

KLING MEMORIAL LIBRARY BOARD

MEETING AGENDA

Date:	Thursday, February 15, 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		
2. Repair/Replace Center Light Fixture		
<i>Agenda Items - New Business</i>	<i>Motion/Second</i>	<i>Next Agenda Y/N</i>
1. Iowa Legislature HSB678 & SSB3168		

NEXT MEETING: THURSDAY, MARCH 14, 2024 4:30PM

Kling Memorial Library Board Minutes

January 11, 2024

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 present along with Director Lindsey Freese included Ron Dellit, Rosanne Girres and Sally Lennard. Merideth McDonald, the council liaison was also in attendance.

Girres moved that the agenda for the meeting be adopted with Dellit seconding the motion, motion carried. Dellit then moved that the minutes from the December meeting be approved. Girres seconded the motion and motion carried.

Friends of the Library had not met so there was no report. Director Freese shared her report at this time. Highlights include:

- Several children's programs were offered over the winter break. There was minimal attendance at the family movie and trivia day. 18 participants were involved in the passive crack the code program. The largest program was the special story time and lunch for the Bluey Party. Lunch was sponsored by the Friends of the Library.
- Freese attended the city council meeting on January 8 and she presented a very informative report highlighting library statistics, staff updates, conditions of the building and recent news and projects. She did inform them that in the near future the bathrooms need some attention as they are showing their age. Also thoughts are to update the children's area as well as it gets a lot of use. She shared the proposed budget and there were only a few questions.
- A new recognition program is being launched for the elementary and middle school patrons called Kid Librarian of the Month. Each month they will select one child to create a display of their favorite books in the library. They will have their photo posted above their display and will be featured in the monthly newsletter and shared on social media with a short profile of them as a reader. They will also be able to work behind the desk for an hour as kid librarian. Emery saw this from a Des Moines library and has run with the idea. 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.
- 2024 Summer Reading Program planning is well underway. It is entitled *Adventure Begins at Your Library*. There are three performers booked which include Science Heroes, Will Stuck (storyteller/science guy) and the National Mississippi River Museum and Aquarium. They will also partner with ISU Extension to bring 4H programs to kids on Friday mornings. The remaining two programs/events will be planned in the next couple of months.
- The stained glass piece commissioned in memory of Dixie Phillips has been completed and delivered by Shari Harberts. It is on display at the front desk and will soon be hung in the window outside the Grundy Room.
- Circulation is down.
- January 22 Freese will be meeting with the County Supervisors.

Several gifts were acknowledged from the following: Cheryl Kuehn, Gloria Kuester, Arna Reynolds, St. Gabriels Circle, Friends of the KML and Mary Lynch.

The financial report was reviewed and Dellit moved that the following bills be approved:

Expenses:				
Department #	Vendor	Amount	Description	Voucher #
001-410-6725	Access Systems	\$197.56	Copier Contract	01-24-1
001-410-6505	Baker & Taylor	\$319.87	Books	01-24-2
001-410-6505	Biblionix	\$2,090.00	Subscription Renewal	01-24-3
001-410-6505	Book Look	\$411.77	Books	01-24-4
001-410-6505	Center Point LP	\$185.16	Large Print Books	01-24-5
001-410-6417	Freese, Lindsey	\$14.97	Ice Melt	01-24-7
001-410-6505	Gale/Cengage Learning	\$54.73	Large Print Books	01-24-8
001-410-6438	GNB Bank	\$1,000.00	Book Covers	01-24-9
001-410-6505	GNB Bank	\$208.10	Books	01-24-9
001-410-6507	GNB Bank	\$453.22	Supplies	01-24-9
001-410-6508	GNB Bank	\$39.60	Postage	01-24-9
001-410-6373	GC Comm. Utility	\$60.19	Telephone	01-24-10
001-410-6371	GC Muni Utility	\$322.93	Library Lighting	01-24-11
001-410-6372	GC Muni Utility	\$145.89	Library Heating	01-24-11
001-410-6508	Kling Memorial Library	\$9.44	Postage	01-24-12
001-410-6516	Kling Memorial Library	\$183.15	Passport Postage	01-24-12
001-410-6507	Kling Memorial Library	\$17.61	Program Supplies	01-24-12
001-410-6012	Moreland, Amber	\$700.00	Janitor Contract Wages	01-24-15
001-410-6726	Premier	\$44.50	Copier Contract	01-24-16
001-410-6310	UniFirst Corps.	\$67.98	Floor Mats	01-24-18
	SUB-TOTAL	\$6,526.67		
Gifts:				
Department	Source		Description	
181-410-6505	Baker & Taylor	\$70.07	Gift Books	01-24-2
181-410-6505	Book Look	\$134.89	Children's Books	01-24-4
181-410-6502	Des Moines PL	\$44.99	Lost ILL	01-24-6
181-410-6507	Freese, Lindsey	\$227.65	Program Supplies	01-24-7
181-410-6502	GNB Bank	\$31.85	Gift DVDs	01-24-9
181-410-6507	GNB Bank	\$198.53	Program Supplies	01-24-9
181-410-6730	GNB Bank	\$55.00	NOTO Equipment	01-24-9
181-410-6502	MicroMarketing	\$26.99	Gift DVDs	01-24-13
181-410-6502	Midwest Tape	\$786.55	Hoopla Circs	01-24-14
181-410-6507	Shari's Glass	\$490.06	Dixie Phillips Memorial	01-24-17
	SUB-TOTAL	\$2,066.58		
	GRAND TOTAL	\$8,593.25		

Girres seconded the motion, motion carried.

Old business involved revisiting the 5 Year Plan. Freese first reflected on the Mission statement. She has looked at other libraries' mission statements and meshed those ideas with what we currently have. We looked over some goals we currently have, reflected on things we have managed to accomplish and would likely continue as well as a few ideas for some additions and changes. One concern might be that we over extend by what we add to the list. Freese will continue to work on this and keep us updated and share with us when we hopefully have more available to critique this plan.

Freese continued to investigate possibilities to repair/replace the light fixture that has been broken. JESCO was contacted and when they came to look at it, Konken also was present. They feel they may be able to repair the fixture by making something to fix the hole where it melted. If this is successful, a lot of money will be saved.

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

Next meeting is scheduled for February 8, 2024 at 4:30 p.m.

Respectfully submitted,
Sally Lennard, secretary

Kling Memorial Library Director's Report

February 8, 2024

The Grundy County Library Association met with the Grundy County Supervisors on January 22nd for our annual update and grant request. Library directors from Beaman, Dike, Grundy Center, Reinbeck, and Wellsburg were present. Each director gave an update on the goings on at our locations. We asked for at least a 3% increase in our funding, but the supervisors were also challenged by our Vice President, Lenah Oltman, to invest more in their county public libraries.

On January 31st I signed the FY25 Bridges Letter of Agreement to continue with Bridges Consortium services for our library. The twelve month agreement begins July 1, 2024 through June 30, 2025. The Library will be invoiced in July. The annual Consortium fee for public libraries for downloadable audiobooks and eBooks is calculated as follows: a \$300.00 base for each library, plus \$0.24 per capita based on the city population in which the library is located.

Youth Services Librarian, Emery Bunkers, attended the online "Just in Time" Summer Reading Planning Virtual Training on February 1st. She came away with several good ideas that we can hopefully implement in our upcoming summer reading program. Youth Services Assistant, Ali Lyon, will resume her position following maternity leave on February 13th. She will be back to working at least 3 days a week, possibly 4, maintaining 15-20 hours per week.

The battery back-up for our internet network has died. The battery backup protects our system in the case of power outages or an electrical surge. I've contacted Bo Hackinson from T&T Computers. He is going to order the necessary replacements. It will either be new batteries or an entirely new battery backup.

Kling Memorial Library is currently presenting the story for the GC Elementary Story Walk. We have selected the title *The Search for the Giant Arctic Jellyfish* by Chloe Savage. Students and community members can read through the story throughout February and March.

Director, Lindsey Freese, will be on vacation from February 17th through February 26th. All programs and meetings scheduled for that week have been communicated and delegated to Shannon and Emery.

Later in February the high school World History students will be displaying their world history exhibits in the library. We will host a gallery opening for them that their families can attend the evening of February 22nd. Their exhibits will then be on display to the public for the following two weeks.

**KLING MEMORIAL LIBRARY
MONTHLY REPORT
MONTH OF JANUARY 2024**

Circulation:

Total circs for the month: 1774 (print) 279 (Bridges) 363 (Hoopla) = 2,416

Year ago: 1998 (print) 256 (Bridges) 380 (hoopla) = 2634

Gain (+) or Loss (-) from last month: +295

Gain (+) or Loss (-) from last year: -218

Largest Daily Circulation: 151 Smallest Daily Circulation: 34

New Borrowers: 17 City: 5 County or Other: 12 Renewals: 36

Summary of month's circulation:

See attached spreadsheet

TOTAL CIRCULATION:

Summary of month's in-house services:

Genealogy: 0 Periodicals: 48 Games/Toys: 119 Coloring Sheets: 24 Make & Take Kits: 10

Special Program: n/a WiFi: 427 Reference/Tech Assistance: 97 Computers: 81

Passport Assistance: 67 Teen Space Use: 42 Maker Space Use: 0 STEM Users: 50

Patrons Thru the Door: 1356 (54 daily avg.)

MEETING ROOM USE AND PROGRAM ATTENDANCE:

Number of Programs for Children 0-5: 16 Attendance: 205

Number of Programs for Children 6-11: 1 Attendance: 9

Number of Programs for Teens 12-18: 7 Attendance: 41

Number of Programs for Adults 19+: 7 Attendance: 60

Number of General Interest Sessions: 4 Attendance: 0

TOTAL Programs 35 Total Attend: 315

Number of Meetings: 3 Attendance: 23

FINANCIAL REPORT: JANUARY Deposit

Fax: **\$76.00** (Fax Revenues - 001-410-4500)

Copy Machine: **\$229.50** (Misc. Revenues - 001-410-4550)

Passports: **\$1,183.75** (Passport Revenue - 001-410-4501)

Gifts & Memorials: **\$357.33** (Gifts & Donations - 181-410-4700)

Total: \$1,846.58