

KLING MEMORIAL LIBRARY BOARD

MEETING AGENDA

Date:	Thursday, October 19, 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. Planning for Next 5 Year Plan		
3. Repair/Replace Center Light Fixtures		
4. Story Book Garden		

NEXT MEETING: THURSDAY, NOVEMBER 9, 2023 4:30PM

Kling Memorial Library Board Minutes

September 14, 2023

Vice President Jerry Zeiner called the regular meeting of the Kling Memorial Board of Trustees to order at 4:30 p.m. In attendance were Director Lindsey Freese and board members Ron Dellit, Rosanne Girres, Sally Lennard and Lisa Schupbach. Meredith McDonald, the council liaison, joined the group a bit later.

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

Dellit shared a report on the Friends meeting that he attended in August. Some of the highlights of the business discussed included:

- Discussion on the upcoming Holiday gift baskets
- Approval to fund special programs such as spooky season programs
- The October book sale which will be October 12-14
- They are considering adding to the recreation collection with a ladder ball game and possibly a cornhole game

Girres will attend the September Friends meeting as the liaison.

Freese shared the director's report at this time with the following highlights:

- The maintenance line item in the budget has pretty much been expended due to the blower motor repair for the rooftop HVAC unit. Young Plumbing and Heating replaced this and found the VFD (Variable Frequency Drive) which is an electrical device used as a fan accessory to increase/decrease the rotations per minute of the motor has also gone out. This would cost another \$4000 to replace. Instead they ended up installing a contactor which bypasses the VFD for \$1200. It appears to be working fine so far.
- She also had the opportunity to sign up for a service contract for \$3000 to check the systems yearly. Since it was a large amount and the budget has been expended she chose to not sign up and possibly it could be budgeted for in the future. We do have filters and it was suggested to ask someone from the city to replace those on the roof as needed.
- A representative from Visa Lighting plans to be here on September 15 to discuss lighting solutions for the fixture that needs to be replaced. At this time we are looking to replace all three of the light fixtures with LED lights.
- Advantage Archives presented a new quote to update the Grundy Register newspapers online archives. They have the 2017 through 2022 newspapers in digital format already so the new quote was reduced from nearly \$3500 to \$1000. Freese accepted that quote.
- The library is partnering with the Grundy Center Elementary School to provide the story for their Story Walk throughout October and November. They have selected *Knight Owl* by Christopher Denise which is a 2023 Caldecott honor book. They will also provide the story in February and March.
- First Wednesday Early Out program occurred on September 13 with nearly 20 K-2nd graders in attendance. Library After Hours for 6th-12th graders is planned for September 15. Ali and Emery will be bringing Story Time to the preschool at the Unky Daylo center twice a month.
- Shannon finished weeding the collections that fall every odd year which includes picture books, easy readers, young adult, juvenile non fiction, large print, and audiobooks. Kelli is working on inventory throughout those same collections.
- September is National Library Card Sign Up Month. They have placed table tents in all of the restaurants in Grundy Center to reach more residents. They 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. Next month she will report on the total number of sign ups.
- The Holland Contract was received for \$400.

Gifts were acknowledged from the following: Rachel Edittu, Cindy Haefner, Cheryl Kuehn, Ellie Yoder, Joann Larson, Doris Chabal, Friends of the Library, Cooperative Ministries VBS, and Jim and Brenda Everts.

The financial report was reviewed and things are on budget with the exception of the maintenance line in the budget. Schupbach moved that the following be paid:

Expenses:				
Department #	Vendor	Amount	Description	Voucher #
001-410-6725	Access Systems	\$184.98	Copier Contract	9-23-1
001-410-6505	Baker & Taylor	\$474.90	Books	9-23-2
001-410-6505	Center Point LP	\$185.16	Large Print Books	9-23-3
001-410-6507	Freese, Lindsey	\$61.29	Supplies	9-23-4
001-410-6505	Gale/Cengage Learning	\$117.85	Large Print Books	9-23-5
001-410-6505	GNB Bank	\$171.75	Books & Online Subscrip.	9-23-6
001-410-6507	GNB Bank	\$159.53	Supplies	9-23-6
001-410-6373	GC Comm. Utility	\$65.68	Telephone	9-23-7
001-410-6371	GC Muni Utility	\$270.62	Library Lighting	9-23-8
001-410-6372	GC Muni Utility	\$261.36	Library Heating	9-23-8
001-410-6230	GCLA	\$30.00	Annual Dues	9-23-9
001-410-6508	Kling Memorial Library	\$26.03	Postage	9-23-10
001-410-6516	Kling Memorial Library	\$164.05	Passport Postage	9-23-10
001-410-6012	Moreland, Amber	\$1,050.00	Janitor Contract Wages	9-23-13
001-410-6726	Premier	\$43.90	Copier Contract	9-23-14
001-410-6310	UniFirst Corps.	\$101.97	Floor Mats	9-23-15
001-410-6220	Vogue Magazine	\$15.00	1 Yr Subscription	9-23-16
001-410-6310	Young Plumbing & Heating	\$1,220.00	AC Repairs	9-23-17
	SUB-TOTAL	\$4,604.07		
Gifts:				
Department	Source	Amount	Description	
181-410-6505	Baker & Taylor	\$175.18	Gift Books	9-23-2
181-410-6502	Freese, Lindsey	\$19.96	Gift DVDs	9-23-4
181-410-6505	GNB Bank	\$55.44	Gift Books	9-23-6
181-410-6502	MicroMarketing	\$88.53	Gift DVDs	9-23-11
181-410-6502	Midwest Tape	\$731.73	Hoopla Circs	9-23-12
	SUB-TOTAL	\$1,070.84		
	GRAND TOTAL	\$5,674.91		

Dellit seconded the motion, motion carried.

Freese updated the board on the memorial for Dixie Phillips. She shared the design drafted by Shari Harberts for the stained glass piece. The size will not work and they worked to devise another design. It will be a less detailed picture of a cat, books and possibly flowers. She will continue to be in touch with Harberts to get this project underway.

Freese again discussed the next 5 Year Plan. One idea she had was to highlight the history of Grundy Center by encouraging the historical society to use the display case, and then in turn, the library could direct interested people to the museum on main street. She and Shannon also worked on a survey about the library that the city will allow to be included in the monthly utility bill. This will cut down on the postage and reach more people. The survey will also be available in the library. The last survey went out in 2018. Information from this might help with the 5 Year plan. It will go out the end of September, be back by the end of October, be reviewed and the results would be available for the November meeting. This plan is a plan in progress as she continues to review the current plan and assess where goals have been reached and not quite achieved at this time. The board will also help as we can with this process.

Freese plans to email the options to the board members concerning what she learns from Visa Lighting about the light fixtures.

Bill Itzen has trimmed trees and cleared a bit out of Story Book Garden. Jordan Nursery has not provided any designs on this. Zeiner volunteered to take some measurements and share that with an individual from Parkersburg who has experience in landscaping designs. Itzen is willing to do what needs to be done but needs a design to follow.

The next meeting will be on October 19th as the 12th has many things going on including the Girls Night Out and library book sale.

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

Respectively submitted,
Sally Lennard, secretary

Kling Memorial Library Director's Report

October 19, 2023

September was Library Card Sign Up Month. We ended up issuing 39 new library cards and renewed 45 patron accounts that had expired for a total of 84 library card sign-ups. We also received lots of questions and comments from items they had seen listed on our table tents which were distributed at all Grundy Center restaurants.

The first week of October was also Banned Books Week. Shannon created a display in the library featuring statistics about the number of unique titles that were challenged in 2022 along with the number of total challenges and bans that occurred in 2022. The display also included titles that were the top 13 most challenged books of 2022. We had a handful in our collections, the others are available on Hoopla and Libby. We followed up Banned Books Week with an in-person program titled "What's Up With Banned Books". We had a small attendance for that live program.

We had two programs for the fall, with a third coming up next week, Visiting the Beyond and Morbid Curiosities. Visiting the Beyond with Curt Strutz was well attended with 27 attendees. Morbid Curiosities drew a crowd of 18. He did a fantastic job with his performance as Edgar Allen Poe. Mike Anderson will be here on October 26th with spooky stories and silly songs as a family event. I have also scheduled Linda McCann for a return visit to promote her newest book, Rosie the Riveters of Iowa. That program will be November, 6th at 1:00pm.

Our time table for pushing out the community survey has been moved back slightly. We were not able to get the surveys out with the October billing. They will be going out with the November billing instead. We have published it online though through our website and included the QR code on the table tents that we put in GC restaurants for the month of October. We also have paper copies in the library at the desk. So far we have gotten a handful of responses.

Library staff and a few volunteers are planning on doing some book rearranging at the beginning of November. We are going to be moving a few of our collections to different locations in the library in the hopes it will make those collections more visible to patrons who would be most interested and therefore, increase circulation. We're planning on making the shift November 10-11 while the library is closed for Veterans Day.

Our Direct State Aid funding for FY24 in the amount of \$2,015.29 was deposited September 22nd. According to our agreement these funds must be expended by June 30, 2024. We have also received our funding from Grundy County. This year we received \$37,954.00.

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

Circulation:

Total circs for the month: 1984 (print) 256 (Bridges) 325 (Hoopla) =2,565

Year ago: 1834 (print) 235 (Bridges) 285 (hoopla) = 2,354

Gain (+) or Loss (-) from last year: +211

Largest Daily Circulation: 146 Smallest Daily Circulation: 29

New Borrowers: 39 City: 23 County or Other: 16 Renewals: 45

Summary of month's circulation:

See attached spreadsheet

TOTAL CIRCULATION:

Summary of month's in-house services:

Genealogy: 1 Periodicals: 60 Games/Toys: 186 Coloring Sheets: 44 Make & Take Kits: 26

Special Program: n/A WiFi: 432 Reference/Tech Assistance: 107 Computers: 152

Passport Assistance: 58 Teen Space Use: 43 Maker Space Use: 3 STEM Users: 64

Patrons Thru the Door: 1702 (daily avg.)

MEETING ROOM USE AND PROGRAM ATTENDANCE:

Number of Programs for Children 0-5: 15 Attendance: 232

Number of Programs for Children 6-11: 2 Attendance: 48

Number of Programs for Teens 12-18: 9 Attendance: 66

Number of Programs for Adults 19+: 11 Attendance: 66

Number of General Interest Sessions: 3 Attendance: 28

Number of Meetings: 10 Attendance: 63

FINANCIAL REPORT: SEPTEMBER Deposit

Fax: **\$20.50** (Fax Revenues - 001-410-4500)

Copy Machine: **\$100.95** (Misc. Revenues - 001-410-4550)

Passports: **\$645.00** (Passport Revenue - 001-410-4501)

Gifts & Memorials: **\$510.87** (Gifts & Donations - 181-410-4700)

Total: \$1,277.32