

Evansdale Library Board Meeting
July 8, 1993

The meeting was called to order at 7:05 p.m.

Present: Fagerlind, Winstead, Thompson, Callahan, Eldridge, Librarian Green
Absent: Pritchett, McCarty, Russell, South

A motion to approve last month's minutes was made by Winstead and seconded by Fagerlind.

The following bills were submitted:

A-Plus Office Supplies	(case of copy paper)	22.50
The Summit Group	(3 books)	31.55
Lorene Rohlf	(18 books)	99.56
Southeastern Book Co.	(9 books)	126.72
		<u>\$ 280.33</u>

A motion to approve the bills was made by Fagerlind and seconded by Callahan.

Circulation: June, 1993

Hours Open	172	People In	612	Money Turned In
Circulation	1623	Evansdale	501	Duplicate Cards \$2.00
(includes 259 videos)		County	11	Fine Free Month
County	38	Elk Run	38	
Elk Run	170	Raymond	14	New Acquisitions 30
Raymond	75	Waterloo	44	12 Adult Fiction
Waterloo	107	Cedar Falls	2	6 Adult Nonfiction
Cedar Falls	3	Independence	1	2 Youth Fiction
Independence	5	LaPorte City	1	10 Youth Nonfiction
New Cards	21	Open Access		
Evansdale	17	115 x .80 = \$92.00		
Elk Run	4			

No one showed up for the first Story Hour held on Wednesday at 11:00. We will try it again next week.

There are 80 children signed up for the Summer Reading Program. Berniece is working on books for drawing, certificate from Hardees, and still trying to locate book bags.

The election of officers will be tabled until next month's meeting. The next meeting will at 7:00 p.m. on August 12.

The weeding workshop for July 15th has been cancelled since the summer help has been weeding and doing a good job. These weeded books will be used for the book sale.

The printer needs a new ribbon. Audio tapes on current books are becoming popular.

The grant committee has not met but there are dollars available through Iowa Arts Foundation. The board discussed the feasibility of a **mobile library unit** going to Raymond and Elk Run.

The library will be opened on July 31 for business and the weeded books will be on display for the book sale during Good O Days.

The meeting adjourned at 7:44 p.m.

Kathy Pritchett
Casey Eldridge, Secretary

CIRCULATION: JULY, 1993

Hours Open 172
Circulation 1,663
(includes 222 videos)
County 54
Elk Run 236
Raymond 39
Waterloo 98
Cedar Falls 4
Independence 2
Jesup 2
Dunkerton 2

People In 707
Evansdale 543
County 24
Elk Run 66
Raymond 12
Waterloo 53
Cedar Falls 2
Independence 2
Jesup 3
Dunkerton 2

Money Turned In:
Fines \$8.70
Duplicate Cards 1.75
\$ 10.45 -Total

New Cards: 26 - Total
Evansdale 19
Elk Run 6
County 1

New Acquisitions:

1 - Adult Fiction
14 - Adult Non-Fiction
10 - Youth Fiction
15 - Youth Non-Fiction
40 - Total Purchased
+20 - Donated by Friends of Library
60 - Grand Total

Open Access:

108 x .50 = \$54.00

BILLS SUBMITTED: August 12, 1993

Office Supplies: 31-58.0

Morris Printing Co. \$18.50
300 Printed Library Cards

Reliable Office Superstores, Inc. 32.97
3 ribbons for Printer \$ 51.47 - Total for
Office Supplies

Books & Subscriptions - 31-64.0

Baker & Taylor \$ 5.60
(1 - Adult Fiction)

Sweet Watermelon Books 16.00
(1 - Adult Non-Fiction)

National Literary Distributors 438.01
(13 - Adult Non-Fiction \$ 459.61 - Total for books
15 - Youth Non-Fiction
10 - Youth Fiction)
38 - Total

NOTE: Friends of the Library donated 20 Youth Fiction books.

Evansdale Library Board Meeting
September 9, 1993

The meeting was called to order at 7:00 p.m.

Present: Fagerlind, Winstead, Thompson, Callahan, Eldridge, Pritchett, Duffy,
Russell

Absent: South

A motion to approve last month's minutes was made by Thompson and seconded by Russell.

The following bills were submitted:

Morris Printing Co.	(300 library cards)	18.50
Reliable Office Superstores	(ribbons for printer)	32.97
Baker & Taylor	(1 book)	5.60
Sweet Watermelon Books	(1 book)	16.00
National Literary Distributors	(38 books)	438.01
		<u>\$511.08</u>

A motion to approve the bills was made by Callahan and Fagerlind seconded the bills.

A motion was made by Thompson and seconded by Callahan to pay for books totaling \$120.46 from Baker & Taylor.

The treasurer reported a balance of \$3,512.10 in books and subscriptions and \$176.03 in office supplies.

Circulation: July, 1993

Hours Open	172
Circulation	1663
(includes 222 videos)	
County	54
Elk Run	236
Raymond	39
Waterloo	98
Cedar Falls	4
Independence	2
Jesup	2
Dunkerton	2

People In	707
Evansdale	543
County	24
Elk Run	66
Raymond	12
Waterloo	53
Cedar Falls	2
Independence	2
Jesup	3
Dunkerton	2

Money Turned In	
Fines	8.70
Duplicate	
Cards	1.75
	<u>\$10.45</u>

New Acquisitions	60
1 Adult Fiction	
14 Adult Nonfiction	
10 Youth Fiction	
15 Youth Nonfiction	
20 Donated by Friends of Library	

New Cards	26
Evansdale	19
Elk Run	6
County	1

Open Access	
108 x .50 =	\$54.00

CIRCULATION: AUGUST, 1993

Hours Open 174
Circulation 1,687
(includes 257 videos)
County 47
Elk Run 248
Raymond 57
Waterloo 114
Cedar Falls 7
Independence 5

People In 773
Evansdale 558
County 20
Elk Run 81
Raymond 18
Waterloo 89
Cedar Falls 4
Independence 3

Money Turned In:
Fines 7.00
Dup. Cards .75
7.75 - Total

New Cards:
Evansdale 24
Elk Run 6
County 3
33 - Total

New Acquisitions:

1 Adult Non-Fiction
8 Adult Fiction
1 Youth Non-Fiction
13 Youth Fiction
6 Videos

Open Access:

126 x .50 = \$63.00

Due to a lack of a quorum, there was no August 12th meeting; therefore the Circulation Reports for both July and August are included in these minutes.

An election of officers was held. A motion to nominate Kathy Pritchett for chairman was made by Thompson and seconded by Fagerlind. Vote unanimous. A motion to nominate Mike Thompson for vice chairman was made by Fagerlind and seconded by Winstead. Vote unanimous. A motion to nominate Joyce Russell for treasurer was made by Winstead and seconded by Fagerlind. Vote unanimous. A motion to nominate Marlene Callahan for secretary was made by Pritchett and seconded by Russell. Vote unanimous.

The meeting adjourned at 8:30 p.m.

Kathy Pritchett
Kathy Pritchett
President

Casey Eldridge
Casey Eldridge
Secretary

Evansdale Library Board Meeting
October 14, 1993

The meeting was called to order at 7:07 p.m.

Present: Fagerlind, Eldridge, Pritchett, Russell, Winstead,
Thompson, Callahan, Duffy, Librarian Green.

Absent: South

A motion to approve last month's minutes was made by Winstead and seconded by Fagerlind.

The following bills were submitted:

City Productions, Inc. (tape)	28.50
Childrens Press	103.43
Baker & Taylor (3 invoices)	115.89
Lorene Rohlf	167.08
Troll Associates (set of books)	285.73
Perma-Bound	<u>610.94</u>
	1,311.57

A motion to approve the bills was made by Fagerlind and seconded by Pritchett.

The treasurer reported a balance of \$2,086.29 in books and subscriptions and \$170.65 in office supplies. The part-time balance was \$517.08 as of October 11. Open access has a balance of \$182 plus \$65 for September, for a total of \$247.

Circulation: September, 1993

<u>Hours Open</u>	<u>166</u>
Circulation	1417
(includes 192 videos)	
County	26
Elk Run	155
Raymond	30
Waterloo	123
Cedar Falls	7

<u>New Cards</u>	<u>25</u>
Evansdale	15
Elk Run	6
Raymond	4

<u>New Acquisitions</u>	<u>143</u>
14 - Adult Fiction	
7 - Adult Non-fiction	
120 - Youth Fiction	
2 - Youth Non-fiction	

1 - New Video

<u>People In</u>	<u>558</u>
Evansdale	402
County	9
Elk Run	63
Raymond	16
Waterloo	65
Cedar Falls	2
Independence	1

<u>Money Turned In</u>	<u>11.05</u>
Fines	2.60
Dup Cards	.75
Lost Book	3.00
Computer Paper	4.70

<u>Open Access</u>	
130 X .50 = \$65.00	

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October 14, 1993

Thompson presented information on foundations that have grant funds available for youth education and libraries. Discussion was held on the different types of grant funds that were approved for other area libraries. Suggestions were made for the following: encyclopedias, moveable and stationary shelving, work study nights during the school year, video shelving, mobile unit for rural areas. It was decided to meet on October 28 at 7:00 p.m. to review the Library floor plan and see what shelving options are available to maximize on our space.

Thompson clarified that our county funding money does not go to the general fund. The money is to be used solely for library services.


Librarian Green was contacted by Expo Alternative School inquiring if the Library is willing to take on a helper for 20 hours per week for a total of 120 hours. We discussed the possibility of using the helper for a one week trial basis before committing ourselves. Librarian Green will schedule a second interview with the candidate before a decision is made.

Discussion was held concerning the fax machine for the Locator. It was moved by Thompson and seconded by Winstead that we use our county funds to install a new phone line (and monthly charge) for the fax.

\$200 has been allocated for the purchase of a new typewriter. Librarian Green is looking at various models.

The meeting adjourned at 9:08 p.m.


Kathy Pritchett
President


Marlene Callahan
Secretary

Evansdale Library Board Meeting
November 11, 1993

The meeting was called to order at 7:01 p.m.

Present: Fagerlind, Eldridge, Pritchett, Russell, Winstead,
Thompson, Callahan, Duffy.

Absent: South

A correction to the October minutes as follows: The library helper through January was provided by Area 7 (not Expo) for a total of 123 hours (not 120 hours). A motion to correct and approve last month's minutes was made by Thompson and seconded by Duffy.

The following bills were submitted:

Baker & Taylor (non-fiction)	80.93
Office supplies	36.98
K-mart (purchase order videos)	49.59
Reliable Office Supplies	160.88

The new typewriter was purchased from Reliable Office Supplies for a total of \$160.88.

A motion to approve the bills was made by Fagerlind and seconded by Duffy.

Circulation: October , 1993

<u>Hours Open</u>	<u>172</u>	<u>People In</u>	<u>561</u>
Circulation	1169	Evansdale	412
(includes 121 videos)		County	15
County	20	Elk Run	46
Elk Run	135	Raymond	20
Raymond	50	Waterloo	64
Waterloo	96	Cedar Falls	2
Cedar Falls	2	Independence	1
Jesup	1	Jesup	1
Independence	5		
<u>New Cards</u>	<u>20</u>	<u>Money Turned In</u>	
Evansdale	17	Fines	4.75
County	1	Dup Cards	.75
Raymond	2	Copies	<u>1.00</u>
		Total -	6.50
<u>New Acquisitions</u>		<u>Open Access</u>	
Adult Fiction	3	104 X .50 =	\$ 52.00
Adult Non-Fiction	4		
New Video	3		

We have been notified that \$ 1,387 of County Funds has been allocated to Evansdale.

We discussed installing a fax machine phone line for the Locator. We are on measured service and can continue to remain on it if the new line is installed. We currently pay \$ 36.20 per month for service. Installation charge for a new line would include a \$ 50 one-time charge, \$ 59 for the first half-hour of installation time, and \$16 for each fifteen minutes after that. It was moved by Russel that we spend no more than \$ 150.00 to have the fax line installed, and was seconded by Pritchett.

We will be closed on Thanksgiving and the following Friday, and open again on Saturday for our regular scheduled hours.

Callahan will draft a letter to Gene Blaser of Raymond to solicit a replacement for Bob South on the Library Board. We will also start a new procedure where we forward a copy of the minutes monthly to both Gene Blaser (Raymond) and Bill Henninger (Elk Run Heights).

Discussion was held on ordering and placement of a 'Library' sign within the city. Mardis is checking into the sign ordinance and will get back to us.

Discussion was held on application for grant funds. We plan to request funds to upgrade the childrens/youths section. Our ideas include more Dr. Seuss books and videos, Berenstain Bears and Rookie Readers books, purchase new portable shelving and picture book bins, and organize a new reference section. We will also check into the possibility of a mobile unit library.

We reviewed the long range plans to evaluate our progress. We are still working on them and meeting our goals. We will add an item to our long range plans to become an accredited library. Once we are accredited, we will be eligible for federal grant funds from the Library of Congress.

The meeting adjourned at 8:40 p.m.



Kathy Pritchett
President



Marlene Callahan
Secretary

Evansdale Library Board Meeting
December 9, 1993

The meeting was called to order at 7:15 p.m. by Thompson.

Present: Eldridge, Russell, Thompson, Callahan, Duffy.

Absent: Fagerlind, Pritchett, Winstead, South.

There are two corrections to the November minutes: 1) The new typewriter was purchased from Reliable Office Supplies for \$139 and the balance of the \$160.88 was for typewriter supplies. Please note that the typewriter was paid for with Capital Improvements funds. 2) It was stated that \$1,387 of County Funds were allocated to Evansdale. This statement should read "We have been notified that the Regional Library office has proposed that \$1,387 of County Funds be allocated for Evansdale. A motion to approve last month's minutes with the above ammendment was made by Russell and seconded by Duffy.

The following bills were submitted:

<u>World Almanac Education</u>	\$ 8.36
1994 World Almanac	
<u>Oxford University Press, Inc.</u>	55.79
World Atlas	
<u>Perma-Bound</u>	63.99
5 Caldecott Medal Books	
<u>Grolier Educational Corp.</u>	137.90
10 Caldecott Picture Books	
5 Student Atlas Books	
<u>World Media Express</u>	179.40
4 - Unexplained Series Books	
8 - Cruisin' Series Books	_____
34 Total Books	\$ 445.44

A motion to approve the bills was made by Duffy and seconded by Callahan.

The treasurer reported there will be a balance of \$1510.33 in books and subscriptions after tonight's bills are paid. There is still \$650 of books on back order. There is \$81.39 in office supplies, the part-time balance was \$209.25, \$400.00 remains in education and training, \$200.00 in minor equipment, and \$100.00 balance in repairs. Open access has a balance of \$182.00 (that's one quarterly payment).

Russell reported that she was furnished with some new reports that itemize our revenue and expense accounts. We discussed our different funding sources and the uses for each type of funds. Minor equipment funds could possibly be used for magazine dividers, bags for books/videos, and video shelves or rack.

Circulation: November , 1993

<u>Hours Open</u>	<u>160</u>
Circulation	1276
(includes 209 videos)	
County	19
Elk Run	147
Raymond	21
Waterloo	130
Independence	5
Jesup	3

<u>People In</u>	<u>552</u>
Evansdale	420
County	11
Elk Run	50
Raymond	15
Waterloo	53
Jesup	1
Independence	2

<u>New Cards</u>	<u>16</u>
Evansdale	14
Elk Run	1
County	1

<u>Money Turned In</u>	
Fines	3.25
Dup Cards	1.75
Copes	<u>1.25</u>
Total	6.25

<u>New Acquisitions</u>	
2 Adult Non-Fiction	
15 Youth Fiction	
<u>17 Youth Non-fiction</u>	
34 - Total	

<u>Open Access</u>	
138 X .50 = \$69.00	

We are seeing an increase in the number of people coming into the Library which is consistent with the number of new cards issued.

Discussion was also held on next year's budget. It was the consensus of the Board that we need to increase our funds for part-time workers.

Grant Letter: The Board thanked Thompson and Eldridge for their hard work in researching our options on grant funds. Special thanks to Thompson for composing the letter that will be submitted with our application for grant funds. Plans were finalized for our request for funds; Russell will draft the current and revised floor plan that demonstrates our intended uses of any grant funds we may be awarded. The floor plans will be submitted with our grant application .

Holiday hours: There will be a 5-day weekend at the Christmas and New Year's weekends. The Library will be closed December 23 through 27th for the Christmas holiday, and December 31 through January 2 for the New Year's holiday.

The Library Board meeting night is temporarily being changed to the first Thursday of each month. The change is effective with the January 1994 meeting through approximately May. The first Thursday of the month does not conflict with the other meetings held in City Hall (Park Board, Planning & Zoning).

The meeting adjourned at 9:08 p.m.

Kathy Pritchett

Kathy Pritchett
President

Marlene Callahan

Marlene Callahan
Secretary

Evansdale Library Board Meeting
January 6, 1994

The meeting was called to order at 7:07 p.m. by Pritchett.

Present: Eldridge, Pritchett, Russell, Thompson, Callahan, Duffy and Green.
Absent: Fagerlind, Winstead, South.

A motion to approve December's minutes was made by Thompson and seconded by Duffy.

The following bills were submitted:

American Media Corp. (42 youth books) \$ 561.33

A motion to approve the bills was made by Callahan and seconded by Thompson.

The treasurer reported a balance of \$ 949.00 in the book budget and \$ 81.39 in office supplies; the part-time figures were not available tonight.

Circulation: December, 1993

<u>Hours Open</u>	<u>146</u>
Circulation	915
(includes 148 videos)	
County	26
Elk Run	69
Raymond	38
Waterloo	100

<u>People In</u>	<u>428</u>
Evansdale	304
County	14
Elk Run	26
Raymond	13
Waterloo	71

<u>New Cards</u>	<u>19</u>
Evansdale	16
Elk Run	2
Raymond	1

<u>Money Turned In</u>	
Fines	5.50
Dup Cards	1.50
Copes	.50
Computer Paper usage	4.30
Total	11.80

<u>New Acquisitions</u>
14 Youth Fiction
28 Youth Non-Fiction
42

<u>Open Access</u>
100 X .50 = \$ 50.00

Discussion was held on the preparation of the grant letter. Items were finalized and preliminary drafts of the floor plan reviewed. We concurred that the application should be finalized and submitted in February. We will be asking for \$ 3,500 from the McElroy Foundation for expansion of the children's area, and are hoping to fund the equipment from capital improvements funds. We will fine tune the memo and include the floor plans (current and proposed) and our goals when submitting the grant letter.

Discussion was held on next year's budget. We reviewed each line item:

<u>Item</u>	<u>current</u>	<u>proposed</u>
part time funds	1,000	2,500
education/training	400	400
salary	5.75 hr	
books/subscriptions	4,350	4,350
office supplies	250	
minor equipment	200	
repairs	100	

Librarian Green will be attending the district library meeting on Friday, January 7; a topic of interest is the presentation for the distribution of county funds. This year the Hudson Library is responsible for making the presentation, and the task is rotated year by year to each area library.

Green brought to the Board's attention that she will be retiring at the end of fiscal year 94-95 (in June '95). This information should be used during budget planning to allow for the payment of accumulated sick time.

Librarian Green will need Thursday, January 13 off to attend a funeral in Monticello. She will check on the availability of a part-time worker to fill in for that day.

The meeting adjourned at 9:00 p.m.

Kathy Pritchett

Kathy Pritchett
President

Marlene Callahan

Marlene Callahan
Secretary

Evansdale Library Board Meeting
March 3, 1994

The meeting was called to order at 7:05 p.m. by Russell.

Present: Fagerlind, Russell, Winstead, Callahan, Duffy, Green.

Absent: Eldridge, Pritchett, South, Thompson.

A motion to approve January's minutes was made by Winstead and seconded by Callahan.

The following bills were submitted:

Baker & Taylor (3 invoices)	15.90
5 Adult Non-Fiction	16.03
4 Adult Fiction	<u>58.53</u>
	90.46
 City Productions, Inc.	 28.50
1 video	
 Target	 50.97
3 videos	
	<u>\$ 169.93</u>

A motion to approve the bills was made by Duffy and seconded by Fagerlind.

The treasurer reported a balance of \$ 519.16 in the book budget and \$ 5.15 in office supplies. The purchase order for the new chair (\$ 179) will be paid for with minor equipment funds. The part-time budget is in arrears by \$ 124.20. A balance of \$ 400 is in education and training and \$ 400 in repairs.

Circulation: February, 1994

<u>Hours Open</u>	<u>152</u>	<u>People In</u>	<u>543</u>
Circulation	1113	Evansdale	426
(includes 183 videos)		County	12
County	44	Elk Run	29
Elk Run	109	Raymond	9
Raymond	31	Waterloo	61
Waterloo	107	Independence	4
Independence	5	Jesup	2
Jesup	1		

<u>New Cards</u>	<u>21</u>	<u>Money Turned In</u>	
Evansdale	16	Fines	4.25
Elk Run	3	Dup Cards	.75
County	2	Copies	<u>.50</u>
		Total	5.50

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New Acquisitions

4 Adult Fiction
5 Adult Non-Fiction
0 Youth Fiction
0 Youth Non-Fiction
4 videos

Open Access

113 X .50 = \$ 56.50

Discussion was held on the public's use of the computer. Some people have been putting their own programs in the computer and messing up the Iowa Locator program. Other area libraries are having the same problem with people bringing in their own diskettes and resulting problems with the Locator. When people bring in their own diskettes, we are also at risk of having a computer virus brought in. Discussion followed as to whether we should limit the use of the computer to the Locator only. We reviewed the policy for the computer usage. The policy states that its primary use is for the Locator, but we did not limit personal use. It was unanimously decided that in the future, the computer could not be used for private business use, and is limited to one hour for personal usage only.

Green advised that Barbara Myers (another substitute) worked a couple of days last week while Green was on vacation.

Callahan advised the Board of her phone number change 233-1567.

Green advised that \$ 268 reference books are on order from World Book and a City directory for \$ 100. We will need to order new World Book encyclopedias after the new fiscal year. The ones we have are for 1990 and are outdated already. Before we order, Green will check first to see if we can get back years of the year books instead.

Dates to remember: We will be open on April 1, Good Friday. Spring break is March 21 - 25.

Winstead moved to adjourn the meeting at 7:31.



Joyce Russell
Treasurer



Marlene Callahan
Secretary

Evansdale Library Board Meeting
April 7, 1994

The meeting was called to order at 7:20 p.m. by Thompson.

Present: Eldridge, Russell, Thompson, Callahan, Duffy, Green.

Absent: Fagerlind, Pritchett, South, Winstead.

There are 2 corrections to the March minutes: 1) The balance in repairs was \$ 100.00, and 2) The balance in office supplies was \$ 75.50.

A motion to approve March's minutes with the above ammendment was made by Russell and seconded by Duffy.

The following bills were submitted:

J.S. Latta Co. (Date Due Strips)	\$ 9.50
The Library Store (20 Book Ends)	37.80
General Sheet Metal Works (24 aluminum strips)	40.00
Baker & Taylor (2 invoices) (1 adult fiction & 1 card kit)	4.82 <u>.79</u> 5.61 - Total
World Book, Inc. (34 youth non-fiction)	268.00
Target Store (1 video)	15.75
City Productions, Inc. (1 video)	28.50
	<hr/> \$ 405.16

A motion to approve the bills was made by Eldridge and seconded by Duffy.

The treasurer reported the following balances as of the morning of 4/7/94: Our part-time funds are in arrears; we have spent \$ 1416.36 year-to-date. Education and Training has a balance of \$ 400.00. Minor Equipment has a balance of \$ 20.01. Repairs has a balance of \$ 100.00 (bill submitted tonight for \$ 40.00; the balance remaining will be \$ 60.00). A balance of \$ 72.44 is in Office Supplies (after bills submitted tonight the balance remaining will be \$ 28.20). There is a balance of \$ 519.16 in Books & Subscriptions (tonight's book bills total \$ 317.86; there will be a balance remaining of \$ 201.30. We will be receiving a bill for \$ 100.00 for the city directory).

The open access figures were not available for tonight. We receive these funds quarterly. We carried over \$ 1386.17 from last year and there was approximately \$ 600.00 accumulated in this fiscal year.

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Thompson reported that he attended Raymond's last City Council Meeting. They are discussing candidates to replace South as their Evansdale Library Board Member.

Discussion was held on new book orders. We have been adding consistently to our youth and childrens books over the last six months. Green will now place an order for adult books so that we can have the bill submitted before the end of the fiscal year. It was moved by Russel and seconded by Duffy that we spend up to \$ 400.00 to purchase the adult books.

Discussion was held on whether we should increase the wages or hours for the part-time help. Our part-timer is working 6 hours a week now. We are considering increasing the hours to 8 plus for the summer; we will also have summer youth helpers. We will need to have the books weeded and the project of setting up the new children's section. We will also be receiving the new books for the children's section. We will not find out about the grant funds until after May 1. We will make a decision in our next meeting on any increase to hours/pay.

Circulation: March, 1994

Hours Open	180
Circulation	1685
(includes 331 videos)	
County	80
Elk Run	154
Raymond	123
Waterloo	309
Independence	4
Jesup	2

People In	783
Evansdale	493
County	39
Elk Run	62
Raymond	55
Waterloo	131
Independence	2
Jesup	1

New Cards	34
Evansdale	22
Elk Run	4
County	2
Raymond	6

Money Turned In	
Fines	7.50
Dup Cards	1.75
Total	\$ 9.25

New Acquisitions	
1 Adult Fiction	
34 Youth Non-Fiction	
2 videos	

Open Access	
315 X .50 =	\$ 157.50

The circulation figures have jumped considerably since last month. This is the highest that they have ever been. Green reported that she received a complaint regarding a video rated PG13 (Doc Hollywood, Haunting of Julia) as not being appropriate material to have in the library. If we have any

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more complaints, we will implement a policy that restricts the age of the person who checks out any videos rated PG13.

Green reported on the Black Hawk County Librarian meeting that she attended last week. They discussed that encyclopedia information will be available on a network, accessible with a CD Rom. Anybody with the right equipment can dial in and retrieve the information. The County will donate \$ 30,000 to the reference network if the area libraries match this donation. It is not decided at this point if each library needs to come up with \$ 5,000 or if it will be prorated per capita or by number of patrons. We also would like to know how much and what types of information will be available on the network, and what the deadline is for coming up with the matching funds. Green advised that we have fiscal year of 95 to work on it. There will be another County Librarian meeting on April 20.

Discussion was held on the additional phone line we need to have installed to run the fax for the Locator. We are currently on measured phone usage. It was moved by Russel and seconded by Callahan to have the additional line installed. We will use our General Funds to do this. We then discussed setting a policy for fax usage. When used in conjunction with the Locator, there will be no charge to use the fax. For all other purposes, there will be a \$ 2.50 charge per sheet for faxing. (We decided on this price after checking with the area businesses on their practices.) We will not require a cover page to be used for the faxes. Joyce will pick up stickers to use for the fax (3M post-it fax memos). Joyce will use petty cash to purchase memo stickers. Trans-continental faxes are not allowed.

The meeting was adjourned at 9:14 p.m.



Mike Thompson
Vice Chairperson



Marlene Callahan
Secretary

Evansdale Library Board Meeting
May 5, 1994

The meeting was called to order at 7:15 p.m. by Thompson.

Present: Fagerlind, Eldridge, Russell, Winstead, Thompson, Callahan,
Duffy, Weber, Green.

Absent: Pritchett

A motion to approve April's minutes was made by Callahan and seconded by Duffy.

The following bills were submitted:

Target (4 videos)	\$ 56.88	
Baker & Taylor (11 books)	85.16	
WaldenBook Co. (13 adult books)	140.78	
	<hr/> 282.82	subtotal (books)
Huffman Communications (fax installation)	92.75	
	<hr/> \$ 375.57	Total

A motion to approve the bills was made by Duffy and seconded by Eldridge.

The treasurer reported the following balances as of the morning of 5/5/94: Office Supplies at \$ 62.94, Books/Magazines at \$ 163.50, Minor Equipment at \$ 20.01, Part-time at a negative balance of \$ 614.73, Education and Training at \$ 400, Repairs at \$ 60. After tonight's bills are paid, there will be a negative balance of \$ 119.32 in books/magazines. The \$ 119.32 deficit and \$ 100 for a city directory will be taken from Education and Training, leaving a balance in Education and Training of \$ 180.68. The fax installation will be paid for from Minor Equipment funds. There is \$ 266.20 still remaining in our phone budget.

The April open access was \$ 115, giving us a total of \$ 761 for this fiscal year. We carried over \$ 1386.17 from last year, for a combined total of \$ 2,147.17.

We have \$ 50 of books on back order from Baker and Taylor.

The fax machine was installed for considerably less than estimated. We did not get another line installed; we went with a switching machine instead. We are currently set up for a modem if we get it in the future.

Circulation: April, 1994

<u>Hours Open</u>	<u>172</u>
Circulation	1299
(includes 318 videos)	
County	142
Elk Run	99
Raymond	69
Waterloo	229
Independence	1

<u>People In</u>	<u>732</u>
Evansdale	476
County	62
Elk Run	44
Raymond	26
Waterloo	123
Independence	1

<u>New Cards</u>	<u>29</u>
Evansdale	23
Elk Run	3
County	2
Raymond	1

<u>Money Turned In</u>	
Fines	5.45
Dup Cards	<u>2.50</u>
Total	\$ 7.95

<u>New Acquisitions</u>	
8 Adult Fiction	
16 Adult Non-Fiction	
0 Youth Non-Fiction	
0 Youth Fiction	
4 videos	

<u>Open Access</u>	
230 X .50 = \$ 115.00	

The minutes from the April 20 meeting of the Black Hawk County Reference Network Fundraising Committee were read. Members of our Board still had questions regarding the fundraising campaign - there was no information on what we will receive for our money once the project is completed. Also, are they expecting us to buy software individually, or will one set of software be shared by all libraries? We also need more information as to the types of charges that will be incurred (i.e. long distance service between libraries).

Pritchett signed the Elk Run and Raymond contracts and they have been forwarded for approval. We are asking Raymond for \$ 2340 (last year was \$ 2067) and we are asking Elk Run for \$ 4112 (last year was \$ 3633). We are waiting for them to sign and return.

Our newest board member, Janan Weber, joined us for tonight's meeting and will replace South as the representative from Raymond.

Thompson reported that the McElroy Foundation denied our request for grant funds. Callahan will send an acknowledgement letter to McElroy, thanking them for consideration.

Evansdale City Hall will be closed on Monday, May 30 for Memorial Day holiday. The library will also be closed.

Evansdale Library Board

May 5, 1994

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Green reported that Carolyn Cole from the Courier called to inquire if we are having a summer reading program this year. We need to let her know and the Courier will publicize it for us.

Thompson suggested starting a storytelling time. He had visited various area libraries and we are the only library that doesn't offer one. The Clarksville library had different sessions for different ages and also travelled around to schools. All the libraries had a calendar posted with the different events that were happening throughout the month. It was general concurrence that we would like to start a story hour during the summer months, but desperately need volunteers. We will need to actively recruit volunteers from Evansdale, Elk Run and Raymond.

Thompson passed around handouts for libraries that he picked up. Russell shared the brochures from the Waterloo Library that she had picked up that explained library services. Russell, Callahan and Eldridge will form a committee to design a brochure that explains our hours, policies and services. The brochure will be distributed with new library cards. We would also like to work on a flier or newsletter to be distributed quarterly.

The order was placed for the children's furniture and it should be arriving by June 14.

We have held off on ordering a new sign for the library until we are certain that it will comply with the city's sign ordinance, which is is being reviewed at this time. We can get a nationally accepted library sign; one will be provided to us free.

The meeting was adjourned at 8:20 p.m.



Mike Thompson
Vice Chairperson



Marlene Callahan
Secretary

Evansdale Library Board Meeting
June 2, 1994

The meeting was called to order at 7:15 p.m. by Thompson.

Present: Russell, Winstead, Thompson, Callahan, Duffy, Weber, Green.

Absent: Pritchett, Fagerlind, Eldridge

There is one correction to May's minutes. The minutes stated that the children's furniture was ordered; the minutes should have read that the shelves were ordered for the children's section. A motion to approve May's minutes with the above correction was made by Winstead and seconded by Duffy.

The following bills were submitted:

Baker & Taylor 23.59
(7 adult fiction)

WaldenBook Co 41.05
(3 adult non-fiction)
(3 adult fiction)

R.L. Polk & Co. 116.00
(city directory)

\$ 180.64 sub-total for books/subscriptions

Bernice Green \$ 14.87
(reimburse for postage)

\$ 195.51 Total

A motion to approve the bills was made by Duffy and seconded by Weber.

The Treasurer reported that payroll for our part-time help has not been deducted from our open access account as we had planned; we are currently overdrawn by 744.25 in part-time funds. The books/subscriptions account is also overdrawn by \$ 119 for the same reason. In the future, we need to specify on each bill if it is to be paid from the open access account.

Circulation: May, 1994

Hours Open	166
Circulation	1077
(includes 230 videos)	
County	39
Elk Run	137
Raymond	47
Waterloo	111
Independence	3
Jesup	1

People In	548
Evansdale	368
County	28
Elk Run	49
Raymond	25
Waterloo	76
Independence	1
Jesup	1

Evansdale Library Board

June 2, 1994

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<u>New Cards</u>	<u>11</u>
Evansdale	11
County	
Elk Run	
Raymond	

<u>Money Turned In</u>	
Fines	1.50
Dup Cards	.50
Computer paper	<u>4.50</u>
Total	\$ 6.50

<u>New Acquisitions</u>	
7 Adult Fiction	
4 Adult Non-Fiction	
3 Youth Fiction	
0 Youth Non-Fiction	
<u>0 videos</u>	
14 - total	

<u>Open Access</u>	
230 X .50 =	\$ 115.00

Discussion was held on the circulation report. Our highest numbers occur in the winter months. Since we have started providing service 40 hours a week, our circulation hasn't dropped below 1,000 with the highest figures at 1,600.

Russell reported on the progress made for a summer story hour. We have a volunteer named Susan Muehl from Evansdale who will read to lower elementary children (ages 5 - 8) on Thursday mornings from 10:30 to 11:00. Group size will be limited to 8 to 10 children. Susan will use a new theme or idea each week to select reading materials from. She will begin June 16 and conclude on July 21 or 28. The guidelines are that parents need to accompany their children and stay for the story time. Russell will make a flier and signup sheets for story time.

The board reviewed a draft of a brochure that explains the library services, policies and procedures; revisions were noted. The flier on story time will be inserted in the brochure. Printing needs to be completed immediately to take advantage of the summer break. We will give the brochure to Fleagle Foods to be distributed to customers.

Discussion was held on designing a monthly calendar or quarterly newsletter as a resource for community news. Since we will be distributing our brochure in June, it was decided to readdress this in the fall.

Green reported that a letter was received notifying us that the President and Secretary need to sign the county contracts at the Waterloo Library before June 17 (at the circulation desk on the first floor).

The summer reading program supported by the Cattle Congress was cancelled. We still have the summer reading program sponsored by the State library program.

Evansdale Library Board

June 2, 1994

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We will not be holding a used book sale at this time. We have approximately 10 boxes of paperback romance novels. It was decided to donate them to St Vincent.

Discussion was held on the furniture for the children's section and it was decided to order the table and chairs. It was moved by Winstead and seconded by Russell to pay for the furniture from capital improvements.

We will have a summer worker beginning June 20 whose name is Trudy Martin. Trudy is from Gilbertville and will work 30 hours per week for 8 weeks.

Meetings will continue to be held on the first Thursday of the month for the time being.

The meeting was adjourned at 8:50 p.m.



Mike Thompson
Vice Chairperson



Marlene Callahan
Secretary