

KLING MEMORIAL LIBRARY BOARD

MEETING AGENDA

Date:	Thursday, July 13, 2023	Location:	Meeting Room
Time:	4:30 PM	Meeting Type:	Regular meeting

Board Members:

- | | |
|---|---|
| <input type="checkbox"/> Cindy Freese | <input type="checkbox"/> Jerry Zeiner |
| <input type="checkbox"/> Rosanne Girres | <input type="checkbox"/> Lisa Schupbach |
| <input type="checkbox"/> Sally Lennard | <input type="checkbox"/> Clay Edwards |
| <input type="checkbox"/> Ron Dellit | <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/Tabled Business</i>	<i>Motion/Second</i>	<i>Next Agenda Y/N</i>
1. Memorial for Dixie		
2. Need One, Take One Station Design		

<i>Agenda Items - New Business</i>	<i>Motion/Second</i>	<i>Next Agenda Y/N</i>
1. Director's Annual Review		
2. Review Current Long Range Plan. Look Ahead to Next 5 Year Plan		
3. Board Training		

NEXT MEETING: THURSDAY AUGUST 10TH, 4:30PM

Kling Memorial Library Board Minutes

June 7, 2023

President Cindy Freese called the meeting of the Kling Memorial Library Board of Trustees to order at 4:30 p.m. Those in attendance along with Freese included Director Lindsey Freese, trustees Rosanne Girres, Sally Lennard, Lisa Schupbach and Jerry Zeiner. Merideth McDonald was also present as the Council Liaison.

Schupbach moved that the agenda be adopted for the meeting. Zeiner seconded the motion, motion carried. Zeiner then moved that the minutes from the May meeting be approved. Girres seconded the motion, motion carried.

There was no Friends Meeting as they have not met. Freese shared the Director's report at this time. Highlights include:

- Our library was gifted a STEM cart full of new STEM materials as part of the Henry's Heroes program through the Deb and Jeff Hansen Foundation and Iowa Select Farms.
- The City of Grundy Center has scheduled a Loss Control Survey through EMC Insurance for Tuesday, June 13. It will assess the premises and operations of all the city department buildings. It will then identify hazards and recommend loss control actions.
- Freese has contacted a couple more landscape businesses in the Cedar Falls area about the work we would like done in the garden on the north side of the library. She has not received any responses. Zeiner offered a name of a local resident to see if he might be interested to take this on.
- The Summer Reading Kick-Off is Thursday during the Summer Block Party. There are about 70 signed up so far (in two days). The meals for the Wednesday and Friday programs are all scheduled.
- Freese filed the annual Contracting Cities Questionnaire for FY24 with the State Library of Iowa.
- Circulation is up by 400 or more.
- Numbers for Hoopla check outs have not changed even though it is limited to Holland and Grundy Center zip codes.
- There was good participation in the Escape Room.
- The programs are going strong.
- Computer use has been limited to one hour per day as more youth are wishing to use the computers.

Gifts were acknowledged from the following: Cindy Haefner, Cheryl Souhrada, Glenda Alexia, Kim Lubbert, Lisa Schupbach, Heartland Co-Op, Jason and Wendy Meester, Pat Kooiker, GNB Bank, and Jim and Pat Lynch and an anonymous donation.

The financial report was reviewed. Girres moved that the following bills be paid:

Expenses:				
Department #	Vendor	Amount	Description	Voucher #
001-410-6250	Absolute Science	\$375.00	SRP Performance	6-23-20
001-410-6725	Access Systems	\$184.98	Copier Contract	6-23-1
001-410-6505	Baker & Taylor	\$161.80	Books	6-23-2
001-410-6220	Birds & Blooms	\$12.98	1 Yr Subscription	6-23-3
001-410-6505	Center Point LP	\$370.32	LP Books	6-23-4
001-410-6250	Entertainment Group	\$475.00	SRP Performance	6-23-6
001-410-6505	GALE/Cengage	\$123.99	LP Books	6-23-7
001-410-6220	GNB Bank	\$21.40	Magazine Subscription	6-23-8
001-410-6505	GNB Bank	\$276.44	Books	6-23-8
001-410-6507	GNB Bank	\$107.59	Supplies	6-23-8
001-410-6373	G.C. Comm Utility	\$70.71	Telephone	6-23-9
001-410-6371	G.C. Municipal Utility	\$284.77	Library Lighting	6-23-10
001-410-6372	G.C. Municipal Utility	\$104.08	Library Heating	6-23-10
001-410-6220	The Iowan	\$24.00	1 Yr Subscription	6-23-11
001-410-6250	Kinetic Entertainment	\$250.00	SRP Performance	6-23-12
001-410-6516	Kling Library	\$144.75	Passport Postage	6-23-13
001-410-6507	Kling Library	\$36.26	Supplies	6-23-13
001-410-6505	MidAmerica Books	\$125.65	Books	6-23-15
001-410-6726	Premier	\$37.27	Copier Contract	6-23-17
001-410-6250	Noah Riemer Product	\$400.00	SRP Performance	6-23-18
001-410-6310	UniFirst Corps.	\$60.20	Floor Mats	6-23-19
	SUB-TOTAL	\$3,647.19		
Gifts:				
Department	Source		Description	
181-410-6520	Absolute Science	\$500.00	Foam Cannon	6-23-20
181-410-6505	Baker & Taylor	\$153.15	Gift Books	6-23-2
181-410-6507	Cornfed Designs	\$40.00	TAB Stoles	6-23-5
181-410-6502	GNB Bank	\$19.96	Gift DVDs	6-23-8
181-410-6505	GNB Bank	\$181.35	Gift Books	6-23-8
181-410-6507	GNB Bank	\$129.58	MakerSpace Items	6-23-8
181-410-6520	GNB Bank	\$361.14	SRP Supplies	6-23-8
181-410-6502	MicroMarketing	\$52.08	Gift DVDs	6-23-14
181-410-6502	Midwest Tape	\$648.09	Hoopla Circs	6-23-16
	SUB-TOTAL	\$2,085.35		
	GRAND TOTAL	\$5,732.54		

Schupbach seconded the motion, motion carried.

Freese continues to work with Shari Harberts for the memorial for Dixie Phillips.

There were two bids for the janitorial position open. Freese offered Amber Moreland the contract. She has had four years of experience.

An election of officers resulted in the same officers continuing. Cindy Freese as president, Jerry Zeiner as vice president and Sally Lennard as secretary.

Board members received the annual review form for the library director. Freese and Lennard will review these prior to our next meeting and share results.

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

Respectfully submitted,
Sally Lennard, secretary

Kling Memorial Library Director's Report

July 13, 2023

There are several new developments from the State Library of Iowa. As of July 1, the State Library officially became part of the Department of Administrative Services (DAS). They are joined by a portion of the State Historical Society of Iowa to become an enterprise under DAS. They have also sent out a link to a survey that asks about Iowa Libraries satisfaction levels with some of the programs, resources, and tools offered by the State Library. They are planning to update the Iowa Library Directory later in the month as well.

Our FY23 Direct State Aid report has been filed for the year. The \$2,021.70 was spent primarily on Summer Reading programs and supplies, while the remainder went towards the electrical work that we installed for our Need One, Take One station. The FY23 Open Access annual report, which is due by July 31st, has also been completed and submitted.

The State Library has been working with WhoFi to implement some new features for libraries to track data that can be used on the annual survey. They introduced "Question Sets" in a webinar at the end of June. This allows us to track daily usage of in-library services and programs all in one place. We also started using "Community Calendar" to not only keep track of library programs and events, but also attendance that will be used for the annual survey.

Bill Itzen did stop by the library to take a look at our garden. He is willing do to the landscape work and clean up around the building. I reached out to Jordan Nursery of Cedar Falls. They came and took pictures and measurements for a landscaping plan. They provide the plan for free if you purchase plants from them. Bill said he is willing to plant everything once we have the plan.

Looking ahead for fall, Emery and Ali have themes for story times planned. They are going to be featuring national daily holidays and celebrations like "world kindness day", "national egg day", "talk like a pirate day" etc. Early out Wednesdays are going to shift from STEM days to the arts. The Library will be participating in the Chamber Main Street *Back to School Bash* event in August. I've scheduled a series of in person programs in September and October for spooky season, as well as planning ahead for a couple of Christmas programs in November and December.

KLING MEMORIAL LIBRARY MONTHLY REPORT

MONTH OF JUNE 2023

Total Circulation:

Total circs for the month: 2469 (print) 255 (Bridges) 308 (hoopla) = 3,032

Year ago: 2466 (print) 223 (Bridges) 286 (hoopla) = 2,975

Gain (+) or Loss (-) from last year: +57

Largest Daily Circulation: 172 Smallest Daily Circulation: 14

New Borrowers: 21 City: 14 County or Other: 7 Renewals: 47

Summary of month's in-house services:

Genealogy: 11 Periodicals: 74 Puzzle: 48 Games/Toys: 306 Passive Programs: 152

Special Program: N/A Faxes Sent: 25 WiFi: 377 Reference Filled: 109 Tech Assist: 33

In-House: 85 Equipment: 193 Passport Assistance: 85 Teen Space Use: 57 Maker Space: 18

Patrons Thru the Door: 2821 (109 daily avg.)

MEETING ROOM USE AND PROGRAM ATTENDANCE:

Number of Programs for Children 0-5:	3	Attendance: 74
Number of Programs for Children 6-11:	8	Attendance: 79
Number of Programs for Teens 12-18:	9	Attendance: 58
Number of Programs for Adults 19+:	8	Attendance: 36
Number of General Interest Sessions:	5	Attendance: 493
Number of Meetings:	8	Attendance: 39

FINANCIAL REPORT: JUNE Deposit

Fax: **\$43.50** (Fax Revenues - 001-410-4500)

Copy Machine: **\$227.10** (Misc. Revenues - 001-410-4550)

Passports: **\$1,660.00** (Passport Revenue - 001-410-4501)

Gifts & Memorials: **\$1,043.37** (Gifts & Donations - 181-410-4700)

Total: \$2,973.97