

Library

MINUTES - EVANSDALE LIBRARY BOARD

July 10, 1986

CALLLED TO ORDER AT 7:00 p.m.

PRESENT: Winstead, Hurley, Fagerlind, Russell, Larrew, Burkett, Shirley, Eldridge, Librarian Green.  
ABSENT: Groskurth.

MOTION TO APPROVE MINS. OF JUNE 12 MEETING made by Hurley 2nd by Fagerlind. Approved.

Bills to be Paid in July

'86 World Book Year book Encyc. \$20.95

MOTION TO APPROVE BILLS made by Eldridge 2nd by Hurley Bills stand approved.

NO TREASURER'S REPORT.

CIRCULATION REPORT JUNE 1986

Hours Open	122	People in	558
Circulation	1,479	New Cards	38
County	69	County	5
Elk Run	168	Elk Run	7
Other	0	Evansdale	26

<u>Money TURNED IN :</u>	Fines	\$2.75	
	Dup. Cards	2.25	
		<u>\$ 5.00</u>	Total

NEW ACQUISITIONS: 4 Adult Non-Fiction

NO OLD BUSINESS.

NEW BUSINESS:

Welcome to Stan Shirley and Deb Burkett, our new Board members!!!

Winstead suggested to eliminate the book delivery to Evans Village for the remainder of the summer. The past two deliveries were made with only 1 person there to select reading materials. We will begin delivery again the 1st Thurs. in Sept.

Saturday hours. Since there have been only a few people using our library on Saturdays, Motion was made by Larrew to close during the summer on Saturdays. Burkett seconded motion. Approved. (Will re-open in Sept. on Saturdays)

Librarian Green reported that the State Report is coming up and is 15 pages long. Copies are needed for the Mayor and Councilmen of Elk Run and Evansdale. State gets two copies also. It was decided that one set of copies for each City should be sufficient instead of making one each for each Councilman. This has to be done by Aug. 15th.

motion to adjourn was made by Hurley Russell seconded.

Meeting adjourned at 7:22.

Secretary,  
Marlys Larrew

MINUTES \* \* EVANSDALE LIBRARY BOARD

August 7, 1986

Meeting called to order at 7:00 p.m.

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

Absent: Hurley, Fagerlind.

Motion to approve minutes of July 10 meeting made by Russell. Seconded by Groskurth. Approved.

Bills to be paid in August.

Franklin Watts Inc. (Ref. material)	\$ 69.29
Gum Drop Books (reference)	<u>111.18</u>
	\$180.47 Total

Motion to approve bills made by Eldridge. Seconded by Burkett.  
Bills stand approved.

Discussion held on renewal of Consumer Report. Motion made by Burkett to discontinue Consumer Report subscription. Seconded by Larrew. Motion carried.

Treasurer's Report: Current actual amount spent is .00. Balance is \$14,982.00. All we can actually spend on books is \$600.00. There is \$54,456.00 set aside for Human Development. If any of these funds are to be disbursed among other city departments, we feel we should also receive a portion.

Circulation Report July 1986

Hours open	122	People in	582
Circulation	1611	New Cards	27
County	54	County	0
Elk Run	212	Elk Run	4
		Evansdale	23

<u>Money Turned in:</u>	Fines	\$ 3.95
	Dup. cards	<u>2.25</u>
		\$ 6.20 Total

New Acquisitions: 13 Adult Non-Fiction

Friends of the Library:

No transactions since last meeting.

Old Business: A suggestion was made to be open on Saturdays.

Russell inquired about the by-laws regarding board members absences. She feels that 6 consecutive is a bit lenient.

Schedule was set up to begin delivery of books to Evans Village beginning Sept. 4th.

Open house: Tentative selected date is Oct. 11. Discussion was held on publicity and promotion for this. Will decide at next meeting.

New Business: New telephone received as gift will be turned over to Friends of the Library to be used as a raffle.

Motion was made by Groskurth to adjourn. Seconded by Larrew. Meeting adjourned at 7:53.

Secretary

Marlys Larrew

MINUTES \* \* EVANSDALE LIBRARY BOARD

September 4, 1986

Present: Groskurth, Russell, Eldridge, Burkett, Shirley, Winstead, Fagerlind, Hurley,  
Librarian Green. Larrew - late.

Motion to approve minutes of Aug. 7 meeting was made by Hurley. Seconded by Burkett.  
Minutes stand approved.

Bills to be paid in Sept.

B. Dalton (books)	39.66
Sports Illustrated	37.26
Librarian (office supp)	17.12
Matt Parrot & Sons	13.00
(office supp)	\$107.04 Total

Fagerlind made motion to approve bills. Seconded by Shirley. Bills approved.

Treasurer's Report: We now have \$242.61 remaining for books - \$187.00 spent.  
\$67.69 remains for supplies.

Discussion was held on inter library loan postage costs (approx.  
73¢ or more per book) Burkett made the motion to limit these  
to 1 book per person per week check out. Groskurth seconded.  
Approved.

Circulation Report for August 1986

Hours open	110	People in	529
Circulation	1,381	New Cards	13
County	54	Evansdale	11
Elk Run	123	Elk Run	2
		County	0

Money turned in:	Fines	\$16.85
	Dup. Cards	1.50
		\$18.35 Total

New Acquisitions: 1 Adult Non-Fiction  
2 Adult Fiction

Friends of the Library Report: Possible meeting the 1st Thurs. in Oct. to be  
posted 20 days prior to meeting.

Old Business: Open House. This will be held from 1p.m. to 3p.m. on Oct. 11.  
Stan Shirley will be in charge of publication. Groskurth will provide  
the posters.

Door prize will be the telephone from Time magazine.

Board members will provide 2 dozen cookies each.

Russell will bring cups, napkins.

Shirley will provide the coffee - Hurley will bring the cream.

Evans Village delivery in 2 weeks (Sept. 18) Burkett and Larrew.

New Business: None.

Hurley made motion to adjourn. Groskurth seconded.

Meeting adjourned at 7:45.

Russell - - - - Larrew

Acting Secretary and Secretary,



MINUTES -- EVANSDALE LIBRARY BOARD

October 2, 1986

Called to order at 7:03 p.m.

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

Absent: Hurley

Groskurth requested an amendment to the minutes of our last meeting, Sept. 4, 86.  
Treasurer's Report should have read: Error in city's budget report - the city figures  
differ with our balance. Treasurer will get with the city to have this corrected.

Motion to amend the minutes was made by Fagerlind - Seconded by Groskurth. Approved.

Treasurer's Report: Total we have left in office supplies is \$69.88  
Balance left for books is \$242.61.

No Bills to be paid in Oct.

Circulation Report for September

Hours Open	126	People In	445
Circulation	1,080	New cards	10
County	43	Evansdale	8
Elk Run	86	Elk Run	2
		County	0

Money Turned in:

Fines	\$5.00
Dup. Cards	1.25
Copies	.75
	<u>\$7.00 Total</u>

No new acquisitions.

Friends of the Library Report: No report this month.

Old Business: Open House: Groskurth will have signs up tomorrow. Shirley contacted  
the bank, 5 radio stations, Home Towner, Courier. Posters will also be  
placed in the schools. Discussion on the door prize (telephone).  
Registration for the door prize of the phone will be open to adults,  
16 years and over. A children's door prize of a \$5.00 gift certificate  
for Walden's Book Store is being donated by Roberta Winstead. All  
children under 16 may register for this.

New Business: Librarian has had several volunteers coming in to help.  
Fireman's Auxiliary has donated our new table.  
Shirley suggested possibly checking around for some additional shelves  
in the near future.

Groskurth made the motion to adjourn. Burkett seconded.

Meeting adjourned at 7:33 p.m.

Marlys Larrew, Secretary

# MINUTES - EVANSDALE LIBRARY BOARD

Nov. 6, 1986

Called to order: 7:05 p.m.

Present: Shirley, Fagerlind, Winstead, Larrew, Groskurth, Hurley, Burkett, Librarian Green.

Absent: Russell, Eldridge.

Motion to approve minutes of Oct. 2 meeting: Hurley made the motion to approve;  
Fagerlind seconded. Motion approved.

Treasurer's Report: We still have a total of \$361.77 to spend. Books, \$221.66; Office supplies, \$40.11; and \$100.00 for repairs. No bills to be paid this month. We have a bill for \$95.43 for books, which we turned over to the Friends of the Library, which will be paid by them.  
We have spent \$30.12 for office supplies. The city has taken out \$29.77 for copies. It was suggested that we do not make copies in the future for each Board member as this is an unnecessary expense. We had 107 copies made in Oct. not yet charged to our account. Groskurth will check the cost per copy. Motion was made by Groskurth to make only one copy of our minutes each month and this can be passed around at the meeting. The original will remain in the Library files and copy will go to the Chairman of the Board.  
Larrew seconded the motion. Carried.

## CIRCULATION REPORT FOR OCTOBER

Hours open	140	People in	550
Circulation	1,296	New cards	24
County	38	Evansdale	19
Elk Run	105	Elk Run	3
		County	2

### Money turned in:

Fines	\$3.40
Dup. Cards	1.75
Copies	.60
	<u>\$5.75</u> Total

New Acquisition: 4 Adult Fiction  
2 Adult Non-Fiction  
2 Youth Non-Fiction

## Old Business:

Groskurth suggested we keep fine money and duplicate card money. She will check this with the city. Hurley questioned collecting from Waterloo people for use of the Evansdale Library. A \$12.00 user fee was suggested - this would amount to equivalent to \$1.00 per month and should be an acceptable amount to those wishing to benefit from the convenience of our Library. Will check with the city to see if this money can be contained within the Library budget.

It has been brought to our attention that persons are complaining about the Library being closed on Mondays and cutting back on hours. With budget and Librarian hours cut, this cannot be changed at his time. Librarian brought up the problem of people ordering special books and we've been paying postage and spending time processing these. Often they don't come in to get the books, this is costing us money and time. Groskurth made the motion to charge \$5.00 deposit to be refunded when they pick up the book (1 at a time). Hurley seconded the motion. Approved. City Hall will be closed Fri. and Sat. after Thanksgiving but Librarian Green will continue to keep the Library open those two days.

## New Business:

Organizations in Evansdale are getting together boxes for the needy for Christmas. It was suggested we donate some of our extra books which we no longer need. We will do so. This will also give us much needed extra space.

Adjourned at 7:45

Secretary, Marlys Larrew

Library

MINUTES -- EVANSDALE LIBRARY BOARD

December 4, 1986

Called to order at 7:08 P.M.

Present: Shirley, Burkett, Russell, Eldridge, Hurley, Librarian  
Green. Also Winstead.

Absent: Larrew, Groskurth, Fagerlind.

Motion to approve minutes of November 6th meeting made by Hurley.  
Seconded by Shirley. Minutes stand approved.

Bills to be Paid in December

Almanac	6.59	
Reimburse Librarian for		
books, Postage & blocks	<u>63.79</u>	
	70.38	Total

Burkett made a motion to approve the bills, 2nd by Russell.

Treasurers report: Treasurer absent. Had discussion about bill  
from city for 29.00. Bill was for postage and  
copies. Also, all fine money must go into  
the general fund as it is a law.

Circulation Report for November

Hours open	116	People in	415
Circulation	1271	New Cards	20
County	48	Evansdale	18
Elk Run	79	Elk Run	2
		County	0

Money turned in:

Fines	\$4.55	
Dup. Cards	<u>.75</u>	
	\$5.30	Total



New Acquisitions:   5 Adult fiction  
                      16 Youth fiction  
                      1 Youth non-fiction

Old Business:   After a discussion on a \$12 user fee for Waterloo residents, the board decided that there wasn't enough interest

New Business:   After reading 3 notes in the suggestion box dealing with extended hours, we decided not to make any changes in the time being.

During Christmas week, the City Hall will be closed Wed., Thurs., and Fri., but the library will remain open on Friday, being closed on Mon., Wed., and Thurs. The library will also be opened on New Years eve., and closed on New Years Day. Budget hearing ~~for~~ the library will be on Dec. 16th. after the council meeting. We should all try to be there.

March of Dimes contacted Librarian Green about their fund raising reading program. Board is to decide when to have it and decided January was a possibility.

Librarian Green informed the board that the space heater is not working. Board decided to let her get it repaired using funds from the money budgeted for repairs.

We decided to renew U.S. News for one year at 65¢ per copy.

Eldridge expressed concern over paying full price for alot of books. Librarian Green stated that other than a couple of distributers, we are not offered discounts on the majority of the books that are very much in demand.

Hurley made motion to adjourn. Shirley seconded.

Meeting adjourned at 7:40

Russell ----Larrew  
Acting secretary and Secretary

Library

MINUTES - EVANSDALE LIBRARY BOARD

January 8, 1987

Called to order at 7:05 p.m.

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

Absent: Larrew, Eldridge.

Motion to approve minutes of Dec. 4th meeting was made by Groskurth,  
Seconded by Burkett. Minutes stand approved.

BILLS TO BE PAID IN JANUARY

Raintree Publishers (4 youth non-fiction) 33.44.

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

Treasurers Report: Discussion about new budget and possibility  
of an increase in book budget and a raise for the librarian.

CIRCULATION REPORT

Hours open	118	People in	390
Circulation	1,149	New cards	6
County	37	Evansdale	2
Elk Run	105	Elk Run Heights	3
		County	1

Money Turned in:

Fines	6.25
Duplicate Cards	<u>1.50</u>
	7.75 - Total

New Acquisitions: 4 Youth Non-Fiction

Old Business: Council contacted Groskurth and requested a report  
comparing circulation in this fiscal year to the last fiscal year.

New Business: Bernice informed the board that she has three days  
of vacation that she would like to take on the 29th, 30th, and  
31st of January. The board decided that if a volunteer can't be  
found to fill in for her, they would close the library for those  
three days.

Meeting was adjourned at 7:23.

Gerri Russell, acting secretary



MINUTES \* \* EVANSDALE PUBLIC LIBRARY BOARD

February 5, 1987

Called to order at 7:05 p.m.

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

Absent: Burkett, Groskurth, Fagerlind.

Motion to approve minutes of Jan. 8 meeting was made by Russell. Seconded by Hurley. Minutes stand approved.

BILLS TO BE PAID IN FEBRUARY

Larry & Becky Craig (Book Look) 18 books	\$ 87.75
U.S. News (52 wks.)	34.00
City Directory	90.00
Raintree Publishers (2 kits)	21.02
	<u>\$232.77</u>

It was brought to our attention that we have only \$168.00 left in our line item for books. This is not enough to cover this month's book purchases. We will have to take some out of the line item for repairs or request an addition from the city into our budget for the fiscal year book expenses. Motion made by Larrew and seconded by Shirley to use repair line item to cover this month's bills. Approved.

CIRCULATION REPORT FOR JANUARY

Hours open	112	People In	500
Circulation	1,250	New Cards	23
County	62	Evansdale	20
Elk Run	74	Elk Run	3
		County	0

<u>Money Turned In:</u>	Fines	\$17.00
Duplicate	Cards	.75
Copies		.90
		<u>\$18.65</u>

<u>New Acquisitions:</u>	Adult Non-Fiction	3
	Adult Fiction	8
	Youth Non-Fiction	2
	Youth Fiction	8

No Old Business.

New Business:

Russell brought up the question of how we plan to receive more money for our budget for the remaining fiscal year. Winstead understands that we are able to approach the City Council and request additional funds. We will have it put on the agenda for the Feb. 17 Council Meeting and ask for \$500.00.

Librarian Green said that Mayor Saul wants to know what percentage of books we are planning to buy with the new budget allowance for next fiscal year; e.i. Reference, Fiction, etc.

Reference and Periodical - 40%	Adult Fiction - 15%	Youth Fiction - 15%
Adult Non Fiction - 15%	Youth Non Fiction - 15%	

It was decided that we go to Evans Village only on the 1st Thurs. of the month instead of twice a month.

Meeting adjourned at 7:55 p.m.

Secretary  
Marlys Larrew

Library

\* \* MINUTES \* \*

EVANSDALE LIBRARY BOARD  
March 5, 1987

Meeting called to order at 7:08 p.m.

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

Absent: Russell, Groskurth, Fagerlind.

Motion to approve minutes of February meeting was made by Hurley; seconded by Eldridge. Minutes stand approved.

BILLS TO BE PAID IN MARCH

Lincoln's (office supplies) \$24.86 Total

Motion to approve bill was made by Shirley; seconded by Hurley. Bill stands approved.

Treasurer's Report: Library was granted \$750.00 by the City Council for book purchases for the remaining fiscal year.

CIRCULATION REPORT

Hours open	120	People in	593
Circulation	1,860	New Cards	33
County	45	Evansdale	27
Elk Run	481	Elk Run	6
		County	0
<u>Money turned in:</u>	Fines	\$2.70	
	Dup. Cards	1.50	
	Copies	.75	
		<u>\$4.95</u> Total	

No acquisitions this month.

Old Business: It was decided that the City Directory is unnecessary to purchase each year, every other year should be sufficient. Will discuss this again when it is due.

New Business: Eldridge suggested retaining more information and help from Regional in the form of advice. We will invite Jim Sitka from Regional to our next Library Board meeting April 2.

Shirley inquired about our supply of applications and new cards, since the town of Raymond will be using our Library. Purchases will be made as necessary.

Meeting adjourned at 7:40 p.m.

Secretary,  
Marlys Larrew

Library

MINUTES EVANSDALE LIBRARY BOARD

April 2, 1987

Called to order at 7:10 p.m.

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

Absent: Burkett.

Guest: Jim Sixta, Regional Office.

Motion to approve minutes of March 5th meeting was made by Fagerlind. Seconded by Shirley. Minutes approved.

Bills

American Bus. Lists Inc. (Ia. Business Directory)	\$68.00
World Book, Child Craft ( 7 Science Encycl.)	75.00
Baker & Taylor (Misc. Books) (13)	<u>93.41</u>
Total	\$236.41

Hurley made motion to approve bills. Groskurth seconded. Bills approved.

Treasurer's Report: Balance before bills is \$661.91.

CIRCULATION REPORT(For March)

Hours Open	126	People In	608	Money Turned In: Fines	\$ 8.30
Circulation	1,644	New Cards	35	Duplicate Cards	<u>1.50</u>
County	31	Evansdale	16	Total	\$ 9.80
Elk Run	215	Elk Run	13		
		County	6		

  

<u>New Acquisitions:</u>	Adult Non-Fic.	10
	Adult Fiction	5
	Youth Non-Fic.	2
	Youth Fiction	4

Old Business: None

New Business: Eldridge suggested we advertise at the schools (such as in their newsletters) whenever we receive new books, such as sciences, etc.

Shirley inquired as to appointment of a new board member from Raymond. Evansdale Mayor will most likely appoint one.

Librarian Green attended the Black Hawk County meeting in Dunkerton. They stressed the importance of keeping the Library Boards and not allowing cities to remove the Boards, as has been under discussion by some.

Librarian only has one volunteer left now, who is working 1 hour per week. It was suggested we possibly get some students or scouts to volunteer some.

Meeting adjourned at 7:29.

Followed by informal visit with Jim Sixta, who was very helpful in giving us advice and helpful hints on how to improve our Library.

Secretary,

Marlys Larrew



May 7, 1987

Called to order at 7:05 P.M.

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

Absent: Larrew, Shirley.

Motion to approve minutes of April 2, 1987, meeting was made by Burkett. Seconded by Hurley. Minutes approved.

Bills

Morris Printing (200 Library cards)	\$18.00
(300 Application cards)	15.00
Baker & Taylor (1 book)	8.97
Raintree Publishers (set of 4 books)	35.44
Waldenbooks (22 books)	<u>58.12</u>
	\$135.53 - Total

Burkett made motion to approve bills. Fagerlind seconded. Bills approved.

Treasurer's Report: We have approximately \$300.00 left in the book budget. Librarian Green and Shirley might go look for more books at Latta's, University Book Store, etc. Typewriters may need some repair or maybe will return cartridge to Lincoln's. Still have 100% of repair money left in the budget.

CIRCULATION REPORT FOR APRIL

Hours Open	134	People In	577	Money Turned In:	Fines: \$3.35
Circulation	1,385	New Cards	37	Duplicate Cards:	<u>1.25</u>
County	36	Evansdale	12	Total:	\$4.60
Elk Run	122	Elk Run	5	<u>New Acquisitions:</u>	Adult Non-Fic. 5
Raymond	78	County	2		Adult Fiction 2
		Raymond	18		Youth Non-Fic. 4
					Youth Fiction 16

Old Business: Jim Sixta sent list of Book Jobbers about discounted books. Discussion on who gives best discounts. Last order from Baker & Taylor was 40% discount. Walden's gave 25% off two last purchases.

June might be a good time to schedule time for Jim Sixta to come and help organize children's books. We will start this June 4th at 5:00 P.M.

New Business: Stanley Steemer called about cleaning carpet. They quoted a price of \$40.60 to clean and \$24.36 to Scotch Guard. Decided to wait on cleaning.

Suggestion Box: Open on Monday - 2  
Open longer on Monday - 2  
Open on Saturday - 2  
Open on Sunday - 1

Motion was made by Groskurth to open Library for 36 hours plus 4 hours for book work time, thus making it a 40 hour work week. Hurley seconded. Motion carried.

Having problem with computer. Marshall is coming in to look into the problem.

Librarian Green went to Raymond to give talk about the Library at a Rosary meeting.

Diane went to Evans Village. Need someone for June 4th. Will decide who will go when organizing Youth books. Will make out new schedule next month.

Meeting adjourned at 7:40 P.M.

Acting Secretary, Gerri Russell

Library

MINUTES - EVANSDALE PUBLIC LIBRARY BOARD

June 4, 1987

Meeting was called to order at 7:45 P.M.

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

ABSENT: Russell, Groskurth, Burkett, Larrew.

Motion to approve minutes of 5-7-87 was made by Hurley, 2nd by Shirley. Approved.

Bills to be paid in June

Postage	\$14.75	
Lincoln's (office supplies)	27.44	
J. S. Latta Co. (Library supplies)	27.68	
Simpson Business (typewriters cleaned)	59.95	
Waldenbooks (8 books)	23.72	
B. Dalton (reference books)	53.43	
University Book Store (8 ref. books)	90.66	
Baker & Taylor (6 books)	64.62	Total \$362.25

Motion to approve bills was made by Fagerlind, 2nd Hurley. Approved.

No Treasurer's Report.

CIRCULATION REPORT FOR MAY, 1987

Hours Open	126	People In	465	Money Turned In:	Fines: \$2.75
Circulation	1,130	New Cards	13		
County	10	Evansdale	5	Duplicate Cards:	1.50
Elk Run	138	Elk Run	5	Copies:	.45
Raymond	123	County	0	Total:	\$4.70
		Raymond	3		

New Acquisitions:

Adult Non-Fiction:	20
Adult Fiction:	11
Youth Fiction:	3

OLD BUSINESS: Our increase of \$750.00 to our book budget does not show in the budget sheets but will be transferred from revenue sharing.

NEW BUSINESS: Next Tuesday the Federally funded GETA worker will begin working a total of 30 hours per week. She will be here for ten weeks.

There will be a man working a total of  $447\frac{1}{2}$  volunteer community service hours.

Roberta's daughter has also been doing volunteer work.

Shirley made a motion to pre-authorize a bill to repair our second disk drive and also to purchase about 20 new disks (not to exceed \$20. for the disks).

Hurley 2nd. Motion Passed.  
After the meeting we plan to stay and start color-coding our Youth Easy books.

Meeting adjourned at 8:15 P.M.

Acting Secretary,

Casey Eldridge

CE:bg