

CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY JULY 13, 2023
LIBRARY BOARDROOM

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

Chariton Public Library Board Meeting July 13, 2023 5:30pm
Please join my meeting from your computer, tablet or smartphone.
<https://meet.goto.com/947761669>

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

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

5. **Consent Agenda:**

- a. **June 8, 2023 Minutes**
- b. **Correspondence –**
Library Accreditation Certificate & letter of congratulations from State Librarian Michael Scott
Chariton Area Chamber/Main Street Nominee Certificate for Revitalization Project
Congratulations letter from Chuck Grassley on receipt of AARP Community Challenge Grant
Memorial donation for Joanne E. Housman, given by Fred Housman and Family, \$500
- c. **May 2023 Financial Statements**
- d. **Grants – Vredenburg Foundation Grant Request for Library Revitalization Project**

6. **July 2023 Claims**

7. **Unfinished Business**

8. **New Business**

- a. Library Board Bylaws Revision
- b. PRIMO Quote (Boardroom/Lobby HVAC Unit, Circ Desk/Office HVAC Unit replacements)

9. **Reports**

Building & Grounds (6/27/23)
Community Relations (Friends of the Library Subcommittee)
Finance & Policy (7/10/23)
Director's Report

10. **Board Comments & Continuing Education**

Agenda Items for Next Month's (August 10, 2023) Meeting

11. **Adjournment**

The next meeting of the Library Board will be Thursday, August 10, 2023.
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Chariton Free Public Library

June 8, 2023

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on June 8, 2023 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Fenton, Kramme, Meyer, Miller, Seuferer, Sharp, and Watkins-Schoenig(online) were present. Director Murphy was present.

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

Good News: We received a STEM Cart through the Henry's Heroes program, sponsored by the *Deb & Jeff Hansen Foundation* and *Iowa Select Farms*. We were nominated by Travis Burk, who, as a child visited the Library often and remembered us fondly. So far we have 62 people registered for the Summer Program, 35 kids, 7 teens and 20 adults!! Registrations generally continue to come in for the first couple of weeks and sometimes continue to trickle in throughout the summer. Programs began at the Farmers Market on June 8th, with an attendance of 19. We hope it'll be a really big summer!

Consent Agenda: Seuferer moved to approve the Consent Agenda. Bisgard seconded and the motion passed unanimously.

- a. May 11, 2023 Minutes
 - b. Correspondence - none
 - c. April 2023 Financial Statements
 - d. Grants

The June 2023 Claims were unanimously approved on a motion Watkins-Schoenig, seconded by Miller.

Unfinished Business

Building Revitalization: Bisgard went through the topics discussed at the May 30th Building and Grounds meeting (minutes attached). The Board discussed completed projects and plans for upcoming projects. Fenton presented Bisgard with quotes from *Interiors & More* for carpeting and blinds for the boardroom and meeting room. No color selection was made. The original windows in the basement were discussed, with the best option being removal, repair and reinstallation at some future date, but there is no rush as we have not been in the habit of opening them. During a discussion of the HVAC system Bisgard directed Murphy to contact PRIMO about the circulation area unit that isn't functioning properly. Murphy will apply for the Vredenburg Foundation grant this month for upcoming building work. The Library Foundation meets in September and we will likely request funds for future projects.

There was a lot of discussion of possible landscaping ideas for the greenspace west of the Library. The most immediate need is a fence and options were discussed. Murphy will visit Lockridge to see what they have available and get suggestions to bring back to the Board. The current idea is a security fence that includes decorative and activity spaces. Watkins-Schoenig suggested involving local students and seeking Splash Grant funds.

New Business none

Building & Grounds Committee (5/30/23 minutes attached)

Community Relations Committee (6/2/23 minutes attached) (6/6/23 Fenton & Miller met with Friends Treasurer Wright)

Finance & Policy Committee

Director's Report attached.

Board Comments & Continuing Education: none

Agenda Items for July 2023 Meeting:

Board Bylaws

Fence options

Adjournment: The meeting was adjourned at 6:51 p.m. on a motion from Miller, seconded by Kramme.

Kris Murphy, Library Director

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

CHARITON FREE PUBLIC LIBRARY FY2023 BUDGET
MAY 2023

OPERATING BUDGET REVENUES & EXPENDITURES		BUDGETED	05/2023	BALANCE
		BEGINNING BALANCE 7/1/2022		\$0.00
006-410-4300	INTEREST (MONEY MARKET INTEREST 5/23)	\$2,000.00	\$171.48	\$745.59
006-410-4440	STATE GRANTS	\$0.00	\$0.00	\$0.00
006-410-4470	RURAL FEES	\$18,500.00	\$0.00	\$18,416.00
006-410-4471	LOCAL GRANTS			
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS	\$4,000.00	\$1,075.00	\$2,510.14
006-410-4707	BLDG DONATIONS			
006-410-4715	REFUND	\$200.00	\$0.00	\$155.11
006-410-4765	LIBRARY INCOME	\$3,500.00	\$0.00	\$2,540.44
006-410-4799	OTHER (State Funds & Gene Rent)	\$4,000.00	\$0.00	\$5,472.56
006-910-4830	TRANSFERS	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$0.00	\$140,000.00
006-410-6010	GROSS SALARIES	\$95,000.00	\$7,650.07	(\$86,073.62)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$3,000.00	\$97.67	(\$2,941.70)
006-410-6230	TRAVEL/TRAINING/DUES	\$300.00	\$0.00	(\$225.00)
006-410-6310	B&G	\$4,000.00	\$59.94	(\$5,473.14)
006-410-6371	UTILITIES	\$18,000.00	\$841.48	(\$14,538.11)
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$0.00
006-410- 6405	AUDITOR	\$500.00	\$0.00	(\$500.00)
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00
006-410-6497	MISC.	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$4,000.00	\$2,429.98	(\$4,209.32)
006-410-6502	BOOKS - LIBRARY FUNDS	\$3,000.00	\$148.57	(\$3,014.57)
006-410-6505	NEW FURNITURE/EQUIP	\$4,000.00	\$7.50	(\$3,868.47)
006-410-6507	OPERATING SUPPLIES	\$1,000.00	\$0.00	(\$662.66)
006-410-6508	POSTAGE	\$200.00	\$0.00	(\$194.19)
006-410-6522	BOOKS - MEMORIAL	\$1,000.00	\$101.09	(\$1,372.02)
006-410-6523	AUDIO-VISUAL - MEMORIAL	\$500.00	\$0.00	(\$151.05)
006-410-6524	AUDIO-VISUAL - LIBRARY FUNDS	\$1,500.00	\$302.44	(\$1,380.91)
006-410-6525	SOFTWARE & TECH SUPPT	\$6,500.00	\$267.46	(\$5,620.92)
006-410-6526	JANITOR SUPPLIES	\$500.00	\$220.18	(\$549.86)
006-410-6751	CONSTRUCTION PROJECTS (Arch 7/22, Easement 7/22, Electrician 3/23)		\$0.00	(\$2,564.87)
			5/31/2023 BALANCE	\$36,499.43

CHARITON FREE PUBLIC LIBRARY CAPITAL BUDGET FY23
4/30/2023 BALANCE \$203,756.67

006-410-4471	GRANTS COMMUNITY FOUNDATION GRANT Stained Glass		\$11,000.00
006-410-4707	BLDG DONATIONS		\$0.00
BEQUESTS			\$0.00
006-410-6751	CONSTRUCTION PROJECTS GRADING/SEEDING/IRRIGATION		(\$4,964.25)
			5/31/2023 CAPITAL PROJECT BALANCE \$209,792.42

\$209,792.42	\$246,291.85
\$36,499.43	(\$231,077.38)
\$246,291.85	\$15,214.47

PCT OF FISCAL YTD 91.6%

BUDGET REPORT CALENDAR 5/2023

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	LIBRARY TOTAL	380,295.00	19,176.71	325,033.48	85.47	55,261.52

TREASURER'S REPORT CALENDAR 5/2023

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	2,144,689.52	93,249.64	568,497.32	.00	1,669,441.84
004 CEMETERY MAINTENANCE	79,434.33	1,350.00	8,860.34	.00	71,923.99
005 CEMETERY BEAUTIFICATION	4,706.50	.00	.00	.00	4,706.50
006 LIBRARY OPERATING	235,797.28	12,246.48	16,966.38	.00	231,077.38
007 COMM CENTER OPERATING	310,209.03	3,581.13	1,860.84	.00	311,929.32
008 HOTEL-MOTEL TAX	33,285.35	7,997.53	10,000.00	.00	31,282.88
009 FIRE DEPARTMENT EQUIP	260,597.49	.00	.00	.00	260,597.49
010 LIABILITY & PROP INS LE	73,245.79-	4,121.47	.00	.00	69,124.32-
011 FRANCHISE FEE	314,297.99	.00	.00	.00	314,297.99
012 POOL BOND RESERVE	.00	.00	.00	.00	.00
013 POOL BOND SINKING	.00	.00	.00	.00	.00
110 ROAD USE TAX	144,714.34	52,044.30	31,992.90	.00	164,765.74
112 EMPLOYEE BENEFITS	693,133.27	17,419.39	30,307.46	.00	680,245.20
119 EMERGENCY	26,623.26	1,076.23	.00	.00	27,699.49
121 LOST/POOL	966,676.43	5,296.94	.00	.00	971,973.37
122 LOST/INFRASTRUCTURE	827,901.48	47,672.42	7,580.00	.00	867,993.90
125 TIF	123,511.35	5,459.57	.00	.00	128,970.92
145 HISTORIC PRESERVATION	18,542.82	.00	9.84	.00	18,532.98
148 COMMUNITY REVITALIZATIO	6,573.86-	.00	.00	.00	6,573.86-
150 EXAMINATION SERVICES	.00	.00	.00	.00	.00
160 2012 MULTI-FAM HOUS/CDB	4,270.16	.00	.00	.00	4,270.16
167 LIBRARY ENDOWMENT	75,390.01	.00	.00	.00	75,390.01
200 DEBT SERVICE	47,371.83	17,342.31	.00	.00	64,714.14
301 CAPITAL REPLACEMENT	.00	.00	.00	.00	.00
302 CONSTITUTION PARK PROJE	3,711.12	.00	.00	.00	3,711.12
500 CEMETERY - PERPETUAL CA	250,034.74	.00	.00	.00	250,034.74
610 SEWER	1,447,742.17	96,048.23	202,773.13	.00	1,341,017.27
611 SEWER RENTAL SINKING	218,540.19	26,260.00	275,530.38	.00	30,730.19-
660 AIRPORT HANGAR O&M	44,712.51	2,147.07	21,117.63	.00	25,741.95
661 AIRPORT HANGAR RES	.00	.00	.00	.00	.00
670 SOLID WASTE	380,769.51	6,512.75	2,466.00	.00	384,816.26
671 S.W. SINKING	.00	.00	.00	.00	.00
675 RECYCLING	8,222.42	1,616.80	450.00	.00	9,389.22
740 STORM WATER	375,527.10	5,548.82	8,886.44	.00	372,189.48
810 REVOLVING LOAN FUND	85,345.39	.00	.00	.00	85,345.39
830 CENTRAL FUEL FACILITY	43,168.97	27,345.19	158.94	.00	70,355.22
Report Total	9,089,106.91	434,336.27	1,187,457.60	.00	8,335,985.58

REVENUE REPORT CALENDAR 5/2023, FISCAL 11/2023

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY	2,000.00	171.48	745.59	37.28	1,254.41
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	18,500.00	.00	18,416.00	99.55	84.00
006-410-4471	LOCAL GRANTS	50,000.00	11,000.00	47,200.00	94.40	2,800.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	4,000.00	1,075.00	2,510.14	62.75	1,489.86
006-410-4707	DONATIONS/BLDG RENOVATION	29,000.00	.00	38,729.00	133.55	9,729.00
006-410-4715	REFUND	200.00	.00	155.11	77.56	44.89
006-410-4765	LIBRARY FINES	3,500.00	.00	2,540.44	72.58	959.56
006-410-4799	OTHER REVENUES	4,000.00	.00	5,472.56	136.81	1,472.56
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	23,760.95	.00	23,760.95	100.00	.00
006-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
006-950-4000	GENERAL PROPERTY TAXES	140,000.00	.00	140,000.00	100.00	.00
TOTAL OF ALL REVENUE		274,960.95	12,246.48	279,529.79	101.66	4,568.84

BUDGET REPORT CALENDAR 5/2023, PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	95,000.00	7,650.07	86,073.62	90.60	8,926.38
006-410-6210	DUES & SUBSCRIPTIONS	3,000.00	97.67	2,941.70	98.06	58.30
006-410-6230	TRAVEL, TRAINING, & DUES	300.00	.00	225.00	75.00	75.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	4,000.00	59.94	5,473.14	136.83	1,473.14
006-410-6371	UTILITIES	18,000.00	841.48	14,538.11	80.77	3,461.89
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	.00	.00	.00	.00	.00
006-410-6405	RECORDING FEES	500.00	.00	500.00	100.00	.00
006-410-6408	INSURANCE	.00	.00	.00	.00	.00
006-410-6411	LEGAL EXPENSES	.00	.00	.00	.00	.00
006-410-6497	MISC EXPENSE	.00	.00	.00	.00	.00
006-410-6498	PROGRAMMING	4,000.00	2,429.98	4,209.32	105.23	209.32
006-410-6502	BOOKS	3,000.00	148.57	3,014.57	100.49	14.57
006-410-6505	NEW EQUIPMENT	4,000.00	7.50	3,868.47	96.71	131.53
006-410-6507	OPERATING SUPPLIES & MATERIALS	1,000.00	.00	662.66	66.27	337.34
006-410-6508	POSTAGE	200.00	.00	194.19	97.10	5.81
006-410-6522	BOOKS/MEMORIALS	1,000.00	101.09	1,372.02	137.20	372.02
006-410-6523	MEM. AUDIO VISUAL	500.00	.00	151.05	30.21	348.95
006-410-6524	AUDIO VISUAL	1,500.00	302.44	1,380.91	92.06	119.09
006-410-6525	SOFTWARE & TECH SUPPORT	6,500.00	267.46	5,620.92	86.48	879.08
006-410-6526	JANITOR SUPPLIES	500.00	220.18	549.86	109.97	49.86
006-410-6751	CONSTRUCTION PROJECTS	200,000.00	4,840.00	157,510.84	78.76	42,489.16
LIBRARY TOTAL		343,000.00	16,966.38	288,286.38	84.05	54,713.62
006-910-6910	TRANSFER OUT - LIBRARY OPERATI	75,114.47	.00	75,114.47	100.00	.00
TRANSFERS TOTAL		75,114.47	.00	75,114.47	100.00	.00
TOTAL EXPENSES		418,114.47	16,966.38	363,400.85	86.91	54,713.62

BANK CASH REPORT 2023

BANK NAME FUND GL NAME	APRIL CASH BALANCE	MAY RECEIPTS	MAY DISBURSMENTS	MAY CASH BALANCE	OUTSTANDING TRANSACTIONS	MAY BANK BALANCE
US BANK LIBRARY MM BK#4						
BANK 006 US BANK LIBRARY MM LIBRARY MM ACCOUNT	150,560.96	171.48	0.00	150,732.44		150,732.44
US BANK LIBRARY MM TOTALS	150,560.96	171.48	0.00	150,732.44	0.00	150,732.44
TOTAL OF ALL BANKS	150,560.96	171.48	0.00	150,732.44	0.00	150,732.44

REVENUE REPORT CALENDAR 5/2023

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
167-410-4300	INTEREST - LIBRARY ENDOWMENT	.00	.00	275.54	.00	275.54
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
167-910-4830	TRANSFER IN - LIBRARY ENDOW	75,114.47	.00	75,114.47	100.00	150,228.94
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
	LIBRARY ENDOWMENT TOTAL	75,114.47	.00	75,390.01	100.37	150,504.48
	TOTAL OF ALL REVENUE	75,114.47	.00	75,390.01	100.37	150,504.48

**CHARITON, IOWA
JULY 2023 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems Copier Contract		006 - 410 - 6525	5321	\$144.72
Alliant Energy		006 - 410 - 6371	131	\$631.62
Amazon Capital Services	Chair/Wagon Programs	006 - 410 - 6498	5265	\$176.99
	Unsourced Books	006 - 410 - 6502		\$105.88
Baker & Taylor Entertainment	Program/BIN Book	006 - 410 - 6498	34	\$4.79
	Unsourced Books	006 - 410 - 6502		\$349.28
	Mem/Don Books	006 - 410 - 6522		\$310.56
	Mem/Don AV	006 - 410 - 6523		\$10.99
	Unsourced AV	006 - 410 - 6524		\$159.10
Chariton Water Department		006 - 410 - 6371	80	\$219.68
DEMCO Labels & Tape		006 - 410 - 6507	93	\$104.47
Mainstay Systems Inc.		006 - 410 - 6525	5351	\$690.00
Murphy, Kris	SRP Finale T-Shirts	006 - 410 - 6498	1324	\$296.77
OverDrive Inc. (Annual Bridges Subscription)		006 - 410 - 6210	1987	\$1,180.53
Windstream		006 - 410 - 6371	858	\$275.16
TOTAL CLAIMS PAID JULY 2023				\$4,660.54

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

_____, President pro tem of the Chariton Free Public Library Board of Trustees

CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

Approved 4/17/2022

Article I. NAME:

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

Article II. PURPOSE:

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

Article III. MEMBERS:

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

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

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

Article IV. OFFICERS:

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

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

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

Article V. MEETINGS:

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

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

Article VI. COMMITTEES:

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

Article VII. LUCAS COUNTY GENEALOGICAL SOCIETY:

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

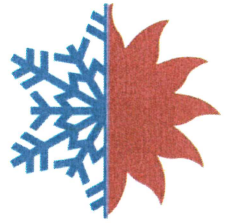
Section 2: The Board of Trustees will meet annually with the Board of the Lucas County Genealogical Society.

Article VIII. AMENDMENT OF BYLAWS:

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

PRIMO

HEATING AND COOLING LLC

**Prepared for:**

Chariton Public Library

Address:

803 Braden Ave, Chariton, IA 50049

Option #1**\$28,700.00****Estimate Details****Services**

	Unit Price	Qty	Total
Heat Pump System #4	\$15,200.00	1	\$15,200.00
American Standard Variable Speed 4 Ton Air Handler	\$0.00	1	\$0.00
American Standard Variable Speed 4 Ton Air Handler Model: TEM6A0D48H41SB			
American Standard 4 Ton 14 SEER Single Stage Heat Pump	\$0.00	1	\$0.00
American Standard 4 Ton 14 SEER Single Stage Heat Pump Model: 4A6H4048N1000A			
Honeywell Home Redesigned Prestige® IAQ Thermostat	\$0.00	1	\$0.00
Heat Pump System #2	\$13,500.00	1	\$13,500.00
American Standard Variable Speed 3 Ton Air Handler	\$0.00	1	\$0.00
American Standard Variable Speed 3 Ton Air Handler Model: TEM6A0C36H31SB			
American Standard 3 Ton 14 SEER Single Stage Heat Pump	\$0.00	1	\$0.00
American Standard 3 Ton 14 SEER Single Stage Heat Pump Model: 4A6H4036N1000A			
Services subtotal			\$28,700.00

Subtotal**\$28,700.00****Total****\$28,700.00****Note**

Thank you for choosing Primo Heating and Cooling, we appreciate your business. Let us know how we did for you!

Estimate date: Jun 27, 2023

Contact us

[\(641\) 774-4368](tel:6417744368)

alex@primoheatingandcooling.com

**Chariton Free Public Library
Building & Grounds Committee Meeting
June 27th, 2022**

The Chariton Free Public Library Board Building and Grounds Committee met in the Meeting Room at the Chariton Public Library on June 27th, 2023.

Committee members Bisgard, Kramme, and Sharp were present.

1. Need to prioritize next steps for building projects/maintenance needs
 - a. The committee discussed the need to review and reevaluate current and upcoming projects for the library building and grounds and make sure that the next projects align with library needs and budget. The committee discussed creating a long-range plan as part of this process.
2. Maintenance Issues
 - a. Restriping the parking lot
 - i. After recent patron falls, the committee plans to explore ways to restripe/repaint the parking lot and north entrance to make sure that curbs and obstacles are more visible. We plan to coordinate with the city on this, as they will be restriping areas on the square soon.
 - b. Maintenance calendar
 - i. The committee plans to take a look at the current maintenance calendar for the library and work with Kris to help ensure completion of items on the calendar.
3. HVAC issues
 - a. Some units functioning, some units not. The system is still a mix of old and new equipment. Mark Kramme will work with PRIMO on a plan to address issues.
4. Fence and Landscaping
 - a. The committee discussed plans for a fence or other way of marking the property line on the west side. Rachael Watkins-Schoenig and Library Director Kris Murphy have ideas for an interactive feature. The committee raised concerns about possible easement issues with building a fence and cost/benefit concerns. Justin Sharp will work with Kris and Rachel to explore this project.
5. Roof issues
 - a. Denny has been investigating issues with the tile roof. Repairs to the roof were last done by Wood Roofing in the early 2000's. Denny Bisgard will contact Wood Roofing and coordinate this project.

Community Relations Board

The Community Relations Board of the Chariton Free Public Library Board did not formally meet this month, but the Friends subcommittee met weekly. The Friends introduction letter, purpose statement, and bylaws are a part of your packet. The letter will be sent out the first of September with a kick-off reception and election of officers to be held September 25. Since this letter will be sent to everyone who contributed to our fund-raising campaign last year, Kris will also compose an update letter with the improvements we've made this year and upcoming projects. If you have any suggestions to anything in the packet, please direct them to Linda or Bevin.

Before September, Linda will also compose a letter to the Library Foundation asking for a monetary gift for the new carpet or shades.

Submitted by Linda Miller

Dear Library Friends,

Most of you are receiving this letter because you generously donated to our library improvement campaign last fall. Thanks to you \$39,079 was raised. An update on those improvements can be found in the enclosed annual letter.

Some of you may be getting this letter because you are a regular library patron or because you have been members of the Friends of the Library in the past. Whatever your connection, we are writing to share some exciting news and updates with you.

After a long hiatus, mostly because of the COVID outbreak, we are revitalizing the Friends of the Library group. We know some of you because of distance or time constraints may not choose to physically attend a Friends meeting, but you'd still like to support the programs our library offers or the structural improvements we continue to make, so there are different avenues where you can be involved.

First of all, you and your family can be active members of our Friends group. Annual dues will be \$10 per person or \$25 per family. The Friends group will meet four times per year with special programs or activities each meeting. The Friends group will be directed by a seven-member board with elections to be held at the yearly September meeting. Activities and special events will be announced at the quarterly meeting and on the Facebook page.

If meetings and activities don't fit your schedule you can be a Friends of the Library sponsor. Although you are always welcome at any Friends meeting your commitment will be more monetary. 100% of your contribution will be used to sponsor programs or for physical needs of the library. You may donate at different levels (Chapters). Chapter 1 member--\$25-\$49; Chapter 2--\$50-\$99; Chapter 3--\$100-\$249; Chapter 4--\$250-\$499; Chapter 5--\$500 or more. Of course, we would love to have you be both an active member and sponsor! Please fill out the form below and mail it back to us by October 1.

A Kick-off reception and elections of board members will be held September 25 at 7:00 P.M. at the Library Community Room. Please fill out the membership form and bring it with you on the 25th or mail it back to us in the enclosed envelope. We're exciting to have you join us!

Sincerely,

The Community Relations Committee of the Chariton Free Public Library

.....
Enclosed is a check made out to the Friends of Chariton Library.

Active Member

Names:

Address:

Email:

Phone number:

\$10 /Member \$25/Family

Sponsor

Names:

Address:

Email:

Phone number

CH 1____ CH 2____ CH 3____ CH 4 ____ CH 5____

(\$25-49) (\$50-99) (\$100-249) (\$250-499) (\$500 ...)

Friends of the Chariton Public Library

Statement of Purpose

The Friends of the Chariton Free Public Library work to promote the Library within Lucas County and to enhance its resources and services through gifts of both money and time.

The Friends recognize the value of libraries in our society and the particular value our Library has to Lucas County. In order to assist the Library in preserving and improving its level of service to the Chariton community, the Friends will help develop programs designed to create interest in reading, and the Library.

The Friends will have a representative at monthly Library Board meetings.

In order to enhance the level of service currently available, the Friends of the Chariton Free Public Library will investigate avenues for fundraising, which may include, but are not limited to, the sale of books and the solicitation of gifts through the Friends Newsletter. All fund raising by the Friends will be in accordance with Library policy.

Friends of the Chariton Public Library Bylaws

Article I -- Name

The name of this association shall be the Friends of the Chariton Free Public Library, herein referred to as the "Friends of the Library".

Article II -- Purpose

The purpose of the Friends Group shall be to establish closer relations between the Library and the people it serves; to promote informed interest in its functions, resources, services and needs; to confer with the Library Board and Staff on matters relating to the welfare of the institution; to stimulate gifts, endowments and bequests to the Library; and to support the extension and improvement of the Library's resources and services.

Article III -- Membership & Dues

Section 3.1 All persons interested in the purpose of the Friends Group shall be eligible for membership upon payment of the annual dues as set by the Friends Board.

Section 3.2 Each member shall be entitled to vote, to participate in the work done by the various committees and to hold office.

Section 3.3 Dues are payable on October 1 of each year.

Article IV -- Friends Board

Section 4.1 Number:

The Board of the Friends Group shall be a President, a Vice President, a Secretary, a Treasurer, a Library Board Representative, and two at large members.

Section 4.2 Duties:

(a) President: The President shall hold office for a term of two years. The President shall be the chief executive officer and responsible for the day-to-day operations of the Friends Group. In addition, The President shall perform other duties as may be determined by the Friends Board.

(b) Vice President: The Vice President shall hold office for a term of two years. The Vice President shall perform duties as may be determined by the Friends Board from time to time. The Vice President shall be vested with all the powers of and perform all duties of the President if the President's absence or inability to act.

(c) Secretary: The Secretary shall hold office for a term of two years. The Secretary will keep the minutes of each meeting and perform other duties as may be requested by the Friends Board. In the event the Secretary is absent at any meeting, the person serving as The President shall appoint

a temporary secretary to take minutes.

(d) Treasurer: The Treasurer shall hold office for a term of two years. Treasurer shall have charge of the treasury, receiving and keeping monies of the Friends Group, and dispersing funds as authorized. The Treasurer will also perform other duties as requested by the Friends Board.

(e) Library Board Representative: The Library Board Representative shall hold office for a term of two years. The Representative will attend Library Board meetings and act as a liaison between the Friends Group and the Library Board.

(f) Two at Large members: The two at large members will have two year terms. Their duties will be to help the friends group as needed.

Section 4.3 Requirements:

All nominees must be Friends Group members in good standing and no officer may hold the same position for no more than two terms.

Section 4.4 Nomination:

A Nominating Committee, consisting of The President and two Friends Group members, (as selected by the president of the Friends Board), shall present a list of nominees to the Friends Board at the Septembers meeting. Additional nominations may be made from the floor, providing the consent of the nominee has been secured.

Section 4.5 Election:

These officers shall be elected by the Friends Group at the September meeting, to take office by October 1st. The president, with the approval of the Friends Board, shall fill any vacancy occurring among the officers until the next election.

Article V -- Committees

Section 5.1 The president shall appoint a chairman for each of the following Standing Committees;

- (a) Membership
- (b) Programs/Activities
- (c) Public Relations
- (d) Fundraising\ Book Sale

Each chairman shall choose members of the committee and name subcommittees as deems appropriate.

Section 5.2 All committee chairpersons shall submit all projects and proposed actions to the Friends Board for approval prior to implementation.

Article VI -- Meetings

- Section 6.1** An annual meeting of Friends Group members shall be held in September. A summary of the year's activities shall be presented at that time. Reports of the officers and committees shall be submitted to the Friends Board and filed with the minutes.
- Section 6.2** Friends of the Library will meet four times per year.
- Section 6.3** Regular meetings of the Friends Board will be held monthly.
- Section 6.4** Special meetings may be called by the President as deemed necessary.
- Section 6.5** A quorum at any meeting of the Friends Group will be ten (10) members.. A quorum at a meeting of the Friends Board shall be four (4) members.

Article VII -- Funds

All monies raised or collected shall be deposited to the account of the Friends of the Chariton Free Public Library, and will be dispersed by the treasurer, secretary or president as authorized by the Friends Board.

Article VII -- Amendments

These Bylaws may be amended at any time by the affirmative vote of a quorum present at a duly held meeting.

adopted January 7, 1999
amended December 3, 2012
amended July 3, 2023

**CHARITON FREE PUBLIC LIBRARY
DIRECTOR'S REPORT
THURSDAY JULY 13, 2023**

Staff are unanimous in intensely disliking the options for carpet proposed at the last board meeting. Ugly.

There are 122 people registered for the Summer Program, 47 adults, 11 teens and 64 children. The summer program began in June and our attendance has been good throughout the month at the variety of programs offered. We usually have around 90+ kids registered, so this year is a little off on that score.

The Farmers Market programs are very popular, with 60 participants for the month. Much of the activity at the Farmers Markets is passersby who didn't realize programs were offered, but we also get the same 9 or so kids every week who are already attending the Market. The Friday morning StoryTimes, which feature the same content and craft, garnered 75 participants for the month.

The Friday afternoon Children's Programs have been less successful, with an attendance of only 48, despite the fact that we hired in great performers. We did miss out on one program – the presenter was ill, but these numbers are disappointing compared to previous years when we've hired entertainers to do the shows. In fact, last week's Shrinky Dink craft program got more attendees than any of the performers. I think we need to get the community parents to recognize that we're offering performers again so that the numbers will increase next year, maybe earlier and bigger promos.

Patrons have been very happy with the Smash Book program and the Teen/Adult Saturday programs too.

The Smash Book attendees (43 this month, averaging 11 people per event) have asked us to continue this program year-round, and once we figure out how to manage the supplies (there's piles of stuff for use) we will do so. I'm going to try to empty one of the cabinets in that room to house these supplies.

The 2 Teen/Adult Saturday programs had a combined attendance of 31. The Alcohol Ink program was limited to 20 people, or I believe we would have had more. We will try to offer this program again in the future. The Nail Art program had fewer attendees, 11. We'll also try this program again in the future and create a circulating kit.

I have submitted our annual Direct State Aid report. We used the \$2,140.34 towards the purchase of our new server. I also submitted our annual Open Access report, which lists all of the circulations we provided to patrons living outside of our county, so that we can get reimbursement for this service in FY24. It's usually around \$600. I'm gearing up to file our Annual Survey report to the State Library as soon as I have June's financial reports.

The Library was recognized at the Chariton Area Chamber / Main Street annual Celebration on June 20th. We were nominated for the Design Award category for all of our accomplishments in the Library Revitalization Project.

We received our \$2,500 AARP grant funds on July 6th. It was a direct deposit and will show up on the July financials on the Local Grants budget line where we've been depositing all of our other Revitalization Project grants.

We applied to the Vredenburg Foundation for the Revitalization Project again. The request for "what they see fit."

Kris Murphy – July 13, 2023

FY23 LIBRARY STATISTICS	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YEAR
Days Open	24	27	25	23	22	22	24	22	27	23	25	25	289
Visitor Count	2,303	2,736	2,131	2,166	2,065	1,869	1,952	1,802	2,032	2,042	2,064	2,831	25,993
Cards Issued	10	18	18	19	13	9	18	13	15	17	8	27	185
Cards Weeded	0	0	0	0	18	2	0	0	0	0	14	0	34
Meeting Room Uses	24	25	16	20	14	13	6	13	25	13	21	11	201
MAKERSPACE Uses	0	0	0	0	1	0	0	0	0	1	0	0	2
Daily Average	89	86	87	91	99	78	85	97	88	86	73	86	1,045
Total Circulation (w/o SILO ILLs)	2,105	2,285	2,140	2,061	2,165	1,688	2,017	2,095	2,380	1,930	1,810	2,107	24,783

FY23 LIBRARY STATISTICS cont.	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YEAR
BRIDGES Registrations	2	11	8	3	3	7	16	5	6	3	6	5	75
BRIDGES Active Individuals	96	102	105	97	101	108	122	109	116	115	128	120	1,319
BRIDGES Items Circulated	581	632	617	628	580	599	627	566	626	614	689	744	7,503

Website Visits	453	418	365	369	342	308	388	380	366	326	421	582	4,718
Website Actions	1,070	1,065	819	1,051	1,003	730	1,046	1,009	994	939	1,441	1,890	13,057
WI-FI Sessions	570	651	610	532	575	411	578	599	931	722	933	964	8,076
Unique WI-FI Visitors	104	144	129	155	126	95	138	154	181	144	163	146	1,679
PC & Chromebox Uses	NA	NA	N/A	N/A	366	327	424	434	612	504	615	690	3,972

Dial A Story Calls	18	17	24	22	19	12	18	19	15	14	0	0	178
Children's Programs	14	0	4	3	2	4	4	4	5	3	4	11	58
Children's Attendance	122	0	16	16	0	30	12	18	42	8	23	183	470
LEGO Activities	4	5	4	4	5	4	4	4	5	4	5	3	51
Young Adult Programs	0	0	0	0	0	0	0	0	0	0	0	3	3
Young Adult Attendance	0	0	0	0	0	0	0	0	0	0	0	42	42
Adult Programs	0	0	2	1	2	1	1	1	1	1	2	4	16
Adult Attendance	0	0	38	10	14	6	9	9	9	6	6	41	148

FY23 PATRON CIRCS	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YEAR
Chariton Adult	934	1,128	1,093	1,027	1,032	852	973	1,113	1,301	996	933	1,040	12,422
Chariton Child	271	310	206	251	211	191	250	225	273	199	140	343	2,870
Institutional/Special	0	21	5	8	12	3	22	29	33	58	19	24	234
In-House Cards	24	29	28	15	13	6	12	18	8	0	27	30	210
Rural Adult	558	505	507	368	545	375	569	532	507	437	458	423	5,784
Rural Child	134	100	107	131	110	116	72	77	121	126	134	132	1,360
Russell Adult	37	39	43	38	50	35	25	71	73	42	22	38	513
Russell Child	9	44	7	67	66	38	10	1	23	1	17	48	331
Lucas Adult	21	11	27	25	24	21	44	19	21	23	23	15	274
Lucas Child	0	0	14	6	7	1	0	0	0	4	3	5	40
Williamson Adult	0	11	0	26	13	1	0	2	0	40	0	0	93
Williamson Child	0	0	0	0	0	0	0	0	0	0	0	0	0
Derby Adult	9	15	4	8	9	9	5	7	12	0	7	6	91
Derby Child	0	0	0	0	0	0	0	0	0	0	0	0	0
Out Of County	144	98	129	113	92	75	61	37	34	44	53	49	929
	2,141	2,311	2,170	2,083	2,184	1,723	2,043	2,131	2,406	1,970	1,836	2,153	25,151

FY23 CATEGORY CIRCS	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Year
Adult Fiction	411	505	414	348	467	408	502	489	528	449	347	406	5,274
Large Print	82	86	69	46	56	62	60	73	112	74	55	53	828
Adult Nonfiction	113	111	149	131	115	94	112	177	156	146	154	114	1,572
Adult Audiobooks	28	26	21	10	17	15	13	12	26	12	10	19	209
Adult Video	285	317	256	229	244	228	286	223	310	243	226	235	3,082
Picture Books	240	231	288	260	283	194	212	250	310	252	160	294	2,974
Beginner Readers	171	140	173	216	145	75	150	139	148	100	96	189	1,742
Juvenile Fiction	291	348	298	384	385	231	286	313	340	286	275	292	3,729
Juvenile Nonfiction	48	59	70	93	89	55	62	79	74	58	51	61	799
Juvenile Audiobooks	6	19	5	9	11	7	3	4	10	6	6	8	94
Juvenile Videos	338	288	253	209	262	259	251	247	255	212	284	303	3,161
Young Adult Books	61	130	103	99	71	49	53	64	86	60	97	107	980
YA Anime Video	18	11	36	22	16	6	11	21	18	24	44	14	241
Games	0	1	1	2	2	0	0	1	0	1	0	2	10
Puzzles	11	13	3	3	1	1	4	2	3	2	1	2	46
Bin Books (alone)	2	0	1	0	1	3	12	0	3	0	0	1	23
Educational Bins	0	0	0	0	0	0	2	1	0	4	3	4	14
Maker Bins	0	0	0	0	0	1	0	0	1	1	1	3	7
Local Interlibrary Loans	36	26	30	22	19	35	24	36	26	40	26	46	366
	2,141	2,311	2,170	2,083	2,184	1,723	2,043	2,131	2,406	1,970	1,836	2,153	25,151

CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY AUGUST 10, 2023
LIBRARY BOARDROOM

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

Chariton Public Library Board Meeting August 10, 2023 5:30pm
Please join my meeting from your computer, tablet or smartphone.
<https://meet.goto.com/947761669>

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Public Forum**
- 4. Good News**
- 5. Consent Agenda:**
 - a. **July 13, 2023 Minutes**
 - b. **Correspondence** – none
 - c. **June 2023 Financial Statements**
 - d. **Grants** – none
- 6. August 2023 Claims**
- 7. Unfinished Business**
 - a. Library Board Bylaws Revision
 - b. Consideration for Approval of HVAC Replacement
- 8. New Business**
 - a. Friends of the Library Membership Drive
 - b. Library Foundation Funding Request
 - c. Mainstay Quote – DVR Replacement
- 9. Reports**
 - Building & Grounds
 - Community Relations (Friends of the Library Subcommittee)
 - Finance & Policy
 - Director's Report
- 10. Board Comments & Continuing Education**
- 11. Agenda Items for Next Month's (September 14, 2023) Meeting**
- 12. Adjournment**

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

Chariton Free Public Library

July 13, 2023

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on July 13, 2023 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Kramme, Meyer, Miller, Seufferer, Sharp, and Watkins-Schoenig were present. Director Murphy was present. **The Agenda** was unanimously adopted on a motion from Seufferer, seconded by Watkins-Schoenig.

Good News: Summer Program is going well, with lots of adults participating.

Consent Agenda: Meyer moved to approve the Consent Agenda. Kramme seconded and the motion passed unanimously.

June 8, 2023 Minutes

Correspondence –

Library Accreditation Certificate & letter of congratulations from State Librarian Michael Scott
Chariton Area Chamber/Main Street Nominee Certificate for Revitalization Project
Congratulations letter from Chuck Grassley on receipt of AARP Community Challenge Grant
Memorial donation for Joanne E. Housman, given by Fred Housman and Family, \$500

May 2023 Financial Statements

Grants – Vredenburg Foundation Grant Request for Library Revitalization Project

The July 2023 Claims were unanimously approved on a motion from Watkins-Schoenig, seconded by Seufferer.

Unfinished Business none

New Business

Library Board Bylaws were reviewed in consideration of an amendment to change the month of election of officers from December to June, and the beginning of the terms of officers from January to July to coincide with the beginning of the financial year and trustee terms. The Board will vote on this amendment at the August meeting.

Bisgard and Murphy spoke about the current HVAC issues. PRIMO had been called in to repair two of the old units and presented a quote for their replacement due to inability to get parts for the units. Bisgard will contact another local HVAC company for repair, and if replacement is necessary, to meet the requirement of multiple bids for a job of this size, we will request bids from all of the local HVAC providers.

Conversation about other building issues and plans continued with the B&G Committee report. (minutes attached)

Building & Grounds Committee (6/27/23 minutes attached)

Community Relations Committee (Friends of the Library Subcommittee, see attached)

Finance & Policy Committee (7/10/23)

Director's Report attached.

Board Comments & Continuing Education: none

Agenda Items for July 2023 Meeting:

Board Bylaws Amendment

Friends of the Library

Adjournment: The meeting was adjourned at 6:57 p.m. on a motion from Miller, seconded by Watkins- Schoenig.

Kris Murphy, Library Director

The next meeting of the Library Board will be Thursday, August 10, 2023.

CHARITON FREE PUBLIC LIBRARY FY2023 BUDGET
2023 FISCAL YEAR JUNE 2023

OPERATING BUDGET REVENUES & EXPENDITURES		BUDGETED	06/2023	ZERO BALANCE
		BEGINNING BALANCE 7/1/2022		\$0.00
006-410-4300	INTEREST (MONEY MARKET INTEREST)	\$2,000.00	\$167.34	\$912.93
006-410-4440	STATE GRANTS	\$0.00	\$0.00	\$0.00
006-410-4470	RURAL FEES	\$18,500.00	\$0.00	\$18,416.00
006-410-4471	LOCAL GRANTS			
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS	\$4,000.00	\$425.00	\$2,935.14
006-410-4707	BLDG DONATIONS			
006-410-4715	REFUND	\$200.00	\$0.00	\$155.11
006-410-4765	LIBRARY INCOME	\$3,500.00	\$425.45	\$2,965.89
006-410-4799	OTHER (State Funds & Gene Rent)	\$4,000.00	\$0.00	\$5,472.56
006-910-4830	TRANSFERS	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$0.00	\$140,000.00
006-410-6010	GROSS SALARIES	\$95,000.00	(\$13,483.11)	(\$99,556.73)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$3,000.00	\$0.00	(\$2,941.70)
006-410-6230	TRAVEL/TRAINING/DUES	\$300.00	\$0.00	(\$225.00)
006-410-6310	B&G	\$4,000.00	(\$357.48)	(\$5,830.62)
006-410-6371	UTILITIES	\$18,000.00	(\$1,059.39)	(\$15,597.50)
006-410-6402	ADVERTISING/PUBLICATIONS	\$0.00	\$0.00	\$0.00
006-410-6405	AUDITOR	\$500.00	\$0.00	(\$500.00)
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00
006-410-6497	MISC.	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$4,000.00	\$0.00	(\$4,209.32)
006-410-6502	BOOKS - LIBRARY FUNDS	\$3,000.00	(\$121.28)	(\$3,135.85)
006-410-6505	NEW FURNITURE/EQUIP	\$4,000.00	\$0.00	(\$3,868.47)
006-410-6507	OPERATING SUPPLIES	\$1,000.00	(\$6.53)	(\$669.19)
006-410-6508	POSTAGE	\$200.00	\$0.00	(\$194.19)
006-410-6522	BOOKS - MEMORIAL	\$1,000.00	(\$16.14)	(\$1,388.16)
006-410-6523	AUDIO-VISUAL - MEMORIAL	\$500.00	(\$65.97)	(\$217.02)
006-410-6524	AUDIO-VISUAL - LIBRARY FUNDS	\$1,500.00	(\$342.40)	(\$1,723.31)
006-410-6525	SOFTWARE & TECH SUPPT	\$6,500.00	(\$171.47)	(\$5,792.39)
006-410-6526	JANITOR SUPPLIES	\$500.00	\$0.00	(\$549.86)
006-410-6751	CONSTRUCTION PROJECTS	\$2,564.87	\$0.00	(\$2,564.87)
FY23 BUDGETED (after amendment) →		\$145,564.87	(\$15,623.77)	
6/30/2023 BALANCE				\$21,893.45
5/31/2023 CAPITAL PROJECT BALANCE				\$208,109.92
006-410-4471	GRANTS			\$0.00
006-410-4707	BLDG DONATIONS			\$0.00
BEQUESTS				\$0.00
006-410-6751	CONSTRUCTION PROJECTS WINDOWS INSTALL			(\$11,000.00)
6/30/2023 CAPITAL PROJECT BALANCE				\$197,109.92

REVENUE REPORT 6/2023 PCT OF FISCAL YTD 100.0%			MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	BALANCE	BALANCE	RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY	2,000.00	167.34	912.93	45.65	1,087.07
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	18,500.00	.00	18,416.00	99.55	84.00
006-410-4471	LOCAL GRANTS	50,000.00	.00	47,200.00	94.40	2,800.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	4,000.00	425.00	2,935.14	73.38	1,064.86
006-410-4707	DONATIONS/BLDG RENOVATION	29,000.00	.00	38,729.00	133.55	9,729.00
006-410-4715	REFUND	200.00	.00	155.11	77.56	44.89
006-410-4765	LIBRARY FINES	3,500.00	425.45	2,965.89	84.74	534.11
006-410-4799	OTHER REVENUES	4,000.00	.00	5,472.56	136.81	1,472.56
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	23,760.95	.00	23,760.95	100.00	.00
006-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
006-950-4000	GENERAL PROPERTY TAXES	140,000.00	.00	140,000.00	100.00	.00

	TOTAL OF ALL REVENUE	274,960.95	1,017.79	280,547.58	102.03	5,586.63

BUDGET REPORT 6/2023 PCT OF FISCAL YTD 100.0%			MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	BALANCE	BALANCE	EXPENDED	UNEXPENDED
006-410-6010	SALARIES	95,000.00	13,483.11	99,556.73	104.80	4,556.73
006-410-6210	DUES & SUBSCRIPTIONS	3,000.00	.00	2,941.70	98.06	58.30
006-410-6230	TRAVEL, TRAINING, & DUES	300.00	.00	225.00	75.00	75.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	4,000.00	357.48	5,830.62	145.77	1,830.62
006-410-6371	UTILITIES	18,000.00	1,059.39	15,597.50	86.65	2,402.50
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	.00	.00	.00	.00	.00
006-410-6405	RECORDING FEES	500.00	.00	500.00	100.00	.00
006-410-6408	INSURANCE	.00	.00	.00	.00	.00
006-410-6411	LEGAL EXPENSES	.00	.00	.00	.00	.00
006-410-6497	MISC EXPENSE	.00	.00	.00	.00	.00
006-410-6498	PROGRAMMING	4,000.00	.00	4,209.32	105.23	209.32
006-410-6502	BOOKS	3,000.00	121.28	3,135.85	104.53	135.85
006-410-6505	NEW EQUIPMENT	4,000.00	.00	3,868.47	96.71	131.53
006-410-6507	OPERATING SUPPLIES & MATERIALS	1,000.00	6.53	669.19	66.92	330.81
006-410-6508	POSTAGE	200.00	.00	194.19	97.10	5.81
006-410-6522	BOOKS/MEMORIALS	1,000.00	16.14	1,388.16	138.82	388.16
006-410-6523	MEM. AUDIO VISUAL	500.00	65.97	217.02	43.40	282.98
006-410-6524	AUDIO VISUAL	1,500.00	342.40	1,723.31	114.89	223.31
006-410-6525	SOFTWARE & TECH SUPPORT	6,500.00	171.47	5,792.39	89.11	707.61
006-410-6526	JANITOR SUPPLIES	500.00	.00	549.86	109.97	49.86
006-410-6751	CONSTRUCTION PROJECTS	200,000.00	11,000.00	168,510.84	84.26	31,489.16
	LIBRARY TOTAL	343,000.00	26,623.77	314,910.15	91.81	28,089.85
006-910-6910	TRANSFER OUT - LIBRARY OPERATI	75,114.47	.00	75,114.47	100.00	.00
	TRANSFERS TOTAL	75,114.47	.00	75,114.47	100.00	.00
	TOTAL EXPENSES	418,114.47	26,623.77	390,024.62	93.28	28,089.85

112-410-6110	CITY'S SHARE OF FICA/MEDICARE	1,012.68	7,386.27	8,800.00	1,413.73
112-410-6130	CITY'S SHARE OF IPERS	1,137.79	9,166.81	11,000.00	1,833.19
112-410-6150	CITY'S SHARE OF MEDICAL INS.	868.30	10,639.92	11,150.00	510.08
112-410-6151	CITY'S SHARE OF LIFE INS.	6.59	79.08	80.00	.92
112-410-6152	CITY'S SHARE OF DENTAL INS.	46.86	562.32	565.00	2.68
112-410-6160	WORKERS' COMP INS	89.26	180.60	200.00	19.40
	LIBRARY TOTAL	3,161.48	28,015.00	31,795.00	3,780.00
	EMPLOYEE BENEFITS TOTAL	3,161.48	28,015.00	31,795.00	3,780.00
	TOTAL EXPENSES	3,161.48	28,015.00	31,795.00	3,780.00

TREASURER'S REPORT CALENDAR 6/2023

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006 LIBRARY OPERATING	231,077.38	1,017.79	26,623.77	.00	205,471.40
167 LIBRARY ENDOWMENT	75,390.01	.00	.00	.00	75,390.01

MONEY MARKET ACCOUNT:

BANK CASH REPORT 2023

BANK NAME FUND GL NAME	MAY CASH BALANCE	JUNE RECEIPTS	JUNE DISBURSMENTS	JUNE CASH BALANCE	OUTSTANDING TRANSACTIONS	JUN BANK BALANCE
BANK US BANK LIBRARY MM BK#4						150,899.78
006 LIBRARY MM ACCOUNT	150,732.44	167.34	0.00	150,899.78		
US BANK LIBRARY MM TOTALS	150,732.44	167.34	0.00	150,899.78	0.00	150,899.78
TOTAL OF ALL BANKS	150,732.44	167.34	0.00	150,899.78	0.00	150,899.78

LIBRARY ENDOWMENT ACCOUNT:

REVENUE REPORT 6/2023		PCT OF FISCAL YTD 100.0%	MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	BALANCE	BALANCE	RECVD	UNCOLLECTED
167-410-4300	INTEREST - LIBRARY ENDOWMENT	.00	.00	275.54	.00	275.54
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
167-910-4830	TRANSFER IN - LIBRARY ENDOW	75,114.47	.00	75,114.47-	100.00-	150,228.94
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
		*****	*****	*****	*****	*****
	TOTAL OF ALL REVENUE	75,114.47-	.00	75,390.01	100.37-	150,504.48

Date: 06/30/2023

LIBRARY INVESTMENT INFORMATION

Number	Date Purchased	Date Matures	Amount	Rate	Bank	Fund
742-05	02/28/2023	02/28/24	4,044.74	4.26%	Clst	Dewey
742-06	02/28/2023	02/28/24	38,223.12	4.26%	Clst	Herrick
742-07	02/28/2023	02/28/24	1,003.71	4.27%	Clst	Blake
742-08	02/28/2023	02/28/24	32,118.44	4.26%	Clst	Allender

TOTAL \$75,390.01

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

CLAIMS		BUDGET LINE	V#	PAYMENT
ABC Pest Control		006 - 410 - 6310	515	\$56.62
Access Systems Copier Contract		006 - 410 - 6525	5321	\$370.81
Alliant Energy		006 - 410 - 6371	131	\$743.76
Amazon Capital Services (CITY)	Programming	006 - 410 - 6498	5265	\$184.48
American Alarms	Annual Contract	006 - 410 - 6310	5145	\$392.40
Baker & Taylor Entertainment	Unsourced Books	006 - 410 - 6502	34	\$79.13
	Mem/Don Books	006 - 410 - 6522		\$69.59
	Unsourced AV	006 - 410 - 6524		\$89.22
CPL Petty Cash	Programming	006 - 410 - 6498	74	\$23.65
	Postage	006 - 410 - 6508		\$11.62
Chariton Water Department		006 - 410 - 6371	80	\$23.74
Fortres Grand Corporation	PAC Software Sub	006 - 410 - 6525	2029	\$175.00
Iowa-Des Moines Supply	Custodial Supplies	006 - 410 - 6526		\$117.05
Narber, Megan	Mileage	006 - 410 - 6230		\$33.93
WebClarity BookWhere Software Subscription		006 - 410 - 6525	1371	\$607.25
Windstream		006 - 410 - 6371	858	\$253.27
TOTAL CLAIMS PAID AUGUST 2023				\$2,804.09

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

_____, President pro tem of the Chariton Free Public Library Board of Trustees

CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

Approved 4/17/2022
Revision 8/10/23

Article I. NAME:

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

Article II. PURPOSE:

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

Article III. MEMBERS:

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

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

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

Article IV. OFFICERS:

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

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

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

Article V. MEETINGS:

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

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

Article VI. COMMITTEES:

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

Article VII. LUCAS COUNTY GENEALOGICAL SOCIETY:

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

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

Article VIII. AMENDMENT OF BYLAWS:

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

Prepared for:
Chariton Public Library
Address:
803 Braden Ave, Chariton, IA 50049

PRIMO
HEATING AND COOLING LLC



Option #1
\$28,700.00

Estimate Details

Services	Unit Price	Qty	Total
Heat Pump System #4	\$15,200.00	1	\$15,200.00
American Standard Variable Speed 4 Ton Air Handler	\$0.00	1	\$0.00
American Standard Variable Speed 4 Ton Air Handler Model: TEM6A0D48H41SB			
American Standard 4 Ton 14 SEER Single Stage Heat Pump	\$0.00	1	\$0.00
American Standard 4 Ton 14 SEER Single Stage Heat Pump Model: 4A6H4048N1000A			
Honeywell Home Redesigned Prestige® IAQ Thermostat	\$0.00	1	\$0.00
Heat Pump System #2	\$13,500.00	1	\$13,500.00
American Standard Variable Speed 3 Ton Air Handler	\$0.00	1	\$0.00
American Standard Variable Speed 3 Ton Air Handler Model: TEM6A0C36H31SB			
American Standard 3 Ton 14 SEER Single Stage Heat Pump	\$0.00	1	\$0.00
American Standard 3 Ton 14 SEER Single Stage Heat Pump Model: 4A6H4036N1000A			
Services subtotal			\$28,700.00

Subtotal
\$28,700.00

Total
\$28,700.00

Note

Thank you for choosing Primo Heating and Cooling, we appreciate your business. Let us know how we did for you!

Estimate date: Jun 27, 2023

Contact us

[\(641\) 774-4368](tel:6417744368)
alex@primoheatingandcooling.com

RILEY

HEATING AND COOLING LLC
12470 575TH St.
Lucas IA. 50151
641-766-6156

8/4/23
Chariton Library
803 Braden Ave
Chariton, IA. 50049

Here is our proposal to install two new heat pump systems in your building at the address listed above.

Heat pump system #2 (Circulation Desk): We will remove and dispose of the existing heat pump and indoor air handler. We will supply and install a new Trane 3 ton heat pump (Model # 4TWR4036), a matching Trane indoor, variable speed, air handler (Model #TEM6AOD48), a 20 k.w. electric heat section, copper refrigerant line set, filter rack, supply air / return air sheet metal connections, drain line with EZ trap, outdoor equipment pad, heat pump snow legs, outdoor electrical disconnect, outdoor wiring whip and a Honeywell programmable multi-stage thermostat with outdoor temperature sensor. This heat pump system uses environmentally friendly R410A refrigerant and is rated at 14.3 SEER. Installed Investment: \$13,648

Heat pump system #4 (Conference Room): We will remove and dispose of the existing heat pump and indoor air handler. We will supply and install a new Trane 3 ton heat pump (Model # 4TWR4036), a matching Trane indoor, variable speed, air handler (Model #TEM6AOC36), a 15 k.w. electric heat section, copper refrigerant line set, return air base with filter rack, supply air / return air sheet metal connections, drain line with EZ trap, outdoor equipment pad, heat pump snow legs, outdoor electrical disconnect, outdoor wiring whip and a Honeywell programmable multi-stage thermostat with outdoor temperature sensor. This heat pump system uses environmentally friendly R410A refrigerant and is rated at 14 SEER.

Installed Investment: \$13,562

Thank you for consideration of this proposal. Upon acceptance please sign, date and return a copy to us.

Note: This proposal may be withdrawn by us if not accepted within 14 days and does not include the addition of or the modification to any high voltage wiring.

Terms: A 50% down payment is required with the balance due upon completion.

Acceptance of proposal- The above prices, specifications and conditions hereof are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment is due as stated above.

Date of acceptance: _____ Signature: _____

I appreciate the opportunity to serve you. If you have any questions or need additional information please call me.

Sincerely,

Patrick Riley

\$ 27,210⁰⁰

Community Relations Board

The Community Relations Board of the Chariton Free Public Library Board met July 31st at 10:30 in the Library Board room. Those in attendance included: Bevin, Linda, and Kris. Marcia Fenton and Cathy Wright were also present.

The Teacher Geek Stem apparatus has arrived from the STEM Scale-Up Grant. It is an amazing collection of nuts, bolts, nails, screws, etc., that should stimulate creativity in both young and old scientific minds.

Linda questioned why the monthly list of new books has not been published in the *Chariton Leader* yet. Kris stated the list had been submitted to the paper at least two weeks ago but had not appeared in print. Linda will stop by the newspaper office to check on their status. It was also noted the Grassley letter has not appeared in print yet. Kris stated that Lauri had submitted that also.

Recommendations from the Community Relations Committee for board approval:

- 1) We request approval to mail out another fund-raising letter to the community this fall.

Rationale — Because last year's fund-raising letter was very successful and we still have many physical improvements to be made, we feel another appeal to the community seems reasonable. Although the campaign probably won't be as lucrative, any amount helps. If approved, Linda and Kris will compose a letter to be presented at the September board meeting to be mailed in October.

- 2) We request approval for Linda to send a letter asking for funds from the Library Foundation.

Rationale -- The Library Foundation meets once a year in September. Linda will take the estimates from Interiors and More for new shades for the downstairs windows and estimates for new carpet for both downstairs and upstairs to Sherrill Garton and Nancy Lahart. The Foundation likes to be able to choose their project. If there are other estimated requests to include in the packet, bring them to Linda before October 20.

Mainstay Systems of Iowa LLC
PO Box 13022
Des Moines, IA 50310-0022 US
(515) 706-1655
ccurtis@mainstay.systems
<http://www.mainstay.systems>



ADDRESS

Mrs. Kris Murphy
Chariton Library
803 Braden Ave
Chariton, Iowa 50049 USA

Estimate 1375

DATE 08/07/2023

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
16 Channer NVR	16-Channel 8MP NVR with no Hard Drive (customer supplied) MFR #N16NRE2TB	1	625.00	625.00

SUBTOTAL 625.00

TAX 0.00

TOTAL \$625.00

Accepted By

Accepted Date

Thank you for your business

**CHARITON FREE PUBLIC LIBRARY
DIRECTOR'S REPORT
THURSDAY AUGUST 10, 2023**

The Summer Reading Program has ended. The Finale went really well! We made pins with the button maker and surprisingly most of them drew their own pins. We were worried that they'd choose to cut out images instead. We also decorated t-shirts with fabric paint and "tie-dyed" them with sharpies and alcohol. Four staff made the program go smoothly.

I will continue to do the Farmers Market programs until the Market ends in the first week of October, although I've missed two and might miss this week's due to a medical appointment.

Patrons have been so happy with the Smash Book program that we've labeled that Wednesday 5:00 – 7:00 time *Open Door Adult Studio*. I've relocated the supplies and tools for this program to both of the upper cabinets in the meeting room and stocked the lower drawers of one cabinet with the various paper supplies. We've labeled those cabinets and keep them locked unless the program is in progress. We also labeled the kids' craft supply drawers that contain all of the markers, crayons, glue, etc. that people are welcome to use whenever they're in the room. At least one of our supervised visit families uses the supplies each time they come. There's also paper in those drawers for the kids to use.

Megan is working with a couple of locals to offer knitting and crochet programs starting in September. One will be for kids and families, the other for adults.

Megan and I are making circulating kits out of the Henry's Heroes STEM cart supplies we were gifted. Our Teacher Geek STEAM cart arrived (Iowa Scale-Up Grant). We've assembled it and Megan is looking over the online instruction sets and considering times when we might offer STEAM programs utilizing the materials. We also have boxes of the extra materials that came with the cart to get us through a few years of programs before we have to look at restocking the cart.

Megan invited a local woman to bring goats and ducks for a children's program. The only hitch was that it rained briefly and the program had to be relocated in the meeting room. The attendance was great and the kids had a ball, but the carpet in the meeting room didn't benefit from it.

Megan and I are also still catching up with various circulating kit materials to add to our Bin/Kit collection. And I'm cataloging several donated puzzles for the collection. As we were sorting materials we emptied the office and it was fabulous, until the now sorted but still unfinished project came back up from the meeting room. We hope that once these kits, etc. are cataloged and placed on the shelves we will once again have great working space in the office.

Kris Murphy – August 10, 2023

Category	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Adult Fiction	14,276	13,614	12,484	11,887	9,796	8,704	7,903	8,220	7,793	6,898	5,590	4,459	4,800	5,274
Large Print	4,038	4,195	3,849	3,271	2,830	2,395	1,684	1,292	1,501	1,293	1,083	928	650	828
Adult Nonfic	3,389	2,966	2,875	2,742	2,452	1,961	1,820	2,024	2,082	2,595	1,795	1,666	1,790	1,572
Adult Audio	1,457	1,944	1,890	1,739	1,498	1,170	1,392	1,618	1,257	855	895	560	393	209
Adult Video	7,026	7,937	5,809	8,012	13,153	13,750	15,645	10,271	11,243	11,072	6,659	3,738	3,581	3,082
Picture Books	3,922	4,714	3,658	4,186	3,981	3,194	2,502	3,598	3,069	4,128	2,218	1,654	3,508	2,997
Beg Readers	2,043	2,640	2,317	2,917	2,729	1,887	1,670	2,188	1,990	2,066	2,057	1,811	1,696	1,742
J Fiction	1,960	1,833	1,640	2,142	1,878	1,637	1,831	2,593	2,463	3,020	2,935	3,713	3,564	3,729
J Nonfiction	811	965	916	702	788	553	601	682	820	985	1,121	1,124	1,075	799
J Audiobooks	118	119	106	76	31	44	60	45	158	223	143	130	68	94
J Videos	2,339	2,650	1,692	2,072	2,476	2,575	2,137	5,438	6,569	5,807	3,945	2,803	3,113	3,161
YA Books	2,084	2,156	2,120	1,841	1,702	1,468	1,723	2,509	1,767	1,782	2,030	1,564	1,409	980
YA Video	58	114	88	63	73	185	314	757	659	547	311	375	226	241
Games													6	10
Puzzles												10	29	46
Edu Bins												16	10	14
Maker Bins														7
	43,521	45,847	39,444	41,650	43,387	39,523	39,282	41,235	41,371	41,271	30,782	24,551	25,918	24,785

	Programs Offered	Attends	Online Content	Online Attends	SRP Regs	
2004	51	1,133			71	1st year without part-time program coordinator. Director Reynolds doing all programming.
2005	28	556			52	Director Reynolds until 12/2004 Director Murphy began doing all programming 1/2005.
2006	46	376			64	Director Murphy doing all programming.
2007	16	261			92	Director Murphy doing all programming.
2008	19	473			58	Director Murphy doing all programming.
2009	46	727			43	Director Murphy doing all programming.
2010	51	876			119	Director Murphy doing all programming.
2011	46	760			101	Director Murphy doing all programming.
2012	55	1,180			115	Director Murphy doing all programming.
2013	51	948			110	Director Murphy doing all programming.
2014	51	1,089			101	Director Murphy doing all programming.
2015	33	648			87	Director Murphy doing all programming.
2016	31	402			68	Director Murphy doing all programming.
2017	109	1,277			86	Part-time program coordinator hired.
2018	148	2,491			85	What a difference having a program coordinator made.
2019	136	2,165			98	1st part-time programmer moved away.
2020	220	2,215	14	468	102	On-Site Programming closed 3 months prior to report. Dawn started online content.
2021	117	3,591	44	8,727	90	Programming continued online, participants could view content repeatedly, Dawn offered Off-Site programs at other community venues that were open to public.
2022	72	3,752	7	219	65	Includes Dawn's Off-Site School-Based Programming for all third grade students, online content offerings stopped when Dawn left 12/2021. Director Murphy resumed doing all programming.
2023	77	660	0	0	128	Look where we were headed with our program coordinator in 2022 despite COVID, and where we ended up when the position fell vacant and we couldn't find a replacement for more than a year. Director doing all programming.

28 hours per week not enough time, pay totally inadequate.

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY SEPTEMBER 14, 2023
LIBRARY BOARDROOM**

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

Chariton Public Library Board Meeting September 14, 2023 5:30pm
Please join my meeting from your computer, tablet or smartphone.
<https://meet.goto.com/947761669>

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

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

- 5. Consent Agenda:**
 - a. August 10, 2023 Minutes**
 - b. Correspondence –**
Joanne Housman Memorial \$500 from Fred Housman & Family
Paul & Leslie Goldsmith \$100 Memorial for
Simply Lies by David Baldacci, donated in memory of Members Lost by Town & Country Book Club
 - c. July 2023 Financial Statements**
 - d. Grants –** Vredenburg Foundation Building Projects Grant awarded \$10,000
- 6. September 2023 Claims**
- 7. Unfinished Business**
 - a.** Consideration for Approval of HVAC Replacement
 - b.** Library Foundation Funding Request
- 8. New Business**
 - a.** Election of Board Officers
 - b.** Lundy Building – Gary Lundy request for scaffolding placement and landscaping trimming
- 9. Reports**
Building & Grounds
Community Relations
Finance & Policy
Director's Report
- 10. Board Comments & Continuing Education**
- 11. Agenda Items for Next Month's (September 14, 2023) Meeting**
- 12. Adjournment**

Chariton Free Public Library

August 10, 2023

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on August 10, 2023 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Kramme, Meyer, Sharp, and Pillsbury-Allen were present. Director Murphy was present.

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

Good News: Our New Additions to the Collection Highlights were printed in the newspaper. This will be a monthly practice.

Consent Agenda: Meyer moved to approve the Consent Agenda. Bisgard seconded and the motion passed unanimously.

- a. July 13, 2023 Minutes
- b. Correspondence - none
- c. June 2023 Financial Statements
- d. Grants - none

The August 2023 Claims were unanimously approved on a motion from Meyer, seconded by Pillsbury-Allen.

Unfinished Business

Bisgard moved and Kramme seconded to amend the Board Bylaws moving the election of officers to June and for terms of office to begin July first to coincide with the fiscal year. Motion passed unanimously on a roll call vote.

In consideration of whether or not to approve the replacement of the two HVAC units currently not operational, and too old to purchase parts for repair, there was a discussion of alternative solutions while reviewing the two quotes. The item was tabled to the September meeting in order that Bisgard might contact the vendors to discuss the alternatives and request new quotes.

New Business

Pillsbury-Allen reported on the Community Relations Committee's Friends of the Library subcommittee meeting. A new letter was drafted for the Friends membership and fundraising initiative which will remain separate from any other fundraising efforts. The letter will go out August 25th. A slide was created and submitted to the Vision II Theater to promote membership and announce the annual meeting on September 25th. It will begin running immediately.

Discussion of a request for funding from the Library Foundation was tabled until the September meeting.

Bisgard moved and Pillsbury-Allen seconded to accept the quote from Mainstay Systems of Iowa LLC to replace the NVR server for the camera surveillance system. The server stopped recording in March due to a circuit board failure. The motion was approved unanimously and Murphy will request Mainstay proceed with purchase and replacement.

Building & Grounds Committee (HVAC discussion above)

Community Relations Committee (Friends discussion above)

Finance & Policy Committee (HVAC discussion above)

Director's Report attached.

Board Comments & Continuing Education: none

In order to comply with Trustee training requirements Murphy will schedule training sessions in upcoming months.

Agenda Items for September 2023 Meeting:

Election of Officers (due to change in trustees)

HVAC Options/Quotes

Library Foundation funding request

Adjournment: The meeting was adjourned at 6:36 p.m. on a motion from Pillsbury-Allen, seconded by Kramme.

The next meeting of the Library Board will be Thursday, September 14, 2023.

Kris Murphy, Library Director

JULY 2023 FINANCIAL REPORTS

Library Income:

REVENUE REPORT 7/2023 PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY	1,000.00	959.53	959.53	95.95	40.47
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	19,000.00	.00	.00	.00	19,000.00
006-410-4471	LOCAL GRANTS	55,000.00	2,500.00	2,500.00	4.55	52,500.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	615.50	615.50	12.31	4,384.50
006-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	.00	.00	.00	20,000.00
006-410-4715	REFUND	.00	.00	.00	.00	.00
006-410-4765	LIBRARY FINES	3,500.00	336.95	336.95	9.63	3,163.05
006-410-4799	OTHER REVENUES	4,000.00	600.00	600.00	15.00	3,400.00
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.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
TOTAL OF ALL REVENUE		247,500.00	5,011.98	5,011.98	2.03	242,488.02

Library Endowment:

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
167-410-4300	INTEREST - LIBRARY ENDOWMENT	.00	.00	.00	.00	.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.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		.00	.00	.00	.00	.00

Library Money Market:

BANK CASH REPORT

BANK FUND GL	BANK NAME	JUNE CASH BALANCE	JULY RECEIPTS	JULY DISBURSMENTS	JULY CASH BALANCE	OUTSTANDING TRANSACTIONS	JUL BANK BALANCE
BANK 006	US BANK LIBRARY MM LIBRARY MM ACCOUNT	BK#4 150,899.78	173.11	0.00	151,072.89		151,072.89
US BANK LIBRARY MM TOTALS		150,899.78	173.11	0.00	151,072.89	0.00	151,072.89
TOTAL OF ALL BANKS		150,899.78	173.11	0.00	151,072.89	0.00	151,072.89

Library Expenditures:

BUDGET REPORT 7/2023		PCT OF FISCAL YTD 8.3%	MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	BALANCE	BALANCE	EXPENDED	UNEXPENDED
006-410-6010	SALARIES	121,600.00	8,900.72	8,900.72	7.32	112,699.28
006-410-6210	DUES & SUBSCRIPTIONS	1,400.00	1,180.53	1,180.53	84.32	219.47
006-410-6230	TRAVEL, TRAINING, & DUES	300.00	.00	.00	.00	300.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,500.00	.00	.00	.00	3,500.00
006-410-6371	UTILITIES	17,000.00	1,126.46	1,126.46	6.63	15,873.54
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	100.00	.00	.00	.00	100.00
006-410-6405	RECORDING FEES	500.00	.00	.00	.00	500.00
006-410-6408	INSURANCE	.00	.00	.00	.00	.00
006-410-6411	LEGAL EXPENSES	.00	.00	.00	.00	.00
006-410-6497	MISC EXPENSE	.00	.00	.00	.00	.00
006-410-6498	PROGRAMMING	5,000.00	478.55	478.55	9.57	4,521.45
006-410-6502	BOOKS	4,000.00	455.16	455.16	11.38	3,544.84
006-410-6505	NEW EQUIPMENT	2,000.00	.00	.00	.00	2,000.00
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	104.47	104.47	5.22	1,895.53
006-410-6508	POSTAGE	100.00	.00	.00	.00	100.00
006-410-6522	BOOKS/MEMORIALS	1,000.00	310.56	310.56	31.06	689.44
006-410-6523	MEM. AUDIO VISUAL	500.00	10.99	10.99	2.20	489.01
006-410-6524	AUDIO VISUAL	2,000.00	159.10	159.10	7.96	1,840.90
006-410-6525	SOFTWARE & TECH SUPPORT	6,000.00	834.72	834.72	13.91	5,165.28
006-410-6526	JANITOR SUPPLIES	600.00	.00	.00	.00	600.00
006-410-6751	CONSTRUCTION PROJECTS	80,000.00	.00	.00	.00	80,000.00
		=====	=====	=====	=====	=====
	LIBRARY OPERATING TOTAL	247,600.00	13,561.26	13,561.26	5.48	234,038.74
		=====	=====	=====	=====	=====
010-410-6408	INSURANCE - LIBRARY	7,500.00	.00	.00	.00	7,500.00
		=====	=====	=====	=====	=====
	LIABILITY & PROP INS LEVY TOTA	7,500.00	.00	.00	.00	7,500.00
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	9,300.00	662.10	662.10	7.12	8,637.90
112-410-6130	CITY'S SHARE OF IPERS	11,500.00	760.92	760.92	6.62	10,739.08
112-410-6150	CITY'S SHARE OF MEDICAL INS.	10,500.00	868.30	868.30	8.27	9,631.70
112-410-6151	CITY'S SHARE OF LIFE INS.	100.00	6.59	6.59	6.59	93.41
112-410-6152	CITY'S SHARE OF DENTAL INS.	700.00	46.86	46.86	6.69	653.14
112-410-6160	WORKERS' COMP INS	300.00	.00	.00	.00	300.00
		=====	=====	=====	=====	=====
	EMPLOYEE BENEFITS TOTAL	32,400.00	2,344.77	2,344.77	7.24	30,055.23
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	TOTAL EXPENSES	287,500.00	15,906.03	15,906.03	5.53	271,593.97
		=====	=====	=====	=====	=====

CHARITON FREE PUBLIC LIBRARY FY2024 BUDGET
2024 FISCAL YEAR JULY 2023

OPERATING BUDGET REVENUES & EXPENDITURES		BUDGETED	07/2023	BALANCE
		BEGINNING BALANCE 7/1/2022		\$0.00
006-410-4300	INTEREST (MONEY MARKET INTEREST 5/23)	\$1,000.00	\$959.53	\$959.53
006-410-4440	STATE GRANTS	\$0.00	\$0.00	\$0.00
006-410-4470	RURAL FEES	\$19,000.00	\$0.00	\$0.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS	\$5,000.00	\$615.50	\$615.50
006-410-4715	REFUND	\$0.00	\$0.00	\$0.00
006-410-4765	LIBRARY INCOME	\$3,500.00	\$336.95	\$336.95
006-410-4799	OTHER (State Funds & Gene Rent)	\$4,000.00	\$600.00	\$600.00
006-910-4830	TRANSFERS	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$0.00	\$0.00
006-410-6010	GROSS SALARIES	\$121,600.00	(\$8,900.72)	(\$8,900.72)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$1,400.00	(\$1,180.53)	(\$1,180.53)
006-410-6230	TRAVEL/TRAINING/DUES	\$300.00	\$0.00	\$0.00
006-410-6310	B&G	\$3,500.00	\$0.00	\$0.00
006-410-6371	UTILITIES	\$17,000.00	(\$1,126.46)	(\$1,126.46)
006-410-6402	ADVERTISING/PUBLICATIONS	\$100.00	\$0.00	\$0.00
006-410-6405	AUDITOR	\$500.00	\$0.00	\$0.00
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00
006-410-6497	MISC.	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$5,000.00	(\$478.55)	(\$478.55)
006-410-6502	BOOKS - LIBRARY FUNDS	\$4,000.00	(\$455.16)	(\$455.16)
006-410-6505	NEW FURNITURE/EQUIP	\$2,000.00	\$0.00	\$0.00
006-410-6507	OPERATING SUPPLIES	\$2,000.00	(\$104.47)	(\$104.47)
006-410-6508	POSTAGE	\$100.00	\$0.00	\$0.00
006-410-6522	BOOKS - MEMORIAL	\$1,000.00	(\$310.56)	(\$310.56)
006-410-6523	AUDIO-VISUAL - MEMORIAL	\$500.00	(\$10.99)	(\$10.99)
006-410-6524	AUDIO-VISUAL - LIBRARY FUNDS	\$2,000.00	(\$159.10)	(\$159.10)
006-410-6525	SOFTWARE & TECH SUPPT	\$6,000.00	(\$834.72)	(\$834.72)
006-410-6526	JANITOR SUPPLIES	\$600.00	\$0.00	\$0.00
		7/31/2023 BALANCE		(\$11,049.28)

CAPITAL PROJECT BUDGET REVENUES & EXPENDITURES

006-410-4471	GRANTS			\$0.00
006-410-4707	BLDG DONATIONS			\$0.00
BEQUESTS				\$0.00
006-410-6751	CONSTRUCTION PROJECTS			\$0.00
		7/31/2023 CAPITAL PROJECT BALANCE		\$197,109.92

TREASURER'S REPORT
CALENDAR 7/2023, FISCAL 1/2024

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006 LIBRARY OPERATING	205,471.40	5,011.98	13,561.26	.00	196,922.12
167 LIBRARY ENDOWMENT	75,390.01	.00	.00	.00	75,390.01

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

CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems Copier Contract		006 - 410 - 6525	5321	\$154.48
Alliant Energy		006 - 410 - 6371	131	\$746.29
Amazon Capital Services (CITY)	Programs Supplies	006 - 410 - 6498	5265	\$55.96
	Operating Supplies	006 - 410 - 6507		\$166.53
	Mem/Don Books	006 - 410 - 6522		\$9.89
	Unsourced AV DVD	006 - 410 - 6524		\$20.71
Baker & Taylor Entertainment	Unsourced Books	006 - 410 - 6502	34	\$70.43
	Mem/Don Books	006 - 410 - 6522		\$480.34
	Mem/Don AV CD	006 - 410 - 6523		\$39.59
	Unsourced AV DVD	006 - 410 - 6524		\$97.96
Blackstone Audio	Mem/Don AV CD	006 - 410 - 6523	new	\$123.52
Bovard Studio (Stained Glass Project)		006 - 410 - 6751		\$3,322.00
Chariton Newspapers (Job Ad)		006 - 410 - 6402	78	\$50.25
CPL Petty Cash	Operating Supplies	006 - 410 - 6507	74	\$9.63
	Postage	006 - 410 - 6508		\$13.20
Chariton Water Department		006 - 410 - 6371	80	\$24.65
DEMCO CD Audio Cases, Date Due Slips		006 - 410 - 6507	93	\$168.99
Ghomley, Lauri (Sanitizer, Supplies, Cart from Auction)		006 - 410 - 6507	5129	\$110.77
Iowa Prison Industries	Custodial Supplies	006 - 410 - 6526	143	\$101.16
Kone (Elevator Maint. Contract)		006 - 410 - 6310	160	\$357.48
Mainstay Systems Inc.	NVR Replacement	006 - 410 - 6505	5351	\$625.00
TechSoup	Photoshop x 3	006 - 410 - 6525	1641	\$90.00
Tri-County Fire Equipment (annual check)		006 - 410 - 6310	2003	\$76.75
Wilson, Kathy	Adult Program	006 - 410 - 6498		\$200.00
Windstream		006 - 410 - 6371	858	\$287.43
TOTAL CLAIMS PAID SEPTEMBER 2023				\$7,403.01

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

Prepared for:
Chariton Public Library
Address:
803 Braden Ave, Chariton, IA 50049

PRIMO
HEATING AND COOLING LLC



Option #1
\$28,700.00

Estimate Details

Services	Unit Price	Qty	Total
Heat Pump System #4	\$15,200.00	1	\$15,200.00
American Standard Variable Speed 4 Ton Air Handler	\$0.00	1	\$0.00
American Standard Variable Speed 4 Ton Air Handler Model: TEM6A0D48H41SB			
American Standard 4 Ton 14 SEER Single Stage Heat Pump	\$0.00	1	\$0.00
American Standard 4 Ton 14 SEER Single Stage Heat Pump Model: 4A6H4048N1000A			
Honeywell Home Redesigned Prestige® IAQ Thermostat	\$0.00	1	\$0.00
Heat Pump System #2	\$13,500.00	1	\$13,500.00
American Standard Variable Speed 3 Ton Air Handler	\$0.00	1	\$0.00
American Standard Variable Speed 3 Ton Air Handler Model: TEM6A0C36H31SB			
American Standard 3 Ton 14 SEER Single Stage Heat Pump	\$0.00	1	\$0.00
American Standard 3 Ton 14 SEER Single Stage Heat Pump Model: 4A6H4036N1000A			
Services subtotal			\$28,700.00

Subtotal
\$28,700.00

Total
\$28,700.00

Note

Thank you for choosing Primo Heating and Cooling, we appreciate your business. Let us know how we did for you!

Estimate date: Jun 27, 2023

Contact us

[\(641\) 774-4368](tel:(641)774-4368)
alex@primoheatingandcooling.com

RILEY

HEATING AND COOLING LLC

12470 575TH St.

Lucas IA. 50151

641-766-6156

8/4/23

Chariton Library

803 Braden Ave

Chariton, IA. 50049

Here is our proposal to install new heat pump systems in your building at the address listed above.

Heat pump system #4 (Conference Room): We will remove and dispose of the existing heat pump and indoor air handler. We will supply and install a new Trane 3 ton heat pump (Model # 4TWR4036), a matching Trane indoor, variable speed, air handler (Model #TEM6AOC36), a 15 k.w. electric heat section, copper refrigerant line set, return air base with filter rack, supply air / return air sheet metal connections, drain line with EZ trap, outdoor equipment pad, heat pump snow legs, outdoor electrical disconnect, outdoor wiring whip and a Honeywell programmable multi-stage thermostat with outdoor temperature sensor. This heat pump system uses environmentally friendly R410A refrigerant and is rated at 14 SEER.

Installed Investment: \$13,562

Additional Work: \$438.00

Total
\$14,000

Thank you for consideration of this proposal. Upon acceptance please sign, date and return a copy to us.

Note: This proposal may be withdrawn by us if not accepted within 14 days and does not include the addition of or the modification to any high voltage wiring.

Terms: A 50% down payment is required with the balance due upon completion.

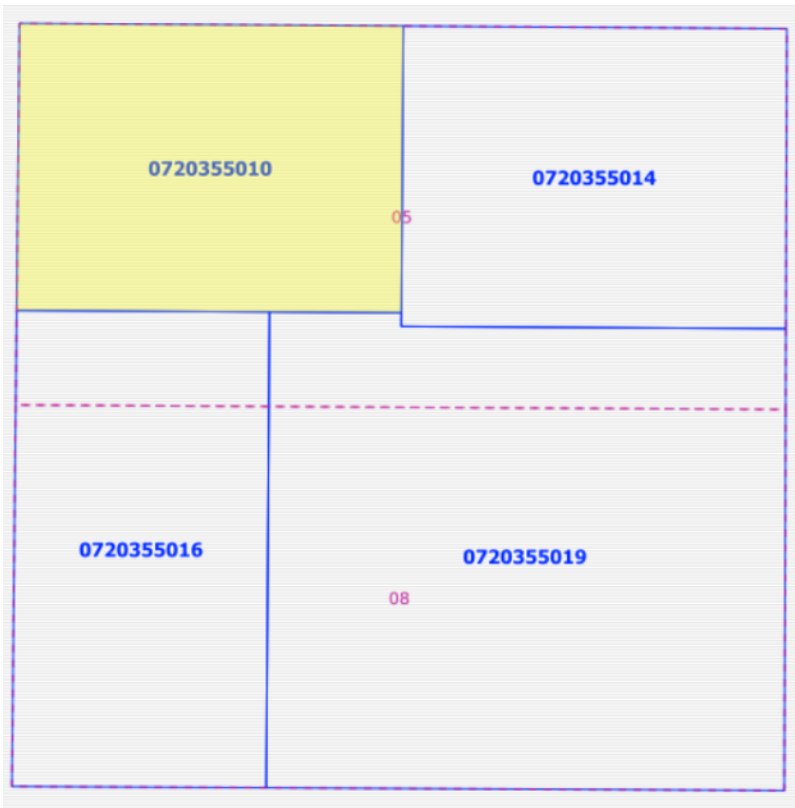
Acceptance of proposal- The above prices, specifications and conditions hereof are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment is due as stated above.

Date of acceptance: _____ Signature: _____

I appreciate the opportunity to serve you. If you have any questions or need additional information please call me.

Sincerely,

Patrick Riley



**CHARITON FREE PUBLIC LIBRARY
DIRECTOR'S REPORT
THURSDAY SEPTEMBER 14, 2023**

Advantage Archives will do our next round of newspaper digitization, reels and online archive additions this fall. They'll pick up the newspapers from the State Historical Society next week.

Megan has begun offering her own programming. September includes crochet classes for kids and adults, which she supervises, but which are taught by a local resident. She's also scheduled a guest speaker to talk about Jane Austen.

As most Smash Book attendees are no longer coming to the Wednesday night program time, we're suspending that and instead offering Holiday Smash Book programs. We'll put out items themed to that month's holiday in addition to our regular supplies. The first will occur in October as a Halloween Smash. I think we'll have goodies to munch on. New participants are always welcome!

First Interstate Bank is holding a "Book Drive" for us this month. Included in their suggested items are craft supplies and paper supplies as well. We hope that some of the items might be appropriate for addition to the collection, but suspect a quantity of them might end up in the Friends book sale.

We have not done an official weed of the Library collection since prior to Covid. Now, the weed is on. It's a tough one, but will generate more than enough content for the Friends of the Library book sale without any donations. And judging by what was weeded that had been donated in the past and failed to circulate, sometimes even a single time, we need to be a lot more selective in what donations we add to the collection. Full shelves do not make a popular collection. It's no good offering items that aren't used.

I'm a bit embarrassed to be weeding stuff that hasn't circulated since I took the job in 2005. It is very difficult to part with good history books and Iowa history books, etc. that haven't circulated, but we must admit that these items are not what our borrowers want if they've sat for so long without circulating. Some of them contain wonderful historical photographs and personal accounts. This is the harshest weed we've ever done. If an item doesn't do its job, it's gone.

Collection development and weeding have changed since I began in this job. Once upon a time we were instructed to try to maintain an item in our nonfiction collection for every subject, in a broad sense, something that would cover the topic if need arose. This is where we're experiencing a significant drop in use due to the Internet. Years ago the Reference Section disappeared and now Nonfiction keeps shrinking. At this point, we've let go of the idea of an item for every subject and we've also thinned some of the biggest sections drastically. Cookbooks, Health and Wellness, True Crime, etc., all were staples of circulation and are now accessed more online.

Another concern is memorials. Donors request a certain subject. I buy items to match that subject and then those items are weeded within a few years due to lack of circulation, sometimes again without a single circulation. I don't know how to address this issue.

Beginning in August, I weeded Juvenile Fiction, YA Fiction and our Graphic Novels. We literally had no space to add new items. I was a bit shocked at the recent decline in circulation of YA Fiction of a certain type -- supernatural series that we struggled to keep up with only five years ago are dead. Sadly we automatically purchased and sometimes replaced volumes in those series just prior to their steep decline.

It was harder with the Juvenile Fiction, an area where we're desperate for space, as, like in Adult Fiction, series keep growing and crowding out individual titles and authors. Next on the list is the Pre-K to 2nd Grade section. The picture books are running out of space. I had already weeded the Beginner Readers in order to add many recent purchases made thanks to a gift of \$500 from the Iowa Total Care Literacy Program.

We added 207 items in August and weeded 2,104. September's weeded numbers will be even greater. There should be a support group for librarians forced to weed collections.

Kris Murphy – September 14, 2023

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY OCTOBER 12, 2023
LIBRARY BOARDROOM**

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

Chariton Public Library Board Meeting October 12, 2023 5:30pm
Please join my meeting from your computer, tablet or smartphone.
<https://meet.goto.com/947761669>

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

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

- 5. Consent Agenda:**
 - a. September 14, 2023 Minutes**
 - b. Correspondence –**
Megan Narber resignation 9/22/23
Library Foundation request response letter, hand delivered 10/11/23
 - c. August 2023 Financial Statements**
 - d. Grants – none**

6. October 2023 Claims

7. Unfinished Business – none

8. New Business

- a. Fundraising Letter

9. Reports

Building & Grounds
Community Relations
Finance & Policy
Director's Report

10. Board Comments & Continuing Education

11. Agenda Items for Next Month's (November 9, 2023) Meeting

12. Adjournment

Chariton Free Public Library

September 14, 2023

The Chariton Free Public Library Board held its regular monthly meeting in the Library Meeting Room on September 14, 2023 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Kramme, Meyer, Miller, Sharp, and Seufferer were present. Director Murphy was present.

The Agenda was unanimously adopted on a motion from Kramme, seconded by Seufferer.

Consent Agenda: Meyer moved to approve the Consent Agenda. Seufferer seconded and the motion passed unanimously.

August 10, 2023 Minutes

Correspondence –

Joanne Housman Memorial \$500 from Fred Housman & Family

Paul & Leslie Goldsmith \$100 Memorial for

Simply Lies by David Baldacci, donated in memory of Members Lost by Town & Country Book Club

July 2023 Financial Statements

Grants – Vredenburg Foundation Building Projects Grant awarded \$10,000

The September 2023 Claims were unanimously approved on a motion from Miller, seconded by Kramme.

Unfinished Business

Kramme moved and Miller seconded to approve the Riley proposal for replacement of one HVAC unit for \$14,000. This unit is located in the east utility room and services the boardroom, bathrooms and north lobby. Riley will redirect ducts from the other inoperable unit, which serviced the circulation desk and staff office, so that the new unit can cover the staff room, eliminating the need for a second HVAC unit. Due to the open nature of the circulation desk, it receives ample heating and cooling from adjoining rooms. The motion passed unanimously.

Miller has bids for upcoming projects to submit to the Library Foundation as funding requests at their September meeting.

New Business

Board Officers: Seufferer moved and Miller seconded that Meyer take up the vacant board presidency until June 2024, at which time the next regular nomination and election of officers will take place.

Miller moved, and Kramme seconded to agree to Gary Lundy's request for permission to place scaffolding upon and clean up landscaping on Library property adjacent to his building. The motion passed unanimously.

Building & Grounds Committee (HVAC discussion above)

Community Relations Committee Miller reported that on September 25th Friends of the Library will hold a meeting to elect officers for their board and discuss the October Book Sale.

Finance & Policy Committee will meet with the City Clerk in November to discuss an additional budget line for capital projects.

Director's Report attached.

Board Comments & Continuing Education: none

On September 21st Trustees are invited to attend a webinar offered via the State Library pertaining to library facilities. It will cover best practices for working with city administration for improved day-to-day facilities management and on bigger projects. The webinar will be archived for anyone unable to attend to view later.

Agenda Items for October 12th Meeting: none

Adjournment: The meeting was adjourned at 6:15 p.m. on a motion from Miller, seconded by Kramme.

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

Kris Murphy, Library Director

Chariton Public Library Foundation
Chariton, Iowa

September 30, 2023

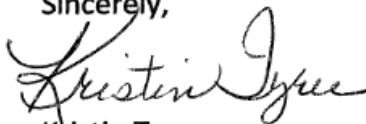
Board of Directors
Chariton Free Public Library
803 Braden Ave.
Chariton, Iowa

Dear Members of Chariton Public Library Board of Directors,

The Foundation Board reviewed your letter listing the projects for improvement for the Chariton Public Library at the September 27 Foundation board meeting. After discussion, it was decided to wait until the first of the new year to review the projects and see what funds are available. We will inform you of our decision at that time.

The Foundation board supports your efforts and is pleased to help with the "upkeeps."

Sincerely,

A handwritten signature in cursive script that reads "Kristin Tyree". The signature is written in black ink and is positioned above the printed name and title.

Kristin Tyree
Secretary

AUGUST 2023 FINANCIAL REPORTS

OPERATING FUND REVENUE 8/2023

REVENUE REPORT CALENDAR 8/2023, FISCAL 2/2024			PCT OF FISCAL YTD 16.6%			
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY	1,000.00	173.31	1,132.84	113.28	132.84
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	19,000.00	.00	.00	.00	19,000.00
006-410-4471	LOCAL GRANTS	55,000.00	10,000.00	12,500.00	22.73	42,500.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	17.10	632.60	12.65	4,367.40
006-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	.00	.00	.00	20,000.00
006-410-4715	REFUND	.00	.00	.00	.00	.00
006-410-4765	LIBRARY FINES	3,500.00	208.94	545.89	15.60	2,954.11
006-410-4799	OTHER REVENUES	4,000.00	.00	600.00	15.00	3,400.00
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	.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	247,500.00	10,399.35	15,411.33	6.23	232,088.67
	TOTAL OF ALL REVENUE	247,500.00	10,399.35	15,411.33	6.23	232,088.67

LIBRARY ENDOWMENT REVENUE 8/2023

REVENUE REPORT CALENDAR 8/2023, FISCAL 2/2024			PCT OF FISCAL YTD 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
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
167-910-4830	TRANSFER IN - LIBRARY ENDOW	.00	.00	.00	.00	.00
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
LIBRARY MM BK#4	LIBRARY ENDOWMENT TOTAL	.00	.00	.00	.00	.00
LIBRARY MM BK#4	151,072.89 173.31	*****	*****	*****	*****	*****
MM ACCOUNT	TOTAL OF ALL REVENUE	.00	.00	.00	.00	.00

LIBRARY MONEY MARKET REVENUE 8/2023

BANK CASH REPORT 2023

BANK NAME	JULY CASH BALANCE	AUGUST RECEIPTS	AUGUST DISBURSMENTS	AUGUST CASH BALANCE	OUTSTANDING TRANSACTIONS	AUG BANK BALANCE
FUND GL NAME						
US BANK LIBRARY MM BK#4						
BANK 006 US BANK LIBRARY MM BK#4	151,072.89	173.31	0.00	151,246.20		151,246.20
LIBRARY MM ACCOUNT						
US BANK LIBRARY MM TOTALS	151,072.89	173.31	0.00	151,246.20	0.00	151,246.20
TOTAL OF ALL BANKS	151,072.89	173.31	0.00	151,246.20	0.00	151,246.20

OPERATING FUND EXPENDITURES 8/2023

BUDGET REPORT CALENDAR 8/2023, FISCAL 2/2024			PCT OF FISCAL YTD 16.6%			
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	121,600.00	8,453.05	17,353.77	14.27	104,246.23
006-410-6210	DUES & SUBSCRIPTIONS	1,400.00	.00	1,180.53	84.32	219.47
006-410-6230	TRAVEL, TRAINING, & DUES	300.00	33.93	33.93	11.31	266.07
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,500.00	449.02	449.02	12.83	3,050.98
006-410-6371	UTILITIES	17,000.00	1,020.77	2,147.23	12.63	14,852.77
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	100.00	.00	.00	.00	100.00
006-410-6405	RECORDING FEES	500.00	.00	.00	.00	500.00
006-410-6408	INSURANCE	.00	.00	.00	.00	.00
006-410-6411	LEGAL EXPENSES	.00	.00	.00	.00	.00
006-410-6497	MISC EXPENSE	.00	.00	.00	.00	.00
006-410-6498	PROGRAMMING	5,000.00	208.13	686.68	13.73	4,313.32
006-410-6502	BOOKS	4,000.00	79.13	534.29	13.36	3,465.71
006-410-6505	NEW EQUIPMENT	2,000.00	.00	.00	.00	2,000.00
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	.00	104.47	5.22	1,895.53
006-410-6508	POSTAGE	100.00	11.62	11.62	11.62	88.38
006-410-6522	BOOKS/MEMORIALS	1,000.00	69.59	380.15	38.02	619.85
006-410-6523	MEM. AUDIO VISUAL	500.00	.00	10.99	2.20	489.01
006-410-6524	AUDIO VISUAL	2,000.00	89.22	248.32	12.42	1,751.68
006-410-6525	SOFTWARE & TECH SUPPORT	6,000.00	1,270.11	2,104.83	35.08	3,895.17
006-410-6526	JANITOR SUPPLIES	600.00	.00	.00	.00	600.00
006-410-6751	CONSTRUCTION PROJECTS	80,000.00	.00	.00	.00	80,000.00
	LIBRARY TOTAL	247,600.00	11,684.57	25,245.83	10.20	222,354.17
	LIBRARY OPERATING TOTAL	247,600.00	11,684.57	25,245.83	10.20	222,354.17
010-410-6408	INSURANCE - LIBRARY	7,500.00	.00	.00	.00	7,500.00
	LIABILITY & PROP INS LEVY TOTA	7,500.00	.00	.00	.00	7,500.00
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	9,300.00	627.87	1,289.97	13.87	8,010.03
112-410-6130	CITY'S SHARE OF IPERS	11,500.00	698.14	1,459.06	12.69	10,040.94
112-410-6150	CITY'S SHARE OF MEDICAL INS.	10,500.00	868.30	1,736.60	16.54	8,763.40
112-410-6151	CITY'S SHARE OF LIFE INS.	100.00	6.59	13.18	13.18	86.82
112-410-6152	CITY'S SHARE OF DENTAL INS.	700.00	46.86	93.72	13.39	606.28
112-410-6160	WORKERS' COMP INS	300.00	.00	.00	.00	300.00
	EMPLOYEE BENEFITS TOTAL	32,400.00	2,247.76	4,592.53	14.17	27,807.47
	TOTAL EXPENSES	287,500.00	13,932.33	29,838.36	10.38	257,661.64

TREASURER'S REPORT CALENDAR 8/2023, FISCAL 2/2024

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006 LIBRARY OPERATING	196,922.12	10,399.35	11,684.57	.00	195,636.90
167 LIBRARY ENDOWMENT	75,390.01	.00	.00	.00	75,390.01

CHARITON FREE PUBLIC LIBRARY FY2024 BUDGET
2024 FISCAL YEAR
AUGUST 2023

OPERATING BUDGET REVENUES & EXPENDITURES		BUDGETED	08/2023	BALANCE
		BEGINNING BALANCE 7/1/2023		\$0.00
006-410-4300	INTEREST (MONEY MARKET INTEREST)	\$1,000.00	\$173.31	\$1,132.84
006-410-4440	STATE GRANTS	\$0.00	\$0.00	\$0.00
006-410-4470	RURAL FEES	\$19,000.00	\$0.00	\$0.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS	\$5,000.00	\$17.10	\$632.60
006-410-4715	REFUND	\$0.00	\$0.00	\$0.00
006-410-4765	LIBRARY INCOME	\$3,500.00	\$208.94	\$545.89
006-410-4799	OTHER (State Funds & Gene Rent)	\$4,000.00	\$0.00	\$600.00
006-910-4830	TRANSFERS	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$0.00	\$0.00
006-410-6010	GROSS SALARIES	\$121,600.00	(\$8,453.05)	(\$17,353.77)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$1,400.00	\$0.00	(\$1,180.53)
006-410-6230	TRAVEL/TRAINING/DUES	\$300.00	(\$33.93)	(\$33.93)
006-410-6310	B&G	\$3,500.00	(\$449.02)	(\$449.02)
006-410-6371	UTILITIES	\$17,000.00	(\$1,020.77)	(\$2,147.23)
006-410-6402	ADVERTISING/PUBLICATIONS	\$100.00	\$0.00	\$0.00
006-410- 6405	AUDITOR	\$500.00	\$0.00	\$0.00
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00
006-410-6497	MISC.	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$5,000.00	(\$208.13)	(\$686.68)
006-410-6502	BOOKS - LIBRARY FUNDS	\$4,000.00	(\$79.13)	(\$534.29)
006-410-6505	NEW FURNITURE/EQUIP	\$2,000.00	\$0.00	\$0.00
006-410-6507	OPERATING SUPPLIES	\$2,000.00	\$0.00	(\$104.47)
006-410-6508	POSTAGE	\$100.00	(\$11.62)	(\$11.62)
006-410-6522	BOOKS - MEMORIAL	\$1,000.00	(\$69.59)	(\$380.15)
006-410-6523	AUDIO-VISUAL - MEMORIAL	\$500.00	\$0.00	(\$10.99)
006-410-6524	AUDIO-VISUAL - LIBRARY FUNDS	\$2,000.00	(\$89.22)	(\$248.32)
006-410-6525	SOFTWARE & TECH SUPPT	\$6,000.00	(\$1,270.11)	(\$2,104.83)
006-410-6526	JANITOR SUPPLIES	\$600.00	\$0.00	\$0.00
8/31/2023 BALANCE				(\$22,334.50)

CAPITAL PROJECT BUDGET REVENUES & EXPENDITURES
(Remainder from Op Budget FY23 \$21,893.45)

006-410-4471	GRANTS (Vredenburg)		\$10,000.00	\$12,500.00
006-410-4707	BLDG DONATIONS			\$0.00
BEQUESTS				\$0.00
006-410-6751	CONSTRUCTION PROJECTS			\$0.00

8/31/2023 CAPITAL PROJECT BALANCE \$231,503.37

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

CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems Copier Contract		006 - 410 - 6525	5321	\$154.48
Advantage Companies LLC (NP Digitization)		006 - 410 - 6210	1995	\$952.50
Alliant Energy		006 - 410 - 6371	131	\$745.39
Amazon Capital Services	Programs Supplies	006 - 410 - 6498	5265	\$7.49
	Unsourced Books	006 - 410 - 6502		\$23.57
	Mem/Don Books	006 - 410 - 6522		\$53.71
Baker & Taylor Entertainment	Unsourced Books	006 - 410 - 6502	34	\$144.42
	Mem/Don Books	006 - 410 - 6522		\$152.58
	Mem/Don AV	006 - 410 - 6523		\$22.00
	Unsourced AV	006 - 410 - 6524		\$83.09
CPL Petty Cash	Postage	006 - 410 - 6508	74	\$18.42
Chariton Water Department		006 - 410 - 6371	80	\$25.14
Mainstay Systems Inc.		006 - 410 - 6525	5351	\$690.00
Midwest Heritage Insurance (additional premium)		010 - 410 - 6408	161	\$81.33
ULINE	Program BIN Totes	006 - 410 - 6498	5012	\$114.26
Windstream		006 - 410 - 6371	858	\$279.95

TOTAL CLAIMS PAID OCTOBER 2023

\$3,548.33

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
Raymond Meyer

CHARITON FREE PUBLIC LIBRARY

803 Braden Avenue – Chariton, IA 50049
641-774-5514 – murphy@chariton.lib.ia.us



November 1, 2023

Dear Friends:

As a library board, we want to keep you updated on improvements made from our capital campaign last fall. Thanks to all our generous supporters about \$30,000 was raised. With the addition of wonderful grants from community philanthropic groups, our Library Foundation, Lucas County COVID money, and endowment funds we have made some steady progress.

Since our last letter the following improvements have been made: 1) Restoration of the main front entrance 2) Replacement of the interior lighting on the main floor 3) Seeding of the lawn 4) Replacing all the windows 5) Repairing and re-leading of the stain glass windows 6) Replacing another of the old HVACs.

Next on the agenda is a privacy fence on the west side of the building to frame in what will become the Young Reading Garden, landscaping work, repair and paint of the eaves and soffits, window treatments for the downstairs windows, carpet replacement, and hopefully beginning to refurbish the basement rooms that were affected by the leakage.

We wish we had enough money to do all the work at once, but instead it's a year-by-year improvement campaign. We plan to send out an update letter each fall so you can track our progress and keep abreast of the agenda for the next year.

Would you again partner with us as we move forward to complete these projects? An enclosed envelope and the contribution slip below have been provided for your convenience. Donations to the Chariton Free Public Library are tax deductible as charitable contributions.

Thank you so much for your continued support.

The Chariton Library Board

Raymond Meyer, President
Justin Sharp, Vice President
Bevin Pillsbury-Allen, Secretary

Denny Bisgard
Mark Kramme
Linda Miller

Susan Seufferer
Rachel R. Watkins Schoenig
Kris Murphy, Library Director

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

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

Name _____

Phone# _____

Address _____

Email _____

Community Relations Committee

The Community Relations Committee of the Chariton Free Public Library Board met October 9 in the library. Those in attendance included: Bevin, Linda, and Kris.

The following was discussed:

- 1) The Friends group will be holding a book sale the last week of October in the library meeting room. Monies raised will be used to buy new literature for the collection.
- 2) Linda and Kris will write a fundraising letter to be presented at the board meeting. The letter will be mailed the first week of November.
- 3) A library board/staff holiday event will be held in December so we can become more acquainted.
- 4) The library staff just completed CPR/First aid training October 9.
- 5) Kris will be interviewing two applicants for the library staff. Megan has resigned from the programming position so advertising will begin for that position.

Submitted by: Linda Miller

CHARITON FREE PUBLIC LIBRARY DIRECTOR'S REPORT THURSDAY OCTOBER 12, 2023

Advantage Archives has completed the microfilm reels of our newspapers July 2021 – June 2023. Digitization and online archiving will be completed by the end of the month.

Megan has resigned as Program Librarian to take a full time job with the school district. We've discussed her working temporarily for us during the summers.

For now, it looks like there will be no Program Librarian and programming is temporarily on hold. We have a couple of applicants for desk clerk we're going to interview.

We have completed the weed of the nonfiction section. We will be relocating some shelves to increase seating areas and improve access into the nonfiction section. Total August/September weeded items: 3,360 adult and juvenile nonfiction, juvenile fiction and YA fiction. Almost all of these will be available in the book sale later this month.

Bovard has visited on multiple days to install the protective covering over the stained glass. Issues kept arising for them. Installation was completed on October 11th.

Riley will be in 10/16 & 10/17 to replace the HVAC for the boardroom and staff work room.

I attended the City/Library Intersections webinar on 9/23/23. Much covered was content I already knew. The recording is available on IA Learns.

I have been looking into our decreasing circulation numbers, as you'll see on the next page. The first table is general statistics, the second looks at our circulating categories. Both show first quarter numbers for FY21-FY24.

Statistics First Quarter Reports FY21-FY24	1 ST Q FY21	1 ST Q FY22	1 ST Q FY23	1 ST Q FY24
Days Open	75	74	76	76
Visitor Count	5,505	5,575	7,170	8,644
Meeting Room Uses	0	0	65	32
Total Circulation (w/o SILO ILLs)	7,578	7,732	6,530	6,126
BRIDGES Active Individuals	266	232	303	369
BRIDGES Items Circulated	1,394	1,556	1,830	2,166
Website Visits	680	883	1,236	1,392
Website Actions	N/A	3,081	2,954	3,908
WI-Fi Sessions	N/A	227	1,831	2,805
Unique WI-Fi Visitors	N/A	86	377	484
PC & Chromebox Uses	938	725	1,117	1,691
CHILDREN'S PROGRAMS (NOT RECORDINGS FY21)	46	12	18	17
CHILDREN'S PROGRAMS ATTENDS	550	146	138	210
LEGO ACTIVITIES	N/A	4	13	9
YA PROGRAMS (NOT RECORDINGS FY21)	6	0	0	6
YA PROGRAMS ATTENDS	58	0	0	45
FY21 FAMILY PROGRAMS (NOT RECORDINGS FY21)	6			
FY21 FAMILY PROGRAMS ATTENDS	62			
ADULT PROGRAMS (NOT RECORDINGS FY21)	0	0	2	15
ADULT PROGRAMS ATTENDS	0	0	38	95

Note: Dawn offered FY21 programming at Van Allen Elementary as a “special” due to our total lack of programs during COVID & the school’s open period needing to be filled. She also offered online recordings via our website which we were no longer able to offer after we lost her.

Copy Category First Quarter Reports FY21-FY24	1 ST Q FY21	1 ST Q FY22	1 ST Q FY23	1 ST Q FY24
Adult Fiction	1,431	1,235	1,330	1,373
Large Print	253	163	237	132
Adult Nonfiction	504	587	373	346
Adult Audiobooks	163	119	75	38
Adult Video	1,295	1,161	858	743
Picture Books	336	833	759	581
Beginner Readers	495	422	484	338
Juvenile Fiction	1,007	1,291	937	963
Juvenile Nonfiction	340	311	177	206
Juvenile Audiobooks	64	31	30	31
Juvenile Videos	934	851	879	859
Young Adult Books	510	651	294	392
YA Anime Video	209	68	65	72
Games	N/A	N/A	2	1
Puzzles	N/A	N/A	27	15
Educational Bins	6	9	0	29
MAKER BINS	N/A	N/A	0	7
Local Interlibrary Loans	37	46	92	114
TOTAL CIRCULATIONS	7,615	7,778	6,622	6,240

What seems evident from these numbers for the past few years is a steady increase in use of online access and content and a steady decrease in use of physical content.

BRIDGES online content continues to soar. Our Wi-Fi and machines are getting a lot of use.

Books, both fiction and nonfiction, are fluctuating and dropping. Although the weed has helped. Tuesday night I checked out four items that were on the weeding list but I had kept and relocated and faced them out on the now roomier shelves. Made me feel better anyway. It’s interesting that the bulk of the weeded items came from sections that still perform fairly well. Patrons just weren’t interested in all of the titles we had. Historically weeding always improves circulation as roomy shelves are better for display and make patron selection easier. Full shelves can be overwhelming.

I’m not sure what to make of the decreases in movie and audiobook circulations. They always soar when we’ve purchased a lot of items, but due to funding no longer coming in from grants, we’ve cut way back on purchasing them. So it might be that or it might be the case that some of our borrowers were able to get streaming services at home.

NEW CALL #s AFTER 2023 WEED	OLD CALL #s (2017)	FY20	FY21	FY22	FY23
BODY (anatomy, puberty, etc.)	BODY	52	52	47	38
DIET (mostly special diets for allergies, etc.)	DIET	73	65	52	83
HEALTH	HEALTH	24	28	24	28
MENTAL HEALTH (Alzheimer's, autism, etc.)	MENTAL HEALTH	83	37	27	22
SELF-HELP	SELF-HELP	68	73	88	61
		300	255	238	232
COOK	HOME COOK				
ENTERTAIN	HOME ENTERTAIN				
FARM (homesteading very popular)	HOMEMADE	168	186	197	278
GARDEN	HOME GARDEN				
HOME	HOMEMADE	12	33	29	40
HOUSE	WORKSHOP				
LIVESTOCK (homesteading very popular)	LIVESTOCK	87	70	152	127
PETS	LIVESTOCK				
YARD	WORKSHOP	24	23	48	37
		291	312	426	482
CLASSICS (takes strain off fiction sections)	CLASSICS	260	209	125	190
WRITE (APA rules, getting published, etc.)	WRITE	22	1	2	0
		282	210	127	190
ANCIENT	WORLD ANCIENT				
ARCHAEOLOGY	WORLD ARCHEOLOGY				
HISTORY	WORLD REGIONS				
WORLD	WORLD	152	282	195	230
U.S.	U.S.	117	132	158	157
IOWA	IOWA	54	32	57	69
		323	446	410	456
DINOSAUR	DINOSAUR	26	29	16	34
ANIMALS	ANIMALS	95	81	61	107
BIRDS	ANIMALS BIRDS				
ECOLOGY	ECOLOGY	23	43	28	10
HABITAT	ECOLOGY				
INSECTS	INSECTS	39	87	32	22
LAND	PLANET	95	119	93	43
TECTONICS (mostly quakes & volcanoes)	PLANET				
WATER	PLANET				
WEATHER (mostly disastrous weather)	PLANET				
SCIENCE	SCIENCE	39	36	26	9
SPACE	SPACE	80	112	67	21
		397	507	323	246
CRIME (true crime, still popular)	CRIME	46	54	72	47
VEHICLES (now includes military machines)	VEHICLES	32	54	36	16
WARFARE	WARFARE	88	61	90	65
WEAPONS	GUNS	4	6	6	0
		170	175	204	128
COMMUNITY	COMMUNITY	4	18	15	3
ECONOMICS	ECONOMICS	27	16	24	16
FAITH	FAITH	104	79	67	82
ISSUES	ISSUES	35	65	33	13
PHILOSOPHY	PHILOSOPHY	23	12	7	9
		193	190	146	123
LEARN (homeschool & education)	LEARN	51	62	86	26
PARENT (includes caregiver content)	PARENT	48	52	68	28
FACTS (think Guinness, kids love them)	FACTS	30	55	34	32
		129	169	188	86
GAMES (books about, not board games)	GAMES	3	6	9	9
JUST4FUN	JUST4FUN	35	5	9	12
OUTDOOR (hunting & recreation)	OUTDOOR	45	70	34	58
SPORTS	SPORTS	9	6	14	6
		92	87	66	85
ART	ART	46	10	4	1
ARTIST	ARTIST	78	10	56	28
BOOKS	BOOKS	10	4	3	5
CLAY	CLAY	2	22	0	0
CRAFTS	CRAFTS	18	17	29	17
FIBER	FIBER	52	44	69	16
GLASS	GLASS	0	0	2	0
JEWELRY	JEWELRY	14	14	16	3
MUSIC	MUSIC	14	26	28	19
PAPER	PAPER	7	24	25	5
all were relocated to other call numbers	STEAM	71	72	111	21
WOOD	WOODWORKING	1	1	8	8
		313	244	351	123
BIO	BIO	396	294	274	142
UNKNOWN	UNKNOWN	60	70	60	75

Take a look at the numbers for our "home" section. This was one of the sections most heavily weeded last month, but it's evident looking at this report that circs weren't the issue, content was. When they tell you for years that they don't want that item, listen & let it go. ← We'll never let these go!!!

Only 9 books remain.

Now that patrons are familiar with the Dewey-less organization, we streamlined our call numbers to eliminate section headings.

Note the increase in FY21 when Dawn Morgan was working with the homeschool population, teachers & in the school setting, and posting regular online program content, despite our prolonged total lack of onsite programming.

Another heavily weeded section that had previously been stocked with mostly donated items, in fact donated almost solely by one individual when she moved out of town, especially how to draw and paint books. Excellent books, but maybe YouTube has taken over delivery of this content?

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY NOVEMBER 9, 2023
LIBRARY BOARDROOM**

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

Chariton Public Library Board Meeting November 9, 2023 5:30pm
Please join my meeting from your computer, tablet or smartphone.

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

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

You can also dial in using your phone.

Access Code: 947-761-669

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

- 4. Consent Agenda:**
 - a. October 12, 2023 Minutes**
 - b. Correspondence** – Annual Fundraising Letter mailed
 - c. September 2023 Financial Statements**
 - d. Grants** – Report to AARP on Tables ordered for Young Reading Garden
- 5. November 2023 Claims**
- 6. Unfinished Business**
 - a. Library Foundation Funding Request
- 7. New Business**
 - a. Collection Management Policy
- 8. Reports**
 - Building & Grounds
 - Community Relations
 - Finance & Policy
 - Director's Report
- 9. Board Comments & Continuing Education**
- 10. Agenda Items for Next Month's (December 14, 2023) Meeting**
 - Library FY25 Budget Request
 - Library Director Annual Evaluation distributed
- 11. Adjournment**

Chariton Free Public Library

October 12, 2023

The Chariton Free Public Library Board held its regular monthly meeting in the Library Meeting Room on October 12, 2023 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Kramme, Meyer^(online), Miller, Pillsbury-Allen and Seufferer were present. Director Murphy was present.

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

Consent Agenda: Pillsbury-Allen moved and Seufferer seconded to approve the Consent Agenda. Approval was unanimous.

September 14, 2023 Minutes

Correspondence –

Megan Narber resignation 9/22/23 (Megan will be working for Chariton CSD & we might employ her during the 2024 summer)
Library Foundation request response letter, hand delivered 10/11/23

August 2023 Financial Statements

Grants – none

The October 2023 Claims were unanimously approved on a motion from Kramme, seconded by Miller.

Unfinished Business – none

New Business

Annual Fundraising Letter: Miller typed up an excellent new letter to go out on November 1, 2023. It will be sent to the same donor list as last year. Miller speculated that once donors realize it will be an annual request the individual donated amounts may be smaller. We hope some who didn't donate last year will do so this year. Miller made a motion to approve the letter, Seufferer seconded and the motion passed unanimously.

Building & Grounds Committee HVAC will be installed October 16th and 17th. The Stained Glass Project has been completed. We anticipate a final bill from Bovard for that work. Meyer is trying to secure a definitive description of our property line for the Young Reading Garden space. We intend to place a privacy-type fence along the west perimeter.

Community Relations Committee (10/9/23 Minutes attached)

Finance & Policy Committee will meet with the City Clerk in November. (11/6/23 @ 2:00?)

Director's Report attached.

Board Comments & Continuing Education:

Another State Library webinar, this one pertaining to budgets, will be offered on Thursday, October 26, 2023. We plan to utilize the webinar's archived recording as a trustee training opportunity immediately following the November meeting. Any trustee who cannot attend at that time is encouraged to register for and attend the event live, or to view the archived webinar on their own to meet the State requirement for trustee continuing education.

Agenda Items for November 9th Meeting: - none

Adjournment: The meeting was adjourned at 5:51 p.m. on a motion from Pillsbury-Allen, seconded by Kramme.

Kris Murphy, Library Director

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

SEPTEMBER 2023 FINANCIAL REPORTS

OPERATING FUND REVENUE 9/2023

REVENUE REPORT CALENDAR 9/2023, FISCAL 3/2024

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY MONEY MARKET	1,000.00	167.91	1,300.75	130.08	300.75
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	19,000.00	.00	.00	.00	19,000.00
006-410-4471	LOCAL GRANTS	55,000.00	.00	12,500.00	22.73	42,500.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	.00	632.60	12.65	4,367.40
006-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	.00	.00	.00	20,000.00
006-410-4715	REFUND	.00	18.48	18.48	.00	18.48
006-410-4765	LIBRARY FINES	3,500.00	216.10	761.99	21.77	2,738.01
006-410-4799	OTHER REVENUES	4,000.00	2,118.78	2,718.78	67.97	1,281.22
TOTAL OF ALL REVENUE		107,500.00	2,521.27	17,932.60	16.68	89,567.40

LIBRARY ENDOWMENT REVENUE 9/2023

REVENUE REPORT CALENDAR 9/2023, FISCAL 3/2024

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
167-410-4300	INTEREST - LIBRARY ENDOWMENT	.00	.00	.00	.00	.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
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		.00	.00	.00	.00	.00

LIBRARY MONEY MARKET 9/2023

BANK CASH REPORT

FUND GL	NAME	AUGUST CASH BALANCE	SEPTEMBER RECEIPTS	SEPTEMBER DISBURSMENTS	SEPTEMBER CASH BALANCE	OUTSTANDING TRANSACTIONS	SEP BANK BALANCE
BANK	US BANK LIBRARY MM						151,414.11
006	LIBRARY MM ACCOUNT	151,246.20	167.91	0.00	151,414.11		
US BANK LIBRARY MM TOTALS		151,246.20	167.91	0.00	151,414.11	0.00	151,414.11
TOTAL OF ALL BANKS		151,246.20	167.91	0.00	151,414.11	0.00	151,414.11

OPERATING FUND EXPENDITURES 9/2023

BUDGET REPORT		CALENDAR 9/2023, FISCAL 3/2024		MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	BALANCE	BALANCE	EXPENDED	UNEXPENDED	
006-410-6010	SALARIES	121,600.00	8,566.46	25,920.23	21.32	95,679.77	
006-410-6210	DUES & SUBSCRIPTIONS	1,400.00	.00	1,180.53	84.32	219.47	
006-410-6230	TRAVEL, TRAINING, & DUES	300.00	.00	33.93	11.31	266.07	
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,500.00	434.23	883.25	25.24	2,616.75	
006-410-6371	UTILITIES	17,000.00	1,058.37	3,205.60	18.86	13,794.40	
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	100.00	50.25	50.25	50.25	49.75	
006-410-6405	RECORDING FEES	500.00	.00	.00	.00	500.00	
006-410-6408	INSURANCE	.00	.00	.00	.00	.00	
006-410-6411	LEGAL EXPENSES	.00	.00	.00	.00	.00	
006-410-6497	MISC EXPENSE	.00	.00	.00	.00	.00	
006-410-6498	PROGRAMMING	5,000.00	255.96	942.64	18.85	4,057.36	
006-410-6502	BOOKS	4,000.00	70.43	604.72	15.12	3,395.28	
006-410-6505	NEW EQUIPMENT	2,000.00	625.00	625.00	31.25	1,375.00	
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	455.92	560.39	28.02	1,439.61	
006-410-6508	POSTAGE	100.00	13.20	24.82	24.82	75.18	
006-410-6522	BOOKS/MEMORIALS	1,000.00	490.23	870.38	87.04	129.62	
006-410-6523	MEM. AUDIO VISUAL	500.00	163.11	174.10	34.82	325.90	
006-410-6524	AUDIO VISUAL	2,000.00	118.67	366.99	18.35	1,633.01	
006-410-6525	SOFTWARE & TECH SUPPORT	6,000.00	244.48	2,349.31	39.16	3,650.69	
006-410-6526	JANITOR SUPPLIES	600.00	101.16	101.16	16.86	498.84	
006-410-6751	CONSTRUCTION PROJECTS	80,000.00	3,322.00	3,322.00	4.15	76,678.00	
TOTAL EXPENSES		247,600.00	15,969.47	41,215.30	16.65	206,384.70	

TREASURER'S REPORT 9/2023

BUDGET REPORT		CALENDAR 9/2023, FISCAL 3/2024		MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	BALANCE	BALANCE	EXPENDED	UNEXPENDED	
	LIBRARY TOTAL	287,500.00	18,241.56	48,079.92	16.72	239,420.08	
006	LIBRARY OPERATING	195,636.90	2,521.27	15,969.47		182,188.70	
167	LIBRARY ENDOWMENT	75,390.01	.00	.00	.00	75,390.01	

OPERATING BUDGET REVENUES & EXPENDITURES		BUDGETED	09/2023	BALANCE
		BEGINNING BALANCE 7/1/2023		\$0.00
006-410-4300	INTEREST (MONEY MARKET INTEREST)	\$1,000.00	\$167.91	\$1,300.75
006-410-4440	STATE GRANTS	\$0.00	\$0.00	\$0.00
006-410-4470	RURAL FEES	\$19,000.00	\$0.00	\$0.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS	\$5,000.00	\$0.00	\$632.60
006-410-4715	REFUND (Library Amazon Account Credit)	\$0.00	\$18.48	\$18.48
006-410-4765	LIBRARY INCOME	\$3,500.00	\$216.10	\$761.99
006-410-4799	OTHER (Direct State Aid Funds)	\$4,000.00	\$2,118.78	\$2,718.78
006-910-4830	TRANSFERS	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$0.00	\$0.00
006-410-6010	GROSS SALARIES	\$121,600.00	(\$8,566.46)	(\$25,920.23)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$1,400.00	\$0.00	(\$1,180.53)
006-410-6230	TRAVEL/TRAINING/DUES	\$300.00	\$0.00	(\$33.93)
006-410-6310	B&G	\$3,500.00	(\$434.23)	(\$883.25)
006-410-6371	UTILITIES	\$17,000.00	(\$1,058.37)	(\$3,205.60)
006-410-6402	ADVERTISING/PUBLICATIONS	\$100.00	(\$50.25)	(\$50.25)
006-410- 6405	AUDITOR	\$500.00	\$0.00	\$0.00
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00
006-410-6497	MISC.	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$5,000.00	(\$255.96)	(\$942.64)
006-410-6502	BOOKS - LIBRARY FUNDS	\$4,000.00	(\$70.43)	(\$604.72)
006-410-6505	NEW FURNITURE/EQUIP	\$2,000.00	(\$625.00)	(\$625.00)
006-410-6507	OPERATING SUPPLIES	\$2,000.00	(\$455.92)	(\$560.39)
006-410-6508	POSTAGE	\$100.00	(\$13.20)	(\$24.82)
006-410-6522	BOOKS - MEMORIAL	\$1,000.00	(\$490.23)	(\$870.38)
006-410-6523	AUDIO-VISUAL - MEMORIAL	\$500.00	(\$163.11)	(\$174.10)
006-410-6524	AUDIO-VISUAL - LIBRARY FUNDS	\$2,000.00	(\$118.67)	(\$366.99)
006-410-6525	SOFTWARE & TECH SUPPT	\$6,000.00	(\$244.48)	(\$2,349.31)
006-410-6526	JANITOR SUPPLIES	\$600.00	(\$101.16)	(\$101.16)
		9/30/2023 BALANCE		(\$32,460.70)

CAPITAL PROJECT BUDGET REVENUES & EXPENDITURES

		(Includes remainder from Op Budget FY23 \$21,893.45) 6/30/2023 CAPITAL PROJECT BALANCE		\$205,471.40
006-410-4471	GRANTS (Vredenburg)			\$12,500.00
006-410-4707	BLDG DONATIONS			\$0.00
BEQUESTS				\$0.00
006-410-6751	CONSTRUCTION PROJECTS (Stained Glass)		(\$3,322.00)	(\$3,322.00)
		9/30/2023 CAPITAL PROJECT BALANCE		\$214,649.40

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

CLAIMS		BUDGET LINE	V#	PAYMENT
ABC Pest Control		006 - 410 - 6310	515	\$56.62
Access Systems Copier Contract		006 - 410 - 6525	5321	\$326.01
Alliant Energy		006 - 410 - 6371	131	\$461.62
Amazon Capital Services	Building & Grounds	006 - 410 - 6310	5265	\$37.29
	Operating Supplies	006 - 410 - 6507		\$22.91
	PRINTED	006 - 410 - 6522		\$127.67
	AUDIOVISUAL	006 - 410 - 6523		\$41.35
Baker & Taylor Entertainment	PRINTED	006 - 410 - 6522	34	\$504.53
	AUDIOVISUAL	006 - 410 - 6523		\$179.24
CPL Petty Cash	Postage	006 - 410 - 6508	74	\$52.01
Chariton Water Department		006 - 410 - 6371	80	\$23.74
Movie Licensing USA (Swank)		006 - 410 - 6210	1893	\$247.00
Riley Heating & Cooling		006 - 410 - 6751		\$13,562.00
Windstream		006 - 410 - 6371	858	\$562.86
TOTAL CLAIMS PAID NOVEMBER 2023				\$16,204.85

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
Raymond Meyer

CHARITON FREE PUBLIC LIBRARY COLLECTION MANAGEMENT POLICY
(Approved March 10, 2022)

Purpose of Collection Management Policy

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

Responsibility for Collection Management

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

1. Accessibility of Materials

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

2. Selection of Materials

A. Guidelines

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

* Mission Statement *

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

- II. Collection development shall be content neutral so that the Library represents significant viewpoints on subjects of interest and does not favor any particular viewpoint.

- III. Materials should offer opportunity and encouragement for:

- Pursuing life-long education.
- Examining all sides of issues.
- Keeping abreast of new ideas.
- Becoming informed citizens of the community, the nation, and the world.
- Improving occupational performance.
- Using leisure time in the enjoyment and exploration of books and other Library materials.
- Discovering and developing creative abilities.

- IV. The Library's goal is to provide an information/reference center rather than to establish a scholarly research center.

- V. No attempt is made to collect the complete works of any author/performer/creator.

- VI. Multiple copies of works may be obtained in order to fulfill requests within a reasonable time period.

B. Selection Criteria

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

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

C. Selection Aids

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

Professional Journals:

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

Other:

In addition, the following works may be consulted:

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

D. Textbooks

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

E. External Electronic Information Resources

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

3. Gifts

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

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

4. Discarding and Replacement of Materials

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

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

5. Library Bill Of Rights

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

6. Controversial Materials: Patron Comments On Library Materials

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

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

As stated in the Library Bill of Rights:

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

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

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

CHARITON PUBLIC LIBRARY

CHALLENGED MATERIALS FORM

Date & Initials _____

Title: _____ Author: _____

Patron Comments & Request: _____

Library Response: _____

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

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

Riley installed the replacement HVAC for the boardroom and staff work room. It's working fine, although we've endeavored to cover part of the vent upstairs as soon as it was switched to heat. I may look into getting an adjustable vent cover for that room. The AC was welcome, the heat is not. We will adjust.

Since Megan's departure we have offered no regular programming and do not plan to do so. Staff may offer individual programs, but we are too understaffed to commit to weekly programming. Potential budget-balancing issues have prevented us from hiring another desk clerk. I'm waiting to sit down with the City Manager to discuss part time staff salary increases. They would not take effect until FY25, but we have to do something about the low wages our that staff still get after years of working here. We might be the lowest paid part time employer in town.

We have received the program materials for the 2024 Summer Program and have begun the planning of it. This summer's theme will be *Read, Renew, Repeat*. We also have a local program provider that we're thinking of offering as a special event this summer. More on that later.

LIBRARY STATISTICS	JULY	AUG	SEPT	OCT	YEAR
Days Open	25	27	24	25	101
Visitor Count	3,012	2,841	2,791	3,022	11,666
Cards Issued	19	17	18	11	65
Cards Weeded	0	0	0	0	0
Meeting Room Uses	8	11	13	10	42
MAKERSPACE Uses	0	0	0	0	0
Daily Average	79	84	81	75	319
Total Circulation (w/o SILO ILLs)	1,935	2,243	1,948	1,877	8,003
BRIDGES Registrations	2	4	5	6	17
BRIDGES Active Individuals	120	124	125	112	481
BRIDGES Items Circulated	755	681	730	722	2,888
Website Visits	481	554	357	416	1,808
Website Actions	1,199	1,648	1,061	1,075	4,983
WI-FI Sessions	902	1,011	892	941	3,746
Unique WI-FI Visitors	159	171	154	165	649
PC & Chromebox Uses	648	426	617	618	2,309
CHILDREN'S PROGRAMS	10	2	5	1	18
CHILDREN'S PROGRAMS ATTENDS	175	29	6	1	211
LEGO ACTIVITIES		5	4	3	12
YA PROGRAMS	2	0	4	0	6
YA PROGRAMS ATTENDS	9	0	36	0	45
ADULT PROGRAMS	5	2	8	1	16
ADULT PROGRAMS ATTENDS	62	8	25	8	103

I finally submitted the Annual State Survey/Report after working at it off & on through September and October.

I've ordered the tables for the Young Reading Garden that were funded by the AARP Grant. The grant report is due in December & I need to be able to demonstrate its use. We will have to store the tables in the unused basement rooms along with the charging station/light posts. The bill will be part of the December claims.

The City Manager has suggested restraint in any spending at this time. We should review our potential building & landscaping projects in the upcoming months.

PATRON CIRCS	JULY	AUG	SEPT	OCT	YEAR
Chariton Adult	976	1,017	996	1,012	4,001
Chariton Child	284	345	204	277	1,110
Institutional/Special	19	48	35	37	139
In-House Cards	18	16	17	15	66
Rural Adult	325	416	490	323	1,554
Rural Child	155	144	123	176	598
Russell Adult	27	29	22	25	103
Russell Child	69	6	4	1	80
Lucas Adult	32	18	7	15	72
Lucas Child	0	25	6	8	39
Williamson Adult	0	0	0	0	0
Williamson Child	0	0	0	0	0
Derby Adult	2	2	8	8	20
Derby Child	0	0	0	0	0
Out Of County	67	210	78	35	390
	1,974	2,276	1,990	1,932	8,172
CATEGORY CIRCS	July	Aug	Sept	Oct	Year
Adult Fiction	456	491	426	419	1,792
Large Print	33	53	46	61	193
Adult Nonfiction	123	112	111	90	436
Adult Audiobooks	8	16	14	13	51
Adult Video	232	280	231	240	983
Picture Books	199	192	190	231	812
Beginner Readers	116	102	120	77	415
Juvenile Fiction	307	384	272	332	1,295
Juvenile Nonfiction	46	60	100	48	254
Juvenile Audiobooks	5	11	15	1	32
Juvenile Videos	273	319	267	286	1,145
Young Adult Books	100	178	114	59	451
YA Anime Video	25	28	19	16	88
Games	1	0	0	1	2
Puzzles	5	5	5	2	17
Bin Books (alone)	0	0	0	0	0
Educational Bins	3	11	15	0	29
Maker Bins	3	1	3	1	8
Local Interlibrary Loans	39	33	42	55	169
	1,974	2,276	1,990	1,932	8,172

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY DECEMBER 14, 2023
LIBRARY BOARDROOM**

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

Chariton Public Library Board Meeting December 14, 2023 5:30pm
Please join my meeting from your computer, tablet or smartphone.

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

- 1. Call to Order**
- 2. Swearing In Trustee Rachel Fredericks**
- 3. Adoption of the Agenda**
- 4. Public Forum**

You can also dial in using your phone.

Access Code: 947-761-669

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

- 5. Consent Agenda:**
 - a. **November 9, 2023 Minutes**
 - b. **Correspondence** – none
 - c. **October 2023 Financial Statements**
 - d. **Grants** – none
- 6. December 2023 Claims**
- 7. Unfinished Business**
 - a. Library Foundation Funding Request
- 8. New Business**
 - a. Library FY25 Budget Request
 - b. 2024 Library Calendar
 - c. Director Evaluation distributed

- 9. Reports**
 - Building & Grounds
 - Community Relations
 - Finance & Policy (Met with City Clerk 12/13/23)
 - Director's Report (none for this month due to family medical issues)

- 10. Board Comments & Continuing Education**

- 11. Agenda Items for Next Month's (January 11, 2024) Meeting**

- 12. Adjournment**

Chariton Free Public Library

November 9, 2023

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

Trustees Bisgard, Meyer, Miller, Pillsbury-Allen and Sharp were present. Director Murphy was present.

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

Consent Agenda: Bisgard moved and Sharp seconded to approve the Consent Agenda. Approval was unanimous.

October 12, 2023 Minutes

Correspondence –

Annual Fundraising Letter was mailed out 10/31/23

September 2023 Financial Statements

Grants – Report to AARP on Tables ordered for Young Reading Garden

The November 2023 Claims were unanimously approved on a motion from Miller, seconded by Pillsbury-Allen.

Unfinished Business – Library Foundation Funding Request: Foundation will meet after first of the year.

New Business

Collection Management Policy: Miller received a text from one of the recipients of the fundraising letter concerning the banning of books and an article in the Des Moines Register pertaining to the recent law impacting Iowa schools. There was discussion of the policy. Miller will provide a copy of the policy to the individual concerned. The policy is available on the Library's website and will be made available at the circulation desk for future quick reference.

Building & Grounds Committee

Bisgard spoke with Riley about removing the now defunct interior & exterior HVAC units. Bisgard spoke to Riley about an annual maintenance contract for the whole of the Library's HVAC system. Bisgard will also look into options for replacing the vent cover in the staff work room so that the flow can be adjusted.

The County should be sending the Library a check for \$7,482.50, which is the remainder of the funds they donated for the window replacement project. The funds are earmarked to cover part of the stained glass window project.

Community Relations Committee

Miller and Pillsbury-Allen spoke about the Friends of the Library Book Sale. Miller and volunteers prepared the Annual Fundraising Letter and sent it out. Several responses have already arrived and Seufferer assisted with the thank you notes which have also been sent out to these donors. Miller and Seufferer will check weekly for incoming donations and Murphy will deposit the funds weekly.

The two also spoke of holding a Board/Staff holiday event to increase interaction between the groups. It is uncertain when it will be held or what it will entail. Suggestions were welcomed.

Finance & Policy Committee will meet with the City Clerk in November.

Director's Report attached.

Board Comments & Continuing Education: none

Agenda Items for December 14, 2023 Meeting:

Library FY25 Budget Request

Library Director Annual Evaluation distributed

Adjournment: The meeting was adjourned at 6:48 p.m. on a motion from Sharp, seconded by Bisgard.

The next meeting of the Library Board will be Thursday, December 14, 2023.

Kris Murphy, Library Director

OCTOBER 2023 FINANCIAL REPORTS

OPERATING FUND REVENUE 10/2023

REVENUE REPORT CALENDAR 10/2023, FISCAL 4/2024 33.3%						
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY \$MARKET & BEQUESTS	1,000.00	960.88	2,261.63	226.16	1,261.63
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	19,000.00	.00	.00	.00	19,000.00
006-410-4471	LOCAL GRANTS	55,000.00	.00	12,500.00	22.73	42,500.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	112.95	745.55	14.91	4,254.45
006-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	.00	.00	.00	20,000.00
006-410-4715	REFUND	.00	.00	18.48	.00	18.48
006-410-4765	LIBRARY FINES	3,500.00	292.85	1,054.84	30.14	2,445.16
006-410-4799	OTHER REVENUES	4,000.00	.00	2,718.78	67.97	1,281.22
		=====	=====	=====	=====	=====
	LIBRARY OPERATING TOTAL	107,500.00	1,366.68	19,299.28	17.95	88,200.72

LIBRARY ENDOWMENT REVENUE 10/2023

REVENUE REPORT CALENDAR 10/2023, FISCAL 4/2024 33.3%						
ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
167-410-4300	INTEREST - LIBRARY ENDOWMENT	.00	.00	.00	.00	.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
167-910-4830	TRANSFER IN - LIBRARY ENDOW	.00	.00	.00	.00	.00
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	LIBRARY ENDOWMENT TOTAL	.00	.00	.00	.00	.00

LIBRARY MONEY MARKET 10/2023

BANK CASH REPORT		SEPTEMBER CASH BALANCE	OCTOBER RECEIPTS	OCTOBER DISBURSMENTS	OCTOBER CASH BALANCE	OUTSTANDING TRANSACTIONS	OCT BANK BALANCE
FUND GL	NAME						
006	LIBRARY MM ACCOUNT BK#4	151,414.11	165.81	0.00	151,579.92		151,579.92
		=====	=====	=====	=====	=====	=====
	TOTAL US BANK LIBRARY MM TOTALS	151,414.11	165.81	0.00	151,579.92	0.00	151,579.92

OPERATING FUND EXPENDITURES 10/2023

BUDGET REPORT		CALENDAR 10/2023, FISCAL 4/2024	33.3%	MTD	YTD	PERCENT	UNEXPENDED
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET		BALANCE	BALANCE	EXPENDED	
006-410-6010	SALARIES	121,600.00		8,241.90	34,162.13	28.09	87,437.87
006-410-6210	DUES & SUBSCRIPTIONS	1,400.00		952.50	2,133.03	152.36	733.03-
006-410-6230	TRAVEL, TRAINING, & DUES	300.00		.00	33.93	11.31	266.07
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,500.00		.00	883.25	25.24	2,616.75
006-410-6371	UTILITIES	17,000.00		1,050.48	4,256.08	25.04	12,743.92
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	100.00		.00	50.25	50.25	49.75
006-410-6405	RECORDING FEES	500.00		.00	.00	.00	500.00
006-410-6408	INSURANCE	.00		.00	.00	.00	.00
006-410-6411	LEGAL EXPENSES	.00		.00	.00	.00	.00
006-410-6497	MISC EXPENSE	.00		.00	.00	.00	.00
006-410-6498	PROGRAMMING	5,000.00		178.25-	764.39	15.29	4,235.61
006-410-6502	BOOKS	4,000.00		167.99	772.71	19.32	3,227.29
006-410-6505	NEW EQUIPMENT	2,000.00		.00	625.00	31.25	1,375.00
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00		.00	560.39	28.02	1,439.61
006-410-6508	POSTAGE	100.00		18.42	43.24	43.24	56.76
006-410-6522	BOOKS/MEMORIALS	1,000.00		206.29	1,076.67	107.67	76.67-
006-410-6523	MEM. AUDIO VISUAL	500.00		22.00	196.10	39.22	303.90
006-410-6524	AUDIO VISUAL	2,000.00		83.09	450.08	22.50	1,549.92
006-410-6525	SOFTWARE & TECH SUPPORT	6,000.00		844.48	3,193.79	53.23	2,806.21
006-410-6526	JANITOR SUPPLIES	600.00		.00	101.16	16.86	498.84
006-410-6751	CONSTRUCTION PROJECTS	80,000.00		.00	3,322.00	4.15	76,678.00
	LIBRARY TOTAL	247,600.00		11,408.90	52,624.20	21.25	194,975.80

TREASURER'S REPORT 10/2023

BUDGET REPORT		CALENDAR 10/2023	PCT OF FISCAL	YTD	33.3%	MTD	YTD	PERCENT	UNEXPENDED
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET				BALANCE	BALANCE	EXPENDED	
	LIBRARY TOTAL	287,500.00				13,740.35	61,820.27	21.50	225,679.73

TREASURER'S REPORT CALENDAR 10/2023, FISCAL 4/2024

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006 LIBRARY OPERATING	182,188.70	71,366.68	11,408.90	.00	242,146.48
167 LIBRARY ENDOWMENT	75,390.01	.00	.00	.00	75,390.01

OPERATING BUDGET REVENUES & EXPENDITURES		BUDGETED	09/2023	BALANCE
		BEGINNING BALANCE 7/1/2023		\$0.00
006-410-4300	INTEREST (MONEY MARKET INTEREST)	\$1,000.00	\$167.91	\$1,300.75
006-410-4440	STATE GRANTS	\$0.00	\$0.00	\$0.00
006-410-4470	RURAL FEES	\$19,000.00	\$0.00	\$0.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS	\$5,000.00	\$0.00	\$632.60
006-410-4715	REFUND (Library Amazon Account Credit)	\$0.00	\$18.48	\$18.48
006-410-4765	LIBRARY INCOME	\$3,500.00	\$216.10	\$761.99
006-410-4799	OTHER (Direct State Aid Funds)	\$4,000.00	\$2,118.78	\$2,718.78
006-910-4830	TRANSFERS	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$0.00	\$0.00
006-410-6010	GROSS SALARIES	\$121,600.00	(\$8,566.46)	(\$25,920.23)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$1,400.00	\$0.00	(\$1,180.53)
006-410-6230	TRAVEL/TRAINING/DUES	\$300.00	\$0.00	(\$33.93)
006-410-6310	B&G	\$3,500.00	(\$434.23)	(\$883.25)
006-410-6371	UTILITIES	\$17,000.00	(\$1,058.37)	(\$3,205.60)
006-410-6402	ADVERTISING/PUBLICATIONS	\$100.00	(\$50.25)	(\$50.25)
006-410-6405	AUDITOR	\$500.00	\$0.00	\$0.00
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00
006-410-6497	MISC.	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$5,000.00	(\$255.96)	(\$942.64)
006-410-6502	BOOKS - LIBRARY FUNDS	\$4,000.00	(\$70.43)	(\$604.72)
006-410-6505	NEW FURNITURE/EQUIP	\$2,000.00	(\$625.00)	(\$625.00)
006-410-6507	OPERATING SUPPLIES	\$2,000.00	(\$455.92)	(\$560.39)
006-410-6508	POSTAGE	\$100.00	(\$13.20)	(\$24.82)
006-410-6522	BOOKS - MEMORIAL	\$1,000.00	(\$490.23)	(\$870.38)
006-410-6523	AUDIO-VISUAL - MEMORIAL	\$500.00	(\$163.11)	(\$174.10)
006-410-6524	AUDIO-VISUAL - LIBRARY FUNDS	\$2,000.00	(\$118.67)	(\$366.99)
006-410-6525	SOFTWARE & TECH SUPPT	\$6,000.00	(\$244.48)	(\$2,349.31)
006-410-6526	JANITOR SUPPLIES	\$600.00	(\$101.16)	(\$101.16)
		9/30/2023 BALANCE		(\$32,460.70)

CAPITAL PROJECT BUDGET REVENUES & EXPENDITURES

		(Includes remainder from Op Budget FY23 \$21,893.45) 6/30/2023 CAPITAL PROJECT BALANCE		\$205,471.40
006-410-4471	GRANTS (Vredenburg)			\$12,500.00
006-410-4707	BLDG DONATIONS			\$0.00
BEQUESTS				\$0.00
006-410-6751	CONSTRUCTION PROJECTS (Stained Glass)		(\$3,322.00)	(\$3,322.00)
		9/30/2023 CAPITAL PROJECT BALANCE		\$214,649.40

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

CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems Copier Contract		006 - 410 - 6525	5321	\$502.99
Alliant Energy		006 - 410 - 6371	131	\$500.29
Baker & Taylor Entertainment	Printed Materials	006 - 410 - 6522	34	\$235.54
	Audio-Visual Materials	006 - 410 - 6523		\$129.08
CPL Petty Cash	Postage	006 - 410 - 6508	74	\$30.83
Chariton Water Department		006 - 410 - 6371	80	\$23.74
Follett Software (Automation)		006 - 410 - 6525	1228	\$835.40
Iowa-Des Moines Supply	Operating Supplies	006 - 410 - 6507		\$49.38
	Custodial Supplies	006 - 410 - 6526		\$140.97
Iowa Prison Industries	Custodial Supplies	006 - 410 - 6526	143	\$80.00
Roof, Gerdes, Erlbacher	Audit	006 - 410 - 6405		\$500.00
ULINE	AARP funded Young Garden Tables	006 - 410 - 6751	5012	\$2,787.79
Windstream		006 - 410 - 6371	858	\$565.82
TOTAL CLAIMS PAID DECEMBER 2023				\$5,878.84

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
Raymond Meyer

CHARITON PUBLIC LIBRARY BUDGET REQUEST FY25 - INCOME

Library Income		EST FY25	Actual FY23	Budgeted FY24
006-410-4300	INTEREST (Endowment & \$ Market)	\$5,000	\$913	\$1,000
006-410-4440	STATE GRANTS	\$0		\$0
006-410-4470	RURAL FEES COUNTY \$24,000	\$25,000	\$18,416	\$19,000
	RURAL FEES RUSSELL \$590	Proposed Amounts to request from County & Cities.		
	RURAL FEES WILLIAMSON \$160			
	RURAL FEES LUCAS \$250			
006-410-4471	LOCAL GRANTS	\$40,000	\$47,200	\$55,000
006-410-4550	MISCELLANEOUS	\$0	\$0	\$0
006-410-4705	DONATIONS	\$5,000	\$2,935	\$5,000
006-410-4707	BUILDING FUNDRAISING DONATIONS (MOVE TO CAPITAL?)	\$20,000	\$38,729	\$20,000
006-410-4715	REFUND	\$0	\$155	\$0
006-410-4765	LIBRARY INCOME (Fees and Fines, etc.)	\$3,600	\$2,966	\$3,500
	OTHER	\$5,000		\$4,000
006-410-4799	ENRICH IOWA FUNDING (DSA, ILL re-\$) \$3,800		\$3,673	
	RENTAL FEES \$1,200		\$1,800	
006-910-4830	TRANSFER IN - LIBRARY OPERATION	\$0	\$23,761	\$0
006-910-4832	INTERFUND LOAN PAYMENT	\$0	\$0	\$0
006-950-4000	CITY PROPERTY TAXES	\$160,000	\$140,000	\$140,000
		\$263,600	\$280,548	\$247,500

Library Endowment				
167-410-4300	LIBRARY ENDOWMENT (Big Gifts)	\$0	\$0	\$0
167-410-4705	DONATIONS (Big Donations)	\$0	\$0	\$0
167-410-4799	OTHER REVENUES	\$0	\$0	\$0

Library Capital Projects Income				
###-410-4705	DONATIONS (Big Donations)	\$0	\$0	\$0

TOTAL REVENUES \$263,600 \$280,548 \$247,500

FY24 County Funding Rates, Cents Per Thousand and Per Capita

County Name	FY24 Rural Valuation	Min. Library Funding	Rural Pop	Cents Per Thousand	Per Capita
Appanoose	367,225,639	\$24,788	4,617	\$0.06750	\$5.37
Clarke	290,679,099	\$19,621	3,503	\$0.06750	\$5.60
Decatur	233,733,871	\$16,865	2,773	\$0.07215	\$6.08
Lucas	281,485,248	\$19,360	3,587	\$0.06878	\$5.40
Monroe	452,014,218	\$35,775	3,273	\$0.07915	\$10.93
Ringgold	349,394,551	\$24,007	2,147	\$0.06871	\$11.18
Union	300,023,932	\$34,000	3,023	\$0.11332	\$11.25
Wayne	344,300,335	\$26,908	3,056	\$0.07815	\$8.80

FY24 LEVY RATES	\$0.0675 Minimum	2020 Census	Taxable Value 1/1/22 Regular W/G&E
DERBY	\$70	90	\$1,041,537
LUCAS	\$255	172	\$3,770,385
RUSSELL	\$591	472	\$8,751,840
WILLIAMSON	\$163	120	\$2,418,311
	\$1,079		

CHARITON PUBLIC LIBRARY BUDGET REQUEST FY25 - EXPENDITURES

Library Expenditures		EST FY25	Actual FY23	Budgeted FY24
006-410-6010	GROSS SALARIES	\$155,000	\$99,557	\$121,600
006-410-6210	SUBSCRIPTIONS/LICENSES	\$2,000	\$2,942	\$1,400
006-410-6230	TRAVEL/TRAINING/DUES	\$300	\$225	\$300
006-410-6310	BUILDING & GROUNDS	\$3,000	\$5,831	\$3,500
006-410-6371	UTILITIES	\$13,000	\$15,598	\$17,000
006-410-6402	ADVERTISING	\$100	\$0	\$100
006-410- 6405	AUDITOR	\$500	\$500	\$500
006-410-6411	LEGAL EXPENSES	\$0	\$0	\$0
006-410-6497	MISCELLANEOUS	\$0	\$0	\$0
006-410-6498	PROGRAMMING	\$5,000	\$4,209	\$5,000
006-410-6505	NEW FURNITURE/EQUIPMENT	\$2,000	\$3,868	\$2,000
006-410-6507	OPERATING SUPPLIES	\$2,000	\$669	\$2,000
006-410-6508	POSTAGE	\$100	\$194	\$100
006-410-6522	PRINTED MATERIALS	\$5,000	\$1,388	\$1,000
006-410-6523	AUDIO-VISUAL MATERIALS	\$2,500	\$217	\$500
006-410-6525	SOFTWARE & TECH SUPPORT	\$7,500	\$5,792	\$6,000
006-410-6526	CUSTODIAL SUPPLIES	\$600	\$550	\$600
TOTAL LIBRARY BUDGET EXPENDITURES		\$198,600	\$141,540	\$161,600

Library Capital Projects Expenditures

###-410-6751??	Capital Projects Expenditures	\$50,000	\$168,511	\$80,000
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TOTAL EXPENDITURES \$248,600

KM Proposed Pay Increases

	FY2024 RATE		FY2025 RATE	
	Current RATE		7/2024 Start	
Director	\$44,774.00	\$44,774.00	\$50,000.00	\$50,000.00
Assistant Director	\$14.70	\$22,932.00	\$15.50	\$24,180.00
Clerk 1	\$10.50	\$16,380.00	\$13.00	\$20,280.00
Clerk 2	\$10.50	\$16,380.00	\$13.00	\$20,280.00
Clerk 3	\$10.00	\$15,600.00	\$13.00	\$20,280.00
Custodial	\$7,012.50	\$7,012.50	\$8,000.00	\$8,000.00
		\$123,078.50		\$143,020.00

Expenditure Lines to REMOVE??

006-410- 6408	REDUNDANT INSURANCE LINE
006-410-6502	REDUNDANT BOOKS
006-410-6524	REDUNDANT AUDIO-VISUAL
006-410-6751	REDUNDANT CONSTRUCTION PROJECTS

LIBRARY CALENDAR 2024

JANUARY SCICF Lucas County Grant CLOSED New Year's Day, CLOSED Staff INSERVICE (MLK Day 1/15/24)

January Board Meeting 1/11/2024

City/County BUDGET REQUEST Presentation

Director & Staff Evaluations (Librarian Certification 1/31 every 3 years Due January 2025)

FEBRUARY Lobby from Home Day, Library Lovers Day February 14th CLOSED Staff INSERVICE (Presidents Day 2/19/24)

February Board Meeting 2/8/2024

Library Accreditation (2/28 every 3 years)(Due 2026)

MARCH ILA Legislative Day, Seuss' Birthday & Nat. Read Across America Day CLOSED Staff INSERVICE (Good Friday 3/29/24 & Saturday)

March Board Meeting 3/14/2024

APRIL National Library Week 4/7 - 4/13

April Board Meeting 4/11/2024

Annual Budget Amendments Request

BRIDGES Agreement, Enrich Iowa Agreement (Due 4/30)

MAY CLOSED Memorial Day (Saturday 5/25 – 5/27/2024)

May Board Meeting 5/9/2024

JUNE CLOSED Staff INSERVICE (Juneteenth 6/19/24)

June Board Meeting 6/13/2024

Library Board Officers Elected

Library Staff Wage Increase Approval (Match City Wage Increase?)

JULY Vredenburg Foundation Grant CLOSED Independence Day 7/4 – 7/6/24

July Board Meeting 7/11/2024

Library Board Officers Terms Begin

Open Access Report – Out of County Borrowers, Enrich Iowa Interlibrary Report, Direct State Aid Report – State \$ Spent (Due 7/31)

JULY- OCTOBER Audit & Annual Report/Budget Request Prep

AUGUST

August Board Meeting 8/8/2024

SEPTEMBER Library Card Sign-Up Month CLOSED Labor Day 1st Monday of September (8/31 - 9/2/2024)

September Board Meeting 9/12/2024

OCTOBER Banned Book Week, National Friends of the Library Week 10/20 - 10/26 CLOSED Staff INSERVICE (Columbus Day 10/14/24)

October Board Meeting 10/10/2024

Annual State SURVEY (by 10/31) and Summer Program Report

NOVEMBER Election Day November 5, 2024, CLOSED Veteran's Day November 11th, CLOSED Thanksgiving (28th, 29th, 30th)

November Board Meeting 11/14/2024

Prepare budget request to present for approval at December Board Meeting.

Long-Range Strategic Plan Review

DECEMBER Holiday OPEN HOUSE?? CLOSED Christmas (12/23-12/25/2024)

December Board Meeting 12/12/2024

BUDGET REQUEST Library Board Approval

Librarian CE Credits Complete (12/31/24 every 3 years – Due January 2025)

2024 CALENDAR

JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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DECEMBER

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1			

January 1
 January 15
 February 19
 March 29
 March 30
 May 25-27
 June 19
 New Year's Day
 MLK Jr Day **INSERVICE**
 Presidents' Day **INSERVICE**
 Good Friday **INSERVICE**
 Easter Saturday
 Memorial Day
 Juneteenth **INSERVICE**

July 4-6
 Aug 31-Sept 2
 October 14
 November 11
 November 28-30
 December 23-25

Independence Day
 Labor Day
 Columbus Day **INSERVICE**
 Veterans Day
 Thanksgiving
 Christmas

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY JANUARY 11, 2024
LIBRARY BOARDROOM**

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

Chariton Public Library Board Meeting January 11, 2024 5:30pm
Please join my meeting from your computer, tablet or smartphone.

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

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

You can also dial in using your phone.

Access Code: 947-761-669

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

4. Consent Agenda:

a. December 14, 2023 Minutes

b. Correspondence – none

c. November 2023 Financial Statements

d. Grants –

LCCF Grant Report \$11,000 towards total \$22,557 Stained Glass Project

Vredenburg Foundation Grant Report \$10,000 towards total \$13,562 Riley HVAC Replacement paid 11/23

5. January 2024 Claims

6. Unfinished Business

a. Library Foundation Funding Request

b. Director Evaluation

7. New Business

a.

8. Reports

Building & Grounds

Community Relations

Finance & Policy (1/8/2024)

Director's Report

9. Board Comments & Continuing Education

10. Agenda Items for Next Month's (February 8, 2024) Meeting

Library FY24 Annual Report & FY25 Budget Presentation to City, County & Incorporated Towns

11. Adjournment

Chariton Free Public Library

December 14, 2023

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on December 14, 2023 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard^{Phone}, Meyer, Pillsbury-Allen, Seufferer^{Phone}, Sharp and Watkins-Schoenig^{Online 6:05 PM}, were present. New Trustee Rachel Fredericks was present and sworn in. Director Murphy was present.

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

Consent Agenda: Seufferer moved and Bisgard seconded to approve the Consent Agenda. Approval was unanimous.

November 9, 2023 Minutes

Correspondence – none

October 2023 Financial Statements

Grants – none

The December 2023 Claims were unanimously approved on a motion from Pillsbury-Allen, seconded by Fredericks.

Unfinished Business – Library Foundation Funding Request: Foundation will meet after first of the year.

New Business

Bisgard motioned to approve the FY25 Budget Request for submission to City and County. Seufferer seconded and the motion carried unanimously. (attached)

Pillsbury-Allen moved to approve the 2024 Library Calendar. Sharp seconded and the motion passed unanimously. (attached)

Meyer reviewed the newly drafted Director Evaluation and invited comments and suggestions. Watkins-Schoenig had made previous suggestions to be included in the final draft. Meyer will finalize the evaluation form and send it via email to all trustees to be completed and returned by January 4, 2024.

Building & Grounds Committee Bisgard fixed the leak in the exterior wall of the east utility room. He also spoke with Riley again about removing the now defunct HVAC unit and about scheduling annual maintenance for the whole of the Library's HVAC system. Meyer and Bisgard discussed the marking of the west boundary line and installation of temporary fencing.

Community Relations Committee Pillsbury-Allen reviewed the 12/6/23 Committee Minutes attached

Finance & Policy Committee will meet with the City Clerk in November.

Director's Report unavailable this month due to family medical issues.

Board Comments & Continuing Education:

The Library Board would like to thank City Manager Laura Liegois for her service to the City and support of the Library. Meyer reported on his attendance of the recent Boardroom Training Series webinar on Library Budgets and encourages other trustees to take advantage of the IA Learns system to complete their mandatory training hours. Murphy will email the IA Learns information out as a reminder.

Committee positions were discussed. Fredericks will join the Community Relations Committee. Watkins-Schoenig will move to the Building & Grounds Committee and Kramme will move to the Finance Committee.

Agenda Items for December 14, 2023 Meeting:

Library FY24 Annual Report & FY25 Budget Presentation to City, County & Incorporated Towns

Library Director Annual Evaluation

Adjournment: The meeting was adjourned at 6:32 p.m. on a motion from Pillsbury-Allen, seconded by Fredericks.

The next meeting of the Library Board will be Thursday, January 11, 2024.

A Library Staff Inservice is scheduled for Monday, January 15, 2024

Kris Murphy, Library Director

NOVEMBER 2023 FINANCIAL REPORTS

OPERATING FUND REVENUE 11/2023

CALENDAR 11/2023	FISCAL 5/2024	YTD 41.6%	BUDGET	MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE		ESTIMATE	BALANCE	BALANCE	RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY \$MARKET		1,000.00	155.81	2,417.44	241.74	1,417.44
006-410-4440	STATE GRANT		.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES		19,000.00	.00	.00	.00	19,000.00
006-410-4471	LOCAL GRANTS		55,000.00	.00	12,500.00	22.73	42,500.00
006-410-4550	MISCELLANEOUS CHARGES		.00	.00	.00	.00	.00
006-410-4705	DONATIONS		5,000.00	.00	745.55	14.91	4,254.45
006-410-4707	DONATIONS/BLDG RENOVATION		20,000.00	10,095.00	10,095.00	50.48	9,905.00
006-410-4715	REFUND		.00	.00	18.48	.00	18.48
006-410-4765	LIBRARY FINES		3,500.00	202.70	1,257.54	35.93	2,242.46
006-410-4799	OTHER REVENUES		4,000.00	.00	2,718.78	67.97	1,281.22
006-910-4830	TRANSFER IN - LIBRARY OPERATIN		.00	.00	.00	.00	.00
006-910-4832	INTERFUND LOAN PAYMENT		.00	.00	.00	.00	.00
006-950-4000	GENERAL PROPERTY TAXES		140,000.00	.00	70,000.00	50.00	70,000.00
	TOTAL OF ALL REVENUE		247,500.00	10,453.51	99,752.79	40.30	147,747.21

LIBRARY ENDOWMENT REVENUE 11/2023

CALENDAR 11/2023	FISCAL 5/2024	YTD 41.6%	BUDGET	MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE		ESTIMATE	BALANCE	BALANCE	RECVD	UNCOLLECTED
167-410-4300	INTEREST - LIBRARY ENDOWMENT		.00	.00	.00	.00	.00
167-410-4705	DONATIONS		.00	.00	.00	.00	.00
167-410-4799	OTHER REVENUES		.00	.00	.00	.00	.00
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		.00	.00	.00	.00	.00

LIBRARY MONEY MARKET 11/2023

BANK CASH REPORT		OCTOBER	NOVEMBER	NOVEMBER	NOVEMBER	OUTSTANDING	NOV BANK
FUND GL	NAME	CASH BALANCE	RECEIPTS	DISBURSMENTS	CASH BALANCE	TRANSACTIONS	BALANCE
BANK	US BANK LIBRARY MM	BK#4					151,735.73
006	LIBRARY MM ACCOUNT	151,579.92	155.81	0.00	151,735.73		
	US BANK LIBRARY MM TOTALS	151,579.92	155.81	0.00	151,735.73	0.00	151,735.73

OPERATING FUND EXPENDITURES 11/2023

CALENDAR 11/2023, FISCAL 5/2024 YTD 41.6%		TOTAL	MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	BALANCE	BALANCE	EXPENDED	UNEXPENDED
006-410-6010	SALARIES	121,600.00	7,883.27	42,045.40	34.58	79,554.60
006-410-6210	DUES & SUBSCRIPTIONS	1,400.00	247.00	2,380.03	170.00	980.03-
006-410-6230	TRAVEL, TRAINING, & DUES	300.00	.00	33.93	11.31	266.07
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,500.00	93.91	977.16	27.92	2,522.84
006-410-6371	UTILITIES	17,000.00	1,048.22	5,304.30	31.20	11,695.70
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	100.00	.00	50.25	50.25	49.75
006-410-6405	RECORDING FEES	500.00	.00	.00	.00	500.00
006-410-6408	INSURANCE	.00	.00	.00	.00	.00
006-410-6411	LEGAL EXPENSES	.00	.00	.00	.00	.00
006-410-6497	MISC EXPENSE	.00	.00	.00	.00	.00
006-410-6498	PROGRAMMING	5,000.00	.00	764.39	15.29	4,235.61
006-410-6502	BOOKS	4,000.00	.00	772.71	19.32	3,227.29
006-410-6505	NEW EQUIPMENT	2,000.00	.00	625.00	31.25	1,375.00
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	22.91	583.30	29.17	1,416.70
006-410-6508	POSTAGE	100.00	52.01	95.25	95.25	4.75
006-410-6522	BOOKS/MEMORIALS	1,000.00	545.38	1,622.05	162.21	622.05-
006-410-6523	MEM. AUDIO VISUAL	500.00	220.59	416.69	83.34	83.31
006-410-6524	AUDIO VISUAL	2,000.00	.00	450.08	22.50	1,549.92
006-410-6525	SOFTWARE & TECH SUPPORT	6,000.00	326.01	3,519.80	58.66	2,480.20
006-410-6526	JANITOR SUPPLIES	600.00	.00	101.16	16.86	498.84
006-410-6751	CONSTRUCTION PROJECTS	80,000.00	13,562.00	16,884.00	21.11	63,116.00
LIBRARY TOTAL		247,600.00	24,001.30	76,625.50	30.95	170,974.50

TREASURER'S REPORT 11/2023

TREASURER'S REPORT CALENDAR 11/2023, FISCAL 5/2024

ACCOUNT TITLE		LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006	LIBRARY OPERATING	242,146.48	10,453.51	24,001.30	.00	228,598.69
167	LIBRARY ENDOWMENT	75,390.01	.00	.00	.00	75,390.01

CALENDAR 11/2023, FISCAL 5/2024 YTD 41.6%		TOTAL	MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	BALANCE	BALANCE	EXPENDED	UNEXPENDED
LIBRARY TOTAL		287,500.00	26,333.76	88,154.03	30.66	199,345.97

CHARITON FREE PUBLIC LIBRARY FY2024 BUDGET
2024 FISCAL YEAR
NOVEMBER 2023

OPERATING BUDGET REVENUES & EXPENDITURES		BUDGETED	11/2023	BALANCE
		BEGINNING BALANCE 7/1/2023		\$0.00
006-410-4300	INTEREST (\$ MARKET)	\$1,000.00	\$155.81	\$2,417.44
006-410-4440	STATE GRANTS	\$0.00	\$0.00	\$0.00
006-410-4470	RURAL FEES	\$19,000.00	\$0.00	\$0.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS	\$5,000.00	\$0.00	\$745.55
006-410-4715	REFUND	\$0.00	\$0.00	\$18.48
006-410-4765	LIBRARY INCOME	\$3,500.00	\$202.70	\$1,257.54
006-410-4799	OTHER (Direct State Aid Funds)	\$4,000.00	\$0.00	\$2,718.78
006-910-4830	TRANSFERS	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$0.00	\$70,000.00
006-410-6010	GROSS SALARIES	\$121,600.00	(\$7,883.27)	(\$42,045.40)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$1,400.00	(\$247.00)	(\$2,380.03)
006-410-6230	TRAVEL/TRAINING/DUES	\$300.00	\$0.00	(\$33.93)
006-410-6310	B&G	\$3,500.00	(\$93.91)	(\$977.16)
006-410-6371	UTILITIIES	\$17,000.00	(\$1,048.22)	(\$5,304.30)
006-410-6402	ADVERTISING/PUBLICATIONS	\$100.00	\$0.00	(\$50.25)
006-410- 6405	AUDITOR	\$500.00	\$0.00	\$0.00
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00
006-410-6497	MISC.	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$5,000.00	\$0.00	(\$764.39)
006-410-6502	BOOKS - LIBRARY FUNDS	\$4,000.00	\$0.00	(\$772.71)
006-410-6505	NEW FURNITURE/EQUIP	\$2,000.00	\$0.00	(\$625.00)
006-410-6507	OPERATING SUPPLIES	\$2,000.00	(\$22.91)	(\$583.30)
006-410-6508	POSTAGE	\$100.00	(\$52.01)	(\$95.25)
006-410-6522	BOOKS - MEMORIAL	\$1,000.00	(\$545.38)	(\$1,622.05)
006-410-6523	AUDIO-VISUAL - MEMORIAL	\$500.00	(\$220.59)	(\$416.69)
006-410-6524	AUDIO-VISUAL - LIBRARY FUNDS	\$2,000.00	\$0.00	(\$450.08)
006-410-6525	SOFTWARE & TECH SUPPT	\$6,000.00	(\$326.01)	(\$3,519.80)
006-410-6526	JANITOR SUPPLIES	\$600.00	\$0.00	(\$101.16)
11/30/2023 BALANCE				\$17,416.29

CAPITAL PROJECT BUDGET REVENUES & EXPENDITURES

(Includes remainder from Op Budget FY23 \$21,893.45) 6/30/2023 CAPITAL PROJECT BALANCE				\$205,471.40
006-410-4471	GRANTS			\$12,500.00
006-410-4707	BLDG DONATIONS		\$10,095.00	\$10,095.00
BEQUESTS				\$0.00
006-410-6751	CONSTRUCTION PROJECTS HVAC		(\$13,562.00)	(\$16,884.00)
11/30/2023 CAPITAL PROJECT BALANCE				\$211,182.40

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
JANUARY 2024 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
Alliant Energy		006 - 410 - 6371	131	\$821.35
Amazon Capital Services	Programming	006 - 410 - 6498	5265	\$272.15
	Printed Materials	006 - 410 - 6522		\$15.95
	Audio-Visual Materials	006 - 410 - 6523		\$65.89
Baker & Taylor Entertainment	Printed Materials	006 - 410 - 6522	34	\$230.94
	Audio-Visual Materials	006 - 410 - 6523		\$87.96
Blackstone Audio	ALLENDER CD AUDIO	006 - 410 - 6523		\$322.28
Bovard Studio (Stained Glass Project) FINAL BILL		006 - 410 - 6751		\$5,234.50
Chariton Water Department		006 - 410 - 6371	80	\$23.74
Iowa Library Association Dues		006 - 410 - 6230	1329	\$90.00
Mainstay Systems Inc.		006 - 410 - 6525	5351	\$690.00
Windstream		006 - 410 - 6371	858	\$285.87
TOTAL CLAIMS PAID JANUARY 2024				\$8,140.63

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
Raymond Meyer

CHARITON FREE PUBLIC LIBRARY

DIRECTOR'S REPORT

THURSDAY JANUARY 11, 2024

November and December were a rocky ride here at the Library. January seems to have started out just as irksome.

I'm still trying to figure out the decreases in our statistics. I'm currently looking at what we spent on collection items compared to the circulations that followed the expenditures. Our collection purchases have been grant money driven for several years, but now we're using the grants exclusively for building work. I'm still correlating numbers.

In the meantime, here's a look at second quarter statistics for this year and the past three:

2ND QUARTER FY Comparisons Fiscal Year 21 – Fiscal Year 24

LIBRARY STATISTICS	2nd Q FY21	2nd Q FY22	2nd Q FY23	2nd Q FY24
Days Open	145	144	143	143
Visitor Count	8,743	11,687	13,270	17,279
Cards Issued	90	109	87	87
Cards Weeded	857	0	20	22
Meeting Room Uses	COVID	3	112	74
Total Circulation (w/o SILO ILLs)	12,966	13,883	12,444	11,135
BRIDGES Registrations	27	26	34	28
BRIDGES Active Individuals	502	486	609	727
BRIDGES Items Circulated	2,783	3,208	3,637	4,434
Website Visits	1,401	1,824	2,255	2,437
Website Actions	5,240	5,395	5,738	6,507
WI-FI Sessions	N/A	466	3,349	5,122
Unique WI-FI Visitors	N/A	162	753	922
PC & Chromebox Uses	1,660	1,296	1,386	3,173
PATRON STATISTICS	2nd Q FY21	2nd Q FY22	2nd Q FY23	2nd Q FY24
Chariton Adult	5,448	5,664	6,066	5,787
Chariton Child	1,966	2,105	1,440	1,582
Rural Adult	3,290	3,752	2,858	2,091
Rural Child	450	787	698	804
Russell Adult	235	457	242	155
Russell Child	93	232	231	91
Lucas Adult	95	100	129	96
Lucas Child	94	43	28	41
Williamson Adult	54	38	51	0
Williamson Child	0	0	0	0
Derby Adult	51	45	54	26
Derby Child	0	0	0	0
Out Of County	500	388	651	501
Institutional	761	387	164	224
	13,037	13,998	12,612	11,398
CIRCULATION STATISTICS	2nd Q FY21	2nd Q FY22	2nd Q FY23	2nd Q FY24
Adult Fiction	2,457	2,398	2,553	2,507
Large Print	500	347	401	298
Adult Nonfiction	866	912	713	550
Adult Audiobooks	309	244	117	79
Adult Video	2,211	2,063	1,559	1,459
Picture Books	662	1,653	1,496	1,133
Beginner Readers	880	781	920	563
Juvenile Fiction	1,728	2,093	1,937	1,724
Juvenile Nonfiction	603	649	414	338
Juvenile Audiobooks	80	39	57	56
Juvenile Videos	1,561	1,598	1,609	1,597
Young Adult Books	741	912	513	616
YA Anime Video	244	115	109	150
Games	N/A	N/A	6	3
Puzzles	N/A	N/A	32	19
Bin Books (alone)	123	69	7	0
Educational Bins	N/A	N/A	N/A	35
Maker Bins	N/A	N/A	1	8
Local Interlibrary Loans	72	125	168	263
	13,037	13,998	12,612	11,398

SILO ILLs are interlibrary loan items borrowed from other libraries for our patrons. We circulate them through our system to account for their whereabouts, but don't count them as local circulations. **These are the total circulations of our own collection items without those ILLs.**

BRIDGES downloadable use continues to soar.

All of our online access use, in-house use of Wi-Fi and PC and Chromebox use continue to grow. Patrons who enter the building to access technology generally do so in order to perform tasks they cannot perform on their phones, such as downloads, scans and printing.

Patron statistics include interlibrary loan items.

Circulation statistics include interlibrary loan items.

Kris Murphy – January 11, 2024

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY FEBRUARY 8, 2024
LIBRARY BOARDROOM**

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

Chariton Public Library Board Meeting February 8, 2024 5:30pm
Please join my meeting from your computer, tablet or smartphone.

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

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

You can also dial in using your phone.

Access Code: 947-761-669

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

4. Consent Agenda:

- a. **January 11, 2024 Minutes**
- b. **Correspondence** – none
- c. **December 2023 Financial Statements**
- d. **Grants** – see New Business

5. February 2024 Claims

6. Unfinished Business

- a. Library Foundation Funding Request

7. New Business

- a. Meeting Room HVAC Issues: Consideration of approval for replacement of Meeting Room HVAC unit
- b. LCCF Grant Application due 3/1/24 (Meeting Room HVAC \$12,658)
- c. FY23 Annual Report & FY25 Budget (**Supervisors presentation 2/12/24 @10:00**)
- d. Policy Revisions: *Conduct Policy* and *Child Safety Policy*
- e. Strategic Planning Task Force

8. Reports

Building & Grounds

Community Relations (1/30/24)

Finance & Policy (4/5/24)

Director's Report attached

9. Board Comments & Continuing Education

2/16/24 5:00 *We Love Our Library Social Hour* in the Meeting Room (wear a sweater)

10. Agenda Items for Next Month's (March 14, 2024) Meeting

How to use IA Learns Training 3/14/24 5:00

Adjournment

Chariton Free Public Library

January 11, 2024

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on January 11, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Fredericks, Meyer, Miller, Pillsbury-Allen and Sharp were present.
Councilman Gary Shutt was present. Director Murphy was present.

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

Consent Agenda: Bisgard moved and Miller seconded to approve the Consent Agenda. Approval was unanimous.

December 14, 2023 Minutes

Correspondence – none

November 2023 Financial Statements

Grants –

LCCF Grant Report \$11,000 towards total \$22,557 Stained Glass Project

Vredenburg Foundation Grant Report \$10,000 towards total \$13,562 Riley HVAC Replacement paid 11/23

The January 2024 Claims were unanimously approved on a motion from Pillsbury-Allen, seconded by Fredericks.

Unfinished Business

Library Foundation Funding Request – waiting on response.

Discussion concerning the Library Director Evaluation centered around strategic planning. Meyer requested trustees form a Strategic Planning Committee. Many of the priorities the Board wished Murphy to focus on were related to this topic in regards to the Library's services and collection and the changing needs of our community demonstrated, we think, by the last few years' statistics. It was suggested we might employ an organizer and/or request assistance from the State Library. Bisgard and Fredericks volunteered for the committee. Meyer will contact Watkins-Schoenig to see if she'll chair the committee. Murphy will review the evaluation and determine three specific goals for the next year.

New Business – none.

Building & Grounds Committee

Community Relations Committee Miller reviewed the 1/11/24 meeting.

Finance & Policy Committee Meyer reviewed the 1/8/24 meeting.

Director's Report attached

Board Comments & Continuing Education:

Meyer reminded everyone that he'd sent out an email regarding the (ILOC) Iowa Libraries Online Conference evening keynote for trustees 1/25, 6-7 pm.



Agenda Items for February 8, 2024 Meeting:

Library FY24 Annual Report & FY25 Budget Presentation to City, County & Incorporated Towns
Strategic Planning

Adjournment: The meeting was adjourned at 6:38 p.m. on a motion from Pillsbury-Allen, seconded by Bisgard.

The next meeting of the Library Board will be Thursday, February 8, 2024.

Kris Murphy, Library Director

DECEMBER 2023 FINANCIAL REPORTS

OPERATING FUND REVENUE 12/2023

REVENUE REPORT CALENDAR 12/2023, FISCAL 6/2024 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY \$MARKET	1,000.00	161.17	2,578.61	257.86	1,578.61
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	19,000.00	.00	.00	.00	19,000.00
006-410-4471	LOCAL GRANTS	55,000.00	.00	12,500.00	22.73	42,500.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	580.00	1,325.55	26.51	3,674.45
006-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	8,106.42	18,201.42	91.01	1,798.58
006-410-4715	REFUND	.00	.00	18.48	.00	18.48
006-410-4765	LIBRARY FINES	3,500.00	342.37	1,599.91	45.71	1,900.09
006-410-4799	OTHER REVENUES	4,000.00	517.61	3,236.39	80.91	763.61
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	.00	.00	.00
006-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
006-950-4000	GENERAL PROPERTY TAXES	140,000.00	.00	70,000.00	50.00	70,000.00
LIBRARY OPERATING TOTAL		247,500.00	9,707.57	109,460.36	44.23	138,039.64

LIBRARY ENDOWMENT REVENUE 12/2023

REVENUE REPORT CALENDAR 12/2023, FISCAL 6/2024 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
167-410-4300	INTEREST - LIBRARY ENDOWMENT	.00	.00	.00	.00	.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
167-910-4830	TRANSFER IN - LIBRARY ENDOW	.00	.00	.00	.00	.00
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
LIBRARY ENDOWMENT TOTAL		.00	.00	.00	.00	.00

LIBRARY MONEY MARKET 12/2023

BANK CASH REPORT 2023

FUND GL	NAME	NOVEMBER CASH BALANCE	DECEMBER RECEIPTS	DECEMBER DISBURSMENTS	DECEMBER CASH BALANCE	OUTSTANDING TRANSACTIONS	DEC BANK BALANCE
BANK 006	US BANK LIBRARY MM LIBRARY MM ACCOUNT	151,735.73	161.17	0.00	151,896.90		151,896.90
US BANK LIBRARY MM TOTALS		151,735.73	161.17	0.00	151,896.90	0.00	151,896.90

OPERATING FUND EXPENDITURES 12/2023

BUDGET REPORT		CALENDAR 12/2023, FISCAL 6/2024	50.0%	MTD	YTD	PERCENT	UNEXPENDED
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	BALANCE	BALANCE	EXPENDED		
006-410-6010	SALARIES	121,600.00	12,133.44	54,178.84	44.55		67,421.16
006-410-6210	DUES & SUBSCRIPTIONS	1,400.00	.00	2,380.03	170.00		980.03-
006-410-6230	TRAVEL, TRAINING, & DUES	300.00	.00	33.93	11.31		266.07
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,500.00	.00	977.16	27.92		2,522.84
006-410-6371	UTILITIES	17,000.00	1,089.85	6,394.15	37.61		10,605.85
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	100.00	.00	50.25	50.25		49.75
006-410-6405	RECORDING FEES	500.00	500.00	500.00	100.00		.00
006-410-6408	INSURANCE	.00	.00	.00	.00		.00
006-410-6411	LEGAL EXPENSES	.00	.00	.00	.00		.00
006-410-6497	MISC EXPENSE	.00	.00	.00	.00		.00
006-410-6498	PROGRAMMING	5,000.00	.00	764.39	15.29		4,235.61
006-410-6502	BOOKS	4,000.00	.00	772.71	19.32		3,227.29
006-410-6505	NEW EQUIPMENT	2,000.00	.00	625.00	31.25		1,375.00
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	49.38	632.68	31.63		1,367.32
006-410-6508	POSTAGE	100.00	30.83	126.08	126.08		26.08-
006-410-6522	BOOKS/MEMORIALS	1,000.00	235.54	1,857.59	185.76		857.59-
006-410-6523	MEM. AUDIO VISUAL	500.00	129.08	545.77	109.15		45.77-
006-410-6524	AUDIO VISUAL	2,000.00	.00	450.08	22.50		1,549.92
006-410-6525	SOFTWARE & TECH SUPPORT	6,000.00	1,338.39	4,858.19	80.97		1,141.81
006-410-6526	JANITOR SUPPLIES	600.00	220.97	322.13	53.69		277.87
006-410-6751	CONSTRUCTION PROJECTS	80,000.00	2,787.79	19,671.79	24.59		60,328.21
	LIBRARY TOTAL	247,600.00	18,515.27	95,140.77	38.43		152,459.23

TREASURER'S REPORT 12/2023

BUDGET REPORT CALENDAR 12/2023, FISCAL 6/2024 50.0%

ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
LIBRARY TOTAL	287,500.00	21,511.29	109,665.32	38.14	177,834.68

TREASURER'S REPORT CALENDAR 12/2023, FISCAL 6/2024

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006 LIBRARY OPERATING	228,598.69	9,707.57	18,515.27	.00	219,790.99
167 LIBRARY ENDOWMENT	75,390.01	.00	.00	.00	75,390.01

OPERATING BUDGET REVENUES & EXPENDITURES		BUDGETED	12/2023	BALANCE
		BEGINNING BALANCE 7/1/2023		\$0.00
006-410-4300	INTEREST (\$ MARKET)	\$1,000.00	\$161.17	\$2,578.61
006-410-4440	STATE GRANTS	\$0.00	\$0.00	\$0.00
006-410-4470	RURAL FEES	\$19,000.00	\$0.00	\$0.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS	\$5,000.00	\$580.00	\$1,325.55
006-410-4715	REFUND	\$0.00	\$0.00	\$18.48
006-410-4765	LIBRARY INCOME	\$3,500.00	\$342.37	\$1,599.91
006-410-4799	OTHER (Direct State Aid Funds)	\$4,000.00	\$517.61	\$3,236.39
006-910-4830	TRANSFERS	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$0.00	\$70,000.00
006-410-6010	GROSS SALARIES	\$121,600.00	(\$12,133.44)	(\$54,178.84)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$1,400.00	\$0.00	(\$2,380.03)
006-410-6230	TRAVEL/TRAINING/DUES	\$300.00	\$0.00	(\$33.93)
006-410-6310	B&G	\$3,500.00	\$0.00	(\$977.16)
006-410-6371	UTILITIES	\$17,000.00	(\$1,089.85)	(\$6,394.15)
006-410-6402	ADVERTISING/PUBLICATIONS	\$100.00	\$0.00	(\$50.25)
006-410- 6405	AUDITOR	\$500.00	(\$500.00)	(\$500.00)
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00
006-410-6497	MISC.	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$5,000.00	\$0.00	(\$764.39)
006-410-6502	BOOKS - LIBRARY FUNDS	\$4,000.00	\$0.00	(\$772.71)
006-410-6505	NEW FURNITURE/EQUIP	\$2,000.00	\$0.00	(\$625.00)
006-410-6507	OPERATING SUPPLIES	\$2,000.00	(\$49.38)	(\$632.68)
006-410-6508	POSTAGE	\$100.00	(\$30.83)	(\$126.08)
006-410-6522	BOOKS - MEMORIAL	\$1,000.00	(\$235.54)	(\$1,857.59)
006-410-6523	AUDIO-VISUAL - MEMORIAL	\$500.00	(\$129.08)	(\$545.77)
006-410-6524	AUDIO-VISUAL - LIBRARY FUNDS	\$2,000.00	\$0.00	(\$450.08)
006-410-6525	SOFTWARE & TECH SUPPT	\$6,000.00	(\$1,338.39)	(\$4,858.19)
006-410-6526	JANITOR SUPPLIES	\$600.00	(\$220.97)	(\$322.13)
12/31/2023 BALANCE				\$3,289.96

CAPITAL PROJECT BUDGET REVENUES & EXPENDITURES

(Includes remainder from Op Budget FY23 \$21,893.45) 6/30/2023 CAPITAL PROJECT BALANCE				\$205,471.40
006-410-4471	GRANTS			\$12,500.00
006-410-4707	BLDG DONATIONS		\$8,106.42	\$18,201.42
BEQUESTS				\$0.00
006-410-6751	CONSTRUCTION PROJECTS Garden Tables		(\$2,787.79)	(\$19,671.79)
12/31/2023 CAPITAL PROJECT BALANCE				\$216,501.03

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
FEBRUARY 2024 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems Copier Contract		006 - 410 - 6525	5321	\$103.96
Alliant Energy		006 - 410 - 6371	131	\$1,496.32
Amazon Capital Services	Printed Materials	006 - 410 - 6522	5265	\$51.21
	Audio-Visual Materials	006 - 410 - 6523		\$24.81
American Library Association		006 - 410 - 6230	1328	\$162.00
Baker & Taylor Entertainment	Printed Materials	006 - 410 - 6522	34	\$454.52
	Audio-Visual Materials	006 - 410 - 6523		\$53.17
Blackstone Audio	CD AUDIO	006 - 410 - 6523		\$43.44
CPL Petty Cash	Band-aids & Batteries	006 - 410 - 6507	74	\$53.07
Chariton Water Department		006 - 410 - 6371	80	\$29.24
Kone (Elevator Maint. Contract)		006 - 410 - 6310	160	\$357.48
Windstream		006 - 410 - 6371	858	\$285.39
TOTAL CLAIMS PAID FEBRUARY 2024				\$3,114.61

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
Raymond Meyer

RILEY

HEATING AND COOLING LLC

12470 575TH St.

Lucas IA. 50151

641-766-6156

1/31/24

Chariton Library

803 Braden Ave

Chariton, IA. 50049

Here is our proposal to replace the ductless heat pump system that serves the basement meeting room in the library building at the address listed above.

Mitsubishi ductless heat pump: We will remove and dispose of the existing heat pump system. We will supply and install a new Mitsubishi, 30,000 b.t.u., inverter driven, ductless heat pump outdoor unit (Model # PUZ-A30NHA7), a matching Mitsubishi indoor ceiling cassette unit with grille (Model# PLA-A30EA8), insulated refrigerant piping line set, equipment pad, Quicksling equipment stand, drain line, communication wiring, and a Mitsubishi system controller. This system is rated at 23.4 SEER2 (11.8 EER2 / 9.5 HSPF2), uses environmentally friendly R410A refrigerant and carries a seven year compressor and five year parts warranty.

Installed Investment: \$12,658

Thank you for consideration of this proposal. Upon acceptance please endorse, date and return a copy to us.

Note: This proposal does not include any carpentry work or the addition of or alteration to any high voltage wiring and may be withdrawn by us if not accepted within 14 days.

TERMS: All options require a 50% down payment with the balance due upon completion.

Acceptance of proposal- The above prices, specifications and conditions hereof are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment is due as stated above.

Date of acceptance: _____ Signature: _____

I appreciate the opportunity to serve you. If you have any questions or need additional information please call me.

Sincerely,

Patrick Riley

CHARITON PUBLIC LIBRARY CHILD SAFETY POLICY

(DRAFT REVISION February 8, 2024)

(Approved November 11, 2021)

(Approved February 2, 2006)

Service to young people is a very high priority of the Chariton Public Library. The safety of children on Library premises is a serious concern of the Library staff. Staff members are available to assist children with Library materials or services. The Library, however, is a public building with staff trained to provide public Library services. The Library is not equipped—and it is not the Library’s role—to provide childcare. For the safety and comfort of children, a responsible adult or caregiver must accompany children while they are using the Library. While in the Library, parents and caregivers are responsible for monitoring and regulating the behavior of their children.

Definitions:

Children: For the purposes of this policy, “Children” are defined as persons under the age of 10 years.

Responsible Person: For the purposes of this policy, a “Responsible Person” is defined as a parent, guardian or childcare provider of at least 16 years of age who accompanies a child to the Library or makes alternative arrangements for Library programming as provided in this policy.

Guidelines:

Children must be accompanied by a Responsible Person while on Library premises; provided, that unaccompanied children may attend Library programming unaccompanied by a Responsible Person if arrangements have been made for the timely drop-off and pick-up by a Responsible Person.

If a child calls attention to him/herself through violation of the Library Conduct Policy or otherwise, a Library staff member will attempt to locate the Responsible Person.

If the staff member is unable to locate a Responsible Person, the staff member will notify the police.

If the Library is closing and no Responsible Person is present, the staff member will notify the police and will remain with the child until the police arrive to take custody of the child.

CHARITON PUBLIC LIBRARY CONDUCT POLICY

(DRAFT REVISION February 8, 2024)

(Approved September 2, 2021)

(Approved June 3, 2010)

The Chariton Public Library strives to provide a safe, comfortable environment conducive to the use of Library materials and facilities by all members of the public. The Board of Trustees has established the following policy to protect the rights and safety of Library patrons and staff and to preserve and protect the Library's materials, equipment, and property. It is not inclusive and cannot cover all aspects of behavior and safety.

Unattended Personal Property:

The Library is a public building and library staff members are not responsible for the personal items of patrons who are utilizing the library. Theft of unattended personal items is always a possibility in a public facility. Do not leave any personal items unattended while in the building. Unattended personal items will be turned over to the police upon discovery.

Patrons are expected to respect the privacy, rights and sensibilities of other patrons and staff members, and to use the Library for its intended purposes. In addition, patrons must abide by the following guidelines:

Food and Drink: Patrons may not consume food in the Library except at designated functions within the Educational Meeting Room. Consumption of beverages in containers or cups with lids is permitted in all areas of the Library. Patrons must dispose of drinks without lids/caps before entering the Library. Use of alcohol, tobacco products, or controlled substances in the Library is strictly prohibited.

Noise: Loud or disruptive activity or behavior that substantially interferes with others' use of the Library, or with the ability of staff to perform their job duties, will not be allowed. Group activities and conversations are encouraged, but if the noise generated by these activities interferes with another person's use of the Library, the patron(s) responsible for the noise will be asked to change their behavior or leave the building.

Harassment: Willfully annoying, harassing, or bullying another person is not allowed in the Library. Harassment is any action taken, or situation created, intentionally, to produce psychological or physical discomfort, embarrassment, or ridicule, or any conduct (verbal or physical) of a nature that is intimidating, demeaning, hostile, offensive, or potentially dangerous to self or others.

Threat of Harm: Any behavior that could endanger the safety or health of others. Examples include but are not limited to: brandishing a weapon or making threatening comments or gestures.

Property: Patrons who engage in unlawful acts such as theft, vandalism, or the deliberate destruction of Library property or the personal property of patrons or staff members, or who access, alter, or damage any computer system, network, or electronic data, may be subject to prosecution. In addition, patrons shall not enter the non-public or locked areas of the Library without staff permission.

Animals: Only trained service animals are allowed in the Library. No other animals are allowed.

Consequences: Enforcement of these guidelines may take the form of any of the following actions, depending upon the severity of the conduct, which will be determined by the staff on duty at the time. Violation of any municipal, state, or federal law or code will result in expulsion from the building and could lead to prosecution.

Patrons who engage in unacceptable behavior will be given one warning and asked to behave in an appropriate manner.

Patrons who do not modify their behavior after one warning will be asked to leave the Library for the rest of the day.

Patrons who engage in unacceptable behavior that in the judgment of a staff member is extreme will be ordered to leave the building immediately.

If a patron asked to exit the building fails to do so, or threatens the Library staff, the police will be called.

Unacceptable behavior perpetrated during use of a particular service offered by the Library, such as juvenile programming or Internet access, may result in a temporary or permanent loss of access to that service for a period of time to be determined by the Library staff.

Appeals:

Any individual or group may appeal any action taken or decision made by Chariton Public Library that is adverse to them. The appeal shall be in writing and on the form contained herein, and must be submitted within 30 days of the action/decision, or the appeal will not be considered.

An appeal addressing a decision made or action taken by Library Staff shall be made to the Library Director. The Director will send a written response to the appealing party. If the individual or group is unsatisfied with the result of an appeal to the Director, they may submit the appeal to the Chariton Public Library Board of Trustees. The appeal shall be in writing and on the form contained herein, and must be submitted within 30 days of the action/decision, or the appeal will not be considered.

An appeal addressing a decision made or action taken by the Library Director shall be made directly to the Library Board of Trustees. The appealing party may request an oral hearing before the Library Board.

The appeal will be considered at the next scheduled Board meeting whether or not the appealing party appears before the Board. The appeal will be decided based on the contents of the appeal form, the evidence given by the offended party, and the report presented by Library staff. The Board may call anyone else to testify and may consider any other material the Board deems relevant. The Board will make a final ruling on the appeal and a written response will be sent to the appealing party.

**CHARITON FREE PUBLIC LIBRARY
DIRECTOR'S REPORT
THURSDAY FEBRUARY 8, 2024**

January... what happened in January? It's a bit of a blur. The weather was not friendly. We lost a few days.

We failed to have our staff inservice on January 15th. Two staff were unavailable due to medical issues, which renders an inservice pointless when the discussion requires everyone. I did come in to work on things we don't do while open. It took me an hour to swap out the upstairs filters. I've been fantasizing about attic doors with drop ladders to eliminate the monthly battle of getting an adequate ladder from the north unit filters to the south unit filters, both 12 feet up in the ceiling.

The meeting room HVAC system failed. Pat Riley believes it was due in part to the snow that completely overwhelmed it for so many days. I suspect it never occurred to the folks who clear our lot, walks and steps that the HVAC units needed digging out. It certainly didn't occur to me, and as the unit was on the end of the row it took the brunt of the drift. The unit is no longer made and parts are not available. This was the only 1992 HVAC unit remaining. Riley is providing us with a quote for replacement. Depending on the footprint of the new unit, we may have to make adjustments in the meeting room drop ceiling. While they were here I asked them to order our annual filters for us, as our existing filter stock no longer matches the new units. They will be our source for all filters in the future – we know they'll be high quality and will cover the monthly replacements, and we can make a single annual payment for them. Riley will create a frame for one of the units installed previously so that the filter required will do the job but be far less expensive than the 4" deep one currently in there. Pat also noticed during his measuring for the new unit that the hole made in the west utility room wall for the sump pump installation had not been filled at all. As in the east utility room, water was getting into the wall and the issue will need to be addressed when the temperature permits.

In January we weeded some patrons from the system. We don't do this monthly, but as funeral notices come in or duplicate cards are discovered we set them aside to address periodically. We'd lost several over the past few months who were, until recently, regular Library users. It sometimes takes us a while to notice the decline in visits and use by particular patrons, but a couple of these were giants in our circulation numbers and their visits were often a highlight of our day. For a couple we tried delivering materials to them at home in previous winters, but as this is not yet an organized service we provide, the effort wasn't maintained. One of the subjects of our inservice this month was to be the "Library To Go" program we're hoping to put in place for delivery to anyone who can't physically visit the Library. This needs to happen. One of our stumbling blocks in the planning is the delivery method. Maybe something to talk to our Friends group about? It would have to be a year-round volunteer effort.

As for people we lost recently, a couple days after trying to get a scan of the Library postcard gifted by Trustee Justin Sharp out to Frank Myers, in the hope he'd enjoy seeing it and provide some ideas about when the image was taken and who the individual in it might be, we lost him as well. I can't help wondering if he'd ever seen that image before.

I also ran reports and weeded collection items that were long overdue and lost. Patron records include a note field that allows us to make sure that notifications of lost items and unpaid fees pop up the moment a patron card is scanned to prevent them from checking out and to alert staff to the need for payment and any ongoing or long term issues associated with that patron and other cardholders in their household. Our fine-free transition failed to catch the distinction between what type of fees should remain. Items made lost after that transition are caught by the system, so in future we'll just need to mark the items lost and not bother with a specific note, but notes were necessary for those items marked lost prior to the change. 500 items were weeded in January, but around 150 of those were part of the regular weeding process (Anime & G Videos), so it was the other 350 that were lost items both prior to and after our fine-free transition.

This year's fundraising campaign is right on target. Notice in our revenue report that we've collected 91% of the estimate we budgeted. Thanks again to the Community Relations Committee and Linda and Susan in particular, as they've handled the incoming donations and thank you letters.

Kris Murphy – February 8, 2024

Library Statistics	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	YEAR
Days Open	25	27	24	25	22	20	22	165
Visitor Count	3,012	2,841	2,791	3,022	2,821	2,792	2,648	19,927
Cards Issued	19	17	18	11	11	11	17	104
Cards Weeded	0	1	0	0	0	0	11	12
Meeting Room Uses	8	11	13	10	17	15	16	90
Daily Average	79	84	81	75	75	74	84	552
Total Circulation (w/o SILO ILLs)	1,935	2,243	1,948	1,877	1,654	1,478	1,841	12,976
BRIDGES Registrations	2	4	5	6	5	6	7	35
BRIDGES Active Individuals	120	124	125	112	121	125	130	857
BRIDGES Items Circulated	755	681	730	722	773	773	867	5,301
Website Visits	481	554	357	416	309	320	353	2,790
Website Actions	1,199	1,648	1,061	1,075	812	712	972	7,479
WI-FI Sessions	902	1,011	892	941	680	696	569	5,691
Unique WI-FI Visitors	159	171	154	165	136	137	133	1,055
PC & Chromebox Uses	648	426	617	618	473	391	477	3,650
CHILDREN'S PROGRAMS	10	2	5	1	0	0	0	18
CHILDREN'S PROG ATTENDS	175	29	6	1	0	0	0	211
LEGO ACTIVITIES		5	4	3	5	4	4	25
YA PROGRAMS	2	0	4	0	0	0	0	6
YA PROGRAMS ATTENDS	9	0	36	0	0	0	0	45
ADULT PROGRAMS	5	2	8	1	1	1	1	19
ADULT PROGRAMS ATTENDS	62	8	25	8	6	6	5	120

Patron Circulations	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	YEAR
Chariton Adult	976	1,017	996	1,012	877	909	1,073	6,860
Chariton Child	284	345	204	277	288	184	241	1,823
Rural Adult	325	416	490	323	292	245	293	2,384
Rural Child	155	144	123	176	130	76	98	902
Russell Adult	27	29	22	25	22	30	24	179
Russell Child	69	6	4	1	11	0	4	95
Lucas Adult	32	18	7	15	10	14	12	108
Lucas Child	0	25	6	8	2	0	0	41
Williamson Adult	0	0	0	0	0	0	18	18
Williamson Child	0	0	0	0	0	0	0	0
Derby Adult	2	2	8	8	0	6	3	29
Derby Child	0	0	0	0	0	0	0	0
Out Of County	67	210	78	35	59	52	59	560
Institutional	37	64	52	52	13	6	16	240
	1,974	2,276	1,990	1,932	1,704	1,522	1,841	13,239

Copy Category Circulations	July	Aug	Sept	Oct	Nov	Dec	Jan	Year
Adult Fiction	456	491	426	419	375	340	430	2,937
Large Print	33	53	46	61	38	67	81	379
Adult Nonfiction	123	112	111	90	68	46	95	645
Adult Audiobooks	8	16	14	13	20	8	21	100
Adult Video	232	280	231	240	238	238	309	1,768
Picture Books	199	192	190	231	206	115	126	1,259
Beginner Readers	116	102	120	77	80	68	94	657
Juvenile Fiction	307	384	272	332	236	193	273	1,997
Juvenile Nonfiction	46	60	100	48	51	33	60	398
Juvenile Audiobooks	5	11	15	1	11	13	9	65
Juvenile Videos	273	319	267	286	218	234	178	1,775
Young Adult Books	100	178	114	59	63	102	99	715
YA Anime Video	25	28	19	16	43	19	20	170
Games	1	0	0	1	0	1	0	3
Puzzles	5	5	5	2	1	1	3	22
Bin Books (alone)	0	0	0	0	0	0	0	0
Educational Bins	3	11	15	0	6	0	2	37
Maker Bins	3	1	3	1	0	0	0	8
Local Interlibrary Loans	39	33	42	55	50	44	41	304
	1,974	2,276	1,990	1,932	1,704	1,522	1,841	13,239

Notice that our daily average and total circulations didn't drop due to the weather. People come in to stock up when the weather threatens to cut off their supply.

If you have not already, please look at and possibly contact legislators about, the bill currently threatening public library autonomy here in Iowa.

SSB3131: Library Board Authority makes changes related to public library authority and property.

Current law requires each city and county to levy a tax of at least 6 3/4 cents per \$1,000 of assessed value on taxable property or the monetary equivalent for the purpose of supporting the public library.

The bill provides that a city or county **may** levy such tax.

(So, the County would no longer be required to pay for library services. Each year we must ask them to pay the legally required amount and they've always referred to it as their contribution, rather than payment.)

Under current law, a city council may, on its own motion, or shall, upon receipt of a valid petition, submit a proposal to alter the composition, selection process, or charge of the library board to the voters of the city.

The bill strikes this provision and allows a city council to alter the composition, manner of selection, or charge of the library board by ordinance.

The bill directs the city to take title of all property possessed or acquired by the library board on and after July 1, 2025.

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY MARCH 14, 2024
LIBRARY BOARDROOM**

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

Chariton Public Library Board Meeting March 14, 2024 5:30pm
Please join my meeting from your computer, tablet or smartphone.

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

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

You can also dial in using your phone.

Access Code: 947-761-669

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

4. Consent Agenda:

a. February 8, 2024 Minutes

b. Correspondence –

Phillip Purdy Memorial Donation from his niece Gloria Purdy (2 notifications sent)

Memorial Donation Gregory Alan Adams from his parents Carolyn & Kenneth McCart (requested no notifications)

c. January 2024 Financial Statements

d. Grants – none

5. March 2024 Claims

6. Unfinished Business

a. Library Foundation Funding Request

b. Policy Revisions: *Conduct Policy*

7. New Business

8. Reports

Building & Grounds (2/23/24)

Community Relations (2/27/24)

Finance & Policy (3/11/24)

Strategic Planning Task Force (2/23/24)

Director's Report attached

9. Board Comments & Continuing Education

Thank you to Linda, Bevin & Rachel for the wonderful time had by all at the Love Our Library Social Hour

How to use IA Learns Training 3/14/24 5:00

10. Agenda Items for Next Month's (April 11, 2024) Meeting

Adjournment

Chariton Free Public Library February 8, 2024

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on February 8, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Fredericks, Meyer, Miller, Pillsbury-Allen, Sharp Watkins-Schoenig were present. Seuffer was present online. Councilman Gary Shutt was present. Director Murphy was present.

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

Consent Agenda: Bisgard moved and Pillsbury-Allen seconded to approve the Consent Agenda. Approval was unanimous.

January 11, 2024 Minutes

Correspondence – none

December 2023 Financial Statements

Grants – see New Business

The February 2024 Claims were unanimously approved on a motion from Miller, seconded by Sharp.

Unfinished Business

Library Foundation Funding Request – waiting on response.

New Business

Watkins-Schoenig made a motion to accept the bid from Riley Heating and Cooling to replace the Meeting Room HVAC unit for \$12,658 but to wait to schedule the work until we've received a response from the Lucas County Community Foundation on the grant application for this project. Bisgard seconded and the motion passed unanimously. The grant application will be submitted immediately.

Trustees reviewed the **FY23 Annual Report**. A copy of the report will be submitted to the County Board of Supervisors at their budget meeting Monday February 12, 2024 at 10:00 a.m. The **FY25 Budget Request** will be submitted to the Supervisors at this meeting. Murphy and President Meyer will attend the meeting. All trustees were invited to attend. The FY25 Budget Request has already been submitted to the Mayor and City Clerk. Murphy will submit the FY23 Annual Report to the City Council at a future meeting.

Watkins-Schoenig made a motion to approve the **Child Safety Policy** as revised by the Finance and Policy Committee at their 2/5/2024 meeting. Pillsbury-Allen seconded and the motion passed unanimously.

The **Conduct Policy** was tabled to the March meeting for further revisions.

Building & Grounds Committee and **Strategic Planning Task Force** are scheduling future meetings.

Community Relations Committee Pillsbury-Allen reviewed the 1/30/24 meeting.

Finance & Policy Committee Meyer reviewed the financial reports and policies earlier in this meeting.

Director's Report attached

Board Comments & Continuing Education:

At 5:00 p.m. on February 16, 2024 the Library Board will host a *We Love Our Library Social Hour* in the meeting room.

Agenda Items for March 14, 2024 Meeting:

Conduct Policy

Potential Budget Amendment

Adjournment: The meeting was adjourned at 6:28 p.m. on a motion from Pillsbury-Allen, seconded by Fredericks.

The next meeting of the Library Board will be Thursday, March 14, 2024.

Trustee Training: How to use IA Learns at 5:00 on Thursday, March 14, 2024

Kris Murphy, Library Director

JANUARY 2024 FINANCIAL REPORTS

OPERATING FUND REVENUE 1/2024

REVENUE REPORT CALENDAR 1/2024, FISCAL 7/2024 58.3%						
ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY \$MARKET	1,000.00	160.90	2,739.51	273.95	1,739.51
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	19,000.00	.00	.00	.00	19,000.00
006-410-4471	LOCAL GRANTS	55,000.00	.00	12,500.00	22.73	42,500.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	160.00	1,485.55	29.71	3,514.45
006-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	545.00	18,746.42	93.73	1,253.58
006-410-4715	REFUND	.00	.00	18.48	.00	18.48
006-410-4765	LIBRARY FINES	3,500.00	139.49	1,739.40	49.70	1,760.60
006-410-4799	OTHER REVENUES	4,000.00	600.00	3,836.39	95.91	163.61
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	.00	.00	.00
006-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
006-950-4000	GENERAL PROPERTY TAXES	140,000.00	.00	70,000.00	50.00	70,000.00
	LIBRARY OPERATING TOTAL	247,500.00	1,605.39	111,065.75	44.88	136,434.25

LIBRARY ENDOWMENT REVENUE 1/2024

REVENUE REPORT CALENDAR 1/2024, FISCAL 7/2024 58.3%						
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	.00	.00	.00	.00	.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4707	DONATIONS/BLDG RENOVATION	.00	.00	.00	.00	.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	.00	.00	.00	.00	.00

LIBRARY MONEY MARKET 1/2024

BANK CASH REPORT 2024							
FUND GL	NAME	DECEMBER CASH BALANCE	JANUARY RECEIPTS	JANUARY DISBURSMENTS	JANUARY CASH BALANCE	OUTSTANDING TRANSACTIONS	JAN BANK BALANCE
BANK 006	US BANK LIBRARY MM LIBRARY MM ACCOUNT	BK#4 151,896.90	160.90	0.00	152,057.80		152,057.80
	US BANK LIBRARY MM TOTALS	151,896.90	160.90	0.00	152,057.80	0.00	152,057.80

OPERATING FUND EXPENDITURES 1/2024

BUDGET REPORT CALENDAR 1/2024, FISCAL 7/2024 58.3%						
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	121,600.00	6,356.80	60,535.64	49.78	61,064.36
006-410-6210	DUES & SUBSCRIPTIONS	1,400.00	.00	2,380.03	170.00	980.03
006-410-6230	TRAVEL, TRAINING, & DUES	300.00	90.00	123.93	41.31	176.07
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,500.00	56.62	1,033.78	29.54	2,466.22
006-410-6371	UTILITIES	17,000.00	1,130.96	7,525.11	44.27	9,474.89
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	100.00	.00	50.25	50.25	49.75
006-410-6405	RECORDING FEES	500.00	.00	500.00	100.00	.00
006-410-6408	INSURANCE	.00	.00	.00	.00	.00
006-410-6411	LEGAL EXPENSES	.00	.00	.00	.00	.00
006-410-6497	MISC EXPENSE	.00	.00	.00	.00	.00
006-410-6498	PROGRAMMING	5,000.00	272.15	1,036.54	20.73	3,963.46
006-410-6502	BOOKS	4,000.00	.00	772.71	19.32	3,227.29
006-410-6505	NEW EQUIPMENT	2,000.00	.00	625.00	31.25	1,375.00
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	.00	632.68	31.63	1,367.32
006-410-6508	POSTAGE	100.00	.00	126.08	126.08	26.08
006-410-6522	PRINTED MATERIALS	1,000.00	246.89	2,104.48	210.45	1,104.48
006-410-6523	AUDIO/VISUAL MATERIALS	500.00	476.13	1,021.90	204.38	521.90
006-410-6524	AUDIO VISUAL	2,000.00	.00	450.08	22.50	1,549.92
006-410-6525	SOFTWARE & TECH SUPPORT	6,000.00	690.00	5,548.19	92.47	451.81
006-410-6526	JANITOR SUPPLIES	600.00	.00	322.13	53.69	277.87
006-410-6751	CONSTRUCTION PROJECTS	80,000.00	5,234.50	24,906.29	31.13	55,093.71
LIBRARY OPERATING TOTAL		247,600.00	14,554.05	109,694.82	44.30	137,905.18

TREASURER’S REPORT 01/2024

BUDGET REPORT CALENDAR 1/2024, FISCAL 7/2024 58.3%						
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
LIBRARY TOTAL		287,500.00	16,584.67	126,249.99	43.91	161,250.01

TREASURER'S REPORT CALENDAR 1/2024, FISCAL 7/2024

ACCOUNT TITLE		LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006	LIBRARY OPERATING	209,518.82	1,605.39	14,554.05	.00	196,570.16
167	LIBRARY ENDOWMENT	85,662.18	.00	.00	.00	85,662.18

FINANCIAL REPORT FOR JANUARY 2024							
Fund	12/31/2023	Receipts	Disbursements	Net Transfers	Ending Balance	Investments	Available Cash
006 LIBRARY OPERATING	\$ 209,518.82	\$ 1,605.39	\$ 14,554.05	\$ -	\$ 196,570.16	\$ 152,057.80	\$ 44,512.36

CHARITON FREE PUBLIC LIBRARY FY2024 BUDGET
2024 FISCAL YEAR JANUARY 2024

OPERATING BUDGET REVENUES & EXPENDITURES		BUDGETED	01/2024	BALANCE
BEGINNING BALANCE 7/1/2023				\$0.00
006-410-4300	INTEREST (\$ MARKET)	\$1,000.00	\$160.90	\$2,739.51
006-410-4440	STATE GRANTS	\$0.00	\$0.00	\$0.00
006-410-4470	RURAL FEES	\$19,000.00	\$0.00	\$0.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS	\$5,000.00	\$160.00	\$1,485.55
006-410-4715	REFUND	\$0.00	\$0.00	\$18.48
006-410-4765	LIBRARY INCOME	\$3,500.00	\$139.49	\$1,739.40
006-410-4799	OTHER (Direct State Aid Funds)	\$4,000.00	\$600.00	\$3,836.39
006-910-4830	TRANSFERS	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$0.00	\$70,000.00
006-410-6010	GROSS SALARIES	\$121,600.00	(\$6,356.80)	(\$60,535.64)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$1,400.00	\$0.00	(\$2,380.03)
006-410-6230	TRAVEL/TRAINING/DUES	\$300.00	(\$90.00)	(\$123.93)
006-410-6310	B&G	\$3,500.00	(\$56.62)	(\$1,033.78)
006-410-6371	UTILITIES	\$17,000.00	(\$1,130.96)	(\$7,525.11)
006-410-6402	ADVERTISING/PUBLICATIONS	\$100.00	\$0.00	(\$50.25)
006-410- 6405	AUDITOR	\$500.00	\$0.00	(\$500.00)
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00
006-410-6497	MISC.	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$5,000.00	(\$272.15)	(\$1,036.54)
006-410-6502	BOOKS - LIBRARY FUNDS	\$4,000.00	\$0.00	(\$772.71)
006-410-6505	NEW FURNITURE/EQUIP	\$2,000.00	\$0.00	(\$625.00)
006-410-6507	OPERATING SUPPLIES	\$2,000.00	\$0.00	(\$632.68)
006-410-6508	POSTAGE	\$100.00	\$0.00	(\$126.08)
006-410-6522	BOOKS - MEMORIAL	\$1,000.00	(\$246.89)	(\$2,104.48)
006-410-6523	AUDIO-VISUAL - MEMORIAL	\$500.00	(\$476.13)	(\$1,021.90)
006-410-6524	AUDIO-VISUAL - LIBRARY FUNDS	\$2,000.00	\$0.00	(\$450.08)
006-410-6525	SOFTWARE & TECH SUPPT	\$6,000.00	(\$690.00)	(\$5,548.19)
006-410-6526	JANITOR SUPPLIES	\$600.00	\$0.00	(\$322.13)
1/31/2024 BALANCE				(\$4,969.20)

CAPITAL PROJECT BUDGET REVENUES & EXPENDITURES		01/2024	BALANCE
(Includes remainder from Op Budget FY23 \$21,893.45) 6/30/23 CAPITAL PROJECT BALANCE			\$205,471.40
006-410-4471	GRANTS		\$12,500.00
006-410-4707	BLDG DONATIONS	\$545.00	\$18,746.42
BEQUESTS			\$0.00
006-410-6751	CONSTRUCTION PROJECTS Bovard FINAL	(\$5,234.50)	(\$24,906.29)
1/31/2024 CAPITAL PROJECT BALANCE			\$211,811.53

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
MARCH 2024 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
ABC Pest Control		006 - 410 - 6310	515	\$56.62
Access Systems Copier Contract		006 - 410 - 6525	5321	\$154.81
Alliant Energy		006 - 410 - 6371	131	\$1,219.23
Amazon Capital Services	Programming	006 - 410 - 6498	5265	\$146.71
	Vacuums	006 - 410 - 6505		\$118.34
	Operating Supplies	006 - 410 - 6507		\$243.57
	Printed Materials	006 - 410 - 6522		\$197.30
	Audio-Visual Materials	006 - 410 - 6523		\$28.95
	Custodial	006 - 410 - 6526		\$35.87
Baker & Taylor Entertainment	Printed Materials	006 - 410 - 6522	34	\$560.36
	Audio-Visual Materials	006 - 410 - 6523		\$45.46
CPL Petty Cash	Programming	006 - 410 - 6498	74	\$4.29
	Postage	006 - 410 - 6508		\$38.56
	Custodial	006 - 410 - 6526		\$8.35
Chariton Water Department		006 - 410 - 6371	80	\$23.74
City of Chariton	3 boxes 8.5x11 paper	006 - 410 - 6507	67	\$143.79
Illinois Library Association	Summer Program	006 - 410 - 6498	5287	\$550.70
Windstream		006 - 410 - 6371	858	\$2.46
TOTAL CLAIMS PAID MARCH 2024				\$3,579.11

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
Raymond Meyer

CHARITON PUBLIC LIBRARY CONDUCT POLICY

(DRAFT REVISION March 14, 2024)

(Approved September 2, 2021)

(Approved June 3, 2010)

The Chariton Public Library strives to provide a safe, comfortable environment conducive to the use of Library materials and facilities by all members of the public. The Board of Trustees has established the following policy to protect the rights and safety of Library patrons and staff and to preserve and protect the Library's materials, equipment, and property. It is not inclusive and cannot cover all aspects of behavior and safety.

Unattended Personal Property:

The Library is a public building and library staff members are not responsible for the personal items of patrons who are utilizing the library. Theft of unattended personal items is always a possibility in a public facility. Do not leave any personal items unattended while in the building. Unattended personal items will be turned over to the police upon discovery.

Patrons are expected to respect the privacy, rights and sensibilities of other patrons and staff members, and to use the Library for its intended purposes. In addition, patrons must abide by the following guidelines:

Food and Drink: Patrons may not consume food in the Library except at designated functions within the Educational Meeting Room. Consumption of beverages in containers or cups with lids is permitted in all areas of the Library. Patrons must dispose of drinks without lids/caps before entering the Library. Use of alcohol, tobacco products, or controlled substances in the Library is strictly prohibited.

Noise: Loud or disruptive activity or behavior that substantially interferes with others' use of the Library, or with the ability of staff to perform their job duties, will not be allowed. Group activities and conversations are encouraged, but if the noise generated by these activities interferes with another person's use of the Library, the patron(s) responsible for the noise will be asked to change their behavior or leave the building.

Harassment: Willfully annoying, harassing, or bullying another person is not allowed in the Library. Harassment is any action taken, or situation created, intentionally, to produce psychological or physical discomfort, embarrassment, or ridicule, or any conduct (verbal or physical) of a nature that is intimidating, demeaning, hostile, offensive, or potentially dangerous to self or others.

Threat of Harm: Any behavior that could endanger the safety or health of others is prohibited. Examples include but are not limited to brandishing a weapon or making threatening comments or gestures. **Any person who makes a credible threat of harm to the Library or its patrons before entering the Library may be denied access to the Library.**

Property: Patrons who engage in unlawful acts such as theft, vandalism, or the deliberate destruction of Library property or the personal property of patrons or staff members, or who access, alter, or damage any computer system, network, or electronic data, may be subject to prosecution. In addition, patrons shall not enter the non-public or locked areas of the Library without staff permission.

Animals: Only trained service animals, **which are defined in the Americans with Disabilities Act as dogs and miniature horses that are individually trained to work or perform tasks for people with disabilities**, are allowed in the Library.

Consequences: Enforcement of these guidelines may take the form of any of the following actions, depending upon the severity of the conduct, which will be determined by the staff on duty at the time. Violation of any municipal, state, or federal law or code will result in expulsion from the building and could lead to prosecution.

Anyone who (i) makes a threat of harm against the Library or a patron, (ii) engages in unlawful acts with respect to property, or (iii) engages in other unacceptable behavior that in the judgement of a staff member is extreme, shall be asked to leave the Library immediately, or if the behavior occurs outside the Library, shall be denied access to the Library.

Patrons who engage in other unacceptable behavior will be given one warning and asked to behave in an appropriate manner. Patrons who do not modify their behavior after one warning will be asked to leave the Library for the rest of the day.

If a patron asked to exit the building fails to do so, or threatens the Library staff, the police will be called.

Unacceptable behavior perpetrated during use of a particular service offered by the Library, such as juvenile programming or Internet access, may result in a temporary or permanent loss of access to that service for a period of time to be determined by the Library staff.

Appeals:

Any individual or group may appeal any action taken or decision made by Chariton Public Library that is adverse to them. The appeal shall be in writing and on the form contained herein, and must be submitted within 30 days of the action/decision, or the appeal will not be considered.

An appeal addressing a decision made or action taken by Library Staff shall be made to the Library Director. The Director will send a written response to the appealing party. If the individual or group is unsatisfied with the result of an appeal to the Director, they may submit the appeal to the Chariton Public Library Board of Trustees. The appeal shall be in writing and on the form contained herein, and must be submitted within 30 days of the action/decision, or the appeal will not be considered.

An appeal addressing a decision made or action taken by the Library Director shall be made directly to the Library Board of Trustees. The appealing party may request an oral hearing before the Library Board.

The appeal will be considered at the next scheduled Board meeting whether or not the appealing party appears before the Board. The appeal will be decided based on the contents of the appeal form, the evidence given by the offended party, and the report presented by Library staff. The Board may call anyone else to testify and may consider any other material the Board deems relevant. The Board will make a final ruling on the appeal and a written response will be sent to the appealing party.

PURPOSE: This spreadsheet is intended to be used by the Chariton Public Library Building and Grounds Committee for planning purposes. Other documents may supplement this with greater detail

Project Planning Process and Keys

1. The committee used the following matrix to identify important project parameters for consideration

Cost - tshirt sizing estimate	Time to complete	Constraints (does something else need done before we can do this)	Impact
S = up to \$10k	Near 1-3 mo.	Yes - something else must be done first	Low - standard maintenance or aesthetic
M = \$10k-\$50k	Short 3-6 mo.	Maybe - something else ideally would be done first	Med - damage to property likely in next 1-2 years
L = \$50k-\$100k	Medium 6-12 mo.	No - nothing else is needed to be completed before we start	High - damage to property imminent
XL = over \$100k	Long 12 or more mo.		Urgent - safety issue

2. Once project parameters were identified, the committee developed a comprehensive project list and applied those parameters for each item on the list. See Comprehensive Project List Tab

3. The committee then used the key below to force rank the projects by overall importance (taking into account the parameters above) and by priority within each Importance Ranking. See Project Priority Planning Tab

Overall Importance	Priority
A = Highly important	1 = start here first, then each subsequent number indicates priority to address next
B = Of medium importance	
C = Of low importance	

4. The committee then used the information generated in steps 2 and 3 to determine the projects to address in 2024. This includes a mix of urgent and important projects, as well as projects that may be of lower importance but for which there is money, time, or ability to address. See 2024 Project List

Additional Maintenance Needs

In addition to larger project planning, the committee also generated a list of maintenance needs. This includes the maintenance task, anticipated timelines (quarterly, annually, etc), responsibility for addressing, schedule, and vendor/contractor, if appropriate. This will be used for additional planning purposes by the committee. See Maintenance Tab

Additional Cleaning Needs

The committee (really Kris!) generated a list of cleaning tasks to be completed by Library Staff. This information will help keep the building and grounds clean and sanitary, and also make clear to staff and stakeholders the work performed by Library personnel. See Cleaning Tab

CHARITON FREE PUBLIC LIBRARY

DIRECTOR'S REPORT

THURSDAY MARCH 14, 2024

Library Statistics	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	YEAR
Days Open	25	27	24	25	22	20	22	24	189
Visitor Count	3,012	2,841	2,791	3,022	2,821	2,792	2,648	2,896	22,823
Cards Issued	19	17	18	11	11	11	17	16	120
Cards Weeded	0	1	0	0	0	0	11	0	12
Meeting Room Uses	8	11	13	10	17	15	16	19	109
Daily Average	79	84	81	75	75	74	84	81	633
Total Circulation (w/o SILO ILLs)	1,935	2,243	1,948	1,877	1,654	1,478	1,841	1,945	14,921
BRIDGES Registrations	2	4	5	6	5	6	7	6	41
BRIDGES Active Individuals	120	124	125	112	121	125	130	130	987
BRIDGES Items Circulated	755	681	730	722	773	773	867	818	6,119
Website Visits	481	554	357	416	309	320	353	386	3,176
Website Actions	1,199	1,648	1,061	1,075	812	712	972	947	8,426
WI-FI Sessions	902	1,011	892	941	680	696	569	792	6,483
Unique WI-FI Visitors	159	171	154	165	136	137	133	143	1,198
PC & Chromebox Uses	648	426	617	618	473	391	477	547	4,197
CHILDREN'S PROGRAMS	10	2	5	1	0	0	0	0	18
CHILDREN'S PROGRAMS ATTENDS	175	29	6	1	0	0	0	0	211
LEGO ACTIVITIES		5	4	3	5	4	4	4	29
YA PROGRAMS	2	0	4	0	0	0	0	0	6
YA PROGRAMS ATTENDS	9	0	36	0	0	0	0	0	45
ADULT PROGRAMS	5	2	8	1	1	1	1	1	20
ADULT PROGRAMS ATTENDS	62	8	25	8	6	6	5	5	125

Patron Circulations	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	YEAR
Chariton Adult	976	1,017	996	1,012	877	909	1,073	1,161	8,021
Chariton Child	284	345	204	277	288	184	241	322	2,145
Rural Adult	325	416	490	323	292	245	293	274	2,658
Rural Child	155	144	123	176	130	76	98	86	988
Russell Adult	27	29	22	25	22	30	24	20	199
Russell Child	69	6	4	1	11	0	4	5	100
Lucas Adult	32	18	7	15	10	14	12	7	115
Lucas Child	0	25	6	8	2	0	0	9	50
Williamson Adult	0	0	0	0	0	0	18	27	45
Williamson Child	0	0	0	0	0	0	0	8	8
Derby Adult	2	2	8	8	0	6	3	4	33
Derby Child	0	0	0	0	0	0	0	0	0
Out Of County	67	210	78	35	59	52	59	62	622
Institutional	37	64	52	52	13	6	16	19	259
	1,974	2,276	1,990	1,932	1,704	1,522	1,841	2,004	15,243

Copy Category Circulations	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Year
Adult Fiction	456	491	426	419	375	340	430	386	3,323
Large Print	33	53	46	61	38	67	81	70	449
Adult Nonfiction	123	112	111	90	68	46	95	117	762
Adult Audiobooks	8	16	14	13	20	8	21	26	126
Adult Video	232	280	231	240	238	238	309	334	2,102
Picture Books	199	192	190	231	206	115	126	213	1,472
Beginner Readers	116	102	120	77	80	68	94	110	767
Juvenile Fiction	307	384	272	332	236	193	273	278	2,275
Juvenile Nonfiction	46	60	100	48	51	33	60	67	465
Juvenile Audiobooks	5	11	15	1	11	13	9	8	73
Juvenile Videos	273	319	267	286	218	234	178	235	2,010
Young Adult Books	100	178	114	59	63	102	99	77	792
YA Anime Video	25	28	19	16	43	19	20	20	190
Games	1	0	0	1	0	1	0	0	3
Puzzles	5	5	5	2	1	1	3	3	25
Bin Books (alone)	0	0	0	0	0	0	0	0	0
Educational Bins	3	11	15	0	6	0	2	0	37
Maker Bins	3	1	3	1	0	0	0	1	9
Local Interlibrary Loans	39	33	42	55	50	44	41	59	363
	1,974	2,276	1,990	1,932	1,704	1,522	1,841	2,004	15,243

Riley's guys have been in several times. They brought us our annual stock of filters. Riley also noted that none of the previously installed HVAC thermostats were ones capable of running a unit with a heat pump, which is a necessary part of our electric-only units. We have no gas at the Library, only electric. All of our HVAC units employ heat pumps to deal with winter lows. So, none of the heat pumps have been able to run, and the units struggled with the cold temps, and our electric bill demonstrates that struggle. All of the PRIMO-installed thermostats will have to be changed.

We had several days in February with large groups of kids in at the same time, several of whom we didn't recognize. We've issued new cards to several parents who seem to have recently moved to the area. I wonder if that accounts for the increase in picture book circulations.

Bequests:

We've used the funds from several memorial donations and annual memorial interest to purchase many items in the last couple of months.

After missing out on these funds last year, when the bequests themselves were being sorted out and reinvested, we're glad to start plating the items again with Allender, Dewey and Herrick labels.

At time of report, we've spent \$750 of the Margaret Brown Herrick fund on kids' items and \$650 of the Allender AV fund on DVDs and Audiobooks. Audiobooks are some of the most expensive items to purchase.

Around \$80 has resulted from the Victoria Dewey fund and been spent on both adult and juvenile books. Dewey funds can go for any collection items.

With the next interest payment from the Blake history fund we should be able to purchase one adult history book for the year.

The City Clerk says we will have our next income payment from the memorial bequests in April. That will be the last of that income for this fiscal year.

Kris Murphy – March 14, 2024

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY APRIL 11, 2024
LIBRARY BOARDROOM**

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

Chariton Public Library Board Meeting April 11, 2024 5:30pm
Please join my meeting from your computer, tablet or smartphone.

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

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

You can also dial in using your phone.

Access Code: 947-761-669

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

4. Consent Agenda:

a. March 14, 2024 Minutes

b. Correspondence –

Enrich Iowa Agreement submitted to State Library (participation agreement for Interlibrary Loans program)

Gregory Burley Brown Donation \$300 to expend as needed

Fred Housman Memorial Donation from Denny & Patti Bisgard

c. February 2024 Financial Statements

d. Grants – none

5. April 2024 Claims

6. Unfinished Business

a. Library Foundation Funding Request

b. Policy Revisions: *Conduct Policy*

7. New Business

a. Consideration of Library Resolution 4112024 transferring \$10,272.¹⁷ from the Library Endowment Fund (167) to Library General Fund (006)

b. Library Book Sale in August

8. Reports

Building & Grounds

Community Relations (3/26/24, attached)

Finance & Policy (3/8/24)

Strategic Planning Task Force

Director's Report attached

9. Board Comments & Continuing Education

10. Agenda Items for Next Month's (May 9, 2024) Meeting

Adjournment

Chariton Free Public Library

March 14, 2024

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on March 14, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:35 p.m.

Trustees Meyer, Miller, Sharp and Seufferer were present. Watkins-Schoenig joined the meeting by phone. Director Murphy was present.

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

Consent Agenda: Seufferer moved and Miller seconded to approve the Consent Agenda. Approval was unanimous.

February 8, 2024 Minutes

Correspondence –

Phillip Purdy Memorial Donation from his niece Gloria Purdy (2 notifications sent)

Memorial Donation Gregory Alan Adams from his parents Carolyn & Kenneth McCart (requested no notifications)

January 2024 Financial Statements

Grants – none

The March 2024 Claims were unanimously approved on a motion from Miller, seconded by Sharp.

Unfinished Business

Library Foundation Funding Request – waiting on response.

Policy Revisions: *Conduct Policy* (tabled to April meeting)

New Business

None

Reports

Building & Grounds (2/23/24)

Community Relations (2/27/24)

Finance & Policy (3/11/24)

Strategic Planning Task Force (2/23/24)

Director's Report attached

Board Comments & Continuing Education:

Miller, Sharp and Seufferer attended the *How to use IA Learns* Training at 5:00.

Agenda Items for April 11, 2024 Meeting: None

Adjournment: The meeting was adjourned at 5:38 p.m. on a motion from Watkins-Schoenig, seconded by Miller.

The next meeting of the Library Board will be Thursday, May 9, 2024.

Kris Murphy, Library Director

FEBRUARY 2024 FINANCIAL REPORTS

OPERATING FUND REVENUE 2/2024

REVENUE REPORT CALENDAR 2/2024, FISCAL 8/2024 66.6%							
ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED	
006-410-4300	INTEREST - LIBRARY \$MARKET + BEQUESTS	1,000.00	1,109.63	3,849.14	384.91	2,849.14	
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00	
006-410-4470	LIBRARY RURAL FEES	19,000.00	416.00	416.00	2.19	18,584.00	
006-410-4471	LOCAL GRANTS	55,000.00	.00	12,500.00	22.73	42,500.00	
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00	
006-410-4705	DONATIONS	5,000.00	404.99	1,890.54	37.81	3,109.46	
006-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	3,908.08	22,654.50	113.27	2,654.50	
006-410-4715	REFUND	.00	.00	18.48	.00	18.48	
006-410-4765	LIBRARY FINES	3,500.00	292.25	2,031.65	58.05	1,468.35	
006-410-4799	OTHER REVENUES	4,000.00	.00	3,836.39	95.91	163.61	
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	.00	.00	.00	
006-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00	
006-950-4000	GENERAL PROPERTY TAXES	140,000.00	.00	70,000.00	50.00	70,000.00	
LIBRARY OPERATING TOTAL		247,500.00	6,130.95	117,196.70	47.35	130,303.30	

LIBRARY ENDOWMENT REVENUE 2/2024

REVENUE REPORT CALENDAR 2/2024, FISCAL 8/2024 66.6%							
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	.00	.00	.00	.00	.00	
167-410-4705	DONATIONS	.00	.00	.00	.00	.00	
167-410-4707	DONATIONS/BLDG RENOVATION	.00	.00	.00	.00	.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		.00	.00	.00	.00	.00	

LIBRARY MONEY MARKET 2/2024

BANK CASH REPORT 2024

BANK NAME	JANUARY	FEBRUARY	FEBRUARY	FEBRUARY	OUTSTANDING	FEB BANK
FUND GL NAME	CASH BALANCE	RECEIPTS	DISBURSMENTS	CASH BALANCE	TRANSACTIONS	BALANCE
BANK US BANK LIBRARY MM BK#4						152,208.47
006 LIBRARY MM ACCOUNT	152,057.80	150.67	0.00	152,208.47		
US BANK LIBRARY MM TOTALS	152,057.80	150.67	0.00	152,208.47	0.00	152,208.47

G/L REVENUE HISTORY REPORT FROM 02/2024 TO 2/2024

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 8/2024 TO 8/2024)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
2/08/24	RM0359 COMMUNITY 1ST CREDIT UNION	397 DEWEY INTEREST	42.66
2/08/24	RM0359 COMMUNITY 1ST CREDIT UNION	398 HERRICK INTEREST	403.10
2/08/24	RM0359 COMMUNITY 1ST CREDIT UNION	399 BLAKE INTEREST	10.59
2/08/24	RM0359 COMMUNITY 1ST CREDIT UNION	400 ALLENDER INTEREST	338.72

OPERATING FUND EXPENDITURES 2/2024

BUDGET REPORT CALENDAR 2/2024, FISCAL 8/2024 66.6%			MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	BALANCE	BALANCE	EXPENDED	UNEXPENDED
006-410-6010	SALARIES	121,600.00	8,167.37	68,703.01	56.50	52,896.99
006-410-6210	DUES & SUBSCRIPTIONS	1,400.00	.00	2,380.03	170.00	980.03-
006-410-6230	TRAVEL, TRAINING, & DUES	300.00	162.00	285.93	95.31	14.07
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,500.00	357.48	1,391.26	39.75	2,108.74
006-410-6371	UTILITIES	17,000.00	1,810.95	9,336.06	54.92	7,663.94
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	100.00	.00	50.25	50.25	49.75
006-410-6405	RECORDING FEES	500.00	.00	500.00	100.00	.00
006-410-6408	INSURANCE	.00	.00	.00	.00	.00
006-410-6411	LEGAL EXPENSES	.00	.00	.00	.00	.00
006-410-6497	MISC EXPENSE	.00	.00	.00	.00	.00
006-410-6498	PROGRAMMING	5,000.00	.00	1,036.54	20.73	3,963.46
006-410-6502	BOOKS	4,000.00	.00	772.71	19.32	3,227.29
006-410-6505	NEW EQUIPMENT	2,000.00	.00	625.00	31.25	1,375.00
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	53.07	685.75	34.29	1,314.25
006-410-6508	POSTAGE	100.00	.00	126.08	126.08	26.08-
006-410-6522	PRINTED MATERIALS	1,000.00	515.27	2,619.75	261.98	1,619.75-
006-410-6523	AUDIO/VISUAL MATERIALS	500.00	121.42	1,143.32	228.66	643.32-
006-410-6524	AUDIO VISUAL	2,000.00	.00	450.08	22.50	1,549.92
006-410-6525	SOFTWARE & TECH SUPPORT	6,000.00	103.96	5,652.15	94.20	347.85
006-410-6526	JANITOR SUPPLIES	600.00	.00	322.13	53.69	277.87
006-410-6751	CONSTRUCTION PROJECTS	80,000.00	674.75	25,581.04	31.98	54,418.96
		=====	=====	=====	=====	=====
	LIBRARY OPERATING TOTAL	247,600.00	11,966.27	121,661.09	49.14	125,938.91

TREASURER'S REPORT 02/2024

BUDGET REPORT CALENDAR 2/2024, FISCAL 8/2024 66.6%			MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	BALANCE	BALANCE	EXPENDED	UNEXPENDED
	LIBRARY TOTAL	287,500.00	14,285.56	140,535.55	48.88	146,964.45

TREASURER'S REPORT CALENDAR 2/2024, FISCAL 8/2024						
ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE	
006 LIBRARY OPERATING	196,570.16	6,130.95	11,966.27	.00	190,734.84	
167 LIBRARY ENDOWMENT	85,662.18	.00	.00	.00	85,662.18	

FINANCIAL REPORT FOR FEBRUARY 2024								
Fund	1/31/2024	Receipts	Disbursements	Net Transfers	Ending Balance	Investments	Available Cash	
GENERAL FUND								
001 GENERAL FUND	\$ (211,503.42)	\$ 33,197.69	\$ 135,577.41	\$ -	\$ (313,883.14)	\$ 130,482.02	\$ (444,365.16)	
006 LIBRARY OPERATING	\$ 196,570.16	\$ 6,130.95	\$ 11,966.27	\$ -	\$ 190,734.84	\$ 152,057.80	\$ 38,677.04	

OPERATING BUDGET REVENUES & EXPENDITURES		BUDGETED	02/2024	BALANCE
BEGINNING BALANCE 7/1/2023				\$0.00
006-410-4300	INTEREST (\$ MARKET & 167 BEQUESTS)	\$1,000.00	\$1,109.63	\$3,849.14
006-410-4440	STATE GRANTS	\$0.00	\$0.00	\$0.00
006-410-4470	RURAL FEES	\$19,000.00	\$416.00	\$416.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS	\$5,000.00	\$404.99	\$1,890.54
006-410-4715	REFUND	\$0.00	\$0.00	\$18.48
006-410-4765	LIBRARY INCOME	\$3,500.00	\$292.25	\$2,031.65
006-410-4799	OTHER (Direct State Aid Funds)	\$4,000.00	\$0.00	\$3,836.39
006-910-4830	TRANSFERS	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$0.00	\$70,000.00
006-410-6010	GROSS SALARIES	\$121,600.00	(\$8,167.37)	(\$68,703.01)
006-410-6210	SUBSCRIPTIONS/LICENSES	\$1,400.00	\$0.00	(\$2,380.03)
006-410-6230	TRAVEL/TRAINING/DUES	\$300.00	\$162.00	(\$285.93)
006-410-6310	B&G	\$3,500.00	\$357.48	(\$1,391.26)
006-410-6371	UTILITIES	\$17,000.00	\$1,810.95	(\$9,336.06)
006-410-6402	ADVERTISING/PUBLICATIONS	\$100.00	\$0.00	(\$50.25)
006-410- 6405	AUDITOR	\$500.00	\$0.00	(\$500.00)
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00
006-410-6497	MISC.	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$5,000.00	\$0.00	(\$1,036.54)
006-410-6502	BOOKS - LIBRARY FUNDS	\$4,000.00	\$0.00	(\$772.71)
006-410-6505	NEW FURNITURE/EQUIP	\$2,000.00	\$0.00	(\$625.00)
006-410-6507	OPERATING SUPPLIES	\$2,000.00	\$53.07	(\$685.75)
006-410-6508	POSTAGE	\$100.00	\$0.00	(\$126.08)
006-410-6522	BOOKS - MEMORIAL	\$1,000.00	\$515.27	(\$2,619.75)
006-410-6523	AUDIO-VISUAL - MEMORIAL	\$500.00	\$121.42	(\$1,143.32)
006-410-6524	AUDIO-VISUAL - LIBRARY FUNDS	\$2,000.00	\$0.00	(\$450.08)
006-410-6525	SOFTWARE & TECH SUPPT	\$6,000.00	\$103.96	(\$5,652.15)
006-410-6526	JANITOR SUPPLIES	\$600.00	\$0.00	(\$322.13)
2/29/2024 BALANCE				(\$14,037.85)

CAPITAL PROJECT BUDGET REVENUES & EXPENDITURES		02/2024	BALANCE
(Includes remainder from Op Budget FY23 \$21,893.45) 6/30/2023 CAPITAL PROJECT BALANCE			\$205,471.40
006-410-4471	GRANTS		\$12,500.00
006-410-4707	BLDG DONATIONS	\$3,908.08	\$22,654.50
BEQUESTS			\$0.00
006-410-6751	CONSTRUCTION PROJECTS HVAC	(\$674.75)	(\$25,581.04)
2/29/2024 CAPITAL PROJECT BALANCE			\$215,044.86

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
APRIL 2024 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems Copier Contract		006 - 410 - 6525	5321	\$154.48
Alliant Energy		006 - 410 - 6371	131	\$595.65
Amazon Capital Services	Summer Program	006 - 410 - 6498	5265	\$216.84
CPL Petty Cash	Postage	006 - 410 - 6508	74	\$5.32
	Printed Materials	006 - 410 - 6522		\$15.00
Chariton Water Department		006 - 410 - 6371	80	\$23.74
DEMCO (Hardcover Book Jacket)		006 - 410 - 6507	93	\$60.67
Mainstay Systems Inc.		006 - 410 - 6525	5351	\$690.00
Midwest Heritage Insurance		010 - 410 - 6408	161	\$14,332.01
Talewise (Summer Program 6/7/24)		006 - 410 - 6498		\$400.00
Windstream		006 - 410 - 6371	858	\$2.00
TOTAL CLAIMS PAID APRIL 2024				\$16,495.71

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
Raymond Meyer

CHARITON PUBLIC LIBRARY CONDUCT POLICY

(DRAFT REVISION March 14, 2024)

(Approved September 2, 2021)

(Approved June 3, 2010)

The Chariton Public Library strives to provide a safe, comfortable environment conducive to the use of Library materials and facilities by all members of the public. The Board of Trustees has established the following policy to protect the rights and safety of Library patrons and staff and to preserve and protect the Library's materials, equipment, and property. It is not inclusive and cannot cover all aspects of behavior and safety.

Unattended Personal Property:

The Library is a public building and library staff members are not responsible for the personal items of patrons who are utilizing the library. Theft of unattended personal items is always a possibility in a public facility. Do not leave any personal items unattended while in the building. Unattended personal items will be turned over to the police upon discovery.

Patrons are expected to respect the privacy, rights and sensibilities of other patrons and staff members, and to use the Library for its intended purposes. In addition, patrons must abide by the following guidelines:

Food and Drink: Patrons may not consume food in the Library except at designated functions within the Educational Meeting Room. Consumption of beverages in containers or cups with lids is permitted in all areas of the Library. Patrons must dispose of drinks without lids/caps before entering the Library. Use of alcohol, tobacco products, or controlled substances in the Library is strictly prohibited.

Noise: Loud or disruptive activity or behavior that substantially interferes with others' use of the Library, or with the ability of staff to perform their job duties, will not be allowed. Group activities and conversations are encouraged, but if the noise generated by these activities interferes with another person's use of the Library, the patron(s) responsible for the noise will be asked to change their behavior or leave the building.

Harassment: Willfully annoying, harassing, or bullying another person is not allowed in the Library. Harassment is any action taken, or situation created, intentionally, to produce psychological or physical discomfort, embarrassment, or ridicule, or any conduct (verbal or physical) of a nature that is intimidating, demeaning, hostile, offensive, or potentially dangerous to self or others.

Threat of Harm: Any behavior that could endanger the safety or health of others is prohibited. Examples include but are not limited to brandishing a weapon or making threatening comments or gestures. **Any person who makes a credible threat of harm to the Library or its patrons before entering the Library may be denied access to the Library.**

Property: Patrons who engage in unlawful acts such as theft, vandalism, or the deliberate destruction of Library property or the personal property of patrons or staff members, or who access, alter, or damage any computer system, network, or electronic data, may be subject to prosecution. In addition, patrons shall not enter the non-public or locked areas of the Library without staff permission.

Animals: Only trained service animals, **which are defined in the Americans with Disabilities Act as dogs and miniature horses that are individually trained to work or perform tasks for people with disabilities**, are allowed in the Library.

Consequences: Enforcement of these guidelines may take the form of any of the following actions, depending upon the severity of the conduct, which will be determined by the staff on duty at the time. Violation of any municipal, state, or federal law or code will result in expulsion from the building and could lead to prosecution.

Anyone who (i) makes a threat of harm against the Library or a patron, (ii) engages in unlawful acts with respect to property, or (iii) engages in other unacceptable behavior that in the judgement of a staff member is extreme, shall be asked to leave the Library immediately, or if the behavior occurs outside the Library, shall be denied access to the Library.

Patrons who engage in other unacceptable behavior will be given one warning and asked to behave in an appropriate manner. Patrons who do not modify their behavior after one warning will be asked to leave the Library for the rest of the day.

If a patron asked to exit the building fails to do so, or threatens the Library staff, the police will be called.

Unacceptable behavior perpetrated during use of a particular service offered by the Library, such as juvenile programming or Internet access, may result in a temporary or permanent loss of access to that service for a period of time to be determined by the Library staff.

Appeals:

Any individual or group may appeal any action taken or decision made by Chariton Public Library that is adverse to them. The appeal shall be in writing and on the form contained herein, and must be submitted within 30 days of the action/decision, or the appeal will not be considered.

An appeal addressing a decision made or action taken by Library Staff shall be made to the Library Director. The Director will send a written response to the appealing party. If the individual or group is unsatisfied with the result of an appeal to the Director, they may submit the appeal to the Chariton Public Library Board of Trustees. The appeal shall be in writing and on the form contained herein, and must be submitted within 30 days of the action/decision, or the appeal will not be considered.

An appeal addressing a decision made or action taken by the Library Director shall be made directly to the Library Board of Trustees. The appealing party may request an oral hearing before the Library Board.

The appeal will be considered at the next scheduled Board meeting whether or not the appealing party appears before the Board. The appeal will be decided based on the contents of the appeal form, the evidence given by the offended party, and the report presented by Library staff. The Board may call anyone else to testify and may consider any other material the Board deems relevant. The Board will make a final ruling on the appeal and a written response will be sent to the appealing party.

Chariton Free Public Library Resolution 4112024

**Resolution to Transfer Funds from Chariton Free Public Library Endowment Fund (167)
to Chariton Free Public Library General Fund (006).**

Whereas, the Chariton Free Public Library maintains an Endowment Fund including four Bequest Funds that each carry a stipulation designating that interest generated by each fund may only be used to purchase items for the Library collection;

RM0359 397	Victoria J. Dewey Memorial Fund	\$4,029. ⁹⁶	(Interest = Any Collection Items)
RM0359 398	Margaret Brown Herrick Memorial Fund	\$38,083. ⁴²	(Interest = Juvenile Collection Items)
RM0359 399	Charles Arthur Blake Memorial Fund	\$1,000. ⁰⁴	(Interest = Adult History Books)
RM0359 400	William D. & Audrey B. Allender Memorial Fund	\$32,001. ⁰⁵	(Interest = Audio-Visual Collection Items)

Whereas, said Library Endowment Fund is limited to include only Bequest Funds with specific stipulations as to the expenditure of any resulting interest;

Whereas, in December of 2023 \$10,272.17 was incorrectly transferred from the Library General Fund (006) to the Library Endowment Fund (167) without authorization by the Library Board;

Therefore, let it be resolved that:

The Chariton Free Public Library Board orders the transfer of \$10,272.¹⁷ from the Library Endowment Fund (167) to the Library General Fund (006);

Let it be further resolved that:

The designated funds be transferred by the Chariton City Clerk before June 30, 2024.

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

Vote:

Bisgard ____ Fredericks ____ Meyer ____ Miller ____ Pillsbury-Allen ____ Seuferer ____ Sharp ____ Watkins-Schoenig ____

Adopted by the Chariton Free Public Library Board of Chariton, Iowa this _____th day of _____, 2024.

Chariton Free Public Library Board President, Ray Meyer

Community Relations Minutes

March 26, 2024

The Community Relations Committee of the Chariton Free Public Library Board met March 26, 2024 in the library board room.

Those in attendance were Kris, Rachel F., and Linda

Summer Activities and Programming

Kris reported on the progress being made on the summer activities. The library will be present at the Farmer's Market May 9-July 25 (Thursday afternoons).

The summer program will begin June 7 and run through July 26. There will be three visiting performances besides activities (such as Smash books) that Kris and the library staff are putting together. On July 9 an artist will come to do some caricatures.

Kris is hoping to line up some programs for adults, possibly starting May 11 and continuing intermittently through the summer. More details to follow as the activities are arranged.

Book Sale

The Friends group will be holding a book sale next fall at the Senior Center for books donated by the Friends group. Linda brought up the idea of the Community Relations committee setting up a book sale possibly at the end of August for the library to get rid of some of their books that will be weeded off of the shelves. That idea will be brought before the board for their consideration and approval.

AI Media Literacy Education

Rachel W/S emailed us some information on AI Media Literacy Education. Kris is interested in looking into that more after the summer programming is done.

Submitted by: Linda Miller

CHARITON FREE PUBLIC LIBRARY

DIRECTOR'S REPORT

THURSDAY APRIL 11, 2024

3rd Quarter Statistics FY19 – FY24 (We were closed FY20)

STATISTICS	Q3 FY19	Q3 FY21	Q3 FY22	Q3 FY23	Q3 FY24
Visitor Count	3,067	1,201	2,596	2,032	2,409
BRIDGES Active Individuals	73	84	97	116	138
BRIDGES Items Circulated	342	503	625	626	893
WI-FI Sessions	N/A	N/A	390	931	795
Unique WI-FI Visitors	N/A	N/A	94	181	142
PC & Chromebox Uses	623	285	568	612	612
PATRON CIRCULATIONS	Q3 FY19	Q3 FY21	Q3 FY22	Q3 FY23	Q3 FY24
City of Chariton	2,349	1,404	1,268	1,574	1,375
Rural Lucas County	860	665	598	628	458
City of Russell	158	57	136	96	55
City of Lucas	43	40	45	21	13
City of Williamson	130	45	0	0	11
City of Derby	24	0	7	12	19
Out Of County	180	84	127	34	136
Institutional	N/A	133	40	41	12
TOTAL CIRCULATIONS	3,744	2,428	2,221	2,406	2,079
CATEGORY CIRCULATIONS	Q3 FY19	Q3 FY21	Q3 FY22	Q3 FY23	Q3 FY24
Adult Books	918	619	691	796	593
Adult Audiobooks	67	44	19	26	21
Adult Video	974	381	255	310	380
ADULT ITEMS	1,959	1,044	965	1,132	994
Juvenile Books	1,004	850	847	872	758
Juvenile Audiobooks		3	4	10	7
Juvenile Videos	638	280	248	255	178
JUVENILE ITEMS	1,642	1,133	1,099	1,137	943
Young Adult Books	97	168	102	86	80
YA Anime Video	46	20	13	18	14
YOUNG ADULT ITEMS	143	188	115	104	94
Puzzles	N/A	0	0	3	1
Bin Materials / BINS	N/A	46	3	4	0
Local Interlibrary Loans	N/A	17	39	26	47
TOTAL CIRCULATIONS	3,744	2,428	2,221	2,406	2,079

Staff met for a training day on March 29th.

We began by reviewing procedural issues noted by staff since our last inservice. This list is a Word Doc where staff add concerns as they occur. We touched again this month on overdue calls. Beginning in March we switched from daily due calls to one week past due calls. The procedure includes searching in-house for items before calling and involves far less staff time. We still automatically renew items due daily.

We reviewed the recently updated Child Safety Policy and current draft of the Conduct Policy, as well as the existing Meeting Room Policy with an eye towards suggesting revisions.

We looked at the Custodial Punch List and discussed desk staff tasks such as dusting shelves, cleaning keyboards and wiping monitors.

WhoFi, the scheduling software used for programs and meeting room use, recently updated options. We reviewed instructions on creating program registration forms and managing registrations. The new options allow us to send emails to participants and allow them to sign up for consecutive sessions of a program series.

Each staff member has the option of offering a teen/adult program again this summer. Last year's went very well. We reviewed the upcoming summer program (including Farmers Market) schedule. We then watched a 45-minute webinar, *Summer Library Programming 2024: Adult Programming & Materials* offered by the State Library and one of the ILOC 2024 sessions, *Fostering Community Connection Through Library Events*.

Another one of the ILOC 2024 sessions was the basis for revisiting the age-old question of Genrefication. Do it? Don't?

We have in the past had requests to organize our adult fiction collection by genre for quicker, easier browsing, and always shied away from it. We did add more genre labels to the books and have had positive feedback on that.

The main issue with breaking that collection down into genres is space. Can we organize and delineate separate sections for each genre? The second issue is what genres to use, and the third, what if an author falls into more than one genre.

After watching the session, I generated a list of titles with their subjects attached. Then I streamlined the subjects to get an idea of what genres we might feature. Then I generated both a weeding list and series list. I discovered many issues with how our series are listed in the cataloging records and created a new instruction sheet to eliminate that problem, resulting in a new at-the-desk task that will likely take many months to complete.

Taking into consideration publication, acquisition & last activity dates, as well as series (which dominates our purchasing and circulation) I came up with a list of 2,334 titles to be considered for weeding. There are currently 7,399 titles in that collection. As always, I am shocked to be considering removing every title by some previously popular authors.

I will begin the painful process of weeding, which will also likely take a few months, and we will assess genrefication once weeding is completed. Items weeded will go in the August book sale.

Kris Murphy – April 11, 2024

GENREFICATION:

WESTERN. Western novels tell the stories of cowboys, settlers, and outlaws exploring the western frontier and taming the American Old West. They're shaped specifically by their genre-specific elements and rely on them in ways that novels in other fiction genres don't.

HISTORICAL. Historical fiction novels take place in the past. Written with a careful balance of research and creativity, they transport readers to another time and place—which can be real, imagined, or a combination of both. Many historical novels tell stories that involve actual historical figures or historical events within historical settings.

INSPIRATIONAL. Inspirational Fiction is written to uplift and inspire the reader. Characters may find inspiration within themselves or encounter it in an outside source, perhaps even from a higher power. Faith-based fiction, sometimes called Clean fiction, makes up the bulk of this genre.

ROMANCE. Romantic fiction centers around love stories between two people. They're lighthearted, optimistic, and have an emotionally satisfying ending. Romance novels do contain conflict, but it doesn't overshadow the romantic relationship, which always prevails in the end.

MYSTERY. Mystery novels, also called detective fiction, follow a detective solving a case from start to finish. They drop clues and slowly reveal information, turning the reader into a detective trying to solve the case, too. Mystery novels start with an exciting hook, keep readers interested with suspenseful pacing, and end with a satisfying conclusion that answers all of the reader's outstanding questions.

SUSPENSE. Suspense novels are dark, mysterious, plot-driven stories. They very seldom include comedic elements, but what they lack in humor, they make up for in suspense. Suspense novels keep readers on their toes and use plot twists, red herrings, and cliffhangers to keep them guessing until the end.

HORROR. Horror novels are meant to scare, startle, shock, and even repulse readers. Generally focusing on themes of death, demons, evil spirits, and the afterlife, they prey on fears with scary beings like ghosts, vampires, werewolves, witches, and monsters. In horror fiction, plot and characters are tools used to elicit a terrifying sense of dread.

SPECULATIVE. Speculative fiction is a supergenre that encompasses a number of different types of fiction, from science fiction to fantasy. The stories take place in a world different from our own. Speculative fiction knows no boundaries; there are no limits to what exists beyond the real world.

Science Fiction. Sci-fi novels are speculative stories with imagined elements that don't exist in the real world. Some are inspired by "hard" natural sciences like physics, chemistry, and astronomy; others are inspired by "soft" social sciences like psychology, anthropology, and sociology. Common elements of sci-fi novels include time travel, space exploration, and futuristic societies.

Fantasy. Fantasy novels are speculative fiction stories with imaginary characters set in imaginary universes. They're inspired by mythology and folklore and often include elements of magic.

Many libraries also shift their nonfiction collections next to their fiction genre collections: Faith with Inspirational fiction and True Crime with Suspense fiction, etc. I don't know if we'll consider doing this.

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY MAY 9, 2024
LIBRARY BOARDROOM**

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

Chariton Public Library Board Meeting May 9, 2024 5:30pm
Please join my meeting from your computer, tablet or smartphone.

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

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Public Forum**
- 4. Consent Agenda:**
 - a. April 11, 2024 Minutes**
 - b. Correspondence – none**
 - c. March 2024 Financial Statements**
 - d. Grants – Lucas County Community Foundation HVAC Grant \$10,000 received**
- 5. May 2024 Claims**
- 6. Unfinished Business**
 - a. Library Foundation Funding Request**
- 7. New Business**
 - a. Fiscal Year 2025 Salaries**
 - b. Nomination of Board Officers (to be voted into office in June & assume roles in July)**
- 8. Reports**
 - Building & Grounds
 - Community Relations
 - Finance & Policy (5/6/24)
 - Strategic Planning Task Force
 - Director's Report attached
- 9. Board Comments & Continuing Education**
- 10. Agenda Items for Next Month's (June 13, 2024) Meeting**

Adjournment

Chariton Free Public Library

April 11, 2024

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on April 11, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Meyer, Miller, Sharp and Seuferer were present. Director Murphy was present.

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

Consent Agenda: Seuferer moved and Bisgard seconded to approve the Consent Agenda. Approval was unanimous.

March 14, 2024 Minutes

Correspondence –

Enrich Iowa Agreement submitted to State Library (participation agreement for Interlibrary Loans program)

Gregory Burley Brown Donation \$300 to expend as needed

Fred Housman Memorial Donation from Denny & Patti Bisgard

February 2024 Financial Statements

Grants – none

The April 2024 Claims were unanimously approved on a motion from Miller, seconded by Seuferer.

Unfinished Business

Library Foundation Funding Request – waiting on response.

Seuferer made a motion to approve the *Conduct Policy*. Sharp seconded and the motion passed unanimously.

New Business

Bisgard made a motion to approve Library Resolution 4112024 transferring \$10,272.17 from the Library Endowment Fund (167) to Library General Fund (006). Miller seconded and the roll was called. The motion passed unanimously.

Vote: Bisgard: aye Meyer: aye Miller: aye Seuferer: aye Sharp: aye

Miller made a motion to allow the Library to hold book sales of items weeded from the collection. Seuferer seconded and the motion passed unanimously. Weeding of the fiction collection has begun, and a sale featuring westerns, historical fiction and inspirational fiction may be held during the month of May.

Reports

Building & Grounds: We discussed the need to address the damaged soffits, potentially leaking roof, damaged trim, etc. The Board directed Murphy to contact Wood Roofing (they've done work for us in the past) and ask them about performing an inspection to assess the situation and possibly submit a quote for the project. Bisgard made a motion to allow Murphy to engage Wood Roofing to perform an inspection of the roof, soffits, attic and trim, with an expense limit of \$2,000. Miller seconded, and the motion carried unanimously. Trustees will be on site for the inspection.

Community Relations (3/26/24, minutes attached)

Strategic Planning Task Force: 1 potential coordinator response was received from Lynn Adams @ ISU

Director's Report (attached)

Board Comments & Continuing Education:

Sharp will set up students for Clean Up Day on May 1st. Bisgard and Miller offered the use of their trucks. This month Murphy will locate all materials that might be discarded on the day.

Agenda Items for the May 9, 2024 Meeting: None

Adjournment: The meeting was adjourned at 6:26 p.m. on a motion from Sharp, seconded by Seuferer.

Kris Murphy, Library Director

MARCH 2024 FINANCIAL REPORTS

OPERATING FUND REVENUE 3/2024

REVENUE REPORT CALENDAR 3/2024, FISCAL 9/2024		75.0%	MTD	YTD	PERCENT	UNCOLLECTED
ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	BALANCE	BALANCE	RECVD	
006-410-4300	INTEREST - LIBRARY \$MARKET	1,000.00	161.23	3,846.48	384.65	2,846.48
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	19,000.00	.00	416.00	2.19	18,584.00
006-410-4471	LOCAL GRANTS	55,000.00	.00	12,500.00	22.73	42,500.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	741.40	2,631.94	52.64	2,368.06
006-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	25.00	22,679.50	113.40	2,679.50
006-410-4715	REFUND	.00	590.56	609.04	.00	609.04
006-410-4765	LIBRARY FINES	3,500.00	385.53	2,417.18	69.06	1,082.82
006-410-4799	OTHER REVENUES	4,000.00	.00	3,836.39	95.91	163.61
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	.00	.00	.00
006-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
006-950-4000	GENERAL PROPERTY TAXES	140,000.00	.00	70,000.00	50.00	70,000.00
LIBRARY OPERATING TOTAL		247,500.00	1,903.72	118,936.53	48.06	128,563.47

LIBRARY ENDOWMENT REVENUE 3/2024

REVENUE REPORT CALENDAR 3/2024, FISCAL 9/2024		75.0%	MTD	YTD	PERCENT	UNCOLLECTED
ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	BALANCE	BALANCE	RECVD	
167-410-4300	INTEREST - LIBRARY ENDOWMENT	.00	.00	.00	.00	.00
167-410-4471	LOCAL GRANTS	.00	.00	.00	.00	.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4707	DONATIONS/BLDG RENOVATION	.00	.00	.00	.00	.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		.00	.00	.00	.00	.00

LIBRARY MONEY MARKET REVENUE 3/2024

BANK CASH REPORT 2024		FEBRUARY	MARCH	MARCH	MARCH	OUTSTANDING	MAR BANK
FUND GL	NAME	CASH BALANCE	RECEIPTS	DISBURSMENTS	CASH BALANCE	TRANSACTIONS	BALANCE
BANK	US BANK LIBRARY MM	BK#4					152,369.70
006	LIBRARY MM ACCOUNT	152,208.47	161.23	0.00	152,369.70		
US BANK LIBRARY MM TOTALS		152,208.47	161.23	0.00	152,369.70	0.00	152,369.70

OPERATING FUND EXPENDITURES 3/2024

BUDGET REPORT CALENDAR 3/2024, FISCAL 9/2024 75.0%			MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	BALANCE	BALANCE	EXPENDED	UNEXPENDED
006-410-6010	SALARIES	121,600.00	8,519.98	77,222.99	63.51	44,377.01
006-410-6210	DUES & SUBSCRIPTIONS	1,400.00	.00	2,380.03	170.00	980.03
006-410-6230	TRAVEL, TRAINING, & DUES	300.00	.00	285.93	95.31	14.07
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,500.00	56.62	1,447.88	41.37	2,052.12
006-410-6371	UTILITIES	17,000.00	1,245.43	10,581.49	62.24	6,418.51
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	100.00	.00	50.25	50.25	49.75
006-410-6405	RECORDING FEES	500.00	.00	500.00	100.00	.00
006-410-6408	INSURANCE	.00	.00	.00	.00	.00
006-410-6411	LEGAL EXPENSES	.00	.00	.00	.00	.00
006-410-6497	MISC EXPENSE	.00	.00	.00	.00	.00
006-410-6498	PROGRAMMING	5,000.00	701.70	1,738.24	34.76	3,261.76
006-410-6502	BOOKS	4,000.00	.00	772.71	19.32	3,227.29
006-410-6505	NEW EQUIPMENT	2,000.00	118.34	743.34	37.17	1,256.66
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	387.36	1,073.11	53.66	926.89
006-410-6508	POSTAGE	100.00	38.56	164.64	164.64	64.64
006-410-6522	PRINTED MATERIALS	1,000.00	757.66	3,377.41	337.74	2,377.41
006-410-6523	AUDIO/VISUAL MATERIALS	500.00	74.41	1,217.73	243.55	717.73
006-410-6524	AUDIO VISUAL	2,000.00	.00	450.08	22.50	1,549.92
006-410-6525	SOFTWARE & TECH SUPPORT	6,000.00	154.81	5,806.96	96.78	193.04
006-410-6526	JANITOR SUPPLIES	600.00	44.22	366.35	61.06	233.65
006-410-6751	CONSTRUCTION PROJECTS	80,000.00	.00	25,581.04	31.98	54,418.96
TOTAL EXPENSES		247,600.00	12,099.09	133,760.18	54.02	113,839.82

TREASURER’S REPORT 03/2024

BUDGET REPORT CALENDAR 3/2024, FISCAL 9/2024 75.0%			MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	BALANCE	BALANCE	EXPENDED	UNEXPENDED
	LIBRARY TOTAL	287,500.00	14,471.33	155,006.88	53.92	132,493.12

TREASURER'S REPORT CALENDAR 3/2024, FISCAL 9/2024

ACCOUNT TITLE		LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006	LIBRARY OPERATING	190,570.95	1,903.72	12,099.09	.00	180,375.58
167	LIBRARY ENDOWMENT	85,662.18	.00	.00	.00	85,662.18

FINANCIAL REPORT FOR MARCH 2024							
Fund	2/29/2024	Receipts	Disbursements	Net Transfers	Ending Balance	Investments	Available Cash
006 LIBRARY OPERATING	\$ 190,570.95	\$ 1,903.72	\$ 12,099.09	\$ -	\$ 180,375.58	\$ 152,369.70	\$ 28,005.88

CHARITON FREE PUBLIC LIBRARY FY2024 BUDGET
2024 FISCAL YEAR
MARCH 2024

OPERATING BUDGET REVENUES & EXPENDITURES		BUDGETED	03/2024	BALANCE
BEGINNING BALANCE 7/1/2023				\$0.00
006-410-4300	INTEREST (\$ MARKET)	\$1,000.00	\$161.23	\$3,846.48
006-410-4440	STATE GRANTS	\$0.00	\$0.00	\$0.00
006-410-4470	RURAL FEES	\$19,000.00	\$0.00	\$416.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS	\$5,000.00	\$741.40	\$2,631.94
006-410-4715	REFUND (insurance refund)	\$0.00	\$590.56	\$609.04
006-410-4765	LIBRARY INCOME	\$3,500.00	\$385.53	\$2,417.18
006-410-4799	OTHER (Direct State Aid Funds)	\$4,000.00	\$0.00	\$3,836.39
006-910-4830	TRANSFERS	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$0.00	\$70,000.00
006-410-6010	GROSS SALARIES	\$121,600.00	(\$8,519.98)	(\$77,222.99)
006-410-6210	SUBS/LICENSES (NP digitization)	\$1,400.00	\$0.00	(\$2,380.03)
006-410-6230	TRAVEL/TRAINING/DUES	\$300.00	\$0.00	(\$285.93)
006-410-6310	B&G	\$3,500.00	(\$56.62)	(\$1,447.88)
006-410-6371	UTILITIES	\$17,000.00	(\$1,245.43)	(\$10,581.49)
006-410-6402	ADVERTISING/PUBLICATIONS	\$100.00	\$0.00	(\$50.25)
006-410-6405	AUDITOR	\$500.00	\$0.00	(\$500.00)
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00
006-410-6497	MISC.	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$5,000.00	\$701.70	(\$1,738.24)
006-410-6505	NEW FURNITURE/EQUIP	\$2,000.00	(\$118.34)	(\$743.34)
006-410-6507	OPERATING SUPPLIES	\$2,000.00	(\$387.36)	(\$1,073.11)
006-410-6508	POSTAGE	\$100.00	(\$38.56)	(\$164.64)
006-410-6522	PRINTED MATERIALS	\$5,000.00	(\$757.66)	(\$4,150.12)
006-410-6523	AUDIO-VISUAL MATERIALS	\$2,500.00	(\$74.41)	(\$1,667.81)
006-410-6525	SOFTWARE & TECH SUPPT	\$6,000.00	(\$154.81)	(\$5,806.96)
006-410-6526	JANITOR SUPPLIES	\$600.00	(\$44.22)	(\$366.35)
3/31/2024 BALANCE				(\$24,422.11)

CAPITAL PROJECT BUDGET REVENUES & EXPENDITURES			03/2024	BALANCE
(Includes remainder from Op Budget FY23 \$21,893.45)		6/30/2023 CAPITAL PROJECT BALANCE		\$205,471.40
006-410-4471	GRANTS		\$0.00	\$12,500.00
006-410-4707	BLDG DONATIONS		\$25.00	\$22,679.50
BEQUESTS			\$0.00	\$0.00
006-410-6751	CONSTRUCTION PROJECTS		\$0.00	(\$25,581.04)
3/31/2024 CAPITAL PROJECT BALANCE				\$215,069.86

Note: Our City tax dollars, \$70,000 were deposited in April and will show up on the next report.
I emailed the County Treasurer in April and our County tax dollars are on their May 15, 2024 claims to pay.

INSURANCE AND BENEFITS EXPENDITURES 3/2024 (for some reason we have not been getting this report)

The City amended the 010-410-6408 line to cover the increase in our insurance payment.

Note 010 and 112 are City budget lines, not Library Operating Fund budget lines.

BUDGET REPORT CALENDAR 3/2024, FISCAL 9/2024 75.0%		MTD	YTD	PERCENT	
ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	BALANCE	BALANCE	EXPENDED UNEXPENDED
010-410-6408	INSURANCE - LIBRARY	7,500.00	.00	81.33	1.08 7,418.67
	LIABILITY & PROP INS LEVY TOTA	7,500.00	.00	81.33	1.08 7,418.67
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	9,300.00	631.38	5,730.27	61.62 3,569.73
112-410-6130	CITY'S SHARE OF IPERS	11,500.00	734.66	6,718.16	58.42 4,781.84
112-410-6150	CITY'S SHARE OF MEDICAL INS.	10,500.00	952.22	8,234.30	78.42 2,265.70
112-410-6151	CITY'S SHARE OF LIFE INS.	100.00	7.12	60.90	60.90 39.10
112-410-6152	CITY'S SHARE OF DENTAL INS.	700.00	46.86	421.74	60.25 278.26
112-410-6160	WORKERS' COMP INS	300.00	.00	.00	.00 300.00
	EMPLOYEE BENEFITS TOTAL	32,400.00	2,372.24	21,165.37	65.33 11,234.63

Council_Packet_4-15-24_001.pdf



CITY OF CHARITON

115 South Main Street Chariton, Iowa 50049

641-774-5991 Fax 641-774-4111

City Clerk/Treasurer Christy Metzger

From: Christy Metzger, City Clerk

Date: April 11, 2024

Subject: Bank Change

As you all know by now, US Bank is closing their branch in Chariton on June 12, 2024. They currently have the City's checking account and a money market account for the library. With that being said, I sent out Request for Proposals for Banking Services to the four local banking institutions. I received three proposals back.

After careful review of the proposals and considering the variety of monthly fees, interest rates, etc., my recommendation is to move the City's checking account and the library's money market account to Midwest Heritage Bank.

The proposals are available at City Hall for review if you desire.

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
MAY 2024 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems Copier Contract		006 - 410 - 6525	5321	\$325.99
Alliant Energy		006 - 410 - 6371	131	\$617.02
Amazon Capital Services	Printed Materials	006 - 410 - 6522	5265	\$27.27
	Audio-Visual Materials	006 - 410 - 6523		\$68.77
Baker & Taylor Entertainment	Printed Materials	006 - 410 - 6522	34	\$565.02
	Audio-Visual Materials	006 - 410 - 6523		\$174.20
CPL Petty Cash	Clean Up Day Fees	006 - 410 - 6310	74	\$90.00
Chariton Water Department		006 - 410 - 6371	80	\$25.24
Motion Picture Licensing Corporation		006 - 410 - 6210	681	\$104.21
Windstream		006 - 410 - 6371	858	\$283.50
TOTAL CLAIMS PAID MAY 2024				\$2,281.22

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
Raymond Meyer

Fiscal Year 2024 Wages for the City of Chariton

City Hall:

City Manager - \$105,000.00 (Salary)
City Clerk - \$32.00 per hour
Building and Code Inspector - \$55,000.00 (Salary)
Part-time cemetery data entry - \$20.00 per hour (Position done for FY 2025)

Street Department:

Street Superintendent – \$72,000.00
Mechanic - \$27.50 per hour
Equipment Operator 1 - \$23.15 per hour
Equipment Operator 2 - \$20.00 per hour (two employees)
Building Maintenance/ Operator - \$23.15 per hour
Operation Assistance - \$17.00 per hour

Cemetery:

Cemetery Grounds Keeper - \$25.33
Seasonal – two people - \$13.00 per hour

Park and Recreation:

Park and Recreation Director - \$51,500.00 (salary)
We have numerous seasonal staff from \$8.00 - \$15.00 per hour for the aquatic center and other programs.

Police Department:

Chief – \$81,500.00 (salary)
Sergeant - \$34.13 per hour
Officer 1 and 2 - \$30.45 per hour
Officer 3 - \$28.35 per hour
Officer 4 - \$25.00 per hour

Library:

Director – \$44,774.00 (Salary)
Assistant Director - \$14.70 per hour
Clerks (2 clerks) - \$10.50 – per hour
Program - \$10.00 per hour

Proposed at Budget Request:

	FY2024 RATE		PER WEEK	ANNUAL	FY2025 RATE	
Director	\$44,774.00	\$44,774.00	40	2,080	\$50,000.00	\$50,000.00
Assistant Director	\$14.70	\$22,932.00	29	Estimated 1,560	\$20.00	\$31,200.00
Clerk 1	\$10.50	\$16,380.00	29	Estimated 1,560	\$15.00	\$23,400.00
Clerk 2	\$10.50	\$16,380.00	29	Estimated 1,560	\$15.00	\$23,400.00
Clerk 3	\$10.00	\$15,600.00	29	Estimated 1,560	\$15.00	\$23,400.00
Custodial	\$7,012.50	\$7,012.50			\$0.00	\$0.00
		\$123,078.50				\$151,400.00

Current Proposed:

POSITION	FY2024 RATE		HOURS PER WEEK	ANNUAL HOURS	FY2025 RATE		INCREASE
Director (KM)	\$44,774.00	\$44,774.00	40	2,080	\$50,000.00	\$50,000.00	\$2.51
Assistant Director (LG)	\$14.70	\$22,932.00	29	Estimated 1,560	\$19.20	\$29,952.00	\$4.50
Clerk 1 (AA)	\$10.50	\$16,380.00	29	Estimated 1,560	\$15.00	\$23,400.00	\$4.50
Clerk 2/Custodial (CB)	\$10.50	\$16,380.00	29	Estimated 1,560	\$15.00	\$23,400.00	\$4.50
Clerk 3 (BH)	\$10.00	\$15,600.00	29	Estimated 1,560	\$12.00	\$18,720.00	\$2.00
Custodial	\$7,012.50	\$7,012.50			\$0.00	\$0.00	
		\$123,078.50				\$145,472.00	

CHARITON PUBLIC LIBRARY BUDGET FY25

Library Operating Revenue

006-410-4300	INTEREST (Endowment & Money Market)	\$5,000
006-410-4440	State Grants	\$0
006-410-4470	Lucas County Rural Service Fees City of Russell Service Fees	\$19,300 \$416
006-410-4471	Local Grants	\$20,000
006-410-4550	Miscellaneous	\$0
006-410-4705	Donations (Memorials & Gifts)	\$2,500
006-410-4715	Refunds	\$0
006-410-4765	Library Income (Fees)	\$3,000
006-410-4799	OTHER (State Funds & Rental Fees)	\$5,000
006-950-4000	City of Chariton Property Taxes	\$140,000
		\$195,216

Library Operating Expenditures

006-410-6010	Gross Salaries	\$146,000
006-410-6210	Subscriptions/Licenses	\$2,000
006-410-6230	Travel/Training/Dues	\$400
006-410-6310	Building & Grounds	\$3,000
006-410-6371	Utilities	\$13,000
006-410-6402	Advertising	\$0
006-410- 6405	Auditor	\$500
006-410-6411	Legal Expenses	\$0
006-410-6497	Miscellaneous	\$0
006-410-6498	Programming	\$6,000
006-410-6505	New Furniture/Equipment	\$2,000
006-410-6507	Operating Supplies	\$2,000
006-410-6508	Postage	\$100
006-410-6522	Printed Materials	\$6,000
006-410-6523	Audio-Visual Materials	\$3,000
006-410-6525	Software & Tech Support	\$8,000
006-410-6526	Custodial Supplies	\$1,000
		\$193,000

Library Capital Projects Revenue

???-410-4707	Donations (ESTIMATED)	\$20,000
???-410-4471	Grants (ESTIMATED)	\$20,000

Library Capital Projects Expenditures

???-410-6751	Capital Projects Expenditures (ESTIMATED)	\$40,000
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CHARITON FREE PUBLIC LIBRARY
DIRECTOR'S REPORT
THURSDAY May 9, 2024

Collection & Space: Weeding of the fiction collection is almost complete. The total weeded in April is 1,231 books. Several authors/series have disappeared from our stacks due to dropping circulation. Each series is assessed whenever a new volume becomes available, and we had already given up on several authors over the last few years. It came to the point where the existing series volumes no longer warranted their shelf space.

As I've been weeding, since it requires dipping into every item record, I have been allocating a genre to each book and fixing series issues. We are at the point where entire shelving units are empty and the section is ready to be completely reorganized to allow for additional seating in the area. We're discussing layout and which units will go.

We will place the weeded items on the shelves in the meeting room and invite the Senior Center and Homestead Assisted Living to come in and select large print items for their collections. We will then hold our sale on Saturday June 8th from 8:00-3:00 in conjunction with the city-wide garage sales. I will work the sale, but volunteers would also be welcome.

Building Issues: I've contacted Wood Roofing, but only on 5/7/24, about an inspection of the roof, eaves and gutters. They will get back to us via email. I also contacted American Alarms to see to our damaged sensor in the elevator machine room and replace the battery in our system panel. We had another bad leak in the east utility room where our network equipment is located. Perhaps Wood Roofing will be able to identify a problem, but if not, we likely need to have someone who works with bricks & mortar assess and repair the issue.

Programming: I asked Megan Narber if she'd be available for a few program hours each week, but she is not available this summer. Farmers Market programs begin today. Registration for the Summer Program will be available on the Library's website tomorrow. So far Staff have not determined what programs they will offer for teens and adults, although Lauri has coordinated with the Hy-Vee Dietician for a June 1st program on diets. We plan to continue our Smash Book program later in the summer/fall.

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	YEAR
Days Open	25	27	24	25	22	20	22	24	24	26	239
Visitor Count	3,012	2,841	2,791	3,022	2,821	2,792	2,648	2,896	2,409	2,108	27,340
Cards Issued	19	17	18	11	11	11	17	16	14	12	146
Cards Weeded	0	1	0	0	0	0	11	0	7	0	19
Meeting Room Uses	8	11	13	10	17	15	16	19	23	21	153
Daily Average	79	84	81	75	75	74	84	81	85	77	795
Total Circulation (w/o SILO ILLs)	1,935	2,243	1,948	1,877	1,654	1,478	1,841	1,945	2,032	2,001	18,954
BRIDGES Registrations	2	4	5	6	5	6	7	6	3	3	47
BRIDGES Active Individuals	120	124	125	112	121	125	130	130	138	126	1,251
BRIDGES Items Circulated	755	681	730	722	773	773	867	818	893	784	7,796
Website Visits	481	554	357	416	309	320	353	386	431	438	4,045
Website Actions	1,199	1,648	1,061	1,075	812	712	972	947	1,092	1,025	10,543
WI-FI Sessions	902	1,011	892	941	680	696	569	792	795	838	8,116
Unique WI-FI Visitors	159	171	154	165	136	137	133	143	142	143	1,483
PC & Chromebox Uses	648	426	617	618	473	391	477	547	612	558	5,367
Children's Programs	10	2	5	1	0	0	0	0	1	1	20
Children's Programs Attends	175	29	6	1	0	0	0	0	20	4	235
Lego Activities		5	4	3	5	4	4	4	4	4	37
Ya Programs	2	0	4	0	0	0	0	0	0	0	6
Ya Programs Attends	9	0	36	0	0	0	0	0	0	0	45
Adult Programs	5	2	8	1	1	1	1	1	1	1	22
Adult Programs Attends	62	8	25	8	6	6	5	5	5	8	138

Kris Murphy – May 9, 2024

**CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY JUNE 13, 2024
LIBRARY BOARDROOM**

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

Chariton Public Library Board Meeting June 13, 2024 5:30pm
Please join my meeting from your computer, tablet or smartphone.

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

You can also dial in using your phone.

Access Code: 947-761-669

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

- 1. Call to Order**
- 2. New Trustees, Alicia McGee & Steve Blake**
- 3. Adoption of the Agenda**
- 4. Public Forum**
- 5. Consent Agenda:**
 - a. May 9, 2024 Minutes**
 - b. Correspondence** – \$100 memorial for Keith & Peggy Goldsmith from Paul & Leslie Goldsmith
 - c. April 2024 Financial Statements**
 - d. Grants** – Langtry Foundation AED & Medical Supply Grant \$3,000 received
- 6. June 2024 Claims**
- 7. Unfinished Business**
 - a.** Library Foundation Funding Request
 - b.** Fiscal Year 2025 Salaries
- 8. New Business**
 - a.** Election of Board President
 - b.** Committee Appointments
- 9. Reports**
 - Building & Grounds
 - Community Relations
 - Finance & Policy (6/10/24)
 - Strategic Planning Task Force
 - Director's Report
- 10. Board Comments & Continuing Education**
- 11. Agenda Items for Next Month's (July 11, 2024) Meeting**

Adjournment

Chariton Free Public Library

May 9, 2024

The Chariton Free Public Library Board held its regular monthly meeting in the Library Boardroom on May 9, 2024 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:35 p.m.

Trustees Bisgard, Fredericks, Meyer, Miller, and Seuferer were present.
Councilman Gary Shutt was present. Director Murphy was present.

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

Consent Agenda: Bisgard moved and Fredericks seconded to approve the Consent Agenda. Approval was unanimous.

April 11, 2024 Minutes

Correspondence – none

March 2024 Financial Statements

Grants – Lucas County Community Foundation HVAC Grant \$10,000 received.

The May 2024 Claims were unanimously approved on a motion from Miller, seconded by Seuferer.

Unfinished Business

Library Foundation Funding Request – waiting on response.

New Business

Fiscal Year 2025 salaries were discussed. Murphy will provide comparable Iowa library salaries, standard weekly staff hours and a report of staff hours for the year at the June meeting.

Board Bylaws were reviewed and Board Officer terms discussed. Vice President Sharp and Secretary Pillsbury-Allen have served the first year of their two-year terms. Election of the Board President will take place at the June meeting. Committee appointments were also discussed. With the addition of new trustees imminent, Miller will move from Community Relations to Building & Grounds, and the two new trustees will be asked to serve on Community Relations and the Financial Committee.

Reports

Building & Grounds: Murphy reported that American Alarms came to replace the batteries in the alarm panel and install a new sensor in the elevator machine room to replace the water-damaged unit. During their visit, which was in response to the malfunction of the security keypads, the new battery failed to correct the issue. The tech inspected the alarm circuit box and the 1992 circuit panel appears to have ceased to function. The tech placed a work order for replacement of the unit and took photographs. American Alarms can do our annual inspection at the time of replacement of that unit. Murphy is waiting on a response from Wood Roofing on inspection of the damaged soffits, potentially leaking roof, damaged trim, etc. It was noted that another leak occurred in the east utility room. It is hoped that Wood Roofing's inspection might locate the issue.

Community Relations: Miller will be giving a Library tour for the Friends of the Library on Monday the 13th.

Director's Report (attached)

Board Comments & Continuing Education:

Clean up day went well. Thanks to Bisgard, Murphy, Sharp & Seuferer for their work on the day, and thanks to the students and school staff who assisted in the effort.

Agenda Items for the June 13, 2024 Meeting:

Fiscal Year 2025 Salaries

Election of Board President

Adjournment: The meeting was adjourned at 6:45 p.m. on a motion from Seuferer, seconded by Fredericks.

Kris Murphy, Library Director

APRIL 2024 FINANCIAL REPORTS

OPERATING FUND REVENUE 4/2024

REVENUE REPORT CALENDAR 4/2024, FISCAL 10/2024 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY \$MARKET & BEQUESTS	1,000.00	849.18	4,695.66	469.57	3,695.66
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	19,000.00	.00	416.00	2.19	18,584.00
006-410-4471	LOCAL GRANTS	55,000.00	.00	12,500.00	22.73	42,500.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	.00	2,631.94	52.64	2,368.06
006-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	.00	22,679.50	113.40	2,679.50
006-410-4715	REFUND	.00	.00	609.04	.00	609.04
006-410-4765	LIBRARY FINES	3,500.00	.00	2,417.18	69.06	1,082.82
006-410-4799	OTHER REVENUES	4,000.00	.00	3,836.39	95.91	163.61
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	140,000.00	100.00	.00
		=====	=====	=====	=====	=====
	LIBRARY OPERATING TOTAL	247,500.00	70,849.18	189,785.71	76.68	57,714.29

LIBRARY ENDOWMENT REVENUE 4/2024

REVENUE REPORT CALENDAR 4/2024, FISCAL 10/2024 83.3%

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	.00	.00	.00	.00	.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4707	DONATIONS/BLDG RENOVATION	.00	.00	.00	.00	.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	.00	.00	.00	.00	.00

LIBRARY MONEY MARKET REVENUE 4/2024

BANK CASH REPORT 2024

BANK NAME	FUND GL	NAME	MARCH CASH BALANCE	APRIL RECEIPTS	APRIL DISBURSMENTS	APRIL CASH BALANCE	OUTSTANDING TRANSACTIONS	APR BANK BALANCE
BANK	US BANK	LIBRARY MM	BK#4					
006	LIBRARY MM	ACCOUNT	152,369.70	156.19	0.00	152,525.89		152,525.89
			-----	-----	-----	-----	-----	-----
	US BANK	LIBRARY MM TOTALS	152,369.70	156.19	0.00	152,525.89	0.00	152,525.89

OPERATING FUND EXPENDITURES 4/2024

BUDGET REPORT CALENDAR 4/2024, FISCAL 10/2024 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	121,600.00	8,508.30	85,731.29	70.50	35,868.71
006-410-6210	DUES & SUBSCRIPTIONS	1,400.00	.00	2,380.03	170.00	980.03-
006-410-6230	TRAVEL, TRAINING, & DUES	300.00	.00	285.93	95.31	14.07
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,500.00	.00	1,447.88	41.37	2,052.12
006-410-6371	UTILITIES	17,000.00	621.39	11,202.88	65.90	5,797.12
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	100.00	.00	50.25	50.25	49.75
006-410-6405	RECORDING FEES	500.00	.00	500.00	100.00	.00
006-410-6408	INSURANCE	.00	.00	.00	.00	.00
006-410-6411	LEGAL EXPENSES	.00	.00	.00	.00	.00
006-410-6497	MISC EXPENSE	.00	.00	.00	.00	.00
006-410-6498	PROGRAMMING	5,000.00	616.84	2,355.08	47.10	2,644.92
006-410-6502	BOOKS	4,000.00	.00	772.71	19.32	3,227.29
006-410-6505	NEW EQUIPMENT	2,000.00	.00	743.34	37.17	1,256.66
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	60.67	1,133.78	56.69	866.22
006-410-6508	POSTAGE	100.00	5.32	169.96	169.96	69.96-
006-410-6522	PRINTED MATERIALS	1,000.00	15.00	3,392.41	339.24	2,392.41-
006-410-6523	AUDIO/VISUAL MATERIALS	500.00	.00	1,217.73	243.55	717.73-
006-410-6524	AUDIO VISUAL	2,000.00	.00	450.08	22.50	1,549.92
006-410-6525	SOFTWARE & TECH SUPPORT	6,000.00	844.48	6,651.44	110.86	651.44-
006-410-6526	JANITOR SUPPLIES	600.00	.00	366.35	61.06	233.65
006-410-6751	CONSTRUCTION PROJECTS	80,000.00	.00	25,581.04	31.98	54,418.96
	LIBRARY TOTAL	247,600.00	10,672.00	144,432.18	58.33	103,167.82

010-410-6408	INSURANCE - LIBRARY	14,500.00	14,332.01	14,413.34	99.40	86.66
	LIABILITY & PROP INS LEVY TOTA	14,500.00	14,332.01	14,413.34	99.40	86.66
112-410-6110	CITY'S SHARE OF FICA/MEDICARE	9,300.00	630.47	6,360.74	68.40	2,939.26
112-410-6130	CITY'S SHARE OF IPERS	11,500.00	733.31	7,451.47	64.80	4,048.53
112-410-6150	CITY'S SHARE OF MEDICAL INS.	10,500.00	952.22	9,186.52	87.49	1,313.48
112-410-6151	CITY'S SHARE OF LIFE INS.	100.00	7.12	68.02	68.02	31.98
112-410-6152	CITY'S SHARE OF DENTAL INS.	700.00	46.86	468.60	66.94	231.40
112-410-6160	WORKERS' COMP INS	300.00	.00	.00	.00	300.00
	EMPLOYEE BENEFITS TOTAL	32,400.00	2,369.98	23,535.35	72.64	8,864.65

TREASURER'S REPORT 04/2024

BUDGET REPORT CALENDAR 4/2024, FISCAL 10/2024 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	LIBRARY TOTAL	287,500.00	27,373.99	182,380.87	63.44	105,119.13

TREASURER'S REPORT CALENDAR 4/2024, FISCAL 10/2024

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006 LIBRARY OPERATING	180,375.58	70,849.18	10,672.00	.00	240,552.76
167 LIBRARY ENDOWMENT	85,662.18	.00	.00	.00	85,662.18

CHARITON FREE PUBLIC LIBRARY FY2024 BUDGET
APRIL 2024

OPERATING BUDGET REVENUES & EXPENDITURES		BUDGETED	04/2024	BALANCE
BEGINNING BALANCE 7/1/2023				\$0.00
006-410-4300	INTEREST (\$ MARKET & BEQUESTS)	\$1,000.00	\$849.19	\$4,695.66
006-410-4440	STATE GRANTS	\$0.00	\$0.00	\$0.00
006-410-4470	RURAL FEES	\$19,000.00	\$0.00	\$416.00
006-410-4550	MISCELLANEOUS	\$0.00	\$0.00	\$0.00
006-410-4705	DONATIONS	\$5,000.00	\$0.00	\$2,631.94
006-410-4715	REFUND (insurance refund)	\$0.00	\$0.00	\$609.04
006-410-4765	LIBRARY INCOME	\$3,500.00	\$0.00	\$2,417.18
006-410-4799	OTHER (Direct State Aid Funds)	\$4,000.00	\$0.00	\$3,836.39
006-910-4830	TRANSFERS	\$0.00	\$0.00	\$0.00
006-950-4000	CITY PROPERTY TAXES	\$140,000.00	\$70,000.00	\$140,000.00
006-410-6010	GROSS SALARIES	\$121,600.00	(\$8,508.30)	(\$85,731.29)
006-410-6210	SUBSCRIPTIONS/LICENSES (NP digitized)	\$1,400.00	\$0.00	(\$2,380.03)
006-410-6230	TRAVEL/TRAINING/DUES	\$300.00	\$0.00	(\$285.93)
006-410-6310	B&G	\$3,500.00	\$0.00	(\$1,447.88)
006-410-6371	UTILITIES	\$17,000.00	(\$621.39)	(\$11,202.88)
006-410-6402	ADVERTISING/PUBLICATIONS	\$100.00	\$0.00	(\$50.25)
006-410- 6405	AUDITOR	\$500.00	\$0.00	(\$500.00)
006-410-6411	LEGAL EXPENSES	\$0.00	\$0.00	\$0.00
006-410-6497	MISC.	\$0.00	\$0.00	\$0.00
006-410-6498	PROGRAMMING	\$5,000.00	(\$616.84)	(\$2,355.08)
006-410-6505	NEW FURNITURE/EQUIP	\$2,000.00	\$0.00	(\$743.34)
006-410-6507	OPERATING SUPPLIES	\$2,000.00	(\$60.67)	(\$1,133.78)
006-410-6508	POSTAGE	\$100.00	(\$5.32)	(\$169.96)
006-410-6522	PRINTED MATERIALS	\$5,000.00	(\$15.00)	(\$3,392.41)
006-410-6523	AUDIO-VISUAL MATERIALS	\$2,500.00	\$0.00	(\$1,667.81)
006-410-6525	SOFTWARE & TECH SUPPT	\$6,000.00	(\$844.48)	(\$6,651.44)
006-410-6526	JANITOR SUPPLIES	\$600.00	\$0.00	(\$366.35)
4/30/2024 BALANCE				\$36,527.78

CAPITAL PROJECT BUDGET REVENUES & EXPENDITURES		04/2024	BALANCE
(Includes remainder from Op Budget FY23 \$21,893.45) 6/30/2023 CAPITAL PROJECT BALANCE			\$205,471.40
006-410-4471	GRANTS	\$0.00	\$12,500.00
006-410-4707	BLDG DONATIONS	\$0.00	\$22,679.50
BEQUESTS		\$0.00	\$0.00
006-410-6751	CONSTRUCTION PROJECTS	\$0.00	(\$25,581.04)
4/30/2024 CAPITAL PROJECT BALANCE			\$215,069.86

**CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
JUNE 2024 CLAIMS**

CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems Copier Contract		006 - 410 - 6525	5321	\$154.48
Alliant Energy		006 - 410 - 6371	131	\$384.57
Amazon Capital Services	Programming	006 - 410 - 6498	5265	\$6.99
	Operating Supplies	006 - 410 - 6507		\$18.86
	Printed Materials	006 - 410 - 6522		\$89.90
American Alarms	Equipt. Replacement	006 - 410 - 6751	5145	\$3,823.66
Baker & Taylor Entertainment	Printed Materials	006 - 410 - 6522	34	\$659.85
	Audio-Visual Materials	006 - 410 - 6523		\$58.84
CPL Petty Cash	Postage	006 - 410 - 6508	74	\$17.78
Chariton Water Department		006 - 410 - 6371	80	\$23.74
DEMCO (SPINE LABELS, SRP LABELS)		006 - 410 - 6507	93	\$81.98
Iowa-Des Moines Supply	Custodial Supplies	006 - 410 - 6526		\$111.27
Kone (Elevator Maint. Contract)		006 - 410 - 6310	160	\$378.75
Read, Tim	SRP Performer	006 - 410 - 6498		\$350.00
White, Adam	SRP Performer	006 - 410 - 6498		\$300.00
Windstream		006 - 410 - 6371	858	\$283.96
TOTAL CLAIMS PAID JUNE 2024				\$6,590.15

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
Raymond Meyer

PAID BY CITY 5/20/2024 ON BEHALF OF LIBRARY 1/2 PRICE OF LAWN MOWER

LIBRARY OPERATIONS TRUE VALUE NEW MOWER 006-410-6310 \$259.50

Something weird has happened with KONE. We never received a March invoice and our last statement shows we owe \$378.75 that should have been paid in March. I've emailed our representative to obtain a new statement to include the invoice we should also have already received, but have not, for the June payment. We have received nothing from KONE about the June payment.

Fiscal Year 2024 Wages for the City of Chariton

City Hall:

City Manager - \$105,000.00 (Salary)
City Clerk - \$32.00 per hour
Building and Code Inspector - \$55,000.00 (Salary)
Part-time cemetery data entry - \$20.00 per hour

Street Department:

Street Superintendent – \$72,000.00
Mechanic - \$27.50 per hour
Equipment Operator 1 - \$23.15 per hour
Equipment Operator 2 - \$20.00 per hour
Building Maintenance/ Operator - \$23.15 per hour
Operation Assistance - \$17.00 per hour

Park and Recreation:

Park and Recreation Director - \$51,500.00 (salary)
seasonal staff from \$8.00 - \$15.00 per hour

Police Department:

Chief – \$81,500.00 (salary)
Sergeant - \$34.13 per hour
Officer 1 & 2 - \$30.45 per hour
Officer 3 - \$28.35 per hour
Officer 4 - \$25.00 per hour

Cemetery:

Cemetery Grounds Keeper - \$25.33
Seasonal – two people - \$13.00 per hour

Library:

Director – \$44,774.00 (Salary)
Assistant Director - \$14.70 per hour
Clerks (2 clerks) - \$10.50 – per hour

May Meeting Proposal:

POSITION	FY2024 RATE		HOURS PER WEEK	ANNUAL HOURS	FY2025 RATE		INCREASE
Director (KM)	\$44,774.00	\$44,774.00	40	2,080	\$50,000.00	\$50,000.00	\$2.51
Assistant Director (LG)	\$14.70	\$22,932.00	29	Estimated 1,560	\$19.20	\$29,952.00	\$4.50
Clerk 1 (AA)	\$10.50	\$16,380.00	29	Estimated 1,560	\$15.00	\$23,400.00	\$4.50
Clerk 2/Custodial (CB)	\$10.50	\$16,380.00	29	Estimated 1,560	\$15.00	\$23,400.00	\$4.50
Clerk 3 (BH)	\$10.00	\$15,600.00	29	Estimated 1,560	\$12.00	\$18,720.00	\$2.00
Custodial	\$7,012.50	\$7,012.50			\$0.00	\$0.00	
		\$123,078.50				\$145,472.00	

Current Proposed (6/13/24):

POSITION	FY2024 RATE		HOURS PER WEEK	ANNUAL HOURS	FY2025 RATE		INCREASE
Director (KM)	\$21.54	\$44,774.00	40	2,080	\$24.05	\$50,000.00	\$2.51
Assistant Director (LG)	\$14.70	\$22,932.00	29	Estimated 1,560	\$19.20	\$29,952.00	\$4.50
Clerk 1 (AA)	\$10.50	\$16,380.00	29	Estimated 1,560	\$15.00	\$23,400.00	\$4.50
Clerk 2/Custodial (CB)	\$10.50	\$16,380.00	29	Estimated 1,560	\$15.00	\$23,400.00	\$4.50
Clerk 3 (BH)	\$10.00	\$15,600.00	21	Estimated 1,092	\$12.00	\$13,104.00	\$2.00
Custodial	\$7,012.50	\$7,012.50					
		\$123,078.50				\$139,856.00	

Montgomery	Adams	Union	Clarke	Lucas	Monroe	Wapello
Page	Taylor	Ringgold	Decatur	Wayne	Appanoose	Davis

All of the libraries listed below are comparable to us in size and in southern county location. As you can see, libraries are structured differently. Some do not have an assistant director. Some have department heads without additional information as to what service is offered by that individual. Children’s librarian and program coordinator are often interchangeable titles. Our clerks perform all shelving themselves. Blanks = “not applicable” responses.

LIBRARIES FY23	TOTAL FTE	COUNTY	DIRECTOR	ASSISTANT	DEPT HEAD	CHILDRENS	CLERK	SHELVER	CITY POP	Service Area POP	
Red Oak	3.89	Montgomery	\$31.64				\$19.12	\$10.00	5,596	7,350	
Drake (Centerville)	4.38	Appanoose	\$31.00			\$20.00	\$16.00		5,412	9,666	
Lied (Clarinda)	4.83	Page	\$27.53		\$16.00	\$21.56	\$11.08	\$8.75	5,369	7,426	
Shenandoah	5.08	Page	\$26.22			\$19.50	\$12.85	\$9.42	4,925	7,415	
Osceola	3.63	Clarke	\$26.14	\$16.33	\$16.33	\$16.33	\$13.00		5,415	8,918	
Chariton	3.63	Lucas	\$21.54	\$14.70		\$10.00	\$10.50		4,193	8,252	
Bloomfield	3.08	Davis	\$20.00			\$17.50	\$15.57		2,682	9,110	
Carnegie-Evans (Albia)	2.5	Monroe	\$18.00			\$14.00	\$14.84		3,721	7,576	

Lucas County is our Service Area Population. In this list, only Lucas Co and Monroe Co have a single library with no other libraries in the county.

CHARITON PUBLIC LIBRARY **PROPOSED/REVISED** BUDGET FY25

Library Operating Revenue

006-410-4300	INTEREST (Endowment & Money Market)	\$5,000	\$5,000
006-410-4440	State Grants	\$0	\$0
006-410-4470	Lucas County Rural Service Fees	\$19,300	\$19,300
	City of Russell Service Fees	\$416	\$416
006-410-4471	Local Grants	\$20,000	\$10,000
006-410-4550	Miscellaneous	\$0	\$0
006-410-4705	Donations (Memorials & Gifts)	\$2,500	\$2,500
006-410-4715	Refunds	\$0	\$0
006-410-4765	Library Income (Fees)	\$3,000	\$3,000
006-410-4799	OTHER (State Funds & Genealogy Rental Fees)	\$5,000	\$5,000
006-950-4000	City of Chariton Property Taxes	\$140,000	\$140,000
		\$195,216	\$185,216

Library Operating Expenditures

006-410-6010	Gross Salaries	\$146,000	\$140,000
006-410-6210	Subscriptions/Licenses	\$2,000	\$2,000
006-410-6230	Travel/Training/Dues (I can pay my own dues – KM)	\$400	\$100
006-410-6310	Building & Grounds (capital projects covering this)	\$3,000	\$1,000
006-410-6371	Utilities	\$13,000	\$13,000
006-410-6402	Advertising	\$0	\$0
006-410- 6405	Auditor	\$500	\$500
006-410-6411	Legal Expenses	\$0	\$0
006-410-6497	Miscellaneous	\$0	\$0
006-410-6498	Programming (can't offer as much programming now)	\$6,000	\$4,000
006-410-6505	New Furniture/Equipment (relies on grants anyway)	\$2,000	\$1,000
006-410-6507	Operating Supplies	\$2,000	\$2,000
006-410-6508	Postage	\$100	\$100
006-410-6522	Printed Materials	\$6,000	\$6,000
006-410-6523	Audio-Visual Materials	\$3,000	\$3,000
006-410-6525	Software & Tech Support	\$8,000	\$8,000
006-410-6526	Custodial Supplies	\$1,000	\$1,000
		\$193,000	\$181,700

Library Capital Projects Revenue

???-410-4707	Donations (ESTIMATED)	\$20,000	\$20,000
???-410-4471	Grants (ESTIMATED)	\$20,000	\$20,000

Library Capital Projects Expenditures

???-410-6751	Capital Projects Expenditures (ESTIMATED)	\$40,000	\$40,000
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CHARITON FREE PUBLIC LIBRARY
DIRECTOR'S REPORT
THURSDAY JUNE 13, 2024

Collection & Space: Saturday's Book Sale earned us \$537.²⁵. We plan to keep the books on the shelves in the meeting room and will discuss future sale options at our inservice this month – maybe a monthly Saturday sale.

Total adult fiction weeded is 1,803 books. The shelving units have been rearranged to accommodate the genre sections and a seating area. Three large shelf units are being relocated to the boardroom to hold the Library's historical documentation file boxes, craft supplies and electronic equipment and accessories.

The genre sections fit the remaining shelving well. We're almost finished labelling the books and will soon have the signage up. It will likely be a year before we can get statistically relevant numbers for the effect weeding and genrefication will have on circulation. Some comment they like it already, but I've heard at least one frustrated that they'll have to look in different sections for their authors. This is true for a handful of authors, but we limited it as much as possible. Stephen King can be found in horror, fantasy, sci-fi and suspense, but he is one of the rare ones spread across the genres. We did maintain a Fiction section for unclassifiable items. Lauri has claimed it as her own, since many of her regular reads ended up there. It only takes up two sections of shelves. One nice thing about getting rid of the large print section is that now items that were shelved in regular fiction with their series can all be labeled as large print, since they're all now interfiled. Before it caused confusion.

I am currently looking at circulation of the adult audiobook collection. When we shifted to genres, we eliminated the shelving unit for this collection and relocated the items on the unused bottom shelf associated with their fiction genre and author. Many of the patrons who used to account for most of the circulation of this collection have not used their cards – have stopped commuting, moved away or passed away. Only a handful of patrons are still regularly checking out audiobooks. In 2017 we circulated 1,689, both adult and juvenile. In 2021, we circulated only 690. So far this year we've circulated only 289. I will weed the adult audiobooks next and probably leave the remainder on bottom shelves so that handful of people has the opportunity to finish the series they've started. I have warned one who usually requests purchases. I'll help her transition to the digital format.

Building Issues: I've contacted Wood Roofing three times now and am still assured that they will get back to us about scheduling an inspection/assessment. The last email mentioned illness of the man who would normally perform this type of inspection, so that might be what's holding it up. A representative from our insurance company came through on June fourth to assess the building, and he mentioned that another city had been told by Wood that it was unable to work on their roof. We both expressed hope that it was due to the height of their building and not to Wood deciding not to do tile roofs anymore.

It is possible, according to the alarm techs, that our circuit board for the alarm system was damaged by the leak in that area. Since all our network equipment is located in that spot, it might be beneficial to have someone inspect that area to determine if the leak is local or might be associated with roof issues. We might also ask this person to look at the tuckpointing and brick work that needs done to a few spots on the building. The alarm techs also found that when the new board was installed the keypads at the north and south doors did not come back to life. They believe that the keypads were shorted out by the damaged board, but also thought it might be due to the age of the equipment not matching the new board. Evidently, they've not seen keypads as old as ours in the time they've been in their jobs. The keypads were replaced.

Programming: The Farmers Market programs are going well. They are often the highlight of my week. The regular attendees are wonderfully attentive and interact as I read the books. Often the associated craft is done during the reading. As usual, other families wander in and out during the program. I try to keep track of those that can be considered attendees. Due to treatment of the courthouse lawn we've been using the gazebo when we can and I now bring a padded mat and blanket each time, but kids often still sit in the grass. Registration for the Summer Program has begun. People often fail to register in a timely manner, so we'll keep reminding them as we distribute the schedule and reading/activity logs.

Kris Murphy – June 13, 2024

FISCAL YEAR 2024	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YEAR
Days Open	25	27	24	25	22	20	22	24	24	26	25		264
Visitor Count	3,012	2,841	2,791	3,022	2,821	2,792	2,648	2,896	2,409	2,108	2,316		29,656
Cards Issued	19	17	18	11	11	11	17	16	14	12	28		174
Cards Weeded	0	1	0	0	0	0	11	0	7	0	0		19
Meeting Room Uses	8	11	13	10	17	15	16	19	23	21	15		168
Daily Average	79	84	81	75	75	74	84	81	85	77	80		875
Total Circulation (w/o SILO ILLs)	1,935	2,243	1,948	1,877	1,654	1,478	1,841	1,945	2,032	2,001	2,010		20,964
BRIDGES Registrations	2	4	5	6	5	6	7	6	3	3	1		48
BRIDGES Active Individuals	120	124	125	112	121	125	130	130	138	126	118		1,369
BRIDGES Items Circulated	755	681	730	722	773	773	867	818	893	784	821		8,617
Website Visits	481	554	357	416	309	320	353	386	431	438	550		4,595
Website Actions	1,199	1,648	1,061	1,075	812	712	972	947	1,092	1,025	1,365		11,908
WI-FI Sessions	902	1,011	892	941	680	696	569	792	795	838	927		9,043
Unique WI-FI Visitors	159	171	154	165	136	137	133	143	142	143	165		1,648
PC & Chromebox Uses	648	426	617	618	473	391	477	547	612	558	680		6,047
CHILDREN'S PROGRAMS	10	2	5	1	0	0	0	0	1	1	5		25
CHILDREN'S PROGRAMS ATTENDS	175	29	6	1	0	0	0	0	20	4	55		290
LEGO ACTIVITIES		5	4	3	5	4	4	4	4	4	4		41
YA PROGRAMS	2	0	4	0	0	0	0	0	0	0	0		6
YA PROGRAMS ATTENDS	9	0	36	0	0	0	0	0	0	0	0		45
ADULT PROGRAMS	5	2	8	1	1	1	1	1	1	1	1		23
ADULT PROGRAMS ATTENDS	62	8	25	8	6	6	5	5	5	8	5		143

PATRON TYPE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YEAR
Chariton Adult	976	1,017	996	1,012	877	909	1,073	1,161	1,165	1,153	1,285		11,624
Chariton Child	284	345	204	277	288	184	241	322	210	267	188		2,810
Rural Adult	325	416	490	323	292	245	293	274	325	309	299		3,591
Rural Child	155	144	123	176	130	76	98	86	133	69	40		1,230
Russell Adult	27	29	22	25	22	30	24	20	33	36	39		307
Russell Child	69	6	4	1	11	0	4	5	22	6	20		148
Lucas Adult	32	18	7	15	10	14	12	7	9	10	10		144
Lucas Child	0	25	6	8	2	0	0	9	4	15	10		79
Williamson Adult	0	0	0	0	0	0	18	27	2	2	0		49
Williamson Child	0	0	0	0	0	0	0	8	9	0	0		17
Derby Adult	2	2	8	8	0	6	3	4	19	13	3		68
Derby Child	0	0	0	0	0	0	0	0	0	0	0		0
Out Of County	67	210	78	35	59	52	59	62	136	131	120		1,009
Institutional	37	64	52	52	13	6	16	19	12	21	34		326

Copy Category	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Year
Adult Fiction	456	491	426	419	375	340	430	386	417	450	436		4,626
Large Print	33	53	46	61	38	67	81	70	71	92	97		709
Adult Nonfiction	123	112	111	90	68	46	95	117	105	99	99		1,065
Adult Audiobooks	8	16	14	13	20	8	21	26	21	16	13		176
Adult Video	232	280	231	240	238	238	309	334	380	315	321		3,118
Picture Books	199	192	190	231	206	115	126	213	273	290	305		2,340
Beginner Readers	116	102	120	77	80	68	94	110	142	101	112		1,122
Juvenile Fiction	307	384	272	332	236	193	273	278	288	243	245		3,051
Juvenile Nonfiction	46	60	100	48	51	33	60	67	55	67	52		639
Juvenile Audiobooks	5	11	15	1	11	13	9	8	7	18	15		113
Juvenile Videos	273	319	267	286	218	234	178	235	178	218	217		2,623
Young Adult Books	100	178	114	59	63	102	99	77	80	62	72		1,006
YA Anime Video	25	28	19	16	43	19	20	20	14	26	15		245
Games	1	0	0	1	0	1	0	0	0	0	0		3
Puzzles	5	5	5	2	1	1	3	3	1	1	6		33
Educational Bins	3	11	15	0	6	0	2	0	0	2	4		43
Maker Bins	3	1	3	1	0	0	0	1	0	1	1		11
Local Interlibrary Loans	39	33	42	55	50	44	41	59	47	31	38		479
	1,974	2,276	1,990	1,932	1,704	1,522	1,841	2,004	2,079	2,032	2,048		21,402

Since large print is still a category, we'll still be able to track its use separately, even though it is now interfiled.