

CHARLES CITY PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES MEETING AGENDA

Charles City Public Library, Zastrow Room

Thursday, August 13 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 July 9, 2026, meeting
Motion
Discussion
4. Correspondence & Communications
 - A. Received a Contract for Trent Parker, IT Services, signed.
 - B. Received \$8797.31 from Floyd County, Quarter 1 Tax Allocation
 - C. Received \$500.00 grant from Salvation Army from their Red Kettle Drive, spent on children and family programming supplies.
 - D. Received \$5221.26 from USAC for FY24 ERATE Category 2 funding reimbursement. This is federal funding that reimburses partial cost of wireless access points, battery backup, and firewall purchases from FY24.
 - 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 Carrol Trust. This trust is unrestricted. Principle of \$20,000 reinvested at a rate of 4.4%, matures in 2031.
5. Financial Business
 - A. July Claims
Motion
Discussion
 - B. July Budget Balance Sheet
6. Committee Reports
7. Old Business
 - A. Floor Outlet Covers Replacement Proposal
Motion
Discussion
8. New Business
 - A. Proposal for landscape areas in front and back of library
Motion
Discussion
 - B. Purchase request for garbage can in the outside read area
Motion
Discussion

- C. Purchase request for a table for office pod
 - Motion
 - Discussion
 - D. Purchase request for a power tower
 - Motion
 - Discussion
 - E. Telehealth Location Agreement
 - Motion
 - Discussion
 - D. Iowa Library Association Conference (October 8-9)
 - Motion
 - Discussion
9. Library Reports
- A. Librarian's Report
 - B. Circulation Report
 - C. Programming Report
 - D. August Library Newsletter

10. Adjournment

Next regular scheduled meeting will be on September 10, 2026, at 5:15, in the Zastrow River Room.

LIBRARY BOARD OF TRUSTEES MEETING
THURSDAY JULY 9, 2026

CHARLES CITY PUBLIC LIBRARY-ZASTROW ROOM

910 Clark Street

Charles City, IA 50616

CALL TO ORDER: 5:15 PM

ROLL CALL: JIM DAVIS, RACHEL MACK, STEPHANIE WILLIAMS, CHRIS HALL, JESSICA GONSETH, SCOTT KENDALL, ANGIE HOLZER, DIRECTOR ANNETTE DEAN COUNCIL LIASON PHOEBE PITTMAN

Unless otherwise noted, all motions passed unanimously

APPROVAL OF THE AGENDA: HALL/WILLIAMS

APPROVAL OF THE MINUTES OF THE JUNE 11, 2026 MEETING: HALL/MACK

NOMINATION AND ELECTION OF OFFICERS

PRESIDENT STEPHANIE WILLIAMS: HALL/DAVIS

VICE PRESIDENT CHRIS HALL: DAVIS/WILLIAMS

SECRETARY: JIM DAVIS HALL/MACK

COMMITTEE APPOINTMENTS

A. BUILDING COMMITTEE: CHRIS HALL AND ANGIE HOLZER

B. PERSONELL COMMITTEE: MIKE SCOFIELD AND RACHEL MACK

CORRESPONDENCE AND COMMUNICATIONS

A. RECEIVED A CHECK FOR \$197.89 FROM JOHN MOONEY TRUST

B. RECEIVED A CONTRACT FOR CAROL CASE, CUSTODIAL SERVICES, SIGNED 7/1/2026

C. RECEIVED NOTICE FROM THE STATE LIBRARY, CCPL MET THE CONDITIONS FOR STATE ACCREDITATION

D. RECEIVED A REVISED FUNDING COMMITMENT DECISION LETTER FROM USAC FOR THE FY24 ERATE PROGRAM

FINANCIAL BUSINESS

A. JUNE CLAIMS: MACK/KENDALL

B. FY26 FINANCIAL BUDGET BALANCE SHEET

C. JUNE BUDGET BALANCE SHEET

COMMITTEE REPORTS

NONE

OLD BUSINESS

NONE

NEW BUSINESS

A. CONTINUING EDUCATION IOWA PUBLIC INFORMATION BOARD GUIDANCE ON HR2490

B. DESIGNATE PHYSICAL AGENDA PLACEMENT HALL/MACK

The library board approved posting agenda notifications on the library front door and on the bulletin board by the circulation desk.

C. PARKER COMPUTERS, LLC CONTRACTED RATE INCREASE: HALL/MACK

The Library Board approved the proposed increase and revision to the contract between the library and Trent Parker for IT services.

D. FLOOR OUTLET COVERS REPLACEMENT PROPOSAL MACK/KENDALL

The board discussed possible solutions to the broken floor covers in the main library. Approved letting the director reach out to FCCF to see if the grant money received for computer tables could be used to replace the outlet covers. The director will reach out to Perry Novak to seek other covering solutions for the outlets that are not used regularly and will bring those solutions back to the board at a later date.

LIBRARY REPORTS

A. LIBRARIAN'S REPORT AS PER REPORT

B. CIRCULATION REPORT AS PER REPORT

C. PROGRAMMING REPORT AS PER REPORT

D. JULY LIBRARY NEWSLETTER AS PER REPORT

ADJOURNMENT 5:45 P.M.

NEXT REGULAR SCHEDULED MEETING WILL BE ON AUGUST 13, 2026 AT 5:15 IN THE ZASTROW RIVER ROOM

Charles City Public Library
July Claims for August 13, 2026 Library Board Meeting

	CLAIMANT	PURPOSE	GEN. FUND
6150	Charles City Employees Insurance	Health Insurance	\$3,656.56
6151	Charles City Employees Insurance	Life Insurance	\$56.40
6152	Charles City Employees Insurance	Dental Insurance	\$57.08
6310	Newbauer	Mat Service	\$82.00
6310	Perry Novak	Gallery Lighting Repair	\$110.00
6310	Mick Gage Plumbing and Heating	HVAC repair	\$240.00
6310	Martin Brothers	Cleaning Supplies	\$983.40
6310	Amazon	Chair base-Carnegie Funds	\$32.73
6310	Visa	Plants	\$29.94
6371	Omnitel	Internet	\$99.95
6371	MidAmerican	Power-June	\$3,203.14
6371	MidAmerican	Power-July	\$3,143.29
6373	Omnitel	Telephone	\$146.42
6420	Carol Case	Contracted Service	\$1,603.00
6420	Corey Hawke	Contracted Service	\$422.00
6423	Charles City Chamber of Commerce	SLP Prize-Adult	\$100.00
6502	Midwest Tapes	Child DVDs	\$146.69
6502	Visa	Programming- Salvation Army Gran	\$340.10
6502	HyVee	Programming Supplies	\$70.26
6502	Amazon	books	\$117.00
6502	Ingram	Child Books	\$51.21
6507	Access Systems	Copier Lease and Service	\$145.69
6507	Brodart	Processing Supplies	\$41.61
6507	Visa	Operating Supplies	\$53.99
6508	Visa	Postage	\$175.50
6513	Amazon	prorammming and dvd	\$123.95
6513	Visa	Programming	\$44.57
6513	Kanopy	Digital Videos	\$143.00
6513	Midwest Tapes	DVDs	\$211.06
6513	Ingram	LP and Reg Print Books	\$2,093.99

Charles City Public Library
July Budget Balance for August 13, 2026 Board Meeting

CODE	LINE ITEM	BUDGET	MONTH	PREVIOUS MONTH'S YTD	CURRENT YEAR TO DATE	REMAINING BUDGET \$	% REMAINING
6010	SALARY	\$235,417.00	\$26,196.16		\$26,196.16	\$209,220.84	88.87%
6064	Overtime	\$0.00			\$0.00	\$0.00	100.00%
6110	FICA	\$18,009.00	\$1,927.94		\$1,927.94	\$16,081.06	89.29%
6130	IPERS	\$22,223.00	\$2,472.91		\$2,472.91	\$19,750.09	88.87%
6150	Health Insurance	\$32,866.00	\$3,656.56		\$3,656.56	\$29,209.44	88.87%
6151	Life Insurance	\$678.00	\$56.40		\$56.40	\$621.60	91.68%
6152	Dental Insurance	\$655.00	\$57.08		\$57.08	\$597.92	91.29%
6160	Workers Comp	\$400.00			\$0.00	\$400.00	100.00%
6170	Unemployment	\$1,000.00			\$0.00	\$1,000.00	100.00%
6210	Dues	\$320.00			\$0.00	\$320.00	100.00%
6240	Travel & Meetings	\$1,596.00			\$0.00	\$1,596.00	100.00%
6310	Building & Maintenance	\$21,750.00	\$1,478.07	\$205.24	\$1,683.31	\$20,066.69	92.26%
6371	Utilities	\$34,000.00	\$6,446.38	\$99.95	\$6,546.33	\$27,453.67	80.75%
6373	Telephone	\$1,786.00	\$146.42	\$145.07	\$291.49	\$1,494.51	83.68%
6402	Advertising	\$300.00			\$0.00	\$300.00	100.00%
6406	Tort Liability Ins.	\$9,897.00			\$0.00	\$9,897.00	100.00%
6411	Legal	\$100.00			\$0.00	\$100.00	100.00%
6420	Contracted Service	\$28,300.00	\$2,025.00	\$2,025.00	\$4,050.00	\$24,250.00	85.69%
6423	Special Service	\$2,000.00	\$100.00		\$100.00	\$1,900.00	95.00%
6502	Children's Supplies	\$9,500.00	\$725.26	\$94.38	\$819.64	\$8,680.36	91.37%
6506	Office Supplies	\$2,500.00		\$221.60	\$221.60	\$2,278.40	91.14%
6507	Operating Supplies	\$5,788.00	\$241.29	\$303.61	\$544.90	\$5,243.10	90.59%
6508	Postage	\$750.00	\$175.50	\$45.81	\$221.31	\$528.69	70.49%
6513	Books, Tapes, & Updates	\$35,780.00	\$2,616.57	\$2,765.66	\$5,382.23	\$30,397.77	84.96%
6725	Capital Equipment	\$5,873.00		\$216.00	\$216.00	\$5,657.00	96.32%
TOTAL EXPENSES		\$471,488.00	\$48,321.54	\$6,122.32	\$54,443.86	\$417,044.14	88.45%

Librarians Report:

Annette's July Meetings:

2- off
3,4- closed
9- Library Board Orientations
10- off
13- Carrie House Read and Feed
15- Meeting to file BEAR form with Trisha Fraiser
16- Come and Go crafts
17-off
21- City Department Meeting
23- Radio Promo recording
Come and Go crafts
Calligraphy program
25- Heritage Fest booth
27- Mooney Tour
30- Romantasy Book Club
8/3- Programming meeting
8/7- off

Other Announcements

- Pod is complete
- Server/terminal project is almost completed. Hopefully one more weekend will catch all of the bugs in the new network.
- Pedmall is almost complete, sod is the last step. There is a drainage issue in one of the grassy areas that needs to be corrected before sod will be placed. Last I heard, city hall will begin moving into the new building sometime next week.
- Old computer tables will be removed from the building when rain allows. Front tree is getting a trim, in hopes that we will not have to cut it down to see our sign (Streets department is helping)
- I made an error in FY27s budget. I accidentally used the pay rates for full-time employees from FY25, to calculate FY27s budget. Ginny caught the error, but not in time to amend the budget. I've discussed it with Ginny (Deputy City Clerk) and Brittney (City Clerk) and we will absorb what we can within our budget, but it is likely we will have to fix it on re-estimation.
- Began project to include series labeling in fiction to make browsing easier.
- Finished weeding project in nonfiction, next project will be shifting the collection and deciding if we take out shelving.

Charles City Public Library
Circulation Stats Fiscal 2027

Total Circulation (Apollo)



Jun	Jul	YTD
4,619	5,157	5,157

Computer Usage (Apollo)



Jun	Jul	YTD
246	247	247

WiFi usage (whofi stats)



Jun	Jul	YTD
894	1,071	1,071

Total Bridges Circulation



Jun	Jul	YTD
912	1,001	1,001

Total Kanopy Plays



Jun	Jul	YTD
71	127	127

Total Hoopla Uses



Jun	Jul	YTD
559	555	555

Total Website Visits



Jun	Jul	YTD
1,539	1,434	1,434

Reference Questions



Jun	Jul	YTD
153	159	159

Computer Assistance



Jun	Jul	YTD
84	68	68

Total Paperback Circulation



Jun	Jul	YTD
52	98	98

Total Book Club and ILL used by our



Jun	Jul	YTD
107	148	148

Total Book Club and ILL sent out



Jun	Jul	YTD
76	68	68

Charles City Public Library
July 2026 Library Programming Report

Title	Age	Type	Site	In-person	Event Start Date
Adult Outreach at Chautauqua	Adult (Ages 19+)	In Person	Off Site	13	Jul 1 2026 / 9:00 am
Mah Jong	Adult (Ages 19+)	In Person	On Site	9	Jul 2 2026 / 1:00 pm
Tech Time	Adult (Ages 19+)	In Person	On Site	0	Jul 7 2026 / 2:00 pm
Adult Outreach at Chautauqua	Adult (Ages 19+)	In Person	Off Site	12	Jul 8 2026 / 9:00 am
Mah Jong	Adult (Ages 19+)	In Person	On Site	12	Jul 9 2026 / 1:00 pm
Library Board Meeting	Adult (Ages 19+)	In Person	On Site	10	Jul 9 2026 / 5:15 pm
Chair Yoga	Adult (Ages 19+)	In Person	On Site	1	Jul 10 2026 / 10:00 am
Tech Time	Adult (Ages 19+)	In Person	On Site	0	Jul 14 2026 / 2:00 pm
Adult Outreach at Chautauqua	Adult (Ages 19+)	In Person	Off Site	13	Jul 15 2026 / 9:00 am
Thick Book Book Club - The Pillars of the Earth (Parts 1+2)	Adult (Ages 19+)	In Person	On Site	3	Jul 15 2026 / 10:30 am
Mah Jong	Adult (Ages 19+)	In Person	On Site	14	Jul 16 2026 / 1:00 pm
Chair Yoga	Adult (Ages 19+)	In Person	On Site	1	Jul 17 2026 / 10:00 am
Friends of the Library Book Club	Adult (Ages 19+)	In Person	On Site	10	Jul 20 2026 / 6:30 pm
Tech Time	Adult (Ages 19+)	In Person	On Site	0	Jul 21 2026 / 2:00 pm
Diamond Art	Adult (Ages 19+)	In Person	On Site	0	Jul 21 2026 / 6:30 pm
Adult Outreach at Chautauqua	Adult (Ages 19+)	In Person	Off Site	13	Jul 22 2026 / 9:00 am
Mah Jong	Adult (Ages 19+)	In Person	On Site	12	Jul 23 2026 / 1:00 pm
Chair Yoga	Adult (Ages 19+)	In Person	On Site	1	Jul 24 2026 / 10:00 am
Tech Time	Adult (Ages 19+)	In Person	On Site	0	Jul 28 2026 / 2:00 pm
Adult Outreach at Chautauqua	Adult (Ages 19+)	In Person	Off Site	14	Jul 29 2026 / 9:00 am
Mah Jong	Adult (Ages 19+)	In Person	On Site	15	Jul 30 2026 / 1:00 pm
Romantasy Book Club at Hotshots	Adult (Ages 19+)	In Person	Off Site	2	Jul 30 2026 / 4:00 pm
Chair Yoga	Adult (Ages 19+)	In Person	On Site	0	Jul 31 2026 / 10:00 am
Summer Reading Read 'Round Town New Clinic at Hospital	Children (Ages 0-5)	In Person	Off Site	36	Jul 2 2026 / 10:00 am
Read Round Town @ the fairgrounds	Children (Ages 0-5)	In Person	Off Site	67	Jul 16 2026 / 10:00 am
Stories and More	Children (Ages 0-5)	In Person	On Site	40	Jul 23 2026 / 10:15 am
Stories and More	Children (Ages 0-5)	In Person	On Site	20	Jul 30 2026 / 10:15 am
TLC Daycare Delivery	Children (Ages 6-11)	In Person	Off Site	0	Jul 1 2026 / 8:00 am
Child Loot Boxes	Children (Ages 6-11)	Passive Program	Passive	66	Jul 2 2026 / 10:00 pm
Read & Feed @ Carrie Chapman Catt House	Children (Ages 6-11)	In Person	Off Site	4	Jul 13 2026 / 11:00 am
Summer Reading Get Messy Water Fight	Children (Ages 6-11)	In Person	On Site	6	Jul 14 2026 / 3:30 pm
Drop in Craft Shrinky Dinks & Perler Beads	Children (Ages 6-11)	In Person	On Site	21	Jul 16 2026 / 1:00 pm
Summer Reading -Healthy Harvest Elementary	Children (Ages 6-11)	In Person	On Site	4	Jul 20 2026 / 10:00 am
Summer Reading Get Messy Window Paint	Children (Ages 6-11)	In Person	On Site	15	Jul 21 2026 / 3:30 pm
Drop in Craft Slime	Children (Ages 6-11)	In Person	On Site	30	Jul 23 2026 / 1:00 pm
Booth @ Heritage Fest	Children (Ages 6-11)	In Person	Off Site	50	Jul 25 2026 / 10:00 am
Summer Reading Get Messy Squirt Gun Painting	Children (Ages 6-11)	In Person	On Site	33	Jul 28 2026 / 3:30 pm
Summer Reading Family Event Giant Marble Run	Children (Ages 6-11)	In Person	On Site	26	Jul 28 2026 / 6:00 pm
Drop in Craft Playdough and volcanoes!	Children (Ages 6-11)	In Person	On Site	20	Jul 30 2026 / 1:00 pm
Book Bites- Abundance	General Interest	In Person	On Site	5	Jul 1 2026 / 2:00 pm
Scrabble	General Interest	In Person	On Site	3	Jul 7 2026 / 10:00 am
Scrabble	General Interest	In Person	On Site	2	Jul 14 2026 / 10:00 am
Scrabble	General Interest	In Person	On Site	5	Jul 21 2026 / 10:00 am
Calligraphy 101	General Interest	In Person	On Site	4	Jul 23 2026 / 3:00 pm
Talk at Senior Center	General Interest	In Person	Off Site	12	Jul 27 2026 / 11:15 am
Scrabble	General Interest	In Person	On Site	4	Jul 28 2026 / 10:00 am
Book Bites	General Interest	In Person	On Site	4	Jul 29 2026 / 2:00 pm
Get Knotty - Teen crochet	Young Adult (Ages 12-18)	In Person	On Site	0	Jul 1 2026 / 2:30 pm
Get Knotty - Teen crochet	Young Adult (Ages 12-18)	In Person	On Site	2	Jul 8 2026 / 2:30 pm
Get Knotty - Teen crochet	Young Adult (Ages 12-18)	In Person	On Site	3	Jul 15 2026 / 2:30 pm
Summer Reading Healthy Harvest Teen	Young Adult (Ages 12-18)	In Person	On Site	11	Jul 20 2026 / 1:00 pm
Get Knotty - Teen crochet	Young Adult (Ages 12-18)	In Person	On Site	2	Jul 22 2026 / 2:30 pm
Tween and Teen Karaoke	Young Adult (Ages 12-18)	In Person	On Site	7	Jul 22 2026 / 6:00 pm
Get Knotty - Teen crochet	Young Adult (Ages 12-18)	In Person	On Site	2	Jul 29 2026 / 2:30 pm

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. For updates on unexpected closures, follow us on Facebook or visit our website.

Book Clubs for Adults

Book Bites:

Select Wednesdays at 2 pm

Join Dana in August for a special focus on children's literature! Stop by or call the library to see the book selection and learn the discussion dates.

Friends of the Library Book Club:

August 17 at 6:15 pm

Held the third Monday of each month. This month's book is *Unmissing* by Minka Kent - copies are available at the library!

Romantasy Readers Book Club:

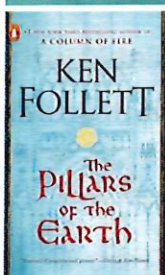
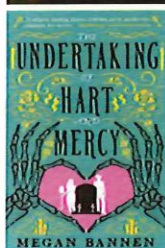
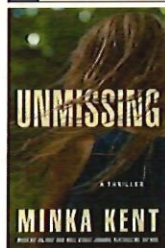
August 27 at 4 pm

Join us for a discussion on Megan Bannen's *The Undertaking of Hart and Mercy* at Hotshots! Warning: books may feature adult content.

Thick Book Book Club:

September 2 at 10:30 am

We will have our second and final discussion of *The Pillars of the Earth* by Ken Follett on September 2. Books are currently available for pickup!



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.



Calligraphy 101: August 20 at 3 pm

Once a month, a local resident will be teaching calligraphy techniques! Registration is appreciated but not required.

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

Summer Reading Program Sponsors

A special thanks to all our sponsors: Patrick Lumley, Kristin & Chris Hall, Charles City Parks and Rec, CPPC, Friends of the Library, and KwikStar. Without your support, we couldn't have had such a wonderful summer. Contact Annette Dean for more information on how you can support the library.

