



## Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday May 20, 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 5:04 p.m. on Tuesday, May 20, 2024 in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Joe Schany, Sarah Brugman, Vice President Jacob Neff and Anne Johnson. Trustees Joe Veltri, Chelsea Rouse, and Joel Hoyman 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 Vice President Neff and carried, 5-0.

**Minutes Approval:** The minutes of the April 2024 meeting were provided for the trustees. Trustee Schany made a motion to approve the minutes of the April 2024 meeting. The motion was seconded by Vice President Neff and carried, 5-0.

**Bill Approval:** The expenses for the month of April 2024 were read by Library Director Clark. Vice President Neff moved to approve the expenses for the month of April 2024. The motion was seconded by Trustee Schany and carried, 5-0.

Trustee Johnson arrived at 5:13 p.m.

**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 April 2024. Vice President Neff asked about revenue received in the Insurance Settlement line item. Library Director Clark said that he did not remember the details of that revenue, but that he would look it up and get back to the trustees when he found it.

Clark told the trustees about two sizable donations of materials received in the past month. The first of which was the LEGO Mindstorms robotics kits from Palo Alto Co. Ext and Outreach. The hope is to integrate the kits into the existing afterschool LEGO club. The other was the ILCC library getting rid of their DVD collection. After the faculty of the college, the public library has its choice of the collection.

Clark shared with the trustees what would he would like to purchase with funds raised from the Dr. Seuss quilt raffle. He stated that the library could purchase the award sets from the Iowa Bridge to Reading, Iowa Goldfinch Award, Iowa Children's Choice Award, Iowa Teen Award, and Iowa High School Book Award, as well as purchase replacements of some worn Dr. Seuss books.

Lastly, Clark told the trustees about the upcoming schedule for the Summer Reading Programs for all ages, which would begin with signup for tweens, teens and adults May 28<sup>th</sup>.

**Unfinished Business:** The policy up for review, the *Curbside Services Policy* was given its second reading. There were no changes made at the first reading, and no new changes were suggested. Trustee Brown moved to approve the second reading of the *Curbside Services Policy* with no changes. The motion was seconded by Trustee Johnson and carried, 6-0.

The policy up for review, the *Friends of the Library Book Donations Policy* was given its second reading. There were no changes made at the first reading, and no new changes were suggested. Vice President Neff moved to approve the second reading of the *Friends of the Library Book Donations Policy* with no changes. The motion was seconded by Trustee Brugman and carried, 6-0.

The policy up for review, the *Materials Selection/Collection Development Policy* was given its second reading. There were no changes made at the first reading, and no new changes were suggested.. Vice President Neff moved to approve the second reading of the *Materials Selection/Collection Development Policy* with no changes. The motion was seconded by Trustee Johnson and carried, 6-0.

**New Business:** The policy up for review, the *Sex Offenders against Minors Policy* was given its first reading. Library Director Clark said that this policy originated following legislation banning people convicted of sex-related offences against minors from being in or within a certain distance of a public library. Originally, it had been set up to only grant permission from the board, but the board was advised that this would go against the intent of the legislation. So, it was changed to written permission from the library director. No changes were suggested Trustee Schany moved to approve the first reading of the *Sex Offenders against Minors Policy* with no changes. The motion was seconded by Trustee Brown and carried, 6-0.

The policy up for review, the *Assistant Library Director Job Description* was given its first reading. Library Director Clark said that the job description was last revised before the incumbent was hired, and that he was happy with the wording. No changes were suggested. Vice President Neff moved to

approve the first reading of the *Assistant Library Director Job Description* with no changes. The motion was seconded by Trustee Johnson and carried, 6-0.

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 first half-hour of "Basically Incredible Boards."

**Upcoming meetings:** The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, June 18, 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 Johnson. The motion carried, 6-0. The meeting was adjourned at 6:15 p.m.

Respectfully submitted,

Nathan R E Clark

Nathan R. E. Clark, secretary pro tem

6-17-24

Date

Kathryn Merrill

Kathryn Merrill, President, Board of Trustees

6-17-24

Date



# Emmetsburg Public Library

## Expenditures for April 2024

001.4010.6373 Telecommunications Expense			
Date	Vendor	Amount	Description
4/21/2024	T-Mobile	\$9.88	Mobile Number w/ Unlimited Minutes
<b>Vendor Total:</b>		<b>\$9.88</b>	

001.4010.6373 Telecommunications Expense			
Date	Vendor	Amount	Description
4/22/2024	Windstream Iowa Communications	\$144.91	2 Telephone lines + long distance service
<b>Vendor Total:</b>		<b>\$144.91</b>	
<b>Line Item Total:</b>		<b>\$154.79</b>	

001.4010.6414 Printing, Binding & Microfilming			
Date	Vendor	Amount	Description
4/4/2024	HFGROUP, LLC	\$187.50	Binding-2023 Reporter-Democrat
<b>Vendor Total:</b>		<b>\$187.50</b>	
<b>Line Item Total:</b>		<b>\$187.50</b>	

001.4010.6419 Technology Services Expense			
Date	Vendor	Amount	Description
3/27/2024	Cengage Learning Inc / Gale	\$300.00	Gale Virtual Reference Library- Hosting Fee
		<b>\$300.00</b>	
<b>Vendor Total:</b>		<b>(Vendor Total split with Library Capital)</b>	
<b>Line Item Total:</b>		<b>\$300.00</b>	

001.4010.6502 Library Materials			
Date	Vendor	Amount	Description
5/3/2024	West Bend Journal	\$34.00	One-year subscription
<b>Vendor Total:</b>		<b>\$34.00</b>	

**001.4010.6502 Library Materials**

Date	Vendor	Amount	Description
5/3/2024	Graettinger Times	\$31.00	One-year subscription

<b>Vendor Total:</b>	<b>\$31.00</b>
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**001.4010.6502 Library Materials**

Date	Vendor	Amount	Description
5/3/2024	Birds&Blooms	\$13.89	One-year subscription

<b>Vendor Total:</b>	<b>\$13.89</b>
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**001.4010.6502 Library Materials**

Date	Vendor	Amount	Description
5/3/2024	Des Moines Register	\$20.08	3/1/2023-5/31/2023 Service

<b>Vendor Total:</b>	<b>\$20.08</b>
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**001.4010.6502 Library Materials**

Date	Vendor	Amount	Description
5/3/2024	Taste of Home	\$10.70	One-year subscription

<b>Vendor Total:</b>	<b>\$10.70</b>
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<b>Line Item Total:</b>	<b>\$109.67</b>
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**001.4010.6506 Office Supplies**

Date	Vendor	Amount	Description
4/8/2024	Loffler	\$113.57	Monthly Toner Contract

<b>Vendor Total:</b>	<b>\$113.57</b>
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<b>Line Item Total:</b>	<b>\$113.57</b>
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**001.4010.6507 Operating Supplies**

Date	Vendor	Amount	Description
4/19/2024	ELM USA Inc.	\$284.95	Disc Repair Machine Consumable Supplies

<b>Vendor Total:</b>	<b>\$284.95</b>
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<b>Line Item Total:</b>	<b>\$284.95</b>
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**001.4010.6599 Other Supplies**

Date	Vendor	Amount	Description
4/15/2024	iREAD	\$97.10	Summer Reading Program Promotional Mats.

<b>Vendor Total:</b>	<b>\$97.10</b>
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<b>Line Item Total:</b>	<b>\$97.10</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
4/10/2024	Cengage Learning Inc / Gale	\$118.46	Books-Large Type
4/10/2024	Cengage Learning Inc / Gale	\$86.22	Books-Large Type
4/11/2024	Cengage Learning Inc / Gale	\$83.97	Books-Large Type
4/12/2024	Cengage Learning Inc / Gale	\$53.23	Books-Large Type
4/23/2024	Cengage Learning Inc / Gale	\$53.98	Books-Large Type
4/24/2024	Cengage Learning Inc / Gale	\$53.98	Books-Large Type
4/24/2024	Cengage Learning Inc / Gale	\$62.97	Books-Large Type
4/25/2024	Cengage Learning Inc / Gale	\$89.24	Books-Large Type
		<b>\$602.05</b>	

<b>Vendor Total:</b>	<b>\$902.05</b>	<b>Serv. Exp.)</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
4/1/2024	Center Point Large Print	\$287.04	Books-Large Type

<b>Vendor Total:</b>	<b>\$287.04</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
5/7/2024	Junior Library Guild	\$141.75	Books-Young Adult & Children's

<b>Vendor Total:</b>	<b>\$141.75</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
4/18/2024	Book Look	\$449.74	Books-Adult

<b>Vendor Total:</b>	<b>\$449.74</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
4/23/2024	MidAmerica Books	\$103.18	Books-Children's

<b>Vendor Total:</b>	<b>\$103.18</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
4/4/2024	The Penworthy Company, LLC	\$192.19	Books-Children's

<b>Vendor Total:</b>	<b>\$192.19</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
4/16/2024	Grey House Publishing	\$148.50	Reference

<b>Vendor Total:</b>	<b>\$148.50</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
4/1/2024	MicroMarketing LLC	\$73.51	Books-Children's
4/23/2024	MicroMarketing LLC	\$15.29	Books-Children's
4/29/2024	MicroMarketing LLC	\$39.79	Sound Recordings-Children's
4/30/2024	MicroMarketing LLC	\$42.93	Books-Children's

<b>Vendor Total:</b>	<b>\$171.52</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
4/18/2024	Blackstone Publishing	\$162.39	Sound Recordings-Adult

<b>Vendor Total:</b>	<b>\$162.39</b>
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<b>Line Item Total:</b>	<b>\$2,258.36</b>
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<b>Expenses Total:</b>	<b>\$3,505.94</b>
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**Please pay the following claims from our Trust Fund-Library Funds:****167.5901.6608 Trust Fund-Library Funds**

Date	Vendor	Amount	Description
4/9/2024	Baker & Taylor	\$289.61	Books-Adult
4/9/2024	Baker & Taylor	\$247.28	Kit-Primary Phonics
4/9/2024	Baker & Taylor	\$18.24	Books-Adult
4/22/2024	Baker & Taylor	\$17.09	Books-Adult
4/22/2024	Baker & Taylor	\$301.48	Books-Adult
4/25/2024	Baker & Taylor	\$46.16	Books-Adult
4/25/2024	Baker & Taylor	\$79.23	Books-Adult
4/25/2024	Baker & Taylor	\$258.25	Books-Children's

<b>Vendor Total:</b>	<b>\$1,257.34</b>
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**Please pay the following claims from our Trust Fund-Library Funds:****167.5901.6608 Trust Fund-Library Funds**

Date	Vendor	Amount	Description
4/11/2024	Amazon Capital Services	\$67.03	Books-Adult
4/13/2024	Amazon Capital Services	\$205.52	Videorecordings/Puzzles
4/27/2024	Amazon Capital Services	\$82.39	Videorecordings/Books-Adult/Console Video Game

<b>Vendor Total:</b>	<b>\$354.94</b>
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<b>Trust Funds Total:</b>	<b>\$1,612.28</b>
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<b>Grand Total:</b>	<b>\$5,118.22</b>
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# Emmetsburg Public Library Petty Cash Fund Expenditures for 4/1/2024-5/1/2024

## 001.4010.6508 Postage & Shipping

Date	Employee	Purchasing Amount	Description
4/10/2024	Nathan R. E. Clark	\$8.12	Postage
4/23/2024	Nathan R. E. Clark	\$4.62	Postage

**Line Item Total: \$12.74**

## 001.4010.6599 Other Supplies

Date	Employee	Purchasing Amount	Description
4/2/2024	Nathan R. E. Clark	\$7.58	Distilled Water
4/3/2024	Kari Gramowski	\$20.00	Movie Popcorn
4/8/2024	Nathan R. E. Clark	\$31.40	Program Refreshments
4/9/2024	Kari Gramowski	\$29.98	Program Refreshments
4/17/2024	Kari Gramowski	\$15.26	Program Refreshments
5/1/2024	Nathan R. E. Clark	\$49.95	Distilled Water/Program Refresh.
5/1/2024	Kari Gramowski	\$20.00	Movie Popcorn

**Line Item Total: \$174.17**

**Petty Cash Total: \$186.91**