

First published in the Lawrence Daily Journal March 10, 1903.
Ordinance No. 38

An ordinance concerning an election to be held to vote on the question of establishing and maintaining a free public library and reading room in the city of Lawrence, and ordering said election.

Whereas, Mr. Andrew Carnegie of New York has offered to donate to the city of Lawrence, Kansas, the sum of twenty-five thousand dollars for the purpose of erecting in said city a free public library building, and

Whereas, Mrs. Charles P. Grosvenor of Lawrence, has donated two lots to the city of Lawrence, on which to erect said building, and

Whereas the offer of Mr Carnegie and the donation of Mrs. Grosvenor have both been accepted by the mayor and council, and

Whereas, a petition signed by more than fifty tax payers of the city of Lawrence has been presented asking that the question of establishing and maintaining a free public library and reading room in the city of Lawrence be submitted to the legal voters at the coming city election:

BE IT ORDAINED BY THE MAYOR AND councilmen of the city of Lawrence.

Section 1. That the mayor be and he is hereby authorized and directed to issue his proclamation giving notice that the question of establishing and maintaining a free public library and reading room in the city of Lawrence will be voted on by the legal voters of the city of Lawrence at the regular election to be held on the 7th day of April, A. D., 1903.

Section 2. That this ordinance shall take effect and be in force from and after its publication according to law.

Approved Mar 10, 1903.

A. L. SELIG, Mayor.
Attest: SAM'L P. MOORE, City Clerk.

(Seal)

First published in Lawrence Daily Journal April 11, 1903.

Ordinance No. 44.

An ordinance concerning a free public library and reading room in the city of Lawrence.

Whereas, a written petition of fifty taxpayers, was duly presented to the mayor and council, requesting that the question of the establishment and maintenance of a free public library and reading room by said city, under article 9, chapter 17, A, general statutes of 1901, be submitted to the legal voters of such city on the 7th day of April, 1903 and

Whereas, said proposition was legally submitted as requested and received in its favor a majority of the legal votes cast at said election, therefore

BE IT ORDAINED BY THE MAYOR AND councilmen of the city of Lawrence.

Section 1. That the mayor of said city shall with the approval of the city council, proceed to appoint a board of thirteen directors for the said free public library and reading room chosen from the residents of said city at large with reference to their fitness for such office. The mayor of said city to be ex-officio one of said board of directors, but no other person holding any official position under the city shall be appointed a director while holding such office. No director shall receive compensation.

Section 2. Said directors shall hold office, three for one year, three for two years, three for three years, and three for four years, from the first day of February 1904, and at their first regular meeting shall cast lots for their respective terms; and annually thereafter the mayor shall, before the first day of February of each year, appoint as before three directors to take the place of the retiring directors, who shall hold office for four years and until their successors are appointed. The mayor may by and with the consent of the city council, remove any director for misconduct or neglect of duty. Vacancies in the board of directors occasioned by removals, resignation or otherwise, shall be reported to the mayor and city council, and shall be filled in like manner as original appointments.

Section 3. Said directors shall, immediately after their appointment, meet and organize by the election of one of their number president, and the election of such other officers as they deem necessary. They shall have charge of the construction of the library building, to be known as the "CARNEGIE LIBRARY," and the supervision, care and custody of the grounds, rooms or building constructed, or set apart for that purpose. They shall make and adopt such by-laws, rules and regulations for their own guidance and for the government of the library and reading room as may be expedient, not inconsistent with this ordinance, and the laws of the state of Kansas. Said board shall have the power to equip said building by purchasing such books and magazines, papers, etc., as shall in their judgement be advisable, and shall have power to appoint a suitable librarian, and necessary assistants therefor and fix their compensation; and also have power to remove such appointees, and in general carry out the spirit and intent of this ordinance and the laws of this state in establishing and maintaining a free public library and reading room. They shall have the exclusive control of the expenditure of all moneys collected to the credit of the "Library fund", which fund shall be kept in the city treasury, to the credit of such fund, and shall be kept separate and apart from other funds, and drawn upon by the said board of directors or its proper officer.

Section 4. The said library and reading room shall be forever free to the use of the inhabitants of said city, subject always to such reasonable rules and regulations as the library board may adopt, in order to render the use of said library and reading room of the greatest benefit to the greatest number; and said board may exclude from the use of said library and reading room and all persons who shall willfully violate such rules.

Section 5. The said board of directors shall, on or before the 15th day of January of each year make an annual report to the mayor and city council, stating the condition of their trust on the 31st day of December of the year next preceeding; the various sums of money received from the "Library fund" and from other sources, and how much moneys have been expended, and for what purposes; the number of books and periodicals on hand; the number added by purchase gift or otherwise during the year; the number lost or missing; the number of visitors attending; the number of books loaned out, and the general character and kind of such books, with such other statistics, information and suggestions as they may deem of general interest. Such report shall be verified by affidavit of the president and secretary.

Section 6. Any person desiring to make donations of money, personal property or real estate for the benefit of such library shall have the right to vest the title to the money or real estate so donated in the board of directors, to be held and controlled by said board, when accepted, according to the terms of the deed, gift, devise or bequest of such property, and as to such property the board shall be held and considered to be special trustees.

Section 7. This ordinance shall take effect and be in force from and after its publication according to law.

Approved April 10, 1903.

A. L. SELIG, Mayor.
Attest: SAM'L P. MOORE, City Clerk.

SEAL.

In accordance with the above ordinances Mayor Selig ^{appointed} and the council confirmed the following board of directors: G. Grosvenor, P. E. Emery, J. R. Briggs, A. L. Sax, G. R. Gould, J. D. Bowersock, A. J. Dicker, Wm Bowersock, W. G. Bunker, Mrs. A. Henley, J. B. Gardner, Clarence D. Hall, the mayor being ex-officio a member of the board.

Record of attendance

	April 13-03	April 20-03	April 27-03	May 5-1903	May 9-1903	May 17-1903	June 1-1903	June 8-1903	July 1-1903	July 8-1903	July 15-1903	July 22-1903	July 29-1903	Aug 5-1903	Aug 12-1903	Aug 19-1903	Aug 26-1903	Sept 2-1903	Sept 9-1903	
J. H. Hovenor	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
P. E. Emery	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
C. L. Hall	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
J. R. Guggs	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
A. L. Cox	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
A. J. Dicker	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
W. S. Barker	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Wm Broneluck	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
E. Baumgardner	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
L. R. Bennett	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
J. D. Bowersock	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Mrs. H. Stealey	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
A. L. Selig	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

	June 19-05	July 6-05	Aug 13-05	Sept 20-05	Oct 27-05	Nov 3-05	Dec 10-05	Jan 17-06	Feb 24-06	Mar 3-06	Mar 10-06	Apr 17-06	May 24-06	June 31-06	July 7-06	July 14-06
Hovenor	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Emery	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Hall	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Guggs	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Cox	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Dicker	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Barker	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Broneluck	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Baumgardner	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Bennett	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Bowersock	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Mrs. Stealey	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Keeler	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Dick	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Smithmeyer	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Barker	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

	July 19-08	Aug 26-08	Sept 2-08	Oct 7-08	Nov 14-08	Dec 21-08	Jan 28-09	Feb 4-09	Feb 11-09	Mar 18-09	Apr 25-09	May 2-09	May 9-09	May 16-09	May 23-09	June 30-09	July 6-09	July 13-09	July 20-09	July 27-09	Aug 3-09	Aug 10-09	Aug 17-09	Aug 24-09	Sept 7-09	Sept 14-09	Sept 21-09	Sept 28-09	Oct 5-09	Oct 12-09	Oct 19-09	Oct 26-09			
Hovenor	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
Emery	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Hall	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Guggs	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Dicker	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Broneluck	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Baumgardner	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Bennett	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Bowersock	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Mrs. Stealey	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Dick	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Smithmeyer	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Barker	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

Bishops

Lawrence Kansas April 13-1903

Library board met at city clerk's office pursuant to summons from the mayor, and the directors were sworn in by the city clerk, who was designated by the mayor to keep a record of the proceedings of the meeting.

G. Grovenor was elected president of the board of directors by a unanimous vote.

Drawing by lot for terms for which the various members of the board shall serve, resulted as follows:

Dicker	3 years	Gould	1 year	Banker	2 years	Hall	4 years
Griggs	3 "	Bowersock	1 "	Bronelsick	2 "	Emery	4 "
Cox	3 "	Henley	1 "	Bungardner	2 "	Grovenor	4 "

On motion of Mr. Bowersock a committee of three was appointed to draft by-laws, and the president named Banker, Griggs and Emery as members of that committee.

On motion of Mr. Emery Clarence Isbell was chosen secretary.

On motion of Mr. Bungardner ~~Wm~~ Bronelsick was chosen treasurer.

On motion of Mr. Griggs, Mrs. A. Henley was elected vice-president.

On motion of Mr. Bowersock Messrs. Emery and Banker were instructed to secure such ground plans of libraries as were within reach, and submit them to a meeting of the board to be held Monday, April 20, 1903, at 4 o'clock.

Meeting adjourned.

Saml Moore, Secy pro tem

Lawrence Kansas April 20, 1903

Board met at 4 o'clock with the following present: Grovenor, Delig, Griggs, Cox, Mrs. Henley, Bronelsick, Banker, Emery, Bungardner, Dicker and Hall.

Minutes of first meeting were read and approved.

Report of the by-laws committee was presented, and after some amendments the by-laws were adopted as follows:

By-laws

Carnegie Public Library
Lawrence, Kansas

Organization of board of directors: -

Section 1 - The annual meeting of the Board
Article One - Meeting

of directors shall be held on the first Tuesday of February of each year at 3 o'clock P.M. Regular meetings shall be held on the first Tuesday of each other month at 4 P.M. Special meetings shall be called at any time by the secretary upon request by the president or any two members of the board; notice of such meeting specifying the purpose for which it is called, shall be given personally to each member in the city not less than four hours before the hour of such meeting.

Sec. 2 - Seven directors shall constitute a quorum of the Board; but no appropriation of moneys shall be made or indebtedness incurred without the concurring votes of a majority of all the members of the Board.

Sec. 3 - The order of business at regular meetings shall be as follows:

- 1 - Roll call
- 2 - Reading of the minutes of the previous meeting
- 3 - Communications
- 4 - Unfinished business
- 5 - Reports of committees
- 6 - Reports of officers
- 7 - Bills
- 8 - New Business

Sec. 4 - Any question before the Board shall be taken by ayes and noes, at the request of one member of the Board.

Article two - Officers and their duties

Section 1 - At its annual meeting in February, except in 1904, the Board shall elect a president, vice-president, secretary and treasurer, who shall hold office for one year, and until their successors are elected and qualified. The present officers shall hold their offices until the annual meeting in February, 1905.

Sec. 2 - It shall be the duty of the president to preside at all meetings of the Board, sign all drafts on the treasurer for expenditures approved by the Board, to appoint all standing committees, and to prepare for the approval and consideration of the Board its annual report to the mayor and city council, required by Sect 5, Ordinance no 44, of the city of Lawrence.

Sec. 3 - In the absence or disability of the president his duties and powers shall devolve on the vice-president.

Sec. 4 - The secretary shall keep a correct record of all transactions of the Board, keep books of account in which all money transactions of the Board shall be set forth, pay over all moneys received by him to the treasurer, and take his receipt therefor, make out and sign all drafts

drawn on the treasurer by order of the Board, keep all business papers filed for convenient reference, and give notice of all meetings of the Board as required by these by-laws.

Sec. 5 - The treasurer shall receive from the secretary or from other sources all moneys coming to the Board, and shall pay out such moneys only upon orders signed by the president and secretary. He shall keep correct accounts showing receipts and disbursements, and make a full report thereof in writing at the annual meeting of the Board.

Sec. 6 - The secretary and treasurer shall each be bonded to the Board by some reliable security company, to be approved by the Board, in such sums as the Board of Directors shall require, for the faithful performance of their respective duties, the costs of said bonds to be paid by the Board.

Sec. 7 - In case of the death or resignation of any officer of the Board, the vacancy shall be filled at the next regular meeting by election.

Sec. 8 - Whenever any certain sum of money has been appropriated by the Board for any purpose, the president and secretary may, at the written request of the chairman of the proper committee, issue one or more orders on the treasurer for the purpose and on account of such appropriation, until such appropriation is exhausted and the committee has reported.

Article three - Committees -

Section 1 - The standing committees shall be: The committee on Building and Grounds, the committee of Finance; the ~~committee~~ Library committee

Sec. 2 - The committee on Building and grounds shall consist of six members, one of whom shall be the president of the Board: such committee shall have supervision of all matters relating to the erection, alteration, repair and furnishing of the Library building, provide for the care of the grounds, and recommend to the Board, the purchase of such supplies as may be found necessary.

Sec. 3 - The committee on Finance shall consist of three members, and shall have supervision of all matters relating to the accounts and finances of the Board, examine and audit all vouchers and accounts against the Board, examine and audit the books and accounts of the secretary and treasurer, and report upon the same at the annual meetings of the Board in February.

Sec. 4 - The Library committee shall consist

of three members, and shall have supervision of the uses of the several rooms in the Library building, and of the Library, and shall perform such other duties as may be assigned them by the Board of Directors.

Sec. 5 - The mayor shall be ex-officio a member of all committees.

Under the provisions of the by-laws the following committees were appointed by the president of the Board:
Building and Grounds: Emery, Groggs, Cox, Gould, Hall and the president, ex-officio.

Finance: Bowersock, Dicker, Bronowski

Library: Banker, Mrs Stanley, Bungardner.

On motion the secretary and treasurer were authorized to procure necessary record books.

Mr. Emery of the special committee on plans, presented several plans, and after considerable discussion the matter of selecting three or four general plans, to be submitted to the full board, was referred to the committee on Building and grounds.

The Board then adjourned until Monday, April 27, 1903 at 4 o'clock pm

Clarence Hall - Secretary

Lawrence, Kansas, April 27, 1903

Board met in adjourned session, following present: Grovernor, Selig, Cox, Groggs, Bronowski, Bungardner, Gould, Banker, Emery, Bowersock, Hall

Minutes of previous meeting were read and approved.

Mr. Emery of the committee on Building and Grounds presented a report on plans for the new building, and after lengthy discussion it was moved and carried that the following architects be invited to submit plans at a meeting to be held Tuesday afternoon, May 5, 1903, at 3 o'clock at the city clerk's office: Hill, Kansas City; Gunn, Kansas City; McDonald, Kansas City; Wood, Topeka; Hastall, Lawrence; Berlinghof, Beatrice, Nebraska.

Board then adjourned

Clarence Hall, Secretary

Lawrence, Kansas, May 5, 1903

Library Board met at 3 PM with the following members present: Grovernor, Selig, Banker, Dicker, Groggs, Bowersock, Cox, Mrs. Stanley, Hall, Emery, Bungardner and Bronowski.

Minutes of previous meeting were read and approved.

On motion the architects were allowed thirty minutes each in which to present their plans,

and those invited before the board appeared in the following order: Berlinghof, Wood, McDonald, Haskell & Hill.

On motion it was voted that consideration of all plans save those of Haskell, Hill, Berlinghof and McDonald be dropped.

On motion the committee on building and grounds was instructed to take up the question of plans and architects and submit two to full board for consideration.

On motion board adjourned to meet at the call of the president.

Clarence Hall, Secretary

Lawrence Kansas May 9, 1903

Board met at 8 AM, at city clerk's office, with following present: Governor, Selig, Griggs, Banker, Mrs Henley, Cox, Bumgardner, Bowersock, Gould, Emery, Dickler and Hall.

Minutes of previous meeting were read and approved.

The building committee made its report on building plans and architects, submitting the names of Capt Haskell and Mr. Berlinghof, for both one and two story buildings.

On motion of Griggs an informal ballot was taken on the erection of a one- or two-story building, and the vote resulted 7 to 6 in favor of a one-story building. This vote was afterwards ratified by a formal vote on the proposition.

On motion of Hall an informal ballot was taken on plans and architects, as submitted for one-story building, with the result that Capt Haskell and his plans got 5 votes and Mr. Berlinghof and his plans got 8 votes. This informal action was ratified by a formal vote, which was unanimous.

Mr. Berlinghof was called in, informed that he had been the successful architect, and was instructed to use the St. Joe building basement plans as a general outline for his basement plans.

On motion of Emery it was voted that the basement should be as low as possible with a tasteful exterior and a useful interior.

On motion the matter of arrangement of the interior was left with the committee on building and grounds, to discuss with Mr. Berlinghof, and submit to the full board for approval after Mr. Berlinghof had adapted the arrangement to his plans.

Board adjourned subject to call

Clarence Hall

Secretary

Lawrence, Kansas, May 12, 1903

Board met in special session at 8:30 a.m. with the following members present: Grover, Selig, Briggs, Barker, Bungardner, Gould, Dicker, Hall, Bromelsick, Bowersock and Emery.

Plans of Architect Berlinghof as approved by the building committee were presented, and on motion of Mr. Briggs the floor plans as presented were adopted.

An aye and nay vote was taken on the question of a stairway from the librarian's private room to the working room below, resulting as follows: Ayes - Briggs, Barker, Mrs. Stanley, Emery; Nays - Grover, Selig, Bungardner, Gould, Dicker, Hall, Bromelsick. The motion providing for the stairway was declared lost.

The board adjourned to meet June 2 at 3 P.M. at which time Mr. Berlinghof was instructed to be present with detail plans, specifications and estimates.

Board adjourned to June 2.

Carana Stahl, Secretary

(Note - Flood prevented Mr. Berlinghof's arrival on June 2, and no meeting was held.)

Lawrence, Kansas, June 16, 1903

Board met in called session: Present: - Grover, Selig, Emery, Briggs, Bromelsick, Mrs. Stanley, Hall, Barker, Gould and Bungardner.

Architect - Berlinghof was present with plans and specifications, and presented them to the board.

On motion of Barker it was voted to receive bids for the construction of the library building up to ~~on~~ 12 m of July 1, 1903.

On motion it was voted that bidders be required to deposit with bid certified check for \$1,000 on local bank, payable to president of board, to be forfeited if contract was not entered into within 14 days from acceptance of bid.

On motion of Barker it was voted that the board proceed to read and consider the specifications, which was done.

Board adjourned to ~~July~~ 17 at 9 a.m.

Carana Stahl, Secy

Lawrence, Kansas, June 17 - 1903 -

Board met at 9 a.m. with following members present: Grover, Barker, Cox, Briggs, Bromelsick, Selig, Mrs. Stanley, Hall.

On motion of Briggs it was voted

to reconsider the date fixed for receiving bids.
 On motion of Briggs it was voted that bids be received up to 3 pm July 7, 1903.

On motion of Banker it was voted that footing stone for foundation in specifications be replaced by 18 inches of concrete; Mr. Berlinghof stated that with this change he would still guarantee the cost to be within the amount at the disposal of the board, \$25,000.

On motion of Banker the president and secretary of the board were instructed to advertise in the three local daily papers, and the American Contractor of Chicago, for bids for the construction of the library building.

On motion of Hall the detailed drawings and specifications as presented by Mr. Berlinghof and changed by the board were approved.

Board adjourned.

Clarence Hall, Secretary

Lawrence Kansas, July 7, 1903

Board met at 3 pm in regular session, with the following members present: Grover, Bungardner, Bronelsick, Banker, Briggs, Cox, Delig, Hall, Emery, Dickson, Mrs. Henley.

Bids were presented, but on account of misunderstanding were not opened.

On motion of Briggs it was voted to re-advertise for bids to be opened July 21, at 3 pm.

On motion of Hall bids were returned to bidders.

Board adjourned.

Clarence Hall, Secretary

Lawrence Kansas, July 8, 1903

Board met in called session at 4 pm with the following present: Delig, Emery, Hall, Grover, Mrs. Henley, Bungardner, Cox, Briggs, Banker, and Bronelsick.

Mr. Berlinghof reported that he had held a conference with local contractors and that after explanations they had agreed that they would bid on the job.

The following resolution was introduced by Hall, following a suggestion by Mr. Berlinghof as a result of his conference with

contractors

Resolved, That a special committee of three members, be and is hereby appointed to act in conjunction with the architect in the construction of the library building and that in all questions arising as to the meaning or interpretation of any terms or phrases, or requirements in the specifications and plans prepared by the architect - this committee together with the architect, - or in the temporary absence of the architect, then this committee alone, shall have full power to decide and determine the same. The members of this committee shall be the president of this board, J. B. Briggs and A. L. Cox

Mr. Baucker moved the adoption of the resolution, Mr. Briggs seconded it, and it was unanimously carried

On motion of Baucker modification of specifications permitting the return of bidders check, after he had entered into contract for the building, was made.

On motion it was voted that extra work in excavation and concrete for foundation footing, be paid for pro rata

On motion of Emery special committee referred to in above resolution was named "Supervising" committee.

Mr. Emery asked to be put on record as opposed to the composition roof, which it was proposed to put on the building

Board adjourned

Clarence Stahl, Secretary

Lawrence Kansas July 21 - 1903

Board met in regular session. Roll call showed the following present: Grovernor, Selig, Cox, Bueingardner, Gould, Bauersack, Briggs, Mrs. Henley, Hall

Bids were presented but Mr. Schneider said that his, the only general bid, was above the \$25000, and no bids were opened. After some discussion a motion by Briggs was adopted referring the matter of getting a satisfactory bidder - who will give a satisfactory bond, ~~was refer~~ to Architect Berlinghof. Board then adjourned until Thursday, July 30 at 3 pm

Clarence Stahl Secy

Lawrence Kansas July 30 - 1903

Board met at 5:30 pm in special session, with the following members present: Grovernor, Cox, Selig, Bungardner, Gregg, Hall, Emery, Mrs Stanley, Bronsick and Bowersock.

Bids for the library building were presented and on motion of Gregg were opened. They were as follows:

R. Butke	\$ 21,200
J. Sparks	24,000
Geo. Shaul	20,650
E. H. Schneider	24,430

Bowersock moved that on filing of proper bond that a contract with Geo A Shaul for the construction of the library building for the sum of \$20,250 be entered into. This motion was seconded by Gregg and adopted unanimously.

Mrs. Shaul's bid was supplemented by an offer to deduct \$400 from the original amount if certain modifications in the specifications were made, and this was ordered done.

The bid of Traeger Bros for plumbing, heating & lighting, the only one presented was accepted. The amount was \$2,200.

All certified checks & cash of E. H. Schneider were ordered retained until the contracts were formally signed.

Board adjourned

Clarence D. Hall, Secretary

Lawrence Kansas Sept 1, 1903

Board met in special session, following present: Grovernor, Hall, Gregg, Cox, Dieter, Bronsick, Bungardner, Lueder, Selig, Bowersock.

Bonds of contractors to Library board and State of Kansas, were presented and on motion of Gregg were approved.

Supplementary agreement showing assumption of general contract awarded to Geo A. Shaul by Lueder Shaul & Assenmacher, was presented, signed, and approved.

Board adjourned

Clarence D. Hall, Secretary

Lawrence, Kansas Oct 26 - 1903

Board met in special session with following members present: Grovernor, Mrs Stanley, Barker Cox, Bungardner, Gregg, Dieter, Hall & Selig. Certified of Geo. Berlinghoff that

\$5,000 was needed for payments on library work was presented, and the secretary and president were instructed to ask the Home Trust Co of Scobaken N. J., for first instalment of money donated by Mr. Carnegie for library building.
Board adjourned Clarence Stahl, Secretary

Lawrence, Kan. Nov 10-1903

Board met in special session at 2 pm with the following members present: Governor, Briggs, Cox, Bungeardner, Delig, Banker, Mrs Stanley, Emery, Gaud, Star Bronelsick

It having been reported that the first instalment of \$5,000 had been received from the Home Trust Co for Mrs Carnegie, Mr Emery moved that Contractors Shaul & Assenmacher be paid \$3,000 on account; and following bills were allowed

Jeffersonian Gazette	adv for bids	9.80
American Contractor	adv for bids	7.65
Lawrence World	adv for bids + 2 order books	9.00
Lawrence Journal Co	adv for bids + 1 record book	15.25
A. L. Delig	Treasurer bond	15.00

The bond of Mr. Bronelsick as treasurer for \$5,000 in the U. S. Fidelity & Guaranty Co was presented and approved -
Board adjourned
Clarence Stahl, Secy

Lawrence, Kan., Dec 1 - 1903

Board met in regular session with the vice-president, Mrs Stanley, presiding. Present: Briggs, Cox, Bronelsick, Mrs Stanley, Hall, Emery & Delig

Roll call was followed by reading of minutes of all meetings since May 9

First estimate of Graber Bros for \$90 on contract was presented and on motion of Briggs \$75 was allowed on account.

Board adjourned Clarence Stahl Secy

Lawrence, Kan., Dec 11, 1903

Board met in special session, following members present: Governor, Drier, Mrs Stanley, Bronelsick, Bungeardner, Cox, Hall.

A communication from Architect Berlinghoff allowing Shaul & Assenmacher \$1,020, on contract was read, and amount named was allowed on account.

Board adjourned Clarence Stahl, Secy

Lawrence, Kan. Jan 5 - 1904

Board met in regular session with following members present: Grover, Dicker, Mrs Henley, Bronelsick, Cox, Gould, Hall, Bungardner, Banker, and Delia.

The finance committee was instructed to act as an auditing committee for books of secretary and treasurer.

Bill of University Book Store for \$8.50 for supplies for treasurer was allowed.

Board adjourned

Clarence Hall, Secy

Lawrence Kan Feb 2 - 1904

Board met in regular session at 3pm with following present: Banker, Bronelsick, Bungardner, Cox, Guggs, Hall, Dicker, Mrs Henley and Delia.

Report of Treas. Bronelsick was read and referred to the finance committee.

Report of the president, Mr. Grover, was read and the action of the president and secretary in making report to the city council, was approved and ratified.

Auditing committee was granted until next meeting to make report.

Board adjourned

Clarence Hall, Secy

March 1 - 1904

Board met in regular session with the following members present: Grover, Emery, Hall, Bungardner, Gould, Mrs Henley.

There being no quorum board adjourned.

Clarence Hall, Secy

April 5, 1904

Board met in regular session with following members present: Grover, Hall, Dicker, Bronelsick and Mrs Henley.

There being no quorum board adjourned.

Clarence Hall, Secy

May 3 - 1904

Board met in regular session with the following members present: Grover, Bronelsick, Guggs, Bungardner, Mrs Henley, Emery, Cox, Hall and Banker.

Minutes of previous meetings were read and approved.

On motion two orders for \$400 each were ordered drawn on the treasury to cover payments already made to Assemblacher & Shaul.

On motion Graeber Bros were allowed

\$315.⁰⁰ on estimate of \$350 and order was ordered drawn for that amount.

On motion Shaul & Assenmacher were allowed \$4,500.⁰⁰ on contract and order ordered drawn for that amount.

On motion the vote taken May 11, 1903 ~~against~~ by which it was decided ~~not~~ to build stairway from Librarian's Office to basement, was reconsidered. It was then voted on motion that a stairway, as indicated, be built of yellow pine below first floor, with railing above this floor to be of oak.

On motion it was voted that an art glass inscription in brass over main entrance should be ~~had~~ provided for to be so inscribed as to indicate the donor of the building.

On motion matter of roof drainage was referred to the supervising committee with power to act.

Board adjourned

Lawrence S. Hall Secy

June 7-1904

Board met in regular session, following present: Mrs. Henley, Selig, Griggs, Cox, Bowensick, Dicker, Hall

Minutes of previous meeting were read and approved

On motion the original committee on by-laws was directed to complete the work, by making such additions as are necessary for the governing of the building when in use.

After reading some letters regarding furniture and fixtures that whole matter was referred to the committee on building and grounds to report to the board.

Bill of Graeber Bros for \$250 was allowed at \$225, as payment on contract

On motion Shaul & Assenmacher were allowed \$4000 as payment on contract.

On motion the matter of insurance was referred to the president and treasurer, with power to act

July 5-1904

Board met in regular session with Mrs. Henley presiding and the following members present: Mrs. Henley, Dicker, Griggs, Selig, Cox, Gould, Baumgardner, Emery, Banker, Hall and Bowensick

Roll call and the minutes of the last meeting were read and approved.

Committee on by laws made its report through Mr. Banker, and report was read

and on question the of Article 3 was taken up and considered by sections and Article 4 was laid over for consideration to the next regular meeting. As amended, the by-laws presented by the Committee were adapted as follows:

Article III (as a substitute for old Art III)

Sec. 1 - The standing committees shall be four, in number and shall consist of three members each, and the mayor, ex-officio. The committee on building and grounds, ~~the~~ committee on finance, library committee, and administration committee. Each committee shall make full report to the board at its annual meeting in February, and oftener when called for by the board.

Sec. 2 - The committee on buildings and grounds shall have the supervision of all matters relating to the purchase, lease or occupation of buildings and grounds or the erection of any buildings for library purposes, and to maintenance, alteration, repair, furnishing, heating, lighting and insurance.

Sec. 3 - The committee on finance shall have supervision of all matters relating to the accounts and finances of the board, examine and audit all vouchers and accounts against the board, examine and audit the books and accounts of the secretary and treasurer.

Sec. 4 - The committee on library shall have control and supervision of all matters relating to the selection, purchase, exchange, binding and circulation of books and periodicals; the sale and exchange of duplicates, and of old magazines and papers not kept for filing and binding; the arrangement, printing, ^{sale} and disposition of catalogues and finding lists, and of the statistics of circulation; and in all matters relating to the stamps, plates, labels and printed forms in use in the library. It shall be the duty of the committee to report upon the condition and circulation of the books of the preceding month at the regular meeting of the board in each month. It shall be its further duty to examine as often as practicable the books in the library, and

to exclude from circulation, and, if deemed expedient, from the library, also, any and all books offensive to good morals, if any such shall be found in the library. In every such case the committee shall report to the board, giving the reasons for whatever action shall have been thus taken. No purchase of books or periodicals shall be made except by authority of the board.

Sec. 5. - The committee on administration shall have the care and oversight of all matters pertaining to the employes of the library. It shall recommend to the board for appointment candidates for librarian and assistants, for janitor, and such other employes as may be needed, recommending to the board in each case the wage to be paid.

This committee shall have the power, temporarily, to fill vacancies in the force of employes reporting its action to the board and its first meeting thereafter.

Sec. 6. - The librarian, janitor and such assistants as may be needed, shall be appointed and their compensation fixed by the board. The terms of service of such employes shall end at the pleasure of the board. Matters pertaining to the employment, compensation and discharge of employes shall be considered in executive session only.

Sec. 7. - All bills for expenditure of money except current and incidental expenses, shall, unless otherwise ordered, by the board, be referred to the proper committee for consideration and report thereof.

Sec. 8. - These bylaws may be altered or amended at any regular meeting by a two-thirds vote of the entire board, notice of the proposed alteration or amendment having been given in writing at a previous regular meeting.

It was voted that all applications and communications relative to applications be held by the secretary until the administration committee is appointed and then turned over to that committee.

Bids of the Omaha Printing Company, the Art Metal Construction company and the Lawrence Blainig mill for furniture were opened and referred to the building committee to report at an adjourned meeting to be held July 12 at 4 pm.

On motion a committee of two members of the building committee was authorized to visit Kansas City, Kansas, library on the offer of the representative of the Art Metal Construction Co.

The matter of gas and electric light fixtures was referred to the building committee on motion.

The secretary was directed to write the architect and ask him to be present at the meeting of the board on July 14th.

Board adjourned

C. Hall Secy

July 12 1904

Board met in adjourned session at 4 pm, M. Inouer presiding and the following members present: Inouer, Mrs. Stanley, Banker, Emery, Suggs, Cox, Bunn Gardner, Bowersock, Selig.

In the absence of the secretary M. Bunn Gardner was elected secretary pro-tem.

The president announced the appointment of two committees under the new by laws, as follows:

Committee on Administration - Cox, Hall, Decker

Committee on Library - Emery, Banker, Bunn Gardner

The board then proceeded to consider separately the rules which had been reported by the committee.

Mr. Banker moved that the second clause of Rule 1 be stricken out: seconded by Mr. Emery, & the vote was the result of the first vote, some members present not voting. On a second vote the motion carried.

Mr. Briggs then moved a substitute for Rule 1 as follows: "The library shall be open on all secular days except Fourth of July, Thanksgiving day and Christmas from 10 am to 9 pm; on all Sundays between September 1 and June 1 the reading room only shall be open from 2 pm to 5 pm." After further discussion the substitute was adopted.

The remainder of the rules proposed by the committee were discussed and acted upon one by one, and with slight alterations were adopted.

The rules in full follow

Articles IV

Rules

1. - The library shall be open on all secular days except Fourth of July, Thanksgiving day and

Christmas, from 10 a m to 9 pm; On all Sundays from between September 1 and June 1 the reading room only shall be open from 2 p. m to 5 p. m.

2. — Any person of good deportment and habits may use the reading and reference rooms, no person who is intoxicated or unclean in person or dress shall be admitted to or allowed to remain in the reading or reference rooms, no person shall be allowed to use tobacco, to converse, lounge, or to sleep, partake of refreshments, or use the rooms for any purpose other than for the legitimate objects of a library.

3. — The assembly room may be secured for any purpose not inconsistent with the principal uses of the building by arrangements with the Administration committee, and on terms established from time to time by the Board of Directors; provided, however, that no lecture, entertainment or proceeding shall be permitted in the library building in the interests or advocacy of partisan politics or sectarian religion.

4. — The librarian shall have charge of the rooms and direction of the working force of the library and shall be responsible for the safety of the books and public property contained therein, and shall have executive ~~supervision~~ superintendence of all matters under the supervision of the standing committees. She shall keep exact and detailed accounts of all moneys received from fines and other sources, and shall report the same monthly to the Board at the regular meetings, and shall pay over all moneys promptly to the officers ~~direct~~ designated by the Board. She shall act with the Library committee in the purchase of books, and shall present to the Board at its regular meeting each month a detailed report of all books that have been added to or lost from the library, and she shall make a summarized annual report covering the same grounds at the annual meeting in February of each year.

5. — It shall be the duty of the janitor to take care of the library building and grounds, attend to lighting, heating and cleaning the building, and its contents and to perform such other duties as may be directed by the librarian or the Administration committee.

6. — All residents of the city of Lawrence, Kansas, over ten (10) years of age, are entitled to draw books from the library for home use upon signing an obligation

to observe the rules and regulations made for the government and safety of the library and presenting a card signed by some resident of the city of Lawrence, whose signature shall be satisfactory to the Library committee; said card shall be in the following form, to wit:

Lawrence, Kansas — 19—

I, the subscriber, hereby certify that —
 — residing at — is a fit person to enjoy the privileges of the Lawrence Public Library, and that I will be responsible for the observance by — of the regulations of the library, and will make good any injury or loss the library may sustain from the permission to draw books that may be given in consequence of this, my certificate

Signed —

Residing at —

N.B. The privileges granted in consequence of this certificate may be revoked at ~~the~~ pleasure by the Library Board, or by the signer, on surrendering the library card and paying all indebtedness incurred thereon

Membership tickets are strictly limited to the use of the person to whom issued and are positively not transferrable.

7. — Each person entitled to draw books from the library shall be supplied with a card inscribed with his or her name, residence and register number. This card must be produced whenever a book is drawn, returned or renewed. Immediate notice of a change of residence must be given to the librarian, neglect to give this notice shall subject the card holder to forfeiture of privileges.

8. — Loss of card must be reported to the librarian immediately, and a new card will be issued seven days from date of notice.

9. — Each patron shall be entitled to draw one book a day, and no book will be exchanged on the same day issued, except for purposes of study. No book may be retained longer than two weeks; however, if the same book has not been called for by any other person, it may be taken for an additional two weeks.

10. — No person shall lend his library card or book to one not a member of the same household, and no member of a household may use other than his own card for purpose of study, but volumes required in special emergencies may be issued at the

discretion of the librarian. A book will not be transferred from one card to another at the library, but will be placed upon the shelf and delivered to the first person applying for it, other than the person or family by whom it has been returned. Books will not be reserved or promised by the librarian in any case whatever.

11. — The drawer shall be subject to a fine of two cents per day for any book kept for more than two weeks, and no other volume may be drawn till such fine shall have been paid to the librarian.

12. — Any person retaining a book beyond the limited time (two weeks) shall be notified of his delinquency by mail, but failure to receive such notice will not excuse borrower from fine. If a book is retained one week after notice of delinquency has been sent by mail a messenger shall be sent for it and all expenses incurred for postage and messenger shall be added to the fine of two cents per day and paid by delinquent.

13. — Writing in books is prohibited, and all injuries to books beyond reasonable wear, and all losses, shall be promptly adjusted to the satisfaction of the Library Committee. Marking a book, even with lead pencil, or turning down the corner of pages will be considered an injury within the meaning of this rule.

14. — The library cards of persons by whom fines or charges have been or shall be incurred, and who shall neglect to pay such fines or charges for thirty days after they are incurred shall be cancelled by the librarian, and no card shall be issued to any such delinquent until all fines and charges shall have been paid.

15. — Books of reference and unbound periodicals may be used in the library, but may not be taken from the building.

16. — The librarian will not allow art books, rare and out-of-print books, bound volumes of periodicals or newspapers to be taken from the library proper only in cases of special necessity therefor.

17. — Any person who shall lose a book must replace it or pay the cost of replacing it. If it be a set it must be replaced or the whole set paid for. In the latter case the remaining volumes shall become the property of the person paying for them, as soon as another set has been procured to take the place of that which has been rendered imperfect.

18. — The books, papers and periodicals

in the reading room and the reference room may be used by any person without formality, but must not be taken from the building. Books from the circulating department may be drawn for use in the building without the use of a borrower's card, by filling out a slip with name and address of the borrower and names of books. Books so drawn must not be taken from the building.

19. - Any person abusing the privileges of the library or violating these regulations, shall be temporarily suspended from the use of the library and the case shall be reported to the board of directors for proper action thereon.

20. - No dog shall be allowed in the building.

The committee on building and grounds asked for one week longer to prepare reports on furniture and gas fixtures.

On motion the board adjourned

Edward Bungardner Secy. pro. tem.

July 19 - 1904

Board met in adjourned session at 4 pm with the following members present: Groveson, Mrs Stanley, Bungardner, Sniggs, Cox, Goned, Emery, Hall

Mr. Emery recommended the acceptance of the bid of the Art Metal Construction Co for book-shelves, and on motion the plan was adopted with details and changes to be arranged with the company and final report for action to the board.

On motion the bid of Lawrence Planning Mill Co for tables, and delivery desk was accepted at \$327.50.

On motion proposal of Keith Co on chairs was approved, further information as to rubber tips, children's chairs and delivery at Lawrence to be reported to the board before final contract was made.

On motion it was voted to finish Woodward in dark golden oak, and to have chairs and other furniture finished to match.

On motion the contractor was directed to have one window between Librarian's room and children's reading room hung on first, if it could be done without additional cost.

On motion the contractor was directed to put white coat on two basements

rooms if it could be done without additional cost.

On motion the president was directed to name a special committee composed of Guggs, Bowersock and Hall to confer with the council to see what could be done toward getting an additional appropriation from Mr. Carnegie.

Board adjourned

O. S. Hall Secy

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Aug 2 - 1904

Board met in regular session at 4 pm with Mr. Groveson presiding, and the following other members present: Mrs. Heuley, Guggs, Cox, Bumgardner, Bowersock, Hall, Dicker, Emery, Gould.

Minutes of July meetings were read and approved.

Mr. Emery reported on a contract with Lawrence Planning Mill Co and on motion of Dicker the chairman and secretary were directed to enter into contracts with the company for \$327.30 for tables and delivery desks.

Mr. Emery reported on prices of chairs and after some discussion he was instructed to order desk at \$16.50; 16 childrens and 34 adults chairs at \$5.50, 2 summer chairs and 1 librarians chair.

On motion the Art Metal Construction Co's bid for five book stacks at \$100.00 was accepted and secretary and chairman directed to enter into contract.

Estimate of Shaul + Assenmacher was referred to Mr. Guggs to present to Mrs. Berlinghof, as was that of Graeber Bros.

Board adjourned

O. S. Hall Secy

Aug 5 - 1904

Board met in special ^{session} at library building and adjourned to the Presbyterian church where the meeting was called to order at 3 o'clock by the president, Mr. Groveson, with the following members present: Groveson, Gould, Mrs. Heuley, Dicker, Barker, Guggs, Emery and Bumgardner the latter acting as secretary pro tem - Architect Berlinghof was also present.

On motion of Guggs' architect's estimate, allowing Graeber Bros \$576 on contracts, was allowed.

Following payments were ordered made on the Shaul + Assenmacher account, as per direction of architect -

Northwestern Terra Cotta Co	959.45
Lawrence Iron works	327.41
G. Lewis	124.77
Stevenson + Hooper	838.37
Shaul + Assenmacher	750.

E. Bumgardner Secy
O. S. Hall

September 6 - 1904

Board met in regular session President Grover in the chair, the following present: Mrs Henley, Grover, Bromelsick, Cox, Guggs, Hall, Dicker, Banker, Bungardner, Emery and Bowersock

Minutes of August meeting were read

The report of the Administration Committee recommending the appointment of Mrs Helen G Beatty as librarian at a salary of \$50 a month; Miss Virginia Edwards as assistant librarian at \$30 a month and fixing the salary of janitor at \$30 a month, was on motion adopted and the selections made were approved by unanimous vote of the board.

On motion an informal ballot was taken to select a janitor, and after the first vote, on motion of Bromelsick, C. Henson was chosen for the place.

On motion of Guggs the board voted to ask Mr. Carnegie for \$2,500 additional with which to furnish library, build walks etc; the action was unanimously taken

On motion of Guggs the president and secretary were directed to make requisition for the fifth \$5,000 donated by Mr. Carnegie for the building.

On motion of Bowersock a special committee of three was authorized, to have charge of plans for formal dedication of building on October 7; the committee as finally selected was composed of Grover, Banker and Bowersock.

The proposition of the Warren Gas Fixture Mfg Co of Cleveland, Ohio, to furnish gas and electric fixtures for the library for \$435 was on motion accepted and the president and secretary of the board directed to enter into contract for the same.

The building committee was directed to secure bids and make contract for the construction of back stairs

P. Hall Secy

September 21 - 1904

Board met in special session with Mr. Grover in the chair and the following members present: Grover, Mrs Henley, Bungardner, Cox, Emery, Hall,

Guggs, Banker, Bronelsick and Selig
On motion of Guggs the vote awarding contract for gas and electric fixtures to Morneau Gas Fixture Mfg Co of Cleveland, Ohio, was reconsidered.

The vote on the original motion then being taken resulted in the defeat of the motion to award the contract to the Morneau Gas Fixture Manufacturing Co of Cleveland, Ohio

On motion the president and secretary of the board were directed to enter into contract with Greber Bros to furnish gas and electric fixtures for the library as per proposal of the Chicago firm bidding, for the net sum of \$435.

Following resolution was introduced and unanimously adopted: "Resolved that a special committee composed of Messrs. Guggs, Gould and Mrs. Kenley, be appointed, and directed to immediately take steps to put the building and grounds in shape for the dedication exercises to be held the first week in October, and further, that this special committee is given full power to act in all matters relating to the subject referred to

C. S. Hall Secy

October 4 - 1904

Board met in the new library building for the first time, Mr. Grover presiding; Present: Grover, Mrs. Kenley, Bronelsick, Banker, Selig, Cox, Bumgardner, Guggs, Pieker and Bowersock

The bill of Greber Bros was presented and 75 percent, or \$102.50, ordered paid at this time, the balance to be retained until a test of the heating plant had been made.

Jacobs' bill for fixtures for swinging windows, \$10, was allowed.

Shaul & Assenmacher presented their claim for final settlement under contract, and their claim on door check from Jacobs was referred to the treasurer for adjustments. Checks covering bills for materials and supplies were presented with the statement as follows: Jacobs \$414.75; Stevenson & Hoops \$694.74; Vermont Marble Co \$428.80; B.B. Beery Co \$328.25; T. J. Henderson \$140. Bills for extras, \$157.45 was allowed.

On motion of Guggs it was voted to accept the building except as damage to plastering.

On motion it was voted to accept

The proposition of Shaul & Assenmacher and G. A. Berlinghoff to each pay \$25 toward the tinting of the walls of the building, the board to pay the third \$75. Contract for the work was ordered entered into with T. T. Henderson.

The bill of G. A. Berlinghoff for \$1,150.00 for architect's and supervising fee was allowed on motion of Griggs and ordered paid.

Henderson's bid of \$8.00 for staining and varnishing back stairs was accepted and Mr. Griggs directed to notify him of the contract.

On motion of Griggs the salary of the janitor was raised to \$35 a month up to April 1, 1905.

On motion of Banker the administration committee was authorized to buy such tools and materials for janitor as are needed.

On motion of Grover the committee on building and grounds was directed to lay ~~total~~ stone walks and replace broken stone walks to include connections to the curb line at the corners and in front of entrance.

On motion of Grover the committee on building and grounds was directed to have cement steps from sidewalk to entrance walk constructed; also a walk of cement from steps to entrance of building.

On motion of Selig the balance due Shaul & Assenmacher on contract, with the exception of \$300 which is to be withheld until February 1, 1905, was ordered paid those contractors.

A communication from Mr. Emery regarding furniture for directors' room was read.

Resolutions by Griggs expressive of the appreciation of the board respecting the work of G. A. Berlinghoff, architect, and Shaul and Assenmacher, contractors, were read and unanimously adopted.

On motion of Banker the president, secretary and treasurer were authorized to carry out the settlements agreed to by the board at this meeting.

In accordance with above agreed settlements on the afternoon of same day Mr. Grover, Mr. Griggs and Mr. Bronckson made carried out the details and the following orders

on the Treasurer were made

Shaul & Assenmacher	on contract	\$ 3762.45
Gutberlinghoff	architect-fee	1150
Walker Bros	on contract	882.50

October 19-1904

Board met in special session with following present
Hansen, Mrs Stealey, Bromelsick, Cox, Guggs, Bumgardner,
Hall, Emery, and Banker

Mr Emery made formal offer of presentation from
Mrs B. Woodward for furniture for directors room
as a memorial to Mr. Woodward. On motion the
offer was accepted and Mr. Banker directed to write to
Mrs Woodward a suitable letter of thanks on behalf of
the board.

Mr. Guggs made a report on the sidewalk ques-
tion and after some discussion Mr. Banker moved
that the president and secretary of the board be in-
structed to enter into contract with Geo. Eke for walking
around building and on sidewalk lines as out-
lined in drawing presented by Mr. Guggs at
18 cents a square foot & payment to be made
when taxes are paid from which library derive
its maintenance fund. The motion prevailed.
The motion included leaving to the committee the
matter of steps for approach from sidewalk.

On motion of Mr. Guggs the directory publishers
were requested to donate copy to library.

On motion the matter of getting coal was left to
the administrative committee with power to act.

On motion the library committee was directed
to look into matter of printing rules etc and
get prices, and the matter of cards for use
in library and report to the next meeting
of the board.

On motion of Mr. Emery the location and
providing of water faucet inside the build-
ing was left to the administrative com-
mittee.

On motion the matter of tinting the toilet
rooms was referred to Mrs Stealey with
power to act.

On motion the secretary was instructed
to draw an order for \$85.00 in favor of
S. Henderson whenever Mrs Stealey should
say the work was satisfactorily done.
C. J. Hall Secy

November 1 - 1906

Board met in regular session, Mr Governor presiding the members present as follows: Governor, Mrs Stanley, Emery, Dicker, Cox, Gugg, Brughdner, Selig, Bronowski, Hall
Roll call was followed by reading of minutes.

The library committee reported recommending the printing of 1000 copies of by-laws complete, the printing of 2000 copies of section containing rules, the printing of letter heads, the ordering of index cards and cabinet. The report was adopted and the committee directed to secure the supplies in quantities recommended.

A letter from Mr. Carnegie ~~asking for~~ information about use of money, need of more money, was read and statement that proper answer had been sent.

A letter from the Art Metal Construction company was read, stating when bookshelves would probably be shipped.

The committee on administration reported that contract for coal had been awarded to P.L. Edwards at per ton for screened nut.

Bid of C.C. Collins for stone in old sidewalk around the lot was accepted on motion of Mr Selig, stone to be taken on the ground, and Mr Gugg was instructed to conduct the sale and take the money.

On motion of Mr Gugg by a vote of 8 to 2 it was voted to build a retaining wall ~~across~~ along the south and east sides of the library lot.

On suggestion of Mr Selig the building committee was directed to ask city council for old street crossing stone to be used in construction of the wall. Action was taken on motion of Mr Emery covering the suggestion.

On motion the Lawrence Planning mill was allowed \$250 on contract for furniture.

On motion of Mr Selig the library committee was directed to procure vouchers and orders for the payment of library expenses.

On motion of Hall \$35, salary for October, was ordered paid P. Hansen, janitor.

On motion of Mr Emery the secretary was directed to spread at length on the minutes the proceedings of the dedication of the library.

On motion Mr Guggs was directed to receive bids for construction of retaining wall
Board adjourned
Clarence A. Hall, Secy

November 8-1904

Board met in special session with Mr Grover presiding and other members present as follows: Mrs Stealey, Messrs Brungardner, Hall, Broneluck, Cox, Guggs, Emery, Selig

Bids for retaining wall were presented and contract awarded to D. Dahlene at \$ 364.⁰⁰, and Mr Guggs was directed to have the work done

Mr Guggs reported receipt of \$93.60 for old sidewalk stone from P. Collins and amount was turned over to the treasurer

On motion the building committee was directed to have the jointed finish floor of librarian's room under its supervision
Board adjourned
Clarence A. Hall, Secretary

December 6-1904

Board met in regular session with Mr Grover presiding and members present as follows: Mrs Stealey, Messrs Grover, Broneluck, Hall, Emery, Brungardner, Selig, Guggs, Banker, Sicker, Cox, J. M. Bennett, came in late and Mayor Selig announced his appointment, confirmation and qualification as a member of the board to succeed G. R. Gould, deceased

Roll call was followed by a reading of the minutes

Mr. Banker asked a correction of the record showing a report to the board that he had performed the service directed in thanking Mrs. Woodward for donation of directors room furniture and this was ordered done

Mr. Emery asked instructions as to subscriptions for magazines and papers that were about to expire and on motion of Hall the Committee on library was directed to renew subscriptions to such periodicals now in the library as it deemed advisable, and to report further needs to the board

On motion of Mr. Guggs it was voted that the salaries of librarian and assistant commence on December 1, 1904, and that Secretary notify them to that effect

Mr. Emery made a presentation to the board for the use of the library of a half dozen rather easy chairs, the gift of the Emery Bird Thayer Co of Kansas City, and the Secretary of the board was directed to convey to the firm the thanks of the board in acknowledgement

of the gift.

On motion of Mr. Griggs a committee composed of Messrs. Grover, Banker and Bennett was appointed to prepare suitable resolutions of thanks to Mr. Carnegie, for the gift of the library building to the city, to be sent to him by the committee on spread upon the records of the board.

Mr. Emery brought up questions of place for congressional and government documents belonging to the library and after some discussion the matter was referred back to the library committee for further investigation and report.

On motion of Mr. Emery Mrs. Stealey was empowered to secure window shades for basement.

Mr. Grover named the two additional committees authorized by the by laws, as follows:

Building and grounds: Griggs, Bennett, Mrs. Stealey.

Finance: Bronsiek, Bowersock, Grover
 Matter of tablet indicating gift of building by Mr. Carnegie was brought up; on motion of Mr. Emery it was voted to secure such memorials, of the design submitted, and Mr. Grover was authorized to procure same.

On motion the treasurer was directed to draw upon Architect Berlinghof for \$25 he agreed to pay as a part of cost of tinting the walls of building.

Action of members of board in ordering bookshelves for walls of children's room, for reference room and for stairs - and adults reading room for net sum of \$500, was ratified by formal action of the board.

On motion of Mr. Banker the committee on building and ground was directed to have such work done in furnace room as was necessary to make it safe and sound.

On motion of Mr. Dicker it was voted that furniture, fixtures and books be insured at two-thirds value.

On motion of Mr. Griggs it was voted that the insurance on the building be fixed at \$16000.

The president and treasurer were decreed to carry out the insurance arrangements x

Bills were allowed as follows out of the Carnegie fund		
Mrs Stealey	cash paid for tutoring, above contract	15.00
Robt Keith Furn Carpet Co	chairs + desk	153.42
P. E. Emery	expenses in purchasing gas fixtures	5.25
Art Metal Construction Co	book stacks	597.50
A. Rahe	lettering doors	1.75
Graeber Bros	bal on cont + gas fixtures	639.60
Jno Stalbert	work on grounds	7.87
Green Maddy	" "	7.50
D. Dahlene	bal on contract - retaining wall	55.50
Geo Ecker	concrete work on retaining wall	108.50

From the maintenance fund the following bills were ordered paid

C. Stenson	Salary janitor November	35.00
The Picher Hardware Co	supplies	

On motion of Mr. Cox the matter of ventilation of closet on basement floor was referred to the committee on building and grounds with power to act.

Board adjourned Clarence Stahl Secretary

December 15, 1904

Board met in special session at 3 o'clock; present Groveson, Selig, Emery, Cox, Bronelstet, Briggs, Dickes, Mrs Stealey, Bennett, Barker. Mr Barker was elected secretary pro tem.

Mr Emery raised the question of some needed provision for hanging wraps, submitting a suggestion. It was moved and carried that the matter be referred to the committee on building and grounds with power to act.

The library committee was ordered to submit a plan for the use of books by people outside the town, at the next regular meeting.

Bill of Bronelstet and Stenson for list of periodicals was accepted and the president and secretary authorized to enter into contract in accordance therewith.

The bill of F. F. Stenson was referred to Mr. Bronelstet for settlement.

Mr Briggs from the committee on building and grounds reported the ventilation of basement toilet room and the plastering of boiler room; the purchase of four little chairs and a table for the library. Mr Briggs was ordered paid \$1.60 for the stools.

Mr Emery presented the matter of

rebinding of books and it was referred to the library committee with power to act
 Mr Briggs read a letter from Shaul and Assenmacher and the president and secretary were authorized to execute a statement of the exact facts in relation to this and forward the same to Shaul & Assenmacher

The building committee was authorized to provide shelving for congressional reports
 Mr. Cox was authorized to dispose of all furniture, carpets etc in the old library rooms not usable in the new building, and to turn the money over to the treasurer

The secretary was directed to countermand the order for book stacks for adults reading room

The building committee was authorized to investigate the seating of the assembly room and report to the board

Board adjourned W. G. Banker, Secy pro tem

Jan 2, 1905

Board met in called session at 4 pm with Mr. Governor in the chair and other members present as follows: Mrs. Henley, Messrs. Bronelstick, Hall, Bennett, Emery, Banker, Briggs, Selig, Dicker, Cox

The second annual report of the president and secretary to the board and to the council, was read and approved after which the board adjourned
 Clarence D. Hall Secretary

January 3, 1905

Board met in regular session with Mr. Governor in the chair and other members present as follows: Mrs. Henley, Messrs. Bronelstick, Hall, Bennett, Emery, Banker, Briggs, Cox, Brungardner.

Roll call was followed by reading of minutes of December sessions.

The library committee made a report on regulations under which non-residents may obtain books and after several changes the following was adopted as

Rule 11 - The privileges of the library shall be extended to persons who reside in Douglas county outside the city limits, or in parts of adjacent counties which are commercially tributary to Lawrence, upon payment of one dollar per annum; provided that the guarantors for non-residents shall in all cases be actual

resident tax-payers of the city of Lawrence"

The following was adopted as
 Rule 22 — The librarian shall exclude from the library building all persons and books coming from homes known to contain infectious diseases, until disinfected by the proper officer.

Action on both the above rules was taken under a suspension of the rules which had been unanimously agreed to.

The following resolution from the same committee was unanimously adopted.

Resolved that the library board hereby request the Honorable Mayor to appoint the janitor of the library, Mr. C. Henson, a special police officer to serve in the interests of the library, and without cost to the city.

Mr. Cox reported the sale of old furniture and carpets at former library rooms for \$12, and that he had turned the money over to the treasurer of the board.

Mr. Gujgs for the committee on building and grounds announced that shelving of assembly room was in progress, but that nothing had been done about chairs for the room. He spoke of need of chairs for adults reading room.

Mr. Banker moved that the secretary order 22 adults chairs for adults reading room, same style, finish & cost as those now there & carried.

Mr. Emery made formal presentation to the board for Mrs. Sara T. Robinson, of the library clock, and on motion the president was directed to thank her for the gift on behalf of the board, and the secretary was instructed to write to her explaining its location in the building and ascertaining her wishes in the matter.

The committee on building and grounds was directed to make changes made in toilet rooms to diminish the noise of flushing.

Mr. Groveron announced that he did not want to be considered in connection with the office of president at the reorganization of the board in February.

Mr. Bennett offered the following amendment to Sec. 4, Art. 4 of by laws and rules, which was laid over for the month for final consideration.

"The librarian shall be assistant-secretary of the board of directors, and shall be present at meetings and assist the secretary in his labors."

Bills were allowed as follows out of the maintenance fund:

Lawrence Journal Co. Printing and Stationery

		33.36
Alfred Whitman	insurance	15.00
F. M. Berkus	insurance	14.44
Library Bureau	supplies	23.75
Hugh Blair	insurance	33.00
Wm F Duclair	insurance	35.00
C. Menon	Salary janitor December	4.55
G. W. Gaedcke	Supplies	15.00
P. M. Morrison	insurance	23.75
E. L. Charlton	insurance	7.50
C. R. Kenyon	insurance	28.00
Jeffersonian Gazette	supplies + stationery	32.95
C. L. Edwards	insurance	87.59
C. L. Edwards	Coal	30.00
Virginia Edwards	Salary asst librarian December	23.90
Joe E. Riggs	insurance	52.35
Allie & Beathy	Salary librarian December + supplies	17.95
Woodward & Co	supplies	7.71
Theo Publick Merlo	Supplies	95.45
Raulands & Stevenson	magazine contract + Supplies	23.36
Geo B Banks & Son	insurance	

Several bills not sworn to were laid over
one ~~one~~ month.

From the Carnegie fund the following
bill was ordered paid:

Wm Frame - work + supplies on grounds 11.65

Bill of Lawrence Planning Mill Co was
referred to Mr. Briggs to be paid on his
approval.

The presentation of a ~~clock~~^{map} to the library
by Mrs. ~~William~~^{William} T. Duclair, a thermometer by
the City Drug Store, two atlases by Wm Bron-
elsiek and five volumes of the Universal
Classic Library, edition de luxe, ^{by Dr. E. Bungegardner} were made
known.

Board adjourned.

Carroll Hall Secy

February 7 - 1902

Board met in annual session at 3 o'clock
with Mr. Trovener presiding and the
following other members present:
Banker, Bungegardner, Selig, Bennett, Bronelsiek,
Grygg, Inery, Dicker, Mrs. Henley

Roll call was followed by reading
of the minutes of the January session.

The treasurer's annual report was
presented, read and referred to the finance
committee.

The report of the city treasurer
was read and referred to the finance