

KLING MEMORIAL LIBRARY BOARD

MEETING AGENDA

Date:	Thursday, August 14, 2025	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. Renewal for Trustee Ron Dellit		
2. Reviewing Amendments to Severe Weather Policy		
<i>Agenda Items - New Business</i>	<i>Motion/Second</i>	<i>Next Agenda Y/N</i>
1. Children's Area Remodel Quotes		
2. Review the Meeting Room Use Policy		

NEXT MEETING: SEPTEMBER 11TH, 2025 4:30PM

Kling Memorial Library Board Minutes July 10, 2025

President Cindy Freese called the regular meeting of the Kling Memorial Library Board of Trustees to order at 4:30 p.m. Members present included Director Lindsey Freese, Ron Dellit, Sally Lennard, Kristen Reichert and Jerry Zeiner.

Zeiner moved that we adopt the agenda for the meeting. Dellit seconded that motion, motion carried. Dellit then moved that we approve the June minutes. Zeiner seconded the motion, motion carried.

Dellit shared the liaison report from the Friends of the Kling Memorial Library that he attended. He said he mainly shared what we had going on. The next fundraiser for them will be the fall book sale.

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

- She reported a successful Summer Reading Program. 1551 patrons of all ages attended the 28 programs; a 30% increase from last year. The largest program was the Mississippi River Museum with 274 attendees. The smallest program attendance (3) was for the Sensory Play Friday which occurred on a stormy morning. K-5th programs had a strong start and finish but dwindled to about 10 or less in the middle weeks. They averaged 15 teens at each of the 6th-12th grade programs which increased from 11 last year as average attendance. The adult Trivia Night and Murder Mystery Dinner were hits. Patrons had a great time at each and several have asked when we will do that again. They are brainstorming ideas for next year's theme which is *Unearth A Story*, featuring Dinosaurs/ Archaeology/Paleontology.
- City Hall has made changes to their payroll and accounting software. Employees now keep time through mipayonline.com. The financial statements that we receive from the city clerk will look different but the line numbers should stay consistent.
- The State Library of Iowa has made the Open Access report, Interlibrary Loan report, and Direct State Aide report available to complete online. All are due by July 31. We also have to have all of our data entered into WhoFi by July 15 in order for it to be populated into the annual survey. The State Library has also made changes to our digital resources. The contract with VetNow, JobNow concluded at the end of June. HelpNow homework help will end July 15. The Candid Foundation Directory was also discontinued through the State Library. They have now contracted Mometrix eLibrary which provides a wide range of study materials to help test-takers, including flashcards, practice tests, and guides, covering subjects from foundational education to specialized trades and advanced academic fields. This resource fulfills Iowa Workforce Development's job skills improvement and vocational test-taking abilities criteria without redundancy of services.
- Paneless Window Cleaning came and cleaned the upper interior windows and all of the exterior windows before Felix. They noted several of the pane dividers are missing from the exterior, but that the metal flashing around some of the windows is also loose. Freese will look into finding a contractor to come and take a look to make repairs where necessary.
- It has been brought to Freese's attention that we have been, inadvertently, non-compliant with the Bridges agreement. We do have to offer Bridges service to all rural Grundy county residents, regardless of the city their address is relegated to. This also means there are some patrons that may have rural Grundy Center addresses or other Grundy County town addresses, but their rural address falls in an adjacent county. Those residents would not be eligible for Bridges access through our library per the agreement. Staff is now working on updating member types to accurately account for these residents, and sorting through current patrons to make sure they are in the proper member type.

The following gifts were acknowledged: Cindy Haefner, CJThompson, Ashli Jung, Marilyn Hawn, Sally Lennard, Cheryl Kuehn, Cedar Valley Hospice, First Presbyterian Church, Jerry & Kathy Zeiner, Luther Thorensen, and Morgan Benson.

There was no financial report but the following bills were considered. Zeiner moved that the following bills be paid:

General:				
Department #	Vendor	Amount	Description	Voucher #
001-410-6725	Access Systems	\$211.01	Copier Contract	7-25-1
001-410-6505	Baker & Taylor	\$201.37	Books	7-25-2
001-410-6505	Center Point LP	\$195.36	Large Print Books	7-25-4
001-410-6505	GNB Bank	\$117.68	Books	7-25-5
001-410-6507	GNB Bank	\$364.71	Supplies	7-25-5
001-410-6371	GC Muni Utility	\$341.90	Library Lighting	7-25-6
001-410-6372	GC Muni Utility	\$323.05	Library Heating	7-25-6
001-410-6373	GC Muni Utility	\$53.10	Telephone	7-25-6
001-410-6230	GCLA	\$30.00	Annual Dues	7-25-7
001-410-6508	Kling Memorial Library	\$35.87	Postage	7-25-8
001-410-6516	Kling Memorial Library	\$90.90	Passport Postage	7-25-8
001-410-6012	Marin, Lindsay	\$800.00	Janitorial Wages	7-25-9
001-410-6502	Midwest Tape	\$370.14	Hoopla Circs	7-25-11
001-410-6505	OverDrive, Inc.	\$971.04	FY26 Content Fee	7-25-12
001-410-6417	Precision Lawn Care	\$180.00	Lawn Care	7-25-13
001-410-6726	Premier	\$96.85	Copier Contract	7-25-14
001-410-6310	UniFirst Corps.	\$76.24	Floor Mats	7-25-16
	SUB-TOTAL	\$4,459.22		
Gifts:				
Department #	Source	Amount	Description	Voucher #
181-410-6505	Baker & Taylor	\$99.14	Gift Books	7-25-2
181-410-6520	BarLea Roots	\$275.36	Catering Services	7-25-3
181-410-6502	GNB Bank	\$38.85	Gift DVDs	7-25-5
181-410-6505	GNB Bank	\$126.56	Gift Books	7-25-5
181-410-6507	GNB Bank	\$248.60	NOTO Supplies	7-25-5
181-410-6520	GNB Bank	\$16.97	SRP Supplies	7-25-5
181-410-6520	Kling Memorial Library	\$84.98	SRP Supplies	7-25-8
181-410-6507	Meester, Shannon	\$49.41	Program Supplies	7-25-10
181-410-6507	Science Center of Iowa	\$250.00	Adventure Pass	7-25-15
	SUB-TOTAL	\$1,189.87		
	GRAND TOTAL	\$5,649.09		

Dellit seconded the motion, motion carried.

President Freese and Vice President Zeiner shared the annual review completed for the director. Again, we expressed gratitude for the wonderful job our director does with outstanding marks in all categories. It is very obvious we are truly fortunate to have her dedication and expertise as our director. All thanked her for the job she is doing.

Dellit's term will end soon and he has agreed to an additional term of six years as a board member.

The Severe Weather Policy was reviewed. Suggestions were shared for changing some of the wording. Freese will make those changes and present at the next meeting for our approval.

As part of our Trustee required training, we went through chapter 6 of the Trustee Handbook presented by the state.

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

Respectfully submitted,
Sally Lennard, Secretary

Kling Memorial Library Director's Report

August 14, 2025

Young Plumbing and Heating was here for our semi annual inspection of the HVAC units on the roof. They changed the filters and replaced the belts. The technician also found that one of the crank case heaters needed to be replaced. The cost for that is \$345.00. I've gone ahead and ordered that and they will come back to get that installed when the part is available. I also reached out to Brian Freed to have him look at the windows around the library. He thought the work was more commercial than he typically handles, so he referred me to Allen Glass in Waterloo. I've reached out to them by email, and I'm awaiting a response. I've also scheduled carpet cleaning through Appel Steam Rite for Friday, August 29th at noon with the library being closed the whole weekend then for Labor Day so it can dry. When we open again on Tuesday, September 2nd, we will return to our 10:00AM opening time.

We have been working on trying to remove the unsupported Smart Shield software from the public computers. We have been able to uninstall it from four out of eight machines. The remaining machines will most likely have to be reset to factory settings. Once we have Smart Shield removed from all of the computers we'll be able to move forward with installing new restorative software from Deep Freeze.

The Grundy County Library Association met here at the Kling Memorial Library on July 31st. All six library directors from the county were present. Karen, the Library Director from Wellsburg has retired and that was her last meeting with us. The group discussed annual dues for FY26, the open meeting training law that went into effect July 1st as a possible trustee training, and individual library updates.

The State Library of Iowa has made the switch in Inter-Library Loan delivery from Mobius Courier to AEA van delivery. This change went into effect August 4th. We will now get ILL deliveries once a week on Tuesdays rather than twice weekly like we had with the old system. The AEA van delivery cost is covered under contract with the State Library. ILLs will still be free for patrons.

The FY25 Iowa Public Library General Information Survey is now open. The survey is due on or before October 31st, 2025. The data provided on the survey helps librarians compare library performance, justify budget requests, and describe the condition of public libraries in Iowa. Once our survey is completed, it needs to be signed by the Library Director and the Board President as in past years.

**KLING MEMORIAL LIBRARY
MONTHLY REPORT
MONTH OF JULY 2025**

Circulation:

Total circs for the month: 2525 (print) 310 (Bridges) 254 (Hoopla) = 3,089

Year ago: 2339 (print) 284 (Bridges) 249 (Hoopla) = 2,872

Gain (+) or Loss (-) from last month: +71

Gain (+) or Loss (-) from last year: +217

Largest Daily Circulation: 160 Smallest Daily Circulation: 30

New Borrowers: 20 City: 10 County or Other: 10 Renewals: 26

TOTAL CIRCULATION:

Summary of month's in-house services:

Genealogy: 1 Periodicals: 59 Games/Toys: 218 Coloring Sheets: 70 Make & Take Kits: 16

Special Program: 45 WiFi: 426 Reference/Tech Assistance: 136 Computers: 181

Passport Assistance: 53 Teen Space Use: 67 STEM Users: 69

Patrons Thru the Door: 1755 (70 daily avg.)

MEETING ROOM USE AND PROGRAM ATTENDANCE:

Number of Programs for Children 0-5:	0	Attendance: N/A
Number of Programs for Children 6-11:	4	Attendance: 42
Number of Programs for Teens 12-18:	4	Attendance: 33
Number of Programs for Adults 19+:	8	Attendance: 80
Number of General Interest Sessions:	2	Attendance: 384
TOTAL Programs	18	Total Attend: 539
Number of Meetings:	5	Attendance: 30

FINANCIAL REPORT: JULY Deposit

Fax: **\$73.50** (Fax Revenues - 001-410-4500)

Copy Machine: **\$128.70** (Misc. Revenues - 001-410-4550)

Passports: **\$1,020.00** (Passport Revenue - 001-410-4501)

Gifts & Memorials: **\$1,331.95** (Gifts & Donations - 181-410-4700)

Total: \$2,554.15