

## Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, June 19, 2022

Conference Room 14

**Call to Order:** The Emmetsburg Public Library Board of Trustees monthly meeting was called to order by Acting President Jan Stillman at 5:04 p.m. on Tuesday, June 19, 2022, in the Conference Room 14 of the Emmetsburg Public Library. Trustees present were Stillman, Joel Hoyman, JaDee Gloede, Joe Schany, Marilyn Carlstrom, Sue Brown, and Joe Veltri. Trustees Jacob Neff, and Vice President Kathy Merrill 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 Gloede. The motion carried, 7-0.

**Minutes Approval:** The minutes of the May meeting were prepared by Library Director Clark in advance of the meeting. Trustee Gloede made a motion to approve the minutes of the May 2022 meeting. The motion was seconded by Trustee Schany and carried, 7-0.

**Bill Approval:** The expenses for the month of May 2022 were read by Library Director Clark. Trustee Veltri moved to approve the expenses of May 2022, which was seconded by Trustee Carlstrom and carried, 7-0.

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

**Correspondence:** No correspondence was presented this month.

**Board Committees:** *Finance & Budget Committee:* The committee did not meet since the last Board meeting and has no report.

*Recruitment & Orientation:* The committee did not meet since the last Board meeting and has no report.

*Standards & Accreditation:* The committee did not meet since the last Board meeting and has no report. Library Director Clark said that he would like to schedule a meeting of this committee to do the annual review of standards.

**Library Director's Report:** Library Director Clark described another month full of programs with something on the calendar nearly every day during June and July.

Clark also mentioned that the staff were pleased with the number of individuals signed up for the Summer reading program. As the library has not previously held a teen or adult program, he was delighted to see such enthusiasm for joining these.

Clark shared that the library had booked Duffy Hudson, the same actor who played Edgar Allan Poe at the library last Fall, to play Harry Houdini in a one-man show Thursday, July 21, 2022 at 6:30 p.m.

Clark told the trustees that he was currently enrolled in a class: "Prune Your Collection." The course was through the University of Wisconsin, Madison and was about weeding (library collections).

Lastly Clark solicited ideas for what the library could offer RAGBRAI riders during their stay.

**Unfinished Business:**

The policy up for review, the Board of Trustees Bylaws, was given its first reading with amendments from the previous meeting. A section was added to address the requirements put forth in *In Service to Iowa*. Trustee Veltri made a motion to accept the first reading of the amended bylaws. The motion was seconded by Trustee Brown and carried, 7-0.

The matter of pricing for new tables and chairs was brought up. The trustees agreed that discussion of new furnishings could not go forward until the matter of the leaky roof was addressed. They directed Library Director Clark to draft another letter to the college administration inquiring about a timeline for its repair.

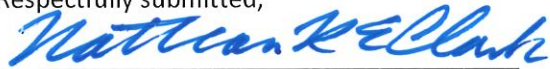
**New Business:**

The trustees watched the last 20 minute segment of the training video from the *Foundations of Public Libraries* series: "The Library Team & Support Organization" with Bonnie McKewon.

An election of officers was held with the following results: Kathy Merrill, president; Jacob Neff: Vice President; Library Director: Secretary.

**Adjourn:** Acting President Stillman adjourned the meeting at 6:07 p.m.. The next meeting of the Board of Trustees is scheduled for Tuesday, July 19, 2022 at the Emmetsburg Public Library.

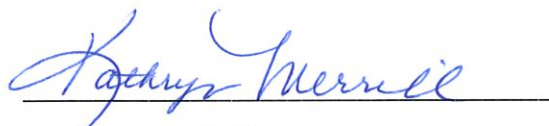
Respectfully submitted,



Nathan R. E. Clark, secretary pro tem



Date



President, Board of Trustees



Date

# Emmetsburg Public Library

## Expenditures for the month of June 2022

### 001.4010.6220 Subscriptions & Educa. Materials

Date	Vendor	Amount	Description
7/5/2022	Library Journal	\$157.99	One-year subscription

<b>Vendor Total:</b>	<b>\$157.99</b>
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### 001.4010.6220 Subscriptions & Educa. Materials

Date	Vendor	Amount	Description
7/5/2022	Booklist	\$169.50	One-year subscription

<b>Vendor Total:</b>	<b>\$169.50</b>
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<b>Line Item Total:</b>	<b>\$327.49</b>
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### 001.4010.6230 Training

Date	Vendor	Amount	Description
6/30/2022	Nathan R. E. Clark	\$200.00	Dewey Decimal Classification Class

<b>Vendor Total:</b>	<b>\$200.00</b>
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<b>Line Item Total:</b>	<b>\$200.00</b>
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### 001.4010.6240 Meetings & Conferences

Date	Vendor	Amount	Description
6/6/2022	Richard Hudson	\$500.00	One-man play performance/travel-Leave for Librarian

<b>Vendor Total:</b>	<b>\$500.00</b>
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### 001.4010.6240 Meetings & Conferences

Date	Vendor	Amount	Description
6/7/2022	Blank Park Zoo	\$325.10	One-man play performance/travel

<b>Vendor Total:</b>	<b>\$325.10</b>
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<b>Line Item Total:</b>	<b>\$825.10</b>
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### 001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
6/22/2022	Windstream Iowa Communications	\$135.51	2 Telephone lines + long distance service

<b>Vendor Total:</b>	<b>\$135.51</b>
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<b>Line Item Total:</b>	<b>\$135.51</b>
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**001.4010.6419 Technology Services Expense**

Date	Vendor	Amount	Description
4/26/2022	Illinois Library Association	\$103.26	SRP Materials

<b>Vendor Total:</b>	<b>\$103.26</b>
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**001.4010.6419 Technology Services Expense**

Date	Vendor	Amount	Description
6/2/2022	MPLC	\$142.93	Public Performance Umbrella License

<b>Vendor Total:</b>	<b>\$142.93</b>
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**001.4010.6419 Technology Services Expense**

Date	Vendor	Amount	Description
6/1/2022	Swank Movie Licensing USA	\$226.00	Public Performance Umbrella License

<b>Vendor Total:</b>	<b>\$226.00</b>
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**001.4010.6419 Technology Services Expense**

Date	Vendor	Amount	Description
6/9/2022	Transparent Language Inc.	\$450.00	Transparent Language One-Year Renewal

<b>Vendor Total:</b>	<b>\$450.00</b>
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**001.4010.6419 Technology Services Expense**

Date	Vendor	Amount	Description
6/11/2022	Amazon	\$72.74	5 128 GB USB Thumb Drives
		\$72.74	

<b>Vendor Total: (Capital Outlay-Equipment, Library Capital + Trust Fund)</b>	
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<b>Line Item Total:</b>	<b>\$994.93</b>
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**001.4010.6499 Other Contract. Serv.-Enrich Iowa**

Date	Vendor	Amount	Description
6/30/2022	Brodart	\$2,220.93	End-of-Range Shelving

<b>Vendor Total:</b>	<b>\$2,220.93</b>
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**001.4010.6499 Other Contract. Serv.-Enrich Iowa**

Date	Vendor	Amount	Description
6/15/2022	Iowa Lakes Community College	\$15.60	Two Dozen Cupcakes

<b>Vendor Total:</b>	<b>\$15.60</b>
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<b>Line Item Total:</b>	<b>\$2,236.53</b>
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**001.4010.6502 Library Materials**

Date	Vendor	Amount	Description
6/1/2022	Ruthven Zipcode	\$31.00	One-Year Subscription

<b>Vendor Total:</b>	<b>\$31.00</b>
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<b>Line Item Total:</b>	<b>\$31.00</b>
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**001.4010.6506 Office Supplies**

Date	Vendor	Amount	Description
6/15/2022	Spencer Office Supplies	\$95.18	Case of Navigator Paper

<b>Vendor Total:</b>	<b>\$95.18</b>
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<b>Line Item Total:</b>	<b>\$95.18</b>
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**001.4010.6507 Operating Supplies**

Date	Vendor	Amount	Description
6/15/2022	Demco	\$224.63	Jacket covers, genre classification labels

<b>Vendor Total:</b>	<b>\$224.63</b>
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**001.4010.6507 Operating Supplies**

Date	Vendor	Amount	Description
6/15/2022	ELM USA Inc.	\$154.17	Disc Repair Machine Consumable Supplies

<b>Vendor Total:</b>	<b>\$154.17</b>
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<b>Line Item Total:</b>	<b>\$378.80</b>
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**001.4010.6508 Postage & Shipping**

Date	Vendor	Amount	Description
6/2/2022	Loffler	\$163.96	Monthly Toner Contract

<b>Vendor Total:</b>	<b>\$163.96</b>
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<b>Line Item Total:</b>	<b>\$163.96</b>
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**001.4010.6725 Capital Outlay-Equipment**

Date	Vendor	Amount	Description
5/21/2022	Amazon	\$2,575.89	2 Laptop Computers
		\$2,575.89	

<b>Vendor Total: (Split with Tech. Serv. Exp., Library Capital + Trust Fund)</b>	
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<b>Line Item Total:</b>	<b>\$2,575.89</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
2/10/2022	Baker & Taylor	\$130.48	Books-Adult
3/11/2022	Baker & Taylor	\$7.40	Books-Children's
5/23/2022	Baker & Taylor	\$100.62	Books-Adult
6/1/2022	Baker & Taylor	\$460.68	Books-Adult/Young Adult
6/3/2022	Baker & Taylor	\$145.35	Books-Adult/Young Adult
6/14/2022	Baker & Taylor	\$99.66	Books-Adult/Young Adult
6/14/2022	Baker & Taylor	\$70.61	Books-Children's
6/15/2022	Baker & Taylor	\$366.82	Books-Adult/Young Adult
6/27/2022	Baker & Taylor	\$10.38	Books-Children's
6/27/2022	Baker & Taylor	\$97.90	Books-Adult/Professional

<b>Vendor Total:</b>	<b>\$1,489.90</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
5/31/2022	Gale/CENGAGE Learning	\$221.56	Books-Large Type
6/6/2022	Gale/CENGAGE Learning	\$24.04	Books-Large Type
6/7/2022	Gale/CENGAGE Learning	\$39.73	Books-Large Type
6/9/2022	Gale/CENGAGE Learning	\$22.50	Books-Large Type
6/16/2022	Gale/CENGAGE Learning	\$49.38	Books-Large Type
6/23/2022	Gale/CENGAGE Learning	\$24.69	Books-Large Type
6/24/2022	Gale/CENGAGE Learning	\$172.83	Books-Large Type
6/27/2022	Gale/CENGAGE Learning	\$23.25	Books-Large Type

<b>Vendor Total:</b>	<b>\$577.98</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
6/1/2022	Center Point Large Print	\$279.84	Books-Large Type

<b>Vendor Total:</b>	<b>\$279.84</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
6/22/2022	Blackstone Publishing	\$110.99	Sound Recordings-Adult

<b>Vendor Total:</b>	<b>\$110.99</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
6/7/2022	MicroMarketing LLC	\$28.33	Books-Children's
6/28/2022	MicroMarketing LLC	\$68.89	Books-Children's
6/30/2022	MicroMarketing LLC	\$28.33	Books-Children's

<b>Vendor Total:</b>	<b>\$125.55</b>
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**001.4010.6770 Library Capital**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
5/16/2022	Amazon	\$14.95	Books-Adult
5/18/2022	Amazon	\$26.98	SRP Display
5/31/2022	Amazon	\$18.84	Books-Adult
5/31/2022	Amazon	\$28.79	Books-Adult
5/31/2022	Amazon	\$471.24	Books-Adult
5/31/2022	Amazon	\$5.98	Books-Adult
6/1/2022	Amazon	\$25.55	Packing Tape
6/6/2022	Amazon	\$23.08	SRP Display
6/6/2022	Amazon	\$20.98	Books-Adult
		<b>\$636.39</b>	

<b>Vendor Total: (Split with Tech. Serv. Exp., Cap. Outlay-Equip. + Trust Fund)</b>
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<b>Line Item Total: \$3,220.65</b>
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<b>Expenses Total: \$11,185.04</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>
5/11/2022	Amazon	\$8.34	DECAT Grant Item-Books
5/16/2022	Amazon	\$386.68	DECAT Grant Item-Books
6/29/2022	Amazon	\$221.24	DECAT Grant Item-Activities/Prizes
		<b>\$616.26</b>	

<b>Vendor Total:</b>	<b>\$3,901.28</b>	<b>(Includes totals from Tech. Serv. Exp., Cap. Outlay-Equip. + Library Capital)</b>
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<b>Trust Funds Total: \$616.26</b>
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<b>Grand Total: \$11,801.30</b>
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# Emmetsburg Public Library

## Petty Cash Fund

### for 6/1/21-6/30/2021

#### 001.4010.6508 Postage & Shipping

Date	Employee	Purchasing Amount	Description
6/9/2022	Nathan R. E. Clark	\$3.63	Postage
6/10/2022	Nathan R. E. Clark	\$3.63	Postage
6/15/2022	Nathan R. E. Clark	\$3.03	Postage
6/27/2022	Nathan R. E. Clark	\$3.03	Postage

**Line Item Total: \$13.32**

#### 001.4010.6599 Other Supplies

Date	Employee	Purchasing Amount	Description
6/2/2022	Nathan R. E. Clark	\$18.97	Food Items
6/7/2022	Nathan R. E. Clark	\$3.00	Food Items
6/8/2022	Anna Veltri	\$9.07	Food Items/Bowls
6/10/2022	Kari Gramowski	\$12.75	SRP Prizes/Supplies
6/16/2022	Kari Gramowski	\$16.94	Food Items
6/16/2022	Kari Gramowski	\$97.64	SRP Prizes/Supplies
6/24/2022	Nathan R. E. Clark	\$10.00	Food Items, Prizes
6/28/2022	Nathan R. E. Clark	\$8.97	SRP Prizes/Supplies
6/28/2022	Kari Gramowski	\$6.42	SRP Prizes/Supplies

**Line Item Total: \$183.76**

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

#### 167.5901.6608 Trust Fund-Library Funds

Date	Employee	Purchasing Amount	Description
6/7/2022	Anna Veltri	\$31.94	DECAT Grant Expense
6/14/2022	Anna Veltri	\$38.94	DECAT Grant Expense
6/30/2022	Anna Veltri	\$17.15	DECAT Grant Expense

**Line Item Total: \$88.03**

**Petty Cash Total: \$285.11**