



Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday December 17, 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 5:03 p.m. on Tuesday, December 17, 2024 in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Anne Johnson, Joe Veltri, Joel Hoyman, Chelsea Rouse, Vice President Jacob Neff, Joe Schany and Sarah Brugman. 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 Brugman and carried, 9-0.

Minutes Approval: The minutes of the November 2024 meeting were provided for the trustees. Trustee Hoyman made a motion to approve the minutes of the November 2024 meeting. The motion was seconded by Trustee Johnson and carried, 9-0.

Bill Approval: The expenses for the month of November 2024 were read by Library Director Clark. Trustee Veltri moved to approve the expenses for the month of November 2024. The motion was seconded by Trustee Schany and carried, 9-0.

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

Correspondence: A letter from the State Library of Iowa was presented describing the library's FY25 Open Access and Interlibrary Loan Reimbursement program payment. A letter sent to Michael Weir of Estherville concerning his job as Des Moines Register carrier.

Board Committees: *Finance & Budget Committee:* The FY26 budget proposal was presented to the trustees. Trustee Brugman moved to approve the FY26 Budget Proposal. The motion was seconded by Vice President Neff and carried, 9-0.

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 shared the sheets that he had prepared for the meeting with the Board of Supervisors. The trustees encouraged him to share the information further.

Clark told the trustees that the Christmas Carol performance with Ray Carver was enjoyed by all who attended, about 27, but that some may have been scared away by the weather or the printed length of the program.

Clark also shared a graph he had created showing the circulation of downloadable audiobooks, eBooks, and digital magazines over the past decade. Use of all of these formats has risen during that period, but the audiobooks have risen dramatically the past two fiscal years.

Clark told the trustees that preparations were well underway for the big early dismissal day program to happen later this week: the "Holly Jolly Jubilee." He said that the library staff had a fun program planned for the children to kick off their holiday break.

Clark also talked about a recently conceived program, the "Retired Teacher's Tea," which takes over from a previous tradition that was discontinued when an organizer passed away.

Unfinished Business: Library Director Clark told the trustees that he had hired Lori Morey as the new Youth Services Director. Lori introduced herself to the trustees.

The policy up for review, the *Notice of Materials One Month Overdue*, was given its second reading. No changes were made at the last meeting and no new changes were suggested. Trustee Schany moved to approve the second reading of the *Notice of Materials One Month Overdue* with no changes. The motion was seconded by Trustee Rouse and carried, 9-0.

The policy up for review, the *Notice of Materials Two Months Overdue*, was given its second reading. No changes were made at the last meeting and no new changes were suggested. Trustee Veltri moved to approve the second reading of the *Notice of Materials Two Months Overdue*. Vice President Neff seconded the motion, which carried, 9-0.

The policy up for review, the *Notice of Non-Operating Telephone Number*, was given its second reading. No changes were made at the last meeting, and no new changes were suggested. Trustee Schany moved to approve the second reading of the *Notice of Non-Operating Telephone Number*. Trustee Brugman seconded the motion, which carried, 9-0.

The policy up for review, the *Letter to Law Enforcement Materials* was given its second reading. No changes were made at the last meeting and no new changes were suggested. Trustee Veltri moved to approve the second reading of the *Letter to Law Enforcement Materials*. Trustee Johnson seconded the motion, which carried, 9-0.

New Business: The policy up for review, the *Collection Management-Website Content Policy*, was given its first reading. Library Director Clark told the trustees that this policy helped define the purpose of the library's website. He said that he gets many requests each week to include links and other things on the library's website. No changes were suggested. Trustee Rouse moved to approve the first reading of the *Collection Management-Website Content Policy* with the no changes. Trustee Johnson seconded the motion, which carried, 9-0.

Being close to the holidays, the Board Education Module was dispensed with for the December meeting.

Agenda Items for Next Meeting: No items were suggested to include on next month's agenda in advance.

Upcoming meetings: The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, January 21, 2025 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 Trustee Johnson. The motion carried, 9-0. The meeting was adjourned at 5:37 p.m.

Respectfully submitted,

Nathan R. E. Clark

Nathan R. E. Clark, secretary pro tem

1/21/2025

Date

Kathryn Merrill

Kathryn Merrill, President, Board of Trustees

1/18/2025

Date

Emmetsburg Public Library

Expenditures for the month of December 2024

Date	Invoice #	Dues & Memberships	Vendor	Vendor Account #:	Amount	Description
1/7/2025	10680	Iowa Library Association			\$80.00	Annual Membership Dues-Lori

Vendor Total: \$80.00

Line Item Total: \$80.00

Date	Invoice #	Telecommunications Expense	Vendor	Vendor Account #:	Amount	Description
12/4/2024			T-Mobile	997555581	\$17.57	Telephone Line

Vendor Total: \$17.57

Date	Invoice #	Telecommunications Expense	Vendor	Vendor Account #:	Amount	Description
12/23/2024	7014161821	Zoom Communications, Inc.		7014161821	\$159.90	One-year Subscription Online Meeting Platform

Vendor Total: \$159.90 (Paid with City Credit Card)

Line Item Total: \$177.47

Date	Invoice #	Printing, Binding & Microfilm	Vendor	Vendor Account #:	Amount	Description
9/30/2024	41155	Advantage Archives, LLC			\$330.00	Preservation Microfilming

Vendor Total: \$330.00

Line Item Total: \$330.00

001.4010.6419 Technology Services Expense Vendor Account #: 10687
 Date Invoice # Invoice Amount Description
 12/19/2024 INV681505 World Trade Press \$202.54 A to Z World Food Subscription Renewal

Vendor Total: \$202.54

Line Item Total: \$202.54

001.4010.6502 Library Materials Vendor Account #: DM8578230
 Date Invoice # Invoice Amount Description
 11/11/2024 The Des Moines Register \$41.84 1/1/2025-1/31/2025 Service

Vendor Total: \$41.84

001.4010.6502 Library Materials Vendor Account #:
 Date Invoice # Invoice Amount Description
 12/6/2024 Country Living \$19.97 One-year subscription

Vendor Total: \$19.97

001.4010.6502 Library Materials Vendor Account #:
 Date Invoice # Invoice Amount Description
 11/5/2024 Popular Mechanics \$32.07 One-year subscription

Vendor Total: \$32.07

001.4010.6502 Library Materials Vendor Account #:
 Date Invoice # Invoice Amount Description
 1/2/2025 Harper's BAZAAR \$26.72 One-year subscription

Vendor Total: \$26.72

001.4010.6502 Library Materials Vendor Account #: Vendor Amount \$15.00 Description
 12/17/2024 Invoice # WIRED One-year subscription

Vendor Total: \$15.00

001.4010.6502 Library Materials Vendor Account #: Vendor Amount \$20.00 Description
 12/9/2024 Invoice # Bon Apétit One-year subscription

Vendor Total: \$20.00

001.4010.6502 Library Materials Vendor Account #: Vendor Amount \$27.95 Description
 1/10/2024 Invoice # Kalmbach Publishing Discover One-year subscription

Vendor Total: \$27.95

001.4010.6502 Library Materials Vendor Account #: Vendor Amount \$24.97 Description
 1/2/2025 Invoice # Archaeological Institute of America Archaeology One-year subscription

Vendor Total: \$24.97

001.4010.6502 Library Materials Vendor Account #: Vendor Amount \$29.98 Description
 1/10/2025 Invoice # Tea-Time Magazine One-Year Subscription

Vendor Total: \$29.98

Line Item Total: \$238.50

001.4010.6506 Office Supplies Vendor Account #: OS-21253-01-01

Date	Invoice #	Vendor	Amount	Description
12/5/2024	4882831	Loffler	\$60.08	Toner Contract
1/3/2025	4907030	Loffler	\$98.94	Toner Contract

Vendor Total: \$159.02

001.4010.6506 Office Supplies Vendor Account #:

Date	Invoice #	Vendor	Amount	Description
12/18/2024	1344	Brennan Office Products	\$84.10	Case of Paper, File Folders, Hanging Files

Vendor Total: \$84.10

Line Item Total: \$243.12

001.4010.6507 Operating Supplies Vendor Account #:

Date	Invoice #	Vendor	Amount	Description
12/26/2024	122403	North Iowa Libraries Collaborating	\$185.00	Disc Repair Machine Consumable Supplies

Vendor Total: \$185.00

001.4010.6507 Operating Supplies Vendor Account #: 143160000

Date	Invoice #	Vendor	Amount	Description
12/30/2024	7584327	Demco	\$233.50	DVD Benefit Denial Cases

Vendor Total: \$233.50

Line Item Total: \$418.50

001.4010.6599 Other Supplies

Vendor Account #:

Date	Invoice #	Vendor	Amount	Description
11/1/2024	15068	Iowa Lakes Comm. College	\$60.00	Cupcakes for Program

Vendor Total: \$60.00

Line Item Total: \$60.00

001.4010.6770 Library Capital

Vendor Account #: 206185 L510974 2 B00000

Date	Invoice #	Vendor	Amount	Description
11/27/2024	2038729347	Baker & Taylor	\$10.19	Books-Adult
11/27/2024	2038729348	Baker & Taylor	\$18.53	Books-Adult
11/27/2024	2038729349	Baker & Taylor	\$15.17	Books-Adult
12/5/2024	2038740639	Baker & Taylor	\$16.50	Books-Adult
12/5/2024	2038740640	Baker & Taylor	\$235.31	Books-Adult/Children's
12/17/2024	2038759579	Baker & Taylor	\$59.72	Books-Adult
12/27/2024	2038779259	Baker & Taylor	\$13.10	Books-Adult
12/27/2024	2038779260	Baker & Taylor	\$16.52	Books-Adult
12/27/2024	2038779261	Baker & Taylor	\$11.40	Books-Adult

Vendor Total: \$396.44

001.4010.6770 Library Capital

Vendor Account #: 151562

Date	Invoice #	Vendor	Amount	Description
12/3/2024	86021330	Cengage Learning Inc/ Gale	\$179.19	Books-Large Type
12/3/2024	86020790	Cengage Learning Inc/ Gale	\$89.22	Books-Large Type
12/4/2024	86024287	Cengage Learning Inc/ Gale	\$84.72	Books-Large Type
12/5/2024	86032150	Cengage Learning Inc/ Gale	\$53.23	Books-Large Type
12/19/2024	86078526	Cengage Learning Inc/ Gale	\$62.97	Books-Large Type
12/19/2024	86077360	Cengage Learning Inc/ Gale	\$55.48	Books-Large Type
12/19/2024	86077549	Cengage Learning Inc/ Gale	\$53.98	Books-Large Type
1/7/2025	86148786	Cengage Learning Inc/ Gale	\$58.48	Books-Large Type

Vendor Total: \$637.27

001.4010.6770 Library Capital		Vendor Account #:			
Date	Invoice #	Vendor	Amount	Description	
12/1/2024	2133713	Center Point Large Print	\$294.84	Books-Large Print	
1/1/2025	2139436	Center Point Large Print	\$294.84	Books-Large Print	

Vendor Total: \$589.68

001.4010.6770 Library Capital		Vendor Account #: J008230			
Date	Invoice #	Vendor	Amount	Description	
1/1/2025	704008	Junior Library Guild	\$141.75	Books-Children's/Young Adult	

Vendor Total: \$141.75

001.4010.6770 Library Capital		Vendor Account #: J008230			
Date	Invoice #	Vendor	Amount	Description	
1/10/2025		Legislative Services Agency	\$200.00	Books-Reference	

Vendor Total: \$200.00

001.4010.6770 Library Capital		Vendor Account #:			
Date	Invoice #	Vendor	Amount	Description	
12/9/2024	2180885	Blackstone Publishing	\$158.27	Sound Recordings-Adult	
12/11/2024	2181208	Blackstone Publishing	\$36.00	Sound Recordings-Adult	
12/16/2024	2181817	Blackstone Publishing	\$31.99	Sound Recordings-Adult	

Vendor Total: \$226.26

001.4010.6770 Library Capital

Vendor Account #: AJXB8ULKK16SU

Date	Invoice #	Vendor	Amount	Description
12/6/2024	116L-RYM3-41VM	Amazon Capital Services	\$40.20	Replacement Books and DVDs
12/18/2024	1LYX-MFDD-XGV9	Amazon Capital Services	\$68.19	Books-Adult/Videorecordings
12/23/2024	1W9V-K116-6FNV	Amazon Capital Services	\$214.16	Console Video Games
12/27/2024	1H4Y-363D-TKR9	Amazon Capital Services	\$71.61	Books-Adult

Vendor Total: \$394.16

Line Item Total: \$2,585.56

Expenses Total: \$4,335.69

Emmetsburg Public Library

Petty Cash Fund

Expenditures for Dec. 4, 2024- Jan. 10, 2025

001.4010.6599 Other Supplies

Date	Employee Purchasing	Amount	Description
12/4/2024	Nathan R. E. Clark	\$31.20	Distilled Water/Prog. Refreshments
12/10/2024	Nathan R. E. Clark	\$27.25	Disposable Plates/Cutlery/Prog. Ref.
12/19/2024	Nathan R. E. Clark	\$22.44	Cookie Decorations
12/19/2024	Nathan R. E. Clark	\$28.26	Disposable Plates/Cutlery/Prog. Ref.
12/19/2024	Katherine Rogers	\$71.92	Program Refreshments

Line Item Total: \$181.07

Petty Cash Total: \$181.07

Emmetsburg Public Library

Expenditures for the month of January 2025

001.4010.6373 Telecommunications Expense Vendor Account #: 997555581 Description
Date Invoice # Vendor Amount Telephone Line
1/21/2025 T-Mobile \$35.14

Vendor Total: \$35.14

Line Item Total: \$35.14

001.4010.6502 Library Materials Vendor Account #: DM8578230 Description
Date Invoice # Vendor Amount
1/24/2025 The Des Moines Register #1150 \$28.84 2/1/25-2/28/25 Service

Vendor Total: \$28.84

Line Item Total: \$28.84

001.4010.6599 Other Supplies Vendor Account #: Description
Date Invoice # Vendor Amount
12/20/2024 15101 Iowa Lakes Comm. College \$60.00 Sugar Cookies for Program
1/30/2025 15114 Iowa Lakes Comm. College \$60.00 Sugar Cookies for Program

Vendor Total: \$120.00

Line Item Total: \$120.00

001.4010.6770 Library Capital Vendor Account #: 206185 L510974 2 B00000

Date	Invoice #	Vendor	Amount	Description
1/7/2025	2038798337	Baker & Taylor	\$17.10	Books-Adult
1/7/2025	2038798338	Baker & Taylor	\$17.10	Books-Adult
1/16/2025	2038823142	Baker & Taylor	\$10.79	Books-Adult
1/16/2025	2038823143	Baker & Taylor	\$48.44	Books-Adult
1/16/2025	2038823140	Baker & Taylor	\$17.10	Books-Adult
1/16/2025	2038823141	Baker & Taylor	\$56.94	Books-Adult
1/28/2025	20338849878	Baker & Taylor	\$10.79	Books-Adult

Vendor Total: (Split with Trust Funds-Library Funds) \$178.26

001.4010.6770 Library Capital Vendor Account #: 151562

Date	Invoice #	Vendor	Amount	Description
1/7/2025	86150314	Cengage Learning Inc/ Gale	\$146.20	Books-Large Type
1/7/2025	86149806	Cengage Learning Inc/ Gale	\$27.74	Books-Large Type
1/8/2025	86174201	Cengage Learning Inc/ Gale	\$53.23	Books-Large Type
1/23/2025	86505202	Cengage Learning Inc/ Gale	\$53.98	Books-Large Type
1/23/2025	86506281	Cengage Learning Inc/ Gale	\$63.72	Books-Large Type
1/23/2025	86505033	Cengage Learning Inc/ Gale	\$54.73	Books-Large Type
1/27/2025	86592591	Cengage Learning Inc/ Gale	\$133.48	Books-Large Type

Vendor Total: \$533.08

001.4010.6770 Library Capital Vendor Account #: J008230

Date	Invoice #	Vendor	Amount	Description
2/1/2025	706255	Junior Library Guild	\$141.75	Books-Children's/Young Adult

Vendor Total: \$141.75

001.4010.6770 Library Capital Vendor Account #: AJXB8ULKK16SU

Date	Invoice #	Vendor	Amount	Description
1/21/2025	1MH9-CFG3-P4PX	Amazon Capital Services	\$56.48	Books-Adult
1/22/2025	19T6-WHTT-1JFD	Amazon Capital Services	\$65.57	Videorecordings/Laminating Sheets
1/26/2025	1JM9-H4W4-1RVW	Amazon Capital Services	\$67.46	Books-Adult
2/1/2025	1PRW-LHWC-WFWH	Amazon Capital Services	\$44.60	Books-Adult

Vendor Total: \$234.11

Line Item Total: \$1,087.20

Expenses Total: \$1,271.18

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

167.5901.6608 Trust Fund-Library Funds Vendor Account #: 206185 L510974 2 B00000

Date	Invoice #	Vendor	Amount	Description
1/17/2025	2038826077	Baker & Taylor	\$160.14	Terry Neary Memorial-Books-Children's
1/28/2025	2038849879	Baker & Taylor	\$458.53	Rosie Metzger Memorial-Books-Adult
			\$618.67	

Vendor Total: \$796.93 (Includes \$178.26 from Library Capital)

Trust Funds Total: \$618.67

Grand Total: \$1,889.85

Emmetsburg Public Library

Petty Cash Fund Expenditures

for 1/11/2025-2/1/2025

001.4010.6508 Postage & Shipping

Date	Employee Purchasing Amount	Description
1/17/2024	Nathan R. E. Clark	\$31.34 Shipping Newspapers to Bindery

Line Item Total: \$31.34

001.4010.6507 Operating Supplies

Date	Employee Purchasing Amount	Description
1/15/2025	Nathan R. E. Clark	\$20.57 Program Refreshments/Distilled Water
1/24/2025	Nathan R. E. Clark	\$11.07 Program Refreshments
1/24/2025	Nathan R. E. Clark	\$3.75 Program Refreshments
1/31/2025	Nathan R. E. Clark	\$40.56 Cookie Decorating Craft Supplies
1/31/2025	Nathan R. E. Clark	\$75.00 Loren Naig-Caricaturist-Honorarium

Line Item Total: \$150.95

Petty Cash Total: \$182.29