



## Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday April 21, 2026

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, April 21, 2026, in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Sarah Brugman, Anne Johnson, Joe Veltri, and Joel Hoyman. Trustees Joe Schany, Chelsea Rouse, and Vice President Jacob Neff. 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 with the addition of a staff report from the Assistant Director Kathrine Rogers and Youth Services Director Shaylee Thompson. Trustee Veltri seconded the motion, which carried, 6-0.

**Minutes Approval:** The minutes of the March 2026 meeting were provided to the trustees. Trustee Brugman moved to approve the minutes of the March 2026 meeting. The motion was seconded by Trustee Johnson and carried, 6-0.

**Bill Approval:** The expenses for the month of March 2026 were read by Library Director Clark. Trustee Veltri moved to approve the expenses for the month of March 2026. The motion was seconded by Brugman and carried, 6-0.

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

**Correspondence:** There was not correspondence presented at the meeting.

**Board Committees:**     ***Finance & Budget Committee:*** The committee has not met since the last Board meeting and has no report

***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.

**Assistant Director/Youth Services Director Report:** Assistant Director Rogers and Youth Services Director Thompson shared information about upcoming children's and outreach programming.

Rogers talked about the activities the library would bring to this year's Springpalooza downtown. She said the library had a table last year and that both the event and the library's activity were a hit. This year, we will have even more there.

Thompson talked about preparations for this year's Summer Reading Program, including a big kickoff event with programs throughout June and July. She also talked about her efforts to provide outreach programming to schools and both scheduled and passive programming in the library.

**Library Director's Report:** Library Director Clark shared worksheets with the board show trust fund balances as well as FY 2026 expenditure and revenue worksheets current the end of March 2026.

Clark told the trustees about attending the NILC Annual Membership Meeting in Clarion, Iowa, which was also the NILC Board meeting. He said that cost for the shared automation system the library uses will likely go up, but only by a little.

Clark told the trustees that he had booked Gladius—a flamenco-style guitarist—for a performance June 23<sup>rd</sup> at 10:00 a.m.

Clark said that the following day, the library will host former ILCC Emmetsburg Campus Dean, Tom Brotheron, who will give a program about pollinators and prairie plants from 1:00 p.m. to 2:00 p.m.

Lastly, Clark and the trustees discussed about possibly booking another show for the Summer.

**Unfinished Business:** The policy up for review, the *Operating Hours Policy*, was given its second reading. The policy had been amended at the previous meeting to reflect the new hours taking effect July 1, 2026 with the college library staff no longer present. No new changes were suggested. Trustee Johnson moved to approve the second reading of the *Operating Hours Policy*. The motion was seconded by Trustee Brugman and carried, 6-0.

Library Director Clark gave an updated roundup of current grant projects of the library. He said that there had not been a good deal of action on most. He said that the upcoming "Skip the Slump" reward program at the theater was with grant funds.

The board discussed further implications of the college library's impending closure.

Trustee Veltri left the meeting at 5:54 p.m.

**New Business:** The policy up for review, the *Unresponsive Library Patron or Employee Policy*, was given its first reading. The policy deals with the steps, after contacting emergency personnel, library employees should take in the event of a death or unresponsive person in the library. No changes were suggested. Trustee Hoyman moved to approve the first reading of the *Unresponsive Library Patron or Employee Policy* with no changes. The motion was carried by Trustee Johnson and carried, 5-0.

The trustee education module was tabled until next month with the extra staff reports at this meeting.

**Agenda Items for Next Meeting:** Continuing reviews and reports featured at this meeting.

**Upcoming meetings:** The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, May 19, 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 Brown moved to adjourn, which was seconded by Trustee Johnson. The motion carried, 5-0. The meeting was adjourned at 5:59 p.m.

Respectfully submitted,

Nathan R.E. Clark

Nathan R. E. Clark, secretary pro tem

5/19/2026

Date

Kathryn Merrill

Kathryn Merrill, President, Board of Trustees

5/19/26

Date

# Emmetsburg Public Library

Expenditures for the month of April 2026

001.4010.6240 Meetings & Conferences      Invoice #      Vendor Account #:      Vendor      Amount      Description  
4/3/2026      Kathrine Rogers      \$720.85      Hotel for PLA Conference

Vendor Total: \$720.85

Line Item Total: \$720.85

001.4010.6373 Telecommunications Expense      Invoice #      Vendor Account #: 997555581      Vendor      Amount      Description  
4/20/2026      T-Mobile      \$36.68      Telephone Line

Vendor Total: \$36.68

Line Item Total: \$36.68

001.4010.6414 Printing, Binding & Microfilm      Invoice #      Vendor Account #: 1612      Vendor      Amount      Description  
3/26/2026      265428      HFGroup      \$210.00      2025 Newspaper Binding

Vendor Total: \$210.00

Line Item Total: \$210.00

001.4010.6419 Technology Services Expense Vendor Account #: 10687 Description  
 Date Invoice # Invoice Amount  
 1/6/2026 INV683124 World Trade Press \$206.59 A to Z World Food Database One-Year Subscription

Vendor Total: \$206.59

001.4010.6770 ~~Library Capital~~ *Tech Exp* Vendor Account #: 100299671 Description  
 Date Invoice # Invoice Amount  
 3/26/2026 999102552845 Cengage Learning Inc/ Gale \$300.00 GVRL Hosting Fee

Vendor Total: \$300.00

Line Item Total: \$506.59

001.4010.6502 Library Materials Vendor Account #: 69 Description  
 Date Invoice # Invoice Amount  
 3/31/2026 35 Emmetsburg Reporter-Democrat \$59.00 One-Year Subscription

Vendor Total: \$59.00

001.4010.6502 Library Materials Vendor Account #: DM8578230 Description  
 Date Invoice # Invoice Amount  
 3/24/2026 The Des Moines Register #1150 \$82.85 5/1/2026-5/31/2026 Service

Vendor Total: \$82.85

001.4010.6502 Library Materials Vendor Account #: Science News One-Year Subscription  
 Date 3/25/2026 Invoice # Vendor Amount \$29.00

Vendor Total: \$29.00

Line Item Total: \$170.85

001.4010.6506 Office Supplies Vendor Account #: OS-21253-01-01  
 Date 4/3/2025 Invoice # 5316743 Vendor Loffler Amount \$151.00

Vendor Total: \$151.00

Line Item Total: \$151.00

001.4010.6770 Library Capital Vendor Account #: Books-Large Print  
 Date 4/1/2026 Invoice # 2236294 Vendor Center Point Large Print Amount \$47.94  
 Date 4/1/2026 Invoice # 2236763 Vendor Center Point Large Print Amount \$49.14  
 Date 4/14/2026 Invoice # 2247238 Vendor Center Point Large Print Amount \$188.76

Vendor Total: \$285.84

001.4010.6770 Library Capital Vendor Account #: Books-Adult  
 Date 4/7/2026 Invoice # Taste of Home Books Amount \$29.87

Vendor Total: \$29.87

001.4010.6770 Library Capital Vendor Account #: 57325  
 Date Invoice # 976304 Mackin Educational Resources Vendor Amount \$790.40 Description IASL Award Sets: Books-Young Adult/ Children's

Vendor Total: \$790.40

001.4010.6770 Library Capital Vendor Account #: 15368  
 Date Invoice # 216521 SEBCO Books \$550.62 Description Books-Children's  
 4/15/2026 216546 SEBCO Books \$769.84 Description Books-Adult

Vendor Total: \$1,320.46

001.4010.6770 Library Capital Vendor Account #: BM0417  
 Date Invoice # 473443 Visco Entertainment, Inc. \$371.85 Description Console Video Games

Vendor Total: \$371.85

001.4010.6770 Library Capital Vendor Account #: 900130524  
 Date Invoice # 2231603 Blackstone Publishing \$180.69 Description Sound Recordings-Adult

Vendor Total: \$180.69

**001.4010.6770 Library Capital Vendor Account #: AJXB8ULK16SU**

Date	Invoice #	Vendor	Amount	Description
4/4/2026	1VT4-4L76-XD7T	Amazon Capital Services	\$10.79	Books-Adult
4/4/2026	1YXV-DWKK-WLP9	Amazon Capital Services	\$807.50	Videorecordings
4/5/2026	14NL-6HGJ-6TMY	Amazon Capital Services	\$284.90	Videorecordings
4/7/2026	1R67-Q67T-JKMK	Amazon Capital Services	\$796.54	Videorecordings
4/8/2026	1QRM-MFQF-L1T4	Amazon Capital Services	\$28.70	Videorecordings
4/13/2026	1CTD-FRG4-4RD4	Amazon Capital Services	\$23.36	Videorecordings
4/11/2026	17HY-XRW4-NRFV	Amazon Capital Services	\$360.68	Videorecordings
4/13/2026	13VT-N19Q-CC1D	Amazon Capital Services	\$53.39	Videorecordings
4/13/2026	1Y3C-XMTR-GRP1	Amazon Capital Services	-\$0.01	Credit Memo
4/13/2026	1P4J-PTDL-9TFL	Amazon Capital Services	\$19.96	Videorecordings
4/16/2026	1PF4-PYQY-9X77	Amazon Capital Services	\$17.60	Books-Adult
4/16/2026	1WX9-XHF6-CPQF	Amazon Capital Services	\$23.99	Books-Adult
4/20/2026	14R4-4F9N-CHPJ	Amazon Capital Services	\$63.14	Books-Adult/Tattoos for Springpalooza
4/20/2026	14R4-4F9N-M6KG	Amazon Capital Services	\$423.63	Console Video Games
4/28/2026	1GCW-PMD7-997M	Amazon Capital Services	\$9.74	Books-Children's
4/28/2026	1HX7-HV69-G4P9	Amazon Capital Services	\$17.04	Books-Adult
4/29/2026	1YDY-NFGL-6D7Q	Amazon Capital Services	\$83.77	Videorecordings

**Vendor Total: \$3,024.72**

**Line Item Total: \$6,003.83**

**Expenses Total: \$7,799.80**

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

Date	Invoice #	Vendor	Amount	Description
4/16/2026	167.5901.6608	Absolute Science	\$825.00	Performance & Hands-On Science Program Afternoon

**Vendor Total: \$825.00**

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

<b>Date</b>	<b>Invoice #</b>	<b>Trust Fund-Library Funds</b>	<b>Vendor</b>	<b>Vendor Account #:</b>	<b>Amount</b>	<b>Description</b>
4/21/2026	62057453	Trust Fund-Library Funds	Party Fun Rentals LLC		\$889.00	Bouncy House & Amusements Rental

**Vendor Total: \$889.00**

**Trust Funds Total: \$1,714.00**

**Grand Total: \$9,513.80**

# Emmetsburg Public Library

## Petty Cash Fund Expenditures

### 4/2/2026-5/1/2026

#### 001.4010.6240 Meetings & Conferences

Date	Employee	Purchasing Amount	Description
4/2/2026	Kathrine Rogers	20.5	PLA Conference Meal
4/2/2026	Kathrine Rogers	12.56	PLA Conference Meal

**Line Item Total: \$33.06**

#### 001.4010.6508 Postage & Shipping

Date	Employee	Purchasing Amount	Description
4/13/2026	Nathan R. E. Clark	\$4.96	Postage

**Line Item Total: \$4.96**

#### 001.4010.6599 Other Supplies

Date	Employee	Purchasing Amount	Description
4/25/2026	Ben Flynn	\$45.13	Distilled Water, Program Refreshments
4/30/2026	Kathrine Rogers	\$28.70	Program Refreshments

**Line Item Total: \$73.83**

**Petty Cash Total: \$111.85**