

# KLING MEMORIAL LIBRARY BOARD

## MEETING AGENDA

---

|              |                            |                      |                 |
|--------------|----------------------------|----------------------|-----------------|
| <b>Date:</b> | Thursday, November 9, 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

---

| <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. Planning for Next 5 Year Plan          |                      |                        |
| 2. Repair/Replace Center Light Fixtures   |                      |                        |
| 3. Story Book Garden                      |                      |                        |
| <i>Agenda Items - New Business</i>        | <i>Motion/Second</i> | <i>Next Agenda Y/N</i> |
| 1. Form Budget Committee & Set Date       |                      |                        |

**NEXT MEETING: THURSDAY, DECEMBER 14TH, 2023 4:30PM**

# Kling Memorial Library Board Minutes

October 19, 2023

The regular meeting of the Kling Memorial Board of Trustees was called to order by President Cindy Freese at 4:30 p.m. In attendance were Director Lindsey Freese, board members Ron Dellit, Rosanne Girres, Sally Lennard, Lisa Schupbach, and Jerry Zeiner. Our council liaison, Merideth McDonald was also present for part of the meeting.

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

Girres shared the Friends Liaison Report at this time. The Friends' treasurer was absent so there was no treasurer's report.

- Discussion included the days and times for the donation of books and setting up for the book sale on Wednesday, October 11. The sale was to be October 12, 13, and 14 during regular library hours with clean up at 11:45 on the 14th until finished.
- Holiday Baskets are due November 6-9.
- Wrapping the baskets will be on November 9.
- Director Freese suggested that the Friends order the books through Amazon.
- The baskets will be out until November 28.
- A suggestion was a favorite book as a memorial for Dixie Phillips.
- A discussion about a library of things which might include yard ornaments, outdoor games, etc.
- Volunteers are needed for the book donation times, for the book sale, for handing out Holiday Basket fliers, and for wrapping baskets.
- They discussed the Festival of Trees.

Girres recommended that future board members going to the Friends meeting should bring the agenda from the regular board member as a reminder of what to report. Zeiner agreed to attend the October meeting later today.

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

- Circulation was up this month.
- September was Library Card Sign Up Month and we ended with 39 new cards issued and 45 patron accounts renewed for a total of 84 sign ups. The staff also received a lot of questions and comments from items they had seen listed on our table tents which were distributed at all Grundy Center restaurants.
- First week of October was Banned Books Week and Shannon created a display in the library featuring statistics about the number of unique titles that were challenged in 2022 as well as the number of total challenges and bans that occurred in 2022. They followed up the Banned Books Week with an in-person program titled "What's Up With Banned Books". The attendance was low for that.
- The library had two programs for fall, with a third coming up next week, Visiting the Beyond and Morbid Curiosities. Visiting the Beyond with Curt Strutz was well attended (27). Morbid Curiosities drew a crowd of 18 and it was a very good program with a performance as Edgar Allen Poe. Mike Anderson will be at the library on October 26 with spooky stories and silly songs as a family event. Linda McCann will also return to promote her newest book, Rosie the Riveters of Iowa. That program will be November 6 at 1:00 p.m.
- Time table for pushing out the community survey has been moved back slightly. We couldn't get the surveys in the October billing but will go out in November. It has been published online through our website and included the QR code on the table tents that were put in GC restaurants for the month of October. There are also paper copies in the library. So far a handful of responses have been received.
- Library staff and a few volunteers are planning on doing some book rearranging at the beginning of November. They will move 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 therefor, increase the circulation. This will be on 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 22. These funds must be spent by June 30, 2024. We also received our funding from Grundy County in the amount of \$37,954.00.

Gifts were acknowledged from the following: Cheryl Kuehn, Cindy Haefner, Delmar Flater, Glenda Alexia, Julie Harrenstein, GNB Bank, Alpha Study Group, Marling and Martha Mullnix, Gloria Kuester, Edward and Mary Brown, and Robert and Julie Fleming.

The financial report was reviewed and Zeiner moved that the following bills be paid:

| <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          | 10-1-23          |
| 001-410-6505        | Baker & Taylor         | \$192.14          | Books                    | 10-2-23          |
| 001-410-6505        | Center Point LP        | \$185.16          | Large Print Books        | 10-3-23          |
| 001-410-6505        | Gale/Cengage Learning  | \$54.73           | Large Print Books        | 10-4-23          |
| 001-410-6505        | GNB Bank               | \$63.73           | Books & Online Subscrip. | 10-5-23          |
| 001-410-6507        | GNB Bank               | \$117.93          | Supplies                 | 10-5-23          |
| 001-410-6373        | GC Comm. Utility       | \$66.41           | Telephone                | 10-6-23          |
| 001-410-6371        | GC Muni Utility        | \$237.31          | Library Lighting         | 10-7-23          |
| 001-410-6372        | GC Muni Utility        | \$182.90          | Library Heating          | 10-7-23          |
| 001-410-6508        | Kling Memorial Library | \$13.95           | Postage                  | 10-8-23          |
| 001-410-6516        | Kling Memorial Library | \$115.80          | Passport Postage         | 10-8-23          |
| 001-410-6507        | Kling Memorial Library | \$48.90           | Program Supplies         | 10-8-23          |
| 001-410-6507        | Lyon, Ali              | \$37.06           | Program Supplies         | 10-9-23          |
| 001-410-6012        | Moreland, Amber        | \$350.00          | Janitor Contract Wages   | 10-12-23         |
| 001-410-6726        | Premier                | \$48.03           | Copier Contract          | 10-13-23         |
| 001-410-6310        | UniFirst Corps.        | \$67.98           | Floor Mats               | 10-14-23         |
|                     | <b>SUB-TOTAL</b>       | <b>\$1,967.01</b> |                          |                  |
| <b>Gifts:</b>       |                        |                   |                          |                  |
| <b>Department</b>   | <b>Source</b>          | <b>Amount</b>     | <b>Description</b>       |                  |
| 181-410-6505        | Baker & Taylor         | \$102.87          | Gift Books               | 10-2-23          |
| 181-410-6502        | GNB Bank               | \$39.92           | Gift DVDs                | 10-5-23          |
| 181-410-6507        | GNB Bank               | \$79.11           | Program Supplies         | 10-5-23          |
| 181-410-6502        | MicroMarketing         | \$29.75           | Gift DVDs                | 10-10-23         |
| 181-410-6502        | Midwest Tape           | \$731.88          | Hoopla Circs             | 10-11-23         |
|                     | <b>SUB-TOTAL</b>       | <b>\$983.53</b>   |                          |                  |
|                     | <b>GRAND TOTAL</b>     | <b>\$2,950.54</b> |                          |                  |

Schubach seconded the motion, motion carried.

Freese shared the design Shari Harberts has created for the stained glass memorial for Dixie Phillips. The cost will be about \$600 and the amount in memorial gifts will cover most of that expense. The board approved the design and recommended that Freese contact Harberts to begin the project.

We were encouraged to look over the 5 Year Plan again.

Freese continues to receive information from Jeff Kramer concerning the replacement/repair of the main light fixtures. The problem comes with finding a light that will produce as much lighting as the current ones do. Freese shared some designs and will stay in contact with this representative to find the best solution.

Zeiner will measure the area for the Story Book Garden. Kim from Jordan Nursery finally looked at the garden and offered some ideas which included some types of prairie grass, hedges and possibly bleeding hearts. She will work on a design. Bill Itzen has been here to clear out some of the garden and trim and thin it some but will do the majority of the work next spring.

With no further business, Schubach moved that the meeting adjourn. Girres seconded the motion, motion carried.

Respectfully submitted,  
Sally Lennard, secretary

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

### **November 9, 2023**

Bruce Burghuis with Current Electric was here to replace the bulbs in the globe lights on the top of the building. All but one of them were burnt out. Dan Bangasser from Public Works also came up and helped get the lights back on the correct time to turn on automatically in the evenings.

I received an update from Library Furniture International that our new cabinets should be delivered and installed towards the end of November possibly the beginning of December. They are experiencing some delays with production.

Kelli and Shannon are continuing with inventory. So far they have completed Young Adult, Easy Readers, Picture Books, Juvenile Nonfiction, Juvenile Biographies, Audiobooks, and Large Print. Currently they are working through Adult Nonfiction.

Ali is set to go on maternity leave later this month. She is due right around Thanksgiving. City of Grundy Center does not qualify for FMLA coverage, so maternity leave is just unpaid leave. As of now, Ali is planning on slowing returning to work after 6-8 weeks to ease back into the routine.

Shannon is looking to be added to the city's insurance this coming year as they will be turning 26 next year. We will discuss the enrollment period with Kristy at city hall to get Shannon signed up accordingly.

The Grundy County Library Association met at the Kling Library on October 26th. Jay Peterson from the State Library of Iowa gave us an update including that an announcement will be made soon regarding changes coming to BRIDGES. The Association also had representatives from several local organizations share with us what kind of programs they offer through their offices. We were all interested in partnering with these organizations for program for our patrons of all ages. The Association will be meeting with County Supervisors in December to give them an update and discuss our funding for the next fiscal year.

The Library will once again be hosting Festival of Trees through the week of Thanksgiving. We are also a stop for multiple activities during Main Street Mingle. Our TAB will be handing out cookie kits and running a family craft in front of the Historical Society building. We are also the loading location for the trolley. Our Mrs. Claus this year is going to be Michelle Garret. She has years of experience in other communities as Mrs. Claus and her husband as Santa. She does charge for her services, but it will just be for Saturday morning.

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

**Circulation:**

Total circs for the month: 1968 (print) 262 (Bridges) 321 (Hoopla) = 2,551

Year ago: 1812 (print) 225 (Bridges) 284 (hoopla) = 2,321

Gain (+) or Loss (-) from last year: +230

Largest Daily Circulation: 130 Smallest Daily Circulation: 13

New Borrowers: 13 City: 5 County or Other: 8 Renewals: 27

**Summary of month's circulation:**

See attached spreadsheet

**TOTAL CIRCULATION:**

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

Genealogy: 1 Periodicals: 41 Games/Toys: 206 Coloring Sheets: 12 Make & Take Kits: 91

Special Program: n/A WiFi: Reference/Tech Assistance: 116 Computers: 137

Passport Assistance: 46 Teen Space Use: 61 Maker Space Use: 2 STEM Users: 76

**Patrons Thru the Door: 1806 ( 69.5 daily avg.)**

**MEETING ROOM USE AND PROGRAM ATTENDANCE:**

|                                       |           |                          |
|---------------------------------------|-----------|--------------------------|
| Number of Programs for Children 0-5:  | 16        | Attendance: 265          |
| Number of Programs for Children 6-11: | 2         | Attendance: 35           |
| Number of Programs for Teens 12-18:   | 7         | Attendance: 38           |
| Number of Programs for Adults 19+:    | 9         | Attendance: 38           |
| Number of General Interest Sessions:  | 6         | Attendance: 50           |
| <b>TOTAL Programs</b>                 | <b>40</b> | <b>Total Attend: 426</b> |
| Number of Meetings:                   | 9         | Attendance: 62           |

**FINANCIAL REPORT: OCTOBER Deposit**

Fax: **\$22.00** (Fax Revenues - 001-410-4500)

Copy Machine: **\$124.50** (Misc. Revenues - 001-410-4550)

Passports: **\$565.00** (Passport Revenue - 001-410-4501)

Gifts & Memorials: **\$1349.90** (Gifts & Donations - 181-410-4700)

**Total: \$2,061.40**