

KLING MEMORIAL LIBRARY BOARD

MEETING AGENDA

Date:	Thursday, January 11, 2024	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 Business</i>	<i>Motion/Second</i>	<i>Next Agenda Y/N</i>
1. Planning for Next 5 Year Plan - Reviewing Mission Statement, Core Values, and Focus Areas		
2. Repair/Replace Center Light Fixture		

NEXT MEETING: THURSDAY, FEBRUARY 8, 2024 4:30PM

Kling Memorial Library Board Minutes

December 14, 2023

President Cindy Freese called the regular meeting of the board of trustees of the Kling Memorial Library to order at 4:30 p.m. Other board members joining Director Freese included Ron Dellit, Rosanne Girres, Sally Lennard and Jerry Zeiner. Meredith McDonald was also present as the liaison to the city council

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

There was no Friends report at this time but Freese did share that approximately \$1800 was raised from the gift baskets before expenses. Freese then shared the director's report with the following highlights:

- Successful Main Street Mingle again with the library's involvement. Four TAB members volunteered to hand out cookie kits and run the reindeer food make and take craft at the Historical Society building. They handed out at least 175 cookie kits. There were also at least 200 people through the building looking at the Festival of Trees the night of Main Street Mingle. Story time with Mrs. Claus the next morning had over 70 attend.
- Funding has been received from the State Library of Iowa for FY2024 Open Access and ILL Reimbursement in the amount of \$722.45.
- Jason from LFI came December 5 to deliver and install the Need One, Take One Station. They were able to repurpose two of the desks that were removed from the Teen Corner. We have received a couple donations of paper products to supply the station since the beginning of the month. The microwave and mini-fridge still need to be installed and possibly a purchase of a new Kuerig will be necessary.
- The Giving Tree is set up again this month. Patrons have generously donated hats, gloves, and scarves to the Need One, Take One program as well as craft supplies for library use on Early Out Art Club Days.
- The Kling Memorial Library Foundation met on December 13 for their annual meeting. They reviewed their current investments which include two CDs, a money market account, and their Community Foundation fund. The total of their investments amount to \$134,048. Upcoming projects and needs of the library including replacing computers and updating the children's areas were discussed. They are in agreement to contributing to those projects and will make an official decision closer to when those projects are scheduled to take place.
- Freese's certification as a public library director is set to renew at the end of December, having completed the required 45 hours of continuing education at that point. The renewal is good for a three year term, not having to renew again until December 2026.
- Library will be closed Saturday, December 23 and Monday, December 25 for Christmas as well as Monday, January 1 for New Year's Day.
- Circulation is down considerably (123) for no apparent reason.

Several gifts were acknowledged from the following: Cindy Haefner, CJ Thompson, Marilyn Hawn, Lisa Schupbach, Glenda Alexia, Cindy Freese, Cheryl Souhrada, Friends of the Library, Three cash donations for popcorn machine, lost book replacements and cash donation, Melanie and Susan Seivert, Cedric and Robin Karkosh, Danny and Lori Berregaard, Vicki Sue Grimes, Janet Slessor, Richard and DebKazmerzak, Warren and Rebecca Schildroth, and Malissa and Matthew Martin.

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

Expenses:				
Department #	Vendor	Amount	Description	Voucher #
001-410-6725	Access Systems	\$197.55	Copier Contract	12-23-1
001-410-6505	Baker & Taylor	\$181.31	Books	12-23-2
001-410-6505	Center Point LP	\$185.16	Large Print Books	12-23-3
001-410-6310	Current Electric	\$209.50	Service Call	12-23-4
001-410-6505	Gale/Cengage Learning	\$171.37	Large Print Books	12-23-5
001-410-6220	GNB Bank	\$157.08	Magazine Renewal	12-23-6
001-410-6505	GNB Bank	\$213.50	Books	12-23-6
001-410-6507	GNB Bank	\$96.17	Supplies	12-23-6
001-410-6373	GC Comm. Utility	\$69.84	Telephone	12-23-7
001-410-6371	GC Muni Utility	\$315.07	Library Lighting	12-23-8
001-410-6372	GC Muni Utility	\$113.68	Library Heating	12-23-8
001-410-6508	Kling Memorial Library	\$19.09	Postage	12-23-11
001-410-6516	Kling Memorial Library	\$115.80	Passport Postage	12-23-11
001-410-6507	Kling Memorial Library	\$29.97	Program Supplies	12-23-11
001-410-6012	Moreland, Amber	\$1,050.00	Janitor Contract Wages	12-23-16
001-410-6726	Premier	\$356.84	Copier Contract	12-23-17
001-410-6310	Schendel Pest Control	\$54.50	Pest Control	12-23-18
001-410-6310	UniFirst Corps.	\$67.98	Floor Mats	12-23-19
	SUB-TOTAL	\$3,604.41		
Gifts:				
Department	Source	Amount	Description	
181-410-6505	Baker & Taylor	\$155.09	Gift Books	12-23-2
181-410-6505	GNB Bank	\$44.15	Gift Books	12-23-6
181-410-6507	GNB Bank	\$180.25	Program Supplies	12-23-6
181-410-6507	GC Elementary School	\$116.59	Story Walk Posters	12-23-9
181-410-6505	Infobase	\$1,627.51	1 Yr. Subscription	12-23-10
181-410-6505	Lakeview Books	\$94.96	Children's Books	12-23-12
181-410-6730	Library Furniture Inter.	\$3,125.00	Custom Cabinet	12-23-13
181-410-6502	MicroMarketing	\$136.11	Gift DVDs	12-23-14
181-410-6502	Midwest Tape	\$753.85	Hoopla Circs	12-23-15
	SUB-TOTAL	\$6,233.51		
	GRAND TOTAL	\$9,837.92		

Dellit seconded the motion, motion carried.

At this time Freese and Zeiner presented the proposed budget for FY2024. There is a 3% increase in salaries across the board. Some budgeted items were reduced while others increased due to raises in postage rates, or increased needs. Dellit moved that we accept the proposed budget for FY2024. Girres seconded the motion, motion carried.

Freese shared the results of the survey sent out with the utility bills. Though we saved the postage, it did require more expense in printing the survey for the residents of the city, There were pie charts showing the responses to each survey question. Good information was gained from this that can be applied to the Five Year Plan as important areas to begin or continue to work on to improve our services.

We discussed the current situation with the new lighting needed. The problem is that there is no replacement available for the damaged acrylic globe. Alternative lighting will need to be chosen unless there is any chance of repair of the old one. Freese will attempt to contact JESCO to get their opinion to see if it differs from Konken's as they reported it is beyond repair. She will also continue to work with Visa Lighting to see what alternatives they come up with. This is an issue that will need to be resolved as the lack of lighting is quite obvious in that area.

With no other business at hand, Dellit moved for adjournment. Girres seconded the motion, motion carried.

Respectfully submitted,
Sally Lennard, Secretary

Kling Memorial Library Director's Report January 11, 2024

Over winter break we offered a variety of children's programs to keep kiddos and families busy throughout the holidays. The family movie and trivia day were minimally attended. Our passive crack the code program saw 18 participants. But our biggest program of all was our Bluey Party! We had 85 kids and parents attend our special story time and lunch which was sponsored by the Friends of the Library.

On January 8th, I presented our annual department update to the City Council as they look ahead to the fiscal year '25 budget. I shared with them library statistics from the past fiscal year, along with updates on staff, conditions of the building, and other recent news and projects. There were only a few questions asked about the library budget as presented.

We are launching a new recognition program for our elementary and middle school aged patrons called, Kid Librarian of the Month. Each month we will select one child to create a display of their favorite books in the library. They will also have their photo posted above their display, as well as featured in our monthly newsletter and shared on our social media with a short profile on them as a reader. The goal is to get kids engaged with our juvenile collections as well as give them a sense of ownership in their space of the library.

We are well underway in planning our 2024 Summer Reading Program *Adventure Begins at Your Library*. We have three performers booked which include Science Heroes, Will Stuck, and the National Mississippi River Museum and Aquarium. That leaves us just two more programs to schedule. We will also be partnering with ISU Extension to bring 4H programs to kids on Friday mornings. We will continue to plan the rest of our events in the next couple months.

The stained glass piece commissioned in memory of Dixie Phillips has been completed. Shari Harberts delivered it in December. The glass has been on display at the front desk and will soon be hung in the window outside the Grundy Room.

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

Circulation:

Total circs for the month: 1544 (print) 236 (Bridges) 341 (Hoopla) = 2,121

Year ago: 1787 (print) 258 (Bridges) 298 (hoopla) = 2,343

Gain (+) or Loss (-) from last year: -222

Largest Daily Circulation: 99 Smallest Daily Circulation: 16

New Borrowers: 14 City: 7 County or Other: 7 Renewals: 27

Summary of month's circulation:

See attached spreadsheet

TOTAL CIRCULATION:

Summary of month's in-house services:

Genealogy: 0 Periodicals: 55 Games/Toys: 287 Coloring Sheets: 60 Make & Take Kits: 15

Special Program: 22 WiFi: 427 Reference/Tech Assistance: 108 Computers: 142

Passport Assistance: 77 Teen Space Use: 62 Maker Space Use: 23 STEM Users: 53

Patrons Thru the Door: 1546 (67 daily avg.)

MEETING ROOM USE AND PROGRAM ATTENDANCE:

Number of Programs for Children 0-5:	13	Attendance: 236
Number of Programs for Children 6-11:	1	Attendance: 6
Number of Programs for Teens 12-18:	6	Attendance: 46
Number of Programs for Adults 19+:	6	Attendance: 54
Number of General Interest Sessions:	11	Attendance: 98
TOTAL Programs	37	Total Attend: 440
Number of Meetings:	6	Attendance: 88

FINANCIAL REPORT: DECEMBER Deposit

Fax: **\$57.50** (Fax Revenues - 001-410-4500)

Copy Machine: **\$196.90** (Misc. Revenues - 001-410-4550)

Passports: **\$930.00** (Passport Revenue - 001-410-4501)

Gifts & Memorials: **\$769.47** (Gifts & Donations - 181-410-4700)

Total: \$1953.87