

KLING MEMORIAL LIBRARY BOARD

MEETING AGENDA **MEETING CANCELED, NO QUORUM**

Date:	Thursday, October 10, 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		
<i>Agenda Items - New Business</i>	<i>Motion/Second</i>	<i>Next Agenda Y/N</i>
1. Review Confidentiality Policy		

NEXT MEETING: NOVEMBER 14TH, 2024 4:30PM

Kling Memorial Library Minutes September 12, 2024

President Cindy Freese called the regular meeting of the Kling Memorial Library Board of Trustees to order at 4:30pm. Board members present were Ron Dellit, Jerry Zeiner, Lisa Schupbach, Kristen Reichert, along with Library Director, Lindsey Freese.

Reichert moved that the agenda be adopted as presented. Zeiner seconded the motion, motion carried. Dellit then moved that the minutes from August's meeting be approved as written. Reichert seconded the motion, motion carried.

President Freese reported details from the Friends of the Library meeting, which was held on August 15th. They will be holding their annual fall book sale October 10th, 11th, and 12th with setup on October 9th. They also discussed their holiday book basket auction which is planned for November 16th-Dec 3rd. Diane Adair is looking into applying for a \$250 Helping Hands grant through Thrivent to help purchase the books for the baskets this year.

Director Freese shared her report next with the following highlights:

- Taylor Swift party was well attended with 65 people attending.
- Teen Advisory Board held their annual team building lock-in on August 25th-26th with Emery and Shannon overseeing the event.
- Teen Book subscription boxes were launched
- Public works cleaned the gutters around the building and checked the roof. Service Roofing from Waterloo came to make repairs that were noted by public works
- State Library of Iowa announced the discontinuation of the email service offered to public libraries. The current email service will end May 1, 2025
- They Annual Survey is available to complete and due October 31st.
- The facility and agents underwent a Passport Acceptance Facility review. There was only one note of correction from the Facility Oversight report.
- Circulation was down slightly compared to the previous month and year.

Gifts were acknowledged from the Community Vacation Bible School, Friends of the Library, Delmar Flater, Cheryl Kuehn, and the Family of Hildegard Dirks.

The financial statements were reviewed. Schupbach moved that the following bills be paid:

Expenses:				
Department #	Vendor	Amount	Description	Voucher #
001-410-6725	Access Systems	\$197.56	Copier Contract	9-24-01
001-410-6310	Appel Services	\$1650.00	Carpet Cleaning	9-24-02
001-410-6505	Baker & Taylor	\$242.41	Books	9-24-03
001-410-6505	Bellwether Media	\$35.90	Books	9-24-04
001-410-6507	Bunkers, Emery	\$23.87	Supplies	9-24-05
001-410-6505	Center Point LP	\$190.56	Large Print Books	9-24-06
001-410-6507	DEMCO	\$65.56	Supplies	9-24-08
001-410-6250	DEMCO	\$443.09	Supplies	9-24-08
001-410-6505	Gale/Cengage	\$73.11	Large Print Books	9-24-09
001-410-6220	GNB Bank	\$32.05	Subscription Renewal	9-24-10
001-410-6250	GNB Bank	\$54.17	LoT Supplies	9-24-10
001-410-6505	GNB Bank	\$177.81	Books	9-24-10
001-410-6507	GNB Bank	\$387.05	Supplies	9-24-10
001-410-6508	GNB Bank	\$134.58	Postage	9-24-10
001-410-6516	GNB Bank	\$9.85	Passport Postage	9-24-10
001-410-6373	GC Comm. Utility	\$58.80	Telephone	9-24-11
001-410-6371	GC Muni Utility	\$338.78	Library Lighting	9-24-12
001-410-6372	GC Muni Utility	\$272.02	Library Heating	9-24-12
001-410-6507	Kling Memorial Library	\$50.08	Supplies	9-24-13
001-410-6508	Kling Memorial Library	\$9.98	Postage	9-24-13
001-410-6516	Kling Memorial Library	\$128.05	Passport Postage	9-24-13
001-410-6012	Marin, Lindsay	\$1200.00	Janitorial Wages	9-24-14
001-410-6726	Premier	\$51.29	Copier Contract	9-24-16
001-410-6310	UniFirst Corps.	\$67.98	Floor Mats	9-24-17
	SUB-TOTAL	\$5894.55		
Gifts:				
Department #	Source	Amount	Description	Voucher #
181-410-6505	Baker & Taylor	\$93.75	Gift Books	9-24-03
181-410-6505	Bellwether Media	\$56.85	Gift Books	9-24-04
181-410-6507	Bunkers, Emery	\$85.59	NOTO Supplies (Micro)	9-24-05
181-410-6507	Cornfed Designs	\$152.00	TAB T-shirts	9-24-07
181-410-6502	GNB Bank	\$147.81	Gift DVDs	9-24-10
181-410-6505	GNB Bank	\$22.19	Gift Books	9-24-10
181-410-6502	Midwest Tape	\$481.35	Hoopla Circs	9-24-15
	SUB-TOTAL	\$1039.54		
	GRAND TOTAL	\$6934.09		

Zeiner seconded the motion, motion carried.

Director Freese presented further details of the Long Range Strategic Plan including goals and objectives regarding Community Partnerships and Staff Development. Once assessment and completion time frames are added to the plan, Freese will present the plan for final approval to the board.

The Board reviewed the Collection Development Policy. Zeiner made the motion to approve the policy as written. Dellit seconded the motion, motion carried.

With no further business at hand, Dellit moved that the meeting adjourn. Schupbach seconded the motion, motion carried. The next meeting will be Thursday, October 10th at 4:30PM.

Respectfully submitted,
Lindsey Freese, Director

Kling Memorial Library Director's Report

October 10, 2024

Iowa author, Lance Hansmann, visited the Library on September 17th. We had a good turn out for his presentation on his historical fiction novel, *The Night Riders of Hardin County*. Hansmann shared about how he came to write the book along with his research process in documenting the historical details about the infamous Rainsbarger brothers of Steamboat Rock.

Sheryl led out first Lego Club of the school year on September 25th. We had over 50 students attend the early out program. Sheryl read a couple picture books that featured a truck and a race car. This introduced the kids to our project for the day which was to build a car. The kids were divided into groups to build their cars which they then had to race down the track. From there they had to make adjustments to make it go faster and farther.

Our Touch-A-Truck event for early out on October 9th was a success. Public Works brought up a skid loader and a backhoe, fire, police, and ambulance also each brought up a vehicle, and VanWall supplied a John Deere 8R 340 tractor. Kids were able to climb in and check out each of the pieces of equipment. We also had a scavenger hunt and coloring pages inside the library.

The planters have been updated for fall. I pulled the summer flowers and replaced them with a variety of pumpkins for the season. Emery is also working on designs to decorate the building for Main Street Mingle in November. The theme this year is *The Nutcracker*.

The sink in the library's kitchen backed up the other day. I tried using Draino and also took off the trap and cleaned the pipes out as well as I could. The sink would still not drain so Lon's Plumbing and Heating came out and snaked it. It is now working again.

Gladbrook artist, Jennifer Bledsoe has her art on exhibit in the library for the month of October. She has nearly 50 pieces on display in the main lobby. She will also be leading a class on October 21st to share her mixed media technique. Participants will get to try their hand at her found art process and take home a their own unique piece.

The State Library of Iowa's Annual Survey is completed. It will be submitted once it is signed off on by Cindy Freese. We will publish details from the survey on our website under About the Library. The State Library has also issued FY25 Direct State Aid payments which will be direct deposited into our account.

The People's Law Library has expanded their resources to include new voting law topics. This addition offers Iowans easy access to essential information about voting rights, voter registration, election processes, and legal protections for voters ahead of the 2024 election.

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

Circulation:

Total circs for the month: 1936 (print) 263 (Bridges) 279 (Hoopla) = 2,478

Year ago: 1984 (print) 256 (Bridges) 325 (hoopla) = 2,565

Gain (+) or Loss (-) from last month: -302

Gain (+) or Loss (-) from last year: -87

Largest Daily Circulation: 149 Smallest Daily Circulation: 15

New Borrowers: 13 City: 4 County or Other: 9 Renewals: 13

Summary of month's circulation:

See attached spreadsheet

TOTAL CIRCULATION:

Summary of month's in-house services:

Genealogy: 4 Periodicals: 63 Games/Toys: 202 Coloring Sheets: 87 Make & Take Kits: 24

Special Program: N/A WiFi: 351 Reference/Tech Assistance: 113 Computers: 148

Passport Assistance: 49 Teen Space Use: 90 Maker Space Use: 13 STEM Users: 72

Patrons Thru the Door: 1617 (60 daily avg.)

MEETING ROOM USE AND PROGRAM ATTENDANCE:

Number of Programs for Children 0-5: 18 Attendance: 232

Number of Programs for Children 6-11: 2 Attendance: 83

Number of Programs for Teens 12-18: 6 Attendance: 47

Number of Programs for Adults 19+: 7 Attendance: 48

Number of General Interest Sessions: 1 Attendance: 12

TOTAL Programs 34 Total Attend: 422

Number of Meetings: 6 Attendance: 35

FINANCIAL REPORT: SEPTEMBER Deposit

Fax: **\$25.50**

Copy Machine: **\$140.55**

Passports: **\$810.00**

Gifts & Memorials: **\$879.02**

Total: \$1,855.07