

**THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES**

**July 06, 1998 MEETING**

**MINUTES**

The meeting was called to order by Vice-President Runte at 7:10 PM.

Roll was taken. Present were Barna, Eldridge, Honts, Runte, and Muehl-Fillmore. Absent were Fagerlind and Winstead.

Eldridge moved to approve minutes from the June 01, 1998 meeting. Muehl-Fillmore seconded the motion. The motion passed.

Muehl-Fillmore asked whether or not we had broken even on the year end of our budget and Surly informed the Board that she had not received a report yet but would inform the Board when she gets that information. The bills for June were prepaid in accordance to a decision made by the Board last month. Muehl-Fillmore made a motion to approve bills for June. Honts/Barna to second motion. The motion passed.

Treasurer Barna did not have a report at this time. The report was tabled until next month.

Surly presented the circulation report. Muehl-Fillmore asked if Surly thought circulation was down because of the weather. Surly said it is really hard for her to calculate why some months it's up and some are down. Surly noted that with the summer reading program, she hopes that will increase the circulation of youth in the library. Muehl-Fillmore asked if the County contracts had all been signed. Surly acknowledged that they had.

Surly presented the library director's report. Eldridge questioned the response received to the newsletter that was distributed around town to various businesses. Surly said that they had several calls on the Summer Reading Program which was a huge part of the focus for last month's newsletter. People made reference to where they had received the newsletter so that showed to her that some people were getting it. Surly also noted that the summer youth worker and Roy, a very diligent volunteer was putting the database to good use and getting a lot of books entered.

**OLD BUSINESS**

**Vote for Officers** - The slate of officers was read as Honts for president, Runte for Vice president, and Muehl-Fillmore for Secretary. There was a concern as to whether or not there were enough Board members present. Of a total 9, 5 were present. Majority was ruled. Comments from the nominees included a hesitation from Honts. He feels like he hasn't been on the Board long enough to accept the position of President. Barna noted that time of involvement doesn't count and Muehl-Fillmore noted that Gary Honts attends the meetings so he is a good candidate. Muehl-Fillmore asked about the duties of the Treasurer and Barna explained along with what is in the bylaws. Then Muehl-Fillmore read the bylaws pertaining to the President's position for Hont's information. Eldridge made a motion to elect the slate of officers presented at the June meeting. Barna seconded the motion. The motion passed.

**Copier lock** - Runte said he still had not found anything that would work for the copy machine plug and will have to try and manufacture something.

**Signage** - Honts asked if any decision had been made by Surly about the signage designating the different sections of the library. Surly said that none had been made since the last time we had talked about it because of the lack of funds in the budget.

**FCC Fund** - Barna asked if Surly had done anything with the FCC Universal Fund. Surly said that she had filed the necessary paperwork including the technology plan, the 450 and 451 forms on the Internet, however no bids for service had ever been received. Mike Thompson questioned as to what we were talking about and it was explained what the Universal fund was for. Surly also informed the Board that she was in the process of applying for a grant through the Libra Foundation, an organization that provides children books to smaller libraries. An application needs to be filed and then a fundraiser will have to be held to raise X amount of money and then the foundation matches it.

**Shelves** - Honts asked if the shelf issue had been taken care of. Surly said that yes, we have all of our shelves now, they have all been assembled and the books are on them.

Muehl-Fillmore made the comment for the record that it was her opinion that Surly was doing an excellent job with the library. She said she felt the quality of books has improved and she felt things were really turning around. Surly thanked her.

**Friends' Projects** - Honts asked if the Friends of the Library had made any progress with the two projects that they had been planning. Mike Thompson spoke and said that the FOL is very inactive right now. They have found that there is a lack of interest and the majority is Board members. He said there is no structure and no leadership and there needs to be a great deal more of a response from the community in order to keep it running smoothly and currently that just isn't there.

**Magazines** - Runte asked how the magazines and book sales were going. Surly said that it is a real slow process but everything that sells in more money for the library and they are kept in out of the way areas so they aren't interference for library patrons.

## NEW BUSINESS

**Float for parade** - Surly asked that the Board considers developing a committee to design and coordinate the float for the parade. She informed that the assistant would be gone during the time of the Good Ole Days. Surly said she would be working in the library 40 hrs. per week during that time and she said that although she would love to have a float in the parade, she does not have the time or energy to work full time in the library and at the same time design, decorate and equip a float. Mike Thompson mentioned that the FOL were not going to have a book sale during the Good Ole Days because the library was doing fine on its own, however they were interested in doing children's games or something along that line. Muehl-Fillmore also suggested they have those kids' games over by the Mud Volleyball site and maybe holding a small mud volleyball for kids. Muehl-Fillmore said she would be happy to help decorate the float. Mike Thompson asked about having the kids in the reading program be in the parade. Thompson recommended that he would help as well. Surly said that she needed the Board to form a committee and take responsibility because she just can't take on the responsibility of running the library single-handedly, rapping up the summer reading program and committing to a float that may or may not happen. Honts noticed that more than likely a float would not happen since no person wanted to take the responsibility. Surly said that she would see what she could come up with herself since no one else was volunteering.

**Other:** Surly mentioned that she thought the library would be closed on Tuesday because of the election for the gas and electric franchise. She informed the Board that she was told she is to have the library shut down on election days by decision of City Council. Several members of the Library Board questioned this decision and thought maybe they would need to take this up with the City Council. Honts recommended that a policy be implemented for days that are closed so that it is clear-cut.

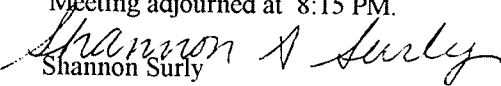
Honts asked Mike Thompson if he would consider including the other Board members in the FOL meetings in the future.

Honts suggested that a meeting be held to discuss the float and make some concrete decisions on it. It was decided that a meeting would be held the following Monday, July 13 at 6 PM to discuss this. Muehl-Fillmore said she would get measurements of the trailer that was offered for the library use.

**Comments and questions:** None

Next meeting will be August 03, 1998 at 7:10 PM.

Meeting adjourned at 8:15 PM.

  
Shannon Surly

Library Director and Board Secretary

  
Gary Honts

Board President

Evansdale Public Library  
**Director's Report**  
July 06, 1998

It's been another busy month again. I made it back from the East Coast to kick the summer into full swing and swinging it is.

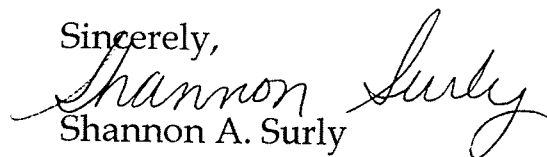
The newsletter was distributed around the cities with the help of Joyce, Bob and myself. It must have done the trick because we had a full list of kids for the reading program. People would call and say, "I got this thing at Casey's ..." I think that's SUPER!

We started the summer reading program and we got lots of great prizes donated by local companies to use as incentives for the children to read. Last week we started out by making our own rocks and planting our own flowers. Mayor Mardis read "Everybody needs a Rock" and we ended the morning with Rocky Road Ice Cream (Vanilla for those weaker of hearts!) This week is still in the planning but it should be just as much fun as last week.

Our summer youth worker, Sequoia, started and we are getting some much needed back work done and many things caught up. We've really progressed with our database. We probably have 1/2 of our holdings on computer thus far, which to me is a real sense of accomplishment. It is nice on my end to have someone else in the library. It's not quite as quiet and the day seems to go by a little faster. I hope to finish many projects this summer while we have to extra hands.

Don't forget that although we had a slate of nominations for officers, they were not voted on so we need to see each and every one of you at this meeting. Have a super 4<sup>th</sup> of July weekend and I will see you all on Monday.

Sincerely,

  
Shannon A. Surly  
Library Director

**Evansdale Public Library**  
**Monthly Circulation Report**  
*July 1998*

Number of Materials Checked Out:

Adult Non-fiction	109	Youth Non-fiction	123
Adult Fiction	354	Youth Fiction	297
Adult Periodicals	58	Youth Periodicals	04
Total Adult	521	Total Youth	414

<b>UP from 1997</b>	247	<b>DOWN from 1997</b>	8
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Other Print	0
TOTAL PRINT	945
<b>UP From 1997</b>	249

Video tapes	217
Audio tapes	010
TOTAL NON-PRINT	227
<b>DOWN from 1997</b>	016

Number of Interlibrary Loans	
Sent	00
Received	06
<b>Up from 1997</b>	04

TOTAL # OF ALL MATERIALS CHECKED OUT: 1172  
**UP from 1997** 231

Number of items loaned to non-Evansdale citizens: 255 of total 1172 (21%)

Elk Run	64	<b>from 1997</b>	-49	<b>1997</b>	209 of total	941 (22%)
Raymond	27					
County	63		+32			
Waterloo	100		+62			
Other	01		-4			

Day with highest total checkout: 82 items on Friday, July 10<sup>th</sup> and Wed., July 15<sup>th</sup>

Day with highest adult book checkout:	36 on Monday, July 13 <sup>th</sup>
Day with highest youth book checkout:	42 on Thursday, July 23 <sup>rd</sup>
Day with highest video checkout:	19 on Friday, July 10 <sup>th</sup>

Total number of library users: Approx. 346

Day with highest number of users:	24 on Monday, July 6 <sup>th</sup>
Day with lowest number of users:	5 on Wednesday, July 22 <sup>nd</sup>

Number of hours open: 168 hrs.

Number of days open: 25

Average number of library users per day: 14

Number of Internet users: 21

Number of library cards issued to NEW patrons: 23

Evansdale	15
Elk Run	01
Raymond	00
County	00
Waterloo	06
Oelwein	01

Number of reissued cards: 11

Evansdale	10
Elk Run	00
Raymond	00
County	00
Waterloo	01

Money turned in to city clerk:\$16.95

Fines	\$9.65
Computer disk/printer	\$7.30
Duplicate Cards	\$0.00
Lost/damaged materials	\$0.00
Fax and other:	\$0.00

Money turned in to Friends of the Library: \$22.04

Copies	\$6.60
Donation jar	\$2.09
Magazine/Book Sale	\$13.35

TOTAL \$38.99

BOOK DONATIONS AND ADDITIONS TO THE COLLECTION -

Books donated during July: 37  
New books purchased during July: 58  
New Videos purchased: 00  
Videos donated: 0  
Audio Books: 0

BOOKS PROCESSED AND ADDED TO COLLECTION - 62

New books: 58  
Donated books: 10  
Audio Books: 0

VIDEOS PROCESSED AND ADDED TO COLLECTION - 0

New: 0  
Donated: 0

**Evansdale Public Library**  
**July 1998 Bills**

**Office Supplies**

**Shannon Surly**

(Membership to Sam's Club)

Bob Runte (lock Box)

\$30.00

10.21

~~\$30.00~~

40.21

**Books, Subscriptions, Videos**

**Shannon Surly**

(Book Purchase from Sam's Club)

The Klone & I - Danielle Steel- AF-HB

The Night Crew - John Sandford - AF-PB

\$14.28

**Davidson Titles**

(Funky Freaky facts...)

\$6.26

**Rainbow Book Co.**

Math Riddles #3- YNF- HB

IceCream Bear - YF- HB

Basketball's Greatest Players- YNF-HB

Arthur & The Scare-Your Pants-Off Club - YF - HB

Arthur and the Crunch cereal Contest - YF - HB

Arthur Locked in the Library - YF - HB

What Use is a Moose? - YF- HB

You're our new Mascot, Chuck! - YF - HB

When the Teddy Bears Came - YF - HB

\$116.08

**Heinemann Library**

Basketball - YNF - HB

Softball - YNF - HB

Three Little Pigs - YNF- HB

Football- YNF-HB

Ice Hockey-YNF-HB

Tennis-YNF-HB

Amazing Journeys- 4 titles- YNF-HB

Diana; Princess of Wales- YB-HB

Walt Disney-YB-HB

Making Pictures- 4 Titles- YNF-HB

\$243.22

**The Penworthy Company**

Can I be Good? - YF - HB

Draw- Medieval Fantasies- YNF-HB

\$356.59

Say Hola! To Spanish- YNF-HB  
Bright Ideas: From Girls to Girls- YNF-HB  
Groom Your Room - YNF-HB  
Super Slumber parties- YNF- HB  
Parade Day- YF- HB  
Where's Flit? - YF- HB  
Draw Write Now- #1- YNF- HB  
Draw Write Now #3 - YNF- HB  
Escape Key- YF- HB  
Net Bandits - YF - HB  
Little Critter's At the Beach - YF- HB  
Little Critter's: The Picnic - YF - HB  
The Lost Wish - YF - HB  
Smelly Mystery - YF- HB  
MSB Gets Cold Feet - YNF- HB  
MSB Makes a Rainbow - YNF- HB  
Journey to the Center of the Earth - Wishbone- YF- HB  
The Odyssey- Wishbone- YF- HB  
Romeo & Juliet- Wishbone- YF- HB  
Strange Case of Dr. Jekyll and Mr. Hyde- Wishbone- YF- HB  
Animorphs #11- YF- HB

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\$736.43

**Grand Total**

~~\$766.43~~

776.74



**THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**August 03, 1998 MEETING**  
**MINUTES**

The meeting was called to order by President Honts at 7:10 PM.

Roll was taken. Present were Fagerlind, Gray, Honts, Larson, Runte and Winstead. Absent were Barna, Eldridge, and Muehl-Fillmore.

Fagerlind moved to approve minutes from the June 1998 meeting. Winstead seconded the motion. The motion passed.

Surly made an addition to the bills for the amount of \$10.21 to Bob Runte for the purchase of a lock box for the copy machine changing the total in office supplies to \$40.21 and the grand total to \$776.64. Runte made a motion to approve the bills for July. Larson seconded the motion. The motion passed.

Treasurer Muehl-Fillmore was absent and in her absence no treasurer's report was given.

Surly presented the circulation report. Larson questioned Surly on what she meant by the selling of books and magazines and Surly explained the selling of the weeded books and magazines here in the library. Larson also questioned as to whether the library accepted donated videos and Surly said that they always accepted donated materials.

Surly presented the library director's report. Surly first apologized for the lateness of the materials and disorganization due to a family emergency. Surly informed the Board of the end totals from the 1997-1998 fiscal year budget. She said they had ended up ahead \$1,457.24. She said there were a couple of line items such as the office supplies and books/subscription line items that went negative but the end line was ahead.

#### OLD BUSINESS

**Salaries** - President Honts said one of his first acts of president would be to apologize. He informed the new members that the salary raises came up at the first part of July. He mentioned that the officers were not even voted in until after that and then he found out that the past president had not instituted the raises for the employees. He said when he found that out he went ahead and did it himself and now he needed to get Board approval for something he had already done. He showed copies to the Board members of his calculations and walked them through what he did. Larson made a motion to approve the salary increases. Fagerlind seconded the motion. Motion passed.

**Float for the parade**- Honts informed the Board of the meeting to discuss the float for the Good Ole Days parade on August 14<sup>th</sup> at 7:00 PM. Honts said that Eldridge had volunteered the use of the wagon and vehicle to pull the float. Surly informed them banners and such had been made and they were waiting to find out when was a convenient time for Eldridge to decorate the float. Honts also mentioned the game booths that the Friends of the Library would be having and volunteers were needed to run the games. Surly asked Mike Thompson with the FOL if there were requirements as far as age, etc. that were in place for the volunteers. Mike said no. Honts told them where the sign up sheets were if they were so inclined.

Honts then took a moment to back up and introduce and welcome our newest Board members, Sarah Gray and Marlene Larson.

#### NEW BUSINESS

**Days Library is Closed** - Honts mentioned to the Board that he had realized that there was no set policy as to when the library is closed for holidays and such. He told them that in sitting down with the Library Director they had come with a total of 8 days that library could close in conjunction with what had been decided 2 years ago. The days decided upon were New Year's Day, Memorial Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, July 4<sup>th</sup> and Election Day. Fagerlind motioned to approve those 8 days as official days of closing for the library. Winstead seconded the motion. There was no discussion. Motion passed.

**Library Trustee Class** - Honts started to tell them about the meeting for the Library trustees. Surly informed the Board that it was an open meeting to the public at the Cedar Falls Public Library, August 20<sup>th</sup> at 4:00 PM regarding the responsibilities and duties of Library Board trustees. She told them she had discussed this with Carol French Johnson, the director of the Waterloo and Cedar Falls Public Libraries and that Carol had extended the invitation to our Board members whom were curious regarding these issues.

**Building Sign** - Honts told the Board that he had talked with Mayor Mardis regarding a sign attached to the building advertising the library and Mayor Mardis said he had no problem with that. He feels that the library does not have enough exposure and too many people don't know where the library is and he thought the sign would be a good place to start. Honts informed the Board that he had requested a couple of quotes from some different sign companies and had only received one back. He told them of his ideas on where would be a good place to display a sign outside for exposure and that the area he had selected was going to be landscaped by the City in the future. Fagerlind asked about the advertisement on the benches around town. Thompson said there had been some around town that had wrong information on it. Surly said she had designed a logo for the bench outside of Food Pride and it had all of the correct information. Thompson asked if Honts had talked to the Mayor about a joint sign advertising for all of the offices in City Hall. There was more discussion about the sign as far as coloring, size and material. Honts said the estimated cost was approximately \$1,162.75 for the one estimate. Honts wanted to know if the Board was in favor of pursuing this kind of signage for the library. There was a consensus that it would be a good idea.

**Money Available** - Honts informed the Board of the over \$5,000 available in Open Access funds that we have that we could spend to make improvements. He also told them of the \$66.12 that is in a memorial fund established that has had various donors for different things. Also mentioned was money that was sitting over in the First Security Bank in a building fund from an excursion to Marquette. The money is untouchable and was supposed to be used for the building of a new facility. Mike Thompson stated he thought that money had been used to support the survey done for the library as had Casey Eldridge. Honts said he was unsure but in speaking with the Mayor, he had been told it was still there.

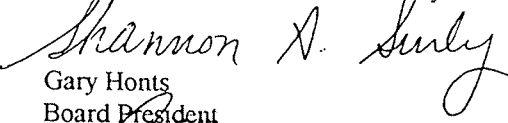
**Bylaws** - Honts asked the Board members to look through their packets and ascertain that they had copies of the policies and bylaws, including the weeding policy, dress code, acquisition policy, etc. He stated that anything that was missing would be replaced so that everyone could have this information. Honts also asked the Board members to come to him if they had any questions or anything that they would like to see put on the agenda to come to him so that this could be arranged.

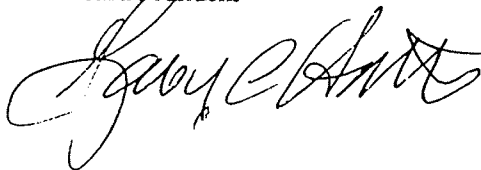
**Comments and questions:** Mike Thompson said he had missed the discussion regarding the float and asked about decisions that had been made.

Next meeting will be September 07, 1998 at 7:10 PM.

Motion to adjourn by Runte. Seconded by Gray. Motion passed. Meeting adjourned at 7:52 PM.

Shannon Surly  
Library Director and Board Secretary

  
Gary Honts  
Board President



Evansdale Public Library  
**Director's Report**  
August 03, 1998

Hello all!

First things first. I would like to welcome our two newest additions to the library Board, Sarah Gray and Marlene Hanson. I look forward to working with you in conjunction with the library and I hope you enjoy your stay. (Sounds like a hotel advertisement, huh?) It's meant with all sincerity.

Secondly, I apologize for the lateness of this packet of information. My family had an emergency of sorts with an operation, a lengthy hospital stay and such. I have been dividing my time between the library and the hospital for the past week and it has been very stressful and frustrating. But now things are back on track and I can get down to some real work!

Gary and I have been talking and I am excited about some new projects that we have been talking about regarding the look of the library...all of which will be brought to your attention in the near future.

The end of our summer reading program has come and we closed it off successfully. We had 16-17 participants each week and we had a blast with crafts, games, stories and snacks. Of course, I got the comment that I must have something against mothers...we made lots of noisemakers! But it was so much FUN!

And as you will be able to tell, we had a busy month circulation wise. All in all we had a spectacular month. See you on Monday.

Sincerely,

*Shannon Surly*  
Shannon A. Surly  
Library Director

*P.S. The  
Circ. report and  
bus report will  
be distributed at  
the meeting!*  
*(SAS)*

**Evansdale Public Library**  
**Monthly Circulation Report**  
**August 1998**

**Number of Materials Checked Out:**

Adult Non-fiction	113	Youth Non-fiction	64
Adult Fiction	315	Youth Fiction	252
Adult Periodicals	33	Youth Periodicals	05
Total Adult	461	Total Youth	321

<b>UP from 1997</b>	136	<b>DOWN from 1997</b>	114
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Other Print	0
<b>TOTAL PRINT</b>	782
<b>UP From 1997</b>	22

Video tapes	153
Audio tapes	006
<b>TOTAL NON-PRINT</b>	159
<b>DOWN from 1997</b>	016

<b>Number of Interlibrary Loans</b>	
Sent	00
Received	07
<b>Up from 1997</b>	02

<b>TOTAL # OF ALL MATERIALS CHECKED OUT:</b>	941
<b>UP from 1997</b>	21

<b><u>Number of items loaned to non-Evansdale citizens:</u></b> 232 of total 941 (24%)			
Elk Run	73	<b>from 1997</b>	-58
Raymond	09		-18
County	29		+02
Waterloo	120		+22
Other	01		+1
1997 274 of total 920 (29%)			

**Day with highest total checkout:** 72 items on Monday, August 10<sup>th</sup>

Day with highest adult book checkout:	34 on Tuesday, August 25 <sup>th</sup>
Day with highest youth book checkout:	32 on Thursday, August 27 <sup>th</sup>
Day with highest video checkout:	18 on Monday, August 3 <sup>rd</sup>

**Total number of library users:** Approx. 275

Day with highest number of users:	24 on Monday, August 10 <sup>th</sup>
Day with lowest number of users:	4 on Friday, August 28 <sup>th</sup> and Saturday, August 29 <sup>th</sup>

**Number of hours open:** 168 hrs.

**Number of days open:** 25

**Average number of library users per day:** 11

**Number of Internet users:** 18

Number of library cards issued to NEW patrons: 21

Evansdale	08
Elk Run	06
Raymond	00
County	02
Waterloo	05

Number of reissued cards: 10

Evansdale	08
Elk Run	01
Raymond	00
County	00
Waterloo	01

Money turned in to city clerk: \$28.37

Fines	\$23.45
Computer disk/printer	\$4.60
Duplicate Cards	\$1.00
Lost/damaged materials	\$0.00
Fax and other:	\$0.32

Money turned in to Friends of the Library: \$14.81

Copies	\$2.40
Donation jar	\$3.01
Magazine/Book Sale	\$9.40

TOTAL \$43.18

BOOK DONATIONS AND ADDITIONS TO THE COLLECTION -

Books donated during August: 176  
New books purchased during August: 19  
New Videos purchased: 02  
Videos donated: 12  
Audio Books: 0

BOOKS PROCESSED AND ADDED TO COLLECTION - 36

New books: 19  
Donated books: 17  
Audio Books: 0

VIDEOS PROCESSED AND ADDED TO COLLECTION - 0

New: 0  
Donated: 0

**Evansdale Public Library**  
**August 1998 Bills**

**Office Supplies**

<b><u>Demco</u></b> (Label Protectors, Card Catalog Cards, Bulletin Board)	\$41.70
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<b><u>Shannon Surly</u></b> (Candy for Parade from Sam's Club)	\$4.99
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<b><u>Copy Bill for June</u></b>	\$6.20
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<b><u>Copy Bill for July</u></b>	\$8.65
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**\$61.54**

**Books, Subscriptions, Videos**

<b><u>Walden Book Company</u></b> Various Hardbacks and paperbacks	\$116.24
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<b><u>The Video Sampler</u></b> (Learn to Play Piano/Learn to Play Acoustic Guitar)	\$21.09
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<b><u>Literary Guild</u></b> Legal Briefs - AF- HB Disney's Family Fun Crafts- ANF-HB An Isolated Incident-Susan Sloan-AF-HB The Silent Cradle-Margaret Cuthbert-AF-HB So Fat, Low Fat, No Fat - ANF- HB	\$43.07
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**\$180.40**

<b>Grand Total</b>	<b>\$241.94</b>
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**THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES**

**September 08, 1998 MEETING**

**MINUTES**

The meeting was called to order by President Honts at 7:11 PM.

Roll was taken. Present were Eldridge, Gray, Honts, Larson, and Muehl-Fillmore. Absent were Barna, Fagerlind, Runte, and Winstead.

Larson/Gray to approve minutes from the August 1998 meeting. The motion passed.

Treasurer Muehl-Fillmore presented bills. Gray/Eldridge made a motion to approve the bills for August. The motion passed.

Treasurer Muehl-Fillmore gave report. The board discussed the line items and how they are applicable and set up for the benefit of the new board members. It was asked if each Board member could get a copy of the line item summary and Surly said yes, she would get that included in the packets before the board meeting.

Surly presented the circulation report. She said that several things went up and some went down but overall circulation is up. Discussion was held about how to improve the numbers for youth circulation. Honts had suggested having a speaker go to schools and present to kids in the early grades information on the library or arrange for a tour of the library. Eldridge suggested having something go out in the packets that they get at school. Larson wanted to know the library's hours and Surly gave her those.

Surly presented the library director's report. Surly apologized for scheduling the meeting for on a holiday and thanked the Board members who did rearrange their schedule to be there. She said her biggest pet project of late and something she was truly excited about was the homepage and site for the Library that was donated by CommonLine based out of the Cedar Valley area. She informed them that she had had to go to a training session for 2 hours and learn how to use their webpage builder and the page would go live on the following Thursday. She said it was close to completion and so far included was the pertinent information related to the library (hours, location, phone number, email address and mission.) Also included is a list of new books, a page for kids, a photo album, a book review done by Surly, a calendar etc. The address is <http://cv.commonline.net/evansdalepubliclibrary>.

Next Surly asked Eldridge to give a report on the Friends of the Library outcome during Good Ole Days. She said the final count was a total of \$182 dollars taken in with expenditures out of \$55...total coming out to \$127. They thought it was a pretty good turn out considering the competition they had from Mikey's but the majority of prizes were given out so that was good.

**OLD BUSINESS**

**Sign for building:** President Honts brought some of the absentee members up to speed on his discussion with the Mayor about signage for the library. He told them that he had been in contact with a couple companies and showed them the design drawn up by one of them. Nagle Signs had the low bid of \$1,522.48. The sign is 28" wide by 12' long...it's copper painted aluminum and the letters are 10" For Evansdale and 8" for Public Library. It would be attached to the building. Kowolski's bid for a sign with the same dimensions was \$1969.00 and another bid for \$1850.00 using a different letter style. There was a question as to where it would go. It was Honts' understanding that the best place for the sign was in the center of the building wall on the south side. Eldridge asked about the signs up around town. Honts is of the opinion that the universal signs just don't do it for advertising where we are. There was discussion about perhaps a different color or placement of the sign. Eldridge was concerned that this was a lot of money to spend on something that may or may not get noticed. Honts said in speaking with the Mayor that it would have to be coordinated with him and the landscaping of the area in front of the proposed site for the sign. Larson thought the sign proposed was too small. Larson/Muehl-Fillmore to approve

and accept the sign by Nagle for the amount of \$1,522.48 with the money coming from the Open Access funds on the contingency of the landscaping by the City. Ayes - Gray, Larson, Muehl-Fillmore Nay - Eldridge.

Motion fails. No majority.

Larson/Muehl-Fillmore to make motion to table signage until later date. Motion passed.

Gray requested that Honts find a similar sign to look at for ideas as to how it would look.

**New Member Books:** Discussed the information needed for the new members as far as the bylaws and regulations were concerned. Library Director Surly will get necessary copies to the new members.

**Minute Amendments:** Muehl-Fillmore noted that the minutes for the July meeting had an error regarding her position as Treasurer. The minutes reflected that she was secretary instead of treasurer. Muehl-Fillmore/Eldridge to amend July 6, 1998 minutes under Old Business/Voting for Officers to read Muehl-Fillmore elected to position of treasurer. Motion passed.

## NEW BUSINESS

**Sick/Personal Leave for Director:** Honts pointed out to the Board that Director Surly works full time for the City of Evansdale and that her hours are just split between the Library and the Business Office, however the only benefits she receives is paid insurance. Honts said that his belief was that she should be afforded all of the benefits of a full time City employee including bereavement leave, military leave, maternity leave, jury and witness duty, sick leave, casual days, overtime pay, group insurance and vacation leave with the only deviation being that of the paid holidays as previously established by the Board. Muehl-Fillmore questioned whether the money would come from the library or if a certain percentage would come from the City and Honts said since the Library is funded by the City then the total cost would have to come from the Library's budget. Eldridge questioned about Surly's week paid vacation and both Surly and Honts agreed that that was never offered to Surly. Eldridge said that it had been in the past and something must have changed down the line. Muehl-Fillmore asked where we would get the money and Honts said the money is available right now because someone thought to put the money in the budget for this thing. Muehl-Fillmore asked about vacation days and sick leave days. Surly told her that it was 5 days after the first year and then 10/12<sup>th</sup> of a day per month for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> years. Honts read that sick leave entailed an accrual of 12 hours per anniversary month to a maximum of 960 hours and any employee not using sick leave for 6 consecutive months shall be entitled to one additional casual day taken within the next 6 months. Casual days are given 1 casual day per 3-month period and they must be taken during the 3-month period or lost. Larson was concerned that 75% of my time is spent in the Library and 25% is spent in City Hall but the Library was having to pick up 100% of the costs for this. She felt that something should be devised based on the time that the director works for the Library. Honts felt that it would be easier to take something that was already established and set up. He pointed out that the library is funded by the City completely and he also informed them that there is the option of going back to the City Council and asking for an amendment to the budget should something unforeseen happen and more money became necessary. Honts said that if they wanted to establish a committee to reformat the policy that was certainly their prerogative. Gray pointed out that staying within the guidelines already established would be easier for the person in charge of payroll and monies. Muehl-Fillmore/Gray to accept the benefits package for the Library director following the guidelines set up for all full time City employees with the exception of paid holidays with the library following already established holidays. Motion passed. Muehl-Fillmore/Gray to make a motion making the effective date of the benefit plan starting September 1, 1998 for all applicable proponents. Motion passed.

Muehl-Fillmore questioned whether or not there were excused and unexcused absences for the Board members. There was discussion relating to this and what had been in the past compared to the present. Surly noted that she marks people as absent or present.

**Trustee Workshops:** Honts brought to the attention of the Board two workshops that are being offered. The power of Public Library Boards over Budget and Finance and What Makes a Public Library a Public Library?

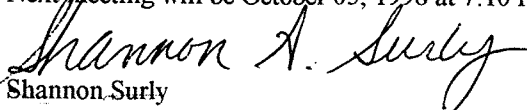


The first one is Thursday, Oct. 8, 1998 from 7-9PM with the closest location at Wartburg College in Waverly. The second one is set for November 10, 1998 from 7-9PM with the closest ICN site again at Wartburg College in Waverly. Registration forms are available at the library.

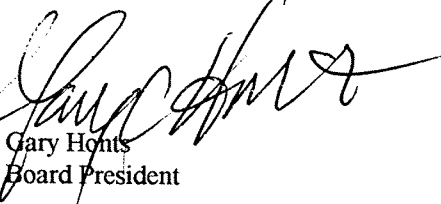
Comments and Questions: None

Meeting adjourned by President Honts at 8:55 PM.

Next meeting will be October 05, 1998 at 7:10 PM.

  
Shannon Surly

Library Director and Board Secretary

  
Gary Honts  
Board President

Evansdale Public Library  
**Director's Report**  
September 08, 1998

Hi everybody! Hope you all had a great Labor Day weekend!

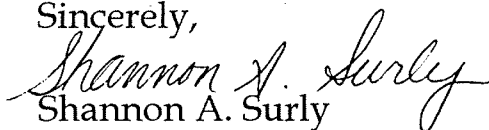
Whoops! I'm glad someone pointed out to me that our meeting was supposed to fall on Labor Day and that was how it was listed...I would have been surprised and standing by myself for a long time. Since I've talked to many of you already, I'm glad switching it until the day after wasn't too much of an inconvenience.

The parade was a lot of fun and we had a good turn out for it (7 kids in all!). I would like to thank Casey Eldridge and her husband for the use of their trailer and vehicle to pull the float and also for the work they put into the decorating of it! I'd also like to thank Gary for his ever entertaining rendition of Mickey Mouse that had us all in stitches with his antics, Brenda Pavalec for the time she spent distributing fliers for the FOL games as well as Casey's daughter, Lydsey. Unfortunately, I had to work during the Good Ole Days celebration and was unable to attend the activities for the library, however, maybe one of the participating members can give us an update on how things progressed.

I am excited to say that we will have a fully functional and changeable web page before our actual meeting. I had a representative from CommonLine, a business based out of Cedar Falls, contact me. She said she had heard by word of mouth that I was interested in developing a homepage for the library and that they would like to donate space on their server to us. I guess running my mouth does pay off! People actually listen! So, I am going to their company to set that up initially on Thursday the 3<sup>rd</sup>...before the meeting but after I have to have this letter out to you! I hope it turns out superb! I will get the URL to all of you who are interested in checking it out and any suggestions for the layout or information to be included are welcome!

Well, that's all for now. More to follow...

Sincerely,

  
Shannon A. Surly  
Library Director

**Evansdale Public Library**  
**September 1998 Bills**

**Office Supplies**

**Demco**

(sealing tape, 2 easels, book saver, book supports)

\$50.26

**Copy Bill for August**

\$4.75

-----  
\$55.01

**Books, Subscriptions, Videos**

**Walden Book Company**

Various Hardbacks and paperbacks

\$125.09

**Ingram**

Oprah book of the month

\$10.38

**Literary Guild**

Shocking Pink

The Pilot's Wife

Mars and Venus Starting Over

Mars and Venus In Love

American Dreams

His Bright Light

Loop

\$85.29

**Ames Public Library**

(overdue interlibrary loan book)

\$17.00

**Davidson Titles, Inc.**

1001 Simple Ways to Lose Weight

\$14.95

-----  
\$252.71

**Grand Total**                      **\$307.72**

**THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
*October 05, 1998 MEETING*  
**MINUTES**

The meeting was called to order by Vice-President Runte at 7:12 PM.

Roll was taken. Present were Fagerlind, Gray, Muehl-Fillmore, Runte and Winstead. Absent were Barna, Eldridge, Honts and Larson.

Winstead/Gray to approve minutes from the September 1998 meeting. The motion passed.

Treasurer Muehl-Fillmore presented bills. Fagerlind/Gray made a motion to approve the bills for September. The motion passed.

Treasurer Muehl-Fillmore gave report. She said we currently have \$653.24 in office supplies and approximately \$5,253.17 in books/subscriptions. She said she that because of the city audit she hadn't received a copy of the line item summary in time to better prepare. She said she did run her own report to break down each line item by a monthly total so we know whether we are on track or over. She said we are right on track.

Surly presented the circulation report. Surly noted that circulation is still up considerably from last year. Runte commented on the fact that Elk Run residents have been checking out more and Muehl-Fillmore noted the amount of books donated. Surly also commented on the fact that the percentage of materials loaned to non-residents of Evansdale is increasing as well. She thinks it is up an additional 5% from last month.

Surly presented the library director's report. She told them that the biggest thing right now is that Julie Hax, the assistant gave her notice. Surly informed the Board that she had placed an ad in the Courier for Sunday and had handed out several applications. She said that she was glad to see that people saw the ad and hoped in the next couple of weeks she can fill the position. She told them about the tour of first graders that came in and their tour of city hall and the library. She told them that she did send slips with their teacher to put in their packets inviting them to get their own library card. She informed them that people have commented on the web page and that people have actually seen it, which is exciting for her.

#### OLD BUSINESS

**Sign for building:** Surly said that she didn't have any of the information on that; it is something that President Honts has. Muehl-Fillmore noted that at the last meeting they had not had a majority and so couldn't vote and noted that again this was the case. Surly informed her that after doing some research, Honts had found that the President does have the right to vote and in the absence of the President the Vice-President would have that right as well according to the bylaws. There had been a majority at the last meeting. However, now the information was not available for discussion. Muehl-Fillmore/Winstead to table discussion about new sign until information is available. Motion passed.

No other old business.

#### NEW BUSINESS

**New Ideas/Halloween Party:** Surly informed the Board that she has planned a Halloween party for Friday, October 30, 1998 at 5:30PM-7PM for ages children 5-12. She said that she needs help from the Board and members of the Friends of the Library running the games and supervision of the children. She said she needs to know if she is going to get the help that she needs so she can plan accordingly. She said that in talking with President Honts they were trying to get some new ideas to interest patrons and bring them into the library. She looked to the Board for ideas. She said that she couldn't run the day to day operations and plan and supervise all

the activities that they need to have in order to attract the number of people in that they would like. Muehl-Fillmore said to check with the Station Mart for prizes. Runte asked about the games she was planning. Surly said she was planning Pin the Wart on the Witch and an outside game called Slime Pit which is a relay using Slime Glop...lots of fun! She said that she would speak for President Honts on the new idea aspect. She said anything they could recommend that the library could advertise and promote to draw the interests of patrons and non-patrons into the library. She said her fear is that the library is just going to exist on a day to day basis: doing the job, approving the minutes and bills or does the Board want to move the library into a new realm. Muehl-Fillmore asked if the Library has had an open house. Surly said there was one for Library Week in September and it was displayed on the marquee at the bank but the same people came through the doors as always. She said she doesn't know if holding parties and open houses and drawings etc. will improve things but she thinks something needs to be done or the library will remain stagnant. Winstead suggested a Book Discussion group and Muehl-Fillmore said she thought the library should have a popcorn machine. Winstead also suggested a TV/VCR going. Muehl-Fillmore remembered coming down for Old Movies when she was younger but she thought they had run into some opposition when she had worked here. Runte questioned the Copyrights and Public Viewing laws. Runte also suggested making up an Internet survey on our homepage asking patrons to contribute what they would like to see. Gray suggested having a grandparent/grandchild night to bring in the older and younger generations in together. Muehl-Fillmore asked if Surly had thought about getting a couch in the library and Runte said nice, overstuffed reading chairs would be a plus. Winstead noted that in today's age people are just too busy to do these things and priorities are somewhere else. Muehl-Fillmore said she would be interested in helping with the party and would rope her husband into helping out.

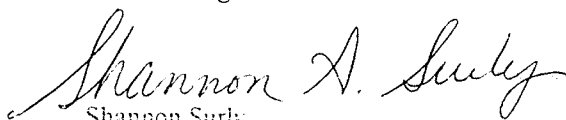
No other new business.

Comments and Questions: Runte asked how the progress was coming on the computer database. Surly noted that they now have all of the Youth Easy, youth non-fiction, adult fiction and half of the youth fiction entered. Runte also commented that he'd been looking at an additional computer set up for the library. He wanted to know if it would be considered a capital improvement item. Muehl-Fillmore commented that Greg Houston has been working with Jewett School to get them hooked up at minimal cost and suggested someone check with him. Runte said he would do that.

Muehl-Fillmore/Gray motioned to adjourn meeting. Motion passed.

Meeting adjourned by Vice-President Runte at 7:55 PM.

Next meeting will be November 02, 1998 at 7:10 PM.



Shannon Surly  
Library Director and Board Secretary



Bob Runte  
Board Vice-President

Evansdale Public Library

**Director's Report**

October 05, 1998

Hello again everyone! Well, it's that time...time to start breaking out the sweaters and jackets...it's getting downright cold outside!

Well, let's see...to begin with, for those of you that I haven't talked to I am sad to say that my assistant gave her two weeks notice and will no longer be employed by the library effective October 10. I am actively searching for someone to replace her at this time and will be putting an ad in the Waterloo Courier. Unfortunately, she had conflict with her family and needed to move to a job that would afford her to continue working and still allow her to spend the evenings and weekends with her children. I have made it clear to her that she will be missed but I have no doubt that I will find someone to fill her shoes very effectively.

Secondly, we had a tour of 1<sup>st</sup> graders from Jewett school come through on a tour of City Hall and the Library. Mayor Mardis volunteered his time to read to the children and tour them through the building. They each received a bookmark as a reminder of their trip to the library and I sent home slips with their teacher to put in their packets encouraging their parents to sign them up for a library card as we support the educational and enjoyment level of reading in today's youth. Dawn Even, their teacher, was nice enough to give me a count and the total of 64 would greatly increase our circulation -- especially if they have brothers and sisters! Shoot to the moon!

Our web page went live as planned and I did get quite a bit of information up on it. I haven't heard anything related to it from our patrons or non-patrons, although it is fairly fresh. I did get some new hours slips made up that includes our web page address which I hand out to all new card holders and hopefully this will be beneficial to them.

Hope everyone had a good month and I'll see you on Monday.

*Shannon A. Surly*

Shannon A. Surly

Library Director

*Circ report and line item summary will be distributed at the mtg - SAS*

**Evansdale Public Library**  
**Monthly Circulation Report**  
*October 1998*

Number of Materials Checked Out:

Adult Non-fiction	59	Youth Non-fiction	58
Adult Fiction	276	Youth Fiction	108
Adult Periodicals	40	Youth Periodicals	07
Total Adult	375	Total Youth	173

<b>UP from 1997</b>	34	<b>DOWN from 1997</b>	88
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Other Print	0
<b>TOTAL PRINT</b>	<b>548</b>
<b>DOWN From 1997</b>	<b>54</b>

Video tapes	53
Audio tapes	005
<b>TOTAL NON-PRINT</b>	<b>58</b>
<b>DOWN from 1997</b>	<b>24</b>

Number of Interlibrary Loans

Sent	00
Received	14
<b>Up from 1997</b>	<b>09</b>

**TOTAL # OF ALL MATERIALS CHECKED OUT:** 606  
**DOWN from 1997** 78

Number of items loaned to non-Evansdale citizens: 213 of total 606 (35%)

Elk Run	63	from 1997	-23	1997	252 of total	684 (36%)
Raymond	10		-10			
County	44		+36			
Waterloo	96		-42			
Other	00					

Day with highest total checkout: 43 items on Tuesday the 13<sup>th</sup> and Thursday the 22<sup>nd</sup>

Day with highest adult book checkout:	28 on Thursday, October 29 <sup>th</sup>
Day with highest youth book checkout:	21 on Friday, October 9 <sup>th</sup>
Day with highest video checkout:	9 on Wednesday, October 21 <sup>st</sup>

Total number of library users: Approx. 258

Day with highest number of users:	23 on Wednesday, October 21 <sup>st</sup>
Day with lowest number of users:	1 on Saturday, October 17 <sup>th</sup>

Number of hours open: 180 hrs.

Number of days open: 27

Average number of library users per day: 9.55

Number of Internet users: 9

Number of library cards issued to NEW patrons: 09

Evansdale	04
Elk Run	01
Raymond	00
County	03
Waterloo	01

Number of reissued cards: 06

Evansdale	04
Elk Run	01
Raymond	00
County	01
Waterloo	00

Money turned in to city clerk: \$20.30

Fines	\$20.00
Computer disk/printer	.30
Duplicate Cards	
Lost/damaged materials	
Fax and other:	

Money turned in to Friends of the Library: \$12.75

Copies	\$1.95
Donation jar	\$3.60
Magazine/Book Sale	\$7.20

TOTAL \$33.05

BOOK DONATIONS AND ADDITIONS TO THE COLLECTION -

Books donated during October: 14  
New books purchased during October: 11  
New Videos purchased: 02  
Videos donated: 00  
Audio Books: 0

BOOKS PROCESSED AND ADDED TO COLLECTION - 11

New books: 11  
Donated books: 30  
Audio Books: 0

VIDEOS PROCESSED AND ADDED TO COLLECTION - 0

New: 2  
Donated: 0



**Evansdale Public Library**  
**October 1998 Bills**

**Office Supplies**

<b><u>Target</u></b> (candy and supplies for Halloween Party)	\$18.99
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<b><u>Copy Bill for September</u></b>	\$3.85
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**\$22.84**

**Education and Training**

<b><u>Waterloo Courier</u></b> (Ad for Part time position)	\$47.28
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**\$47.28**

**Books, Subscriptions, Videos**

<b><u>Target</u></b> Bag of Bones - AF- HB- Stephen King No Safe Place - AF- HB- Richard North Patterson Various paperbacks/ George of the Jungle and Air Bud videos	\$93.62
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<b><u>Literary Guild</u></b> The Lazarus Child	\$15.26
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<b><u>Davidson Titles, Inc.</u></b> Friendship Bands	\$ 6.26
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<b><u>Contact Kids</u></b> (2 yr. Subscription beginning Dec. 1998)	\$25.97
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<b><u>National Geographic Jr. World</u></b> (1 yr. Subscription beginning Feb. 1999)	\$17.95
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<b><u>Library Journal</u></b> (1 yr. Subscription beginning Jan. 1999)	\$99.50
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<b><u>Consumer Reports</u></b> (2 yr. Subscription beginning November 1998)	\$39.00
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**\$297.56**

<b>Grand Total</b>	<b>\$367.68</b>
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# Expenses

SPENT MONEY																				
LINE ITEM	July 1998	AUG. 98	SEPT. 98	OCT. 98	NOV. 98	DEC. 98	JAN. 99	FEB. 99	MAR. 99	APR. 99	May 1999	June 1999	TOTAL							
31-01-01 LI: Salaries	1349.33	884.37											2233.70							
31-01-02 LI: PT/OT	597.96	155.61											753.57							
31-01-13 ED/TRAININ	0	0	0	47.28									47.28							
31-01-54 MINOR EQU	0	0	0	0									0							
31-01-55 REPARIS	0	0	0	0									0							
31-01-58 OFFICE SUF	10.21	55.34	55.01	22.84									143.40							
31-01-64 BOOKS/SUB	766.43	180.4	252.71	297.56									1497.10							
BUDGETED MONEY	MONTHLY	July 1998	AUG. 98	SEPT. 98	OCT. 98	NOV. 98	DEC. 98	JAN. 99	FEB. 99	MAR. 99	April 1999	May 1999	June 1999							
31-01-01 LI: SALARIE	1136.83	-212.50	+252.46										+39.96							
31-01-02 LI: PT/OT	377.67	-220.29	+222.06										+11.77							
31-01-13 ED TRAIN	33.33	+33.33	+33.33	+33.33	-13.95								+86.04							
31-01-54 MINOR EQU	16.67	+16.67	+16.67	+16.67	+16.67								+166.68							
31-01-55 REPARIS	8.33	+8.33	+8.33	+8.33	+8.33								+33.32							
31-01-58 OFFICE SUF	65	+54.79	+9.66	+9.99	+42.16								+112.60							
31-01-64 BOOKS/SUB	516.67	-249.76	+336.27	+263.96	+219.11								+569.58							

TOTAL

**THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**November 02, 1998 MEETING**  
**MINUTES**

The meeting was called to order by President Honts at 7:10 PM.

Roll was taken. Present were Eldridge, Gray, Honts, Larson, Muehl-Fillmore and Runte. Absent were Barna, Fagerlind, and Winstead. Visitors: Mike Thompson, Friends of the Library

Muehl-Fillmore/Larson to approve minutes from the October 1998 meeting. The motion passed.

Runte/Gray made a motion to approve the bills for October. The motion passed.

Treasurer Muehl-Fillmore gave report. She handed out copies of a report that she designed with expenses broken down according to monies spent for each line item in the top portion and in the bottom portion a table representing our positive or negative status of monies per month. Larson asked why there were no totals for salaries and Muehl-Fillmore explained that since the City Clerk's computer has been broken she had not received any summaries from the City. She asked for the Board's input as to whether or not this type of form will help them. She went on to give totals of remaining monies. In office supplies we have \$630.40 and in books/subscriptions we have \$4,702.90 and in Education and Training, \$352.72. She asked for their feelings as to whether or not this was a report they would like to see on a regular basis or if they had any suggestions or changes to it. They agreed that they liked it as is.

Surly presented the circulation report. Surly noted that books are still circulating but the circulation was slower this month, however the library did sell \$7.00 more in paperbacks than the previous month. Muehl-Fillmore asked if the library was having a hard time collecting fines. Surly said that not so much with collecting fines from people who come back to the library but from the people that drop the books off in the drop box and then don't come in again. Surly noted that overdue reminders are her least favorite part of the job only because she feels like it's a "babysitter" type of duty. She doesn't like having to be responsible for adults and calling them and telling them they have an overdue book/fine. She noted she does try to get overdue notices called and sent out but it's not a top priority and she penalizes them according to the bylaws by adhering to the fine policy and no check out policy with overdue fines. Muehl-Fillmore asked if they ever show their faces in the library again. Surly explained that there are 2 types of overdue patrons: the regular patrons that just forgot and don't hesitate to pay their fine and then the patrons that skip out on it but for the most part don't even return the books with no chance of recovery. Eldridge asked how long the overdue information stays on file and Surly answered one year. She went on to explain the 30-60-90 day overdue policy and how that works. Mike Thompson asked about having a mass calling of overdues and volunteered his time to do that and to pick up the items from homes if need be. Surly asked the Board about how that works with patron confidentiality. Thompson stated that he could certainly sign a statement of confidentiality. Honts suggested trying this in conjunction with the fine free month.

Surly presented the library director's report. She told them the library had the Halloween party and 11 kids showed and it was a lot of fun even though she was sick and was not in much of a party spirit. Muehl-Fillmore said she thought Surly did a great job with the Halloween party. Honts asked if the Board had all read about the new assistant and if they had had the opportunity to come in and meet her. Mike Thompson noted that he read in the minutes about Surly's frustration about the library becoming stagnant. He noted that it happens. The Friends of the Library have tried several different concepts but because we are located in a small community within a metropolitan area where several things are offered the interest is low. He noted that we don't have the quantity and so have to rely on quality and he thinks she is providing that, as does Honts by just providing something and reaching some kids. Honts continued to say that his impression of Surly's frustration also comes from the lack of help that she receives from the Board. He sees that she is willing to do her part in parties or activities however as one person it is hard for her to run the library efficiently and plan and man these activities by herself. He also thinks that advanced planning is the key and if they want to do something or plan something by way of committee or the Board as a whole they need to start looking at it in advance.

## OLD BUSINESS

**Sick/Personal Leave for Director** - Honts said he did have an opportunity to talk to the City Clerk regarding the benefits package received by the City employees as some of the Board members did have some questions as to the numbers. He said the vacation days accrue 5 days vacation for the first year, years 2,3, and 4 accrues 10 days, years 5, 6, 7 & 8 accrues 15 days and 9 years + receives 20 days. There are 4 casual days per year with approval by department head. Sick leave is as follows: 12 hours per month or 144 hours per year. 960 hours can be accrued if not used from year to year. If no sick leave hours are used within a year, one additional casual day is allowed. There is also a 3-day bereavement leave in the event of a death of an immediate family member.

**Sign for building** - Honts refreshed the Board about the design of the sign and location of the sign and the Mayor's wish to re-landscape for that. The cost being \$1522.81 coming from Open Access fund. Honts told the Board he contacted Nagle Signs regarding the questions about the coloration of the sign and the visibility. He was told that it would be a very visible sign with the bronze background and the brushed aluminum letters. He said he had been told white letters on black would be the most readable however the original choice would be lower maintenance as far as cleanliness. Larson asked about whether the sign would be attached to brackets and then it would have water running behind it and Honts said that was correct. Muehl-Fillmore said she thought maybe doing a mass mailing might reach more residents in the Evansdale, Elk Run and Raymond area for less cost as opposed to doing the sign. Mike Thompson asked why it needed to be on the sign and not out front. He said he thought that people would need to know there was a library here before they would notice a sign on the side. Larson questioned about the international library signs that she's noticed around the town and wondered what they were. Mike Thompson feels that if people want a library they will look it up in a phone book and find the library. He feels spending this amount of money on a sign after fact would be a waste of money. Muehl-Fillmore/Larson to table the signage until spring with discussion again at the January meeting.

## NEW BUSINESS

**Robert Runte resignation** - Honts read the letter pertaining to Bob's resignation citing increased responsibilities at church and lack of time to fulfill position. Bob said he would still avail himself to help out with computers and such. Honts thanked him for his time and service on the Board and informed the Board that they would have to fill the now vacant VP position and to be thinking about whom they would like to nominate/elect.

**Automation** - Honts noted that not enough information had been compiled to date but in essence Surly would like the Board to consider requesting in the budget for FY 2000 money in Capital Improvements to automate the library. He said at the present time the consideration was to add a computer system behind the circulation desk that had word processing, Internet capabilities and would be available for automation as well. Runte asked if any of the area small libraries are automated. Surly said that she has come across many small libraries in the state of Iowa that she has received books through Interlibrary loan from automated small libraries in towns she's never heard of. Muehl-Fillmore said that she and Runte both had spoken with Greg at Advantage Plus, the local computer shop. He told her that we could have a computer behind the desk with a separate computer that would allow 2, 3, or more computers to run on the Internet at the same time using a web ramp. He told her the approximate cost would be about \$210 and that it's simple to set up. She said the modem would have to be upgraded to an external modem at \$136. Runte said they also have to have Network cards and wiring. He said Greg had quoted about \$500. Muehl-Fillmore thought the plan was to move the old computer behind the desk since it has all the files saved on it. Runte thought that a new computer should be placed behind the desk, something with a larger hard drive to hold all of the account information and something that was fast. He said you could buy a 400Mhz for under \$2,000 with a 10.0gig hard drive. Honts says he would like to have someone come in with a presentation as to what we need and what we need to do. Muehl-Fillmore said she would talk to Greg about doing a presentation.

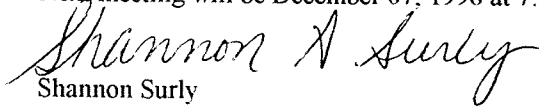
Muehl-Fillmore asked again about the policy regarding absences and the number allowed. She wanted to know if those bylaws could be enforced and how they would go about it or if the Board felt it wasn't worth it. Surly

mentioned that it was a part of the City of Evansdale Code of Ordinances under Chapter 22-04 subsection 2. Mike Thompson noted that in the past they would send a letter to the absent person asking if they were still interested in sitting on the Board. Muchl-Fillmore/Eldridge move to have President Honts call Barb Barna to inquire if everything's OK and if then deemed necessary a letter will be instituted. Motion carried.

Comments and Questions: None

Meeting adjourned by President Honts at 8:25 PM.

Next meeting will be December 07, 1998 at 7:10 PM.

A handwritten signature in cursive script that reads "Shannon A. Surly".

Shannon Surly  
Library Director and Board Secretary

Gary Honts  
Board President

Evansdale Public Library

**Director's Report**

November 02, 1998

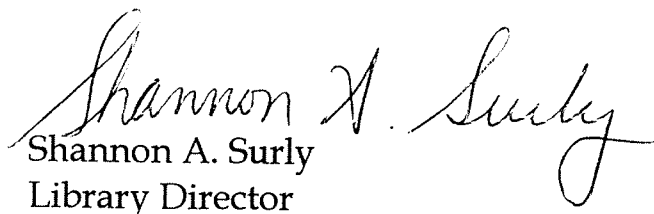
Thank Mother Nature for her kind heart and giving us a few more moments of Indian Summer.

I would like to take a moment to inform you that I did hire an assistant and tell you a little bit about her. Her name is Leeann Cooksey and she resides in Waterloo with her husband. She was a regular patron here at the library as is her mother who is a resident of Evansdale. She comes to the library with a great deal of experience with library work. She worked in a Naval library for about 9 years I believe and she is going to be a wonderful asset to this library. Her schedule permits her to work around just about any hours so I am looking forward to possibly completing some additional training in the spring months. Please don't hesitate to stop in at the library and welcome her aboard!

As of the writing of this, we have yet to have our Halloween party which is still slated for Friday, October 30 from 5:30 PM - 7PM. I will have a report as to how we faired with that at the meeting.

The majority of my past month has been trying to get someone hired and trained to the point where they felt comfortable working in the library alone. As I said earlier, Leeann is a great addition to the library and she has had few problems working alone and I try to get all of her questions answered when we come across some. I have been trying to compile some information regarding automation of the library and what that would ensue and hopefully will have some solid figures for the meeting to present to you all. Until then...

Hope everyone had a good month and I'll see you on Monday.

  
Shannon A. Surly  
Library Director

**Evansdale Public Library**  
**Monthly Circulation Report**  
*November 1998*

Number of Materials Checked Out:

Adult Non-fiction	79	Youth Non-fiction	16
Adult Fiction	262	Youth Fiction	104
Adult Periodicals	45	Youth Periodicals	00
Total Adult	386	Total Youth	120

<b>UP from 1997</b>	43	<b>DOWN from 1997</b>	50
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Other Print	0
TOTAL PRINT	506
<b>DOWN From 1997</b>	17

Video tapes	31
Audio tapes	000
TOTAL NON-PRINT	31
<b>DOWN from 1997</b>	43

Number of Interlibrary Loans	
Sent	01
Received	04
<b>DOWN from 1997</b>	10

TOTAL # OF ALL MATERIALS CHECKED OUT:	537
<b>DOWN from 1997</b>	60

<u>Number of items loaned to non-Evansdale citizens:</u>			
Elk Run	29	from 1997	-54
Raymond	05		-08
County	32		+19
Waterloo	83		-47
Other	01		
		150 of total	537 (27%)
		1997 240 of total	697 (40%)

Day with highest total checkout: 50 items on Thursday the 12<sup>th</sup>

Day with highest adult book checkout:	42 on Monday, November 30 <sup>th</sup>
Day with highest youth book checkout:	20 on Friday, November 6 <sup>th</sup>
Day with highest video checkout:	7 on Thursday, November 12 <sup>th</sup>

Total number of library users: Approx. 261

Day with highest number of users:	24 on Wednesday, November 4 <sup>th</sup>
Day with lowest number of users:	3 on Saturday, November 14 <sup>th</sup>

Number of hours open: 154 hrs.

Number of days open: 23

Average number of library users per day: 11.34

Number of Internet users: 9

Number of library cards issued to NEW patrons: 08

Evansdale	04
Elk Run	00
Raymond	01
County	03
Waterloo	00

Number of reissued cards: 01

Evansdale	01
Elk Run	00
Raymond	00
County	00
Waterloo	00

Money turned in to city clerk:\$19.45

Fines \$17.80  
Computer disk/printer 1.65  
Duplicate Cards  
Lost/damaged materials  
Fax and other:

Money turned in to Friends of the Library: \$11.25

Copies \$4.35  
Donation jar \$1.40  
Magazine/Book Sale \$5.50

TOTAL \$30.70

BOOK DONATIONS AND ADDITIONS TO THE COLLECTION -

Books donated during November: 18  
New books purchased during November: 42  
New Videos purchased: 00  
Videos donated: 00  
Audio Books: 0

BOOKS PROCESSED AND ADDED TO COLLECTION - 57

New books: 42  
Donated books: 15  
Audio Books: 0

VIDEOS PROCESSED AND ADDED TO COLLECTION - 0

New: 0  
Donated: 0



**Evansdale Public Library**  
**November 1998 Bills**

**Office Supplies**

**Demco** \$59.56  
(date due slips, easels and book covers)

**Shannon Surly** \$13.82  
(food and candy prizes for Halloween party)

**Copy Bill for October** \$14.14

**Copy Bill for November** \$ 3.95

-----  
**\$91.47**

**Books, Subscriptions, Videos**

**Literary Guild** \$73.28  
The Blessing  
PCs for Dummies  
Asking about Sex and Growing Up  
Stanley Complete Home Repair  
Simon and Schuster Encyc. Of Animals

**Jump Magazine** \$14.95  
(1 yr. Subscription starting 12/98)

**American Girl Magazine** \$19.95  
(1 yr. Subscription starting 12/98)

**Ingram** \$10.98  
Oprah Book of the Month Club (Midwives-Chris Bohjalian)

**Book of the Month Club** \$41.70  
DK Illustrated Oxford Dictionary

**Shantain Ink** \$ 6.00  
(Evansdale Author)

**Walden Books** \$340.71  
Various Books

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**\$507.57**

**Grand Total            \$599.04**

Evansdale Public Library

**Director's Report**

December 07, 1998

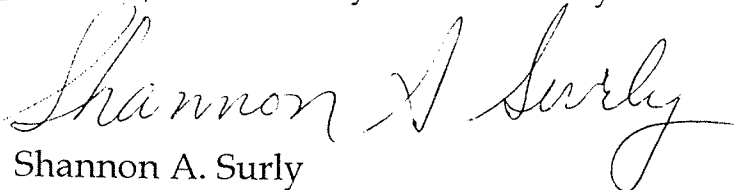
We have had above average temperatures for the entire month of November and it has been absolutely fabulous! I am enjoying this long fall as I am sure you all are.

The month seems to have gone by in a flash and I wish I had a lot to report to you. It seems to have gone by rather uneventfully and quite quickly. After the last meeting and our discussion on overdues I did try to make it somewhat of a priority this month along with getting as many books processed as possible and out to our patrons. I did receive quite a few back and was really happy to see that. I found that many people just "forgot" that they had books out. After a gentle reminder they brought them back. I did run into a few people who told me that their books were sooo overdue that they didn't bring them back because they knew the late fine was going to be astronomical. I made the decision to waive those fines as long as the books were brought back to me within 2 days...they were returned.

I think the only really other newsworthy thing to report is an update on Leeann, my new assistant. She is working out marvelously and I am glad that she came to me for a part-time job and that I was able to hire her. She works well with the patrons and I have had several compliments on her job performance. We have talked about ideas in passing related to how we can update some things in the library as far as possibly rearranging or adding things. She has some really good ideas and they are a welcome addition to the library.

Other than this (as far as I can remember) it has been a holiday filled busy month and the turkey was great. Remember we are voting for VP so think of who you'd like to nominate.

Hope everyone had a good month (filled with leftovers and Pumpkin Pie!) and I'll see you on Monday.



Shannon A. Surly  
Library Director

Summary of Bills to be presented at mtg.

**THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
*January 04, 1999 MEETING*  
**MINUTES**

The meeting was called to order by Treasurer Muehl-Fillmore at 7:10 PM.

Roll was taken. Present were Fagerlind, Gray, Muehl-Fillmore, Winstead and Kettwig. Absent were Barna, Eldridge, and Larson. Visitors: Sue Fuhrman and Dennis Gray.

Fagerlind/Kettwig to approve minutes from the December 1998 meeting. The motion passed.

Winstead/Gray made a motion to approve the bills for December. Surly noted that there were a couple additions which were added; one for Internet access from Forbin for a 3 month period until she might find access for free. In addition, a late bill that just came in which she wanted to get paid off so the library could continue to receive books from that company. The motion passed.

Treasurer Muehl-Fillmore gave report. She noted that a line item summary through October 31, 1998 was provided. She did report that in office supplies we do have \$497.16 remaining and in books/subscriptions we have \$3,520.16 remaining. She went on to say that she attempted to do a forecast for what is allowed monthly. She said that right now Director Surly could spend \$82 per month on office supplies and approximately \$580 per month on books/subscriptions/videos.

Surly presented the circulation report. Muehl-Fillmore noted that a lot of things were down as far as circulation and Surly said that it was indeed a very slow month. She noted that even the number of people that came through the library doors was down which would account for the circulation being down. Kettwig asked if the library provided programs for children. Surly said that they do have the summer reading program and the Halloween party but additional programming is not provided due to lack of staff and time. She asked the Board if they had any suggestions. Muehl-Fillmore suggested contacting the Girl Scouts or Boy Scouts and ask if they needed service hours to earn awards/patches and maybe having them come in on Saturdays and reading to children. Surly said it was something she would look into. Muehl-Fillmore also noted that there were a lot of fines collected.

Surly presented the library director's report. Surly noted that she's received some more information about the automation services that are available and is stock piling as much information as possible. She also talked about book leasing which is a program she has been looking into. She said she thinks it would be cost effective to the library. She explained that X amount of books are "loaned" to the library to a cut off point. Those books are circulated throughout the patron base and when the cut off point is reached the library is allowed to keep a certain amount of books and the rest are sent back to the company with replacements to circulate again to the patrons. This cuts back on books that are purchased and then only circulated a few times before coming to rest on the shelves to collect dust and then pulled and discarded after the allotted time period. This program would allow for new and fresh material to be constantly circulating through the library. She said the library would continue to purchase certain books that are heavily read or necessary for staying purposes i.e. reference materials and oft read authors. She also noted that she has not received any more information regarding budget talks.

**OLD BUSINESS**

**Nomination and Voting for Vice President** - Winstead said she thought Mary Kettwig sounded interested and Fagerlind nominated her. Muehl-Fillmore read the duties of the Vice President. Gray/Fagerlind moved to vote Mary Kettwig into office as Vice President of the Board. Motion passed.

**Budget** - Muehl-Fillmore noted that the budget information was included in the minutes and asked the Board if there were any questions, oppositions or changes to be made. She noted that there were questions regarding the library rent and she noted that that was from her understanding a formality. She noted that the major jump in the

budget was the \$7,000 requested for automation. She was under the assumption that this would be for the first and possible second stage of automation. Surly said that she thinks if the Council approves the full \$7,000 that this amount would cover automation fully. She said that would include additional computers, software, barcodes and barcode readers. Muehl-Fillmore said she found some interesting articles that expressed very good points why the library should be automated and she read excerpts from that and Surly noted how it applied to our library. Gray asked why the one computer that we had couldn't do all the work that is being proposed. Surly noted that the 386 that we have does not have enough memory to hold the information necessary. She said the other computer that is hooked up to the Internet is used for Internet access and word processing. However, it is the only computer available to patrons, therefore, books could not be checked out to patrons on that computer if for instance a patron was using it which is why an additional computer is necessary. Dennis Gray asked if the Library had checked into donated computers from companies like John Deere or something like that. Muehl-Fillmore agreed that would be something to check into. Muehl-Fillmore said she had spoken to Greg Houston at Advantage Plus and he said he would be interested in making a proposal to the library regarding a possible computer package.

#### NEW BUSINESS

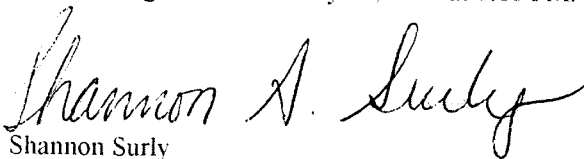
**Nomination and Voting for President** - Winstead nominated Muehl-Fillmore for President. Kettwig/Gray move to vote Muehl-Fillmore into the office as President of the Board. Motion passed.

**Nomination and Voting for Treasurer** - Muehl-Fillmore nominated Gray for Treasurer. Gray expressed hesitation on her part for the office but Muehl-Fillmore noted that she would help her through the process. Winstead/Kettwig to vote Gray into the office as Treasurer of the Board. Motion passed.

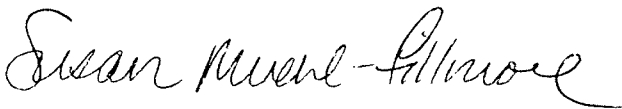
Dennis Gray asked if any research had been done into possible computer leasing. Muehl-Fillmore said she can only comment on what she's heard about computer leasing and that being the computer is taken away after a certain amount of time and all the money you've invested is lost. Muehl-Fillmore again stated that it is an avenue to check into.

Fagerlind/Gray motion to adjourn meeting. Motion passed. Meeting adjourned by President Muehl-Fillmore at 8:55 PM.

Next meeting will be February 01, 1999 at 7:10 PM.



Shannon Surly  
Library Director and Board Secretary



Susan Muehl-Fillmore  
Board President

**THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
*February 01, 1999 MEETING*  
**MINUTES**

The meeting was called to order by President Muehl-Fillmore at 7:16 PM.

Roll was taken. Present were Eldridge, Gray, Larson, Muehl-Fillmore, Kettwig, and Fuhrmann. Absent were Barna, Fagerlind and Winstead.

President Muehl-Fillmore welcomed new Board member Sue Fuhrmann to the Library Board and asked her to tell the board some information about herself. Sue said she has lived in Evansdale for almost 46 years and has been married 33 years. She gave some information about her children and grandchildren. She also noted that she is trying to put together an Evansdale Historical Society with information related to Evansdale with the possibility of publishing some sort of book related to Evansdale.

Larson/Gray to approve minutes from the January 1999 meeting. The motion passed.

Kettwig/Fuhrmann to approve the bills for January. The motion passed.

Treasurer Gray gave report. She did report that in office supplies we do have \$431.15 remaining and in books/subscriptions we have \$3, 219.52 remaining. She went on to give a forecast for what is allowed monthly. She said that right now Director Surly could spend \$86 per month on office supplies and approximately \$644 per month on books/subscriptions/videos.

Surly presented the circulation report. Surly noted that typically she notes how we are doing as compared to the previous year. She noted that from last month, in addition, we were up 300 items checked out which was very nice to see that circulation picked up and we were open 1 day and 8 hour less. Muehl-Fillmore noticed that a good amount of fines were collected and Surly said that she has collected for very overdue books that had been returned and she informed them that with her stability she is catching people trying to irk out of their fines from months and years past.

Surly presented the Director's Report. She informed the Board that the Database is finished and the only thing remaining is to enter are books that were checked out. She said the last count was over 10,000 items in the database. Muehl-Fillmore asked if we have given him anything and Surly said no, not as of yet. She noted that she did give him a Christmas present to show her appreciation. There was some discussion as to what could be given to him to show appreciation. It was agreed that the Friends of the Library would purchase a gift certificate from the C & H Café for Roy to show appreciation on behalf of the library for his time served volunteering.

There was some discussion as to how many people were on the Friends of the Library and Mike Thompson, a member, said that there were very few and that in order for the library to grow they would have to have community support however, haven't had much interest shown. He said the lifetime fee was \$20 per family for operating money and that fundraisers were held every year. He said they used to have a book sale but right now, Director Surly's ongoing sale in the library is doing better than they could do in their day allotted.

**OLD BUSINESS**

**Automation** - Muehl-Fillmore told the Board that Surly had been collecting bids on automation and that the presentation to the City Council would be February 9, 1999 at 6:00 PM and she would certainly appreciate the board members there for support. She read through a list of available reasons to have the library automation just to give the Board some more information. She told them about the proposals and the prices quoted and what it consists of. Muehl-Fillmore also apprised them of the computer system along with the upgrades on the two computers in place already. She also told them about the networking system that would hook all three computers to the Internet at the same time. Mayor Mardis wanted to know if there was a final figure to go to the City Council

with. With figuring, the final dollar amount with automation, computer systems and networking we changed our figure from \$7,000 to \$9,000.

Before Mayor Mardis left, Director Surly asked him if anything had come out of talking with the Mayor from Raymond replacing Barna on the Board. He said he had sent the Mayor a letter but had not heard anything from him to date. Gray said she had talked to Barna and Barna had said she would call Surly but had not.

**Sign for the Building** - A brief update was given as to what the proposal for the sign had been to inform the new members. She showed them the picture and told them where it was planned to go and what had been the hold up from making a decision before. There was still opposition as to whether or not it is needed, if there is a better way to get exposure for the library that is more cost effective, if it is even reasonable. Eldridge/Larson to table until warmer weather so that we could erect a makeshift sign and do some of our own inspection to see if it is something that would be really noticeable. Motion passed.

#### NEW BUSINESS

**Computer Leasing** - Muehl-Fillmore informed the Board that she had checked into leasing a computer from Advanced Systems versus buying a new one. She said it consisted of a new computer with everything the library would need and the total was approximately \$2,400 paid out over the course of 2 years with a \$1 buyout at the end of the two years. It is apparent that this is a more expensive way to go however it was an idea suggested to check into and so it was done.

**Newsletter for City**- Surly told the Board that at one time the Library had proposed a newsletter to the City Council that at the time they had not been interested in. However, now it is something that they have decided to go through with and the Library has been given the opportunity to submit articles and she is looking forward to it. She thinks this will be a great chance to get some exposure and some FYI to the residents of Evansdale. She told them that at this time it was going to be distributed to local businesses for people to pick up and read and that it would progress from there.

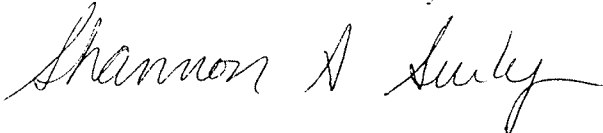
**Attendance**- Muehl-Fillmore said that she is concerned with the attendance policy and the attendance of members. She suggested that they change the attendance policy to have a more interactive board. She said that with the current policy it gives the Board members the chance to miss two consecutive and then attend and then miss two more which allows for only a 25% attendance. Mike Thompson said the Housing Authority's policy is established so that you can miss either three consecutive or four total through a twelve-month period.

**Comments and Questions** - Muehl-Fillmore told the Board about some workshops on Policy writing and evaluating the Library Director that are local and have a cost of \$5. She said there were sign-up sheets available through the library.

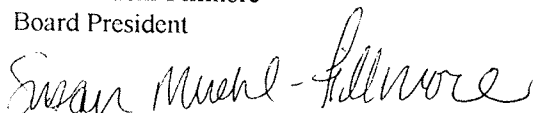
Muehl-Fillmore announced the next meeting time as March 01, 1999 at 7:10 PM.

Gray/Larson motion to adjourn meeting. Motion passed. Meeting adjourned by President Muehl-Fillmore at 9:01PM.

Shannon Surly  
Library Director and Board Secretary



Susan Muehl-Fillmore  
Board President



**THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**March 01, 1999 MEETING**  
**MINUTES**

The meeting was called to order by President Muehl-Fillmore at 7:13 PM.

Roll was taken. Present were Eldridge, Fagerlind, Gray, Muehl-Fillmore, Winstead, Kettwig, and Fuhrmann. Absent were Barna and Larson.

Kettwig/Gray to approve minutes from the February 1999 meeting. The motion passed.

Fagerlind/Eldridge to approve the bills for February 1999. Eldridge added a bill for training in the amount of \$5.00 to come out of the education line item. The motion passed.

Treasurer Gray gave report. She did report that in office supplies we do have \$332.16 remaining and in books/subscriptions we have \$2,642.63 remaining.

Surly presented the circulation report. Muehl-Fillmore asked if the users per day went up but upon inspection of the previous month it showed that it had not. She also noted that there were a lot of Internet users this month. Surly informed the Board that computer usage has increased dramatically. Muehl-Fillmore also noted that a large amount of fines were collected. Surly also showed that the amount of revenue taken in for the Friends of the Library through paperback/magazine sales doubled this month. Eldridge asked if it was the same people who bought the books and magazines. Surly said that for the most part yes, it is people who know they are back there and just go back to check what is new out on the shelf. She said that she does try to make a point to tell new patrons about the corner bookshelf.

Surly presented the Director's Report. She informed the Board about the Card sign up that she did at Elk Run School. She said she did get 16 Youth and 3 Adult sign ups that night which is a considerable amount compared to what we have in usual sign ups. She told them again about the Evansdale Messenger that the library has a write up in and she told them that the library is used as a drop off site for articles. Mike Thompson asked who was in charge of distribution. Surly said as far as she knows, the publisher of the paper distributes them to local area business.

**OLD BUSINESS**

**Automation and budget proposal** - Muehl-Fillmore showed the Board what was presented to the Council regarding the automation proposal. She said that little opposition was shown and that some very valid points were brought up. Surly said that the questions asked were regarding the phone bill and the education line items which was surprising as she and Muehl-Fillmore expected more problems with the automation proposal. Mike Thompson said that this was approved for the new fiscal year and asked if the Board had any intentions of getting a jumpstart on the project by purchasing any portions ahead of time. Muehl-Fillmore said that Surly had discussed purchasing one of the computer software programs to get started on the obtaining of MARC records for the database. He asked if hardware would be purchased sooner. Surly said she didn't think that would be an option at this time with funds available. Muehl-Fillmore asked what the Board felt about purchasing one of the programs ahead of time to get a jump on the automation. It was decided to put that on the next agenda for discussion/possible action after the results of the budget are in. Muehl-Fillmore next brought up the information regarding the computers. She told the board about Advanced Systems proposal and the Advantage Plus proposal and the lowering of proposals to match the competitors. Mike Thompson asked if there were requirements that needed to be in place before bidding became a closed bidding system. There was discussion about the different systems and the conclusion was to have an outside source that is not involved give their opinion about the systems proposed. Muehl-Fillmore said she'd run copy for the next meeting so the Board members can do the comparisons themselves. Upon talking to Mayor Mardis he said that closed bidding is not necessary in our circumstances and gave his opinion on what would be fine for the library. He said that bids of more than \$25,000 in public improvements required closed bids so we were OK.

**Gift for Roy (Friends)** - Mike Thompson and Casey Eldridge both said the Friends of the Library had not had the opportunity to meet to decide upon and purchase something for our volunteer. Eldridge asked how many hours he had volunteered and Surly responded that it was just shy of 400 hours. Mike Thompson also indicated a desire to meet with the Library Director to aid in purchasing some things for the library.

**Book Leasing** - Director Surly read the information from the Baker & Taylor leasing program. She read to them about the base plan and the acquisition of new books for the annual leasing fee of \$1,788.00 with a basic collection of 100 books with a new monthly book allowance of 10 books. She then read to them about the policy of keeping 20% of the books and the purchase of leased books at a 75% discount. It was asked of Surly if she knew of any other libraries that did this and Surly said no. Mayor Mardis asked if she could get references and Surly said she would contact the company to get a reference of someone in the area that does this for further information. He agreed with Surly that this would certainly be an interesting avenue to explore and could possibly be in the best interest of the library however more research is needed.

**Attendance Policy** - Muehl-Fillmore expressed her concern about the attendance policy as it stands. She stated that she realizes that life circumstances can dictate attendance but the way that the policy is currently written it would allow for only a 25% attendance of members. She reiterated the policy that the Municipal Housing has and it's miss 3 in a row, 4 total and you're out. She asked what the other board members thought about the changing of the policy. Mike Thompson asked if it was in the library by-laws and Muehl-Fillmore said that it was dictated by City Ordinance. Surly read the Ordinance as it is currently written. Fagerlind and Winstead expressed their opinion related to their absences in relation to Winstead's work schedule. No motions were made to change the policy. Muehl-Fillmore asked a second time. Hearing no motions it was dropped as a dead issue.

#### NEW BUSINESS

**Story Time**- Muehl-Fillmore noted that this was something that had been brought up at a previous meeting to get more people in the library along the lines of a grandparent-grandchild reading time or something like that. Surly told the Board about a woman that she had encountered at the card sign-up at Elk Run Heights who had expressed interest about volunteering to read to children. She said she would be in contact with her regarding this.

**Policy Writing** - Casey Eldridge updated the Board on the policy writing workshop that she attended and told them what we are missing as far as policies and recommended the policies be looked at and revamped. It was noted that these policies should be evaluated and revised on a regular basis. It was decided to have a committee with Muehl-Fillmore, Eldridge and Fuhrmann in conjunction with Director Surly to look at and revise the library policies.

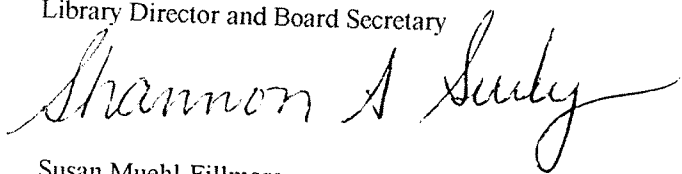
Comments and Questions - None.

Muehl-Fillmore announced the next meeting time as April 05, 1999 at 7:10 PM.

Fagerlind/Winstead motion to adjourn meeting. Motion passed. Meeting adjourned by President Muehl-Fillmore at 9:04 PM.

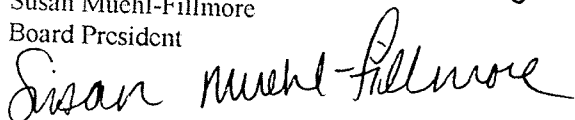
Shannon Surly

Library Director and Board Secretary



Susan Muehl-Fillmore

Board President





**THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
*April 05, 1999 MEETING*  
**MINUTES**

The meeting was called to order by President Muehl-Fillmore at 7:13 PM.

Roll was taken. Present were Eldridge, Fagerlind, Muehl-Fillmore, Winstead, and Kettwig. Absent were Gray and Fuhrmann. Gray arrived at 7:16PM.

Winstead/Fagerlind to approve minutes from the March 1999 meeting. The motion passed.

Kettwig/Fagerlind to approve the bills for March 1999. The motion passed.

Treasurer Gray gave report. She reported that in office supplies we have \$300.52 remaining, in books/subscriptions we have \$1, 817.59 remaining and in Education and Training \$317.97 remaining.

Surly presented the circulation report. She noted again that usage was down considerably. Muehl-Fillmore asked if it was slow too. Surly said that there were more people who were using the library in-house versus checking items out and she also noted that for the most part there is someone in to use the computer almost every day. Surly said that with the unseasonably warm weather during March this could be a factor in the decline in usage. It was also noted that fine collection was up quite a bit. There was discussion about people's unawareness as to the existence of the library and comments that both Director Surly and other board members have heard. Mike Thompson stated that he's seen first hand how people use our library as an "open access" branch to get their cards so they utilize the Waterloo Public Library without even looking around our library.

Surly presented the Director's Report. She told the Board that Leann and she had been busy trying to prepare for automation to get a shelf list compiled. She said they also have been doing some rearranging in their heads of the library to utilize the space and lighting that is available better. She told them about the ideas that have cropped up such as moving the big computer hutch down and maybe moving the westerns in with the paperbacks. Also mentioned was possibly moving all of the adult books together and the children's books. Kettwig asked about signage and Surly said that it had been proposed months ago but the Board had never made a concise decision about it. Muehl-Fillmore said she interpreted Kettwig's proposal as a volunteer to make up a sign or signs for the library. Surly mentioned the Summer Reading program and said that they've been brainstorming about ideas for events and such for that. She also told them about the Kindergarten Round-up at Elk Run School and the information brochure that was asked to put together. There was also some discussion about the lighting and how to get some of the darker areas lighted whether it be a new drop in light or spot light/track lighting over between the shelves.

**OLD BUSINESS**

**Approval of Budget** - Muehl-Fillmore informed the Board that the budget had been approved by the City Council and we will have a budget for the Fiscal Year 2000. In addition, she noted that the Capital Improvement request was approved so we will be able to go ahead with the automation, a source of excitement.

**Bid Comparison** - Muehl-Fillmore did a rough comparison of apples to apples for the two companies that gave us bids for our computer systems. Kettwig had a friend, Mark Hughes, who works with computer and is non-biased review the bids and she said that he thought the Advantage Plus system was the way to go. There was discussion about Greg Houston and using his company. There was a consensus to go with him in part because he is local and it would be very beneficial to support our local businesses. Mike Thompson questioned about talking to Greg and possibly getting the system early with a deferral of payment until July 1 to get started early with the work in the library. Winstead/Kettwig made motion to accept and use Advantage Plus as our computer system supplier for the library for the new system in the new fiscal year. Motion passed.

**Book Leasing** - Director Surly updated the Board on information from the Baker & Taylor leasing program. She said that she was in contact with two libraries in the state that use the leasing program referred by Baker & Taylor. She told them about the conversations she had with Pat Harrison at the Kirkendahl Public Library in Ankeny and Jim Godsey with the Council Bluffs Public Library. She said the Council Bluffs Public Library had used the book leasing system for 1 year and were renewing for another. He told her that they chose Baker & Taylor over McNaughton because they felt they got more bang for their buck and the acquisition person found it very easy to use. She gave them a brief rundown about her conversation with Pat Harrison at the Kirkendahl Public Library. She told Director Surly that they had used it for 3 years and were VERY happy with it. She said it was an easygoing program with very little demand. She said that they don't question the condition of the book and that she felt that it would be a great asset to a small library with little room to work with. She said it allows you to add to your collection at a moderate pace but it's a big space saver when books are no longer desirous and can be returned to the company. Surly then again went over the conditions of the leasing program that was being looked at. Muehl-Fillmore asked if there was a way to get a break down about the plan and Surly said sure. Gray/Fagerlind made a motion to go with the book leasing program after the beginning of the Fiscal Year when the automation was in place to make things easier as far as the processing and the addition/deletion of books with the money coming out of the Open Access fund.

## NEW BUSINESS

**Larson's Resignation**- Muehl-Fillmore informed the Board about Marlene Larson's resignation. She said the letter she received stated that Marlene and her husband were trying to plan for more time off and that she got her real estate license and would be working and didn't feel she could devote the time necessary to the Library Board.

**Buying Software Early** - Muehl-Fillmore said the proposal was to purchase the EZCat software early which would allow the library to start pulling MARC records for the automation. She said the price was \$595.00. She explained that this was necessary because every book would need a MARC record to go into the new database and this could get a jumpstart on it. There was discussion as to where the money would come from for this. Eldridge/Winstead made motion to approve purchase of the EZCat software with \$500 coming from the Capital Improvement fund and \$100 coming from Minor Equipment. Motion passed.

**Report from Policy Committee** - Eldridge informed the Board that Surly, Muehl-Fillmore and she had met to discuss the policies. She outlined what our problem areas were and what we were missing in comparison to other libraries. She also noted that there were policies in place that were not known to the Library Director which is why this review needs to be done. She said just making a list of what we had and what we should have was a task in itself but that we'll get there.

**Raise for Assistant** - Surly asked of the Board to provide a raise to assistant Leeann Cooksey. She told them that Leeann has been here for 6 months at minimum wage and she does an exemplary job for the library. She said she has put in her probationary period and she feels that with the numbers that are still available in the part-time/overtime line item it would be justified. She said that she knows with the flip of the Fiscal Year the new raise figure was based upon the \$.49 on top of the \$5.15 she currently makes and she has specified that the fiscal year raise would not be in addition to this raise but supplemental to it. Kettwig/Gray motion to provide a \$.25 per hour raise setting her wage at \$5.40 for the remainder of the year beginning retroactive to April 1, 1999. Motion passed.

**Comments and Questions** - Muehl-Fillmore mentioned that April is Child Abuse Awareness month and noted that this is the purpose of the blue ribbons and the blue ribbon pins. Gray asked if any outcome regarding Raymond's representative had come about. Muehl-Fillmore said she had talked to Mayor Mardis and he had been in contact with the Raymond mayor and had sent a letter but nothing has happened yet.

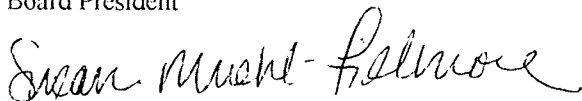
Muehl-Fillmore announced the next meeting time as May 03, 1999 at 7:10 PM.

Eldridge/Fagerlind motion to adjourn meeting. Motion passed. Meeting adjourned by President Muehl-Fillmore at 8:38 PM.

Shannon Surly  
Library Director and Board Secretary

A handwritten signature in cursive script that reads "Shannon A. Surly". The signature is written in dark ink and is positioned below the printed name and title.

Susan Muehl-Fillmore  
Board President

A handwritten signature in cursive script that reads "Susan Muehl-Fillmore". The signature is written in dark ink and is positioned below the printed name and title.

**THE EVANSDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
*June 07, 1999 MEETING*  
**MINUTES**

The meeting was called to order by President Muehl-Fillmore at 7:10 PM.

President Muehl-Fillmore welcomed Kathy Pritchett replacing Marlene Larson. It was noted that Kathy Pritchett was a previous board member in the past.

Roll was taken. Present were Eldridge, Fagerlind, Gray, Muehl-Fillmore, Kettwig, Fuhrmann and Pritchett. Absent were Barna and Winstead.

Fagerlind/Kettwig to approve minutes from the April 1999 meeting. Ayes - 7. The motion passed.

Pritchett/Gray to approve the bills for April and May 1999. Director Surly noted corrections of bills. She informed the board that there were a couple of bills that were deleted because they were reproductions of bills already on the summary of bills. Ayes - 7. The motion passed. Pritchett asked if we were able to spend all the money and it was noted that we would find that out in the treasurer's report.

Treasurer Gray gave report. She reported that in office supplies we have \$164.24 remaining, in books/subscriptions we were over \$158.74 and in Education and Training \$317.87 remaining. She said she didn't have the information for petty cash or capital improvements or minor equipment. Surly informed them that the petty cash has been depleted, capital improvements was depleted with the purchase of the EzCat software and minor equipment was decreased by \$102.00 for the difference of the software leaving \$98. She said that she had talked to the City Clerk and was told that she does have until June 30<sup>th</sup> to use remaining money. Muehl-Fillmore asked Gray to stop in and check with the City Clerk to get an updated monthly line item summary so that she can tell Director Surly how much money she has remaining this fiscal year.

Surly presented the circulation report. She reported that the month was relatively steady although the youth is still down somewhat although not near as much as the previous month. She also noted that the total number of library users was up by about 100 and that she's been processing a lot of books. She also noted that during the month of May the library had very few overdues resulting in fewer fines collected.

Surly presented the Director's Report. She said that she has yet to hear anything more about the County contracts but has not heard anything. She also noted some information about Enrich Iowa which will allot money to all of the public libraries in the state of Iowa and she told them that it appeared that the Evansdale Public Library would receive around \$777.00. Muehl-Fillmore asked how the Summer Reading Program was coming and Surly said they would be ready to go. Surly also noted that she included a new roster of names and numbers of the board members.

**OLD BUSINESS**

**Signage** - Kettwig brought in some different samples of paper to compare to the shelving to decide upon a color for the signs to be displayed. The board looked at different colors including red, blue, yellow, hot pink, orange and brown. There was discussion about painting the shelves to a more cohesive color and it was asked of Surly to contact a couple of companies to get price quotes on the cost of repainting the shelves. It was decided to go with yellow signs and black ink. Surly said that she would get a list of signs that need to be made to Mary Kettwig.

**Attendance policy** - Muehl-Fillmore said that this was brought to the table again because the last meeting was not held because there was no quorum and the bills in excess of \$1,000 went unpaid because of the fact. She noted that this puts Director Surly and the rest of the board in a predicament as far as what to do. She said that Surly had to go back and contact companies to explain to them that the bills would be paid the next month. Surly noted that it had caused some problems with business with a few companies that are now requesting partial pay before books are

shipped out which is not a policy of the library so she does not know exactly how to proceed. Muehl-Fillmore said she believes this reflects poorly upon our reputation and demonstrates a lack of trust and bad organization with these companies. Muehl-Fillmore redrafted the policy for attendance and passed out a copy to each board member present. She said that the library is moving ahead and that the library needs to have an active board representing the city of Evansdale. Surly noted that the attendance policy is in the Code of Ordinances for the city of Evansdale and that it would have to be brought to the City Council to amend the Code. Kettwig/Eldridge made a motion to accept the new attendance policy and go the City Council to have it amended. Ayes - 7. Motion passed.

Pritchett asked Mayor Mardis how to avoid the non-payment of bills in the event of no quorum. Mayor Mardis said that you can do it by teleconferencing and that it has to be published like a regular meeting and all board members have to be contacted. Muehl-Fillmore asked if a special meeting could be called instead and Mayor responded yes.

#### NEW BUSINESS

**Vote for new officers-** Susan Muehl-Fillmore nominated for the position of President. No other nominations were presented. Eldridge/Fagerlind motion to elect Susan Muehl-Fillmore into the position of President. Ayes - 7. Motion passed.

Mary Kettwig nominated for the position of Vice-President. No other nominations were presented. Eldridge/Fagerlind motion to elect Mary Kettwig into the position of Vice-President. Ayes - 7. Motion passed.

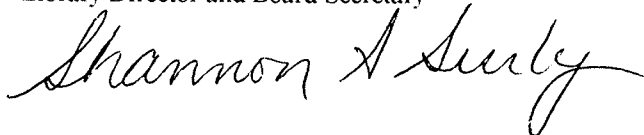
Casey Eldridge nominated for the position of Treasurer. No other nominations were presented. Pritchett/Gray to elect Casey Eldridge into the position of Treasurer. Ayes - 6. Nay -Eldridge. Motion passed.

**Comments and Questions** - Pritchett asked if the contracts for Elk Run and Raymond have been done yet. Surly said no. Pritchett then asked when that was done. Surly noted that the City handles that and when she receives them for signature from the Board president she presents them and then puts her copy in with the paperwork for the library in the filing cabinet. Eldridge asked what we were going to do about the Raymond representative. Surly said that the representative has to be appointed by the Raymond mayor. Mayor Mardis has called and sent a letter with no response. Gray volunteered to go to Raymond to discuss this issue as a representative of the Board. Mike Thompson with the Friends of the Library arrived late. Fagerlind asked about the fee that was paid for the membership to the Friends of the library and there was discussion about the Friends of the library. There was discussion about the Good Ol' Days and events that could draw people to the celebration.

After discussion, due to the July 4<sup>th</sup> holiday, it was decided to have the next meeting Thursday, July 8<sup>th</sup> at 7:10 PM.

Pritchett/Fagerlind motion to adjourn meeting. Ayes - 7. Motion passed. Meeting adjourned by President Muehl-Fillmore at 8:10 PM.

Shannon Surly  
Library Director and Board Secretary



Susan Muehl-Fillmore  
Board President

