

Evansdale Public Library Board of Directors Meeting
Monday, July 7, 1997
7:10 pm

President Russell called the meeting to order at 7:10 pm.

Members present: Barb Barna, Jim Stephens, Elmonda Fagerlind, Roberta Winstead, Bob Runte, Casey Eldridge, Joyce Russell.

Elmonda made the motion to accept last month's minutes, Bob Runte seconded. Motion passed.

Casey submitted two bills. Five books from Superior Books that Sarah Meyer-Reyerson had ordered, total came to \$83.75. The signs for the library came in and the bill came to \$168.80. Bills were not accepted and need to be accepted at the next meeting.

President Russell read through the June circulation report.

There was not a director's report.

President Russell wrote a letter explaining about Lisa's departure and a few things that have been happening in the library. She also passed around the letter that Lisa had written to the library board.

There was discussion about Susan Muehl's wage because she was being paid less than the summer youth worker. Motion made by Bob Runte to pay Susan Muehl \$6.00 for the months of June, July and August. Jim Stephens seconded. Motion passed.

There was discussion on how to hire a new director. There were two options:

1. Hire one full time director who will receive benefits of a single policy.
2. Hire 1 thirty hour director and offer a single policy.

The proposal by John Mardis was to hire a director who will work 30 hrs. per week at \$8.00 per hour with a single policy under the city. They will also receive paid holidays and some paid time off. Elmonda made the motion to accept the proposal and Barb Barna seconded. Motion passed.

Interviews will be held next Wednesday night.

Old Business:

Jim Sixta will be here in September.

The signs for the library are all in and all that needs to be done is for the city to put them up. The street department is very busy and hopes to get them up by the end of the summer.

Election of Officers:

Positions available: President, Vice President, and Treasurer.

Nominations for President: President Russell nominated Jim Stephens. Casey Eldridge seconded.

Nominations for Vice President: President Russell nominated Bob Runte and Elmonda seconded.

Nominations for Treasurer: Casey Eldridge nominated Barb Barna and Roberta Winstead seconded. Casey also said that she would help Barb out.

New Officers: President: Jim Stephens

Vice President: Bob Runte

Treasurer: Barb Barna

Their offices will take effect after this meeting.

Survey: Kathy Lambert

-Kathy ran them off and tested them on a few people. There were only a few corrections to be made. She hopes to get them done by the August Meeting, if not, then she will have a report for the September meeting. All volunteers are greatly appreciated.

The Summer Children's program is still going on. Kathy Cook is in charge of it and she hopes to be in the parade.

New Business:

Discussion to close the library on August 2, 1997 because of Good Ol' Days. Barb Barna made the motion and President Russell seconded. Motion passed.

The Friends of the Library will be posting signs for book donations for their book sale in August.

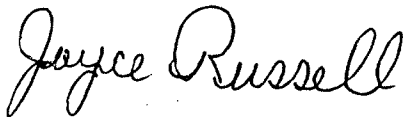
President Russell introduced Lucille Sullivan from the City Council.

The next meeting will be held on Monday August 4, 1997 at 7:10 pm.

President Russell adjourned the meeting at 8:10 pm



Susan Muehl
Assistant Librarian



Joyce Russell
Board President

July 1, 1997

To All Library Board Members:

This letter is to advise you that our director, Lisa Kruse, has quit her position as of June 25, 1997. Her reasons are stated in a letter which I received at my home. I will bring it to the July 7th meeting for you to read. I was out of town that week and did not know until I returned June 27th.

The personell committee (Casey, Jim, and myself) met on Saturday June 28th to work out a recommendation to the entire board regarding this matter and the wage for our assistant, Susan Muehl. I have been in contact with the mayor, John Mardis, several times. Our proposal is to interview four applications that we currently have on hand for the director position. This would be a 30 hr. position at \$8.00 per hour, 30 hours of paid time off, and also include a single medical policy as a benefit. The medical policy cost will come out of our books and subscriptions and amount to approximately \$2000.00. Should we not find a suitable candidate from this group we will advertise in the Sunday Waterloo Courier. We also have asked Brenda Pavalec to sit in on these interviews, as she is a recently former board member and was part of the last hiring process.

Regarding Susan Muehl's wage, it was brought to our attention that our summer youth worker is paid \$5.50 per hour, while Susan is paid \$5.15 per hour. Susan is working with, training, and supervising this girl. Susan considered quitting because of this. She has another job that pays \$5.90 per hour. The committee agreed that she should be paid \$6.00 per hour. We felt this is a fair wage considering her responsibilites and help she will be giving our new director. This is only a temporary increase for the months of June, July, and August. Susan will be quitting after August 25th when the fall term starts at U.N.I.

The mayor will be at our Monday meeting to further explain and answer any questions if need be. The library is currently being maintained by Susan Muehl and Barb Cook. We also have a volunteer that can come in to work three days a week and other applications on file for a library assistant. These could be interviewed by the personell committee as we see the need arise.

As a committee we strongly urge your attendence at the meeting on Monday night. We seek approval on the director hiring and temporary wage increase for Susan Muehl. With your help we can then proceed forward.

Thank you,



Joyce Russell
Evansdale Library Board President

Evansdale Public Library
Director's Report
August 4, 1997

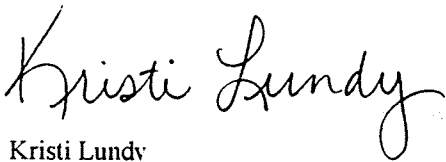
I would like to start off by saying what an Honor it is to have this position. I have always been looking for a career that would allow me to help others. This job gives me the opportunity to make a contribution to the lives of people in the community. And from the small understanding that I have of the Board Members; it is apparent to me the genuine commitment you have for this Library. I admire this and look forward to working with you.

I do not have much to report on at this time. My first few weeks here have been spent trying to learn the day-to-day operations, getting to know the materials we have, services that are available to the library and of course the patrons that use the library. I anxiously await the results of the survey. From this information I hope to better understand the needs of the community and how I might be able to incorporate the library.

I have many ideas for the Library. I am going to hold off on subjecting you to my list at this time. I think each day that I come here I think of a couple more. Sometimes ideas pop into my head in the middle of the night. I have considered putting pen, paper and a flashlight at my bedside. I do want to set some goals for myself and for the Library. Please feel free to contribute any suggestions or ideas you might have. This is a new area for me and I would appreciate any opinions you might have.

New materials that were previously ordered are still showing up. I will hold off on ordering any new material until I am sure of what we have and what is coming. I have spent countless hours after work scouring over the ordering catalogs and the Library Journals researching the materials available. I am familiar with working with a budget and the need to get the most value out of the funds we have.

I will end by saying that I have lots to learn and look forward to the experience. I have always been an avid reader and a firm believer that, "People who are readers are People who are Leaders". I hope that I may be able to stir up a passion for reading in this community and that people will see the true value of the Library.

A handwritten signature in cursive script that reads "Kristi Lundy". The signature is written in dark ink and is positioned above the printed name.

Kristi Lundy

Evansdale Public Library
July 1997 Bills

Office Supplies

| | | |
|---|-------|----------|
| Postmaster | PAID | 32.00 |
| roll of 32 cent stamps | | |
| Reimbursement to Joyce Russell | | |
| for mailing boxes of books to be returned | | 11.14 |
| Quality Rubber Stamp Co. | | 3.00 |
| name tag pin for new director | | |
| Reimburse PETTY CASH | | 34.81 |
| Printer Cartridge -- \$27.87 | | |
| Post master. returning books -- \$ 6.94 | | |
| <i>minor equipment</i> | | |
| <i>office supplies</i> | | |
| APEX Office Supplies | | 50.30 |
| Copy bill from City for June | | 1.50 |
| | TOTAL | \$132.75 |

Books, Subscriptions, Videos

| | | |
|---|---------------------------|---------------------------|
| World Media Express | (Pay on receipt of books) | 85.40 |
| 6 Star Wars Books | <i>not here yet</i> | |
| Superior Book Company | | 83.75 |
| Adult fiction | | |
| Origin | | |
| Glory Olympic Winter Games | | 44.10 40.96 |
| Tree Top Media | | |
| 13 Books (variety - People and Places) | | 167.78 |
| Demco | | |
| Check out Cards | | 8.07 |
| | TOTAL | \$389.10 |

General

| | |
|-------|----------|
| TOTAL | \$521.85 |
|-------|----------|

Evansdale Public Library
Monthly Circulation Report
July 1997

Number of Materials Checked Out:

| | | | |
|-------------------|-----|-------------------|-----|
| Adult Non-fiction | 24 | Youth Non-fiction | 59 |
| Adult Fiction | 235 | Youth Fiction | 361 |
| Adult Periodicals | 15 | Youth Periodicals | 2 |
| Total Adult | 274 | Total Youth | 422 |

| | |
|-------------|-----|
| Other Print | 0 |
| TOTAL PRINT | 696 |

| | |
|-----------------|-----|
| Video tapes | 237 |
| Audio tapes | 6 |
| TOTAL NON-PRINT | 243 |

Number of Interlibrary Loans

| | |
|----------|---|
| Sent | 2 |
| Received | 2 |

TOTAL # OF ALL MATERIALS CHECKED OUT: 941

Number of items loaned to non-Evansdale citizens: 209 of total 941 (%)

| | |
|----------|-----|
| Elk Run | 113 |
| Raymond | 27 |
| County | 31 |
| Waterloo | 38 |
| Other | 5 |

Day with highest total checkout: 108 items on Monday July 07th

| | |
|---------------------------------------|------------------------------------|
| Day with highest adult book checkout: | 26 on Monday July 28 th |
| Day with highest youth book checkout: | 63 on Monday July 07 th |
| Day with highest video checkout: | 29 on Monday July 07 th |

Total number of library users: 327

| | |
|-----------------------------------|------------------------------------|
| Day with highest number of users: | 46 on Monday July 07 th |
| Day with lowest number of users: | 2 on Friday July 12 nd |

Number of hours open: 146 hrs.

Average number of library users per day: 2.25

Number of internet users: 25

Number of library cards issued to new patrons: 25

| | |
|-----------|----|
| Evansdale | 16 |
| Elk Run | 2 |
| Raymond | 1 |
| County | 1 |
| Waterloo | 5 |

Money turned in to city clerk:

Fines

Computer printer

Lost/damaged materials

TOTAL

Money turned in to Friends of the Library:

Copies

BOOK DONATIONS AND ADDITIONS TO THE COLLECTION

books donated June - 66 July - 10

books processed and added to the collection

new books June - 26 July - 40

Books withdrawn and donated to Friends of Library - 279

Evansdale Public Library
Board of Trustees Meeting
August 4, 1997
Minutes

The Meeting was officially called to order by President Stephens at 7:21 PM.

Roll Call was taken. Present were: Barb Barna, Casy Eldridge, Joyce Russell, Jim Stephens, Gary Honts and Ellen Morris.

Absent were: Roberta Winstead, Bob Runte and Elmonda Fagerlind.

Introductions of new Library Director Kristi Lundy and new board members Gary Honts and Ellen Morris.

Russell made the motion to approve the Agenda. Barna seconded the motion. The motion passed.

Russell made the motion to approve the Minutes. Eldridge seconded the motion. The motion passed.

Russell made the motion to approve the Bills. Honts seconded the motion. The motion passed.

Treasurer Barna reported the beginning balance of the Budget for the 1997-1998 fiscal year.

Lundy presented the Circulation report.

Old Business:

It was decided by the board members to review the results of the Survey being prepared by Kathy Lampert at the September meeting. Board members agreed we would not need to hold a special meeting.

Jim Sixta will be here at the September meeting to discuss SILO.

Eldridge and Russell reviewed the activities from the Good 'Ol Days. The book sale was not very successful considering the amount of time taken to prepare for it, however the childrens games did very well. Discussion was held on next year's festivities due to the City's 50th Anniversary.

The books to be returned to the Rosen Preview Program are still here. Stephens will contact them and advise UPS did not pick up.

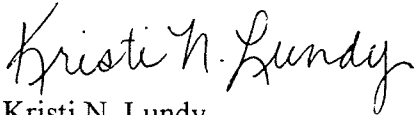
New Business

Lundy and Stephens will be conducting interviews next week for the Library Assistant. Also discussed Subs and Volunteers. We need to document procedures for these two positions.

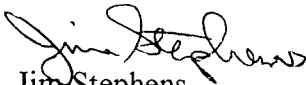
Russell is researching the cost for 2 new bookshelves to be purchased with the \$1500 local option tax money.

Due to September 01, 1997 falls on a holiday, the next board meeting will be held on September 08, 1997 at 7:10 PM.

President Stephens adjourned the meeting at 8:35 PM.



Kristi N. Lundy
Library Director and Board Secretary



Jim Stephens
Board President

August Director's Report

During the last month I have spent much time scouring over magazines, journals, previous minutes and any literature regarding library programs that we may be able to offer. I have not been able to pinpoint any certain area that has been highly successful in previous years. I will do thorough research before starting any new programs.

STORY TIME

I am planning to attend the Cedar River Storytellers Festival to be held September 23 in Waverly. This was suggested to by beneficial by Jim Sixta. After attending this training I will provide to you an outline for a story time program to be offered during October, November and December.

SENIOR CITIZEN OUTREACH

I have spoken to the Manager of Fox Meadows regarding delivery of books to the residents. She felt the residents would enjoy it. I need to search for a cart (preferably portable/on wheels) that I could use. I will start with a small number of materials such as 10 or 20. I will prepare a letter explaining the guidelines of the program to be sent to the manager within the next few weeks. It will also contain a checkout sheet requiring the patrons name, room number and book they are reading. There will be a trial period of three months. I will review the program at the beginning of the year and report my results.

GARDEN GROUP

This suggestion came from Becky Stansberry who is a member of my church. I tossed the idea around and asked opinions of others who agreed it would be very worthwhile. Becky is the Sunday school Superintendent, has organized craft groups at our church, is the leader of the youth group, and started a family garden project on the land beside our church. She has been an employee of Platts for many years and also serves on the Tree Committee in Evansdale. After some persuasion by me, she agreed to lead the group and share her expertise with others. I am looking at holding the meetings on the 3rd Monday of each month from 6-7 PM here in the library. She will prepare a program that will run September through November and start again in February (time to start planning your spring planting). I will be able to request specific material through the ILL relating to each month topic.

VOLUNTEERS

I have sent a request for volunteers to the Junior League of Waterloo-Cedar Falls and will contact RSVP. The library needs lots of work. The shelf list project has been put on hold at the moment. It is to big a project for me to tackle alone. I am looking at a Girl Scout troop to come in and help as a community project. I have also spoken to a patron of the library who leads a teen group through the YWCA. She stated her group does community projects and would be interested in a service day here also. However, before I can proceed with either of these options we need to define more clearly the qualifications for volunteers. I am planning to meet with Friends of the Library and look at ways we can get more support for this group. I know members from surrounding communities I could possibly recruit to join. I don't think people fully understand the value and importance of this group. Next month I hope to draw some attention to this in the Hometownner.

I am open to any comments you may have. I will also speak with Jim Sixta for his suggestions. I will keep you updated each month on the status of the programs.

Evansdale Public Library
July 1997 Bills
CORRECTED COPY

Office Supplies

| | | |
|---|---------------|-----------------|
| Postmaster | PAID | 32.00 |
| roll of 32 cent stamps | | |
| Reimbursement to Joyce Russell | | |
| for mailing boxes of books to be returned | | 11.14 |
| Quality Rubber Stamp Co. (no charge) | | 0.00 |
| name tag pin for new director | | |
| Reimburse PETTY CASH | | 34.81 |
| Printer Cartridge -- \$27.87 | | |
| Post master, returning books -- \$ 6.94 | | |
| APEX Office Supplies | (\$50.30+.67) | 50.97 |
| Copy bill from City for June | | 1.50 |
| Demco | | |
| Check Out Cards | | 8.07 |
| | TOTAL | <u>\$138.49</u> |

Books, Subscriptions, Videos

| | | |
|---|--------|-----------------|
| Superior Book Company | 83.75 | |
| Adult fiction | | |
| Origin | | |
| Glory Olympic Winter Games | 40.96 | |
| Tree Top Media | | |
| 13 Books (variety - People and Places) | 167.78 | |
| | TOTAL | <u>\$292.49</u> |

General

| | |
|-------|-----------------|
| TOTAL | <u>\$430.98</u> |
|-------|-----------------|

Evansdale Public Library
August 1997 Bills

Office Supplies

| | | |
|---|--------------|-----------------------------|
| APEX Office Supplies (typwrtr rbbn/crctrn tape/stples/shrpies/tape/mrkrs) | 30.22 | |
| Copy bill from City for July | 4.25 | |
| Advanced Systems, Inc. (copier rental) | <u>55.79</u> | \$90.26 34.47 |

Books, Subscriptions, Videos

| | | |
|---|--------------|----------|
| Walden Book Store | 122.26 | |
| MBA Computer Service, Inc. (crd ctlog kits/data dsk) | <u>21.95</u> | \$144.21 |
| + World Media Express | <u>85.40</u> | |
| <u>Education</u> | 229.61 | |

| | | |
|---|-------|--|
| NEIRL (Cedar River Storytellers Festival) (Waverly Sep 23, 8:30-4:00) | 35.00 | |
|---|-------|--|

| | | |
|---|-------|--|
| Reimbursement to Kathy Cook (summer reading program materials) | 37.84 | |
|---|-------|--|

| | | |
|---|-------------|---------|
| Reimbursement to Joyce Russell (Purchase of streamers for float) | <u>8.42</u> | \$81.26 |
|---|-------------|---------|

| | | |
|---|--------------|----------------|
| <u>Telephone</u> (jun/jul bill - paid) | <u>71.35</u> | <u>\$71.35</u> |
|---|--------------|----------------|

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|-------|---------------------|----------|
| TOTAL | \$387.08 | \$416.69 |
|-------|---------------------|----------|

Evansdale Public Library
Monthly Circulation Report
August 1997

Number of Materials Checked Out:

| | | | |
|-------------------|-----|-------------------|-----|
| Adult Non-fiction | 74 | Youth Non-fiction | 140 |
| Adult Fiction | 241 | Youth Fiction | 285 |
| Adult Periodicals | 10 | Youth Periodicals | 10 |
| Total Adult | 325 | Total Youth | 435 |

| | |
|-------------|-----|
| Other Print | 0 |
| TOTAL PRINT | 760 |

| | |
|-----------------|-----|
| Video tapes | 175 |
| Audio tapes | 0 |
| TOTAL NON-PRINT | 175 |

Number of Interlibrary Loans

| | |
|----------|---|
| Sent | 3 |
| Received | 5 |

TOTAL # OF ALL MATERIALS CHECKED OUT: 920

Number of items loaned to non-Evansdale citizens: 646 of total 920 (70.22%)

| | |
|----------|-----|
| Elk Run | 131 |
| Raymond | 18 |
| County | 27 |
| Waterloo | 98 |
| Other | 0 |

Day with highest total checkout: 94 items on Monday August 04th

| | |
|---------------------------------------|---------------------------------------|
| Day with highest adult book checkout: | 30 on Tuesday August 12 th |
| Day with highest youth book checkout: | 67 on Monday August 04 th |
| Day with highest video checkout: | 18 on Monday August 05 th |

Total number of library users: 229

| | |
|-----------------------------------|---------------------------------------|
| Day with highest number of users: | 24 on Monday August 11 th |
| Day with lowest number of users: | 4 on Saturday August 16 th |

Number of hour's open: 166 hrs.

Average number of library users per day: 1.38

Number of Internet users: 35

Number of library cards issued to new patrons: 23

| | |
|-----------|----|
| Evansdale | 15 |
| Elk Run | 0 |
| Raymond | 1 |
| County | 0 |
| Waterloo | 7 |

Money turned in to city clerk: \$29.00

Fines \$26.25

Computer printer

Lost/damaged materials \$2.75

TOTAL \$40.75

Money turned in to Friends of the Library: \$11.75

Copies \$5.50

Book Sale \$3.50

Donation jar \$2.75

BOOK DONATIONS AND ADDITIONS TO THE COLLECTION

Books donated during August - 124

New books purchased during August - 12

Books processed and added to the collection

 New books - 9

 Donated books - 10

 Books withdrawn and donated to Friends of Library - 0

Evansdale Public Library
Board of Trustees Meeting
August 4, 1997
Minutes

The Meeting was officially called to order by President Stephens at 7:09 PM.

Roll Call was taken. Present were: Barb Barna, Casy Eldridge, Jim Stephens, Gary Honts and Ellen Morris.

Absent were: Roberta Winstead, Bob Runte, Joyce Russell and Elmonda Fagerlind.

Kathy Lambert presented the survey. She went over each section and gave brief summary. The research was to provide answers to three essential questions: 1) Has the library usage declined? 2) What are the main reasons for non-use of the Library? and 3) What degree of support exists within the community for the expansion of the current facilities? A random sampling of 800 households were selected, **however** only 234 surveys were successfully completed. The trends in Evansdale showed a decrease of 44.8% in circulation rates. Non-use of the library appears to be due to an inadequate selection of adult non-fiction, popular authors/best sellers and popular magazines. It was suggested by Kathy to eliminate unneeded literature collections, most specifically romance novels. Kathy also suggested increasing the library's community role by providing information about local organizations, a community calendar, and instructional workshops and expanding reading programs. In addition to these suggestions was opening the library earlier, perhaps around 9:00 am and staying open later, either until 7pm every night or until 8:30pm a few nights. The results of the current research are somewhat ambiguous about the chance of success for a change in current facilities. It was clear however, that the change should not include a tax levy as the primary method of payment. Rather, proposals for change should be based on the results of a bond issue or fund-raising campaign.

Jim Sixta from Regional gave informational presentation regarding SILO(State of Iowa On-line.) SILO is a bibliography of Who has What. This system will replace the Locator, be user friendly and easy to update and make changes.

Barna made the motion to approve the Minutes. Eldridge seconded the motion. The motion passed.

Honts made the motion to approve the Bills. Morris seconded the motion. The motion passed.

Treasurer Barna gave treasurers report.

Lundy presented the Circulation report.

Old Business:

Lundy announced position of Assistant Director and the Sub worker have been filled and each has completed training successfully.

Special Thank you to Honts and JC Penny on the display case that was donated. The purpose of the case will be to promote reading as well as community groups or organizations.

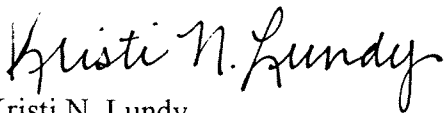
New Business

Lundy announced the Annual Report was completed and any board member could request a copy if interested.

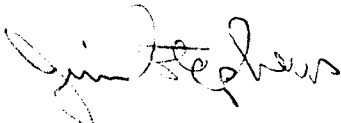
Due to the absence of Russell, researching the 2 new bookshelves to be purchased with the \$1500 local option tax money will be tabled till next meeting.

Lundy asked board for approval to purchase videos. Stephens informed Lundy they had decided to continue and expand the video selection.

President Stephens adjourned the meeting at 9:35 PM.



Kristi N. Lundy
Library Director and Board Secretary



Jim Stephens
Board President

September Director's Report

On September 10, I went to the Waterloo Friends of Library book sale. I felt that it would be worth the \$10 fee to join the Friends group. This allowed me the opportunity to purchase books before the public had a chance to go through them. I walked out of there with 85 books for \$34.50. Most of the material was adult fiction which is the majority of the circulation at this time due to children are now back in school. I came across many earlier written books by some of the most requested authors and was able to fill in some missing series. I am happy with the purchases made considering the new best-seller books average between \$15-\$25 dollars. And needless to say, I spent *a lot* of time processing books.

October 30 from 5:30 to 6:30 will be the Halloween Party. I hope to tie in - Sign up for a Library Card if you don't have One. There will be a limit of 40 and I am asking that they register. I hate to turn anyone away, but we are limited to space. Activities planned are a story, game, costume contest, pumpkin painting and possibly a craft. The Mayor has agreed to be a storyteller. I am going to check with local business for donations of apples and apple juice or orange drink. We decided to stay away from candy and try to do something healthy. I also feel if it is advertised as candy and treats, kids will come just for that and not for the story. I am also looking for a valuable prize to be given away. There will be a drawing for this. It won't be a contest, that way everyone has a fair chance. If you have any suggestions let me know. Some other prizes will be books that have been donated. The Mayor warned me that Bernice did a Halloween party years ago and that she had a very good turn out. So I am looking for volunteers. If you have time available and would like to help just let me know. Your help would be greatly appreciated.

5-10
don't
1/5

The Storytellers Festival provided me with some good ideas. The morning session was on Family Time ideas. It included games and activities the whole family would enjoy. I would like to try this idea in November. If anyone would like to assist me on this one just let me know. I enjoyed the opportunity to visit with other librarians.

The Green Thumb Garden Group had 3 attending. However, I feel that was due to lack of advertising. I have submitted a write up for the courier. They will post it in the Calendar section the Sunday prior to the meeting. There is no cost for Community Ads. It also appears Monday is a busy night. We might try switching to Thursday in November.

5-11 Monday

I apologize again for the late mailing of this. I did want to include the circulation report. It may be a little more interesting to you now; following last months survey report. I felt we should discuss the survey results and you could decide what the library does with this information. I was not involved with the decision to have the survey done so you will have to inform me on where we go from here.

Evansdale Public Library
September 1997 Bills

OFFICE SUPPLIES

| | | |
|--|--------|-----------------|
| Copy bill from City for August | 4.45 | |
| DEMCO (lamntr/book cvrs/pckts/signls/cement/bookmarks/poster) | 101.34 | |
| Total | | <u>\$105.79</u> |

BOOKS, SUBSCRIPTIONS, VIDEOS

| | | |
|---|--------|-----------------|
| Walden Book Store | 218.79 | |
| INGRAM (Oprah book club book) | 10.05 | |
| Reimbursement Kristi Lundy (purchased 85books/WPL-3books/Target,6videos) | 113.20 | |
| <i>Crossings</i> Total | 72.88 | <u>\$342.04</u> |
| | | 414.92 |

UTILITIES

| | | |
|-------|--------|-----------------|
| | 151.23 | |
| Total | | <u>\$151.23</u> |

EDUCATION & TRAINING

| | | |
|---|-------|-----------------|
| Kristi Lundy (travel expense to Waverly 9/23/97) | 10.40 | |
| Total | | <u>\$ 10.40</u> |

TOTAL ~~\$609.46~~
682.34

Evansdale Public Library
Monthly Circulation Report

~~August~~ 1997

Sept.

Number of Materials Checked Out:

| | | | |
|-------------------|-----|-------------------|-----|
| Adult Non-fiction | 25 | Youth Non-fiction | 17 |
| Adult Fiction | 187 | Youth Fiction | 283 |
| Adult Periodicals | 07 | Youth Periodicals | 10 |
| Total Adult | 219 | Total Youth | 310 |

| | |
|-------------|-----|
| Other Print | 0 |
| TOTAL PRINT | 509 |

| | |
|-----------------|-----|
| Video tapes | 102 |
| Audio tapes | 2 |
| TOTAL NON-PRINT | 104 |

Number of Interlibrary Loans

| | |
|----------|---|
| Sent | 0 |
| Received | 3 |

TOTAL # OF ALL MATERIALS CHECKED OUT: ~~628~~ 633

Number of items loaned to non-Evansdale citizens: 423 of total 628 (67%)

| | |
|----------|----------|
| Elk Run | 67 |
| Raymond | 39 |
| County | 9 |
| Waterloo | 89 |
| Other | 1 (C.F.) |

357%

Day with highest total checkout: 35 items on Monday September 22

| | |
|---------------------------------------|---|
| Day with highest adult book checkout: | 24 on Thursday September 11 th |
| Day with highest youth book checkout: | 42 on Friday September 19 th |
| Day with highest video checkout: | 13 on Monday September 15 th |

Total number of library users: ~~174~~ 182

| | |
|-----------------------------------|---|
| Day with highest number of users: | 14 on Thursday September 11 th |
| Day with lowest number of users: | 2 on Tuesday September 23 |

Number of hour's open: 166 hrs.

Number of day's open: 25

Average number of library users per day: ~~6.96~~ 7.28

Number of Internet users: 13

Number of library cards issued to new patrons: 13

| | |
|-----------|----|
| Evansdale | 11 |
| Elk Run | 0 |
| Raymond | 0 |
| County | 0 |
| Waterloo | 2 |

Money turned in to city clerk: \$22.65
Fines \$21.65
Computer printer .60
Lost/damaged materials \$

Money turned in to Friends of the Library: \$10.10
Copies \$5.85
Book Sale \$1.00
Donation jar \$3.25

TOTAL \$32.35

BOOK DONATIONS AND ADDITIONS TO THE COLLECTION - 230

Books donated during September - 90
New books purchased during September - 29
Books purchased from W.P.L. - 85
New Videos purchased - 6
Videos donated - 10
Audio books donated by Judy Wyant - 10

BOOKS PROCESSED AND ADDED TO COLLECTION - 81

New books - 29
Books from W.L.P - 30
Donated books - 12
Books withdrawn and donated to Friends of Library - 0
Audio Books - 10

VIDEOS PROCESSED AND ADDED TO COLLECTION - 16

New - 6
Donated - 10

MAGAZINES DONATED FOR MONTH - 26

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
October 06, 1997 MEETING
MINUTES

The meeting was called to order by President Stephens at 7:09pm.

Roll was taken. Present were: Barna, Eldridge, Russell, Fagerlind, Honts, Winstead and Stephens. Absent were: Runte and Morris.

Russel moved to approve the minutes from the September 08, 1997 meeting. Barna seconded the motion. The motion passed.

September 1997 bills were presented. Barna noted one change to the bills as printed. The bill for books purchased from Crossings Book Club – total bill of \$72.88. Total amount from Books, Subs/Videos should read \$414.92. Total amount of bills for September is \$682.34. Fagerlind moved to approve the September bills. Winstead seconded the motion. The motion passed.

The treasurer's report was given by Barna.

The circulation report was presented by Lundy. Lundy noted corrections to report. Stephens added the August 1997 Circulation Report users per day should have read 9.16. The 1.38 reflects an hourly average. Lundy reviewed changes made to circulation report. Lundy added more detail to the Addition/Donation of materials section. This gives a better break down of where materials are coming from and will be helpful when doing the annual report. The total number of all materials checked out decreased by almost 300 from August. Lundy states this is likely due to kids back in school. They now have access to the school library

The library director's report was presented by Lundy.

Old Business:

Survey Review – Lundy and Stephens shared concerns regarding the accuracy of the survey presented by Kathy Lampert due to the turnover in Directors. Survey showed a decline of 44% over the past 5 years. Lundy commented the contract was for 800 surveys and only 234 were completed. Elderidge commented that the results sounded like the feedback that Kathy was given when she interviewed the board members. Mike Thompson from F.O.L. advised some of the conclusions in the survey are not even based on the information she received but that they are based on what the board members wanted to hear. He also stated there are a lot of items that don't even pertain to the library. Winstead stated this is the second survey done and that neither accomplished anything. Russell shared on the remarks and comments she received from citizens when she made her calls. It appears most people feel we only carry children's books. Honts pointed out that Kathy admitted she only got the opinion of the person who answered the phone, regardless if they used the services or not, and didn't take into consideration the other household members.

Marketing Strategies were discussed. Honts suggested we decide what our strenghts are and promote those areas to the community. Winstead commented on our strengths such as; easy access, convenience, good materials, personalized service and pleasant librarian.

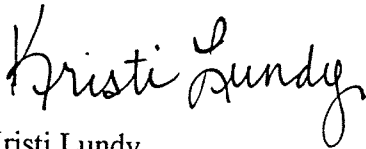
New Business:

Shelving – Russell reviewed the shelving to be purchased from Highsmith with the local option money of \$1500. It was decided to purchase 2 new mobile shelving and side panels for other shelves if any remaining money. Winstead motioned to approve spending of \$1500.00 on shelving. Fagerlind seconded the motion. Motion passed.

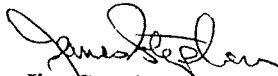
Russell motioned that the checkout policy for the magazines be amended to allow patrons the opportunity to reserve the newest issue of a magazine for one week. Barna seconded the motion. The motion passed.

Lundy announced the need to now purchase the single policy insurance. Russell advised Barna to check with city clerk as to when payment will be due. Payment for insurance is to be taken from Books, Subscriptions and Video line.

President Stephens adjourned the meeting at 8:30pm.



Kristi Lundy
Library Director and Board Secretary



Jim Stephens
Board President

October Director's Report

If you don't already know, I have accepted the position as Deputy Clerk for the City of Evansdale. I gave a two-week notice effective 10/22/97. This was a very difficult decision for me. I enjoy my job **very** much. My main reason for accepting the new job was due to my husband's recent self-employment. This new position offers 40 hours and full benefits. I will help in any way possible with the training of a new director. Carol is aware that I don't want to leave the library abandoned. I will start in the office on Monday November 10th. And remember; I will be just down the hall and around the corner.

Halloween *Tales* is all set for October 30 from 5:30 to 6:30. I will have a drawing for those who do not already have an Evansdale Public Library card. I have received some registration calls already from residents that do not have a card. These are the people I hope to impress. Friends of the Library have agreed to foot the bill on this. Not all receipts are in but I don't think it will be over \$25.

The Green Thumb Garden Group had 0 attending. Becky and I decided to cancel the group at this point. This time of year may not be a good time to get this going. Becky is willing to try again in the spring if we choose to.

I have spoken to the Manager of Evans Village and Fox Meadow. They have posted a notice to see if any residents would be interested in checking out materials if we made them available to them. I will follow-up with this in November. However, due to the situation of a new director, this might be a better project for the Friends of the Library to get involved with. I will discuss this with them if there is any interest.

I am finding a very warm reception from new patrons that have a Waterloo Library card and have never been here or haven't been here in a while. They are very happy with our selection of books. It gives me great satisfaction when they walk in and see the book they have really wanted to read. I have received many nice compliments on the appearance and atmosphere of the library. I know we can't please everyone, but I am trying to please the ones that come regularly.

Once again I want to express my gratitude for the opportunity to have had this position. I am aware that my leaving will add to the same dilemma the library has suffered from and I am sorry if I have let you down. However I do plan to stay involved with the library as a volunteer or maybe someday I will join you as a board member. I still have that passion to see this library grow.

Sincerely,



Kristi Lundy
Library Director

Evansdale Public Library
October 1997 Bills

OFFICE SUPPLIES

| | |
|---|-----------------|
| Copy bill from City for August | 12.10 |
| Staples (printer rbbn, envlps, whiteout, labls, paper) | 45.24 |
| DEMCO (shipping chrg from last mths bill) | 11.46 |
| Postage (roll of stamps) | 32.00 |
| Petty Cash | 25.00 |
| Total | <u>\$125.80</u> |

BOOKS, SUBSCRIPTIONS, VIDEOS

| | |
|---|---------------------------|
| <i>Kristi:</i> Tree Top Media (4 read along-bks/cassette) | 101.00 63.80 |
| Publishers Quality Library Service (12 yth books) | 99.89 9.61 |
| <i>* shipping</i> Sports Illustrated for Kids (one yr sbscrption) | 16.95 |
| Total | <u>\$180.64</u> 291.36 |

TRAINING AND EDUCATION

| | |
|------------------------------------|----------------|
| Waterloo Courier (Directors Ad) | 47.32 |
| Total | <u>\$47.32</u> |

TOTAL \$353.76
457.69

Evansdale Public Library
Monthly Circulation Report
October 1997

Number of Materials Checked Out:

| | | | |
|-------------------|-----|-------------------|-----|
| Adult Non-fiction | 39 | Youth Non-fiction | 41 |
| Adult Fiction | 297 | Youth Fiction | 216 |
| Adult Periodicals | 05 | Youth Periodicals | 04 |
| Total Adult | 341 | Total Youth | 261 |

| | |
|-------------|-----|
| Other Print | 0 |
| TOTAL PRINT | 602 |

| | |
|-----------------|-----|
| Video tapes | 067 |
| Audio tapes | 015 |
| TOTAL NON-PRINT | 082 |

Number of Interlibrary Loans

| | |
|----------|---|
| Sent | 0 |
| Received | 5 |

TOTAL # OF ALL MATERIALS CHECKED OUT: 684

Number of items loaned to non-Evansdale citizens: 252 of total 684 (36%)

| | |
|----------|-----|
| Elk Run | 86 |
| Raymond | 20 |
| County | 8 |
| Waterloo | 138 |
| Other | 0 |

Day with highest total checkout: 46 items on Monday October 27

| | |
|---------------------------------------|---|
| Day with highest adult book checkout: | 28 on Monday October 20 th |
| Day with highest youth book checkout: | 17 on Thursday October 30 th |
| Day with highest video checkout: | 06 on Friday October 18 th |

Total number of library users: 225 plus 35 children attending Halloween Party – Total 260

| | |
|-----------------------------------|---------------------------------------|
| Day with highest number of users: | 13 on Monday October 20 th |
| Day with lowest number of users: | 2 on Tuesday October 14 |

Number of hour's open: 166 hrs.

Number of day's open: 27

Average number of library users per day: 9.62

Number of Internet users: 23

Number of library cards issued to NEW patrons: 29

| | |
|-----------|----|
| Evansdale | 14 |
| Elk Run | 4 |
| Raymond | 1 |
| County | 0 |
| Waterloo | 10 |

Number of reissued cards: 14

| | |
|-----------|---|
| Evansdale | 7 |
| Waterloo | 3 |
| Elk Run | 4 |

(10 NEW CHILDREN SIGNED UP FOR CARDS AT THE HALLOWEEN PARTY)

Money turned in to city clerk: \$29.00

Fines \$12.00

Computer disk/printer \$1.00

Lost/damaged materials \$15.00

(\$10Eckerman-\$5McMahon)

TOTAL \$46.40

Money turned in to Friends of the Library: \$17.40

Copies \$9.90

Donation jar \$7.50

BOOK DONATIONS AND ADDITIONS TO THE COLLECTION - 149

Books donated during September - 130

New books purchased during September - 14

New Videos purchased - 2

Videos donated - 3

Audio Books - 0

BOOKS PROCESSED AND ADDED TO COLLECTION - 92

New books - 14

Donated books - 78

Audio Books - 0

VIDEOS PROCESSED AND ADDED TO COLLECTION - 5

New - 2

Donated - 3

Evansdale Public Library
Monthly Circulation Report
November 1997

Number of Materials Checked Out:

| | | | |
|-------------------|-----|-------------------|-----|
| Adult Non-fiction | 36 | Youth Non-fiction | 77 |
| Adult Fiction | 283 | Youth Fiction | 155 |
| Adult Periodicals | 22 | Youth Periodicals | 05 |
| Total Adult | 341 | Total Youth | 237 |

| | | | |
|--------------|-----|--------------|----|
| Up from 1996 | 128 | Up from 1996 | 18 |
|--------------|-----|--------------|----|

| | |
|--------------|-----|
| Other Print | 0 |
| TOTAL PRINT | 578 |
| Up From 1996 | 137 |

| | |
|-----------------|-----|
| Video tapes | 097 |
| Up from 1996 | 009 |
| Audio tapes | 000 |
| TOTAL NON-PRINT | 097 |
| Up from 1996 | 005 |

Number of Interlibrary Loans

| | |
|--------------|----|
| Sent | 00 |
| Received | 10 |
| Up from 1996 | 09 |

TOTAL # OF ALL MATERIALS CHECKED OUT: 685
 Up from 1996 151

Number of items loaned to non-Evansdale citizens: 232 of total 685 (33%)

| | | | | | |
|----------|-----|--------------|-----|------|-----------------------|
| Elk Run | 57 | Up from 1996 | 35 | 1996 | 88 of total 534 (16%) |
| Raymond | 24 | | 18 | | |
| County | 8 | | | | |
| Waterloo | 135 | | 105 | | |
| Other | 8 | | | | |

Day with highest total checkout: 73 items on Saturday November 1

| | |
|---------------------------------------|---|
| Day with highest adult book checkout: | 40 on Wednesday November 19th |
| Day with highest youth book checkout: | 27 on Saturday November 1 and Wednesday November 10th |
| Day with highest video checkout: | 10 on Friday November 28th |

Total number of library users: 224

| | |
|-----------------------------------|---|
| Day with highest number of users: | 20 on Thursday November 13 |
| Day with lowest number of users: | 3 on Thursday and Friday November 20 and 21 |

Number of hour's open: 158 hrs.

Number of day's open: 24

Average number of library users per day: 9.33

Number of Internet users: 24

Number of library cards issued to NEW patrons: 8

Number of reissued cards: 23

Money turned in to city clerk: \$12.60
Fines \$8.65
Computer disk/printer \$2.20
Duplicate Cards \$1.75
Lost/damaged materials \$0.00

Money turned in to Friends of the Library: \$8.60
Copies \$5.10
Donation jar \$3.50

TOTAL \$21.20

BOOK DONATIONS AND ADDITIONS TO THE COLLECTION - 782

Books donated during November 725
New books purchased during November - 50
New Videos purchased – 2
Videos donated - 2
Audio Books - 5

BOOKS PROCESSED AND ADDED TO COLLECTION - 120

New books - 50
Donated books - 65
Audio Books – 5

VIDEOS PROCESSED AND ADDED TO COLLECTION - 4

New – 2
Donated – 2

Evansdale Public Library
November 1997 Bills

Office Supplies

| | |
|--|----------|
| Apex Office Supplies (Desk Calendar, tape, ink pad, magazine files) | \$33.01 |
| Copy Bill from City October and November | \$ 16.84 |
| | ----- |
| | \$ 49.85 |

Books, Subscriptions, Videos

| | |
|---|-----------|
| Ingram (Oprah Book Club) | \$ 14.85 |
| Target (Window décor and 12 books) | \$124.71 |
| Walden Book Company (15 hardcover; 2 paperback; 1 youth) | \$225.58 |
| World Almanac Education (1998 World Almanac and Book of Facts) | \$ 8.75 |
| | ----- |
| | \$ 373.89 |

Grand Total: \$ 423.74

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
November 03, 1997 MEETING
MINUTES

The meeting was called to order by President Stephens at 7:09pm.

Roll was taken. Present were Runte, Eldridge, Russell, Morris, Honts and Stephens. Absent were Barna, Fagerlind and Winstead.

Russel moved to approve the minutes from the October 06, 1997 meeting. Morris seconded the motion. The motion passed.

October 1997 bills were presented. Russell moved to approve the October bills. Morris seconded the motion. The motion passed.

The treasurer's report was not given, due to Barna's absence.

Lundy presented the circulation report.

Lundy presented the library director's report.

Old Business:

Weeding – Lundy went through outdated reference books and encyclopedias to get the boards decision on if material should be pulled or not. It was decided the Ideals catalogs could be pulled and the Medical Health published in 1981 could be donated to jail. The Handyman books could be pulled when new material is purchased. Recommended by Russell to replace with a Readers Digest collection.

Shelves – It was decided to return the shelves that were purchased through Highsmith due to damaged items and incorrect items. Board refused to accept. Lundy will call Highsmith and request shelves consisting of 31 boxes are picked up ASAP.

New Business:

Hiring Committee – Runte, Stephens and Honts to sit on the Hiring Committee. Interviews to begin November 04, 1997 in Water Works Office.

Election – The board decided to remain open regular hours during the election.

Marketing – Lundy shared some marketing ideas for board members to work on.

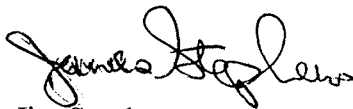
1. Quarterly Newsletter
2. Community Calendar
3. Letters to Elk Run Hts and Raymond to be included in City's Newsletter.
4. Send Newsletter to area schools to be sent with monthly calendars.

Budget Committee – Russell, Stephens and Honts volunteered to sit on Budget Committee.
Lundy will get last 2 fiscal year budgets and current YTD budget.

President Stephens adjourned the meeting at 9:00pm.



Kristi Lundy
Library Director and Board Secretary



Jim Stephens
Board President

Evansdale Public Library
November 1997 Bills

Office Supplies

| | |
|--|---------|
| Apex Office Supplies (Desk Calendar, tape, ink pad, magazine files) | \$33.01 |
|--|---------|

\$33.01

Books, Subscriptions, Videos

| | |
|-----------------------------|----------|
| Ingram (Oprah Book Club) | \$ 14.85 |
|-----------------------------|----------|

| | |
|---------------------------------------|----------|
| Target (Window décor and 12 books) | \$124.71 |
|---------------------------------------|----------|

| | |
|---|----------|
| Walden Book Company (15 hardcover; 2 paperback; 1 youth) | \$225.58 |
|---|----------|

\$ 365.14

| | |
|---------------------|------------------|
| Grand Total: | \$ 398.15 |
|---------------------|------------------|

Evansdale Public Library
Director's Report
December 1, 1997

First, I would like to begin by thanking the Board for giving me the opportunity to work in this position. Having worked here in the library for a couple of weeks, I am starting to get a feel for things. There seem to be so many things that I would love to start on and accomplish in the library and it seems that there aren't enough hours in a day!

I would also like to extend my appreciation to the board members who stopped in to the library to welcome me aboard and make me feel more comfortable with the journey that I am embarking on. THANX!

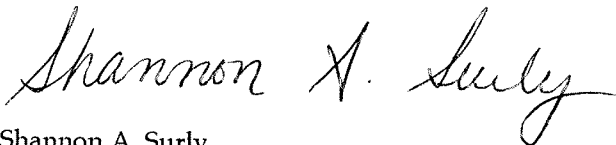
I haven't got a lot to report at this time, as the position is new to me. As you can see by the circulation report, we had a large number of books donated to the library in the month of November; the majority came in during my first week on the job. That was a little overwhelming to begin with but I have accepted them graciously and I am now trying to get as many processed as possible and out on the shelves for our patrons. There were some quality authors and titles donated and so I am really excited about that.

I have many ideas to improve the ambiance, for lack of a better word, of the library and things in mind to aid in a smoother operation. Some of which I will be proposing at the board meeting, some that I will implement myself to see how they work.

I have also been in contact with the manager of Evans Village and hope to start up the Senior Book Outreach program by the middle of this coming week. I am just waiting for a list of requested materials and again I have several ideas to make that run much smoother without taking away from the patrons that come into the library.

I will close this report for now. Again, I would like to tell you how much I appreciate the opportunity to have this position and I look forward to working with all of you. Please feel free to stop into the library if you have any questions, concerns, suggestions, or just want to chat. (As long as I get my work done!) And remember to get a new library card if you don't already have one!

Sincerely,

A handwritten signature in cursive script that reads "Shannon A. Surly". The signature is written in dark ink and is positioned above the printed name and title.

Shannon A. Surly
Library Director



IOWA

| | | | |
|------------------------|--------------------|---------------|--------------|
| Post-it™ Fax Note 7671 | | Date 10-23-97 | # of pages 1 |
| To Waterloo Courier | From Joyce | | |
| Co./Dept. Classifieds | Co. Evansdale Lib. | | |
| Phone # 291-1400 | Phone # 232-5367 | | |
| Fax # 234-6405 | Fax # SM | | |

Billing To Be Sent To:
Evansdale Public Library
123 N. Evans Road
Evansdale, Iowa 50707

\$47³²

Run Sun. 10-26

Heading: Management

4d: 30 hr. Library Director. \$8.00/hr. Job description & application available at City Hall or Library. Submit cover letter, resume, and application to:

Search Committee - Library
Evansdale City Hall
123 N. Evans Road
Evansdale, IA 50707

Close Date October 31, 1997

E.O.E.

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
December 01, 1997 MEETING
MINUTES

The meeting was called to order by President Stephens at 7:07 PM.

Roll was taken. Present were Barna, Eldridge, Honts, Runte, Russell and Stephens. Absent were Morris, Fagerlind and Winstead.

President Stephens introduced Shannon Surly as the new library Director and asked if everything was proceeding OK thus far. Surly affirmed that everything was indeed going OK so far.

Russell moved to approve the minutes from the November 03, 1997 meeting. Eldridge seconded the motion. The motion passed.

November 1997 bills were presented. Question regarding the copy bill for the month of October. The bill for November included both October and November due to the switch of employees down in the business office. Surly clarified for the board members why the two months were put together on one bill. Question regarding window clings purchased. Surly clarified them as décor for Thanksgiving. Questioned also was whether the books purchased were adult or children. Surly gave an itemized listing of what books were adult and what were youth oriented. Honts moved to approve the bills for November 1997. Russell seconded the motion. The motion passed.

Barna gave the Treasurer's report. She asked if there were any corrections since she had not been there the previous month. Russell wasn't even sure if the bills were approved for the month of October but Barna stated that they were; it was listed in the minutes. Office supplies-\$227.40. Books/Subscriptions/Videos-\$5082.34. Training and education-\$261.02.

Surly first asked Eldridge if she received copies of the amended summary of bills and circulation report. Then Surly presented the circulation report. Noted the decline of youth and the steady of stream of adult. Also noted the change in the circulation report. Added the totals for November of 1996 so the increase from year to year could be seen. Noted that the weather has not played a part in the circulation. President Stephens questioned as to whether we send out Interlibrary Loan materials. Surly stated that no requests have been made. Russell also noted that as far as she knows we have never sent anything out.

Surly presented the library director's report. She talked about taking over the projects that the previous director had started, such as the Senior Book Outreach and what she was doing to make it run smoothly. Also talked about just getting used to the position and getting one thing at a time done and then moving on. Russell asked Surly if Jim Sixta from the Regional Office had managed to get in. Surly said that yes, indeed she had had the opportunity to talk with Jim but very briefly. She stated that he made himself at her disposal and she will definitely use him as a resource. Russell suggested Surly call him later down the road and have him come out again for a longer period of time. President Stephens asked if there was anything they could do to help. Surly stated not at this particular time because she wasn't sure where she needed help. The one thing they pointed out was not to mail the board mailing in the manila envelopes. The post office charges more for the size of the envelope. From here on out, mail in the standard business size envelopes.

Old Business:

Shelving Update- Surly told the board that the shelves had been picked up although it took almost another month to get it done. Explained the situation with the company regarding the change of bill of lading and the labels. Surly said that she contacted Highsmith again and told them specifically of what they needed as far as the amended bill of lading and extra labels. When those were received, Surly called the trucking company to come and pick them up and they were out that same night to pick up the parcels. Russell asked if 2 new shelves were discussed. Surly stated she didn't know anything about that. Russell said the pieces sent didn't fit correctly and they were to

send new shelving. She recommended Surly speak to the previous director, Kristi Lundy on Tuesday. Russell said the whole purpose of having the shelves picked up was to get the new ones. She said she had left it with the thought that Lundy was going to pursue the matter and stated that if there were any problems, contact her. She needs to know where we stand on the shelving.

New Business:

Bob Runte's Proposal- Bob proposed that we move the old computer behind the circulation desk and use it along with a flexible database, Alpha 4, to computerize the library collection, starting with the Romance section. Spoke of possibly using monies at a later time to upgrade the other computer system and use database on it.

Runte asked Mayor Mardis why clock was not fixed. He attributed it to a power outage and then referred it back to the library director who sees the clock everyday.

Honts, back on track, said Runte's proposal was a good start and said eventually would like to get everything on computer. Noted the shape of the card catalog and the missing information and said it would eliminate the steps of the card catalog to just move forward and put it all on computer. He brought up maybe purchasing a new computer or updating the existing computer using the excess money available. Runte mentioned the reasoning behind the Romance section being because cards are not made for the catalog for romance books which Barna did not know was done.

Barna questioned Mayor Mardis about the technology plan and talked about all she knew about it.

Mayor Mardis spoke about the monies allotted for capital projects budgeted to the city. He said the amount continues to increase yearly. He said this is where we would want to consider this project. He said if there was a way to do something nice for the library outside of a new library then that would be good.

Russell asked Mayor Mardis when the budget hearing would begin and he said the first hearing would be January 13, 1997. Russell had a question regarding budget information packets and he clarified that the budget committee had all of the information they would get.

Returning to proposal, Honts said it would be a great start. Russell asked if information could be saved on this system and then be pulled up at a later date on a different system. Runte said yes, and as far as he knows it should cause no problem.

Honts moved to accept proposal. Russell seconded the motion. The motion passed.

Barna interjected that card catalog cards should continue to be made for the shelf list until the system is completely integrated.

Discussion regarding the card catalog system and how it is out of order, lacking cards, etc. Also discussion revolving around the way the books are cataloged on the shelves as far as the Dewey decimal system and the mixture with the youth and adult books. Discussion of the shelf list project that had been started by the summer workers.

Harlequin Trade- Surly discussed the large number of books donated during the month of November and that 630 of them were Harlequins. Stated nothing done as yet because she's unsure as to what the board wants done. Reported on how the patrons respond with the Harlequin section. Russell and Barna both noted the amount of space that would take up. Surly said that some of them were complete numbered sets. Surly questioned if she could take them to the book trade store next door and get paperbacks to bring up the science fiction and western sections. Eldridge said we should use some of our regular budget to purchase these books. Stephens asked how many we have currently. Surly estimated 560. Discussion revolving around how the books are processed. Honts motioned that the Harlequins on the shelves be weeded and those that haven't been checked out in a year and those that look tattered be pulled and replaced with Harlequins that were donated. Runte also mentioned that some of

those pulled and weeded could be used for the Senior Outreach project and the rest could be used for trading. Runte seconded the motion. The motion passed.

Magazine Renewals- Surly informed the Board that there are 9 magazine subscription renewals coming due. Surly told the Board the price and how many times each issue was actually checked out during the year of 1997. Discussion regarding the difference between the actual check out and whether these magazines were being perused in the Library. Discussion about the magazines that have been requested. Vote and results on each individual magazine:

Ranger Rick – Passed

Your Big Backyard- Vetoed

Consumer Reports – Passed

Veggie Life – Passed

Taste of Home – Passed

Library Journal - Passed

National Geographic Traveler - Vetoed

National Geographic World Jr. – Passed

Iowan Magazine – Vetoed

Russell made a motion to keep all magazines approved for 1 year only and then review next time up for renewal. Barna seconded the motion. The motion passed.

Junior Literary Guild – The library has a contract with them to receive 2 books per month, 1 from each category plus cards and pockets with the cost of \$249.00 for the year. Discussion about the quality of the books and the checkout rate. – Passed

Signage – Surly asked that the signage be removed from the agenda for the time being.

Technology Plan - Surly informed the Board about her discussion with Jim Sixta regarding the technology plan. She told them of the information that came across the fax machine and the deadlines regarding the technology plan. Jim Sixta, from the regional office, recommended Surly finish a plan before Thanksgiving. Surly did a technology plan and has one on file with the regional office. She told the Board what she was told of the technology plan. It's not a binding contract; it's just a plan pertaining to how the library would like to progress in regards to technology in the future. She told them about the savings of 60% for Evansdale and the necessity of having it on file because without it, the library could not request the FCC savings and would have to wait an entire year to apply if not done now. Barna questioned that it didn't have to be approved by the Board and Surly pointed out in the cover letter from the regional office that it did not have to be signed by the Board. Russell asked if changes could be made next year. Collective decision said yes. Runte suggested that for any questions, Bev Trost with AEA 7 Media Center be called regarding this.

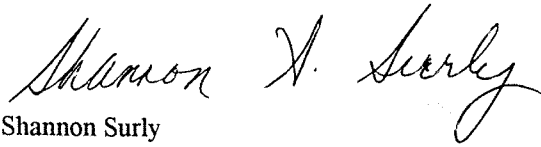
Other – Surly made a presentation to the Friends of the Library in the form of a check from the Action Party in the amount of \$74.02. Barna asked where the money went and was told it goes to the Friends of the Library.

Comments and Questions - Russell asked if the Budget Committee is going to meet again to work on the budget. With discussion, the Budget Committee will meet again Jan. 05, 1998 at 6:00 PM. Russell also asked Surly if she finds anything out regarding capital improvement and any further information regarding the technology plan, to contact President Stephens and the rest of the Board. Barna suggested I call Jim Sixta and talk to him about it since he would be more familiar with the library aspect of it. Honts asked that Runte look into a new computer/printer/other accessories.

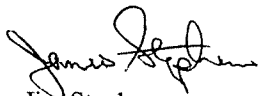
President Stephens informed the Board that Board member Ellen Morris resigned from her position and that Mayor Mardis will have a replacement by the next meeting. Runte recommended Kristi Lundy and President Stephens mentioned that this is something that had been discussed with the Mayor.

Next meeting will be January 05, 1998 at 7:10 PM.

President Stephens adjourned the meeting at 8:26 PM.



Shannon Surly
Library Director and Board Secretary



Jim Stephens
Board President

Evansdale Public Library
December 1997 Bills

Office Supplies

| | |
|---|----------|
| Apex Office Supplies (index card files, desk organizer, book labels) | \$ 9.38 |
| Demco (From November) | \$ 45.69 |
| | ----- |
| | \$ 55.07 |

Books, Subscriptions, Videos

| | |
|--|----------|
| Ingram (Oprah Book Club) | \$ 10.02 |
| Jewett Elementary School Library (36 youth fiction books) | \$ 44.52 |
| Petty Cash | \$ 26.61 |
| Polk (City Directory 1998) | \$191.63 |
| Target (2 paperbacks and 3 videos) | \$ 43.38 |
| Walden Book Company (6 hardbacks and 2 paperbacks) | \$ 95.37 |
| | ----- |
| | \$411.53 |

Grand Total: \$466.60

Evansdale Public Library
Director's Report
January 5, 1998

Hello, everyone! I hope that you all had a wonderful and fulfilling (or should I just say *filling*, as that was how mine went!) holiday and are ready to begin the New Year! Happy New Year!

I have been so busy trying to get things in order in the library that I don't even know where to begin. We finished the weeding of the Harlequins and took an inventory of the books we did pull so that we didn't duplicate them with the books we will be putting out shortly. I have started to take inventory of one section at a time, preparing to put it all on computer once I receive the program that Bob Runte proposed to design for the library. I started with the Hardback Adult Fiction and I am now looking to start on a new section. I have been rearranging things that are not in their correct places and moved all of the classics over to the fiction section. I have one hundred things to do and two hands, which makes for a very interesting task. I have also been in touch with the Regional office to see about getting on the list for the SILO training class so that I can send out interlibrary loan requests directly instead of going through the regional office. This would make things run much more efficiently and quicker and it will just be interesting having the knowledge of how SILO operates.

I have begun to receive the countless pages of paper relating to the FCC Telecommunications Act discount and the applications that need to be filed in order to receive that. There are several workshops in the area to help prepare and file the necessary applications, one of which I hope to attend. It will also be possible to file over the Internet but I would prefer to get the correct information filed. Hopefully, we'll save lots and lots of money and be fully automated before the beginning of next year!

The start-up of the senior outreach book project went without a hitch and hopefully that is something that we will be able to continue doing. It seems to be a project that is certainly appreciated by the senior citizens that reside in the housing units.

We received the video "What's it all about? The Library Board Members Job Description" and it's available at the library to peruse at your leisure or something can be established by the Board to watch it as a group.

My plans for the library are starting to fall into order as are my duties (although, occasionally I get asked something that really stumps me!). I'm starting to have fun with the job while maintaining a professional status. This month I came as Dancer the Reindeer, antlers and all. I'm trying to decide whom to be in January. Mother Time, perhaps?

See you all soon.

Sincerely,

Shannon A. Surly
Library Director

Evansdale Public Library
January 1998 Bills

Office Supplies

| | |
|------------------------|----------------|
| Copy Bill for December | \$ 8.60 |
| | ----- |
| | \$ 8.60 |

Books, Subscriptions, Videos

| | |
|--|----------|
| Consumer Reports (Subscription 12 issues dated 1/05/98) | \$ 24.00 |
| Library Journal (Subscription 20 issues dated 12/25/97) | \$105.47 |
| National Geographic World (Subscription to World Jr. Mar98 – Feb99) | \$ 17.95 |
| National Wildlife Federation (Subscription to Ranger Rick) | \$ 15.00 |
| Rosen Preview Program (for books ordered back in 6/97) | \$361.87 |
| Walden Book Company (Unfinished Symphony-VC Andrews – PB Amistad – Alexs Pate – PB The Hottest State – Ethan Hawke – TPB Dirty Jokes and Beer – Drew Carey – HB NYT List Then Came Heaven – LaVyrle Spencer – HB NYT List The Book of Guys- Garrison Keillor - HB Cain His Brother – Anne Perry – HB Justice – Faye Kellerman – HB Dirt – Stuart Woods – HB Imperfect Strangers – Stuart Woods – HB Acceptable Risk – Robin Cook - HB | \$ 82.42 |

*Book of the
month Club*

20.94

\$606.71

62265

Grand Total: \$615.31

Evansdale Public Library
Monthly Circulation Report
January 1998

Number of Materials Checked Out:

| | | | |
|---------------------|------------|---------------------|------------|
| Adult Non-fiction | 39 | Youth Non-fiction | 52 |
| Adult Fiction | 282 | Youth Fiction | 168 |
| Adult Periodicals | 27 | Youth Periodicals | 05 |
| Total Adult | 348 | Total Youth | 225 |
| UP from 1997 | 147 | UP from 1997 | 03 |
| Other Print | 0 | | |
| TOTAL PRINT | 573 | | |
| UP From 1997 | 146 | | |
| Video tapes | 072 | UP from 1997 | 024 |
| Audio tapes | 005 | | |
| TOTAL NON-PRINT | 077 | | |
| UP from 1997 | 024 | | |

Number of Interlibrary Loans

| | |
|-----------------------|-----------|
| Sent | 00 |
| Received | 04 |
| Down from 1997 | 04 |

TOTAL # OF ALL MATERIALS CHECKED OUT: 650
UP from 1997 162

Number of items loaned to non-Evansdale citizens: 172 of total 650 (26%)

| | | | | | |
|----------|----|---------------------|----|-------------|------------------------|
| Elk Run | 71 | UP from 1997 | 22 | 1997 | 135 of total 488 (27%) |
| Raymond | 23 | | 21 | | |
| County | 19 | | | | |
| Waterloo | 59 | | 12 | | |
| Other | | | | | |

Day with highest total checkout: 50 items on Friday, January 2nd

| | |
|---------------------------------------|---------------------------------------|
| Day with highest adult book checkout: | 26 on Fri. 1/09 and Mon. 1/26 |
| Day with highest youth book checkout: | 20 on Monday, January 5 th |
| Day with highest video checkout: | 14 on Monday, January 5 th |

Total number of library users: 182

| | |
|-----------------------------------|---|
| Day with highest number of users: | 15 on Monday, January 5 th |
| Day with lowest number of users: | 1 on Saturday, January 17 th |

Number of hours open: 172 hrs.

Number of days open: 26

Average number of library users per day: 7.00

Number of Internet users: 13

Number of library cards issued to NEW patrons: 18

| | |
|-----------|----|
| Evansdale | 12 |
| Elk Run | 00 |
| Raymond | 02 |
| County | 02 |
| Waterloo | 02 |

Number of reissued cards: 13

| | |
|-----------|----|
| Evansdale | 09 |
| Elk Run | 02 |
| Raymond | 01 |
| County | 02 |
| Waterloo | 00 |

Money turned in to city clerk: \$25.52

| | |
|------------------------|---------|
| Fines | \$14.85 |
| Computer disk/printer | \$2.35 |
| Duplicate Cards | \$0.00 |
| Lost/damaged materials | \$0.00 |
| Fax and other: | \$9.32 |

Money turned in to Friends of the Library: \$5.81

| | |
|--------------|--------|
| Copies | \$2.25 |
| Donation jar | \$3.56 |

TOTAL \$31.33

BOOK DONATIONS AND ADDITIONS TO THE COLLECTION - 30

Books donated during December: 11
New books purchased during December: 19
New Videos purchased: 0
Videos donated: 0
Audio Books: 0

BOOKS PROCESSED AND ADDED TO COLLECTION - 59

New books: 19
Donated books: 40
Audio Books: 0

VIDEOS PROCESSED AND ADDED TO COLLECTION - 0

New: 0
Donated: 0

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
January 5, 1998 MEETING
MINUTES

The meeting was called to order by President Stephens at 7:11 PM.

Roll was taken. Present were Barna, Eldridge, Honts, Runte, Stephens and Muehl. Absent were Russell, Fagerlind and Winstead.

President Stephens asked if everyone new Susan Muehl, newest member on the Library Board. Muehl noted that she didn't know Honts and President Stephens did a quick introduction. President Stephens asked Muehl to explain her relationship to the library. She stated she worked in the library for a year, progressing from sub to assistant to director over the summer. She also stated that during her course of work, she had been through three or four directors.

Barna moved to approve the minutes from the December 2, 1997 meeting. Muehl seconded the motion. The motion passed.

November 1997 bills were presented. President Stephens questioned what DEMCO was. Stated that during budget discussion, they were trying to figure out what fell under office supplies. Listed were book supplies; cards, labels, glue sticks and tape. Honts moved to approve the bills for November 1997. Runte seconded the motion. The motion passed.

Muehl questioned what happens if bills are not approved. If they have to approve them automatically and it was pointed out that the bills can be questioned and sent back.

Barna gave the Treasurer's report as of November 3, 1997. Office supplies-\$145.60. Books/Subscriptions/Videos-\$4, 708.45. Training and education-\$261.02.

Question about where the office supplies budget started. Barna replied \$600.00.

Discussion about the office supplies monies being used up fast. Honts suggested that the Board look at what has been spent to adjust for the new budget year. Honts suggested that maybe things were being taken out of the wrong line item. Mike Thompson, Friends of the Library, questioned about the line items. Said that maybe at one time, line items had been changed. Barna stated that a good deal of money goes to Apex and Demco. It was discovered that some of the monies were paying for bills that were left over from the last fiscal year in June. Next, Surly defended her position as having only spent \$9.38 since taking over the director position. Eldridge questioned how much was from the copy bill and it was stated that not a good deal of it was related to the copy bill. Thompson asked where advertisement in the Courier came from. Barna said "Education." Thompson questioned all of the advertising for staff over the past fiscal year. Discussion pertaining to how many times advertisement was run for new staff. It was established that is paid approx. \$47.00 twice.

Discussion pertaining to the actual names and meaning of line items. Thompson questioned if it was office equipment or office supplies. Barna answered office supplies. President Stephens questioned what was Minor Equipment. Honts said that the Mayor said it was for repair of office equipment. Then Stephens questioned what the repair line item was for. That is all-inclusive. Runte asked if during the time when the large part of money was spent out of office supplies, if that was when the Library purchased the new library cards and pockets for books. Discussion pertaining to postage and Barna mentioned that maybe it was the continual buying of nametags. Surly pointed out that they only cost #3.00. Eldridge was wondering if they had figured enough in the budget for next year. Barna asked how much will be asked for. Honts pointed out that currently we have \$600.00 budgeted. That they intend to increase that to \$780.00 but is concerned that at the rate it is being spent, that amount won't cover it and already we will have to borrow money from somewhere else to cover expenses for the remaining part of the year.

Eldridge questioned what was on the Demco bill. Surly informed the board. Barna questioned if we were OK as far as cards and pockets and covers. More discussion about office supplies.

Surly presented the circulation report. Said that due to the holidays, circulation was down significantly from last month. Surly said she is really trying to push the interlibrary loan as a service to the public. Stephens questioned the up from 1996 figures. He noted that that is a more fair comparison than comparing to November. He was really impressed with those figures. Surly noted the decline of card issuance compared to last month. Said that information was not available from last year. Muehl had a question pertaining to numbers in video and non-print items. Had 74 and up from 1996, 37. Then with the total non-print being 74 and up from 1996 being 32. Questioned if it was a typographical error. Surly pointed out that the discrepancy was due to a lack of audiotapes checked out this year versus last year. Surly noted that she has been busy collecting fines and trying to get a handle on the overdue situation.

Surly presented the library director's report. She brought everyone up to speed regarding the shelves that were ordered. She told them that she had spoken to Lundy (the previous director) and that in Lundy's discussion with Highsmith, they told her that they would end up sending out the EXACT same order, which would rectify nothing. They basically said that it was through no error of their own and so she passed on the shelves being resent. Honts questioned that we would have to resubmit an order. Muehl questioned if we were buying new shelves and she was told that it had been ordered along with some end caps. Surly informed the Board that the Technology Plan was approved by the State Library and now just need to finish up the applications to proceed to the next step of acquiring money through the FCC. She noted that there were some workshops planned, at the Waterloo Public Library and Hawkeye Community College that she was trying to get into so the correct information could be filed. Surly mentioned that in talking with Doug at the Homeowner, she was informed that the Evansdale section was being revamped and more than likely cut completely and so we lost our free advertising from them. She did mention that Doug had stated if they needed anything, then they would call. She also asked the Board to check out the sign on the bench outside of Food Pride. It was free advertising donated by the Bench Company.

Eldridge asked how the Senior Outreach was progressing and being handled. Surly explained how it worked from her end and how she understood the process to work from their end. Muehl questioned if it was being done at Evans Village only or if it was also being done at Fox Meadows. Surly noted that they (Fox Meadows) had been offered the service but was not interested at the present time. Eldridge asked if any large print books were involved. Surly informed her that it had not but that she had informed the manager to note any requests and that the library would certainly try to accommodate.

Old Business:

Bob Runte's Proposal - Runte said that he been so busy during the month of December and had not had a lot of time to work on it. This item was tabled.

No other old business was presented.

New Business:

Typewriter - Surly stated that the Library needed a new typewriter. President Stephens asked if it couldn't be repaired. Surly said she called an office machine repair shop and they were going to charge \$85 to make a service call and that was before parts and labor. It would only cost \$50 if I took it down to their shop and only \$25 for an estimate. She stated that during a conversation with Runte, he had mentioned that he might be able to have the AEA 7 shop look at it. Runte reported that they said it was a strange problem, the guts would need to be replaced and the mechanic said it would be better to apply the money to a new one. President Stephens asked how much a new one would cost. Barna questioned how much it was used and Surly stated that she uses it for everything. Surly stated that she has a loaner from City Hall but can't use it to the extent that it is needed. President Stephens still wants to know how much they cost. Surly said in catalogs they ranged from \$169 - \$199 on the lowside and

\$250 + on the high side. Surly said it is really hard though to order from a catalog because she needed to test the cards and pockets. Honts suggested Surly takes pockets and cards and goes to office supply store such as Staples and Office Max. This would be the cheapest avenue. Thompson and Eldridge discussing the old argument about the last typewriter bought and how it needs to be justified as a viable expense. Honts made a motion that Surly go out and look for a typewriter to purchase with a \$200 cap on the spending limit, the money coming from the minor equipment line item, as long as she does not settle for second rate. Muehl seconded the motion. The motion passed.

Signage - Surly discussed wanting to have professional signage designating the areas in the library and doing away with the paper tags that hang around the library. She did research on the prices of signs. The 5 X 8 size sign runs for \$6.85, engraved with holes and the 4 X 12 size sign runs \$8.20, engraved with holes. Hangars and hang chains run \$8.40 with enough material to hang 10 signs. Muehl said the paper tags were hung for the youth workers and was surprised they were still hanging. Runte suggested he could get prices for AEA 7 of signs done on heavy card stock and laminated. Eldridge was concerned about the damage it would do to the ceiling to hang signs. Surly described the hooks and how they were hung and President Stephens reiterated that it causes no damage to the ceiling. Honts suggested that we could make signs on the computer on color paper and then laminate them. Honts agreed with the idea. President Stephens asked about Surly's mention of 10. Surly clarified supplies for hanging were only sold grouped in 5s. Surly said they had a need for maybe 7 or 8.

Stephens talked about the power of authority that the Library Director should have regarding the buying of books or the renewals of subscription citing back to the previous month's voting on magazine after magazine, one after one. Muehl said she didn't think there was a specific rule set on that and President Stephens agreed with that on things in the past. Muehl said that she felt it should be left up to the Director to use discretion and work within the budget and President Stephens agreed. Eldridge stated with the exception of perhaps, the library board directing the need for medical books and then going and buying. Honts suggested that it was Board's responsibility to set parameters and see that the Director fell within those parameters. Barna said she never felt that Surly (or the Director) didn't have full power to buy books. She thought the magazine thing was an isolated incident only because the usage of magazines was down and it was necessary to discuss whether this was something the library wanted to keep or do away with. Runte thought the Director should make the recommendation as to what be renewed since she has the best perspective on that. President Stephens said that there was money in books and subscriptions that needs to be spent and as a Board they decided that Surly, using common sense can go and purchase materials. He wanted to know if it needed to be put in the form of a motion or if it would be enough to have in the minutes. There seemed to be a unanimous feeling that they would show up in the minutes. Surly also questioned the book order from Rosen Review that has a bill for approx. \$340.00. Will Surly need to consider that when buying this month. Honts suggested Surly keep a log when the new fiscal year starts of how much is budgeted and how much is spent and to also keep in touch with the treasurer. Barna asked if Surly had bought any books yet. She said yes, she had purchased books from Walden, Target and the book fair. Honts asked if we got a discount from Walden. Surly said 20% and they discussed whether it was cheaper to buy them from retail stores. Surly said there wasn't a lot out there for adult in the line of wholesale. Runte questioned how the deal went with the used bookstore, if it worked out or not. Surly explained the store's policy and said that more than likely she would not trade with them but would consider trying a used book store in Omaha the next time she went back.

Comments and Questions

Muehl asked if we could charge a higher overdue price for interlibrary loan books. President Stephens replied yes. Runte asked if we paid a penalty. Surly said no, we collect fine from the patron and send notice with the book that states that the fine had been paid and we keep the penalty. Muehl said she had been told at one time that the library paid a fine.

President Stephens mentioned that sometime in January that they would be working on a budget with the City Council although no set time or date has been established.

Next meeting will be February 02, 1998 at 7:10 PM.

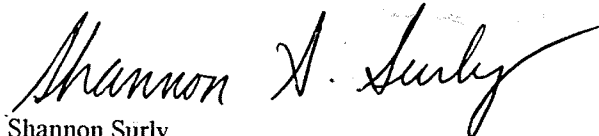
President Stephens adjourned the meeting at 8:20 PM.

Meeting back in Session at 8:26 PM to discuss the Budget. Honts discussed quickly the items that there were no control over and asked that those be asterisked; rent - \$4,000, petty cash - \$25.00, building maintenance \$2,003 Utilities - \$1, 663

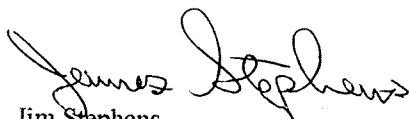
| | 1998 | 1997 |
|---------------------|---------------|-------------|
| Librarians Salary - | \$13, 642 | \$13, 413 |
| Insurance | \$ 2,000 | 0 |
| Assistant | \$ 4, 532 | \$ 4, 357 |
| Education | \$ 400 | \$ 400 |
| Books/Supply | \$ 6, 200 | \$ 6, 200 |
| Repairs | \$ 100 | \$ 100 |
| Telephone | \$ 1, 000 | \$ 1,000 |
| Minor Equip. | \$ 200 | \$ 200 |
| Office Supplies | \$ 780 | \$ 600 |
| | \$ 36, 545.00 | \$33,961.00 |

This is only an increase of \$2, 584 over last year's budget. \$2,000 of that for insurance covering librarian and the remaining breaking up a pay increase for the library director and the assistant and a jump for office supplies. It's about a 7.1% increase from last year; Last year's budget being an 11.3% increase. Barna thought it sounded really reasonable but Eldridge noted that it would have to be broken down so that it can be justified. Runte said part of the rationale should be that we are putting more books on the shelf and therefore, we need more equipment to process those books. Thompson asked Council Member and Mayor Pro Tem Wyant how far back they would look when doing budget talks. He said approx. 5 to 7 years. Discussed how the Directors had taken care of things in the past as far as making homemade cards and things bought out of pocket. Muehl suggested a compromise of \$700 for the office supplies and President Stephens said the extra \$180 wouldn't make a difference. Muehl made a motion to accept the proposed budget. Barna seconded the motion. The motion passed.

Meeting was re-adjourned at 8:37 PM.



Shannon Surly
Library Director and Board Secretary



Jim Stephens
Board President

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
February 2, 1998 MEETING
MINUTES

The meeting was called to order by President Stephens at 7:09 PM.

Roll was taken. Present were Barna, Eldridge, Fagerlind, Russell, Stephens, Winstead and Muehl. Absent were Honts and Runte.

Muehl moved to approve the minutes from the January 5, 1998 meeting. Fagerlind seconded the motion. The motion passed.

January 1998 bills were presented. Barna noted that office supplies kept low this month. Russell noted that every year the library runs into the same problem with the office supply line item. Barna noted the addition to bills for \$20.94 for the Book-of-the-Month Club.

Barna noted that the Board had told the Director to buy books and with the high total, it appeared that Surly did exactly that. President Stephens asked the Board to note that the majority of the book total stemmed from a bill that dated back to June 1997 as stated on the bills.

Russell motioned to approve the bills as read. Fagerlind seconded the motion. Motion passed.

Barna gave the Treasurer's report as of December 31, 1997. Office supplies-\$120.85. Books/Subscriptions/Videos-\$4, 561.73. Training and education-\$261.50.

President Stephens questioned whether the insurance for the Director had been taken out yet. Surly noted that as of the breakdown that she had received it had not been subtracted as of December 31, 1997. Discussion revolved around the insurance. Russell recommended that Surly should be looking at areas she wanted to fill and get those books ordered so that the bills are paid before the end of the fiscal year. Russell questioned Surly as to her ideas regarding areas that she'd like to see expanded. Surly informed the Board that what she SEES being checked out most often is the adult fiction. That there still is very little usage to the non-fiction section aside from the Chilton car repair manuals. Russell and Stephens mentioned the replacement of the medical texts that were pulled. Russell stated that if Surly didn't have a list, to ask Kristi, the former director, where she put the list they had compiled. Russell also recommended biographies and replacement of some of the old Westerns.

Surly presented the circulation report. She stated that everything was up in circulation from the previous year. The only decline was in the interlibrary loans and she said that was in part to a low amount of requests and possibly a lengthy delivery time.

Surly presented the library director's report. She informed the Board that she had received the database for the computer. She said she felt like she spent the majority of last month working on the database. She mentioned that several board members had volunteered time or help in any areas and Surly stated this would be an area she needed help on. She said that it is an easy job, it's just very time consuming. She noted that Runte had come in last week to print out a hard copy of what is on the database thus far. She also mentioned that the database is something that is in-house in the library since it was a concern as to whether it would be pirated or stored in the library. She gave a quick synopsis of how things can be changed around on the database to make it easily accessible as well.

OLD BUSINESS

Typewriter: Surly informed the Board that the budgeted and approved amount of \$200 will not work for what the library needs along the line of a typewriter. She said that Muehl had contacted her about a word processor that she (Muehl) had found at Sam's Club for under \$100. Surly says she supposes she could use a word processor but that they are going to be harder to use for what they are used for and of cheaper quality. Russell agreed that the library

needs a GOOD typewriter. Surly mentioned that she went to Office Max, Staples, and Sears and that typewriters are becoming obsolete as to what she had found. She said they were flimsy and wouldn't work. Surly said that there were some options available. She said it could be held off for another month and possibly demonstrate some typewriters from office equipment suppliers in town as is being done down in City Hall. Russell asked if Surly was talking about Iowa Business Machines and Surly replied "Yes". Barna asked how the other typewriter was that was on loan from City Hall. Surly said it was out of use because of ribbon supply. Surly also noted that she could manage now for the time being by working with what is available like the printer on the old computer. Barna asked about using labels. Surly noted that they could be used but it would be an office supply that would have to be purchased. Muchl needed to correct some information about the word processor that she had found. She said that it is a word processor with the screen but that it had the option to turn that off and just use it as a typewriter. Surly noted that when she shopped for a typewriter, there was no middle ground. It was low in price (\$99) or high in price (\$500), low or high in quality. Russell suggested contacting Iowa Business Machines and Muchl agreed. There was also discussion revolving around where the \$200 would come from. It had originally been approved from the minor equipment line item, but after last month's meeting, Surly had noticed that the library road signs had been purchased from there and there was not enough money in that line item to cover the \$200. Russell asked if money had been requested for Capital Improvements and it was noted that \$500 was included. Russell wondered if there was a way to demonstrate typewriters until July 1 and then purchase a new typewriter with that money. Mayor Mardis noted that the Library has \$1500 this year and questioned if there were plans for that. Russell said she had read about the shelving in the minutes and Surly reiterated about what Highsmith had said regarding the error lying with us and that the company would send out the exact same thing. Russell said she would reorder the shelves and not the tops and side panels; she said that was what the Capital Improvement money was for and that it would be used for that. She did note, however, that if some of the parts were omitted then the rest of the money could be used for a typewriter.

Mayor Mardis asked if anyone had been over to Iowa Business Machines to their basement. He said that they had several late model IBM Wheelwriter typewriters that are obsolete because they are "Big Iron" typewriters. He said we might be able to get them for much less. Russell said to call and talk to Mona from Iowa Business Machines.

Budget – President Stephens asked the Mayor if he would like to fill the Board on how budget was going. Mayor Mardis said he thought it looked good so far. He said that Tuesday night was the final cut. Then it would go through the next steps to get to the final public hearing. He said he didn't see any problems with what the Library had requested. He thought the focus would be on non-bargaining employee wages and capital improvements for the police and fire department and street department. He said that he had been wrong before and thought it would be prudent to have some representative from the Library there. President Stephens said he was not available. Surly and Mayor Mardis both said that she (the Director) would be there. Russell asked the Mayor about when the insurance would come out. She asked if it had already been taken out. He said he had forgotten about it, as had the City Clerk. Mayor asked where we were sitting on our books/subscription line item and President Stephens said as of 12/31 we had \$4561. President Stephens said there would still be plenty of money in that line item to take out for the insurance. Stephens noted that the bottom line number came down to \$1700 instead of the \$2000 they had requested for the budget and Surly asked if that was for a fiscal year. She pointed out that she only received insurance benefits starting January 1 so it comes only to 6 months.

NEW BUSINESS

Sale of Expired Magazines: Surly said she wanted to have a sale of the excess books and magazines in the storage room. She said she was thinking of an early March sale before the sale for the Good Ole Days. Discussion ensued around ideas for how to present magazines and books. Surly said she didn't know if there was a protocol for having a sale. Mayor Mardis and others told Surly first that the magazine Free China Review was to be recycled. President Stephens asked if he was correct in assuming there was not to be a book sale this year for Good Ole Days as per previous discussion. Russell said it was a lot of work and more money was made with the games. The only concern was the organization and neatness of the sale. In the past books had been thrown in boxes and put under tables for a perpetual sale. Stephens asked if the books and magazines had sold in the past and it was

said "Yes, slow but they did sell." Muchl asked if a separate jar was kept for the money and Surly questioned the same thing. She was uncertain as to how to go about it since the Library is a non-profit organization. Then it was discussed to possibly sell them in bundles or grab bag. Russell said to make sure they are stamped withdrawn so they don't come back. Barna was concerned about the amount of work that would have to go into it and Surly said they had some semblance of order to the books in the storage room. Surly was given the go ahead to sell books and magazines with the understanding things will be kept neat and orderly and all proceeds will go to the Friends of the Library. Russell was going to look for white bags to use.

Fagerlind questioned the circulation over at Evans Village since she lives over there. Surly explained how that was going. She said they currently still have 4 books out and that she wasn't going to hand out more until the 4 were back. According to Marian, the manager, 3 were accounted for and John Grisham's "The Firm" was lost. Fagerlind said years ago it was tried but it didn't work. Russell asked if this was the first time and Stephens said he hated to give them one strike then they were out. Stephens felt that if a book was lost to get a good thing off the ground then it could probably be afforded. Surly said it is something she plans to continue. Stephens asked how that shows in the circulation report. Surly said it goes in as normal.

Russell questioned about the signage and the ordering through the AEA 7. She mentioned that we could contact the prison.

Trustee Workshops - One on Policy Development, Thursday, Feb. 26 7-9 PM at West High School and one on Internet Policy, Thursday April 23, 7-9PM, the closest location being in Belle Plaine. If interested, sign up sheets are available.

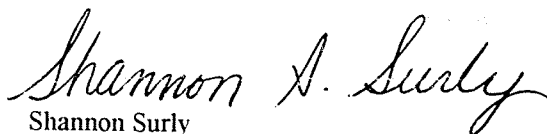
New Employee Evaluations- President Stephens questioned when new employee evaluations were done. Russell clarified that it was at 3 months, 6 months, 1 year and then each additional year afterward. She said this is an item with no written policy. Stephens asked Surly of her starting date and she told him November 17. Russell suggested to Surly that she write down accomplishments, likes, dislikes, goals and proposed changes. Russell said that typically it is the hiring committee that does the evaluation.

COMMENTS AND QUESTIONS

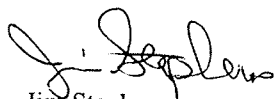
Surly said she still had the video on the Board members role and responsibilities available for the Board members to watch.

Next meeting will be March 02, 1998 at 7:10 PM.

President Stephens adjourned the meeting at 8:07 PM.



Shannon Surly
Library Director and Board Secretary



Jim Stephens
Board President

Evansdale Public Library

Director's Report

February 02, 1998

Hello again! Sometimes the time flies by so fast, it is hard for me to believe that it has been another month and I am typing out yet another letter to you all.

We got our database installed (Thank You Bob Runte) and I have been spending many a day sitting at the computer typing until I was sure my wrists and fingers would fall off. And that was just to enter some fiction books. It is a long and tedious process but the end result will make the library collection so much easier to access and look up. If at any time you would like to volunteer some time to enter books into the illustrious database, it is a simple procedure (just time-consuming!). If any of you are interested let me know and I will surely run you through the process of entering the information.

I am still working to change some things in the Library and make things run a little smoother. I think overall, the last 2 months have been very productive and busy and I look forward to making more and more improvements and changes to make the flow a little more continual around here.

FYI, I did want to part with some information from the Mayor should I forget to mention it in the meeting regarding the budget. Since, as of the dating of this letter, we have not gone to budget negotiations, there was an addition he made and wanted me to inform you of. He noticed that no budgeting had been allowed for the Capital Gains project and so he did add an additional \$500, "Just in case..."

Enclosed please find an updated list of the phone numbers and addresses of employees and library board members. "Just in case..."

See you on Monday.

Sincerely,

Shannon A. Surly

Shannon A. Surly
Library Director

Evansdale Public Library
February 1998 Bills

Office Supplies

| | |
|---|-----------------|
| Copy Bill for December | \$ 4.65 |
| Reliable Office Supplies | \$42.25 |
| (ink for printer, tape, gluestick, post-it-notes) | |
| | ----- |
| | \$ 46.90 |

Books, Subscriptions, Videos

| | |
|---|----------|
| Ingram (Oprah Book Club Paradise – Toni Morrison) | \$18.03 |
| Target (Acts of Love – Judith Michael – PB – AF The Notebook – Richard Sparks – PB – AF Purgatory Road – HB – AF Magic Bullet – HB – AF The Burning – HB – AF Fright Time #15 – PB – YF Gunslinger – Stephen King – TPB – AF The Winner – David Baldacci – HB – AF Videos- Babe, All Dogs Go to Heaven 2, Wild Hearts Can't Be Broken, Titanic 2 PK Documentary | \$ 84.39 |
| Taste of Home Magazine Subscription (Subscription thru April 99) | \$ 12.98 |
| Walden Book Company (A Night to Remember – Walter Lord – PB- AF Zlata's Diary – Zlata Filipovic – TPB – NF An Angel for Emily – Jude Deveraux – PB – AF 2002 Romantic Ideas – Cyndi Hayes – PB – NF House of Smoke – J.F. Freedman – HB – AF Puerto Vallarta Squeeze – James Waller – HB – AF The Last Valentine – James Michael Pratt – HB – AF All I Need is You – Johanna Lindsey – HB – AF Knights – Linda Lael Miller – HB – AF The Cobra Event – Richard Preston – HB - AF | \$ 81.21 |

| | |
|---|----------|
| Walden Books Company | \$131.02 |
| (Black and Blue – Anna Quindlen – HB – AF | |
| The Laws of Our Fathers – Scott Turow – HB – AF | |
| Legend – Jude Deveraux – HB – AF | |
| Music in the Night – V.C. Andrews – PB – AF | |
| Sara's Song – Fern Michaels – PB – AF | |
| A Prime-Time Life – Aaron Spelling – HB – AB | |
| Friends in High Places – Webb Hubbell – HB – AB | |
| Book – Whoopi Goldberg – HB – NF | |
| The Bachelor Home Companion – J.P. O'Rourke – HB- NF | |
| Practical Drawing and Sketching – Gerald Woods – HB – NF | |
| How the Irish Saved Civilization – Thomas Cahill – TPB – NF | |
| Serbo-Croatian Dictionary – Nicholas Awde – TPB – NF | |
| A Child Called "It" – Dave Pelzer – TPB – NF | |
| Titanic Crossing – Barbara Williams – PB – YNF | |
| The Titanic... Lost & Found! – Judy Donnelly – PB – YNF | |

\$327.63

Grand Total: \$374.53

| | |
|--|-----------|
| Amendment to Dec. Bill for Polk City Directory (Billed for tax) | \$ - 9.13 |
|--|-----------|

**Evansdale Public Library
Monthly Circulation Report
February 1998**

Number of Materials Checked Out:

| | | | |
|-------------------|-----|-------------------|-----|
| Adult Non-fiction | 44 | Youth Non-fiction | 56 |
| Adult Fiction | 279 | Youth Fiction | 165 |
| Adult Periodicals | 14 | Youth Periodicals | 02 |
| Total Adult | 337 | Total Youth | 223 |

| | | | |
|---------------------|----|-----------------------|----|
| UP from 1997 | 74 | Down from 1997 | 04 |
|---------------------|----|-----------------------|----|

| | |
|--------------|-----|
| Other Print | 0 |
| TOTAL PRINT | 560 |
| UP From 1997 | 65 |

| | | | |
|-----------------|-----|---------------------|-----|
| Video tapes | 095 | UP from 1997 | 015 |
| Audio tapes | 005 | | |
| TOTAL NON-PRINT | 100 | | |
| UP from 1997 | 020 | | |

Number of Interlibrary Loans

| | |
|-----------------------|----|
| Sent | 00 |
| Received | 04 |
| Down from 1997 | 05 |

TOTAL # OF ALL MATERIALS CHECKED OUT: 660

UP from 1997 076

Number of items loaned to non-Evansdale citizens: 153 of total 660 (23.1%)

| | | | | | |
|---------|----|------------------|-----|-------------|--------------------------|
| Elk Run | 51 | from 1997 | -42 | 1997 | 206 of total 584 (35.3%) |
|---------|----|------------------|-----|-------------|--------------------------|

| | | |
|---------|----|-----|
| Raymond | 05 | -10 |
|---------|----|-----|

| | | |
|--------|----|-----|
| County | 15 | -44 |
|--------|----|-----|

| | | |
|----------|----|----|
| Waterloo | 82 | 43 |
|----------|----|----|

Other

Day with highest total checkout: 50 items on Monday, February 2nd

Day with highest adult book checkout: 32 on Wednesday, February 25th

Day with highest youth book checkout: 43 on Monday, February 2nd

Day with highest video checkout: 10 on Thursday, February 5th

Total number of library users: 186

Day with highest number of users: 15 on Monday, February 2nd

Day with lowest number of users: 3 on Saturday, February 28th

Number of hours open: 160 hrs.

Number of days open: 24

Average number of library users per day: 7.75

Number of Internet users: 31

Number of library cards issued to NEW patrons: 20

| | |
|-----------|----|
| Evansdale | 16 |
| Elk Run | 00 |
| Raymond | 00 |
| County | 01 |
| Waterloo | 03 |

Number of reissued cards: 05

| | |
|-----------|----|
| Evansdale | 04 |
| Elk Run | 01 |
| Raymond | 00 |
| County | 00 |
| Waterloo | 00 |

Money turned in to city clerk:\$50.50

| | |
|------------------------|---------|
| Fines | \$43.14 |
| Computer disk/printer | \$5.40 |
| Duplicate Cards | \$1.00 |
| Lost/damaged materials | \$0.00 |
| Fax and other: | \$.96 |

Money turned in to Friends of the Library: \$34.35

| | |
|---------------|---------|
| Copies | \$23.50 |
| Donation jar | \$ 5.00 |
| Magazine Sale | \$ 5.85 |

TOTAL \$84.85

BOOK DONATIONS AND ADDITIONS TO THE COLLECTION - 45

Books donated during February: 05
New books purchased during February: 36
New Videos purchased: 04
Videos donated: 0
Audio Books: 0

BOOKS PROCESSED AND ADDED TO COLLECTION - 67

New books: 36
Donated books: 31
Audio Books: 0

VIDEOS PROCESSED AND ADDED TO COLLECTION - 4

New: 4
Donated: 1 (Couldn't use; tape broke)

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
March 02, 1998 MEETING
MINUTES

The meeting was called to order by President Stephens at 7:09 PM.

Roll was taken. Present were Barna, Eldridge, Honts, Runte, and Stephens. Absent were Fagerlind, Russell, Winstead, and Muehl-Fillmore. Russell entered at 7:12PM.

Stephens asked if there were any additions, subtractions or corrections to the minutes. Barna moved to approve the minutes from the February 02, 1998 meeting. Eldridge seconded the motion. The motion passed.

February 1998 bills were presented. Barna noted the correction to the Polk City Directory bill. The library was billed for tax and that was not paid. Barna made the correction.

Runte motioned to approve the bills. Barna seconded the motion. Motion passed.

Barna gave the Treasurer's report as of January 1998. Office supplies-\$81.93. Books/Subscriptions/Videos-\$3578.40. Training and education-\$261.02.

Barna noted that she had not seen documentation for the director's insurance deduction yet. Surly said that it has been taken out. Surly said it is taken out monthly from the books/subscription line item in the amount of \$131.20 starting Jan. 30, 1998. Surly said the City Clerk told her the insurance would be taken out monthly at that amount.

Surly presented the circulation report. She stated that everything was up in circulation from the previous year. The only declines were in the youth books and interlibrary loans. She noted the amount of revenue taken in. Russell asked if that was in due to tax form copies. Surly said that yes, many copies were made and that it was also attributed to large overdue fines being collected.

Surly presented the library director's report. Russell asked if Surly had contacted the manager at Webeking's bakery for the donation of sacks. Surly said no, she had not been able to get hold of him as of yet. She would keep trying. Surly also touched on the subject of Evans Village. The manager told Surly that they would not continue with the senior outreach program because of the complications getting the books back in a timely fashion, etc. Surly pointed out that she left the door open for the retirement community to start up again if they chose to do so.

OLD BUSINESS

Typewriter: Surly stated that she still needed a typewriter. Stephens asked if she had gotten one to demo and she replied that yes, she had received one from Iowa Business Machines and had been using it for about 2 weeks. She said it was a bottom of the line typewriter but it served its purpose and did a nice job on the cards and envelopes. Barna asked the cost and Surly told the Board that it was \$499.00. Runte asked if there was a discount and Surly said no. She said the only perk was that the Library and the City could share the cost of ribbon and other supplies bought in bulk for it since it is the same model and type that was recently purchased in City Hall.

Stephens asked how long it could be borrowed. Surly said Tom Mahan, the sales representative, had been in contact with her to pick up the machine and she had convinced him to allow her to keep it until the day after the meeting so the Board had the opportunity to view the machine. Discussion followed regarding where the money would come from to pay for it. There was the minor equipment line item and the left over money from Capital Projects line item after the shelves were paid for. Surly mentioned that there was just shy of \$5000 in the Open Access fund and Russell felt that the money there should not be used for this purchase. Mike Thompson asked if any money had been spent from Open Access. Surly informed them that there had been an expenditure of \$30.00 in '92/'93 and \$14.42 in '96/'97. There was discussion of how to use the Open Access money and how it needed to

be noted in the minutes. Surly said that City Clerk had informed her to use the Open Access money, the line item # had to written on the bill.

Russell explained the situation of the shelves and needing a typewriter to Mayor Mardis and asked if the money could be taken out of what was left from Capital Improvements and Minor Office Equipment. Mayor Mardis said yes that that was fine, as long as the money went to an improvement of some durable long-range purchase. Thompson asked if there was any money left over from Capital Improvements that had not been spent. Mayor Mardis said yes but that it was in a reserve.

Mayor Mardis asked at this time to the Library Board to brainstorm and make up a list of projects and goals for the upcoming five years that would go toward a community building plan that the state uses to document their future needs. This exercise is like a wish list and he said that this list did not have to be goals that are actually obtainable but they should have some direction. The reasoning is two-fold. To get the board thinking about moving toward the future and also having written documentation should a grant program around.

Eldridge made a motion to purchase the IBM Wheelwriter 1000 for the amount of \$499.00 and the money would come from the left over monies in the Capital Improvement line item and the balance from the Minor Equipment line item. Honts seconded the motion. Motion passed.

Mayor Mardis asked if it was a "Big Iron" typewriter and Surly informed him it was the same model that was recently purchased by the Deputy City Clerk in City Hall.

Surly asked if that was payable ASAP. She was told yes, that the money was approved.

Shelves: Russell said the shelves had been reordered and a discount was applied due to the mix-up the last time the shelving was ordered. It is to take approximately 6-8 weeks for the shelves to arrive. Russell thinks it would be 2--3 weeks but from past experience, 8-10 weeks seems to be the norm, the last shelves taking 12 weeks to arrive. Russell asked that Surly calls and finds out about the shelves so that the bill can be paid before the end of the fiscal year. Honts seems to remember reading about a resolution that can be passed to extend the monies for payment.

Evaluation: Stephens noted that he did not get an opportunity to scheduling an evaluation for the Library Director and he apologized. Surly told him to just "let her know" when he wanted to do it.

NEW BUSINESS

Start-up for Babies: Mike Thompson talked about a session that he attended related to funding for some other library information that Jim Sixta was in attendance to. It was a start-up program sponsored by Integra Health System. According to an article in the Courier, doctors are recommending children be read to from birth. The kits have books that are age appropriate for small children with big words and pictures that are not easily destroyed and this may be something that the Friends of the Library may consider funding if the library was interested. He said that a separate section could be kept in the library but they haven't made any plans with the money made from the Good Ole Days. Another idea is to have book activity packs that have a book and related activities to go along with the book such as crafts, etc. Mike suggested that it would need some kind of promotion and maybe something that could be started in conjunction with National Library Week in April. Stephens questioned where Thompson suggested they start with this project. Thompson said he would meet with the Friends of the Library and he said the director could come up with a list of proposed books. The library could start out small on a trial basis to see how it went over and go from there. Thompson also talked about a resource library through NEIRLS for literacy for low reading levels. Thompson asked if Surly had received a catalog for this resource library and she responded no. Thompson mentioned that they had looked at several different services other than books but they had not gone over really well.

President Stevens had to leave at 7:40 PM and turned the meeting over to Vice President Runte.

Russell made a motion to adopt an endorsement to allow the Friends of the Library to continue with the research and make a proposal at a later date. Honts seconded the motion. Motion passed.

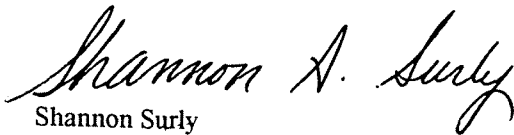
Honts also noted that if we could get things set in motion, maybe we could get someone to do a follow up story for advertising.

Iowa Library Trustees Association: A letter was presented asking for more Trustees to become involved in their activities. This is an organization founded for Library Trustees and they would like to get a picture of all the state library trustees in front of their library. Russell thought it would be nice for the Director and the Officers to have their picture taken and Mayor Mardis said it was for trustees. Thompson asked if any of the board members had been to the trustee training workshops that were available. Negative response all around.

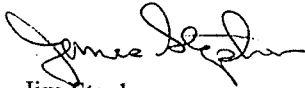
Comments and Questions

Next meeting will be April 06, 1998 at 7:10 PM.

Honts made a motion to adjourn the meeting. Eldridge seconded the motion. Motion passed.
Meeting adjourned at 8:00 PM



Shannon Surly
Library Director and Board Secretary



Jim Stephens
Board President

Evansdale Public Library
Director's Report
March 02, 1998

First, I'd like to congratulate Susan on her marriage. The name is now Susan Muehl-Fillmore for those of you interested in making the appropriate changes to your board member list until I can get you a new copy.

Secondly, I took a couple of days and went touring of some of the other libraries in the area. I was hoping to visit more but I ran out of days. I went to the Waterloo Library book sale and I visited the Independence Library. I did this in part to see the setup of the library, the collection they had as far as fiction and youth books, the condition of their inventory and to see what kind of reference, including medical books they had. I went to the Waterloo library since they are a larger library and noted that they have a lot of the same books we have. I went to the Independence Library since they are a smaller library and I thought their collection may be more comparable to ours. I didn't realize they had so much room! I counted 21 shelves of just hardback fiction compared to our 6! The look of the room can definitely be deceiving. They had a real nice set up as far as space saving...something I may take into consideration when rearranging.

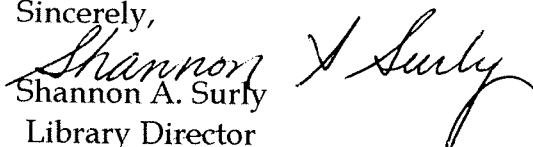
Thank you to Joyce who may have possibly found a donation of bags for our book sale. She called me with the details and now it is just a matter of me getting a hold of the correct person. A very busy man he is.

So far to date we have taken in about \$5.20 for magazine sales. Now I know this may not be a lot of money, however, I think it is pretty significant considering this is 52 magazines we profited from rather than turning them into compost. The magazines are out of the way and they are displayed neatly so it may be an asset to the Friends and the library.

Evans Village found the lost book. When I went over to pick up the remaining books left and told the manager I would come with a new stack, she opted not to. She thought that by the time they reached this age, they should be able to follow the rules. I don't know if this was a form of punishment or if she just didn't want to hassle with this on a monthly basis. I thought this was too bad but I couldn't force her to take the books. I told her that if she decided otherwise, she could always give me a call and that I would gladly oblige.

See you on Monday.

Sincerely,


Shannon A. Surly
Library Director

Evansdale Public Library
March 1998 Bills

Office Supplies

| | |
|------------------------|-----------------|
| Copy Bill for February | \$ 4.90 |
| Morris Printing | \$27.50 |
| | ----- |
| | \$ 32.40 |

Office Equipment

| | |
|--|-----------------|
| Typewriter - Iowa Business Machines (Pre paid) | \$499.00 |
| | ----- |
| | \$499.00 |

Books, Subscriptions, Videos

| | |
|--|----------|
| Ingram (Oprah Book Club Here on Earth - Alice Hoffman) | \$ 10.92 |
| Target (365 TV Free Activities - S. Bennett - PB - NF Tales from Watership Down- Richard Adams - PB - AF Pandora - Anne Rice- HB - AF Guilty Pleasures - Lawrence Sanders- HB - AF Brother in Blood - Ken Englade - PB - AFW End of the Drive - Louis L'Amour - PB - AFW All God's Children - Thomas Eidson -PB - AFW Frasier - Jefferson Graham - TPB - NF Women's Health - Dr. Andrew Weil- PB - NF Healthy Living - Dr. Andrew Weil - PB - NF Common Illnesses - Dr. Andrew Weil - PB - NF Your Top Health Concerns - Dr. Andrew Weil - PB - NF Vitamins and Minerals - Dr. Andrew Weil - PB - NF Natural Remedies - Dr. Andrew Weil - PB - NF Tightwad Gazette III- TPB - NF Stellaluna - HB - YE Audio Books: Love Me Forever-Johanna Lindsey, Infinity's Child- Harry Stein, The Broken Promise Land-Marcia Muller, Vegas Rich and Vegas Heat (2) - Fern Michaels, Holding the Dream - Nora Roberts, Act of Betrayal - Edna Buchanan, and The Distinguished Gentleman - Sue Miller Videos- Benji, Where the Wild Ferns Grow, Tales of Peter Rabbit and Benjamin Bunny | \$162.10 |

Walden Book Company \$220.80

(Thrill! – Jackie Collins – HB- AF

The Street Lawyer – John Grisham – HB – AF

Fear Nothing – Dean Koontz – HB – AF

2002 Ways to find, attract and keep Mate – Cyndi Hayes – PB – NF

The Return Journey and Stories – Maeve Binchy– HB – AF

A Maiden's Grave – Jeffrey Deaver – HB – AF

Petals on the River – Kathleen Woodiwiss – TPB – AF

Aftershocks– Catherine Coulter – PB – AF

What the Deaf Mute Heard – GD Gearino – TPB – AF

A Woman's Touch – Jayne Ann Krentz – PB - AF

Moo - Jane Smiley - PB - AF

Leonardo DiCaprio: A Biography - Nancy Kulik - PB - YF

Top Secret Recipes - Todd Wilbur - TPB - NF

Wash Your Hair with Whipped Cream - Joey Green - TPB - NF

The Everything Ettiquette Book - Nat Segaloff - TPB - NF

The Everything Wedding Book - Janet Anastasio & M. Bevilacqua - TPB - NF

Chicken Soup for the Soul - Jack Canfield - PB - NF

The Home Encyclopedia of Symptoms, Ailments and Natural Remedies - Wade Carlson - HB - NF

Fybromyalgia and Cronic Myofacial Pain Syndrome - Dr. Darryl Dtarlanyl - TPB _ NF

Creative Country Crafts - Allison Jenkins - HB - NF

The Merck Manual of Medical Information - Merck - HB - NF

Junior Library Guild Subscription (April 98 - April 99) \$249.00

\$642.82

Grand Total: \$1174 .22

Evansdale Public Library
Monthly Circulation Report
March 1998

Number of Materials Checked Out:

| | | | |
|-------------------|-----|-------------------|-----|
| Adult Non-fiction | 96 | Youth Non-fiction | 72 |
| Adult Fiction | 270 | Youth Fiction | 305 |
| Adult Periodicals | 19 | Youth Periodicals | 00 |
| Total Adult | 385 | Total Youth | 377 |

| | | | |
|---------------------|-----------|-----------------------|-----------|
| UP from 1997 | 33 | DOWN from 1997 | 11 |
|---------------------|-----------|-----------------------|-----------|

| | |
|--------------|-----|
| Other Print | 0 |
| TOTAL PRINT | 762 |
| UP From 1997 | 16 |

| | | | |
|-----------------|-----|--------------|-----|
| Video tapes | 163 | UP from 1997 | 093 |
| Audio tapes | 014 | | |
| TOTAL NON-PRINT | 177 | | |
| UP from 1997 | 103 | | |

Number of Interlibrary Loans

| | |
|----------|----|
| Sent | 00 |
| Received | 01 |

Down from 1997 08

TOTAL # OF ALL MATERIALS CHECKED OUT: 939

UP from 1997 110

Number of items loaned to non-Evansdale citizens: 641 of total 939 (68.2%)

| | | | | |
|---------|-----|--------------|------|--------------------------|
| Elk Run | 100 | UP from 1997 | 1997 | 336 of total 829 (40.5%) |
|---------|-----|--------------|------|--------------------------|

| | | |
|---------|----|----|
| Raymond | 24 | 19 |
|---------|----|----|

| | |
|--------|----|
| County | 39 |
|--------|----|

| | |
|----------|-----|
| Waterloo | 135 |
|----------|-----|

Other

Day with highest total checkout: 81 items on Monday, March 2nd

Day with highest adult book checkout: 27 on Sat 3/07 and Wed. 3/25

Day with highest youth book checkout: 56 on Monday, 3/02

Day with highest video checkout: 16 on 3/20, 3/21, 3/28

Total number of library users: 296

Day with highest number of users: 21 on Friday, March 20th

Day with lowest number of users: 3 on Tuesday, March 31st

Number of hours open: 174 hrs.

Number of days open: 22

Average number of library users per day: 13.45

Number of Internet users: 37

Number of library cards issued to NEW patrons: 27

| | |
|-----------|----|
| Evansdale | 07 |
| Elk Run | 02 |
| Raymond | 02 |
| County | 03 |
| Waterloo | 13 |

Number of reissued cards: 07

| | |
|-----------|----|
| Evansdale | 04 |
| Elk Run | 01 |
| Raymond | 00 |
| County | 00 |
| Waterloo | 02 |

Money turned in to city clerk: \$21.80

| | |
|------------------------|---------|
| Fines | \$15.20 |
| Computer disk/printer | \$3.60 |
| Duplicate Cards | \$3.00 |
| Lost/damaged materials | \$0.00 |
| Fax and other: | \$0.00 |

Money turned in to Friends of the Library: \$26.70

| | |
|----------------|---------|
| Copies | \$15.75 |
| Donation jar | \$8.00 |
| Book/Mag. Sale | \$2.95 |

TOTAL \$48.50

BOOK DONATIONS AND ADDITIONS TO THE COLLECTION - 94

Books donated during March: 39
New books purchased during March: 44
New Videos purchased: 3
Videos donated: 0
Audio Books: 8

BOOKS PROCESSED AND ADDED TO COLLECTION - 114

New books: 44
Donated books: 62
Audio Books: 8

VIDEOS PROCESSED AND ADDED TO COLLECTION - 3

New: 3
Donated: 0

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
April 06, 1998 MEETING
MINUTES

The meeting was called to order by President Stephens at 7:12 PM.

Roll was taken. Present were Eldridge, Fagerlind, Honts, Russell, Stephens and Winstead. Absent were Barna, Runte and Muehl-Fillmore.

Fagerlind moved to approve minutes from the March 02, 1998 meeting. Russell seconded the motion. The motion passed.

President Stephens presented February 1998 bills in the absence of the treasurer. Russell made a note of the nice selection of books and Surly stated that she was trying to work on the sections of the non-fiction as well as maintaining the fiction to appease all patrons. Honts questioned the bill for the typewriter of \$499.00. He said there wasn't \$499 available for office equipment. Russell noted that it was to be broken up and it was recorded in the minutes from the previous meeting as to how that was to be broken down. Surly stated that she had already seen to the break down and it has been prepaid. Russell also noted that Surly seemed to like the typewriter. Surly said that yes, she did like it and is getting a lot of typing done on it.

Russell motioned to approve the bills. Fagerlind seconded the motion. Motion passed.

Surly presented the circulation report. She stated that again, the majority of the circulation was up from the previous year. Surly informed the Board that the Video checkout had skyrocketed and that even the older videos including the classics were circulating. President Stephens noticed that the total number as well as the average number of users per day had increased. Russell asked if the Internet users were the same people time and time again. Surly said yes that was the case, however maybe with the spread of the word that would change and people would be informed.

Surly presented the library director's report. Surly told the Board that the Library was in the midst of the Easter coloring contest. The prizes, Easter baskets were donated from a Friend of the Library and patrons of the library. They included age appropriate books and candy that was donated from Hershey's, also games and other things. Surly asked if the Friends of the Library had the opportunity to talk about National Library Week. Russell and Eldridge both said that they had never gotten to it at their last meeting. Surly opened it up for suggestions. One thing that had been previously mentioned was that this was a good time to have amnesty week, to get the overdue materials back without charging a fine. Russell said that whatever was done was left up to the Director. Surly said that this was fine, however she was looking for suggestions from the board. The theme is related to diversity and bringing differences together. Russell said the library has many good books related to different cultures and lifestyles. Stephens said you could go farther than that for example, "Bring grandma to the library", highlighting the differences between the ages. Russell asked if Surly wanted to have a different theme each day or a continuous through the week and Surly said she hadn't even got that far yet.

OLD BUSINESS

Friends of the Library Proposal: Russell and Eldridge discussed the Friends of the Library meeting and the group looking at materials to purchase for the library. They thought of bringing in "Kits" with games or puzzles with books for check out. Their only real concern was the small parts being a hazard to young children. Russell mentioned that they could have an activity such as a dot to dot or picture puzzle to go along with the kit and that would be theirs to keep. She said a good place to look for this stuff might be the University Bookstore up on College Hill in Cedar Falls. Mike Thompson said he had been unable to attend the meeting so he gathered some materials from his resource library. He said many libraries are trying to get things for people who can't afford these types of things or childcare provider homes. He said that there are many different angles to it that the Friends of the Library would most likely be interested in funding. Stephens said he thought it sounded neat however something else that needed to be taken into consideration is lost parts that would make a kit worthless.

Thompson turned it back to Russell. She said their cumulated ideas were having plastic containers focusing on specific reading topics and age ranges, i.e. Curious George and monkeys in a barrel, farm animals with books on farms, foam puzzles with shapes. She then said there was discussion where they would be stored. There was discussion of making a unit with shelves and a hang bar for plastic book hangar bags. The discussion switched back to National Library Week. Russell said in the past there was like an open house with cookies and drink. Thompson mentioned it would be a good time to have an open house to also introduce the "new" director. There was a consensus that it is very close to Library Week for that. Thompson said that they would have to check with the treasurer of the FOL but they could probably help with the funding.

Honts noted his confusion. He thought the ideas all sounded good but he was under the impression that the FOL was presenting the idea brought up at the last meeting regarding reading to your children from birth. Thompson said that he doesn't have any prices and would need information on that. Surly said that she had asked for a copy of that article however, never received one. She noted that it had been lifted at the last meeting and she needed a replacement copy. There was then discussion revolving around the National Library Week again. Maybe getting something new to show off at this open house different from books. Not something necessarily to be checked out NOW but something that is up and coming.

There were not enough members present that could vote to have a majority. Thompson stated that they just needed some direction and approval to continue to look into this. President Stephens said he thought it would be an asset to the library.

Russell suggested to Surly for Nat. Library Week to set out the CD ROM games that are available for patron use and make note of them on a poster or two.

Shelves: Russell explained the situation of the shelves. She told them Surly had called her and explained that Highsmith had no record of an order for the shelves. Russell asked Surly to fax her past information regarding this order and she called them. The shelves were reordered after all of the confusion and are due to be shipped out in 2.5 - 3 weeks.

NEW BUSINESS

Goals and Objectives for 1998 - Honts presented the goals and objectives for the Board that he put together for a 5-year plan. See attached sheet.

Russell made a motion to accept the proposal of goals and objectives that Honts prepared, speaking for the Board of Trustees. Fagerlind seconded the motion. Motion passed.

Discussion related to a newsletter that shows what's going on in the city. Russell said that it was disappointing when we lost our advertisement in the Hometown. Russell asked if the city could pick up the cost. Stephens said they could be placed in the businesses and if people were interested they could take one. Mayor Mardis said that what we really need to do is get a homepage on the Internet or CedarNet. Mayor said he was preparing the Spring Newsletter and the cost was about \$285.00 to reach 1600 households. Mayor Mardis said it would be a good idea to present a resolution to the City Council requesting the encouragement of the funding for a quarterly newsletter to the citizens of Evansdale. Russell made a motion to adopt a resolution that the Board could present to the Council regarding a newsletter to be funded by the city with information from all of the departments of the City, including the Library. Honts seconded the motion. Motion passed.

Summer Reading Program: Surly asked Mayor Mardis if it would be hard to get a street blocked off for the summer program. Mayor Mardis said that she would have to bring information to him and Chief of Police Burke and discuss it. She said she was interested in holding a block party with some kind of a remote. Stephens said the Board reserved the right to vote on whatever radio station or DJ the library could get. Russell asked what the theme was and Surly informed her it was Rock 'n Read. It was asked when it kicked off. Surly said she was unsure as to how long to hold it because it is her first year and didn't know if there was an established protocol to length of time. Russell said that it was always encouraged to use the materials related to it and Surly said she had

ordered things for it including posters for promotions. Russell said to set it for 6 weeks since it is the first year for Surly and see how it goes. Some ideas thrown out were line dancing, Footloose, Grease, decade themes, getting a zoot suit, borrowing the pink car from A&R pawn shop. Thompson suggested maybe incorporating the 50th anniversary of Evansdale somehow. Surly said sure if she could get some information on where they are heading.

Wheel Base for Children's Rack: Surly explained that the rotating rack used to display newer children's books and magazines is extremely heavy and when the shelves are moved for Council meetings, one shelf in particular gets moved right in front of the rack and the books are blocked. Surly informed the Board that she has tried to move it in the past, however the Mayor likes to have it to the side because it is extremely HEAVY and hard to move every other week. Surly asked if a wheel base could be added to it so that it could be moved around. Discussion related to how hard it would be to add a wheel base and whether the structure would even allow it. It will be looked at and a decision made later.

Other: Surly presented Board members with a copy of her proposed dress code. She explained that she thought it was necessary to have something in writing. Honts said that it was thorough enough to not leave room for guesswork, more or less. Winstead made a motion to approve the dress code. Honts seconded the motion. Motion passed.

Russell said that Surly would want to make sure that there is a copy of this with the by-laws on disk as well as in the folder for public viewing.

President Stephens asked what to do in case of bad weather and the closing of the library. Discussion about this and the final decision was for the Director to call the officers, beginning with the President for a ruling.

President Stephens presented to the Board a meeting on April 28 from 8:30AM - 1:30PM at a remote location. The Board came to the consensus that they could not or did not want to go, although the Mayor may be interested as it was addressed to him as well. They asked Surly to forward it on to the Mayor.

President Stephens spoke about Shannon Surly's evaluation. He told the Board of her goals and felt accomplishments. There was discussion regarding protocol on how to go about discussing the raise for the Director and establishing the raise. Russell voiced that she thought that the Hiring Committee was in charge of all direction regarding the new director, including the raise or decrease. Lucille Sullivan noted that the Director's salary is public information. Mike Thompson thought that it needed to be directed by the entire Board. President Stephens questioned why there were committees for this then. Russell noted that the Board gave the committee the authority. Russell made a motion to go into executive session. Honts seconded. Motion passed.

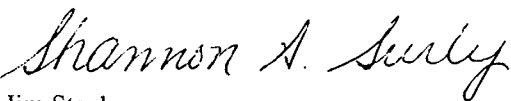
Back into regular session at 9:44 PM. Russell made a motion to allow a raise to \$8.25 for the Director, Shannon Surly retroactive to April 1, 1998. Eldridge seconded the motion. Motion passed.

Comments and Questions

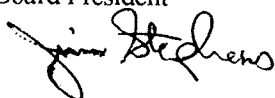
Next meeting will be May 04, 1998 at 7:10 PM.

Meeting adjourned at 9:45 PM

Shannon Surly
Library Director and Board Secretary



Jim Stephens
Board President



Evansdale Public Library
April 1998 Bills

Office Supplies

| | |
|---|-----------------|
| Copy Bill for March | \$ 7.35 |
| Sandee's Ltd (Name tag for Asst.) | \$ 4.75 |
| Upstart (Supplies for Summer Reading Program) | \$ 25.15 |
| Demco (Book Pockets, book holders, book covers, label protectors) | \$ 30.93 |
| | ----- |
| | \$ 68.18 |

Office Equipment

| | |
|---|----------------------|
| Highsmith | \$1067.89 |
| (Bookshelves from Capital Improvements Line Item) | 1019.14 |
| | ----- |
| | \$1067.89 |
| | 1019.14 |

Books, Subscriptions, Videos

| | |
|---|----------|
| Walden Book Company | \$222.73 |
| (Savage Dance - Cassie Edwards- PB- AF | |
| #17 Little Comic Shop of Horrors - RL Stine - PB - YF | |
| Goosebumps Series 2000 Cry of the cat - RL Stine - PB - YF | |
| Goosebumps Series 2000 Bride of the Living Dummy - RL Stine - PB-YF | |
| 2002 Things to do on a date - Cyndi Haynes - PB - NF | |
| The Long Road Home - Danielle Steel - HB - AF | |
| Toxin - Robin Cook - HB - AF | |
| Homeport - Nora Roberts - HB - AF | |
| Where Serpents Lie - T. Jefferson Parker - HB - AF | |
| The X-Files:Ruins - Kevin J. Anderson - HB - AF | |
| Tears of Rage - John Walsh - HB - Autobiography | |
| Top Dog - Jerry Jay Carroll - PB - AF | |
| Even the Wicked - Lawrence Block - PB - AF | |
| The Thomas Berryman Number - James Patterson - PB - AF | |
| Trunk Music - Michael Connelly - PB - AF | |
| Green Eggs and Ham - Dr. Seuss - HB - YE | |
| Teach yourself Serbo-Croat - David Norris - TPB - NF | |
| 1-2-3 magic: Effective Discipline for Children 2-12- Thomas Phelan Ph.D. - TPB - NF | |
| Growing and Displaying Bonsai - Colin Lewis - TPB - NF | |
| The Rules - Ellen Fein - PB- NF | |
| The Other Rules - Ann Blakely & Julia Moore - PB - NF | |
| Walden Book Company | |
| (Legacy of Silence - Belva Plain - HB - AF | |
| You Belong to Me - Mary Higgins Clark - HB - AF | |
| Another City not my own - Dominick Dunne - HB - AF | \$176.54 |

N is for Noose - Sue Grafton - HB - AF
A Patchwork Planet - Anne Tyler - HB - AF
The Cat who said Cheese - Lilian Jackson Braun - HB - AF
Dark Tower II: Drawing of the three - Stephen King - TPB - AF
Dark Tower III: The Wastelands - Stephen King - TPB - AF
Gift of Love - Jude Deveraux - HB - AF
The Black Flower - Howard Bahr - TPB - AF
The Cat Ate my Gynsuit - Paula Danziger - PB - YF
Give Yourself Goosebumps Into the Jaws of Doom - RL Stine - PB - YF
Lord of the Flies - William Golding - PB - Classic
Alice's Brady Bunch Cookbook - Ann B. Davis - PB - NF
Do it! Let's Get off Our Buts - McWilliams - HB - NF

399.27

Grand Total — ~~1535.34~~
1486.59

Evansdale Public Library

Director's Report

April 06, 1998

Well, believe it or not, another month has passed. This year is flying by all too quickly is it not?

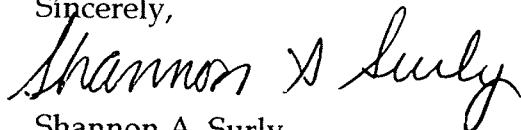
First of all, I'd like to let you know what has been going on in the library. We are currently in the middle of our Easter coloring contest. Prizes will include baskets filled with an age appropriate book as well as some goodies for the winners in 4 different age groups. The pictures turned in so far look GREAT! Take a look when you get a chance...they are hanging on the bulletin board outside in the hallway. The display case courtesy of JC Penny is filled once again with wonderful artwork from 4th and 5th graders. Their theme was the Fabulous 50's and it adds a really nice touch to the library. We are still selling books and magazines. As you had mentioned at the meeting it is a slow but sure process. When people know that they are there for sale, I think it will go much quicker, possibly.

National Library Week is coming up April 19-25. The theme is related to diversity and uniting those that are different from each other. Any suggestions? Something will be done for the week but your input is greatly appreciated.

I purchased my new typewriter from Iowa Business Machines Inc. It works wonderfully and I have processed many new books. I have received many compliments on how the typed spine labels and cards and pockets look. I've been told that it looks very professional and more appealing. It's nice that some work is noticed and commented on. Maybe it's OK to judge the book by its cover....sometimes.

See you on Monday.

Sincerely,

A handwritten signature in cursive script that reads "Shannon A. Surly". The signature is written in dark ink and is positioned above the printed name.

Shannon A. Surly
Library Director

P.S. March 3 was the public hearing for the budget. Ours was approved.

Evansdale Public Library
Monthly Circulation Report
April 1998

Number of Materials Checked Out:

| | | | |
|-------------------|-----|-------------------|-----|
| Adult Non-fiction | 93 | Youth Non-fiction | 59 |
| Adult Fiction | 297 | Youth Fiction | 256 |
| Adult Periodicals | 31 | Youth Periodicals | 05 |
| Total Adult | 421 | Total Youth | 320 |

| | | | |
|---------------------|------------|---------------------|------------|
| UP from 1997 | 118 | Up from 1997 | 154 |
|---------------------|------------|---------------------|------------|

| | |
|---------------------|------------|
| Other Print | 0 |
| TOTAL PRINT | 741 |
| UP From 1997 | 272 |

| | | | |
|---------------------|------------|---------------------|------------|
| Video tapes | 160 | UP from 1997 | 044 |
| Audio tapes | 005 | | |
| TOTAL NON-PRINT | 165 | | |
| UP from 1997 | 048 | | |

Number of Interlibrary Loans

| | |
|---------------------|-----------|
| Sent | 00 |
| Received | 05 |
| Up from 1997 | 04 |

TOTAL # OF ALL MATERIALS CHECKED OUT: 906
UP from 1997 320

Number of items loaned to non-Evansdale citizens: 287 of total 906 (31.7%)

| | | | | | |
|----------|-----|------------------|------------|-------------|--------------------------|
| Elk Run | 84 | from 1997 | +14 | 1997 | 169 of total 586 (28.8%) |
| Raymond | 22 | | +15 | | |
| County | 15 | | -07 | | |
| Waterloo | 166 | | +96 | | |
| Other | | | | | |

Day with highest total checkout: 93 items on Thursday, April 2nd

| | |
|---------------------------------------|--|
| Day with highest adult book checkout: | 44 on Thurs. April 2 nd and Mon. April 27 th |
| Day with highest youth book checkout: | 41 on Thursday, April 2 nd |
| Day with highest video checkout: | 18 on Monday, April 20 th |

Total number of library users: Approx. 279

| | |
|-----------------------------------|--|
| Day with highest number of users: | 23 on Monday, April 27 th |
| Day with lowest number of users: | 4 on Fri., April 10 th , Tues. April 21 st |

Number of hours open: 174 hrs.

Number of days open: 26

Average number of library users per day: 10.73

Number of Internet users: 26

Number of library cards issued to NEW patrons: 17

| | |
|-----------|----|
| Evansdale | 11 |
| Elk Run | 01 |
| Raymond | 00 |
| County | 01 |
| Waterloo | 04 |

Number of reissued cards: 10

| | |
|-----------|----|
| Evansdale | 09 |
| Elk Run | 01 |
| Raymond | 00 |
| County | 00 |
| Waterloo | 00 |

Money turned in to city clerk: \$40.14

| | |
|------------------------|---------|
| Fines | \$38.09 |
| Computer disk/printer | \$.15 |
| Duplicate Cards | \$1.00 |
| Lost/damaged materials | \$0.00 |
| Fax and other: | \$.90 |

Money turned in to Friends of the Library: \$28.60

| | |
|--------------------|---------|
| Copies | \$8.85 |
| Donation jar | \$7.00 |
| Magazine/Book Sale | \$12.75 |

TOTAL \$68.74

BOOK DONATIONS AND ADDITIONS TO THE COLLECTION - 47

Books donated during April: 9
New books purchased during April: 38
New Videos purchased: 00
Videos donated: 0
Audio Books: 0

BOOKS PROCESSED AND ADDED TO COLLECTION - 49

New books: 38
Donated books: 11
Audio Books: 0

VIDEOS PROCESSED AND ADDED TO COLLECTION - 0

New: 0
Donated: 0

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
May 04, 1998 MEETING
MINUTES

The meeting was called to order by President Stephens at 7:10 PM.

Roll was taken. Present were Barna, Eldridge, Honts, Runte, Stephens and Muehl-Fillmore. Absent were Fagerlind, Russell and Winstead.

Honts moved to approve minutes from the April 06, 1998 meeting. Eldridge seconded the motion. The motion passed.

Barna presented the bills for April 1998. Runte moved to approve the bills for April. Muehl-Fillmore seconded the motion. The motion passed.

Barna gave the Treasurer's report with numbers as of March 31, 1998. Remaining is \$2692.00 in the books/subscription line item, however there is only \$5.38 left in office supplies and the minor equipment line item is -39.70. Stephens asked if money had to be transferred when a line item was in the negative or if it was something the Board needed to worry about. The consensus was not to worry about it as long as the bottom line is OK. Surly explained that the money for the typewriter had been split between the minor equipment and capital improvements but that was before the mess up with the shelves. Now, with those paid off, there would be more money in that specific line item versus in the line items we are negative in. There was discussion by the Board about transferring money around to zero out some line items and adding to others where we need the money. Surly said that upon speaking with the City Clerk, it is better for the Library to go in the negative on the line item so that they know how to appropriate for the next fiscal year's budget. Honts said they should know by the next meeting where all of the monies sit so that additional books can be purchased and Barna suggested that Surly start looking at things to acquire for the library.

Surly presented the circulation report. She stated that again, the majority of the circulation was up from the previous year. Runte questioned if 26 was the total number of Internet users. Surly said yes. President Stephens noted that some books were sold and Surly agreed. Almost \$13.00 was sold in weeded books and magazines. Surly also noted the amount of money that is collected in fines monthly. Going over the past books she noticed that a monthly total of \$1.90 - \$3 or \$4 was collected for overdue materials. Now, on an average, \$28-\$35 is collected and she questioned as to the policy beforehand.

Surly next presented the Director's report. She informed the Board that Elk Run Heights had completed and returned their contract for the next fiscal year although Raymond had not yet. Next, she informed the Board on her discussion with Eldridge and the copy machine. She told them that there was such a large discrepancy between copy charges and money received for copies. Surly informed the Board that she had run into people on other committees who thought that copies were free if they were for the city and how she had needed to explain as patiently as possible that this copy bill was not paid for by the City. Surly apprised them that for the last quarter bill it was off by almost \$40 and Stephens agreed that this was way too much. Surly is to contact Advanced Systems Inc. where the machine is rented from to discuss locking devices or other ways around access to the copy machine. Muehl-Fillmore suggested having a coin drop so patrons had to pay for the copy. President Stephens thought maybe a price increase for copies was in order. Surly will look into it. Surly asked if the Board members saw the marquee advertisement provided by First Security State Bank during National Library Week and the members said yes. Runte commented on the outrageousness of Surly's report of tax season time. He couldn't believe that people actually expected the Library at times to do their taxes and were upset when they were turned down. Runte asked how taxes were doled out. Surly explained that so many forms were sent to the library to give to patrons and then there are reproducible forms to make photocopies afterwards.

OLD BUSINESS

Shelves and Racks: Surly told the Board that the shelves are in, assembled and filled with books. Surly told them that 8 boxes of uncirculating paperbacks had been weeded. She said the first shelving unit went together but the second shelving unit had a damaged top and upon calling Highsmith, had to wait for another week for the new top. Surly said she put the paperbacks on the new shelves, which covered A-G. She said she had to rearrange the paperbacks and keep one of the wooden bookshelves. President Stephens asked if the library needed another shelving unit. Surly said probably more like 2 or 3, going in accordance with the policy on keeping paperbacks that are still in circulation. Surly moved on to discussion revolving the rotating rack in the youth easy section. She said she emptied the rack and took measurements. She said it has a hollow base with X crossbars that are 1 inch thick made of pressed wood. Honts asked if Highsmith is the only company we deal with that carries shelving. Surly mentioned also Broadart and Eldridge noted that Demco also deals with shelves. Surly completed giving the measurements of the rack with the circumference being 24 inches and the base being 4 1/2 inches deep with the X bars about midway. The Board agreed to sit on it for another month since no one was sure what to do with it. Honts asked if we were going to do anything with the new shelves that we need. Surly asked where additional shelves were going to go. Right now that area is so packed as it is. Surly said she had tried to turn the shelves sideways but it was still too cramped. Runte suggested moving the computer behind so the Director could use it and move the computer hutch out. Surly questioned moving the gold towers in a horizontal line across the library. Eldridge said that it had been that way at one time but the lighting in the library is so poor that they decided to change them. President Stephens asked Director Surly if one more shelving unit would fit. She said yes, one more will fit but it will not accommodate the paperbacks according to the weeding policy. Honts said we could force the books to fit, Stephens thought the weeding policy could be changed. Runte asked about a weeding month by month. Decidedly too much time is involved with that. Muehl-Fillmore asked if maybe the Harlequins could be moved back. No decisions made.

NEW BUSINESS

Summer Youth Volunteers - Surly asked for clarification regarding the summer youth volunteers. She wanted to know if there is an age limit to place on them. President Stephens said unsupervised the worker needs to be 18 and supervised is 16. Muehl-Fillmore questioned regarding the workers we get from AEA 7 for summer work. Eldridge asked if the Library had received paperwork for the summer youth workers and Surly informed them that Mayor Mardis had submitted the necessary paperwork on behalf of the Library. It came back around to the age of workers versus volunteers. Eldridge said there was never an age limit set for volunteers; it is something the Director needs to use their own discretion with. Surly said that was the information she was looking for.

Other: President Stephens noted that elections would be held next month at the meeting. He also mentioned that in speaking with the Mayor, when you miss three meetings in a row you forfeit your right to be a member of the Board. Surly thought that those numbers were also in the Iowa Board of Trustees handbook. President Stephens asked Surly to address the raise issue with regards to City Council. Surly told the Board that the minutes went to the Council members and that one council member was concerned that the Library had established two pay increases during the last fiscal year without presenting it to the Council first. She told them that it was asked of the City Attorney to check into it. President Stephens said he contacted the Mayor regarding this and to express his concern. Surly told them that Tuesday at the Council Meeting, the attorney's opinion regarding the Library's implementation was on the agenda and she would fill them in at the next meeting. Muehl-Fillmore asked about the newly added cake pans to the Library. Surly told the Board that they were donated and were available for checkout. She said a patron had informed her of the huge success that the Hudson Public Library had with them and she thought she'd give them a try. Muehl-Fillmore thought maybe we should get cookie cutters.

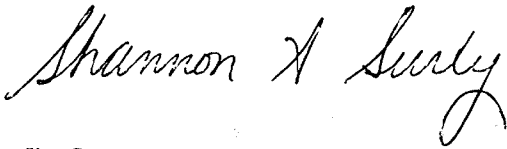
Comments and Questions: Surly informed them of the discussion revolving around the resolution presented to the Council for the newsletter. Honts wondered if it was something we might try and tackle ourselves. Surly said she would try and put something together for the Library Board to look at. He thought with the recent survey that the city did and that 21.5% of the residents surveyed didn't know there was a library it was something we should try to implement for the library. There was discussion revolving around some kind of signage displaying entrance to the library and it was said that there was nothing allowed out front. Surly also told the Board that Phil Muehl

volunteered to drive the truck and float if the Library wanted to enter one into the Good Ol' Days parade. Surly said that yes, the library planned on having one. It was suggested using Storybook Characters for the theme. Surly thought they could revolve it around the 50th anniversary of the city.

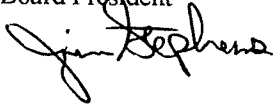
Next meeting will be June 01, 1998 at 7:10 PM.

Meeting adjourned at 8:40 PM

Shannon Surly
Library Director and Board Secretary

A handwritten signature in cursive script that reads "Shannon X Surly". The signature is written in dark ink and is positioned below the printed name and title.

Jim Stephens
Board President

A handwritten signature in cursive script that reads "Jim Stephens". The signature is written in dark ink and is positioned below the printed name and title.

Evansdale Public Library

Director's Report

May 04, 1998

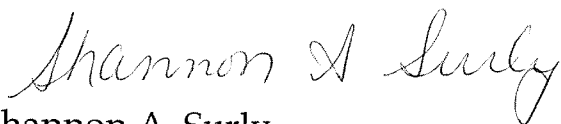
Well, for starters, tax season is over with. Wahoo! I think providing the public with the necessary forms for their taxes is a fabulous service, although Julie and I ran into our share of people this year who did not appreciate that this was a service we were providing. Many people felt like it was obligatory on our parts and some even wanted us to DO their taxes and were a little put out when we said we couldn't.

National Library Week went off without a hitch. Thank you to Casey Eldridge for providing cookies, Rice Krispie bars and juice. Thank you also to Gary Bixbee at First Security State Bank for advertising it for us on their marquee. Did anyone see it? They gave us both sides for the event. We had a lot of our overdue materials returned and raised some canned and boxed goods to donate to the Cedar Valley Food Bank on our behalf. We have had several new patrons sign up for cards and some current patrons that the library hasn't seen in quite some time have returned.

Julie and I are starting to really focus on the summer reading program and by next month's meeting, I'll be able to provide you with a calendar of events. It ought to be a rocking good time.

More on Monday...

Sincerely,

A handwritten signature in cursive script that reads "Shannon A. Surly".

Shannon A. Surly
Library Director

Evansdale Public Library
May 1998 Bills

Office Supplies

| | |
|---------------------|----------|
| Copy Bill for April | \$ 12.65 |
| Copy Bill for May | \$ 6.88 |
| | ----- |
| | \$ 19.53 |

Office Equipment

| | |
|---|----------|
| Highsmith | \$ 48.75 |
| (Bookshelves from Capital Improvements Line Item) | |
| | ----- |
| | \$ 48.75 |

Books, Subscriptions, Videos

| | |
|-------------------------------|---------|
| <i>Book of the Month Club</i> | \$52.20 |
|-------------------------------|---------|

[Babyhood - Paul Reiser - ANF- HB
Bone Collector - Jeffrey Deaver - AF- HB
Range of Motion - Elizabeth Berg - AF - HB
Alphabet of Modern Annoyances - ANF - HB
Postcards- E. Annie Proulx - AF- TPB
J. Brody's Cold and Flu Fighter - Jane Brody - ANF- HB
Dead Man's Walk - Larry McMurtry - AF - HB]

| | |
|------------------------|----------|
| <i>Davidson Titles</i> | \$130.70 |
|------------------------|----------|

[ADD/ADHD - ANF/YNF - HB
American Diabetes Assoc. Complete Guide to Diabetes - ANF-TPB
Car Smarts - YNF - PB
NTC's Thematic Dictionary of American Slang - ANF - HB
Reading Teacher's Book of List - Reference - TPB
Writer's Digest Handbook of Novel Writing - ANF- TPB
101 American Superstitions - ANF - TPB]

| | |
|---|---------|
| <i>Ingram</i> (Oprah's Book Selection of the Month) | \$ 9.45 |
| [Breath, Eyes, Memory - Edwidge Danticat - TPB- AF] | |

| | |
|------------------------------|---------|
| <i>Literary Guild Select</i> | \$19.90 |
|------------------------------|---------|

[Still Me - Christopher Reeve - AB - HB
10,000 Garden Questions - ANF - HB
Missing Pieces - Joy Fielding - AF - HB
Power of a Woman - Barbara Taylor Bradford - AF - HB
Complete Bartender - ANF - HB
The Plot Thickens - Mary Higgins Clark - AF - HB
Booth - David Robertson - AF - HB]

Shannon Surly

3 Gift Certificates for Summer Reading Program

\$ 15.00

Walden Book Company

\$336.54

A Widow for One Year - John Irving - AF- HB

Dead in the Water - Stuart Woods - AF - HB

Remember When - Judith McNaught - AF - HB

The Target - Catherine Coulter - AF - HB

The Presence - John Saul - AF - PB

Butterfly - VC Andrews - AF - PB

Chicken Soup for the Teenage Soul - Jack Canfield- YNF - TPB

A Second Helping of Chicken Soup for the Soul - Jack Canfield-ANF- TPB

How to Play Piano-NF-TPB

How to Play Guitar-NF-TPB

GED- Barron - NF - TPB

The California Pizza Kitchen Cookbook - Larry Flax - NF - HB

1998 Guinness Book of World Records - NF - PB

Fodor's '98 USA - Fodor's - NF - TPB

14 others just purchased not recorded yet

563.79

Grand Total

632.07

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
June 01, 1998 MEETING
MINUTES

The meeting was called to order by President Stephens at 7:17 PM.

Roll was taken. Present were Eldridge, Fagerlind, Runte, Russell and Stephens. Absent were Barna, Honts, Winstead and Muehl-Fillmore.

Eldridge moved to approve minutes from the May 04, 1998 meeting. Runte seconded the motion. The motion passed.

President Stephens presented May 1998 bills in the absence of the treasurer. Russell asked if that uses up almost all of the money in the line item. Surly informed the Board that she spoke to Treasurer Barna when she called in her absence. Surly told Barna she would like to have an idea where they are sitting with funds so that she can go out and do some additional shopping to get that used up. Surly said she has to wait to get a line item summary from the City Clerk since it is just the first of the month and that is not prepared yet. Surly said Barna said she would get her more figures to work with.

Russell motioned to approve the bills. Runte seconded the motion. Motion passed.

Passed on Treasurer's report in absence of the Treasurer.

Surly presented the circulation report. Surly noted that it was a really slow month. Numbers were all down but not insignificantly enough to be concerned. Surly questioned regarding outdated college textbooks and dictionaries that were donated. They are too old to keep and to store. Surly asked if there was some place that she could donate them to. Russell said they should just be recycled. Surly asked about taking them to the Waterloo Public Library. Runte said Surly could contact the Friends of the Library and tell them what she has and ask them if they would be interested in taking it for their sale. Russell questioned a figure amount in the money recorded on the back of the circulation report. Surly told the board it was a typographical error. The amount was to be \$12.10.

Surly presented the library director's report. Surly asked if President Stephens had gone down to sign the County contracts and he said no but is planning to. Russell asked when the reading program starts and Surly informed her it starts on June 25th and goes through July 30th. Surly asked again about the radio stations and Stephens said it was no longer an issue as to whom the library could use. She said she would still like to get something set up for the wind down end of the program in the end of July. Russell suggested using the HOG 98.5 FM and Surly said she would check it out. Surly informed the Board also that she will be going on vacation the 17th - 23rd of June and July will be working the hours for her.

OLD BUSINESS

Attendance Policy-President Stephens said he had tried to discuss this at the last meeting but didn't have any paperwork to back it up and there was conflicting information regarding this. He noted that Surly got the exact ordinance pertaining to this copied from the Code of Ordinance Book for Evansdale and given to each Board member. He said that one day when he was speaking to Mayor Mardis, he asked that the Board members just remind themselves of that.

Copy Machine -Runte asked Surly about the outcome of the copy machine. Surly said that to add a coin op to the copy machine it would cost \$1300. The second alternative was to put in a key switch and would roughly run \$175. Runte asked if the FOL would be willing to pay for that. Eldridge says it is a lot of money for something that is being abused. Eldridge said more than likely the machine would just be pulled. Runte said he would look into purchasing something similar to a box that would lock over the plug so no one could make any unauthorized copies. Russell said that was a really good idea.

Salary Increase - President Stephens asked if there was an update regarding the salary increase opposition and what the city attorney had said. Surly told them the City attorney reported that the Library Board was in the right with their decision and the only way to get things changed by the City Council was to put it on ballot in a public election. Russell said that if there were problems in the future with this that maybe the State of Iowa library group should be contacted for support and may even come down to talk to the Council.

Newsletter -Runte asked about the newsletter discussed at the last meeting. Surly brought out a rough draft of something that she threw together using the Office 97 CD-ROM. Russell asked about the City's newsletter that she read about in the paper. Surly told her that was our resolution that was presented to the City Council but was faced with too much opposition again. A list was compiled of possible sites to distribute the newsletter including St. Marks, St. Nicks, Shear Image, C & H café, the new consignment shop, Bank, etc. Russell made a motion that Surly go ahead and prepare a newsletter and trial run it for 3 months up to 500 copies as suggested by Runte at the expected cost of \$.02 a piece for bulk copying. Runte seconded the motion. The motion passed.

NEW BUSINESS

Using of Monies Remaining-Russell made a motion to authorize Shannon Surly, Library Director to use accessible monies from the Books/Video/Subscription line item as well as Education line item to purchase books, videos and office supplies as well as printing costs for newsletter and anything else Surly deem necessary to run the library efficiently with the stipulation that everything necessary is turned into the City Clerk for payment in time for the council meeting on June 16th. Fagerlind seconded the motion. Motion passed.

Russell's Resignation-President Stephens used this as a segue into the voting for officers. He read the letter from Joyce Russell. Russell said she does hope to remain an active member with the Friends of the Library and as a source for future board members. President Stephens noted that his term is also up at the end of this year and he will not be returning as a board member. President Stephens recapped a conversation with Runte. Runte's position holds that he would be willing to serve another term on the library board but does not hold interest in the presidency of the Board, however if re-elected Vice President he would accept that position.

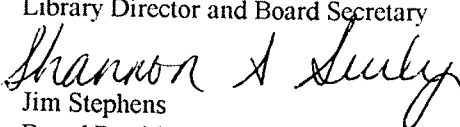
Vote for the Officers-Since there were so few members present, the voting of officers was tabled although a slate of nominated officers was offered. Russell nominated Gary Honts to the position of president. Eldridge nominated Bob Runte for vice president and Russell nominated Susan Muehl-Fillmore for treasurer.

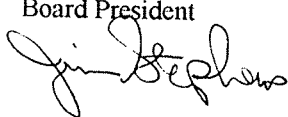
Other: Russell said she had been looking for a list that had been established in the past of odd jobs that the Board members could do to help out the library. Russell and Stephens were going to look to see if they could find it for the Director.

Comments and Questions-Russell said that she wanted to comment that she thought Surly was doing a great job with the library and Stephens echoed that. He said he felt like the library was in capable hands and that was a good feeling. Surly said thanks.

Next meeting will be July 06, 1998 at 7:10 PM.
Meeting adjourned at 8:20 PM.

Shannon Surly
Library Director and Board Secretary


Jim Stephens
Board President



Evansdale Public Library

Director's Report

June 01, 1998

Hello again, everybody! Well, it's that time again and I'm sure I have lots to tell you.

First, Julie and I have been hard at work preparing fun and exciting activities for the kids for this summer's reading program. We will be making rocks, having limbo contests, playing games, listening to fun music and don't forget...reading! We are looking forward to it with much enthusiasm and hope it turns out to be a summer blast!

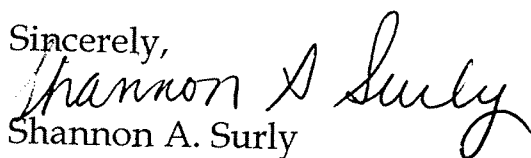
Secondly, FYI, the contracts from both Elk Run Heights and Raymond are in and have been signed. We also received notice for the County contract and Jim and I have yet to sign those. I will be signing today. According to the formula that was designated, of the \$10,000 allocated for the County, the Evansdale Public Library gets a whopping \$699. Upon speaking with the Mayor, the only thing that would raise that figure was a high turnout of county borrowers.

Next, I will inform you that I was trained in SILO (State of Iowa Libraries Online.) It is a wonderful thing. It makes interlibrary loan borrowing so much easier that the other way and quicker too. We will also be available to lend to other libraries through interlibrary loan, possibly upping our circulation, so I'm looking forward to that.

I am interested in a homepage for the library other than the basic one provided by CedarNet. I was in contact with a gentleman who lives here in Evansdale who said he would volunteer his expertise and time writing one for us. The catch, however, was I would have to maintain it and find a server to donate the space. Since I would have to learn HTML to maintain the page, I thought it would be easier just to write it myself so I would be familiar with the workings of it and the language as well. I think I have a good start.

That's it for now. More at the meeting if I think of anything...

Sincerely,



Shannon A. Surly
Library Director

Evansdale Public Library
June 1998 Bills

Office Supplies

(Subtracted from Education Line Item)

| | |
|---|-----------------|
| Shannon Surly (Typewriter ribbon and Correction from Staples) | \$12.28 |
| Shannon Surly (Copy Bill for flyers from Staples) | \$33.00 |
| Demco (Book Pockets, Book Cards, Shipping Labels, Book Covers) | \$102.09 |
| Reliable (Scissors, Computer Ink Cartridges) | \$54.09 |
| | ----- |
| | \$201.46 |

Books, Subscriptions, Videos

| | |
|--|---------------|
| <i>MicroMarketing Associates</i> (PDR Family Guide to Prescription Drugs AMA Complete Guide to Women's Health Mayo Clinic Heart Book Mayo Clinic Guide to Pregnancy and Baby's First Year Mayo Clinic Family Health Book) | \$171.95 |
| <i>PermaBound</i> (Everybody Needs a Rock-HB-YE Dance-HB-YE) | \$29.47 |
| <i>Petty Cash</i> (ILL Book Return money replenished) | \$20.08 |
| <i>Postmaster</i> (Stamps) | \$64.00 |
| <i>Target</i> (Books, Videos) | \$292.38 |
| <i>Walden Book Company</i> (Books) | \$291.12 |
| <i>Wal-Mart</i> (Books, Videos, supplies for Summer Reading Program) | \$72.26 |
| | ----- |
| | 941.26 |

| | |
|--------------------|----------------|
| Grand Total | 1142.72 |
|--------------------|----------------|

Evansdale Public Library
Monthly Circulation Report
June 1998

Number of Materials Checked Out:

| | | | |
|-------------------|-----|-------------------|-----|
| Adult Non-fiction | 96 | Youth Non-fiction | 40 |
| Adult Fiction | 249 | Youth Fiction | 243 |
| Adult Periodicals | 65 | Youth Periodicals | 04 |
| Total Adult | 345 | Total Youth | 274 |

| | | | |
|---------------------|----|-----------------------|-----|
| UP from 1997 | 64 | DOWN from 1997 | 216 |
|---------------------|----|-----------------------|-----|

| | |
|-----------------------|-----|
| Other Print | 0 |
| TOTAL PRINT | 688 |
| DOWN From 1997 | 83 |

| | |
|------------------------|-----|
| Video tapes | 147 |
| Audio tapes | 004 |
| TOTAL NON-PRINT | 151 |
| DOWN from 1997 | 062 |

| | |
|------------------------------|----|
| Number of Interlibrary Loans | |
| Sent | 00 |
| Received | 07 |
| Up from 1997 | 07 |

TOTAL # OF ALL MATERIALS CHECKED OUT: 841
DOWN from 1997 143

Number of items loaned to non-Evansdale citizens: 246 of total 841 (29.2%)

| | | | | | |
|----------|----|------------------|-----|-------------|------------------------|
| Elk Run | 94 | from 1997 | - 8 | 1997 | 273 of total 829 (32%) |
| Raymond | 10 | | -24 | | |
| County | 45 | | +28 | | |
| Waterloo | 96 | | -19 | | |
| Other | 01 | | | | |

Day with highest total checkout: 67 items on Thursday, June 25th

| | |
|---------------------------------------|---|
| Day with highest adult book checkout: | 28 on Monday, June 15 th |
| Day with highest youth book checkout: | 24 on Thursday, June 25 th and on Tuesday, June 30 th |
| Day with highest video checkout: | 16 on Wednesday, June 17 th |

Total number of library users: Approx. 247

| | |
|-----------------------------------|--------------------------------------|
| Day with highest number of users: | 17 on Monday, June 15 th |
| Day with lowest number of users: | 3 on Thursday, June 18 th |

Number of hours open: 166.5 hrs.

Number of days open: 26

Average number of library users per day: 9.5

Number of Internet users: 14

Number of library cards issued to NEW patrons: 19

Evansdale 04
Elk Run 05
Raymond 03
County 00
Waterloo 06
Cedar Falls 01

Number of reissued cards: 10

Evansdale 09
Elk Run 00
Raymond 00
County 00
Waterloo 01

Money turned in to city clerk: \$25.77

Fines \$7.55
Computer disk/printer \$7.90
Duplicate Cards \$5.00
Lost/damaged materials \$0.00
Fax and other: \$5.32

Money turned in to Friends of the Library: \$16.20

Copies \$6.75
Donation jar \$3.00
Magazine/Book Sale \$6.45

TOTAL \$41.97

BOOK DONATIONS AND ADDITIONS TO THE COLLECTION -

Books donated during June:
New books purchased during June: 62
New Videos purchased: 06
Videos donated: 0
Audio Books: 0

BOOKS PROCESSED AND ADDED TO COLLECTION - 62

New books: 62
Donated books: 00
Audio Books: 0

VIDEOS PROCESSED AND ADDED TO COLLECTION - 6

New: 6
Donated: 0