

Evansdale Library Board Meeting
July 5, 1995

The meeting was called to order at 5:39 p.m. by Russell.

Present: Pavelec, Buckendahl, Eldridge, Duffy, Russell and
Librarian Holmes

Absent: Pritchett, Weber, Winstead, Fagerlind

A correction to the minutes was noted under the director's report which should have stated we have acquired several books for our civil rights section. A motion to approve the minutes was made by Duffy and seconded by Buckendahl.

The following bills were submitted:

Baker & Taylor	(large print book)	\$ 22.53
Educational Development	(7 books)	112.69
American Medial Corporation	(14 books)	233.41
Total for books and subscriptions		<u>368.63</u>
Janice Holmes for reimbursement of postage incurred		
from interlibrary loan returns		11.83
		<u>380.46</u>

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

The treasurer advised the city clerk on June 8th to pay all bills to the end of June and not take any parttime salary out of the open access line item. The parttime salary is to come out of the line item designated for the full time librarian. The treasurer clarified the proper procedure to follow to use money in the open access account. It is imperative that a motion for a designated amount is made at the board meeting and recorded in the minutes. A copy of the board minutes must be forwarded to the city clerk so the clerk can act upon the request. The city clerk can act upon applicable requests throughout the fiscal year so it is important to get the minutes to the city clerk as soon as possible in order to procede with the intent of the motion. The approval of \$1,000 to be used out of the Open Access Fund as indicated in the April minutes was not properly recorded and forwarded to the city clerk so no action could take place.

Circulation Report

Adult nonfiction	53
Adult fiction	285
Magazines	24
Videos	102
Children nonfiction	53
Children fiction	480
Audtio tapes	15
Interlibrary loan	5
(received)	
Total materials	<u>964</u>

Elk Run Heights	65
Raymond	78
Waterloo	63
County	35
Other-open access	<u>4</u>
	245
Evansdale	<u>719</u>
Total number of	
items loaned	964

Highest check out day:	27th	76 items
Highest adult check out day:	7th	32
Highest children check out day:	14th	45
Highest video check out day:	8th	15
People in (337)		
Highest day	1st	25
Lowest day	10th	5

Average Number in: 14.5

Days opened in June 26

Money turned in:	Fines	18.95
	Duplicate cards	6.00
		<u>24.95</u>

Northeast Regional Library Board will hold its next meeting on Monday, July 10th, at 6:00 p.m. in the Evansdale Library. Brenda will furnish cookies and Janice will make coffee and lemonade.

Librarian Holmes will be gone July 24th through July 29th.

Hugh Saul passed away in June and the family requested memorials be made to the Evansdale Library. Memorials in the amount of \$200 was received and Mrs. Lois Saul matched the memorials with \$200. Except for the \$20.00 check made out to the Friends of the Library, Holmes turned the money over to the city clerk. The city clerk added a new line item entitled library memorial. The board will send a note later to the family designating how the money was spent.

Duffy presented plans for the wall pamphlet holder. He recommended three individual racks for flexibility in moving. Two of the racks will have six four inch slots measuring 26" across and 10" high. The third rack will have three slots in widths of nine and eight inches. He will contact Regal Plastic about making them. Duffy will donate these to the library and his generosity is greatly appreciated along with his efforts in procuring the racks. Thanks, Joe!!!

Written notice is hereby given to all board members of the proposed amendment of Article III, Section 1 of the Evansdale Public Library Bylaws whereby the Section 1 would state the regular meetings shall be held each month on the first Monday of the month at 7:10 p.m. at the library. The proposed amendment would become effective on October 2, 1995.

A motion to postpone the election of officers until the August meeting was made by Duffy and seconded by Buckendahl.

The chairperson made a motion to adjourn the meeting at 7:22 p.m. and then reopen the meeting to discuss book sale plans for Good Old Days. The conference room is reserved for August 5th in case the library is not available to use for the book sale. Weeding the books for the sale will take place on July 18th beginning at 10 a.m. A motion to adjourn the meeting at 7:37 p.m. was made.

Joyce Russell

Joyce Russell

Acting Chairperson

Casey Eldridge
Casey Eldridge

Acting Secretary

Evansdale Library Board Meeting
July 5, 1995

The nominating committee will present the following
Slate of Officers at the August meeting.

President	Joyce Russell
Vice President	Deb Buckendahl
Treasurer	Janeen Weber
Secretary	librarian

June 30, 1995

To: Evansdale Library Board of Trustees
From: City Clerk
Re: Library memorials

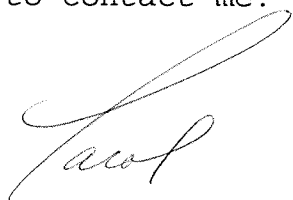
Earlier this month, a former resident passed away (Hugh Saul) in Arizona. Hugh was not only a former resident, but was also a former employee of the City and was the father of former Mayor Fred Saul. His family directed memorials to the Evansdale Public Library. Memorials totalled \$200. Mrs. Lois Saul matched that amount, bringing the total to \$400. However, one donation was made payable to the Friends of the Library so that check needs to be turned over to them. The grand total of the memorials is: \$380.

Janice turned the checks and cash over to me for safekeeping and to determine how to handle this type of funds. This is the first time we have had any Memorials directed to the Library since I've been City Clerk so I wanted to be extra sure that it was handled properly. I checked with the League of Municipalities and was advised: IF the city code authorizes the Library Board to invest funds of this type, the money was to be recorded in our books and turned over to the Board for investment. However, our code does not provide that authority. It does give the Library Board exclusive say in how any gifts, memorials, trusts (etc) are expended. Meaning-- the council cannot dictate how, when, why, or where the money is spent.

What I have done is created a new revenue line item called "Library Memorials" (creative isn't it??). The donations receipted into the line and will show up on the June budget reports. Next, I will be adding a new line onto the Clerk/Treasurers Report which will show that amount (\$380) as a receipt and any expenditure charged to it. In the new fiscal year (starting July 1), I will create an expenditure line item in the Library budget also entitled "Library Memorials". If and when the Board of Trustees spends any of the money, any expenditure will show up on the budget report on that line item.

This procedure should guarantee that the money isn't "lost" somewhere in the General Fund and forgotten if and when we are longer with the City.

I have attached a copy of all the checks received for your reference. If you have any questions, as always, please feel free to contact me.



841

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Joyce Russell
 Joyce Russell
 Acting Chairperson
Casey Eldridge
 Casey Eldridge

LIBRARY BOARD OF TRUSTEES
EVANSDALE PUBLIC LIBRARY
EVANSDALE, IOWA

The Board of Trustees of the Evansdale Public Library, Evansdale, Iowa, met at the Evansdale Public Library, 2 August 1995.

The meeting was called to order by acting president J. Russell at 5:42.

Present: Joyce Russell, Casey Eldridge, Deb Buckendall, Brenda Pavelec, Joe Duffy, Janice Holmes.

Absent: Elmonda Fagerlind, Kathy Pritchett, Janan Weber, Roberta Winstead.

J. Duffy moved that the minutes of the July 5, 1995 meeting be approved as printed. D. Buckendall second. Carried.

Bills for the month were read: Education/Training - \$20.00; Office Supplies - \$61.26; Books, subscriptions, VCR tapes - \$49.08; Total \$130.34. J. Duffy moved that the bills be approved for payment. D. Buckendall second. Carried.

Treasurer's Report: Print out from the City Clerks office showed negative balances in each account. The program didn't enter the amount for account when the new budget report was setup. This will be corrected for the next report. The print out showed that \$5,624.72 has been spent so far during FY95-96, \$4,000.00 of which is the building rent for the full fiscal year of 1995-1996.

Director's report:

a. The collection was weeded by the Library Board, July 12, 1994, 1114 books were removed.

b. Copies of the new Iowa Library Trustees' Handbook were given to the Trustees present.

c. Have received first half allocation from the county for FY95-96. The county is doing this twice a year instead of quarterly.

d. Both the Open Access and Access Plus agreements have been signed and returned to the State Library. The Access Plus agreement allows the local library to charge interlibrary loan borrowers fifty cents per item borrowed. J. Duffy moved that we do NOT charge for interlibrary loan use. C. Eldridge second. Carried.

e. Librarian Holmes has received Level VI, Public Librarian Certificate. The Board congratulated her on this.

Circulation report is on file with the minutes.

Old Business

1. Plastic pamphlet holders: J. Duffy report that they had come in, but were not made to specifications. After examining them, the Board agreed that they want them made to the original specifications. J. Duffy will return them and had them made to the specifications.

2. Summer Reading Program: Have been having 10 -12 children each time. August 3, will have Cyndy Severs do story telling. August 10 will be the last session, will hand out certificates and draw for prizes.

3. Counter top cut out: There was a misunderstanding about the type of cut out and the placement of a third drawer. K. Pritchett will call the Counter Top shop about the cut out. It will be just large enough to hold the charging tray.

4. OSHA Tapes: The mayor has purchased some OSHA training tapes for the city that are required by OSHA. The question was raised on the library share of the cost. J. Russell will check with the mayor's office as to the cost.

5. Good Ol' Days: Book sale will be in the conference room, 11 - 3 and there will be Bingo in the library the same hours.

New Business

1. Election of officers: The nominating committee presented the following slate of officers was the year July 1, 1995 - June 30, 1996:

President	Joyce Russell
Vice-President	Deb. Buckendall
Treasurer	Janan Weber
Secretary	Librarian (Janice Holmes)

Acting president J. Russell asked for nominations from the floor. There were none. Nominations ceased. C. Eldridge moved that the above slate of officers be elected. B. Pavelec second. Carried.

2. By-law change: The change in the By-laws will be voted on at the September 6, 1995, meeting. The proposed change of Article III, Section 1 of the By-laws of the Evansdale Public Library to read as following: The regular meetings shall be held each month on the first Monday of each month at 7:10 p.m. at the library. [If there are any objections to this change, please let the librarian know and be at the September 6, meeting to vote.]

3. Use of Hugh Saul Memorial money: Discussed ways to use this money, book ends, a step stool, sorter for the

librarian's desk, 2 drawer file. Will need 45 short book ends and 118 tall ones. Postponed purchasing until September. The librarian is to see if there is any cooperative buying on these. D. Buckendall moved that J. Russell order a step stool from Lincoln's and a metal sorter. J. Duffy second. Carried. The librarian will see about moving the current four drawer file closer to the librarian's desk.

4. Agreed to purchase a wood frame bulletin board to hang outside the library in the hall from Lincoln's.

5. 1996-1997 Local Option Sales Tax - Capital Improvements: Request for use of these monies need to be sent to the city at the same time as the budget in December 1995. The first request in will be the first to be presented to city council. We need to have ideas ready to go at that time.

The meeting was adjourned at 8:20 p.m.



Janice Holmes, Secretary



Joyce Russell, President

MONTHLY CIRCULATION REPORT
EVANSDALE PUBLIC LIBRARY
JULY 1995

Adult non-fiction	75	Children non-fiction	63
Adult fiction	299	Children fiction	340
Total adult	374	Total children	403
Magazines	19	Total print	796
Videos	126	Audio tapes	5
Total non-print	131		

Interlibrary loan
sent

received 1

Grand total of all materials 927

NUMBER OF ITEMS LOAN OTHER THAN EVANSDALE

Elk Run Heights	34	Raymond	33	Waterloo	40
County	17	Open access-other	0		

Day with highest total check out	14	th	85	items
Adult highest day check out	14	th	46	items
Children highest day	13	th	51	items
Videos	27	th	16	items

People in 297
highest day 28th 20
lowest day 11th & 21th 4

Open 25 days in the month

Average number in: 11.88

Money turned in to city clerk's office

finer 12.50
Duplicate cards 7.00
Computer printout
Lost/damaged book(s) 7.95

Total 27.45

MONTHLY BILLS TO BE APPROVED

August 1995

Education/Training

Northeastern Iowa Regional Library System
8 copies of Trustee Handbooks 20.00

Minor Equipment

Office Supplies

postage Janice 3.06
Office 1 Superstore 16.34
 (Magic tape, tape dispenser receipt
 book, fax paper, colored paper)
Office 1 Superstore 41.86
 (ribbons for computer, ruled pads)
 total 61.26

Books, subscriptions, VCR tapes

Walden Book Co. 49.08
 (Alexander and the terrible . . . Day,
 Alexander who use to be rich . . .,
 Revenge of the lawn gnomes, Let me call you
 sweetheart, The Rainmaker)
 total 49.08

Captial Improvements

Grand Total
130.34

Evansdale Library Board Meeting
September 6, 1995

President Russell called the meeting to order at 5:35 p.m.

Roll was taken. Present: Fagerlind, Russell, Weber, Winstead, Buckendahl, Pavelec, Duffy.

Absent: Prichett.

Fagerlind moved that the minutes of the August 2, 1995, meeting be approved as printed. Duffy second. Carried.

The treasurer read the bills. Copy filed with the minutes. Duffy moved that the bills be paid. Pavelec second. Carried.

Treasurer reported that the print-out is still not showing budget amounts correctly. Most accounts are on target for the portion of the year, except office supplies.

Director's report on file with the minutes.

Circulation report on file with the minutes.

Old Business:

1. Pamphlet Holders: Duffy reported that they are in and correctly made. Will check with city clerk to find someone to put them up.
2. Bulletin Board: It came in Friday, Sept. 1. Holmes has talked to the city inspector about putting it up in the hall. The Mayor is looking for some clamps that go on the frame work in the ceiling to hang it from.
3. OSHA Tapes: The Mayor purchased a number of OSHA training tapes for the city. He also purchased a TV set and a VCR to view them on. The library's share of the cost was \$22.08. The amount came out of the Education/Training budget item on the 1994-1995 budget.
4. Book Ends: Agreed to put on hold until later. Perhaps request L.O.S.T. money to purchase them.
5. Winstead moved that we purchase a revolving magazine rack on wheels with the Hugh Saul memorial money. Eldridge second. Carried. Russell and Casey will work with the librarian to choose one.
6. L.O.S.T. suggestions: Discussed some item we could request to be purchased from L.O.S.T. funds.

Items suggested: book ends (need 45 short and 118 tall) 2 more children's book bins (perhaps on wheels), display case, books from Kaplan.

7. Discussed where the Open Access money is recorded. It is in the Clerk-Treasurer's report as a separate item.

New Business:

1. By-Laws: Fagerlind moved that Article III, Section I of the By-laws be change to read as follows: The regular meetings shall be held each month on the first Monday of the month at 7:10 p. m. at the library. Duffy second. Carried. This will be effective with the October 1995 meeting. The next meeting will be October 2, 1995 at 7:10 p.m.
2. Old Typewriters: Duffy moved that we dispose of the two old typewriters. Weber second. Carried. Duffy moved that the two typewriters be displayed for two (2) weeks in the library with a sign stating that they were free to any one but that they needed repair. Pavelec second. Pavelec stated that if they weren't taken in two weeks, she would take them to Goodwill.
3. Gray Chair: Winstead moved that we exchange the large gray chair in the library for a brown office chair from the Chief of Police and give him a gift of the 16 mm film projector, if he doesn't want it, put it with the typewriters. If still here after two weeks donated it to Goodwill. Buckendahl second. Carried.
4. Donated duplicate books: Weber moved that recent books in good condition be offered for sell to the public, if they don't move in a reasonable time they be donated to charity. Fagerlind second. Carried.
5. United Library Services meeting: Letter received from Bev Lind with the minutes form the May 31, 1995 meeting. The next meeting will be September 13, 1995, 12 noon to 1:00 p.m. at the Waterloo Public Library. Sharman Smith, the State Librarian, will be there. Some board members will try to go.
6. Received a fax about the U. S. Senate Committee on Appropriations considering FY1996 funding levels for LSCA. Urging us to write Senator Harkin, who is on the committee, concerning this funding.

7. Use and cost of the fax machine. A question was raised if the use of the fax machine increased the phone bill. It was explained the faxes sent are usually local, which is just like a local phone call or faxes are sent to an 800 number, which is toll free, just like a 800 phone call. Most of the faxes are sent to the Regional Library for interlibrary loan request. Most of the faxes received are from the Regional Library. No one from the public in the last year has requested to send a fax. The price of \$2.50 was set as not to take business from businesses that offer fax service. The Librarian is to keep track of faxes sent and received to see if when the machine needs to be replaced, if there is an actual need for it.
8. A statement was made that the Assistant Librarian didn't seem to know how to use the print shop program on the computer. The Librarian is to write out instruction on all the items the Assistant needs to know and make sure she knows how to do them.
9. Russell handed out an up-to-date list of the board members with the new officers.
10. Russell has make copies of the By-laws and policies. Will be sending one or two policies, depending upon their length, with the minutes each month. Will then study them as part of the meeting. She will send Jim Sixta at the Regional the change in meeting date and ask if he can attend the October meeting and explain the services of the Regional Library.

The meeting was adjourned at 7:25 p.m.

Janice Holmes
Janice Holmes, Secretary

Joyce Russell
Joyce Russell, President

MONTHLY BILLS TO BE APPROVED

September 1995

Education/Training

Minor Equipment	00.00
Office 1 Supper	
wire tray, rack	21.66
Office Supplies	
postage Janice	4.29
Office 1 Superstore	
Typewriter ribbons & correction	
tape	11.24
Demco	
Catalog cards	64.75
book cards, labels, catalog guides,	
catalog cards, signals	
Demco	
Catalog cards	89.53
Apex Office Supply	
Typewriter ribbons	6.00
total	175.81

Books, subscriptions, VCR tapes

Barnes & Nobles	
[Buy that computer, Buckingham Palace, Wizard of Oz	
Wind in the Willows, Tropical Fish Indetifier,	
Oxford Dict. Saints, American Heart Assoc. Your Heart,	
New American Dict. of Music]	86.39

Davidson Titles

[Cross Stitch, The Impressionists, Working Mon	
book of Hints, & card kits]	44.04

Davidson Titles

[Camping and Backing with Children, NTC	
Ditionary of Acronyms & Abbreviations &	
card kits]	32.70

Perma-Bound

27 Nacy Drew Books	205.45
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total	368.58
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Captial Imporvements	00.00
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Grand Total	566.05
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DIRECTOR'S REPORT

AUGUST 1995

1. Summer reading program is complete. Had sixteen children who came at least twice, averaged eleven children each week. Thanks to those who helped with the program. Kim Ilax and Jennifer McConnell won the book bags in the drawing with Jake Lutgen and Ashley Lutgen winning the second place prizes. Councilwoman Lucille Sullivan handed out the certificates and did the drawing of names.
2. The cut out for the counter top has been done.
3. Because the State Library ran out of money the last quarter, we received only 48% of Open Access money for that quarter - \$98.50.
4. State annual report is done and sent.
5. Received new books, donated books and nine donated audio tapes and some of the Bible on audio tape.

MONTHLY CIRCULATION REPORT
EVANSDALE PUBLIC LIBRARY
AUGUST 1995

Adult non-fiction	56	Children non-fiction	45
Adult fiction	226	Children fiction	308
Total adult	282	Total children	353
Magazines	13	Total print	648
Videos	190	Audio tapes	8
Total non-print	198		

Interlibrary loan
sent

received 2

Grand total of all materials 847

NUMBER OF ITEMS LOAN OTHER THAN EVANSDALE

Elk Run Heights 46 Raymond 19 Waterloo 51
County 31 Open access-other 0

Day with highest total check out	10th	75 items
Adult highest day check out	28th	23 items
Children highest day	10th	47 items
Videos	21	19 items

People in 237 (Aug. 16 - 31 only)
highest day 22nd 18 (Aug. 16 - 31 only)
lowest day 30th 6 (Aug. 16 - 31 only)

Open 27 days in the month

Average number in: 16.93 (Average for Aug. 16 - 31 only)

Money turned in to city clerk's office

 fines 25.70

 Duplicate cards 5.00

 Computer printout

 Lost/damaged book(s)

 Total 30.70

EVANSDALE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
2 OCTOBER 1995

President Russell call the meeting to order at 7:17 p.m.

Roll was taken. Present were: Fagerlind, Eldridge, Russell, Winstead, Buckendahl, Pavelec. Weber arrived later. Absent: Duffy. Also present for part of the meeting was Mayor John Mardis.

Fagerlind moved that the minutes of the September 7, 1995, meeting be approved as printed with the following addition: Eldridge's name be added to those present. Pavelec second. Carried.

Russell read the bills to be paid. Copy on file with the minutes. Total amount of the bills: \$322.57. Buckendahl moved that the bills be paid. Fagerlind second. Carried.

Treasurer's report was read by Russell. Copy on file with the minutes.

Director's report on file with minutes.

Charlene Overmann has resigned as library assistant as of 30 September 1995.

Pavelec moved that the library assistant position be for 15 hours per week. Fagerlind second. Carried.

Holmes will be working extra hours until someone is hired and trained.

Circulation report on file with the minutes.

Kathy Pritchett has resigned from the Library Board. The Mayor is looking for someone the position. He asked that if anyone on Board knows someone that would be interested in serving on the Board to let him know. To help make the board more gender balanced, a man should be appointed.

The carpet on the dais will be replace sometime during the evenings of October 26, 27 and 28. All the books in this area will have to be packed and the shelves moved during this time. The Mayor will see about getting boxes for the books and the moving of the shelves. Board members are asked to stop in on Thursday to help with the packing. The shelves will be moved back on Monday.

The children's book bins have to be on wheels so they can be moved for city council meetings.

Mayor John Mardis is running for re-election. One thing he would like to accomplish in a new term is to lay the ground work for a new library/community center.

Russell announced that Jim Sixta from the Regional Library will be at our November meeting.

A decision on a revolving magazine rack was tabled until November. Eldridge and Russell will continue to work on this.

Discussion was held on titles of magazines to order. A list was prepared from which the librarian will order.

Winstead moved that the month of October be Fine Free month. Weber second. Carried.
Winstead moved that November be Fine Free month instead of October. Weber second. Carried.

A discussion was held about notifying people who have overdue books. It was decided to order cards, stating that a person had overdue materials and send them out when materials are a week overdue.

Discussion was held on the by-laws. The following changes were made. [Changes in bold type]

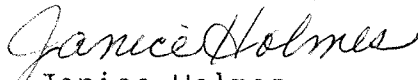
Article II: Officers


Section 1. The officers shall be a President, a Vice-President and a Treasurer elected from among the appointed trustees at the first regular meeting in June. The **secretary shall be elected from among the appointed trustees or the librarian.**

Section 2. Officers shall serve a term of one year from the regular July meeting. [**at which they are elected, this was dropped**] Officers may succeed themselves in office provided that none serves more than three consecutive terms in the same office.

Russell will type up the by-laws with these changes.

Meeting was adjourned at 9:20 p.m.


Janice Holmes
Secretary


Joyce Russell
President

DIRECTOR'S REPORT
SEPTEMBER 1995

1. Charlene Overman has resigned as assistant librarian as of September 30, 1995.
2. Pamphlet holder: two have been put up in the hallway.
3. Bulletin board has been put up in the hallway.
4. Old typewriters were displayed and were taken.
5. Gray chair was exchanged with the police chief for a office chair.
6. Police chief was glad to get 16mm film projector.
7. Took paper backs off the wire rack and now am displaying books for sale on this rack.
8. Received new books and audio tapes.
9. Suggest rest of October and first week in November be fine free month.
10. Have a high school student doing community service.

Evansdale Library Board Meeting
November 15, 1995

President Russell called the meeting to order at 6:00 p.m. Roll call was taken. Present were: Fagerlind, Eldridge, Russell, Weber, Buckendahl, Pavelec, Duffy. Absent: Winstead.

Duffy moved that the minutes of the October 2, 1995, meeting to approved as printed. Fagerlind second. Carried.

Russell read the bills to be approved. Copy on file with the minutes. Duffy moved the bills be paid. Pavelec second. Carried.

Treasurer's report was read. Copy on file with the minutes. Open Access and Memorial funds on are the report as a zero balance, because they are not budget items. When money is spent from the amounts it will show up as an expense item.

Director's report on file with the minutes.

Circulation report is on file with the minutes.

Old Business

Magazine and newspaper racks are in. Magazine rack is put together. Newspaper rack will be hung, when the building inspector has time to do it. The Librarian is to get quotes on prices for memorial plates to go on both.

Times of the meetings are to be put on the Library Bulletin Board, sent to the Hometowneer and the Courier.

Russell discussed changing Article 6, Section 1 of the By-laws, concerning membership on the Library Board of Trustees and residency of members and having the City Council approved the By-Laws. No action was taken.

A copy of the City ordinance relating to the library was given to each board member.

A new board member has been appointed, but hasn't been approved by the City Council yet.

New Business

Jim Sixta will be at the December meeting.

Russell wants the board to be thinking about computerizing library services and would like to use L.O.S.T. money to do it.

At the December meeting will try to firm up budget request for the operating budget for FY96-97.

For FY95-96 \$1,500.00 was budgeted for the library from L.O.S.T. for capital improvements.

The Librarian reported that the county public librarians had meet this morning to review the asking from the County Board of Supervisors. The amount is based on budget, circulation of county borrowers and population. Evansdale's share of the asking will be \$1,573.00. Also there will be an asking of \$21,000 for CedarNet for technological upgrade of equipment for the county libraries and for CedarNet expenses. This will enable the library to get on CedarNet. If amounts are approved.

The January meeting date will have to be changed because the first Monday is New Year's Day. Will decide on a date at the December meeting.

A committee of Buckendahl, Duffy and Russell will look at purchasing more shelving from the \$1,500.00 LOST money. The children's book bins have to be on wheels. Also will consider purchasing some end panels for current shelving.

Agreed to purchase the 1996 World Book Encyclopedia and the World Book Atlas.

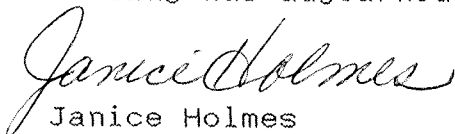
Russell has been looking into buying some promotion items around a theme. Agreed to spend \$100.00 on this, taking the money from the education/training account. In the past the library had bookmarks with the library hours printed on them. Russell has priced some printed on tag board. They would cost between \$26 - \$27 for five hundred of them.

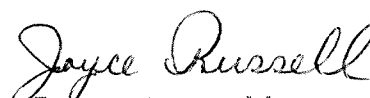
The librarian announced that a preschool story hour will start, Wednesday, December 6, for 3 1/2 to five years olds. The time will be from 10:30 - 11:00 a.m.

The video tape policy was reviewed. It agreed that there be no changes in it.

At the December meeting the gift acquisition policy will be reviewed. (It is on the other side of the Video policy.)

Meeting was adjourned at 7:34 p. m.


Janice Holmes
Secretary


Joyce Russell
President

MONTHLY CIRCULATION REPORT
EVANSDALE PUBLIC LIBRARY
OCTOBER 1995

Adult non-fiction	59	Children non-fiction	79
Adult fiction	186	Children fiction	497
Total adult	245	Total children	576
Magazines	32	Total print	853
Videos	121	Audio tapes	8
Total non-print	129		

Interlibrary loan
sent 0 received 2

Grand total of all materials 982

NUMBER OF ITEMS LOAN OTHER THAN EVANSDALE

Elk Run Heights 57 Raymond 15 Waterloo 130
County 15 Open access-other Oelwein 3

Day with highest total check out	6th	63	items
Adult highest day check out	30th	23	items
Children highest day	3rd	65	items
Videos	21st & 28th	11	items

People in 362
highest day 23 on the 19th
lowest day 5 on the 10th

Open 26 days in the month

Average number in: 13.92

Money turned in to city clerk's office

finer	\$10.05
Duplicate cards	\$ 3.00
Computer printout	1.60
Lost/damaged book(s)	

Total \$14.65

MONTHLY BILLS TO BE APPROVED

November 1995

Education/Training		
Library Journal subscription	87.00	
Total		87.00
Minor Equipment	00.00	
Office Supplies		
Karen;s Print-Rite		
overdue cards	22.40	
Office 1 Superstore		
computer cover	6.98	
Office 1 Superstore	14.45	
Janice Holmes stamps	5.00	
Total		48.83
Books, subscriptions, VCR tapes		
Iowa State University Press	16.06	
[I is for Iowa]		
National Library Service	31.80	
Unfinished Portrait of Jessica,		
The Monument, Journey, Sharing		
Susan.		
Perma-Bound	262.72	
24 books: Iowa Children's Choice		
Walden Book Company	151.92	
7 Goosebump & 7 adult books		
Janice Holmes	6.94	
postage Interlibrary loan		
Total		469.44
Capitla Improvements	00.00	
Grand Total		605.27

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

ACCOUNT		ACCOUNT DESCRIPTION		EXPENDITURES TO DATE		ENCUMBRANCES	PAYABLES	PURCHASE ORDERS	BALANCE	
ADOPTED BUDGET	REVISED BUDGET	MONTH	YEAR							
01-2-31-XX.X										
E 01-2-31-01.0		SALARY - LIBRARIAN								
	0.00	10,530.00	1,125.00	2,471.75	0.00	0.00	0.00	0.00	8,058.25	77%
E 01-2-31-02.0		PT LIBRARY ASSIST/OVERTIME								
	0.00	4,470.00	296.15	813.70	0.00	0.00	0.00	0.00	3,656.30	82%
E 01-2-31-06.0		FICA-CITYSHARE-LIBRARY Trf21								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	*****
E 01-2-31-08.0		IPERS-CITYSHARE-LIBRARY Trf21								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	*****
E 01-2-31-10.0		GROUP INS. LIBRARY Trf 21								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	*****
E 01-2-31-11.0		WORKERS COMP - LIBRARY Trf 21								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	*****
E 01-2-31-13.0		EDUCATION/TRAINING								
	0.00	400.00	0.00	20.00	0.00	0.00	0.00	0.00	380.00	95%
E 01-2-31-14.0		UNEMPLOYMENT - LIBRARY Trf 21								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	*****
E 01-2-31-38.0		BUILDING RENT								
	0.00	4,000.00	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00	0%
E 01-2-31-40.0		BUILDING/GROUNDS MAINTENANCE								
	0.00	1,525.00	36.94	82.76	0.00	0.00	0.00	0.00	1,442.24	95%
E 01-2-31-45.0		TELEPHONE								
	0.00	600.00	35.88	104.66	0.00	0.00	0.00	0.00	495.34	83%
E 01-2-31-48.0		UTILITIES								
	0.00	2,000.00	133.81	402.51	0.00	0.00	0.00	0.00	1,597.49	80%
E 01-2-31-54.0		MINOR EQUIPMENT								
	0.00	200.00	21.66	21.66	0.00	0.00	0.00	0.00	178.34	89%
E 01-2-31-55.0		REPAIRS								
	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100%
E 01-2-31-58.0		OFFICE SUPPLIES								
	0.00	400.00	179.12	275.45	0.00	0.00	0.00	0.00	124.55	31%
E 01-2-31-59.0		PETTY CASH								
	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	100%
E 01-2-31-59.1		LIBRARY MEMORIALS (unbudgeted)								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	*****
E 01-2-31-64.0		BOOKS,SUBSCRIPTIONS,VCR TAPES								
	0.00	5,800.00	368.58	786.29	0.00	0.00	0.00	0.00	5,013.71	86%

PERIOD #03
REPORT SEQUENCE:

City of Evansdale
EXPENDITURE GUIDELINE
LIBRARY SEPTEMBER 95

PAGE #2
DATE: 10/13/95
REPORT #76

FUND SUMMARY

FUND	ADOPTED BUDGET	REVISED BUDGET	EXPENDITURES TO DATE MONTH	YEAR	ENCUMBRANCES	PAYABLES	PURCHASE ORDERS	BALANCE	
01	0.00	30,050.00	2,197.14	8,978.78	0.00	0.00	0.00	21,071.22	70%
	0.00	30,050.00	2,197.14	8,978.78	0.00	0.00	0.00	21,071.22	70%

EVANSDALE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
4 December 1995

Vice-president Deb Buckendahl called the meeting to order at 7:15 p.m.

Roll was taken. Present were Fagerlind, Weber, Winstead, Buckendahl, Pavelec, Duffy. Absent were: Eldridge, Russell, Stephens.

Mayor John Mardis was also present for part of the meeting.

Jim Sixta from the Northeast Regional Library System spoke about the function of the Regional Library System, building procedures and computerizing the check out system and the card catalog. (His remarks were taped for future reference.)

Mayor Mardis also discussed building a new library. He stated that he will give a more formal presentation in January.

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

Buckendahl read the bills to be paid, copy on file with the minutes. Duffy second. Carried.

There was no treasurer's report as the city clerk had been on vacation.

Circulation and director's reports on file with the minutes.

Old Business

1. The January 1996 meeting will be January 8, 1996 at 7:10 p.m.
2. Budget planing was tabled to the January meeting.
3. Shelving committee meeting had been postponed. They will report at the January meeting.
4. The review of the gift acquisition policy was tabled until the January meeting.

The meeting was adjourned at 9:28 p.m.

Janice Holmes
Janice Holmes
Secretary

Deb Buckendahl
Deb Buckendahl
Vice-president

MONTHLY CIRCULATION REPORT
EVANSDALE PUBLIC LIBRARY
November 1995

Adult non-fiction	38	Children non-fiction	112
Adult fiction	176	Children fiction	466
Total adult	214	Total children	572
Magazines	22	Total print	814
Videos	121	Audio tapes	11
Total non-print	146		

Interlibrary loan		
sent	0	received 4

Grand total of all materials 971

NUMBER OF ITEMS LOAN OTHER THAN EVANSDALE

Elk Run Heights	35	Raymond	6	Waterloo	164
County	0	Open access-other	1		

Day with highest total check out	2nd	90	items
Adult highest day check out	21th	25	items
Children highest day	8th	70	items
Videos	2nd	26	items

People in	420		
highest day	66	on the	8th (St. Nick's Classes in)
lowest day	5	on the	25th & 27th (27th was bad weather)

Open 25 days in the month

Average number in: 16.8

New of new cards issued - 24

Money turned in to city clerk's office

finer	\$ 5.00
Duplicate cards	\$ 2.00
Computer printout	1.00
Lost/damaged book(s)	8.00

Total	\$14.65
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DIRECTOR'S REPORT
November 1995

1. The Library was opened on election day. The workers didn't think we would be opened. There had been a city council meeting the night before, so all the shelves were in the corner. The workers took over all the empty space. Was able to get some of the shelves moved so they could be used.
2. November 8, three classes of first and second graders from St. Nicholas School came to the library in three groups. This was a field trips coordinated by the Title 1 Reading Teachers. Stories were read to them, they did an activity relating to one of stories and checked out books. The teachers were well pleased with the day.
3. Deb Buckendahl's Head Start class visited the library November 16. Read them a story and talked about what a public library is.
4. Attended two meetings of the Unified Library Discussion Group at the Waterloo Public Library.
5. Attended a workshop on "Should Your Library Be Closed?" This was about the future of libraries in the electronic age.
6. Planned the December's preschool story time.

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

ACCOUNT			ACCOUNT DESCRIPTION		ENCUMBRANCES	PAYABLES	PURCHASE ORDERS	BALANCE	
	ADOPTED BUDGET	REVISED BUDGET	EXPENDITURES TO DATE	MONTH					
01-2-31-XX.X									
E 01-2-31-01.0			SALARY - LIBRARIAN						
	0.00	10,530.00	875.00 3,346.75		0.00	0.00	0.00	7,183.25	68%
E 01-2-31-02.0			PT LIBRARY ASSIST/OVERTIME						
	0.00	4,470.00	203.26 1,016.96		0.00	0.00	0.00	3,453.04	77%
E 01-2-31-06.0			FICA-CITYSHARE-LIBRARY Trf21						
	0.00	0.00	155.50 155.50		0.00	0.00	0.00	-155.50	*****
E 01-2-31-08.0			IPERS-CITYSHARE-LIBRARY Trf21						
	0.00	0.00	0.00 0.00		0.00	0.00	0.00	0.00	*****
E 01-2-31-10.0			GROUP INS. LIBRARY Trf 21						
	0.00	0.00	0.00 0.00		0.00	0.00	0.00	0.00	*****
E 01-2-31-11.0			WORKERS COMP - LIBRARY Trf 21						
	0.00	0.00	0.00 0.00		0.00	0.00	0.00	0.00	*****
E 01-2-31-13.0			EDUCATION/TRAINING						
	0.00	400.00	0.00 20.00		0.00	0.00	0.00	380.00	95%
E 01-2-31-14.0			UNEMPLOYMENT - LIBRARY Trf 21						
	0.00	0.00	0.00 0.00		0.00	0.00	0.00	0.00	*****
E 01-2-31-38.0			BUILDING RENT						
	0.00	4,000.00	0.00 4,000.00		0.00	0.00	0.00	0.00	0%
E 01-2-31-40.0			BUILDING/GROUNDS MAINTENANCE						
	0.00	1,525.00	8.56 91.32		0.00	0.00	0.00	1,433.68	94%
E 01-2-31-45.0			TELEPHONE						
	0.00	600.00	71.76 176.42		0.00	0.00	0.00	423.58	71%
E 01-2-31-48.0			UTILITIES						
	0.00	2,000.00	147.72 550.23		0.00	0.00	0.00	1,449.77	72%
E 01-2-31-54.0			MINOR EQUIPMENT						
	0.00	200.00	80.95 102.61		0.00	0.00	0.00	97.39	49%
E 01-2-31-55.0			REPAIRS						
	0.00	100.00	0.00 0.00		0.00	0.00	0.00	100.00	100%
E 01-2-31-58.0			OFFICE SUPPLIES						
	0.00	400.00	64.93 340.38		0.00	0.00	0.00	59.62	15%
E 01-2-31-59.0			PETTY CASH						
	0.00	25.00	0.00 0.00		0.00	0.00	0.00	25.00	100%
E 01-2-31-59.1			Li MEMORIALS/OPEN ACCESS						
	0.00	0.00	0.00 0.00		0.00	0.00	0.00	0.00	*****
E 01-2-31-64.0			BOOKS, SUBSCRIPTIONS, VCR TAPES						
	0.00	5,800.00	194.54 980.83		0.00	0.00	0.00	4,819.17	83%

PERIOD #04
REPORT SEQUENCE:

City of Evansdale
EXPENDITURE GUIDELINE
LIBRARY - TENTATIVE OCTOBER

PAGE #2
DATE: 11/15/95
REPORT #76

FUND SUMMARY

FUND	ADOPTED BUDGET	REVISED BUDGET	EXPENDITURES TO DATE MONTH	YEAR	ENCUMBRANCES	PAYABLES	PURCHASE ORDERS	BALANCE	
01	0.00	30,050.00	1,802.22	10,781.00	0.00	0.00	0.00	19,269.00	64%
	0.00	30,050.00	1,802.22	10,781.00	0.00	0.00	0.00	19,269.00	64%

MONTHLY CIRCULATION REPORT
EVANSDALE PUBLIC LIBRARY
November 1995

Adult non-fiction	38	Children non-fiction	112
Adult fiction	176	Children fiction	466
Total adult	214	Total children	572
Magazines	22	Total print	814
Videos	121	Audio tapes	11
Total non-print	146		

Interlibrary loan
sent 0 received 4

Grand total of all materials 971

NUMBER OF ITEMS LOAN OTHER THAN EVANSDALE

Elk Run Heights 35 Raymond 6 Waterloo 164
County 0 Open access-other 1

Day with highest total check out	2nd	90	items
Adult highest day check out	21th	25	items
Children highest day	8th	70	items
Videos	2nd	26	items

People in 420
highest day 66 on the 8th (St. Nick's Classes in)
lowest day 5 on the 25th & 27th (27th was bad weather)

Open 25 days in the month

Average number in: 16.8

New of new cards issued - 24

Money turned in to city clerk's office

finer	\$ 5.00
Duplicate cards	\$ 2.00
Computer printout	1.00
Lost/damaged book(s)	8.00

Total \$14.65

BOARD OF TRUSTEES
EVANSDALE PUBLIC LIBRARY
8 January 1996

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

Roll was taken. Present were: Fagerlind, Eldridge, Russell, Weber, Winstead, Pavelec, Duffy and Stephens. Absent was: Buckendahl. Also present was Mayor John Mardis.

Weber moved that the minutes of the December 4, 1995 meeting be approved as printed. Duffy second. Carried.

Bills were read. Copy on file with the minutes. Winstead moved that they be paid. Duffy second. Carried.

The treasurer's report: About where we should be at the time of the year.

Old Business:

Preschool story time: No one has come for the story time. Will suspend for a while. The staff will take a poll to see when would be a good day and time to hold it.

Shelving committee: They showed in the catalogs some of the items they are considering. They will meet next week to make a final decision.

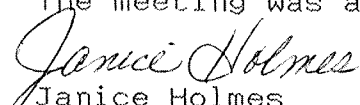
Book marks: Pavelec asked about the book marks with library hours on them. Russell will meet with the Librarian to order.


New Business

Budget: Mayor Mardis stated that some of the items we have no control over. The library budget request will be January 23, 1996 at 7:00 p.m. Building /Ground Maintenance account is being reduced to \$1,500 from \$1,525 and Utilities account is being reduced to \$1,650 from \$2,000.

It was agreed: to ask for an increase of \$400 in the Books, Subscriptions, VCR Tapes account, raising the asking to \$6,200; to ask for an increase of \$100 in the Office Supplies account, raising the asking to \$500; to ask for \$3,000 for Capital improvements from L.O.S.T. funds to buy updated computer equipment to be able to go on line.

The meeting was adjourned at 8:46 p.m.


Janice Holmes
Secretary


Joyce Russell
President

DIRECTOR'S REPORT
December 1995

Made plans for preschool story time, was disappointed as no children came.

Ordered new books. Some came in the last days of December, they are on shelves.

MONTHLY CIRCULATION REPORT
EVANSDALE PUBLIC LIBRARY
December 1995

Adult non-fiction	55	Children non-fiction	83
Adult fiction	164	Children fiction	289
Total adult	219	Total children	372
Magazines	31	Total print	622
Videos	125	Audio tapes	0
Total non-print	125		

Interlibrary loan
sent 0 received 1

Grand total of all materials 748

NUMBER OF ITEMS LOAN OTHER THAN EVANSDALE
Elk Run Heights 30 Raymond 9 Waterloo 83
County 3 Open access-other 0

Day with highest total check out	4th	66	items
Adult highest day check out	21th	25	items
Children highest day	8th	70	items
Videos	2nd	26	items

People in 288
highest day 18 on the 4, 11, 30
lowest day 6 on the 8, 15, 19, 22

Open 25 days in the month

Average number in: 11.5

New of new cards issued - 8

Money turned in to city clerk's office

finer	\$9.40
Duplicate cards	
Computer printout	1.30
Lost/damaged book(s)	
Total	10.30

MONTHLY BILLS TO BE APPROVED

January 1996

Education/Training

Minor Equipment

00.00

Office Supplies

Sandee's Ltd. (Pin for Rochelle)

4.50

Books, subscriptions, VCR tapes

Davidson Titles, Inc. (1 book)

12.40

Library Video Company (8 videos)

148.68

American Media Corporation (35 books)

511.07

Sports Illustrated for Kids

23.95

Walden Book Co.

54.28

Walden Book Co.

137.42

Perma-Bound (1 book)

21.62

Consumer Reports

24.00

3-2-1 Contact

16.97

World Book(WB & Atlas)

638.00

Janice Holmes

6.01

postage Interlibrary loan

Total

1,594.40

Capitla Improvements

00.00

Grand Total

1,598.90

Board of Trustees
Evansdale Public Library
5 February 1996

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

Mayor Mardis announced that First Security State Bank is sponsoring a trip to the Miss Marquette Gambling Boat. They have set up a Library Fund account. Net proceeds from this trip will be placed in this fund. In planning a new library building there will be preliminary costs. These costs could be paid for from this fund.

Roll was taken. Present were: Eldridge, Russell, Buckendahl, Pavelec, Duffy, Stephens. Absent were: Fagerlind, Weber, Winstead.

Pavelec moved that the January minutes be approved as printed. Duffy second. Carried.

The bills were read. Copy on file with the minutes. Duffy moved they be approved for payment. Buckendahl second. Carried.

In the absence of the treasurer, the president read the balances in the various accounts. The balances as of February 2, 1996 were: Salary - 4,951.59, 47%; Pt. Library Assist./overtime - 2,561.88, 57%; Minor equipment - 97.39, 49%; Repairs 100, 100%; Office supplies - -25.11, -6%; Petty cash -25.00, 100%; Books, subscriptions, VCR Tapes - 2,620.92, 45%. Total balance 13,125.09, 44%.

Old Business

Book Bins: Highsmith still has the bins like the ones we have in the children's area. It was agreed to have Mayor Mardis put an oak bottom on one of the present bins, attached some coasters, with locks if he can find them. If this works out we will order two more bins and attach casters to one other bin.

Russell stated that she had ordered posters, cutouts, book marks, and pencils with the theme "Explore", also some pencils with the library logo on them.

New Business:

Weeding Policy: Pavelec moved to change part of the weeding policy to read: fiction hard bound books that have not circulated in three (3) years shall be discarded, paperback fiction that has not circulated in two (2) years be discarded. Buckendahl second. Carried.

Russell stated that magnetic sign holders for the shelves have been ordered.

Old Computer: Eldridge moved that the Laster 128 personal computer, monitor and related disk be donated to Jewett School. Duffy second. Carried.

Russell asked that Board members look for a globe on a stand, make note of the business and price and bring the information to the next board meeting.

Russell has looked in catalogs for a library logo sign. They cost about \$75.00. She also looked at a library logo flag to fly from the pole in front of City Hall. Because of the veteran memorial, there is not room to fly another flag.

Meeting was adjourned at 8:02 p.m.

Janice Holmes

Janice Holmes, Secretary

Joyce Russell, President

Joyce Russell, President

MONTHLY CIRCULATION REPORT
EVANSDALE PUBLIC LIBRARY
January 1996

Adult non-fiction	39	Children non-fiction	101
Adult fiction	229	Children fiction	320
Total adult	268	Total children	421
Magazines	52	Total print	741
Videos	154	Audio tapes	2
Total non-print	156		

Interlibrary loan
sent 0 received 5

Grand total of all materials 897

NUMBER OF ITEMS LOAN OTHER THAN EVANSDALE
Elk Run Heights 58 Raymond 23 Waterloo 94
County 19 Open access-other 0

Day with highest total check out	8th	118	items
Adult highest day check out	8th	42	items
Children highest day	8th	70	items
Videos	13th	13	items

People in 335
highest day 22 on the 12th
lowest day 4 on the 18 (snow storm that day closed at 5 p.m.)

Open 25 days in the month

Average number in: 13.4

New of new cards issued - 7

Money turned in to city clerk's office	
fines	\$7.00
Duplicate cards	7.00
Computer printout	
Lost/damaged book(s)	
Total	14.00

Director's Report
January 1996

Attended the monthly meeting of the Black Hawk County Library Coalition at Cedar Falls High School.

The library closed at 5 p.m. on Thursday, January 18, because of the snow storm.

The library closed at 2 p.m. on Friday, January 26, because of the weather and closed on Saturday, January 27, also because of the weather.

MONTHLY BILLS TO BE APPROVED

Feb 1996

Education/Training

Minor Equipment	00.00
Office Supplies	
Janice Holmes	
Postage Stamps	32.00
Books, subscriptions, VCR tapes	
Troll Associates	32.89
National Wildlife Federation	14.00
(Your Big Back Yard)	
Total	46.89
Capitla Improvements	
Demco	268.57
Grand Total	347.46
Saul Memorial	
Gaylord (Newspaper rack)	87.08
Gibson Specialty Co.(2 plates)	6.32
Total	93.40

The Evansdale Public Library Board of Trustees
4 March 1996

The meeting was called to order by President Russell at 7:12 p.m.

Roll was taken. Six members were present. Present were: Eldridge, Russell, Weber, Buckendahl, Pavelec, Duffy.
Absent were: Fagerlind, Winstead, Stephens.

Duffy moved that the minutes of the February meeting be approved as printed. Pavelec second. Carried.

Bills for February were read. Copy on file with minutes.
Weber moved that they be paid. Buckendahl second. Carried.

Treasurer's report about where we should be with expenditures for the year. Copy on file with minutes.

Circulation report placed on file with minutes. Director's report placed on file with one addition. The director spoke to the Evansdale Early Risers Exchange Club on February 22.

Old business:

1. Shelving committee report: Please with caster placed on the picture book bins done by Mayor Mardis. Consensus to order one yellow bin and one red bin from Highsmith.
2. Globe: Looked at globes in catalogs. Consensus to order one from Highsmith.

New Business:

Holiday Policy: Weber moved the following be adopted as official Holiday Closing Policy of the Evansdale Public Library:

- (1) The following days are recognized by the Library Board of Trustees as holidays and will be observed accordingly:

New Year's Day	Thanksgiving Day
Memorial Day	Day before Christmas
Independence Day	Christmas Day
Labor Day	

- (2) All holidays falling on a Sunday will be observed on Monday. Duffy second. Carried.

Library week: Buckendahl, Eldridge and Holmes will plan an activity for National Library Week April 14-20. That month will be fine free month. Other suggestions presented were handout library pencils, candy, a drawing, game day.

Summer reading/activity: The Librarian is thinking about a summer activity for youth and adults in relationship to the Iowa Sesquicentennial.

Public Library Management II Class - Consensus to hire a substitute for the time the Librarian will be taking the class, because Rochelle has a second job over noon time.

April Meeting: Chairman Russell will not be at the April

Meeting adjourned at 8:17 p.m.

A handwritten signature in cursive script that reads "Janice Holmes".

Janice Holmes
Secretary

A handwritten signature in cursive script that reads "Joyce Russell".

Joyce Russell
President

MONTHLY CIRCULATION REPORT
 EVANSDALE PUBLIC LIBRARY
 February 1996

Adult non-fiction	59	Children non-fiction	144
Adult fiction	187	Children fiction	258
Total adult	246	Total children	402
Magazines	54	Total print	741
Videos	127	Audio tapes	6
Total non-print	156		

Interlibrary loan
 sent 0 received 5

Grand total of all materials 835

NUMBER OF ITEMS LOAN OTHER THAN EVANSDALE
 Elk Run Heights 47 Raymond 48 Waterloo 141
 County 5 Open access-other 0

Day with highest total check out	10th	71 items
Adult highest day check out	13th	24 items
Children highest day	29th	41 items
Videos	23rd	13 items

People in 338
 highest day 71 on the 10th
 lowest day 1 on the 3rd

Open 25 days in the month

Average number in: 13.52

New of new cards issued - 8

Money turned in to city clerk's office

fines	\$15.65
Duplicate cards	2.00
Computer printout	1.60
Lost/damaged book(s)	
Total	19.25

MONTHLY BILLS TO BE APPROVED

Feb 1996

Education/Training

Mileage (3 meetings)	29.52	
Demco	71.97	

Total		101.49
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Minor Equipment

Demco	26.47	
Gaylord	52.74	

Total		79.21
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Office Supplies

Books, subscriptions, VCR tapes

Janice Holmes Postage & Stamps	24.59	
Walden Book Co.	72.70	
Walden Book Co.	238.82	
Tree Top Audio	104.65	
World Book (Replace Young Scientist)	12.00	

Total		452.76
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Capital Improvements

Menards	38.30	
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Total		38.30
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Grand Total	671.76	
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DIRECTOR'S REPORT
FEBRUARY 1996

Attended the February meeting of the Black County Library Coalition. This group is still in the organizing stage. It was decided to have the meetings the 4th Wednesday of the month. There will be no March meeting. The next meeting will be April 17, 9 - noon at Hawkeye Community College with Sandy Dixon, Consultant, State Library of Iowa.

Attended an information session about, ACCESS IOWA: Library Technology and Enhancement Funding Program. This is a new proposal that would improve funding to Iowa's Libraries. It is only in a first draft. It would not be presented to the Iowa legislature until 1997 at the earliest.

Rochelle and I will be attending on February 19, a workshop about the summer reading program in West Union from 9 a.m. to 1:15 p.m.

Trained Beth Clark as a substitute. She will work on the 29th.

MONTHLY BILLS TO BE APPROVED

March 1996

Education/Training

Minor Equipment

Office 1 Superstore	37.38
Janice Holmes 2 Keys to desk & counter drawers @1.50	3.00
Total	40.38

Office Supplies

Books, subscriptions, VCR tapes

Janice Holmes Postage	11.61
Walden Book Co.	52.72
The Iowan	18.50
GPN (10 Reading Rainbow Tapes)	159.50
Troll Associates	30.20
Rourke Publishing Group	119.40
Educational Development	286.47
Highsmith (Globe)	45.18
Target (Videos)	72.87
Grunko Films (Video)	126.70
Oxford University Press	21.91
Genealogical Publishing Co.	19.35
Total	964.41

Capitla Improvements

Morris Hardware - bolts & washers	1.35
Total	

Grand Total	1006.04
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MONTHLY CIRCULATION REPORT
 EVANSDALE PUBLIC LIBRARY
 March 1996

Adult non-fiction	82	Children non-fiction	126
Adult fiction	252	Children fiction	291
Total adult	334	Total children	417
Magazines	35	Other print	1
Total print	786		
Videos	212		
Audio tapes	17		
Total non-print	229		

Interlibrary loan
 sent 0 received 26

Grand total of all materials 1052

NUMBER OF ITEMS LOAN OTHER THAN EVANSDALE

Elk Run Heights 74 Raymond 55 Waterloo 145
 County 21 Open access-other 2

Day with highest total check out	21st	108 items
Adult highest day check out	19th	28 items
Children highest day	21st	50 items
Videos	21st	28 items

People in 485
 highest day 39 on the 21st
 lowest day 10 on the 27th

Open 26 days in the month

Average number in: 19

New of new cards issued - 23

Money turned in to city clerk's office

finer	\$ 7.10
Duplicate cards	3.00
Computer printout	.20
Lost/damaged book(s)	

Total 10.30

The Evansdale Public Library Board of Trustees
1 April 1996

The meeting was called to order by Vice-President Buckendahl at 7:11 p.m.

Roll was taken. Seven members were present. Present were: Fagerlind, Weber, Winstead, Buckendahl, Pavelec, Duffy, Stephens. Absent were: Russell, Eldridge.

Fagerlind moved that the minutes of the March 4, 1996 meeting be approved as printed. Weber second. Carried.

The list of bills were read. Copy on file with the minutes. Winstead moved that they be paid. Duffy second. Carried.

Treasurer's report was read. Copy on file with the minutes.

Circulation report and Director's report on file with the minutes.

Old Business:

1. The book bins have been ordered, one yellow and one red.
2. A new globe was been ordered and has arrived. Winstead moved that the old globe be donated to Evans Village. Pavelec second. Carried.
3. Library Week was discussed. It was decided to have cookies and coffee and punch during the week. Board members volunteered to bring cookies. Holmes will bring the drink. The month of April will be fine free month. Will also hand out pencils during that week.

New Business:

1. Pavelec moved that the Summer Reading Program be Thursdays, June 13 to August 15, 10 - 10:45 a.m., except July 4. Weber second. Carried.
2. Vacation. Holmes stated that she will be on vacation July 20 - 28. She may take some other days off also during the summer.
3. The contact with Raymond has been signed by Raymond officials and returned.
4. The librarian will be attending the April 17, 9 -12 Black Hawk Country Library Coalition meeting. Beth Clark will work the hour and half until Holmes gets back. It was approved that Holmes attend the State/Regional Library Town Meeting, May 1, in Waterloo

and that the registration fee of \$20.00 be paid by the Library. Clark will also work that day.

5. Rochelle Gleason has resigned effective April 11, 1996. It was agreed to run an ad in the Waterloo Courier for applications for the position of library assistant.

Meeting was adjourned at 7:58 p.m.



Janice Holmes
Secretary



Deb Buckendahl
Vice-President

March Director's Report

Had two community service youth working this month.

The first session of the Public Library Management II Class at Johnston was cancelled because of the snow storm.

MONTHLY BILLS TO BE APPROVED

April 1996

Education/Training

Iowa Library Association	4.00
Janice Holmes Mileage	
5 class and 1 Coalation meeting	15.72
Total	19.72

Repairs

Menard	45.70
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Office Supplies

Office 1 Superstore	24.65
Typewriter ribbons & correction tapes	

Books, subscriptions, VCR tapes

Newsweek	74.88
Walden (2 invoices)	64.70
Demco (Set of Arthur books)	279.82
Rutledge Hill Press - 3 books	39.09
Lucent Books -2 books	41.08
Postage - Janice Holmes	34.78

Captial Improvements

Highsmith	1,182.02
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Evansdale Public Library Board of Trustees
6 May 1996

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

Roll was taken. Five members were present. They were: Eldridge, Russell, Weber, Pavelec, Duffy. Absent were: Fagerlind, Winstead, Buckendahl, Stephens.

Weber moved that the minutes of the April meeting be approved as printed. Pavelec second. Carried.

List of bills were read. Copy on file with the minutes. Pavelec moved that the bills be paid with the following changes, increase the renewal subscription for Newsweek to three years and move the bill from Menards from Capital Improvements to the repair account. Duffy second. Carried.

Treasurer's was read. We are about where we should be.

Circulation report on file with the minutes.

Holmes stated as addition to the printed Directors report. She spoke about the library to St. Mark's United Methodist Women. Rest of the report on file with the minutes.

Old Business

1. Shelving report: The new bins are in. The yellow have a couple of spots where the paint was wore off in shipping. Paint is coming from the manufacture to paint them.
2. Library Week: Served cookies and punch to patron, a few new cards were issued.

New Business:

1. Kirstin Poling has been hired as the Library Assistant. She will be working ten hours a week until July 1, because of a previous commitment.
2. Eldridge moved that the Board affirm the following statement of purpose of the Black Hawk County Library Coalition: "The purpose of the Black Hawk County Library Coalition to focus on developing and implementing a plan that will improve service to clientele through cooperative sharing of resources and inter-library communication." Weber second. Carried.
3. Mike Thompson stated that the Friends of the Library will have a meeting, Tuesday, May 14 at 6:00 p.m. at Other Place.

There was informal discussion about Good Old Days. They will be August 2, 3, and 4. The parade will be Friday evening. Volley ball will start at 9:30 a.m. Saturday.

The meeting was adjourned at 8:13 p.m.

Janice Holmes
Janice Holmes,
Secretary

Joyce Russell
Joyce Russell
President

MONTHLY BILLS TO BE APPROVED

May 1996

EDUCATION/TRAINING

Janice Holmes Mileage	
3 classes & 1 Coalition meeting	9.96

MINOR EQUIPMENT

REPAIRS

OFFICE SUPPLIES

Office 1 Superstore	5.25
Fax paper & ink	
Janice Holmes	
stamps	32.00

Total	37.25
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BOOKS, SUBSCRIPTIONS, VCR TAPES

R. L. Polk (City Directory)	116.00
Tree Top Audio (Card kits)	9.30
Lucent Books (War series)	243.63
Janice Holmes Postage-interlibrary loan	2.65

Total	371.58
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Grand total

418.79

MONTHLY CIRCULATION REPORT
 EVANSDALE PUBLIC LIBRARY
 April 1996

Adult non-fiction	119	Children non-fiction	172
Adult fiction	187	Children fiction	228
Total adult	306	Total children	400
Magazines	49	Other print	2
Total print	757		
Videos	139		
Audio tapes	12		
Total non-print	151		

Interlibrary loan		
sent	0	received 7

Grand total of all materials 908

NUMBER OF ITEMS LOAN OTHER THAN EVANSDALE

Elk Run Heights	77	Raymond	9	Waterloo	95
County	7	Open access-other	6		

Day with highest total check out	25th	69 items
Adult highest day check out	22nd & 25th	29 items
Children highest day	27th	47 items
Videos	11th	15 items

People in 422
 highest day 43 on the 1st (softball sign up began)
 lowest day 7 on the 12th & 26th

Open 26 days in the month

Average number in: 16.23

New of new cards issued - 14

Money turned in to city clerk's office

fines	\$.15
Duplicate cards	1.00
Computer printout	.80
Lost/damaged book(s)	9.00

Total	10.95
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Director's Report
April 1996

Most of the month has been spent in giving out application forms and interviewing applications. At this writing, the position was offered to one person, who turned it down because of the pay rate. I have not been able to contact my second choice.

I have attended five sessions of the Public Library Management II class this month.

I attended the Black Hawk Library Coalition meeting. Sandy Dixon of the State Library led us through the process of organization.

I spoke to St Mark's UMW about Library Services

Evansdale Public Library Board of Trustees
3 June 1996

The Evansdale Public Library Board of Trustees met 3 June 1996.

The meeting was called to order by President Russell at 7:14 p.m.

Roll was taken. Present were Fagerlind, Weber, Pavelec, Winstead, Buckendahl, Russell, Duffy, Stephens.
Absent: Eldridge.

Fagerlind moved that the minutes of the 6 May 1996 meeting be approved as printed. Weber second. Carried.

Weber moved that the librarian spend up to \$250.00 for books before 30 June 1996 and turn the bills into the city clerk for payment. Pavelec second. Carried.

Winstead moved that the bills for May be paid. Buckendahl second. Carried. List on file with the minutes.

Pavelec moved that the librarian may spend up to \$60.00 from the Education/Training account to buy incentives and supplies for the summer reading program. Winstead second. Carried.

Treasurer's report: Some accounts are under and some are over for the year, but the bottom line for the total budget will be about even at the end of the year.

Circulation report on file with the minutes.

Director's report on file with the minutes.

Old Business

Summer reading program: Librarian reported that the reading program plans are underway. Kathy Cook is helping with the program. Will make some flyers to post around town.

New Business

Election of officers:

Winstead nominated Joyce Russell as president.
Weber second. Winstead moved that nominations cease.
Carried

Buckendahl nominated Brenda Pavelec as vice-president. Winstead second. Winstead moved the nominations cease. Carried.

Winstead nominated Janan Weber as treasurer.
Weber stated that she will be going off the board June 30,

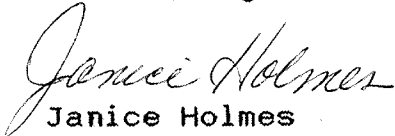
1996, when her term expires. Buckendahl nominated Casey Eldridge as treasurer. Pavelec second. Carried.

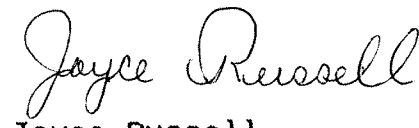
It was announced that the Friends of the Library will have a book sale, Saturday of Good Ol Days, August 3, 1996.

The Board looked how the shelves could be arranged when the new children's book bins are in place.

The next meeting will be July 1, 1996 at 7:10 p.m.

The meeting was adjourned at 8:03 p.m.


Janice Holmes
Secretary


Joyce Russell
President

MONTHLY CIRCULATION REPORT
EVANSDALE PUBLIC LIBRARY
May 1996

Adult non-fiction	57	Children non-fiction	38
Adult fiction	252	Children fiction	166
Total adult	309	Total children	204
Magazines	2	Other print	1
Total print	516		
Videos	54		
Audio tapes	2		
Total non-print	56		

Interlibrary loan			
sent	0	received	6

Grand total of all materials 572

NUMBER OF ITEMS LOAN OTHER THAN EVANSDALE

Elk Run Heights	61	Raymond	6	Waterloo	60
County	18	Open access-other	3		

Day with highest total check out	22nd	56 items
Adult highest day check out	7th & 22nd	32 items
Children highest day	15th	32 items
Videos	17th	11 items

People in	339
highest day	27 on the 13th
lowest day	5 on the 9th & 31st

Open 26 days in the month

Average number in: 13.04

New of new cards issued - 5

Money turned in to city clerk's office

fines	\$ 28.85
Duplicate cards	1.00
Computer printout	00.00
Lost/damaged book(s)	8.00

Total	37.85
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Library Board Meeting Attendance 1995-1996

	J	A	S	O	N	D	J	F	M	A	M	J
Elmonda Fagerling	A	A	✓	✓	✓	✓	✓	A	A	✓	A	✓
Casey Eldridge	✓	✓	✓	✓	✓	A	✓	✓	✓	A	✓	A
Kathy Pritchett	A	A	A	resigned from the Board 25 Sept. 1995								
Joyce Russell	✓	✓	✓	✓	✓	A	✓	✓	✓	A	✓	✓
Janan Weber	A	A	✓	✓	✓	✓	✓	A	✓	✓	✓	✓
Roberta Winstead	A	A	✓	✓	A	✓	✓	A	A	✓	A	✓
Deb Buckendahl	✓	✓	✓	✓	✓	✓	Sick A	✓	✓	✓	Sick A	✓
Brenda Pavelec	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Joe Duffy	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓
Total	5	5	8	7	7	6	8	6	6	7	5	
James Stephens appointed						A	✓	✓	A	✓	A	✓