

Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, October 18, 2022

Conference Room 14

Call to Order: The Emmetsburg Public Library Board of Trustees monthly meeting was called to order by President Kathy Merrill at 5:02 p.m. on Tuesday, October 18, 2022, in the Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Vice President Jacob Neff, Sue Brown, Joel Hoyman, Joe Schany, and Joe Veltri were present. Trustees Jan Stillman, Marilyn Carlstrom, and JaDee Gloede were absent. Library Director Nathan Clark and special guest speaker Jamie Neff from Palo Alto County Iowa State Extension and Oureach were also present.

Agenda Approval: The agenda prepared by Library Director Clark was posted and distributed in advance of the meeting. Trustee Brown moved to approve the agenda, which was seconded by Trustee Veltri. The motion carried, 6-0.

Minutes Approval: The minutes of the September meeting were prepared by Library Director Clark in advance of the meeting. Trustee Veltri made a motion to approve the minutes of the September 2022 meeting. The motion was seconded by Trustee Schany and carried, 6-0.

Speaker

To be respectful of the speaker's time, Jamie Neff was asked to give her presentation before further business was discussed. Neff was asked to present to the trustees about the visioning activities that her agency helped to facilitate in the Summer of 2021 through the 2021 Iowa's Living Roadways Community Visioning Program and how this may connect with the long-range planning activities that is on the immediate horizon.

Neff presented background information on the program including that Emmetsburg was one of ten communities that did the program. She distributed copies of the Final Report and Feasibility Study that was generated by the project for the trustees to view. She highlighted several of the project concepts that were generated.

Bill Approval: The expenses for the month of September 2022 were read by Library Director Clark. Trustee Veltri moved to approve the expenses of September 2022, which was seconded by Trustee Schany and carried, 6-0.

Public Comment: No members of the public were on hand for the public forum.

Correspondence: There was no correspondence to discuss this month.

Board Committees:

Finance & Budget Committee: The committee did not meet since the last Board meeting and has no report.

Recruitment & Orientation: The committee did not meet since the last Board meeting and has no report.

Standards & Accreditation: The committee did not meet since the last Board meeting and has no report.

Library Director's Report: Library Director Clark described some of the programs that have been held at the library since the last board meeting. He said that they had a full room for the Harry Potter Party for tweens and teens on the September 21st Early-Out along with a program for Kindergarten through 4th Grade at the same time. Clark said that the attendance at the Retro Gaming Program on October 5th was the largest that they have had in over a year of doing them. Lastly, Clark said that the new Pokémon Club has been seeing consistent attendance on Friday afternoons.

Clark also mentioned some upcoming programs at the library, starting with Life-Sized Candyland on tomorrow's early out for all aged children. The next early out day will see a movie for children and Make Your Own Ice Cream for Tweens. Finally, for adults, Thursday, November 10th at 7:00 will see Jillanne Gabrielle return to the library, this time portraying Jacqueline Onassis in her one-woman play, "Oh, Jackie O.!"

Unfinished Business:

Discussion of the Tables/Chairs pricing was tabled until resolution of the leaking roof.

The matter of new shelving in the children's area was brought up, but was tabled until next month pending more input from library staff.

New Business:

The matter of potential PACGDC grant projects was discussed. Replacements for children's toys and a storywalk were discussed. Because of the city's internal deadlines for grant submission, a fully-formed idea will need to be presented at next month's meeting.

As the community visioning presentation was made at this meeting, no additional board education module was shown.

Adjourn: President Merrill asked for a motion to adjourn the meeting at 6:19 p.m. Trustee Brown moved to adjourn, and Trustee Neff seconded the motion. The meeting was adjourned. The next meeting of the Board of Trustees is scheduled for Tuesday, November 15, 2022 at the Emmetsburg Public Library.

Respectfully submitted,

Nathan RE Clark 11/15/22

Nathan R. E. Clark, secretary pro tem

Kathryn Merrill

President, Board of Trustees

Date

11/15/2022

Date

Emmetsburg Public Library

Expenditures for the month of September 2022

001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
10/12/2022	Windstream Iowa Communications	\$139.54	Telephone lines + long distance service

Vendor Total: \$139.54

Line Item Total: \$139.54

001.4010.6414 Printing, Binding & Microfilm.

Date	Vendor	Amount	Description
9/22/2022	Advantage Archives, LLC	\$931.50	Preservation Microfilming and Digitization

Vendor Total: \$931.50

Line Item Total: \$931.50

001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
9/1/2022	OCLC Inc	\$192.98	Monthly Cataloging Subscription
10/1/2022	OCLC Inc	\$192.98	Monthly Cataloging Subscription

Vendor Total: \$385.96

Line Item Total: \$385.96

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
9/8/2022	HGTV Magazine	\$29.97	One-Year Subscription

Vendor Total: \$29.97

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
8/31/2022	Elle Décor	\$12.84	One-Year Subscription

Vendor Total: \$12.84

Line Item Total: \$42.81

001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
9/6/2022	Loffler	\$65.48	Monthly Toner Contract

Vendor Total: \$65.48

001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
9/16/2022	Spencer Office Supplies	\$115.00	Copy paper

Vendor Total: \$115.00

Line Item Total: \$180.48

001.4010.6507 Operating Supplies

Date	Vendor	Amount	Description
9/28/2022	Demco	\$672.42	DVD Case Security Caps

Vendor Total:	\$672.42
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001.4010.6507 Operating Supplies

Date	Vendor	Amount	Description
9/16/2022	Elm USA Inc.	\$190.35	Disc Repair Machine Consumables 2-pack

Vendor Total:	\$190.35
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Line Item Total:	\$862.77
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001.4010.6599 Other Supplies

Date	Vendor	Amount	Description
8/24/2022	Iowa Lakes Community College	\$45.00	5 doz Unfrosted Cupcakes

Vendor Total:	\$45.00
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Line Item Total:	\$45.00
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
7/19/2022	Baker & Taylor	\$17.09	Books-Adult
8/12/2022	Baker & Taylor	\$25.94	Books-Adult/Young Adult
8/15/2022	Baker & Taylor	\$26.22	Books-Young Adult
8/31/2022	Baker & Taylor	\$22.19	Books-Adult
9/12/2022	Baker & Taylor	\$209.23	Books-Children's
9/13/2022	Baker & Taylor	\$5.99	Books-Young Adult
9/19/2022	Baker & Taylor	\$95.24	Books-Adult/Young Adult
9/19/2022	Baker & Taylor	\$5.99	Books-Young Adult
9/28/2022	Baker & Taylor	\$279.56	Books-Adult

Vendor Total:	\$687.45
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
8/29/2022	Gale/CENGAGE Learning	\$46.50	Books-Large Type
9/8/2022	Gale/CENGAGE Learning	\$222.21	Books-Large Type
9/12/2022	Gale/CENGAGE Learning	\$88.49	Books-Large Type
9/21/2022	Gale/CENGAGE Learning	\$41.23	Books-Large Type

Vendor Total:	\$398.43
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
9/1/2022	Center Point Large Print	\$287.04	Books-Large Type

Vendor Total:	\$287.04
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001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
10/1/2022	Junior Library Guild	\$202.30	Books-Children's/Young Adult	
Vendor Total:		\$202.30		

001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
9/28/2022	Willow Lane Education	\$91.96	Books-Children's/Young Adult	
Vendor Total:		\$91.96		

001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
9/21/2022	Smart Apple Media	\$43.98	Books-Children's	
Vendor Total:		\$43.98		

001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
9/22/2022	Broad Reach	\$92.84	Books-Children's	
Vendor Total:		\$92.84		

001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
8/5/2022	Penworthy Company LLC	\$157.20	Books-Children's 1527	
Vendor Total:		\$157.20		

001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
9/30/2022	Farm & Home Publishers, Ltd.	\$69.20	Books-Children's	
Vendor Total:		\$69.20		

001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
10/4/2022	Iowa Barns	\$34.95	Books-Adult	
Vendor Total:		\$34.95		

001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
9/8/2022	Blackstone Publishing	\$64.00	Sound recordings-Adult	
9/30/2022	Blackstone Publishing	\$31.99	Sound recordings-Adult	
Vendor Total:		\$95.99		

001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
8/30/2022	MicroMarketing LLC	\$68.89	Sound Recordings-Children's	
9/20/2022	MicroMarketing LLC	\$15.38	Books-Children's	
9/22/2022	MicroMarketing LLC	\$37.13	Books-Children's	
9/29/2022	MicroMarketing LLC	\$16.19	Books-Children's	
Vendor Total:		\$137.59		

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
8/11/2022	Amazon	\$729.80	Videorecordings
8/16/2022	Amazon	\$492.81	Videorecordings
8/16/2022	Amazon	\$60.21	Videorecordings
8/19/2022	Amazon	\$14.98	Videorecordings
8/19/2022	Amazon	\$10.08	Videorecordings
8/24/2022	Amazon	\$35.06	Books-Adult
8/29/2022	Amazon	\$29.94	Educational games
8/29/2022	Amazon	\$18.27	Videorecordings
8/30/2022	Amazon	\$20.08	Videorecordings
8/31/2022	Amazon	\$86.24	Educational books
9/5/2022	Amazon	\$19.07	Videorecordings
9/7/2022	Amazon	-\$10.49	Credit Memo

Vendor Total:	\$1,506.05
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Line Item Total:	\$3,804.98
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Expenses Total:	\$6,393.04
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Emmetsburg Public Library

Petty Cash Fund

Expenditures for September 1- October 2, 2022

001.4010.6508 Postage & Shipping

Date	Employee Purchasing Amount	Description
9/27/2022	Nathan R. E. Clark	\$15.32 Postage

Line Item Total: \$15.32

001.4010.6599 Other Supplies

Date	Employee Purchasing Amount	Description
9/16/2022	Nathan R. E. Clark	\$8.35 Food Items
9/21/2022	Kari Gramowski	\$18.40 Food Items
9/21/2022	Anna Veltri	\$23.00 Food Items, Cups, Ice
9/30/2022	Nathan R. E. Clark	\$9.61 Food Items
9/30/2022	Nathan R. E. Clark	\$17.85 Food Items, Prizes
10/2/2022	Kari Gramowski	\$9.72 Crafting Supplies
10/2/2022	Kari Gramowski	\$8.07 Crafting Supplies

Line Item Total: \$95.00

001.4010.6506 Office Supplies

Date	Employee Purchasing Amount	Description
9/17/2022	Kari Gramowski	\$2.42 Brass fasteners

Line Item Total: \$2.42

Petty Cash Total: \$112.74