Emmetsburg PUBLIC LIBRARY

Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday October 21, 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 5:00 p.m. on Tuesday, October 21, 2025 in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Anne Johnson, Joe Schany, Joe Veltri, and Vice President Jacob Neff. Trustees Chelsea Rouse, Sarah Brugman, and Joel Hoyman were absent. Library Director Nathan Clark was also present.

Vice President Neff arrived.

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, 6-0.

Minutes Approval: The minutes of the September 2025 meeting were provided to the trustees. Trustee Schany moved to approve the minutes of the September 2025 meeting. The motion was seconded by Trustee Johnson and carried, 6-0.

Bill Approval: The expenses for the month of September 2025 were read by Library Director Clark. Trustee Veltri moved to approve the expenses for the month of September 2025. The motion was seconded by Vice President Neff and carried, 6-0.

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

Correspondence: Library Director Clark told the trustees that letters of support had been requested of him and the trustees in support of Iowa Lakes' HVAC grant request. A motion was made by Trustee Brown to have Library Director Clark draft a letter on behalf of the trustees in support of their grant request. Vice President Neff seconded the motion, which carried, 6-0.

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: President Merrill reported that she and Library Director Clark would be meeting with the City marketing person, Gretchen Reichter. Reichter was going to put together a flier for inclusion with the utility bills.

Library Director's Report: Library Director Clark reminded the trustees of the upcoming storyteller performance with Darrin Crow on Tuesday, October 28th at 6:00 p.m. Crow will be presenting his "Morbid Curiosities: An Evening with Edgar Allan Poe."

Clark told the trustees that he had scheduled a local group of ladies: Marla Noble, Elaine Nauss, and Joneva Currans, to perform a comedy skit at the library where they portray Emmetsburg's version of the Golden Girls (sans Blanche). Their performance will be held Thursday, November 6th at 6:00 p.m.

Clark also mentioned that a paid performer, Silly Sally, would be appearing at the Friday early dismissal program on October 24th. She juggles, tells jokes, and does ventriloquism. All are welcome.

Clark related to the trustees how the library's long-time book jobber, Baker & Taylor had gone out of business rather suddenly. He said that it was causing a good deal of disruption to the library's book ordering as he has quite a bit already on order or backorder with them. He said that he does not want to run the risk of reordering items with other vendors only to receive it from B&T also. Clark said that he would probably end up setting up an account with Ingram, who is B&T's main competitor, and that the library also orders from Amazon.

Clark told the trustees that in a few weeks, the library would have an art installation done by local art student Danielle Ambrose. She will be using recycled paper as her medium in creating it. Clark said that it would likely be displayed in the Northeast corner of the library.

Clark said that he had met with an exhibitor at the ILA Conference that dealt with getting Naxolone into libraries and other public places. Clark said that he wanted to have the drug available for possible opiate overdoses.

Clark told the trustees that the All Iowa Reads selections for 2026 had just been announced: *The Quiet Librarian* by Allen Eskens for adults, *Strong Like You* by T. L. Simpson for teens, and *The Trouble with Heroes* by Kate Messner for children.

Lastly, Clark told the trustees that the library would be taking on hosting the letters for the yellow signs with moveable letters at three locations downtown. The Chamber had administered these previously, but it was thought that the library being open more hours would make it easier for parties to pick up and drop off their letters. Additionally, the library makes frequent use of the signs. So, it will be handy to have it here for us to access more easily. He said that the library will probably want to have a policy on distributing letters. Clark said that he would ask the Chamber for what guidelines they use to not reinvent the wheel.

Unfinished Business: The policy up for review, the *Staff Education and Development Policy*, was given its second reading. No changes were made at the last meeting, and no new changes were suggested. Trustee Veltri moved to approve the second reading of the *Staff Education and Development Policy* Trustee Brown seconded the motion, which carried, 6-0.

Clark told the trustees that he had not heard back from Iowa Lakes administration concerning the signage for weapons. Trustee Veltri suggested resending. Clark said that he would.

New Business: Ideas for the PACGDC grant request were discussed. A window decal on the window by the play area that could provide shade was discussed. Another idea was acrylic plastic bottom shelf retrofit units.

For the board education module, the board listened to a presentation of the library and assistant director tell about their experiences at the Iowa Library Association Fall Conference in Sioux City, October 1-3, 2025. They were not able to share all of it, but were invited to share the rest next month.

Agenda Items for Next Meeting: Items to be included on next meeting's agenda include: PACGDC Grant, and director's evaluation.

Upcoming meetings: The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, November 18, 2025 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 6:26 p.m.

Respectfully submitted,

Nathan R. E. Clark   11/18/2025

Nathan R. E. Clark, secretary pro tem   Date

Kathryn Merrill   11/18/2025

Kathryn Merrill, President, Board of Trustees   Date

Emmetsburg Public Library

Expenditures for the month of October 2025

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

Date	Invoice #	Vendor	Amount	Description
10/19/2025		T-Mobile	$17.57	Telephone Line

Vendor Total: $17.57

Line Item Total: $17.57

001.4010.6419 Technology Services Expense — **Vendor Account #: 30761**

Date	Invoice #	Vendor	Amount	Description
11/1/2025	1000470385	OCLC, Inc.	$391.11	WebDewey Subscription 11/1/25-10/31/26

Vendor Total: $391.11

001.4010.6419 Technology Services Expense — **Vendor Account #: 10687**

Date	Invoice #	Vendor	Amount	Description
10/9/2025	INV682888	World Trade Press	$383.69	Global Road Warrior/ A to Z the USA One-year Subscription

Vendor Total: $383.69

Line Item Total: $774.80

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

Date	Invoice #	Vendor	Amount	Description
10/24/2025		The Des Moines Register	$75.48	11/1/2025-11/30/2025 Service

Vendor Total: $75.48

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

Date	Invoice #	Vendor	Amount	Description
10/13/2025		Iowa Poetry Association, Inc.	$12.75	Annual *Lyrical Iowa* Issue
		Vendor Total:	**$12.75**	

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

Date	Invoice #	Vendor	Amount	Description
11/4/2025		Better Homes & Gardens	$10.00	One-year subscription
		Vendor Total:	**$10.00**	

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

Date	Invoice #	Vendor	Amount	Description
11/5/2025		Vanity Fair	$12.00	One-year subscription
		Vendor Total:	**$12.00**	

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

Date	Invoice #	Vendor	Amount	Description
10/23/2025		Car and Driver	$26.72	One-year subscription
		Vendor Total:	**$26.72**	
		Line Item Total:	**$136.95**	

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

Date	Invoice #	Vendor	Amount	Description
10/6/2025	5148443	Loffler	$91.46	Toner Contract
		Vendor Total:	**$91.46**	

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

Date	Invoice #	Vendor	Amount	Description
10/22/2025	2020181	Spencer Office Supplies	$85.86	Office paper
		Vendor Total:	**$85.86**	
		Line Item Total:	**$177.32**	

001.4010.6507 Operating Supplies — **Vendor Account #: 143160000**

Date	Invoice #	Vendor	Amount	Description
10/1/2025	7705784	Demco	$209.90	Fiber Tape, Benefit Denial DVD Cases

Vendor Total: $209.90

001.4010.6507 Operating Supplies — **Vendor Account #: 106747**

Date	Invoice #	Vendor	Amount	Description
10/22/2025	1504314	Kent Adhesive Products Co.	$651.20	Rigid Laminate Book Covers

Vendor Total: $651.20

001.4010.6507 Operating Supplies — **Vendor Account #:**

Date	Invoice #	Vendor	Amount	Description
10/8/2025	80023	ELM USA Inc.	$120.45	Disc Repair Machine Consumable Supplies

Vendor Total: $120.45

Line Item Total: $981.55

001.4010.6599 Other Supplies — **Vendor Account #: 0136527**

Date	Invoice #	Vendor	Amount	Description
10/29/2025	15221	Iowa Lakes Community College	$90.00	90 Cut Sugar Cookies

Vendor Total: $90.00

001.4010.6599 Other Supplies — **Vendor Account #: 0136527**

Date	Invoice #	Vendor	Amount	Description
10/17/2025	136357	D & L Ceramics	$165.00	Ceramics Class w/ Fired Pieces, Paints, and Brushes

Vendor Total: $165.00

001.4010.6599 Other Supplies — **Vendor Account #: 0136527**

Date	Invoice #	Vendor	Amount	Description
10/16/2025	1HNN-HP1R-D6LM	Amazon Capital Services	$41.26	Interactive Movie Props, Balloons
			$41.26	

Vendor Total: ***(Split with Library Capital)***

Line Item Total: $296.26

001.4010.6770 Library Capital — **Vendor Account #: 206185 L510974 2 B00000**

Date	Invoice #	Vendor	Amount	Description
10/10/2025	2039290605	Baker & Taylor	$39.31	Books-Adult
10/21/2025	2039293571	Baker & Taylor	$6.26	Books-Children's

Vendor Total: $45.57

001.4010.6770 Library Capital — **Vendor Account #: 151562**

Date	Invoice #	Vendor	Amount	Description
10/16/2025	999101608835	Gale/CENGAGE Learning	$145.55	Books-Large Type
10/17/2025	999101614930	Gale/CENGAGE Learning	$59.18	Books-Large Type
10/22/2025	999101635436	Gale/CENGAGE Learning	$63.18	Books-Large Type

Vendor Total: $267.91

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

Date	Invoice #	Vendor	Amount	Description
10/1/2025	2199352	Center Point Large Print	$49.14	Books-Large Type
10/1/2025	2198883	Center Point Large Print	$47.94	Books-Large Type
10/7/2025	2206540	Center Point Large Print	$75.90	Books-Large Type

Vendor Total: $172.98

001.4010.6770 Library Capital — **Vendor Account #: J008230**

Date	Invoice #	Vendor	Amount	Description
10/1/2025	728646	Junior Library Guild	$244.78	Books-Children's/Young Adult

Vendor Total: $244.78

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

Date	Invoice #	Vendor	Amount	Description
10/23/2025	2215206	Blackstone Publishing	$171.89	Sound recordings-Adult

Vendor Total: $171.89

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

Date	Invoice #	Vendor	Amount	Description
10/12/2025	1WFF-7W6L-9G64	Amazon Capital Services	$32.44	Books-Adult
10/14/2025	1G33-DNMH-1W1T	Amazon Capital Services	$28.26	Hershey's Kisses/Books-Adult
10/14/2025	1Y7L-LJDK-4H6P	Amazon Capital Services	$32.96	Books-Young Adult
10/17/2025	11YJ-V9F6-MCQY	Amazon Capital Services	$110.32	Books-Adult/Children's
10/20/2025	1NC3-Q7N6-4H6Y	Amazon Capital Services	$32.99	Books-Adult
10/22/2025	1LHV-HWFN-X7T6	Amazon Capital Services	$15.39	Books-Adult
10/22/2025	1X3V-9X3P-WGV9	Amazon Capital Services	$81.45	Books-Adult
10/22/2025	1RV1-3MQQ-XV7P	Amazon Capital Services	$603.79	Console Video Games
10/24/2025	1JKM-3XW1-RGM1	Amazon Capital Services	$15.40	Books-Adult
10/27/2025	173L-C6K3-FTTH	Amazon Capital Services	$44.13	Books-Adult
10/28/2025	14VQ-TDLV-H6WW	Amazon Capital Services	$51.15	Books-Adult
11/1/2025	16L4-37NF-4XF3	Amazon Capital Services	$64.71	Books-Adult/Children's
11/1/2025	1MY6-WHKJ-3QG4	Amazon Capital Services	$30.33	Books-Adult
11/1/2025	17VL-XXV7-4V3V	Amazon Capital Services	$47.65	Videorecordings/Books-Adult/Glow Sticks
11/3/2025	1X9M-H6XY-6RPX	Amazon Capital Services	$14.85	Books-Adult
			$1,205.82	
		Vendor Total:	**$1,247.08**	***(Includes $41.26 from Other Supplies)***

Line Item Total: $2,108.95

Expenses Total: $3,796.40

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
10/29/2025	PINV148826	Gumdrop Books	$804.13	Smith Foundation Grant
		Vendor Total:	**$804.13**	

Trust Funds Total: $804.13

Grand Total: $4,600.53

Emmetsburg Public Library
Petty Cash Fund
Expenditures for October 1-November 3, 2025

001.4010.6508 Postage & Shipping

Date	Employee Purchasing	Amount	Description
10/14/2025	Nathan R. E. Clark	$4.25	Postage

Line Item Total: $4.25

001.4010.6507 Operating Supplies

Date	Employee Purchasing	Amount	Description
10/21/2025	Nathan R. E Clark	$17.28	Distilled Water

Line Item Total: $17.28

001.4010.6599 Other Supplies

Date	Employee Purchasing	Amount	Description
10/7/2025	Nathan R. E. Clark	$35.00	Program Refreshments
10/10/2025	Lori Morey	$16.00	Program Supplies
10/16/2025	Lori Morey	$27.76	Program Refreshments
10/28/2025	Nathan R. E. Clark	$5.35	Program Supplies
11/3/2025	Lori Morey	$12.75	Program Refreshments

Line Item Total: $96.86

001.4010.6770 Library Capital

Date	Employee Purchasing	Amount	Description
10/2/2025	Nathan R. E. Clark	$22.99	Floor Puzzle

Line Item Total: $22.99

Petty Cash Total: $141.38