

Evansdale Library Board Meeting  
July 7, 1994

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

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

Absent: Russell, Weber

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

The following bills were submitted:

BOOKS & SUBSCRIPTIONS

Newsweek 27.56  
(1 year subscription)

Target 88.66  
(5 youth books)  
(6 tapes)

Lorene Rohlf (2 invoices) 81.36  
(45 books) 130.24  
(6-ANF, 10-AF, 29-YF) 211.60

\$ 327.82 sub-total for books/subscriptions

OFFICE SUPPLIES

J.S. Latta Co. 13.00  
(1000 catalog cards)

Morris Printing Co. 21.50  
(500 application cards)

Reliable Office Superstore 8.99  
(copy paper & blue legal) 6.99  
15.98

Marlene Callahan (2 bills) 35.00  
(reimburse for copies) 7.00  
42.00

92.48 sub-total for office supplies

\$ 420.30 TOTAL

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

There was no Treasurer's report available in Russell's absence, however, Thompson provided an update on a few items. There has never been anything taken out of our open access funds. When we overdraw on line item balances, we should continue to overdraw until the end of fiscal year. The overdrafts are covered by excesses in other line items, so the net

effect is that we have stayed within our budget. County contributions is now a line item on our budget; we have \$ 649 for the year. We should be receiving \$ 1190 in county funds this year (Green will keep copies of the county contracts in the files). We will need to determine exactly what accumulated balaces we now have in open access and county funds. Overtime for Green had been taken out of our part-time funds. Part-time has been renamed Part time/Overtime fund line item.

Circulation: June, 1994

<u>Hours Open</u>	<u>174</u>
Circulation	1735
(includes 230 videos)	
County	141
Elk Run	169
Raymond	148
Waterloo	138
Independence	7
Jesup	0

<u>People In</u>	<u>690</u>
Evansdale	483
County	53
Elk Run	47
Raymond	40
Waterloo	63
Independence	4
Jesup	0

<u>New Cards</u>	<u>28</u>
Evansdale	24
County	0
Elk Run	2
Raymond	2

<u>Money Turned In</u>	
Fines	2.20
Dup Cards	3.50
Total	<u>\$ 5.70</u>

<u>New Acquisitions</u>	
10 Adult Fiction	
6 Adult Non-Fiction	
34 Youth Fiction	
0 Youth Non-Fiction	
<u>0 videos</u>	
50 - total	

<u>Open Access</u>	
145 X .50 = \$ 72.50	

We have seen an increase in circulation since last month.

Bylaw changes agenda item has been postponed for discussion until the next meeting.

Discussion was held on our part-time hours. We will allot 30 hours for next week for Suzanne to work on setting up the shelving and weeding. The summer youth helpers can also help to move the shelves. We will also need Suzanne to work 40 hours during the week Berniece is on vacation. It was moved by Winstead and seconded by Thompson to increase hours as specified.

Evansdale Library Board

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Pritchett advised that we are entitled to one standard library sign free of charge; additional signs are \$ 25. Pritchett will see if the price is still effective. It was moved by Thompson and seconded by Callahan to order one sign in addition to the free one with a cost not to exceed \$ 30. Also, John Mardis ok'd the use of a 3 X 4 sign out front of city hall. We can possible share a sign with the Housing Authority, etc. Thompson will look into the estimated costs.

Discussion was held on the possibility of purchasing a laminator. We would need to come up with a charge to cover the cost of the plastic packets. We will check on estimated costs and rediscuss in August's meeting.

The brochures seem to be doing well. We will order 500 more for the total cost of paper and printing not to exceed \$ 50. The insert should be updated to feature new books, our upcoming book sale, or the children's section. Cost of the insert not to exceed \$ 7 for printing, since the paper is already available. It was moved by Thompson and seconded by Duffy to proceed with the above plans.

Discussion was held on Good Old Days funding raising activities. We are planning on having a used book sale on August 6. We had a request from the ECIC to set up a table to sell t-shirts, etc. It was moved by Winstead and seconded by Eldridge to approve the ECIC request. Also, there has been interest in having Bingo available during Good Old Days in the library. Discussion was held and general consensus was to allow somebody else to use the library facilities to run Bingo. Moved by Thompson and seconded by Winstead; Thompson will advise John Mardis of our decision.

Green will be on vacation the week of July 18.

General discussion: 1) The pictures were removed from the wall and will be sold at the book sale. 2) Election of new officers will take place at our next meeting. 3) The Babysitter Club videos are patterned after the book series. These are very popular and we will keep in mind for ordering.

The meeting was adjourned at 9:08 p.m.



Kathy Pritchett  
Chairperson



Marlene Callahan  
Secretary

Evansdale Library Board Meeting  
August 4, 1994

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

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

Absent: Fagerlind, Pritchett, Russell, Winstead.

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

The following bills were submitted:

BOOKS & SUBSCRIPTIONS

<b>Baker &amp; Taylor</b>	\$ 5.27
1 Adult Fiction	
<b>National Wildlife Federation</b>	15.00
Ranger Rick Magazine	
<b>Capper Press</b>	25.68
5 Adult Non-Fiction	
<b>Oxford University Press</b>	87.94
3 Youth Non-Fiction	
<b>MacMillan Publishing</b>	117.28
22 Youth Non-Fiction	
<b>World Media Express</b>	149.77
14 Youth Fiction	
<b>Show Me Books</b>	150.00
21 Youth Non-Fiction	
9 Youth Fiction	
<b>75 - Total Books</b>	<b>\$ 550.94 - Total Amount</b>

A motion to approve the bills was made by Duffy and seconded by Weber. There are 38 books on order totalling about \$500.00, and 5 backordered on Baker & Taylor for about \$200.00. We will order the the remaining Presidents books before school starts to complete the set.

There was no Treasurer's report available in Russell's absence, however, Thompson provided an update on the outcome of last year's fiscal budget. There was \$52.87 left in our budgeted funds. The following accounts were in arrears: part-time by \$865.15, minor equipment by \$70.89, books/subscriptions/tapes by \$119.32. The following accounts had remaining balances: \$204.49 in education/training, \$263.21 in building/maintenance, \$101 in telephone, \$390 in utilities, \$60 in repairs, \$27 in office supplies. We will have a print-out of the new budget available for the next regularly scheduled meeting. Our first receipt of open access funds was \$105.60 in 1989-90 fiscal year. One \$30 withdrawal was made since the

time the account was opened. As of mid-July, our balance was \$3,181.00. We also have funds remaining from our \$3500 grant, after spending \$2700 for the new children's shelving.

Circulation: July, 1994

<u>Hours Open</u>	<u>164</u>
Circulation	1821
(includes 323 videos)	
County	114
Elk Run	185
Raymond	91
Waterloo	178
Independence	3
Jesup	0

<u>People In</u>	<u>770</u>
Evansdale	549
County	53
Elk Run	68
Raymond	35
Waterloo	64
Independence	1
Jesup	0

<u>New Cards</u>	<u>19</u>
Evansdale	12
County	0
Elk Run	5
Raymond	2

<u>Money Turned In</u>	
Fines	2.00
Dup Cards	2.00
Total	<u>\$ 4.00</u>

<u>New Acquisitions</u>	
1 Adult Fiction	
5 Adult Non-Fiction	
23 Youth Fiction	
46 Youth Non-Fiction	
0 videos	
75 - total	

<u>Open Access</u>	
181 X .50 = \$ 90.50	

Circulation is higher than it's ever been. The summer reading program has been successful.

Discussion was held on part-time hours. We used 30 hours for Susanne for work in the library and 40 hours for Berneice's vacation. A question was raised in regards to increasing Susanne's hours from 6 to 8 hours per week. When Susanne goes back to school, we'll need to rely on our other sub to work Berneice's hours when needed. We have \$2,000 in that fund, which covers O.T. pay and Susanne's hours, who is considered an assistant. It was moved by Weber and seconded by Callahan to increase Susanne's hours to 8 per week.

We will install another light in the back corner by the adult book section to increase visibility. Also, there is no electrical outlet at the computer's new location. We will move the computer back to it's original spot and move the tripod with the map to the other side of the stage.

The rearrangement of shelving and expansion of the children's section is finished. This opened up more room for books and is much more light and roomy than the previous arrangement. The new children's section is being

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August 4, 1994  
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well used. Special thanks to Thompson who contributed many hours in the completion of the project. The Board concurred that a 12 X 12 lower nap commercial carpet remnant will be purchased for the children's section, Weber and Callahan will select it. The Board approved a \$125 expenditure for up to 16 square yards of carpeting. It is to be determined yet whether we will purchase a new table and chairs for the children's section.

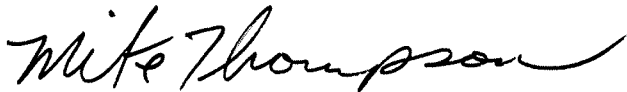
Discussion was held on building a counter similar to the one in the Water Works. All were in favor of the idea and would like to include a book drop for the circulation desk. Thompson will pursue this.

Atkins estimated that a sign for the front of City Hall would be approximately \$350 - 450 based on the following criteria: wooden, sand blasted, routered. He has offered to provide pictures of ideas.

The library will be open during Good Old Days celebration and will conduct a book sale. There will be children's activities in the parking lot and the Tree committee will have a booth on the sidewalk. The book sale should be set up on late Friday afternoon. Susanne and Trudy will work on Saturday to help. The Board authorized \$10 to spend on materials for a sign advertising the book sale; funds to be taken out of petty cash. Proceeds from the book sale will go to the Friends of the Library.

Discussion: 1) Prizes for the reading program last year came from the Friends of the Library. We have over 100 children registered for the summer reading program. We will ask Target to donate 10 paperbacks since we buy so many books there and will see if Walmart will do the same. We will post an acknowledgement for any donations that are received. 2) Green will attend the county meeting on September 24 to obtain more information on Inernet. A sub will work her hours while she attends the meeting. 3) In the future, Green will mail the agenda to the Board a few days in advance of the meeting along with the minutes from the previous meeting. 4) We will purchase 4 plastic stands from Regal plastics. These will be placed at Pronto, Station Mart, Pony Express and Elk Run city hall with our brochures in them. 5) We will hold a special meeting on Thursday, August 11 with agenda as follows: changing the meeting day, election of officers, reduce the length of service.

The meeting was adjourned at 9:00 p.m.



Mike Thompson  
Vice Chairperson



Marlene Callahan  
Secretary

August 4, 1994

Bills Submitted:

<u>Baker &amp; Taylor</u>	\$ 5.27
1 Adult Fiction	
<u>National Wildlife Federation</u>	15.00
Ranger Rick Magazine	
<u>Capper Press</u>	25.68
5 Adult Non-Fiction	
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<u>Show Me Books</u>	150.00
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 75 - Total Books	 \$ 550.94 - Total Amount

CIRCULATION: JULY, 1994

Hours Open	164	People In	770
Circulation	1821	Evansdale	549
(includes 323 videos)		County	53
County	114	Elk Run	68
Elk Run	185	Raymond	35
Raymond	91	Waterloo	64
Waterloo	178	Independence	1
Independence	3		

NEW CARDS: 19

Evansdale	12
Elk Run	5
Raymond	2

NEW ACQUISITIONS:

1 - Adult Fiction
5 - Adult Non-Fiction
23 - Youth Fiction
46 - Youth Non-Fiction
75 - Total

MONEY TURNED IN:

Fines	\$2.00
Dup. Cards	2.00
	\$ 4.00 - Total

OPEN ACCESS:

181 x .50 = \$90.50

Evansdale Library Board Meeting  
August 11, 1994

A special meeting of the Evansdale Library Board was called to order at 7:07 p.m. by Pritchett.

Present: Fagerlind, Eldridge, Pritchett, Russell, Weber, Winstead, Thompson, Callahan, Duffy, Green.  
Absent: none

Discussion was held regarding changing the scheduled meeting date and time. The members concurred that the first Wednesday of the month at 5:30 would be a suitable time. A motion was made by Russell and seconded by Callahan to amend the by-laws, Article 3 section 1 to reflect the new time. All were in favor of the motion.

Election of officers proceeded.

Secretary - Pritchett nominated Callahan and was seconded by Russell. All were in favor and the position was accepted by Callahan.

Treasurer - Winstead nominated Russell and was seconded by Fagerlind. All were in favor with the exception of Russell; however, Russell did accept the position.

Chairperson - Thompson nominated Weber and was seconded by Russell. All were in favor and the position was accepted by Weber.

Vice-Chairperson - Russell nominated Pritchett and was seconded by Callahan. All were in favor and the position was accepted by Pritchett.

Discussion was held regarding reducing the term of service. All agreed that a shorter term of service, 3 years instead of 6, would be more effective. A motion was made by Weber and seconded by Thompson to amend the by-laws, Article 6 Section 1 to reflect the new term of service. All were in favor of the motion.

The CedarNet organizers will hold another meeting on August 31 from 7 - 9 p.m. at Area 7 on Cedar Heights drive. This program is still in the planning stage and the committee would like people to attend from the area libraries to offer input.

Pritchett advised the Board that she is still working on obtaining Library signs, and the places available to place them.

The Board was presented with an August 8 letter from Green announcing her resignation effective August 27. The Board thanked Green for her excellent and committed service for the past 19 years. Discussion followed on placing an ad for the position, requirements needed to fulfil the job and an appropriate salary. The ad will be begin in Sunday's paper and we will accept applications through the 26. A committee (Russell, Thompson, Weber, Callahan) was designated to write interview questions and job description, review the applications and conduct the interviews.



Evansdale Library Board

August 11, 1994

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Weber provided samples of carpeting for the childrens' area. The Board selected a 12 x 12 remnant at \$6.95 a yard in a lighter shade of blue.

There was been a good turn in our book sale and it was decided to run the sale until Monday. Any remaining books will be donated to the Salation Army or St. Vincent DePaul.

The meeting was adjourned at 8:55 p.m.

Kathy Pritchett  
Chairperson



Marlene Callahan  
Secretary

Evansdale Library Board Meeting  
September 7, 1994

The meeting was called to order at 5:32 p.m. by Weber.

Present: Fagerlind, Eldridge, Russell, Weber, Thompson, Callahan, Duffy.  
Absent: Pritchett (arrived 7:00 p.m.), Winstead (arrived 6:15 p.m.).  
NOTE: John Mardis was also in attendance.

A motion to approve the August 4 and August 11 meeting minutes was made by Weber and seconded by Thompson.

The bills outlined on the attachment were submitted; Russell will research the invoices with the City Clerk. The bills also included two purchase orders for Target, 1 roll of stamps, carpeting from Towne & Country and copies from Office Superstore. We have yet to receive the bill for the Presidents books. A motion to approve the bills was made by Thompson and seconded by Duffy.

The Treasurer reported the following balances as of 9/7/94: there is \$400 in education/training; \$200 in minor equipment; repairs at \$100. Office supplies is overdrawn by \$76. The total for books/subscriptions was \$3471.24 before tonight's bills were submitted. The year-to-date balance from County Library contributions is \$602.50. There has been \$9.70 collected this fiscal year for late book fees, duplicate cards, etc.

The circulation report that was submitted for August was missing information. A corrected August report will be prepared and presented at the next meeting.

The Housing Authority moved out of their old office today, and it was confirmed that the vacated space will be used as a conference room. It will be equipped with a table and chairs and the rest of the room is open for sharing. If we are interested in the space, we need to submit our idea to Mardis as soon as possible. Discussion was held as to its possible uses: 1) It could be used as a reading area for magazines. If we are looking at future accreditation, we need more room to display magazine subscriptions. 2) It could also be used as a student reference/study area. A concern was raised of putting a computer in there if it's going to be unsupervised. Thompson will notify Mardis that we are interested in using the area.

The Interview Committee reported that 40 applications were received for the Library Director position. The six most qualified applicants were interviewed, and it was the Committee's recommendation that the position be offered to Janice Holmes. Weber informed the Board that Janice has a Masters Degree in Library Science, work experience in a Specialized Library system, and the long-range planning and people skills to fulfill the duties of Director. Thompson and Callahan reported their findings on completing reference checks for the candidate. Also, the Committee presented to the Board a second-choice candidate in the event Holmes would not be available.

Discussion followed on how the hours would be divided between the Director and the Assistant Librarian. It was presented during interviews that the

Director would work a 30-hour week, with the Assistant working from 10 to 15 hours per week as needed. The flexible scheduling would need to be worked out between the two of them. Salary guidelines were discussed for the two positions.

The Board reviewed the position descriptions that were drafted for the Director and Assistant Librarian positions. The qualification for education on both positions states that a high school diploma is necessary. Discussion followed and the Board agreed that a GED would be acceptable. A motion to approve the position descriptions with the amendments on education was made by Thompson and seconded by Russell. The motion carried with all in favor.

Russell reported that Regional would like to meet the new Director as soon as possible after the position is filled, and offered their assistance in any way they can to the new Director. Russell informed the Board that the State Library Association advised that Library Management Classes are available. The information is mailed in November and classes are held in February/March, also further classes are available.

It was moved by Eldridge and seconded by Fagerlind to offer the Director position to Janice Holmes. The motion also included the specific salary the Board discussed, the candidate should begin work on September 12 and work 40 hours the first week if possible. All were in favor and the motion carried. The candidate was contacted and accepted the position. Pritchett will introduce Janice to the City Hall staff on September 12.

Discussion was held on the Assistant Librarian position. The interview committee recommended Susanne Laws continue in the position, with hours increased from 8 to 10-15 hours per week. Also in recognition of her efforts and hard work, the Board felt a salary increase from \$4.65 to \$4.85 was in order. Discussion was held on continuing education, with Susanne to have applicable classes paid for and to be paid hourly for the time she attends classes. It was moved by Russell and seconded by Pritchett that Susanne continue in the position with the hours, salary and education benefit discussed. All were in favor and the motion carried.

Thank you letters will be mailed to the candidates that were interviewed. Update: After discussing with the City Clerk, letters will be mailed to all persons who applied for the position. This will cut down on the number of people calling in to ask about the position.

Discussion was held on evaluation of new employees. The Trustees guide has information on evaluating employees performance. It was agreed that the positions would be evaluated on an ongoing basis and any salary increases would be dependent upon performance.

We have received one estimate for the proposed counter to be built (similar to the Water Works). Payless submitted a bid of \$346.44 for materials only. Also, a concern was raised about the height of the counter; we need to

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consider having the counter lower at one for for handicap accessibility. The counter and installation of another light are on hold until we get more bids.

Russell checked with the Office Superstore on the cost of a new fax machine. They have two models; both have cutter and activity printout and they are each \$298. We will also need a power surge strip with phone line protector for a cost of \$27.99. The fax was purchased as part of the Locator grant. Before purchasing a new fax machine, we will check with Regional to see if they know of anyone who can fix it.

Discussion was held on getting a duplicate set of keys made. With the Director and Assistant working flexible hours, there will be the need for them each to have their own set. Keys will be made for City Hall, Library and the desk. Mardis advised Iowa Door Closer would need to make the City Hall key. Callahan will obtain a purchase order and keys from Susanne to have this done.

Discussion was held on donation of used magazines. Russell is aware of a subscriber who is willing to donate National Geographic, US News, and Mechanics magazines when they are finished reading them. It was decided the Library could accept these.

Other discussion: 1) The need for having the policies and guidelines in a binder on file at the Library. The Board concurred that this will assist the Director in enforcing the policies. 2) The Friends of the Library will do something formal for Bernice's retirement. A Friends meeting will be held directly following the Board meeting.

It was moved by Russell and seconded by Thompson to adjourn the meeting. All were in favor and the meeting adjourned at 7:46 p.m.



Janan Weber  
Chairperson



Marlene Callahan  
Secretary

September 7, 1994

Bills to be paid:

American Media Corp. - \$486.55

(35 books)-

27 - Youth Fiction

8 - Youth Non-Fiction

Baker & Taylor - \$419.48

(38 books) -

4 - Adult Non-Fiction

18 - Adult Fiction

8 - Youth Non-Fiction

8 - Youth Fiction

Franklin Watts - \$218.78

(15 books)-

1 - Adult Non-Fiction

3 - Youth Non-Fiction

11 - Youth Fiction

Davidson Titles, Inc. - \$79.98

(5 book)-

5 - Youth Non-Fiction

Capper Press - \$5.52

(1 book) -

1 - Adult Non-Fiction

Books-

Resolution Number E 01-2-31-64.0

\$486.55

419.48

218.78

79.98

5.52

\$1210.31-Total

Evansdale Library Board Meeting  
September 7, 1994

The meeting was called to order at 5:32 p.m. by Weber.

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

Absent: Pritchett (arrived 7:00 p.m.), Winstead (arrived 6:15 p.m.).

NOTE: John Mardis was also in attendance.

A motion to approve the August 4 and August 11 meeting minutes was made by Weber and seconded by Thompson.

The bills outlined on the attachment were submitted; Russell will research the invoices with the City Clerk. The bills also included two purchase orders for Target, 1 roll of stamps, carpeting from Towne & Country and copies from Office Superstore. We have yet to receive the bill for the Presidents books. A motion to approve the bills was made by Thompson and seconded by Duffy.

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It was moved by Russell and seconded by Thompson to adjourn the meeting. All were in favor and the meeting adjourned at 7:46 p.m.

Janan Weber  
Chairperson

  
Marlene Callahan  
Secretary



Evansdale Library Board Meeting  
October 5, 1994

The meeting was called to order at 5:38 p.m. by Pritchett.

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

A motion to approve the September 7 minutes was made by Russell and seconded by Thompson.

The Treasurer reported the following balances as of 10/4/94: The total in books/subscriptions is \$3301.10. Office supplies is overdrawn by \$76 (this is a result of the ad which was \$239.30). There is \$200 in minor equipment. The part-time balance is \$1064.90; it originally was \$2,000. There is \$400 in education/training; repairs is at \$100. At the end of fiscal year 93-94, we had \$3,181 in Open Access. A quarterly deposit of \$176.40 was made, so we now have \$3,357.40. We will check with Mardis to see if any funds are available from option tax. We would like the City to send us a memo and let us know when different types of funds are available for use.

Circulation report: Librarian Holmes explained the methods and procedures that were being used to calculate circulation. Apparently the method that was being used recorded the items on their returned date, not the date the item was checked out. It was concurrence of the Board to change the practice and have updated figures available for the next meeting.

The following bills were submitted;

Baker/Taylor (3 invoices, one is past due)	169.35
Janice Holmes reimburse for 100 stamps	29.00
Office Super Store (purchase order)	71.67
Davidson Titles Inc. (past due)	79.98
Franklin Watts (invoice)	218.78
Garrett Book Co.	381.12
Iowa Door Closer (purchase order)	4.55
Target (books/tapes)	91.24
Regent Book Co.	675.94

A motion was made by Eldridge and seconded by Pritchett to approve the bills after Russell verifies with C.J.

Library Director's report: \* Trudy was a great help. \* Susanne Laws declined the position of Assistant Librarian. Holmes is making phone calls to applicants. We are having a hard time finding someone for just 10 hours per week. \* We received a large donation of used books. The paperbacks were in poor condition and were not usable; however, a large number of hard backed fiction were received. \* Overdue notices were sent for August. Would like to declare October (and part of November) a fine-free month. Holmes worked out a new system to monitor overdue books. \* Holmes sent letters to the schools to let the teachers know we were open for visits. \* Holmes suggested we buy a kick stool with coasters. They are about \$45. Russell will check with Lincolns and Office Superstore for their prices. The surge protector for the fax machine should be taken out of minor equipment.

Thompson talked to Mardis about the room across the hall. The plans are that it will be used as a conference room. It could possibly be used as a word processing area, or a reading club area, but that will be the limitation on it. A suggestion was made that donated books could be stored in reserve in that area until they can be checked in. If we need shelving for that, our old sheles are in the barn. We also discussed the possibility of using an intercom system between the two rooms.

Duffy presented an estimate from Payless of \$700 for the proposed counter, along with proposed drawings of the front and back views. The design shows the back of the counter fitted with varying shelves, an angled corner piece with display shelves for children, and an L shaped child's counter. The lower counter would be handicapped accessible. The material recommended is Malorite, which is easy to clean. Duffy will get two more estiamtes from Evansdale Home Improvement and Knipp Cabinets in Raymond. We would like separate bids for each of the three sections of new counter. Then the children's angled section can come out of the grant funds. We will hold another special meeting to go over the new bids.

Holmes reported that there is nothing wrong with the fax machine. When she checked it, she found that it had come unplugged; it is working fine now.

Pritchett gave an update on the Library signs. The city doesn't put up the signs for free; there is a \$25 charge per sign. The library signs cost \$30.95 apiece. We will not pursue purchasing signs at this time due to the expense of the sign combined with the installation charge. Pritchett also gave an update on the 3 x 4 wooden sign and post. We did not receive samples from Atkins Sign Co, Elk Run Heights as was indicated we would by Mark Atkins. We will pursue with Knipp Cabinets, John Nagle Signs, and Evansdale Home Improvement at this time to see if they make signs.

Discussion was held on donation of used magazines. Russell is aware of a subscriber who is willing to donate National Geographic, Newsweek, and assorted automotive and mechanics magazines. We would like to get something to appropriately display magazines. We will increase the number of

Evansdale Library Board  
October 5, 1994  
Page 3

magazine subscriptions for our next budget, and will need ideas from Holmes on this.

Russell distributed copies of an updated member list, fiscal budget, by-laws, and assorted information on policies and excerpts from past board minutes. Russell would like members to review the handouts and determine if there are items that need to be followed up on.

Thompson reported that the funds for Green's vacation and sick pay does not come out of the part-time or full-time budget; it comes out of another account.

A copy of the bylaws will be retained at the desk by Holmes, along with a binder containing the Library policies.

Mardis informed Thompson that the change in the length of term for Board members has to be approved by the city Council; it will need to be changed in the ordinance.

It was decided to close the library on election day in November.

The meeting adjourned at 8:02 p.m.

*Kathy Pritchett*  
Kathy Pritchett  
Vice Chairperson

*Marlene Callahan*  
Marlene Callahan  
Secretary

Evansdale Library Board Meeting  
November 2, 1994

The meeting was called to order at 5:30 p.m. by Weber.

A welcome was given to our new assistant librarian, Charlene Overmann.

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

Absent: Callahan

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

The following bills were presented:

Oscro Drug	(Snow White video)	16.95
City of Evansdale	(5 reams of paper)	9.50
Office 1 Super Store	(misc. office supplies)	27.77
Dempco Inc.	(construct paper, stamp pad, etc)	27.59
Gaylor Bros.	(alphabetic guides)	23.10
	Total of bills done by purchase order	104.91
Regent Book Co.	(2 books)	17.71
		<u>122.62</u>

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

The treasurer reported the following balances: \$1,618.30 in books and subscriptions; -\$243.69 in office supplies; \$1,064.90 in parttime on 10/13/94; \$200.00 in minor equipment; \$100.00 in repairs.

Circulation Report for October, 1994

Circulation

Adult fiction	282	Elk Run Heights	60
Adult nonfiction	63	Raymond	8
Youth/children fiction	441	County Borrowers	39
Youth/children nonfiction	83	Waterloo	105
Magazines	13	Cedar Falls	1
Videos	193		
	<u>1075</u>		

Phone calls for information	20	Interlibrary loan rec.	2
New cards issued	26	Open Access	\$155.50
(since 12 Sept.)		(311 x .50)	

Holmes attended a county library meeting and a request will be submitted to the county supervisors for funding in the amount of \$1849.

Duffy presented an estimate of \$2090 for the check out counter prepared by Nichols Home Improvement. Mr. Nichols indicated it would be six weeks before they would have time to begin the project. In view of the fact that there has been no other estimates forthcoming and a factory made counter is overwhelmingly higher in cost, the board agreed to go with this estimate. A motion was made by Russell to have Nichols Home Improvement build a check out counter as long as the cost does not exceed \$2,200 and the work can be completed in ninety days. The motion was seconded by Pritchett.

As of October 4th, there was a balance of \$587 left in the capital improvement line item. Weber will contact the mayor about receiving funds from the optional tax fund to pay for the balance due on the counter.

There has been no new developments concerning library signs.

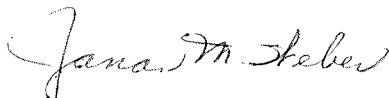
The library will be closed on November 24th, Thanksgiving Day; but it will reopen on the Friday after even though city hall is closed on Thursday and Friday. The library will be closed on December 24th and December 26th for the Christmas holidays.

Pritchett will purchase a dozen video boxes at the One Dollar Store. If the boxes prove durable, then another two dozen boxes will be purchased.

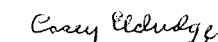
Holmes received information about the 1995 Summer Library Program from the state. The state summer reading program for this year is called "Sky's The Limit". A manual can be requested at no cost and consideration of promotional items will be done later.

THANK YOU, Mike Thompson, THANK YOU for all the time you have spent contacting patrons about their overdue books.

A motion to adjourn the meeting at 7:37 p.m. was made by Pritchett and seconded by Thompson.



Janan Weber  
Chairperson

  
Casey Eldridge  
Acting Secretary

Evansdale Library Board Meeting  
December 8, 1994

The meeting was called to order at 5:36 p.m. by Weber.

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

A motion to approve the November 2 minutes was made by Thompson and seconded by Russell.

The bills as outlined on the attached were submitted for approval. A motion to approve the bills was made by Callahan and seconded by Duffy. All were in favor.

The Treasurer reported the following balances: \$1166.41 in books & subscriptions; \$ -162.46 in Office supplies; \$200 in minor equipment; \$100 in repairs; \$400 in education/training.

The Circulation report for November is attached.

Directors report: 1) Librarian Holmes reported that there was a total of 17 people in (for the whole month) for Mondays and Thursdays when we are open til 7 p.m. Also, from noon until 2 p.m. is a very slow time. Some patrons return books with the Water Department in the early morning hours before we are open. Discussion followed. Holmes will continue to track these statistics before we consider changing the library hours. 2) Holmes received the State library report which was passed for Board review. Holmes also reported we received thank you's from the 5th grade class at Jewett. 3) Evansdale Garden Club meeting and luncheon was held in the library on 11/18. 4) There are Internet workshops and Grantsmanship workshops coming up in January and again in July. There is a 415 fee for both of them. Holmes will be attending both; Board members are also encouraged to attend. 5) Holmes questioned whether she could purchase a calculator for the library. She will check with the City first to see if there is an unused one, before ordering a new one. 6) Thank you to Mike Thompson for calling on the overdue books. We have had a tremendous response. Holmes now has most of the overdues on a master file on the computer. 7) We should be performing a period review of library card holders to ensure they are still valid. Holmes will next start pulling the old application cards and cross checking them with the city directories and phone book to see if people are still living in the area. 8) The reserve book policy was discussed. Reserve books should be on a speed checkout and only allowed out for two weeks. 9) Discussion was held on how to make the public aware of new releases. Weber will call area schools to see if we

can be included in their monthly newsletter. Holmes also suggested calling area churches. We also would like to purchase a small rack to display the new releases in. 10) We need to distribute more brochures; the supplies in the area business are dwindling.

**Old Business:** 1) The work on the check out counter will begin after the first of the year and will take approximately 6 - 8 weeks; it will be built by Nichols. We used \$500 from Capital improvements and the City gave us the other \$1500 we needed for the counter. Thank you to the City council for approving this request. 2) No news on the library sign. 3) No news on the lights. 4) We will be using open access funds to complete some of our incomplete book sets. Other items needed are bookends and new adult nonfiction books.

**New business:** 1) For New Years Holiday, we will be closed on Monday, January 2 and Saturday, December 31. 2) Mike Thompson announced his resignation from the Library Board; Mike will be serving on the Housing board. Mike will continue his efforts for the library by organizing a Friends of the Library.

**Other:**

The fax machine is able to send, but not receive, and is not able to send consistently. We will have the man who installed it come to check on it. The board approved up to \$50 to complete the repairs. If the amount is over \$50, then Holmes will need to notify the Board for further approval. It was motion was made by Thompson and seconded by Callahan, with all in favor.

Discussion was held on budget preparation. Among the items covered were: The allotted salary was based on \$6.25 hourly for 40 hours a week. We will need to increase funds for new acquisitions, and maintain the amounts in education and training. Office supplies needs to be increased for postage, interlibrary loans shipments, and printing brochures. Income from copy machine charges goes to Friends of the Library. Overdue book fines and printing on computer goes back to the City. Weber and Callahan volunteered for the Budget Preparation Committee.

Holmes informed the Board that she is a Notary Public. The Board approved her posting a sign to offer her services.

Evansdale Library Board

December 8, 1994

Page 3

Discussion was held on pursuing library accreditation. In order to do so, one of the things we will need to increase is the number of magazine subscriptions offered in the library.

The meeting adjourned at 8:04 p.m.



Jana M. Weber  
Chairperson



Marlene Callahan  
Secretary



MONTHLY CIRCULATION REPORT  
EVANSDALE PUBLIC LIBRARY  
NOVEMBER 1994

Adult non-fiction	111	Children non-fiction	97
Adult fiction	245	Children fiction	382
Total adult	356	Total children	479
Magazines	10		
Total print	845	Videos	171
Interlibrary loan sent	4	recieved	4
Grand total of all materials	1016		

NUMBER OF ITEMS LOAN OTHER THAN EVANSDALE

Elk Run Heights	88	Raymand	25	Waterloo	158
County 42	Oelwein	3			

Day with highest total check out <sup>Nov</sup> 3rd with 79

Adult highest day 10th & 14 28, 26th 24

Children highest day 3rd 37, 9th 46

Videos 12 on the 3rd, 11th, 18th, 19th, 25th

People in

Total	417	highest day	25th (day after Thanksgiving)
			32

lowest day 6 on the 15th

Open 24 days in the month

Monthly Bills to be apporved

City Production, Inc	A tour of Atlanta (video)	33.45
Office 1 Superstore	Office supplies	14.51
Morris Printing Company	Library cards	20.00
American Media Corporation	7 books, 6 cc kits	115.60
City Productions (Riviera Finance)		
	4 video state capatials	105.08
World Almanac Education	95 Almanac	7.87

Evansdale Library Board Meeting  
January 4, 1995

The meeting was called to order at 5:35 p.m. by Chairman Weber.

Present: Buckendahl, Winstead, Fagerlind, Russell, Eldridge, Duffy, Weber,  
Librarian Holmes

Absent: Pritchett, Callahan

A motion to approve the minutes of the last meeting was made by Winstead and seconded by Russell.

The following bills were submitted:

Sentimental Productions	(Video tapes: The Signs & Rhymes of Burma Shave and Roadsters, Rumbleseats & Country Drives)	44.95
Walden Book Company	(Wings, Wild Horses, The Lottery Winner, Nothing Last Forever)	75.72
		<hr/> 120.67

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

The treasurer reported that the Book and Subscription balance stands at \$1,045.74 with all the other balances remaining the same as last month.

Monthly Circulation Report for December, 1994

Adult non-fiction	39	Total people in	321
Adult fiction	<u>259</u>		
	298	Highest day (Dec. 29)	24
Children non-fiction	40	Lowest day (Dec. 13 + 15)	9
Children fiction	<u>330</u>		
	370	Adult highest day (Dec. 19)	34
Magazines	2	Children highest day (Dec. 15)	44
Videos	143		
Total circulation	<u>813</u>	Videos (Dec. 10) highest	14
Elk Run Heights	22	Average number in	13.3
Raymond	34		
Waterloo	69	Days opened in December	24
County	50		

Director's Report: The state accreditation report for 1994 was sent in.

Holmes talked to five churches about posting list of new materials in the library. She sent a poster and list to them at the end of the year. Janan took one to the Raymond post office and Bev Musch, Elk Run Heights city clerk, took a list to post. There is a list posted in the hallway outside of the library. Holmes will send updated lists on periodical intervals as appropriate.

Two faxes came in last month after the board meeting without any trouble so have not talked to anyone about it. The city had a calculator that is being used in the library.

There is to be a meeting on March 16th about the summer reading

program which Janice and Charlene would like to attend. A motion was made by Russell and seconded by Fagerlind to hire a sub for March 16th so the library staff could attend the state summer reading program meeting.

The Library Journal was ordered which will cost around \$110.00. A motion was made by Russell and seconded by Fagerlind to purchase Story Hour: 55 Preschool Programs for Public Libraries at a cost of \$38.50 plus \$2.00 for handling. These materials should be taken out of the Education and Training line item.

Old Business: The check out counter will be installed in a couple of weeks.

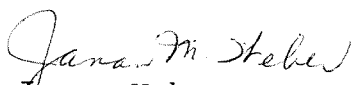
The mayor is looking into getting new energy efficient lights after the new fiscal year. This could include new chairs and carpet which would come out of capital improvements.

New Business: The library will be closed for the election on January 24th. Library business comes to a standstill when there are lines of people from two wards waiting to use the voting machines. Weber will check with the election board to see if the voting site can be moved to another location.

A motion was made by Russell and seconded by Fagerlind to increase the salary of the librarian to \$6.25 effective immediately. An evaluation of the librarian's performance will be completed before the new fiscal year.

Winstead will check at Target to see what it would cost to replace the blinds in the library. It may be more cost efficient to replace them than hire someone to clean them.

Librarian Holmes was excused from the meeting at 7:10 p.m. A motion was made by Winstead and seconded by Buckendahl to adjourn the meeting at 7:29 p.m.

  
Janan Weber  
Chairperson

  
Acting Secretary

Evansdale Library Board Meeting  
February 1, 1995

The meeting was called to order at 5:37 p.m. by Weber.

Present: Fagerlind, Eldridge (arrived 5:43), Pritchett, Russell, Weber,  
Winstead, Buckendahl, Callahan, Duffy, Holmes.

Absent: none

The minutes were reviewed, and Russell indicated a change should be made to Book/Subscription. The balance that was quoted was inaccurate; the exact balance as of 1/4/95 is not known. A motion to approve the January 4 minutes as amended was made by Fagerlind and seconded by Pritchett.

The bills as outlined on the attached were submitted for approval. A motion to approve the bills was made by Pritchett and seconded by Callahan. All were in favor.

The Treasurer reported the following balances as of 1/24/95: \$618.50 in part-time; education/training at \$ 400.00; minor equipment at \$ 200.00; repairs at \$ 100.00; office supplies at \$ -296.88; books/subscriptions at \$869.03. The overall budget has \$ 11,318.35 remaining. The revenue guidelines shows that open access funds are at \$ 331.90.

Russell was excused from the meeting at 5:47 p.m.

The Circulation report for January is attached. Circulation was down, but the number of people in was up, attributed mainly to requests for tax forms.

Directors report: 1) The new counter came in on the 13th. 2) Thompson fixed the window behind the desk and Weber cleaned the blinds. 3) on 1/17/95, Holmes attended a Waterloo library meeting regarding the upcoming National Library Week. 4) The fax machine is again working only intermittently. One of the problems is that the machine indicates it's receiving, but doesn't print anything out. Also, we can't receive faxes in off-hours, because the library calls automatically transfer to the city clerk after 4 rings. 5) \$168.00 in open access funds has been applied for, but hasn't come back yet. 6) Holmes ordered the Library Journal, and is waiting to receive it. 7) The story hour book is on back order. 8) Holmes has received positive feedback on the posting a list of the new books around town. Books are still being donated due to the article in last week's paper.

**Old Business:** 1) It was confirmed that the price for the check out counter did include having a cut-out and inset for a card file. It was included in the bid; we should notify them if we want it done. 2) The summer reading program will be having a workshop on March 16 at the Waverly library from 9-12 a.m. Barb Meyers will sub and Janice and Charlene will both attend the workshop. 3) Discussion was held on the budget report. Weber and Callahan will meet with the mayor to discuss the county funds that the library receives, to ensure that the city is aware that these funds should not be included in the budgeted amount. Also, not mentioned in the newspaper was the increase in office supplies that was requested. 4) Discussion was held on incentives for the summer reading program which need to be ordered by 2/10/95. Pricing and quality were reviewed and general consensus was to order pencils, posters and buttons. Holmes will find out what the totebags and reading records look like before ordering them.

**New business:** 1) National Library week will be held April 9 - 15. Large banners are \$10 and small ones are \$ 4-5; approval made to order a small one. We will distribute posters to the area businesses to encourage a community read for 15 minutes. Also, we will be gathering information to publicize 'favorite book as a child' for the mayor, council members, businessmen, etc. and will have them posted in the library. To celebrate National Library week, we will be hosting an open house on Monday, April 10 from 5:30 to 7:00 p.m. We will serve cookies, punch, and coffee. Holmes will order 100 pencils promoting the library to be given away during the open house.

2) Public Library management classes are available at no cost. Holmes would like to attend and feels it will be necessary for her library certification. A meeting will be held Tuesday, March 7 from 10 a.m. - 2 in Des Moines. The 7 remaining sessions are on Tuesdays between March 14 to May 23. Arrangements will be made for Charlene to work these days. The board approved that Holmes be paid the hours she attends and reimbursed for mileage.

3) Soaring to Excellence teleconference has a \$10 fee; the board approved Charlene to attend. Holmes will discuss with her.

4) Two chair samples were delivered today and they both are within the \$200 price range that was set. Holmes will make a decision on which one she likes. We should be able to resell the old chair for \$75-100.

Evansdale Library Board

February 1, 1995

Page 3

**Other:**

1) More brochures need to be printed. Changes were discussed; Callahan to make changes and arrange for printing.

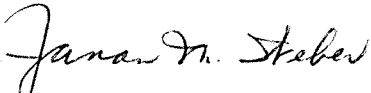
2) Summer Youth Program will be starting soon. The board approved participating again this year.

3) The date for the March meeting will not be held on 3/1 which is Ash Wednesday. The meeting will be held on Wednesday, March 8 at 5:30.

4) We will be sending a form letter to area businesses asking for donations for magazine subscriptions. The donations will be tied in to National Library Week and publicized/displayed.

5) The small computer on the upper level of the library was not working last week when a patron tried to use it. Discussion was held on removing it.

The meeting adjourned at 7:15 p.m.



Janen Weber  
Chairperson



Marlene Callahan  
Secretary

Monthly Bills to be approved

February 1995

Education Training

Minor Equipment

Office Supplies

Target

assorted basket, push pins and quik tac 10.56

Office 1 Superstore

magic tape, staples, file folders 10.32

Janice stamps 50 \$.32 16.00

Books, subscriptions, VCR Tapes

Walden Book Company 79.75

Couplehood, Midnight in the garden  
of good and evil, Crossing the threshold  
hope, Daisy-head Maisy, Your kitten's first year,  
Your puppy's first year.

Franklin Watts 12.90

Boston tea party

Oxford Press 21.19

Buildings of Iowa

Polk & Co. 103.44

1995 City Directory

Capital Improvements

The Counter Top Shop 2090.00



MONTHLY CIRCULATION REPORT  
EVANSDALE PUBLIC LIBRARY  
JANUARY 1995

Adult non-fiction	82	Children non-fiction	97
Adult fiction	219	Children fiction	160
Total adult	300	Total children	275

Magazines 8

Total print	565	Videos	192
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Interlibrary loan sent	received
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Grand total of all materials 757

NUMBER OF ITEMS LOAN OTHER THAN EVANSDALE

Elk Run Heights	41	Raymond	27	Waterloo	123
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County 42 Jesup 1

Day with highest total check out

Adult highest day 13th - 30

Children highest day 13th - 36

Videos 27th - 18

People in

Total 447

highest day 28th -29

lowest day 7th - 5

Open days in the month 24

Average number in: 18.63

Evansdale Library Board Meeting  
March 8, 1995

The meeting was called to order at 5:34 by Weber

Present; Fagerlind, Winstead, Pritchett, Buckendahl, Eldridge, Weber . Russell arrived at 5:45. Also Director Holmes.

Absent Duffy and Callahan

Winstead made a motion to approve last months minutes Buckendahl second. Motion passed.

Circulation report for February was read. It is attached.

Director's report; The order for items for the summer reading program have been ordered a total of \$20.66. Charlene and Janice are planning to attend the workshop on March 16th. The Courier would like a schedule for the summer program activities sent in by April 10th. March 16th there is a meeting to make banners and prepare for National Library week. Janice attended a book fair at the Waterloo Library. The Decorah Library has loaned us some large print books. We will keep them for 3 months and then trade for new ones. There will be an article included in the friends newsletter about the large print books. We had some Christian non-fiction books donated. We have had request from Home-schoolers for this type of material. Janice has ordered \$300.00 in books. Charlene may work some extra hours to sub for Janice. Janice has requested a week off work, July 25th - 29th for personal use. It was approved and Charlene or Barb Meyers will work her hours that week. Janice and Charlene are going to take a computer class at Hawkeye Community College.

Bills were read; They are attached. Motion to pay the bills was made by Buckendahl second by Fagerlind motion passed.

Treasurer's report, balances as of 3/8/95: Librarian salary \$5,801 45%, Partime \$246.50 12%, Education and training \$400.00 100%, This will soon change after reimbursement for Janice and Charlene's schooling. Minor equipment \$200.00 100%, Repairs \$100.00 100%, Office Supplies, over budget we have spent \$334.01 134%, Books and Subscriptions 532.52(12%), There is a balance of \$24.70 in Library fines and cards. Open access funds \$499.90 this year. Our total open access is \$3681.75.

We discussed spending some of our open access money on a shelve system in the hallway for pamphlets.

We need to decided which line item to take partime out of it was not settled at the meeting.

Mike Thompson worked with the fax machine and got a dial-tone so we will test it. If it is broken we will not fix it. The board is looking into other options.

aThe old computer on stage had a different monitor attached to it

seems to be working ok.

New Business;

There will be a story/ activities time March 22nd from 9:00-10:00 and be limited to 12 kids. Mike Thompson and Deb Buckendahl will be in charge of. They will use a theme from a book.

Other

We were asked if we could use the Library for a drop of for profession clothing drive ran by the Clothes Closet. It was approved. It will be held for a week with clothes picked up each day. It is not certain of the week it will be held at this time.

There is a possibility of a daisy group or a pre-Daisy group being started.

The trustees guide is being updated.

The old plaques were removed from the wall and will be given back to the city.

There was a motion made by Eldridge made a motion we spend \$1000.00 of our open access money on various books and to complete sets. Buckendahl seconded it. Motion passed.

The old chair will be offered to the city employees to purchase, if there is no interest will will advertise it.

Janice is hoping to get rid of the cart by the desk soon.

The meeting was adjourned at 7:25

Acting secretary  
Kathy Pritchett

*Kathy Pritchett*

*Janice M. Steber*

MONTHLY CIRCULATION REPORT  
EVANSDALE PUBLIC LIBRARY  
FEBRUARY 1995

Adult non-fiction	85	Children non-fiction	63
Adult fiction	254	Children fiction	354
Total adult	339	Total children	417
Magazines	20		
Total print	776	Videos	207
Interlibrary loan sent		received	1

Grand total of all materials 983

NUMBER OF ITEMS LOAN OTHER THAN EVANSDALE

Elk Run Heights 64 Raymond 4 Waterloo 161  
County 61

Day with highest total check out 27th 81 (had two  
day of 80 and one of 81)

Adult highest day 27th 35

Children highest day 23rd 48

Videos 6th 18 (two days of 17)

People in  
Total 467

highest day 6th 33

lowest day 18th and 21st 11

Open days in the month 24

Average number in: 11.13

Money turned in to city clerk's office  
fines \$36.92  
Duplicate cards \$3.00  
Computer printout \$2.00

Monthly Bills to be approved

March 1995

Education Training

Janice Holmes \$85.00

Charlene Overmann \$79.00

Computer classes at Hawkeye Community College

Minor Equipment

Lincoln's Office City \$199.00 desk chair

Office Supplies

Samdee's LTD

5.34

name tag for Charlene

Demco

38.52

Catalog cards, date due slips  
labels, colored coded dots

Janice Holmes

100 \$.32 stamps

32.00

Office 1 Super store

8.03

pens and magazine files (3)

Books, subscriptions, VCR Tapes

World Media Express

59.86

11 books

Target - Goose bump's book (26)

65.12

Capital Improvements

PERIOD #08  
REPORT SEQUENCE:

City of Evansdale  
EXPENDITURE GUIDELINE  
LIBRARY \*TENTATIVE REPORT\*

PAGE #1  
DATE: 03/06/95  
REPORT #76

NOITURE  
3 4 5  
01-2-31-XX.X

ACCOUNT	ACCOUNT DESCRIPTION		EXPENDITURES TO DATE		PURCHASE		BALANCE
	ADOPTED BUDGET	REVISED BUDGET	MONTH	YEAR	ENCUMBRANCES	PAYABLES	
01-2-31-XX.X							
E 01-2-31-01.0			SALARY - LIBRARIAN				
	13,000.00	13,000.00	750.00	7,199.00	0.00	0.00	5,801.00 45%
E 01-2-31-02.0			PT LIBRARY ASSIST/OVERTIME				
	2,000.00	2,000.00	186.00	1,753.50	0.00	0.00	246.50 12%
E 01-2-31-06.0			FICA-CITYSHARE-LIBRARY Trf21				
	0.00	0.00	0.00	0.00	0.00	0.00	0.00 *****
E 01-2-31-08.0			IPERS-CITYSHARE-LIBRARY Trf21				
	0.00	0.00	0.00	0.00	0.00	0.00	0.00 *****
E 01-2-31-10.0			GROUP INS. LIBRARY Trf 21				
	0.00	0.00	0.00	0.00	0.00	0.00	0.00 *****
E 01-2-31-11.0			WORKERS COMP - LIBRARY Trf 21				
	0.00	0.00	0.00	0.00	0.00	0.00	0.00 *****
E 01-2-31-13.0			EDUCATION/TRAINING				
	400.00	400.00	0.00	0.00	0.00	0.00	400.00 100%
E 01-2-31-14.0			UNEMPLOYMENT - LIBRARY Trf 21				
	0.00	0.00	0.00	0.00	0.00	0.00	0.00 *****
01-2-31-38.0			BUILDING RENT				
	4,000.00	4,000.00	0.00	4,000.00	0.00	0.00	0.00 0%
E 01-2-31-40.0			BUILDING/GROUNDS MAINTENANCE				
	1,475.00	1,475.00	52.58	219.29	0.00	0.00	1,255.71 85%
E 01-2-31-45.0			TELEPHONE				
	600.00	600.00	49.04	386.53	0.00	0.00	213.47 36%
E 01-2-31-48.0			UTILITIES				
	1,575.00	1,575.00	170.13	1,407.49	0.00	0.00	167.51 11%
E 01-2-31-54.0			MINOR EQUIPMENT				
	200.00	200.00	0.00	0.00	0.00	0.00	200.00 100%
E 01-2-31-55.0			REPAIRS				
	100.00	100.00	0.00	0.00	0.00	0.00	100.00 100%
E 01-2-31-58.0			OFFICE SUPPLIES				
	250.00	250.00	37.13	584.01	0.00	0.00	-334.01 -134%
E 01-2-31-59.0			PETTY CASH				
	25.00	25.00	0.00	0.00	0.00	0.00	25.00 100%
E 01-2-31-64.0			BOOKS, SUBSCRIPTIONS, VCR TAPES				
	4,350.00	4,350.00	215.84	3,817.48	0.00	0.00	532.52 12%

REPORT #08  
 XT SEQUENCE:

City of Evansdale  
 REVENUE GUIDELINE  
 LIBRARY \*\*TENTATIVE\*\* FEB '95

PAGE #1  
 DATE: 03/06/95  
 REPORT #77

REVENUE  
 1 2 3  
 01-345.XX

ACCOUNT	ACCOUNT DESCRIPTION		REVENUES TO DATE		BALANCE	
	ADOPTED BUDGET	REVISED BUDGET	MONTH	YEAR		
01-345.XX						
R 01-345.00			LIBRARY FINES, BOOKS, CARDS			
	150.00	150.00	14.65	125.30	24.70	16%
R 01-345.01			OPEN ACCESS FUNDS			
	0.00	0.00	168.00	499.90	-499.90	***

FUND SUMMARY						
FUND	ADOPTED BUDGET	REVISED BUDGET	REVENUES TO DATE		BALANCE	
			MONTH	YEAR		
01						
	150.00	150.00	182.65	625.20	-475.20	-317%
	150.00	150.00	182.65	625.20	-475.20	-317%

POTD #08  
IT SEQUENCE:City of Evansdale  
EXPENDITURE GUIDELINE  
LIBRARY \*TENTATIVE REPORT\*PAGE #2  
DATE: 03/06/95  
REPORT #76

## FUND SUMMARY

FUND	ADOPTED BUDGET	REVISED BUDGET	EXPENDITURES TO DATE		ENCUMBRANCES	PAYABLES	PURCHASE ORDERS	BALANCE	
			MONTH	YEAR					
01	27,975.00	27,975.00	1,460.72	19,367.30	0.00	0.00	0.00	8,607.70	31X
	27,975.00	27,975.00	1,460.72	19,367.30	0.00	0.00	0.00	8,607.70	31X



Evansdale Library Board Meeting

April 6, 1995

The meeting was called to order at 5:40 by Weber.

Present; Duffy, Buckendahl, Eldridge, Weber, and Pritchett.

Russell arrived at 6:30.

Absent Callahan, Winstead, Fagerlind.

Minutes were read and corrected to read Fiction instead of non-fiction. Pritchett motioned to approve the minutes Buckendahl second, motion passed.

Circulation report: Circulation was up for the month of March. Magazines showed a large increase. The rest of report is attached.

Director's report; 1. New locator disc arrived. Ken Davenport installed and showed how to add our books to it. 2. Friends of the Library bought 6 new audio "Books on tape" A patron donated 11 more. Check out is one month. We have had a positive response to this item. #3 New book list has been sent out. Copies are sent to Elk Run City Hall, Raymond, and local schools. 4. New trustees handbook has been sent out. 5. Petty cash was drawn to pay postage on interlibrary loans. 6. Charlene and Janice enjoyed the workshop March 16th. They got new ideas for storytime. 7. Janice has had three classes in Public Library management. 8. the new brochures are in.

Old Business; National library week open house was finalized. We will have fine free days on Tuesday, Wednesday, and Thursday. April 11th, 12th, and 13th. Prithcett made the motion and Eldrigge second motion passed. The friends group has scheduled activities for the week, including a guest story readers, a game Marathon, Parent/ Child activity and possible theatre actors from the local Community theater. We will set-up a registration for door prizes. Prizes will be writing tablets. We discussed a "My favorite book" sign-up We decided to do it.

Report of March 22nd story/activities time. Deb Buckendahl had three girls. It was a success and has been asked to repeat it.

Treasures report is attached.

Bills were presented and Duffy made a motion to pay, Buckendahl second motion passed.

Open access money to date is \$3685.75 there has been \$1,000 approved to spend on books. It has not been paid out yet.

Fax machine has been working fine.

New Business: summer holidays of May 29th and July 4th the library will be closed.

Summer Activities Program; Janice could do possibly one 45 minute session a week if we had a summer helper. We have set the schedule for Thursday morning 10:00 to 10:45. June 15th through August 10th. Ages will be K-4th.

We went though donated books and magazines in preparation of the open house.

Marlene Callahan has sent in her resignation. Russell made a motion to accept and Duffy second. Motion passed.

Duffy will research the wall pamphlet holder for the hallway.

The meeting was adjourned at 7:55

Acting secretary

Kathy Pritchett

*Kathy Pritchett*

President:

*Janice M. Stebel*

PERIOD #09  
REPORT SEQUENCE:

City of Evansdale  
EXPENDITURE GUIDELINE  
LIBRARY - TENTATIVE MARCH 1995

PAGE #1  
DATE: 04/05/95  
REPORT #76

EXPENDITURE  
1 2 3 4 5  
01-2-31-XX.X

ACCOUNT			ACCOUNT DESCRIPTION				PURCHASE			
	ADOPTED BUDGET	REVISED BUDGET	EXPENDITURES TO DATE							
			MONTH	YEAR	ENCUMBRANCES	PAYABLES	ORDERS	BALANCE		
01-2-31-XX.X										
E 01-2-31-01.0			SALARY - LIBRARIAN							
	13,000.00	13,000.00	1,137.50	8,336.50	0.00	0.00	0.00	4,653.50	36%	
E 01-2-31-02.0			PT LIBRARY ASSIST/OVERTIME							
	2,000.00	2,000.00	286.30	2,041.80	0.00	0.00	0.00	-41.80	-2%	
E 01-2-31-06.0			FICA-CITYSHARE-LIBRARY Trf2:							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	*****	
E 01-2-31-06.0			IPERS-CITYSHARE-LIBRARY Trf2:							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	*****	
E 01-2-31-10.0			GROUP INS. LIBRARY Trf 2:							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	*****	
E 01-2-31-11.0			WORKERS COMP - LIBRARY Trf 2:							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	*****	
E 01-2-31-13.0			EDUCATION/TRAINING							
	400.00	400.00	0.00	0.00	0.00	0.00	0.00	400.00	100%	
E 01-2-31-14.0			UNEMPLOYMENT - LIBRARY Trf 2:							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	*****	
E 01-2-31-38.0			BUILDING RENT							
	4,000.00	4,000.00	0.00	4,000.00	0.00	0.00	0.00	0.00	0%	
E 01-2-31-40.0			BUILDING/GROUNDS MAINTENANCE							
	1,475.00	1,475.00	55.24	1,274.53	0.00	0.00	0.00	1,200.47	81%	
E 01-2-31-45.0			TELEPHONE							
	600.00	600.00	37.95	424.49	0.00	0.00	0.00	175.51	29%	
E 01-2-31-48.0			UTILITIES							
	1,575.00	1,575.00	172.84	1,580.03	0.00	0.00	0.00	-5.03	0%	
E 01-2-31-54.0			MINOR EQUIPMENT							
	200.00	200.00	199.00	199.00	0.00	0.00	0.00	1.00	1%	
E 01-2-31-55.0			REPAIRS							
	100.00	100.00	0.00	0.00	0.00	0.00	0.00	100.00	100%	
E 01-2-31-58.0			OFFICE SUPPLIES							
	250.00	250.00	90.04	1,674.05	0.00	0.00	0.00	-424.05	-170%	
E 01-2-31-59.0			PETTY CASH							
	25.00	25.00	25.00	25.00	0.00	0.00	0.00	0.00	0%	
E 01-2-31-64.0			BOOKS, SUBSCRIPTIONS, VCR TAPES							
	4,350.00	4,350.00	59.86	3,877.34	0.00	0.00	0.00	472.66	11%	

PERIOD #09  
REPORT SEQUENCE:

City of Evansdale  
EXPENDITURE GUIDELINE  
LIBRARY - TENTATIVE MARCH 1995

PAGE #2  
DATE: 04/05/95  
REPORT #76

FUND SUMMARY

FUND			EXPENDITURES TO DATE		ENCUMBRANCES	PAYABLES	PURCHASE		BALANCE	
	ADOPTED BUDGET	REVISED BUDGET	MONTH	YEAR			ORDERS			
01	27,975.00	27,975.00	2,065.44	21,432.74	0.00	0.00	0.00	5,542.26	23%	
	27,975.00	27,975.00	2,065.44	21,432.74	0.00	0.00	0.00	5,542.26	23%	

PERIOD #09  
REPORT SEQUENCE:

City of Evansdale  
REVENUE GUIDELINE  
LIBRARY - MARCH 1995

PAGE #1  
DATE: 04/05/95  
REPORT #77

REVENUE  
1 2 3  
XX-345.XX

ACCOUNT	ADOPTED BUDGET	REVISED BUDGET	REVENUES TO DATE		BALANCE
			MONTH	YEAR	
XX-345.XX					
R 01-345.00	150.00	150.00	50.22	175.32	-25.32 -17%
R 01-345.01	0.00	0.00	4.30	304.40	-304.40 *****

FLD SUMMARY

FLD	ADOPTED BUDGET	REVISED BUDGET	REVENUES TO DATE		BALANCE
			MONTH	YEAR	
01	150.00	150.00	54.72	679.92	-529.92 -353%
	-----	-----	-----	-----	-----
	150.00	150.00	54.72	679.92	-529.92 -353%

Monthly Bills to be approved

April 1995

Education Training

Janice Holmes \$85.00

Charlene Overmann \$79.00

Computer classes at Hawkeye Community College

Mileage Workshop at Waverly

60 miles @ .20

12.00

pay to Charlene Overman

Minor Equipment

Office Supplies

Janice Holmes

10 postcards \$.20

2.00

Office 1 Super store

38.56

typewriter ribbons 10.98

paper and printing 27.57

Books, subscriptions, VCR Tapes

Publishers Quality Library Service

109.47

eight books

Capital Improvements

MONTHLY CIRCULATION REPORT  
 EVANSDALE PUBLIC LIBRARY  
 MARCH 1995

Adult non-fiction	110	Children non-fiction	91
Adult fiction	315	Children fiction	515
Total adult	425	Total children	607
Magazines	54	Total print	1086
Videos	253	Auido tapes	2
Total non-print	255		

Interlibrary loan			
sent		received	9

Grand total of all materials 1350

NUMBER OF ITEMS LOAN OTHER THAN EVANSDALE

Elk Run Heights	94	Raymond	41	Waterloo	202
County 17		Open access other	Earlham	1	

Day with highest total check out	27th	115 items
Adult highest day	27th	38
Children highest day	4th	52
Videos	4th	20

People in	
Total	602
highest day	2nd 48
lowest day	28th 10

Open days in the month 27

Average number in: 22.3

Money turned in to city clerk's office

fines	\$58.65
Duplicate cards	\$2.00
Computer printout	\$3.80

Evansdale Library Board Meeting

00.002 37 100 1000 at 30 May 23, 1995 (assumed) 5 32 111 1995

The meeting was called to order at 5:35 by Weber of Evansdale

Present; Winstead, Fagerlind, Prithcett, Weber, Buckendahl, and Eldridge.

Absent; Russell

Prithcett will continue to take notes until July elections.

Fagerlind made a motion to approve last months minutes. Buckendahl second, motion passed.

Bills were presented (attached) motion to pay the bills was made by Prithcett, a second was made by Duffy. Motion passed.

A back bill for \$395.75 from last August was presented. We gave the librarian authorization to pay if the books can be located.

The \$1000.00 donated by the Friends must wait until July to be spent because of budget amendments.

Treasurer's report; (attached)

Circulation report; (attached)

Director's report; 1. Holmes completed computer class. 2. Overman is taking her introduction to computers this week. 3. Mike Thompson donated tapes and books 4. Holmes is getting people lined up for the summer program.

Old business;

Library week activities. The open house was small but the weather was bad that day. The week ended with 5 kids participating and was considered a success. Several community leaders read stories.

Wall pamphlet holder report; The price is \$25.00 per unit. We will asked Mike Thompson to check on the difference in price from the last one we bought.

Summer Program advertising; The Hometown, Courier, and Headstart newsletter will run articles to promote the program.

New business;

The date for the elections of officers has been set for June.

We are looking into putting plants in the library. The garden club has expressed an interest in helping. Janice will check-in to the best kind for the library.

Other;

We have a new member for our board, Brenda Pavelec.

We have had an offer to purchase a summer update for our locator for \$35.00. we decided to wait until February disc.



There will be a leadership course held in Ames. Cost is \$70.00.

Also there is a grant writing course coming up soon.

The meeting was adjourned at 6:46

Acting Secretary;

Kathy Pritchett

*Kathy Pritchett*

President;

Janah M. Weber

*Janah M. Weber*

MONTHLY CIRCULATION REPORT  
 EVANSDALE PUBLIC LIBRARY  
 April 1995

Adult non-fiction	79	Children non-fiction	79
Adult fiction	287	Children fiction	413
Total adult	366	Total children	492
Magazines	23	Total print	881
Videos	173	Audio tapes	7
Total non-print	180		

Interlibrary loan			
sent		received	6

Grand total of all materials 1061

NUMBER OF ITEMS LOAN OTHER THAN EVANSDALE  
 Elk Run Heights 101 Raymond 42 Waterloo 201  
 County 11 Open access-other 0

Day with highest total check out 22nd 94 items  
 Adult highest day check out 24th 31  
 Children highest day 20th 72  
 Videos 6th, 29th 17

People in 455  
 highest day 20th 33  
 lowest day 4th 8

Open days in the month 25

Average number in: 18.2

Money turned in to city clerk's office  
 fines 5.70  
 Duplicate cards 2.00  
 Computer printout 1.10

MONTHLY BILLS TO BE APPROVED

May 1995

Education/Training	
McFarland & Company	41.50
Story Hour book	
Minor equipment	
Office Supplies	
copies - clerk's office	3.35
Books, subscriptions, VCR tapes	
Diamond Lake Book Co.	76.85
Diamond Lake Book Co.(Cards)	7.50
Target	15.97
North Central Regional Library	20.66
Summer library incentives	
Newsweek	28.62
National Literary Distributors	142.30
National Liberyary Distributors	395.75
subtotal	687.65
Captial Improvements	
Total	732.50

Evansdale Library Board Meeting  
June 7, 1995

The meeting was called to order at 5:40 by Weber.

Present; Pavelec, Buckendahl, Pritchett, Eldrigge, Duffy  
Weber, Holmes, and Russell arrived at 6:10.

Absent; Fagerlind and Winstead.

Minutes were discussed and a correction was made to read  
open access money will be used instead of friends. Buckendahl  
made a motion to pass and Duffy seconded. Motion passed.

Circulation report; Circulation was up. Complete report attached.

Director's report; 1. Holmes has completed class and has sent  
for certification on Level 6. 2. We have acquired several books  
by Coretta Scott King for our civil rights section. 3. There  
is a summer reading program available through KCRG TV and Younkers  
phamplets are at library.

Old Business.

There are 4 to 5 kids signed up for the summer reading program  
at the library. The material we ordered has arrived and Holmes  
has a system for handing prizes. It will be held June 15th -  
August 10th.

Plants were discussed but remodeling will start July 1st and  
we will wait until after it is finished to plan type and where  
to hang them.

We talked of the Cedar Net program. We are not jumping right  
into the program right now but we are checking into a modem  
and we know we will have to put in a separate phone line if  
we hook-up to it. There is no charge for the Cedar Net but  
the cost of getting into the internet is unknown.

Monthly bills were read and approved (attached)

Education and training has a balance of \$103.50

Minor equipment \$1.00

Repairs \$100.00

Office Supplies -\$467.95

Books and Subscriptions -\$389.58

Capital Improvements \$0

Motion to approve was made by Pritchett and seconded by Pavelec.

Russell made a motion that any bills received are approved  
to be paid subject to adequate funds in this year's fiscal  
budget. Duffy seconded motion passed.

Open access will now appear on the Clerks report each month  
so it can better be accounted for.

New Business;

Weber attended a meeting on Unified libraries. It was mainly

a brainstorming session of questions and answers. There will be another meeting in the fall.

Open Access contract came and Weber read and signed it at the June 7th board meeting.

The mayor asked permission to pursue a group who may want to run Bingo for Good Old Days out of the library. If someone does use the library for bingo we will have our book sale in the conference room with permission from the city.

We do not have a CETA worker so far this year and we may not get one because of government spending cuts.

We had a promise jobs worker but she hasn't returned so Holmes will speak to jobs office about getting another one.

Lawn Chairs at the Lake is a project the friends committee is sponsoring on behalf of the library this summer. It will consist of 6 evenings of entertainment of various types. It will be held at Meyers lake and will be free to the public. Local sponsors will donate to the cause and be advertised as contributing.

Elections will be held in July with a weeding session to follow meeting.

Meeting was adjourned at 8:05

Acting Secretary;  
Kathy Pritchett

*Kathy Pritchett*

President;

Jana M. Weber

*Jana M. Weber*

Monthly bills were read and approved (attached)  
Expenses and earnings for a balance of \$103.42  
71.00  
Minor equipment  
3:00.00  
Reprints  
-2457.92  
Office Supplies  
-2792.78  
Books and Subscriptions  
Capital Improvements  
Motion to approve was made by Pritchett and seconded by Weber.

Reserve made a motion that any bills received are approved to be paid subject to adequate funds in July year's financial budget. Budget approved motion passed.

Open access will now appear on the library report each month so it can better be accounted for.

New business:  
Weber attended a meeting on United Libraries. In the meeting

MONTHLY CIRCULATION REPORT  
EVANSDALE PUBLIC LIBRARY  
May 1995

Adult non-fiction	100	Children non-fiction	82
Adult fiction	256	Children fiction	292
Total adult	356	Total children	374
Magazines	45	Total print	775
Videos	133	Audio tapes	7
Total non-print	140		

Interlibrary loan			
sent		received	15

Grand total of all materials 930

NUMBER OF ITEMS LOAN OTHER THAN EVANSDALE  
Elk Run Heights 128 Raymond 31 Waterloo 142  
County 11 Open access-other 0

Day with highest total check out 27th 67 items  
Adult highest day check out 18th 32  
Children highest day 17th 35  
Videos 11th & 27th 12

People in 440  
highest day 8th 40  
lowest day 26th 4

Open days in the month 26

Average number in: 16.9

Money turned in to city clerk's office  
fines 26.40  
Duplicate cards 4.00  
Computer printout 7.50  
Lost book 3.99  
  
Total 41.89

MONTHLY BILLS TO BE APPROVED

June 1995

Education/Training	
mileage Janice for classes	23.38
mileage Charlene for class	10.00
Total	30.38
Minor Equipment	
Office Supplies	
postage Janice	44.54
Books, subscriptions, VCR tapes	
National Wildlife Federation	15.00
Ranger Rick subscription	
Lorene Rohlf	48.63
Show Me Books	42.00
	105.63
Captial Improvements	
Total	180.55