

# KLING MEMORIAL LIBRARY BOARD

## MEETING AGENDA

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<b>Date:</b>	Thursday, September 14, 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. Planning for Next 5 Year Plan		
3. Repair/Replace Center Light Fixtures		
4. Story Book Garden		

**NEXT MEETING: THURSDAY, OCTOBER 19TH, 4:30PM**

## **Kling Memorial Library Board Minutes**

### **August 10, 2023**

President Cindy Freese called the regular meeting of the Kling Memorial Library Board of Trustees to order at 4:30 p.m. Director Lindsey Freese was joined by other board members Clay Edwards, Rosanne Girres, Sally Lennard, Lisa Schupbach and Jerry Zeiner. Ron Dellit joined the group shortly afterwards.

The board welcomed Clay Edwards as the new trustee. Girres then moved for the adoption of the agenda. Zeiner seconded the motion, motion carried. Schupbach then moved for approval of the July minutes. Girres seconded the motion, motion carried.

Freese shared her director's report at this time as there was no Friends meeting to report. Highlights from the director's report include:

- **A recap of the Summer Reading Program** which ended on July 14 with an ice cream party sponsored by Spartan Freeze.
  - 182 participants registered
  - 751 people attended the weekly programs
  - 723 meals were served at the Wednesday and Friday programs
  - 62 reached reading goal for which Friends of the Library purchased a book in their name
  - \$1915.00 was received from organizations and individuals to make all of this happen.
- In July the air conditioning stopped working. Young Plumbing and Heating replaced filters in the rooftop units, changed fuses and replaced the blower motor. They will set up a service contract to check HVAC units twice a year.
- Cabinets for Need One, Take One have been ordered. Current lead time is 12-16 weeks which will start after drawings required are approved. Expect it to be done by late November, possibly December.
- Electricians from Konken Electric came to look at the center light that melted. They feel repairing the fixture would be nearly impossible. That fixture is no longer available through the manufacturer through Visa Lighting Company. There are a few new designs that look like they would work well. All three will be replaced.
- Grundy County Library Association met on July 26 in Dike. All shared their summer reading programs and they agreed they'd like to join forces in scheduling presenters for next summer's program to help with costs. They also want to try to have their own mini presenter showcase with local organizations that offer free programs. In October they will meet to discuss making arrangements for a county-wide trustees training for the year.
- The State Library has opened the Annual Survey for completion. They are due October 31 and Freese has just finished this but will review before submitting.
- Circulation is slightly lower than a year ago, but stable. Meeting attendance is great. The Monday movies brought in 30 attendees. These will continue in August.

Gifts were acknowledged from the following: Cindy Haefner, Marilyn Hawn, Cheryl Souhrada, Ellie Yoder, Jack Ramsey and the Grundy County Festival Board.

The financial report was reviewed. Freese pointed out that the maintenance budget has been spent already due to the problem with the air conditioning. Zeiner moved that the following bills be paid:

Schupbach seconded the motion, motion carried.

<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	8-23-1
001-410-6505	Baker & Taylor	\$103.01	Books	8-23-2
001-410-6505	Center Point LP	\$185.16	Large Print Books	8-23-2
001-410-6220	Cottage Journal	\$38.00	2 Yr Subscription Renew	8-23-5
001-410-6220	Country Living	\$15.00	1 Yr Subscription Renew	8-23-6
001-410-6220	The Courier	\$624.00	1 Yr Subscription Renew	8-23-7
001-410-6220	Family Handyman	\$13.00	1 Yr Subscription Renew	8-23-8
001-410-6505	Gale/Cengage Learning	\$54.73	Large Print Books	8-23-9
001-410-6310	GNB Bank	\$179.97	Building Maintenance	8-23-10
001-410-6505	GNB Bank	\$286.84	Books	8-23-10
001-410-6220	Good Housekeeping	\$12.00	1 Yr Subscription Renew	8-23-11
001-410-6373	GC Comm. Utility	\$63.51	Telephone	8-23-12
001-410-6371	GC Muni Utility	\$253.74	Library Lighting	8-23-13
001-410-6372	GC Muni Utility	\$236.61	Library Heating	8-23-13
001-410-6230	GCLA	\$30.00	Annual Dues	8-23-14
001-410-6220	Harpers Magazine	\$29.97	2 Yr Subscription Renew	8-23-15
001-410-6220	House Beautiful	\$15.00	1 Yr Subscription Renew	8-23-16
001-410-6507	Kling Memorial Library	\$21.38	Supplies	8-23-17
001-410-6508	Kling Memorial Library	\$23.94	Postage	8-23-17
001-410-6516	Kling Memorial Library	\$86.85	Passport Postage	8-23-17
001-410-6012	Moreland, Amber	\$700.00	Janitor Contract Wages	8-23-20
001-410-6726	Premier	\$41.75	Copier Contract	8-23-21
001-410-6310	Schendel Pest Control	\$54.50	Pest Control	8-23-22
001-410-6507	Storey-Kenworthy	\$160.46	Supplies	8-23-23
001-410-6725	T & T Computers	\$36.30	Tech Support	8-23-25
001-410-6220	Times Republican	\$236.60	1 Yr Subscription Renew	8-23-26
001-410-6310	UniFirst Corps.	\$60.20	Floor Mats	8-23-27
001-410-6310	Young Plumbing & Heating	\$4,666.58	AC Repairs	8-23-28
	<b>SUB-TOTAL</b>	<b>\$8,414.08</b>		
<b>Gifts:</b>				
<b>Department</b>	<b>Source</b>	<b>Amount</b>	<b>Description</b>	
181-410-6505	Baker & Taylor	\$17.09	Gift Books	8-23-2
181-410-6507	Cornfed Designs	\$144.00	TAB T-Shirts	8-23-4
181-410-6505	GNB Bank	\$175.95	Gift Books	8-23-10
181-410-6507	GNB Bank	\$59.43	Program Supplies	8-23-10
181-410-6502	MicroMarketing	\$27.79	Gift DVDs	8-23-18
181-410-6502	Midwest Tape	\$650.75	Hoopla Circs	8-23-19
181-410-6507	Strutz, Curt	\$395.00	Presentation	8-23-24
	<b>SUB-TOTAL</b>	<b>\$1,470.01</b>		
	<b>GRAND TOTAL</b>	<b>\$9,884.09</b>		

An update was given concerning the stained glass art proposed for the Dixie Phillips memorial. Shari Harberts continues to work on many ideas for the project.

Freese shared the Long Range Plan 2019-2024. She & staff have reviewed this & can check off several of the items listed. They also brainstormed some ideas including the traveling displays that could bring a lot of interest. We reviewed this briefly and are encouraged to read it more in depth so we can prepare for the next one that will start in February of 2024. Freese shared the survey sent out which didn't gather a lot of information. She shared a lengthier one, perhaps too long, from Nevada for more ideas. She also mentioned that this survey was mailed with the utility bills so that may be an option to reach more people who wouldn't be as familiar with the library and its services.

Freese showed the examples of the lighting systems she found. The current ones are 45 inches and some similar to those are only 38 inches. The prices are not included unless you contact them for the quote. She will do this for future reference.

Bill Itzen is still willing to work on the Storybook Garden area. He plans to clean it up as much as possible in the next week or so and will plant whatever is recommended. Jordan Nursery did come and take pictures and measurements but have not worked up any plan at this

point. If that falls through, it was suggested that Staci Freese might be able to get the plants needed if there is a plan designed.

Freese shared the WhoFi from the State Library as our board training. She showed the form that can be used to fill in and store information that could be useful not only for the reports that must be filed with the state, but also for our library's own purposes. Right now this is provided free of charge through the State Library.

Ron Dellit volunteered to serve as the liaison to the Friends meeting on Aug. 17 at 6 p.m.

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**

### **September 14, 2023**

In July Young Plumbing and Heating replaced the blower motor in our rooftop HVAC unit, but there was another issue that needed to be addressed. The VFD, or Variable Frequency Drive, which is an electrical device used as a fan accessory to increase and decrease the rotations per minute of the motor had also gone out on the unit. It took a few weeks for them to come up with a solution that wouldn't cost us another \$4000. They ended up installing a contactor which basically bypasses the VFD. The A/C has been working great since and it only cost \$1200. A representative from Visa Lighting will be here on Friday, September 15th to discuss lighting solutions for the fixture that needs to be replaced.

We got an updated quote from Advantage Archives to update the Grundy Register newspapers online archives. Our Advantage representative, Larry Eckhardt, spoke to MidAmerican Publishing and found out that they do have they 2017 through 2022 newspapers in digital format. This reduced our quote from nearly \$3500 to \$1000. I have accepted that quote so we can get the newspapers updated as soon as possible!

The Library is partnering with the Grundy Center Elementary School to provide the story for their Story Walk® throughout October and November. We selected [Knight Owl](#) by Christopher Denise, which is a 2023 Caldecott honor book. We will also be providing a story in February and March.

Our school year programs are kicking off. We had our first Wednesday Early Out program on September 13th, with nearly 20 K-2nd graders in attendance. We will also be resuming Library After Hours on September 15th for 6th-12th graders. Emery and Ali will also be bringing Story Time to the preschool at the Unky Daylo center twice a month. This is the first time we have provided outreach to that daycare center.

Shannon has completed weeding the collections that fall every odd year. This includes, picture books, easy readers, young adult, juvenile nonfiction, large print, and audiobooks. Kelli is now working on inventory throughout those same collections.

The Grundy Center Community Vacation Bible School chose the library and Heart & Solutions to donate food and monetary funds to for A group of the students from VBS dropped off the donations in August. We also received a couple memorial donations in memory of Robert Chabel and Nancy Witt.

September is National Library Card Sign Up Month. In an effort to reach more residents we have placed table tents in all of the restaurants in Grundy Center. We are also doing a social media campaign of "Look who got library carded" featuring library trustees, other city government employees, and prominent members from other community institutions. I will report on total number of sign ups at next month's board meeting.

**KLING MEMORIAL LIBRARY  
MONTHLY REPORT  
MONTH OF AUGUST 2023**

**Circulation:**

Total circs for the month: 2366 (print) 274 (Bridges) 328 (Hoopla) = 2,968

Year ago: 2045 (print) 243 (Bridges) 280 (hoopla) = 2,568

Gain (+) or Loss (-) from last year: +400

Largest Daily Circulation: 172 Smallest Daily Circulation: 29

New Borrowers: 16 City: 8 County or Other: 8 Renewals: 36

**Summary of month's circulation:**

See attached spreadsheet

**TOTAL CIRCULATION:**

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

Genealogy: 1 Periodicals: 106 Games/Toys: 209 Coloring Sheets: 51 Make & Take Kits: 51

Special Program: 71 WiFi: 368 Reference/Tech Assistance: 106 Computers: 181

Passport Assistance: 96 Teen Space Use: 71 Maker Space Use: 6 STEM Users: 54

**Patrons Thru the Door: 1864 (69 daily avg.)**

**MEETING ROOM USE AND PROGRAM ATTENDANCE:**

Number of Programs for Children 0-5:	1	Attendance: 20
Number of Programs for Children 6-11:	0	Attendance: 0
Number of Programs for Teens 12-18:	1	Attendance: 11
Number of Programs for Adults 19+:	10	Attendance: 37
Number of General Interest Sessions:	6	Attendance: 77
Number of Meetings:	9	Attendance: 75