

KLING MEMORIAL LIBRARY BOARD

MEETING AGENDA

Date:	Thursday, March 14, 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		
<i>Agenda Items - New Business</i>	<i>Motion/Second</i>	<i>Next Agenda Y/N</i>
1. Memorial in Honor of Rosanne Girres		
2. Suggestions for New Board Trustee		
3. Set Starting Wage for Youth Services Assistant Position		

NEXT MEETING: THURSDAY, APRIL 11, 2024 4:30PM

Kling Memorial Library Board Meeting February 8, 2024

An insufficient number of trustees were present to achieve a quorum. No business was discussed or any actions taken by the few who were present.

Expenses:				
Department #	Vendor	Amount	Description	Voucher #
001-410-6725	Access Systems	\$197.56	Copier Contract	02-24-1
001-410-6505	Baker & Taylor	\$49.02	Books	02-24-2
001-410-6505	Book Look	\$44.99	Books	02-24-3
001-410-6505	Center Point LP	\$185.16	Large Print Books	02-24-4
001-410-6505	Gale/Cengage Learning	\$26.24	Large Print Books	02-24-5
001-410-6220	GNB Bank	\$116.00	Subscription Renewal	02-24-6
001-410-6505	GNB Bank	\$69.44	Books	02-24-6
001-410-6507	GNB Bank	\$208.26	Supplies	02-24-6
001-410-6373	GC Comm. Utility	\$61.04	Telephone	02-24-7
001-410-6371	GC Muni Utility	\$285.42	Library Lighting	02-24-8
001-410-6372	GC Muni Utility	\$171.75	Library Heating	02-24-8
001-410-6508	Kling Memorial Library	\$3.29	Postage	02-24-10
001-410-6516	Kling Memorial Library	\$88.05	Passport Postage	02-24-10
001-410-6507	Kling Memorial Library	\$15.00	Program Supplies	02-24-10
001-410-6012	Moreland, Amber	\$700.00	Janitor Contract Wages	02-24-12
001-410-6726	Premier	\$46.64	Copier Contract	02-24-13
001-410-6310	Schendel Pest Control	\$54.50	Pest Control	02-24-14
001-410-6507	Storey-Kenworthy	\$199.20	Supplies	02-24-15
001-410-6310	UniFirst Corps.	\$67.98	Floor Mats	02-24-16
001-410-6507	Bunkers, Emery	\$24.23	Supplies	02-24-17
	SUB-TOTAL	\$2,613.77		
Gifts:				
Department	Source		Description	
181-410-6505	Baker & Taylor	\$149.89	Gift Books	02-24-2
181-410-6502	GNB Bank	\$79.87	Gift DVDs	02-24-6
181-410-6505	GNB Bank	\$131.66	Gift Books	02-24-6
181-410-6507	GNB Bank	\$269.55	Program Supplies & NOTO	02-24-6
181-410-6507	Grundy Co. ISU Extension	\$15.00	Program Supplies	02-24-9
181-410-6502	Midwest Tape	\$890.52	Hoopla Circs	02-24-11
181-410-6507	Bunkers, Emery	\$29.70	Program Supplies	02-24-17
	SUB-TOTAL	\$1,566.19		
	GRAND TOTAL	\$4,179.96		

Kling Memorial Library Director's Report

March 14, 2024

Youth Services Assistant, Ali Lyon, submitted her resignation February 16th. Her final day at the Kling Memorial Library was Friday, March 1st. I have advertised the position in the Grundy Register and on our website and will continue to advertise it on our social media.

Our Adult Winter Reading Challenge ended on March 4th. We had 42 participants this year, which was a 20% increase in participation compared to last year. Our participants checked out over 500 books during the two month program with the majority of those being physical items circulated from the stacks.

We have hosted three programs with Brandy Bingman, Program Coordinator with the ISU Extension Outreach Office. All three programs have been very successful and well attended. We plan on continuing this partnership with a series titled Staying Independent which will cover three topics on aging once a month from April to June. Brandy and I will also continue to work together to bring more hands on adult programming to our patrons based on topics of interest.

Emery, Shannon, and I rearranged the Children's Area to refresh the space and open up more of the area for kids to play. We repurposed the short bookcase between the picture book bins and JFic to make a display case for the Friends of the Library ongoing book sale. I am also looking into purchasing a couple of bar height chairs for people who want to eat near the Need One, Take One station. The children's books from that bookcase have been relabel as either picture books or juvenile non-fiction and moved to those locations. The Early Reader books have been shifted to the same book case along with juvenile graphic novels.

All of our summer programming has been scheduled and booked. Our theme this year is *Adventure Begins at Your Library*. We are interpreting this as a safari theme, so we'll be getting wild at the library. We will be hosting Grundy County Conservation, The Science Heroes, Will Stuck, Mississippi River Museum and Aquarium, and Absolute Science's butterfly tents. Our kickoff will be Saturday, May 25th from 11:00AM - 1PM. We have also booked the foam cannon again this year, and we are hoping that the Kiwanis will provide a meal again as well. During Felix Festival we will be hosting FellerExpress Dinosaur Encounters. They will have 4 large dinosaurs and 4 baby dinosaurs for kids and families to meet and take photos with. Emery is scheduling times with each of the elementary teachers to bring students to the library to give them a preview of all of these great programs and activities.

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

Circulation:

Total circs for the month: 1864 (print) 231 (Bridges) 370 (Hoopla) = 2,465

Year ago: 1744 (print) 248 (Bridges) 303 (hoopla) = 2,295

Gain (+) or Loss (-) from last month: +49

Gain (+) or Loss (-) from last year: +170

Largest Daily Circulation: 122 Smallest Daily Circulation: 22

New Borrowers: 19 City: 8 County or Other: 11 Renewals: 31

Summary of month's circulation:

See attached spreadsheet

TOTAL CIRCULATION:

Summary of month's in-house services:

Genealogy: 0 Periodicals: 57 Games/Toys: 191 Coloring Sheets: 14 Make & Take Kits: 37

Special Program: n/a WiFi: 427 Reference/Tech Assistance: 119 Computers: 145

Passport Assistance: 82 Teen Space Use: 68 Maker Space Use: 11 STEM Users: 53

Patrons Thru the Door: 1687 (67 daily avg.)

MEETING ROOM USE AND PROGRAM ATTENDANCE:

Number of Programs for Children 0-5: 15 Attendance: 239

Number of Programs for Children 6-11: 2 Attendance: 22

Number of Programs for Teens 12-18: 11 Attendance: 86

Number of Programs for Adults 19+: 6 Attendance: 53

Number of General Interest Sessions: 0 Attendance: 0

TOTAL Programs 34 Total Attend: 400

Number of Meetings: 11 Attendance: 109