

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA · THURSDAY OCTOBER 9, 2025  
LIBRARY BOARDROOM**

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

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Public Forum**
- 4. Consent Agenda:**
  - a. September 11, 2025 Minutes**
  - b. Correspondence - none**
  - c. Grants – none**
- 5. August 2025 Financial Statements**
- 6. October 2025 Claims**
- 7. Unfinished Business**
  - a. Wood Roofing & Sheet Metal Phase 1 Roof Project Work Completed**
  - b. Strategic Planning**
  - c. Community-Led Programming**
  - d. Meeting Room Policy**
- 8. New Business**
  - a. Consideration of approval for the repair of walls in the SW Basement Room**
  - b. Consideration of the reallocation of basement rooms**
  - c. Chariton Free Public Library FY25 Iowa Public Library General Information Survey Report**
  - d. Staff Library t-shirts**
- 9. Reports**
  - Finance & Policy
  - Community Relations
  - Building & Grounds
  - Director's Report
- 10. Board Comments & Continuing Education**
- 11. Agenda Items for Next Month's (November 13, 2025) Meeting**

**Chariton Public Library Board Meeting**

**October 9, 2025 at 5:30pm**

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

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

You can also dial in using your phone.

Access Code: 947-761-669

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

**Adjournment**

# **Chariton Free Public Library**

## **September 11, 2025**

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom on September 11, 2025 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Blake, Fenton, McGee, Pillsbury-Allen and Sharp were present. Director Murphy was also present.

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

**Public Forum:** None

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

### **August 14, 2025 Minutes**

#### **Correspondence –**

Thank you to Isaac Hirschy for his donated time assisting with our drainage issues.

Thank you from patron for book ordered on his request, he paid half the price of the book in donation.

#### **Grants – none**

The **July 2025 Financial Statements** were reviewed. Fenton moved their acceptance, Blake seconded and the motion passed unanimously.

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

### **Unfinished Business**

Murphy will create and share a Google Sheet of the Library's Strategic Plan with board, and will add a streamlined version of the Strategic Plan to the Library website.

The Community Relations Committee sent letters to potential partners in the community. There was discussion concerning coordination of the Community-Led Programming initiative. Murphy suggested the committee visit with staff at the next library inservice day in October.

### **New Business**

Blake made a motion to approve Resolution 9112025 to transfer FY25 remainder funds from the operating fund to the endowment. McGee seconded. Roll was called and the motion passed unanimously. See attached.

### **Reports**

#### **Building & Grounds:**

Blake and Bisgard will request estimates for the October meeting for the proposed work on the southwest basement rooms and for the exterior painting to follow completion of the trim and soffit repairs.

**Community Relations:** Murphy is working on getting access to the website and social media for committee members. She will ask the auditor about fundraising options.

**Finance & Policy:** Drafted Resolution 9112025 and discussed budgeting for the current and upcoming fiscal years.

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

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

Kris Murphy, Library Director

# AUGUST 2025 OPERATING FUND FINANCIAL REPORT

## REVENUE REPORT CALENDAR 8/2025, FISCAL 2/2026 16.6%

| ACCOUNT NUMBER | ACCOUNT TITLE                                                | ESTIMATE   | MTD<br>BALANCE | YTD<br>BALANCE | PERCENT<br>RECVD | UNCOLLECTED |
|----------------|--------------------------------------------------------------|------------|----------------|----------------|------------------|-------------|
| 006-410-4300   | INTEREST - LIBRARY <span style="color: red;">\$MARKET</span> | 4,500.00   | 181.15         | 890.89         | 19.80            | 3,609.11    |
| 006-410-4440   | STATE GRANT                                                  | .00        | .00            | .00            | .00              | .00         |
| 006-410-4470   | LIBRARY RURAL FEES                                           | 19,716.00  | .00            | .00            | .00              | 19,716.00   |
| 006-410-4471   | LOCAL GRANTS                                                 | 3,300.00   | .00            | .00            | .00              | 3,300.00    |
| 006-410-4550   | MISCELLANEOUS CHARGES                                        | .00        | .00            | .00            | .00              | .00         |
| 006-410-4705   | DONATIONS                                                    | 2,000.00   | 310.89         | 410.89         | 20.54            | 1,589.11    |
| 006-410-4707   | DONATIONS/BLDG RENOVATION                                    | .00        | .00            | .00            | .00              | .00         |
| 006-410-4715   | REFUND                                                       | .00        | .00            | .00            | .00              | .00         |
| 006-410-4765   | LIBRARY FINES                                                | 3,000.00   | 353.25         | 654.00         | 21.80            | 2,346.00    |
| 006-410-4799   | OTHER REVENUES                                               | 3,500.00   | .00            | 600.00         | 17.14            | 2,900.00    |
| 006-910-4830   | TRANSFER IN - LIBRARY OPERATIN                               | .00        | .00            | .00            | .00              | .00         |
| 006-910-4832   | INTERFUND LOAN PAYMENT                                       | .00        | .00            | .00            | .00              | .00         |
| 006-950-4000   | GENERAL PROPERTY TAXES                                       | 140,000.00 | .00            | .00            | .00              | 140,000.00  |
|                |                                                              |            |                |                |                  |             |
|                | LIBRARY OPERATING TOTAL                                      | 176,016.00 | 845.29         | 2,555.78       | 1.45             | 173,460.22  |

## BUDGET REPORT CALENDAR 8/2025, FISCAL 2/2026 16.6%

| ACCOUNT NUMBER | ACCOUNT TITLE                  | BUDGET     | MTD<br>BALANCE | YTD<br>BALANCE | PERCENT<br>EXPENDED | UNEXPENDED |
|----------------|--------------------------------|------------|----------------|----------------|---------------------|------------|
| 006-410-6010   | SALARIES                       | 144,000.00 | 9,677.73       | 19,228.99      | 13.35               | 124,771.01 |
| 006-410-6210   | DUES & SUBSCRIPTIONS           | 1,500.00   | .00            | 1,306.32       | 87.09               | 193.68     |
| 006-410-6230   | TRAVEL, TRAINING, & DUES       | 100.00     | .00            | .00            | .00                 | 100.00     |
| 006-410-6310   | BUILDING & GROUNDS MAINTENANCE | .00        | 578.61         | 1,631.02       | .00                 | 1,631.02-  |
| 006-410-6371   | UTILITIES                      | 11,000.00  | 1,324.30       | 2,250.35       | 20.46               | 8,749.65   |
| 006-410-6402   | ADVERTISING & LEGAL PUBLICATIO | .00        | .00            | .00            | .00                 | .00        |
| 006-410-6405   | RECORDING FEES                 | 500.00     | 1,042.00       | 1,042.00       | 208.40              | 542.00-    |
| 006-410-6408   | INSURANCE                      | .00        | .00            | .00            | .00                 | .00        |
| 006-410-6411   | LEGAL EXPENSES                 | .00        | .00            | .00            | .00                 | .00        |
| 006-410-6497   | MISC EXPENSE                   | .00        | .00            | .00            | .00                 | .00        |
| 006-410-6498   | PROGRAMMING                    | 3,000.00   | 385.80         | 725.69         | 24.19               | 2,274.31   |
| 006-410-6505   | NEW EQUIPMENT                  | .00        | 22.90          | 342.87         | .00                 | 342.87-    |
| 006-410-6507   | OPERATING SUPPLIES & MATERIALS | 600.00     | 25.98          | 68.47          | 11.41               | 531.53     |
| 006-410-6508   | POSTAGE                        | 300.00     | 15.60          | 20.00          | 6.67                | 280.00     |
| 006-410-6522   | PRINTED MATERIALS              | 5,000.00   | 616.26         | 1,165.84       | 23.32               | 3,834.16   |
| 006-410-6523   | AUDIO/VISUAL MATERIALS         | 1,000.00   | 252.36         | 406.66         | 40.67               | 593.34     |
| 006-410-6525   | SOFTWARE & TECH SUPPORT        | 8,500.00   | 1,232.80       | 2,111.72       | 24.84               | 6,388.28   |
| 006-410-6526   | JANITOR SUPPLIES               | 500.00     | .00            | .00            | .00                 | 500.00     |
| 006-410-6751   | CONSTRUCTION PROJECTS          | .00        | .00            | .00            | .00                 | .00        |
|                |                                |            |                |                |                     |            |
|                | LIBRARY OPERATING TOTAL        | 176,000.00 | 15,174.34      | 30,299.93      | 17.22               | 145,700.07 |

## BUDGET REPORT CALENDAR 8/2025, FISCAL 2/2026 16.6%

| ACCOUNT NUMBER | ACCOUNT TITLE                  | BUDGET    | MTD<br>BALANCE | YTD<br>BALANCE | PERCENT<br>EXPENDED | UNEXPENDED |
|----------------|--------------------------------|-----------|----------------|----------------|---------------------|------------|
| 010-410-6408   | LIABILITY & PROP INS LEVY TOTA | 13,000.00 | .00            | .00            | .00                 | 13,000.00  |
| 112-410-6      | EMPLOYEE BENEFITS TOTAL        | 33,422.00 | 2,263.62       | 4,505.60       | 13.48               | 28,916.40  |
|                |                                |           |                |                |                     |            |
|                | TOTAL EXPENSES                 | 46,422.00 | 2,263.62       | 4,505.60       | 9.71                | 41,916.40  |

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

| REVENUE REPORT CALENDAR 8/2025, FISCAL 2/2026 16.6% |                              |           |             |             |               |             |
|-----------------------------------------------------|------------------------------|-----------|-------------|-------------|---------------|-------------|
| ACCOUNT NUMBER                                      | ACCOUNT TITLE                | ESTIMATE  | MTD BALANCE | YTD BALANCE | PERCENT RECVD | UNCOLLECTED |
| 167-410-4300                                        | INTEREST - LIBRARY ENDOWMENT | .00       | .00         | .00         | .00           | .00         |
| 167-410-4471                                        | LOCAL GRANTS                 | 20,000.00 | 10,000.00   | 10,000.00   | 50.00         | 10,000.00   |
| 167-410-4705                                        | DONATIONS                    | .00       | .00         | .00         | .00           | .00         |
| 167-410-4707                                        | DONATIONS/BLDG RENOVATION    | 20,000.00 | 2,500.00    | 2,500.00    | 12.50         | 17,500.00   |
| 167-410-4799                                        | OTHER REVENUES               | .00       | .00         | .00         | .00           | .00         |
| 167-910-4830                                        | TRANSFER IN - LIBRARY ENDOW  | .00       | .00         | .00         | .00           | .00         |
| 167-910-4832                                        | INTERFUND LOAN PAYMENT       | .00       | .00         | .00         | .00           | .00         |
| LIBRARY ENDOWMENT TOTAL                             |                              | 40,000.00 | 12,500.00   | 12,500.00   | 31.25         | 27,500.00   |

| BUDGET REPORT CALENDAR 8/2025, FISCAL 2/2026 16.6% |                                |           |             |             |                  |            |
|----------------------------------------------------|--------------------------------|-----------|-------------|-------------|------------------|------------|
| ACCOUNT NUMBER                                     | ACCOUNT TITLE                  | BUDGET    | MTD BALANCE | YTD BALANCE | PERCENT EXPENDED | UNEXPENDED |
| 167-410-6751                                       | CONSTRUCTION PROJECTS          | 75,000.00 | .00         | .00         | .00              | 75,000.00  |
| 167-910-6910                                       | TRANSFER OUT - LIBRARY ENDOWME | .00       | .00         | .00         | .00              | .00        |
| LIBRARY ENDOWMENT TOTAL                            |                                | 75,000.00 | .00         | .00         | .00              | 75,000.00  |

# AUGUST 2025 **MONEY MARKET** REPORT

## BANK CASH REPORT 2025

| BANK NAME | FUND GL                 | NAME | JULY CASH BALANCE | AUGUST RECEIPTS | AUGUST DISBURSMENTS | AUGUST CASH BALANCE | OUTSTANDING TRANSACTIONS | AUG BANK BALANCE |
|-----------|-------------------------|------|-------------------|-----------------|---------------------|---------------------|--------------------------|------------------|
| BANK      | MIDWEST HERITAGE LIB MM | BK#4 | 155,119.18        | 181.15          | 0.00                | 155,300.33          | 0.00                     | 155,300.33       |
| 006       | LIBRARY MM ACCOUNT      |      |                   |                 |                     |                     |                          |                  |

# AUGUST 2025 TREASURER’S REPORT

| BUDGET REPORT CALENDAR 8/2025, FISCAL 2/2026 16.6% |            |             |             |                  |            |
|----------------------------------------------------|------------|-------------|-------------|------------------|------------|
| ACCOUNT TITLE                                      | BUDGET     | MTD BALANCE | YTD BALANCE | PERCENT EXPENDED | UNEXPENDED |
| LIBRARY TOTAL                                      | 297,422.00 | 17,437.96   | 34,805.53   | 11.70            | 262,616.47 |

| TREASURER'S REPORT CALENDAR 8/2025, FISCAL 2/2026 |                        |           |           |                     |                |  |
|---------------------------------------------------|------------------------|-----------|-----------|---------------------|----------------|--|
| ACCOUNT TITLE                                     | LAST MONTH END BALANCE | RECEIVED  | DISBURSED | CHANGE IN LIABILITY | ENDING BALANCE |  |
| 006 LIBRARY OPERATING                             | 6,777.76-              | 845.29    | 15,174.34 | .00                 | 21,106.81-     |  |
| 167 LIBRARY ENDOWMENT                             | 319,444.64             | 12,500.00 | .00       | .00                 | 331,944.64     |  |

# CHARITON FREE PUBLIC LIBRARY FY2026 BUDGET

# AUGUST 2025

| OPERATING BUDGET REVENUES & EXPENDITURES                  |                                                          | BUDGETED                          | 08/2025              | BALANCE              |
|-----------------------------------------------------------|----------------------------------------------------------|-----------------------------------|----------------------|----------------------|
| BEGINNING BALANCE 7/1/2025 (Cash on hand \$135.00)        |                                                          | (LESS FY25 Carry Over \$6,502.34) |                      | \$135.00             |
| 006-410-4300                                              | INTEREST MONEY MARKET & BEQUESTS                         | \$4,500.00                        | \$181.15             | \$890.89             |
| 006-410-4470                                              | RURAL FEES (Salaries & Utilities)                        | \$19,716.00                       | \$0.00               | \$0.00               |
| 006-410-4471                                              | GRANTS                                                   | \$3,300.00                        | \$0.00               | \$0.00               |
| 006-410-4550                                              | MISCELLANEOUS                                            | \$0.00                            | \$0.00               | \$0.00               |
| 006-410-4705                                              | DONATIONS                                                | \$2,000.00                        | \$310.89             | \$410.89             |
| 006-410-4715                                              | REFUND                                                   | \$0.00                            | \$0.00               | \$0.00               |
| 006-410-4765                                              | LIBRARY INCOME                                           | \$3,000.00                        | \$353.25             | \$654.00             |
| 006-410-4799                                              | OTHER STATE LIBRARY ENRICH IOWA PAYMENT                  | \$3,500.00                        | \$0.00               | \$600.00             |
| 006-910-4830                                              | TRANSFER INTO LIBRARY OPERATING FUND                     | \$0.00                            | \$0.00               | \$0.00               |
| 006-950-4000                                              | CITY PROPERTY TAXES (Salaries)                           | \$140,000.00                      | \$0.00               | \$0.00               |
|                                                           |                                                          | <b>\$176,016.00</b>               | <b>\$845.29</b>      | <b>\$2,555.78</b>    |
| 006-410-6010                                              | GROSS SALARIES                                           | \$144,000.00                      | (\$9,677.73)         | (\$19,228.99)        |
| 006-410-6210                                              | SUBSCRIPTIONS/LICENSES                                   | \$1,500.00                        | \$0.00               | (\$1,306.32)         |
| 006-410-6230                                              | TRAVEL/TRAINING/DUES                                     | \$100.00                          | \$0.00               | \$0.00               |
| 006-410-6310                                              | BUILDING & GROUNDS (budgeted \$0 - Use Cap Pro instead?) | \$0.00                            | (\$578.61)           | (\$1,631.02)         |
| 006-410-6371                                              | UTILITIES                                                | \$11,000.00                       | (\$1,324.30)         | (\$2,250.35)         |
| 006-410-6402                                              | ADVERTISING/PUBLICATIONS                                 | \$0.00                            | \$0.00               | \$0.00               |
| 006-410-6405                                              | AUDITOR RECORDING FEES                                   | \$500.00                          | (\$1,042.00)         | (\$1,042.00)         |
| 006-410-6411                                              | LEGAL EXPENSES                                           | \$0.00                            | \$0.00               | \$0.00               |
| 006-410-6497                                              | MISC. EXPENSES                                           | \$0.00                            | \$0.00               | \$0.00               |
| 006-410-6498                                              | PROGRAMMING                                              | \$3,000.00                        | (\$385.80)           | (\$725.69)           |
| 006-410-6505                                              | NEW FURNITURE/EQUIP (budgeted \$0, Shop Vac & Desks)     | \$0.00                            | (\$22.90)            | (\$342.87)           |
| 006-410-6507                                              | OPERATING SUPPLIES                                       | \$600.00                          | (\$25.98)            | (\$68.47)            |
| 006-410-6508                                              | POSTAGE                                                  | \$300.00                          | (\$15.60)            | (\$20.00)            |
| 006-410-6522                                              | PRINTED MATERIALS                                        | \$5,000.00                        | (\$616.26)           | (\$1,165.84)         |
| 006-410-6523                                              | AUDIO-VISUAL MATERIALS                                   | \$1,000.00                        | (\$252.36)           | (\$406.66)           |
| 006-410-6525                                              | SOFTWARE & TECH SUPPT                                    | \$8,500.00                        | (\$1,232.80)         | (\$2,111.72)         |
| 006-410-6526                                              | JANITOR SUPPLIES                                         | \$500.00                          | \$0.00               | \$0.00               |
| TOTAL                                                     |                                                          | <b>\$176,000.00</b>               | <b>(\$15,174.34)</b> | <b>(\$30,299.93)</b> |
| (Cash on hand: Petty Cash \$60, Income Cash Drawers \$75) |                                                          |                                   | BALANCE              | <b>(\$27,609.15)</b> |

| ENDOWMENT/CAPITAL BUDGET REVENUES & EXPENDITURES |                                                       | BUDGETED                          | 08/2025            | BALANCE              |
|--------------------------------------------------|-------------------------------------------------------|-----------------------------------|--------------------|----------------------|
| BEGINNING BALANCE 7/1/2025                       |                                                       | (PLUS FY25 Carry Over \$6,502.34) |                    | \$325,946.98         |
| 167-410-4300                                     | INTEREST - LIBRARY ENDOWMENT                          | \$0.00                            | \$0.00             | \$0.00               |
| 167-410-4471                                     | GRANTS - LIBRARY CAPITAL PROJECTS Vredenburg          | \$20,000.00                       | \$10,000.00        | \$10,000.00          |
| 167-410-4705                                     | DONATIONS - LIBRARY ENDOWMENT                         | \$0.00                            | \$0.00             | \$0.00               |
| 167-410-4707                                     | DONATIONS - LIBRARY CAPITAL PROJECTS                  | \$20,000.00                       | \$2,500.00         | \$2,500.00           |
| 167-410-4799                                     | OTHER REVENUES - CAPITAL PROJECTS                     | \$0.00                            | \$0.00             | \$0.00               |
| 167-410-6751                                     | CAPITAL PROJECT CONSTRUCTION                          | \$75,000.00                       | \$0.00             | \$0.00               |
| TOTAL                                            |                                                       |                                   | <b>\$12,500.00</b> | <b>\$338,446.98</b>  |
| RESTRICTED                                       | Restricted Memorial Bequests for Collection Purchases |                                   |                    | <b>(\$75,390.01)</b> |
| (PLUS FY25 Carry Over \$6,502.34)                |                                                       |                                   | BALANCE            | <b>\$263,056.97</b>  |

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

| <b>OPERATING FUND CLAIMS</b>                         |                   | <b>BUDGET LINE</b> | <b>V#</b> | <b>PAYMENT</b>    |
|------------------------------------------------------|-------------------|--------------------|-----------|-------------------|
| Access Systems                                       | Copier Contract   | 006-410-6525       | 5321      | \$176.08          |
| Alliant Energy                                       | Monthly Electric  | 006-410-6371       | 131       | \$760.54          |
| Amazon Capital Services                              | Programming       | 006-410-6498       | 5265      | \$19.99           |
|                                                      | Printed Materials | 006-410-6522       |           | \$145.92          |
|                                                      | AV Materials      | 006-410-6523       |           | \$28.90           |
| Baker & Taylor                                       | Printed Materials | 006-410-6522       | 34        | \$15.39           |
| Cash                                                 | Screwdriver       | 006-410-6310       | 68        | \$4.27            |
|                                                      | Postage           | 006-410-6508       |           | \$4.25            |
| Chariton Water Department                            | Monthly Water     | 006-410-6371       | 80        | \$24.80           |
| Mainstay Systems Inc.                                | Tech Contract     | 006-410-6525       | 5351      | \$714.00          |
| Murphy, Kris                                         | Books             | 006-410-6522       | 1324      | \$32.21           |
| Windstream                                           | Monthly Phone/Int | 006-410-6371       | 858       | \$303.90          |
| <b>TOTAL OPERATING FUND CLAIMS PAID OCTOBER 2025</b> |                   |                    |           | <b>\$2,230.25</b> |

| <b>CAPITAL PROJECT CLAIMS</b>                      |            | <b>BUDGET LINE</b>   | <b>V#</b> | <b>PAYMENT</b>     |
|----------------------------------------------------|------------|----------------------|-----------|--------------------|
| Wood Roofing                                       | North Roof | <b>167</b> -410-6751 |           | \$43,361.63        |
| <b>TOTAL CAPITAL FUND CLAIMS PAID OCTOBER 2025</b> |            |                      |           | <b>\$43,361.63</b> |

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

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

818606

|            |                                                                                                                                                                                                                                    |                |         |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------|
| ORDER INFO | DATE                                                                                                                                                                                                                               | 203-6587       | 9.15.25 |
|            | NAME                                                                                                                                                                                                                               | Andy Peterson  |         |
|            | ADDRESS                                                                                                                                                                                                                            | 18891 530th St |         |
|            | CITY/STATE/ZIP                                                                                                                                                                                                                     | Chariton       |         |
| PAID BY    | <input type="checkbox"/> cash <input type="checkbox"/> charge <input type="checkbox"/> check <input type="checkbox"/> other information<br><input type="checkbox"/> card <input type="checkbox"/> account <input type="checkbox"/> |                |         |

| quantity | description                                                    | price | amount |
|----------|----------------------------------------------------------------|-------|--------|
| 1        | Library                                                        |       |        |
| 2        |                                                                |       |        |
| 3        |                                                                |       |        |
| 4        | labors + materials<br>to frame up<br>some walls in<br>basement |       |        |
| 5        |                                                                |       |        |
| 6        |                                                                |       |        |
| 7        |                                                                |       |        |
| 8        | 2x4's + drywall                                                |       |        |
| 9        |                                                                |       |        |
| 10       | 8,000 - 10,000                                                 |       |        |
| 11       |                                                                |       |        |

received by

adama

keep this slip for reference

DCS808UN/10-1

# Chariton Free Public Library FY25 Iowa Public Library General Information Survey

(Reporting period July 1, 2024 to June 30, 2025 - unless otherwise specified) Due October 31, 2025

Report hourly salary amounts as of June 30, 2025.

Hourly salary of the director **\$24.76**

Hourly salary of assistant director **\$19.78**

Hourly average salary of library clerks **\$15.45**

**CAPITAL INCOME AND EXPENDITURES** is intended to pay for large one-time library purchases. Include funds received or spent for major building updates or repairs including roof, painting, carpeting, HVAC, etc.

## ***Capital Income***

Did your library have any major one-time capital projects in FY25 **YES**

**\$33,665** Capital funds from private sources

**\$33,665** Total capital income

## ***Capital Expenditures***

**\$46,129** Total capital expenditures

## **OPERATING INCOME AND EXPENDITURES**

### ***Governmental Operating Income***

**\$140,000** City income received from the city's general fund

**\$19,751** County income received from all counties

**\$416** Income received from contracting cities in Iowa. (*City of Russell*)

**\$2,647** State income received from the State Library of Iowa

### ***Non-Governmental Operating Income***

**\$6,733** Endowments and gifts received (if spent in FY25) (*Interest & Donations*)

**\$3,690** Fines and/or fees received

**\$2,853** Other income received (*Genealogy Rent & Insurance Refund*)

**TOTAL OPERATING INCOME \$176,090**

**OPERATING EXPENDITURES** current and recurrent costs necessary to support library services.

**\$124,274** Total salaries and wages expenditures (before deductions)

**\$28,421** Total employee benefits expenditures

**\$152,695** Total staff expenditures

**\$5,996** Print physical collection expenditures

**\$172** Audio physical collection expenditures

**\$846** Video physical collection expenditures

**\$270** Other physical collection expenditures (*Bin/Kit Materials*)

**\$1,288** Total physical non-print collection expenditures

**\$7,284** Total physical collection expenditures

**\$653** Bridges e-book collection expenditures.

**\$653** Total e-book collection expenditures

**\$653** Bridges downloadable audio collection expenditures.

**\$653** Total downloadable audio collection expenditures

**\$0** Total downloadable video collection expenditures.

**\$0** Total Electronic Information collection expenditures.

**\$1,306** Total downloadable and Electronic Information collection expenditures

**\$8,590** Total collection expenditures

**\$53,848** All other operating expenditures (phone, lights, HVAC, Internet, insurance, etc.)

**TOTAL OPERATING EXPENDITURES \$215,133**

## LIBRARY COLLECTION

*(KM note: our numbers have been skewed for many years, I suspect due to the entry method for the annual survey. We always just plug our additions and weeds into the form. I don't know when the discrepancy started, but I decided to correct it this year so that the annual survey numbers match our catalog numbers. That's why the additions and weeds do not match our monthly/yearly statistics. I'm more concerned about it being an accurate account of what we own.)*

### Physical Collection (In-house actual items)

**13,821** Printed books (# of items), held at start of year

**3,720** Printed books (# of items), added during year

**1,106** Printed books (# of items), withdrawn during year

**16,435 Printed books (# of items), held at end of year**

**797** Audio materials (# of physical items), held at start of year

**13** Audio materials (# of physical items), added during year

**51** Audio materials (# of physical items), withdrawn during year

**759 Audio materials (# of physical items), held at end of year**

**5,472** Video materials (# of physical items), held at start of year

**127** Video materials (# of physical items), added during year

**284** Video materials (# of physical items), withdrawn during year

**5,315 Video materials (# of physical items), held at end of year**

**313** Other library materials (# of physical items), held at start of year (Bins/Kits, Games, Puzzles)

**11** Other library materials (# of physical items), added during year

**70** Other library materials (# of physical items), withdrawn during year

**254 Other library materials (# of physical items), held at end of year**

**20,403** Total physical items, held at start of year

**3,871** Total physical items, added during year

**1,511** Total physical items, withdrawn during year

**22,763 Total physical items, held at end of year**

### Electronic Collection (All through consortiums or State Library programs)

**E-Books Yes** the Library provided access to e-books via a consortium.

**Downloadable Serials Yes** the Library provided access to downloadable serials via a consortium.

**Downloadable Audio Yes** the Library provided access to audio via a consortium.

**Downloadable Video Yes** the Library provided access to downloadable video via a consortium.

**Research Databases Yes** the Library provided access to research databases via the State Library.

**Online Learning Platforms Yes** the Library provided access to online learning platforms via the State Library.

*(KM note: the survey format for these statistics has been simplified from actual numbers to yes or no questions.)*

**CIRCULATION AND USE COUNTS** Circulation should only be counted for items checked out of the library's collection for use outside of the library, including renewals.

**Circulation Transactions of Physical Items**

**7,099** Adult books  
**1,052** Young adult books  
**8,929** Children's books  
**5,472** Video recordings  
**238** Audio recordings  
**0** Serials (*We haven't offered magazines for several years.*)  
**142** All other items (*Bins/Kits, Games, Puzzles*)

**22,932 Total PHYSICAL circulation by material type**

**Use of Downloadable Material**

**2,804** Bridges e-books. Prefilled and locked by the State Library.  
**4,902** Bridges downloadable audio recordings. Prefilled and locked by the State Library.  
**837** Bridges electronic serials. Prefilled and locked by the State Library.

**8,543 Total use of downloadable materials**

**31,475 Total Circulation of physical and downloadable materials.**

**Interlibrary Loan**

**439** Total Interlibrary Loan received from other libraries  
**98** Total Interlibrary Loan provided to other libraries

**OTHER USE COUNTS**

**3,439** Current total number of registered users as of June 30, 2025

**23,429** Door count annually

**14** Number of Internet computers for public use

**7,708** Number of uses of public Internet computers

**10,549** Total number of wireless sessions annually

**6,227** Website visits for libraries with a PLOW website annually. Prefilled and locked by the State Library.

**4,482** Circulation of physical items to the rural population of your own county

**11,753** Total physical circulation of all materials cataloged as "children's"

## **LIBRARY PROGRAMS AND CONTENT RECORDINGS** *(KM Note: We do not offer content recordings)*

Live Program Sessions are any planned events which introduce the group attending to library services or which provide information to participants. Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

### **Include**

All program sessions that are sponsored or co-sponsored by the library. For a program session to be sponsored or co-sponsored by the library, the library must contribute financial resources or staff time toward the program session. For a program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.

Both on-site and off-site program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library resources conducted at a school.

Program sessions with attendance of zero or one if they were intended for a group.

### **Exclude**

Passive or self-directed activities that do not occur at a scheduled time. For example, do not report "make and take" bags or coloring pages as a program. Report these self-directed activities on questions G51 to G59

### **Tips for reporting programs and attendance.**

When reporting attendees count total number of attendees regardless of the age. A children's program attended by 10 children and 10 adults is counted as 20, not as 10.

### **Children Ages 0-5**

- 1** Total number of live, in-person, onsite library programs for children ages 0-5
- 6** Total number of people attending live, in-person, onsite library programs for children ages 0-5
- 13** Total number of live, in-person, offsite library programs for children ages 0-5
- 159** Total number of people attending live, in-person, offsite library programs for children ages 0-5
- 14** Total number of library programs for children ages 0-5
- 165** Total number of people attending library programs for children ages 0-5

### **Children Ages 6-11**

- 15** Total number of library programs for children ages 6-11
- 244** Total number of people attending library program for children ages 6-11

### **Young Adults Ages 12-18**

- 1** Total number of library programs for young adults
- 7** Total number of people attending library program for young adults

### **Adults Aged 19 or Older**

- 16** Total number of library programs for adults
- 124** Total number of people attending library program for adults

### **General Interest - For All Ages**

- 88** Total number of live general interest library programs
- 522** Total number of people attending live general interest library programs
  
- 121** Total number of live, in-person, **onsite** library programs
- 903** Total number of people attending live, in-person, **onsite** library programs
- 13** Total number of live, in-person, **offsite** library programs
- 159** Total number of people attending live, in-person, **offsite** library programs
  
- 134** Total number of live library programs
- 1,062** Total number of people attending live library programs

## **PATRON-DIRECTED ACTIVITIES**

Below is a list of activities that are patron directed and sometimes known as passive, self-directed, or indirect programming. If you provide a service but are unsure of how many times it was used, answer with an estimate, or N/A. Otherwise provide the number of times each service is used ANNUALLY. Do not count the number of items created, only count the number of times a service is used.

**30** Total number of make and take kits provided

**125** Total number of coloring sheets provided

## **2025 SUMMER PROGRAM**

**108** Total number of Summer Program log participants

**12** Summer Programs for Children 0-5

**159** Total Attendance Summer Programs for Children 0-5

**11** Summer Programs for Children 6-11

**236** Total Attendance Summer Programs for Children 6-11

**0** Summer Programs for Young Adults

**0** Total Attendance Summer Programs for Young Adults

**3** Summer Programs for Adults

**13** Total Attendance Summer Programs for Adults

**4** Summer Programs for General Interest

**23** Total Attendance Summer Programs for General Interest

**30** Total Summer Programs

**431** Total Summer Programs Attendance

## **LIBRARY BUILDINGS - HOURS AND SQUARE FOOTAGE**

**2,436** Total number of hours open to the public during FY25

**52** Total number of weeks open to the public during FY25

**9,127** Square footage of main library. Prefilled and locked by the State Library.

**Chariton Free Public Library  
Director Report October 9, 2025**

We have submitted our annual survey report to the State Library a month early. I also completed the Summer Reading Program survey. I was unable to include the DnD programs on both surveys because I had no attendance numbers.

Midwest Heritage Bank discovered that an interest check they issued in 2022 had never been deposited. They reissued the check and the City Clerk deposited it. I added the amounts to the totals of the Allender and Herrick for this year. \$220 of it was an Ambelang payment. Ambelang is one of the bequests we use for capital projects. All interest payments currently go into the operating fund.

The Farmers Market ended on October 2<sup>nd</sup>. Our attendance this summer was nowhere near as good as in previous years. Only one day did we have a large group – the only cool Farmers Market day all summer. Although heat was our enemy, we did always have our regulars who are there because their families are part of the Farmers Market. I hope next summer goes better.

We will begin offering monthly Saturday StoryTimes themed for the season. Our first program date is October 25<sup>th</sup>. No extra points for guessing the holiday theme for this month.

Our next Staff Inservice is scheduled for October 13<sup>th</sup>. The Community Relations Committee will visit the inservice to speak with staff about the Community-Led Programming initiative.

We will hold a book sale on October 25<sup>th</sup> from 1:00 – 4:00. It will again include all of the weeded books still in the meeting room as well as the results of a brutal weed of the audiobook collection. When this was discussed at the recent Friends of the Library meeting it was suggested we offer some of our collection to Albia Public Library. I contacted them to find that they are also weeding their audiobook collection. It appears that the CD audiobook format is going the way taped formats did. We will offer first dibs on the weeded items to the six patrons who were the only people still sometimes using them. We've contacted the local senior residences who also expressed an interest in possibly taking some for their activities.

|                            | 1 <sup>ST</sup> Q FY22 | 1 <sup>ST</sup> Q FY23 | 1 <sup>ST</sup> Q FY24 | 1 <sup>ST</sup> Q FY25 | 1 <sup>ST</sup> Q FY26 |
|----------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Days Open                  | 74                     | 76                     | 76                     | 74                     | 75                     |
| Visitor Count              | 5,575                  | 7,170                  | 8,644                  | 6,831                  | 7,154                  |
| Meeting Room Uses          | 0                      | 65                     | 32                     | 36                     | 29                     |
| Total Circulation          | 7,723                  | 6,530                  | 6,126                  | 6,013                  | 7,076                  |
| BRIDGES Active Individuals | 232                    | 303                    | 369                    | 354                    | 407                    |
| BRIDGES Items Circulated   | 1,556                  | 1,830                  | 2,166                  | 2,195                  | 2,402                  |
| WI-FI Sessions             | 227                    | 1,831                  | 2,805                  | 1,993                  | 1,879                  |
| PC & Chromebox Uses        | 725                    | 1,117                  | 1,691                  | 2,056                  | 1,989                  |
| Programs                   | 16                     | 33                     | 47                     | 40                     | 44                     |
| Program Attendance         | 146                    | 138                    | 350                    | 366                    | 204                    |

| Copy Category             | 1 <sup>ST</sup> Q FY22 | 1 <sup>ST</sup> Q FY23 | 1 <sup>ST</sup> Q FY24 | 1 <sup>ST</sup> Q FY25 | 1 <sup>ST</sup> Q FY26 |
|---------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Adult Fiction             | 1,235                  | 1,330                  | 1,373                  | 1,336                  | 1,381                  |
| Large Print               | 163                    | 237                    | 132                    | 297                    | 297                    |
| Adult Nonfiction          | 587                    | 373                    | 346                    | 300                    | 276                    |
| Adult Audiobooks          | 119                    | 75                     | 38                     | 50                     | 32                     |
| Adult Video               | 1,161                  | 858                    | 743                    | 724                    | 983                    |
| Picture Books             | 833                    | 759                    | 581                    | 725                    | 848                    |
| Beginner Readers          | 422                    | 484                    | 338                    | 370                    | 337                    |
| Juvenile Fiction          | 1,291                  | 937                    | 963                    | 1,058                  | 1,341                  |
| Juvenile Nonfiction       | 311                    | 177                    | 206                    | 207                    | 224                    |
| Juvenile Audiobooks       | 31                     | 30                     | 31                     | 23                     | 34                     |
| Juvenile Videos           | 851                    | 879                    | 859                    | 582                    | 828                    |
| Young Adult Books         | 651                    | 294                    | 392                    | 278                    | 378                    |
| YA Anime Video            | 68                     | 65                     | 72                     | 33                     | 77                     |
| Games                     | N/A                    | 2                      | 1                      | 1                      | 1                      |
| Puzzles                   | N/A                    | 27                     | 15                     | 14                     | 7                      |
| Educational Bins          | N/A                    | N/A                    | 29                     | 12                     | 25                     |
| MAKER Kits                | N/A                    | N/A                    | 7                      | 3                      | 5                      |
| <b>TOTAL CIRCULATIONS</b> | <b>7,769</b>           | <b>6,622</b>           | <b>6,240</b>           | <b>6,146</b>           | <b>7,074</b>           |

Kris Murphy  
October 9, 2025