

CHARLES CITY PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA

Charles City Public Library, Zastrow Room

Thursday, September 10 at 5:15 PM

Zoom Meeting ID: 730 752 0490 Passcode: 592812
<https://us02web.zoom.us/j/7307520490> Phone: 1 312 626 6799

1. Call to Order
2. Consider Approval of the Agenda
 - Motion
 - Discussion
3. Consider Approval of the Minutes of August 13, 2026, meeting
 - Motion
 - Discussion
4. Correspondence & Communications
5. Financial Business
 - A. August Claims
 - Motion
 - Discussion
 - B. August Budget Balance Sheet
6. Committee Reports
7. Old Business
 - A. Floor Outlet Covers Replacement Proposal
 - Motion
 - Discussion
8. New Business
 - A. Purchase request for Large Format Printer-FCCF grant funds
 - Motion
 - Discussion
 - B. Request to close library on Sept 28 for Staff Training
 - Motion
 - Discussion
 - C. Request to close library on Oct 23 and 24 for Haunted Library program setup
 - Motion
 - Discussion
9. Library Reports
 - A. Librarian's Report
 - B. Circulation Report
 - C. Programming Report
 - D. September Library Newsletter

10. Adjournment

Library director is out of town on normally scheduled meeting on Oct 8.

Next scheduled meeting will be on October 15, 2026, at 5:15, in the Zastrow River Room.

910 Clark Street, Charles City, IA 50616

Telephone: 641-257-6319

CHARLES CITY PUBLIC LIBRARY

910 Clark Street, Charles City, IA 50616

LIBRARY BOARD OF TRUSTEES MEETING

Thursday, August 13, 2026

CHARLES CITY PUBLIC LIBRARY – ZASTROW ROOM

CALL TO ORDER: 5:15 pm

ROLL CALL: Jessica Gonseth, Chris Hall, Linda Lindaman, Rachel Mack, Mike Scofield,
Director Annette Dean, City Council Liaison Phoebe Pitman

Unless otherwise noted, all motions passed unanimously.

APPROVAL OF AGENDA: Scofield/Mack

APPROVAL OF MINUTES OF JULY 9, 2026 MEETING: Mack/Gonseth

CORRESPONDENCE and COMMUNICATIONS:

- A. Received a signed contract from Trent Parker for IT Services.
- B. Received \$8797.31 from Floyd County, Quarter 1 tax allocation.
- C. Received \$500 from Salvation Army's Red Kettle Drive. Spent on children and family programming supplies.
- D. Received \$5221.26 from USAC for FY24 ERATE Category 2 funding reimbursement. This federal funding reimburses partial cost of FY24 wireless access points, battery backup, and firewall purchases.
- E. Received \$22,344 from Andres Grant to be used to upgrade the library electrical system.
- F. Received confirmation of deposit of \$4459.50 from the Carroll Trust. This unrestricted trust's principal of \$20,000 was reinvested at 4.4% interest maturing in 2031.

FINANCIAL BUSINESS

- A. Motion to approve July Claims (Lindaman/Scofield)
- B. July Budget Balance Sheet: Per Report

COMMITTEE REPORTS:

None

OLD BUSINESS:

- A. Floor Outlet Covers Replacement Proposal – tabled until September,

NEW BUSINESS:

- A. Proposal to landscape areas in front and back of library presented.
Accept Riverstone's landscaping proposal for \$290 Motion (Mack/Scofield):
- B. Purchase garbage can for outside read area.
Approve purchase of 356 gallon for \$765 with Carroll Trust funds. Motion (Mack/Scofield)
- C. Purchase request for table for office pod.
Approve purchase of table from Staples. Cost of \$217 to be paid from Carroll Trust funds. Motion (Mack/Gonseth):

D. Purchase request for power tower.: Approve purchase of power table at a cost of \$360 to be paid from Carroll Trust funds. Motion (Lindaman/Scofield)

E. Telehealth Location Agreement.

Charles City Library will be a site where Telehealth sessions can be conducted. Approved sites receive state grant funding from the Department of Health. Library must provide confidential space and quarterly feedback. Tablet and training are provided. Motion (Gonseth/Scofield)

F: Iowa Library Association Conference (October 8-9)

Cameron and Annette will attend; however, this date conflicts with the October Board meeting. Meeting will be rescheduled to October 15. (Motion: Gonseth/Mack).

LIBRARY REPORTS:

A. Librarian's Report: Per report

B. Circulation Report: Per Report

C. Programming Report: Per Report

D. August Library Newsletter: Copies of June newsletter shared.

ADJOURNMENT: 5:54 p.m.

Next Regular Meeting, Thursday, September 10, 2026 at 5:15 in the Zastrow River Room.

Charles City Public Library

August Claims for September 10, 2026 Library Board Meeting

	CLAIMANT	PURPOSE	GEN. FUND	CARROLL
6150	Charles City Employees Insurance	Health Insurance	\$3,656.56	
6151	Charles City Employees Insurance	Life Insurance	\$57.84	
6152	Charles City Employees Insurance	Dental Insurance	\$57.08	
6240	Visa	ILA Conference	\$645.00	
6310	Newbauer	Mat Service	\$41.00	
6310	Staples	Duster-Cleaning supplies	\$19.99	
6310	Amazon	Building Maintenance	\$42.14	
6310	Mick Gage Plumbing and Heating	Plumbing Repair	\$175.00	
6371	OmniTel	Internet	\$99.95	
6371	MidAmerican	Power	\$3,179.90	
6373	OmniTel	Telephone	\$151.68	
6420	Carol Case	Contracted Service	\$1,603.00	
6420	Corey Hawke	Contracted Service	\$422.00	
6502	Visa	Programming- Salvation Army Grant	\$31.68	
6502	Amazon	Programming Supplies Resin	\$135.03	
6502	Ingram	Child Books	\$18.90	
6506	Amazon	Office Supplies	\$15.19	
6506	Staples	Pens, Paper	\$156.21	
6507	Access Systems	Copier Lease and Service	\$145.69	
6507	Visa	Operating Supplies	\$179.89	
6508	Visa	Postage	\$6.97	
6513	Taste of Home	Reg Print Books	\$44.20	
6513	Amazon	Loot Prize	\$84.85	
6513	Centage Large Print	Large Print Books	\$19.19	
6513	Kanopy	Digital Videos	\$166.00	
6513	Midwest Tapes	DVDs	\$315.79	
6513	Ingram	LP and Reg Print Books	\$2,405.51	
6513	Uniline	Equipment-TrashCan & Tower		\$1,338.05
6513	Staples	Table for Office Pod		\$216.49
6725	Amazon	Power Strips-FCCF	\$39.96	

Charles City Public Library

August Budget Balance for September 10, 2026 Library Board Meeting

CODE	LINE ITEM	BUDGET	MONTH	PREVIOUS MONTH'S YTD	CURRENT YEAR TO DATE	REMAINING BUDGET \$	REMAINING %
6010	SALARY	\$235,417.00	\$17,633.25	\$26,196.16	\$43,829.41	\$191,587.59	81.38%
6064	Overtime	\$0.00		\$0.00	\$0.00	\$0.00	100.00%
6110	FICA	\$18,009.00	\$1,280.81	\$1,927.94	\$3,208.75	\$14,800.25	82.18%
6130	IPERS	\$22,223.00	\$1,664.58	\$2,472.91	\$4,137.49	\$18,085.51	81.38%
6150	Health Insurance	\$32,866.00	\$3,656.56	\$3,656.56	\$7,313.12	\$25,552.88	77.75%
6151	Life Insurance	\$678.00	\$57.84	\$56.40	\$114.24	\$563.76	83.15%
6152	Dental Insurance	\$655.00	\$57.08	\$57.08	\$114.16	\$540.84	82.57%
6160	Workers Comp	\$400.00		\$0.00	\$0.00	\$400.00	100.00%
6170	Unemployment	\$1,000.00		\$0.00	\$0.00	\$1,000.00	100.00%
6210	Dues	\$320.00		\$0.00	\$0.00	\$320.00	100.00%
6240	Travel & Meetings	\$1,596.00	\$645.00	\$0.00	\$645.00	\$951.00	59.59%
6310	Building & Maintenance	\$21,750.00	\$278.13	\$1,683.31	\$1,961.44	\$19,788.56	90.98%
6371	Utilities	\$34,000.00	\$3,279.85	\$6,546.33	\$9,826.18	\$24,173.82	71.10%
6373	Telephone	\$1,786.00	\$151.68	\$291.49	\$443.17	\$1,342.83	75.19%
6402	Advertising	\$300.00		\$0.00	\$0.00	\$300.00	100.00%
6406	Tort Liability Ins.	\$9,897.00		\$0.00	\$0.00	\$9,897.00	100.00%
6411	Legal	\$100.00		\$0.00	\$0.00	\$100.00	100.00%
6420	Contracted Service	\$28,300.00	\$2,025.00	\$4,050.00	\$6,075.00	\$22,225.00	78.53%
6423	Special Service	\$2,000.00	\$0.00	\$100.00	\$100.00	\$1,900.00	95.00%
6502	Children's Supplies	\$9,500.00	\$185.61	\$819.64	\$1,005.25	\$8,494.75	89.42%
6506	Office Supplies	\$2,500.00	\$171.40	\$221.60	\$393.00	\$2,107.00	84.28%
6507	Operating Supplies	\$5,788.00	\$325.58	\$544.90	\$870.48	\$4,917.52	84.96%
6508	Postage	\$750.00	\$6.97	\$221.31	\$228.28	\$521.72	69.56%
6513	Books, Tapes, & Updates	\$35,780.00	\$3,035.54	\$5,382.23	\$8,417.77	\$27,362.23	76.47%
6725	Capital Equipment	\$5,873.00		\$216.00	\$216.00	\$5,657.00	96.32%
TOTAL EXPENSES		\$471,488.00	\$34,454.88	\$54,443.86	\$88,898.74	\$382,589.26	81.15%

Librarians Report:

Annette's July Meetings:

8/10- Programming meeting

8/14- off

8/20 Calligraphy program

8/21-8/24 off

8/26 City Department Meeting

8/27- Tourism Meeting

Romantasy Book Club

8/28 Staff Meeting

Radio Recording for 8/31

9/4 Bibliotheca meeting- accessibility

9/7 Library Closed-Labor Day

Other Announcements

- We had 4 days without AC. Our air handler is reaching the end of its life. I'm communicating with City Administrator to find solutions to fund the estimated \$700,000 needed for the new air handler and 2 new boilers.
- September is national library card sign up. We have a few passive displays set up in the library for community participation and we partnered with many local businesses to offer a special discount to card holders. Show your card at Birdie and Bos, Cadigan, Churasan, Darbe and Co, Lou James, M Prints, Ottos Oasis, Prologue, Salinas' and Tellurian to receive a special promotion.

Charles City Public Library
Circulation Stats Fiscal 2027

Total Circulation (Apollo)



Jul	Aug	YTD
5,157	4,677	9,834

Computer Usage (Apollo)



Jul	Aug	YTD
247	252	499

WiFi usage (whofi stats)



Jul	Aug	YTD
1,071	1,016	2,087

Total Bridges Circulation



Jul	Aug	YTD
1,001	897	1,898

Total Kanopy Plays



Jul	Aug	YTD
127	146	273

Total Hoopla Uses



Jul	Aug	YTD
555	536	1,091

Total Website Visits



Jul	Aug	YTD
1,434	1,348	2,782

Reference Questions



Jul	Aug	YTD
159	105	264

Computer Assistance



Jul	Aug	YTD
68	50	118

Total Paperback Circulation



Jul	Aug	YTD
98	53	151

Total Book Club and ILL used by our



Jul	Aug	YTD
148	0	148

Total Book Club and ILL sent out



Jul	Aug	YTD
68	0	68

Charles City Public Library
August 2026 Library Programming Report

Title	Age	Type	Site	In-person	Event Start Date
Mah Jong	Adult (Ages 19+)	In Person	On Site	14	Aug 6 2026 / 1:00 pm
Chair Yoga	Adult (Ages 19+)	In Person	On Site	1	Aug 7 2026 / 10:00 am
Tech Time	Adult (Ages 19+)	In Person	On Site	0	Aug 11 2026 / 2:00 pm
Adult Outreach at Chautauqua	Adult (Ages 19+)	In Person	Off Site	2	Aug 12 2026 / 9:00 am
Mahjong	Adult (Ages 19+)	In Person	On Site	10	Aug 13 2026 / 1:00 pm
Chair Yoga	Adult (Ages 19+)	In Person	On Site	0	Aug 14 2026 / 10:00 am
Friends of the Library Book Club	Adult (Ages 19+)	In Person	On Site	10	Aug 17 2026 / 6:30 pm
Tech Time	Adult (Ages 19+)	In Person	On Site	0	Aug 18 2026 / 2:00 pm
Diamond Art	Adult (Ages 19+)	In Person	On Site	0	Aug 18 2026 / 6:30 pm
Adult Outreach at Chautauqua	Adult (Ages 19+)	In Person	Off Site	2	Aug 19 2026 / 9:00 am
Mahjong	Adult (Ages 19+)	In Person	On Site	11	Aug 20 2026 / 1:00 pm
Chair Yoga	Adult (Ages 19+)	In Person	On Site	1	Aug 21 2026 / 10:00 am
Tech Time	Adult (Ages 19+)	In Person	On Site	0	Aug 25 2026 / 2:00 pm
Adult Outreach at Chautauqua	Adult (Ages 19+)	In Person	Off Site	2	Aug 26 2026 / 9:00 am
Mahjong	Adult (Ages 19+)	In Person	On Site	10	Aug 27 2026 / 1:00 pm
Romantasy Book Club	Adult (Ages 19+)	In Person	On Site	3	Aug 27 2026 / 4:00 pm
Chair Yoga	Adult (Ages 19+)	In Person	On Site	0	Aug 28 2026 / 10:00 am
Mah Jong	Adult (Ages 19+)	In Person	On Site	6	Aug 29 2026 / 10:00 am
Library Loot	Adult (Ages 19+)	Passive Pro	Passive	35	Aug 6 2026 / 10:00 pm
Book Bites	Adult (Ages 19+)	In Person	On Site	5	Aug 12 2026 / 2:00 pm
Calligraphy 101	Adult (Ages 19+)	In Person	On Site	6	Aug 20 2026 / 3:00 pm
Book Bites	Adult (Ages 19+)	In Person	On Site	4	Aug 26 2026 / 2:00 pm
Fiona the Reading Dog @ National Night Out	Children (Ages 0-5)	In Person	Off Site	10	Aug 4 2026 / 5:00 pm
Stories and More	Children (Ages 0-5)	In Person	On Site	17	Aug 6 2026 / 10:15 am
Stories and More	Children (Ages 0-5)	In Person	On Site	28	Aug 13 2026 / 10:15 am
Stories and More	Children (Ages 0-5)	In Person	On Site	29	Aug 20 2026 / 10:15 am
Stories & More	Children (Ages 0-5)	In Person	On Site	39	Aug 27 2026 / 10:15 am
Child Loot Boxes	Children (Ages 6-11)	Passive Pro	Passive	57	Aug 6 2026 / 10:00 pm
Scrabble	General Interest	In Person	On Site	5	Aug 4 2026 / 10:00 am
Summer Reading Pool Party Finale!	General Interest	In Person	Off Site	30	Aug 7 2026 / 10:00 am
Scrabble	General Interest	In Person	On Site	3	Aug 11 2026 / 10:00 am
Summer Reading Stranger Things Escape Room Fa	General Interest	In Person	On Site	19	Aug 11 2026 / 11:00 am
Stranger Things Escape Room	General Interest	In Person	On Site	13	Aug 13 2026 / 11:00 am
Scrabble	General Interest	In Person	On Site	5	Aug 18 2026 / 10:00 am
Scrabble	General Interest	In Person	On Site	4	Aug 25 2026 / 10:00 am
Get Knotty - Teen crochet	Young Adult (Ages 12-18)	In Person	On Site	0	Aug 5 2026 / 2:30 pm
Tween and Teen Giant Paper Roller Coaster	Young Adult (Ages 12-18)	In Person	On Site	9	Aug 8 2026 / 9:00 am
Summer Reading Stranger Things Escape Room Te	Young Adult (Ages 12-18)	In Person	On Site	21	Aug 12 2026 / 11:00 am

Charles City Library Newsletter



910 Clark Street, Charles City, IA 50616 | 641-257-6319 | ccdirector34@gmail.com | www.charles-city.lib.ia.us

Library Hours and Closures

Mon and Tues: 10 - 8

Sat: 10 - 3

Wed and Thurs: 10 - 6

Sun: Closed

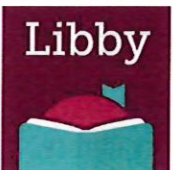
Fri: 10 - 5

We will be closed September 7 for Labor Day and September 28 for a staff training day. For updates on unexpected closures, follow us on Facebook or visit our website.

General Announcements

Hoopla, BRIDGES and Libby

Find ebooks and audiobooks to download at home to your computer, Kindle, or smartphone through



BRIDGES and its sister app Libby—your password is your phone number! If you're looking for more options, Hoopla provides downloadable audiobooks, ebooks, comics, movies, and music to patrons. Up to six checkouts are available monthly, and all downloads are available for immediate use.

Contact us if you need help or have questions when setting up or using your account(s).

Celebrate National Library Card Month!

Participants in library programs throughout the month of September will be entered for prizes. Additionally, select local businesses will be offering discounts or incentives for library patrons who show them their Charles City Public Library card - look for a program participation sign in business windows! Contact the library for more details or with any questions.

Programs for Families



Family Craft Night:

September 15 at 6:00 pm

Families are welcome to come make crayon mosaics! All materials provided; registration required.

Programs for Kids

Get Knotty: Wednesdays at 3:45 pm

Starts 9/15 at a new time!

Know a teen who wants to learn to crochet? Join us for this weekly program where

we'll tackle making simple projects that teach the basics!



Stories and More: Thursdays at 10:15 am

Join Miss Stacey for stories, songs, and sensory activities!

Note: On 9/3, Stories and More will be held at the Carrie Chapman Catt House and feature apple-picking.



Fiona the Reading Dog:

September 8 at 4:15 pm

Come visit Fiona on the second Tuesday of each month and read books to her to build confidence! Sign up is appreciated but not required.

Evening Stories and More:

September 8 at 5:45 pm

Join Miss Stacey for stories, songs, and sensory activities! This storytime is typically held on the first Tuesday of each month.

Get Messy: Select Tuesdays at 3:30 pm

Join us for more activities where fun and learning collide! This month, participants can tie-dye towels (9/15), make window clings (9/22), and do bubble painting (9/29).



Charles City Library Newsletter



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Book Clubs for Adults

Thick Book Book Club:

September 2 at 10:30 am

We will have our final discussion of *The Pillars of the Earth* by Ken Follett followed by discussions of *The Odyssey* in October and November.

Book Bites:

Select Wednesdays at 2 pm

Join Dana for a continuing discussion on Katherine May's *Wintering* on 9/9!

Fall Community Book Club:

September 10 at 5 pm in Prologue

Our first book is *A Marriage at Sea* by Sophie Elmhirst, and Elle Cosimano's *Finlay Donovan is Killing It* will be discussed 10/15.

Friends of the Library Book

Club: September 21 at 6:15 pm

Held the third Monday of each month. This month's book is *The Girls of Atomic City* by Denise Kiernan.

True Crime Book Club:

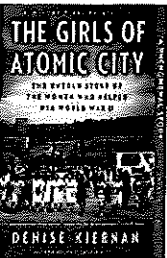
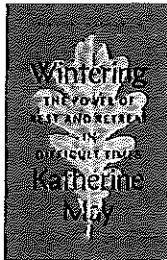
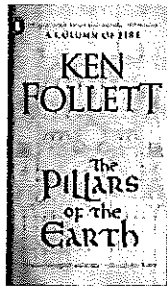
September 23 at 5 pm

We're kicking off True Crime Book Club this fall by discussing *The Idaho Four* by James Patterson. Reading the book is not required to come to the meeting and discuss the case.

Romantasy Readers Book Club:

September 24 at 4 pm

Join us for a discussion on T. Kingfisher's *Paladin's Strength* at Hotshots! Warning: books may feature adult content.



Programs for Adults

Scrabble/Board Game Club:

Tuesdays at 10 am

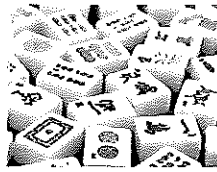


Join us for staff-led games! For adults of all skill levels.

Tech Time: Tuesdays at 2 pm

For adults who need 1:1 tech help. Sign up required.

Mah Jong: Thursdays at 1 pm

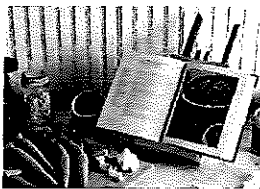


Interested in learning a new game? Already know how to play but lacking a regular group? Join us once a week to play!

Chair Yoga: Fridays at 10 am

Come stretch in an amateur-led session.

Note: Cancelled 9/4.



Cookbook Club:

September 17 at 6:30 pm

This month's theme is staff picks. Find a recipe in a library

cookbook on our display table and make it to share with others at our meeting.

Calligraphy 101:

September 10 and 24 at 3 pm

Now twice a month! A local resident will be at the library teaching calligraphy techniques. Registration is appreciated but not required.



For... Pets??

Mayor of Whitewater Park Storywalk

Think your pet could win an election with a cute picture and a funny slogan? We're hosting a contest to elect an honorary pet mayor, and we want you to nominate YOUR furry/scaly/feathery best friend as a candidate! Nominations close 9/30, after which the candidates will be displayed in the Storywalk and voting will open through 11/3! Contact us for the link to the nomination form.