

Evansdale Library Board Meeting

July 9, 1991

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

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

Absent: Cannon

Our new board member, Judy Faas, was introduced along with Jim Sixta from Northeastern Iowa Regional Library System and Toni Harn from the Early Risers Exchange Club.

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

The following bills were presented by the treasurer:

A-Plus Office Supplies (typewriter ribbons, envelopes, paper clips, pen)	\$ 14.25
National Wildlife Federation (Ranger Rick - 1 yr. subs.)	\$ 15.00
Baker & Taylor (1 adult fiction)	3.08
World Media Express (3 youth non-fiction)	50.09
Social Resource Books (5 youth non-fiction)	69.76
Millbrook Press, Inc. (7 youth non-fiction)	97.30
Gumdrop Books (29 youth non-fiction)	<u>271.64</u>
Books and Subscriptions Total	\$506.87

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

The treasurer reported the beginning balance for the new fiscal year in books and subscriptions was \$3,427 with a remaining balance of \$2,920.13 and in office supplies was \$200 with a remaining balance of \$185.75.

Circulation: June, 1991

<u>Hours Open</u>	166	<u>People In</u>	545	<u>New Cards</u>	19
<u>Circulation</u>	1,472	Evansdale	403	Evansdale	18
County	14	County	12	Elk Run	1
Elk Run	249	Elk Run	63		
Raymond	71	Raymond	25		
Waterloo	199	Waterloo	42		
<u>Money Turned In</u>		<u>New Acquisitions</u>		<u>Videos Checked Out</u>	
Duplicate cards	1.75	Adult Fiction	1	49	
Fines	8.00	Youth Non-Fiction	44		
	\$ 9.75				

Jim Sixta suggested we make a graph of our circulation data (depiciting quarterly, monthly, or yearly data) to give to the city council members.

Old Business: Toni Harn discussed the arrangements for the "bingo tent" to be held in the library on August 3rd during Good Old Days. Businesses are being contacted to donate prizes for the event. Vern Junker and the mayor will do the calling for bingo. The bingo hours will be from 11:00 a.m. to 3:00 p.m. It will require three people to sell cards and one person to count the money. Each bingo card will be sold for twenty-five cents. She suggested some cash prizes be given back to the players. Board members are asked to come to the library on August 2nd at 7 p.m. to help set up for bingo.

Pritchett will contact Jim Windor and ask him to check out the leaky book-drop problem. Jim Sixta pointed out that a library with a fine system for overdue books needs to provide a bookdrop for its patrons.

Thirty video cases were purchased for the library at Walgreens.

New Business: The following slate of officers was presented to the board: President - John Mardis; Vice-President - Kathy Pritchett; Treasurer - Joyce Russell; Secretary - Casey Eldridge. A motion to accept the slate of officers for the Evansdale Library Board for the year '91 - 1992 term of office was made by Winstead and seconded by Fagerlind.

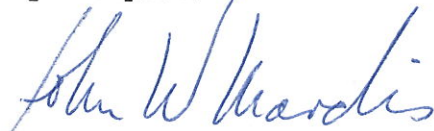
The next library board meeting will be held on August 8, 1991.

The board is considering to provide a new service in the library with the purchase of a fax machine. The city has expressed interest in having a fax machine available for various departments. Jim Sixta informed the board that the regional library system will be writing a grant for fax machines. Mardis will send a letter to them expressing our interest in being a recipient of a fax machine from the grant.

Jim Sixta related a grant is also done by N.E. Iowa Regional Library System for an Iowa Locator. This Locator would access a listing of books found in every library in Iowa. If we are interested in being a part of a region wide Locator grant request, we would need to submit a letter of support explaining why we need a Locator station in our library to better serve the public. The Locator can access through title or author of a book but it presently has limited capacity to locate by subject.

The board reviewed the library's overdue policy. Mardis will write up the revisions and submit the overdue policy for vote at the next meeting.

A motion to adjourn the meeting at 9:04 was made by Russell and seconded by Thompson.



John Mardis
President



Casey Eldridge
Secretary

Evansdale Library Board of Trustees

Over-due Materials Policy

1. Patrons returning over-due books will be assessed a fine, as established by the trustees, for each day the item is late. The trustees may declare a fine-free period from time to time.
2. Patrons will be charged the cost of repair or replacement for damaged items.
3. Patrons with over-due books or outstanding charges or fines in excess of \$1.00 will have their check-out privileges suspended until the charges/fines are paid and/or the over-due materials are returned.
4. The cost of checked-out items which are not returned will be billed to the patron, or, if the patron is a minor, his or her's parents or guardian following two written reminders, the first at 30 days, the second at 60 days. The bill will be sent at 90 days.
5. The library trustees and the librarian reserve the right to revoke the library privileges of patrons who refuse to pay fines or charges, repeatedly damage materials, or who in other ways abuse the library, its materials, or its services.

EVANSDALE PUBLIC LIBRARY BOARD MEMBERS

Elmonda Fagerlind	-----716 McCoy Road	-----	#233-2881	-----06-30-94
Casey Eldridge	-----555 Ayers	-----	#235-1163	-----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., Rynd-		#291-6189	-----06-30-96
Mike Thompson	-----133 E. End Ave.	-----	#233-0912	-----06-30-92
Judi Faas	-----233 Doyle	-----	#236-1016	-----06-30-94

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 -- #232-5367

HOURS

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

Evansdale Library Board Meeting

August 8, 1991

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

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

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

The following bills were presented by the vice president:

A Plus Office Supplies (copy paper, paper clips, scotch tape)	\$ 7.64
A Plus Office Supplies (correction fluid, stamp pad, ind. cards)	10.20
Morris Printing Co. (300 library cards + 250 dupl. lib. cards)	32.50
Total for office supplies	\$ 50.34
Media Source (5 books)	57.55
Diamond Lake Book Co. (6 books)	72.18
National Literary Distributors, inc. (10 books)	96.90
American Media Corp. (23 books and 1 video)	222.60
Total for books and subscriptions	\$449.23

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

There is \$135.41 remaining for office supplies and books and subscriptions has a remaining balance of \$2,470.90.

Circulation: July, 1991

<u>Hours Open</u> 142	<u>People In</u> 526	<u>Videos Checked Out</u>
Circulation 1,381	Evansdale 404	65
County 31	County 12	<u>Video Acquisitions</u>
Elk Run 99	Elk Run 45	1
Raymond 59	Raymond 16	
Waterloo 254	Waterloo 49	
<u>Money Turned In</u>	<u>New Cards</u> 25	<u>New Acquisitions</u>
Fines \$5.15	Evansdale 18	Adult Non-Fiction 7
Duplicate Cards 1.50	County 1	Youth Non-Fiction 13
Copies .25	Elk Run 4	Youth Fiction 24
\$6.90	Raymond 2	44

Old business: There is a book repair workshop on Tuesday, August 20th. A shorter workshop is offered on August 21st. Bernice will try to go to the August 20th one. Registration fee of \$10.00 will be paid plus hours and mileage.

We won't be attending the grant writing workshop. Mardis would like to write a grant for equipment like new shelves---new children section and replace sagging shelves. Mardis will check on putting together a list to apply for grant.

A census workshop will be held on August 28th from 9:30 to 3:30---introduction into the 1990 census information.

The board needs to study the survey taken last year to determine acquisition priorities according to the responses received. Sports books seem to be a big hit.

The parade went well. We had eleven girls in the bookworm. Mardis was the bookworm. We were given the bookworm costume.

Bingo made \$304.90 clear. It was a big hit. Half of the money was given out as prizes. Vern Junker called the games. Bernice is sending thank you cards to all who helped and donated. It is hoped we can do it again next year.

New Business: Pritchett discussed purchasing a Laura Ingalls Wilder book on "The Iowa Story". Bernice will consider buying it.

We are considering a section of puzzles, games, and other activities such as lego building blocks for all age groups.

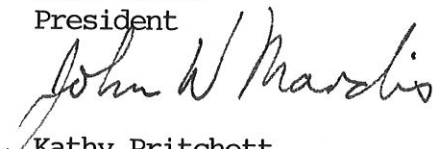
Susanne Laws name has been submitted for substitute work. She will be called on to step in for Bernice. William Jackson could also be available.

The board discussed the possibility of moving the library either to Bunger or Jewett.

Labor Day is on Monday. We will be closed on Monday and open on Tuesday. This policy will stand for all Monday holidays.

A motion to adjourn the meeting at 8:28 p.m. was made by Winstead and seconded by Pritchett.

John Mardis
President


Kathy Pritchett
Vice President
Serving as Secretary



Bills Submitted - September 5, 1991

Books & Subscriptions - #4280

<u>Social Resource Books</u> (1 Youth Non-Fiction)	\$ 13.84
<u>Life Skills Books</u> (5 Youth Non-Fiction)	44.75
<u>World Media Express</u> (6 Youth Fiction)	53.09
<u>Budget Books</u> (8 Youth Non-Fiction)	61.68
<u>Lincoln Library Co.</u> (5 Adult Non-Fiction)	199.50
<u>Sentimental Productions</u> (2 Videos)	<u>59.90</u> \$ 432.76

(25 Books - Total)
(2 Videos - Total)

Balance in Book Budget	\$2,038.14
Balance in Office Supplies	135.41

CIRCULATION: August, 1991

Hours Open 140
Circulation 1,317
County 53
Elk Run 73
Raymond 54
Waterloo 244

People In 503
Evansdale 398
County 16
Elk Run 20
Raymond 19
Waterloo 50

NEW CARDS: 27
Evansdale 20
Elk Run 3
Raymond 2
County 2

MONEY TURNED IN:
Fines \$ 4.75
Dup. Cards .25
Copies .75
\$ 5.75 - Total

NEW ACQUISITIONS:
5 - Adult Non-Fiction
6 - Youth Fiction
14 - Youth Non-Fiction
25 - Total

VIDEOS CHECKED OUT: 97

Evansdale Library Board Meeting

September 5, 1991

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

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

Absent: Fass

A motion to approve last month's minutes as corrected was made by Russell and seconded by Winstead. It was noted that Russell should have been listed as absent from the August meeting.

The following bills were presented by the treasurer:

Social Resource Books	(1 Book)	13.84
Life Skills Books	(5 Books)	44.75
World Media Express	(6 Books)	53.09
Budget Books	(8 Books)	61.68
Lincoln Library Co.	(5 Books)	199.50
Sentimental Production	(2 Videos)	59.90
		<u>\$432.76</u>

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

There is a remaining balance of \$2,038.14 in book and subscription line item and \$135.41 in office supplies.

Circulation: August, 1991

<u>Hours Open</u>	140
Circulation	1,317
County	53
Elk Run	73
Raymond	54
Waterloo	244

<u>People In</u>	503
Evansdale	398
County	16
Elk Run	20
Raymond	19
Waterloo	50

<u>New Cards</u>	27
Evansdale	20
Elk Run	3
Raymond	2
County	2

<u>Money Turned In</u>	
Fines	4.75
Duplicate Cards	.25
Copies	.75
	<u>\$5.75</u>

<u>New Acquisitions</u>	25
Adult Non Fiction	5
Youth Fiction	6
Youth Non Fiction	14

<u>Videos Checked Out</u>	
	97

Old Business: Librarian Green is enrolled to take Public Library Course I starting September 10, 1991. The first session will be held in Ankeny, Iowa with the remaining sessions to take place at Hawkeye Institute of Technology. Funds from the open access program will be used to cover the librarian's expenses.

We are gradually developing our video titles to include a mix of popular and a mix of those not available in video stores that appeal to our patrons. This month we selected the following videos: 1. Baseball Collecting 2. Old TV Series 3. Touring of National Parks 4. Batteries Not Included. Hence, we will select one or two videos on a monthly basis. We will keep reviewing the interest shown in the videos along with determining the dollar amount of the budget to be spent in this area. It was suggested to survey our patrons in order to get a better idea of the video titles to select.

We reviewed our acquisition priorities. Mardis plans to purchase some books from the Waterloo Library off their "Express Shelf" which features popular titles that sell for \$5.00 a piece as the demand for them lessens, and we have set plans to purchase at least one best seller each month. We will continue to use our new book display rack to feature these books.

At this time, we will not pursue applying for a grant. If the opportunity arises in the future for moving the library to a new location, then we could apply for a grant which would pay fifty percent of the necessities like library shelves, furniture, catalogs, furniture, etc.

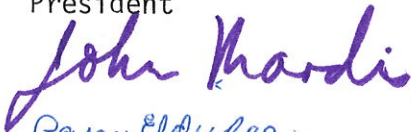
A book weeding workshop has been set for September 12th at 6:00 p.m. We will work on books in the 100 - 300 section.

Berniece will visit the school librarians in the area to see if there are any books we need to add to our collection that would correlate with the school curriculum in providing more resources for the children to use.

We need to acquire more names to place on our list of substitutes for the library. It was suggested we place a notice up at UNI to see if any of the students would be interested.

A motion to adjourn the meeting at 8:55 p.m. was made by Pritchett and seconded by Winstead.

John Mardis
President



Casey Eldridge
Casey Eldridge
Secretary

CIRCULATION: September, 1991
 (Month) (Year)

Hours Open 136
 Circulation 1,039
 County 37
 Elk Run 74
 Raymond 35
 Waterloo 123

People In 432
 Evansdale 356
 County 14
 Elk Run 21
 Raymond 10
 Waterloo 31

NEW CARDS: 29
 Evansdale 27
 County 1
 Raymond 1

MONEY TURNED IN: \$ 14.60
 Fines 9.85
 Dup. Cards 1.25
 Copies 3.50

NEW ACQUISITIONS:

5 Adult Fiction
 -0- Adult Non-Fiction
 24 Youth Fiction
 24 Youth Non-Fiction

VIDEOS CHECKED OUT: 88

October 3, 1991

Bills Submitted

Minor Equipment - #4540

Bernice Green	\$ 13.65
(reimburse for Video rewinder)	
Balance in Minor Equipment - \$86.35	

Books & Subscriptions - #4280

<u>John Mardis</u>	\$ 16.00
(reimburse for 5 adult fiction books)	
<u>Hotline</u>	25.81
(2 Youth Fiction books)	
<u>Five Star Preview</u>	81.71
(9 Youth Non-Fiction Books)	
<u>Publisher's Preview Service</u>	84.74
(6 Youth Fiction & 1 Youth Non-Fiction)	
<u>Steck-Vaughn Publications Preview</u>	123.15
(9 Youth Non-Fiction Books)	
<u>MPI Home Video</u>	12.72
(1 Video)	
<u>Walden Book Company, Inc.</u>	49.86
(2 Videos)	\$ 393.99 - Sub-Total

NOTE: Books paid for in advance:

<u>TAB Book Club</u>	\$ 48.45
(16 Youth Fiction & 5 Youth Non-Fiction)	\$ 442.44 - Total

BALANCE IN BOOK BUDGET: \$ 1,595.70

Book Total: 24 Youth Fiction
 24 Youth Non-Fiction
5 Adult Fiction
 53 - Total

Evansdale Library Board Meeting

October 3, 1991

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

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

Absent: 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:

John Mardis	(reimburse for 5 adult fiction books)	\$ 16.00
Hotline	(2 books)	25.81
Five Star Preview	(9 books)	81.71
Publisher's Preview Service	(7 books)	84.74
Steck-Vaughn Publications Preview	(9 books)	123.15
MPI Home Video	(1 video)	12.72
Walden Book Company, Inc.	(2 videos)	49.86
TAB Book Club	(21 books) - Prepaid	48.45
Total for Books and Subscriptions		<u>\$442.44</u>
Bernice Green	(reimburse for video rewinder)	13.65
		<u>\$456.09</u>

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

There is a remaining balance of \$1,595.70 in books and subscriptions, \$135.41 in office supplies, and \$86.35 in minor equipment.

Circulation: September, 1991

<u>Hours Open</u>	136	<u>People In</u>	432	<u>New Cards</u>	29
<u>Circulation</u>	1,039	<u>Evansdale</u>	356	<u>Evansdale</u>	27
County	37	County	14	County	1
Elk Run	74	Elk Run	21	Raymond	1
Raymond	35	Raymond	10		
Waterloo	123	Waterloo	31		
<u>Money Turned in</u>	\$14.60	<u>New Acquisitions</u>	53	<u>Videos Checked Out</u>	
Fines	9.85	Adult Fiction	5	88	
Duplicate Cards	1.25	Youth Fiction	24		
Copies	3.50	Youth Nonfiction	24		

Green stopped at Elk Run and Jewett to visit with the librarians but they were out of the building.

Mardis related to Dr. Kimmet if a school in Evansdale should close, our board would like to have our community library occupy part of it.

Mardis contacted Advanced Systems about a copier. They have a reconditioned copier available for us to use that can also enlarge and reduce copies. It is available to us on a rental basis of six cents a copy with no minimum. This includes all toner, service, and paper.

We need to start reissuing new cards to our patrons since our present library cards have been used for a long time. Typically, after three years, libraries issue new cards to update their active library users. Green indicated she could make a list of cardholders and then check off their name when they checked out books placing a red dot on existing library cards to depict as active card.

Treats will be handed out for Halloween starting October 26th. There will be a drawing to give out three books.


The videos selected to purchase this month are Charlotte's Web and Anne of Green Gables.

A motion to adjourn the meeting at 8:31 was made by Pritchett and seconded by Winstead.

John Mardis
President



Casey Eldridge
Secretary



Circulation: October, 1991

Hours Open 140
Circulation 1,192
County 29
Elk Run 152
Raymond 32
Waterloo 102
Traer 2

People In 486
Evansdale 378
County 14
Elk Run 47
Raymond 10
Waterloo 35
Traer 2

New Cards 22
Evansdale 15
Elk Run 7

Videos Checked Out
31

Money Turned In: \$6.60
Fines 4.60
Duplicate Cards 2.00

New Acquisitions: 41 books & 19 videos
Adult Fiction 20
Adult Non-Fiction 3
Youth Fiction 18
Videos 19

BILLS SUBMITTED: November 14, 1991

Kathy Pritchett (Halloween candy) \$12.16 - Total

John Mardis (14 videos @ \$2.00) \$28.00
(Humidifier Belt) 5.87
\$33.87 - Total

Postings (2 videos) \$45.85 - Total

Musicland (3 videos) \$44.90 - Total

Books & Subscriptions - #4280

Baker & Taylor \$94.67 - Total
(1 - Adult Non-Fiction
13 - Adult Fiction
7 - Youth Fiction)
21 - Total

Lorene Rohlf \$89.34 - Total
(2 - Adult Non-Fiction
7 - Adult Fiction
11 - Youth Fiction
20 - Total

Evansdale Library Board Meeting

November 14, 1991

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

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

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

The following bills were presented by the treasurer:

Scholastic Books	(Balance Due)	.45
Scholastic Books	(Order of 23 books) (Prepaid)	51.30
Baker and Taylor	(21 books)	94.67
Lorene Rohlf	(20 books)	89.34
Musicland	(3 videos)	44.90
Postings	(2 videos)	45.85
John Mardis	(Reimburse - 14 videos @ \$2.00)	28.00
Total for books and subscriptions		\$354.51
Kathy Pritchett	(Reimburse for Halloween Candy)	12.16
John Mardis	(Reimburse for humidifier belt)	5.87
City of Evansdale	(Reimburse for humidifier belt)	5.87
Total for office supplies		\$ 23.90

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

Circulation: October, 1991

<u>Hours Open</u>	140	<u>People In</u>	486	<u>New Cards</u>	22
Circulation	1,192	Evansdale	378	Evansdale	15
County	29	County	14	Elk Run	7
Elk Run	152	Elk Run	47		
Raymond	32	Raymond	10		
Waterloo	102	Waterloo	35		
Traer	2	Traer	2		
<u>Money Turned In:</u>	\$6.60	<u>New Acquisitions</u>	60	<u>Videos</u>	
Fines	4.60	Adult Fiction	20	<u>Checked out</u>	
Duplicate Cards	2.00	Adult Non-fiction	3		31
		Youth Fiction	18		
		Videos	19		

Mardis recommended hiring Rex Hefley to fix the book drop and have Regal Plastics make a hood to fit it. A motion was made by Mardis to approve \$100.00 for the project and seconded by Faas. The expense will be covered by taking \$50.00 from minor equipment and \$50.00 from open access. If the total exceeds \$100.00, the water works will be approached about helping out with the balance.

The library will be closed for Thanksgiving on Thursday, November 28th so the library will remain open on Tuesday of that week.

The Spring Public Library Management Course will start in March.

Librarian Green and Thompson attended a marketing workshop.

The Reinbeck library is moving and has shelving for sale. They are taking bids with top bid of \$120.00. The Friends of the Library will be asked to pay for the shelves and a new typewriter.

Starting November 18th, the public will be able to use the library and extra four hours each week. The hours will be extended on Wednesday and Thursday til 7:00 p.m.

Librarian Green requested to take the week off between Christmas and New Years. She will ask Suzanne to sub for her.

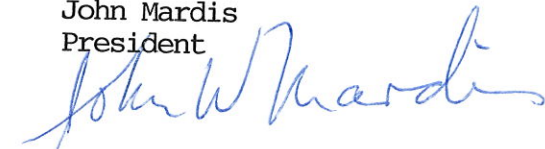
The copier seems to be catching on. The library will absorb the cost of bad copies.

Pritchett forgot to purchase red dots for librarian to use on library cards.

Faas mentioned using UNI for graphing stats.

A motion to adjourn the meeting at 8:18 p.m. was made by Russell and seconded by Thompson.

John Mardis
President



Kathy Pritchett
Acting Secretary



Evansdale Library Board Meeting

December 5, 1991

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

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

Absent: Faas, Fagerlind, Winstead

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

The following bills were presented by the treasurer:

World Almanac Education	(1 book)	\$ 8.95
John Mardis	(reimburse for 3 adult fiction books purchased at Waterloo Library)	15.00
Garrett Educational Corporation	(5 books)	50.93
Library Review Services	(8 books)	103.76
Baker & Taylor	(10 books)	123.47
Total for books and subscriptions		\$302.11

The treasurer reported there is a remaining balance of \$939.08 in books and subscriptions, \$86.35 in minor equipment, and \$111.51 in office supplies.

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

Circulation: November, 1991

<u>Hours Open</u>	148	<u>People In</u>	507	<u>New Cards:</u>	38
<u>Circulation</u>	1,254	Evansdale	389	Evansdale	32
County	34	County	15	Elk Run	4
Elk Run	133	Elk Run	44	Raymond	2
Raymond	45	Raymond	18		
Waterloo	103	Waterloo	36		
Traer	6	Traer	5		
<u>Money Turned In:</u>	\$4.85	<u>New Acquisitions</u>	27	<u>Videos Checked Out</u>	
Fines	3.60	Adult Fiction	9		73
Duplicate cards	1.25	Adult Nonfiction	4	<u>Open Access</u>	
		Youth Fiction	8	109 x .80 =	\$87.20
		Youth Nonfiction	6		

Old business: Rex Hefley will repair the book return box. He has plans for a rolling book drop box.

Mardis has not put in a bid on the Reinbeck shelves yet. The bidding will close on January 1st; therefore, a bid will be put in right before Xmas to coincide with final bids.

Suzanne will work for Berniece during her vacation time this month (Dec. 23, 26-28, and 30). Berniece will be back to work on January 2nd.

A motion to change the \$50 allocated for the book return box repair from minor equipment to repair equipment line item was made by Pritchett and seconded by Thompson.

New Business: The next library board meeting will be held on January 9th, 1992 instead of the regularly scheduled first Thursday of the month.

A proposal for our budget for the next fiscal year was scrutinized. The following considerations were presented for inclusion of our proposal: 1. thirty-two hours of operation 2. librarian salary at \$5.50 3. step raise to be same as all other city employees receive 4. increase books and subscriptions to \$4,000 (note: children's books that use to cost \$8 to \$9 now cost \$14 to \$15) 5. include \$1,000 again for capital improvements (original plan for computer but would like to divert for use in connection with locator 6. \$400 for education 7. rent remains as line item 8. \$1,000 for part-time help The estimated total should run between \$18,000 and \$19,000. If Raymond and Elk Run decide to continue using our library, then we can look at having the library open for forty hours.

Due to the length of the survey from Northeast Iowa Regional Library, it was decided to have a committee fill it out after our meeting adjourned.

Mardis submitted to the secretary a letter addressed to the Evansdale Library Board of Trustees informing the board that he would be resigning from his position as an Evansdale Library trustee effective January 1, 1992 due to his election to mayor of Evansdale.

Mardis will preside at his first city council meeting on January 7th, 1992 . Any names for consideration to serve on the board should be submitted shortly as an appointment for a new board member will be made at that time.

It has been suggested we purchase a circulating typewriter as our old typewriters are not worth repairing anymore. Thompson will research cost of typewriters.

A motion to adjourn the meeting at 8:10 was made by Pritchett and seconded by Thompson.

John Mardis
President



Casey Eldridge
Secretary



Circulation: December, 1991

Hours Open 138
Circulation 1,102
County 28
Elk Run 86
Raymond 26
Waterloo 152
Jesup 7
Traer 3

People In 466
Evansdale 380
County 10
Elk Run 29
Raymond 12
Waterloo 32
Jesup 2
Traer 1

New Cards: 14
Evansdale 12
Elk Run 2

Money Turned In: \$10.50
Fines 7.50
Duplicate Cards 3.00

New Acquisitions: 11
Adult Fiction 1
Youth Non-Fiction 10
Videos 2

Videos Checked Out:
87

Open Access:
162 x .80 = \$129.60

Bills to submit:

Iowa Business Machines, Inc. (Minor Equipment - #4540)
(typewriter repair)

\$ 61.50

Books & Subscriptions - #4280

Baker & Taylor
(1 Adult Fiction)

\$ 15.80

Franklin Watts
(10 Youth Non-Fiction)

125.75

Target Stores
(2 Videos)

31.43

Evansdale Library Board Meeting

January 9, 1992

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

Present: Fass, Russell, Fagerlind, South, Winstead, Eldridge, Pritchett,
Thompson, Librarian Green

Absent: Cannon

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

The following bills were presented by the treasurer:

Baker & Taylor	(1 adult fiction)	15.80
Franklin Watts	(10 youth non fiction)	125.75
Target Stores	(2 videos)	31.43
Total for books and subscriptions		\$172.98

Iowa Business Machines (typewriter repair)	\$ 61.50
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A motion to approve the bills was made by Faas and seconded by Fagerlind.

The treasurer reported there is a remaining balance of \$766.10 in books and subscriptions, \$111.51 in office supplies, and \$24.85 in minor equipment.

Circulation: December, 1991

<u>Hours Open</u>	138	<u>People In</u>	466	<u>New Cards</u>	14
<u>Circulation</u>	1,102	<u>Evansdale</u>	380	<u>Evansdale</u>	12
<u>County</u>	28	<u>County</u>	10	<u>Elk Run</u>	2
<u>Elk Run</u>	86	<u>Elk Run</u>	29		
<u>Raymond</u>	26	<u>Raymond</u>	12		
<u>Waterloo</u>	152	<u>Waterloo</u>	32	<u>Videos Checked Out</u>	
<u>Jesup</u>	7	<u>Jesup</u>	2		87
<u>Traer</u>	3	<u>Traer</u>	1		
<u>Money Turned In</u>	\$10.50	<u>New Acquisitions</u>	11	<u>Open Access</u>	
<u>Fines</u>	7.50	<u>Adult Fiction</u>	1		162 x .80 = \$129.60
<u>Duplicate Cards</u>	3.00	<u>Youth NonFiction</u>	10		
		<u>Videos</u>	2		

Old Business: A formal written bid of \$120.00 for each shelving unit for total of \$360.00 was submitted to the library in Reinbeck in December. They probably will let us know the outcome after their first meeting in January.

Rex Hefley is stilling working on our book drop. He has made a hood out of galvanized sheet metal. He will pad the inside of the book drop.

We have one workable typewriter that is library use only. Iowa Business Machine told Thompson that they had a Smith Corona portable electric typewriter with case which they would sell to the library for \$40.00. The Friends of the Library will fund the purchase of the typewriter. Thompson will pick up the typewriter this week.

Next Tuesday, January 14th, the council is holding the first budget hearing. The library budget will be reviewed at this hearing. A motion to approve the proposed budget was made by Winstead and seconded by Faas. Roll call was taken and it was approved unanimously. The board cannot determine a contract amount for Elk Run and Raymond til the city council gives sanction to the approved budget amount. However, an increase should be considered if the wage increase due to parttime help remains intact and if the books and subscriptions line item is approved with the \$1,000 increase requested.

Green has turned in all money received from the copy machine and the bills for the rental fee of the copy machine to the city clerk. As of this date, the bills have not been paid and Pritchett will check out the matter.

Green still needs an office chair for her desk. Faas will check into the cost of purchasing an used one.

New Business: The board discussed getting parttime help for the librarain. The matter was tabled until we obtained the actual dollar amount we have left to work with in the parttime line item and open access funds.

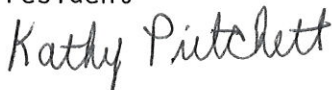
We chose to purchase a counting video and ABC video by Richard Scarry's. Winstead suggested checking out our cost to purchase videos through the Elk Run Video Library store. This store also has used videos for sale that we might want to consider for purchase. The board will continue to review purchase of videos on a monthly basis.

The county budget meeting will be held January 30th at 1:30 pm. in the courthouse. Green plans to attend this meeting and Pritchett will also try to attend it. Green and Pritchett also plan to attend a library marketing seminar to be held this month in Waterloo. Green will get a sub so she can attend the meeting.

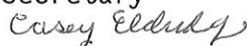
With the resignation of our chairman on January 1st, nominations of officers for president and vice president was taken. A motion was made to nominee Kathy Pritchett for president by Fass and seconded by Winstead. A motion to nominee Mike Thompson for vice president was made by Faas and seconded by Winstead.

The meeting adjourned at 8:44 p.m.

Kathy Pritchett
President



Casey Eldridge
Secretary



Evansdale Library Board Meeting

February 6, 1992

The meeting was called to order at 7:06 p.m.

Present: South, Eldridge, Pritchett, Thompson, Cannon, Librarian Green

Absent: Russell, Fagerlind, Winstead, Faas

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

The following bills were presented by the president:

A Plus Supplies	(paper clips + paper)	\$ 3.82
Elk Run Video	(2 videos)	16.27
Capper Press	(1 book)	14.00
Franklin Watts, Inc.	(2 books)	24.37
		<u>\$58.46</u>

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

Old Business; Pritchett delivered the contracts to Elk Run Heights and Raymond. The contract amount based on per capita for Elk Run is \$3,612.16 and for Raymond is \$1,999.37.

It appears Susanne was paid out of the open access funds. Pritchett will see if this can be amended by taking it out of the parttime line item. A motion was made we pay Susanne for six hours of work per week which is to be taken out of the parttime line item through the end of this fiscal year. The motion was made by Thompson and seconded by South.

Green will start hunting for a replacement chair.

Goodwill will pick up the old typewriters in the library.

Green will poll patrons to see if there is any interest in audio tapes.

Jim Sixta revealed the grant money has arrived for the locator but he is not sure if there is enough money for us to receive one.

Hefley has the outside of the book drop fixed so it will not leak anymore but still not finished on the inside of drop.

We got shelving from Reinbeck for \$120.00 each. We purchased three units.

New Business: The library board meetings will be held on the second Thursday of each month starting in March.

The meeting adjourned at 8:28 P.M.

Kathy Pritchett
Kathy Pritchett
President

Casey Eldridge
Casey Eldridge
Secretary

Circulation: January, 1992

Hours Open 158
Circulation 1,367
County 32
Elk Run 194
Raymond 54
Waterloo 102

People In 550
Evansdale 438
County 13
Elk Run 43
Raymond 16
Waterloo 39
Jesup 1

New Cards 32
Evansdale 26
Elk Run 4
Raymond 2

Videos Checked Out
151

Money Turned In \$15.25
Fines 12.25
Duplicate Cards 1.50
Copies 1.50

New Acquisitions:
Adult Non-Fiction 1
Youth Non-Fiction 2
Videos 2

Open Access
102 x .80 = \$81.60

CIRCULATION: February, 1992

Hours Open 150
Circulation 1,602
County 39
Elk Run 170
Raymond 63
Waterloo 107
Traer 14

People In 732
Evansdale 594
County 24
Elk Run 45
Raymond 14
Waterloo 51
Traer 4

New Cards: 59
Evansdale 50
Elk Run 4
County 5

Money Turned In:
Fines \$ 5.40
Dup. Cards 3.75
Total \$ 9.15

New Acquisitions:
3 - Youth Non-Fiction

Videos Checked Out: 174

Open Access: 121 x .80 = \$96.80

Total Budget - Thousands of 4,000 - 4,999

Per 1,000



4,000
4,500
5,000

Per
1,000

Books & Subscription Exp. Towns 4,000-4,999 per.
3,399



NOV 1992
TOWN OF
WINTERSSET
61655-1000

Statistics for *"D" Libraries in Iowa
1990-1991

* - Libraries serving a population of 2,500-4,999

City	Total Budget	Books/Sub.	Library Pop.	Per Cap. Exp.
Albia	\$58,214	\$13,815	3,870	15.04
Belle Plaine	44,493	6,644	2,834	15.70
Bellmond	66,650	13,929	2,500	26.60
Bloomfield	51,712	6,594	2,580	20.04
Cresco	553,571	12,077	3,669	150.88
Comanche	73,434	17,100	4,436	16.55
Carlisle	51,560	10,416	3,241	15.91
Chariton	174,236	10,477	4,616	37.75
Clarion	54,150	12,105	2,740	20.03
DeWitt	81,919	19,295	4,514	18.15
Eagle Grove	93,230	15,115	3,671	25.40
Evansdale	20,766	3,300	4,638	4.48
Forest City	53,440	9,761	4,430	12.06
Garner	94,054	16,910	2,916	32.25
Grimes	32,514	8,000	2,653	12.26
Hiawatha	71,095	15,966	4,986	14.26
Hampton	123,640	26,876	4,133	29.92
Humboldt	124,461	22,980	4,438	28.04
Jefferson	124,380	26,061	4,292	28.98
Monticello	47,970	10,905	3,522	13.62
New Hampton	56,745	10,103	3,660	15.50
North Liberty	54,084	11,065	2,926	18.48
Onawa	62,814	7,480	2,936	21.39
Orange City	139,031	24,227	4,940	28.14
Osage	111,150	20,322	3,439	32.32
Osceola	42,094	8,310	4,164	10.11
Pleasant Hill	93,670	10,973	3,671	25.52
Rock Rapids	74,445	11,427	2,601	28.62
Rock Valley	65,876	16,180	2,540	25.94
Sheldon	120,682	31,399	4,937	24.44
Sibley	70,731	16,227	2,815	25.13
Spirit Lake	88,111	12,817	3,871	22.76
Story City	97,500	10,862	2,959	32.95
Tama	58,648	12,500	2,697	21.65
Tipton	51,761	11,573	2,998	17.27
Waukon	76,761	18,181	4,019	19.10
West Liberty	44,425	8,146	2,935	15.14
Wilton	32,907	10,110	2,577	12.77
Winterset	114,164	20,434	4,196	27.21

We have the lowest budget of any Library in our population range.(2,500-4,999)

Evansdale is the **4th highest in population** out of the 39 towns listed in the "D" population range, but we have the **lowest budget**. The average total budget of the 3 higher populated towns is 110,269.33. The average expenditure for books and periodicals 23,864.00, this figure is **higher** than Evansdale's **total budget**.

There is no other City in the entire state that has a lower per capita exp. rate than Evansdale. (2 exceptions only in the population range 0-499 persons)

Library Statistics Comparing Evansdale's Expenditures
to Average Expenditures in other "D" Classification Towns
and "C" Classifications Towns

D - Population 2,500 - 4,999

C- Population 1,000 - 2,499

	Average "D" pop. Stats	Evansdale's Stats	Average "C" pop. Stats
Salaries	35,555	10,900	13,484
Fring. Ben.	5,383	4,166	1,810
Books	12,225	3,000	5,754
Periodicals Subscriptions	1,937	300	1,008
Microfilm	24	0	13
Recordings	1,187	100	570
Computer	203	0	60
Other Mtls	905	0	388
Plant Op.	5,526	2,300	2,398
Equipment	2,382	0	1,275
Total Budget	86,185	20,766	36,979
Av. Population	3,535	4,638	1,531
Per Cap. Exp.	24.44	4.48	24.15

Evansdale Library Board Meeting

March 12, 1992

The meeting was called to order at 7:02 p.m.

Present: Russell, Fagerlind, South, Winstead, Thompson, Faas, Eldridge, Pritchett, Cannon, Librarian Green
Absent: None

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

The following bills were presented by the treasurer:

A Plus	(copy paper)	\$ 3.50
J.S. Lattas	(card slips, etc.)	40.32
Mainline Book Co.	(3 books)	50.24
		<u>\$ 94.06</u>

The treasurer reported there is a remaining balance of \$661.22 in books and subscriptions, \$675.59 in parttime line item, \$63.87 in office supplies, \$24.85 in minor equipment, and \$821.72 in open access.

Old Business: Our total library budget for fical year July 92 - July 93 will be \$21,977 with a full time librarian.

Librarian Green has started classes for Library Management II. Suzanne will fill in at the library when Green attends these classes.

Pritchett will **contact regional** library about children earning midway ride tickets. The National Cattle Congress in Waterloo is sponsoring a summer reading program for children (preschool through eight grade) in which a reader can earn one midway ride ticket for every five books read for the program with a limit of five rides.

Faas presented letters written by staff and fourth graders from Jewett in support of the library and the need to keep the library materials up-to-date.

New Business: The board would like more input from the schools in the area on the subjects or books we should include in our library to provide resources for the students to use after school hours. Board members will contact teachers and librarians at the following schools: West Intermediate - Winstead, East Hi - South, Jewett - Faas, St. John and St. Nick - Russell.

The Blue Book for cars will not be renewed.

A motion was made to amend our bylaws so Article III Section I will read: The regular meeting shall be held each month on the second Thursday of the month. The motion was made by Russell and seconded by Fagerlind.

The meeting adjourned at 8:19 p.m.

Kathy Pritchett
Kathy Pritchett
President

Casey Eldridge
Casey Eldridge
Secretary

CIRCULATION: February, 1992

Hours Open	150
Circulation	1,602
County	39
Elk Run	170
Raymond	63
Waterloo	107
Traer	14

People In	732
Evansdale	594
County	24
Elk Run	45
Raymond	14
Waterloo	51
Traer	4

<u>New Cards:</u>	59
Evansdale	50
Elk Run	4
County	5

<u>Money Turned In:</u>	
Fines	\$ 5.40
Dup. Cards	<u>3.75</u>
Total	\$ 9.15

New Acquisitions:
3 - Youth Non-Fiction

Videos Checked Out: 174

Open Access: 121 x .80 = \$96.80

CIRCULATION: March, 1992

Hours Open 152
 Circulation 1,362
 County 24
 Elk Run 71
 Raymond 72
 Waterloo 184

People In 594
 Evansdale 460
 County 12
 Elk Run 48
 Raymond 20
 Waterloo 54

NEW CARDS: 22
 Evansdale 11
 Elk Run 9
 County 1
 Raymond 1

MONEY TURNED IN:
 Fines \$ 4.20
 Dup. Cards 2.50
 Copies 1.05
 \$ 7.75 - Total

NEW ACQUISITIONS:

4 - Adult Fiction
 2 - Adult Non-Fiction
 39 - Youth Fiction
 6 - Youth Non-Fiction
 51 - Total

Videos Checked Out: 138

Open Access:

184 x .80 = \$147.20

Bills Submitted - April 9, 1992

Walden Book Co. \$ 19.48

4 Adult Fiction

Baker & Taylor 109.17

2 - Adult Non-Fiction
 3 - Youth Non-Fiction
 10 - Youth Fiction

National Library Service, Inc. 246.40

3 - Youth Non-Fiction
 29 - Youth Fiction

51 Total Books \$ 375.05 - Total

Evansdale Library Board Meeting

April 9, 1992

The meeting was called to order at 7:11 p.m.

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

Absent: Cannon, South

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

The following bills were presented by the treasurer:

Walton Book Co.	(4 books)	\$ 19.48
Baker & Taylor	(15 books)	109.17
National Library Service, Inc.	(32 books)	246.40
		<u>\$375.05</u>

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

The treasurer reported there is a remaining balance of \$286.17 in books and subscriptions, \$63.87 in office supplies, \$24.85 in minor equipment, \$675.59 in parttime, and \$821.72 in open access.

Circulation: March, 1992

<u>Hours Open</u>	152	<u>People In</u>	594	<u>New Cards</u>	22
Circulation	1,362	Evansdale	460	Evansdale	11
County	24	County	12	Elk Run	9
Elk Run	71	Elk Run	48	County	1
Raymond	72	Raymond	20	Raymond	1
Waterloo	184	Waterloo	54		
<u>New Acquisitions</u>	51	<u>Money Turned In</u>		<u>Videos Checked Out</u>	138
Adult Fiction	4	Fines	4.20	<u>Open Access</u>	
Adult Non-Fiction	2	Dup. Cards	2.50	184 x .80 =	\$147.20
Youth Fiction	39	Copies	1.05		
Youth Non-Fiction	8		\$ 7.75		

Old Business: We have been selected to receive a computer and locator from regional. Pritchett will talk to Sixta about upgrading the equipment before the order is submitted.

There will be another meeting at city hall on Tuesday, April 14th, at 7:00 pm. to discuss plans for Good Old Days. The board will decide if they want to do bingo again this year only after ascertaining how much it will cost to have an operator's permit to run bingo, and if the location is changed, the board will want to evaluate the effect this would have on operating the games in the library. Some other fundraising possibilities were discussed which included a popcorn stand, homemade ice cream stand, caramel apples and snowcone stand.

Russell submitted a copy of the units of curriculum being taught to the students at St. John that can be used as a guide for our library in selecting books relating to these subject areas. The librarian at West Intermediate is willing to work with our librarian and requested that she be contacted in the fall.

The two videos selected for purchase this month are Old Yeller and 101 Dalmatians.

A motion to adjourn the meeting at 8:35 p.m. was made by Russell and seconded by Faas.

Kathy Pritchett

Kathy Pritchett
President

Casey Eldridge
Casey Eldridge
Secretary

Circulation April, 1992

Hours Open	160	People In	650
Circulation	1,461	Evansdale	498
County	65	County	24
Elk Run	99	Elk Run	35
Raymond	77	Raymond	21
Waterloo	186	Waterloo	66
Traer	7	Traer	3
Cedar Falls	6	Cedar Falls	3

New Cards:

Evansdale	20
County	4
Raymond	5

Money Turned In:

Fines	\$10.40
Dup. Cards	2.25
	<u>\$12.65</u> - Total

Videos Checked Out:

	128
--	-----

Open Access
199 x .80 = \$159.20

- New Acquisitions:
- 5 Adult Non-Fiction
 - 2 Youth Fiction
 - 2 Youth Non-Fiction
 - 2 Videos

May 14, 1992
Bills Submitted

Office Supplies - #4580

J. S. Latta Co. (book supplies)	\$20.31
Bernice Green (reimburse for postage)	22.78
	<u>43.09</u>

65.10

Books & Subscriptions - #4280

Baker & Taylor (2 invoices) (2 Youth Fiction 2 Youth Non-Fiction)	2.53 49.59
Lincoln Library Co. (4 Adult Non-Fiction Medical Encyclopedias)	67.95
R. L. Polk & Co. (City Directory)	101.00
	<u>221.07</u>
Target (2 videos)	30.24 - credit memo

20.78

Miner Equip. - 24.85

Evansdale Library Board Meeting

A special meeting of the Evansdale Library Board convened on April 30, 1992 at 8:12 p.m.

Roll call was taken with the following board members present: Pritchett, Russell, Faas, Thompson, Winstead, Fagerlind, Eldridge, South. Board member Cannon was absent. Mayor Mardis and Jim Sixta from regional were also present at this meeting.

This special meeting was held to discuss optional equipment the board wanted to consider before regional turned in the order for the computer and locator the library is to receive from the grant through regional.

A motion was made by Russell to purchase upgrade CPU to 25 MHz 386 sx for \$170.00, add 5.25 HD disk drive for \$63.00, upgrade RAM from 1 to 2 MB for \$57.00, upgrade hard disk to 124 Meg for \$220.00, add VGA Color for \$240.00, 24 pin printer for \$158.00, New Print Shop software for \$60.00, and Microsoft Works software for \$135.00 which would total \$1,103.00. The motion was seconded by Faas.

The meeting adjourned at 8:20 p.m.

Kathleen Pritchett
Casey Eldridge
Secretary

Evansdale Library Trustees Meeting

Thursday May 14, 1992 - 7:00PM

The meeting was called to order by Kathy Pritchett at 7:20 PM.

Present were: Russell, Pritchett, Faas, Thompson and South and Librarian Green.

Absent: Eldridge, Fagerlind, and Winstead and Cannon.

Russell made a motion to approve the minutes of the April 19th meeting, it was seconded by Thompson and the motion was approved.

Faas made a motion to approve the minutes of the special April 30th meeting, Thompson seconded the motion and the motion was passed.

Treasurer Russell submitted the bills for payment.

J.S. Latta (supplies) 20.31

Bernice Green (postage) 22.78

Books and Subscriptions

Baker and Taylor 2.53

Baker and Taylor 29.59

Lincoln Library Co. 67.95

R.L. Polk and Co. 101.00

Motion was made by Faas to approve the above bills for payment, it was seconded by Thompson and carried.

The treasurer reported that there is 65.10 in books and subscriptions, 20.78 office supplies and 24.85 in minor equipment.

Mike Thompson reported that Headstart is interested in having a booth for the Evansdale Good'ol Days Fun Fair. The library will have bingo this year in the library. There is a need to contact several more groups to sponsor fun fair booths. Faas will contact Jewett PTO and Softball Assoc.

Bob South will contact area businesses for donations of bingo prizes.

The Library will be closed Monday May 25th for Memorial Day and will be open on Tuesday the 26th.

Kathy advised that she and Bernice would be going to Waterloo on Thursday June 4th to a workshop on the computer. Mike Thompson will also attend the workshop. A list of supplies for the computer was handed out. A motion was made to authorized Kathy Pritchett to spend up to 45.63 for fax paper, a ribbon, computer paper and computer disks through regional if no better price can be found.

Suzanne will not be able to be the summer program worker for the Library this year because she is already employed by the city.

Russell will check on the amount of part-time money left. A motion was made to hire Suzanne to work 6 more hours a week starting June 1st if the money is available, the motion was seconded and carried.

There was discussion on the work day scheduled for Sunday the 17th at 1:00. The Library Board Members will be moving around the computer station and cabinets to get ready for the locator.

Russell introduced an example of the Waterloo Library's Video Tape check out rules. Thompson made a motion and Russell 2nd the following rules for video check out. The motion was carried.

Loan period will be 2 Library working days.

Limit will be 3 tapes per family with no tape renewals.

Movie age restrictions are the parents responsibility.

\$1.00 per day will be charged per tape on overdue tapes.

Video tapes must be checked out and returned to the circulation desk and not placed in the book drop.

Please rewind the tapes.

Faas will get a leaflet made up to pass out with the video tapes.

Motion was made by Russell and seconded by South to adjourn the meeting, meeting was adjourned at 8:45.



Kathy Pritchett, President



Judi Faas, Acting Secretary

Job description for head director;

Processing new and donated books, within a week.
Help patrons
Make recommendations to board concerning library operations.

Administrative duties

New previews
Ordering new books
Daily reports
Mail must be opened daily

Supportive services

Information calls
Interlibrary loans
Make copies

Time will be set aside daily for administrative duties and other services will be ran by other help, volunteer or hired.

Part-time help duties

Help patrons during administration time for head director.
Pick-up books from bookdrop.
Help process new and donated books if needed.

Volunteer and community service workers

Check-in and selve books as abilities will allow.
Rewind tapes
Dust shelves and books
Sort through magazines
Pull damaged books

Board duties

Approve bills to be paid and expenditures to be made.
Weeding (must be done completely)
Help order new books
Help repair books
Go through mail so it is caught up at least monthly.
Develop a budget.
Set and enforce polices.
Plan library related projects as a cooperative effort and carry out as a board.

Community service worker policy

A reasonable schedule will be set up for the worker. This will be a cooperative effort between the head director and the worker.

Worker is required to show up on time.

Three absentances without a good reason will result in letting the worker go.

Worker must cooperate and perform duties assigned.

Evansdale Library Board Meeting

June 11, 1992

The meeting was called to order at 7:08 p.m.

Present: Pritchett, South, Fagerlind, Winstead, Eldridge, Thompson, Librarian Green and Jim Sixta from regional

Absent: Cannon, Faas, Russell

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

The following bills were submitted:

Judy Faas	(contact paper)	5.24 + 10.44 =	15.68
The Library Store Inc.	(book processing supplies)		114.79
Librarian Green	(travel exp. for ed. classes)		19.60
Lucky Book Club	(books)		27.90
Trumpet	(books)		45.60
Newsweek	(subscription - 53 issues)		27.56
Baker and Taylor	(1 books)		4.09
			<u>255.22</u>

Circulation: May, 1992

Hours Open	156
Circulation	1008
County	22
Elk Run	47
Raymond	30
Waterloo	144

People In	417
Evansdale	342
County	15
Elk Run	17
Raymond	9
Waterloo	34

<u>New Cards</u>	
Evansdale	15

<u>New Acquisitions</u>	
Adult Fiction	-0-
Adult Non-Fiction	-0-
Youth Fiction	37
Youth Non-Fiction	6

<u>Money Turned in</u>	
Fines	2.25
Dup. Cards	.50
Copies	1.00
	<u>\$3.75</u>

<u>Videos Checked</u>	
Out	51

The library will be closed July 3rd and 4th for the holiday as city hall will not be open during those days.

A policy for reserved books has been set. A patron has three business days to pick up a book on reserve; after that it either is passed on to the next name on the list or put back on the shelf. Damaged books will be pulled or repaired at the time of check in. Sixta recommended instituting the shelf list system as it is a more convenient method of tracking books in the library.

Suzanne, our parttime helper, will work through the end of June. At the July meeting, the board will determine what hours to be given her during the new fiscal year.

Librarian Green has finished Library Management Course II.

New Business: A motion was made by Eldridge and seconded by Thompson to set the library hours starting July 1st as follows:

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

A motion was made by Winstead and seconded by South for Faas and Thompson to start a reading program on June 24th which will run on Wednesdays from 9:45 to 10:30 through July 29th.

A motion was made by Winstead and seconded by Fagerlind for our library to participate in the 1992 National Cattle Congress summer reading program which runs from June 1st through August 31st for young readers, preschool through eighth grade, who can earn free midway rides and gate admission by reading the required number of books.

A motion to purchase a computer table and games up to \$350.00 before July 1st was made by Winstead and seconded by Thompson.

The board will accept for use in our library a donated U.S. map listing all the counties.

Sixta recommended the board set up some policies regarding the usage of the locator station; however, these policies must follow the guidelines of the grant. We should establish in writing the primary usage will be the locator and note we cannot charge for normal usage of paper. Some points to consider is the number of people using at one time, whether the equipment can be reserved, whether a fee should be set for excessive usage of paper, how to set up the locator usage - first and last hour of day or five minutes after every hour, and whether public and library software will be permitted. Educational usage must have priority over games. We need to post copyright laws regarding duplicating to remove our liability.

Sixta recommended when we set up our fax policies that we set a rate higher than any business in town that has a fax machine as we are not in competition with any business. According to the grant, the board cannot set a fee for reasonable library usage of fax but fees can be set for excessive usage or nonlibrary usage.

Board members, Mike Thompson, Kathy Pritchett, and Casey Eldridge, have agreed to have their names submitted to the council upon the expiration of their terms on June 30, 1992.

Kathy Pritchett
Kathy Pritchett
President

Casey Eldridge
Casey Eldridge
Secretary