



Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday December 16, 2025

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 5:01 p.m. on Tuesday, December 16, 2025, in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Chelsea Rouse, Joel Hoyman and Vice President Jacob Neff. Trustees Joe Veltri, Sarah Brugman, Anne Johnson, and Joe Schany were 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. Vice President Neff seconded the motion, which carried, 5-0.

Minutes Approval: The minutes of the November 2025 meeting were provided to the trustees. Trustee Hoyman moved to approve the minutes of the November 2025 meeting. The motion was seconded by Trustee Brown and carried, 5-0.

Bill Approval: The expenses for the month of November 2025 were read by Library Director Clark. Vice President Neff moved to approve the expenses for the month of November 2025. The motion was seconded by Trustee Hoyman and carried, 5-0.

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

Correspondence: Library Director Clark pointed out highlights of correspondence received from the Kidd Law Firm regarding the estate of Karen J. Kesler. The letter describes a Notice of Small Estate Closing being filed and shows a dollar amount the library may receive, pending no further claims on the estate and the accrual of interest: \$11,513.05. Clark stated that the Palo Alto County Genealogical Society was bequeathed an identical share of the estate.

Board Committees: **Finance & Budget Committee:** The committee met for the hour before the board meeting. The committee members outlined the areas of increase in this year's budget proposal. For wages, the library will wait to see what the City Council's Finance Committee recommends for a cost-of-living increase.

With the proviso of adopting the City Council's Finance Committee recommendation for cost-of-living wage increases, Trustee Hoyman made a motion to adopt the FY2027 Budget Proposal as presented by the Library's Finance & Budget Committee. The motion was seconded by Trustee Rouse and carried, 5-0.

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.

Marketing: The committee has not met since the last Board meeting and has no report.

Library Director's Report: Library Director Clark said that the Scholastic Book Fair held at the library from November 26th through December 11th had great success with \$4,722.37 in gross sales despite the two Winter storms and one holiday during the sale. By meeting the threshold established by Scholastic, the library has earned \$1,302.20 in Scholastic Dollars.

Clark shared that he had received permission from the college to install a perforated vinyl decal on the children's area as discussed at the last meeting. He said that he was told that the library must pay for it, but may choose the design and location, and may do it in phases, if necessary. He said that he was even offered assistance in creating/choosing the design by the college.

Clark shared that he had received pricing for the bottom shelf retrofits that were discussed as a possible PACGDC grant project at the last meeting. He said that they were priced far lower than he had speculated before receiving the quote, being only \$140.00 for a pack of two. Clark said that it may make a good grant project that could retrofit nearly the entire library.

Clark shared that response to the Youth Services Director job posting had been relatively light to date. With Lori's last day being Dec. 18th, he hoped to fill it soon.

Lastly, Clark mentioned two upcoming events at the library for the remainder of December. Firstly, the library will be having a Holiday Party for an early dismissal program on Friday, December 19th. Then, the library will be celebrating the New Year with a Noon Year's Eve program, where activities typical of midnight New Year's Eve celebrations are done at noon (family friendly).

Unfinished Business: The policy up for review, the *Operating Hours Policy*, was given its second reading. It had been brought up for review early at last month's meeting because of Iowa Lakes Community College's sudden closure of their library during evening hours. The policy had been changed to reflect that the library now closes at 5:30 p.m. on Mondays and Wednesdays. No new changes were suggested. Trustee Rouse moved to approve the second reading of the *Operating Hours Policy*. The motion was seconded by Trustee Brown and carried, 5-0.

The policy up for review, the *Emmetsburg Chamber of Commerce Signs with Moveable Letters Policy*, was given its first reading. Library Director Clark said that last month was mainly a brainstorm to marry his gathered ideas with the board's, and that the resulting draft was now ready

for its first reading. After discussion, President Merrill suggested including language specifying a duration for organization's messages: suggested one-week with a maximum of two. Trustee Hoyman moved to approve the *Emmetsburg Chamber of Commerce Signs with Moveable Letters Policy* as amended. Trustee Rouse seconded the motion. The motion carried, 5-0.

New Business: Following his annual evaluation at the last meeting, Library Director Clark was asked to formulate goals for the coming year. Clark presented three goals centering around the Long Range Plan, marketing, and staff meetings.

For the board education module, Library Director Clark finished the program of sharing the ILA Conference sessions he and Assistant Director Rogers had attended. Rogers was not available to share at this meeting. Clark told the trustees about a session where libraries that had done a "Beat the Blues" program during the dark Winter months. Clark said that he was very interested in trying it here. He also shared a session where the presenter analyzed AI through the lens of the ALA Code of Ethics. He said that the analysis was very uncomplimentary to AI as a whole, and to generative AI, in particular.

Agenda Items for Next Meeting: Items to be included on next meeting's agenda Smith Foundation Grant due 1/16/2026.

Upcoming meetings: The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, January 20, 2026 at 5:00 p.m. in Room 14 Conference Room of the Emmetsburg Public Library..

Adjourn: President Merrill asked for a motion to adjourn the meeting. Trustee Hoyman moved to adjourn, which was seconded by Vice President Neff. The motion carried, 5-0. The meeting was adjourned at 5:59 p.m.

Respectfully submitted,



Nathan R. E. Clark, secretary pro tem



Date



Kathryn Merrill, President, Board of Trustees



Date

Emmetsburg Public Library

Expenditures for the month of December 2025

001.000.2020 Accounts Receivable			
Date	Invoice #	Vendor	Vendor Account #: 1065566
		Amount	Description
12/12/2025	62668269	Scholastic Book Fairs - 04	\$1,009.36
		Vendor Total:	\$1,009.36
		Line Item Total:	\$1,009.36
		Payable Accounts Total:	\$1,009.36
001.4010.6210 Dues & Memberships			
Date	Invoice #	Vendor	Vendor Account #:
		Amount	Description
12/4/2025	10877	Iowa Library Association	\$85.00
		Vendor Total:	\$85.00
		Line Item Total:	\$85.00
		Vendor Total:	\$85.00
001.4010.6373 Telecommunications Expense			
Date	Invoice #	Vendor	Vendor Account #: 997555581
		Amount	Description
12/13/2025		T-Mobile	\$0.54
		Vendor Total:	\$0.54
		Vendor Total:	\$0.54
001.4010.6373 Telecommunications Expense			
Date	Invoice #	Vendor	Vendor Account #: 7014161821
		Amount	Description
12/23/2024	INV334897263	Zoom Communications, Inc.	\$159.90
		Vendor Total:	\$159.90
		Vendor Total:	\$159.90

Line Item Total: **\$160.44**

001.4010.6402 Advertising Expense		Vendor	Vendor Account #:	69	Description
Date	Invoice #	Vendor	Amount		
11/30/2025		39 Emmetsburg Reporter-Democrat	\$196.75		Progress Edition 2025-Color Ad
		Vendor Total:	\$196.75		

Line Item Total: **\$196.75**

001.4010.6414 Printing, Binding & Microfilm		Vendor	Vendor Account #:		Description
Date	Invoice #	Vendor	Amount		
12/19/2025	43884	Advantage Archives, LLC	\$180.00		Microfilm Digitization (Reporter-Democrat 4/24-12/24)
		Vendor Total:	\$180.00		
		Line Item Total:	\$180.00		

001.4010.6502 Library Materials		Vendor	Vendor Account #:	DM8578230	Description
Date	Invoice #	Vendor	Amount		
11/11/2024		The Des Moines Register	\$52.49		1/1/26-1/31/26 Service
		Vendor Total:	\$52.49		
		Line Item Total:	\$238.50		

001.4010.6504 Minor Equipment		Vendor	Vendor Account #:	AJXB8ULKK16SU	Description
Date	Invoice #	Vendor	Amount		
12/9/2025	1NHY-LNTJ-GYLN	Amazon Capital Services	\$58.33		Acrylic Sign Holders
				\$58.33	

Vendor Total: Split Vendor Total with Library Capital & Trust Funds

Line Item Total:	\$58.33
-------------------------	----------------

0014010.6506 Office Supplies	Invoice #	Vendor	Vendor Account #:	Amount	Description
12/16/2025	2024193	Spencer Office Supplies		\$104.42	Office Paper

Vendor Total:	\$104.42
----------------------	-----------------

Line Item Total:	\$104.42
-------------------------	-----------------

0014010.6599 Other Supplies	Invoice #	Vendor	Vendor Account #:	Amount	Description
10/24/2025	15237	Iowa Lakes Comm. College		\$60.00	Program Refreshments

Vendor Total:	\$60.00
----------------------	----------------

Line Item Total:	\$60.00
-------------------------	----------------

0014010.6770 Library Capital	Invoice #	Vendor	Vendor Account #:	Amount	Description
9/4/2025	999101176361	Cengage Learning Inc		\$24.69	Books-Large Type
9/9/2025	999101285802	Cengage Learning Inc		\$226.11	Books-Large Type
9/11/2025	999101322880	Cengage Learning Inc		\$23.39	Books-Large Type
9/16/2025	999101390618	Cengage Learning Inc		\$23.39	Books-Large Type
9/16/2025	999101390619	Cengage Learning Inc		\$24.04	Books-Large Type
12/10/2025	999101776139	Cengage Learning Inc		\$65.58	Books-Large Type

Vendor Total:	\$387.20
----------------------	-----------------

0014010.6770 Library Capital	Invoice #	Vendor	Vendor Account #:	Amount	Description
12/1/2025	22111335	Center Point Large Print		\$47.94	Books-Large Print
12/1/2025	22111811	Center Point Large Print		\$49.14	Books-Large Print

Vendor Total:	\$97.08
----------------------	----------------

001.4010.6770 Library Capital	Invoice #	Vendor	Vendor Account #:	J008230
Date		Amount	Description	
12/15/2025	738230	Junior Library Guild	\$141.75	Books-Children's/Young Adult
		Vendor Total:	\$141.75	

001.4010.6770 Library Capital	Invoice #	Vendor	Vendor Account #:	10655566
Date		Amount	Description	
12/16/2025	W6268269BF	Scholastic Book Fairs	\$1,007.21	Books-Children's/Young Adult
		Vendor Total:	\$1,007.21	

001.4010.6770 Library Capital	Invoice #	Vendor	Vendor Account #:	392558
Date		Amount	Description	
12/16/2025	PINV149408	Gundrop Books	\$890.63	Books-Children's
		Vendor Total:	\$890.63	

001.4010.6770 Library Capital	Invoice #	Vendor	Vendor Account #:	103398
Date		Amount	Description	
1/5/2026	LEGISLATIVE SERVICES AGENCY		\$90.00	Books-Reference
		Vendor Total:	\$90.00	

001.4010.6770 Library Capital	Invoice #	Vendor	Vendor Account #:	103398
Date		Amount	Description	
12/26/2025	2221891	Blackstone Publishing	\$143.94	Sound Recordings-Adult
		Vendor Total:	\$143.94	

001.4010.6770 Library Capital	Invoice #	Date	Vendor	Amount	Vendor Account #: AJXB8ULKK16SU	Description
12/7/2025 1HCM-JGT9-9KKH			Amazon Capital Services	\$34.10		Books-Adult
12/9/2025 17XK-37XQ-PKJV			Amazon Capital Services	\$14.99		Books-Adult
12/20/2025 1XPG-HYXT-W4J4			Amazon Capital Services	\$27.90		Books-Adult
12/21/2025 1KF6-JTGY-FMLX			Amazon Capital Services	\$175.18		Books-Adult
12/22/2025 1634-46P6-CQHW			Amazon Capital Services	\$530.54		Books-Adult
12/23/2025 1HK9-H16C-F164			Amazon Capital Services	\$676.57		Books-Adult
12/23/2025 1JKD-1399-7FQH			Amazon Capital Services	\$21.99		Books-Young Adult
12/27/2025 1C9V-M3V4-RF1M			Amazon Capital Services	\$90.27		Books-Adult
1/1/2026 1LGT-L6GT-PRFF			Amazon Capital Services	\$15.03		Books-Adult
				\$1,586.57		

Vendor Total: Split with Minor Equipment & Trust Funds

Line Item Total: \$4,344.38

Expenses Total: \$5,427.82

167.5901.6608 Trust Fund-Library Funds	Invoice #	Date	Vendor	Amount	Vendor Account #: AJXB8ULKK16SU	Description
12/9/2025 17XK-37XQ-PK3P			Amazon Capital Services	\$18.26		Replacement books
				\$18.26		
						<i>(Includes \$58.33 from Minor Equipment</i>
						<i>& \$1,586.57 from Library Capital)</i>

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

167.5901.6608 Trust Fund-Library Funds	Invoice #	Date	Vendor	Amount	Vendor Account #:	Description
12/26/2025			State Library of Iowa	\$3.56		Erroneous Disbursement Reimbursement

Vendor Total: \$3.56

Trust Funds Total: \$21.82

Grand Total: \$5,449.64

Emmetsburg Public Library

Petty Cash Fund

Expenditures for Dec. 1-31, 2025

001.4010.6599 Other Supplies

Date	Employee Purchasing	Amount	Description
12/3/2025	Lori Morey	\$41.61	Program Refreshments/Distilled Water
12/9/2025	Lori Morey	\$19.13	Program Refreshments/Napkins
12/16/2025	Ben Flynn	\$14.31	Greeting Card/Distilled Water
12/19/2025	Nathan R. E. Clark	\$70.41	Program Supplies
12/27/2025	Kathrine Rogers	\$74.16	Program Supplies
12/29/2025	Nathan R. E. Clark	\$24.34	Program Supplies
12/29/2025	Nathan R. E. Clark	\$18.18	Program Refreshments

Line Item Total: **\$262.14**

Petty Cash Total: **\$262.14**