

The Library Board met Wednesday, January 7, with Joeanna Winings, Edwin Pavese, Michael Kennedy, Pat Fitzpatrick and Phyllis Underwood (Mrs. Hunt on vacation).

Minutes approved.

Librarians report:

Registered borrowers	3488
Book Stock	32888
Circulation	4236
Records circulated	92
Mini pictures circulated	20
Information questions	112
By phone	58
Story hour attendance	145

There was a discussion on the \$2.30 per hour minimum wage. A motion was made by Edwin Pavese and seconded by Pat Fitzpatrick that the minimum wage should be met for the two pages and Phyllis Underwood, bookkeeper.

A motion was made by Joeanna Winings and seconded by Pat Fitzpatrick to transfer \$65.00 from Budget number 52 to Budget number 55 - Motion carried. Also that this transfer should be incorporated in December minutes.

Mr. Kennedy appointed Edwin Pavese to serve on the bicentennial committee representing the Elwood Library Board.

A letter was read by Phyllis Underwood from the Library Staff thanking the Library Board for the poinsettia and the candy.

Meeting adjourned at 7:50.

Joeanna M. Winings

The February Board Meeting was held in the librarian's office Wednesday, February 4th. Present were Walter Allen, Emalee Powell, Joeanna Winings, Edwin Pavese, Michael Kennedy, and Esther Hunt, Librarian.

The monthly report was given by the librarian:

Registration	3475
(Includes 83 non-residents)	
Bookstock	33,017
Circulation	5244
Phonograph records circulated	84
Mini-pictures circulated	14
Information questions	155
By telephone	92
Story hour attendance	141

Mrs. Hunt said the end panels for the metal stacks and the remaining green shelves have been delivered. Remington Rand will install as soon as possible.

She also reported the ILA-ILTA annual conference will be held April 22-24 at the Convention Center in Indianapolis. The District Meetings will be held in the fall of 1976.

A discussion of the Library's participation in the Bicentennial was held. Further meetings will be held to define this.

Meeting adjourned 8:00 P.M.

Joeanna M. Winings

MARCH 3, 1976

The March meeting of the Library Board was held Wednesday, March 3 in the librarian's office. All board members and Mrs. Hunt, librarian, attended.

All board members having received copies of the minutes of the February meeting, the minutes were approved and not read.

Mrs. Hunt told the Board that Mrs. Mary K. Stout, childrens librarian, had suffered a light stroke while conducting the pre-school story hour on Tuesday, March 2.

The Librarian's report:

3474 total registration
33147 book stock
5406 circulation, and increase of 191 over
Feb. 1975.
107 phono-records circulated
23 mini-masters circulated
116 information questions answered
200 pre-school story hour attendance

The board received a thank you note for flowers to Robert Kennedy, Michael Kennedy's brother.

Mrs. Hunt said the library had received a package of book marks donated by the First National Bank. She will send a thank you note.

The Librarian informed the Board of a movie "Chalk Talk" which Nancy Morgan had told her about. It is a movie being shown to Civic Clubs, Schools, etc. by the local Drug and Alcohol Committee.

The Board was informed the Elwood Library will host a Budget Clinic in the meeting room, May 19th. The First Methodist Church will serve lunch to the group, and it is hoped the guests will be able to use the church's parking lot.

Some discussion was held on ALSA and INCOLSA. The ALSA meeting scheduled for March 24 in Muncie, will be attended by Mrs. Hunt and some of the board members. Mrs. Hunt explained federal funds are available for ALSA for at lease two years, maybe three, so the library will not be asked for money to fund it at the present time.

It was decided to withdraw from INCOLSA. There is no one available for a representative, and it is felt the benefits from INCOLSA are minimal for the local library.

The board was reminded of the joint ILA-ILTA conference to be held April 22-24 at the Indianapolis Convention Center.

Meeting adjourned.

Jocanna Wiggins

The Elwood Public Library Board of Trustees held its regular monthly meeting in the Librarian's office. Present were Mike Kennedy, Patricia Fitzpatrick, Walter Allen, Edwin Pavese, Joanna Winings, Beverly Hicks, and Esther Hunt, Librarian.

The Librarians report:

Registered borrowers	3499
(Including 82 Non-resident)	
127 book cataloged, for a total	
bookstock of	33,272
Circulation	5856
Phonorecords circulated	66
Mini pictures circulated	22
Story hour attendance	192

Mrs. Hunt reported problems of stolen books from the book return box. The Board requested Mrs. Hunt to contact the insurance company, and to write to the company from which the box was purchased.

Mr. Kennedy, Board president, appointed Mr. Allen, Mrs. Hicks, and Mrs. Hunt to work out details for one of the library's Bicentennial projects, which will be Older Americans Month, in May. It was suggested that their handicrafts might be displayed.

A discussion was held on another Bicentennial project in progress-- the copying and enlarging of a group of pictures of early Elwood, which will be framed and kept in the library's permanent collection. The pictures will be displayed in Leeson's window in May 1976

Mrs. Hunt reported on an ALSA meeting attended by Mrs. Winings and Mrs. Hunt in Muncie, March 24, 1976.

Mrs. Hunt said the new card catalog should be installed by the end of the current week.

Meeting adjourned.

Joanna Winings

The regular monthly meeting of the Elwood Public Library Board was held Wednesday May 5, in the Librarian's office. Board members present were Michael Kennedy, Emalee Powell, Walter Allen, Edwin Pavese, Pat Fitzpatrick, and Joeanna Winings.

President Michael Kennedy opened the meeting, but had to leave before the meeting ended. Vice-President Walter Allen conducted balance of meeting.

Librarian Esther Hunt gave the following statistical report:

Registered borrowers	3492
(includes 81 non-resident)	
Book stock	33372
Circulation	4730
Records circulated	60
Mini-pictures circulated	20
Information questions	110
By Phone	24

Mrs. Hunt asked the Board to consider closing the library at 6 P.M. during June, July, and August. Due to the illness of Mrs. Stout, vacations for other staff members, and the Summer Reading Program, she stressed the fact it is nearly impossible to cover 64 hours a week with the number of staff we have at present. The Board agreed---Mr. Pavese made a motion to close at 6 PM the three summer months, motion seconded by Mrs. Fitzpatrick.

Mrs. Hunt read a statement from Mary Kay Stout's doctor on her present disability, asking she be considered disabled until September 1, 1976. A request from Mrs. Stout was read for a temporary leave of absence until Sept. 1, 1976. Motion to grant the leave made by Mr. Pavese, seconded by Mrs. Fitzpatrick.

The Summer Reading Program for Children will begin June 7, 1976.

A request from the Mormon Church to place a poster display in the library was denied. A motion was made by Mrs. Fitzpatrick, seconded by Mr. Pavese, that no church posters of any kind are to be displayed anytime, anywhere in or about the Library.

The Board was reminded of the Budget Clinic to be held Wednesday, May 19 in the library, and were invited to attend and offer help.

Mrs. Hunt announced she had received a letter from the Rockefeller Foundation offering a 100 record collection of American Music, as a gift. She answered, accepting the offer. Ten records were to have been sent in April, but so far none have been received.

The local Delta Theta Tau Sorority had offered to buy a piece of equipment for the library. Mrs. Hunt asked for a carousel book rack for displaying paperback books. No official approval has been given, but according to the Elwood Call Leader, the sorority is going to give funds for the shelf.

Board members present at the regular monthly meeting of the Elwood Public Library Board were Michael Kennedy, Emalee Powell, Walter Allen, Edwin Pavese, Pat Fitzpatrick and Joeanna Winings.

The librarians report was given as follows:

Registration	3449 (81 non-residents)
Book Stock	33326
Circulation	4322
Records circulated	25
Mini-pictures circulated	6
Information questions	56

Esther Hunt, Librarian, said a thank you note for hosting the Budget Clinic May 19, was received from Abbie Heitger, Head of the Extension Division of the Indiana State Library. Mrs. Hunt reported the meeting went very smoothly and everyone seemed to enjoy the facilities. Forty-seven attended the luncheon at the First Methodist Church.

The library has received the first shipment of 10 records, the first of 100 to be donated to the library by the Rockefeller Foundation.

The local Flea Market will be held July 2 and 3. The library will try to have a booth July 2, if enough books are available for sale to warrant it.

Mrs. Hunt suggested the State Aid Money to be received by August 1976, should probably be used in 1976. It can be included in 1977 budget, but the State Library staff suggested at the Budget Clinic, it would be advisable to use it in 1976 if possible.

Some suggestions for use were discussed: to pay a legal retainer fee to a local lawyer for legal advice to the library; renovation of restroom in basement; to repair and recondition windows on the main floor of the library; new stack lights.

After some discussion, Walter Allen moved Mr. Dan Bingham be contacted to represent the Board in a legal capacity. Pat Fitzpatrick seconded.

It was moved by Emalee Powell and seconded by Walter Allen to increase Phyllis Underwood's hourly rate from \$2.20 per hour to \$2.50 per hour as of June 1, 1976.

Michael Kennedy, Board President, appointed Joeanna Winings and Edwin Pavese to serve with him on a salary review committee for the 1977 budget

Mrs. Hunt was advised by the board she should consider a 30% increase in utilities when making up the 1977 budget.

After some discussion, the Board suggested that if staff members wished to attend library meetings--District, State, etc. they should belong to Indiana Library Association

Meeting adjourned 8 P.M.

Joeanna Winings

The July Board Meeting was held Wednesday July 7, 7:00 P.M. in the library. All board members were present, and Mrs. Hunt, librarian.

Statistical Report:

Borrowers	3478, inc. 80 N.R.
Book Stock	33491
Circulation	5730
Records circulated	20
Mini-pictures circulated	22
Information questions:	
Adult	54
Children	35
By Phone	33
Reading Club Membership to date	- 86

Mrs. Hunt reported a drop in circulation of 454, of which 414 was in the Childrens Room.

The old 60 drawer card catalog was sold to Muncie Public Library for \$200.00.

Mrs. Hunt reported the copier has not paid for itself. With the total cost of the service contract, supplies, and the annual lease contract there was a net loss of \$226.25 in 1975.

Several attempts have been made to reach Steve Sizelove concerning the basement restroom repair, and some window repair, to no avail. He is to return the calls.

The used book sale will probably be held in August at the library.

The Reading Club party will be held July 22 in the library.

Mrs. Hunt said she had contacted Mr. Meschke at the Y about a swim club. He was to have Mr. or Mrs. Bailey call back about it. They manage the pool this summer.

An estimate by D C Electric was presented for new stack lights.

9	8 ft. fixtures @ 113.90	\$1025.10	
18	lamps @ 4.95	89.10	
36	ft. of channel @ 1.78	64.08	
	Misc. parts	5.00	
		<u>\$1183.28</u>	
	Less 20%	236.66	
		<u>\$ 936.62</u>	946.62
	Labor	150.00	1096.62
		<u>\$1086.62</u>	total installed

The fixtures contain 2 tubes, equal to 150 watts to replace present 1 tube 80 watt fixture. There is a 15 year guarantee against discoloration. The fixtures are high output, making much more light than presently available. The Board will take the proposal under consideration.

The rough draft of the 1977 budget was presented. The Board approved a 5% across the board raise for all staff members. Beverly Hicks made the motion, Emalee Powell seconded.

Mrs. Hunt explained the increases and decreases figured in the proposed budget. LIRF was reduced by \$5000. Lights and gas were increased

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30%, water 50%, telephone 10%. One item added was \$200 for legal fees.

The September Board Meeting will be postponed to Wednesday Sept. 8, to help in finalizing the budget.

It was agreed to close Saturday, September 4 as well as Monday, Labor Day, Sept. 6.

Meeting Adjourned 7:50.

Joanna M. Linney

The August Board Meeting was held Wednesday, August 4 at 7:00 P.M. in the library. All board members were present and Mrs. Hunt, Librarian.

Statistical Report:

Borrowers	3462	incl. 79 N. R.
Book Stock	33608	
Circulation	5173	
Records Circulated	16	
Mini-pictures circulated	23	
Information questions:		
Adult	75	
Children	30	
By Phone	69	

All board members having received copies of the minutes of the July meeting, the minutes were approved and not read.

The Reading Club party was held July 22 with 82 completing. Movies were shown. The projector owned by the library would not work. A repair bill of \$40.70 was paid December 1975. Mr. Kennedy will write the company to see about some adjustment on this projector repair.

The 1977 Budget is \$83,794.00, Tax levy \$62,377.20 at 40%. The assessed Valuation of 15,375,235.00 was down approximately 600,000.00. The motion to approve the 1977 budget was made by Joeanna Winings and seconded by Edwin Pavese. Motion carried.

The Auditor was here during the month of July.

Indiana Library Trustees Association dues for 1977 will be \$75.00, up \$55.00.

The Light Fixtures for stacks will be discussed at September meeting.

The book sale will be August 12, 13, and 14 at north entrance to library.

Motion was made by Joeanna Winings and seconded by Beverly Hicks to start August 23 with evening hours. Motion carried.

Meeting adjourned.

Joeanna M. Winings

The September meeting of the Library Board of Trustees was held Wednesday, Sept. 8 in the Librarian's office. All members of the Board were present, also Esther Hunt, Librarian.

The meeting was the public hearing for the library's 1977 budget. There were no objectors.

The Librarian's report follows:

Registration of borrowers	3397
Including 81 non-resident	
Book Stock	33618
Circulation	4557
Phono-records circulated	30
Mini-pictures	7
Information questions	-
Adult	103
Juvenile	30
by phone	58

A motion was made to transfer \$3000.00 from the operating fund to LIRF. Motion by Beverly Hicks, second by Walter Allen.

Mrs. Hunt reported the movie projector had been returned by Mr. Shoemaker, with an additional repair charge. He did delete the labor charge. He assured Mrs. Hunt the machine is in perfect working order.

A designated closed holiday is Columbus Day, observed this year on October 11. Since the District III meeting is on October 12, it was decided by the Board to remain open October 11, and close Tuesday, October 12, for the meeting. All staff members will attend.

Mrs. Hunt presented a note from Dr. Mengelt advising the Board that Mary Kay Stout could return to work part-time on September 1. Mrs. Stout is working a four hour schedule at the present time.

The County Tax Board will review the Elwood Library 1977 Budget Tuesday, October 14, at 2:30. Mrs. Hunt and Mrs. Winings will attend.

A motion was made by Ed Pavese to accept the bid from Dal Corbett, D C Electric, \$1019 installed, for new stack lights in the adult non-fiction area. Pat Fitzpatrick seconded the motion.

Meeting adjourned 7:50 P.M.

Jocanna M. Winings

The regular monthly meeting of the Elwood Public Library Board was held October 6 in the library. Trustees present were Mike Kennedy, Emalee Powell, Walter Allen, Ed Pavese, Pat Fitzpatrick, and Joeanna Winings with Esther Hunt, Librarian.

The librarian's report follows:

Registration	3410
Book Cataloged	207
Book Stock	33825
Circulation	3901
Information questions	127
By Phone	58

A letter was read from George Stout advising he had installed hand rails for the rear stairway, as a gift to the library. The board expressed appreciation for the gift, and asked Mrs. Hunt to write a thank you note for all board members to sign.

The ILA-ILTA District III meeting in Fort Wayne October 12 was discussed. A letter was read from Marjorie Johnson, secretary-treasurer of the District concerning final plans for the meeting.

Mrs. Hunt asked the board's wishes in paying mileage for 2 cars to drive to the meeting, since she and Mrs. Winings will have to leave by 6 A.M. to be in Fort Wayne early. The board agreed to pay mileage for a second car for the rest of staff to attend.

Mrs. Hunt advised the board Mrs. Mary K. Stout returned to work full time, October 1, after suffering a stroke March 1.

A Motion was made by Pat Fitzpatrick and seconded by Ed Pavese to transfer \$50 from #51 (Insurance) to #52 (rents) to pay the balance of the rental on the new charging machine lease.

Meeting adjourned 7:40.

Joeanna M. Winings

The Library Board held its regular monthly meeting November 4, in the library. Board members attending were: Michael Kennedy, Pat Fitzpatrick, Walter Allen, Joanna Winings, Fmalee Powell, Edwin Pavese.

The librarian, Esther Hunt, reported an increase in circulation of 252 for the month.

Other statistics included:

Book Stock	33968
Borrowers	3464
Circulation	4574
Phono records circ.	28
Mini-pictures circ.	13
Non-resident fees	75.00
Copier	72.70
Information questions	148
By Phone	70
Pre-school story hour attendance	79

Mrs. Hunt called attention to the new stack lights which have been installed. The end panels have not been placed yet.

Mr. Kennedy, Board President, appointed a nominating committee for officers for 1977, to report at December meeting. Committee members are Joanna Winings, Pat Fitzpatrick, and Michael Kennedy.

At the suggestion of Mrs. Hunt, a motion was made by Ed Pavese and seconded by Walter Allen to postpone the December meeting from December 1 to December 8, Approved.

Mrs. Hunt explained a problem concerning Norm McDonald reporting the loss of a new book which he had only two days. He placed the price of the book in book return box. Mrs. Hunt was authorized to write Mr. McDonald explaining the library policy is to add a \$2.00 processing charge to any lost book.

Mrs. Hunt commented on the great success of the District III meeting in Fort Wayne, which was chaired by Mrs. Winings.

Mrs. Hunt reminded the Board the library will be closed November 11, for Veteran's Day.

Meeting adjourned.

Joanna Winings
Secretary

The Library Board held its regular monthly meeting December 8 in the library meeting room. Board members attending: Michael Kennedy, Walter Allen, Emalee Powell, Pat Fitzpatrick, Emma Copeland and Edwin Pavese. Mrs. Copeland has been appointed to serve out the term of Beverly Hicks.

The librarian reported an increase in circulation of 908.

Other statistics included:

Book Stock	34205
Borrowers	3477
Circulation	5144
Phono-records Circulated	41
Minipictures circulated	11
Fines and fees	68.35
Non-resident fees	180.00
Copier	78.50
Information questions	128
By phone	67
Pre school story hour attendance	116

The nominating committee reported on the following officers for next year: President-Michael Kennedy, Vice President-Edwin Pavese, Secretary-Pat Fitzpatrick, Treasurer-Emalee Powell. Pat Fitzpatrick moved that the slate of officers be accepted-motion carried.

Joeanna Winings was asked to take care of a gift for the library staff.

Mr. Kennedy made the suggestion that we take another look at the non-resident fee. Pat Fitzpatrick felt that \$15.00 charge was enough for the present.

Mrs. Hunt reported that Mrs. Ruth Blake was interested in starting dramatics classes for second, third, and fourth grade children. These classes were to be held in the meeting room after school. It was suggested that Mrs. Blake attend the next board meeting and explain how this was to be handled.

Mrs. Hunt discussed the sick leave for Mr. Pearson. Also that the budget passed at 40¢ at the State Budget Meeting.

A discussion was held on the display case donated by Hooks.

Mrs. Hunt pointed out the problems with Arab on pigeon control. It was suggested that a letter be sent from the Board.

A motion was made to transfer 60¢ from #12 Salary of Assistants to #11 Salary of Librarian. Also to transfer \$3000.00 from #56 Improvement Reserve to LIRF.

Area^{VI} Library Service Authority has been organized to provide services to libraries. Joeanna Winings was appointed as our representative.

Mrs. Hunt discussed the Finance Board Report

Joeanna M. Winings