



Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday June 17, 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, June 17, 2025 in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Anne Johnson, Joel Hoyman, Sarah Brugman, Chelsea Rouse, Joe Veltri and Joe Schany. Trustee 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. A motion was made to add the Election of Officers as the last item of New Business as provided for in the bylaws, which was omitted. Trustee Brown moved to approve the agenda as amended. Trustee Johnson seconded the motion, which carried, 8-0.

Minutes Approval: The minutes of the May 2025 meeting were provided for the trustees. Trustee Hoyman moved to approve the minutes of the April 2025 meeting. The motion was seconded by Trustee Brugman and carried, 8-0.

Bill Approval: The expenses for the month of May 2025 were read by Library Director Clark. Trustee Schany moved to approve the expenses for the month of May 2025. The motion was seconded by Trustee Veltri and carried, 8-0.

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

Correspondence: Library Director Clark shared the Enrich Iowa Letter of Agreement with the board. It signified the library's participation in three long-standing state programs: Direct State Aid, Open Access, and Interlibrary Loan Reimbursement.

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 thanked the trustees who stayed for Ray Carver's Mark Twain performance following last month's meeting. He said that he was pleased with both the quality of the show and the number in attendance.

Clark described sign-up for this year's summer reading program as a success. He said that the numbers were to date: 92 0-7-year-olds have signed up, 58 8-12-year-olds have signed up, 11 13-18-year-olds have signed up, and 35 people over 18 have signed up.

Clark reported that there had been time off due to a work-related accident at the library. Library Assistant Ben Flynn had mistakenly put a detergent solution used for the library's disc repair machine in his mouth, thinking he was drinking from his water bottle. He stayed home the next day.

Clark said that he had dressed up as a popular children's YouTuber in the past month for a storytime program, and that Jody Ward would be portraying a different one next month, as well.

Clark said that the juggler program, which had caricatures and face-painting by Loren Naig following, was a big success. He said that it turned into Early-Out-style program with games being offered and ice cream being served.

Clark told the trustees about the lineup for the rest of the summer with many interesting programs. They include: a painting on canvas program, a children's author visit, a magic show, a program about the life of Audie Murphy, a town hall for the State Auditor, and a performance on the West African kora.

Lastly, Clark mentioned that the Story Walk panels had been installed on the Five Island Trail. They were just waiting for the first book.

Unfinished Business: The policy up for review, the *Emmetsburg Public Library Board of Trustees Bylaws*, was given its second reading. No changes were made at the last meeting, and no new changes were suggested. Trustee Johnson moved to approve the second reading of the *Emmetsburg Public Library Board of Trustees Bylaws*. Trustee Brown seconded the motion, which carried, 8-0.

The policy up for review, the *Public Facsimile Transmission Service Policy* was given its second reading. No changes were made at the last meeting, and no new changes were suggested. Trustee Rouse made a motion to approve the second reading of the *Public Facsimile Transmission Service Policy*. The motion was seconded by Trustee Schany and carried, 8-0.

The policy up for review, the *Public Scanning Service Policy* was given its second reading. No changes were made at the last meeting, and no new changes were suggested. Trustee Veltri made a motion to approve the second reading of the *Public Scanning Service Policy*. The motion was seconded by Trustee Johnson and carried, 8-0.

New Business: The policy up for review, the *Emmetsburg Public Library Board Mission Statement* was given its first reading. It was decided to remove "will" from the statement and change the verb tense. Trustee Johnson moved to approve the first reading of the *Emmetsburg Public Library Board of Trustees Mission Statement* with the change. Trustee Rouse seconded the motion, which carried, 8-0.

The board held its election of officers for FY2026. After nominations, the following slate was proposed: President Kathy Merrill, Vice President Jacob Neff, with Library Director Clark continuing to fulfill Secretary duties.

For the board education module, Library Director Clark led the board on a tour of some new collections at the library, including the newly created puzzles for checkout area, and the Beginning Reader collections. He also showed the trustees the work that was being done in the RSVP room for the tax records digitization project.

Agenda Items for Next Meeting: No new items were suggested.

Upcoming meetings: The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, July 15, 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. Trustee Rouse moved to adjourn, which was seconded by Trustee Brown. The motion carried, 8-0. The meeting was adjourned at 5:58 p.m.

Respectfully submitted,

Nathan R.E. Clark

Nathan R. E. Clark, secretary pro tem

7/15/2025

Date

Kathryn Merrill

Kathryn Merrill, President, Board of Trustees

7-15-25

Date

Emmetsburg Public Library

Expenditures for the month of June 2025

001.4010.6373 Telecommunications Expense		Vendor Account #: 997555581		Description
Date	Invoice #	Vendor	Amount	
5/20/2025		T-Mobile	\$0.54	Telephone Line

Vendor Total: \$0.54

Line Item Total: \$0.54

001.4010.6419 Technology Services Expense		Vendor Account #: BR84224		Description
Date	Invoice #	Vendor	Amount	
6/30/2025	9011025708	EBSCO Information Services	\$1,803.00	One-year Core Collections/Novelist Subscriptions

Vendor Total: \$1,803.00

001.4010.6419 Technology Services Expense		Vendor Account #: 197141001		Description
Date	Invoice #	Vendor	Amount	
6/1/2025	3980293	Swank Movie Licensing USA	\$252.00	One-year Blanket Public Performance License

Vendor Total: \$252.00

001.4010.6419 Technology Services Expense		Vendor Account #:		Description
Date	Invoice #	Vendor	Amount	
6/6/2025	36099	Transparent Language Inc.	\$567.00	One-year Transparent Language language-learning database

Vendor Total: \$567.00

Line Item Total: \$2,622.00

001.4010.6499 Other Contract. Serv.-Enrich Iowa		Vendor Account #:	Description	
Date	Invoice #	Vendor	Amount	
6/17/2025	53	Sean Gaskell	\$575.00	West African Kora Performance and Edu. Demo Fee

Vendor Total: \$575.00

Line Item Total: \$575.00

001.4010.6502 Library Materials		Vendor Account #: DM8578230	Description	
Date	Invoice #	Vendor	Amount	
6/24/2025		The Des Moines Register #1150	\$41.84	7/1/2025-7/31/2025 Newspaper Service

Vendor Total: \$41.84

001.4010.6502 Library Materials		Vendor Account #:	Description	
Date	Invoice #	Vendor	Amount	
6/30/2025		IOWA HISTORY JOURNAL	\$19.95	One-Year Subscription

Vendor Total: \$19.95

Line Item Total: \$61.79

001.4010.6506 Office Supplies		Vendor Account #: OS-EP03	Description	
Date	Invoice #	Vendor	Amount	
6/3/2025	5042222	Loffler	\$124.04	Toner Contract

Vendor Total: \$124.04

Line Item Total: \$124.04

Office Supplies

001.4010.6506 Office Supplies		Vendor Account #: 0136527		Description	
Date	Invoice #	Vendor	Amount		
6/5/2025	000944840	Iowa Lakes Community College	\$122.00	Earth Adventure Dirt Cups Snack Chamber Coffee and Cookies	
6/5/2025	000944841	Iowa Lakes Community College	\$60.00		

Vendor Total: \$182.00

Line Item Total: \$182.00

001.4010.6770 Library Capital		Vendor Account #: 206185 L510974 2 B000000		Description	
Date	Invoice #	Vendor	Amount		
6/9/2025	2039124283	Baker & Taylor	\$203.18	Books-Children's	
6/9/2025	2039124279	Baker & Taylor	\$17.10	Books-Adult	
6/9/2025	2039124280	Baker & Taylor	\$10.79	Books-Adult	
6/9/2025	2039124281	Baker & Taylor	\$15.96	Books-Adult	
6/9/2025	2039124282	Baker & Taylor	\$50.15	Books-Adult	
6/11/2025	2039132140	Baker & Taylor	\$43.28	Books-Children's	
6/11/2025	2039132141	Baker & Taylor	\$11.40	Books-Adult	
6/11/2025	2039132142	Baker & Taylor	\$16.52	Books-Adult	
6/17/2025	2039142590	Baker & Taylor	\$262.13	Books-Adult	
6/17/2025	2039142589	Baker & Taylor	\$14.99	Books-Adult	
6/17/2025	2039142588	Baker & Taylor	\$11.40	Books-Adult	
6/27/2025	2039160304	Baker & Taylor	\$12.00	Books-Adult	
6/27/2025	2039160305	Baker & Taylor	\$83.77	Books-Adult	
6/27/2025	2039160306	Baker & Taylor	\$50.73	Books-Adult	
Vendor Total: (Split with Trust Funds-Library Funds)			\$803.40		

001.4010.6770 Library Capital		Vendor Account #: 100299671		Description	
Date	Invoice #	Vendor	Amount		
5/29/2025	999100494401	Cengage Learning Inc	\$94.50	Books-Large Type	
6/7/2025	999100539797	Cengage Learning Inc	\$177.69	Books-Large Type	
6/7/2025	999100539798	Cengage Learning Inc	\$204.68	Books-Large Type	
6/10/2025	999100558082	Cengage Learning Inc	\$56.23	Books-Large Type	
6/10/2025	999100558081	Cengage Learning Inc	\$177.69	Books-Large Type	
6/24/2025	999100618152	Cengage Learning Inc	\$83.97	Books-Large Type	
6/24/2025	999100620540	Cengage Learning Inc	\$82.47	Books-Large Type	
6/25/2025	999100629027	Cengage Learning Inc	\$70.49	Books-Large Type	
6/25/2025	999100623894	Cengage Learning Inc	\$62.97	Books-Large Type	

Vendor Total: \$1,010.69

001.4010.6770 Library Capital		Vendor Account #:		Description	
Date	Invoice #	Vendor	Amount		
6/1/2025	2169259	Center Point Large Print	\$294.84		Books-Large Type

Vendor Total: \$294.84

001.4010.6770 Library Capital		Vendor Account #: J008230		Description	
Date	Invoice #	Vendor	Amount		
6/1/2025	722408	Junior Library Guild	\$141.75		Books-Children's/Young Adult

Vendor Total: \$141.75

001.4010.6770 Library Capital		Vendor Account #:		Description	
Date	Invoice #	Vendor	Amount		
6/1/2025		Book Look	\$699.62		Books-Adult

Vendor Total: \$699.62

001.4010.6770 Library Capital		Vendor Account #:		Description	
Date	Invoice #	Vendor	Amount		
6/18/2025	2201348	Blackstone Publishing	\$131.94		Sound Recordings-Adult

Vendor Total: \$131.94

001.4010.6770 Library Capital		Vendor Account #: AJXB8ULK16SU		Description	
Date	Invoice #	Vendor	Amount		
6/6/2025	1WXY-TFDR-RW7Y	Amazon Capital Services	\$16.00		Books-Adult
6/11/2025	1GDD-GYRJ-77VV	Amazon Capital Services	\$104.17		Books-Children's/Young Adult
6/13/2025	119X-Y9TK-V7N9	Amazon Capital Services	\$79.06		Books-Adult
6/13/2025	14MH-XCDY-V99D	Amazon Capital Services	\$115.91		Books-Children's
6/13/2025	1KPD-LCHD-W773	Amazon Capital Services	\$81.43		Books-Adult
6/22/2025	1MMW-WWNV-4Y67	Amazon Capital Services	\$229.83		Books-Children's
6/25/2025	1XC7-NDQF-R31J	Amazon Capital Services	\$324.11		Books-Adult
6/28/2025	1V4N-VJ9D-N4QP	Amazon Capital Services	\$304.86		Books-Adult
6/28/2025	167K-C4C3-QDPT	Amazon Capital Services	\$214.74		Books-Children's

Vendor Total: \$1,470.11

Line Item Total: \$4,552.35

Expenses Total: \$8,117.72

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	
5/6/2025	6/9/2025	Baker & Taylor	\$15.59	ECNCI Literacy Grant Beginning Readers	
5/19/2025	6/17/2025	Baker & Taylor	\$52.92	ECNCI Literacy Grant Beginning Readers	
Vendor Total:			\$68.51		
			\$871.91	(Includes \$803.40 from Library Capital)	

Trust Funds Total: \$68.51

Grand Total: \$8,186.23

Emmetsburg Public Library

Expenditures for the month of June 2025-Addendum

001.4010.6402 Advertising Expense		Vendor Account #:			
Date	Invoice #	Vendor	Amount	Description	
6/30/2025	33	EMMETSBURG REPORTER-DEMOCRAT	\$190.00	Visitor's Guide Advertisement	

Vendor Total: \$190.00

Line Item Total: \$190.00

Emmetsburg Public Library

Petty Cash Fund

for 6/1/25-6/30/2025

001.4010.6240 Meetings & Conferences

Date	Employee Purchasing Amount	Description
6/27/2025	Nathan R. E. Clark	Performer-Motel Room

Line Item Total: \$78.40

001.4010.6508 Postage & Shipping

Date	Employee Purchasing Amount	Description
6/11/2025	Nathan R. E. Clark	Postage
6/20/2025	Kathrine Rogers	Postage

Line Item Total: \$5.84

001.4010.6599 Other Supplies

Date	Employee Purchasing Amount	Description
		Honorarium-Loren Naig-
		Caricatures & Face-Painting
6/9/2025	Nathan R. E. Clark	(1.5 hrs.)
6/9/2025	Lori Morey	Ice Cream & Serving Supplies
6/16/2025	Lori Morey	Program Refreshments
6/19/2025	Nathan R. E. Clark	Distilled Water
6/27/2025	Nathan R. E. Clark	Program Refreshments
6/30/2025	Lori Morey	Program Refreshments

Line Item Total: \$174.92

Petty Cash Total: \$259.16