



Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, December 19, 2023

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 5:00 p.m. on Tuesday, December 19, 2023 in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Anne Johnson, Joe Schany, Vice President Jacob Neff, Joe Schany, Chelsea Rouse and Joel Hoyman. Trustee Marilyn Carlstrom was absent.

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 Schany and carried, 7-0.

Minutes Approval: The minutes of the November 2023 meeting were provided for the trustees. Trustee Hoyman made a motion to approve the minutes of the November 2023 meeting. The motion was seconded by Trustee Veltri and carried, 7-0.

Bill Approval: The expenses for the month of November 2023 were read by Library Director Clark. Trustee Schany moved to approve the expenses for the month of November 2023. The motion was seconded by Trustee Veltri and carried, 7-0.

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

Correspondence: No correspondence was presented to the board at the meeting.

Board Committees: *Finance & Budget Committee:* The committee presented its FY2025 budget request draft to the board. Trustee Brown moved to approve the FY25 budget request, which was seconded by Vice President Neff, and carried, 7-0.

Recruitment & Orientation: Library Director Clark stated that the mayor had been presented with suggestion of a replacement for Marilyn Carlstrom.

Standards & Accreditation: The committee has not met since the last Board meeting and has no report.

Library Director's Report: Library Director Clark shared with the trustees that the library had seen its highest door count for a November since 2015. He said that he felt that it helped that they had a

month chock full of programs with International Games Month. He said that while none of the programs were exceptional in their individual attendance, having so many of them made a difference. He stated that he wanted to do it again next year, and he also wanted to partner with the college and Wellness Center. He felt with even more advance planning, and leveraging the college marketing department, that IGM could be an even bigger success.

Clark stated that Sandra Pelzer was moving to a different position, and the public hours that she was keeping at the library offering social work services may be ending with that move the beginning of next month. He said there is hope that the agency will see value in the public library as a venue for outreach and continue the practice with the new hire.

Clark said an end-of-life doula was interested in presenting at the library. The trustees wanted to know more about the presenter's credentials if they were offering services that would touch upon legal or medical issues. Clark said that he would follow up with the presenter.

Unfinished Business: The policy up for review, the *Customer Service Policy*, was given its second reading. No changes were made at the last meeting and no changes were suggested. Trustee Hoyman moved to approve the second reading of the *Customer Service Policy*. The motion was seconded by Trustee Veltri and carried, 7-0.

The policy up for review, the *Privacy Policy*, was given its second reading. No changes were made at the last meeting and no changes were suggested. Trust Brown made a motion to approve the second reading of the *Privacy Policy*, which was seconded by Trustee Johnson. The motion carried, 7-0.

Library Director Clark presented the trustees with the final draft of the PACGDC Grant request that was approved at the last meeting. He said that he would be applying for the grant shortly.

Library Director Clark presented the trustees with the Dr. Seuss Quilt raffle tickets. They are to be sold at the price schedule determined at the previous meeting.

New Business: The policy up for review, the *City of Emmetsburg & Emmetsburg Municipal Utilities Personnel Policy Handbook* was given its first reading. Library Director Clark explained that the City approved a new handbook, which now covered EMU, as well. Some designated holidays were added along with an additional personal day for employees to use. As before, the library board may decide to use time off as a floating holiday for designated holidays that the library is open. He said that it takes effect 1/1/2024. Trustee Veltri made a motion to approve the first reading of the *City of Emmetsburg & Emmetsburg Municipal Utilities Personnel Policy Handbook*. The motion was seconded by Trustee Johnson and carried, 7-0.

For the board education module, the Board watched *Intersections: Where Cities and Libraries Meet*. It was stopped at the 15:00 mark.

Upcoming meetings: The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, January 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. Trustee Brown moved to adjourn, which was seconded by Vice President Neff. The motion carried, 7-0. The meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Nathan R. E. Clark

Nathan R. E. Clark, secretary pro tem

1-16-2024

Date

Kathryn Merrill

Kathryn Merrill, President, Board of Trustees

1-16-2023

Date

Emmetsburg Public Library

Expenditures for the month of December 2023

001.4010.6210 Dues & Memberships

Date	Vendor	Amount	Description
12/27/2023	ILA	\$115.00	1-Year Membership Dues-Nathan
12/27/2023	ILA	\$40.00	1-Year Membership Dues-Anna

Vendor Total: \$155.00

Line Item Total: \$155.00

001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
12/21/2023	Windstream Iowa Communications	\$138.02	2 Telephone line + long distance service

Vendor Total: \$138.02

001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
12/23/2022	Zoom Video Communications, Inc.	\$149.90	One-year subscription

Line Item Total: \$149.90 (paid with City Credit Card)

Line Item Total: \$287.92

001.4010.6414 Printing, Binding & Microfilm

Date	Vendor	Amount	Description
11/28/2023	Advantage Archives LLC	\$340.00	Emmetsburg Reporter-Democrat Digitization

Vendor Total: \$340.00

Line Item Total: \$340.00

001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
12/22/2023	World Trade Press	\$196.64	A to Z World Food

Vendor Total: \$196.64

Line Item Total: \$196.64

001.4010.6502 Library Materials			
Date	Vendor	Amount	Description
12/24/2023	Des Moines Register	\$26.00	01/01/24-01/31/2024 Service

Vendor Total:	\$26.00
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001.4010.6502 Library Materials			
Date	Vendor	Amount	Description
1/3/2024	Scout Life Magazine	\$15.00	One-year subscription

Vendor Total:	\$15.00
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001.4010.6502 Library Materials			
Date	Vendor	Amount	Description
1/3/2023	Harper's BAZAAR	\$16.05	One-year subscription

Vendor Total:	\$16.05
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Line Item Total:	\$57.05
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001.4010.6506 Office Supplies			
Date	Vendor	Amount	Description
12/2/2021	Loffler	\$65.60	Toner Contract

Vendor Total:	\$65.60
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001.4010.6506 Office Supplies			
Date	Vendor	Amount	Description
1/4/2023	Spencer Office Supplies	\$59.13	Card Stock - 3 packages

Vendor Total:	\$59.13
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001.4010.6506 Office Supplies			
Date	Vendor	Amount	Description
12/7/2023	Amazon Capital Services	\$42.66	Transparent tape- 2 sleeves

Vendor Total:	\$42.66 (Split with Other Supplies/Library Capital/Trust Funds-Library Funds/PACGDC Grant Funds)
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Line Item Total:	\$167.39
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001.4010.6599 Other Supplies			
Date	Vendor	Amount	Description
12/6/2023	Amazon Capital Services	\$38.95	Texting Gloves Program Supplies

Vendor Total:	\$38.95 (Split with Office Supplies/Library Capital/Trust Funds-Library Funds/PACGDC Grant Funds)
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Line Item Total: \$38.95

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
12/1/2023	Baker & Taylor	-\$34.19	Credit Memo
12/5/2023	Baker & Taylor	\$23.08	Books-Young Adult
12/5/2023	Baker & Taylor	\$18.53	Books-Adult
12/5/2023	Baker & Taylor	\$20.40	Books-Large Type
12/18/2023	Baker & Taylor	\$16.79	Books-Adult
12/18/2023	Baker & Taylor	\$9.50	Books-Children's
		\$54.11	

Vendor Total: (Split with Trust Funds-Library Funds)

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
12/5/2023	Gale/CENGAGE Learning	\$56.23	Books-Large Type
12/6/2023	Gale/CENGAGE Learning	\$174.69	Books-Large Type
12/6/2023	Gale/CENGAGE Learning	\$170.19	Books-Large Type
12/7/2023	Gale/CENGAGE Learning	\$51.73	Books-Large Type
12/18/2023	Gale/CENGAGE Learning	\$53.98	Books-Large Type
12/19/2023	Gale/CENGAGE Learning	\$61.47	Books-Large Type
12/19/2023	Gale/CENGAGE Learning	\$51.73	Books-Large Type
12/20/2023	Gale/CENGAGE Learning	\$25.88	Books-Large Type

Vendor Total: \$645.90

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
12/1/2023	Center Point Large Print	\$287.04	Books-Large Type

Vendor Total: \$287.04

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
1/2/2024	Junior Library Guild	\$141.75	Books-Children's/Young Adult

Vendor Total: \$141.75

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
12/28/2023	Book Look	\$397.77	Books-Adult

Vendor Total: \$397.77

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
12/12/2023	MidAmerica Books	\$75.80	Books-Children's

Vendor Total: \$75.80

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
12/27/2023	Tall Girl Publishing	\$53.97	Books-Children's

Vendor Total:	\$53.97
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
12/7/2023	Blackstone	\$67.99	Sound Recordings-Adult
12/20/2023	Blackstone	\$27.99	Sound Recordings-Adult

Vendor Total:	\$95.98
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
12/7/2023	MicroMarketing LLC	\$25.09	Sound Recordings-Children's

Vendor Total:	\$25.09
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
12/8/2023	Amazon Capital Services	\$46.49	Console Video Games/Books-Adult
12/12/2023	Amazon Capital Services	\$26.99	Books-Young Adult
12/9/2023	Amazon Capital Services	\$124.93	Books-Young Adult
12/15/2023	Amazon Capital Services	\$59.95	Videorecordings
12/17/2023	Amazon Capital Services	\$52.31	Books-Adult
12/27/2023	Amazon Capital Services	\$40.95	Videorecordings
12/31/2023	Amazon Capital Services	\$90.13	Videorecordings
		\$441.75	

Vendor Total:	(Split with Office Supplies/Other Supplies/Trust Funds-Library Funds/PACGDC Grant Funds)
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Line Item Total	\$2,219.16
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Expenses Total:	\$3,462.11
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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
12/5/2023	Baker & Taylor	\$653.10	Books-Adult
12/18/2023	Baker & Taylor	\$72.34	Books-Adult
		\$725.44	

Vendor Total: \$779.55 Includes \$54.11 from Library Capital)

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

167.5901.6608 Trust Fund-Library Funds

Date	Vendor	Amount	Description
12/10/2023	Amazon Capital Services	\$270.75	Books-Adult Trolley, Shapes Puzzle, STEM Building Set, Felt Board, Felt Board Sets, Toy Kitchen Set- ECNCI Grant 2023
12/26/2023	Amazon Capital Services	\$517.33	Magnetic Tiles Set, Building Block Game, Toddler Wooden Toys, Constructor Set- ECNCI Grant 2023
12/27/2023	Amazon Capital Services	\$278.52	
		\$1,066.60	

Vendor Total: (Split with Office Supplies/Other Supplies/Library Capital/PACGDC Grant Funds)

Trust Funds Total: \$1,792.04

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

151.6001.6413 PACGDC Grant Funds

Date	Vendor	Amount	Description
12/26/2023	Amazon Capital Services	\$453.86	Wooden Train Table, Lacing Activity, Toddler Activity Center, Building Blocks-YS Updates Grant-2022
12/26/2023	Amazon Capital Services	\$60.26	Wooden Train Set, Lacing Activity, Magnetic Maze-YS Updates Grant-2022
		\$514.12	

Vendor Total: \$2,104.08 (Includes \$42.66 from Office Supplies, \$38.95 from Other Supplies, \$441.75 from Library Capital & \$1,066.60 from Trust Funds-Library Funds)

PACGDC Funds Total: \$514.12

Grand Total: \$5,768.27

Emmetsburg Public Library

Petty Cash Fund

Expenditures for December 1-31, 2023

001.4010.6508 Postage & Shipping

Date	Employee Purchasing	Amount	Description
12/7/2023	Nathan R. E. Clark	\$4.43	Postage

Line Item Total: \$4.43

001.4010.6507 Operating Supplies

Date	Employee Purchasing	Amount	Description
12/12/2023	Nathan R. E. Clark	\$2.78	Distilled Water
12/12/2023	Nathan R. E. Clark	\$13.85	Irox Wipes, Program Refreshments
12/29/2023	Nathan R. E. Clark	\$5.76	Distilled Water

Line Item Total: \$22.39

001.4010.6599 Other Supplies

Date	Employee Purchasing	Amount	Description
12/6/2023	Kari Gramowski	\$20.00	Popcorn for Movie Program
12/9/2023	Kari Gramowski	\$5.00	PreK Storytime Kit
12/21/2023	Nathan R. E. Clark	\$50.82	Sugar Cookie Decorating Supplies
12/21/2023	Nathan R. E. Clark	\$30.54	Icing

Line Item Total: \$106.36

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

151.6001.6413 PACGDC Grant Funds

Date	Employee Purchasing	Amount	Description
12/21/2023	Nathan R. E. Clark	\$220.00	LEGO sets-YS Updates Grant-2022

Line Item Total: \$220.00

Petty Cash Total: \$353.18