meeting May 8, 2025 at 5:30pm
Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/947761669>

You can also dial in using your phone.

Access Code: 947-761-669

United States: [+1 \(646\) 749-3122](tel:+16467493122)

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Public Forum**
- 4. Consent Agenda:**
 - a. April 10, 2025 Minutes
 - b. Correspondence –
 - c. March 2025 Financial Statements
 - d. Grants
- 5. May 2025 Claims**
- 6. Unfinished Business**
 - a. Strategic Planning
 - b. Director Annual Evaluation
- 7. New Business**
- 8. Reports**
 - Building & Grounds
 - Community Relations
 - Finance & Policy
 - Director's Report
- 9. Board Comments & Continuing Education**
- 10. Agenda Items for Next Month's (June 12, 2025) Meeting**

Adjournment

Chariton Free Public Library April 10, 2025

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom on April 10, 2025 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Blake, McGee, Meyer, Pillsbury-Allen, Seuferer, and Sharp were present. Friends of the Library President Marcia Fenton and Bryna Walker, Library Program Services Consultant from Great Prairie AEA responsible for Chariton Community School District's libraries and Director Murphy were also present.

The Agenda was unanimously adopted on a motion from Bisgard, seconded by Seuferer.

Public Forum: Marcia Fenton introduced Bryna Walker to the Board and then spoke about a Middle School book club she would like to offer beginning in May. The group will read the *All Iowa Reads* title "Jawbreaker" by Christina Wyman and will meet weekly on Thursdays here at the Library. Walker will touch base in the future to see how we might, through our combined efforts, improve library services for students in the district.

Consent Agenda: Seuferer moved and Blake seconded for unanimous approval of the Consent Agenda.

March 20, 2025 Minutes

Correspondence – none

February 2025 Financial Statements

Grants – Lucas County Community Foundation awards ceremony at Pin Oak Marsh 4/28/25 at 5:30

The April 2025 Claims were unanimously approved on a motion from Pillsbury-Allen, seconded by McGee.

Unfinished Business

The Community-Led Programming Application was reviewed and possible revisions and distribution tactics discussed.

The latest draft of the Strategic Plan was reviewed. Each Committee will review the plan, focusing on target dates for the action steps earmarked for their committee, ready to revisit the plan at the May board meeting.

The Director Evaluation was tabled until the May meeting on a motion from Sharp seconded by Seuferer.

New Business none

Reports

Building & Grounds: 4/8/25 minutes attached.

Murphy will contact Wood Roofing for a start date on the roof project.

Sharp will request student helpers at the Library on clean-up day May 7th.

Pillsbury-Allen will reach out to local early childhood learning locations to see if they'd take some of our craft supplies off our hands.

Director's Report (attached)

Agenda Items for Next Month's (May 8, 2025) Meeting

Director Evaluation

Strategic Plan

Adjournment: The meeting was adjourned at 6:30 p.m. on a motion from Pillsbury-Allen, seconded by Blake.

Kris Murphy, Library Director

MARCH 2025 OPERATING FUND FINANCIAL REPORT

REVENUE REPORT CALENDAR 3/2025, FISCAL 9/2025 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY \$MARKET	5,000.00	180.11	3,182.75	63.66	1,817.25
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	26,000.00	.00	.00	.00	26,000.00
006-410-4471	LOCAL GRANTS	20,000.00	.00	.00	.00	20,000.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	.00	902.29	18.05	4,097.71
006-410-4707	DONATIONS/BLDG RENOVATION	.00	.00	.00	.00	.00
006-410-4715	REFUND	.00	.00	1,652.75	.00	1,652.75
006-410-4765	LIBRARY FINES	3,000.00	.00	2,158.38	71.95	841.62
006-410-4799	OTHER REVENUES	5,000.00	.00	1,749.31	34.99	3,250.69
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	.00	.00	.00
006-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
006-950-4000	GENERAL PROPERTY TAXES	140,000.00	.00	70,000.00	50.00	70,000.00
	TOTAL	204,000.00	180.11	79,645.48	39.04	124,354.52

BUDGET REPORT CALENDAR 3/2025, FISCAL 9/2025 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	151,400.00	9,744.78	89,304.97	58.99	62,095.03
006-410-6210	DUES & SUBSCRIPTIONS	2,000.00	.00	1,553.32	77.67	446.68
006-410-6230	TRAVEL, TRAINING, & DUES	400.00	.00	20.00	5.00	380.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,000.00	406.02	2,951.22	98.37	48.78
006-410-6371	UTILITIES	13,000.00	2,848.98	12,475.61	95.97	524.39
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	.00	.00	.00	.00	.00
006-410-6405	RECORDING FEES	500.00	.00	500.00	100.00	.00
006-410-6408	INSURANCE	.00	.00	.00	.00	.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	6,000.00	83.28	1,422.70	23.71	4,577.30
006-410-6502	BOOKS	.00	.00	.00	.00	.00
006-410-6505	NEW EQUIPMENT	2,000.00	.00	3,049.83	152.49	1,049.83
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	.00	740.03	37.00	1,259.97
006-410-6508	POSTAGE	100.00	26.71	286.51	286.51	186.51
006-410-6522	PRINTED MATERIALS	6,000.00	334.88	5,149.15	85.82	850.85
006-410-6523	AUDIO/VISUAL MATERIALS	3,000.00	190.79	947.67	31.59	2,052.33
006-410-6524	AUDIO VISUAL	.00	.00	.00	.00	.00
006-410-6525	SOFTWARE & TECH SUPPORT	8,000.00	854.92	7,503.28	93.79	496.72
006-410-6526	JANITOR SUPPLIES	1,000.00	.00	415.89	41.59	584.11
006-410-6751	CONSTRUCTION PROJECTS	.00	.00	.00	.00	.00
	LIBRARY TOTAL	198,400.00	14,490.36	126,320.18	63.67	72,079.82
010-410-6408	INSURANCE - LIBRARY	12,000.00	.00	181.50	1.51	11,818.50
	EMPLOYEE BENEFITS TOTAL	33,417.00	2,275.05	20,615.97	61.69	12,801.03
		45,417.00	2,275.05	20,797.47	45.79	24,619.53

MARCH 2025 ENDOWMENT/CAPITAL FUND REPORT

REVENUE REPORT CALENDAR 3/2025, FISCAL 9/2025 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
167-410-4300	INTEREST - LIBRARY ENDOWMENT	.00	.00	.00	.00	.00
167-410-4471	LOCAL GRANTS	20,000.00	.00	10,000.00	50.00	10,000.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	.00	16,615.00	83.08	3,385.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
167-910-4830	TRANSFER IN - LIBRARY ENDOW	.00	.00	256,518.69	.00	256,518.69
TOTAL		40,000.00	.00	283,133.69	707.83	243,133.69

BUDGET REPORT CALENDAR 3/2025, FISCAL 9/2025 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
167-410-6751	CONSTRUCTION PROJECTS	40,000.00	.00	22,061.06	55.15	17,938.94
167-910-6910	TRANSFER OUT - LIBRARY ENDOWME	.00	.00	.00	.00	.00
TRANSFERS TOTAL		.00	.00	.00	.00	.00
LIBRARY ENDOWMENT TOTAL		40,000.00	.00	22,061.06	55.15	17,938.94

MARCH 2025 MONEY MARKET BANK CASH REPORT

BANK CASH REPORT 2025

BANK NAME	FUND GL	BANK NAME	FEBRUARY CASH BALANCE	MARCH RECEIPTS	MARCH DISBURSMENTS	MARCH CASH BALANCE	OUTSTANDING TRANSACTIONS	MAR BANK BALANCE
BANK MIDWEST HERITAGE LIB MM BK#4	006	LIBRARY MM ACCOUNT	154,228.20	180.11	0.00	154,408.31		154,408.31

MARCH 2025 TREASURER'S REPORT

BUDGET REPORT CALENDAR 3/2025, FISCAL 9/2025 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	LIBRARY TOTAL	283,817.00	16,765.41	169,178.71	59.61	114,638.29

TREASURER'S REPORT CALENDAR 3/2025, FISCAL 9/2025

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006 LIBRARY OPERATING	42,432.65	180.11	14,490.36	.00	56,742.90
167 LIBRARY ENDOWMENT	346,734.81	.00	.00	.00	346,734.81

CHARITON FREE PUBLIC LIBRARY FY2025 BUDGET

MARCH 2025

OPERATING BUDGET REVENUES & EXPENDITURES		CITY BUDGETED	PLANNED BUDGET	03/2025	YEAR TO DATE BALANCE
BEGINNING BALANCE 7/1/2024					\$0.00
006-410-4300	INTEREST MONEY MARKET & BEQUESTS	\$5,000.00	\$5,000.00	\$180.11	\$3,182.75
006-410-4470	RURAL FEES	\$26,000.00	\$19,716.00	\$0.00	\$0.00
006-410-4471	GRANTS	\$20,000.00	\$10,000.00	\$0.00	\$0.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS (usually spent on 6522 & 6523)	\$5,000.00	\$5,000.00	\$0.00	\$902.29
006-410-4715	REFUND (Insurance Refund)	\$0.00	\$0.00	\$0.00	\$1,652.75
006-410-4765	LIBRARY INCOME	\$3,000.00	\$3,000.00	\$0.00	\$2,158.38
006-410-4799	OTHER (GENEALOGY JANUARY RENT)	\$5,000.00	\$5,000.00	\$0.00	\$1,749.31
006-910-4830	TRANSFER INTO LIBRARY OPERATING FUND	\$0.00	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$140,000.00	\$0.00	\$70,000.00
TOTAL		\$204,000.00	\$187,716.00	\$180.11	\$79,645.48
006-410-6010	GROSS SALARIES	\$151,400.00	\$140,000.00	(\$9,744.78)	(\$89,304.97)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$2,000.00	\$2,000.00	\$0.00	(\$1,553.32)
006-410-6230	TRAVEL/TRAINING/DUES	\$400.00	\$100.00	\$0.00	(\$20.00)
006-410-6310	BUILDING & GROUNDS	\$3,000.00	\$1,000.00	(\$406.02)	(\$2,951.22)
006-410-6371	UTILITIES	\$13,000.00	\$13,000.00	(\$2,848.98)	(\$12,475.61)
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$0.00
006-410- 6405	AUDITOR RECORDING FEES	\$500.00	\$500.00	\$0.00	(\$500.00)
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6497	MISC. EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$6,000.00	\$4,000.00	(\$83.28)	(\$1,422.70)
006-410-6505	NEW FURNITURE/EQUIP (FY24 FIRST AID GRANT)	\$2,000.00	\$1,000.00	\$0.00	(\$3,049.83)
006-410-6507	OPERATING SUPPLIES	\$2,000.00	\$2,000.00	\$0.00	(\$740.03)
006-410-6508	POSTAGE	\$100.00	\$100.00	(\$26.71)	(\$286.51)
006-410-6522	PRINTED MATERIALS (167 interest)	\$6,000.00	\$6,000.00	(\$334.88)	(\$5,149.15)
006-410-6523	AUDIO-VISUAL MATERIALS (167 interest)	\$3,000.00	\$3,000.00	(\$190.79)	(\$947.67)
006-410-6525	SOFTWARE & TECH SUPPT	\$8,000.00	\$8,000.00	(\$854.92)	(\$7,503.28)
006-410-6526	JANITOR SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	(\$415.89)
TOTAL		\$198,400.00	\$181,700.00	(\$14,490.36)	(\$126,320.18)
(Cash on hand: Petty Cash \$60, Income Cash Drawers \$75)				BALANCE	(\$46,674.70)

ENDOWMENT/CAPITAL BUDGET REVENUES & EXPENDITURES		BUDGETED		03/2025	BALANCE
BEGINNING BALANCE 7/1/2024 (including restricted \$75,390.01 & 7/24 Transfer from Op Fund)					\$331,908.70
167-410-4300	INTEREST - LIBRARY ENDOWMENT	\$0.00		\$0.00	\$0.00
167-410-4471	GRANTS - LIBRARY CAPITAL PROJECTS	\$20,000.00		\$0.00	\$10,000.00
167-410-4705	DONATIONS - LIBRARY ENDOWMENT	\$0.00		\$0.00	\$0.00
167-410-4707	DONATIONS - LIBRARY CAPITAL PROJECTS	\$20,000.00		\$0.00	\$16,615.00
167-410-4799	OTHER REVENUES - CAPITAL PROJECTS	\$0.00		\$0.00	\$0.00
167-410-6751	CAPITAL PROJECT CONSTRUCTION	\$40,000.00		\$0.00	(\$22,061.06)
RESTRICTED	Restricted Memorial Bequests for Collection Purchases				(\$75,390.01)
				BALANCE	\$261,072.63

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
MAY 2025 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
ABC Pest Control		006 - 410 - 6310	515	\$59.45
Access Systems Copier Contract		006 - 410 - 6525	5321	\$301.34
Alliant Energy		006 - 410 - 6371	131	\$585.06
Amazon Capital Services	Programming	006 - 410 - 6498	5265	\$61.34
	Operating Supplies	006 - 410 - 6507		\$62.35
	Printed Materials	006 - 410 - 6522		\$191.44
	AV Materials	006 - 410 - 6523		\$73.85
	Custodial	006 - 410 - 6526		\$39.98
Baker & Taylor	Printed Materials	006 - 410 - 6522	34	\$239.47
Cash	Custodial	006 - 410 - 6526	68	\$60.42
Chariton Water Department	CREDIT \$45.45	006 - 410 - 6371	80	\$0.00
Motion Picture Licensing Corporation		006 - 410 - 6210	681	\$110.98
Murphy, Kris	SRP Promos	006 - 410 - 6498	1324	\$141.90
Windstream		006 - 410 - 6371	858	\$295.21
TOTAL CLAIMS PAID MAY 2025				\$2,222.79

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
Raymond Meyer

Community Relations Committee

May 5, 2025

The Community Relations Committee met, and we wanted to make these two changes --

Strategy 1.1, Action Item B: Change target date from March 2026 to October 2025

Strategy 1.2, Action Item B: Change target date from March 2026 to October 2025

Here are my brief notes from our meeting with Kris and Lauri on Library social media --

- Current Platforms: The library uses its website and Facebook. An Instagram account exists, but login access is currently unknown. A new Instagram account can be created.
- Website Management: Kris updates the site using Concrete CMS and will look into adding user access for others.
- Planned Updates: The committee plans to add 1–2 new website pages focused on fundraising and community-led programming.
- Facebook Access: Lauri will invite Alicia, Bevin, and Rachel to be Admins.
- Content Responsibilities:
 - Lauri will continue posting library updates, programs, and closings.
 - The Community Relations Committee will post about virtual fundraising, volunteers, and community-led activities.
- Message Coordination: A group text chat would be helpful for coordinating timely responses to messages sent to the library's Facebook page.
- Additional Tools: Access to Who-Fi may be needed for scheduling and sign-ups.

Ray and I met with Marcia and Sue of *Friends of the Library* to set up Zeffy. I have a meeting scheduled with Follett Destiny Fundraising (recommended by Kris) to explore the possibility of using it as a future tool.

Thank you,

Alicia

**Chariton Free Public Library
Director Report
May 8, 2025**

FISCAL YEAR 2025	APR	YEAR
Days Open	24	243
Visitor Count	1,602	18,746
Cards Issued	25	165
Cards Weeded	0	7
Meeting Room Uses	9	110
Total Circulation (w/o SILO ILLs)	1,973	18,665
BRIDGES Registrations	2	35
BRIDGES Active Individuals	122	1,210
BRIDGES Items Circulated	722	7,040
Website Visits	436	5,113
Website Actions	1,088	11,844
WI-FI Sessions	840	7,353
Unique WI-FI Visitors	145	1,457
PC & Chromebox Uses	648	6,390
Programs Offered	7	59
Program Attendance	47	588

Copy Category	Apr	Year
Adult Fiction	390	4,021
Large Print	98	941
Adult Nonfiction	111	1,000
Adult Audiobooks	12	122
Adult Video	207	2,058
Picture Books	263	2,476
Beginner Readers	99	938
Juvenile Fiction	323	3,233
Juvenile Nonfiction	67	606
Juvenile Audiobooks	8	67
Juvenile Videos	255	2,174
Young Adult Books	80	712
YA Anime Video	31	203
Games	1	5
Puzzles	23	71
Bin Books (alone)	0	0
Educational Bins	4	26
Maker Bins	1	13
Local Interlibrary Loans	34	369
	2,007	19,035

PATRON TYPE	APR	YEAR
Chariton Adult	1,135	10,553
Chariton Child	365	2,822
Rural Adult	224	3,022
Rural Child	96	591
Russell Adult	27	553
Russell Child	18	111
Lucas Adult	8	241
Lucas Child	0	36
Williamson Adult	2	3
Williamson Child	0	0
Derby Adult	13	156
Derby Child	0	0
Out Of County	105	828
Institutional	14	119
	2,007	19,035

Our numbers dropped back down to normal in April. All that nice weather? Yards? Gardens? The park?

In April, in addition to the monthly OPTIMAE program, we had a group of special needs high school students in for a tour and craft. Both times we made flowers with foam noodles & pipe cleaners. I'll reuse that craft for one of my farmers market programs this summer. This OPTIMAE Wednesday we made kaleidoscopes, on Randy's request. Might be too difficult for farmers market, but I'll give it a go there too. Randy is no longer allowed to request next month's craft. Interest was expressed in doing something themed to the July 4th holiday at our June OPTIMAE Wednesday. Fireworks were mentioned. We'll see what I come up with.

At our April staff inservice we discussed the need for a staff work area. As we were cleaning out the office and going through the craft supplies we decided we'd like to claim the boardroom as the program storage and prep area. Right now my summer program materials are spread out on the table. This gets program planning, which takes up a great deal of space, out of the office. It also means that I'll be able to wheel the STEAM cart in there while I create the kits for those programs and make the examples. It makes more sense for us to occupy that room on a daily basis than for us to reserve it for the 1-3 hours a month required for the board meeting and committee meetings. We suggest holding our monthly board meetings in the meeting room, which will give us ample space and seating for anyone wishing to attend.

We watched an archived customer service webinar and discussed how policies limit our options in providing the best possible service to patrons. We talked about bending rules & will likely submit policy change suggestions that better meet patron needs.

Clean-up day went really well. Big thanks to Denny (& Patti), Steve & Linda (& Atlas) for the work they did and for wrangling the student volunteers, who also did great work! We cleared out a lot of stuff and organized the shelving and outdoor stuff that remained. In the end, the only craft item we were willing to part with was a surplus of colored printing paper.

Kris Murphy
May 8, 2025

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY JUNE 12, 2025
LIBRARY BOARDROOM**

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. Please alert the Library Director.

**Chariton Public Library Board Meeting June 12, 2025 at 5:30pm
Please join my meeting from your computer, tablet or smartphone.**

<https://meet.goto.com/947761669>

You can also dial in using your phone.

Access Code: 947-761-669

United States: [+1 \(646\) 749-3122](tel:+16467493122)

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Public Forum**
- 4. Consent Agenda:**
 - a. May 8, 2025 Minutes**
 - b. Correspondence** – Enrich Iowa Letter of Agreement, Mainstay Support Contract Renewal
 - c. April 2025 Financial Statements**
 - d. Grants**
- 5. June 2025 Claims**
- 6. Unfinished Business**
 - a. Strategic Planning**
 - b. Community-Led Programming**
- 7. New Business**
 - a. Consideration of a Resolution to transfer \$10,272.17 from Endowment (167) to Operating Fund (006)**
 - b. Genealogy Agreement**
 - c. Board Officers**
- 8. Reports**
 - Building & Grounds
 - Community Relations
 - Finance & Policy
 - Director's Report
- 9. Board Comments & Continuing Education**
- 10. Agenda Items for Next Month's (July 10, 2025) Meeting**

Adjournment

**Chariton Free Public Library
May 8, 2025**

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom on May 8, 2025 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Blake, Fredericks, Meyer, Miller, Seuferer, and Sharp were present. Director Murphy was also present.

The Agenda was unanimously adopted on a motion from Seuferer, seconded by Miller.

Public Forum: None

Consent Agenda: Bisgard moved and Blake seconded for unanimous approval of the Consent Agenda.

April 10, 2025 Minutes

Correspondence – none

March 2025 Financial Statements

Grants – Lucas County Community Foundation \$7,000 towards roof repairs received.

The May 2025 Claims were unanimously approved on a motion from Seuferer, seconded by Sharp.

Unfinished Business

The latest draft of the Strategic Plan was reviewed. Bisgard made a motion to adopt the Strategic Plan, Seuferer seconded and the motion passed unanimously.

Murphy declined a closed session to review the Director Evaluation. The evaluation and annual goals were reviewed and discussed. Murphy will submit a copy of the evaluation to the City.

New Business none

Reports

Building & Grounds: 4/8/25 minutes attached.

Matt Welker at Wood Roofing reports they've been coordinating with their sheet metal division on construction of the gutters and downspouts necessary for the roof repair project. They plan to start the repairs in the latter weeks of June.

Clean-up day went very well. We eliminated a lot of clutter and got our weeded large print to the senior center.

Mark Devilbiss has completed the cleaning and repair of the stonework and bricks. We'll receive a bill shortly.

Director's Report (attached)

Agenda Items for Next Month's (June 12, 2025) Meeting

Board Officers

Adjournment: The meeting was adjourned at 6:34 p.m. on a motion from Miller, seconded by Fredericks.

Kris Murphy, Library Director

APRIL 2025 OPERATING FUND FINANCIAL REPORT

REVENUE REPORT CALENDAR 4/2025, FISCAL 10/2025 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY \$MARKET & BEQUESTS	5,000.00	697.50	3,880.25	77.61	1,119.75
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	26,000.00	.00	.00	.00	26,000.00
006-410-4471	LOCAL GRANTS	20,000.00	.00	.00	.00	20,000.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	1,300.00	2,202.29	44.05	2,797.71
006-410-4707	DONATIONS/BLDG RENOVATION	.00	.00	.00	.00	.00
006-410-4715	REFUND	.00	.00	1,652.75	.00	1,652.75
006-410-4765	LIBRARY FINES	3,000.00	983.33	3,141.71	104.72	141.71
006-410-4799	OTHER REVENUES	5,000.00	2,097.55	3,846.86	76.94	1,153.14
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	.00	.00	.00
006-910-4832	INTERFUND LOAN PAYMENT	.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	204,000.00	75,078.38	154,723.86	75.85	49,276.14

BUDGET REPORT CALENDAR 4/2025, FISCAL 10/2025 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	151,400.00	9,939.91	99,244.88	65.55	52,155.12
006-410-6210	DUES & SUBSCRIPTIONS	2,000.00	.00	1,553.32	77.67	446.68
006-410-6230	TRAVEL, TRAINING, & DUES	400.00	.00	20.00	5.00	380.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,000.00	.00	2,951.22	98.37	48.78
006-410-6371	UTILITIES	13,000.00	1,430.71	13,906.32	106.97	906.32
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	.00	.00	.00	.00	.00
006-410-6405	RECORDING FEES	500.00	.00	500.00	100.00	.00
006-410-6408	INSURANCE	.00	.00	.00	.00	.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	6,000.00	.00	1,422.70	23.71	4,577.30
006-410-6502	BOOKS	.00	.00	.00	.00	.00
006-410-6505	NEW EQUIPMENT	2,000.00	.00	3,049.83	152.49	1,049.83
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	.00	740.03	37.00	1,259.97
006-410-6508	POSTAGE	100.00	9.74	296.25	296.25	196.25
006-410-6522	PRINTED MATERIALS	6,000.00	107.48	5,256.63	87.61	743.37
006-410-6523	AUDIO/VISUAL MATERIALS	3,000.00	.00	947.67	31.59	2,052.33
006-410-6524	AUDIO VISUAL	.00	.00	.00	.00	.00
006-410-6525	SOFTWARE & TECH SUPPORT	8,000.00	164.92	7,668.20	95.85	331.80
006-410-6526	JANITOR SUPPLIES	1,000.00	.00	415.89	41.59	584.11
006-410-6751	CONSTRUCTION PROJECTS	.00	.00	.00	.00	.00
	LIBRARY OPERATING TOTAL	198,400.00	11,652.76	137,972.94	69.54	60,427.06

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL	MTD	YTD	PERCENT	UNEXPENDED
010-410-6408	LIABILITY & PROP INS LEVY TOTA	17,900.00	17,665.59	17,847.09	99.70	52.91
112-410-	EMPLOYEE BENEFITS TOTAL	33,417.00	2,308.39	22,924.36	68.60	10,492.64
	TOTAL	51,317.00	19,973.98	40,771.45	79.45	10,545.55

APRIL 2025 **ENDOWMENT/CAPITAL FUND** REPORT

REVENUE REPORT CALENDAR 4/2025, FISCAL 10/2025 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	.00	10,000.00	50.00	10,000.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	50.00	16,665.00	83.33	3,335.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
167-910-4830	TRANSFER IN - LIBRARY ENDOW	256,518.69	.00	256,518.69	100.00	.00
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
LIBRARY ENDOWMENT TOTAL		296,518.69	50.00	283,183.69	95.50	13,335.00

BUDGET REPORT CALENDAR 4/2025, FISCAL 10/2025 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
167-410-6751	CONSTRUCTION PROJECTS	40,000.00	.00	22,061.06	55.15	17,938.94
167-910-6910	TRANSFER OUT - LIBRARY ENDOWME	.00	.00	.00	.00	.00
LIBRARY ENDOWMENT TOTAL		40,000.00	.00	22,061.06	55.15	17,938.94

APRIL 2025 **MONEY MARKET** REPORT

BANK CASH REPORT 2025

BANK NAME FUND GL NAME	MARCH CASH BALANCE	APRIL RECEIPTS	APRIL DISBURSMENTS	APRIL CASH BALANCE	OUTSTANDING TRANSACTIONS	APR BANK BALANCE
006 MIDWEST HERITAGE LIB MM BK#4	154,408.31	174.50	0.00	154,582.81	0.00	154,582.81

APRIL 2025 TREASURER'S REPORT

BUDGET REPORT CALENDAR 4/2025, FISCAL 10/2025 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
LIBRARY TOTAL		283,817.00	31,626.74	200,805.45	70.75	83,011.55

TREASURER'S REPORT CALENDAR 4/2025, FISCAL 10/2025

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006 LIBRARY OPERATING	56,742.90-	75,078.38	11,652.76	.00	6,682.72
167 LIBRARY ENDOWMENT	346,734.81	50.00	.00	.00	346,784.81

CHARITON FREE PUBLIC LIBRARY FY2025 BUDGET

APRIL 2025

OPERATING BUDGET REVENUES & EXPENDITURES		CITY BUDGETED	PLANNED BUDGET	04/2025	BALANCE
BEGINNING BALANCE 7/1/2024					\$0.00
006-410-4300	INTEREST MONEY MARKET & BEQUESTS	\$5,000.00	\$5,000.00	\$697.50	\$3,880.25
006-410-4470	RURAL FEES	\$26,000.00	\$19,716.00	\$0.00	\$0.00
006-410-4471	GRANTS	\$20,000.00	\$10,000.00	\$0.00	\$0.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS (usually spent on 6522 & 6523)	\$5,000.00	\$5,000.00	\$1,300.00	\$2,202.29
006-410-4715	REFUND (Insurance Refund)	\$0.00	\$0.00	\$0.00	\$1,652.75
006-410-4765	LIBRARY INCOME	\$3,000.00	\$3,000.00	\$983.33	\$3,141.71
006-410-4799	OTHER STATE LIBRARY ENRICH IOWA PAYMENT	\$5,000.00	\$5,000.00	\$2,097.55	\$3,846.86
006-910-4830	TRANSFER INTO LIBRARY OPERATING FUND	\$0.00	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$140,000.00	\$70,000.00	\$140,000.00
		\$204,000.00	\$187,716.00	\$75,078.38	\$154,723.86
006-410-6010	GROSS SALARIES	\$151,400.00	\$140,000.00	(\$9,939.91)	(\$99,244.88)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$2,000.00	\$2,000.00	\$0.00	(\$1,553.32)
006-410-6230	TRAVEL/TRAINING/DUES	\$400.00	\$100.00	\$0.00	(\$20.00)
006-410-6310	BUILDING & GROUNDS	\$3,000.00	\$1,000.00	\$0.00	(\$2,951.22)
006-410-6371	UTILITIES	\$13,000.00	\$13,000.00	(\$1,430.71)	(\$13,906.32)
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6405	AUDITOR RECORDING FEES	\$500.00	\$500.00	\$0.00	(\$500.00)
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6497	MISC. EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$6,000.00	\$4,000.00	\$0.00	(\$1,422.70)
006-410-6505	NEW FURNITURE/EQUIP (FY24 FIRST AID GRANT)	\$2,000.00	\$1,000.00	\$0.00	(\$3,049.83)
006-410-6507	OPERATING SUPPLIES	\$2,000.00	\$2,000.00	\$0.00	(\$740.03)
006-410-6508	POSTAGE	\$100.00	\$100.00	(\$9.74)	(\$296.25)
006-410-6522	PRINTED MATERIALS (167 interest)	\$6,000.00	\$6,000.00	(\$107.48)	(\$5,256.63)
006-410-6523	AUDIO-VISUAL MATERIALS (167 interest)	\$3,000.00	\$3,000.00	\$0.00	(\$947.67)
006-410-6525	SOFTWARE & TECH SUPPT	\$8,000.00	\$8,000.00	(\$164.92)	(\$7,668.20)
006-410-6526	JANITOR SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	(\$415.89)
		\$198,400.00	\$181,700.00	\$11,652.76	\$137,972.94
(Cash on hand: Petty Cash \$60, Income Cash Drawers \$75)				BALANCE	\$16,750.92

ENDOWMENT/CAPITAL BUDGET REVENUES & EXPENDITURES		BUDGETED		04/2025	BALANCE
BEGINNING BALANCE 7/1/2024 (including restricted \$75,390.01 & 7/24 Transfer from Op Fund)					\$331,908.70
167-410-4300	INTEREST - LIBRARY ENDOWMENT	\$0.00		\$0.00	\$0.00
167-410-4471	GRANTS - LIBRARY CAPITAL PROJECTS	\$20,000.00		\$0.00	\$10,000.00
167-410-4705	DONATIONS - LIBRARY ENDOWMENT	\$0.00		\$0.00	\$0.00
167-410-4707	DONATIONS - LIBRARY CAPITAL PROJECTS	\$20,000.00		\$50.00	\$16,665.00
167-410-4799	OTHER REVENUES - CAPITAL PROJECTS	\$0.00		\$0.00	\$0.00
167-410-6751	CAPITAL PROJECT CONSTRUCTION	\$40,000.00		\$0.00	(\$22,061.06)
RESTRICTED	Restricted Memorial Bequests for Collection Purchases				(\$75,390.01)
				BALANCE	\$261,122.63

Yet to be added to reports (deposited in May & will be in May financials)

006-410-4470 RURAL FEES County Rural Fees & Russell Fees \$20,167

167-410-4471 GRANTS - LIBRARY CAPITAL PROJECTS LCCF\$ \$7,000 (For roof project)

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
JUNE 2025 CLAIMS**

OPERATING FUND CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems	Copier Contract	006 - 410 - 6525	5321	\$164.92
Alliant Energy		006 - 410 - 6371	131	\$487.45
Amazon Capital Services	Programming	006 - 410 - 6498	5265	\$808.57
	Operating Supplies	006 - 410 - 6507		\$28.49
	Printed Materials	006 - 410 - 6522		\$96.41
	AV Materials	006 - 410 - 6523		\$34.34
	Custodial	006 - 410 - 6526		\$137.38
Baker & Taylor	Printed Materials	006 - 410 - 6522	34	\$197.29
Cash	Postage	006 - 410 - 6508	68	\$5.11
Chariton Water Department		006 - 410 - 6371	80	\$1.23
DEMCO	SRP Sticker Labels	006 - 410 - 6498	93	\$81.58
Kone	Elevator Maint	006 - 410 - 6310	160	\$406.02
Murphy, Kris	Replacement Book	006 - 410 - 6522	1324	\$14.42
	Microsoft 365	006 - 410 - 6525		\$180.00
Toby KID Klauenberg	Summer Program	006 - 410 - 6498		\$475.00
Windstream		006 - 410 - 6371	858	\$285.84
TOTAL OPERATING FUND CLAIMS PAID JUNE 2025				\$3,404.05

CAPITAL PROJECT CLAIMS		BUDGET LINE	V#	PAYMENT
C&D Masonry	Stone & Tuckpointing	167 - 410 - 6751	3074	\$21,000.00
On the Spot Floor Care	Upper floor & stairs	167 - 410 - 6310		\$1,027.20
Riley Heating & Cooling	HVAC	167 - 410 - 6751	1965	\$3,068.00
TOTAL CAPITAL FUND CLAIMS PAID JUNE 2025				\$25,095.20

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
Raymond Meyer

Chariton Free Public Library Resolution 6122025
Resolution to Transfer Funds from Chariton Free Public Library Endowment Fund (167)
to Chariton Free Public Library General Fund (006).

Whereas, in December of 2024 \$10,272.17 was incorrectly transferred from the Library General Fund (006) to the Library Endowment Fund (167) without authorization by the Library Board;

Therefore, let it be resolved that:

The Chariton Free Public Library Board orders the transfer of \$10,272.¹⁷ from the Library Endowment Fund (167) to the Library General Fund (006);

Let it be further resolved that:

The designated funds be transferred by the Chariton City Clerk before June 30, 2025.

This Resolution shall take effect upon adoption and shall be reflected in the minutes of the Chariton Free Public Library Board.

Vote:

Bisgard ____ Blake ____ Fredericks ____ McGee ____ Meyer ____ Miller ____ Pillsbury-Allen ____ Seuferer ____ Sharp ____

Adopted by the Chariton Free Public Library Board of Chariton, Iowa this _____th day of _____, 2025.

Chariton Free Public Library Board President, Ray Meyer

Building and Grounds Committee Minutes
May 20, 2025

The Building and Grounds Committee of the Chariton Library Board met May 20th in the library. Denny, Steve, Kris, and Linda were in attendance. The following items were discussed:

- We will ask Bevin to meet with us so she can give her input on where she thinks the outdoor tables should be placed. Do the tables need to be chained down?
- When we put up the charging stations, they will need to be connected to electricity.
- Do we still want a fence to define the property line?
- The copper down spouts need to be connected to their drains. We will ask Wood Roofing if they can make that connection.
- The boardroom is currently being used for programming.
- If we ask Genealogy to move, Kris asked that moved be delayed until at least the summer programs are completed.
- Joe Huberty, a library architect, might be a good person to contact about major construction in the Curits and coal room. Kris will email him. Linda will ask John Harberts to look at the bricks surrounding the Curtis room door to see if they are structural sound.
- A huge conversation about how to best use the space in the library followed. Whatever moves we make will come down to funding the cost of construction.

Submitted by: Linda Miller

**Chariton Free Public Library
Director Report
June 12, 2025**

FISCAL YEAR 2025	MAY	YEAR
Days Open	25	268
Visitor Count	1,821	20,567
Cards Issued	24	189
Cards Weeded	298	305
Meeting Room Uses	17	127
Total Circulation (w/o SILO ILLs)	2,028	20,693
BRIDGES Registrations	2	37
BRIDGES Active Individuals	118	1,328
BRIDGES Items Circulated	747	7,787
Website Visits	550	5,663
Website Actions	1,530	13,374
WI-FI Sessions	883	8,236
Unique WI-FI Visitors	145	1,602
PC & Chromebox Uses	623	7,013
Programs Offered	7	66
Program Attendance	46	634

CATEGORY CIRCS	May	Year
Adult Fiction	369	4,390
Large Print	96	1,037
Adult Nonfiction	87	1,087
Adult Audiobooks	8	130
Adult Video	243	2,301
Picture Books	290	2,766
Beginner Readers	89	1,027
Juvenile Fiction	341	3,574
Juvenile Nonfiction	49	655
Juvenile Audiobooks	15	82
Juvenile Videos	261	2,435
Young Adult Books	139	851
YA Anime Video	24	227
Games	0	5
Puzzles	13	84
Bin Books (alone)	0	0
Educational Bins	3	29
Maker Bins	1	14
Local Interlibrary Loans	33	402
	2,061	21,096

PATRON CIRCS	MAY	YEAR
Chariton Adult	1,066	11,619
Chariton Child	453	3,275
Rural Adult	284	3,306
Rural Child	96	687
Russell Adult	39	592
Russell Child	4	115
Lucas Adult	25	266
Lucas Child	0	36
Williamson Adult	2	5
Williamson Child	0	0
Derby Adult	28	184
Derby Child	0	0
Out Of County	55	883
Institutional	9	128
	2,061	21,096

Mainstay, our tech support team, have been down to do some work on one of our staff machines so that it could be moved to the office as a workstation for Lauri. They also took three towers, which they donated to us, back with them to prep as patron computers. We'll retire the single PC patrons have had access to and have these three instead. We will have a bill for the patron computer work as only staff machines are covered in our contract. The other five towers we have are too dated to use. I've spoken with Dave at True Value. They scrap old towers & sell the usable stuff from them. He said I could drop them off there. No issues with content on them as they were patron machines that didn't allow saving content and without the security software that controlled them they are basically inaccessible anyway.

Our Microsoft 365 subscription was a free Microsoft donation through Techsoup. It appears that they are going to discontinue that donation. I've purchased us a slightly less sophisticated 365 Business Standard for five users. Since we own our domain now, due to the State Library discontinuing email services, each staff member now has an email account at chariton.lib.ia.us and their own login for the 365. This subscription comes at an annual price of \$180, which can only be paid by credit card, bank account or waiting on an invoice to arrive and get through the claims. Due to the imminent cancellation of our donation, I went ahead and paid for the subscription. My reimbursement is included in this month's claims. Next year we should get a standard electronic invoice that I can submit as a regular claim.

I've contacted ABC Pest Control to request cancellation of our contract. Our last service from them was in April and we paid what I believe was our final bill in May. I then contacted Elite Pest Control. They'll be in to have a look at the building and start us on service that includes poison boxes for any mice. There will be an initial purchase price for the locking boxes they use. I'll know more about the quarterly pricing after their visit. I mentioned the pigeon issue as well and will see what options we might have for that when they visit.

Still no update on when our roof project will begin.

Kris Murphy
June 12, 2025