

Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, May 15, 2023

Conference Room 14;

Call to Order: The Emmetsburg Public Library Board of Trustees monthly meeting was called to order by President Kathy Merrill at 5:02 p.m. on Tuesday, May 15, 2023, in the Conference Room 14 of the Emmetsburg Public Library. Trustees present were: Merrill, Sue Brown, Joel Hoyman, Vice President Jacob Neff, Jan Stillman, Marilyn Carlstrom, Amy Stewart, and Joe Schany. Trustee Joe Veltri was 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. The motion carried, 8-0.

Minutes Approval: The minutes of the April 2023 meeting were prepared by Library Director Clark in advance of the meeting. Trustee Stillman made a motion to approve the minutes of the April 2023 meeting. The motion was seconded by Trustee Schany and carried, 8-0.

Bill Approval: The expenses for the month of April 2023 were read by Library Director Clark. Trustee Schany moved to approve the expenses of April 2023, which was seconded by Vice President Carlstrom and carried, 8-0.

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

Correspondence: No correspondence was presented 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 reminded the trustees that the Big Book Sale was going on all this week and encouraged the trustees to shop and save for a good cause.

Clark reported that the ceramics painting program that the library hosted on April 22nd was a success. He said that 13 individuals—mostly adults—attended, chose fired and ready-to-paint pieces, and painted them during the program. Clark said that the people who did the program brought a very nice selection related to the theme of Earth Day, had reasonable prices, and were easy to deal with. The library has scheduled them to do another program during the Summer on July 22nd.

Clark told the trustees that the Summer Reading Program sign-up for all ages begins next Monday, and that there will be multiple programs per day thereafter until August, for the most part.

Clark also highlighted several of the upcoming regular and one-time programs happening in the next two weeks, including the kick-off concert with the band Hungrytown, a traveling folk duo from Vermont, and several programs being facilitated by Palo Alto County Extension and Outreach. He also reminded the trustees that the first full week of June will see the library's new weekly club, Lego Club, start out.

Unfinished Business:

The policy up for review, the Tornado and Thunderstorm Policy, was given its second reading. No changes were made at the last meeting, and no changes were suggested. Trustee Stillman made a motion to accept the second reading of the Tornado and Thunderstorm Policy. The motion was seconded by Trustee Stewart and carried, 8-0.

The policy up for review, the Bulletin Boards Policy, was given its second reading. No changes were made at the last meeting, and no changes were suggested. Trustee Schany made a motion to accept the second reading of the Bulletin Boards Policy. The motion was seconded by Vice President Neff and carried, 8-0.

New Business: The policy up for review, the Staff Education and Development Policy, was given its first reading. No changes were suggested. Trustee Stillman made a motion to accept the first reading of the Staff Education and Development Policy. Trustee Hoyman seconded the motion. The motion carried, 8-0.

For the Board Education Module, the board watched the second installment of "Boardroom 2022: Policy Watch: Policy Topics "Lost and Found." The recording was paused at the 38:00 mark.

Agenda Items for Next Meeting: Election of Officers

Adjourn: President Merrill asked for a motion to adjourn the meeting, which was made by Trustee Schany, seconded by Trustee Hoyman, and carried, 8-0. The meeting was adjourned at 6:16 p.m. The next meeting of the Board of Trustees is scheduled for Tuesday, June 20, 2023 at 5:00 p.m. in Room 14 Conference Room of the Emmetsburg Public Library.

Respectfully submitted,

Nathan R. E. Clark

Nathan R. E. Clark, secretary pro tem

6/19/2023

Date

Kathryn Merrill

President, Board of Trustees

6/19/2023

Date

Emmetsburg Public Library

Expenditures for the month of May 2023

001.4010.6210 Dues & Memberships

| Date | Vendor | Amount | Description |
|-----------|------------------------------|----------|-----------------------------------|
| 5/17/2023 | American Library Association | \$175.00 | One-year institutional membership |

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| Vendor Total: | \$175.00 |
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| Line Item Total: | \$175.00 |
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001.4010.6373 Telecommunications Expense

| Date | Vendor | Amount | Description |
|-----------|--------------------------------|----------|---|
| 5/22/2023 | Windstream Iowa Communications | \$137.14 | 2 Telephone lines + long distance service |

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| Vendor Total: | \$137.14 |
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| Line Item Total: | \$137.14 |
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001.4010.6402 Advertising Expense

| Date | Vendor | Amount | Description |
|-----------|------------------------------|----------|------------------------------------|
| 4/30/2023 | Emmetsburg Reporter-Democrat | \$120.00 | Gifts and memorials ad from 2/2/23 |

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| Vendor Total: | \$120.00 |
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001.4010.6402 Advertising Expense

| Date | Vendor | Amount | Description |
|----------|------------------------------|---------|------------------------------------|
| 5/1/2023 | Illinois Library Association | \$20.15 | Summer Reading Program Promo Items |

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| Vendor Total: | \$20.15 |
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| Line Item Total: | \$140.15 |
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001.4010.6419 Technology Services Expense

| Date | Vendor | Amount | Description |
|----------|----------|----------|---------------------------------|
| 6/1/2023 | OCLC Inc | \$193.02 | Monthly Cataloging Subscription |

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| Vendor Total: | \$193.02 |
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| Line Item Total: | \$193.02 |
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001.4010.6499 Other Contract. Serv.-Enrich Iowa

| Date | Vendor | Amount | Description |
|----------|-----------------------------------|------------|---------------------------|
| 6/3/2023 | orth Iowa Libraries Collaborating | \$2,144.21 | Beacon Annual Support Fee |

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| Vendor Total: | \$2,144.21 |
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| Line Item Total: | \$2,144.21 |
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001.4010.6502 Library Materials

| Date | Vendor | Amount | Description |
|-----------|---------------------|---------|----------------------------|
| 5/24/2023 | Des Moines Register | \$26.50 | 6/1/2023-6/30/2023 Service |

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| Vendor Total: | \$26.50 |
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| Line Item Total: | \$26.50 |
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001.4010.6504 Minor Equipment

| Date | Vendor | Amount | Description |
|-----------|-----------|----------|------------------------|
| 5/15/2023 | USA Today | \$397.68 | 6/1/23-5/31/24 Service |

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| Vendor Total: | \$397.68 |
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| Line Item Total: | \$397.68 |
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001.4010.6506 Office Supplies

| Date | Vendor | Amount | Description |
|----------|---------|---------|----------------|
| 5/2/2022 | Loffler | \$77.57 | Toner Contract |

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| Vendor Total: | \$77.57 |
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| Line Item Total: | \$77.57 |
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001.4010.6507 Operating Supplies

| Date | Vendor | Amount | Description |
|----------|---------------------------|----------|----------------------|
| 6/2/2023 | Kent Adhesive Products Co | \$845.35 | Rigid Book Coverings |

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| Vendor Total: | \$845.35 |
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| Line Item Total: | \$845.35 |
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| 001.4010.6770 Library Capital | | | |
|-------------------------------|----------------|-----------------|-------------|
| Date | Vendor | Amount | Description |
| 5/8/2023 | Baker & Taylor | \$402.93 | Books-Adult |
| 5/11/2023 | Baker & Taylor | \$254.93 | Books-Adult |
| 5/23/2023 | Baker & Taylor | \$142.57 | Books-Adult |
| Vendor Total: | | \$800.43 | |

| 001.4010.6770 Library Capital | | | |
|-------------------------------|-----------------------|-----------------|------------------|
| Date | Vendor | Amount | Description |
| 5/3/2023 | Gale/CENGAGE Learning | \$202.07 | Books-Large Type |
| 5/18/2023 | Gale/CENGAGE Learning | \$61.47 | Books-Large Type |
| 5/25/2023 | Gale/CENGAGE Learning | \$47.25 | Books-Large Type |
| Vendor Total: | | \$310.79 | |

| 001.4010.6770 Library Capital | | | |
|-------------------------------|--------------------------|-----------------|------------------|
| Date | Vendor | Amount | Description |
| 5/2/2023 | Center Point Large Print | \$287.04 | Books-Large Type |
| Vendor Total: | | \$287.04 | |

| 001.4010.6770 Library Capital | | | |
|-------------------------------|------------------------|-----------------|------------------------------|
| Date | Vendor | Amount | Description |
| 6/1/2023 | Juvenile Library Guild | \$141.75 | Books-Children's/Young Adult |
| 6/1/2023 | Juvenile Library Guild | \$141.75 | Books-Children's/Young Adult |
| Vendor Total: | | \$283.50 | |

| 001.4010.6770 Library Capital | | | |
|-------------------------------|-------------------|-----------------|------------------|
| Date | Vendor | Amount | Description |
| 3/24/2023 | Smart Apple Media | \$163.73 | Books-Children's |
| Vendor Total: | | \$163.73 | |

| 001.4010.6770 Library Capital | | | |
|-------------------------------|-------------|----------------|------------------|
| Date | Vendor | Amount | Description |
| 1/31/2023 | Broad Reach | \$48.44 | Books-Children's |
| Vendor Total: | | \$48.44 | |

| 001.4010.6770 Library Capital | | | |
|-------------------------------|-----------|-----------------|------------------|
| Date | Vendor | Amount | Description |
| 6/2/2023 | Book Look | \$446.74 | Books-Adult |
| 6/2/2023 | Book Look | \$147.92 | Books-Children's |
| 2/15/2023 | Book Look | -\$1.00 | Credit Memo |
| Vendor Total: | | \$593.66 | |

001.4010.6770 Library Capital

| Date | Vendor | Amount | Description |
|-----------|--------------------|---------|------------------|
| 5/9/2023 | MicroMarketing LLC | \$37.32 | Books-Children's |
| 5/31/2023 | MicroMarketing LLC | \$40.90 | Books-Children's |

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| Vendor Total: | \$78.22 |
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001.4010.6770 Library Capital

| Date | Vendor | Amount | Description |
|-----------|-------------------------|-----------------|-------------------------|
| 5/6/2023 | Amazon Capital Services | \$41.43 | Books-Young Adult/Adult |
| 5/10/2023 | Amazon Capital Services | \$7.99 | Books-Adult |
| 5/22/2023 | Amazon Capital Services | \$39.95 | Videorecordings |
| 5/26/2023 | Amazon Capital Services | \$16.99 | Books-Adult |
| 5/30/2023 | Amazon Capital Services | \$26.09 | Books-Adult |
| 5/31/2023 | Amazon Capital Services | \$68.12 | Books-Adult |
| | | \$200.57 | |

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| Vendor Total: (Split with Trust Funds-Library/PACGDC Funds) | |
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| Line Item Total: | \$2,766.38 |
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| Expenses Total: | \$6,903.00 |
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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 |
|-----------|-------------------------|-----------------|--------------------------------|
| 5/15/2023 | Amazon Capital Services | \$277.67 | SRP Supplies and Prizes |
| 5/18/2023 | Amazon Capital Services | \$321.71 | SRP Supplies, Prizes and Books |
| 6/5/2023 | Amazon Capital Services | \$271.21 | SRP Supplies and Prizes |
| | | \$870.59 | |

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| Vendor Total: (Split Vendor Total with Library Capital & PACDGC Funds) | |
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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 |
|-----------|----------------|----------|---------------------------------|
| 6/12/2023 | Blank Park Zoo | \$336.20 | Education Zoo 60-Minute Program |

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| Vendor Total: | \$336.20 |
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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 |
|----------|-------------------------------|----------|----------------------------|
| 6/2/2023 | Motion Picture Licensing Corp | \$154.65 | Public Performance License |

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| Vendor Total: | \$154.65 |
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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 |
| 6/2/2023 | Transparent Language Inc | \$540.00 | 12-month Subscription Renewal |

Vendor Total: \$540.00

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

| 167.5901.6608 Trust Fund-Library Funds | | | |
|--|--------------|----------|---------------------------------|
| Date | Vendor | Amount | Description |
| 5/16/2023 | Duffy Hudson | \$750.00 | Tesla One-Man Play + Magic Show |

Vendor Total: \$750.00

Line Item Total: \$2,651.44

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

| 151.6001.6413 PACGDC Grant Funds | | | |
|----------------------------------|-------------------------|----------|---------------------------------|
| Date | Vendor | Amount | Description |
| 5/21/2023 | Amazon Capital Services | \$926.12 | PACGDC Grant Expenses-Lego Club |
| | | \$926.12 | |

Vendor Total: \$1,997.28 *(Includes \$200.57 from Library Capital & \$870.59 from Trust Funds)*

Trust Funds Total: \$2,651.44

PACGDC Funds Total: \$926.12

Grand Total: \$10,480.56

Emmetsburg Public Library

Petty Cash Fund

for 5/1/23-6/5/2023

001.4010.6508 Postage & Shipping

| Date | Employee | Purchasing Amount | Description |
|-----------|--------------------|-------------------|-------------|
| 5/8/2023 | Nathan R. E. Clark | \$4.13 | Postage |
| 5/18/2023 | Nathan R. E. Clark | \$4.79 | Postage |
| 5/31/2023 | Nathan R. E. Clark | \$4.13 | Postage |

Line Item Total: \$13.05

001.4010.6340 Other Equipment Repairs

| Date | Employee | Purchasing Amount | Description |
|-----------|--------------------|-------------------|----------------------------|
| 5/3/2023 | Kari Gramowski | \$10.00 | Popcorn |
| 5/9/2023 | Rebecca Schmit | \$2.00 | Puffcorn |
| 5/12/2023 | Nathan R. E. Clark | \$12.49 | Drink pouches/Fruit snacks |
| 5/17/2023 | Kari Gramowski | \$20.51 | Crafting Supplies |
| 5/19/2023 | Anna Veltri | \$39.96 | Popcorn/Strawberries |
| 5/19/2023 | Nathan R. E. Clark | \$5.00 | Drink pouches |
| 5/21/2023 | Anna Veltri | \$7.63 | Cake Pop supplies |
| 5/22/2023 | Anna Veltri | \$43.48 | Programming Supplies |
| 5/23/2023 | Nathan R. E. Clark | \$3.98 | Bottled Water |
| 5/25/2023 | Kari Gramowski | \$15.28 | SRP Prizes |
| 5/31/2023 | Anna Veltri | \$38.79 | SRP Prizes |
| 6/1/2023 | Kari Gramowski | \$6.41 | Programming Supplies |
| 6/1/2023 | Kari Gramowski | \$29.88 | Programming Supplies |
| 6/1/2023 | Anna Veltri | \$38.69 | Programming Supplies |
| 6/1/2023 | Kari Gramowski | \$38.52 | SRP Prizes |
| 6/5/2023 | Kari Gramowski | \$29.92 | SRP Display Construction |
| 6/5/2023 | Kari Gramowski | \$4.82 | Tablecloths |

Line Item Total: \$347.36

001.4010.6770 Library Capital

| Date | Employee | Purchasing Amount | Description |
|----------|--------------------|-------------------|-----------------|
| 5/2/2023 | Nathan R. E. Clark | \$24.96 | Videorecordings |

Line Item Total: \$24.96

Petty Cash Total: \$385.37