

KLING MEMORIAL LIBRARY BOARD

MEETING AGENDA

Date:	Thursday, May 9, 2024	Location:	Grundy Room
Time:	4:30 PM	Meeting Type:	Regular meeting

Board Members:

- | | |
|--|---|
| <input type="checkbox"/> Cindy Freese | <input type="checkbox"/> Lisa Schupbach |
| <input type="checkbox"/> Sally Lennard | <input type="checkbox"/> Clay Edwards |
| <input type="checkbox"/> Ron Dellit | <input type="checkbox"/> Kristen Reichert |
| <input type="checkbox"/> Jerry Zeiner | <input type="checkbox"/> Lindsey Freese, Director |
| | <input type="checkbox"/> Merideth Mcdonald, Council Liaison |

STANDING AGENDA ITEMS

<i>Item</i>	<i>Motion/Second</i>	<i>Time</i>
1. Call to order		
2. Roll call		
3. Adoption of agenda		
4. Approval of minutes		
5. Friends Liaison Report		
6. Director's report - updates, usage, circulation, financial statements		
7. Approval of Bills		
8. Adjournment		

ACTION AND AGENDA ITEMS

<i>Agenda Items - Old Business</i>	<i>Motion/Second</i>	<i>Next Agenda Y/N</i>
1. Long Range Strategic Plan		
2. Memorial in Honor of Rosanne Girres		
3. USDA Grant for Distance Learning and Telemedicine		
4. Story Book Garden		
<i>Agenda Items - New Business</i>	<i>Motion/Second</i>	<i>Next Agenda Y/N</i>
1. Holland Contract		
2. Janitorial Contract Review and Bid Process		

NEXT MEETING: THURSDAY, JUNE 13, 2024 4:30PM

Kling Memorial Library Board Minutes

April 11, 2024

President Cindy Freese called the regular meeting of the board of trustees of the Kling Memorial Library to order at 4:30 p.m. Other board members present along with Director Lindsey Freese included Ron Dellit, Clay Edwards, Sally Lennard, and Jerry Zeiner. Merideth McDonald, the council liaison was also in attendance.

Dellit moved that the agenda be adopted. Zeiner seconded the motion, motion carried. Zeiner then moved that the minutes from the previous month be approved. Dellit seconded the motion, motion carried.

Cindy Freese shared the report from the last Friends meeting which took place on March 21, 2024. There is \$4706.87 in their checking account. Their expenses included DVDs \$157.01; Bluey Party \$125.00 (extra expenses); and \$380.00 for the Fuller Express (Dinosaur Program). They are purchasing a "label maker" and "Canning Kit" for the Library of Things. They discussed the upcoming book sale and work schedule with collecting books on the 11th from 5-7 p.m. and on the 13th from 10-12 noon. The book sale will be April 18-20th. They set some goals and will budget for their expenditures. Director Freese shared information about "Meals for the Library" and this was discussed. She also shared the Long Range Plan for Kling Memorial Library including the mission statement, core values and focus areas with goals and objectives. The next meeting is April 25 at 6:00 p.m.

Director Freese shared her report at this time. Highlights include:

- The Need One Take One Station/Cafe Corner is nearly complete. The Public Works department helped hand shelves in the corner to decorate the space. They also purchased new bar height chairs to make a seating area.
- She followed up with Jordan Nursery in Cedar Falls. Kim, from the nursery, was here last fall and was going to draw up a landscape design. She is no longer with them so she left her name and contact information with Bill. Hopefully they reach out again soon, otherwise she will be looking into other landscaping companies to find someone to draft a plan. Zeiner recommended the nursery in Parkersburg and also one in Iowa Falls was mentioned.
- The State Library of Iowa has sent out notices for FY25 Enrich Iowa agreements. This includes Direct State Aid (for meeting standards), Open Access, and Interlibrary Loan Reimbursement. Signed agreements are due back by April 30.
- The library has two grant opportunities available right now. One is the Rob-See-Co Rural Library Grant which assists local libraries with expanding book collections, core educational programs for adults or children, and computer or software upgrades. The deadline for grant applications is June 30. The other grant is for federal dollars through the USDA. It is the Rural Utilities Service-Distance Learning and Telemedicine Grant which would provide equipment that helps rural communities use advanced telecommunications technology to connect with each other and overcome the effects of remoteness and low population density. A letter of support would be needed if we want to be included in this grant application. The deadline is April 29.
- We have received only one application for the open youth services assistant position. She will continue to advertise in the hopes that more candidates apply. So far it has been posted on social media, the library website, channel 11, and once in the Grundy Register.
- Circulation is up this month

The following gifts were acknowledged from: Cindy Haefner, Cheryl Kuehn, Kelley Sents, CJ Thompson, Cheryl Souhrada, Ellie Yoder, Lori Funnell, Friends of KML, Erin Lyons, Sandra Ridenour, Elaine Harvey, Jim & Pat Lynch, Ron Dellit, Gloria Kuester, Cindy Freese, Jerry Zeiner, Kathy Ross, Tim & Barb Melloy, Helen Baker, Phyllis Oglesby, Nancy Woodley,

Dave & Pam Gude, Michael and Nadine Kastner, Dorothy Pike & John Meenan, Kelly Finnegan, Barb Shuey, Literary Ladies Book Club, Janet Sandell, and Dennis & Bonnie Highland.

The financial report was reviewed at this time. Zeiner moved that the following be paid:

Expenses:				
Department #	Vendor	Amount	Description	Voucher #
001-410-6725	Access Systems	\$197.56	Copier Contract	04-24-1
001-410-6505	Baker & Taylor	\$121.31	Books	04-24-2
001-410-6505	Center Point LP	\$185.16	Large Print Books	04-24-4
001-410-6505	Gale/Cengage Learning	\$35.18	Large Print Books	04-24-5
001-410-6220	GNB Bank	\$18.16	Subscription Renewal	04-24-6
001-410-6505	GNB Bank	\$46.80	Books	04-24-6
001-410-6507	GNB Bank	\$113.45	Supplies	04-24-6
001-410-6373	GC Comm. Utility	\$59.14	Telephone	04-24-7
001-410-6371	GC Muni Utility	\$321.12	Library Lighting	04-24-8
001-410-6372	GC Muni Utility	\$131.93	Library Heating	04-24-8
001-410-6508	Kling Memorial Library	\$15.24	Postage	04-24-9
001-410-6516	Kling Memorial Library	\$118.20	Passport Postage	04-24-9
001-410-6012	Moreland, Amber	\$700.00	Janitor Contract Wages	04-24-12
001-410-6726	Premier	\$45.87	Copier Contract	04-24-13
001-410-6310	UniFirst Corps.	\$101.97	Floor Mats	04-24-15
	SUB-TOTAL	\$2,211.09		
Gifts:				
Department	Source	Amount	Description	Voucher #
181-410-6505	Baker & Taylor	\$68.39	Gift Books	04-24-2
181-410-6507	Blank Park Zoo	\$450.00	Adventure Passes	04-24-3
181-410-6502	GNB Bank	\$37.91	Gift DVDs	04-24-6
181-410-6505	GNB Bank	\$26.95	Gift Books	04-24-6
181-410-6507	GNB Bank	\$131.86	Program Supplies	04-24-6
181-410-6507	Meester, Shannon	\$22.95	Program Supplies	04-24-10
181-410-6502	Midwest Tape	\$834.74	Hoopla Circs	04-24-11
181-410-6507	Reiman Gardens	\$300.00	Adventure Pass	04-24-16
181-410-6507	Science Center of Iowa	\$250.00	Adventure Pass	04-24-14
	SUB-TOTAL	\$2,122.80		
	GRAND TOTAL	\$4,333.89		

Dellit seconded the motion, motion carried.

Freese presented the Long Range Strategic Plan that has been a work in progress. The board felt good about the progress on it.

Zeiner moved that Kristen Reichert's name be submitted to the City Council as a future trustee. Edwards seconded the motion, motion carried. We look forward to working alongside her.

At this time there is more than \$2300 shared as a memorial to Rosanne Girres with more coming in yet. We discussed how we might honor her and it was suggested a bench or something in the storybook gardens as she did love gardening. Another suggestion was something for the children's area as she was an educator for many years.

Freese shared more information about the USDA Grant for Distance Learning and Telemedicine. She had been approached by Bradley McCalla. He would apply for this on our behalf. Some of it sounded almost too good to be true and the board was somewhat leery as there are questions such as how much does it cost us to have him apply and also a history of his credentials might be helpful as we might move forward. She reported that she knew of at least one other library approached and they chose not to move on it. This is due April 29 which doesn't give us much time. There would be some things we would have to be able to provide should we move on this such as a private space for users. The board also wondered if there actually was a real need for this at this time. Freese plans to contact him for some answers to our questions.

With no further business at hand, Dellit moved for adjournment. Zeiner seconded the motion, motion carried.

Respectfully submitted,
Sally Lennard, Secretary

Kling Memorial Library Director's Report

May 9, 2024

On April 15th I attended the City Council meeting as the library was on the agenda for the closure of 7th Street for Summer Reading Kickoff as well as the appointment of Kristen Reichert to the board of trustees. The street closure was approved and Kristen was appointed by Mayor Eberline with full approval of the city council.

The Grundy County Library Association met in Reinbeck on April 25th. We discussed our summer reading plans, along with kicking off the Grundy County Library Passports again over this summer. The USDA grant was discussed with most of the libraries interested but uncertain about moving ahead. We decided each library probably didn't need as much equipment as was being requested, but we were interested in possibly splitting the items throughout the county.

On May 1st I presented to the Grundy Center Kiwanis group to share about our plans for the upcoming summer reading program. I also updated them on new programs, services, and collections in the library including Kid Librarian of the Month, Library of Things, Teen Subscription Boxes, and the completion of our Cafe Corner. At the conclusion of the meeting the Kiwanis approved to donate \$500.00 to our Summer Reading Program to fill any need. I also went around to local businesses and shared with them about our summer reading program in an effort to attain sponsorships for our programs.

Also on May 1st I spoke to our representative from Hoopla Digital to discuss budget options as our Hoopla bills have been getting more and more expensive. We adjusted our total number of allowed instant borrows per month from 10 to 6. We also lowered the price caps on various formats. For audiobooks, all titles \$2.84 or less will be available, Ebooks \$1.99 or less will be available, and all other formats at or less than \$2.99 will be available for download. We'll monitor our billing over the next couple months to decide if any further changes need to be made for the next fiscal year.

I followed up with Parkersburg Landscaping. John will hopefully get back to me within the week to visit the library and discuss new plant options for the Story Book Garden. I've also looked into plants to fill the planters out front of the library. My hope is to have those filled by May 11th.

**KLING MEMORIAL LIBRARY
MONTHLY REPORT
MONTH OF APRIL 2024**

Circulation:

Total circs for the month: 2001 (print) 229 (Bridges) 343 (Hoopla) = 2,573

Year ago: 1805 (print) 285 (Bridges) 303 (hoopla) = 2,393

Gain (+) or Loss (-) from last month: 0

Gain (+) or Loss (-) from last year: +180

Largest Daily Circulation: 140 Smallest Daily Circulation: 19

New Borrowers: 15 City: 8 County or Other: 7 Renewals: 27

Summary of month's circulation:

See attached spreadsheet

TOTAL CIRCULATION:

Summary of month's in-house services:

Genealogy: 2 Periodicals: 71 Games/Toys: 229 Coloring Sheets: 16 Make & Take Kits:

Special Program: 18 WiFi: 744 Reference/Tech Assistance: 115 Computers: 166

Passport Assistance: 51 Teen Space Use: 66 Maker Space Use: 2 STEM Users: 81

Patrons Thru the Door: 2029 (78 daily avg.)

MEETING ROOM USE AND PROGRAM ATTENDANCE:

Number of Programs for Children 0-5: 16 Attendance: 234

Number of Programs for Children 6-11: 5 Attendance: 85

Number of Programs for Teens 12-18: 8 Attendance: 55

Number of Programs for Adults 19+: 9 Attendance: 78

Number of General Interest Sessions: 0 Attendance: 0

TOTAL Programs 38 Total Attend: 452

Number of Meetings: 9 Attendance: 84

Gifts April 2024

Ron & Eloise Swanson	15.00	Rosanne Girres Memorial
James & Mary Osgood	20.00	Rosanne Girres Memorial
Mary Gayle Stowe	20.00	Rosanne Girres Memorial
Dennis & Cindy Dirks	20.00	Rosanne Girres Memorial
Mark & Carmen Fish	20.00	Rosanne Girres Memorial
James & Melinda Smoldt	20.00	Rosanne Girres Memorial
Mike & Sue Betzer	25.00	Rosanne Girres Memorial
Pamela Steffen	25.00	Rosanne Girres Memorial
Ron & Sally Lennard	25.00	Rosanne Girres Memorial
Larry & Judith Lewis	30.00	Rosanne Girres Memorial
Raymond & Sandy Spangenburg	30.00	Rosanne Girres Memorial
D. Hugh & Rosemary Drake	30.00	Rosanne Girres Memorial
Janice Ott	30.00	Rosanne Girres Memorial
Dave & Cherie Souhrada	50.00	Rosanne Girres Memorial
Scott Bruns	50.00	Rosanne Girres Memorial
Phil & Marilyn Hawn	50.00	Rosanne Girres Memorial
Janet Finnegan	100.00	Rosanne Girres Memorial
Nancy & Michael Sparby	100.00	Rosanne Girres Memorial
John & Mary Doak	100.00	Rosanne Girres Memorial
Brent Ludens, Olympic Denistry	100.00	Rosanne Girres Memorial
Max Girres	250.00	Rosanne Girres Memorial
Frederick & Mari Koke	50.00	Rosanne Girres Memorial
James & Patty Copeman	50.00	Rosanne Girres Memorial
Kathy Ross	15.00	Lorin Hermann Memorial
Gloria Kuester	20.00	Gift Book
Julie Harrenstein	20.00	Gift Book
Cheryl Kuehn	10.79	Gift Book
Ellie Yoder	17.10	Gift Book
Cindy Haefner	18.24	Gift Book
Rich & Eunice Riesberg	75.00	Need One Take One Donation
Time & Barb Melloy	75.00	Need One Take One Donation
Sally Leuthold	100.00	Summer Reading Donation
Heartland Co-Op	50.00	Summer Reading Donation
KC Power Sports	545.00	Summer Reading Sponsorship of Kickoff
Green Belt Bank & Trust	400.00	Summer Reading Sponsorship of Butterfly Tents
	2,556.13	