

Jan. 5, 1943

The regular monthly meeting of the Board of Trustees of the Elwood Public Library was held, with the following members present: Mrs. Armfield, Miss Cox, Miss Dickerson, Mr. Field, and the librarian, Miss Snow.

Minutes of the previous meeting were read and approved.

Bills amounting to \$755.83 ~~316.50~~ were read and allowed.

The monthly report showed that we have 17,748 volumes in the library, \$52, which was probably the greatest amount ever received for the month, was turned in to the <sup>as</sup> treasurer. The report was accepted and placed on file.

Letters from librarians at Goshen, Jeffersonville and Shelbyville were read by Miss Snow. The letters were written concerning sick leave and other matters discussed in December.

The annual report was accepted and placed on file. It will be published in the Call Leader.

A new Victory drive for books is to be instituted. Miss Snow read a letter from the chairman of the drive. Good books for soldiers will now be solicited.

WALDO E. CANADAY  
TRUSTEE PIPECREEK TOWNSHIP  
OFFICE CITY BUILDING  
ELWOOD, INDIANA

RES. PHONE  
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January 1, 1943

Elwood, Library  
Elwood, Indiana

Dear Miss Snow:

I will not be able to attend the meeting of the trustees Tuesday night, January 5, 1943.

The Advisory Board is holding a very important meeting at my office Tuesday night.

Mrs. Harry Fitzpatrick has been appointed as trustee representing the township and plans to be present at the meeting.

Yours truly,

Waldo E. Canaday  
Waldo E. Canaday

WEC:LE

Election of officers followed  
with the following officers  
re-elected.

President - Mrs. Armfield

Vice-pres. - Miss Cot

Secretary - Miss Dickerson

Treasurer - Dr. Landeman

A letter from Mr. Waldo  
Canaday, the new township  
trustee, was read. Mr. Can-  
aday expressed regret that  
he can not attend this  
meeting. Mrs. Harry Fitzpatrick  
is his new appointee.

Adjournment followed.

Margaret Dickerson, Sec.

$$x = \frac{168}{10000} \\ \frac{1008}{.6}$$

The chairman of the drive.  
Good books for soldiers will  
now be solicited.

February 2, 1943

The regular monthly meeting of the Board of Trustees of the Elwood Public Library was held, with the following members present: Mrs Armfield, Mr Field, Mrs Fitzpatrick and Mr Canaday, and the librarian Miss Snow.

Minutes of the previous meeting were read and approved.

Bills amounting to \$608.01 were read and allowed.

Petty cash receipts were \$45.75.

219 books were bought and 14 were donated during the month.

Elwood loss in Circulation was 2128 and Frankston loss was 142.

There were 70 new borrowers added during the month, 65 of them being Elwood residents.

The librarian presented a copy of the annual report which she sent to Chicago to the American Library Association recently. The Board accepted it and placed it on file.

Miss Snow read the typewritten annual report which was commended and ordered accepted and placed on file.

Only 12 books have been received in the Victory Book Campaign but letters are to be mailed to various organizations soon in an effort to collect more books for the Armed forces. Adjournment. Mrs Fitzpatrick Secy pro tem

February 10, 1943

A called meeting of the Board of Trustees was held, with the following members present: Mrs Armfield, Mr Field, Miss Cox, Mrs Fitzpatrick, and the librarian.

Mr Schutkofke's resignation was accepted, with regret, and with many compliments about the work he has done here since May 3, 1939. He has accepted a position at Aircraft at a salary much higher than the library can offer.

The names of the 62 applicants as of May 3, 1939 were read, but many of them are in defense work and some are dead, and some are unfit to climb and do the required work.

The board decided to offer the place of custodian to Gus Werner at \$60 a month. Then if he did not accept, they decided that Mrs Armfield and Miss Snow should interview others until the place was filled. Tommy Brown and Arthur Inear were suggested as possibilities.

There being no further business, the Board adjourned.

Lucille Snow  
Secy - pro tem

Mar. 2, 1943

The Board of Trustees of the Elwood Public Library met with the following members present, - Miss Cox, Mrs. Armfield, Mrs. Fitzpatrick, Miss Dickerson, and Miss Field. Minutes of the February meeting and the called meeting of Feb. 10 were read and approved.

Bills amounting to \$773.76 were read and allowed.

According to the librarian's report, there are now 18,049 books in the library. The Frankton circulation was 750, the same as a year ago, but the circulation is still falling in Elwood, with the loss 2,752.

411 books have been turned in for the Victory Book Drive which will end March 6. Many of these can't be used.

The matter of junior apprentices and volunteer helpers was discussed.

Adjournment followed.  
Margaret Dickerson, Sec.

Apr. 6, 1943.

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

Minutes of the previous meeting were read and approved.

Miss Whitmer, our Frankton librarian, is in Mercy Hospital, which necessitates finding a new assistant for Frankton, for a while, at least. It is thought that either Mrs. Burchette or Mrs. Starger can take the position temporarily.

Mr. Field moved that Miss Whitmer be given her usual salary of \$22 the coming month. Motion was seconded by Mr. Canaday. Motion carried.

It was moved and seconded that we pay thirty cents an hour to the substitute librarians. Motion carried. It was also moved and seconded that the substitute librarian be paid for one month out of the regular salary fund. Motion carried.

Bills amounting to \$560.27 including salaries were read and approved, with a motion that order be drawn for the same. Motion carried.

Report of librarian to be placed on file.

The Chapin collection in the basement may be passed on to the Central School Building for the use of Science classes, if this meets with the wishes of the school authorities.

Adjournment followed.  
Margaret Dickerson, Sec.

May 4, 1943

The Board of Trustees of the Elwood Public Library met in regular session.

Minutes of the previous meeting were read and approved.

Expenditures for \$812.73, including salaries were approved. This included \$301.94 for books, most of that being for Vacation Reading Club books.

329 books were added by purchase and 13 by gift, a total of 342 at present.

Circulation in Elwood was 4620, a loss of 1146. Circulation in Frankton was 434, a loss of 188 from April, 1942. Rural School Circulation was 228 for the last six weeks.

There were 33 new borrowers in Elwood and 14 in Frankton, so there are 5986 patrons at present.

Miss Snow reported that Miss Witmer's physician said she would be able to go to work May 1. Mrs Josephine Burchette was in charge of the Frankton Library from April 7 to 28.

It was moved and seconded that Miss Jane Ann Havens be offered the position of assistant in the Elwood Library for the three summer months at a salary of \$50 a month. Miss Havens was an apprentice from February 9, 1940 until September 1941. She attended Ball State 1942/43. If Miss Havens does not accept, then it was moved and

seconded that Miss Anneileen Anglemeyer be offered a position as assistant at \$40 a month, for the summer, as soon as she completes her apprenticeship.

There being no further business, the Board Adjourned.  
Lucile Snow, Secy pro tem

June 1, 1943

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

Minutes of the previous meeting were read and approved.

An assistant librarian was the first thing for consideration. Neither Miss Havens nor Miss Anglemeyer has accepted the offer of a position, as they have other plans.

Miss Wittmer is still unable to resume her work at Frankton. Miss Webb is now in complete charge and seems very competent.

Barbara Keller is recommended by Miss Snow as a prospective apprentice. The board passed upon her name.

Miss Mabel Digel has applied for a position as assistant. The board looked favorably upon her application.

Bills amounting to \$582.30 including salaries were read and allowed.

The report showed a loss of 742 in circulation. Miss Snow's report was accepted and placed on file.

Miss Snow related a story about a visit from two representatives of the state board of accounts. They have checked over the books for the last year and found them satisfactory, but have suggested a new method of accounts, and that these accounts be all cleaned up the last of the year.

Furthermore, came a letter from the attorney-general of Indiana, concerning an act relating to purchases of materials, equipment, goods and supplies with public funds of the state. These two new methods of handling funds would seem to require the need of a book-keeper.

Miss Snow reported that 66 children were signed up for the Vacation Reading Club.

Miss Snow threw a bomb shell by presenting her resignation to become effective Sept. 1, taking her months' vacation in August, with pay. The board expressed regret at Miss Snow's resignation, as she has given

fourteen years of excellent service as a librarian.

She has sent letters to Miss Warren, A.L.A. personnel department, and Columbia thus helping to secure a librarian for Elwood, and a different type of library work for herself.

Sectional library meetings at Winona Lake, Spring Mill Park and Indianapolis were announced.

Adjournment followed.  
Margaret Dickerson, Sec.

June 24, 1943.

A called meeting of the Board of Trustees was held for the principal purpose of selecting a new librarian.

Members present were Mrs. Armfield, Miss Cox, Miss Dickerson, and the librarian, Miss Snow.

Miss Snow had character and professional references and photographs of five librarians selected by the A. L. A. as candidates, also three from the Illinois Library School.

After looking over these references, it was moved and seconded that we offer the position to one of the candidates and ask her to come to the next library meeting, Tuesday, July 6, at a salary of \$680. Expenses to be paid by the board. The motion was carried. Mrs. Armfield kindly offered to entertain her.

The motion was made and seconded that Miss Webb's salary be raised to \$20 a month flat rate, beginning July 1st. After a complete breakdown by Miss Wittmer, the situation is being well looked after by Miss Webb.

The motion was made that we raise Mrs. Mills' paugh's pay from forty cents an hour to forty-five cents an hour. The motion was seconded and carried.

The motion was made and seconded that we give Mr. Warner a two-weeks' vacation with pay. The motion was carried.

Adjournment followed.  
Margaret Dickerson, Sec.



July 6, 1943.

Members present at the regular monthly meeting of the Board of Trustees were Mrs. Armfield, Miss Cox, Mrs. Fitzpatrick, Mr. Field, Miss Dickerson, and the librarian, Miss Snow. Minutes of the meeting for June 1st and the called meeting for June 24th were read and approved.

Monthly bills were read and allowed.

The librarian's monthly report was accepted and placed on file.

Miss Snow's successor has not been found as yet. Miss Snow is in correspondence concerning the matter and we hope to have a librarian soon.

Rosemary (Mrs. Charles) Gilbert's resignation as assistant librarian was read, and accepted with deep regret. Resignation to take place Sept. 1.

Miss Snow has talked to Miss Mabel Digel concerning her coming as assistant. Miss Digel is willing to work as an apprentice for two months, without pay, and then work for \$50 a month until the end

of the year. A motion was made, seconded, and carried that we hire Miss Digel, her work to start Aug. 15.

Mrs. Millegaugh is willing to do part time work but not full time. Her leave of absence will continue as a full-time assistant.

Miss Stebb was appointed branch librarian at Frankton, since Miss Wittmer's health is such that her return as librarian is very uncertain.

Mr. Sterner was pleased to be given the two-weeks' vacation but asked for a raise. Since his work is satisfactory, and salaries ~~the~~ are high, the motion was made, seconded, and carried that he be given \$65 a month for the rest of the year.

Mr. Field was appointed to see about the leak in the roof.

There being no further business, the meeting adjourned.

Margaret Dickerson, Sec.

July 24, 1943

The Elwood Public Library Board of Trustees met for a called meeting at 7:30 P.M. in the Board room. Mrs Armfield, Miss Cox, Mr Field and the librarian were present. Mr Canaday came later.

Miss Irah Stout of Toledo Ohio applied for the position made vacant by Miss Snow's resignation. Miss Stout has a Grade Two Head Librarian Indiana Certificate, due to the fact that she has both college and library school degrees and several years of successful library experience.

It was regularly moved and seconded that Miss Stout be offered the position of head librarian, beginning August 1, at a salary of \$140 a month for the rest of the year.

It was moved and seconded that the new budget for 1944 include an item for Miss Stout's salary at \$145 a month.

The meeting adjourned

Lucile Snow

Secy pro tem

August 3, 1943

Members who attended the meeting of the Board of Trustees were Mrs. Armfield, Mr. Fields, Mrs Fitzpatrick, Miss Cox and the librarian, Miss Stout. Minutes of the previous meeting were read and approved.

Bills amounting to \$194.22 were allowed. The librarian's report was accepted and placed on record. Information for the report had been left by Miss Snow, former librarian, and included in the record made by Miss Stout.

A bill on hand for the repair of the roof amounting to \$38.00 was approved.

Miss Stout called the attention of the Board to the lack of shelving space and discussed the possibility of an added center stacks in the juvenile room and suggested wall shelving back of the stacks to take care of overflow of books which are now placed on the table and ledge. Discussion of the feasibility of getting shelving was tabled.

The meeting adjourned

Irah Stout  
Secy pro tem

August 25, 1943.

Miss Stout, our new librarian called a meeting of the Board of Trustees for consideration of the budget for the coming year.

Members present were Mrs. Armfield, Miss Dickerson, Mr. Field, and the librarian, Miss Stout.

It was moved and seconded that the budget as prepared by Miss Stout be accepted and carried, published. The motion was carried, with a rate of ten cents adopted.

There being no further business, the meeting adjourned.

Margaret Dickerson, Sec.

Sept. 7, 1943.

The Board of Trustees of the Elwood Public Library met with the following members present, Mrs. Armfield, Miss Coe, Mr. Field, Miss Dickerson, Mrs. <sup>City</sup> Patrick and the librarian, Miss Stout.

Minutes of the last two meetings read and approved.

Bills amounting to \$450.18 were allowed. The monthly report was accepted as read and placed on file.

Mr. Donahue of Alexandria submitted two propositions for repair of the roof.

Prop. 1. Repair flashings, install new valleys in gutter on east side of skylight; furnish and install new piece of metal spouting where necessary for \$35.

Prop. 2. Same as above, with addition of a mopping of entire roof deck with a good quality roof coating for \$65.

It was moved, seconded and carried that we employ Mr. Donahue to do this work in accordance with prop. 1.

Bids for magazines were submitted by Stancon,

Bennett, Moore-Cottrell, and Maxwell agencies. The first bid of \$147 was accepted.

Saylor, and Remington Rand, submitted bids for extra shelving in the juvenile room. at \$65.50 for two units. Two local lumber companies would furnish the lumber, if we could get them made.

It was moved and seconded that the order be given to Saylor & Co. for \$65.50. The motion carried.

More help is needed.

Miss Stour thinks she will be able to get some help from high school students to help out during the rush hours and pay these assistants. motion was made, seconded, and carried, that Miss Digel's pay begin Sept. 15th, instead of Oct. 15th. The motion was also made, seconded, and carried, that assistants from high school be paid twenty-five cents an hour. Miss Stour would like for them to work at least three hours a day and L.P.A.

The I. L. A. is to meet at the Lincoln in Indianapolis Oct. 6, 7 & 8. Mrs. Armfield suggested that Miss Cot attend the meeting

as delegate this year, with Mrs. Armfield as alternate. Miss Stour will attend at least one day.

There being no further business the meeting adjourned.

Margaret Dickerson, Sec.

October 5, 1943

Those present at the regular monthly meeting of the Board of Trustees were: Mrs O. A. Armfield, Mr. Joe Fields, Mrs. Fitzpatrick and Miss Stout.

The minutes were read and two corrections noted. ~~It~~ Expenditures were allowed. It was announced that Miss Cox would be unable to attend the L. H. A. and and L. T. H. A. as previously planned. Painting of the roof deck was again discussed, but it was decided that Mr. Donahue's \$35.00 proposition be tried and if leaks still occurred, a paint might be applied, or further repairs be made until leaks were stopped.

Miss Stout spoke of the need for a filing cabinet and it <sup>was</sup> agreed that she should purchase one.

Miss Stout mentioned that fact that her staff is under present circumstance as complete as can be hoped for. At present she and Miss Digel are working full-time; Mrs. Millsbaugh 3 hours per day four days each week, and two high school students Barbara Kellar and William Frye three hours per day five days per week. Miss Kellar works an extra three hours on Saturday.

The drop in circulation

is not so great as was expected under the circumstances. Our records show a loss of 78 juveniles books over 1942 figures, and a loss of 622 adult books in the City of Elwood.

Frank Stout  
Sec'y pro tem

Nov. 2, 1943.

The Board of Trustees of the Elwood Public Library met in regular session with the following members present: Mrs. Armfield, Mrs. Fitzpatrick, Mr. Field, Miss Dickerson, and the librarian, Miss Stout.

Minutes of the previous meeting were read and approved.

The bills amounting to \$802.34 including salaries were read and allowed.

The monthly report was accepted.

The new shelving is in use for mystery and western stock.

Miss Stout told of her plans for Book Week, Nov. 14-21, with publicity in the papers and a window display at Lelson's. It is her plan to have school children visit the library during the week.

Miss Stout derived great help and inspiration from her attendance at S. L. A.

A new problem is faced in the library staff with the resignation of Mrs. Millspargh who wishes to be relieved as soon as possible. Miss Digel will be able to take over and do the typing for catalogue cards and other duties.

William Frye is to be paid for extra hours of service on Tuesday, Thursday, and Saturday.

The motion was made and seconded that Miss Digel's salary be raised to \$60 because of her added duties. Motion was made and seconded that William Frye be employed 26 hours per week at 25 cents an hour. Both motions carried.

Mrs. Millspargh's resignation necessitates finding another person for the Story Hour on Saturday. The name of Mrs. Lawrence Rose was suggested. It was decided that we pay her at least \$1 a Saturday.

A letter from Miss Wittmer at Easthaven, and written to Miss Snow, was read. The letter indicated that our former Frankton librarian was improving.

Miss Stout will order magazines and books for the staff and library board for Christmas gifts.

Adjournment followed  
Margaret Dickerson, sec.

Dec. 7, 1943.

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

Minutes of the previous meeting were read and approved.

The monthly report showed an increase in juvenile circulation. The report was approved and placed on file.

Expenses for the month amounting to \$697.87 were read and approved.

Miss Stout told of the need for a double section of shelving. The motion was made and seconded that the shelving be purchased. Motion carried.

Mr. Donahue has completed his work repairing the roof and is to be paid \$35.

Miss Stout is to have two extra days' vacation for Christmas.

Margaret Dickerson Secy

Dec. 29, 1943

At a special meeting called for the purpose of approving outstanding bills to be paid before January 1st, Mrs. Armfield, Mr. Fields, Mrs. Fitzpatrick and Miss Stout were present. Miss Stout read the account of expenditures, and the bills were approved.

Shortage of help has become acute since Miss Stout since another one of the staff has resigned. Bill Frye worked his last day on December 24. Mrs. Rose was suggested as possible full-time help. Katherine Reeson and Florence Viatt's names were suggested as apprentices. It was stated that it may not be feasible to employ the girls as regular help, at least not immediately after the term of apprenticeship is finished.

Joan Stout  
Secy pro tem