



Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday May 19, 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, May 19, 2026, in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Sarah Brugman, Anne Johnson, Joe Veltri, Chelsea Rouse, and Joel Hoyman. Trustees Joe Schany, 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. Trustee Hoyman seconded the motion, which carried, 7-0.

Minutes Approval: The minutes of the April 2026 meeting were provided to the trustees. Trustee Hoyman moved to approve the minutes of the April 2026 meeting. The motion was seconded by Trustee Brown and carried, 7-0.

Bill Approval: The expenses for the month of April 2026 were read by Library Director Clark. Trustee Johnson moved to approve the expenses for the month of April 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: 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 Report: Assistant Director Rogers shared information about programming in the library and outreach programs.

Rogers told about the library's booth at the Chamber's Spring Palooza where we offered temporary tattoos, facepainting, and caricatures. At least 175 participated in the booth's attractions.

Rogers said the library will hold its Summer Reading Program Kickoff on Thursday, directly after dismissal from school. The event will feature authors, a lunch, bouncy houses, and, naturally, registration for the Summer Reading Program. The first 50 registrants will receive a special prize bag.

Rogers talked about other upcoming programs: Jodi Ward portraying a children's YouTuber, a "flamenco fusion" guitarist performing live, Tom Brotherton's program on pollination, and Boernsen Bees' program on honey and honeybees.

Rogers informed the trustees about an additional reading incentive program to run concurrently with the library's SRP: Heifer International's "Read to Feed."

Rogers talked briefly about a "Harvest Festival" meal to conclude the SRP.

Rogers also mentioned the library having booths at both the Clean Water Fest and Best Fest 2026, along with the storytimes Youth Services Director Shaylee Thompson will be doing at Soper Park on Tuesday and Thursday afternoons.

Rogers said that she had two programs she was spearheading to highlight. The first, Laker Life, was a faith-based program for college students that had been meeting in the library. She is not certain of the status of the program after her position is eliminated after July 1st. The other is a prospective program, intended for tweens to grown-agers, that would be a fandom club celebrating all manner of popular media franchises.

Rogers then told the trustees that she had completed training for the American Conversations Project in Libraries-Celebrating History of US to coincide with the 250th anniversary of the founding of our country, and that she was one of 5 facilitators in the state. The work would involve conversations with 6-8 people discussing required prompts on the topic between now and July 2nd. She said that she had already asked other local venues besides the library to host.

Lastly, she reminded the trustees that there was currently a Scholastic Book Fair going on in the library. Sales totaled \$1,646.44 as of this afternoon so far.

Library Director's Report: Library Director Clark said that his report would be brief with the comprehensiveness of Assistant Director Rogers' report, other reports elsewhere on the agenda, and his account of his continuing education activities for the board education module.

Clark stated that the reward program at the movie theatre for the "Skip the Slump" program was successful, with over 45 individuals who had participated in the program attending. *A Dog's Purpose* was the movie shown.

Unfinished Business: The policy up for review, the *Unresponsive Library Patron or Employee Policy*, was given its 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 *Unresponsive Library Patron or Employee Policy*. The motion was seconded by Trustee Hoyman and carried, 7-0.

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, but that he would be busy spending the funds.

The board discussed further implications of the college library's impending closure. One pressing concern discussed was the need for a public access computing solution if the college computers are taken away. Library Director Clark was asked to come up with proposals for replacement machines.

New Business: The policy up for review, the *Public Relations Policy*, was given its first reading. The policy deals with how the library represents itself to the public through various media. No changes were suggested to the policy. Trustee Veltri moved to approve the first reading of the *Public Relations Policy* with no changes. The motion was seconded by Trustee Hoyman and carried, 7-0.

The policy up for review, the *Gas Leaks Policy*, was given its first reading. The policy lays out the steps to be taken in an emergency situation involving gas leaks. No changes were suggested or made to the policy. Trustee Brugman made a motion to approve the first reading of the *Gas Leaks Policy*. The motion was seconded by Trustee Johnson and carried, 7-0.

For the trustee education module, Library Director Clark gave a review of some of the things he learned about by taking the course, "Introduction to Digitization" through the University of Wisconsin-Madison. Clark guided the trustees through his final project for the course, which was comprised of Digital Project Planning Worksheets done as weekly assignments and pulled from the publication, *Digital Readiness Toolkit*.

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, June 16, 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, 7-0. The meeting was adjourned at 6:20 p.m.

Respectfully submitted,

Nathan R. E. Clark

Nathan R. E. Clark, secretary pro tem

Kathryn Merrill

Kathryn Merrill, President, Board of Trustees

6/16/2026

Date

6/16/2026

Date

Emmetsburg Public Library

Expenditures for the month of May 2026

001.000.2020 Accounts Receivable Vendor Account #: 1065566 Description
Date Invoice # Vendor Amount
5/11/2026 B6268273FR Scholastic Book Fairs \$380.61 Scholastic Book Fairs Check and Cash Proceeds

Vendor Total: \$380.61

Line Item Total: \$380.61

Payable Accounts Total: \$380.61

001.4010.6220 Subscriptions & Educ. Matter Vendor Account #: Description
Date Invoice # Vendor Amount
5/5/2026 8807452 School Library Journal \$179.00 One-year subscription

Vendor Total: \$179.00

001.4010.6220 Subscriptions & Educ. Matter Vendor Account #: 1100089329 Description
Date Invoice # Vendor Amount
5/28/2026 8807452 Booklist \$205.00 One-year subscription

Vendor Total: \$205.00

Line Item Total: \$384.00

001.4010.6373 Telecommunications Expense Vendor Account #: 997555581 Description
Date Invoice # Vendor Amount
5/19/2026 T-Mobile \$30.40 Legacy Telephone Line

Vendor Total: \$30.40

Line Item Total: \$30.40

Date	Invoice #	Technology Services Expense	Vendor	Vendor Account #:	Amount	Description
5/21/2026	52615	North Iowa Libraries Collaborating			\$2,910.84	Integrated Library System (Lib. Automation) Hosting/Support

Vendor Total: \$2,910.84

Date	Invoice #	Technology Services Expense	Vendor	Vendor Account #:	Amount	Description
6/1/2026	504477691	Motion Picture Licensing Corporation		MPLCUS5036309	\$187.16	Blanket Public Performance License

Vendor Total: \$187.16

Date	Invoice #	Technology Services Expense	Vendor	Vendor Account #:	Amount	Description
6/1/2026	INV101110254	Swank Movie Licensing USA		CUS0017582	\$265.00	Blanket Public Performance License

Vendor Total: \$265.00

Line Item Total: \$3,363.00

Date	Invoice #	Library Materials	Vendor	Vendor Account #:	Amount	Description
5/24/2026		The Des Moines Register #1150		DM8578230	\$85.00	6/1/2026-6/30/2026 Newspaper Service

Vendor Total: \$85.00

001.4010.6502 Library Materials Invoice # Vendor Account #: Vendor Amount Description

6/1/2026 West Bend Journal \$40.00 One-Year Newspaper Subscription

Vendor Total: \$40.00

001.4010.6502 Library Materials Invoice # Vendor Account #: Vendor Amount Description

5/11/2026 Real Simple \$28.83 One-Year Subscription

Vendor Total: \$28.83

001.4010.6502 Library Materials Invoice # Vendor Account #: Vendor Amount Description

5/27/2026 Science News \$29.00 One-Year Subscription

Vendor Total: \$29.00

Line Item Total: \$182.83

001.4010.6506 Office Supplies Invoice # Vendor Account #: OS-21253-01-01 Vendor Amount Description

5/5/2026 5344763 Loffler \$155.82 Toner Contract

Vendor Total: \$155.82

Line Item Total: \$155.82

001.4010.6599 Other Supplies		Vendor Account #:	Description	
Date	Invoice #	Vendor	Amount	
4/17/2026	15318	Iowa Lakes Community College	\$245.00	Coffee/Cookies for Chamber Coffee/National Library Week

Vendor Total: \$245.00

001.4010.6599 Other Supplies		Vendor Account #:	Description	
Date	Invoice #	Vendor	Amount	
5/27/2026	1TWJ-7NX1-TTMK	Amazon Capital Services	\$127.78	Crafting Supplies/Popcorn

Vendor Total: Split Vendor Total with Library Capital \$127.78

Line Item Total: \$372.78

001.4010.6770 Library Capital		Vendor Account #:	Description	
Date	Invoice #	Vendor	Amount	
4/27/2026	999102651307	Cengage Learning Inc.	\$90.40	Books-Large Type

Vendor Total: \$90.40

001.4010.6770 Library Capital		Vendor Account #:	Description	
Date	Invoice #	Vendor	Amount	
4/27/2026	2247725	Center Point Large Print	\$35.64	Books-Large Type
5/1/2026	2244468	Center Point Large Print	\$47.94	Books-Large Type
5/1/2026	2244946	Center Point Large Print	\$49.14	Books-Large Type
5/3/2026	2248137	Center Point Large Print	\$63.67	Books-Large Type
5/3/2026	2249521	Center Point Large Print	\$64.42	Books-Large Type

Vendor Total: \$260.81

001.4010.6770 Library Capital Invoice # 0618498-IN Vendor Account #: 00-1150093_001 Vendor Amount \$168.93
 6/1/2026 0618498-IN The Penworthy Company LLC

Vendor Total: \$168.93

001.4010.6770 Library Capital Invoice # 1329 Vendor Account #: Vendor Amount \$30.00
 5/28/2026 1329 Arant Creative Group

Vendor Total: \$30.00

001.4010.6770 Library Capital Invoice # 2235155 Vendor Account #: Vendor Amount \$177.53
 5/21/2026 2235155 Blackstone Publishing

Vendor Total: \$177.53

Date	Invoice #	Vendor	Vendor Account #: AJXB8ULK16SU	Amount	Description
5/10/2026	1LKK-MNNH-Y9VK	Amazon Capital Services		\$14.85	Books-Adult
5/10/2026	14WX-YKRK-KX9F	Amazon Capital Services		\$11.39	Books-Adult
5/11/2026	16HP-TWMR-XXTK	Amazon Capital Services		\$61.83	Videorecordings
5/12/2026	1FVL-GGM7-L4F3	Amazon Capital Services		\$16.50	Books-Adult
5/27/2026	1HPP-Y3R6-WVWM1	Amazon Capital Services		\$93.54	Books-Adult/Videorecordings
5/27/2026	1HPP-Y3R6-RHKW	Amazon Capital Services		\$24.96	Videorecordings
5/27/2026	1QPF-7KMC-1617	Amazon Capital Services		-\$4.99	Credit Memo
6/1/2026	1XJW-WLXT-HLX3	Amazon Capital Services		\$85.79	Books-Adult/Videorecordings
				\$303.87	

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

Line Item Total: \$1,031.54

Expenses Total: \$5,765.37

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

167.5901.6608 Trust Fund-Library Funds

Vendor Account #: 206185 L510974 2 B00000

Date	Invoice #	Vendor	Amount	Description
5/2/2026		Riviera Theatre	\$434.00	DECAT Grant-Theatre Rental, Snacks, PP Licence

Vendor Total: \$434.00

Trust Funds Total: \$434.00

Grand Total: \$6,199.37

Emmetsburg Public Library

Petty Cash Fund

for 4/20/2026-5/31/2026

001.4010.6508 Postage & Shipping

Date	Employee Purchasing Amount	Description
4/20/2026	Nathan R. E. Clark \$32.55	Stamps

Line Item Total: \$32.55

001.4010.6506 Office Supplies

Date	Employee Purchasing Amount	Description
5/27/2026	Nathan R. E. Clark \$18.75	Clipboards + Lamination Pouches
5/28/2026	Kathrine Rogers \$7.46	Clicker Counter

Line Item Total: \$26.21

001.4010.6599 Other Supplies

Date	Employee Purchasing Amount	Description
5/11/2026	Nathan R. E. Clark \$200.00	Lauren Naig-Caricatures & Face-Painting at Springpalooza-4hrs
5/21/2026	Nathan R. E. Clark \$27.45	Bottled Water for Program

Line Item Total: \$227.45

Petty Cash Total: \$286.21