

CARE OF HEATING SYSTEM Dr. Rice's report appears below. This will be followed up.

REPORT ON AIR EQUIPMENT MAINTENANCE

- 1) The maintenance maneuvers appear, on paper, to be non-technical enough to allow their being carried out by a person who is not trained, but mechanically inclined.
- 2) To insure proper maintenance, I propose a series of forms to be filled out by the caretaker. In general, there are functions to be performed weekly and quarterly. A form should be specific in detail as to location of the item to be serviced, the mechanics of the service, the action to be taken in case of a malfunction, and normal readings. Each time such an inspection or servicing is carried out, a form will be filled out and turned in to the librarian who will submit it to the board at the monthly meeting.
- 3) I propose to inspect the air system on Thursday, October 12, 1967, to confirm the feasibility of the above, and to have the forms reproduced and ready shortly thereafter if on-the-scene inspection confirms that it can be done. If it be feasible, I will go over the whole plan with the custodian, if he be willing.
- 4) I propose that Robert Hoof be hired to make one inspection of the equipment with the custodian, in order to familiarize himself with it, and be called upon for service when necessary.
- 5) Locate all copies of maintenance, mechanical equipment, and see that they are distributed as suggested in the front of the book.

LIBRARIAN RECRUITMENT

Applications of 2 potential librarians will be answered.

AUDIO SYSTEM

The question of money for the audio system is in doubt. The bid for the work center to house it is \$2,500, and we still owe the architect \$300. The Board voted to seek another bid on this from local carpenter Roy Jones.

ELECTION OF OFFICERS

Charles Willming was elected President, and Les Jensen was elected Secretary.

MONTHLY REPORT

TOTAL CIRCULATION FOR SEPTEMBER		6001	
CENTRAL	5170	ACQUISITIONS	200
BRANCHES	831	DISCARDED	75
STATIONS			

Respectfully submitted,  
R. H. Rice