

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:

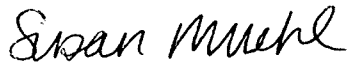
Discussion to close the library on August 2, 1997 because of Good Ol' Days. Barb Barna made the motion and President Russell seconded. Motion passed.

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.

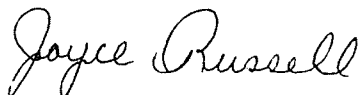
The personell committee (Casey, Jim, and myself) met on Saturday June 28th to work out a recommendation to the entire board regarding this matter and the wage for our assistant, Susan Muehl. I have been in contact with the mayor, John Mardis, several times. Our proposal is to interview four applications 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	<u>\$132.75</u>

Books, Subscriptions, Videos

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

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 28th

Day with highest youth book checkout: 63 on Monday July 07th

Day with highest video checkout: 29 on Monday July 07th

Total number of library users: 327

Day with highest number of users: 46 on Monday July 07th

Day with lowest number of users: 2 on Friday July 12nd

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.

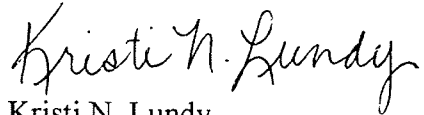
New Business

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.

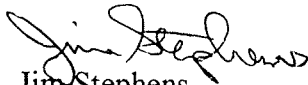
Russell is researching the cost for 2 new bookshelves to be purchased with the \$1500 local option tax money.

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 Hometown.

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>
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Evansdale Public Library
August 1997 Bills

Office Supplies

APEX Office Supplies (typwrtr rbbn/crcrtn tape/stples/shrpies/tape/mrkr)	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>Education</u>	<u>85.40</u>	
		229.61

NEIRL (Cedar River Storytellers Festival) (Waverly Sep 23, 8:30-4:00)	35.00	
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Reimbursement to Kathy Cook (summer reading program materials)	37.84	
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Reimbursement to Joyce Russell (Purchase of streamers for float)	<u>8.42</u>	\$81.26
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<u>Telephone</u> (jun/jul bill - paid)	<u>71.35</u>	<u>\$71.35</u>
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TOTAL	\$387.08	\$ 416.69
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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 12th

Day with highest youth book checkout: 67 on Monday August 04th

Day with highest video checkout: 18 on Monday August 05th

Total number of library users: 229

Day with highest number of users: 24 on Monday August 11th

Day with lowest number of users: 4 on Saturday August 16th

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.

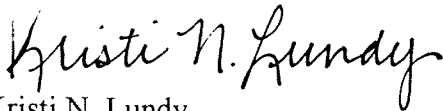
New Business

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

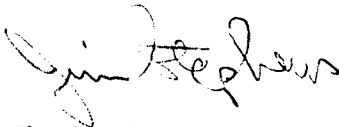
Due to the absence of Russell, researching the 2 new bookshelves to be purchased with the \$1500 local option tax money will be tabled till next meeting.

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
Dear OLS

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.)

↘ 3570

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

Day with highest adult book checkout: 24 on Thursday September 11th

Day with highest youth book checkout: 42 on Friday September 19th

Day with highest video checkout: 13 on Monday September 15th

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

Day with highest number of users: 14 on Thursday September 11th

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.

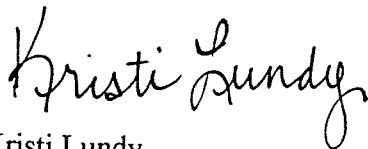
New Business:

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.

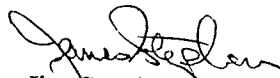
Russell motioned that the checkout policy for the magazines be amended to allow patrons the opportunity to reserve the newest issue of a magazine for one week. Barna seconded the motion. The motion passed.

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
Sports Illustrated for Kids <i>* shipping</i> (one yr sbscription)	16.95
Total	\$180.64 291.36

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)

Money turned in to Friends of the Library: \$17.40
Copies \$9.90
Donation jar \$7.50

TOTAL \$46.40

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