Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday October 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 5:00 p.m. on Tuesday, October 20, 2026, in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Joe Veltri (arrived at 5:04, left at 5:51), Anne Johnson, Joel Hoyman and Joe Schany. Vice President Jacob Neff, and trustees Sarah Brugman and Chelsea Rouse 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. The College/Library Changes item under Old Business was moved to be the second-to-last item of New Business. Trustee Brown moved to approve the agenda. Trustee Schany seconded the motion, which carried, 5-0.

Minutes Approval: The minutes of the September 2026 meeting were provided to the trustees. Trustee Hoyman moved to approve the minutes of the September 2026 meeting. The motion was seconded by Trustee Johnson and carried, 5-0.

Trustee Veltri arrived at 5:04 p.m.

Bill Approval: The expenses for the month of September 2026 were read by Library Director Clark. Trustee Hoyman moved to approve the expenses for the month of September 2026. The motion was seconded by Trustee Brown and carried, 6-0.

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 met one hour before the meeting and reported that they had gotten through an initial rundown of the budget. The committee is scheduled to meet one half hour prior (at 4:30 p.m.) to the November 17, 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.

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

Library Director Clark said that the All Iowa Reads 2027 selections had been announced. They are: *Life, Death, and Giants* by Ron Rindo for the adult selection, *Space for Saffron* by Rie Neal for the children's selection, and *This Thing of Ours* by Frederick Joseph. The library has multiple copies of each in or on order.

Clark spoke to the trustees about the trio of Thursday programs held the end of September into October. Ann Hanigan presenting her "Beyond the Parlor Walls" about the role of women in building our communities through clubs, locals Cindy and Curt Liljedahl talking about their world travels and their successful podcast, "Adventuretired," and Don Yager speaking of his experiences working as a teacher in Oman. Clark said each event had modest attendance, but the presenters were excellent and well-received by attendees. He thanked the local chapter of AAUW for partnering with the Ann Hanigan and Don Yager programs.

Clark told the trustees that he had the opportunity to attend a LINC meeting last week. It was a director roundtable for NC Iowa libraries. It was held at Garner Public Library. He said that it was good to have information from other librarians in the area about Ingram as a vendor, and to hear of other's struggles with evening program attendance and the demand to take card payments.

Clark said that the library staff would be hosting a group of high school students for a job shadow program in the coming week.

Lastly, Clark reminded the trustees about the "Mark Twain Halloween" performance coming up on Thursday, October 29, 2026 at 6:00, which will feature Ray Carver returning as Mark Twain giving his spin on the supernatural.

Unfinished Business: The policy up for review, the *Emmetsburg Chamber of Commerce Signs with Moveable Letters Policy* was given its second reading. At the last meeting, changes were made by adding language concerning the use by one entity of multiple signs simultaneously. Using all three for the same event is not allowed, and using two at a time is offered conditionally. Additionally, language was also added to state that priority is given to chamber members. No new changes were made at this meeting. Trustee Veltri moved to approve the second reading of the *Emmetsburg Chamber of Commerce Signs with Moveable Letters Policy.* The motion was seconded by Trustee Johnson and carried, 6-0.

Library Director Clark gave an updated roundup of current grant projects of the library. He said that the PACGDC and Smith Foundation grants have now had their final reports filed. As for the PACGDC's

current window, he is still waiting for proposals. He said that he requested and received permission to submit the library's chosen project following next board meeting, which is otherwise after the city's internal deadline.

Clark said that now the library has the opportunity for a Literacy Grant through Early Childhood North Central Iowa, which is less than in years past, but still desirable. Clark said that he would be working with Youth Services Coordinator Thompson to develop a grant proposal. He said that the deadline for submitting is before the next meeting, but that it should be known before the following meeting whether the grant was awarded.

New Business: The policy draft up for adoption, the *Community Service Volunteer Policy* was given its first reading. The new policy deals with expectations and guidelines for those seeking to serve community service hours at the library. Library Director Clark said that the library while the library is a natural location for those with community hours to serve, there often is a great deal of confusion among the volunteers concerning the availability of volunteer hours and expectations of volunteers while volunteering at the library. Trustee Veltri suggested adding an application with a place for the prospective volunteer to sign agreeing to the guidelines set out in the policy. Trustee Veltri moved to approve the first reading of the *Community Service Volunteer Policy*, with the described addition, which was seconded by Trustee Hoyman. The motion carried, 6-0.

President Merrill shared the compiled results of Library Director Clark's evaluation. She complimented Clark on an overall good evaluation. She said that there were some areas where he could improve that he will find noted in the compiled results. He was asked to use that feedback to help develop three goals for the coming year to present at the next meeting.

President Merrill gave a summary of the meetings between the college officials and the library delegation. Three proposals for the library made by the college that included dollar amounts and redrawn floorplans were shared among the board. Pending the input of the City, no action was taken on the matter.

For the trustee education module, the trustees watched to completion "Trustee Training: Approving & Monitoring the Budget, Pt. 3"

Trustee Veltri left at 5:51 p.m.

Agenda Items for Next Meeting: Continuing reviews and reports featured at this meeting and the director's goals.

Upcoming meetings: The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, November 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. Trustee Johnson moved to adjourn, which was seconded by Trustee Hoyman. The motion carried,6-0. The meeting was adjourned at 5:52 p.m.

Respectfully submitted,

Nathan R. E. Clark

Nathan R. E. Clark, secretary pro tem

11/17/2026

Date

Kathryn Merrill

Kathryn Merrill, President, Board of Trustees

11/17/2026

Date

Emmetsburg Public Library

Expenditures for the month of October 2026

001.4010.6220 Subscriptions & Educ. Materials — **Vendor Account #:**

Date	Invoice #	Vendor	Amount	Description
11/3/2026		The Horn Book, Inc	$89.00	One-year subscription

Vendor Total: $89.00

Line Item Total: $89.00

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

Date	Invoice #	Vendor	Amount	Description
10/19/2026	997555581-31	T-Mobile	$18.35	Telephone Line

Vendor Total: $18.35

Line Item Total: $18.35

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

Date	Invoice #	Vendor	Amount	Description
11/1/2025	1000528858	OCLC, Inc.	$402.85	WebDewey Subscription 11/1/26-10/31/27

Vendor Total: $402.85

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

Date	Invoice #	Vendor	Amount	Description
10/13/2026	INV684048	World Trade Press	$383.69	Global Road Warrior/ A to Z the USA One-year Subscription

Vendor Total: $383.69

Line Item Total: $786.54

001.4010.6502 Library Materials			Vendor Account #: DM8578230	
Date	Invoice #	Vendor	Amount	Description
10/24/2025		The Des Moines Register	$102.85	11/1/2026-11/30/2026 Service
		Vendor Total:	**$102.85**	

001.4010.6502 Library Materials			Vendor Account #:	
Date	Invoice #	Vendor	Amount	Description
10/13/2026		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
11/3/2026		Cook's Illustrated	$12.00	One-year subscription
		Vendor Total:	**$12.00**	

001.4010.6502 Library Materials			Vendor Account #:	
Date	Invoice #	Vendor	Amount	Description
11/3/2026		Our Iowa	$19.98	One-year subscription
		Vendor Total:	**$19.98**	
		Line Item Total:	**$147.58**	

001.4010.6506 Office Supplies			Vendor Account #: 143160000	
Date	Invoice #	Vendor	Amount	Description
10/14/2026	7870004	Demco	$432.08	Date Due Slips, Rigid Laminate Book Covers
		Vendor Total:	**$432.08**	
		Line Item Total:	**$432.08**	

001.4010.6507 Operating Supplies			Vendor Account #: AJXB8ULKK16SU	
Date	Invoice #	Vendor	Amount	Description
10/13/2026	1KN3-MTCQ-7W1R	Amazon Capital Services	$18.40	Large Laminating Pouches
			$18.40	
		Vendor Total: Split with Library Capital		

Line Item Total: $18.40

001.4010.6770 Library Capital			Vendor Account #: 151562	
Date	Invoice #	Vendor	Amount	Description
10/2/2026	999103638750	Gale/CENGAGE Learning	$29.40	Books-Large Type
10/5/2026	999103647641	Gale/CENGAGE Learning	$40.18	Books-Large Type
10/13/2026	999103680930	Gale/CENGAGE Learning	$57.75	Books-Large Type
10/15/2026	999103692317	Gale/CENGAGE Learning	$187.20	Books-Large Type
10/23/2026	999103720720	Gale/CENGAGE Learning	$27.00	Books-Large Type
10/23/2026	999103720721	Gale/CENGAGE Learning	$57.75	Books-Large Type
10/23/2026	999103720722	Gale/CENGAGE Learning	$67.50	Books-Large Type
10/28/2026	999103737130	Gale/CENGAGE Learning	$79.20	Books-Large Type
		Vendor Total:	**$545.98**	

001.4010.6770 Library Capital			Vendor Account #:	
Date	Invoice #	Vendor	Amount	Description
10/1/2026	2275928	Center Point Large Print	$50.34	Books-Large Type
10/3/2026	2279679	Center Point Large Print	$65.92	Books-Large Type
		Vendor Total:	**$116.26**	

001.4010.6770 Library Capital			Vendor Account #: J008230	
Date	Invoice #	Vendor	Amount	Description
10/8/2026	217270	SEBCO Books	$472.63	Books-Children's
		Vendor Total:	**$472.63**	

001.4010.6770 Library Capital			Vendor Account #: 103398	
Date	Invoice #	Vendor	Amount	Description
10/8/2026	2248003	Blackstone Publishing	$201.47	Sound recordings-Adult
		Vendor Total:	**$201.47**	

001.4010.6770 Library Capital			Vendor Account #: AJXB8ULKK16SU	
Date	Invoice #	Vendor	Amount	Description
10/7/2026	16X1-KMPW-XJRC	Amazon Capital Services	$37.40	Books-Adult
10/7/2026	1C3W-NDLW-XLPH	Amazon Capital Services	$15.95	Books-Adult
10/7/2026	13NR-1CFD-PKKT	Amazon Capital Services	$103.29	Boks-Children's/Young Adult
10/11/2026	1XLX-LPDP-1GVX	Amazon Capital Services	$29.69	Books-Adult
10/11/2026	1XLX-LPDP-1H1M	Amazon Capital Services	$18.15	Books-Adult
10/11/2026	1R4X-DM7L-6RDL	Amazon Capital Services	$12.34	Books-Children's
10/13/2026	17KG-3QDG-6QMK	Amazon Capital Services	$54.22	Books-Adult
10/13/2023	11RL-1XT3-7FJR	Amazon Capital Services	$24.29	Books-Adult
10/14/2026	1FQT-YQKR-7RH3	Amazon Capital Services	$9.74	Books-Children's
10/14/2026	1CRW-16T3-7VRV	Amazon Capital Services	$7.79	Books-Children's
10/14/2026	1WVM-L19L-7X4F	Amazon Capital Services	$7.41	Books-Adult
10/18/2026	1FJJ-16WN-PH1Y	Amazon Capital Services	$16.49	Books-Adult
10/18/2026	1JM3-JHJ9-LV9J	Amazon Capital Services	$35.20	Books-Adult
10/18/2026	17NK-1RGY-M6HH	Amazon Capital Services	$23.91	Books-Adult/Young Adult
10/19/2026	1TYN-HV1H-3R4L	Amazon Capital Services	$58.98	Books-Adult/Children's
10/19/2026	1C9W-DFC6-63PC	Amazon Capital Services	$267.28	Books-Adult
10/21/2026	1MCK-GLMJ-3MJW	Amazon Capital Services	$11.99	Books-Young Adult
10/21/2026	1RYG-GTHT-DQGQ	Amazon Capital Services	$16.54	Books-Young Adult/Children's
10/22/2026	1DP4-RXK3-HDWT	Amazon Capital Services	$10.44	Books-Children's
10/24/2026	1GFK-6DL3-NM4Q	Amazon Capital Services	$17.60	Books-Adult
10/24/2026	1GFK-6DL3-VFGY	Amazon Capital Services	$144.03	Books-Adult/Young Adult/Children's
10/24/2026	1MKL-CNRT-MC3V	Amazon Capital Services	$67.07	Books-Adult
10/26/2026	1C3C-CWT7-7RFK	Amazon Capital Services	$18.80	Books-Adult
10/27/2026	1JYQ-MCH9-FLXD	Amazon Capital Services	$37.40	Books-Adult
10/27/2026	1JVQ-XMHD-FL9X	Amazon Capital Services	$34.09	Books-Adult
10/27/2026	1L79-VCWY-PGVR	Amazon Capital Services	$33.95	Books-Adult
10/28/2026	116F-HX96-67GY	Amazon Capital Services	$519.78	Books-Adult/Children's/Videorecordings
10/28/2026	1PQW-JTFF-6GF1	Amazon Capital Services	$16.50	Books-Adult
10/31/2026	1THF-PKHQ-GC99	Amazon Capital Services	$16.50	Books-Adult
11/3/2026	11L4-4KK3-4PQR	Amazon Capital Services	$33.60	Books-Adult
			$1,700.42	
		Vendor Total:	**$1,718.82 (Split with Office Supplies)**	

Line Item Total:	**$3,036.76**
Expenses Total:	**$4,528.71**

Emmetsburg Public Library
Petty Cash Fund
Expenditures for Sept. 1-30, 2026

001.4010.6599 Other Supplies

Date	Employee Purchasing	Amount	Description
			Program
9/9/2026	Ben Flynn	$31.90	Refreshments/Napkins
9/15/2026	Ben Flynn	$18.18	Batteries
9/18/2026	Nathan R. E. Clark	$14.71	Candy for Program
9/24/2026	Ben Flynn	$64.20	Quesadillas Supplies
9/25/2026	Nathan R. E. Clark	$19.24	Cooking/Serving Utensils

Line Item Total: $148.23

Petty Cash Total: $148.23