

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY AUGUST 14, 2025
LIBRARY BOARDROOM**

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum. Please alert the Library Director.

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Public Forum**
- 4. Consent Agenda:**
 - a. July 10, 2025 Minutes**
 - b. Correspondence - none**
 - c. Grants – none**
- 5. June 2025 Financial Statements**
- 6. August 2025 Claims**
- 7. Unfinished Business**
 - a. Strategic Planning**
 - b. Community-Led Programming**
- 8. New Business**
 - a. Library Meeting Room Policy**
- 9. Reports**
 - Finance & Policy
 - Community Relations
 - Building & Grounds
 - Director's Report
- 10. Board Comments & Continuing Education**

Please visit IPIB's website for guidelines and upcoming training dates →
- 11. Agenda Items for Next Month's (September 11, 2025) Meeting**

Adjournment

Chariton Public Library Board Meeting

August 14, 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)

Open Meetings and Open Records Training

This spring, the Iowa Legislature passed a law that now affects newly appointed library trustees. Effective July 1, 2025, new board members are required to take an online class regarding Iowa Code Chapter 21 and Iowa Code Chapter 22.

Chapter 21 addresses Iowa's Open Meetings Law, whereas Chapter 22 addresses Iowa's Open Records Law.

Newly appointed library trustees will need to complete these classes within 90 days of their appointment.

Staff with the Iowa Public Information Board (IPIB) will be coordinating and conducting this training. Classes will be offered periodically throughout the year and are expected to be approximately 90 minutes long. The IPIB office will provide completion certificates.

<https://www.ifoic.org/open-meetings-open-records-handbook/>

Chariton Free Public Library July 10, 2025

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom on July 10, 2025 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Fenton, Meyer, Pillsbury-Allen, Seuferer and Sharp were present. Director Murphy and Councilman Shutt were also present. Fenton was welcomed on her return to the Board.

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

Public Forum: None

Consent Agenda: Bisgard moved and Sharp seconded for unanimous approval of the Consent Agenda after moving the Financial Statements to its future location as an agenda item.

June 12, 2025 Minutes

Correspondence – none

Grants – Vredenburg Grant Report (C&D Masonry exterior building cleaning and repairs)

The **May 2025 Financial Statements** were reviewed. Bisgard moved their acceptance, Meyer seconded and the motion passed unanimously.

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

Unfinished Business

Murphy created a slide show for the Strategic Plan presentation scheduled for July 15, 2025 from 5:30 to 6:30. She will add it to the Library website. Focus group participants have been invited to attend and notice of the event has been published in the local newspaper.

Pillsbury-Allen moved to table discussion of the Community-Led Programming initiative until the Community Relations Committee has time to review it at their next meeting. Sharp seconded and the motion passed unanimously.

Meyer spoke with Lucas County Genealogical Society member Melody Wilson as to why the 2022 agreement between the Society and the Library Board had not been signed. The 2015 agreement is still binding and most stipulations in the 2022 document are being followed. The 2022 agreement will be revisited in January.

New Business

Pillsbury-Allen moved that the Building and Grounds Committee look into accepting bids to frame and drywall the southwest basement corner room, previously the book sale room, in order that the room might be put to use now while space assessment for future utilization continues. Meyer seconded and the motion passed unanimously.

Reports

Building & Grounds: Bisgard reported on the roof work currently underway. He is coordinating a site inspection with Wood Roofing and C&D Masonry both on hand to deal with a brick and mortar issue.

Community Relations: Pillsbury-Allen reported on a Next Playground gaming system secured as a donation by Crystal Elkins. It came with a year's free game subscription. We still need to determine how the game system might be utilized in the building.

Director's Report: (attached)

Adjournment: The meeting was adjourned at 6:21 p.m. on a motion from Pillsbury-Allen, seconded by Fenton.

Kris Murphy, Library Director

JUNE 2025 (FY25) OPERATING FUND FINANCIAL REPORT

REVENUE REPORT CALENDAR 6/2025, FISCAL 12/2025 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY \$MARKET	5,000.00	174.90	4,235.68	84.71	764.32
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	26,000.00	.00	20,167.00	77.57	5,833.00
006-410-4471	LOCAL GRANTS	20,000.00	.00	.00	.00	20,000.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	245.02	2,497.31	49.95	2,502.69
006-410-4707	DONATIONS/BLDG RENOVATION	.00	.00	.00	.00	.00
006-410-4715	REFUND	.00	.00	1,652.75	.00	1,652.75
006-410-4765	LIBRARY FINES	3,000.00	315.70	3,690.30	123.01	690.30
006-410-4799	OTHER REVENUES	5,000.00	.00	3,846.86	76.94	1,153.14
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	10,272.17	10,272.17	.00	10,272.17
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		204,000.00	11,007.79	186,362.07	91.35	17,637.93

BUDGET REPORT CALENDAR 6/2025, FISCAL 12/2025 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	151,400.00	9,985.96	124,274.43	82.08	27,125.57
006-410-6210	DUES & SUBSCRIPTIONS	2,000.00	.00	1,664.30	83.22	335.70
006-410-6230	TRAVEL, TRAINING, & DUES	400.00	.00	20.00	5.00	380.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,000.00	1,433.22	4,443.89	148.13	1,443.89
006-410-6371	UTILITIES	13,000.00	774.52	15,561.11	119.70	2,561.11
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	.00	.00	.00	.00	.00
006-410-6405	RECORDING FEES	500.00	.00	500.00	100.00	.00
006-410-6411	LEGAL EXPENSES	.00	.00	.00	.00	.00
006-410-6497	MISC EXPENSE	.00	.00	.00	.00	.00
006-410-6498	PROGRAMMING	6,000.00	1,365.15	2,991.09	49.85	3,008.91
006-410-6505	NEW EQUIPMENT	2,000.00	.00	3,049.83	152.49	1,049.83
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	28.49	830.87	41.54	1,169.13
006-410-6508	POSTAGE	100.00	5.11	301.36	301.36	201.36
006-410-6522	PRINTED MATERIALS	6,000.00	308.12	5,995.66	99.93	4.34
006-410-6523	AUDIO/VISUAL MATERIALS	3,000.00	34.34	1,055.86	35.20	1,944.14
006-410-6525	SOFTWARE & TECH SUPPORT	8,000.00	344.92	8,314.46	103.93	314.46
006-410-6526	JANITOR SUPPLIES	1,000.00	137.38	653.67	65.37	346.33
LIBRARY OPERATING TOTAL		198,400.00	14,417.21	169,656.53	85.51	28,743.47

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
010-410-6408	LIABILITY & PROP INS LEVY TOTA	17,900.00	.00	17,847.09	99.70	52.91
112-410-61	EMPLOYEE BENEFITS TOTAL	33,417.00	2,316.28	28,421.27	85.05	4,995.73
TOTAL EXPENSES		51,317.00	2,316.28	46,268.36	90.16	5,048.64

JUNE 2025 (FY25) ENDOWMENT/CAPITAL FUND REPORT

REVENUE REPORT CALENDAR 6/2025, FISCAL 12/2025 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
167-410-4300	INTEREST - LIBRARY ENDOWMENT	.00	.00	.00	.00	.00
167-410-4471	LOCAL GRANTS	20,000.00	.00	17,000.00	85.00	3,000.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	.00	16,665.00	83.33	3,335.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
167-910-4830	TRANSFER IN - LIBRARY ENDOW	256,518.69	.00	256,518.69	100.00	.00
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
	LIBRARY ENDOWMENT TOTAL	296,518.69	.00	290,183.69	97.86	6,335.00

BUDGET REPORT CALENDAR 6/2025, FISCAL 12/2025 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
167-410-6751	CONSTRUCTION PROJECTS	40,000.00	24,068.00	46,129.06	115.32	6,129.06-
167-910-6910	TRANSFER OUT - LIBRARY ENDOWME	.00	10,272.17	10,272.17	.00	10,272.17-
	LIBRARY ENDOWMENT TOTAL	40,000.00	34,340.17	56,401.23	141.00	16,401.23-

JUNE 2025 MONEY MARKET REPORT

BANK CASH REPORT 2025

BANK NAME	FUND GL	NAME	MAY CASH BALANCE	JUNE RECEIPTS	JUNE DISBURSMENTS	JUNE CASH BALANCE	OUTSTANDING TRANSACTIONS	JUN BANK BALANCE
BANK	MIDWEST HERITAGE LIB MM	BK#4	154,763.34	174.90	0.00	154,938.24		154,938.24
006	LIBRARY MM ACCOUNT							

JUNE 2025 (FY25) TREASURER'S REPORT

BUDGET REPORT CALENDAR 6/2025, FISCAL 12/2025 100.0%

ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
LIBRARY TOTAL	289,717.00	40,801.49	262,053.95	90.45	27,663.05

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

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006 LIBRARY OPERATING	10,046.76	11,007.79	14,417.21	.00	6,637.34
167 LIBRARY ENDOWMENT	353,784.81	.00	34,340.17	.00	319,444.64

CHARITON FREE PUBLIC LIBRARY FY2025 BUDGET

JUNE 2025

OPERATING BUDGET REVENUES & EXPENDITURES		CITY BUDGETED	PLANNED BUDGET	06/2025	BALANCE
BEGINNING BALANCE 7/1/2024					\$0.00
006-410-4300	INTEREST MONEY MARKET & BEQUESTS	\$5,000.00	\$5,000.00	\$174.90	\$4,235.68
006-410-4470	RURAL FEES	\$26,000.00	\$19,716.00	\$0.00	\$20,167.00
006-410-4471	GRANTS	\$20,000.00	\$10,000.00	\$0.00	\$0.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS (usually spent on 6522 & 6523)	\$5,000.00	\$5,000.00	\$245.02	\$2,497.31
006-410-4715	REFUND (Insurance Refund)	\$0.00	\$0.00	\$0.00	\$1,652.75
006-410-4765	LIBRARY INCOME	\$3,000.00	\$3,000.00	\$315.70	\$3,690.30
006-410-4799	OTHER STATE LIBRARY ENRICH IOWA PAYMENT	\$5,000.00	\$5,000.00	\$0.00	\$3,846.86
006-910-4830	TRANSFER INTO LIBRARY OPERATING FUND	\$0.00	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$140,000.00	\$0.00	\$140,000.00
		\$204,000.00	\$187,716.00	\$735.62	\$176,089.90
006-410-6010	GROSS SALARIES	\$151,400.00	\$140,000.00	(\$9,985.96)	(\$124,274.43)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$2,000.00	\$2,000.00	\$0.00	(\$1,664.30)
006-410-6230	TRAVEL/TRAINING/DUES	\$400.00	\$100.00	\$0.00	(\$20.00)
006-410-6310	BUILDING & GROUNDS Floor Cleaning, my fault	\$3,000.00	\$1,000.00	(\$1,433.22)	(\$4,443.89)
006-410-6371	UTILITIES	\$13,000.00	\$13,000.00	(\$774.52)	(\$15,561.11)
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$0.00
006-410- 6405	AUDITOR RECORDING FEES	\$500.00	\$500.00	\$0.00	(\$500.00)
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6497	MISC. EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$6,000.00	\$4,000.00	(\$1,365.15)	(\$2,991.09)
006-410-6505	NEW FURNITURE/EQUIP (FY24 FIRST AID GRANT)	\$2,000.00	\$1,000.00	\$0.00	(\$3,049.83)
006-410-6507	OPERATING SUPPLIES	\$2,000.00	\$2,000.00	(\$28.49)	(\$830.87)
006-410-6508	POSTAGE	\$100.00	\$100.00	(\$5,011.00)	(\$301.36)
006-410-6522	PRINTED MATERIALS (167 interest)	\$6,000.00	\$6,000.00	(\$308.12)	(\$5,995.66)
006-410-6523	AUDIO-VISUAL MATERIALS (167 interest)	\$3,000.00	\$3,000.00	(\$34.34)	(\$1,055.86)
006-410-6525	SOFTWARE & TECH SUPPT	\$8,000.00	\$8,000.00	(\$344.92)	(\$8,314.46)
006-410-6526	JANITOR SUPPLIES	\$1,000.00	\$1,000.00	(\$137.38)	(\$653.67)
		\$198,400.00	\$181,700.00	\$14,417.21	\$169,656.53
(Cash on hand: Petty Cash \$60, Income Cash Drawers \$75)				BALANCE	\$6,433.37

ENDOWMENT/CAPITAL BUDGET REVENUES & EXPENDITURES		BUDGETED	06/2025	BALANCE
BEGINNING BALANCE 7/1/2024 (including restricted \$75,390.01 & 7/24 Transfer from Op Fund)				\$331,908.70
167-410-4300	INTEREST - LIBRARY ENDOWMENT	\$0.00	\$0.00	\$0.00
167-410-4471	GRANTS - LIBRARY CAPITAL PROJECTS	\$20,000.00	\$0.00	\$17,000.00
167-410-4705	DONATIONS - LIBRARY ENDOWMENT	\$0.00	\$0.00	\$0.00
167-410-4707	DONATIONS - LIBRARY CAPITAL PROJECTS	\$20,000.00	\$0.00	\$16,665.00
167-410-4799	OTHER REVENUES - CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00
167-410-6751	CAPITAL PROJECT CONSTRUCTION (HVAC, Stone)	\$40,000.00	(\$24,068.00)	(\$46,129.06)
			Subtotal	\$319,444.64
RESTRICTED	Restricted Memorial Bequests for Collection Purchases			(\$75,390.01)
			AVAILABLE BALANCE	\$244,054.63

LIBRARY INVESTMENT INFORMATION Date: 06/30/2025

<u>Fund</u>	<u>Number</u>	<u>Date Purchased</u>	<u>Date Matures</u>	<u>Amount</u>	<u>Rate</u>	<u>Bank</u>
Allender	742-08	02/28/2023	02/28/26	32,118.44	2.82%	C1st
Blake	742-07	02/28/2023	02/28/26	1,003.71	2.722%	C1st
Dewey	742-05	02/28/2023	02/28/26	4,044.74	2.722%	C1st
Herrick	742-06	02/28/2023	02/28/26	38,223.12	2.82%	C1st
Total:				75,390.01		

Money Market Account (Interest added monthly) Midwest Heritage

Balance: (As of 03/31/25)	154,408.31
Apr Interest	174.50
May Interest	180.53
June Interest	174.90
	<u>\$154,938.24</u>

TOTAL \$230,328.25

G/L REVENUE HISTORY REPORT FROM 07/2025 TO 7/2025

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 1/2026 TO 1/2026)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
006-410-4300	INTEREST - LIBRARY		
7/15/25	RM1712 COMMUNITY FIRST CREDIT UNION	1922 LIBRARY INTEREST-ALLENDER	225.81
7/15/25	RM1712 COMMUNITY FIRST CREDIT UNION	1921 LIBRARY INTEREST-BLAKE	6.81
7/15/25	RM1712 COMMUNITY FIRST CREDIT UNION	1919 LIBRARY INTEREST-DEWEY	27.45
7/15/25	RM1712 COMMUNITY FIRST CREDIT UNION	1920 LIBRARY INTEREST-HERRICK	268.73
REPORT TOTAL			<u>528.80</u>

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

OPERATING FUND CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems	Copier Contract	006-410-6525	5321	\$413.80
Alliant Energy		006-410-6371	131	\$1,004.30
Amazon Capital Services	Programming	006-410-6498		\$385.80
	Equipment	006-410-6505		\$22.90
	Operating Supplies	006-410-6507	5265	\$25.98
	Printed Materials	006-410-6522		\$361.80
	AV Materials	006-410-6523		\$252.36
American Alarms	Annual Contract	006-410-6310	5145	\$392.40
Baker & Taylor	Printed Materials	006-410-6522	34	\$254.46
Cash	Postage	006-410-6508	68	\$22.82
Chariton Water Department		006-410-6371	80	\$25.13
D.I.A.L. Elevator Safety Bureau	Inspection	006-410-6310		\$175.00
Fortres Grand Corporation	Patron PC Security	006-410-6525	2029	\$165.00
RGE & ASSOCIATES (Auditor)	Auditor	006-410-6405	5482	\$1,042.00
True Value	Batteries	006-410-6310	40	\$3.99
WebClarity BookWhere Renewal	Cataloging Software	006-410-6525	1371	\$654.00
Windstream		006-410-6371	858	\$294.87
TOTAL OPERATING FUND CLAIMS PAID AUGUST 2025				\$5,496.61

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 Seuferer

Chariton Public Library

Meeting Room Policy

(DRAFT REVISION 2025)

(REVISED 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 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 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.

There is **no rental fee** for use of the meeting room, but the Library reserves the right to assess a cleanup fee.

Reservations for use are appreciated and the only way to ensure 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 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 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.

This revision removes the after-hours rental option, contract and reference to the MakerSpace Policy.

Chariton Public Library

Meeting Room Policy

(REVISED 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 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 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 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 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: _____

**Chariton Free Public Library
Director Report
August 14, 2025**

The Auditor has graced us with his presence again this year and doubled his price. I dropped our files at City Hall, but he had no questions for me – usually a good sign.

One of our front basement windows lost the glass pane that protects it. I placed all the glass in a box to dispose of, but the frame is still good. It looks like the little tabs that hold them in place are to blame as several have deteriorated. Perhaps we should address those windows soon, even if it's just to get something other than glass over them and held on by something that isn't a little piece of plastic screwed to the surround frame.

Steve Blake visited Lockridge to purchase a new drain cover for the southwest lawn area, returned immediately and popped it into place.

Work on the roof continues. There are still certain materials we're waiting on. The trim adjacent to the new copper guttering has a curved profile and is still being sourced.

The Summer Program is OVER! 98 children were registered for the program and brought in their log sheets each week to redeem their reading and other activities for a small prize. Since this year's theme was *Level Up @ Your Library*, many of the prizes were games or playthings. We always have trouble getting people to sign up via the website so that they are actually registered for our annual report numbers. But, we had grand prizes that were up for grabs at the end. Any name that got drawn for a prize had to be registered or register prior to picking up their prize. That worked well. I'll issue thanks and report on numbers later this fall when I complete our annual survey and create the annual report we make available on the website. Since we only had two professional performers, we had funds to purchase many of the little prizes, but we also had a small hoard of donated items that went into either the little prizes or the grand prize options, including books. Friends of the Library donated gift certificates for Piper's & Double-Dip and those were very popular.

The Farmers Market runs through the first week in October, and although health issues have caused me to miss a few, we'll continue to offer programs as we can through to the end.

Kris Murphy
August 14, 2025