

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY SEPTEMBER 11, 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.

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Public Forum**
- 4. Consent Agenda:**
 - a. August 14, 2025 Minutes**
 - b. Correspondence - none**
 - c. Grants – none**
- 5. July 2025 Financial Statements**
- 6. September 2025 Claims**
- 7. Unfinished Business**
 - a. Strategic Planning**
 - b. Community-Led Programming**
- 8. New Business**
 - a. Resolution 9112025 Fund Transfer**
- 9. Reports**
 - Finance & Policy
 - Community Relations
 - Building & Grounds
 - Director's Report
- 10. Board Comments & Continuing Education**
- 11. Agenda Items for Next Month's (October 9, 2025) Meeting**

Chariton Public Library Board Meeting

September 11, 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)

Adjournment

Chariton Free Public Library

August 14, 2025

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom on August 14, 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, Fenton, Meyer, Muehlenthaler, Pillsbury-Allen and Sharp were present. McGee joined the meeting online at 5:48. Director Murphy was also present.

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

Public Forum: None

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

July 10, 2025 Minutes

Correspondence – none

Grants – none

The **June 2025 Financial Statements** were reviewed. Pillsbury-Allen moved their acceptance, Bisgard seconded and the motion passed unanimously.

The **August 2025 Claims** were unanimously approved on a motion from Bisgard, seconded by Fenton.

Unfinished Business

Murphy will create a spreadsheet to track strategic planning responsibilities and progress. This will be available at each board meeting. There was a brief discussion of the Young Reading Garden bench options. Pillsbury-Allen is sourcing them.

The Community Relations Committee will send letters in September to potential partners in the community, including the School District, KIWANIS, Rotary, Senior Center, etc. in an effort to introduce our Community-Led Programming initiative and get feedback and generate potential participation.

New Business

A draft revision of the Meeting Room Policy was submitted by Murphy. The Finance and Policy Committee will review it at their September meeting and come back to the Board with a recommendation for the September board meeting.

Reports

Building & Grounds: Bisgard and Blake met with Wood Roofing's Matt Welker to check in on the gutter replacement and associated trim repairs. The unique nature of the trim means we are awaiting fabrication, but the guttering work will continue and the trim be addressed at a later date. Bisgard will contact Mediacom to ask them to remove the old Internet line which is damaging a piece of the trim.

Blake and Bisgard met in the southwest basement rooms with Andy Peterson to assess and discuss insulation and drywall options. Peterson will provide a ballpark estimate for the project.

Murphy reported a drainage issue with one of the HVAC vents in the first floor southwest room. She will contact Riley to look into it.

Blake replaced the missing drain cover in the southwest lawn.

Community Relations: The committee will map out a calendar for potential programming.

Finance & Policy: The committee will draft a resolution for the September board meeting to transfer the FY25 Operating Fund remainder to the Endowment Fund

Director's Report: (attached)

Adjournment: The meeting was adjourned at 6:20 p.m. on a motion from Pillsbury-Allen, seconded by Meyer.

Kris Murphy, Library Director

JULY 2025 OPERATING FUND FINANCIAL REPORT

REVENUE REPORT CALENDAR 7/2025, FISCAL 1/2026 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY \$MARKET & BEQUESTS	4,500.00	709.74	709.74	15.77	3,790.26
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	19,716.00	.00	.00	.00	19,716.00
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	100.00	100.00	5.00	1,900.00
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	300.75	300.75	10.03	2,699.25
006-410-4799	OTHER REVENUES	3,500.00	600.00	600.00	17.14	2,900.00
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	176,016.00	1,710.49	1,710.49	.97	174,305.51

BUDGET REPORT CALENDAR 7/2025, FISCAL 1/2026 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	144,000.00	9,551.26	9,551.26	6.63	134,448.74
006-410-6210	DUES & SUBSCRIPTIONS	1,500.00	1,306.32	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	1,052.41	1,052.41	.00	1,052.41-
006-410-6371	UTILITIES	11,000.00	926.05	926.05	8.42	10,073.95
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	3,000.00	339.89	339.89	11.33	2,660.11
006-410-6505	NEW EQUIPMENT	.00	319.97	319.97	.00	319.97-
006-410-6507	OPERATING SUPPLIES & MATERIALS	600.00	42.49	42.49	7.08	557.51
006-410-6508	POSTAGE	300.00	4.40	4.40	1.47	295.60
006-410-6522	PRINTED MATERIALS	5,000.00	549.58	549.58	10.99	4,450.42
006-410-6523	AUDIO/VISUAL MATERIALS	1,000.00	154.30	154.30	15.43	845.70
006-410-6525	SOFTWARE & TECH SUPPORT	8,500.00	878.92	878.92	10.34	7,621.08
006-410-6526	JANITOR SUPPLIES	500.00	.00	.00	.00	500.00
	LIBRARY OPERATING TOTAL	176,000.00	15,125.59	15,125.59	8.59	160,874.41

BUDGET REPORT CALENDAR 7/2025, FISCAL 1/2026 8.3%

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
	EMPLOYEE BENEFITS TOTAL	33,422.00	2,241.98	2,241.98	6.71	31,180.02
	TOTAL EXPENSES	46,422.00	2,241.98	2,241.98	4.83	44,180.02

JULY 2025 **ENDOWMENT/CAPITAL FUND** REPORT

REVENUE REPORT CALENDAR 7/2025, FISCAL 1/2026 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	.00	.00	.00	.00
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
LIBRARY ENDOWMENT TOTAL		40,000.00	.00	.00	.00	40,000.00

BUDGET REPORT CALENDAR 7/2025, FISCAL 1/2026 8.3%						
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
167-410-6751	CONSTRUCTION PROJECTS	75,000.00	.00	.00	.00	75,000.00
167-910-6910	TRANSFER OUT - LIBRARY ENDOWME	.00	.00	.00	.00	.00
LIBRARY ENDOWMENT TOTAL		75,000.00	.00	.00	.00	75,000.00

JUNE 2025 **MONEY MARKET** REPORT

BANK CASH REPORT 2025									
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	154,938.24	180.94	0.00	155,119.18	0.00	155,119.18
006	LIBRARY MM ACCOUNT								

JULY 2025 **TREASURER'S** REPORT

BUDGET REPORT CALENDAR 7/2025, FISCAL 1/2026 8.3%					
ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
LIBRARY TOTAL	297,422.00	17,367.57	17,367.57	5.84	280,054.43

TREASURER'S REPORT CALENDAR 7/2025, FISCAL 1/2026						
ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE	
006 LIBRARY OPERATING	6,637.34	1,710.49	15,125.59	.00	6,777.76	-
167 LIBRARY ENDOWMENT	319,444.64	.00	.00	.00	319,444.64	

FINANCIAL REPORT FOR JULY 2025 City Clerk's hand-entered report							
Fund	6/30/2025	Receipts	Disbursements	Net Transfers	Ending Balance	Investments	Available Cash
006 LIBRARY OPERATING	\$ 6,637.34	\$ 1,710.49	\$ 15,125.59	\$ -	\$ (6,777.76)	\$ 154,938.24	\$ (161,716.00)
167 LIBRARY ENDOWMENT	\$ 319,444.64	\$ -	\$ -	\$ -	\$ 319,444.64	\$ 75,390.01	\$ 244,054.63

CHARITON FREE PUBLIC LIBRARY FY2026 BUDGET

JULY 2025

OPERATING BUDGET REVENUES & EXPENDITURES		BUDGETED	07/2025	BALANCE
BEGINNING BALANCE 7/1/2025 (Cash on hand \$135.00)		(FY25 Carry Over \$6,637.34)		\$135.00
006-410-4300	INTEREST MONEY MARKET & BEQUESTS	\$4,500.00	\$709.74	\$709.74
006-410-4470	RURAL FEES (Salaries & Utilities)	\$19,716.00	\$0.00	\$0.00
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	\$100.00	\$100.00
006-410-4715	REFUND	\$0.00	\$0.00	\$0.00
006-410-4765	LIBRARY INCOME	\$3,000.00	\$300.75	\$300.75
006-410-4799	OTHER STATE LIBRARY ENRICH IOWA PAYMENT	\$3,500.00	\$600.00	\$600.00
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	\$0.00
		\$176,016.00	\$1,710.49	\$1,845.49
006-410-6010	GROSS SALARIES	\$144,000.00	(\$9,551.26)	(\$9,551.26)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$1,500.00	(\$1,306.32)	(\$1,306.32)
006-410-6230	TRAVEL/TRAINING/DUES	\$100.00	\$0.00	\$0.00
006-410-6310	BUILDING & GROUNDS (budgeted \$0 - Use Cap Pro instead?)	\$0.00	(\$1,052.41)	(\$1,052.41)
006-410-6371	UTILITIES	\$11,000.00	(\$926.05)	(\$926.05)
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$0.00
006-410-6405	AUDITOR RECORDING FEES	\$500.00	\$0.00	\$0.00
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	(\$339.89)	(\$339.89)
006-410-6505	NEW FURNITURE/EQUIP (budgeted \$0, Shop Vac & Desks)	\$0.00	(\$319.97)	(\$319.97)
006-410-6507	OPERATING SUPPLIES	\$600.00	(\$42.49)	(\$42.49)
006-410-6508	POSTAGE	\$300.00	(\$4.40)	(\$4.40)
006-410-6522	PRINTED MATERIALS	\$5,000.00	(\$549.58)	(\$549.58)
006-410-6523	AUDIO-VISUAL MATERIALS	\$1,000.00	(\$154.30)	(\$154.30)
006-410-6525	SOFTWARE & TECH SUPPT	\$8,500.00	(\$878.92)	(\$878.92)
006-410-6526	JANITOR SUPPLIES	\$500.00	\$0.00	\$0.00
		\$176,000.00	(\$15,125.59)	(\$15,125.59)
(Cash on hand: Petty Cash \$60, Income Cash Drawers \$75)			BALANCE	(\$13,280.10)

ENDOWMENT/CAPITAL BUDGET REVENUES & EXPENDITURES		BUDGETED	07/2025	BALANCE
BEGINNING BALANCE 7/1/2025				\$319,444.64
167-410-4300	INTEREST - LIBRARY ENDOWMENT	\$0.00	\$0.00	\$0.00
167-410-4471	GRANTS - LIBRARY CAPITAL PROJECTS	\$20,000.00	\$0.00	\$0.00
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	\$75,000.00	\$0.00	\$0.00
RESTRICTED	Restricted Memorial Bequests for Collection Purchases			(\$75,390.01)
			BALANCE	\$244,054.63

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

OPERATING FUND CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems	Copier Contract	006-410-6525	5321	\$176.08
Alliant Energy		006-410-6371	131	\$881.45
Amazon Capital Services	Programming	006-410-6498	5265	\$102.59
	Operating Supplies	006-410-6507		\$26.36
	Printed Materials	006-410-6522		\$323.09
	AV Materials	006-410-6523		\$68.46
	Custodial	006-410-6526		\$261.08
Baker & Taylor	Printed Materials	006-410-6522	34	\$218.21
Cash	Faucet Key	006-410-6310	68	\$8.43
	Batteries	006-410-6507		\$35.29
	Postage	006-410-6508		\$17.30
Chariton Water Department		006-410-6371	80	\$28.75
City of Chariton	Workers Comp	112 -410-6160	67	\$994.08
Elite Pest Control		006-410-6310	1079	\$110.00
Kone	Elevator Maint	006-410-6310	160	\$406.02
Mainstay Systems Inc.		006-410-6525	5351	\$657.00
Science Heroes (SRP 6/5/26)		006-410-6498	5451	\$400.00
Windstream		006-410-6371	858	\$303.90

TOTAL OPERATING FUND CLAIMS PAID SEPTEMBER 2025

CAPITAL PROJECT CLAIMS		BUDGET LINE	V#	PAYMENT
Riley Heating & Cooling	HVAC	167 -410-6751	1965	\$157.00
TOTAL CAPITAL FUND CLAIMS PAID SEPTEMBER 2025				\$157.00

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

_____, Vice President of the Chariton Free Public Library Board of Trustees
Denny Bisgard

Chariton Free Public Library Resolution 9112025

**Resolution to Transfer Funds from Chariton Free Public Library General Fund (006)
to Chariton Free Public Library Endowment Fund (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; and

Whereas, a remainder of \$6,637.34 of the 2025 Fiscal Year Operating Fund exists, including the \$135.00 cash on hand which resides in the Library Petty Cash Fund (\$60.00) and the Library Income Cash Drawers (\$75.00);

Therefore, let it be resolved that:

The Chariton Public Library Board orders the transfer of **\$6,502.34** from the Library Operating Fund (006) to the Library Endowment Fund (167).

Let it be further resolved that:

The designated funds be transferred by the Chariton City Clerk before September 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 ____ Fenton ____ McGee ____ Pillsbury-Allen ____ Sharp ____

Fredericks **absent** Meyer **absent** Muehlenthaler **absent**

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

Chariton Free Public Library Board Vice President, Denny Bisgard