



## Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday July 15, 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, July 15, 2025 in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Anne Johnson, Sarah Brugman, Chelsea Rouse, Joe Veltri and Vice President Jacob Neff. Trustees Joel Hoyman and Joe Schany 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 as amended. Trustee Brugman seconded the motion, which carried, 5-0.

5:01 Trustee Rouse arrived.

5:04 Trustee Veltri arrived.

**Minutes Approval:** The minutes of the June 2025 meeting were provided for the trustees. Trustee Johnson moved to approve the minutes of the June 2025 meeting. The motion was seconded by Trustee Rouse and carried, 7-0.

**Bill Approval:** The expenses for the month of June 2025 were read by Library Director Clark. Vice President Neff moved to approve the expenses for the month of June 2025. The motion was seconded by Trustee Johnson and carried, 7-0.

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

**Correspondence:** No correspondence was presented this month.

**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.

**Library Director's Report:** Library Director Clark told the trustees about the changes with the genealogy group that has met in the library. He said that the group was reinvigorated and has begun having regular meetings again. They have set up a procedure for doing research (for a nominal fee) for requests beyond what Clark is willing to allow the library staff to do. Clark continued that it was decided at a recent meeting of the society to not contribute towards the subscription renewal to Ancestry.com Library Edition taking into consideration the usage statistics and the terms of the product (in-library use only). Instead, they would simply reimburse a member doing paid research for a month of a personal subscription. Even if this was done for every month, the society would be further ahead since they would spend less money, not have the restrictions of in-library use only, and provide an incentive for members to donate their time to do research.

Clark said that the fallout of this decision is that the library would be responsible for the full subscription, which he stated was indeed expensive given that the usage statistics were low. He also echoed their complaint that the database was not available for use outside of the library. When asked if there were alternatives to the service, Clark stated there were, but that they had all been bought out by the same company, and that the charm of Ancestry.com LE was in its comprehensiveness. He said that he believed that the others did allow remote usage, though. The trustees directed him to explore pricing for alternatives with remote usage.

Clark updated the trustees on the changes to IAShires. He said that the contract with Mobius had been allowed to expire and a new one awarded to the AEAs. Their van delivery system will now be handling the IAShires pickup/delivery, which has been reduced to one day per week, down from two days per week. Clark stated that while being reduced to one day per week was a blow, the library managed to land Wednesday at 9:19 a.m. as its scheduled time. To his mind, Wednesday was the most favorable day among them all.

Clark presented the trustees with copies of the most current trustee directory, and asked for trustees to supply any needed changes. The opportunity was also taken to determine committee assignments for FY2026. The assignments were as follows:

Finance Committee: Kathy Merrill, Sue Brown, Joel Hoyman

Recruitment & Orientation: Chelsea Rouse, Sarah Brugman, Joe Schany

Standards & Accreditation: Jacob Neff, Anne Johnson, Joe Veltri

Lastly, Clark told the trustees that the Summer Reading Program Reward Program held at Shamrock Lanes was a success with 65 children and adults in attendance earlier this afternoon. He said that they had not offered a reward program before, and was pleased with the participation.

**Unfinished Business:** The policy up for review, the *Emmetsburg Public Library Board Mission Statement*, was given its second reading. A minor change was made at the last meeting, removing "will" and changing the verb tense. No new changes were suggested. Trustee Brown moved to approve the second reading of the *Emmetsburg Public Library Board Mission Statement*. Trustee Veltri seconded the motion, which carried, 7-0.

**New Business:** The policy up for review, the *Tornados and Thunderstorms Policy* was given its first reading. Library Director Clark said the policy closely follows ILCC's procedure manual. No changes

were suggested. Trustee Brugman moved to approve the first reading of the *Tornado and Thunderstorm Policy* with no changes. Trustee Veltri seconded the motion, which carried, 7-0.

The policy up for review, the *Bulletin Board Policy* was given its first reading. Library Director Clark said that the policy had been recently reworked. No changes were suggested. Trustee Veltri moved to approve the first reading of the *Bulletin Board Policy* with no changes. Trustee Johnson seconded the motion, which carried, 7-0.

For the board education module, Library Director Clark led the board on a tour of some new collections at the library.

The board dispensed with the education module.

**Agenda Items for Next Meeting:** A Mometrix tutorial was suggested for next month's education module.

**Upcoming meetings:** The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, August 19, 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. Vice President Neff moved to adjourn, which was seconded by Trustee Johnson. The motion carried, 7-0. The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Nathan R E Clark

Nathan R. E. Clark, secretary pro tem

8/19/2025

Date

Kathryn Merrill

Kathryn Merrill, President, Board of Trustees

8/19/25

Date



# Emmetsburg Public Library

Expenditures for the month of July 2025

Date	Invoice #	Training	Vendor	Vendor Account #:	Amount	Description
8/5/2025		001.4010.6230	UW-Madison		\$324.00	Telephone lines + long distance service

Tuition Digital Projects

Vendor Total: \$324.00

Line Item Total: \$324.00

Date	Invoice #	Meetings & Conferences	Vendor	Vendor Account #:	Amount	Description
7/23/2025		001.4010.6240	Nathan R. E. Clark		\$295.00	ILA Fall Conference Registration

Vendor Total: \$295.00

Date	Invoice #	Meetings & Conferences	Vendor	Vendor Account #:	Amount	Description
7/30/2025		001.4010.6240	Kathrine Rogers		\$295.00	ILA Fall Conference Registration

Vendor Total: \$295.00

Line Item Total: \$590.00

Date	Invoice #	Telecommunications Expense	Vendor	Vendor Account #:	Amount	Description
7/19/2025		001.4010.6373	T-Mobile	997555581	\$18.65	Legacy Telephone Line

Vendor Total: \$18.65

Line Item Total: \$18.65

001.4010.6413 Payment to Other Agency 28E		Vendor Account #: 0095068		Description	
Date	Invoice #	Vendor	Amount	Library Facility Use Fee FY2026	
7/23/2024		Iowa Lakes Community College	\$15,000.00		
		Vendor Total:	\$15,000.00		
		Line Item Total:	\$15,000.00		
001.4010.6419 Technology Services Expense		Vendor Account #: 30761		Description	
Date	Invoice #	Vendor	Amount	FY2026 Cataloging Subscription	
7/1/2025	1000441955	OCLC, Inc.	\$2,623.79		
		Vendor Total:	\$2,623.79		
001.4010.6419 Technology Services Expense		Vendor Account #: 6497-1049		Description	
Date	Invoice #	Vendor	Amount	FY2026 Bridges Content Fee	
7/1/2024	CD0649725211202	OverDrive, Inc.	\$1,189.44		
		Vendor Total:	\$1,189.44		
		Line Item Total:	\$3,813.23		
001.4010.6502 Library Materials		Vendor Account #:		Description	
Date	Invoice #	Vendor	Amount	One-Year Subscription	
7/1/2024		Ruthven Zipcode	\$31.00		
		Vendor Total:	\$31.00		
001.4010.6502 Library Materials		Vendor Account #: DM8578230		Description	
Date	Invoice #	Vendor	Amount	8/1/2025-8/31/2025 Service	
7/24/2024		The Des Moines Register	\$28.84		
		Vendor Total:	\$28.84		
001.4010.6502 Library Materials		Vendor Account #:		Description	
Date	Invoice #	Vendor	Amount	One-Year Subscription	
8/2/2024		Our Iowa Magazine	\$24.98		
		Vendor Total:	\$24.98		
		Line Item Total:	\$84.82		

001.4010.6504 Minor Equipment		Vendor Account #: AJXB8ULK16SU		Description	
Date	Invoice #	Vendor	Amount		
7/8/2025	1D6F-4H6G-VJ4M	Amazon Capital Services	\$42.95	Rechargeable Cordless Screwdriver (for Story Walk panels)	

Vendor Total: (Split with Library Capital)

Line Item Total: \$42.95

001.4010.6506 Office Supplies		Vendor Account #: OS-21253-01-01		Description	
Date	Invoice #	Vendor	Amount		
7/3/2025	5069278	Loffler	\$102.76	Toner Contract	

Vendor Total: \$102.76

Line Item Total: \$102.76

001.4010.6507 Operating Supplies		Vendor Account #: 143160000		Description	
Date	Invoice #	Vendor	Amount		
7/2/2025	7665637	Demco, Inc.	\$1,196.36	DVD Benefit Denial Cases, Book Supports	

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

001.4010.6507 Operating Supplies		Vendor Account #:		Description	
Date	Invoice #	Vendor	Amount		
7/1/2025	77440	ELM USA Inc.	\$182.20	Disc Repair Machine Consumable Supplies	

Vendor Total: \$182.20

Line Item Total: \$1,378.56

001.4010.6506 <del>Office Supplies</del>		Vendor Account #: 0136527		Description	
Date	Invoice #	Vendor	Amount		
6/5/2025	15192	Iowa Lakes Community College	\$60.00	National Ice Cream Day Program Refreshments	

Vendor Total: \$60.00

Line Item Total: \$60.00

Other Supplies



Vendor Account #: 206185 L510974 2 B000000

001.4010.6770 Library Capital		Invoice #		Vendor		Amount		Description	
Date									
7/8/2025		2039178044		Baker & Taylor		\$102.58		Books-Adult	
7/8/2025		2039178045		Baker & Taylor		\$26.78		Books-Adult	
7/8/2025		2039178046		Baker & Taylor		\$79.24		Books-Adult	
7/14/2025		2039185168		Baker & Taylor		\$11.39		Books-Adult	
7/29/2025		2039210614		Baker & Taylor		\$14.41		Books-Adult	
7/29/2025		2039210615		Baker & Taylor		\$33.62		Books-Adult	
7/29/2025		2039210616		Baker & Taylor		\$7.18		Books-Children's	
7/29/2025		2039210617		Baker & Taylor		\$32.48		Books-Adult	
Vendor Total: (Split with Trust Funds-PACGDC Funds)						\$307.68			

Vendor Account #: 151562

001.4010.6770 Library Capital		Invoice #		Vendor		Amount		Description	
Date									
7/14/2025		999100699931		Gale/CENGAGE Learning		\$59.23		Books-Large Type	
7/15/2025		999100702541		Gale/CENGAGE Learning		\$118.46		Books-Large Type	
7/15/2025		999100704022		Gale/CENGAGE Learning		\$173.94		Books-Large Type	
7/15/2025		999100702542		Gale/CENGAGE Learning		\$56.23		Books-Large Type	
Vendor Total:						\$407.86			

Vendor Account #: J008230

001.4010.6770 Library Capital		Invoice #		Vendor		Amount		Description	
Date									
7/1/2025		2179894		Center Point Large Print		\$49.14		Books-Large Type	
8/1/2025		2185329		Center Point Large Print		\$47.94		Books-Large Type	
Vendor Total:						\$97.08			

Vendor Account #: J008230

001.4010.6770 Library Capital		Invoice #		Vendor		Amount		Description	
Date									
7/1/2025		722408		Junior Library Guild		\$141.75		Books-Children's/Young Adult	
8/1/2025		724138		Junior Library Guild		\$141.75		Books-Children's/Young Adult	
Vendor Total:						\$283.50			

Vendor Account #: 900108679

001.4010.6770 Library Capital		Invoice #		Vendor		Amount		Description	
Date									
7/10/2025		2203833		Blackstone Publishing		\$43.99		Sound recordings-Adult	
7/23/2025		2205386		Blackstone Publishing		\$145.51		Sound recordings-Adult	
Vendor Total:						\$189.50			

Vendor Account #: AJXB8ULK16SU

001.4010.6770 Library Capital		Invoice #		Vendor		Amount		Description	
Date									
7/1/2025		1VV4-4QD4-Q11G		Amazon Capital Services		\$621.92		Videorecordings	
7/1/2025		17JX-DJ1J-QHHT		Amazon Capital Services		\$752.17		Videorecordings	
7/2/2025		1HRH-LJGY-3J7J		Amazon Capital Services		\$638.57		Videorecordings	



7/3/2025	1PP1-D9CK-GM6M	Amazon Capital Services	\$70.63	Videorecordings
7/6/2025	1RM1-PWPY-7TN3	Amazon Capital Services	\$20.12	Videorecordings
7/7/2025	1RGN-47GK-9P19	Amazon Capital Services	\$88.61	Videorecordings
7/7/2025	1NXK-QTXR-GLXY	Amazon Capital Services	\$11.30	Books-Adult
7/8/2025	19WP-VCGR-TYNF	Amazon Capital Services	\$17.92	Videorecordings
7/11/2025	1QW9-767G-4FVX	Amazon Capital Services	\$14.85	Credit Memo
7/14/2025	1VYM-G796-3L3J	Amazon Capital Services	\$47.67	Books-Adult
7/19/2025	1CKC-YPCT-DXDJ	Amazon Capital Services	\$17.76	Books-Adult
7/19/2025	171G-LHRQ-D4W9	Amazon Capital Services	\$39.46	Credit Memo
7/26/2025	1Q7J-H1XC-QTDQ	Amazon Capital Services	\$37.70	Books-Young Adult
7/26/2025	1Q7J-H1XC-T33T	Amazon Capital Services	\$38.83	Books-Adult
7/28/2025	1NLT-LN1C-C9ML	Amazon Capital Services	\$56.96	Lamination Pouches/Books-Adult
7/30/2025	1PXT-MK6D-JT6J	Amazon Capital Services	\$36.14	Books-Adult
7/30/2025	1DV6-VYWC-NHJL	Amazon Capital Services	\$30.43	Books-Adult
			\$2,432.42	
<b>Vendor Total:</b>			<b>\$2,475.37</b>	<b>(Includes \$42.95 from Minor Equipment)</b>

Line Item Total: \$3,718.04

Expenses Total: \$25,133.01

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
7/2/2025	7665545	Demco Inc.	\$347.35	Smith Foundation Grant-Mobile Shelving
			\$347.35	
<b>Vendor Total:</b>			<b>\$1,543.71</b>	<b>(Includes \$1,196.36 from Operating Supplies)</b>

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
7/8/2025	2039178043	Baker & Taylor	\$13.59	Replacement book
			\$13.59	
<b>Vendor Total:</b>			<b>\$321.27</b>	<b>(Includes \$307.68 from Library Capital)</b>

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
8/5/2025		Darrin Crow	\$300.00	Storyteller Performance Fee
<b>Vendor Total:</b>			<b>\$300.00</b>	



**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

8/9/2025

Michelle Sprout Murray

\$150.00

Presentation with Book Signing

Vendor Total: \$150.00

Trust Funds Total: \$797.35

Grand Total: \$25,930.36

# Emmetsburg Public Library

## Petty Cash Fund

### for 7/1/2025- 7/31/2025

#### 001.4010.6508 Postage & Shipping

Date	Employee Purchasing Amount	Description
7/7/2025	Nathan R. E. Clark	\$0.73 Postage

**Line Item Total: \$0.73**

#### 001.4010.6599 Other Supplies

Date	Employee Purchasing Amount	Description
7/9/2025	Lori Morey	\$19.16 Program Refreshments
7/17/2025	Nathan R. E. Clark	\$20.48 Program Refreshments
7/22/2025	Lori Morey	\$13.86 Program Refreshments
7/28/2025	Kathrine Rogers	\$35.50 Distilled Water/ Prog. Refresh.
7/30/2025	Kathrine Rogers	\$25.77 Program Refreshments

**Line Item Total: \$114.77**

#### 001.4010.6770 Library Capital

Date	Employee Purchasing Amount	Description
7/29/2025	Nathan R. E. Clark	\$25.00 20 Used Console Video Games

**Line Item Total: \$25.00**

**Petty Cash Total: \$140.50**