

KLING MEMORIAL LIBRARY BOARD

MEETING AGENDA

Date:	Thursday, June 13, 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"/> Kristen Reichert |
| <input type="checkbox"/> Jerry Zeiner | <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. Long Range Strategic Plan		
2. Story Book Garden		
3. Janitorial Contract & Bids		
<i>Agenda Items - New Business</i>	<i>Motion/Second</i>	<i>Next Agenda Y/N</i>
1. End of Term/Renewal for Cindy Freese & Sally Lennard		
2. Election of Officers		
3. Annual Review of Library Director		

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

Kling Memorial Library Board Minutes

May 9, 2024

President Cindy Freese called the regular meeting of the Kling Memorial Library Board of Trustees to order at 4:30 p.m. Director Lindsey Freese was joined by board members Ron Dellit, Sally Lennard, Kristen Reichert, Lisa Schupbach and Jerry Zeiner. Merideth McDonald was also in attendance as the City Council Liaison. Everyone was very happy with the new appointment of Kristen as a library trustee.

Schupbach moved that the agenda for the meeting be adopted. Zeiner seconded the motion, motion carried. Dellit then moved that the minutes from April's meeting be approved. Zeiner seconded the motion, motion carried.

Director Freese shared a report on behalf of the Friends of KML. She reported a net profit of \$500 from the recent book sale. Grimm is working on a binder with fundraiser procedures. They are approaching the fundraising a bit differently as setting goals for future purchases. They may use some proceeds to purchase something for the Library of Things.

Director Freese shared the director's report at this time with the following highlights:

- Freese attended the city council meeting as it was on the agenda for closure of 7th Street for the Summer Reading Kickoff as well as the appointment of Kristen Reichert as new library trustee.
- The Grundy County Library Association met in Reinbeck to discuss summer reading as well as kicking off the Grundy County Library Passports this summer. Also discussed was the USDA grant providing libraries with some valuable equipment. Each library was interested but didn't feel that as much equipment was necessary and possibly it could be shared among them.
- On May 1st Freese presented to the Grundy Center Kiwanis group to share plans for the upcoming summer reading program. She also updated them on new programs, services, and collections in the library. These projects and programs included the Kid Librarian of the Month, Library of Things, Teen Subscription Boxes and the completion of our Cafe Corner. They donated \$500.00 to our Summer Reading Program to fill any need. Freese also went to local businesses and shared with them about this program in an effort to attain sponsorships.
- On May 1st Freese also spoke to our representative from Hoopla to discuss budget options as the Hoopla bills have been getting more expensive. The total number of allowed instant borrows each month was adjusted from 10 to 6. Also they lowered the price caps on various formats. The billing will be monitored for a couple of months to decide if any further changes are necessary for the next fiscal year.
- She followed up with Parkersburg Landscaping. She showed us the plants that were left as possible additions to the garden. She has also looked into plants to fill the planters out front.
- She discussed more about the USDA grant after visiting with the representative. He helped her understand it a lot better. Freese explained that we probably didn't need all of the items he shared about initially. He said the funds can be used for things depending on the library's needs. She felt better after this conversation and did write a letter for the grant on behalf of all Grundy county libraries.
- Circulation is the same.

Gifts were received from the following: *Please see the attached list which includes gifts as a memorial to our dedicated trustee, Rosanne Girres

The financial reports were reviewed. Basically we are right on budget. Zeiner moved that the following bills be paid: Schupbach seconded the motion, motion passed.

Expenses:				
Department #	Vendor	Amount	Description	Voucher #
001-410-6725	Access Systems	\$197.56	Copier Contract	05-24-1
001-410-6505	Baker & Taylor	\$475.63	Books	05-24-2
001-410-6505	Center Point LP	\$185.16	Large Print Books	05-24-3
001-410-6507	Demco	\$73.42	SRP Supplies	05-24-4
001-410-6220	Des Moines Register	\$371.03	Subscription Renewal	05-24-5
001-410-6220	GNB Bank	\$11.76	Subscription Renewal	05-24-6
001-410-6250	GNB Bank	\$692.94	Furniture & Zoom Equip	05-24-6
001-410-6505	GNB Bank	\$157.05	Books	05-24-6
001-410-6507	GNB Bank	\$250.62	Supplies	05-24-6
001-410-6373	GC Comm. Utility	\$58.48	Telephone	05-24-7
001-410-6371	GC Muni Utility	\$333.22	Library Lighting	05-24-8
001-410-6372	GC Muni Utility	\$122.52	Library Heating	05-24-8
001-410-6507	Kling Memorial Library	\$7.65	Supplies	05-24-9
001-410-6508	Kling Memorial Library	\$26.28	Postage	05-24-9
001-410-6516	Kling Memorial Library	\$128.05	Passport Postage	05-24-9
001-410-6502	Midwest Tape	\$789.60	Hoopla Circs	05-24-10
001-410-6012	Moreland, Amber	\$1,050.00	Janitor Contract Wages	05-24-11
001-410-6726	Premier	\$42.97	Copier Contract	05-24-13
001-410-6310	Schendel Pest Control	\$56.14	Pest Control	05-24-14
001-410-6507	Storey-Kenworthy	\$83.96	Supplies	05-24-15
001-410-6725	T & T Computers	\$164.97	AVG Licenses	05-24-17
001-410-6310	UniFirst Corps.	\$67.98	Floor Mats	05-24-18
	SUB-TOTAL	\$5,346.99		
Gifts:				
Department	Source		Description	
181-410-6520	Absolute Science	\$475.00	SRP Programs	05-24-20
181-410-6505	Baker & Taylor	\$78.04	Gift Books	05-24-2
181-410-6502	GNB Bank	\$19.96	Gift DVDs	05-24-6
181-410-6507	GNB Bank	\$267.29	LoT & Teen Plaque	05-24-6
181-410-6520	NMRMA	\$580.40	SRP Program	05-24-12
181-410-6520	Talewise	\$350.00	SRP Program	05-24-16
181-410-6520	Will Stuck	\$375.00	SRP Program	05-24-19
	SUB-TOTAL	\$2,145.69		
	GRAND TOTAL	\$7,492.68		

Freese reported nothing new on the Long Range Strategic Plan and it was tabled until next month.

There is approximately \$2090 in memorial money to honor Rosanne Girres, our long time trustee. We discussed using funds to purchase a miniature tree for the Story Book Garden and include a plaque as well. Freese continues to work with John Luhring at Parkersburg Hardware and Garden Center for ideas. They have been helpful in designing a new look for the garden and Bill Itzen is still on board to help with planting.

The Holland Contract was up for renewal. Schupbach moved that the Holland Contract be renewed. Dellit seconded the motion, motion carried.

The time is coming up to deal with the janitorial contract review and bid process as the contract states June 30 as the end of that contract. Dellit moved for approval of the contract recommended by Freese. This is not an hourly contract but one for five days, which include Monday-Thursday and at least one weekend day. Schupbach seconded the motion, motion carried. She will draw up the new contract and ask for bids.

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

Respectfully submitted,
Sally Lennard, secretary

Kling Memorial Library Director's Report

June 13, 2024

Our summer reading program is off to a strong start. We have 213 participants registered, which is a 17% increase from last year's registration. Our programs so far have been extremely well attended, with lots of interest in our Monday, Tuesday, Thursday, and Friday programs as well. All of our Wednesday programs have been sponsored, along with the lunches following. We have also received multiple donations from local churches to supply our Need One Take One food pantry for the summer.

The Library set up a dunk tank at the Chamber Main Street Summer Block Party on June 6th. Coach Travis Zajac, Police Chief Alissa Twyford, and Youth Services Librarian Emery Bunkers were our willing dunkees. They did a great job and made it a lot of fun for the kids and families who attended the party. We ended up fundraising \$558 to put towards the purchase of new public computers.

The State Library of Iowa has introduced a new resource available on the State Library's website to help assess and plan for equitable compensation for library positions in Iowa. The **Public Library Compensation Toolkit** provides library boards, directors, and staff a resource to understand the value a position provides to the local community and establish a basis for determining the fair market value of a position. The need for a toolkit addressing library compensation was developed as part of the State Library's 5-year strategic plan, with an aim to reduce staff turnover in libraries, encourage fair and competitive compensation, and provide a go-to resource for directors and library boards when evaluating staff positions.

Emery and Shannon recently completed a project to enhance our Children's Area. They painted a number of the ceiling tiles with classic/well known children's book covers. The project adds a lot of color and fun to the space that the kids have been really enjoying. Each one of the titles painted is a title that we have available in our collection.

The Kling Memorial Library Foundation did get their annual Form 990 filed with the IRS. The long form is due each May. Seth Schroeder filed it on behalf of the Foundation.

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

Circulation:

Total circs for the month: 2060 (print) 273 (Bridges) 226 (Hoopla) = 2,559

Year ago: 1994 (print) 255 (Bridges) 300 (hoopla) = 2,549

Gain (+) or Loss (-) from last month: -14

Gain (+) or Loss (-) from last year: +10

Largest Daily Circulation: 203 Smallest Daily Circulation: 15

New Borrowers: 23 City: 13 County or Other: 10 Renewals: 43

Summary of month's circulation:

See attached spreadsheet

TOTAL CIRCULATION:

Summary of month's in-house services:

Genealogy: 0 Periodicals: 64 Games/Toys: 241 Coloring Sheets: 91 Make & Take Kits: 48

Special Program: 110 WiFi: 742 Reference/Tech Assistance: 126 Computers: 160

Passport Assistance: 49 Teen Space Use: 104 Maker Space Use: 3 STEM Users: 46

Patrons Thru the Door: 2583 (99.3 daily avg.)

MEETING ROOM USE AND PROGRAM ATTENDANCE:

Number of Programs for Children 0-5:	5	Attendance: 90
Number of Programs for Children 6-11:	7	Attendance: 317
Number of Programs for Teens 12-18:	4	Attendance: 26
Number of Programs for Adults 19+:	9	Attendance: 93
Number of General Interest Sessions:	4	Attendance: 286
TOTAL Programs	29	Total Attend: 912
Number of Meetings:	10	Attendance: 123

Gifts May 2024

Carolyn Haywood	29.00	Book Replacement Cost
Elizabeth Coons	20.00	Book Replacement Cost
Thomasin McCoy	105.00	Book Replacement Cost
	30.98	Book Replacement Cost
Jack Ramsey	250.00	Summer Reading Donation
Sonja Wilhau	50.00	Summer Reading Donation
Kiwanis Club	500.00	Summer Reading Donation
LattaHarris	100.00	Summer Reading Donation
GNB Bank	500.00	Summer Reading Donation
Grundy Mutual Insurance	120.00	Summer Reading Donation
Boulder Contracting	350.00	Summer Reading Donation
Kelley Sents	100.00	Donation
Hildegarde Dirks	750.00	Donation
	8.00	Donation
First Pres. Church of GC	368.00	NOTO
Heather Day	50.00	Mabel Bockes Memorial
Cindy Haefner	17.10	Gift Book
CJ Thompson	15.90	Gift Book
Friends of the Library	163.21	Gift DVDs & LoT
	3527.19	