

# KLING MEMORIAL LIBRARY BOARD

## MEETING AGENDA

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<b>Date:</b>	Thursday, August 10, 2023	<b>Location:</b>	Meeting Room
<b>Time:</b>	4:30 PM	<b>Meeting Type:</b>	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

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<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

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<i>Agenda Items - Old/Tabled Business</i>	<i>Motion/Second</i>	<i>Next Agenda Y/N</i>
1. Memorial for Dixie		
2. Review Current Long Range Plan. Look Ahead to Next 5 Year Plan		

<i>Agenda Items - New Business</i>	<i>Motion/Second</i>	<i>Next Agenda Y/N</i>
1. Repair/Replace Center Light Fixtures		
2. Progress on Storybook Garden		
3. Board Training		

**NEXT MEETING: THURSDAY SEPTEMBER 14TH, 4:30PM**

# Kling Memorial Library Board Minutes

July 13, 2023

President Cindy Freese called the regular meeting of the library board of trustees to order at 4:30 p.m. Director Freese was joined by other board members Ron Dellit, Rosanne Girres, and Sally Lennard as well as council liaison Merideth McDonald.

Girres moved that the agenda be adopted for the meeting. Dellit seconded the motion, motion carried. Dellit then moved that the minutes from the June meeting be approved. Girres seconded the motion, motion carried.

There was no Friends meeting in June.

Director Freese shared the director's report. Some highlights include:

- 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 levels with some of the programs, resources, and tools offered by the State Library.
- Our FY23 Direct State Aid report has been filed for the year. The \$2021.70 was spent primarily on Summer Reading programs and supplies, while the remainder went towards the electrical work that we installed for the Need One, Take One station. The FY23 Open Access annual report which was due July 31, 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 June webinar. The library has also started using "Community Calendar" to keep track of library programs and events as well as attendance that will be used for the annual survey.
- Bill Itzen stopped by the library to look at our garden. He is willing to do the landscape work and clean up around the building. Jordan Nursery of Cedar Falls came and took pictures and measurements for a landscaping plan. They provide the plan free if you purchase the plants from them. Bill is willing to plant everything once we have the plan.
- Emery and Ali have themes for story times planned for fall. 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 participate in the Chamber Main Street Back to School Bash event in August. Freese has 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.
- Circulation is up and stable.

Gifts were acknowledged from the following: Cindy Haefner, Ellie Yoder, Sonja Wilhau, Jerry and Kathy Zeiner, Jane Hommel, Max and Roxanne Girres, and Friends of KML.

Girres made the motion to approve the bills as presented. Dellit seconded the motion,

<b>Expenses:</b>				
<b>Department #</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>	<b>Voucher #</b>
001-410-6725	Access Systems	\$184.98	Copier Contract	7-23-1
001-410-6505	Baker & Taylor	\$474.45	Books	7-23-2
001-410-6505	Book Look	\$448.74	Books	7-23-5
001-410-6507	Bunkers, Emery	\$13.89	Supplies	7-23-6
001-410-6505	Center Point LP	\$185.16	Large Print Books	7-23-7
001-410-6507	Freese, Lindsey	\$36.10	Cleaning Supplies	7-23-8
001-410-6505	Gale/Cengage Learning	\$54.73	Large Print Books	7-23-9
001-410-6310	GNB Bank	\$60.43	Building Maintenance	7-23-10
001-410-6505	GNB Bank	\$78.12	Books	7-23-10
001-410-6507	GNB Bank	\$143.58	Supplies	7-23-10
001-410-6373	GC Comm. Utility	\$67.39	Telephone	7-23-11
001-410-6371	GC Muni Utility	\$294.34	Library Lighting	7-23-12
001-410-6372	GC Muni Utility	\$192.81	Library Heating	7-23-12
001-410-6507	Kling Memorial Library	\$16.97	Supplies	7-23-13
001-410-6508	Kling Memorial Library	\$24.94	Postage	7-23-13
001-410-6516	Kling Memorial Library	\$125.45	Passport Postage	7-23-13
001-410-6507	Lyon, Ali	\$66.60	Supplies	7-23-14
001-410-6012	Moreland, Amber	\$1,050.00	Janitor Contract Wages	7-23-17
001-410-6505	Overdrive, Inc.	\$887.16	Bridges E-Book Content	7-23-18
001-410-6310	Painless Windows	\$363.25	Window Cleaning	7-23-19
001-410-6726	Premier	\$55.41	Copier Contract	7-23-20
001-410-6507	Storey-Kenworthy	\$115.10	Supplies	7-23-22
001-410-6310	UniFirst Corps.	\$60.20	Floor Mats	7-23-23
	<b>SUB-TOTAL</b>	<b>\$4,999.80</b>		
<b>Gifts:</b>				
<b>Department</b>	<b>Source</b>		<b>Description</b>	
181-410-6505	Baker & Taylor	\$280.56	Gift Books	7-23-2
181-410-6502	Baker & Taylor	\$18.19	Gift DVD	7-23-3
181-410-6507	Beck-Brunk, Autumn	\$250.00	Adult Program	7-23-4
181-410-6505	Book Look	\$275.85	Children's Books	7-23-5
181-410-6502	Bunkers, Emery	\$21.35	Gift DVD	7-23-6
181-410-6502	GNB Bank	\$52.88	Gift DVD	7-23-10
181-410-6505	GNB Bank	\$88.23	Gift Books	7-23-10
181-410-6520	GNB Bank	\$111.72	SRP Supplies	7-23-10
181-410-6520	Kling Memorial Library	\$25.00	SRP Program	7-23-13
181-410-6502	MicroMarketing	\$76.34	Gift DVDs	7-23-15
181-410-6502	Midwest Tape	\$682.64	Hoopla Circs	7-23-16
181-410-6520	SOAR	\$275.00	SRP Program	7-23-21
	<b>SUB-TOTAL</b>	<b>\$2,157.76</b>		
	<b>GRAND TOTAL</b>	<b>\$7,157.56</b>		

motion carried. The financial report was reviewed. Technically we are over budget in some areas but these were out of our control with the utilities being the area of high expense. McDonald stated that the library has proven to be valuable in our community through its programs and services provided.

Freese has been trying to get in touch with Shari Harberts for the memorial for Dixie Phillips. Shari has many ideas for the stained glass work.

Freese asked for opinions on which type of table top to order for the Need One/Take One cabinets. The group preferred the maple looking wood trim.

Freese shared the results of the director's annual review by the board. Freese earned a perfect 1 rating (1 being outstanding) for all areas, nothing lower than a 1 by all raters. The favorable comments were also shared. Our board truly feels like Freese is an excellent director and showed appreciation for all she has brought to our library.

Due to low attendance this month, the board recommended postponing both the review of the current long range plan and the board training. With no further business at hand, Dellit moved for adjournment. Girres seconded the motion, motion carried.

Respectfully submitted,  
Sally Lennard, secretary

## **Kling Memorial Library Director's Report**

### **August 10, 2023**

Our Summer Reading Program came to an end on Friday, July 14th with an ice cream party sponsored by Spartan Freeze. This year we had 182 participants register for our 5 week program. We had 751 people attend our weekly programs including book clubs, Wednesday presenters, story times, and teen programs. We served 723 meals at our Wednesday and Friday programs. There were 62 participants who reached their reading goal, for which the Friends of the Library purchased a book in their name to be added to the library's collections. We received \$1915.00 in donations from organizations and individuals to make all of this happen!

In July our AC stopped working in the main area of the library. I contacted Young Plumbing and Heating. They replaced the filters in the rooftop units, but also had to change fuses and replace a blower motor. I also spoke with them about setting up a service contract to have them come check all of our HVAC units twice a year.

I placed the order for the Need One, Take One station cabinets. The current lead time is 12-16 weeks. Our order includes products that need drawings approved prior to the order entering production. The lead time stated above starts after drawings are approved. This may put installation of the cabinets towards the end of November, possibly December.

Electricians from Konken Electric came and took a look at the center light that melted. After evaluating the damage they concluded that repairing the fixture would be nearly impossible. We tried to find the same fixture through the manufacturer, Visa Lighting Company, but it appears they no longer carry that design. There are, however, a few new designs that look like they would work well in our space.

The Grundy County Library Association met on July 26 at the Dike Public Library. Directors from all six libraries were in attendance. We shared how our summer reading programs went and which presenters we liked best. We all agreed that we would like to schedule presenters for next summer more in conjunction with one another to help with costs. We also want to try to have our own mini presenter showcase with local organizations that offer free programs. Our next meeting will be in October, where we plan on discussing making arrangements for a county-wide trustee training for the year.

The State Library has opened the Annual Survey for completion. Surveys are due October 31st. I have nearly finished filling out the report. It needs to be signed off by our board president before submitting.

# KLING MEMORIAL LIBRARY MONTHLY REPORT

## MONTH OF JULY 2023

### Total Circulation:

Total circs for the month: 2368 (print) 273 (Bridges) 306 (Hoopla) = 2,947

Year ago: 2398 (print) 269 (Bridges) 293 (Hoopla) = 2,960

Gain (+) or Loss (-) from last year: -13

Largest Daily Circulation: 180 Smallest Daily Circulation: 17

New Borrowers: 12 City: 4 County or Other: 8 Renewals: 41

### Summary of month's in-house services:

Genealogy: 8 Periodicals: 65 Puzzle: 23 Games/Toys: 279 Passive Programs: 115

Special Program: N/A Faxes Sent: 36 WiFi: 390 Reference Filled: 110 Tech Assist: 41

In-House: 58 Equipment: 190 Passport Assistance: 64 Teen Space Use: 99 Maker Space: 0

### Patrons Thru the Door: 2210 (85 daily avg.)

### MEETING ROOM USE AND PROGRAM ATTENDANCE:

Number of Programs for Children 0-5:	2	Attendance: 112
Number of Programs for Children 6-11:	2	Attendance: 17
Number of Programs for Teens 12-18:	3	Attendance: 44
Number of Programs for Adults 19+:	8	Attendance: 41
Number of General Interest Sessions:	5	Attendance: 250
Number of Meetings:	8	Attendance: 39

### FINANCIAL REPORT: JULY Deposit

Fax: **\$38.50** (Fax Revenues - 001-410-4500)

Copy Machine: **\$191.90** (Misc. Revenues - 001-410-4550)

Passports: **\$800.00** (Passport Revenue - 001-410-4501)

Gifts & Memorials: **\$374.01** (Gifts & Donations - 181-410-4700)

**Total: \$1,404.41**