CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY JULY 10, 2025
LIBRARY BOARDROOM

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

1. **Call to Order**
2. **Adoption of the Agenda**
3. **Public Forum**
4. **Consent Agenda:**
   a. **June 12, 2025 Minutes**
   b. **Correspondence** - none
   c. **May 2025 Financial Statements**
   d. **Grants** – Vredenburg Grant Report (C&D Masonry)
5. **July 2025 Claims**
6. **Unfinished Business**
   a. Strategic Planning
   b. Community-Led Programming
   c. Genealogy Agreement
7. **New Business**
   a. Southwest Basement Corner Room Drywall & Paint
8. **Reports**
   Building & Grounds
   Community Relations
   Finance & Policy
   Director's Report
9. **Board Comments & Continuing Education**
10. **Agenda Items for Next Month's (August 14, 2025) Meeting**

Adjournment

Chariton Free Public Library
June 12, 2025

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom on June 12, 2025 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Blake, Meyer, Miller, Pillsbury-Allen and Seuferer were present. Director Murphy was also present.

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

Public Forum: None

Consent Agenda: Bisgard moved and Pillsbury-Allen seconded for unanimous approval of the Consent Agenda.

May 8, 2025 Minutes
Correspondence – Enrich Iowa Letter of Agreement, Mainstay Tech Support Contract Renewal
April 2025 Financial Statements
Grants – none

The June 2025 Claims were unanimously approved on a motion from Pillsbury-Allen, seconded by Seuferer.

Unfinished Business

A meeting to present the Strategic Plan to our Focus Group Participants and other members of the public was scheduled for July 15, 2025 from 5:30 to 6:30. Group coordinators will invite their participants.

Several applications for Community-Led Programming have been received. The Community Relations Committee will address them at a future committee meeting.

New Business

$10,272.17 has been incorrectly transferred, without approval from the Library Board, in FY24 and again in FY25, from the Library Operating Fund (006) and into the Library Endowment Fund (167). The dollar amount matches the Judd bequest which was expended in FY22 on capital projects. The Judd fund no longer exists.

At the beginning of each fiscal year the Library Board transfers any remaining operating funds from the previous fiscal year to the endowment account. No funds may be transferred from the Library Operating Fund unless directed by the Library Board.

To resolve the issue, Seuferer moved to approve Library Resolution 6122025 to transfer $10,272.17 from the Library Endowment Fund (167) back into the Library Operating Fund (006). Bisgard seconded. Roll was called:

Vote: Present: Bisgard: Aye Blake: Aye Meyer: Aye Miller: Aye Pillsbury-Allen: Aye Seuferer: Aye
Absent: Fredericks, McGee, Sharp

The motion passed unanimously.

There was some discussion of the unsigned Genealogy Agreement approved by the Library Board on June 9, 2022.

Board Officers: Miller moved to approve Seuferer as President, Bisgard as Vice-President and Fredericks as Secretary for the fiscal year beginning July 1, 2025. Blake seconded and the motion was approved unanimously.

Seuferer thanked Miller for her service on the Board. We're sorry to lose her.

Reports

Building & Grounds: 5/20/25 minutes attached.
Director's Report (attached)

Adjournment: The meeting was adjourned at 6:34 p.m. on a motion from Pillsbury-Allen, seconded by Seuferer.

Kris Murphy, Library Director

MAY 2025 OPERATING FUND FINANCIAL REPORT

REVENUE REPORT CALENDAR 5/2025, FISCAL 11/2025 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY $MARKET	5,000.00	180.53	4,060.78	81.22	939.22
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	26,000.00	20,167.00	20,167.00	77.57	5,833.00
006-410-4471	LOCAL GRANTS	20,000.00	.00	.00	.00	20,000.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	50.00	2,252.29	45.05	2,747.71
006-410-4707	DONATIONS/BLDG RENOVATION	.00	.00	.00	.00	.00
006-410-4715	REFUND	.00	.00	1,652.75	.00	1,652.75-
006-410-4765	LIBRARY FINES	3,000.00	232.89	3,374.60	112.49	374.60-
006-410-4799	OTHER REVENUES	5,000.00	.00	3,846.86	76.94	1,153.14
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.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	140,000.00	100.00	.00
	LIBRARY OPERATING TOTAL	204,000.00	20,630.42	175,354.28	85.96	28,645.72

BUDGET REPORT CALENDAR 5/2025, FISCAL 11/2025 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	151,400.00	15,043.59	114,288.47	75.49	37,111.53
006-410-6210	DUES & SUBSCRIPTIONS	2,000.00	110.98	1,664.30	83.22	335.70
006-410-6230	TRAVEL, TRAINING, & DUES	400.00	.00	20.00	5.00	380.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	3,000.00	59.45	3,010.67	100.36	10.67-
006-410-6371	UTILITIES	13,000.00	880.27	14,786.59	113.74	1,786.59-
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	6,000.00	203.24	1,625.94	27.10	4,374.06
006-410-6502	BOOKS	.00	.00	.00	.00	.00
006-410-6505	NEW EQUIPMENT	2,000.00	.00	3,049.83	152.49	1,049.83-
006-410-6507	OPERATING SUPPLIES & MATERIALS	2,000.00	62.35	802.38	40.12	1,197.62
006-410-6508	POSTAGE	100.00	.00	296.25	296.25	196.25-
006-410-6522	PRINTED MATERIALS	6,000.00	430.91	5,687.54	94.79	312.46
006-410-6523	AUDIO/VISUAL MATERIALS	3,000.00	73.85	1,021.52	34.05	1,978.48
006-410-6524	AUDIO VISUAL	.00	.00	.00	.00	.00
006-410-6525	SOFTWARE & TECH SUPPORT	8,000.00	301.34	7,969.54	99.62	30.46
006-410-6526	JANITOR SUPPLIES	1,000.00	100.40	516.29	51.63	483.71
006-410-6751	CONSTRUCTION PROJECTS	.00	.00	.00	.00	.00
	LIBRARY TOTAL	198,400.00	17,266.38	155,239.32	78.25	43,160.68

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
010-410-6408	LIABILITY & PROP INS LEVY TOTA	17,900.00	.00	17,847.09	99.70	52.91
112-410	EMPLOYEE BENEFITS TOTAL	33,417.00	3,180.63	26,104.99	78.12	7,312.01
	TOTAL EXPENSES	51,317.00	3,180.63	43,952.08	85.65	7,364.92

MAY 2025 ENDOWMENT/CAPITAL FUND REPORT

REVENUE REPORT CALENDAR 5/2025, FISCAL 11/2025 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
167-410-4300	INTEREST - LIBRARY ENDOWMENT	.00	.00	.00	.00	.00
167-410-4471	LOCAL GRANTS	20,000.00	7,000.00	17,000.00	85.00	3,000.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	.00	16,665.00	83.33	3,335.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
167-910-4830	TRANSFER IN - LIBRARY ENDOW	256,518.69-	.00	256,518.69-	100.00	.00
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
	LIBRARY ENDOWMENT TOTAL	296,518.69	7,000.00	290,183.69	97.86	6,335.00

REVENUE REPORT CALENDAR 5/2025, FISCAL 11/2025 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
167-410-6751	CONSTRUCTION PROJECTS	40,000.00	.00	22,061.06	55.15	17,938.94
167-910-6910	TRANSFER OUT - LIBRARY ENDOWME	.00	.00	.00	.00	.00
	LIBRARY ENDOWMENT TOTAL	40,000.00	.00	22,061.06	55.15	17,938.94

MAY 2025 MONEY MARKET REPORT

BANK CASH REPORT 2025

FUND	BANK GL	NAME	APRIL CASH BALANCE	MAY RECEIPTS	MAY DISBURSMENTS	MAY CASH BALANCE	OUTSTANDING TRANSACTIONS	MAY BANK BALANCE
BANK		MIDWEST HERITAGE LIB MM BK#4	154,582.81	180.53	0.00	154,763.34	0.00	154,763.34
006		LIBRARY MM ACCOUNT						

MAY 2025 TREASURER'S REPORT

BUDGET REPORT CALENDAR 5/2025, FISCAL 11/2025 91.6%

ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
LIBRARY TOTAL	289,717.00	20,447.01	221,252.46	76.37	68,464.54

TREASURER'S REPORT CALENDAR 5/2025, FISCAL 11/2025

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006 LIBRARY OPERATING	6,682.72	20,630.42	17,266.38	.00	10,046.76
167 LIBRARY ENDOWMENT	346,784.81	7,000.00	.00	.00	353,784.81

CHARITON FREE PUBLIC LIBRARY FY2025 BUDGET

MAY 2025

OPERATING BUDGET REVENUES & EXPENDITURES		CITY BUDGETED	PLANNED BUDGET	05/2025	BALANCE
BEGINNING BALANCE 7/1/2024					**$0.00**
006-410-4300	INTEREST **MONEY MARKET & BEQUESTS**	$5,000.00	$5,000.00	$180.53	$4,060.78
006-410-4470	RURAL FEES	$26,000.00	$19,716.00	$20,167.00	$20,167.00
006-410-4471	GRANTS	$20,000.00	$10,000.00	$0.00	$0.00
006-410-4550	MISCELLANEOUS	$0.00	$0.00	$0.00	$0.00
006-410-4705	DONATIONS (usually spent on 6522 & 6523)	$5,000.00	$5,000.00	$50.00	$2,252.29
006-410-4715	REFUND (Insurance Refund)	$0.00	$0.00	$0.00	$1,652.75
006-410-4765	LIBRARY INCOME	$3,000.00	$3,000.00	$232.89	$3,374.60
006-410-4799	OTHER STATE LIBRARY ENRICH IOWA PAYMENT	$5,000.00	$5,000.00	$0.00	$3,846.86
006-**910**-4830	TRANSFER INTO LIBRARY OPERATING FUND	$0.00	$0.00	$0.00	$0.00
006-**950**-4000	CITY PROPERTY TAXES	$140,000.00	$140,000.00	$0.00	$140,000.00
		$204,000.00	**$187,716.00**	**$20,630.42**	**$175,354.28**
006-410-6010	GROSS SALARIES	$151,400.00	$140,000.00	($15,043.59)	($114,288.47)
006-410-6210	SUBSCRIPTIONS/LICENSES	$2,000.00	$2,000.00	($110.98)	($1,664.30)
006-410-6230	TRAVEL/TRAINING/DUES	$400.00	$100.00	$0.00	($20.00)
006-410-6310	BUILDING & GROUNDS	$3,000.00	$1,000.00	($59.45)	($3,010.67)
006-410-6371	UTILIITIES	$13,000.00	$13,000.00	($880.27)	($14,786.59)
006-410-6402	ADVERTISING/PUBLICATIONS	$0.00	$0.00	$0.00	$0.00
006-410- 6405	AUDITOR RECORDING FEES	$500.00	$500.00	$0.00	($500.00)
006-410-6411	LEGAL EXPENSES	$0.00	$0.00	$0.00	$0.00
006-410-6497	MISC. EXPENSES	$0.00	$0.00	$0.00	$0.00
006-410-6498	PROGRAMMING	$6,000.00	$4,000.00	($203.24)	($1,625.94)
006-410-6505	NEW FURNITURE/EQUIP (FY24 FIRST AID GRANT)	$2,000.00	$1,000.00	$0.00	($3,049.83)
006-410-6507	OPERATING SUPPLIES	$2,000.00	$2,000.00	($62.35)	($802.38)
006-410-6508	POSTAGE	$100.00	$100.00	$0.00	($296.25)
006-410-6522	PRINTED MATERIALS (167 interest)	$6,000.00	$6,000.00	($430.91)	($5,687.54)
006-410-6523	AUDIO-VISUAL MATERIALS (167 interest)	$3,000.00	$3,000.00	($73.85)	($1,021.52)
006-410-6525	SOFTWARE & TECH SUPPT	$8,000.00	$8,000.00	($301.34)	($7,969.54)
006-410-6526	JANITOR SUPPLIES	$1,000.00	$1,000.00	($100.40)	($516.29)
		$198,400.00	**$181,700.00**	**($17,266.38)**	**($155,239.32)**
(Cash on hand: Petty Cash $60, Income Cash Drawers $75)				**BALANCE**	**$20,114.96**

ENDOWMENT/CAPITAL BUDGET REVENUES & EXPENDITURES		BUDGETED		05/2025	BALANCE
BEGINNING BALANCE 7/1/2024 (including restricted $75,390.01 & 7/24 Transfer from Op Fund)					$331,908.70
167-410-4300	INTEREST - LIBRARY ENDOWMENT	$0.00		$0.00	$0.00
167-410-4471	GRANTS - LIBRARY CAPITAL PROJECTS	$20,000.00		$7,000.00	$17,000.00
167-410-4705	DONATIONS - LIBRARY ENDOWMENT	$0.00		$0.00	$0.00
167-410-4707	DONATIONS - LIBRARY CAPITAL PROJECTS	$20,000.00		$0.00	$16,665.00
167-410-4799	OTHER REVENUES - CAPITAL PROJECTS	$0.00		$0.00	$0.00
167-410-6751	CAPITAL PROJECT CONSTRUCTION (HVAC, Stone, Floors)	$40,000.00		$0.00	($22,061.06)
				Subtotal	**$343,512.64**
RESTRICTED	Restricted Memorial Bequests for Collection Purchases				($75,390.01)
				BALANCE	**$268,122.63**

CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
JULY 2025 CLAIMS

OPERATING FUND CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems	Copier Contract	006-410-6525	5321	$164.92
Alliant Energy		006-410-6371	131	$612.67
Amazon Capital Services	Programming	006-410-6498	5265	$204.89
	Operating Supplies	006-410-6507		$42.49
	Printed Materials	006-410-6522		$266.88
	AV Materials	006-410-6523		$158.29
American Alarms	Annual Test	006-410-6310	5145	$817.05
Baker & Taylor	Printed Materials	006-410-6522	34	$278.71
Cash	Vent Deflectors	006-410-6508	68	$29.97
	Postage	006-410-6508		$4.40
Chariton Water Department		006-410-6371	80	$27.54
Elite Pest Control		006-410-6310	1079	$187.25
Mainstay Systems Inc.	Quarterly Tech Spt.	006-410-6525	5351	$714.00
Murphy, Kris	Key Blanks	006-410-6310	1324	$18.14
	Standing Desks	006-410-6505		$219.98
OverDrive Inc. (Annual Bridges Subscription)		006-410-6210	1987	$1,306.32
Sims, Eric	3-D Print Demo	006-410-6498		$135.00
True Value	Shop Vac	006-410-6505	40	$99.99
Windstream		006-410-6371	858	$285.84
TOTAL OPERATING FUND CLAIMS PAID JULY 2025				**$5,574.33**

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
Susan Seuferer

Chariton Free Public Library
Director Report
July 10, 2025

I have submitted our annual *Open Access & Direct State Aid Fund* Reports to the State. The first one reports all of the in-state out-of-county circulations which we get reimbursement for. The second attributes expenses we've paid to the state funds we received, to demonstrate how they were used and that those funds supplemented but did not replace funds from our regular funding. Both are a result of our participation in the *Enrich Iowa* program. Our *Annual Survey Report* to the State is due by the end of October.

I have prepped our materials for the annual Auditor visit, which usually occurs in July.

The roof project is underway. Weather has made it a bit difficult as the workers didn't want to remove materials when rain threatened, but they're making slow and steady progress.

Dave Ripperger came Monday morning and removed both of the old radiators attached to the walls in the south basement rooms, as well as the pipes that once led to them, which had been left behind in the walls. He took the metal for scrap and requires no payment.

Kris Murphy
July 10, 2025

FISCAL YEAR STATISTICS	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	FY25	FY24	FY23
Days Open	24	26	24	26	22	24	25	22	26	24	25	24	292	289	289
Visitor Count	2,941	2,021	1,869	1,812	1,760	1,643	1,702	1,598	1,798	1,602	1,921	2,762	23,429	32,519	25,993
Cards Issued	12	19	19	16	12	9	12	20	21	25	24	22	211	196	185
Cards Weeded	0	0	7	0	0	0	0	0	0	0	298	5	310	803	34
Meeting Room Uses	13	13	10	16	13	9	9	6	12	9	17	11	138	185	201
Total Circulation (w/o SILO ILLs)	2,298	1,895	1,820	1,933	1,580	1,544	1,612	1,588	2,422	1,973	2,028	2,238	22,931	22,989	24,783
BRIDGES Registrations	1	6	2	0	4	5	1	2	12	2	2	7	44	54	75
BRIDGES Active Individuals	127	116	111	115	117	121	126	118	137	122	118	124	1,452	1,488	1,319
BRIDGES Items Circulated	736	768	691	690	608	679	740	657	749	722	747	756	8,543	9,421	7,503
Website Visits	566	503	376	494	465	526	679	433	635	436	550	564	6,227	5,175	4,718
Website Actions	1,472	1,238	1,033	1,139	1,062	992	1,304	1,106	1,410	1,088	1,530	1,493	14,867	13,489	13,057
WI-FI Sessions	690	704	599	669	781	709	718	719	924	840	883	952	9,188	9,951	8,076
Unique WI-FI Visitors	146	162	143	160	142	128	137	131	163	145	145	152	1,754	1,797	1,679
PC & Chromebox Uses	720	754	582	718	612	510	579	566	701	648	623	695	7,708	6,808	3,972
Programs Offered	22	9	9	1	1	1	1	0	8	7	7	23	89	106	128
Program Attendance	206	94	66	9	10	4	35	0	117	47	46	241	875	666	660

CATEGORY CIRCULATIONS	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY25	Copies	FY24	FY23
Adult Fiction	475	421	440	411	373	357	393	357	404	390	369	414	4,804	5,039	5,038	5,274
Large Print	114	81	102	110	74	79	76	104	103	98	96	92	1,129	877	777	832
Adult Nonfiction	109	93	98	103	59	56	88	108	175	111	87	79	1,166	1,569	1,139	1,570
Adult Audiobooks	17	27	6	9	10	12	10	10	9	12	8	12	142	645	191	209
Adult Video	292	249	183	209	148	141	158	183	288	207	243	216	2,517	3,348	3,393	3,079
Picture Books	269	205	251	314	231	206	198	223	316	263	290	301	3,067	1,857	2,623	2,970
Beginner Readers	132	117	121	82	40	71	66	67	143	99	89	130	1,157	974	1,266	1,740
Juvenile Fiction	393	380	285	302	253	262	343	243	449	323	341	415	3,989	2,466	3,406	3,734
Juvenile Nonfiction	101	69	37	76	75	46	40	24	71	67	49	61	716	899	687	798
Juvenile Audiobooks	10	9	4	4	11	3	3	6	9	8	15	14	96	113	130	94
Juvenile Videos	234	159	189	225	203	235	149	205	320	255	261	260	2,695	1,669	2,835	3,160
Young Adult Books	131	68	79	39	72	50	45	41	107	80	139	201	1,052	1,165	1,091	983
YA Anime Video	10	11	12	34	22	21	36	5	21	31	24	33	260	266	268	244
Games	1	0	0	0	1	1	0	1	0	1	0	0	5	26	3	10
Puzzles	5	2	7	9	5	4	4	7	5	23	13	3	87	138	36	46
Bin Books (alone)	0	0	0	0	0	0	0	0	0	0	0	0	0	1,465	0	0
Educational Bins	4	3	5	4	2	0	2	1	1	4	3	4	33	65	52	13
Maker Bins	1	1	1	2	2	0	1	3	1	1	1	3	17	25	13	7
Local Interlibrary Loans	35	55	43	48	31	24	34	30	35	34	33	28	430	0	516	366
	2,333	1,950	1,863	1,981	1,612	1,568	1,646	1,618	2,457	2,007	2,061	2,266	23,362	22,606	23,464	25,129

Fiction Book Circulations

FICTION BOOKS	FY25	Percent	FY24	FY23
ADULT FICTION	5,841	24.94%	5,694	5,926
YA FIC & GRAPHIC NOVELS	1,017	4.30%	1,044	930
JUV FIC & GRAPHIC NOVELS	4,239	18.15%	3,755	4,205
BEGINNER BOOKS	1,133	4.74%	1,186	1,457
PICTURE BOOKS	2,804	12.05%	2,447	2,867
BOARD BOOKS	290	1.26%	227	185

Books by the numbers:

Item circulation statistics are recorded by different options in our ILS (Integrated Library System) software.

One way we track is by Category, which you see on the previous page. Categories are determined by us and must be added to each individual copy during cataloging. The categories correspond to those reported in our annual state survey, but they're also a useful way of evaluating collection success. Success is demonstrated by a category that has fewer volumes, but gets lots of circulations.

Dewey/Call Number reports are also available and are determined by the Call Number, which is also added to each copy as it is cataloged. It has been several years since we dropped the Dewey in favor of BISAC subject headings like bookstores use. Many libraries our size have given up on the specifics of the Dewey Decimal System, which separate subject headings too much for our collection sizes. For example, the Dewey would carry the same subject in separate sections if the material was deemed to be a sociological take or a practical take on the content.

To the right is the breakdown of our nonfiction collection, grouped roughly as we have it on the shelves. Our adult and juvenile nonfiction are interfiled, although baskets often hold the thin juvenile books on the bottom shelves, so that patrons can easily flip through them. We also snuck a bunch of fiction that wouldn't fit in the fiction section into the "classics" section.

Looking at the circulation percentages, our nonfiction section might seem a disappointment, but keep in mind the number of volumes is only 11% of the total collection. It is a section we struggle to gauge and purchase for.

As with movies and shows, we focus on ordering what is requested, and with consideration of the digital content available online and through streaming apps.

Nonfiction Book Circulations

SUBJECT	FY25	Percent	FY24	FY23
ANCIENT HISTORY	30	0.13%	32	65
ARCHAEOLOGY	6	0.03%	6	9
BIO	142	0.59%	130	147
HISTORY	37	0.16%	13	41
HOLOCAUST	11	0.05%	13	15
IOWA HISTORY	46	0.20%	42	73
U.S. HISTORY	122	0.52%	134	168
WORLD HISTORY	28	0.12%	16	24
VEHICLES	26	0.11%	12	16
WARFARE	38	0.16%	37	50
WEAPONS	2	0.01%	2	0
ANIMALS	65	0.28%	64	97
BIRDS	8	0.03%	18	10
DINOSAUR	34	0.15%	32	35
ECOLOGY	14	0.06%	5	10
HABITAT	9	0.04%	7	3
INSECTS	25	0.11%	16	22
LAND	13	0.06%	4	19
TECTONICS	7	0.03%	0	1
SCIENCE	15	0.06%	11	7
SPACE	8	0.03%	5	21
WATER	38	0.16%	23	17
WEATHER	4	0.02%	1	2
UNKNOWN	40	0.17%	71	73
ANTIQUES	10	0.04%	0	14
ART	1	0.00%	4	1
ARTISTS	41	0.18%	75	28
BOOKS	22	0.09%	4	5
CLAY	0	0.00%	0	0
CRAFTS	11	0.05%	16	18
FIBER ARTS	53	0.23%	37	13
GLASS	12	0.05%	0	0
JEWELRY	15	0.06%	7	3
MUSIC	10	0.04%	12	19
PAPERCRAFT	4	0.02%	4	5
WOODWORKING	7	0.03%	2	8
WRITING	0	0.00%	2	0
BODY	15	0.06%	21	38
HEALTH	10	0.04%	9	28
MENTAL HEALTH	36	0.15%	16	22
SELF-HELP	55	0.24%	45	61
DIET	67	0.29%	44	83
COOK	84	0.36%	131	119
ENTERTAINING	9	0.04%	30	24
FARM	20	0.09%	21	34
GARDEN	26	0.11%	58	48
HOME	30	0.13%	38	95
HOUSE	9	0.04%	11	9
LIVESTOCK	48	0.21%	34	91
PETS	30	0.13%	24	34
YARD	10	0.04%	3	16
CLASSICS	108	0.46%	144	190
COMMUNITY	11	0.05%	12	3
CRIME	22	0.09%	20	47
ECONOMICS	5	0.02%	8	16
FAITH	74	0.32%	89	82
PHILOSOPHY	3	0.01%	6	9
ISSUES	7	0.03%	15	13
LANGUAGE	50	0.21%	59	71
LEARN	30	0.13%	19	33
FACTS	18	0.08%	25	32
PARENT	31	0.13%	9	28
GAMES	18	0.08%	18	4
JUST4FUN	19	0.08%	11	15
OUTDOOR	45	0.19%	30	59
SPORTS	8	0.03%	0	6

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

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

1. **Call to Order**
2. **Adoption of the Agenda**
3. **Public Forum**
4. **Consent Agenda:**
   a. **July 10, 2025 Minutes**
   b. **Correspondence -** none
   c. **Grants –** none
5. **June 2025 Financial Statements**
6. **August 2025 Claims**
7. **Unfinished Business**
   a. Strategic Planning
   b. Community-Led Programming
8. **New Business**
   a. Library Meeting Room Policy
9. **Reports**
   Finance & Policy
   Community Relations
   Building & Grounds
   Director's Report
10. **Board Comments & Continuing Education**
    Please visit IPIB's website for guidelines and upcoming training dates →
11. **Agenda Items for Next Month's (September 11, 2025) Meeting**

Adjournment

Chariton Public Library Board Meeting
August 14, 2025 at 5:30pm
Please join my meeting from your computer, tablet or smartphone.
https://meet.goto.com/947761669
You can also dial in using your phone.
Access Code: 947-761-669
United States: +1 (646) 749-3122

Open Meetings and Open Records Training

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

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

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

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

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

Chariton Free Public Library
July 10, 2025

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

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

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

Public Forum: None

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

June 12, 2025 Minutes
Correspondence – none
Grants – Vredenburg Grant Report (C&D Masonry exterior building cleaning and repairs)

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

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

Unfinished Business

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

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

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

New Business

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

Reports

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

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

Director's Report: (attached)

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

Kris Murphy, Library Director

JUNE 2025 (FY25) OPERATING FUND FINANCIAL REPORT

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

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY $MARKET	5,000.00	174.90	4,235.68	84.71	764.32
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	26,000.00	.00	20,167.00	77.57	5,833.00
006-410-4471	LOCAL GRANTS	20,000.00	.00	.00	.00	20,000.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	5,000.00	245.02	2,497.31	49.95	2,502.69
006-410-4707	DONATIONS/BLDG RENOVATION	.00	.00	.00	.00	.00
006-410-4715	REFUND	.00	.00	1,652.75	.00	1,652.75
006-410-4765	LIBRARY FINES	3,000.00	315.70	3,690.30	123.01	690.30
006-410-4799	OTHER REVENUES	5,000.00	.00	3,846.86	76.94	1,153.14
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	10,272.17	10,272.17	.00	10,272.17
006-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
006-950-4000	GENERAL PROPERTY TAXES	140,000.00	.00	140,000.00	100.00	.00
	LIBRARY OPERATING TOTAL	204,000.00	11,007.79	186,362.07	91.35	17,637.93

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

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

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

JUNE 2025 (FY25) ENDOWMENT/CAPITAL FUND REPORT

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

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

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

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

JUNE 2025 MONEY MARKET REPORT

BANK CASH REPORT 2025

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

JUNE 2025 (FY25) TREASURER'S REPORT

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

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

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

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

CHARITON FREE PUBLIC LIBRARY FY2025 BUDGET — JUNE 2025

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

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

LIBRARY INVESTMENT INFORMATION Date: 06/30/2025

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

Money Market Account *(Interest added monthly)* Midwest Heritage

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

TOTAL $230,328.25

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

(FISCAL 1/2026 TO 1/2026)

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

CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
AUGUST 2025 CLAIMS

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

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

_____, President of the Chariton Free Public Library Board of Trustees
Susan Seuferer

Chariton Public Library
Meeting Room Policy

(DRAFT REVISION 2025)
(REVISED 1/13/2022)
(Approved 1/5/2017)

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

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

No admission may be charged for programs given in the Library's meeting room.

No products, memberships or services may be advertised, solicited, or sold by any individual or group, with the following exceptions:

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

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

Reservations for use are appreciated and the only way to ensure access to the room when needed.

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

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

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

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

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

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

Chariton Free Public Library
Director Report
August 14, 2025

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

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

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

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

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

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

Kris Murphy
August 14, 2025

CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY SEPTEMBER 11, 2025
LIBRARY BOARDROOM

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

1. **Call to Order**
2. **Adoption of the Agenda**
3. **Public Forum**
4. **Consent Agenda:**
   a. **August 14, 2025 Minutes**
   b. **Correspondence -** none
   c. **Grants –** none
5. **July 2025 Financial Statements**
6. **September 2025 Claims**
7. **Unfinished Business**
   a. Strategic Planning
   b. Community-Led Programming
8. **New Business**
   a. Resolution **9112025** Fund Transfer
9. **Reports**
   Finance & Policy
   Community Relations
   Building & Grounds
   Director's Report
10. **Board Comments & Continuing Education**
11. **Agenda Items for Next Month's (October 9, 2025) Meeting**

Adjournment

Chariton Public Library Board Meeting
September 11, 2025 at 5:30pm
Please join my meeting from your computer, tablet or smartphone.
https://meet.goto.com/947761669
You can also dial in using your phone.
Access Code: 947-761-669
United States: +1 (646) 749-3122

Chariton Free Public Library
August 14, 2025

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom on August 14, 2025 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Blake, Fenton, Meyer, Muehlenthaler, Pillsbury-Allen and Sharp were present. McGee joined the meeting online at 5:48. Director Murphy was also present.

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

Public Forum: None

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

July 10, 2025 Minutes
Correspondence – none
Grants – none

The **June 2025 Financial Statements** were reviewed. Pillsbury-Allen moved their acceptance, Bisgard seconded and the motion passed unanimously.

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

Unfinished Business

Murphy will create a spreadsheet to track strategic planning responsibilities and progress. This will be available at each board meeting. There was a brief discussion of the Young Reading Garden bench options. Pillsbury-Allen is sourcing them.

The Community Relations Committee will send letters in September to potential partners in the community, including the School District, KIWANIS, Rotary, Senior Center, etc. in an effort to introduce our Community-Led Programming initiative and get feedback and generate potential participation.

New Business

A draft revision of the Meeting Room Policy was submitted by Murphy. The Finance and Policy Committee will review it at their September meeting and come back to the Board with a recommendation for the September board meeting.

Reports

Building & Grounds: Bisgard and Blake met with Wood Roofing's Matt Welker to check in on the gutter replacement and associated trim repairs. The unique nature of the trim means we are awaiting fabrication, but the guttering work will continue and the trim be addressed at a later date. Bisgard will contact Mediacom to ask them to remove the old Internet line which is damaging a piece of the trim.

Blake and Bisgard met in the southwest basement rooms with Andy Peterson to assess and discuss insulation and drywall options. Peterson will provide a ballpark estimate for the project.

Murphy reported a drainage issue with one of the HVAC vents in the first floor southwest room. She will contact Riley to look into it.

Blake replaced the missing drain cover in the southwest lawn.

Community Relations: The committee will map out a calendar for potential programming.

Finance & Policy: The committee will draft a resolution for the September board meeting to transfer the FY25 Operating Fund remainder to the Endowment Fund

Director's Report: (attached)

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

Kris Murphy, Library Director

JULY 2025 OPERATING FUND FINANCIAL REPORT

REVENUE REPORT CALENDAR 7/2025, FISCAL 1/2026 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY $MARKET & BEQUESTS	4,500.00	709.74	709.74	15.77	3,790.26
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	19,716.00	.00	.00	.00	19,716.00
006-410-4471	LOCAL GRANTS	3,300.00	.00	.00	.00	3,300.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	2,000.00	100.00	100.00	5.00	1,900.00
006-410-4707	DONATIONS/BLDG RENOVATION	.00	.00	.00	.00	.00
006-410-4715	REFUND	.00	.00	.00	.00	.00
006-410-4765	LIBRARY FINES	3,000.00	300.75	300.75	10.03	2,699.25
006-410-4799	OTHER REVENUES	3,500.00	600.00	600.00	17.14	2,900.00
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	.00	.00	.00
006-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
006-950-4000	GENERAL PROPERTY TAXES	140,000.00	.00	.00	.00	140,000.00
	LIBRARY OPERATING TOTAL	176,016.00	1,710.49	1,710.49	.97	174,305.51

BUDGET REPORT CALENDAR 7/2025, FISCAL 1/2026 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	144,000.00	9,551.26	9,551.26	6.63	134,448.74
006-410-6210	DUES & SUBSCRIPTIONS	1,500.00	1,306.32	1,306.32	87.09	193.68
006-410-6230	TRAVEL, TRAINING, & DUES	100.00	.00	.00	.00	100.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	.00	1,052.41	1,052.41	.00	1,052.41-
006-410-6371	UTILITIES	11,000.00	926.05	926.05	8.42	10,073.95
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	.00	.00	.00	.00	.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	3,000.00	339.89	339.89	11.33	2,660.11
006-410-6505	NEW EQUIPMENT	.00	319.97	319.97	.00	319.97-
006-410-6507	OPERATING SUPPLIES & MATERIALS	600.00	42.49	42.49	7.08	557.51
006-410-6508	POSTAGE	300.00	4.40	4.40	1.47	295.60
006-410-6522	PRINTED MATERIALS	5,000.00	549.58	549.58	10.99	4,450.42
006-410-6523	AUDIO/VISUAL MATERIALS	1,000.00	154.30	154.30	15.43	845.70
006-410-6525	SOFTWARE & TECH SUPPORT	8,500.00	878.92	878.92	10.34	7,621.08
006-410-6526	JANITOR SUPPLIES	500.00	.00	.00	.00	500.00
	LIBRARY OPERATING TOTAL	176,000.00	15,125.59	15,125.59	8.59	160,874.41

BUDGET REPORT CALENDAR 7/2025, FISCAL 1/2026 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
010-410-6408	LIABILITY & PROP INS LEVY TOTA	13,000.00	.00	.00	.00	13,000.00
	EMPLOYEE BENEFITS TOTAL	33,422.00	2,241.98	2,241.98	6.71	31,180.02
	TOTAL EXPENSES	46,422.00	2,241.98	2,241.98	4.83	44,180.02

JULY 2025 ENDOWMENT/CAPITAL FUND REPORT

REVENUE REPORT CALENDAR 7/2025, FISCAL 1/2026 8.3%

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	20,000.00	.00	.00	.00	20,000.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	.00	.00	.00	20,000.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
167-910-4830	TRANSFER IN - LIBRARY ENDOW	.00	.00	.00	.00	.00
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
	LIBRARY ENDOWMENT TOTAL	40,000.00	.00	.00	.00	40,000.00

BUDGET REPORT CALENDAR 7/2025, FISCAL 1/2026 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
167-410-6751	CONSTRUCTION PROJECTS	75,000.00	.00	.00	.00	75,000.00
167-910-6910	TRANSFER OUT - LIBRARY ENDOWME	.00	.00	.00	.00	.00
	LIBRARY ENDOWMENT TOTAL	75,000.00	.00	.00	.00	75,000.00

JUNE 2025 MONEY MARKET REPORT

BANK CASH REPORT 2025

FUND	GL	BANK NAME NAME	JUNE CASH BALANCE	JULY RECEIPTS	JULY DISBURSMENTS	JULY CASH BALANCE	OUTSTANDING TRANSACTIONS	JUL BANK BALANCE
BANK	MIDWEST HERITAGE LIB MM	BK#4	154,938.24	180.94	0.00	155,119.18	0.00	155,119.18
006	LIBRARY MM ACCOUNT							

JULY 2025 TREASURER'S REPORT

BUDGET REPORT CALENDAR 7/2025, FISCAL 1/2026 8.3%

ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
LIBRARY TOTAL	297,422.00	17,367.57	17,367.57	5.84	280,054.43

TREASURER'S REPORT CALENDAR 7/2025, FISCAL 1/2026

	ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006	LIBRARY OPERATING	6,637.34	1,710.49	15,125.59	.00	6,777.76 -
167	LIBRARY ENDOWMENT	319,444.64	.00	.00	.00	319,444.64

FINANCIAL REPORT FOR JULY 2025

City Clerk's hand-entered report

Fund	6/30/2025	Receipts	Disbursements	Net Transfers	Ending Balance	Investments	Available Cash
006 LIBRARY OPERATING	$ 6,637.34	$ 1,710.49	$ 15,125.59	$ -	$ (6,777.76)	$ 154,938.24	$ (161,716.00)
167 LIBRARY ENDOWMENT	$ 319,444.64	$ -	$ -	$ -	$ 319,444.64	$ 75,390.01	$ 244,054.63

CHARITON FREE PUBLIC LIBRARY FY2026 BUDGET

JULY 2025

OPERATING BUDGET REVENUES & EXPENDITURES		BUDGETED	07/2025	BALANCE
BEGINNING BALANCE 7/1/2025 (Cash on hand $135.00)	**(FY25 Carry Over $6,637.34)**			**$135.00**
006-410-4300	INTEREST **MONEY MARKET & BEQUESTS**	$4,500.00	$709.74	$709.74
006-410-4470	RURAL FEES (Salaries & Utilities)	$19,716.00	$0.00	$0.00
006-410-4471	GRANTS	$3,300.00	$0.00	$0.00
006-410-4550	MISCELLANEOUS	$0.00	$0.00	$0.00
006-410-4705	DONATIONS	$2,000.00	$100.00	$100.00
006-410-4715	REFUND	$0.00	$0.00	$0.00
006-410-4765	LIBRARY INCOME	$3,000.00	$300.75	$300.75
006-410-4799	OTHER STATE LIBRARY ENRICH IOWA PAYMENT	$3,500.00	$600.00	$600.00
006-**910**-4830	TRANSFER INTO LIBRARY OPERATING FUND	$0.00	$0.00	$0.00
006-**950**-4000	CITY PROPERTY TAXES (Salaries)	$140,000.00	$0.00	$0.00
		$176,016.00	**$1,710.49**	**$1,845.49**
006-410-6010	GROSS SALARIES	$144,000.00	($9,551.26)	($9,551.26)
006-410-6210	SUBSCRIPTIONS/LICENSES	$1,500.00	($1,306.32)	($1,306.32)
006-410-6230	TRAVEL/TRAINING/DUES	$100.00	$0.00	$0.00
006-410-6310	BUILDING & GROUNDS (budgeted $0 - Use Cap Pro instead?)	$0.00	($1,052.41)	($1,052.41)
006-410-6371	UTILIITIES	$11,000.00	($926.05)	($926.05)
006-410-6402	ADVERTISING/PUBLICATIONS	$0.00	$0.00	$0.00
006-410- 6405	AUDITOR RECORDING FEES	$500.00	$0.00	$0.00
006-410-6411	LEGAL EXPENSES	$0.00	$0.00	$0.00
006-410-6497	MISC. EXPENSES	$0.00	$0.00	$0.00
006-410-6498	PROGRAMMING	$3,000.00	($339.89)	($339.89)
006-410-6505	NEW FURNITURE/EQUIP (budgeted $0, Shop Vac & Desks)	$0.00	($319.97)	($319.97)
006-410-6507	OPERATING SUPPLIES	$600.00	($42.49)	($42.49)
006-410-6508	POSTAGE	$300.00	($4.40)	($4.40)
006-410-6522	PRINTED MATERIALS	$5,000.00	($549.58)	($549.58)
006-410-6523	AUDIO-VISUAL MATERIALS	$1,000.00	($154.30)	($154.30)
006-410-6525	SOFTWARE & TECH SUPPT	$8,500.00	($878.92)	($878.92)
006-410-6526	JANITOR SUPPLIES	$500.00	$0.00	$0.00
		$176,000.00	**($15,125.59)**	**($15,125.59)**
(Cash on hand: Petty Cash $60, Income Cash Drawers $75)			**BALANCE**	**($13,280.10)**

ENDOWMENT/CAPITAL BUDGET REVENUES & EXPENDITURES		BUDGETED	07/2025	BALANCE
BEGINNING BALANCE 7/1/2025				$319,444.64
167-410-4300	INTEREST - LIBRARY ENDOWMENT	$0.00	$0.00	$0.00
167-410-4471	GRANTS - LIBRARY CAPITAL PROJECTS	$20,000.00	$0.00	$0.00
167-410-4705	DONATIONS - LIBRARY ENDOWMENT	$0.00	$0.00	$0.00
167-410-4707	DONATIONS - LIBRARY CAPITAL PROJECTS	$20,000.00	$0.00	$0.00
167-410-4799	OTHER REVENUES - CAPITAL PROJECTS	$0.00	$0.00	$0.00
167-410-6751	CAPITAL PROJECT CONSTRUCTION	$75,000.00	$0.00	$0.00
RESTRICTED	Restricted Memorial Bequests for Collection Purchases			($75,390.01)
			BALANCE	**$244,054.63**

CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
SEPTEMBER 2025 CLAIMS

OPERATING FUND CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems	Copier Contract	006-410-6525	5321	$176.08
Alliant Energy		006-410-6371	131	$881.45
Amazon Capital Services	Programming	006-410-6498	5265	$102.59
	Operating Supplies	006-410-6507		$26.36
	Printed Materials	006-410-6522		$323.09
	AV Materials	006-410-6523		$68.46
	Custodial	006-410-6526		$261.08
Baker & Taylor	Printed Materials	006-410-6522	34	$218.21
Cash	Faucet Key	006-410-6310	68	$8.43
	Batteries	006-410-6507		$35.29
	Postage	006-410-6508		$17.30
Chariton Water Department		006-410-6371	80	$28.75
City of Chariton	Workers Comp	112-410-6160	67	$994.08
Elite Pest Control		006-410-6310	1079	$110.00
Kone	Elevator Maint	006-410-6310	160	$406.02
Mainstay Systems Inc.		006-410-6525	5351	$657.00
Science Heroes (SRP 6/5/26)		006-410-6498	5451	$400.00
Windstream		006-410-6371	858	$303.90
TOTAL OPERATING FUND CLAIMS PAID SEPTEMBER 2025				

CAPITAL PROJECT CLAIMS		BUDGET LINE	V#	PAYMENT
Riley Heating & Cooling	HVAC	167-410-6751	1965	$157.00
TOTAL CAPITAL FUND CLAIMS PAID SEPTEMBER 2025				**$157.00**

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

_____, Vice President of the Chariton Free Public Library Board of Trustees
Denny Bisgard

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

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

Chariton Public Library Board Meeting
October 9, 2025 at 5:30pm
Please join my meeting from your computer, tablet or smartphone.
https://meet.goto.com/947761669
You can also dial in using your phone.
Access Code: 947-761-669
United States: +1 (646) 749-3122

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

Adjournment

Chariton Free Public Library
September 11, 2025

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

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

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

Public Forum: None

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

August 14, 2025 Minutes

Correspondence –

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

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

Grants – none

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

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

Unfinished Business

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

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

New Business

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

Reports

Building & Grounds:

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

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

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

Director's Report: (attached)

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

Kris Murphy, Library Director

AUGUST 2025 OPERATING FUND FINANCIAL REPORT

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

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

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

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

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

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

AUGUST 2025 ENDOWMENT/CAPITAL FUND REPORT

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

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

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

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
167-410-6751	CONSTRUCTION PROJECTS	75,000.00	.00	.00	.00	75,000.00
167-910-6910	TRANSFER OUT - LIBRARY ENDOWME	.00	.00	.00	.00	.00
	LIBRARY ENDOWMENT TOTAL	75,000.00	.00	.00	.00	75,000.00

AUGUST 2025 MONEY MARKET REPORT

BANK CASH REPORT 2025

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

AUGUST 2025 TREASURER'S REPORT

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

ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
LIBRARY TOTAL	297,422.00	17,437.96	34,805.53	11.70	262,616.47

TREASURER'S REPORT CALENDAR 8/2025, FISCAL 2/2026

ACCOUNT TITLE		LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006	LIBRARY OPERATING	6,777.76-	845.29	15,174.34	.00	21,106.81-
167	LIBRARY ENDOWMENT	319,444.64	12,500.00	.00	.00	331,944.64

CHARITON FREE PUBLIC LIBRARY FY2026 BUDGET

AUGUST 2025

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

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

CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
OCTOBER 2025 CLAIMS

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

CAPITAL PROJECT CLAIMS		BUDGET LINE	V#	PAYMENT
Wood Roofing	North Roof	167-410-6751		$43,361.63
TOTAL CAPITAL FUND CLAIMS PAID OCTOBER 2025				**$43,361.63**

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

Susan Muehlenthaler

Chariton Free Public Library
Director Report October 9, 2025

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

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

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

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

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

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

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

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

Kris Murphy
October 9, 2025

CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY NOVEMBER 13, 2025
LIBRARY BOARDROOM

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

Chariton Public Library Board Meeting
November 13, 2025 at 5:30pm
Please join our meeting from your computer, tablet or smartphone.
https://meet.google.com/cth-ebfp-rrb

1. **Call to Order**
2. **Adoption of the Agenda**
3. **Public Forum**
4. **Consent Agenda:**
   a. **October 9, 2025 Minutes**
   b. **Correspondence -** none
   c. **Grants** – none
5. **September 2025 Financial Statements**
6. **November 2025 Claims**
7. **Unfinished Business**
   a. Consideration of approval for the repair of walls in the SW Basement Room
   b. Meeting Room Policy
   c. Strategic Planning
   d. Community-Led Programming
8. **New Business**
   a. Circulation Policy: Library Card Registration for Students (form sent home, no ID required)
   b. Foundation Funding Inquiry
9. **Reports**
   Finance & Policy
   Community Relations
   Building & Grounds
   Director's Report
10. **Board Comments & Continuing Education**
11. **Agenda Items for Next Month's (December 11, 2025) Meeting**

Adjournment

Chariton Free Public Library
October 9, 2025

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom on October 9, 2025 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Blake, Fenton, Fredericks, Meyer, Muehlenthaler(online) and Sharp were present. Director Murphy was also present.

The Agenda was unanimously adopted on a motion from Fenton, seconded by Blake.

Public Forum: None

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

September 11, 2025 Minutes
Correspondence – none
Grants – none

The **August 2025 Financial Statements** were reviewed. Fenton moved the statements be accepted and placed on file, Blake seconded and the motion passed unanimously.

The **October 2025 Claims** were unanimously approved on a motion from Blake, seconded by Fredericks.

Unfinished Business

The Roof Project Report from Wood Roofing and Sheetmetal was reviewed. Payment was approved with the claims.

The Strategic Plan was discussed. No action taken.

The Community Relations Committee will have two members at the staff inservice October 13th to discuss how Community Led Programming will work. It will also be determined if revisions to the Meeting Room policy will impact programming options.

New Business

The Building and Grounds Committee is collecting more estimates for the refurbishment of the southwest basement room. Reallocation of basement rooms is still being assessed.

Murphy submitted the Annual State Survey Report for review.

Library Staff have requested Library t-shirts to be worn at off-site Library programs and other community events the Library participates in. Fenton suggested that Friends of the Library would be interested in paying for the shirts. Sharp suggested that Library Staff should also see if the City would provide them with City of Chariton shirts. The Staff will select a design for the Library t-shirts and apply for funding from the Friends group.

Reports

Building & Grounds: See above.

Community Relations: See above.

Finance & Policy:
The annual fundraiser letter is ready for mailing. Muehlenthaler will secure mailing materials and volunteer assistance. Due to questions about what is legally allowed in the public forum of each Board meeting, the committee discussed the need for a Board Meeting Policy. Murphy has drafted a policy to be discussed at the next committee meeting. The City Clerk confirmed the City Council's approval of Library Resolution 9112025, and the transfer will be reflected in the September 2025 financial statements.

Director's Report: (attached)

Adjournment: The meeting was adjourned at 6:24 p.m. on a motion from Fenton, seconded by Fredericks.

Kris Murphy, Library Director

SEPTEMBER 2025 OPERATING FUND FINANCIAL REPORT

REVENUE REPORT CALENDAR 9/2025, FISCAL 3/2026 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY $MARKET & BEQUESTS	4,500.00	516.48	1,407.37	31.27	3,092.63
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	19,716.00	.00	.00	.00	19,716.00
006-410-4471	LOCAL GRANTS	3,300.00	.00	.00	.00	3,300.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	2,000.00	38.80	449.69	22.48	1,550.31
006-410-4707	DONATIONS/BLDG RENOVATION	.00	.00	.00	.00	.00
006-410-4715	REFUND	.00	.00	.00	.00	.00
006-410-4765	LIBRARY FINES	3,000.00	259.25	913.25	30.44	2,086.75
006-410-4799	OTHER REVENUES	3,500.00	.00	600.00	17.14	2,900.00
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	.00	.00	.00
006-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
006-950-4000	GENERAL PROPERTY TAXES	140,000.00	.00	.00	.00	140,000.00
	LIBRARY OPERATING TOTAL	176,016.00	814.53	3,370.31	1.91	172,645.69

BUDGET REPORT CALENDAR 9/2025, FISCAL 3/2026 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	144,000.00	9,851.80	29,080.79	20.19	114,919.21
006-410-6210	DUES & SUBSCRIPTIONS	1,500.00	.00	1,306.32	87.09	193.68
006-410-6230	TRAVEL, TRAINING, & DUES	100.00	.00	.00	.00	100.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	.00	524.45	2,155.47	.00	2,155.47-
006-410-6371	UTILITIES	11,000.00	1,214.10	3,464.45	31.50	7,535.55
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	.00	.00	.00	.00	.00
006-410-6405	RECORDING FEES	500.00	.00	1,042.00	208.40	542.00-
006-410-6408	INSURANCE	.00	.00	.00	.00	.00
006-410-6411	LEGAL EXPENSES	.00	.00	.00	.00	.00
006-410-6497	MISC EXPENSE	.00	.00	.00	.00	.00
006-410-6498	PROGRAMMING	3,000.00	502.59	1,228.28	40.94	1,771.72
006-410-6505	NEW EQUIPMENT	.00	.00	342.87	.00	342.87-
006-410-6507	OPERATING SUPPLIES & MATERIALS	600.00	61.65	130.12	21.69	469.88
006-410-6508	POSTAGE	300.00	17.30	37.30	12.43	262.70
006-410-6522	PRINTED MATERIALS	5,000.00	541.30	1,707.14	34.14	3,292.86
006-410-6523	AUDIO/VISUAL MATERIALS	1,000.00	68.46	475.12	47.51	524.88
006-410-6525	SOFTWARE & TECH SUPPORT	8,500.00	833.08	2,944.80	34.64	5,555.20
006-410-6526	JANITOR SUPPLIES	500.00	261.08	261.08	52.22	238.92
006-410-6751	CONSTRUCTION PROJECTS	.00	.00	.00	.00	.00
	LIBRARY OPERATING TOTAL	176,000.00	13,875.81	44,175.74	25.10	131,824.26

BUDGET REPORT CALENDAR 9/2025, FISCAL 3/2026 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
010-410-6408	LIABILITY & PROP INS LEVY	13,000.00	.00	.00	.00	13,000.00
112-410-	EMPLOYEE BENEFITS TOTAL	33,422.00	3,287.43	7,793.03	23.32	25,628.97
	TOTAL EXPENSES	46,422.00	3,287.43	7,793.03	16.79	38,628.97

SEPTEMBER 2025 ENDOWMENT/CAPITAL FUND REPORT

REVENUE REPORT CALENDAR 9/2025, FISCAL 3/2026 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
167-410-4300	INTEREST - LIBRARY ENDOWMENT	.00	.00	.00	.00	.00
167-410-4471	LOCAL GRANTS	20,000.00	.00	10,000.00	50.00	10,000.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	.00	2,500.00	12.50	17,500.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
167-910-4830	TRANSFER IN - LIBRARY ENDOW	.00	6,502.34-	6,502.34-	.00	6,502.34
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
	LIBRARY ENDOWMENT TOTAL	40,000.00	6,502.34	19,002.34	47.51	20,997.66

BUDGET REPORT CALENDAR 9/2025, FISCAL 3/2026 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
167-410-6751	CONSTRUCTION PROJECTS	75,000.00	157.00	157.00	.21	74,843.00
167-910-6910	TRANSFER OUT - LIBRARY ENDOWME	.00	.00	.00	.00	.00
	LIBRARY ENDOWMENT TOTAL	75,000.00	157.00	157.00	.21	74,843.00

SEPTEMBER 2025 MONEY MARKET REPORT

BANK CASH REPORT 2025

FUND	BANK GL	NAME	AUGUST CASH BALANCE	SEPTEMBER RECEIPTS	SEPTEMBER DISBURSMENTS	SEPTEMBER CASH BALANCE	OUTSTANDING TRANSACTIONS	SEP BANK BALANCE
BANK	MIDWEST HERITAGE LIB MM BK#4		155,300.33	175.51	0.00	155,475.84	0.00	155,475.84
006	LIBRARY MM ACCOUNT							

SEPTEMBER 2025 TREASURER'S REPORT

BUDGET REPORT CALENDAR 9/2025, FISCAL 3/2026 25.0%

ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
LIBRARY TOTAL	297,422.00	17,320.24	52,125.77	17.53	245,296.23

TREASURER'S REPORT CALENDAR 9/2025, FISCAL 3/2026

	ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
006	LIBRARY OPERATING	21,106.81-	814.53	20,378.15	.00	40,670.43-
167	LIBRARY ENDOWMENT	331,944.64	6,502.34	157.00	.00	338,289.98

CHARITON FREE PUBLIC LIBRARY FY2026 BUDGET — SEPTEMBER 2025

OPERATING BUDGET REVENUES & EXPENDITURES		BUDGETED	09/2025	BALANCE
BEGINNING BALANCE 7/1/2025 (Cash on hand $135.00)				**$135.00**
006-410-4300	INTEREST **MONEY MARKET & BEQUESTS**	$4,500.00	$516.48	$1,407.37
006-410-4470	RURAL FEES (Salaries & Utilities)	$19,716.00	$0.00	$0.00
006-410-4471	GRANTS	$3,300.00	$0.00	$0.00
006-410-4550	MISCELLANEOUS	$0.00	$0.00	$0.00
006-410-4705	DONATIONS	$2,000.00	$38.80	$449.69
006-410-4715	REFUND	$0.00	$0.00	$0.00
006-410-4765	LIBRARY INCOME	$3,000.00	$259.25	$913.25
006-410-4799	OTHER STATE LIBRARY ENRICH IOWA PAYMENT	$3,500.00	$0.00	$600.00
006-**910**-4830	TRANSFER INTO LIBRARY OPERATING FUND	$0.00	$0.00	$0.00
006-**950**-4000	CITY PROPERTY TAXES (Salaries)	$140,000.00	$0.00	$0.00
	TOTAL INCOME	**$176,016.00**	**$814.53**	**$3,370.31**
006-410-6010	GROSS SALARIES	$144,000.00	($9,851.80)	($29,080.79)
006-410-6210	SUBSCRIPTIONS/LICENSES	$1,500.00	$0.00	($1,306.32)
006-410-6230	TRAVEL/TRAINING/DUES	$100.00	$0.00	$0.00
006-410-6310	BUILDING & GROUNDS (budgeted $0)	$0.00	($524.45)	($2,155.47)
006-410-6371	UTILIITIES	$11,000.00	($1,214.10)	($3,464.45)
006-410-6402	ADVERTISING/PUBLICATIONS	$0.00	$0.00	$0.00
006-410- 6405	AUDITOR RECORDING FEES	$500.00	$0.00	($1,042.00)
006-410-6411	LEGAL EXPENSES	$0.00	$0.00	$0.00
006-410-6497	MISC. EXPENSES	$0.00	$0.00	$0.00
006-410-6498	PROGRAMMING	$3,000.00	($502.59)	($1,228.28)
006-410-6505	NEW FURNITURE/EQUIP (budgeted $0)	$0.00	$0.00	($342.87)
006-410-6507	OPERATING SUPPLIES	$600.00	($61.65)	($130.12)
006-410-6508	POSTAGE	$300.00	($17.30)	($37.30)
006-410-6522	PRINTED MATERIALS	$5,000.00	($541.30)	($1,707.14)
006-410-6523	AUDIO-VISUAL MATERIALS	$1,000.00	($68.46)	($475.12)
006-410-6525	SOFTWARE & TECH SUPPT	$8,500.00	($833.08)	($2,944.80)
006-410-6526	JANITOR SUPPLIES	$500.00	($261.08)	($261.08)
	TOTAL EXPENDITURES	**$176,000.00**	**($13,875.81)**	**($44,175.74)**
(Cash on hand: Petty Cash $60, Income Cash Drawers $75)			**BALANCE**	**($40,670.43)**

ENDOWMENT/CAPITAL BUDGET REVENUES & EXPENDITURES		BUDGETED	09/2025	BALANCE
BEGINNING BALANCE 7/1/2025				**$319,444.64**
167-410-4300	INTEREST - LIBRARY ENDOWMENT INCOME	$0.00	$0.00	$0.00
167-410-4471	GRANTS - LIBRARY CAPITAL PROJECTS INCOME	$20,000.00	$0.00	$10,000.00
167-410-4705	DONATIONS - LIBRARY ENDOWMENT INCOME	$0.00	$0.00	$0.00
167-410-4707	DONATIONS - LIBRARY CAPITAL PROJECTS INCOME	$20,000.00	$0.00	$2,500.00
167-410-4799	OTHER REVENUES - CAPITAL PROJECTS INCOME	$0.00	$0.00	$0.00
167-910-4830	TRANSFER IN - LIBRARY ENDOWMENT INCOME	$0.00	$6,502.34	$6,502.34
	TOTAL CAPITAL INCOME	**$40,000.00**	**$6,502.34**	**$19,002.34**
167-410-6751	CAPITAL PROJECT EXPENDITURES (HVAC Bill 9/25)	$75,000.00	($157.00)	($157.00)
				$338,289.98
RESTRICTED	Restricted Memorial Bequests for Collection Purchases			($75,390.01)
			CAPITAL FUND BALANCE	**$262,899.97**

CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
NOVEMBER 2025 CLAIMS

OPERATING FUND CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems	Copier Contract	006-410-6525	5321	$258.69
Alliant Energy	Monthly Electric	006-410-6371	131	$672.37
Amazon Capital Services	Printed Materials	006-410-6522	5265	$260.50
	Custodial	006-410-6526		$39.98
Cash	Programming	006-410-6498	68	$18.75
	Postage	006-410-6508		$24.81
	Custodial	006-410-6526		$5.95
Chariton Water Department	Monthly Water	006-410-6371	80	$25.72
Ingram	Printed Materials	006-410-6522		$667.82
Mainstay Systems Inc.	Firewall	006-410-6525	5351	$1,100.00
Tri-County Fire Equipment	Annual Ext. Check	006-410-6310	2003	$204.00
Windstream	Monthly Phone/Int	006-410-6371	858	$296.03
TOTAL OPERATING FUND CLAIMS PAID NOVEMBER 2025				**$3,574.62**

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

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

CHARITON FREE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY DECEMBER 11, 2025
LIBRARY BOARDROOM

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

Chariton Public Library Board Meeting
December 11, 2025 at 5:30pm
Please join our meeting from your computer, tablet or smartphone.
https://meet.google.com/cth-ebfp-rrb

1. **Call to Order**
2. **Adoption of the Agenda**
3. **Public Forum**
4. **Consent Agenda:**
   a. **November 13, 2025 Minutes**
   b. **Correspondence -** none
   c. **Grants –** none
5. **October 2025 Financial Statements**
6. **December 2025 Claims**
7. **Unfinished Business**
   a. Strategic Planning
   b. Community-Led Programming
   c. Foundation Funding Inquiry
8. **New Business** - none
9. **Reports**
   Finance & Policy Committee
   Community Relations Committee
   Building & Grounds Committee
   Library Director
10. **Board Comments & Continuing Education**
11. **Agenda Items for Next Month's (January 8, 2026) Meeting**

Adjournment

Chariton Free Public Library
November 13, 2025

The Chariton Free Public Library Board held its regular monthly meeting in the boardroom on November 13, 2025 pursuant to notice given under the Iowa Open Meetings law. The meeting was called to order at 5:30 p.m.

Trustees Bisgard, Blake, Fenton, Fredericks, Meyer, Muehlenthaler(online) Pillsbury-Allen, and Sharp were present. Director Murphy was also present.

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

Public Forum: None

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

October 9, 2025 Minutes
Correspondence – none
Grants – none

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

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

Unfinished Business

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

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

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

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

New Business

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

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

Reports

Building & Grounds: See above.

Community Relations: See above.

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

Director's Report: (attached)

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

Kris Murphy, Library Director

OCTOBER 2025 OPERATING FUND FINANCIAL REPORT

REVENUE REPORT CALENDAR 10/2025, FISCAL 4/2026 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
006-410-4300	INTEREST - LIBRARY $MARKET & BEQUESTS	4,500.00	716.19	2,123.56	47.19	2,376.44
006-410-4440	STATE GRANT	.00	.00	.00	.00	.00
006-410-4470	LIBRARY RURAL FEES	19,716.00	.00	.00	.00	19,716.00
006-410-4471	LOCAL GRANTS	3,300.00	.00	.00	.00	3,300.00
006-410-4550	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00
006-410-4705	DONATIONS	2,000.00	302.10	751.79	37.59	1,248.21
006-410-4707	DONATIONS/BLDG RENOVATION	.00	.00	.00	.00	.00
006-410-4715	REFUND	.00	.00	.00	.00	.00
006-410-4765	LIBRARY FINES	3,000.00	398.35	1,311.60	43.72	1,688.40
006-410-4799	OTHER REVENUES	3,500.00	2,084.42	2,684.42	76.70	815.58
006-910-4830	TRANSFER IN - LIBRARY OPERATIN	.00	.00	.00	.00	.00
006-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
006-950-4000	GENERAL PROPERTY TAXES	140,000.00	70,000.00	70,000.00	50.00	70,000.00
	LIBRARY OPERATING TOTAL	176,016.00	73,501.06	76,871.37	43.67	99,144.63

BUDGET REPORT CALENDAR 10/2025, FISCAL 4/2026 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
006-410-6010	SALARIES	144,000.00	15,732.57	44,813.36	31.12	99,186.64
006-410-6210	DUES & SUBSCRIPTIONS	1,500.00	.00	1,306.32	87.09	193.68
006-410-6230	TRAVEL, TRAINING, & DUES	100.00	.00	.00	.00	100.00
006-410-6310	BUILDING & GROUNDS MAINTENANCE	.00	4.27	2,159.74	.00	2,159.74-
006-410-6371	UTILITIES	11,000.00	1,265.32	4,729.77	43.00	6,270.23
006-410-6402	ADVERTISING & LEGAL PUBLICATIO	.00	.00	.00	.00	.00
006-410-6405	RECORDING FEES	500.00	.00	1,042.00	208.40	542.00-
006-410-6411	LEGAL EXPENSES	.00	.00	.00	.00	.00
006-410-6497	MISC EXPENSE	.00	.00	.00	.00	.00
006-410-6498	PROGRAMMING	3,000.00	19.99	1,248.27	41.61	1,751.73
006-410-6505	NEW EQUIPMENT	.00	.00	342.87	.00	342.87-
006-410-6507	OPERATING SUPPLIES & MATERIALS	600.00	.00	130.12	21.69	469.88
006-410-6508	POSTAGE	300.00	4.25	41.55	13.85	258.45
006-410-6522	PRINTED MATERIALS	5,000.00	193.52	1,900.66	38.01	3,099.34
006-410-6523	AUDIO/VISUAL MATERIALS	1,000.00	58.90	534.02	53.40	465.98
006-410-6525	SOFTWARE & TECH SUPPORT	8,500.00	714.00	3,658.80	43.04	4,841.20
006-410-6526	JANITOR SUPPLIES	500.00	.00	261.08	52.22	238.92
	LIBRARY TOTAL	176,000.00	17,992.82	62,168.56	35.32	113,831.44

BUDGET REPORT CALENDAR 10/2025, FISCAL 4/2026 33.3%

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

OCTOBER 2025 ENDOWMENT/CAPITAL FUND REPORT

REVENUE REPORT CALENDAR 10/2025, FISCAL 4/2026 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
167-410-4300	INTEREST - LIBRARY ENDOWMENT	.00	.00	.00	.00	.00
167-410-4471	LOCAL GRANTS	20,000.00	.00	10,000.00	50.00	10,000.00
167-410-4705	DONATIONS	.00	.00	.00	.00	.00
167-410-4707	DONATIONS/BLDG RENOVATION	20,000.00	.00	2,500.00	12.50	17,500.00
167-410-4799	OTHER REVENUES	.00	.00	.00	.00	.00
167-910-4830	TRANSFER IN - LIBRARY ENDOW	.00	.00	6,502.34-	.00	6,502.34
167-910-4832	INTERFUND LOAN PAYMENT	.00	.00	.00	.00	.00
	LIBRARY ENDOWMENT TOTAL	40,000.00	.00	19,002.34	47.51	20,997.66

BUDGET REPORT CALENDAR 10/2025, FISCAL 4/2026 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
167-410-6751	CONSTRUCTION PROJECTS	75,000.00	43,361.63	43,518.63	58.02	31,481.37
167-910-6910	TRANSFER OUT - LIBRARY ENDOWME	.00	.00	.00	.00	.00
	LIBRARY ENDOWMENT TOTAL	75,000.00	43,361.63	43,518.63	58.02	31,481.37

OCTOBER 2025 MONEY MARKET REPORT

BANK CASH REPORT 2025

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

OCTOBER 2025 TREASURER'S REPORT

BUDGET REPORT CALENDAR 10/2025, FISCAL 4/2026 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	LIBRARY TOTAL	297,422.00	64,652.81	116,778.58	39.26	180,643.42

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

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

CHARITON FREE PUBLIC LIBRARY FY2026 BUDGET — OCTOBER 2025

OPERATING BUDGET REVENUES & EXPENDITURES		BUDGETED	10/2025	BALANCE
BEGINNING BALANCE 7/1/2025 (Cash on hand $135.00)				**$135.00**
006-410-4300	INTEREST **MONEY MARKET & BEQUESTS**	$4,500.00	$716.19	$2,123.56
006-410-4470	RURAL FEES (Salaries & Utilities)	$19,716.00	$0.00	$0.00
006-410-4471	GRANTS	$3,300.00	$0.00	$0.00
006-410-4550	MISCELLANEOUS	$0.00	$0.00	$0.00
006-410-4705	DONATIONS	$2,000.00	$302.10	$751.79
006-410-4715	REFUND	$0.00	$0.00	$0.00
006-410-4765	LIBRARY INCOME	$3,000.00	$398.35	$1,311.60
006-410-4799	OTHER STATE LIBRARY ENRICH IOWA PAYMENT	$3,500.00	$2,084.42	$2,684.42
006-**910**-4830	TRANSFER INTO LIBRARY OPERATING FUND	$0.00	$0.00	$0.00
006-**950**-4000	CITY PROPERTY TAXES (Salaries)	$140,000.00	$70,000.00	$70,000.00
	TOTAL INCOME	**$176,016.00**	**$73,501.06**	**$ 76,871.37**
006-410-6010	GROSS SALARIES	$144,000.00	($15,732.57)	($44,813.36)
006-410-6210	SUBSCRIPTIONS/LICENSES	$1,500.00	$0.00	($1,306.32)
006-410-6230	TRAVEL/TRAINING/DUES	$100.00	$0.00	$0.00
006-410-6310	BUILDING & GROUNDS (budgeted $0)	$0.00	($4.27)	($2,159.74)
006-410-6371	UTILIITIES	$11,000.00	($1,265.32)	($4,729.77)
006-410-6402	ADVERTISING/PUBLICATIONS	$0.00	$0.00	$0.00
006-410- 6405	AUDITOR RECORDING FEES	$500.00	$0.00	($1,042.00)
006-410-6411	LEGAL EXPENSES	$0.00	$0.00	$0.00
006-410-6497	MISC. EXPENSES	$0.00	$0.00	$0.00
006-410-6498	PROGRAMMING	$3,000.00	($19.99)	($1,248.27)
006-410-6505	NEW FURNITURE/EQUIP (budgeted $0)	$0.00	$0.00	($342.87)
006-410-6507	OPERATING SUPPLIES	$600.00	$0.00	($130.12)
006-410-6508	POSTAGE	$300.00	($4.25)	($41.55)
006-410-6522	PRINTED MATERIALS	$5,000.00	($193.52)	($1,900.66)
006-410-6523	AUDIO-VISUAL MATERIALS	$1,000.00	($58.90)	($534.02)
006-410-6525	SOFTWARE & TECH SUPPT	$8,500.00	($714.00)	($3,658.80)
006-410-6526	JANITOR SUPPLIES	$500.00	$0.00	($261.08)
	TOTAL EXPENDITURES	**$176,000.00**	**($17,992.82)**	**($62,168.56)**
(Cash on hand: Petty Cash $60, Income Cash Drawers $75)			**BALANCE**	**$14,837.81**

ENDOWMENT/CAPITAL BUDGET REVENUES & EXPENDITURES		BUDGETED	10/2025	BALANCE
BEGINNING BALANCE 7/1/2025				**$319,444.64**
167-410-4300	INTEREST - LIBRARY ENDOWMENT INCOME	$0.00	$0.00	$0.00
167-410-4471	GRANTS - LIBRARY CAPITAL PROJECTS INCOME	$20,000.00	$0.00	$10,000.00
167-410-4705	DONATIONS - LIBRARY ENDOWMENT INCOME	$0.00	$0.00	$0.00
167-410-4707	DONATIONS - LIBRARY CAPITAL PROJECTS INCOME	$20,000.00	$0.00	$2,500.00
167-410-4799	OTHER REVENUES - CAPITAL PROJECTS INCOME	$0.00	$0.00	$0.00
167-910-4830	TRANSFER IN - LIBRARY ENDOWMENT INCOME	$0.00	$0.00	$6,502.34
	TOTAL CAPITAL INCOME	**$40,000.00**	**$0.00**	**$19,002.34**
167-410-6751	CAPITAL PROJECT EXPENDITURES WOOD ROOFING	$75,000.00	($43,361.63)	($43,518.63)
				$294,928.35
RESTRICTED	Restricted Memorial Bequests for Collection Purchases			($75,390.01)
			CAPITAL FUND BALANCE	**$219,538.34**

CHARITON FREE PUBLIC LIBRARY
CHARITON, IOWA
DECEMBER 2025 CLAIMS

OPERATING FUND CLAIMS		BUDGET LINE	V#	PAYMENT
Access Systems	Copier Contract	006-410-6525	5321	$176.08
Advantage Archives	NP 7/23-6/24	006-410-6210	1995	$320.00
Alliant Energy	Monthly Electric	006-410-6371	131	$689.05
Amazon Capital Services	Programming	006-410-6498	5265	$35.00
	Equipment	006-410-6505		$257.92
	Printed Materials	006-410-6522		$79.07
	AV Materials	006-410-6523		$59.71
Chariton Library Petty Cash	Postage	006-410-6508	68	$4.96
	Custodial	006-410-6526		$4.82
Chariton Water Department	Monthly Water	006-410-6371	80	$29.72
Elite Pest Control	Quarterly	006-410-6310	1079	$110.00
Follett Software (Automation)		006-410-6525	1228	$936.70
Ingram	Printed Materials	006-410-6522	5599	$290.48
Kone	Elevator Contract	006-410-6310	160	$406.02
Kone	Elevator REPAIR	006-410-6310	160	$203.26
Windstream	Monthly Phone/Int	006-410-6371	858	$288.16
TOTAL OPERATING FUND CLAIMS PAID DECEMBER 2025				**$3,890.95**

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

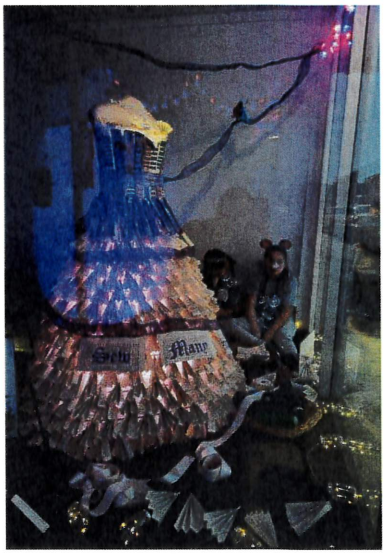
I hereby empower the treasurer of the City of Chariton, Iowa to pay the above amounts.

_____, _____ of the Chariton Public Library Board of Trustees

Chariton Free Public Library
Director Report December 11, 2025

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

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



We also offered a Recipe Exchange this month.
All staff participated and a few patrons also. Tasted great!

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

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

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

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

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

Kris Murphy
December 11, 2025