

Evansdale Library Board Meeting
Monday, July 1, 1996 7:10 P.M.

AGENDA

Call to order

Roll Call

Approval of minutes of June Board Meeting

Approval of bills to be paid

Treasurer's Report

Circulation Report

Old Business

1. Summer program activities report
2. Other

New Business

1. Float in Good Ol Days parade - Fri. night. August
2 do we want one IDEAS
2. New policy charging a \$2.00 processing fee for
lost or damaged books plus replacement cost.
3. Send letters about old overdue books stating that
if they are returned within ~~six weeks~~ ^{10 days} there will
be no fine.
4. BRING IDEAS ABOUT ITEMS THAT THE FRIENDS COULD
PURCHASE FOR THE LIBRARY
5. Other

Adjournment

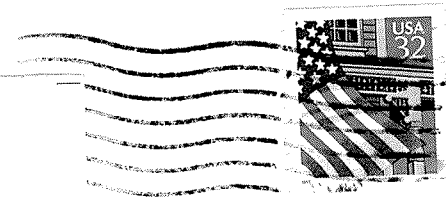
Director's Report
June 1996

Missy Greer is working this summer as Summer Youth Worker.

Have had three sessions of the Summer Reading Program. Attendance has been, 7, 11, 21. Kathy Cook has helped in the planning and leading of the program. Also have a teenage volunteer that helps out with check out.

I will be gone from July 20 - 27.

EVANSDALE PUBLIC LIBRARY
EVANSDALE, IOWA



The Evansdale Public Library Board of Trustees
1 July 1996

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

Roll was taken. Present were: Flagerlind, Eldridge, Russell, Winstead, Pavelec, Stephens. Absent: Buckendahl (on vacation)

Also present was Mike Thompson.

Winstead moved that the June minutes be approved as printed. Flagerlind second. Carried.

Winstead moved that Sports Illustrated be renewed for three years and Ranger Rick be renewed for two years. Pavelec second. Carried.

Winstead moved that the monthly bill be paid. Fagerlind second. Carried. Copy of bills on file with the minutes.

Treasurer's report. We ended the year with 8% of the budget left.

Old Business and reports.

The librarian reported that the reading program is going well. The attendance has ranged from 10 to 21 children.

New Business:

Mike Thompson speaking for the Friends of the Evansdale Public Library, reported on the fund raiser they are doing. They will be using Non-profit Services. Among the items they will be selling are clings and first aid kits. Will sell them the week of July 29 - Aug. 2 and will sell them during Good Ol Days and at the Steve Meyer program, July 31. They have set a goal of \$500.00. Steve Meyer, a speaker on the Civil War will give a program, July 31, 7 - 8 p.m., at Myers Lake. The Park Board has waived the fee to use the shelter house that evening. They hope to have several things going on during Good Ol Day, among them grab bags, face painting.

It was agreed by the board that money raised by the Friends would be used to buy soft ware and CDs for the new computer system in the library.

Stephens moved that on August 3, 1996, during Good Ol Days, that the Library be opened normal hours. Pavelec second. Carried.

Eldridge moved that the Library have type of float in the Good Ol Days parade. Winstead second. Carried. Eldridge and Holmes are to do the planning and work.

Pavelec moved that when books are damaged or lost that the borrower be charged the cost of replacing the material plus a \$2.00 processing charge. Fagerlind second. Carried.

Stephens moved that letters be sent to long term overdues, stating that if the material is returned in ten days there will be no fine. Fagerlind second. Carried.

The meeting was adjourned at 9:02 p.m.

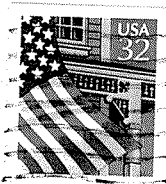
Janice Holmes

Janice Holmes
Secretary

Joyce Russell - President

Joyce Russell
President

EVANSDALE PUBLIC LIBRARY
EVANSDALE, IOWA



Director's Report July

Have had 10-15 children for the Reading Program each week, this month.

I was gone the week of 21-27 July. While I was gone Loretta Talley, Librarian at Elk Run School substituted for me part of the week.

Overdue letters were sent to over hundred people. Some books have come back. Some letters have come back, moved to new address, etc. More to do.

Kirsten Poling was terminated as Library Assistance. This was done within the ninety days of her probation.

I have listed the opening with Job Service and am going through applications from before.

Made float for Good Ol' Days.

Would like to attend sessions of the Iowa Library Association Conference, October 9-11. It will be held in Waterloo. Not sure of which sessions to attend, but would like approval for City Clerk to pay registration fees when I make a decision which sessions and meals I will attend. Funds to come from the Education account.

MONTHLY CIRCULATION REPORT
EVANSDALE PUBLIC LIBRARY
July 1996

Adult non-fiction	60	Children non-fiction	125
Adult fiction	178	Children fiction	373
Total adult	238	Total children	438
Magazines	20	Other print	6
Total print	707		

Videos	181
Audio tapes	1
Total non-print	182

Interlibrary loan		
sent	0	received 3

Grand total of all materials 889

NUMBER OF ITEMS LOAN OTHER THAN EVANSDALE
Elk Run Heights 60 Raymond 7 Waterloo 86
County 0 Open access-other 0

Day with highest total check out 107 items on the 11th
Adult highest day check out 28 items on the 3rd
Children highest day 97 items on the 11th
Videos 15 items on the 19th & 26 1th

People in 302 + 29 for reading program
highest day on the
lowest day on the
Open 26 days in the month

Average number in: 12.5

New of new cards issued 14

Money turned in to city clerk's office	
fines	\$ 24.00
Duplicate cards	4.00
Computer printout	.10
Lost/damaged book(s)	6.00
Total	34.10

MONTHLY BILLS TO BE APPROVED

July 1996
To be paid August 1996

EDUCATION/TRAINING

MINOR EQUIPMENT

REPAIRS

OFFICE SUPPLIES

Office 1 Superstore

28.35

Postage

~~32.00~~
33.12

BOOKS, SUBSCRIPTIONS, VCR TAPES

Show Me Books

100.00

Walden Books

53.52

Educational Development

90.69

Janice Holmes Postage-

interlibrary loan & overdue letters

~~15.74~~
14.59

Total

291.92

Grand total

320.27

Loretta Talley
(transportation)

7.50

Evansdale Library Board Meeting

Monday, August 5, 1996 7:10 P.M.

AGENDA

Call to order

Roll Call

Approval of minutes of July Board Meeting

Approval of bills to be paid

Treasurer's Report

Circulation Report

Old Business

1. Good Ol' Days report
2. Other

New Business

1. New Board Member from Raymond - Barb Barna
2. Date of September meeting, September 2, is Labor Day moved to Sept. 9
3. Other

Adjournment

The Board of Trustees of Evansdale Public Library
5 August 1996

The meeting was called to order by President Russell at 7:10 p.m.

Roll was taken. Present were: Fagerlind, Eldridge, Russell, Winstead, Buckendahl, Pavelec.
Absent: Barna

Winstead moved that the minutes of the July 1, 1996, meeting be approved as printed. Fagerlind second. Carried.

List of bills to be paid was presented. Copy on file with the minutes. Winstead moved that the bills be paid, with \$33.12 of the postage under books, subscriptions, VCR be paid from the office supply account. Buckendahl second carried. It was agreed to pay Loretta Talley, \$7.50 for cab fare.

Pavelec moved that the cards for past overdues be removed from the records if they are overdue more than one year before July 1, 1995. An ongoing effort be made to phone calls on current overdues, then follow up with post cards. Maintain only a file of one year overdues. Buckendahl second. Carried.

Treasurer's report: There was none as the Clerk's office has not received the program for the new computer for the FY 97 budget.

Circulation report on file with the minutes.

Old Business

Good Ol' Days Report:

Mike Thompson of the Friends of the Library, thanked the Board Members, for their help with the Children's activities that the Friends did. The book sale and other activities took in \$252.00.

The Board agreed to allow the Friends to put a poster about their fund raiser in the library. Orders for the fund raiser are due the 9th of August.

The event at Myers Lake on July 31, 1996 was an almost no show event, except for mostly Board Members.

President Russell thanked Mike Thompson for all his work with the Friends of the Library.

The next Friends of the Library meeting will be Wednesday, August 7, at 6 p.m. at City Hall.

In behalf of the Exchange Club, Mike Thompson thanked the Library for taking part in the Good Ol' Day parade.

New Business

The new member of the Board from Raymond, is Barb Barna, P.
O. Box 201, 2235 8th Street, Raymond 50677-0201; 234-5841.

The date of the September meeting will be September 9, at
7:10 p.m.

Passports for a contest from the Regional Library were
passed out. They are to be returned at the December
meeting.

President Russell announced it was time for the annual
review of Librarian Holmes. The committee will be the three
members of the Executive Committee plus Buckendahl. Holmes
to write out what has been done and goals for the next year
and get them to Russell by the end of the week.

Holmes announced that the Iowa Library Association will be
meeting in October in Waterloo. She wishes to attend at
least some of the meetings and seminars. She will present
the schedule and cost at the September meeting.

It was agreed to removed the crate outside the library door
and place a sign on the door, that when the library was
closed material being returned is to be taken to the Water
Works Office per okay by them.

President Russell announced that Apex will custom build a
computer to meet the library needs. They are the lowest in
the area.

President Russell adjourned the meeting at 8:48 p. m.



Janice Holmes
Secretary



Joyce Russell
President

MONTHLY BILLS TO BE APPROVED

August 1996
To be paid September 1996

EDUCATION/TRAINING

MINOR EQUIPMENT

REPAIRS

OFFICE SUPPLIES

Janice Holmes, postage	52.00
total	52.00

BOOKS, SUBSCRIPTIONS, VCR TAPES

Penworthy	572.35
Frontier Press	92.95
Davidson Titles	90.54
Walden Book Co.	39.17
Consumer Reports	24.00
Iowan	18.50
3-2-1 Contact	15.97
State Historical Society of Iowa (Iowa Heritage Illustrated)	19.95
National Geography Soc. World magazine	17.95
Janice Holmes Postage	
interlibrary loan	1.94
Total	893.32

Grand total

945.32

MONTHLY CIRCULATION REPORT
EVANSDALE PUBLIC LIBRARY
August 1996

Adult non-fiction	73	Children non-fiction	62
Adult fiction	179	Children fiction	298
Total adult	252	Total children	360
Magazines	18	Other print	0
Total print	630		

Videos	152
Audio tapes	8
Total non-print	160

Interlibrary loan	
sent	0
received	4

Grand total of all materials 790

NUMBER OF ITEMS LOAN OTHER THAN EVANSDALE
Elk Run Heights 43 Raymond 16 Waterloo 82
County 3 Open access-other 0

Day with highest total check out 120 items on the 1st
Adult highest day check out 25 items on the 19th
Children highest day 79 items on the 1st
Videos 16 on the 1st

People in 311
highest day 25 on the 26th
lowest day 3 on the 8th
Open 27 days in the month

Average number in: 11.5

New of new cards issued 6

Money turned in to city clerk's office	
fines	\$ 7.80
Duplicate cards	3.00
Computer printout	.80
Lost/damaged book(s)	0.00
Total	11.60

Evansdale Library Board Meeting

Monday, September 9, 1996 7:10 P.M.

AGENDA

Call to order

Roll Call

Approval of minutes of August Board Meeting

Approval of bills to be paid

Treasurer's Report

Circulation Report

Old Business

New Business

1. Director's resignation
2. Other

Adjournment

Director's Report
August 1996

The summer reading program ended August 15. We had a birthday party for the state. Want to thank Brenda for making the cake. Thirty-six children took part in the program during the summer.

Attended the County Coalition meeting. A legislative reception was planned. It will be at the Waterloo Public Library, Wednesday, October 9, 1996, at 4:30 p. m.

More than 100 books were added to collection during August.

Stacy Peters was hired to be the library assistant and has started work and training.

Submitted my resignation effective, September 13, 1996.

THE BOARD OF TRUSTEES OF EVANSDALE PUBLIC LIBRARY
9 SEPTEMBER 1996

THE MEETING WAS CALLED TO ORDER BY PRESIDENT RUSSELL AT 7:13 PM.

THE BOARD WELCOMED NEW MEMBERS - REV. PAUL SEAVEY AND BARB BARNA.

ROLL WAS TAKEN. PRESENT WERE: ELDRIDGE, RUSSELL, BUCKENDAHL, PAVELEC, STEPHENS, BARNA, & SEAVEY

ABSENT: FAGERLIND, WINSTEAD

PAVELEC MOVED THAT THE MINUTES OF THE AUGUST 5, 1996 MEETING BE APPROVED AS PRINTED. RUSSELL SECOND. CARRIED.

LIST OF BILLS TO BE PAID WAS PRESENTED. COPY ON FILE WITH THE MINUTES. STEPHENS MOVED THAT THE BILLS BE PAID. BUCKENDAHL SECOND. CARRIED.

CIRCULATION REPORT WAS REVIEWED AND IS ON FILE WITH MINUTES.

TREASURER'S REPORT: NO REPORT WAS AVAILABLE AT THIS TIME AS THE CLERK'S OFFICE HAS NOT RECEIVED THE PROGRAM FOR THE NEW COMPUTER FOR THE FY 97 BUDGET.

ELDRIDGE MOVED TO AMEND THE AUGUST 5, 1996 MINUTES TO INCLUDE STEPHENS AS HAVING BEEN PRESENT. RECORDS WERE CHECKED AND IT WAS FOUND THAT STEPHENS HAD BEEN PRESENT.

OLD BUSINESS:

MIKE THOMPSON OF THE FRIENDS OF THE LIBRARY SPOKE WITH US AND STATED THAT NOT ALL OF THE FUNDRAISER PRODUCT HAD COME IN. IF ALL SOLD, THE FRIENDS WILL EARN \$190.00. IT WAS REPORTED THAT \$252.00 HAD ALREADY BEEN EARNED FROM THE BOOK SALE & OTHER ACTIVITIES. THEIR GOAL WAS TO RAISE \$500.00 & WAS ALMOST OBTAINED. THIS MONEY IS TO BE DIRECTED TO SOFTWARE FOR THE NEW COMPUTER. MIKE TALKED OF FUTURE FUNDRAISERS & PUBLIC SERVICES, & ALSO SHARED WHAT FRIENDS OF THE LIBRARY DOES & ETC..

NEW BUSINESS:

DIRECTORS RESIGNATION: PRESIDENT RUSSELL SPOKE ABOUT THE DIRECTORS EVALUATION & PASSED OUT COPIES OF THIS EVALUATION TO ALL BOARD MEMBERS. SHE INFORMED ALL MEMBERS WHAT THE DIRECTORS OPTIONS HAD BEEN & THAT THE DIRECTOR CHOSE TO RESIGN - EFFECTIVE FRIDAY, SEPTEMBER 13, 1996.

PRESIDENT RUSSELL APPOINTED A COMMITTEE FOR HIRING A NEW DIRECTOR. THIS COMMITTEE IS TO CONSIST OF EXECUTIVE BOARD MEMBERS - RUSSELL, PAVELEC & ELDRIDGE & COMMUNITY MEMBER MIKE THOMPSON.

PRESIDENT RUSSELL STATED BECAUSE OTHER SIMILAR ADS FOR LIBRARY DIRECTORS RAN FOR ONLY ONE TIME, & BECAUSE OF EXPENSE, WE WOULD RUN THE AD FOR DIRECTOR ONE SUNDAY.

IT WAS QUESTIONED AS TO WHETHER IT WAS NECESSARY FOR THE DIRECTOR TO HAVE AN ASSOCIATES DEGREE. BARNA SUGGESTED POSTING THE AD AT UNI.

MAYOR JOHN MARDIS CAME IN & SPOKE WITH US CONCERNING SOME QUESTIONS WE

HAD ON WHETHER WE COULD GIVE A NEW DIRECTOR MORE BENEFITS/HIGHER WAGES. HE STATED THAT THEY WOULD NEED TO WORK 40 HOURS TO RECEIVE BENEFITS. NO MONEY IS AVAILABLE TO DO THIS AT THIS TIME. AS ALL MONEY HAS ALREADY BEEN APPROPRIATED FOR THE BUDGET UNTIL JULY 1997. HE ALSO SUGGESTED THAT PERHAPS WE DON'T NEED SOMEONE WITH A DEGREE & MIGHT CONSIDER HIRING A "TERM" PERSON.

OTHER IDEAS ON HIRING LIBRARY PERSONNEL WAS DISCUSSED.

THE ASSISTANTS WAGES WERE QUESTIONED. ELDRIDGE IS TO ASK THE CITY CLERK WHAT THOSE WAGES ARE.

TALKED ABOUT THE NEW APEX COMPUTER THE LIBRARY WILL BE GETTING. THE NEW PHONE LINE FROM McCLOUD WOULD COST \$50.00. THERE WOULD BE AN ADDITIONAL CHARGE OF \$29.30 FOR THE LINE FEE. NETCOM WILL HOOK US UP AT NO CHARGE TO ENABLE US TO CONNECT TO THE INTERNET. ALSO, THERE WOULD BE NO MONTHLY FEE.

IT WAS QUESTIONED IF WE NEEDED A COLOR OR BLACK INK PRINTER. SEAVEY FELT A COLOR PRINTER WOULD BE TOO EXPENSIVE TO OPERATE, & THAT IT WOULD BE HARD TO ESTABLISH A STANDARD USERS FEE. IT WAS BROUGHT UP THAT A COLOR PRINTER MIGHT BE USED ONLY FOR FRIENDS AND LIBRARY PERSONNEL USE ONLY. FURTHER DISCUSSION IS NECESSARY & A POLICY WOULD NEED TO BE WRITTEN.

PRESIDENT RUSSELL IS TO CALL C.J. ABOUT DIRECTORS WAGE & ALSO FIND OUT IF DIRECTORS BENEFITS COME OUT OF THE LIBRARY BUDGET OR FROM THE CITY.

PRESIDENT RUSSELL ADJOURNED THE MEETING AT 8:56 PM.

Brenda Parlec - Acting Secretary
Joyce Russell - President

MONTHLY CIRCULATION REPORT
EVANSDALE PUBLIC LIBRARY
September 1996

Adult non-fiction	48	Children non-fiction	36
Adult fiction	124	Children fiction	188
TOTAL ADULT	172	TOTAL CHILDREN	236
Magazines	14	Other print	0
TOTAL PRINT	422		

Videos	92
Audio tapes	4
TOTAL NON-PRINT	96

-Interlibrary loans-
sent 3
received 3

Grand Total of all materials 518

Number of items loaned other than Evansdale
Elk Run 45
Raymond 3
Waterloo 88
County 21

-Day with highest total check out 55 items on Sept. 26
-Adult highest day check out 18 items on Sept. 12
-Children highest day check out 36 items on Sept. 26
-Day with highest video check out 10 videos on Sept. 16

Total number of people in: 260
-Highest day 25 on the 16th.
-Lowest day on 5 on the 20th.
Open 24 days in the month.

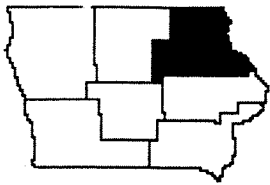
Average number of people in: 10.8

New cards issued: 10

Money turned in to city clerks office:

Fines	\$2.80
Duplicate cards . .	\$0.00
Computer printer .	\$0.00
Faxes	\$4.00

TOTAL \$6.80



NORTHEASTERN IOWA REGIONAL LIBRARY SYSTEM

415 Commercial Street, Waterloo, IA 50701-1385 FAX (319) 233-1954 (319) 233-1200

TO: Evansdale Library Friends
FROM: Ken Davenport - NEIRLS Consultant
date 9/20/96
re: Library Software

Commonly used software in libraries - general

If not included in the computer purchase:

MD- DOS v6.22	
MS Windows 95	
Utilities set -	Norton
Office suite -	MS office
	Corel office
Communications -	ProComm

Other useful software:

- Games
- Internet software
- Encyclopedia
- Reference materials

Software has a life of 12 to 18 months between upgrades.

Program supporting software should be selected by the program director in concert with outside specialist.

Library program software should be selected to supplement and complement school media software NOT compete

Without a decision of needs & goals the selection of software is frequently money poorly spent on good but unknown, and therefore unused, product.

At last count there were somewhat over 10,000 educational software products available alone, the children librarians in NE Iowa with media specialist have selected a wide range of products but these products are program driven.

Evansdale Public Library

Bills submitted for September, 1996

1. Joyce Russell (reimburse for postage of \$4.52 and copies for \$5.95)	10.47
2. Cedar Valley Hospice (postage of \$8.31 and copies of \$15.75 - board packets and hiring committee packets)	24.06
3. Casey Eldridge (reimburse for postage spent to return three interlibrary loan books)	5.41
	<hr/>
	\$ 39.94

Purchase Orders
(from local tax option)

1. Office Max (Northern Antivirus and Windows Template)	83.44
2. Apex Systems, Inc. (Computer and associated hardware; Printer; Strip; Power Surge)	2,164.00
	<hr/>
	\$2,247.44

	FY95 ACTUAL	FY96 BUDGET	FY97 PROPOSED	CHANGE	% CHANGE
PARKS & RECREATION					
SALARIES-PARKS MAINT.	1,787	2,000	2,000	0	0.00%
MOWING CONTRACT	11,070	11,340	11,000	(340)	-3.00%
SALARIES - BEACH	9,381	8,600	10,200	1,600	18.60%
SALARIES - REC PROG	763	800	800	0	0.00%
BOARD FEES	255	400	400	0	0.00%
CAMPING FEE COLLECTOR	1,950	2,000	2,800	800	40.00%
ADVERTISING/LEGALS	975	800	800	0	0.00%
PORTA FACILITIES	4,282	1,500	1,000	(500)	-33.33%
BLDG/GRDS MAINT	7,116	8,000	5,000	(3,000)	-37.50%
BEACH & CONCESSION	2,771	2,500	3,000	500	20.00%
VEH/EQUIP REPAIR/MAINT	917	1,200	1,200	0	0.00%
Rec Program	266	400	300	(100)	-25.00%
TELEPHONE	453	300	500	200	66.67%
UTILITIES	8,180	8,000	11,000	3,000	37.50%
MINOR EQUIP	628	1,000	1,000	0	0.00%
GAS/OIL	801	1,000	1,000	0	0.00%
TOTAL PARK & REC	51,595	49,840	52,000	2,160	4.33%
LIBRARY			*		
SALARY-LIBRARIAN	10,793	10,530	11,144	614	5.83%
PARTTIME	2,689	4,470	4,085	(385)	-8.61%
EDUCA/TRNG	319	400	400	0	0.00%
BOOKS, SUBSCRIPTIONS	4,845	5,800	6,200	400	6.90%
BLDG/GRDS MAINT	876	1,525	1,500	(25)	-1.64%
REPAIRS	0	100	100	0	0.00%
TELEPHONE	520	600	600	0	0.00%
UTILITIES	1,509	2,000	1,650	(350)	-17.50%
MINOR EQUIPMENT	199	200	200	0	0.00%
OFFICE SUPPLIES	764	400	600	200	50.00%
PETTY CASH	25	25	25	0	0.00%
BUILDING RENT	4,000	4,000	4,000	0	0.00%
TOTAL LIBRARY	26,539	30,050	30,504	454	1.51%
BUILDING INSPECTION DEPT					
INSPECTOR FEES/SALARY	9,677	8,075	18,500	10,425	129.10%
DUES/MEMBER/SUBS	428	1,000	500	(500)	-50.00%
TRAVEL/CONFERENCE	209	300	600	300	100.00%
OFFICE SUPPLIES	259	500	500	0	0.00%
LEGAL/PROF FEES	85	900	500	(400)	-44.44%
GAS/OIL	100	250	250	0	0.00%
VEHICLE MAINT	268	300	300	0	0.00%
TELEPHONE	51	75	75	0	0.00%
TOTAL INSPECTIONS	11,077	11,400	21,225	9,825	86.18%

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EVANSDALE PUBLIC LIBRARY
REGULAR MONTHLY BOARD MEETING

Monday October 7, 1996 7:10 p.m.

AGENDA

Call To Order

Roll Call

Approval of minutes of September Board meeting

Treasurer's Report

Circulation Report

Old Business:

- 1. New director hiring progress**
- 2. Computer update**
- 3. Director desk**
- 4. Review and amend all current policies**
- 5. Other**

New Business:

- 1. Mission Statement**
- 2. Computer policy**
- 3. New policy review**
- 4. HCC tutor usage of library**
- 5. Other**

Adjournment

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
7 OCTOBER 1996

THE MEETING WAS CALLED TO ORDER BY PRESIDENT RUSSELL AT 7:10PM.

ROLL WAS TAKEN. PRESENT WERE: FAGERLIND, ELDRIDGE, RUSSELL, WINSTEAD, PAVELEC, STEPHENS, BARNA, SEAVEY.

ABSENT: BUCKENDAHL

PRESIDENT RUSSELL READ A LETTER OF RESIGNATION FROM BUCKENDAHL. JOB COMMITMENTS PREVENTED HER FROM KEEPING HER POSITION ON THE BOARD.

ELDRIDGE AMENDED THE BILLS FROM THE SEPTEMBER 1996 MEETING. THE MAGAZINE, 3-2-1- CONTACT WAS RENEWED FOR A 2 YEAR PERIOD AT \$25.97 RATHER THAN THE 1 YEAR PERIOD AT \$15.97.

PAVELEC MOVED THAT THE MINUTES BE APPROVED WITH THE AMENDMENT TO THE BILLS. RUSSELL SECOND. CARRIED.

TREASURERS REPORT. A PRINT OUT WAS UNAVAILABLE AT THIS TIME.

MONTHLY BILLS TO BE PAID WERE PRESENTED. SEAVEY MOVED THAT THE MONTHLY BILLS BE PAID. FAGERLIND SECOND. CARRIED.
FILE ON COPY WITH MINUTES.

NO CIRCULATION REPORT WAS AVAILABLE AT THIS TIME.

OLD BUSINESS:

PRESIDENT RUSSELL GAVE US AN UPDATE ON THE NEW DIRECTOR HIRING PROCESS. SHE STATED THAT THE COURIER HAD MADE A MISTAKE IN SUNDAY'S PAPER. THE AD WAS RAN AGAIN ON WEDNESDAY AT NO CHARGE.

THE HIRING PACKETS WERE EXPLAINED. TO DATE 9 APPLICATIONS HAD BEEN GIVEN OUT- 4 HAD BEEN RETURNED. INTERVIEWS HOPE TO BE DONE THE WEEK OF THE 14TH OR 21ST. WE HOPE TO HAVE SOMEONE HIRED AND IN PLACE BY NOVEMBER 4TH.

THE JOB DESCRIPTION FOR DIRECTOR WAS PASSED OUT. SEAVEY MOVED TO ADOPT THE CHANGES IN THE NEW DESCRIPTION. WINSTEAD SECOND. CARRIED.

SEAVEY MOVED TO GIVE THE HIRING COMMITTEE THE AUTHORITY TO HIRE A NEW DIRECTOR AFTER INTERVIEWS WITHOUT BOARD APPROVAL FIRST. STEPHENS SECOND. CARRIED.

THE DIRECTOR AND STAFFS WAGES WERE DISCUSSED. BECAUSE OF BUDGET CONSTRAINTS IT WAS DECIDED TO KEEP THE DIRECTORS HOURS TO 30 AT \$6.75/HOUR AND THE PART-TIME HOURS TO 15 AT \$4.75/HOUR.

COMPUTER UPDATE: THE NEW COMPUTER IS HERE. THE CABLE HOOK UP HAS BEEN DELAYED. WE HOPE TO GET IT HOOKED UP NEXT WEEK. WE ARE ALSO WAITING ON THE ANTI-VIRUS BEFORE BEING ABLE TO HOOK UP FOR PUBLIC USE.

PURCHASING A NEW DESK FOR THE DIRECTOR WAS BROUGHT UP. MIKE THOMPSON WAS ASKED TO PRESENT IT TO THE EXCHANGE CLUB IN HOPES OF OBTAINING A CONTRIBUTION. IT WAS DETERMINED THAT THE NEW DIRECTOR SHOULD

HAVE SOME INPUT AS TO THE TYPE OF DESK TO PURCHASE.

ALL CURRENT POLICIES WERE REVIEWED AND AMENDED. PAVELEC MOVED TO ACCEPT THE AMENDMENTS. RUSSELL SECOND. CARRIED. COPY ON FILE WITH THE MINUTES.

NEW BUSINESS:

A NEW LIBRARY MISSION STATEMENT WAS READ. FAGERLIND MOVED TO APPROVE THE NEW MISSION STATEMENT. BARNA SECOND. CARRIED. COPY ON FILE WITH THE MINUTES.

A COMPUTER POLICY COMMITTEE WAS APPOINTED TO DRAFT A NEW POLICY FOR COMPUTER USE. IT IS TO CONSIST OF STEPHENS AND BARNA.

IT WAS SUGGESTED THAT MOVIE PASSES BE PRESENTED TO THE SUMMER VOLUNTEERS AND THE PART TIME STAFF THAT HAS HELPED OUT IN PLACE OF THE DIRECTOR. IT WAS DECIDED THAT THANK YOU CARDS ONLY SHOULD BE SENT.

A HCC TUTOR WITH THE ADULT LITERACY PROGRAM APPROACHED US ON WHETHER THE LIBRARY COULD BE USED APPROXIMATELY 1 1/2 HOURS TWICE A WEEK FOR 10-12 WEEKS TO HELP AN ADULT LEARN TO READ. THE BOARD IS HAPPY TO HAVE THIS PERSON COME AND USE THE LIBRARY AND WOULD ENCOURAGE THIS USE ANY TIME.

THE WATERLOO LIBRARY IS HAVING A BOOK SIGNING BY CHILDREN'S AUTHORS ON OCTOBER 10 FROM 3-5 PM. ANYONE IS ENCOURAGED TO ATTEND.

SOME SOFTWARE AND A NEW COMPUTER TABLE WERE PURCHASED WITH FUNDS FROM THE FRIENDS OF THE LIBRARY. VOLUNTEERS REARRANGED THE LIBRARY TO ACCOMMODATE THE NEW COMPUTER AND TABLE.

COPYRIGHT LAWS FOR COMPUTER SOFTWARE WERE BROUGHT UP. PRESIDENT RUSSELL IS TO CHECK ON THESE TO SEE WHAT MIGHT BE REQUIRED FOR THE LIBRARY.

PRESIDENT RUSSELL ADJOURNED THE MEETING AT 9:15 PM.



BRENDA PAVELEC
ACTING SECRETARY



JOYCE RUSSELL
PRESIDENT

MONTHLY CIRCULATION REPORT
EVANSDALE PUBLIC LIBRARY
October 1996

Adult non-fiction	43	Children non-fiction	60
Adult fiction . . .	157	Children fiction . .	190
TOTAL ADULT . . .	200	TOTAL CHILDREN . .	250
Magazines	15	Other print	1
TOTAL PRINT . . .	465		

Videos 61
Audio tapes 2
TOTAL NON-PRINT . 63

-Interlibrary loans-
sent 0
received 1

Grand Total of all materials 529

Number of items loaned other than Evansdale
Elk Run 85
Raymond 8
Waterloo 38
County 12

-Day with highest total check out 49 items on Oct. 9
-Adult highest day check out 22 items on Oct. 5
-Children highest day check out 30 items on Oct. 9
-Day with highest video check out 7 videos on Oct. 17

Total number of people in: 269
-Highest day 34 on the 11th.
-Lowest day on 2 on the 15th.
Open 27 days in the month.

Average number of people in: 10

New cards issued: 9

Money turned in to city clerks office:
Fines \$0.90
Duplicate cards . . \$1.00
Computer printer . \$0.00
Faxes \$0.00

TOTAL \$1.90

Evansdale Public Library
Bills for October, 1996

Office Supplies

Mike Thompson (reimburse for printer ribbon from Staples)	13.09	
Office 1 Superstore (file folders, tabs, calculator, anti-static)	33.27	
Office 1 Superstore (sealing tape)	2.00	
Office 1 Superstore (glue, stapler, labels)	14.71	
Morris Printing Company (application and library cards)	51.00	
Waterloo/Cedar Falls Courier (help wanted ad)	42.79	
	<hr/>	156.86

Books, Subscriptions, VCR Tapes

Perma-Bound (24 - 1996-97 Iowa Children's Choice)	233.14	
Sports Illustrated for Kids (1 year (or 27.95 for 2 years)	16.95	
National Geographic Travelor (6 issues) (or 12 issues for 29.95)	17.95	
	<hr/>	268.04

Education and Training

Registration Fee		10.00
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Treasurer's Report

Librarian-Salary	\$11,144.00	Parttime	\$ 4,085.00
July	872.70	July	207.59
Aug	1358.00	Aug	360.67
Sept	<u>651.00</u>	Sept	430.52
	2,881.70	18th Oct	<u>383.94</u>
	\$8,262.30		1,382.72
			\$ 2,702.28
Minor Equipment	\$ 200.00		
Repairs	\$ 100.00		
Office Supplies		600.00	
Jul	61.47		
Aug	52.00		
Sept	<u>34.53</u>		
		148.00	
		452.00	
(Oct)	156.86	<u>156.86</u>	
		295.14	
Books, Subscriptions, VCR Tapes			\$ 6,200.00
Jun - Books	259.40		
Magazines	186.28		
Postage	<u>10.59</u>		
		456.27	
Jul - Books	244.21		
Postage	<u>14.59</u>		
		258.80	
Aug - Books	795.01		
Magazines	106.37		
Postage	<u>1.94</u>		
		903.32	
Sep - Postage	5.41	<u>5.41</u>	
		1623.80	
			1,623.80
			\$ 4,576.20
Education/Training	\$400.00		
Library Capital for computer (from LOST)			\$ 2,500.00
Sept			<u>2,247.44</u>
			\$ 252.56

EVANSDALE PUBLIC LIBRARY
REGULAR MONTHLY BOARD MEETING

Monday, November 4, 1996 @ 7:10 p.m.

AGENDA

Call To Order

Introduction of new Library Director

Roll Call

Approval of minutes of October Board meeting

Approval of Bills

Treasurer's Report

Circulation Report

Old Business:

- 1. Computer policy committee report**
- 2. Other**

New Business:

- 1. Board trustee handouts**
- 2. L.O.S.T. ideas for budget hearing**
- 3. Other**

Adjournment

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
4 NOVEMBER 1996

THE MEETING WAS CALLED TO ORDER BY PRESIDENT RUSSELL AT 7:18PM.

ROLL WAS TAKEN. PRESENT WERE: ELDRIDGE, RUSSELL, PAVELEC, STEPHENS, BARNA, & SEAVEY.

ABSENT: WINSTEAD, FAGERLIND

PRESIDENT RUSSELL INTRODUCED THE NEW DIRECTOR, SARAH MEYER-REYERSON.

SEAVEY MOVED THAT THE MINUTES FROM THE OCTOBER 7, 1996 MEETING BE APPROVED. PAVELEC SECOND. CARRIED.

MONTHLY BILLS TO BE PAID WERE PRESENTED. PAVELEC MOVED THAT THE MONTHLY BILLS BE PAID. RUSSELL SECOND. CARRIED.
FILE ON COPY WITH MINUTES.

TREASURERS REPORT: A PRINT OUT WAS UNAVAILABLE AT THIS TIME. HOWEVER, ELDRIDGE PRESENTED CURRENT FIGURES TO THE BEST OF HER ABILITY.

THE DIRECTOR PRESENTED THE CIRCULATION REPORT FOR THE MONTHS OF SEPTEMBER & OCTOBER.

OLD BUSINESS:

THE COMPUTER POLICY COMMITTEE PRESENTED AN UPDATE ON A NEW COMPUTER POLICY. DISCUSSION FOLLOWED. COMMITTEE IS TO DRAFT A NEW POLICY. SEAVEY MOVED TO ACCEPT THE COMMITTEES POLICY SUBJECT TO REGIONAL'S APPROVAL. PAVELEC SECOND. CARRIED.

NEW BUSINESS:

HANDOUTS FROM THE LIBRARY TRUSTEES HANDBOOK WERE PASSED OUT FOR REVIEW PURPOSES.

L.O.S.T. IDEAS FOR THE UPCOMING BUDGET HEARING WERE ENCOURAGED. TWO NEW MOBILE BOOK SHELVES TO REPLACE OLD UNITS WERE ONE IDEA.

THERE IS AN UPCOMING WORKSHOP IN LIBRARY LEADERSHIP AT THE WAVERLY LIBRARY ON DECEMBER 9, 1996 FROM 7-9 PM. (SNOW DATE DECEMBER 11). ALL TRUSTEES ARE ENCOURAGED TO ATTEND. THERE IS NO CHARGE FOR TRUSTEES.

DISCUSSION ON A NEW DESK/HUTCH FOR THE DIRECTOR. RUSSELL PRESENTED TWO SELECTIONS FROM LINCOLN'S. THE LOWER PRICED DESK WAS SELECTED AT A PRICE OF \$409.00, WITH THE HUTCH PRICED AT \$74.00, FOR A TOTAL AMOUNT OF \$483.00. PAVELEC IS TO GET AT LEAST ONE MORE BID ON LIKE FURNITURE AND HAVE THE RESULTS FAXED OR DELIVERED TO THE LIBRARY. STEPHENS MOVED TO ACCEPT THE BID FOR THE DESK & HUTCH FROM LINCOLN'S IF NO OTHER BID WAS BETTER. SEAVEY SECOND. CARRIED.

PAVELEC MADE A MOTION TO APPROVE THE DIRECTOR TO ATTEND ALL MEETINGS WITHOUT PRIOR BOARD APPROVAL, PROVIDING THAT SHE NOT EXCEED FUNDS IN THE EDUCATION BUDGET. LIBRARY IS TO PAY MILEAGE/MEALS/REGISTRATION FEES. DIRECTOR IS TO CHECK TO SEE IF A CITY VEHICLE MIGHT BE AVAILABLE FOR THIS

PURPOSE. DIRECTOR IS ALSO TO CHECK WITH REGIONAL FOR SUGGESTIONS ON WHICH MEETINGS ARE MOST IMPORTANT FOR HER TO ATTEND.
RUSSELL SECOND. CARRIED.

THE ISSUE OF HOW TO PURCHASE POSTAGE STAMPS WAS BROUGHT UP. THE PREVIOUS DIRECTOR USED HER OWN FUNDS & WAS LATER REIMBURSED. THIS PRACTICE IS TO DISCONTINUE. PAVELEC MOVED THAT THE DIRECTOR MAY GET A CHECK FROM THE CITY CLERK TO PURCHASE A ROLL OF POSTAGE STAMPS WITHOUT PRIOR BOARD APPROVAL. RUSSELL SECOND. CARRIED. DIRECTOR IS TO TALK TO C.J. ON WHAT MIGHT BE THE BEST WAY TO MAIL THINGS BACK.

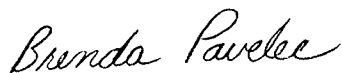
DIRECTOR MENTIONED THAT THE LIBRARY IS QUITE COOL & HAS HAD SEVERAL PEOPLE MENTION IT. MAYOR MARDIS SUGGESTED THAT THE NORTH WINDOWS BE COVERED WITH PLASTIC.

DIRECTOR QUESTIONED HOURS FOR HERSELF & PART-TIME STAFF. IN QUESTION WAS WHETHER OR NOT PART TIME HOURS NEEDED TO STAY WITHIN THE 15 HOUR PARAMETERS WHEN DIRECTOR ATTENDED MEETINGS OR IF THOSE HOURS COULD BE EXCEEDED AT THAT TIME. SHE WAS TOLD THAT HOURS COULD BE EXCEEDED AT THOSE TIMES.

OVERDUE MATERIALS WAS BROUGHT UP. DIRECTOR REPORTED THAT THERE WERE TOO MANY OVERDUE MATERIALS. PHONE CALLS ARE TO BE MADE & OVERDUE CARDS ARE TO BE SENT. SEAVEY MOVED THAT THE MONTHS OF NOVEMBER & DECEMBER 1996 BE DESIGNATED AS FINE FREE MONTHS. BARNA SECOND. CARRIED.

A NEW OVERDUE POLICY WAS PRESENTED. BARNA MOVED TO ACCEPT THE NEW OVERDUE POLICY. RUSSELL SECOND. CARRIED.

PRESIDENT RUSSELL ADJOURNED THE MEETING AT 9:10PM.



BRENDA PAVELEC
ACTING SECRETARY



JOYCE RUSSELL
PRESIDENT

Monthly Circulation Report
Evansdale Public Library
November 1996

Number of Materials Checked Out:

Adult Non-fiction	34	Youth Non-fiction	52
Adult Fiction	155	Youth Fiction	165
Adult Periodicals	24	Youth Periodicals	2
TOTAL ADULT	213	TOTAL YOUTH	219

Other print	9
TOTAL PRINT	441

Video tapes	88
Audio tapes	4
TOTAL NON-PRINT	92

Number of Interlibrary loans:

Sent	0
Received	1

TOTAL NUMBER OF ALL MATERIALS CHECKED OUT: 534

Number of items loaned to non-Evansdale citizens: 88 of total 534 (16%)

Elk Run	22
Raymond	6
Waterloo	30
County	30

Day with highest total checkout: 48 items on Nov. 22

Day with highest *adult* checkout: 35 items on Nov. 22

Day with highest *youth* checkout: 27 items on Nov. 23 & 30

Day with highest *video* checkout: 9 videos on Nov. 9, 14, & 27

Total number of library users: 224

Day with highest number of users: 21 users on Nov. 23

Day with lowest number of users: 2 users on Nov. 21

Number of days open: 25

Average number of library users per day: 8.96

Number of new cards issued: 14

Evansdale:	6
Elk Run:	3
Waterloo:	4
Raymond:	0
County:	1

Money turned in to city clerk:

Fines	\$0.45
Duplicate cards	2.00
Computer printer	0.00
Faxes sent	0.00

TOTAL \$2.45

Evansdale Public Library
Bills for November 1996

Office Supplies

Quality Rubber Stamp Co.	\$18.00	
3 name pins for library staff, return address stamp		
DEMCO	\$18.56	
clear label protectors for book spines		
Office 1 Superstore	\$6.92	
tape, post-it notes, letter opener		-----
		\$43.48

Books, Subscriptions, Videos

Walden Book Company, Inc.	\$38.36	
2 books, adult fiction		
The Library Corporation	\$35.00	
Iowa Locator fall update		-----
		\$73.36

Education and Training

Northeast Iowa Regional Library System	\$10.00	
Library Town Meeting 11-13-96	PAID	
Northeast Iowa Regional Library System	\$10.00	
W.I.L.L. meeting 12-9-96	PAID	-----
		\$20.00

Library Computer

Office 1 Superstore	\$26.99	
WWW Yellow Pages	PAID	
NU-TECH	\$50.00	
new line for modem		
(If there is not enough money in the library computer line item, the NU-TECH bill will come out of the telephone line item.)		-----
		\$76.99

General

petty cash		\$25.00
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TOTAL:	-----	\$238.83
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A

December 9, 1996

at

Waverly Public Library
Waverly, IA

Workshop In Library Leadership

Dec. 10, 1996

at

Matthais M. Hoffman
Public Library
Dyersville, IA

Trustees & Library Directors/ Staff

Sponsored by:

Northeast Iowa
Regional Library
System

Waterloo, IA

NORTHEASTERN IOWA REGIONAL LIBRARY SYSTEM

415 COMMERCIAL STREET
WATERLOO, IA 50701-1385

Non-Profit Org.
U.S. Postage
PAID

Waterloo, IA 50701
Permit No. 45

Evansdale Public Library
123 North Evans Road
Evansdale, IA 50707

W.I.L.L.

(Workshop In Library Leadership)

Will

... the public library survive the electronic library?

Will

... the public library survive the Internet?

Will

... the book disappear from use as the electronic library takes over?

Will

... your patrons come to the library when they could just as well stay home & get it on their computer: in color; with sound and movement; 24 hours a day; 7 days a week?

Many cities would just as soon get rid of the library and use the money for a new pick-up truck for the lawn cutter. Many of our youth don't read, some CAN'T, working people don't have the time -- Why have a library? Kids can use the one at school, Working adults can buy their books at the convenience store or in the "city." No one else needs books anyway. Besides we have the electronic library - Internet!

Right?

Do you have the nerve to hear the definitive answers?

SPEAKER:

Sharman Smith - State Librarian

PLACES: Waverly Public Library

-- December 9, 1996 *Snow date Dec. 11*

Matthias M. Hoffman

Public Library - Dyersville

-- December 10, 1996

TIME: 7:00 - 9:00 pm

FEE: \$50.00 fee reduced by \$10.00 for each board member in attendance with librarian.

OK - OK I'm just kidding (mostly)

REAL FEE -

\$10.00 for directors & staff,

FREE for Trustees

Contact Hours: 2

Register with Regional -

1-800-772-2023 or 233-1200

FAX (319)233-1964

e-mail kd10018@www.cedarnet.org

Northeast Iowa Regional Library System

415 Commercial Street

Waterloo, IA 50701-1317

For Registration we need to know:

Library

Library Address

Number of people attending

Names & home phone number

Position:

Trustee

Director/Administrator

Staff

Friend

General Public

Which session; Dyersville or Waverly

Have you any questions that you would like to have addressed specifically?

Sign up all members
Board

EVANSDALE PUBLIC LIBRARY
REGULAR MONTHLY BOARD MEETING
Monday, December 2, 1996 at 7:10pm

AGENDA

Call to order

Introduction of new board member

Roll call

Approval of minutes from November board meeting

Approval of bills

Treasurer's report

Circulation report

Director's Report

Old business:

1. Computer policy
2. Workshop in Library Leadership -- December 9, 1996

New business:

1. Enrich Iowa: Fund Libraries
2. Close library for holidays
3. Budget review for fiscal year 1997-98
4. Order Iowa Teen Award books
5. Renewal of Library Journal
6. Money for summer reading program

Adjournment

Library Director's Report
December 1996

- We now have access to the internet on the library's new computer. Thanks to Bob Runte for helping out.
- All of the library board members along with the director are registered for the Workshop in Library Leadership to be held at the Waverly Public Library on Monday December 9th. (See attached sheet.) Please contact the library if you will NOT be able to attend so that we can notify the regional office. The \$10 registration fee (for the director only) was paid by the City Clerk.
- The library now has a "new-to-us" director's desk. We got the desk and delivery of the desk for \$125 from A+ Office Supplies in Waterloo. It's a sturdy used desk with a return for the typewriter. At some point in time we may want to use a little touch-up paint on it, but other than that, it's perfect. Because the cost was so much lower than what we expected, the Friends of the Library may pay the entire cost.
- The two west windows of the library are now covered with plastic, and it is noticeably warmer in the library.
- "Fine-Free" Month at the library began November 15th and will run through December 15, 1996. The library staff has been making regular phone calls and sending some written notices about overdue materials, starting with September 1996. We have been getting some overdue materials back.
- The petty cash was replenished out of the general fund on 11-20-96. Money was needed for extra postage costs.
- The director attended the state/regional library town meeting at the Waterloo Recreation and Arts Center on Wednesday November 13th. Librarians from the Northeast Iowa region attended the presentations of the state librarian, Sharman Smith, and others on the state library staff. There was a discussion of the new proposal for state aid to public libraries, called Enrich Iowa: Fund Libraries. This proposal will be brought to the Iowa legislature in the new session. An update was given on the State of Iowa Libraries Online (SILO) project. In the afternoon there was a demonstration on how to use the internet and information on the upcoming summer library programs. The day was interesting, informative, and was well worth the time.

My first four weeks as library director at Evansdale have gone by quickly. I have been learning a great deal and am beginning to feel just the slightest bit organized. I think I will be in a position very soon to tackle some major reorganization projects in our shelving and in the records. I know that there is a lot of work to be done. Thanks to everyone who has been stopping in to help me out. I really appreciate it.

Sarah Meyer-Reyerson

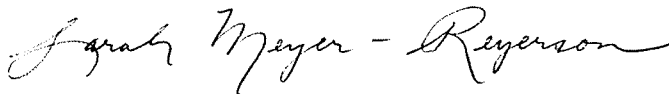
11-25-96

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
DECEMBER 2, 1996 MEETING
MINUTES

- The meeting was called to order by President Russell at 7:12 pm.
- New board member, Bob Runte, was introduced. He will fill the one empty seat on the board left by Deb Buckendahl.
- Roll was taken. Present were: Fagerlind, Eldridge, Russell, Winstead, Pavelec, Barna, and Runte.
Absent: Stephens, Seavey.
- Fagerlind moved that the minutes from the November 4, 1996 meeting be approved. Barna second. Carried.
- November's bills to be paid were presented. Two additional bills were added to the list. World Almanac Education for \$8.75 and Postmaster for \$32.00. Pavelec moved that the monthly bills be paid. Russell second. Carried.
- The treasurer's report was not available at this time. Interlibrary loan postage was discussed. The treasurer stated that interlibrary loan postage, which is to come out of the books and subscriptions line item, shall be paid out of petty cash. At the end of every month money will be transferred from the books and subscriptions line item to petty cash as reimbursement for interlibrary loan postage.
- The circulation report for November was presented by the director.
- The library director's report was presented. The director reminded the board about the Workshop In Library Leadership on December 9, 1996. Four board members reported they could not attend. Also when "Fine-Free" Month ends on December 15, 1996 the director was instructed to make an active overdue list from only her own records.
- Old Business: The new computer policy was presented to the board. Questions were discussed. Barna will correct some minor typographical errors and return the policy to the library. The computer with access to the internet is officially open to the public as of Tuesday December 3, 1996. Bob Runte offered to donate cases for disk storage.
- New Business: The Enrich Iowa: Fund Libraries proposal for the state legislature was presented to the board. Requirements for the Evansdale Public Library to receive this state aid were briefly discussed. Board members were invited to a legislative reception at the Waterloo Public Library on December 11, 1996 which will be put on by the Black Hawk County Library Coalition. The director also announced that the state librarian of Iowa, Sharman Smith, will be visiting the Evansdale Public Library on Monday December 9, 1996.
- The director announced that the library will be closed on the following days in observance of the holidays: December 24, 25, 1996, and January 1, 1997.
- President Russell presented a budget proposal for fiscal year 1997-98.
- The director requested the board's permission to place an order for the 1997-98 Iowa Teen Award books and the the 1997-98 Iowa Children's Choice Award books. The board approved. The director inquired about the board's preferences in new materials to add to the collection. Interest was expressed especially in new adult books, both fiction and non-fiction, including westerns and autobiography. New videos are to be

historical, educational, or classics. Bob Runte offered to pick up used books to add to the collection.

- The subscription to the Library Journal will expire in January 1997. Winstead moved that the journal be renewed for one year at the cost of \$94.50. Russell second. Carried.
- Materials for the summer reading program were discussed. The board decided not to budget for summer reading materials, as the state is already providing a manual. The board will instead approach the Friends of the Library about purchasing extra incentive items for the children in the program.
- Russell brought to the board's attention the article about the Evansdale Public Library in the most recent issue of the Hometown. Disappointment was expressed about the columnist's choice of words in the statement regarding Janice Holmes' resignation.
- Mayor Mardis spoke briefly about our budget proposals for 97-98 and the future plans for a new library facility.
- President Russell adjourned the meeting at 9:06 pm.



Sarah Meyer-Reyerson
Library Director and Secretary



Joyce Russell
Board President

Evansdale Public Library
Monthly Circulation Report
December 1996

Number of Materials Checked Out:

Adult Non-fiction	33	Youth Non-fiction	38
Adult Fiction	197	Youth Fiction	149
Adult Periodicals	3	Youth Periodicals	3
Total Adult	233	Total Youth	190

Other print	8
TOTAL PRINT	431

Video tapes	37	Number of Interlibrary Loans	
Audio tapes	5	Sent	0
TOTAL NON-PRINT	42	Received	9

TOTAL # OF ALL MATERIALS CHECKED OUT: 482

Number of items loaned to non-Evansdale citizens: 79 of total 482 (16%)

Elk Run	22
Raymond	4
Waterloo	20
County	33

Day with highest total checkout: 81 items, Dec. 27

Day with highest <i>adult</i> checkout:	31 items, Dec. 30
Day with highest <i>youth</i> checkout:	65 items, Dec. 27
Day with highest <i>video</i> checkout:	7 items, Dec. 14

Total number of library users: 240

Day with highest number of users:	24 on Dec. 30
Day with lowest number of users:	1 on Dec. 23

Number of days open: 24

Average number of library users per day: 10

Number of new library cards issued: 13

Evansdale	8
Elk Run	0
Waterloo	2
Raymond	1
County	2

Money turned in to city clerk:

Fines	3.75
Duplicate cards	3.00
Computer printer	.70
Faxes sent	2.50
(Fax sent in Nov.)	2.50
TOTAL	12.45

Evansdale Public Library
December 1996 Bills

OFFICE SUPPLIES

Morris Printing	19.00
200 duplicate library cards	
Lincoln's Office Supply	2.92
adhesive	
Lincoln's Office Supply	7.03
calendar refill, date stamp	
A+ Office Supplies, Inc.	7.53
3 reams of paper, 1 package file folder labels	
A+ Office Supplies, Inc.	6.29
2 reams of paper, 1 package labels, large yellow envelopes	

\$ 42.77

BOOKS AND SUBSCRIPTIONS

Interlibrary Loan Postage	8.84
Perma-Bound Books	379.52
23 Iowa Children's Choice Award books,	+ shipping
14 Iowa Teen Award books, card catalog kits	
Davidson Titles, Inc.	158.99
8 books and card catalog kits	
Walden Book Company, Inc.	123.79
7 hardcover books	

\$671.14
+ shipping

<u>Library Journal</u>	94.50 PAID
one year subscription	

EDUCATION AND TRAINING

State Library of Iowa	35.00
Library Management I class	(do not pay until March)
Sarah Meyer-Reyerson	5.20
travel expense to W.I.L.L. meeting 12-9-96	

\$ 5.20

TOTAL: \$719.11

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD MEETING
Monday January 6, 1997 at 7:10pm

AGENDA

Call to order

Roll call

Approval of minutes from December board meeting

Approval of bills

Treasurer's report

Circulation report

Director's report

Old business:

New business:

1. Library Management I course for director
2. Courier subscription
3. Listing on the Black Hawk County Library Coalition home page
4. Quick Card computer program for book processing
5. Expiration dates on patron registration cards
6. New idea for circulation of romance books
7. Policy questions

Adjournment

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
JANUARY 6, 1997 MEETING
MINUTES

- The meeting was called to order by President Russell at 7:12pm.
- Roll was taken. Present were: Barna, Eldridge, Pavelec, Runte, Russell, Seavey, and Stephens. Absent were: Fagerlind and Winstead.
- Pavelec moved that the minutes from the December 2, 1996 meeting be approved. Barna second. Carried.
- December's bills to be paid were presented. Runte moved that the bills be paid. Russell second. Carried.
- The treasurer gave a brief report. The office supplies line item has been spent already. Future purchases of office supplies will have to be taken out of another line item.
- The circulation report for December was presented by the director. The total number of materials checked out was down slightly from November, as was the average number of library users per day. The number of items loaned to non-Evansdale citizens was again at 16%.
- The library director's report was presented.
- Old Business: President Russell noted one change to the budget proposal for fiscal year 1997-98. Five more hours per week have been requested for the director. Meyer-Reyerson named several activities that she is not able to put enough time into. These include learning how to use the new computer and the internet, selecting books and software to purchase, processing books, correcting organizational problems, and looking for grants for the library. The budget proposal has been submitted to the mayor and will await budget hearings later this month.
- New Business:
 - The director announced that a library management class is being offered by the state library this spring. There are eight class sessions, seven of which the director will attend at the ICN site in Oelwein. The cost will be \$35.
 - The library's complimentary copy of the Courier, which had been delivered by the same carrier for the last several years, is no longer being delivered. The only choice we have is to start a regular subscription at the cost of about \$160 per year. The director noted that only one person had asked for the paper in the last few weeks. The board decided to hold off on the decision for a month to see how many patrons ask for the paper.
 - Pavelec moved to allow the Evansdale Public Library to be listed on the internet home page of the Black Hawk County Library Coalition. Barna second. Carried.
 - The director discovered that a computer program for processing books, called Quick Card, is in existence. Given the large number of book we have yet to process at the library, this program could make the work quick and easy, saving on staff time. Seavey moved that the director look into purchasing Quick Card and that she be allowed to spend up to \$100. Barna second. Carried.
 - The director brought up the current problem we have with outdated patron records. Seavey moved that we buy a new color of library cards, numbered 1 - 500, and that we issue

a new card to each patron. The new card will carry a 5-year expiration date and will allow us to start over with new patron records. Barna seconded the motion. Carried.

-The board did *not* approve of the idea to have a "swap" with our romance books. The director noted that hundreds of romance books have been donated in the last month. The board suggested that we rotate the donated books into the collection (if they meet policy standards) and remove as many books from the collection to sell on the Friends of the Library book sale. Because the turn-over will be faster on these books, the books in the romance collection will be listed on a sheet of paper instead of put into the card catalog.

-The board addressed questions of policy.

The policy will be changed in regard to a patron's privileges when he or she has outstanding fines. Barna made the following motion: if a patron has returned all overdue materials and has *not* paid the fine, he or she may *not* check out any materials from the library. However, computer use will *not* be restricted. Any person may come into the library to use the computer as they would any other resource that stays in the library. Seavey seconded the motion. Carried.

In regard to the color printer, Pavelec moved that the default be set to grayscale, and the charge for these copies be \$.15 per page. If a patron specifically requests a color copy, the charge will be \$.50 per page. Seavey second. Carried.

The policy which states that the check-out limit is ten items per patron, will be upheld. The director was advised to make patrons aware of this policy, and also to include it in an updated brochure available to patrons when the new library cards are issued.

The present policy states that after 90 days the patron will be charged the replacement cost for overdue materials. The director was advised to make the patron aware of this fact when the second written notice is sent at 60 days. The original cost of the item will be charged if the current replacement cost can not be found. Also, the current fine will be stated on all written notices for overdue materials.

-President Russell brought to the board's attention that April 13-19 is National Library Week, and that we should consider planning an event.

-President Russell also noted that there is a Windows 95 class being offered at Hawkeye Community College. The director was advised to register for this class.

-President Russell adjourned the meeting at 8:49pm.



Sarah Meyer-Reyerson
Library Director and Secretary



Joyce Russell
Board President

Evansdale Public Library
Director's Report
January 1997

On December 9th I attended the Workshop in Library Leadership at the Waverly Public Library. Sharman Smith, our state librarian, was the speaker. Some of the questions addressed were whether the public library will survive the internet and whether the book will eventually disappear from use. I will try to summarize Sharman's ideas.

She acknowledged that this is a stressful time in libraries. We are trying to balance traditional services and technological services. We should realize though, that the internet is not entirely different from what we already have; it is just another tool that we must incorporate into our services. The book was new technology at one time, but it is now technology that we are very comfortable with. We must invest in technological training for our staff so that we can become comfortable with this new technology.

Sharman's "thesis" was that the future of libraries *is* secure. While computers isolate people in this age, fundamentally people want contact with other people. The library has had and *will* have an important place in the community.

We must think about how to draw members of the community into the library. What would be of interest to the community? What can we do to serve the community better? We must find ways to serve the *whole* community. As our young patrons begin to look at the world differently in this computer age, we must look differently at our library service. As our society changes so must the library change.

On December 10th the state librarian visited our library. I gave Sharman the grand tour, and she had some good ideas to share. Some of her ideas included having a regular, year-round story time (for children and for adults), having discussion groups at the library, and doing a "swap" with our romance books instead of checking them out. Sharman suggested that we write a policy for regular selection and acquisition of materials to have in addition to our donations policy. She encouraged us again to schedule enough staff time to learn how to use our computer and the internet.

At the December meeting of the Black Hawk County Library Coalition there was further discussion about the creation of a B.H.C.L.C. home page on the internet. I am to ask our board if there are any objections to the Evansdale Public Library being listed on that page. We may want to think about creating a home page for the Evansdale Public Library which can be accessed from the B.H.C.L.C. page.

The Black Hawk County Library Coalition held a meeting with our legislators at the Waterloo Public Library on December 11th. The assistant state librarian, Christie Brandau, spoke about the Enrich Iowa: Fund Libraries proposal. Two state legislators were present.

Only two people have come into the library to use the internet so far, and I am a bit surprised that there hasn't been more interest shown. I have submitted notices about our internet access to a number of sources including the Courier, the Hometowner, and the public ads on channel 2.

I have contacted the Retired and Senior Volunteer Program (R.S.V.P.) to see if we can

get a volunteer for the library. They will be looking for one and will get back to me in January. I think a regular volunteer could really help us out with some of our organizational challenges.

I spoke to Mike Thompson about asking the Friends of the Library to purchase our extra materials for the summer reading program. They *will* pay for the materials we need. Kathy Cook, who was involved with our program last summer, will be helping me choose the materials.

Other news from the library:

We have had well over 200 books donated in the past month, and have processed about eighty books, both new and donated. Fifteen newly purchased books have gone out on the shelves.

Fine-free month has ended, and we now have an active overdue list at the counter. The corner shelf on our library counter has been fixed and is very sturdy.

Here are some policy questions that I will be bringing up at the board meeting.

1. Our policy now states that if a patron has returned all overdue materials he/she may check out materials if the unpaid fine is less than \$1, but he/she may use the computer if the unpaid fine is less than \$2. Do we want to make this the same amount or leave it as it is?
2. When patrons wish to print out material on our computer, should we suggest that they print in grayscale instead of color to save on our print cartridge?
3. I don't think that the check-out limit of 10 books per patron has been enforced in the past. There was at least one patron that was unhappy about this policy. Is it a policy we should maintain?
4. After a book has been overdue for 90 days, the policy says that we are to charge the patron for the cost of replacement. What should that cost be for a donated book or for an older, well-worn book that may have been close to withdrawal?

I would like to thank all of you on the board for the nice Christmas gift. Thanks for thinking of me. I hope you all had a wonderful holiday.

Sarah Meyer-Reyerson

Evansdale Public Library
Monthly Circulation Report
January 1997

Number of Materials Checked Out:

Adult Non-fiction	44	Youth Non-fiction	67
Adult Fiction	144	Youth Fiction	151
Adult Periodicals	13	Youth Periodicals	4
Total Adult	201	Total Youth	222

Other print	4
TOTAL PRINT	427

Video tapes	48
Audio tapes	5
TOTAL NON-PRINT	53

Number of Interlibrary Loans

Sent	0
Received	8

TOTAL # OF ALL MATERIALS CHECKED OUT: 488

Number of items loaned to non-Evansdale citizens: 135 of total 488 (27.7%)

Elk Run	49
Raymond	2
County	35
Waterloo	47
Cedar Falls	2

Day with highest total checkout: 49 items, Wed. Jan. 22

Day with highest <i>adult book</i> checkout:	19 on Tues. Jan. 28
Day with highest <i>youth book</i> checkout:	29 on Wed. Jan. 22
Day with highest <i>video</i> checkout:	8 on Wed. Jan. 22

Total number of library users: 366

Day with highest number of users:	26 on Wed. Jan. 22
Day with lowest number of users:	4 on Fri. Jan. 17

Number of days open: 24

Average number of library users per day: 15.25

Internet users in January: 13 (average duration of use, 1/2 hour)

Number of library cards issued to new patrons: 21

Evansdale	11
Elk Run	3
Raymond	1
County	3
Waterloo	3

Money turned in to city clerk:

Fines	14.75
Computer printer	.75
Faxes sent	5.00

TOTAL	\$20.50
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BOOKS PROCESSED AND ADDED TO THE COLLECTION

January 1997 54 books added
5 new books, 49 donated

December 1996 68 books added
15 new books, 53 donated

November 1996
3 new books

October 1996
24 new books

Evansdale Public Library
January 1997 Bills

OFFICE SUPPLIES

DEMCO	36.14	
roll of 1000 label protectors, 6 plastic sign holders		
DEMCO	9.58	
labels, repair tape (same order as books from DEMCO)		
Lincoln's Office Supply	4.83	
1997 desk calendar		
Lincoln's Office Supply	3.39	
wire book stand (for use when processing books)		
Staples	20.11	
glue sticks, index cards, mailing tape, post-it notes, pens		
Morris Printing Company	40.00	
500 red library cards		

		114.05

BOOKS AND SUBSCRIPTIONS

Interlibrary Loan Postage	5.71	
4 interlibrary loan books		
DEMCO	78.13	
2 Arthur books, 1 Dr. Seuss book, 1 youth non-fiction, and a laminated poster for Black History Month		

		83.84

EDUCATION AND TRAINING

Hawkeye Community College		
Internet class	49.00	
Casey's	8.50	
gas for city car, director's SILO training in Oelwein		

		57.50

TOTAL:		255.39

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING

held at the Library
Monday February 3, 1997 at 7:10pm

AGENDA

Call to Order

Roll Call

Public Input

Approval of Agenda

Approval of Minutes from January Board Meeting

Approval of January Bills

Treasurer's Report

Circulation Report

Director's Report

Old Business

1. Budget hearing for library January 21, 1997
2. Newspaper subscription
3. Other

New Business

1. Promotion day for new library cards
2. Video collection (Bob Runte)
3. Policy -- Cost of receiving a fax
4. E-mail for public use
5. Word processing program for computer
6. Protective covering for paperback books
7. Other

Comments and Questions

Date and Time of Next Meeting

Adjournment

Evansdale Public Library
Director's Report
January 27, 1997

On Tuesday January 28th I will be representing the Evansdale Public Library in a panel discussion with other Black Hawk County library directors (from Dunkerton, Hudson, Janesville, and LaPorte City). The focus will be on the services and needs of the smaller libraries in the county. This event is sponsored by the Black Hawk/Bremer League of Women Voters and will be held in the Upstream Schoitz Room of the Waterloo Recreation Center at 7pm on Tuesday January 28th. All are welcome to attend.

On Thursday January 23rd I drove to Oelwein for a meeting through the Iowa Communications Network. This meeting was put on by the State Library as a training session for the new State of Iowa Libraries Online (SILO). SILO is available for use on Monday January 27, 1997. What this means is that we can do our interlibrary loan searches and requests over the internet instead of using the Locator and working through Regional. The interlibrary loan process should move quicker and easier with SILO. Technically our library is not eligible to use SILO because our holdings are not listed in the locator and so we can request books of other libraries, but *they* cannot request books of us. However, I found out that since we are working on our shelf list and moving toward an accurate inventory of our holdings, we will be able to participate. I will be getting a password from the Regional office in the next few days.

Following the January meeting I registered myself for the Library Management I course through the state library. The first class is on April 3rd. I am also registered for two classes at Hawkeye Community College. On March 6th I will be taking an internet class which will cost \$49 for the four-hour class session. March 24th through 28th I am registered for the Windows 95 class at Hawkeye. Each class session is three hours, and the total cost is \$90.

Our new **RED** library cards have come in, numbered 1 through 500. We are beginning to issue a new card to each patron, checking all registration information, and marking each card with a five-year expiration date.

I have done some looking into the computer program for book processing. "Card Master" is the name of the updated program that Follett now has for DOS (which would work on our new computer as I understand). The cost is \$350. I did not order the program but will be receiving some literature on it. Follett is developing a Card Master for Windows 95 which is supposed to be available sometime in 1997-98. They did not have any literature available on this version.

I now have two individuals serving community service time at the library. So far they have been doing some busywork for me and a lot of alphabetizing.

Thank you to those of you (board members and Friends) who have stopped in to give me computer assistance and other help. I appreciate it.

Sarah Meyer-Reyerson

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
FEBRUARY 3, 1997 MEETING
MINUTES

- The meeting was called to order by President Russell at 7:10pm.
- Roll was taken. Present were: Barna, Eldridge, Fagerlind, Pavelec, Runte, Russell, Seavey, Stephens, and Winstead.
- Pavelec made a motion to approve the minutes from the January 6, 1997 meeting. Fagerlind seconded the motion. The motion carried.
- January bills to be paid were presented. An addition was made under the books and subscriptions line item; a 1997 Waterloo City Directory has been ordered from the Polk Company for \$140. Seavey made a motion to approve and pay the bills presented. Runte seconded the motion. The motion passed.
- The treasurer's report was given.
- The circulation report for January was presented by the director. Although the number of items loaned to non-Evansdale citizens increased considerably, the total number of materials checked out remained about the same. The total number of library users increased 126 from December, due in part to people stopping in for tax forms. Thirteen people used the internet in January, as compared to three in December.
- The library director's report was given. The director noted that checks from the cities of Elk Run Heights and Raymond had been received in support of our budget. Also, Open Access money has been received for the last quarter of 1996 from the State Library.
- Old Business:
 - The library budget hearing was held Tuesday January 21, 1997 before the Evansdale city council. We should know in a few weeks if our budget was accepted.
 - The director is to speak to the Evansdale police department about the subscription to the *Courier*. We will first ask them to donate day-old papers to the library.
- New Business:
 - New library cards are being issued to patrons at the present time, and the director will also choose a special promotion day to issue new library cards. Notices will go out to local schools and to the public in general.
 - There will be a change in policy regarding magazine check-outs. Runte made a motion to ammend the policy so that current issues of magazines cannot be checked out until the next issue arrives. Pavelec seconded the motion. The motion carried.
 - There was also discussion about the video collection. The director will find out what types of videos are checked out most in our library and report back to the board at the next meeting. Decisions on purchasing videos will be made after the report.
 - The library now charges \$2.50 per page to send a fax. The director asked for clarification of policy in regard to the charge for *receiving* a fax. Pavelec made a motion to ammend the policy so that the charge for receiving a fax will be \$.15 per page. Seavey seconded the motion. The motion passed.

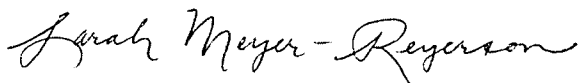
-The director noted that several patrons have asked about using our computer/internet access for e-mail, but right now we are not set up to allow this. It was determined that software from different internet providers will need to be obtained and patrons will have to get their own accounts with a provider. Runte will write a policy for e-mail use in the library.

-The new computer is in need of a better word processing program for staff use. Seavey mentioned that he may be willing to donate some software of his own when he changes programs. This will take place within the next year.

-The director asked whether the board was interested in investing in plastic covering for paperback books in order to extend the shelf-life of those books. Pavelec and Winstead will price contact paper and report to the director.

-The library director's salary was discussed.

-President Russell adjourned the meeting at -- *9:10 p.m.*



Sarah Meyer-Reyerson
Library Director and Board Secretary



Joyce Russell
Board President

Evansdale Public Library
Director's Report
February 24, 1997

In this mailing I have included a copy of the proposed library budget for fiscal year 1997-98. This budget reflects what the council has approved for the library and what *will be* the budget if approved by the public at the final budget hearing on Tuesday March 4th. As the budget now stands, thirty-five hours have been approved for the library director, and the books and subscriptions budget remains the same. The complete city budget information is available in the library.

I recently found out that the Black Hawk County Public Libraries were not allowed to give a presentation this year to the County Board of Supervisors, and our funding has been decreased from last year. The allocation to the Evansdale Public Library will be \$558.91.

I have decided to have the promotion for our new library cards during library week in April. The Black Hawk County Library Coalition has decided not to proceed with the intergenerational internet project during library week, so if we want to have a special activity that week we will be on our own.

On Wednesday February 12th I attended a hands-on SILO training session at the regional office in Waterloo. The system is running and ready for us to use. We are still using the Locator at the present time for two reasons. The database on the Locator is still more comprehensive than the online database from my understanding, and also the SILO interlibrary loan system requires more time on the part of the library staff. The time factor will be especially important when we have our holdings in the database and serve as lenders as well as borrowers. The Regional office is still taking care of our interlibrary loan requests right now, but I plan to move to the SILO system in the next several weeks.

Our participation in SILO interlibrary loan is under the assumption that we are working toward putting our holdings into the database. In order for this to happen we must first have a shelf list that reflects our holdings accurately. I am currently working on writing out a step by step plan to shape up our shelf list. When the plan is set, we can begin work on the shelf list project.

I have recently compiled some statistics on the number of library users we have on each day of the week and each hour of the day we are currently open. The statistics are finished for September 1996 through January 1997. Joyce and I both have copies if anyone is interested in that information.

The 1997-98 Iowa Children's Choice Award books and the Iowa Teen Award books have come in. We are waiting for a late shipment of the card catalog kits to get the books on the shelves. I have been working harder this month to get new books ordered. There should be some major additions in the next months.

I have requested a youth worker through the Summer Youth Employment and Training Program (SYETP) administered by the Area VII Job Training. The anticipated program dates are June 9 - August 16.

Bob Runte installed Microsoft Office software on the library computer on Monday February 24th. This is a much better word processing program than what we had, and there are other valuable features that will help us in our work. I will be attempting in the next several weeks to get acquainted with the new software.

Bob Runte has also installed America Online software and has written a preliminary e-mail policy. This is how the policy now reads: 1. Patron must have their own e-mail account. 2. Patron must be able to connect through Telnet, AOL, or another major provider. 3. Current pricing and policy on disk usage and printing apply.

An exciting update on internet use at the library – the first group reservation was made. Brownie troupe 110 will do an internet activity on March 17th at the library, which I will assist with. I also have a story – a fifth grader named Charlie came in the other night to find books on a Black cowboy named Bill Pickett for a school report. So far in his search he had found only one book at the larger libraries. We did not have any books on Bill Pickett here either, and Bill Pickett was not in any of the encyclopedias. In one last attempt Charlie sat with me at the computer and we did a search together on the internet for Bill Pickett. He was one happy kid when we turned up quite an extensive entry. When our material resources in the library were exhausted, the internet proved a valuable resource.

Sarah C. Meyer-Reyerson



LIBRARY						
SALARY-LIBRARIAN	10,082	11,144	4,351	13,413	2,269	20.36%
PARTTIME	3,494	4,085	2,501	4,357	272	6.66%
EDUCA/TRNG	348	400	20	400	0	0.00%
BOOKS, SUBSCRIPTIONS	5,779	6,200	2,160	6,200	0	0.00%
BLDG/GRDS MAINT	945	1,500	132	2,003	503	33.55%
REPAIRS	46	100	0	100	0	0.00%
TELEPHONE	420	600	384	1,000	400	66.67%
UTILITIES	1,775	1,650	589	1,663	13	0.79%
MINOR EQUIPMENT	222	200	32	200	0	0.00%
OFFICE SUPPLIES	595	600	428	600	0	0.00%
PETTY CASH	25	25	25	25	0	0.00%
BUILDING RENT	4,000	4,000	4,000	4,000	0	0.00%
TOTAL LIBRARY	27,731	30,504	14,622	33,961	3,457	11.33%

Evansdale Public Library
Monthly Circulation Report
February 1997

Number of Materials Checked Out:

Adult Non-fiction	49	Youth Non-fiction	50
Adult Fiction	203	Youth Fiction	172
Adult Periodicals	11	Youth Periodicals	5
Total Adult	263	Total Youth	227

Other print	5
TOTAL PRINT	495

Video tapes	80
Audio tapes	0
TOTAL NON-PRINT	80

Number of Interlibrary Loans

Sent	0
Received	9

Open Access money received
for Oct.-Dec. quarter 1996
\$44.00

TOTAL # OF ALL MATERIALS CHECKED OUT: 584

Number of items loaned to non-Evansdale citizens: 206 of total 584 (35.3%)

Elk Run	93
Raymond	15
County	59
Waterloo	39

Day with highest total checkout: 61 items on Thursday Feb. 27th

Day with highest adult book checkout: 27 on Tues. Feb. 11th

Day with highest youth book checkout: 36 on Thurs. Feb. 27th

Day with highest video checkout: 12 on Sat. Feb. 1st and Mon. Feb. 24th

Total number of library users: 469

Day with highest number of users: 36 on Mon. Feb. 24th

Day with lowest number of users: (4 on Fri. Feb. 7th – only open from 11-1:30)
10 on Tues. Feb. 4th and Mon. Feb. 10th

Number of days open: 24

Average number of library users per day: 19.5

Number of internet users: 22

Number of library cards issued to new patrons: 13

Evansdale	7
Elk Run	2
Raymond	2
County	0
Waterloo	2

Money turned in to city clerk:

Fines	20.20
Computer printer	1.35
Computer disks	1.00

TOTAL	22.55
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Money turned in to Friends of the Library

Copies	14.25
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BOOK DONATIONS AND ADDITIONS TO THE COLLECTION

103 books donated (+ magazines)

75 books processed added to the collection

27 donated books

48 new books

3 new videos donated and added to the collection

EVANSDALE PUBLIC LIBRARY
Suggestions for CD-rom purchase

Living Books

Three for Me Volume 1 --

The Berenstain Bears Get in a Fight, Tortoise and the Hare, Harry and the Haunted House
WIN95 \$41.50 BCR (about \$75 with Follett)

Carmen Advantage Library (ages 9-adult)

*Where in the World is Carmen Sandiego?, Where in the USA is Carmen Sandiego?,
PC Globe Maps 'n' Facts*
WIN95 \$43.52 BCR (about \$180.00 with Follett)

Learning Advantage Library 1 (ages 3-7)

The Playroom, James Discovers Math, Carmen Sandiego Junior Detective, Kid Pix Studio
WIN95 \$62.96 BCR (about \$240.00 with Follett)

The Way Things Work (ages 7-adult)

IBM-Windows? \$49.95 Highsmith
WIN CD? \$35.95 Educational Resources

Let's Talk (middle school, high school)

learn Spanish, French, German, Italian
WIN95 \$38.95 Follett

Oregon Trail II (ages 10-adult)

WIN95 \$50.39 BCR (about \$72.95 with Follett)

Math Munchers Deluxe (elementary, middle school)

WIN95 \$63.95 Follett

software
1-800-egghead

Evansdale Public Library
February 1997 Bills

Office Supplies

Lincoln's Office Supply 2.83
one date stamp

City copy bill for January 10.55

13.38

Books and Subscriptions

Interlibrary Loan Postage 9.48
8 I.L.L. books mailed back

Sports Illustrated for Kids (PAID) 11.00
remaining balance on subscription

Walden Book Company 221.74
13 adult books (fiction and non-fiction)

Simon & Schuster 38.44
Scholarship Book

Junior Library Guild (awaiting invoice) 204.00 (+ shipping?)
24 youth books throughout the next year

Show Me Books (awaiting invoice) 35.00
7 hardcover youth books (fiction and non-fiction)

Superior Books 289.21
12 youth non-fiction, 5 adult non-fiction

808.87

Education and Training

NE Iowa Regional Library 35.00
Materials Repair Workshop 4-15-97

Hawkeye Community College 90.00
Windows 95 class (March 24-28)

125.00

TOTAL 947.25

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
held at the Library
Monday March 3, 1997 at 7:10pm

AGENDA

Call to Order

Roll Call

Approval of Minutes from February Board Meeting

Approval of February Bills

Treasurer's Report

Circulation Report

Director's Report

Old Business

1. Budget for fiscal year 1997-98 -- update
2. Newspaper subscription
3. Video check-out report
4. Plastic covering for paperback books
5. Public use of e-mail -- Bob Runte
6. Proposed purchase of word processing program
7. Other

New Business

1. Easter holiday hours
2. Renewal of *Iowa Heritage* magazine
3. Enrich Iowa: Fund Libraries proposal -- formally endorse
4. Other

Adjournment

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MARCH 3, 1997 MEETING
MINUTES

- The meeting was called to order by President Russell at 7:12pm.
- Roll was taken. Present were: Barna, Eldridge, Fagerlind, Pavelec, Runte, Russell, Seavey, Stephens, Winstead.
- Pavelec moved to approve the minutes from the February 3, 1997 meeting. Fagerlind seconded the motion. The motion passed.
- February bills to be paid were presented. Fagerlind moved to approve the February bills. Barna seconded the motion. The motion passed.
- The Treasurer's report was given by Eldridge.
- The circulation report for February was presented by the director. The total number of materials checked out this month was up by almost one hundred, internet use was up considerably, and the number of items loaned to non-Evansdale citizens has risen steadily from 16% in December to 27.7% in January to 35.3% in February.
- Mayor Mardis stopped in to thank the board for having the foresight to hook up to the internet, which he sees as a wonderful resource.
- The library director's report was presented. Meyer-Reyerson mentioned that the plan for the shelf list project has been written and the next step should be to set some time goals for each step.

Old Business:

- The budget for fiscal year 1997-98 will be finalized March 4, 1997 at the public budget hearing. The city council has preliminarily approved 35 hours a week for the library director but has kept the books and subscriptions budget the same.
- The subscription to the *Courier* was brought up for discussion. The director reported that the *Courier* does not offer a Sunday-only subscription. The director approached the police department, as was suggested at a previous meeting, but they did not feel it would work out for them to donate the used papers. Unless there are complaints from patrons, the board agreed it was not worth spending the money for a subscription. Currently Mike Thompson is bringing in a copy of the paper everyday.
- The director gave a report on the checkout trends for the video collection over the past six months. The Disney animated movies are by far the most frequently checked-out videos in the collection. The G-rated family movies rank second, followed by other cartoon videos. The director noted that several videos have been returned by patrons in the past few months because they were damaged and couldn't be watched. The director was advised to replace the classic Disney videos and make note of some of the videos that are never checked out so that they can be pulled from the collection this summer and sold on the Friends of the Library book sale. The suggestion was also made that the videos be reorganized on the shelf.
- Covering paperback books with protective plastic was brought up for discussion again. Pavelec priced contact paper but found out that it is not good for library use because it is not removable. Pavelec donated three roles of a removable plastic covering that she purchased for about \$2 / role at the Dollar General Store. It was suggested that the director purchase about \$25 worth of this plastic covering in June with money from the repairs line item. Covering the books will be time-consuming and will be a good project for our summer worker.
- Runte's e-mail use policy was presented: 1. Patron must have their own e-mail account. 2. Patron must be able to connect through Telnet, AOL, or another major provider. 3. Current pricing and policy on disk usage and printing

apply. Seavey moved that the board adopt the new e-mail policy. Pavelec seconded the motion. The motion passed. The same time limitations that apply currently to the computer will also apply for e-mail use if there are scheduling problems – 30 to 60 minute time blocks at the librarian's discretion.

-The board discussed the purchase of word processing software. Since the last meeting, Runte installed Microsoft Office software onto the library computer, but technically the library doesn't own this software. Runte moved that we should check the prices on Microsoft Access and Microsoft Word. Barna seconded this motion. The motion passed. Seavey will still donate Word Perfect software.

- The Friends of the Library would like to purchase one or two CD-roms at this time with money from their fundraiser, and the library director suggested several educational CD-roms for the board to choose from. The prices listed by the Bibliographical Center for Research in their group purchase catalog were the most reasonable found. The deadline for the BCR group purchase is March 19, 1997. Looking ahead to the expansion of the CD-rom collection, it was noted that headsets will have to be purchased for the computer in order to avoid the noise distraction in the library. A computer committee was formed (Runte, Barna, Seavey) to discuss the CD-rom purchase and report to the director. This committee will also make plans for the older computer and submit a written report to the board in the next few months.

-Stephens asked about the proposed purchase of an outdoor library sign that was discussed by the board several months ago. Russell will look into it again.

New Business

-The library will keep its regular hours through the Easter season.

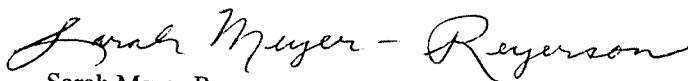
-The library's subscription to the *Iowa Heritage* quarterly magazine is up for renewal. A one year renewal would cost \$19.95. Seavey made a motion *not* to renew the magazine. Stephens seconded the motion. The motion passed. The four issues received during the Iowa sesquicentennial year will be kept as part of the library's permanent collection.

-The petition for *Enrich Iowa: Fund Libraries* that has been in the library for the past month will be sent to ten state legislators from the area along with a cover letter stating the library board's support for the proposal. Each board member signed the letter of support.

-Russell read a letter of thanks from Carol Wilson for the use of the internet at the library. A gift of \$5 accompanied the letter and will be deposited into the library's memorial fund.

-The library director stated that she will be searching for full-time work elsewhere because her current salary is not meeting financial needs. Meyer-Reyerson stated that she may still be open to working in a part-time capacity. A hiring committee was formed, consisting of Russell, Pavelec, Eldridge, and Stephens, who will carry out interviews and select a new employee.

-President Russell adjourned the meeting at 8:59pm.



Sarah Meyer-Reyerson
Library Director and Board Secretary



Joyce Russell
Board President

Bills Previously Approved
PAID in the past month

Books and Subscriptions

Perma-Bound	359.37	
Approved at January meeting		
Paid 4-1-97		
The Polk Company (city directory)	146.00	
Approved at February meeting		
Paid 3-13-97		
Show Me Books	35.00	
Approved at March meeting		
Paid 3-10-97		
Junior Library Guild	249.00	
Approved at March meeting		
Paid 4-4-97		
*Superior Books	164.53	PARTIAL PAYMENT
Approved at March meeting		
Partially paid 3-18-97		

Bills Previously Approved
CANCELLED

Education and Training

State Library of Iowa	Library Management I class	CANCELLED
Approved at January meeting		
Hawkeye Community College	Windows 95 Class	CANCELLED
Approved at March meeting		

Evansdale Public Library
March 1997 Bills

Office Supplies

Postmaster	PAID	32.00
roll of 32 cent stamps		
Quality Rubber Stamp Co.		3.00
name tag pin for new director		
Reimburse PETTY CASH		14.60
typewriter ribbon and correction tape -- \$13.61		
Post master, thirty-three 3 cent stamps -- \$.99		
Reimburse PETTY CASH		10.60
Interlibrary loan postage for March		
C and G Office Products		18.77
box of fax paper		
Copy bill from the city	PAID	28.60
February -- \$ 9.95		
March -- \$18.65		

\$107.57

Books, Subscriptions, Videos

Target	(waiting for invoice)	441.49
36 new Disney videos		
Walden Book Company		261.54
Adult fiction and non-fiction		

\$703.03

General

Replenished Petty Cash	PAID	25.00
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\$ 25.00

TOTAL \$835.60

Evansdale Public Library
Monthly Circulation Report
March 1997

Number of Materials Checked Out:

Adult Non-fiction	42	Youth Non-fiction	59
Adult Fiction	284	Youth Fiction	328
Adult Periodicals	26	Youth Periodicals	1
Total Adult	352	Total Youth	388

Other Print	6
TOTAL PRINT	746

Video tapes	70
Audio tapes	4
TOTAL NON-PRINT	74

Number of Interlibrary Loans

Sent	0
Received	9

TOTAL # OF ALL MATERIALS CHECKED OUT: 829

Number of items loaned to non-Evansdale citizens: 336 of total 829 (40.5%)

Elk Run	101
Raymond	5
County	89
Waterloo	141

Day with highest total checkout: 80 items on Thurs. March 20th

Day with highest adult book checkout: 48 on Thurs. March 20th

Day with highest youth book checkout: 46 on Thurs. March 6th

Day with highest video checkout: 8 on Sat. March 1st

Total number of library users: 472

Day with highest number of users: 47 on Mon. March 17th (Brownies internet project)

Day with lowest number of users: 8 on Sat. March 22nd

Number of days open: 25

Average number of library users per day: 18.9

Number of internet users: about 30

Number of library cards issued to new patrons: 12

Evansdale	7
Elk Run	1
Raymond	0
County	1
Waterloo	3

Money turned in to city clerk:

Fines	15.35
Computer printer	4.15
Lost/damaged materials	3.25

TOTAL	22.75
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Money turned in to Friends of the Library:

Copies	12.90
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BOOK DONATIONS AND ADDITIONS TO THE COLLECTION

58 books donated

28 books processed and added to the collection

28 new books

EVANSDALE PUBLIC LIBRARY
MONTHLY BOARD MEETING

held at the Library
Monday April 7, 1997 at 7:10pm

AGENDA

Call to Order

Introduction of New Library Director

Roll Call

Approval of Minutes from March Board Meeting

Approval of March Bills

Treasurer's Report

Circulation Report

Director's Report

Old Business

1. Finalized budget for fiscal year 1997-98
2. E-mail
3. Purchase of word processing software
4. Library sign
5. other

New Business

1. New Director
2. Library Week promo
3. other

Adjournment

Evansdale Public Library
Director's Report
March 27, 1997

The Enrich Iowa: Fund Libraries petition, along with the board's letter of endorsement, was mailed to ten state legislators after the March board meeting. Kitty Rehberg, Bill Dotzler, Don Redfern, and Bob Brunkhorst have responded, and I have posted their letters on the bulletin board outside the library. Bob Brunkhorst is the only one of the four that is not in support of the bill.

On March 18th I faxed in our CD-ROM order to the Bibliographical Center for Research. The CD-ROMs that I ordered include: 1. Living Books (*The Berenstain Bears Get in a Fight*, *Tortoise and the Hare*, *Harry and the Haunted House*), 2. Carmen Advantage Library (*Where in the World is Carmen Sandiego?*, *Where in the USA is Carmen Sandiego?*, *PC Globe Maps 'n' Facts*), 3. Oregon Trail II. The total cost to the Friends of the Library is \$138.12. (I did do some more price checking after the last board meeting and found that the BCR package prices were still cheaper.) All products should be shipped by May 9, 1997 and may be shipped as early as April 7th.

Since the last board meeting I have rearranged the video collection on the shelf so that they are divided up into the following categories: children's educational, Disney, cartoons, family movies, film classics, adult movies, non-fictional, and other. I think the arrangement will be helpful to our patrons and will give some organization to the collection.

Library Week is coming up April 14th-19th. One of the board members has donated prizes for kids in three age groups. The drawing will be held on Saturday April 19th at 4pm. We are encouraging people to come in during library week to update their records, get a new red library card, try out the internet, check out a book or two, and share their comments and suggestions about our library. Local schools have been notified about the event, and an article will appear in the *Courier*.

The summer reading program workshop for the Northeast Iowa Region was held at the Fayette Public Library on Thursday March 20th. Kathy Cook, who helped with the summer reading program at the Evansdale Public Library last year, attended the workshop. Kathy is an Evansdale resident and is currently an education student at UNI. She is very enthusiastic about helping out with this year's summer reading program at our library, and I know that she will do an excellent job with the kids.

In preparation for the new director, I have been trying to put together a notebook explaining the procedures and practices of our library. I will try to clearly define high-priority projects that need attention. I hope that the transition will be a smooth one. I have enjoyed my time at the Evansdale Public Library, however short, and have enjoyed working with all of you.



Sarah Meyer-Reyerson

THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
APRIL 7, 1997 MEETING
MINUTES

- The meeting was called to order by President Russell at 7:11pm.
- The new library director was to be introduced but was not present at the meeting. Dianne Porter, who accepted the position of library director and worked at the library for one week with Meyer-Reyerson, has resigned due to another job offer. Russell presented Porter's letter of resignation. Another candidate, Lisa Ames, accepted the position of library director and began work on April 7th. If possible, Meyer-Reyerson will continue to work at the library until at least April 25th. She will spend two weeks training Ames and will then work one extra week so that Ames can go on a honeymoon following her wedding on April 19th. Lisa Ames will then be Lisa Kruse.
- Roll was taken. Present were: Barna, Eldridge, Pavelec, Russell, and Stephens. Absent were: Fagerlind, Runte, Seavey, and Winstead.
- Pavelec moved to approve the minutes from the March 3, 1997 meeting. Russell seconded the motion. The motion passed.
- March 1997 bills were presented. Meyer-Reyerson noted two changes to the bills as printed. The reimbursement of petty cash for interlibrary loan postage will come out of the books and subscriptions line item instead of the office supplies line item as printed. Also, one purchase will be added to the bills under the books and subscriptions line item; \$21.19 will be paid to Joyce Russell for the purchase of one Disney video tape for the library. Barna moved to approve the March bills. Pavelec seconded the motion. The motion passed.
- The circulation report was presented by Meyer-Reyerson. The total number of all materials checked out increased from 584 in February to 829 in March, and the number of items loaned to non-Evansdale citizens increased again from 35.3% in February to 40.5% in March. The total number of library users was 472 in March, which is the highest number in at least six months. The number of internet users was up again in March to around 30.
- The treasurer's report was given by Eldridge. A budget update is available through March 31, 1997. The library's telephone line item is almost at \$0. Meyer-Reyerson explained that after new bills are paid, there is \$1469.15 left in the books and subscriptions line item to spend before July 1, 1997.
- The library director's report was presented by Meyer-Reyerson.

Old Business:

- The library budget for fiscal year 1997-98 which was presented at the final public hearing in March was approved.
- Public use of e-mail at the library is still being discussed. The issue will be tabled until Bob Runte is present for discussion. Meyer-Reyerson brought to the attention of the board that the library's e-mail account is easily accessible to the public when the internet is being used, and something should be done to make our account more secure.
- The purchase of word processing software was again discussed. Russell found a source through which we could purchase Office Professional for \$199, if we could be considered an "educational institution." Russell is pursuing this option. Russell moved that she be allowed to purchase Office Professional 97 for \$199, if we can purchase it for that reduced price. Barna seconded the motion. The motion passed. Russell will also collect more specific information on the functions and compatibility of this program to present to the board. The board decided that the Office software currently installed on the library computer should be deleted until the new software is purchased.
- Mayor Mardis addressed the board about the possibility of acquiring a building for a library/community center. The first step in this process is to find out if there is public support, and we "need support in the way of

documented need," according to Mardis. Mardis encouraged the library board to start thinking about the development of a survey and what questions we would want to ask the public. Also, the board will need to think about a long-range vision for the library and set some goals for the future. A professor at the college of business administration has agreed to take on the library needs assessment this fall.

-Russell has found a source through which outdoor library signs (metal signs with library logo) can be purchased. The signs would cost about \$30 per sign depending on the size of the order. The city will mount the signs on posts and install them at no cost. Several locations for the signs were discussed. Russell will find out if the library signs can be purchased for less through the correction services and will report back the board next month.

-Russell reported that the ad submitted to the *Courier* for the library director's position cost \$46.49 and the ad for the library assistant's position cost \$35.75. The total cost was \$82.24.

New Business:

-Library Week will be celebrated at the Evansdale Public Library April 14th through April 19th. Notices were sent to local schools about the event. The board decided that cookies should be provided for the public each day during library week. Pavelec will purchase eighteen dozen cookies, and the cost will be split among the board members. Russell will provide a tray and napkins.

-Meyer-Reyerson asked for the board's approval to purchase two books which would help with grant writing and the search for foundations that have grant money available. The board decided to hold off on this purchase until someone can put the time into grant writing.

President Russell adjourned the meeting at 8:51pm.



Sarah Meyer-Reyerson
Library Director and Board Secretary



Joyce Russell
Board President

**Evansdale Public Library
Monthly Circulation Report
April 1997**

Number of Materials Checked Out:

Adult Non-Fiction	54	Youth Non-Fiction	83
Adult Fiction	190	Youth Fiction	172
Adult Periodicals	19	Youth Periodicals	1
Total Adult	264	Total Youth	256

TOTAL PRINT 519

Video Tapes	117
Audio Tapes	2

Total Non-Print 119

Interlibrary Loans

Number Sent	2
Number Received	9

Total Number Of All Material Checked Out: 638

Number of items loaned to non-Evansdale citizens:

Elk Run Heights	144
Raymond	18
County	30
Waterloo	62

Day with the highest total check-out: 83 items on Friday, April 11.

Day with the highest adult book check out: 25 on Monday, April 7.

Day with the highest youth book check out: 56 on Friday, April 11.

Day with highest video checkout: 19 on Friday, April 11.

(**Sign up for youth softball was taking place on Friday, April 11, bringing many families into the building.)

Total number of Library users: 496

Day with highest number of users: 48 on Friday, April 11.

Day with lowest number of users: 6 on Tuesday, April 1.

Number of days open: 26

Average number of users per day: 19

Number of internet users: 28

Number of cards issued to new patrons: 35

Evansdale	23
County	1
Elk Run Heights	3
Raymond	1
Waterloo	7

Money Turned in to City Clerk:

Fines	\$21.40
Computer Print out	\$ 3.60
Fax	\$ 2.50

TOTAL	\$27.50
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Money turned in to Friends of the Library:

Copies: \$42.45

Book Donations and Additions to the collection:

101 Donated Books

35 new videos were processed and added to the collection

38 new books were processed and added to the collection

**Evansdale Public Library
April 1997 Bills**

Office Supplies

Morris Printing Company 540 Library Cards	(Take out of Books and Subscriptions line items)	\$40.00
Demco Book Repair Materials: Check out cards, labels, etc.	(Take out of Books and Subscriptions line items)	\$91.21
Total:		\$131.21

Books and Subscriptions

Walden Book Company Various Books: Adult Fiction and Non-Fiction, Classic	\$283.43
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Penworthy/American Media Youth Fiction and Non-Fiction	\$361.58
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Libraries Unlimited Director's Reference Books	\$88.86
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Barnes & Noble Reference, medical & instructional books	\$77.59
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Total: \$ 811.46

Interlibrary Loan Postage	\$20.72
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Grand Total: \$963.39

Evansdale Public Library
Monthly Meeting of the Board of Trustees
held at the library
Monday May 5, 1997 at 7:10pm

AGENDA

Call to Order

Introduction of the New Library Director

Roll Call

Approval of Minutes from April Board Meeting

Approval of April Bills

Treasurer's Report

Circulation Report

Director's Report

Old Business

1. Word processing software purchase
2. Library sign purchase
3. E-mail policy
4. Other

New Business

1. SILO class for the board
2. Proposed amendments to policy
3. Other

Adjournment

Evansdale Public Library
Director's Report
April 24, 1997

The new director of the Evansdale Public Library, Lisa Kruse, will be taking the reins on Monday April 28th. I have worked with her for about two weeks, and I may come in for a few more hours next week to answer some last questions for her.

One hundred thirty people visited the library during Library Week, which is a good week in regard to the regular number of library users. Thanks to the board for providing the cookies. A special thank-you to Brenda Pavelec who set up the entire prize drawing and purchased the prizes and the cookies. The winners for the prize drawing were: Jordan Olson of Evansdale for the 5 and under age group, Ashley Reiners of Waterloo for the 6-12 age group, and Stava Clos of Evansdale for the 13 and up age group.

Lisa Kruse and Kathy Cook have decided on a time and dates for the Summer Reading Program at the Evansdale Public Library. The Summer Reading Program will be held on Thursdays from 10-11am, starting June 12th and running through August 14th.

Lisa attended the supervisor's meeting for the Summer Youth Employment and Training Program (SYETP). It sounds hopeful that we will be assigned a worker for the summer. The dates for that program are set to run from June 9th through August 16th.

The Book Repair Workshop to be hosted by the Northeast Iowa Regional Library has been postponed. The repair materials ordered by Diane Porter have arrived and can be put to use after Lisa learns the repair techniques at the workshop.

The CD-rom order placed on March 18, 1997 will be shipped no later than May 9th and so should be ready for public use later in May.

About 350 of the 500 new red library cards have been issued since late January. I placed an order for an additional 500 red cards.

Many new books have been purchased this month, and I hope to place a few more orders before I leave. I believe the books and subscriptions line item will be spent on schedule.

Sarah Meyer-Reyerson

**THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MAY 5, 1997 MEETING
MINUTES**

The meeting was called to order by President Russell at 7:15 PM.

Lisa Kruse, the new library director was introduced.

Roll call was taken. Present were: Barna, Eldridge, Fagerlind, Pavelec, Runte, Russell, Stephens and Winstead. Absent: Seavey.

Fagerlind moved to approve the minutes from the April 7, 1997 meeting. Pavelec seconded the motion. The motion passed.

The April 1997 bills were presented. The 3 books ordered as the director's reference books (\$88.86) will be taken out of the Education and Training Fund. Runte made a motion to approve the April bills. Stephens seconded it. The motion passed.

Kruse presented the circulation report. It was noted that there had been a decline in library users. Summer trends usually bring about lower library attendance with the absence of students and homework, nicer weather, outdoor recreation, and vacations. Kruse said this time would be spent preparing for what she predicts as a very active fall of 1997!

Eldridge presented the treasurer's report. The phone bill was \$149.00 over budget. This resulted in an oversight that the Internet is also connected to a phone line. Rest assured, there is still enough money left over in the Books and Subscriptions line item to cover the phone bill for the rest of the fiscal year. Office supplies purchased will be paid under the Books and Subscriptions line item also. There is still approximately \$888.00 left in Books and Subscriptions that need to be spent before July 1, 1997.

Old Business

As approved at the March 1997 meeting, President Russell purchased the Microsoft Office '97. Apex Systems, Inc. contacted Microsoft, which considered the Evansdale Public Library an educational institution, and sold us the system at a price of \$189.99. That is a ten-dollar savings. The software was paid out of the computer fund, which had a remaining balance of \$ 175.57. The remaining balance (about \$15.00) was taken out of the Open Access line item. The "go-ahead" to purchase the equipment was approved at the March 1997 meeting. The official approval was motioned by Eldridge and seconded by Pavelec. The motion passed.

President Russell contacted the Iowa Prison Industries in Anamosa about possible library signs. The signs will be complete with pictograms and arrows pointing in the direction of the library, giving residents a better idea on the location of the library. The total cost will be less than \$200.00 and can be ready in 3 weeks time. President Russell will contact Mayor Mardis to discuss possible locations to post the signs. Those areas where the signs will be posted will be discussed at the June 1997 meeting. Eldridge motioned to approve the purchase of the signs. Pavelec seconded it. The motion passed.

The e-mail policy has been tabled until greater demand for the service arises.

New Business

June will be the month when the election for new officers takes place. Everyone is encouraged to be in attendance.

President Russell will be contacting Jim Sixta from the Regional Library Office to possibly conduct a SILO training program for the library board members at the June meeting.

President Russell said she would review the library policies more thoroughly before speaking out on them. There doesn't appear to be a problem with the policies in place, but some might need a little fine-tuning for better understanding.

A gift of \$5.00 was presented to the library memorial fund from Carol J. Wilson.

President Russell adjourned the meeting at 8:25 PM.

A handwritten signature in cursive script, appearing to read "Lisa L. Kruse".

Lisa L. Kruse
Library Director and Board Secretary

Joyce Russell
Board President

Evansdale Public Library
Director's Report
May 27, 1997

First, a little of what I've been doing...

I attended a SILO Workshop on May 15 at the Waterloo Public Library, which gave me continuing education points. The process is relatively easy; it's just a matter of running through the process once.

I hired Susan Muehl as my assistant. Susan has helped me process a lot of books this past month. There were books in the storage room that had been sitting around for months, but we conquered that together. Susan works well with the public, works hard in the library, pays great attention to detail, and is an overall asset to the library. If you haven't already met her, you should stop in and do so.

I wrote a letter to the Editor of the Waterloo Courier that was published a few weeks ago. This was just an attempt at a little publicity. I had a few people comment that they liked the letter.

I interviewed two youths for the Summer Youth Employment program. They both accepted jobs elsewhere where they can work up to 40 hours a week. The agency is still trying to find other youth that might work out or show an interest.

The Summer Reading Program starts on Thursday June 12 and will run for 10 weeks. Kathy Cook and myself have sat down and planned to make this exciting and educational. I also have plans to invite KWWL's neighborhood news to visit one Thursday.

Now, the nitty gritty....

As you know, I spend every day in the library, so I want to express some of my concerns to you about the library.

Computer

The computer is a wonderful addition and no library should be without one. My main concern here is the money being spent on it. When looking at the circulation report, and you see that "20" people have used the computer, it can be misleading. Most of the people who use it are from right here in City Hall, and not outside users. When someone does come in to use the computer, it's usually a web search or "surfing the Net" type of thing. What I'm saying here, is let's lay off the CD ROM games and such until the need arises. Not one single person has come in or shown interest in the Oregon Trail or Carmen San Diego. These are great to have on hand now, but I don't feel any others should be purchased until in greater demand.

The user population of this library is 80% senior citizen, 15% adult 30 or over, and 5 percent youth.

So what are the things people ask for? Best Sellers! (Danielle Steele, Mary Higgins Clark, whatever Oprah recommends, etc.) The first thing people do, is look at the new Book rack. It will take the librarian to stay on her toes and keep it current.

The phone has been ringing and a lot of people are asking if we do "Criss-Cross." This had me totally mind-boggled, so I just asked the person what they meant. They wanted to give me an address, and have me look it up to see who lives there. The Waterloo library does this, and I found out, with some help from Brenda Pavelec that there is a book put out by POLK, that is like the city directory, but is called a cross reference directory, designed to look up addresses. Brenda is trying to get a hold of one of these (used 1996) for a low price. Otherwise, I think it's a great idea to purchase one. They run approximately \$ 212.00!

What do you think of establishing summer hours for the library? Roberta.. Would Elk Run mind lowering the library hours in the summer, and then increasing them again in the fall when the demand with students and such is greater? Barb... would Raymond mind?

Board Members... what do you think of splitting the computer fund with what we will call the "advertising or publicity" fund? This would allow the library a little more money to spend on getting they're name out or announcing special events.

What do you think about raising the over due fee on Inter-Library loans and videos?

These are suggestions, and not written in stone, so if one of these suggestions upsets you, please relax, and we will discuss them later. I will appreciate your feed back.

Remember, at the board meeting, we will elect new officers. Don't let that scare you away. We need each and every one of you, and together we can only do the best that we can.

A handwritten signature in cursive script, reading "Lisa L. Kruse". The signature is written in dark ink and is positioned above the printed name and title.

Lisa L. Kruse
Library Director

Evansdale Public Library
Bills for Approval
May 1997

Books and Subscriptions

Walden Books \$ 111.52
(Adult Best Sellers)

The Southwestern Company \$ 94.95 — Aug
(Youth Reference)

Mister Anderson's Company \$ 78.18
(Books bought in April..the bill
arrived on May 2)

Universal Peace Press \$ 37.56
Local author. This bill would
Have totaled over 97 dollars,
But I talked him down.

TOTAL: \$ 322.21

Postage for Interlibrary loans: \$ 3.06
3 books of stamps \$ 19.20
Total: 22.26

**Evansdale Public Library
Monthly Circulation Report
May 1997**

Number of Materials Checked Out:

Adult Non-Fiction	69	Youth Non-Fiction	83
Adult Fiction	220	Youth Fiction	83
Adult Periodicals	14	Youth Periodicals	0

Total Print 469

Video Tapes 116
Audio 1

Total Non-Print 117

Interlibrary Loans

Number Sent 2
Number Received 1

Total Number of All Material Checked Out: 586 (down 52 from April)

Number of items loaned to non-Evansdale Citizens:

Elk Run Heights	70
Raymond	7
County	22
Waterloo	70

Total Number of Library Users for May: 314

Day with highest number of users: 24 on Wednesday, May 14

Day with lowest number of users: 0 on Saturday, May 24 (Memorial Weekend)

Number of Hours Open: 166

Number of Internet Users: 11 inside users
5 outside users

Number of New Cards Issued: 17

Evansdale	9
Waterloo	3
County	5

Money Turned in to City Clerk:

Fines: \$10.55

Computer Print out : \$1.35

Fax: \$3.50

Total: \$15.40

Money turned in to Friends of the Library:

Copies: \$14.05

Donated Books Processed and Added to the Library: 128

New Books Processed and added to the Library: 20

Total: 148

Trends: The nicer the weather, the lower the number of library users. Saturdays have been terrible. We've only been seeing (at the most) 3 people on Saturday. If the decision is made NOT to change the library hours to an earlier open, or less hours, lets start thinking about some programs. or advertising that the library is air conditioned!

Evansdale Public Library
Monthly Meeting of the Board of Trustees
Held at the Library
Monday, June 2, 1997

Call to Order

Roll Call

Approval of Minutes from May Board Meeting

Approval of May Bills

Treasurer's Report

Circulation Report

Director's Report

Old Business

1. Library Signs- posting
2. SILO Class for Board Schedule

New Business

1. Election of New Officers
2. Proposed Amendments to Policy
3. Other

Adjournment

Evansdale Public Library
Board of Trustees Meeting
June 2, 1997
Minutes

The Meeting was officially called to order by President Russell at 7:40 PM.

Roll Call was taken. Present were: Eldridge, Stephens, Runte, Pavelec, and Russell.
Absent were: Seavey, Winstead, Fagerlind, and Barna.

The meeting was late getting officially started, due to a proposal that was brought before the board by Kathy A. Lambert, a UNI student who was interested in conducting a survey about library interest in the Evansdale, Elk Run Heights, and Raymond areas. After much confusion, consideration, questions and debating, Runte brought about the motion in favor of the survey. President Russell seconded the motion. The motion passed.

The library survey will cost \$1,030. The board members will approve all questions being asked, and will better help us understand if the library is something that should be pursued in the future or in what ways we can better ourselves. The motion to approve the funding as 1/2 of the cost coming out of the Open Access fund, and the other 1/2 coming from the building fund was brought about by Runte. Pavelec seconded it. The motion passed.

President Russell motioned to approve the May bills totaling \$269.07. Pavelec seconded the motion. The motion passed.

President Russell read two resignation letters. The first coming from Rev. Paul Seavey, and the second coming from Brenda Pavelec. Both have busy schedules, and we thank them for their service, and wish them the best of luck.

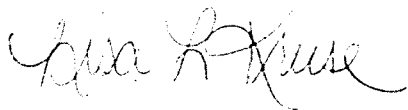
President Russell gave the board an update on the Library Signs. The signs will be ordered the week of June 2. An update of where the signs will be posted will be covered at the July meeting.

The SILO class originally scheduled for the July meeting will be postponed until the September meeting due to vacancies being filled and time restraints.

Due to the lack of time, and board members present, the Election of new officers will take place at the July board meeting.

A \$5.00 gift was presented to the board from Carol J. Wilson to be deposited into the memorial fund.

President Russell adjourned the meeting at 9:06 PM.



Lisa L. Kruse
Library Director and Board Secretary



Joyce Russell
Board President

July 1, 1997

To All Library Board Members:

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

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

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

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

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

Thank you,



Joyce Russell
Evansdale Library Board President