

# KLING MEMORIAL LIBRARY BOARD

## MEETING AGENDA

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<b>Date:</b>	Thursday, December 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 Business</i>	<i>Motion/Second</i>	<i>Next Agenda Y/N</i>
1. Planning for Next 5 Year Plan - Reviewing Survey Data		
2. Repair/Replace Center Light Fixtures		
<i>Agenda Items - New Business</i>	<i>Motion/Second</i>	<i>Next Agenda Y/N</i>
1. Approve proposed FY25 Budget		

**NEXT MEETING: THURSDAY, JANUARY 11, 2024 4:30PM**

# Kling Memorial Library Board Minutes

November 9, 2023

President Cindy Freese called the regular meeting of the Kling Memorial Library Board of Trustees to order at 4:30 p.m. with all board members present which included Ron Dellit, Clay Edwards, Rosanne Girres, Sally Lennard, Lisa Schupbach, and Jerry Zeiner as well as Library Director Lindsey Freese and Council Liaison Merideth McDonald.

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

Zeiner attended the last Friends of the Library meeting as the liaison and shared a report which indicated an ending balance of \$3688.54. They discussed the upcoming Holiday Basket fundraiser. The baskets are due to the library on November 8-9 and will be displayed from November 13-28. New business included discussion on the Festival of Trees with the theme of "A Charlie Brown Christmas". Set up and tear down was discussed. The trees will be displayed from November 20-25 during open library hours. They also visited businesses to see if they wanted to participate in the holiday baskets by donating a book.

Freese shared her director's report and these are some of the highlights:

- Bruce Burghuis with Current Electric replaced the bulbs in the globe lights on the top of the building with all but one being burnt out. Dan Bangasser from Public Works helped get the lights back on the correct time to turn on automatically in the evenings.
- Update on new cabinets indicates that they should be delivered and installed towards the end of November/early December.
- 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. They are currently working through Adult Nonfiction.
- Ali will be on maternity leave later this month which is unpaid leave. She is planning on slowly returning to work after 6-8 weeks to ease back into the routine.
- Shannon is planning to be added to the city's insurance this coming year as she turns 26 next year. They will consult with city hall to make sure she gets signed up according to the correct enrollment period.
- The Grundy County Library Association met at the Kling Library on October 26. Jay Peterson from the State Library of Iowa gave 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 what kind of programs they offer through their offices. There is interest in partnering with these organizations for programs for the patrons of all ages. The Association will meet with County Supervisors in December to give them an update and discuss our funding for the next fiscal year. The group also used the time to work on their own summer reading programs. The library will combine the idea of the theme from the state dealing with conservation and adding adventures at the library as part of the theme.
- The library will again host Festival of Trees through the week of Thanksgiving. The library is also a stop for multiple activities during Main Street Mingle. TAB will hand out cookie kits and run a family craft in front of the Historical Society building. The library is the trolley loading location. Michelle Garret will be Mrs. Claus for the library on Saturday morning. There will be a charge for her service. Her husband is the Santa too during the Main Street Mingle.
- Circulations are up by 230. Many programs occurred with an attendance of 426.
- A local author wanted the library to include his self-published book about the courthouse. After reviewing it, it didn't seem to meet the criteria for being included in our collections. Freese sought guidance from Jay Petersen at the State Library. Freese wanted to keep the board informed.

Gifts were acknowledged from the following: Gloria Kuester, Cheryl Kuehn, Ellie Yoder, Cherie Souhrada, Julie Harrenstein, Cindy Haefner, Lindsey Freese, Renee Gingery, Friends of the Library,

Kathy Ross, Laura Brown, Samuel and Pamela Easterling, Susan Blythe, Jim and Eileen Mutch, C.Y. Brown, Don and Sharon Davidson, Cash gift as Joyce Middleton Memorial, Sara Bocci, Chris and Kay Witt, Kevin Deeny and Megan Stull and another cash donation.

The following bills were paid previous to the meeting. Schupbach moved that this be approved. The motion was seconded by Dellit and 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	\$197.57	Copier Contract	11-23-1
001-410-6505	Baker & Taylor	\$345.81	Books	11-23-2
001-410-6507	Bunkers, Emery	\$36.24	Supplies	11-23-3
001-410-6505	Center Point LP	\$185.16	Large Print Books	11-23-4
001-410-6505	Gale/Cengage Learning	\$43.28	Large Print Books	11-23-5
001-410-6220	GNB Bank	\$8.56	Magazine Renewal	11-23-6
001-410-6505	GNB Bank	\$22.72	Books	11-23-6
001-410-6507	GNB Bank	\$286.35	Supplies	11-23-6
001-410-6508	GNB Bank	\$91.41	Postage	11-23-6
001-410-6516	GNB Bank	\$229.58	Passport Supplies	11-23-6
001-410-6373	GC Comm. Utility	\$70.08	Telephone	11-23-7
001-410-6371	GC Muni Utility	\$303.40	Library Lighting	11-23-8
001-410-6372	GC Muni Utility	\$136.60	Library Heating	11-23-8
001-410-6508	Kling Memorial Library	\$5.01	Postage	11-23-9
001-410-6516	Kling Memorial Library	\$57.90	Passport Postage	11-23-9
001-410-6507	Kling Memorial Library	\$16.05	Program Supplies	11-23-9
001-410-6505	McCann, Linda	\$10.00	Book	11-23-10
001-410-6012	Moreland, Amber	\$1,050.00	Janitor Contract Wages	11-23-13
001-410-6726	Premier	\$42.10	Copier Contract	11-23-14
001-410-6502	SWANK Movie	\$260.00	Movie License	11-23-15
001-410-6310	UniFirst Corps.	\$67.98	Floor Mats	11-23-16
001-410-6220	Times Citizen	\$75.00	Newspaper Renewal	11-23-17
	<b>SUB-TOTAL</b>	<b>\$3,540.80</b>		
<b>Gifts:</b>				
<b>Department</b>	<b>Source</b>	<b>Amount</b>	<b>Description</b>	
181-410-6505	Baker & Taylor	\$133.24	Gift Books	11-23-2
181-410-6502	GNB Bank	\$5.99	Gift DVDs	11-23-6
181-410-6507	GNB Bank	\$412.06	Program Supplies	11-23-6
181-410-6507	McCann, Linda	\$75.00	Presentation	11-23-10
181-410-6502	MicroMarketing	\$91.30	Gift DVDs	11-23-11
181-410-6502	Midwest Tape	\$720.92	Hoopla Circs	11-23-12
	<b>SUB-TOTAL</b>	<b>\$1,438.51</b>		
	<b>GRAND TOTAL</b>	<b>\$4,979.31</b>		

In regards to the next 5 year plan, there have been 49 surveys returned which will help us improve and update the 5 year plan. The current plan is good until February 24.

Freese continues to investigate the best way to replace or repair the broken light. She learned there is no LED equivalent to the 1000 watt light bulb which produces 80,000 lumens. The best the LED can provide is 20,000 lumens. She will continue to be in touch with Visa Lighting and it was suggested perhaps Konkens could fix our light if someone like JESCO welding could do the repair. She will also talk to the representative to see if they can locate an acrylic globe to replace it.

An update was provided about Story Book Park. Bill Itzen has cleaned the area out to prepare for future work in the spring. Girres mentioned that the Garden Club is looking for something in the community to share their gardening expertise. She will ask if they would consider helping with this garden.

Cindy Freese and Jerry Zeiner will help develop a budget as our budget committee. They will meet at 2 on December 14.

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

Respectfully submitted,  
Sally Lennard, secretary

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

### **December 14, 2023**

Main Street Mingle was a success again this year! We had 4 TAB members volunteer to handout cookie kits and run the reindeer food make and take craft at the Historical Society building. There were at least a couple hundred 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 an attendance of over 70 people.

We have received our funding from the State Library of Iowa for FY24 Open Access and ILL Reimbursement in the amount of \$722.45. This year's reimbursement level was \$0.36 for each Open Access transaction and \$1.27 for each InterLibrary Loan Reimbursement transaction. Last fiscal year, Iowa checked out 2,382,479 items through Open Access and received 365,330 items through the InterLibrary Loan program.

Jason from LFI was here on December 5th to deliver and install our Need One, Take One Station. The installation went smoothly and we were able to repurpose two of the desks that were removed from the Teen Corner. We have also received a couple donations of paper products to supply the station since the beginning of the month. We still need to install the mini-fridge and microwave at the station and possibly purchase a new Kuerig.

We have also set up our Giving Tree again this December. Patrons have generously donated hats, gloves, and scarves to our Need One, Take One items as well as markers, color pencils, glue sticks, construction paper and other craft supplies for the Library's use on Early Out Art Club days.

The Kling Memorial Library Foundation met on December 13th 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. We discussed upcoming projects and needs of the library including replacing computers and updating the children's areas. The Foundation Board was in agreement on contributing to those projects, but would make an official decisions closer to when those projects are scheduled to take place.

My certification as a public library director is set to renew at the end of December. I will have completed my 45 hours of continuing education by that point. Certification renewal is good for a three year term. I will not have to renew again until December 2026.

With the holidays approaching we do have a few library closures. The Library will be closed Saturday, December 23rd and Monday, December 25th for Christmas. We will also be closed on Monday, January 1st for New Year's Day.

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

**Circulation:**

Total circs for the month: 1686 (print) 222 (Bridges) 342 (Hoopla) = 2,250

Year ago: 1842 (print) 218 (Bridges) 313 (hoopla) = 2,373

Gain (+) or Loss (-) from last year: -123

Largest Daily Circulation: 125 Smallest Daily Circulation: 32

New Borrowers: 17 City: 5 County or Other: 12 Renewals: 34

**Summary of month's circulation:**

See attached spreadsheet

**TOTAL CIRCULATION:**

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

Genealogy: 1 Periodicals: 56 Games/Toys: 232 Coloring Sheets: 33 Make & Take Kits: 91

Special Program: n/A WiFi: 427 Reference/Tech Assistance: 89 Computers: 142

Passport Assistance: 47 Teen Space Use: 51 Maker Space Use: 26 STEM Users: 39

**Patrons Thru the Door: 1812 ( 82 daily avg.)**

**MEETING ROOM USE AND PROGRAM ATTENDANCE:**

Number of Programs for Children 0-5:	13	Attendance: 140
Number of Programs for Children 6-11:	2	Attendance: 10
Number of Programs for Teens 12-18:	4	Attendance: 11
Number of Programs for Adults 19+:	9	Attendance: 62
Number of General Interest Sessions:	2	Attendance: 71
<b>TOTAL Programs</b>	<b>29</b>	<b>Total Attend: 277</b>
Number of Meetings:	8	Attendance: 54

**FINANCIAL REPORT: NOVEMBER Deposit**

Fax: **\$80.00** (Fax Revenues - 001-410-4500)

Copy Machine: **\$184.80** (Misc. Revenues - 001-410-4550)

Passports: **\$890.00** (Passport Revenue - 001-410-4501)

Gifts & Memorials: **\$969.58** (Gifts & Donations - 181-410-4700)

**Total: \$2,124.38**