

KLING MEMORIAL LIBRARY BOARD

MEETING AGENDA

Date:	Thursday, July 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"/> 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. Annual Review of Library Director		
<i>Agenda Items - New Business</i>	<i>Motion/Second</i>	<i>Next Agenda Y/N</i>
1. Review Trustee By-Laws		
2. Review Computer and Internet Access and Usage		

NEXT MEETING: THURSDAY, AUGUST 8, 2024 4:30PM

Kling Memorial Library Board Minutes

June 13, 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. Director Lindsey Freese was in attendance along with board members Ron Dellit, Clay Edwards, Sally Lennard, Kristen Reichert, and Jerry Zeiner as well as the City Council Liaison Merideth McDonald.

Zeiner moved that the agenda for the meeting be adopted. Dellit seconded the motion, motion carried. Dellit then moved for approval of the May minutes. Zeiner seconded the motion, motion carried.

Director Freese shared highlights from the recent Friends meeting. Board members DiAnn Gabriel and Rachel Edittu have gone off the board. Kelly and David Brown are new board members filling the vacancies. The election of officers took place with Heather Haman as President, Chuck Haman as Vice President, Annie Grimm as secretary and Diane Adair as treasurer. They have been working on developing the binder on procedures. They paid for the Science Heroes program for summer reading.

Director Freese shared the director's report at this time. Highlights include:

- Summer reading program is off to a strong start with 213 participants registered reflecting a 17% increase over last year. Programs have been extremely well attended with lots of interest in Monday, Tuesday, Thursday, and Friday programs as well. All Wednesday programs have been sponsored as well as the lunches. Multiple donations from local churches have been received for the Need One Take One food pantry.
- The library had a dunk tank at the Chamber Main Street Summer Block Party. Willing dunkees included Coach Travis Zajac, Police Chief Alissa Twyford and Youth Services Librarian Emery Bunkers. \$558 was raised to put towards the purchase of new public computers.
- The State Library of Iowa has introduced a new resource available on their 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 to determine fair market value of a position. This was developed as part of their five year strategic plan with an aim to reduce staff turnover in libraries and to encourage fair and competitive compensation, and to provide a go-to resource for directors and library boards when evaluating staff positions.
- Emery and Shannon recently completed a project to enhance the Children's Area. They painted ceiling tiles with classic/well-known children's book covers. In addition to adding color to the area, each of the titles are available in our collection and the children have enjoyed seeing familiar book covers.
- The Kling Memorial Library Foundation got their annual Form 990 filed with the IRS. The long form is due each May and Seth Schroeder filed it on behalf of the Foundation.
- Circulation is on target.

Gifts were acknowledged from the following: Carolyn Haywood, Elizabeth Coons, Thomasin McCoy, Jack Ramsey, Sonja Wilhau, Kiwanis Club, Latta-Harris, GNB Bank, Grundy Mutual Insurance, Boulder Contracting, Kelley Sents, Hildegard Dirks, First Press Church of Grundy Center, Heather Day, Cindy Haefner, CJ Thompson, and Friends of the Library.

The financial statement was reviewed. We are at 91% of the budget at this time. Also noted were the Hoopla charges going from \$800 to \$457 this month since the new limits were administered. Zeiner moved that the following bills be paid:

Expenses:				
Department #	Vendor	Amount	Description	Voucher #
001-410-6725	Access Systems	\$197.56	Copier Contract	06-24-1
001-410-6505	Baker & Taylor	\$354.19	Books	06-24-3
001-410-6505	Center Point LP	\$185.16	Large Print Books	06-24-4
001-410-6230	Freese, Lindsey	\$89.58	Mileage Reimbursement	06-24-6
001-410-6505	Des Moines Register	\$72.01	Subscription Renewal	06-24-7
001-410-6220	GNB Bank	\$19.95	Subscription Renewal	06-24-8
001-410-6505	GNB Bank	\$173.14	Books	06-24-8
001-410-6507	GNB Bank	\$211.14	Supplies	06-24-8
001-410-6508	GNB Bank	\$5.08	Postage	06-24-8
001-410-6373	GC Comm. Utility	\$58.10	Telephone	06-24-9
001-410-6371	GC Muni Utility	\$313.33	Library Lighting	06-24-10
001-410-6372	GC Muni Utility	\$139.32	Library Heating	06-24-10
001-410-6507	ISU Extension	\$19.25	Program	06-24-11
001-410-6507	Kling Memorial Library	\$74.63	Supplies	06-24-12
001-410-6508	Kling Memorial Library	\$10.16	Postage	06-24-12
001-410-6516	Kling Memorial Library	\$98.50	Passport Postage	06-24-12
001-410-6507	Meester, Shannon	\$43.06	Supplies	06-24-13
001-410-6502	Midwest Tape	\$457.65	Hoopla Circs	06-24-14
001-410-6012	Moreland, Amber	\$350.00	Janitor Contract Wages	06-24-15
001-410-6726	Premier	\$45.02	Copier Contract	06-24-16
001-410-6310	UniFirst Corps.	\$67.98	Floor Mats	06-24-18
	SUB-TOTAL	\$2,984.81		
Gifts:				
Department	Source		Description	
181-410-6520	Anderson, Darrel	\$120.00	SRP Programs	06-24-2
181-410-6505	Baker & Taylor	\$68.36	Gift Books	06-24-3
181-410-6520	Emily Papercrafts	\$250.00	SRP Program	06-24-5
181-410-6520	GNB Bank	\$750.57	SRP Supplies	06-24-8
181-410-6520	Schaefer, Jeremy	\$400.00	SRP Program	06-24-17
	SUB-TOTAL	\$1,588.93		
	GRAND TOTAL	\$4,573.74		

Edwards seconded the motion, motion carried.

We jumped to the new business as Reichert needed to take an early leave. Both Freese and Lennard agreed to renew their expired terms. Dellit moved that the following officers be elected: President–Cindy Freese, Vice-President–Jerry Zeiner, and Secretary–Sally Lennard. Reichert seconded the motion, motion carried.

The annual review of our library director is due. Trustees were asked to complete the evaluation and bring it to the library before next month’s meeting. Board members Freese and Lennard will review these and share results at the July meeting.

Freese shared progress on the Long Range Strategic Plan.

Work is completed on the Story Book Garden. The Strawberry Hydrangea Tree is in honor of Rosanne Girres. There will also be a plaque honoring her dedication to our library. Zeiner has been watering the garden.

At this time there were no bids received for the janitorial position. Bids are due June 28, 2024.

With no further business, Edwards moved for adjournment. Zeiner seconded the motion, motion carried.

Respectively submitted,
Sally Lennard, secretary

Kling Memorial Library Director's Report

July 11, 2024

Summer Reading came to an end on June 29th with a private showing of Inside Out 2 at Center Theatre. We hosted 30 programs over the course of our Summer Reading Program with an attendance of 1,082 people in total. We had 17 sponsors for our programs and library lunches. Our most well attended program was the Mississippi River Museum and Aquarium's Ocean Odyssey which had 257 people in attendance. Our least attended program was one of the Munchkin Monday sessions which only had 3 people attend. While they were smaller programs, we did receive good feedback from families who attended on other weeks. We had 73 participants turn in their completed reading logs, which was 32% of our total participants.

City council approved 5% increases to FY25 wages for library staff and other city departments which went into effect July 1st.

Board President, Cindy Freese and Secretary, Sally Lennard reviewed the janitorial bids we received for contract janitorial services. We received one from Lindsay Marin and other from Amber Moreland. They made the decision to grant the contract to Lindsay Marin whose bid fell within the budget allotment for the position. The contract began July 1, 2024 and ends on June 30, 2025.

I have also filled the youth services assistant position. Sheryl Meyer has accepted the part-time position. She began training on Monday, July 8th. The past few years Sheryl has been a para-educator at AGWSR, working one-on-one with students, assisting the classroom teachers, and supervising recess.

The Direct State Aid funding report, due July 31st, was submitted on July 1st. We had a total of \$2015.29 to spend this past fiscal year. I was able to purchase the video conferencing equipment, bar stools for our cafe seating area, acrylic display sign holders, and a good portion of the Story Book Garden materials with this year's funding. The Open Access report is also available and due July 31st. That report includes reporting the number of items Kling Memorial Library has checked out to customers from each public library, contracting city, or participating academic library.

Paneless Window Cleaning was here this week to clean all the exterior windows on both the upper level and ground level. They also clean all of the upper windows inside the library.

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

Circulation:

Total circs for the month: 2322 (print) 250 (Bridges) 231 (Hoopla) = 2,803

Year ago: 2469 (print) 255 (Bridges) 308 (hoopla) = 3,032

Gain (+) or Loss (-) from last month: +244

Gain (+) or Loss (-) from last year: -229

Largest Daily Circulation: 175 Smallest Daily Circulation: 24

New Borrowers: 26 City: 17 County or Other: 9 Renewals: 46

Summary of month's circulation:

See attached spreadsheet

TOTAL CIRCULATION:

Summary of month's in-house services:

Genealogy: 2 Periodicals: 64 Games/Toys: 302 Coloring Sheets: 87 Make & Take Kits: 10

Special Program: 296 WiFi: 606 Reference/Tech Assistance: 127 Computers: 188

Passport Assistance: 45 Teen Space Use: 82 Maker Space Use: 0 STEM Users: 54

Patrons Thru the Door: 2576 (103 daily avg.)

MEETING ROOM USE AND PROGRAM ATTENDANCE:

Number of Programs for Children 0-5:	4	Attendance:	29
Number of Programs for Children 6-11:	5	Attendance:	74
Number of Programs for Teens 12-18:	4	Attendance:	47
Number of Programs for Adults 19+:	10	Attendance:	97
Number of General Interest Sessions:	5	Attendance:	664
TOTAL Programs	28	Total Attend:	911
Number of Meetings:	10	Attendance:	54

FINANCIAL REPORT: JUNE Deposit

Fax: **\$11.25**

Copy Machine: **\$198.15**

Passports: **\$700.00**

Holland Contract: **\$400.00**

Gifts & Memorials: **\$1605.95**

Total: \$2915.35