

KLING MEMORIAL LIBRARY BOARD

MEETING AGENDA

Date:	Thursday, October 9, 2025	Location:	Meeting Room
Time:	4:30 PM	Meeting Type:	Regular meeting

Board Members:

- | | |
|--|---|
| ☐ Cindy Freese | ☐ Lisa Schupbach |
| ☐ Sally Lennard | ☐ Clay Edwards |
| ☐ Ron Dellit | ☐ Kristen Reichert |
| ☐ Jerry Zeiner | ☐ 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		
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. Children's Area Remodel		
2. Review the amendments to the Patron Behavior & Unattended Child Policy		
3. Set Starting Wage for Library Aide Position		
<i>Agenda Items - New Business</i>	<i>Motion/Second</i>	<i>Next Agenda Y/N</i>
1		
2		

NEXT MEETING: NOVEMBER 13TH, 2025 4:30PM

Kling Memorial Library Board Minutes August 14, 2025

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 along with Director Lindsey Freese included Ron Dellit, Clay Edwards, Sally Lennard, Kristen Reichert, and Jerry Zeiner. Merideth McDonald was present as the Council Liaison.

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

There was no Friends meeting in July so Director Freese shared her report at this time. Highlights included:

- Young Plumbing and Heating was here for the semi annual inspection of the HVAC units on the roof. The technician did find that one of the crank case heaters needed to be replaced. The cost for that is \$345.00 and she did order that and they will install that when the part is available. She reached out to Brian Freed to look at the windows around the library. He felt the work was more commercial than he typically handles, so he referred her to Allen Glass in Waterloo and she is awaiting a response. Apple Steam Rite will clean carpets on Friday, August 29 at noon so the library will be closed that afternoon through Labor Day and open Tuesday.
- The staff is working to remove the unsupported Smart Shield software from the public computers. They have been able to uninstall it from four of the eight computers. The remaining machines will most likely have to be reset to factory settings. Once removed from all computers they will be able to move forward with installing new restorative software from Deep Freeze.
- The Grundy County Library Association met in our library July 31. All six library directors from the county were present. 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 1 as a possible trustee training, and library updates.
- The State Library of Iowa has made the switch in Inter-Library Loan delivery from Mobius Courier to AEA van delivery. The change went into effect August 4. We will get ILL deliveries once a week on Tuesdays rather than twice weekly. 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 31, 2025. The data provided helps librarians compare library performance, justify budget requests, and describe the condition of public libraries in Iowa. Once the survey is completed it needs to be signed by both the Library Director and the Board President as in the past.
- In regards to faxes, the city is considering going to cloud-based faxes and Freese reported the library does an average of 42 a month through the computer. They are all from patrons of the library. She will keep us informed concerning this action.
- Circulation is up for the month.

Gifts were acknowledged from the following: Ashli Jung, Cindy Haefner, Ellie Yoder, Julie Harrenstein, Angela Koch, Jane Hommel, Amie Johansen, and Lori Funnell.

The financial reports were reviewed at this time. June ended at 99.7% of the budget expended. Edwards moved that the following bills be paid:

General:				
Department #	Vendor	Amount	Description	Voucher #
001-410-6725	Access Systems	\$284.84	Copier Contract	8-25-1
001-410-6505	Baker & Taylor	\$117.98	Books	8-25-2
001-410-6505	Cengage	\$18.14	Large Print Books	8-25-3
001-410-6505	Center Point LP	\$195.36	Large Print Books	8-25-4
001-410-6220	The Courier	\$393.00	Subscription Renewal	8-25-17
001-410-6438	DEMCO	\$576.29	Book Supplies	8-25-5
001-410-6220	GNB Bank	\$90.90	Magazines	8-25-6
001-410-6505	GNB Bank	\$186.46	Books	8-25-6
001-410-6507	GNB Bank	\$230.65	Supplies	8-25-6
001-410-6516	GNB Bank	\$199.99	Passport Supplies	8-25-6
001-410-6371	GC Muni Utility	\$359.20	Library Lighting	8-25-7
001-410-6372	GC Muni Utility	\$526.05	Library Heating	8-25-7
001-410-6373	GC Muni Utility	\$53.10	Telephone	8-25-7
001-410-6507	Kling Memorial Library	\$43.62	Supplies	8-25-8
001-410-6508	Kling Memorial Library	\$52.01	Postage	8-25-8
001-410-6516	Kling Memorial Library	\$141.20	Passport Postage	8-25-8
001-410-6012	Marin, Lindsay	\$1,200.00	Janitorial Wages	8-25-9
001-410-6502	Midwest Tape	\$370.22	Hoopla Circs	8-25-10
001-410-6310	Paneless Windows	\$380.00	Window Cleaning	8-25-18
001-410-6417	Precision Lawn Care	\$225.00	Lawn Care	8-25-11
001-410-6726	Premier	\$55.65	Copier Contract	8-25-12
001-410-6310	Schendel Pest Control	\$58.36	Pest Control	8-25-13
001-410-6220	Times Republican	\$249.60	Subscription Renewal	8-25-14
001-410-6310	UniFirst Corps.	\$79.92	Floor Mats	8-25-15
001-410-6310	Young Plumbing & Heating	\$535.00	Service Contract	8-25-16
	SUB-TOTAL	\$6,622.54		
Gifts:				
Department #	Source	Amount	Description	Voucher #
181-410-6505	Baker & Taylor	\$64.98	Gift Books	8-25-2
181-410-6505	GNB Bank	\$624.70	Gift Books	8-25-6
181-410-6520	GNB Bank	\$116.85	SRP Supplies	8-25-6
	SUB-TOTAL	\$806.53		
	GRAND TOTAL	\$7,429.07		

Zeiner seconded the motion, motion carried.

The Grundy Center city council approved another six year term for library trustee Ron Dellit at their August 4th meeting.

The Severe Weather Policy was reviewed. There were a few changes made. Zeiner moved that the Severe Weather Policy be adopted. Reichert seconded the motion, motion carried.

Freese presented the children's area remodel quotes from Cardinal Construction and Library Furniture International. Cardinal does not include the shelving and it was \$52,000. Library Furniture International includes shelving but we need to add extra for the walls and it was \$32,000. Freese said we could mix and match what we feel will work best for our area. There is memorial money and approximately \$17,000 has been earmarked for this project. Freese is looking into grants as well. No decision needs to be made at this time, she simply presented the ideas she has gathered and some estimated expenses.

The Meeting Room Use Policy was reviewed. Some changes were discussed so Freese will add them and present it next month for approval.

With no other business at hand, Dellit moved that the meeting adjourn. Reichert seconded the motion, motion carried.

Respectfully submitted,
Sally Lennard, secretary

Kling Memorial Library Director's Report

October 9, 2025

Our Library Card Sign Up Month was a success. We ended up registering 46 new patrons from the start of our giveaway week August 22nd through the end of September. We also renewed 35 patron accounts that were inactive. That's 81 people we welcomed to the Library for the month! This month from October 5th-11th is Banned Books Week. We have a display set up in the Library with statistic from the American Library Association's Censorship by the Numbers fact sheets.

Following up from last month, as I was working on the Guernsey Foundation grant for the children's area, and I realized I needed more time to gather information. Plus, we want to reach out to some of our other local charitable organizations. Kim Heinrichs, who is on the committee for Grundy County 100+ Women Who Care reached out to share that she is applying for the Richard M. Schulze Family Foundation grant on our behalf for the Children's area project. The grant would be 50% of the funds contributed to last quarter's selected project, but that project did not qualify for the matching grant funds. I'm planning on applying to the Guernsey Foundation grant during the spring cycle in March.

Emery is officially on maternity leave. She had her baby girl on Monday, September 22nd. Both Emery and baby are doing well. She will be on maternity leave for the next couple months, most likely returning after the winter holidays. In the meantime, we had three people apply for the student library aide position. I interviewed each candidate. Out of the three, two of them were very evenly qualified. It was a tough decision that ultimately came down to who would be able to fill the position longer. I have offered the position to high school sophomore, Adonya Cadle. She will begin training next week.

We have received our Enrich Iowa Direct State Aid payment for fiscal year 2026. It was in the amount of \$1,992.11. This money has to be spent by June 30th 2026, and we have to document what we used it for.

Our primary book distributor, Baker and Taylor is shutting down all business operations. We have seen increases in delays and unfulfilled shipments for quite awhile. As a result we have started purchasing more titles through Amazon, which just recently implemented public library discount rates on materials. That also include tax exemption status and invoice billing. Other libraries are trying to move to Ingram, Brodart, and other book distributors, many of which are not taking on new accounts.

Our copier lease contract with Access Systems ends on October 25th. Once payment is received for the last invoice we can return the machine. We do have to return it ourselves or pay the cost for the shipping it back. We will receive instructions on that once we reach the contract end date. Our new copier from Gordon Flesch will then be installed, hopefully with minimum interruption to printer services.

Lastly, we have moved some of the computers around in the building to maximize accessibility to computers that work more consistently. There are now two computers in the reading room and four in the computer room that do not have Smart Shield on them. We will most likely have to replace the 2-3 computers that we are unable to remove Smart Shield from.

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

Circulation:

Total circs for the month: 2,199 (print) 294 (Bridges) 302 (Hoopla) = 2,795

Year ago: 1,936 (print) 263 (Bridges) 294 (Hoopla) = 2,493

Gain (+) or Loss (-) from last month: +35

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

Largest Daily Circulation: 154 Smallest Daily Circulation: 16

New Borrowers: 20 City: 9 County or Other: 11 Renewals: 30

TOTAL CIRCULATION:

Summary of month's in-house services:

Genealogy: 2 Periodicals: 70 Games/Toys: 199 Coloring Sheets: 26 Make & Take Kits: 49

Special Program: 68 WiFi: 322 Reference/Tech Assistance: 126 Computers: 198

Passport Assistance: 74 Teen Space Use: 63 STEM Users: 81

Patrons Thru the Door: 1764 (71 daily avg.)

MEETING ROOM USE AND PROGRAM ATTENDANCE:

Number of Programs for Children 0-5:	14	Attendance:	243
Number of Programs for Children 6-11:	2	Attendance:	19
Number of Programs for Teens 12-18:	5	Attendance:	50
Number of Programs for Adults 19+:	7	Attendance:	63
Number of General Interest Sessions:	4	Attendance:	33
TOTAL Programs	32	Total Attend:	408
Number of Meetings:	14	Attendance:	96

FINANCIAL REPORT: SEPTEMBER Deposit

Fax: **\$71.75**

Copy & Printing: **\$179.60**

Passports: **\$1,110.00**

Gifts & Memorials: **\$184.42**

Total: **\$1,545.77**