

January 3, 1939.

The Board of Trustees of the Elwood Public Library met in regular session with the following members present: Mrs Armfield, Miss Cox, Mr Linsmeyer, Miss Hickerson and the librarian, Miss Snow.

Minutes of the previous meeting were read and approved.

Bills totalling \$862.29 were read and allowed.

There are 16,493 books in the library. The Elwood gain in circulation was 1861. The reports were accepted and placed on file.

Mr Linsmeyer has seen the monument man concerning the front steps. He has a plan for trimming down the steps.

Miss Snow gave some statistics from her yearly report, which will be more fully given next month. The figures showed a nice increase in circulation.

Several possibilities were discussed for the new board members to take the place of Mrs Mason. ~~Rev.~~ Yoder's name was mentioned.

Adjournment.

Margaret Hickerson,
Secretary.

February 7, 1939.

The Board of Trustees of the Elwood Public Library met in regular session with the following members present: Miss Cox, Mr. Landeman, Mr. Linsmeyer and Miss Snow.

Minutes of the previous meeting were read and approved.

Bills were allowed. Total expense was \$818.01.

There are 16,651 books in the library now. Circulation was 8970.

There are 6530 readers in Elwood and vicinity.

The report was accepted and placed on file.

Mr. Linsmeyer reported that it rained the day he was to help the monument man measure the front steps, but that he has another appointment with him.

Miss Snow reported lobbying for the Retirement and Certification Bills since the last meeting. Letters were sent to both Senators and Representatives about Retirement. Telegrams were sent by Mrs. Armfield and Miss Snow to the Representatives, in favor of Certification.

Meeting adjourned.

Louis Linsmeyer,
Secretary pro tem

March 7, 1939

The Board of Trustees of the Elwood Public Library met in regular session with the following members present: Miss Cox, Mr. Woellvert and Miss Dickerson. In the absence of Mrs. Armfield, Miss Cox presided.

The minutes of the previous meeting were read and approved.

Bills amounting to \$665.38 were read and allowed.

There are 16,526 books in the library now.

The 1026 gain in circulation in Elwood caused a great amount of work by the library staff.

There are 6,614 borrowers now.

Miss Snow's report was accepted and placed on file.

A telegram was received Saturday from the State Library asking that the Elwood Library wire Speaker Knapp, House of Representatives to hand down Senate Bill for third reading. Miss Powell sent a telegram to that effect.

There is no news about the front steps.

Meeting adjourned.

Margaret Dickerson
Secretary

April 4, 1939

The Board of Trustees of the Elwood Public Library met in regular session with the following members present: Mrs Armfield, Mr Linsmeyer, Mr Field and Mr Woellwerts.

The minutes of the previous meetings were read and approved. Bills amounting to \$665.30 were allowed.

There are 16,422 books in the library now. 80 of these were added in March.

Circulation for Elwood and Frankton was 8,910, a gain of 1,319 over March, 1938. In addition Rural School circulation was 415. Highest circulation of the month was 503 Monday, March 27.

Miss Snow reported that State Board of Accounts men inspected her books one afternoon and approved them.

Grass seed was planted and some repairs were made in the basement.

It was moved and seconded that Miss Snow send a letter of condolence to Miss Cox. Her brother passed away.

Miss Snow was directed to:

1. Have trees trimmed
2. Have plastering done in basement
3. Get a painter to help prepare specifications for painting basement and outside of library
4. Advertise for bids for painting

5. Have lumber companies submit prices on screens for front doors and for some windows

6. Have Mr. Smith finish repair work

7. Have Mr. Shanley sand and refinish front and back stairs
It was moved and seconded that the library be closed April 20 so that all members of the staff could attend the District meeting in Anderson. Mrs Armfield was selected to represent the trustees at the meeting.

Miss Snow said that Miss Murphy had applied for admission to the Wisconsin University library school summer session, since the ^{short} course would not be given in Indianapolis this year. The course will be from June 26 - August 4.

Members inspected basement, stone steps and trees after adjournment.

George Woellwerts

Sec'y pro tem

April 28, 1939

The Board of Trustees of the Elwood Public Library met in special session at 8 P.M. with the following members present: Mrs. Armfield, Miss Cox, Mr. Landeman, Mr. Linemeyer, Mr. Wolluverts and Mr. Field.

The meeting was called to discuss the applications for the place made vacant by Mr. Dellinger's death. The list of 58 applicants was reduced to a tentative list of 12 in a session which lasted until after ten o'clock.

Meeting adjourned.

Lucile Snow, Secy. pro tem

May 2, 1939

The Board of Trustees of the Elwood Public Library met in regular session with the following members present: - Mrs. Armfield, Miss Cox, Mr. Stolluverts, Mr. Field, Mr. Linemeyer, Miss Dickerson, ^{Dr. Landeman} and the librarian, Miss Snow.

The minutes of the previous meeting were read and approved, also for the called meeting, April 28.

Bills were read and approved.

Miss Snow had an excellent report, indicating service to the people of this community. There are 16,512 volumes in the library. The Elwood circulation showed a gain of 957 over April, 1938. Report was accepted to be placed on file.

Miss Snow reported that since the Elwood Lumber Company's bid for doors was lower they were given the contract.

It was moved and seconded that Mr. Shanley

be instructed at the proper time to go ahead with work on the front steps. The motion was carried.

It was moved and seconded that Mr. Selvey be instructed to look after plastering in the basement. The motion was carried. His price is \$58.

Bids for painting basement walls were submitted by John Whitman and the Home Lumber Company for \$443.50. Lennie Baker's bid was \$270.

It was unanimously agreed that Mr. Baker be given the contract.

The matter of selecting a janitor was the next piece of business. Three more applicants were added to the tentative list of 12. Henry Schuthov. she was selected.

Miss Snow had a form letter prepared to send to the successful applicant, also letters to send the other applicants to the effect that their names would be kept on file. Meeting adjourned. Margaret Dickson, Sec.

June 6, 1939

The Board of Trustees of the Elwood Public Library met in regular session at 7:30 P.M. with the following members present: Mrs O. A. Armfield, Mr Linsmeyer, Mr Field and Mr Woellwerts.

The minutes of the previous meeting were read and approved.

Bills amounting to \$1123.46 were allowed and ordered paid.

The librarian's report was read and placed on file. Net increase in circulation over May, 1938 was 655. Miss Murphy will leave June 25, to go to summer school at Madison, Wisconsin.

The librarian reported that the plastering in the basement is done and that the painting is done there too. Mr Baker is putting on the second coat of paint on the window frames now. The window and door screens have been installed. The ^{old} piano has been moved out. There are 93 enrolled in the Vacation Reading Club.

It was moved and seconded that prices on shades for the basement and linoleum for the reading rooms be brought to the next Board meeting.

Mr Linsmeyer and Mr Field are to inspect the painting when Mr Baker says he has finished.

The next Board meeting being on the 4th of July, the meeting was changed to Thursday, July 6th.

Adjournment.

J. G. Field, Sec'y pro-tem

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July 6, 1939

The Board of Trustees of the Elwood Public Library met in regular session at 7:30 P.M. with the following members present: Miss Cox, Mr Sinsmeyer, Mr Woellverts and Mr Field.

The minutes of the previous meeting were read and approved.

Bills amounting to \$1130.29 were allowed and ordered paid.

The librarian's report was read and placed on file. Net gain in circulation was 1804.

The librarian reported that the 3 stairways were sanded and refinished, and that there was a new screen door at the alley.

Miss Wickard helped Miss Snow take Inventory one week in June. There were 134 books missing.

The librarian reported sending telegrams of protest against the appointment of Archibald Mac Leish as Librarian of Congress, since he has had no training nor experience to fit him for the place.

Miss Murphy seems to be learning a great deal at the University of Wisconsin.

It was moved and seconded to pay Barbara Wickard 25¢ an hour from petty cash whenever she is needed, since her Apprenticeship will be finished this week.

It was moved and seconded to let Freda Rose Brown start an apprenticeship of 518 hours this month, so she will be ready to help after school in September.

The Leeson bid of \$13.50 for

washable blinds in the basement to match those in the stack-room upstairs, was accepted.

It was moved and seconded to accept the Leeson bid of \$540.60 for linoleum for the reading rooms. It is to be O. J. Marbelle, made by Armstrong, and is to be the same pattern as that of the Bloomington Public Library. It is to be $\frac{1}{8}$ inch thick.

It was decided to buy 5 gallons of Holcomb wax for the new linoleum, together with an applicator.

There will be \$55 in the Budget for roach extermination, the building to be serviced in alternate months for that price, it was decided.

It was moved and seconded that Mr Green's bid of \$110 to grind down the stone in the front steps, cementing on one piece of limestone at the top, be accepted. The work is to be done as soon as possible.

The librarian reported water in the basement during heavy rains. Mr Sigward has looked at the drains with a view to plugging them. He has not submitted a price yet.

A Mr Mason of Terre Haute measured the basement radiators at his request. He agreed to deliver and install 14 radiator covers for \$118.75. The Board voted not to get radiator covers at this time.

It was decided to get figures on some method of closing the sky light since there is such a heat loss in the winter time.

Robert Carter said he would build a 12"x18" chimney in the dumb waiter shaft for \$588.50. This would include limestone trim above the roof. If a flue liner is ordered, it will be \$35.00 more. He would build a coal storage place 11'x24'x6'6" of reinforced concrete for \$650.00.

Benjamin Arkin submitted an estimate for an oil burner made by the Timken Silent Automatic Division, together with a 1½ horse power motor Economy pump and a 1,000 gallon tank buried outdoors. His price was \$1500.

Mr Arkin estimated the oil needed for a winter would cost from \$500 to \$664. He could furnish oil for .083 a gallon now.

Mr Arkin's price does not include a chimney. It would have to be 12"x12"x45' for an oil burner.

Herman Pace agreed to install a Weil Mc Clain boiler, a pump and a stoker for \$950.00. Does not include chimney.

Sylvester Sigward agreed to install a Crane Boiler or its equal, and a Stoker for \$1410.00. Coal storage extra.

Sylvester Sigward agreed to install a Conservoil Oil Burner and a 1,000 gallon tank in the yard for \$1410.00. Neither price includes chimney.

In a telephone conversation Mr Sigward said that he thought coal would cost half the price of oil so a coal fueled boiler would be cheaper to run.

Orville Hlean submitted an estimate \$3200 which would include either an oil burner or a coal burner together

with the fuel consumption for a year.

Adjournment.

J. S. Field, Secretary
pro tem

August 1, 1939

The Elwood Public Library Board met at 7:30 P.M. with the following members present: Mrs. Armfield, Mr. Field and Miss Cox.

The minutes of the previous meeting were read and approved.

The librarian read the expenditures for the month. Bills amounting to \$557.28 were ordered paid.

Monthly report showed 6258 books were borrowed, an increase of 1259 over July, 1938.

Freda Brown was reported as having very successfully begun her work as an apprentice July 13.

Mr. Green promised to begin the step repair after August 1.

Mr. Johnson of the Elwood Lumber Company figured on a way of closing the skylight for \$9.73, not including installation. On motion of Mr. Field, the skylight was ordered closed.

The building of the chimney was discussed. Mr. Field was instructed to consult Mr. Wimer about the style and work of the chimney.

The Budget for the coming year was discussed, but no action could be taken until the valuation comes from Anderson. A special meeting will be called during last of August to decide on the budget.

Adjournment.

Mary Cox
Acting Secy.

Aug. 25, 1939

A special called meeting of the Elwood Public Library Board was held at 7:30 to discuss the budget and plans for the coming year. Members present were: Mrs. Armfield, Mr. Skollwerts, Mr. Field, and Miss Dickerson.

Minutes of the previous meeting were read and approved.

Miss Snow read the Estimate and Budget Classification for the coming year. Because of the installation of a furnace, a big cut in the budget will be necessary, 5% on salaries, no new books, no rebinding of books and magazines, and no vacation reading club next summer.

It was moved and seconded that we approve the budget as Miss Snow worked it out. The motion was carried. Miss Snow was commended by the board for the excellent way in which she juggled figures so as to make the budget workable in this emergency.

Adjournment.
Margaret Dickerson, Sec.

September 5, 1939

The Elwood Public Library Board met at 7:30 PM. Members present were Mrs Armfield, Miss Cox, Mr Field, Mr Woellwerts, Mr Linsmeyer and Miss Wickerson.

The minutes of the previous meeting were read and approved.

The librarian read the expenditures for the month, amounting to \$787.74. Bills were ordered paid.

Monthly report shows a circulation of 6171, a gain of 651. In addition, circulation for past two months at Recreation Center was 174.

Mrs F. L. Saylor sent a letter to the Board by Mrs Austin. She explained that she had decided to give the library three letters. The first was from Andrew Carnegie's Secretary Oct. 9, 1901 promising \$25,000 for a library building. (Mrs Saylor had asked for the money without anyone's knowledge.) The second letter was dated August 19, 1903 and was from Mr Carnegie's Secretary also. It promised an additional \$5,000. The third letter was from W. G. Reid, dated July 23, 1903. He had enclosed \$100 to help maintain a reading room for young men. The librarian was instructed to write Mrs Saylor a note of thanks for the three important letters.

The librarian reported that the laying of the linoleum was almost completed. Ten radiators had been moved on account of linoleum and six of them had been put back in place. About half of the grey chairs

have been painted green. Mr Schutoske is doing the work. The stone steps were "ground down" for \$100 cash. The cover for the skylight has arrived but has not been painted or installed yet.

Mrs Armfield and Miss Snow visited the Frankston Branch. The year's accumulation of catalog cards was filed then.

It was moved and seconded that the ten cent rate for the budget for 1940 be adopted. Motion carried. No taxpayers appeared in regard to the budget.

The Vacation Reading Club party will be September 9.

Mr Woellwerts volunteered to call Mr Sigward about fixing plugs for the basement drains. He is to do the work this month if he has time.

Adjournment.

Margaret Wickerson
Secretary.

Oct. 3, 1939

The Board of Trustees of the Elwood Public Library met with the following members present: - Mrs. Armfield, Miss Cox, Miss Dickerson, and Mr. Woellwerts.

Since our last meeting has occurred the death of one of our members, Mr. Linsmeyer who will be greatly missed. He was an active and interested member.

Minutes of the previous meeting were read and approved.

Bills amounting to \$701.34 including salaries were allowed.

Miss Snow's report showed a total gain of 158 in circulation. It was unanimously moved that we accept the report and place on file.

Miss Snow was asked to send a letter of sympathy to the Linsmeyer family.

Miss Snow reported that 77 children were present at the Vacation Reading Club party.

The skylight is painted but has not been installed yet.

Miss Snow and Mrs. Armfield were unanimously elected as delegates to the A. L. A. and S. L. P. A. at Indianapolis at the Hotel Lincoln.

Oct. 11, 12 & 13. Adjournment followed. Margaret Dickerson

Nov. 7, 1939

The Board of Trustees of the Elwood Public Library met with the following members present: - Mrs. Armfield, Miss Cox, Mr. Stoellwerts, Miss Dickerson, and Mrs. Field.

The minutes of the previous meeting were read and approved.

Miss Snow reported that she has sent a letter of sympathy to the Linsmeyer family.

Bills amounting to \$1033.66 were read and allowed.

The librarian's report showed 16,649 books to be in the library. The circulation in Elwood was 7433, a gain of 809. The record circulation for one day is 506. \$36 in petty cash was turned in. Report was accepted and placed on file.

A letter was read from Mrs. Marie Milne asking that she renew insurance policies formerly written by Mr. Linsmeyer, since she has acquired an interest in her business. The matter of re-writing the insurance policies, and in order to prevent overlapping and save

money for the library, was discussed. Mr. Field thought such a change advisable. It was agreed that Mr. Field be given the insurance papers to go over them with a special agent.

November 27 to December 2 there will be a free art exhibit in the basement under the auspices of St. P. A.

Miss Snow and Mrs. Armfield gave interesting accounts of the State meeting.

Miss Snow said the mayor asked if we wanted the street in front of the library widened by St. P. A. at no cost to us. The board was unanimously agreed that the sidewalk be left as it is.

The skylight will be fixed soon.

Adjournment followed.

Margaret Dickerson, Secretary.

December 5, 1939

The Board of Trustees of the Elwood Public Library met at 7:30 P.M. with the following members present: Mrs. Armfield, Mr. Wollwerts, Mr. Field and Miss Cox. Minutes were read and approved.

Report for the month on expenditures was heard and allowed. Bills amounted to \$871.69

The librarian gave the book and reading report. 179 books were bought and 2 were donated. Total circulation was 8719, a net gain of 682 over last November.

79 new borrowers were registered in November. There are 7053 patrons now.

The librarian's report was accepted and put on file.

Miss Snow reported on the Book Week Exhibit of dolls dressed in foreign costume which was in the Children's room all that week. She also reported that she had talked to Junior High School students in their Auditorium Friday of Book Week about five of the new books.

The Insurance survey was reported on by Mr. Field. It was decided that some adjustments would be made between the past and present rates.

Mr. Sigward has not fixed the basement drains yet.

Mr. Wollwerts will see a man to fix the skylight, since Mr. Smith has not had time to do it all fall.

Adjourned to meet January 9, 1940.
M. Cox, Acting Secy.