Emmetsburg
PUBLIC LIBRARY

Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday August 18, 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 5:01 p.m. on Tuesday, August 18, 2026, in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Sarah Brugman, Anne Johnson, Joe Veltri (arrived at 5:01, left at 5:55 p.m.), Joel Hoyman (left at 5:59), and Chelsea Rouse. Vice President Jacob Neff, and trustees 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. Trustee Johnson seconded the motion, which carried, 6-0.

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

Joe Veltri arrived at 5:03 p.m.

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

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

Correspondence: There was no correspondence this month.

Board Committees: ***Finance & Budget Committee:*** The committee has not met since the last Board meeting and has no report. The committee is scheduled to meet one hour prior to the September 15, 2026, board meeting.

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.

Youth Services Director Report: Library Director Clark shared information on behalf of Youth Services Director Thompson, who could not be at the meeting.

Clark told about plans to have library tables at both West Elementary and the MS/HS for their upcoming open houses prior to the start of classes. He said that Y. S. Director Thompson would be at West Elementary and either he or Assistant Director Rogers would be at the MS/HS.

Clark told the trustees about preparations for the first Early-Out Program of the year coming up on August 28, 2026. He said that a "Wizard of Oz" theme would be featured. Future Early-Outs will include: "Design a Cup," a Mario Kart tournament, "Quesadillas and Comics," and a papier-mâché program.

Clark said that Thompson had arranged for a partnership with the school to host a Ronald McDonald house fundraiser in the form of little cardboard houses to collect pop tabs. Clark described the charity and said that both his and Thompson's family had benefited from it during childrens' hospitalizations.

Clark said that Thompson's school visits would begin with the start of school at the public school, and that she would also be starting a 3rd and 4th Grade Book Club during lunch at West Elementary.

Library Director's Report: Sheets detailing the library's revenue and expenditures and trust fund balances current the end of fiscal year 2026 were distributed.

Library Director Clark said that the Summer Reading Reward Program had some definite hiccups, the main one being the planned baked potato bar was not ready in a timely manner at all for the event. So much so, that it was served at the program that followed. ILCC Foodservice did not charge us for the catering.

Clark said that following program, the actor Duffy presenting his *Sherlock* play was reasonably well-attended. Conflicts, including the county fair, may have kept people from coming.

Clark said that the library sponsored a Dunking Booth at the Chamber's BestFest. He said that a great group of local officials and educators were lined up for a four-hour program. He said that the library did not charge for tries at dunking, and that it was just for fun. As such, he said that it was a solid it was a solid four hours of dunking!

Clark said that the Early Childhood backpacks that were purchased with the Enrich Iowa funds had arrived and were being cataloged. He said that Assistant Director Rogers had brought some retail displays being gotten ride of at her other job, and that the bags would be offered on hangers.

Lastly, Clark said that the library would also be doing a back-to-school video game party on Friday.

Unfinished Business: The policy up for review, the *Customer Service Policy*, was given its second reading. At the last meeting, changes were made removing references to the college library and college library staff. No new changes were suggested. Trustee Brugman moved to approve the second reading of the *Customer Service 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 the the PACGDC and Smith Foundation had now been fully purchased, with some of the Smith Foundation Grant items having arrived already. He said that he was hoping to have them both wrapped up by the end of September.

The board discussed further implications of the college library's closure. Library Driector Clark highlighted the need to have something done about the door locks not functioning conventionally and the handicapped door opener not working at all with the removal of the automatic locks, which he said the college was already. The trustees urged him to inquire further with the college about it.

New Business: The policy up for review, the *Bomb Threats Policy* was given its first reading. The policy deals with steps to be taken in the event of a bomb threat. No changes were suggested. Trustee Hoyman moved to approve the first reading of the *Bomb Threats Policy*, which was seconded by Trustee Rouse. The motion carried, 7-0.

For the trustee education module, the trustees watched to completion "Trustee Training: An Overview of Roles, Pt. 1"

Trustee Veltri left at 5:55 p.m.

Trustee Hoyman left at 5:59 p.m.

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, September 15, 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 Rouse. The motion carried,5-0. The meeting was adjourned at 6:17 p.m.

Respectfully submitted,

Nathan R.E. Clark — 9/15/2026

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

Kathryn Merrill — 9/15/2026

Kathryn Merrill, President, Board of Trustees — Date

Emmetsburg Public Library

Expenditures for the month of August 2026

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

Date	Invoice #	Vendor	Amount	Description
8/21/2026	997555581-29	T-Mobile	$25.92	Legacy Telephone Line

Vendor Total: $25.92

Line Item Total: $25.92

001.4010.6419 Technology Services Expense — **Vendor Account #: 675892779**

Date	Invoice #	Vendor	Amount	Description
8/6/2026	12808	Library Pass, Inc.	$1,289.93	Comics Plus One-Year Subscription

Vendor Total: $1,289.93

Line Item Total: $1,289.93

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

Date	Invoice #	Vendor	Amount	Description
8/18/2024		Des Moines Register	$5.00	09/01/25-09/30/25

Vendor Total: $5.00

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

Date	Invoice #	Vendor	Amount	Description
9/1/2026		Real Simple	$11.00	One-year subscription

Vendor Total: $11.00

Line Item Total: $16.00

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

Date	Invoice #	Vendor	Amount	Description
8/6/2025	5095302	Loffler	$83.17	Copier Toner/Maintenance Contract

Vendor Total: $83.17

Line Item Total: $83.17

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

Date	Invoice #	Vendor	Amount	Description
8/4/2026	999102986078	Gale/CENGAGE Learning	$30.00	Books-Large Type
8/4/2026	999102986078	Gale/CENGAGE Learning	$30.00	Books-Large Type
8/13/2026	999103011207	Gale/CENGAGE Learning	$28.50	Books-Large Type
8/20/2026	999103057339	Gale/CENGAGE Learning	$58.50	Books-Large Type
8/20/2026	999103057337	Gale/CENGAGE Learning	$54.00	Books-Large Type
8/24/2026	999103088795	Gale/CENGAGE Learning	$22.50	Books-Large Type
8/24/2026	999103090566	Gale/CENGAGE Learning	$45.00	Books-Large Type
8/25/2026	999103098553	Gale/CENGAGE Learning	$67.50	Books-Large Type
8/25/2026	999103098551	Gale/CENGAGE Learning	$34.30	Books-Large Type

Vendor Total: $370.30

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

Date	Invoice #	Vendor	Amount	Description
8/1/2026	2264060	Center Point Large Print	$49.14	Books-Large Type
8/3/2026	2268411	Center Point Large Print	$94.78	Books-Large Type

Vendor Total: $143.92

001.4010.6770 Library Capital — **Vendor Account #: 11659725**

Date	Invoice #	Vendor	Amount	Description
8/6/2026	62259702	Southwestern Advantage	$514.70	Books-Children's

Vendor Total: $514.70

001.4010.6770 Library Capital — **Vendor Account #: 900108679**

Date	Invoice #	Vendor	Amount	Description
8/13/2026	103398	Blackstone Publishing	$188.73	Sound recordings-Adult

Vendor Total: $188.73

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

Date	Invoice #	Vendor	Amount	Description
8/5/2026	11KV-1WKN-6619	Amazon Capital Services	$16.47	Books-Adult
8/5/2026	1WLG-TNV9-476W	Amazon Capital Services	$63.78	Books-Children's
8/11/2026	1RY4-P4K4-D3FF	Amazon Capital Services	$16.50	Videorecordings
8/15/2026	1HN7-V6Q1-K63M	Amazon Capital Services	$216.26	Books-Adult/Children's/Videorecordings
8/16/2026	1FML-R1TF-TP16	Amazon Capital Services	$56.95	Books-Adult
8/19/2026	1YQR-M3QJ--X6R6	Amazon Capital Services	$16.50	Books-Adult
8/19/2026	1XT4-KKP3-1PKQ	Amazon Capital Services	$24.89	Books-Adult/Young Adult
8/19/2026	1X3P-MTQ9-34HP	Amazon Capital Services	$68.47	Console Video Games
8/19/2026	1KDQ-467F-1JXX	Amazon Capital Services	$15.95	Books-Adult
8/23/2026	1NLP-67LJ-Q1RM	Amazon Capital Services	$44.99	Books-Young Adult
8/24/2026	113Q-FM7D-34MY	Amazon Capital Services	$135.99	Books-Young Adult
8/24/2026	1YRQ-VX9W-7JRL	Amazon Capital Services	$16.50	Books-Adult
8/25/2026	1NFH-MQN9-7NFC	Amazon Capital Services	$71.80	Books-Children's/Young Adult
8/26/2026	1LNN-TLHW-4JWC	Amazon Capital Services	$11.39	Books-Adult
8/29/2026	1LX1-MVN6-QYF3	Amazon Capital Services	$350.17	Books-Adult/Young Adult/Videorecordings
			$1,126.61	

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

Line Item Total: $2,344.26

Expenses Total: $3,759.28

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
8/24/2026	17K6-3GX7-4QKC	Amazon Capital Services	$249.99	Smith Foundation Grant-Popcorn Maker
			$249.99	
		Vendor Total:	**$1,376.60**	***(Includes $1,126.61 from Lib. 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
8/25/2026	20477	Hanigan Writing Service	$125.00	Speaker Fees for 9/24/2026 Presentation
		Vendor Total:	**$125.00**	***(Hold Check for Nathan to pick up)***

Trust Funds Total: $374.99

Please pay the following claims from PACGDC Grant Funds:

151.6001.6413 Palo Alto Gaming Funds — **Vendor Account #: 24008**

Date	Invoice #	Vendor	Amount	Description
8/27/2026	803244	The Library Store	$1,229.41	PACGDC Mini Grant Library Furnishings
		Vendor Total:	**$1,229.41**	

Gaming Funds Total: $1,229.41

Grand Total: $5,363.68

Emmetsburg Public Library
Petty Cash Fund
Expenditures for August 1-31, 2026

001.4010.6599 Other Supplies

Date	Employee Purchasing	Amount	Description
8/12/2026	Shaylee Thompson	$10.69	Paint brushes
8/21/2026	Shaylee Thompson	$23.45	Program Refreshments
8/28/2026	Nathan R. E. Clark	$41.51	Cookie Decorating Progam Supplies

Line Item Total: $75.65

Petty Cash Total: $75.65