

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**AGENDA · THURSDAY FEBRUARY 12, 2026**  
**LIBRARY BOARDROOM**

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

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Public Forum**
- 4. Consent Agenda:**
  - a. January 8, 2026 Minutes**
  - b. Correspondence - Goldsmith Law Office re: Barbara Joan Shrader Estate**
  - c. Grants – Report and Application to Lucas County Community Foundation – Building Projects**
- 5. December 2025 Financial Statements**
- 6. February 2026 Claims**
- 7. Unfinished Business**
  - a. Strategic Planning**
  - b. Lucas County Genealogical Society Agreement (Task Force)**
  - c. FY27 Budget Request**
- 8. New Business**
  - a. Zeffy Fundraising**
- 9. Reports**

Finance & Policy Committee  
Community Relations Committee  
Building & Grounds Committee  
Library Director
- 10. Board Comments & Continuing Education**
- 11. Agenda Items for Next Month's (March 12, 2026) Meeting**

Board Meeting Policy  
Programming Policy (Community Led Programs)  
Circulation Policy (student card registrations)  
Library of Things Lending Policy (Replaces Bin/Kit Lending Policy)

**Chariton Public Library Board Meeting**

**February 12, 2026 at 5:30pm**

**Please join our meeting from your computer, tablet or smartphone.**

**<https://meet.google.com/cth-ebfp-rrb>**

**Adjournment**

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

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

Trustees Fenton, Fredericks, Hunkel, Meyer, Pillsbury-Allen, and Sharp were present. City Councilman Cameron Storm was present online. Director Murphy was also present.

**The Agenda** was unanimously adopted on a motion from Pillsbury-Allen, seconded by Fenton.

**Trustee Oath:** Sarah Hunkel was sworn in as trustee.

**Public Forum:** None

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

**December 11, 2024 Minutes**

**Correspondence –** none

**Grants –** none

The **November 2024 Financial Statements** were reviewed. Fenton moved the statements be accepted and placed on file, Pillsbury-Allen seconded and the motion passed unanimously.

The **January 2025 Claims** were unanimously approved on a motion from Pillsbury-Allen, seconded by Fredericks.

**Unfinished Business** - none

**New Business**

The Lucas County Genealogical Society Agreement was submitted for review. President Muehlenthaler will create a taskforce of herself and at least one other trustee to meet with the Society to begin review and negotiations of the agreement. Sharp requested that Murphy create an inventory of the contents of the Genealogy room which are the property of the Library.

The FY2025 Budget request will be reviewed at the February Finance and Policy Committee meeting.

**Reports**

**Building & Grounds:** - none

**Community Relations:** Sharp and Pillsbury-Allen have spoken with Murphy and it was agreed that some of the tasks assigned to this committee are already being performed by Library staff, specifically the Community-Led Programming and social media posts. Murphy will update the Strategic Plan to reflect these changes. Fredericks reported to Murphy that KIWANIS has contacted her to express interest in offering a community-led program.

**Finance & Policy:** Hunkel has agreed to take a place on this committee.

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

**Agenda Items for February:**

Board Meeting Policy, Programming Policy (Community Led Programs) and Circulation Policy (student cards)

Director Evaluation

FY25 Budget Request

Genealogy Contract

**Adjournment:** The meeting was adjourned at 6:29 p.m. on a motion from Pillsbury-Allen, seconded by Hunkel.

Kris Murphy, Library Director

Paul M. Goldsmith  
Attorney at Law  
923  $\frac{1}{2}$  Braden Avenue  
P. O. Box 714  
Chariton, IA 50049

Telephone (641) 774-5989  
paul.goldsmith.law@gmail.com

February 5, 2026

Re: Estate of Barbara Joan Shrader

**Notice of Probate of Will, of Appointment of Executor, and Notice to Creditors**

Iowa Code Section 633.304 requires that notification of probate of will, appointment of an executor, and notice to creditors for the decedent's estate be given, by ordinary mail, to the decedent's surviving spouse, heirs, and each creditor, whose identities are reasonably ascertainable, at such person's last known address. A copy of the Notice is enclosed.

Please feel free to contact the undersigned with questions.

Thank you.

Sincerely,

GOLDSMITH LAW OFFICE

*Paul M. Goldsmith*

Paul M. Goldsmith

PMG/jll

Enclosure

# DECEMBER 2025 OPERATING FUND FINANCIAL REPORT

REVENUE REPORT		CALENDAR 12/2025, FISCAL 6/2026	50.0%	MTD BALANCE	YTD BALANCE	PERCENT RECD	UNCOLLECTED
ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE					
006-410-4300	INTEREST - LIBRARY \$MARKET	4,500.00	181.98	2,481.46	55.14	2,018.54	
006-410-4470	LIBRARY RURAL FEES	19,716.00	20,471.00	20,471.00	103.83	755.00	+
006-410-4471	LOCAL GRANTS	3,300.00	.00	.00	.00	3,300.00	
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00	
006-410-4705	DONATIONS	2,000.00	200.00	1,070.79	53.54	929.21	
006-410-4715	REFUND	.00	.00	.00	.00	.00	
006-410-4765	LIBRARY FINES	3,000.00	218.50	1,677.60	55.92	1,322.40	
006-410-4799	OTHER REVENUES	3,500.00	408.75	3,093.17	88.38	406.83	
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.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		176,016.00	21,480.23	98,794.02	56.13	77,221.98	

BUDGET REPORT		CALENDAR 12/2025, FISCAL 6/2026	50.0%	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET					
006-410-6010	SALARIES	144,000.00	9,892.94	64,486.17	44.78	79,513.83	
006-410-6210	DUES & SUBSCRIPTIONS	1,500.00	320.00	1,626.32	108.42	126.32-	
006-410-6230	TRAVEL, TRAINING, & DUES	100.00	.00	.00	.00	100.00	
006-410-6310	BUILDING & GROUNDS MAINTENANCE	.00	719.28	3,083.02	.00	3,083.02-	
006-410-6371	UTILITIES	11,000.00	1,006.93	6,730.82	61.19	4,269.18	
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	.00	.00	.00	.00	.00	
006-410-6405	RECORDING FEES	500.00	.00	1,042.00	208.40	542.00-	
006-410-6411	LEGAL EXPENSES	.00	.00	.00	.00	.00	
006-410-6497	MISC EXPENSE	.00	.00	.00	.00	.00	
006-410-6498	PROGRAMMING	3,000.00	35.00	1,302.02	43.40	1,697.98	
006-410-6505	NEW EQUIPMENT	.00	257.92	600.79	.00	600.79-	
006-410-6507	OPERATING SUPPLIES & MATERIALS	600.00	.00	130.12	21.69	469.88	
006-410-6508	POSTAGE	300.00	4.96	71.32	23.77	228.68	
006-410-6522	PRINTED MATERIALS	5,000.00	369.55	3,198.53	63.97	1,801.47	
006-410-6523	AUDIO/VISUAL MATERIALS	1,000.00	59.71	593.73	59.37	406.27	
006-410-6525	SOFTWARE & TECH SUPPORT	8,500.00	1,112.78	6,130.27	72.12	2,369.73	
006-410-6526	JANITOR SUPPLIES	500.00	4.82	311.83	62.37	188.17	
LIBRARY OPERATING TOTAL		176,000.00	13,783.89	89,306.94	50.74	86,693.06	

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
010-410-6408	LIABILITY & PROP INS LEVY TOTA	13,000.00	.00	.00	.00	13,000.00
112-410-61	EMPLOYEE BENEFITS TOTAL	33,422.00	2,354.09	15,780.20	47.22	17,641.80

# DECEMBER 2025 ENDOWMENT/CAPITAL FUND REPORT

REVENUE REPORT CALENDAR 12/2025, FISCAL 6/2026 50.0%		MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	BALANCE	RECV'D	UNCOLLECTED
167-410-4300	INTEREST - LIBRARY ENDOWMENT	.00	.00	.00	.00
167-410-4471	LOCAL GRANTS	20,000.00	.00	10,000.00	50.00
167-410-4705	DONATIONS	.00	.00	.00	.00
167-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	7,700.00	16,895.00	84.48
167-410-4799	OTHER REVENUES	.00	.00	.00	.00
167-910-4830	TRANSFER IN - LIBRARY ENDOW	.00	.00	6,502.34	.00
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00
LIBRARY ENDOWMENT TOTAL		40,000.00	7,700.00	33,397.34	83.49
					6,602.66

BUDGET REPORT CALENDAR 12/2025, FISCAL 6/2026 50.0%		MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	BALANCE	EXPENDED	UNEXPENDED
167-410-6751	CONSTRUCTION PROJECTS	75,000.00	1,422.88	44,941.51	59.92
167-910-6910	TRANSFER OUT - LIBRARY ENDOWME	.00	.00	.00	.00
LIBRARY ENDOWMENT TOTAL		75,000.00	1,422.88	44,941.51	59.92
					30,058.49

# DECEMBER 2025 MONEY MARKET REPORT

## BANK CASH REPORT 2025

BANK NAME FUND GL	NOVEMBER CASH BALANCE	DECEMBER RECEIPTS	DECEMBER DISBURSEMENTS	DECEMBER CASH BALANCE	OUTSTANDING TRANSACTIONS	DEC BANK BALANCE
BANK MIDWEST HERITAGE LIB MM BK#4 006 LIBRARY MM ACCOUNT	155,833.32	181.98	0.00	156,015.30	181.98-	155,833.32

# DECEMBER 2025 TREASURER'S REPORT

BUDGET REPORT CALENDAR 12/2025, FISCAL 6/2026 50.0%		MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	BALANCE	EXPENDED	UNEXPENDED
	LIBRARY TOTAL	297,422.00	17,560.86	150,028.65	50.44
					147,393.35

## TREASURER'S REPORT CALENDAR 12/2025, FISCAL 6/2026

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006 LIBRARY OPERATING	1,925.74	21,480.23	13,783.89	.00	9,622.08
167 LIBRARY ENDOWMENT	301,623.35	7,700.00	1,422.88	.00	307,900.47

# CHARITON FREE PUBLIC LIBRARY FY2026 BUDGET

DECEMBER 2025

OPERATING BUDGET REVENUES & EXPENDITURES		BUDGETED	12/2025	BALANCE
<b>BEGINNING BALANCE 7/1/2025 (Cash on hand \$135.00)</b>				<b>\$135.00</b>
006-410-4300	INTEREST MONEY MARKET	\$4,500.00	\$181.98	\$2,481.46
006-410-4470	RURAL FEES (Salaries & Utilities)	\$19,716.00	\$20,471.00	\$20,471.00
006-410-4471	GRANTS	\$3,300.00	\$0.00	\$0.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS	\$2,000.00	\$200.00	\$1,070.79
006-410-4715	REFUND	\$0.00	\$0.00	\$0.00
006-410-4765	LIBRARY INCOME	\$3,000.00	\$218.50	\$1,677.60
006-410-4799	OTHER STATE LIBRARY ENRICH IOWA PAYMENT	\$3,500.00	\$408.75	\$3,093.17
006-910-4830	TRANSFER INTO LIBRARY OPERATING FUND	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES (Salaries)	\$140,000.00	\$0.00	\$70,000.00
<b>TOTAL INCOME</b>		<b>\$176,016.00</b>	<b>\$21,480.23</b>	<b>\$98,794.02</b>
006-410-6010	GROSS SALARIES	\$144,000.00	(\$9,892.94)	(\$64,486.17)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$1,500.00	(\$320.00)	(\$1,626.32)
006-410-6230	TRAVEL/TRAINING/DUES	\$100.00	\$0.00	\$0.00
006-410-6310	BUILDING & GROUNDS (budgeted \$0)	\$0.00	(\$719.28)	(\$3,083.02)
006-410-6371	UTILITIES	\$11,000.00	(\$1,006.93)	(\$6,730.82)
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$0.00
006-410-6405	AUDITOR RECORDING FEES	\$500.00	\$0.00	(\$1,042.00)
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00
006-410-6497	MISC. EXPENSES	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$3,000.00	(\$35.00)	(\$1,302.02)
006-410-6505	NEW FURNITURE/EQUIP (budgeted \$0)	\$0.00	(\$257.92)	(\$600.79)
006-410-6507	OPERATING SUPPLIES	\$600.00	\$0.00	(\$130.12)
006-410-6508	POSTAGE	\$300.00	(\$4.96)	(\$71.32)
006-410-6522	PRINTED MATERIALS	\$5,000.00	(\$369.55)	(\$3,198.53)
006-410-6523	AUDIO-VISUAL MATERIALS	\$1,000.00	(\$59.71)	(\$593.73)
006-410-6525	SOFTWARE & TECH SUPPT	\$8,500.00	(\$1,112.78)	(\$6,130.27)
006-410-6526	JANITOR SUPPLIES	\$500.00	(\$4.82)	(\$311.83)
<b>TOTAL EXPENDITURES</b>		<b>\$176,000.00</b>	<b>(\$13,783.89)</b>	<b>(\$89,306.94)</b>
<b>(Cash on hand: Petty Cash \$60, Income Cash Drawers \$75)</b>				<b>BALANCE</b>
				<b>\$9,622.08</b>
ENDOWMENT/CAPITAL BUDGET REVENUES & EXPENDITURES		BUDGETED	12/2025	BALANCE
<b>BEGINNING BALANCE 7/1/2025</b>				<b>\$319,444.64</b>
167-410-4300	INTEREST - LIBRARY ENDOWMENT INCOME	\$0.00	\$0.00	\$0.00
167-410-4471	GRANTS - LIBRARY CAPITAL PROJECTS INCOME	\$20,000.00	\$0.00	\$10,000.00
167-410-4705	DONATIONS - LIBRARY ENDOWMENT INCOME	\$0.00	\$0.00	\$0.00
167-410-4707	DONATIONS - LIBRARY CAPITAL PROJECTS INCOME	\$20,000.00	\$7,700.00	\$16,895.00
167-410-4799	OTHER REVENUES - CAPITAL PROJECTS INCOME	\$0.00	\$0.00	\$0.00
167-910-4830	TRANSFER IN - LIBRARY ENDOWMENT INCOME	\$0.00	\$0.00	\$6,502.34
<b>TOTAL CAPITAL INCOME</b>		<b>\$40,000.00</b>	<b>\$7,700.00</b>	<b>\$33,397.34</b>
167-410-6751	CAPITAL PROJECT EXPENDITURES Basement SW Room	\$75,000.00	(\$1,422.88)	(\$44,941.51)
				<b>\$307,900.47</b>
RESTRICTED	Restricted Memorial Bequests for Collection Purchases			<b>(\$75,390.01)</b>
		<b>CAPITAL FUND BALANCE</b>		<b>\$232,510.46</b>

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

<b>OPERATING FUND CLAIMS</b>		<b>BUDGET LINE</b>	<b>V#</b>	<b>PAYMENT</b>
Access Systems	Copier Contract	006-410-6525	5321	\$290.84
Advantage Archives	NP 7/23-6/24 archived	006-410-6210	1995	\$190.00
Alliant Energy	Monthly Electric	006-410-6371	131	\$1,746.42
Amazon Capital Services	Programming Printed Materials	006-410-6498 006-410-6522	5265	\$53.31 \$335.26
Cash	Postage	006-410-6508	68	\$4.96
Chariton Water Department	Monthly Water	006-410-6371	80	\$24.80
Ingram	Printed Materials	006-410-6522	5599	\$142.14
Windstream	Monthly Phone/Int	006-410-6371	858	\$295.81
<b>TOTAL OPERATING FUND CLAIMS PAID FEBRUARY 2026</b>				<b>\$3,083.54</b>

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

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

# CHARITON FREE PUBLIC LIBRARY FY2027 BUDGET REQUEST

<b>OPERATING BUDGET REVENUES &amp; EXPENDITURES</b>		<b>FY2025</b>		<b>FY2026</b>		<b>FY2027</b>	
		<b>Actual Funds</b>	<b>ESTIMATES</b>	<b>Actual Funds</b>	<b>ESTIMATES</b>	<b>Actual Funds</b>	<b>REQUEST</b>
006-410-4300	INTEREST MONEY MARKET & BEQUESTS	\$4,235.68	\$4,375.00	\$4,375.00	\$4,500.00	\$4,500.00	
006-410-4470	RURAL FEES (Salaries & Utilities) (County \$20,471, Russell \$416)	\$20,167.00	\$20,887.00	\$20,887.00	\$20,900.00	\$20,900.00	
006-410-4471	GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS	\$2,497.31	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	
006-410-4715	REFUND	\$1,652.75	\$0.00	\$0.00	\$0.00	\$0.00	
006-410-4765	LIBRARY INCOME	\$3,690.30	\$3,000.00	\$3,000.00	\$3,700.00	\$3,700.00	
006-410-4799	OTHER (State Library Enrich Iowa payments, Genealogy rental payments)	\$3,846.86	\$3,693.00	\$3,693.00	\$3,900.00	\$3,900.00	
006-910-4830	TRANSFER INTO LIBRARY OPERATING FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
006-950-4000	CITY PROPERTY TAXES (Salaries)	\$140,000.00	\$140,000.00	\$140,000.00	\$147,600.00	\$147,600.00	
<b>006-410-6010</b>	<b>GROSS SALARIES (ESTIMATED ANNUAL)</b>	<b>\$176,089.90</b>	<b>\$174,455.00</b>	<b>\$174,455.00</b>	<b>\$185,600.00</b>	<b>\$185,600.00</b>	
006-410-6210	SUBSCRIPTIONS/LICENSES (\$500 Allender Interest towards BRIDGES Audiobook Subscription)	(\$1,664.30)	(\$1,626.00)	(\$1,626.00)	(\$1,600.00)	(\$1,600.00)	
006-410-6230	TRAVEL/TRAINING/DUES	(\$20.00)	\$0.00	\$0.00	\$20.00	\$20.00	
006-410-6310	BUILDING & GROUNDS	(\$4,443.89)	(\$4,000.00)	(\$4,000.00)	(\$4,000.00)	(\$4,000.00)	
006-410-6371	UTILITIES	(\$15,561.11)	(\$14,000.00)	(\$14,000.00)	(\$13,000.00)	(\$13,000.00)	
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
006-410-6405	AUDITOR RECORDING FEES	(\$500.00)	(\$1,042.00)	(\$1,042.00)	(\$1,050.00)	(\$1,050.00)	
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
006-410-6497	MISC. EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
006-410-6498	PROGRAMMING (still 3 more performers to pay and summer promos/incentives to buy)	(\$2,991.09)	(\$3,000.00)	(\$3,000.00)	(\$3,000.00)	(\$3,000.00)	
006-410-6505	NEW FURNITURE/EQUIP	(\$3,049.83)	(\$847.00)	(\$847.00)	\$0.00	\$0.00	
006-410-6507	OPERATING SUPPLIES	(\$830.87)	(\$250.00)	(\$250.00)	(\$400.00)	(\$400.00)	
006-410-6508	POSTAGE (Postage for Capital Fundraising should be paid out of Capital Project Budget)	(\$301.36)	(\$150.00)	(\$150.00)	(\$150.00)	(\$150.00)	
006-410-6522	PRINTED MATERIALS	(\$5,995.66)	(\$5,000.00)	(\$5,000.00)	(\$5,000.00)	(\$5,000.00)	
006-410-6523	AUDIO-VISUAL MATERIALS	(\$1,055.86)	(\$608.00)	(\$608.00)	(\$500.00)	(\$500.00)	
006-410-6525	SOFTWARE & TECH SUPPT	(\$8,314.46)	(\$8,500.00)	(\$8,500.00)	(\$8,500.00)	(\$8,500.00)	
006-410-6526	JANITOR SUPPLIES	(\$653.67)	(\$500.00)	(\$500.00)	(\$500.00)	(\$500.00)	
		<b>(\$169,656.53)</b>	<b>(\$183,523.00)</b>	<b>(\$183,523.00)</b>	<b>\$185,320.00</b>	<b>\$185,320.00</b>	
<b>ENDOWMENT/CAPITAL BUDGET REVENUES &amp; EXPENDITURES</b>		<b>FY2025</b>		<b>FY2026</b>		<b>FY2027</b>	
		<b>Actual Funds</b>	<b>ESTIMATES</b>	<b>Actual Funds</b>	<b>ESTIMATES</b>	<b>Actual Funds</b>	<b>REQUEST</b>
167-410-4300	INTEREST - LIBRARY ENDOWMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
167-410-4471	GRANTS - LIBRARY CAPITAL PROJECTS	\$17,000.00	\$17,000.00	\$17,000.00	\$18,000.00	\$18,000.00	
167-410-4705	DONATIONS - LIBRARY ENDOWMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
167-410-4707	DONATIONS - LIBRARY CAPITAL PROJECTS	\$16,665.00	\$17,170.00	\$17,170.00	\$18,000.00	\$18,000.00	
167-410-4799	OTHER REVENUES - CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
167-410-6751	CAPITAL PROJECT CONSTRUCTION	(\$46,129.06)	(\$44,950.00)	(\$44,950.00)	(\$50,000.00)	(\$50,000.00)	

**Chariton Free Public Library**  
**Director Report**  
**February 12, 2026**

Library staff met for an inservice on January 19<sup>th</sup>. We began the day with an archived webinar offered by the State Library – *Managing Tween and Teen Behaviors*. The original training was offered in September, so the content was up to date. What I most liked and thought useful in this webinar was an emphasis on why people in these age brackets behave as they do due to the developmental stage of their brains. We paused the webinar many times to discuss how issues with these groups occur often in our library and how we do and should address them, as well as some changes we might make in our own interactions with students that might put us on a better initial footing with them when they are in the building.

The rest of the day was spent on various topics. I reminded the staff that they all have Microsoft 365 emails to use and that although the staff gmail is still the default address for library business, that they should use their 365 email to sign up for a Workday learning account and other tasks that were specific to them rather than to the staff as a group.

On Tuesday, at their request, I gave them each a checklist. It included the email task and four more archived webinars they were to watch in the next month or so. These are all webinars familiarizing library staff with resources available to our patrons through the State Library and through our website.

Another item on the checklist was familiarizing themselves with the Library's website, which I have been updating extensively. I've spent many days going through the content and adding or updating. I gave them a printed full site map, which they could use as a checklist as they renewed their familiarity with the site. I've attached it to this report if you'd like to become more familiar with the site as well.

We had a brief discussion of the policies currently being considered by committee. One in particular completely changes the *Bin/Kit* policy to a *Library of Things* policy, matching the nomenclature used by most libraries for their mishmash of circulating items that aren't books or recordings. I've streamlined the policy to make it as easy as possible for patrons to check out those items, and they are almost all listed on the website for easy browsing/selection.

I also recently revised our Incident Report form to include a checklist of behaviors, so that completing the report will take less staff time.

There followed the heated discussions of every other aspect of our jobs in the effort to come to a consensus on how to do each and every thing, as always occurs on these days. It's the best time to address so many things since we're never all in the building at the same time for impromptu meetings.

Another thing I've been working on is newspaper archive issues. A researcher contacted me about a missing obituary. I checked the site and found one, but not the one she wanted. She said in her second email that when she clicked on the newspaper title in the list it showed no pages. I checked and got the same thing. I even visited the newspaper office to confirm the page existed. (They have many bound volumes they offered us, to which I had to say no, despite the lovely quality compared to the filmed/digitized images.) So, I contacted Advantage Archives to find out what was going on.

It appears that much of our content is not showing up, including 2022 papers just added, as discovered by Melody Wilson. And I found that they hadn't done anything to correct issues I'd found in November, where clicking on a page would bring up an entirely different Chariton newspaper page. As I'm cleaning out the boardroom I've also been weeding and organizing our stored documents according to our record retention policy. I skimmed the scrapbooks that used to be kept of every newspaper article, stumbled on something of interest and found several 1980s newspapers missing as well. I've been promised, after all my complaining that cleanup and a file list will be on the way to me as soon as possible. We shall see.

I've also starting prepping some of our history materials for our upcoming 125<sup>th</sup> in 2029 as a result of trying to relocate the library history materials. We'll have no difficulty finding the originals and many have already been scanned as well. I'll soon have as complete a history of Friends and the Foundation as possible on the website.

Kris Murphy  
February 12, 2026

# Chariton Public Library Full Sitemap (1/2026)

## Chariton Public Library (Homepage)

### About

Library Board  
Board Minutes  
Library Policies  
Annual Report  
Library Staff  
Memorials to the Library

**About (Tab/Page)** (Mission Statement, various images)

**Library Board** (Page lists Trustees, includes link to Agendas & Trustee Application)

**Board Minutes** (Page with current minutes & links to historical minutes)

July 2019 to Present

January 1971-June 2019 (Link to list of minutes)

January 1920-December 1970 (Link to list of minutes)

1879 to December 1919 (Link to list of minutes)

Library Board Meetings

**Library Policies** (Page lists policy subheadings, click to get policy lists)

Administration and Personnel Policies

Services

Patron Rights & Safety

  Check It Out!

**Annual Report** (List of previous Annual Reports)

 Closet of Wonders

**Library Staff** (List of staff)

 Maker Kits & Tools

**Memorials to the Library** (List of Memorial Lists)

 StoryTime Red Bins

 StoryTime Black Bags

 STEAM Kits

 Games

 Puzzles

## Online Resources (Tab/Page) (MOMETRIX, etc.)

eGovt Resources (page contents from State Lib)

### Services

Ask a Librarian  
Genealogy Collection  
Interlibrary Loan  
Reading suggestions  
Use a computer  
Programs  
Virtual Programming

**Services (Tab/Page)** (Lists FAX, Proctoring, etc.)

**Ask a Librarian** (Page/Form to Kris' email)

FAQs (Page linked from Ask & Homepage)

Collection Request (Form linked from Homepage)

Check It Out! (Page - access to Library Of Things)

**Genealogy Collection** (Page maintained by LCGS)

**Interlibrary Loan** (Page suggests use of ILL and BRIDGES)

**Reading suggestions** (Page – What to read next - lists various suggestion sites)

**Use a computer** (Page lists our machines and wi-fi)

Splashpage (only exists to count uses of Chromeboxes, their homepage)

**Programs** (Page under construction, perhaps not necessary)

**Virtual Programming** (Page – Archived Dawn Morgan content)

## Search (Page – Destiny Catalog Search)

## eBook & Audio (Tab/Page - BRIDGES)

## Contact (Tab/Page) (Contact information & Link to Donate)

**Donate to the Library** (Page)

Donate to the Collection (Form to Kris' email)

Donate a MEMORIAL (Form to Kris' email)

Donate in HONOR of a person, group or event (Form to Kris' email)

Donate to the Library's Capital Projects Fund (Form to Kris' email)

Thank you for your support (Page of acknowledgement)

**Friends of the Chariton Public Library** (Page under construction)

**Library Foundation** (Page under construction)

## Events (Page – Who-Fi public calendar)

## SUMMER LIBRARY PROGRAM REGISTRATION (Form to Kris' email)