

The board of The Lawrence Free Public Library held its regular meeting in the directors room of the library on Wednesday January 8, 1964 at 4:30 p.m.

Those in attendance were Charles Rankin Chairman, John Peters vice-Chairman, Jean Ulmer, Chalynne McCluggage, Max Stalcup, and Paul Davis.

Miss Cora Davenport was also present as an observer for the League of Women Voters.

A note from Sally Ewing who is recuperating from a broken ankle was presented.

Minutes of the last meeting were read and approved.

Mr. Wayne Mayo reported that the total circulation for the month of December 1963, came to 15,492 books. He stated that the book stock at the end of the year totaled 55,260 volumes. Total registrations at the end of the year amounted to 13,781 patrons.

Mr. Mayo stated that the meeting on the Committee of 100 concerning public buildings of the City of Lawrence will be on Tuesday evening January 14th at the student center and he would like for as many of the board members as possible to be in attendance.

As it is necessary to replace the heater in the Children's room, it was suggested that Mr. Mayo take bids on a new heater.

Mr. Mayo also reported on the Thursday due date for books and

whereas it is too early to determine the outcome of the new policy he felt that it is going to be very satisfactory. A new checkout system for books was also discussed.

Bills for the month totaling \$8,855.80 were unanimously allowed by roll call.

Meeting adjourned.

John P Peters, Acting Secretary

approved February 5, 1964.

LAWRENCE FREE PUBLIC LIBRARY

Report To The Board Of Directors For 1963

To the Board of Directors:

This year the annual report is divided into two parts - an illustrated brochure for general distribution and this report to the Board, detailing financial and administrative data for 1963.

The year 1963 was successful in several ways. Most noticeable was the increase in use of nearly all areas of the library. As statistics in the brochure section indicate, book circulation increased by 20,949 and circulation of all materials was up 25,674. Several factors accounted for this increase. Among them were:

- 1 - Population increase. This generally produces an increase in registration and circulation.
- 2 - Increased efforts to obtain new registrations. Over 400 letters went out to new residents inviting them to use the library. Since all were adults, and presumably heads of families, probably over 1200 were reached by these letters.
- 3 - Fine support was given by the newspapers and radio station in helping the library publicize its facilities.
- 4 - Increased use of booklists, book displays, more convenient classification of lp records and inclusion of paperback books.

Late in 1963 the circulation system was changed to provide more control over the routines of checking out and retrieving books. All materials are now due on Thursdays. A side effect of this change was to provide an increase in circulation, or so it would seem from a very limited observation. This change to a once-a-week due date is the first step in a more complete overhaul of the circulation system. A consideration at this time is in the area of an edge-punched card. Such a procedure would not only cut down on routine work but clear up the bottleneck from returned books during busy periods. Another innovation late in 1963 was the use of pre-printed post cards for first notices for overdue books. This has saved much staff time and allowed workers to spend more of their time working with patrons.

The library was fortunate in finding a head for the adult department late last year. Miss Emily Hartman was hired as of September 16. Both the Children's Librarian, Miss Koehler, and the Assistant Librarian, Mrs. Osma, have done a fine job this past year, not only in their respective departments, but in their willingness to help the new Librarian in familiarizing himself with the library. In addition, appreciation is expressed for the loyal help our bookkeeper, Mrs. Weeks has offered in the last year.

Physical changes in the building were for the most part of a repair nature. A portion of the walk on the east side of the building was replaced and both the front and the back steps were repaired. A proposed double-tiered stacking of books on the first floor was aban-

done when it was found the present stacks would not bear the load. A method by which seating can be increased has yet to be found.

More room is definitely needed. As the number of library users grows, it is increasingly difficult to find seating for them. Space for books is also becoming scarce, yet our collection increases at the rate of approximately three thousand a year. In addition, as use increases, more trained staff will be needed to properly help patrons. A plan which has yet to be realized is the separation of a reference desk from the circulation desk. Ideally, such a reference desk should be staffed by a professional at all times when the library is open.

Several plans are in process for the new year, including continuation of simplified methods of circulation, a more efficient charging system and numerous booklists on various subjects which will be available at selected distribution points throughout the city. All appearances indicate that 1964 will see even more use of library facilities than did the past year.

Wayne Mayo, Librarian.

Circulation...1951-1963

	<u>BOOKS</u>	<u>RECORDS</u>	<u>PERIODICALS</u>	<u>TOTAL UNITS</u>	<u>REGISTERED BORROWERS</u>
1951:	109,296	109,296	4,983
1952:	105,842	105,842	5,682
1953:	113,447	113,447	6,093
1954:	126,367	3,364	130,731	6,612
1955:	141,329	4,294	145,623	6,872
1956:	160,126	7,115	3,400	170,641	7,689
1957:	184,025	9,411	4,566	198,002	8,281
1958:	206,566	10,341	6,244	223,151	9,702
1959:	221,613	7,769	5,474	234,856	9,732
1960:	230,167	9,651	7,001	246,819	10,937
1961:	255,047	12,288	6,838	274,173	11,431
1962:	260,207	12,781	6,328	279,316	12,164
1963:	281,156	14,434	9,400	304,990	13,781

Secretary and Treasurer - Gaxey

BUDGET SURVEY FOR 1963

	<u>Budgeted 1963</u>	<u>Spent 1963</u>
Salaries:		
Full time.....	\$39,360.00	\$36,113.87
Part time.....	<u>5,634.00</u>	<u>6,994.29</u>
Total Salaries for '63.....	44,994.00	43,108.16
Library Maintenance:		
Books.....	15,000.00	15,973.32*
Refunds & special orders.....	550.33	
Special funds.....	422.99	
Binding.....	1,000.00	846.58
Magazines.....	650.00	634.34
Records.....	500.00	
Refunds & special orders.....	61.96	590.68
Supplies.....	2,400.00	
Refunds.....	104.69	2,470.37
Custodian.....	2,500.00	2,509.75
Building Maintenance:		
Supplies.....	1,000.00	962.68
Repairs & Equipment.....	2,500.00	
Sale of used equipment.....	170.00	1,978.13
Utilities.....	2,000.00	
Refunds.....	54.09	1,931.44
Insurance.....	1,125.00	1,114.39
Social Security.....	1,648.00	1,566.63
KPERS.....	978.00	887.09
Bookmobile.....	300.00	
Refunds: Bd. of Educ. & others.	203.00	492.98
Others.....	300.00	
Refurds (miscellaneous).....	55.35	1,140.57
Traveling Exp. (Grovenor fund).....	<u>263.66</u>	<u>263.66</u>
Total operating expenses for '63	\$78,781.07	\$76,470.77
Source of income:		
Tax Revenue.....	\$71,000.00	
Bal. in maintenance from '62.....	874.05	
Bal. in Desk Coll. & other funds.	2,776.33	
Revenue from Misc. in Maint. '63.	1,199.42	
Revenue from fines & lo. cards '63.	6,095.28	
Revenue-Int. from Sp. funds & gifts.	<u>421.10</u>	
Total income for 1963.....	\$82,366.18	

* There is still \$756.23 outstanding in adult and juvenile book invoices. Thus actual expenditures of \$75,714.54 plus outstanding invoices of \$756.23 equals total expenditures of \$76,470.77 for 1963.

Secretary and Treasurer - Saxe

To the Honorable Board of Directors of the Lawrence Free Public Library

I have the honor to report the following receipts and disbursements for the year ending December 31, 1963.

	<u>Balance</u>	<u>Receipts</u>	<u>Warrants</u> *	<u>Balance</u>
Maintenance Fund	\$ 874.05	\$72,199.42	\$73,373.47	- - - - -
Desk Collections ¹	1,987.25	6,095.28	2,710.65	\$5,371.88
L. H. Perkins Memorial Fund	76.80	30.00	106.80	- - - - -
Virginia S. Edwards Memorial Fund	38.50	40.00	38.50	40.00
Gurdon Grovenor ¹ Memorial Fund	405.55	150.00	263.66	291.89
May Moore Memorial Fund	97.50	65.00	- - - -	162.50
Jane Welch Memorial Fund	30.00	40.00	70.00	- - -
Adult Gift Fund	32.23	53.85	59.19	26.89
Children's Gift Fund	<u>108.50</u>	<u>42.25</u>	<u>148.50</u>	<u>2.25</u>
All Funds	\$3,650.38	\$78,715.80	\$76,470.77	\$5,895.41

* Book invoices for \$756.23 of this amount still outstanding.

¹ There was \$124.00 transferred from the Desk Collection fund to the Grovenor Fund by the Auditor as the \$124.00 in expenses should have been taken from the Desk Collections instead of the Grovenor Fund.

All of which is respectfully submitted.

Mrs. A. B. Ewing
Treasurer

Secretary and Treasurer - Tracy

PROPOSED BUDGET FOR 1964

SALARIES

Librarian.....	\$7,020
Asst. Lib.....	5,995
Head, Circ.....	5,570
Head, Child.....	5,570
Asst. Circ.....	3,300
Asst. Child.....	3,165
Asst. Child.....	3,255
Bookkeeper.....	2,505
Order Clerk.....	3,200
Part Time	8,617

\$48,197

LIBRARY MAINTENANCE

Books.....	\$14,500
Magazines.....	750
Records.....	500
Binding.....	1,000
Supplies.....	2,500
Custodian.....	2,580

\$21,830

BUILDING MAINTENANCE

Supplies.....	\$1,000
Rep. & Equip.....	2,550
Utilities.....	2,000
Insurance.....	1,123

\$6,673

SOCIAL SECURITY.....	\$1,680
KPERS.....	2,000
CONTINGENCY.....	300
BOOKMOBILE.....	300

\$4,280

GRAND TOTAL..... \$80,980

SOURCES OF INCOME

Tax revenue....	\$74,280
Desk collec....	5,000
Bal. from 1962....	1,700

TOTAL INCOME... \$80,980

Secretary and Treasurer - Gally

The annual meeting of the executive board of The Lawrence Free Public Library was held Wednesday February 5, 1964 in the directors room of the library at 4 P.M.

Those in attendance were Vice-Chairman John Peters who presided, Charlyne McCluggage Jean Almer, Paul Davis, Max Stalcup and Sally Ewing.

Miss Cora Davenport was present as an observer for The League of Women Voters.

Minutes of the last Annual meeting, February 6, 1963 were read and approved.

Mr. Wayne Mayo, Head Librarian gave a most comprehensive report of the work for the year with many interesting comparisons.

Each of the board members was given a printed copy of his report.

Charlyne McCluggage made a motion, seconded by Max Stalcup that the report be accepted and placed on file. Motion carried.

Paul Davis made a motion, seconded by Max Stalcup, that the present officers of the board be re-elected for the year 1964, Motion carried.

The newly elected officers are:-
Chairman L. Charles Rankin

Vice-Chairman - John Peters

Secretary and Treasurer - Sally Ewing

A motion was made by Paul Davis and seconded by Jean Ulmer that the board recognize and express its appreciation to Mr. Wayne Mayo, Head Librarian for his excellent and imaginative leadership in the year 1963 and that he be rehired for the year 1964. Motion carried.

Meeting adjourned.

Respectfully submitted

Sally Ewing, Secretary

Approved February 3, 1965.

Regular Meeting February 5, 1964. 183

Immediately following the annual meeting held Wednesday, February 5, 1964 in the directors room of the library, the executive board of the Lawrence Free Public Library held its regular meeting.

Those present were; vice-chairman John Peters who presided, Charlyne Mc Cluggage, Jean Ulmer, Paul Davis, May Stalcup and Sally Ewing.

Miss Cora Davenport was present as an observer for The League of Women Voters.

Minutes of the last meeting were read and approved.

Mr. Mayo, Head Librarian gave the financial report for the month of January 1964.

Total funds on hand January 1, 1964 -	\$ 6,651.64
Receipts	57,033.77
Total	63,685.41

Disbursements	\$ 7,067.20
Balance 2/5/64	56,618.21

Mr. Mayo stated that the adult circulation at the library is the highest it has ever been.

The Thursday due date policy for return of books has met with tremendous success.

The present stock of books is 55,260 volumes.

Because an emergency need arose as to the heater in The Children's Room, a new one was installed at a cost of \$143.63.

Mr. Mayo informed the board that the library is in real need of another card catalogue which will cost around \$700⁰⁰.

He also reported that there were 58 letters sent to borrowers who had failed to pay their fines. These letters were sent on the city attorney's stationery and bore the signature of Charles Stough, City Attorney.

Six of the 58 paid their fines. Six had left town with no forwarding address and 46 did not respond.

Mr. Mayo also reported concerning the need of a new library and the meeting of The Committee of One Hundred in which it was discussed at the Recreation Center on January 14, 1964.

Under new business the purchase of a new electric typewriter was discussed and it was decided that Mr. Mayo have several types brought to the library and a choice of the one which best meets the need of the library be reported at our next meeting.

Bills for the month totaling \$7067.20 were unanimously allowed by Roll-Call.

Meeting adjourned,
Respectfully submitted,
Sally Ewing, Secretary.

Approved April 2, 1964

Regular Meeting March 4, 1964

185

Board meeting March 4, 1964. Members present - Charles Rankin, Chairman, Jean Ulmer, Paul Davis, Max Stalcup, Charlyne Mc Cluggage.

Miss S. Mc Couless was observer for League of Women Voters. Mr. Mayo introduced Mr. Newton and Miss Waldorf of Royal Mc Bee Company. They gave a demonstration of a key-sort charging system, designed to increase the efficiency of book circulation in the Adult Department.

Bills for the month of February were allowed unanimously by roll call.

Mr. Mayo reported that disbursements for the month of February were \$5,649.28. and that a balance of \$51,466.70 were on hand as of March 4, 1964.

Circulation of books for February totaled 24,709, an increase of 5,557 over February of 1963. This was an increase of 29 percent over the previous period. Total book stock was 55,576 and total registered borrowers amounted to 13,698. Mr. Mayo reported that due to an error in counting County cards several years ago, previous figures were incorrect. The actual number of registered County borrowers is now 114 rather than the previously reported 207. The board requested that only one financial report other than the annual report be submitted in the future. The suggestion was that this be given at the end of the first 5 months of the calendar year.

Paul Davis moved we purchase

a Smith - Corona electric typewriter.
Gen Ulmer seconded. Motion carried

a list of borrowers who have
unpaid fines was circulated. No
action taken.

after further discussion of the
merits of the demonstrated Keysort
charging system, action on its
purchase was postponed until the
next meeting.

Respectfully submitted

Wayne Mayo, Secretary Pro Tem.

approved April 2, 1964

Regular Meeting April, 1964.

187

The board of The Lawrence Free Public Library held its regular meeting Thursday April 2, 1964 at 4 P.M. in the Directors room of the library.

Those in attendance were; Charles Rankin, Chairman, John Peters vice-Chairman, Paul Davis, Jean Ulmer, Max Stalcup and Sally Ewing.

Miss Lulu McCleskey was an observer for The League of Women Voters.

Minutes of the February and March meetings were read and approved.

Mr. Mayo, Chief Librarian, reported Balance at the beginning of March, 1964

	\$ 51,466.70
Receipts	509.10
Total	\$ 51,975.80
Disbursements	\$ 9,288.25
Balance 2, 1964	\$ 42,687.55

Mrs. McCleskey made a motion, seconded by Max Stalcup, that the library be closed May 8th in order that the staff attend the State meeting at Wichita. Motion carried.

Mr. Mayo plans to have all the windows of the library painted on the outside sometime during the summer.

He reported there are still forty-two unpaid fines.

Chairman Charles Rankin re-founded the Finance Committee which consists of John Peters, chairman, Jean Ulmer, Max Stalcup, and Paul Davis that the library board must take action on the new budget at the June meeting in order to have it ready.

to present to the city Commissioners
at their July meeting.

By unanimous agreement the board
desires to continue their meetings
at 4 P. M. instead of 4:30

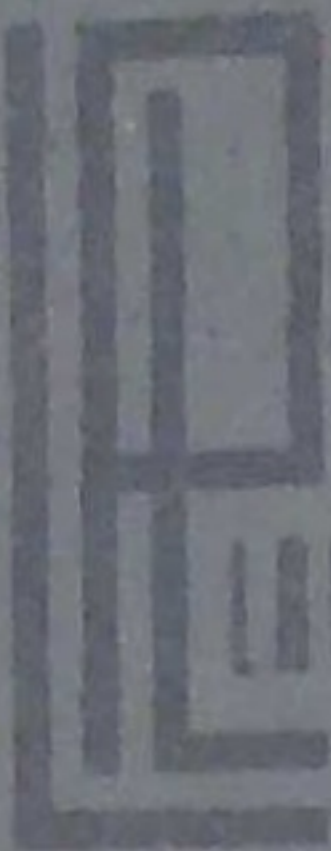
Bills totaling \$9,288.25 were
unanimously allowed by roll call.

Inasmuch as this was the last
meeting of the board with Chaslyne
McClaggage, Charles Rankin with
an appropriate speech presented her,
on behalf of the library board the
book "Birds of America" by G. Gilbert
Pearson in recognition of more than
eight years of conscientious service
as a member of the board of
The Lawrence Free Public
Library.

Meeting adjourned.

Respectfully submitted
Sally Ewing, Secretary

approved May 6, 1964



LAWRENCE PUBLIC LIBRARY

100 VERMONT • LAWRENCE • KANSAS

WAYNE MAYO • HEAD LIBRARIAN

April 13, 1964

Mr. Charles C. Rankin
Chairman Library Board
Lawrence Public Library
Lawrence, Kansas

Dear Mr. Rankin:

The purpose of this letter is to inform the Lawrence Public Library Board of my resignation from the position of Head of Adult Services effective May 30, 1964. It is my intention to leave Lawrence and the library profession and return to a career in the biological science realm.

My association with the Lawrence Public Library and its patrons has been both pleasant and profitable however, it has become evident to me that my real professional niche lies in the sciences.

I wish to thank you and the Board and trust that my service has been satisfactory.

Sincerely yours,

Early L. Hartman

Early L. Hartman

cc: Mr. Wayne Mayo, Head Librarian
Lawrence Public Library

The executive board of the Lawrence Free Public Library held its regular meeting Wednesday, May 6, 1964 in the directors' room of the library at 4 P.M.

Those in attendance were John Peters vice-chairman, Jean Ulmer, Paul Davis, Max Stalcup and Sally Ewing.

John Peters presided as Charles Rankin was unavoidably delayed but attended the meeting later.

Mrs. Berna Ellen, new member to the board was also present for the first time and was welcomed to the group by Mr. Peters.

Observers for The League of Women Voters were Miss Davenport and Miss McConless.

Minutes of the last meeting were read and approved.

Mr. Mayo, Head Librarian gave the financial report.

Balance beginning of April, 1964	\$ 42,687.55
Receipts	575.20
<u>Total</u>	<u>\$ 43,262.75</u>

Disbursements	7,015.33
	<u>\$ 36,247.42</u>

He stated that on May first the library had 56,286 books and 13,720 patrons.

The new micro-film viewer will soon be installed in the balcony at the library and a phonograph with ear phones will be there also for the use of library patrons.

Miss Emily Hartman is leaving the library staff the first of June and Mr. Mayo has started searching

for her replacement
Mrs. Schwartz will be leaving June
first also.

The National Library Association
is meeting at St. Louis June 28.

Max Stalcup made a motion
seconded by Jean Ulmer that the
board approve the attendance of
Mr. Mayo at this meeting and the
expenses appertaining to the same.
Motion carried.

Mr. Mayo reported that under a
new ruling the fines in the childrens
department on overdue books shall not
exceed 2^{00} per group of books and
fifty cents when only one book is
overdue.

Vandals broke a high window
at the library and cut the rope on the
flag-pole. Replacing the rope on the
pole cost 35^{00}

Wayne Mayo, Mrs. Osma and
Miss Koelars will attend the State
meeting at Wichita Friday.

A fourth unit of the card
catalogue on first floor is needed
and the cost will be 428.75

Paul Davis made a motion
seconded by Charles Rankin that
the library purchase the new
card catalogue, Motion carried

under new business the painting
bids were discussed. Fred Harris was
low bid 350^{00} for all white trim
all around the building with all
loose paint scraped off and two
coats of paint with all

necessary putting done

Mr. Stalcup made a motion, seconded by Jean Ulmer, that the Fred Harris low bid of \$350⁰⁰ be accepted and that Mr. Mayo be directed to see that first class materials be used. Motion carried.

Mr. Mayo asked that he be allowed to work during his vacation.

Paul Davis made a motion, seconded by Mr. Stalcup that the Head Librarian be granted permission to work in the library during his vacation with pay — due to the untimely resignation of Miss Emily Hartman, Head of the Adult Department. This action implies no policy but is caused by the special circumstances of her resignation. Motion carried.

There was some discussion of the proposed budget for 1965.

Bills for the month of April totaling \$7,015.33 were unanimously allowed by roll call.

Meeting adjourned.

Respectfully submitted

Sally Ewing, Secretary.

Approved June 3, 1964

Regular meeting for June, 1964 195

The board of The Lawrence Free Public Library held its regular meeting Wednesday, June 3, 1964 in the director's room of the library at 4 P.M.

Those in attendance were: Max Stalcup, Jean Ulmer, Verna Allen, Paul Davis, Mayor Jim Owens, Charles Rankin and Sally Ewing.

Observers for The League of Women Voters were Miss Davenport and Miss McCausless.

Minutes of the last meeting were read and approved.

Mr. Mayo, Head Librarian gave the financial report

Balance at beginning of May, 1964 -	\$ 36,247.42
Receipts for May	695.99
Total	\$ 36,943.41
Disbursements	6,338.86
Balance	\$ 30,604.55

Book circulation for the month 20,081
County cards 98

Mr. Mayo also gave a very interesting report of the Kansas Library Association meeting at Wichita and stated that he will be Head of the Library Section next year for the K. L. A.

Registration for the Summer Reading Program started Tuesday. Last year there were 2000 registrations.

The board by unanimous agreement will meet Wednesday July 8 for the next meeting instead of July first.

The budget survey of June 1, 1964 was discussed.

The proposed budget for 1965 was presented and discussed.

Max Stalcup made a motion,
seconded by Jean Ulmer that the 1965
budget as presented by the financial
committee, namely John Peters, Max
Stalcup, Paul Davis and Jean Ulmer
be adopted. Motion carried.

Bills for the month, totaling ^{\$}6,338.86
were unanimously allowed by roll call.

Meeting adjourned

Respectfully submitted

Sally Ewing, Secretary

Approved July 8, 1964

Regular Meeting for July, 1964 197

The executive board of The Lawrence Free Public Library held its regular meeting Wednesday, July 8, 1964 in the directors room of the library at 4 P.M.

Those in attendance were: Charles Rankin, chairman, John Peters, vice-chairman, Max Stalcup, Paul Davis, Berna Allen, and Sally Ewing.

Observers for the League of Women voters were Miss Davenport and Miss McClesser.

Minutes of the last meeting were read and approved.

Wayne Mayo, head Librarian gave the financial report.

Balance at beginning of June, 1964	\$ 30,604.55
Receipts for June	781.35
Total	\$ 31,385.90
Disbursements for June	10,164.07
Balance July 8, 1964	\$ 21,221.83

Mr. Mayo reported that the circulation for June was 40,081. This was the highest for any month in the history of the library.

There were 16,000 more books for this last six months than the same period in 1963.

The book stock total now is 56,379
Total registration now is 13,993
County Cards now are 121.

Considerable discussion as to the possibility of the Bookmobile lasting thru the season. It is getting more and more difficult to keep it in repair. The board is hopeful that it

will last through the summer
1850 children signed up for the
Summer Reading Program.

Mr. Mayo gave an interesting report
of the A.L.A. meeting in St. Louis.

Also he reported that several persons
are being considered for the Head
of the Adult Dept.

During the Republican National
Convention a television set will be
available in the reading room of the
library. This set is loaned to the
library by Ray Stoneback.

Monday, a reception was held in
the library honoring Katherine Milhous
of Philadelphia, Pa. whose latest book,
"Through the Arches" traces the
history of Independence Hall in
Philadelphia.

Bills for the month totaling
\$ 10,164.07 were unanimously allowed
by roll call.

Meeting adjourned

Respectfully submitted

Sally Ewing, Secretary.

Approved August 5, 1964

Regular Meeting August, 1964

199

The regular meeting of the Lawrence Free Public Library was held Wednesday August 5, 1964 in the directors room of the library at 4 P.M.

Those present were Charles Rankin, Chairman, John Peters vice-chairman, Jean Ulmer, Verna Allen and Sally Ewing.

Observer for the League of Women Voters was Miss McCasland.

Minutes of the last meeting were read and approved.

Mr. Mayo, head Librarian gave the financial report.

Balance at the beginning of July, 1964		\$ 21,221.83
Balance of Joy Fund	17,800.88	} 18,606.89
and other receipts	806.01	
Total		39,828.72
Disbursements for the month		5,322.68
		\$ 34,506.04

Registration now is 14,127
County cards are 118.

Mr. Mayo reported that the Bookmobile gave out about the middle of July and the library has been using a rental Volkswagen for the remainder of the season.

John Peters made a motion seconded by Verna Allen that Mr. Mayo dispose of the bookmobile motion carried.

As to liability insurance, Charles Rankin reported that in Kansas municipalities are immune from liabilities.

Mr. Mays reported that a Mrs. Taylor from Richardson, Texas who has applied for the position of Head of the Adult Dept was most promising. He suggested that the board pay \$5000.00 for this position.

Mr. Mays reported also that a self operating copying machine which operates with a 25 cent coin was placed in the library on a trial basis.

After some discussion as to the unpaid fines, Jean Ulmer made a motion, seconded by Sally Ewing that Mrs. Mays file the list of fines of October, 1963 as uncollectable. Motion carried.

Bills for the month totaling \$5,322.68 were unanimously allowed by roll call.

Meeting adjourned.

Respectfully submitted

Sally Ewing

approved Sept 2, 1964

Regular Meeting for September, 1964 201

The executive board of The Lawrence Free Public ^{Library} held its regular meeting Wednesday September 2, 1964 in the director's room of the library at 4 P.M.

Those in attendance were; Charles Rankin chairman, John Peters vice chairman Paul Davis, Max Stalcup, Berna Allen, Jean Ulmer, and Sally Ewing.

Miss Davenport and Miss McCausler were observers for the League of Women Voters. Minutes of the last meeting were read and approved.

Mr. Mayo, Head Librarian gave the financial report for the month of August.

Balance August 1, 1964	\$ 25,214.40
Desk Collections + other funds	9,291.64
Total	<u>34,506.04</u>
Receipts for August	504.87
Total	<u>\$ 35,010.91</u>
Disbursements - Aug. Bills	<u>4,681.05</u>
Balance	30,329.86

Adult circulation for the month was	11,635
Juvenile	15,826
Total book circulation	<u>27,461</u>

Summer Reading Program increased book circulation tremendously.

Total books on hand now 56,186

Registered patrons are 14,200

Mr. Mayo reported that the city commissioners have approved our library budget for 1965.

Also Mr. Mayo informed the board that there will be a Great Books Discussion group for children in

conjunction with The Parent Teacher Groups.

Leaders for this work will be trained at a workshop at the library. &

Bills for the month totaling 4,681.05 were unanimously approved by roll-call.

Max Stalcup made a motion, seconded by Jean Ulmer, that the board adjourn to reconvene at five o'clock. Motion carried.

x x x x x

The board reconvened at five o'clock for the purpose of interviewing Mrs. Mary Robin Taylor, an applicant for the position of Head of the Adult Department.

After the interview, Paul Davis made a motion, seconded by Berna Allen that the board employ Mrs. Taylor as Acting Head of The Adult Department at a salary of \$5,000⁰⁰ annually and a starting date of September 7, 1964. Motion carried.

meeting adjourned.

Respectfully submitted.

Sally Ewing, Secretary.

Approved Oct 7, '64.

Regular Meeting for October, 1964

203

The regular meeting of the executive board of the Lawrence Free Public Library was held Wednesday October 7, 1964 in the directors room of the library at 4 P. M.

Those in attendance were John Peters, vice-chairman, who presided, Charles Rankin chairman, Paul Davis, Max Stalcup, Verna Allen and Sally Ewing.

Observers for the League of Women Voters were Miss McCausse and Miss Davenport.

Minutes of the last meeting were read and approved.

Mrs. Mayo, Head Librarian gave the financial report

Balance Sept 1, 1964	\$ 30,329.86
Receipts for Sept.	
Sale of Bookmobile	275.00
P. I. & Check	50.00
Miscellaneous	25.25-
Desk Collections	471.83
Total	\$ 31,151.94
Disbursements (Sept bills)	8,345.26
	\$ 22,806.68
Adult book circulation for the month	10,581
Juvenile " " " " " "	10,257
Total	20,838
Periodicals for the month	652
Total registration now is	14,257

State survey on libraries will bring out strong and weak points. This survey may help in getting State aid for them. This district of Lawrence meets in Ottawa.

The legislature has appropriated money for the study.

On November 16th and 17th at Emporia, there will be a study of Public Library Buildings and building materials. Mr. Mayo hopes to go. Mr. Mayo announced that the Junior Great Books Program will not be sponsored by our library.

Also the framed picture collection will be delayed for awhile.

Mr. Mayo also stated that the sale of 400 used books to the public will be held at the library soon.

After some discussion in regard to library membership in A. S. A. Max Stalcup made a motion, seconded by Charles Rankin that the board pay the Head Librarian's membership, namely \$25⁰⁰, to A. S. A. and one Trustee membership of \$6⁰⁰ in A. S. A. Motion Carried.

Bills for the month, totaling \$8,345.26 were unanimously approved by roll-call.

Meeting adjourned

Respectfully submitted

Sally Ewing, Secretary

approved Nov. 4, 1964

Regular meeting for November, 1964 205

The executive board of The Lawrence Free Public Library held its regular meeting Wednesday November 4, 1964 in the directors room of the library at 4 P.M.

Those in attendance were; Max Stalcup, who presided, Paul Davis, Jan Ulmer and Sally Ewing.

Observers for The League of Women Voters were Miss McCause and Miss Davenport.

Minutes of the last meeting were read and approved.

Wayne Mayo, Head Librarian gave his report

Balance Oct 1, 1964	\$ 22,806.68
Receipts for Oct. (Sale of books, fines, etc)	275.86
Desk Collections	492.94
Total	\$ 23,575.48
Disbursements (Oct. bills)	5,620.74
Balance -	\$ 17,954.74

About 600 old books were sold at the library for the sum of \$184.78

The book collection now is 55,282 vol.

Registration now is 14,283

County Cards total is 118

This is "The Children's Week" with many special displays and features.

Starting Friday there will be a record inventory at the library.

Mr. Mayo also reported that the Legislative Council is making a survey on librarians.

after a short discussion as to the need of more pamphlet files, Jean Ulmer made a motion seconded by Paul Davis that the board recommend the purchase of two five drawer pamphlet files at a cost of \$220.52 Motion carried.

The board tabled the purchase of two new typewriters until all members of the board were present.

Inasmuch as both Christmas and New Year fall on Friday, Jean Ulmer made a motion, seconded by Paul Davis that in each case the library close the preceding Thursday at 1 P.M. and open the following Monday at 10 A.M. Motion carried.

Bills totaling \$5,620.74 were unanimously allowed by roll call.

Meeting adjourned.

Respectfully submitted

Sally Ewing, Secretary.

Approved December 9, 1964

The regular meeting of the executive board of The Lawrence Free Public Library was held Wednesday, December 9, 1964 in the directors room of the library at 4 P.M.

Those in attendance were Charles Rankin, Chairman, Max Stalcup, Paul Davis, Berna Allen and Sally Ewing.

Miss Davenport and Miss McCausere were present being observers for The League of Women Voters.

Also present was Harold Siegiest - principal of Woodlawn - Lincoln School.

Minutes of the last meeting were read and approved.

Mr. Mayo, Head Librarian gave his report.

Balance at beginning of Nov, 1964 :-	
Maintenance	\$ 7,297.69
Desk Collections	10,371.56
Other funds	285.49
Total	\$ 17,954.74
Receipts for Nov.	714.00
Total	\$ 18,668.74
Nov. Bills	4,975.27
Balance Dec 8, 1964	\$ 13,693.47

Mr. Mayo also reported that the

total adult books is	10,244	}
total juvenile books is	11,195	
Periodicals	901	
Records	1,230	
Total book circulation	is	21,439

A letter from Mr. Siegiest to the board was read, requesting a Library Station at the former Lincoln School at Seventh and Elm Streets in North Lawrence.

A motion was made by Paul Davis and seconded by Max Stalcup that the board open conversation with the City Commissioners, the Recreation Commission and residents of North Lawrence in order to pursue the matter. Motion carried.

Mr. Mayo stated that there are 3000 books used by bookmobile and unused during the remainder of the year.

Some discussion followed as to the possibilities of opening a Library Station for two hours after school (4 to 6 P.M.) and Saturday mornings. - also in regard to hiring retired persons with some training who could do library work.

Mr. Mayo reported the unpaid fines as of last October are about six or eight hundred dollars. Notices will be mailed out after Christmas.

The library has a fine display of Christmas books for gift suggestions.

A motion was made by Max Stalcup and seconded by Verna Allen that Mr. Mayo Head Librarian be instructed to purchase two typewriters, namely a Smith Corona for \$154³⁰ and a Royal at 150⁰⁰. Total Cost being \$304⁵⁰. Motion carried.

The matter of a choice for Trustee for A. S. A. was tabled.

Under new business, Mr. Mayo brought before the board the fact that Mr. Weeks should be full-time but a compromise had been worked out of 35 hours per week and an increase of \$440⁰⁰ for the year.

Chairman Charles Rankin appointed Max Stalcup as chairman of a committee to study the matter of purchasing a Bookmobile, Delivery truck or such to

be used next summer. Mr. Stalcup will choose two other board members to work with him on this committee.

Bills totaling \$4,975.27 were unanimously allowed by roll call.

Meeting adjourned
Respectfully submitted

Sally Eving, Secretary.

approved Jan. 6, 1965