



## Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday January 20, 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 5:15 p.m. on Tuesday, January 20, 2026, in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Sarah Brugman, Joel Hoyman and Vice President Jacob Neff. Trustees Joe Veltri, Chelsea Rouse, Anne Johnson, 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. Vice President Neff seconded the motion, which carried, 5-0.

**Minutes Approval:** The minutes of the December 2025 meeting were provided to the trustees. Trustee Hoyman moved to approve the minutes of the November 2025 meeting. The motion was seconded by Trustee Brown and carried, 5-0.

**Bill Approval:** The expenses for the month of December 2025 were read by Library Director Clark. Vice President Neff moved to approve the expenses for the month of November 2025. The motion was seconded by Trustee Hoyman and carried, 5-0.

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

**Correspondence:** Library Director Clark pointed out highlights of correspondence received from the State Library of Iowa that detailed the disbursement of Open Access funds, which is a program to reimburse libraries for serving patrons from other jurisdictions.

**Board Committees:** ***Finance & Budget Committee:*** The committee has not met since the last Board meeting. Library Director Clark presented the budget as submitted to City Hall for the council meeting on February 9, 2026.

***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:** Library Director Clark said that he had offered the job of Youth Services Director to Shaylee Thompson of Ruthven, who had accepted the position. Unfortunately, the hire still needs to be approved by the city council who do not meet for another week.

Clark shared that the "Skip the Slump" Program had kicked off. Participants can pick up take and make kits at the library each week with a activity card to complete for an end-of-program reward.

Clark said that the library saw as many visits in December as in any December since 2015. He said that he was very pleased with that, especially considering the number of holiday closures and the number of Winter storms during that period.

Lastly, Clark mentioned that the library would be having a program from local resident Alice Underwood, who has a good deal of cooking—especially baking—under wheat gluten restrictions.

**Unfinished Business:** The policy up for review, the *Emmetsburg Chamber of Commerce Signs with Moveable Letters Policy*, was given it's second reading. Library Director Clark clarified that the signs were not available for use during the snow-clearing months, both to allow snow to be cleared and for the protection of the signs/letters. No new changes were suggested. Trustee Brugman moved to approve the second reading of the *Emmetsburg Chamber of Commerce Signs with Moveable Letters Policy*. The motion was seconded by Vice President Neff and carried, 5-0.

Clark gave a roundup of current grant projects of the library. He said that the ECNCI grant had been awarded, and will be paid upon purchase of the items. He said that the DCAT grant had also been awarded and would be paid in a similar fashion. He said that the Carnegie Libraries 250 grant would be received any day. He said that the PACGDC grant and Smith Foundation grants had been submitted and that they were waiting to hear whether they were awarded.

**New Business:** The policy up for review, the *Fire Policy* was given its first reading. Changes were made to reflect changes in telephone systems. Language was also added to name the Outdoor Exercise Area as a rendezvous point, and to add keeping a checklist for staff to take to the rendezvous point to account for all staff to be placed at all emergency exits. Trustee Brown moved to approve the first reading of the *Fire Policy* with all of the suggested changes. The motion was carried by Vice President Neff and carried, 5-0.

Library Director Clark gave a review of part of the Long Range Plan. He detailed the goal related to the genealogical collection and services. He showed that the library, and volunteers, had made great strides in accomplishing an ambitious goal.

For the board education module, the trustees watched the first part of "Open Meetings, Open Records: Compliance is the Law," a workshop by the State Library of Iowa.

**Agenda Items for Next Meeting:** No items were suggested for the next meeting.

**Upcoming meetings:** The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, February 17, 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. Vice President Neff moved to adjourn, which was seconded by Trustee Hoyman. The motion carried, 5-0. The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Nathan R. E. Clark

Nathan R. E. Clark, secretary pro tem

2/17/2026

Date

Kathryn Merrill

Kathryn Merrill, President, Board of Trustees

2/17/2026

Date

# Emmetsburg Public Library

Expenditures for the month of January 2026

Date	Invoice #	Telecommunications Expense	Vendor	Vendor Account #:	Amount	Description
11/9/2026			T-Mobile	997555581	\$18.11	Telephone Line

Vendor Total: \$18.11

Line Item Total: \$18.11

Date	Invoice #	Advertising Expense	Vendor	Vendor Account #:	Amount	Description
12/31/2025	31	Emmetsburg Reporter-Democrat		69	\$138.00	Help Wanted Advertisement-2 Weeks

Vendor Total: \$138.00

Line Item Total: \$138.00

Date	Invoice #	Technology Services Expense	Vendor	Vendor Account #:	Amount	Description
1/29/2026	INV-000001		ZOHO		\$245.67	Email Hosting/Online Productivity Suite

Vendor Total: \$245.67  
(Do not send check--already paid with City Credit Card)

Line Item Total: \$245.67

Date	Invoice #	Library Materials	Vendor	Vendor Account #:	Amount	Description
11/19/2025			Elle Décor	2106128198	\$16.05	One-year subscription

Vendor Total: \$16.05

Date	Invoice #	Library Materials	Vendor	Vendor Account #:	Amount	Description
12/16/2025			Wired		\$18.00	One-year subscription

Vendor Total: \$18.00

Date	Invoice #	Library Materials	Vendor	Vendor Account #:	Amount	Description
12/16/2025			Reader's Digest Large Print	\$32.10		One-year subscription

Vendor Total: \$32.10

Date	Invoice #	Library Materials	Vendor	Vendor Account #:	Amount	Description
1/7/2026			Popular Mechanics	\$10.00		One-year subscription

Vendor Total: \$10.00

Date	Invoice #	Library Materials	Vendor	Vendor Account #:	Amount	Description
11/26/2025			Food Network Magazine	\$19.97		One-year subscription

Vendor Total: \$19.97

Date	Invoice #	Library Materials	Vendor	Vendor Account #:	Amount	Description
2/3/2026			Family Handyman	\$15.00		One-year subscription

Vendor Total: \$15.00

Date	Invoice #	Library Materials	Vendor	Vendor Account #:	Amount	Description
2/3/2026			Biblical Archaeological Review	\$9.00		Two-year subscription

Vendor Total: \$9.00

Date	Invoice #	Library Materials	Vendor	Vendor Account #:	Amount	Description
2/3/2026			Archaeology	\$24.97		One-Year Subscription

Vendor Total: \$24.97

Line Item Total: \$145.09

001.4010.6504 Minor Equipment Vendor Account #: AJXB8ULKK16SU Description  
 Date Invoice # Vendor Amount  
 1/20/2026 1YG7-WVQ7-V7RJ Amazon Capital Services \$43.60 Video Game Controller

Vendor Total: Split Vendor Total with Library Capital \$43.60

Line Item Total: \$43.60

001.4010.6506 Office Supplies Vendor Account #: OS-EP03 Description  
 Date Invoice # Vendor Amount  
 12/3/2026 5202614 Loffler \$97.63 Toner Contract  
 1/5/2026 5231030 Loffler \$96.97 Toner Contract

Vendor Total: \$194.60

Line Item Total: \$194.60

001.4010.6507 Operating Supplies Vendor Account #: Description  
 Date Invoice # Vendor Amount  
 2/2/2026 82839 ELM USA Inc. \$317.45 Disc Repair Machine Consumable Supplies

Vendor Total: \$317.45

Line Item Total: \$317.45

001.4010.6599 Other Supplies Vendor Account #: Description  
 Date Invoice # Vendor Amount  
 12/19/2026 15269 Iowa Lakes Comm. College \$288.00 Sugar Cookies for Programs

Vendor Total: \$288.00

Line Item Total: \$288.00

001.4010.6770 Library Capital Vendor Account #: 151562 Description  
 Date Invoice # Vendor Amount  
 1/5/2026 999101828866 Cengage Learning Inc/ Gale \$27.20 Books-Large Type  
 1/8/2026 999101854172 Cengage Learning Inc/ Gale \$27.20 Books-Large Type  
 1/14/2026 999101939006 Cengage Learning Inc/ Gale \$139.62 Books-Large Type  
 1/26/2026 999102139525 Cengage Learning Inc/ Gale \$34.09 Books-Large Type

Vendor Total: \$228.11

001.4010.6770 Library Capital		Vendor Account #:			
Date	Invoice #	Vendor	Amount	Description	
11/1/2025	2204633	Center Point Large Print	\$47.94	Books-Large Type	
1/1/2026	2217159	Center Point Large Print	\$47.94	Books-Large Type	
1/1/2026	2217633	Center Point Large Print	\$49.14	Books-Large Type	

Vendor Total: \$145.02

001.4010.6770 Library Capital		Vendor Account #: J008230			
Date	Invoice #	Vendor	Amount	Description	
1/15/2026	739896	Junior Library Guild	\$141.75	Books-Children's/Young Adult	

Vendor Total: \$141.75

001.4010.6770 Library Capital		Vendor Account #: 103398			
Date	Invoice #	Vendor	Amount	Description	
1/6/2026	222426	Blackstone Publishing	\$27.99	Sound Recordings-Adult	
1/15/2026	2223348	Blackstone Publishing	\$159.93	Sound Recordings-Adult	

Vendor Total: \$187.92

001.4010.6770 Library Capital

Vendor Account #: AJXB8ULKK16SU

Date	Invoice #	Vendor	Amount	Description
1/5/2026	1VTV-HL7J-C9V6	Amazon Capital Services	\$58.17	Books-Adult
1/10/2026	1HDW-3WTT-K994	Amazon Capital Services	\$31.12	Books-Adult
1/11/2026	11LT-KXHN-T9G4	Amazon Capital Services	\$12.09	Books-Young Adult
1/12/2026	1L9N-R11W-LYTD	Amazon Capital Services	\$16.49	Books-Adult
1/17/2026	1WYF-NW9-KPTW	Amazon Capital Services	\$66.55	Books-Adult
1/18/2026	1GMJ-VY1K-WWXC	Amazon Capital Services	\$31.90	Books-Adult
1/18/2026	1YLG-TVV3-VDNY	Amazon Capital Services	\$134.89	Books-Young Adult/Children's
1/20/2026	1XD6-KX6L-LMMQ	Amazon Capital Services	\$14.29	Books-Children's
1/25/2026	1PN1-NGXV-C9MR	Amazon Capital Services	\$17.46	Videorecordings/Books-Children's
1/31/2026	1DCY-J9YL-JKNX	Amazon Capital Services	\$10.17	Books-Adult
2/1/2026	1LNH-NG1H-GKN6	Amazon Capital Services	\$32.44	Books-Adult
2/1/2026	1VLM-W37L-GCT6	Amazon Capital Services	\$11.99	Books-Adult
<b>Vendor Total:</b>			<b>\$481.16</b>	<b>(Includes \$43.60 from Minor Equipment)</b>

Line Item Total: \$1,140.36

Expenses Total: \$2,530.88

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

Date	Invoice #	Vendor	Amount	Description
1/21/2026	167.5901.6608	Kathrine Rogers	\$818.51	DCAT Grant Take'n Make Kits/Program Refreshments
<b>Vendor Total:</b>			<b>\$818.51</b>	

Trust Funds Total: \$818.51

Grand Total: \$3,349.39

# Emmetsburg Public Library Petty Cash Fund Expenditures for 1/1/2026-2/3/2026

## 001.4010.6508 Postage & Shipping

Date	Employee Purchasing Amount	Description
1/9/2026	Nathan R. E. Clark	\$4.96 Postage
1/14/2026	Nathan R. E. Clark	\$18.80 Shipping Newspapers to Bindery

**Line Item Total: \$23.76**

## 001.4010.6507 Operating Supplies

Date	Employee Purchasing Amount	Description
		Program Refreshments/Crafting
1/7/2026	Kathrine Rogers	\$83.86 Supplies
1/8/2026	Kathrine Rogers	\$15.98 Popcorn
1/31/2026	Nathan R. E. Clark	\$4.32 Distilled Water

**Line Item Total: \$104.16**

**Petty Cash Total: \$127.92**