# CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA · THURSDAY NOVEMBER 13, 2025 LIBRARY BOARDROOM

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

- 1. Call to Order
- 2. Adoption of the Agenda
- 3. Public Forum
- 4. Consent Agenda:
  - a. October 9, 2025 Minutes
  - b. Correspondence none
  - c. Grants none

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

https://meet.google.com/cth-ebfp-rrb

- 5. September 2025 Financial Statements
- 6. November 2025 Claims
- 7. Unfinished Business
  - a. Consideration of approval for the repair of walls in the SW Basement Room
  - **b.** Meeting Room Policy
  - c. Strategic Planning
  - d. Community-Led Programming
- 8. New Business
  - a. Circulation Policy: Library Card Registration for Students (form sent home, no ID required)
  - **b.** Foundation Funding Inquiry
- 9. Reports

Finance & Policy Community Relations Building & Grounds Director's Report

- 10. Board Comments & Continuing Education
- 11. Agenda Items for Next Month's (December 11, 2025) Meeting

Adjournment

## Chariton Free Public Library October 9, 2025

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom on October 9, 2025 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Blake, Fenton, Fredericks, Meyer, Muehlenthaler<sub>(online)</sub> and Sharp were present. Director Murphy was also present.

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

Public Forum: None

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

September 11, 2025 Minutes Correspondence – none

Grants - none

The **August 2025 Financial Statements** were reviewed. Fenton moved the statements be accepted and placed on file, Blake seconded and the motion passed unanimously.

The October 2025 Claims were unanimously approved on a motion from Blake, seconded by Fredericks.

#### **Unfinished Business**

The Roof Project Report from Wood Roofing and Sheetmetal was reviewed. Payment was approved with the claims.

The Strategic Plan was discussed. No action taken.

The Community Relations Committee will have two members at the staff inservice October 13<sup>th</sup> to discuss how Community Led Programming will work. It will also be determined if revisions to the Meeting Room policy will impact programming options.

#### **New Business**

The Building and Grounds Committee is collecting more estimates for the refurbishment of the southwest basement room. Reallocation of basement rooms is still being assessed.

Murphy submitted the Annual State Survey Report for review.

Library Staff have requested Library t-shirts to be worn at off-site Library programs and other community events the Library participates in. Fenton suggested that Friends of the Library would be interested in paying for the shirts. Sharp suggested that Library Staff should also see if the City would provide them with City of Chariton shirts. The Staff will select a design for the Library t-shirts and apply for funding from the Friends group.

#### **Reports**

**Building & Grounds:** See above. **Community Relations:** See above.

#### Finance & Policy:

The annual fundraiser letter is ready for mailing. Muehlenthaler will secure mailing materials and volunteer assistance. Due to questions about what is legally allowed in the public forum of each Board meeting, the committee discussed the need for a Board Meeting Policy. Murphy has drafted a policy to be discussed at the next committee meeting. The City Clerk confirmed the City Council's approval of Library Resolution 9112025, and the transfer will be reflected in the September 2025 financial statements.

**Director's Report**: (attached)

**Adjournment:** The meeting was adjourned at 6:24 p.m. on a motion from Fenton, seconded by Fredericks.

Kris Murphy, Library Director

## **SEPTEMBER 2025 OPERATING FUND FINANCIAL REPORT**

REVENUE REI	PORT CALENDAR 9/2025, FISCAL ACCOUNT TITLE	3/2026 25.0% ESTIMATE	.MTD Balance	YTD Balance	PERCENT RECVD	UNCOLLECTED
	INTEREST - LIBRARY \$MARKET & BEQUES	TS 4,500.00	516.48	1,407.37	31.27	3,092.63
006-410-4300 006-410-4440	STATE GRANT	.00	.00	.00		.00
006-410-4440	LIBRARY RURAL FEES	19,716.00	.00	.00		19,716.00
	LOCAL GRANTS	3,300.00	.00	.00		3,300.00
006-410-4471		.00	.00	.00		.00
006-410-4550	MISCELLANEOUS CHARGES	2,000.00	38.80	449.69		1,550.31
006-410-4705	DONATIONS  DONATIONS (BLDC BENOVATION)	.00	.00	.00.		.00
006-410-4707	DONATIONS/BLDG RENOVATION	.00	.00	.00		.00
006-410-4715	REFUND		259.25	913.25		2,086.75
006-410-4765	LIBRARY FINES	3,000.00		600.00		2,900.00
006-410-4799	OTHER REVENUES	3,500.00	.00			.00
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	.00.		.00
006-910-4832	INTERFUND LOAN PAYMENT	.00	.00			140,000.00
006-950-4000	GENERAL PROPERTY TAXES	140,000.00	.00	.00.	.00	140,000.00
	LIBRARY OPERATING TOTAL	176,016.00	814.53	3,370.31	1.91	172,645.69
BUDGET REP	ORT CALENDAR 9/2025, FISCAL 3/	2026 25.0%	MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	BALANCE	BALANCE	EXPENDED	UNEXPENDED
006-410-6010	SALARIES	144,000.00	9,851.80	29,080.79	20.19	114,919.21
006-410-6210	DUES & SUBSCRIPTIONS	1,500.00	.00	1,306.32	87.09	193.68
006-410-6230	TRAVEL, TRAINING, & DUES	100.00	.00	.00	.00	100.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	.00	524.45	2,155.47	.00	2,155.47-
006-410-6371	UTILITIES	11,000.00	1,214.10	3,464.45	31.50	7,535.55
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	.00	.00	.00	.00	.00
006-410-6405	RECORDING FEES	500.00	.00	1,042.00	208.40	542.00-
006-410-6408	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	3,000.00	502.59	1,228.28	40.94	1,771.72
006-410-6505	NEW EQUIPMENT	.00	.00	342.87	.00	342.87-
006-410-6507	OPERATING SUPPLIES & MATERIALS	600.00	61.65	130.12	21.69	469.88
006-410-6508	POSTAGE	300.00	17.30	37.30	12.43	262.70
006-410-6522	PRINTED MATERIALS	5,000.00	541.30	1,707.14	34.14	3,292.86
006-410-6523	AUDIO/VISUAL MATERIALS	1,000.00	68.46	475.12	47.51	524.88
006-410-6525	SOFTWARE & TECH SUPPORT	8,500.00	833.08	2,944.80	34.64	5,555.20
006-410-6526	JANITOR SUPPLIES	500.00	261.08	261.08	52.22	238.92
006-410-6751	CONSTRUCTION PROJECTS	.00	.00	.00	.00	.00
4	LIBRARY OPERATING TOTAL	176,000.00	13,875.81	44,175.74	25.10	131,824.26
BUDGET REP	ORT CALENDAR 9/2025, FISCAL	3/2026 25.0%	MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	BALANCE	BALANCE	EXPENDED	UNEXPENDED
010-410-6408	LIABILITY & PROP INS LEVY	13,000.00	.00	.00	.00	13,000.00
112-410-	EMPLOYEE BENEFITS TOTAL	33,422.00	3,287.43	7,793.03	23.32	25,628.97
	TOTAL EXPENSES	46,422.00	3,287.43	7,793.03	16.79	38,628.97

## **SEPTEMBER 2025 ENDOWMENT/CAPITAL FUND REPORT**

REVENUE RE Account number	EPORT CALENDAR 9/2025, FISCA ACCOUNT TITLE	AL 3/2026 25.0% 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	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	6,502.34-	6,502.34-	.00	6,502.34
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
	LIBRARY ENDOWMENT TOTAL	40,000.00	6,502.34	19,002.34	47.51	20,997.66
BUDGET REF	PORT CALENDAR 9/2025, FISCAL ACCOUNT TITLE	3/2026 25.0% BUDGET	MTD Balance	YTD. Balance	PERCENT Expended	UNEXPENDED
167-410-6751	CONSTRUCTION PROJECTS	75,000.00	157.00	157.00	.21	74,843.00

## SEPTEMBER 2025 MONEY MARKET REPORT

TRANSFER OUT - LIBRARY ENDOWME

LIBRARY ENDOWMENT TOTAL

#### BANK CASH REPORT 2025

167-910-6910

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#4 006 LIBRARY MM ACCOUNT	155,300.33	175.51	0.00	155,475.84	0.00	155,475.84

75,000.00

157.00

157.00

.21

## **SEPTEMBER 2025 TREASURER'S REPORT**

## BUDGET REPORT CALENDAR 9/2025, FISCAL 3/2026 25.0%

ACCOUNT TITLE	BUDGET	MTD Balance	YTD Balance	PERCENT EXPENDED	UNEXPENDED
LIBRARY TOTAL	297,422.00	17,320.24	52,125.77	17.53	245,296.23

## TREASURER'S REPORT CALENDAR 9/2025, FISCAL 3/2026

ACC	COUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006	LIBRARY OPERATING	21,106.81-	814.53	20,378.15	.00	40,670.43-
167	LIBRARY ENDOWMENT	331,944.64	6,502.34	157.00		338,289.98

.00

74,843.00

## **CHARITON FREE PUBLIC LIBRARY FY2026 BUDGET**

## **SEPTEMBER 2025**

TIMEE I OBLIC LIBITARY	112020 000001		JLI ILIVI	DLIN 2025
		BUDGETED	09/2025	BALANCE
	•			\$135.00
<u> </u>	JESTS		-	\$1,407.37
<u> </u>		. ,		\$0.00
				\$0.00
MISCELLANEOUS			-	\$0.00
DONATIONS			•	\$449.69
REFUND				\$0.00
LIBRARY INCOME		\$3,000.00	\$259.25	\$913.25
OTHER STATE LIBRARY ENRICH IOW	/A PAYMENT	\$3,500.00	\$0.00	\$600.00
TRANSFER INTO LIBRARY OPERATIN	IG FUND	\$0.00	\$0.00	\$0.00
CITY PROPERTY TAXES (Salaries)		\$140,000.00	\$0.00	\$0.00
	TOTAL INCOME	\$176,016.00	\$814.53	\$3,370.31
GROSS SALARIES		\$144,000.00	(\$9,851.80)	(\$29,080.79)
SUBSCRIPTIONS/LICENSES		\$1,500.00	\$0.00	(\$1,306.32)
TRAVEL/TRAINING/DUES		\$100.00	\$0.00	\$0.00
BUILDING & GROUNDS (budgeted \$	50)	\$0.00	(\$524.45)	(\$2,155.47)
UTILIITIES		\$11,000.00	(\$1,214.10)	(\$3,464.45)
ADVERTISING/PUBLICATIONS		\$0.00	\$0.00	\$0.00
AUDITOR RECORDING FEES		\$500.00	\$0.00	(\$1,042.00)
LEGAL EXPENSES		\$0.00	\$0.00	\$0.00
MISC. EXPENSES		\$0.00	\$0.00	\$0.00
PROGRAMMING		\$3,000.00	(\$502.59)	(\$1,228.28)
NEW FURNITURE/EQUIP (budgeted	\$0)	\$0.00	\$0.00	(\$342.87)
OPERATING SUPPLIES		\$600.00	(\$61.65)	(\$130.12)
POSTAGE		\$300.00	(\$17.30)	(\$37.30)
PRINTED MATERIALS		\$5,000.00	(\$541.30)	(\$1,707.14)
AUDIO-VISUAL MATERIALS		\$1,000.00	(\$68.46)	(\$475.12)
SOFTWARE & TECH SUPPT		\$8,500.00	(\$833.08)	(\$2,944.80)
JANITOR SUPPLIES		\$500.00	(\$261.08)	(\$261.08)
	TOTAL EXPENDITURES	\$176,000.00	(\$13,875.81)	(\$44,175.74)
Petty Cash \$60, Income Cash Drawe	rs \$75)		BALANCE	(\$40,670.43)
T/CAPITAL BLIDGET REVENILE	S & EXPENDITURES	RUDGETED	00/2025	BALANCE
•	J G EXI ENDITORES	DODGETED	09/2023	\$319,444.64
· ·	INCOME	\$0.00	\$0.00	\$0.00
		•		\$10,000.00
				\$0.00
DONATIONS - LIBRARY CAPITAL PROJECTS INCOME				\$2,500.00
		\$0.00	\$0.00	\$0.00
	· ·	\$0.00	\$6,502.34	\$6,502.34
	TOTAL CAPITAL INCOME	\$40,000.00	\$6,502.34	\$19,002.34
CAPITAL PROJECT EXPENDITURES	(HVAC Bill 9/25)	\$75,000.00	(\$157.00)	(\$157.00)
	•			
				\$338,289.98
Restricted Memorial Bequests for C	Collection Purchases			\$338,289.98 (\$75,390.01)
	INTEREST MONEY MARKET & BEQUE RURAL FEES (Salaries & Utilities) GRANTS MISCELLANEOUS DONATIONS REFUND LIBRARY INCOME OTHER STATE LIBRARY ENRICH IOW TRANSFER INTO LIBRARY OPERATIN CITY PROPERTY TAXES (Salaries)  GROSS SALARIES SUBSCRIPTIONS/LICENSES TRAVEL/TRAINING/DUES BUILDING & GROUNDS (budgeted \$ UTILIITIES ADVERTISING/PUBLICATIONS AUDITOR RECORDING FEES LEGAL EXPENSES MISC. EXPENSES PROGRAMMING NEW FURNITURE/EQUIP (budgeted OPERATING SUPPLIES POSTAGE PRINTED MATERIALS SOFTWARE & TECH SUPPT JANITOR SUPPLIES  POETLY Cash \$60, Income Cash Drawe T/CAPITAL BUDGET REVENUES ANCE 7/1/2025 INTEREST - LIBRARY ENDOWMENT GRANTS - LIBRARY CAPITAL PROJEC OTHER REVENUES - CAPITAL PROJEC TRANSFER IN - LIBRARY ENDOWMENT OTHER REVENUES - CAPITAL PROJEC TRANSFER IN - LIBRARY ENDOWMENT OTHER REVENUES - CAPITAL PROJEC TRANSFER IN - LIBRARY ENDOWMENT	MISCELLANEOUS  DONATIONS  REFUND  LIBRARY INCOME  OTHER STATE LIBRARY ENRICH IOWA PAYMENT  TRANSFER INTO LIBRARY OPERATING FUND  CITY PROPERTY TAXES (Salaries)  TOTAL INCOME  GROSS SALARIES  SUBSCRIPTIONS/LICENSES  TRAVEL/TRAINING/DUES  BUILDING & GROUNDS (budgeted \$0)  UTILIITIES  ADVERTISING/PUBLICATIONS  AUDITOR RECORDING FEES  LEGAL EXPENSES  MISC. EXPENSES  PROGRAMMING  NEW FURNITURE/EQUIP (budgeted \$0)  OPERATING SUPPLIES  POSTAGE  PRINTED MATERIALS  AUDIO-VISUAL MATERIALS  SOFTWARE & TECH SUPPT  JANITOR SUPPLIES  POSTAGE  PRINTED MATERIALS  AUDIO-VISUAL MATERIALS  SOFTWARE & TECH SUPPT  JANITOR SUPPLIES  POTAL EXPENDITURES  POTAL EXPENDITURES  ANCE 7/1/2025  INTEREST - LIBRARY ENDOWMENT INCOME  GRANTS - LIBRARY CAPITAL PROJECTS INCOME  DONATIONS - LIBRARY CAPITAL PROJECTS INCOME  OTHER REVENUES - CAPITAL PROJECTS INCOME  TRANSFER IN - LIBRARY ENDOWMENT INCOME  TRANSFER IN - LIBRARY ENDOWMENT INCOME  TRANSFER IN - LIBRARY ENDOWMENT INCOME	INTEREST MONEY MARKET & BEQUESTS	NUMBET REVENUES & EXPENDITURES   SUDGET REVENUES   S4,500.00   S516.48

# CHARITON FREE PUBLIC LIBRARY CHARITON, IOWA NOVEMBER 2025 CLAIMS

OPERATING FUND CLAIMS		<b>BUDGET LINE</b>	V#	<b>PAYMENT</b>
Access Systems	Copier Contract	006-410-6525	5321	\$258.69
Alliant Energy	Monthly Electric	006-410-6371	131	\$672.37
Amazon Capital Services	Printed Materials	006-410-6522	5265	\$260.50
	Custodial	006-410-6526	3203	\$39.98
Cash	Programming	006-410-6498		\$18.75
	Postage	006-410-6508	68	\$24.81
	Custodial	006-410-6526		\$5.95
Chariton Water Department	Monthly Water	006-410-6371	80	\$25.72
Ingram	Printed Materials	006-410-6522		\$667.82
Mainstay Systems Inc.	Firewall	006-410-6525	5351	\$1,100.00
Tri-County Fire Equipment	Annual Ext. Check	006-410-6310	2003	\$204.00
Windstream	Monthly Phone/Int	006-410-6371	858	\$296.03

**TOTAL OPERATING FUND CLAIMS PAID NOVEMBER 2025** 

\$3,574.62

I hereby empower the treasurer	of the City of Chariton, lowa to pay the above amounts.
	, President of the Chariton Free Public Library Board of Trustees
Susan Muehlenthaler	

# CHARITON PUBLIC LIBRARY CIRCULATION POLICY (Approved 4/13/2023)

#### **Registration for Library Card** (Registration Form Attached)

Library cards are issued for three years, and are renewable upon expiration. Cardholders must notify the Library if their name, address telephone number or email address changes from that listed in their record.

**Applications:** Patrons must apply for a Library card in person and present picture identification. Acceptable forms of identification are a State ID, Driver's License, Student ID, Military ID or Passport.

Registration includes full name, birthdate, home address, telephone number and email address. PO Box addresses may be added to the account for mailing purposes, but a patron's home address must be provided to demonstrate actual location of taxpayer residence. Patrons shall read the Patron Responsibility and Waiver of Confidentiality Agreement when registering for a Library card. Signing the patron registration (attached) indicates compliance with the conditions of this Agreement.

The above is the portion of the Circulation Policy that requires individuals to be present and prove their identity when acquiring a Library card. If we wish to issue cards to students without parents physically visiting the Library and proving their identity this policy will need to be changed, or possibly just an exception added.

I started looking into registration options by a quick search for libraries that offered online registration. All of the ones I found required an in-person visit requiring a picture ID and proof of address to actually acquire and activate the card.

I then posted questions to the Library Talk forum, but only got two useful emails that actually addressed the questions, with the others telling me why they didn't do online registration or suggesting kid-card-issuing attempts we've already tried at literacy night or back to school night.

### Clive Public Library – Online Card Registration FAQ

Clive Public Library issues a **30-day temporary card** through online registration. After 30 days, if the cardholder has not visited the library to convert it to a permanent card, the account is locked for an additional 30 days and then deleted. This grace period allows time for the patron to come in and complete the full registration process. We do **not verify identity during online registration**. When patrons visit the library to obtain a permanent card, they must present a valid **driver's license with current address** or other acceptable proof of residency. Patrons agree to the terms by **clicking submit** after reading the statement. We do not collect physical or digital signatures at this stage. Clive Public Library **no longer retains physical applications**. While past applications were scanned, they are not actively accessed or maintained.

Yes, for school visits, we send **library card applications to teachers** ahead of time. Cards are created once students arrive for their scheduled tour.

La Porte PL: We stopped using our online form because most of our patrons made mistakes or were a bit technology illiterate. For registration, we have found that pen and paper is still king.

Website Link: We used to have an online registration that was linked to our "Get a Library Card" webpage. Registration Requirements: We require all patrons (1) submit an application; (2) provide proof (mail, bills, bank statement, delivery receipts, etc.) of address for residential status, which is tied to taxes, which is tied to access level; (3) one form of contact information, and (4) proof of ID (government issued ID or similar institutional ID with a photo)

Patron Signatures: We keep registration forms for one-year, and then we destroy the physical record (no digital records are available)

Juvenile Accounts: Teens from 13-18 can register for their own cards, and they can supply a school ID, or we ask that they log into the school portal, which shows their ID and address. If they cannot provide proof, they will receive a provisional card.

Fill out both sides completely.

Make sure it's legible.



Staff will assign a card number and your student's card will be delivered to their classroom teacher.

#### LIBRARY CARD REGISTRATION APPLICATION

Picture Identification Required, Please Print

	CARD #
Print Child's Full Name Last, First Middle Initial.	
Patron Responsibility	
I understand and agree that this registration application constitutes Library and myself which obligates me to:	a legally-binding contract between the
<ul> <li>comply with all rules and policies of the Chariton Free Public Library</li> </ul>	as from time to time amended.
<ul> <li>personal responsibility for all materials borrowed on this card and the</li> </ul>	neir timely return.
<ul> <li>personal responsibility for all penalties and/or financial charges accr</li> </ul>	rued on this card.
<ul> <li>notifying the Library immediately if my card is lost or stolen to preve accountable.</li> </ul>	ent use by another person for which I will be held
<ul> <li>personal responsibility for any transactions committed if I have allow</li> </ul>	wed anyone else use of this card.
<ul> <li>notifying the Library if I have a change of home address, phone num</li> </ul>	ber or email address.
Waiver of Confidentiality Agreement  I agree to waive confidentiality requirements as determined by <u>low</u> :	a Code Sec. 22.7(13) :
<u>Iowa Code Sec. 22.7(13) (Confidential Records)</u>	
<b>22.7</b> The following public records shall be kept confidential, unless other custodian of the records, or by another person duly authorized to release	
13. The records of a library which, by themselves or when examined identity of the library patron checking out or requesting an item or in shall be released to a criminal or juvenile justice agency only pursuan or organization suspected of committing a known crime. The records determination that a rational connection exists between the requested and that the need for the information is cogent and compelling.	oformation from the library. The records at to an investigation of a particular person shall be released only upon a judicial
Guardian Signature	Date
Guardian Name (printed)	Guardian Card #

My Child's Information:	Classroom Teacher:		
•			
Birthdate/			
<b>Gender</b> □Unspecified □Male □Fe	emale		
Email			
Phone Number			
Address			
City	State		
Zip Code			
My child lives			
☐ In Chariton city limits			
☐ In Derby city limits			
☐ In Lucas city limits			
☐ In Russell city limits			
☐ In Williamson city limits			
☐ In the <b>Rural</b> area of Lucas County			
☐ Outside of Lucas County			

## Chariton Free Public Library Director Report November 13, 2025

Our next Saturday StoryTime is November 22<sup>nd</sup>. We shall make turkey hats. I think you should all attend, because you'll want one of those to wear for the big day.

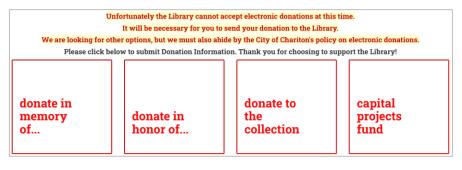
Two teens got stuck in the elevator. The door didn't open and wouldn't open even when I did it manually. While I went back upstairs to get the emergency procedure manual, to figure out why it wasn't working for me, another student forced it open. We've had issues with the door before. In fact, one time we had an issue was right after a staff inservice that included a refresher on how to deal with just such a situation. The issue occurred on Thursday, October 30<sup>th</sup> and although I was told we'd have a service visit the following day, they didn't fix it until the following Tuesday. His diagnosis: inexplicable blown fuse. He couldn't find a reason for it.



Since we've recently had a report that making memorial donations is difficult I've added a *Donate to the Library* page on the website. It is accessible via both the *Contact* page and as a link within the drop menu for that page.

I've also prepped a *Friends of the Library* page, but it's still not complete. Marcia is going to work with me on that one.

I also contacted Laura Shelton about creating a page for the *Library Foundation*. I think it would be a good idea to have all options available online and a great place for both the *Friends* and *Foundation* to tell their story and specify how donations will be used. Hope to get together with Laura soon.



I've also been updating the website to make it more attractive and to get information about our "Library of Things" on there. Although StoryTime bags and bins go out, only one family has utilized one Maker kit on a regular basis, the woodburning kit, and we have some tools and STEAM activity bins that we'd like to see get more use.

Iowa PBS also recently gave us several other items that will make good kits and I'm prepping those to add.

Please take a look at the site & give me feedback on appearance and useability. (see next page)

Our laminator got jammed & I've disassembled it to get the fused plastic out, quite the ordeal, but I've yet to attempt reassembly. I've ordered us a replacement. If I get a chance to fix the original we'll make use of both.

Lauri Ghormley attended an online training session on promoting our new MOMETRIX test prep resource. Looks like we might be modeling our website and in-house promos on the Des Moines Public Library's materials as they feature resources for school-age kids & that's what we want to do as well. We've created bookmarks, but the MOMETRIX promos seem geared towards adult test takers and not the learning resources available for young learners. Lauri will create our own promos and we'll work together to get them on the website & prep something for display and possibly for the school's newsletter.

Beth Thomas has found a new vocation. She's not leaving us, in fact she's represented us wonderfully this past month. Beth offered face-painting at the local Alleyween event, which was a hit. She offered face-painting again at a STEMfest in Corydon, even though we'd only asked her to demonstrate her marble rollercoaster and hand out kits for the coasters that we had left over from our summer program.

Kris Murphy November 13, 2025



803 Braden Avenue Chariton, IA 50049 641-774-5514 www.chariton.lib.ia.us



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