Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday September 15, 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 5:02 p.m. on Tuesday, August 18, 2026, in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Sarah Brugman (arrived at 5:05), Anne Johnson, Joel Hoyman and Joe Schany. Vice President Jacob Neff, and trustees Joe Veltri and Chelsea Rouse 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. Trustee Johnson seconded the motion, which carried, 5-0.

Minutes Approval: The minutes of the August 2026 meeting were provided to the trustees. Trustee Hoyman moved to approve the minutes of the August 2026 meeting. The motion was seconded by Trustee Johnson and carried, 5-0.

Trustee Brugman arrived at 5:05 p.m.

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

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

Correspondence: There was no correspondence this month.

Board Committees: ***Finance & Budget Committee:*** The committee met one hour before the meeting and reported that they had gotten through an initial rundown of the budget. The committee is scheduled to meet one hour prior to the October 20, 2026 board meeting.

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: Sheets detailing the library's revenue and expenditures and trust fund balances current the end of July 2026 were distributed.

Library Director Clark said that Youth Services Director Thompson and he had attended the school open houses at the elementary and middle school/high school, respectively. He said that they had good engagement and was glad to have a presence.

Clark reminded the trustees about the trio of Thursday programs coming up the end of the month into October. He said that Iowa author Ann Hanigan would be presenting her "Beyond the Parlor Walls" about the role of women in building our communities through clubs, locals Cindy and Curt Liljedahl would be talking about their world travels and their successful podcast, "Adventuretired," and Don Yager would be speaking of his experiences working as a teacher in Oman.

Lastly, Clark reminded the trustees about the "Mark Twain Halloween" performance coming up on Thursday, October 29, 2026 at 6:00, which will feature Ray Carver returning as Mark Twain giving his spin on the supernatural.

Unfinished Business: The policy up for review, the *Bomb Threats Policy* was given its second reading. At the last meeting, changes were made removing references to the college library and college library staff. No new changes were suggested. Trustee Johnson moved to approve the second reading of the *Bomb Threats Policy*. The motion was seconded by Trustee Hoyman and carried, 6-0.

Library Director Clark gave an updated roundup of current grant projects of the library. He said that the the PACGDC and Smith Foundation had now been fully purchased, with only some of the PACGDC items yet to be received. He said that he was anticipates having them all finished and reports filed by the next board meeting.

The board discussed further implications of the college library's closure. President Merrill shared that a meeting with the college president's team and library officials would be forthcoming.

New Business: The policy up for review, the *Emmetsburg Chamber of Commerce Signs with Moveable Letters Policy* was given its first reading. The policy deals with how reservations for the Chamber's moveable signs are handled. The letters for the signs are now housed at the library for improved access, and the library oversees the reservation system. Library Director Clark requested specific clarifications around groups using more than one sign for the same event. Language was also added in to reflect that priority is given to Chamber members. Trustee Hoyman moved to approve the first reading of the *Emmetsburg Chamber of Commerce Signs with Moveable Letters Policy*, which was seconded by Trustee Schany. The motion carried, 6-0.

For the trustee education module, the trustees watched to completion "Trustee Training: Hiring and Evaluating the Library Director, Pt. 2" Following the module, President Merrill stated that the board would have Library Director Clark's evaluation ready for the next meeting.

Agenda Items for Next Meeting: Continuing reviews and reports featured at this meeting and the director's evaluation.

Upcoming meetings: The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, October 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 Brown moved to adjourn, which was seconded by Trustee Johnson. The motion carried,6-0. The meeting was adjourned at 5:53 p.m.

Respectfully submitted,

Nathan R.E. Clark — 10/20/2026

Nathan R. E. Clark, secretary pro tem — Date

Kathryn Merrill — 10/20/2026

Kathryn Merrill, President, Board of Trustees — Date

Emmetsburg Public Library

Expenditures for the month of September 2026

001.4010.6373 Telecommunications Expense — **Vendor Account #: 997555581**

Date	Invoice #	Vendor	Amount	Description
9/20/2026	997555581-30	T-Mobile	$11.36	Legacy Phone Number

Vendor Total: $11.36

Line Item Total: $11.36

001.4010.6402 Advertising Expense — **Vendor Account #: 69**

Date	Invoice #	Vendor	Amount	Description
9/30/2026	9/30/2026	Emmetsburg Reporter-Democrat	$46.00	

Vendor Total: $46.00

Line Item Total: $46.00

001.4010.6502 Library Materials — **Vendor Account #: DM8578230**

Date	Invoice #	Vendor	Amount	Description
9/24/2024		The Des Moines Register #1150	$52.85	10/1/26-10/31/26 Service

Vendor Total: $52.85

001.4010.6502 Library Materials — **Vendor Account #:**

Date	Invoice #	Vendor	Amount	Description
8/31/2026	35	Graettinger Times	$80.00	ə-year subscription Ruthven Zipcode+Graettinger Times

Vendor Total: $80.00

001.4010.6502 Library Materials — **Vendor Account #: 2106128198**

Date	Invoice #	Vendor	Amount	Description
10/6/2025		ELLE	$12.84	One-year subscription

Vendor Total: $12.84

001.4010.6502 Library Materials — **Vendor Account #:**

Date	Invoice #	Vendor	Amount	Description
10/6/2026		Food & Wine	$11.00	One-year subscription

Vendor Total: $11.00

001.4010.6502 Library Materials — **Vendor Account #:**

Date	Invoice #	Vendor	Amount	Description
10/6/2026		GQ	$8.00	One-year subscription

Vendor Total: $8.00

Line Item Total: $164.69

001.4010.6506 Office Supplies — **Vendor Account #: OS-21253-01-01**

Date	Invoice #	Vendor	Amount	Description
9/3/2026	5451110	Loffler	$112.73	Toner Contract
10/1/2026	5476162	Loffler	$95.81	Toner Contract

Vendor Total: $208.54

001.4010.6506 Office Supplies — **Vendor Account #:**

Date	Invoice #	Vendor	Amount	Description
9/29/2026	2046820	Spencer Office Supplies	$171.72	2 Cases Office Paper

Vendor Total: $171.72

Line Item Total: $380.26

001.4010.6599 Other Supplies			Vendor Account #: 30-01-09-90010	
Date	Invoice #	Vendor	Amount	Description
9/21/2026	Emmetsburg 01-1011	Iowa Lakes Community College	$60.00	Sugar Cookies for Program
		Vendor Total:	**$60.00**	
		Line Item Total:	**$60.00**	

001.4010.6770 Library Capital			Vendor Account #: 100299671	
Date	Invoice #	Vendor	Amount	Description
9/4/2026	999103328968	Cengage Learning Inc.	$30.00	Books-Large Type
9/10/2026	999103429204	Cengage Learning Inc.	$96.04	Books-Large Type
9/14/2026	999103481514	Cengage Learning Inc.	$71.63	Books-Large Type
9/21/2026	999103556021	Cengage Learning Inc.	$28.50	Books-Large Type
9/24/2026	999103589192	Cengage Learning Inc.	$81.75	Books-Large Type
9/24/2026	999103589193	Cengage Learning Inc.	$59.25	Books-Large Type
9/25/2026	999103595650	Cengage Learning Inc.	$67.50	Books-Large Type
9/28/2026	999103610871	Cengage Learning Inc.	$30.00	Books-Large Type
		Vendor Total:	**$464.67**	

001.4010.6770 Library Capital			Vendor Account #:	
Date	Invoice #	Vendor	Amount	Description
8/22/2026	2266720	Center Point Large Print	$29.21	Books-Large Type
9/1/2026	2269826	Center Point Large Print	$47.94	Books-Large Type
9/1/2026	2270314	Center Point Large Print	$49.14	Books-Large Type
9/14/2026	2278550	Center Point Large Print	$25.77	Books-Large Type
10/1/2026	2275437	Center Point Large Print	$49.14	Books-Large Type
		Vendor Total:	**$201.20**	

001.4010.6770 Library Capital			Vendor Account #: 103398	
Date	Invoice #	Vendor	Amount	Description
9/19/2026	2245565	Blackstone Publishing	$195.14	Sound recordings-Adult
		Vendor Total:	**$195.14**	

Emmetsburg Public Library
Petty Cash Fund
Expenditures for Sept. 1-30, 2025

001.4010.6599 Other Supplies

Date	Employee Purchasing	Amount	Description
			Program
9/9/2026	Ben Flynn	$31.90	Refreshments/Napkins
9/15/2026	Ben Flynn	$18.18	Batteries
9/18/2026	Nathan R. E. Clark	$14.71	Candy for Program
9/24/2026	Ben Flynn	$64.20	Quesadillas Supplies
9/25/2026	Nathan R. E. Clark	$19.24	Cooking/Serving Utensils

Line Item Total: $148.23

Petty Cash Total: $148.23