

The executive board of the Lawrence Free Public Library held its regular meeting January 5th in the directors' room of the library at 4 p.m.

Members present: John Peters, Jean Wilmer, Charles Rankin, Max Staley, Paul Davis, Barbara Crews, and Verna Allen.

Observers: Lula McCauley and Cora Dauengast.

Minutes of the last meeting were read and approved.

Reports of Mr. Mayo, head librarian:

Financial Report for Dec., 1965

Balance on the books	Total
December 1, 1965	\$11,282.33
Receipts for Dec.	<u>695.24</u>
Total funds available	11,977.57
Disbursements: Dec. bills and outstanding '65 book invoices	<u>9,834.92</u>
Balance on books Jan. 1, '66	\$2,142.65
<u>Total book circulation: 17,471</u>	

Book Stock Report: 57,229 books at end of 1965

Registration Report: Jan. 1, 1965 - - - - 15,072 patrons

Announcements by Mr. Mayo:

The state librarian will urge the consultant to set up a specific date for the evaluation and study of the Lawrence Public library.

The new desk for the children's department was purchased and installed at a total cost of \$483.00.

Regarding the tri-county service: Mr. Mayo has visited three of the libraries being served. A processing, cataloging, and mending workshop is scheduled for January 15th. Tom Hanna was hired to sell a part-

time vacancy in the adult department.

Old Business

The board decided to wait until the library survey is completed to take steps regarding the formation of a Friends of Library group.

The December bills were allowed by roll call.

Respectfully submitted,

Veena Allen, Sec. and Treas.

approved Feb. 9, 1966.

copied by Mrs. Weeks, bkpr.

The annual meeting of the Executive Board of the Lawrence Free Public Library was held on Wednesday, February 9, 1966, at the immediately following the regular February meeting.

The following members were present: Charles Rankin, Chairman, Barbara Crews, Jean Ulmer, John Peters, Paul Davis, Max Stalcup, and Verna Allen.

Minutes of the last annual meeting were read and approved.

Mr. Mayo, head librarian, gave to each board member an excellent written report of the accomplishments of the past year.

Paul Davis made a motion that the board accept Mr. Mayo's report with appreciation for the progress made in library services during the past year and with appreciation for his guidance of the thinking of the board members toward those needs and challenges facing the Lawrence Public Library in future years. The motion was seconded and passed unanimously.

Max Stalcup made a motion that Wayne Mayo be rehired as head librarian for the coming year. Barbara Crews seconded the motion, and it was passed.

Max Stalcup made a motion to re-elect the present officers. Jean Ulmer seconded the motion, and it was passed.

Meeting was adjourned.

Respectfully submitted
Secretary and Treasurer.

The executive board of the Lawrence Free Public Library held its regular meeting February 9, 1966, in the directors' room of the library at 4 P.M.

Members present were: Charles Lonkin, chairman, Barbara Crews, Jean Ulmer, John Peters, Paul Davis, Max Stalcup and Verna Allen.

Observer from League of Women Voters was Cora Davenport.

Minutes of the last meeting were read and approved.

Mr. Mayo, head librarian, gave reports as follows:

Financial Report for January, 1966

Balance on the books, Jan. 1 \$3,403.20

Receipts for January
Including tax money 19,728.08

Total Funds Available \$23,131.28

Disbursements: January bills 8,988.52

Balance on books, Feb. 1, 1966 \$14,142.76

Book Stock Report, Feb. 1, 1966: 57,407 books.

Registration Report Feb. 1, 1966: 15,051 patrons

Re: Tri-Co. Extension Project:

Thirteen attended the January workshop conducted by Mrs. Osma and Mrs. Fuzer. All were pleased with the practical given in book preparation and book mending. A second workshop will be held in May.

Re: Grant Area II. At a January Tri-County meeting in Osaloosa it was announced that \$25,000 will be available to Grant Area 2. A meeting will be held in Lawrence to discuss this fund. Barbara Crews will attend this meeting.

Re: Building project:

The City Architect stated that a new library is included in the city's long-range plans--such a unit possibly to be built in a civic-type center. Mr. Mayo expressed the idea that the library board should have some representation on any board which plans such a civic center. Board members felt that the proper location of a new library was of prime importance and doubted that it should necessarily be built in a civic complex.

Re: Reference Service: Approximately 10 to 12 inquiries are made each day. Mr. Mayo hopes to continue to build up this valuable service. The new index table is in use in the reference room.

Re: Resignations of employees: Two resignations have been accepted: Linda King replaced by Sharon Budnosky and Charles Lynn, the bookmobile driver, replaced by Joel Gunn, a senior at K.U.

Re: Story Hour: A second story hour in the children's library will begin February 12 at 10:30 for children in kindergarten through 3rd grade.

Re: Library Survey: The survey is nearly completed and will be available to board members soon.

New Business:

Jean Elmer made a motion to grant a \$100.00 annual raise to Mrs. Weeks. May Stalcup seconded the motion. Motion carried.

Mr. Mayo stated that \$775.00 had been spent out of the Tri-County fund at the end of January. After further anticipated expenses are paid, approximately \$2,275.00 balance will be left. Mr. Mayo recommended that \$700.00 for Mrs. Weeks' salary increase and \$1,000.00 for books be spent from this fund. Approximately \$3,100.00 would still be left for meeting future expenses of the Tri-County project.

Paul Davis made a motion to expend \$100.00 for Mrs. Weeks and \$1,000.00 for books out of the Tri-County fund. Motion passed.

The January bills were allowed by roll call.

Respectfully submitted

Verna Allen

Secretary and Treasurer

approved 3/2/66

Copied by Mrs. Weeks.

Regular meeting for March, 1966.

The Executive Board of the Lawrence Free Public Library held its regular meeting March 2, 1966, in the director's room of the library at 4 p.m.

Members present were: Charles Rankin, chairman, John Peters, Barbara Crews, Jean Ulmer, Paul Davis and Verna Allen.

Observers from the League of Women Voters were: Cora Davenport and Lulu McCles.

Minutes of the last meeting were read and approved.

Mr. Mayo, head librarian, gave his reports as follows:

Financial Report for February, 1966

Bal. on the books for Feb. 1, '66	\$14,142.76
Receipts for February	<u>1,548.05</u>
Total Funds Available	15,690.81
Disbursements: Feb. bills	<u>6,011.93</u>
Balance on books: March 1, 1966	\$9,678.88

Book Circulation Report for February, 1966

11,790 adult
10,327 juvenile
 22,117 total

Reference Service Report (Partial accounting)
 190 questions in person
 67 questions by telephone.

Book Stock Report

Books: February 1	57,407
Added	363
Withdrawn	<u>131</u>
Total March 1	57,639

Registration Report: March 1

15,073 patrons

Report of Grant Area 2 meeting

At the January meeting a program for the coming year was discussed, and an estimated budget was set up. Mrs. Barker of Okaloosa, chairman of the Grant Area 2 board, and Mr. Mayo, executive secretary on the Planning Grant board, will go to Topeka on May 13 to request funds for the following estimated budget:

\$10,000 full-time qualified library consultant
3,000 half-time clerical assistant and office supplies.

2,000 expenses of librarians & trustees to meetings.

2,400 fees to professional librarians to conduct 12 different workshops over a year's period.

4,000 telephone expenses (calls to the consultant for assistance, arranging inter-library loans, etc.)

Revolving collection fund expenses	{ 10,000 book fund for 20 libraries 3,000 truck for hauling books 3,000 salary for driver. * 37,400
Total	

The Lawrence library would oversee the carrying out of the proposed plan in order to make the plan operable.

Mr. Mayo announced that John Peters

had been named to the City Building Committee.

Two new groups are meeting at the library, the Junior Chamber of Commerce Council and the Achievement Place Group.

Mr. Mayo concluded his monthly report by stating that 5 city attorney letters had been sent out for long over-due books.

New Business

Mr. Beasley, State Library Consultant, presented a written copy of the preliminary survey of the Lawrence Public Library building to each board member. Using the American Library Association's Interim Standards for Small Public Libraries as a basis for comparison. He pointed out that the Lawrence library was 50% under recommended physical requirements. The survey pointed up the fact that a new structure would provide the best solution to the problem of providing adequate library service for a community the size of Lawrence.

The bills for the month of February were allowed by roll call.

Charles Rankin read the ordinance presented to the City Commission regarding dissemination of indecent printed materials to minors.

Paul Davis made a motion that the library board go on record as a group opposed to censorship and as a group which felt pertinent questions could be raised about some sections of the ordinance. Barbara Crews seconded the motion, and it was passed.

Respectfully submitted
Verna Allen

Secretary and Treasurer

approved as corrected 4/6/66

copied by Mrs. Weeks.

Regular meeting for April, 1966

The executive board of the Lawrence Free Public Library held its regular meeting, Wednesday, April 6, in the director's room of the library at 4 P.M.

Members present were: Barbara Crews, Jean Ulmer, Yerna Allen, John Peters and Charles Rankin, Chairman.

Observers from the League of Women Voters were Cora Davenport and Lula McCles.

Minutes of the last meeting were read and approved as corrected.

Dr. and Mrs. Albert W. Burgstahler and Mr. James E. Seaver presented reasons why the library board should request that Mr. Mayo accept the gift book "A Struggle with Titans." No action was taken on the acceptance of the book.

Mr. Mayo, head librarian, gave his library reports as follows:

Financial Report for March, 1966

Balance on the books March 1, 1966	→	\$ 9,678.88
Receipts for March		<u>41,935.89</u>
Total Funds available	→	\$ 51,614.77
Disbursement: March bills		<u>10,696.60</u>
Balance on books April 1, 1966		\$ 40,918.17

Circulation Report for March, 1966

24,801 total

Reference Questions

224 in person

90 by telephone

314 total

Book Stock Report

Books, February 1	—	57,639
added		472
withdrawn		<u>128</u>
Total, March 1		57,983

Registration Report, March 1, 1966 . . . 15,062 patrons

Mr. Mayo called attention to the Annual Report 1965.

He reported on a meeting in Hutchinson at which 14 people representing 7 or 8 grant areas met to discuss the size of systems, the problems of providing resource centers, and other pertinent problems. It was felt that the development of general policies, rather than strict regulations, would allow each system to adjust to its own situation more easily. On May 13, a group of representatives from over the state will meet to discuss current trends of interest to all systems.

Mr. Mayo stated that the budget committee should be meeting soon and that the salaries of clerical employees should receive attention in view of recent salary increases granted to clerical help in the schools and other businesses.

National Library Week will be April 17-23; it will be observed with special displays, book marks, posters.

New Business:

Jean Belmer made a motion that Mr. Mayo be commended for his outstanding Annual Report for 1965. Barbara Crews seconded the motion and it was passed.

John Peters reported that the City Building Committee is touring all city buildings, and then will meet to discuss the city's needs as to new buildings.

Mr. Mayo reported on the revised \$34,600 Grant Area Budget. He stated that emphasis was to be placed on the hiring of a competent professional librarian and on top-notch

workshops to aid small libraries.

John Peters moved that the board sign the letter of intent permitting the Lawrence Library to join in the planning for organization of library systems in Grant Area 2. Jean Ulmer seconded the motion, and it was passed.

John Peters made a motion that the library be closed May 6 for the Kansas Library Association meeting. Jean Ulmer seconded the motion, and it was passed.

Charles Rankin read a letter from Dwight Metzler commending the library board for its rejection of the gift book "A Struggle with Titans" offered to the library by the Burgstahlers.

Jean Ulmer made a motion that the library board go on record as commending Charles Rankin for his excellent leadership as chairman of the board for 8 years. The motion was seconded by John Peters and was passed unanimously.

The bills for March were allowed by roll call.

Respectfully submitted,

Verna Allen

Verna Allen, Sec. and Treas.

Approved 5/4/66

Copied by Mrs. Weeks, Library bookkeeper.

The executive board of the Lawrence Free Public Library held its regular meeting Wednesday May 4, at 4 P.M.

Members present were: Max Stalcup, Barbara Crews, John Peters, Skipper Williams and Verna Allen.

Observers from the League of Women Voters were: Lulu McCaskey and Cora Davenport.

Minutes of the last meeting were read and approved.

Election of new officers:

Verna Allen nominated John Peters for chairman. Max Stalcup made a motion that the nominations be closed. This nomination was seconded and passed.

Barbara Crews made a motion that Max Stalcup be selected for Vice-Chairman. Verna Allen seconded the motion, and it was passed.

Max Stalcup made a motion that John Peters' name be placed on the bank signature card and that Charles Rankin's name be removed. Verna Allen seconded the motion, and the motion passed.

Report of Survey of Book Collection:

Mr. Roy Fox and Mr. Roy Corhill stated that the Lawrence juvenile collection is perhaps the finest in the state, that the non-fiction collection is well rounded in most areas, and that excellent professional librarians head each department.

Their criticisms were:

1. Lawrence library book acquisitions dropped from 2670 of all total available titles in 1957 to 1490 in 1965, indicating a need for a greater book budget.

2. Non-fiction books of greater depth are needed in some areas.

3. More supporting help should be hired to relieve professional librarians of routine work.

Solutions suggested were:

1. A new library in which to house a larger book collection with the state paying 53% of the cost.

2. Compensation to the Lawrence library for being the center of a library system.

3. A raise of the tax levy from 2 mills to 2½ mills.

Mr. Mayo gave his monthly report as follows:

Financial Report for April, 1966

Balance on books, April 1, 1966 — \$40,918.17

Receipts for April 1,585.89

Total funds available \$42,504.06

Disbursements: April bills 5,877.70

Balance on the books: May 1, 1966 \$36,626.36

Circulation Report: 23,700 books

Book Stock Report, May 1, 1966: 58,286 books

Registration Report: 15,371 patrons

Reference questions: 313 in person

70 by telephone

383 total

The City Commission and the Library Board will have a joint luncheon meeting Tuesday, May 10.

Mrs. Helyar will be replaced for the summer by Marilyn Bell.

By getting into the teletype loan service as a system center, the Lawrence library could receive \$1,000 per month.

Old Business

Mr. Mayo attended a Library Systems' meeting in Logansport, April 30; he read the suggested principles for systems' organization

to the board.

Max Stalcup made a motion that the Library Board assume responsibility of supervising the planning grant for 1966-67. Barbara Crews seconded the motion, and it was passed.

New Business

Max Stalcup made a motion to send Mrs. Osma to the American Library Association Convention in New York July 10-15. Barbara Crews seconded the motion; it was passed unanimously.

John Peters appointed the following budget committee to give a report at the June Bond meeting:

Max Stalcup, chairman

Jean Elmer

Skipper Williams

Max Stalcup made a motion that John Peters, as board chairman, sign the Assurance of continuing compliance with Title II of the Civil Rights Act. Barbara Crews seconded the motion, and it was passed.

Mr. Mayo pointed out since schools outside the city limits had been taken into the Lawrence school system, a problem had arisen regarding the Summer Reading Program. Under library rules any person living outside the city limits must pay ¹⁵5.00 for a family card. No action was taken pending discussions with school officials to seek the best solution to the problem.

Monthly bills were allowed by roll call.

Respectfully submitted,

Veina Allen - Sec. - Treas.

Approved - June 8th

copied by Mrs. Weeks

The executive board of the Lawrence Free Public Library held its regular meeting Wednesday, June 8, in the director's room of the library at 4 p. m.

Members present were Chairman John Peters, Clark Coan, Max Stalcup, Jean Ulmer, Skipper Williams, and Barbara Crews. Absenting for the League of Women Voters was Lulu McCasles.

Minutes of the last meeting were read and approved.

Mr. Mayo gave his monthly report as follows:

Financial Report for May, 1966

Balance on books May 1, 1966	\$ 36,626.36
Receipts for May	\$ 648.38
Total funds available	\$ 37,274.74

Disbursements, May bills	7,117.42
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Balance on the books: June 1, 1966	\$ 30,157.32
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Circulation Report for May, 1966

Total book circulation, 21,313

Total unit circulation 23,302

Book Stock Report, June 1, 1966 58,635

Registration Report, June 1, 1966 15,543

Reference Questions 305

Mr. Mayo reported that the Summer Reading Program started June 2 with 645 signed so far. Last year the total was 2,000. The book-mobile will start on June 20th. This next week the library is taking the truck up to Temple Hall for Boy's State at which time personnel from the State Library will speak. He reported that the library had received a gift of \$50 from The Douglas County Mental Health Association for books in that area. He reported his investigation of a copy

Machine from the Brunning Company, a subsidiary of multilift which will be coin operated and which he would like to try for a couple of months. He also discussed with the Board the possibility of trying on a 6-month trial basis a collection of 40 or 50 8 mm silent films from the Blackhawk Films Company. Mr. Coan moved that the Librarian negotiate with this Company for a 6 month trial period with the proviso that the librarian contact libraries which have this service and are not listed in the company's brochure. Mr. Mayo extended his thanks to the Board for their support and help on several past problems.

The chairman next asked for a report on the Northeast Planning Grant. Mr. Mayo had attended a meeting at Salina with regard to the distribution of funds etc. Mr. Mayo understands that the State Library has approved this planning grant if the funds are made available. He also feels that in view of the fact that the System plan will not become operative until the end of 1968 that the interim 6 month period may also be covered by additional grants. Planning grants were presented by Garden City, Hutchinson, and Manhattan as well as Lawrence.

Fulltime consultant	\$8,790
Workshop & Contacting	2,400
Administrative reimbursement	1,800
Fulltime clerical	3,340
Rent	700
Automobile	2,200
{ Travel for Consultant,	
{ Librarians & Trustees	2,500
Supplies	2,850

Telephone	1,200
Capital Outlay (Books)	10,200
Office Equipment	<u>300</u>
Total	\$36,280

Max Stalcup presented the budget, with some detail on the salary schedule, including a change to January as the regular time for raises to become effective. Besides salaries the other big increase in the budget will be for books. Mr. Stalcup moved the adoption of the budget if the valuation warrants this amount and if it does not, the budget committee should reconvene and act for the Board. The 1967 Budget to be \$102,010.00. This motion was seconded by Barbara Crews and the motion was carried.

The monthly bills were allowed by roll call.
The meeting adjourned.

Respectfully submitted,
Jean Ulmer
Sec. Pro Tem

Approved July 6, 1966

Copied by Mrs. Weeks.

library bookkeeper

Regular Meeting for July, 1966

The executive board of the Lawrence Free Public Library held its regular meeting Wednesday, July 6, in the director's room of the library at 4:00 p.m.

Members present were: Chairman John Peters, Clark Coan, Barbara Crews, Max Stalcup and Skipper Williams.

The minutes of the last meeting were read and approved.

A letter was read from Mrs. Ben Barteldy, Secretary of the executive body of the Lawrence Art Guild, stating that the Guild had voted to subscribe to ART NEWS MAGAZINE for the Lawrence Public Library. Chairman Peters asked Mr. Mayo to contact Mrs. Barteldy and convey the board's appreciation to the Lawrence Art Guild.

A letter was read from Dr. Walcott of Detroit requesting a reply from Mr. Mayo to his letter. No action was taken.

Mr. Peters announced that Mrs. Verna Allen is moving to Wichita and has submitted her resignation from the library Board to the Lawrence City Commissioners.

Mr. Mayo gave his monthly report as follows:

Financial Report for June, 1966

Balance on books, June 1, 1966	\$30,157.32
Receipts for June	<u>866.41</u>
Total funds available	\$31,023.73
Disbursements: June bills	\$10,244.79
Balance on books, July 1, 1966	\$20,778.94

Circulation Report for June, 1966

Total book circulation	39,120
Total unit circulation	40,695
Book Stock Report, July 1, 1966	59,052
Registration Report, July 1, 1966	15,543
Reference Questions	

Mr. Mayo read two letters from Oak Park and Waukegan, Illinois libraries expressing their satisfaction with the use of 8 mm silent films. Mr. Mayo stated that the collection of 40 or 50 films from the Blackhawk Films Company will arrive here the middle of August. After processing,

The films will be available the first of September.

Mr. Mayo reported that the Tri-County Project is ended as of June 30th and all the money allocated for this project has been spent. He estimated that the Lawrence library realized about \$1,500 from this project.

Mr. Mayo presented the 6 months circulation figures, comparing the circulation figures from January to June, 1965, with those from January to June, 1966. The total book circulation represented a decrease from last year of 5,132.

Mr. Mayo announced that although all of the Library Services and Construction Act has not been passed, the part concerning the operation of planning grants has been and the State library is sending its proposal to Washington today. A library consultant for the Northeast Planning Grant whose duties include consulting libraries, coordinating workshops and establishing programs, will be hired soon. Mr. Leo Hack, of Wyandotte County library, is Mr. Mayo's choice for this position. Mr. Hack is willing to give his resignation to the Wyandotte library Board at its regular meeting on June 21, but Mr. Mayo cannot yet present Mr. Hack with a firm offer for the position until the proposal has been accepted and the funds allocated.

Due to the reduction in the city property evaluation, the tax revenue for the library has been reduced from \$96,110 to \$94,133. Mr. Mayo suggested the following revisions to the budget:

Salaries - to remain as budgeted		
<u>Library Maintenance</u>		
Books	From \$18,700	to \$17,700
Periodicals	From \$1,425	to \$1,025
Records	From \$750	to \$600
Supplies	From \$2,750	to \$2,700
<u>Building Maintenance</u>		
Supplies	From \$830	to \$823
Insurance	From \$1,200	to \$1,000
Contingency	From \$570	to \$500
Bookmobile	From \$400	to \$300

This revision lowers the total \$1,977 from \$102,010 to \$100,033.

Max Stalcup moved that the board approve the changes in the budget as proposed by Mr. Mayo. Skipper Williams seconded the motion and the motion was carried.

The monthly bills, totaling \$10,244.79 were allowed by roll call.

The meeting was adjourned.

Barbara E. Crows

Secretary Pro Tem

Approved August 3, 1966

Regular Meeting for August, 1966

The executive board of the Lawrence Free Public Library held its regular meeting Wednesday, August 3, in the director's room of the library at 4:00 p.m.

Members present were: Chairman John Peters, Barbara Lewis, Max Stalaepp and Mayor James Schubart. Observer from the League of Women Voters: Miss Lora Davenport.

The minutes of the last meeting were read and approved.

Mr. Mayo gave the following financial and circulation report:

Financial Report for July, 1966

Balance on books July 1, 1966	\$20,778.94
Receipts for July	\$578.83
Total funds available	\$21,357.77
Disbursements: July bills	\$1,256.32
Balance on books August 1, 1966	\$14,101.45

Circulation Report for July, 1966

Total book circulation	32,744
Total unit circulation	
Periodicals 569	
Records 1106	1,675

Book Stock Report, August 1, 1966	59,052
Registration Report, August 1, 1966	16,162
Reference Questions	263

The librarian made the following report:

The booth which the Lawrence Library had at the Sidewalk Bazaar on the northeast corner of Ninth and Massachusetts was very successful with 25 new registrations to the library.

Collections of paintings by Lawrence High School students are on display in the East Reading Room.

The Northeast Kansas librarians met for a luncheon and general assembly in the Watkins Room of the Kansas Union on July 21. The meeting was well represented. John Peters, Barbara Lewis and Clark Loan attended from the Lawrence Library Board.

The Executive Council of the Assembly met Thursday, July 28 at the Lawrence Public Library. At this meeting the Council hired Mr. Leo Hack as consultant to the Planning Grant. Mr. Hack will begin work on September 1 at a salary of \$8,500 a year.

An air-conditioned Ford Fairlane has been leased for \$135.00 per month. Liability insurance for the automobile is \$60.00 per year. The Planning Grant will pay for gas and oil. The Lawrence Library, as acting library in the NEK Planning Grant, will pay the costs of leasing and insurance. John Peters asked Mr. Mayo to check with Charles Stough, city attorney, on the liability of the Lawrence Library as the acting library in the NEK Planning Grant.

Mrs. Roger Barker, chairman of the Executive Council of the Northeast Planning Grant, has asked that Mr. Mayo be paid \$300⁰⁰ for the time spent after library hours for the work in the Planning Grant before the consultant begins September 1. Max Stalcup moved that the Lawrence Library Board give Mr. Mayo permission to accept this money in the amount of \$300⁰⁰ per month for the months of July and August offered by the NEK Planning Grant since he has spent many hours in addition to his regular duties. Barbara Evans seconded and the motion carried.

John Peters reported that a \$1000 3½% United States Treasury Bond from the Perkins Fund has been exchanged for a current Treasury Bond yielding 5¼%.

Mr. Mayo reported that the roof of the library building is beginning to leak in several places and it is doubtful that it can be repaired but must be replaced. He has been unable to get an estimate on the cost of repair, but should a new roof be required, Mr. Rhodes, of Rhodes Heating and Roofing, estimates the cost will be in the neighborhood of \$3,500.

Mr. Mayo requested the board authorize the purchase of a stamping machine for the Children's Department like the one purchased last year for the Adult Department. He explained that the 60,000 loan cards which we have been using in the Children's Department for about six years will not last but about two more months. Cost of the stamping machine is

\$225 plus \$14⁰⁰ for the plate, totaling \$239⁰⁰. Volume in both departments is such that one machine will not suffice. Mae Stalcup moved the purchase of a stamping machine until next month when we find the cost of roof repairs. Jim Schubert seconded and the proposal to purchase the stamping machine was tabled.

Mae Stalcup nominated Barbara Crows to fill the unexpired term of Mrs. Verna Allan as secretary-treasurer. Jim Schubert moved the nomination cease and Barbara Crows was elected.

Bills for July, totaling \$7,256.32 were allowed by roll call.

The meeting was adjourned.

Barbara E. Crows

Secretary-Treasurer

Approved as amended, September 7, 1966

Regular Meeting for September, 1966

The executive board of the Lawrence Free Public Library held its regular meeting Wednesday, September 7, in the director's room of the library at 4:00 p.m.

Members present were: Chairman John Peters, Clark Coan, Barbara Crews, Max Stalcup, John Ulmer and Skipper Williams. Observers from the League of Women Voters: Miss Lora Davenport and Miss Grace Light.

The minutes of the August meeting were approved as amended.

Mr. Mayo gave the following financial and circulation report:

Financial Report for August, 1966

Balance on books, August 1, 1966	\$14,101.45
Receipts for August (\$8,958.75 NEKL Funds)	9,480.87
Total funds available	\$23,582.32
Disbursements: August bills	\$7,460.33
Balance on books, September 1, 1966	\$16,122.03

Circulation Report for August, 1966

Total book circulation	28,306
Book Stock Report, September 1, 1966	59,585
Registration Report, September 1, 1966	16,354
Reference Questions	187

The librarian made the following report:

The Lawrence Library plans to work with Juvenile Judge Charles Rankin in the near future in an effort to get books returned from junior and senior high students.

It is assumed that the cost of the replacement or repair of the library building roof will be assumed by the city. Supt. of Public Works George Williams told Mr. Mayo he wants to get several bids, fitting city specifications.

Since Miss Hilda Koshlar will leave her position as Children's Librarian in December and Mrs. Robin Taylor will leave in May or earlier, Mr. Mayo plans to make several trips in the next few months to Oklahoma, Emporia and Denver for the purpose of hiring personnel.

Mrs. Rebecca Wees has been hired by the NEKL as secretary to Mr. Hack. The 3,000 books sent from the State Library for the NEKL rotating books had to be sorted and repacked and it was quite evident there was not adequate space at the library for this. The Kansas Public Service Company provided the use of their building at 133 Massachusetts Street to the NEKL for the cost of electricity for the month.

NEKL Funds will be shown by a separate column in our own ledger book. A loose leaf page, inserted between our own ledger sheets will give an accounting of NEKL funds and disbursements.

Mr. Mayo has written to 16 publishers regarding the Greenway Plan. This Plan provides large discounts for review copies of all trade books and some journals. Some publishers charge a flat rate of 75¢ to \$1²⁵ per copy while others simply allow a 75% discount. Only one copy each is sent the library but this affords the librarian an opportunity to see the book and/or review it before purchasing additional copies. Because the Lawrence library has a \$100,000 budget (including planning grant budget), it is eligible for this plan.

Mr. Mayo asked ^{the board} for a clarification of policy in regard to the lending of large numbers of books to the public schools. Now that Lawrence is a part of Unified School District #497, five schools in Douglas County but outside the city limits of Lawrence are in our school system. Persons living outside the city limits of Lawrence are provided service at the cost of \$5⁰⁰ per family per year. He posed this question: Should these five schools be given library service as part of the city school system when they are not given service as individuals because they reside outside the city limits of Lawrence?

Clark loan moved that the librarian figure a cost ratio and report back to the board and that the Chairman appoint a member of the Library Board to discuss this problem with the Superintendent of Schools. Jean Ulmer seconded and the motion was carried. Chairman Peters appointed Max Stalcup to discuss the problem with Supt. Knox.

Jean Ulmer moved that the library purchase the Filmdax machine at the cost of \$239⁰⁰ for the children's room after the librarian has some assurance from the Director of Public Works that the financial responsibility of the repair or replacement of the roof will be assumed by the city of Lawrence. Clark loan seconded the motion and the motion was carried.

Jean Ulmer asked Mr. Mayo how great an expenditure must be before the librarian comes to the Board for its approval. Mr. Mayo said no actual figure has ever been stated but he would say \$100/00 or more.

In regard to the liability of the Lawrence Library Board with Lawrence the acting library in the NEEL planning grant, Mr. Charles Stough, city attorney, told Mr. Mayo that this fits under the category of a municipality as a whole. Mr. Stough stated that the insurance carried by NEEL on the automobile leased by the Lawrence library was sufficient.

Bills for the month of August totaling \$9,460.30 were allowed by roll call.

The meeting was adjourned.

Barbara E. Crows

Secretary - Treasurer

Approved October 5, 1966

REGULAR MEETING FOR OCTOBER, 1966

The executive board of the Lawrence Free Public Library held its regular meeting Wednesday, October 5, in the director's room of the library at 4:00 p.m.

Members present were: Chairman John Peters, Clark Coan, Barbara Crews, Larry Flannery, Jean Ulmer and Skipper Williams. Observer from the League of Women Voters: Miss Cora Davenport.

The minutes of the September meeting were read and approved.

Mr. Mayo gave the financial and circulation report as follows:

FINANCIAL REPORT FOR SEPTEMBER, 1966

Balance on the books, September 1, 1966	\$16,122.02
Receipts for September	\$32,338.20*
*\$22,912.55 - last municipal tax payment	
8,958.74 - second payment NEKL funds	

Total funds available	\$48,460.22
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Disbursements: September bills	\$10,903.69
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Balance on the books, October 1, 1966	\$37,556.53
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CIRCULATION REPORT FOR SEPTEMBER, 1966

Total book circulation (2,780 increase over 9-65)	22,592
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Book Stock Report, October 1, 1966	59,633
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Registration Report, October 1, 1966	16,548 (146 county pa
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Reference Questions	242
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The Librarian made the following report:

The matter of the replacement of the library building roof has been deferred several times at the City Commissioner's meeting. Mr. Ray Wells, City Manager, has assured Mr. Mayo that funds for this project will be available within the next thirty days.

Mr. Jack McCall of the Ballard Community Center at 7th and Elm Streets, has asked Mr. Mayo about the possibility of the Lawrence Library providing

books for children at the Center. Mr. Mayo said some of the Summer Reading Program books could be utilized for this as a pilot project. Jean Ulmer moved that since this would, in effect, be a library station that we table this proposal until a definite request was made by Mr. McCall to the board. Barbara Crews seconded the motion and the proposal was tabled.

The new photocopier machine has been installed upstairs. Rental of the machine is \$25.00 per month with cost of reproducing copies, 5¢ per sheet. The Library will have to reproduce ⁵⁰⁰ copies at 10¢ each per month to break even.

Lending of the fifty-two 8 mm silent film collection began Monday, September 26. In six days, fifty-one films have been checked out.

Blue Cross-Blue Shield has cancelled the group policy which library personnel had with the city of Lawrence as of October 1. The library now has a separate group policy. The cost is 60¢ more per month. Cancellation was brought about by Blue Cross-Blue Shield on the premise that library personnel are not on the city payroll.

Judge Charles Rankin has appointed Leo Hack a special juvenile officer and provided him with stationery bearing an appropriate letterhead with which to contact junior and senior high students in an effort to get library books returned.

Over 6,000 rotating books have gone out, 225 to each of the libraries in the Northeast Kansas Libraries Planning Grant. Hopefully, the libraries will do their own rotating from now on, with money provided for mailing and with rotation to be done between 7th and 9th of each month in all the 31 libraries.

At a meeting in Topeka last week the Acting State Librarian advised Mr. Mayo and Mrs. Roger Barker, NEKL Council Chairman, to wait until Spring, 1967 to apply for a systems designation. The Council had considered applying for a systems designation in December, 1966 so that the systems could go on the tax rolls in 1968. Mr. Beasley believes that this year should be one of careful planning and development for NEKL and that they should apply for systems designation in the Spring of 1967 and anticipate funding from the state until they go on the tax rolls in 1969.

In regard to library loans to the schools, Mr. Mayo estimates that the cost of lending a book varies from 10 to 20 cents per book. On a basis of what other schools have borrowed in the past, the five schools outside the city limits would borrow approximately 4,000 books. A token payment for the minimum cost would be \$400.00. Since Max Stalcup was not present to report on his discussion of this problem with the Supt. of Schools, Chairman Peters deferred discussion until the November meeting.

Since the bookkeeping has greatly increased with NEKL funds being disbursed through the Lawrence Library, Mr. Mayo recommended to the board that Mrs. Beulah M. Weeks be given additional compensation of \$200.00 out of the ~~\$600.00~~^{\$500.00} allotted by the NEKL budget for bookkeeping. He recommended that this payment be made in a lump sum rather than on a monthly basis.

Clark Coan moved that we give Mrs. Weeks additional compensation of \$200.00 in four quarterly installments of \$50.00 each, beginning immediately. Jean Ulmer seconded and the motion was carried.

^{totaling \$10,903.69}
Bills for September were allowed by roll call.

The meeting was adjourned.

Barbara E. Crews

Barbara E. Crews, Secretary

John P. Peters
John P. Peters, Chairman

Approved November 2, 1966

Bills for October totaling \$7,782.82 were allowed by roll call.

The meeting was adjourned.

Barbara E. Crews —

Barbara E. Crews, Secretary

John P. Peters, Chairman

~~_____~~ *John P. Peters*

Approved December 7, 1966

SPECIAL MEETING, NOVEMBER 25, 1966

A special meeting of the executive board of the Lawrence Free Public Library was called by Chairman John Peters on Friday, November 25 in the director's room of the library at 4:15 p.m. for the purpose of interviewing Mrs. Louise Lester of Paden, Oklahoma for the position of Children's Librarian.

Members present were: Chairman Peters, Barbara Crews, Larry Flannery, Max Stalcup and Jean Ulmer.

Mrs. Lester was interviewed informally by board members and then excused. Max Stalcup moved that the Library offer Mrs. Lester the position of Children's Librarian at a salary of \$6,300.00 a year. Jean Ulmer seconded the motion and the motion was carried.

The meeting was adjourned.

Barbara E. Crews

Barbara E. Crews, Secretary

John P. Peters, Chairman

~~John P. Peters~~ *John P. Peters*

Approved December 7, 1966

REGULAR MEETING FOR DECEMBER, 1966

The executive board of the Lawrence Free Public Library held its regular meeting Wednesday, December 7, in the director's room of the library at 4:00 p.m.

Members present were: Chairman John Peters, Clark Coan, Barbara Crews, Larry Flannery, Jean Ulmer and Skipper Williams. Observer from the League of Women Voters: Miss Cora Davenport.

The minutes of the regular November meeting and the special meeting called on November 25 were read and approved.

Mr. Mayo gave the financial and circulation report as follows:

FINANCIAL REPORT FOR NOVEMBER, 1966

Balance on the books, November 1, 1966	\$39,380.90
Receipts for November	831.98
Total funds available	\$40,212.88
Disbursements: November bills	9,308.04
Balance on the books, December 1, 1966	\$30,904.84

CIRCULATION REPORT FOR NOVEMBER, 1966

Total book circulation	22,964 (1,601 decrease over 11-65)
Book Stock Report, November 1, 1966	60,054
Registration Report, November 1, 1966	10,852 (153 county patrons)
Reference Questions	228

The Librarian made the following report:

Mrs. Louise Lester has accepted the job as Children's Librarian at a salary of \$6,300.00. Mrs. Lester will assume her duties on February 1, 1967.

The contract for the re-roofing of the library building was awarded to Everley Roofing and Heating. Work was to start last Monday, but as yet has not begun.

PAGE 2 - DECEMBER REGULAR MEETING -

A dinner honoring Miss Hilda Koehler, children's librarian, will be held on December 19 at 6:30 p.m. in the Watkins Room of the Kansas Union. The cost of \$3.25 per person will include a gift for Miss Koehler.

The School Board of Unified School District #497 has offered to pay a flat rate of 10¢ per book for books checked out from the Lawrence Library by the five schools in School District #497 but outside the city limits of Lawrence.

Mrs. Marian Runnels has been hired to replace Mrs. Rebecca Weiss as NEKL assstant to Leo Hack.

A discussion followed on the need for a new library building and whether the City Commissioners should be better informed of our needs and of the funds which could be made available to the Lawrence Library as a Systems Center. No action was taken.

Mr. Mayo called the Board's attention to the 4-page summary in BROADSIDE of the NEKL Planning Grant Workshop on Library Evaluation. A workshop on Library Insurance will be held on December 15 at 12:30 p.m. at the Johnson County Public Library.

Mr. Mayo reported that he and the staff see the desireability in separating circulation and reference materials. While the budget allows \$3,000 for the employment of a half-time reference person, he plans to add a full-time non-professional as Circulation Supervisor. This would free Mrs. Robin Taylor to work full-time with the public as Reference Librarian. There will no longer be anyone in charge of Adult Services and this change will require the cooperation of the entire library staff.

PAGE 3 - DECEMBER REGULAR MEETING -

Mr. Peters read a letter from Miss Hilda Koehler expressing her feelings upon her retirement and her gratitude to the board for its support.

The January meeting was postponed from January 4 to January 11.

Bills totaling \$9,308.04 were allowed by roll call.

Barbara E. Crews

Barbara E. Crews, Secretary

John P. Peters, Chairman

Approved

January 11, 1967