

## Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, December 21, 2021

**Conference Room 14; Social Distancing Guidelines Observed**

**Call to Order:** The Emmetsburg Public Library Board of Trustees monthly meeting was called to order by President Dave Carpenter at 5:01 p.m. on Tuesday, December 21, 2021, in the Conference Room 14 of the Emmetsburg Public Library with seat spacing appropriate to social distancing requirement. Trustees present were Carpenter, Sue Brown, Kathy Merrill, Joe Schany, Jacob Neff, and Joe Veltri. Trustee Jan Stillman joined by telephone. Trustees JaDee Gloede and Marilyn Carlstrom was absent. Library Director Nathan Clark was 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, 7-0.

**Minutes Approval:** The minutes of the November meeting were prepared by Library Director Clark in advance of the meeting. Trustee Schany made a motion to approve the minutes of the November 2021 meeting. The motion was seconded by Trustee Merrill and carried, 7-0.

**Bill Approval:** The expenses for the month of November 2021 were read by Library Director Clark. Trustee Merrill moved to approve the expenses of October 2021, which was seconded by Trustee Neff and carried, 7-0.

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

**Correspondence:** No correspondence was discussed at the meeting.

**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 told about some programs that the library had hosted since the last board meeting including a sugar cookie decorating program on November 17<sup>th</sup> and another Pokémon card game program on December 15<sup>th</sup>.

Clark added that whole slate of programs being offered everyday during the Winter Break. These would wrap up with Pokémon and Harry Potter parties on January 3<sup>rd</sup> and 4<sup>th</sup>, respectively.

Clark told the trustees that he would be submitting the grant request for the ceiling-mounted projector to the PACGDC shortly.

Lastly, Clark informed the board that he had taken possession of the tax books from the Court House. His intention was to digitize them and make them available on the web, eventually.

**Unfinished Business:**

No unfinished business was discussed.

**New Business:**

Library Director Clark presented the FY2023 library budget proposal to the trustees. Not including fringe benefits, which will be added in by the city later, the anticipated expenditures for FY2023 total \$206,404.89. Not including the city appropriation for the library, the anticipated revenues for FY2023 total \$37,950.00. Trustee Merrill moved to accept the FY2023 Budget Proposal, which was seconded by Trustee Brown and carried, 7-0.

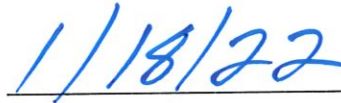
**Agenda Items for Next Meeting:** Trustee Stillman plans to join the meeting remotely again in January.

**Adjourn:** President Carpenter adjourned the meeting at 5:34 p.m. The next meeting of the Board of Trustees is scheduled for Tuesday, January 18, 2022 at the Emmetsburg Public Library.

Respectfully submitted,



Nathan R. E. Clark, secretary pro tem



Date



President, Board of Trustees



Date

# Emmetsburg Public Library

Expenditures for the month of December 2021

## 001.4010.6210 Dues & Memberships

Date	Vendor	Amount	Description
1/5/2022	ILA	\$116.00	1-Year Membership Dues-Nathan
1/5/2022	ILA	\$36.00	1-Year Membership Dues-Anna
1/5/2022	ILA	\$80.00	1-Year Membership Dues-Kari

Vendor Total: \$232.00

Line Item Total: \$232.00

## 001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
12/22/2021	Windstream Iowa Communications	\$137.41	2 Telephone line + long distance service

Vendor Total: \$137.41

## 001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
12/23/2021	Mediacom	\$0.00	Statement of Service

Vendor Total: \$0.00

Line Item Total: \$137.14

## 001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
12/1/2021	OCLC, Inc.	\$184.23	Monthly One-year Cataloging Subscription
1/1/2022	OCLC, Inc.	\$184.23	Monthly One-year Cataloging Subscription

Vendor Total: \$368.46

Line Item Total: \$368.46

## 001.4010.6502 Library Materials

Date	Vendor	Amount	Description
1/5/2022	Allrecipes	\$11.00	Two-year subscription

Vendor Total: \$11.00

## 001.4010.6502 Library Materials

Date	Vendor	Amount	Description
1/5/2022	The Iowan	\$24.00	One-year subscription

**Vendor Total: \$24.00**

**001.4010.6502 Library Materials**

Date	Vendor	Amount	Description
1/5/2022	Harper's	\$12.97	One-year subscription

**Vendor Total: \$12.97**

**Line Item Total: \$47.97**

**001.4010.6506 Office Supplies**

Date	Vendor	Amount	Description
12/2/2021	Loffler	\$42.28	Toner Contract

**Vendor Total: \$42.28**

**Line Item Total: \$42.28**

**001.4010.6507 Operating Supplies**

Date	Vendor	Amount	Description
12/2/2021	Kent Adhesive Products Co.	\$454.58	Rigid Book Covers
12/10/2021	Kent Adhesive Products Co.	\$170.00	Rigid Book Covers

**Vendor Total: \$624.58**

**Line Item Total: \$624.58**

**001.4010.6599 Other Supplies**

Date	Vendor	Amount	Description
11/17/2021	Iowa Lakes Community College	\$60.00	40 Sugar Cookies for Program

**Vendor Total: \$60.00**

**Line Item Total: \$60.00**

**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
11/16/2021	Baker & Taylor	\$286.27	Books-Adult/Young Adult
11/29/2021	Baker & Taylor	\$151.20	Books-Adult/Young Adult
12/1/2021	Baker & Taylor	\$87.43	Books-Adult
12/2/2021	Baker & Taylor	\$137.89	Books-Adult
12/13/2021	Baker & Taylor	\$138.11	Books-Adult/Young Adult

**Vendor Total: \$800.90**

**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
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12/3/2021	Gale/CENGAGE Learning	\$99.41	Books-Large Type
12/6/2021	Gale/CENGAGE Learning	\$24.69	Books-Large Type
12/6/2021	Gale/CENGAGE Learning	\$24.69	Books-Large Type
12/7/2021	Gale/CENGAGE Learning	\$110.99	Books-Large Type
12/19/2021	Gale/CENGAGE Learning	\$30.39	Books-Large Type
12/20/2021	Gale/CENGAGE Learning	\$46.50	Books-Large Type
12/21/2021	Gale/CENGAGE Learning	\$24.04	Books-Large Type
12/22/2021	Gale/CENGAGE Learning	\$39.73	Books-Large Type

<b>Vendor Total:</b>	<b>\$400.44</b>
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<b>001.4010.6770 Library Capital</b>			
<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
12/1/2021	Center Point Large Print	\$279.84	Books-Large Type
12/15/2021	Center Point Large Print	\$29.21	Books-Large Type

<b>Vendor Total:</b>	<b>\$309.05</b>
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<b>001.4010.6770 Library Capital</b>			
<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
1/1/2022	Junior Library Guild	\$117.15	Books-Children's/Young Adult

<b>Vendor Total:</b>	<b>\$117.15</b>
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<b>001.4010.6770 Library Capital</b>			
<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
12/1/2021	East West Books	\$90.96	Books-Children's

<b>Vendor Total:</b>	<b>\$90.96</b>
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<b>001.4010.6770 Library Capital</b>			
<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
12/18/2021	Friends of the Library	\$20.00	Books-Adult

<b>Vendor Total:</b>	<b>\$20.00</b>
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<b>001.4010.6770 Library Capital</b>			
<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
12/8/2021	Blackstone	\$68.00	Sound Recordings-Adult
12/9/2021	Blackstone	\$90.34	Sound Recordings-Adult
12/17/2021	Blackstone	\$32.00	Sound Recordings-Adult

<b>Vendor Total:</b>	<b>\$190.34</b>
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<b>001.4010.6770 Library Capital</b>			
<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
12/6/2021	MicroMarketing LLC	\$15.99	Sound Recordings-Children's
12/23/2021	MicroMarketing LLC	\$31.90	Sound Recordings-Children's
12/29/2021	MicroMarketing LLC	\$20.00	Sound Recordings-Children's

**Vendor Total: \$67.89**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
11/10/2021	Amazon	\$42.99	Books-Adult
11/19/2021	Amazon	\$11.98	Videorecordings
11/24/2021	Amazon	\$25.04	Videorecordings
11/24/2021	Amazon	\$11.05	Videorecordings
11/24/2021	Amazon	\$12.45	Videorecordings
11/24/2021	Amazon	\$11.52	Videorecordings
11/27/2021	Amazon	\$464.28	Videorecordings
11/27/2021	Amazon	\$556.45	Videorecordings
11/28/2021	Amazon	\$33.07	Videorecordings
12/2/2021	Amazon	\$37.18	Book-Adult
12/7/2021	Amazon	\$7.99	Videorecordings

**Vendor Total: \$1,214.00**

**Line Item Total \$3,210.73**

**Grand Total: \$4,723.43**

# Emmetsburg Public Library Petty Cash Fund

## Expenditures for December 1-31, 2021

### 001.4010.6508 Postage & Shipping

Date	Employee	Purchasing Amount	Description
12/7/2021	Nathan R. E. Clark	\$3.63	Postage
12/10/2021	Nathan R. E. Clark	\$3.03	Postage
12/16/2021	Nathan R. E. Clark	\$15.75	Postage
12/22/2021	Nathan R. E. Clark	\$3.19	Postage

**Line Item Total: \$25.60**

### 001.4010.6599 Other Supplies

Date	Employee	Purchasing Amount	Description
12/1/2021	Kari Gramowski	\$2.13	Foam Cups
12/7/2021	Anna Veltri	\$11.00	Disinfecting Wipes
12/15/2021	Kari Gramowski	\$28.16	Food Items
12/20/2021	Nathan R. E. Clark	\$44.90	Gingerbread House Kits
12/29/2021	Anna Veltri	\$28.53	Crafting Supplies

**Line Item Total: \$114.72**

**Petty Cash Total: \$140.32**