

KLING MEMORIAL LIBRARY BOARD

MEETING AGENDA

Date:	Thursday, September 11, 2025	Location:	Grundy 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. Review the amendments to the Meeting Room Use Policy		
2. Children's Area Remodel		
<i>Agenda Items - New Business</i>	<i>Motion/Second</i>	<i>Next Agenda Y/N</i>
1. Review Patron Behavior and Unattended Child Policy		
2. Set Starting Wage for Library Aide Position		

NEXT MEETING: OCTOBER 9TH, 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

September 11, 2025

With the start of September we have returned to our regular library hours, opening at 10:00 AM daily. Over the course of the summer from the beginning of June to the end of August, we averaged nine patrons through the door during the 9-10 o'clock hour. Compared to the end of May when we averaged nearly 21 patrons through the door during the 10-11 o'clock hour. Staff still feels like the extra hour during the summer was worth it, as it gave us and families extra time prior to programs along with increasing accessibility for patrons. We typically see our door count drop throughout colder months as is, so we don't feel like it would be worth keeping the earlier hour during the school year.

September is Library Card Sign Up Month! To kick off the celebration we partnered with the Grundy Center High School to giveaway an activity pass for the year. We had nearly 30 people sign up for library cards over the last week of August and the night of the Back to School Bash. The winner of our giveaway was Huxley Marts, a third grader at Grundy Center Elementary. Our campaign for the rest of the month is to post photos of people who are new library card sign ups with our new custom sign.

Back to School Bash was a success with our five of our Teen Advisory Board members running our human slot machine game. We even had a few non-TAB teens join in. We had over 100 kids and adults step up to play our game. We gave away tootsie rolls just for playing, a snack size candy if they matched 2 symbols, and we gave away \$5 Natural Grind and Casey gift cards and free Subway cookies to jackpot winners who matched all 3 symbols.

I called Lon's Plumbing to come to the library to look at a couple issues in the women's restroom. One of the sink faucets was dripping/running significantly. We also had a toilet that was leaking water around the base. One of the guys came out on September 11th to look into both of those problems. The toilet was fixed, but the sink needed to have parts ordered to take care of that issue.

I have started advertising to fill our high school library aide position. We've advertised in the library, in our newsletter, and on social media. We have received one application so far. Our goal is to have an aide hired and trained before Emery goes on maternity leave.

I have completed the Public Library General Information Survey. We will make a graphic to make the details of the report publicly accessible online. Community members can also view the full report upon request at the Service Desk. Cindy will have to sign off on the report before it can be submitted.

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

Circulation:

Total circs for the month: 2199 (print) 337 (Bridges) 224 (Hoopla) = 2,760

Year ago: 2255 (print) 276 (Bridges) 249 (Hoopla) = 2,780

Gain (+) or Loss (-) from last month: -329

Gain (+) or Loss (-) from last year: -20

Largest Daily Circulation: 152 Smallest Daily Circulation: 25

New Borrowers: 38 City: 22 County or Other: 16 Renewals: 29

TOTAL CIRCULATION:

Summary of month's in-house services:

Genealogy: 3 Periodicals: 46 Games/Toys: 258 Coloring Sheets: 42 Make & Take Kits: 59

Special Program: 0 WiFi: 364 Reference/Tech Assistance: 120 Computers: 191

Passport Assistance: 57 Teen Space Use: 42 STEM Users: 115

Patrons Thru the Door: 1617 (65 daily avg.)

MEETING ROOM USE AND PROGRAM ATTENDANCE:

Number of Programs for Children 0-5:	2	Attendance: 20
Number of Programs for Children 6-11:	3	Attendance: 34
Number of Programs for Teens 12-18:	2	Attendance: 16
Number of Programs for Adults 19+:	5	Attendance: 44
Number of General Interest Sessions:	4	Attendance: 40
TOTAL Programs	16	Total Attend: 154
Number of Meetings:	8	Attendance: 57

FINANCIAL REPORT: AUGUST Deposit

Fax: **\$143.50** (Fax Revenues - 001-410-4500)

Copy Machine: **\$96.55** (Misc. Revenues - 001-410-4550)

Passports: **\$1,465.00** (Passport Revenue - 001-410-4501)

Gifts & Memorials: **\$1,243.64** (Gifts & Donations - 181-410-4700)

Total: \$2,948.69