



Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday February 18, 2024

Conference Room 14

Call to Order: The Emmetsburg Public Library Board of Trustees regular monthly meeting was called to order by President Kathy Merrill at 5:00 p.m. on Tuesday, February 18, 2024 in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Anne Johnson, Joe Veltri, Joel Hoyman, Chelsea Rouse, Vice President Jacob Neff, Joe Schany and Sarah Brugman. 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 Brugman moved to approve the agenda, which was seconded by Trustee Johnson and carried, 9-0.

Minutes Approval: The minutes of the December 2024 meeting (the January 2025 meeting was not held for lack of quorum) were provided for the trustees. Trustee Schany made a motion to approve the minutes of the December 2024 meeting. The motion was seconded by Trustee Veltri and carried, 9-0.

Bill Approval: The expenses for the months of December 2024 and January 2025 were read by Library Director Clark. Vice President Neff moved to approve the expenses for the months of December 2024 and January 2025. The motion was seconded by Trustee Johnson and carried, 9-0.

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:* Library Director Clark reported that the library's FY2026 budget was approved as presented by the City Council.

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

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

Library Director's Report: Library Director Clark mentioned that the library had received an invitation to Palo Alto County Gaming Development Corporation's annual grant awards banquet on Friday, March 7, 2025 at 6:30 p.m. He polled the trustees to provide a count for RSVP purposes.

Clark reminded the trustees of the annual countywide trustee training coming up on Tuesday, March 18, 2025. It is Emmetsburg's turn to host again, and this meeting will follow our normal board meeting at 6:00 p.m. in Room 17 with a meal to be catered by ILCC foodservice. He also polled the trustees for attendance at that meeting.

Clark encouraged the trustees to take time after the meeting to have a look at the library's newest sections of books: Beginning Reader Fiction and Non-Fiction. These sections have been created in the children's area by combing through the Easy and Juvenile Non-Fiction sections to pull out books written more with a new reader in mind. Clark said that Kat spent a great deal of time picking out the books and relabeling them. He said that she has also created attractive and useful signage for the shelves. They are located where the end of the Easy books and the Juvenile DVDs were formerly shelved. Those DVDs have now been moved next to Juvenile Books on CD.

Clark told the trustees that the library would again be hosting Jillann Gabrielle of the Paradise Playhouse for another one-woman show. This time, Jillann will be bringing her newest show, *Kate!*, about the beloved actress Katherine Hepburn. The show will be Tuesday, April 1, 2025 at 6:30 p.m. at the library.

Lastly, Clark told the trustees about the success of the recent early-out program, Happy Hearts, which occurred this past Friday, February 14, 2025. He mentioned what a big part its success was due to the many volunteers who helped. He said that Lori had done a great job of recruiting not only RSVP volunteers, but others, as well. Clark said that it reduces the stress on staff for the big programs significantly!

Unfinished Business: The policy up for review, the *Collection Management-Website Content Policy*, was given its second reading. No changes were suggested at the last meeting, and no new changes were suggested. Trustee Rouse moved to approve the second reading of the *Collection Management-Website Content Policy* with the no changes. Trustee Brugman seconded the motion, which carried, 9-0

New Business: Library Director Clark told the trustees that the consortium the library belonged to for the purposes of a shared integrated library system (automation software) since May 2011 had developed an agreement to be signed by all members. The reason for the agreement was to help with libraries leaving close to the billing cycle and leaving the consortium in the lurch. The member agreement also outlines responsibilities and fees for the removal of data from the system in the event of withdrawal. Trustee Johnson moved to sign the agreement for FY2026-FY2027, which was seconded by Trustee Veltri. The motion carried, 9-0.

Anna Veltri had planned to present a proposal for a class that she was taking but could not attend. She will present it at a future board meeting.

The policy up for review, the *Conduct in the Library Policy*, was given its first reading 9-0. The policy outlines expectations for patrons of the library and consequences of breaking the rules. It was suggested to add to point 20 "Violation of any municipal, state, or federal law or code, *or Iowa Lakes*

Community College policy. Trustee Schany made a motion to approve the first reading of the policy as amended. Trustee Rouse seconded the motion, which carried, 9-0.

For the trustee education module, the trustees viewed the first 20 minutes of the State Library of Iowa video in the Boardroom Series: "Pay It Forward"

Trustee Rouse left at 6:11

Agenda Items for Next Meeting: No items were suggested to include on next month's agenda in advance.

Upcoming meetings: The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, March 18, 2025 at 5:00 p.m. in Room 14 Conference Room of the Emmetsburg Public Library with the countywide trustee training event to follow in Room 17 with a meal at 6:00 p.m.

Adjourn: President Merrill asked for a motion to adjourn the meeting. Trustee Brown moved to adjourn, which was seconded by Trustee Johnson. The motion carried, 8-0. The meeting was adjourned at 6:14 p.m.

Respectfully submitted,

Nathan R. E. Clark

Nathan R. E. Clark, secretary pro tem

3/18/25

Date

Kathryn Merrill

Kathryn Merrill, President, Board of Trustees

3/18/25

Date

Emmetsburg Public Library

Expenditures for the month of February 2025

| Date | Invoice # | Other Equipment Repairs | Vendor | Vendor Account #: | Amount | Description |
|-----------|-----------|-------------------------|---------------|-------------------|----------|-------------------------|
| 2/10/2025 | 74129 | | ELM USA, Inc. | | \$156.64 | New Sensor and Supplies |

Vendor Total: \$156.64

| Date | Invoice # | Other Equipment Repairs | Vendor | Vendor Account #: | Amount | Description |
|-----------|-----------|-------------------------|----------------------------|-------------------|----------|----------------------------|
| 2/12/2025 | 139193 | | American Security Cabinets | | \$130.00 | New Book Return Locks/Keys |

Vendor Total: \$130.00

Line Item Total: \$286.64

| Date | Invoice # | Telecommunications Expense | Vendor | Vendor Account #: | Amount | Description |
|-----------|-----------|----------------------------|----------|-------------------|---------|----------------|
| 2/22/2025 | | | T-Mobile | 997555581 | \$35.14 | Telephone Line |

Vendor Total: \$35.14

Line Item Total: \$35.14

| Date | Invoice # | Technology Services Expense | Vendor | Vendor Account #: | Amount | Description |
|-----------|-----------|-----------------------------|----------|-------------------|------------|--|
| 2/22/2025 | 3000262 | | OCLC Inc | 30761 | \$1,876.13 | Library Mobile App Development/Hosting/Service |

Vendor Total: \$1,876.13

Line Item Total: \$1,876.13

| Date | Invoice # | Library Materials | Vendor | Vendor Account #: | Amount | Description |
|-----------|-----------|-------------------|-------------------------------|-------------------|---------|----------------------------|
| 2/24/2025 | | | The Des Moines Register #1150 | DM8578230 | \$17.00 | 3/1/2025-3/31/2025 Service |

Vendor Total: \$17.00

001.4010.6502 Library Materials Vendor Account #: Horticulture \$19.95
Date Invoice # Vendor Amount Description
1/27/2025 One-Year Subscription

Vendor Total: \$19.95

001.4010.6502 Library Materials Vendor Account #: Reader's Digest Large Print \$30.00
Date Invoice # Vendor Amount Description
3/4/2025 One-Year Subscription

Vendor Total: \$30.00

001.4010.6502 Library Materials Vendor Account #: Real Simple \$15.00
Date Invoice # Vendor Amount Description
9/19/2024 One-Year Subscription

Vendor Total: \$15.00

001.4010.6502 Library Materials Vendor Account #: Time \$20.00
Date Invoice # Vendor Amount Description
10/29/2024 One-Year Subscription

Vendor Total: \$20.00

001.4010.6502 Library Materials Vendor Account #: Esquire \$6.00
Date Invoice # Vendor Amount Description
7/29/2024 One-Year Subscription

Vendor Total: \$6.00

001.4010.6502 Library Materials Vendor Account #: ELLE DECOR \$12.00
Date Invoice # Vendor Amount Description
10/30/2024 One-Year Subscription

Vendor Total: \$12.00

001.4010.6502 Library Materials Vendor Account #: Better Homes & Gardens \$15.00
Date Invoice # Vendor Amount Description
3/4/2025 One-Year Subscription

Vendor Total: \$15.00

001.4010.6502 Library Materials Vendor Account #: Vendor Account #: Description
 Date Invoice # Vendor Amount One-Year Subscription
 3/4/2025 The Nation \$20.00

Vendor Total: \$20.00

Line Item Total: \$154.95

001.4010.6504 Minor Equipment Vendor Account #: Vendor Account #: Description
 Date Invoice # Vendor Amount Case of 10 Deluxe Over-the-Ear Headphones
 1/30/2025 Demco Inc \$147.87

Vendor Total: \$147.87

Line Item Total: \$147.87

001.4010.6506 Office Supplies Vendor Account #: OS-21253-01-01 Vendor Account #: Description
 Date Invoice # Vendor Amount Toner Contract
 2/5/2025 4937248 Loffler \$87.67

Vendor Total: \$87.67

Line Item Total: \$87.67

001.4010.6770 Library Capital Vendor Account #: 206185 L510974 2 B000000 Vendor Account #: Description
 Date Invoice # Vendor Amount
 2/13/2025 2038883514 Baker & Taylor \$86.64
 2/13/2025 2038883512 Baker & Taylor \$30.77
 2/25/2025 2038909824 Baker & Taylor \$11.99
 2/25/2025 2038909825 Baker & Taylor \$17.10
 2/25/2025 2038909827 Baker & Taylor \$62.06
 2/25/2025 2038909828 Baker & Taylor \$52.44
 2/26/2025 2038911656 Baker & Taylor \$87.07

Vendor Total: (Split with Trust Funds-Library Funds) \$348.07

001.4010.6770 Library Capital

Vendor Account #: 151562

| Date | Invoice # | Vendor | Amount | Description |
|-----------|-----------|----------------------------|----------|------------------|
| 2/4/2025 | 86743213 | Cengage Learning Inc/ Gale | \$145.45 | Books-Large Type |
| 2/5/2025 | 86762322 | Cengage Learning Inc/ Gale | \$176.94 | Books-Large Type |
| 2/5/2025 | 86761889 | Cengage Learning Inc/ Gale | \$117.71 | Books-Large Type |
| 2/7/2025 | 83792340 | Cengage Learning Inc/ Gale | \$53.98 | Books-Large Type |
| 2/20/2025 | 86899683 | Cengage Learning Inc/ Gale | \$26.24 | Books-Large Type |
| 2/20/2025 | 86899934 | Cengage Learning Inc/ Gale | \$53.98 | Books-Large Type |
| 2/20/2025 | 86900535 | Cengage Learning Inc/ Gale | \$62.97 | Books-Large Type |
| 2/24/2025 | 86923688 | Cengage Learning Inc/ Gale | \$72.00 | Books-Large Type |

Vendor Total: \$709.27

001.4010.6770 Library Capital

Vendor Account #: J008230

| Date | Invoice # | Vendor | Amount | Description |
|----------|-----------|--------------------------|----------|-------------------|
| 2/1/2025 | 2146006 | Center Point Large Print | \$294.84 | Books-Large Print |

Vendor Total: \$294.84

001.4010.6770 Library Capital

Vendor Account #: J008230

| Date | Invoice # | Vendor | Amount | Description |
|----------|-----------|----------------------|----------|------------------------------|
| 3/1/2025 | 708564 | Junior Library Guild | \$141.75 | Books-Children's/Young Adult |

Vendor Total: \$141.75

001.4010.6770 Library Capital

Vendor Account #:

| Date | Invoice # | Vendor | Amount | Description |
|-----------|-----------|-----------------------|----------|------------------------|
| 2/17/2025 | 2187795 | Blackstone Publishing | \$161.54 | Sound Recordings-Adult |

Vendor Total: \$161.54

001.4010.6770 Library Capital

Vendor Account #: AJXB8ULKK16SU

| Date | Invoice # | Vendor | Amount | Description |
|------------|----------------|-------------------------|----------|--|
| 12/27/2025 | 1LVW-QV4X-V1KR | Amazon Capital Services | \$61.98 | Videorecordings |
| 2/8/2025 | 1RV4-L61V-MYFL | Amazon Capital Services | \$99.64 | Videorecordings |
| 2/14/2025 | 1CCH-NTP1-LL4L | Amazon Capital Services | \$39.73 | Books-Adult/Children's/Videorecordings |
| 2/20/2025 | 1CDC-349Y-CRNV | Amazon Capital Services | \$53.09 | Books-Adult |
| 2/28/2025 | 14G7-JWK4-QHYC | Amazon Capital Services | \$49.99 | Console Video Game |
| 3/1/2025 | 196R-PKP4-CCR7 | Amazon Capital Services | \$39.07 | Videorecordings |
| 3/3/2025 | 1LVV-QY6M-9V74 | Amazon Capital Services | \$48.27 | Books-Adult/Videorecordings |
| 3/3/2025 | 1HCX-YPCM-61JD | Amazon Capital Services | \$104.83 | Books-Adult |

Vendor Total: (Split with Trust Funds-Library Funds) \$496.60

Line Item Total: \$2,152.07

Expenses Total: \$4,740.47

Vendor

Please pay the following claims from our Trust Fund-Library Funds:

| Date | Invoice # | Trust Fund-Library Funds | Vendor | Amount | Description |
|----------------------|------------|---|----------------|-----------------|---|
| 2/13/2025 | 2038883513 | 167.5901.6608 Trust Fund-Library Funds | Baker & Taylor | \$15.16 | Books-Children's Terry Neary Memorial |
| 2/14/2025 | 2038888682 | Vendor Account #: 206185 L510974 2 B00000 | Baker & Taylor | \$8.54 | Books-Children's Terry Neary Memorial |
| 2/14/2025 | 2038888683 | | Baker & Taylor | \$34.17 | Books-Children's Eleanor Smith Memorial |
| 2/25/2025 | 2038909826 | | Baker & Taylor | \$8.54 | Books-Children's Terry Neary Memorial |
| Vendor Total: | | | | \$414.48 | (Includes \$348.07 from Library Capital) |

Please pay the following claims from our Trust Fund-Library Funds:

| Date | Invoice # | Trust Fund-Library Funds | Vendor | Amount | Description |
|----------------------|----------------|--|-------------------------|-------------------|---|
| 2/21/2025 | 1KPT-JQNH-JN4D | 167.5901.6608 Trust Fund-Library Funds | Amazon Capital Services | \$863.39 | 1,000 Books before Kind. Books-Rosie Metzger Mem. |
| Vendor Total: | | | | \$1,359.99 | (Includes \$496.60 from Library Capital) |

Please pay the following claims from our Trust Fund-Library Funds:

| Date | Invoice # | Trust Fund-Library Funds | Vendor | Amount | Description |
|----------------------|-----------|--|-------------------|-----------------|----------------------------------|
| 3/4/2025 | | 167.5901.6608 Trust Fund-Library Funds | Jillann Gabrielle | \$600.00 | Paradise Playhouse Performer Fee |
| Vendor Total: | | | | \$600.00 | |

Please pay the following claims from our Trust Fund-Library Funds:

| Date | Invoice # | Trust Fund-Library Funds | Vendor | Amount | Description |
|----------------------|-----------|--|----------|-----------------|--|
| 3/4/2025 | | 167.5901.6608 Trust Fund-Library Funds | Dan Kirk | \$495.00 | Midwest Juggling Company Performer Fee |
| Vendor Total: | | | | \$495.00 | |

Trust Funds Total: \$2,024.80

Grand Total: \$6,765.27

Emmetsburg Public Library Petty Cash Fund Expenditures for 2/1/2025-2/28/2025

001.4010.6508 Postage & Shipping

| Date | Employee Purchasing | Amount | Description |
|-----------|---------------------|----------|-------------|
| 2/19/2025 | Lori Morey | \$146.00 | 200 Stamps |
| 2/25/2025 | Nathan R. E. Clark | \$5.11 | Postage |

Line Item Total: \$151.11

001.4010.6599 Other Supplies

| Date | Employee Purchasing | Amount | Description |
|-----------|---------------------|---------|-----------------------------|
| 2/5/2025 | Nathan R. E. Clark | \$41.18 | Program Refreshments |
| 2/11/2025 | Nathan R. E. Clark | \$16.04 | Program Refreshments |
| 2/14/2025 | Nathan R. E. Clark | \$74.65 | Happy Hearts Prog. Supplies |
| 2/21/2025 | Nathan R. E. Clark | \$12.00 | Interactive Movie Props |

Line Item Total: \$143.87

Petty Cash Total: \$294.98