

EVANSDALE LIBRARY BOARD

Due to the Fourth of July Holiday week-end, the Library Board meeting scheduled for Thursday, July 2nd, was cancelled.

CIRCULATION REPORT FOR JUNE, 1987

Hours Open	126	People In	511
Circulation	1,479	New Cards	30
County	29	Evansdale	26
Elk Run	181	Elk Run	2
Raymond	65	County	0
		Raymond	2

MONEY TURNED IN:

Fines	\$ 4.40
Duplicate Cards	<u>1.75</u>
	\$ 6.15 - Total

No new acquisitions in June, 1987.

Library

MINUTES - EVANSDALE PUBLIC LIBRARY BOARD

Thursday - August 6, 1987

The meeting was called to order at 7:12 P.M.

PRESENT: Shirley, Hurley, Winstead, Fagerlind, Burkett, Librarian Green.

ABSENT: Eldridge, Russell, Groskurth, Larrew.

Motion to approve minutes of June 4, 1987, was made by Shirley, seconded by Burkett.
Approved.

Mayor Saul came to the meeting and presented an award to Elmonda Fagerlind for
Appreciation of Service to the Library Board.

Bills to be paid in August

Bernice Green (re-imburse for Postage)	\$ 19.58
Newsweek (52 issues)	39.00
Time (52 issues)	50.44
Franklin Watts (5 reference books)	61.55
Baker & Taylor (7 books)	73.20
XYZ Books (8 Youth Easy books)	71.60

Motion to approve bills by Burkett. Seconded by Fagerlind. Approved.

No Treasurer's Report.

CIRCULATION REPORT FOR JULY, 1987

Hours Open	154	People In	639
Circulation	1,628	New Cards	39
County	36	Evansdale	22
Elk Run	164	Elk Run	5
Raymond	128	County	1
		Raymond	11

MONEY TURNED IN:

Fines	\$ 3.55
Duplicate Cards	2.00
	\$ 5.55 - Total

NEW ACQUISITIONS:

Adult Non-Fiction:	8
Adult Fiction	6
Youth Non-Fiction:	12
Youth Fiction:	44

OLD BUSINESS: Evans Village wanted someone on Wednesday instead of Thursday for this month only. Librarian Green went this time. Schedule for the next two months was made up with Burkett volunteering for Thursday, September 3rd, and Winstead volunteering for Thursday, October 1st.

There has been trouble with the computer and Librarian Green wants to turn it over to the Library Board. Hurley will consult Terry Helton on the matter.

NEW BUSINESS: The Library received a 35-mm camera because they renewed their TIME subscription. The Board decided to keep it for a future prize.

A Medical Encyclopedia set was donated by Betty Manross and a letter of appreciation was sent.

The meeting adjourned at 7:28 P.M.

Acting Secretary,

Diane Hurley

DH:bg

Library

MINUTES * * EVANSDALE LIBRARY BOARD

Sept. 3, 1987

Called to order at 7:08 p.m.

Present: Shirley, Winstead, Eldridge, Russell, Larrew, Burkett, Librarian Green.

Absent : Fagerlind, Groskurth, Hurley.

Motion to approve minutes of Aug. meeting made by Larrew; seconded by Burkett. Approved.

BILLS:

Franklin Watts	(5 books)	58.16
Children's Press	(11 books)	77.82
Hotline Previews	(6 childrens bks)	61.43
Gumdrop Books	(17 books)	192.85
Matt Parrott & Sons	(card pockets)	<u>25.23</u>
		\$415.49

Discussion about cost of Matt Parrott & Sons for some office supplies being too costly. Motion to reject two bills for \$55.40 and \$44.90 and return the supplies was made by Eldridge. Seconded by Burkett. Board approved this rejection.

Motion to approve all other bills was made by Shirley. Seconded by Russell. Approved.

CIRCULATION REPORT:

Hours open	154	People in	600
Circulation	1,527	New Cards	32
County	30	Evansdale	24
Elk Run	167	Raymond	8
Raymond	88		

Money turned in:

Fines	\$4.20
Dup. cards	<u>1.00</u>
	\$5.20

New Acquisitions:

Adult Non-Fiction	13
Youth Non-Fiction	5
Youth Fiction	20

Old Business: Computer is working fine now. Possibly was a bad disk. Librarian Green is now working on inventory.

New Business: Shirley informed the board that we haven't yet gotten the disk drive. Mr. Helton has been checking on this for us. Cost will be \$50.00 - \$80.00. Winstead brought up the question of a guarantee. She suggested Shirley discuss this with the Mayor. The disk drive is faulty, we paid for it and if it cannot be justified, we do not want it. We have no paperwork and need to check if there is an invoice on this.

Librarian Green suggested Fine Free month in October as we have a lot of over-due books out. Advertise with posters, etc.

Eldridge suggested notifying schools of our new books. Burkett suggested we also mention our new hours.

Plaque was presented to Larrew.

Adjourned: 7:42 p.m.

Secretary - Marlys Larrew

Library

MINUTES * * EVANSDALE LIBRARY BOARD

Oct. 1, 1987

Called to order at 7:05 p.m.

Present: Shirley, Winstead, Eldridge, Russell, Burkett,
Fagerlind, Groskurth, Hurley, Grey, Librarian Green.

Absent: Larrew.

Motion to approve minutes of Sept. meeting made by Burkett;
seconded by Fagerlind. Approved.

BILLS:

Postage	11.77
Lattas (office supplies)	20.53
Fins and Feathers	12.95
Field and Stream	13.94
Childrens Press	8.03
Select Publications	69.50
Raintree Publications	92.30
Gumdrop books	130.20
Discovery	130.82
Booklook	173.65
PerUse Books	<u>287.25</u>
	950.96

Motion to approve bills was made by Groskurth, seconded by Shirley.

CIRCULATION REPORT FOR SEPTEMBER, 1987

Hours Open	150	People in	492
Circulation	1,194	New Cards	27
County	26	Evansdale	23
Elk Run	132	Elk Run	2
Raymond	61	County	0
		Raymond	2

MONEY TURNED IN:

Fines	3.95
Duplicate cards	.75
Copies	<u>2.70</u>
	7.40

New Acquisitions:

Adult Non-Fiction:	1
Adult Fiction	10
Youth Non-Fiction	49
Youth Fiction	<u>70</u>
	130 - Total

Old Business: No news yet on the disk drive. Hurley is to check with Terry Helton.

New Business: Shirley brought up the idea of adding another double shelf for bestsellers, etc. Librarian Green thought that series books would be nice on these shelves.

Regarding the suggestion box; We have been getting requests for new and different romance novels. The board gave Bernice the go ahead to contact our previous supplier about again purchasing Harlequin books. The board suggested offering to buy 50 books at 1.00 per book.

Librarian Green had a newsletter sent out to 6 schools in the area, informing them about new books available at the library and about our fine-free month.

Adjourned: 7:45 p.m.

Library

MINUTES * * * EVANSDALE LIBRARY BOARD

November 5, 1987

Present: Winstead, Fagerlind, Russell, Shirley, Hurley, Larrew, Eldridge, Librarian Green.

Absent: Groskurth, Burkett, Grey.

Motion to approve minutes of Oct. meeting was made by Larrew, seconded by Russell.

Correction was noted by Green. Discovery Book Co. should have read \$261.64 instead of \$130.82. Changes total to \$1081.78.

Minutes approved.

BILLS:

Book Look	\$167.55	(18 books)
Sports Illustrated	42.66	
Baker & Taylor	73.29	
Baker & Taylor	11.37	
	<u>\$ 294.87</u>	Total

Motion to approve bills was made by Hurley. Seconded by Fagerlind. Bills approved.

Treasurer's Report: Spent \$2147.40. (\$117.00 is included for Discovery Books bill which was not included)

CIRCULATION REPORT:

Hours Open	162	People In	548
Circulation	1,354	New Cards	26
County	9	Evansdale	19
Elk Run	174	Elk Run	2
Raymond	38	County	1
		Raymond	4

Money turned in:

Fines	(none, fine free month)
Dup. cards	.25
Copies	<u>1.95</u>
	\$2.20 Total

<u>New Acquisitions:</u>	Adult Non-fiction:	13
	Adult Fiction :	6
	Youth Fiction :	13

Old Business: Computer Disk drive was given to Terry Helton so he could have it fixed. Will cost \$100.00 to get it fixed; no warranty. New one would be \$109.00 with warranty. We don't really need a second disk drive right now; we need a computer desk more.

New Business: Inventory deadline Dec. 15. Will do this at next meeting. (Projected needs for next five years).

We had 2 suggestions in our suggestion box. (1) Stay open later at night. (2) Get more John Benton books for teenagers.

Librarian Green wants to go to a class at Waterloo Library (computer class) Will need someone to fill in during her absence Dec. 7 from 9:30 - 4:00 p.m.

Eldridge asked what policy we use in weeding out books. If a book has not been checked out in 2 years we pull it. Will start pulling in Jan. 1988.

Meeting adjourned at 7:47 p.m.

Secretary,

Marlys Larrew

Library

Evansdale Library

Board Meeting

Thursday

December 3, 1987

Members present: Russell, Hurley, Eldridge, Burkett

Members absent: Winstead, Fagerlind, Larrew, Groskurth,
Shirley, Gray

Due to a lack of a quorum, no meeting was held.

CIRCULATION REPORT FOR NOVEMBER, 1987

Hours Open	132	People In	496
Circulation	1,331	New Cards	17
County	12	Evansdale	11
Elk Run	127	Elk Run	1
Raymond	59	County	-0-
		Raymond	5

MONEY TURNED IN:

Fines	\$13.10
Dup. Cards	1.75
Copy	.15
	<u>\$15.00 - Total</u>

NO NEW ACQUISITIONS THIS MONTH

Library

MINUTES * * * EVANSDALE LIBRARY BOARD

Thursday, January 7, 1988

Meeting called to order at 7:05 P.M.

Present: Winstead, Fagerlind, Russell, Shirley, Eldridge, Gray, Librarian Green.

Absent: Hurley, Larrew, Burkett, Groskurth.

Motion to approve minutes of November 5, 1987, was made by Gray, seconded by Fagerlind.

BILLS:

World Almanac Education	\$6.45	(1988 Almanac)
National Wildlife Federation	14.00	(Ranger Rick)
	<u>\$20.45</u>	

Motion to approve bills was made by Fagerlind, seconded by Eldridge. Motion carried.

No Treasurer's Report. Latest Budget Report is dated October 31, 1987.

CIRCULATION REPORT FOR DECEMBER, 1987

Hours Open	134	People In	413
Circulation	1,062	New Cards	15
County	21	Evansdale	14
Elk Run	105	Raymond	1
Raymond	58	Elk Run	0
		County	0

MONEY TURNED IN:

Fines	\$3.60
Dup. Cards	.50
Copies	<u>2.10</u>
	\$ 6.20 - Total

No new acquisitions in December.

Old Business: Discussed needs for computer cover (anti-static), power strip, discs, static mat for floor. There is \$50.00 left in minor equipment. Should be enough to buy these supplies. Shirley will take care of this.

We will start weeding non-fiction books after the first of the year. Will do a little at a time. Librarian will call Jim at Regional about coming at 6:00 before next meeting to help us get started.

Matt Parrott and Sons is still sending us bills for supplies sent back several months ago and adding on late charges. Bernice has called to inform them of the facts. We will ignore bills.

New Business: Received letter of resignation from Diane Hurley.

Bernice wants to buy some youth reference books - set of ten for \$82.90 - Library of the Universe (age 6 to 12) and around \$90.00 for more State Books to add to our collection. Board okayed this.

Bernice went to a computer class at the Waterloo Library and Area 7 class room and found it very interesting and informative.

Meeting adjourned at 7:54 P.M.

Gerri Russell,
Acting Secretary

Library

EVANSDALE LIBRARY BOARD MINUTES

February 4, 1988

Called to order at 7:10 p.m.

Present: Winstead, Fagerlind, Groskurth, Shirley, Eldridge, Larrew, Librarian Green.

Absent: Russell, Burkett, Grey.

Motion to approve minutes of Jan. 7 meeting made by Shirley; seconded by Fagerlind. Approved.

BILLS:

Media Source, Library of Universe \$82.90
(Set of 10 books)

Motion to approve bills was made by Larrew. Seconded by Eldridge. Bills approved.

CIRCULATION REPORT FOR JANUARY

Hours open	148	People In	470
Circulation	1,317	New Cards	13
County	9	Evansdale	13
Elk Run	131	Raymond	0
Raymond	105	Elk Run	0
		County	0

Money Turned in:

Fines	\$7.45
Dup. Cards	.50
Copies	3.00
	<u>\$10.95 Total</u>

No new acquisitions in Jan.

Old Business: Librarian Green called Jim. He will be here shortly after 5 p.m. March 3rd to help us get started weeding books. Next month's meeting will be scheduled for 5 p.m. Board meeting will follow as soon as we finish.

Received another bill from Matt Parrott and Sons. Disregard.

Stan got power strip and disks for the computer but not the static guard mat.

New Business: Groskurth was presented a certificate of Appreciation from Mayor Saul for her services to the Library. Resignation effective Feb. 2, 1988 from Groskurth was read and accepted. This leaves the Treasurer's position vacant. Eldridge nominated Shirley to fill this position. Larrew seconded the motion. Unanimously approved by Board.

Books were donated by Bruce Mastin.

We have 3 boxes of hardback books in the conference room.

Pat Hines called and wants to collect for Friends of Library again.

If monies are received specifically to be used for books and designated as such, if they are not purchased before end of fiscal year, the money is to be kept for future use, not as part of the allowed budget.

Meeting adjourned at 7:35

Secretary,

Marlys Larrew

MINUTES ***** EVANSDALE LIBRARY BOARD

Library

Thursday, March 3, 1988

Meeting called to order at 8:05 P.M.

Present: Winstead, Fagerlind, Eldridge, Russell, Raitt, Librarian Green.

Absent: Gray, Burkett, Shirley, Larrew.

Motion to approve minutes of February 4, 1988, was made by Raitt, seconded by Fagerlind. Approved.

BILLS:

Postage	\$10.21	(office supplies-reimburse Green)
Book Look	252.45	(37 books-variety)
Children's Press	6.95	(1 book)
Raintree Publishers	96.60	(8 States Books)
American Library Preview	<u>121.03</u>	(12 books)
	\$ 477.03	- Total for books only

Treasurer's Report: None.

Motion to approve bills was made by Russell, seconded by Fagerlind. Bills approved.

CIRCULATION REPORT FOR FEBRUARY, 1988

Hours Open	144
Circulation	1,575
County	31
Elk Run	202
Raymond	62

People In	539
New Cards	29
Evansdale	20
Raymond	2
Elk Run	5
County	2

Money turned in:

Fines	\$ 2.55
Dup. Cards	.75
Copies	<u>2.00</u>
	\$ 5.30 - Total

New Acquisitions:

Adult Fiction	14
Adult Non-Fiction	8
Youth Fiction	24
Youth Non-Fiction	22

Old Business: After the above book bills are paid, there is approximately \$400.00 left in the book budget.

New Business: Discussed arranging work shops to weed books. Will meet Thursday, March 10th at 7:00 P.M.

There will be a meeting on Thursday, March 10th at 9:00 A.M. at the Black Hawk County Court House with the Board of Supervisors to again apply for County funding. Bernice will attend this meeting.

Board meeting adjourned at 8:30 P.M.

Gerri Russell
Acting Secretary

GR:bg

Library

MINUTES ***** EVANSDALE LIBRARY BOARD

Thursday, April 7, 1988

Meeting called to order at 7:07.

Present: Winstead, Fagerlind, Eldridge, Russell, Raitt,
Librarian Green, Gray.

Absent: Burkett, Shirley, Larrew.

Motion to approve minutes of March 3rd meeting made by
Gray, seconded by Raitt.

Treasurers report: Librarian Green reported about \$236
is left in book budget.

BILLS

Times magazine - 52 issues	51.48
Newsweek - 52 issues	32.76
U.S. News and World Report	34.00
Baker & Taylor (4 books)	35.14
Simpson Business Machine	32.40
Morris Printing - 500 cards	<u>17.50</u>
	203.28

Motion to approve bills was made by Russell, seconded by
Raitt. Bills approved.

CIRCULATION REPORT FOR MARCH, 1988

Hours open	164	People in	689
Circulation	1,859	New cards	27
County	93	Evansdale	17
Elk Run	206	Elk Run	4
Raymond	74	Raymond	6
		County	0

Money Turned In:

Fines	\$4.85
Dup. cards	1.75
Copies	<u>2.75</u>
	\$9.35 Total

New Acquisitions:

Adult Fiction	2
Adult Non-fiction	2
Youth Fiction	0
Youth Non-fiction	0

Old Business: The board has been working on weeding out old books on Thursday evenings. They are for sale in library now and will continue to be so for at least another month. Paperbacks will also be added as they are weeded.

Bernice attended a meeting to again apply for County funding. Most libraries were asking for an increase, but it looks like we will again receive \$500.

New Business: Raitt brought up the subject of a letter writing campaign encouraging Elk Run and Raymond to persist in contracting library services from Evansdale, separate from fire and police protection, as losing their revenues will sorely hurt the library.

The library received a letter from the regional library requesting a floor plan of our library. This will assist them in putting together a booklet helping libraries to utilize their space to the fullest degree.

Board meeting adjourned at 8:00.

Gerri Russell
Acting Secretary

EVANSDALE LIBRARY BOARD MINUTES

May 5, 1988

Called to order at 7:10 p.m.

Present: Larrew, Russell, Winstead, Eldridge, Fagerlind, Burkett, Raitt, Librarian Green.

Absent: Grey, Shirley.

Motion to approve minutes of April 7th minutes made by Raitt; seconded by Eldridge.
Minutes stand approved.

BILLS:

Morris Printing (200 library cards)	\$10.00
Total	\$10.00

Motion to approve bills made by Russell; seconded by Burkett. Bills approved.

Treasurer Report: Balance left for books is \$318.00. Budget sheet was passed around.

CIRCULATION: April 1988

Hours Open	154	People In	627
Circulation	1,450	Evansdale	525
County	28	Elk Run	59
Elk Run	121	County	9
Raymond	61	Raymond	34
New Cards	30	Money Turned In:	
Evansdale	28	Fines	\$6.75
Elk Run	1	Dup. Cards	1.75
County	0	Copies	3.00
Raymond	1		\$11.50 Total

No New Acquisitions in April

Old Business: Raitt reported that the Mayor wants us to wait with the letter to the City Councils til June. He feels all departments share a common front (Police, fire, ambulance, library) and are a "package deal". We are not on the agenda yet for any of the council meetings. All we can do at this point is to ask all councils to re-consider, and sit and wait. The board actually has no power to make decisions in this matter.

Regional Library wanted floor plan of our library. Terry Raitt drew up this plan for us. Very nice and we appreciate this.

New Business: Regional library newsletter portion read to board by Winstead. This is regarding a workshop on May 16th at the Waterloo library for any of us that would like to attend.

Raitt suggested a letter of appreciation and thanks be sent to Jim Sixta for all the help he gave us.

Librarian Green brought up the problem of securing someone to work in the library in event of her illness or absence during vacation days. We have no one available with qualifications to keep the library open, therefore, it has been decided that the library will be closed during these times. She would like to take her vacation from May 23 - 30. Raitt made a motion to approve this request - the entire board unanimously seconded the motion. Signs will be posted in advance to notify the public that the library will not be open during this time.

New Business (cont) New books we have purchased from Baker and Taylor at a 40% discount have not stood up to expectations. They are falling apart. Winstead suggested that Librarian call and tell them we are dissatisfied and see what they will do about it.

Meeting adjourned at 7:40 p.m.

Marlys Larrew
Secretary

EVANSDALE LIBRARY BOARD MINUTES

June 2, 1988

Library

Meeting called to order at 7:20 P.M.

Present: Winstead, Fagerlind, Burkett, Raitt, Eldridge, Librarian Green.

Absent: Larrew, Russell, Gray, Shirley.

Motion to approve minutes of May 5th was made by Fagerlind, seconded by Raitt.
Minutes stand approved.

BILLS:

Lincoln's (typewriter ribbon)	\$ 4.34
Bernice Green (reimburse postage)	7.08
Waldenbooks (38 new books)	201.14

Motion to approve payment of bills was made by Raitt, seconded by Burkett. Approved.

Discussion was made on amending October 1, 1987, bills. Should be amended to read:
Discovery Book Club, \$261.64. This bill was paid all at one time instead of
a split billing.

CIRCULATION: MAY, 1988

Hours Open	114
Circulation	957
County	10
Elk Run	78
Raymond	45

People In	349
Evansdale	294
Elk Run	35
County	5
Raymond	15

New Cards	7
Evansdale	5
Elk Run	1
County	-0-
Raymond	1

<u>Money Turned In:</u>	
Fines	\$ 4.40
Dup. Cards	.75
Copies	.75
	\$ 5.90 - Total

New Acquisitions:	Adult Fiction	12
	Adult Non-Fiction	5
	Youth Fiction	21

There was a discussion on possible cut back on Librarian's hours, hours the library
will be open and the issuing of Elk Run and Raymond cards.

Elk Run due dates for returning books is June 30, 1988.

The Librarian will post a notice telling Elk Run borrowers that Library service will
end on June 30, 1988, until further notice.

The meeting adjourned at 7:58 p.m.

Deb Burkett,
Acting Secretary

DB:bg

Evansdale Library
Special Board Meeting
Thursday, June 16, 1988

Meeting was called to order at 7:00 P.M.

Present: Winstead, Fagerlind, Raitt, Burkett, Russell, Eldridge,
Librarian Green.

Absent: Larrew, Gray, Shirley.

Motion was made by Burkett, seconded by Russell, to establish
a rate of \$20.00 per year for non-residents. Motion carried.

Motion was made by Raitt, seconded by Fagerlind to adjourn.

Meeting adjourned at 7:15 P.M.

Gerri Russell,
Acting Secretary

GR:bg

Evansdale Library
Special Board Meeting
Thursday, June 23, 1988

Meeting was called to order at 7:35 P.M.

Present: Winstead, Fagerlind, Raitt, Larrew, Russell, Librarian Green.

Absent: Burkett, Eldridge, Gray, Shirley.

After much discussion, it was decided that as long as the library has a youth worker from the Summer Youth Employment Training Program, the library will be open as follows:

Monday	- 11 A.M. to 5 P.M.
Tuesday	- 11 A.M. to 5 P.M.
Wednesday	- 11 A.M. to 5 P.M.
Thursday	- 11 A.M. to 7 P.M.
Friday	- 11 A.M. to 5 P.M.

The Library will be closed on Saturday and Sunday.

Bernice will work on Tuesday, Wednesday, and Thursday. (20 hours)

Kathy Brockman will work on Monday, Tuesday, Wednesday, Thursday and Friday. (30 hours)

These will be called our Summer Hours.

After Kathy leaves on August 19th, we will have to schedule our hours so we will be open 20 hours a week. We will have a meeting later on to determine which days we will be open.

Meeting adjourned at 8:05 P.M.

Marlys Larrew,
Secretary