

CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY JULY 14, 2022
LIBRARY MEETING ROOM

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. Good News**

5. Consent Agenda:

a. **June 9th and June 17th 2022 Minutes**

b. **Correspondence –**

In Memory of Ruth Morgan, Given by Doris McNeilly -- \$80

c. **June 2022 Financial Statement, May 2022 Treasurer's Report & April 2022 corrected Treasurer's Report**

d. **Grants** Vredenburg Foundation 2022 Grant Report & 2023 Application for Construction Projects

6. July 2022 Claims

7. Unfinished Business

a. Library Investment Options – City Clerk RFP responses

8. New Business

a. Personnel Policy & Chariton City Employee Handbook

9. Committee Reports

Building Grounds Committee

Construction Committee 7/12/22 Meeting

Fundraising Committee

Executive/Policy Committee 7/11/22 Meeting

Technology Committee

10. Staff Reports –Director's Report attached

11. Board Comments

12. Agenda Items for Next Month's (AUGUST) Meeting

13. Adjournment

Chariton Public Library Board Meeting JULY 14, 2022 6:30pm

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

<https://meet.goto.com/131808685>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3122](tel:+15713173122)

Access Code: 131-808-685

The next meeting of the Library Board will be Thursday, August 11, 2022.

Chariton Free Public Library

June 9, 2022

The Chariton Free Public Library Board held its regular monthly meeting in the Library Meeting Room on June 9, 2022, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 6:30 p.m.

Present were Trustees Fenton, Meyer, Miller, Pillsbury-Allen and Watkins-Schoenig. Also present were City Manager Liegois, Librarian Murphy, City Councilman McGee and LCGS members Patterson and Terrell.

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

Public Forum: none

Good News: Murphy offered the first program at the Chariton Farmers Market today. She reported that it went very well and we have high hopes for the upcoming weekly Farmers Market programs scheduled through July.

The Consent Agenda (below) was unanimously approved on a motion from Meyer, seconded by Pillsbury-Allen.

a. **May 12, 2022 Minutes**

b. **Correspondence**

Meyer Donation \$143 Closing Costs Public Library Land Purchase

Paul & Leslie Goldsmith \$100 in Memory of Keith & Peggy Goldsmith

c. **May 2022 Financial Statement, April 2022 Treasurer's Report**

d. **Grants**

Our \$5,000 ARPA Grant check arrived from the State as reimbursement for the purchase Outdoor Charging Stations.

Murphy will apply for the Vredenburg Foundation Grant to be used towards ongoing construction project costs.

The June 2022 Claims were unanimously approved on a motion from Meyer, seconded by Watkins-Schoenig.

Unfinished Business

Lucas County Genealogical Society members Karen Patterson and Sue Terrell reported on their interactions with researchers during the month of May. They also reminded the Library Board that they'll be at the Chariton Cemetery on June 13th to demonstrate the art of grave witching. Anyone from the public wishing to attend may try it out for themselves.

Meyer moved to cash the **Blake Trust funds** when the investment matures on 7/10/22. Miller seconded and the motion passed unanimously.

<u>Number</u>	<u>Purchased</u>	<u>Matures</u>	<u>Amount</u>	<u>Rate</u>	<u>Bank</u>	<u>Fund</u>
82649	07/10/18	07/10/22	1,000.04	.40%	MHB	Blake

Watkins-Schoenig moved to accept the quote (\$3,789) from Mainstay Systems of Iowa for the FY23 purchase and installation of a **new Library network server**. Meyer seconded. Miller questioned where the funding would come from. Our new equipment budget for FY23 is only \$1,000. The Board and City will amend the FY23 budget in March or April of 2023 to accommodate th

New Business

Meyer moved to approve the new **Agreement Between The Chariton Public Library and The Lucas County Genealogical Society** as presented. Watkins-Schoenig seconded and the motion passed unanimously.

Consideration of the Elevator Maintenance Options presented by OTIS, KONE and Schumacher were tabled to allow the Building Committee to review them thoroughly and bring a recommendation to the Board.

Investment Options: On a motion from Meyer, seconded by Miller, the Board directs the City Clerk to issue an RFP to local financial institutions and to People's Bank for money market account investment options for Library funds. The Board will use the information provided by the City Clerk at the July 14th meeting.

Building Grounds Committee (did not meet)

Fundraising Committee (6/9/22 meeting minutes attached)

Executive/Policy Committee (6/1/22 meeting)

Technology Committee (did not meet)

Construction Committee (6/7/22 meeting) (Bisgard, Meyer, Murphy, Watkins-Schoenig, Soenke, Fairholm)

Meyer’s photographs show that waterproofing was not extended along the west and east sides of the stairs, which is what the Library Board intended should be done. The plan below seemed to show, and Soenke had told the Board, that the waterproofing would extend along the base of the stairs.

During the meeting Soenke contacted Fairholm & the issue of the waterproofing not wrapping the front pillars was discussed. Fairholm said that the area to the west of the stairs, filled only that morning, could be dug out again (possibly with a change order) to install waterproofing around the pillars/corners adjacent to the stairs, and that on the east side, still unfilled, waterproofing would be installed.

Staff Reports –Director’s Report attached.

Board Comments –There was discussion concerning the Genealogical Society holding keys to the Library building.

Agenda Items for Next Meeting

Personnel Policy (City Employee Handbook)

Adjournment: The meeting was adjourned at 7:18 p.m. on a motion from Pillsbury-Allen, seconded by Watkins-Schoenig.

Library Director Kris Murphy _____, Secretary pro tem

The next meeting of the Library Board will be Thursday, July 14, 2022.

Chariton Free Public Library June 17, 2022 Special Meeting

The Chariton Free Public Library Board held a special meeting in the Library Meeting Room on June 17, 2022 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:31 PM.

Trustees Bisgard, Fenton, Mefferd, Meyer, Miller, and Watkins-Schoenig (online) were present. Librarian Murphy was present.

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

New Business:

Meyer moved to pay the claim for \$54,423 submitted by CK Fairco Inc. for waterproofing work completed. Bisgard seconded. The roll was called with all trustees present voting aye. The motion passed unanimously.

Board Comments: There was some discussion concerning the gutters and downspouts. The board directed Murphy to email Edd Soenke to ask about the timeline for this part of the project.

The meeting was adjourned at 5:42 pm on a motion from Bisgard, seconded by Mefferd.

Library Director Kris Murphy _____, Secretary pro tem

BUDGET REPORT
CALENDAR 6/2022, FISCAL 12/2022

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	95,000.00	6,622.25	88,710.60	93.38	6,289.40
006-410-6210	DUES & SUBSCRIPTIONS	2,000.00	90.26	1,394.04	69.70	605.96
006-410-6230	TRAVEL, TRAINING, & DUES	500.00	.00	220.00	44.00	280.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	18,000.00	345.57	18,529.61	102.94	529.61
006-410-6371	UTILITIES	17,800.00	939.16	16,432.42	92.32	1,367.58
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	100.00	.00	81.00	81.00	19.00
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	2,600.00	.00	2,257.24	86.82	342.76
006-410-6498	PROGRAMMING	6,200.00	1,185.67	6,527.55	105.28	327.55
006-410-6502	BOOKS	3,000.00	176.66	2,682.54	89.42	317.46
006-410-6505	NEW EQUIPMENT	9,500.00	.00	8,872.30	93.39	627.70
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	14.98	1,433.86	71.69	566.14
006-410-6508	POSTAGE	200.00	3.03	96.82	48.41	103.18
006-410-6522	BOOKS/MEMORIALS	3,000.00	279.72	1,963.34	65.44	1,036.66
006-410-6523	MEM. AUDIO VISUAL	1,000.00	.00	200.34	20.03	799.66
006-410-6524	AUDIO VISUAL	2,000.00	287.07	1,748.29	87.41	251.71
006-410-6525	SOFTWARE & TECH SUPPORT	6,000.00	141.64	4,701.47	78.36	1,298.53
006-410-6526	JANITOR SUPPLIES	500.00	.00	617.74	123.55	117.74
006-410-6751	CONSTRUCTION PROJECTS	225,000.00	54,423.00	173,224.05	76.99	51,775.95
	LIBRARY OPERATING TOTAL	394,900.00	64,509.01	330,193.21	83.61	64,706.79
010-410-6408	INSURANCE - LIBRARY	7,000.00	.00	6,961.00	99.44	39.00
	LIABILITY & PROP INS LEVY TOTA	7,000.00	.00	6,961.00	99.44	39.00
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	8,580.00	486.76	6,546.86	76.30	2,033.14
112-410-6130	CITY'S SHARE OF IPERS	10,365.00	620.88	8,321.37	80.28	2,043.63
112-410-6150	CITY'S SHARE OF MEDICAL INS.	11,200.00	923.29	11,168.15	99.72	31.85
112-410-6151	CITY'S SHARE OF LIFE INS.	68.00	6.59	79.08	116.29	11.08
112-410-6152	CITY'S SHARE OF DENTAL INS.	550.00	46.86	550.20	100.04	.20
112-410-6160	WORKERS' COMP INS	200.00	.00	85.48	42.74	114.52
	EMPLOYEE BENEFITS TOTAL	30,963.00	2,084.38	26,751.14	86.40	4,211.86
	TOTAL EXPENSES	432,863.00	66,593.39	363,905.35	84.07	68,957.65

Mon Jul 11, 2022 10:35 AM

REVENUE REPORT
CALENDAR 6/2022, FISCAL 12/2022

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY	1,500.00	.00	1,311.54	87.44	188.46
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	18,100.00	.00	18,100.00	100.00	.00
006-410-4471	LOCAL GRANTS	40,000.00	5,000.00	40,000.00	100.00	.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	140.00	.00	140.00
006-410-4705	DONATIONS	20,000.00	100.00	19,788.31	98.94	211.69
006-410-4715	REFUND	500.00	.00	174.75	34.95	325.25
006-410-4765	LIBRARY FINES	2,500.00	169.95	3,049.56	121.98	549.56
006-410-4799	OTHER REVENUES	4,000.00	.00	3,209.90	80.25	790.10
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	70,085.00	.00	70,084.47	100.00	.53
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
	TOTAL OF ALL REVENUE	296,685.00	5,269.95	295,858.53	99.72	826.47

841-774-8695 (FAX)
murphy@chariton.lib.il.us

Budget Line Number	Deposit Description	
006 - 410 - 4471	Grant (ARPA)	\$5,000. ⁰⁰
006 - 410 - 4705	Memorials/Gifts	\$100. ⁰⁰
006 - 410 - 4785	Library Fees & Fines	\$169. ⁹⁵
Total Deposit:		\$5,269. ⁹⁵

FY22	JUNE 2022					RECEIPTS	
	Balance ON HAND		BOX '60	DRUMMER '15	\$75.00		
DATE	FINES	COPIES	FAX	LAMINATE	BRASING & DONATIONS	MISC. FEES & CARDS	TOTAL
5/27	\$1.50	\$10.50			\$20.00		\$32.00
5/31	\$9.00	\$5.50					\$5.00
6/1	\$0.00	\$1.75	\$1.00				\$2.75
6/2	\$1.50	\$13.75					\$15.25
6/3	\$12.50	\$1.25					\$13.75
6/4	\$9.00	\$1.00		\$2.00			\$3.00
6/6	\$5.00	\$6.75	\$1.00				\$12.75
6/7	\$4.20	\$10.75	\$2.00			\$1.00	\$17.95
6/8	\$0.40	\$8.25	\$1.00				\$9.65
6/9	\$9.00	\$1.75					\$1.75
6/10	\$9.00	\$1.00					\$1.00
6/11	\$9.00	\$4.00					\$4.00
6/13	\$1.00	\$1.25	\$2.00				\$4.25
6/14	\$9.00	\$7.25					\$7.25
6/15	\$9.20	\$2.00	\$1.00			\$1.00	\$4.20
6/18	\$9.40	\$16.00					\$16.40
6/17	\$9.00	\$3.25	\$1.00				\$4.25
6/21	\$9.00	\$4.50					\$4.50
6/22	\$9.00	\$1.25					\$1.25
6/23	\$9.00	\$0.75					\$0.75
6/24	\$9.00	\$0.75					\$0.75
6/25	\$1.00	\$0.25					\$1.25
6/27	\$1.00	\$2.75	\$1.00		\$1.00		\$5.75
TOTAL	\$28.70	\$106.25	\$10.00	\$2.00	\$21.00	\$2.00	\$109.95

[illegible]

FUND	FUND BALANCE LAST REPORT	RECEIPTS	EXPENDITURES	FUND BALANCE THIS REPORT	WARRANTS OUTSTANDING	TREASURER'S BALANCE
WATER WORKS Regular						
WATER WORKS Advanced Payment Fund						
CEMETERY						
CEMETERY PERPET. CARE						
CEMETERY BEAUTIFICATION						
LIBRARY	\$384,776.94	\$12,186.84	\$22,836.28	\$374,127.50	\$5,266.12	\$379,393.62
LIBRARY AMBELANG & SWANSON INVESTMENTS	\$127,459.33	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-
LIBRARY OTHER INVESTMENTS	\$23,760.95	\$-0-	\$-0-	\$23,760.95	\$-0-	\$23,760.95
TOTAL						
CASH ON HAND						\$60.00
INVESTMENTS					REGULAR FUND ADVANCED PAYMENT FUND	
US BANK CHECKING ACCOUNT					REGULAR FUND ADVANCED PAYMENT FUND	
TOTAL ACCOUNTED FOR						

I hereby certify that the above statement is true as I verily believe.

Andy Malye

CITY TREASURER'S REPORT FOR THE MONTH OF APRIL 2022

FUND	FUND BALANCE LAST REPORT	RECEIPTS	EXPENDITURES	FUND BALANCE THIS REPORT	WARRANTS OUTSTANDING	TREASURER'S BALANCE
WATER WORKS Regular						
WATER WORKS Advanced Payment Fund						
CEMETERY						
CEMETERY PERPET. CARE						
CEMETERY BEAUTIFICATION						
LIBRARY	\$333,320.44	\$70,000.00	\$18,543.50	\$384,776.94	\$2,371.71	\$387,148.65
LIBRARY AMBELANG & SWANSON INVESTMENTS	\$127,459.33	\$-0-	\$127,459.33	\$-0-	\$-0-	\$-0-
LIBRARY OTHER INVESTMENTS	\$23,760.95	\$-0-	\$-0-	\$23,760.95	\$-0-	\$23,760.95
TOTAL						
CASH ON HAND						\$60.00
INVESTMENTS					REGULAR FUND	
					ADVANCED PAYMENT FUND	
US BANK CHECKING ACCOUNT					REGULAR FUND	
					ADVANCED PAYMENT FUND	
TOTAL ACCOUNTED FOR						

I hereby certify that the above statement is true as I verily believe.



CITY TREASURER'S REPORT FOR THE MONTH OF APRIL 2022

FUND	FUND BALANCE LAST REPORT	RECEIPTS	EXPENDITURES	FUND BALANCE THIS REPORT	WARRANTS OUTSTANDING	TREASURER'S BALANCE
WATER WORKS Regular						
WATER WORKS Advanced Payment Fund						
CEMETERY						
CEMETERY PERPET. CARE						
CEMETERY BEAUTIFICATION						
LIBRARY	\$333,320.44	\$70,000.00	\$18,543.50	\$384,776.94	\$2,371.71	\$387,148.65
LIBRARY AMBELANG & SWANSON INVESTMENTS	\$127,459.33	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-
LIBRARY OTHER INVESTMENTS	\$23,760.95	\$-0-	\$-0-	\$23,760.95	\$-0-	\$23,760.95
TOTAL						
CASH ON HAND						\$60.00
INVESTMENTS					REGULAR FUND	
					ADVANCED PAYMENT FUND	
US BANK CHECKING A					REGULAR FUND	
					ADVANCED PAYMENT FUND	
TOTAL ACCOUNTED FO						

I hereby certify t

verily believe.



Kris
I Realized the
investment line
for ~~April~~ still
showed expense
from previous
month. Sorry!

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
JULY 2022 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems Copier Contract		006 - 410 - 6525		\$135.14
Alliant Energy		006 - 410 - 6371	131	\$701.01
Amazon \$1,149.65	Programming	006 - 410 - 6498	3085	\$793.41
	Unsourced Books	006 - 410 - 6502		\$51.18
	Mem/Don Books	006 - 410 - 6522		\$150.36
	Unsourced AV	006 - 410 - 6524		\$154.70
Baker & Taylor	Unsourced Books	006 - 410 - 6502	33	\$66.07
	Mem/Don Books	006 - 410 - 6522		\$171.29
	Mem/Don AV	006 - 410 - 6523		\$32.97
Baker & Taylor Entertainment		006 - 410 - 6524	34	\$111.93
CK Fairco 2nd Waterproofing Project Payment		006 - 410 - 6751		\$69,174.00
CPL Petty Cash	Postage	006 - 410 - 6508	74	\$44.32
Chariton Water Department		006 - 410 - 6371	80	\$63.72
Iowa Municipalities Workers Comp. Assoc.		112 - 410 - 6160	139	\$85.48
Mainstay Systems Inc.	IT Support	006 - 410 - 6525		\$450.00
Norris, Verle (construction easement fees)		006 - 410 - 6751	597	\$212.00
The Design Partnership, Architects		006 - 410 - 6751		\$1,500.68
True Value		006 - 410 - 6526	40	\$27.29
ULINE	Program BIN Totes	006 - 410 - 6498	5012	\$66.42
Windstream		006 - 410 - 6371	858	\$453.75

TOTAL CLAIMS PAID JULY 2022			\$74,445.72
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I hereby empower the treasurer of the City of Chariton, Iowa to pay the above amounts.

Marcia Fenton, President of the Chariton Free Public Library Board of Trustees



400 E. Iowa Ave. • Indianola, IA 50125 • 515-962-1400 • 515-962-0248 (fax)

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July 5, 2022

City of Chariton
115 S Main St
Chariton, IA 50049

Dear Christy,

Peoples Bank is a financial institution chartered under the Division of Banking of the State of Iowa and is a member of the Federal Deposit Insurance Corporation. The bank is an approved depository for Public Fund deposits under Chapter 12C of the Code of Iowa and has adequate pledging of collateral security to support your deposit.

Peoples Bank would like to bid 1.45% annual percentage yield for a 12-month certificate of deposit for the investment of public library funds.

Thank you for contacting Peoples Bank.

Sincerely,

A handwritten signature in blue ink that reads "Donna Wilkins".

Donna Wilkins
Vice President of Retail Banking
515-962-2115
donnaw@mybankpsb.com

MIDWEST HERITAGE

A Hy-Vee Company

Banking • Investments • Insurance

1025 Braden Avenue • Chariton, IA 50049

Ph 641-774-8581 • 1-800-782-0521

www.mhbank.com

July 8, 2022

City of Chariton
Attn: Christy Metzger
115 South Main Street
Chariton, IA 50049

RE: Public Fund Rates – Library Funds

Thank you for allowing Midwest Heritage an opportunity to provide our investment rates. With the Federal Reserve expecting to raise interest rates to curb inflation, a majority of organizations are preparing their portfolios ahead of the anticipated rate increases. (2022 AFP liquidity survey). There is a strong need to balance safety and liquidity against a competitive rate of return.

Please find attached our Public Funds Deposit Rate sheet that includes our checking, savings and certificate of deposits rates as well. Please contact me with any additional questions.

Thank you for considering Midwest Heritage,



Julie Bingham

Public Funds Deposit Account Rates City of Chariton

The Interest Rate and Annual Percentage Yield (APY) are accurate as of June 28, 2022.

Public Funds Interest Checking Account

Balances	Interest Rate	APY
\$0-\$24,999	0.10%	0.10%
\$25,000-\$99,999	0.15%	0.15%
\$100,000-Up	0.20%	0.20%

Public Funds Money Market Account

Balances	Interest Rate	APY
\$0-\$9,999	0.05%	0.05%
\$10,000-\$99,999	0.10%	0.10%
\$100,000+	0.20%	0.20%

Public Funds Certificate of Deposit

Penalties may be imposed for early withdrawal on all CDs.

Term	Interest Rate	APY
6 Month	0.30%	0.30%
12 Month	0.40%	1.00%
18 month	0.50%	0.50%
24 Month	0.55%	0.55%
36 Month	0.60%	0.60%
48 Month	0.60%	0.60%
60 Month	0.75%	0.75%

Requires a \$5,000 minimum deposit.

Rates may be adjusted daily for deposit accounts. Fees may reduce earnings.
Contact a Midwest Heritage employee for fees and terms of the account.

CHARITON FREE PUBLIC LIBRARY

DIRECTOR'S REPORT

THURSDAY JULY 14, 2022

The summer program is progressing. Our numbers are not great.

The Thursday programs at the Farmers Market are a big hit. At the "Follow That Monkey" program we gave away little monkeys that I fired from a slingshot. Each kid then took a turn at the slingshot. We moved like animals & made the appropriate noises. It was great! I missed one week of programs this month due to illness. I'll make up the Farmers Market program by tacking it on the end of that schedule.

I have submitted the **FY22 Open Access** (borrowers outside of our county) to the State. This determines some of the funding we receive from the State, as we are reimbursed for serving these patrons from outside our legal service area. We had 1,126 circulations to 39 OA borrowers, mostly from Corydon, Humeston & Melrose, although one couple from Indianola who visit our area regularly checked out 229 items, all DVDs. We received \$531.07.

I also submitted our **FY22 Direct State Aid Report**, which details how we spent the State/Federal funding that is divided amongst Iowa libraries without being tied to specific services or numbers. We received \$2,078.83.

Chariton Free Public Library FY22 Direct State Aid Form Due: July 31, 2022 – Received \$2,078.83

\$157.78 Technology & Equipment – Microphone for Meeting Room to facilitate online meetings. Wireless receiver for meeting room public computer. Laptop Stands for Staff circulation desk laptops received through a grant secured by City of Chariton. Vacuum replacement parts.

\$315.15 Building Improvements – We had to replace the entire canopy over our north entrance. The work was performed by one of the City crew working with the local trades class from the high school. Additional work was done in the ladies room. This funding covered materials for these repairs.

\$1,605.90 Other Purchases - Report the amount spent on other items or services used to improve library services.

\$316.26 was spent on our annual movie licensing. \$540.65 was spent on dehumidifiers, a fan and cleaning agents to be used to combat the moisture in our basement prior to having a major waterproofing project done. \$109.00 was spent on flag-mounted signs. \$639.99 was spent to purchase a collapsible ladder making it easier and safer for city staff to reach light fixtures and attic entrances.

Total Amount Spent -- must equal the amount of Direct State Aid received. \$2,078.83

Impact of Funding – We are in the midst of major building repair and refurbishment. A portion of these funds kept our basement usable when moisture became an issue. Another part of our big building project is total replacement of the canopy over the north building entrance. As we upgraded our network, some areas of the building went Wi-Fi only, including the meeting room & DSA funds allowed us to adapt and improve hardware used in that room to meet the change. Most of these issues are things we're working to remedy permanently, but the projects are part of a long list we're working through strategically, and these were on hold until other repairs could be made, so this funding allowed us to stay operational as we work our way through this multi-year refurbishment project.

I've contacted PRIMO again due to the fact that the NW upstairs thermostat is blank again.

WAGES PAID:	6/3/22	6/17/22
Kris Murphy	\$1,592.30	\$1,592.30
Angela Altenhofen	\$481.53	\$430.10
Christina Brown	\$494.73	\$540.27
Lauri Ghormley	\$503.81	\$537.20
Custodial	\$225.00	\$225.00
	\$3,297.37	\$3,324.87

Kris Murphy – July 14, 2022

MONTHLY STATISTICS	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Year
Days Open	25	25	24	25	22	23	24	23	27	25	24	25	292
Visitor Count	2,028	1,893	1,654	1,984	2,141	1,987	1,839	2,261	2,596	2,316	2,204	2,345	25,248
Patron Count	3,832	3,852	3,868	3,883	3,916	3,920	3,935	3,942	3,953	3,969	3,988	4,012	
Cards Issued	20	21	16	15	33	4	15	7	29	16	19	24	219
Cards Weeded	0	0	0	0	0	0	0	0	18	0	0	0	18
Meeting Room Uses	0	0	0	0	0	3	7	2	3	5	10	13	43
MAKERSPACE Uses	0	0	0	0	0	0	0	0	0	0	0	0	0
Daily Average	110	113	92	89	93	85	74	85	82	86	85	85	1,079
Total Circulation (w/o SILO ILLs)	2,712	2,817	2,203	2,212	2,015	1,924	1,732	1,929	2,182	2,114	1,998	2,093	25,931
BRIDGES Registrations	5	1	8	2	3	7	4	2	5	1	8	4	50
BRIDGES Active Individuals	78	78	76	87	76	91	100	93	97	93	92	86	1,047
BRIDGES Items Circulated	565	477	514	563	542	547	703	558	625	494	518	541	6,647
Website Visits	224	303	356	332	330	279	368	432	498	384	435	486	4,427
Website Actions	964	960	1,157	773	796	745	1,262	1,114	1,182	955	1,240	1,149	12,297
Website Bounce Rate	37%	36%	39%	52%	51%	45%	40%	50%	51%	50%	50%	50%	
WI-FI Sessions	73	80	74	70	72	97	159	308	390	490	488	447	2,748
WI-FI Total Visits	67	71	70	65	66	80	136	255	323	376	378	336	2,223
WI-FI Unique Visitors	40	22	24	29	26	21	50	80	94	115	127	93	721
DIAL A STORY	9	115	28	35	24	26	34	24	25	75	25	10	430

PATRON STATISTICS	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YEAR
Chariton Adult	1,032	1,137	893	927	825	850	792	825	997	1,000	916	857	11,051
Chariton Child	516	305	391	334	272	287	222	224	271	274	219	342	3,657
Institutional/Special	30	64	38	80	70	16	40	43	24	42	10	2	459
In-House Cards	11	14	13	11	21	19	23	15	16	11	17	17	188
Rural Adult	666	815	538	580	630	523	390	375	453	470	457	528	6,425
Rural Child	222	188	122	107	60	88	63	133	145	103	114	158	1,503
Russell Adult	67	112	61	83	53	81	54	103	122	45	67	58	906
Russell Child	40	64	47	10	49	22	23	51	14	33	62	49	464
Lucas Adult	17	21	13	22	16	11	16	35	44	39	28	25	287
Lucas Child	8	21	6	7	1	0	0	0	1	0	20	6	70
Williamson Adult	16	0	10	0	12	0	0	18	0	0	0	0	56
Williamson Child	0	0	0	0	0	0	0	0	0	0	0	0	0
Derby Adult	0	10	17	4	14	0	0	5	7	11	0	6	74
Derby Child	0	0	0	0	0	0	0	0	0	0	0	0	0
Out Of County	113	76	64	54	32	49	133	131	127	110	127	87	1,103
	2,738	2,827	2,213	2,219	2,055	1,946	1,756	1,958	2,221	2,138	2,037	2,135	26,243

COLLECTION CATEGORY STATS	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Year
Adult Fiction	409	460	366	412	379	372	386	367	467	381	396	405	4,800
Large Print	59	52	52	73	36	75	48	55	58	35	44	63	650
Adult Nonfiction	184	246	157	119	108	98	139	156	166	137	149	131	1,790
Magazines	0	0	0	0	0	0	0	3	0	0	0	0	3
Adult Audiobooks	35	52	32	37	58	30	21	14	19	24	39	32	393
Adult Video	400	427	334	345	319	238	260	279	255	240	236	248	3,581
Picture Books	254	264	315	334	238	248	247	291	297	370	267	304	3,429
Beginner Readers	163	111	148	131	137	91	104	122	209	199	139	142	1,696
Juvenile Fiction	548	475	268	268	291	243	161	248	255	262	259	286	3,564
Juvenile Nonfiction	86	129	96	105	126	107	63	40	86	64	95	78	1,075
Juvenile Audiobooks	13	11	7	5	1	2	11	5	4	7	2	0	68
Juvenile Videos	299	318	234	243	202	302	219	269	248	259	244	276	3,113
Young Adult Books	248	245	158	96	62	103	58	70	102	105	85	77	1,409
YA Anime Video	9	27	32	20	20	7	12	9	13	16	24	37	226
Games	0	0	0	0	0	0	0	0	0	0	5	1	6
Puzzles	0	0	0	0	0	0	0	0	0	7	12	10	29
Educational Bins	5	0	4	14	38	8	3	1	3	8	2	3	89
Local Interlibrary Loans	26	10	10	17	40	22	24	29	39	24	39	42	322
	2,738	2,827	2,213	2,219	2,055	1,946	1,756	1,958	2,221	2,138	2,037	2,135	26,243

Program Report July 01, 2021 - June 30, 2022				
All Children	Total Programs	In-Person Attendees	Virtual Attendees	Total Views
Total In Person	38	3137	0	240
Total Live Virtual	0	0	0	0
Total Passive Programs	1	413	0	0
Total Content Recordings	7	0	0	219
Total Combo In Person/Live Virtual	0	0	0	0
Total Combo Live Virtual / Content Recordings	0	0	0	0
Total	46	3550	0	459
Young Adult	Total Programs	In-Person Attendees	Virtual Attendees	Total Views
Total In Person	0	0	0	0
Total Live Virtual	0	0	0	0
Total Passive Programs	0	0	0	0
Total Content Recordings	0	0	0	0
Total Combo In Person/Live Virtual	0	0	0	0
Total Combo Live Virtual / Content Recordings	0	0	0	0
Total	0	0	0	0
Adult (Right now the only adult programs offered are to OPTIMAE clients)	Total Programs	In-Person Attendees	Virtual Attendees	Total Views
Total In Person	10	29	0	0
Total Live Virtual	0	0	0	0
Total Passive Programs	0	0	0	0
Total Content Recordings	0	0	0	0
Total Combo In Person/Live Virtual	1	0	0	0
Total Combo Live Virtual / Content Recordings	0	0	0	0
Total	11	29	0	0
General Interest	Total Programs	In-Person Attendees	Virtual Attendees	Total Views
Total In Person	24	586	0	0
Total Live Virtual	0	0	0	0
Total Passive Programs	6	327	0	0
Total Content Recordings	0	0	0	0
Total Combo In Person/Live Virtual	1	0	0	0
Total Combo Live Virtual / Content Recordings	0	0	0	0
Total	31	913	0	0
Totals	Total Programs	In-Person Attendees	Virtual Attendees	Total Views
Total In Person	72	3752	0	240
Total Live Virtual	0	0	0	0
Total Passive Programs	7	740	0	0
Total Content Recordings	7	0	0	219
Total Combo In Person/Live Virtual	2	0	0	0
Total Live Virtual / Content Recordings	0	0	0	0
Total	88	4492	0	459

CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY AUGUST 11, 2022
LIBRARY MEETING ROOM

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. Good News**

Chariton Public Library Board Meeting AUGUST 11, 2022 5:30pm

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

<https://meet.goto.com/370040301>

You can also dial in using your phone.

United States: +1 (224) 501-3412

Access Code: 370-040-301

- 5. Consent Agenda:**
 - a. **July 14 2022Minutes**
 - b. **Correspondence –**
 - Received Juvenile Court Services Letter: Elevator Vandalism Restitution Form – no response sent
 - In Memory of Ruth Smith, Given by Town & Country Book Club -- *Miss Benson's Beetle* by Rachel Joyce
 - In Memory of Ruth Smith, Given by Chariton Women's Club -- *The Children's Train* by Viola Ardone
 - In Memory of Ruth Morgan, Given by Chariton Women's Club -- *Violeta* by Isabel Allende
 - c. **July 2022 Financial Statement, June 2022 Treasurer's Report** (uncertified, not yet approved by City Council)
 - d. **Grants** Vredenburg Foundation \$25,000 for Building Revitalization Projects
- 6. August 2022 Claims**
- 7. Unfinished Business**
 - a. Library Investment Options – City Clerk RFP (attached)
 - b. Library Personnel Policy & Chariton City Employee Handbook
 - c. Library Conflict of Interest Policy (technically separate from Personnel Policy)
- 8. New Business**
 - a. Doors Inc. Quote
 - b. Spectrum Lighting Quote
- 9. Committee Reports**
 - Building Grounds Committee (meeting 8/9/2022)
 - Construction Committee (meeting 8/9/2022)
 - Fundraising Committee (meeting 8/8/2022)
 - Executive/Policy Committee (meeting 8/4/2022)
 - Technology Committee
- 10. Staff Reports** –Director's Report attached
- 11. Board Comments**
- 12. Agenda Items for Next Month's (September) Meeting**
- 13. Adjournment**

The next meeting of the Library Board will be Thursday, September 8, 2022.

Chariton Free Public Library

July 14, 2022

The Chariton Free Public Library Board held its regular monthly meeting in the Library Meeting Room on July 14, 2022, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 6:30 p.m.

Present were Trustees Bisgard, Fenton, Meyer, Miller, Seuferer and Watkins-Schoenig (online). Also present were Director Murphy and LCGS members Terrell and Patterson.

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

Public Forum: Terrell and Patterson reported they had 16 people attend their witching demonstration. Their next meeting is August 8, 2022, during which a speaker will offer a program on LIDAR, the radar used to locate previous construction and other items to be found on historical homesteads.

Good News: We had 23 at the Farmer's Market program today.

Miller moved to approve the **Consent Agenda**, including the **June 9, 2022 Meeting and June 17, 2022 Special Meeting Minutes, Correspondence** Donation in Memory of Ruth Morgan, Given by Doris McNeilly -- \$80, **June 2022 Financial Statement, May 2022 Treasurer's Report & April 2022 corrected Treasurer's Report**, and **Grants** Vredenburg Foundation 2022 Grant Report & 2023 Grant Request for construction projects submitted, REAP Grant from State Historical Society was not awarded for Windows Project. Seuferer seconded the motion and the Consent Agenda was approved unanimously.

The July, 14 2022 Claims were unanimously approved on a motion from Bisgard, seconded Seuferer.

Unfinished Business

Library Investment Options: The City Clerk provided two responses to her RFP sent to local banks, one from People's Bank and the other from Midwest Heritage. (Attached) Meyer also contacted Community First Credit Union to get their rates. There was question as to whether the local branch of each bank had been the recipient of the prior RFP or if it went to corporate offices elsewhere.

Meyer motioned to reject these responses to the original RFP and request the City Clerk send out a new RFP requesting just the Money Market Rates from all local banks and Peoples Bank. Miller seconded. Bisgard, Fenton, Meyer, Miller, Seuferer and Watkins-Schoenig all voted aye and the motion carried unanimously.

New Business

Library Personnel Policy & City of Chariton Employee Handbook

Murphy submitted a Library Personnel Policy to supplement the City's Employee Handbook addressing specific differences unique to the library department, (Attached, Library additions in **red**) for review.

Watkins-Schoenig questioned the definitions for employee from the City Handbook, which were attached. There was some discussion trying to determine which category our employees fall into. Murphy has done research to determine what the federal and state laws are, but found nothing to address the discrepancies in the City Handbook. Meyer suggested it was the ACA (Affordable Care Act). Seuferer moved to table the Personnel Policy to August until these questions were answered. Meyer seconded. Bisgard, Fenton, Meyer, Miller, Seuferer and Watkins-Schoenig all voted aye and the motion carried unanimously.

Building Grounds Committee (Miller reviewed the topics discussed at the 7/12/2022 meeting, **minutes attached**)

Construction Committee (Meyer reviewed the topics discussed at the 7/12/2022 meeting, **minutes attached**)

Meyer and Murphy reported on a visit from John Beck Electric (7/13/22 @ 1:30pm). Murphy showed Beck several of the electrical issues the Library is currently dealing with and provided Beck with the Lighting drawings prepared by Engineer Lynn Vannoy for replacement of the current upstairs fixtures. Beck also received spec sheets for the existing fixtures, both the suspended lighting and the can lights in the stage area. He will get back to us with options and numbers. We anticipate a visit from Tesdell Electric as well.

Fundraising Committee (6/9/22 minutes attached)

Executive/Policy Committee (7/11/2022)

Technology Committee (did not meet)

Staff Reports –Director’s Report attached.

Board Comments – Discussion of the recent spray paint vandalism in the Library. So far no news from law enforcement.

Agenda Items for Next Meeting

Library Investment Options

Library Personnel Policy (re: new City Employee Handbook)

Adjournment: The meeting was adjourned at 7:29 p.m. on a motion Watkins-Shoenig, seconded Seufferer.

After the adjournment, trustees checked on several of the building projects/issues to assess what work has been done and what needs to be done next.

_____, Secretary pro tem
Kris Murphy

The next meeting of the Library Board will be Thursday, August 11, 2022.

CHARITON PUBLIC LIBRARY INCOME							
FY23	JULY 2022				RECEIPTS		
	Balance ON HAND				BOX '60	DRAWER '15	\$75.00
DATE	FINES	COPIES	FAX	LAMINATE	\$RAISING & DONATIONS	MISC. FEES & CARDS	TOTAL
6/28	\$0.00	\$1.25	\$1.00				\$2.25
6/29	\$0.00	\$2.50					\$2.50
6/30	\$2.00	\$3.00	\$1.00				\$6.00
7/5	\$0.00	\$4.00					\$4.00
7/6	\$2.95	\$2.75					\$5.70
7/7	\$2.00	\$6.25					\$8.25
7/8	\$7.50	\$3.50					\$11.00
7/9	\$0.00	\$5.75					\$5.75
7/11	\$4.00	\$2.75					\$6.75
7/12	\$1.10	\$6.00					\$7.10
7/13	\$0.00	\$2.00					\$2.00
7/14	\$0.00	\$17.75					\$17.75
7/15	\$11.50	\$1.75	\$1.00				\$14.25
7/16	\$0.00	\$0.25					\$0.25
7/18	\$2.00	\$12.75	\$1.00				\$15.75
7/19	\$3.00	\$1.00					\$4.00
7/20	\$0.00	\$6.75					\$6.75
7/21	\$0.00	\$8.25					\$8.25
7/22	\$0.00	\$6.25	\$2.00				\$8.25
7/23	\$0.00	\$10.50					\$10.50
7/25	\$0.50	\$17.75					\$18.25
7/26	\$6.99	\$1.50			\$34.01		\$42.50
7/27	\$9.25	\$1.75			\$4.00		\$15.00
TOTAL	\$52.79	\$126.00	\$6.00		\$38.01		\$222.80

Chariton Free Public Library		
803 Braden Ave		
Chariton, Iowa 50049		
641-774-8695 (FAX)		
murphy@chariton.lib.ia.us		
Deposited in US Bank, Chariton on: 7/29/22		
Budget Line Number	Deposit Description	
006 - 410 - 4300	DEWEY Interest	\$4.02
006 - 410 - 4705	Memorials/Gifts	\$123.00
006 - 410 - 4765	Library Income	\$222.80
006 - 410 - 4799	Genealogy Rent	\$600.00
Total Deposit:		\$949.82

1541210032126180197521

\$

949.82

usbank.		
DATE	7/29/22	
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL		
	DOLLARS	CENTS
CURRENCY	201	00
COIN	21	80
CHECKS LIST EACH SEPARATELY		
TFC Book Club	18	00
Mut Bank	4	02
LC Gene-Spa	600	00
Corder	25	00
McNally	80	00
7		
8		
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14		
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24		
25		
26		
27		
28		
TOTAL FROM OTHER SIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	949	82
Checks and other items are received for deposit subject to the provisions of the Uniform Commercial Code or any applicable collection agreement.		

REVENUE REPORT

CALENDAR 7/2022, FISCAL 1/2023

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY	2,000.00	4.02	4.02	.20	1,995.98
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	18,500.00	.00	.00	.00	18,500.00
006-410-4471	LOCAL GRANTS	50,000.00	.00	.00	.00	50,000.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	4,000.00	123.00	123.00	3.08	3,877.00
006-410-4715	REFUND	.00	.00	.00	.00	.00
006-410-4765	LIBRARY FINES	3,500.00	222.80	222.80	6.37	3,277.20
006-410-4799	OTHER REVENUES	4,000.00	600.00	600.00	15.00	3,400.00
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	1,000.04	1,000.04	.00	1,000.04-
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
		*****	*****	*****	*****	*****
TOTAL OF ALL REVENUE		222,000.00	1,949.86	1,949.86	.88	220,050.14
ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	116,200.00	10,824.60	10,824.60	9.32	105,375.40
006-410-6210	DUES & SUBSCRIPTIONS	1,500.00	.00	.00	.00	1,500.00
006-410-6230	TRAVEL, TRAINING, & DUES	500.00	.00	.00	.00	500.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,000.00	.00	.00	.00	3,000.00
006-410-6371	UTILITIES	17,800.00	1,218.48	1,218.48	6.85	16,581.52
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	4,000.00	475.83	475.83	11.90	3,524.17
006-410-6502	BOOKS	4,000.00	117.25	117.25	2.93	3,882.75
006-410-6505	NEW EQUIPMENT	1,800.00	.00	.00	.00	1,800.00
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	.00	.00	.00	2,000.00
006-410-6508	POSTAGE	200.00	44.32	44.32	22.16	155.68
006-410-6522	BOOKS/MEMORIALS	1,000.00	312.67	312.67	31.27	687.33
006-410-6523	MEM. AUDIO VISUAL	500.00	32.97	32.97	6.59	467.03
006-410-6524	AUDIO VISUAL	1,000.00	143.57	143.57	14.36	856.43
006-410-6525	SOFTWARE & TECH SUPPORT	6,000.00	585.14	585.14	9.75	5,414.86
006-410-6526	JANITOR SUPPLIES	600.00	27.29	27.29	4.55	572.71
006-410-6751	CONSTRUCTION PROJECTS	60,000.00	70,886.68	70,886.68	118.14	10,886.68-
LIBRARY OPERATING TOTAL		220,600.00	84,668.80	84,668.80	38.38	135,931.20
010-410-6408	INSURANCE - LIBRARY	5,500.00	.00	.00	.00	5,500.00
LIABILITY & PROP INS LEVY TOTA		5,500.00	.00	.00	.00	5,500.00
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	8,800.00	808.24	808.24	9.18	7,991.76
112-410-6130	CITY'S SHARE OF IPERS	11,000.00	1,019.65	1,019.65	9.27	9,980.35
112-410-6150	CITY'S SHARE OF MEDICAL INS.	11,150.00	923.38	923.38	8.28	10,226.62
112-410-6151	CITY'S SHARE OF LIFE INS.	80.00	6.59	6.59	8.24	73.41
112-410-6152	CITY'S SHARE OF DENTAL INS.	565.00	46.86	46.86	8.29	518.14
112-410-6160	WORKERS' COMP INS	200.00	85.48	85.48	42.74	114.52
LIBRARY TOTAL		31,795.00	2,890.20	2,890.20	9.09	28,904.80

CITY TREASURER'S REPORT FOR THE MONTH OF JULY 2022

FUND	FUND BALANCE LAST REPORT	RECEIPTS	EXPENDITURES	FUND BALANCE THIS REPORT	WARRANTS OUTSTANDING	TREASURER'S BALANCE
LIBRARY	\$314,888.44	\$1,949.86	\$84,668.80	\$232,169.50	\$76,474.99	\$308,644.49
LIBRARY AMBELANG & SWANSON INVESTMENTS	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-
LIBRARY OTHER INVESTMENTS	\$23,760.95	\$-0-	\$1,000.04	\$22,760.91	\$-0-	\$22,760.91
TOTAL	Uncertified because City Council has not yet had a chance to approve it.					
CASH ON HAND						\$60.00

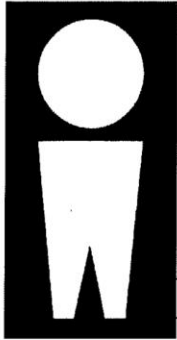
**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
AUGUST 2022 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
ABC Pest Control		006 - 410 - 6310	515	\$53.92
Alliant Energy		006 - 410 - 6371	131	\$1,034.11
Amazon	Programming	006 - 410 - 6498	3085	\$304.69
	Unsourced Books	006 - 410 - 6502		\$176.66
	Operating Supplies	006 - 410 - 6507		\$14.98
	Unsourced AV	006 - 410 - 6524		\$1.48
Baker & Taylor	Unsourced Books	006 - 410 - 6502	33	\$295.80
	Mem/Don Books	006 - 410 - 6522		\$311.59
	Mem/Don AV	006 - 410 - 6523		\$59.92
	Unsourced AV	006 - 410 - 6524		\$16.49
Baker & Taylor Entertainment	Mem/Don AV	006 - 410 - 6523	34	\$6.99
	Unsourced AV	006 - 410 - 6524		\$39.18
CPL Petty Cash	Postage	006 - 410 - 6508	74	\$20.38
Chariton Water Department		006 - 410 - 6371	80	\$73.84
DEMCO (Book Jacket, CD Cases, Whiteout)		006 - 410 - 6507	93	\$287.78
Faller Kincheloe & CO PLC CPA (Auditor)		006 - 410 - 6405	3036	\$500.00
Iowa Municipalities Workers Comp. Assoc.		112 - 410 - 6160	139	\$1.61
Office Machines	Operating Supplies	006 - 410 - 6507	410	\$42.35
	Custodial Supplies	006 - 410 - 6526		\$50.16
OverDrive Inc. (Annual Bridges Subscription)		006 - 410 - 6210	1987	\$1,180.53
PRIMO Heating & Cooling NOT PD 2/2022		006 - 410 - 6751	3070	\$3,000.00
True Value (4 toilet flappers)		006 - 410 - 6310	40	\$18.56
Windstream		006 - 410 - 6371	858	\$237.90

TOTAL CLAIMS PAID AUGUST 2022			\$7,728.92
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I hereby empower the treasurer of the City of Chariton, Iowa to pay the above amounts.

Marcia Fenton, President of the Chariton Free Public Library Board of Trustees



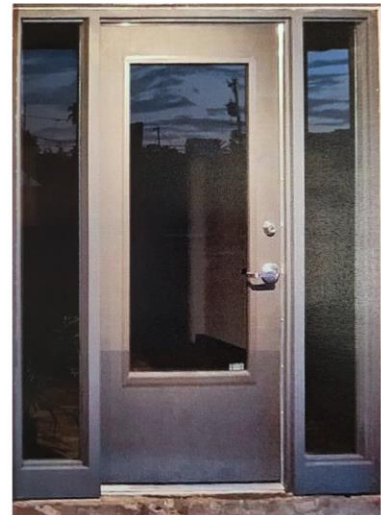
Quotation

Date: 8/2/2022

TO: Ray

JOB: Chariton Library

LOCATION: Chariton, IA



We quote the following:

- 1- Hollow metal double side lite frame 3' 6 x 7' 10, 7" jamb, 16 gauge, welded
- 1- Hollow metal door 3' 6 x 7' 10, with full glass lite kit, LHR
- 4- Hinges
- 1- Sargent panic 8800 series w/pull trim
- 1- LCN closer
- 1- Set each Threshold, sweep, weatherstrip
- 3- Pcs 1/2" IG glass
- Labor to install

For the sum of \$9,489.00 + Tax

Painting by others

Tax not included

Wood circle head transom to stay

Thanks for calling Doors Inc.

Michael Milliken

CONDITIONS: Unless otherwise specifically covered above, the following apply to this Agreement

- | | |
|---|---|
| 1) Sales Tax not included. | 4) 1/4" Glass by others. |
| 2) Shipping/delivery charges are not included. | 5) Doors have 5/8" undercut |
| 3) Steel doors and frames to be primed only, wood doors are unfinished. | 6) Price is good for 30 days. |
| | 7) Doors and frames to have standard hardware preps, but not drilled for mounting screws. |

Terms: Net 30 days with active account. We accept all major credit cards.

Accepted By: _____

Company: _____

Date: _____

Respectfully Submitted

Doors, Incorporated

By: Michael Milliken

Michael Milliken mmilliken@doorsinciowa.com

QUOTATION

SPECTRUM LIGHTING
2540 104th Street
Urbandale, IA 50322
515-276-5088

Order Number	
1189693	
Order Date	Page
7/22/2022 15:56:13	1 of 2

Bill To:

CHARITON PUBLIC LIBRARY
803 BRADEN AVE
CHARITON, IA 50049

Ship To:

CHARITON PUBLIC LIBRARY
803 BRADEN AVE
CHARITON, IA 50049

641-774-5514

Customer ID: 146626

PO Number					Ship Route	Taker		
MAIN LEVEL RETROFIT						EHANNAN		
Quantities					Item ID Item Description	Pricing UOM	Unit Price	Extended Price
Ordered	Allocated	Remaining	UOM Unit Size	Disp.		Unit Size		
300.00	0.00	300.00	EA		TCP LPT815B241K	EA	10.0000	3,000.00
			1.0		LED 4' TUBE 15W HO TYPE B, 4100K, 2100LM	1.0		
					DLC MODEL # T804008A41E / DLC			
					PRODUCT ID: PJ9NZTC5			
Order Line Notes:					COMES IN 25 CASE QTY - 285 NEEDED			
1.00	0.00	1.00	EA		LABOR - CUSTOMER SITE INSTALL	EA	5,510.0000	5,510.00
			1.0		Labor - Install Products Customer Site	1.0		
					BILLED SEPERATE FROM COHENOUR			
					ELECTRIC			
Order Line Notes:					BYPASS QTY 95) 3-LAMP 4' SECTIONS, REPLACE FLUORESCENT TUBES WITH LED TUBES, DISPOSAL OF FLUORESCENT TUBES			
5.00	0.00	5.00	EA		TCP DLC8SWUZDCCT	EA	95.0000	475.00
			1.0		8" COMMERCIAL DOWNLIGHT CCT WATT SELECT1.0			
					WITH WHIP FACTORY INSTALLED,			
					OUTPUT SELECTABLE 1300/1705/2150LM,			
					CCT SELECTABLE 3000K/3500K/4100K			
Order Line Notes:					STAGE DOWNLIGHT REPLACEMENT			
1.00	0.00	1.00	EA		LABOR - CUSTOMER SITE INSTALL	EA	290.0000	290.00
			1.0		Labor - Install Products Customer Site	1.0		
					BILLED SEPERATE FROM COHENOUR			
					ELECTRIC			
Order Line Notes:					REMOVE HID STAGE DOWNLIGHT TRIM/REFLECTOR AND REPLACED WITH EQUAL LED COMMERCIAL DOWNLIGHT			

Total Lines: 4

SUB-TOTAL: 9,275.00
TAX: 0.00
AMOUNT DUE: 9,275.00
U.S. Dollars

Fundraising Committee Minutes

- The Fundraising committee of the Chariton Library met August 8, 2022.
- Those in attendance were: Ray, Linda, Marcia.
- The bids for the lights and front doors were reviewed.
- A bid for the stained-glass window repairs has not been received.
- Linda will take these bids to Sherrill Garton after the board meeting to present to the Library Foundation.
- A one-page letter will be composed to be mailed out at the end of October asking for individual donations to the library.

Submitted by: Linda Miller

Construction Committee Meeting 8/9/22

Ray, Denny, Rachel, Kris, Edd

Individual Project	Timing	Notes
Dirt work (foundation, drainage, waterproofing, etc.)	Summer 2022	(8/9) Discussion re placement of temporary gutters; Edd calling Fairco regarding timing and status for finishing the copper guttering; may start next week Estimate that it will take less than the \$10-15k quoted from Isaac for seeding (may seek time and materials after info is done further); will also reach out to HS class to see if they want to do landscaping
Repair Interior Damage		(8/9) Todd Jensen will remove materials – need to put a dumpster out front Removing plywood and ascertaining damage – will take 2 years for interior wall to dry out
Roofing Phase 2 (soffits, eaves, gutters)	Summer 2022 (South side) Remaining 3 sides after other work is complete	(8/9) Discussion re placement of temporary gutters; Edd hear from Fairco who said material will be in later next week – they may be able to start as soon of 8/18 or 8/19 for finishing the copper guttering
Windows and South (front) Door Replacement	Summer/Spring 2022 - 2023	(8/9) Ray has bid from Michael Milliken for front door = \$9500 (but someone else will have to paint); Milliken did not recommend a wooden door
Other windows	2022 – 2023	(8/9) Ray contacting Beaugard Studio in Fairfield on stained glass Kris has not heard back from County; Marsha is stopping by to discuss
Interior Lighting	2022 – 2023	(8/9) Bids received for lighting from Spectrum Lighting – he has done lights for other libraries. Will replace lights with LED bulbs (but won't change appearance of lights). His quote for just the lights and installation (not electric) is under \$10k – will present to Friends
ADA Evaluation	FUTURE	(8/9) Consider merging Building and Grounds with Construction Committee once waterproofing is complete. Also discussed structuring annual fundraising so people get used to giving (versus large capital campaign)

CHARITON FREE PUBLIC LIBRARY

DIRECTOR'S REPORT

THURSDAY AUGUST 11, 2022

Summer programs are over. We are taking our August programming break. But readers have until August 19th to continue reading and may turn in their reading logs on or after that date to receive a medal & small prizes.

The Thursday programs at the Farmers Market were the best part of this summer's programming. We will absolutely do it again next year, and most likely we'll match the entirety of the Market's schedule, rather than only offering them during our summer program dates. Despite the coming and going of market shoppers during the program, there are a few families that work the market who have very attentive children that love to attend, and we have a couple of families who attended every week who were otherwise not involved with the market itself. I noticed parents meeting up each week to chat while their kids were at our program. Add to that the folks who only found us because they were there for the market on that particular day and it was a great situation for us and for them! I'd like to do more outreach programming that matches up with events already being offered here in the community. I'll work on lining those things up over the course of the year so that next summer we'll be everywhere and then we'll try to continue it year-round. Next year's summer theme is "Find Your Voice" which promises some excellent programming options!

We are looking at offering some winter programs as well, including junk journal programs for tweens, teens and adults, and Lauri has wanted for some time to offer a book-binding program.

I've contacted PRIMO again due to the fact that the NW upstairs thermostat is blank again, and Genealogy reports their unit isn't functioning properly either. Alex questioned our \$3,000 payment from 2/2022 and I discovered that although it was listed on the claims we used for our meeting, it was not listed on the claims submitted to City Hall. This was due to the uncertainty of whether we were going to pay that portion at that time. Thus, that payment is listed on this month's claims.

Kris Murphy – August 11, 2022

MONTHLY STATISTICS	LAST JULY	JULY	YEAR
Days Open	25	24	24
Visitor Count	2,028	2,303	2,303
Cards Issued	20	10	10
Cards Weeded	0	0	0
Meeting Room Uses	0	24	24
MAKERSPACE Uses	0	0	0
Daily Average	110	89	89
Total Circulation (w/o SILO ILLs)	2,712	2,105	2,105
BRIDGES Registrations	5	2	2
BRIDGES Active Individuals	78	96	96
BRIDGES Items Circulated	565	581	581
Website Visits	224	453	453
Website Actions	964	1,070	1,070
WI-FI Sessions	73	570	570
Unique WI-FI Visitors	40	104	104
DIAL A STORY CALLS	9	18	18
CHILDREN'S PROGRAMS	12	14	14
CHILDREN'S PROGRAMS ATTENDS	146	56	56
LEGO ACTIVITIES	0	5	5
YA PROGRAMS	0	0	0
YA PROGRAMS ATTENDS	0	0	0
ADULT PROGRAMS	0	0	0
ADULT PROGRAMS ATTENDS	0	0	0

WAGES PAID:	7/1/22	7/15/22	7/29/22
Kris Murphy	\$1,640.48	\$1,640.08	\$1,640.08
Angela Altenhofen	\$537.50	\$475.00	\$570.00
Christina Brown	\$730.00	\$482.50	\$615.00
Lauri Ghormley	\$770.00	\$801.50	\$191.77
Custodial	\$232.95	\$232.95	\$232.95
	\$3,910.93	\$3,632.03	\$3,249.80

PATRON CIRCS	JULY
Chariton Adult	934
Chariton Child	271
Institutional/Special	0
In-House Cards	24
Rural Adult	558
Rural Child	134
Russell Adult	37
Russell Child	9
Lucas Adult	21
Lucas Child	0
Williamson Adult	0
Williamson Child	0
Derby Adult	9
Derby Child	0
Out Of County	144
	2,141

CATEGORY CIRCS	JULY
Adult Fiction	411
Large Print	82
Adult Nonfiction	113
Magazines	0
Adult Audiobooks	28
Adult Video	285
Picture Books	240
Beginner Readers	171
Juvenile Fiction	291
Juvenile Nonfiction	48
Juvenile Audiobooks	6
Juvenile Videos	338
Young Adult Books	61
YA Anime Video	18
Games	0
Puzzles	11
Educational Bins	2
MakerSpace	0
Local Interlibrary Loans	36
	2,141

CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY SEPTEMBER 8, 2022
LIBRARY MEETING ROOM

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. Good News**

Chariton Public Library Board Meeting SEPTEMBER 8, 2022 5:30pm

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

<https://meet.goto.com/585593269>

You can also dial in using your phone.

United States: +1 (646) 749-3122

Access Code: 585-593-269

- 5. Consent Agenda:**
 - a. **August 11, 2022 Minutes**
 - b. **Correspondence –**
 - c. **August 2022 Financial Statement**
 - d. **Grants**

- 6. Consideration to approve D & T Services Clean-Up Quote \$1,922 (New Business, Vote prior to Claims)**
Removal of paneling, furniture and miscellaneous refuse from Library basement.

- 7. September 2022 Claims**

- 8. Unfinished Business**

- a. Doors Inc. Replacement of South (Front) Entrance Door & Surround
 - b. PRIMO HVAC

- 9. New Business**

- a. Consideration to approve Bovard Studio Quote \$21,483 for restoration of original stained glass windows.
(Potential for City Truck on site for collection of debris resulting from removal/installation?)
 - b. Consideration of adding monthly Off-Site Server Backups to contract with Mainstay Systems.
 - c. Spectrum Lighting expects to do installation on September 29th & 30th. We will have to close while they do the installation. Schedule that closure at this time?

- 10. Committee Reports**

Building Grounds Committee (meeting 8/30/2022 minutes attached)
Construction Committee (meeting 9/6/2022 minutes attached)
Fundraising Committee (meeting 8/30/2022 minutes attached)
Executive/Policy Committee (meeting 9/1/2022)
Technology Committee (did not meet)

- 11. Staff Reports** –Director's Report attached

- 12. Board Comments**

- 13. Agenda Items for Next Month's (October) Meeting**

- 14. Adjournment**

The next meeting of the Library Board will be Thursday, October 13, 2022.

Chariton Free Public Library

August 11, 2022

The Chariton Free Public Library Board held its regular monthly meeting in the Library Meeting Room on August 11, 2022 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 PM.

Trustees Bisgard, Fenton, Mefferd, Meyer, Pillsbury-Allen, Seuferer and Sharp were present. Librarian Murphy and city council liaison Jarett McGee (virtual) were also present.

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

Good News Librarian Murphy gave the board an update on the successful summer programs given at the Chariton Farmer's Market.

Public forum: none

The **consent agenda** was unanimously approved on a motion from Meyer seconded by Pillsbury-Allen.

The **August 2022 Claims** were reviewed by the board. The claims included resubmission of a \$3,000 payment to Primo Heating and Cooling that was originally submitted in February, but had not been paid out by the city. After discussion, the **claims** were unanimously approved on a motion from Mefferd, seconded by Miller.

Unfinished Business:

Consideration of Library Funds Investment Options:

The board reviewed bids for deposit of library funds from First Interstate Bank, Midwest Heritage, US Bank, and Peoples Bank. Meyer recommended that the library choose US Bank, due to their bid offering the highest rate of return at 1.25%.

It was moved by Meyer and seconded by Mefferd to open a money market account at US Bank and deposit as much of the current library funds as possible, given consideration of moneys required for monthly operations at the discretion of the city treasurer. The motion passed unanimously on a roll call vote.

Library Personnel Policy and Chariton City Employee Handbook: After discussion, it was moved by Mefferd and seconded by Seuferer to approve the policy as amended by Mefferd. Motion passed unanimously on a roll call vote.

Library Conflict of Interest Policy: After discussion, it was moved by Mefferd and seconded by Pillsbury-Allen to approve the policy. Motion passed unanimously on a roll call vote.

New Business:

Doors Inc. Quote: The board discussed the need to replace the south doors as part of the overall library renovations. The construction committee recommended Doors Inc. due to their work as part of the Hotel Charitone renovations. It was moved by Mefferd and seconded by Miller to accept the bid from Doors Inc. for \$9,489, subject to design approval by the Chariton Historical Preservation Commission. The motion passed unanimously on a roll call vote.

Spectrum Lighting Quote: The board discussed the need to update the lighting on the upstairs level of the library as part of the overall library renovations. The construction committee recommended Spectrum Lighting, due to their work at the Indianola library. Bids were also solicited from two other firms, who did not submit bids by the deadline. It was moved by Mefferd and seconded by Meyer to accept the bid from Spectrum Lighting for \$9,275. The motion passed unanimously on a roll call vote.

Committee Reports:

Building & Grounds Committee: See attached minutes

Construction Committee: See attached minutes.

Executive/Policy Committee: Did not meet.

Fundraising Committee: See attached minutes.

Technology Committee: Did not meet.

The July 2022 **director's report** was reviewed.

The meeting was adjourned at 6:38 pm on a motion from Pillsbury-Allen, seconded by Miller.

Justin Sharp
CFPL Board Secretary

8/2022 DEPOSIT

FY23	AUGUST 2022				RECEIPTS		
	Balance ON HAND		BOX \$60	DRAWER \$15	\$75.00		
DATE	FINES	COPIES	FAX	LAMINATE	RAISING & DONATIONS	MISC. FEES & CARDS	TOTAL
7/28	\$1.00	\$0.00			\$9.00		\$10.00
7/29	\$0.00	\$5.50	\$1.00		\$7.00		\$13.50
7/30	\$0.20	\$2.75			\$3.00		\$5.95
8/1	\$0.00	\$1.50			\$8.00		\$9.50
8/2	\$0.00	\$3.00			\$10.50		\$13.50
8/3	\$18.99	\$2.25			\$1.00		\$22.24
8/4	\$7.00	\$2.00	\$1.00		\$11.00		\$21.00
8/5	\$6.99	\$31.00	\$1.00		\$0.00		\$38.99
8/6	\$0.00	\$6.50			\$3.00		\$9.50
8/8	\$18.00	\$2.50			\$3.50		\$24.00
8/9	\$5.00	\$1.50			\$2.00		\$8.50
8/10	\$1.80	\$2.50			\$0.00		\$4.30
8/11	\$3.00	\$0.25			\$1.00		\$4.25
8/12	\$2.20	\$2.00	\$1.00		\$9.50		\$14.70
8/13	\$0.00	\$0.00			\$2.00		\$2.00
8/15	\$5.99	\$7.75			\$2.00		\$15.74
8/16	\$0.00	\$1.50	\$1.00		\$1.00		\$3.50
8/17	\$0.20	\$1.00			\$4.00		\$5.20
8/18	\$0.00	\$2.25			\$4.00		\$6.25
8/19	\$3.00	\$15.50	\$1.00		\$2.00		\$21.50
8/20	\$0.00	\$1.00			\$1.00		\$2.00
8/22	\$6.00	\$3.25			\$1.50		\$10.75
8/23	\$1.00	\$3.00			\$3.25		\$7.25
8/24	\$0.60	\$0.75	\$3.00		\$6.75		\$11.10
8/25	\$5.00	\$2.50			\$1.50		\$9.00
8/26	\$0.00	\$10.25			\$2.00		\$12.25
8/27	\$0.00	\$4.75			\$1.75		\$6.50
TOTAL	\$85.97	\$116.75	\$9.00		\$101.25		\$312.97

CITY OF CHARITON
115 S MAIN ST
CHARITON, IA 50049-1842

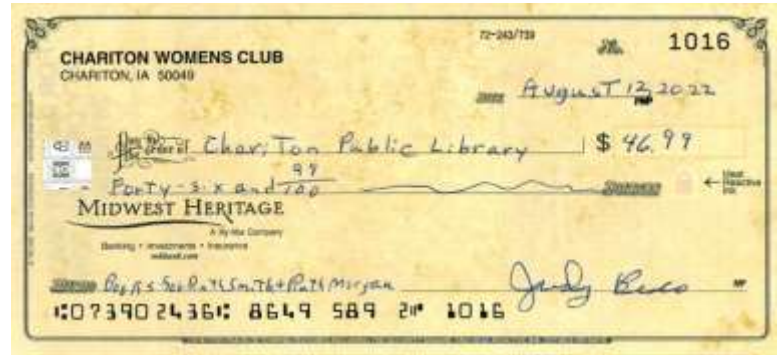


DATE 8/31/22

DEPOSITS MAY BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	DOLLARS	CENTS
CURRENCY	279	00
COIN	26	88
CHECKS (NOT EACH SEPARATELY)		
Womens Club	46	99
Vredenburg Fdn	25000	00
Mem Brdr	1	00
Baldwin	6	99
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
TOTAL FROM OTHER SIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	25360	96

Checks and other items are received for deposit subject to the provisions of the Uniform Commercial Code or any applicable collection agreement.



Chariton Free Public Library
803 Braden Ave
Chariton, Iowa 50049

Deposited in US Bank, Chariton on: 8/31/22

Budget Line Number	Deposit Description	
006 - 410 - 4300	BLAKE Interest	\$1.00
006 - 410 - 4471	Grant Vredenburg Fdn	\$25,000.00
006 - 410 - 4705	Memorials/Gifts	\$46.99
006 - 410 - 4765	Library Income	\$312.97
Total Deposit:		\$25,360.96

BUDGET REPORT

CALENDAR 8/2022, FISCAL 2/2023

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	116,200.00	7,208.07	18,032.67	15.52	98,167.33
006-410-6210	DUES & SUBSCRIPTIONS	1,500.00	.00	.00	.00	1,500.00
006-410-6230	TRAVEL, TRAINING, & DUES	500.00	.00	.00	.00	500.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,000.00	72.48	72.48	2.42	2,927.52
006-410-6371	UTILITIES	17,800.00	1,345.85	2,564.33	14.41	15,235.67
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	4,000.00	.00	475.83	11.90	3,524.17
006-410-6502	BOOKS	4,000.00	295.80	413.05	10.33	3,586.95
006-410-6505	NEW EQUIPMENT	1,800.00	.00	.00	.00	1,800.00
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	330.13	330.13	16.51	1,669.87
006-410-6508	POSTAGE	200.00	20.38	64.70	32.35	135.30
006-410-6522	BOOKS/MEMORIALS	1,000.00	311.59	624.26	62.43	375.74
006-410-6523	MEM. AUDIO VISUAL	500.00	66.91	99.88	19.98	400.12
006-410-6524	AUDIO VISUAL	1,000.00	55.67	199.24	19.92	800.76
006-410-6525	SOFTWARE & TECH SUPPORT	6,000.00	.00	585.14	9.75	5,414.86
006-410-6526	JANITOR SUPPLIES	600.00	50.16	77.45	12.91	522.55
006-410-6751	CONSTRUCTION PROJECTS	60,000.00	4,180.53	75,067.21	125.11	15,067.21-
	LIBRARY TOTAL	220,600.00	14,437.57	99,106.37	44.93	121,493.63
010-410-6408	INSURANCE - LIBRARY	5,500.00	.00	.00	.00	5,500.00
	LIABILITY & PROP INS LEVY TOTA	5,500.00	.00	.00	.00	5,500.00
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	8,800.00	531.58	1,339.82	15.23	7,460.18
112-410-6130	CITY'S SHARE OF IPERS	11,000.00	668.07	1,687.72	15.34	9,312.28
112-410-6150	CITY'S SHARE OF MEDICAL INS.	11,150.00	923.38	1,846.76	16.56	9,303.24
112-410-6151	CITY'S SHARE OF LIFE INS.	80.00	6.59	13.18	16.48	66.82
112-410-6152	CITY'S SHARE OF DENTAL INS.	565.00	46.86	93.72	16.59	471.28
112-410-6160	WORKERS' COMP INS	200.00	1.61	87.09	43.55	112.91
	EMPLOYEE BENEFITS TOTAL	31,795.00	2,178.09	5,068.29	15.94	26,726.71
	TOTAL EXPENSES	257,895.00	16,615.66	104,174.66	40.39	153,720.34

REVENUE REPORT

CALENDAR 8/2022, FISCAL 2/2023

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY	2,000.00	1.00	5.02	.25	1,994.98
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	18,500.00	.00	.00	.00	18,500.00
006-410-4471	LOCAL GRANTS	50,000.00	25,000.00	25,000.00	50.00	25,000.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	4,000.00	46.99	169.99	4.25	3,830.01
006-410-4715	REFUND	.00	.00	.00	.00	.00
006-410-4765	LIBRARY FINES	3,500.00	312.97	535.77	15.31	2,964.23
006-410-4799	OTHER REVENUES	4,000.00	.00	600.00	15.00	3,400.00
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	1,000.04	.00	1,000.04-
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
	TOTAL OF ALL REVENUE	222,000.00	25,360.96	27,310.82	12.30	194,689.18

08.23.2022

803 Braden

Library Cleanout Bid:

Chariton City Library

803 Braden

Chariton, Iowa 50049

For:

Clean out/ Tear out

Item Number	Description	Price	Hour	Amount
				\$ -
	Remove contents from selected areas and dispose			
	Tear out remaining paneling			0.00
	Saw andTear out counter leaving sink intact			0.00
	Remove selected cabinets			0.00
	Dispose of computer equipment and overhead proj.			0.00
	TOTAL COST	1,570.00		1,570.00
				0.00
	did you want nails pulled where the paneling was removed?			0.00
				0.00
				0.00
	Insurance	352.00		352.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
Subtotal	Total items: 9			1,922.00

Sales Tax Rate: 0.0%

FALSE	Sales Tax	0.00
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Less Deposit Received	
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Invoice Total	\$ 1,922.00
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VETERAN OWNED

Due Upon Receipt

Thank you for your business!

D&T Services

Tel 641-203-2237

24908 490th Street

gijens6@yahoo.com

Fax

Chariton, IA 50049



**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
SEPTEMBER 2022 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems Copier Contract		006 - 410 - 6525		\$539.20
Alliant Energy		006 - 410 - 6371	131	\$1,003.49
American Alarms		006 - 410 - 6310	5145	\$360.00
Baker & Taylor	Unsourced Books	006 - 410 - 6502	33	\$255.96
	Mem/Don Books	006 - 410 - 6522		\$81.82
	Unsourced AV	006 - 410 - 6524		\$11.00
Baker & Taylor Entertainment		006 - 410 - 6524	34	\$10.49
CPL Petty Cash	Postage	006 - 410 - 6508	74	\$17.06
Chariton Water Department		006 - 410 - 6371	80	\$63.72
D&T Services (Removal Services)		006 - 410 - 6310	5244	\$1,922.00
DEMCO (Incoming Collection Processing Supplies)		006 - 410 - 6507	93	\$287.78
Ghomley, Lauri		006 - 410 - 6498	5129	\$222.90
Home Science Tools (Electric Play Dough Kit)		006 - 410 - 6498		\$47.90
Kone (Elevator Maint. Contract)		006 - 410 - 6310	160	\$345.57
Mainstay Systems of Iowa Inc.	NEW SERVER	006 - 410 - 6505		\$3,789.00
Office Machines	Custodial Supplies	006 - 410 - 6526	410	\$104.67
Spectrum Lighting (materials for lighting job)		006 - 410 - 6751		\$3,475.00
True Value (dehumidifier hose)		006 - 410 - 6310	40	\$15.99
Windstream		006 - 410 - 6371	858	\$245.91
TOTAL CLAIMS PAID SEPTEMBER 2022				\$12,799.46

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

Marcia Fenton, President of the Chariton Free Public Library Board of Trustees



2281 Business Highway 34
Fairfield, IA 52556
Phone: (641) 472-2824

This Proposal addresses the needed restoration and protective coverings for your valuable stained glass windows.
[See Specification Details Starting on page 2.](#)

NOTE: The supply chain issues and concerns for the economy have caused the studio to strictly adhere to the 60 day validity of the price of our proposal. If you intend to sign for work to be done, please keep that in mind.

Proposal 33676 Relead Stained Glass Window

Relead Stained Glass Window

Title	Description
Relead	Windows 1,2,3,4,5, &6 (Rectangular 34" x 32") Relead Entire Window

Exterior Restoration

Title	Description
Remove Existing Protective Covering	Windows 1,2,3,4,5, &6 (Rectangular 34" x 32") Remove One Layer Of Existing Protective Covering
Repaint Exterior Frame	Windows 1,2,3,4,5, &6 (Rectangular 34" x 32") Repaint Exterior Frame With Sherwin-William Duration Coating (This Coating Has A Residential Guarantee)
Reputty And Caulk Exterior	Windows 1,2,3,4,5, &6 (Rectangular 34" x 32") Reputty And Caulk Exterior Jamb, Frames, Sash, T-Bars, and Mullions Where Old Putty or Caulk is Loose or Missing

1400 Series Precision Flow Frame with 1/4" Annealed Glass Protective Covering

Title	Description
1400 Series Precision Flow® Vented Perimeter Frame	Windows 1,2,3,4,5, &6 (Rectangular 34" x 32") Install New Protective Covering With Bovard Studio's 1400 Series Precision Flow® Vented Perimeter Framing System Designed To Preserve Your Stained Glass Heritage U.S. Patent #7,607,267 B2
Install Protective Covering Using Outset Method	Windows 1,2,3,4,5, &6 (Rectangular 34" x 32") Install Protective Covering Using Outset Method
1/4" Annealed Glass Protective Covering	Windows 1,2,3,4,5, &6 (Rectangular 34" x 32") Fabricate And Install Protective Covering, 1/4" Annealed Glass With A Ventilation System Designed Specially For Stained Glass

Travel And Setup

Title	Description
Included	Travel And Setup

Total Price: \$21,483.00

Bovard Studio Quote page 2

General Specifications

The following general specifications more completely describe the itemized work listed above. Each general specification applies only to the window(s) for which the specification is listed and does not necessarily apply to all windows.

Unless otherwise specified, all references to "General Specifications" contained within this proposal refer to the "General Specifications" paragraph within this proposal.

NOTE: Only the specifications in writing are included in this agreement.

Relead Entire Window

The window will be removed from its frame and an exact pattern made to ensure proper reassembly. The existing window opening from which the window is removed will be secured and made weather tight. The stained glass lead came will then be disassembled, cleaned, reassembled with new lead came and recemented. Bovard Studio Inc. will also design and install a proper steel reinforcing system and reinstall the stained glass window.

During the process of releading, any non-painted or non-etched broken or cracked stained glass that is repaired, or replaced with our best available match, is included in this price. Bovard Studio's master craftsman will select the most appropriate repair method for each individual cracked glass pane: (1) narrow lead line or copper foil technique, (2) optically clear adhesive, or (3) tinted silicone adhesive (used on opalescent glass). To conserve your stained glass heritage, simple cracks will be repaired, and complex cracks or breaks with missing pieces will be replaced. The replacement of missing painted glass or etched glass is not included in this project price unless specifically stated in this agreement. At the client's request, custom made batches of stained glass, and custom plating of two or more layers of stained glass together to achieve a match of the original glass that is better than our best available match, will require a Change Order for the additional cost unless otherwise specifically stated as being included in this agreement.

If the client requests the windows be stored at Bovard Studio for a time, we agree to hold the windows in safekeeping for up to 12 months, unless otherwise stated in the agreement. If we are required to retain your windows for a period longer than 12 months from the signing of this agreement, or longer if stated in this agreement, a separate written agreement must be signed providing for storage and may include additional compensation for storage and insurance. Without a written agreement, Bovard Studio will not be liable in any way for your abandonment of the windows after the stated time period. Included in this agreement is the cost to leave your church weather tight with board up or other means for the completion of the specifications in this proposal. Specific materials, coatings or installation methods other than standard installations and materials provided by Bovard Studio used for weatherproofing are available for an additional charge.

Old Protective Covering

Bovard Studio Inc.'s craftspeople will remove one layer of old protective covering and, if it is not being reinstalled, place in area for disposal. The client is to supply a container or dumpster for disposal of waste materials.

Repaint Exterior Frame

Bovard Studio Inc.'s craftspeople will use standard paint preparation procedures to scrape loose and flaking paint. The surface will then be properly puttied and prepared to accept one coat of high quality primer and a finish coat of Sherwin-Williams Duration® coating. Other paint preparation methods are available at an additional time and material charge. Any wood damage will be brought to the client's attention and Bovard Studio Inc. craftspeople can correct wood damage on a time and material basis with approval of the client. Any wood repairs or wood restoration specifically listed in the preceding itemized list of window specifications are included in the agreement price.

Protective Covering

Protective Covering will be set with aluminum framing around total perimeter of window, making an ideal glazing situation for protective covering. This allows maximum expansion and contraction, and is essential with plate, laminated glass, polycarbonate, or Acrylic protective covering.

Bovard Studio's proposals for aluminum frames include the client's choice of a standard white or standard bronze paint. Bovard's Extruder applies a factory finish of Valspar Polyure 4000 flex paint, a polyester paint, which meets AAMA 2603 standards. Custom Colors are available with Sherwin Williams Genesis LV Automotive Paint, a two (2) component urethane paint, which is tested under the ASTM standards. It is a High-End Commercial Fleet Grade Automotive finish:

Custom colors and finishes are available at an additional cost unless specifically specified in this agreement. Customer is to provide their selected custom color from Sherwin Williams color charts.

RE: Cloud backups for Chariton Library

1 email in thread.

Email 1 of 1

Date: September 4, 2022 12:21 PM -05:00

From: Cade Curtis <ccurtis@mainstay.systems>

To: Kris Murphy <murphy@chariton.lib.ia.us>

Cc: Nick Tieskotter <ntieskotter@mainstay.systems>

Kris,

The rate is \$864/year for Backup with validation per server

Or \$840/year for backup without validation per server

We use N-Able, formerly SolarWinds for the cloud backup, price is set by them so unfortunately no wiggle room.

You can do 2 validations a month if you want, that means they restore the image to a virtual machine, spin it up and see if it boots.

Workstations have a few backup options as well, but in your use case I would say everyone save to server, and backup server it's the most economical and the safest

This Can be paid yearly up front, or quarterly as you go.

-Cade

From: Nick Tieskotter <ntieskotter@mainstay.systems>

Sent: Tuesday, August 30, 2022 9:04 AM

To: Cade Curtis <ccurtis@mainstay.systems>

Subject: Cloud backups for Chariton Library

Cade,

Kris would like to get a quote on backing up the new server to the cloud when you have time.

**Chariton Public Library
Building and Grounds Committee**

The Building and Grounds Committee met August 30 at 4:15 in the meeting room of the library those in attendance were: Marcia, Justin, and Linda. The following items was reviewed and discussed:

- Todd Jensen has visited the library twice to look over the items we want to have discarded. He is in the process of preparing an estimate on the cost of removing and disposing of those items.
- The dehumidifier in the utility room is draining onto the floor. Kris will contact Dave Rich at True Value to have a hose attached.
- Marcia plans to attend the Board of Supervisors meeting September 7 to inquire if the library may obtain part of the county's COVID money (which must be used by 2024) for window replacement.
- Next B & G meeting September 27 at 4:15.

Respectfully submitted, Linda Miller

Construction Committee Meeting September 6, 2022

Ray, Denny, Rachel, Kris, Edd

Individual Project	Notes
HVAC (option 3)	(9/6) Kris says thermostat on NW corner of the building is dead and so unit not working. Contractor says the length of the run needs more freon and genealogy is saying air is not blowing. Kris would like someone to check to see if the units are commercial or residential. Kris will send meeting for Primo to meet on Thursday at 4:30 to discuss issue. Kris will locate bid documents as well. Edd will check with Lynn Vanoy re whether the run is so long that it needs a booster. May need to ask Riley Heating and Cooling to come in and check on the A/C And may need a maintenance person to fix the trap door
Waterproofing	(9/6) Waiting on quote from Fairholm re extra downspout and they will be down to install in the next week or two. Discussion re new gutter placement and on East. Kris notes there was some moisture on floor on the East side near electronics. Edd will come down to review Once done, need to address re-seeding. HS students could do it in the Spring but have concerns re run off. Will revisit quote from Isaac to take care of this short term and then have a longer-term more coordinated landscaping plan that we could perhaps do with students / Splash and apply for grants
Sump pumps	(9/6) completed
Repair Interior Damage	(9/6) Jensen quote is on the agenda for this month's board meeting
Roofing Phase 2 (soffits, eaves, gutters)	(9/6) See info above re dirt work for gutters Note: we will need to reinstall the flagpole too. Will ask Alliant to put it back up For the soffits and eaves work, Edd thought there was moisture in NW corner. Historical society wants door to tie in with color of soffits (and they think they were originally brown). Will hold off for now and may already have someone else review it.
Windows and South (front) Door Replacement	(9/6) Door was approved subject to approval of historic society. They agreed door will be white (we will need to paint it, ideally before it is installed).
Stained Glass	(9/6) Will go to Board with Bovard Studio bid \$21,483
Interior Lighting	(9/6) Spectrum bid was approved and lighting will be installed on 9/28 and 9/29

**Fundraising Committee
Minutes of August Meeting**

The Fundraising Committee of the Chariton Library met August 30, 2022. Those in attendance were: Ray, Linda, Marcia.

- Linda took the bids for the stained-glass windows, the front door, and the indoor lighting to Sherrill Garton so she could present those bids to the Library Foundation. The Foundation will be meeting for their annual meeting in September.
- Linda will be composing a one-page letter to be mailed to area residents and other interested parties seeking donations for our library improvement projects. The letter will be presented to the fundraising committee at their September 27 meeting. After additions and corrections are made, it will be brought to the board at the October meeting for their approval. The letters will be mailed at the end of October.
- Marcia will speak with the library staff about using or creating a letter head and other mailing accessories.
- Ray will speak with Kathleen Dittmer and Alicia Mc Gee about obtaining mailing lists from other fund-raising endeavors.
- We hope to give presentations to the area book clubs, Rotary, Retired Teachers, and Women's Club.
- Marcia will seek help from several groups to stuff envelopes for the mailing.

Submitted by: Linda Miller

CHARITON FREE PUBLIC LIBRARY DIRECTOR'S REPORT THURSDAY SEPTEMBER 8, 2022

MONTHLY STATISTICS	LAST AUG	AUG	YEAR
Days Open	25	27	51
Visitor Count	1,893	2,736	5,039
Cards Issued	21	18	28
Cards Weeded	0	0	0
Meeting Room Uses	0	25	49
MAKERSPACE Uses	0	0	0
Daily Average	113	86	175
Total Circulation (w/o SILO ILLs)	2,817	2,285	4,390
BRIDGES Registrations	1	11	13
BRIDGES Active Individuals	78	102	198
BRIDGES Items Circulated	477	632	1,213
Website Visits	303	418	871
Website Actions	960	1,065	2,135
WI-FI Sessions	80	651	1,221
Unique WI-FI Visitors	22	144	248
DIAL A STORY CALLS	115	17	0
CHILDREN'S PROGRAMS	0	0	0
CHILDREN'S PROGRAMS ATTENDS	0	0	35
LEGO ACTIVITIES	0	5	14
YA PROGRAMS	0	0	56
YA PROGRAMS ATTENDS	0	0	10
ADULT PROGRAMS	0	0	0
ADULT PROGRAMS ATTENDS	0	0	0

CIRCULATIONS	FY2023		
PATRON TYPE	JULY	AUG	YEAR
Chariton Adult	934	1,128	2,062
Chariton Child	271	310	581
Institutional/Special	0	21	21
In-House Cards	24	29	53
Rural Adult	558	505	1,063
Rural Child	134	100	234
Russell Adult	37	39	76
Russell Child	9	44	53
Lucas Adult	21	11	32
Lucas Child	0	0	0
Williamson Adult	0	11	11
Williamson Child	0	0	0
Derby Adult	9	15	24
Derby Child	0	0	0
Out Of County	144	98	242
	2,141	2,311	4,452

Copy Category	July	Aug	Year
Adult Fiction	411	505	916
Large Print	82	86	168
Adult Nonfiction	113	111	224
Magazines	0	0	0
Adult Audiobooks	28	26	54
Adult Video	285	317	602
Picture Books	240	231	471
Beginner Readers	171	140	311
Juvenile Fiction	291	348	639
Juvenile Nonfiction	48	59	107
Juvenile Audiobooks	6	19	25
Juvenile Videos	338	288	626
Young Adult Books	61	130	191
YA Anime Video	18	11	29
Games	0	1	1
Puzzles	11	13	24
Educational Bins	2	0	2
MakerSpace	0	0	0
Local Interlibrary Loans	36	26	62
	2,141	2,311	4,452

WAGES PAID:	8/12/22	8/26/22
Kris Murphy	\$1,640.08	\$1,640.08
Angela Altenhofen	\$495.00	\$417.50
Christina Brown	\$562.50	\$580.00
Lauri Ghormley	\$763.00	\$644.00
Custodial	\$232.95	\$232.95
	\$3,693.53	\$3,514.53

The local book clubs have invited me to speak again at their annual combined meeting on September 26th.

All of August I have been working steadily to get the Bin/Kit lending program items ready to circulate. They now fall into several categories and many of them are ready to go.

Each Kit has its own catalog record. Each book or other collection item has its own catalog record. Several additional materials can be found in many of the Kits as well, some with a catalog record, others without. Each Kit has a circulation sheet which can be printed on demand for circulation. That sheet includes a list of all the items contained in the Kit & is the agreement signed by the borrower. Several, but not all of the Kits have supplemental binders with instructions, ideas and reproducible content. I'm still working on those binders for several Kits.

All of the Red Bins are ready to circulate, although some do not yet have completed binders to accompany them. These are the Book Bins, meaning that their contents deal with a single subject or grouping of subjects and that

they contain mostly books with the addition of assorted activities and supplemental items pertaining to their subject matter.

A collection of Bags consist of the same sort of items, but the number of items doesn't require a Bin. There are still a couple of Bags of this type waiting to be finished, once the themes can be determined to make the best use of the titles we own.

Another set of Bags that are only partly done are MAKER Kits, although as I work my way through out MakerSpace tools and materials many of them will end up in any container I can find that best suits them. We will not circulate any MAKER Kits until the majority of that type are ready to go. So far we have a Jewelry MAKER Kit, Origami Kit, several fiber arts kits, including a sewing machine, Facepainting Kits, etc.

The next main Bin set is made up of all of the STEM kits that Dawn secured for us. We actually call them STEAM kits. I did all the cataloging and organizing of these kits earlier this year, but did go back in August to create their circulation sheets. They are ready to circulate.

So far, the number of Bin/Kit items is over 1,250 individual cataloged items & then there's an unknown number of other items included in them that did not get cataloged separately. The number of individual "kits" cataloged is 65. It's been a massive undertaking and has made the program office an unpleasant place to be on occasion.

But, I've converted the other office into a staffroom and relocated all of the items that used to be stored in the staff closet to that room, including the processing supplies for new collection items, the collection repair supplies, cataloging supplies, operating supplies, and tech supplies, like extra headphones & wiring.

And so, the staff closet has become storage for all of the circulating Bins & Kits. We're still working on the shelving to accommodate the biggest bins, but this way the items have a specific permanent home where they can stay until requested and checked out. Desk Staff no longer need to leave a kit to be checked in by the program person, but can check it out, check it in, and reshelv it just like any other item.

I'm not entirely sure what else happened this month. It's been a doozy!

Kris Murphy – September 8, 2022

RED BIN

- #21 **ALL ABOUT ART** – All things Art, Artists & Creativity
- #1 **ALPHANUMERICAL** – Letters, Alphabet, Symbols, Numbers, Counting
- #2 **BUGS & OTHER CREEPY CRAWLIES** – Bugs, Spiders, Worms, etc.
- #3 **BUILDING COMMUNITY** – Community Members, Town & Country, Construction & Buildings
- #4 **DAILY ROUTINES** – Everything we do in a day, from waking up to bedtime
- #5 **DID YOU FEEL THAT?** – Emotions, Behavior, Empathy, Manners, Kindness, Gratitude
- #23 **DINOSTORIES** – Dinosaurs
- #6 **EAT AND GROW** – Growing & Eating Food, Garden-to-Table, Health & Nutrition, Groceries
- #7 **FABLES, NURSERY RHYMES & OTHER TALES** – Includes Nursery Rhyme Felt Stories
- #8 **FARMYARD TALES** – Farming, Farm Animals
- #25 **HOME, FAMILY & FRIENDS** – Families, Siblings, Friends, Relationships, Homes & Locales
- #9 **MUSIC & DANCE** Musical Instruments, Music CDs
- #10 **NOW READ THIS** – Storytelling, Books, Libraries, Rhymes & Poems
- #11 **NURTURE NATURE** – Ecology, Trees, Plants, Animals & Habitats
- #12 **OCEAN COMMOTION**
- #13 **OUTER SPACE**
- #14 **PETS, PETS, PETS**
- #15 **SENSORY CONCEPTS** – Colors, Shapes, Textures, Sizes, Parachute, Scarves, Traffic light felt kit, Colors in Motion felt kit
- #16 **STEAM** – Technology, Robots, Mechanics, Magnets, Light, Math & Geometrics, Science,
- #17 **TO THE ZOO & OTHER ANIMALS TOO** – Includes Safari Animals
- #18 **WROOOM THINGS THAT GO**
- #19 **WE LIKE TO... MOVE IT!** – Movement, Sports, Fitness, Activities (<https://www.thetopacountry.com/1909-guestbook-admission/>)
- #20 **YOU & ME** – Self, Identity, Individuality, Respect, Social Groups, Relationships

BAG

1. **BEARS AROUND** – Bears, Teddy Bears, Hibernation
 2. **BIRDWATCH** – Birds
 3. **HERE THERE BE DRAGONS** – Dragons & Fairytales
 4. **HOP, ILIHTER, IKITTER** – Amphibians, Reptiles & Turtles
 5. **MONSTER!**
 6. **MOOSE ON THE LOOSE**
 7. **MOUSE HOUSE**
 8. **PIRATES A ADVENTURE**
 9. **SUPERHEROES**
 10. **WEATHER WATCH**
 11. **WELCOME SPRING**
 12. **WELCOME SUMMER**
 13. **WELCOME AUTUMN**
 14. **WELCOME WINTER**
-
1. **JEUIS-A-LONG ASTOUNDING ANIMALS**
 2. **JEUIS-A-LONG OH SO AMAZING YOU**
 3. **JEUIS-A-LONG THE CAT IN THE HAT**
 4. **JEUIS-A-LONG THE GOOD, THE QUARRELSOME & THE TROUBLEMAKERS**

STEM Kit: Helicopter Hang Time [Details](#)

Call #: BAG LIGHTER THAN AIR Hand2Mind.
 Location: PROGRAMMING
 Series: STEM In Action
 Interest Level: K-3

STEM Kit: Squeaky Clean Magnets [Details](#)

Call #: BIN STEAM H2M 08 Hand2Mind.
 Location: PROGRAMMING
 Series: STEM In Action
 Interest Level: 3-6

STEM Kit: Coding Mouse Exploration Hand2Mind. [Details](#)

Call #: BIN STEAM H2M 01 Hand2Mind.
 Location: PROGRAMMING
 Series: STEM In Action
 Interest Level: K-3

STEM Kit: Coding and Mineral Collection [Details](#)

Call #: BIN STEAM H2M 09 Hand2Mind.
 Location: PROGRAMMING
 Series: STEM In Action
 Interest Level: 3-6

STEM Kit: Ron's Ramp [Details](#)

Call #: BIN STEAM H2M 03 Hand2Mind.
 Location: PROGRAMMING
 Series: STEM In Action
 Interest Level: Preschool

STEM Kit: The Great Toy Design [Details](#)

Call #: BIN STEAM H2M 10 Hand2Mind.
 Location: PROGRAMMING
 Series: STEM In Action
 Interest Level: 3-6

STEM Kit: Wildlife Corridors [Details](#)

Call #: BIN STEAM H2M 04 Hand2Mind.
 Location: PROGRAMMING
 Series: STEM In Action
 Interest Level: 3-6

STEM Kit: Digital Relay [Details](#)

Call #: BIN STEAM H2M 11 Hand2Mind.
 Location: PROGRAMMING
 Series: STEM In Action
 Interest Level: 3-6

STEM Kit: Farmer Grady's Challenge [Details](#)

Call #: BIN STEAM H2M 15 Hand2Mind.
 Location: PROGRAMMING
 Series: STEM In Action
 Interest Level: 3-6

STEM Kit: Sidewalk Safety [Details](#)

Call #: BIN STEAM H2M 05 Hand2Mind.
 Location: PROGRAMMING
 Series: STEM In Action
 Interest Level: Preschool

STEM Kit: Shadow Box Theatre [Details](#)

Call #: BIN STEAM H2M 12 Hand2Mind.
 Location: PROGRAMMING
 Series: STEM In Action
 Interest Level: K-3

STEM Kit: Solar House Design [Details](#)

Call #: BIN STEAM H2M 16 Hand2Mind.
 Location: PROGRAMMING
 Series: STEM In Action
 Interest Level: 3-6

STEM Kit: Ron's Habitat Adventure [Details](#)

Call #: BIN STEAM H2M 06 Hand2Mind.
 Location: PROGRAMMING
 Series: STEM In Action
 Interest Level: Preschool

STEM Kit: Pam's Camping Adventure [Details](#)

Call #: BIN STEAM H2M 13 Hand2Mind.
 Location: PROGRAMMING
 Series: STEM In Action
 Interest Level: Preschool

STEM Kit: Rainwater Runoff [Details](#)

Call #: BIN STEAM H2M 17 Hand2Mind.
 Location: PROGRAMMING
 Series: STEM In Action
 Interest Level: 3-6

STEM Kit: Sunny Sandbox [Details](#)

Call #: BIN STEAM H2M 07 Hand2Mind.
 Location: PROGRAMMING
 Series: STEM In Action
 Interest Level: Preschool

STEM Kit: Sound Bite [Details](#)

Call #: BIN STEAM H2M 14 Hand2Mind.
 Location: PROGRAMMING
 Series: STEM In Action
 Interest Level: K-3

STEM Kit: Project Park Design [Details](#)

Call #: BIN STEAM H2M 18 Hand2Mind.
 Location: PROGRAMMING
 Series: STEM In Action
 Interest Level: K-3

Barcode	Call Number	Categories	Title
BAG001	BAG BEARS ABOUND	BINS BLACK BAG	BAG BEARS ABOUND.
BAG002	BAG BIRDWATCH	BINS BLACK BAG	BAG BIRDWATCH.
BAG003	BAG HERE THERE BE DRAGONS	BINS BLACK BAG	BAG HERE THERE BE DRAGONS & MAGIC!
BAG004	BAG HOP, SLITHER, SKITTER	BINS BLACK BAG	BAG HOP, SLITHER, SKITTER.
BAG005	BAG MONSTERS	BINS BLACK BAG	BAG MONSTERS.
BAG006	BAG MOOSE ON THE LOOSE	BINS BLACK BAG	BAG MOOSE ON THE LOOSE.
BAG007	BAG MOUSE HOUSE	BINS BLACK BAG	BAG MOUSE HOUSE.
BAG008	BAG PIRATES & ADVENTURES	BINS BLACK BAG	BAG PIRATES & ADVENTURE.
BAG009	BAG SUPERHEROES	BINS BLACK BAG	BAG SUPERHEROES.
BAG010	BAG WEATHER WATCH	BINS BLACK BAG	BAG WEATHER WATCH.
BAG011	BAG WELCOME SPRING	BINS BLACK BAG	BAG WELCOME SPRING.
BAG012	BAG WELCOME SUMMER	BINS BLACK BAG	BAG WELCOME SUMMER.
BAG013	BAG WELCOME AUTUMN	BINS BLACK BAG	BAG WELCOME AUTUMN.
BAG014	BAG WELCOME WINTER	BINS BLACK BAG	BAG WELCOME WINTER.
BAG015	BAG INTO THE NIGHT	BINS BLACK BAG	BAG INTO THE NIGHT.
BAG016	BAG OUT FOR FUN	BINS BLACK BAG	BAG OUT FOR FUN.
BAG018	BAG LIGHTER THAN AIR	BINS BLACK BAG	BAG LIGHTER THAN AIR.
BAG019	BAG FLOATABULOUS	BINS BLACK BAG	BAG FLOATABULOUS.
SEUSS001	BAG SEUSS ANIMALS	BINS BLACK BAG	Seuss-A-Long BAG : Astounding Animals
SEUSS002	BAG SEUSS AMAZING	BINS BLACK BAG	Seuss-A-Long BAG : Oh So Amazing You!
SEUSS003	BAG SEUSS CAT	BINS BLACK BAG	Seuss-A-Long BAG : Cat In The Hat & More
SEUSS004	BAG SEUSS GOOD	BINS BLACK BAG	Seuss-A-Long BAG : The Good, The Quarrelsome & The Troublemakers
REDBIN001	BIN ALPHANUMERICAL	BINS RED BIN	BIN ALPHANUMERICAL.
REDBIN002	BIN BUGS & OTHERS	BINS RED BIN	BIN BUGS & Other Creepy Crawlies.
REDBIN003	BIN BUILDING COMMUNITY	BINS RED BIN	BIN BUILDING COMMUNITY
REDBIN004	BIN DAILY ROUTINES	BINS RED BIN	BIN DAILY ROUTINES :
REDBIN005	BIN DID YOU FEEL THAT?	BINS RED BIN	BIN DID YOU FEEL THAT? : Emotions, Behaviors & Manners.
REDBIN006	BIN EAT & GROW	BINS RED BIN	BIN EAT & GROW.
REDBIN007	BIN FABLES ETC.	BINS RED BIN	BIN FABLES, NURSERY RHYMES & OTHER TALES.
REDBIN008	BIN FARMYARD TALES	BINS RED BIN	BIN FARMYARD TALES.
REDBIN009	BIN MUSIC & DANCE	BINS RED BIN	BIN MUSIC & DANCE : Music, Instruments, Dance.
REDBIN010	BIN NOW READ THIS	BINS RED BIN	BIN NOW READ THIS!
REDBIN011	BIN NURTURE NATURE	BINS RED BIN	BIN NURTURE NATURE.
REDBIN012	BIN OCEAN COMMOTION	BINS RED BIN	BIN OCEAN COMMOTION.
REDBIN013	BIN OUTER SPACE	BINS RED BIN	BIN OUTER SPACE.
REDBIN014	BIN PETS PETS PETS	BINS RED BIN	BIN PETS! PETS! PETS!
REDBIN015	BIN SENSORY CONCEPTS	BINS RED BIN	BIN SENSORY CONCEPTS
REDBIN017	BIN TO THE ZOO	BINS RED BIN	BIN TO THE ZOO & Other Animals Too.
REDBIN018	BIN VROOOM	BINS RED BIN	BIN VROOOM : Things that go!
REDBIN019	BIN WE LIKE TO MOVE IT	BINS RED BIN	BIN WE LIKE TO... MOVE IT! :
REDBIN020	BIN YOU & ME	BINS RED BIN	BIN YOU & ME : Self, Identity, Individuality, Social Groups, Relationships.
REDBIN021	BIN ALL ABOUT ART	BINS RED BIN	BIN ALL ABOUT ART : Art, Artists, Creativity.
REDBIN022	BIN DINOSTORIES	BINS RED BIN	BIN DINOSTORIES.
REDBIN023	BIN HOME FAMILY FRIENDS	BINS RED BIN	BIN HOME, FAMILY, FRIENDS : Relationships & Behaviors.
STEAM001	BIN STEAM H2M 01	BINS STEAM	STEM Kit: Coding Mouse Exploration Hand2Mind.
STEAM002	BIN STEAM H2M 02	BINS STEAM	STEM Kit: Coding Mouse Exploration Hand2Mind.
STEAM003	BIN STEAM H2M 03	BINS STEAM	STEM Kit: Ron's Ramp
STEAM004	BIN STEAM H2M 04	BINS STEAM	STEM Kit: Wildlife Corridors
STEAM005	BIN STEAM H2M 05	BINS STEAM	STEM Kit: Sidewalk Safety
STEAM006	BIN STEAM H2M 06	BINS STEAM	STEM Kit: Ron's Habitat Adventure
STEAM007	BIN STEAM H2M 07	BINS STEAM	STEM Kit: Sunny Sandbox
STEAM008	BIN STEAM H2M 08	BINS STEAM	STEM Kit: Squeaky Clean Magnets
STEAM009	BIN STEAM H2M 09	BINS STEAM	STEM Kit: Coding and Mineral Collection
STEAM010	BIN STEAM H2M 10	BINS STEAM	STEM Kit: The Great Toy Design Hand2Mind.
STEAM011	BIN STEAM H2M 11	BINS STEAM	STEM Kit: Digital Relay
STEAM012	BIN STEAM H2M 12	BINS STEAM	STEM Kit: Shadow Box Theatre
STEAM013	BIN STEAM H2M 13	BINS STEAM	STEM Kit: Pam's Camping Adventure
STEAM014	BIN STEAM H2M 14	BINS STEAM	STEM Kit: Sound Bite
STEAM015	BIN STEAM H2M 15	BINS STEAM	STEM Kit: Farmer Grady's Challenge
STEAM016	BIN STEAM H2M 16	BINS STEAM	STEM Kit: Solar House Design
STEAM017	BIN STEAM H2M 17	BINS STEAM	STEM Kit: Rainwater Runoff
STEAM018	BIN STEAM H2M 18	BINS STEAM	STEM Kit: Project Park Design
STEAM019	BAG STEAM019 PINTSIZE	BINS STEAM	SAIL CAR WIND POWER
STEAM020	BAG STEAM020 PINTSIZE	BINS STEAM	MAKEDO CARDBOARD CONSTRUCTION SYSTEM

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY OCTOBER 13, 2022
LIBRARY MEETING ROOM**

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. Good News**

Chariton Public Library Board Meeting OCTOBER 13, 2022 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)

- 5. Consent Agenda:**
 - a. **September 8, 2022 Minutes**
 - b. **Correspondence –**
In Memory of Ruth Morgan, given by Chariton Book Club: *Passenger* by Cormac McCarthy (10/25/22 publishing date)
 - c. **September 2022 Financial Statement & August 2022 Treasurer's Report**
 - d. **Grants** none

6. October 2022 Claims

7. Unfinished Business

8. New Business

- a. Window Project RFP
- b. Officer Nominating Committee

9. Committee Reports

Building Grounds Committee (meeting 10/4/2022 minutes attached)
Construction Committee (meeting 10/11/2022 minutes attached)
Fundraising Committee (meeting 10/4/2022 minutes attached)
Executive/Policy Committee (meeting 10/5/2022) (Mefferd, Fenton & Murphy)
Technology Committee (did not meet)

10. Staff Reports –Director's Report attached

11. Board Comments

12. Agenda Items for Next Month's (November) Meeting

Board Officer Nominations
FY204 Budget Request
1/5/23 DEWEY Bequest matures – Transfer Document

13. Adjournment

The next meeting of the Library Board will be Thursday, November 10, 2022.

Chariton Free Public Library
September 8, 2022

The Chariton Free Public Library Board held its regular monthly meeting in the Library Meeting Room on September 8, 2022 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 PM.

Trustees Bisgard, Fenton, Mefferd, Meyer, Seuferer and Sharp were present. Librarian Murphy was also present.

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

Good News Murphy gave the board an update on construction progress and the conclusion of the summer reading program.

Public forum: none

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

Consideration to approve D&T Services bid:

The board discussed a bid from D&T services for demolition of walls and cabinetry and removal of items from the Laura Curtis room and book sale rooms in the basement of the library. Librarian Murphy recommended that the board approve the quote so that work could begin in the basement as soon as next week, pending payment of the September claims. It was moved by Mefferd and seconded by Meyer to approve the bid from D&T Services for demolition and removal of refuse in the amount of \$1,922. The motion passed unanimously on a roll call vote.

The **September 2022 Claims** were reviewed by the board. The claims included the aforementioned bid from D&T Services. After discussion, the **claims** were unanimously approved on a motion from Seuferer, seconded by Mefferd.

Unfinished Business:

Doors Inc. Replacement of South (Front) Entrance Door and Surround: Meyer updated the board on the progress of the front door replacement project. The design is working its way through design approval by the Chariton Historical Preservation Commission, who voiced some concerns on the final color of the doors and soffits. Meyer will continue discussions with the CHPC and the board will contact Bruce Smith of Smith Auto Body for options to paint the doors before installation.

PRIMO HVAC Concerns: Librarian Murphy shared with the board that PRIMO technicians visited the library on September 8th and met with herself and board members Bisgard and Meyer to address ongoing concerns about the HVAC system. Three of the four units installed are currently working. One unit has a cracked drip pan, which may be causing the unit to shut down. PRIMO indicated they would continue to work with Murphy and the library board to resolve the issues.

New Business:

Consideration to approve Bovard Studio quote for restoration of stained glass windows: The board discussed a bid from Bovard Studio for restoration of the original stained glass windows on the west and east sides of the original building. The board reviewed material presented by Bovard Studio and discussed the current state of the windows. It was moved by Mefferd and seconded by Bisgard that because the project is of a specialized nature such that there are likely no other credible bidders available, and on the basis of Bovard Studio's reputation as a recommended bidder, to accept the bid for restoration of the stained glass windows for the amount of \$21,483. The motion passed unanimously on a roll call vote.

Spectrum Lighting Installation and Library Closure: Librarian Murphy shared that Spectrum Lighting is ready to install lighting fixtures on September 29th and 30th. It was Murphy's recommendation that the library close on those two days to allow for the work to be completed. It was moved by Seuferer and seconded by Mefferd to authorize Murphy to close the library on September 29th and 30th for lighting installation. The motion passed unanimously on a roll call vote.

Committee Reports:

Building & Grounds Committee: See attached minutes

Construction Committee: See attached minutes.

Executive/Policy Committee: See attached minutes.

Fundraising Committee: See attached minutes.

Technology Committee: Did not meet.

The September 2022 **director's report** was reviewed.

The board discussed a possible incident in which children with bicycles entered the meeting room during a meeting room program and discussed possible solutions to increase supervision of programs in the meeting room. No action was taken by the board.

The meeting was adjourned at 6:38 pm on a motion from Miller, seconded by Seuferer.

Justin Sharp
CFPL Board Secretary

The next meeting of the CFPL Library Board will be Thursday, September 8th, 2022 in the Meeting Room of the Library.

BUDGET REPORT
CALENDAR 9/2022, FISCAL 3/2023

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	116,200.00	-6,874.57	24,907.24	21.43	91,292.76
006-410-6210	DUES & SUBSCRIPTIONS	1,500.00	.00	.00	.00	1,500.00
006-410-6230	TRAVEL, TRAINING, & DUES	500.00	.00	.00	.00	500.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,000.00	2,643.56	2,716.04	90.53	283.96
006-410-6371	UTILITIES	17,800.00	1,313.12	3,877.45	21.78	13,922.55
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	4,000.00	270.80	746.63	18.67	3,253.37
006-410-6502	BOOKS	4,000.00	255.96	669.01	16.73	3,330.99
006-410-6505	NEW EQUIPMENT	1,800.00	3,789.00	3,789.00	210.50	1,989.00-
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	.00	330.13	16.51	1,669.87
006-410-6508	POSTAGE	200.00	17.06	81.76	40.88	118.24
006-410-6522	BOOKS/MEMORIALS	1,000.00	81.82	706.08	70.61	293.92
006-410-6523	MEM. AUDIO VISUAL	500.00	.00	99.88	19.98	400.12
006-410-6524	AUDIO VISUAL	1,000.00	21.49	220.73	22.07	779.27
006-410-6525	SOFTWARE & TECH SUPPORT	6,000.00	539.20	1,124.34	18.74	4,875.66
006-410-6526	JANITOR SUPPLIES	600.00	104.67	182.12	30.35	417.88
006-410-6751	CONSTRUCTION PROJECTS	60,000.00	3,475.00	78,542.21	130.90	18,542.21-
	LIBRARY TOTAL	220,600.00	19,386.25	118,492.62	53.71	102,107.38
010-410-6408	INSURANCE - LIBRARY	5,500.00	.00	.00	.00	5,500.00
	LIABILITY & PROP INS LEVY TOTA	5,500.00	.00	.00	.00	5,500.00
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	8,800.00	506.04	1,845.86	20.98	6,954.14
112-410-6130	CITY'S SHARE OF IPERS	11,000.00	645.92	2,333.64	21.21	8,666.36
112-410-6150	CITY'S SHARE OF MEDICAL INS.	11,150.00	923.29	2,770.05	24.84	8,379.95
112-410-6151	CITY'S SHARE OF LIFE INS.	80.00	6.59	19.77	24.71	60.23
112-410-6152	CITY'S SHARE OF DENTAL INS.	565.00	46.86	140.58	24.88	424.42
112-410-6160	WORKERS' COMP INS	200.00	.00	87.09	43.55	112.91
	LIBRARY TOTAL	31,795.00	2,128.70	7,196.99	22.64	24,598.01

REVENUE REPORT
CALENDAR 9/2022, FISCAL 3/2023

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY	2,000.00	.00	5.02	.25	1,994.98
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	18,500.00	.00	.00	.00	18,500.00
006-410-4471	LOCAL GRANTS	50,000.00	.00	25,000.00	50.00	25,000.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	4,000.00	.00	169.99	4.25	3,830.01
006-410-4715	REFUND	.00	.00	.00	.00	.00
006-410-4765	LIBRARY FINES	3,500.00	.00	535.77	15.31	2,964.23
006-410-4799	OTHER REVENUES	4,000.00	.00	600.00	15.00	3,400.00
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	1,000.04	.00	1,000.04-
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	222,000.00	.00	27,310.82	12.30	194,689.18

CITY TREASURER'S REPORT FOR THE MONTH OF AUGUST 2022

FUND	FUND BALANCE LAST REPORT	RECEIPTS	EXPENDITURES	FUND BALANCE THIS REPORT	WARRANTS OUTSTANDING	TREASURER'S BALANCE
WATER WORKS Regular						
WATER WORKS Advanced Payment Fund						
CEMETERY						
CEMETERY PERPET. CARE						
CEMETERY BEAUTIFICATION						
LIBRARY	\$232,169.50	\$25,360.96	\$14,437.57	\$243,092.89	\$2,554.66	\$245,647.55
LIBRARY AMBELANG & SWANSON INVESTMENTS	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-
LIBRARY OTHER INVESTMENTS	\$22,760.91	\$-0-	\$-0-	\$22,760.91	\$-0-	\$22,760.91
TOTAL						
CASH ON HAND						\$60.00
INVESTMENTS					REGULAR FUND ADVANCED PAYMENT FUND	
US BANK CHECKING ACCOUNT					REGULAR FUND ADVANCED PAYMENT FUND	
TOTAL ACCOUNTED FOR						

I hereby certify that the above statement is true as I verily believe.

Carly M. Galt

CHARITON PUBLIC LIBRARY INCOME

FY23	SEPTEMBER 2022						RECEIPTS
				Balance ON HAND	BOX 60	DRAWER 15	\$75.00
DATE	FINES	COPIES	FAX	LAMINATE	\$RAISING & DONATIONS	MISC. FEES & CARDS	TOTAL
8/29	\$5.00	\$7.25	\$1.00		\$1.25		\$14.50
8/30	\$0.00	\$5.25					\$5.25
8/31	\$0.00	\$1.00					\$1.00
9/1	\$0.00	\$6.50			\$0.25	\$1.00	\$7.75
9/2	\$0.00	\$15.00					\$15.00
9/6	\$0.00	\$14.50					\$14.50
9/7	\$7.00	\$6.75	\$1.25		\$1.00		\$16.00
9/8	\$29.00	\$2.25	\$1.00		\$5.00		\$37.25
9/9	\$0.00	\$3.00	\$2.75		\$1.25		\$7.00
9/10	\$0.40	\$2.25			\$4.50		\$7.15
9/12	\$0.00	\$10.00	\$1.00		\$5.00		\$16.00
9/13	\$0.00	\$4.80	\$0.75		\$1.00		\$6.55
9/14	\$5.90	\$6.00			\$1.00		\$12.90
9/15	\$0.00	\$11.00	\$1.00				\$12.00
9/16	\$1.80	\$4.25			\$1.25		\$7.30
9/17	\$8.99	\$0.00					\$8.99
9/19	\$1.50	\$0.50			\$1.00		\$3.00
9/20	\$22.00	\$1.75					\$23.75
9/21	\$3.10	\$4.25		\$1.00	\$5.00		\$13.35
9/22	\$1.00	\$5.50	\$1.00		\$11.00		\$18.50
9/23	\$0.00	\$5.75					\$5.75
9/24	\$0.00	\$0.75					\$0.75
9/26	\$0.00	\$29.75	\$2.00				\$31.75
9/27	\$0.00	\$9.00					\$9.00
9/28	\$0.00	\$13.50	\$1.00				\$14.50
9/29	\$0.00	\$0.50					\$0.50
9/30	\$0.00	\$4.75					\$4.75
10/1	\$5.00	\$0.00					\$5.00
10/3	\$9.95	\$5.00	\$2.00				\$16.95
10/4	\$0.00	\$3.25					\$3.25
TOTAL	\$100.69	\$184.05	\$14.75	\$1.00	\$38.50	\$1.00	\$339.99

PRODUCT 100046 80108 Deluxe Corporation 1-800-328-0304

DEPOSIT TICKET 33-54/730

CITY OF CHARITON
115 S MAIN ST
CHARITON, IA 50049-1842



DATE 10/5/22
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

CURRENCY	DOLLARS	CENTS
COIN	256	00
CHECKS LIST EACH SEPARATELY	20	00
1 Brandt	20	00
2 Shelton	19	20
3 Trenary	8	99
4 Hansen	25	00
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
TOTAL FROM OTHER SIDE OR ATTACHED LIST	379	19

PLEASE RE-ENTER TOTAL HERE
Checks and other items are received for deposit subject to the provisions of the Uniform Commercial Code or any applicable collection agreement.

Chariton Free Public Library

803 Braden Ave

Chariton, Iowa 50049

641-774-8695 (FAX)

murphy@chariton.lib.ia.us

Deposited in US Bank, Chariton on: 10/05/22

Budget Line Number	Deposit Description	
006 - 410 - 4705	Memorials/Gifts	\$39.20
006 - 410 - 4765	Library Income	\$339.99
Total Deposit:		\$379.19

DAVID D BRANDT 72-243/730 1113
G JEAN BRANDT
47009 220TH AVE
CHARITON, IA 50049-7885

DATE Sept 2, 2022

PAY TO THE ORDER OF Chariton Public Library \$ 20.00
Twenty DOLLARS

MIDWEST HERITAGE
A First-Net Company
Banking • Investments • Insurance
midwest.com

MEMO DONATION

10739024366 2795 312 4 1113

LOOK FOR FRAUD-DETECTING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

WILLIAM L SHELTON TTEE Fidelity Account® 9845
BARBARA SHELTON TTEE 80-568/1012
WILLIAM/BARBARA SHELTON TRUST
1920 COURT AVE
CHARITON, IA 50049

DATE 9-13-2022

Pay to the Order of Chariton Public Library \$ 19.20 =
Five ten and 20/100ths DOLLARS

Fidelity
U.S. Bank, N.A.
Cedar Rapids, IA

For Patricia McCarthy Barbara Shelton

10720568 19845 77 10593003018

Shea Trenary 5175
Chloe Trenary 72-752/2730
429-8-1111 102 Orchard
Chariton, IA 50049-2515

DATE 9/17/2022

Pay to the Order of Chariton Public Library \$ 8.99
Eight dollars and 99/100 DOLLARS

Community First Credit Union

For Chloe Trenary

10723975726 100 103400 14958 5175

Trisha S Hansen 6019
117 Market Ave NW Apt 3 47-7294/2730
Cedar Rapids, IA 52405
319-558-9777

DATE 9/26/2022

Pay to the Order of Chariton Library \$ 25.00
Twenty-five and 00/100 DOLLARS

COLLINS COMMUNITY CREDIT UNION

For COPIES Hansen

107273972949 167560003 6019

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
OCTOBER 2022 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
ABC Pest Control		006 - 410 - 6310	515	\$53.92
Advantage Archives LLC (NP Digitize/Reels)		006 - 410 - 6210	1995	\$1,272.50
Alliant Energy		006 - 410 - 6371	131	\$1,032.03
Baker & Taylor	Unsourced Books	006 - 410 - 6502	33	\$444.50
	Mem/Don AV	006 - 410 - 6523		\$30.18
	Unsourced AV	006 - 410 - 6524		\$111.25
CK Fairco 3rd Waterproofing Project Payment		006 - 410 - 6751		\$25,299.00
CPL Petty Cash	Postage	006 - 410 - 6508	74	\$3.32
Chariton Water Department		006 - 410 - 6371	80	\$33.36
Fortres Grand Corporation	PAC Software Sub 1 year	006 - 410 - 6525	2029	\$150.00
Mainstay Systems Inc.	IT Support	006 - 410 - 6525		\$666.00
Office Machines	Operating Supplies	006 - 410 - 6507	410	\$43.85
Tri-County Fire Equipment (annual check)		006 - 410 - 6310	2003	\$59.50
True Value		006 - 410 - 6310	40	
WebClarity BookWhere Renewal		006 - 410 - 6525	1371	\$187.00
Windstream		006 - 410 - 6371	858	\$0.00

TOTAL CLAIMS PAID OCTOBER 2022			\$29,386.41
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I hereby empower the treasurer of the City of Chariton, Iowa to pay the above amounts.

Marcia Fenton, President of the Chariton Free Public Library Board of Trustees

Building and Grounds Committee Minutes

October 4, 2022

The Building and Grounds Committee of the Library Board met October 4th in the library. Marcia, Justin, and Linda were in attendance. The following items were addressed:

- We toured the downstairs back rooms. Todd has not yet cleared the items we want to depose of. Marcia will contact Todd to see when he estimates he will start removal.
- The dehumidifiers were dumped.
- Marcia will call C.R. & remind him about the stained-glass windows that he needs to pick up.
- The downstairs water foundation is not working.
- The HVAC unit that was leaking has been fixed.
- We toured the outside of the building. The new downspouts look wonderful.
- When will the reseeding begin—this fall or next spring?
- The old downspout on the NW side of the building needs to be replaced.
- Who will paint the soffits and overhang after the windows are replaced?
- There is some tuck pointing needed on the window above the staff office room.
- After Edd completes his work Building & Grounds and Construction committees will combine.

Submitted by: Linda Miller

Fundraising Committee

Minutes of October Meeting

The Fundraising Committee of the Chariton Library met October 4, 2022. Those in attendance were: Ray, Linda, and Marcia. Kris was also available but working the front desk.

- Lauri Ghormley, Assistant Library Director, designed seven different letterheads to choose from for our fund-raising campaign letter.
- Linda presented a campaign letter she had written and Lauri had typed on the designed letter heads. Ray asked Kris to add to the draft.
- The fund-raising committee will present the final draft to the board at the October meeting for their approval. **(see attached next page)**
- Ray had obtained several mailing lists from other fund-raising endeavors. Marcia and Linda will work to condense into one list.
- Marcia will seek help from several groups to stuff envelopes for the mailing.
- Linda and Marcia will process the contributions as they come back to the library and send a tax exemption receipt to each contributor. Ray will prepare the receipt form.

Submitted by: Linda Miller

CHARITON FREE
PUBLIC LIBRARY
803 Braden Avenue – Chariton, IA 50049



October 15, 2022

Dear Friends:

The Chariton Free Public Library is now 118 years old! Built in 1904, the Library is one of the architectural gems of Lucas County. It is an excellent representative of Carnegie libraries and an excellent example of how such a library can be expanded without losing its original character. This is true of both the interior and exterior of the Library. Out-of-town visitors often express their amazement on entering something like a time capsule. For many, it seems, our building epitomizes the character of traditional libraries. The modern contents of the shelves and the technology available cannot diminish that feeling. It's this sense of living history that we strive to maintain, especially as an example to future generations, of the successful marriage between history and the present.

Many building repairs have been undertaken throughout the years. Most recently (2021) we've addressed issues with the roof and replaced several HVAC units. This summer we remedied an age-old leak issue by waterproofing the original foundation and redirecting drainage with new eaves and downspouts. Next on the agenda are the restoration of the main entrance door, replacement of interior lighting on the main floor, and repair of the stained glass windows. After that we hope to replace all of the other windows in the building, not only because repair is needed, but also to return to sash hung windows in keeping with the original design of the Library.

Next spring we hope to complete the landscaping necessitated by the waterproofing work and to repair and paint the eaves and soffits. Later, possibly in 2024, we'll be able to refurbish the basement rooms that were affected by the leaks.

As you can imagine, all of this work comes with a hefty price tag – nearly half a million dollars. We have used endowment funds left to the Library and have received some generous grants from local foundations, but are still in need of monetary help to finish these necessary projects.

Please consider helping us as we move forward to complete these projects. Would you partner with us by sending a gift? Donations to the Chariton Free Public Library are tax deductible as charitable contributions.

An enclosed envelope and the contribution slip below have been provided for your convenience.

Thank you so much for your support.

The Chariton Library Board

Marcia Fenton, President
James Mefferd, Vice President
Justin Sharp, Secretary

Denny Bisgard
Raymond Meyer
Linda Miller

Bevin Pillsbury-Allen
Susan Seufferer
Rachel Watkins-Schoenig
Kris Murphy, Library Director

Enclosed is a check made out to the Chariton Free Public Library in the amount of:

___\$50 ___\$100 ___\$250 ___\$500 ___\$1000 ___\$2500 ___ Other \$___

Name_____

Phone#_____

Address_____

Email_____

Architect Agenda: Review work status on current projects and spending to date

Committee Agenda (separate from architects)

- Review budget and payments to date
- Reprioritize work as needed
- Review work status and proposals
- Review timelines and coordinate with building and fundraising when needed

Individual Project	Notes
HVAC Replacement Priority: A Timing: Fall 2021 Awarded: Primo Status: Nearly Complete Funding: Swanson Bequest \$35,981.03 SCICF Grant \$4,018.97 Library Fdn. \$1,000 Total Cost: \$45,500 \$4,500 UNPAID	10/11 HVAC Unit NW main floor of the building seems to function fine now after Primo work during September. WAIT & PAY REMAINDER IN NOVEMBER 2022 (Andy Peterson potentially do the Attic Access Panels as separate project) We are still withholding money (\$4500) for the trap door. Will call in other contractors and deduct their work from that remaining \$4500. HVAC going forward: Maintenance Contract/Schedule Johansen's? Riley Heating and Cooling?
Waterproofing Priority: A1 Timing: Summer 2022 Awarded: C.K. Fairco (Isaac M for landscaping?) Status: Nearly Complete Funding: Swanson Bequest (\$148,896) Total Cost: \$	(10/11) Drains should be stomped down each time mowing to make sure mower doesn't clip them. 2 West Side metal downspouts & 1 East Side need to be PVC liner instead going into the ground. Grading on east side – holding \$3,500 of retainage to do grading & PVC. Does Fairco want to do grading or we hire someone else? 10/13/22 3rd payment okay , Retainage to be paid in November possibly adjusted as above. (Amount of retainage is \$16,500) Kris notes there was some moisture on floor in east utility room. Will monitor. Once complete, this will be the end of our work with Edd & The Design Partnership. REFER TO LANDSCAPING PROJECT NOTES BELOW.
Repair Interior Damage Priority: B Timing: As Possible Awarded: D&T Services Status: Cleanup In Progress Funding: B&G Budget (6310) \$1,922 Total Cost: \$	(10/11) D&T Services check is ready for payment when cleanup job completed. Todd Jensen will remove materials – need to put a dumpster out front. Includes removal of paneling etc. in SE corner room. Will take 2 years for interior walls of the south basement rooms to dry out before repair and refurbishment can be implemented.
Roofing Phase 2 (soffits, eaves, gutters) Priority: C Timing: Summer 2022 Original Structure - Remaining later date Awarded: Status: Pending Funding Funding: Total Cost: Old Est: \$38,000	10/11 REFER to waterproofing notes above for PHASE 1 South Façade & E&W old bldg. PHASE 2 AREAS OF ROOF: For the soffits and eaves work, Edd thought there was moisture in NW corner. Historical society wants door to tie in with color of soffits (and they think they were originally brown). Will hold off for now and may already have someone else review it. (7/12) This is JUST for the South and part of the East side of the building; there will be additional work that needs to be done. (repairing wood rot on East side, putting in copper gutters on South side) (see 3/23 email with bids)
Main Entrance Door Priority: D Timing: Fall/Winter 2022 Awarded: Doors Inc. Status: In Progress Funding: Library Foundation? Total Cost: \$9,489	10/11 Doors Inc. okayed to proceed. Measurements taken in September. Should deliver door for painting prior to installation. (9/6) Door was approved subject to approval of historic society. They agreed door will be white (we will need to paint it, ideally before it is installed). Doors Inc. Michael Milliken (7/12) Ray, Marcia, Linda met with the Library Foundation to request funding.

Individual Project	Notes
Stained Glass Restoration	10/11 Accepted Bid & We're on their wait list, date of work unknown. Requested Library Foundation to consider funding. Not likely part of the County funding which we're requesting for the other window replacements.
Priority: D	
Timing: 2022-2023	
Awarded: Bovard Studio	
Status: contractor availability	
Funding: Library Foundation?	
Total Cost: \$21,483	
Windows Replacement	Kris emailed Prairie City Librarian (10/11/22) to find out about funding from Pella Windows. RFP specify single sash windows replacement – what will open – screens included – energy efficient tinting? RFP to Lockridge, Interiors & More...
Priority: D	
Timing: 2022-2023	
Awarded:	
Status: Pending RFP & Funding	
Funding: County Covid Funds?	
Total Cost: \$	
Interior Lighting	10/11 Spectrum Lighting Install 10/13 & 10/14. Goal is to replace fluorescent lighting with LED, make them adjustable, This interior lighting may also be a good alternative for the Library Foundation to help defray costs (in lieu of the front door and surround).
Priority:	
Timing: Fall 2022	
Awarded:	
Status:	
Funding: Library Foundation?	
Total Cost: \$9,275	
Landscaping & signage	Grading & re-seeding. SEE WATERPROOFING NOTES ABOVE. Estimate that it will take less than the \$10-15k quoted from Isaac for seeding. Long term Landscaping: HS students could do it in the Spring. Kris hopes to get DEKKO Grant & possibly SPLASH grant. Note: we will need to reinstall the flagpole too. City has it in storage.
Priority:	
Timing: FUTURE	
Awarded:	
Status:	
Funding:	
Total Cost: Old est. \$100,00	
North Entrance Canopy	(4/12) City managed project to repair canopy so there is no more water damage happening; eventually would like to have a larger canopy with seating, charging stations, and make handicapped space to make it van accessible
Priority:	
Timing: FUTURE	
Awarded:	
Status:	
Funding: Old est. \$150,00	
Total Cost: \$	
ADA Evaluation	(8/9) Consider merging Building and Grounds with Construction Committee once waterproofing is complete. Also discussed structuring annual fundraising so people get used to giving (versus large capital campaign)
Priority:	
Timing: FUTURE	
Awarded:	
Status:	
Back Lot & Landscaping	FUTURE PROJECT
Standby Generator	FUTURE PROJECT
Exterior Lighting	Should be considered in conjunction with landscaping plans, replacement of flag pole and possible signage.
Priority:	
Timing: FUTURE	
Attic Access Panels	FUTURE PROJECT

FUNDING SOURCE	INCOME	DATE	20-08	20-11	21-03	21-04	21-08	21-09	21-10	21-11	21-12	22-01	22-04	22-05	22-06	22-07	22-08	22-09	22-10	TOTAL SPENT	REMAINDER
LIBRARY FUNDS ARCHITECT BILLS			\$6,298.62	\$6,487.14	\$3,083.00	\$2,581.14		\$12,811.88					\$9,510.39			\$1,500.68				\$42,272.85	
	BEQUEST TRANSFERS																				
	CURTIS	\$7,122.54	21/07																	\$7,122.54	\$0.00
	JUDD	\$10,206.57	21/07																	\$10,206.57	\$0.00
MILNES	\$9,115.49	21/07					\$9,115.49													\$9,115.49	\$0.00
SWANSON	\$218,355.16	21/07											\$33,981.03		\$54,423.00	\$69,174.00	\$2,000.00		\$25,299.00	\$184,877.03	\$33,478.13
AMBEI LANG	\$127,459.33	22/03																		\$127,459.33	
TOTAL	\$372,259.09																				
GRANT FUNDS																					
ARPA GRANT (Charge Stations)	\$5,000.00	22/06									\$5,000.00									\$5,000.00	\$0.00
SCICF Grant	\$10,000.00	21/08					\$597.98		\$102.69	\$528.10	\$136.00	\$4,018.97	\$4,616.26							\$10,000.00	\$0.00
Vredenburg Grant	\$25,000.00	21/08					\$25,000.00													\$25,000.00	\$0.00
Coons Foundation	\$5,000.00	21/11																		\$5,000.00	\$0.00
LAND Purchase 5/22	\$10,000.00	22/5											\$10,000.00							\$10,000.00	\$0.00
LIBRARY FOUNDATION 11/21	\$1,000.00	21/11															\$1,000.00			\$1,000.00	\$0.00
Vredenburg Grant 8/22 (FY23)	\$25,000.00	22/8																\$3,475.00		\$3,475.00	\$21,525.00
TOTAL	\$453,259.09						\$52,042.58		\$102.69	\$528.10	\$5,136.00	\$38,000.00	\$14,616.26	\$54,423.00	\$69,174.00	\$3,000.00	\$3,475.00	\$25,299.00	\$265,796.63	\$187,462.46	
							TOTAL														
							ROOFING		NORTH	NORTH	CHARGIN	HVAC	SUMP	WATERPR	WATERPR	HVAC	LIGHTING	WATERPR			
							\$78.58		CANOPY	CANOPY	G		PUMP	DOF 1st	DOF 2nd		SUPPLIE	DOF 3rd			
							DRAIN						LAND								
							LAND PURCHASE														

PENDING PROJECTS

Est/Quote

Interior Lighting **10/2022**

\$9,275

Main Entrance Restoration **Fall/Winter 2022**

\$9,489

Stained Glass Restoration **Pending Contractor Schedule**

\$21,483

Windows Replacement **RFP to go out 10/2022 (quotes)**

Roofing Phase 2 (Soffits, Eaves, Gutters around entire building) **old estimate:**

\$38,000

Landscaping, Flag Pole & Library Sign **(DEKKO & SPLASH grants?) old Genus estimate:**

\$102,860

Interior Basement Rooms

ADA Evaluation & resultant accommodations

North Entrance Canopy, Seating, Charging Stations **old estimate:**

\$150,000

North Lot Improvement & Adjacent Landscaping (with landscaping?)

Standby Generator

Exterior Lighting (with landscaping?)

Attic Access Panels

CHARITON FREE PUBLIC LIBRARY

DIRECTOR'S REPORT

THURSDAY OCTOBER 13, 2022

	JULY	AUG	SEPT	YEAR
Days Open	24	27	25	76
Visitor Count	2,303	2,736	2,131	7,170
Cards Issued	10	18	18	46
Cards Weeded	0	0	0	0
Meeting Room Uses	24	25	16	65
MAKERSPACE Uses	0	0	0	0
Daily Average	89	86	87	262
Total Circulation (w/o SILO ILLs)	2,105	2,285	2,140	6,530
BRIDGES Registrations	2	11	8	21
BRIDGES Active Individuals	96	102	105	303
BRIDGES Items Circulated	581	632	617	1,830
Website Visits	453	418	365	1,236
Website Actions	1,070	1,065	819	2,954
WI-FI Sessions	570	651	610	1,686
Unique WI-FI Visitors	104	144	129	377
DIAL A STORY CALLS	18	17	24	59
CHILDREN'S PROGRAMS	14	0	8	22
CHILDREN'S PROGRAMS ATTENDS	56	0	16	72
LEGO ACTIVITIES	5	5	4	14
YA PROGRAMS	0	0	0	0
YA PROGRAMS ATTENDS	0	0	0	0
ADULT PROGRAMS	0	0	1	1
ADULT PROGRAMS ATTENDS	0	0	8	8

CIRCULATIONS	FY2023			
PATRON TYPE	JULY	AUG	SEPT	YEAR
Chariton Adult	934	1,128	1,093	3,155
Chariton Child	271	310	206	787
Institutional/Special	0	21	5	26
In-House Cards	24	29	28	81
Rural Adult	558	505	507	1,570
Rural Child	134	100	107	341
Russell Adult	37	39	43	119
Russell Child	9	44	7	60
Lucas Adult	21	11	27	59
Lucas Child	0	0	14	14
Williamson Adult	0	11	0	11
Williamson Child	0	0	0	0
Derby Adult	9	15	4	28
Derby Child	0	0	0	0
Out Of County	144	98	129	371
	2,141	2,311	2,170	6,622

Category	Circulations	July	Aug	Sept	Year
Adult Fiction		411	505	414	1,330
Large Print		82	86	69	237
Adult Nonfiction		113	111	149	373
Magazines		0	0	0	0
Adult Audiobooks		28	26	21	75
Adult Video		285	317	256	858
Picture Books		240	231	288	759
Beginner Readers		171	140	173	484
Juvenile Fiction		291	348	298	937
Juvenile Nonfiction		48	59	70	177
Juvenile Audiobooks		6	19	5	30
Juvenile Videos		338	288	253	879
Young Adult Books		61	130	103	294
YA Anime Video		18	11	36	65
Games		0	1	1	2
Puzzles		11	13	3	27
Bin Books (alone)		2	0	1	3
Educational Bins		0	0	0	0
Maker Bins		0	0	0	0
Local Interlibrary Loans		36	26	30	92
		2,141	2,311	2,170	6,622

WAGES PAID:	9/9/22	9/23/22
Kris Murphy	\$1,640.08	\$1,640.08
Angela Altenhofen	\$342.50	\$460.00
Christina Brown	\$605.00	\$405.00
Lauri Ghormley	\$549.50	\$766.50
Custodial	\$232.95	\$232.95
	\$3,370.03	\$3,504.53

I spoke at the annual combined meeting of the Chariton Book Club and Town & Country Book Club on September 26th. I think it went well. We covered a lot of Library topics, including the lending of Bins & Kits. I was excited to be able to tell them about the Maker Kits.

I've continued work on the Bin/Kit lending program items. In September many "Maker Kits" were added to the circulating collection. At our staff in-service this month this is one of the topics we'll discuss. By the end of the in-service staff should feel comfortable with locating, checking out, inventorying and checking in the materials.

We now have:

22 Educational Bags (themed books, activities & accessories for kids)

23 Educational Red Bins (themed books, activities & accessories for kids)

9 LEGO Lending Bins (2 Specialty LEGO sets inside + electronic components)

21 STEAM Education Kits (STEAM-themed activities, some with books included)

22 Maker Kits (several include "how-to" books, some are specialty devices or kits)

PRIMO has been onsite to install the drainage connection for the building dehumidifier and to address the issue with the northwest HVAC unit. So far, all is well.

Lighting Project: Spectrum Lighting delivered the materials for our lighting update. The work is currently scheduled for October 13th & 14th. We have elected to stay open on October 10th, rather than closing for the in-service we usually hold on that day, and to have our in-service on either the 13th or 14th since we have to be closed those days anyway.



The gutters and downspouts have been installed & the drainage pipes associated with them buried.

Be sure to check out Lauri Ghormley's Banned Books Display upstairs!!

It even smells like burnt paper!

It's fun to see the kids notice it and the titles on display. Most of them react with shock at the inclusion of *Captain Underpants*! The books in the display can still be checked out & in previous years the brown paper wrappers have actually drawn patrons to check them out!

Kris Murphy – October 13, 2022

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY NOVEMBER 10, 2022
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

Chariton Public Library Board Meeting NOVEMBER 10, 2022 5:30pm

3. Public Forum

Please join my meeting from your computer, tablet or smartphone.

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

4. Good News

You can also dial in using your phone.

Access Code: 947-761-669

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

5. Consent Agenda:

a. Revised September 8, 2022 Minutes

b. October 13, 2022 Minutes

c. Correspondence –

Trustee Jim Mefferd's resignation from the Library Board.

In Memory of Keith & Peggy Goldsmith, given by Paul & Leslie Goldsmith \$100 **TO BLDG FUND**

Donation from Gregory Burley Brown \$150 **TO BLDG FUND**

Library Foundation Donation Letter committing \$10,000 for Replacement of Front Entrance

d. October 2022 Financial Statement

e. Grants none

6. November 2022 Claims

7. Unfinished Business

8. New Business

a. Board Officer Nominations

b. Committees

9. Committee Reports

Construction Committee (11/8/2022 minutes attached)

Fundraising Committee

Executive/Policy Committee (11/8/2022 minutes attached)

Technology Committee (10/25/2022 minutes attached) (Seuferer & Murphy)

10. Staff Reports –Director's Report attached. Annual Survey (Report) to the State FY22 attached.

11. Board Comments

Agenda Items for Next Month's (December) Meeting

FY204 Budget Request

1/5/23 DEWEY Bequest matures

Consideration for Approval by Acceptance of Completion of the Water Remediation Project

12. Adjournment

The next meeting of the Library Board will be Thursday, December 8, 2022.

City of Chariton Budget Meeting – Library Presentation Thursday, January 26th (after 5:00)

Chariton Free Public Library

September 8, 2022

Amended October 13, 2022

The Chariton Free Public Library Board held its regular monthly meeting in the Library Meeting Room on September 8, 2022 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 PM.

Trustees Bisgard, Fenton, Mefferd, Meyer, Seuferer and Sharp were present. Librarian Murphy was also present.

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

Good News Librarian Murphy gave the board an update on construction progress and the conclusion of the summer reading program.

Public forum: none

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

Consideration to approve D&T Services bid:

The board discussed a bid from D&T services for demolition of walls and cabinetry and removal of items from the Laura Curtis room and book sale rooms in the basement of the library. Librarian Murphy recommended that the board approve the quote so that work could begin in the basement as soon as next week, pending payment of the September claims. It was moved by Mefferd and seconded by Meyer to approve the bid from D&T Services for demolition and removal of refuse in the amount of \$1,922. The motion passed unanimously on a roll call vote.

The **September 2022 Claims** were reviewed by the board. The claims included the aforementioned bid from D&T Services. After discussion, the **claims** were unanimously approved on a motion from Seuferer, seconded by Mefferd.

Unfinished Business:

Doors Inc. Replacement of South (Front) Entrance Door and Surround:

Meyer updated the board on the progress of the front door replacement project. The design is working its way through design approval by the Chariton Historical Preservation Commission, who voiced some concerns on the final color of the doors and soffits. Meyer will continue discussions with the CHPC and the board will contact Bruce Smith of Smith Auto Body for options to paint the doors before installation.

PRIMO HVAC Concerns: Librarian Murphy shared with the board that PRIMO technicians visited the library on September 8th and met with herself and board members Bisgard and Meyer to address ongoing concerns about the HVAC system. Three of the four units installed are currently working. One unit has a cracked drip pan, which may be causing the unit to shut down. PRIMO indicated they would continue to work with Murphy and the library board to resolve the issues.

New Business:

Consideration to approve Bovard Studio quote for restoration of stained glass windows: The board discussed a bid from Bovard Studio for restoration of the original stained glass windows on the west and east sides of the original building. The board reviewed material presented by Bovard Studio and discussed the current state of the windows. It was moved by Mefferd and seconded by Bisgard that because the project is of a specialized nature such that there are likely no other credible bidders available, and on the basis of Bovard Studio's reputation as a recommended bidder, to accept the bid for restoration of the stained glass windows for the amount of \$21,483. The motion passed unanimously on a roll call vote.

Consideration of adding monthly off-site server backup service to contract with Mainstay Systems: Director Murphy recommended that the board approve the addition of a monthly off-site server backup service to the library's existing contract with Mainstay Services. Murphy told the board that the library's servers are currently backed up on three portable hard drives, which is a time-consuming process and could lead to the loss of data. After discussion, it was moved by Bisgard and seconded by Seuferer to approve the addition of the off-site server backup service to the library's contract with Mainstay Systems at the cost of \$864 per year. The motion passed unanimously on a roll call vote.

Spectrum Lighting Installation and Library Closure: Director Murphy shared that Spectrum Lighting is ready to install lighting fixtures on September 29th and 30th. It was Murphy's recommendation that the library close on those two days to allow for the work to be completed. It was moved by Seuferer and seconded by Mefferd to authorize Murphy to close the library on September 29th and 30th for lighting installation. The motion passed unanimously on a roll call vote.

Committee Reports:

Building & Grounds Committee: See attached minutes

Construction Committee: See attached minutes.

Executive/Policy Committee: See attached minutes.

Fundraising Committee: See attached minutes.

Technology Committee: Did not meet.

The September 2022 **director's report** was reviewed.

The board discussed a possible incident in which children with bicycles entered the meeting room during a meeting room program and discussed possible solutions to increase supervision of programs in the meeting room. No action was taken by the board.

The meeting was adjourned at 6:38 pm on a motion from Meyer, seconded by Seuferer.

Justin Sharp
CFPL Board Secretary

The next meeting of the CFPL Library Board will be Thursday, October 13th, 2022 in the Meeting Room of the Library.

Chariton Free Public Library
October 13, 2022

The Chariton Free Public Library Board held its regular monthly meeting in the Library Meeting Room on October 13, 2022 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 PM.

Trustees Bisgard, Fenton, Mefferd, Meyer, Miller, Pillsbury-Allen, Seuferer and Sharp were present. Director Murphy and City Counsel Liaison Jarrett McGee (virtual) was also present.

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

Good News Director Murphy gave the board an update on a staff inservice held on the 13th, a webinar on disruptive patron behavior. Staff also worked on cataloguing, organizing bin-kits. Director Murphy also noted that the high school Spanish Club was working on a display for the display case and that the staff was planning activities for the lighted Christmas parade.

Public forum: none

It was moved by Meyer and seconded by Miller to remove the **September 2022 minutes** from the consent agenda for revision. The following amendments to the September 2022 minutes were made:

- Add board approval of contract with Mainstay Systems for offsite server backup service at a cost of \$864 per year.
- Remove Miller from the motion to adjourn the meeting, replace with appropriate board member.
- Amend date of next meeting.

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

The **October 2022 Claims** were reviewed by the board. After discussion, the **claims** were unanimously approved on a motion from Mefferd, seconded by Pillsbury-Allen.

Unfinished Business: none

New Business:

Window Project RFP: The board discussed moving forward with a request for proposals for replacement of windows in the library. Fenton discussed adding double-hung windows as part of the RFP, Meyer reported that the cost would be prohibitive and that single-hung windows would meet historical preservation requirements. RFP will not include the south basement windows or the stained glass windows. It was moved by Meyer and seconded by Mefferd to approve the request for bids. The motion passed unanimously on a roll call vote.

Officer Nomination Committee: Board vice-president Mefferd stated that he will work on a slate of officers to be proposed in November and elected at the December board meeting.

Committee Reports:

Building & Grounds Committee: See attached minutes

Construction Committee: See attached minutes.

Executive/Policy Committee: See attached minutes.

Fundraising Committee: See attached minutes. Fenton presented the board with copies of a draft fundraising letter to be sent out to solicit donations to support ongoing library renovations. After discussion of the letter, it was moved by Meyer and seconded by Seuferer to approve sending out the letter on behalf of the CFPL.

A roll call vote on the motion was held: Bisgard: Aye, Fenton: Aye, Mefferd: Nay, Meyer: Aye, Miller: Aye, Pillsbury-Allen: Aye, Seuferer: Aye, Sharp: Aye. The motion passed 7-1.

Technology Committee: Did not meet.

The October 2022 **director's report** was reviewed.

The meeting was adjourned at 6:38 pm on a motion from Seufferer, seconded by Pillsbury-Allen.

Justin Sharp
CFPL Board Secretary

The next meeting of the CFPL Library Board will be Thursday, November 10, 2022 in the Meeting Room of the Library.

October 3, 2022

Public Library Foundation
926 N. Fifth Street
Chariton, Iowa

Board of Directors
Free Public Library
803 Braden Ave.
Chariton, Iowa

Dear Members of the Public Library Board of Directors,

At a recent meeting of the Public Library Foundation the directors considered the plans for repair of and updates to the public library. As you know, the Foundation was set up to enhance and enrich the library beyond the support of tax dollars. Therefore, having reviewed a few of your objectives and plans, the Foundation Board announces it would be pleased to donate up to \$10,000 toward the approved front door repairs, as recommended by the Preservation Committee, to the public library fundraising committee. The monies for this project will be released by treasurer, Nancy Lahart, upon receipt of a purchase order for the door via text to 515.985.8035.

Thank you for your diligence and attention to preserving our lovely public library.

Sincerely,



Kristin Tyree,
Secretary



James Mefferd

to 'Laura Liegois', 'Marcia Fenton', 'Kristina Murphy' ▾



Mon, Oct 24, 2022 2:47 PM

Mayor Jayma Hoch City of Chariton

Marcia Fenton, President Chariton Public Library Board of Trustees

copy Kris Murpy Director Chariton Library

Please accept my resignation from the Chariton Library Board of Trustees. Jim Mefferd

Deposited in US Bank, Chariton on: 10/27/22		
Budget Line Number	Deposit Description	
006 - 410 - 4300	DEWEY Interest	\$4.07
167 - 410 - 4705	Building Fundraiser	\$5,000.00
006 - 410 - 4765	Library Income	\$241.75
Total Deposit:		\$5,245.82

Thu Nov 3, 2022 8:52 AM

REVENUE REPORT
CALENDAR 10/2022, FISCAL 4/2023

Page 1

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY	2,000.00	4.07	9.09	.45	1,990.91
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	18,500.00	.00	.00	.00	18,500.00
006-410-4471	LOCAL GRANTS	50,000.00	.00	25,000.00	50.00	25,000.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	4,000.00	39.20	209.19	5.23	3,790.81
006-410-4715	REFUND	.00	.00	.00	.00	.00
006-410-4765	LIBRARY FINES	3,500.00	581.74	1,117.51	31.93	2,382.49
006-410-4799	OTHER REVENUES	4,000.00	.00	600.00	15.00	3,400.00
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	1,000.04	.00	1,000.04-
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	222,000.00	70,625.01	97,935.83	44.12	124,064.17
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
167-410-4300	INTEREST - LIBRARY ENDOWMENT	.00	.00	.00	.00	.00
167-410-4705	DONATIONS	.00	5,000.00	5,000.00	.00	5,000.00-
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
	LIBRARY ENDOWMENT TOTAL	.00	5,000.00	5,000.00	.00	5,000.00-
	TOTAL OF ALL REVENUE	.00	5,000.00	5,000.00	.00	5,000.00-

BUDGET REPORT
CALENDAR 10/2022, FISCAL 4/2023

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	116,200.00	7,600.07	32,507.31	27.98	83,692.69
006-410-6210	DUES & SUBSCRIPTIONS	1,500.00	1,272.50	1,272.50	84.83	227.50
006-410-6230	TRAVEL, TRAINING, & DUES	500.00	.00	.00	.00	500.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,000.00	113.42	2,829.46	94.32	170.54
006-410-6371	UTILITIES	17,800.00	1,065.39	4,942.84	27.77	12,857.16
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	4,000.00	.00	746.63	18.67	3,253.37
006-410-6502	BOOKS	4,000.00	444.50	1,113.51	27.84	2,886.49
006-410-6505	NEW EQUIPMENT	1,800.00	.00	3,789.00	210.50	1,989.00-
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	43.85	373.98	18.70	1,626.02
006-410-6508	POSTAGE	200.00	3.32	85.08	42.54	114.92
006-410-6522	BOOKS/MEMORIALS	1,000.00	.00	706.08	70.61	293.92
006-410-6523	MEM. AUDIO VISUAL	500.00	30.18	130.06	26.01	369.94
006-410-6524	AUDIO VISUAL	1,000.00	111.25	331.98	33.20	668.02
006-410-6525	SOFTWARE & TECH SUPPORT	6,000.00	1,003.00	2,127.34	35.46	3,872.66
006-410-6526	JANITOR SUPPLIES	600.00	.00	182.12	30.35	417.88
006-410-6751	CONSTRUCTION PROJECTS	60,000.00	25,299.00	103,841.21	173.07	43,841.21-
	LIBRARY OPERATING TOTAL	220,600.00	36,986.48	155,479.10	70.48	65,120.90
010-410-6408	INSURANCE - LIBRARY	5,500.00	.00	.00	.00	5,500.00
	LIABILITY & PROP INS LEVY TOTA	5,500.00	.00	.00	.00	5,500.00
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	8,800.00	561.56	2,407.42	27.36	6,392.58
112-410-6130	CITY'S SHARE OF IPERS	11,000.00	715.24	3,048.88	27.72	7,951.12
112-410-6150	CITY'S SHARE OF MEDICAL INS.	11,150.00	923.38	3,693.43	33.12	7,456.57
112-410-6151	CITY'S SHARE OF LIFE INS.	80.00	6.59	26.36	32.95	53.64
112-410-6152	CITY'S SHARE OF DENTAL INS.	565.00	46.86	187.44	33.18	377.56
112-410-6160	WORKERS' COMP INS	200.00	.00	87.09	43.55	112.91
	EMPLOYEE BENEFITS TOTAL	31,795.00	2,253.63	9,450.62	29.72	22,344.38
	TOTAL EXPENSES	257,895.00	39,240.11	164,929.72	63.95	92,965.28

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
NOVEMBER 2022 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems Copier Contract		006 - 410 - 6525		\$147.56
Alliant Energy		006 - 410 - 6371	131	\$674.11
Amazon \$710.33 NO LONGER GOING TO SYNCHRONY PAY CENTER. NEW VENDOR? Amazon Business.	Programming	006 - 410 - 6498	??	\$241.80
	Unsourced Books	006 - 410 - 6502		\$41.32
	New Equipment	006 - 410 - 6505		\$71.97
	Unsourced AV	006 - 410 - 6524		\$340.94
	Custodial Supplies	006 - 410 - 6526		\$14.30
Baker & Taylor	Unsourced Books	006 - 410 - 6502	33	\$435.50
	Unsourced AUDIO	006 - 410 - 6524		\$27.50
	Unsourced DVDs	006 - 410 - 6524		\$74.86
CK Fairco 4th Waterproofing Project Payment		006 - 410 - 6751		\$13,044.00
CPL Petty Cash	Postage	006 - 410 - 6508	74	\$45.27
Chariton Water Department		006 - 410 - 6371	80	\$23.24
Cohenour Electric (Lighting Installation)		006 - 410 - 6751	NEW	\$5,800.00
Movie Licensing USA (Swank)		006 - 410 - 6210	1893	\$226.00
PRIMO Heating & Cooling FINAL PAYMENT		006 - 410 - 6751	3070	\$4,500.00
True Value		006 - 410 - 6310	40	\$15.99
Windstream		006 - 410 - 6371	858	\$221.01

TOTAL CLAIMS PAID NOVEMBER 2022			\$25,945.37
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I hereby empower the treasurer of the City of Chariton, Iowa to pay the above amounts.

Marcia Fenton, President of the Chariton Free Public Library Board of Trustees

Individual Project	Notes
HVAC Replacement	(11/8) HVAC NOVEMBER 2022 \$4500 Final Payment
Priority: A	(Andy Peterson potentially do the Attic Access Panels as separate project)
Total Cost: \$45,500	
Waterproofing	(11/8) Fairco will address the 3 downspout issues and regrading this week or next. Bill for November (\$13,044) does not include \$3,500 of retainage. Resolution to accept completion of the job to be considered at the December meeting.
Priority: A1	Bisgard plans to be onsite to check completion of the remaining work.
Timing: Summer 2022	
Awarded: C.K. Fairco (Isaac M for landscaping?)	
Status: Nearly Complete	
Funding: Swanson Bequest (\$148,896)	
Total Cost: \$165,440.50	
Repair Interior Damage	(11/8) D&T Todd Jensen has completed removal of all items designated for cleanup/removal, including the carpet in the SE corner room. He suggested that work needs to be done on the interior wall between the SE corner room and the coal room, possibly replacement. It is structurally questionable.
Awarded: D&T Services	
Status: Completed	
Funding: B&G (6310) \$1,922	
Total Cost: \$1,922	
Main Entrance Door	(11/8) Library Foundation letter received committing \$10,000 to this project upon receipt of invoices.
Priority: D	(10/11) Doors Inc. okayed to proceed. Measurements taken in September. Should deliver door for painting prior to installation.
Timing: Fall/Winter 2022	
Awarded: Doors Inc.	
Status: In Progress	
Funding: Library Foundation?	
Total Cost: \$9,489	
Stained Glass Restoration	(10/11) Accepted Bid & we're on their wait list, date of work unknown.
Priority: D	
Timing: 2022-2023	
Awarded: Bovard Studio	
Status: contractor availability	
Funding:	
Total Cost: \$21,483	
Windows Replacement	(11/8) RFP generated no actual bids. Bisgard spoke with Andy Peterson and he met with Murphy 11/8. He took the RFP materials & did a bit of measuring and left with a promise to get pricing for us. We should also find out who is doing the Courthouse.
Timing: 2022-2023	
Awarded:	
Status: Pending RFP & \$	
Funding: County Covid Funds?	
Total Cost: \$	
Interior Lighting	(11/8) Spectrum Lighting Install completed. We have 3 switches currently not working since the install. Electricians knew nothing of additional work to be done on the relay panel or switches, only did install.
Timing: Fall 2022	
Status: Completed	
Funding: Coons/Vredenburg	
Total Cost: \$9,275	
Landscaping & signage	(11/8) Isaac says we're good to wait for seeding in the spring. We talked again about the necessity of a corner fence on the southwest corner of the greenspace.
Priority:	Long term Landscaping: HS students could do it in the Spring. Kris hopes to get DEKKO Grant & possibly SPLASH grant.
Timing: FUTURE	
Awarded:	Note: we will need to reinstall the flagpole too. City has it in storage.
Status:	
Funding:	
Total Cost: Old est. \$100,00	

TECHNOLOGY ASSESSMENT 11/2022 (Tech Committee Meeting Minutes 10/25/22, Susan & Kris)

NETWORK	(East Utility Room) (Network equipment installed 2021) (New Server installed 8/2022)																																																																																																																																				
Contractor: MAINSTAY	Include Wi-Fi info here?																																																																																																																																				
Annual \$: 1,800																																																																																																																																					
BACKUPS & UPDATES																																																																																																																																					
Contractor: MAINSTAY	Server Backup – N-Able (through Mainstay) Daily Backup & 2/month Validation																																																																																																																																				
Annual \$:864	On-Site Backup Hard Drives: 5, 2 most recent purchased 2020.																																																																																																																																				
STAFF MACHINES	<table><thead><tr><th></th><th>Asset ID</th><th>Location</th><th>User</th><th>Use/Purpose</th><th>Date</th></tr></thead><tbody><tr><td></td><td>SERVER</td><td>CONTENTSERVER2</td><td>EAST OFFICE</td><td>TECH SUPPORT</td><td>All Content Storage, ILS Location</td><td>2022</td></tr><tr><td></td><td>DESK PC</td><td>CIRCWSEAT-HP</td><td>WEST OFFICE STAFF</td><td>ALL STAFF</td><td>BookWhere Access</td><td>2013</td></tr><tr><td></td><td>DESK PC</td><td>CIRCESEAT-HP</td><td>WEST OFFICE KRIS</td><td>KRIS</td><td>Director Desktop, Photoshop</td><td>2013</td></tr><tr><td></td><td>LAPTOP</td><td>7ZRL9R3</td><td>CIRC DESK</td><td>ALL STAFF</td><td>Circulation, Cataloging, etc.</td><td>2021</td></tr><tr><td></td><td>LAPTOP</td><td>FL4PRG3</td><td>CIRC DESK</td><td>ALL STAFF</td><td>Circulation, Cataloging, etc.</td><td>2021</td></tr><tr><td></td><td>LAPTOP</td><td>C1LMRG3</td><td>CIRC DESK</td><td>ALL STAFF</td><td>Circulation, Cataloging, etc.</td><td>2021</td></tr><tr><td></td><td>LAPTOP</td><td>71LMRG3</td><td>CIRC DESK</td><td>ALL STAFF</td><td>Circulation, Cataloging, etc.</td><td>2021</td></tr><tr><td></td><td>LAPTOP</td><td>G0LMRG3</td><td>WEST OFFICE KRIS</td><td>KRIS ADMIN</td><td>Meetings, Programs, CE, etc.</td><td>2021</td></tr><tr><td></td><td>LAPTOP</td><td>PROGRAM LAPTOP</td><td>WEST OFFICE</td><td>PROGRAM</td><td>Programming, Off-Site Programs</td><td>2016</td></tr><tr><td></td><td>LAPTOP</td><td>KRIS LAPTOP</td><td>MOBILE</td><td>KRIS ADMIN</td><td>Work from Home, CE, etc.</td><td>2020</td></tr></tbody></table>		Asset ID	Location	User	Use/Purpose	Date		SERVER	CONTENTSERVER2	EAST OFFICE	TECH SUPPORT	All Content Storage, ILS Location	2022		DESK PC	CIRCWSEAT-HP	WEST OFFICE STAFF	ALL STAFF	BookWhere Access	2013		DESK PC	CIRCESEAT-HP	WEST OFFICE KRIS	KRIS	Director Desktop, Photoshop	2013		LAPTOP	7ZRL9R3	CIRC DESK	ALL STAFF	Circulation, Cataloging, etc.	2021		LAPTOP	FL4PRG3	CIRC DESK	ALL STAFF	Circulation, Cataloging, etc.	2021		LAPTOP	C1LMRG3	CIRC DESK	ALL STAFF	Circulation, Cataloging, etc.	2021		LAPTOP	71LMRG3	CIRC DESK	ALL STAFF	Circulation, Cataloging, etc.	2021		LAPTOP	G0LMRG3	WEST OFFICE KRIS	KRIS ADMIN	Meetings, Programs, CE, etc.	2021		LAPTOP	PROGRAM LAPTOP	WEST OFFICE	PROGRAM	Programming, Off-Site Programs	2016		LAPTOP	KRIS LAPTOP	MOBILE	KRIS ADMIN	Work from Home, CE, etc.	2020																																																								
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	Tracking is an issue right now. We'd like to create a "splash page" to do so.																																																																																																																																				
MULTIFUNCTION MACHINES	SHARP MULTIFUNCTION MACHINE (Leased Access Systems) (Maint. Includes Cartridges)																																																																																																																																				
Contractor: Access	CANON PRINTER (West Office, Programming 2021) (Cartridges purchased with Programming Funds, no maintenance contract)																																																																																																																																				
Annual \$:2,500																																																																																																																																					
MEDIA EQUIPMENT	METTING ROOM PROJECTOR MEETING ROOM SPEAKER PORTABLE PROJECTOR MakerSpace Equipment PROGRAMMING Recording/Streaming Equipment 9/2020																																																																																																																																				
SECURITY CAMERAS	CAMERA SERVER (East Utility Room)(Installed 2016) (Login via Internet, onsite only) SECURITY CAMERAS (16, 14 in use, 2 (2020 purchase) waiting to be located & installed)																																																																																																																																				
ASSORTED MACHINES	LAMINATOR (West Office) CRICUT & PRESS (West Office, Programming Funds) JFJ Easy-Pro Disc Repair Machine (East Office) Phones 2021 (Staff Areas)																																																																																																																																				
ASSORTED SOFTWARE	DESTINY ILS Annual Subscription \$755 WEBCLARITY BOOKWHERE CATALOGING Annual Subscription \$177 WINDOWS OFFICE – Need to acquire new for Staff Machines. Contact Microsoft direct? Techsoup? 360? PHOTOSHOP Need to acquire new for Staff Machine.																																																																																																																																				
WEBSITE	State Library Provided, Murphy manages/updates																																																																																																																																				
Wi-Fi																																																																																																																																					
NEWSPAPER DIGITIZATION	Reels & Digitization last updated 10/2022 HP 1/2019-4/2020, Leader 1/2019-6/2021 \$1,272.50																																																																																																																																				
Contractor: Advantage																																																																																																																																					

CHARITON FREE PUBLIC LIBRARY

DIRECTOR'S REPORT

THURSDAY NOVEMBER 10, 2022

I filed our Annual Report to the State. I'm beginning our local annual report formatted to share with the public and our local funding bodies. You'll have it in December with the budget request.

I created a splash page on our website. Since we began using the Chromeboxes we've been unable to track usage statistics for them. At the same time, we switched our PC management software to one that only protects patron data and the computer itself by wiping all activity at each logout. We no longer implement Time Limit Manager which controlled and tracked patron use of our public computers because the subscription version now available was beyond our budget, which was only set up to cover the one-time initial purchase of the old software. Our best option was to subscribe annually for the security software (Fortres Grand) and let the Time Limit Manager go. For the annual report this year we had to use the old method of multiplying use numbers we had for a 4-month span to account for annual usage and I suspect it was an undercount, since the Chromeboxes were already in use.

A splash page is a single page embedded in our Library website. It is hidden from navigation and sitemap so that it cannot be located via an outside search. That page is loaded into our Chrome admin (which controls all functions of the Chromeboxes) as the only page that opens when the Chromebox is accessed. Only in-house machines that have a direct link to that page set up as the homepage will hit it. Patrons then have the option of proceeding to our website, our catalog, or Google. It still needs tweaked, but I'll be able to take a look at the website statistics for that page to see its activity, thus to count uses of the Chromeboxes. When all is good, we'll load the same thing on the PCs & everything will be counted again without patrons having to check in at the desk before using the machines, something they love. For the splash page I used the wording approved at our 2/10/22 meeting, when we included it as part of the Internet Policy.

I will speak to our tech support and see how we can go about something similar for our Wi-Fi access, although it would be a way of forcing users to agree to the policy only. We already get stats for Wi-Fi access

Kris Murphy – November 10, 2022

WAGES PAID:	10/21/22	11/4/22
Kris Murphy	\$1,640.08	\$2,624.13
Angela Altenhofen	\$472.50	\$562.50
Christina Brown	\$635.00	\$552.50
Lauri Ghormley	\$654.50	\$717.50
Custodial	\$232.95	\$232.95
	\$3,635.03	\$4,689.58

STATISTICS FY2023	JULY	AUG	SEPT	OCT	YEAR
Days Open	24	27	25	23	99
Visitor Count	2,303	2,736	2,131	2,166	9,336
Cards Issued	10	18	18	19	65
Cards Weeded	0	0	0	0	0
Meeting Room Uses	24	25	16	20	85
MAKERSPACE Uses	0	0	0	0	0
Daily Average	89	86	87	91	353
Total Circulation (w/o SILO ILLs)	2,105	2,285	2,140	2,061	8,591
BRIDGES Registrations	2	11	8	3	24
BRIDGES Active Individuals	96	102	105	97	400
BRIDGES Items Circulated	581	632	617	628	2,458
Website Visits	453	418	365	369	1,605
Website Actions	1,070	1,065	819	1,051	4,005
Wi-Fi Sessions	570	651	610	532	2,363
Unique Wi-Fi Visitors	104	144	129	155	532
Dial A Story Calls	18	17	24	22	81
Children's Programs	14	0	8	11	33
Children's Programs Attends	56	0	16	22	94
Lego Activities	5	5	4	4	18
YA Programs	0	0	0	0	0
YA Programs Attends	0	0	0	0	0
Adult Programs	0	0	1	2	3
Adult Programs Attends	0	0	8	34	42

CIRCULATIONS	FY2023				
PATRON TYPE	JULY	AUG	SEPT	OCT	YEAR
Chariton Adult	934	1,128	1,093	1,027	4,182
Chariton Child	271	310	206	251	1,038
Institutional	0	21	5	8	34
In-House Cards	24	29	28	15	96
Rural Adult	558	505	507	368	1,938
Rural Child	134	100	107	131	472
Russell Adult	37	39	43	38	157
Russell Child	9	44	7	67	127
Lucas Adult	21	11	27	25	84
Lucas Child	0	0	14	6	20
Williamson Adult	0	11	0	26	37
Williamson Child	0	0	0	0	0
Derby Adult	9	15	4	8	36
Derby Child	0	0	0	0	0
Out Of County	144	98	129	113	484
	2,141	2,311	2,170	2,083	8,705

Category Circulations	July	Aug	Sept	Oct	Year
Adult Fiction	411	505	414	348	1,678
Large Print	82	86	69	46	283
Adult Nonfiction	113	111	149	131	504
Adult Audiobooks	28	26	21	10	85
Adult Video	285	317	256	229	1,087
Picture Books	240	231	288	260	1,019
Beginner Readers	171	140	173	216	700
Juvenile Fiction	291	348	298	384	1,321
Juvenile Nonfiction	48	59	70	93	270
Juvenile Audiobooks	6	19	5	9	39
Juvenile Videos	338	288	253	209	1,088
Young Adult Books	61	130	103	99	393
YA Anime Video	18	11	36	22	87
Games	0	1	1	2	4
Puzzles	11	13	3	3	30
Bin Books (alone)	2	0	1	0	3
Educational Bins	0	0	0	0	0
Maker Bins	0	0	0	0	0
Local Interlibrary Loans	36	26	30	22	114
	2,141	2,311	2,170	2,083	8,705

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY DECEMBER 8, 2022
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. Good News**
- 5. Consent Agenda:**
 - a. **November 10, 2022 Minutes**
 - b. **Correspondence** - none
 - c. **November 2022 Financial Statement, September 2022 Treasurer's Report, Construction Budget Report**
 - d. **Grants** - County Board of Supervisors Window Project Request \$59,405.94
- 6. December 2022 Claims**
- 7. Unfinished Business**
 - a. Approval of Slate of Board Officers (Fenton, President; Sharp, Vice President; Pillsbury-Allen, Secretary)
 - b. Committee Assignment Confirmations
Building & Grounds: Bisgard, Sharp, _____
Community Relations (Fundraising, Services, Planning, Technology): Miller, Pillsbury Allen, _____
Finance & Policy: Meyer, Seuferer, _____
- 8. New Business**
 - a. Library Director Evaluation
 - b. Consideration of approval Andy Peterson Construction Quote \$59,405.94 for Windows Project
 - c. FY24 Budget Request
 - d. 1/5/23 Dewey Investment matures – Investment Options for bequests with stipulations directing the principal be invested and the interest generated used to purchase items for the collection.

- 9. Committee Reports**
Building & Grounds
Community Relations
Finance & Policy

Margaret Brown Herrick Memorial Fund	\$38,083.42	(Juvenile Collection)
William D. & Audrey B. Allender Memorial Fund	\$32,001.05	(Audiovisual Collection)
Victoria J. Dewey Memorial Fund	\$4,029.96	(Any Collection)
Charles Arthur Blake Memorial Fund	\$1,000.04	(History Books)

- 10. Staff Reports** –Director's Report attached.

- 11. Board Comments**

Agenda Items for Next Month's (January) Meeting

Library Director Evaluation Review

Consideration for Approval by Acceptance of Completion of the Water Remediation Project

- 12. Adjournment**

The next meeting of the Library Board will be Thursday, January 12, 2023.

City of Chariton Budget Meeting – Library Presentation Thursday, January 26th (after 5:00)

Chariton Free Public Library Minutes November 10, 2022

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on November 10, 2022 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:32 PM.

Trustees Fenton, Meyer, Miller, Pillsbury-Allen, and Sharp were present. Director Murphy was present. Lucas County Genealogical Society Members Karen Patterson, Sue Terrell, Jacob Johnston and Don Holmes were also present.

The **Agenda** was unanimously adopted on a motion from Meyer, seconded by Sharp.

Public Forum: LCGS President Patterson stated that genealogy room hours would follow the winter schedule beginning on December 1st. Johnston spoke about possibly acquiring a Family Search login for one of the society's machines.

The **Consent Agenda** was unanimously approved on a motion from Meyer seconded by Pillsbury-Allen. Jim Mefferd's resignation from the Library Board was accepted with thanks for his many years of service. Murphy will select items to purchase for the collection in honor of both Mefferd and Tim McGee.

The **November 2022 Claims** were unanimously approved on a motion from Miller, seconded by Pillsbury-Allen.

Unfinished Business: none

New Business:

Board Officer Nominations: A slate of officers was nominated as follows: Fenton to continue as President for a second term, Sharp to serve as Vice President, and Pillsbury-Allen to serve as Secretary. Miller moved to approve the slate of officers, Meyer seconded and the motion passed unanimously.

Committee Assignments: After some discussion, a new set of committees were created and trustees volunteered to serve on each. Since not all were present and a new trustee remains to be appointed to the board, the assignments will be revisited at the December meeting.

Building & Grounds: Bisgard, Sharp, _____

Community Relations (Fundraising, Services, Planning, Technology): Miller, Pillsbury Allen, _____

Finance & Policy: Meyer, Seuferer, _____

Reports:

Construction Committee: 11/8/22 Minutes attached.

Fundraising Committee: The fundraising letter went out and donations have been coming in. Fenton, Miller & Seuferer are tracking the donations and sending thank you letters. As of 11/10/22, \$16,665 has been raised. The City created a new income line within the budget to track these donations.

Technology Committee: Murphy and Seuferer met on 10/25/22, Minutes attached.

November 2022 Director's Report was reviewed.

Board Comments/Discussion: Fenton will send out the Director Evaluation. Trustees were notified that the City of Chariton will hold a budget meeting on 1/26/23 at which the Library may make its budget request presentation.

The meeting was adjourned at 6:30 pm on a motion from Pillsbury-Allen, seconded by Miller.

The next meeting of the Library Board will be Thursday, January 12, 2023 in the Library Boardroom.

Kris Murphy,
Library Director

Deposited in US Bank, Chariton on: 11/14/22		
Budget Line Number	Deposit Description	
006 - 410 - 4707	Building Fundraiser	\$10,440.00
Total Deposit:		\$10,440.00

Deposited in US Bank, Chariton on: 11/29/22		
Budget Line Number	Deposit Description	
006 - 410 - 4707	Building Fundraiser	\$4,775.00
006 - 410 - 4765	Library Income	\$183.54
006 - 410 - 4799	State Funds	\$2,140.34
Total Deposit:		\$7,098.88

**REVENUE REPORT
CALENDAR 11/2022, FISCAL 5/2023**

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY	2,000.00	.00	9.09	.45	1,990.91
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	18,500.00	.00	.00	.00	18,500.00
006-410-4471	LOCAL GRANTS	50,000.00	.00	25,000.00	50.00	25,000.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	4,000.00	.00	209.19	5.23	3,790.81
006-410-4707	DONATIONS/BLDG RENOVATION	.00	15,215.00	20,215.00	.00	20,215.00-
006-410-4715	REFUND	.00	.00	.00	.00	.00
006-410-4765	LIBRARY FINES	3,500.00	183.54	1,301.05	37.17	2,198.95
006-410-4799	OTHER REVENUES	4,000.00	2,140.34	2,740.34	68.51	1,259.66
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	1,000.04	.00	1,000.04-
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	222,000.00	17,538.88	120,474.71	54.27	101,525.29

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	116,200.00	8,002.62	40,509.93	34.86	75,690.07
006-410-6210	DUES & SUBSCRIPTIONS	1,500.00	226.00	1,498.50	99.90	1.50
006-410-6230	TRAVEL, TRAINING, & DUES	500.00	.00	.00	.00	500.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,000.00	.00	2,829.46	94.32	170.54
006-410-6371	UTILITIES	17,800.00	918.36	5,861.20	32.93	11,938.80
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	4,000.00	241.80	988.43	24.71	3,011.57
006-410-6502	BOOKS	4,000.00	476.82	1,590.33	39.76	2,409.67
006-410-6505	NEW EQUIPMENT	1,800.00	71.97	3,860.97	214.50	2,060.97-
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	.00	373.98	18.70	1,626.02
006-410-6508	POSTAGE	200.00	45.27	130.35	65.18	69.65
006-410-6522	BOOKS/MEMORIALS	1,000.00	.00	706.08	70.61	293.92
006-410-6523	MEM. AUDIO VISUAL	500.00	.00	130.06	26.01	369.94
006-410-6524	AUDIO VISUAL	1,000.00	443.30	775.28	77.53	224.72
006-410-6525	SOFTWARE & TECH SUPPORT	6,000.00	147.56	2,274.90	37.92	3,725.10
006-410-6526	JANITOR SUPPLIES	600.00	14.30	196.42	32.74	403.58
006-410-6751	CONSTRUCTION PROJECTS	60,000.00	23,344.00	127,185.21	211.98	67,185.21-
	LIBRARY TOTAL	220,600.00	33,932.00	189,411.10	85.86	31,188.90

CITY TREASURER'S REPORT FOR THE MONTH OF SEPTEMBER 2022

FUND	FUND BALANCE LAST REPORT	RECEIPTS	EXPENDITURES	FUND BALANCE THIS REPORT	WARRANTS OUTSTANDING	TREASURER'S BALANCE
WATER WORKS Regular						
WATER WORKS Advanced Payment Fund						
CEMETERY						
CEMETERY PERPET. CARE						
CEMETERY BEAUTIFICATION						
LIBRARY	\$242,576.60	\$-0-	\$19,386.25	\$223,190.35	\$3,446.09	\$227,152.73
LIBRARY AMBELANG & SWANSON INVESTMENTS	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-
LIBRARY OTHER INVESTMENTS	\$22,760.91	\$-0-	\$-0-	\$22,760.91	\$-0-	\$22,760.91
TOTAL						
CASH ON HAND INVESTMENTS						\$60.00
US BANK CHECKING ACCOUNT						
TOTAL ACCOUNTED FOR						

I hereby certify that the above statement is true as I verily believe.



Chariton Free Public Library Revitalization Project

Date	Funding Source	Income	SPENT TO 11/2022	REMAINDER
21/07	Curtis Bequest	\$7,122.54	\$7,122.54	\$0.00
21/07	Judd Bequest	\$10,206.57	\$10,206.57	\$0.00
21/07	Milnes Bequest	\$9,115.49	\$9,115.49	\$0.00
21/07	Swanson Bequest	\$218,355.16	\$184,877.03	\$33,478.13
22/03	Ambelang Bequest	\$127,459.33		\$127,459.33
21/10	DIRECT STATE AID (North Canopy)	\$288.69	\$288.69	\$0.00
22/06	ARPA Grant - Charging Stations	\$5,000.00	\$5,000.00	\$0.00
21/08	SCICF Grant	\$10,000.00	\$9,711.31	\$288.69
21/08	Vredenburg Grant	\$25,000.00	\$25,000.00	\$0.00
21/11	Coons Foundation Gift	\$5,000.00	\$5,000.00	\$0.00
22/05	Land Purchase Donation	\$10,000.00	\$10,000.00	\$0.00
21/11	Library Foundation Gift	\$1,000.00	\$1,000.00	\$0.00
22/08	Vredenburg Grant	\$25,000.00	\$21,019.00	\$3,981.00
	TOTAL INCOME/EXPENDITURE	\$453,259.09	\$288,340.63	\$165,207.15

PENDING PROJECTS/PAYMENTS	Est/Quote
Waterproofing Final Retainage Payment	\$3,500.00
Main Entrance Restoration Pending Contractor Schedule & Lib Foundation Funding	\$9,489.00
Stained Glass Restoration Pending Contractor Schedule	\$21,483.00
Windows Replacement Quote Received & Request to County for Funding	\$48,205.94
Roofing Phase 2 (Soffits, Eaves, Gutters around entire building) old estimate:	\$38,000.00
Landscaping, Flag Pole & Library Sign (DEKKO Grant?) old Genus estimate:	\$102,860.00
Interior Basement Rooms	
Elevator Upgrades	
ADA Evaluation & resultant accommodations	
North Entrance Canopy, Seating, Charging Stations old estimate:	\$150,000.00
North Lot Improvement & Adjacent Landscaping (with landscaping?)	
Standby Generator	
Exterior Lighting (with landscaping?)	
Attic Access Panels	
Carpet Replacement	

Flat Roof Repair

Completed: TREMCO

Total Cost: \$51,964 Funding:

7/21 Curtis Bequest \$7,122.54

7/21 Judd Bequest \$10,206.57

7/21 Milnes Bequest \$9,115.49

7/21 SCICF Grant \$519.40

7/21 Vredenburg Grant \$25,000.00

HVAC Replacement

Completed: PRIMO HVAC

Total Cost: \$45,500 Funding:

1/22 Swanson Bequest \$33,981.03

1/22 SCICF Grant \$4,018.97

8/22 Swanson Bequest \$2,000.00

8/22 Library Foundation \$1,000.00

11/22 Vredenburg Foundation \$4,500.00

Waterproofing

In Progress:

Exterior: C.K. FAIRCO

Sump Pumps: Johansen P&H

Total Cost: \$170,056.76 Funding:

Drain Expl. 1/22 SCICF Grant \$78.58

Sump Pumps 5/22 SCICF Grant \$4,616.26

6/22 Swanson Bequest \$54,423.00

7/22 Swanson Bequest \$69,174.00

10/22 Swanson Bequest \$25,299.00

11/22 Vredenburg Grant \$13,044.00

FINAL RETAINAGE PAYMENT PENDING

North Canopy Repair

Completed: City Crew

Total Cost: \$766.79 Funding:

10/21 DSA \$102.69

11/21 DSA \$50.00

11/21 SCICF Grant \$478.10

12/21 DSA \$136.00

Lighting Replacement

Completed: Spectrum, Cohenour

Total Cost: \$9,275.00 Funding:

9/22 Vredenburg Foundation \$3,475.00

11/22 Coons Foundation \$5,000

11/22 Vredenburg Foundation \$800.00

Land Purchase

5/22 Donation Total Cost: \$10,000

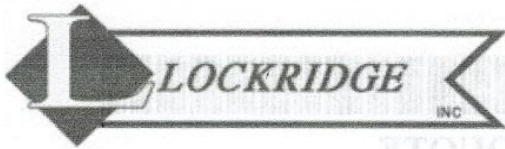
**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
DECEMBER 2022 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
Alliant Energy		006 - 410 - 6371	131	\$597.62
Amazon \$166.73	Programming	006 - 410 - 6498		\$105.85
	Unsourced Books	006 - 410 - 6502		\$51.97
	Unsourced AV	006 - 410 - 6524		\$8.91
Baker & Taylor \$327.22	Unsourced Books	006 - 410 - 6502		\$191.97
	Mem/Don Books	006 - 410 - 6522	33	\$53.37
	Unsourced AV DVDs	006 - 410 - 6524		\$81.88
Chariton Water Department		006 - 410 - 6371	80	\$23.24
City of Chariton (Remnant Auditor Bill)		006 - 410 - 6405	67	\$4.25
Kone (Elevator Maint. Contract)		006 - 410 - 6310	160	\$345.57
Office Machines \$157.21	Operating Supplies	006 - 410 - 6507	410	\$41.91
	Custodial Supplies	006 - 410 - 6526		\$115.30
True Value		006 - 410 - 6526	40	\$7.49
Windstream		006 - 410 - 6371	858	\$223.26

TOTAL CLAIMS PAID DECEMBER 2022			\$1,852.59
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I hereby empower the treasurer of the City of Chariton, Iowa to pay the above amounts.

Marcia Fenton, President of the Chariton Free Public Library Board of Trustees



Chariton
Lockridge Inc.
503 S 16th Street
Chariton IA 50049
641-774-2785



QUOTE

2211-240716

PAGE 1 OF 2

SOLD TO
CITY OF CHARITON 115 SOUTH MAIN ST CHARITON IA 50049

JOB ADDRESS
CITY OF CHARITON 115 SOUTH MAIN ST CHARITON IA 50049 6417745991

ACCOUNT	JOB
CITCHA	0
CREATED ON	11/10/2022
EXPIRES ON	11/11/2022
BRANCH	4000
CUSTOMER PO#	
STATION	L11
CASHIER	RS
SALESPERSON	
ORDER ENTRY	RS
MODIFIED BY	

Thank you for your business!

Item	Description	D	Quantity	U/M	Price	Per	Amount
COMMENT	CHARITON PUBLIC LIBRARY ANDERSEN A SERIES WHITE EXTERIOR DOUBLEHUNG WINDOWS,STAINED PINE INTERIOR WITH 7"EXTENSION JAMBS,DUAL PANE LOW E SMART SUN ARGON GLASS,WHITE SCREENS						
SOBS	35"X53 1/8"ANDERSEN D/H WINDOW		8	EA	1395.9700	EA	11,167.76
SOBS	33 1/2"X73"ANDERSEN COTTAGE D/H WIND		2	EA	1704.6000	EA	3,409.20
SOBS	33 3/8"X73"ANDERSEN COTTAGE D/H WIND		1	EA	1702.5900	EA	1,702.59
SOBS	33 1/4"X73"ANDERSEN COTTAGE D/H WIND		2	EA	1701.2600	EA	3,402.52
SOBS	33"X73"ANDERSEN COTTAGE D/H WINDOW		1	EA	1697.9700	EA	1,697.97
SOBS	39 1/4"X65"ANDERSEN COTTAGE D/H WIND		2	EA	1677.2800	EA	3,354.56
SOBS	29"X72 1/8"ANDERSEN COTTAGE D/H WIND		3	EA	1639.3600	EA	4,918.08
SOBS	29"X72"ANDERSEN COTTAGE D/H WINDOW		5	EA	1638.0500	EA	8,190.25
SOBS	28 7/8"X72"ANDERSEN COTTAGE D/H WIND		2	EA	1636.7200	EA	3,273.44
SOBS	29 1/8"X72"ANDERSEN COTTAGE D/H WIND		1	EA	1639.3600	EA	1,639.36
SOBS	29 1/4"X72 1/8"ANDERSEN COTTAGE D/H		1	EA	1642.1300	EA	1,642.13
SOBS	1X6 POPLAR STAINED EXT JAMBS		492	EA	7.7400	EA	3,808.08

We agree to furnish the items and grades above. This is an estimate only and should be reviewed by builder/contractor.
Not guaranteed to build/complete any job or contract. Errors subject to correction.
Thank You!

Subtotal

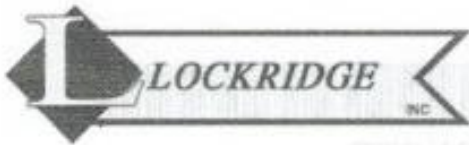
Sales Tax

Total

Buyer:

Materials \$48,205.94
Estimated Labor \$11,200.00
Total Quote: \$59,405.94

Signature



Chariton
Lockridge Inc.
503 S 16th Street
Chariton IA 50049
641-774-2785



QUOTE

2211-240716

PAGE 2 OF 2

SOLD TO
CITY OF CHARITON 115 SOUTH MAIN ST CHARITON IA 50049

JOB ADDRESS
CITY OF CHARITON 115 SOUTH MAIN ST CHARITON IA 50049 6417745991

ACCOUNT	JOB
CITCHA	0
CREATED ON	11/10/2022
EXPIRES ON	11/11/2022
BRANCH	4000
CUSTOMER PO#	
STATION	L11
CASHIER	RS
SALESPERSON	
ORDER ENTRY	RS
MODIFIED BY	

Thank you for your business!

Item	Description	D	Quantity	UM	Price	Per	Amount
	L.F.						
<i>11-15-22</i> <i>Andy Peterson estimates</i> <i>Labor to install</i> <i>300 - 400 per window</i> <i>x 28</i> <i>8,400 - 11,200</i> <i>Total Labor</i> <i>8,400</i>							
We agree to furnish the items and grades above. This is an estimate only and should be reviewed by builder/contractor. Not guaranteed to build/complete any job or contract. Errors subject to correction. Thank You!						Subtotal	48,205.94
						Sales Tax	0.00
						Total	48,205.94

Buyer:

Materials \$48,205.94
Estimated Labor \$11,200.00
Total Quote: \$59,405.94

+ Labor

Signature

CHARITON PUBLIC LIBRARY BUDGET REQUEST FY24

ITEM LINE	INCOME	ESTIMATED FY24
006-410-4300	INTEREST	\$1,000
006-410-4440	STATE GRANTS	\$0
006-410-4470	RURAL FEES	\$18,500
006-410-4471	LOCAL GRANTS	\$125,000
006-410-4550	MISCELLANEOUS	\$0
006-410-4705	DONATIONS	\$28,000
006-410-4707	BUILDING FUNDRAISING DONATIONS	
006-410-4715	REFUND	\$0
006-410-4765	LIBRARY INCOME (Fees and Fines, etc.)	\$3,500
	OTHER \$4,000	
006-410-4799	ENRICH IOWA FUNDING (DSA, ILL re-\$)	\$2,800
	RENTAL FEES	\$1,200
006- 910 -4830	TRANSFER IN - LIBRARY OPERATION	
006- 950 -4000	CITY PROPERTY TAXES	\$140,000
167 -410-4300	LIBRARY ENDOWMENT (Big Gifts)	\$0
167 -410-4705	DONATIONS (Big Donations)	\$0
167 -410-4799	OTHER REVENUES	\$0
TOTAL REVENUES		\$320,000

ACTUAL FY22	BUDGET FY23
\$1,312	\$2,000
\$0	\$0
\$18,100	\$18,500
\$40,000	\$50,000
\$140	\$0
\$19,788	\$4,000
\$175	\$0
\$3,050	\$3,500
\$2,610	\$2,800
\$600	\$1,200
\$70,084	
\$140,000	\$140,000
\$295,859	\$222,000

ITEM LINE	EXPENDITURES	ESTIMATED
006-410-6010	GROSS SALARIES	\$116,200
006-410-6210	SUBSCRIPTIONS/LICENSES	\$1,400
006-410-6230	TRAVEL/TRAINING/DUES	\$300
006-410-6310	BUILDING & GROUNDS	\$3,500
006-410-6371	UTILITIES	\$17,800
006-410-6402	ADVERTISING	\$75
006-410- 6405	AUDITOR	\$500
006-410- 6408	INSURANCE LINE WE DON'T USE	\$0
006-410-6411	LEGAL EXPENSES	\$0
006-410-6497	MISCELLANEOUS	\$0
006-410-6498	PROGRAMMING	\$4,000
006-410-6502	BOOKS - LIBRARY FUNDS	\$4,000
006-410-6505	NEW FURNITURE/EQUIPMENT	\$1,500
006-410-6507	OPERATING SUPPLIES	\$2,000
006-410-6508	POSTAGE	\$125
006-410-6522	DONATION/MEMORIAL BOOKS	\$1,000
006-410-6523	DONATION/MEMORIAL AUDIO-VISUAL	\$500
006-410-6524	AUDIO-VISUAL - LIBRARY FUNDS	\$1,500
006-410-6525	SOFTWARE & TECH SUPPORT	\$6,000
006-410-6526	CUSTODIAL SUPPLIES	\$600
006-410-6751	CONSTRUCTION PROJECTS	\$159,000
TOTAL LIBRARY BUDGET EXPENDITURES		\$320,000

ACTUAL FY22	BUDGET FY23
\$88,711	\$116,200
\$1,394	\$1,500
\$220	\$500
\$3,914	\$3,000
\$16,432	\$17,800
\$81	\$0
\$500	\$500
\$0	\$0
\$0	\$0
\$2,257	\$0
\$6,528	\$4,000
\$2,683	\$4,000
\$8,872	\$1,800
\$1,434	\$2,000
\$97	\$200
\$1,963	\$1,000
\$200	\$500
\$1,748	\$1,000
\$4,701	\$6,000
\$618	\$600
\$187,840	\$60,000
\$330,194	\$220,600

Main Entrance Restoration **Winter 2022?** **Contractor Schedule** **Library Foundation Donation**
Stained Glass Restoration **Pending Contractor Schedule (Fundraising?)**
Windows Replacement **Quote Received, County Funding**
Landscaping, Flag Pole & Library Sign (DEKKO Grant?)

\$9,489.00
\$21,483.00
\$48,205.94
\$79,000.00
\$158,177.94

Lucas County COVID Fund Grant
 DEKKO Grant (Landscaping)
 Lucas County Community Fdn Grant
 Vredenburg Foundation Grant
 Library Foundation Donation (Front Door)
 Coons Foundation Donation
 Fundraising (includes FY22 onwards)

\$59,405.94
 \$20,000.00
 \$10,000.00
 \$25,000.00
 \$10,000.00
 \$10,000.00
 \$24,500.00
\$158,905.94

Note: Some FY23 Expenditures will be covered by bequest funds and by income generated in FY22, including Fundraising.

	JULY	AUG	SEPT	OCT	NOV	YEAR
Days Open	24	27	25	23	22	121
Visitor Count	2,303	2,736	2,131	2,166	2,065	11,401
Cards Issued	10	18	18	19	13	78
Cards Weeded	0	0	0	0	18	18
Meeting Room Uses	24	25	16	20	14	99
MAKERSPACE Uses	0	0	0	0	1	1
Daily Average	89	86	87	91	99	452
Total Circulation (w/o SILO ILLs)	2,105	2,285	2,140	2,061	2,165	10,756
BRIDGES Registrations	2	11	8	3	3	27
BRIDGES Active Individuals	96	102	105	97	101	501
BRIDGES Items Circulated	581	632	617	628	580	3,038

Website Visits	453	418	365	369	342	1,947
Website Actions	1,070	1,065	819	1,051	1,003	5,008
WI-FI Sessions	570	651	610	532	575	2,938
Unique WI-FI Visitors	104	144	129	155	126	658
Chromebox/PC Usage					366	366

DIAL A STORY CALLS	18	17	24	22	19	100
CHILDREN'S PROGRAMS	14	0	8	11	2	35
CHILDREN'S PROGRAMS ATTENDS	56	0	16	22	0	94
LEGO ACTIVITIES	5	5	4	4	4	22
YA PROGRAMS	0	0	0	0	0	0
YA PROGRAMS ATTENDS	0	0	0	0	0	0
ADULT PROGRAMS	0	0	1	2	1	4
ADULT PROGRAMS ATTENDS	0	0	8	34	4	46

PATRON Circulations	JULY	AUG	SEPT	OCT	NOV	YEAR
Chariton Adult	934	1,128	1,093	1,027	1,032	5,214
Chariton Child	271	310	206	251	211	1,249
Institutional/Special	0	21	5	8	12	46
In-House Cards	24	29	28	15	13	109
Rural Adult	558	505	507	368	545	2,483
Rural Child	134	100	107	131	110	582
Russell Adult	37	39	43	38	50	207
Russell Child	9	44	7	67	66	193
Lucas Adult	21	11	27	25	24	108
Lucas Child	0	0	14	6	7	27
Williamson Adult	0	11	0	26	13	50
Williamson Child	0	0	0	0	0	0
Derby Adult	9	15	4	8	9	45
Derby Child	0	0	0	0	0	0
Out Of County	144	98	129	113	92	576
	2,141	2,311	2,170	2,083	2,184	10,889

CATEGORY Circulations	July	Aug	Sept	Oct	Nov	Year
Adult Fiction	411	505	414	348	467	2,145
Large Print	82	86	69	46	56	339
Adult Nonfiction	113	111	149	131	115	619
Adult Audiobooks	28	26	21	10	17	102
Adult Video	285	317	256	229	244	1,331
Picture Books	240	231	288	260	283	1,302
Beginner Readers	171	140	173	216	145	845
Juvenile Fiction	291	348	298	384	385	1,706
Juvenile Nonfiction	48	59	70	93	89	359
Juvenile Audiobooks	6	19	5	9	11	50
Juvenile Videos	338	288	253	209	262	1,350
Young Adult Books	61	130	103	99	71	464
YA Anime Video	18	11	36	22	16	103
Games	0	1	1	2	2	6
Puzzles	11	13	3	3	1	31
Bin Books (alone)	2	0	1	0	1	4
Educational Bins	0	0	0	0	0	0
Maker Bins	0	0	0	0	0	0
Local Interlibrary Loans	36	26	30	22	19	133
	2,141	2,311	2,170	2,083	2,184	10,889

CHARITON FREE PUBLIC LIBRARY DIRECTOR'S REPORT THURSDAY DECEMBER 8, 2022

WAGES PAID:	11/4/22	11/18/22
Kris Murphy	\$2,624.13	\$1,640.08
Angela Altenhofen	\$562.50	\$540.00
Christina Brown	\$552.50	\$542.81
Lauri Ghormley	\$717.50	\$490.00
Custodial	\$232.95	\$232.95
	\$4,689.58	\$3,445.84

CK Fairco has not returned to address the grading and downspout issues.

You may note in the numbers for November the first PC/Chromebox usage numbers generated by our new splash page interface. I did estimate the PC usage based on the average of 5 people per day open who usually use that machine to print materials. This is based on staff observation of regular patron behavior. As soon as I can add the splash page to that machine (and any others I can get up and running) we will once again have true numbers to work with. This is a little more complicated than it is with the Chromeboxes due to the other program options available on the PCs.

We had very little program attendance in November, and I'm assuming December will be the same due to the holidays in general and our holiday closures. I had thought that I found a program librarian for us, but scheduling became an issue. We still need to fill this position if we are to deliver successful programming.

I've included a streamlined construction budget in this packet, and look at all that we've accomplished!! This Board should be very proud of all the work that has been completed and the funding secured. Thank you for your time, your attention to details and your actions that made this possible.

The construction budget is included in the annual report we'll submit to the City and County with our budget request. I will also use it in any grant applications we submit to demonstrate the use of our bequest funds as matching funds for our ongoing revitalization project.

Kris Murphy – December 8, 2022

CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY JANUARY 12,2023
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. **Good News**
5. **Consent Agenda:**
 - a. **December 8, 2022 Minutes**
 - b. **Correspondence** – Thank You from Mary Jo Fisher @ Chamber/Main Street
 - c. **December 2022 Financial Statement, October & November 2022 Treasurer’s Reports**
 - d. **Grants** - County Board of Supervisors Window Project \$11,200, remainder to Lockridge
6. **January 2023 Claims**
7. **Unfinished Business**
 - a. Library Director Evaluation Review
 - b. Consideration for Approval by Acceptance of Completion of the Water Remediation Project
 - c. FY24 Budget Request (revised)
 - d. Investment Options for bequests with stipulations directing the principal be invested and the interest generated used to purchase items for the collection.

Margaret Brown Herrick Memorial Fund	\$38,083.42	(Juvenile Collection)
William D. & Audrey B. Allender Memorial Fund	\$32,001.05	(Audiovisual Collection)
Victoria J. Dewey Memorial Fund	\$4,029.96	(Any Collection)
Charles Arthur Blake Memorial Fund	\$1,000.04	(History Books)

8. **New Business**
 - a. 2023 Library Calendar
 - b. Library Strategic Plan
 - c. Community Service Projects
9. **Committee Reports**
 - Building & Grounds
 - Community Relations
 - Finance & Policy
10. **Staff Reports** –Director’s Report attached.
11. **Board Comments**

Agenda Items for Next Month’s (February) Meeting

12. **Adjournment**

The next meeting of the Library Board will be Thursday, February 9, 2023.
City of Chariton Budget Meeting – Library Presentation Thursday, January 26th (after 5:00)

Chariton Free Public Library
December 8, 2022

The Chariton Free Public Library Board held its regular monthly meeting in the Library boardroom on December 8, 2022, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m. Trustees Fenton, Meyer, Miller, Pillsbury-Allen and Watkins-Schoenig (online) were present. Library Director Murphy was present.

The Agenda was unanimously adopted on a motion from Watkins-Schoenig, seconded by Meyer.

Good News: Fundraising for building projects is going great! Fenton & Miller reported that donations as of today total \$22,905. Murphy reported that we had received a check for \$416 from the City of Russell for library services.

The Consent Agenda was unanimously approved on a motion from Meyer, seconded by Miller.

- a. November 10, 2022 Minutes
- b. Correspondence - None
- c. November 2022 Financial Statement, September 2022 Treasurer's Report
- d. Grants: County Board of Supervisors Window Project Request \$59,405.94

The December 2022 Claims were unanimously approved on a motion from Pillsbury-Allen, seconded by Miller.

Unfinished Business

Miller moved to approve the Slate of Board Officers (Fenton, President; Sharp, Vice President; Pillsbury-Allen, Secretary), Meyer seconded and the motion passed unanimously. Officers begin their terms in January.

Committee Assignments were reviewed. Watkins-Schoenig volunteered to join the Community Relations Committee.

Building & Grounds: Bisgard, Sharp, New Trustee

Community Relations (Fundraising, Services, Planning, Technology): Miller, Pillsbury Allen, Watkins-Schoenig

Finance & Policy: Meyer, Seuferer, Fenton

New Business

Fenton distributed the Director Evaluation to be returned to her by December 22, 2022.

Watkins-Schoenig made a motion to approve the quote from Andy Peterson Construction for \$59,405.94 for the Window Replacement Project contingent on the Lucas County Board of Supervisors agreement to provide the funding for the project. Miller seconded and the motion passed unanimously.

The FY24 Budget Request was tabled. Murphy will visit with City Manager Liegois to check that the funds estimated for salaries are sufficient to provide a cost of living increase in July 2023.

Meyer made a motion not to renew the Dewey investment when it matures on 1/5/23 and to direct the City Clerk to transfer the funds to the Library's operating fund to be invested with the other bequest funds, and directed Murphy to confirm that all of the transferred funds have been invested as previously approved at the August 11, 2022 meeting of the Board.

Watkins-Schoenig seconded and the motion passed unanimously.

Building & Grounds Committee (Construction Funding Report Attached) Meyer reported that CK Fairco will not return to address the grading issues or the downspout issues. Approval of the completion of the Waterproofing Project will be addressed at the January meeting. No further retainage will be paid.

Fundraising Committee Fenton, Miller & Seuferer have been meeting weekly to process incoming donations and send thank you letters.

Director's Report attached.

Agenda Items for January Meeting

Library Director Evaluation Review

Consideration for Approval by Acceptance of Completion of the Water Remediation Project

The meeting was adjourned at 6:19 p.m. on a motion from Pillsbury-Allen, seconded by Meyer.

Kris Murphy, Library Director

The next meeting of the Library Board will be Thursday, January 12, 2023.

Deposited in US Bank, Chariton on: 12/6/22

Budget Line Number	Deposit Description	
006 - 410 - 4707	Building Fundraiser	\$2,235.00
Total Deposit:		\$2,235.00

Deposited in US Bank, Chariton on: 12/28/22

Budget Line Number	Deposit Description	
006 - 410 - 4470	City of Russell Fees	\$416.00
006 - 410 - 4707	Building Fundraiser	\$1,555.00
006 - 410 - 4765	Library Income	\$253.85
006 - 410 - 4799	State Funds ILL \$	\$602.22
Total Deposit:		\$2,827.07

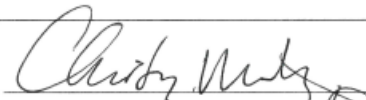
Deposited in US Bank, Chariton on: 12/29/22

Budget Line Number	Deposit Description	
006 - 410 - 4471	Lucas Co Covid Grant	\$11,200.00
006 - 410 - 4707	Building Fundraiser	\$200.00
Total Deposit:		\$11,400.00

CITY TREASURER'S REPORT FOR THE MONTH OF OCTOBER 2022

FUND	FUND BALANCE LAST REPORT	RECEIPTS	EXPENDITURES	FUND BALANCE THIS REPORT	WARRANTS OUTSTANDING	TREASURER'S BALANCE
LIBRARY	\$223,190.35	\$75,625.01	\$36,986.48	\$261,828.88	\$1,199.50	\$263,028.38
LIBRARY AMBELANG & SWANSON INVESTMENTS	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-
LIBRARY OTHER INVESTMENTS	\$22,760.91	\$-0-	\$-0-	\$22,760.91	\$-0-	\$22,760.91
TOTAL						
CASH ON HAND						\$60.00
INVESTMENTS					REGULAR FUND ADVANCED PAYMENT FUND	
US BANK CHECKING ACCOUNT					REGULAR FUND ADVANCED PAYMENT FUND	
TOTAL ACCOUNTED FOR						

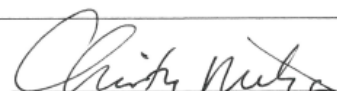
I hereby certify that the above statement is true as I verily believe.



CITY TREASURER'S REPORT FOR THE MONTH OF NOVEMBER 2022

FUND	FUND BALANCE LAST REPORT	RECEIPTS	EXPENDITURES	FUND BALANCE THIS REPORT	WARRANTS OUTSTANDING	TREASURER'S BALANCE
LIBRARY	\$261,828.88	\$18,055.17	\$33,932.00	\$245,952.05	\$438.08	\$246,390.13
LIBRARY AMBELANG & SWANSON INVESTMENTS	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-
LIBRARY OTHER INVESTMENTS	\$22,760.91	\$-0-	\$-0-	\$22,760.91	\$-0-	\$22,760.91
TOTAL						
CASH ON HAND						\$60.00
INVESTMENTS					REGULAR FUND ADVANCED PAYMENT FUND	
US BANK CHECKING ACCOUNT					REGULAR FUND ADVANCED PAYMENT FUND	
TOTAL ACCOUNTED FOR						

I hereby certify that the above statement is true as I verily believe.



REVENUE REPORT
CALENDAR 12/2022, FISCAL 6/2023

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY	2,000.00	.00	9.09	.45	1,990.91
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	18,500.00	416.00	416.00	2.25	18,084.00
006-410-4471	LOCAL GRANTS	50,000.00	11,200.00	36,200.00	72.40	13,800.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	4,000.00	.00	209.19	5.23	3,790.81
006-410-4707	DONATIONS/BLDG RENOVATION	.00	3,990.00	24,205.00	.00	24,205.00-
006-410-4715	REFUND	.00	.00	.00	.00	.00
006-410-4765	LIBRARY FINES	3,500.00	253.85	1,554.90	44.43	1,945.10
006-410-4799	OTHER REVENUES	4,000.00	602.22	3,342.56	83.56	657.44
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	1,000.04	.00	1,000.04-
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	222,000.00	16,462.07	136,936.78	61.68	85,063.22

BUDGET REPORT
CALENDAR 12/2022, FISCAL 6/2023

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	116,200.00	9,901.12	50,411.05	43.38	65,788.95
006-410-6210	DUES & SUBSCRIPTIONS	1,500.00	.00	1,498.50	99.90	1.50
006-410-6230	TRAVEL, TRAINING, & DUES	500.00	.00	.00	.00	500.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,000.00	345.57	3,175.03	105.83	175.03-
006-410-6371	UTILITIES	17,800.00	844.12	6,705.32	37.67	11,094.68
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	4,000.00	105.85	1,094.28	27.36	2,905.72
006-410-6502	BOOKS	4,000.00	243.94	1,834.27	45.86	2,165.73
006-410-6505	NEW EQUIPMENT	1,800.00	.00	3,860.97	214.50	2,060.97-
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	41.91	415.89	20.79	1,584.11
006-410-6508	POSTAGE	200.00	.00	130.35	65.18	69.65
006-410-6522	BOOKS/MEMORIALS	1,000.00	53.37	759.45	75.95	240.55
006-410-6523	MEM. AUDIO VISUAL	500.00	.00	130.06	26.01	369.94
006-410-6524	AUDIO VISUAL	1,000.00	90.79	866.07	86.61	133.93
006-410-6525	SOFTWARE & TECH SUPPORT	6,000.00	798.76	3,073.66	51.23	2,926.34
006-410-6526	JANITOR SUPPLIES	600.00	122.79	319.21	53.20	280.79
006-410-6751	CONSTRUCTION PROJECTS	60,000.00	.00	127,185.21	211.98	67,185.21-
		=====	=====	=====	=====	=====
	LIBRARY OPERATING TOTAL	220,600.00	12,548.22	201,959.32	91.55	18,640.68
010-410-6408	INSURANCE - LIBRARY	5,500.00	.00	.00	.00	5,500.00
		=====	=====	=====	=====	=====
	LIABILITY & PROP INS LEVY TOTA	5,500.00	.00	.00	.00	5,500.00
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	8,800.00	738.62	3,739.44	42.49	5,060.56
112-410-6130	CITY'S SHARE OF IPERS	11,000.00	928.07	4,635.52	42.14	6,364.48
112-410-6150	CITY'S SHARE OF MEDICAL INS.	11,150.00	868.39	5,430.12	48.70	5,719.88
112-410-6151	CITY'S SHARE OF LIFE INS.	80.00	6.59	39.54	49.43	40.46
112-410-6152	CITY'S SHARE OF DENTAL INS.	565.00	46.86	281.16	49.76	283.84
112-410-6160	WORKERS' COMP INS	200.00	4.25	91.34	45.67	108.66
		=====	=====	=====	=====	=====
	EMPLOYEE BENEFITS TOTAL	31,795.00	2,592.78	14,217.12	44.71	17,577.88
		=====	=====	=====	=====	=====
	TOTAL EXPENSES	257,895.00	15,141.00	216,176.44	83.82	41,718.56

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
JANUARY 2023 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
Alliant Energy		006 - 410 - 6371	131	\$989.73
Amazon \$54.88	Unsourced Books	006 - 410 - 6502		\$39.99
	Unsourced AV	006 - 410 - 6524		\$14.89
Baker & Taylor	Unsourced Books	006 - 410 - 6502	33	\$245.69
Baker & Taylor Entertainment	Unsourced AV	006 - 410 - 6524	34	\$21.69
CPL Petty Cash	Postage	006 - 410 - 6508	74	\$9.96
Chariton Water Department		006 - 410 - 6371	80	\$23.24
Iowa Library Association Dues		006 - 410 - 6230	1329	\$70.00
Mainstay Systems Inc.	IT Support & Backup	006 - 410 - 6525		\$666.00
Windstream		006 - 410 - 6371	858	\$223.26

TOTAL CLAIMS PAID JANUARY 2023			\$2,304.45
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I hereby empower the treasurer of the City of Chariton, Iowa to pay the above amounts.

Marcia Fenton, President of the Chariton Free Public Library Board of Trustees

CHARITON FREE PUBLIC LIBRARY

DIRECTOR'S REPORT

THURSDAY JANUARY 12, 2023

	OCT	NOV	DEC	YEAR
Days Open	23	22	22	143
Visitor Count	2,166	2,065	1,869	13,270
Cards Issued	19	13	9	87
Cards Weeded	0	18	2	20
Meeting Room Uses	20	14	13	112
MAKERSPACE Uses	0	1	0	1
Daily Average	91	99	78	530
Total Circulation (w/o SILO ILLs)	2,061	2,165	1,688	12,444
BRIDGES Registrations	3	3	7	34
BRIDGES Active Individuals	97	101	108	609
BRIDGES Items Circulated	628	580	599	3,637

Website Visits	369	342	308	2,255
Website Actions	1,051	1,003	730	5,738
WI-FI Sessions	532	575	411	3,349
Unique WI-FI Visitors	155	126	411	753
Chromebox/PC Usage		366	327	693

Dial A Story Calls	22	19	12	112
Children's Programs	11	2	4	39
Children's Programs Attends	22	0	22	116
Lego Activities	4	4	4	26
YA Programs	0	0	0	0
YA Programs Attends	0	0	0	0
Adult Programs	2	1	1	5
Adult Programs Attends	34	4	6	52

PATRON Circulations	OCT	NOV	DEC	YEAR
Chariton Adult	1,027	1,032	852	6,066
Chariton Child	251	211	191	1,440
Institutional/Special	8	12	3	49
In-House Cards	15	13	6	115
Rural Adult	368	545	375	2,858
Rural Child	131	110	116	698
Russell Adult	38	50	35	242
Russell Child	67	66	38	231
Lucas Adult	25	24	21	129
Lucas Child	6	7	1	28
Williamson Adult	26	13	1	51
Williamson Child	0	0	0	0
Derby Adult	8	9	9	54
Derby Child	0	0	0	0
Out Of County	113	92	75	651
	2,083	2,184	1,723	12,612

CATEGORY Circulations	OCT	NOV	DEC	YEAR
Adult Fiction	348	467	408	2,553
Large Print	46	56	62	401
Adult Nonfiction	131	115	94	713
Adult Audiobooks	10	17	15	117
Adult Video	229	244	228	1,559
Picture Books	260	283	194	1,496
Beginner Readers	216	145	75	920
Juvenile Fiction	384	385	231	1,937
Juvenile Nonfiction	93	89	55	414
Juvenile Audiobooks	9	11	7	57
Juvenile Videos	209	262	259	1,609
Young Adult Books	99	71	49	513
YA Anime Video	22	16	6	109
Games	2	2	0	6
Puzzles	3	1	1	32
Bin Books (alone)	0	1	3	7
Educational Bins	0	0	0	0
Maker Bins	0	0	1	1
Local Interlibrary Loans	22	19	35	168
	2,083	2,184	1,723	12,612

WAGES PAID:	12/2/22	12/16/22	12/30/22
Kris Murphy	\$1,640.09	\$1,640.08	\$1,640.08
Angela Altenhofen	\$157.50	\$532.50	\$345.00
Christina Brown	\$798.39	\$752.50	\$325.00
Lauri Ghormley	\$791.00	\$332.50	\$441.00
Custodial	\$232.95	\$232.95	\$232.95
	\$3,619.93	\$3,490.53	\$2,984.03

Library Accreditation has snuck up on us again. It's due February 28th. We've done really well with keeping up on the policy updates, but there are other things we'll need to cram into January and February to meet our standards.

One of those is trustee training. Your orientation packet included information on Trustee training options, including IA Learns and other online options. To meet the standard each trustee must perform an at least three hours per year of training.

I'm currently working on the ADA checklist for restroom standards as part of our accreditation application. We submitted a full ADA checklist for our last accreditation and are now required to address one of four priorities each accreditation. I chose the restroom priority because there are things we need to address.

I spent some time in December going through our budget history and will prepare a report for you so that when we begin meeting with the City Clerk in February we'll have a good picture of what we need to look at in addition to the investments.

December programming was indeed hit or miss on attendance. We offered 4 programs, but only one got any attendees. 22 people at that one, due to its occurrence on a Friday that was part of the holiday break. We had school-age kids in attendance.

Windows measurements were taken again & it sounds like this project might fall within this fiscal year. On that supposition I've amended the FY24 budget request. We will have to look at amendments to the current budget in February and March to submit a request for amendment prior to April.

We have our first annual staff in-service on Monday, January 16th. In addition to a regular staff meeting, we will view a couple of webinars that address issues relevant to our strategic plan.

Kris Murphy – January 12, 2023

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY FEBRUARY 9, 2023
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. Good News**
- 5. Consent Agenda:**
 - a. **January 12, 2023 Minutes**
 - b. **Correspondence** – BRIDGES FY24 Agreement Letter
 - c. **January 2023 Financial Statement, January 2023 Capital Projects, December 2022 Treasurer's Report**
 - d. **Grants** - Lucas County Community Grant due March 1st.
- 6. February 2023 Claims**
- 7. Unfinished Business**
 - a. 2023 Library Calendar
 - b. Elevator Maintenance Recommendations (Building & Grounds Committee)
- 8. New Business**
 - a. Rewiring Low Voltage Lights/Switches
 - b. Investments – Consideration of Resolution to invest principal-restricted bequests in CDs
 - c. Investments – Consideration of Resolution to transfer \$22,760.⁹¹ from Library Endowment to General Fund.
 - d. Funding Inequities
- 9. Committee Reports**
 - Building & Grounds (2/3/23 attached)
 - Community Relations (2/7/23 attached)
 - Finance & Policy (2/6/23 attached)
- 10. Staff Reports** –Director's Report attached.
- 11. Board Comments & Continuing Education**

Agenda Items for Next Month's (March) Meeting

- 12. Adjournment**

Closed Session: Library Director Evaluation

The next meeting of the Library Board will be Thursday, March 9, 2023.

Chariton Free Public Library

January 12, 2023

The Chariton Free Public Library Board held its regular monthly meeting in the Library Meeting Room on January 12, 2023, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m. Trustees Bisgard, Fenton, Meyer, Miller, Seuferer, Sharp and Watkins-Schoenig were present. Director Murphy was present.

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

Public Forum: Ben Clarke of Iowa Firm Foundation presented a verbal proposal for an educational support initiative he is working on. The Board asked him to present a plan or proposal document specifying what he'd like to do and what the Library's role would be as part of the initiative.

Good News: The Building Fundraiser has generated \$28,370 so far. Thanks again to Fenton, Seuferer and Miller for all the effort they've put in managing the fundraising efforts.

Consent Agenda:

Seuferer motioned to approve items of the Consent Agenda. Bisgard seconded and the motion passed unanimously.

December 8, 2022 Minutes

Correspondence – Thank You from Mary Jo Fisher @ Chamber/Main Street for books supplied for Dazzlefest.

December 2022 Financial Statement, October & November 2022 Treasurer's Reports

Grants - County Board of Supervisors Window Project \$11,200, remainder to Lockridge

The January 2023 Claims were unanimously approved on a motion from Miller, seconded by Sharp.

Unfinished Business

Library Director Evaluation Review tabled until the February meeting when it will be discussed in closed session.

Meyer moved to approve **Acceptance of Completion of the Water Remediation Project** withholding the final retainage payment of \$3,500 since C.K. Fairco did not return to address the regrading and downspout issues. Watkins-Schoenig seconded and the motion passed unanimously.

Bisgard motioned to approve the **FY24 Budget Request**. Meyer seconded and the motion was approved unanimously.

Meyer made a motion to direct the City Clerk to request bids on CD rates for **investment** of the following bequests which carry stipulations directing the principal be invested and the interest generated used to purchase items for the collection. Watkins-Schoenig seconded and the motion passed unanimously.

Margaret Brown Herrick Memorial Fund	\$38,083.42	(Juvenile Collection)
William D. & Audrey B. Allender Memorial Fund	\$32,001.05	(Audiovisual Collection)
Victoria J. Dewey Memorial Fund	\$4,029.96	(Any Collection)
Charles Arthur Blake Memorial Fund	\$1,000.04	(History Books)

New Business

2023 Library Calendar tabled to February meeting.

Seuferer made a motion to approve the **FY23-25 Library Strategic Plan**. Bisgard seconded and the motion passed unanimously.

Miller reported that both the CHS Spanish Club and Rotary Club would be interested in donating time for **Community Service Projects** at the Library. Spring Clean-Up Day was suggested. Watkins-Schoenig suggested a Cinco de Mayo program/event. Murphy will suggest and coordinate volunteer opportunities for both groups.

Building & Grounds Committee

Sharp reported that he's been working through the quotes from the elevator maintenance companies and creating a spreadsheet to better compare the options. He's been in contact with KONE. Murphy said she'd share contact emails for Schumacher and Otis. Bisgard reported that contractor Andy Peterson has ordered 28 windows for the window replacement project. Funding from the Lucas County Board of Supervisors was placed in account at Lockridge for this purpose. A 12-week wait on product arrival is anticipated. Bisgard also mentioned meeting with Rusty Stansbery concerning the circuit boxes for the lighting switches.

Finance & Policy Committee Meyer reported that this committee will meet with the City Clerk starting in February.

Director's Report attached.

Board Comments: Seuferer suggested that trustee training options be emailed regularly throughout the year with a suggestion to watch material linked in the email, and with a follow-up discussion held prior to the monthly meeting. This sounded good to all. Murphy will start doing this every other month beginning this spring.

Agenda Items for February Meeting

Director Evaluation Review

Library Calendar

Elevator Maintenance Options

The meeting was adjourned at 6:39 p.m. on a motion from Miller, seconded by Seuferer.

The next meeting of the Library Board will be Thursday, February 9, 2023.

Kris Murphy, Library Director



LIB-Bridges FY24 Letter of Agreement for Current Members

State Library of Iowa

Submitted On:

Feb 1, 2023, 01:05PM EST

Letter of Agreement for Current Participants

Enrollment Period: July 1, 2023 - June 30, 2024

Important Dates:

- **March 31, 2023:** Deadline for receipt of signed Letter of Agreement at State Library of Iowa
- **Within 90 days receipt of invoice:** Deadline for receipt of payment. Library will be invoiced in July.

Member Library Responsibilities:

- The Library agrees to continue its participation in the Bridges Overdrive eAudiobook / eBook Consortium for a twelve-month period beginning July 1, 2023 extending through June 30, 2024.
- Signing and returning this Letter of Agreement, along with payment of fees makes the Library eligible to continue participation in the Bridges Consortium. Nonpayment will result in suspension of patron access.
- The annual Consortium fee for public libraries for downloadable audiobooks and eBooks is calculated as follows: a \$300.00 base for each library, plus \$0.21 per capita based on the city population in which the library is located. Per capita numbers are based on population figures from the 2020 Census certified by the Iowa Secretary of State's office. FY24 fees are now available at <https://www.statelibraryofiowa.gov/index.php/libraries/services-resources/online-resources-libraries/bridges/bridgesfees>.
- A library may pay an amount in addition to their annual fee as an extraordinary contribution to the development of the collection. A Library that pays an amount in excess of that Library's annual fee will have the option of selecting additional content of their own choice up to the amount of the extra fee they have contributed. Any content so purchased will be the property of the Consortium as a whole and will be accessible by all Consortium members. An extraordinary contribution may be made at any time during the fiscal year.
- A library agrees to adhere to access, circulation, and collection policies determined jointly by the Bridges Consortium and by eligible group participants.
- The Library agrees to make this service available only to residents of its own city, rural residents of its own county, and/or residents of contracting cities. Open Access customers are not eligible for this service. The Library agrees to cooperate with the Bridges Consortium in a good faith effort toward this goal.
- With the above goal in mind, the Library is asked to make reasonable distinctions between eligible and ineligible patrons (ineligible meaning Open Access or out of state patrons) and agrees to work with the Bridges Management Team in this effort.
- The Library agrees to provide first-level technical support to their patrons, understanding that State Library of Iowa acts as back-up support for the Library. In providing first-level technical support, the Library agrees that it will not publish or distribute contact names, emails, or phone numbers of State Library of Iowa staff to local patrons.
- The Library understands that if the Library withdraws, the content remains the property of the Bridges Consortium.

State Library of Iowa Responsibilities:

- State Library of Iowa will manage the Consortium in partnership with Overdrive on behalf of the participants of the Consortium.
- State Library of Iowa will act as the fiscal agent for the Consortium.
- State Library of Iowa will continue to provide authentication services to member Libraries who choose not to authenticate through their own ILS system.
- State Library of Iowa will work with selectors comprised of member libraries to ensure a quality collection.
- State Library of Iowa will help promote the service, as well as provide consulting and training to member libraries in helping them effectively use the service.

Library name:	Charlton Public Library
Key contact person's name:	First Name: Kris Last Name: Murphy
Key contact phone number:	641-774-5514
Key contact email address:	murphy@chariton.lib.ia.us
Library director name:	First Name: Kris Last Name: Murphy
Signature Data	First Name: Kris Last Name: Murphy Email Address: murphy@chariton.lib.ia.us

Kris Murphy

REVENUE REPORT
CALENDAR 1/2023, FISCAL 7/2023

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RCVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY	2,000.00	4.06	13.15	.66	1,986.85
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	18,500.00	.00	416.00	2.25	18,084.00
006-410-4471	LOCAL GRANTS	50,000.00	.00	36,200.00	72.40	13,800.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	4,000.00	165.95	375.14	9.38	3,624.86
006-410-4707	DONATIONS/BLDG RENOVATION	.00	4,075.00	28,280.00	.00	28,280.00
006-410-4715	REFUND	.00	.00	.00	.00	.00
006-410-4765	LIBRARY FINES	3,500.00	247.20	1,802.10	51.49	1,697.90
006-410-4799	OTHER REVENUES	4,000.00	600.00	3,942.56	98.56	57.44
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	1,000.04	.00	1,000.04
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 OF ALL REVENUE		222,000.00	5,092.21	142,028.99	63.98	79,971.01

BUDGET REPORT
CALENDAR 1/2023, FISCAL 7/2023

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	116,200.00	6,510.81	56,921.86	48.99	59,278.14
006-410-6210	DUES & SUBSCRIPTIONS	1,500.00	.00	1,498.50	99.90	1.50
006-410-6230	TRAVEL, TRAINING, & DUES	500.00	70.00	70.00	14.00	430.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,000.00	.00	3,175.03	105.83	175.03
006-410-6371	UTILITIES	17,800.00	1,236.23	7,941.55	44.62	9,858.45
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	4,000.00	.00	1,094.28	27.36	2,905.72
006-410-6502	BOOKS	4,000.00	285.68	2,119.95	53.00	1,880.05
006-410-6505	NEW EQUIPMENT	1,800.00	.00	3,860.97	214.50	2,060.97
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	.00	415.89	20.79	1,584.11
006-410-6508	POSTAGE	200.00	9.96	140.31	70.16	59.69
006-410-6522	BOOKS/MEMORIALS	1,000.00	.00	759.45	75.95	240.55
006-410-6523	MEM. AUDIO VISUAL	500.00	.00	130.06	26.01	369.94
006-410-6524	AUDIO VISUAL	1,000.00	36.58	902.65	90.27	97.35
006-410-6525	SOFTWARE & TECH SUPPORT	6,000.00	666.00	3,739.66	62.33	2,260.34
006-410-6526	JANITOR SUPPLIES	600.00	.00	319.21	53.20	280.79
006-410-6751	CONSTRUCTION PROJECTS	60,000.00	.00	127,185.21	211.98	67,185.21
LIBRARY OPERATING TOTAL		220,600.00	8,815.26	210,774.58	95.55	9,825.42
010-410-6408	INSURANCE - LIBRARY	5,500.00	.00	.00	.00	5,500.00
LIABILITY & PROP INS LEVY TOTA		5,500.00	.00	.00	.00	5,500.00
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	8,800.00	479.28	4,218.72	47.94	4,581.28
112-410-6130	CITY'S SHARE OF IPERS	11,000.00	614.62	5,250.14	47.73	5,749.86
112-410-6150	CITY'S SHARE OF MEDICAL INS.	11,150.00	868.30	6,298.42	56.49	4,851.58
112-410-6151	CITY'S SHARE OF LIFE INS.	80.00	6.59	46.13	57.66	33.87
112-410-6152	CITY'S SHARE OF DENTAL INS.	565.00	46.86	328.02	58.06	236.98
112-410-6160	WORKERS' COMP INS	200.00	.00	91.34	45.67	108.66
EMPLOYEE BENEFITS TOTAL		31,795.00	2,015.65	16,232.77	51.05	15,562.23
TOTAL EXPENSES		257,895.00	10,830.91	227,007.35	88.02	30,887.65

FINANCIAL STATEMENT FY2023 (adjusted by Kris)

ITEM LINE NUMBER	REVENUES	BUDGETED	CAPITAL	OP BUDGET
006-410-4300	INTEREST	\$2,000.00	\$0.00	\$13.15
006-410-4440	STATE GRANTS	\$0.00	\$0.00	\$0.00
006-410-4470	RURAL FEES	\$18,500.00	\$0.00	\$416.00
006-410-4471	LOCAL GRANTS	\$50,000.00	\$36,200.00	\$0.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS	\$4,000.00	\$0.00	\$375.14
006-410-4707	BLDG DONATIONS	\$0.00	\$28,280.00	\$0.00
006-410-4715	REFUND	\$0.00	\$0.00	\$0.00
006-410-4765	LIBRARY INCOME	\$3,500.00	\$0.00	\$1,802.10
006-410-4799	OTHER (State Funds & Genealogy Rent)	\$4,000.00	\$0.00	\$3,942.56
006-910-4830	TRANSFERS	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$0.00	\$70,000.00
	TOTAL REVENUES	\$222,000.00	\$64,480.00	\$76,548.95
ITEM LINE NUMBER	EXPENDITURES	BUDGETED	CAPITAL	OP BUDGET
006-410-6010	GROSS SALARIES	\$116,200.00	\$0.00	\$56,921.86
006-410-6210	SUBSCRIPTIONS/LICENSES	\$1,500.00	\$0.00	\$2,679.03
006-410-6230	TRAVEL/TRAINING/DUES	\$500.00	\$0.00	\$70.00
006-410-6310	BUILDING & GROUNDS	\$3,000.00	\$1,922.00	\$1,253.03
006-410-6371	UTILITIES	\$17,800.00	\$0.00	\$7,941.55
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$0.00
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	\$4,000.00	\$0.00	\$1,094.28
006-410-6502	BOOKS - LIBRARY FUNDS	\$4,000.00	\$0.00	\$2,119.95
006-410-6505	NEW FURNITURE/EQUIPMENT	\$1,800.00	\$0.00	\$3,860.97
006-410-6507	OPERATING SUPPLIES	\$2,000.00	\$0.00	\$415.89
006-410-6508	POSTAGE	\$200.00	\$0.00	\$140.31
006-410-6522	MEMORIAL BOOKS	\$1,000.00	\$0.00	\$759.45
006-410-6523	MEMORIAL AUDIO-VISUAL	\$500.00	\$0.00	\$130.06
006-410-6524	AUDIO-VISUAL - LIBRARY FUNDS	\$1,000.00	\$0.00	\$902.65
006-410-6525	SOFTWARE & TECH SUPPT	\$6,000.00	\$0.00	\$3,739.66
006-410-6526	JANITOR SUPPLIES	\$600.00	\$0.00	\$319.21
006-410-6751	CONSTRUCTION PROJECTS	\$60,000.00	\$126,004.68	\$0.00
	TOTAL EXPENDITURES	\$220,600.00	\$127,926.68	\$82,847.90

TREASURER'S REPORT
CALENDAR 12/2022, FISCAL 6/2023

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	2,791,801.43	69,973.88	348,709.00	.00	2,513,066.31
004 CEMETERY MAINTENANCE	82,641.93	5,084.00	6,575.09	.00	81,150.84
005 CEMETERY BEAUTIFICATION	4,706.50	.00	.00	.00	4,706.50
006 LIBRARY OPERATING	246,012.05	16,462.07	12,548.22	.00	249,925.90
007 COMM CENTER OPERATING	290,689.92	4,554.33	3,406.63	.00	291,837.62
008 HOTEL-MOTEL TAX	14,461.41	9,992.53	.00	.00	24,453.94
009 FIRE DEPARTMENT EQUIP	260,597.49	.00	.00	.00	260,597.49
010 LIABILITY & PROP INS LE	21,096.49	5,342.91	.00	.00	26,439.40
011 FRANCHISE FEE	296,490.27	.00	.00	.00	296,490.27
012 POOL BOND RESERVE	.00	.00	.00	.00	.00
013 POOL BOND SINKING	.00	.00	.00	.00	.00
110 ROAD USE TAX	203,417.07	49,164.02	54,611.77	.00	197,969.32
112 EMPLOYEE BENEFITS	650,426.77	22,581.80	36,316.00	.00	636,692.57
119 EMERGENCY	14,907.61	1,395.19	.00	.00	16,302.80
121 LOST/POOL	934,026.00	9,352.54	.00	.00	943,378.54
122 LOST/INFRASTRUCTURE	619,157.23	70,553.62	.00	.00	689,710.85
125 TIF	71,328.27	9,427.68	.00	.00	80,755.95
145 HISTORIC PRESERVATION	16,068.89	.00	14.76	.00	16,054.13
148 COMMUNITY REVITALIZATIO	6,573.86-	.00	.00	.00	6,573.86-
150 EXAMINATION SERVICES	.00	.00	.00	.00	.00
160 2012 MULTI-FAM HOUS/CDB	3,421.97	.00	.00	.00	3,421.97
167 LIBRARY ENDOWMENT	22,760.91	.00	.00	.00	22,760.91
200 DEBT SERVICE	244,365.87	23,276.30	56,224.46	.00	211,417.71
301 CAPITAL REPLACEMENT	.00	.00	.00	.00	.00
302 CONSTITUTION PARK PROJE	3,711.12	.00	.00	.00	3,711.12
500 CEMETERY - PERPETUAL CA	249,178.49	.00	.00	.00	249,178.49
610 SEWER	1,001,282.42	724,536.42	268,221.79	.00	1,457,597.05
611 SEWER RENTAL SINKING	87,240.19	26,260.00	.00	.00	113,500.19
660 AIRPORT HANGAR O&M	78,432.10	4,677.78	8,287.63	.00	74,822.25
661 AIRPORT HANGAR RES	.00	.00	.00	.00	.00
670 SOLID WASTE	376,253.69	2,187.19	3,839.25	.00	374,601.63
671 S.W. SINKING	.00	.00	.00	.00	.00
675 RECYCLING	2,300.44	1,639.65	450.00	.00	3,490.09
740 STORM WATER	351,290.62	5,533.93	239.99	.00	356,584.56
810 REVOLVING LOAN FUND	84,497.34	.00	.00	.00	84,497.34
830 CENTRAL FUEL FACILITY	61,986.14	20,824.58	41,171.15	.00	41,639.57
Report Total	9,077,976.77	1,082,820.42	840,615.74	.00	9,320,181.45

Deposited in US Bank, Chariton on: 1/24/23

Budget Line Number	Deposit Description	
006 - 410 - 4300	DEWEY Interest	\$4.06
006 - 410 - 4705	Memorials/Gifts	\$165.95
006 - 410 - 4707	Building Fundraiser	\$4,075.00
006 - 410 - 4765	Library Income	\$247.20
006 - 410 - 4799	Genealogy Rent	\$600.00
Total Deposit:		\$5,092.21

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
FEBRUARY 2023 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
ABC Pest Control		006 - 410 - 6310	515	\$53.92
Access Systems Copier Contract		006 - 410 - 6525		\$315.44
Alliant Energy		006 - 410 - 6371	131	\$1,978.83
American Library Association		006 - 410 - 6230	1328	\$155.00
Baker & Taylor \$267.36	Unsourced Books	006 - 410 - 6502	33	\$151.59
	Mem/Don Books	006 - 410 - 6522		\$105.28
	Unsourced AV	006 - 410 - 6524		\$10.49
CPL Petty Cash \$34.04	Unsourced Books	006 - 410 - 6502	74	\$32.54
	Postage	006 - 410 - 6508		\$1.50
Chariton Water Department		006 - 410 - 6371	80	\$23.24
Windstream		006 - 410 - 6371	858	\$225.17

TOTAL CLAIMS PAID FEBRUARY 2023

\$3,053.00

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

Marcia Fenton, President of the Chariton Free Public Library Board of Trustees

LIBRARY CALENDAR 2023

	Task	Date/Initial Completed	Comments
JANUARY	CLOSED for New Years Day (other days depend on if the holiday falls during the weekend, City Hall)		
	City/County Budget Work Sessions - Annual Report & Budget Presentation to City/County 1/26/2023		
	January Board Meeting 1/12/2023		
	Library Board Officers Terms Begin		Board/Director
	Director Evaluation		
	Board Training –		Director/State Library Staff
	Staff Evaluations		
	Librarian Certification (1/31 every 3 years)		Director
FEBRUARY	SCICF Lucas County Grant		
	Quarterly Elevator Inspection		KONE Maintenance Contract
	Lobby from Home Day		
	Library Lovers Day February 14th		
	February Board Meeting 2/9/2023		Board/Director
	Board Training – Funding, Financials		
MARCH	Library Accreditation (2/28 every 3 years)(Due 2023)		Director
	CLOSED FOR Staff Inservice (Presidents Day 2/20/23)		Staff
	Change Furnace Filters in Units & Vents FEBRUARY		Staff/Custodian
	Iowa Library Association Legislative Day		
	March 2nd Dr. Seuss Birthday National Read Across America Day		
	March Board Meeting 3/9/2023		Board/Director
APRIL	Board Training		Director/State Library Staff
	Empty/Organize Closets, Furnace/Utility Rooms		Director & Staff
	Building Inspection/Inventory		Director & Staff
	Clean All Light Fixtures & Replace Bulbs Throughout as needed		Staff/Custodian
	Security Company Annual Alarm System Inspection		American Alarms
	Check All Exit Lights, Emergency Backup Light Batteries		American Alarms?
	HVAC Annual Inspection/Cleaning		HVAC Company Contract
	National Library Week & LIBRARY OPEN HOUSE		
	National Library Worker's Day April 14th		
	D.E.A.R - Drop Everything and Read - April 12 (Beverly Cleary's Birthday)		
MAY	School Library Month – School Tours		
	CLOSED FOR Staff Inservice (Good Friday 4/7/23) and Easter Weekend Saturday		Staff
	April Board Meeting 4/6/2023		Board/Director
	Policy Review –		
	Annual Budget Amendments Request		Director
	BRIDGES Agreement		Director
	Enrich Iowa Agreement (Due 4/30)		Director
	Change Furnace Filters in Units & Vents APRIL		Staff/Custodian
	Quarterly Elevator Inspection		KONE Maintenance Contract
	Landscaping/Overgrowth Removal, Weed Spray		City Maintenance Staff
JUNE	CLOSED for Memorial Day (and Saturday 5/27/2023)		
	May Board Meeting 5/11/2023		Board/Director
	Board Training		Director/State Library Staff
	Move Planters to Entrance & Plant Flowers		Staff
	Lubricate Exterior Door Hinges, Hardware, & Locks		Staff
	Clean Windows Inside & Out		
JUNE	Clean Gutters, Downspouts & Other Areas of Roof		
	June Board Meeting 6/8/2023		Board/Director
	Policy Review –		
	CLOSED FOR Staff Inservice (Juneteenth 6/19/23)		Staff
JUNE	Change Furnace Filters in Units & Vents JUNE		Staff/Custodian
	Repair/Repaint Sidewalks & Drive/Lot (Assess for safety)		City Streets Crew

JULY	CLOSED for Independence Day 7/4 (days depend on if the holiday falls during the weekend, City Hall)		
	July Board Meeting 7/6/2023		Board/Director
	Board Training –		Director/State Library Staff
	Open Access Report – Out of County Borrowers (Due 7/31)		
	Enrich Iowa Interlibrary Report (Due 7/31)		Director
	Direct State Aid Report – How State \$ Spent (Due 7/31)		
JUL/AUG	Vredenburg Foundation Grant		
	Landscaping/Overgrowth Removal, Weed Spray		City Maintenance Staff
	Quarterly Elevator Inspection		KONE Maintenance Contract
	AUDITOR Prep and Visit		Director, with Auditor
	Board Minutes, Financial Statements & Treasurers Reports, Bills & Check Warrants, Receipt Book & Library Fees Income Ledger, Income & Expenditure Lists with Explanations as to source and purpose. Note any irregular income or expenses. Use this content to begin budget planning.		City Clerk & City Manager
AUGUST	August Board Meeting 8/10/2023		Board/Director
	Policy Review –		
	Annual Report/Budget Work Begins (8/1)		Director
	While working on the Annual Report, compile & evaluate the numbers, both funds & statistics, to begin preparing next year's budget request. Align funding with services & expenses.		
SEPTEMBER	Change Furnace Filters in Units & Vents AUGUST		Staff/Custodian
	Library Card Sign-Up Month		
	CLOSED for Labor Day 1st Monday of September (and Saturday 9/2/2023)		
	September Board Meeting 9/7/2023		Board/Director
OCTOBER	Board Training –		Director/State Library Staff/City Staff
	Extinguishers professionally inspected and tagged		Was in July in 2021, why?
	Landscaping/Overgrowth Removal, Weed Spray		City Maintenance Staff
	Banned Book Week		
NOVEMBER	National Friends of Libraries Week		
	October Board Meeting 10/12/2023		Board/Director
	Policy Review –		
	Budget Request Creation		Director
	Prepare budget request to present for approval at November Board Meeting.		
	Annual State SURVEY (by 10/31) and Summer Program Report		
	CLOSED FOR Staff Inservice (Columbus Day 10/9/23)		Staff
	Lubricate Exterior Door Hinges, Hardware, & Locks		Staff
	Change Furnace Filters in Units & Vents OCTOBER		Staff/Custodian
	Exterior Water Faucets – Winter Prep		
	Clean/Inspect Fireplace/Chimney		
	Clean Gutters, Downspouts & Other Areas of Roof		
DECEMBER	Quarterly Elevator Inspection		KONE Maintenance Contract
	Election Day November 8, 2023		
	CLOSED for Veteran's Day November 11th		
	CLOSED for Thanksgiving (Thursday 23rd, Friday 24th, Saturday 25th)		
	November Board Meeting 11/9/2023		Board/Director
	Long-Range Strategic Plan Review		
DECEMBER	Board Training –		Director/State Library Staff
	Annual Report & Budget Request to Library Board		Director
	Holiday OPEN HOUSE?		
	CLOSED for Christmas (12/22-12/25) (days depend on City Hall)		
	December Board Meeting 12/14/2023		Board/Director
	Library Board Officers Elected		
DECEMBER	Policy Review –		
	Librarian CE Credits Complete (12/31 every 3 years – Due January 2024)		Director
	Change Furnace Filters in Units & Vents DECEMBER		Staff/Custodian

January

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1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

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26	27	28				

March

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April

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30						

May

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June

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July

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August

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September

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October

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November

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December

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31	1					

2-Jan New Year's Day

16-Jan MLKing Jr. Day

14-Feb Valentine's Day

20-Feb Presidents' Day

17-Mar St. Patrick's Day

20-Feb Good Friday

9-Apr Easter

14-May Mother's Day

29-May Memorial Day

14-Jun Flag Day

18-Jun Father's Day

19-Jun Juneteenth

4-Jul Independence Day

4-Sep Labor Day

9-Oct Columbus Day

31-Oct Halloween

8-Nov Election Day

11-Nov Veterans Day

23-Nov Thanksgiving

25-Dec Christmas Day

1-Jan New Years

C/54



CITY OF CHARITON

115 South Main Street Chariton, Iowa 50049

641-774-5991 Fax 641-774-4111

City Manager, Laura Liegois

City Clerk/Treasurer Christy Metzger

January 13, 2023

Community 1st Credit Union
1934 Court Ave.
Chariton, IA 50049

Re: Rates for CDs

The City is requesting proposals from area financial institutions for Certificates of Deposit.

There would be four different CDs. The amounts are as follows:

\$38,083.42

\$32,001.05

\$4,029.96

\$1,000.04

The Library Board is requesting proposals for a one-year term and two-year term.

Please have your written proposal submitted by 4:30 p.m. , February 3, for the Library Board to review at their February 9, 2023 meeting.

Thank you in advance for your participation.

If you have any questions or comments, feel free to contact me at your convenience.

Sincerely,

Christy Metzger
City Clerk/Treasurer

Community 1st Credit Union; rate quote

Term: 12 months

Rate: 4.25% APY

Quote will be honored through 02/10/2023

If additional time is needed, please let me know.

James M. Heller

January 26, 2023

City of Chariton
Attn: Christy Metzger
115 South Main Street
Chariton, IA 50049

RE: Public Fund Rates – Library Funds

Thank you for allowing Midwest Heritage an opportunity to provide our investment rates.

Please find attached our Public Funds Deposit Rate sheet that includes our checking, savings and certificate of deposits rates as well. Please contact me with any additional questions.

Thank you for considering Midwest Heritage,



Julie F Bingham
Personal Banker
Phone: 515-343-5886 Email: jbingham@mhbank.com
Midwest Heritage Bank
1025 Braden Ave
Chariton IA 50049

MIDWEST HERITAGE

A Hy-Vee Company

Banking • Investments • Insurance

Public Funds Deposit Account Rates

The Interest Rate and Annual Percentage Yield (APY) are accurate as of January 23, 2023.

Public Funds Checking Earnings Credit Rate

Balances	Earnings Credit Rate
\$0+	1.293%

Public Funds Interest Checking Account

Balances	Interest Rate	APY
\$0-\$24,999	0.10%	0.10%
\$25,000-\$99,999	0.15%	0.15%
\$100,000-Up	0.20%	0.20%

Public Funds Money Market Account

Balances	Interest Rate	APY
\$0-\$9,999	0.05%	0.05%
\$10,000-\$99,999	0.45%	0.45%
\$100,000+	0.65%	0.65%

Public Funds Certificate of Deposit

Penalties may be imposed for early withdrawal on all CDs.

Term	Interest Rate	APY
6 Month	3.00%	3.02%
9 Month	3.75%	3.77%
12 Month	4.00%	4.00%
18 Month	3.75%	3.76%
24 Month	3.50%	3.50%
36 Month	3.25%	3.25%
48 Month	3.00%	3.00%
60 Month	3.00%	3.00%

Requires a \$5,000 minimum deposit.

Rates may be adjusted daily for deposit accounts. Fees may reduce earnings.
Contact a Midwest Heritage employee for fees and terms of the account.



400 E. Iowa Ave. • Indianola, IA 50125 • 515-962-1400 • 515-962-0248 (fax)

Carlisle • Indianola • Knoxville • Lacona • Milo • Pleasantville • Seymour

www.mybankpsb.com • Member FDIC

February 1st, 2023

City of Chariton:

Thank you for your request of Certificate of Deposit rates. We truly appreciate the consideration.

Peoples Savings Bank would like to submit a bid of 4.00% for a 12 Month term for each of the CDs listed:

\$38,083.42

\$32,001.05

\$4,029.96

\$1,000.04

If you have any questions, please feel free to give me a call at 515-962-2102 Direct or our main line at 515-962-1400.

Sincerely,

Dezeray Nolte

New Account Manager
(515)962-2102 Direct
dezerayn@mybankpsb.com



917 Braden Ave
Chariton, IA 50049
641.774.2176
641.774.8418 fax

February 1, 2023

City of Chariton
115 South Main Street
Chariton, IA 50049

Re: Rates for CDs

Our current rates for CDs are 3.80% APY 11 months term
3.90% APY 17 months term
4.00% APY 26 months term

These are our published rates interest rates are currently offered at the bank's discretion and may change daily.

I have an offer from Wealth Management 4.65% maturing on 1/31/2024
4.70% maturing on 2/07/2024
4.50% maturing on 1/27/2025

Please be advised inventory is always changing and the above may or may not be available when ready to make purchase.

Quotes include all four CD amounts requested, rates are CD specials and term is as listed.

If I can answer any questions or help in any way please reach out, we would like the opportunity to help the library grow.

Thank you for your consideration,

A handwritten signature in blue ink, appearing to read "Julie Ann Eagen".

Julie Ann Eagen
Branch Manager Chariton, IA

February 2, 2023

RE: Rates for CDs

The City of Chariton recently requested for a proposal, from First Interstate Bank, for Certificate of Deposit rates.

As of today, we have a 13 month at 3.50% APY or a 25 month at 3.25% APY. It requires \$1000.00 minimum balance. I have included the flyer with information for these CDs. Your meeting is being held February 9, 2023, so these rates are not guaranteed for that date as they can change anytime between now and your meeting date. If you would like to give us a call on your meeting day, I can let you know if they have remained the same or have changed.

Also, I know you only asked for CD rates, but we have a special rate for a Money Market Savings account. If this is something you may be interested in, let me know If you would like to discuss this option.

Thank you for inquiring with First Interstate Bank. We appreciate your interest and would be more than happy to work with you.

If you have any questions whatsoever, please reach out to me.

Sincerely,



Karen Howell
Financial Services Representative

Funding Inequities

Funding Population	Total Population	Current Payment	FY22 Per Capita	Minimum Per Capita	Minimum Annual	Standard Per Capita	Standard Annual
City of Chariton Residents	4,193	\$140,000	\$33.39				\$140,000
Rural Lucas County Residents	3,587	\$18,100	\$5.05	\$5.12	\$18,360	\$9.50	\$34,077
City of Russell Residents	472	\$416	\$0.89	\$1.25	\$590	\$9.50	\$4,484
City of Lucas Residents	172	\$0	\$0.00	\$1.47	\$255	\$9.50	\$1,634
City of Williamson Residents	120	\$0	\$0.00	\$1.29	\$155	\$9.50	\$1,140
City of Derby Residents	90		\$4.35			\$9.50	\$855
Reminder: Derby contracts with Humeston PL and we count them as Open Access (out of county) borrowers and get reimbursed for their circulations. They have been paying HPL \$391.							
The City taxes listed above go directly to our operating fund and do not include benefits also paid by the City.							

Iowa Code 256.69 Local Financial Support

Commencing July 1, 1977, each city within its corporate boundaries and each county within the unincorporated area of the county shall levy a tax of at least six and three-fourths cents per thousand dollars of assessed value on the taxable property or at least the monetary equivalent thereof when all or a portion of the funds are obtained from a source other than taxation, for the purpose of providing financial support to the public library which provides library services within the respective jurisdictions. 1993 Acts, ch 48, §32 Referred to in 256.51, 336.13, 692A.101

In other words, a tax of at least \$.0675 per \$1,000 assessed property valuation must be levied by each county and city to provide financial support to the public library which provides them with library service. The tax of at least \$.0675 per \$1,000 of assessed property required by the Code is an outdated and inadequate minimum. No public library in Iowa could keep its doors open if it were funded at this level. Most cities fund their libraries far above the minimum required by the Code.

Public libraries are also funded from the county's rural services fund which includes *road clearing, weed eradication and sanitary disposal*. The maximum levy for rural services is \$3.95 per \$1,000 of assessed value in the unincorporated areas.

The library legally must also receive funding from nearby cities that do not have their own municipal library. To meet the requirements of **Iowa Code 256.69**, such cities are required to contract with an established library to obtain service for their residents.

Also, this is payment for services received, NOT A DONATION.

In Service to Iowa: Public Library Standards is the manual for the State Library Standards and Accreditation Program for public libraries. It determines the formula for State funding, and meets statutory requirements. Libraries applying for Tier 3 (accredited) status must meet all 29 (Tier 1), all 12 (Tier 2), and all 6 (Tier 3) standards. They must also meet 20 of 38 optional standards. Below is Standard 10.

10. **NO** The library receives permanent and equitable funding for services to rural residents from the county (if not the establishing jurisdiction). This standard does not apply to city libraries in counties where there is a county library. Use the following guidelines to help determine equitable funding: To meet this standard, the library's county must support libraries at the rates listed below. Minimum, enhanced, or outstanding rates can be used.

FY23 County Funding Rates, Cents Per Thousand and Per Capita					
County Name	FY23 Rural Valuation	FY23 County Funding for Libraries	Rural Population	Cents per Thousand	Per Capita
Lucas	\$267,597,793	\$18,360	3,587	\$0.0686	\$5.12

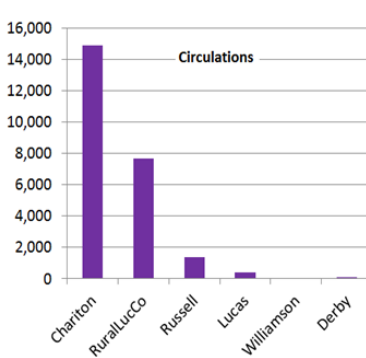
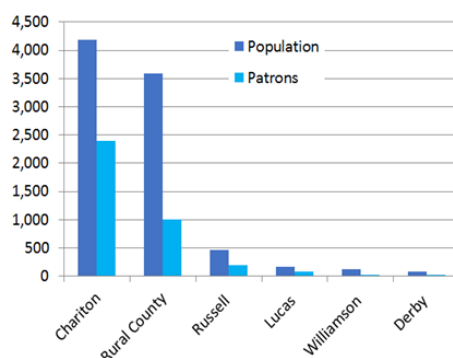
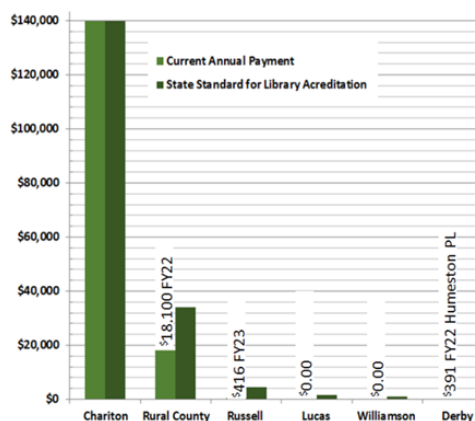
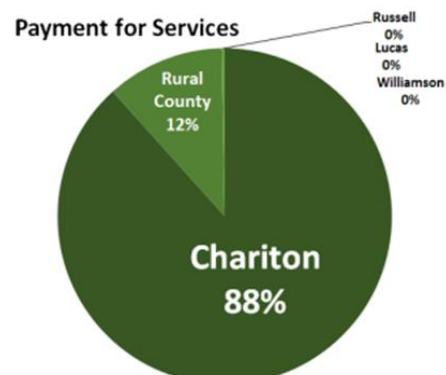
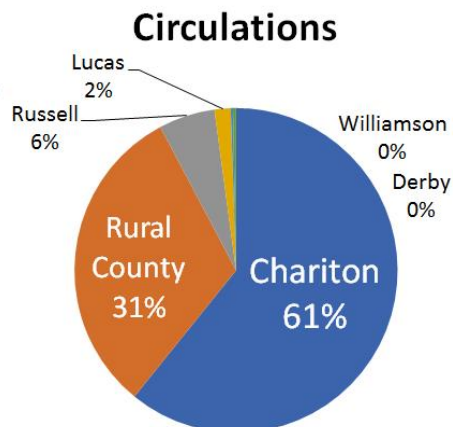
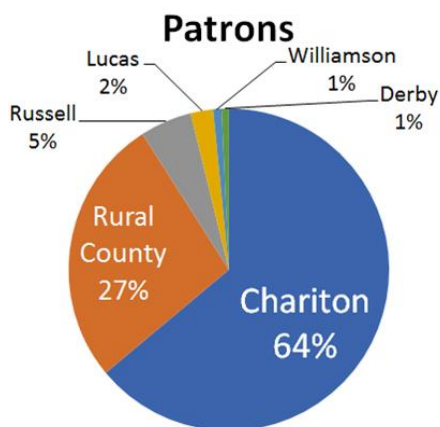
Based on 2016 data	Outstanding	Enhanced	Minimum required to meet standard
County rural per capita support	\$24.75 per capita	\$14.00 per capita	\$9.50 per capita
County support per assessed valuation	23 cents per thousand	17 cents per thousand	10 cents per thousand

Enter county per capita support **\$5.12** Enter county cents per thousand support **\$0.0686** **We do NOT meet this standard.**

FY23 LEVY RATES			
Minimum \$0.0675 levy rate for libraries			
City Name	2020 Census	Taxable Value as of Jan. 1, 2021 Regular W/G&E	\$0.0675 Minimum
Chariton	4,193	\$116,480,302	\$7,862
Russell	472	\$8,708,815	\$588
Lucas	172	\$3,749,171	\$253
Williamson	120	\$2,274,597	\$154
Derby	90	\$1,051,488	\$71

We are looking at two different numbers here. The State law of 1977 requires funding at \$.0675. The standard set by the State requires \$.10. Lucas County meets the requirement of a law unchanged since 1977, regardless of all other financial fluctuations in the following years. In order to meet the state requirement, they'd have to almost double their annual payment for services.

Let's take a look at other factors.



Use of the Library can currently only be determined by Patron Cardholder and Circulation data. These graphs demonstrate the great inequality of funding when compared to Patron use.

Chariton residents provide 88% of the funding for Library services for our entire county.

Rural and small town residents provide only 12% of the funding. But they account for almost 40% of the use of those services.

Is it any wonder we struggle to provide services for all of our residents, cannot afford to offer wages to fully staff the Library, and struggle to maintain our network technology and Library facility?

The only way to remedy this is for all residents to pay their fair share.

Building & Grounds

Feb. 3, 2023

Justin Sharp and Denny Bisgard discussed several items over the last month, touching base with Kris when needed. The top items receiving attention have been the elevator contract and maintenance requirement for it, plus the electrical project of cleaning up the “confusing” low voltage lighting that has been in place for many years.

Justin has had several conversations with the elevator companies to understand what we have. He will have a recommendation for the Board meeting on Feb. 9.

Denny, Kris, and Ray have meet with Rusty Stansbery to talk through the changes to be made. Kris had a wonderful diagram to give us the basics of what switch and low voltage relay controlled which set of lights. Some circuits are currently not working and some lights can't be turned off. There are 2 timers also that are not working.

Rusty's proposal is to start with the 12 switches located by the copy machine. It will take some downtime, so Kris has recommended he do this on a Sunday. Rusty is good with that. Phase 2 involves, pulling the old wires out and running new wires from the breaker box downstairs. There will be some work in that breaker box, but the same conduit is planning to be used. We might even be able to use the same switches. Work will be done by accessing a junction box above the suspended ceiling in the Genealogy room. By using the existing conduit, all walls should be undisturbed and the switches will remain where they are. He will have a helper to pull wires, but should complete this phase on the same day. Rusty's estimate for Phase 2 is \$500-750. He is ready to start when we give the go ahead.

The next phase has some longer runs with 12 switches also involved. The timers involved are part of this phase. By dividing this into 2 phases, the risk is more manageable. The knowledge gained on Phase 1 should help Phase 2.

A list of projects is being revamped from the prior committee work. Priorities and the method of funding will need to be clearly defined with help from the rest of the Board.

Community Relations Committee Meeting February 7, 2023 4:15

Attended: Miller, Pillsbury-Allen, Murphy. Absent: Watkins-Schoenig

Question: How can we make the Library a positive influence in the community?

- Murphy will ask Assistant Director Ghormley to create and place content in the newspaper and on Facebook to promote Interlibrary Loan options and to explain how item requests work. The promo will highlight how the Library purchases or borrows items when someone requests something we don't own, in the hopes that those who are unaware of these options will know that it is a good way to suggest items for the collection, and even if we can't purchase it, we'll borrow it for them via interlibrary loan.
- Murphy and Ghormley will create content on the variety of ways to place a memorial item in the Library. Murphy will review the process with Staff and Ghormley will place the content in the newspaper and on Facebook.

We did a quick review of the Library Strategic Plan and the two goals outlined in it that should be addressed by this committee.

Goal: Engage with community members and stakeholders to better understand and support their needs, and increase the visibility and impact of Library spaces, services, collections, and partnerships, and illustrate the Library's role in a thriving community.

Goal: Revitalize Friends of the Library

- Prepare a Friends mailer, including a brief survey, and mail it out to our Fundraising and Friends mailing lists by 8/2023.
- Offer a Friends of the Library Open House during Friends of the Library Week in October. The mailer can include an invitation to the event, but it will also be open to the public and promoted.
- Miller will communicate with Centerville's Drake Public Library about their Friends group to get ideas on what our potential group could do in support of our Library.
- Murphy will email content to the committee, including ALA's *United for Libraries Friends Toolkit* and suggestions for content and training available online.
- Murphy will ask Friends treasurer C. Wright to bring in the Friends fund documents. If there is enough still in the account, we'll use it to cover the mailing.

Next Community Relations Committee Meeting March 7, 2023 @ 4:15

Finance/Policy Committee Meeting February 6, 2023 2:00 (City Council Chambers, City Hall)

Attended: Meyer, Seufferer, Metzger, Murphy, Liegois. Absent: Fenton

There was discussion of the various reports received from City Clerk Metzger. We find the current Treasurer's Report redundant and suggested that Metzger not bother with it anymore. We will instead use the same report that the City Council gets at their second monthly meeting, which is generated by the finance system.

At this time, since all of our bequests have been transferred to the operating fund, either for building project expenses or to be reinvested in CDs (principal-restricted bequests, Allender, Blake, Dewey & Herrick), we're going to start fresh with the 167 Library Endowment budget line. In future only the bequests named above will be tracked on that budget line. Any additional restricted bequests will be added to that budget line and the unrestricted "special project" funds will continue to show up in the Library operating fund.

We discussed the option of separating out current and future funds which are to be used for projects, like the current revitalization project. Metzger and Liegois thought that in the budget for FY25 it might be possible to create a separate budget line that would allow us to track such "capital" income and expenditures. It is unlikely that we'd be able to do this with the FY24 budget since its numbers have already been determined.

In the meantime, Murphy will attempt to provide the information we need to see by adding a "Capital Projects" column to accompany the monthly financial report generated from the City's financial system. It will allow us to see the difference between the fiscal year operating budget and the special projects that are currently being funded in part by the bequest funds also showing in our ongoing operating fund.

The committee reviewed the CD proposals provided by Metzger for the investment of the restricted bequests. The committee recommends going with Community 1st Credit Union. (see proposals in current Board Packet)

The Finance/Policy Committee plans to meet regularly, possibly monthly, in future.

	JAN	YEAR
Days Open	24	167
Visitor Count	1,952	15,222
Cards Issued	18	105
Cards Weeded	0	20
Meeting Room Uses	6	118
MAKERSPACE Uses	0	1
Daily Average	85	615
Total Circulation (w/o SILO ILLs)	2,017	14,461

BRIDGES Registrations	16	50
BRIDGES Active Individuals	122	731
BRIDGES Items Circulated	627	4,264

Website Visits	388	2,643
Website Actions	1,046	6,784
WI-FI Sessions	578	3,927
Unique WI-FI Visitors	138	891
Chromebox/PC Usage	424	1,117

Dial A Story Calls	18	130
Children's Programs	4	43
Children's Programs Attends	12	128
Lego Activities	4	30
YA Programs	0	0
YA Programs Attends	0	0
Adult Programs	1	6
Adult Programs Attends	9	61

PATRON Circulations	JAN	YEAR
Chariton Adult	973	7,039
Chariton Child	250	1,690
Institutional/Special	22	71
In-House Cards	12	127
Rural Adult	569	3,427
Rural Child	72	770
Russell Adult	25	267
Russell Child	10	241
Lucas Adult	44	173
Lucas Child	0	28
Williamson Adult	0	51
Williamson Child	0	0
Derby Adult	5	59
Derby Child	0	0
Out Of County	61	712
	2,043	14,655

CATEGORY Circulations	Jan	Year
Adult Fiction	502	3,055
Large Print	60	461
Adult Nonfiction	112	825
Adult Audiobooks	13	130
Adult Video	286	1,845
Picture Books	212	1,708
Beginner Readers	150	1,070
Juvenile Fiction	286	2,223
Juvenile Nonfiction	62	476
Juvenile Audiobooks	3	60
Juvenile Videos	251	1,860
Young Adult Books	53	566
YA Anime Video	11	120
Games	0	6
Puzzles	4	36
Bin Books (alone)	12	19
Educational Bins	2	2
Maker Bins	0	1
Local Interlibrary Loans	24	192
	2,043	14,655

CHARITON FREE PUBLIC LIBRARY DIRECTOR'S REPORT THURSDAY FEBRUARY 9, 2023

WAGES PAID:	1/13/23	1/27/23
Kris Murphy	\$1,640.08	\$1,640.08
Angela Altenhofen	\$400.00	\$407.50
Christina Brown	\$551.25	\$597.50
Lauri Ghormley	\$126.00	\$682.50
Custodial	\$232.95	\$232.95
	\$2,950.28	\$3,560.53

Our budget presentation to the City Council on January 26th went very well. I distributed our FY22 Annual Report pamphlet, a construction project budget, a copy of our new Strategic Plan, and a handout on funding inequities. Marcia & I spoke about the efforts of the Fundraising Committee and the funds raised, the building projects, and our inability to find a program coordinator. I also asked the Council to take a look at the funding inequities and possibly assist us in pushing for larger payments for library services from our County and the cities of Russell, Williamson and Lucas. This handout is included in our meeting materials for today.

I've added Continuing Education to our agenda, to make it easier for us to track who's taken a course and when. We'll include it in the monthly minutes. This will also act as a reminder to us all to get our credits done before our next accreditation comes around. And if it's in the minutes, even when there's a change in board membership, the information will be easy to access when the time comes.

After participating in a State Library trustee training on policies, Marcia brought Susan and I together with Mayor Jayma Hoch in her capacity as Clinical/Disaster Services Manager for LCHC. She is also on the Lucas County Emergency Planning Committee. The four of us took a look through an unfinished disaster plan for the Library that was begun in 2020 and various security and emergency procedures materials I've created for the staff.

Jayma asked all the right questions and had many answers we needed. She gave us suggestions on steps we need to take and the names and titles of local individuals who can assist us with issues and training.

When Denny came in to meet with the electrician about light switch issues, he noticed that one of the outside units was completely frosted up. I contacted Alex at Primo & he came the following day. He thought there might be a leak, so added more Freon and set the unit to defrost. The following day the thermostat again said "auxiliary" heat. He's keeping an eye on it.

We got a package delivered with a "sorry" slip from the post office. It also contained a small remainder of the original packaging and 3 of the 4 books that should have been in the shipment. One of those was damaged. The other 2, \$44.18 worth of memorials was gone. The post office told me there was nothing they could do about it. I'm contacting Baker & Taylor to see if the shipment was insured.

Kris Murphy – February 9, 2023

CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY MARCH 9, 2023
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. Good News**
- 5. Consent Agenda:**
 - a. February 9, 2023 Minutes**
 - b. Correspondence –**

Library Accreditation Application submitted 2/9/2023
Notification In HONOR of Celeste Stites, given by FT Chapter of TTT *How to Catch a Mermaid* and *How to Catch a Unicorn*
Notification In HONOR of Atlas Belcher, given by FT Chapter of TTT *How to Catch a Turkey* and *How to Catch a Dinosaur*
Notification In HONOR of Bash Allen, given by FT Chapter of TTT *How to Catch a Snowman* and *How to Catch a Gingerbread Man*
Thank you to Sharon Squibb for her donation of \$100 which has been used to place eight books in the collection.
Notification In memory of Miriam Hibbs, given by Chariton Women's Club, *The Mitford Affair* by Marie Benedict
Reflections on Captivity by Porter Halyburton donated by Dave Brandt
In Memory of Sara Palmer, a total of \$130 in donations from Dennis Reida, Drucilla McLuen, Sharon Falck & Lucas Presbyterian Church
 - c. January 2023 Financial Statements (Revenues, Expenditures, Fund Balance), FY23 Budget**
 - d. Grants –**

Lucas County Community Grant - Stained Glass Project \$22,557 – submitted 2/14/23
Iowa STEM Scale Up Grant – STEM Cart Grant Application – submitted 2/24/23
- 6. March 2023 Claims**
- 7. Unfinished Business**
 - a. Acceptance of 2023 Director Evaluation**
 - b. Investments – Consideration of Resolution to transfer \$22,760.⁹¹ from Library Endowment (167) to General Fund (006).**
- 8. New Business**
 - a. Low Voltage Light Switches Phase 2 Replacement Estimate: \$1,200-\$1,500**
 - b. Circulation Policy Revision – Fines**
 - c. Library Landscaping**
 - d. Funding Inequities Discussion**
- 9. Reports**

Building & Grounds
Community Relations (3/7/23)
Finance & Policy (3/6/23)
Director's Report attached.
- 10. Board Comments & Continuing Education**

MEYER Boardroom Series Policy Watch: Policies Lost and Found (Part 2) 02/28/2023 1.5 CREDITS
MEYER Boardroom Series 2022: The Ten Habits of Highly Effective Library Boards 02/23/2022 1 CREDIT

Agenda Items for Next Month's (April 13, 2023) Meeting

- 11. Adjournment**

Chariton Free Public Library

February 9, 2023

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on February 9, 2023, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m. Trustees Bisgard, Fenton, Meyer, Miller, Pillsbury-Allen, Seufferer and Sharp were present. Director Murphy was present.

The Agenda, amended to move the Closed Session before adjournment, was unanimously adopted on a motion from Miller, seconded by Seufferer.

Public Forum: none

Good News: Fenton thanked everyone for all the work they've put in over the month at committee meetings and in working on the elevator maintenance options, light switch issues, and investment options.

Consent Agenda: Meyer moved to approve the Consent Agenda. Pillsbury-Allen seconded and the motion passed unanimously.

- a. **January 12, 2023 Minutes**
- b. **Correspondence** – BRIDGES FY24 Agreement Letter
- c. **January 2023 Financial Statement, January 2023 Capital Projects, December 2022 Treasurer's Report**
- d. **Grants** - Lucas County Community Grant due March 1st. We will request funding for the stained glass window project.

The February 2023 Claims were unanimously approved on a motion from Bisgard, seconded by Seufferer.

Unfinished Business

The **Library Calendar** was unanimously approved as amended on a motion from Seufferer, seconded by Pillsbury-Allen.

Sharp reported on his interaction with KONE about the Library's **Elevator Maintenance** and the options received from other vendors. Our current contract with KONE, signed in 1993, is automatically renewed for a five-year term unless we notify them of our intention to terminate the contract 90-120 days prior to renewal. Since we cannot now terminate the contract, Murphy will track their maintenance visits (the contract stipulates 4/year) and provide them with a list of issues to be addressed.

New Business

Bisgard reviewed his interaction with local electrician Rusty Stansbery concerning issues with **low voltage light switches and faulty timers**. Specifics of the plan for this project can be found in the Building & Grounds report attached. Meyer moved to ask Stansbery to schedule and perform phase one of the low voltage light switch replacement. Miller seconded and the motion was unanimously approved. Bisgard will contact Stansbery to set up a Sunday install with Murphy.

Restricted-Principal Bequest Investments:

Meyer moved to approve a resolution for each bequest, stipulating that a CD be purchased from Community First Credit Union at a rate of 4.25% APY for a term of twelve months. The motion seconded by Bisgard and unanimously approved. (Resolutions attached)

Transfer of the \$22,760.⁹¹ in the 167 Library Endowment budget line to the General Fund was tabled until the March meeting.

Discussion of Funding Inequities was tabled until the March meeting. Murphy will offer a training session on Library Finance at 5:00 on March 9, 2023, prior to the Board Meeting, for those who were unable to attend the training session this month.

Building & Grounds Committee (2/3/23 minutes attached)

Community Relations Committee (2/7/23 minutes attached)

Finance & Policy Committee (2/6/23 minutes attached)

Director's Report attached.

Board Comments & Continuing Education:

Meyer and Fenton both attended the keynote presentation of the Iowa Libraries Online Conference for 1 hour CE credit. Murphy attended the same presentation and another session; *Partnering with Your Community: One Interaction at a Time*.

Agenda Items for March Meeting

Transfer of the \$22,760.⁹¹ in the 167 Library Endowment budget line to the General Fund

Funding Inequities

Director Evaluation

Adjournment: The meeting was adjourned at 6:45 p.m. on a motion from Pillsbury-Allen, seconded by Meyer.

The next meeting of the Board will be Thursday, March 9, 2023, following the Library Finance Training session.

Kris Murphy, Library Director

REVENUE REPORT
CALENDAR 1/2023, FISCAL 7/2023

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RCVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY	2,000.00	4.06	13.15	.66	1,986.85
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	18,500.00	.00	416.00	2.25	18,084.00
006-410-4471	LOCAL GRANTS	50,000.00	.00	36,200.00	72.40	13,800.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	4,000.00	165.95	375.14	9.38	3,624.86
006-410-4707	DONATIONS/BLDG RENOVATION	.00	4,075.00	28,280.00	.00	28,280.00
006-410-4715	REFUND	.00	.00	.00	.00	.00
006-410-4765	LIBRARY FINES	3,500.00	247.20	1,802.10	51.49	1,697.90
006-410-4799	OTHER REVENUES	4,000.00	600.00	3,942.56	98.56	57.44
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	1,000.04	.00	1,000.04
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 OF ALL REVENUE		222,000.00	5,092.21	142,028.99	63.98	79,971.01

BUDGET REPORT
CALENDAR 1/2023, FISCAL 7/2023

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	116,200.00	6,510.81	56,921.86	48.99	59,278.14
006-410-6210	DUES & SUBSCRIPTIONS	1,500.00	.00	1,498.50	99.90	1.50
006-410-6230	TRAVEL, TRAINING, & DUES	500.00	70.00	70.00	14.00	430.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,000.00	.00	3,175.03	105.83	175.03
006-410-6371	UTILITIES	17,800.00	1,236.23	7,941.55	44.62	9,858.45
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	4,000.00	.00	1,094.28	27.36	2,905.72
006-410-6502	BOOKS	4,000.00	285.68	2,119.95	53.00	1,880.05
006-410-6505	NEW EQUIPMENT	1,800.00	.00	3,860.97	214.50	2,060.97
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	.00	415.89	20.79	1,584.11
006-410-6508	POSTAGE	200.00	9.96	140.31	70.16	59.69
006-410-6522	BOOKS/MEMORIALS	1,000.00	.00	759.45	75.95	240.55
006-410-6523	MEM. AUDIO VISUAL	500.00	.00	130.06	26.01	369.94
006-410-6524	AUDIO VISUAL	1,000.00	36.58	902.65	90.27	97.35
006-410-6525	SOFTWARE & TECH SUPPORT	6,000.00	666.00	3,739.66	62.33	2,260.34
006-410-6526	JANITOR SUPPLIES	600.00	.00	319.21	53.20	280.79
006-410-6751	CONSTRUCTION PROJECTS	60,000.00	.00	127,185.21	211.98	67,185.21
LIBRARY OPERATING TOTAL		220,600.00	8,815.26	210,774.58	95.55	9,825.42
010-410-6408	INSURANCE - LIBRARY	5,500.00	.00	.00	.00	5,500.00
LIABILITY & PROP INS LEVY TOTA		5,500.00	.00	.00	.00	5,500.00
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	8,800.00	479.28	4,218.72	47.94	4,581.28
112-410-6130	CITY'S SHARE OF IPERS	11,000.00	614.62	5,250.14	47.73	5,749.86
112-410-6150	CITY'S SHARE OF MEDICAL INS.	11,150.00	868.30	6,298.42	56.49	4,851.58
112-410-6151	CITY'S SHARE OF LIFE INS.	80.00	6.59	46.13	57.66	33.87
112-410-6152	CITY'S SHARE OF DENTAL INS.	565.00	46.86	328.02	58.06	236.98
112-410-6160	WORKERS' COMP INS	200.00	.00	91.34	45.67	108.66
EMPLOYEE BENEFITS TOTAL		31,795.00	2,015.65	16,232.77	51.05	15,562.23
TOTAL EXPENSES		257,895.00	10,830.91	227,007.35	88.02	30,887.65

JANUARY 2023 TREASURER'S REPORT

Thu Feb 9, 2023 2:30 PM

TREASURER'S REPORT CALENDAR 1/2023, FISCAL 7/2023

ACCOUNT TITLE		LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001	GENERAL	2,573,650.38	53,097.92	300,949.47	.00	2,325,798.83
004	CEMETERY MAINTENANCE	81,150.84	8,492.40	6,593.95	.00	83,049.29
005	CEMETERY BEAUTIFICATION	4,706.50	.00	.00	.00	4,706.50
006	LIBRARY OPERATING	249,925.90	5,194.98	8,815.26	.00	246,305.62
007	COMM CENTER OPERATING	291,837.62	1,571.87	4,002.44	.00	289,407.05
008	HOTEL-MOTEL TAX	24,453.94	.00	.00	.00	24,453.94
009	FIRE DEPARTMENT EQUIP	260,597.49	.00	.00	.00	260,597.49
010	LIABILITY & PROP INS LE	26,439.40	500.97	.00	.00	26,940.37
011	FRANCHISE FEE	296,490.27	17,807.72	.00	.00	314,297.99
012	POOL BOND RESERVE	.00	.00	.00	.00	.00
013	POOL BOND SINKING	.00	.00	.00	.00	.00
110	ROAD USE TAX	137,385.25	41,527.86	51,515.13	.00	127,397.98
112	EMPLOYEE BENEFITS	636,692.57	2,117.34	27,937.92	.00	610,871.99
119	EMERGENCY	16,302.80	130.82	.00	.00	16,433.62
121	LOST/POOL	943,378.54	5,732.93	.00	.00	949,111.47
122	LOST/INFRASTRUCTURE	689,710.85	38,422.23	.00	.00	728,133.08
125	TIF	80,755.95	869.48	.00	.00	81,625.43
145	HISTORIC PRESERVATION	16,054.13	.00	.00	.00	16,054.13
148	COMMUNITY REVITALIZATIO	6,573.86-	.00	.00	.00	6,573.86-
150	EXAMINATION SERVICES	.00	.00	.00	.00	.00
160	2012 MULTI-FAM HOUS/CDB	3,421.97	428.76	.00	.00	3,850.73
167	LIBRARY ENDOWMENT	22,760.91	.00	.00	.00	22,760.91
200	DEBT SERVICE	211,417.71	2,168.47	.00	.00	213,586.18
301	CAPITAL REPLACEMENT	.00	.00	.00	.00	.00
302	CONSTITUTION PARK PROJE	3,711.12	.00	.00	.00	3,711.12
500	CEMETERY - PERPETUAL CA	249,178.49	287.50	.00	.00	249,465.99
610	SEWER	1,456,682.80	255,610.79	255,964.72	.00	1,456,328.87
611	SEWER RENTAL SINKING	113,500.19	26,260.00	.00	.00	139,760.19
660	AIRPORT HANGAR O&M	74,822.25	6,197.77	1,755.96	.00	79,264.06
661	AIRPORT HANGAR RES	.00	.00	.00	.00	.00
670	SOLID WASTE	375,515.88	1,395.99	375.00	.00	376,536.87
671	S.W. SINKING	.00	.00	.00	.00	.00
675	RECYCLING	3,490.09	1,681.23	450.00	.00	4,721.32
740	STORM WATER	356,584.56	5,636.00	1,032.93	.00	361,187.63
810	REVOLVING LOAN FUND	84,497.34	78.65	.00	.00	84,575.99
830	CENTRAL FUEL FACILITY	41,639.57	21,678.52	130.00	.00	63,188.09
Report Total		9,320,181.45	496,890.20	659,522.78	.00	9,157,548.87

Amey

Chariton Public Library

803 Braden Ave. Chariton IA 50049)

641-774-5514, (FAX: 641-774-8695)

murphy@chariton.lib.ia.us

chariton.lib.ia.us



February 14, 2023

Lucas County Community Foundation
PO Box 451
Chariton, IA 50049

Re: Chariton Public Library Revitalization Project

Dear Foundation Board Members:

I am writing on behalf of the Chariton Free Public Library to request funding for our Stained Glass Project.

Built in 1904, the Library is one of the architectural gems of Lucas County. It is an excellent representative of Carnegie libraries, especially those in Iowa, and an excellent example of how such a library can be expanded without losing its original character. For many, our building epitomizes the character of traditional libraries. The modern contents of the shelves and the technology available cannot diminish that feeling. It's this sense of living history that we want to maintain, especially as an example to future generations, of the successful marriage between history and the present.

We are in the midst of a multiyear facility revitalization project. We now anticipate the entire project will take four years. In 2020 we began working with an architectural team to assess facility issues and draw up plans to address those issues.

In 2021 we completed a \$51,964 roof project, restructuring the flat portion of our roof to facilitate drainage, and installed new gutters and drainpipes. A smaller but similar project was completed on the canopy over the north entrance for \$767.

In 2022 we replaced several dated HVAC units and installed a "whole house" dehumidifier system to address dampness in the basement at an expense of \$45,500. We spent another \$166,847 excavating, regrading and waterproofing around all three walls of the original 1904 structure, and installing sump pumps to eliminate leaks. Once that was completed, we paid a local company \$1,922 to remove damaged surfaces and furniture in the basement. Currently, we're waiting at least a year for the basement to dry sufficiently so that we can begin reclaiming the space we so desperately need.

In 2022 we also revamped our suspended light fixtures with LED units for \$9,275, which should reduce our electric bill and lights the Library up like never before!

Two generous donors gave us \$10,000 to purchase the land west of the building, which we now hope to turn into a garden and activity area. We'll install device charging stations (purchased for \$6,037) and seating areas to expand Library services beyond our weekly hours and building.

Up next is the replacement of our main entrance door and surround, and the replacement of all of the casement windows throughout the building. We've secured \$57,700 in funding for those projects.

And that brings us to the stained glass window project, which we're asking The Lucas County Community Foundation to help us accomplish this year. I've attached our contract with Bovard Studio which includes all of the specifics for this project.

We implemented a fundraising drive which so far has generated almost \$30,000. We transferred all of our "spendable" bequest funds to our operating fund and have spent \$244,800 of them so far. We have applied for and received several grants, including the \$10,000 the South Central Community Foundation granted us in 2021.

We are very grateful for the support our local community foundation has shown the Library so often in the past, and we hope you'll consider granting \$22,557 for our stained glass project.

The Chariton Public Library Board of Trustees appreciates your consideration of this request. Should you have any questions, please contact me at 641-774-5514 or 641-203-3354 (cell), or by email (murphy@chariton.lib.ia.us).

Library Board of Trustees

Marcia Fenton, President
Justin Sharp, Vice President
Bevin Pillsbury-Allen, Secretary
Denny Bisgard

Raymond Meyer
Linda Miller
Susan Seufferer
Rachel Watkins-Schoenig

Sincerely,

Kris Murphy, Director
Chariton Free Public Library

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
MARCH 2023 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems Copier Contract		006 - 410 - 6525	5321	\$458.83
Alliant Energy		006 - 410 - 6371	131	\$1,396.51
Baker & Taylor Entertainment	Unsourced Books	006 - 410 - 6502	34	\$199.71
	Mem/Don Books	006 - 410 - 6522		\$270.45
	Unsourced AV	006 - 410 - 6524		\$39.87
Bovard Studio (Stained Glass Project)		006 - 410 - 6751		\$14,000.50
CPL Petty Cash	Operating Supplies	006 - 410 - 6507	74	\$35.79
	Postage	006 - 410 - 6508		\$12.28
Chariton Water Department		006 - 410 - 6371	80	\$23.24
DEMCO (Operating Supplies)		006 - 410 - 6507	93	\$131.91
Illinois Library Association IREAD Summer Prog.		006 - 410 - 6498	5287	\$209.94
Kone (Elevator Maint. Contract)		006 - 410 - 6310	160	\$357.48
Murphy, Kris	Button Machine	006 - 410 - 6498	1324	\$253.95
	Disinfecting Wipes	006 - 410 - 6507		\$79.07
Smith Body Shop	Paint Front Door	006 - 410 - 6751		\$510.00
Stansbery, Rusty (Electrician)	Switches/Wiring	006 - 410 - 6751		\$852.19
True Value Zep cleaner		006 - 410 - 6526	40	\$10.47
Windstream		006 - 410 - 6371	858	\$225.17
TOTAL CLAIMS PAID MARCH 2023				\$19,067.36

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

Marcia Fenton, President of the Chariton Free Public Library Board of Trustees

**Resolution to Transfer \$22,760.91 Library Endowment Funds to the Library General Fund
March 9, 2023**

Whereas the Chariton Free Public Library's *Library Endowment Fund* currently holds \$22,760.91, which is not earmarked for any designated purpose;

Therefore, let it be resolved that:

Said \$22,760.91 be transferred from the Library Endowment Fund to the Library General Fund.

The City Clerk shall transfer the funds immediately. The Library Board shall direct use of the funds as and when needed.

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

Vote: ☐ Bisgard ☐ Fenton ☐ Meyer ☐ Miller ☐ Pillsbury-Allen ☐ Seuferer ☐ Sharp ☐ Watkins-Schoenig

Adopted by the Chariton Free Public Library Board of Chariton, Iowa this the 9th day of March, 2023.

Chariton Public Library Board President, Marcia Fenton

CHARITON PUBLIC LIBRARY CIRCULATION POLICY

(Approved 1/13/2022)

(REVISED DRAFT – FINES see page 3 – 3/9/2023)

Fees ~~Fines~~

Revision Note: Keep **bold** text, add **red text**.

~~Overdue fines will be assessed to patrons for items that are returned after the due date.~~

~~Books and Audiobooks are fined **10¢** per item per day~~

~~Movies are fined **50¢** per item per day~~

~~Per-day fines will not apply to Sundays, holidays or days that the Library is not open.~~

Library Patrons with overdue items ~~unpaid fines of \$2.⁵⁰ or more~~ **shall have borrowing privileges suspended until all items on the card are returned.** ~~fines are paid.~~

~~There is a maximum fine of \$5.⁰⁰ per item once the item is returned.~~

City of Chariton Schedule of Findings Year Ended June 30, 2022

2022-P Public Improvements – The City did not publish a notice of the public hearing for a street project and a library project as required by Chapters 26.12 and 362.3 of the Code of Iowa. In addition, for these same projects, the City did not obtain competitive bids as required by Chapters 26.3 and 314.1B of the Code of Iowa. An engineer was not used for the projects in question, as required by Chapter 26.3 of the Code of Iowa. In addition, no bid security was provided to the City for these projects, as required by Chapter 26.8 of the Code of Iowa.

Recommendation – The City should implement procedures for public improvement projects to ensure compliance with Chapters 26, 362.3 and 314.1B of the Code of Iowa in relation to public hearings, competitive bids, use of an engineer and bid security.

Response – We will implement this recommendation.

Conclusion – Response acknowledged.

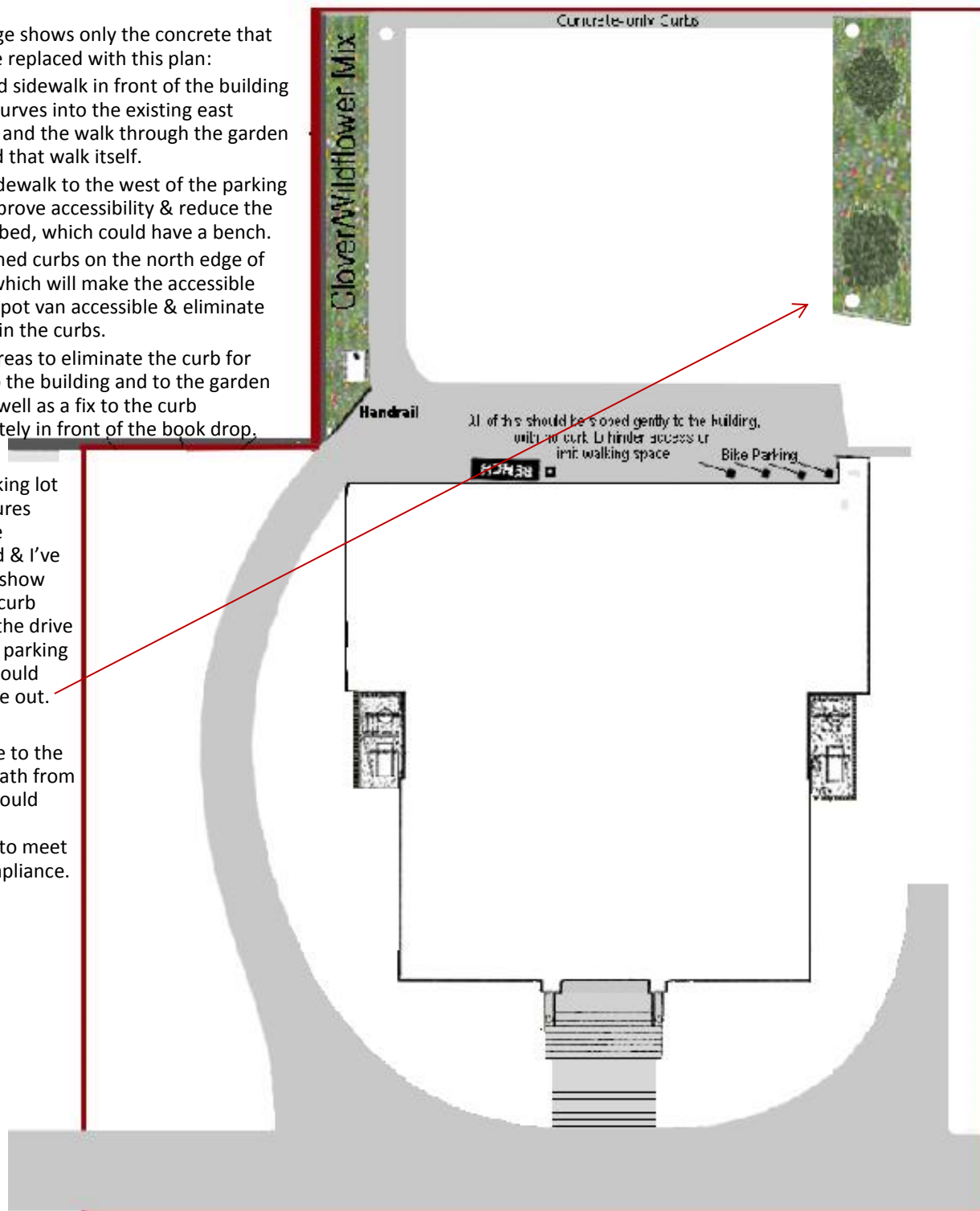
This image shows only the concrete that would be replaced with this plan:
Expanded sidewalk in front of the building with its curves into the existing east sidewalk and the walk through the garden area, and that walk itself.

A new sidewalk to the west of the parking lot to improve accessibility & reduce the planting bed, which could have a bench.
Streamlined curbs on the north edge of the lot, which will make the accessible parking spot van accessible & eliminate planting in the curbs.

Sloped areas to eliminate the curb for access to the building and to the garden path, as well as a fix to the curb immediately in front of the book drop.

All 3 parking lot light fixtures would be relocated & I've failed to show that the curb dividing the drive from the parking spaces would also come out.

The slope to the garden path from the lot would require a handrail to meet ADA compliance.



	FEB	YEAR
Days Open	22	189
Visitor Count	1,802	17,024
Cards Issued	13	118
Cards Weeded	0	20
Meeting Room Uses	13	131
MAKERSPACE Uses	0	1
Daily Average	97	712
Total Circulation (w/o SILO ILLs)	2,095	16,556

BRIDGES Registrations	5	55
BRIDGES Active Individuals	109	840
BRIDGES Items Circulated	566	4,830

Website Visits	380	3,023
Website Actions	1,009	7,793
WI-FI Sessions	599	4,526
Unique WI-FI Visitors	154	1,045
Chromebox/PC Usage	434	1,551

Dial A Story Calls	19	149
Children's Programs	4	47
Children's Programs Attends	18	146
Lego Activities	4	34
YA Programs	0	0
YA Programs Attends	0	0
Adult Programs	1	7
Adult Programs Attends	9	70

PATRON Circulations	FEB	YEAR
Chariton Adult	1,113	8,152
Chariton Child	225	1,915
Institutional/Special	29	100
In-House Cards	18	145
Rural Adult	532	3,959
Rural Child	77	847
Russell Adult	71	338
Russell Child	1	242
Lucas Adult	19	192
Lucas Child	0	28
Williamson Adult	2	53
Williamson Child	0	0
Derby Adult	7	66
Derby Child	0	0
Out Of County	37	749
	2,131	16,786

CATEGORY Circulations	Feb	Year
Adult Fiction	489	3,544
Large Print	73	534
Adult Nonfiction	177	1,002
Adult Audiobooks	12	142
Adult Video	223	2,068
Picture Books	250	1,958
Beginner Readers	139	1,209
Juvenile Fiction	313	2,536
Juvenile Nonfiction	79	555
Juvenile Audiobooks	4	64
Juvenile Videos	247	2,107
Young Adult Books	64	630
YA Anime Video	31	141
Games	1	7
Puzzles	2	38
Bin Books (alone)	0	19
Educational Bins	1	3
Maker Bins	0	1
Local Interlibrary Loans	36	228
	2,131	16,786

CHARITON FREE PUBLIC LIBRARY DIRECTOR'S REPORT THURSDAY MARCH 9, 2023

WAGES PAID:	2/10/23	2/24/23
Kris Murphy	\$1,640.08	\$1,640.08
Angela Altenhofen	\$565.00	\$502.50
Christina Brown	\$622.50	\$512.50
Lauri Ghormley	\$416.50	\$528.50
Custodial	\$232.95	\$232.95
	\$3,477.03	\$3,416.53

In the Auditor's final report for FY22 the Library was cited for failure to publish notice of a public hearing concerning our drainage remediation/waterproofing project. (see page 8 of this packet)

At the Staff In-Service on February 20th we discussed several topics. We began that morning with a recorded webinar of the ILOC Keynote speech by R. David Lankes. If you haven't watched this one yet, please do. He does an excellent job of outlining the evolution of libraries in society, highlighting the different roles the Library plays as society and technology evolve. His speech is one of the most positive and motivating that I've ever heard, and the staff agreed. It set us up for a great day.

We moved on to the Library's strategic plan and spoke specifically about the goal to provide "at home" delivery. Ghormley, Brown and I had previously discussed our desire to provide this service, and afterwards I researched several documents and procedures of other Iowa libraries and drafted an agreement form, request form and policy, as well as a letter we will send out to group residential facilities and other partners. We will meet again to tweak these documents prior to submitting them to the Board for approval.

We then discussed the community engagement/focus groups goal and generated a list of individuals and entities that might be asked to participate. The goal is to make the focus groups as diverse as possible, including as many non-library users as library users.

Our third topic of the day was the summer program. We went through some options for participation logs and rewards and decided to purchase a button machine so that participants could have a hand in creating their own rewards. The theme this year is *Find Your Voice* and we believe this type of reward integrates perfectly. We also look forward to using the machine for years to come.

In an effort to involve more teens and adults in the program this summer we'd like to offer a recurring workshop involving "smash books," which are something of a conglomeration of journal, scrapbook, commonplace book and sketchbook. Much of the process of creating these items can be broken down into weekly activities and the nature of the project is very nonthreatening to any who believe they have no artistic talent. I've directed each staff member to take some time and some of the wealth of raw material we have on hand to start an example that highlights the summer theme.

One set of light switches has been upgraded. The stained glass windows have gone to be repaired.

Kris Murphy – March 9, 2023

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING AGENDA · THURSDAY MARCH 23, 2023
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 SPECIAL Meeting

MARCH 23, 2023 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. New Trustee: Mark Kramme Trustee Oath

3. Adoption of the Agenda

4. New Business

- a. Consideration to approve *iH Landscaping* quote for grading, seeding and fertilizing south, west and east Library lawn areas and to schedule work.

Bisgard___ Fenton___ Kramme___ Meyer___ Miller___ Pillsbury-Allen___ Seuferer___ Sharp___ Watkins-Schoenig___

- b. Approval of payment *iH Landscaping* claim \$1,863.00 for previous installation of straw wattle around the south, west and east Library lawn areas.

CHARITON FREE PUBLIC LIBRARY CHARITON, IOWA MARCH 23, 2023 CLAIMS			
CLAIMS	BUDGET LINE	V#	PAYMENT
iH Landscaping Drainage Control Wattle Install	006 - 410 - 6751		\$1,863.00
TOTAL PAID			\$1,863.00
I hereby empower the treasurer of the City of Chariton, Iowa to pay the above amount.			
Marcia Fenton, President of the Chariton Free Public Library Board of Trustees			

5. Adjournment



iH Landscaping

49813 State Highway 14
Chariton, Iowa 50049

641.203.1060

ihlandscaping@me.com
ihlandscaping.com

Estimate

Name/Address

Chariton Library

We propose hereby to furnish material and labor - complete in accordance with the following specifications. Payment is to made as follows: 50% down 50% upon completion.

Authorized Signature

Date

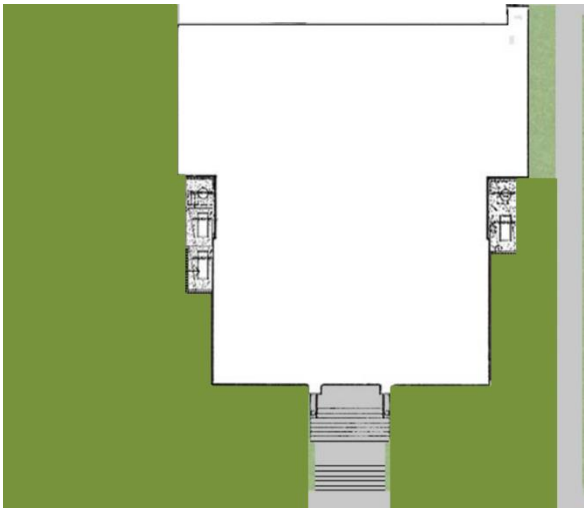
Date

03/11/23

Estimate No.

1035

NOTE: THIS IS AN ESTIMATE ONLY, THE PRICES IN THIS PROPOSAL ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Item	Description	Total
Grass seed	grading seeding and erosion control	
FERTILIZER	100 lbs grass seed	700.00T
	50 lbs fertilizer	75.00T
Hydromulch	800 lbs hydromulch	1,000.00T
LABOR	labor to remove straw waddle, grade, seed, fertilize, and spray hydromulch	3,000.00
	Watering the grass is up to you. Without proper water the the grass will not grow properly. We are not liable for improper grow in if it does not get proper water.	
	Sales Tax	124.25
		

ACCEPTANCE OF PROPOSAL: The prices, specifications and conditions are satisfactory and are hereby accepted.
iH Landscaping is authorized to do the work as specified. Payment will be made as outlined above.

Total \$4,899.25

Signature

Date

Bill To:

Chariton Library

Date	Invoice No.	Due Date
07/31/22	4358	07/31/22

[illegible]

Terms: 1.5% Interest charged on balance unpaid for 30 days. 18% Annual Interest. Minimum charge is \$0.50.

CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY APRIL 13, 2023
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 13, 2023 5:30pm
Please join my meeting from your computer, tablet or smartphone.
<https://meet.goto.com/947761669>

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Public Forum**

You can also dial in using your phone.
Access Code: 947-761-669
United States: [+1 \(646\) 749-3122](tel:+16467493122)

Ben Clarke, Iowa Firm Foundation

4. Good News

5. Consent Agenda:

- a. **March 9, 2023 & March 23, 2023 Minutes**
- b. **Correspondence –**
 - In Memory of Sara Palmer, a total of \$315 in donations from Johnnie & Kathy Betterton, Adam & Cindy Bahr, Delbert & Karen Kray, Scott & Kim Sponsler and Linda Vredenburg
 - In Memory of Sara Palmer, given by Ange Altenhofen *Women in Art* by Rachel Ignatofsky
 - In memory of Jesse Larrington, \$45 given by Michael & Ann Noel and Greg & Sandy McCullough
 - Enrich Iowa Agreement – Direct State Aid, Interlibrary Loan & Open Access Participation for 2024
- c. **February 2023 Financial Statements (Revenues, Expenditures, Fund Balance), FY23 Zero Balance Budget**
- d. **Grants –** 2023 AARP Community Challenge Grant – \$2500 for Outdoor Tables – submitted 3/14/23
STEM Scale-Up Grant **STEM Cart: K-12+ Schoolwide STEM Solution** has been selected to be awarded for July 2023 - May 2024.

6. April 2023 Claims

7. Unfinished Business

- a. Circulation Policy Revision

8. New Business

- a. FY23 Library Budget Amendment
- b. City of Russell 28E Agreement

9. Reports

Building & Grounds
Community Relations (4/3/23)
Finance & Policy (4/10/23)
March Director's Report

10. Board Comments & Continuing Education

Agenda Items for Next Month's (May 11, 2023) Meeting

11. Adjournment

Chariton Free Public Library

March 9, 2023

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on March 9, 2023, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Fenton, Meyer, Pillsbury-Allen(5:52), and Watkins-Schoenig were present. Director Murphy was present. Library Clerk Angela Altenhofen was present for the discussion of the Circulation Policy.

The Agenda was unanimously adopted after amending the Director's Evaluation year to 2022, on a motion from Meyer, seconded by Watkins-Schoenig.

Good News: Fenton reported that Murphy gave a presentation to the Women's Club at their March meeting.

The **Consent Agenda** was approved unanimously after a motion from Meyer, seconded by Miller.

a. **February 9, 2023 Minutes**

b. **Correspondence –**

Library Accreditation Application submitted 2/9/2023

Notification In HONOR of Celeste Stites, given by FT Chapter of TTT *How to Catch a Mermaid* and *How to Catch a Unicorn*

Notification In HONOR of Atlas Belcher, given by FT Chapter of TTT *How to Catch a Turkey* and *How to Catch a Dinosaur*

Notification In HONOR of Bash Allen, given by FT Chapter of TTT *How to Catch a Snowman* and *How to Catch a Gingerbread Man*

Thank you to Sharon Squibb for her donation of \$100 which has been used to place eight books in the collection.

Notification In memory of Miriam Hibbs, given by Chariton Women's Club, *The Mitford Affair* by Marie Benedict

Reflections on Captivity by Porter Halyburton donated by Dave Brandt

In Memory of Sara Palmer, a total of \$130 in donations from Dennis Reida, Drucilla McLuen, Sharon Falck & Lucas Presbyterian Church

c. **January 2023 Financial Statements (Revenues, Expenditures, Fund Balance), FY23 Budget**

d. **Grants –** Lucas County Community Grant - Stained Glass Project \$22,557 – submitted 2/14/23

Iowa STEM Scale Up Grant – STEM Cart Grant Application – submitted 2/24/23

The March 2023 Claims were unanimously approved on a motion from Meyer, seconded by Bisgard.

Unfinished Business

The **2022 Director Evaluation** was accepted.

Transfer of \$22,760.91 from the Library Endowment Fund to the General Fund was approved unanimously after a roll call vote with all present voting aye.

New Business

Bisgard moved to approve Phase 2 of the **Low Voltage Electrical Replacement Project** at an estimate of \$1,200-\$1,500.

Watkins-Schoenig seconded and the motion passed unanimously.

The **Circulation Policy Revision** concerning fines was tabled to the April meeting. Angela Altenhofen attended the meeting to present the views of two of the staff. The Finance/Policy Committee will review the entire Circulation Policy at their next meeting and bring recommendations to the Board.

Library Landscaping: There was discussion concerning the grading and seeding of the areas to the west and south of the building. Bisgard will speak with Isaac again to get pricing for the grading and seeding options for turf grass and clover. Miller will speak to Sue Gruebel at the High School to see if we can get any assistance from the horticultural classes. Pillsbury-Allen has spoken to Johnson Machine Works to investigate the option of receiving some of the bike racks they created. A special meeting is planned as soon as we have more information.

The **Funding Inequities Discussion** was tabled until the April meeting.

Building & Grounds Committee Bisgard reports that the sash windows will be available April 3rd.

Community Relations Committee (Met 3/7/23)

Finance & Policy Committee (Met 3/6/23) New finance reports included in this month's Board Packet.

Director's Report attached.

Board Comments & Continuing Education:

MEYER Boardroom Series Policy Watch: Policies Lost and Found (Part 2) 02/28/2023 1.5 CREDITS

MEYER Boardroom Series 2022: The Ten Habits of Highly Effective Library Boards 02/23/2022 1 CREDIT

Agenda Items for April Meeting

Funding Inequities Discussion

Circulation Policy

Adjournment: The meeting was adjourned at 6:27 p.m. on a motion from Pillsbury-Allen, seconded by Meyer.

Kris Murphy, Library Director

The next meeting of the Library Board will be Thursday, April 13, 2023.

**CHARITON FREE PUBLIC LIBRARY
SPECIAL MEETING · THURSDAY MARCH 23, 2023**

The Chariton Free Public Library Board held a special meeting in the Library Boardroom on March 23, 2023, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Fenton, Kramme, Meyer, Miller, Pillsbury-Allen, Seuferer, Sharp and Watkins-Schoenig(online) were present. Director Murphy was also present. Trustee Bisgard was absent.

Trustee Kramme took his Trustee Oath.

The Agenda was unanimously adopted on a motion from Watkins-Schoenig, seconded by Seuferer.

New Business

- a. Miller made a motion to accept the quote (attached) from *iH Landscaping* for grading, seeding and fertilizing the south, west and east Library lawn areas for \$4,775, and to schedule work. The motion was seconded by Seuferer and passed unanimously on a roll call vote with all present voting aye.

Murphy will contact Isaac to schedule the work.

Meyer spoke with Isaac concerning the type of groundcover and it was determined that we should go ahead at this time with the turf grass as the base planting for the entire area with additions of flowering plants and other landscaping work to follow at a later date after funding for the project has been secured.

There was discussion concerning watering after seeding to ensure successful establishment of the turf. Building and Grounds Committee will speak with City Manager Liegois and Isaac to determine how watering will be performed and who might do it. It is possible that Isaac may supply a watering system for the project.

- b. Watkins-Schoenig made a motion to approve payment of the *iH Landscaping* claim for \$1,800 for the previous installation of straw wattle around the south, west and east Library lawn areas. Kramme seconded and the motion passed unanimously on a roll call vote with all present voting aye.

The meeting was adjourned at 5:51 pm on a motion from Pillsbury-Allen, seconded by Meyer.

Kris Murphy, Library Director

**Community Relations Minutes
April 3, 2023**

The Community Relations committee of the Chariton Free Public Library met at 4:15 in the board room on April 3, 2023. Kris, Marcia, and Linda were in attendance.

The following items were discussed:

Articles in the Newspaper: Lori has written an article about how to obtain books not found in the library through the Interlibrary Loan Program or Bridges. The article was published in the March 31st Leader. It was suggested that we have a regular posting in the Leader listing new books the library has obtained. Kris said she would ask Lori to do that.

Book Sale: Next fall after the Friends group has been reorganized, we hope to have a book sale. We discussed if we should have the book sale at the library or move it to an empty store on the square. More discussion next fall.

Fundraising: At our last meeting we talked about a pi day (3.14). Kris said she has heard of a library hosting a “Bar Crawl” (selling cookie bars) as a fundraiser. Sounds easier!

Clean-up Day: We talked about Community Clean-up Day, May 3rd. Kris stated that she wasn’t sure if she would have a need for high school kids helping in the library that day. Linda offered their pick-up truck for hauling junk plus paying the dumping fee if needed.

Next meeting is scheduled for May 1st at 4:15.

Submitted by: Linda Miller

ENRICH IOWA AGREEMENT - PUBLIC LIBRARY

FY24 (JULY 1, 2023 - JUNE 30, 2024)



STATE LIBRARY
OF IOWA

The Enrich Iowa program includes Direct State Aid for public libraries, Open Access for public and academic libraries, and Interlibrary Loan Reimbursement. The library will participate according to the Terms of Agreement for each program.

1. GENERAL PROVISIONS

- A. Libraries must return this completed Enrich Iowa Agreement indicating the programs the library will participate in. This form must be signed by the library director or other signatory authority. This completed form must be received by the State Library, Des Moines office, by April 30, 2023.
- B. A public library must participate in Open Access and Interlibrary Loan Reimbursement in order to be eligible for Direct State Aid funding.
- C. A public library must meet Direct State Aid Tier 1 requirements or higher in order to receive Open Access or Direct State Aid funding.
- D. A library may choose to participate in Interlibrary Loan Reimbursement without participating in Direct State Aid or Open Access.

2. ASSURANCES

- A. Our public library named below was established on or before July 1, 2021, in accord with the *Code of Iowa*.
- B. Our public library meets Tier 1 requirements or higher. This is required for Open Access and Direct State Aid funding.
- C. Our public library has submitted to the State Library a copy of the most recent ordinance or other legal documentation establishing our library as a public library.
- D. Our library will meet FY24 program reporting requirements.
- E. Our library will use all Enrich Iowa funds to improve library services.
- F. Our library's Enrich Iowa funds will supplement, not supplant, any other funding received by the library. Our library will inform the city and/or county of this requirement and we will report noncompliance to the State Library. We understand that if the funding is used to replace local funds, the funds received must be returned and our library will not be eligible for Enrich Iowa funding the following year.
- G. Our library will provide information for auditing purposes, if requested by the State Library.

IN ORDER TO PARTICIPATE IN THE ENRICH IOWA PROGRAM:

YOU MUST CHECK AT LEAST ONE OF THE PROGRAMS LISTED BELOW.

- ☒ **Direct State Aid** - Direct State Aid is state funding to public libraries intended to improve library services and to reduce inequities among communities in the delivery of library services. Based on Accreditation Tier Level.
- ☒ **Open Access** - Open Access pays public and academic libraries to serve eligible Iowa residents from outside their local jurisdiction. The purpose of the Open Access program is to offer Iowa residents access to public and academic libraries all over the state, so that Iowans have the convenience of using a library where they work, go to school, shop or visit. Tier 0 libraries are not eligible to participate in the Open Access program.
- ☒ **Interlibrary Loan Reimbursement** - Interlibrary Loan Reimbursement provides Iowans with equal access to library resources by encouraging and supporting interlibrary loan among libraries of all types.

Library Name Chariton Public Library City Chariton

Phone (with area code) 641-774-5514 E-mail murphy@chariton.lib.ia.us

Title: Library Director

Signed: Kris Murphy
Digitally signed by Kris Murphy, DN: cn=Kris Murphy, o=Chariton Public Library, ou=Chariton Public Library, email=kris.murphy@chariton.lib.ia.us, c=US

Date: 04-03-2023

Signed: Michael Scott

Michael Scott, State Librarian
State Library of Iowa

Date: April 1, 2023

DUE AT THE STATE LIBRARY DES MOINES OFFICE BY APRIL 30, 2023

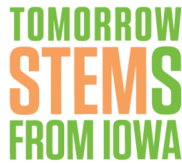
Acknowledgement of Scale-up Award

Date: April 10, 2023 12:01 AM -05:00

From: info@iowaSTEM.gov

To: murphy@chariton.lib.ia.us

04/10/2023



GOVERNOR'S STEM ADVISORY COUNCIL

Kris Murphy
Chariton Public Library
803 Braden Avenue
Chariton, IA 50049-1742

Dear Kris Murphy,

You have received this email because you applied for a Scale-Up program through the Iowa STEM Council or you are listed as an educator on an application.

Congratulations! We are pleased to inform you that your Scale-Up Program application for **STEM Cart: K-12+ Schoolwide STEM Solution** has been selected by the South Central Iowa Regional STEM Advisory Board to be awarded for July 2023 - May 2024.

Please note, this award is contingent upon sustained legislative funding of Iowa STEM for 2023-24.

Number of educators included in the Scale-Up award: 1

By 04/17/2023, the applicant and educators receiving this email must visit the link below and check "I Agree" at the bottom to acknowledge your participation and the terms of the Scale-Up Program award.

<https://stem.extapp.uni.edu/StemApplicationManagementSystem/naRest/acknowledgement/2648/7584043819774>

Between now and July 1, TeacherGeek will contact you to provide information on when and where professional development will occur and provide additional information you will need to successfully implement **STEM Cart: K-12+ Schoolwide STEM Solution**.

If you encounter any changes pertaining to the award (i.e. change in educator or unable to fulfill the requirements of the program), please notify your South Central Regional STEM Manager right away.

Again, congratulations on your STEM Scale-Up Program award through the Iowa Governor's STEM Advisory Council!

If you have any questions, please contact your **South Central** Regional STEM Manager.

Sincerely,

Mauree Haage (mhaage@iastate.edu), North Central Region

Jeff Beneke (jeff.beneke@uni.edu), Northeast Region

Mary Trent (mtrent@iowalakes.edu), Northwest Region

Sarah Derry (sarah.derry@drake.edu), South Central Region

Matt Stier (matthew-j-stier@uiowa.edu), Southeast Region

Joni Ehm (jehm@iowastem.org), Southwest Region

FEBRUARY 2023 TREASURER'S REPORT
**TREASURER'S REPORT
CALENDAR 2/2023, FISCAL 8/2023**

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	2,325,798.83	39,340.48	118,746.52	.00	2,246,392.79
004 CEMETERY MAINTENANCE	83,049.29	582.35	7,246.88	.00	76,384.76
005 CEMETERY BEAUTIFICATION	4,706.50	.00	.00	.00	4,706.50
006 LIBRARY OPERATING	246,305.62	20,348.11	85,061.03	.00	181,592.70
007 COMM CENTER OPERATING	289,407.05	1,202.89	3,072.34	.00	287,537.60
008 HOTEL-MOTEL TAX	24,453.94	8,831.41	.00	.00	33,285.35
009 FIRE DEPARTMENT EQUIP	260,597.49	.00	.00	.00	260,597.49
010 LIABILITY & PROP INS LE	26,940.37	636.05	.00	.00	27,576.42
011 FRANCHISE FEE	314,297.99	.00	.00	.00	314,297.99
012 POOL BOND RESERVE	.00	.00	.00	.00	.00
013 POOL BOND SINKING	.00	.00	.00	.00	.00
110 ROAD USE TAX	127,397.98	47,943.02	32,269.29	.00	143,071.71
112 EMPLOYEE BENEFITS	610,871.99	2,688.25	27,858.24	.00	585,702.00
119 EMERGENCY	16,433.62	166.09	.00	.00	16,599.71
121 LOST/POOL	949,111.47	4,214.28	.00	.00	953,325.75
122 LOST/INFRASTRUCTURE	728,133.08	37,928.55	.00	.00	766,061.63
125 TIF	81,625.43	1,326.24	.00	.00	82,951.67
145 HISTORIC PRESERVATION	16,054.13	.00	9.84	.00	16,044.29
148 COMMUNITY REVITALIZATIO	6,573.86-	.00	.00	.00	6,573.86-
150 EXAMINATION SERVICES	.00	.00	.00	.00	.00
160 2012 MULTI-FAM HOUS/CDB	3,850.73	.00	.00	.00	3,850.73
167 LIBRARY ENDOWMENT	22,760.91	75,114.47	.00	.00	97,875.38
200 DEBT SERVICE	213,586.18	2,775.19	.00	.00	216,361.37
301 CAPITAL REPLACEMENT	.00	.00	.00	.00	.00
302 CONSTITUTION PARK PROJE	3,711.12	.00	.00	.00	3,711.12
500 CEMETERY - PERPETUAL CA	249,465.99	131.25	.00	.00	249,597.24
610 SEWER	1,456,328.87	473,561.90	461,261.79	.00	1,468,628.98
611 SEWER RENTAL SINKING	139,760.19	26,260.00	.00	.00	166,020.19
660 AIRPORT HANGAR O&M	79,264.06	40,562.26	28,866.87	.00	90,959.45
661 AIRPORT HANGAR RES	.00	.00	.00	.00	.00
670 SOLID WASTE	376,536.87	1,042.50	375.00	.00	377,204.37
671 S.W. SINKING	.00	.00	.00	.00	.00
675 RECYCLING	4,721.32	1,541.23	450.00	.00	5,812.55
740 STORM WATER	361,187.63	5,273.10	179.62	.00	366,281.11
810 REVOLVING LOAN FUND	84,575.99	.00	.00	.00	84,575.99
830 CENTRAL FUEL FACILITY	63,188.09	21,689.06	23,999.69	.00	60,877.46
Report Total	9,157,548.87	813,158.68	789,397.11	.00	9,181,310.44

March's report will show transfer of \$22,760.91 from 167 Endowments to 006 Operating, Leaving only restricted bequests on 167.

CHARITON FREE PUBLIC LIBRARY FY2023 BUDGET			FEBRUARY 2023	
OPERATING BUDGET REVENUES & EXPENDITURES		BUDGETED	02/2023	BALANCE
BEGINNING BALANCE 7/1/2022				\$0.00
006-410-4300	INTEREST	\$2,000.00	\$144.00	\$259.92
006-410-4440	STATE GRANTS	\$0.00	\$0.00	\$0.00
006-410-4470	RURAL FEES	\$18,500.00	\$18,000.00	\$18,416.00
006-410-4471	LOCAL GRANTS			
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS	\$4,000.00	\$140.00	\$515.14
006-410-4707	BLDG DONATIONS			
006-410-4715	REFUND	\$0.00	\$155.11	\$155.11
006-410-4765	LIBRARY INCOME	\$3,500.00	\$279.00	\$2,081.10
006-410-4799	OTHER (State Funds & Gene Rent)	\$4,000.00	\$0.00	\$3,942.56
006-910-4830	TRANSFERS	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$0.00	\$70,000.00
006-410-6010	GROSS SALARIES	\$116,200.00	\$6,893.56	(\$63,815.42)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$1,500.00	\$0.00	(\$2,679.03)
006-410-6230	TRAVEL/TRAINING/DUES	\$500.00	\$155.00	(\$225.00)
006-410-6310	B&G BLDG CLEANUP	\$3,000.00	\$53.92	(\$3,228.95)
006-410-6371	UTILITIES	\$17,800.00	\$2,227.24	(\$10,168.79)
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$0.00
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	\$4,000.00	\$0.00	(\$1,094.28)
006-410-6502	BOOKS - LIBRARY FUNDS	\$4,000.00	\$184.13	(\$2,304.08)
006-410-6505	NEW FURNITURE/EQUIP SERVER	\$1,800.00	\$0.00	(\$3,860.97)
006-410-6507	OPERATING SUPPLIES	\$2,000.00	\$0.00	(\$415.89)
006-410-6508	POSTAGE	\$200.00	\$1.50	(\$141.81)
006-410-6522	BOOKS - MEMORIAL	\$1,000.00	\$105.28	(\$864.73)
006-410-6523	AUDIO-VISUAL - MEMORIAL	\$500.00	\$0.00	(\$130.06)
006-410-6524	AUDIO-VISUAL - LIBRARY FUNDS	\$1,000.00	\$10.49	(\$913.14)
006-410-6525	SOFTWARE & TECH SUPPT	\$6,000.00	\$315.44	(\$4,055.10)
006-410-6526	JANITOR SUPPLIES	\$600.00	\$0.00	(\$319.21)
006-410-6751	CONSTRUCTION PROJECTS \$1,500.68 ARCHITECT & \$212 EASEMENT		\$0.00	(\$1,712.68)
CURRENT BALANCE 2/28/2023				(\$1,059.31)

CHARITON FREE PUBLIC LIBRARY CAPITAL BUDGET FY23			FEBRUARY 2023	
FY23 BEGINNING BALANCE				\$259,711.70
006-410-4471	GRANTS		\$0.00	\$36,200.00
006-410-4707	BLDG DONATIONS		\$100.00	\$28,380.00
006-410-4799	OTHER INCOME LIGHTING REBATE		\$1,530.00	\$1,530.00
006-410-6751	CONSTRUCTION PROJECTS (minus architect fees & easement fee above)			(\$124,292.00)
CURRENT BALANCE 2/28/2023				\$201,529.70

REVENUE REPORT
CALENDAR 2/2023, FISCAL 8/2023

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY	2,000.00	144.00	259.92	13.00	1,740.08
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	18,500.00	18,000.00	18,416.00	99.55	84.00
006-410-4471	LOCAL GRANTS	50,000.00	.00	36,200.00	72.40	13,800.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	4,000.00	140.00	515.14	12.88	3,484.86
006-410-4707	DONATIONS/BLDG RENOVATION	.00	100.00	28,380.00	.00	28,380.00
006-410-4715	REFUND	.00	155.11	155.11	.00	155.11
006-410-4765	LIBRARY FINES	3,500.00	279.00	2,081.10	59.46	1,418.90
006-410-4799	OTHER REVENUES	4,000.00	1,530.00	5,472.56	136.81	1,472.56
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	1,000.04	.00	1,000.04
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	222,000.00	20,348.11	162,479.87	73.19	59,520.13

BUDGET REPORT
CALENDAR 2/2023, FISCAL 8/2023

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	116,200.00	6,893.56	63,815.42	54.92	52,384.58
006-410-6210	DUES & SUBSCRIPTIONS	1,500.00	.00	2,679.03	178.60	1,179.03
006-410-6230	TRAVEL, TRAINING, & DUES	500.00	155.00	225.00	45.00	275.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,000.00	53.92	3,228.95	107.63	228.95
006-410-6371	UTILITIES	17,800.00	2,227.24	10,168.79	57.13	7,631.21
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	4,000.00	.00	1,094.28	27.36	2,905.72
006-410-6502	BOOKS	4,000.00	184.13	2,304.08	57.60	1,695.92
006-410-6505	NEW EQUIPMENT	1,800.00	.00	3,860.97	214.50	2,060.97
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	.00	415.89	20.79	1,584.11
006-410-6508	POSTAGE	200.00	1.50	141.81	70.91	58.19
006-410-6522	BOOKS/MEMORIALS	1,000.00	105.28	864.73	86.47	135.27
006-410-6523	MEM. AUDIO VISUAL	500.00	.00	130.06	26.01	369.94
006-410-6524	AUDIO VISUAL	1,000.00	10.49	913.14	91.31	86.86
006-410-6525	SOFTWARE & TECH SUPPORT	6,000.00	315.44	4,055.10	67.59	1,944.90
006-410-6526	JANITOR SUPPLIES	600.00	.00	319.21	53.20	280.79
006-410-6751	CONSTRUCTION PROJECTS	60,000.00	.00	126,004.68	210.01	66,004.68
		=====	=====	=====	=====	=====
	LIBRARY OPERATING TOTAL	220,600.00	9,946.56	220,721.14	100.05	121.14
		=====	=====	=====	=====	=====
010-410-6408	LIABILITY & PROP INS LEVY TOTA	5,500.00	.00	.00	.00	5,500.00
		=====	=====	=====	=====	=====
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	8,800.00	508.54	4,727.26	53.72	4,072.74
112-410-6130	CITY'S SHARE OF IPERS	11,000.00	650.75	5,900.89	53.64	5,099.11
112-410-6150	CITY'S SHARE OF MEDICAL INS.	11,150.00	868.30	7,166.72	64.28	3,983.28
112-410-6151	CITY'S SHARE OF LIFE INS.	80.00	6.59	52.72	65.90	27.28
112-410-6152	CITY'S SHARE OF DENTAL INS.	565.00	46.86	374.88	66.35	190.12
112-410-6160	WORKERS' COMP INS	200.00	.00	91.34	45.67	108.66
		=====	=====	=====	=====	=====
	LIBRARY TOTAL	31,795.00	2,081.04	18,313.81	57.60	13,481.19

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
APRIL 2023 CLAIMS**

CLAIMS	BUDGET LINE	V#	PAYMENT
ABC Pest Control	006 - 410 - 6310	515	\$53.92
Access Systems Copier Contract	006 - 410 - 6525	5321	\$173.53
Alliant Energy	006 - 410 - 6371	131	\$1,515.75
Baker & Taylor Entertainment	006 - 410 - 6502	34	\$362.21
Unsources Books	006 - 410 - 6522		\$135.75
Mem/Don Books	006 - 410 - 6523		\$20.99
Mem/Don AV	006 - 410 - 6524		\$125.46
Unsources AV			
Chariton Newspapers Subscription (3 YEARS)	006 - 410 - 6210	78	\$165.00
CPL Petty Cash	Postage	74	\$40.10
Chariton Water Department	006 - 410 - 6371	80	\$23.24
Lockridge Inc	Library Door	1439	\$14.47
Mainstay Systems Inc.	006 - 410 - 6525	5351	\$666.00
Midwest Heritage Insurance	010 - 410 - 6408	161	\$11,893.58
Murphy, Kris (Amazon paid)	Summer Prog. Supplies	006 - 410 - 6498	\$221.17
Stansbery, Rusty (Electrician)	Electrical Work	006 - 410 - 6310	\$1,772.85
Windstream	006 - 410 - 6371	858	\$343.93
TOTAL CLAIMS PAID APRIL 2023			\$17,527.95

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

Marcia Fenton, President of the Chariton Free Public Library Board of Trustees

Linda took the Doors Inc. invoice to submit to the Library Foundation.

She also took a copy of the Smith's painting bill to see if they'll reimburse the Library for that one as well.

CHARITON PUBLIC LIBRARY CIRCULATION POLICY

(Approved 1/13/2022)

(REVISED DRAFT 4/13/2023)

Patron Eligibility and Responsibilities

The Library has no residency requirements to apply for a Library card. Applicants need only provide ~~proof of~~ their actual **physical** residence **and a mailing address, if different from the residential address.**

Persons under the age of 16 must have a parent or guardian sign their registration.

Library privileges may be suspended or revoked if **overdue items are not returned**, ~~fines~~ or damage or replacement costs are not paid, or if the patron violates any part of the **Library** Conduct Policy.

Some electronic services, such as BRIDGES downloadable e-content and Online Databases are provided by vendors who enforce restrictions within their contract, allowing only residents of the Library's legal service area to access their content. The Library's legal service area is determined by tax funding and includes residents of the Cities of Chariton, Derby, Lucas, Russell and Williamson, and the residents of the rural areas of Lucas County. The Library will abide by its contract with such vendors, and cardholders who live outside of the legal service area will not have access to these services.

Patrons are responsible for all transactions committed with their card. It is strongly recommended that a patron not lend his/her card to others as the patron will be held responsible for any ~~fines or~~ fees accrued on the card. The Parent or Guardian is responsible for all transactions committed by a minor, or with that minor's card. Patrons shall give immediate notice of a lost Library card.

Patrons must present their library card or a picture ID to conduct any transaction. Patrons are responsible for returning borrowed materials or equipment to the Library, clean and in good condition, on or before the date due.

Patrons shall report any damage to materials or equipment to the Library staff. Patrons are responsible for prompt payment of ~~fines for overdue items~~, damage costs for materials or equipment, and assessments for lost items.

Registration for Library Card

Library cards are issued for three years, and are renewable upon expiration. Cardholders must notify the Library if their name, address ~~or~~ telephone number **or email address** changes from that listed in their record. ~~Temporary cards may be issued for a year. Temporary Cardholders are asked to notify the Librarian when they leave the community.~~

Applications: Patrons must apply for a Library card in person and present a picture identification ~~and verification of address. A driver's license and a piece of recently received mail are preferred.~~ Acceptable forms of identification ~~and proof of address~~ are **a State ID, Driver's License, Student 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 indicates compliance with the conditions of this Agreement.

Lost Card

A patron who reports a lost card may re-register at the circulation desk. Picture identification is required. There is a \$1 fee for the first replacement card, a \$5 fee for the second, and a \$10 fee for each subsequent replacement card. A permanent record of each replacement will be placed in the patron's account. Once a card number is replaced, the original number can no longer be used in the Library's system & if the card is located, it should be destroyed.



LIBRARY CARD REGISTRATION APPLICATION

Picture Identification Required, Please Print

_____ CARD # _____
Print Full Name Last, First Middle Initial.

Patron Responsibility

I understand and agree that this registration application constitutes a legally-binding contract between the Library and myself which obligates me to:

- comply with all rules and policies of the Chariton Free Public Library as from time to time amended.
- personal responsibility for all materials borrowed on this card and their timely return.
- personal responsibility for all penalties and/or financial charges accrued on this card.
- notifying the Library immediately if my card is lost or stolen to prevent use by another person for which I will be held accountable.
- personal responsibility for any transactions committed if I have allowed anyone else use of this card.
- notifying the Library if I have a change of home address, phone number or email address.

Waiver of Confidentiality Agreement

I agree to waive confidentiality requirements as determined by Iowa Code Sec. 22.7(13) :

Iowa Code Sec. 22.7(13) (Confidential Records)

22.7 The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information:

13. The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.

Applicant Signature _____ Date _____

If under 16, Guardian Signature _____ Date _____

Guardian Name _____ Guardian Card # _____

Borrowing Limits & Loan Periods

Patrons may check out unlimited Books for a **three-week** ~~two-week~~ period, with an option to renew once.

Patrons may check out **unlimited** Audiobooks ~~per card~~ for a **three-week** ~~two-week~~ period, with an option to renew once.

Patrons may check out five (5) Videos per card for seven (7) days. Videos are non-renewable.

Renewals

Borrowed items may be renewed in person, by telephone, or online for one additional loan period, with the exception of Videos or other one-week items.

The Librarian has discretion to make exceptions to renewal on high demand items or items on reserve.

Extended loans cannot be renewed.

Items which have holds pending cannot be renewed.

Items eligible for renewal will be renewed automatically.

Extensions & Educational Loans

Items may be checked out, upon request, for a **6-week** ~~4-week~~ period to accommodate vacations, illness or other patron needs. The extended checkout time will include the one available renewal.

Items borrowed for use in an educational setting; a classroom, daycare or home-schooling situation, may be checked out for an extended period to meet the needs of a given project. A teacher or other education professional may request an extension at the time of checkout. A student must present documentation in the form of a course syllabus or assignment sheet. Extensions are at the discretion of the Librarian, and may not be granted on high-demand materials. The individual borrowing the items is responsible for their return and any ~~late~~ fees which accrue.

Holds

Patrons may place holds on items through the Librarian at the circulation desk. A hold can only be placed on an item which is currently checked-out or otherwise unavailable. "Pending" holds remain in the system for 60 days. Once a "pending" hold becomes "ready", patrons will be notified by phone and will have 5 business days following the day of notification to pick up the item before it passes on to the next patron or is returned to the shelf.

Interlibrary Loans

The Chariton Public Library participates in Interlibrary Loan Programs sponsored by the State Library of Iowa. The Library will request materials for patrons from other Iowa libraries if the material is not in our collection. Patrons must have a current library card and no outstanding ~~finances or~~ assessments to be eligible for this service. Materials copyrighted in the past year are generally not available through this service. A one-month lending period shall apply unless the lending library states otherwise. The Chariton Public Library will lend its materials to other libraries when such a request is received.

In addition, as part of the statewide Open Access program, Chariton Public Library patrons may acquire borrower cards at other Iowa Libraries and check out materials at those Libraries. Those materials can then be returned to the Chariton Public Library and will be returned to the lending Library at no cost to the patron.

Audio-Visual Equipment Loans

Patrons must be 16 years old and have a current library card to borrow Library equipment. At the time the equipment is borrowed, the patron shall sign a contract claiming all responsibility for the equipment until it is returned. Equipment must be returned, in person, to the Librarian, by the patron who signed the contract. All issues and damages are to be reported to the Librarian, who will set a damage or replacement fee, if applicable. A variety of projectors and screens are available for checkout. Patrons may consult the Librarian for specifics. All equipment loans are at the discretion of the Librarian.

Fees/Fines

~~Overdue fines will be assessed to patrons for items that are returned after the due date.~~

~~Books and Audiobooks are fined 10¢ per item per day~~

~~Movies are fined 50¢ per item per day~~

~~Per day fines will not apply to Sundays, holidays or days that the Library is not open.~~

Library Patrons with overdue items ~~unpaid fines of \$2.50 or more~~ shall have borrowing privileges suspended until all items on the card are returned. ~~fines are paid.~~

~~There is a maximum fine of \$5.00 per item once the item is returned.~~

Items more than two months overdue will be considered lost or stolen.

Damaged, Lost or Stolen Items

Patrons are responsible for returning borrowed materials in good condition and may be assessed costs for damaged or lost items. Unreturned items more than two months overdue will be considered lost or stolen and replacement costs will be assessed. (Iowa Codes 702.22, 808.12, and 714.5)

Library privileges ~~may~~ **will** be suspended or revoked if damage or replacement assessments are not paid. Legal action may be taken by the Library upon failure to return items or pay the costs assessed.

Assessments will include the actual replacement and processing costs. "Avoidable damage" to the cases housing audiovisual items, such as the heat-warping that occurs when the item is left in the sun or near a heat source, will also be assessed to the patron in addition to payment for any damage sustained by the parts inside the case.

Amounts are assessed per item and determined by the Library Director, using current availability and pricing as listed by product providers, with replacement costs for individual parts of audiovisual items determined by the source of purchase or replacement.

All payments made to the Library are non-refundable.

Claim of Return

Patrons may make a Claim of Return if they believe that an item still checked-out on their card has been returned. Staff will check to ascertain if the item has actually been misplaced within the Library, while the item itself remains checked-out on the patron's card. If the item is located in the Library, it will be removed from the patron's record with no fees assessed.

If the item is not found in the Library after two months, the item will be converted to a "lost item" in the Library's system, pending further action. Patrons must return the item if they locate it, or pay the replacement price ~~to have it officially removed from their record.~~

CHARITON PUBLIC LIBRARY CLAIM OF RETURN Due Date: _____ Return Date: _____ Date & Staff Initials _____

Library Cardholder Name: _____ Phone Number: _____ Card Number: _____

If cardholder is a minor Parent/Guardian Information: _____ Card Number: _____

Title: _____ Author: _____ Call Number: _____ Barcode: _____

Shelf Check: _____ Date Status Initials Shelves ☐ Display ☐ Project ☐ Repair ☐ Other _____	Shelf Check: _____ Date Status Initials Shelves ☐ Display ☐ Project ☐ Repair ☐ Other _____	Shelf Check: _____ Date Status Initials Shelves ☐ Display ☐ Project ☐ Repair ☐ Other _____	Shelf Check: _____ Date Status Initials Shelves ☐ Display ☐ Project ☐ Repair ☐ Other _____	Shelf Check: _____ Date Status Initials Shelves ☐ Display ☐ Project ☐ Repair ☐ Other _____	Shelf Check: _____ Date Status Initials Shelves ☐ Display ☐ Project ☐ Repair ☐ Other _____
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FY23 Budget Amendment

ITEM LINE	INCOME	BUDGETED	
006-410-4300	INTEREST	\$2,000	\$200
006-410-4440	STATE GRANTS	\$0	\$0
006-410-4470	RURAL FEES	\$18,500	\$18,500
006-410-4471	LOCAL GRANTS	\$50,000	\$50,000
006-410-4550	MISCELLANEOUS	\$0	\$0
006-410-4705	DONATIONS	\$4,000	\$1,000
006-410-4707	BUILDING DONATIONS	\$0	\$29,000
006-410-4715	REFUND	\$0	\$200
006-410-4765	LIBRARY INCOME (Fees and Fines, etc.)	\$3,500	\$3,500
006-410-4799	OTHER	\$4,000	\$5,500
006-950-4000	CITY PROPERTY TAXES	\$140,000	\$140,000
TOTAL REVENUES		\$222,000	\$247,900

ITEM LINE	EXPENDITURES	BUDGETED	
006-410-6010	GROSS SALARIES	\$116,200	\$95,000
006-410-6210	SUBSCRIPTIONS/LICENSES	\$1,500	\$3,000 NP DIG.
006-410-6230	TRAVEL/TRAINING/DUES	\$500	\$300
006-410-6310	BUILDING & GROUNDS	\$3,000	\$4,000 CLEANUP
006-410-6371	UTILITIES	\$17,800	\$18,000
006-410-6402	ADVERTISING	\$0	\$0
006-410- 6405	AUDITOR	\$500	\$500
006-410- 6408	INSURANCE	\$0	\$0
006-410-6411	LEGAL EXPENSES	\$0	\$0
006-410-6497	MISCELLANEOUS	\$0	\$0
006-410-6498	PROGRAMMING	\$4,000	\$4,000
006-410-6502	BOOKS - LIBRARY FUNDS	\$4,000	\$3,000
006-410-6505	NEW FURNITURE/EQUIPMENT	\$1,800	\$4,000 SERVER
006-410-6507	OPERATING SUPPLIES	\$2,000	\$1,000
006-410-6508	POSTAGE	\$200	\$200
006-410-6522	DONATION/MEMORIAL BOOKS	\$1,000	\$1,000
006-410-6523	DONATION/MEMORIAL AUDIO-VISUAL	\$500	\$500
006-410-6524	AUDIO-VISUAL - LIBRARY FUNDS	\$1,000	\$1,500
006-410-6525	SOFTWARE & TECH SUPPORT	\$6,000	\$6,500
006-410-6526	CUSTODIAL SUPPLIES	\$600	\$500
006-410-6751	CONSTRUCTION PROJECTS	\$60,000	\$200,000
TOTAL LIBRARY BUDGET EXPENDITURES		\$220,600	\$343,000

DOOR (FOUNDATION REIMBURSED)	\$11,000
WINDOWS (LABOR ONLY)	\$12,000
STAINED WINDOWS	\$10,000
LIGHT SWITCH/WIRING	\$1,500
LANDSCAPING	\$10,000
	\$44,500
LCCF GRANT REQUEST - SG WINDOWS	\$22,000
AARP GRANT REQUEST - EXT. TABLES	\$2,500
IA STEM SCALE UP MAKER CART	

City of Russell

101 S. Maple St.

PO Box 545

Russell, Iowa 50238

Phone: 641-535-2494

Email: cityrussell@iowatelecom.net

March 23, 2023

Chariton Public Library

Attn: Kris Murphy

803 Braden Ave.

Chariton, IA 50049

RE: 28 E Agreement

Dear Kris:

Please find enclosed a 28E agreement for the City of Russell. With the new regulations regarding where cities can donate tax dollars, our attorney thought it would be best to have this agreement in place to continue our yearly donations.

Please sign and return the original to me in the self-addressed stamped envelope and keep one for yourself. Please give me a call at 641-535-2494 with any questions.

Sincerely,

A handwritten signature in cursive script, appearing to read "Cindy A. Smith", followed by a horizontal line.

Cindy A Smith

Russell City Clerk

RESOLUTION NO. 2023-05

**RESOLUTION ADOPTING AN AGREEMENT UNDER IOWA CODE CHAPTER 28E
TO PROVIDE FOR LIBRARY SERVICES, AND THE FUNDING THEREOF, FOR THE
CITIZENS OF RUSSELL, IOWA.**

WHEREAS, the City of Russell, Iowa, does not have a municipal public library;

WHEREAS, pursuant to Iowa Code Chapter 28E, the City of Russell, Iowa, wishes to contract with the City Library Board of the City of Chariton, Iowa, to provide for the privilege of citizens of Russell, Iowa, to have access to the Chariton Library in the same manner as the citizens of Chariton, Iowa, and to provide for the consideration to be paid by Russell for such privilege; and

WHEREAS, the City of Russell, Iowa, has reviewed a proposed agreement, the same being attached hereto, under Iowa Code Chapter 28E to accomplish said purpose, and now wishes to adopt the same.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Russell, Iowa, as follows:

The 28E agreement between the City of Russell, Iowa, and the City Library Board of the City of Chariton, Iowa, is hereby adopted.

BE IT FURTHER RESOLVED that the Mayor and City Clerk, be and such officers are hereby authorized, directed, and empowered to execute the 28E Agreement in the form attached hereto, file the same with the Iowa Secretary of State, and to take all other actions that are necessary and reasonable to effect said agreement.

PASSED and ADOPTED THIS 6th day of March, 2023.


Chris Feehan, Mayor

Attest:

Cindy Smith

**CHARITON FREE PUBLIC LIBRARY
DIRECTOR'S REPORT
THURSDAY APRIL 13, 2023**

	March	Year
Days Open	27	216
Visitor Count	2,032	19,056
Cards Issued	15	133
Cards Weeded	0	20
Meeting Room Uses	25	156
MAKERSPACE Uses	0	1
Daily Average	88	800
Total Circulation (w/o SILO ILLs)	2,380	18,936
BRIDGES Registrations	6	61
BRIDGES Active Individuals	116	956
BRIDGES Items Circulated	626	5,456
Website Visits	366	3,389
Website Actions	994	8,787
WI-FI Sessions	931	5,457
Unique WI-FI Visitors	181	1,226
Chromebox/PC Usage	612	2,163
Dial A Story Calls	15	164
Children's Programs	4	51
Children's Programs Attends	39	185
Lego Activities	5	39
YA Programs	0	0
YA Programs Attends	0	0
Adult Programs	1	8
Adult Programs Attends	9	79

PATRON Circulations	March	Year
Chariton Adult	1,301	9,453
Chariton Child	273	2,188
Institutional/Special	33	133
In-House Cards	8	153
Rural Adult	507	4,466
Rural Child	121	968
Russell Adult	73	411
Russell Child	23	265
Lucas Adult	21	213
Lucas Child	0	28
Williamson Adult	0	53
Williamson Child	0	0
Derby Adult	12	78
Derby Child	0	0
Out Of County	34	783
	2,406	19,192

CATEGORY Circulations	March	Year
Adult Fiction	528	4,072
Large Print	112	646
Adult Nonfiction	156	1,158
Adult Audiobooks	26	168
Adult Video	310	2,378
Picture Books	310	2,268
Beginner Readers	148	1,357
Juvenile Fiction	340	2,876
Juvenile Nonfiction	74	629
Juvenile Audiobooks	10	74
Juvenile Videos	255	2,362
Young Adult Books	86	716
YA Anime Video	18	159
Games	0	7
Puzzles	3	41
Bin Books (alone)	3	22
Educational Bins	0	3
Maker Bins	1	2
Local Interlibrary Loans	26	254
	2,406	19,192

At the Staff In-Service on April 7th we discussed several topics. We began with our meeting topics list, an ongoing document where concerns are listed to be discussed at the upcoming meeting. We discussed issues associated with Bin/Kit circulations and are going to remove individual titles from the catalog of items located in the bins. They will only circulate as part of the Bin/Kit.

We moved on to the Circulation Policy and input gathered from other Iowa libraries. There was a lot of discussion. Only one staff member still believes discontinuation of fines is a bad idea. We are set to go ahead with the change.

We then discussed our proposed Library-to-Go delivery program. This still needs much work before we can bring it to the Board. We revisited a handout created for patrons about a year ago that teaches them how to select and request their own interlibrary loans. We will begin offering it to patrons whenever they request an interlibrary loan. So far 4 patrons regularly use this option. Ghormley will feature this option in her next press release.

I will take my vacation in May and staff have agreed to coordinate guest readers for May StoryTimes. I presented the flyer and reading/activity log for the summer program, which I began early this year due to the vacation. We have 4 performer programs (\$1,600) scheduled for kids, a sing-a-long we're hoping a local will perform for us, and one kid-oriented craft program. The finale will likely involve the creation of t-shirts and will also feature our new button machine.

In an effort to involve more teens and adults in program activities this summer we've asked Dale O'Connell to teach a two-hour alcohol ink class (\$500) limited to 20 attendees. Assistant Director Lauri Ghormley will offer a mandala painting class, limited to 30 attendees. Chris Brown will offer a nail art program for adults, teens and kids.

One of our big hopes for attendance and participation this summer will be the Smash Book program, scheduled Wednesdays June 7-July 19. It is for teens and adults.

The other set of light switches have been upgraded. Rusty fixed the NW lot fixture and installed a digital timer, but we're still having issues with it. He'll keep trying.

The front door is in. All we need to do to complete that project is sand and paint the trim and do some patching and repainting of the wall inside.

Isaac's team came to do the grading/seeding on 4/11/23.

No word yet on the window replacements or the stained glass.

Our next big issue is the soffits, eaves and other trim. Some of you may have noticed the rubber membrane from the gutters is loose and hanging down and the gutters are leaking worse than ever. Window frames will have to be addressed after the windows are replaced. Tuckpointing and parging are also necessary. Parging is similar to stucco. I wonder if we could find a local contractor to do it?

Kris Murphy – April 13, 2023

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY MAY 11, 2023
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 11, 2023 5:30pm
Please join my meeting from your computer, tablet or smartphone.
<https://meet.goto.com/947761669>

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Public Forum**
- 4. Good News**

You can also dial in using your phone.
Access Code: 947-761-669
United States: [+1 \(646\) 749-3122](tel:+16467493122)

5. Consent Agenda:

a. April 13, 2023 Minutes

b. Correspondence –

President Fenton Thank You to Lucas County Community Foundation Grant \$11,000 for Stained Glass Project

President Fenton Thank You to Library Foundation Donation \$9,999 Library Door Project

In Memory of Jane Pillsbury, a total of \$445 in donations from Kristian Anderson & Mary Carr, Dave and Jean Brandt,

Lynn and John Carrico, Stephen & Mary Ann Drexler, and Nicholas & Maria Hunter. The family has received other memorials.

In Memory of Donna Sallee \$25 given by CHS Class of 1979 (Nicholas & Maria Hunter). The family has received other memorials.

In Memory of James B. Adams \$25 given by CHS Class of 1979 (Nicholas & Maria Hunter).

March 2023 Financial Statements (Revenues, Expenditures, Fund Balance), FY23 Zero Balance Budget

c. Grants

\$9,999 Library Foundation Donation for Library Door Replacement

\$11,000 Lucas County Community Foundation for Stained Glass Project

6. May 2023 Claims

7. Unfinished Business

a.

8. New Business

a. Building Revitalization Update & Assessment

9. Reports

Building & Grounds

Community Relations (5/5/23)

Finance & Policy (5/8/23)

March Director's Report

Roofing Phase 2 (Soffits, Eaves, Gutters) also Trim in various areas
Stonework Parging & Tuckpointing,
Landscaping, Flag Pole & Library Sign, North Lot, Front Ext. Lights
Interior Basement Rooms

10. Board Comments & Continuing Education

Agenda Items for Next Month's (June 8, 2023) Meeting

11. Adjournment

The next meeting of the Library Board will be Thursday, June 8, 2023.

Chariton Free Public Library

April 13, 2023

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on April 13, 2023 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Fenton, Kramme, Meyer, Miller, Pillsbury-Allen, Seuferer and Sharp were present. Director Murphy was present.

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

Public Forum: none

Consent Agenda: Meyer moved to approve the Consent Agenda with the March 9, 2023 Minutes and Financial Statements removed. Kramme seconded and the motion passed unanimously.

Miller moved to approve the March 9, 2023 Minutes amended to include her presence at that meeting. Meyer seconded and the motion passed unanimously.

After discussion of the February 2023 Financial Statements, Meyer moved to approve them. Miller seconded and the motion passed unanimously.

The April 2023 Claims were unanimously approved on a motion from Meyer, seconded by Pillsbury-Allen.

Unfinished Business

Sharp moved to approve the amended *Circulation Policy* with the addition of military ID to the list of acceptable forms of identification. Kramme seconded and the motion passed unanimously.

New Business

Meyer made a motion to submit the *Budget Amendment Request* to the City with the dollar amounts increased for Local Grant Income (4471) to \$150,000 and Construction Projects Expenses (6751) to \$270,000. (Attached) Bisgard seconded and the motion passed unanimously. Murphy will speak with the County Board of Supervisors about the donation for the window project.

Seuferer made a motion to approve the 28E Agreement received from the City of Russell contracting for library services provided by the Chariton Free Public Library to Russell residents for an annual payment of \$416. Pillsbury-Allen seconded and the motion passed unanimously.

Building & Grounds Committee (No Meeting) The windows are in, we're waiting on contractor availability. Murphy will talk with the City to see if someone can remove the damaged gutter lining hanging from the NW corner of the building.

Community Relations Committee (4/3/23) Miller reported, minutes attached.

Finance & Policy Committee (4/10/23) Meyer reported during the discussion of the financial statements.

Director's Report attached.

Board Comments & Continuing Education: Fenton attended a Community Partnerships webinar.

Annual Clean-Up Day was discussed and Murphy will submit a request to Sharp for students to dust the Library furniture and trim.

Adjournment: The meeting was adjourned at 6:18 p.m. on a motion Pillsbury-Allen, seconded by Kramme.

Kris Murphy, Library Director

Community Relations Minutes

May 5, 2023

The Community Relations committee of the Chariton Free Public Library met at 9:30 in the board room on May 5, 2023. Kris, Marcia, Bevin, and Linda were in attendance. Lori Ghormley also attended for part of the meeting.

The following items were discussed:

Fall at the Library

On May 1 a patron fell off the back curb of the library. Genealogy staff and library staff came quickly to assist until the ambulance arrived. The patron was taken to the hospital with facial injuries. No broken bones were reported. Kris filled out an incident report.

Articles in the Newspaper

Lori came down to talk about writing a column for the local newspaper to inform readers about new books we obtain at the library. The concern was whether the newspaper would charge us for the article. Linda will stop by the newspaper office to hopefully talk to the publisher. An article about the summer program will be written for the paper. Information will also be put on Facebook and the library website.

Clean-up Day

Justin and Kris arranged to have four high school students come to the library for clean-up day. The kids dusted shelves and baseboards, cleaned the keyboards and laptops. They were at the library from 9-11. Marcia came to supervise and bring muffins and chocolate milk. We loved their help.

Social services

Rachel mentioned an article about libraries providing social services at their facilities. Kris thought the social workers were paid by the respective libraries. We will look into that further.

Memorial Money

The committee suggested since the Donna Sallee memorial money came with no restrictions that the money be used for new books.

Next meeting is scheduled for June 2 at 10:30

Submitted by: Linda Miller

MARCH 2023 TREASURER'S REPORT

TREASURER'S REPORT CALENDAR 3/2023, FISCAL 9/2023

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	2,246,392.79	48,924.92	99,696.15	.00	2,195,621.56
004 CEMETERY MAINTENANCE	76,384.76	4,017.50	4,936.75	.00	75,465.51
005 CEMETERY BEAUTIFICATION	4,706.50	.00	.00	.00	4,706.50
006 LIBRARY OPERATING	181,592.70	23,718.50	28,084.43	.00	177,226.77
007 COMM CENTER OPERATING	287,537.60	2,557.52	2,832.89	.00	287,262.23
008 HOTEL-MOTEL TAX	33,285.35	.00	.00	.00	33,285.35
009 FIRE DEPARTMENT EQUIP	260,597.49	.00	.00	.00	260,597.49
010 LIABILITY & PROP INS LE	27,576.42	2,166.47	123,196.81	.00	93,453.92-
011 FRANCHISE FEE	314,297.99	.00	.00	.00	314,297.99
012 POOL BOND RESERVE	.00	.00	.00	.00	.00
013 POOL BOND SINKING	.00	.00	.00	.00	.00
110 ROAD USE TAX	143,071.71	27,816.25	35,814.57	.00	135,073.39
112 EMPLOYEE BENEFITS	585,702.00	9,453.46	28,110.29	.00	567,045.17
119 EMERGENCY	16,599.71	565.73	.00	.00	17,165.44
121 LOST/POOL	953,325.75	5,467.15	.00	.00	958,792.90
122 LOST/INFRASTRUCTURE	766,061.63	35,734.68	.00	.00	801,796.31
125 TIF	82,951.67	3,421.25	.00	.00	86,372.92
145 HISTORIC PRESERVATION	16,044.29	28.05	19.68	.00	16,052.66
148 COMMUNITY REVITALIZATIO	6,573.86-	.00	.00	.00	6,573.86-
150 EXAMINATION SERVICES	.00	.00	.00	.00	.00
160 2012 MULTI-FAM HOUS/CDB	3,850.73	.00	.00	.00	3,850.73
167 LIBRARY ENDOWMENT	97,875.38	.00	22,760.91	.00	75,114.47
200 DEBT SERVICE	216,361.37	9,344.06	12,639.76	.00	213,065.67
301 CAPITAL REPLACEMENT	.00	.00	.00	.00	.00
302 CONSTITUTION PARK PROJE	3,711.12	.00	.00	.00	3,711.12
500 CEMETERY - PERPETUAL CA	249,597.24	262.50	.00	.00	249,859.74
610 SEWER	1,468,628.98	162,347.77	194,395.50	.00	1,436,581.25
611 SEWER RENTAL SINKING	166,020.19	26,260.00	.00	.00	192,280.19
660 AIRPORT HANGAR O&M	90,959.45	2,672.22	33,753.58	.00	59,878.09
661 AIRPORT HANGAR RES	.00	.00	.00	.00	.00
670 SOLID WASTE	377,204.37	2,233.28	1,014.96	.00	378,422.69
671 S.W. SINKING	.00	.00	.00	.00	.00
675 RECYCLING	5,812.55	1,725.30	450.00	.00	7,087.85
740 STORM WATER	366,281.11	5,768.19	1,731.62	.00	370,317.68
810 REVOLVING LOAN FUND	84,575.99	.00	.00	.00	84,575.99
830 CENTRAL FUEL FACILITY	60,877.46	27,750.22	44,835.98	.00	43,791.70
Report Total	9,181,310.44	402,235.02	634,273.88	.00	8,949,271.58

CALENDAR 3/2023

REVENUE REPORT

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY \$ Market Interest →	2,000.00	→ 159.59	419.51	20.98	1,580.49
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	18,500.00	.00	18,416.00	99.55	84.00
006-410-4471	LOCAL GRANTS	50,000.00	.00	36,200.00	72.40	13,800.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	4,000.00	261.00	776.14	19.40	3,223.86
006-410-4707	DONATIONS/BLDG RENOVATION	.00	350.00	28,730.00	.00	28,730.00
006-410-4715	REFUND	.00	.00	155.11	.00	155.11
006-410-4765	LIBRARY FINES	3,500.00	187.00	2,268.10	64.80	1,231.90
006-410-4799	OTHER REVENUES	4,000.00	.00	5,472.56	136.81	1,472.56
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	22,760.91	23,760.95	.00	23,760.95
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	222,000.00	23,718.50	186,198.37	83.87	35,801.63

CALENDAR 3/2023

BUDGET REPORT

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	116,200.00	7,217.07	71,032.49	61.13	45,167.51
006-410-6210	DUES & SUBSCRIPTIONS	1,500.00	.00	2,679.03	178.60	1,179.03-
006-410-6230	TRAVEL, TRAINING, & DUES	500.00	.00	225.00	45.00	275.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,000.00	357.48	3,586.43	119.55	586.43-
006-410-6371	UTILITIES	17,800.00	1,644.92	11,813.71	66.37	5,986.29
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	4,000.00	463.89	1,558.17	38.95	2,441.83
006-410-6502	BOOKS	4,000.00	199.71	2,503.79	62.59	1,496.21
006-410-6505	NEW EQUIPMENT	1,800.00	.00	3,860.97	214.50	2,060.97-
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	246.77	662.66	33.13	1,337.34
006-410-6508	POSTAGE	200.00	12.28	154.09	77.05	45.91
006-410-6522	BOOKS/MEMORIALS	1,000.00	270.45	1,135.18	113.52	135.18-
006-410-6523	MEM. AUDIO VISUAL	500.00	.00	130.06	26.01	369.94
006-410-6524	AUDIO VISUAL	1,000.00	39.87	953.01	95.30	46.99
006-410-6525	SOFTWARE & TECH SUPPORT	6,000.00	458.83	4,513.93	75.23	1,486.07
006-410-6526	JANITOR SUPPLIES	600.00	10.47	329.68	54.95	270.32
006-410-6751	CONSTRUCTION PROJECTS	60,000.00	17,162.69	143,167.37	238.61	83,167.37-
		=====	=====	=====	=====	=====
	LIBRARY OPERATING TOTAL	220,600.00	28,084.43	248,805.57	112.79	28,205.57-
		=====	=====	=====	=====	=====
010-410-6408	LIABILITY & PROP INS LEVY TOTA	5,500.00	.00	.00	.00	5,500.00
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	8,800.00	533.29	5,260.55	59.78	3,539.45
112-410-6130	CITY'S SHARE OF IPERS	11,000.00	708.26	6,609.15	60.08	4,390.85
112-410-6150	CITY'S SHARE OF MEDICAL INS.	11,150.00	868.30	8,035.02	72.06	3,114.98
112-410-6151	CITY'S SHARE OF LIFE INS.	80.00	6.59	59.31	74.14	20.69
112-410-6152	CITY'S SHARE OF DENTAL INS.	565.00	46.86	421.74	74.64	143.26
112-410-6160	WORKERS' COMP INS	200.00	.00	91.34	45.67	108.66
		=====	=====	=====	=====	=====
	LIBRARY TOTAL	31,795.00	2,163.30	20,477.11	64.40	11,317.89

CHARITON FREE PUBLIC LIBRARY FY2023 BUDGET	MARCH 2023
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OPERATING BUDGET REVENUES & EXPENDITURES		BUDGETED	Mar-23	BALANCE
		BEGINNING BALANCE 7/1/2022		\$0.00
006-410-4300	INTEREST (MONEY MARKET INTEREST 3/23)	\$200.00	\$159.59	\$419.51
006-410-4440	STATE GRANTS	\$0.00	\$0.00	\$0.00
006-410-4470	RURAL FEES	\$18,500.00	\$0.00	\$18,416.00
006-410-4471	LOCAL GRANTS			
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS	\$1,000.00	\$261.00	\$776.14
006-410-4707	BLDG DONATIONS			
006-410-4715	REFUND	\$200.00	\$0.00	\$155.11
006-410-4765	LIBRARY INCOME	\$3,500.00	\$187.00	\$2,268.10
006-410-4799	OTHER (State Funds & Gene Rent)	\$5,500.00	\$0.00	\$3,942.56
006-910-4830	TRANSFERS	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$0.00	\$70,000.00
006-410-6010	GROSS SALARIES	\$95,000.00	\$7,217.07	(\$71,032.49)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$3,000.00	\$0.00	(\$2,679.03)
006-410-6230	TRAVEL/TRAINING/DUES	\$300.00	\$0.00	(\$225.00)
006-410-6310	B&G	\$4,000.00	\$357.48	(\$3,586.43)
006-410-6371	UTILITIES	\$17,800.00	\$1,644.92	(\$11,813.71)
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$0.00
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	\$4,000.00	\$463.89	(\$1,558.17)
006-410-6502	BOOKS - LIBRARY FUNDS	\$3,000.00	\$199.71	(\$2,503.79)
006-410-6505	NEW FURNITURE/EQUIP	\$4,000.00	\$0.00	(\$3,860.97)
006-410-6507	OPERATING SUPPLIES	\$1,000.00	\$246.77	(\$662.66)
006-410-6508	POSTAGE	\$200.00	\$12.28	(\$154.09)
006-410-6522	BOOKS - MEMORIAL	\$1,000.00	\$270.45	(\$1,135.18)
006-410-6523	AUDIO-VISUAL - MEMORIAL	\$500.00	\$0.00	(\$130.06)
006-410-6524	AUDIO-VISUAL - LIBRARY FUNDS	\$1,500.00	\$39.87	(\$953.01)
006-410-6525	SOFTWARE & TECH SUPPT	\$6,500.00	\$458.83	(\$4,513.93)
006-410-6526	JANITOR SUPPLIES	\$500.00	\$10.47	(\$329.68)
006-410-6751	CONSTRUCTION PROJECTS ELECTRICAL WORK 3/23		\$852.19	(\$2,564.87)
CURRENT BALANCE 3/31/2023				(\$12,225.65)

CHARITON FREE PUBLIC LIBRARY CAPITAL BUDGET FY23		MARCH 2023	
		BEGINNING BALANCE 2/28/2023	\$199,999.70
006-410-4471	GRANTS	\$0.00	\$82,200.00
006-410-4707	BLDG DONATIONS FUNDRAISER	\$350.00	\$29,080.00
TRANSFERRED BEQUESTS ENDOWMENT TRANSFER		\$22,760.91	\$395,020.00
006-410-6751	STAINEDGLASS #1, DOOR PAINTED, LANDSCAPING	(\$16,373.50)	(\$299,562.89)
		CURRENT BALANCE 3/31/2023	\$206,737.11

CK Fairco 2nd Payment (SWANSON \$69,174)	22/07 6751	\$69,174.00
PRIMO Heating & Cooling (SWANSON \$2,000, LIBFND \$1,000)	22/08 6751	\$3,000.00
Spectrum Lighting (materials for job) (VREDENBURG \$3,475)	22/09 6751	\$3,475.00
CK Fairco 3rd Waterproofing Project Payment (SWANSON \$25,299)	22/10 6751	\$25,299.00
CK Fairco 4th Waterproofing Project Payment (VREDENBURG \$13,044)	22/11 6751	\$13,044.00
Cohenour Electric (Installation) (VREDENBURG \$800, COONS \$5,000)	22/11 6751	\$5,800.00
PRIMO Heating & Cooling (VREDENBURG \$4,500)	22/11 6751	\$4,500.00
Bovard Studio (Stained Glass Project) (LCCF \$11,000, VREDENBURG \$3,000.50)	23/03 6751	\$14,000.50
Smith Body Shop (LIBRARY FOUNDATION \$510)	23/03 6751	\$510.00
iH Landscaping Drainage Control Wattle Install	23/03 6751	\$1,863.00
TOTAL CAPITAL PROJECTS EXPENSES YEAR TO DATE MARCH 2023		\$140,665.50

3/2023 167 ENDOWMENTS INVESTMENT REPORT

Date: 03/31/2023

<u>Number</u>	<u>Date Purchased</u>	<u>Date Matures</u>	<u>Amount</u>	<u>Rate</u>	<u>Bank</u>	<u>Fund</u>
742-05	02/28/2023	02/28/24	4,044.74	4.26%	Clst	Dewey
742-06	02/28/2023	02/28/24	38,223.12	4.26%	Clst	Herrick
742-07	02/28/2023	02/28/24	1,003.71	4.27%	Clst	Blake
742-08	02/28/2023	02/28/24	32,118.44	4.26%	Clst	Allender
			TOTAL	\$75,390.01		

The interest for March went back into the CDs, but Treasurer has fixed that issue, so future interest will be paid by check and deposited by Director for expenditure on collection items.

Herrick – \$139.70

Blake – \$3.67

Allender – \$117.39

Dewey – \$14.78

See 167 revenue report below. In future this interest will show on the 006 line.

3/2023 167 ENDOWMENTS REVENUE REPORT

CALENDAR 3/2023		REVENUE REPORT		PCT OF FISCAL YTD 75.0%	
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	
167-410-4300	INTEREST - LIBRARY ENDOWMENT	.00	275.54	275.54	
167-410-4705	DONATIONS	.00	.00	.00	
167-410-4799	OTHER REVENUES	.00	.00	.00	
167-910-4830	TRANSFER IN - LIBRARY ENDOW	.00	.00	75,114.47	
LIBRARY ENDOWMENT TOTAL		.00	275.54	75,390.01	

4/2023 MONEY MARKET ACCOUNT: Interest from MM Acct gets electronically deposited, handled by Treasurer.

BANK CASH REPORT 2023

BANK NAME FUND GL NAME	MARCH CASH BALANCE	APRIL RECEIPTS	APRIL DISBURSMENTS	APRIL CASH BALANCE	APR BANK BALANCE
006 LIBRARY MM ACCOUNT	150,406.36	0.00	0.00	150,406.36	150,406.36

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
MAY 2023 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
Ajensen Promotions (vinyl door signage)		006 - 410 - 6310	5002	\$45.00
Access Systems Copier Contract		006 - 410 - 6525	5321	\$267.46
Alliant Energy		006 - 410 - 6371	131	\$818.24
Baker & Taylor Entertainment \$552.10	Unsourced Books	006 - 410 - 6502	34	\$148.57
	Mem/Don Books	006 - 410 - 6522		\$101.09
	Unsourced AV	006 - 410 - 6523		\$302.44
Brent Allen Entertainment	SRP Performer	006 - 410 - 6498		\$425.00
CPL Petty Cash	Programming	006 - 410 - 6498	74	\$8.03
Chariton Water Department		006 - 410 - 6371	80	\$23.24
Dale O'Connell	SRP Performer	006 - 410 - 6498		\$500.00
Darrin Crow	SRP Performer	006 - 410 - 6498		\$300.00
iH Landscaping	Grade, Grass, Irrigation	006 - 410 - 6751		\$4,899.25
Iowa-Des Moines Supply	Custodial Supplies	006 - 410 - 6526		\$220.18
Mikayla Oz	SRP Performer	006 - 410 - 6498		\$400.00
Motion Picture Licensing Corporation		006 - 410 - 6210	681	\$97.67
Murphy, Kris	Summer Prog. Supplies	006 - 410 - 6498	1324	\$421.95
	AV DV Cable	006 - 410 - 6525		\$7.50
Talewise	SRP Performer	006 - 410 - 6498		\$375.00
The Design Partnership	Fairco Calls	006 - 410 - 6751	5251	\$65.00
True Value		006 - 410 - 6310	40	\$14.94
TOTAL CLAIMS PAID MAY 2023				\$9,440.56

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

Marcia Fenton, President of the Chariton Free Public Library Board of Trustees

SUMMER CHILDREN'S PROGRAMS

 Thursdays @ the FARMERS MARKET	Friday StoryTimes & Summer Programs at the Chariton Public LIBRARY
JUNE 1 4:30 Fruity Orange Tootles	JUNE 2 StoryTime 10:30 Fruity Orange Tootles
JUNE 8 FARMERS MARKET 4:30 Grow Forever Plants	JUNE 9 StoryTime 10:30 Grow Forever Plants 1:00 Summer Program: Performer Show Talewise <i>Saving Earth Together</i>
JUNE 15 FARMERS MARKET 4:30 Rhyme Time	JUNE 16 StoryTime 10:30 Rhyme Time 1:00 Summer Program: Performer Show Darrin Crow's <i>Preposterous Poetry</i>
JUNE 22 FARMERS MARKET 4:30 Finger Puppets	JUNE 23 StoryTime 10:30 Finger Puppets 1:00 Summer Program: Performer Show Brent Allen's <i>Fun Reading Show</i>
JUNE 29 FARMERS MARKET 4:30 Patriotic Poms	JUNE 30 StoryTime 10:30 Patriotic Poms 1:00 Summer Program: <i>Patriotic Sing-a-Long</i>
JULY 6 FARMERS MARKET 4:30 Make-Your-Mark Rocks	JULY 7 StoryTime 10:30 Make-Your-Mark Rocks 1:00 Summer Program: Craft Project Express Yourself: <i>Shrinky-Dink Accessories</i>
JULY 13 FARMERS MARKET 4:30 Suncatchers	JULY 14 StoryTime 10:30 Suncatchers 1:00 Summer Program: Performer Show Magician Mikayla Oz <i>Library Magic Show</i>
JULY 20 FARMERS MARKET 4:30 Megaphone Mania	JULY 21 StoryTime 10:30 Megaphone Mania 1:00 Summer Program Finale

These are images from the Summer Program Flyer/Schedule which is in pamphlet form.

This summer, to attend the Kids' Summer Program Finale, you must complete a Reading/Activity Log.

At the Finale we will create a Commemorative T-Shirt and also make Button Badges, using our brand new button machine!!



Be sure to register online or in-person for the Kids' Summer Reading Program... and pick up your Reading/Activity Log prior to attending any events. No registration is required for individual Kids' Program events.



Chariton Public Library Summer Program
SUMMER CHILDREN'S PROGRAMS

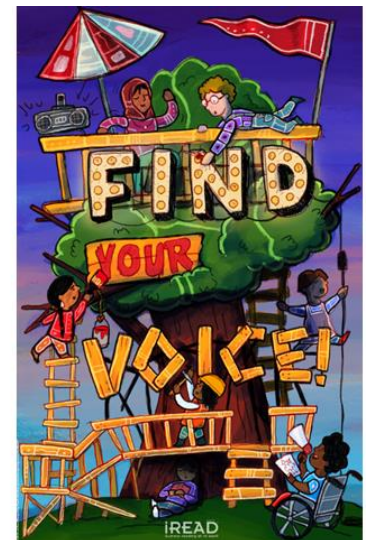

Thursdays 4:30 @ the FARMERS MARKET

Friday StoryTimes & Summer Programs
at the Chariton Public LIBRARY

Programs for Teens & Adults
Wednesdays @ the Library *Saturday Specials*

Using your Reading and Activity Stickers, fill in each speech bubble on the chart. If there are genres, formats or other reading activities and experiences not included in the sticker options, ask the Librarians if it qualifies and then draw or write it in. Extra stickers are available if you need them. Bring your completed log to join in on the Finale fun!





Please Register for the Summer Program

ONLINE @ chariton.lib.ia.us

Or pop into the Library and fill out a registration form at the Desk.

Chariton Public Library 803 Braden Ave. Chariton IA 50049
murphy@chariton.lib.ia.us 641-774-5514

at the Chariton Public LIBRARY

This is what this year's reading/activity log will look like. We are providing stickers to place in the speech bubbles (see next page) to allow as many activities as possible.



The activities featured in the stickers work for all reading levels, and participants can choose what they wish to do. Also featured are non-library activities, such as the Farmers Market and other community events. A sheet of stickers will be issued with the activity/reading log and additional sheets of stickers will be made available for those participants who go all in.

Although there will be additional activities offered at the Library, some with take-home materials, we will not be issuing prizes throughout the summer program. Young participants must complete a log (it has 2 sides) to attend the finale event.

We are still trying to determine a finale event for the teen and adult participants, and whether or not to have separate finales for these two groups. We may choose to offer a reward, rather than a finale.

Suggestions are welcome.

Programs for Teens & Adults

Wednesdays at the Library

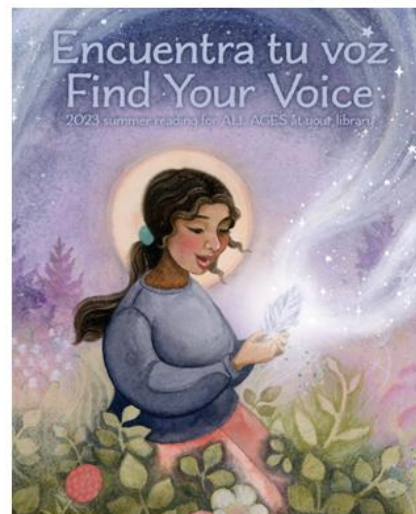
JUNE 7 5:30-7:00 SMASH BOOKS <i>Intro, Selection, Assembly/Disassembly</i>	*Saturday Specials*
JUNE 14 5:30-7:00 SMASH BOOKS <i>Images, Text, Colors, Layering & Layout</i>	JUNE 17 1:00-3:00 <i>Express Yourself</i> Nail Art Polish & Bejewel
JUNE 21 5:30-7:00 SMASH BOOKS <i>Stencils & Textures</i>	JUNE 24 1:00-3:00 <i>Alcohol Inks</i> Class with Dale O'Connell Attendance Limited to 20 Event Registration Required
JUNE 28 5:30-7:00 SMASH BOOKS <i>Fibers, Fabric, Applique & Stitchery</i>	JULY 8 1:00-3:00 Dot Mandalas Attendance Limited to 30 Event Registration Required
JULY 5 5:30-7:00 SMASH BOOKS <i>Freestyle – Just Do Your Thing</i>	JULY 15 1:00-3:00 Fiber Doll Pins Attendance Limited to 30 Event Registration Required
JULY 12 5:30-7:00 SMASH BOOKS <i>Freestyle – Just Keep Doing Your Thing</i>	
JULY 19 5:30-7:00 SMASH BOOKS <i>Freestyle – Never Stop Doing Your Thing</i>	

Each Teen/Adult may bring ONE child with them to participate in the Nail Art program. That Teen/Adult will be responsible for the child's participation during the event.

To sign up for the Adult Crafting Programs:

Go to the Library's Website & click on Events. Locate the event on the calendar and click on it. Fill in the Registration Form. Once the limited attendance is met, registration will be closed. Registration will begin June 1st. This registration is only for the Alcohol Ink and Mandala programs.

Please register for the Adult Summer Program prior to registering for these craft programs.



**CHARITON FREE PUBLIC LIBRARY
DIRECTOR'S REPORT
THURSDAY MAY 11, 2023**

	April	Year
Days Open	23	239
Visitor Count	2,042	21,098
Cards Issued	17	150
Cards Weeded	0	20
Meeting Room Uses	13	169
MAKERSPACE Uses	1	2
Daily Average	86	886
Total Circulation (w/o SILO ILLs)	1,930	20,866

BRIDGES Registrations	3	64
BRIDGES Active Individuals	115	1,071
BRIDGES Items Circulated	614	6,070

Website Visits	326	3,715
Website Actions	939	9,726
WI-FI Sessions	722	6,179
Unique WI-FI Visitors	144	1,370
Chromebox/PC Usage	504	2,667

Dial A Story Calls	14	178
Children's Programs	2	53
Children's Programs Attends	8	193
Lego Activities	3	42
YA Programs	0	0
YA Programs Attends	0	0
Adult Programs	1	9
Adult Programs Attends	6	85

PATRON Circulations	April	Year
Chariton Adult	996	10,449
Chariton Child	199	2,387
Institutional/Special	58	191
In-House Cards	0	153
Rural Adult	437	4,903
Rural Child	126	1,094
Russell Adult	42	453
Russell Child	1	266
Lucas Adult	23	236
Lucas Child	4	32
Williamson Adult	40	93
Williamson Child	0	0
Derby Adult	0	78
Derby Child	0	0
Out Of County	44	827
	1,970	21,162

CATEGORY Circulations	April	Year
Adult Fiction	449	4,521
Large Print	74	720
Adult Nonfiction	146	1,304
Adult Audiobooks	12	180
Adult Video	243	2,621
Picture Books	252	2,520
Beginner Readers	100	1,457
Juvenile Fiction	286	3,162
Juvenile Nonfiction	58	687
Juvenile Audiobooks	6	80
Juvenile Videos	212	2,574
Young Adult Books	60	776
YA Anime Video	24	183
Games	1	8
Puzzles	2	43
Bin Books (alone)	0	22
Educational Bins	4	7
Maker Bins	1	3
Local Interlibrary Loans	40	294
	449	19,192

I will take my vacation May 12th -29th. Staff will offer StoryTimes while I'm gone.

Staff may hold a special meeting on June 3rd to review and discuss the Summer Program, which begins the following week.

Ange Altenhofen has added a program to the summer schedule.

The Summer Program sign-up is live on the website and we've provided paper sign-up forms at the circulation desk. I did several other updates on the website as well last week.

The Library Foundation has donated the amount necessary for the new front door, including the paint job. The donation was part of the April deposit.

The Lucas County Community Foundation granted us \$11,000 for the stained glass window projects. That funding was deposited on May 5th.

We received another donation from Gregory Burley Brown with instructions to use it as we choose.

We've also received several donations in memory of former Library employee Donna Saltee. The family said to use them as we choose. Steve is still bringing in donations periodically, so we don't have a total yet.

Denny resolved the timer issue for the parking lot and north entrance lights.

Lauri placed the white vinyl signage on both the front and back doors.

The grass is growing, although some areas look more successful than others. The water bill might be scary.

Andy has installed 17 of the new windows. They are double-hung sash windows and we can tilt them in to clean the outsides! The UV filtered glass is wonderful! The only windows we'll likely need blinds for are those in the meeting room to allow better viewing of the projector image. None of the windows were salvageable. Some were in much worse shape than we realized, with rotting frames. Andy will finish installing windows when the new grass and his schedule permit.

Our electric bill should look a bit better. We've reached the point in the year at which the system is often turned off whenever the weather permits.

On 5/1/23 a patron tripped and fell on the curb at the north entrance. Sue Terrell of LCGS was immediately on the spot to ensure the patron was blanketed and her head held stable while we waited on an ambulance. The incident was reported to Ghormley at the circulation desk, who went to assist. An incident report was completed.

I took two webinars on getting grants last week.

Kris Murphy – May 11, 2023

CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY JUNE 8, 2023
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 8, 2023 5:30pm
Please join my meeting from your computer, tablet or smartphone.
<https://meet.goto.com/947761669>

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Public Forum**
- 4. Good News**

You can also dial in using your phone.
Access Code: 947-761-669
United States: [+1 \(646\) 749-3122](tel:+16467493122)

- 5. Consent Agenda:**
 - a. **May 11, 2023 Minutes**
 - b. **Correspondence** – none
 - c. **April 2023 Financial Statements (Revenues, Expenditures, Fund Balance), FY23 Zero Balance Budget**
 - d. **Grants** - none
- 6. June 2023 Claims**
- 7. Unfinished Business**
 - a. **Building Revitalization**
- 8. New Business**
- 9. Reports**
 - Building & Grounds (5/30/23)
 - Community Relations (6/2/23)
 - Finance & Policy
 - April Director's Report

Chariton Library will be recognized at the CAC/MS annual Celebration on June 20th

- 10. Board Comments & Continuing Education**

Agenda Items for Next Month's (July 13, 2023) Meeting

- 11. Adjournment**

The next meeting of the Library Board will be Thursday, July 13, 2023.
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Chariton Free Public Library

May 11, 2023

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on May 11, 2023, pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Biscard, Fenton, Kramme, Meyer, Miller, Pillsbury-Allen, Seuferer, and Sharp were present. Director Murphy was present.

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

Public Forum: none

Good News:

Clean-up day went very well. Students dusted all uncovered surfaces, including baseboards and trim, and cleaned the public keyboards and monitors.

Murphy received notification just today that we received a grant of \$2,500 for the purchase of mesh tables for the garden area west of the building. One table is wheelchair accessible. Pillsbury-Allen reported that the family has received enough memorials for Jane to purchase 3 benches for the area as well.

Ray Meyer will offer a *Lawyers in Libraries* program May 30th at 5:30 pm to educate individuals on power of attorney.

Consent Agenda: Meyer moved to approve the Consent Agenda. Seuferer seconded and the motion passed unanimously.

a. April 13, 2023 Minutes

b. Correspondence –

President Fenton Thank You to Lucas County Community Foundation Grant \$11,000 for Stained Glass Project

President Fenton Thank You to Library Foundation Donation \$9,999 Library Door Project

In Memory of Jane Pillsbury, a total of \$445 in donations from Kristian Anderson & Mary Carr, Dave and Jean Brandt,

Lynn and John Carrico, Stephen & Mary Ann Drexler, and Nicholas & Maria Hunter. The family has received other memorials.

In Memory of Donna Sallee \$25 given by CHS Class of 1979 (Nicholas & Maria Hunter). The family has received other memorials.

In Memory of James B. Adams \$25 given by CHS Class of 1979 (Nicholas & Maria Hunter).

c. March 2023 Financial Statements (Revenues, Expenditures, Fund Balance), FY23 Zero Balance Budget

d. Grants

\$9,999 Library Foundation Donation for Library Door Replacement

\$11,000 Lucas County Community Foundation for Stained Glass Project

The May 2023 Claims were unanimously approved on a motion from Sharp, seconded by Kramme.

Unfinished Business: none

New Business

Building Revitalization Update & Assessment: We looked over some history of the work previously done on the gutters (in 2006) and discussed the potential for proceeding with phase two of the roof repair, which actually addresses repair of the gutters, soffits, fascia and trim. All of the issues need to be assessed prior to requesting bids for the work and before applying for grant funds. We will apply to the Vredenburg Foundation again this year for funds to use towards the completion of the stained glass project and other building projects.

Building & Grounds Committee (see discussion above)

Community Relations Committee (5/5/23 minutes attached)

Finance & Policy Committee (Meyer & Seuferer reported on the 5/8/23 meeting)

Director's Report attached.

Board Comments & Continuing Education: none

Agenda Items for NEXT MONTH Meeting: none

Adjournment: The meeting was adjourned at 6:22 pm on a motion from Pillsbury-Allen, seconded by Meyer.

Kris Murphy, Library Director

The next meeting of the Library Board will be Thursday June 8, 2023.

Building & Grounds Committee

May 30, 2023

Our Building and Grounds committee met on Tuesday, May 30th. Our committee hasn't met for a while, so we had good organizational conversation. We thank Marcia for her leadership in that conversation.

With everyone's help we have put together a list of "Library Projects to do". This list would supplement the list Kris gave us last month, but replace the "In progress projects" and the "Pending projects" sections.

It is our hope that our full Library Board at the next meeting, can help update and prioritize this "Library Projects to do" list. --Denny

Library Projects to do 06/05/23

Who

Windows	replace 28 windows	Denny	28 new Anderson low E windows have been installed in the building by Andy Peterson.
	repairing Stained glass window	Ray	
Landscaping	grass	Denny	Isaac has been paid & is about completed Need to determine style and location use old pole and light? What & where? Pillsburg/Young donations, plus AARP grant we have stored and ready to install somewhere.
	fence		
	flag pole & light		
	Signage		
	Outdoor sitting area & furniture		
	Charging stations		
	Other bushes & foliage		
Window coverings in meeting rooms		Marcia	asked Int. & More for an estimate.
Returning stained glass (from old Church) to C.R. Robertson		Marcia	

Roof maintenance	tile maint. to south 1/2 of bldg. fix gutter membrane on S. 1/2 of bldg. make sure gutters are working & sufficient
Repair all soffits and trim on building	
Carpet upgrade plan	
Cleaning & repair of limestone & cement	
Tuckpointing brick (eastside)	
Bicycle rack improvements	
Plan for downstairs usage and remodeling	

needed ?

removal of curb at north entrance? should we?

Painting of Boardroom?

Routine maintenance to schedule:

Light bulbs changed	
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 HVAC filters replaced	Primokov did the latest installs & service.
Clean gutters & downspouts	
Cleaning & purging	upstairs downstairs bathrooms meeting rooms

Community Relations Minutes

June 2, 2023

The Community Relations committee of the Chariton Free Public Library met at 10:30 in the board room on June 2, 2023. Marcia, Bevin, and Linda were in attendance.

The following items were discussed:

Articles in the Newspaper

Linda has spoken to Amanda Thompson from the Chariton Leader about a "New Book Column" in the newspaper. Amanda thought it was a great idea. She will be talking to her publisher to see if we can proceed. Linda gave the contact information to Lauri.

Book Sale

The book sale was discussed. It will be held in the fall after the Friends group is established. Bevin volunteered to be in charge of the book sale. Bevin stated she had a shed in which she could store the books. We discussed if it would be better to have the sale at the library or in her garage. Discussion to continue.

Fix-it Workshops

Rachel presented the idea of having some "Fix-it" workshops at the library. We all thought it was a great idea. We will wait until Rachel can attend a meeting to discuss how to proceed.

Friends Group

Linda and Marcia will begin establishing the Friends of the Library Group next Tuesday at 3:30. Linda will contact Cathy Wright, a previous Friends member, to get her view point on how to proceed. We also discussed a Book Club for kids as a branch of the Friends group.

Internet availability

The Chariton Public Library website and Facebook page needs to be updated. We will ask Kris who is responsible but those updates.

Story Time

Storytime for kids is now on Friday mornings which make it hard for parents that are employed to get their kids there. We will talk to Megan to see if an evening group might be possible this fall.

Next meeting is scheduled for July 7 at 10:30

Submitted by: Linda Miller

APRIL 2023 TREASURER'S REPORT

TREASURER'S REPORT CALENDAR 4/2023, FISCAL 10/2023

ACCOUNT TITLE		LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001	GENERAL	2,195,621.56	274,332.79	325,164.83	.00	2,144,789.52
004	CEMETERY MAINTENANCE	75,465.51	11,964.68	7,995.86	.00	79,434.33
005	CEMETERY BEAUTIFICATION	4,706.50	.00	.00	.00	4,706.50
006	LIBRARY OPERATING	177,226.77	81,084.94	22,514.43	.00	235,797.28
007	COMM CENTER OPERATING	287,262.23	25,649.83	2,703.03	.00	310,209.03
008	HOTEL-MOTEL TAX	33,285.35	.00	.00	.00	33,285.35
009	FIRE DEPARTMENT EQUIP	260,597.49	.00	.00	.00	260,597.49
010	LIABILITY & PROP INS LE	93,453.92-	36,218.94	16,010.81	.00	73,245.79-
011	FRANCHISE FEE	314,297.99	.00	.00	.00	314,297.99
012	POOL BOND RESERVE	.00	.00	.00	.00	.00
013	POOL BOND SINKING	.00	.00	.00	.00	.00
110	ROAD USE TAX	135,073.39	46,970.52	37,329.57	.00	144,714.34
112	EMPLOYEE BENEFITS	567,045.17	153,079.25	26,991.15	.00	693,133.27
119	EMERGENCY	17,165.44	9,457.82	.00	.00	26,623.26
121	LOST/POOL	958,792.90	7,883.53	.00	.00	966,676.43
122	LOST/INFRASTRUCTURE	801,796.31	26,105.17	.00	.00	827,901.48
125	TIF	86,372.92	49,389.43	12,251.00	.00	123,511.35
145	HISTORIC PRESERVATION	16,052.66	2,500.00	9.84	.00	18,542.82
148	COMMUNITY REVITALIZATIO	6,573.86-	.00	.00	.00	6,573.86-
150	EXAMINATION SERVICES	.00	.00	.00	.00	.00
160	2012 MULTI-FAM HOUS/CDB	3,850.73	419.43	.00	.00	4,270.16
167	LIBRARY ENDOWMENT	75,390.01	.00	.00	.00	75,390.01
200	DEBT SERVICE	213,065.67	156,779.91	322,473.75	.00	47,371.83
301	CAPITAL REPLACEMENT	.00	.00	.00	.00	.00
302	CONSTITUTION PARK PROJE	3,711.12	.00	.00	.00	3,711.12
500	CEMETERY - PERPETUAL CA	249,859.74	175.00	.00	.00	250,034.74
610	SEWER	1,436,581.25	101,797.99	90,737.07	.00	1,447,642.17
611	SEWER RENTAL SINKING	192,280.19	26,260.00	.00	.00	218,540.19
660	AIRPORT HANGAR O&M	59,878.09	1,998.37	17,163.95	.00	44,712.51
661	AIRPORT HANGAR RES	.00	.00	.00	.00	.00
670	SOLID WASTE	378,422.69	2,721.82	375.00	.00	380,769.51
671	S.W. SINKING	.00	.00	.00	.00	.00
675	RECYCLING	7,087.85	1,584.57	450.00	.00	8,222.42
740	STORM WATER	370,317.68	5,361.52	152.10	.00	375,527.10
810	REVOLVING LOAN FUND	84,575.99	769.40	.00	.00	85,345.39
830	CENTRAL FUEL FACILITY	43,791.70	23,496.20	24,118.93	.00	43,168.97
Report Total		8,949,547.12	1,046,001.11	906,441.32	.00	9,089,106.91

REVENUE REPORT CALENDAR 4/2023, FISCAL 10/2023			PCT OF FISCAL YTD 83.3%			
ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY	2,000.00	154.60	574.11	28.71	1,425.89
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	18,500.00	.00	18,416.00	99.55	84.00
006-410-4471	LOCAL GRANTS	50,000.00	.00	36,200.00	72.40	13,800.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	4,000.00	659.00	1,435.14	35.88	2,564.86
006-410-4707	DONATIONS/BLDG RENOVATION	.00	9,999.00	38,729.00	.00	38,729.00
006-410-4715	REFUND	.00	.00	155.11	.00	155.11
006-410-4765	LIBRARY FINES	3,500.00	272.34	2,540.44	72.58	959.56
006-410-4799	OTHER REVENUES	4,000.00	.00	5,472.56	136.81	1,472.56
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	23,760.95	.00	23,760.95
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	222,000.00	81,084.94	267,283.31	120.40	45,283.31
	TOTAL OF ALL REVENUE	222,000.00	81,084.94	267,283.31	120.40	45,283.31

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	116,200.00	7,391.06	78,423.55	67.49	37,776.45
006-410-6210	DUES & SUBSCRIPTIONS	1,500.00	165.00	2,844.03	189.60	1,344.03
006-410-6230	TRAVEL, TRAINING, & DUES	500.00	.00	225.00	45.00	275.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,000.00	1,826.77	5,413.20	180.44	2,413.20
006-410-6371	UTILITIES	17,800.00	1,882.92	13,696.63	76.95	4,103.37
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	4,000.00	221.17	1,779.34	44.48	2,220.66
006-410-6502	BOOKS	4,000.00	362.21	2,866.00	71.65	1,134.00
006-410-6505	NEW EQUIPMENT	1,800.00	.00	3,860.97	214.50	2,060.97
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	.00	662.66	33.13	1,337.34
006-410-6508	POSTAGE	200.00	40.10	194.19	97.10	5.81
006-410-6522	BOOKS/MEMORIALS	1,000.00	135.75	1,270.93	127.09	270.93
006-410-6523	MEM. AUDIO VISUAL	500.00	20.99	151.05	30.21	348.95
006-410-6524	AUDIO VISUAL	1,000.00	125.46	1,078.47	107.85	78.47
006-410-6525	SOFTWARE & TECH SUPPORT	6,000.00	839.53	5,353.46	89.22	646.54
006-410-6526	JANITOR SUPPLIES	600.00	.00	329.68	54.95	270.32
006-410-6751	CONSTRUCTION PROJECTS	60,000.00	9,503.47	152,670.84	254.45	92,670.84
	LIBRARY TOTAL	220,600.00	22,514.43	271,320.00	122.99	50,720.00
006-910-6910	TRANSFER OUT - LIBRARY OPERATI	.00	.00	75,114.47	.00	75,114.47
	LIBRARY OPERATING TOTAL	220,600.00	22,514.43	346,434.47	157.04	125,834.47
	TOTAL EXPENSES	220,600.00	22,514.43	346,434.47	157.04	125,834.47

4/2023 167 ENDOWMENTS REVENUE REPORT

CALENDAR 4/2023 PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
167-410-4300	INTEREST - LIBRARY ENDOWMENT	.00	.00	275.54	.00	275.54
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
167-910-4830	TRANSFER IN - LIBRARY ENDOW	.00	.00	75,114.47	.00	75,114.47
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	LIBRARY ENDOWMENT TOTAL	.00	.00	75,390.01	.00	75,390.01

BANK CASH REPORT 2023

BANK NAME FUND GL NAME	MARCH CASH BALANCE	APRIL RECEIPTS	APRIL DISBURSMENTS	APRIL CASH BALANCE	OUTSTANDING TRANSACTIONS	APR BANK BALANCE
US BANK LIBRARY MM BK#4						

BANK US BANK LIBRARY MM BK#4						150,560.96
006 LIBRARY MM ACCOUNT	150,406.36	154.60	0.00	150,560.96		
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US BANK LIBRARY MM TOTALS	150,406.36	154.60	0.00	150,560.96	0.00	150,560.96
=====	=====	=====	=====	=====	=====	=====
TOTAL OF ALL BANKS	150,406.36	154.60	0.00	150,560.96	0.00	150,560.96
=====	=====	=====	=====	=====	=====	=====

CHARITON FREE PUBLIC LIBRARY FY2023 BUDGET
APRIL 2023

OPERATING BUDGET REVENUES & EXPENDITURES		BUDGETED	04/2023	BALANCE
		BEGINNING BALANCE 7/1/2022		\$0.00
006-410-4300	INTEREST (MONEY MARKET INTEREST 4/23)	\$200.00	\$154.60	\$574.11
006-410-4440	STATE GRANTS	\$0.00	\$0.00	\$0.00
006-410-4470	RURAL FEES	\$18,500.00	\$0.00	\$18,416.00
006-410-4471	LOCAL GRANTS			
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS	\$4,000.00	\$659.00	\$1,435.14
006-410-4707	BLDG DONATIONS			
006-410-4715	REFUND	\$0.00	\$0.00	\$155.11
006-410-4765	LIBRARY INCOME	\$3,500.00	\$272.34	\$2,540.44
006-410-4799	OTHER (State Funds & Gene Rent)	\$4,000.00	\$0.00	\$5,472.56
006-910-4830	TRANSFERS	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$70,000.00	\$140,000.00
006-410-6010	GROSS SALARIES	\$116,200.00	\$7,391.06	(\$71,032.49)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$1,500.00	\$165.00	(\$2,679.03)
006-410-6230	TRAVEL/TRAINING/DUES	\$500.00	\$0.00	(\$225.00)
006-410-6310	B&G	\$3,000.00	\$1,826.77	(\$3,586.43)
006-410-6371	UTILITIES	\$17,800.00	\$1,882.92	(\$11,813.71)
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$0.00
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	\$4,000.00	\$221.17	(\$1,558.17)
006-410-6502	BOOKS - LIBRARY FUNDS	\$4,000.00	\$362.21	(\$2,503.79)
006-410-6505	NEW FURNITURE/EQUIP	\$1,800.00	\$0.00	(\$3,860.97)
006-410-6507	OPERATING SUPPLIES	\$2,000.00	\$0.00	(\$662.66)
006-410-6508	POSTAGE	\$200.00	\$40.10	(\$154.09)
006-410-6522	BOOKS - MEMORIAL	\$1,000.00	\$135.75	(\$1,135.18)
006-410-6523	AUDIO-VISUAL - MEMORIAL	\$500.00	\$20.99	(\$130.06)
006-410-6524	AUDIO-VISUAL - LIBRARY FUNDS	\$1,000.00	\$125.46	(\$953.01)
006-410-6525	SOFTWARE & TECH SUPPT	\$6,000.00	\$839.53	(\$4,513.93)
006-410-6526	JANITOR SUPPLIES	\$600.00	\$0.00	(\$329.68)
006-410-6751	CONSTRUCTION PROJECTS ELECTRICAL WORK 3/23		\$852.19	(\$2,564.87)
CURRENT BALANCE 4/31/2023				\$60,390.29

CHARITON FREE PUBLIC LIBRARY CAPITAL BUDGET FY23
APRIL 2023

		BEGINNING BALANCE	\$206,737.11
006-410-4471	GRANTS	\$0.00	\$82,200.00
006-410-4707	BLDG DONATIONS LIBRARY FOUNDATION DONATION - DOOR	\$9,999.00	\$39,079.00
TRANSFERRED BEQUESTS ENDOWMENT TRANSFER		\$0.00	\$395,020.00
006-410-6751	CONSTRUCTION PROJECTS DOOR INSTALL	(\$9,489.00)	(\$309,051.89)
CURRENT BALANCE			\$207,247.11

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
JUNE 2023 CLAIMS**

CLAIMS	BUDGET LINE	V#	PAYMENT
Access Systems Copier Contract	006 - 410 - 6525	5321	\$171.47
Alliant Energy	006 - 410 - 6371	131	\$538.72
Baker & Taylor Entertainment			
Unsources Books	006 - 410 - 6502	34	\$110.35
Mem/Don Books	006 - 410 - 6522		\$16.14
Mem/Don AV	006 - 410 - 6523		\$65.97
Unsources AV	006 - 410 - 6524		\$177.32
Chariton Water Department	006 - 410 - 6371	80	\$297.51
DEMCO CD Audiobook Cases	006 - 410 - 6524	93	\$142.59
Iowa-Des Moines Supply	Operating Supplies	006 - 410 - 6507	\$6.53
Iowa Municipalities Workers Comp. Assoc.	112 - 410 - 6160	139	\$89.26
Kone (Elevator Maint. Contract)	006 - 410 - 6310	160	\$357.48
Murphy, Kris	Unsources Books	1324	\$22.49
	Unsources AV		\$10.93
Peterson, Andy	Windows	006 - 410 - 6751	\$11,000.00
Windstream	006 - 410 - 6371	858	\$223.16
TOTAL CLAIMS PAID JUNE 2023			\$13,229.92

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

Marcia Fenton, President of the Chariton Free Public Library Board of Trustees

**CHARITON FREE PUBLIC LIBRARY
DIRECTOR'S REPORT
THURSDAY JUNE 8, 2023**

	May	Year
Days Open	25	264
Visitor Count	2,064	23,162
Cards Issued	8	158
Cards Weeded	14	34
Meeting Room Uses	21	190
MAKERSPACE Uses	0	2
Daily Average	73	959
Total Circulation (w/o SILO ILLs)	1,810	22,676

BRIDGES Registrations	6	70
BRIDGES Active Individuals	128	1,199
BRIDGES Items Circulated	689	6,759

Website Visits	421	4,136
Website Actions	1,441	11,167
WI-FI Sessions	933	7,112
Unique WI-FI Visitors	163	1,533
Chromebox/PC Usage	615	3,282

Dial A Story Calls	0	178
Children's Programs	4	57
Children's Programs Attends	23	216
Lego Activities	4	46
YA Programs	0	0
YA Programs Attends	0	0
Adult Programs	1	10
Adult Programs Attends	9	94

PATRON Circulations	May	Year
Chariton Adult	933	11,382
Chariton Child	140	2,527
Institutional/Special	19	210
In-House Cards	27	180
Rural Adult	458	5,361
Rural Child	134	1,228
Russell Adult	22	475
Russell Child	17	283
Lucas Adult	23	259
Lucas Child	3	35
Williamson Adult	0	93
Williamson Child	0	0
Derby Adult	7	85
Derby Child	0	0
Out Of County	53	880
	1,836	11,382

CATEGORY Circulations	May	Year
Adult Fiction	347	4,868
Large Print	55	775
Adult Nonfiction	154	1,458
Adult Audiobooks	10	190
Adult Video	226	2,847
Picture Books	160	2,680
Beginner Readers	96	1,553
Juvenile Fiction	275	3,437
Juvenile Nonfiction	51	738
Juvenile Audiobooks	6	86
Juvenile Videos	284	2,858
Young Adult Books	97	873
YA Anime Video	44	227
Games	0	8
Puzzles	1	44
Bin Books (alone)	0	22
Educational Bins	3	10
Maker Bins	1	4
Local Interlibrary Loans	26	320
	1,836	22,998

I was on vacation May 12th -29th and ill through June 5th.

No deposit was made in May due to my illness. We did however receive our second tax dollar allocation from the City, \$70,000.

Staff held a special meeting on June 3rd to review and discuss the Summer Program beginning this week.

The Summer Program registrations are coming in. Patrons who wish to attend the Teen/Adult Saturday programs will register for these limited attendance events through the events calendar on our website.

I hope to see an immense growth in our programming numbers for June and July.

Staff did a great deal of summer program decorating in May. Our display case will be used to showcase crafts and other program items both prior to events and afterwards, when patrons will be given the opportunity to show off their work.

The Smash Book project has taken over the meeting room. We hope to have a good turnout, but patrons don't have to register specifically for this program, so we have no idea what we'll get.

We will offer smaller LEGO opportunities at the upstairs activity table frequently throughout the summer program, but kids won't be allowed to save their creations from one week to the next.

Steve Sallee came in with two totes of Donna's books. They are in great shape, of course, so some will likely go on the shelves.

I weeded several deceased patrons from the system this month.

As Denny noted, all of the windows have been replaced.

I received a report from Bovard that they have begun releading our stained glass. The original material was zinc, but to use zinc again would push the cost up, so they are using lead instead.

I will make my report to the Vredenburg Foundation this month and apply for this year's grant as well.

We filed all the paperwork to receive the AARP grant. I signed a letter of understanding as to the use of the funds and we submitted a W9 form with assistance from City Clerk Christy Metzger.

Kris Murphy – June 8, 2023