Emmetsburg
PUBLIC LIBRARY

Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday June 16, 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, June 16, 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 Brugman moved to approve the agenda with the addition of a staff report from the Assistant Director Kathrine Rogers. Trustee Johnson seconded the motion, which carried, 6-0.

Minutes Approval: The minutes of the May 2026 meeting were provided to the trustees. Trustee Hoyman moved to approve the minutes of the May 2026 meeting. The motion was seconded by Trustee Veltri and carried, 6-0.

Bill Approval: The expenses for the month of May 2026 were read by Library Director Clark. Trustee Veltri moved to approve the expenses for the month of May 2026. The motion was seconded by Veltri and carried, 7-0.

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

Correspondence: This month, a letter from the Kidd Law Firm was received along with a check for $200.00. It was the library's share of a withholding from the Karen J. Kesler Estate pending resolution of an IRS inquiry.

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 Report: Assistant Director Rogers shared information about programming in the library and outreach programs for both children and adults.

Rogers talked about some of the presenters that have come to the library in the past month, including Boernsen Bees and the Lavender Farm presenters. She also talked about the Fandom Club, which had its first meeting.

Rogers gave registration numbers for the Summer Reading programs, which exceeded 250 total for all age groups.

Lastly, Rogers gave a run-down of upcoming programs at the library

Library Director's Report: Library Director Clark said that May's library visits count were the highest of any May since 2016 and were only 19 away from being the best since 2012.

Clark reported that the Summer Reading Program was a big success, but there were some challenges!

Clark told the trustees how he had been expecting to receive 26 CE credits for the *Introduction to Digitization* class that he had just completed from the University of Wisconsin-Madison, but he found out that the State Library will only honor 15 credits per learning opportunity. Clark mentioned that it was unfortunate, as the class was a very in-depth exploration into the topic. He said that he was sure that he spent far more than 26 hours working on it. So, to only receive 15 made him feel shorted.

Clark gave an update on the HVAC, which has not been working. A meeting has been set up with the college president, vice president, and college trustee Pat Kibbie.

Lastly, Clark said that the library's automation system had recently undergone a major upgrade and that he had been having trouble getting all of the records he uploads to match in the system. He explained that the library is part of a large consortium, and that Emmetsburg is among the few who import records into the system from another source. In our case, the other source is OCLC WorldCat, considered the most authoritative and high quality source of bibliographic records. Clark said that he had proof of minimal stub records in the system failing to be overlaid by his incoming complete, quality record. He also had examples of equally fine records being kept out, even when there was no record at all for the title. In both cases, Clark said, he was formerly able to override this manually and get his records in, but that capability appears to have been removed with the upgrade.

Unfinished Business: The policy up for review, the *Public Relations Policy*, was given it's second reading. No changes were suggested at the last meeting. No new changes were suggested. Trustee Veltri moved to approve the second reading of the *Public Relations Policy*. The motion was seconded by Trustee Johnsn and carried, 6-0.

The policy up for review, the *Gas Leaks Policy*, was given its second reading. No changes were suggested or made to the policy. Trustee Brown made a motion to approve the first reading of the *Gas Leaks 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 all the DCAT grant funds had been spent and that the ECNCI items had been rolling in. He said that he will have final reports for both of those upcoming.

The board discussed further implications of the college library's impending closure. The most pressing concern was the computers being taken from the computer lab leaving the public library without public access computers.

Trustee Veltri left 5:57 p.m.

New Business: The policy up for review, the *Displays and Exhibits Policy*, was given its first reading. The policy deals guidelines for outside groups wishing to display items in the library and includes a release form. No changes were suggested to the policy. Trustee Hoyman moved to approve the first reading of the *Displays and Exhibits Policy* with no changes. The motion was seconded by Trustee Brugman and carried, 5-0.

For the trustee education module, the trustees watched "Open Meetings, Open Records: Compliance is the Law, Part 3"

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, July 21, 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 Johnson moved to adjourn, which was seconded by Trustee Hoyman. The motion carried,5-0. The meeting was adjourned at 6:31 p.m.

Respectfully submitted,

Nathan R.E. Clark ______________________ 7/21/2026 ______________

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

Kathryn Merrill ______________________ 7/21/2026 ______________

Kathryn Merrill, President, Board of Trustees | Date

Emmetsburg Public Library

Expenditures for the month of June 2026

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

Date	Invoice #	Vendor	Amount	Description
6/20/2026		T-Mobile	-$11.36	Telephone Line
		Vendor Total:	**-$11.36**	
		Line Item Total:	**$0.00**	**(Vendor Credit)**

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

Date	Invoice #	Vendor	Amount	Description
5/31/2026	29	Emmetsburg Reporter-Democrat	$92.50	Art Walk Thank You Notice/Help Wanted Advertisement-2 Weeks
		Vendor Total:	**$92.50**	
		Line Item Total:	**$92.50**	

001.4010.6419 Technology Services Expense — **Vendor Account #: BR84224**

Date	Invoice #	Vendor	Amount	Description
6/8/2026	91011048723	EBSCO Information Services	$1,892.00	One-year Core Collections/Novelist Subscriptions
		Vendor Total:	**$1,892.00**	

001.4010.6419 Technology Services Expense — **Vendor Account #:**

Date	Invoice #	Vendor	Amount	Description
6/3/2026	36974	Transparent Language Inc.	$567.00	One-year Transparent Language language-learning database
		Vendor Total:	**$567.00**	
		Line Item Total:	**$2,459.00**	

001.4010.6499 Other Contract. Serv.-Enrich Iowa — **Vendor Account #:**

Date	Invoice #	Vendor	Amount	Description
6/30/2026	FY26SL67	Sprout Learning	$2,459.85	Sprout Early Learning Backpacks Collection-31
		Vendor Total:	**$2,459.85**	
		Line Item Total:	**$2,459.85**	

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

Date	Invoice #	Vendor	Amount	Description
6/24/2026		The Des Moines Register #1150	$47.15	7/1/2026-7/31/2026 Newspaper Service
		Vendor Total:	**$47.15**	

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

Date	Invoice #	Vendor	Amount	Description
6/30/2026		IOWA HISTORY JOURNAL	$19.95	One-Year Subscription
		Vendor Total:	**$19.95**	
		Line Item Total:	**$67.10**	

001.4010.6506 Office Supplies — **Vendor Account #: OS-EP03**

Date	Invoice #	Vendor	Amount	Description
6/3/2025	5372093	Loffler	$181.34	Toner Contract
		Vendor Total:	**$181.34**	

001.4010.6506 Office Supplies — **Vendor Account #: 00EMME133**

Date	Invoice #	Vendor	Amount	Description
6/30/2026	2039683	Spencer Office Supplies	$85.86	Copy Paper
			$85.86	
		Vendor Total:	**(Split Vendor Total with Trust Funds-Library Funds)**	
		Line Item Total:	**$267.20**	

001.4010.6770 Library Capital — **Vendor Account #: 100299671**

Date	Invoice #	Vendor	Amount	Description
6/1/2026	999102768120	Cengage Learning Inc.	$171.20	Books-Large Type
6/25/2026	999102866678	Cengage Learning Inc.	$65.60	Books-Large Type
6/27/2026	999102875927	Cengage Learning Inc.	$32.80	Books-Large Type
6/27/2026	999102874579	Cengage Learning Inc.	$32.80	Books-Large Type
		Vendor Total:	**$302.40**	

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

Date	Invoice #	Vendor	Amount	Description
6/1/2026	2250272	Center Point Large Print	$47.94	Books-Large Type
6/1/2026	2250750	Center Point Large Print	$49.14	Books-Large Type
6/3/2026	2252839	Center Point Large Print	$161.05	Books-Large Type
6/3/2026	2259638	Center Point Large Print	$32.21	Books-Large Type
		Vendor Total:	**$290.34**	

001.4010.6770 Library Capital — **Vendor Account #: 22377**

Date	Invoice #	Vendor	Amount	Description
6/26/2026	2026ci-14372	Farm & Home Publishers	$75.00	Plat Maps
		Vendor Total:	**$75.00**	

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

Date	Invoice #	Vendor	Amount	Description
6/19/2026	995091	Grey House Publishing	$163.00	Books-Reference
		Vendor Total:	**$163.00**	

001.4010.6770 Library Capital — **Vendor Account #: 103398**

Date	Invoice #	Vendor	Amount	Description
6/25/2026	2238353	Blackstone Publishing	$160.69	Sound Recordings-Adult
		Vendor Total:	**$160.69**	

001.4010.6770 Library Capital — **Vendor Account #: BM0417**

Date	Invoice #	Vendor	Amount	Description
6/4/2026	474611	Visco Entertainment, Inc.	$312.35	Console Video Games
		Vendor Total:	**$312.35**	

001.4010.6770 Library Capital — **Vendor Account #: AJXB8ULKK16SU**

Date	Invoice #	Vendor	Amount	Description
6/3/2026	14WF-7LXC-TRTT	Amazon Capital Services	$45.98	Videorecordings
6/6/2026	1DNN-L63L-3PWG	Amazon Capital Services	$499.69	Books-Adult
6/8/2026	1MXQ-113Q-9M3Y	Amazon Capital Services	$102.97	Books-Adult
6/8/2026	1KQ9-N9VM-7R9L	Amazon Capital Services	$841.20	Books-Adult
6/9/2026	1RJT-1Y4R-FLYK	Amazon Capital Services	$725.10	Books-Adult
6/12/2026	1WPH-R6V9-QKNK	Amazon Capital Services	$101.24	Books-Adult
6/13/2026	16KW-9WM7-1TYL	Amazon Capital Services	$559.47	Books-Children's/Young Adult/Adult
6/14/2026	19JX-H3YF-JPL4	Amazon Capital Services	$25.98	Books-Children's
6/15/2026	13KT-V9NY-CYMD	Amazon Capital Services	$227.89	Books-Adult
6/16/2026	1F3Q-P3LK-XH4G	Amazon Capital Services	$11.40	Book-Adult
6/19/2026	1FGJ-LCD1-PV7Y	Amazon Capital Services	$10.90	Books-Children's
6/20/2026	1KHW-VR7D-7WLG	Amazon Capital Services	$74.68	Books-Adult/Children's
6/21/2026	1LFC-C7JG-1H34	Amazon Capital Services	$18.73	Books-Young Adult/Children's
6/21/2026	14NG-1MNY-Y9HH	Amazon Capital Services	$72.59	Books-Adult
6/22/2026	1WJX-F3C4-1W33	Amazon Capital Services	$246.89	Books-Adult
6/27/2026	1GKM-11KL-WNH7	Amazon Capital Services	$127.10	Books-Adult
6/28/2026	11HX-YQ6Y-41WH	Amazon Capital Services	$14.97	Books-Adult
6/29/2026	1KYH-1J6C-YH6L	Amazon Capital Services	-$21.00	Credit Memo
			$3,685.78	

Vendor Total: (Split Vendor Total with Trust Funds-Library Funds)

Line Item Total: $4,989.56

Expenses Total: $10,335.21

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

167.5901.6608 Trust Fund-Library Funds — **Vendor Account #:**

Date	Invoice #	Vendor	Amount	Description
6/26/2026		Richard Hudson	$550.00	Performance Fee + Mileage
		Vendor Total:	**$550.00**	

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

167.5901.6608 Trust Fund-Library Funds — **Vendor Account #: AJXB8ULKK16SU**

Date	Invoice #	Vendor	Amount	Description
6/3/2026	17X9-7GMG-RMN3	Amazon Capital Services	$16.46	ECNCI Innovative Literacy Grant 2025-Books-Children's
6/20/2026	1FT9-GWKC-PGL3	Amazon Capital Services	$13.84	ECNCI Innovative Literacy Grant 2025-Books-Children's
6/22/2026	19CJ-V9LG-JQNK	Amazon Capital Services	$1,040.88	Afterschool Programming Supplies-2026 PACGDC Gift
6/25/2026	1N9R-V4RQ-FYJN	Amazon Capital Services	$707.70	Afterschool Programming Supplies-2026 PACGDC Gift
6/25/2026	14MC-KPNT-QY1C	Amazon Capital Services	$191.80	ECNCI Innovative Literacy Grant 2025-Books/Tonies-Children's
			$1,970.68	
		Vendor Total:	**$5,656.46**	***(Includes $3,685.78 from Library Capital)***

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

167.5901.6608 Trust Fund-Library Funds — **Vendor Account #:**

Date	Invoice #	Vendor	Amount	Description
6/4/202	536376	Playaway Products LLC	$319.98	ECNCI Innovative Literacy Grant 2025-Launchpad Tablets
		Vendor Total:	**$319.98**	

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

167.5901.6608 Trust Fund-Library Funds — **Vendor Account #:**

Date	Invoice #	Vendor	Amount	Description
6/8/2026	2038080	Spencer Office Supplies	$74.66	Afterschool Programming Supplies-2026 PACGDC Gift
			$74.66	
		Vendor Total:	**$160.52**	***(Includes $85.86 from Office Supplies)***

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

167.5901.6608 Trust Fund-Library Funds — **Vendor Account #:**

Date	Invoice #	Vendor	Amount	Description
6/4/2026	129642	Library Ideas, LLC	$529.12	ECNCI Innovative Literacy Grant 2025-VOX Books
6/24/2026	130546	Library Ideas, LLC	$62.96	ECNCI Innovative Literacy Grant 2025-VOX Books
		Vendor Total:	**$592.08**	

Trust Funds Total: $3,507.40

Grand Total: $13,842.61

Emmetsburg Public Library

Expenditures for the month of June 2026-Addendum

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

Date	Invoice #	Vendor	Amount	Description
6/4/2026	24	Emmetsburg Reporter-Democrat	$46.00	Classified Ad-Library Assistant
		Vendor Total:	**$46.00**	
		Line Item Total:	**$46.00**	

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

Date	Invoice #	Vendor	Amount	Description
6/19/2026	2260456	Center Point Large Print	$58.14	Books-Large Type
		Vendor Total:	**$58.14**	
		Line Item Total:	**$58.14**	
		Expenses Total:	**$104.14**	

Emmetsburg Public Library
Petty Cash Fund
for 6/1/2026-6/30/2026

001.4010.6508 Postage & Shipping

Date	Employee Purchasing	Amount	Description
6/15/2026	Nathan R. E. Clark	$4.96	Postage

Line Item Total: $4.96

001.4010.6599 Other Supplies

Date	Employee Purchasing	Amount	Description
6/8/2026	Kathrine Rogers	$2.59	Straws for Craft
6/13/2026	Ben Flynn	$25.10	Cleaning & Lubricating Supplies for Disc Repair Machine
6/15/2026	Ben Flynn	$22.38	General Cleaning Supplies
6/15/2026	Nathan R. E. Clark	$44.14	Cutlery, Candy & Crafting Supplies
6/20/2026	Kathrine Rogers	$200.00	Honorarium for Lauren Naig-Facepainting & Caricatures @ Clean Water Event- 4hrs

Line Item Total: $294.21

Petty Cash Total: $299.17