



## Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday June 18, 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 5:03 p.m. on Tuesday, June 18, 2024 in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Joe Schany, Sarah Brugman, Vice President Jacob Neff, Anne Johnson, Joe Veltri, Chelsea Rouse, and Joel Hoyman. No trustees 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, 9-0.

**Minutes Approval:** The minutes of the May 2024 meeting were provided for the trustees. Trustee Schany made a motion to approve the minutes of the May 2024 meeting. The motion was seconded by Trustee Brugman and carried, 9-0.

**Bill Approval:** The expenses for the month of May 2024 were read by Library Director Clark. Trustee Veltri moved to approve the expenses for the month of May 2024. The motion was seconded by Vice President Neff and carried, 9-0.

**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.

***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 distributed worksheets detailing the library's expenditures and revenues in the current fiscal year through the end of May 2024.

Last month, there had been a question about revenue in the Insurance Settlements line item, which Clark recapped from his email reply that it was for destroyed interlibrary loan books in a fire at the courier storage site.

Clark highlighted an upcoming program being offered in conjunction with Rosecrance Jackson Centers that helps give parents tools to help prevent and deal with alcohol and drug use while reflecting on their own use. The class is 4 ½ hours spread over two evenings: Tuesday, July 9<sup>th</sup> and Thursday, July 11<sup>th</sup>.

Clark also shared about an upcoming class, Finance 101, that will deal with basics of finances: budgeting, saving, and investing. The instructor is an agent for New York Life and works at the Linn Grove Public Library part time.

Clark further shared about other programs coming up in the near future: a magic show and dementia/brain awareness with Donna Rierson

Lastly, Clark told the trustees that he was pleased with the signup numbers for both the Summer Reading Program and the newly started 1,000 Books before Kindergarten. To date, 111 children were signed up for the PreK-4<sup>th</sup> Grade program, 50 people were signed up for the Tweens, Teens, and Adults program, and 53 preschoolers were signed up for 1,000 Books before Kindergarten.

**Unfinished Business:** The policy up for review, the *Sex Offenders against Minors Policy*, was given its second reading. There were no changes made at the first reading, and no new changes were suggested. Trustee Veltri moved to approve the second reading of the *Sex Offenders against Minors Policy*, with no changes. The motion was seconded by Trustee Johnson and carried, 9-0.

The policy up for review, the *Assistant Library Director Job Description*, 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 *Assistant Library Director Job Description* with no changes. The motion was seconded by Trustee Rouse and carried, 9-0.

The policy up for review, the *Outreach Services Policy*, was given its second reading. There were no changes made at the first reading, and no new changes were suggested.. Trustee Brugman moved to approve the second reading of the *Outreach Services Policy* with no changes. The motion was seconded by Vice President Neff and carried, 9-0.

**New Business:** The policy up for review, the *Loan Periods, Renewals, Overdue Charges, and Damaged/Lost Materials Restitution Policy* was given its first reading. Clark suggested changing language referencing the college's DVD collection, which they no longer have, and allowing a renewal period for console video games. Trustee Veltri moved to approve the first reading of the *Loan Periods, Renewals, Overdue Charges, and Damaged/Lost Materials Restitution Policy* with the suggested changes. The motion was seconded by Trustee Schany and carried, 9-0.

The policy up for review, the *Overdue Notification Policy* was given its first reading. Library Director Clark said that the policy stands as a roadmap for staff action regarding materials out past their due date in sequence with what is allowed under the Code of Iowa. No changes were suggested. Trustee Hoyman moved to approve the first reading of the *Overdue Notification Policy* with no changes. The motion was seconded by Vice President Neff and carried, 9-0.

The policy up for review, the *Outreach Policy* was given its first reading. Library Director Clark said this was a good companion to the Assistant Library Director's Job Description, as conducting an outreach program is a core duty of that position. No changes were suggested. Vice President Neff moved to approve the first reading of the *Outreach Policy* with no changes. The motion was seconded by Trustee Schany and carried, 6-0.

For the board education module the board watch the second half-hour of "Basically Incredible Boards."

Trustee Veltri left at 5:55 p.m.

**Agenda Items for Next Meeting:** Early school dismissal programs for Fridays in the coming school year were suggested.

**Upcoming meetings:** The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, July 16, 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. Vice President Neff moved to adjourn, which was seconded by Trustee Hoyman. The motion carried, 8-0. The meeting was adjourned at 6:04 p.m.

Respectfully submitted,



Nathan R. E. Clark, secretary pro tem



Date



Kathryn Merrill, President, Board of Trustees



Date

# Emmetsburg Public Library

## Expenditures for the month of June 2024

### 001.4010.6220 Subscriptions & Educa. Materials

Date	Vendor	Amount	Description
6/1/2023	Booklist	\$179.00	One-year subscription

<b>Vendor Total:</b>	<b>\$179.00</b>
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<b>Line Item Total:</b>	<b>\$179.00</b>
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### 001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
6/20/2024	T-Mobile	\$7.67	Cellular Phone Line

<b>Vendor Total:</b>	<b>\$7.67</b>
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### 001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
6/21/2024	Windstream Iowa Communications	\$44.40	Telephone Line

<b>Vendor Total:</b>	<b>\$44.40</b>
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<b>Line Item Total:</b>	<b>\$52.07</b>
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### 001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
6/1/2024	Swank Movie Licensing USA	\$247.00	Public Performance Site License

<b>Vendor Total:</b>	<b>\$247.00</b>
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### 001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
6/19/2024	Transparent Language Inc	\$540.00	Language Learning App Subscription

<b>Vendor Total:</b>	<b>\$540.00</b>
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<b>Line Item Total:</b>	<b>\$787.00</b>
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**001.4010.6499 Other Contract. Serv. -Enrich Iowa**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
6/10/2024	EBSCO Information Services	\$1,716.00	Novelist/Core Collections Subscription

<b>Vendor Total:</b>	<b>\$1,716.00</b>
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<b>Line Item Total:</b>	<b>\$1,716.00</b>
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**001.4010.6502 Library Materials**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
6/6/2023	Des Moines Register	\$60.00	7/1/24-7/31/24 Service

<b>Vendor Total:</b>	<b>\$60.00</b>
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**001.4010.6502 Library Materials**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
6/1/2024	Iowa History Journal	\$19.95	One-Year Subscription

<b>Vendor Total:</b>	<b>\$19.95</b>
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**001.4010.6502 Library Materials**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
6/1/2024	People Magazine	\$44.00	One-Year Subscription

<b>Vendor Total:</b>	<b>\$44.00</b>
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<b>Line Item Total:</b>	<b>\$123.95</b>
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**001.4010.6506 Office Supplies**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
6/6/2024	Loffler	\$89.06	Toner Contract

<b>Line Item Total:</b>	<b>\$89.06</b>
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<b>Line Item Total:</b>	<b>\$89.06</b>
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**001.4010.6502 Library Materials**

Date	Vendor	Amount	Description
6/6/2024	Baker & Taylor	\$49.59	Books-Adult
6/6/2024	Baker & Taylor	\$5.69	Books-Children's
6/6/2024	Baker & Taylor	\$79.61	Books-Children's
6/6/2024	Baker & Taylor	\$10.79	Books-Adult
6/18/2024	Baker & Taylor	\$133.91	Books-Adult
6/18/2024	Baker & Taylor	\$15.17	Books-Children's
6/20/2024	Baker & Taylor	\$17.10	Books-Adult
6/20/2024	Baker & Taylor	\$19.94	Books-Adult
6/20/2024	Baker & Taylor	\$99.35	Books-Adult
6/25/2024	Baker & Taylor	\$35.34	Books-Adult
6/25/2024	Baker & Taylor	\$53.32	Books-Young Adult
6/25/2024	Baker & Taylor	\$26.59	Books-Adult

<b>Vendor Total:</b>	<b>\$546.40</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
6/4/2024	Gale/CENGAGE Learning	\$117.71	Books-Large Type
6/5/2024	Gale/CENGAGE Learning	\$148.45	Books-Large Type
6/5/2024	Gale/CENGAGE Learning	\$114.71	Books-Large Type
6/7/2024	Gale/CENGAGE Learning	\$53.23	Books-Large Type
6/17/2024	Gale/CENGAGE Learning	\$53.98	Books-Large Type
6/18/2024	Gale/CENGAGE Learning	\$53.23	Books-Large Type
6/18/2024	Gale/CENGAGE Learning	\$62.97	Books-Large Type
6/24/2024	Gale/CENGAGE Learning	\$188.99	Books-Large Type

<b>Vendor Total:</b>	<b>\$793.27</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
6/12/2024	The Penworthy Company LLC	\$167.72	Books-Children's

<b>Vendor Total:</b>	<b>\$167.72</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
6/21/2024	Blackstone Publishing	\$216.76	Sound Recordings-Adult

<b>Vendor Total:</b>	<b>\$216.76</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
6/18/2024	MicroMarketing LLC	\$16.99	Books-Children's

<b>Vendor Total:</b>	<b>\$16.99</b>
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**001.4010.6770 Library Capital**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
6/7/2024	Amazon Capital Services	\$64.33	Books-Adult
6/19/2024	Amazon Capital Services	\$31.70	Videorecordings/Puzzle
6/22/2024	Amazon Capital Services	\$108.27	Books-Adult
6/24/2024	Amazon Capital Services	\$67.10	Books-Adult
6/24/2024	Amazon Capital Services	\$25.99	

<b>Vendor Total:</b>	<b>\$297.39</b>
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<b>Line Item Total:</b>	<b>\$2,038.53</b>
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<b>Expenses Total:</b>	<b>\$4,985.61</b>
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**Please pay the following claims from our Trust Fund-Library Funds:****167.5901.6608 Trust Fund-Library Funds**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
6/27/2024	lo Alto County Extension and Outreach	\$750.00	DCAT Grant-Children's/Young Adult Programming

<b>Vendor Total:</b>	<b>\$750.00</b>
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<b>Trust Funds Total:</b>	<b>\$750.00</b>
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<b>Grand Total:</b>	<b>\$5,735.61</b>
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# Emmetsburg Public Library

## Petty Cash Fund

### for 6/1/24-6/30/2024

#### 001.4010.6508 Postage & Shipping

Date	Employee Purchasing Amount	Description
6/18/2024	Nathan R. E. Clark	\$3.92 Postage

<b>Line Item Total:</b>	<b>\$3.92</b>
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#### 001.4010.6599 Other Supplies

Date	Employee Purchasing Amount	Description
6/7/2024	Nathan R. E. Clark	\$27.79 Program Refreshments
6/7/2024	Kari Gramowski	\$22.99 SRP Prizes
6/9/2024	Kari Gramowski	\$15.40 SRP Prizes
6/13/2024	Kari Gramowski	\$21.18 SRP Prizes
6/25/2024	Kari Gramowski	\$26.43 Bird Feeder Craft Supplies
6/27/2024	Kari Gramowski	\$10.00 Movie Theater Popcorn
6/28/2024	Nathan R. E. Clark	\$11.37 Distilled Water
6/28/2024	Kari Gramowski	\$32.10 SRP Prizes

<b>Line Item Total:</b>	<b>\$167.26</b>
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<b>Petty Cash Total:</b>	<b>\$171.18</b>
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