

## Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

### Emmetsburg Public Library

5:00 p.m., Tuesday, November 15, 2022

### Conference Room 14

**Call to Order:** The Emmetsburg Public Library Board of Trustees monthly meeting was called to order by President Kathy Merrill at 5:03 p.m. on Tuesday, November 15, 2022, in the Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Vice President Jacob Neff, Sue Brown, Joel Hoyman, Joe Schany, and Joe Veltri were present. Trustees Jan Stillman, Marilyn Carlstrom, and JaDee Gloede 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 Hoyman. The motion carried, 6-0.

**Minutes Approval:** The minutes of the September meeting were prepared by Library Director Clark in advance of the meeting. Trustee Schany made a motion to approve the minutes of the September 2022 meeting. The motion was seconded by Trustee Veltri and carried, 6-0.

**Bill Approval:** The expenses for the month of October 2022 were read by Library Director Clark. Trustee Veltri moved to approve the expenses of October 2022, which was seconded by Trustee Schany and carried, 6-0.

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

**Correspondence:** There was no correspondence to discuss this month.

### **Board Committees:**

*Finance & Budget Committee:* The committee did not meet since the last Board meeting and has no report. The next meeting of the committee is scheduled for Tuesday, December 20, 2022 at 4:00 p.m. (directly before the board meeting).

*Recruitment & Orientation:* The committee did not meet since the last Board meeting and has no report. The board has just learned that JaDee Gloede needs to leave the board due to conflicting commitments. Names for possible replacements to suggest to the mayor were generated.

*Standards & Accreditation:* The committee did not meet since the last Board meeting and has no report. The next meeting of the committee is scheduled for Monday, November 23, 2022 at 4:30 p.m.

**Library Director's Report:** Library Director Clark stated that the library had purchased *Every Child Ready to Read*, an early literacy program, and had applied for a "Innovative Literacy Grant" through Early Childhood North Central Iowa to implement the principles of the *Every Child* program. The grant

request was in the amount of \$1,800.00 and would help to start new baby and toddler storytimes and help provide other resources for children aged 0-5.

Clark reported on some of the successes in programming the library had recently. They saw over 40 children from all age groups attend their "Life-Sized Candyland" program, which a great deal of work was put into planning and holding on October 19<sup>th</sup>. Clark said that there were pictures on display in the library from the event. The following early-out day also had successful programs with a movie for children in Kindergarten-4<sup>th</sup> grade and a "Make Your Own Ice Cream" program for older children. The latter program, Clark said, involved quite a bit of cleanup. For adults, the one-woman play, "Oh, Jackie O." was very well received by the attendees, of which there were 23 adults. This rivaled the attendance at the Spencer library for the same show a few days later.

Clark said that the library was looking to have Jillanne Gabrielle, the woman who presented "Oh, Jackie O." back in both the Spring and Fall of 2023. Clark distributed a ballot for the trustees to help choose the next character to be brought to a performance at the library. The choices were: Hedda Hopper, Greta Garbo, and a Bette Davis/Joan Crawford show. The results will be tabulated along with the library staff to provide the library's preference. The library will still be subject to the will of the group as we are always part of a tour of several libraries, and Jillanne only performs one character per turn.

Clark also told about programs happening the day after the board meeting on another early out. The younger kids will have a "Let's Build" program where they will have several fun activities involving building available. For the older children, a "Wild in the Stacks" program will be offered where the children will be allowed to play games that normally are not allowed in the library, such as "LOUD Reading" and hide-and-seek.

Lastly, Clark told the trustees that there has been a very marked increase over the past few weeks in patrons inquiring about their library card to access Bridges, the e-resource consortium. Also, Clark said that many have been in to set up a card for the expressed purpose of using it to access Bridges. The library has recently run a purge of its invalid users in the consortium, which it is obligated to do pursuant to the Letter of Agreement that is signed each year by members. Clark said that it has generated a high number of calls and emails, for, as it turns out, many are using the system with cards that are long-expired.

### **Unfinished Business:**

The matter of new shelving in the children's area was brought up that had been tabled at last month's meeting pending more input from library staff. Library Director Clark project did not have great interest among the library staff. The matter was considered resolved for lack of interest.

The matter of a PACGDC grant was discussed. Library Director Clark suggested a grant for Library Youth Services Updates in the amount of \$3,000. The grant would include update to furnishings in the children's area, an update to toys, games, and other activities in the children's area, and would include

all the necessary supplies to start a Lego Club at the library. Trustee Sue Brown made a motion to apply for a Mini Grant from PACGDC for "Library Youth Services Updates" in the amount of \$3,000.00. Trustee Joe Veltri seconded. Motion carried.

**New Business:**

The matter of the library's holiday hours was brought up. The city policy is to be closed on Monday if Christmas falls on a Sunday, but the library has a slightly different policy that has us open on Monday the 26<sup>th</sup>. Since the library staff will again be doing a great deal of programming during the break, Library Director Clark asked to follow the City policy of observing Christmas Day on the following Monday. Trustee Hoyman moved to close the library Monday, December 26<sup>th</sup> in observance of Christmas Day. The motion was seconded by Trustee Brown and carried, 6-0.

The trustees finished the meeting by viewing the first segment of a continuing education unit titled, Boardroom 2022: Facing Crucial Conversations. The video was stopped at the 20:52 mark.

**Adjourn:** President Merrill asked for a motion to adjourn the meeting at 6:11 p.m. Trustee Brown moved to adjourn, and Trustee Veltri seconded the motion. The meeting was adjourned. The next meeting of the Board of Trustees is scheduled for Tuesday, December 20, 2022 at the Emmetsburg Public Library.

Respectfully submitted,

Nathan R E Clark

Nathan R. E. Clark, secretary pro tem

Kathryn Merrill

President, Board of Trustees

12/20/2022

Date

12/20/2022

Date

# Emmetsburg Public Library

## Expenditures for the month of November 2020

### 001.4010.6210 Dues & Memberships

| Date       | Vendor                               | Amount  | Description |
|------------|--------------------------------------|---------|-------------|
| 11/22/2022 | Palo Alto County Library Association | \$30.00 | FY2023 Dues |

**Vendor Total: \$30.00**

**Line Item Total: \$30.00**

### 001.4010.6210 Dues & Memberships

| Date       | Vendor                          | Amount   | Description                            |
|------------|---------------------------------|----------|--|
| 11/30/2022 | University of Wisconsin-Madison | \$450.00 | "Babies in Library" Course-Kari & Anna |

**Vendor Total: \$450.00**

**Line Item Total: \$450.00 (paid with City Credit Card)**

### 001.4010.6373 Telecommunications Expense

| Date       | Vendor                         | Amount   | Description                             |
|------------|--------------------------------|----------|---|
| 11/22/2021 | Windstream Iowa Communications | \$143.80 | Telephone lines + long distance service |

**Vendor Total: \$143.80**

**Line Item Total: \$143.80**

### 001.4010.6373 Telecommunications Expense

| Date       | Vendor                       | Amount   | Description           |
|------------|------------------------------|----------|-----------------------|
| 10/31/2022 | Emmetsburg Reporter-Democrat | \$171.50 | Progress Ed. Color Ad |

**Vendor Total: \$171.50**

**Line Item Total: \$171.50**

### 001.4010.6419 Technology Services Expense

| Date      | Vendor     | Amount   | Description                     |
|-----------|------------|----------|---------------------------------|
| 12/1/2022 | OCLC, Inc. | \$192.98 | Monthly Cataloging Subscription |

**Vendor Total: \$192.98**

### 001.4010.6419 Technology Services Expense

| Date       | Vendor                     | Amount     | Description     |
|------------|----------------------------|------------|-----------------|
| 10/26/2022 | EBSCO Information Services | \$1,609.00 | EBSCO Databases |

**Vendor Total: \$1,609.00**

**Line Item Total: \$1,801.98**

**001.4010.6502 Library Materials**

| Date       | Vendor                  | Amount  | Description            |
|------------|-------------------------|---------|------------------------|
| 11/24/2022 | The Des Moines Register | \$38.50 | One-Month subscription |

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| <b>Vendor Total:</b> | <b>\$38.50</b> |
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**001.4010.6502 Library Materials**

| Date      | Vendor     | Amount  | Description           |
|-----------|------------|---------|-----------------------|
| 11/3/2022 | Scout Life | \$15.00 | One-year subscription |

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| <b>Vendor Total:</b> | <b>\$15.00</b> |
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| <b>Line Item Total:</b> | <b>\$53.50</b> |
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**001.4010.6506 Office Supplies**

| Date      | Vendor  | Amount  | Description    |
|-----------|---------|---------|----------------|
| 11/1/2021 | Loffler | \$71.75 | Toner Contract |

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| <b>Vendor Total:</b> | <b>\$71.75</b> |
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**001.4010.6506 Office Supplies**

| Date      | Vendor                  | Amount  | Description          |
|-----------|-------------------------|---------|----------------------|
| 11/3/2022 | Spencer Office Supplies | \$23.29 | Clasp Envelopes      |
| 11/9/2022 | Spencer Office Supplies | \$41.58 | Hanging File Folders |

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| <b>Vendor Total:</b> | <b>\$64.87</b> |
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| <b>Line Item Total:</b> | <b>\$136.62</b> |
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**001.4010.6507 Operating Supplies**

| Date       | Vendor                             | Amount   | Description               |
|------------|------------------------------------|----------|---------------------------|
| 11/28/2022 | North Iowa Libraries Collaborating | \$125.50 | Preprinted barcode labels |

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| <b>Vendor Total:</b> | <b>\$125.50</b> |
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| <b>Line Item Total:</b> | <b>\$125.50</b> |
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**001.4010.6770 Library Capital**

| Date       | Vendor         | Amount   | Description       |
|------------|----------------|----------|-------------------|
| 11/1/2022  | Baker & Taylor | \$5.99   | Books-Young Adult |
| 11/1/2022  | Baker & Taylor | \$33.62  | Books-Adult       |
| 11/2/2022  | Baker & Taylor | \$56.20  | Books-Adult       |
| 11/7/2022  | Baker & Taylor | \$94.10  | Books-Adult       |
| 11/10/2022 | Baker & Taylor | \$232.73 | Books-Adult       |
| 11/11/2022 | Baker & Taylor | \$5.99   | Books-Young Adult |
| 11/30/2022 | Baker & Taylor | \$229.58 | Books-Adult       |
| 11/30/2022 | Baker & Taylor | \$131.06 | Books-Adult       |

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| <b>Vendor Total:</b> | <b>\$789.27</b> |
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**001.4010.6770 Library Capital**

| Date       | Vendor                | Amount   | Description      |
|------------|-----------------------|----------|------------------|
| 11/3/2022  | Gale/CENGAGE Learning | \$0.00   | Books-Large Type |
| 11/7/2022  | Gale/CENGAGE Learning | \$69.74  | Books-Large Type |
| 11/10/2022 | Gale/CENGAGE Learning | \$173.48 | Books-Large Type |
| 11/15/2022 | Gale/CENGAGE Learning | \$50.03  | Books-Large Type |
| 11/16/2022 | Gale/CENGAGE Learning | \$62.22  | Books-Large Type |
| 11/24/2022 | Gale/CENGAGE Learning | \$23.25  | Books-Large Type |

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| <b>Vendor Total:</b> | <b>\$378.72</b> |
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**001.4010.6770 Library Capital**

| Date      | Vendor                   | Amount   | Description      |
|-----------|--------------------------|----------|------------------|
| 11/1/2022 | Center Point Large Print | \$287.04 | Books-Large Type |

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

| Date      | Vendor               | Amount   | Description                 |
|-----------|----------------------|----------|-----------------------------|
| 12/1/2022 | Junior Library Guild | \$117.15 | Books-Childrens/Young Adult |

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| <b>Vendor Total:</b> | <b>\$117.15</b> |
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**001.4010.6770 Library Capital**

| Date      | Vendor    | Amount   | Description |
|-----------|-----------|----------|-------------|
| 11/2/2021 | Book Look | \$766.53 | Books-Adult |
| 11/9/2021 | Book Look | \$128.92 | Books-Adult |

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| <b>Vendor Total:</b> | <b>\$895.45</b> |
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**001.4010.6770 Library Capital**

| Date       | Vendor             | Amount  | Description      |
|------------|--------------------|---------|------------------|
| 10/31/2022 | MicroMarketing LLC | \$21.38 | Books-Children's |
| 11/7/2022  | MicroMarketing LLC | \$15.38 | Books-Children's |

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| <b>Vendor Total:</b> | <b>\$36.76</b> |
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**001.4010.6770 Library Capital**

| Date       | Vendor                | Amount   | Description            |
|------------|-----------------------|----------|------------------------|
| 11/4/2022  | Blackstone Publishing | \$40.00  | Sound Recordings-Adult |
| 11/11/2022 | Blackstone Publishing | \$171.99 | Sound Recordings-Adult |

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|----------------------|-----------------|
| <b>Vendor Total:</b> | <b>\$211.99</b> |
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**001.4010.6770 Library Capital**

| <b>Date</b> | <b>Vendor</b> | <b>Amount</b> | <b>Description</b>               |
|-------------|---------------|---------------|----------------------------------|
| 10/16/2022  | Amazon        | \$29.35       | Books-Adult/Videorecordings      |
| 10/18/2022  | Amazon        | -\$17.60      | Credit Memo                      |
| 10/27/2022  | Amazon        | \$8.67        | Book-Children's                  |
| 10/28/2022  | Amazon        | \$58.29       | Books-Children's/Videorecordings |
| 10/31/2022  | Amazon        | \$433.43      | Console Video Games              |
| 11/5/2022   | Amazon        | -\$1.10       | Credit Memo                      |
| 11/5/2022   | Amazon        | \$30.64       | Books-Adult/Videorecordings      |
| 11/5/2022   | Amazon        | \$36.40       | Console Video Games              |
| 11/5/2022   | Amazon        | \$7.98        | Books-Adult                      |

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|----------------------|-----------------|
| <b>Vendor Total:</b> | <b>\$586.06</b> |
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| <b>Line Item Total:</b> | <b>\$3,302.44</b> |
|-------------------------|-------------------|

|                        |                   |
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| <b>Expenses Total:</b> | <b>\$6,215.34</b> |
|------------------------|-------------------|

# Emmetsburg Public Library Petty Cash Fund

## Expenditures for November 1-30, 2022

### 001.4010.6508 Postage & Shipping

| Date       | Employee           | Purchasing Amount | Description |
|------------|--------------------|-------------------|-------------|
| 11/3/2022  | Nathan R. E. Clark | \$5.21            | Postage     |
| 11/15/2022 | Nathan R. E. Clark | \$3.32            | Postage     |

**Line Item Total:      \$8.53**

### 001.4010.6599 Other Supplies

| Date       | Employee           | Purchasing Amount | Description                      |
|------------|--------------------|-------------------|----------------------------------|
| 9/30/2022  | Anna Veltri        | \$25.35           | Candies                          |
| 11/2/2022  | Kari Gramowski     | \$20.00           | Popcorn                          |
| 11/2/2022  | Nathan R. E. Clark | \$4.99            | Ice                              |
| 11/2/2022  | Nathan R. E. Clark | \$57.88           | Ice-Cream Making Supplies        |
| 11/10/2022 | Kari Gramowski     | \$18.97           | Cookie-Decorating                |
| 11/15/2022 | Nathan R. E. Clark | \$5.00            | Popcorn                          |
| 11/15/2022 | Kari Gramowski     | \$30.42           | Cookie-Decorating/Water          |
| 11/15/2022 | Kari Gramowski     | \$19.40           | Cookie-Decorating/Plates         |
| 11/16/2022 | Kari Gramowski     | \$12.99           | Program Snacks                   |
| 11/16/2022 | Nathan R. E. Clark | \$5.29            | Program Snacks                   |
| 11/18/2022 | Nathan R. E. Clark | \$2.89            | Program Beverages                |
| 11/22/2022 | Nathan R. E. Clark | \$21.50           | Program Snacks/Beverages         |
| 11/25/2022 | Nathan R. E. Clark | \$12.65           | Clorox Wipes/Prizes              |
| 12/4/2022  | Kari Gramowski     | \$3.05            | Program Snacks                   |
| 12/5/2022  | Teresa Jensen      | \$24.90           | Cutter Replacement Blades/Marker |

**Line Item Total:      \$265.28**

**Petty Cash Total:      \$273.81**