

EVANSDALE LIBRARY BOARD MEETING

July 5, 1990

Meeting was called to order at 7:18.

Present: J. Russell, Schneiderman, Pritchett, Fagerlind,
Mardis, Flanders, Winestead, Librarian Green
Absent : Erpelding, Eldridge

Motion to approve last month's minutes made by Pritchett, and seconded by Fagerlind.

Bills to be paid: A-Plus office supplies \$11.64. Main Entry Company \$96.10 for 8 books.

Motion made by Mardis and seconded by Schneiderman to approve the bills to be paid.

Treasure's Report: There was a correction for the cost of our Time magazine for a year. We are paying \$61.18 for 62 issues.

CIRCULATION: JUNE, 1990

Hours Open	140
Circulation	1,160
County	19
Elk Run	59
Raymond	60
Waterloo	45

People In	378
Evansdale	334
County	9
Elk Run	14
Raymond	13
Waterloo	8

NEW CARDS: 21 (all Evansdale)

VIDEOS CHECKED OUT: 16

NEW ACQUISITIONS: 8 Youth Fiction

MONEY TURNED IN:

Fines	\$ 6.35
Dup. Cards	.75
	\$ 7.10 - Total

Old Business: It seems that our problem with Bernice's insurance coverage was just a misunderstanding on the city clerk's part. She was figuring the insurance coverage on the family plan so it was more expensive than just single coverage. With the difference in cost Bernice can have 40 hours and single insurance coverage.

New Hours: Monday -- 11-7, Tuesday -- 11-5, Wednesday -- 11-5, Thursday -- 11-7, Friday -- 11-5, Saturday -- 11-5.

Bernice says that the older people would like the library to be open a little earlier in the morning. We discussed the possibility of having an older volunteer come in so we could open a little earlier.

Gerri Russell got a call from Shirley George. She said that her recent visit with us was very enlightening for her. Shirley is going to contact the Waterloo Board and see if she can get a meeting set up so that the matter of the open access with Raymond and Elk Run can be resolved.

Interlibrary loans: To save Bernice alot of unnecessary work, we have decided to limit the number of books that can be checked out. we decided that only 5 books per mo. per person can be requested and that after being informed that the books have arrived at the library, the person checking out the books has only 3 days to pick them up or they will be sent back. Bernice will let us know about any problems.

Open Access ran out of funding in June. But received new funding in July at the start of the new fiscal year. We will receive \$83.87 from open access because of non-resident check outs for May and June.

New Business: We need to let people know about our new hours. Bernice will call the bank to see if they will post the new hours on their sign.

We received a letter from the Chamber of Commarce. They want us to join. It will cost \$15 a year and we will see if the Friends of the Library will pay the dues.

We discussed having a flyer made up with library information on it that we can pass out at school to let the kids know about the library. Bernice got some information about the plastic bags that say I love the library. We can get a case for \$80 with 400 bags. We could sell them for 25¢ per bag. We will bring it up to the Friends of the Library.

Election of Officers: President: Mardis, Vice President: Pritchett, Secretary: Eldridge, Treasurer: J. Russell.

We would like to welcome our new memebbers of the board. Raymond representative Carolyn Cannon and alternate Pam Flanders. Elk Run representative Roberta Winstead.

Additional old business: Computer desk is up and looks great. We are still waiting for our new encyclopedias.

Motion to adjourn was made by Russell and seconded by Schneiderman

Meeting adjourned at 8:24.

Sue Schneiderman
acting secretary

John Mardis
President

EVANSDALE PUBLIC LIBRARY BOARD MEMBERS

Elmonda Fagerlind	-----	716 McCoy Road	-----	#233-2881	-----	06-30-94
Casey Eldridge	-----	555 Ayers	-----	#235-1163	-----	06-30-92
Sue Schneiderman	-----	921 Jones Road	-----	#232-8779	-----	06-30-94
Betty Erpelding	-----	520 River Forest-Apt.4-	No Tel. #	-----	06-30-92	
Kathy Pritchett	-----	776 Brookside	-----	#232-6175	-----	06-30-92
Joyce Russell	-----	210 Oakwood Dr.	-----	#235-6039	-----	06-30-94
John Mardis	-----	1034 East End Ave.	-----	#236-1068	-----	06-30-96
Roberta Winstead	-----	701 McCoy Rd., Elk Run	-	#234-5980	-----	06-30-96
Carolyn Cannon	-----	230 W. Central St, Raymd-		#291-6189	-----	06-30-96

OFFICERS

President (Chairperson)	-----	John Mardis
Vice Chairperson	-----	Kathy Pritchett
(Fills In When Chair Absent)		
Secretary	-----	Casey Eldridge
Treasurer	-----	Joyce Russell

LIBRARIAN

Bernice Green

EVANSDALE PUBLIC LIBRARY --#232-5367HOURS:

Monday	-----	11-7
Tuesday	-----	11-5
Wednesday	---	11-5
Thursday	----	11-7
Friday	-----	11-5
Saturday	----	11-5
Sunday	-----	Closed

Library

EVANSDALE LIBRARY BOARD MEETING

Irregular Meeting
August, 1990

In Attendance: (August 2nd) - Erpelding, Mardis, Pritchett, Eldridge,
Librarian Green

A motion was made by Chairman Mardis that we pay the bills with phone
conference to board members to conclude approval of motion.

Telephone conferences were made on August 3rd to Fagerlind and Winstead.
Motion seconded to approve bills.

The following bills were approved to pay:

<u>Office Supplies #4580</u>		
A Plus Office Supplies	3.74	
A Plus Office Supplies	<u>6.95</u>	10.69
 <u>Books and Subscriptions #4280</u>		
Hotline	64.84	
Ingram	44.33	
National Literary Distributor	149.08	
Champion Books	47.28	
Baker and Taylor	7.93	
Baker and Taylor	<u>57.97</u>	
		<u>371.43</u>
Total		\$382.12

Circulation: July, 1990

Hours Open	168
Circulation	1,581
County	49
Elk Run	91
Raymond	111
Waterloo	111

People In	528
Evansdale	418
County	25
Elk Run	38
Raymond	27
Waterloo	20

New Cards	
Evansdale	22
Raymond	5
Elk Run	2
County	<u>2</u>
Total	31

Money Turned In	
Fines	\$ 4.95
Dup. Cards	4.50
Copies	<u>5.00</u>
	\$14.45

New Acquisitions	
Adult Non-Fiction	8
Adult Fiction	15
Youth Non-Fiction	9
Youth Fiction	14

Videos Checked out 30

Casey Eldridge
Casey Eldridge
Secretary

John W. Mardis
President

STATE LIBRARY OF IOWA, OFFICE OF LIBRARY DEVELOPMENT
LSCA PROJECT LETTER OF INTENT, FISCAL YEAR 1991
Must be received at State Library by August 31, 1990.

Name of Applicant: Evansdale Library Board of Trustees

Mailing Address of Applicant: 123 North Evans Rd.
Evansdale, IA 50707

U.S. Congressional District: 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5 ☐ 6 ☐

Name of Project Director: John Mardis Telephone: Home: 319-236-1068
Ofc: 319-291-4829

Amount Requested for Total Project:

Federal:	\$ <u>3,500</u>
Local Contribution (If applicable)	\$ <u>0</u>
Total:	\$ <u>3,500</u>

Summary of Project

Needs Statement: The Evansdale Board needs to seek reliable citizen input to aid planning/implementation for improved service, to help target scarce resources, and to assist in fund-raising/budgeting. We propose a professionally designed survey.

Project Goals and Objectives: To get citizen input regarding library services via a statistically reliable random sample survey of town population; to organize and analyze resulting data; to use report in short and long term planning for library service enhancement.

Methodology: Use Iowa State University Extension services to design survey, train workers, collate data, and assist in analysis. Survey administered by 20+ volunteers and paid marketing students from UNI. Use State/Regional Library organizations' planning models.

Evaluation: Completion of the survey, compilation of data in a report, and initiation of the planning/decision process will constitute acceptable completion of the project.

Title: ☒ I ☐ II ☐ III

Federal LSCA Purpose: ☒ IS ☐ PH ☐ DA ☐ MU ☐ TK ☐ LT ☐ EL
(For Title I only, see pp. 9-12 for description)

The signature below will be understood to indicate the intent of the applicant to submit an application for the project. It will not obligate the applicant to do so, however.

John W. Mardis
Signature
John W. Mardis
Name
President, Evansdale Library Board
Title of Trustees

EVANSDALE LIBRARY BOARD MEETING

September 6, 1990

The meeting was called to order at 7:03 p.m.

Present: Winstead, Russell, Pritchett, Cannon, Mardis, Fagerlind,
Eldridge, Librarian Green

Absent: Erpelding, Schneiderman

A motion to approve last month's minutes was made by Russell and seconded by Fagerlind.

The following bills were presented by the treasurer:

Baker and Taylor		3.44
Baker and Taylor		76.88
Baker and Taylor	(30 books in all)	45.27
American Media Corp.	(10 books)	110.61
Children's Reading Tree	(9 books)	83.77
Alpine Books	(2 books)	24.65
Raintree Publishers	(5 books)	62.99
		<u>407.61</u>

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

CIRCULATION: AUGUST, 1990

Hours Open	180
Circulation	1,203
County	18
Elk Run	93
Raymond	55
Waterloo	52

People In	504
Evansdale	400
County	18
Elk Run	50
Raymond	14
Waterloo	22

New Cards	19
Evansdale	15
Elk Run	2
County	2
Raymond	0

Money Turned In	
Fines	\$ 8.50
Dup. Cards	3.00
Copies	1.00
Lost Book	2.50
	<u>\$15.00</u>

New Acquisitions	
Adult Fiction	23
Adult Non-Fiction	2
Youth Fiction	9
Youth Non-Fiction	<u>22</u>
	56

Videos Checked Out: 22

Old Business: There has been no bids on the 1981 Encyclopedias. People are reluctant to purchase encyclopedias that do not have yearbooks with them. Three options were discussed to sell these books: offer to consignment auction, advertise in Home Towner with a sealed bid, or offer to school systems in the area. It was decided to offer them to the schools in the area first with an asking price of \$100.00.

Russell presented samples of the flyer that included all the services the library has to offer. A motion was made by Mardis and seconded by Winstead to authorize Russell to spend \$30.00 to have copies printed. These flyers will be distributed to the schools (St. Nicks, St. John, Elk Run, Jewett, and St. Jo) and the three communities as far as the funding will permit.

A motion was made by Winstead to authorize Russell to spend \$15.00 to have bookmarkers printed on tagboard with our library hours printed on them. The motion was seconded by Pritchett.

Pritchett reported that Mr. Parker, principal of Elk Run School, would like to have a meeting of their media director with ours and suggested exchanging books amongst us which could be done like an interlibrary loan system.

A networking type open house for media directors, principals, and interested staff from Elk Run, St. Joe, St. John, St. Nicks, and Jewett schools has been set for October 4th from 3:15 to 5:00. Written invitations will be sent to each school. Refreshments will be provided by Winstead and Pritchett.

New Business: There are federal grants available every year for libraries administrated by the state. Since there was an August 31st deadline, Chairman Maris filed a letter of intent for a grant. The actual application deadline is October 31st which could be used to do a "survey of need" for statistical purposes to validate any future plans. To get a survey with 95% reliability, the board would need to survey between 275 and 400 people door to door. Volunteers who have received training would need to deliver and pick up surveys requiring minimum instruction. We would need a strong commitment from our board members to pursue this further. The board consensus was to proceed and develop list of questions we would liked answered on this survey. The final decision to apply for the grant will be determined at the October meeting.

The boxes of books on the dais need to be sorted through so it was decided to have each board member select a time convenient for them to come in and spend time sorting through the boxes. After the boxes are sorted, we need to sort through the mail and start weeding out the hardback books.

We need to insert a line item for continuing education workshop on next year's budget. The chairman will continue searching for some possible funds to cover this year.

A motion to adjourn the meeting was made by Mardis and seconded by Winstead.

The meeting adjourned at 8:40 p.m.

Secretary,
Casey Eldridge
Casey Eldridge

John Mardis
President

EVANSDALE LIBRARY BOARD MEETING

October 4, 1990

The meeting was called to order at 7:00 p.m.

Present: Winstead, Fagerlind, Schneiderman, Mardis, Russell, Pritchett,
Eldridge, Librarian Green

Absent: Cannon

A motion to approve last month's minutes was made by Russell and seconded by Schneiderman.

The following bills were presented by the treasurer:

A Plus Office Supplies	(colored paper)	8.78
Ranger Rick	(1 year subscription)	15.00
Garrett Educational Co.	(3 books)	36.27
Baker & Taylor	(9 books)	46.59
Lorene Rohlf	(11 books)	52.12
Champion Books	(8 books)	74.98
Reference U.S.A.	(6 books)	114.20
Five Star Preview	(10 books)	141.02
		<u>\$480.18</u>

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

The treasurer reported \$1,355.32 has been spent for books and subscriptions (July 1st - October 4th) leaving a balance of \$1,644.68. There is a remaining balance of \$168.89 in office supplies and \$100.00 in minor equipment.

CIRCULATION: September, 1990

Hours Open	158	People In	408
Circulation	1,026	Evansdale	334
County	26	County	22
Elk Run	38	Elk Run	25
Raymond	49	Raymond	9
Waterloo	84	Waterloo	18

New Cards	28	Money Turned In	
Evansdale	15	Fines	\$19.85
Elk Run	9	Dup. Cards	1.25
County	2	Copies	<u>\$21.10</u>
Raymond	2		

New Acquisitions

Adult Fiction	10
Adult Non-Fiction	3
Youth Fiction	5
Youth Non-Fiction	29

Old Business: There has been no interest expressed in the encyclopedias by the school systems. Schneiderman is interested in purchasing them. If she does not buy them, Pritchett will advertise them in the swap sheet. We will advertise them in the Waterloo Courier if they are not sold before our next meeting.

The flyers were printed for two cents each by the city. We had 500 copies made. Board members have volunteered to take samples of the flyers to the schools (Jewett, St. Johns, St. Nicks, St. Jo, and Elk Run) and verify how many copies each school wants. Winstead will deliver copies to Elk Run City Hall and the council members of Elk Run.

Russell reported that it would cost \$15.00 to do the typesetting for the bookmarkers. Fagerlind is going to get an estimate from a printer that does printing in her home.

The open house drew one representative from West Intermediate School and two from Northeast Iowa Regional Library. The board will need to use printed media for future contact with the schools.

The chairman will contact Mary Ann at Northeast Iowa Regional to request assistance with weeding of the library books. The board members would like to have a list of criterias to use as a guideline in weeding books. We also need information about conflict of interest laws to ascertain the proper method of disbursing funds from sales of books.

The librarian informed the board that we can have a free two line ad in The Inn Towner and she will contact them to place an ad.

Librarian Green and the chairman are working on the paperwork for the grant. The chairman will make the application for \$3500. The projected date for the survey will be in April if we are accepted. This will give us time to use the money before the June deadline.

Meanwhile, we need to contact sources to obtain volunteers for this survey. The chairman will contact RSVP (Retired Senior Volunteer Program) to verify if this group could assist us with the survey.

New Business: The chairman will try to attend the county budget meeting scheduled for October 23rd at 9:00 a.m. in Cedar Falls.

Betty Erpelding has submitted her resignation (term was to end 6-30-92) from the board effective October 1, 1990. A motion was made by Schneiderman to accept her resignation and seconded by Pritchett. The board members submitted a list of names as possible candidates to fill the vacancy. The chairman will contact these individuals to assert if any one of them are interested in serving on the board.

To promote lifelong patrons of the library and to portray the idea that the library is a fun place to visit, the board has made plans for a drop in Halloween Party with treats, storytelling, decorations, and costumes to develop the theme. Posters will be displayed in the schools and businesses inviting children through the fifth grade to drop in on October 29th from 6:00 p.m. to 7:30 p.m. The Waterloo Courier and cable TV will be contacted for additional promotion.

At this time, the board concurred the library will have to be closed if the librarian needs time off.

Threads are stripped on the desk chair making it unusable. The board should bring back to next meeting any replacement ideas.

A motion to adjourn the meeting was made by Russell and seconded by Schneiderman. The meeting adjourned at 8:55 p.m.

John Mardis
President
Casey Eldridge
Secretary

EVANSDALE LIBRARY BOARD MEETING

November 1, 1990

The meeting was called to order at 7:00 P.M.

Present: Winstead, Fagerlind, Schneiderman, Mardis, Russell, Pritchett, Eldridge, Librarian Green.

Absent: Cannon.

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

The following bills were presented by the treasurer:

C & G Office Products	(2 reams of paper)	\$ 10.28
Morris Printing	(300 library cards)	17.50
Casey Eldridge	(library party supplies)	7.06
Kathy Pritchett	(library party supplies)	18.48
		\$ 53.32 - Total
Lorene Rohlf	(2 books)	\$ 5.59
Baker & Taylor	(2 invoices - 6 books)	4.80
		47.88
Five-Star Preview	(4 books)	56.92
All American Library Preview	(10 books)	120.00
		\$ 235.19 - Total

A motion was made by Schneiderman to approve the bills and seconded by Fagerlind.

The Treasurer reported there is a remaining balance of \$114.61 in office supplies and \$1,409.49 in books and subscriptions.

CIRCULATION: OCTOBER, 1990

Hours Open	180	New Acquisitions:	People In	590	
Circulation	1,124	2 Adult Fiction	Evansdale	463	
County	38	3 Adult Non-Fiction	County	20	
Elk Run	82	7 Youth Fiction	Elk Run	163	
Raymond	66	10 Youth Non-Fiction	Raymond	28	
Waterloo	28		Waterloo	16	
New Cards:	84	Videos:	28	Money Turned In:	
Evansdale	51			Fines	\$5.10
Elk Run	23			Dup. Cards	5.75
Raymond	8			Copies	.75
County	2				\$11.60

Old Business: The 1981 encyclopedias have not been sold. An ad for \$100 or best offer will be put in the swap sheet by Pritchett and in the Waterloo Courier by Mardis.

Gretchen Kimberly printed 403 bookmarkers for the library as a public service, but the board members concurred she should be compensated for her expenses. A motion to reimburse Kimberly in the amount of \$15.00 was made by Winstead and seconded by Pritchett. Librarian Green will send her a thank you note.

The chairman filed the grant application for the survey. He reported a library can become accredited by the state of Iowa but we do not meet all the criterias.

The chairman attended the county budget in October. Every library in the county has a line item for rent in their budget except us. They urged we get this included in our budget. The board will approach the city council again to convey that this is accounting that should be included to represent an accurate operating budget of the library without any additional expense being incurred by the city. If actual expenses are reported to the county, we may get a larger share of funds from the county.

Susan Corey from RSVP (Retired Senior Volunteer Program) will contact Bernice to set up a time to investigate the site and assert if they will be able to provide us with volunteers.

The board still has a vacancy to fill and the chairman will work on contacting candidates about serving on the board.

The Halloween Drop In Party brought an estimated 200 people. Thirty-three new cards were issued with many more taken home to be filled out by a parent.

A motion was made by Mardis to declare a fine free month in December and seconded by Winstead. The librarian will handle the publicity arrangements.

The library will be closed on November 22 and 23 but will be open on Saturday, the 24th.

The chair has been replaced by one the police department was going to put in the storeroom.

Ken Davenport from Northeast Regional Library reviewed policies for weeding books.

A motion to adjourn the meeting was made by Mardis and seconded by Russell. The meeting adjourned at 8:44 p.m.

Casey Eldridge
Secretary

John Mardis
Chair

Evansdale Library Board Meeting

December 6, 1990

The meeting was called to order at 7:00 p.m.

Present: Winstead, Mardis, Russell, Pritchett, Eldridge, Librarian Green
Absent: Fagerlind, Schneiderman, Cannon

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

The following bills were presented by the treasurer:

A Plus Office Supplies	(typewriter cartridge)	\$ 3.93
Bernice Green	(reimburse for postage)	11.30
Office Supplies Total		<u>\$15.23</u>
Baker & Taylor	(1 books)	\$ 2.69
Lorene Rohlf	(5 books)	17.06
Discovery Book Co.	(10 books)	101.84
Franklin Watts	(10 books)	104.81
Books and Subscriptions Total		<u>\$226.40</u>

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

The treasurer reported there is a remaining balance of \$99.38 in office supplies and \$1,183.09 in books and subscriptions.

Circulation: November, 1990

Hours Open	160	People In	581	New Cards	48
Circulation	1,323	Evansdale	453	Evansdale	30
County	84	County	30	County	5
Elk Run	88	Elk Run	46	Elk Run	2
Raymond	85	Raymond	34	Raymond	11
Waterloo	92	Waterloo	16		
Cedar Falls	1	Cedar Falls	2		

Money Turned In

Fines	\$ 5.00
Duplicate cards	4.00
Copies	4.00
Ruined books	15.25
Sale of encyclopedias	100.00
	<u>\$128.25</u>

New Acquisitions

Adult fiction	1
Youth fiction	11
Youth Non-fiction	14
	<u>26</u>

Videos checked out 23

Old Business: Mike Thompson was introduced to the board members. His name will be presented to the mayor and council requesting that they appoint him to serve on the board to fill the vacancy (term expires June 30, 1992).

Librarian Green reported a volunteer from RSVP has assisted her in the library. She related publicity was issued to the area schools about our "fine free month" set for the month of December.

New Business:
~~Now that the~~ 1981 encyclopedias have been sold, the board shall embark upon the task of selling a set of 1972 Funk and Wagner for \$50.00 by again trying an ad in the swap sheet. The board concurred to keep our new 1990 encyclopedias updated with a standing order for yearbooks.

To provide easier access and usage, the National Geographic Index will be ordered. Board members have volunteered to provide copies of issues they have as may be needed to finish a set.

The following line items were discussed in preparation for budget askings:

1. 40 hour week based only on city of Evansdale
2. 10 hours a week of parttime help to assist in general operation, publicity, and paperwork (\$2,080)
3. Add a line item for educational training (\$360)
4. Maintain same budget amount for books and subscriptions (\$3,000)
5. Include a line item to maintain a capital equipment escrow account

Mardis recommended looking into purchasing a modem and printer for various uses. One use could be a link to the regional library. The estimated price is \$3,000.

Mardis is planning to attend an Elk Run council meeting in January to explain how the Evansdale library is benefiting their town.

Bookmarks will be added to the Christmas bags for the children in Elk Run.

The board discussed organizing a coloring contest sometime in February or March.

Mardis will check into Librarian Green's wages for the holiday.

Mary Eldridge
Secretary

Evansdale Library Board Meeting

January 3, 1991

The meeting was called to order at 7:00 p.m.

Present: Winstead, Fagerlind, Schneiderman, Mardis, Russell, Pritchett, Eldridge, Thompson, Cannon, Librarian Green

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

The following bills were presented by the treasurer:

A Plus Office Supplies	(paper)	\$ 20.03
World Almanac Education	(1991 World Almanac)	\$ 7.95
Hotline	(10 youth non-fiction)	97.15
Baker & Taylor	(1 adult non-fiction, 14 adult fic., 4 youth fic.)	85.05
Book and Subscriptions Total		<u>\$190.15</u>

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

The treasurer reported there is a remaining balance of \$79.35 in office supplies and \$992.94 in books and subscriptions.

Circulation: December, 1990

Hours Open	146	People In	356	New Cards	14
Circulation	853	Evansdale	258	Evansdale	10
County	42	County	22	Elk Run	4
Elk Run	109	Elk Run	49		
Raymond	71	Raymond	20		
Waterloo	9	Waterloo	7		

<u>Money Turned In</u>	Videos Checked Out	15	<u>New Acquisitions</u>
Fines (fine free month)			Adult Fiction
Duplicate cards \$1.00			Adult Non-Fiction
Copies 3.25			Youth Fiction
\$4.25			Youth Non-Fiction
			<u>30</u>

Old Business: During our December "fine free month", we only had a handful of books returned.

An ad will be placed this month in the swap sheet by Pritchett to advertise the 1972 Funk and Wagner encyclopedias for \$50.00.

Winstead reported bookmarkers were placed in the Xmas bags received by the children in Elk Run Heights.

The library budget proposal will be presented January 8th. This is also the same night Mardis plans to attend the Elk Run Heights council meeting to present the benefits of our library to their town. Mardis will give a presentation on January 21st to the Raymond city council.

Mardis discussed wages and benefits for Librarian Green with the city clerk. The city attorney thought it would only be fair to see if there is any carry over for the librarian when she was employed full time. The city clerk will need to go over the accumulated records to see if there is any backlog from previous full time employment.

New Business: The board needs to consider the problem of providing a substitute for the librarian when the occasions arise for her to be absent. Mardis will talk to other librarians to see how they handle the problem.

Our drawing contest will run the month of March giving children the opportunity to illustrate a picture from their favorite book using an art medium of their choice. The pictures need to be turned into the library with their name, address, grade, age, book title, and phone number included on them. First, second, and third place prizes will be given in each category. The three categories established are K-1st grade, 2nd-3rd grade, and 4th-5th grade. Each participant will receive a token gift (eraser, pencil, etc.) for submitting a picture. Promotions discussed included announcement made at the schools, posters at the schools, radio, Waterloo Courier, and contacting the PTO's at each school.

A workshop to start weeding the books has been set for January 17th from 7 to 9 p.m.

A motion to adjourn the meeting was made by Russell and seconded by Schneiderman. Meeting adjourned at 8:00 p.m.

Casey Eldridge
Casey Eldridge
Secretary

John W. Mardis
President

Evansdale Library Board Meeting

February 7, 1991

The meeting was called to order at 7:05 p.m.

Present: Schneiderman, Mardis, Russell, Thompson, Eldridge, Librarian Green
Absent: Winstead, Fagerlind, Pritchett, Cannon

A motion to approve last month's minutes was made by Russell and seconded by Schneiderman.

The following bills were presented by the treasurer:

Baker & Taylor	(1 book)	3.77
Franklin Watts	(7 books)	92.82
Gumdrop Books	(15 books)	129.49
		<u>226.08</u>
Lattas (144 pencils for contest use)		23.04
Simpson's Business Machine (typewriter cleaned)		35.00

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

The treasurer reported there is a remaining balance of \$56.31 in office supplies, \$766.86 in books and subscriptions, and \$65.00 in repairs.

Circulation: January, 1991

Hours Open	174	People In	535	New Cards	29
Circulation	1,443	Evansdale	431	Evansdale	18
County	18	County	14	Elk Run	8
Elk Run	181	Elk Run	54	Raymond	3
Raymond	85	Raymond	20		
Waterloo	73	Waterloo	16		

<u>Money Turned In</u>		Videos Checked Out	19	<u>New Acquisitions</u>	
Fines	5.10			Adult Fiction	1
Duplicate cards	1.50			Adult Non-Fiction	1
Copies	3.00			Youth Fiction	2
	<u>\$9.60</u>			Youth Non-Fiction	19
					<u>23</u>

Old Business: Mardis contacted the Courier. They are willing to put in an article about our contest with seven day advance notice. They will do it for three days in the lifestyle section. The board selected the 22nd, 24th, and 25th as dates to have the article featured in the Courier. Mardis will check with the cable tv.

Russell will get publicity for the contest to St. Jo, St. Nick, and Raymond. Pritchett will get posters made up and handle the publicity at Jewett. Pritchett picked up pencils at Lattas for the contest--one pencil will be given to each child who enters the contest.

The board would like to have the mayors from Raymond, Elk Run, and Evansdale along with Ken Davenport from the N.E. Regional Library for judges of the drawing contest.

It was suggested we pursue getting snapshots of the contest winners to be put in the Courier and displayed in the library.

The board is looking at a long term goal of becoming an accredited library. One of the criterias includes having a certified librarian. There are three levels of certification and level one can be completed at no charge. The State of Iowa Library has a list of conference times that will provide continuing education training for the librarian. The board discussed the option of using the open access funds to cover any expenses arising out of attending training programs.

Mardis has been trying to reach Elizabeth Martin at UNI to see if any of her students from the intern library program could serve as substitutes in our library.

Little Mermaid has been purchased for our video collection as several patrons were requesting it. The board needs to address the question of what we want in our video collection---kids videos, classic videos, sports videos, zoo videos, travel videos, how-to-do videos, informational videos, exercise videos.

A motion to adjourn the meeting was made by Russell and seconded by Schneiderman.

Casey Eldridge
Secretary

John Mardis
President

Evansdale Library Board Meeting

March 7, 1991

The meeting was called to order at 7:05 p.m.

Present: Mardis, Russell, Thompson, Winstead, Fagerlind, Pritchett,
Eldridge, Librarian Green

Absent: Schneiderman, Cannon

A motion to approve last month's minutes was made by Thompson and seconded by Fagerlind.

The following bills were presented by the treasurer:

Baker & Taylor	(1 book)	2.70
Baker & Taylor	(18 books)	66.28
Walden Book	(4 books)	53.38
Books and Subscription Total		\$122.36
A Plus	(folders, labels, envelopes)	14.84
Menards	(castors)	27.00
Office Supplies Total		\$41.84

Forty-Eight books have been purchased to use as prizes in our March drawing contest that totaled \$47.15. The book amount used for prizes will be debited in the office supply account. There is a remaining balance of \$41.47 in office supplies, \$38.00 in repairs, and \$644.50 in books and subscriptions.

A motion to approve the treasurer's report was made by Pritchett and seconded by Winstead.

Circulation: Feb., 1991

Hours Open	152	People In	605	New Cards	51
Circulation	1,265	Evansdale	463	Evansdale	35
County	21	County	15	Elk Run	12
Elk Run	172	Elk Run	63	Raymond	2
Raymond	101	Raymond	23	County	2
Waterloo	80	Waterloo	37		
Cedar Falls	15	Cedar Falls	4		

Money Turned In		Videos Checked Out:		New Acquisitions	
Fines	5.65	21		Adult Fiction	13
Duplicate cards	3.75			Adult Non Fiction	5
Copies	3.00			Youth Fiction	5
	\$12.40			Youth Non Fiction	0
					23

Old Business: There was no write up about our drawing contest in the Courier as of this meeting date. Mardis will check into it. Russell made up the posters for the contest.

Public Library Management Course 2 will be offered in July and Face to Face will be offered June 11th.

The last budget hearing kept our library budget intact except for the part-time salary request of 2,000 which was reduced to 1,000. Contracts had been submitted to Elk Run and Raymond requesting \$3115 and 1750 respectively.

New Business: A motion to join the Iowa Library Association and pay the annual due of \$25.00 was made by Fagerlind and seconded by Thompson.

The Advanced Marketing Research Class at UNI was given a presentation about the survey our board would like completed for our library. Mardis will preview a survey presentation by one of the students who is willing to set up a phone survey. A core of workers would be needed as the student indicated about 250 - 300 people would be contacted and each survey would take about fifteen minutes.

Toni Harn from the Early Risers Exchange Club contacted Mardis about holding a "bingo tent" in the library as a fundraisers during Good Old Days on August 2nd and 3rd. The profit would be split 50 - 50 with the library providing the space and workers while the club provided caller and gifts. The board was interested but could not make a commitment this far ahead of the scheduled event.

A book mending workshop will be held on August 20th. This is a hands on workshop for librarians and board members.

The board may find it necessary to have a second meeting in June as our normal scheduled meeting in July would fall on the 4th.

A motion to adjourn the meeting was made by Russell and seconded by Winstead.

Casey Eldridge
Secretary

John W. Mardis
President

Evansdale Library Board Meeting

April 4, 1991

The meeting was called to order at 7:00 p.m.

Present: Mardis, Thompson, Winstead, Fagerlind, Pritchett, Schneiderman,
Flanders, Eldridge, Librarian Green

Absent: Russell

A motion to amend the treasurer's report to debit the minor equipment line item with the amount spent on the books as prizes for the drawing contest and the books and subscriptions line item for the amount of the remaining books was made by Mardis and seconded by Pritchett.

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

The following bills were presented:

Baker & Taylor	1 book	5.48
Raintree Publisher	4 books	55.00
Diamond Lake Book Co.	12 books	157.55
		<u>\$218.03</u>

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

The treasurer will be approached about an amendment to have the balance of unused books from the contest debited to the book and subscriptions line item instead of minor equipment line item.

Circulation: March, 1991

<u>Hours Open</u>	172	<u>People In</u>	647	<u>New Cards</u>	42
<u>Circulation</u>	1,471	<u>Evansdale</u>	508	<u>Evansdale</u>	29
County	42	County	21	Elk Run	6
Elk Run	236	Elk Run	71	County	4
Raymond	75	Raymond	23	Raymond	3
Waterloo	97	Waterloo	24		

<u>Money Turned In</u>		<u>Videos Check Out:</u>	47	<u>New Acquisitions</u>	
Fines	7.10			Adult Fiction	0
Duplicate cards	1.75			Adult Non-Fiction	1
Copies	3.00			Youth Fiction	0
	<u>\$11.85</u>			Youth Non-Fiction	16
					<u>17</u>

Old Business: Judging of the pictures done for our March drawing contest will be done April 5, 1991 by the librarian, chairman of the library board, and the mayor of Evansdale.

Elk Run has signed a contract for library services for the fiscal year starting July 1, 1991. We have received no word about a contract from Raymond.

New Business

Whereas: the U.S. Fair Labor Standards Act has been recently interpreted to members of the Evansdale Library Board of Trustees as requiring payment of the regular hourly wage or time-and-a-half where appropriate to hourly wage employees who are required to attend meetings as part of their duties, and

Whereas: the librarian, Bernice Green, has faithfully attended all of the meetings of the library board of trustees, and

Whereas: FLSA standards provide for reimbursement for such unpaid attendance going back two years, therefore

Be it resolved: that the Evansdale Library Board of Trustees direct the Evansdale City Clerk to pay to Bernice Green the sum of \$168.64, as payment in full for meetings attended from April 6, 1989 through February 7, 1991, as accounted for in the attached schedule, and

Be it further resolved that the hours for the March, 1991 meeting and all subsequent meetings be added to Mrs. Green's time sheet and reimbursed in her regular paycheck.

A motion to approve the above resolution was moved by Pritchett and seconded by Winstead.

An Official Statement of the Evansdale Library Board of Trustees
regarding benefits accrued by and due the librarian, Bernice Green

As a consequence of the unfortunate changes in Mrs. Green's status as a full-time employee (40 hours per week) to part-time, back to full-time, and now, as of July 1, 1991 once again to part-time, it is necessary to document and make clear to all the benefits Bernice has accrued which are due her and when.

According to the Evansdale personnel policy, full-time employees are defined as those hired to work 40 hours per week on a permanent basis. During those periods in which Mrs. Green has been a full-time employee, she has accumulated a total of 673 hours of sick leave at the specified rate of 12 hours per month as of April 1, 1991. During the period in which she will be a part-time employee, she will not accrue additional sick leave hours, but may draw on those already accrued, including the 36 hours she will add between April 1, 1991 and June 30, 1991.

During the one year of full-time employment ending June 30, 1991, Mrs. Green has earned one week of paid vacation. This time may be carried over for one year but must be used before June 30, 1992. It may be used during the '91-'92 fiscal year in spite of Mrs. Green's part-time status because it was earned during a year as a full-time employee.

Additionally, Mrs. Green has accumulated 3 casual days, at the rate of 1 per quarter as of April 1, 1991. These may be used, in consultation with the library board or its president, any time before June 30, 1991, but may not be carried over into the next fiscal year. Mrs. Green is not required nor encouraged to use these days, nor do they carry any cash value when not used, but are simply a benefit Mrs. Green may use as needed.

It is noted by the board of trustees that, according to Evansdale personnel policy accrued sick leave hours carry a cash value at retirement or other termination of 25% of the hours times hourly wages.

A motion to adopt the Official Statement of the Evansdale Library Board of Trustees regarding benefits as the official policy of the board of trustees was made by Mardis and seconded by Thompson.

A student from UNI in the advanced marketing research class has designed a community survey for us. The board will provide the paper and run copies of the survey. The goal is to have the survey completed by April 12, 1991. Mardis will deliver survey copies to board members with the objective of contacting ten people from the list of names.

We will have to alternate our hours for the library beginning July 1, 1991. These are some options we will deliberate: 1. shorter summer hours and longer winter hours; the shorter summer hours can be saved to use in the winter 2. open the library at 1:00 p.m. everyday 3. cut out one day. Board member, Mike Thompson, volunteered to donate four hours a week during the summer time in order to cover some of the reduced hours from budget cuts starting July 1, 1991. Librarian Green is keeping track of the hours people use the library to determine which hours of the day have the most usage.

Librarian Green recommended we renew subscription to Newsweek and drop Time and U.S. News since they are similar in content.

A motion to adopt "Acquisition Policy (Gifts)" as the official policy of the board of trustees was made by Winstead and seconded by Schneiderman.

A motion to adopt "Weeding Policy" as the official policy of the board of trustees was made by Pritchett and seconded by Flanders.

A motion to adjourn the meeting at 8:50 p.m. was made by Schneiderman and seconded by Mardis.

Casey Eldridge
Secretary

John W. Mardis
President

Adopted 4-4-91)

Acquisition Policy (Gifts)

It is the policy of the Evansdale Public Library that all donated materials shall be considered for addition to the permanent collection. The following criteria are among those used when choosing books to add:

1. Physical condition. Worn, damaged, mildewed, or unattractive books will not be considered.
2. Potential utility. As a general rule, textbooks, foreign language materials, older fiction, religious books, and books of a highly technical nature do not circulate and will not be added. Exceptions, of course, occur, and each book will be considered individually.
3. Current reference materials and foreign language dictionaries are always useful.
4. Very old materials may have collectors value, but the Evansdale Library does not have facilities or space to care for them properly, nor the expertise to judge their value accurately. Such materials should be taken to larger metropolitan or university libraries.
5. Magazines generally will not be considered with the exception of copies of National Geographics needed to complete our collection.

The library welcomes donations with the above criteria in mind. The judgment of the librarian and the library board of trustees regarding the addition of donated books to the collection is final. In the absence of other instructions, books not chosen for the permanent collection will be sold, given away, or destroyed as the librarian or board members see fit.

(Adopted 4-4-91)

Weeding Policy

The collection of the Evansdale Public Library shall be weeded regularly to maintain the attractiveness, currency, and utility of the collection.

Factors to be considered in the weeding process shall include the following:

1. Physical conditon.
2. Datedness of material. Obsolete material, especially in reference and non-fiction will be discarded.
3. Frequency of circulation. Fiction materials which have not circulated in five years shall be discarded. Exceptions include classics, especially those still on public school reading lists, books by local authors, books in complete sets, members of which still circulate, e.g. Agatha Christie mysteries, and older novels by popular authors still writing.
4. Needs and interests of Evansdale library patrons.
5. Magazines shall be discarded after three years with the exception of National Geographics.
6. Newspapers shall be discarded monthly.
7. Number of copies available in the collection.

The library staff shall retain the right to dispose of weeded material in anyway which may be deemed proper and feasible.

Weeding decisions will be made by a committee of the board with the advise of the librarian.

Evansdale Library Board Meeting

May 2, 1991

The meeting was called to order at 7:43 p.m.

Present: Cannon, Winstead, Pritchett, Schneiderman, Thompson, Mardis,
Russell, Eldridge, Librarian Green

Absent: Fagerlind

A motion to approve last month's minutes was made by Cannon and seconded by Russell.

The following bills were presented by the treasurer:

A Plus Office Supplies	(copy paper and staples)	8.95
Morris Printing	(application cards)	17.50
Total for office supplies		\$26.45
School-Tech, Inc.	(cheerleading video)	\$43.13

A motion to approve the bills was made by Cannon and seconded by Schneiderman.

The treasurer reported there is a remaining balance of \$15.02 in office supplies, \$383.34 in books and subscriptions, \$38.00 in repairs, and \$52.85 in minor equipment.

Circulation: April, 1991

<u>Hours Open</u>	166	<u>People In</u>	856	<u>New Cards</u>	33
Circulation	1,446	Evansdale	716	Evansdale	28
County	46	County	21	County	5
Elk Run	134	Elk Run	40		
Raymond	67	Raymond	18		
Waterloo	167	Waterloo	57		
Cedar Falls	7	Cedar Falls	2		
Traer	1	Traer	1		
Jesup	3	Jesup	1		

<u>Money Turned In</u>		<u>Videos Checked Out</u>		<u>New Acquisitions</u>
Fines	\$6.70	67		1 Video Tape
Duplicate Cards	2.75			
Copies	5.50			
	\$14.95			

Old Business: The chairman moved that we formally accept the Evansdale Public Library Community Survey that was conducted in March and compiled by a marketing research student from UNI. A motion to accept the survey and place it on file was made by Russell and seconded by Pritchett.

Summer hours must be changed at the next meeting. According to the survey, the time of day that would receive the most usage would be between 11 a.m. to 12 p.m. and 3 p.m. to 5 p.m. Librarian Green will continue keeping track of the hours and days people use the library. The chairman will graph the results at the end of the month.

The contracts with Elk Run and Raymond have been revised due to the reduced budget the library will receive in fiscal year starting July 1, 1991. The next fiscal year's budget is 5.4% less than the current budget; thus the revised contract will reflect a 5.4% decrease in askings.

Mardis moved that the Evansdale Library of Trustees offer to the city of Raymond a contract for library services in the amount of \$1,655.50 for fiscal year beginning July 1, 1991 through June 30, 1992. It was seconded by Thompson.

Mardis moved that the Evansdale Library of Trustees offer to the city of Elk Run a contract for library services in the amount of \$2,937.33 for fiscal year beginning July 1, 1991 through June 30, 1992. It was seconded by Russell.

Judy Mitchell, student from UNI, and Betty Erpelding, former board member, have consented to work as substitutes in the library.

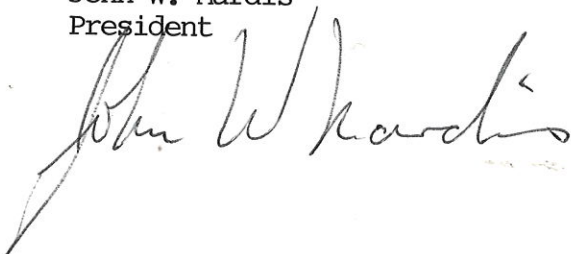
New Business: We will get one worker from the Summer Youth Program for nine weeks that they would like to see have thirty hours a week of work time.

A "weeding workshop" shall be held in Parkersburg on May 9th from 9 a.m. to noon. Librarian Green plans to attend and funds remain in the open access program that can be used to pay for her attendance at the workshop.

A motion to adjourn the meeting at 8:31 p.m. was made by Cannon and seconded by Russell.

John W. Mardis
President

Casey Eldridge
Secretary

A large, stylized handwritten signature in dark ink, appearing to read "John W. Mardis", is written over the printed name and title of the President.

Evansdale Library Board Meeting

June 6, 1991

The meeting was called to order at 7:00 p.m.

Present: Thompson, Russell, Mardis, Schneiderman, Winstead
Pritchett, Fagerlind, Librarian Green

Absent: Cannon, Eldridge

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

The following bills were presented by the treasurer:

J.S. Latta Co. (date due strips, liquid paper, and paper clips)	\$11.03
Bernice Green (reimburse for postage)	11.22
Office Supplies Total	\$22.25
Walden Book Co. (11 books)	108.98
Lorene Rohlf (25 books)	99.34
R.L. Polk & Co. (City Directory)	96.00
National Automobile Dealers (Used Car Price Directory)	44.00
Newsweek Magazine (1 year subscription)	26.97
University of Illinois Film Center (San Diego Zoo Video)	22.45
Book and Subscriptions Total	\$397.74
Bernice Green (travel expense)	\$ 13.60

A motion to approve the bills was made by Pritchett and seconded by Schneiderman.

The treasurer reported we were \$14 over on book and subscription line item and it will be covered by taking it out of another line item. There is 7.23 left on office supplies that will be used before July 1st.

Circulation: May, 1991

<u>Hours Open</u>	172	<u>People In</u>	548	<u>Videos Checked Out</u>	
Circulation	1,137	Evansdale	432		33
County	16	County	8		
Elk Run	152	Elk Run	50		
Raymond	48	Raymond	14		
Waterloo	97	Waterloo	40		
Cedar Falls	7	Cedar Falls	4		
Traer	2	Traer	1		
<u>Money Turned In</u>		<u>New Cards</u>	23	<u>New Acquisitions</u>	38
Fines	\$16.10	Evansdale	22	Adult Non-Fiction	8
Duplicate Cards	1.75	Elk Run	1	Adult Fiction	11
Copies	.75			Youth Non-Fiction	0
	\$18.60			Youth Fiction	19
				Video	1
				Magazine Subs.	1

Old Business: Toni Harn from the Early Risers Exchange Club spoke about holding a "bingo tent" in the library as a fundraiser during Good Old Days on August 3rd. We discussed how to sell cards, what hours to hold it, and prizes. Joe Benhoff will try to be at our July 8th meeting to finalize plans.

Summer hours were set after consideration of the most popular days and hours as evaluated by Mardis. The new hours set for the library beginning July 1st, 1991 will be as follows: Monday 11-7; Wednesday 11-5; Thursday 11-5; Friday 11-5; and Saturday 11-5. The library will be opened for a total of 32 hours a week. New posters need to be made with the new hours on them. Pritchett will ask the bank to run the new summer hours. Thompson will try to promote the library at the summer rec program by reading and giving hand outs of our new hours. A motion was made by Russell and seconded by Winstead to give Mardis a cap of \$69 to have printouts made.

Our July 4th meeting was changed to convene on July 8th at 7:00 p.m.

The Public Library Management Course is full for the summer. A new course will be starting in September which Librarian Green is planning to attend. This course can be used as credit toward the hours needed for certification.

Overdue books are still a large problem. Mardis will work on developing a formal policy.

Our book drop leaks and has ruined some of our books. The water works shares the drop so Mardis will discuss with them the possibility of sealing it shut.

Librarian Green will talk to Dunkerton about purchasing some clear cases for our videos. Russell will check the cost at Target on cases and a rewinding machine for the videos.

Sue Schneiderman handed in her resignation. A motion to accept her resignation from the board was made by Winstead and seconded by Thompson. Toni Harn will be contacted to see if she is interested in serving on the board.

New Business: A motion was made by Mardis and seconded by Russell to use the current minimum wage as our hourly wage for any substitute that is used to fill in when the librarian is not available.

A motion to adjourn the meeting at 8:50 was made by Russell.

John Mardis
President

Kathy Pritchett
Serving as Secretary

Kathy Pritchett