

# KLING MEMORIAL LIBRARY BOARD

## MEETING AGENDA

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<b>Date:</b>	Thursday, July 10, 2025	<b>Location:</b>	Meeting Room
<b>Time:</b>	4:30 PM	<b>Meeting Type:</b>	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

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<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

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<i>Agenda Items - Old Business</i>	<i>Motion/Second</i>	<i>Next Agenda Y/N</i>
1. Director's Annual Review		
<i>Agenda Items - New Business</i>	<i>Motion/Second</i>	<i>Next Agenda Y/N</i>
1. End of Term/Renewal for Trustee Ron Dellit		
2. Review Severe Weather Policy		
3. Board Training: Chapter 6 of the Trustee Handbook		

**NEXT MEETING: AUGUST 14TH, 2025 4:30PM**

## **Kling Memorial Library Board Minutes June 12, 2025**

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

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

Director Freese shared the information about the May 15 meeting of the Friends of the Kling Memorial Library. They have added two new members, Denice Tieszen and Pastor Kristen Wipperman which brings their group to eight members. The following officers were voted in: President–Chuck Haman, Vice President– Dave Brown, Secretary– Annie Grimm and Treasurer– Diane Adair. They discussed ideas for fundraising. Their budget has a balance of \$4065.

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

- Circulation is down in print and digital (Hoopla) but through the door attendance is up.
- They have seen a very strong start to the Summer Reading Program. Approximately 275 attended the Kick Off Party on May 31. All of the activities were very well received. The weekly programs have been well attended. The first week of programs had 374 attendees of all ages. Week two has already had 286 come to the programs. Great community support and sponsorships. There were over 230 to see the magician. City Hall has agreed to the use of the community center for the Mississippi River Museum program as it is always very well attended and more space is needed.
- All Summer Reading programs have been covered financially.
- New computers have been ordered for the office and one for the computer room through T & T Computers. Jared came up and transferred all of our data and set up each machine. Freese is looking into different restorative software other than Smart Shield for our public computers. The Smart Shield needs to be updated and Freese has had no luck with customer service and technical service. Other options include Deep Freeze, Clean Slate, and Reboot/Restore. All of the public computers are still currently protected, we just can't make any changes on them for the time being. The new public computer just isn't in service yet.
- Freese conducted employee reviews with Sheryl and Kelli for this fiscal year. Kelli's review focused on how she has felt her time has been working at the library over her high school career and as she looks forward to moving on to college. She gained a lot of great experience and is actually planning on pursuing a career in library science. Her last day at the library will be sometime between August 11-15th.
- Freese attended the North Central district's Directors Round Table conference in Charles City. The topic was Assess, Adapt, and Act. They had the opportunity to go over how to perform assessments and reviews of staff, programs, partnerships, fundraisers, etc. It was a great day to connect with librarians from across our district while receiving valuable information from the State Library.
- The Adventure Pass program is back and running well. Several patrons have already reserved passes over the summer so it is getting used.
- The State Library of Iowa sent out the FY26 Enrich Iowa Agreements. She has signed and submitted the agreement which is due on June 20th. Enrolling in Enrich Iowa commits us to participating in the Inter-Library Loan, Open Access, and Direct State Aid funding.

The following gifts were acknowledged: Lisa Schupbach, Chuck Haman, Green Belt Bank, Boulder Contracting, GNB Bank, Grundy Center Family Dental, Mike & Cindy Freese, and Friends of the Library.

The financial report was reviewed at this time noting that we are at 91% of the budget for FY25. Dellit moved that the following bills be paid:

<b>General:</b>			
<b>Department #</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
001-410-6725	Access Systems	\$211.01	Copier Contract
001-410-6505	Baker & Taylor	\$290.48	Books
001-410-6505	Broad Reach Books	\$234.41	LP Books
001-410-6507	Bunkers, Emery	\$17.64	Program Supplies
001-410-6505	Cengage Learning	\$54.42	LP Books
001-410-6505	Center Point LP	\$381.12	Large Print Books
001-410-6507	DEMCO	\$61.23	Supplies
001-410-6417	GNB Bank	\$103.05	Flowers
001-410-6505	GNB Bank	\$176.67	Books
001-410-6507	GNB Bank	\$71.14	Supplies
001-410-6371	GC Muni Utility	\$333.87	Library Lighting
001-410-6372	GC Muni Utility	\$250.78	Library Heating
001-410-6373	GC Muni Utility	\$53.10	Telephone
001-410-6507	Kling Memorial Library	\$15.83	Supplies
001-410-6516	Kling Memorial Library	\$90.90	Passport Postage
001-410-6012	Marin, Lindsay	\$400.00	Janitorial Wages
001-410-6507	Meester, Shannon	\$27.79	Program Supplies
001-410-6502	Midwest Tape	\$376.36	Hoopla Circs
001-410-6417	Precision Lawn Care	\$280.00	Lawn Care
001-410-6726	Premier	\$50.11	Copier Contract
001-410-6250	T&T Computers	\$1,284.84	Computers
001-410-6725	T&T Computers	\$640.09	Computers
001-410-6310	UniFirst Corps.	\$76.75	Floor Mats
	<b>SUB-TOTAL</b>	<b>\$5,481.59</b>	
<b>Gifts:</b>			
<b>Department #</b>	<b>Source</b>	<b>Amount</b>	<b>Description</b>
181-410-6520	Anna Love	\$225.00	SRP Program
181-410-6505	Baker & Taylor	\$71.24	Gift Books
181-410-6520	Darrel Anderson	\$120.00	SRP Program
181-410-6520	DEMCO	\$77.14	SRP Supplies
181-410-6502	GNB Bank	\$19.96	Gift DVDs
181-410-6505	GNB Bank	\$440.12	Gift Books
181-410-6520	GNB Bank	\$16.97	SRP Supplies
181-410-6502	Meester, Shannon	\$42.99	Gift DVDs
181-410-6520	NMRMA	\$586.60	SRP Program
181-410-6507	Sphero	\$1,818.19	Indi Robots (Grant)
	<b>SUB-TOTAL</b>	<b>\$3,418.21</b>	
	<b>GRAND TOTAL</b>	<b>\$8,899.80</b>	

Zeiner seconded the motion, motion carried.

The Holland Contract was signed at this time.

Reichert moved that the following serve as officers for FY26: President–Cindy Freese, Vice President–Jerry Zeiner, Secretary–Sally Lennard. Schupbach seconded the motion, motion carried.

Board members were given the paperwork for the annual review of our director. These need to be filled out, returned to the library prior to the next meeting. Freese and Zeiner will put together the results.

Director Freese wanted to make the board aware that the library is closed on Saturday, July 5.

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

Respectfully submitted,  
Sally Lennard, secretary

## **Kling Memorial Library Director's Report**

### **July 10, 2025**

Our 2025 Summer Reading Program was a great success! We had 1,551 patrons of all ages attend our 28 programs; a 30% increase in attendance from last year. Our largest attended program was again the Mississippi River Museum with a whopping 274 attendees. Our smallest attended program was a Sensory Play Friday with only 3 attendees, but it was a stormy morning. Our next smallest program was a K-5th program with only 6 kiddos. Our K-5th grade programs on Mondays had a strong start and finish, but attendance in the middle weeks dwindled to 10 or less. We averaged 15 teens at each of our 6th-12th grade programs, which was up from our average of 11 last year. The adult Trivia Night and Murder Mystery Dinner events were hits! Patrons had a great time at each of them, and we have had several people ask when we will do them again. We're already brain storming 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 will now keep time through [mipayonline.com](http://mipayonline.com). The financial statements that we receive from the City Clerk will also 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. They are all due by July 31st. We also have to have all of our data entered into WhoFi by July 15th 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 15th. The Candid Foundation Directory was also discontinued through the State Library. They have now contracted with 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 again before Felix. They noted that several of the pane dividers are missing from the exterior, but that the metal flashing around some of the the windows is also loose. I will look into finding a contractor to come and take a look to make repairs where necessary.

It has been brought to my attention that we have been, inadvertently, noncompliant 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. But 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.

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

**Circulation:**

Total circs for the month: 2488 (print) 319 (Bridges) 211 (Hoopla) = 3,018

Year ago: 2322 (print) 250 (Bridges) 250 (Hoopla) = 2,822

Gain (+) or Loss (-) from last month: +610

Gain (+) or Loss (-) from last year: +196

Largest Daily Circulation: 173 Smallest Daily Circulation: 28

New Borrowers: 17 City: 8 County or Other: 11 Renewals: 52

**Summary of month's circulation:**

See attached spreadsheet

**TOTAL CIRCULATION:**

**Summary of month's in-house services:**

Genealogy: 2 Periodicals: 56 Games/Toys: 337 Coloring Sheets: 159 Make & Take Kits: 115

Special Program: 186 WiFi: 395 Reference/Tech Assistance: 142 Computers: 147

Passport Assistance: 53 Teen Space Use: 99 STEM Users: 87

**Patrons Thru the Door: 2587 ( 103 daily avg.)**

**MEETING ROOM USE AND PROGRAM ATTENDANCE:**

Number of Programs for Children 0-5:	4	Attendance: 64
Number of Programs for Children 6-11:	5	Attendance: 74
Number of Programs for Teens 12-18:	5	Attendance: 75
Number of Programs for Adults 19+:	9	Attendance: 97
Number of General Interest Sessions:	7	Attendance: 617
<b>TOTAL Programs</b>	<b>30</b>	<b>Total Attend: 927</b>
Number of Meetings:	10	Attendance: 60

**FINANCIAL REPORT: JUNE**

Fax: **\$18.50** (Fax Revenues - 001-410-4500)

Copy Machine: **\$150.00** (Misc. Revenues - 001-410-4550)

Passports: **\$810.00** (Passport Revenue - 001-410-4501)

Gifts & Memorials: **\$875.94** (Gifts & Donations - 181-410-4700)

**Total: \$1,854.44**