

FINANCIAL REPORT

December 31, 1974

Balance, January 1, 1973
 Balance November 30, 1973

\$18,603.25

\$8,483.84

RECEIPTS:

Tax Funds		\$200,127.00
Adult Books	249.12	1,945.61
Children's Books.....	41.49	663.86
Over-dues.....	447.85	7,547.01
Photo Copies.....	414.78	5,523.15
Library Supplies	5.35	72.68
Library Materials.....	4.00	273.24
Gift Adult Books.....	30.00	1,263.25
Gift Children's Books.....	10.00	1,190.60
Contingency		76.57
Binding.....		21.00
Insurance.....		543.00
Repairs and Equipment.....	26.10	695.73
Utilities.....		255.17
N.E.K.L.....		29,000.00
Postage.....		37.38
I.L.L. Operations.....	1,632.00	4,873.00
I.L.L. Resource.....		3,500.00
Interest.....	911.25	1,950.43
Grovenor Fund.....		230.00
Welch Fund.....	27.50	55.00
Edwards Fund.....	27.50	55.00
Moore Fund.....	32.50	65.00
Salaries.....	*885.00	2,394.30
Revenue Sharing Fund.....		15,000.00
Certificate of Deposit	10,000.00	10,000.00
Travel and Bookmobile.....		200.00
Periodicals.....		19.00
Biggar Estate.....		1,448.14
Hefner Estate.....		600.00

TOTAL RECEIPTS:

\$14,744.44

\$289,625.12

BALANCE AFTER RECEIPTS AND
BEFORE EXPENDITURES\$33,347.69\$298,108.96

Plus Certificate of Deposit

\$25,000.00

Sub Total Balance

\$58,347.69

Less Transfer of Hefner Fund
 To Certificate of Deposit

600.00600.00NET BALANCE BEFORE
EXPENDITURES\$57,747.69\$297,508.96

EXPENDITURES :

Salaries.....	\$ 8,584.61	\$97,285.25
Custodian Salaries.....	754.03	9,056.56
Sunday Salaries.....	214.10	2,517.27
Blue Cross - Employees...	81.51	920.29
Blue Cross - Employers...	202.30	2,745.38
Postage.....		1,993.43
Adult Books.....	4,664.82	30,525.69
Children's Books.....	51.12	9,125.64
Federal Income Tax.....	1,416.60	16,080.70
Contingency.....	412.35	2,667.31
Periodicals.....		3,832.76
Binding.....	282.78	1,387.07
Library Supplies.....	98.79	5,165.36
Library Materials.....	28.87	3,184.53
Repairs and Equipment....	74.77	3,389.43
Building Supplies.....	26.57	2,187.79
Travel and Bookmobile....	25.43	1,671.18
Utilities.....	1,294.13	18,753.50
Insurance.....		1,208.00
Photo Copies.....	690.58	4,653.13
Overdues.....		.66
Social Security-Employees	1,656.31	7,680.88
Social Security-Employers	1,656.69	7,683.18
Kpers- Employees	1,481.26	5,790.36
Kpers-Employers	925.77	3,581.75
Kansas Income Tax.....	413.41	1,608.07
Grovenor Fund.....		330.33
Adult Gift Books.....	5.95	311.36
I.L.L. Resource :.....	503.18	3,450.94
I.L.L. Operations.....	1,230.35	4,873.00
Revenue Sharing Funds....	303.02	13,179.77
<u>TOTALS</u>	\$27,079.30	\$266,840.57
<u>BALANCE AFTER EXPENDITURES</u>	<u>\$30,668.39</u>	<u>\$30,668.39</u>
	<u>885.00</u>	<u>885.00</u>
Check #2258 voided. Shows as transfer of funds on ledger.	\$31,553.39	\$31,553.39

BUDGET SURVEY
December 1973

<u>SALARIES</u>	<u>BUDGETED</u>	<u>RECEIVED</u>	<u>SPENT</u>	<u>BALANCE</u>
Full time Salary	\$100,961.		\$101,503.48	\$ (542.48)
Part time Salary	18,000.	\$2,394.30	23,547.86	(3,153.56)
Contingency Salary	3,700.		2,720.00	980.00
<u>TOTAL</u>	<u>\$122,661.</u>	<u>\$2,394.30</u>	<u>\$127,771.34</u>	<u>(2,716.04)</u>

LIBRARY MAINTENANCE

Books	\$40,000.	\$2,609.47	*\$ 42,542.34	\$ 67.13
Periodicals	4,000.	19.00	3,832.76	186.24
Library Materials	3,000.	273.24	3,184.53	88.71
Binding	1,300.	21.00	1,387.07	(66.07)
Library Supplies	5,000.	72.68	5,165.36	(92.68)
Custodian Salary	9,491.		10,679.49	(1,188.49)
<u>TOTALS</u>	<u>\$62,791.</u>	<u>\$2,995.39</u>	<u>\$66,791.55</u>	<u>\$(1,005.16)</u>

BUILDING MAINTENANCE

Building Supplies	\$ 1,500.		\$2,187.79	(687.79)
Repairs and Equipment	5,500.	695.73	3,389.43	\$2,806.30
Utilities	18,000.	255.17	18,753.49	(498.32)
Insurance	1,500.	543.00	1,208.00	835.00
<u>TOTALS</u>	<u>\$26,500.</u>	<u>\$1,493.90</u>	<u>\$25,538.71</u>	<u>\$2,455.19</u>

MISCELLANEOUS

Postage	\$ 1,935.	\$ 37.38	\$ 1,993.43	\$ (21.05)
Contingency	3,000.	76.57	2,667.31	409.26
Travel and Bookmobile	1,600.	200.00	1,671.18	128.82
Hospitalization	4,000.		2,745.38	1,254.62
<u>TOTALS</u>	<u>\$10,535.</u>	<u>\$ 313.95</u>	<u>\$ 9,077.30</u>	<u>\$1,771.65</u>

SOCIAL SECURITY	\$6,727.		\$ 7,680.88	(953.88)
KPERS	6,400.		5,790.36	609.64

<u>TOTALS</u>	<u>\$13,127.</u>		<u>\$13,471.24</u>	<u>\$(344.24)</u>
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<u>GRAND TOTALS</u>	<u>\$235,614.</u>	<u>\$7,197.54</u>	<u>\$242,650.14</u>	<u>\$161.40</u>
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I.L.L. Resource Grant		\$3,500.00	* \$3,500.00	
I.L.L. Operations Grant		\$4,873.00	\$4,873.00	
Revenue Sharing Fund		\$15,000.00	*\$14,998.63	\$ 1.37
Photo Copies		\$5,523.15	4,653.13	\$870.02

*ENCUMBERED FUNDS AS FOLLOWS:

ANTICIPATED INCOME

Tax Funds	\$187,000.
Desk Collections	5,800.
1971 Carryover	687.
N.E.K.L.	29,000.
Kpers & Soc. Sec.	13,127.
<u>TOTAL</u>	<u>\$235,614.</u>

Books	\$7,526.11
Revenue Sharing	1,818.86
I.L.L. Resource	49.06
<u>TOTAL</u>	<u>\$9,394.03</u>

REGULAR MEETING
January 15, 1974

The Board of Directors of the Lawrence Public Library held its regular monthly meeting on January 15, 1974 in the Conference room at 4:00. pm.

Members present were: Vice Chairman James Drury, presiding, Howard Wiseman, Kit Carlsen and Mrs. Charles Stough. Observer from the League of Women's Voters, Mrs. Evelyn Hastings.

The December minutes were approved as distributed.

Mr. Mayo detailed the financial report for the month and said that further reports for the end of the year would be given at the annual meeting in February.

Mr. Mayo reported that the inventory taken in December indicates that approximately 3,000 volumes are missing since the inventory taken in 1967. The inventory prior to 1967 was taken in 1960. There has been an increase in check-outs by 15% from 1972 to 1973.

Mr. Wiseman made a motion that the Petty cash be increased from \$75.00 to \$100.00. Mrs. Stough seconded the motion and it was unanimously approved.

Mention was made of the Legislative hot line to the Public Libraries. Inquires regarding legislature made be made through the Public Libraries of Kansas who in turn may call the State Library for information. Any calls we receive should be given to the Reference librarians.

A Public Meeting of the City Commissioners will be held February 5, 1974 at the City Hall. requests for funds from the Revenue Sharing Funds should be received by the commissioners prior to the 29th of January. A copy of the request, prepared by Mr. Mayo, is attached to the minutes to be retained for the records.

Ten ballasts have recently been replaced. In the past year 800 ballasts were installed to replace faulty ones originally installed in the building. The normal life span of the ballasts is from four to six years with a one year guarantee. The replacements do not carry this guarantee.

Mr. Mayo reported that the cost of electricity to supply the building for a one year period was \$16,976. The estimate by the contractors was \$16,000.

Under the item of old business, Mr. Mayo reported that he had not received a reply from Ernestine Gilliland regarding the amounts pledged by each library for payment of the lobby work concerning State Aid. It was decided to delay any action regarding this until correspondence is received.

Bills totaling \$27,079.30 were approved by roll call vote.

The Meeting Adjourned.

Approved: _____

Clark Coan
Chairman

Howard Wiseman
Secretary-Treasurer

Lawrence Public Library

PHONE 843-3833

707 VERMONT / LAWRENCE, KANSAS 66044



WAYNE MAYO
Library Director

Lawrence City Commission
City Hall
Lawrence, Kansas

15 Jan. 1974

Dear Commissioners:

The Board of Directors of the Lawrence Public Library respectfully request that the Commission consider a grant to the Library of \$ 15,000 from 1974 Revenue Sharing funds. As with our 1973 request, such grant would be used to strengthen the Library's book and materials collection as a supplement to our regular book budget.

The Board is deeply appreciative of the Commissions past consideration of the Library's needs and hopes to use a second grant to continue improvement in those areas of the collection where the need is greatest.

As with last year, a substantial portion of the requested grant would be used to bolster the children's collection. Use of children's books has increased by 25% in the past year. We plan also, to continue retrospective purchasing of adult materials, primarily those items we have been unable to afford in the past. In addition, and for this year only, we will earmark part of the funds to replace items missing in inventory. Initial results of an inventory taken in December indicate that the library has sustained a loss of some 3,000 books over the past 6 years. It is anticipated we will replace between 1,000 and 1,500 of these missing items.

A review of the expenditure of our Revenue Sharing funds from 1973 indicates the following: we were able to purchase 2,500 books at an average cost of slightly under \$ 6.00 per volume. 800 were adult books and 1,700 were children's. 163 of the books purchased contained material dealing with minority topics, many of which were purchased at the suggestion of local minority representatives. \$ 500 of the funds were used to purchase films for the library collection. In addition, several hundred paperback books were placed in deposit collections located at Ballard Center, East Lawrence Community Center and Penn House. We plan to continue to add to these collections with future Revenue Sharing funds. Books purchased with Revenue Sharing Funds have been stamped to indicate revenue sharing as a source of the funding.

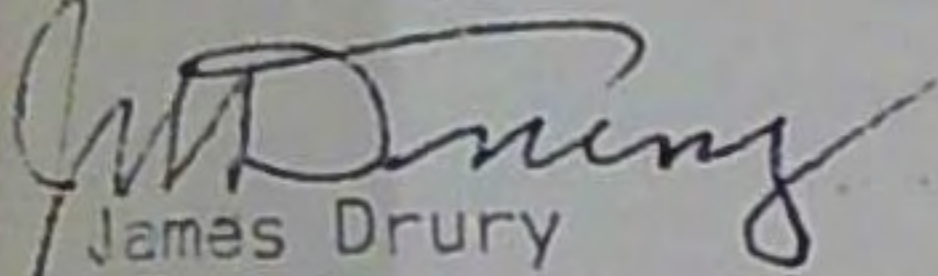
As a result of 1973 funding, we have been able to strengthen both our adult and our children's collections, the former in several areas including reference tools (i.e. U.S. Code) which we have been unable to purchase in the past, and the latter primarily in the area of pre-school books. This has not

only enabled us to provide more depth in a much-used collection, but will allow us to plan ahead in developing the type of collection which will serve also in providing extension services by bookmobile sometime in the next 5 years.

The Revenue Sharing grant has been a great help to us this past year in enabling us to provide better service to our 29,000 borrowers and we hope very much to be able to continue this improvement in the coming year.

Thank you very much for your consideration.

Sincerely,

A handwritten signature in dark ink, appearing to read "J. Drury", written over the printed name.

James Drury

Vice-Chairman

Board of Directors

Lawrence Public Library

FINANCIAL STATEMENT
January 31, 1974

Balance, January 1, 1974.....\$31,553.39

RECEIPTS:

Tax Funds	107,000.00
Adult Books	217.80
Children's Books	57.61
Overdues.....	766.41
Photo Copies.....	495.65
Library Materials.....	30.05
Library Supplies.....	81.66
Postage.....	37.76
Binding.....	3.00
Building Supplies	32.00

TOTAL RECEIPTS \$108,721.94

BALANCE AFTER RECEIPTS
AND BEFORE EXPENDITURES

EXPENDITURES:

Contingency Salary.....	198.07
Salaries.....	8,438.36
Custodian's Salaries.....	774.65
Blue Cross- Employees.....	108.68
Blue Cross- Employers.....	202.30
Federal Income Tax Withheld.....	1,496.80
Contingency.....	249.09
Periodicals.....	5,247.85
Adult Books	4,134.29
Children's Books.....	1,394.09
Library Materials.....	265.50
Library Supplies.....	2,913.54
Revenue Sharing.....	1,339.11
I.L.L. Operations.....	150.90
I.L.L. Resource	3.56
Gift Adult Books.....	1.45
Repairs and Equipment.....	871.14
Building Supplies.....	239.55
Travel & Bookmobile.....	73.31
Utilities.....	1,740.95
Postage.....	400.00

TOTAL EXPENDITURES: \$30,243.19

BALANCE AFTER EXPENDITURES \$110,032.14

LESS FUNDS TRANSFERRED TO CERTIFICATE OF DEPOSIT 45,000.00

BALANCE AS PER LEDGER \$65,032.14

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of January, 1974

LIBRARY CIRCULATION: Adult Books 21,075 Children's Books 8,151
 1973 Total 30,404 Total Books 29,226 Difference 1977 1,178more
 Adult Periodicals 413 Children's Periodicals 2
 Adult Records 550 Children's Records 273
 Prints 62 Films 173 Reference Questions 1,285

<u>BOOKS</u>	<u>93,829</u>	Adult Fic.	Adult Non Fic.	Children's Fic.	Childrens Non Fic.
Added	<u>588</u>	<u>57</u>	<u>500</u>	<u>6</u>	<u>25</u>
Withdrawn	<u>--</u>	<u>---</u>	<u>---</u>	<u>---</u>	<u>---</u>
Totals	<u>94,417</u>				

<u>REGISTRATIONS</u>	Adult	County	Children	Totals
Active	<u>19,471</u>	<u>2,424</u>	<u>6,846</u>	<u>28,741</u>
Added	<u>574</u>	<u>51</u>	<u>37</u>	<u>662</u>
Withdrawn	<u>261</u>	<u>23</u>	<u>104</u>	<u>388</u>
Totals	<u>19,784</u>	<u>2,452</u>	<u>6,779</u>	<u>29,015</u>

<u>MEETING ROOMS</u>	Scheduled	Attendance Expected
Auditorium	<u>11</u>	<u>400-435</u>
Gallery	<u>15</u>	<u>190</u>

<u>TOURS</u>		
Children	<u>6</u>	<u>99</u> 2 Nursery Schools - 25
Adults	<u>---</u>	<u>---</u>

MISCELLANEOUS

Books Sales	<u>\$16.70</u>
Coin Typewriters	<u>\$10.00</u>
Art Displays	<u>Silvercraft - Weaving - Paints</u>

SPECIAL ACTIVITIES:

January, 1974

<u>CHECK NUMBER</u>	<u>PAYEE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
2262	James H. Anthony	Custodian's Salary	\$445.03
2263	Elizabeth Barlow	Salary	367.73
2264	Doris Brandt	Salary	331.21
2265	Gary W. Cooper	Custodian's Salary	330.80
2266	Bonita D. Dillard	Salary	570.69
2267	Judy A. Green	Salary	286.09
2268	Diana May Halliday	Salary	291.03
2269	Sue I. Hess	Salary	249.18
2270	Jo Ann Hubbard	Salary	359.65
2271	Virginia Lee McCullough	Salary	331.18
2272	Wayne Mayo	Salary	1,006.74
2273	Sherry Michael	Salary	274.67
2274	Alberta L. Morgan	Salary	399.90
2275	Mary D. Murphy	Salary	712.09
2276	Helen Osma	Salary	757.40
2277	Mary Paretsky	Salary	503.58
2278	Cheryl Lynn Sarazan	Salary	295.48
2279	Darlene Adams	Salary - Part Time	67.08
2280	Patty Lou Armbrister	Salary - Part Time	141.99
2281	Debbie Bryans	Salary - Part Time	94.18
2282	Jeanne Marie Burgess	Salary - Part Time	65.29
2283	Karen Louise Cramer	Salary - Part Time	56.31
2284	Sandra A. Elston	Salary - Part Time	122.36
2285	Bruce L. Flanders	Salary - Part Time	68.87
2286	Linda Kay Folsom	Salary - Part Time	43.01
2287	Patricia Gillgannon	Salary - Part Time	198.33
2288	Thelma Helyar	Salary - Part Time	222.59
2289	Winifred W. Heron	Salary - Part Time	98.43
2290	Nelson Lance Reppert	Salary - Part Time	117.51
2291	Bessie Fay Rist	Salary - Part Time	78.33
2292	Jennifer R. Shaw	Salary - Part Time	78.03
2293	Mary Ann Stalcup	Salary - Part Time	93.92
2294	Daniel J. Stangle	Salary - Part Time- Custodian	47.03
2295	Maurice Townsend	Salary - Part Time	148.13
2296	Lorene I. Wilson	Salary - Part Time	84.61
2297	Theresa Anne Zook	Salary - Part Time	72.63
2298	Void		
2299	Kathy Barlow	Contingency	100.78
2300	Douglas County Depository	Federal Income Tax Withheld	1,496.80
2301	Kansas Blue Cross-Blue Shield	Hospitalization Insurance	310.98
2302	Kansas State Library	Periodicals	6.00
2303	Bernan Associates	Adult Books	100.00
2304	Superintendent of Documents	Library Materials	100.00

2305	American Auto Appraisal
2306	Arno Press Inc.
2307	Belle & Howell
2308	Ebsco Subscription Services
2309	Facts on File, Inc.
2310	The Journal World
2311	John Hack
2312	The Kiplinger Washinton Editors, Inc.
2313	Moody's Investors Service, Inc.
2314	The Ozarks Mountaineer
2315	Prebound Periodicals, Inc.
2316	Predicasts, Inc.
2317	Prentice Hall, Inc.
2318	Public Affairs Information Service, Inc.
2319	Standard and Poor's Corporation
2320	American Bindery
2321	Amphoto
2322	The Baker and Taylor Company
2323	Doubleday and Company, Inc.
2324	General Learning Corporation
2325	Harper and Row, Publishers, Inc.
2326	McNaughton Book Service
2327	National Cyclopedia of American Biography
2328	W. W. Norton & Company, Inc.
2329	Charles Scribner's Sons
2330	Silver Burdett Company
2331	The H. W. Wilson Company
2332	Grosset & Dunlap, Inc.
2333	National Geographic Society
2334	Bound to Stay Bound, Books, Inc.
2335	Peter Smith Publishers, Inc.
2336	State of Kansas
2337	The University Press of Kansas
2338	Conversa-Phone Institute, Inc.
2339	Kansas Union Book Store
2340	National Record Plan
2341	Schindler's Antique Shop
2342	Ben Franklin Store
2343	Bro-Dart, Inc.
2344	Cam-Dex Corporation
2345	Carter's Stationary
2346	Chesterfield Music Shops, Inc.
2347	Com-Pak Chemical Corporation
2348	Crane and Company, Inc.
2349	Demco Educational Corporation
2350	Eastman Kodak Company

Periodicals	\$ 8.00
Periodicals	78.00
Periodicals	83.00
Periodicals	2,495.61
Periodicals	187.00
Periodicals	49.20
Periodicals	48.00
Periodicals	28.00
Periodicals	415.00
Periodicals	3.00
Periodicals	138.75
Periodicals	84.00
Periodicals	192.00
Periodicals	75.00
Periodicals	738.00
Binding-Library Supplies	609.59
Adult Books	18.63
Children's Books, A. Books, Rev. Shar.	3,735.36
Adult Books, Children's Books	469.76
Adult Books	29.28
Adult Books	395.00
Adult Books	320.60
Adult Books	71.50
Adult Books	380.00
Adult Books	28.54
Adult Books	7.61
Adult Books	6.00
Children's Books	3.99
Children's Books	19.50
Children's Books - Revenue Sharing Fund	1,200.27
Revenue Sharing Fund	37.55
Adult Books	27.00
I.L.L. Resource - Adult Gift Books	5.01
Library Materials	6.24
Library Materials	2.25
Library Materials	122.01
Library Materials	25.00
Library Supplies	7.93
Library Supplies	58.80
Library Supplies	87.00
Library Supplies	1.87
Library Supplies	2.40
Library Supplies	30.96
Library Supplies-Repairs & Equipment	80.63
Library Supplies	91.50
Library Supplies	8.88

2351	Gane Grothers & Lane, Inc.	Library Supplies	11.45
2352	Gaylord Bros, Inc.	Library Supplies	435.45
2353	Jostens	Library Supplies	1,992.90
2354	Kard Rubber Stamp Co.	Library Supplies	6.80
2355	The Lawrence Typewriter	Library Supplies-Repairs & Equipment	125.72
2356	The Library of Congress	Library Supplies	5.75
2357	Robert James Co.	Library Supplies	55.00
2358	World Printing Service	Library Supplies	54.50
2359	Bestline Products	Library Supplies	86.70
2360	J. I. Holcomb Mfg. Co.	Building Supplies	66.00
2361	Smith Paper Supply	Building Supplies	86.85
2362	Arrow-Farr Custom Upholstery	Repairs and Equipment	211.00
2363	Cloud's Heating and Air Conditioning	Repairs and Equipment	15.00
2364	Downtown TV	Repairs and Equipment	4.25
2365	Ernst & Son	Repairs and Equipment	4.95
2366	Gaylord Bros Inc.	Repairs and Equipment	51.00
2367	IBM Corporation	Repairs and Equipment	135.75
2368	Malott's Hardware	Repairs and Equipment	2.93
2369	Montgomery Elevator Company	Repairs and Equipment	67.27
2370	Rogers Electric	Repairs and Equipment	231.50
2371	Mobile Oil Corporation	Travel and Bookmobile	49.02
2372	Skelly Oil Company	Travel and Bookmobile	24.29
2373	Schendel Pest Control	Contingency	114.00
2374	City of Lawrence, Water Dept.	Utilities	32.08
2375	Kansas Power and Light Co.	Utilities	1,618.00
2376	Southwestern Bell telephone Co.	Utilities	90.87
2377	Western Union	I.L.L. Operations	150.90
2378	Petty Cash	Miscellaneous	64.70
2379	Postmaster, Lawrence, Kansas	Postage	400.00
2380	Popular Periodicals Indes	Periodicals	9.70
			\$30,242.19

Lawrence Public Library

PHONE 843-3833

707 VERMONT / LAWRENCE, KANSAS 66044



WAYNE MAYO
Library Director

ANNUAL MEETING OF THE LIBRARY BOARD
WILL BE TUESDAY, FEB. 19 AT 4 p.m.
in the Board Room, followed immediately by the regular monthly meeting.

ANNUAL MEETING

- A- Call to order
- B- Minutes of the 1972 annual meeting held Feb. 20, 1973
- C- Annual report presentation
- D- Hiring of Library Director
- E- Adjourn

REGULAR MEETING

- A- Call to order
- B- Minutes of the January meeting
- C- Librarian's report
 - 1- financial
 - 2- statistical
 - 3- revenue sharing
 - 4- loyalty oath
 - 5- state aid
 - 6-
 - 7-
- D- Old business
 - 1-
- E- New business
 - 1- quotation for additional equipment
 - 2-
- F- Discussion of bills
- G- Adjournment

Lawrence Public Library

PHONE 843-3833

707 VERMONT / LAWRENCE, KANSAS 66044



WAYNE MAYO
Library Director

ANNUAL REPORT 1973

TO THE LIBRARY BOARD OF DIRECTORS:

The year 1973 marks the first full calendar year of our operation in the new library building. All statistics point to the fact that library usage has greatly increased since our move to 707 Vermont. Without question, the greater seating capacity, ease of use, availability of more materials, and the more inviting atmosphere have all contributed to the increase.

On the statistical side, circulation of library materials rose to 383,149 in 1973, an increase of 50,370 over the previous year. Our total circulation increase since moving to the present location has been 75,618, or 30% more than was generated in the old location. After several years of decline in the use of children's books, book usage in this area rose by 30,000 last year. Registered borrowers increased last year to an all-time high of 28,741, an increase of 5,589 over 1972.

In addition to books, we circulated 14,710 lp records, 4,897 periodicals, 1,545 films & 630 framed art prints.

As a result of the increased usage, we found it difficult to build the book collection to the level of demand. This was particularly true in the area of pre-school books. To help relieve the shortage, we were fortunate to be granted \$ 15,000 in revenue sharing funds from the City Commission. This enabled us to add 2,500 more books than our regular budget would allow.

Several new services were begun in 1973. We began loaning framed art prints and with a beginning collection of 80 prints, circulated these 630 times during the year. Prints are loaned for 6 weeks. We also began Sunday openings last year. During the 3 hours the library has been open each Sunday, an average of 270 persons used the library. Some 500-600 books are normally checked out during this period. This has been a very successful change.

In addition to the above, just a few of the many services available to patrons during the year were:

- * over 55,000 photocopies were made for library patrons last year.
- * Service to the homebound provided some 5,000 books to persons receiving this service.

- * 940 children received awards for participating in our Summer Reading Program
- * 9,137 books were loaned to teachers on short-term classroom loans.
- * 71 story hour sessions were held with 1,969 children participating.
- * 6,788 persons used our meeting rooms in 1973.
- * 54 different art displays covering all forms of art were presented in the Library. Displays are co-ordinated by the Lawrence Art Guild.

Other activities are listed on a separate page of this report.

Again in 1973 Lawrence Public Library was reference and interlibrary loan center for the Northeast Kansas Libraries. The library has provided this service to some 30 libraries in the northeast Kansas area. Lawrence was also a member of the state-wide interlibrary loan network. Lawrence patrons received approximately 1,000 reserve books from this network last year.

The Carnegie Association For the Lawrence Library (C.A.L.L.) Launched its major fund-raising campaign last year. The first annual used book sale brought in over \$ 1,700. These funds will be used to purchase books for the library detailing America's cultural history. Funds from sales over a 3 year period will be used to purchase a collection to be known as 'heritage 76'. In addition, approximately \$1,000 in books were received by the Library from CALL through memberships.

We feel the Library has had a good year. Library usage in all areas increased and it is evident that the people of Lawrence are taking advantage of the facility they voted for in 1970. We have an excellent staff and much of the success of our programs is due to their fine efforts. In addition, our appreciation goes to the Library Board, the City Commission and the many persons in Lawrence who have helped to make the Library a useful part of the community.

Wayne Mayo
Library Director

LAWRENCE PUBLIC LIBRARY
ACTIVITIES-1973

CIRCULATION

	<u>1972</u>	<u>1973</u>
adult books	189,047	205,252
childrens books	128,384	156,115
total books	317,431	361,367
records	10,869	14,710
periodicals	3,032	4,897
prints, art	--	630
films	1,438	1,545
total all circ.	332,779	383,149

increase of 43,936 books and 50,370 increase in all circulation

BOOK STOCK

	<u>adult</u>	<u>children</u>
added	6,002	4,228
withdrawn	1,965	801
bal. dec. 31, 1973	63,297	30,532

total books as of Dec. 31 was 93,829. of these
2,500 were purchased with Revenue Sharing funds

REGISTRATION

Adult borrowers- 19,471 County- 2,424 childrens- 6,846
total borrowers- 28,741 (1972 total- 23,152) increase
of 5,589 registered borrowers

MISC. SERVICES

Meeting rooms- 296 meetings were held with an estimated attendance total of 6,788
tours- 66 tours were conducted for 1,371 people (adult and children)
art displays- 54 separate displays were exhibited in the library including paintings,
jewelery, carvings, watercolors, photography, sculpture, etc.
reference questions- the reference dept. answered 15,283 questions of an informational
nature in addition to their other duties.
Teacher loans- 9,137 loans to teachers for small classroom collections
Story hours- 71 story hour sessions with an attendance of 1,969 children
NEKL- handles 14,375 requests from 35 libraries and loaned 5,625 items
interlibrary loan- borrowed 600 items for Lawrence patrons on state-wide inter-
library loan network.
Sunday openings- Began in Jan. 1973 from 2-5 each Sunday, we have an average of
270 users each Sunday and a book circulation of 500-600 during
that period

SOURCES OF INCOME FOR BOOK PURCHASES - 1973

*Tax Funds - Adult	\$29,800.00
Children	10,200.00
C.A.L.L.	920.27
Mrs. Nelson Memorial	682.50
Hefner Estate	400.00
Miscellaneous Gift Books	451.08
Book Sales	252.04
Special Order Books	1,185.56
Lost of Damaged Books	1,171.87
Kansas Resource Grant	3,500.00
Revenue Sharing Fund	<u>15,000.00</u>
	\$63,563.32

*Includes N.E.K.L. approximately \$10,000.00

FUNDS IN ACCOUNTS

Biggar Estate	\$1,448.14	
Grovenor Fund	212.39	
Welch Fund	396.79	
Moore Fund	274.71	
Edwards Fund	253.94	
Perkins Fund	253.55	
Children's Gifts	1,484.60	
Adult Gifts	1,347.63	
Certificate of Deposit.	10,000.00	
Interest earned of C. O. D.	1,950.43	
Carryover, 1972	1,842.26	
Photo Copy Balance, 1973	870.02	
Kpers Balance, 1973	609.64	
Balance Carried forward, 1973	1,225.76	
Desk Collections		1,225.76
Funds encumbered for books:		885.00
Miscellaneous orders	7,515.77	
Revenue Sharing	1,818.70	
I.L.L. Resource	49.06	
<u>TOTAL as per ledger and</u>	\$31,553.39	
<u>December 1973 balance.</u>		

1500 from 74 bvb 450 AM

1,225.76
885.00
340.76

ANNUAL MEETING
February 19, 1974

The Annual meeting of the Board of Directors of the Lawrence Public Library was called to order by Chairman Clark Coan at 4:00 in the Conference Room. Other members present were: James Drury, Skipper Williams and Mrs. Julie Stough. Observers were: Valerie Peaslee, Student Observer and Mrs. Evelyn Hastings, League of Women Voters.

Minutes of the 1972 meeting held February 20, 1973 were approved as distributed.

The Directors report for 1973 is attached to the minutes. Copies of this report are being mailed to the Journal World and to the City Commission.

There was discussion of a change of date for the regular board meeting to avoid meeting the same time as that of the City Commission Meeting. James Drury made a motion that the day be changed from the third Tuesday of the month to the third Wednesday of the month. Julie Stough seconded the motion and it carried unanimously. A poll of the absent members is to be taken prior to the March meeting.

The following resolution was read by Chairman Coan:

Inasmuch as our Library Director has not only directed but led the Lawrence Public Library during 1973, that he has provided the quality of leadership the community desires, that he has been the guiding force in developing one of the better public libraries for a city of our size, be it thereby resolved that the Board of Trustees wholeheartedly commend Mr. Wayne Mayo, Library Director, for his services. We in the community deem it fortunate, indeed, to have him here in this capacity.

Julie Stough moved that the resolution be accepted, James Drury seconded the motion and it was unanimously approved.

The meeting adjourned.

REGULAR MEETING
February - 1974

The Board of Directors held its regular monthly meeting on February 19, 1974 in the Conference Room. Members present were: Chairman Clark Coan, James Drury, Skipper Williams and Julie Stough. Observers were: Evelyn Hastings and Valerie Peaslee.

Chairman Coan issued a welcome on behalf of the Board to Valarie Peaslee, Student Observer, representing the Lawrence High School.

Minutes of the January meeting were approved as distributed.

Mr. Mayo gave the January Statistics report and commented on the amount collected from the overdue fines on books shown in the financial statement. There was also discussion on the films shown as checked out and of the kind that should be purchased to enlarge the collection.

Mr. May reported that the request to the City Commission for Revenue Sharing Funds is being considered this date.

There was discussion of the Loyalty Oath paper which in the past has been a requirement for employees of the Library to sign. Recently an employee, newly hired, has refused to sign the Loyalty Oath. Mr. Mayo has spoken with the City Personnel Manager, David Mansfield and has written to the City Attorney for an opinion as to whether it is necessary to require these Loyalty Oaths upon employment by the Public Library. The Board's decision is to wait for the written answer of the City Attorney before making a decision.

Federal Money in the amounts of \$10,000 for resources and \$3,700 for operations is expected to be forthcoming.

Mr. Mayo asked the Board's approval for the expenditures of money for the following items:

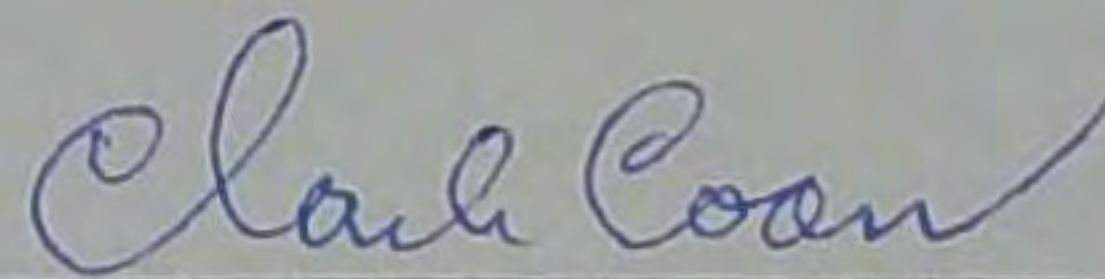
Paperback rack in Children's Dept.	\$479.00
Rack for New Books in Children's Dept.	325.00
Remodeling of the display bulletin board in the lobby.	448.00
Royal Typewriter	335.63
Extensions for Book Shelves	24.00

Mr. Drury made a motion that the above expenditures be approved, Skipper Williams seconded the motion and it was unanimously approved.

There was discussion for need of an explanation of the terms of the insurance policy covering items on loan from exhibitors for the Art Guild. It was suggested that a statement be typed in the form of a letter and presented to each exhibitor outlining the terms of the library responsibility.

Bills in the amount of \$30,242.19 were approved by roll call vote.

Meeting Adjourned.


Chairman

FINANCIAL STATEMENT

February - 1974

Year to Date

Balance, January 1, 1974		\$ 31,553.39
Balance, January 31, 1974	\$65,032.14	

RECEIPTS:

Tax Funds.....		107,000.00
Adult Books.....	134.95	352.75
Children's Books.....	38.85	96.46
Overdues.....	731.24	1,497.65
Photo Copies.....	518.93	1,014.58
Library Materials.....	8.25	38.30
Library Supplies.....	5.90	87.56
Postage.....		37.76
Binding.....	2.75	5.75
Building Supplies.....		32.00
Repairs and Equipment.....	10.00	10.00
Utilities.....	24.64	24.64
Adult Gift Books	1,140.46	1,140.46
N.E.K.L.....	3,712.50	3,712.50
Revenue Sharing.....	15,000.00	15,000.00

BALANCE AFTER RECEIPTS AND BEFORE EXPENDITURES

\$86,360.61

\$161,603.80

EXPENDITURES:

Contingency Salary.....	340.82	539.89
Salaries.....	8,895.47	17,333.83
Custodian's Salary.....	837.35	1,612.00
Blue Cross - Employees.....	108.68	217.36
Blue Cross - Employers.....	202.30	404.60
Federal Income Tax W/held.....	1,544.90	3,041.70
Contingency.....	40.54	289.63
Periodicals.....	60.00	5,307.85
Adult Books.....	2,326.25	6,460.54
Children's Books.....	1,058.78	2,452.87
Library Materials.....	58.57	324.07
Library Supplies.....	173.14	3,086.68
Revenue Sharing.....	387.98	1,727.09
I.L.L. Operations.....	205.25	356.15
I.L.L. Resource.....	8.10	11.66
Gift Adult Books.....		1.45
Repairs and Equipment.....	559.40	1,430.54
Building Supplies.....	331.06	570.61
Travel and Bookmobile.....	51.91	125.22
Utilities.....	1,397.90	3,138.85
Postage.....		400.00
Photo Copies.....	911.51	911.51
Binding.....	9.72	9.72

\$19,509.63

\$49,752.82

45,000.00

TOTAL EXPENDITURES

Less Certificate of Deposit.....

BALANCE AS PER LEDGER AFTER

EXPENDITURES..... \$66,850.98

\$66,850.98

CHECK RECORD
February, 1974

<u>NUMBER</u>	<u>PAYEE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
2381	James H. Anthony	Custodian Salary	\$445.03
2382	Elizabeth M. Barlow	Salary	353.81
2383	Doris E. Brandt	Salary	331.21
2384	Gary W. Cooper	Custodian Salary	330.80
2385	Bonnie Dillard	Salary	590.92
2386	Judy A. Green	Salary	286.09
2387	Diana M. Halliday	Salary	291.03
2388	Sue I. Hess	Salary	205.12
2389	JoAnn Hubbard	Salary	372.71
2390	Virginia L. McCullough	Salary	331.18
2391	Wayne Mayo	Salary	1,006.74
2392	Sherry Nan Michael	Salary	304.80
2393	Alberta L. Morgan	Salary	399.90
2394	Mary D. Murphy	Salary	740.78
2395	Helen P. Osma	Salary	757.40
2396	Mary E. Paretsky	Salary	522.00
2397	Cheryl Sarazan	Salary	306.05
2398	Darlene Adams	Part Time Salary	79.61
2399	Patty Lou Armbrister	Part Time Salary	170.39
2400	Debra Lynn Bryans	Part Time Salary	110.26
2401	Jeanne Marie Burgess	Part Time Salary	111.16
2402	Karen Cramer	Part Time Salary	70.31
2403	Gay Lea Dunn	Part Time Salary	130.69
2404	Sandra A. Elston	Part Time Salary	162.19
2405	Bruce Flanders	Part Time Salary	97.95
2406	Linda Kay Folsom	Part Time Salary	56.99
2407	Dorothea P. Gillgannon	Part Time Salary	218.08
2408	Thelma Helyar	Part Time Salary	234.56
2409	Winnie Heron	Part Time Salary	118.29
2410	Nelson L. Reppert	Part Time Salary	161.86
2411	Bessie Fay Rist	Part Time Salary	111.01
2412	Jennifer R. Shaw	Part Time Salary	72.73
2413	Mary Ann Stalcup	Part Time Salary	110.86
2414	Daniel J. Stangle	Custodian Salary	109.73
2415	Stacey S. Starks	Part Time Salary	108.18
2416	Maurice Townsend	Part Time Salary	23.87
2417	Susi Williams	Part Time Salary	68.60
2418	Lorene I. Wilson	Part Time Salary	84.61
2419	Theresa A. Zook	Part Time Salary	86.14
2420	Douglas County Depository	Federal Income Tax Withheld	1,544.90
2421	Kansas Blue Cross-Blue Shield	Hospitalization Insurance	310.98
2422	Samuel French, Inc.	Library Supplies	10.00

2423	Baker and Taylor Company
2424	Bound to Stay Bound Books, Inc.
2425	General Learning Corporation
2426	G. K. Hall and Co.
2427	George S. Hixon, Distributor
2428	Kennedy's Bookshop
2429	Little, Brown and Co.
2430	McNaughton Book Service
2431	National Geographic Society
2432	National Register Publishing Co. Inc.
2433	Rand McNally and Co.
2434	Singer- SVE Society for Visual Education, Inc.
2435	Western Publishing Co.
2436	Wiesenberger
2437	The Town Crier, Inc.
2438	Harper and Row, Inc.
2439	American Bindery
2440	Ebsco Subscription Services
2441	Kansas Union Book Store
2442	Pelican Records
2443	Crane and Company
2444	Samuel French, Inc.
2445	Kard Rubber Stamp Co.
2446	Lawrence Typewriter
2447	World Printing Service
2448	Ben Franklin
2449	Tobey Fine Papers
2450	Xerox
2451	Xerox
2452	Gaylord Bros.
2453	Guntert's Plbg. & Heating
2454	Lawrence Construction Co. Inc.
2455	Montgomery Elevator Co.
2456	General Appliance Company, Inc.
2457	Malotts
2458	Pur O Zone Chemical Co.
2459	Skelly Oil Co.
2460	Southwestern Bell Telephone Co.
2461	City of Lawrence-Water Department
2462	Kansas Power and Light Co.
2463	Western Union
2464	Lawrence Chamber of Commerce
2465	Transport Clearing House
2466	Petty Cash

Adult Books-Revenue Sharing	\$1,862.95
Children's Books. Rev. Shar.	666.08
Adult Books	6.95
Adult Books	96.75
Adult Books	6.52
Adult Books	50.00
Adult Books	173.80
Adult Books	331.51
Adult Books	10.00
Adult Books	76.50
Adult Books	77.00
Children's Books	48.48
Children's Books	243.25
Adult Books	48.00
Revenue Sharing	22.18
I.L.L. Resource Grant	8.10
Binding	9.72
Periodicals	60.00
Library Materials	1.42
Library Materials	45.50
Library Supplies	7.35
Library Supplies	10.48
Library Supplies	3.50
Repairs and Equipment-Supplies	102.71
Library Supplies	102.00
Photo Copies	2.29
Photo Copies	511.78
Photo Copies	57.00
Photo Copies	340.44
Repairs and Equipment	188.05
Repairs and Equipment	10.88
Repairs and Equipment	228.98
Repairs and Equipment	67.27
Building Supplies	64.87
Building Supplies	9.18
Building Supplies	12.78
Travel and Bookmobile	36.91
Utilities	89.08
Utilities	38.06
Utilities	1,270.76
I.L.L. Operations	205.25
Contingency	12.50
Contingency	27.04
Miscellaneous	82.01
	<u>\$19,509.63</u>

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of February, 1974

LIBRARY CIRCULATION: Adult Books 19,178 Children's Books 10,093
 1973 Total 28,688 Total Books 29,271 Difference 1974 583 more
 Prints 73 Adult Periodicals 448 Children's Periodicals 22
 Adult Records 1,106 Children's Records 337
 Films 145 Reference Questions 1,294

<u>BOOKS</u>	<u>94,417</u>	Adult Fic.	Adult Non Fic.	Children's Fic.	Children's Non Fic.
Added	<u>884</u>	<u>75</u>	<u>371</u>	<u>243</u>	<u>195</u>
Withdrawn	<u>145</u>	<u>11</u>	<u>111</u>	<u>14</u>	<u>9</u>
Totals	<u>95,156</u>				

<u>REGISTRATIONS</u>	Adult	County	Children	Totals
Active	<u>19,784</u>	<u>2,452</u>	<u>6,779</u>	<u>29,015</u>
Added	<u>529</u>	<u>70</u>	<u>49</u>	<u>648</u>
Withdrawn	<u>225</u>	<u>11</u>	<u>101</u>	<u>337</u>
Totals	<u>20,088</u>	<u>2,514</u>	<u>6,727</u>	<u>29,329</u>

<u>MEETING ROOMS</u>	Scheduled	Attendance Expected
Auditorium	<u>17</u>	<u>500</u>
Gallery	<u>12</u>	<u>150</u>
Gallery-Story Hour	<u>8</u>	<u>196</u>

<u>TOURS</u>		
Children	<u>3</u>	<u>26</u> - 6 Nursery School Classes - 92 Children
Adults	<u>1</u>	<u>13</u> Small World

MISCELLANEOUS

Books Sales	<u>\$21.45</u>
Coin Typewriters	<u>10.00</u>
Art Displays	<u>Stoneware- Weaving-Paintings</u>

SPECIAL ACTIVITIES:

Story Hour statistics include two Valentine parties given by the Children's Department.

REGULAR MEETING

March 19, 1974

The Board of Directors of the Lawrence Public Library held it's regular monthly meeting March 19, 1974 at 4:00 in the Conference Room.

Members present were: Chairman Clark Coan, Larry Flannery, Julie Stough, Kit Carlsen, Skipper Williams and observers: Mrs. Evelyn Hastings and Valerie Peaslee.

Minutes of the February meeting were approved as distributed by mail.

The Directors report included the following items:

Financial Statement.

Loyalty Oath: Mr. Mayo has contacted various officials and was informed by the Kansas League of Municipalities that the law is in effect. We shall continue to ask employees to sign the loyalty oath as has been required in the past.

Mr. Mayo reported on the status in the legislature of the bill on State Aid to the Libraries. Skipper Williams is to express thanks to Representative Vogel in regard to his vote in approval of the bill.

On March 4, 1974 a check in the amount of \$15,000 from the Revenue Sharing Funds for 1974 was received by the Library.

A statement has been formulated to be given to each art exhibitor regarding the insurance carried by the Library on the items on loan from individuals. The Board voices approval of the statement which is attached to these minutes.

Mr. Mayo reported that the Contractual Arrangements for the lawn care and maintenance for 1974 have been made with the City of Lawrence Parks and Recreation Department.

There was discussion of a change of time or date of the regular Board Meeting. Mr. Mayo is to contact Mr. Drury regarding this.

A motion was made by Larry Flannery, seconded by Skipper Williams that an increase in salary be given to Mr. Mayo, effective as of April 1, on a basis of \$18,000 per year. The motion unanimously carried.

A letter from the City Manager is attached to the minutes. This letter is in regard to policy and by-laws for the Board of the Library. A committee of Valarie Peaslee, Kit Carlsen and Wayne Mayo was appointed by the Chairman to make a study and form a policy to be presented for consideration by the Board. Mr. Mayo was instructed to write an answer to the City Manager informing him that the Board does each month prepare an agenda, which is presented to the City Manager, the meetings are open to the Public, the news media is informed of special events of the Library and that we do not operate by a policy or have written by laws including any policy on attendance. The League of Women Voters of Lawrence has requested the City Commission to establish a policy with regard to the above items. A report is to be made to the April meeting.

Applications and contracts have been received from the State Library for us to continue participation in the KIC Statewide Interlibrary Loan project. One is for \$3,717 for operations and is to run from January, 1974 thru June 30, 1974. A resource Grant of \$10,150 will run from January through September of 1974. The third, a resource grant of \$19,618 is to be effective June 1, 1974 and run through July 30, 1975. These funds were made possible through released impounded federal Funds. Skipper Williams moved, seconded by Larry Flannery, that applications and contracts be signed. Motion passed unanimously.

A proposal was received from Western Union to sell the teletype machine for \$1730.00. The present monthly charge for use of the machine is \$74.00. This will be lowered to \$13.00 per month if the machine is owned by the Library. Larry Flanner made a motion seconded by Skipper Williams, that the machine be purchased by the Library. The motion passed unanimously.

Tuesday, April 16th, is the date announced for the recognition dinner to be given to Clark Coan who has served two, four year terms as a member of the Lawrence Library Board of Directors. Arrangements have been made by Julie Stough for the Centennial Room at 6:45.

Bills in the amount of \$19,509.63 were approved by Roll Call vote.

Meeting adjourned.

Chairman, Clark Coan

LAWRENCE PUBLIC LIBRARY • LAWRENCE • KANSAS

WAYNE MAYO • HEAD LIBRARIAN

TO OUR EXHIBITORS:

While the Library will make every attempt to protect articles placed on exhibit, we cannot assume financial responsibility for items lost, stolen or damaged while in our custody.

However, some coverage is afforded under an inland marine policy which the Library carries. General terms of this policy are as follows:

- 1- Items in our care are covered for fire, theft, ~~and~~ and vandalism, but not accidental breakage.
- 2- Maximum coverage for loss of any one item is \$ 250
- 3- There is a \$ 50 deductible per loss
- 4- Maximum face value of the policy is \$ 3,000
- 5- Where other insurance carried by an exhibitor is in force, coverage under the Library's policy would be effective only as EXCESS over the exhibitor's own insurance.

At the time the exhibit is hung, the Library will require a list of items to be exhibited and their estimated value.



CITY COMMISSION
MAYOR
NANCY S. HAMBLETON
COMMISSIONERS
BARKLEY CLARK
JOHN H. EMICK
FRED PENCE
JACK ROSE

City of Lawrence KANSAS

BUFORD M. WATSON, JR., CITY MANAGER

CITY OFFICES 910 MASSACHUSETTS ST.
BOX 708 66044 913 843-4600

March 13, 1974

Library Board
% Mr. Wayne Mayo
707 Vermont Street
Lawrence, Kansas 66044

Dear Wayne,

The City Commission has requested that I investigate to see whether or not your board has a set of bylaws for the operation of the board. We are interested to know whether or not the bylaws contain a policy on attendance, preparation of an agenda and the ways in which the meetings are reported to the public. We are also interested as to whether or not all minutes of your meetings are forwarded to the City Commission for their acceptance. Please answer this survey as soon as possible so that I might report the results to the City Commission. For your information the City Commission has been requested by the League of Women Voters of Lawrence to establish a policy with regard to the above questions. The City Commission has asked me to find out what your policies of operation may be at this time. Thanks for your immediate attention.

Sincerely yours,

A handwritten signature in cursive script, reading "Buford".

Buford M. Watson, Jr.
City Manager

BMW/lb

FINANCIAL STATEMENT

March 31, 1974

Year to Date
\$31,553.39

Balance, January 1, 1974
Balance, February 28, 1974

\$66,850.98

RECEIPTS:

Tax Funds	53,000.00	\$160,000.00
Adult Books.....	143.88	496.63
Children's Books.....	36.91	133.37
Overdues.....	879.52	2,377.17
Photo Copies.....	691.75	1,706.33
Library Materials.....	31.22	69.52
Library Supplies.....	17.67	105.23
Postage.....		37.76
Binding.....	3.00	8.75
Building Supplies.....		32.00
Repairs and Equipment.....	14.00	24.00
Utilities.....		24.64
Adult Gift Books.....	50.00	1,190.46
N.E.K.L.	3,250.00	6,962.50
Revenue Sharing.....		15,000.00

TOTAL RECEIPTS

58,117.95 188,168.36

BALANCE AFTER RECEIPTS AND BEFORE EXPENDITURES

124,968.93 219,721.75

LESS CERTIFICATE OF DEPOSIT

45,000.00 90,000.00

79,968.93 129,721.75

EXPENSES:

Contingency Salary.....	311.43	850.32
Salaries.....	8,970.95	26,304.78
Custodian's Salary.....	832.13	2,444.13
Blue Cross, Employees.....	108.68	326.04
Blue Cross, Employers	202.30	606.90
Federal Income Tax Withheld..	1,535.34	4,577.04
Contingency.....	35.03	324.66
Periodicals.....	47.09	4,745.35
Adult Books.....	2,689.07	9,197.61
Children's Books.....	1,286.79	3,669.48
Library Materials.....	852.50	1,176.57
Library Supplies.....	323.73	3,537.02
Revenue Sharing.....	1,048.06	2,797.33
I.L.L. Operations.....	219.65	575.80
I.L.L. Resources.....	10.95	22.61
Adult Gift Books.....	442.00	443.45
Repairs and Equipment.....	1,113.72	2,544.26
Building Supplies.....	110.84	681.45
Travel and Bookmobile.....	69.69	194.91
Utilities.....	1,464.19	4,603.04
Postage.....	600.00	1,000.00
Photo Copies.....	339.92	1,251.43
Binding.....		492.70
Insurance.....	83.00	83.00
Social Security-Employees.....	2,237.97	2,237.97
Social Security-Employers.....	2,237.22	2,237.22

Kpers - Employees.....	1,051.62	1,051.62
Kpers - Employers.....	1,906.80	1,906.80
Kansas Income Tax Withheld.....	<u>457.55</u>	<u>457.55</u>
<u>TOTAL EXPENDITURES</u>	30,588.22	80,341.04
<u>BALANCE AFTER EXPENDITURES</u> <u>AND AS PER LEDGER</u>	\$49,380.71	\$49,380.71

BUDGET SURVEY
MARCH 31, 1974

<u>SALARIES</u>	<u>BUDGETED</u>	<u>RECEIVED</u>	<u>SPENT</u>	<u>BALANCE</u>
Full Time Salaries	\$109,790.		\$27,609.81	\$82,180.19
Part Time Salaries	29,000.		6,794.26	22,205.74
Other	2,958.		916.66	2,041.34
<u>TOTAL</u>	\$141,748.		\$35,320.73	\$106,427.27
<u>LIBRARY MAINTENANCE</u>				
Books	\$44,000.	630.00	\$5,341.42	\$39,288.58
Periodicals	4,400.		4,745.35	(345.35)
Library Materials	3,400.	69.52	1,176.57	2,292.95
Binding	1,600.	8.75	492.70	1,116.05
Library Supplies	5,000.	105.23	3,537.02	1,568.21
Custodian Salaries	11,752.		2,928.72	8,823.28
<u>TOTALS</u>	\$70,152.	\$813.50	\$18,221.78	\$52,743.72
<u>BUILDING MAINTENANCE</u>				
Building Supplies	\$2,000.	32.00	681.45	1,350.55
Repairs and Equipment	5,000.	24.00	2,544.26	2,479.74
Utilities	18,500.	24.64	4,603.04	13,921.60
Insurance	1,500.		83.00	1,417.00
<u>TOTALS</u>	\$27,000.	\$80.64	\$7,911.75	\$19,168.89
<u>MISCELLANEOUS</u>				
Postage	\$ 2,000.		\$1,000.00	\$1,000.00
Contingency	2,000.		324.66	1,675.34
Travel & Bookmobile	1,900.		194.91	1,705.09
Hospitalization	4,000.		606.90	3,393.10
<u>TOTALS</u>	\$9,900.		\$2,126.47	\$7,773.53
Social Security	9,000		2,237.22	6,762.78
Kpers	8,200.		1,906.80	6,293.20
<u>TOTALS</u>	\$17,200.		\$4,144.02	\$13,055.98
<u>GRAND TOTAL</u>	<u>\$266,000.</u>	<u>\$894.14</u>	<u>\$67,724.75</u>	<u>\$199,169.39</u>
I.L.L. Resources			\$22.61	(22.61)
I.L.L. Operations			575.80	(575.80)
Revenue Sharing		\$15,000.00	2,797.33	\$12,202.67
Photo Copies		1,706.33	1,251.43	454.90
<u>ANTICIPATED INCOME:</u>				
Tax Funds	\$201,500.			
Desk Collections	6,000.			
N.E.K.L.	28,000.			
1972 Carryover	11,800.			
Social Security	9,000.			
Kpers	8,200.			
	<u>\$266,000.</u>			

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of March, 1974

LIBRARY CIRCULATION: Adult Books 19,273 Children's Books 12,189
 1973 Total 34,376 Total Books 31,462 Difference 1974-2,914 less
 Adult Periodicals 577 Children's Periodicals 33
 Adult Records 1,236 Children's Records 438
 Films 149 Reference Questions 1,296

<u>BOOKS</u>	<u>95,156</u>	Adult Fic.	Adult Non Fic.	Children's Fic.	Children's Non Fic.
Added	<u>849</u>	<u>91</u>	<u>389</u>	<u>193</u>	<u>176</u>
Withdrawn	<u>54</u>		<u>16</u>	<u>28</u>	<u>10</u>
Totals	<u>95,951</u>				

<u>REGISTRATIONS</u>	Adult	County	Children	Totals
Active	<u>20,088</u>	<u>2,514</u>	<u>6,727</u>	<u>29,329</u>
Added	<u>490</u>	<u>105</u>	<u>34</u>	<u>629</u>
Withdrawn	<u>273</u>	<u>14</u>	<u>103</u>	<u>390</u>
Totals	<u>20,305</u>	<u>2,605</u>	<u>6,658</u>	<u>29,568</u>

<u>MEETING ROOMS</u>	Scheduled	Attendance Expected	
Auditorium	<u>41</u>	<u>455</u>	(20-25 try-outs & rehearsals for Children's drama, included in scheduling, not in attendance figures)
Gallery	<u>9</u>	<u>175</u>	

<u>TOURS</u>			
Children	<u>1</u>	<u>31</u>	5 School Class visits with 55 children
Adults	<u>3</u>	<u>72</u>	

MISCELLANEOUS

Books Sales	<u>\$32.30</u>
Coin Typewriters	<u>\$14.00</u>
Art Displays	<u>Glass - Weaving - Painting - Haskell Art.</u>

SPECIAL ACTIVITIES:

Mary Murphy spoke to Broken Arrow School for Career Days
 "Cactus Wildcat" Children's Drama 2 performances given with 175 in attendance.

CHECK NO.	PAYEE	CHECK RECORD - MARCH, 1974	ACCOUNT	AMOUNT
2467	James Anthony		Custodian's Salary	\$ 445.03
2468	Elizabeth Barlow		Salary	353.81
2469	Doris E. Brandt		Salary	331.21
2470	Gary W. Cooper		Salary- Custodian	341.20
2471	Bonita D. Dillard		Salary	570.69
2472	Judy Green		Salary	286.09
2473	Diana May Halliday		Salary	301.44
2474	Sue Hess		Salary	219.59
2475	JoAnn Hubbard		Salary	372.71
2476	Virginia Lee McCullough		Salary	331.18
2477	Wayne Mayo		Salary	1,006.74
2478	Sherry Nan Michael		Salary	304.80
2479	Alberta L. Morgan		Salary	399.90
2480	Mary D. Murphy		Salary	712.09
2481	Helen P. Osma		Salary	757.40
2482	Mary E. Paretsky		Salary	522.00
2483	Jacqueline Rutter		Salary	147.76
2484	Cheryl Sarazan		Salary	306.05
2485	Darlene Adams Withers		Part Time Salary	79.61
2486	Patty Lou Armbrister		Part Time Salary	145.68
2487	Debra Bryans		Part Time Salary	109.46
2488	Jeanne Marie Burgess		Part Time Salary	35.53
2489	Karen L. Cramer		Part Time Salary	88.75
2490	Gaye Lea Dunn		Part Time Salary	99.64
2491	Sandra A. Elston		Part Time Salary	118.00
2492	Bruce L. Flanders		Part Time Salary	106.43
2493	Linda K. Folsom		Part Time Salary	5.40
2494	Pat Gillgannon		Part Time Salary	232.20
2495	Thelma Helyar		Part Time Salary	222.59
2496	Winifred W. Heron		Part Time Salary	113.71
2497	Janis Langer		Part Time Salary	105.24
2498	Ann Quinlan		Part Time Salary	46.07
2499	Nelson Reppert		Part Time Salary	149.01
2500	Bessie Rist		Part Time Salary	101.43
2501	Jennifer R. Shaw		Part Time Salary	76.97
2502	Mary A. Stalcup		Part Time Salary	778.38
2503	Dan Stangle		Custodian	104.51
2504	Stacey Starks		Part Time Salary	102.40
2505	Suzanne K. Williams		Part Time Salary	103.76
2506	Lorene I. Wilson		Part Time Salary	84.61
2507	Theresa Anne Zook		Part Time Salary	96.98
2508	Kansas Blue Cross-Blue Shield		Hospitalization Insurance	310.98
2509	Douglas County Depository		Federal Income Tax Withheld	1,533.80

2510	State Contribution Fund
2511	KPERS
2512	Director of Revenue
2513	The Baker and Taylor Company
2514	Void
2515	Void
2516	Bound to Stay Bound Books, Inc.
2517	General Learning Corporation
2518	Hallmark Cards
2519	Jean Karr and Co.
2520	McGraw Hill Books Co.
2521	McNaughton Book Service
2522	R. L. Polk & Co.
2523	Public Service Materials Center
2524	Thomas Publishing Co.
2525	Congressional Quarterly, Inc.
2526	Dun and Bradstreet, Inc.
2527	Encyclopaedia Britannica Educational Corp.
2528	Kansas Union Book Store
2529	The Town Crier
2530	Microfilming Corporation of America
2531	Ebsco Subscription Services
2532	Adventure
2533	Credit Bureau of Lawrence, Inc.
2534	Eastin Phelan
2535	Gaylord Bros. Inc.
2536	Carter's Stationery
2537	Crane and Company
2538	KARD Rubber Stamp Co.
2539	Lawrence Typewriter
2540	M and M Office Supply
2541	Quill Corporation
2542	Wayne Paper
2543	Wickes Corporation
2544	World Printing Service
2545	Malott's True Value Hardware
2546	Precision Laboratories, Inc.
2547	General Appliance Co. Inc.
2548	Cloud's Heating - Air Conditioning
2549	Conrad Electric & Plumbing
2550	Demco Educational Corporation
2551	Ernst & Son
2552	Montgomery Elevator Co.
2553	Rogers Electric
2554	S. H. Industries, Inc.

Social Security	\$4,475.19
KPERS Retirement	2,958.42
Kansas State Income Tax	457.55
Adult Books	2,175.62
Revenue Sharing-Children's B.	1,130.10
Adult Books	8.60
Adult Books	17.51
Children's Books	238.20
Adult Books	30.70
Adult Books	347.64
Adult Books	48.50
Adult Books	14.75
Adult Books	44.75
Adult Books	10.95
Revenue Sharing	400.00
Revenue Sharing	312.50
Revenue Sharing	40.77
Revenue Sharing	168.18
Adult Gift Books	442.00
Periodicals	47.09
Library Materials	8.95
Library Materials	54.00
Library Materials	305.54
Library Materials	484.01
Library Supplies	1.60
Library Supplies	46.58
Library Supplies	3.20
Repairs and Equipment	373.38
Repairs and Equipment	5.85
Library Supplies	31.90
Library Supplies	181.90
Library Supplies	6.24
Library Supplies	9.00
Building Supplies	3.43
Building Supplies	96.15
Building Supplies	8.92
Repairs and Equipment	231.79
Repairs and Equipment	12.50
Repairs and Equipment	162.40
Repairs and Equipment	8.95
Repairs and Equipment	67.27
Repairs and Equipment	246.93
Repairs and Equipment	42.37

2555	Mobil Oil Corporation
2556	Skelly Oil Company
2557	Xerox Corporation
2558	Western Union
2559	The City of Lawrence
2560	Transport Clearing House
2561	Nye's Flowers
2562	Postmaster, Lawrence, Kansas
2563	Kansas Power and Light Co.
2564	City of Lawrence
2565	Southwestern Bell Telephone Co.
2566	Petty Cash
2567	State Highway Commission of Kansas

Travel and Bookmobile	7.73
Travel and Bookmobile	61.96
Photo Copies	339.92
I.L.L. Operations	219.65
Insurance	83.00
Contingency	8.61
Contingency	22.17
Postage	600.00
Utilities	1,336.60
Utilities-Water Dept.	37.07
Utilities	90.52
Miscellaneous	23.28
Revenue Sharing	<u>35.00</u>

\$30,588.22

BY-LAWS OF THE LAWRENCE
PUBLIC LIBRARY

AUTHORITY

The Library Board operates under authority of Kansas Statutes 12-1217 thru 12-1230 and Lawrence Charter Ordinance # 8.

MEETINGS

Regular meetings of the Board shall be held monthly at such time and place as designated by a majority of the entire Board. An agenda shall be prepared by the Director and mailed to Board Members in advance of each meeting, along with minutes of the previous meeting. Such information shall also be sent to the Mayor and the City Manager.

Special meetings may be called by the Chairman, and shall be called by the Chairman if so requested by other members of the Board. Advance notice by telephone or mail shall be given to Board Members. Such notice shall state time and place of the meeting, and the business to be transacted.

All meetings shall be open to the public, except as authorized by Kansas Statutes 75-4319.

OFFICERS

Officers of the Board shall be elected at the April meeting each year and shall be as follows:

Chairman
Vice-Chairman
Secretary-Treasurer

The Chairman of the Board shall preside at all meetings, appoint all committees, authorize calls for special meetings and generally perform the duties of a presiding officer.

The Vice-Chairman shall normally fill the office of the Chairman in the absence of the Chairman. In the event the office of the Chairman becomes vacant, the Vice-chairman succeeds to that office for the unexpired term and the Board selects a new Vice-Chairman for the unexpired term.

The Secretary-Treasurer is responsible for: seeing that a complete and accurate record of all Board meetings is kept; he shall have charge of all funds collected for the maintenance of the Library and shall pay out said funds on orders of the Board. Checks shall be signed by the Chairman and the Secretary-Treasurer, or by such other designated Board Members in the absence of either of the above officers; he shall see that an accurate record is kept of all moneys received and dispursed. Monthly financial reports shall be made to the Board. In addition, an annual report shall be presented to the Board. An audit by a Licensed Municipal Accountant shall be made each year.

COMMITTEES

Special committees may be appointed by the Chairman, with the approval of the Board,

and shall serve until the completion of the work for which they were appointed.

LIBRARY DIRECTOR

The Library Board shall appoint a person to serve as Library Director on the basis of his or her professional competence. Such person, once appointed and having served a probational period of 12 months shall be continued in employment. Such employment may be terminated by a majority vote of full membership of the Board. The director may request a statement of any charges and an open meeting in any dismissal action. The Library Director shall be considered an ex-officio executive officer of the Board and shall have sole charge of the administration of the Library, under the direction and review of the Board. The Director shall be responsible for the care of the building and equipment, for employing the staff, for the efficiency of the Library's service to the public and the operation of the Library under the financial conditions set forth in the annual budget. The Library Director shall attend all Board meetings, except those at which his appointment or salary is to be discussed or decided. He or she shall present an annual report to the Board at the February meeting. More detail concerning this position may be found in the Library Policy Manual.

QUORUM

A Quorum for the transaction of business shall consist of 4 members of the Board. Lacking a quorum, bills for the month may be approved with the consent of the members present, plus telephone consent from enough other members not present to constitute a quorum.

ORDER OF BUSINESS

The order of business at the regular meetings shall be-

- A- Presentation and approval of minutes of the last meeting
- B- Librarian's report
- C- Report of committees, if any
- D- Old business
- E- New business
- F- Approval of bills
- G- Adjournment

This order of business may be changed at any meeting with the consent of the Board. Except as otherwise provided in the by-laws, the usual parliamentary rules and orders shall govern the proceedings.

AMENDMENTS

These by-laws may be amended at any regular meeting of the Board with a quorum present; provided that written notice of the proposed amendment shall be presented to all Board members at least 30 days prior to the meeting at which such amendment is to be voted upon.

REGULAR MEETING
April 16, 1974

The Board of Directors of the Lawrence Public Library met in the Conference Room at 4:00 on Tuesday April 16, 1974 for the regular monthly meeting.

Members present were: Chairman, Clark Coan, Howard Wiseman, Larry Flannery, Kit Carlsen, Julie Stough, Skipper Williams, James Drury. Observers: Valarie Peaslee and Evelyn Hastings.

Minutes of the March meeting were declared approved as distributed.

The Director's report included the following:

Budget Survey, Financial Statement and Statistics Report.

There was a discussion of procedures of alarm systems that might be used with the art print displays.

The State Aid Bill has passed, has been signed and funds are expected to be forthcoming next year. The amount of these funds are \$300,000 from the state, plus federal funds expected to be \$300,000 or a total of approximately \$600,000. The share for the Lawrence Public Library is expected to be between \$10,000 and \$13,000.

December 31, 1974 is the end of the three year period for keeping Library Funds in the Douglas County Bank. The Board had previously decided that the account should be rotated on a three year basis with the various banks of the community. The Chairman asked for a recommendation to be brought to the next meeting regarding the next choice.

There was discussion of the passage of the minimum wage law, effective May 1, 1974. Mr. Mayo states that 85% of the minimum wage scale would be due the students now employed. He reports that we have 10 high school students working approximately 7,000 hours in a one year period. Regulations are expected to be issued about April 25, from the State Library.

There was further discussion concerning a change of meeting time for the regular meeting of the Board of Directors. Mr. Drury felt a change might be in order because of the same meeting time for the City Commission meeting.

Mr. Flannery made a motion that we maintain the same third Tuesday meeting time. Julie Stough seconded the motion and it carried. Skipper Williams suggested that we advise the City Commission of our meeting time and schedule and ask if there would be an interest in any of the commission attending the Library meetings if they were changed to a different time. It was suggested that the Director or the new Chairman contact the new mayor, Jack Rose, concerning this.

In response to a letter from the City Commission, Chairman Coan appointed a committee to form a set of by laws to govern the Library Board. The committee presented a preliminary form to the Board. Additions by James Drury are as follows:

....under Meetings....add the phrase "except as authorized and allowed by Kansas Statute A75 - 4319 " to "All meetings shall be open to the public."

...under Officers change CPA to read "licensed municipal auditor."

...under Library Director.... use the following "The Library Board shall appoint a person to serve as a library Director on the basis of his or her professional competence. Such person, once appointed and having served a probational period of 12 months shall be continued in employment, such employment may be terminated by a

majority vote of full membership of the Board. The Director may request a statement of any charges and an open meeting in any dismissal action. * Refer to Library Manuel.

Kit Carlsen made a motion that we accept the above additions to the present draft of by laws. Larry Flannery seconded the motion and it passed unanimously.

The Chairman instructed the committee to recopy the present draft with the corrections and additions and send a copy to the City Manager and the Mayor.

Chairman Coan announced that he had received a letter from the Kiwanis Club in regard to a recognition luncheon this Thursday, April 18 at 12:00 at the Holiday Inn for the student observers.

Mr. Mayo read a letter from George Griffin asking permission of the Board of Directors for a 14 week regular meeting to be scheduled in the Gallery for the purpose of conducting a History Class for Lawrence History.

A motion was made by Mr. Drury that the Board reaffirm it's policy in regard to scheduling the meeting rooms on a continuous basis. Motion was seconded by Mr. Flannery. Motion passed five to one.

Mrs. Carlsen moved that the local history course be considered co-sponsored by the Library and be allowed to schedule in the auditorium providing it be open to those choosing to take the course without credit. Seconded by Mrs. Stough, passed unanimously.

Mrs. Carlsen nominated James Drury to be Chairman for the coming year. Seconded by Howard Wiseman, passed unanimously.

Mr. Flannery moved that Mrs. Carlsen be nominated as Vice-Chairman. Seconded by Mr. Drury, passed unanimously.

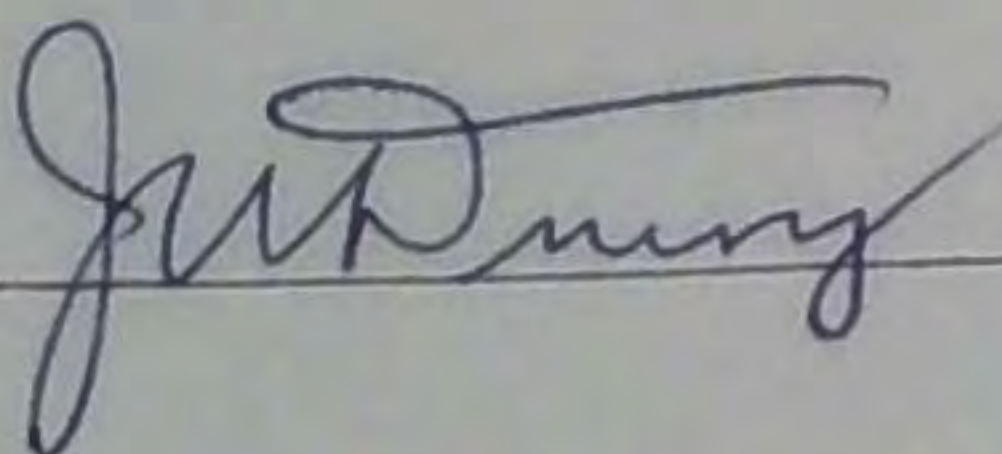
Mr. Flannery moved that Mr. Wiseman be nominated to continue as Secretary-Treasurer. Seconded by Mr. Williams, passed unanimously.

Mr. Flannery moved that the Board formally express it's recognition and appreciation for Mr. Coan's fine efforts on the Board of Directors for the past eight years and that he will be missed by the Board. Motion seconded by Mrs. Carlsen, passed unanimously.

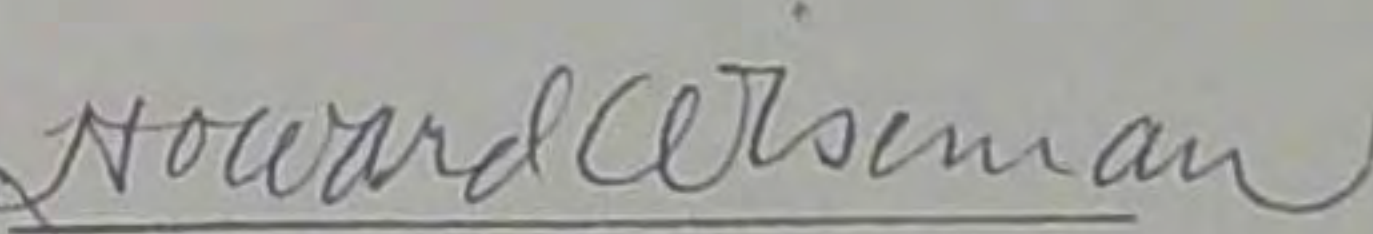
Bills in the amount of \$30,588.22 were approved by roll call vote.

Meeting Adjourned.

Approved: _____



Secretary-Treasurer



CHECK NO.	PAYEE	ACCOUNT	AMOUNT
2568	James H. Anthony	Custodian's Salary	445.03
2569	Elizabeth M. Barlow	Full Time Salary	367.73
2570	Doris E. Brandt	Full Time Salary	331.21
2571	Sherry Briggs	Full Time Salary	296.63
2572	Gary W. Cooper	Custodian's Salary	320.38
2573	Bonita Dillard	Full Time Salary	570.69
2574	Judy A. Green	Full Time Salary	296.48
2575	Diana May Halliday	Full Time Salary	67.01
2576	Sue Hess	Full Time Salary	205.12
2577	JoAnn Hubbard	Full Time Salary	359.65
2578	Virginia McCullough	Void	
2579	Wayne Mayo	Full Time Salary	1,065.75
2580	Alberta L. Morgan	Full Time Salary	597.37
2581	Mary D. Murphy	Full Time Salary	712.09
2582	Helen P. Osma	Full Time Salary	746.40
2583	Mary E. Paretsky	Full Time Salary	503.58
2584	Jacqueline Rutter	Full Time Salary	307.45
2585	Cheryl L. Sarazan	Full Time Salary	295.48
2586	Julia R. Stump	Full Time Salary	58.26
2587	Marilyn Weatherby	Full Time Salary	98.56
2588	Patty Armbrister	Part Time Salary	171.33
2589	Debra Lynn Bryans	Part Time Salary	111.31
2590	Jeanne M. Burgess	Part Time Salary	82.29
2591	Karen L. Cramer	Part Time Salary	92.15
2592	Gaye L. Dunn	Part Time Salary	154.41
2593	Aviva Enoch	Part Time Salary	58.70
2594	Bruce Lee Flanders	Part Time Salary	110.01
2595	Patricia Gillgannon	Part Time Salary	272.44
2596	Thelma Helyar	Part Time Salary	249.92
2597	Winnie Heron	Part Time Salary	104.22
2598	Janis Langer	Part Time Salary	153.54
2599	Ann J. Quinlan	Part Time Salary	117.06
2600	Nelson L. Reppert	Part Time Salary	141.08
2601	Bessie Fay Rist	Part Time Salary	110.91
2602	Daniel J. Stangle	Custodian Salary	120.18
2603	Stacey Starks	Part Time Salary	123.55
2604	Suzi Williams	Part Time Salary	107.86
2605	Lorene I. Wilson	Part Time Salary	104.03
2606	Darlene A. Withers	Part Time Salary	86.01
2607	Theresa A. Zook	Part Time Salary	96.93
2608	Douglas County Bank Depository	Federal Income Tax Withheld	1,615.00
2609	Kansas Blue Cross	Hospitalization Insurance	262.76
2610	Virginia McCullough	Full Time Salary	342.82

2611	Amphoto
2612	Bound to Stay Bound Books, Inc.
2613	Doubleday & Company, Inc.
2614	General Learning Corporation
2615	McGraw Hill Books Company
2616	McNaughton Book Service
2617	New York Graphic Society
2618	Museum of Natural History
2619	Peter Smith Publisher, Inc.
2620	Teachers College Press
2621	H. W. Wilson Company
2622	Baker and Taylor Company
2623	Congressional Quarterly, Inc.
2624	Void
2625	Earth Publishing Enterprises
2626	Graphics Group
2627	Stackpole Books
2628	Story House Corporation
2629	Bernan Associates, Inc.
2630	Littlefield, Adams and Co.
2631	National University Extension Assn.
2632	Richard Lathrop
2633	Kansas Association for Mental Health
2634	Matu Publishers
2635	National Minority Business Campaign
2636	Elias Sports Bureau, Inc.
2637	Pierian Press
2638	Prentice Hall, Inc.
2639	Eastin Phelan Corporation
2640	Mrs. Lewis Howard
2641	Kansas Union Book Store
2642	The Town Crier
2643	Vocational Biographies, Inc.
2644	Arno Press, Inc.
2645	Ben Franklin
2646	Carter's Stationary
2647	Kard Rubber Stamp Co.
2648	Lawrence Typewriter
2649	Card Division, Library of Congress
2650	Western Union
2651	Western Union
2652	Haverty and Hatfield
2653	Calvin, Eddy and Kappelman
2654	George Noland Insurance Agency

Adult Books	\$ 38.19
Children's Books. Rev. Shar.	990.84
Adult Books, Rev. Sharing	14.16
Adult Books	23.82
Adult Books	19.42
Adult Books	406.77
Adult Books-Library Mat.	644.64
Adult Revenue Sharing	5.18
Revenue Sharing	9.76
Revenue Sharing	5.18
Revenue Sharing	8.00
I.L.L. Resource	2,135.63
I.L.L. Resource	21.00
I.L.L. Resource	4.94
I.L.L. Resource	19.50
I.L.L. Resource	46.45
I.L.L. Resource	20.88
I.L.L. Resource	100.00
I.L.L. Resource	3.95
I.L.L. Resource	1.95
I.L.L. Resource	4.00
I.L.L. Resource	3.00
I.L.L. Resource	12.00
I.L.L. Resource	9.76
I.L.L. Resource	4.75
Periodicals	25.00
Periodicals	192.00
Library Materials	30.46
Library Materials	6.00
Library Materials	5.96
Library Materials	134.94
Library Materials	74.60
Library Supplies	15.68
Library Supplies	3.00
Library Supplies	5.20
Library Supplies	3.60
Library Supplies	42.73
Library Supplies	495.00
I.L.L. Operations	1,675.00
I.L.L. Operations	240.10
Insurance	187.00
Insurance	187.00
Insurance	187.00

2655	Zercher Photo
2656	M & M Office Supply
2657	Cloud's Heating & Air Conditioning
2658	Gaylord Bros. Inc.
2659	Montgomery Elevator Co.
2660	Xerox Corporation
2661	Malott's Hardware
2662	Ernst & Son
2663	General Appliance Co.
2664	Smith Paper Co.
2665	Gregg Tire Co.
2666	Skelly Oil Co.
2667	The Garden Center
2668	Lawrence Window & Floor Cleaning Service
2669	JoAnn Hubbard
2670	Mary Murphy
2671	Mary Paretsky
2672	Thelma Helyar
2673	Helen Osma
2674	Wayne Mayo
2675	City of Lawrence, Water Dept.
2676	K.P. & L.
2677	Southwestern Bell Telephone Co.
2678	Petty Cash
2679	Postmaster, Lawrence, Kansas
2680	Betty Barlow

Library Supplies	\$ 4.25
Repairs and Equipment	285.60
Repairs and Equipment	231.79
Repairs and Equipment	18.00
Repairs and Equipment	67.27
Photo Copies	476.66
Building Supplies	4.35
Building Supplies	16.55
Building Supplies	52.05
Building Supplies	21.50
Travel and Bookmobile	29.40
Travel and Bookmobile	17.51
Contingency	23.75
Contingency	80.00
Grovenor Fund	22.31
Grovenor Fund	22.36
Grovenor Fund	25.61
Grovenor Fund	17.75
Grovenor Fund	42.14
Grovenor Fund	40.53
Utilities	40.73
Utilities	1,276.51
Utilities	88.36
Miscellaneous	42.88
Postage	25.00
Grovenor Fund	25.86

\$23,491.14

FINANCIAL STATEMENT
April, 1974

YEAR TO DATE

Balance-January, 1974
 Balance-March 31, 1974

\$49,380.71

\$31,553.39

RECEIPTS:

Tax Funds.....		160,000.00
Adult Books.....	114.71	611.34
Children's Books.....	36.17	169.54
Overdues	906.71	3,283.88
Photo Copies.....	793.10	2,499.43
Library Materials.....	46.00	115.52
Library Supplies.....	13.40	118.63
Postage.....		37.76
Binding.....	2.50	11.25
Building Supplies.....		32.00
Repairs and Equipment..		24.00
Utilities.....	21.67	46.31
Adult Gift Books.....	130.46	1,320.92
Children's Gift Books..	5.00	5.00
N.E.K.L.....		6,962.50
Revenue Sharing.....		15,000.00

TOTAL RECEIPTS

\$2,069.72

\$190,238.08

BALANCE AFTER RECEIPTS
AND BEFORE EXPENDITURES

\$51,450.73

\$221,791.47

LESS CERTIFICATE OF DEPOSITS90,000.00NET BALANCE

\$51,450.73

\$131,791.47

EXPENDITURES :

Contingency Salary.....	\$219.02	\$1,069.34
Salaries.....	9,483.80	35,788.58
Custodian's Salary.....	847.80	3,291.93
Blue Cross-Employees.....	108.68	434.72
Blue Cross-Employers.....	154.08	760.98
Federal Income Tax Withheld	1,615.00	6,192.04
Contingency.....	104.82	429.48
Periodicals.....	217.00	4,962.35
Adult Books.....	557.68	9,755.29
Children's Books.....	306.61	3,976.09
Library Materials.....	849.96	2,026.53
Library Supplies.....	569.97	4,106.99
Revenue Sharing.....	734.37	3,531.70
I.L.L. Operation Grant.....	1,915.10	2,490.90
I.L.L. Resource Grant.....	2,387.81	2,410.42
Adult Gift Books.....		443.45
Repairs and Equipment.....	602.66	3,146.92
Building Supplies.....	94.45	775.90
Travel and Bookmobile.....	57.51	252.42
Utilities.....	1,405.60	6,008.64
Postage.....	25.00	1,025.00
Photo Copies.....	476.66	1,728.09
Binding.....		492.70
Insurance.....	561.00	644.00
Social Security-Employees..		2,237.97
Social Security-Employers..		2,237.22
Kpers-Employees.....		1,051.62
Kpers-Employers.....		1,906.80
Kansas Income Tax Withheld.		457.77 55
Grovenor Fund.....	196.56	196.56
<u>TOTAL EXEPENDITURES</u>	\$23,491.14	\$103,832.18
<u>BALANCE AFTER EXPENDITURES</u>		
<u>AND PER LEDGER</u>	<u>\$27,959.29</u>	<u>\$27,959.29</u>

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of April, 1974

LIBRARY CIRCULATION: Adult Books 16,578 Children's Books 11,479
 1973 Total 28,829 Total Books 28,057 Difference 1974 772 less

Adult Periodicals 563 Children's Periodicals 42

Adult Records 980 Children's Records 345

Prints 80 Films 134 Reference Questions 1,295

BOOKS 95,951 Adult Fic. Adult Non Fic. Children's Fic. Childrens Non Fic.

Added 640 527 113 - -

Withdrawn 215 52 139 19 5

Totals 96,376

<u>REGISTRATIONS</u>	Adult	County	Children	Totals
Active	<u>20,305</u>	<u>2,605</u>	<u>6,658</u>	<u>29,568</u>
Added	<u>461</u>	<u>74</u>	<u>50</u>	<u>585</u>
Withdrawn	<u>240</u>	<u>9</u>	<u>101</u>	<u>350</u>
Totals	<u>20,526</u>	<u>2,670</u>	<u>6,607</u>	<u>29,803</u>

<u>MEETING ROOMS</u>	Scheduled	Attendance Expected
Auditorium	<u>32</u>	<u>750-1,000</u>
Gallery	<u>18</u>	<u>250-270</u>

<u>TOURS</u>				
Children	<u>7</u>	<u>131</u>	Story Hour <u>9</u>	Children <u>271</u>
Adults	<u>6</u>	<u>74</u>	Special Story Hr. <u>1</u>	Children <u>29</u>

MISCELLANEOUS

Books Sales \$14.50

Coin Typewriters \$28.60

Art Displays Lawrence Public Schools Exhibit

SPECIAL ACTIVITIES:

REGULAR MEETING

May 21, 1974

The Board of Directors of the Lawrence Public Library held it's regular meeting, Tuesday at 4:00 on May 21, 1974 in the Conference room.

Members present were: Chairman James Drury, Larry Flannery, Howard Wiseman, Julie Stough, Kit Carlsen and Gerald Miner. Observers present: Mrs. Evelyn Hastings.

The minutes were declared approved as distributed.

Librarian's Report:

A review was made of the prepared financial and statistics reports. Comments were made concerning the minimum wage law. The State Labor Division in Kansas City advises as of this time no definite decision has been made concerning Library salaries. The tentative scale for the first year is 85% of \$1.90 or \$1.62.

There was discussion by the Board concerning whether a High School Representative acting as an observer on the Board of Directors should be hired as an employee. Our present observer, Valerie Peaslee, has been hired as a page in the reference department. Larry Flannery made a motion, seconded by Howard Wiseman that Valerie Peaslee be kept on as an observer and employee. The motion passed with a vote of two in favor, one against and two abstaining votes.

Mr. Mayo reported that \$2,400.00 is the approximate figure for proceeds of the recent book sale held May 10 and 11 of this month. Also, from the donations received, 400 hardback volumes, 400 paperback books and 100 records were added to the present collections.

Mr. Wiseman made a motion, seconded by Larry Flannery that a letter of appreciation be sent to C.A.L.L. by Mr. Drury to Mr. McElheney. Motion passed. There was a suggestion that perhaps some sort acknowledgement might be shown through a newspaper photograph.

Mr. Mayo made comment on the noise due to lighting problems in the adult circulation area continues and the General Electric Company is coming to examine the ballasts and give an opinion on the matter the first week in June.

A motion was made by Larry Flannery, seconded by Kit Carlsen that the Lawrence National Bank be the next in line of rotation on a three year basis for the account of the Library. Unanimously passed.

Chairman Drury appointed a budget committee of Kit Carlsen, Julie Stough and Howard Wiseman with the latter acting as Chairman of the committee. The preliminary budget figures are due by the next board meeting. The major considerations in the budget are salary items, repairs and equipment and building supplies.

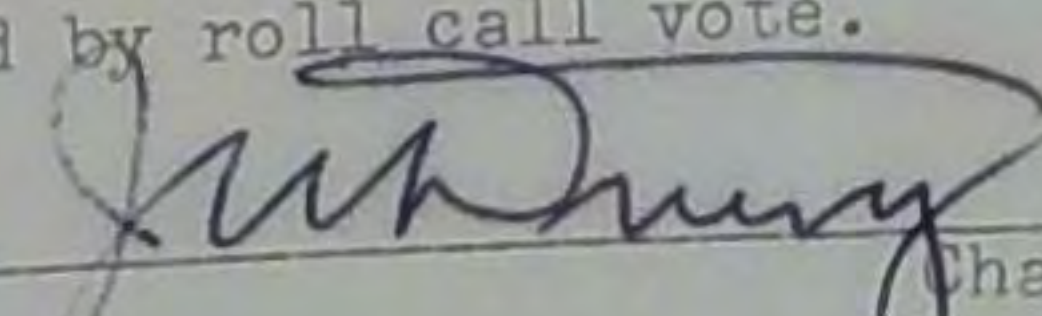
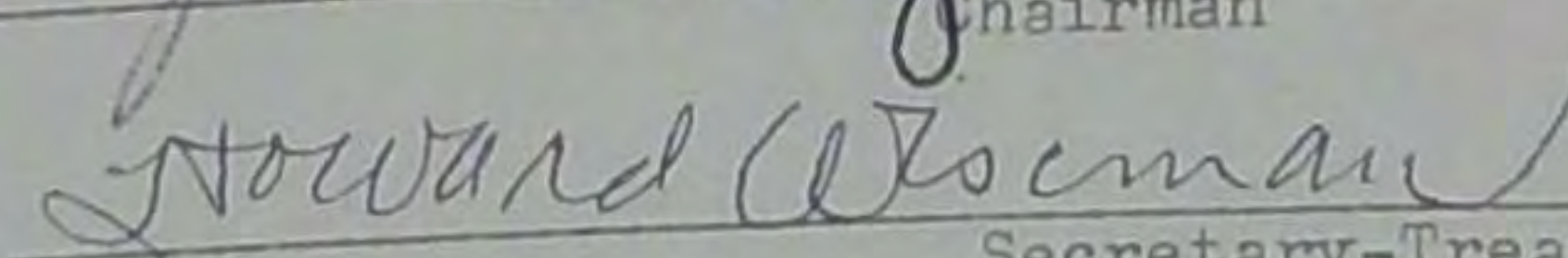
A motion was made by Larry Flannery that the Board of Directors extend employment to Mrs. Helen Osma through the year of 1975. The motion was seconded by Kit Carlsen and unanimously carried. This action is necessary as a requirement by Kpers for employees passing their 70th birthday.

Bills in the amount of \$23,491.14 were approved by roll call vote.

Meeting adjourned.

June 18, 1974

Approved


Chairman

Secretary-Treasurer

LAWRENCE PUBLIC LIBRARY • 7TH AND VERMONT • LAWRENCE • KANSAS

WAYNE MAYO • LIBRARY DIRECTOR

June 21, 1974

Kansas Public Employees Retirement System
State Office Building
Topeka, Kansas

Re: Extension of Employment Beyond Age 70 - Helen P. Osma

Dear Sirs:

It is the decision of the Board of Directors of the Lawrence Public Library, Lawrence, Kansas to extend employment to Mrs. Helen P. Osma through the year of 1975.

Enclosed is the application signed by Chairman James Drury and witnessed by Secretary-Treasurer of the Board, Howard Wiseman.

Very truly yours,

Wayne Mayo

enc.

db

IF WE SEE FURTHER THAN OTHERS IT IS BY STANDING ON THE SHOULDERS OF GIANTS

Kansas Public Employees Retirement System
State Office Building
Topeka, Kansas

Re: Extension of Employment Beyond
Age 70.

Gentlemen:

This is to certify that the Lawrence Public Library
Name of Governing Body

at a legally constituted meeting of said Body on May 21, 1974
Date
did adopt the following Resolution:

"RESOLVED, That the application for continuation in
employment beyond age 70 of Helen P. Osma,
Name of Member
513 24 4112, is hereby considered and this
social security No.
Body, finding said Helen P. Osma
to be mentally and physically capable of carrying out her
assigned duties and that the best interest of the public
will be served by continuing her in employment, hereby
approves said application and that the Board of Trustees
of the Kansas Public Employees Retirement System be ad-
vised of this action."

I hereby certify that the above Resolution was adopted by a majority
vote of the Governing Body.

Attested (Seal)

[Signature]
Chairman

Howard Wiseman
Clerk or Secretary

FINANCIAL STATEMENT

MAY - 1974

Year to Date

Balance, January, 1974		\$31,553.39
Balance, April 31, 1974	\$27,959.29	
Adjustment by Auditor		
Transfer of Funds, 1973	885.00	885.00
Adjusted balance	\$27,074.29	30,668.39

RECEIPTS:

Tax Funds.....		160,000.00
Adult Books.....	181.01	792.35
Children's Books.....	72.21	241.75
Overdues.....	836.21	4,120.09
Photo Copies.....	829.85	3,329.28
Library Materials.....	33.15	148.67
Library Supplies.....	22.07	140.70
Postage.....	2.10	39.86
Binding.....		11.25
Building Supplies.....		32.00
Repairs and Equipment.....	28.60	52.60
Utilities.....		46.31
Adult Gift Books.....	37.65	1,358.57
Children's Gift Books.....		5.00
N.E.K.L.....	3,712.50	10,675.00
Revenue Sharing.....		15,000.00
Interest.....	623.25	623.25
I.L.L. Operations.....	3,717.00	3,717.00
I.L.L. Resources '73	9,150.00	9,150.00
I.L.L. Resources '74	9,809.00	9,809.00
Grovenor Fund.....	115.00	115.00
Blue Cross.....	54.34	54.34
Perkins Fund.....	33.18	33.18
Salaries.....	1,000.00	1,000.00

TOTAL RECEIPTS \$30,257.12 \$220,495.20

BALANCE AFTER RECEIPTS AND
BEFORE EXPENDITURES \$57,331.41 \$251,163.59

CERTIFICATES OF DEPOSIT - 90,000.00
\$161,163.59

EXPENDITURES

Contingency Salaries.....	261.14	1,330.48
Salaries.....	9,157.12	44,945.70
Custodian Salaries.....	848.80	4,140.73
Blue Cross- Employees.....	135.85	570.57
Blue Cross- Employers.....	154.08	915.06
Federal Income Tax Withheld....	1,582.60	7,774.64
Contingency	19.85	449.33
Periodicals.....	50.00	5,012.35
Adult Books.....	760.54	10,515.83
Children's Books.....	245.83	4,221.92
Library Materials.....	104.25	2,130.78
Library Supplies.....	542.73	4,649.72
Revenue Sharing.....	1,743.05	5,274.75
I.L.L. Operations.....	113.90	2,604.80
I.L.L. Resources.....	3,313.95	5,724.37
Adult Gift Books.....		443.45
Repairs and Equipment.....	700.34	3,847.26
Building Supplies.....	160.32	936.22
Travel and Bookmobile.....	39.86	292.28
Utilities.....	1,215.77	7,224.41
Postage.....	22.86	1,047.86
Photo Copies.....	400.80	2,128.89
Binding.....		492.70
Insurance.....	44.00	688.00
Social Security - Employees....		2,237.97
Social Security - Employers....		2,237.22
Kpers - Employees.....	137.19	1,188.81
Kpers - Employers.....		1,906.80
Kansas Income Tax.....		457.55
Grovenor Fund.....		196.56
Overdues.....	<u>4.00</u>	<u>4.00</u>

TOTAL EXPENDITURES

\$21,758.83

\$125,591.01

BALANCE AFTER EXPENDITURES
AND AS PER LEDGER

\$35,572.58

\$35,572.58

CHECK RECORD
MAY-1974

PAYEE	ACCOUNT	AMOUNT
James H. Anthony	Custodian's Salary	\$ 445.03
Elizabeth M. Barlow	Salary	353.81
Doris E. Brandt	Salary	358.38
Sherry N. Briggs	Salary	304.80
Joan M. Bussell	Salary	36.23
Gary W. Cooper	Custodian's Salary	320.38
Bonita Dickinson Dillard	Salary	570.69
Sue I. Hess	Salary	205.12
JoAnn Hubbard	Salary	359.65
Virginia Lee McCullough	Salary	331.18
Wayne Mayo	Salary	1,060.75
Mary D. Murphy	Salary	712.09
Helen P. Osma	Salary	792.13
Mary E. Paretsky	Salary	503.58
Jacqueline Rutter	Salary	297.17
Cheryl Sarazan	Salary	306.05
Julia R. Stump	Salary	315.81
Marilyn Weatherby	Salary	286.17
Patty L. Armbrister	Salary-Part Time	211.12
Debra L. Bryans	Salary-Part Time	99.93
Jeanne Marie Burgess	Salary-Part Time	64.02
Karen L. Cramer	Salary-Part Time	97.88
Gaye L. Dunn	Salary-Part Time	126.06
Aviva Enoch	Salary-Part Time	98.37
Bruce Lee Flanders	Salary-Part Time	114.39
Pat Gillgannon	Salary-Part Time	224.69
Thelma Helyar	Salary-Part Time	234.56
Winifred W. Heron	Salary-Part Time	127.38
Janis M. Langer	Salary-Part Time	144.25
Valerie Peaslee	Salary-Part Time	30.50
Ann Quinlan	Salary-Part Time	120.88
David Radd	Salary-Part Time	52.32
Nelson L. Reppert	Salary-Part Time	170.32
Bessie F. Rist	Salary-Part Time	115.18
Michael M. Schlager	Salary-Part Time	83.89
Dan Stangle	Custodian Salary	121.18
Stacey Starks	Salary-Part Time	112.10
Qwen K. Wagner	Salary-Part Time	30.50
Suzanne Williams	Salary-Part Time	118.98
Lorene Wilson	Salary-Part Time	84.61
Darlene Adams Withers	Salary-Part Time	98.62
Theresa Anne Zook	Salary-Part Time	26.31
Helen P. Osma	Kpers-Refunded	137.19
Doris E. Brandt	Blue Cross-Refunded	54.34
Douglas Co. Depository	Federal Inc. Tax	1,582.60
Blue Cross of Kansas	Hospitalization	235.59
R.R. Bowker Co.	Periodicals	50.00
The Americana Annual Corporation	Adult Books	9.65
The American Rose Society	Adult Books	2.75
Congressional Staff Directory	Adult Books	16.50
McNaughton Book Service	Adult Books	406.04
New York Graphic Society, Ltd.	Adult Books	139.60
New York Graphic Society	Adult Books	142.90
New York Graphic Society	Adult Books	21.95
West Publishing Co.	Adult Books	7.00
World Book Encyclopedia, Inc.	Adult Books	5.95
The Baker and Taylor Company	Revenue Sharing-I.L.L.	3,412.60

Bound to Stay Bound Books
 Cultural Heritage and Arts Center
 Doubleday and Company, Inc.
 National Geographic
 Herald House
 Kansas State Reading Circle
 Story House Corporation
 Oscar B. Stiskin
 U.S. Government Printing Office
 U.S. Government Printing Office
 American Heritage Publishing Co.
 Century Communications Unlimited,
 Charles Scribners Sons
 Circle Commercial Systems, Inc.
 Facts on File, Inc.
 G.K. Hall & Co.
 Grolier Educational Corporation
 General Learning Corporation
 Void
 Harper and Row
 H. W. Wilson Company
 Hyperion Press, Inc.
 Peter Smith Publisher, Inc.
 The Shoe String Press, Inc.
 Stark Research Corporation
 Tartan Book Sales
 The University Press
 Western Union
 Cross Reference
 Kansas Union Book Store
 The Institute for Research
 New York Graphic Society
 The Town Crier, Inc.
 Bruce Flanders
 Cultural Heritage and Art Center
 Eastman Kodak Company
 Jayhawk Bowling Supply & Equipment
 KARD Rubber Stamp Co.
 Lawrence Typewriter
 Mercury Printing
 Steve Smith Careras, Inc.
 The World Co.
 Postmaster, Lawrence, Kansas
 Pitney Bowes
 Lawrence Freight Line
 Ben Franklin
 General Appliance Co.
 Ernst & Son
 Smith Paper Co.
 Silvey Companies
 Xerox
 Ted A. Kennedy, D.D.S.
 Montgomery Elevator Co.
 Quill Corporation
 River City Repair Assn.
 Skelly Oil Co.
 City of Lawrence, Water Dept.
 Kansas Power and Light Co.
 Bell Telephone Co.
 Petty Cash

Revenue Sharing-Children's Books	760.49
Library Materials-Rev. Sharing	25.45
Revenue Sharing Fund	22.05
Revenue Sharing Fund	3.50
Revenue Sharing Fund	54.08
Revenue Sharing Fund	17.74
Revenue Sharing Fund	132.62
Revenue Sharing Fund	187.00
Revenue Sharing Fund	100.00
Revenue Sharing Fund	32.25
Revenue Sharing Fund	5.30
I.L.L. Resource Grant	21.00
I.L.L. Resource	114.00
I.L.L. Resource	15.00
I.L.L. Resource	10.00
I.L.L. Resource	28.43
I.L.L. Resource	103.50
I.L.L. Resource	8.60
I.L.L. Resource	23.74
I.L.L. Resource	65.00
I.L.L. Resource	63.89
I.L.L. Resource	30.41
I.L.L. Resource	12.00
I.L.L. Resource	10.13
I.L.L. Resource	31.30
I.L.L. Resource	8.70
I.L.L. Resource	113.90
Library Materials	9.40
Library Materials	19.42
Library Materials	9.94
Library Materials	8.91
Library Materials	35.85
Library Materials	11.75
Library Supplies	69.25
Library Supplies	279.65
Repairs and Equipment	8.88
Library Supplies	20.41
Library Supplies	178.35
Library Supplies	225.00
Library Supplies	14.35
Library Supplies	14.00
Library Supplies	7.20
Postage	10.66
Postage	10.85
Contingency	4.18
Building Supplies	24.72
Building Supplies	10.75
Building Supplies	116.76
Building Supplies	44.00
Insurance	397.81
Photo Copies	60.00
Repairs and Equipment	67.27
Repairs and Equipment	279.47
Repairs and Equipment	13.95
Repairs and Equipment	39.86
Travel and Bookmobile	40.29
Utilities	1,083.97
Utilities	91.51
Utilities	58.62
Miscellaneous	\$21,758.83

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of May, 1974

LIBRARY CIRCULATION: Adult Books 15,219 Children's Books 10,538
 May, 1973 26,283 Total Books 25,757 Difference 1974 526 less
 Adult Periodicals 449 Children's Periodicals 10
 Adult Records 1,189 Children's Records 346
 Films 101 Reference Questions 1,178

	<u>BOOKS</u>	<u>Adult Fic.</u>	<u>Adult Non Fic.</u>	<u>Children's Fic.</u>	<u>Children's Non Fic.</u>
	<u>96,376</u>				
Added	<u>1,242</u>	<u>594</u> ~~226~~	<u>226</u> ~~594~~	<u>200</u>	<u>222</u>
Withdrawn	<u>36</u>	<u>-</u>	<u>8</u>	<u>25</u>	<u>3</u>
Totals	<u>97,582</u>				

	<u>REGISTRATIONS</u>	<u>Adult</u>	<u>County</u>	<u>Children</u>	<u>Totals</u>
Active		<u>20,526</u>	<u>2,670</u>	<u>6,607</u>	<u>29,803</u>
Added		<u>520</u>	<u>51</u>	<u>53</u>	<u>624</u>
Withdrawn		<u>248</u>	<u>12</u>	<u>104</u>	<u>364</u>
Totals		<u>20,798</u>	<u>2,709</u>	<u>6,556</u>	<u>30,063</u>

	<u>MEETING ROOMS</u>	<u>Scheduled</u>	<u>Attendance Expected</u>
Auditorium		<u>12</u>	<u>430</u>
Gallery		<u>15</u>	<u>250</u>

	<u>TOURS</u>	<u>Scheduled</u>	<u>Attendance Expected</u>
Children		<u>4</u>	<u>73</u>
Adults		<u>4</u>	<u>85</u>

8 Story hours with 236 children.
 These 8 represented kindergarten
 thru 2nd grade who visited Child-
 ren's room for a brief talk about
 the Library and for a story.

MISCELLANEOUS

Books Sales \$ 11.19

Coin Typewriters \$ 25.80

Art Displays

Pottery- Calligraphy and Photography

SPECIAL ACTIVITIES:

SUGGESTED BUDGET
Lawrence Public Library
1975

approved by Library Board
18 June 1974.

SALARIES

FULL TIME
PART TIME
OVERTIME
MERIT

<u>1974</u>
\$ 108,330
29,000
2,600
1,818
\$ 141,788

<u>1975</u>
\$ 125,820
30,500
3,000
2,400
\$ 161,720

LIBRARY MAINTENANCE

BOOKS
PERIODICALS
LIBRARY MATERIALS
BINDING
LIBRARY SUPPLIES
CUSTODIANS

\$ 44,000
4,400
3,400
1,600
5,000
11,752
\$ 70,152

\$ 37,000
4,700
300
0
5,000
11,455
\$ 58,455

BUILDING MAINTENANCE

BUILDING SUPPLIES
REPAIRS & EQUIPMENT
UTILITIES
INSURANCE

\$ 2,000
5,000
18,500
1,500
\$ 27,000

\$ 3,475
6,000
20,000
1,400
\$ 30,875

MISC. EXPENDITURES

POSTAGE
CONTINGENCY
TRAVEL & BOOKMOBILE
HOSPITALIZATION

\$ 2,000
2,000
1,900
4,000
\$ 9,900

\$ 2,400
1,800
1,400
3,900
\$ 9,500

SOCIAL SECURITY

\$ 9,000

\$ 10,500

KPERS

\$ 8,200

\$ 9,000

TOTAL

<u>1974</u>
\$ 266,000

<u>1975</u>
\$ 280,050

SUGGESTED 1975
BUDGET
SALARIES

	<u>1974</u>	<u>1975</u>
Library Director	\$ 18,000 (17,750 actual)	\$ 18,000
Assistant Director	13,719	14,816
Head, Reference	12,618	13,627
Head Children's	8,106	8,755
Head, Circulation	5,745	6,205
Reference Librarian	8,894	9,605
Reference Assistant	6,123	6,613
Reference Assistant	5,126	5,538
Reference Assistant P-t	3,024	3,285
Circulation Assistant	4,513	4,874
Circulation Assistant	4,388	4,653
Circulation Assistant	-----	4,588
Children's Assistant	4,555	4,653
Children's Assistant	4,463	4,631
Secretary-Bookkeeper	5,728	6,186
Order Assistant	5,695	5,160
Processing Assistant	----	4,631
Part Time	29,000	30,500
Overtime	2,600	3,000
Merit	0 (1,818) *	2,400
	<u>\$ 142,065</u>	<u>\$ 161,720</u>

* Although originally 1,818 was budgeted, this was absorbed in salaries above, so a 0 balance is shown.

BUDGET 1975
LAWRENCE PUBLIC LIBRARY

ANTICIPATED INCOME

General Tax Fund	\$ 212,575.00	(based on \$85,030,000.00 Val.)
Social Security Tax Fund	10,500.00	
KPERS Tax Fund	8,390.36	
1973 KPERS carryover	609.64	
Anticipated desk collections	10,000.00	
Anticipated 1974 int. on CD's	1,500.00	
Kansas Information Circuit	* 1,900.00	
Income from Northeast Kansas Library System	30,575.00	
1973 carryover	<u>4,000.00</u>	
	\$ 280,050.00	

* amount allowable for processing costs from State grant 1974-1975
for purchasing books from Federal Funds.

REGULAR MEETING
June 18, 1974

The Board of Directors of the Lawrence Public Library held the regular monthly meeting June 18, 1974 in the Conference Room at 4:00.

Members present: Chairman James Drury, Kit Carlsen, Howard Wiseman, Gerald Miner and Julie Stough. Observers: Valarie Peaslee and Evelyn Hastings.

The May Minutes were approved as distributed by mail.

The Director's report included the following items:

Financial Statement

Statistics

Art Displays scheduled each month by the Lawrence Art Guild and announcement made that beginning in September a small display will be made each month by one of the local schools.

The ballasts are being examined by General Electric representatives and further reports made. Some of the lights have been disconnected to lower the noise.

A signature card was signed by the Board to be put on record with the Douglas County Bank. This shows signatures of new members to be put on file for signing checks when necessary.

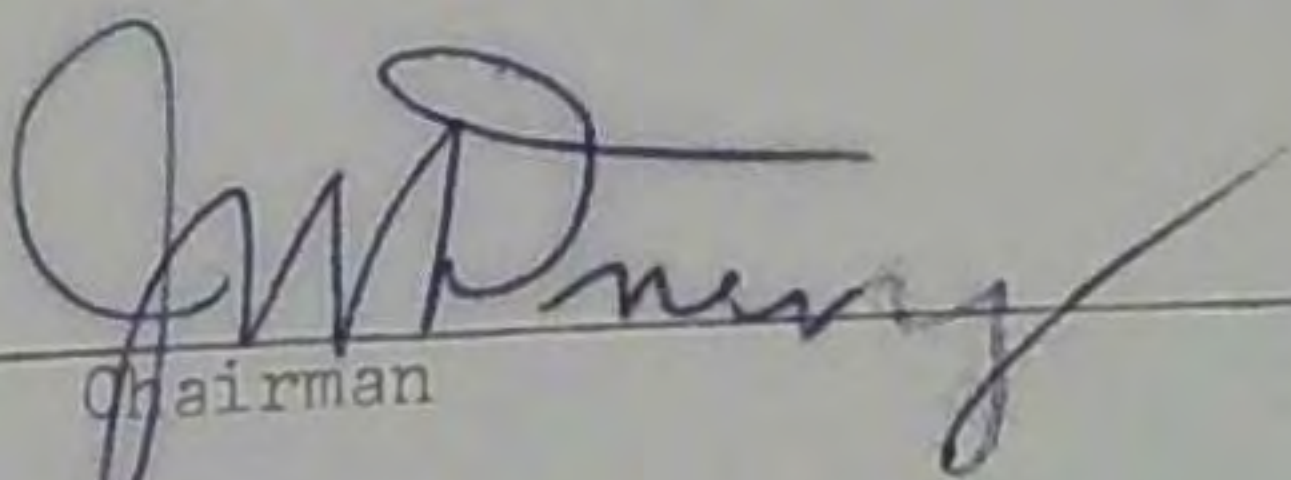
The Budget Committee, Chairman Howard Wiseman, Kit Carlsen, Julie Stough presented the budget for 1975 to the Board. Comments on increases, categories, overtime, etc. were discussed. Mr. Mayo reported that the greatest increase would be in Salaries which would be increased by \$20,000 and the overall budget was increased by only \$14,000. Explanation that a shift of funds within categories of the budget is possible but the expenditures must not exceed the total budget figure. The spending is somewhat flexible because of reimbursable items, lost and paid books, etc.

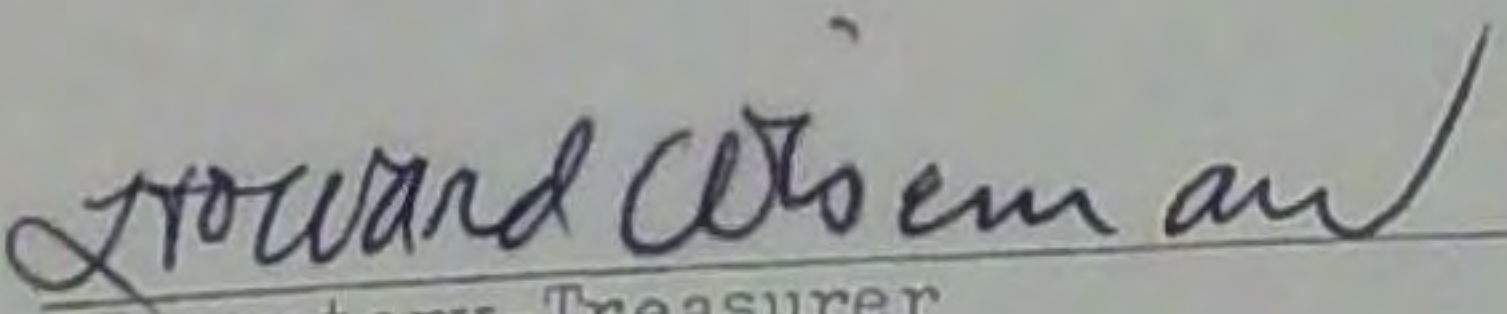
Sunday Salaries are the only salaries paid on an overtime basis and this figure is a separate budget item.

Howard Wiseman made a motion to approve the budget, as outlined on the attached schedule, in the amount of \$280,050.00. The motion was seconded by Kit Carlsen and unanimously adopted.

Bills in the amount of \$21,758.83 were approved by roll call vote.

Meeting Adjourned.


Chairman


Secretary-Treasurer

Approved: July 16, 1974

JUNE, 1974 RECORD OF CHECKS

<u>NUMBER</u>	<u>PAYEE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
2798	James H. Anthony	Salary - Custodian	\$458.73
2799	Elizabeth M. Barlow	Salary	353.81
2800	Doris E. Brandt	Salary	352.88
2801	Sherry Nan Briggs	Salary	299.67
2802	Joan M. Bussell	Salary	286.17
2803	Gary W. Cooper	Salary - Custodian	330.80
2804	Bonita D. Dillard	Salary	590.92
2805	Martha A. Hefner	Salary	164.67
2806	Sue I. Hess	Salary	205.12
2807	JoAnn Hubbard	Salary	372.71
2808	Virginia Lee McCullough	Salary	331.18
2809	Wayne Mayo	Salary	1,060.75
2810	Mary D. Murphy	Salary	740.78
2811	Helen P. Osma	Salary	792.13
2812	Mary E. Paretsky	Salary	503.58
2813	Jacqueline Sue Rutter	Salary	297.17
2814	Cheryl Sarazan	Salary	115.42
2815	Julia Stump	Salary	315.81
2816	Marilyn Weatherby	Salary	306.73
2817	Patty Lou Armbrister	Part Time Salary	166.00
2818	Debra Lynn Bryans	Part Time Salary	227.80
2819	Karen L. Cramer	Part Time Salary	115.57
2820	Gaye Lea Dunn	Part Time Salary	173.17
2821	Aviva Enoch	Part Time Salary	145.93
2822	Bruce Flanders	Part Time Salary	209.85
2823	Thelma Helyar	Part Time Salary	232.92
2824	Janis Langer	Part Time Salary	146.04
2825	Valerie Peaslee	Part Time Salary	109.82
2826	Ann Quinlan	Part Time Salary	88.46
2827	David Radd	Part Time Salary	151.96
2828	Nelson L. Reppert	Part Time Salary	128.88
2829	Bessie Fay Rist	Part Time Salary	140.74
2830	Michael M. Schlager	Part Time Salary	122.70
2831	Richard A. Seaman	Part Time Salary	120.18
2832	Daniel J. Stangle	Custodian Salary	115.66
2833	Stacey S. Starks	Part Time Salary	156.96
2834	Gwen Wagner	Part Time Salary	106.72
2835	Suzanne Kay Williams	Part Time Salary	144.30
2836	Lorene I. Wilson	Part Time Salary	97.63
2837	Douglas County Bank Depository	Federal Income Tax	1,678.10
2838	Blue Cross of Kansas	Hospitalization	235.59
2839	American Medical Association	Revenue Sharing	110.00
2840	Susanne Balak, Broadway Bookfinders	Revenue Sharing	6.55
2841	State Contribution Fund	Social Security	4,742.50
2842	Kpers	Kpers	2,139.63
2843	Director of Revenue	Kansas Income Tax	487.57
2844	The Baker and Taylor Company	Revenue Sharing	
		Adult Books	
		I.L.L. Resource	3,972.17
2845	Charles Scribner's Sons	Adult Books	28.62
2846	Director Service Co.	Adult Books	16.00
2847	Gale Research Company	Adult Books	58.80
2848	General Learning Corporation	Adult Books	7.61
2849	McNaughton Book Service	Adult Books	404.06
2850	National Geographic	Adult Books	3.50

2851	New York Graphic Society
2852	Torkel Korling
2853	VNR Subscription Services
2854	Bound to Stay Bound Books Inc.
2855	Stechert-Hafner, Inc.
2856	Congressional Quarterly, Inc.
2857	Columbia University Press
2858	G. K. Hall & Co.
2859	G. K. Hall & Co.
2860	Peter Smith Publisher, Inc.
2861	State of Kansas
2862	Teachers College Press
2863	Hazel Marie Weatherman
2864	The Council of State Governments
2865	Educational Media, Inc.
2866	Elizbeth Cady Stanton
2867	Extramural Independent Study Center
2868	Peter Smith Publisher, Inc.
2869	Phi Delta Kappa
2870	Porcupine Press, Inc.
2871	The Shoe String Press, Inc.
2872	Western Union
2873	Landreth McGrew and Johnson
2874	Kansas Union Book Store
2875	Lawrence Lumber & Supply Inc.
2876	Lawrence Typewriter
2877	Tobey Fine Papers of Kansas City
2878	World Printing Service
2879	Ernst & Son
2880	Malott's Hardware
2881	Smith Paper Supply
2882	Xerox
2883	Cloud's Air Conditioning, Inc.
2884	Montgomery Elevator Co.
2885	Walker Systems, Inc.
2886	Southwestern Bell Telephone Co.
2887	Kansas Power and Light Co.
2888	City of Lawrence, Water Dept.
2889	Petty Cash
2890	Newbury House Publishers Inc.

Adult Books	11.22
Adult Books	8.26
Adult Books	25.74
Adult Books	714.08
Children's Books	8.77
Revenue Sharing	31.95
Revenue Sharing	12.00
Revenue Sharing	90.98
I.L.L. Resource	16.32
Revenue Sharing	11.67
Revenue Sharing	25.00
Revenue Sharing	10.26
Revenue Sharing	3.00
I. L. L. Resource	19.00
I.L.L. Resource	20.32
I.L.L. Resource	4.95
I.L.L. Resource	31.26
I.L.L. Resource	11.34
I.L.L. Resource	7.95
I.L.L. Resource	25.60
I.L.L. Resource	8.50
I.L.L. Operations	121.90
Insurance	609.00
Library Materials	60.13
Library Supplies	14.90
Library Supplies	
Repairs and Equipment	81.98
Library Supplies	67.32
Library Supplies	25.75
Building Supplies	17.19
Building Supplies	3.84
Building Supplies	13.90
Photo Copies	571.49
Repairs and Equipment	17.60
Repairs and Equipment	69.54
Repairs and Equipment	85.06
Utilities	90.77
Utilities	1,356.36
Utilities	40.97
Miscellaneous	35.40
Revenue Sharing	19.77

\$29,072.06

FINANCIAL STATEMENT

June 30, 1974

Year to Date

Balance - January 1, 1974
 Balance - May 31, 1974
 Transfer C.O.D to Checking Acct.

\$35,572.58
 90,000.00

\$30,668.39

\$125,572.58

RECEIPTS:

Tax Funds.....		160,000.00
Adult Books.....	172.58	964.93
Children's Books	44.30	286.05
Overdues.....	662.49	4,782.58
Photo Copies.....	514.85	3,844.13
Library Materials.....	14.91	163.58
Library Supplies	22.45	163.15
Postage.....		39.86
Binding.....		11.25
Building Supplies.....		32.00
Repairs and Equipment.....	258.60	311.20
Utilities.....	10.05	56.36
Adult Gift Books.....	10.00	1,368.57
Children's Gift Books.....		5.00
NEKL.....	3,250.00	13,925.00
Revenue Sharing.....		15,000.00
Interest.....	623.25	1,246.50
I.L.L. Operations.....		3,717.00
I.L.L. Resource - '73.....		9,150.00
I.L.L. Resource - '74.....		9,809.00
Grovenor Fund.....		115.00
Blue Cross.....		54.34
Perkins Fund.....		33.18
Salaries.....	30.00	1,000.00
Edwards Fund.....	30.00	30.00
Welch Fund.....	32.50	30.00
Moore Fund.....		32.50

\$5,675.98

\$226,171.18

TOTAL RECEIPTS

4.00

4.00

Returned check

BALANCE AFTER RECEIPTS AND
 BEFORE EXPENDITURES

\$131,252.56

\$256,843.57

FINANCIAL STATEMENT - PAGE 2

EXPENDITURES:

Contingency Salary	317.62	1,648.10
Salaries.....	9,619.42	54,565.12
Custodian Salaries	843.28	4,984.01
Blue Cross-Employees.....	81.51	652.08
Blue Cross-Employers.....	154.08	1,069.14
Federal Income Tax.....	1,678.10	9,452.74
Contingency.....	4.00	453.33
Periodicals.....		5,012.35
Adult Books.....	573.30	11,089.13
Children's books.....	78.51	4,300.43
Library Materials.....	73.13	2,203.91
Library Supplies.....	144.95	4,794.67
Revenue Sharing.....	1,885.73	7,160.48
I.L.L. Operations.....	121.90	2,726.70
I.L.L. Resources.....	3,201.73	8,926.10
Adult Gift Books.....		443.45
Repairs and Equipment.....	217.20	4,064.46
Building Supplies.....	36.56	972.78
Travel and Bookmobile.....		292.28
Utilities.....	1,488.10	8,712.51
Postage.....		1,047.86
Photo Copies.....	571.49	2,700.38
Binding.....	2.75	495.45
Insurance.....	609.00	1,297.00
Social Security-Employees.....	2,370.83	4,608.80
Social Security-Employers	2,371.67	4,608.89
Kpers-Employees.....	878.33	2,067.14
Kpers-Employees.....	1,261.30	3,168.10
Kansas Income Tax.....	487.57	945.12
Grovenor Fund.....		196.56
Overdues.....		4.00
	\$29,072.06	\$154,663.07

TOTAL EXPENDITURES

BALANCE AFTER EXPENDITURES
AND PER LEDGER

\$102,180.50\$102,180.50

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of June - 1974

LIBRARY CIRCULATION: Adult Books 13,737 Children's Books 25,111
 1973 Total 40,101 Total Books 38,878 Difference 1974 1,314 less.
 Adult Periodicals 474 Children's Periodicals 11
 Adult Records 889 Children's Records 310
 Prints 102 Films 92 Reference Questions 1,030

	Adult Fic.	Adult Non Fic.	Children's Fic.	Childrens Non Fic.
<u>BOOKS</u> <u>97,582</u>				
Added <u>1,074</u>	<u>165</u>	<u>618</u>	<u>117</u>	<u>174</u>
Withdrawn <u>161</u>	<u>29</u>	<u>93</u>	<u>28</u>	<u>11</u>
Totals <u>98,495</u>				

	Adult	County	Children	Totals
<u>REGISTRATIONS</u>				
Active <u>20,798</u>	<u>20,798</u>	<u>2,709</u>	<u>6,556</u>	<u>30,063</u>
Added <u>597</u>	<u>597</u>	<u>130</u>	<u>185</u>	<u>912</u>
Withdrawn <u>440</u>	<u>440</u>	<u>19</u>	<u>142</u>	<u>601</u>
Totals <u>20,955</u>	<u>20,955</u>	<u>2,820</u>	<u>6,599</u>	<u>30,374</u>

	Scheduled	Attendance Expected
<u>MEETING ROOMS</u>		
Auditorium <u>16</u>	<u>16</u>	<u>500</u>
Gallery <u>9</u>	<u>9</u>	<u>90</u>

<u>TOURS</u>		
Children <u>1</u>	<u>16</u>	3 Story Hours 53 Children
Adults <u> </u>	<u> </u>	27 Bookmobile Story Hours - 386 Children

MISCELLANEOUS

Books Sales \$14.20
 Coin Typewriters 7.80
 Art Displays Quilts, silversmithing, paintings

SPECIAL ACTIVITIES:

Skipper Williams dies at age 51

Skipper Williams, widely known 51-year-old Lawrence businessman, sportsman and world traveler, died just after 7 a.m. today at his home. The family physician said death was caused by a heart attack.

Williams, long a dedicated worker on behalf of Kansas University, particularly its athletic program, had been in Western Kansas the past two weeks working in connection with family and KU farm interests in the wheat harvest.

TUESDAY was his first day back in his local office and he and his wife attended a movie here Tuesday night. He arose early this morning as usual, went through a usual series of physical fitness exercises and then was discovered by his wife after suffering the attack.

Funeral services will be at 2 p.m. Monday at the Plymouth Congregational Church. The family prefers contributions either to the Williams Education Fund through the KU Endowment Association or to the Douglas County Association for Retarded Children.

Survivors include the wife, Jan, of the home, and four sons, Lance, a KU graduate who is married and is doing graduate work at Utah University, Salt Lake; Bret, a student in the KU Medical School; Todd and Sean, both of the home.

Also surviving is a brother, Odd, president of the Douglas County State Bank, and a business partner.

The son of the late Mr. and Mrs. Dick Williams, Skipper Williams was a native of Lawrence and attended schools here before going to Culver Academy, Culver, Ind. He finished a year at Kansas University before World War II enlistment in the Army Infantry, then won a lieutenant's commission before being sent to Europe for combat duty.

Later, he was sent to the Pacific to help reactivate and retrain the Philippine Scouts. As a first lieutenant he commanded a battalion of 5,000 Filipinos engaged in dealing with Japanese stragglers and keeping the Huk guerrillas under control.



Williams

HE RETURNED to KU in 1946 to finish his college work and was granted a degree in the School of Business in 1948. He then joined his father in the widespread family interests that included management of a number of farm properties and holdings of the Kansas University Endowment Assn.

Always active in athletics, Skipper Williams was a world class trapshooter, winning a number of top championships not only in the area but across the nation. In 1952, he was scheduled to represent the U. S. in the Helsinki Olympics as a trapshooter, but a clerical error in the entry blank negated that trip at the last minute. He was an avid hunter, fisherman and golfer.

With his father, Dick, and brother, Odd, Williams was in-

strumental in boosting the Kansas University athletic scholarship fund from about \$10,000 a year to over \$200,000 a year, and the fund recently was named in honor of the Williams family.

He was a licensed airplane pilot who often flew his own plane for business and pleasure and was also a pianist and guitarist. He had a wide range of interests that included many worthwhile projects for the Lawrence community and KU. He and his family traveled extensively.

A FORMER past Exalted Ruler of the Elks, he was in 1964 honored as the Lawrence Elk of the Year. He had a wide-ranging membership in many business, professional and social groups and headed the United Fund and Lawrence HELP-KU drives here.

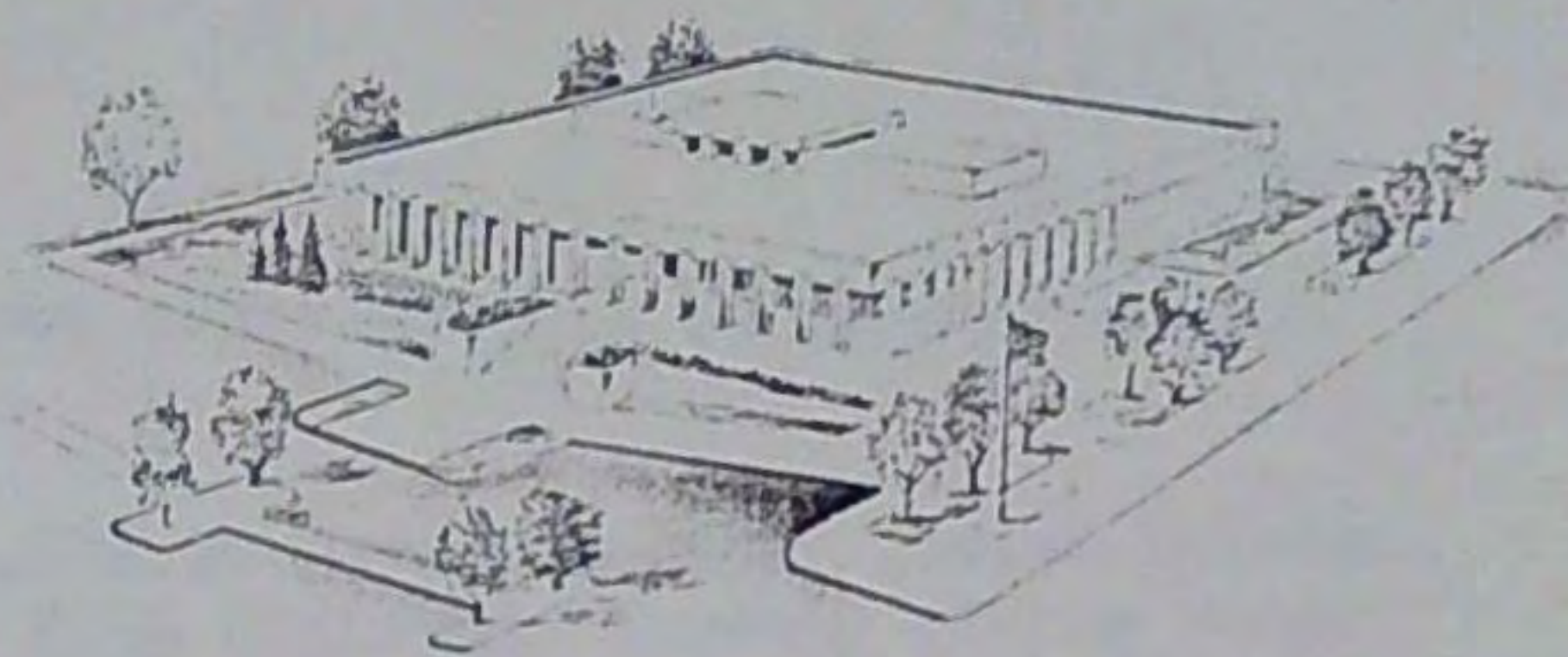
Williams was a key figure in the founding of the Douglas County State Bank here and had served as an officer and director. He was a director of Employers Reinsurance Corp. of Kansas City, a director of Centennial Life Ins., of Pittsburg and a director of Cline Construction Equipment Inc. of Kansas City.

He was a leading alumnus of the Sigma Nu social fraternity at KU, a past member of the Lawrence Library Board and a director of the Greater University Fund.

Lawrence Public Library

PHONE 843-3833

707 VERMONT / LAWRENCE, KANSAS 66044



WAYNE MAYO
Library Director

LIBRARY BOARD MEETING Tuesday, Aug. 20th at 4 p.m. in the Board Room

A- Call to order

B- Minutes of the June meeting

C- Librarian's report

- 1- financial
- 2- statistical
- 3- Skipper Williams
- 4- bookmobile
- 5- lights
- 6- audit
- 7-
- 8-

D- Old business

- 1-
- 2-

E- New business

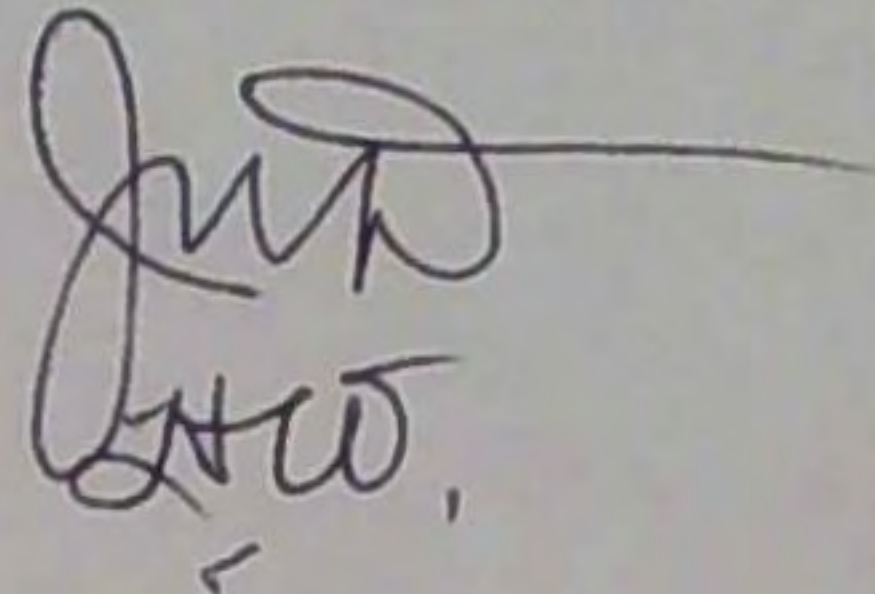
- 1-
- 2-

F- Discussion of bills

G- Adjournment

The July Board of Director's Meeting was cancelled due to lack of quorum of members who could be present.

The June checks, in the amount of \$29,072.06 were signed by Howard Wiseman, Secretary-Treasurer, and Kit Carlsen, Vice Chairman, thereby giving their approval. Approval was given by telephone from Julie Stough and Gerald Miner.

A handwritten signature in dark ink, appearing to read "Kit Carlsen", with a long horizontal line extending from the end of the signature.

FINANCIAL STATEMENT

July 31, 1974Year to Date

Balance, January 1, 1974
 Returned Check
 Balance, June 30, 1974

102,180.50

\$30,668.39

4.00

30,672.39

RECEIPTS:

Tax Funds.....		160,000.00
Adult Books.....	167.55	1,132.48
Children's books.....	64.12	350.17
Overdues.....	663.58	5,446.16
Photo Copies.....	508.15	4,352.28
Library Materials.....	14.55	178.13
Library Supplies.....	226.37	389.52
Postage.....		39.86
Binding.....	2.45	13.70
Building Supplies.....		32.00
Repairs and Equipment.....	8.10	319.30
Utilities.....	10.44	66.80
Adult Gift Books.....	6.00	1,374.57
Children's Gift Books.....	5.00	10.00
N.E.K.L.....		13,925.00
Revenue Sharing Fund.....		15,000.00
Interest.....		1,246.50
I.L.L. Operations.....		3,717.00
I.L.L. Resource '73		9,150.00
I.L.L. Resource '74.....		9,809.00
Grovenor Fund.....		115.00
Blue Cross.....		54.34
Perkins Fund.....		33.18
Salaries.....		1,000.00
Edwards Fund.....		30.00
Welch Fund.....		30.00
Moore Fund.....		32.50

TOTAL RECEIPTS

\$1,676.31

\$227,847.49

Cancelled Check

28.85

28.85

TOTAL AFTER RECEIPTS AND
BEFORE EXPENDITURES

\$103,885.66

\$258,548.73

EXPENDITURES

Contingency Salary.....	\$ 264.35	\$1,912.45
Salaries.....	10,135.74	64,700.86
Custodian Salaries.....	872.61	5,856.62
Blue Cross, Employees.....	108.68	760.76
Blue Cross, Employers.....	178.19	1,247.33
Federal Income Tax.....	1,803.00	11,255.74
Contingency.....	175.78	629.11
Periodicals.....	36.00	5,048.35
Adult Books.....	2,515.70	13,604.83
Children's Books.....	347.55	4,647.98
Library Materials.....	372.41	2,576.32
Library Supplies.....	69.10	4,863.77
Revenue Sharing Fund.....	1,594.18	8,754.66
I.L.L. Operations.....	20.10	2,746.80
I.L.L. Resource.....	276.96	9,203.06
Adult Gift Books.....		443.45
Repairs and Equipment.....	170.92	4,235.38
Building Supplies.....	142.97	1,115.75
Travel and Bookmobile.....	169.58	461.86
Utilities.....	1,910.39	10,622.90
Postage.....	410.00	1,457.86
Photo Copies.....	437.28	3,137.66
Binding.....	470.87	966.32
Insurance.....	90.00	1,387.00
Social Security- Employees..		4,608.80
Social Security- Employers..		4,608.89
Kpers, Employees.....		2,067.14
Kpers, Employers.....		3,168.10
Kansas Income Tax.....		945.12
Grovenor Fund.....	130.83	327.39
Overdues.....	1.00	5.00
		\$177,367.26
<u>TOTAL EXPENDITURES</u>	\$22,704.19	
<u>BALANCE AFTER EXPENDITURES</u>		<u>\$81,181.47</u>
<u>AND PER LEDGER</u>	<u>\$81,181.47</u>	

CHECK RECORD - JULY, 1974

CHECK NUMBER	PAYEE	ACCOUNT	AMOUNT
2891	Postmaster, Lawrence, Kansas	Postage	\$400.00
2892	James H. Anthony	Custodian Salary	\$417.65
2893	Elizabeth M. Barlow	Salary	353.81
2894	Doris E. Brandt	Salary	352.88
2895	Sherry Briggs	Salary	290.11
2896	Joan M. Bussell	Salary	286.17
2897	Gary Cooper	Salary- Custodian	341.20
2898	Bonita Dickinson Dillard	Salary	543.52
2899	Martha Anne Hefner	Salary	343.99
2900	Sue I. Hess	Salary	219.59
2901	JoAnn Helene Hubbard	Salary	359.65
2902	Virginia L. McCullough	Salary	331.18
2903	Wayne Mayo	Salary	1,060.75
2904	Mary D. Murphy	Salary	712.09
2905	Helen P. Osma	Salary	792.13
2906	Mary E. Paretsky	Salary	503.58
2907	Jacqueline Rutter	Salary	297.17
2908	Julia R. Stump	Salary	326.22
2909	Marilyn Weatherby	Salary	272.16
2910	Carol Antle	Part Time Salary	10.73
2911	Patty Armbrister	Part Time Salary	224.76
2912	Debra Lynn Bryans	Part Time Salary	303.46
2913	Karen Cramer	Part Time Salary	132.83
2914	Gaye Lea Dunn	Part Time Salary	192.33
2915	Aviva Enoch	Part Time Salary	157.01
2916	Bruce Lee Flanders	Part Time Salary	276.54
2917	Thelma Helyar	Part Time Salary	229.64
2918	Janis Langer	Part Time Salary	145.97
2919	Valerie Peaslee	Part Time Salary	142.56
2920	Ann Quinlan	Part Time Salary	139.52
2921	David Radd	Part Time Salary	128.98
2922	Lance Reppert	Part Time Salary	129.57
2923	Bessie Rist	Part Time Salary	135.68
2924	Michael M. Schlager	Part Time Salary	166.09
2925	Richard A. Seaman	Part Time Salary	261.19
2926	Daniel J. Stangle	Part time Salary	154.88
2927	Stacey S. Starks	Part Time Salary	168.27
2928	Gwen Wagner	Part Time Salary	142.39
2929	Suzanne Williams	Part Time Salary	154.86
2930	Lorene I. Wilson	Part Time Salary	71.59
2931	Mary Murphy	ALA Expenses	170.78
2932	Hazel Marie Weatherman Glassbooks	Adult Books	19.25
2933	Blue Cross-Blue Shield	Kansas Blue Cross	286.87
2934	Douglas County Depository	Federal Income Tax Withheld	1,803.00
2935	Baker and Taylor Company	Adult Books, Rev. Sharing,	
2936		I.L.L. Resource Grant	2,691.48
2937	Bound to Stay Bound Books, Inc.	Rev. Sharing, Children's Bks.	931.66
2938	Regent Book Co.	Children's Books	262.94
2939	G. K. Hall and Co.	Adult Books	27.43
2940	General Learning Corporation	Adult Books	31.78
2941	McNaughton Book Services	Adult Books	384.95
2942	United States Publishers Assn.	Adult Books	4.71
2943	Charles Scribner's Sons	Revenue Sharing	153.50
2944	Congressional Quarterly, Inc.	Revenue Sharing	35.00
2945	Crestwood House	Revenue Sharing	113.25
	Peter Smith Publisher, Inc.	Revenue Sharing	19.19

946 H. W. Wilson & Co.
 947 The American Companies
 948 Ebsco Subscription Services
 949 Prentice Hall, Inc.
 950 National Record Plan
 951 The Town Crier
 952 Crane and Company
 953 Lawrence Typewriter
 954 World Printing Service
 955 Zercher Photo
 956 Landreth, McGrew & Johnson
 957 Landreth, McGrew & Johnson
 958 Postmaster, Lawrence, Kansas
 959 Xerox Corporation
 960 Cloud's Heating
 961 Gardenland, Inc.
 962 Malott's Hardware
 963 Montgomery Elevator Co.
 964 Rogers Electric
 965 Nationwide Papers
 966 Maupintour
 967 Void
 968 Skelly Oil Co.
 969 Mobil Oil Corporation
 970 Southwestern Bell
 971 City of Lawrence, Water Dept.
 972 Kansas Power and Light Co.
 973 Western Union
 974 First National Bank
 975 Josten's American Library Line
 976 Petty Cash
 977 Frank Cross

Revenue Sharing	24.00
Binding	470.62
Periodicals	7.50
Periodicals	28.50
Library Materials	359.10
Library Materials	3.31
Library Supplies	23.56
Library Supplies	21.45
Library Supplies	12.00
Library Supplies	4.24
Insurance	60.00
Insurance	30.00
I.L.L. Operation Fund	20.10
Photo Copies	437.28
Repairs and Equipment	24.00
Repairs and Equipment	17.94
Library Supplies-Repairs & Equip.	4.71
Repairs and Equipment	67.27
Repairs and Equipment	55.50
Building Supplies	142.97
Grovenor Fund-Bookmobile & Travel	189.27
Travel and Bookmobile	54.83
Travel and Bookmobile	47.43
Utilities	88.04
Utilities	86.01
Utilities	1,561.14
Utilities	175.20
Contingency	5.00
Library Supplies	4.30
Miscellaneous	70.43
To replace check #2977	(25.00)
	\$22,704.19

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of July, 1974

LIBRARY CIRCULATION: Adult Books 17,402 Children's Books 22,122
 1973 Total 35,755 Total Books 39,524 Difference 1974 3,769 more

Adult Periodicals 451 Children's Periodicals 25

Adult Records 1,119 Children's Records 311

Films 106 Reference Questions 1,014

Prints 105

BOOKS 98,495 Adult Fic. Adult Non Fic. Children's Fic. Childrens Non Fic.

Added 986 68 571 227 120

Withdrawn 129 31 76 11 11

Totals 99,352

REGISTRATIONS

	Adult	County	Children	Totals
Active	<u>20,955</u>	<u>2,820</u>	<u>6,599</u>	<u>30,374</u>
Added	<u>533</u>	<u>70</u>	<u>101</u>	<u>704</u>
Withdrawn	<u>305</u>	<u>18</u>	<u>135</u>	<u>458</u>
Totals	<u>21,183</u>	<u>2,872</u>	<u>6,565</u>	<u>30,620</u>

MEETING ROOMS

	Scheduled	Attendance Expected
Auditorium	<u>11</u>	<u>395</u>
Gallery	<u>5</u>	<u>60</u>

TOURS

Children	<u>2</u>	<u>3</u>	1 Nursery School Story Hr. 14 attend
Adults			5 Regular Story Hours 18 attend

MISCELLANEOUS

Books Sales \$11.65

Coin Typewriters 8.10

Art Displays Glass, Photography, Paintings.

SPECIAL ACTIVITIES:

Independence Press - Special Author Program - 50 attendance

3 4-H Clubs presented Programs for the Children's Department - 73 Attendance

Bookmobile Story Hour - 14 Sessions - 154 Children

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of August, 1974

LIBRARY CIRCULATION: Adult Books 24,218 Children's Books 12,881
 19 73 Total 32,415 Total Books 37,099 Difference 197 4 4,684

Adult Periodicals 369 Children's Periodicals 6

Adult Records 1,101 Children's Records 329

Prints 129 Films 137 Reference Questions 995

<u>BOOKS</u>	<u>99,352</u>	Adult Fic.	Adult Non Fic.	Children's Fic.	Childrens Non Fic.
Added	<u>721</u>	<u>107</u>	<u>478</u>	<u>77</u>	<u>59</u>
Withdrawn	<u>222</u>	<u>38</u>	<u>157</u>	<u>22</u>	<u>5</u>
Totals	<u>99,851</u>				

<u>REGISTRATIONS</u>	Adult	County	Children	Totals
Active	<u>21,183</u>	<u>2,872</u>	<u>6,565</u>	<u>30,620</u>
Added	<u>724</u>	<u>52</u>	<u>73</u>	<u>849</u>
Withdrawn	<u>632</u>	<u>29</u>	<u>120</u>	<u>781</u>
Totals	<u>21,275</u>	<u>2,895</u>	<u>6,518</u>	<u>30,688</u>

<u>MEETING ROOMS</u>	Scheduled	Attendance Expected
Auditorium	<u>13</u>	<u>400</u>
Gallery	<u>8</u>	<u>150</u>

<u>TOURS</u>		
Children	<u> </u>	<u> </u>
Adults	<u>7</u>	<u>350</u>

MISCELLANEOUS

Books Sales 20.75

Coin Typewriters 17.50

Art Displays

SPECIAL ACTIVITIES:

August and September

REGULAR MEETING
Sept. 17, 1974

The Board of Directors of the Lawrence Public Library held the regular monthly meeting September 17, 1974 in the conference room at 4p.m.

Members present were Chairman James Drury, Howard Wiseman, Kit Carlsen, Hank Booth, Julie Stough & Gerald Miner. Observers were Mrs. Evelyn Hastings & Valerie Peasley.

Minutes of the August meeting were approved as circulated.

Mr. Mayo reported that responsibility for our lighting problems were disclaimed by G.E. Co. It was suggested that we find someone qualified to replace them who might do such on an on-call basis.

He also reported that \$ 799.00 has been received from C.A.L.L. so far this year for purchase of books for the 'Heritage 76' collection.

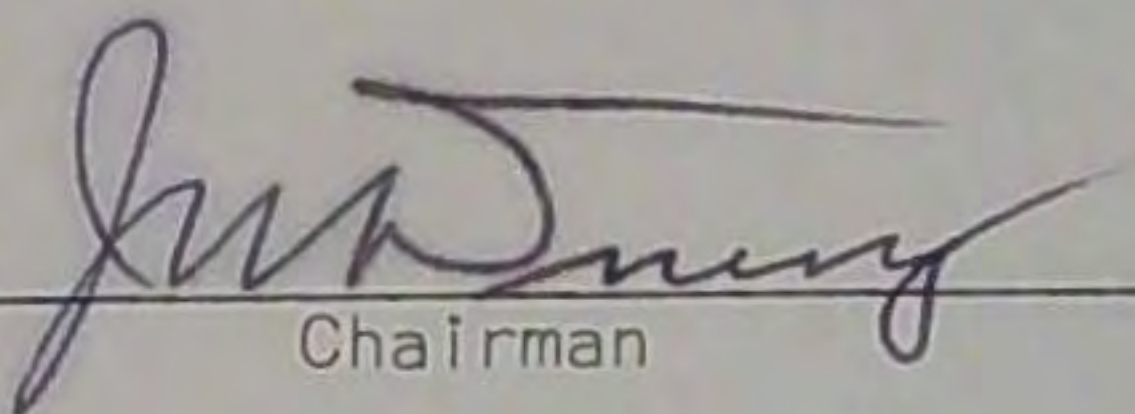
A request was received from the City Manager asking that photos of library services be provided for a 1974 city annual report and that the Board send along a statement of future objectives of the Library to be included in the report. It was requested that Mr. Mayo find out approximately how much material would be needed.

Discussion took place concerning state aid for libraries and anticipated questions from the State including the amounts of duplication between public and school libraries.

Mr. Mayo reported that we may receive an additional \$ 3,000 next year from N.E.K.L. for providing system reference and interlibrary loan service.

Bills covering invoices for the month of August, in the amount of \$ 21,983.65, were approved by roll call vote.

Meeting was adjourned.


Chairman

Sec.-Treasurer

approved:

CHECK RECORD - SEPTEMBER, 1974

CHECK NUMBER	NAME	ACCOUNT	AMOUNT
3072	James H. Anthony	Custodian's Salary	\$431.34
3073	Elizabeth M. Barlow	Salary	353.81
3074	Doris E. Brandt	Salary	352.88
3075	Gary W. Cooper	Custodian's Salary	341.20
3076	Bonita D. Dillard	Salary	543.52
3077	Sue I. Hess	Salary	238.67
3078	JoAnn Hubbard	Salary	359.65
3079	Virginia Lee McCullough	Salary	331.18
3080	Wayne Mayo	Salary	1,063.66
3081	Mary D. Murphy	Salary	740.78
3082	Helen P. Osma	Salary	792.13
3083	Mary E. Paretsky	Salary	503.58
3084	Arden A. Riordan	Salary	303.60
3084	Jacqueline Sue Rutter	Salary	307.45
3086	Rita M. Saile	Salary	296.45
3087	Julia R. Stump	Salary	326.22
3088	Patricia Thomopolos	Salary	297.17
3089	Marilyn Weatherby	Salary	296.45
3090	Carol L. Antle	Salary-Part Time	104.43
3091	Patty Lou Armbrister	Salary-Part Time	106.77
3092	Joan M. Bussell	Salary-Part Time	206.87
3093	Karen Louise Cramer	Salary-Part Time	107.33
3094	Jeffrey E. Dains	Salary-Part Time	103.75
3095	Connie M. Disque	Salary-Part Time	119.57
3096	Aviva Enoch	Salary-Part Time	97.95
3097	Bruce L. Flanders	Salary-Part Time	85.40
3098	Thelma Helyar	Salary-Part Time	231.05
3099	Janis Langer	Salary-Part Time	168.98
3100	Valerie D. Peaslee	Salary-Part Time	75.13
3101	Ann Quinlan	Salary-Part Time	125.81
3102	Lance Reppert	Salary-Part Time	167.21
3103	Michael M. Schlager	Salary-Part Time	80.50
3104	Daniel J. Stangle	Salary-Part Time	134.63
3105	Stacey S. Starks	Salary-Part Time	174.69
3106	Juli Viebrock	Salary-Part Time	104.65
3107	Gwen Wagner	Salary-Part Time	119.39
3108	Void		-
3109	Suzi Williams	Salary-Part Time	125.50
3110	Lorene I. Wilson	Salary-Part Time	104.03
3111	Douglas County Bank Dep.	Federal Income Tax W-Held	1,600.90
3112	Kansas Blue Cross-Blue Shield	Hospitalization Insurance	262.76
3113	State Contribution Funds	Social Security	4,870.47
3114	KPERS	Kans. Pub. Retirement System	2,326.34
3115	Director of Revenue	Kans. Inc. Tax W-Held	502.65
3116	Postmaster, Lawrence, Ks.	Postage	50.00
3117	A. J. Publishing Co.	Adult Rev. Sharing	13.50
3118	Baker and Taylor	Rev. Sharing-Adult Books	3,649.58
3119	Bound to Stay Bound Co.	Rev. Sharing-Children's Bks	681.08
3120	Cambridge University Press	Rev. Sharing	82.80
3121	Encyclopaedia Britannica	Rev. Sharing	15.45
3122	Follett Library Book Co.	Children's Books	343.90
3123	Gale Research	Children's Books	20.88
3124	General Learning Corp.	Adult Books	15.22
3125	McNaughton Book Service	Adult Books	377.51

3126	Publications, Museum of Nat. History	Rev. Sharing	\$ 10.00
3127	National Geographic Society	Adult Books	3.50
3128	Robert Bentley, Inc.	Rev. Sharing	73.04
3129	U. S. Publishers Assn.	Rev. Sharing	31.66
3130	The Town Crier	Adult Books	19.71
3131	University of Pittsburg Press	Adult Books	15.50
3132	A.M. Best Co.	Adult Books	86.00
3133	National Record Plan	Library Materials	75.83
3134	Roger O'Connor	Library Materials	20.00
3135	Ben Franklin	Library Supplies	.99
3136	Crane and Co.	Library Supplies	7.50
3137	Josten's Library Supplies	Library Supplies	65.00
3138	Strong's Office Systems	Library Supplies	45.07
3139	River City Repair	Repairs & Equip.	30.00
3140	Malotts Hardware	Building Supplies	39.98
3141	Mobil Oil Corporation	Travel & Bookmobile	9.12
3142	Skelly Oil Co.	Travel & Bookmobile	16.32
3143	Xerox Corporation	Photo Copies	526.51
3144	City of Lawrence, Water Dept.	Utilities	42.72
3145	Kansas Power and Light Co.	Utilities	1,559.42
3146	Southwestern Bell	Utilities	99.93
3147	Lawrence Chamber of Commerce	Contingency	12.50
3148	Petty Cash	Miscellaneous	44.61
3149	The American Companies	Binding	17.96
			\$28,089.29

FINANCIAL STATEMENT

September 30, 1974Year to Date

Balance on hand
 Balance, July 31, 1974
 August Receipts
 August Expenditures

\$81,181.47
 64,161.59
21,983.65

\$30,701.24

Beginning Balance:

\$123,359.41

RECEIPTS

Tax Funds		\$218,700.00
Adult Books.....	98.36	1,395.61
Children's Books.....	48.32	476.46
Overdues.....	657.90	6,782.28
Photo Copies.....	650.46	5,713.44
Library Materials.....	7.95	215.66
Library Supplies.....	13.17	416.21
Postage.....		39.86
Binding.....	3.38	20.08
Building Supplies.....		32.00
Repairs and Equipment....		362.43
Utilities.....	12.31	79.11
Adult Gift Books.....	803.12	2,205.89
Children's Gift Books....		10.00
N.E.K.L.....	3,250.00	20,887.50
Revenue Sharing Fund.....		15,000.00
Interest.....		1,246.50
I.L.L. Operation		3,717.00
I.L.L. Resource '73.....		9,150.00
I.L.L. Resource '74.....		19,616.00
Grovenor Fund.....		115.00
Blue Cross.....		54.34
Perkins Fund.....		33.18
Salaries.....		1,000.00
Edwards Fund.....		30.00
Welch Fund.....		30.00
Moore Fund.....		32.50

\$15,353.97\$307,363.05TOTAL RECEIPTS

BALANCE AFTER RECEIPTS
AND BEFORE EXPENDITURES

\$138,713.38

\$338,064.29

LESS CERTIFICATE OF DEPOSIT60,000.0060,000.00NET BALANCE

\$78,713.38

\$227,440.20

EXPENDITURES:

Contingency Salary.....	\$ 222.38	
Salaries.....	9,341.57	\$2,418.12
Custodian's Salaries.....	859.43	83,735.42
Blue Cross-Employees.....	108.68	7,600.90
Blue Cross-Employers.....	154.08	978.12
Federal Income Tax Withheld	1,600.90	1,555.49
Contingency.....	15.50	14,479.24
Periodicals.....	86.00	777.31
Adult Books.....	2,552.03	5,134.35
Children's Books.....	561.10	19,594.82
Library Materials.....	100.83	5,266.03
Library Supplies.....	118.56	3,184.33
Revenue Sharing Fund.....	2,276.81	5,235.93
I.L.L. Operation Fund.....		11,760.53
I.L.L. Resource '73 Fund...		2,922.00
Adult Gift Books.....		9,203.06
Repairs and Equipment.....	30.00	443.45
Building Supplies.....	39.98	5,332.33
Travel and Bookmobile.....	25.44	1,162.93
Utilities.....	1,702.07	535.67
Postage.....	50.00	14,345.69
Photo Copies.....	526.51	2,040.58
Binding.....	17.96	3,931.42
Insurance.....		984.28
Social Security- Employees.	2,435.31	1,387.00
Social Security- Employers.	2,435.16	7,044.11
Kpers....Employees.....	838.12	7,044.05
Kpers....Employers.....	1,488.22	2,905.26
Kansas Income Tax.....	502.65	4,656.32
Grovenor Fund.....		1,447.77
Overdues.....		327.39
		6.30

EXPENDITURES

\$28,089.29

\$227,440.20

BALANCE AFTER EXPENDITURES
AND AS PER LEDGER

\$50,624.09

\$50,624.09

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of September, 1974

LIBRARY CIRCULATION: Adult Books 21,779 Children's Books 7300
 1973 Total 28,705 Total Books 29,079 Difference 1974 374 more

Adult Periodicals 407 Children's Periodicals 3

Adult Records 1,063 Children's Records 336

Prints 95 Films 150 Reference Questions 1,240

BOOKS 99,851 Adult Fic. Adult Non Fic. Children's Fic. Childrens Non Fic.

Added 1,042 106 585 97 254

Withdrawn 168 16 95 20 7

Totals 100,725

REGISTRATIONS

	Adult	County	Children	Totals
Active	<u>21,275</u>	<u>2,895</u>	<u>6,518</u>	<u>30,688</u>
Added	<u>720</u>	<u>95</u>	<u>30</u>	<u>845</u>
Withdrawn	<u>793</u>	<u>12</u>	<u>13</u>	<u>848</u>
Totals	<u>21,202</u>	<u>2,948</u>	<u>6,535</u>	<u>30,685</u>

MEETING ROOMS

	Scheduled	Attendance Expected
Auditorium	<u>8</u>	<u>300</u>
Gallery	<u>18</u>	<u>270</u>

TOURS

Children	<u> </u>	<u> </u>
Adults	<u>4</u>	<u>24</u>

MISCELLANEOUS

Books Sales 20.75

Coin Typewriters 17.50 - August & Sept.

Art Displays Paintings, Photography and Cooper-enamel

SPECIAL ACTIVITIES:

REGULAR MEETING
October 15, 1974

The Board of Directors of the Lawrence Public Library held their regular monthly meeting in the Conference Room at 4:00 on October 15, 1974.

Members present were: Chairman James Drury, Howard Wiseman, Gerald Miner, Larry Flanner, Kit Carlsen and Julie Stough. Observers present were: Valarie Peaslee and Mrs. Evelyn Hastings.

Minutes of the September meeting were declared approved as distributed.

Directors report:

Mr. Mayo reported that the 1974 Interlibrary Loan Resource Grant did not have to be expended until June 30, 1975 and the greater portion will be carried over. Receipts and expenditures on the Financial report were discussed.

The statistics show an increase of 4,684 books checked out in August, 1974 over August, 1973.

Mr. Mayo reported that the General Electric Company will no longer be responsible for any of the replacement of the ballasts. He said that the ballasts will be replaced only as needed and that he has found that they can be purchased from the local General Appliance Co. with a good discount.

A 1974 report to the City of Lawrence is being prepared by David Mansfield, personnel manager which will include some contact of Chairman of the various Boards, regarding statistics, photographs, etc. An article concerning the Library, consisting of two or three paragraphs will be prepared.

Julie Stough has purchased "The Great Book of Wine" to be presented to the Library in memory of Skipper Williams by the Board of Directors.

Chairman Drury made a report on a meeting he attended of the Lawrence Arts Commission dealing with plans for the use of the old Library building. The group outlined plans for a canvas of funds and future activities.

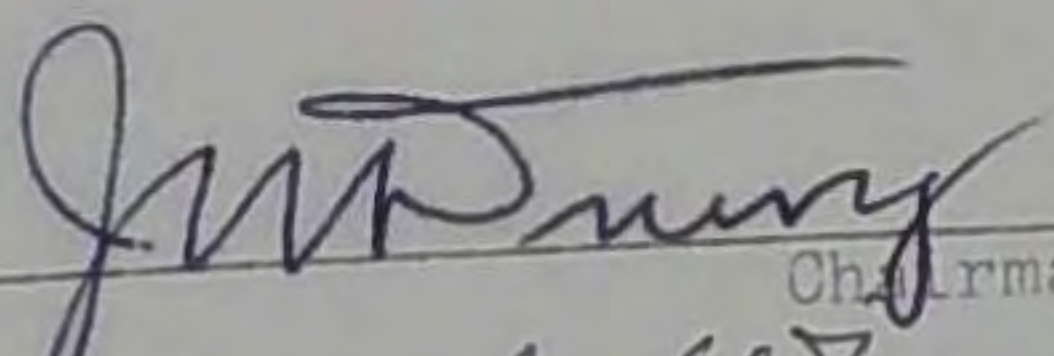
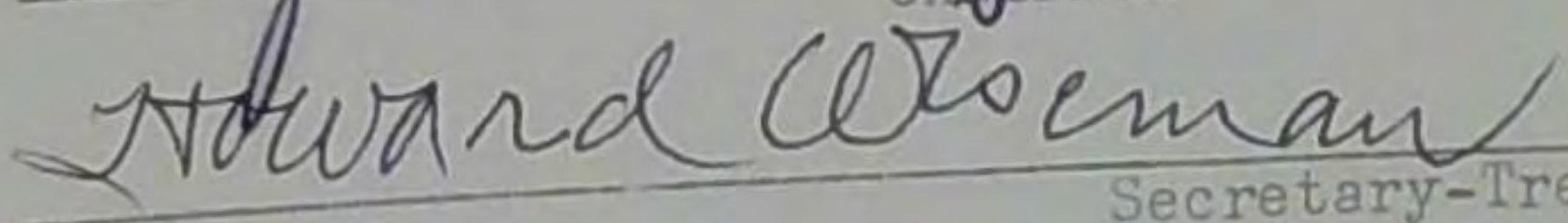
There are four \$1,000 Treasury Bonds in the Grovenor Fund which are due November 15, 1974, to be invested. A motion was made by Larry Flannery, seconded by Julie Stough that Howard Wiseman and Mr. Mayo re-invest these funds in the most profitable way. Motion Carried.

Bills totaling \$28,089.29 were approved by roll call vote.

Meeting declared adjourned.

Approved:

11-19-74


Chairman

Secretary-Treas.

FINANCIAL STATEMENT

October, 1974

Year to Date

Beginning Balance, January 1, 1974
Balance - September 30, 1974

\$50,624.09

\$30,701.24

RECEIPTS:

Tax Funds.....		218,700.00
Adult Books.....	232.35	1,627.96
Children's Books.....	41.09	517.55
Overdues.....	788.73	7,571.01
Photo Copies.....	618.12	6,331.56
Library Materials.....	15.00	230.66
Library Supplies.....	22.34	438.55
Postage.....	-	39.86
Binding.....	3.50	23.58
Building Supplies.....	-	32.00
Repairs and Equipment.....	34.30	396.73
Utilities.....	15.34	94.45
Adult Gift Books.....	9.27	2,215.16
Children's Gift Books.....		10.00
M.E.K.L.....		20,887.50
Revenue Sharing Fund.....		15,000.00
Interest.....		1,246.50
I.L.L. Operations.....		3,717.00
I.L.L. Resource '73		9,150.00
I.L.L. Resource '74.....		19,618.00
Grovenor Fund.....		115.00
Blue Cross.....		105.62
Perkins Fund.....		33.18
Salaries.....		1,000.00
Edwards Fund.....		30.00
Welch Fund.....		30.00
Moore Fund.....		32.50

Total Receipts

\$1,831.32

\$309,194.37

Balance After Receipts and
Before Expenditures

\$52,455.41

\$339,895.61

Less Certificate of Deposit

\$60,000.00

Expenditures:

Contingency Salary.....	\$ 204.80	\$2,622.92
Salaries.....	9,826.83	93,562.25
Custodian Salaries	899.15	8,500.05
Blue Cross, Employees.....	81.51	1,059.63
Blue Cross, Employers.....	229.47	1,784.96
Income Tax Withheld.....	1,657.50	16,136.74
Contingency.....	325.00	1,102.31
Periodicals.....	.70	5,135.05
Adult Books.....	4,492.25	24,087.07
Children's Books.....	616.95	5,882.98
Library Materials.....	24.12	3,208.45
Library Supplies.....	195.25	5,431.18
Revenue Sharing Fund.....	1,204.69	12,965.22
I.L.L. Operations.....		2,922.00
I.L.L. Resource.....		9,203.06
Adult Gift Books.....	99.28	542.73
Repairs and Equipment.....	581.73	5,914.06
Building Supplies.....	264.12	1,427.05
Travel and Bookmobile	18.03	553.70
Utilities.....	1,841.00	16,186.69
Postage.....	412.72	2,453.30
Photo Copies.....	424.00	4,355.42
Binding.....	212.15	1,196.43
Insurance.....		1,387.00
Social Security - Employees...		7,044.11
Social Security - Employers...		7,044.05
Kpers - Employees.....		2,905.26
Kpers - Employers.....		4,656.32
Kansas Income Tax.....		1,447.77
Grovenor Fund.....		327.39
Overdues.....		6.30
<u>Total Expenditures</u>	<u>\$23,611.25</u>	<u>\$251,051.45</u>
Balance After Expenditures & as per Ledger.....	\$28,844.16	\$28,844.16

CHECK RECORD
October, 1974

NUMBER

PAYEE

ACCOUNT

AMOUNT

3150	Lorene I. Wilson	Part Time Salary	\$ 84.61
3151	James G. Anthony	Custodian Salary	431.34
3152	Patty Armbrister	Salary	254.40
3153	Elizabeth M. Barlow	Salary	353.81
3154	Doris E. Brandt	Salary	352.88
3155	Gary W. Cooper	Custodian Salary	370.52
3156	Bonita Dickinson Dillard	Salary	423.48
3157	Sue I. Hess	Salary	238.67
3158	JoAnn Hubbard	Salary	359.65
3159	Virginia Lee McCullough	Salary	444.56
3160	Wayne Mayo	Salary	1,148.50
3161	Martha W. Murphy	Salary	158.38
3162	Mary D. Murphy	Salary	712.09
3163	Helen P. Osma	Salary	792.13
3164	Mary E. Paretsky	Salary	503.58
3165	N. Lance Reppert	Salary	290.64
3166	Arden A. Riordan	Salary	293.32
3167	Jacqueline Rutter	Salary	297.17
3168	Rita Saile	Salary	296.45
3169	Julia R. Stump	Salary	326.22
3170	Marilyn Weatherby	Salary	210.30
3171	Carol L. Antle	Salary-Part Time	109.41
3172	Joan M. Bussell	Salary-Part Time	220.77
3173	Karen L. Cramer	Salary-Part Time	95.71
3174	Jeffrey E. Dains	Salary-Part Time	228.99
3175	Connie M. Disque	Salary-Part Time	124.28
3176	Aviva Enoch	Salary-Part Time	114.19
3177	Bruce Lee Flanders	Salary-Part Time	105.67
3178	Thelma Helyar	Salary-Part Time	231.27
3179	Janis M. Langer	Salary-Part Time	174.36
3180	Michael J. McGuire	Salary-Part Time	163.60
3181	Patricia A. Mimeau	Salary-Part Time	80.10
3182	Valerie D. Peaslee	Salary-Part Time	78.71
3183	Ann Quinlan	Salary-Part Time	106.44
3184	Michael M. Schlager	Salary-Part Time	89.45
3185	Daniel J. Stangle	Custodian Salary	141.70
3186	Stacey S. Starks	Salary-Part Time	151.89
3187	Julianne Viebrock	Salary-Part Time	126.38
3188	Gwendolyn K. Wagner	Salary-Part Time	124.76
3189	Suzanne K. Williams	Salary-Part Time	120.10
3190	Douglas County Bank Depository	Federal Income Tax	1,657.50
3191	Blue Cross of Kansas	Hospitalization Ins.	310.98
3192	Baker and Taylor Co.	Adult Books	1,114.36
3193	Baker and Taylor Co.	Adult, Children's Bs.	
		Revenue Sharing	3,449.32
		Children's, Rev. Shar.	929.13
3194	Bound to Stay Bound Books	Adult Books	5.95
3195	Kenneth R. Canfield	Adult Books	33.34
3196	Emery Pratt Co.	Adult Books	97.09
3197	G. K. Hall and Co.	Adult Books	32.81
3198	General Learning Corporation	Adult Books	12.71
3199	Historic Denver, Inc.	Adult Books	8.20
3200	Kansas Corral of the Westerners	Adult Books	25.74
3201	Litton Educational Publishing		

3202	McNaughton Book Service
3203	National Fire Protection Assn.
3204	National Geographic
3205	Peter Smith Publisher, Inc.
3206	Stackpole Books
3207	Thompson Book Co.
3208	University of Oklahoma Press
3209	Arizona Highways
3210	Congressional Quarterly, Inc.
3211	Dafran House Publishers
3212	H. W. Wilson Co.
3213	Hperion Press, Inc.
3214	Kansas State Historical Society
3215	Newbury House Publishers, Inc.
3216	Microfilming Corporation of America
3217	The American Companies
3218	Postmaster, Lawrence, Kansas
3219	World Printing Service
3220	The Town Crier
3221	Crane and Company
3222	Ben Franklin Store
3223	Gaylord Bros. Inc.
3224	Kingsley Machines
3225	Strong's Office Systems
3226	Zercher Photo Supply
3227	Malott's True Value Hardware
3228	General Appliance Co.
3229	Nationwide Papers
3230	Gary Malburg Electrical Service
3231	Cloud's Heating & Air Conditioning
3232	Douglas Co. Wood Products Co.
3233	Montgomery Elevator Co.
3234	Surplus Property Section
3235	Xerox
3236	Pitney Bowes
3237	Lesh Bradley Barrand Scheher
3238	Skelly Oil Company
3239	Kansas Power and Light
3240	City of Lawrence, Water Dept.
3241	Southwestern Bell Co.
3242	Western Union
3243	Petty Cash

Adult Books	\$ 379.24
Adult Books	5.76
Adult Books	8.15
Adult Books	15.42
Adult Books	49.25
Adult Books	32.90
Adult Books	8.22
Revenue Sharing	1.50
Revenue Sharing	19.90
Revenue Sharing	8.46
Revenue Sharing	27.00
Revenue Sharing	12.06
Revenue Sharing	4.34
Revenue Sharing	19.50
Adult Gift Books	99.28
Binding	212.15
Postage	400.00
Library Supplies	51.00
Library Materials	10.62
Library Supplies	58.08
Library Supplies	3.19
Library Supplies	47.65
Library Supplies	30.81
Repairs and Equipment	
Library Supplies	135.77
Library Supplies	2.77
Building Supplies	4.42
Building Supplies	179.80
Building Supplies	78.44
Repairs and Equipment	112.50
Repairs and Equipment	237.40
Repairs and Equipment	7.00
Repairs and Equipment	67.27
Repairs and Equipment	19.10
Photo Copies	424.00
Postage	12.72
Contingency	325.00
Travel and Bookmobile	18.03
Utilities	1,521.91
Utilities	73.68
Utilities	91.26
Utilities	154.15
Miscellaneous	33.64

\$23,611.25

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of October, 1974

LIBRARY CIRCULATION: Adult Books 18,733 Children's Books 11,472
1973 Total 28,656 Total Books 30,205 Difference 197 4 1,549 more

Adult Periodicals 452 Children's Periodicals 14

Adult Records 1,278 Children's Records 289

Prints 98 Films 189 Reference Questions 1,406

BOOKS 100,725 Adult Fic. Adult Non Fic. Children's Fic. Childrens Non Fic.

Added 1,069 111 730 83 145

Withdrawn 169 16 117 31 5

Totals 101,625

REGISTRATIONS

	Adult	County	Children	Totals
Active	<u>21,202</u>	<u>2,948</u>	<u>6,535</u>	<u>30,685</u>

Added	<u>729</u>	<u>91</u>	<u>46</u>	<u>866</u>
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Withdrawn	<u>681</u>	<u>63</u>	<u>17</u>	<u>761</u>
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Totals	<u>21,250</u>	<u>2,976</u>	<u>6,564</u>	<u>30,790</u>
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MEETING ROOMS

	Scheduled	Attendance Expected
Auditorium	<u>22</u>	<u>700 - 800</u>

Gallery	<u>15</u>	<u>225</u>
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TOURS

		STORY HOURS	Attendance
Children	<u>3</u>	<u>61</u>	<u>213</u>

Adults	<u>2</u>	<u>23</u>	<u>12</u>
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MISCELLANEOUS

Books Sales \$26.00

Coin Typewriters 16.80

Art Displays Portraits, Acrylics, Photographs - Enamel boxes.

SPECIAL ACTIVITIES:

Talk to Title I parents and teachers about library services
 Special lecture to 40 KU students on Children's Books.

2 Halloween Parties with 90 Children in attendance

REGULAR MEETING
November 19, 1974

The Board of Directors of the Lawrence Public Library held their regular monthly meeting in the Conference Room at 4:00 p.m. on November 19, 1974.

Members present were: Chairman James Drury, Howard Wiseman, Gerald Miner, Larry Flannery, Julie Stough and Kit Carlsen. Observers present were: Valerie Peaslee and Mrs. Evelyn Hastings.

Minutes of the October Meeting were declared approved as distributed.

Directors Report:

A Thank you note for the Memorial Book in honor of Skipper Williams, from his wife, was read by Mr. Mayo.

The financial and statistics report were reviewed by Mr. Mayo noting that our collection now shows over 100,000 volumes. This does not yet show results of the inventory taken last December with approximately 2600 books still missing. These will be withdrawn at the end of the current year.

Mr. Mayo reported to the Board that an electrician has been secured who will replace the ballasts as needed and a source of purchase for the ballasts with a total cost of about \$15.00 as opposed to the \$25.00 cost formerly paid.

Mr. Mayo also reported that a Complaint has been filed from the local civil rights commission in regard to failing to employ Tina Johnson for a position of page about two years ago. Mr. Mayo has contacted the City Attorney for legal advice and has prepared some reports for the commission. These reports are now being reviewed and he will be advised at a later date the outcome of this review. After discussion from the Board Members, Larry Flannery made a motion that further discussion be tabled until a hearing is made. Julie Stough seconded the motion and it carried.

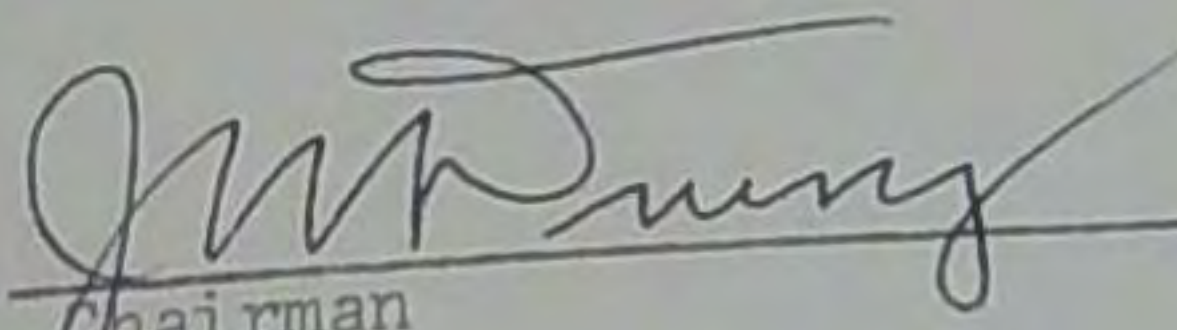
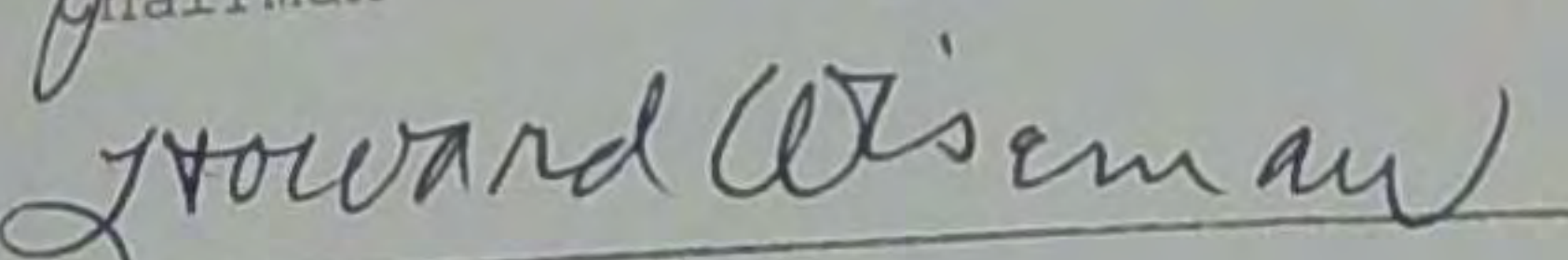
Howard Wiseman reported on the purchase of a treasury note with funds from the Grovenor fund in the amount of \$4,000.00 with interest at 7 3/4 % maturing November 15, 1981. The purchase cost was \$3,995.12 and a check for \$4.88 will be returned to us.

Mr. Mayo reported on a NEKL sponsored Library Conference held in Emporia concerning Library Co-operation regarding Federal Grants administered thru the State. Matters discussed were Technical Processing Services, audio visual materials, etc.

Mr. Mayo reported that since July of this year, Mr. Anthony has spent a couple of hours each week collecting books that were overdue and could not be received thru the usual mailing process of notices. He has recovered 111 items and \$85.00 in fines or payment for lost books. The Board commented favorably concerning this, noting that it would be good to check regarding insurance coverage.

Bills in the amount of \$23,611.25 were approved by roll call vote.

Meeting declared adjourned.


Chairman

Secretary-Treasurer

FINANCIAL STATEMENT

November 30, 1974

Year to Date

Beginning Balance
Balance, October 31, 1974

\$28,844.16

\$30,701.24

RECEIPTS:

Tax Funds.....		\$218,700.00
Adult Books.....	221.16	1,849.12
Childrens Books.....	67.21	584.76
Overdues.....	781.14	8,352.15
Photo Copies.....	774.45	7,106.01
Library Materials.....	73.61	304.27
Library Supplies.....	24.73	463.28
Postage.....		39.86
Binding.....		23.58
Building Supplies.....		32.00
Repairs and Equipment.....		396.73
Utilities.....	20.67	115.12
Adult Gift Books.....	585.83	2,800.99
Childrens Gift Books.....		10.00
N.E.K.L.....	3,712.50	24,600.00
Revenue Sharing Fund.....		15,000.00
Interest.....	831.00	2,077.50
I.L.L. Operations.....		3,717.00
I.L.L. Resource '73		9,150.00
I.L.L. Resource '74		19,618.00
Grovenor Fund.....	115.00	230.00
Blue Cross.....	51.28	156.90
Perkins Fund.....	33.18	66.36
Salaries.....		1,000.00
Edwards Fund.....		30.00
Welch Fund.....		30.00
Moore Fund.....		32.50
	\$7,291.76	\$316,486.13

TOTAL RECEIPTS

BALANCE AFTER RECEIPTS
AND BEFORE EXPENDITURES

\$36,135.92

\$347,187.37

\$60,000.00

Less Certificate of Deposit

EXPENDITURES:

Contingency Salary	278.74	2,901.66
Salaries.....	9,583.89	103,146.14
Custodians Salary.....	846.25	9,346.30
Blue Cross- Employees.....	132.79	1,192.42
Blue Cross- Employers.....	178.19	1,963.15
Federal Income Tax W-held..	1,657.60	17,794.34
Contingency.....	62.00	1,164.31
Periodicals.....	--	5,135.05
Adult Books.....	4,783.63	28,870.70
Children's Books.....	1,953.98	7,836.96
Library Materials.....	110.00	3,318.45
Library Supplies.....	466.37	5,897.55
Revenue Sharing Funds.....	3,586.38	16,551.60
I.L.L. Operations.....	--	2,922.00
I.L.L. Resources.....	--	9,203.06
Adult Gift Books.....	--	542.73
Repairs and Equipment.....	--	6,056.93
Building Supplies.....	187.01	1,614.06
Travel and Bookmobile.....	31.75	585.45
Utilities.....	1,634.59	17,821.28
Postage.....	--	2,453.30
Photo Copies.....	429.70	4,785.12
Binding.....	17.41	1,213.84
Insurance.....	--	1,387.00
Social Security-Employees..	--	7,044.11
Social Security-Employers..	--	7,044.05
Kpers.. Employees.....	--	2,905.26
Kpers.. Employers.....	--	4,656.32
Kansas Income Tax.....	--	1,447.77
Grovenor Fund.....	54.26	381.65
Overdues.....	--	6.30

TOTAL EXPENDITURES

\$26,137.41 \$277,188.86

BALANCE AFTER EXPENDITURES
AND AS PER LEDGER

\$9,998.51 \$9,998.51

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of November, 1974

LIBRARY CIRCULATION: Adult Books 20,306 Children's Books 10,814
 19 73 Total 28,088 Total Books 31,120 Difference 1974 3,032

Adult Periodicals 487 Children's Periodicals 19

Adult Records 1,260 Children's Records 312

Prints 70 Films 101 Reference Questions 1,558

BOOKS 101,625 Adult Fic. Adult Non Fic. Children's Fic. Childrens Non Fic.

Added 869 82 702 31 54

Withdrawn 304 43 60 134 67

Totals 102,190

REGISTRATIONS

	Adult	County	Children	Totals
Active	<u>21,250</u>	<u>2,976</u>	<u>6,564</u>	<u>30,790</u>
Added	<u>649</u>	<u>96</u>	<u>50</u>	<u>795</u>
Withdrawn	<u>554</u>	<u>47</u>	<u>15</u>	<u>616</u>
Totals	<u>21,345</u>	<u>3,025</u>	<u>6,599</u>	<u>30,969</u>

MEETING ROOMS

	Scheduled	Attendance Expected
Auditorium	<u>19</u>	<u>400-500</u>
Gallery	<u>21</u>	<u>195</u>

TOURS

		Story Hour	Present
Children	<u>4</u>	<u>9</u>	<u>181</u>
Adults	<u>-</u>		

MISCELLANEOUS

Books Sales \$14.60

Coin Typewriters \$24.00

Art Displays

Pottery, Photography, Sketches, Paintings.

SPECIAL ACTIVITIES:

CHECK RECORD
November - 1974

CHECK NUMBER	PAYEE	ACCOUNT	AMOUNT
3244	James Anthony	Custodian Salary	\$445.03
3245	Patty Lou Armbrister	Salary	339.31
3246	Elizabeth M. Barlow	Salary	353.81
3247	Doris E. Brandt	Salary	352.88
3248	Gary W. Cooper	Salary	330.80
3249	Sue I. Hess	Salary	253.14
3250	JoAnn Hubbard	Salary	359.65
3251	Virginia L. McCullough	Salary	579.92
3252	Wayne Mayo	Salary	1,148.50
3253	Martha Murphy	Salary	307.45
3254	Mary D. Murphy	Salary	712.09
3255	Helen P. Osma	Salary	792.13
3256	Mary E. Paretsky	Salary	522.00
3257	N. Lance Reppert	Salary	345.40
3258	Arden Riordan	Salary	293.32
3259	Jacqueline Rutter	Salary	297.17
3260	Rita M. Saile	Salary	286.17
3261	Julia R. Stump	Salary	326.22
3262	Carol L. Antle	Part time salary	107.53
3263	Joan Bussell	Part time salary	207.32
3264	Void		
3265	Karen Cramer	Part time salary	106.43
3266	Jeff Dains	Part time salary	199.68
3267	Connie Marie Disque	Part time salary	118.63
3268	Aviva Enoch	Part time salary	118.96
3269	Bruce Flanders	Part time salary	83.96
3270	Thelma Helyar	Part time salary	236.21
3271	Janis Langer	Part time salary	145.43
3272	Michael J. McQuire	Part time salary	186.88
3273	Patricia Mimeau	Part time salary	158.69
3274	Valerie Peaslee	Part time salary	78.71
3275	Ann Quinlan	Part time salary	119.20
3276	Michael Schlager	Part time salary	85.87
3277	Den Stangle	Part time salary	118.63
3278	Stacey Starks	Part time salary	181.93
3279	Juli Viebrock	Part time salary	143.88
3280	Gwen Wagner	Part time salary	123.31
3281	Suzanne Williams	Part time Salary	142.64
3282	Kansas Blue Cross-Blue Shield	Hospitalization Insurance	310.98
3283	Douglas County Depository	Federal Income Tax W-held	1,657.60
3284	Atheneum Publishers	Adult Books	156.12
3285	Baker and Taylor Company	Adult Books	2,801.60
3286	Baker and Taylor Company	Adult Books-Rev. Sharing	3,094.33
3287	Doubleday and Company, Inc.	Adult Books	7.00
3288	Emery Pratt Co.	Adult Books	181.50
3289	Encyclopaedia Britannica	Adult Books	25.90
3290	General Learning Corporation	Adult Books-Rev. Sharing	187.47
3291	Carl Hoffmans, Director	Adult Books	5.00
3292	L.V. Boling Books	Adult Books	64.86
3293	McNaughton Book Service	Adult Books	399.74
3294	Montana Historical Society	Adult Books	23.45
3295	National Directory Service, Inc.	Adult Books	6.31
3296	National Geographic Society	Adult Books	24.95
3297	The New York Times	Adult Books	27.70

3298	North Plains Press	Adult Books	12.76
3299	Charles Scribner's Sons	Adult Books	735.89
3300	Superintendent of Documents	Adult Books	100.00
3301	Field Enterprises Educational Corp.	Revenue Sharing Fund	148.50
3302	Peter Smith Publisher, Inc.	Revenue Sharing Fund	20.58
3303	Museum of Natural History	Revenue Sharing Fund	6.00
3304	Bound to Stay Bound Books, Inc.	Rev. Shar.-Childrens Bks.	2,209.70
3305	School and Library Publishing	Children's Books	46.50
3306	Western Publishing Co. Inc.	Children's Books	7.90
3307	The American Companies	Binding	17.41
3308	The Town Crier	Library Materials	99.00
3309	R.R. Bowker Co.	Library Supplies	100.26
3310	Crane and Company, Inc.	Library Supplies	13.81
3311	Eastman Kodak Company	Library Supplies	235.40
3312	Gaylord Bros, Inc.	Library Supplies	46.10
3313	Jayhawk Bowling Supply	Library Supplies	1.65
3314	Jostens Library Supplies	Library Supplies	39.60
3315	Kard Rubber Stamp Co.	Library Supplies	6.60
3316	Strongs Office Systems	Library Supplies	22.95
3317	A.B. Coker Co.	Building Supplies	20.18
3318	General Appliance Co. Inc.	Building Supplies	12.64
3319	Malott's Hardware	Building Supplies	5.86
3320	Nationwide Papers	Building Supplies	128.39
3321	Pur-O-Zone	Building Supplies	19.94
3322	Anderson Rentals	Repairs and Equipment	54.00
3323	Coast to Coast Stores	Repairs and Equipment	21.60
3324	Montgomery Elevator Co.	Repairs and Equipment	67.27
3325	Xerox Corporation	Photo Copies	412.70
3326	Xerox Microfilms	Photo Copies	17.00
3327	Wayne Mayo	Grovenor Fund	54.26
3328	Wilbur D. Hess	Contingency	62.00
3329	Skelly Oil Co.	Travel and Bookmobile	31.75
3330	Western Union	Utilities	148.60
3331	Kansas Power and Light Co.	Utilities	1,351.93
3332	City of Lawrence, Water Dept.	Utilities	44.79
3333	Southwestern Bell Tele. Co.	Utilities	89.27
3334	Petty Cash	Miscellaneous	41.23

\$26,137.41

REGULAR MEETING

December 17, 1974

The Board of Directors of the Lawrence Public Library held their regular monthly meeting December 17, 1974 at 4:00 on the conference room.

Members present were: Chairman James Drury, Hank Booth, Julie Stough, Howard Wiseman, Kit Carlsen and Gerald Miner. Observers present were: Evelyn Hastings and Valarie Peaslee.

The minutes of the November meeting were approved as distributed.

Mr. Mayo presented the financial and statistical reports. There were comments on the inventory. One comparison stated that the loss of books in the inventory taken six years ago showed a loss of 2,654 books. The 1973 inventory taken one year ago at this time shows a net loss of 2,779 books indicating only a slight increase.

In response to a request, by the city of Lawrence for information for their annual report, a statement is being prepared showing statistics, past accomplishments, future hopes, pictures, etc.

New business included voiding of an outstanding check. A motion was made by Howard Wiseman, seconded by Julie Stough that check #1559 to Anthony Jones in the amount of \$24.00, dated May 31, 1973 be voided. Motion passed.

Discussion concerning the Director's salary was tabled until January. The Chairman asked that this be included on the January Agenda as the last item of new business.

Bills in the amount of \$26,137.41 were approved by roll call vote.

Meeting Adjourned.

Approved: _____

Chairman _____

Sec. Treas. _____

Howard Wiseman

CHECK RECORD
December 1974

<u>NUMBER</u>	<u>PAYEE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
3335	James H. Anthony	Custodian Salary	\$445.03
3336	Patty L. Armbrister	Salary	351.42
3337	Elizabeth M. Barlow	Salary	367.73
3338	Doris E. Brandt	Salary	352.92
3339	Gary W. Cooper	Custodian Salary	341.28
3340	Sue I Hess	Salary	238.67
3341	JoAnn Hubbard	Salary	385.77
3342	Virginia L. McCullough	Salary	559.69
3343	Wayne Mayo	Salary	1,148.50
3344	Martha W. Murphy	Salary	158.38
3345	Mary D. Murphy	Salary	740.78
3346	Helen P. Osma	Salary	822.49
3347	Mary E. Paretsky	Salary	522.00
3348	Lance Reppert	Salary	357.26
3349	Arden A. Riordan	Salary	303.60
3350	Jacqueline Rutter	Salary	297.17
3351	Rita M. Saile	Salary	286.17
3352	Julia Stump	Salary	326.22
3353	Marilyn Weatherby	Salary	147.38
3354	Carol Antle	Part Time Salary	99.99
3355	Joan Bussell	Part Time Salary	201.45
3356	Karen L. Cramer	Part Time Salary	74.24
3357	Jeffrey E. Dains	Part Time Salary	216.08
3358	Connie Marie Disque	Part Time Salary	118.63
3359	Aviva Enoch	Part Time Salary	121.65
3360	Bruce Lee Flanders	part Time Salary	121.59
3361	Michael Fuller	Part Time Salary	43.31
3362	Thelma Helyar	Part Time Salary	243.35
3363	Janis M. Langer	Part Time Salary	186.84
3364	Michael J. McQuire	Part Time Salary	67.55
3365	Patricia Mimeau	Part Time Salary	189.67
3366	Valerie D. Peaslee	Part Time Salary	68.87
3367	Ann J. Quinlan	Part Time Salary	142.64
3368	Michael M. Schlager	part Time Salary	109.12
3369	Daniel J. Stangle	Part Time Salary	79.09
3370	Stacey Starks	Part Time Salary	154.92
3371	Julianne Viebrock	Part Time Salary	156.87
3372	Gwen Wagner	Part Time Salary	128.25
3373	Suzi Williams	Part Time Salary	155.75
3374	Lorene I. Wilson	Part Time Salary	172.02
3375	Douglas Co. Depository	Federal Income Tax Withheld	1,691.40
3376	Kansas Blue Cross-Blue Shield	Hospitalization Insurance	312.24
3377	KPERS	4th Quarter Kpers	2,185.04
3378	Director of Taxation	Kansas Income Tax Withheld	500.65
3379	State Contribution Funds	Social Security	4,245.91
3380	Baker and Taylor Company	Adult Books-Revenue Sharing	1,476.00
3381	American Hospital Assn.	Adult Books	15.50
3382	Baker and Taylor Company	Adult Books	617.02
3383	Bound to Stay Bound Books	Children's Books-Rev. Shar.	2,466.84
3384	Dr. Wm J. Cassidy Books	Adult Books	7.50
3385	Directory Service Co.	Adult Books	15.00

3386	Emery Pratt
3387	Field Enterprises Educational
3388	Houghton Mifflin Co.
3389	McNaughton Book Service
3390	Oxmoor House
3391	Two Continents Pub. Group
3392	Ulverscroft Large Print Books
3393	KARD Rubber Stamp Co.
3394	Strongs Office Systems
3395	Zercher Photo
3396	Montgomery Elevator Co.
3397	Skelly Oil Company
3398	A.B. Coker Co. Inc.
3399	Huxtable Electric Co.
3400	Malott's true Value Hardware
3401	Xerox
3402	Western Union
3403	Bell Telephone Co.
3404	City of Lawrence, Water Dept.
3405	Kansas Power and Light Co.
3406	Petty Cash
3407	Postmaster, Lawrence, Ks.

Adult Books	23.96
Children's Books	226.00
Adult Books	197.72
Adult Books	344.50
Adult Books	32.70
Adult Books	13.53
Adult Books	84.00
Library Supplies	5.00
Library Supplies	13.22
Library Supplies	2.40
Repairs and Equipment	71.91
Travel and Bookmobile	38.93
Building Supplies	21.90
Building Supplies	3.15
Building Supplies	4.50
Photo Copies	861.06
Utilities	297.80
Utilities	99.12
Utilities	47.22
Utilities	1,207.53
Utilities	43.79
Postage	20.00

\$28,197.38

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of December, 1974

LIBRARY CIRCULATION: Adult Books 12,964 Children's Books 10,682
 1973 Total 19,640 Total Books 23,646 Difference 1974 4,006 more

Adult Periodicals 439 Children's Periodicals 11

Adult Records 1,394 Children's Records 402

Prints 120 Films 147 Reference Questions 1,150

BOOKS 102,190 Adult Fic. Adult Non Fic. Children's Fic. Childrens Non Fic.

Added 881 70 380 195 236

Withdrawn 2,863 * 16 68 - -

Totals 100,208 *Includes withdrawal figures due to Inventory.

<u>REGISTRATIONS</u>	Adult	County	Children	Totals
Active	<u>21,345</u>	<u>3,025</u>	<u>6,599</u>	<u>30,969</u>
Added	<u>464</u>	<u>65</u>	<u>34</u>	<u>563</u>
Withdrawn	<u>411</u>	<u>18</u>	<u>396</u>	<u>825</u>
Totals	<u>21,398</u>	<u>3,072</u>	<u>6,237</u>	<u>29,581</u>

<u>MEETING ROOMS</u>	Scheduled	Attendance Expected
Auditorium	<u>8</u>	<u>275-300</u>
Gallery	<u>12</u>	<u>190-200</u>

<u>TOURS</u>			Story Hours: Present
Children	<u>1</u>	<u>8</u>	108
Adults	<u>-</u>	<u>-</u>	
			Nursery School
			2 26

MISCELLANEOUS

Books Sales \$ 8.77

Coin Typewriters 16.60

Art Displays Photography, Leather, Batiks

SPECIAL ACTIVITIES:

Two Christmas Parties with 46 Children present.

FINANCIAL REPORT

December 31, 1974Year to Date

Balance, January, 1974

Balance, November 30, 1974

\$ 9,998.51

\$30,701.24

RECEIPTS:

Tax Funds		218,700.00
Adult Books.....	367.79	2,216.91
Children's Books.....	52.54	637.30
Overdues.....	825.90	9,178.05
Photo Copies.....	690.20	7,796.21
Library Materials.....	15.00	319.27
Library Supplies.....	21.44	484.72
Postage.....		39.86
Binding.....		23.58
Building Supplies.....		32.00
Repairs and Equipment.....	40.60	437.33
Utilities.....		115.12
Adult Gift Books.....	63.32	2,864.31
Children's Gift Books.....	7.07	17.01
N.E.K.L.....	3,250.00	27,850.00
Revenue Sharing Fund.....		15,000.00
Interest.....		2,077.50
I.L.L. Operations.....		3,717.00
I.L.L. Resources '73.....		9,150.00
I.L.L. Resources '74		19,618.00
Grovenor Fund.....	4.88	234.88
Blue Cross.....		156.90
Perkins Fund.....		66.36
Salaries.....		(795.00)
		1,000.00
		60.00
Edwards Fund.....	30.00	60.00
Welch Fund.....	30.00	65.00
Moore Fund.....	32.50	

TOTAL RECEIPTS

\$5,431.24

\$321,917.37

Certificate of Deposit matured
and added to account

\$60,000.00

Returned check

17.96

17.96

Check #1559 written off.

24.00

24.00

BALANCE AFTER RECEIPTS AND
BEFORE EXPENDITURES

\$75,471.71

\$352,660.57

EXPENDITURESDecember 31, 1974Year to Date

Contingency Salary	334.46	3,236.12
Salaries.....	9,863.09	113,009.23
Custodian Salaries.....	806.79	10,153.09
Blue Cross, Employees.....	81.51	1,273.93
Blue Cross, Employers.....	230.73	2,193.88
Federal Income Tax Withheld	1,691.40	19,485.74
Contingency.....	8.27	1,172.58
Periodicals.....		5,135.05
Adult Books.....	2,779.62	31,650.32
Children's Books.....	2,496.14	10,333.10
Library Materials.....	10.00	3,328.45
Library Supplies.....	22.22	5,919.77
Revenue Sharing Funds.....	267.10	16,818.70
I.L.L. Operations.....		(795.00)
		2,922.00
I.L.L. Resource '73.....		9,203.06
Adult Gift Books.....		542.73
Repairs and Equipment.....	71.91	6,128.84
Building Supplies.....	30.88	1,644.94
Travel and Bookmobile.....	38.93	624.38
Utilities.....	1,651.67	19,472.95
Postage.....	20.00	2,473.30
Photo Copies.....	861.06	5,646.18
Binding.....		1,213.84
Insurance.....		1,387.00
Social Security-Employees..	2,123.88	9,167.99
Social Security-Employers..	2,122.03	9,166.08
Kpers...Employees.....	787.41	3,692.67
Kpers...Employers.....	1,397.63	6,053.95
Kansas Income Tax.....	500.65	1,948.42
Grovenor Fund.....		381.65
Overdues.....		6.30
<u>TOTALS</u>	<u>\$28,197.38</u>	<u>\$305,386.24</u>
<u>BALANCE AFTER EXPENDITURES</u>		
<u>AND AS PER LEDGER</u>	<u>\$47,274.33</u>	<u>\$47,274.33</u>

BUDGET SURVEY
December 31, 1974

<u>SALARIES</u>	<u>BUDGETED</u>	<u>RECEIVED</u>	<u>SPENT</u>	<u>BALANCE</u>
Full time Salaries	\$109,790.	\$1,000.00	\$112,967.73	\$(2,177.73)
Part time Salaries	29,000.	795.00	33,151.65	(3,356.65)
Other	2,958.		3,534.36	(576.36)
<u>TOTALS</u>	<u>\$141,748.</u>	<u>\$1,795.00</u>	<u>\$149,653.74</u>	<u>(6,110.74)</u>

<u>LIBRARY MAINTENANCE</u>	<u>BUDGETED</u>	<u>RECEIVED</u>	<u>SPENT</u>	<u>BALANCE</u>
Books	\$44,000.	\$2,854.21	\$45,354.21*	\$1,500.00
Periodicals	4,400.		5,135.05	(735.05)
Library Materials	3,400	319.27	3,328.45	390.82
Binding	1,600.	23.58	1,213.84	409.74
Library Supplies	5,000.	484.72	5,919.77	(435.05)
Custodian Salaries	11,752.		12,116.72	(364.72)
<u>TOTALS</u>	<u>\$70,152.</u>	<u>\$3,681.78</u>	<u>\$73,068.04</u>	<u>\$765.74</u>

<u>BUILDING MAINTENANCE</u>	<u>BUDGETED</u>	<u>RECEIVED</u>	<u>SPENT</u>	<u>BALANCE</u>
Building Supplies	\$ 2,000.	\$ 32.00	\$ 1,644.94	\$387.06
Repairs and Equipment	5,000.	437.33	6,128.84	(691.51)
Utilities	18,500.	115.12	19,472.95	(857.83)
Insurance	1,500.		1,387.00	113.00
<u>TOTALS</u>	<u>\$27,000.</u>	<u>\$ 584.45</u>	<u>\$28,633.73</u>	<u>(1,049.28)</u>

<u>MISCELLANEOUS</u>	<u>BUDGETED</u>	<u>RECEIVED</u>	<u>SPENT</u>	<u>BALANCE</u>
Postage	\$ 2,000.	\$39.86	\$2,473.30	(433.44)
Contingency	2,000.		1,172.58	827.42
Travel and Bookmobile	1,900.		624.38	1,275.62
Hospitalization	4,000.	156.90	2,193.88	1,963.02
<u>TOTALS</u>	<u>\$ 9,900.</u>	<u>\$196.76</u>	<u>\$ 6,464.14</u>	<u>\$3,632.62</u>

<u>SOCIAL SECURITY</u>	<u>BUDGETED</u>	<u>RECEIVED</u>	<u>SPENT</u>	<u>BALANCE</u>
Social Security	\$9,000.		\$ 9,166.08	(166.08)
Kpers	8,200.		6,053.95	2,146.05
<u>TOTALS</u>	<u>\$17,200.</u>		<u>\$15,220.03</u>	<u>\$1,979.97</u>

<u>GRAND TOTALS</u>	<u>BUDGETED</u>	<u>RECEIVED</u>	<u>SPENT</u>	<u>BALANCE</u>
I.L.L. Resource '73	\$266,000.	\$6,257.99	\$273,039.68	(\$781.69)
I.L.L. Resource '74		\$9,150.00	\$ 9,150.00	--
I.L.L. Operations		19,618.00	--	\$19,618.00
Revenue Sharing Funds		3,717.00	3,717.00	--
Photo Copies		15,000.00	15,000.00	--
Overdues		7,796.21	5,646.18	2,150.03
		9,178.05	6.30	9,171.75

<u>ANTICIPATED INCOME</u>	<u>BUDGETED</u>	<u>RECEIVED</u>	<u>SPENT</u>	<u>BALANCE</u>
Tax Funds	\$201,500.		*1974 Book Expenditures	\$34,467.65
Desk Collections	6,000.		1974 Encumbrances	10,886.56
M.E.K.L.	28,000.			
1972 Carryover	11,800.			
Social Security	9,000.			
Kpers	8,200.			
<u>TOTALS</u>	<u>\$266,000.</u>			

FUNDS IN ACCOUNTS
December 31, 1974

Biggar Estate	\$1,448.14
Grovenor Fund	65.62
Welch Fund.....	426.79
Moore Fund.....	307.21
Edwards.....	283.94
Perkins.....	319.91
Children's Gift Books.....	1,501.67
Adult Gift Books.....	3,669.21
1974 I.L.L. Grant.....	19,618.00
Interest.....	2,077.50
Photo Copies.....	2,150.03
Encumbered Funds.....	10,886.56
Kpers Balance.....	2,146.05
Overdues Balance.....	<u>2,373.70</u>
Balance as of Dec. 31, 1974 and beginning ledger balance for 1975.	\$47,274.33

Lawrence Public Library

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707 VERMONT / LAWRENCE, KANSAS 66044



WAYNE MAYO
Library Director

ANNUAL REPORT 1974

TO THE LIBRARY BOARD OF DIRECTORS:

This is the 70th annual report to the Library Directors since the opening of the Library in 1905. The number of library borrowers has risen from 2,421 in that year to a record high of 30,707 in 1974. In contrast to the 50,903 books checked out that year, the library last year circulated 398,926 items. Circulation for 1974 was up by 15,777 over 1973 and has increased by 91,392 over 1971, our last full year in the old building.

Our book collection slightly exceeded 100,000 at the end of the year. Much of the materials purchased to cope with increased usage were purchased from funds made available through Revenue Sharing. We received \$ 15,000 for materials in 1973 and an additional \$ 15,000 in 1974. Almost 4,500 books have been purchased in 1973-1974 with revenue sharing funds.

Other events in 1974 included:

Skipper Williams, a member of the Library Board since 1966, died in mid 1974.

Federal minimum wage laws became applicable in mid-year, thus necessitating increases in salary expenditures.

Results of an inventory taken in late 1973 showed that 2,779 books were missing since our previous inventory in 1967.

Over \$ 2,400 was taken in by the Carnegie Association For The Lawrence Library in its second annual book fair. These funds will be used to build the Library's "Heritage '76" collection.

The Legislature passed a bill providing for some State Aid to public libraries beginning in 1975

In other activities, the Library in 1974-

- * circulated 17,254 lp records, 5,845 periodicals, 1,624 8mm films & 1,079 art prints.
- * answered 14,741 reference and information questions.
- * took 1,193 persons on tours of the Library
- * scheduled 367 meetings in the auditorium and conference rooms at which an estimated 8,420 persons attended.
- * Awarded reading certificated to 938 participants in the 'Summer Reading Program'.
- * brought over 5,000 books to patrons on our 'service to the homebound' program

- * provided paperback books and periodicals to inmates of the County Jail
- * provided materials for Ballard Center, East Lawrence Center & Penn House
- * conducted 144 story hours with an attendance of 2,502 pre-schoolers.
- * presented exhibits by 48 local artists plus numerous students in the school system

In addition to the above, Lawrence again served as reference and interlibrary loan center for the Northeast Kansas Library System. Some 13,000 requests were handled from 21 libraries in the system. In addition, Lawrence serves the state-wide inter-library loan network and received over 12,000 requests from other libraries in the state over this network.

Our major concern for the future is rapidly rising costs coupled with a slowly rising income. Costs of books, energy, salaries continues to accelerate faster than our resources can handle them. A prime concern over the coming year will be to investigate areas where some savings can result, especially in the area of personnel and building maintenance costs.

In closing, 1974 was a productive year. It was again shown that an adequate book collection, adequately housed, will attract users. The dramatic gains made since our move to the new location verify this. But a large share of the reason for such increases can be traced to an excellent staff, all of whom make the library an exciting and pleasant place to visit.

In addition, thanks go to the Library Board and the City Commission for their fine support over the past year.

Wayne Mayo
Library Director

ANNUAL STATISTICS 1974

CIRCULATION

Adult books
Children's books

1973

1974

205,252

156,115

220,462

152,862

361,367

373,324

total books

14,710

17,193

Records

4,897

5,727

Periodicals

1,545

1,624

Films

630

1,058

Art prints

383,149

398,926

Total circulation

BOOK STOCK

ADULT

CHILDREN

TOTAL BOOK STOCK

added

7,716

3,079

10,795

withdrawn

3,489

977

4,466

bal. Dec. 31, 1974

67,524

32,634

100,158

of the above withdrawn books 2,779 were withdrawn as a result of a six year inventory taken in late 1973.

REGISTRATION

ADULT

CHILDREN

COUNTY

21,398

6,237

3,072

Total number of registered borrowers was 30,707.

RECORD STOCK

ADULT

CHILDREN

TOTAL

2,216

568

2,784

FILM STOCK

TOTAL 8mm films- 165

ART PRINTS

TOTAL framed art reproductions- 118

LAWRENCE PUBLIC LIBRARY
CIRCULATION 1965-1974

<u>ADULT BOOKS</u>	<u>CHILDREN'S BOOKS</u>	<u>TOTAL BOOKS</u>	<u>ALL CIRCULATION</u>	<u>REGISTRATION</u>
139,086	162,258	301,344	325,863	15,072
146,366	151,456	297,832	321,179	16,697
149,286	149,913	299,199	321,651	17,143
151,651	129,765	281,416	301,503	17,305
156,261	131,459	287,720	300,598	16,740
162,359	119,531	281,890	294,609	16,299
171,957	120,929	292,886	307,534	17,850
189,047	128,384	317,431	332,770	23,152
205,252	156,115	361,367	383,149	28,741
220,462	152,862	373,324	398,926	30,707