

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA · THURSDAY JULY 15, 2021

City of Chariton Council Chambers 5:30 PM

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, for which time will always be designated in the agenda. Please alert the library director.

1. **Call To Order**
2. **Adoption Of Agenda**
3. **Architect Presentation, Building & Landscaping**
4. **Public Forum**
5. **June 2021 Minutes**

Chariton Public Library Board Meeting
Thursday, Jul 15, 2021 5:30 PM - 8:00 PM (CDT)

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/351821061>

You can also dial in using your phone.
United States: [+1 \(669\) 224-3412](tel:+16692243412)

Access Code: 351-821-061

6. **Correspondence -**

TREMCO Warranty received
Keith & Peggy Goldsmith Memorial, \$100 given by Paul & Leslie Goldsmith
Dave Brandt Donation, "The Letter Keeper" by Charles Martin
Open Access Patron Report & Direct State Aid Report submitted to State Library.
Infomax Contract Termination Letter

7. **June 2021 Financial Statement & May 2021 Treasurer's Reports**

8. **July 2021 Claims**

9. **Grants –**

- a. ARPA - **\$5,000 awarded** towards purchase of exterior charging stations.
- b. SCICF Grant **awarded \$10,000** for Building Work
- c. Vredenburg Foundation – Grant Request for Building Work – submitted 7/2/21
- d. Coons Foundation – Donation Request for Building Work – submitted 7/12/21
- e. Johnson Foundation – Donation Request for Building Work – submitted 7/12/21
- f. Chariton Public Library Foundation – Donation Request for Building Work (not yet submitted)

10. **Old Business**

- a. Fundraising Committee

11. **New Business**

- a. Mainstay IT Contract Quote
- b. Monday August 9th – Close for Staff Inservice Day?
- c. Policy Review – Operations Policy, Internet Policy, Conduct Policy

12. **Reports: Director's Report**

13. **Adjournment**

The next meeting of the Library Board will be Thursday, August 5, 2021.

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA · THURSDAY AUGUST 5, 2021

City of Chariton Council Chambers 5:30 PM

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, for which time will always be designated in the agenda. Please alert the library director.

Chariton Public Library Meeting - August 5, 2021
Thu, Aug 5, 2021 5:30 PM - 8:30 PM (CDT)

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

<https://global.gotomeeting.com/join/254582029>

You can also dial in using your phone.

United States: [+1 \(408\) 650-3123](tel:+14086503123)

Access Code: 254-582-029

1. Call To Order

2. Adoption Of Agenda

3. Architect Presentation, Building & Landscaping

4. Public Forum

5. July 2021 Minutes

6. Correspondence -

Enrich Iowa Letter of Agreement.

7. July 2021 Financial Statement & June 2021 Treasurer's Reports

8. August 2021 Claims

9. Grants –

- a. Vredenburg Foundation – **awarded \$25,000** for Building Work
- b. Coons Foundation – Request Letter **RETURNED Unable to Forward**
- c. Johnson Foundation – **No Response**
- d. Chariton Public Library Foundation – Donation Request for Building Work (not yet submitted)

10. Old Business

- a. Fundraising Committee
- b. Policy Review – Operations Policy, Internet Policy, Conduct Policy

11. New Business

- a. Library Petty Cash Policy
- b. Library Programming – On-Site? Adult Programming lined up starting in September.

12. Reports: Director's Report

13. Adjournment

The next meeting of the Library Board will be Thursday, September 2, 2021.

Chariton Free Public Library

July 15, 2021

The Chariton Free Public Library Board held its regular monthly meeting in Council Chambers at City Hall on, July 15, 2021 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:34 p.m.

Trustees Fenton, Mefferd, Miller, Pillsbury-Allen (online), Sharp and Watkins-Schoenig were present. Librarian Murphy and City Manager Liegois were present. Architects Ed Soenke & Tim Heilkema, Engineer Lynn Vannoy and Mayor Denny Bisgard were also present.

The **Agenda** was unanimously adopted as amended to include the resignation of Trustee Lois Dixon on a motion from Mefferd, seconded by Miller.

Architect Presentation:

Lynn Vannoy visited the library earlier in the day to look at the HVAC units. He reported that two of the upstairs units have failed (north building) and the other (south) is working hard. All of them should be replaced with more efficient units of a smaller size, so that they'd do a better job of dehumidifying the building. Of the downstairs units, the one that services the south (original) part of the basement has failed completely and should be replaced with the addition of a "whole house" dehumidifier. Even after the foundation repairs, the humidity in the basement must still be controlled. He spoke with a Trane dealer who thought it would be at least 8 weeks before we could get the units. Murphy will supply him with a list of local HVAC contractors, including any brands they are associated with.

There was a great deal of discussion concerning the mold found in the west utility room, which we believe to exist in the closet under the south stairs as well. The Board directed Murphy to purchase more dehumidifiers, one for each basement room.

Ed Soenke and Tim Heilkema also visited the library to view the leakage from the heavy rains, the mold, and assess how to deal with the south stairs in the next phase of the project. Ed noted that the downspouts (which Murphy thinks were installed when the roof repair was done in 2008) are actually directing a great deal of water from the gutters right to the south stair area. This is exacerbating both the leak issues and the disintegration of the south stairs themselves and the limestone adjacent to the steps.

When asked about the timeframe for the trenching project, Soenke said that it would likely still be 2 weeks before bids came in for it, and that the work would likely not start until September. Watkins-Schoenig asked that the Board be provided an updated printed timetable, plan and list of what will be addressed in all phases of the revitalization project, including new price estimates.

Liegois and Bisgard asked that the Board provide an outline of where funding was coming from and specifically what it would pay for as the revitalization proceeds. Discussion of fundraising was tabled until McGee could be present.

Discussion was held about the landscaping plan provided by Genus Landscaping. Liegois reminded Murphy that she should attend the Historic Preservation meeting on 7/19/21 to keep them in the loop when discussing how changes to the landscaping will affect the appearance of the Library façade. Murphy plans to start attending the monthly meetings to present any repairs or changes being discussed by the Board during the revitalization.

Public Forum - none

The **June 2021 Minutes** were unanimously approved as amended to include the pricing for the landscaping plan, \$2,500, on a motion from Watkins-Schoenig, seconded by Miller.

Correspondence: Mefferd mentioned that he'd seen Paul Goldsmith, who told him what a wonderful library we have.

TREMCO Warranty received

Keith & Peggy Goldsmith Memorial, \$100 given by Paul & Leslie Goldsmith

Dave Brandt Donation, "The Letter Keeper" by Charles Martin

Open Access Patron Report & Direct State Aid Report submitted to State Library.

Infomax Contract Termination Letter

The **June 2021 Financial Statement & May 2021 Treasurer's Report** were accepted.

The **July 2021 Claims** were unanimously approved on a motion from Mefferd, seconded by Fenton.

Grants –

- a. ARPA - **\$5,000 awarded** towards purchase of exterior charging stations.
- b. SCICF Grant **awarded \$10,000** for Building Work
- c. Vredenburg Foundation – Grant Request for Building Work – submitted 7/2/21
- d. Coons Foundation – Donation Request for Building Work – submitted 7/12/21
- e. Johnson Foundation – Donation Request for Building Work – submitted 7/12/21
- f. Chariton Public Library Foundation – Donation Request for Building Work (not yet submitted)
Murphy will contact Alyse Hunter.

Old Business

- a. Fundraising Committee – tabled.

New Business

- a. Mefferd moved to accept the Mainstay IT Contract Quote for \$150/month, \$1,800/year. Watkins-Schoenig seconded and the motion passed unanimously.
- b. Mefferd moved to close the library on Monday August 9th for a Staff Inservice Day to deliver emergency and staff procedures training. Miller seconded and the motion passed unanimously.
- c. Policy Review – Operations Policy, Internet Policy, Conduct Policy tabled to August meeting.
- d. Watkins-Schoenig moved to accept, with regret, the resignation of Trustee Lois Dixon. We're very grateful for her years of service. Sharp seconded and the motion passed unanimously.

Other Business - none

Director's Report attached.

The meeting was adjourned at 7:57 p.m. on a motion from Watkins-Schoenig, seconded by Miller.

Kris Murphy , Secretary pro tem

The next meeting of the Library Board will be Thursday, August 5, 2021.

FINANCIAL STATEMENT JULY 2021

ITEM LINE NUMBER	REVENUES	BUDGETED	M-T-D	Y-T-D	%	REMAINDER
006-410-4300	INTEREST	\$10,000.00	\$0.00	\$0.00	0%	(\$10,000.00)
006-410-4440	STATE GRANTS	\$0.00	\$0.00	\$0.00		\$0.00
006-410-4470	RURAL FEES	\$17,600.00	\$0.00	\$0.00	0%	(\$17,600.00)
006-410-4471	LOCAL GRANTS	\$14,000.00	\$0.00	\$0.00	0%	(\$14,000.00)
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00		\$0.00
006-410-4705	DONATIONS	\$5,000.00	\$0.00	\$0.00	0%	(\$5,000.00)
006-410-4715	REFUND	\$500.00	\$0.00	\$0.00	0%	(\$500.00)
006-410-4765	LIBRARY FEES	\$6,400.00	\$0.00	\$0.00	0%	(\$6,400.00)
006-410-4799	OTHER (State Funds & Genealogy Rent)	\$4,000.00	\$0.00	\$0.00	0%	(\$4,000.00)
006-910-4830	TRANSFERS	\$0.00	\$0.00	\$0.00		(\$57,500.00)
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$0.00	\$0.00	0%	(\$70,000.00)
TOTAL REVENUES		\$197,500.00	\$0.00	\$0.00	0%	(\$197,500.00)

ITEM LINE NUMBER	EXPENDITURES	BUDGETED	M-T-D	Y-T-D	%	REMAINDER
006-410-6010	GROSS SALARIES	\$110,000.00	\$10,502.60	\$10,502.60	10%	\$99,497.40
006-410-6210	SUBSCRIPTIONS/LICENSES	\$2,000.00	\$0.00	\$0.00	0%	\$2,000.00
006-410-6230	TRAVEL/TRAINING/DUES	\$500.00	\$0.00	\$0.00	0%	\$500.00
006-410-6310	BUILDING & GROUNDS	\$10,000.00	\$416.78	\$416.78	4%	\$9,583.22
006-410-6371	UTILITIES	\$17,800.00	\$1,513.42	\$1,513.42	9%	\$16,286.58
006-410-6402	ADVERTISING/PUBLICATIONS	\$25.00	\$0.00	\$0.00	0%	\$25.00
006-410- 6405	AUDITOR	\$500.00	\$0.00	\$0.00	0%	\$500.00
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00	0%	\$0.00
006-410-6497	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	0%	\$0.00
006-410-6498	PROGRAMMING	\$5,000.00	\$119.90	\$119.90	2%	\$4,880.10
006-410-6502	BOOKS - LIBRARY FUNDS	\$2,000.00	\$358.38	\$358.38	18%	\$1,641.62
006-410-6505	NEW FURNITURE/EQUIPMENT	\$9,000.00	\$0.00	\$0.00	0%	\$9,000.00
006-410-6507	OPERATING SUPPLIES	\$2,000.00	\$34.98	\$34.98	2%	\$1,965.02
006-410-6508	POSTAGE	\$200.00	\$0.00	\$0.00	0%	\$200.00
006-410-6522	MEMORIAL BOOKS	\$6,000.00	\$119.89	\$119.89	2%	\$5,880.11
006-410-6523	MEMORIAL AUDIO-VISUAL	\$3,000.00	\$0.00	\$0.00	0%	\$3,000.00
006-410-6524	AUDIO-VISUAL - LIBRARY FUNDS	\$2,000.00	\$63.22	\$63.22	3%	\$1,936.78
006-410-6525	SOFTWARE & TECH SUPPT	\$5,000.00	\$225.00	\$225.00	5%	\$4,775.00
006-410-6526	CUSTODIAL SUPPLIES	\$500.00	\$287.61	\$287.61	58%	\$212.39
006-410-6751	CONSTRUCTION PROJECTS	\$24,500.00	\$0.00	\$0.00	0%	\$24,500.00
TOTAL LIBRARY BUDGET EXPENDITURES		\$200,025.00	\$13,641.78	\$13,641.78	7%	\$186,383.22

010-410-6408	LIBRARY PROPERTY INSURANCE	\$4,500.00	\$0.00	\$0.00	0%	\$4,500.00
112-410-61##	EMPLOYEE BENEFITS	\$26,723.00	\$2,848.36	\$2,848.36	11%	\$23,874.64
TOTAL EXPENDITURES		\$231,248.00	\$16,490.14	\$16,490.14	7%	\$214,757.86

JUNE 2021 Treasurer's Report	Fund Balance Last Report	Income Receipts	Claims Expenditures	Current Fund Balance	Warrants Outstanding	Treasurer's Balance
Library Operating Fund	(\$2,987.58)	\$2,356.62	\$8,361.55	(\$8,992.51)	\$240.48	(\$9,232.99)
Ambelang & Swanson Investments						\$347,943.46
Library Other Investments						\$104,117.59
Cash on Hand						\$60.00

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
AUGUST 2021 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
Alliant Energy		006 - 410 - 6371	131	\$1,089.11
Amazon \$2,218 Includes StoryWalk Realty Signs, etc.	Programming	006 - 410 - 6498	3085	\$1,575.40
	Unsourced Books	006 - 410 - 6502		\$53.56
	Operating Supplies	006 - 410 - 6507		\$309.91
	Mem/Don Books	006 - 410 - 6522		\$36.48
	Unsourced AV	006 - 410 - 6524		\$242.65
Baker & Taylor \$179.02	Unsourced Books	006 - 410 - 6502	33	\$76.36
	Mem/Don Books	006 - 410 - 6522		\$102.66
Baker & Taylor Entertainment		006 - 410 - 6523	34	\$18.12
Camber/Main Street LLC	SLP on LED Sign	006 - 410 - 6498	69	\$200.00
Chariton Water Department		006 - 410 - 6371	80	\$54.23
Elly Box (Liz Nemmers) Program Fee		006 - 410 - 6498	NEW	\$250.00
Faller Kincheloe & CO PLC CPA (Auditor)		006 - 410 - 6405	3036	\$500.00
Fortres Grand Corporation	PAC Software Sub 1 year	006 - 410 - 6525	2029	\$371.85
Infomax Office Systems Inc. Copier Contract		006 - 410 - 6525	134	\$87.34
TREMCO Roofing & Building Maintenance		006 - 410 - 6751	NEW	\$51,964.00
Windstream		006 - 410 - 6371	858	\$231.95

TOTAL CLAIMS PAID AUGUST 2021			\$57,163.62
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I hereby empower the treasurer of the City of Chariton, Iowa to pay the above amounts.

Tim McGee, President of the Chariton Free Public Library Board of Trustees

Chariton Public Library

Petty Cash Policy

August 5, 2021

Purpose:

The purpose of this policy is to provide detailed procedures regarding the establishment and administration of a Chariton Public Library petty cash fund. The purpose of the petty cash fund is to provide library staff with ready cash for the payment of various small expenditures, such as but not limited to, postage and program materials.

Amount: The petty cash fund shall be \$50^{.00} (fifty dollars) and maintained in increments no larger than \$10^{.00}.

Restrictions: The petty cash fund should NOT be used to:

- Pay personal services that would be considered either wages or independent contractor payments.
- Reimburse expenditures greater than \$50.
- Serve as a check-cashing fund.

Maintaining the Fund:

The Library Director is responsible for:

- adequate security and control of the petty cash fund.
- monthly reconciliation of the petty cash fund.
- ensuring that petty cash is used only for expenditures where normal purchasing methods are impractical.
- reporting all instances of loss of funds, including filing a report with the police as soon as the loss is discovered.
- reimbursement of the petty cash fund from library budget lines through monthly claims.
- maintaining a petty cash ledger to be retained with other Library financial documents.

The Cash shall be kept in a secured, locked location.

Original receipts (i.e., cash register, credit card, store, etc.) shall be submitted to the Director for reimbursement, and will be retained for library records according to the Records Retention Policy.

A petty cash receipt must be completed to document the disbursement of cash. The receipt should show amount withdrawn, the purpose, the date, account to be charged, a signature of receiving individual and signature of the Director.

The receipts, plus cash on hand, should equal the total amount of the fund at all times. The fund is subject to an audit by The City's independent auditor firm at any time without prior notice.

Reimbursing the Fund:

When a claim is submitted by the Director and approved by the Library Board, the City Clerk will provide a Petty Cash Check to be cashed by the Director and the resultant funds shall be returned to the petty cash fund.

Changes in Fund:

An increase or decrease to the petty cash fund must be submitted, by the Director, to the Library Board stating the reason for the change.

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA · THURSDAY SEPTEMBER 2, 2021

Chariton City Hall Council Chambers 5:30 PM

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, for which time will always be designated in the agenda. Please alert the library director.

- 1. Call To Order**
- 2. Adoption Of Agenda**
- 3. Election of Officers**
- 4. Architect Presentation, Building & Landscaping**
- 5. Public Forum**
- 6. August 2021 Minutes**
- 7. Correspondence -** BRIDGES Letter of Agreement
- 8. August 2021 Financial Statement**
- 9. September 2021 Claims**

Chariton Public Library Meeting
Thu, Sep 2, 2021 5:30 PM - 7:30 PM (CDT)

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

<https://global.gotomeeting.com/join/850941557>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3311](tel:+18722403311)

Access Code: 850-941-557

10. Grants –

- a. Coons Foundation – **Request Letter to new address in West Des Moines.**
- b. Johnson Foundation – **No Response**
- c. Chariton Public Library Foundation – Donation Request for Building Work (not yet submitted)
- d. Carver Trust Letter of Inquiry – a request to be allowed to submit a grant application

11. Old Business

- a. STEAMFEST: In March 2020 the Board voted to close the Library at 4:30 so that all staff could participate in this event. The event never happened due to Covid, but it is back on the schedule for October 7, 2021. Approval to close again for this event? We will feature some of the robotics and other cool things that are part of our STEAM kits, as well as have LEGOs to play with.
- b. Policy Review – Internet Policy, Conduct Policy
- c. Fundraising Committee
- d. Library Programming – On-Site?

12. New Business

- a. Board Meeting Time/Date

13. Reports: Director's Report

14. Adjournment

The next meeting of the Library Board will be Thursday, October 7, 2021.

Chariton Free Public Library

August 5, 2021

The Chariton Free Public Library Board held its regular monthly meeting in Council Chambers at City Hall on August 5, 2021 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:58 p.m. once a quorum was present.

Trustees Fenton, Pillsbury-Allen (online), Seufferer, Sharp, and Watkins-Schoenig were present. Librarian Murphy and City Manager Liegois were present. Architectural team members Ed Soenke & Tim Heilkema and Lynn Vannoy were also present. Jim Mefferd attended the meeting as a guest.

The **Agenda** was unanimously adopted as amended to include the acceptance of Tim McGee's resignation from the board and consideration of the architectural plans for HVAC and Drainage Remediation, on a motion from Fenton, seconded by Seufferer.

Architect Presentation:

At 5:38 trustees present spoke with the architects for clarification on the materials they'd submitted. Sharp asked if waterproofing work for the south stairs was the reason another \$15,000 had been added to that estimation. Soenke confirmed that was the case. Fenton asked if the stairs would be returned to their current state after the project. Soenke said they were not replacing the stairs. Instead they would be addressing the drainage issues beneath the stairs as part of the drainage remediation. Soenke mentioned that the downspouts adjacent to the stairs would be relocated to the corners of the building. Sharp asked Murphy if Historic Preservation was okay with that, and Murphy responded that during her presentation at their meeting, none of the group had any issues with relocation of the downspouts.

At 5:58 a quorum was achieved with Watkins-Schoenig in person and Pillsbury-Allen online.

Sharp asked about the difference in the HVAC options from the 12/1/2020 plan and the current plan. Watkins-Schoenig asked why we went from 6 units being replaced to 4 replacements and the fact that both jobs seemed to have the same cost estimate despite the difference in units replaced. Vannoy explained that in addition to price increases due to Covid, that what was actually to be installed in the basement included a "whole house" dehumidifier to address moisture issues. Vannoy said that we needed to order the units right away, and they would still not be available for 6 – 8 weeks.

Sharp asked about the easement listed in the documents. Soenke explained that a 12 foot easement would be necessary as the trenching and regrading would affect the property adjacent to the west of the Library building. Liegois will address the easement issue.

Watkins-Schoenig again asked for a timeline from the architects. They presented a timeline of work already completed rather than the future timeline she requested at the July meeting.

Watkins-Schoenig moved to allow the architects to move forward with the RFPs for the HVAC (as outlined in Item #4 on the plans) and Drainage Remediation. Seufferer seconded and the motion passed unanimously. The Board will address an HVAC maintenance schedule and plans for future replacement of the remaining units in December.

Public Forum none

The **July 2021 Minutes** were unanimously approved on a motion from Watkins-Schoenig, seconded by Fenton.

Correspondence:

Murphy signed and submitted the Enrich Iowa Letter of Agreement.

Tim McGee's Letter of Resignation from Library Board was submitted.

Fenton sent Thank You Letters to

The Vredenburg Foundation for the grant funds received.

Ray Meyer & Ruth Comer for their donation of audiobooks.

To the Family of Jacob Wesley Zimmerli for the donation of 3 copies of his book "One Soldier's Story"

The **July 2021 Financial Statement & June 2021 Treasurer's Report** were reviewed.

The **August 2021 Claims** were unanimously approved on a motion from Watkins-Schoenig, seconded by Seufferer.

Grants –

- a. Vredenburg Foundation – **awarded \$25,000** for Building Work
- b. Coons Foundation – Request Letter **RETURNED Unable to Forward (Murphy will contact Karen Dixon)**
- c. Johnson Foundation – **No Response**
- d. Chariton Public Library Foundation – Donation Request for Building Work (not yet submitted) Nancy Lahart is the one to contact.

Now that we have a landscaping plan in place, Murphy will send a letter of inquiry to The Carver Trust, and hopefully submit a grant request for the bioswale. Requests for building funds will be sent to US Cellular and Hy-Vee Corporate.

Old Business

Fundraising Committee tabled.

Policy Review – Internet Policy and Conduct Policy tabled. Murphy forgot to print out new copies for the meeting.

Watkins-Schoenig made a motion to approve the Operations Policy as amended, removing the \$3.00 charge for Interlibrary Loans. Seufferer seconded and the motion passed unanimously.

New Business

Seufferer made a motion to approve the Library Petty Cash Policy. Watkins-Schoenig seconded and the motion passed unanimously.

Due to the recent surge in Covid infections and the highly contagious Delta Variant, On-Site Library Programming will not be resumed at the time. Visiting programs that were scheduled for September and October will be cancelled.

Other Business

Watkins-Schoenig moved to accept, with regret, Tim McGee's resignation from the Library Board. Sharp seconded, and the motion passed unanimously. We're grateful for his thirty years on the board and very sorry to see him go.

Director's Report attached.

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

Kris Murphy, Secretary pro tem

The next meeting of the Library Board will be Thursday, September 2, 2021.

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA · THURSDAY OCTOBER 7, 2021

Lucas County Genealogical Room 5:30 PM

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, for which time will always be designated in the agenda. Please alert the library director.

1. Call to Order

2. Adoption of the Agenda

3. Public Forum

4. September 2, 2021 Minutes

5. Correspondence

- a. \$100 Donation – Patricia McKinley
- b. e-mail correspondence with Laura Liegois & Nancy Lahart concerning Library Foundation meeting (not scheduled yet)

6. September 2021 Financial Statement and Program Budget

7. October 2021 Claims

8. Grants

- a. Chariton Public Library Foundation – Donation Request for Building Work submitted 9/9/2021

9. Old Business

- a. By-Laws Amendment -- Board Monthly Meeting Date from 1st Thursday to 2nd Thursday of Month. *

Article V. MEETINGS:

Section 1: The regular meeting of the Board of Trustees shall be held in the board room at 5:30 pm on the ~~first~~ **second** Thursday of each month.

- b. Resume On-Site Library Programming and Meeting Room Public Availability
- c. Fundraising Committee Report

10. New Business

- a. Consideration to approve Mainstay Network Proposal \$8,185, to reconfigure and upgrade existing network – \$3,360 for installation & setup, and \$4,825 in new equipment. (see attached)
- b. Building Grounds Committee
- c. Construction Committee
- d. Policy Committee

11. Committee Reports

12. Staff Reports

13. Agenda Items for Next Month's Meeting

- a. Library Board By-Laws Review

14. Board Training

15. Adjournment



Due to Veteran's Day 11/11/21 the next meeting of the Library Board will be Thursday, November 4, 2021.

CHARITON PUBLIC LIBRARY

DIRECTOR'S REPORT

THURSDAY OCTOBER 7, 2021

Patrons can now print from one of our patron computers. Nick of Mainstay (our tech support) took one of the patron machines back to their offices, wiped it, installed Windows 10 on it, then installed the new Clean Slate Complete program on it. When he brought it back, it did print, but we cannot get the Time Limit Manager to install on it. It keeps installing the TLM control center, rather than the client bit of the software. So patrons can create and edit Office documents on it, and print from it, but we cannot include it in the usage statistics for patron computers. At some point, we shall overcome. I'll be doing exactly what Nick did to this machine to the other patron computers as time allows.

We've relocated the 8 Chromeboxes we installed last month at a large table in the Juvenile Fiction section. Four are hardlined, so patrons can print from them. Don't ask me what I changed in the admin console to make them print. I tried every random thing I could think of and one of them worked. This is good for folks who come in needing to print a form, mailing label or receipt, etc. On several occasions all 8 machines have been in use by kids. Although, some kids still choose the PCs. More Chromeboxes will be coming up to the tables located by the windows in Nonfiction (southeast room) and the Adult collection (northwest room). These will be Wi-Fi only, so no printing, but the kids originally chose those locations for gaming, so it might break up the kid-conglomerate that occurs in the J Fiction area.

I've continued to work on the Board Information Packet, but will wait to pass it on to you until it is finished. I'm up to Insurance, which prompted me to update our insurance and inventory list. With all of Dawn's grants, we've acquired A LOT of pricey hardware and furniture that hasn't gotten added to the inventory yet. We're also expecting to receive staff computers from a grant that City Manager Laura Liegois has requested for the City. I'll share the updated inventory & insurance information as soon as it's ready. We pay insurance in April.

In September I created instructions for the Website for all staff. It's our hope that each staff member will be comfortable enough to edit pages on the website if needed, and create content of their own for the site. Reader's advisory, genres, movies, memorials, etc. could all benefit from more exposure on the site. Staff website training will occur at this month's inservice on Columbus Day.

There were 2,239 MnMs in the display case. They've gone home with the closest guesser, Maria, to be distributed between her youngsters. Bring on the sugar rush.

Kris Murphy –October 7, 2021

STATISTICS	JULY	AUG	SEPT
Days Open	25	25	24
Visitor Count	2,028	1,893	1,654
Patron Count	3,832	3,852	3,868
Cards Issued	20	21	16
Cards Weeded	0	0	0
Computer Uses	278	299	148
Meeting Room Uses	0	0	0
MAKERSPACE Uses	0	0	0
Daily Average	110	113	92
Total Circulation (w/o SILO)	2,712	2,817	2,203
BRIDGES Registrations	5	1	8
BRIDGES Active Individuals	78	78	76
BRIDGES Items Circulated	565	477	514
Website Visits	224	303	356
Website Actions	964	960	1,157
Website Bounce Rate	37%	36%	39%

PATRON TYPE	JULY	AUG	SEPT
Chariton Adult	1,032	1,137	893
Chariton Child	516	305	391
Institutional/Special	30	64	38
In-House Cards	11	14	13
Rural Adult	666	815	538
Rural Child	222	188	122
Russell Adult	67	112	61
Russell Child	40	64	47
Lucas Adult	17	21	13
Lucas Child	8	21	6
Williamson Adult	16	0	10
Williamson Child	0	0	0
Derby Adult	0	10	17
Derby Child	0	0	0
Out Of County	113	76	64
Total Circulations	2,738	2,827	2,213

COPY CATEGORY	July	Aug	Sept
Adult Fiction	409	460	366
Large Print	59	52	52
Adult Nonfiction	184	246	157
Magazines	0	0	0
Adult Audiobooks	35	52	32
Adult Video	400	427	334
Picture Books	254	264	315
Beginner Readers	163	111	148
Juvenile Fiction	548	475	268
Juvenile Nonfiction	86	129	96
Juvenile Audiobooks	13	11	7
Juvenile Videos	299	318	234
Young Adult Books	248	245	158
YA Anime Video	9	27	32
PUZZLES	5	0	0
Educational Bins	26	0	4
SILO Interlibrary Loans	2,738	10	10
Total Circulations	409	2,827	2,213

WAGES PAID:	9/10/21	9/24/21
Kris Murphy	\$1,592.30	\$1,592.31
Angela Altenhofen	\$56.10	\$336.60
Christina Brown	\$511.29	\$277.38
Lauri Ghormley	\$597.90	\$619.14
Dawn Morgan	\$398.12	\$348.97
Custodial	\$225.00	\$225.00
	\$3,380.71	\$3,399.40

5:00 p.m. Board Training Session – Board-Specific State Standards & Library Accreditation

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA · THURSDAY NOVEMBER 11, 2021 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, for which time will always be designated in the agenda. Please alert the library director.

1. **Call to Order**
2. **Adoption of the Agenda**
3. **Public Forum** – Karen Patterson, Winter Genealogy Hours
4. **October 7, 2021 Minutes**
5. **Correspondence**
 - a. Library Foundation Donation
 - b. Donation from Monica Gillman, \$75 to purchase Retro DVDs
 - c. Colby Vredenburg Memorial, \$500 given by Martha Vredenburg
 - d. In Honor of John & Jodi Pierschbacher's Marriage, \$100 given by Richard & Joyce Chalfant – requests no thank you note
 - e. In Memory of Peggy & Keith Goldsmith, \$50 given by Paul & Leslie Goldsmith
 - f. In Honor of Ruth Morgan's 100th Birthday, Debbie Macomber's "*It's Better This Way*" in LP, given by Chariton Book Club
 - g. In Memory of Loren Burkhalter, \$50 given by Robert & Cheryl Evans
6. **October 2021 Financial Statement, 7/21, 8/21, 9/21 Treasurer's Reports**
7. **October 2021 Claims**
8. **Grants**
 - a. Outdoor Device Charging Stations ordered – ARPA Grant reimburses us after purchase.
 - b. Laura put me in contact with Kristen Vander Molen for the REAP Grant for Historical Building. I sent her the package our architects created to go with our previous grant application for replacing the windows.
9. **Unfinished Business** – Resume On-Site Library Programming and Meeting Room Public Availability
10. **New Business**
 - a. Library Board By-Laws Review (include Board Education in By-laws?)
 - b. Child Safety Policy Review
 - c. Sex Offender Policy Review
 - d. Meeting Room Policy Review
 - e. Library Staff Wages
 - f. Consideration to approve Advantage Preservation quote, to microfilm and digitize Chariton Newspapers 1/2019 - 6/2021 at a price of \$1,272.50. (see attached)
11. **Committee Reports**
 - Building Grounds Committee
 - Construction Committee
 - Executive Committee
 - Fundraising Committee
 - Policy Committee
 - Technology Committee
12. **Staff Reports** – Director's Report, Programming Report
13. **Agenda Items for Next Month's Meeting**
 - a. Annual Library Report to Board
 - b. Adoption Annual Library Calendar
 - c. Library FY23 Budget Request
14. **Adjournment**

Reminders:

The Library will be closed for holidays:

Veteran's Day 11/11/21 Thursday
Thanksgiving 11/25 – 11/27/2021 Thursday, Friday, Saturday
Christmas 12/23 – 12/25/21 Thursday, Friday, Saturday
New Year 12/31/21 & 1/1/2022 Friday & Saturday

You are encouraged to attend:

Next In The Boardroom Series ...



"The Keys to the City" November 17

The fourth and final webinar in the **2021 Boardroom** series is scheduled for **November 17 (6:00-7:30PM)** Titled "**The Keys to the City.**" November's board education program underscores the importance of healthy relationships between city officials and library boards. Leading this discussion is Patrick Callahan of Callahan Municipal Consultants.

The next meeting of the Library Board will be Thursday, December 9, 2021.

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY DECEMBER 9, 2021
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, for which time will always be designated in the agenda. Please alert the library director.

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Public Forum**
- 4. November 11, 2021 Minutes**
- 5. Correspondence**
 - a. Coons Foundation Building Fund Donation \$5,000
 - b. Thank You from the Ranshaw family for the flowers we sent to Harlan's funeral. We also intend to purchase a memorial book.
 - c. Letter from volunteer Sharon Neel acknowledging receipt of 8 of the Library's defunct patron computers for recycling.
- 6. November 2021 Financial Statement, October 2021 Treasurer's Reports**
- 7. December 2021 Claims**
- 8. Grants**
 - a. Kristen Vander Molen sent us an example grant application that was funded by the REAP Grant for Historical Building to use as a guideline for our own application.
- 9. Unfinished Business**
 - a. Library Staff Wages Director Recommendation
- 10. New Business**
 - a. Consideration to approve Winter Genealogy Hours, see attached – Karen Patterson
 - b. Consideration of bids for Drainage Remediation and Foundation Work – Edd Soenke
 - c. DRAFT Circulation Policy Revision
 - d. DRAFT Operations Policy Revision
 - e. DRAFT Internet Policy Revision
 - f. Election of Board Officers
 - g. Adoption Annual Library Calendar
 - h. Library FY23 Budget Request
- 11. Committee Reports**
 - Building Grounds Committee
 - Construction Committee
 - Executive Committee
 - Fundraising Committee
 - Policy Committee
 - Technology Committee
- 12. Staff Reports – Annual Library Report, Director's Report**
- 13. Agenda Items for Next Month's Meeting**
 - Installation of Board Officers
 - Library Board By-Laws Review (include Board Education in By-laws?)
 - Genealogy Contract
- 14. Adjournment**

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

Reminder: The Library will be closed for holidays:

Christmas 12/23 – 12/25/21 Thursday, Friday, Saturday

New Year 12/31/21 & 1/1/22 Friday & Saturday

**CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY JANUARY 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, for which time will always be designated in the agenda. Please alert the library director.

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Public Forum**
- 4. December 9, 2021 Minutes**
- 5. Correspondence**
 - a. Donation from Patti & Denny Bisgard - \$250 – Add to building fund?
 - b. Donation from Sharon & Larry Squibb - \$100 – Add to building fund?
 - c. Resignation of Program Coordinator Dawn Morgan
- 6. December 2021 Financial Statement, November 2021 Treasurer's Reports**
- 7. January 2022 Claims**
- 8. Grants**
- 9. Unfinished Business**
 - a. Library Staff Wages
 - b. Adoption Annual Library Calendar
- 10. New Business**
 - a. Installation of Board Officers
 - b. Policy Reviews – Circulation, Operations, Meeting Room
 - c. Library Director Evaluation

Library	Current Rate	New Rate REG	Hours REG	Total	Total
Kristina Murphy	\$41,400	\$42,642	2080	\$ 41,400.00	\$ 42,642.00
Lauri Ghormley	\$ 12.14	\$14.00	1560	\$ 18,938.40	\$ 21,840.00
Dawn Morgan	\$ 9.83	\$11.00	1560	\$ 15,334.80	\$ 17,160.00
Angela Altenhofen	\$ 9.35	\$10.00	1560	\$ 14,586.00	\$ 15,600.00
Chris Brown	\$ 8.28	\$10.00	1560	\$ 12,916.80	\$ 15,600.00
CUSTODIAL					\$ 3,000.00
Total				\$ 103,176	\$115,842.00

- 11. Committee Reports**
 - Building Grounds Committee
 - Construction Committee
 - Executive Committee
 - Fundraising Committee
 - Policy Committee
 - Technology Committee

- 12. Staff Reports –Director's Report**

- 13. Agenda Items for Next Month's Meeting**
 - Policy Reviews – Personnel, Internet
 - Library Board By-Laws Review
 - Genealogy Contract
 - Consideration of bids for Drainage Remediation and Foundation Work – Edd Soenke

- 14. Adjournment**

Library Budget Presentation City Hall Thursday, January 27th @ 5:30

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

Reminder: The Library will be closed for STAFF INSERVICE January 17, 2022 (MLK Day)

ILA Lobby from Home Day is in February – Day to be announced

Library Lovers Day February 14th

Chariton Free Public Library
December 9, 2021

The Chariton Free Public Library Board held its regular monthly meeting in the multipurpose room at the Library on December 9, 2021 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, Sharp, and Watkins-Schoenig were present. Librarian Murphy was also present.

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

Public forum: Karen Patterson, Lucas County Genealogy Society president addressed the board with the proposed new winter hours for the Genealogy room.

The **November 2021 minutes** were unanimously approved on a motion from Meyer seconded by Pillsbury-Allen.

Correspondence:

- a. Coons Foundation building fund donation of \$5,000
- b. Thank You note from the family of Harlan Ranshaw regarding flowers sent to Harlan's funeral
- c. Letter from library volunteer Sharon Neel acknowledging receipt of eight defunct library patron computers for recycling

The **November 2021 Financial Statement and Treasurer's Report** were reviewed.

The **December 2021 Claims** were unanimously approved on a motion from Meyer, seconded by Sharp.

Grants:

- a. Kristen Vander Molen sent an example REAP Historical Buildings grant application to use as a guide for the library's application. Fenton reminded the board to consider local contractors when and if the library begins work on the windows.

Unfinished Business:

Library Staff Wages: Librarian Murphy shared a proposal for library staff wage increases with the board. The board reviewed the proposal and decided to wait until reviewing the overall library budget proposal before taking action on wage increases.

New Business:

Genealogy Room Winter Hours: after discussion, it was moved by Watkins-Schoenig and seconded by Meyer to temporarily waive the open hours requirement under Item 4 of the Genealogy Society's contract with the Library Board for a period from December 1, 2021 to April 1, 2021. The motion passed unanimously.

Consideration of Bids for Drainage Remediation and Foundation Work: Architect Edd Soenke met earlier with the Construction Committee. No bids for work were received as of the board meeting.

Circulation Policy Review: after discussion, the circulation policy was directed to the policy committee for further study

Operations Policy Review: after discussion, the operations policy was directed to the policy committee for further study

Internet Policy Review: after discussion, the internet policy was directed to the policy committee for further study

Election of Board Officers: A slate of officers was moved by Watkins-Schoenig and seconded by Meyer.

for Board President: Marcia Fenton
for Board Vice-President: Jim Mefferd
for Board Secretary: Justin Sharp

The slate of officers was approved unanimously.

Adoption of Annual Library Calendar: Librarian Murphy presented the board with a draft calendar for board review. Watkins-Schoenig asked Murphy to consider the inclusion of either Martin Luther King Jr. Day or Juneteenth as a library holiday. Board discussed the need for additional in-service time for library staff. After discussion, Watkins-Schoenig moved to table adoption of the calendar, seconded by Meyer. Motion approved unanimously.

Library FY 23 Budget Request: Librarian Murphy presented the board with a draft budget request for FY23. The board discussed the increase in the technology budget due to the library's contract with Mainstay Technology and the need to increase fundraising efforts into 2022 and 2023. Watkins-Schoenig discussed with the board the possibility of increased funding from the City of Chariton in the future.

It was moved by Meyer and seconded by Miller to approve the library budget request for FY 23.

Committee Reports:

Building & Grounds Committee: The committee thanked Librarian Murphy for her work on decluttering areas of the library. The committee discussed outdoor lighting concerns around the north door and the parking lot area. Librarian Murphy informed the board that she has tried to contact Alex Drake to complete electrical work, but has been unsuccessful. Murphy will work with City Manager Laura Liegois to find someone to repair the lights around the south door. The committee recommended that the door to the program director's office/storeroom be put back in place for patron safety.

Construction Committee: The committee met with architect Ed Soenke to discuss bids for foundation work. No bids were received by the bid deadline, so the bid deadline has been extended to December 21st. The committee hopes to receive bids from at least two bidders. The committee plans to move forward with installing sump pumps now, before the spring season.

Executive Committee: The committee did not meet. Fenton shared the forms for Librarian Murphy's annual performance review, and requested that board members return the forms to her by mail no later than December 20th. Fenton plans to conduct Librarian Murphy's annual performance review in closed session at the board's regular meeting in January.

Fundraising Committee: did not meet

Policy Committee: did not meet

Technology Committee: did not meet

The October **director's report** and **programming report** were reviewed.

The meeting was adjourned at 7:02 pm on a motion from Meyer, seconded by Fenton.

Justin Sharp
CFPL Board Secretary

The next meeting of the CFPL Library Board will be Thursday, January 13th, 2022 in the Boardroom of the Library.



MB 01 001880 66011 H 6 C
CITY OF CHARITON
GIFT PROCESSING
115 SOUTH MAIN STREET
CHARITON, IA 50049



December 7, 2021

GRANT ENCLOSED We are pleased to present City of Chariton with the enclosed grant in the amount of \$250.00 made on behalf of a donor-advised fund account at Schwab Charitable™.

Grant Amount	\$250.00
Acknowledgment	Denny & Patti Bisgard
Address	You may acknowledge the donor(s) at: 604 N 5th St Chariton, IA 50049-1432
Grant Designation	This grant is for the City Library for projects/purchases.

If you have any questions regarding this grant, please visit www.schwabcharitable.org/charities. We wish you success with your charitable goals.

NOTE TO THE CHARITY:

- By accepting this grant, your organization certifies to Schwab Charitable that:
 - No donor or individual related to the donor will receive any goods, services or other more than incidental private benefits. Examples may include but are not limited to: If the grant is for an event or gala, it does not pay for tickets or any goods purchased at auction. If the grant is for a membership, the membership must be considered 100% tax deductible. If the grant is to support missionary work, your organization will have full control and discretion regarding its use and application. If the grant is for a scholarship, the donor does not have control over the distribution of funds. If the grant is to a school or educational fund, it does not pay for the tuition of the donor or any related individual nor for preferential tickets, seating or access to events.
 - The grant will not be used to fulfill a pre-existing legally binding pledge.
 - If grantee is a government entity, the grant funds can be used solely for public purposes as that term is used in Section 170(c)(1) of the Internal Revenue Code.
- Your organization should not provide the donor a tax receipt for this grant, as Schwab Charitable has already provided the donor with a tax receipt at the time of contribution. Please do not send thank you notes or marketing materials to Schwab Charitable.
- Grants and account names are recommendations of the donor and do not reflect the views of Schwab Charitable, Charles Schwab & Co. Inc. or any of its affiliates.

Schwab Charitable is the name used for the combined programs and services of Schwab Charitable Fund, an independent nonprofit organization. Schwab Charitable Fund is recognized as a tax-exempt public charity as defined in Internal Revenue Code ("IRC") Sections 501(c)(3), 509(a)(1), and 170(b)(1)(A)(vi). Schwab Charitable Fund has entered into service agreements with certain affiliates of The Charles Schwab Corporation.

December 15, 2021

Dear Kris and Library Board

This is a difficult letter to write.

I have been offered some new opportunities through Iowa State University Extension and Outreach Lucas County as well as through the Governor's STEM Council that begin immediately. It would be unfair of me to expect the Library to continue to consider me an active programming librarian with these new duties.

I still have three active grants and I will continue to work on these grants and do the final reporting; the only requirement would be for me to be on the payroll through the end of the reporting periods (mid-May at the latest). I will probably work 10 or less hours each month through the reporting periods. It is important that I complete the grants as I have been the person implementing the programs that use them. Ongoing programs with these grants will continue in partnership with ISU Extension as well as wherever the Library chooses to take them.

I will be happy to help onboard another programming person or help the current staff plan and implement programs that fit with the Board's vision for the Chariton Public Library. I do have plans and supplies already purchased and ready for passive programming for the next few months. I will also take the last weeks of December to get all of the programming contact information moved to the new programming email connected to the website.

I have loved working at the Chariton Public Library and I wish I could make it a forever job. I cannot turn down the opportunities I've been offered, however, so I look forward to continuing as a strong partner with and for the Chariton Public Library. Thank you for the last few years and here's to a great future in our community!

Sincerely,



Dawn Morgan



Special invitation to serve on the Creativity and Innovation Task Force

1 message

Mon, Nov 22, 2021 at 6:28 PM

Dear Dawn,

The **Iowa Governor's STEM Advisory Council** is forming a permanent **Creativity & Innovation Task Force**. **You are invited to serve on the task force to advance this important work for our state.** We are pleased to work under the leadership of Dr. Jeff Weld and look forward to collaborating with the Governor's STEM Advisory Council and their professional team.

The appointment would be for two years and consist of zoom and in-person meetings that will vary to accommodate participation. Your representation will help to heighten awareness of the need for creativity and innovation in our education and informal learning as well as for our future workforce. We hope that you will join us in this effort by serving on this task force. Please indicate your acceptance with a reply to this email by Tuesday, November 30.

Our kickoff meeting will be held on Friday, **December 3, 2021** from 9-10 A.M. Since we have some educators in the group, we will be scheduling one-on-one discussions with them for now since they will be in the classroom.

For background, the mission of the Iowa Governor's STEM Advisory Council is to increase interest and achievement in STEM (science, technology, engineering and mathematics) studies and careers through partnerships engaging preK-12 students, parents, educators, employers, non-profits, policy leaders and others.

In early 2020, Gov. Kim Reynolds and STEM Advisory Council Chair Jeff Weld asked the Iowa Department of Cultural Affairs to form a working group to consider opportunities for enhancing STEM education through the arts and humanities to improve outcomes for all learners. Following months of research by this working group, which included STEM Advisory Council members, education partners and Iowa Department of Cultural Affairs staff, and other leaders, the STEM Advisory Council endorsed the formation of a standing Creativity & Innovation Task Force to advance the working group's recommended goals.

The Creativity and Innovation Task Force will focus on:

- **Expanding the STEM Initiative toward a transdisciplinary approach that emphasizes creative skill development to inspire innovation.**
- **Enhancing real-world problem solving and career development.**
- **Using arts as an on-ramp to increase STEM participation in rural areas and places where there are identified gaps.**
- **Serving as a connector of formal and informal learning initiatives statewide.**
- **Expanding opportunities for reaching, including, and encouraging broader audiences, in particular, women and underrepresented populations, through creative and innovative approaches to STEM.**

Thank you for your ongoing leadership and contributions to helping Iowans to learn and grow through the arts and culture, history, humanities and science education.

We appreciate your time and consideration of our request. Please reach out to us to discuss further.

Chris Kramer, Co-Chair
Director of the Iowa Department of Cultural Affairs
(515)778-0878 Mobile

Yen Verhoeven, Ph.D., Co-Chair
CEO of Qi Learning Research Group
(443)340-6962 Mobile

BUDGET REPORT
CALENDAR 12/2021, FISCAL 6/2022

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	110,000.00	9,812.66	49,195.09	44.72	60,804.91
006-410-6210	DUES & SUBSCRIPTIONS	2,000.00	.00	1,303.78	65.19	696.22
006-410-6230	TRAVEL, TRAINING, & DUES	500.00	.00	.00	.00	500.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	10,000.00	716.50	3,003.90	30.04	6,996.10
006-410-6371	UTILITIES	17,800.00	1,008.48	8,189.92	46.01	9,610.08
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	25.00	.00	.00	.00	25.00
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	2,257.24	.00	2,257.24
006-410-6498	PROGRAMMING	5,000.00	69.18	4,389.77	87.80	610.23
006-410-6502	BOOKS	2,000.00	224.58	1,743.82	87.19	256.18
006-410-6505	NEW EQUIPMENT	9,000.00	57.84	587.36	6.53	8,412.64
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	39.95	983.80	49.19	1,016.20
006-410-6508	POSTAGE	200.00	.00	52.33	26.17	147.67
006-410-6522	BOOKS/MEMORIALS	6,000.00	489.29	1,073.62	17.89	4,926.38
006-410-6523	MEM. AUDIO VISUAL	3,000.00	12.74	103.03	3.43	2,896.97
006-410-6524	AUDIO VISUAL	2,000.00	207.71	1,151.45	57.57	848.55
006-410-6525	SOFTWARE & TECH SUPPORT	5,000.00	117.77	1,861.43	37.23	3,138.57
006-410-6526	JANITOR SUPPLIES	500.00	77.18	367.78	73.56	132.22
006-410-6751	CONSTRUCTION PROJECTS	24,500.00	6,036.68	71,290.66	290.98	46,790.66
	LIBRARY TOTAL	200,025.00	18,870.56	148,054.98	74.02	51,970.02
	LIBRARY OPERATING TOTAL	200,025.00	18,870.56	148,054.98	74.02	51,970.02
010-410-6408	INSURANCE - LIBRARY	4,500.00	.00	.00	.00	4,500.00
	LIBRARY TOTAL	4,500.00	.00	.00	.00	4,500.00
	LIABILITY & PROP INS LEVY TOTA	4,500.00	.00	.00	.00	4,500.00
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	8,580.00	730.84	3,643.01	42.46	4,936.99
112-410-6130	CITY'S SHARE OF IPERS	10,365.00	916.74	4,602.56	44.40	5,762.44
112-410-6150	CITY'S SHARE OF MEDICAL INS.	7,150.00	923.30	5,628.32	78.72	1,521.68
112-410-6151	CITY'S SHARE OF LIFE INS.	68.00	6.59	39.54	58.15	28.46
112-410-6152	CITY'S SHARE OF DENTAL INS.	360.00	46.86	269.04	74.73	90.96
112-410-6160	WORKERS' COMP INS	200.00	.00	85.48	42.74	114.52
	LIBRARY TOTAL	26,723.00	2,624.33	14,267.95	53.39	12,455.05

REVENUE REPORT
CALENDAR 12/2021, FISCAL 6/2022

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY	10,000.00	344.76	1,289.82	12.90	8,710.18
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	17,600.00	.00	.00	.00	17,600.00
006-410-4471	LOCAL GRANTS	14,000.00	.00	35,000.00	250.00	21,000.00-
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	350.00	7,375.33	147.51	2,375.33-
006-410-4715	REFUND	500.00	174.75	174.75	34.95	325.25
006-410-4765	LIBRARY FINES	6,400.00	326.50	1,405.81	21.97	4,994.19
006-410-4799	OTHER REVENUES	4,000.00	531.07	2,609.90	65.25	1,390.10
		=====	=====	=====	=====	=====
	LIBRARY OPERATING TOTAL	57,500.00	1,727.08	47,855.61	83.23	9,644.39
		=====	=====	=====	=====	=====
167-410-4300	INTEREST - LIBRARY ENDOWMENT	.00	.00	.00	.00	.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	LIBRARY ENDOWMENT TOTAL	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
		*****	*****	*****	*****	*****
	TOTAL OF ALL REVENUE	57,500.00	1,727.08	47,855.61	83.23	9,644.39
		*****	*****	*****	*****	*****

CITY TREASURER'S REPORT FOR THE MONTH OF NOVEMBER 2021

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	\$214,504.55	\$6,451.17	\$12,247.82	\$208,707.90	\$6,918.04	\$215,625.94
LIBRARY AMBELANG & SWANSON INVESTMENTS	\$127,459.33	\$-0-	\$-0-	\$127,459.33	\$-0-	\$127,459.33
LIBRARY OTHER INVESTMENTS	\$93,845.42	\$-0-	\$-0-	\$93,845.42	\$-0-	\$93,845.42
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.

Cheryl M. [Signature]

CHARITON PUBLIC LIBRARY INCOME

fy22	DECEMBER 2021					RECEIPTS	
Balance ON HAND							
		BOX '60		DRAWER '15		\$75.00	
DATE	FINES	COPIES	FAX	LAMINATE	\$RAISING & DONATIONS	MISC. FEES & CARDS	TOTAL
11/29	\$0.00	\$24.00	\$1.00				\$25.00
11/30	\$0.00	\$8.00					\$8.00
12/1	\$0.00	\$1.25					\$1.25
12/2	\$0.00	\$2.00			\$10.00		\$12.00
12/3	\$0.00	\$1.25			\$15.00		\$16.25
12/4	\$0.00	\$5.50					\$5.50
12/6	\$3.00	\$7.50			\$5.00		\$15.50
12/7	\$0.00	\$8.25	\$1.00				\$9.25
12/8	\$0.00	\$6.75			\$10.00		\$16.75
12/9	\$0.20	\$5.00			\$5.00		\$10.20
12/10	\$7.50	\$1.75			\$3.00		\$12.25
12/11	\$1.50	\$16.00	\$1.00		\$10.00		\$28.50
12/13	\$1.60	\$1.25		\$1.00			\$3.85
12/14	\$31.60	\$3.00					\$34.60
12/15	\$1.30	\$1.00	\$1.00		\$5.00		\$8.30
12/16	\$2.00	\$5.25			\$5.00		\$12.25
12/17	\$0.00	\$2.75	\$1.00		\$24.00		\$27.75
12/18	\$5.80	\$6.50			\$5.00		\$17.30
12/20	\$4.00	\$0.75	\$1.00		\$20.00		\$25.75
12/21	\$0.00	\$23.00			\$5.00		\$28.00
12/22	\$0.00	\$3.25			\$5.00		\$8.25
TOTAL	\$58.50	\$134.00	\$6.00	\$1.00	\$127.00		\$326.50

Chariton Free Public Library
803 Braden Ave
Chariton, Iowa 50049
641-774-5514 (PHONE)
641-774-8695 (FAX)
murphy@chariton.lib.in.us

Deposited in US Bank, Chariton on: 12/27/21

PRODUCT 100046 **ED168** Deluxe Corporation 1-800-328-0504
DEPOSIT TICKET
33-54/730

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

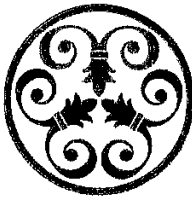
DATE 12/27/21

CHECKS		DOLLARS	CENTS
CURRENT		259	00
COIN		15	90
Charlotte A & R		174	75
State IA		53	07
MW Bank		55	85
MW Bank		222	45
Squabb		60	40
Esper		100	00
Williams		31	00
Neer		5	00
		15	00
11			
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28			
TOTAL FROM OTHER SIDS OR ATTACHED LIST		1477	08

Checks and other items are received for deposit subject to the provisions of the Uniform Commercial

1477.08

1:54 1 2 100 3 21: 26 180 197 5 211



STATE LIBRARY OF IOWA
DES MOINES OFFICE
1112 E. GRAND AVENUE
DES MOINES, IA 50319
800.248.4483 OR 515.281.4105

December 10, 2021

To: Libraries participating in the Open Access and/or Interlibrary Loan Reimbursement programs

From: Michael Scott, State Librarian

Re: Open Access and Interlibrary Loan Reimbursement Payment FY22

Enclosed is your library's FY22 (July 1, 2021 – June 30, 2022) Open Access and/or Interlibrary Loan Reimbursement program check. Payment is based on your Open Access and/or Interlibrary Loan Reimbursement transactions from FY21 (July 1, 2020 - June 30, 2021.)

Please deposit the check immediately. Checks are valid for 6 months after the issue date. However, because of the recent history of mid-year state budget cuts, it would be to your advantage to cash your check as soon as possible. Money available from uncashed checks is liable to be retracted and checks voided.

To facilitate the check cashing process, we recommend that libraries sign up for direct deposit. This ensures that money goes directly to your account and eliminates the issues of lost or uncashed checks. We have enclosed a copy of the Direct Deposit Authorization Form. If you wish to set up direct deposit, fill out the enclosed form and submit it to the address listed at the bottom of the form.

This year's reimbursement level is \$0.58 for each Open Access transaction and \$1.06 for each Interlibrary Loan Reimbursement transaction.

Thank you for your participation in these programs. Last fiscal year Iowans checked out 1,727,574 items through the Open Access program and received 378,812 items through the Interlibrary Loan Reimbursement program. Without a doubt, your commitment to resource sharing improves library services for Iowans.

For questions about your payment, please contact Linda Choate 515-281-8947, 800-248-4483, linda.choate1@iowa.gov.

For questions about the Open Access and/or Interlibrary Loan Reimbursement programs, please contact Scott Dermont, 515-281-7573, 800-248-4483, scott.dermont@iowa.gov.

Enclosure

WWW.STATELIBRARYOFIOWA.ORG



December 1, 2021

Vision II Theatre
327 North Main Street
Chariton IA 50049

Chariton Public Library
803 Braden
Chariton IA 50049
Attention: Dawn Morgan

Quantity	Description	Unit Price	Total
1	Theatre Rental - first two hours - matinee	\$100.00	\$100.00
2	Theatre Rental - additional .5 hour for matinee; 1.5 hours for evening	\$25.00	\$50.00
63	Extra Small Popcorns - matinee	\$0.50	\$31.50
38	Extra Small Popcorns - evening	\$0.50	\$19.00
	Payment Received		-\$375.25
	<i>Return of Overpayment - Check #9842</i>		\$174.75

TOTAL DUE	\$0.00
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**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
JANUARY 2022 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems Copier Contract (12/21 & 1/22)		006 - 410 - 6525	5321	\$252.31
Alliant Energy		006 - 410 - 6371	131	\$791.68
Amazon	Unsourced Books	006 - 410 - 6502	3085	\$23.29
	Mem/Don Books	006 - 410 - 6522		\$31.46
	Unsourced AV	006 - 410 - 6524		\$17.96
Baker & Taylor	Unsourced Books	006 - 410 - 6502	33	\$65.15
	Mem/Don Books	006 - 410 - 6522		\$94.44
Baker & Taylor Entertainment	Mem/Don AV	006 - 410 - 6523	34	\$60.58
	Unsourced AV	006 - 410 - 6524		\$37.13
Chariton Water Department		006 - 410 - 6371	80	\$31.94
Charged Up Nutrition - ALA Grant\$5/21		006 - 410 - 6498		\$160.00
Follett Software (Automation)		006 - 410 - 6525	1228	\$753.49
Iowa Library Association Dues		006 - 410 - 6230	1329	\$70.00
Mainstay Systems Inc. (previous owner, hardware)		006 - 410 - 6505		\$8,185.00
Mainstay Systems of Iowa LLC (IT Sppt & Install)		006 - 410 - 6525		\$450.00
PRIMO Heating & Cooling		006 - 410 - 6751	3070	\$45,500.00
The Porch - ALA Grant\$5/21		006 - 410 - 6498		\$109.14
Windstream		006 - 410 - 6371	858	\$229.90

TOTAL CLAIMS PAID JANUARY 2022			\$56,863.47
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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

LIBRARY CALENDAR 2022

	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		
	January Board Meeting 1/13/2022		
	Library Board Officers Terms Begin		Board/Director
	Director Evaluation		
	Board Training – City/Board/Director Responsibilities		Director/State Library Staff
	Staff Evaluations		
	Librarian Certification (1/31 every 3 years)		Director
	SCICF Lucas County Grant		
FEBRUARY	CLOSED FOR Staff Inservice (MLK Day 1/17/22)		Staff
	Quarterly Elevator Inspection		KONE Maintenance Contract
	Lobby from Home Day		
	Library Lovers Day February 14th		
	February Board Meeting 2/10/2022		Board/Director
	Policy Review – Board Bylaws, Personnel, Petty Cash		
	Library Accreditation (2/28 every 3 years)(Due 2023)		Director
	CLOSED FOR Staff Inservice (Presidents Day 2/21/22)		Staff
	Change Furnace Filters in Units & Vents FEBRUARY		Staff/Custodian
MARCH	Iowa Library Association Legislative Day		
	March 2nd Dr. Seuss Birthday National Read Across America Day		
	March Board Meeting 3/10/2022		Board/Director
	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?
APRIL	HVAC Annual Inspection/Cleaning		HVAC Company Contract
	National Library Week & LIBRARY OPEN HOUSE		
	National Library Worker's Day April 6th		
	D.E.A.R - Drop Everything and Read - April 12 (Beverly Cleary's Birthday)		
	School Library Month – School Tours		
	CLOSED for Easter Weekend Saturday		
	April Board Meeting 4/14/2022		Board/Director
	Policy Review – Confidentiality, Surveillance, Conduct		
	Annual Budget Amendments Request		Director
MAY	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
	CLOSED for Memorial Day		
	May Board Meeting 5/12/2022		Board/Director
	Board Training Continuing Education & Information		Director/State Library Staff
	Move Planters to Entrance & Plant Flowers		Staff
JUNE	Lubricate Exterior Door Hinges, Hardware, & Locks		Staff
	Clean Windows Inside & Out		
	Clean Gutters, Downspouts & Other Areas of Roof		
	June Board Meeting 6/9/2022		Board/Director
	Policy Review – Child Safety, Sex Offender, Pandemic		
	CLOSED FOR Staff Inservice (Juneteenth 6/20/22)		Staff
	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 (other days depend on if the holiday falls during the weekend, City Hall)		
	July Board Meeting 7/14/2022		Board/Director
	Board Training – Services, Resources, Reports (State/Local)		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)		
	Vredenburg Foundation Grant		
	Landscaping/Overgrowth Removal, Weed Spray		City Maintenance Staff
JUL/AUG	Quarterly Elevator Inspection		KONE Maintenance Contract
	AUDITOR Prep and Visit 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.		Director, with Auditor City Clerk & City Manager
AUGUST	August Board Meeting 8/11/2022		Board/Director
	Policy Review – Collection Development, Records Retention		
	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		
	September Board Meeting 9/8/2022		Board/Director
OCTOBER	Board Training – Funding, Financials		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 10/13/2022		Board/Director
	Policy Review – Meeting Room, Programs, MakerSpace		
	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 10/10/22)		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		
	Quarterly Elevator Inspection		KONE Maintenance Contract
	Election Day November 8, 2022		
DECEMBER	CLOSED for Veteran's Day November 11th		
	CLOSED for Thanksgiving (Thursday 24th, Friday 25th, Saturday 26th)		
	November Board Meeting 11/10/22		Board/Director
	Long-Range Plan Review		
	Board Training – Library Story, Statistics, Advocacy		Director/State Library Staff
DECEMBER	Annual Report & Budget Request to Library Board		Director
	Holiday OPEN HOUSE?		
	CLOSED for Christmas (early on the eve?) (other days depend on City Hall)		
	December Board Meeting 12/8/22		Board/Director
	Library Board Officers Elected		
DECEMBER	Policy Review – Operations, Circulation, Internet		
	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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February						
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27	28					

March						
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27	28	29	30	31		

April						
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May						
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29	30	31				

June						
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July						
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31						

August						
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28	29	30	31			

September						
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25	26	27	28	29	30	

October						
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23	24	25	26	27	28	29
30	31					

November						
Su	Mo	Tu	We	Th	Fr	Sa
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20	21	22	23	24	25	26
27	28	29	30			

December						
Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-Jan	New Year's Day
17-Jan	MLKing Jr. Day
14-Feb	Valentine's Day
21-Feb	Presidents' Day
17-Mar	St. Patrick's Day
17-Apr	Easter
5-May	Cinco de Mayo
8-May	Mother's Day

30-May	Memorial Day
14-Jun	Flag Day
19-Jun	Father's Day
19-Jun	Juneteenth
20-Jun	'Juneteenth' day off
4-Jul	Independence Day
5-Sep	Labor Day
10-Oct	Columbus Day

31-Oct	Halloween
8-Nov	Election Day
11-Nov	Veterans Day
24-Nov	Thanksgiving Day
24-Dec	Christmas Eve
25-Dec	Christmas Day
31-Dec	New Year's Eve

CLOSED HOLIDAYS

CLOSED STAFF IN-SERVICES

BOARD MEETINGS

CHARITON PUBLIC LIBRARY CIRCULATION POLICY

(Approved August 5, 2021 as Operations Policy)

(Revised & Retitled DRAFT 1/13/2022)

Patron Eligibility and Responsibilities

The Library has no residency requirements to apply for a Library card. Applicants need only provide proof of their actual residence. Persons under the age of 16 must have a parent or guardian sign their registration. Library privileges may be suspended or revoked if fines or damage or replacement costs are not paid, or if the patron violates any part of the Conduct Policy.

Some electronic services, such as BRIDGES downloadable e-content and ~~Gale~~ **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 ~~to~~ 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 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 to materials or equipment, and assessments for lost items.

Patron Responsibility and Waiver of Confidentiality Agreement

I/We understand and agree that the right to use the Library card issued as a result of application obligates me to comply with all Library policies as from time to time amended, to pay for the loss of, or injury to materials and equipment borrowed, to pay fines for overdue materials and equipment or any other reasonable fees, and to give immediate notice of change of address or lost card.

Confidentiality requirements of Iowa Code Sec. 22.7(13) are hereby waived to the extent necessary for collection of overdue fine, or loss or injury to materials or equipment.

Iowa Code Sec. 22.7(13)

"Circulation records are confidential by law. Library employees shall not make such records available to any individual or group including any agency of local, state or federal government. The exception is that as part of the Library borrowing contract, patrons must agree to waive confidentiality requirements of Iowa Code Section 227(13) to extent necessary for collection of overdue fines or assessments for lost or damaged Library materials or equipment."

Registration for Library Card

Library cards are issued for three years, and are renewable upon expiration. ~~if there are no outstanding fines or transactions on the card.~~ Cardholders must notify the Library if their name, address or telephone number changes from that listed in their record. Temporary cards may be issued for a **year**. ~~short period of time.~~ **Patron must** **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:

1. Driver's License
2. Student ID
3. Passport
4. Mail received at residence
5. Rent receipt with address
6. Personal check with printed address
7. Voter registration with current address

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.

Borrowing Limits & Loan Periods

Patrons may check out unlimited Books & Periodicals for a two-week period, with an option to renew **once**. Patrons may check out five (5) Audiobooks per card for a two-week period, with an option to renew **once**. Patrons may check out five (5) Movies per card for seven (7) days. Movies are non-renewable.

Renewals

Borrowed items may be renewed in person by telephone or online for one additional loan period, with the exception of Movies 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.

Extensions & Educational Loans

Items may be checked out, upon request, for a 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 **3 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 fines 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 checkout materials at those Libraries. Those materials can then be returned to the Chariton Public Library and will be mailed back 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 ~~must also~~ **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.

Fines

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

Books ~~Periodicals~~ 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 unpaid fines of \$2.⁵⁰ or more shall have borrowing privileges suspended until all 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. Library privileges may 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. (Iowa Codes 702.22, 808.12, and 714.5)

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** ~~by~~ 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.

Prices listed below are estimates.

Adult and Juvenile Fiction and Nonfiction (hardbound items) ~~_____~~ **\$20.⁰⁰**

Paperbacks ~~_____~~ **\$5.⁰⁰**

Periodicals ~~_____~~ **\$3.⁰⁰**

Audiovisual Items (CD, DVD, & Cases) Determined by Source of Purchase/Replacement (cannot be estimated)

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 ~~the stacks~~ to ascertain if the item has actually been misplaced within the Library, while the item itself remains in extended checkout on the patron's card. If the item is located in the Library, it will be removed from the patron's record with no fines 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.

The form below has been altered to increase info and checks

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 _____

CHARITON PUBLIC LIBRARY OPERATIONS POLICY **(DRAFT 1/13/2022) (Approved August 5, 2021)**

Hours of Operation

The Library shall be open to the public 42 hours per week. Scheduled Library hours are as follows:

Monday – Thursday 10:00 – 7:00 Friday & Saturday 10:00 – 5:00

Holidays Closed:

January - New Years Day
January - MLK Jr. Day (INSERT SERVICE)
February - President's Day (INSERT SERVICE)
May - Memorial Day
July - Independence Day

September - Labor Day
October - Columbus Day (INSERT SERVICE)
November - Veteran's Day
November - Thanksgiving Day
December - Christmas Eve & Christmas Day

Reference Services

Library staff shall assist patrons seeking materials and information as well as demonstrate the use of reference systems available in our Library to the best of their ability and time permitting. When questions are received over the telephone, staff shall return the call to the patron with the requested information as soon as possible. Library staff shall also be available for scheduled guided tours of the Library and shall give unscheduled tours as circumstances permit.

Proctoring Services

Chariton Public Library offers proctoring of examinations free of charge.

The Library does not restrict eligibility for exam proctoring services.

Library staff will proctor online exams during regular operating hours.

The Library will accept exam reservations based on availability of staff and computers.

Educational Institutions shall submit the exam and stipulations regarding exam protocol to the Library by email.

The Library reserves the right to deny a proctoring request that is beyond the Library's ability to administer.

Photocopies and Printing

Patrons may print or copy documents for a fee of 25¢ per page for black & white, \$1.00 per page for full color. Patrons will pay for every page, regardless of whether or not they wish to keep it. Staff are available to help with the printer and copier. All payments must be made at the time of use. The Librarian has discretion to waive or reduce fees.

All copyright laws shall be observed by patrons and staff. Copyright: Materials may be subject to copyright laws (U.S. Code Title 17) which govern the making of reproductions of copyrighted works. A work protected by copyright may not be copied without permission unless the proposed use falls within the definition of "Fair Use". Violation of the copyright law may subject the patron to an action for damages and/or an injunction.

FAX Machine

Patrons may utilize the Library's Fax Machine for personal matters. A Librarian will transmit a FAX for the patron.

\$1 to send a FAX

25¢ per page to receive a FAX

Telephone and Messages

The Library's phone line is not provided for public use. Library staff will comply with patron confidentiality laws and not take messages for patrons or inform callers whether a person is present in the Library or not.

Notices/Posted Items

Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event.

Postings that in any way solicit funds by welcoming financial contributions or advertising events or items for the purpose of commercial gain will not be posted within the Library. The following government and non-profit groups whose fund raising activities directly benefit the Library in its mission to serve the community are exempt from this rule:

The City of Chariton

The Chariton Public Library

The Friends of the Chariton Public Library

The Chariton Public Library Foundation

The Chariton Community School District

Lucas County

Lucas County Extension

The Lucas County Genealogical Society

The Director must approve all postings and may prohibit postings which do not meet the criteria listed above. Library staff will place and remove postings promptly. Limited space generally allows only short-term notices. The Library is not responsible for returning materials and will dispose of outdated items.

The fact that a group is permitted to display materials at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library itself.

Chariton Public Library

Meeting Room Policy

(REVISED DRAFT 1/13/2022)

(Approved 1/5/2017)

The Library is a destination where patrons can find unique programs, services and resources to enrich their lives, as well as opportunities to connect with others. The Library Meeting Room is a multipurpose space in which people of all ages, cultures, backgrounds and interest groups can create meaningful experiences, appreciate special interests, and exchange information.

The Meeting Room will be used for non-profit activities which allow local residents access to artistic, historical or educational content which might otherwise be unavailable to them. Library activities take priority in the scheduling of the room.

No admission may be charged for programs given in the Library's meeting room. No products, memberships or services may be advertised, solicited, or sold by any individual or group, with the following exceptions:

- The City of Chariton, The Chariton Public Library, The Friends of the Chariton Public Library, The Chariton Public Library Foundation, Lucas County Government, The Lucas County Genealogical Society
- Other agencies, organizations, and educational institutions whose content aligns with the Library's mission and goals, and with ~~previous~~ **prior** permission of the Library Director.
- Authors, Performers and Artists may sell their own works during programs in the library under the following conditions:
 - The Library Director approves all requests for sales in the Library.
 - All items sold in the Library must ~~fit~~ **align** with the Library's selection policy.
 - The Library pays no fees for those authors, performers or artists to present a program in the Library.
 - All advertising for sales is the responsibility of the group or individual unless the Library has sponsored the program.
 - Library staff will not sell items or handle money for individuals or groups unless the Library is sponsoring the sale.

The meeting room may be used **when the Library is not open for a fee of \$20 per hour**, to be paid on the date of use. That hour will extend to include the 15 minutes before and 15 minutes after use, to allow for setup and cleanup. Because this option requires staffing the building, reservations for after-hours use of the room must be made at least **two weeks in advance**. During such an event, participants will have access to the meeting room, lobby and restrooms only. The Library will assess a cleanup fee if necessary.

There is **no rental fee** for use of the meeting room **during regular Library hours**, but the Library reserves the right to assess a cleanup fee. Reservations for use are appreciated and the only way to assure access to the room when needed.

Use of any electronic equipment, whether Library property or personal property, during an event requires prior approval from the Library Director.

Event attendees are reminded that the meeting room is under continuous recorded video surveillance, and that damage to any Library property will result in replacement costs assessed and possible criminal charges. See Library Surveillance Policy.

Food and drink **are** permitted in the room. At the close of the ~~meeting~~ **event**, the furniture must be returned to its original position and the room must be clean. **No trash may be left on Library premises.**

The Library is not responsible for belongings left in the room. The Library does not assume any liability for groups or individuals attending a ~~meeting~~ **an event** in the Library **meeting room**.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement by the Library of the group's policies or activities.

For further information about meeting room use, please refer to the Chariton Public Library MakerSpace Policy.

CHARITON PUBLIC LIBRARY

Date & Initials _____

MEETING ROOM CONTRACT

Name of Organization: _____

Date of Use: _____ Number of Attendees: _____

Time: (including setup & cleanup) From: _____ To: _____ (total hours _____)

Description of Planned Event: _____

Equipment Needed: _____

Will food be served? Yes No

I, _____, the undersigned representative agree to use the room according to the

(name of individual assuming responsibility-- please print)

terms and conditions of the Library's Educational Meeting Room Policy, and take personal responsibility for the use of all Library furniture and equipment utilized during the event. I will report any damage to the equipment incurred during said use, and I hereby take responsibility for the payment of any damages assessed. I agree to return the room to its former arrangement and state. I agree to comply with copyright laws and the public performance right laws governing the viewing of copyrighted audio-visual materials.

Driver's License #: _____ Library Card #: _____

Home address: _____

Phone Number: _____ Alt. Phone #: _____

Signature: _____ Date: _____

Payment (\$20/hour during closed hours) _____ Cash ☐ Check ☐

Received by _____

Chariton Public Library Receipt: Meeting Room Rental

Received From: _____

Cash ☐

_____ \$ _____

Check ☐

By: _____ Date: _____

Building Committee Minutes

The Building Committee of The Chariton Library Board met Tuesday afternoon, January 11, in the board room. Marcia, Linda, and Kris were in attendance.

Linda emphasized as the meeting began the goal of the library board and the library staff should be the same---to make our library the best possible. All agreed.

1. Outside Lighting—After over a month Alex Drake responded to our text asking him to check out the lighting on the north side of the building. He spoke to Kris about several issues as noted in the director's report.
2. Door on the Programming room—Kris noted she wasn't able to do that by herself. Marcia offered to find some help at an upcoming meeting.
3. Programming site—Linda stated that the Building Committee thought that changing the genealogy room to the programming site might be worthwhile considering, and again opening up both stairways as accesses to the room. The genealogy group would then move to the meeting room. Kris stated that the library staff would love to have the genealogy room for programming but the meeting room would need to be kept as the meeting room because there wasn't another room in the library big enough for groups that might want to use it. Marcia questioned what groups actually use the meeting room. Kris stated that there were actually 5 groups that use that room including: an adult Anime Club, Optimae Services, DHS visits, speech therapists, and family groups for family and holiday parties. ...more brainstorming to follow.
4. Kris suggested we do a community survey to see how the community views our library and how the community would like to see it used.
5. Lauri and Kris will be doing the summer programs.

Submitted by Linda

Alliant Energy Rebate Meeting

1/11/2022 – City Hall

Laura Liegois – City of Chariton

Kris Murphy – Chariton Public Library

David Vollmar – Alliant Energy

Collin – Alliant Energy

David and Collin asked several questions about our building project. David suggested I send him all of the architect plans, HVAC specifications, thermostat replacements, etc. by email.

The HVAC and thermostat replacements are eligible for separate rebates. Those must be submitted before the end of January to qualify. (That will always be the case – any updates made during a year, the request for rebates must be submitted by January 31st of the following year.)

David offered (if reminded in February or March) to pull up the data from our energy expenses of previous years for the months of January, February and March, to compare with this year's data, so that we can see what effect the new units have on our electric consumption and bills.

He also suggested that as long as rebates are available for thermostats, which he will check on for us, we should upgrade all of the other existing thermostats to match the programmable ones we had installed with the new HVAC. That would include thermostats in the boardroom, meeting room and central section of the main floor (circulation desk area). There is an old dial thermostat in the elevator machine room. I do not know what it is attached to or if it was tied in with another thermostat. I haven't located anything on this in the building documentation. I'll go back and look at the 1992 Addition documents to see if I can figure it out.

Window replacement is no longer eligible for rebates.

Lighting replacement will soon no longer be eligible for rebates either. David suggested I send him the architect/engineering plans for our lighting updates, and both David and Collin suggested that we move on these projects to get them done before rebates end.

David suggested looking into occupancy lighting sensors for spaces like the bathrooms, both motion detectors and infrared sensors. And he suggested we speak with our engineer (Lynn Vannoy) and electrician (Alex Drake) about the possibility of sensor zones in all public spaces. I suggested the raised stage area in the children's section as a prime candidate for this. The current "can lights" are some of the worst for efficiency. I also asked him about the elevator. Its light is on perpetually. I will share all of this information with Lynn and Alex.

Alex had suggested replacing the old fixtures in the parking lot lights with high efficiency LED units and both David and Collin suggest doing so sooner than later.

Kris Murphy

**CHARITON PUBLIC LIBRARY
DIRECTOR'S REPORT
THURSDAY JANUARY 13, 2022**

Network Installation: Mainstay Systems Inc. came on 1/6/22 to activate the new network. They were able to switch over all of the machines in the building and separate out staff, public and genealogy. Cade is looking into a Captive Portal for us, which would require users of our public devices, and those using their own devices, to accept our usage policy whenever they try to get on. If he can make it work for the public machines, we will get rid of the Time Limit Manager software controlling access to the public PCs and use just the monthly number of hits the captive portal gets to count usage numbers. Patrons will not have to stop at the desk to get a pin to login. Everyone will just be able to come in, sit down & get online, quick and easy. It's a good thing we have 14 Chromeboxes and 5 PCs so there's no longer a queue for the machines!! ☺

The basement HVAC installed by Primo stopped functioning – the thermostat was blank. I contacted them on 12/20/21 via text and was assured they'd be in to deal with it shortly. They actually came in to rectify the situation on 12/30/21, after I asked Ed Soenke to contact them on our behalf. It looks like the whole house dehumidifier is installed, but I've had no confirmation yet.

Alex Drake popped in on 1/4/22 to look at our electrical issues and talk about what electrical work we might need done to begin using the whole-house dehumidifier unit. Since the unit has a regular cord, he suggested adding an outlet for it in the utility room. I told him we anticipated installing sump pumps as well. We had so many issues that he asked me to create a list for him. The documents I prepared included:

The electrical diagram for upstairs lighting from the 92 Addition noting which sets of lights are not turning on or off

The west globe fixture on the front steps, which is very dim, despite the fact both bulbs were replaced at the same time

The north canopy fixtures and parking lot fixtures that turn off and on, which could have something to do with the timer

The post fixture on the NW corner of the parking lot that does not function – he suggested replacing them all with LED

A 92 Addition copy of the relay master control for light switches, and an updated version from when the switches were replaced by electrician Mike Worrell

The engineer's plan designating location of the sump pumps and an old blueprint showing the utility rooms

Rob Johansen came in that same day and I gave him the same sump pump plans. I also asked him to replace parts in the ladies toilets, which leak occasionally, and to take a look at whatever is making the noise above the elevator, since both elevator inspector and HVAC installers said it wasn't anything to do with either thing. He looked at the vent in the children's bathroom to discover that it was clogged with dust. We hope that is the issue. Years ago I asked one of the City guys to put a layer of screen in there after discovering a dead bat in the toilet. I wonder if the cleaning of the HVAC system just set stuff loose in the attic and exacerbated the problem. The vent will be cleaned and we'll find another, more breathable solution to block bats. Rob thought that he might be able to do the sump pumps in a few weeks. I gave Rob Ed Soenke's number and he'll contact him to discuss specifics. It's evidently a question of where the pumps will drain to prior to our ability to connect them to exterior drainage when the trenching project gets done. They'll be back in to work on the toilets as soon as they can.

Dawn Morgan submitted her resignation in December. She is still here, working on finishing up outstanding grants and grant reports. Assistant Director Lauri Ghormley and I are looking at the position's job description and trying to figure out how to streamline services and access to program materials. Once we've figured it all out, we'll advertise to fill the position.

WAGES PAID:	12/3/21	12/17/21	12/31/21
Kris Murphy	\$1,592.30	\$1,592.30	\$1,592.30
Angela Altenhofen	\$282.84	\$376.34	\$292.19
Christina Brown	\$447.12	\$498.87	\$596.61
Lauri Ghormley	\$476.50	\$625.21	\$391.52
Dawn Morgan	\$176.94	\$235.92	\$147.45
Custodial	\$225.00	\$225.00	\$225.00
	\$3,200.70	\$3,553.64	\$3,245.07

Kris Murphy – January 13, 2021

MONTHLY STATISTICS	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YEAR
Days Open	25	25	24	25	22	23							144
Visitor Count	2,028	1,893	1,654	1,984	2,141	1,987							11,687
Patron Count	3,832	3,852	3,868	3,883	3,916	3,920							23,271
Cards Issued	20	21	16	15	33	4							109
Cards Weeded	0	0	0	0	0	0							0
Meeting Room Uses	0	0	0	0	0	3							3
MAKERSPACE Uses	0	0	0	0	0	0							0
Daily Average	110	113	92	89	93	85							582
Total Circulation (w/o SILO ILLs)	2,712	2,817	2,203	2,212	2,015	1,924							13,883
BRIDGES Registrations	5	1	8	2	3	7							26
BRIDGES Active Individuals	78	78	76	87	76	91							486
BRIDGES Items Circulated	565	477	514	563	542	547							3,208
Website Visits	224	303	356	332	330	279							1,824
Website Actions	964	960	1,157	773	796	745							5,395
Website Bounce Rate	37%	36%	39%	52%	51%	45%							

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							5,664
Chariton Child	516	305	391	334	272	287							2,105
Institutional/Special	30	64	38	80	70	16							298
In-House Cards	11	14	13	11	21	19							89
Rural Adult	666	815	538	580	630	523							3,752
Rural Child	222	188	122	107	60	88							787
Russell Adult	67	112	61	83	53	81							457
Russell Child	40	64	47	10	49	22							232
Lucas Adult	17	21	13	22	16	11							100
Lucas Child	8	21	6	7	1	0							43
Williamson Adult	16	0	10	0	12	0							38
Williamson Child	0	0	0	0	0	0							0
Derby Adult	0	10	17	4	14	0							45
Derby Child	0	0	0	0	0	0							0
Out Of County	113	76	64	54	32	49							388
	2,738	2,827	2,213	2,219	2,055	1,946							13,998

COLLECTION CATEGORY STATS	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Year
Adult Fiction	409	460	366	412	379	372							2,398
Large Print	59	52	52	73	36	75							347
Adult Nonfiction	184	246	157	119	108	98							912
Magazines	0	0	0	0	0	0							0
Adult Audiobooks	35	52	32	37	58	30							244
Adult Video	400	427	334	345	319	238							2,063
Picture Books	254	264	315	334	238	248							1,653
Beginner Readers	163	111	148	131	137	91							781
Juvenile Fiction	548	475	268	268	291	243							2,093
Juvenile Nonfiction	86	129	96	105	126	107							649
Juvenile Audiobooks	13	11	7	5	1	2							39
Juvenile Videos	299	318	234	243	202	302							1,598
Young Adult Books	248	245	158	96	62	103							912
YA Anime Video	9	27	32	20	20	7							115
Puzzles	0	0	0	0	0	0							0
Educational Bins	5	0	4	14	38	8							69
Local Interlibrary Loans	26	10	10	17	40	22							125
	2,738	2,827	2,213	2,219	2,055	1,946							13,998

**CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY FEBRUARY 10, 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. Consent Agenda:

- a. **January 13, 2022 Minutes**
- b. **Correspondence**
 - Memorial Donations for Irene Fuller
 - LCGS Rent \$600
 - Lucas County Rural Fees \$18,100
- c. **January 2022 Financial Statement, December 2021 Treasurer's Report & Investment Report**
- d. **Grants**

Chariton Public Library Meeting Thu, Feb 10, 2022 5:30 - 7:30 PM

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

<https://meet.goto.com/374097437>

You can also dial in using your phone.

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

Access Code: 374-097-437

5. February 2022 Claims

6. Unfinished Business

- a. **Library Director Evaluation – (Closed Session)**

Request to go into closed session as per Chapter 21.5 i, to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. (see attached request)

7. New Business

- a. **Policy Reviews – Programming, Internet**

8. Committee Reports

Building Grounds Committee
Construction Committee
Executive Committee
Fundraising Committee
Policy Committee
Technology Committee

9. Staff Reports –Director's Report

10. Agenda Items for Next Month's Meeting

Chariton Public Library BIN/KIT Lending Policy
Personnel Policy (If new City Employee Handbook is approved by City Council)
Collection Management Policy
Genealogy Contract
Library Board By-Laws Review
KONE Elevator Care Passenger Safety Proposal
Consideration of bids for Drainage Remediation and Foundation Work – Edd Soenke

11. Adjournment

Library Budget Presentation County Board of Supervisors Wednesday, February 16th @ 10:15

The next meeting of the Library Board will be Thursday, March 10, 2022.
Reminder: The Library will be closed for STAFF INSERVICE February 21, 2022 (Presidents Day)
Library Lovers Day February 14th

Chariton Free Public Library
January 13, 2022

The Chariton Free Public Library Board held its regular monthly meeting in the multipurpose room at the Library on January 13, 2022 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 6:10 p.m.

Trustees Fenton, Mefferd, Meyer (virtual), Seuferer, Sharp, and Watkins-Schoenig (virtual) were present. Librarian Murphy was also present.

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

Public forum: none

The **December 2021 minutes** were unanimously approved as amended on a motion from Meyer seconded by Mefferd.

Correspondence:

- a. Donation from Patti and Denny Bisgard
- b. Donation from Sharon and Larry Squibb
- c. Resignation of Program Director Dawn Morgan

The **November 2021 Financial Statement and Treasurer's Report** were reviewed.

The **December 2021 Claims** were reviewed by the board. It was recommended by Meyer and Watkins-Schoenig to withhold \$7,500 from the payment to Primo Heating and Cooling based on work not completed, with payment to be authorized upon completion of work. After discussion, the **December 2021 claims** were unanimously approved on a motion from Meyer, seconded by Mefferd.

Old Business:

Library Staff Wages: The board reviewed the new staff wages as part of the library's budget proposal to be presented to the City Council.

Adoption of Library Calendar: The board discussed the proposed 2022 Library Calendar. Meyer moved to adopt the Library Calendar with the inclusion of June 20th (Juneteenth) as a staff in-service day. Motion seconded by Watkins-Schoenig and approved unanimously.

New Business:

Policy Review: After discussion, it was moved by Sharp and seconded by Mefferd to approve the circulation, operations, and meeting room policies as amended by the policy committee. The motion passed unanimously.

Library Director Evaluation: It was moved by Seuferer and seconded by Meyer to table the library director's evaluation to the February board meeting. Motion carried unanimously.

Committee Reports:

Building & Grounds Committee: See attached minutes

Construction Committee: See attached minutes. Murphy updated the board on the preliminary results of the foundation inspection by the architects.

Executive Committee: The executive committee met to review the agenda for the January board meeting. The committee decided to move the review of the board's contract with the Lucas County Genealogy Society to February to allow more time for the library board and the LCGS to review the present contract. The board met with Librarian Murphy to discuss the results of the Library Director's evaluation.

Fundraising Committee: did not meet

Policy Committee: The policy committee met to review the board policies for internet, circulation, operations, and meeting room policy. The committee decided to table review of the Internet policy pending completion of network upgrades by Mainstay Inc. The committee recommended changes to the circulation, operations, and meeting room policies for board review.

Technology Committee: did not meet

The December 2021 **director's report** was reviewed.

The meeting was adjourned at 6:39 pm on a motion from Seuferer, seconded by Fenton.

Justin Sharp
CFPL Board Secretary

The next meeting of the CFPL Library Board will be Thursday, February 10th, 2022 in the Boardroom of the Library.

Building Committee Minutes

The Building Committee of The Chariton Library Board met Tuesday afternoon, January 11, in the board room. Marcia, Linda, and Kris were in attendance.

Linda emphasized as the meeting began the goal of the library board and the library staff should be the same---to make our library the best possible. All agreed.

1. Outside Lighting—After over a month Alex Drake responded to our text asking him to check out the lighting on the north side of the building. He spoke to Kris about several issues as noted in the director's report.
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5. Lauri and Kris will be doing the summer programs.

Submitted by Linda

BUDGET REPORT
CALENDAR 1/2022, FISCAL 7/2022

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	110,000.00	6,479.78	55,674.87	50.61	54,325.13
006-410-6210	DUES & SUBSCRIPTIONS	2,000.00	.00	1,303.78	65.19	696.22
006-410-6230	TRAVEL, TRAINING, & DUES	500.00	70.00	70.00	14.00	430.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	10,000.00	.00	3,003.90	30.04	6,996.10
006-410-6371	UTILITIES	17,800.00	1,053.52	9,243.44	51.93	8,556.56
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	25.00	.00	.00	.00	25.00
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	2,257.24	.00	2,257.24-
006-410-6498	PROGRAMMING	5,000.00	269.14	4,658.91	93.18	341.09
006-410-6502	BOOKS	2,000.00	88.44	1,832.26	91.61	167.74
006-410-6505	NEW EQUIPMENT	9,000.00	8,185.00	8,772.36	97.47	227.64
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	.00	983.80	49.19	1,016.20
006-410-6508	POSTAGE	200.00	.00	52.33	26.17	147.67
006-410-6522	BOOKS/MEMORIALS	6,000.00	125.90	1,199.52	19.99	4,800.48
006-410-6523	MEM. AUDIO VISUAL	3,000.00	60.58	163.61	5.45	2,836.39
006-410-6524	AUDIO VISUAL	2,000.00	55.09	1,206.54	60.33	793.46
006-410-6525	SOFTWARE & TECH SUPPORT	5,000.00	1,455.80	3,317.23	66.34	1,682.77
006-410-6526	JANITOR SUPPLIES	500.00	.00	367.78	73.56	132.22
006-410-6751	CONSTRUCTION PROJECTS	24,500.00	38,000.00	109,290.66	446.08	84,790.66-
		-----	-----	-----	-----	-----
	LIBRARY TOTAL	200,025.00	55,843.25	203,898.23	101.94	3,873.23-
		=====	=====	=====	=====	=====
	LIBRARY OPERATING TOTAL	200,025.00	55,843.25	203,898.23	101.94	3,873.23-
		=====	=====	=====	=====	=====

REVENUE REPORT

CALENDAR 1/2022, FISCAL 7/2022

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY	10,000.00	8.11	1,297.93	12.98	8,702.07
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	17,600.00	18,100.00	18,100.00	102.84	500.00-
006-410-4471	LOCAL GRANTS	14,000.00	.00	35,000.00	250.00	21,000.00-
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	332.48	7,707.81	154.16	2,707.81-
006-410-4715	REFUND	500.00	.00	174.75	34.95	325.25
006-410-4765	LIBRARY FINES	6,400.00	228.79	1,634.60	25.54	4,765.40
006-410-4799	OTHER REVENUES	4,000.00	600.00	3,209.90	80.25	790.10
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	.00	.00	.00
006-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
006-950-4000	GENERAL PROPERTY TAXES	140,000.00	.00	70,000.00	50.00	70,000.00
		=====	=====	=====	=====	=====
	LIBRARY OPERATING TOTAL	197,500.00	19,269.38	137,124.99	69.43	60,375.01
		=====	=====	=====	=====	=====
		*****	*****	*****	*****	*****
	TOTAL OF ALL REVENUE	197,500.00	19,269.38	137,124.99	69.43	60,375.01
		*****	*****	*****	*****	*****

LIBRARY INVESTMENT INFORMATION

Date: 12/31/2021

<u>Number</u>	<u>Date Purchased</u>	<u>Date Matures</u>	<u>Amount</u>	<u>Rate</u>	<u>Bank</u>	<u>Fund</u>
15548	03/12/18	03/12/22	32,001.05	.40%	MHB	Allender
82649	07/10/18	07/10/22	1,000.04	.40%	MHB	Blake
05043	03/12/18	03/12/22	38,083.42	.40%	MHB	Herrick
02065	01/05/18	01/05/22	4,029.96	.40%	MHB	Dewey
86269	03/12/18	03/12/22	127,459.33	.40%	MHB	Ambelang

TOTAL \$202,573.80

CITY TREASURER'S REPORT FOR THE MONTH OF DECEMBER 2021

FUND	FUND BALANCE LAST REPORT	RECEIPTS REPORT	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	\$208,707.90	\$1,727.08	\$18,870.56	\$191,564.42	\$3,785.52	\$195,349.94
LIBRARY AMBELANG & SWANSON INVESTMENTS	\$127,459.33	\$-0-	\$-0-	\$127,459.33	\$-0-	\$127,459.33
LIBRARY OTHER INVESTMENTS	\$93,845.42	\$-0-	\$-0-	\$93,845.42	\$-0-	\$93,845.42
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.

Christy M. [Signature]

CHARITON PUBLIC LIBRARY INCOME

Chariton Free Public Library
803 Braden Ave
Chariton, Iowa 50049
641-774-5514 (PHONE)
641-774-8695 (FAX)
murphy@chariton.lib.ia.us

Deposited in US Bank, Chariton on: 1/31/22

FY22	JANUARY 2022						RECEIPTS
	Balance ON HAND	BOX \$60	DRAWER \$15				\$75.00
DATE	FINES	COPIES	FAX	LAMINATE	\$RAISING & DONATIONS	MISC. FEES & CARDS	TOTAL
12/27	\$4.00	\$7.00	\$1.00				\$12.00
12/28	\$0.00	\$7.75			\$5.00		\$12.75
12/29	\$0.00	\$0.75					\$0.75
12/30	\$2.20	\$2.75					\$4.95
1/3	\$1.00	\$2.50					\$3.50
1/4	\$0.00	\$1.25					\$1.25
1/5	\$7.00	\$2.50			\$20.00		\$29.50
1/6	\$0.00	\$4.50	\$1.00				\$5.50
1/7	\$1.50	\$1.75	\$1.00				\$4.25
1/10	\$0.00	\$2.00	\$1.00				\$3.00
1/11	\$0.00	\$44.50	\$1.00				\$45.50
1/12	\$0.00	\$0.50			\$10.00		\$10.50
1/13	\$2.00	\$1.00					\$3.00
1/14	\$0.00	\$4.50					\$4.50
1/15	\$3.50	\$1.25					\$4.75
1/18	\$6.99	\$28.75					\$35.74
1/19	\$0.50	\$2.00					\$2.50
1/20	\$0.00	\$4.50					\$4.50
1/21	\$0.00	\$2.00					\$2.00
1/22	\$4.10	\$4.75					\$8.85
1/24	\$0.00	\$2.75					\$2.75
1/25	\$0.00	\$1.25	\$2.00				\$3.25
1/26	\$0.00	\$7.25					\$7.25
1/27	\$0.00	\$4.25					\$4.25
1/28	\$1.50	\$10.50					\$12.00
TOTAL	\$34.29	\$152.50	\$7.00		\$35.00		\$228.79

Budget Line Number	Deposit Description	
006 - 410 - 4300	BLAKE Interest	\$1.00
006 - 410 - 4300	DEWEY Interest	\$7.11
006 - 410 - 4470	Rural Fees	\$18,100.00
006 - 410 - 4705	Memorials/Gifts	\$332.48
006 - 410 - 4765	Library Fees & Fines	\$228.79
006 - 410 - 4799	Genealogy Rent	\$600.00
Total Deposit:		\$19,269.38



DATE 1/31/2022
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	DOLLARS	CENTS
CURRENCY	249	00
COIN	18	79
CHECKS (LIST EACH SEPARATELY)		
1 Yvackum	44	88
2 T & B Club	18	60
3 LCGS	600	00
4 Lucas County	18100	00
5 MWH Branch	1	00
6 MWH Branch	7	11
7 Coons	100	00
8 Wallace	50	00
9 Montgomery	50	00
10 McConkey	20	00
11 Corbin	10	00
12		
13		
14		
15		
16		
17		
18		
TOTAL FROM OTHER SIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	19269	38

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

⑆541210032⑆

2518019752⑈

19269.38

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

CLAIMS		BUDGET LINE	V#	PAYMENT
ABC Pest Control		006 - 410 - 6310	515	\$51.35
Access Systems Copier Contract		006 - 410 - 6525	5321	\$362.41
Alliant Energy		006 - 410 - 6371	131	\$1,624.52
Amazon \$430.18	Programming	006 - 410 - 6498	3085	\$133.82
	Unsourced Books	006 - 410 - 6502		\$88.47
	New Equipment	006 - 410 - 6505		\$75.95
	Mem/Don Books	006 - 410 - 6522		\$6.79
	Mem/Don AV	006 - 410 - 6523		\$14.99
	Unsourced AV	006 - 410 - 6524		\$110.16
Baker & Taylor	Mem/Don Books	006 - 410 - 6522	33	\$33.04
	Mem/Don AV	006 - 410 - 6523		\$156.39
Baker & Taylor Entertainment	Allender Interest	006 - 410 - 6523	34	\$21.74
CPL Petty Cash	Postage	006 - 410 - 6508	74	\$23.20
Chariton Water Department		006 - 410 - 6371	80	\$22.29
Office Machines	Tape & Wipes	006 - 410 - 6507	410	\$61.80
PRIMO Heating & Cooling		006 - 410 - 6751	3070	\$3,000.00
True Value		006 - 410 - 6310	40	\$23.04
Windstream		006 - 410 - 6371	858	\$223.95
TOTAL CLAIMS PAID FEBRUARY 2022				\$6,033.91

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 Public Library Programming Policy

DRAFT 2/10/22

(Approved 1/5/2017)

The Chariton Public Library will provide programming to further our mission of promoting an educated citizenry and enriching personal lives. Programs are provided to help meet the educational, informational, cultural, and recreational needs of our residents.

All library programs are open to the general public. Programming is provided to appeal to citizens of all ages but individual programs may be designed for a specific audience based on age. The Library reserves the right to set age limits for all programs. Programs targeting a specific age group will be promoted as such. For planning reasons, registration will be required for some events. The Library reserves the right to limit the attendance at events due to wishes of the presenter or space considerations.

Library-offered programs are generally free. Some programs that require use of materials, however, may be subject to a fee. The Library is only able to provide free consumable materials on a limited basis. Fees for programs of this nature will be determined by the Library's cost for offering the program, to cover consumable materials and presenter fees, and may be due upon registration for the program.

All fees associated with programming will be collected and managed by the ~~Programming Librarian~~ **Library Director**, ~~under the supervision of the Library Director~~, and will be deposited into the Library's general fund to cover expenditures on the Library's ~~miscellaneous~~/programming budget line. Library staff will not sell items or handle money for outside presenters or groups providing programs.

Library programs may be cancelled for several reasons including cases of severe weather, presenter conflict, or low registration numbers. Programs scheduled on a day when the Library is closed due to inclement weather are automatically cancelled. Rescheduling is at the discretion of Library **Staff**.

Library programming utilizes Library staff, outside presenters, collection items, Library and community resources, displays, and media presentations. Programming includes such activities as StoryTimes, crafts or other hands-on activities, presenters, lectures, demonstrations, discussion groups and films. Selection of Library program topics, presenters, classes, and resource materials will be made by Library staff to meet the needs and interests of Library users and the community.

The Library will also incorporate cooperative programming with other agencies, organizations, and educational institutions, capitalizing on existing knowledge and expertise when they are compatible with the Library's mission and goals. Library program presenters who are affiliates of commercial enterprises may provide general knowledge without direct promotion of a business enterprise resulting in potential profit. The Library does not allow programs of a purely commercial nature. No fees will be charged for attendance at non-library-offered programs except with the approval of the Library Director.

The Chariton Public Library promotes its programming opportunities through local media, through **flyers**, posters and bookmarks, Facebook postings, and the Library website. Presenters may not publicize their programs without approval of the Library Director.

The Library welcomes community partnerships and also individual and corporate support in the form of monetary donations and donations of craft supplies, serving supplies and refreshments. If refreshments are provided by a business, logo cups/napkins may be used, as well as posters or banners.

The Chariton Public Library will provide off-site outreach programming to ensure equity of access and service to all patrons. These programs could include StoryTime events at local preschools and daycares, or presentations to community groups or organizations for the purpose of providing or promoting Library services.

Library programming shall not exclude topics or presenters because they may be controversial. Acceptance of a program does not constitute endorsement by the Library of the individual presenter's policies or beliefs.

The Library does not offer programs that support or oppose any political candidate, ballot measure, or specific religious conviction. However, educational or entertaining programs such as candidates' forums that include invitations to all recognized candidates, and holiday programs may be offered. Materials asking for Library visitors to sign a petition or letter are not permitted at Library programs.

CHARITON PUBLIC LIBRARY INTERNET USE POLICY

(DRAFT February 10, 2022) (Approved September 2, 2021)

(Approved October 3, 2019)

Internet Access

The Chariton Public Library provides access to a broad range of information sources, including those available through the Internet. The Internet is a global entity accessed by a highly diverse population seeking and providing a wide variety of content. Patron use of the Internet carries with it a responsibility to evaluate the quality and accuracy of the information accessed.

The Chariton Public Library does not utilize filtering software. The use in libraries of software filters to block constitutionally protected speech is inconsistent with the United States Constitution and federal law. Only the courts have the ultimate authority to determine what material is not constitutionally protected. The library has no means or statutory authority to assure that only constitutionally protected material is accessed by the public.

The Chariton Public Library does not serve *in loco parentis* (in place of a parent). Librarians cannot act in the place of parents in providing supervision of children as they explore the Internet. The responsibility for what **a minor reads or views** ~~minors read or view~~ rests with **that minor's parent or legal guardian.** ~~parents or guardians.~~

In the library setting, the possibility exists of inadvertent viewing of content on any screen, including a patron-owned device. Users should be aware that catching sight of an image on their screen may cause feelings of discomfort for other patrons of various ages and sensibilities. Please keep this in mind when accessing information and/or images that may reasonably be offensive to someone else.

Library staff may request individuals cease to view or listen to content that threatens the safe and comfortable environment of the Library or interferes with the conduct of Library business. Library staff will assess patron complaints about content visible on any screen in the Library building in accordance with the Library's Conduct Policy concerning visual and/or verbal harassment.

It is illegal to use the Library's computers to access, view, print, distribute, display, send, or receive visual material that violates federal or state laws, including those relating to obscenity, child pornography, or material harmful to minors, or to engage in criminal activity. Patrons who engage in unlawful activities online or by utilizing content obtained via the Internet while using one of the Library's computers, will have their computer privileges suspended and may be expelled from the building. Patrons who wish to object to or reverse a suspension or expulsion may submit an appeal form to the Library Board. An appeal form may be picked up at the circulation desk.

Chariton Public Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through the Internet, or any consequences thereof. Chariton Public Library takes no responsibility for any consequences resulting from the use of personal information on the Library's computers. Patrons handling financial transactions or other activities that require confidentiality do so at their own risk. To preserve confidentiality, each user should end their own session before leaving the computer.

Library Computer Use

Any member of the public may use the Library's Public Access Computers. The Library employs management software to administer logins and session length. Library policies exist to promote free access to content while maintaining a safe, comfortable environment conducive to the use of the Library by all members of the public. ~~Please see the Chariton Public Library's Internet Use Policy and Conduct Policy.~~

Patrons who owe fines or fees, or who have outstanding overdue items on their card, may have their computer use privileges suspended until such issues are resolved.

The number of persons per station is limited to one, unless arrangements have been made with the Librarian.

Length of use is limited to 1 hour per session whenever a queue exists. Otherwise, daily access is unlimited.

Patron Device Use

Patrons may use their own devices in the Library to access the Internet via the Library's Wi-Fi only. No hardline connections of patron devices to the Library network are permitted.

The Library is not responsible for any loss of information or damage that may occur, either directly or indirectly, to any personal equipment or data.

Library staff may assist patrons with the use of their devices to the extent of their abilities, but will not provide detailed technical assistance.

Library Wireless Use

Chariton Public Library provides unfiltered Guest Wi-Fi to the public.

The Library does not require patrons to register or use a password to access the Wi-Fi.

The Library's Wi-Fi does not provide a secure connection. Patrons use the Library's Wi-Fi at their own risk.

There is no guarantee that a wireless connection can be made or maintained.

The Library's Wi-Fi does NOT include the ability to print documents on Library printers.

Patrons utilizing the Library's Wi-Fi must **comply with the captive portal page (see below)** and all other policies of the Chariton Public Library.

The Library reserves the right to terminate any wireless network connection in accordance with federal, state, and local laws, regulations and policies.

Captive Portal

The Chariton Public Library provides unfiltered Internet access on all of its public access devices. Unfiltered Wi-Fi is provided (without encryption or password) throughout the Library. The Chariton Public Library Internet Use Policy applies to all devices connected to the Library network, whether it is a Library device or a patron's personal device.

Library staff may request individuals cease to view or listen to content that threatens the safe and comfortable environment of the Library or interferes with the conduct of Library business. Library staff will assess complaints about content visible on any screen in the Library building in accordance with the Library's Conduct Policy concerning visual and/or verbal harassment.

It is illegal to use the Library's computers to access, view, print, distribute, display, send, or receive visual material that violates federal or state laws, including those relating to obscenity, child pornography, or material harmful to minors, or to engage in criminal activity.

The Library is not responsible for any device damage, malicious content, data loss or loss of privacy users may incur while using our Wi-Fi network. Patrons using the Library's Wi-Fi must comply with all policies of the Chariton Public Library.

**CHARITON PUBLIC LIBRARY
DIRECTOR'S REPORT
THURSDAY FEBRUARY 10, 2022**

Mainstay Systems Inc. installed the laptops that City Manager Laura Lieogis acquired for the Library.

Dawn Morgan is no longer on the payroll, but she will still finish up outstanding grant reports. Assistant Director Lauri Ghormley and I are working on the program office materials, forms and procedures. We're going to ask you to approve a new lender policy just for the circulating BINs/KITs. It's part of our effort to make that lending program more efficient. We've also purchased more bags in which to lend the BIN/KIT materials. The result will be a streamlined process of lending prefilled BINs/KITs rather than filling them on demand.

I've submitted an ad to the newspaper for the next two weeks for the Children's Program Librarian position:

Chariton Public Library is hiring a part-time Children's Program Librarian to plan, implement and evaluate library programs for children and their caregivers, and collaborate with key community partners to identify community needs and develop engaging learning opportunities for youth and families. The best candidate for this job has previous experience working with children and knowledge of early literacy concepts and strategies. They are a good communicator and experienced technology user; possess a valid driver's license; and have flexibility in their schedule to work evenings and weekends. They should embrace opportunities to bring Library services to our community and our community into the Library. Find more information at www.chariton.lib.ia.us.

I'm working on the online application for the job, but we will make paper applications available as well.

A couple of our old staff computers will be relocated to the staff office with the programming materials. One has our BookWhere subscription on it. (Software we use to catalog items) The other has an old version of Photoshop on it that we can't bear to part with. That office will be used by multiple staff members, who'll be able to see the circulation desk from the office, to perform specific tasks on those machines as needed.

We've reinstalled the door on the staff office, but the room seems to be getting no heat, so it's always open anyway. It is the only upstairs room heated and controlled by the south basement thermostat & was once unbearably warm. No heat seems to be coming from the vent in that office, and the vent in Genealogy is making noise when the heat blows. We wonder if it's related. Primo has not yet visited to fix the hole in the ceiling, but we will ask them about this issue as well when they do come in.

Neither Drake Electric or Johansen's have returned to work on the electric or plumbing issues. Edd Soenke said he would discuss the specifics of the sump pump installation with Johansen's.

WhoFi is our hero of the month. WhoFi is the company contracted by the State Library to track our Wi-Fi usage. The State Library also engaged them to collect programming data with a calendar format that allows us to schedule events and then just drop the attendance numbers into the same calendar program. Then the software generates monthly reports, and at the end of the year, WhoFi dumps our program information into the State Library's annual report for us. So we don't have to worry about what kind of program it is or who it serves. We just plug the information in and it's already formatted to answer the report questions.

And it gets better!!! Forgive me, I'm ridiculously excited by this. Last Friday, WhoFi synced with our PLOW website and that calendar took the place of our website calendar!!! Ashleigh, our WhoFi rep, walked me through the calendar last week since it'd been something Dawn was responsible for. It's simple and wonderful, and very like the free program Cozi that we've been using to schedule the meeting room. So, of course it's going to replace the Cozi too! Staff will learn how to use the WhoFi calendar at this month's in-service.

WAGES PAID:	1/14/22	1/28/22
Kris Murphy	\$1,592.30	\$1,592.30
Angela Altenhofen	\$229.08	\$273.49
Christina Brown	\$461.61	\$544.41
Lauri Ghormley	\$597.90	\$640.39
Dawn Morgan	\$98.30	\$0.00
Custodial	\$225.00	\$225.00
	\$3,204.19	\$3,275.59

We'll also revisit the instructions for the multifunction machine, review recently updated policies, review and train on the new procedures for BIN/KIT lending program, discuss how the new Program Librarian position will fit into the staff structure, and talk about the Summer Program and other staff offering program options throughout the year. Also, during our new network install I noticed some issues with what materials are saved where on the network. We'll implement a set of rules and standards to keep our staff machines clean & organize content often accessed by multiple staff members.

MONTHLY STATISTICS	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YEAR
Days Open	25	25	24	25	22	23	24						168
Visitor Count	2,028	1,893	1,654	1,984	2,141	1,987	1,839						13,526
Patron Count	3,832	3,852	3,868	3,883	3,916	3,920	3,935						27,206
Cards Issued	20	21	16	15	33	4	15						124
Cards Weeded	0	0	0	0	0	0	0						0
Meeting Room Uses	0	0	0	0	0	3	7						10
MAKERSPACE Uses	0	0	0	0	0	0	0						0
Daily Average	110	113	92	89	93	85	74						656
Total Circulation (w/o SILO ILLs)	2,712	2,817	2,203	2,212	2,015	1,924	1,732						15,615
BRIDGES Registrations	5	1	8	2	3	7	4						30
BRIDGES Active Individuals	78	78	76	87	76	91	100						586
BRIDGES Items Circulated	565	477	514	563	542	547	703						3,911
Website Visits	224	303	356	332	330	279	368						2,192
Website Actions	964	960	1,157	773	796	745	1,262						6,657
Website Bounce Rate	37%	36%	39%	52%	51%	45%	40%						

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						6,456
Chariton Child	516	305	391	334	272	287	222						2,327
Institutional/Special	30	64	38	80	70	16	40						338
In-House Cards	11	14	13	11	21	19	23						112
Rural Adult	666	815	538	580	630	523	390						4,142
Rural Child	222	188	122	107	60	88	63						850
Russell Adult	67	112	61	83	53	81	54						511
Russell Child	40	64	47	10	49	22	23						255
Lucas Adult	17	21	13	22	16	11	16						116
Lucas Child	8	21	6	7	1	0	0						43
Williamson Adult	16	0	10	0	12	0	0						38
Williamson Child	0	0	0	0	0	0	0						0
Derby Adult	0	10	17	4	14	0	0						45
Derby Child	0	0	0	0	0	0	0						0
Out Of County	113	76	64	54	32	49	133						521
	2,738	2,827	2,213	2,219	2,055	1,946	1,756						15,754

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						2,784
Large Print	59	52	52	73	36	75	48						395
Adult Nonfiction	184	246	157	119	108	98	139						1,051
Magazines	0	0	0	0	0	0	0						0
Adult Audiobooks	35	52	32	37	58	30	21						265
Adult Video	400	427	334	345	319	238	260						2,323
Picture Books	254	264	315	334	238	248	247						1,900
Beginner Readers	163	111	148	131	137	91	104						885
Juvenile Fiction	548	475	268	268	291	243	161						2,254
Juvenile Nonfiction	86	129	96	105	126	107	63						712
Juvenile Audiobooks	13	11	7	5	1	2	11						50
Juvenile Videos	299	318	234	243	202	302	219						1,817
Young Adult Books	248	245	158	96	62	103	58						970
YA Anime Video	9	27	32	20	20	7	12						127
Puzzles	0	0	0	0	0	0	0						0
Educational Bins	5	0	4	14	38	8	3						72
Local Interlibrary Loans	26	10	10	17	40	22	24						149
	2,738	2,827	2,213	2,219	2,055	1,946	1,756						15,754

Building and Grounds Committee

February 8, 2022

- We reviewed the plans from the construction committee on the removal of the front steps.
- The door on the staff office has been reinstalled.
- Primo will need to come back because the staff office is not getting any heat. They also need to fix a hole they made in the ceiling on the main floor.
- No word yet from Alex on the south outside lights.
- Planning is just getting started on the summer programs.
- Toilets are now running okay, although the plumber hasn't been back to fix them.
- All the materials for the summer programs have been relocated to the staff office room. All the stuff in the storage rooms around the outside of the genealogy room will need to be moved somewhere when the outside construction begins. Maybe a pod could be used to store the shelves and all the stuff on them. Kris will visit with Laura to see if that would be acceptable. If it is, Marcia will check with Chad Masters to see if HyVee has a trailer available that we could use.
- We discussed the elevator shaft and changes that need to be made to make it ADA complaint.
- Before the steps are torn away, it was suggested that the fund-raising committee begin their work.
- Justin asked Kris to start thinking of ways the high school students could be of help during May clean-up days.

Submitted: Linda Miller

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY MARCH 17, 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.

Special Meeting for the Chariton Library
March 17, 2022 5:30 PM - 7:30 PM

Please join my meeting from your computer, tablet or smartphone.
<https://meet.goto.com/195425285>

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

Access Code: 195-425-285

1. **Call to Order**
2. **Adoption of the Agenda**
3. **Public Forum**
4. **Consideration of bids for Drainage Remediation and Foundation Work**
5. **Consideration for Approval by Resolution to Transfer Funds of the Ambelang Bequest for the Chariton Free Public Library's Capital Improvements.**
6. **Consideration for Approval by Resolution to Transfer Funds of the Herrick Bequest to the Chariton Free Public Library for Investment Options.** (note: Herrick interest to be expended on juvenile collection only.)
7. **Consideration for Approval by Resolution to Transfer Funds of the Allender Bequest to the Chariton Free Public Library for Investment Options.** (note: Allender interest to be expended on audiovisual collection only.)
8. **Adjournment**

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

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY MARCH 10, 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. Consent Agenda:

- a. February 10, 2022 Minutes
- b. Correspondence
- c. February 2022 Financial Statement
- d. Grants (REAP application in progress)

(Failed to make application deadline for SCICF)

5. March 2022 Claims

6. Unfinished Business

- a. Library Board By-Laws Review
- b. Genealogy Contract

7. New Business

- a. Policy Reviews –
 - Chariton Public Library BIN/KIT Lending Policy
 - Personnel Policy (re: new City Employee Handbook)
 - Collection Management Policy

8. Committee Reports

Building Grounds Committee (3/7/22 minutes attached)
Construction Committee (3/8/22 minutes attached)
Fundraising Committee (2/17/22 minutes attached)
Executive/Policy Committee
Technology Committee

9. Staff Reports –Director's Report attached

10. Agenda Items for Next Month's Meeting

KONE Elevator Care Passenger Safety Proposal
Consideration of bids for Drainage Remediation and Foundation Work – Edd Soenke

11. Adjournment

Chariton Public Library Board Meeting

Thu, Mar 10, 2022 5:30 PM - 7:30 PM (CST)

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

<https://meet.goto.com/669144413>

You can also dial in using your phone. [+1 \(669\) 224-3412](tel:+16692243412)

Access Code: 669-144-413

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

Chariton Free Public Library

February 10, 2022

The Chariton Free Public Library Board held its regular monthly meeting in the multipurpose room of the library on February 10, 2022 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:35 p.m.

Trustees Fenton, Mefferd, Meyer, Miller, Seuferer (virtual), Sharp (virtual), and Watkins-Schoenig (virtual) were present. Librarian Murphy and City Manager Liegois were also present. City Councilman Jared McGee was also present (virtual).

There was no **public forum**.

Meyer made a motion, seconded by Miller to approve the **consent agenda** with removal of item C. Motion passed.

In regards to item C, the financial statement, Trustee Meyer pointed out that any CD should not be allowed to automatically renew without the consent of the board. In the past the library has accrued some early-withdrawal finance charges when CDs were withdrawn prematurely. If approval is not possible at the renewal date the CD should be placed into the checking account until renewal or removal can be approved by the board. The board agreed with the proposal.

The **January Claims** were reviewed. After discussion, the January 2022 claims were unanimously approved on a motion from Meyer, seconded by Mefferd.

Old Business

The Library Director evaluation was requested to be reviewed in closed session by Librarian Murphy. The review will take place at the end of the meeting.

New Business

The Policy Committee reviewed and made recommendations for changes to the Programming Policy. A draft was enclosed in the packet. Mefferd made a motion to accept the Programming Policy as revised. Sharp seconded. Adopted.

The Policy Committee also reviewed The Internet Use Policy. Several changes were suggested in the draft that was included in the packet. Sharp explained several of the suggested changes. Mefferd made a motion to accept the Internet Use Policy as revised. Watkins-Schoenig seconded. Adopted.

Committee Reports:

Construction Committee: See attached minutes. Watkins-Schoenig reported that the Construction Committee had met February 7. The committee questioned why the problem with the front steps wasn't addressed until the last inspection. The RFP for the steps will be due February 22.

Building and Grounds: The Building and Grounds Committee met February 8. Minutes are attached.

Executive Committee: The Executive Committee met during the month to prepare the agenda for the February meeting.

Policy Committee: The Policy Committee met during the month and revised both Chariton Public Library Internet Use Policy and the Chariton Public Library Programming Policy.

Fundraising Committee: The Fundraising Committee will meet before the next board meeting.

The January **director's report** was included in the packet. Trustee Sharp asked if all legalities were considered when advertising the Children's Program Director's position. Murphy stated that all legalities were met.

At 6:17 Trustee Meyer made a motion that a closed session as specified in Chapter 21.5 Section(1)(i) of the Iowa Code, "To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session" be opened with Liegois in attendance. Sharp seconded. A voice vote was taken. Fenton, Mefferd, Meyer, Miller, Seuferer, Sharp and Watkins-Schoenig all voted yes.

The closed session was held.

At 6:49 Meyer made a motion that the closed session end. Mefferd seconded. A voice vote was taken. Fenton, Mefferd, Meyer, Miller, Seuferer, Sharp, and Watkins-Schoenig all voted yes.

Agenda items for the March 10 meeting were reviewed.

The meeting was adjourned at 6:51 by a motion from Meyer, seconded by Seuferer. Adjourned.

Submitted by Linda Miller, Secretary pro tem

BUDGET REPORT
CALENDAR 2/2022, FISCAL 8/2022

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	110,000.00	6,440.18	62,115.05	56.47	47,884.95
006-410-6210	DUES & SUBSCRIPTIONS	2,000.00	.00	1,303.78	65.19	696.22
006-410-6230	TRAVEL, TRAINING, & DUES	500.00	.00	70.00	14.00	430.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	10,000.00	74.39	3,078.29	30.78	6,921.71
006-410-6371	UTILITIES	17,800.00	1,870.76	11,114.20	62.44	6,685.80
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	25.00	.00	.00	.00	25.00
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	2,257.24	.00	2,257.24-
006-410-6498	PROGRAMMING	5,000.00	133.82	4,792.73	95.85	207.27
006-410-6502	BOOKS	2,000.00	121.51	1,953.77	97.69	46.23
006-410-6505	NEW EQUIPMENT	9,000.00	75.95	8,848.31	98.31	151.69
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	61.80	1,045.60	52.28	954.40
006-410-6508	POSTAGE	200.00	23.20	75.53	37.77	124.47
006-410-6522	BOOKS/MEMORIALS	6,000.00	163.18	1,362.70	22.71	4,637.30
006-410-6523	MEM. AUDIO VISUAL	3,000.00	36.73	200.34	6.68	2,799.66
006-410-6524	AUDIO VISUAL	2,000.00	110.16	1,316.70	65.84	683.30
006-410-6525	SOFTWARE & TECH SUPPORT	5,000.00	362.41	3,679.64	73.59	1,320.36
006-410-6526	JANITOR SUPPLIES	500.00	.00	367.78	73.56	132.22
006-410-6751	CONSTRUCTION PROJECTS	24,500.00	.00	109,290.66	446.08	84,790.66-
		-----	-----	-----	-----	-----
	LIBRARY TOTAL	200,025.00	9,474.09	213,372.32	106.67	13,347.32-
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	8,580.00	472.82	4,591.72	53.52	3,988.28
112-410-6130	CITY'S SHARE OF IPERS	10,365.00	607.28	5,819.41	56.14	4,545.59
112-410-6150	CITY'S SHARE OF MEDICAL INS.	7,150.00	923.29	7,474.99	104.55	324.99-
112-410-6151	CITY'S SHARE OF LIFE INS.	68.00	6.59	52.72	77.53	15.28
112-410-6152	CITY'S SHARE OF DENTAL INS.	360.00	46.86	362.76	100.77	2.76-
112-410-6160	WORKERS' COMP INS	200.00	.00	85.48	42.74	114.52
		-----	-----	-----	-----	-----
	LIBRARY TOTAL	26,723.00	2,056.84	18,387.08	68.81	8,335.92
		-----	-----	-----	-----	-----
	EMPLOYEE BENEFITS TOTAL	26,723.00	2,056.84	18,387.08	68.81	8,335.92
		=====	=====	=====	=====	=====
		-----	-----	-----	-----	-----
	TOTAL EXPENSES	231,248.00	11,530.93	231,759.40	100.22	511.40-

REVENUE REPORT

CALENDAR 2/2022, FISCAL 8/2022

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY	10,000.00	.00	1,297.93	12.98	8,702.07
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	17,600.00	.00	18,100.00	102.84	500.00-
006-410-4471	LOCAL GRANTS	14,000.00	.00	35,000.00	250.00	21,000.00-
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	.00	7,707.81	154.16	2,707.81-
006-410-4715	REFUND	500.00	.00	174.75	34.95	325.25
006-410-4765	LIBRARY FINES	6,400.00	.00	1,634.60	25.54	4,765.40
006-410-4799	OTHER REVENUES	4,000.00	.00	3,209.90	80.25	790.10
		=====	=====	=====	=====	=====
	LIBRARY OPERATING TOTAL	57,500.00	.00	67,124.99	116.74	9,624.99-
		=====	=====	=====	=====	=====
167-410-4300	INTEREST - LIBRARY ENDOWMENT	.00	.00	.00	.00	.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	LIBRARY ENDOWMENT TOTAL	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
		*****	*****	*****	*****	*****
	TOTAL OF ALL REVENUE	57,500.00	.00	67,124.99	116.74	9,624.99-
						

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

CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems Copier Contract		006 - 410 - 6525		\$271.72
Alliant Energy		006 - 410 - 6371	131	\$1,667.04
Amazon	Programming	006 - 410 - 6498	3085	\$376.02
	Unsourced Books	006 - 410 - 6502		\$109.60
	New Equipment meeting mic	006 - 410 - 6505		\$23.99
	Operating Sups laminate etc.	006 - 410 - 6507		\$145.35
	Unsourced AV	006 - 410 - 6524		\$59.55
American Library Association		006 - 410 - 6230	1328	\$150.00
Baker & Taylor	Unsourced Books	006 - 410 - 6502	33	\$242.57
	Mem/Don Books	006 - 410 - 6522		\$19.93
Baker & Taylor Entertainment		006 - 410 - 6524	34	\$62.97
Chariton Newspapers (Job Ad)		006 - 410 - 6402	78	\$81.00
CPL Petty Cash	Postage	006 - 410 - 6508	74	\$3.05
Chariton Water Department		006 - 410 - 6371	80	\$22.29
DEMCO (Operating Supplies)		006 - 410 - 6507	93	\$50.22
Kone (Elevator Maint. Contract)		006 - 410 - 6310	160	\$345.57
Murphy, Kris (STEAM Bee Pen Holder Jackets)		006 - 410 - 6498	1324	\$37.95
Office Machines	Custodial Supplies	006 - 410 - 6526	410	\$69.68
True Value ZEP Cleaner		006 - 410 - 6526	40	\$17.94
Windstream		006 - 410 - 6371	858	\$227.25

TOTAL CLAIMS PAID MARCH 2022			\$3,983.69
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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 LIBRARY BOARD OF TRUSTEES BYLAWS

February 6, 2020

Article I. NAME:

The name of this association shall be the CHARITON LIBRARY BOARD OF TRUSTEES hereafter known as the Board.

Article II. PURPOSE:

The Board of Trustees formulate policy and direct the Chariton City Library. The Board of Trustees shall have the power to carry out its purpose. It may accept gifts and shall control the expenditures of all gifts, devises and bequests to the Library. The Board shall have charge, control and supervision of the Public Library, its appearances, fixtures and rooms containing the same. It may also foster educational programs.

Article III. MEMBERS:

Section 1: The Board of Trustees shall consist of nine members selected by the Mayor with the approval of the Chariton City Council, Chariton, Iowa.

Section 2: The ordinance of the City of Chariton prescribes the qualifications for membership, terms of office and method of filling vacancies.

Section 3: Board members may succeed themselves for an unlimited number of terms.

Article IV. OFFICERS:

Section 1: The officers of the Board of Trustees shall be a President, Vice President and Secretary. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Board of Trustees. The City Treasurer shall serve as Board Treasurer, but shall not be a member of the Board;

Section 2: The officers except the Treasurer shall be elected by majority vote of the Board of Trustees. They shall serve for two years or until their successors are elected. Their term of office shall begin January 1st.

Section 3: The election of officers shall take place at the regular December monthly meeting.

Article V. MEETINGS:

Section 1: The regular meeting of the Board of Trustees shall be held in the board room at 5:30 pm on the first Thursday of each month. The President may call a special meeting at any time so long as legal notice is given under the Iowa Open Meetings Law. A special meeting shall be called upon the written request of any member.

Section 2: The majority of the members of the Board of Trustees shall constitute a quorum.

Article VI. COMMITTEES:

The President, from time to time, may appoint such committees, standing or special, as he deems necessary to carry on the work of the board.

Article VII. LUCAS COUNTY GENEALOGICAL SOCIETY:

Section 1: The Board of Trustees relationship with the Lucas County Genealogical Society, and the Society's use of Library facilities, is set forth in a written agreement to be reviewed annually.

Section 2: The Board of Trustees will meet annually with the Board of the Lucas County Genealogical Society.

Article VIII. AMENDMENT OF BYLAWS:

These bylaws can be amended at any regular meeting of the Board of Trustees by two-thirds vote provided that said amendment has been submitted in writing at the previous regular meeting.

AGREEMENT BETWEEN THE CHARITON PUBLIC LIBRARY
AND THE LUCAS COUNTY GENEALOGICAL SOCIETY

June 4, 2015

This agreement formally outlines the cooperative relationship between the Chariton Public Library (Library) and the Lucas County Genealogical Society (Society). Both parties recognize the value of providing local and family history reference materials and genealogical research services to the public in a public facility.

- I. The general public shall have access to the Society's collection and related materials housed in the Genealogy Room during the normal operating hours of the Library under the supervision of Society members. (see Section VIII. Article 4)
- II. The Society collection, both current and future holdings, shall be maintained and displayed in the Genealogy Room by Society members. The Society shall retain ownership of the collection and will be responsible for cataloging, inventory, and maintenance of said collection.
- III. Machines housed in the Society's Genealogy Room will remain the property of the Society. The Society will be responsible for maintaining their machines and providing consumable supplies such as paper and cartridges.
- IV. The Library Director shall provide Genealogy Room keys to members designated by the Society. The Society will provide a list to the Library Director of those members authorized by the Society to be key-holders. The Society cannot sublet or use for any other purpose the rooms allocated to them within the Library.
- V. The initial term of this Agreement shall be for a period of two (2) years. Thereafter it shall renew on an annual basis for additional one (1) year periods unless either party provides written notice of termination ninety (90) days prior to the expiration of the annual term.
- VI. The Society shall indemnify and hold the City of Chariton, the Library and its employees and agents harmless under this Agreement for all claims, damages, costs or expenses and losses of any kind, including attorneys fees and death, or damages to any person or property related in any way to the performance of this Agreement.
- VII. Library Responsibilities:
 1. Provide Suitable Research Space: shelving for the collection, an office desk for volunteers, and tables for the convenience of researchers.
 2. Pay all utilities for the operation of the facility and all cost of maintenance for the building.
 3. Provide Phone & Internet Services
 4. Maintain property and liability insurance for the machines owned by the Society, including:

Machine:	Model	Value	Purchase Date
Genealogy Workstation Dell Vostro Desktop	Vostro	\$768	2011
Genealogy Workstation Dell Preceision T 5500 Desktop with Oversized Monitor/Screen included	Precision T 5500	\$3,178	2010
Genealogy Workstation Dell Vostro 200	Vostro	\$817	2008
Genealogy Sharp AR-M162 Copier	AR-M162E	\$1,550	2009
Minolta Reader Printer w/Fiche Handler	603Z-B	\$1,000	1997
164 County Newspaper Microfilm Reels	164 reels -- replacement \$50 each as of 2013	\$8,200	ongoing

5. Retain a collection of back issues of the local newspapers within space allocated to the Society.
6. Provide space on the Library website for Society content, which will be created and maintained by Society members. Each Society member who wishes to assist with maintenance of the site must receive permission and a login account from the Library Director.

VIII. Genealogical Society Responsibilities:

1. Provide the Library Board with a copy of the Society's Articles of Incorporation, Bylaws, Biennial Report and IRS letter of approval, 501.c3 Application.
2. Provide the Library Board with the Society's Annual Financial Report by the Library's February board meeting.
3. Provide an annual list of the Society's Board Officers to the Library Board, including contact information.
4. Staff the Genealogy Room with volunteers at least 50% of the Library's normal operating hours. Maintain a regular schedule for staffing the room which will be visibly posted for the public, and alert Library Staff if volunteers will be absent.
5. Place in the Genealogy Room local and county public records, and private manuscript materials relevant to Lucas County.
6. Perform custodial duties in the Genealogy Room.
7. Provide an annual rental payment of \$1,200 to the Library in two payments due July 1st and January 1st. Nonpayment is grounds for termination of this agreement.

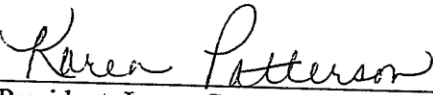
IX. The Library and Society agree to designate one contact person from each organization for communication regarding this agreement. Contact information will be provided to the respective board presidents.

This agreement shall begin July 1, 2015.



President, Chariton Public Library Board of Trustees

8/6/15
Date



President, Lucas County Genealogical Society

7-13-15
Date

Chariton Public Library BIN/KIT Lending Policy

FIRST DRAFT 3/10/2022

The Chariton Public Library provides a variety of lendable educational BINs and KITs, which can be borrowed by local teachers, homeschools, daycares and other community groups or organizations. Institutional Cards are available. Speak with the Library Director.

Individual patrons over the age of 18 and in good standing (with no late fees or missing materials, and up-to-date patron registration) may also borrow BINs and KITs for use at home.

BINs/KITs circulate for 4 weeks, without option for renewal. One BIN/KIT per card may be checked out at a time.

A \$1 late fee accrues for every day the BIN/KIT is overdue.

Total replacement price for BINs is \$200 unless otherwise specified on BIN container.

Total replacement price for KITs is \$300 unless otherwise specified on KIT container.

Guidelines for Borrowing and Use:

Professionals should obtain an Institutional Card for their classroom or institution.

Borrower must sign the BIN/KIT Borrower Agreement

Borrower fills out a BIN/KIT Request Form (**3 business days prior to loan date**), either at the Library or via the Library's website.

Borrower understands that the loan period begins upon checkout and contact, regardless of pickup date.

Borrower is solely responsible for the BIN/KIT once it is picked up.

Borrower will be charged for late fees, repair or replacement associated with damage or loss of BIN/KIT components.

Individual components cannot be replaced by the borrower in lieu of paying charges assessed by the Library.

Borrower will be given 1 week to locate missing components prior to charges being assessed by the Library.

The Library reserves the right to charge the replacement price of the entire BIN/KIT due to multiple lost/damaged components.

The Library has sole discretion in making decisions on charges assessed for loss or damage.

BINs/KITs are intended for parents or staff to set up and make available to participants. BINs/KITs shall not leave the household or educational facility, and should be monitored when in use. Use care when handling BIN/KIT items.

If an item goes missing or gets damaged please alert the Library Director as soon as possible.

Prior to returning the BIN/KIT at the end of the loan period:

Double check that all components are present and accounted for.

Repackage all components in packaging provided.

Return the BIN/KIT with all components in the original Library container.

BINs/KITs (and all components) must be returned inside the Library directly to Library staff at the Circulation Desk.

BINs/KITs (and all components) may not be left at the Circulation Desk if a Library staff member is not present.

BINs/KITs (and all components) may not be left outside if the Library is not open.

Remain at Circulation Desk with Staff while they inspect BINs/KITs upon return.

The Chariton Public Library is not liable for any injury, loss or damage that may be caused by using the equipment or materials contained in the BIN/KIT.

Borrower Agreement:

I hereby agree to the terms of this policy and understand that I will be held accountable for the responsible use and return of any BINs/KITs I borrow from the Chariton Public Library. I consent to being billed for any loss or damage sustained while a BIN/KIT is in my possession.

Printed name of Borrower: _____

Signature of Borrower: _____ Date: _____

Library Staff _____ Date _____

CHARITON PUBLIC LIBRARY PERSONNEL POLICY

(Approved October 3, 2019)

Personnel Policy:

The Chariton Public Library adopts the City of Chariton Personnel Manual and relevant policies thereto. Attached, Please see Appendix.

Library Staff Development/Training:

Library staff will be instructed and trained in Library procedures through one-on-one training provided by the Library Director and other Library Staff. Additional professional development courses may be assigned by the Library Board. Any fees or mileage will be reimbursed by the Library in such cases. If Staff Members elect to pursue additional training of their own accord, application for fee and mileage reimbursement may be made to the Library Board.

Library Staff Job Descriptions:

Attached, Please see Appendix.

Conflict Of Interest Policy (Approved January 7, 2016)

Services against Chariton Public Library prohibited.

Chariton Public Library employees shall not receive, directly or indirectly, enter into any express or implied agreement, for the appearance or rendition of services by that person or another against the interest of the Chariton Public Library. This includes membership in any organization or entity that solicits funds for the benefit of the Library that otherwise might be paid to the Chariton Public Library.

Adapted from §68B.6 Iowa Code

CHARITON PUBLIC LIBRARY COLLECTION MANAGEMENT POLICY

DRAFT 3/2022 (Approved October 3, 2019)

Purpose of Collection Management Policy

This policy is established by the Chariton Public Library Board to guide the Library staff in the management of the collection and to inform the public of the principles upon which the Library makes decisions regarding the maintenance and use of the collection.

Responsibility for Collection Management

The Library Board delegates to the Library Director the authority and responsibility for selection and management of all print, non-print and electronic materials, within the framework of this policy.

1. Accessibility of Materials

- A.** All materials selected under the guidelines of this policy will be available to the public in circulating or non-circulating collections, within the rules governing the use of such materials.
- B.** Requirements for responsible use may be applied to the use of certain materials and/or equipment.
- C.** Labeling and/or special shelving of materials may be used for some collections but will not be used for the purpose of restricting access.
- D.** Library materials representing a wide range of interests and ~~reading~~ **learning** levels are selected to meet ~~the needs of the customers~~ **community needs**. The responsibility of choosing from this range of materials rests with the user. Parent/Guardians are responsible for supervising their children's use of Library materials.

2. Selection of Materials

A. Guidelines

- I.** Materials will be chosen to enhance the mission of the Library and its chosen roles in the community:

* Mission Statement *

The Chariton Public Library offers information and entertainment to educate, inspire and enrich our community. At the Library, people of all ages and backgrounds gather together to share experiences, celebrate ideas, and create. Children develop a love of reading, families find a place to play, and lifelong learners never run out of new things to discover.

- II.** Collection development shall be content neutral so that the Library represents significant viewpoints on subjects of interest and does not favor any particular viewpoint.
- III.** Materials should offer opportunity and encouragement for:
 - Pursuing life-long education.
 - Examining all sides of issues.
 - Keeping abreast of new ideas.
 - Becoming informed citizens of the community, the nation, and the world.
 - Improving occupational performance.
 - Using leisure time in the enjoyment and exploration of books and other Library materials.
 - Discovering and developing creative abilities.
- IV.** The Library's goal is to provide an information/reference center rather than to establish a scholarly research center.
- V.** No attempt is made to collect the complete works of any author/performer/creator.
- VI.** Multiple copies of works may be obtained in order to fulfill requests within a reasonable time period.

B. Selection Criteria

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

- Artistic, literary, historic and/or scientific merit
- Availability of shelf space
- Price, in relation to total budget
- Authority and competence of author
- Availability of material
- Awareness of significant new trends in literature, technology, and formats.
- Clarity and accuracy of information and/or presentation.
- Community requests and/or anticipated popular demand
- Favorable reviews
- Format and durability
- Practical usefulness
- Relationship to existing materials in collection.
- Relative importance in comparison with other materials available on the subject.

C. Selection Aids

The following sources are representative of the many aids used for selection of materials:

Professional Journals:

Appraisal, Billboard, Booklinks, Booklist, Bookstore Journal, Bulletin of Center for Children's Books, CD Digest, Horn Book, Library Journal, New York Times Review of Books, Publishers Weekly, School Library Journal, Video Librarian, Voice of Youth Advocates

Other:

In addition, the following works may be consulted:

Books in Print, Public Library Catalog, Fiction Catalog, General Periodicals, Children's Catalog, Junior and Senior High School catalogs, trade journals and other authoritative subject bibliographies

D. Textbooks

Textbooks are selected when they meet the selection criteria and when they assist the Library in fulfilling its roles. No attempt is made to purchase textbooks for curriculum support.

E. External Electronic Information Resources

Providing connections to global information, services, and networks is not the same as selecting and purchasing material for a Library collection. Determining the accuracy or authenticity of electronic information may present special problems. Some information accessed electronically may not meet a Library's selection or collection development policy. It is, therefore, left to each customer to determine what information is appropriate for his or her needs.

3. Gifts

The Chariton Public Library also welcomes monetary gifts, bequests, or memorials, as long as their use is not restricted by conditions which would conflict with the standard practices and policies of the Library. The Library Director is responsible for making the selection of such materials taking the desires of those making the donation into consideration. Gifts are accepted with the understanding that they will be evaluated with the same criteria used for purchased materials. If they do not meet these standards they may be ~~made available for purchase at the Library's book sale or~~ disposed of as condition warrants. Gift items that become part of the collection will be evaluated for retention on the same basis as other items.

The Chariton Public Library is not in a position to give value estimates on gift materials. Such estimates, to be accurate, require expert knowledge of the book market and of rare books in particular. The Library will be happy to give receipts for any gifts for income tax purposes, such receipts identifying and acknowledging gifts without appraising them.

4. Discarding and Replacement of Materials

In order to maintain a vital, current collection, which meets the needs of our community, evaluation and withdrawal of materials is an ongoing process. The Library is required to weed 3% of its collection annually, even as it is required to add new acquisitions equal to that 3%. The Library staff shall retain the right to dispose of withdrawn material in any way which may be deemed proper and feasible. An item is considered for discard when it is:

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

5. Library Bill Of Rights

The Library Bill of Rights, The Freedom to Read Statement, The Freedom to View Statement, and all relevant interpretations as adopted by the American Library Association are part of this Collection Management Policy.

6. Controversial Materials: Patron Comments On Library Materials

The Library welcomes your thoughts concerning Library materials and has procedures for making comments. Before following these procedures, you may find it informative and helpful to read the following brief summary of the Library's policy on Library material:

Your Library serves people from all walks of life, with a variety of viewpoints and tastes. The staff chooses materials to meet these diverse needs and is guided in this by the Collection Management Policy. The Library supports the belief that the right to read and the right of free access to Library collections for persons of all ages are essential to the individual's freedom of thought, which is fundamental to the Library Bill of Rights and the Freedom to Read and View Statements.

As stated in the Library Bill of Rights:

"Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Material should not be excluded because of the origin, background, or views of those contributing to their creation."

"Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval."

Patrons who wish to make comments on materials held by the Chariton Public Library may complete a "Challenged Materials Form" for review by the Library Director and Library Board. While an item is being reviewed, copies of it will remain on active status in the collection. After the review, the Board will respond with a letter relating what actions are being taken and giving reasons for these actions.

CHARITON PUBLIC LIBRARY
CHALLENGED MATERIALS FORM

Date & Initials _____

Title: _____ Author: _____

Patron Comments & Request: _____

Library Response: _____

If you would like notification on the outcome of this challenge:
Patron Name & Address: _____

Minutes from Building & Grounds Committee
March 7, 2022

Those present: Kris, Justin, Linda

- Kris was asked if we know the capacity for the meeting room. Kris stated “no”. George never came to do those measurements and calculations. Shawn Werts will be contacted to access the capacity.
- Kris was asked if the KONE elevator company wanted to expand our service contract with them at a higher cost. Kris answered, “Yes, definitely.” We currently have an agreement with KONE to oil and grease the elevator, and to do a billable repair service. KONE sent the library a letter, dated January 28, 2022 listing other services they would like to provide. Those costs were an additional \$2,991.63. To accept those services the cost **would need to be budgeted in the future**. Currently the elevator uses a phone for emergency contact which is not ADA approved. It also makes some “weird” noises.
- Linda stated she noted the lights in the north parking lot were working when she drove by Saturday night at about 8:30. Kris stated the lights aren’t on when the staff leaves the library at 7. Ray has given Kris names of two repair men in Milo to contact since Alex still hasn’t come to check them. Kris will contact the repair men.
- Kris was also given a name of a repair man (maybe the same person?) to clean the HVAC.
- Primo did come to repair the hatch in the ceiling from the HVAC installation. Their work was shoddy. We will withhold complete payment until the work is completed to our satisfaction.
- There is also a ceiling area around the inside entrance lights that needs repairs.
- Discussion was held about moving the shelves from the outside walls. Previously, we had talked about using a semi-trailer from HyVee to store the things that needed to be moved. Laura informed Kris that a trailer couldn't be kept on the street. Ray, at a different meeting, had suggested moving the trail with all the “stuff” that need to be taken out during construction to a different site. Linda will look into that idea.
- Justin asked Kris to make a list of things she needed some maintenance help with so some high school students could be assigned to the library during clean-up day.

Submitted by: Linda Miller

Minutes from Fund-raising Committee
February 17, 2022

Those present: Ray, Marcia, Linda

- Ray stated that he felt we could not begin fund-raising until all the bids were received from the architects.
- Linda brought up Justin’s thoughts, that we should start fund-raising before the stairs in front of the library were removed. Ray stated that as long as the public was informed about why the steps were being removed, he didn’t feel that would be an issue.
- Ray stated that three other fund-raising projects were going to be begun in our community:
 - 1) Fund-raising for the hospital foundation
 - 2) Fund-raising for the renovations on the square
 - 3) Fund-raising for Yocum Park.He felt that to avoid overwhelming our community with several fund-raisers at the same time, the various committees should meet together and organize our plans.
- Linda stated that when we do begin fund-raising we should form a committee including other community members to do personal visits with local contributors; and then do a mailing to all community members and people outside our community who have a vested interest in the up-keep of our library.

Submitted by Linda Miller

**CHARITON PUBLIC LIBRARY
DIRECTOR'S REPORT
THURSDAY FEBRUARY 10, 2022**

I spent most of February working on the program materials. I believe I have located all of them. I have scanned most of the printed materials that go into the STEAM kits, the ones Dawn got for us with grant funds. I've repackaged their contents and created a laminated list to go with them when they're checked out to make checkout and checkin quicker and easier for both the patrons and the staff. I've contacted the sources for the STEAM materials and will be attending some training and I have familiarized myself with them enough to use them in programming and assist patrons with their use. I've been through all of the program paperwork and created a filing system that accommodates both the lendable materials and the printed materials for the in-house themed & age-specific programs we offer.

I've moved most of the regular crafting and programming supplies into the program office and organized them for easy access. (I bought a few more containers ☺) Staff are developing craft programs for kids and adults. I've started offering a StoryTime on Saturdays. Attendance has been hit or miss so far. We hope it'll improve. I haven't yet seen any of our old regulars return. We're offering Wednesday LEGO time again, which seems to still be a hit on those early-out days.

Still to be done – I need to recatalog some of the BIN/KIT contents to match our new lending practices and flesh out the cataloging for the STEAM kits so that patrons realize exactly what they are and how they can utilize them. I'm hoping to use several of them during our summer program this year, as they match up well with the "Off the Beaten Path" theme. MakerSpace tools and materials will remain in storage until the basement rooms are usable again, but I'm also going through them. I'm eliminating a lot of stuff that was donated and doesn't match up with our programming goals. There's also still a closet full of toys, large equipment & outdoor programming materials I'd like to dig into again, but until we're ready to put out another story walk or offer a program with popcorn, toys or water activities, there's no rush to get in there.

So far we've received 1 application for the Children's Program Librarian position. The applicant has no experience with library services or working with children.

Primo "fixed" the hole in the ceiling. Please look at it when you have a chance.

Edd Soenke spoke with Johansens on the specifics of the sump pump installation. I am setting up a date with them for the install.

Our Staff In-service was packed. I introduced the WhoFi calendar and demonstrated its use. We spent some time getting better acquainted with the multifunction machine. I also laid some ground rules for saving content to the server and circulation desk computers, as well as rules for not cluttering up the synced staff google account now used on all circ desk machines. I introduced the new BIN/KIT lending procedures and updated them on how the program office is being setup for their use as well as the new program librarian, if we ever find one.

I handed out copies of the recently updated policies and reminded them where to find them in the Shared Docs folder for easy printing for the public. We ran out of time to discuss them, but we'll touch on them again at the next in-service when I'm sure we'll have more updated policies to discuss.

The City approved the new Employee Manual. Laura visits today to hand them out to the staff, point out specific changes and answer questions.

We had a scary situation in the building. At first a young woman asked me for help because the young man with her was having a seizure. The seizure was in fact an overdose. We suspect he'd taken the same drug combination that killed another local man. I asked a patron to assist me in getting him on the floor and he, Lauri and I stayed with the young man until emergency services arrived. They administered treatment and were eventually able to assist him in walking out to the ambulance. After he was released from the hospital he came to visit us and was subjected to much hugging and chastising. He's been coming in since he was little. We made it clear how grateful we were to still have him with us. And that helpful patron had a very eventful first visit to our Library. He's new to town and had just gotten a library card minutes before the incident.

WAGES PAID:	2/11/22	2/25/22
Kris Murphy	\$1,592.30	\$1,592.30
Angela Altenhofen	\$397.38	\$395.04
Christina Brown	\$409.86	\$395.37
Lauri Ghormley	\$588.79	\$619.54
Dawn Morgan	\$0.00	\$0.00
Custodial	\$225.00	\$225.00
	\$3,213.33	\$3,227.25

Kris Murphy – March 10, 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					191
Visitor Count	2,028	1,893	1,654	1,984	2,141	1,987	1,839	2,261					15,787
Patron Count	3,832	3,852	3,868	3,883	3,916	3,920	3,935	3,942					31,148
Cards Issued	20	21	16	15	33	4	15	7					131
Cards Weeded	0	0	0	0	0	0	0	0					0
Meeting Room Uses	0	0	0	0	0	3	7	2					12
MAKERSPACE Uses	0	0	0	0	0	0	0	0					0
Daily Average	110	113	92	89	93	85	74	85					741
Total Circulation (w/o SILO ILLs)	2,712	2,817	2,203	2,212	2,015	1,924	1,732	1,929					17,544
BRIDGES Registrations	5	1	8	2	3	7	4	2					32
BRIDGES Active Individuals	78	78	76	87	76	91	100	93					679
BRIDGES Items Circulated	565	477	514	563	542	547	703	558					4,469
Website Visits	224	303	356	332	330	279	368	432					2,624
Website Actions	964	960	1,157	773	796	745	1,262	1,114					7,771
Website Bounce Rate	37%	36%	39%	52%	51%	45%	40%	50%					

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					7,281
Chariton Child	516	305	391	334	272	287	222	224					2,551
Institutional/Special	30	64	38	80	70	16	40	43					381
In-House Cards	11	14	13	11	21	19	23	15					127
Rural Adult	666	815	538	580	630	523	390	375					4,517
Rural Child	222	188	122	107	60	88	63	133					983
Russell Adult	67	112	61	83	53	81	54	103					614
Russell Child	40	64	47	10	49	22	23	51					306
Lucas Adult	17	21	13	22	16	11	16	35					151
Lucas Child	8	21	6	7	1	0	0	0					43
Williamson Adult	16	0	10	0	12	0	0	18					56
Williamson Child	0	0	0	0	0	0	0	0					0
Derby Adult	0	10	17	4	14	0	0	5					50
Derby Child	0	0	0	0	0	0	0	0					0
Out Of County	113	76	64	54	32	49	133	131					652
	2,738	2,827	2,213	2,219	2,055	1,946	1,756	1,958					17,712

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					3,151
Large Print	59	52	52	73	36	75	48	55					450
Adult Nonfiction	184	246	157	119	108	98	139	156					1,207
Magazines	0	0	0	0	0	0	0	3					3
Adult Audiobooks	35	52	32	37	58	30	21	14					279
Adult Video	400	427	334	345	319	238	260	279					2,602
Picture Books	254	264	315	334	238	248	247	291					2,191
Beginner Readers	163	111	148	131	137	91	104	122					1,007
Juvenile Fiction	548	475	268	268	291	243	161	248					2,502
Juvenile Nonfiction	86	129	96	105	126	107	63	40					752
Juvenile Audiobooks	13	11	7	5	1	2	11	5					55
Juvenile Videos	299	318	234	243	202	302	219	269					2,086
Young Adult Books	248	245	158	96	62	103	58	70					1,040
YA Anime Video	9	27	32	20	20	7	12	9					136
Puzzles	0	0	0	0	0	0	0	0					0
Educational Bins	5	0	4	14	38	8	3	1					73
Local Interlibrary Loans	26	10	10	17	40	22	24	29					178
	2,738	2,827	2,213	2,219	2,055	1,946	1,756	1,958					17,712

**CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · SPECIAL MEETING, TUESDAY APRIL 5, 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.

Special Meeting Chariton Public Library Board

Time: Tuesday, April 5, 2022 6:00 PM

Join Zoom Meeting

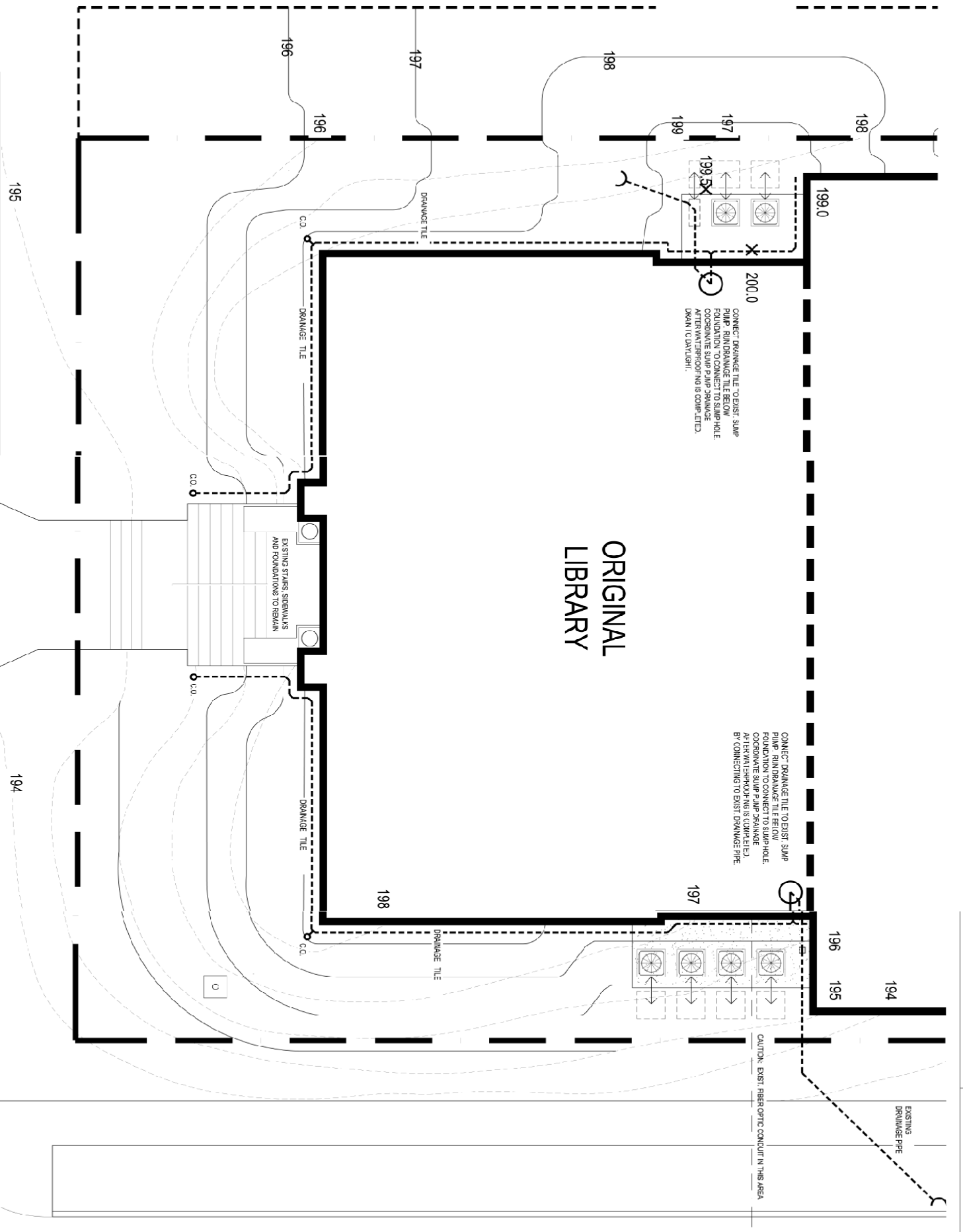
<https://us06web.zoom.us/j/88634961628>

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

4. **Consideration of bids for approval – re: Drainage Remediation and Foundation Work**

5. **Adjournment**

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



THE PROJECT AND THE PARTIES**FAIRCO 1****1.01 TO:**

- A. Chariton Public Library (Owner)
803 Braden Avenue
Chariton, Iowa 50049

1.02 RECEIVED BY:

- A. Kris Murphy
Chariton Public Library
803 Braden Avenue
Chariton, Iowa 50049

1.03 FOR:

- A. Project: Chariton Public Library
803 Braden Avenue
Chariton, Iowa 50049
- B. The Design Partnership Project Number: 2205a
Email: tdpusa12@aol.com

1.04 DATE: March 28, 2022 (BIDDER TO ENTER DATE)**1.05 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)**

- A. Bidder's Full Name CK Fairco Inc.
1. Address: 405 E. Madison Street
 2. City, State, Zip: Winterset, Iowa. 50273
 3. Phone: 515-462-9032

1.06 OFFER

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by The Design Partnership for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:
- B. One hundred sixty five thousand four hundred forty and no/100 dollars
(\$165,440.00), in lawful money of the United States of America.
- C. We have included the required security deposit as required by the Instruction to Bidders.
- D. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.
1. The cost of the required performance assurance bonds is N/A dollars
(\$ 0.00), in lawful money of the United States of America.
- E. All applicable federal taxes are included and State of Iowa taxes are included in the Bid Sum.

1.06 ACCEPTANCE

- A. This offer shall be open to acceptance and is irrevocable for 30 days from the bid closing date.
- B. If this bid is accepted by Owner within the time period stated above, we will:
 - 1. Execute the Agreement within 7 days of receipt of Notice of Award.
 - 2. Furnish the required bonds within 10 days of receipt of Notice of Award.
- C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit (\$500) shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.
- D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.07 CONTRACT TIME

- A. If this Bid is accepted, we will:
- B. Commence work as agreed upon with the Owner after written Notice to Proceed of this bid.
OR
- C. Commence work on or around 7th day of April, 2022.
- D. Substantially complete the Work by the 1st day of June, 2022.
 - 1. Certificate of Occupancy shall be obtained in time for occupancy to also occur on the above date.
- E. Complete the Work on or before 15th day of June, 2022.

1.8 UNIT PRICES - SEE SECTION 01 22 00

- A. The Owner has requested Unit Pricing for specific portions of the Work as listed. Unit prices shall be total cost to Owner, per unit of Work, including indirect costs and overhead and profit.
- B. Bidder, in submitting his bid proposal, shall include Unit Pricing for the following items:

ITEM DESCRIPTION	UNIT PRICE	UNIT OF MEASURE
1. Masonry Repair	<u>\$8.00</u>	per square foot (SF)

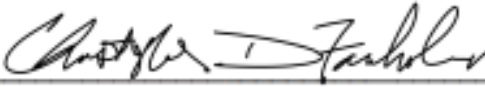
1.9 ADDENDA

- A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
 - 1. Addendum # 2 Dated March 21, 2022

1.10 BID FORM SIGNATURE(S)

A. CK Fairco Inc

(Bidder - print the full name of your firm)

B. 

(Authorized signing officer, Title)

FAIRCO 2

END OF SECTION

THE PROJECT AND THE PARTIES

1.01 TO:

- A. Chariton Public Library (Owner)
803 Braden Avenue
Chariton, Iowa 50049

1.02 RECEIVED BY:

- A. Kris Murphy
Chariton Public Library
803 Braden Avenue
Chariton, Iowa 50049

1.03 FOR:

- A. Project: Chariton Public Library
803 Braden Avenue
Chariton, Iowa 50049
- B. The Design Partnership Project Number: 2205a
Email: tdpusa12@aol.com

1.04 DATE: 3-28-2022 (BIDDER TO ENTER DATE)

1.05 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

- A. Bidder's Full Name Milagros Stevens - Vermilion Design Group.
1. Address 2006 NE CAMERON Dr.
2. City, State, Zip: Ankeny, IA 50021
3. Phone: 812-589-7965 vdgankeny@gmail.com

1.06 OFFER

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by The Design Partnership for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:
- B. One hundred sixty six thousand five hundred %
(\$ 166,500.00), in lawful money of the United States of America.
- C. We have included the required security deposit as required by the Instruction to Bidders.
- D. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.
1. The cost of the required performance assurance bonds is _____ dollars
(\$ _____), in lawful money of the United States of America. (will provide later)
- E. All applicable federal taxes are included and State of Iowa taxes are included in the Bid Sum.

1.06 ACCEPTANCE

- A. This offer shall be open to acceptance and is irrevocable for 30 days from the bid closing date.
- B. If this bid is accepted by Owner within the time period stated above, we will:
 - 1. Execute the Agreement within 7 days of receipt of Notice of Award.
 - 2. Furnish the required bonds within 10 days of receipt of Notice of Award.
- C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit (\$500) shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.
- D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.07 CONTRACT TIME

- A. If this Bid is accepted, we will:
- B. Commence work as agreed upon with the Owner after written Notice to Proceed of this bid.
OR
- C. Commence work on or around 7th day of April, 2022.
- D. Substantially complete the Work by the 1st day of June, 2022.
 - 1. Certificate of Occupancy shall be obtained in time for occupancy to also occur on the above date.
- E. Complete the Work on or before 15th day of June, 2022.

1.8 UNIT PRICES - SEE SECTION 01 22 00

- A. The Owner has requested Unit Pricing for specific portions of the Work as listed. Unit prices shall be total cost to Owner, per unit of Work, including indirect costs and overhead and profit.
- B. Bidder, in submitting his bid proposal, shall include Unit Pricing for the following items:

ITEM DESCRIPTION	UNIT PRICE	UNIT OF MEASURE
1. Masonry Repair	\$ <u>21</u> %	per square foot (SF)

1.9 ADDENDA

- A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
 - 1. Addendum # 2 Dated 3-21-22

1.10 BID FORM SIGNATURE(S)

- A. Vermilion Design Group LLP.
(Bidder - print the full name of your firm)
- B. TC Stearns. Owner/President.
(Authorized signing officer, Title)

END OF SECTION

VERMILION 2

CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY APRIL 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. **March 10, 2022 Minutes**
- b. **March 17, 2022 Special Meeting Minutes**
- c. **April 5, 2022 Special Meeting Minutes**
- d. **Correspondence**

Thank you letters to volunteer performers for the “StoryTime Reboot” offered daily during Spring Break

Tony Irving, Brian Kline, Mary Katherine Laird, Tiffany Nickell, Brandy Miller

Chariton Women’s Club memorial for Janet Ripperger large print “Along the Rio Grande” by Tracie Peterson

Irene Fuller Memorials: Anne Johnson Veague \$100, Suzanne P Johnson \$150

Dave Brandt Book Donation “Shadows Reel” by C.J. Box

Caroline Faulconer Memorials: W.E. Faulconer & Linda Faulconer \$45, Alan & Lorie Pearson \$40, Sunnyslope Church of Christ \$50

ENRICH IOWA Agreement FY23 submitted 4/4/2022

- e. **March 2022 Financial Statement, February 2022 Treasurer’s Report**
- f. **Grants** – REAP Window & Door Project Application submitted 3/29/22

6. April 2022 Claims

7. Unfinished Business

- a. Consideration of bids for approval – re: Drainage Remediation and Foundation Work
- b. Library Board By-Laws Amendments
- c. Genealogy – Karen Patterson

8. New Business

- a. FY22 Budget Amendment
- b. Policy Reviews – Confidentiality Policy, Surveillance Policy

9. Committee Reports

Building Grounds Committee (3/23/22 minutes attached)

Construction Committee (4/12/22 minutes attached)

Fundraising Committee (3/15/22 minutes attached)

Executive/Policy Committee (3/28/22, 3/29/22, 4/7/22 minutes attached)

Technology Committee

10. Staff Reports –Director’s Report attached

11. Agenda Items for Next Month’s Meeting

Elevator Maintenance Options – OTIS, KONE, Schumacher

Personnel Policy (re: new City Employee Handbook)

Lucas County Genealogical Society Contract

12. Adjournment

Chariton Public Library Board Meeting

Thursday April 14, 2022 5:30 pm

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

<https://meet.goto.com/625516685>

You can also dial in using your phone.

United States: [+1 \(312\) 757-3121](tel:+13127573121)

Access Code: 625-516-685

The next meeting of the Library Board will be Thursday, May 12, 2022.

Chariton Free Public Library

March 10, 2022

The Chariton Free Public Library Board held its regular monthly meeting in the multipurpose room at the Library on March 10, 2022 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:31 PM.

Trustees Fenton, Mefferd (5:52), Meyer, Miller, Pillsbury-Allen (5:39), Seufferer, and Sharp were present. Librarian Murphy and City Manager Laura Liegois were also present. Assistant Director Lauri Ghormley was in attendance and Councilman Jarett McGee attended virtually.

New board member Denny Bisgard was duly sworn in by Board President Fenton.

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

Public forum: none

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

The **February 2022 Claims** were reviewed by the board. After discussion, the **claims** were unanimously approved on a motion from Meyer, seconded by Miller.

Old Business:

Library Board By-Laws Review: The policy committee recommended the following amendments to the bylaws:

- Article II: Change “Chariton City Library” to “Chariton Public Library”
- Article V: Change “first Thursday” to “second Thursday”
- Article VI: Change “as he deems necessary” to “as he or she deems necessary”

The board discussed the proposed changes to the bylaws and recommended they be brought up for a vote in April.

CD Renewal: The board discussed the current state of the Library’s funds, especially the Ambelang and Swanson funds. Meyer recommended to the board that funds held in CD’s not be renewed, in order to avoid early withdrawal fees and also to allow for quotes to be solicited from area banks for future fund deposits.

New Business:

Chariton Public Library BIN/KIT Lending Policy: Librarian Murphy presented examples of the types of bins and kits available for checkout. It was recommended by the policy committee to approve the draft of the BIN/KIT Lending Policy as amended—adding “Organization Name” to the borrower agreement, and not capitalizing “bin” and “kit” in the text. It was moved by Sharp and seconded by Seufferer to approve the Chariton Public Library Bin/Kit Lending Policy. Motion passed unanimously.

Personnel Policy review: The board chose to table review of the personnel policy, pending time to review the new city employee handbook in more detail.

Collection Policy review: The policy committee recommended approval of the collection policy as amended by Librarian Murphy. After discussion, it was moved by Seufferer and seconded by Meyer to approve the collection policy as amended. Motion passed unanimously.

Committee Reports:

Building & Grounds Committee: See attached minutes

Construction Committee: See attached minutes.

Executive Committee: See attached minutes.

Fundraising Committee: See attached minutes.

Policy Committee: See attached minutes.

Technology Committee: did not meet

The February 2022 *director’s report* was reviewed.

The meeting was adjourned at 6:32 pm on a motion from Meyer, seconded by Pillsbury-Allen.

Justin Sharp
CFPL Board Secretary

**Chariton Free Public Library
Special Meeting
March 17, 2022**

The Chariton Free Public Library Board held a special meeting in the multipurpose room at the Library on March 17, 2022 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:32 PM.

Trustees Bisgard, Fenton, Mefferd, Meyer, Miller, Pillsbury-Allen, Seuferer, and Sharp were present. Librarian Murphy and City Manager Laura Liegois were also present.

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

Public forum: none

New Business:

Consideration of Bids for Drainage Remediation Project: The board reviewed bids from FairCo and Vermillion for waterproofing work around the foundation of the original library building and removal and reconstruction of the main entrance stairs on the south side of the building. The board discussed the bids and the state of the project. It was moved by Seuferer and seconded by Meyer to reject both bids due to cost and concerns about the scope of the project. Motion passed unanimously.

After discussion, Mefferd moved that the Construction Committee go back to The Design Partnership and direct them to develop new bids for water remediation of the foundation without removing the stairs or waterproofing behind the stairs while the board works to fundraise and obtain an easement for work to be performed. The motion was seconded by Miller.

Ayes: Fenton, Mefferd, Meyer, Miller, Pillsbury-Allen, Seuferer, Sharp

Nays: Bisgard

Consideration for Approval by Resolution to Transfer Funds of the Ambelang Bequest for the Chariton Free Public Library's Capital Improvements: After discussion, it was moved by Meyer and seconded by Seuferer to approve the transfer of funds. Motion passed unanimously.

Consideration for Approval by Resolution to Transfer Funds of the Herrick Bequest for the Chariton Free Public Library for Investment Options: After discussion, it was moved by Meyer and seconded by Seuferer to approve the transfer of funds to allow the board to review investment options. Motion passed unanimously.

Consideration for Approval by Resolution to Transfer Funds of the Allender Bequest for the Chariton Free Public Library for Investment Options: After discussion, it was moved by Meyer and seconded by Mefferd to approve the transfer of funds to allow the board to review investment options. Motion passed unanimously.

The meeting was adjourned at 6:59 pm on a motion from Pillsbury-Allen, seconded by Meyer.

Justin Sharp
CFPL Board Secretary

The next regularly scheduled meeting of the CFPL Library Board will be Thursday, April 14th, 2022 in the Boardroom of the Library.

**Chariton Free Public Library
Special Meeting
April 5, 2022**

The Chariton Free Public Library Board held a special meeting in the multipurpose room at the Library on April 5, 2022 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 6:01 PM.

Trustees Bisgard, Fenton, Mefferd (6:04), Meyer, Seuferer, and Sharp were present. Librarian Murphy and City Manager Laura Liegois were also present. Architect Edd Soenke was present via video conference.

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

Public forum: none

Consideration of bids for approval—re: Drainage Remediation and Foundation Work

The board received two amended bids for drainage remediation work (not to include replacement of the south stairs) from CK Fairco Inc. and the Vermillion Design Group. After discussion and consideration of the bids, the board chose to take no action on the bids, pending the city obtaining an easement for work to begin on the west side of the library property.

Adjournment: It was moved by Seuferer and seconded by Bisgard to adjourn the meeting at 7:14.

Justin Sharp
CFPL Board Secretary

**ENRICH IOWA AGREEMENT -
PUBLIC LIBRARY**
FY23 (JULY 1, 2022 - JUNE 30, 2023)



**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, 2022.
- 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, 2020, 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 FY23 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 Free Public Library

City Chariton

Phone (with area code) 641-774-5514

E-mail murphy@chariton.lib.ia.us

Signed: 

Print name: Kris Murphy

Title: Director

Date: 04/04/2022

Signed: 

Michael Scott, State Librarian
State Library of Iowa

Date: April 1, 2022

DUE AT THE STATE LIBRARY DES MOINES OFFICE BY APRIL 30, 2022

BUDGET REPORT
CALENDAR 3/2022, FISCAL 9/2022

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	110,000.00	6,845.65	68,960.70	62.69	41,039.30
006-410-6210	DUES & SUBSCRIPTIONS	2,000.00	.00	1,303.78	65.19	696.22
006-410-6230	TRAVEL, TRAINING, & DUES	500.00	150.00	220.00	44.00	280.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	10,000.00	345.57	3,423.86	34.24	6,576.14
006-410-6371	UTILITIES	17,800.00	1,916.58	13,030.78	73.21	4,769.22
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	25.00	81.00	81.00	324.00	56.00-
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	2,257.24	.00	2,257.24-
006-410-6498	PROGRAMMING	5,000.00	413.97	5,206.70	104.13	206.70-
006-410-6502	BOOKS	2,000.00	352.17	2,305.94	115.30	305.94-
006-410-6505	NEW EQUIPMENT	9,000.00	23.99	8,872.30	98.58	127.70
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	237.17	1,282.77	64.14	717.23
006-410-6508	POSTAGE	200.00	3.03	78.56	39.28	121.44
006-410-6522	BOOKS/MEMORIALS	6,000.00	19.93	1,382.63	23.04	4,617.37
006-410-6523	MEM. AUDIO VISUAL	3,000.00	.00	200.34	6.68	2,799.66
006-410-6524	AUDIO VISUAL	2,000.00	122.52	1,439.22	71.96	560.78
006-410-6525	SOFTWARE & TECH SUPPORT	5,000.00	271.72	3,951.36	79.03	1,048.64
006-410-6526	JANITOR SUPPLIES	500.00	148.80	516.58	103.32	16.58-
006-410-6751	CONSTRUCTION PROJECTS	24,500.00	.00	109,290.66	446.08	84,790.66-
		-----	-----	-----	-----	-----
	LIBRARY TOTAL	200,025.00	10,932.10	224,304.42	112.14	24,279.42-
		-----	-----	-----	-----	-----
010-410-6408	INSURANCE - LIBRARY	4,500.00	.00	.00	.00	4,500.00
		-----	-----	-----	-----	-----
	LIBRARY TOTAL	4,500.00	.00	.00	.00	4,500.00
		=====	=====	=====	=====	=====
	LIABILITY & PROP INS LEVY TOTA	4,500.00	.00	.00	.00	4,500.00
		=====	=====	=====	=====	=====
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	8,580.00	503.83	5,095.55	59.39	3,484.45
112-410-6130	CITY'S SHARE OF IPERS	10,365.00	642.52	6,461.93	62.34	3,903.07
112-410-6150	CITY'S SHARE OF MEDICAL INS.	7,150.00	923.29	8,398.28	117.46	1,248.28-
112-410-6151	CITY'S SHARE OF LIFE INS.	68.00	6.59	59.31	87.22	8.69
112-410-6152	CITY'S SHARE OF DENTAL INS.	360.00	46.86	409.62	113.78	49.62-
112-410-6160	WORKERS' COMP INS	200.00	.00	85.48	42.74	114.52
		-----	-----	-----	-----	-----
	LIBRARY TOTAL	26,723.00	2,123.09	20,510.17	76.75	6,212.83
	EMPLOYEE BENEFITS TOTAL	26,723.00	2,123.09	20,510.17	76.75	6,212.83
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	TOTAL EXPENSES	231,248.00	13,055.19	244,814.59	105.87	13,566.59-

REVENUE REPORT

CALENDAR 3/2022, FISCAL 9/2022

PCT OF FISCAL YTD 75.0%

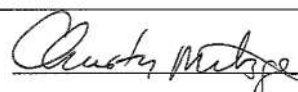
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY	10,000.00	17.30	1,315.23	13.15	8,684.77
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	17,600.00	.00	18,100.00	102.84	500.00-
006-410-4471	LOCAL GRANTS	14,000.00	.00	35,000.00	250.00	21,000.00-
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	436.99	8,144.80	162.90	3,144.80-
006-410-4715	REFUND	500.00	.00	174.75	34.95	325.25
006-410-4765	LIBRARY FINES	6,400.00	746.64	2,381.24	37.21	4,018.76
006-410-4799	OTHER REVENUES	4,000.00	.00	3,209.90	80.25	790.10
LIBRARY OPERATING TOTAL		57,500.00	1,200.93	68,325.92	118.83	10,825.92-
167-410-4300	INTEREST - LIBRARY ENDOWMENT	.00	.00	.00	.00	.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
LIBRARY ENDOWMENT TOTAL		.00	.00	.00	.00	.00

TOTAL OF ALL REVENUE 57,500.00 1,200.93 68,325.92 118.83 10,825.92-

CITY TREASURER'S REPORT FOR THE MONTH OF FEBRUARY 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	\$154,990.55	\$-0-	\$9,474.09	\$145,516.46	\$5,825.44	\$151,341.90
LIBRARY AMBELANG & SWANSON INVESTMENTS	\$127,459.33	\$-0-	\$-0-	\$127,459.33	\$-0-	\$127,459.33
LIBRARY OTHER INVESTMENTS	\$93,845.42	\$-0-	\$-0-	\$93,845.42	\$-0-	\$93,845.42
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.



REAP Historical Resource Development Program Grant (HRDP) Budget

Expense Description	Grant Request	Cash Match	In-Kind Match	Total
Consultants				
Jennifer James, Historical Preservation Specialist, - Assist with implementation of restoration procedures and maintaining appropriate relevance to standards and preservation briefs.	\$0	\$4,000	\$0	\$4,000
Diane Bacon, Stained Glass Expert	\$0	\$3,500	\$0	\$3,500
The Design Partnership - Edd Soenke, FCSI, AIA, CCS, NCARB, NIBS and Tim Hielkema, AIA to Consult with the Chariton Library Board and provide Bid Documents and Project Observation.	\$0	\$11,000	\$0	\$11,000
Contractors				
Product and installation of windows will be bid out by the lowest responsive, responsible, qualified contractors.	\$0	\$20,000	\$0	\$20,000
Personnel				
Library Director Kris Murphy meetings with architects. (\$19.23/hour)	\$0	\$1,500	\$0	\$1,500
Library Trustee Construction Committee meetings with Director and architects. (unpaid)				
Materials/Supplies				
Windows (B) Original Building (8 X \$2,000) = \$16,000 (see Portfolio Packet)	\$16,000	\$0	\$0	\$16,000
Windows (B) Addition (8 X \$2,400) = \$19,200 (see Portfolio Packet)	\$19,200	\$0	\$0	\$19,200
Windows (M) Original Building (8 X \$2,600) = \$20,800 (see Portfolio Packet)	\$20,800	\$0	\$0	\$20,800
Windows (M) Addition (12 X \$2,400) = \$28,800 (see Portfolio Packet)	\$28,800	\$0	\$0	\$28,800
Windows (SG Storm) (6 X \$667) = \$ 4,000 (see Portfolio Packet)	\$3,960	\$40	\$0	\$4,000
Front Door \$6,000 (see Portfolio Packet) (see Portfolio Packet)	\$5,600	\$400	\$0	\$6,000
Totals	\$94,360	\$40,440	\$0	\$134,800

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

CLAIMS		BUDGET LINE	V#	PAYMENT
ABC Pest Control		006 - 410 - 6310	515	\$53.92
Access Systems Copier Contract		006 - 410 - 6525		\$44.93
Alliant Energy		006 - 410 - 6371	131	\$1,257.23
Baker & Taylor	Unsourced Books	006 - 410 - 6502	33	\$139.22
	Mem/Don Books	006 - 410 - 6522		\$113.09
	Mem/Don AV	006 - 410 - 6524		\$22.00
Carl L. Caviness Post	Flags	006 - 410 - 6310		\$180.00
CPL Petty Cash	Postage	006 - 410 - 6508		\$3.63
Chariton Water Department		006 - 410 - 6371	80	\$22.29
Illinois Library Association (SRP Theme Materials)		006 - 410 - 6498		\$135.18
Mainstay Systems Inc.	IT Support	006 - 410 - 6525		\$450.00
Midwest Heritage Insurance		010 - 410 - 6408	161	\$6,961.00
PRIMO Heating & Cooling		006 - 410 - 6751	3070	\$4,500.00
The Design Partnership, Architects		006 - 410 - 6751		\$9,510.39
Windstream		006 - 410 - 6371	858	\$228.85

TOTAL CLAIMS PAID APRIL 2022			\$23,621.73
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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

TEMPORARY CONSTRUCTION EASEMENT

11th THIS GRANT OF TEMPORARY CONSTRUCTION EASEMENT, made this day of April, 2022, by Peter A. Miroshnik and Risasa Miroshnik, husband and wife, hereinafter referred to as "Grantors",

WITNESSETH: Grantors, in consideration of the sum of One Dollar (\$1.00), the receipt of which is hereby acknowledged do hereby grant, bargain, sell and convey unto the City of Chariton, Iowa, hereinafter referred to as "Grantee", its successors and assigns, a temporary construction easement with the right to cross, occupy, store materials and equipment, for the purpose of construction and repairs on Grantee's Library Building on the land of Grantors situated in Lucas County, Iowa, to-wit:

The West ½ of Lots 5 and 8 in Block 8 of the Original Town of Chariton, Lucas County, Iowa, except the North 62.05' of the West 82.5' of Lot 5.

The temporary construction easement will expire upon the completion and acceptance of the project by the City of Chariton, Iowa.

The consideration hereinabove recited shall constitute payment in full for any damages to the land of the Grantors, their successors and assigns, by reason of the installation, operation, and maintenance of the structures or improvements referred to herein.

The Grantee, its officers, employees, agents, licensees, successors and assigns shall at all times have the right and privilege of the right of ingress and egress over the above-described premises and the adjacent lands of the Grantors, their successors and assigns, for the purpose of this easement.

IN WITNESS WHEREOF, the Grantors have set their hand hereto and caused their signatures to be affixed this 11th day of April, 2022.

Peter A. Miroshnik

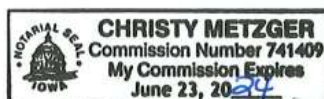
Peter A. Miroshnik

Risasa Miroshnik

Risasa Miroshnik

STATE OF IOWA)
) SS:
COUNTY OF LUCAS)

Subscribed and sworn to before me on this 11th day of April, 2022, by Peter A. Miroshnik and Risasa Miroshnik, husband and wife.



Christy Metzger

Notary Public in and for the
State of Iowa

FAIRCO 1

THE PROJECT AND THE PARTIES**1.01 TO:**

- A. Chariton Public Library (Owner)
803 Braden Avenue
Chariton, Iowa 50049

1.02 RECEIVED BY:

- A. Kris Murphy
Chariton Public Library
803 Braden Avenue
Chariton, Iowa 50049

1.03 FOR:

- A. Project: Chariton Public Library
803 Braden Avenue
Chariton, Iowa 50049
- B. The Design Partnership Project Number: 2205a
Email: tdpusa12@aol.com

1.04 DATE: March 28, 2022 (BIDDER TO ENTER DATE)**1.05 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)**

- A. Bidder's Full Name CK Fairco Inc.
1. Address: 405 E. Madison Street
 2. City, State, Zip: Winterset, Iowa. 50273
 3. Phone: 515-462-9032

1.06 OFFER

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by The Design Partnership for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:
- B. One hundred sixty five thousand four hundred forty and no/100 dollars (\$165,440.00), in lawful money of the United States of America.
- C. We have included the required security deposit as required by the Instruction to Bidders.
- D. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.
1. The cost of the required performance assurance bonds is N/A dollars (\$0.00), in lawful money of the United States of America.
- E. All applicable federal taxes are included and State of Iowa taxes are included in the Bid Sum.

1.06 ACCEPTANCE

- A. This offer shall be open to acceptance and is irrevocable for 30 days from the bid closing date.
- B. If this bid is accepted by Owner within the time period stated above, we will:
 - 1. Execute the Agreement within 7 days of receipt of Notice of Award.
 - 2. Furnish the required bonds within 10 days of receipt of Notice of Award.
- C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit (\$500) shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.
- D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.07 CONTRACT TIME

- A. If this Bid is accepted, we will:
- B. Commence work as agreed upon with the Owner after written Notice to Proceed of this bid.
OR
- C. Commence work on or around 7th day of April, 2022.
- D. Substantially complete the Work by the 1st day of June, 2022.
 - 1. Certificate of Occupancy shall be obtained in time for occupancy to also occur on the above date.
- E. Complete the Work on or before 15th day of June, 2022.

1.8 UNIT PRICES - SEE SECTION 01 22 00

- A. The Owner has requested Unit Pricing for specific portions of the Work as listed. Unit prices shall be total cost to Owner, per unit of Work, including indirect costs and overhead and profit.
- B. Bidder, in submitting his bid proposal, shall include Unit Pricing for the following items:

ITEM DESCRIPTION	UNIT PRICE	UNIT OF MEASURE
1. Masonry Repair	<u>\$8.00</u>	per square foot (SF)

1.9 ADDENDA

- A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
 - 1. Addendum # 2 Dated March 21, 2022

1.10 BID FORM SIGNATURE(S)

A. CK Fairco Inc

(Bidder - print the full name of your firm)

B. 

(Authorized signing officer, Title)

FAIRCO 2

END OF SECTION

THE PROJECT AND THE PARTIES

1.01 TO:

- A. Chariton Public Library (Owner)
803 Braden Avenue
Chariton, Iowa 50049

1.02 RECEIVED BY:

- A. Kris Murphy
Chariton Public Library
803 Braden Avenue
Chariton, Iowa 50049

1.03 FOR:

- A. Project: Chariton Public Library
803 Braden Avenue
Chariton, Iowa 50049
- B. The Design Partnership Project Number: 2205a
Email: tdpusa12@aol.com

1.04 DATE: 3-28-2022 (BIDDER TO ENTER DATE)

1.05 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

- A. Bidder's Full Name Milagros Stevens - Vermilion Design Group.
1. Address 2006 NEW CAMERON Dr.
2. City, State, Zip: Ankeny, IA 50021
3. Phone: 812-589-7965 vdgankeny@gmail.com

1.06 OFFER

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by The Design Partnership for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:
- B. One hundred sixty six thousand five hundred % dollars
(\$ 166,500.00), in lawful money of the United States of America.
- C. We have included the required security deposit as required by the Instruction to Bidders.
- D. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.
1. The cost of the required performance assurance bonds is _____ dollars
(\$ _____), in lawful money of the United States of America. (will provide later)
- E. All applicable federal taxes are included and State of Iowa taxes are included in the Bid Sum.

1.06 ACCEPTANCE

- A. This offer shall be open to acceptance and is irrevocable for 30 days from the bid closing date.
- B. If this bid is accepted by Owner within the time period stated above, we will:
 - 1. Execute the Agreement within 7 days of receipt of Notice of Award.
 - 2. Furnish the required bonds within 10 days of receipt of Notice of Award.
- C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit (\$500) shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.
- D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.07 CONTRACT TIME

- A. If this Bid is accepted, we will:
- B. Commence work as agreed upon with the Owner after written Notice to Proceed of this bid.
OR
- C. Commence work on or around 7th day of April, 2022.
- D. Substantially complete the Work by the 1st day of June, 2022.
 - 1. Certificate of Occupancy shall be obtained in time for occupancy to also occur on the above date.
- E. Complete the Work on or before 15th day of June, 2022.

1.8 UNIT PRICES - SEE SECTION 01 22 00

- A. The Owner has requested Unit Pricing for specific portions of the Work as listed. Unit prices shall be total cost to Owner, per unit of Work, including indirect costs and overhead and profit.
- B. Bidder, in submitting his bid proposal, shall include Unit Pricing for the following items:

ITEM DESCRIPTION	UNIT PRICE	UNIT OF MEASURE
1. Masonry Repair	\$ <u>21%</u>	per square foot (SF)

1.9 ADDENDA

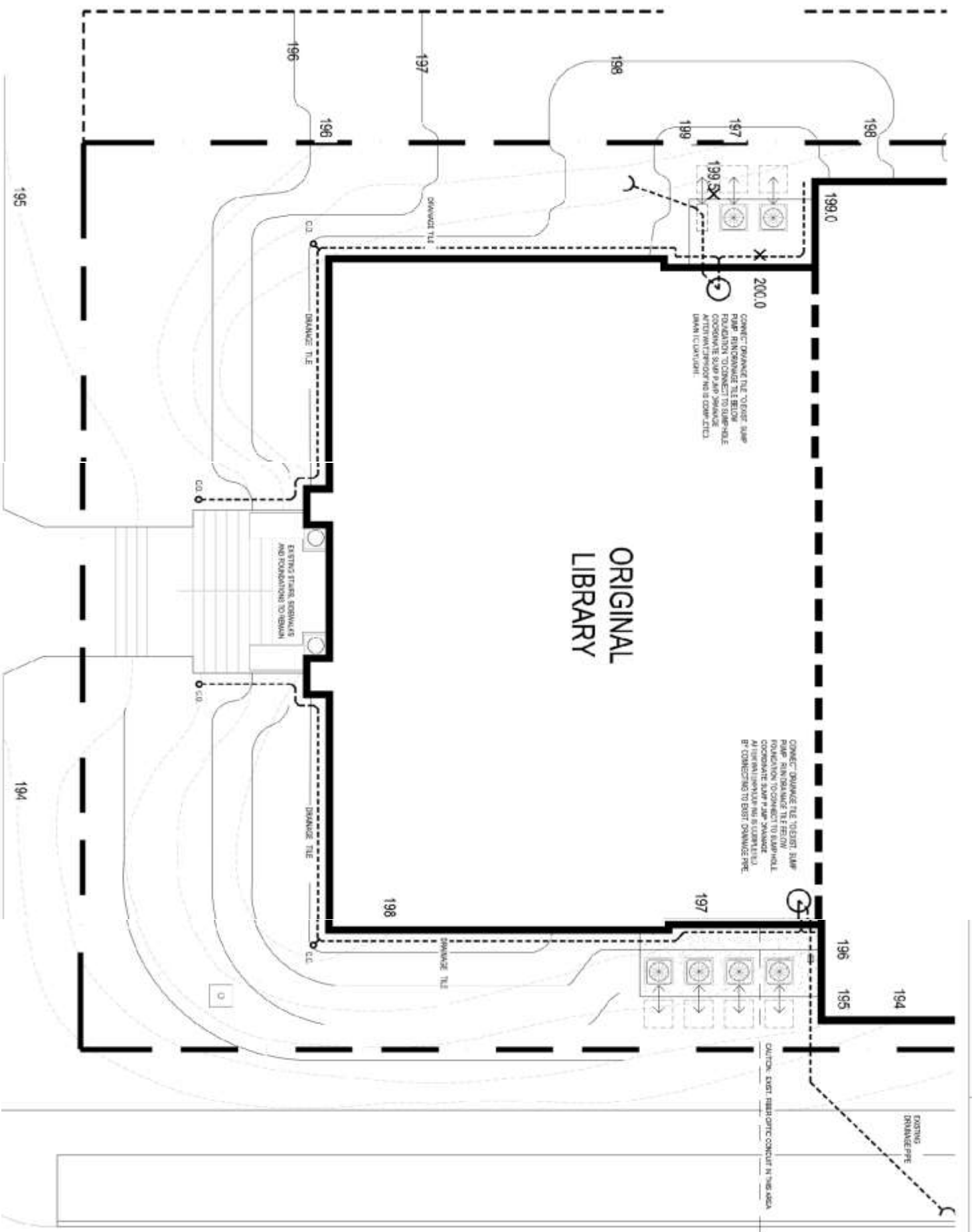
- A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
 - 1. Addendum # 2 Dated 3-21-22

1.10 BID FORM SIGNATURE(S)

- A. Vermilion Design Group LLP.
(Bidder - print the full name of your firm)
- B. TC Steeles. Owner/President.
(Authorized signing officer, Title)

END OF SECTION

VERMILION 2



Addendum No. 2

Project: **Chariton Public Library**
803 Braden Avenue
Chariton, Iowa 50049

Project Architect: **The Design Partnership**
1637 Thornwood Road
W. Des Moines, IA 50265
tdpusa12@aol.com

March 21, 2022

TO ALL PLAN HOLDERS:

This Addendum forms a part of the Contract Documents and modified the Bidding Documents dated February 24, 2022, and February 15, 2022 with additions listed below. Bidders note receipt of this addendum in the space provided on the Revised Bid Form, dated March 21, 2022.

Item No. 1 Bids are due at **2:00 PM on March 28, 2022** on Revised Bid Form-A (pages 2 thru 5 of this Addendum) to the Architect's email above.

Item No. 2 **Delete work for south stair replacement.** Instead extend the drain tile south on both the west and east sides of the stair; install to ensure storm water drains to the new tile shown on the previous drawings, dated

Item No. 3 At the south door provide replacement threshold framing under the existing door and sidelight trim that has rotted out. The Owner will provide a new door, trim and hardware at a later date.

Item No. 4. Provide copper gutter on the south roof edge, sloping from the center to the west relocated existing downspout, and the east relocated existing downspout.

Item No. 5. Provide trenching, tiling and grading work as shown on the accompanying **Addendum No. 2 Plan**, dated March 21, 2022, that shows the excavating that must take place in order to install drain tile at the basement footings. Connect under footing to existing sump pits.

Item No. 6 Repair minor wood rot at the eave on the East Elevation (Detail A6 on Sheet A102) in the 2-24-22 Project Manual. This is located near the southeast corner of the 1991 Addition

Item No. 7. Email Bids to tdpusa12@aol.com.

CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

DRAFT 4/17/2022 October 7, 2021

Article I. NAME:

The name of this association shall be the CHARITON **FREE PUBLIC** LIBRARY BOARD OF TRUSTEES hereafter known as the Board.

Article II. PURPOSE:

The Board of Trustees formulates policy and direct the Chariton **Free Public** Library. The Board of Trustees shall have the power to carry out its purpose. It may accept gifts and shall control the expenditures of all gifts, devises and bequests to the Library. The Board shall have charge, control and supervision of the Public Library, its appearances, fixtures and rooms containing the same. It may also foster educational programs.

Article III. MEMBERS:

Section 1: The Board of Trustees shall consist of nine members selected by the Mayor with the approval of the Chariton City Council, Chariton, Iowa.

Section 2: The ordinance of the City of Chariton prescribes the qualifications for membership, terms of office and method of filling vacancies.

Section 3: Board members may succeed themselves for an unlimited number of terms.

Article IV: OFFICERS:

Section 1: The officers of the Board of Trustees shall be a President, Vice President and Secretary. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Board of Trustees. The City Treasurer shall serve as Board Treasurer, but shall not be a member of the Board;

Section 2: The officers except the Treasurer shall be elected by majority vote of the Board of Trustees. They shall serve for two years or until their successors are elected. Their term of office shall begin January 1st.

Section 3: The election of officers shall take place at the regular December monthly meeting.

Article V. MEETINGS:

Section 1: The regular meeting of the Board of Trustees shall be held in the board room at 5:30 pm on the **second** Thursday of each month. The President may call a special meeting at any time so long as legal notice is given under the Iowa Open Meetings Law. A special meeting shall be called upon the written request of any member.

Section 2: The majority of the members of the Board of Trustees shall constitute a quorum.

Article VI: COMMITTEES:

The President, from time to time, may appoint such committees, standing or special, as he or she deems necessary to carry on the work of the board.

Article VII: LUCAS COUNTY GENEALOGICAL SOCIETY:

Section 1: The Board of Trustees relationship with the Lucas County Genealogical Society, and the Society's use of Library facilities, is set forth in a written agreement to be reviewed annually.

Section 2: The Board of Trustees will meet annually with the Board of the Lucas County Genealogical Society.

Article VIII: AMENDMENT OF BYLAWS:

These bylaws can be amended at any regular meeting of the Board of Trustees by two-thirds vote provided that said amendment has been submitted in writing at the previous regular meeting.

Genealogy Insurance -- Today at 11:12 AM

citymanager@iowatelecom.net

to 'Kris Murphy', jmefferd@mefferdlaw.com, Marcia Fenton, justin.sharp@chariton.k12.ia.us

- **From:**<citymanager@iowatelecom.net>
- **To:**"Kris Murphy" <murphy@chariton.lib.ia.us>
- **Cc:**<jmefferd@mefferdlaw.com>, "Marcia Fenton" <marciamasters50@gmail.com>, <justin.sharp@chariton.k12.ia.us>
- **Date:**Wed, 30 Mar 2022 11:12:35 -0500

Hello,

I spoke with Nicole from Midwest Heritage, our insurance broker. As we talked about last night, Genealogy should have their own coverage for their items. The city carried a \$2 million liability coverage. We require all of contractors that do work for us to carry the same.

Here are points that need to be discussed on the insurance:

1. Liability coverage
2. The City needs to be named on their policy.
3. Cyber Coverage. The City has coverage for this. However, what if someone hacks into the network by their access and get's into the Library's side of things.

Some food for thought on this! Good luck!

Laura

Laura Liegois – City Manager

City of Chariton, Iowa

115 S. Main Street, Chariton, Iowa 50049

[641-774-5991](tel:641-774-5991)/ citymanager@iowatelecom.net

AGREEMENT BETWEEN THE CHARITON PUBLIC LIBRARY
AND THE LUCAS COUNTY GENEALOGICAL SOCIETY

June 4, 2015

This agreement formally outlines the cooperative relationship between the Chariton Public Library (Library) and the Lucas County Genealogical Society (Society). Both parties recognize the value of providing local and family history reference materials and genealogical research services to the public in a public facility.

- I. The general public shall have access to the Society's collection and related materials housed in the Genealogy Room during the normal operating hours of the Library under the supervision of Society members. (see Section VIII. Article 4)
- II. The Society collection, both current and future holdings, shall be maintained and displayed in the Genealogy Room by Society members. The Society shall retain ownership of the collection and will be responsible for cataloging, inventory, and maintenance of said collection.
- III. Machines housed in the Society's Genealogy Room will remain the property of the Society. The Society will be responsible for maintaining their machines and providing consumable supplies such as paper and cartridges.
- IV. The Library Director shall provide Genealogy Room keys to members designated by the Society. The Society will provide a list to the Library Director of those members authorized by the Society to be key-holders. The Society cannot sublet or use for any other purpose the rooms allocated to them within the Library.
- V. The initial term of this Agreement shall be for a period of two (2) years. Thereafter it shall renew on an annual basis for additional one (1) year periods unless either party provides written notice of termination ninety (90) days prior to the expiration of the annual term.
- VI. The Society shall indemnify and hold the City of Chariton, the Library and its employees and agents harmless under this Agreement for all claims, damages, costs or expenses and losses of any kind, including attorneys fees and death, or damages to any person or property related in any way to the performance of this Agreement.
- VII. Library Responsibilities:
 1. Provide Suitable Research Space: shelving for the collection, an office desk for volunteers, and tables for the convenience of researchers.
 2. Pay all utilities for the operation of the facility and all cost of maintenance for the building.
 3. Provide Phone & Internet Services
 4. Maintain property and liability insurance for the machines owned by the Society, including:

Machine:	Model	Value	Purchase Date
Genealogy Workstation Dell Vostro Desktop	Vostro	\$768	2011
Genealogy Workstation Dell Preceision T 5500 Desktop with Oversized Monitor/Screen included	Precision T 5500	\$3,178	2010
Genealogy Workstation Dell Vostro 200	Vostro	\$817	2008
Genealogy Sharp AR-M162 Copier	AR-M162E	\$1,550	2009
Minolta Reader Printer w/Fiche Handler	603Z-B	\$1,000	1997
164 County Newspaper Microfilm Reels	164 reels -- replacement \$50 each as of 2013	\$8,200	ongoing

5. Retain a collection of back issues of the local newspapers within space allocated to the Society.
6. Provide space on the Library website for Society content, which will be created and maintained by Society members. Each Society member who wishes to assist with maintenance of the site must receive permission and a login account from the Library Director.

VIII. Genealogical Society Responsibilities:

1. Provide the Library Board with a copy of the Society's Articles of Incorporation, Bylaws, Biennial Report and IRS letter of approval, 501.c3 Application.
2. Provide the Library Board with the Society's Annual Financial Report by the Library's February board meeting.
3. Provide an annual list of the Society's Board Officers to the Library Board, including contact information.
4. Staff the Genealogy Room with volunteers at least 50% of the Library's normal operating hours. Maintain a regular schedule for staffing the room which will be visibly posted for the public, and alert Library Staff if volunteers will be absent.
5. Place in the Genealogy Room local and county public records, and private manuscript materials relevant to Lucas County.
6. Perform custodial duties in the Genealogy Room.
7. Provide an annual rental payment of \$1,200 to the Library in two payments due July 1st and January 1st. Nonpayment is grounds for termination of this agreement.

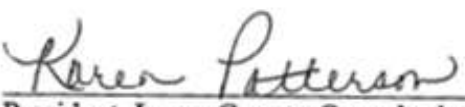
IX. The Library and Society agree to designate one contact person from each organization for communication regarding this agreement. Contact information will be provided to the respective board presidents.

This agreement shall begin July 1, 2015.



President, Chariton Public Library Board of Trustees

8/6/15
Date



President, Lucas County Genealogical Society

7-13-15
Date

FISCAL YEAR 22 BUDGET AMENDMENT

ITEM LINE	REVENUES	BUDGETED	REBUDGETED	Y-T-D	%	REMAINDER
006-410-4300	INTEREST	\$10,000.00	\$1,500.00	\$1,315.23	88%	(\$202.07)
006-410-4440	STATE GRANTS	\$0.00	\$0.00	\$0.00	0%	\$0.00
006-410-4470	RURAL FEES (nothing from Russell)	\$17,600.00	\$18,100.00	\$18,100.00	100%	\$0.00
006-410-4471	LOCAL GRANTS (waiting on ARPA\$)	\$14,000.00	\$40,000.00	\$35,000.00	88%	(\$5,000.00)
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	0%	\$0.00
006-410-4705	DONATIONS	\$5,000.00	\$5,000.00	\$8,144.80	163%	\$2,707.81
006-410-4715	REFUND	\$500.00	\$500.00	\$174.75	35%	(\$325.25)
006-410-4765	LIBRARY FEES	\$6,400.00	\$2,500.00	\$2,381.24	95%	(\$865.40)
006-410-4799	OTHER (State Funds & Genealogy Rent)	\$4,000.00	\$4,000.00	\$3,209.90	80%	(\$790.10)
167-410-4300	INTEREST LIBRARY ENDOWMENT	\$0.00	\$0.00	\$0.00		\$0.00
167-410-4705	LARGE DONATIONS	\$0.00	\$0.00	\$0.00		\$0.00
167-410-4799	OTHER REVENUES	\$0.00	\$0.00	\$0.00		\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$140,000.00	\$70,000.00	50%	(\$70,000.00)
	TOTAL REVENUES	\$197,500.00	\$211,600.00	\$138,325.92	65%	(\$73,274.08)

ITEM LINE	EXPENDITURES	BUDGETED	REBUDGETED	Y-T-D	%	REMAINDER
006-410-6010	GROSS SALARIES	\$110,000.00	\$95,000.00	\$68,960.70	73%	\$26,039.30
006-410-6210	SUBSCRIPTIONS/LICENSES	\$2,000.00	\$2,000.00	\$1,303.78	65%	\$696.22
006-410-6230	TRAVEL/TRAINING/DUES	\$500.00	\$500.00	\$220.00	44%	\$280.00
006-410-6310	BUILDING & GROUNDS	\$10,000.00	\$10,000.00	\$3,423.86	34%	\$6,576.14
006-410-6371	UTILITIES	\$17,800.00	\$17,800.00	\$13,030.78	73%	\$4,769.22
006-410-6402	ADVERTISING/PUBLICATIONS	\$25.00	\$100.00	\$81.00	81%	\$19.00
006-410-6405	AUDITOR	\$500.00	\$500.00	\$500.00	100%	\$0.00
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00	0%	\$0.00
006-410-6497	MISCELLANEOUS (BEQUEST FEES)	\$0.00	\$2,600.00	\$2,257.24	87%	\$342.76
006-410-6498	PROGRAMMING	\$5,000.00	\$6,200.00	\$5,206.70	84%	\$993.30
006-410-6502	BOOKS - LIBRARY FUNDS	\$2,000.00	\$3,000.00	\$2,305.94	77%	\$694.06
006-410-6505	NEW FURNITURE/EQUIPMENT	\$9,000.00	\$9,500.00	\$8,872.30	93%	\$627.70
006-410-6507	OPERATING SUPPLIES	\$2,000.00	\$2,000.00	\$1,282.77	64%	\$717.23
006-410-6508	POSTAGE	\$200.00	\$200.00	\$78.56	39%	\$121.44
006-410-6522	MEMORIAL BOOKS	\$6,000.00	\$3,000.00	\$1,382.63	46%	\$1,617.37
006-410-6523	MEMORIAL AUDIO-VISUAL	\$3,000.00	\$1,000.00	\$200.34	20%	\$799.66
006-410-6524	AUDIO-VISUAL - LIBRARY FUNDS	\$2,000.00	\$2,000.00	\$1,439.22	72%	\$560.78
006-410-6525	SOFTWARE & TECH SUPPT	\$5,000.00	\$6,000.00	\$3,951.36	66%	\$2,048.64
006-410-6526	CUSTODIAL SUPPLIES	\$500.00	\$500.00	\$516.58	103%	(\$15.58)
006-410-6751	CONSTRUCTION PROJECTS	\$24,500.00	\$150,000.00	\$109,290.66	73%	\$40,709.34
	TOTAL LIBRARY BUDGET EXPENDITURES	\$200,025.00	\$311,900.00	\$224,304.42	72%	\$87,596.58

Note, the transferred bequest funds cannot show up as income this year. They were income at the time they were received. They show-up lumped in with operating funds on the Treasurer's Report under Library.

Chariton Free Public Library Confidentiality Policy
DRAFT 4/14/22 (Approved April 3, 2016)

Confidentiality is essential to protect the exercise of First and Fourth Amendment rights. In accordance with First and Fourth Amendments of the U.S. Constitution, the Iowa Code and professional ethics, the Board of Trustees of the Chariton Free Public Library respects the privacy of users and recognizes its responsibility to protect their privacy.

1. The Library will not reveal the identities of individual users nor reveal the information sources or services they consult unless required by law. Confidentiality extends to information sought or received and materials consulted, borrowed or acquired. Confidentiality includes database search records, reference interviews, interlibrary loan records, computer use records, and all other personally identifiable uses of library materials, facilities or services.
2. The Library will hold confidential the names of cardholders and their registration information and not provide access for private, public or commercial use.
3. The lawful custodian of the records is the Director of the Library.
4. The Library will not release registration, circulation or other records protected under the Iowa Code unless it is required by law to release the information. Circumstances which may require the Library to release the information include the following:
 - A. A criminal or juvenile justice agency is seeking the information in pursuant to an investigation of a particular person or organization suspected of committing a known crime AND the criminal or juvenile justice agency presents the Library Director with a court order demonstrating that there has been 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.
 - B. The Library receives a Warrant for the information issued under the USA Patriot Act (which includes amendments to the Foreign Intelligence Surveillance Act and the Electronic Communications Privacy Act)
 - C. The Library receives a National Security Letter seeking the information pursuant to the USA Patriot Act
 - D. The Library receives a valid court order requiring the library to release registration, circulation or other records protected under the Iowa Code and the information is not sought in conjunction with a criminal or juvenile justice investigation

The confidentiality policy of the Chariton Free Public Library is based on the First and Fourth Amendments of the U.S. Constitution, the Iowa Code, and professional ethics.

First Amendment: Congress shall make no law...abridging the freedom of speech...

Fourth Amendment: The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

Code of Iowa 22.7 "Examination of Public Records (Open Records)"

22.7 Confidential records.

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.

18. Communications not required by law, rule, procedure, or contract that are made to a government body or to any of its employees by identified persons outside of government, to the extent that the government body receiving those communications from such persons outside of government could reasonably believe that those persons would be discouraged from making them to that government body if they were available for general public examination.

Procedures for enforcing the policy on confidentiality of library records.

1. The library staff member receiving a request to examine or obtain information relating to registration records or circulation records or other records identifying the names of library users, shall immediately refer the requestor to the Director, the official custodian of the records. Library staff will not discuss with the person making the request what user information may or may not be available, or what the library can or cannot do. If the Library Director is not available, inform the requestor when the Director will be available. If pressed to act sooner, contact the Director immediately whether the Director is away on business or at home. In the event the Director cannot be reached, contact the President of the Library Board of Trustees.
2. The Library Director shall meet with the requestor of the information. If the requestor is a law enforcement officer the officer must have a court order, a warrant issued under the USA Patriot Act, or a National Security Letter (NSL) issued under the USA Patriot Act to receive the requested records. If the officer does not have a proper court order, warrant, or NSL compelling the production of records, the Library Director shall refuse to provide the information, and inform the agent or officer that users' records are not available except when a proper court order in good form has been presented to the Library.
3. If the records requested cover registration, circulation or other records protected under the Iowa Code, and the Director is uncertain about whether the order, or subpoena presented to the Library Director is sufficient to require release of the records, the Library Director may immediately consult with legal counsel to determine if such process, order, or subpoena is sufficient to require release of the records.
4. If any written request, process, order, or subpoena is not in proper form or does not otherwise appear to be sufficient to support releasing the records, the Library Director shall insist that such defects be cured before any records are released.
5. If the Library Director, or the Director in consultation with Library's attorney, determines that the order, warrant, or NSL, is sufficient and compels the release of the records, the Library Director shall release the records.
6. If the request is made pursuant to the USA Patriot Act, the Library Director is authorized to obtain legal counsel regarding the request. As required by the USA Patriot Act, the Library Director may not discuss the request with anyone other than legal counsel.
7. If the requestor is not a law enforcement officer and has not presented any type of court or administrative order requiring release of the requested information, the Library Director shall refuse to provide the requested records. The Library Director may explain the confidentiality policy and the state's confidentiality law.
8. The Library Director is authorized to take legal action (such as moving to quash a subpoena) to resist releasing requested registration, circulation or other records protected under the Iowa Code if the Library Director and the Library's legal counsel deems such action to be appropriate.
9. Any threats or unauthorized demands (i.e. those not supported by a written request, process, order, or subpoena) concerning circulation and other records identifying the names of library users shall be reported to the Director.
10. Any problems relating to the privacy of circulation and other records identifying the names of library users, which are not provided for above, shall be referred to the Director.

CHARITON ~~FREE~~ PUBLIC LIBRARY VIDEO SURVEILLANCE POLICY

DRAFT 4/17/2022 (Approved July 14, 2016)

The Chariton **Free** Public Library strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected public areas of the library premises are under continuous video surveillance and recording. This policy is in force to deter public endangerment, vandalism, theft and mischief in unsupervised areas and to identify those individuals involved in such activity for law enforcement purposes, while adhering to the applicable federal, state, and local law concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy. The government does not have the right to know how people are using their libraries unless there are legitimate, cogent and compelling reasons and pursuant to a court order.

The Library Director (NOT the Board of Trustees) is the legal custodian of this information and has the sole discretion to release it to law enforcement pursuant to court order. While courts allow video surveillance in public libraries, the security tapes are considered confidential records of the Library and require a court order to view.

The Library will post signage at the library entrance at all times and in other appropriate locations. See attachment.

Cameras may be installed in locations where staff and customers would not have an expectation of privacy. Examples include common areas of the Library (entrances, near book and media collections, public seating, and parking areas). Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms, nor are they positioned to identify a person's reading, viewing or listening activities in the library.

No monitoring shall be done on the basis of race, color, religion, sex, age, national origin, veteran status, disability that can be reasonably accommodated, or any other basis prohibited by federal, state, or local law.

The system will be secure and may only be accessed by Library Staff. The Library Staff, in the course of their normal duties will monitor and operate the video security system. Only Library Staff are authorized to access the recorded archival data in pursuit of incidents of criminal activity, litigation, or violation of the Library Conduct Policy as related to a specific incident. Such persons shall not violate any laws relevant to this policy in performing their duties and functions related to the video security system. Software for monitoring cameras and recorders shall be installed only on computers under the direct control of staff members.

Use/Disclosure of Video Records

Images from the video security system are stored digitally on hardware in the Library. Security camera footage will be kept confidential. ~~Logs will be kept of all instances of access to, and use of, recorded data.~~ Recordings are kept in accordance with the Library's approved records retention schedule, unless required as part of an ongoing investigation or litigation. In the event of a search warrant, the Library Director will comply with the search warrant and consult with legal counsel. NOTE: Search warrants are confidential until filed with the court. Upon receipt of a subpoena or other court order, the Library Director shall consult with legal counsel.

A breach of this Policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video record and/or a potential privacy breach has a responsibility to ensure that the Director is immediately informed of the breach.

If a privacy breach has occurred (loss, theft, or inadvertent disclosure of personal information) immediate action will be taken to control the situation, (e.g. determine if unauthorized access to an electronic system has occurred, retrieve copies of recorded information, and investigate & resolve security issues). The objectives of investigation should include a review of the circumstances surrounding the event as well as the adequacy of existing policies, procedures and technology for protecting personal information. The Director will notify individuals whose personal information has been disclosed and try to resolve a complainant's concerns informally at the onset of the complaint.

Attachment. Signage

Common wording is: "Areas of the building are under video surveillance. Images may be collected that allow an individual to be identified. The use of video surveillance is solely for the purposes of controlling theft, ensuring the safety of library users and staff, and facilitating the identification of individuals who behave in a disruptive manner, cause damage to library property or are otherwise acting in conflict with the Library's Rules of Conduct."

When an employee witnesses an event or receives information that may cause him/her to believe that a situation exists that requires investigation, the following procedure shall be followed:

1. The employee shall complete an incident report and request that the recordings be reviewed or that the behavior be monitored as it occurs.
2. If the Director approves the monitoring, she and the employee shall attempt to locate the necessary recorded or live data.
3. If the recording and/or monitoring provides sufficient proof of malfeasance, the Director may approve disciplinary or other corrective action, and may share the evidence with law enforcement agencies.

Imminent Danger

When there is a credible likelihood of imminent danger to persons or property, any staff member may request to use the surveillance system as needed to thwart or document any such action.

When an incident occurs on Library premises:

- Video image recordings will be used to identify the person or persons responsible for Library policy violations, criminal activity, or actions considered disruptive to normal Library operations.
- Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Video recordings of incidents can be retained and reviewed as long as considered necessary by the Library Director.
- Images may be shared with other Library staff to identify person(s) suspended from Library property and to maintain a safe and secure environment.
- While it is recognized that video surveillance will not prevent all incidents, its potential deterrent effect and resource as a means of identifying and prosecuting offenders is considered worthwhile.

Areas of this building are under video surveillance.

Images may be collected that allow an individual to be identified. The use of video surveillance is solely for the purposes of controlling theft, ensuring the safety of library users and staff, and facilitating the identification of individuals who behave in a disruptive manner, cause damage to library property or are otherwise acting in conflict with the Library's Rules of Conduct.

Building & Grounds Meeting

3/23/22

Fenton, Miller & Murphy present.

The Building & Grounds Committee met in the Boardroom at 4:39 pm.

Possible storage of shelving from the south basement rooms was discussed. Fenton had mentioned our dilemma to Barb Shelton who said that their church might be able to store the items, but relocating the items is not our first choice. Fenton is still in search of a semi-trailer loan that could be stored at the facility loaning the truck or that might be stored at the City maintenance facility, which we'd asked City Manager Laura Liegois about previously. She wasn't able to commit to the location, but will discuss it with the crew if the plan proceeds.

Miller spoke about the Fundraising Meeting where they'd discussed the HRDP Grant, but that is the REAP Grant that Murphy is already applying for.

Murphy noted that someone had replaced the bulb in the west front light fixture, but we don't know who did so. Usually when the staff replaces the bulb in one, they do the other as well. Murphy will find out what type of bulb they used so that the globes match again.

Murphy said that, since we've not heard again from Drake Electric, she would contact the person whose information was shared by one of our recent waterproofing project bidders. (Note: 3/24/22 @ 4:19 pm. Murphy contacted Steve Hinds of Milo who is planning to visit the Library next week for a walk through. Hinds Mechanical does HVAC work & Murphy mentioned that we were looking for someone to do annual inspection and cleaning of our HVAC system. He'll take a look at that during his visit as well.)

During the meeting we also took a look at the problematic timer for the back lot lights, but it has always proved difficult to adjust in the past. Murphy thought she might ask Shawn Werts if he could stop in to adjust it.

We spoke of the elevator issues and KONE's quote for increased maintenance services. Murphy said she would ask for further clarification of the services offered. Miller said she'd check to see who does maintenance on her church elevator. (Otis Elevator – Murphy filled out their online contact form 3/24/22 4:45)

Murphy said that Johansen's would install the sump pumps on Thursday 3/24/22. (They came and cut the concrete & started digging and will return on 3/25/22)

We talked more about the REAP Grant for the windows and door project. We went out to look at the two windows on the east side that are missing metal trim at the bottom, a problem not addressed since we'd planned to replace them soon. Fenton and Miller suggested contacting Lockridge and Interiors & More on window options. We looked at the front entrance surround, which has also needed work for many years, but was not addressed due to its imminent replacement. Miller suggested that Andy Peterson might be a good local contractor for replacing the front entrance door. Murphy will contact all three local providers and share the information with our architects. We think that if we don't get the grant that will fund the work, we should have the front surround repaired and repainted in the meantime.

We adjourned at 5:19 pm.

Submitted by Kris Murphy

Construction Committee 4/12/22 Denny, Ray, Rachel, Edd, Kris

Individual Project	Priority	Award	Status	Funding Source	Cost/Expenditures	Timing
HVAC (option 3)	A	Primo	Nearly complete	SWANSON? SCICF?	\$45,500 (bid) Invoice received = \$45,500 January 2022 PAID \$38,000	Fall 2021

(4/12) Kris said Primo will come back and make it right (\$4500 is on the agenda to pay this month but we will recommend board not pay until the ceiling trap door is properly repaired).

Dehumidifier is still not installed because need electrical work done. (Likely same with sump pump). Kris will contact other names for electrical work (Alex Drake hasn't followed up). Also need to wait until sump pumps are connected so there is drainage.

Kris is looking to get another vendor to maintain HVAC – she will ask Rob to maintain the HVAC going forward

Individual Project	Priority	Award	Status	Funding Source	Cost/Expenditures	Timing
Dirt work (foundation, drainage, waterproofing, etc.) Base bid for water proofing, drainage tile, sump pumps, south stairs Secondary bid for grading and site work	A1		Update - released RFP and extended return date to 12/21 (and can do again in Feb if needed)	SWANSON?	\$75,000 (??? OLD est.)	Spring 2022

(4/12) Fairco and Vermillion bids reviewed. Fairco is lower and more established in waterproofing.

Edd spoke with both contractors yesterday and both are ready to go. Fairco is working with Correll and in the event they are too busy has a back up

Ray reports that we have easement to be on greenspace for construction (and to purchase)

Committee agrees to recommend Fairco to the Board. Edd will be on call if there are questions this Thursday

Will not remove the stairs for this work; Board should plan for caulking maintenance every 5 years or so because stairs will continue to settle. (Note that caulking will be part of this original project.)

Individual Project	Priority	Award	Status	Funding Source	Cost/Expenditures	Timing
Sump pumps with battery <u>back up</u> (if can't get dirt work done, then will still do sump pumps)	A1a		Will ask for this to be installed now as an alternate	SWANSON?	Estimated \$600 per pump (need 2 so \$1200 total) – this includes labor	Spring 2022

(4/12) Sump pumps are not connected; these need to be done before the waterproofing starts. Edd will contact them about this. Johannsens need to go up high

and replace the drain tile. It will go through the outside wall. If Edd has difficulty connecting with Rob, Edd is to let Kris know. (Note that once the waterproofing is complete, the external walls will need to not have anything against them inside the building to let foundation dry out)

Individual Project	Priority	Award	Status	Funding Source	Cost/Expenditures	Timing
Roofing Phase 2 (soffits, eaves, gutters)	C				\$38,000 (old est)	Summer 2022

(4/12) Gutters and eaves are included in RFP for the South and part of the East side (any part of the original building) (repairing wood roof on East side, putting in copper gutters on South side) (see 3/23 email with bids)

Will hold off on North for now – Timing: Remaining 3 sides after other work is complete

Individual Project	Priority	Award	Status	Funding Source	Cost/Expenditures	Timing
Windows and South (front) Door Replacement	D			RURAL IA HERITAGE GRANT? REAP HRDP GRANT? 2022	\$125,000 (reapplying for grant)	Summer/Spring 2022

(4/12) The trim is part of the RFP

The new door and windows on the South side will be provided by Library

Individual Project	Priority	Award	Status	Funding Source	Cost/Expenditures	Timing
Other Windows	D			RURAL IA HERITAGE GRANT? REAP HRDP GRANT? 2022	\$38,000 (old est)	Summer 2022

(4/12) Kris has applied for the REEP grant for all windows; stained glass removed, reworked and replaced with cover to protect it; front door and surround to be replaced as well

Individual Project	Priority	Award	Status	Funding Source	Cost/Expenditures	Timing
North Entrance Remodel/Canopy	D			RURAL IA HERITAGE GRANT? REAP HRDP GRANT? 2022	\$38,000 (old <u>est</u>)	??

(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.

Minutes from Fund-Raising Committee

March 15, 2022

Those present: Ray and Linda

Also present: Alyse Hunter, Mariah Pierschbacher, Alicia McGee, and Laura Liegois

Purpose: The purpose of the meeting was to discuss the different fund-raising needs of various boards with the city.

- Mariah reported for the Yocum Park Renovation. She stated that the planning for the park probably wouldn't be done until the end of the year. The earliest the committee would start fund-raising would be the middle of 2023.
- Alyse and Alicia reported on the Sidewalk Task Force and the Design Committee of the Chamber. The city will bond for the bulk of the sidewalk removal and reconstruction. The Sidewalk Task force will fund-raise for amenities to enhance the project. So far \$30,00 has been raised. The project will begin this summer.

The focus then shifted to foundations that have monies available to help with the projects; those applying to the library include:

- Vredenburg Foundation
- Coons Foundation
- Lucas County Community Foundation
- REAP—A division of the REAP Foundation is HRDP which is specific to historic places. That application is due May 2. The application must be approved by the city and Preservation Commission.
- DEKKO—Applications for the DEKKO grant cannot be for more than 50% of the cost of the project. It needs to include how it will impact the youth of the community. It also needs to include matching money from the community. The application must include how the project will be maintained in the future. Apply soon.
- Burlington Northern (BNSF) Foundation. Must include input from the local government.

The library will do a personal contact and letter writing campaign at some point for fund-raising.

Submitted by: Linda Miller

Chariton Free Public Library

Executive Committee

March 28, 2022

The Chariton Free Public Library Board Executive Committee met at the Mefferd Law Office on March 28rd, 2022.

Board president Fenton, vice-president Mefferd, and secretary Sharp were present. Librarian Murphy and City Manager Liegois were also present.

1. Review Contract with the Lucas County Genealogy Society

The executive committee reviewed the current contract with the Lucas County Genealogy Society and identified several areas for potential revision.

The executive committee committed discussed the library's property and liability insurance through the city and the possibility of requiring LCGS to carry their own insurance policy on their property in the Genealogy area.

The executive committee discussed the future of the genealogy area and potential options for during and after the building renovations.

Chariton Free Public Library
Executive Committee Meeting with Lucas County Genealogy Society
March 29, 2022

The Chariton Free Public Library Board Executive Committee met with the representatives of the Lucas County Genealogy Society at the Lucas County Genealogy Society Room at the Chariton Public Library on March 29th, 2022.

Board president Fenton, vice-president Mefferd, and secretary Sharp were present..

Board president Fenton called the meeting to order at 4:30.

1. Review Library Board Proposed Changes to Contract

The executive committee reviewed the current contract with representatives of the Lucas County Genealogy Society and identified several areas for potential revision.

Mefferd proposed changing Article V to add language allowing the contract to be amended up to 90 days prior to July 1st.

Mefferd proposed changing Article VII to reflect that LCGS is responsible for providing their own telephone service.

Mefferd proposed changing Article VIII to reflect that LCGS is responsible for providing their own mail service and postage.

Mefferd proposed striking Article VII #4 and requiring LCGS to provide for their own property/liability insurance for their property contained in the Genealogy room. LCGS representatives indicated that the society would be willing to carry their own insurance policy. The executive committee and LCGS will consult their respective insurers to discuss internet security and liability in case of cyber attack.

The executive committee proposed no changes to the rent policy at this time.

The executive committee discussed construction access to/through the genealogy area during library renovations. The executive committee and LCGS representatives discussed the possibility of temporarily relocating the genealogy area to the meeting room for the duration of renovations to avoid construction traffic, debris, dust/damage to LCGS property.

2. Review LCGS Proposed Changes to Contract

LCGS representatives proposed changing the title of the contract to include the word “board” in relation to the two contract entities.

LCGS wanted to include the Society in the wording of Article I.

LCGS representatives proposed striking the second sentence from Article IV.

LCGS representatives proposed changes to the language of Article VI to include indemnity in case of damage done the actions of library staff.

LCGS representatives proposed striking the first sentence of Article VIII, item 4, to remove the minimum open hours requirement.

Meeting adjourned at 6:03.

**Chariton Free Public Library
Executive Committee Meeting
April 7th, 2022**

The Chariton Free Public Library Board Executive Committee met in the Meeting Room at the Chariton Public Library on April 7th, 2022.

Board president Fenton, vice-president Mefferd, and secretary Sharp were present. Librarian Murphy was also present.

Board president Fenton called the meeting to order at 4:34.

1. Review Agenda for April 14 Meeting

Sharp requested adding a “Good News” agenda item as item #4

Fenton requested adding Karen Patterson as a speaker for agenda item #6b

2. Review Surveillance Policy and Confidentiality Policy

The executive committee reviewed Librarian Murphy’s suggested revisions to the Surveillance and Confidentiality Policies, and recommended them for board approval. The policies were then added to the agenda as items 7b and 7c.

**CHARITON FREE PUBLIC LIBRARY
DIRECTOR'S REPORT
THURSDAY APRIL 14, 2022**

Alex from Primo contacted me by phone last week in response to an email I sent him concerning the final payment due. He said that he would be in to look at the ceiling repair and that they would do what was necessary to put it right.

Johansen's created the pits for the sump pumps, and inserted the liners on 3/24 & 3/25/22, but the pumps themselves are not yet installed since they cannot be used until hooked up to the drainage when the waterproofing work is done.

Windstream came in to address phone issues this month. For a while the FAX/Long Distance line was not functioning. They fixed that which resulted in the business line not working. They addressed the issue & everything seems to be functioning properly again.

I've contacted OTIS (Methodist Church elevator maint.) and Schumacher (Court House elevator maint.) to request quotes for the same basic maintenance contract we have with KONE, as well as quotes for more comprehensive maintenance contracts, which I also requested from KONE. KONE also said they'd work with us to see if the maintenance modules proposed in January could be bundled to save us money. Waiting to hear back from KONE & Schumacher.

Steve Hinds of Milo visited the Library for a walk through. Hinds Mechanical does HVAC work & contracts with an electrician regularly. We talked about an annual inspection and cleaning of our HVAC system as well as the several electrical issues we're dealing with. He's going to submit a quote.

The puzzles and games have come upstairs to be cataloged for circulation. Several of the kids' puzzles are being added as activities to the appropriate themed bins.

Leona Darrah, previously of Corydon Public Library stopped in to alert us that she'd left that job & was interested in the program job. We are hammering out the details and hope she'll begin work this month.

In March we caught up with many months' worth of obituaries and weeded 18 recently deceased patrons from the system.

You'll notice in the numbers below that I've started adding the Wi-Fi usage statistics. Who-Fi, the same company that now provides our scheduling and program-tracking software, also keeps track of this via a pair of specific routers provided by the State Library. Just like the program number, Who-Fi will be able to drop our Wi-Fi usage numbers directly into the State's annual report.

Our circulations jumped in March. In the numbers below I've highlighted the **patron types** and **item types** that jumped most notably. Maybe we'll be able to get back up to our July numbers.

We also issued more cards than usual in March. I suspect the StoryTime Reboot had a lot to do with this. We saw some new families come in. The most heavily attended programs were Tony Irving's musical program and Brian Kline's Firefighter program. Mary Katherine Laird did well with her Dr. Seuss program as well. I do think we overdid it a bit, offering daily programs, but we'll look to recruit special guest readers again for future events. Ange Altenhofen penned the thank you letters that went out to our guest readers.

WAGES PAID:	3/11/22	3/25/22
Kris Murphy	\$1,592.30	\$1,592.30
Angela Altenhofen	\$411.40	\$472.18
Christina Brown	\$515.43	\$455.40
Lauri Ghormley	\$667.70	\$688.95
Custodial	\$225.00	\$225.00
	\$3,411.83	\$3,433.83

Kris Murphy – April 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				218
Visitor Count	2,028	1,893	1,654	1,984	2,141	1,987	1,839	2,261	2,596				18,383
Patron Count	3,832	3,852	3,868	3,883	3,916	3,920	3,935	3,942	3,953				35,101
Cards Issued	20	21	16	15	33	4	15	7	29				160
Cards Weeded	0	0	0	0	0	0	0	0	18				18
Meeting Room Uses	0	0	0	0	0	3	7	2	3				15
MAKERSPACE Uses	0	0	0	0	0	0	0	0	0				0
Daily Average	110	113	92	89	93	85	74	85	82				823
Total Circulation (w/o SILO ILLs)	2,712	2,817	2,203	2,212	2,015	1,924	1,732	1,929	2,182				19,726
BRIDGES Registrations	5	1	8	2	3	7	4	2	5				37
BRIDGES Active Individuals	78	78	76	87	76	91	100	93	97				776
BRIDGES Items Circulated	565	477	514	563	542	547	703	558	625				5,094
Website Visits	224	303	356	332	330	279	368	432	498				3,122
Website Actions	964	960	1,157	773	796	745	1,262	1,114	1,182				8,953
Website Bounce Rate	37%	36%	39%	52%	51%	45%	40%	50%	51%				
WI-FI Sessions							159	308	390				857
Total Visits							136	255	323				714
Unique Visitors							50	80	94				224

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				8,278
Chariton Child	516	305	391	334	272	287	222	224	271				2,822
Institutional/Special	30	64	38	80	70	16	40	43	24				405
In-House Cards	11	14	13	11	21	19	23	15	16				143
Rural Adult	666	815	538	580	630	523	390	375	453				4,970
Rural Child	222	188	122	107	60	88	63	133	145				1,128
Russell Adult	67	112	61	83	53	81	54	103	122				736
Russell Child	40	64	47	10	49	22	23	51	14				320
Lucas Adult	17	21	13	22	16	11	16	35	44				195
Lucas Child	8	21	6	7	1	0	0	0	1				44
Williamson Adult	16	0	10	0	12	0	0	18	0				56
Williamson Child	0	0	0	0	0	0	0	0	0				0
Derby Adult	0	10	17	4	14	0	0	5	7				57
Derby Child	0	0	0	0	0	0	0	0	0				0
Out Of County	113	76	64	54	32	49	133	131	127				779
	2,738	2,827	2,213	2,219	2,055	1,946	1,756	1,958	2,221				19,933

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				3,618
Large Print	59	52	52	73	36	75	48	55	58				508
Adult Nonfiction	184	246	157	119	108	98	139	156	166				1,373
Magazines	0	0	0	0	0	0	0	3	0				3
Adult Audiobooks	35	52	32	37	58	30	21	14	19				298
Adult Video	400	427	334	345	319	238	260	279	255				2,857
Picture Books	254	264	315	334	238	248	247	291	297				2,488
Beginner Readers	163	111	148	131	137	91	104	122	209				1,216
Juvenile Fiction	548	475	268	268	291	243	161	248	255				2,757
Juvenile Nonfiction	86	129	96	105	126	107	63	40	86				838
Juvenile Audiobooks	13	11	7	5	1	2	11	5	4				59
Juvenile Videos	299	318	234	243	202	302	219	269	248				2,334
Young Adult Books	248	245	158	96	62	103	58	70	102				1,142
YA Anime Video	9	27	32	20	20	7	12	9	13				149
Puzzles	0	0	0	0	0	0	0	0	0				0
Educational Bins	5	0	4	14	38	8	3	1	3				76
Local Interlibrary Loans	26	10	10	17	40	22	24	29	39				217
	2,738	2,827	2,213	2,219	2,055	1,946	1,756	1,958	2,221				19,933

CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY MAY 12, 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. **April 14, 2022 Minutes**

b. **Correspondence**

Correspondence Architect Edd Soenke & Chris Faircoln of FAIRCO concerning water remediation project – attached

Comer Charitable Fund Donation \$5,000 towards Public Library land purchase

Meyer & Lain Donation \$5,000 towards Public Library land purchase

Gregory Burley Brown Donation towards Children's Services \$250 – Thank You & Tax Receipt Sent

\$1,000 Donation from *chooses to remain anonymous* for additions to the Library Collection

Town & Country Book Club \$50.51 in Memory of Family Members Lost:

Dream Town by David Baldacci, *The Baxters: A Prequel* by Karen Kingsbury and *Beautiful* by Danielle Steel (Large Print)

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

d. **Grants**

Emergency Connectivity Fund Grant (Technology – new server (see quote) – waiting on Mainstay to get added to FCC list.) Due 5/13/22

REAP HRDP Grant for Windows Project resubmitted for \$46,360 because they said over \$50,000 not likely to be funded.

6. May 2022 Claims

7. Unfinished Business

a. Karen Patterson, President of the Lucas County Genealogical Society

8. New Business

a. Consideration for reinvestment/transfer of the Blake Bequest funds when the current investment matures 7/10/22. (Note: Blake interest to be expended on history books only.)

b. Consideration for approval of Mainstay Systems of Iowa quote for FY23 purchase of network server.

9. Committee Reports

Building Grounds Committee

Construction Committee

Fundraising Committee

Executive/Policy Committee

Technology Committee

10. Staff Reports –Director's Report attached

11. Board Comments

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

Elevator Maintenance Options – OTIS, KONE, Schumacher

Personnel Policy (re: new City Employee Handbook)

Lucas County Genealogical Society Contract

13. Adjournment

Chariton Public Library Board Meeting

Thursday May 12, 2022 5:30 pm

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

<https://meet.goto.com/973036125>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 973-036-125

The next meeting of the Library Board will be Thursday, June 9, 2022.

Chariton Free Public Library

April 14, 2022

The Chariton Free Public Library Board held its regular monthly meeting in the Library Meeting Room on April 14, 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, Sharp and Watkins-Schoenig were present. Librarian Murphy, Assistant Director Ghormley and City Council liaison Jarett McGee were also present.

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

Public forum: none

Good News

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

The **April 2022 Claims** were reviewed by the board. After discussion, and the removal of the Primo claim, the **claims** were unanimously approved on a motion from Meyer, seconded by Mefferd.

Unfinished Business:

Consideration of bids for approval re: Drainage Remediation and Foundation Work:

The board reviewed the bids from CK Fairco and Vermillion Design Group. Meyer informed the board that the city had successfully obtained a construction easement from the property owner west of the library, had spoken with the project architect to review the bids and timeline, and that the construction committee recommended approving the CK Fairco bid.

It was moved by Meyer and seconded by Mefferd to approve the bid from CK Fairco for drainage remediation and foundation work for the amount of \$165,440. Motion passed unanimously on a roll call vote.

Library Board By-Laws amendment: After discussion, it was moved by Mefferd and seconded by Sharp to approve the amendments to the Library Board By-Laws as presented at the March 2022 meeting. Motion passed unanimously.

Genealogy Contract: Karen Patterson, president of the Lucas County Genealogical Society addressed the board to update board members on recent LCGS projects and provided the board with a list of LCGS officers with contact information.

New Business:

FY22 Budget Amendment: The board discussed the need to amend the Library's FY22 budget request to better reflect current budget projections. It was moved by Meyer and seconded by Mefferd to accept the budget revisions presented by Librarian Murphy and to include the following additional revisions

Construction Projects line: increase to \$225,000

Building and Grounds line: increase to \$15,000

Donations line: increase to \$20,000

The motion passed unanimously on a roll call vote.

Confidentiality Policy review: The executive committee recommended approval of the confidentiality policy as amended by Librarian Murphy. After discussion, it was moved by Mefferd and seconded by Bisgard to approve the policy as amended. Motion passed unanimously.

Surveillance Policy review: The executive committee recommended approval of the surveillance policy as amended by Librarian Murphy. After discussion, it was moved by Mefferd and seconded by Bisgard to approve the policy as amended. Motion passed unanimously.

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 March 2022 **director's report** was reviewed.

The meeting was adjourned at 6:32 pm on a motion from Meyer, seconded by Watkins-Schoenig.

Justin Sharp
CFPL Board Secretary

The next meeting of the CFPL Library Board will be Thursday, May 12th, 2022 in the Meeting Room of the Library.

April 14, 2022

Mr. Chris Fairholm, President
CK FAIRCO, INC.
405 East Madison Street
Winterset, IA 50273

Re: Letter of Intent and Notice to Proceed

Mr. Fairholm:

As requested by the Chariton Public Library Board at their ZOOM meeting on April 14, 2022, I have been authorized to inform you that CK FAIRCO, INC. has been awarded the construction contract for the following project:

Basement Insulation / Waterproofing and South Stair Repairs

and all associated Work as provided for in the Project Manual dated February 24, 2022, and associated Addenda by The Design Partnership, Architects.

You are hereby authorized to assemble the required insurance and performance bond as specified and contract any subcontractors associated with your bid process in order to begin construction by the revised date of April 26, 2022.

Your attendance is requested for a revised date of a Preconstruction Conference at 10:00 AM on Monday 25 April at the library site to review any items that may impact the execution of the OWNER-CONTRACTOR AGREEMENT, which will be executed within seven days of this Letter of Intent and Notice to Proceed. If possible, any major subcontractors should also be represented, such as mechanical and earthwork subs.

It is understood that the Work as shown in the Contract Documents will be substantially completed by June 30, 2022 and any finish sitework by July 8, 2022.

Respectfully submitted,

Edward L. Soenke

Edward L. Soenke, FCSI, AIA, CCS, NCARB, NIBS
The Design Partnership, Architects
1637 Thornwood Road
West Des Moines, Iowa 50265-5341
Phone: (515) 225-9527
Cell: (515) 205-7491

From: Edd Soenke <tdpusa12@aol.com>

Sent: Tuesday, May 03, 2022 7:16 PM

To: chris@ckfairco.com; office@ckfairco.com

Cc: ray@meyerlain.com; rachel@cornerstonestrategies.org; murphy@chariton.lib.ia.us; tim@th2archplan.com

Subject: Re: Letter of Intent and NOTICE TO PROCEED

Chris,

A lot was accomplished yesterday.

1. It was agreed that all the exterior mechanical units: condensing units and heat pumps (four on the east side, three on the west side) will be temporarily relocated to the west side of the building and far enough north that they will be out of the way of the upcoming trenching and earthmoving to gain access to the basement walls for smoothing the limestone rubble sufficiently to guarantee the insulation adheres to the wall and, in turn, the waterproofing system and backfilling/grading.

2. The south main entry stair will be caulked and sealed sufficiently to limit water intrusion, hopefully, for the next eight years or so. After that time this work may be repeated by the Owner on an ongoing basis. Also, any exposed limestone rubble or deteriorated backup will be filled/parged and sealed to the grade line agreed upon.

Concerning the response to obtain the current AIA Owner/Contractor Agreement for Small Commercial Projects, the online system of the American Institute of Architects has not been working properly. Therefore, I will utilize the Standard AIA Contract that has worked well for me in the past: **AIA Document A105 - Standard Form of Agreement Between Owner and Contractor for a Small Commercial Project.**

3. The information you request, which I am inserting in the above Contract is as follows:

DATE: 6th day of May, 2022

Owner: City of Chariton
115 S. Main Street
Chariton, Iowa 50049

Contact Person: Kris Murphy, Director, Chariton Public Library
Phone: 641-774-5514
Cell: 641-203-3354
Email: murphy@chariton.lib.ia.us

Contractor: CK Fairco, Inc.
405 E. Madison Street
Winterset, Iowa 50273

Contact Person: Chris Fairholm, President
Phone: 515-462-9032
Cell: 515-360-9244
Email: chris@ckfairco.com

Project: Basement Insulation/Waterproofing and Stair Repair
Chariton Public Library
803 Braden Avenue
Chariton, Iowa 50049

Architect: The Design Partnership
1637 Thornwood Road
West Des Moines, Iowa 50265-5341

Contact Person: Edward Soenke	Timothy Hiekema
Phone: 515-225-9527	Cell: 515-491-7491
Cell: 515-205-7491	Email: tim@th2archplan.com
Email: tdpusa12@aol.com	

Also, contact at the City of Chariton: Laura Liegois, City Manager
Phone: 641-774-5991

Chris, I will bring the AIA original of the Contract down to you with sufficient copies for Owner (2) and Fairco (2). I must retain the original for proof of copyright reasons. You and the Owner can then endorse all the copies also.

Edd

Edward Jones

04/21/2022

City of Chariton, Iowa
ATTN: Laura Liegois
115 South Main Street
Chariton, IA 50049

It is our pleasure to provide your organization with the enclosed check which is a donation made through the Edward Jones Charitable Gift Fund. Please note the following details about the grant:

Grant Amount: \$5,000.00
Purpose: Public library land purchase
Fund: Comer Charitable Fund

The donor received written acknowledgment of this tax-deductible gift from the Edward Jones Charitable Gift Fund. You may express your appreciation to the individuals/fund who recommended this grant using the recognition information listed above but do not issue a tax-deductible receipt.

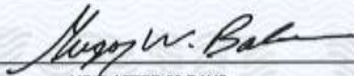
Please note this grant may only be used for your organization's tax-exempt purposes. It may not be used to provide anyone a private benefit, satisfy a pre-existing pledge or for any political campaign.

If you have any questions, please contact the Edward Jones Charitable Gift Fund at (855) 334-9307.

Sincerely,

Your Client Services Team
Edward Jones Charitable Gift Fund

THE FACE OF THIS CHECK HAS A BLUE SECURITY VOID BACKGROUND AND THERMOCHROMATIC INK THAT FADES WHEN HEAT IS APPLIED.

Renaissance Charitable	National Bank of Indianapolis Indianapolis, IN	00007539
Edward Jones Charitable Gift Fund 8910 Purdue Rd., Suite 555 Indianapolis, IN 46268	DATE 04/21/2022	20-667/740
PAY FIVE THOUSAND DOLLARS AND 00/100 CENTS		\$5,000.00
PAY TO THE ORDER OF: City of Chariton, Iowa ATTN: Laura Liegois 115 South Main Street Chariton, IA 50049		
Public library land purchase		 VOID AFTER 60 DAYS

BORDER CONTAINS MICROPRINTING

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



May 4, 2022

Gregory Burley Brown
1206 Jean Rae Drive
Columbia MO 65203

Dear Mr. Burley Brown,

As always, thank you for including us in your annual contributions. I've included a list below of the items your funding purchased over the course of this year. As is our custom, we allocated your donation to titles requested by patrons which were a little out of the ordinary – the titles, not the patrons, although...

It gives me a little thrill to invest another librarian's donation in classics and eccentrics – again, not the patrons, the titles. We have a patron who recently discovered she could request purchases and also recently began listening to NPR, which gives her an ever-growing list of titles in a variety of genres. We're having fun with that! I also took the liberty of getting Jenny Lawson's latest. If you've not read her, you're missing out. She's a joy to read – nothing better than an author who can make you laugh out loud & shed a few tears, all at the same time.

With your permission, this recent donation of \$250 will go towards items to include in our new lending kits. We started lending kits a while back, but they were not much more than a bin of books. We lost our program librarian earlier this year and have been unable to get a replacement, so I'm taking on those duties. I've been revamping the kits to include assorted accessories, manipulatives and activities. I just added instruments to the *Music & Dance* kit, and we'd like to include puppets in the *You & Me* kit and a dollhouse family in the *Home & Family* kit. I'll let you know when the items come in.

How To by Randall Munroe

Broken (In the Best Possible Way) by Jenny Lawson

What Are the Arts and Sciences?: A Guide for the Curious by Dan Rockmore

New Women in the Old West by Winifred Gallagher

The 100-Year-Old Man Who Climbed Out the Window and Disappeared by Jonas Jonnason

The Accidental Further Adventures of the 100-Year-Old Man by Jonas Jonnason

The Golem and the Jinni by Helene Wecker

The Hidden Palace by Helene Wecker

Hell for Breakfast by William W. Johnstone

Beyond the Black Door by A.M. Strickland

Tribe by Sebastian Junger

Philip K. Dick (Story Collection) by Philip K. Dick

We Can Remember It for You Wholesale and Other Classic Stories by Philip K. Dick

Billy Summers by Stephen King

The Book of Strange New Things by Michel Faber

Cloud Cuckoo Land by Anthony Doerr

Thank you so much. We appreciate your continued investment in the Chariton Public Library and the opportunities it gives us to meet our patrons' needs.

Thank you again.

Sincerely,

Kris Murphy
Director, Chariton Public Library

Budget Amendment
should go thru at
City Council mtg on
5/16

BUDGET REPORT
CALENDAR 4/2022, FISCAL 10/2022

Page 1

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	110,000.00	6,472.77	75,433.47	68.58	34,566.53
006-410-6210	DUES & SUBSCRIPTIONS	2,000.00	.00	1,303.78	65.19	696.22
006-410-6230	TRAVEL, TRAINING, & DUES	500.00	.00	220.00	44.00	280.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	10,000.00	143.92	3,567.78	35.68	6,432.22
006-410-6371	UTILITIES	17,800.00	1,508.37	14,539.15	81.68	3,260.85
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	25.00	.00	81.00	324.00	56.00-
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	2,257.24	.00	2,257.24-
006-410-6498	PROGRAMMING	5,000.00	135.18	5,341.88	106.84	341.88-
006-410-6502	BOOKS	2,000.00	139.22	2,445.16	122.26	445.16-
006-410-6505	NEW EQUIPMENT	9,000.00	.00	8,872.30	98.58	127.70
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	.00	1,282.77	64.14	717.23
006-410-6508	POSTAGE	200.00	3.63	82.19	41.10	117.81
006-410-6522	BOOKS/MEMORIALS	6,000.00	113.09	1,495.72	24.93	4,504.28
006-410-6523	MEM. AUDIO VISUAL	3,000.00	.00	200.34	6.68	2,799.66
006-410-6524	AUDIO VISUAL	2,000.00	22.00	1,461.22	73.06	538.78
006-410-6525	SOFTWARE & TECH SUPPORT	5,000.00	494.93	4,446.29	88.93	553.71
006-410-6526	JANITOR SUPPLIES	500.00	.00	516.58	103.32	16.58-
006-410-6751	CONSTRUCTION PROJECTS	24,500.00	9,510.39	118,801.05	484.90	94,301.05-
	LIBRARY TOTAL	200,025.00	18,543.50	242,847.92	121.41	42,822.92-
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	8,580.00	475.29	5,570.84	64.93	3,009.16
112-410-6130	CITY'S SHARE OF IPERS	10,365.00	610.36	7,072.29	68.23	3,292.71
112-410-6150	CITY'S SHARE OF MEDICAL INS.	7,150.00	923.29	9,321.57	130.37	2,171.57-
112-410-6151	CITY'S SHARE OF LIFE INS.	68.00	6.59	65.90	96.91	2.10
112-410-6152	CITY'S SHARE OF DENTAL INS.	360.00	46.86	456.48	126.80	96.48-
112-410-6160	WORKERS' COMP INS	200.00	.00	85.48	42.74	114.52
	LIBRARY TOTAL	26,723.00	2,062.39	22,572.56	84.47	4,150.44
	TOTAL EXPENSES	231,248.00	27,566.89	272,381.48	117.79	41,133.48-

Thu May 5, 2022 12:33 PM

REVENUE REPORT
CALENDAR 4/2022, FISCAL 10/2022

Page 1

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY	10,000.00	.00	1,306.58	13.07	8,693.42
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	17,600.00	.00	18,100.00	102.84	500.00-
006-410-4471	LOCAL GRANTS	14,000.00	.00	35,000.00	250.00	21,000.00-
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	.00	8,144.80	162.90	3,144.80-
006-410-4715	REFUND	500.00	.00	174.75	34.95	325.25
006-410-4765	LIBRARY FINES	6,400.00	.00	2,381.24	37.21	4,018.76
006-410-4799	OTHER REVENUES	4,000.00	.00	3,209.90	80.25	790.10
	LIBRARY OPERATING TOTAL	57,500.00	.00	68,317.27	118.81	10,817.27-
167-410-4300	INTEREST - LIBRARY ENDOWMENT	.00	.00	.00	.00	.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
	LIBRARY ENDOWMENT TOTAL	.00	.00	.00	.00	.00
	TOTAL OF ALL REVENUE	57,500.00	.00	68,317.27	118.81	10,817.27-

This one shows the City Taxes:

Thu May 5, 2022 1:55 PM

**REVENUE REPORT
CALENDAR 4/2022, FISCAL 10/2022**

Page 1

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY	10,000.00	.00	1,306.58	13.07	8,693.42
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	17,600.00	.00	18,100.00	102.84	500.00-
006-410-4471	LOCAL GRANTS	14,000.00	.00	35,000.00	250.00	21,000.00-
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	.00	8,144.80	162.90	3,144.80-
006-410-4715	REFUND	500.00	.00	174.75	34.95	325.25
006-410-4765	LIBRARY FINES	6,400.00	.00	2,381.24	37.21	4,018.76
006-410-4799	OTHER REVENUES	4,000.00	.00	3,209.90	80.25	790.10
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	70,084.47	.00	70,084.47-
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	197,500.00	70,000.00	278,401.74	140.96	80,901.74-
	TOTAL OF ALL REVENUE	197,500.00	70,000.00	278,401.74	140.96	80,901.74-

LIBRARY INVESTMENT INFORMATION

Date: 03/31/2022

<u>Number</u>	<u>Date Purchased</u>	<u>Date Matures</u>	<u>Amount</u>	<u>Rate</u>	<u>Bank</u>	<u>Fund</u>
15548	03/12/18	03/12/22	0.00 Cashed 3/2022		MHB	Allender
82649	07/10/18	07/10/22	1,000.04	.40%	MHB	Blake
05043	03/12/18	03/12/22	0.00 Cashed 3/2022		MHB	Herrick
02065	01/05/18	01/05/23	4,029.96	.40%	MHB	Dewey
86269	03/12/18	03/12/22	0.00 Cashed 3/2022		MHB	Ambelang
			TOTAL \$5,030.00			

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.

Cathy Metzger



BEN Name: CHARITON FREE PUBLIC
LIBRARY
BEN: 131834

ECF FCC Form 471: ECF202112469

Obligation File: 13

FRN ECF2190019152	Service Type Equipment	Status Funded
-----------------------------	----------------------------------	-------------------------

Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$0.00	Total Eligible One Time Charges	\$2,400.00
Total Charges		\$12,824.94	
Committed Amount		\$2,400.00	

Dates		Service Provider Information	
Service Start Date	7/1/2021	Service Provider	CDW Government LLC
Service End Date	6/30/2022	SPIN (498ID)	143005588
Service Delivery Date	6/30/2023		
Invoice Deadline Date	8/29/2023		

Consultant Information	
Consultant Name	
Consultant's Employer	
CRN	

Funding Commitment Decision Comments

The funding request amount for Connected Device was reduced from \$2,137.49 per connected device to \$400.00 per connected device to remove the amount that exceeds the cap amount. As a result the total FRN funding was changed from \$12,824.94 to \$2,400.00.

This was Emergency Connectivity funding we requested for the new equipment that was installed during the upgrade of the network. We only received partial funding. We've not received a check yet, just this award notification.

This month's new ECF application will be for a replacement server, which Mainstay wanted to do during the network install, but there was no way we could afford it. Our current server was purchased in 2011. Scary. See the quote on the next page. Mainstay is applying for the service provider pin number that the FCC uses for these applications. I'll submit the grant app next week whether they've gotten a SPIN# or not.

Mainstay Systems of Iowa LLC
 PO Box 13022
 Des Moines, IA 50310-0022 US
 (515) 706-1655
 ccurtis@mainstay.systems
 http://www.mainstay.systems



ADDRESS

Mrs. Kris Murphy
 Chariton Library
 803 Braden Ave
 Chariton, Iowa 50049 USA

Estimate 1100

DATE 04/20/2022

EXPIRATION DATE 05/20/2022

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Dell Power Edge 3 Series	Dell Power Edge 3 Series Server - Configured as described in Quote	1	3,289.00	3,289.00
	Dell Power Edge T350 Server - Tailor Made			
	TPM 2.0 V3, Intel Xeon E-2314 CPU			
	16 GB UDIMM, 3200 MT/s ECC			
	S150 Raid 1, for 2x2TB SATA Hard Drives			
	Dual Hot-Plug Power Supplies 2x600w			
	Security Bezel			
	BOSS Boot Optimized Storage, OS Drive Raid 1 256GB			
	Server 2022 Standard Software			
	Server 2022 User Access Licenses, 5 Pack			
Server Upgrade or Replace	On-Site Server Upgrade or Replacement - Data; AD; DNS or SQL Migrate	1	500.00	500.00

SUBTOTAL 3,789.00

TAX 0.00

TOTAL \$3,789.00

Accepted By

Accepted Date

Thank you for your business

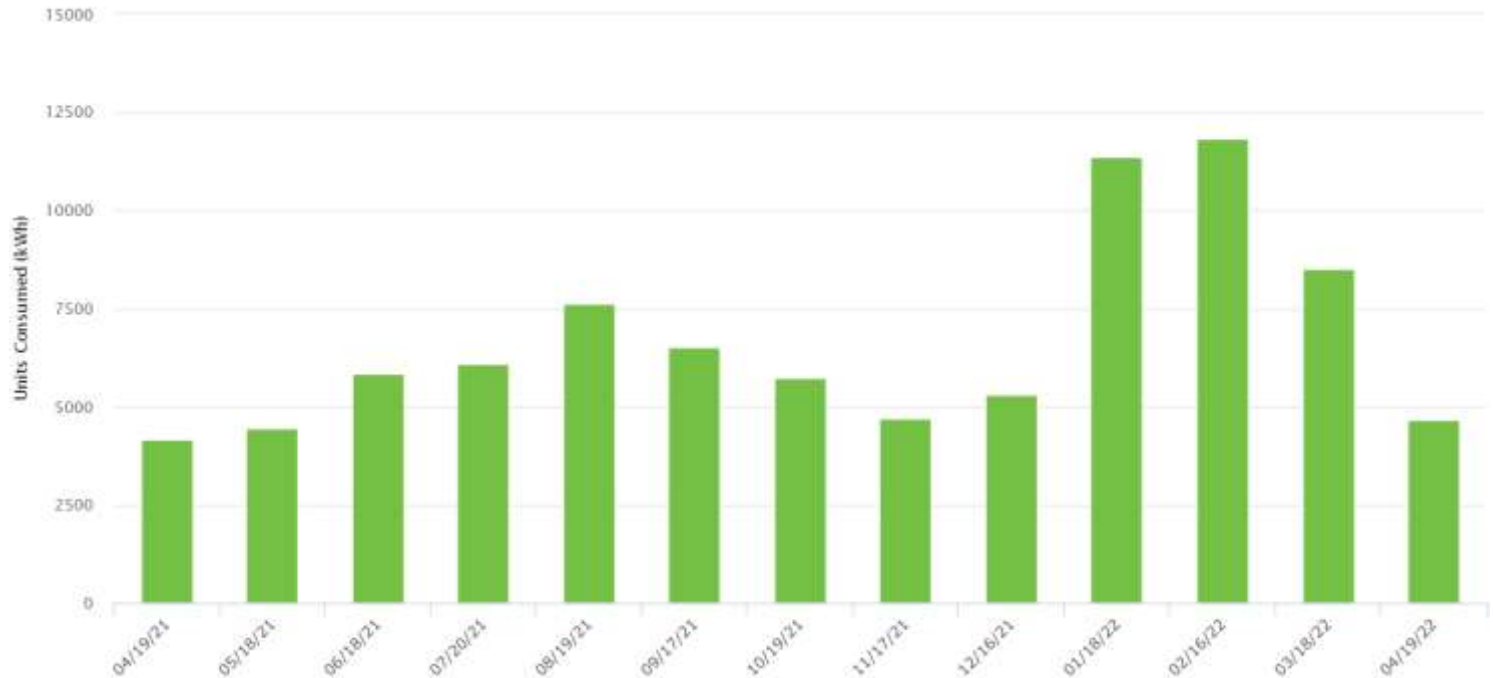
**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
MAY 2022 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems Copier Contract		006 - 410 - 6525		\$113.54
Alliant Energy		006 - 410 - 6371	131	\$693.33
Amazon	Operating Supplies	006 - 410 - 6507	3085	\$120.07
Baker & Taylor	Unsourced Books	006 - 410 - 6502	33	\$60.72
	Mem/Don Books	006 - 410 - 6522		\$187.90
CPL Petty Cash	Postage STAMPS	006 - 410 - 6508	74	\$11.60
Chariton Water Department		006 - 410 - 6371	80	\$31.94
Meyer & Lain Trust Account - Land Purchase		006 - 410 - 6310		\$10,000.00
Office Machines	Operating Supplies	006 - 410 - 6507	410	\$16.04
	Custodial Supplies	006 - 410 - 6526		\$101.16
Windstream		006 - 410 - 6371	858	\$228.84
TOTAL CLAIMS PAID MAY 2022				\$11,565.14

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

Alliant energy use over the year:



AGREEMENT BETWEEN THE CHARITON PUBLIC LIBRARY
AND THE LUCAS COUNTY GENEALOGICAL SOCIETY

June 4, 2015

This agreement formally outlines the cooperative relationship between the Chariton Public Library (Library) and the Lucas County Genealogical Society (Society). Both parties recognize the value of providing local and family history reference materials and genealogical research services to the public in a public facility.

- I. The general public shall have access to the Society's collection and related materials housed in the Genealogy Room during the normal operating hours of the Library under the supervision of Society members. (see Section VIII. Article 4)
- II. The Society collection, both current and future holdings, shall be maintained and displayed in the Genealogy Room by Society members. The Society shall retain ownership of the collection and will be responsible for cataloging, inventory, and maintenance of said collection.
- III. Machines housed in the Society's Genealogy Room will remain the property of the Society. The Society will be responsible for maintaining their machines and providing consumable supplies such as paper and cartridges.
- IV. The Library Director shall provide Genealogy Room keys to members designated by the Society. The Society will provide a list to the Library Director of those members authorized by the Society to be key-holders. The Society cannot sublet or use for any other purpose the rooms allocated to them within the Library.
- V. The initial term of this Agreement shall be for a period of two (2) years. Thereafter it shall renew on an annual basis for additional one (1) year periods unless either party provides written notice of termination ninety (90) days prior to the expiration of the annual term.
- VI. The Society shall indemnify and hold the City of Chariton, the Library and its employees and agents harmless under this Agreement for all claims, damages, costs or expenses and losses of any kind, including attorneys fees and death, or damages to any person or property related in any way to the performance of this Agreement.
- VII. Library Responsibilities:
 1. Provide Suitable Research Space: shelving for the collection, an office desk for volunteers, and tables for the convenience of researchers.
 2. Pay all utilities for the operation of the facility and all cost of maintenance for the building.
 3. Provide Phone & Internet Services
 4. Maintain property and liability insurance for the machines owned by the Society, including:

Machine:	Model	Value	Purchase Date
Genealogy Workstation Dell Vostro Desktop	Vostro	\$768	2011
Genealogy Workstation Dell Precision T 5500 Desktop with Oversized Monitor/Screen included	Precision T 5500	\$3,178	2010
Genealogy Workstation Dell Vostro 200	Vostro	\$817	2008
Genealogy Sharp AR-M162 Copier	AR-M162E	\$1,550	2009
Minolta Reader Printer w/Fiche Handler	603Z-B	\$1,000	1997
164 County Newspaper Microfilm Reels	164 reels -- replacement \$50 each as of 2013	\$8,200	ongoing

5. Retain a collection of back issues of the local newspapers within space allocated to the Society.
6. Provide space on the Library website for Society content, which will be created and maintained by Society members. Each Society member who wishes to assist with maintenance of the site must receive permission and a login account from the Library Director.

VIII. Genealogical Society Responsibilities:

1. Provide the Library Board with a copy of the Society's Articles of Incorporation, Bylaws, Biennial Report and IRS letter of approval, 501.c3 Application.
2. Provide the Library Board with the Society's Annual Financial Report by the Library's February board meeting.
3. Provide an annual list of the Society's Board Officers to the Library Board, including contact information.
4. Staff the Genealogy Room with volunteers at least 50% of the Library's normal operating hours. Maintain a regular schedule for staffing the room which will be visibly posted for the public, and alert Library Staff if volunteers will be absent.
5. Place in the Genealogy Room local and county public records, and private manuscript materials relevant to Lucas County.
6. Perform custodial duties in the Genealogy Room.
7. Provide an annual rental payment of \$1,200 to the Library in two payments due July 1st and January 1st. Nonpayment is grounds for termination of this agreement.

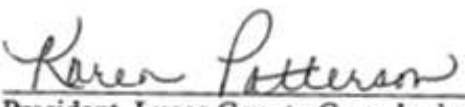
IX. The Library and Society agree to designate one contact person from each organization for communication regarding this agreement. Contact information will be provided to the respective board presidents.

This agreement shall begin July 1, 2015.



President, Chariton Public Library Board of Trustees

8/6/15
Date



President, Lucas County Genealogical Society

7-13-15
Date

*These were the March meetings, included
FYI for discussion of the Genealogy Contract.
KM 5/12/22*

**Chariton Free Public Library
Executive Committee
March 28, 2022**

The Chariton Free Public Library Board Executive Committee met at the Mefferd Law Office on March 28rd, 2022.

Board president Fenton, vice-president Mefferd, and secretary Sharp were present. Librarian Murphy and City Manager Liegois were also present.

1. Review Contract with the Lucas County Genealogy Society

The executive committee reviewed the current contract with the Lucas County Genealogy Society and identified several areas for potential revision.

The executive committee committed discussed the library's property and liability insurance through the city and the possibility of requiring LCGS to carry their own insurance policy on their property in the Genealogy area.

The executive committee discussed the future of the genealogy area and potential options for during and after the building renovations.

**Chariton Free Public Library
Executive Committee Meeting with Lucas County Genealogy Society
March 29, 2022**

The Chariton Free Public Library Board Executive Committee met with the representatives of the Lucas County Genealogy Society at the Lucas County Genealogy Society Room at the Chariton Public Library on March 29th, 2022.

Board president Fenton, vice-president Mefferd, and secretary Sharp were present..

Board president Fenton called the meeting to order at 4:30.

1. Review Library Board Proposed Changes to Contract

The executive committee reviewed the current contract with representatives of the Lucas County Genealogy Society and identified several areas for potential revision.

Mefferd proposed changing Article V to add language allowing the contract to be amended up to 90 days prior to July 1st.

Mefferd proposed changing Article VII to reflect that LCGS is responsible for providing their own telephone service.

Mefferd proposed changing Article VIII to reflect that LCGS is responsible for providing their own mail service and postage.

Mefferd proposed striking Article VII #4 and requiring LCGS to provide for their own property/liability insurance for their property contained in the Genealogy room. LCGS representatives indicated that the society would be willing to carry their own insurance policy. The executive committee and LCGS will consult their respective insurers to discuss internet security and liability in case of cyber attack.

The executive committee proposed no changes to the rent policy at this time.

The executive committee discussed construction access to/through the genealogy area during library renovations. The executive committee and LCGS representatives discussed the possibility of temporarily relocating the genealogy area to the meeting room for the duration of renovations to avoid construction traffic, debris, dust/damage to LCGS property.

2. Review LCGS Proposed Changes to Contract

LCGS representatives proposed changing the title of the contract to include the word "board" in relation to the two contract entities.

LCGS wanted to include the Society in the wording of Article I.

LCGS representatives proposed striking the second sentence from Article IV.

LCGS representatives proposed changes to the language of Article VI to include indemnity in case of damage done the actions of library staff.

LCGS representatives proposed striking the first sentence of Article VIII, item 4, to remove the minimum open hours requirement.

Meeting adjourned at 6:03.

**CHARITON FREE PUBLIC LIBRARY
DIRECTOR'S REPORT
THURSDAY MAY 12, 2022**

No further contact or action from Primo.

As I'm typing this (5/5/22 1:30) Johansen's is in the building working on the sump pumps. It smells. Architects Edd & Tim brought FAIRCO's Chris Fairholm down on Monday 5/2/22 to look at specifics for drawing up the contract and discussing the drainage remediation work. We're checking to see if video of the drain inspection the city crew did in 2020 is available, but I don't think there is any video.

I found emails, but only these 3, no follow up emails:

City Manager 7/9/20:

As I mentioned on the phone today, Cody and Dave have ran a camera down under the ground to see where the water is going. We need to figure out exactly where this should go or is going. But, we think the pipe maybe clogged. We also know that there are holes in the pipe, which looks like an attempt of a French drain system. (This maybe causing the water in heavy rain storms to be in the basement on the side where the book sale is held.) Dave and Cody are going to run water under the ground pipe to see where it lands or if it is clogged.

City Manager 7/10/20:

We ran water and dye down the pipe and it did come out at the end of the street. (That is why the street has green dye!) Anyway, there maybe some clogging, which we are going to look at.

Edd 7/9/20:

That's good news regarding a path for drainage from the building! We will monitor your additional findings on the situation and sit down with you, the City of Chariton and the Chariton Public Library Board to determine the best approach of directing water away from the library building.

After speaking with the City Manager & Dave VanRyswick (City Maint/Streets Supervisor) the conclusion is that it would be better if we were to hire someone in to remove the rest of the materials on the south basement walls. The coal room especially, since the concrete is directly attached to the limestone, will require a lot of work, and it's not a good use of city salary dollars. I spoke with Tim while the architects were here and he said there's no reason not to remove the panels, studs and lath from the other walls. None of it is structural to the limestone walls themselves.

I've not heard anything back from KONE & Schumacher as to the elevator maintenance plan options or the other maintenance options we were offered. I'm emailing them reminders right now. So far OTIS is the only company that responded in a timely manner with 3 different contract options.

In April I processed & cataloged 105 puzzles, mostly adult, which we've located on the shelves in the adult fiction section. Puzzles for young children are located in the picture book section. And I processed & cataloged 26 games, which we're locating on the bottom row of the young adult fiction shelves, which are part of the juvenile fiction area as well. I still have games to prep for those shelves. Other games & puzzles have gone into the lendable bins, which I'm now finalizing. So far, one is entirely ready to checkout. Chris Brown will be assisting me in the cataloging of the other 19 bins. We've also relegated some of the lendable bin sets to vinyl bags, because we ran out of bins, and are in the final stages of creating lendable kits, some of which are maker-based, such as the sewing machine & accessories, knit/knot kit, embroidery kit, jewelry kit, face-painting kits, etc. Locating, allocating, labeling & creating forms and inserts for these items has been a monumental project. I can't wait to be done with it.

Assistant Director Lauri Ghormley & I performed staff evaluations in April, only 4 months later than planned.

Kris Murphy – May 12, 2022

WAGES PAID:	4/8/22	4/22/22
Kris Murphy	\$1,592.30	\$1,592.30
Angela Altenhofen	\$458.15	\$465.16
Christina Brown	\$521.64	\$455.40
Lauri Ghormley	\$446.15	\$491.67
Custodial	\$225.00	\$225.00
	\$3,243.24	\$3,229.53

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			243
Visitor Count	2,028	1,893	1,654	1,984	2,141	1,987	1,839	2,261	2,596	2,316			20,699
Patron Count	3,832	3,852	3,868	3,883	3,916	3,920	3,935	3,942	3,953	3,969			39,070
Cards Issued	20	21	16	15	33	4	15	7	29	16			176
Cards Weeded	0	0	0	0	0	0	0	0	18	0			18
Meeting Room Uses	0	0	0	0	0	3	7	2	3	5			20
MAKERSPACE Uses	0	0	0	0	0	0	0	0	0	0			0
Daily Average	110	113	92	89	93	85	74	85	82	86			909
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			21,840
BRIDGES Registrations	5	1	8	2	3	7	4	2	5	1			38
BRIDGES Active Individuals	78	78	76	87	76	91	100	93	97	93			869
BRIDGES Items Circulated	565	477	514	563	542	547	703	558	625	494			5,588
Website Visits	224	303	356	332	330	279	368	432	498	384			3,506
Website Actions	964	960	1,157	773	796	745	1,262	1,114	1,182	955			9,908
Website Bounce Rate	37%	36%	39%	52%	51%	45%	40%	50%	51%	50%			
WI-FI Sessions							159	308	390	490			1,813
Total Visits							136	255	323	376			1,509
Unique Visitors							50	80	94	115			501

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			9,278
Chariton Child	516	305	391	334	272	287	222	224	271	274			3,096
Institutional/Special	30	64	38	80	70	16	40	43	24	42			447
In-House Cards	11	14	13	11	21	19	23	15	16	11			154
Rural Adult	666	815	538	580	630	523	390	375	453	470			5,440
Rural Child	222	188	122	107	60	88	63	133	145	103			1,231
Russell Adult	67	112	61	83	53	81	54	103	122	45			781
Russell Child	40	64	47	10	49	22	23	51	14	33			353
Lucas Adult	17	21	13	22	16	11	16	35	44	39			234
Lucas Child	8	21	6	7	1	0	0	0	1	0			44
Williamson Adult	16	0	10	0	12	0	0	18	0	0			56
Williamson Child	0	0	0	0	0	0	0	0	0	0			0
Derby Adult	0	10	17	4	14	0	0	5	7	11			68
Derby Child	0	0	0	0	0	0	0	0	0	0			0
Out Of County	113	76	64	54	32	49	133	131	127	110			889
	2,738	2,827	2,213	2,219	2,055	1,946	1,756	1,958	2,221	2,138			22,071

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			3,999
Large Print	59	52	52	73	36	75	48	55	58	35			543
Adult Nonfiction	184	246	157	119	108	98	139	156	166	137			1,510
Magazines	0	0	0	0	0	0	0	3	0	0			3
Adult Audiobooks	35	52	32	37	58	30	21	14	19	24			322
Adult Video	400	427	334	345	319	238	260	279	255	240			3,097
Picture Books	254	264	315	334	238	248	247	291	297	370			2,858
Beginner Readers	163	111	148	131	137	91	104	122	209	199			1,415
Juvenile Fiction	548	475	268	268	291	243	161	248	255	262			3,019
Juvenile Nonfiction	86	129	96	105	126	107	63	40	86	64			902
Juvenile Audiobooks	13	11	7	5	1	2	11	5	4	7			66
Juvenile Videos	299	318	234	243	202	302	219	269	248	259			2,593
Young Adult Books	248	245	158	96	62	103	58	70	102	105			1,247
YA Anime Video	9	27	32	20	20	7	12	9	13	16			165
Games	0	0	0	0	0	0	0	0	0	0			0
Puzzles	0	0	0	0	0	0	0	0	0	7			7
Educational Bins	5	0	4	14	38	8	3	1	3	8			84
Local Interlibrary Loans	26	10	10	17	40	22	24	29	39	24			241
	2,738	2,827	2,213	2,219	2,055	1,946	1,756	1,958	2,221	2,138			22,071

CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY JUNE 9, 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. **May, 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**
Reimbursement ARPA Grant \$5,000 to purchase Outdoor Charging Stations.
Vredenburg Foundation Grant

6. June 2022 Claims

7. Unfinished Business

- a. Lucas County Genealogical Society President Karen Patterson
- b. Consideration for reinvestment/transfer of the Blake Bequest funds when the current investment matures 7/10/22. (Note: Blake interest to be expended on history books only.)

<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

- c. Consideration for approval of Mainstay Systems of Iowa quote for FY23 purchase of network server.

8. New Business

- a. Lucas County Genealogical Society Contract (attached 2015 Agreement & new Agreement DRAFT)
- b. Elevator Maintenance Options – OTIS, KONE, Schumacher
- c. Library Investment Options

9. Committee Reports

Building Grounds Committee
Construction Committee
Fundraising Committee
Executive/Policy Committee
Technology Committee

10. Staff Reports –Director's Report attached

11. Board Comments

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

Personnel Policy (re: new City Employee Handbook)

13. Adjournment

Chariton Public Library Board Meeting

Thursday, June 9, 2022 6:30 PM - 8:30 PM

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

<https://meet.goto.com/562108893>

You can also dial in using your phone.

United States: [+1 \(786\) 535-3211](tel:+17865353211)

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

Chariton Free Public Library

May 12, 2022

The Chariton Free Public Library Board held its regular monthly meeting in the Library Meeting Room on May 12, 2022 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:34 PM.

Trustees Bisgard, Fenton, Mefferd, Meyer, Miller, Pillsbury-Allen, Seuferer, Sharp and Watkins-Schoenig were present. Librarian Murphy and city manager Laura Liegois were also present.

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

Good News

Public forum: none

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

The **May 2022 Claims** were reviewed by the board. There was an additional claim of \$4,616.26 from Johansen Plumbing and Heating for installation of two sump pumps in the basement level of the library. After discussion, the **claims** were unanimously approved via roll call vote on a motion from Watkins-Schoenig, seconded by Pillsbury-Allen.

Unfinished Business:

Genealogy Contract: Karen Patterson, president of the Lucas County Genealogical Society, along with members Melody Wilson and Sue Terrell, addressed the board to update board members on recent LCGS projects, and projects planned for summer 2022. Patterson also wished to address the board regarding the LCGC's contract with the library. LCGS is concerned about their potential liability under Article VI of the contract with the library. Mefferd indicated that he would work with the society on changes to Article VI and have a draft of the updated contract prepared soon. No action was taken by the board.

New Business:

Consideration for reinvestment or transfer of the Blake Bequest funds when the current investment matures on 7/10/22: Meyer discussed moving the Blake Bequest funds (\$1,000) to a money market account to accrue interest faster, or contacting the family to discuss options for better using the funds, as the interest rate on the account is very low. The board discussed the history of the bequest and discussed options for reinvestment or use of funds. No action was taken by the board.

Consideration for approval of Mainstay Systems of Iowa quote for FY23 purchase of network server: Librarian Murphy updated the board on a quote from Mainstay Systems to replace the library's current server, which is nearly a decade old. Murphy indicated that she will seek an FCC Emergency Connectivity Grant to belay the cost of the upgrade. The board decided to wait to approve the server purchase until the grant application was complete or more information about grants and funding was available. No action was taken by the board.

Committee Reports:

Building & Grounds Committee, Fundraising Committee, Technology Committee: Did not meet

Construction Committee: Meyer updated the board on progress on the foundation waterproofing and repair project. A contract was signed with CK Fairco, and the committee is confident that the project is ready to proceed and work will start soon. See attached minutes.

Executive/Policy Committee: See attached minutes.

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

The meeting was adjourned at 6:37 pm on a motion from Pillsbury-Allen, seconded by Miller.

Justin Sharp
CFPL Board Secretary

The next meeting of the CFPL Library Board will be Thursday, June 9th, 2022 in the Meeting Room of the Library.

Edward Jones

04/21/2022

City of Chariton, Iowa
ATTN: Laura Liegois
115 South Main Street
Chariton, IA 50049

It is our pleasure to provide your organization with the enclosed check which is a donation made through the Edward Jones Charitable Gift Fund. Please note the following details about the grant:

Grant Amount: \$5,000.00
Purpose: Public library land purchase
Fund: Comer Charitable Fund

The donor received written acknowledgment of this tax-deductible gift from the Edward Jones Charitable Gift Fund. You may express your appreciation to the individuals/fund who recommended this grant using the recognition information listed above but do not issue a tax-deductible receipt.

Please note this grant may only be used for your organization's tax-exempt purposes. It may not be used to provide anyone a private benefit, satisfy a pre-existing pledge or for any political campaign.

If you have any questions, please contact the Edward Jones Charitable Gift Fund at (855) 334-9307.

Sincerely,

Your Client Services Team
Edward Jones Charitable Gift Fund

THE FACE OF THIS CHECK HAS A BLUE SECURITY VOID BACKGROUND AND THERMOCHROMATIC INK THAT FADES WHEN HEAT IS APPLIED.

Renaissance Charitable	National Bank of Indianapolis Indianapolis, IN	00007539
Edward Jones Charitable Gift Fund 8910 Purdue Rd., Suite 555 Indianapolis, IN 46268	DATE 04/21/2022	20-667/740
PAY FIVE THOUSAND DOLLARS AND 00/100 CENTS		\$5,000.00
PAY TO THE ORDER OF: City of Chariton, Iowa ATTN: Laura Liegois 115 South Main Street Chariton, IA 50049		<i>Mary W. Baker</i>
Public library land purchase		VOID AFTER 60 DAYS

BORDER CONTAINS MICROPRESSING

BUDGET REPORT

CALENDAR 5/2022, FISCAL 11/2022

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	95,000.00	6,654.88	82,088.35	86.41	12,911.65
006-410-6210	DUES & SUBSCRIPTIONS	2,000.00	.00	1,303.78	65.19	696.22
006-410-6230	TRAVEL, TRAINING, & DUES	500.00	.00	220.00	44.00	280.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	18,000.00	14,616.26	18,184.04	101.02	184.04-
006-410-6371	UTILITIES	17,800.00	954.11	15,493.26	87.04	2,306.74
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	.00	5,341.88	86.16	858.12
006-410-6502	BOOKS	3,000.00	60.72	2,505.88	83.53	494.12
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	136.11	1,418.88	70.94	581.12
006-410-6508	POSTAGE	200.00	11.60	93.79	46.90	106.21
006-410-6522	BOOKS/MEMORIALS	3,000.00	187.90	1,683.62	56.12	1,316.38
006-410-6523	MEM. AUDIO VISUAL	1,000.00	.00	200.34	20.03	799.66
006-410-6524	AUDIO VISUAL	2,000.00	.00	1,461.22	73.06	538.78
006-410-6525	SOFTWARE & TECH SUPPORT	6,000.00	113.54	4,559.83	76.00	1,440.17
006-410-6526	JANITOR SUPPLIES	500.00	101.16	617.74	123.55	117.74-
006-410-6751	CONSTRUCTION PROJECTS	225,000.00	.00	118,801.05	52.80	106,198.95
	LIBRARY TOTAL	394,900.00	22,836.28	265,684.20	67.28	129,215.80
	LIBRARY OPERATING TOTAL	394,900.00	22,836.28	265,684.20	67.28	129,215.80
010-410-6408	INSURANCE - LIBRARY	7,000.00	.00	6,961.00	99.44	39.00
	LIBRARY TOTAL	7,000.00	.00	6,961.00	99.44	39.00
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	8,580.00	489.26	6,060.10	70.63	2,519.90
112-410-6130	CITY'S SHARE OF IPERS	10,365.00	628.20	7,700.49	74.29	2,664.51
112-410-6150	CITY'S SHARE OF MEDICAL INS.	11,200.00	923.29	10,244.86	91.47	955.14
112-410-6151	CITY'S SHARE OF LIFE INS.	68.00	6.59	72.49	106.60	4.49-
112-410-6152	CITY'S SHARE OF DENTAL INS.	550.00	46.86	503.34	91.52	46.66
112-410-6160	WORKERS' COMP INS	200.00	.00	85.48	42.74	114.52
	LIBRARY TOTAL	30,963.00	2,094.20	24,666.76	79.67	6,296.24
	EMPLOYEE BENEFITS TOTAL	30,963.00	2,094.20	24,666.76	79.67	6,296.24
	TOTAL EXPENSES	432,863.00	24,930.48	297,311.96	68.69	135,551.04

REVENUE REPORT

CALENDAR 5/2022, FISCAL 11/2022

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY	1,500.00	4.96	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	.00	35,000.00	87.50	5,000.00
006-410-4550	MISCELLANEOUS CHARGES	.00	140.00	140.00	.00	140.00-
006-410-4705	DONATIONS	20,000.00	11,543.51	19,688.31	98.44	311.69
006-410-4715	REFUND	500.00	.00	174.75	34.95	325.25
006-410-4765	LIBRARY FINES	2,500.00	498.37	2,879.61	115.18	379.61-
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
LIBRARY OPERATING TOTAL		296,685.00	12,186.84	290,588.58	97.95	6,096.42
TOTAL OF ALL REVENUE		296,685.00	12,186.84	290,588.58	97.95	6,096.42

Chariton Free Public Library
803 Braden Ave
Chariton, Iowa 50049
641-774-8514 (PHONE)
641-774-8695 (FAX)
murphy@chariton.lib.ia.us

Deposited in US Bank, Chariton on: 5/12/22

Budget Line Number	Deposit Description	
006 - 410 - 4300	BLAKE Interest	\$ 99
006 - 410 - 4300	DEWEY Interest	\$3. 97
006 - 410 - 4705	Memorials/Gifts	\$1,400. 51
006 - 410 - 4705	Land Purchase Funds	\$10,000. 00
006 - 410 - 4765	Library Fees & Fines	\$407. 72
Total Deposit:		\$11,813. 19

:12 E002 1 15:

Chariton Free Public Library
803 Braden Ave
Chariton, Iowa 50049
641-774-8514 (PHONE)
641-774-8695 (FAX)
murphy@chariton.lib.ia.us

Deposited in US Bank, Chariton on: 5/27/22

Budget Line Number	Deposit Description	
006 - 410 - 4550	Mtg. Room Rentals	\$140. 00
006 - 410 - 4705	Memorials/Gifts	\$143. 00
006 - 410 - 4765	Library Fees & Fines	\$90. 65
Total Deposit:		\$373. 65

:12 E002 1 15:

PRODUCT 100646 ID 106 Deluxe Corporation 1-800-328-0364
DEPOSIT TICKET 33-54/730

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

usbank.

DATE 5/12/22
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	DOLLARS	CENTS
CURRENCY	269	00
COIN	26	47
CHECKS (LIST EACH SEPARATELY)		
1 T&C Bank Club	50	51
2 DFW Bank	99	
3 Mt. Bank	3	97
4 Pillsbury	1000	00
5 Renaissance	5000	00
6 Brown	250	00
7 Meyer	5000	00
8 Mefford	100	00
9 Pelsolano	12	15
10 Labert	100	00

DEPOSIT TICKET 33-54/730

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

usbank.

DATE 5/27/22
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	DOLLARS	CENTS
CURRENCY	69	00
COIN	6	15
CHECKS (LIST EACH SEPARATELY)		
1 LC Doms	40	00
2 Mefford	100	00
3 Meyer/Lain	143	00
4 Lew	15	20
5		
6		
7		
8		
9		
10		

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.

Cathy Mutyas

CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
JUNE 2022 CLAIMS

CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems Copier Contract		006 - 410 - 6525		\$141.64
Alliant Energy		006 - 410 - 6371	131	\$669.94
Amazon	Programming SRP & BINS	006 - 410 - 6498	3085	\$663.69
	Unsourced Books	006 - 410 - 6502		\$201.66
	Operating Supplies	006 - 410 - 6507		\$14.98
	Mem/Don Books	006 - 410 - 6522		\$8.98
	Unsourced AV	006 - 410 - 6524		\$143.02
Baker & Taylor	Mem/Don Books	006 - 410 - 6522	33	\$261.76
Baker & Taylor Entertainment		006 - 410 - 6524	34	\$20.99
CPL Petty Cash	Postage	006 - 410 - 6508	74	\$3.03
Chariton Water Department		006 - 410 - 6371	80	\$41.58
Kone (Elevator Maint. Contract)		006 - 410 - 6310	160	\$345.57
Motion Picture Licensing		006 - 410 - 6210	681	\$90.26
ULINE	Program BIN Totes	006 - 410 - 6498	5012	\$112.98
Windstream		006 - 410 - 6371	858	\$227.64

TOTAL CLAIMS PAID JUNE 2022			\$2,947.72
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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

Mainstay Systems of Iowa LLC

PO Box 13022

Des Moines, IA 50310-0022 US

(515) 706-1655

ccurtis@mainstay.systems

<http://www.mainstay.systems>**ADDRESS**

Mrs. Kris Murphy

Chariton Library

803 Braden Ave

Chariton, Iowa 50049 USA

Estimate 1100**DATE** 04/20/2022**EXPIRATION DATE** 05/20/2022

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Dell Power Edge 3 Series	Dell Power Edge 3 Series Server - Configured as described in Quote	1	3,289.00	3,289.00
	Dell Power Edge T350 Server - Tailor Made			
	TPM 2.0 V3, Intel Xeon E-2314 CPU			
	16 GB UDIMM, 3200 MT/s ECC			
	S150 Raid 1, for 2x2TB SATA Hard Drives			
	Dual Hot-Plug Power Supplies 2x600w			
	Security Bezel			
	BOSS Boot Optimized Storage, OS Drive Raid 1 256GB			
	Server 2022 Standard Software			
	Server 2022 User Access Licenses, 5 Pack			
Server Upgrade or Replace	On-Site Server Upgrade or Replacement - Data; AD; DNS or SQL Migrate	1	500.00	500.00

SUBTOTAL 3,789.00

TAX 0.00

TOTAL \$3,789.00

Accepted By

Accepted Date

Thank you for your business

AGREEMENT BETWEEN THE CHARITON PUBLIC LIBRARY
AND THE LUCAS COUNTY GENEALOGICAL SOCIETY

June 4, 2015

This agreement formally outlines the cooperative relationship between the Chariton Public Library (Library) and the Lucas County Genealogical Society (Society). Both parties recognize the value of providing local and family history reference materials and genealogical research services to the public in a public facility.

- I. The general public shall have access to the Society's collection and related materials housed in the Genealogy Room during the normal operating hours of the Library under the supervision of Society members. (see Section VIII. Article 4)
- II. The Society collection, both current and future holdings, shall be maintained and displayed in the Genealogy Room by Society members. The Society shall retain ownership of the collection and will be responsible for cataloging, inventory, and maintenance of said collection.
- III. Machines housed in the Society's Genealogy Room will remain the property of the Society. The Society will be responsible for maintaining their machines and providing consumable supplies such as paper and cartridges.
- IV. The Library Director shall provide Genealogy Room keys to members designated by the Society. The Society will provide a list to the Library Director of those members authorized by the Society to be key-holders. The Society cannot sublet or use for any other purpose the rooms allocated to them within the Library.
- V. The initial term of this Agreement shall be for a period of two (2) years. Thereafter it shall renew on an annual basis for additional one (1) year periods unless either party provides written notice of termination ninety (90) days prior to the expiration of the annual term.
- VI. The Society shall indemnify and hold the City of Chariton, the Library and its employees and agents harmless under this Agreement for all claims, damages, costs or expenses and losses of any kind, including attorneys fees and death, or damages to any person or property related in any way to the performance of this Agreement.
- VII. Library Responsibilities:
 1. Provide Suitable Research Space: shelving for the collection, an office desk for volunteers, and tables for the convenience of researchers.
 2. Pay all utilities for the operation of the facility and all cost of maintenance for the building.
 3. Provide Phone & Internet Services
 4. Maintain property and liability insurance for the machines owned by the Society, including:

Machine:	Model	Value	Purchase Date
Genealogy Workstation Dell Vostro Desktop	Vostro	\$768	2011
Genealogy Workstation Dell Preceision T 5500 Desktop with Oversized Monitor/Screen included	Precision T 5500	\$3,178	2010
Genealogy Workstation Dell Vostro 200	Vostro	\$817	2008
Genealogy Sharp AR-M162 Copier	AR-M162E	\$1,550	2009
Minolta Reader Printer w/Fiche Handler	603Z-B	\$1,000	1997
164 County Newspaper Microfilm Reels	164 reels -- replacement \$50 each as of 2013	\$8,200	ongoing

5. Retain a collection of back issues of the local newspapers within space allocated to the Society.
6. Provide space on the Library website for Society content, which will be created and maintained by Society members. Each Society member who wishes to assist with maintenance of the site must receive permission and a login account from the Library Director.

VIII. Genealogical Society Responsibilities:

1. Provide the Library Board with a copy of the Society's Articles of Incorporation, Bylaws, Biennial Report and IRS letter of approval, 501.c3 Application.
2. Provide the Library Board with the Society's Annual Financial Report by the Library's February board meeting.
3. Provide an annual list of the Society's Board Officers to the Library Board, including contact information.
4. Staff the Genealogy Room with volunteers at least 50% of the Library's normal operating hours. Maintain a regular schedule for staffing the room which will be visibly posted for the public, and alert Library Staff if volunteers will be absent.
5. Place in the Genealogy Room local and county public records, and private manuscript materials relevant to Lucas County.
6. Perform custodial duties in the Genealogy Room.
7. Provide an annual rental payment of \$1,200 to the Library in two payments due July 1st and January 1st. Nonpayment is grounds for termination of this agreement.

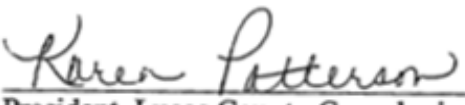
IX. The Library and Society agree to designate one contact person from each organization for communication regarding this agreement. Contact information will be provided to the respective board presidents.

This agreement shall begin July 1, 2015.



President, Chariton Public Library Board of Trustees

8/6/15
Date



President, Lucas County Genealogical Society

7-13-15
Date

DRAFT

6/9/22

**AGREEMENT BETWEEN THE CHARITON PUBLIC LIBRARY
AND THE LUCAS COUNTY GENEALOGICAL SOCIETY**

Revised _____

This agreement formally outlines the cooperative relationship between the Chariton Public Library (Library) and the Lucas County Genealogical Society (Society). Both parties recognize the value of providing local and family history reference materials and genealogical research services to the public in a public facility.

- I.** The general public shall have access to the Society's collection and related materials housed in the Genealogy Room during the normal operating hours of the Library under the supervision of Society members. (see Section VII. Article 4)
- II.** The Society's collection; both current and future holdings, shall be maintained and displayed in the Genealogy Room by Society members. The Society shall retain ownership of the collection and will be responsible for cataloging, inventory, and maintenance of said collection.
- III.** The Society's equipment shall be provided and operated by Society members. The Society shall retain ownership of the equipment and will be responsible for inventory and maintenance of said equipment.
- IV.** The Library Director shall provide Genealogy Room keys to Society members designated in writing by the Society as authorized key-holders. (NOTE: Local emergency services (law/fire) also hold keys to the Genealogy Room, included in a set of Library facility keys to be used in emergencies.)
The Society cannot sublet or use for any other purpose the space allocated to them within the Library.
- V. Library Responsibilities:**
 1. Provide Suitable Research Space to include shelving, tables and seating for the use of volunteers and researchers.
 2. Pay all utilities for the operation of the Library facility and all cost of maintenance for the building.
 3. Provide Internet service & allocate space on the Library Website for Genealogical Society content.
 4. Retain a collection of back issues of the local newspapers within space allocated to the Society.
 5. Retain a collection of local newspaper microfilm reels within space allocated to the Society and continue to fund the creation of newspaper microfilm reels and digitized newspaper collection as funding permits.
- VI. Genealogical Society Responsibilities:**
 1. Provide the Library Board with a copy of the Society's Articles of Incorporation, Bylaws, Biennial Report and IRS letter of approval, 501.c3 Application.
 2. Provide an annual list of the Society's Board Officers to the Library Board, including contact information.
 3. Provide the Library Board with the Society's Annual Financial Report by the Library's February board meeting.
 4. Maintain a regular schedule for staffing the Genealogy room, which will be visibly posted for the public and alert Library Staff if volunteers will be absent.

5. Place in the Genealogy Room local and county public records and private manuscript materials relevant to Lucas County.
 6. Maintain Society content on the space allocated to the Society on the Library's website.
 7. Provide Society phone service at its own expense. Genealogy will not place or cause any wiring to be placed in the Library building.
 8. Provide Society postal service and delivery location at its own expense.
 9. Provide equipment the public can use to access Society resources, including the in-house collection and any online resources the Society maintains or subscribes to.
 10. Society will maintain property and liability insurance on its premises, equipment and any other Society property held in the Genealogy rooms. Society will include Chariton Public Library and the City of Chariton as Additional Named Insureds.
 11. Perform custodial duties in the Genealogy Room.
 12. Provide an annual rental payment of \$1,200 to the Library in two payments due July 1st and January 1st. Nonpayment is grounds for termination of this agreement.
- VII.** The initial term of this Agreement shall be for a period of two (2) years. Thereafter it shall renew on an annual basis for additional one (1) year periods commencing July 1 of each year, unless either party provides written notice of termination ninety (90) days prior to the expiration of the annual term. The parties may mutually agree to amend this agreement at any time in order to meet changed circumstances.
- VIII.** The Society shall indemnify and hold the City of Chariton, the Library and its employees and agents harmless under this Agreement for all claims, damages, costs or expenses and losses of any kind, including attorney fees and death, or damages to any person or property related in any way to the performance of this Agreement except for acts of the City of Chariton or its employees or the Library or its staff.
- IX.** The Library and Society agree to designate one contact person from each organization for communication regarding this agreement. Contact information will be provided to the respective Board Presidents. Boards of each organization shall meet annually 90 days prior to the July renewal date of each year.

President Chariton Public Library Board

Date

President Lucas County Genealogical Society

Date

CHARITON FREE PUBLIC LIBRARY **DIRECTOR'S REPORT** **THURSDAY JUNE 9, 2022**

WAGES PAID:	5/6/22	5/20/22
Kris Murphy	\$1,592.30	\$1,592.30
Angela Altenhofen	\$392.70	\$357.64
Christina Brown	\$422.28	\$509.22
Lauri Ghormley	\$804.28	\$534.16
Custodial	\$225.00	\$225.00
	\$3,436.56	\$3,218.32

The Summer Program has begun. Chaos shall reign.

Primo had to come in because the units they installed were not cooling. Evidently they didn't put enough Freon in. They added Freon to the two north units, one of which stopped working within hours of their visit. The thermostat went blank. They had said they'd be back the next day to add more Freon to the other units. We have not seen them again and now the units are all disconnected due to the water remediation project. Primo has also never come back to deal with the ceiling repair issue.

Fairco is progressing through the water remediation project. You can see pictures on the Library website.

Kris Murphy – June 9, 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		267
Visitor Count	2,028	1,893	1,654	1,984	2,141	1,987	1,839	2,261	2,596	2,316	2,204		22,903
Patron Count	3,832	3,852	3,868	3,883	3,916	3,920	3,935	3,942	3,953	3,969	3,988		
Cards Issued	20	21	16	15	33	4	15	7	29	16	19		195
Cards Weeded	0	0	0	0	0	0	0	0	18	0	0		18
Meeting Room Uses	0	0	0	0	0	3	7	2	3	5	10		30
MAKERSPACE Uses	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		994
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		23,838
BRIDGES Registrations	5	1	8	2	3	7	4	2	5	1	8		46
BRIDGES Active Individuals	78	78	76	87	76	91	100	93	97	93	92		961
BRIDGES Items Circulated	565	477	514	563	542	547	703	558	625	494	518		6,106
Website Visits	224	303	356	332	330	279	368	432	498	384	435		3,941
Website Actions	964	960	1,157	773	796	745	1,262	1,114	1,182	955	1,240		11,148
Website Bounce Rate	37%	36%	39%	52%	51%	45%	40%	50%	51%	50%	50%		
WI-FI Sessions	73	80	74	70	72	97	159	308	390	490	488		2,301
Total Visits	67	71	70	65	66	80	136	255	323	376	378		1,887
Unique Visitors	40	22	24	29	26	21	50	80	94	115	127		628

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		10,194
Chariton Child	516	305	391	334	272	287	222	224	271	274	219		3,315
Institutional/Special	30	64	38	80	70	16	40	43	24	42	10		457
In-House Cards	11	14	13	11	21	19	23	15	16	11	17		171
Rural Adult	666	815	538	580	630	523	390	375	453	470	457		5,897
Rural Child	222	188	122	107	60	88	63	133	145	103	114		1,345
Russell Adult	67	112	61	83	53	81	54	103	122	45	67		848
Russell Child	40	64	47	10	49	22	23	51	14	33	62		415
Lucas Adult	17	21	13	22	16	11	16	35	44	39	28		262
Lucas Child	8	21	6	7	1	0	0	0	1	0	20		64
Williamson Adult	16	0	10	0	12	0	0	18	0	0	0		56
Williamson Child	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		68
Derby Child	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		1,016
	2,738	2,827	2,213	2,219	2,055	1,946	1,756	1,958	2,221	2,138	2,037		24,108

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		4,395
Large Print	59	52	52	73	36	75	48	55	58	35	44		587
Adult Nonfiction	184	246	157	119	108	98	139	156	166	137	149		1,659
Magazines	0	0	0	0	0	0	0	3	0	0	0		3
Adult Audiobooks	35	52	32	37	58	30	21	14	19	24	39		361
Adult Video	400	427	334	345	319	238	260	279	255	240	236		3,333
Picture Books	254	264	315	334	238	248	247	291	297	370	267		3,125
Beginner Readers	163	111	148	131	137	91	104	122	209	199	139		1,554
Juvenile Fiction	548	475	268	268	291	243	161	248	255	262	259		3,278
Juvenile Nonfiction	86	129	96	105	126	107	63	40	86	64	95		997
Juvenile Audiobooks	13	11	7	5	1	2	11	5	4	7	2		68
Juvenile Videos	299	318	234	243	202	302	219	269	248	259	244		2,837
Young Adult Books	248	245	158	96	62	103	58	70	102	105	85		1,332
YA Anime Video	9	27	32	20	20	7	12	9	13	16	24		189
Games	0	0	0	0	0	0	0	0	0	0	5		5
Puzzles	0	0	0	0	0	0	0	0	0	7	12		19
Educational Bins	5	0	4	14	38	8	3	1	3	8	2		86
Local Interlibrary Loans	26	10	10	17	40	22	24	29	39	24	39		280
	2,738	2,827	2,213	2,219	2,055	1,946	1,756	1,958	2,221	2,138	2,037		24,108

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING AGENDA · FRIDAY JUNE 17, 2022 5:30 pm.
LIBRARY MEETING ROOM**

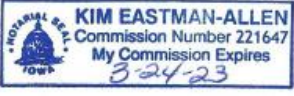
All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum. Please alert the Library Director.

Please join my meeting from your computer, tablet or smartphone.
You can also dial in using your phone. +1 (786) 535-3211 Access Code:

1. Call to Order
2. Adoption of the Agenda
3. New Business

- a. Consideration to approve payment of \$54,423 for waterproofing work completed by CK Fairco, Inc.

APPLICATION AND CERTIFICATE FOR PAYMENT			Page 1 of 2
SUBMITTED TO: City of Chariton 115 S. Main St. Chariton, IA. 50049	PROJECT: Chariton Public Library 803Braden Ave. Chariton, IA. 50049	APPLICATION NO: 1 APPLICATION DATE: 5/25/22 PERIOD TO: 5/31/22 PROJECT NO: CONTRACT DATE: 2/5/21	
SUBMITTED FROM: CK Fairco, Inc. 405 E. Madison St. Winterset, IA. 50273	ARCHITECT:		
CONTRACT FOR: Waterproofing	VENDOR NO:		

SUBCONTRACTOR'S APPLICATION FOR PAYMENT	
Application is made for payment, as shown below, in connection with the Contract.	
1. ORIGINAL CONTRACT SUM \$ 165,440.00 2. Net change by Change Orders \$ 0.00 3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 165,440.00 4. TOTAL COMPLETED & STORED TO DATE \$ 60,470.00	The undersigned Subcontractor certifies that to the best of the Subcontractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Subcontractor for Work for which previous Certificates for Payment were issued and payments received from the Contractor, and that current payment shown herein is now due. SUBCONTRACTOR: CK Fairco, Inc. By: <u>Christopher D. Ritz</u> 6/14/22 Date: May 25, 2022
5. RETAINAGE: a. 10% of Completed Work \$ 6,047.00 b. 10% of Stored Material Total Retainage (Line 5a + 5b) \$ 6,047.00	State of: Iowa County of: Madison Subscribed and sworn to before me this 14 day of June, 2022. Notary Public: <u>[Signature]</u> My Commission Expires: 3-24-23
6. TOTAL EARNED LESS RETAINAGE \$ 54,423.00 (Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 0.00 (Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE \$ 54,423.00	
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 111,017.00 (Line 3 less Line 6)	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS	0.00	0.00
NET CHANGES by Change Order		0.00

ARCHITECT'S CERTIFICATE FOR PAYMENT	
In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.	
AMOUNT CERTIFIED (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)	
ARCHITECT: By: _____ Date: _____	
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.	

4. Board Comments

5. Adjournment

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