

# KLING MEMORIAL LIBRARY BOARD

## MEETING AGENDA

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<b>Date:</b>	Thursday, September 12, 2024	<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"/> Lisa Schupbach                     |
| <input type="checkbox"/> Sally Lennard | <input type="checkbox"/> Clay Edwards                       |
| <input type="checkbox"/> Ron Dellit    | <input type="checkbox"/> Kristen Reichert                   |
| <input type="checkbox"/> Jerry Zeiner  | <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. Long Range Strategic Plan		
<i>Agenda Items - New Business</i>	<i>Motion/Second</i>	<i>Next Agenda Y/N</i>
1. Review Collection Development Policy		

**NEXT MEETING:**                      **OCTOBER     , 2024    4:30PM**

## **Kling Memorial Library Board Minutes August 8, 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. Board members present were Clay Edwards, Sally Lennard, Kristen Reichert, Lisa Schupbach and Jerry Zeiner. Library Director Lindsey Freese was also present.

Reichert moved that the agenda for the meeting be adopted. Schupbach seconded the motion, motion carried. Zeiner then moved that the minutes from the July meeting be approved. Edwards seconded the motion, motion carried.

There was no Friends of the Kling Memorial Library meeting. They plan to meet on August 15 at 6:30 p.m. and Cindy Freese agreed to be the liaison to the meeting.

Director Freese shared her report at this time with the following highlights:

- Circulation is down 45 for the year but up by 99 for the month.
- Our library hosted the Feller Express Dinosaur Experience on Saturday, July 13th during the Felix Grundy Festival. Great experience and great people to work with and 420 people came through to see each of the dinosaurs and baby dino puppets. It was an expensive program but wonderful feedback from attending families.
- KML along with Beaman and Wellsburg libraries brought activities to the fair on Thursday, July 18. About 30 kids attended.
- The GCLA met on July 25 in Wellsburg. Once again all residents across the county are invited to visit all six of the county libraries with the passport program. Each location will also award one of their residents with a pack of gift cards from businesses throughout the county.
- Lon's Plumbing was here to fix a toilet in the women's restroom.
- There has been more drywall damage from water coming in over the doorway of the meeting room.
- The carpet is scheduled to be cleaned on Friday August 30th and will be closed all of Labor Day weekend.
- Back to School Bash is happening today. The Grundy Center Chamber Main Street has designated food and hygiene donations to come to KML to stock the Need One, Take One shelf.
- The State Library's learning management system for continuing education courses and the Endorsement program is transforming to a new platform later this month. They will switch service from IA Learns to Workday Learning.
- As part of this year's Boardroom Series through the State Library there is a webinar training available August 22 to introduce the new Public Library Compensation Toolkit. This toolkit is a resource to understand the value library employees provide to the community and establish a basis for determining fair market value of staff positions.
- Zeiner was able to get the cost of the Waterloo Courier reduced to around \$420 per year, rather than \$600 as billed.

Gifts were acknowledged from the following: Glenda Alexia, Cindy Haefner, Julie Harrenstein, Kelley Sents, Cheryl Souhrada, Ellie Yoder, Mary Doak, Friends of KML, GC Garden Club, Brenda Biersner, Kathy Ross and William & Amy Carolus, Ken & Nancy Finnegan Family.

The financial report was reviewed. Schupbach 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	\$213.74	Copier Contract	8-24-1
001-410-6505	Baker & Taylor	\$62.65	Books	8-24-2
001-410-6505	Center Point LP	\$190.56	Large Print Books	8-24-3
001-410-6507	Freese, Lindsey	\$89.06	Supplies	8-24-4
001-410-6220	GNB Bank	\$67.41	Subscription Renewal	8-24-5
001-410-6505	GNB Bank	\$169.40	Books	8-24-5
001-410-6507	GNB Bank	\$436.80	Supplies	8-24-5
001-410-6373	GC Comm. Utility	\$58.49	Telephone	8-24-6
001-410-6371	GC Muni Utility	\$319.75	Library Lighting	8-24-7
001-410-6372	GC Muni Utility	\$293.05	Library Heating	8-24-7
001-410-6505	Kittleson, Gail	\$60.00	Books	8-24-9
001-410-6516	Kling Memorial Library	\$118.20	Passport Postage	8-24-10
001-410-6012	Marin, Lindsay	\$800.00	Janitorial Wages	8-24-11
001-410-6310	Paneless Windows	\$363.25	Window Cleaning	8-24-13
001-410-6726	Premier	\$46.76	Copier Contract	8-24-14
001-410-6310	Schendel Pest Control	\$56.14	Pest Control	8-24-15
001-410-6220	Times Republican	\$236.60	Subscription Renewal	8-24-16
001-410-6310	UniFirst Corps.	\$67.98	Floor Mats	8-24-17
	<b>SUB-TOTAL</b>	<b>\$3,649.84</b>		
<b>Gifts:</b>				
<b>Department</b>	<b>Source</b>		<b>Description</b>	
181-410-6505	Baker & Taylor	\$277.85	Gift Books	8-24-2
181-410-6502	GNB Bank	\$19.96	Gift DVDs	8-24-5
181-410-6505	GNB Bank	\$564.01	Gift Books	8-24-5
181-410-6505	Hawarden Public Lib.	\$19.99	ILL Replacement	8-24-8
181-410-6502	Midwest Tape	\$525.12	Hoopla Circs	8-24-12
	<b>SUB-TOTAL</b>	<b>\$1,406.93</b>		
	<b>GRAND TOTAL</b>	<b>\$5,056.77</b>		

Reichert seconded the motion, motion carried.

Freese shared that she and the staff have been discussing and working on ideas for the Long Range Strategic Plan.

Cindy Freese has offered to weed the Story Book Garden. Zeiner has been watering the garden.

The Board reviewed the Personnel Policy with Director Freese. Schupbach moved that we approve the Personnel Policy. Zeiner seconded the motion, motion carried.

With no further business at hand, Zeiner moved that the meeting adjourn. Schupbach seconded the motion, motion carried.

Respectfully submitted,  
Sally Lennard, secretary

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

### **September 12, 2024**

Our Taylor Swift party on August 13th was successful, with 65 people attending the event. Kids were able to take pictures in front of the photo backdrop with props based on Taylor's albums and familiar accessories. We also had a friendship bracelet making station, coloring station, a Taylor Swift album themed scavenger hunt, karaoke for kids to sing along with Taylor's music we had playing, and video from her Era's tour projected on the wall in the main lobby.

The Teen Advisory Board had their annual library lock-in on August 25-26th. Emery and Shannon met the TAB members in Cedar Falls to begin the evening with an escape room experience. They continued at the Library with pizza, team building games, group games, and photos. All but two of the TAB members were able to attend and agreed that they wanted to have a lock-in again next year.

Our first Teen Book Box Book Club met on August 29th. Nine out of the 10 participants made it to the meeting. Everyone completed their first book from their box. They gave great summaries of the books selected for them, along with great feedback about the boxes in general. We already have 5 students signed up for the next round of boxes which will go out at the beginning of October. As of right now, we are capping the number of participants at 10.

Our school year programming has also started. Emery and Sheryl have been bringing story times back to the daycares in town. This year we have added Loud House Learning Center to the schedule as well. We have a full schedule of presenters planned for early out Wednesdays, along with Lego Club and Kling Teen programs run by the TAB.

Dan Bangasser and the public works crew came and cleaned the gutters around the building. I also had them check the roof since we've been noticing water damage. They unclogged the drain on the east side of the roof and noticed a degraded spot on the west side over the entryway. I reached out to Service Roofing from Waterloo who came and looked at the spot on the west side, and as far as I know repaired that damaged area.

The State Library announced in August that it will be discontinuing email service for public libraries. "The State Library began offering email service to public libraries in the early days of the internet when it was tied to the first generation of PLOW library websites. At the time, few libraries had email service or the staff expertise to set it up. Now, email is ubiquitous, and can be likened to phone or internet service, which the State Library does not subsidize for libraries." The current AtMail service will be discontinued May 1, 2025 when the contract ends. We currently have emailed addresses for each staff member through the State Library. We will need to make arrangements for staff email service prior to May 1st.

The annual survey is available to begin compiling data from FY24. The survey is due October 31, 2024. This year, there are several areas of the survey that have been prefilled with the numbers we entered through WhoFi. This will save a lot of time adding up numbers and searching for information.

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

**Circulation:**

Total circs for the month: 2255 (print) 276 (Bridges) 249 (Hoopla) = 2,780

Year ago: 2366 (print) 274 (Bridges) 328 (hoopla) = 2,968

Gain (+) or Loss (-) from last month: -122

Gain (+) or Loss (-) from last year: -188

Largest Daily Circulation: 147 Smallest Daily Circulation: 27

New Borrowers: 8 City: 5 County or Other: 3 Renewals: 32

**Summary of month's circulation:**

See attached spreadsheet

**TOTAL CIRCULATION:**

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

Genealogy: 4 Periodicals: 57 Games/Toys: 219 Coloring Sheets: 78 Make & Take Kits: 57

Special Program: 50 WiFi: 413 Reference/Tech Assistance: 104 Computers: 190

Passport Assistance: 48 Teen Space Use: 41 Maker Space Use: 4 STEM Users: 72

**Patrons Thru the Door: 1801 (69 daily avg.)**

**MEETING ROOM USE AND PROGRAM ATTENDANCE:**

Number of Programs for Children 0-5:	2	Attendance: 24
Number of Programs for Children 6-11:	0	Attendance: 0
Number of Programs for Teens 12-18:	3	Attendance: 29
Number of Programs for Adults 19+:	6	Attendance: 60
Number of General Interest Sessions:	5	Attendance: 106
<b>TOTAL Programs</b>	<b>16</b>	<b>Total Attend: 219</b>
Number of Meetings:	9	Attendance: 57

**FINANCIAL REPORT: AUGUST Deposit**

Fax: **\$21.50**

Copy Machine: **\$132.75**

Passports: **\$815.00**

Gifts & Memorials: **\$1,449.03**

**Total: \$2,418.28**