



Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday October 15, 2024

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 5:05 p.m. on Tuesday, October 15, 2024 in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Anne Johnson, Joe Veltri, and Joel Hoyman. Chelsea Rouse, Vice President Jacob Neff, Joe Schany and Sarah Brugman 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, which was seconded by Trustee Johnson and carried, 5-0.

Minutes Approval: The minutes of the September 2024 meeting were provided for the trustees. Trustee Veltri made a motion to approve the minutes of the September 2024 meeting. The motion was seconded by Trustee Hoyman and carried, 5-0.

Bill Approval: The expenses for the month of September 2024 were read by Library Director Clark. Trustee Veltri moved to approve the expenses for the month of September 2024. 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: No correspondence was presented or discussed at the meeting.

Board Committees: *Finance & Budget Committee:* The committee has not met since the last Board meeting and has no report. A meeting to discuss the FY2026 Budget Request was scheduled for Tuesday, October 22, 2024 at 5:00 p.m. in Room 14.

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 that there was interest among the Five Island Trail Committee in adding a story walk, and would be submitting a grant request to the PACGDC for the materials. Clark said that he got pricing from an outdoor signage company and said that they should be able to put in for a story walk with 20 signs, which should accommodate nearly any story book that would be used.

Clark told the trustees about the "Monster Bash" at the library coming up November 1st, a Friday early dismissal program that has a Halloween theme the day after. He said that costumes are encouraged.

Clark reminded the trustees that next month is International Games Month, and that the library would be celebrating by continuing its regular gaming-themed programs and offering new ones, as well.

Clark said that also had another big program in November with Jillanne Gabrielle returning to the library to perform her "The Garbo: the Musical," about the life of Greta Garbo.

Clark shared that for both August and September, the library saw more visits than in the same month since 2016. He said that October's numbers were looking to be up, too.

Following his annual evaluation last month, Clark was asked to develop some goals for the coming year. Clark shared his goals and discussed them with the board.

Unfinished Business: Library Director Clark informed the trustees about the progress of hiring a new Youth Services Director. Clark said that the response had been light, but that he would be scheduling interviews very soon.

The policy up for review, the *Library Cards-Out-of-State Visitor Cards Policy*, was given its second reading. No changes were made at the last meeting, and no changes were suggested. Trustee Veltri moved to approve the second reading of the *Library Cards-Out-of-State Visitor Cards Policy*, with no changes. The motion was seconded by Trustee Brown and carried, 5-0.

The policy up for review, the *Library Cards-Institution Cards Policy/Application* was given its second reading. There were no changes made at the first reading, and no new changes were suggested. Trustee Johnson moved to approve the second reading of the *Library Cards-Institution Cards Policy/Application* with no changes. The motion was seconded by Trustee Hoyman and carried, 5-0.

The policy up for review, the *Library Cards-Expiration and Renewal Policy*, was given its second reading. No changes were made at the last meeting, and no new changes were suggested. Trustee Veltri moved to approve the *Library Cards-Expiration and Renewal Policy*, which was seconded by Trustee Hoyman. The motion carried, 5-0.

The policy up for review, the *Library Cards-Card-in-Hand Requirements and Exceptions Policy*, was given its second reading. At the first reading, language about the library's mobile app was added. There were no new changes. Trustee Hoyman moved to approve the *Library Cards-Card-in-Hand Requirements and Exceptions Policy*, and Trustee Johnson seconded. The motion carried, 5-0.

New Business: The policy up for review, the *Interlibrary Loan Policy*, was given its first reading. Library Director Clark suggested changing language in the policy to remove references to group affiliations in which the library no longer participated and to say that loans to libraries outside of

Iowa would be done on a cost recovery basis. Trustee Hoyman moved to approve the first reading of the *Interlibrary Loan Policy* with the suggested changes. The motion was seconded by Trustee Johnson and carried, 5-0.

The policy up for review, the *ILCC Library Computer and Network Acceptable Use Policy* was given its first reading. Library Director Clark reminded the trustees that the policy, like the computer lab, was ILCC's. So, its inclusion in the policy manual was all or none. Trustee Hoyman moved to approve the first reading of the *ILCC Library Computer and Network Acceptable Use Policy* with no changes. The motion was seconded by Trustee Brown and carried, 5-0.

The policy up for review, the *Loan of Equipment-LCD Projector and Portable PA System*, was given its second reading. The policy lays out the capability of bona fide community groups to borrow the LCD Projector and/or Portable PA System with a \$50.00 deposit. No changes were suggested. Trustee Veltri moved to approve the first reading of the *Loan of Equipment-LCD Projector and Portable PA System*. Trustee Hoyman seconded the motion, which carried, 5-0.

For the board education module, the board watched the final half-hour of "Basically Incredible Boards."

Agenda Items for Next Meeting: No items were suggested to include on next month's agenda in advance.

Upcoming meetings: The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, December 17, 2024 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 Veltri moved to adjourn, which was seconded by Trustee Brown. 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

11/19/24

Date

Joe Brown

11/19/24

Date

Board of Trustees

Emmetsburg Public Library

Expenditures for the month of October 2024

001.4010.6210 Dues & Memberships Vendor Account #: **Annual Membership Dues**
Date: 10/28/2024 Invoice #: Palo Alto County Library Assoc. Amount: \$30.00

Vendor Total: \$30.00

Line Item Total: \$30.00

001.4010.6373 Telecommunications Expense Vendor Account #: **997555581**
Date: 10/19/2024 Invoice #: T-Mobile Amount: \$17.57
Description: Telephone Line

Vendor Total: \$17.57

Line Item Total: \$17.57

001.4010.6414 Printing, Binding & Microfilm Vendor Account #: **Microfilm Digitization**
Date: 10/24/2024 Invoice #: 41397 Advantage Archives, LLC Amount: \$175.00

Vendor Total: \$175.00

Line Item Total: \$175.00

001.4010.6419 Technology Services Expense Vendor Account #: **30761**
Date: 11/1/2024 Invoice #: 1000410119 OCLC, Inc. Amount: \$379.72
Description: WebDewey Subscription 11/1/24-10/31/25

Vendor Total: \$379.72

Line Item Total: \$379.72

001.4010.6502	Library Materials	Invoice #	Vendor	Vendor Account #:	DM8578230	Description
7/24/2024			The Des Moines Register	\$31.16		11/1/2024-11/30/2024 Service
			Vendor Total:	\$31.16		

001.4010.6502	Library Materials	Invoice #	Vendor	Vendor Account #:		Description
10/14/2024			Iowa Poetry Association, Inc.	\$12.75		Annual Lyrical Iowa Issue
			Vendor Total:	\$12.75		

001.4010.6502	Library Materials	Invoice #	Vendor	Vendor Account #:		Description
11/4/2024			The Iowan Magazine	\$24.00		One-year subscription
			Vendor Total:	\$24.00		

001.4010.6502	Library Materials	Invoice #	Vendor	Vendor Account #:		Description
9/25/2024			Harper's Magazine	\$18.97		One-year subscription
			Vendor Total:	\$18.97		
			Line Item Total:	\$86.88		

001.4010.6504	Minor Equipment	Invoice #	Vendor	Vendor Account #:	AJXB8ULK16SU	Description
10/13/2024		1XMR-DXG9-Y4W6	Amazon Capital Services	\$215.89		Video Game Console Controllers
			Vendor Total:	\$215.89		

(Split with Library Capital, Trust Funds-Library Funds & Trust Funds-PACGDC Funds)

Line Item Total:	\$215.89
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001.4010.6506 Office Supplies Vendor Account #: OS-21253-01-01

Date	Invoice #	Vendor	Amount	Description
10/9/2024	4829781	Loffler	\$80.64	Toner Contract

Vendor Total: \$80.64

Line Item Total: \$80.64

001.4010.6599 Other Supplies Vendor Account #:

Date	Invoice #	Vendor	Amount	Description
8/30/2024	15028	Iowa Lakes Community College	\$30.00	30 Sugar Cookies
9/20/2024	15041	Iowa Lakes Community College	\$96.00	96 Bottles of Water

Vendor Total: \$126.00

Line Item Total: \$126.00

001.4010.6770 Library Capital Vendor Account #: 206185 L510974 2 B00000

Date	Invoice #	Vendor	Amount	Description
9/27/2024	2038592552	Baker & Taylor	\$50.73	Books-Adult
9/27/2024	2038592553	Baker & Taylor	\$17.10	Books-Adult
10/7/2024	2038610652	Baker & Taylor	\$19.95	Books-Adult
10/7/2024	2038610653	Baker & Taylor	\$11.99	Books-Adult
10/7/2024	2038610654	Baker & Taylor	\$225.65	Books-Adult
10/11/2024	2038625817	Baker & Taylor	\$19.95	Books-Adult
10/11/2024	2038625818	Baker & Taylor	\$152.93	Books-Adult/Children's

Vendor Total: \$498.30

001.4010.6770 Library Capital

Vendor Account #: 151562

Date	Invoice #	Vendor	Amount	Description
10/22/2024	85748883	Gale/CENGAGE Learning	\$47.25	Books-Large Type
10/8/2024	85780771	Gale/CENGAGE Learning	\$117.71	Books-Large Type
10/8/2024	85781226	Gale/CENGAGE Learning	\$115.46	Books-Large Type
10/9/2024	85787897	Gale/CENGAGE Learning	\$235.42	Books-Large Type
10/10/2024	85793722	Gale/CENGAGE Learning	\$26.24	Books-Large Type
10/16/2024	85822285	Gale/CENGAGE Learning	\$104.77	Books-Large Type
10/16/2024	85822294	Gale/CENGAGE Learning	\$0.00	Replacement Books-Large Type
10/22/2024	85856045	Gale/CENGAGE Learning	\$54.73	Books-Large Type
10/23/2024	85863881	Gale/CENGAGE Learning	\$53.98	Books-Large Type
10/23/2024	85864501	Gale/CENGAGE Learning	\$62.97	Books-Large Type
10/28/2024	85891390	Gale/CENGAGE Learning	\$157.49	Books-Large Type
Vendor Total:			\$976.02	

001.4010.6770 Library Capital

Vendor Account #:

Date	Invoice #	Vendor	Amount	Description
9/1/2024	2121409	Center Point Large Print	\$294.84	Books-Large Type
Vendor Total:			\$294.84	

001.4010.6770 Library Capital

Vendor Account #: 103398

Date	Invoice #	Vendor	Amount	Description
10/14/2024	2173452	Blackstone Publishing	\$40.00	Sound recordings-Adult
10/14/2024	2173507	Blackstone Publishing	\$131.99	Sound recordings-Adult
10/18/2024	2174465	Blackstone Publishing	\$31.99	Sound recordings-Adult
10/18/2024	2174469	Blackstone Publishing	\$84.80	Sound recordings-Adult
Vendor Total:			\$288.78	

001.4010.6770 Library Capital

Vendor Account #: 13893

Date	Invoice #	Vendor	Amount	Description
10/15/2024	965663	MicroMarketing LLC	\$14.99	Books-Children's
10/15/2024	965876	MicroMarketing LLC	\$18.69	Books-Children's
Vendor Total:			\$33.68	

001.4010.6770 Library Capital

Vendor Account #: AJXB8ULK16SU

Date	Invoice #	Vendor	Amount	Description
8/11/2024	1J3W-KQ3M-MH4G	Amazon Capital Services	\$48.97	Books-Adult/Videorecordings
10/4/2024	1QPM-WD9P-XXKF	Amazon Capital Services	\$41.98	Videorecordings
10/15/2024	1RGX-QXW6-196V	Amazon Capital Services	\$387.60	Videorecordings
10/15/2024	136M-YXRQ-41V6	Amazon Capital Services	\$712.22	Videorecordings
10/16/2024	1TKP-QNGX-9DWC	Amazon Capital Services	\$52.93	Books-Adult
10/26/2024	1JKW-HTRD-M7V4	Amazon Capital Services	\$31.53	Books-Adult/Videorecordings
10/31/2024	1V3N-R6QR-DKC1	Amazon Capital Services	\$28.04	Books-Adult
			\$1,303.27	

Vendor Total: \$1,303.27 (Split with Library Capital, Trust Funds-Library Funds & Trust Funds-PACGDC Funds)

Line Item Total: \$3,394.89

Expenses Total: \$4,506.59

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

167.5901.6608 Trust Fund-Library Funds Vendor Account #: AJXB8ULK16SU

Date	Invoice #	Vendor	Amount	Description
10/18/2024	1Q9G-7QYL-QM6P	Amazon Capital Services	\$434.65	Dr. Seuss Quilt Raffle-Light Table/Accessories

Vendor Total: \$434.65 (Split with Library Capital, Trust Funds-Library Funds & Trust Funds-PACGDC Funds)

Please pay the following claims from our Trust Fund-PACGDC Funds

151.6001.6413 PACGDC Grant Funds Vendor Account #: AJXB8ULK16SU

Date	Invoice #	Vendor	Amount	Description
10/7/2024	19QY-T9D1-NXXW	Amazon Capital Services	\$144.73	PACGDC 2023 M3 Grant-Video Games
10/8/2024	1YFQ-C73H-YG7V	Amazon Capital Services	-\$202.91	Credit Memo-Return of Mistaken Quantity of Item
			-\$58.18	

Vendor Total: \$1,895.63 (Includes \$159.07 from Minor Equip., Library Capital & Trust Funds-Library Funds)

Please pay the following claims from our Trust Fund-PACGDC Funds

151.6001.6413 PACGDC Grant Funds		Vendor Account #:		Description
Date	Invoice #	Vendor	Amount	
10/8/2024	#45496622	DrivethruRPG	\$142.88	PACGDC 2023 M3 Grant-Role-Playing Games

Vendor Total: \$142.88 (Already Submitted; Paid with City Credit Card)

Please pay the following claims from our Trust Fund-PACGDC Funds

151.6001.6413 PACGDC Grant Funds		Vendor		Amount	Description
Date	Invoice #				
10/16/2024	4119196656364870000	Valve Corporation		\$581.94	PACGDC 2023 M3 Handheld Gaming Console

Vendor Total: \$581.94 (Already Submitted??; Paid with EMU Card)

Trust Funds Total: \$1,101.29

Grand Total: \$5,607.88

Emmetsburg Public Library

Petty Cash Fund

Expenditures for October 1- November 1, 2024

001.4010.6508 Postage & Shipping

Date	Employee	Purchasing Amount	Description
10/4/2024	Nathan R. E. Clark	\$8.80	Postage
10/22/2024	Nathan R. E. Clark	\$4.40	Postage

Line Item Total: \$13.20

001.4010.6507 Operating Supplies

Date	Employee	Purchasing Amount	Description
10/16/2024	Katherine Rogers	\$44.60	Popcorn Bags
10/22/2024	Nathan R. E. Clark	\$15.96	Distilled Water

Line Item Total: \$60.56

001.4010.6599 Other Supplies

Date	Employee	Purchasing Amount	Description
10/8/2024	Katherine Rogers	\$46.46	Program Refreshments/Supplies
10/18/2024	Nathan R. E. Clark	\$6.55	Gummy Worms for Program
10/29/2024	Nathan R. E. Clark	\$40.00	40 Pumpkins for Program
11/1/2024	Nathan R. E. Clark	\$11.20	Cake Decorations for Program
11/1/2024	Nathan R. E. Clark	\$5.35	Disposable Plates/Bowls

Line Item Total: \$109.56

Petty Cash Total: \$183.32