

KLING MEMORIAL LIBRARY BOARD

MEETING AGENDA

Date:	Thursday, April 11, 2024	Location:	Meeting Room
Time:	4:30 PM	Meeting Type:	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"/> Lindsey Freese, Director |
| <input type="checkbox"/> Jerry Zeiner | <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. Long Range Strategic Plan		
2. Submitting Trustee Suggestion to City Council		
3. Memorial in Honor of Rosanne Girres		
<i>Agenda Items - New Business</i>	<i>Motion/Second</i>	<i>Next Agenda Y/N</i>
1. USDA Grant for Distance Learning and Telemedicine		

NEXT MEETING: THURSDAY, MAY 9, 2024 4:30PM

Kling Memorial Library Board Minutes

March 14, 2024

President Cindy Freese called the regular meeting of the board of trustees of the Kling Memorial Library to order at 4:29 p.m. Other board members present along with Director Lindsey Freese included Cindy Freese, Ron Dellit, Lisa Schupbach and Jerry Zeiner. Merideth McDonald, the council liaison was also in attendance.

Schupbach moved that the agenda for the meeting be adopted with Zeiner seconding the motion, motion carried. Zeiner then moved that the minutes from the January meeting be approved. Schupbach seconded the motion and motion carried.

Friends of the Library met on February 15. Director Freese shared a report on that meeting.

At that meeting members discussed

- Lindsey was asked for her wish list for 2024 and she requested that they look into creating a library of things. Several categories were discussed with numerous items listed under each. Some of the most interest was in items such as a label maker, canning kits, radon detector, a telescope, a drill, food dehydrator and wifi hotspots.
- The friends approved financing a bingo prize of \$250 for the year.
- They agreed provide a brunch for a ISLA watch party.
- The Friends are willing to pay for the Feller Express Dinosaur Encounters program which would take place during Felix Grundy Festival.
- A schedule for the spring book sale was set. Collection would take place on April 11th 5-7pm and 13th 10 – 12pm. Setup will be April 17th with the sale taking place April 18th, 19th and 20th. It was decided to set a fundraising goal and to write out fundraising procedures
- Their next meeting will be March 21 at 6:00 pm. Cindy has volunteered to represent the board at that meeting.

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

- Posting an ad for a new Youth Services Assistant. This would be a part time 15-20 hours weekly position.
- The adult winter reading challenge has been completed. There was a good increase in participation with 42 readers checking out about 500 books, mostly from the stacks
- Emery, Shannon and Lindsey rearranged the Children's area, removing one low shelf and repurposing to be used for sale of used books. Books were moved to other areas of the children's space.
- 2024 Summer Reading Program planning is well underway. It is entitled Adventure Begins at Your Library. We will be hosting Grundy County Conservation, Science Heroes, Will Stuck (storyteller/science guy) and the National Mississippi River Museum and Aquarium and Absolute Science's butterfly tents. We will also partner with ISU Extension to bring 4H programs to kids on Friday mornings. Kickoff will be Saturday May 25th from 11am – 1 pm. The foam cannon has been booked for that date. The Kiwanis Club will be serving a free will donation lunch.
- Circulation is up from a year ago and in house services continue to be well used. A large number of passports were processed.
- Several gifts were acknowledged from the following: Cindy Haefner Kelley Sents, Glenda Alexia, Lori Funnell, Denise Page, Cheryl Kuehn, Cheryl Souhrada and Friends of the KML

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

Expenses:				
Department #	Vendor	Amount	Description	Voucher #
001-410-6725	Access Systems	\$197.56	Copier Contract	03-24-1
001-410-6505	Baker & Taylor	\$174.67	Books	03-24-2
001-410-6505	Book Look	\$16.99	Books	03-24-3
001-410-6507	Bunkers, Emery	\$34.45	Supplies	03-24-4
001-410-6505	Center Point LP	\$185.16	Large Print Books	03-24-5
001-410-6505	Gale/Cengage Learning	\$172.18	Large Print Books	03-24-6
001-410-6220	GNB Bank	\$39.98	Subscription Renewal	03-24-7
001-410-6505	GNB Bank	\$123.78	Books	03-24-7
001-410-6507	GNB Bank	\$15.19	Supplies	03-24-7
001-410-6516	GNB Bank	\$62.95	Passport Printer Supplies	03-24-7
001-410-6373	GC Comm. Utility	\$60.09	Telephone	03-24-8
001-410-6371	GC Muni Utility	\$329.87	Library Lighting	03-24-9
001-410-6372	GC Muni Utility	\$145.49	Library Heating	03-24-9
001-410-6508	Kling Memorial Library	\$15.68	Postage	03-24-11
001-410-6516	Kling Memorial Library	\$177.30	Passport Postage	03-24-11
001-410-6507	Kling Memorial Library	\$18.41	Program Supplies	03-24-11
001-410-6310	Konken Electric, LLC	\$624.75	Main Light Repairs	03-24-12
001-410-6220	Mid-America Publishing	\$70.00	Grundy Register Ad	03-24-15
001-410-6012	Moreland, Amber	\$700.00	Janitor Contract Wages	03-24-17
001-410-6726	Premier	\$47.96	Copier Contract	03-24-18
001-410-6220	Sun Courier	\$69.00	Subscription Renewal	03-24-20
001-410-6310	UniFirst Corps.	\$67.98	Floor Mats	03-24-21
	SUB-TOTAL	\$3,349.44		
Gifts:				
Department	Source		Description	
181-410-6505	Baker & Taylor	\$124.22	Gift Books	03-24-2
181-410-6507	GNB Bank	\$131.56	Program Supplies	03-24-7
181-410-6507	Grundy Co. ISU Extension	\$20.00	Program Supplies	03-24-10
181-410-6507	Meester, Shannon	\$24.04	Program Supplies	03-24-13
181-410-6505	MidAmerica Books	\$430.49	Children's Books	03-24-14
181-410-6502	Midwest Tape	\$859.66	Hoopla Circs	03-24-16
181-410-6505	Smart Apple Media	\$85.50	Children's Books	03-24-19
	SUB-TOTAL	\$1,675.47		
	GRAND TOTAL	\$5,024.91		

Further discussion of the long range plan was tabled.

A discussion of a possible memorial for Rosanne was discussed. It was decided to wait until all donations have arrived to make a decision on what to do. It was suggested that it might involve the outdoor garden.

There were a large number of names suggested for a board member to replace Rosanne. Lindsey will begin to contact some of those persons.

It was decided that the starting wage for the new Youth Services Assistant position be \$14/hr.

Zeiner moved that the meeting be adjourned.

Next meeting will be April 11th.

Respectfully submitted,
Ron Dellit, the last one to get to the meeting

Kling Memorial Library Director's Report

April 11, 2024

Our Need One, Take One Station/Cafe Corner is nearly complete. The Public Works department helped us hang shelves in the corner to decorate the space. We also purchased new bar height chairs to make a seating area.

I followed up with Jordan Nursery in Cedar Falls. Kim, from the nursery had come out last fall and was going to draw up a landscape design. Unfortunately, she is no longer with the business. I left my name and contact information with Bill today. Hopefully they reach out again soon, otherwise I will be looking into other landscaping companies to find someone to draft us a plan.

The State Library of Iowa has sent out notices for FY25 Enrich Iowa agreements. The Enrich Iowa program includes Direct State Aid (for meeting standards), Open Access, and Interlibrary Loan Reimbursement. Signed agreements are due back to the State Library by April 30th.

The Library has two grant opportunities available right now. One is the Rob-See-Co Rural Library Grant program which assists local libraries with expanding book collections, core educational programs for adults or children, and computer or software upgrades. The deadline for grant applications is June 30th. The other grant is for federal dollars through the USDA. It is the Rural Utilities Service-Distance Learning and Telemedicine Grant which would provide equipment that helps rural communities use advanced telecommunications technology to connect with each other and overcome the effects of remoteness and low population density. A letter of support would be needed if we want to be included in this grant application. The deadline is April 29th.

We have only received one application for the open youth services assistant position. I will continue to advertise in the hopes that more candidates apply. So far it has been posted on social media, the library website, channel 11, and once in the Grundy Register.

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

Circulation:

Total circs for the month: 1942 (print) 279 (Bridges) 352 (Hoopla) = 2,573

Year ago: 2098 (print) 286 (Bridges) 343 (hoopla) = 2,727

Gain (+) or Loss (-) from last month: +108

Gain (+) or Loss (-) from last year: -154

Largest Daily Circulation: 140 Smallest Daily Circulation: 24

New Borrowers: 11 City: 6 County or Other: 5 Renewals: 30

Summary of month's circulation:

See attached spreadsheet

TOTAL CIRCULATION:

Summary of month's in-house services:

Genealogy: 1 Periodicals: 74 Games/Toys: 242 Coloring Sheets: 30 Make & Take Kits: 73

Special Program: n/a WiFi: Reference/Tech Assistance: 110 Computers: 179

Passport Assistance: 81 Teen Space Use: 74 Maker Space Use: 7 STEM Users: 90

Patrons Thru the Door: 1799 (69 daily avg.)

MEETING ROOM USE AND PROGRAM ATTENDANCE:

Number of Programs for Children 0-5: 14 Attendance: 183

Number of Programs for Children 6-11: 1 Attendance: 8

Number of Programs for Teens 12-18: 8 Attendance: 58

Number of Programs for Adults 19+: 6 Attendance: 62

Number of General Interest Sessions: 0 Attendance: 0

TOTAL Programs 29 Total Attend: 311

Number of Meetings: 11 Attendance: 78