

Regular Meeting of Library Board

Regular meeting of the Elwood Board of Trustees was held Wed. Jan. 7<sup>th</sup>, 1970 at 7:00 P.M. Those members present were: Walter Allen, Florence Sharp, E. Powell, Patricia Fitzpatrick, Weldon Shickley, Esther Hunt, Librarian.

Minutes of the previous meeting was read and approved

Librarian's report was read —

December 1969

Adult Books 2750 increase 463

Childrens Books 2274 " 630

5024 " 1,093

Balance as of 11/30/69 ————— 2,125.13

\* Received During Dec. 1969 ————— 17,676.63

Disbursed During Dec. 1969 ————— 6,107.48

Balance as of Dec. 31, 1969 ————— 13,824.80

\* Tax draw ————— 17,676.63

Fire + Fuel ————— 112.52

Non Res. Fee ————— 35.00

17,824.15

The salary being paid the pages was discussed and it was moved by Mrs. Fitzpatrick that the hourly rate of Susan Glenn be increased from \$1.00 to \$1.15 and Barbara Sanders to be increased from 75¢ to 85¢ per hour. 2nd by Mrs. Sharp. — Motion Passed

Jan. 7<sup>th</sup> 1970

Mr. Allen mentioned that we must consider the following problems: 1. Recondition the office of the Librarian. 2. Walls in the South Reading Room, 3. Air Conditioning the Building.

The items were all discussed at some length and the following recommended for action

1. Reconditioning of office. — Mr. Allen will contact Mr. Steve Sizelove for Recommendation from him and future action.

2. Air Conditioning. It was thought we had better engage an architect before proceeding with this project. — Mr. Shickley is to call Mr. Arthur B. Heaming and ask if he can meet with us next month.

No further business was brought before the meeting. Meeting adjourned.

W. Shickley, Secy.



MINUTES OF FEBRUARY 1970 MEETING - BOARD OF TRUSTEES

The regular monthly meeting of the Library Board of Trustees was held on Wednesday, February 4th at 7:00 p.m., in the library.

Those present were: Walter Allen, Weldon Shickley, Emalee Powell, Jeanne Wellnitz and unofficially the new board member, Frank Wellnitz.

The meeting was opened by Mr. Allen. Mr. Shickley read the Minutes of the January meeting and there being no changes they were approved as read.

Mr. Allen quoted Mr. Sizelove's bid of \$789.45 on remodeling the librarian's office based on an 8' ceiling with hickory paneling on the walls. Work is to be started by Mr. Sizelove as soon as it is possible for him to get to the job. This is expected to be in the very near future.

Mr. Arthur Henning, architect, was present at the meeting to discuss with the board various proposed methods for air-conditioning the library. He told the board that one of his engineers would study the building and its needs and would report to the board at the March meeting what he would recommend and the estimated cost. Mrs. Hunt informed Mr. Henning that during 1970 we would have a maximum of \$9,951. to cover the cost of the air-conditioning. Mr. Allen, Mr. Wellnitz and Mrs. Hunt then made a tour of the building with Mr. Henning so he would have a better idea of the needs of the library in air-conditioning. Mr. Henning then left the board meeting, after promising to look up similar projects where the board members could go to inspect the type of installation he proposed for the library.

LIBRARIAN'S REPORT

A total of 5371 books were circulated during January. This was an increase of 824 books over 1969.

146 information questions were answered - 32 by telephone.

135 books were cataloged and placed on the shelves. This included 7 reference books and 1 non-fiction gift book.

Operating Account:	Balance at beginning of January	\$13,841.80
	Received during January	194.83
	Disbursed during January	3,243.00
	Balance as of January 31, 1970	\$10,793.63

There is a balance of \$5,540.00 in the LIRF Account and \$411.70 in the Savings Account

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Mrs. Hunt advised that a new water heater had been installed by Virgil G. Green & Sons at a cost of \$106.00. Mr. Allen then commented that this cost plus a five year warranty was the best estimate we received for a new water heater. He had also received estimates from Indiana & Michigan Electric Co. and Leasons on the cost of a new water heater.



Mrs. Wellnitz submitted her letter of resignation as a board member. The letter was read to the board by Mr. Shickley. Mrs. Wellnitz observed how much she had enjoyed her work in serving as a member of the library board of trustees.

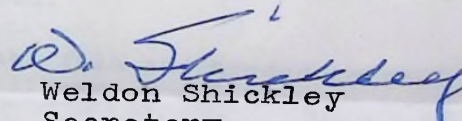
Mrs. Wellnitz read a letter she had received from Kenneth R. Beesley, State Examiner for the State Board of Accounts in response to a letter she had written regarding the insurance policy pursued by the library. A copy of this letter was distributed by Mrs. Wellnitz to each board member present and to Mrs. Hunt. Mr. Shickley made a motion that Mr. Allen discuss this matter with Mr. Hadley and report back to the Board. Mrs. Powell seconded the motion and it carried unanimously.

Mrs. Hunt advised that she had submitted her annual report to Mr. Allen. She then reported on some of the high-light statistics contained in the report ... the library had 51 more registered borrowers in 1969 than in 1968 ... 3800 more books were circulated and 574 more reference questions were answered by the staff ... the phone queries were up 74 ... while 1100 swim tickets were distributed to youngsters in the reading club this past summer.

Some of the heating problems we have been having with our furnace and radiators were discussed by Mr. Shickley and Mrs. Hunt. Marion Reynolds had been called in to check the radiators. He suggested that a graph be prepared showing which circuit goes to each radiator. He felt that pipes were connected to the wrong circuits and this could be corrected once we had ascertained by graph our present circuit system.

There being no further business the meeting was adjourned, by Mr. Allen, at approximately 8:15 p.m.

Respectfully submitted,

  
Weldon Shickley  
Secretary

Typed: 2/7/70



MINUTES OF MARCH 1970 MEETING - BOARD OF TRUSTEES

The regular monthly meeting of the Library Board of Trustees was held on Wednesday, March 4th at 7:00 p.m. in the library.

Those present were: Walter Allen, Weldon Shickley, Pat Fitzpatrick and Frank Wellnitz.

The meeting was opened by Mr. Allen. Mr. Shickley read the Minutes of the February meeting and there being no changes they were approved as read.

LIBRARIAN'S REPORT

A total of 5281 books were circulated during February. This was an increase of 734 books over 1969.

146 information questions were answered - 26 by telephone.

133 books were cataloged and placed on the shelves. This included 2 reference books and 2 non-fiction gift books. Our total book stock is 28,822 books - 18,836 adult books and 9,986 juvenile books.

Operating Account:	Balance at beginning of February	\$10,793.63
	Received during February	113.11
	Disbursed during February	3,368.70
	Balance as of February 28, 1970	\$7,538.04

There is a balance of \$5,540.00 in the LIRF Account and \$411.70 in the Savings Account.

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Mrs. Hunt reported that the cost for the maintenance contract from Eastman Kodak Company for the micro-film viewer had been increased to \$43.00 for the year 1970.

Mrs. Hunt presented to the Board a book which had been received as a gift from the Director of the Anderson Public Library - a record of Madison County deaths from 1882 to 1920. It was agreed that a thank-you letter be sent from our Board to the Anderson Public Library for this gift. Mr. Shickley will take care of this.

Mrs. Hunt explained that a suggestion had been made by Mr. Bucove, Director of the Anderson Public Library that a reciprocal service arrangement be set up for the four county libraries at Alexandria, Anderson, Elwood and Pendleton. He suggested that an informal committee, comprised of the librarians from these four cities, be formed to meet perhaps every four months to discuss problems and suggestions for the four libraries. Mr. Wellnitz made a motion that the four librarians meet as an informal organization to work out plans for lending books in inter-library exchange. Mr. Shickley seconded and it carried unanimously.

Mrs. Hunt announced that the Friends of the Anderson Library Association was sponsoring the sale of a book - "The History of Madison County - 1914" at a pre-publication price of \$12.50 until March 31, 1970; after which time the regular price will be \$15.00. Publicity concerning this sale is on display at the Elwood Library, who will receive a commission of \$1.50 for each book sold in Elwood.



March 1970 Minutes (Continued)

A short discussion followed on the methods of processing books to be placed on library shelves. Mr. Bucove had advised Mrs. Hunt that eventually Anderson might be in a position to process some of our books. The commercial processing systems have not worked out satisfactorily for either Anderson or Elwood.

Mrs. Hunt asked permission of the Board for Mrs. Stout and Mrs. Stiner to attend a Children's Library Conference at Purdue on April 17th and 18th. This will follow almost immediately one at Bloomington which Mrs. Hunt and Mrs. Stout will attend on April 5th through 7th. Consent of the Board was given that both conferences be attended by the staff members indicated by Mrs. Hunt.

Mr. Henning, the architect, did not attend the Board meeting and therefore no progress report is available on air-conditioning for the library.

While waiting for Mr. Henning, an informal discussion ensued regarding future plans for stacking books in the library, tax rates to be paid to libraries in the future, etc.

A question of our \$5.00 non-resident fee was raised. Mrs. Hunt pointed out that this fee was \$40.00 in Anderson and the Board seemed agreed that our fee should be either doubled or tripled. Mr. Allen requested Mrs. Hunt to get together some figures for the next board meeting suggesting a new non-resident fee for Elwood. It was generally felt that the raise in fee be announced in April, to become effective in June.

Mr. Shickley asked if he should proceed with plans of having a graph prepared to begin solving some of our heating problems. The Board agreed that this should be followed through and the problems solved, if possible, before next winter.

There being no further business the meeting was adjourned by Mr. Allen at about 8:00 p.m.

Respectfully submitted

*W. D. Shickley*

Weldon Shickley, Secretary



Special Meeting - March 13, 1970

A special meeting was called by the Board President, Walter Allen, Friday afternoon March 13, 1970 at 5:00 P.M. Those members present were: Walter Allen, Glenn Hadley, Patricia Fitzpatrick, Florence Sharp and Weldon Shickley.

The purpose of the meeting was to further consider the matter of the air conditioning of the library. Mr. Arthur B. Henning of Anderson Indiana was present and representing his Architectural Firm.

Mrs. Sharp moved that the Board engage Mr. Henning as our architect for the air conditioning project. Second by Mrs. Fitzpatrick. The motion carried.

Mr. Henning had prepared some plans on how the system might be installed. He proposed to put two 10 TON units on the first floor. They would be located just south of the librarians office and near the hallway in the south. Each unit to be installed overhead to make possible a minimum of ducting and also to save the floor space. The outside cooling unit to be located at the

3/13/70 Continued

Southwest corner of the building. Mr. Henning further recommended that we use our window units for cooling the Childrens Room. He felt this would be necessary to keep the project within the figure we had in mind for the project.

Mrs. Sharp moved that Mr. Hadley assist us in preparing the legal advertisement in the paper and to accept bids on Mr. Henning's proposal for the Air Conditioning to be April 1, 1970 at 7:00 P.M. Mrs. Fitzpatrick seconded. The motion passed.

No further business to come before the Board at this time - The meeting was adjourned.

W. Shickley, Secy.



MINUTES OF APRIL 1970 MEETING - BOARD OF TRUSTEES

The regular monthly meeting of the Library Board of Trustees was held on Wednesday, April 1st at 7:00 p.m. in the library.

Those present were: Walter Allen, Weldon Shickley, Emalee Powell, Pat Fitzpatrick, Florence Sharp and Frank Wellnitz.

Reading of the Minutes of the March meeting was dispensed with to open bids for air-conditioning the library.

Three bids were received for air conditioning the library. From Robert A. Carter of Elwood, \$13,011.21 with an alternate of \$600.00 for fresh air ducts; From Don Lee Heating Co. of Indianapolis, \$9,587.00 with an alternate of \$686.00 for fresh air ducts and \$881.00 for installation of 2 Worthington 10-ton units; From Industrial Temperature Control, Inc. of Indianapolis \$13,800.00 with an alternate of \$450.00 for fresh air ducts. No action was taken pending further discussion with the architect, Arthur Henning.

Mrs. Sharp reported to the Board that it had been brought to her attention that a set of plans had been refused to Mr. Bennett Lamb so that he could not bid on the air-conditioning project. The Board agreed that anyone requesting specifications should be supplied with them so they would be in a position to bid. Later, when Mr. Henning came to the Board Meeting to pick up the bids, he stated that, to his knowledge, no one had been refused plans for the air-conditioning and that nine sets of plans had been distributed.

LIBRARIAN'S REPORT

A total of 5168 books were circulated during March. This was a decrease of 77 books under 1969.

131 Information questions were answered - 18 by telephone.

41 books were cataloged and placed on the shelves. This included 20 reference books. Our total book stock is 28,863 books - 18,861 adult books and 10,002 juvenile books.

Operating Account:	Balance at beginning of March	\$7,538.04
	Received during March	122.28
	Disbursed during March	3,769.93
	Balance as of March 31, 1970	3,890.39

There is a balance of \$5,540.00 in the LIRF Account and \$418.90 in the Savings Account.

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A discussion followed on tax money due the library from the County. It was agreed that although we hope to get tax draws as needed, plans should be made now and a program set up to enable the library to borrow funds should the need arise. Mr. Allen will get in touch with Mr. Hadley regarding the necessary steps to set up such a program.

Minutes of the Special Board Meeting called March 13th were read by Mr. Shickley. There being no changes they were approved as read.

Mrs. Hunt advised the Board that a "thank you" note had been sent by Mr.



April Board Minutes - Continued

Wellnitz to the staff and board for the planter sent while he was hospitalized.

A letter acknowledging receipt of purchase material sent by the Elwood Library to William S. Lett, Deputy Attorney General, State of Indiana, was read. This was in connection with the Children's Book antitrust litigation.

Mrs. Hunt advised the Board that she is making tentative plans to take part of her vacation the first two weeks in May.

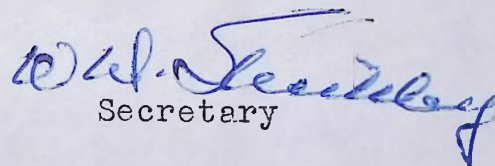
Mrs. Hunt advised the Board that the lock on the North door entrance to the Children's room did not work properly and that it is difficult for groups who meet in the library in the evening to lock the door when leaving. It was suggested that Mr. Beber be contacted to see if the lock can be repaired.

A discussion was held regarding non-resident fees for library use. It was suggested that our non-resident fee be raised to \$15.00 per year, per family. This figure was reached through the per capita cost to the local taxpayer for the operation of the Elwood Library. The per capita cost was \$3.93 and for an average family of four persons this would come to \$15.72 per year. It was suggested that a standard fee of \$15.00 be set regardless of the size of the out-of-city family seeking to use the local library facilities and that this new fee become effective as of June 1st. A motion was made to this effect by Mr. Shickley and seconded by Mr. Wellnitz. The motion carried unanimously.

Mr. Allen advised the Board that the new trees for the library would be planted within a week and Mr. Wellnitz suggested that our trees be trimmed.

There being no further business the meeting was adjourned by Mr. Allen at approximately 8:25 p.m.

Respectfully submitted,

  
Secretary



STATE BOARD OF TAX COMMISSIONERS  
 201 State Office Building  
 Indianapolis 46204

In the matter of Emergency Appropriations )  
 For: Madison County ) No. 461  
 Elwood Public Library )

A petition having been filed by the proper legal officers of the above named taxing unit, in the matter of additional appropriations, this matter having been set for hearing on April 27, 1970, a report having been made and all of the facts having been carefully considered, this Board does now take the following action thereon:

## APPROVED:

Library Improvement Reserve Fund		\$9,958.90
Operating Fund		<u>1,500.00</u>
	Total	\$11,458.90

## REDUCTIONS:

Library Improvement Reserve Fund		\$4,000.00
Operating Fund		<u>1,500.00</u>
	Total	\$5,500.00

Reference is made to the appropriation ordinance or resolution of the proper appropriating officials of said taxing unit, adopted: 4-20-70.

STATE BOARD OF TAX COMMISSIONERS

*Carleton L. Phillippi*  
 Carleton L. Phillippi, Commissioner

STATE OF INDIANA  
 OFFICE OF THE  
 STATE BOARD OF TAX COMMISSIONERS

I, Fred C. Wissman, Secretary of the State Board of Tax Commissioners, do hereby certify that the above is a full, true, and complete copy of the order of this Board made this date in the above entitled matter.

WITNESS MY HAND and SEAL of the Board on this the 6th day of May, 1970.

*Fred C. Wissman*  
 Fred C. Wissman, Secretary



Special Called Meeting  
April 8, 1970 5:00 P.M.

A Special meeting of the Board of Trustees of the Elwood Public Library was called by President Walter Allen. Those present were; W. Alley, Glenn Hadley, Patricia Fitzpatrick, Frank Wellnitz, & Weldon Shickley.

The bids for the new Air Conditioning was discussed. The low bid of Don Lee Heating Co. of Indianapolis was discussed. Mr. Henning, our architect, recommended that we accept the bid of Don Lee Co.

Frank Wellnitz moved that we accept the Don Lee bid of \$9,587.<sup>00</sup> and also the alternate bid of \$686.<sup>00</sup> for the work to bring in the outside air into the building. Pat. Fitzpatrick, seconded. Motion carried.

Frank Wellnitz moved that we reallocate \$1,500 from Buildings and Repairs (Acct. No. 24) to the Properties (Acct. #7). Motion seconded by Patricia Fitzpatrick. Motion carried.

Patricia Fitzpatrick moved that we take the necessary steps to publish a legal notice in the

for the moneys that will be needed for the Air Conditioning Project and in case our moneys would not be forthcoming in due time because of the delay of our tax rate approval by the State Board of Tax Commissioners. Motion seconded by Frank Wellnitz. Motion passed.

W.D. Shickley Secretary



MINUTES OF MAY 1970 MEETING - BOARD OF TRUSTEES

The regular monthly meeting of the Library Board of Trustees was held on Wednesday, May 6th at 7:00 p.m. in the library.

Those present were: Walter Allen, Weldon Shickley, Pat Fitzpatrick, Florence Sharp and Frank Wellnitz.

The meeting was opened by Mr. Allen. Mr. Shickley read the Minutes of the April meeting and there being no changes they were approved as read. Mr. Shickley then read the Minutes of the special meeting called April 8th to discuss proposed air conditioning. There were no changes in these Minutes and they were approved as read.

Mr. Allen passed around to the Board members a note from Mr. Henning, architect, regarding insurance for the Don Lee Heating Company for the air conditioning work. Since the insurance seemed in order the job of air conditioning the library was started on Tuesday, May 5th.

Mr. Allen advised the Board that he had received the bill from the Michael M. Murphy Co. for the Reading Club supplies. Miss Farnworth advised Mr. Allen that we had not yet received the material but that we would let him know as soon as they were delivered to the library.

In the absence of Mrs. Hunt the Library Report was given by Miss Farnworth.

A total of 4621 books were circulated during April. This was a decrease of 389 books under 1969. 120 Information Questions were answered - 20 by telephone. 202 books were cataloged. This included 3 reference books and 2 non-fiction and 1 fiction gift books. Our total book stock is 29,065 books - 19,030 adult books and 10,035 juvenile books.

Operating Account:	Balance at beginning of April	\$3,890.39
	Received during April	1,635.48
	Disbursed during April	2,149.19
	Balance as of April 30, 1970	3,376.68

There is a balance of \$5,540.00 in the LIRF Account and \$418.90 in the Savings Account.

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Mr. Allen announced that Mr. Hadley is taking steps to obtain a loan from the local bank to temporarily supplement our operating income and to procure the necessary additional funds for the air conditioning. The rate of interest we will probably have to pay will be 5½%.

A report was given by Mr. Shickley of the Library Hearing before the State Board of Tax Commissioners regarding LIRF funds to pay for the air conditioning. Mr. Shickley, Mrs. Hunt and Miss Farnworth attended this hearing in Anderson on April 27th. The approval for the emergency appropriations was received at the library in the May 6th mail.

Miss Farnworth said that Mrs. Hunt felt that some letter of explanation should be sent to all our creditors explaining the tax situation and why we can't pay and thanking them for their patience. Mr. Shickley said he would compose such a letter - Miss Farnworth will type the letters and Mr. Allen will sign them when they are ready for mailing.



MAY 1970 Board Minutes Continued

A motion was made by Pat Fitzpatrick that we transfer \$200.00 from Equipment Account 72 to Building and Improvements Account 71 to finish paying for the paneling and alterations in the librarian's office. The motion was seconded by Florence Sharp and carried unanimously.

Mr. Allen reported on the Rushville District Meeting which had been attended by the staff, Mrs. Fitzpatrick and Mr. and Mrs. Allen. All found the meeting to be interesting, helpful and instructive - particularly the afternoon session.

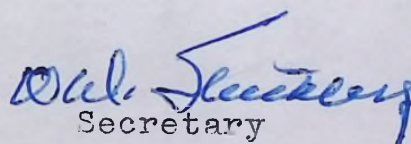
Mr. Allen explained that it was the policy in several libraries not to charge overdue fees for children's books not returned on time. He said he felt the Board should give some thought to whether the Elwood Library should or should not charge fines for overdue Children's books.

Mrs. Sharp suggested that some thought be given to the possibility of having a "Book-Out" for high school students ... a corner of the library set aside for a few hours where a group might meet, drink cokes and discuss the books they had read during the school year. She said she felt the "Book-Out" to be successful should be initiated by the students themselves and not by her as a teacher. She asked Miss Farnworth to mention it to the staff who would be in a good position to know which of the high school students are avid readers and might possibly be interested in such an activity. Miss Farnworth will mention it to the staff and ask Mrs. Hunt about it when she returns from vacation.

The question of whether or not the library should stay open evenings during the summer, after air conditioning is installed was raised. Miss Farnworth said that Mrs. Hunt's thinking seemed to be that we should "give it a try" and the Board agreed that they would think about it and decide at the June meeting when Mrs. Hunt would be present.

There being no further business Mr. Allen adjourned the meeting at approximately 8:00 p.m.

Respectfully submitted,

  
Secretary



MINUTES - BOARD OF TRUSTEES MEETING - JUNE 1970

The regular monthly meeting of the Library Board of Trustees was held on Wednesday, June 3rd in the library.

Those present were: Walter Allen, Pat Fitzpatrick, Emalee Powell, Florence Sharp, Frank Wellnitz, and Esther Hunt, Librarian.

The meeting was opened by Mr. Allen. Mr. Wellnitz read the Minutes of the May meeting and there being no changes they were approved as read.

Mr. Allen advised the Board that we had received bids from two banks concerning our proposed loan - First National Bank and Citizens Bank. Both offered bids at 5% interest.

A motion was made by Mrs. Sharp to borrow a sufficient amount to pay the cost of the air conditioning and the architect's fee from First National Bank and the remainder as needed from the Citizens Bank. Mr. Wellnitz seconded the motion and it carried unanimously.

LIBRARIAN'S REPORT:

A total of 4,462 books were circulated during May. This was an increase of 300 books over 1969. 32 records were circulated.

A total of 81 information questions were answered - 21 by telephone.

80 new books were cataloged during the month and 332 books were removed from the shelves.

During the month of May we received a \$2,000 tax draw and \$150.00 in non-resident fees.

Operating Account:	Balance at beginning of May	3,376.68
	Received during May	2,213.40
	Disbursed during May	3,423.72
	Balance as of May 31, 1970	2,166.36

There is a balance of \$5,540. in the LIRF Account and \$418.90 in the Savings Account

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Mrs. Hunt advised the Board that she and Miss Farnworth would attend the Budget Meeting at the State Library in Indianapolis on Thursday, June 4th.

The Budget for 1971 was discussed briefly and it was noted that there would be an increase for electric service due to the air conditioning.

Mr. Allen spoke about salary increments and suggested a 10% increase across the board. Mrs. Sharp made a motion to increase salaries by 10% for 1971, if possible. Mr. Wellnitz seconded the motion and it carried unanimously.

Mrs. Hunt will complete the budget and then present it to the Board for approval.

The Board approved the purchase of a file cabinet out of the Equipment Fund. This file cabinet will be used for material in the Indiana room.



There was a discussion about the possibility of closing the library all day Saturdays and staying open in the evenings during the summer months. After discussion it was decided to continue the present library hours for a week or two and decide later if it is necessary to close one day during the week. Mr. Wellnitz agreed to carry an item concerning library hours in the Ellwood Call-Leader to see what response we would get from the public.

The board discussed the hiring of a library page to replace Susan Glenn. It was decided that Mrs. Hunt could hire either Maria Updegraff or Deborah Leonard. The employment date to be effective whenever Mrs. Hunt deems it necessary.

Mrs. Hunt advised the Board that Mr. George Ray of the Elwood High School System had discussed with her the placement of Kathy Lowe in summer employment at the library. Kathy is to start work on Monday, June 8th and will work 22-hours a week for 10-weeks. Her salary will be paid through federal funds.

There being no further business the meeting was adjourned by Mr. Allen at 8:15 p.m.

*W. A. Strickland*



MINUTES OF JULY 1970 MEETING - BOARD OF TRUSTEES

The regular monthly meeting of the Library Board of Trustees was held on Wednesday, July 1st, at 7:00 p.m. in the library.

Those present were: Walter Allen, Emalee Powell, Pat Fitzpatrick, Florence Sharp, Frank Wellnitz, and Esther Hunt, Librarian.

The meeting was opened by Mr. Allen. Mr. Wellnitz read the Minutes of the June meeting and there being no changes, they were approved as read.

Mr. Allen asked for a motion to transfer, retroactively to June, \$4,000. from Account 56 in the Operating Fund to the LIRF Account. The motion was made by Mrs. Powell and seconded by Mrs. Sharp. It carried unanimously.

A discussion followed of the Library summer hours. Mrs. Hunt said that the present schedule was proving no hardship to the staff. It was decided to continue the present hours for this summer - 9:00 to 8:30 Monday through Thursday and 9:00 to 6:00 Friday and Saturday.

Mrs. Hunt asked the Board to make a decision as to the disposition of the window air conditioners in both offices. Mr. Allen suggested installing them in the Children's Room. A discussion followed as to the feasibility of this. It was decided to postpone a decision until Mr. Allen and Mr. Shickley had a chance to check if it is possible to put the air-conditioners inside the windows in the Children's Room. The original cost of the air-conditioners was \$220. each and they were purchased in July 1966.

Mrs. Hunt advised the Board that we had received a \$1,400. Tax Draw from the Auditor and it would therefore not be necessary for us to borrow further money to meet our July expenses.

Mrs. Hunt advised the Board that the children's Reading Club party would be held Wednesday, July 22nd in the Library. There will be a skit put on by the children and we will borrow two films from the Muncie Library to show at the party. Refreshments of kool-aid and popcorn will probably be served.

Mr. Allen brought up the need for a water fountain in the Children's Room. Miss Farnworth will check the balance in the Equipment Account to see if the cost of installing a water fountain could come out of this year's budget. Mr. Wellnitz agreed to check on costs to install one.

Mrs. Hunt spoke of our need for a new refrigerator in the downstairs kitchen. Mr. Wellnitz will check to see if the light company handles used refrigerators and the prices for such refrigerators.



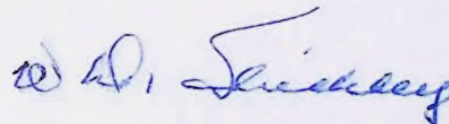
JULY MINUTES - Continued

The Budget for the coming year was discussed and a tentative rate of 34.6 cents was proposed. A definite figure will not be available until all of the necessary figures are received from the county auditor's office. The new budget includes a 10% salary increase for the staff members, an additional \$2,000. for the purchase of books and an additional \$500. for Electricity to cover the estimated cost of operating the air conditioning units.

The cost of our micro-filming was discussed and Mr. Wellnitz will look into the Call-Leader's share of the cost of micro-filming our daily newspaper.

There being no further business the meeting was adjourned by Mr. Allen at 8:05 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "W. D. Frickberg". The signature is written in a cursive style with a large, sweeping initial "W".

Secretary



MINUTES OF AUGUST 1970 MEETING - BOARD OF TRUSTEES

The regular monthly meeting of the Library Board of Trustees was held on Wednesday, August 5th at 7:00 p.m. in the Library.

Those present were: Walter Allen, Emalee Powell, Florence Sharp, Frank Wellnitz and Esther Hunt, Librarian.

The meeting was opened by Mr. Allen. Mr. Wellnitz read the Minutes of the July meeting and there being no changes, they were approved as read.

**LIBRARIAN'S REPORT:**

A total of 6,051 books were circulated during July. 91 Information Questions were answered - 18 by telephone. 98 new books were cataloged, including 5 reference books. We had 101 new registrations and 85 withdrawals during the month. 128 children are in the Swim Club and 63 tickets have been issued.

During the month of July we received a \$1,400. tax draw and \$121.24 in fines and non-resident fees.

Operating Account:	Balance at beginning of July	\$1,856.51
	Received during July	1,521.24
	Disbursed during July	3,085.90
	Balance as of July 31, 1970	\$291.85

There is a balance of \$96.82 in the LIRF Account.

Mrs. Hunt gave a report to the Board on the Children's Reading Club party, which she said was a great success. Three films were shown and a Skit by the children. There were three showings during the day, with attendance as follows: 51, 49, 33. A Hershey bar and bubble gum was given to each child as a treat and the children taking part in the skit each received three passes to the Swim Club. Mrs. Hunt said that the day was thoroughly enjoyed by both the staff and the children.

Library hours were discussed briefly and it was decided to retain the schedule of hours now being maintained at the library. Only once has there been a pinch in the staff so it has worked out rather well.

The disposition of the window air-conditioners was discussed. It was decided that there was no need for them downstairs and they should be sold for \$100 each - giving the Library Board and staff members first choice in the purchase.

The 1971 Budget was presented and discussed. Two main changes had been made in the Budget since the July meeting .... The LIRF Account had been reduced by \$1,000 and the Book Budget had been reduced by \$1,000. The new budget figures showed a proposed tax levy of 36.1¢ per \$100 of assessed valuation for 1971.

A motion was made by Mrs. Sharp that the Budget as prepared be accepted and approved by the Board. The motion was seconded by Mrs. Powell. It carried unanimously.



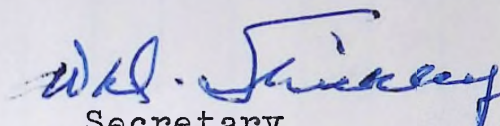
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The Budget will now be finally prepared for publication in the Anderson and Elwood newspapers and for submission to the Review Boards.

A suggestion was made by Mr. Wellnitz that a letter of appreciation be sent to the Kiwanis Club for the trees they had donated this year outside the Library. The suggestion was agreed upon by all present.

There being no further business the meeting was adjourned by Mr. Allen at 8:00 p.m.

Respectfully submitted,

  
Secretary



MINUTES OF SEPTEMBER 1970 MEETING - BOARD OF TRUSTEES

The regular monthly meeting of the Library Board of Trustees was held on Wednesday, September 2nd at 7:00 p.m. in the Library.

Those present were: Walter Allen, Pat Fitzpatrick, Emalee Powell, Florence Sharp, Weldon Shickley, Frank Wellnitz and Esther Hunt, Librarian.

The meeting was opened by Mr. Allen. Mr. Wellnitz read the Minutes of the August meeting and there being no changes, they were approved as read.

LIBRARIAN'S REPORT:

As of August 31st we had a total registration of 3586 - 2219 adults and 1367 children. There were 161 books cataloged during August. The total book stock was 29127 - 18920 adult books and 10207 juvenile books. There were 634 more books circulated during August 1970 than during August 1969. The adult section had an increase of 220 books and the children's section an increase of 414 books. We have a total of 188 records cataloged and of these 83 circulated during August. There were 89 Information Questions answered - 25 by telephone.

Operating Account:	Balance at beginning of August	\$ 291.85
	Received during August	4,768.84
	Disbursed during August	3,257.87
	Balance as of August 31, 1970	\$1,802.82

Our Receipts include \$4,430.48 in bank loans ... \$930.48 from the First National Bank and \$3500.00 from the Citizens Bank.

There is a balance of \$96.82 in the LIRF Account.

Mrs. Hunt advised the Board that the air conditioners had been sold to Mrs. Stiner and Mrs. Stout for \$100. each. The checks were deposited into our Operating Account.

All Board members present signed the proposed 1971 Budget Forms. There was a discussion concerning the difficulty of getting our legal notice published in the Anderson Bulletin. Mr. Hadley had advised Mrs. Hunt that as long as we had the copy delivered to the newspaper office we had complied with the law.

Mrs. Hunt reported that we had received a notice from the gas company regarding a proposed gas heating budget plan whereby the library would pay \$61.00 monthly for 12-months of the year. The plan was discussed by the Board but since there would be no advantage to the library it was decided to retain our present method of remitting for gas consumption.

The ILA and ILTA Seminars will be held on Thursday, October 1st from 3 to 8 p.m. at Ball State. Mrs. Hunt will check later with the board members when she knows the deadline for the reservations date.

A Small Libraries Workshop will be held at IU on Sept. 27th, 28th and 29th. Mrs. Hunt said that if the Board approved she and Mrs. Stout would attend. Approval was given by the Board and Mrs. Hunt and Mrs. Stout will attend the Workshop.



Mrs. Hunt gave a report of the number of patrons frequenting the library during the evening hours of June, July and August. We were open 49 evenings and a total of 411 people came in to use the library ... 110 in June, 141 in July and 160 in August. There will be further discussion later on how many nights weekly we should remain open during the summer months of 1971.

Mrs. Hunt advised the Board that the air conditioning drains had been changed due to water seepage in our basement. It is hoped that the changes will remedy the problem.

There being no further business Mr. Allen adjourned the meeting at 7:45 p.m.

Respectfully submitted,

Secretary

*W. J. [Signature]*



MINUTES OF OCTOBER 1970 MEETING - BOARD OF TRUSTEES

The regular monthly meeting of the Library Board of Trustees was held on Wednesday, October 7th at 7:00 p.m. in the library.

Those present were: Walter Allen, Florence Sharp, Weldon Shickley, Frank Wellnitz and Esther Hunt, Librarian.

The meeting was opened by Mr. Allen. Miss Farnworth read the Minutes of the September meeting and there being no changes, they were approved as read.

The librarian's statistical report was dispensed with for this October meeting.

Mrs. Hunt gave a brief report on the Small Libraries Workshop which centered around Public Relations in the library and on the ILA, ILTA Seminar which had been attended by Pat Fitzpatrick, Emalee Powell and Esther Hunt. She reported that both were worthwhile and instructive.

Mrs. Hunt advised the Board that when she and Mrs. Stout had attended the Book Fair at the Anderson Library she had discussed with Mr. Bucove the possibility of reciprocal service among the County libraries. Mr. Bucove said that Pendleton had declined and there had been no response from Alexandria. Mrs. Hunt and Mr. Bucove agreed, subject to the approval of the Board, to initiate such a service between Anderson and Elwood on a trial basis. The Board approved and Mrs. Hunt and Mr. Bucove will work out the details.

There is still some water seepage in our basement which may be caused by a broken tile. Mr. Allen and Mr. Shickley will get together with Bus on this problem.

Mr. Allen suggested that the library basement windows be closed up with glass blocks. Mr. Allen will check on the costs and report to the Board.

Mr. Allen suggested that the sofa in the staff room be replaced by a durable, comfortable reclining chair. The Board suggested that Mrs. Hunt check on such a chair and purchase one for the library. The motion was made by Mr. Schickley and seconded by Mr. Wellnitz and carried unanimously.

It was suggested that George Morgan, plumber, be contacted about needed plumbing repairs in the staff rest room.

Mrs. Hunt showed the Board some sample book marks which the library might receive free of charge in lieu of sponsor advertising. The Board agreed that we should use these book marks if the sponsors were reputable business people.

The Board unanimously approved staff attendance at the ILA Dinner in Indianapolis to be paid from library funds.

When the final bill is received from Don Lee Heating Co. for the air-conditioning, it should be cleared through Mr. Henning for payment.

There being no further business the meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Secretary

*W. Shickley*



MINUTES OF NOVEMBER 1970 MEETING - BOARD OF TRUSTEES

The regular monthly meeting of the Library Board of Trustees was held on Wednesday, November 4th at 7:00 p.m. in the library.

Those present were: Walter Allen, Pat Fitzpatrick, Emalee Powell, Frank Wellnitz and Esther Hunt, Librarian.

The meeting was opened by Mr. Allen. Mr. Wellnitz read the Minutes of the October meeting and there being no changes, they were approved as read.

LIBRARIAN'S REPORT:

During October there was an increase of 466 books circulated during 1970 over 1969. 113 books were cataloged including 1 reference and 2 non-fiction gift books. There were 29 records circulated during the month.

Our receipts for the month of October were \$3,617.57 and our disbursements \$4,357.11. The unexpended cash balance at the end of October was \$580.28.

Mrs. Hunt advised the Board that the final bill for the air conditioning had been paid to the Don Lee Company.

A brief report was given on the ILA ILTA meetings in Indianapolis. Mrs. Hunt said the Thursday Trustee meeting was the highlight of the sessions.

Mrs. Hunt distributed to the Board members a copy of the agreement for the library reciprocal exchange with Anderson. A copy will be sent to Mr. Hadley for his comments and approval. The details will be worked out between Mrs. Hunt and Mr. Bucove of the Anderson Library.

Mr. Allen read a note of appreciation from Becky Sharp for the plant which had been sent to Riley Sharp at the hospital.

Mrs. Hunt advised the Board that we had received a gift of a box of records from the Columbia Record Company.

A discussion was held concerning the Christmas holiday hours for the library. Mr. Allen suggested that the library be closed the day before Christmas (Thursday) and the day after Christmas (Saturday) and that we be open all day New Years Eve from 9 to 6 and regular library hours on the following Saturday. This suggestion was accepted by the Board by acclamation.

Mrs. Hunt said she had looked at a Film Strip Machine in Indianapolis and after a demonstration at the library she may request permission of the Board to purchase one.

Mr. Allen said he had seen advertising from the Carrico Furniture Stores for good buys in reclining chairs. Mrs. Hunt was asked to phone the store in Anderson and obtain information on types, prices, etc.

There being no further business the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Secretary *D. J. [Signature]*



SPECIAL MEETING - Tuesday, November 10th 1970

A special meeting of the Library Board of Trustees was called for Tuesday, November 10th at 4:00 p.m. Those present were Walter Allen, Emalee Powell, Weldon Schickley, Pat Fitzpatrick, Glenn Hadley and Frank Wellnitz.

The purpose of the meeting was to discuss a replacement for our janitor, Quincy Hamilton, who died suddenly on November 8th.

Mrs. Hunt advised the Board that the floral arrangement she had ordered for Bus from the Board and Staff came to \$1.65 offering from each person.

Mr. Hadley advised us to prepare a pay-check for Bus through Saturday, November 7th. The check should be made payable to Quincy Hamilton and given to any member of the family who calls for it.

The Board decided to place an ad in the Elwood Call-Leader for the job of janitor and Mr. Wellnitz offered to take care of this. The ad is to run Wednesday through Saturday, November 11th through 14th. The Board will then meet again to select a man for the job of janitor.

Mr. Allen announced that the library would be closed from 1:30 to 4:00 on Thursday, November 12th to permit the staff to attend the funeral.

Salary for the new man was discussed and it was decided to start the man at \$3,600. per year.

Mrs. Hunt brought up the problem of a temporary replacement until we could hire a full-time janitor. The suggestion was made that she contact Mr. Ed Miller of the school system to see if any of the school janitors would fill in on a temporary basis. Mr. Allen then telephoned Mr. Miller who said he would get in touch with Mrs. Hunt.

Mrs. Hunt advised that the Library would meet with the State Board of Tax Commissioners on Friday, November 20th at 10:30 a.m. to review the 1971 Budget. Members of the Board were asked to attend the meeting.

A discussion was held concerning the bricking up of the downstairs windows. Mr. Allen and Mr. Shickley had talked with Mr. Carter about the work but no firm bid had been given for the job. Mr. Hadley and Mr. Schickley will prepare specifications incorporating details of the job and then request a firm bid from Mr. Carter before we proceed with the work.

The special meeting was adjourned at 4:50 p.m.

Respectfully submitted,

*W. Schickley*

Secretary



MINUTES OF DECEMBER 1970 MEETING - BOARD OF TRUSTEES

The regular monthly meeting of the Library Board of Trustees was held on Wednesday, December 2nd at 7:00 p.m. in the library.

Those present were: Walter Allen, Pat Fitzpatrick, Emalee Powell, Frank Wellnitz and Esther Hunt, Librarian.

The meeting was opened by Mr. Allen. Mr. Wellnitz read the Minutes of the November meeting and they were approved with one correction. The library reciprocal exchange agreement should have read "with Madison County libraries" instead of "with Anderson". The change was noted.

Mrs. Hunt introduced Mr. Clegg, our new custodian, to the Board Members. They welcomed him to the library.

Mrs. Hunt presented the Board Members with copies of the reciprocal exchange agreement among the Madison County Libraries. The agreement, as prepared by the Anderson Library, was discussed. Mrs. Hunt recommended that we participate in this cooperative project with the understanding that the Tipton Library is not to be included. Pat Fitzpatrick moved that we enter into the reciprocal agreement; Mr. Wellnitz seconded the motion and it carried unanimously. Mr. Allen then signed several copies of the agreement for the Elwood Library's participation...excluding the Tipton Library.

Specifications from Mr. Carter for walling up the basement windows were reviewed and discussed. The total cost was given as \$875.00. Mr. Allen suggested that we keep in mind for a future project the installation of cork board along the back wall for display purposes. A motion to accept the bid from Mr. Carter was made by Mr. Wellnitz and seconded by Mrs. Powell. It carried unanimously and Mr. Allen will instruct Mr. Carter to proceed with the work.

Mr. Allen appointed a Nominating Committee for 1971 and requested that they have a report for the January meeting. The Nominating Committee appointed were Pat Fitzpatrick, chairman, Emalee Powell and Frank Wellnitz.

LIBRARIAN'S REPORT:

Mrs. Hunt gave a brief report. There were 186 books cataloged during November - 56 records circulated - 80 Information Questions answered and 99 children attended the story hour periods on Tuesdays. Our Cash Balance as of November 30th was \$1,584.62.

A prolonged discussion followed on library privileges for teachers in three different classifications:

1. Teachers who live outside the City limits but teach in the city schools.
2. Teachers who live in Elwood but teach outside the city limits.
3. Teachers who both live outside and teach outside the city limits, but who pay a Non-resident fee for the use of the library.



After discussing the pros and cons, public relations involved, service to school children, etc., it was decided by the Board that:

1. Teachers who live outside the city limits but teach in Elwood schools should have full library privileges for their school rooms. However, these library privileges do not extend to the teachers' personal use of the library unless a non-resident fee is paid.
2. Teachers living in Elwood but teaching outside the city limits may have the privilege of signing out 12-books at one time for use in their school-room only.
3. Teachers who have a personal non-resident card and who teach outside the city limits may have the privilege of taking 12-books at one time for use in their school-room only.

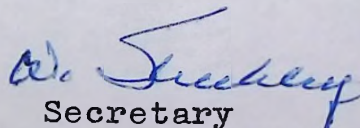
Special notations are to be made on these library cards for the information of staff members when signing out books.

Mrs. Hunt advised that she and Miss Farnworth had gone to Anderson on November 20th for the Budget meeting with the State Board of Tax Commissioners. Our tax rate for 1971 was approved at 36¢. She also advised the Board that the Library had been commended on the preparation of the Budget and on its bookkeeping records.

Mr. Allen suggested to the Board that the three staff members who had cleaned up the janitor's room be recompensed for this extra work. When it was explained that we had no budget allocation for such an item, it was suggested that they each be given a day off in appreciation for their work. The Board approved this suggestion and Mrs. Hunt was instructed to have Francie Robertson work their regular schedule on this special day off.

There being no further business the meeting was adjourned at 8:00 p.m.

Respectfully submitted,

  
Secretary