



**AGENDA – FY17**

**NORWALK EASTER PUBLIC LIBRARY  
Board of Trustees Meeting**

**Date:** Monday July 11, 2016

**Time:** 6:30 pm

**Location:** Library Community Room, 1051 North Ave. Norwalk, IA 50211

**Board Trustees:** Judy Corcoran, President; Andrea Johnson, Treasurer; Cindy Gavin, Secretary;  
Dyann Vilez, Tom Dunn, Steve Clarke, and Elizabeth Thompson

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1. Call to Order
2. Roll Call
3. Public Comment/Guests
4. Presentations
5. Review /Change of Agenda\*\*
6. Review of last Meetings Minutes\*\*
7. Pay the Bills\*\*
8. Treasurer's Report
9. Director's Report:
  - a. Statistics from June 2016
  - b. Youth Services Update
  - c. Adult Services Update
  - d. Assistant Director's Update
  - e. General Library Operations Update
10. Unfinished Business
  - a. Update on the progress of the Technology Improvements (Kiosk Catalog Stations and Digital Bulletin Board) Project as part of the Warren County Philanthropic Partnership grant award.
11. New Business
  - a. Discussion and possible approval to disconnect ICN equipment
  - b. Discussion regarding a 28E Agreement with City of Martensdale for Library Services  
Fiscal Year 2017

c. Discussion, review and possible adoption and/or changes to:

- Expenditures and Finance Policy (Purchasing Policy)

d. Quarterly Library Trustee Training

- Review and Discussion of Chapters 2 and 3 of Iowa Library Services' Trustee Handbook

12. Agenda Items for Next Meeting

13. Adjournment\*\*

The next regularly scheduled meeting will be held at 6:30 p.m. on August 8, 2016 at Norwalk Easter Public Library. The meetings are scheduled for the second Monday of each month.

\*\* Denotes "consent agenda" items not requiring a quorum



## Norwalk Easter Public Library Board of Trustees Minutes of the Regular Board Meeting on June 13, 2016

### Roll Call

- The meeting was called to order at 6:30 p.m. Those present included: Tom Dunn, Steve Clarke, Judy Corcoran, Andrea Johnson, and Cindy Gavin. Library Director Holly Sealine was also present.

### Public Comments/Guests

- None

### Review/Change of Agenda

- The agenda was reviewed and approved with a motion from S. Clarke and seconded by A. Johnson.

### Review of Last Meeting Minutes

- The board approved the minutes of the meeting on May 9, 2016 with a note to add the director's report, and fix a few spelling errors. Motion from A. Johnson and seconded by S. Clarke.

### Director's Report

#### Monthly Statistics (Used for Annual Report to Sate Library):

- Library Visitors during previous month: 5,275
- Circulation of items during previous month:
  - 6,352 (items within library)
  - 542 (Bridges items)
  - 51 (Zinio items)
  - **6,945 Total**
- New Accounts during previous month:
  - 40 adult accounts
  - 21 Juvenile accounts
- Meeting Room Rentals during previous month:
  - 28 Rentals
- Reference Interactions during previous month:
  - 18 @ Circulation Desk
  - 13 @ Youth Services Desk

- **31 Total**
- Library Volunteers during the previous month:
  - 2 participants
  - 8 number of hours volunteered
- Programming Statistics:

	# of Programs	# of Participants
Children's	4	64
Teen	0	0
Adult	5	74
Adult Outreach	4	28
Technology Help Sessions	1	1
Exam Proctoring	0	0

**Youth Services:**

We spent May planning for the Summer Reading Program, visiting schools to get everyone excited about the summer events at the library, and having our Early Out Wednesday programs! We already have over 1,000 people sign up for the summer reading program, with lots of great events coming up!

**Adult Services:**

In May, we had 5 adult events

1. 3 Novel Year Book Club nights = 21Participants
2. Craft night (Patriotic Wreath) = 17 participants
3. Trending Topics – Gardens that Make the World a Better Place with editor James Baggett = 36 participants

In addition to adult programing and planning for a family focused Summer Reading program, Mary Kay has been working to coordinate a new group within the library community to share ideas and resources. She is calling it Adult Lib. This will be a monthly program hosted by various libraries for Adult Services Librarians. We had 13 people participate in the 1<sup>st</sup> session! It has been awesome to see this idea become a reality and have heard from other library directors how much they appreciate us taking the initiate to start this group.

**Assistant Director:**

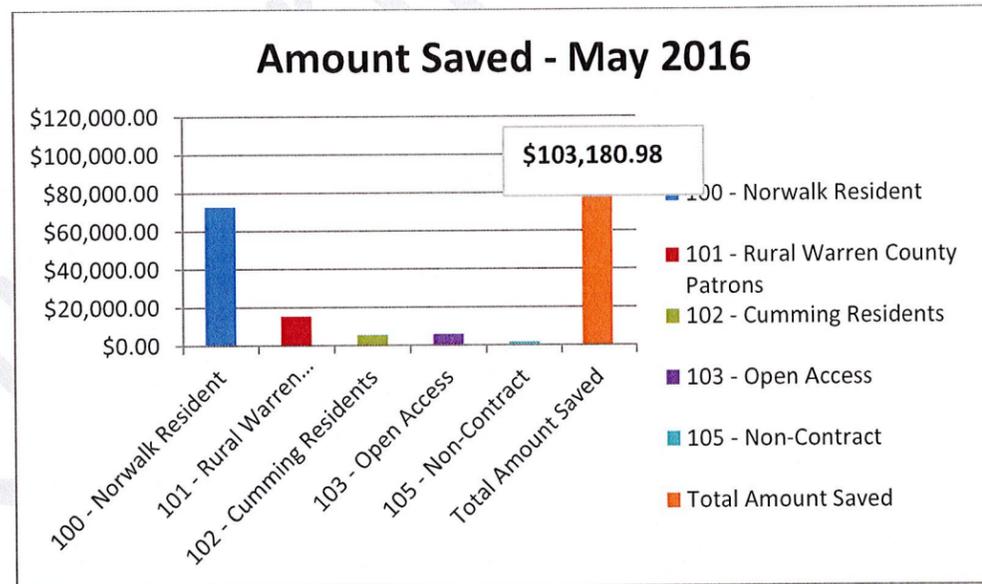
Annette has been working on catching up with cataloging and processing materials, as well as keeping up with ordering new materials. We are working extremely hard at keeping the new book shelves as full as possible. In addition to her normal collection management duties, Annette has been assisting in mentoring other staff members and in discussions related to the WCPP grant award project. Annette has also been assisting in working and learning with the new circulation system to provide suggestions as to what will help the system function the best for our library.

April Stats:	
Total # of Items Added	422
Total # of Items Withdrawn	24

**General Library / Director's Activities:**

Director Sealine spent May continuing to learn and teach others about the new circulation system. We are slowly working out all the kinks that come with any large technology change, and are really enjoying the new system. In addition, we have been working to streamline various procedures within the library such as our opening and closing checklist procedures. These check lists are helping to ensure we are all on the same page when it comes to getting everything done. Coming up in June, Director Sealine will be working on staff evaluations, assisting as needed with Summer Reading programs, completing the WCPP Grant project, and continuing to work through policy and procedure clean-up. There are lots of fun things going on at the library, and we welcome anyone to stop by for a visit anytime.

Below is a graph of money that library patrons have saved during the month of May by using Norwalk Easter Public Library for their book/print materials checkout. This does not include the amount patrons have saved by using our digital resources or by attending out library programing.



### **Unfinished Business**

- The LED lighting project is waiting to be scheduled for installation. Public Works Director, Tim Hoskins, has been in contact with company and has shared our desire to schedule the install for an August time-frame.
- Discussion regarding the fencing around garbage directed Library staff to get quotes on a variety of fence material (brick, steel, or wood). We even discussed a possibility of working with an Eagle Scout to help with project with provided material.
- The new Digital Bulletin Board, which is part of the Warren County Philanthropic Partnership, is being evaluated as to whether it should be mounted or stand-alone.

### **New Business**

- The Library Board voted on a 2% COLA raise for Director Sealine. Motion made by A. Johnson and seconded by J. Corcoran.
- Annual Nominations: President will be J. Corcoran as motioned by S. Clarke and seconded by D. Vilez. Secretary will be C. Gavin as motioned by C. Gavin and seconded by T. Dunn. Treasurer will be A. Johnson as motioned by T. Dunn and seconded by D. Vilez.
- A note was made for a future discussion regarding a policy/ procedure for future Foundation Fund Raising events to be brought to the Library Board for approval prior to planning.

### **Adjournment**

D. Vilez requested a motion for adjournment: seconded by A. Johnson. Motion passed.  
Adjourned at 8:00pm.

### **Meeting Activity Record**

- Motion 1: The agenda was reviewed and approved with a motion from S. Clarke and seconded by A. Johnson.
- Motion 2: The board approved the minutes of the meeting on May 9, 2016 with a note to add the director's report. Motion from A. Johnson and seconded by S. Clarke.
- Motion 3: The Library Board voted on a 2% COLA raise for director Sealine. Motion made by A. Johnson and seconded by J. Corcoran.
- Motion 4: Annual Nominations: President will be J. Corcoran as motioned by S. Clarke and seconded by D. Vilez.
- Motion 5: Secretary will be C. Gavin as motioned by C. Gavin and seconded by T. Dunn.

- Motion 6: Treasurer will be A. Johnson as motioned by T. Dunn and seconded by D. Vilez.

Respectfully submitted by: Cindy Gavin, Secretary

**Library Expenditures**  
**July Board Meeting**

Account #	Account Title	Company	Amount	Notes
001-5-410-2-6220	Subscriptions & Educational Materials	Book Page	\$300.00	
001-5-410-2-6220	Subscriptions & Educational Materials	Cengage Gale	\$300.00	
001-5-410-1-6210	Association Dues	Association of Rural and Small Libraries	\$49.00	
001-5-410-2-6240	Meetings and Conferences	Iowa Library Association	\$200.00	
001-5-410-2-6310	Building Maintenance / Repair	Carrier Enterprise, LLC	\$230.43	
001-5-410-2-6310	Building Maintenance / Repair	Menards	\$70.41	
001-5-410-2-6371	Electricity/ Gas Expense	MidAmerican Energy	\$2,157.26	
001-5-410-2-6373	Telecommunications	Century Link	\$162.46	
001-5-410-2-6413	Payment for Services	Lightedge	\$8.40	Final bill includes additional 30 days after notification
001-5-410-2-6413	Payment for Services	Bob's Customer Trophies, Inc.	\$26.85	
001-5-410-2-6413	Payment for Services	Comprise	\$1,865.00	
001-5-410-2-6413	Payment for Services	Merritt Company	\$867.00	June Cleaning
001-5-410-2-6413	Payment for Services	Delage Landen	\$136.40	
001-5-410-2-6414	Print & Publishing Expense	Standridge Company LLC	\$110.00	
001-5-410-2-6415	Rents and Leases	Pitney Bowes	\$349.00	
001-5-410-2-6417	Programming	ELAN - C Fresh Market	\$9.16	
001-5-410-2-6417	Programming	Discount School Supply	\$100.40	
001-5-410-2-6417	Programming	Fareway	\$21.80	
001-5-410-2-6502	Books and Films	Amazon Credit	\$2,424.06	
001-5-410-2-6502	Books and Films	Baker and Taylor	\$313.42	
001-5-410-2-6502	Books and Films	Center Point Large Print	\$425.79	
001-5-410-2-6502	Books and Films	ELAN - Barnes and Noble	\$172.79	
001-5-410-2-6502	Books and Films	ELAN - American Go Foundation	\$25.00	
001-5-410-2-6502	Books and Films	MidAmerica Books	\$616.71	
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$2,969.86	
001-5-410-2-6502	Books and Films	Penworth Company	\$287.95	
001-5-410-2-6502	Books and Films	Recorded Books	\$235.00	
001-5-410-2-6507	Operating Supplies	Amazon Credit	\$45.19	
001-5-410-2-6507	Operating Supplies	ACE Hardware	\$36.43	
001-5-410-2-6507	Operating Supplies	Indoff	\$209.04	
001-5-410-2-6507	Operating Supplies	Norwalk Hardware & Auto Supply	\$24.25	
001-5-410-2-6507	Operating Supplies	Reimbursement - Holly Sealine	\$111.92	4th of July Candy
183-4-410-2-4705	Trust - General Contributions	Amazon Credit	\$100.00	
183-4-410-2-4705	Trust - General Contributions	Apple Retail for Business	\$3,132.00	Ipads for WCPP Project; <b>Please give Holly Check</b>
183-4-410-2-4705	Trust - General Contributions	Fareway	\$100.00	
	<b>Total</b>		<b>\$18,192.98</b>	

CITY OF NORWALK  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JULY 31ST, 2016

7-11-2016 04:34 PM  
 001-GENERAL FUND

REVENUES

CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
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LIBRARY SERVICES

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USE OF MONEY & PROPERTY						
001-4-410-4-4310 RENTAL INCOME	1,700.00	150.00	0.00	150.00	0.00	1,550.00 8.82
TOTAL USE OF MONEY & PROPERTY	1,700.00	150.00	0.00	150.00	0.00	1,550.00 8.82

INTERGOVERNMENTAL

001-4-410-2-4465 COUNTY CONTRIBUTIONS	19,000.00	0.00	0.00	0.00	0.00	19,000.00 0.00
001-4-410-2-4470 LIBRARY SERVICE	4,500.00	0.00	0.00	0.00	0.00	4,500.00 0.00
001-4-410-3-4440 STATE GRANTS	3,400.00	0.00	0.00	0.00	0.00	3,400.00 0.00
TOTAL INTERGOVERNMENTAL	26,900.00	0.00	0.00	0.00	0.00	26,900.00 0.00

CHARGES FOR SERVICES

001-4-410-1-4500 CHARGES/FEES FOR SERVICE	6,500.00	182.50	0.00	182.50	0.00	6,317.50 2.81
TOTAL CHARGES FOR SERVICES	6,500.00	182.50	0.00	182.50	0.00	6,317.50 2.81

MISCELLANEOUS REVENUES

001-4-410-2-4705 CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00 0.00
001-4-410-2-4710 REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00 0.00
TOTAL MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00	0.00 0.00

TOTAL LIBRARY SERVICES

TOTAL LIBRARY SERVICES	35,100.00	332.50	0.00	332.50	0.00	34,767.50 0.95
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TOTAL REVENUE

TOTAL REVENUE	35,100.00	332.50	0.00	332.50	0.00	34,767.50 0.95
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CITY OF NORWALK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JULY 31ST, 2016

001-GENERAL FUND  
LIBRARY SERVICES

DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
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SALARIES & WAGES

001-5-410-1-6010 SALARIES AND WAGES-FULLTIME	161,600.00	24.89	0.00	24.89	0.00	161,575.11	0.02
001-5-410-1-6020 PART-TIME AND TEMPORARY HELP	85,000.00	0.00	0.00	0.00	0.00	85,000.00	0.00
TOTAL SALARIES & WAGES	246,600.00	24.89	0.00	24.89	0.00	246,575.11	0.01

EMPLOYEE BENEFITS & COST

001-5-410-1-6182 ALLOWANCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EMPLOYEE BENEFITS & COST	0.00	0.00	0.00	0.00	0.00	0.00	0.00

STAFF DEVELOPMENT

001-5-410-1-6210 ASSOCIATION DUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-5-410-1-6220 SUBSCRIPTIONS & EDUCATION MATL	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
001-5-410-1-6240 MEETING & CONFERENCES	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
TOTAL STAFF DEVELOPMENT	12,000.00	0.00	0.00	0.00	0.00	12,000.00	0.00

REPAIR, MTCHE, UTILITIES

001-5-410-2-6310 BUILDING MAINTENANCE/REPAIR	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
001-5-410-2-6350 OPERATIONAL EQUIPMENT REPAIR	500.00	0.00	0.00	0.00	0.00	500.00	0.00
001-5-410-2-6371 ELECTRIC/GAS EXPENSE	20,000.00	2,157.26	0.00	2,157.26	0.00	17,842.74	10.79
001-5-410-2-6373 TELECOMMUNICATIONS EXPENSE	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
TOTAL REPAIR, MTCHE, UTILITIES	38,000.00	2,157.26	0.00	2,157.26	0.00	35,842.74	5.68

CONTRACTUAL SERVICES

001-5-410-2-6402 ADVERTISING & LEGAL PUBLICATIO	500.00	0.00	0.00	0.00	0.00	500.00	0.00
001-5-410-2-6413 PAYMENT FOR SERVICES	25,000.00	136.40	0.00	136.40	0.00	24,863.60	0.55
001-5-410-2-6414 PRINTING & PUBLISHING EXPENSE	500.00	0.00	0.00	0.00	0.00	500.00	0.00
001-5-410-2-6415 RENTS & LEASES	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
001-5-410-2-6417 PROGRAMMING	12,000.00	0.00	0.00	0.00	0.00	12,000.00	0.00
001-5-410-2-6420 REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-5-410-2-6490 CONSULTANT & PROFESSIONAL FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	41,000.00	136.40	0.00	136.40	0.00	40,863.60	0.33

COMMODITIES

001-5-410-2-6502 BOOKS/FILMS	65,000.00	0.00	0.00	0.00	0.00	65,000.00	0.00
001-5-410-2-6507 OPERATING SUPPLIES	12,000.00	0.00	0.00	0.00	0.00	12,000.00	0.00
001-5-410-2-6508 POSTAGE AND SHIPPING	3,500.00	0.00	0.00	0.00	0.00	3,500.00	0.00
TOTAL COMMODITIES	80,500.00	0.00	0.00	0.00	0.00	80,500.00	0.00

CAPITAL OUTLAY

001-5-410-3-6721 FURNITURE & FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-5-410-3-6728 CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00

TOTAL LIBRARY SERVICES

TOTAL LIBRARY SERVICES	418,100.00	2,318.55	0.00	2,318.55	0.00	415,781.45	0.55
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TOTAL EXPENDITURES

TOTAL EXPENDITURES	418,100.00	2,318.55	0.00	2,318.55	0.00	415,781.45	0.55
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REVENUE OVE. (NDER) EXPENDITURES

REVENUE OVE. (NDER) EXPENDITURES	( 383,000.00)	( 1,986.05)	0.00	( 1,986.05)	0.00	( 381,013.95)	(
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CITY OF NORWALK  
REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: JULY 31ST, 2016

PAGE: 1

112-SPECIAL REVENUE  
LIBRARY SERVICES

DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<b>EMPLOYEE BENEFITS &amp; COST</b>							
112-5-410-1-6110 CITY'S CONTRIBUTION FOR FICA	19,000.00	670.27	0.00	670.27	0.00	18,329.73	3.53
112-5-410-1-6130 CITY'S CONTRIBUTION FOR IPERS	18,000.00	810.61	0.00	810.61	0.00	17,189.39	4.50
112-5-410-1-6140 DEFERRED COMPENSATION	1,800.00	0.00	0.00	0.00	0.00	1,800.00	0.00
112-5-410-1-6150 GROUP INSURANCE	39,500.00	255.91	0.00	255.91	0.00	39,244.09	0.65
112-5-410-1-6160 WORKERS' COMPENSATION	900.00	214.00	0.00	214.00	0.00	686.00	23.78
112-5-410-1-6170 UNEMPLOYMENT COMPENSATION	200.00	54.13	0.00	54.13	0.00	145.87	27.07
TOTAL EMPLOYEE BENEFITS & COST	79,400.00	2,004.92	0.00	2,004.92	0.00	77,395.08	2.53

TOTAL LIBRARY SERVICES

79,400.00	2,004.92	0.00	2,004.92	0.00	77,395.08	2.53
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TOTAL EXPENDITURES

79,400.00	2,004.92	0.00	2,004.92	0.00	77,395.08	2.53
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REVENUE OVER/(UNDER) EXPENDITURES

( 79,400.00)	( 2,004.92)	0.00	( 2,004.92)	0.00	( 77,395.08)	2.53
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\*\*\* END OF REPORT \*\*\*

183-T & A LIBRARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
LIBRARY SERVICES							
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USE OF MONEY & PROPERTY							
183-4-410-4-4300 INTEREST INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL USE OF MONEY & PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS REVENUES							
183-4-410-2-4705 CONTRIBUTIONS	250.00	102.38	0.00	102.38	0.00	147.62	40.95
183-4-410-2-4706 CONTRIBUTIONS LIBRARY ROOF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
183-4-410-2-4707 CONTRIBUTIONS-CHILDREN'S PROGR	250.00	52.40	0.00	52.40	0.00	197.60	20.96
183-4-410-2-4708 CONTRIBUTIONS-BOOK COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
183-4-410-2-4709 CONTRIBUTIONS-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS REVENUES	500.00	154.78	0.00	154.78	0.00	345.22	30.96
TOTAL LIBRARY SERVICES	500.00	154.78	0.00	154.78	0.00	345.22	30.96
TOTAL REVENUE	500.00	154.78	0.00	154.78	0.00	345.22	30.96

CITY OF NORWALK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JULY 31ST, 2016

183-T & A LIBRARY  
LIBRARY SERVICES

DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
CONTRACTUAL SERVICES							
183-5-410-3-6413 PAYMENT FOR SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00

TOTAL LIBRARY SERVICES

TOTAL LIBRARY SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00

REVENUE OVER/(UNDER) EXPENDITURES

REVENUE OVER/(UNDER) EXPENDITURES	500.00	154.78	0.00	154.78	0.00	345.22	30.96
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\*\*\* END OF REPORT \*\*\*



## NORWALK EASTER PUBLIC LIBRARY Director's Report – FY17

### Monthly Statistics (Used for Annual Report to Sate Library):

- Library Visitors during previous month: 11,042
  - **Percentage Change: 2% increase from June 2015**
- Circulation of items during previous month:
  - 13,116 (items within library)
  - 610 (Bridges items)
  - 44 (Zinio items)
  - **13,770 Total**
    - **Percentage Change: 10.56% increase from June 2015**
- New Accounts during previous month:
  - 92 adult accounts
  - 65 Juvenile accounts
- Meeting Room Rentals during previous month:
  - 18 Rentals
- Reference Interactions during previous month:
  - 32 @ Circulation Desk
  - 72 @ Youth Services Desk
  - **104 Total**
- Library Volunteers during the previous month:
  - 95 participants
  - 526 number of hours volunteered
- Programming Statistics:

	# of Programs	# of Participants
Children's	31	1379
Teen	4	9
Adult	5	72
Adult Outreach	6	34
Technology Help Sessions	1	1
Exam Proctoring	1	1

**Youth Services:**

During the month of June, 1,471 people signed up for the summer reading program! We also hosted several special events including our big summer kickoff party, the Blank Park Zoo, and the Hanson Family juggling and unicycle show. We have been having weekly art projects, LEGO building, story-times, movie showings, and more! For teens, we hosted weekly drop-in Wii games and had a teen and adult craft night where we made bags, scarves and more out of t-shirts. Thanks so much to all of our summer volunteers and sponsors for helping us make it happen!

**Adult Services:**

During the month of June, there were 5 shared youth/adult programs and one adult fundraiser for the month of June. Please let the board know that the summer read programming had more intergenerational participation because our adults in the summer are involved with the youth much more (parents & grandparents).

- 1) Summer Movies: "Cool Runnings" & "Miracle" were advertised as both a youth and adult program.
- 2) Craft Night – T-shirt refashioning had 16 participants, with mainly adults and about 3 teens.
- 3) Mixed Martial Arts Sport Coach and former fighter, Ryan Clark had 3 participants (2 teens and 1 adult)
- 4) Caddy Stacks "Adults Only" Fundraiser on Friday July 1st had 58 adults. The Norwalk Easter Public Library Foundation was able to raise around \$3,000 that will be used to upgrade the AV equipment in the community room. In addition to the fundraiser, many families participated and enjoyed the opportunity to play the mini-golf course throughout open play hours on Saturday and Sunday July 2<sup>nd</sup> and 3<sup>rd</sup>.

**Next Month:**

- 1) 2 more movies for general audience 6/7 & 7/21
- 2) Novel Year Book Club – The Kite Runner 6/12 & 6/26
- 3) Craft Night – Brick Books 6/18
- 4) Humanities Iowa Speaker, Dan Kaercher "Iowa Treasures" 6/19 – Dan was first editor of Midwest Living Magazine and starred in IPTV's show "Iowa Pleasures"

**Assistant Director:**

This month I added 295 new items to the collection. I weeded the Biography collection, and removed 166 titles during that project. I provided assistance in preparation of our Caddy Stacks event and assisted in set-up. We have been working to update & improve our Automatically Yours system within Apollo and have now been able to implement a more efficient & less time consuming system. I have been continuing to work on a rebuilding of our Adult Nonfiction section and am very pleased with the progress that has been made. There has been a steady flow of new (and replacement) items added to the collection with more to come. I feel that we now have a more useful, current and well-rounded adult non-fiction collection.

**Other things I work on every month:**

- Purchase requests (from patrons and staff)
- Ordering (we order from a variety of vendors and they vary depending on which collection I am ordering for) I place orders every week at the very least – more often I place orders daily.
- Weed items
- Every week we get damaged materials back to the library and I go through each of those items to determine if we will replace or weed them.
- Replacement items are processed
- Work on memorial donations (anyone donating money for materials in memory/in honor of someone)

Next up... I will be weeding the Juvenile Nonfiction section in August.

<b>June Stats:</b>	
Total # of Items Added	295
Total # of Items Withdrawn	166

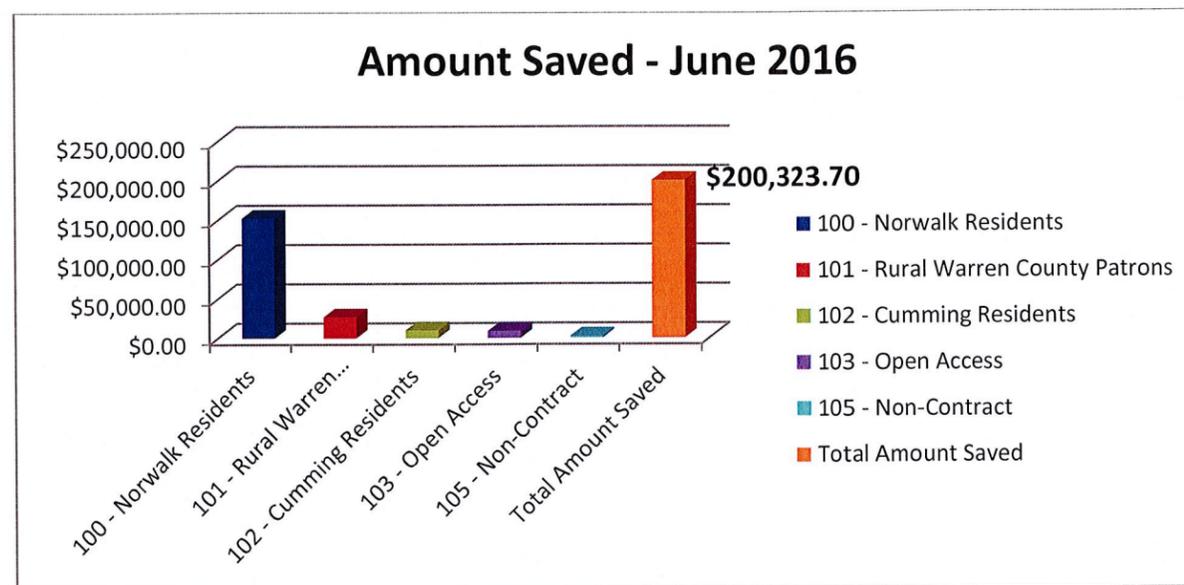
**General Library / Director’s Activities:**

Director Sealine spend a portion of June assisting with Summer Reading activities including Summer Read Kick-Off on June 4<sup>th</sup>, attending City Council meetings, as well as weekly department head meetings. Director Sealine also participated in city manager interviews, and helped the Norwalk

Easter Public Library Foundation with the Caddy Stacks Fundraiser and Mini-Golf event. In addition to these tasks, Director Sealine completed annual staff evaluations and reviewing, planning and goal-set for the new fiscal year.

Goals for the month of July will be to complete an annual report to submit to Library Trustees and City Council, as well as the Annual State Report and our Open Access report for the Iowa Library Services. Director Sealine will also be attending a leadership development institution through the Iowa Library Association the last week of July. I am sure there are more items that will be on the July to-do list, but these items and the usual assistance necessary during Summer Reading.

Below is a graph of money that library patrons have saved during the month of June by using Norwalk Easter Public Library for their book/print materials checkout. This does not include the amount patrons have saved by using our online digital resources, programming, facilities, or computer/internet access.





**BUSINESS OF THE LIBRARY BOARD OF TRUSTEES  
AGENDA STATEMENT**

**ITEM TITLE:** Disconnection of Iowa Communications Network (ICN) Equipment from  
Norwalk Easter Public Library

**CONTACT PERSON:** Holly Sealine

**SUMMARY EXPLANATION:**

There is ICN equipment that is not connected to anything, nor are we using any ICN services. Director Sealine is requesting that we sign a disconnection letter to get the equipment removed. She has spoken to the City IT Director and he agrees that it would be acceptable to sign this disconnection letter.

**STAFF RECOMMENDATION:**

The staff recommends that Library Trustees approve the disconnection of ICN resources and removal of the equipment.

**BOARD RECOMMENDATION:**

Yes       No

## Holly Sealine

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**From:** Tim Geyer <tgeyer@norwalk.k12.ia.us>  
**Sent:** Wednesday, June 29, 2016 1:04 PM  
**To:** Holly Sealine  
**Subject:** Re: FW: ICN

I think you are fine to disconnect.

Thanks,

Tim Geyer  
Director of Technology  
City of Norwalk & Norwalk Community School District  
515-850-0103



**Please do not print this email unless it is absolutely necessary. Thanks!**

Notice: This e-mail (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521, is confidential, and may be legally privileged. If you are not the intended recipient, you are hereby notified that any retention, dissemination, distribution, or copying of this communication is strictly prohibited. Please reply to the sender that you have received the message in error, and then delete it. Thank you.

On Wed, Jun 29, 2016 at 12:53 PM, Holly Sealine <[hsealine@norwalk.iowa.gov](mailto:hsealine@norwalk.iowa.gov)> wrote:

Hey –

Before I sign this, I want to triple check with you that disconnecting the ICN is okay. I do not want to potentially burden the library in the future by disconnecting now; but also don't see why we should be connected when there are no services currently being provided. I will also run this through our Library Board to make sure they are okay with it and understand the implications. Please respond to let me know if you can think of any reason why I should not sign this termination letter, or if it is completely okay to sign it.

Thanks!

Sincerely,

Holly Sealine, Director

Norwalk Easter Public Library

1051 North Avenue

June 29, 2016

Ms. Holly Sealine  
Library Director  
Norwalk Easter Public Library  
1051 North Avenue  
Norwalk, IA 50211

Dear Director Sealine:

You recently contacted the ICN and requested that your Part III connection to the ICN network be disconnected. Windstream currently provides a Dark Fiber connection to Norwalk Easter Public Library, Norwalk, IA and the Department of Education currently pays the total monthly cost for this connection.

As Site Administrator, by signing and returning this letter to the ICN you acknowledge that you authorize the ICN to contact Windstream and cancel the Part III Lease for the Dark Fiber to Norwalk Easter Public Library, Norwalk, IA. ICN will coordinate the FOTS room equipment removal from Norwalk Easter Public Library, Norwalk, IA with you and Windstream.

We also would like to point out that in the future if you decide to re-connect to the ICN network, the ~~school district~~ <sup>library</sup> will bear full financial responsibility for the connection (construction costs and monthly lease cost).

Although we are disappointed that you have decided to longer receive telecommunication services at this site from the ICN, we want to thank you for allowing ICN to be a partner in education these past years.

Sincerely,  
Patrick McGinty  
ICN Account Consultant

By my signature below, I authorize Iowa Communications Network to cancel the Part III Lease Agreement for Dark Fiber to Norwalk Easter Public Library, Norwalk, IA effective: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**RIC LUMBARD, EXECUTIVE DIRECTOR**

Grimes State Office Building, 400 E. 14<sup>th</sup> Street, Des Moines, IA 50319    Phone: 515-725-4692    Fax: 515-725-4727    www.icn.iowa.gov

IOWA TELECOMMUNICATIONS AND TECHNOLOGY COMMISSION



**BUSINESS OF THE LIBRARY BOARD OF TRUSTEES  
AGENDA STATEMENT**

**ITEM TITLE:** 28E Agreement with City of Martensdale for Library Services

**CONTACT PERSON:** Holly Sealine

**SUMMARY EXPLANATION:** On Thursday July 7, 2016, I was contacted by John Ralls (Mayor of Martensdale) to see if we would be open to working with Martensdale to provide library services. I have worked with the City Financial director to create a formula for a 1 year of library services contract that includes a percentage of current usage and an additional library services fee that would cover other services beyond circulation of items. I believe this is a very fair formula and contract. Mr. Ralls will be taking the suggested contract to his City Council on Monday July 11, and will get back to me if they will agree. If so, I will then take it to our City Council for official approval of a contract. This agenda item is to keep the Library Board of Trustees informed.

**STAFF RECOMMENDATION:** The staff recommends that Library Trustees approve that we provide library services to Martensdale residents via a 28E agreement with the City of Martensdale.

**BOARD RECOMMENDATION:**

Yes       No



**LIBRARY SERVICES 28E CONTRACT**  
BETWEEN THE CITY OF NORWALK AND THE CITY OF MARTENSDALE

This contract is entered into this 1 day of July, 2016, between the City of Norwalk, Iowa (Norwalk) and the City of Martensdale, Iowa (Martensdale).

WHEREAS, Martensdale is in need of Library Services for its residents and is empowered and required to provide for such services,

IT IS HERBY AGREED AS FOLLOWS:

Norwalk agrees to provide Library Services to the residents of Martensdale for Fiscal Year 2017 (July 1, 2016 through June 30, 2017.)

As consideration for providing Library Services to the residents of Martensdale, Martensdale agrees to pay Norwalk **\$2,358.39** due to the City of Norwalk before September 30, 2016.

It is understood that this agreement shall terminate on June 30, 2017.

In the event of a breach of this agreement by either party, any costs of enforcement or collection of funds due shall be paid by the defaulting party, including court costs and attorney fees.

**CITY OF MARTENSDALE**

**CITY OF NORWALK**

\_\_\_\_\_  
John Ralls, Mayor

\_\_\_\_\_  
Tom Phillips, Mayor

**ATTEST**

**ATTEST**

\_\_\_\_\_  
Donna Bahun, City Clerk

\_\_\_\_\_  
Jodi Eddleman, City Clerk