

The Library Board held its regular monthly meeting January 5, 1977 in Mrs. Hunt's office. Board members attending were: Michael Kennedy, Walter Allen, Emalee Powell, Edwin Pavese, Joanna Winings, and Emma Copeland.

Informally the possibility of a speed-reading course being offered in the library was discussed.

Mrs. Ruth Blake gave a presentation of her plans for a course in basic dramatics for children in grades 2 - 4. Such classes would be held in the meeting room after school one hour a week. Thursday seemed the ideal day for Mrs. Blake. Number would be limited to a possible 12-15.

The Board discussed the possibility that plans should be in writing that it would not be a library project.

Walter Allen suggested that the Board go on record as recommending that the staff continue with the pre-school story hour after the current season.

Mrs. Hunt gave the monthly statistical report:

Borrowers registered (Includes 88 non-res.)	3489
Book Stock	34277
Circulation	3783
Information questions	151
By Telephone	90
Story hour attendance	49

Mr. Pearson had suggested that the gas light be discontinued to save on utility bill. Board agreed on discontinuing the use of the light on the north side of the building.

It was affirmed that Dan Bingham, attorney, will handle any legal advice to the library on an hourly basis.

Respectfully submitted.

Emma Copeland
Secretary-Pro-Tem.

Emma Copeland, Secy. pro tem.

The February meeting of the Library Board was held Wednesday, February 2, in the library. Board members present were Mike Kennedy, Walter Allen, Ed Pavese, Emma Copeland, Pat Fitzpatrick, Joanna Winings, and Mrs. Hunt, Librarian.

Librarian's Report:

Registered borrowers (Including 80 Non-residents)	3483
Book Stock	34,451
Circulation	4713
Information Questions	77
By Phone	37
Story Hour attendance	24

Mrs. Hunt said Bob DeHority had asked if the library could find space for a 4 drawer file cabinet belonging to that group. Mr. Kennedy will contact Mr. DeHority about this before we decide.

It was agreed to leave the library thermostat at 65 degrees.

The Board was informed of the library's water problems. On Monday, January 24, the library water lines were frozen from the meter out to the street. The City Water Department worked 5 hours trying unsuccessfully to thaw the line. We are now using water from a direct hose to the telephone company.

Due to the extreme energy crisis, the Board decided to dispense with evening hours through February. A motion was made by Ed Pavese, seconded by Walter Allen, that the library close at 6 P.M. for the month of February.

Meeting adjourned.

Fabrica Fitzpatrick,
Secretary

The Library Board met Wednesday, March 2. Present were Emalee Powell, Walter Allen, Joeanna Winings, Emma Copeland, Ed Pavese, Pat Fitzpatrick, Mike Kennedy, and Esther Hunt, Librarian.

Minutes of last meeting approved.

A letter from Mrs. Hunt tendering her resignation was presented to the board. The Board accepted with regret her resignation as of April 30.

Mrs. Hunt reported Mr. Pearson, custodian, had surgery again and is off work temporarily. Mary Humphrey is filling in 4 1/2 hours per day at \$2.30 per hour.

The Board decided to return to the regular schedule, open 4 nights a week, from now on. The library closed at 6:00 P.M. during February due to the energy crisis.

More discussion was held on a possible speed-reading course.

The Board requested that Mrs. Hunt phone the State Library for suggested applicants, or some guide lines as to how to proceed to find a Head Librarian

The librarian gave the statistical report for February:

Registration	3489
Inc. 81 non-residents	
Book Stock	34,549
Circulation	5,414
Fines and Fees received	\$31.59
Copier	68.60
Non-Resident fees	105.00
Information questions	84
By Phone	35
Story hour attendance	79

Meeting adjourned 8:00 P.M.

Patricia Fitzpatrick
Secretary

The regular monthly meeting of the Library Board was held Wednesday, April 6, in the Librarian's office. Present were Mike Kennedy, Walter Allen, Pat Fitzpatrick, Joanna Winings, Emma Copeland, and the librarian, Esther Hunt.

Minutes of previous meeting approved.

Mr. Kennedy reported he had talked to Mr. Keith, manager of the local Indiana Bell Office, about some reimbursement by the library for the water we used from the telephone company supply, when our lines were frozen. He said Mr. Keith was very nice about it, that we did not owe them. Mr. Kennedy thanked him for the help.

A discussion was held on applicants for the librarian's position. There are several possibilities. Interviews will be set up for several likely prospects.

The librarian's report showed circulation of 6340 for the month, an increase of 484 over last year. There was an increase in both the Adult and Children's Room services.

Mrs. Hunt reported two valuable reference books have been mutilated, books have been missing from the book return box, and one copy of the current Elwood City Directory has been stolen.

The retirement party for Mrs. Hunt is scheduled for 7:00 P.M. Saturday, May 7, at Hoadley's Restaurant in Alexandria.

District III of ILA-ILTA will hold an annual meeting at the Newcastle Library on Thursday, May 12. It is hoped several Board Members will be able to attend, as well as the Staff.

Mrs. Hunt reported a man from Lapel has moved here who has a bad reputation for treatment of books and payment of fines. This family will be given a card on probation. Books are to be limited and examined on return. If service is abused the card will be taken from the family.

Statistical Report:

Books added	120
Total Book Collection	34668
Circulation	6340
Information Questions	
Adult	78
Children's Room	32
By Phone	50
Story Hour attendance	136

Meeting adjourned 8:15 P.M.

Patricia Fitzpatrick,
Sec

The Elwood Public Library Board held its monthly meeting May 4 in the library. All board members were present: Ed Pavese, Mike Kennedy, Emma Copeland, Walter Allen, Joeanna Winings, Pat Fitzpatrick, Emalee Powell, and Esther Hunt, Librarian.

Mrs. Hunt said the library property has not been appraised since 1974. The Board approved having the Deyo Company of Portage, Michigan, make an updated appraisal. The motion was made by Mrs. Winings, second by Mr. Pavese.

Budget and finance meetings are scheduled early in June. Mrs. Hunt, Mrs. Underwood, and several board members will attend either Bluffton or Lafayette meeting to be decided on at a later date.

June board meeting will be postponed from June 1 to June 8.

District III meeting will be held May 12 at Newcastle. Those attending: Mrs. Winings, Mr. Kennedy, Mrs. Copeland, Mrs. Powell, plus all full-time staff members. The Elwood library will be closed so all staff can attend.

Elwood Kiwanis Club again provided the Summer Reading Club materials.

Mrs. Hunt reported the gift of a \$25.00 check from Sigma Phi Gamma Sorority for the library's gift fund.

Statistical Report:

Circulation	4908
Book Stock	34,786
Registered borrowers	3502
Information questions	72

Meeting adjourned 7:50

Patricia Fitzpatrick
Secretary

The Board of Trustees of the Elwood Public Library held its regular monthly meeting Wednesday June 8 in the librarian's office. Present were Mrs. Emalee Powell, Walter Allen, Mrs. Emma Copeland, Ed Pavese, Mike Kennedy, Pat Fitzpatrick, Mrs. Hunt, librarian. Mr. David Cooper, the newly hired librarian was also present.

The librarian's report was read.

Mr. Kennedy reported on the budget meeting held June 1 at Lafayette, which several board members attended, accompanied by Phyllis Underwood and David Cooper.

Mrs. Hunt reported a \$25.00 check was received from Beta Sigma Phi sorority and added to the library's gift fund.

The board approved closing the library Saturday July 2 so the staff may have a long week-end.

Appraisal of the library property and contents has been updated by the Deyo Company.

It was decided to have the annual book sale at the Flea Market this year on July 1, during the Glass Festival.

Mr. Cooper will start work June 20, and Mrs. Hunt will continue working until July 1. July 1 to July 15 will complete Mrs. Hunt's vacation.

Thursday June 23, an open house has been planned for Mr. David Cooper, the new librarian, so that he will have the opportunity to meet library patrons, and they can meet him. The staff will be in charge of coffee.

Librarian's Report:

Number of borrowers	3443
Inc. 80 non-resident	
Circulation	4219
Book stock	34,963
Sound recordings	309
Fines and fees rec.	66.90
Copier	54.70
Non-resident	30.00
Information questions	92
By Phone	35

Meeting adjourned.

The Library will close at 6:00 P.M. during the summer months.

Patricia Fitzpatrick

Six members present at Elwood Public Library Board meeting Wednesday evening, July 6, 1977: Pres. Mike Kennedy, Ed Pavese, Emalee Powell, Joeanna Winings, Walter Allen, and Emma Copeland.

Meeting called to order by the president, minutes of previous meeting were approved as written.

Librarian's Report by David Cooper:

Circulation	5887
Borrowers	3471
Incl. 81 N. R.	
Book Stock	35034
Sound Recordings	309
Fines and Fees	74.65
Copier	62.20
Non-Resident	105.00
Information Questions:	112 Adult
	26 Juvenile
	70 by Telephone

Flashing around north chimney to be checked as well as gutters.

Kristie Preston will be leaving at the end of the month. A new page will need to be hired by the 18th of July. Minimum wages were discussed.

Mr. Cooper presented a form to be used for "Library Users' Request for Consideration of a Book."

Permission was given by the board for Mr. Cooper to attend the 1977 Small Libraries Division Conference in Indianapolis September 11-12.

A new desk chair is needed. Mr. Kennedy is going to check on the source of the All-Steel furniture we already have.

Mr. Cooper thought the library might be interested in a package of paperbacks made available by Reading Enrichment Co., Inc. Young Adult Collection--Level A--475 books \$776.00. Agreeable to the board if money is available in budget.

Respectfully submitted,
Emma Copeland, Sec'y. pro-temp.

Emma Copeland

July 6, 1977

Mr. David L. Cooper,
Board of Trustees,
Elwood Public Library
Elwood, Indiana 46036

Dear Mr. Cooper:

This letter is to inform you that I am hereby submitting my resignation as an employee of the Elwood Public Library as of August 31, 1977. This action is taken on the advice of my physician.

Thank you for your consideration in this matter, and may I take this opportunity to wish you much success in your new position with the Elwood Library.

Sincerely,

Mary Kay Stout

(Mrs.) Mary Kay Stout
1320 North C Street
Elwood, Indiana 46036

July 11, 1977

Mrs. Mary Kay Stout
1320 North C Street
Elwood, Indiana 46036

Dear Mrs. Stout:

It is with personal regret that I receive your letter of resignation from the library staff. I shall contact the Library Board members to convey your wishes.

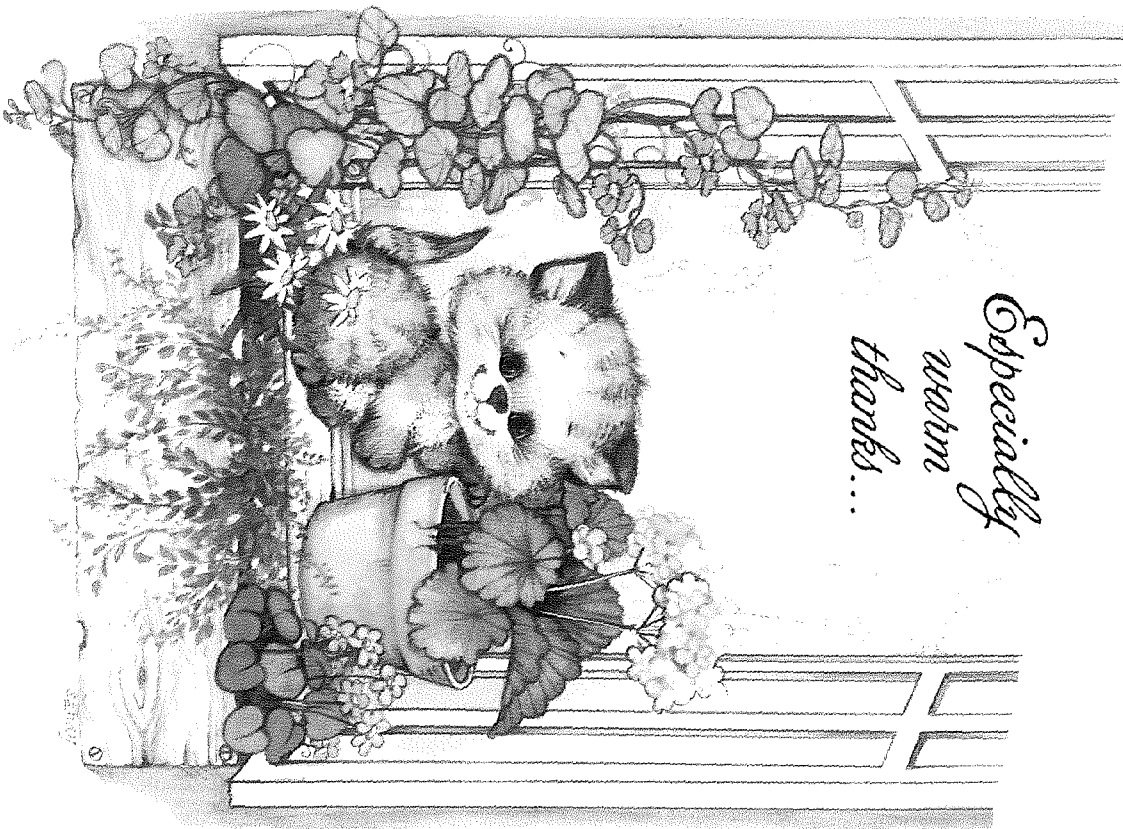
Although I have been here a short time, I very much appreciate the superior work you have done and the many kindnesses you have shown in helping me adjust to the new job.

Mary Kay, I wish you the very best in the future and pray that you and George may have many happy and rewarding times in the future.

Very truly yours,

David L. Cooper
Director

Thank You



Especially
warm
thanks...

Elwood Public Library Board meeting was held August 3 with Walter Allen, Emalee Powell, Emma Copeland, Joeanna Winings, Ed Pavese, Mike Kennedy, Pat Fitzpatrick and librarian David Cooper attending.

Librarian's report by David Cooper:

Circulation	4900
Borrowers	3466
Inc. 80 N. R.	
Book Stock	35151
Sound Recordings	309
Fines and Fees	47.25
Copier	47.90
Non-Resident	45.00
Information Questions:	
Adult	43
Juvenile	- -
By Phone	14

Rosemary Bucci is the new page to replace Kristie Preston.

Motion by Joeanna Winings to allow 14¢ a mile for travel for library business. Second Emma Copeland. Motion carried.

So far we haven't found anyone to remodel downstairs rest room.

We start winter hours Sept. 6, the day after Labor Day. 9:00 - 8:30 Monday through Thursday. Friday and Saturday 9:00 to 6:00

We need a new adding machine for bookkeeping department. Motion by Joeanna Winings, second by Emma Copeland to authorize Mr. Cooper to purchase an adding machine.

Children's Librarian:

Janet Gillispie was suggested by Mr. Cooper. Board agreed. She has a masters degree in library science and has had experience with children's library work.

The budget was discussed.

August 9th, open house at State Library. Joeanna and Emma will try to attend along with Mr. Cooper.

Trustee meeting September 28 at McCormicks Creek.

Meeting adjourned.

Respectfully submitted,

Patricia Fitzpatrick

You are cordially invited to attend an

OPEN HOUSE

at the

INDIANA STATE LIBRARY

and HISTORICAL BUILDING

140 North Senate Avenue
Indianapolis, IN 46204

on

Tuesday, August 9, 1977

1:00 - 4:30 p.m.

Refreshments will be served in the auditorium

Attended by: Joanna Winings, Emma Copeland, Esther Hunt,
and David Cooper.

Wood Public Library Board met September 7, 1977 in the library meeting room
7:00 P.M.

Mike Kennedy - present
Walter Allen - present
Emalee Powell - present
Emma Copeland - present
Joeanna Winings - absent
Ed Pavese - present
Pat Fitzpatrick - present (late)
Library Director David Cooper - present

Meeting was called to order by president Mike Kennedy.

Librarian's report was given by David Cooper:

Borrowers	3430
Incl. 84 N.R.	
Book Stock	35372
Circulation	4936
Information Questions	85
by telephone	30
Sound Recordings	309
Fines and Fees	\$67.80
Copier	\$89.90

hearing Monday, September 12 at 2:30 P.M.

Budget resolution--

Motion by Ed Pavese to accept budget as written--seconded by Walter Allen--question was called for and the vote was unanimous. Those voting in favor of the budget were: Ed Pavese, Emalee Powell, Mike Kennedy, Walter Allen, and Emma Copeland.

The tape recorder given in memory of Esther Hunt's sister, Hazel Hinkle, was demonstrated.

The librarian will be purchasing a home on North Tenth Street and will be making Elwood his home.

Keith Goodnight will be working on the rest room approximately a week. Estimated \$180.00 material--labor \$5.00 per hour.

Letter from Richard Hurst from Buffalo, N. Y. enclosing a check for \$10.48 (5.00 of which was a donation) from copying services. It was taken by consent to put it (\$5.00) in the gift fund.

Regarding pest control:

Baxter Exterminating Co. will give monthly service except for flies and termites for a fee of \$18.00. Bird control would cost \$225.00 with a six month guarantee. Orkin's bird proofing would come to \$900.00. He suggested the possibility of buying "Roost No More" from National J. Sales, Inc. The board gave consent.

Outside light needs to be repaired at steps since night meetings are being held.

table no longer used in the library could be sold for \$5.00 by permission of the board.

Discussion of the trustees' area meetings---It will not be possible for the board president to attend the one at McCormicks Creek September 28. Group decided to go to Holiday Inn in Marion Wednesday, Sept. 21.

Reproduced pictures of Elwood to be hung.

Respectfully submitted.

Emma Copeland, Sec'y. pro tem
Emma Copeland, Sec'y pro temp

Wood Public Library Board met October 5, 1977 in the library meeting room
7:00 P.M.

Mike Kennedy - present
Walter Allen - present
Emalee Powell - absent
Emma Copeland - present
Joeanna Winings - present
Ed Pavese - present
Pat Fitzpatrick - absent
Library Director David Cooper - present

Meeting was called to order by president Mike Kennedy -- Minutes of previous meeting were approved -- Keith Goodnight will be starting to work soon on the restroom -- Pigeon control chemical has arrived and will be put in place soon-- Mr. Leisure found no stoppages in using the rotor-rooter.

Rita Wire had inquired whether the library might sponsor a CPR Instruction Meeting. The board's policy is to allow them the use of the facilities and it was so decided.

Phil Greer is the new reference referral librarian for ALSA. Mr. Cooper had attended an ALSA meeting in Muncie recently. Anderson Public Library will be a depository for films which we may use. A catalog will be made available to us October 24th.

Free library trustees and the president of the board had attended an area meeting in Marion September 21st. *The library director also attended.*

Mr. Cooper attended an ALSA public relations meeting at Spring Mill State Park October 1st.

The director announced an ALSA meeting in Muncie October 17th and the ILTA-ISLA conference in Indianapolis at the Atkinson Hotel November 3-5.

Circulation statistics given by Mr. Cooper:

Borrowers	3393
Incl. 86 N.R.	
Book Stock	35537
Circulation	3886
Information questions	82
By Phone 56	
Sound Recordings	395
Fines and fees	71.73
Copier	69.80
47 at the first children's story hour, Tuesday, Oct. 4.	

There is an attractive display of various crafts along with related printed materials in the reading room.

Discussion of what to do about the water situation--part of trouble may be the sewer--possibility of an engineer to make a study--Joeanna will contact someone. The front steps need caulking. Mr. Cooper will contact Mr. Furnish and see about it being done this fall.

Respectfully submitted
Emma Copeland, Sec'y. pro-tem

Emma Copeland, Sec'y. pro-tem.

Elwood Public Library Board met November 10, 1977 in the librarian's office. Present--Mike Kennedy, Walter Allen, Joeanna Winings, Emma Copeland, Ed Pavese, Pat Fitzpatrick, Emalee Powell, and David Cooper, librarian.

Walter Allen, Joeanna Winings and Emma Copeland were appointed to the nominating committee for next year's officers.

Mr. Cooper reported on the progress on remodeling of rest room. Plumbing is almost finished and the carpenter will resume work shortly.

Circulation statistics given by Mr. Cooper:

Borrowers	3469
Incl. 85 Non Res.	
Book Stock	35686
Circulation	4643
Information Questions	123
By Phone 105	
Record circulated	75
Fines and fees	37.85
Copier	84.30

Mrs. Winings arranged for Tipton County Engineer to look over building in regard to water problem.

Front steps were recaulked by Joe Furnish's son. The board and librarian are not too happy with work.

A plywood display cabinet has been given to the library by ExCello.

1968 set of encyclopedias to be given to some place that could use them. Mr. Cooper will check into this--possibly orphans home or reformatory.

A request to transfer \$400 from Item #12 Salary of Assistants to #11 Salary of Librarian. Motion by Ed Pavese, second by Emma Copeland. Motion carried.

A motion to transfer \$1000 from #56 to Library Improvement Reserve Fund-- Motion by Joeanna Winings, second by Ed Pavese, motion carries. This transfer to be made in the month of December.

Respectfully submitted,

Patricia Fitzpatrick

Elwood Public Library Board met December 21, 1977 in the downstairs meeting room. Present: Ed Pavese, Walter Allen, Emalee Powell, Emma Copeland, Joanne Winings, Pat Fitzpatrick and David Cooper, Librarian
Absent: Mr. Michael Kennedy

New officers elected: President Edwin Pavese, Vice President Walter Allen, Secretary Emma Copeland, and Treasurer Emalee Powell.

Mr. Cooper has contacted the orphange and they will be glad to have our old encyclopedia.

Motion was made by Mr. Pavese and seconded by Joanne Winings to transfer \$500 from budget #71 to budget #72. Motion carried

A new typewriter and intercom have been purchased. The old typewriter has been put in small office for Mrs. Robertson's use.

A letter has been prepared by Dan Bingham, atty. for the board to send with notices demanding return of long overdue books.

Committee to update policy for use of meeting room--Emma Copeland, Joeanna Winings and David Cooper.

Librarian's report:

Borrowers	3423
Incl. 87 non res.	
Book Stock	35890
Circulation	5006
Information questions	84
By Phone 45	
Records circulated	104
Fines and fees	\$67.55
Copier	128.45

Meeting adjourned.

Respectfully submitted

Patricia Fitzpatrick