

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA · THURSDAY DECEMBER 11, 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. November 13, 2025 Minutes**
  - b. Correspondence - none**
  - c. Grants – none**
- 5. October 2025 Financial Statements**
- 6. December 2025 Claims**
- 7. Unfinished Business**
  - a. Strategic Planning**
  - b. Community-Led Programming**
  - c. Foundation Funding Inquiry**
- 8. New Business - none**
- 9. Reports**  
Finance & Policy Committee  
Community Relations Committee  
Building & Grounds Committee  
Library Director
- 10. Board Comments & Continuing Education**
- 11. Agenda Items for Next Month's (January 8, 2026) Meeting**

**Chariton Public Library Board Meeting**

**December 11, 2025 at 5:30pm**

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

**<https://meet.google.com/cth-ebfp-rrb>**

**Adjournment**

## Chariton Free Public Library November 13, 2025

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom on November 13, 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, Fredericks, Meyer, Muehlenthaler<sub>(online)</sub> Pillsbury-Allen, and Sharp were present. Director Murphy was also present.

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

### Public Forum: None

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

**October 9, 2025 Minutes**

**Correspondence** – none

**Grants** – none

The **September 2025 Financial Statements** were reviewed. Pillsbury-Allen moved the statements be accepted and placed on file, Fredericks seconded and the motion passed unanimously.

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

### Unfinished Business

The Building and Grounds Committee recommended proceeding with the SW Basement room refurbishment, awarding the job to Johnny Brown based on his bid for \$733.73. The Finance Committee had approved the funds for the job at their monthly meeting. Meyer moved to approve the work for up to \$1,000. Fredericks seconded and the motion was approved unanimously.

Muehlenthaler made a motion to approve the revision of the Meeting Room Policy. Meyer seconded and the motion passed unanimously.

The Strategic Plan spreadsheet was reviewed. A simple landscaping drawing was provided by Murphy to submit to the Horticultural Class at the High School so that they might design, plan and implement the first phase of landscaping next spring. Sharp will deliver the drawing and get feedback.

The Community Relations Committee met with Library staff at their inservice October 13<sup>th</sup>. Options for student tours and student library cards were discussed as well as potential coordination of the Community-Led Programming. The Committee will meet again in December. McGee plans to work on the ZEFFY fundraising option early in December.

### New Business

Murphy presented a Student Library Card Registration Form drafted by Library Staff. The Finance & Policy Committee will work to revise the Circulation Policy to accommodate students securing cards without in-person visits from their legal guardians at their December meeting. They will also discuss the Board Meeting Policy currently being drafted.

Muehlenthaler and Murphy reported on communications with the Library Foundation. The Foundation received a donation of \$1,000 to be spent on something for kids at the Library, but as yet no particular project has been chosen. The Foundation board also requested information on upcoming projects which they might help fund. Muehlenthaler spoke to them about the Young Reading Garden and the basement room projects.

### Reports

**Building & Grounds:** See above.

**Community Relations:** See above.

**Finance & Policy:** The annual fundraising letter was sent out this month and several donations have been received. Muehlenthaler sent thank you letters today.

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

**Adjournment:** The meeting was adjourned at 6:30 p.m. on a motion from Pillsbury-Allen, seconded by Meyer.

Kris Murphy, Library Director

# OCTOBER 2025 OPERATING FUND FINANCIAL REPORT

REVENUE REPORT CALENDAR 10/2025, FISCAL 4/2026 33.3%		MTD	YTD	PERCENT			
ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	BALANCE	RECV'D	UNCOLLECTED		
006-410-4300	INTEREST - LIBRARY	\$MARKET & BEQUESTS	4,500.00	716.19	2,123.56	47.19	2,376.44
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	302.10	751.79	37.59	1,248.21
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	398.35	1,311.60	43.72	1,688.40
006-410-4799	OTHER REVENUES		3,500.00	2,084.42	2,684.42	76.70	815.58
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	70,000.00	70,000.00	50.00	70,000.00
LIBRARY OPERATING TOTAL			176,016.00	73,501.06	76,871.37	43.67	99,144.63

BUDGET REPORT CALENDAR 10/2025, FISCAL 4/2026 33.3%		MTD	YTD	PERCENT		
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	BALANCE	EXPENDED	UNEXPENDED	
006-410-6010	SALARIES	144,000.00	15,732.57	44,813.36	31.12	99,186.64
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	4.27	2,159.74	.00	2,159.74-
006-410-6371	UTILITIES	11,000.00	1,265.32	4,729.77	43.00	6,270.23
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	.00	.00	.00	.00	.00
006-410-6405	RECORDING FEES	500.00	.00	1,042.00	208.40	542.00-
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	19.99	1,248.27	41.61	1,751.73
006-410-6505	NEW EQUIPMENT	.00	.00	342.87	.00	342.87-
006-410-6507	OPERATING SUPPLIES & MATERIALS	600.00	.00	130.12	21.69	469.88
006-410-6508	POSTAGE	300.00	4.25	41.55	13.85	258.45
006-410-6522	PRINTED MATERIALS	5,000.00	193.52	1,900.66	38.01	3,099.34
006-410-6523	AUDIO/VISUAL MATERIALS	1,000.00	58.90	534.02	53.40	465.98
006-410-6525	SOFTWARE & TECH SUPPORT	8,500.00	714.00	3,658.80	43.04	4,841.20
006-410-6526	JANITOR SUPPLIES	500.00	.00	261.08	52.22	238.92
LIBRARY TOTAL		176,000.00	17,992.82	62,168.56	35.32	113,831.44

BUDGET REPORT CALENDAR 10/2025, FISCAL 4/2026 33.3%		MTD	YTD	PERCENT		
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	BALANCE	EXPENDED	UNEXPENDED	
010-410-6408	LIABILITY & PROP INS LEVY	13,000.00	.00	.00	.00	13,000.00
112-410-61	EMPLOYEE BENEFITS	176,000.00	17,992.82	68,670.90	39.02	107,329.10
		46,422.00	3,298.36	11,091.39	23.89	35,330.61

# OCTOBER 2025 ENDOWMENT/CAPITAL FUND REPORT

REVENUE REPORT CALENDAR 10/2025, FISCAL 4/2026 33.3%		MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	BALANCE	RECV'D	UNCOLLECTED
167-410-4300	INTEREST - LIBRARY ENDOWMENT	.00	.00	.00	.00
167-410-4471	LOCAL GRANTS	20,000.00	.00	10,000.00	50.00
167-410-4705	DONATIONS	.00	.00	.00	.00
167-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	.00	2,500.00	12.50
167-410-4799	OTHER REVENUES	.00	.00	.00	.00
167-910-4830	TRANSFER IN - LIBRARY ENDOW	.00	.00	6,502.34-	.00
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00
LIBRARY ENDOWMENT TOTAL		40,000.00	.00	19,002.34	47.51
					20,997.66

BUDGET REPORT CALENDAR 10/2025, FISCAL 4/2026 33.3%		MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	BALANCE	EXPENDED	UNEXPENDED
167-410-6751	CONSTRUCTION PROJECTS	75,000.00	43,361.63	43,518.63	58.02
167-910-6910	TRANSFER OUT - LIBRARY ENDOWME	.00	.00	.00	.00
LIBRARY ENDOWMENT TOTAL		75,000.00	43,361.63	43,518.63	58.02
					31,481.37

## OCTOBER 2025 MONEY MARKET REPORT

### BANK CASH REPORT 2025

BANK NAME FUND GL NAME	SEPTEMBER CASH BALANCE	OCTOBER RECEIPTS	OCTOBER DISBURSEMENTS	OCTOBER CASH BALANCE	OUTSTANDING TRANSACTIONS	OCT BANK BALANCE
BANK MIDWEST HERITAGE LIB MM BK#4 006 LIBRARY MM ACCOUNT	155,475.84	181.56	0.00	155,657.40	0.00	155,657.40

## OCTOBER 2025 TREASURER'S REPORT

BUDGET REPORT CALENDAR 10/2025, FISCAL 4/2026 33.3%		MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	BALANCE	EXPENDED	UNEXPENDED
	LIBRARY TOTAL	297,422.00	64,652.81	116,778.58	39.26
					180,643.42

### TREASURER'S REPORT CALENDAR 10/2025, FISCAL 4/2026

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006 LIBRARY OPERATING	40,670.43-	73,501.06	17,992.82	.00	14,837.81
167 LIBRARY ENDOWMENT	338,289.98	.00	43,361.63	.00	294,928.35

# CHARITON FREE PUBLIC LIBRARY FY2026 BUDGET

OCTOBER 2025

OPERATING BUDGET REVENUES & EXPENDITURES		BUDGETED	10/2025	BALANCE
<b>BEGINNING BALANCE 7/1/2025 (Cash on hand \$135.00)</b>				<b>\$135.00</b>
006-410-4300	INTEREST MONEY MARKET & BEQUESTS	\$4,500.00	\$716.19	\$2,123.56
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	\$302.10	\$751.79
006-410-4715	REFUND	\$0.00	\$0.00	\$0.00
006-410-4765	LIBRARY INCOME	\$3,000.00	\$398.35	\$1,311.60
006-410-4799	OTHER STATE LIBRARY ENRICH IOWA PAYMENT	\$3,500.00	\$2,084.42	\$2,684.42
006-910-4830	TRANSFER INTO LIBRARY OPERATING FUND	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES (Salaries)	\$140,000.00	\$70,000.00	\$70,000.00
<b>TOTAL INCOME</b>		<b>\$176,016.00</b>	<b>\$73,501.06</b>	<b>\$ 76,871.37</b>
006-410-6010	GROSS SALARIES	\$144,000.00	(\$15,732.57)	(\$44,813.36)
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)	\$0.00	(\$4.27)	(\$2,159.74)
006-410-6371	UTILITIES	\$11,000.00	(\$1,265.32)	(\$4,729.77)
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$0.00
006-410-6405	AUDITOR RECORDING FEES	\$500.00	\$0.00	(\$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	(\$19.99)	(\$1,248.27)
006-410-6505	NEW FURNITURE/EQUIP (budgeted \$0)	\$0.00	\$0.00	(\$342.87)
006-410-6507	OPERATING SUPPLIES	\$600.00	\$0.00	(\$130.12)
006-410-6508	POSTAGE	\$300.00	(\$4.25)	(\$41.55)
006-410-6522	PRINTED MATERIALS	\$5,000.00	(\$193.52)	(\$1,900.66)
006-410-6523	AUDIO-VISUAL MATERIALS	\$1,000.00	(\$58.90)	(\$534.02)
006-410-6525	SOFTWARE & TECH SUPPT	\$8,500.00	(\$714.00)	(\$3,658.80)
006-410-6526	JANITOR SUPPLIES	\$500.00	\$0.00	(\$261.08)
<b>TOTAL EXPENDITURES</b>		<b>\$176,000.00</b>	<b>(\$17,992.82)</b>	<b>(\$62,168.56)</b>
<b>(Cash on hand: Petty Cash \$60, Income Cash Drawers \$75)</b>				<b>BALANCE</b>
				<b>\$14,837.81</b>
ENDOWMENT/CAPITAL BUDGET REVENUES & EXPENDITURES		BUDGETED	10/2025	BALANCE
<b>BEGINNING BALANCE 7/1/2025</b>				<b>\$319,444.64</b>
167-410-4300	INTEREST - LIBRARY ENDOWMENT INCOME	\$0.00	\$0.00	\$0.00
167-410-4471	GRANTS - LIBRARY CAPITAL PROJECTS INCOME	\$20,000.00	\$0.00	\$10,000.00
167-410-4705	DONATIONS - LIBRARY ENDOWMENT INCOME	\$0.00	\$0.00	\$0.00
167-410-4707	DONATIONS - LIBRARY CAPITAL PROJECTS INCOME	\$20,000.00	\$0.00	\$2,500.00
167-410-4799	OTHER REVENUES - CAPITAL PROJECTS INCOME	\$0.00	\$0.00	\$0.00
167-910-4830	TRANSFER IN - LIBRARY ENDOWMENT INCOME	\$0.00	\$0.00	\$6,502.34
<b>TOTAL CAPITAL INCOME</b>		<b>\$40,000.00</b>	<b>\$0.00</b>	<b>\$19,002.34</b>
167-410-6751	CAPITAL PROJECT EXPENDITURES WOOD ROOFING	\$75,000.00	(\$43,361.63)	(\$43,518.63)
				<b>\$294,928.35</b>
RESTRICTED	Restricted Memorial Bequests for Collection Purchases			<b>(\$75,390.01)</b>
				<b>CAPITAL FUND BALANCE</b>
				<b>\$219,538.34</b>

**CHARITON FREE PUBLIC LIBRARY**  
**CHARITON, IOWA**  
**DECEMBER 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
Advantage Archives	NP 7/23-6/24	006-410-6210	1995	\$320.00
Alliant Energy	Monthly Electric	006-410-6371	131	\$689.05
Amazon Capital Services	Programming Equipment Printed Materials AV Materials	006-410-6498 006-410-6505 006-410-6522 006-410-6523	5265	\$35.00 \$257.92 \$79.07 \$59.71
Chariton Library Petty Cash	Postage Custodial	006-410-6508 006-410-6526	68	\$4.96 \$4.82
Chariton Water Department	Monthly Water	006-410-6371	80	\$29.72
Elite Pest Control	Quarterly	006-410-6310	1079	\$110.00
Follett Software (Automation)		006-410-6525	1228	\$936.70
Ingram	Printed Materials	006-410-6522	5599	\$290.48
Kone	Elevator Contract	006-410-6310	160	\$406.02
Kone	Elevator REPAIR	006-410-6310	160	\$203.26
Windstream	Monthly Phone/Int	006-410-6371	858	\$288.16
<b>TOTAL OPERATING FUND CLAIMS PAID DECEMBER 2025</b>				<b>\$3,890.95</b>

<b>CAPITAL PROJECT CLAIMS</b>		<b>BUDGET LINE</b>	<b>V#</b>	<b>PAYMENT</b>
Brown, Johnny	Labor (SW Room)	167-410-6751	NEW	\$800.00
Lockridge	Materials (SW Room)	167-410-6751	1439	\$602.88
True Value	Paint SW Room	167-410-6751	40	\$20.00
<b>TOTAL CAPITAL FUND CLAIMS PAID DECEMBER 2025</b>				<b>\$1,422.88</b>

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

\_\_\_\_\_, \_\_\_\_\_ of the Chariton Public Library Board of Trustees

**Chariton Free Public Library  
Director Report December 11, 2025**

Our next Saturday StoryTime is December 20<sup>th</sup>. We're making wind-up-and-walk snowpeople.

We are offering a resin program for adults on December 13<sup>th</sup>. I'll be working the desk that day and Chris, Ange and Beth will be offering the program. It's been very successful with our OPTIMAE group and last summer's children's program participants. We think adults will love this one.

We also offered a Recipe Exchange this month.

All staff participated and a few patrons also. Tasted great!

We participated in the Dazzle Fest Live Windows this year. Our entry was a "Cinderella" dress made of book pages and book spines. The title of our window was *Sew Many Stories*, and we won second place. Congratulations should go to all Library staff except me as I wasn't really involved with the creation or presentation. Thanks go to Deb Thomas for letting us use her window. The dress is now on display in the library. Here are our mice waiting on the event to start so they can add pages to the dress:



We're planning on participating in the "Take Your Child to the Library Day" challenge in February. We'll offer it to coincide with our February StoryTime on the 14<sup>th</sup>. We'll workshop what other family activities to offer on the day at our January 19<sup>th</sup> staff inservice.

I've contacted a couple more performers to schedule them for the summer program. This year's theme is a little boring and we're tired of them recycling the same ideas year after year and just slapping different theme titles on them. So this year *Plant a Seed, Read* will be skewed to match our performers and feature carnivorous plants, prehistoric plants and monster fairy gardens, etc. So far 4 programs scheduled.

I have ordered a 3-D Printer for the Library. When the Anime Club disbanded they gave us the funds they'd collected over the years and requested that we purchase this exact machine. Eric Sims even popped in to remind me to get it while it was on sale this month. The invoice for it will be in next month's claims as I paid for it myself and will need reimbursement. We ordered it from Best Buy to get the sale price. Eric has volunteered to help us get the machine set up and to do demonstrations. We already have some filament on hand as staff have all been buying it and getting Eric to create items for us on his machine. We'll donate the remaining filament.

I'm still working on the Library website. I've added memorial lists dating back to 1937. The 1937-2005 lists are from documents that were typed up by Sharon Neel, directly from the many versions of documentation over the years. We miss that lady. I've created the documents for after 2005 from the Excel docs we currently use to track memorials. I'm also adding lists of donated items. I'll create links between that "memorial" page and the "donate to the Library" pages and make sure every donation option, including the new Zeffy Friends option, are linked throughout the site. We had a donor in today who saw the Facebook page promoting the Zeffy option, but brought in cash instead, unwilling to use the online donation feature. It's all good.

Kris Murphy  
December 11, 2025