

KLING MEMORIAL LIBRARY BOARD

MEETING AGENDA

Date:	Thursday, September 10, 2026	Location:	Meeting Room
Time:	4:30 PM	Meeting Type:	Regular meeting

Board Members:

- ☐ Cindy Freese
- ☐ Sally Lennard
- ☐ Ron Dellit
- ☐ Jerry Zeiner

- ☐ Clay Edwards
- ☐ Kristen Reichert
- ☐ Steve Vanderpol
- ☐ Lindsey Freese, Director
- ☐ 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 - Upcoming Meeting 8/20		
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. Filling Trustee Vacancy - Welcoming New Appointee		
<i>Agenda Items - New Business</i>	<i>Motion/Second</i>	<i>Next Agenda Y/N</i>
1. Library Closure in October for Staff to Attend ILA		
2. Board Training: Trustee Handbook Chapter 9 - Board Relationships with Director, Staff, & City		

NEXT MEETING: OCTOBER , 2026 4:30PM

Kling Memorial Library Board Minutes August 13, 2026

President Cindy Freese called the regular meeting of the Kling Memorial Library Board of Trustees to order at 4:30 p.m. Board members present included Ron Dellit, Sally Lennard, Kristen Reichert, and Jerry Zeiner. Clay Edwards was absent. Council liaison Merideth McDonald was present along with Director Lindsey Freese.

Dellit moved to adopt the agenda. Zeiner seconded the motion, motion carried. Zeiner then moved to approve the minutes from July's meeting. Dellit seconded that motion, motion carried.

There was no meeting of the Friends so Director Freese shared her report with these highlights:

- Library staff made good progress on organization and storage improvements while the building was closed for cleaning. They filled a dumpster and cleared enough space to access both the closet in the computer room and the Grundy Room. They also began moving some story time supplies into the cupboards in the Children's area. They created a Book Club Corner in the stacks to make our multiple-copy book sets more accessible to patrons who may want to use them for their own book clubs. Most of the sets were originally purchased for Literature Over Lunch and relocating them freed up space in the back office.
- The library was open during RAGBRAI offering riders light snacks, water and charging stations which were very popular. Over 130 people came through the doors during the event.
- Director Freese completed both the Enrich Iowa and Open Access reports on July 31st, a month ahead of the deadline. During FY26, we had 1274 Open Access checkouts, meaning items loaned from our collection to patrons who live outside the cities of Grundy Center, Holland, or rural Grundy county. Materials were checked out to patrons from 18 different communities and across 4 counties.
- Emery is busy scheduling and planning our school year programming following art as the theme for kindergarten -5th grade. They are also planning to feature an outside presenter monthly with potential presenters including ISU Extension, Grundy County Emergency Management, and the Women's Club. Shannon met with our Teen Advisory Board on July 16 and welcomed three new members. The TAB is planning a team building lock-in August 29 from 5:00p.m. to 11p.m. Kelli's last day before returning to college is August 21.
- Grundy County Library Association met in Conrad on July 30 with four out of six in attendance and the others joined via zoom. They discussed topics for the next countywide trustee training. They may be able to host a spring continuing education opportunity for other librarians from surrounding communities. Each library also shared details about its summer reading program. The next meeting will be in Dike in October.
- Advantage Archives has presented a 20% discount (\$100.44 now) on the original quote of \$1260 so Freese signed a contract to update our archives at the lower rate. She needs to investigate whether digital copies of the newspapers are available for 2016-2019. If they are not, the only option is to have the physical newspaper from those years scanned.
- All book bins sold have been picked up by the Exira School District.
- Circulation was down a bit from last month but up from a year ago.
- Some girl scouts who sold cookies have donated to the library to purchase 3D pens.

- Freese has been wanting to update the AWE station and was informed by another library that the new ones aren't really as good as the older models. She may find another use for the Aureon Grant and they are fine with that decision.

July gifts were noted from the following: Lori Funnell, Cheryl Souhrada, Cindy Haefner, Ellie Yoder, Julie Harrenstein, Sally Lennard, Rachel Edittu, Jerry and Kathy Zeiner, Girl Scouts (Amelia & Alana), Aureon Network, and RAGBRAI.

Reichert moved that the following bills be paid:

Zeiner seconded the motion, motion carried.

General:			
Department #	Vendor	Amount	Description
001-410-6505	Amazon Capital Services	\$515.81	Books
001-410-6507	Amazon Capital Services	\$420.66	Supplies
001-410-6310	Appel Services	\$1,650.00	Carpet Cleaning
001-410-6505	Center Point LP	\$195.36	LP Books
001-410-6725	GFC Leasing	\$200.02	Copier Contract
001-410-6507	GNB Bank	\$137.66	Supplies
001-410-6516	GNB Bank	\$9.57	Passport Postage
001-410-6371	GC Muni Utility	\$357.13	Library Lighting
001-410-6372	GC Muni Utility	\$388.60	Library Heating
001-410-6373	GC Muni Utility	\$53.10	Telephone
001-410-6230	GCLA	\$30.00	Annual Dues
001-410-6220	Iowan Magazine	\$40.66	Subscription Renewal
001-410-6507	KML Petty Cash	\$76.12	Supplies
001-410-6508	KML Petty Cash	\$6.37	Postage
001-410-6516	KML Petty Cash	\$64.50	Passport Postage
001-410-6012	Marin, Lindsay	\$850.00	Janitorial Wages
001-410-6502	Midwest Tape	\$339.62	Hoopla Circs
001-410-6417	Precision Lawn Care	\$238.00	Lawn Care/Mowing
001-410-6310	Service Roofing	\$357.19	Service to Main Roof
001-410-6220	Times Republican	\$288.60	Subscription Renewal
001-410-6310	UniFirst Corps.	\$132.52	Floor Mats
001-410-6726	Xerox Business Solutions	\$65.11	Copier Contract
001-410-6310	Young Plumbing & Heating	\$785.00	Maintenance Agreement
	SUB-TOTAL	\$7,201.60	
Gifts:			
Department #	Source	Amount	Description
181-410-6505	Amazon Capital Services	\$817.38	Gift Books
181-410-6502	GNB Bank	\$27.92	Gift DVDs
181-410-6507	GNB Bank	\$203.51	NOTO/Open House
181-410-6520	GNB Bank	\$417.03	SRP Supplies
	SUB-TOTAL	\$1,465.84	
	GRAND TOTAL	\$8,667.44	

Freese reported that the Children's Area Remodel is pretty much completed. New cushions for story time are still needed. She has looked into some options.

We still need to fill the vacancy for a trustee. She has one individual to follow up on and also wants other suggestions.

Director Freese shared the annual review of the Long Range Plan. It appears that many of the points have been accomplished. She would like to develop a building maintenance plan and present it to the city council. She will talk to Kristy Sawyer about establishing this. She was hoping that leftover funds at the end of the year could go there. Our library is still working towards becoming a Dolly Parton Imaginary Library. Documents have been sent and we are still awaiting their approval. Freese still hopes that the library can become a notary. This long range plan is valid through 2029.

Freese shared the design plans for the window perforation in the children's area. Board members were in agreement that the design was appropriate and inspiring.

With no further business, Dellit moved for adjournment. Reichert seconded the motion, motion carried.

Respectfully submitted,
Sally Lennard, secretary

Kling Memorial Library Director's Report September 10, 2026

August was a busy month at the library with lots of kids and families coming to the library to play for long periods of time. Overall we had nearly 430 more patrons through the door this August than August 2025. However, we did have a few surprising incidents with kids climbing bookshelves, hanging from cabinet doors, and being physically aggressive. We did have to remind caregivers that library staff are not responsible for watching kids while they are in the building.

The Teen Advisory Board had their annual lock-in on August 29th. Emery and Shannon provided team building games so the TAB members could get to know one another as well as learn effective communication skills. All the TAB members were in attendance and had a good time.

Our window perforation on the east side of the building was installed on August 20th. Print Innovations located in Cedar Falls came up with the design and installed the art. We have received overwhelmingly positive feedback from community members on the new design.

I shared the quotes and designs from both Library Furniture International and Cardinal Construction for memorial benches with Jim Copeman. He relayed the information to his children. They have decided they would like to purchase the bench through Library Furniture International that includes a cushioned vinyl top and storage along the front. We will work out what the dedication plaque looks like at a later date.

We have received payment for contracted library services from the City of Holland in the amount of \$400.00. This is the same as it has been the past few years. The contract was also signed and returned.

I have started working on the FY26 Iowa Public Library General Information Survey for the State Library of Iowa. The survey is due October 31, 2026. My goal is to have it completed before the end of September.

In compliance with the new law, trustee Kristen Reichert has completed her Iowa Public Information Board training for newly appointed board members on August 19th. Her certificate is on file at city hall and here at the library. There is also a new law that went into effect July 1st that all public buildings in Iowa that have a flag pole must fly the state flag along with the national flag. We will get our flag pole fitted for the state flag as soon as possible.

Shannon, Emery, and myself have all completed our annual passport acceptance agent training for the year. I submitted our recertification packet in August, and it has been approved and processed.

**KLING MEMORIAL LIBRARY
MONTHLY REPORT
MONTH OF AUGUST 2026**

Circulation:

Total circs for the month: 2267 (print) 351 (Bridges) 331 (Hoopla) = 2,949

Year ago: 2199 (print) 337 (Bridges) 224 (Hoopla) = 2,760

Gain (+) or Loss (-) from last month: -178

Gain (+) or Loss (-) from last year: +189

Largest Daily Circulation: 151 Smallest Daily Circulation: 28

New Borrowers: 13 City: 5 County or Other: 8 Renewals: 23

TOTAL CIRCULATION:

Summary of month's in-house services:

Genealogy: 1 Periodicals: 98 Games/Toys: 517 Coloring Sheets: 153 Make & Take Kits: 60

Special Program: 7 WiFi: 384 Reference/Tech Assistance: 113 Computers: 265

Passport Assistance: 60 Teen Space Use: 118 STEM Users: 128

Patrons Thru the Door: 2,045 (79 daily avg.)

MEETING ROOM USE AND PROGRAM ATTENDANCE:

Number of Programs for Children 0-5:	1	Attendance:	21
Number of Programs for Children 6-11:	1	Attendance:	0
Number of Programs for Teens 12-18:	3	Attendance:	24
Number of Programs for Adults 19+:	4	Attendance:	45
Number of General Interest Sessions:	7	Attendance:	77
TOTAL Programs	16	Total Attend:	167
Number of Meetings:	8	Attendance:	39

FINANCIAL REPORT: AUGUST Revenue

Fax: **\$76.00**

Copy & Printing: **\$ 185.85**

Passports: **\$1205.00**

Gifts & Memorials: **\$1,364.89**

Holland Contract: **\$400.00**

Total: \$3,231.74