

REGULAR MEETING
January 21, 1975

The Board of Directors of the Lawrence Public Library held it's monthly meeting January 21, 1975 at 4:00 in the conference room.

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

Minutes of the December meeting were declared approved as circulated.

The financial report was reviewed and there was a discussion on writing checks to transfer funds from accounts. The statistics report was reviewed.

Mr. Mayo read a letter to the Board that he had prepared to send to the City Commission for their consideration in regard to the Revenue Sharing Fund. A motion made by Larry Flannery, seconded by Howard Wiseman that the letter has the approval of the Board of Directors. Motion passed unanimously.

There was an announcement of a project of the Kiwanis Club volunteering to take over the responsibility of the delivery of books to homebound people. The selection and preparation of the books would still be the work of the circulation department.

Mr. Mayo commented on the Library service of paperback books and magazines delivered to the jails.

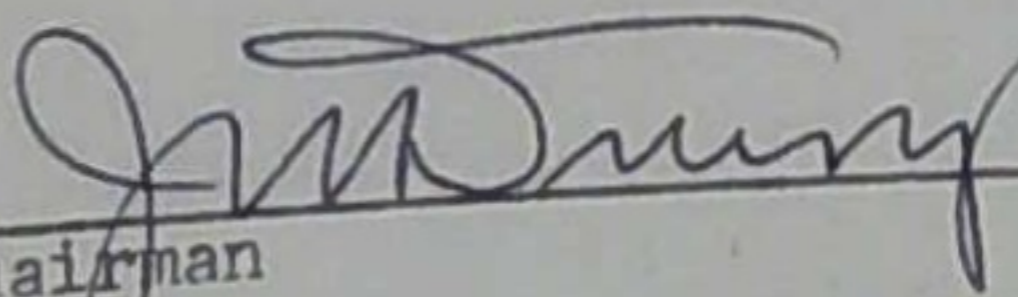
Hank Booth made a motion that the matter of the Director's Salary be established for review and discussion along with other salaries for employees of the Library with the annual budget committee. This was seconded by Gerald Miner and unanimously approved by the Board.

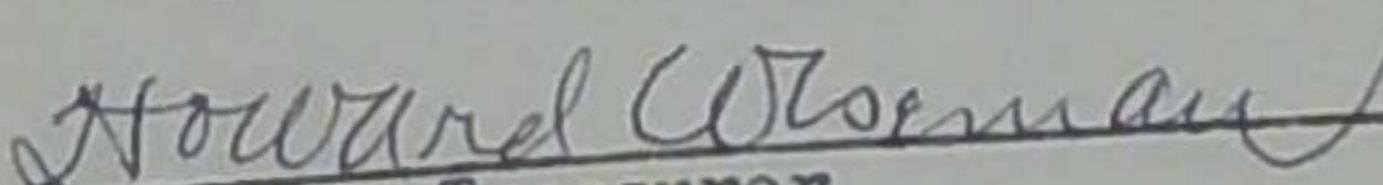
Under new business, Mr. Mayo told the Board of the death of James Anthony, custodian, on January 8th and asked their approval concerning payment of a month's salary to include unused vacation time, plus remaining salary classified as "other." Hank Booth made a motion that this be so approved. The motion was seconded by Gerald Miner and approved unanimously by the Board.

Howard Wiseman made a motion that the Board of Directors approve and endorse the filing of an application for County Revenue Sharing for a newspaper history of Douglas County. A second to the motion was given by Hank Booth and the motion was unanimously approved.

Bills totaling \$28,197.38 were approved by roll call vote.

Meeting Adjourned.


Chairman


Secretary-Treasurer

Approved: _____

FINANCIAL STATEMENT
January 31, 1975

Balance, January 1, 1975 \$ 47,274.33

RECEIPTS:

Tax Funds	131,000.00
Adult Books	129.32
Children's Books	74.21
Overdues	817.29
Photo Copies	669.15
Library Materials	13.91
Library Supplies	17.08
Repairs and Equipment	12.90
Adult Gift Books	<u>32.69</u>

TOTAL RECEIPTS \$132,766.55

BALANCE AFTER RECEIPTS
AND BEFORE EXPENDITURES 180,040.88

EXPENDITURES:

Salaries	9,986.67
Custodian's Salaries	1,029.66
Adult Books	6,447.47
Children's Books	1,973.54
I.L.L. '74	1,588.84
Federal Income Tax Withheld	1,849.60
Library Materials	84.20
Library Supplies	787.32
Periodicals	5,363.71
Repairs and Equipment	1,018.90
Building Supplies	48.03
Travel and Bookmobile	16.00
Contingency	121.79
Utilities	2,049.63
Postage	600.00
Blue Cross - Employees	98.49
Blue Cross - Employers	184.56
Kpers - Employees	20.08
State Aid	<u>466.11</u>

\$33,734.60

TOTAL EXPENSES

\$146,306.28

BALANCE AFTER EXPENDITURES

\$50,000.00

FUNDS INVESTED IN CERTIFICATE OF DEPOSIT

\$96,306.28

BALANCE ACCORDING TO LEDGER

January, 1975
Check Record

CHECK
NUMBER

<u>PAYEE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
1501 James H. Anthony	Custodian Salary	\$417.65
1502 Patty Armbrister	Salary	366.07
1503 Betty Barlow	Salary	378.93
1504 Doris E. Brandt	Salary	390.00
1505 Void		
1506 Void		
1507 Gary W. Cooper	Custodian Salary	396.08
1508 Sue I. Hess	Salary	273.42
1509 JoAnn Hubbard	Salary	402.67
1510 Virginia L. McCullough	Salary	597.60
1511 Wayne Mayo	Salary	1,055.09
1512 Mary Murphy	Salary	761.12
1513 Helen P. Osma	Salary	852.12
1514 Mary E. Paretsky	Salary	545.10
1515 N. Lance Reppert	Salary	369.45
1516 Void		
1517 Arden Riordan	Salary	315.51
1518 Jacqueline Rutter	Salary	327.94
1519 Rita M. Saile	Salary	320.20
1520 Julia Stump	Salary	374.10
1521 Marilyn Weatherby	Salary	328.36
1522 Carol Antle	Part Time Salary	86.21
1523 Joan Bussell	Part Time Salary	185.45
1524 Karen L. Cramer	Part Time Salary	82.85
1525 Jeffrey Dains	Part Time Salary	47.07
1526 Connie Disque	Part Time Salary	100.83
1527 Aviva Enoch	Part Time Salary	75.32
1528 Void		
1529 Bruce Lee Flanders	Part Time Salary	69.84
1530 Michael Fuller	Part Time Salary	203.58
1531 Thelma Helyar	Part Time Salary	376.46
1532 Janis M. Langer	Part Time Salary	128.13
1533 Patricia A. Mimeau	Part Time Salary	136.02
1534 Valerie Peaslee	Part Time Salary	71.55
1535 Ann Quinlan	Part Time Salary	108.27
1536 Michael M. Schlager	Part Time Salary	69.67
1537 Dan J. Stangle	Part Time Salary	59.31
1538 Stacey Starks	Part Time Salary	196.11
1539 Julianne Viebrock	Part Time Salary	96.03
1540 Gwendolyn K. Wagner	Part Time Salary	101.21
1541 Suzanne K. Williams	Part Time Salary	109.21
1542 Lorene I. Wilson	Part Time Salary	85.18
1543 Philemon Clark	Part Time Salary	156.62
1544 Lawrence National Bank	Custodian Salary	1,849.60
1545 Kpers	Federal Income Tax W/held	20.08
1546 Postmaster, Lawrence, Ks.	Employee Contribution	600.00
1547 Kansas Blue Cross-Blue Shield	Postage	283.05
	Hospitalization	
	Periodicals	3,476.71
101 Ebsco Subscription Services	Adult Books	150.00
102 Bernan Associates, Inc.	Adult-Children's Books	75.81
103 Baker and Taylor Company	Children's-Adult. I.L.L.	4,177.43
104 Baker and Taylor Company	Children's Books	1,409.81
105 Bound to Stay Bound	Children's Books	273.70
106 Encyclopaedia Britannica		

Arno Press, Inc.
 American Heritage Publishing Co.
 Calhoun Book Store
 State of Kansas
 Doubleday & Company, Inc.
 Gale Research Co.
 General Learning Corp.
 Harper and Row, Publishers
 VNR Subscription Services
 MacMillan Publishing Co., Inc.
 McNaughton Book Service
 Robert Bentley, Inc.
 Charles Scribner's Sons
 Stackpole Books & Games
 Elwill M. Shanahan
 University of Kansas
 Viking Press, Inc.
 H. W. Wilson Co.
 R.R. Bowker Co.
 Congressional Staff Directory
 Dun and Bradstreet, Inc.
 Kansas Assn. of Realtors
 Political Research, Inc.
 World Book Encyclopedia, Inc.
 Charles Scribner's Sons
 The American Companies
 Credit Bureau of Lawrence, Inc.
 The Institute for Research
 Bell and Howell
 Ebsco Subscription Services
 Institute for Business Planning=
 Journal World
 Kansas City Star Distributor
 Kansas State Library
 Prebound Periodicals, Inc.
 Predicasts, Inc.
 Prentice Hall, Inc.
 R. R. Bowker
 Standard & Poor's Corporation
 The American Companies
 Ben Franklin Co.
 Carter's Stationary
 Crane and Co.
 Douglas Co. Wood Products Co.
 KARD RUBBER STAMP CO.
 M and M Supply
 Malott's Hardware
 McBee Systems
 Strongs Office Systems

 The Town Crier
 World Printing Service
 A. B. Coker Co. Inc.
 Pur-O-Zone
 Carey's Appliance

Adult Books	\$ 99.36
Adult Books	5.40
Adult Books	6.50
Adult Books	10.00
Adult-Children's Books	555.19
Adult Books	81.66
Adult Books	32.42
Adult Books	395.00
Adult Books	25.74
Adult Books	314.00
Adult Books	376.50
Adult Books	67.97
Adult Books	32.65
Adult Books	28.48
Adult Books	37.00
Adult Books	4.00
Adult Books	735.00
Adult Books	510.50
Adult Books	102.77
I. L. L. Resource	18.00
I. L. L. Resource	125.00
I. L. L. Resource	25.58
I. L. L. Resource	95.00
I. L. L. Resource	7.40
I. L. L. Resource	196.00
Binding- State Aid Fund	466.11
Library Materials	39.00
Library Materials	9.96
Periodicals	102.00
Periodicals	56.80
Periodicals	107.25
Periodicals	58.80
Periodicals	54.00
Periodicals	10.00
Periodicals	185.15
Periodicals	84.00
Periodicals	384.00
Periodicals	50.00
Periodicals	795.00
Library Supplies	72.61
Library Supplies	3.90
Library Supplies	3.60
Library Supplies	15.34
Library Supplies	2.94
Library Supplies	6.90
Library Supplies	24.03
Library Supplies	2.89
Library Supplies	388.82
Library Supplies- Repairs and Equipment	174.25
Library Materials	24.74
Library Supplies	179.45
Building Supplies	21.60
Building Supplies	17.66
Repairs and Equipment	9.75

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161	Cloud's Heating and Air Cond.	Repairs and Equipment	\$299.70
162	Coast to Coast Stores	Repairs and Equipment	49.44
163	Demco	Repairs and Equipment	285.85
164	Eastman Kodak Co.	Repairs and Equipment	53.30
165	International Business Machines	Repairs and Equipment	148.50
166	Montgomery Elevator Co.	Repairs and Equipment	71.91
167	Wilson's Supply and Service	Repairs and Equipment	5.45
168	Douglas Co. Treasurer	Travel and Bookmobile	16.00
169	Schendel Pest Control	Contingency	114.00
170	City of Lawrence, Water Dept.	Utilities	39.57
171	Kansas City Power and Light	Utilities	1,915.36
172	Southwestern Bell Co.	Utilities	94.70
173	Petty Cash	Miscellaneous	70.63

\$33,734.60

3408 Douglas County Bank to Lawrence National Bank
Transfer of Funds:

\$47,274.33

Biggar Estate	\$1,448.14
Grovenor Fund	65.62
Welch Fund	426.79
Moore Fund	307.21
Edwards Fund	283.94
Perkins Fund	319.91
Children's Gift Books	1,501.67
Adult Gift Books	3,669.21
1974 I.L.L. Grant	19,618.00
Interest	2,077.50
Photo Copies	2,150.03
Encumbered Book Funds	10,886.56
Kpers Balance	2,146.05
Overdues Balance	2,373.70

\$47,274.33

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of January, 1975

LIBRARY CIRCULATION:

Adult Books	<u>22,009</u>	Children's Books	<u>8,533</u>
1974 Total	<u>29,226</u>	Total Books	<u>30,542</u>
		Difference 1974	<u>1,316 More</u>
Adult Periodicals	<u>480</u>	Children's Periodicals	<u>28</u>
Adult Records	<u>1,183</u>	Children's Records	<u>337</u>
Prints	<u>87</u>	Films	<u>208</u>
		Reference Questions	<u>1,550</u>

<u>BOOKS</u>	<u>100,158</u>	Adult Fic.	Adult Non Fic.	Children's Fic.	Children's Non Fic.
Added	<u>1,283</u>	<u>78</u>	<u>394</u>	<u>436</u>	<u>375</u>
Withdrawn	<u>556</u>	<u>14</u>	<u>58</u>	<u>455</u>	<u>29</u>
Totals	<u>100,885</u>				

<u>REGISTRATIONS</u>	Adult	County	Children	Totals
Active	<u>21,398</u>	<u>6,3,072</u>	<u>6,237</u>	<u>30,707</u>
Added	<u>711</u>	<u>3136</u>	<u>38</u>	<u>885</u>
Withdrawn	<u>484</u>	<u>19866</u>	<u>198</u>	<u>748</u>
Totals	<u>21,625</u>	<u>6,3,142</u>	<u>6,077</u>	<u>30,844</u>

<u>MEETING ROOMS</u>	Scheduled	Attendance Expected
Auditorium	<u>15</u>	<u>560-600</u>
Gallery	<u>20</u>	<u>290-300</u>

<u>TOURS</u>			Story Hours:
Children	<u>1</u>	<u>13 boy scouts</u>	2 nursery schools with
Adults	<u>2</u>	<u>39 persons</u>	23 children present

<u>MISCELLANEOUS</u>	
Books Sales	<u>\$14.00</u>
Coin Typewriters	<u>12.90</u>
Art Displays	<u>Woodwork - watercolors - paintings</u>

SPECIAL ACTIVITIES:

Internal Revenue representatives used the Auditorium 2 days re Homestead Act.
 Attendance not counted in above figure.
 Hosted 4 Intensive English groups with approximately 40 people.

Lawrence Public Library

PHONE 843-3833

707 VERMONT / LAWRENCE, KANSAS 66044



WAYNE MAYO
Library Director

LIBRARY BOARD MEETING
Tuesday, March 18th
at 4 p.m.
in the Board Room

A- Call to order

B- Minutes of the February meeting

C- Librarian's report

- 1- financial
- 2- statistical
- 3- state aid
- 4- civil rights complaint
- 5- electric bill
- 6- survey of Lawrence
- 7- CALL book sale ap. 19
- 8-
- 9-

D- Old business

- 1-
- 2-

E- New business

- 1- appoint budget committee
- 2-

F- Discussion of bills

G- Adjournment

REGULAR MEETING

February 18, 1975

The Board of Directors of the Lawrence Public Library met February 18, 1975 at 4:00 in the Conference Room for the regular monthly meeting.

Members present were: Chairman James Drury, Larry Flannery, Hank Booth, Gerald Miner, Howard Wiseman and Kit Carlsen. Observers were: Kevin Hicks from the Lawrence High School and Evelyn Hastings, League of Women's Voters.

Minutes of the January meeting were approved as distributed.

Kevin Hicks was welcomed as the new student representative to observe the Board Meetings of the Library.

Mr. Mayo presented the Annual Report and Statistics to the Board. A copy of this report is included in the minutes book. Howard Wiseman made a motion that the annual report be accepted and a copy forwarded to the City Commission and the local news media. Larry Flannery seconded the motion and it was unanimously approved.

A question was asked in regard to the paragraph concerning savings for the coming year in the area of personnel and building maintenance costs.(annual report) Mr. Mayo reported that this would be in the reducing of hours for the part time employees or perhaps when a part time employee leaves, shifting the work and not replacing such employees. He is also investigating with Kansas Power and Light Co. regarding lighting cut back and lowering the heat during the night time hours after the closing time and before opening hours. This would be done by way of a time clock attached to the three central units. He is taking bids to see what this would cost.

Larry Flannery made a motion that the Board declare their appreciation of the completeness of the Director's annual report. Gerald Miner seconded the motion and it was unanimously approved.

The Budget Survey was discussed with items appearing in anticipated income, such as tax funds, overdues or desk collections, etc. Some expenditures appear that are not included in the totals of the budget and this is made possible through gifts and funds that are made available to the Library, not on a regular or yearly basis.

The Revenue Sharing Fund portion to be received for the current year is in the amount of \$15,000, has been approved and will be available on written request by the Director.

An \$8,000 application to the County for Revenue Sharing funds is to be reviewed next Thursday morning, February 20th.

Mr. Mayo reported that a box has been installed on the present tables used for record players. This covers the player unit and is equipped with a lock. When the earphones and key is checked out, the library card of the patron is held until such equipment is returned to the reference desk. The units have been out of order for several months due to vandalism and cost of repair.

Mr. Mayo reported to the Board that a complaint had been registered concerning the wording of the Policy on the use of the meeting rooms. This is in regard to the meetings being sponsored by a "non-partisan" group. It is the feeling of the Board that the interpretation of the policy stands and there was no decision to change any part of the wording at this time.

Mr. Mayo announced a showing of The IBM touring exhibitions of the Leonardo da Vinci collection to be held December 17 to January 20 here in the Library.

Ernestine Gilliland has been appointed as the new Kansas State Librarian. She has been the Assistant Librarian in Manhattan Public Library and has worked with the NEKL system.

Mr. Mayo presented bids from Crane and Co. for a Ricoh Calculator in the amount of \$230.51 with a trade-in credit of \$35.00 and from Strongs Office Supply for an ADDO calculator in the amount of \$269.00 with a \$20.00 credit for trade-in. The machines are electronic calculators and appear to have similar features.

Larry Flannery made a motion that the Board give their approval to Mr. Mayo to select the calculator best suited to our needs. Howard Wiseman seconded the motion and it was unanimously approved.

Bills in the amount of \$33,734.60 were approved by roll call vote.

Meeting Adjourned.

Approved: _____

Chairman *[Signature]*

Secretary-Treasurer *Howard Wiseman*

CHECK RECORD
FEBRUARY, 1975

<u>Check No.</u>	<u>Payee</u>	<u>Account</u>	<u>Amount</u>
175	Patty Armbrister	Salary	\$366.07
176	Doris Brandt	Salary	390.00
177	Betty Barlow	Salary	378.93
178	Philemon Clark		Void
179	Gary W. Cooper	Salary-Custodian	408.34
180	Sue I. Hess	Salary	273.42
181	JoAnn Hubbard	Salary	402.67
182	Virginia McCullough	Salary	597.60
183	Wayne Mayo	Salary	1,055.09
184	Mary D. Murphy	Salary	761.12
185	Helen P. Osma	Salary	852.12
186	Mary E. Paretsky	Salary	545.10
187	Lance Reppert	Salary	369.45
188	Arden A. Riordan	Salary	315.51
189	Jacqueline Sue Rutter	Salary	327.94
190	Rita M. Saile	Salary	320.20
191	Julia Stump	Salary	374.10
192	Marilyn Weatherby	Salary	328.36
193	Carol L. Antle	Salary-Part Time	101.92
194	Joan M. Bussell	Salary-Part Time	192.68
195	Karen L. Cramer	Salary-Part Time	114.00
196	Jeff Dains	Salary-Part Time	126.16
197	Connie Marie Disque	Salary-Part Time	101.82
198	Aviva Enoch	Salary-Part Time	97.92
199	Bruce L. Flanders	Salary-Part Time	100.20
200	Michael Fuller	Salary-Part Time	184.84
201	Thelma Helyar	Salary-Part Time	272.23
202	Janis Langer	Salary-Part Time	146.54
203	Patricia A. Mimeau	Salary-Part Time	199.73
204	Valerie Peaslee	Salary-Part Time	71.55
205	Ann Quinlan	Salary-Part Time	115.94
206	Michael M. Schlager	Salary-Part Time	107.33
207	Daniel J. Stangle	Salary-Part Time	124.56
208	Stacey S. Starks	Salary-Part Time	191.58
209	Juli Viebrock	Salary-Part Time	136.07
210	Gwen Wagner	Salary-Part Time	132.27
211	Suzi Williams	Salary-Part Time	114.00
212	Lorene I. Wilson	Salary-Part Time	106.31
213	Replaced 178	Salary-Custodian	326.22
214	Replaced 207	Salary-Custodian	-Void-
215	Lawrence National Bank	Federal Income Tax W/held	1,869.80
216	Kansas Blue Cross	Hospitalization Insurance	283.05
217	American Publishers Co.	Children's Books	498.38
218	Bound to Stay Bound Books	Children's Books	1,016.30
219	Story House Corporation	Children's Books	25.74
220	MacMillan Publishing Co.	Children's Books-State Aid	186.00
221	General Learning Corp.	Adult Books	32.42
222	Institute for Soc. Studies	Adult Books	5.25
223	McNaughton Book Service	Adult Books	428.92
224	National Register Pub. Inc.	Adult Books	83.30
225	The Baker and Taylor Co.	I. L. L. '74	61.84

226	The Baker and Taylor Co.	I.L.L. '74	\$3,053.93
227	Century Communications	I.L.L. '74	10.80
228	Congressional Quarterly	I.L.L. '74	28.30
229	Edmund Scientific Co.	I.L.L. '74	10.50
230	Grolier Educational Corpor.	I.L.L. '74	14.00
231	Metropolitan Opera Guild	I.L.L. '74	37.50
232	National Minority Bus.	I.L.L. '74	10.76
233	Peter Smith Publications	I.L.L. '74	5.68
234	Peter Smith Publications	I.L.L. '74	33.25
235	Prentice Hall, Inc.	I.L.L. '74	10.42
236	Structures Publishing Co.	I.L.L. '74	15.95
237	Wiesenberger Services Inc.	I.L.L. '74	56.96
238	American Auto Appraisal	Periodicals	9.00
239	Prentice Hall	Periodicals	114.00
240	Moody's Investors Service,	Periodicals	465.00
241	Bro-Dart	Library Supplies	20.85
242	Demco Educational Corp.	Library Supplies	71.05
243	Ben Franklin	Library Supplies	5.28
244	Gaylord Inc.	Library Supplies	315.40
245	Gaylord Inc.	Library Supplies	71.50
246	Josten's Library Supply	Library Supplies	818.00
247	Strongs Office Supply	Library Supplies	57.44
248	World Printing Service	Library Supplies	20.00
249	Zercher Photo Service	Library Supplies	4.32
250	The Town Crier	State Aid Fund	282.06
251	Gibson Products Co.	State Aid-Building Supplies	84.16
252	Pitney Bowes	Postage	18.84
253	Cook Paint and Varnish	Building Supplies	7.00
254	Industrial Chemical Laborat.	Building Supplies	20.40
255	Malott's Hardware	Building Supplies	4.45
256	Pur-O-Zone	Building Supplies	56.20
257	Woodbury Industries, Inc.	Building Supplies	27.90
258	City of Lawrence	Insurance-Workman's Comp.	194.00
259	Landreth McGrew & Johnson	Insurance	142.00
260	Electric Supply Co.	Repairs and Equipment	571.68
261	Gary Malburg Electric	Repairs and Equipment	622.00
262	Montgomery Elevator Co.	Repairs and Equipment	76.55
263	Wilson's Supply & Service	Repairs and Equipment	16.35
264	Woods Lumber Co.	Repairs and Equipment	33.45
265	Skelly Oil Co.	Travel and Bookmobile	57.89
266	Xerox	Photo Copies	557.05
267	City of Lawrence-Water Dept.	Utilities	41.00
268	K.P.& L.	Utilities	2,163.04
269	Southwestern Bell	Utilities	96.40
270	Western Union	Utilities	244.45
271	Petty Cash	Miscellaneous	46.77

Total February Checks..... \$26,244.06

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of February, 1975

<u>LIBRARY CIRCULATION:</u>	Adult Books	<u>21,018</u>	Children's Books	<u>9,803</u>
19 <u>74</u> Total	<u>29,271</u>	Total Books	<u>30,821</u>	Difference 197 <u>5</u> <u>1,550</u> more
	Adult Periodicals	<u>494</u>	Children's Periodicals	<u>58</u>
	Adult Records	<u>901</u>	Children's Records	<u>313</u>
Prints	<u>95</u>	Films	<u>209</u>	Reference Questions <u>1,573</u>

<u>BOOKS</u>	<u>100,885</u>	Adult Fic.	Adult Non Fic.	Children's Fic.	Childrens Non Fic.
Added	<u>996</u>	<u>113</u>	<u>636</u>	<u>134</u>	<u>113</u>
Withdrawn	<u>66</u>	<u>12</u>	<u>32</u>	<u>10</u>	<u>11</u>
Totals	<u>101,815</u>				

<u>REGISTRATIONS</u>	Adult	County	Children	Totals
Active	<u>21,625</u>	<u>3,142</u>	<u>6,077</u>	<u>30,844</u>
Added	<u>573</u>	<u>96</u>	<u>35</u>	<u>704</u>
Withdrawn	<u>522</u>	<u>80</u>	<u>195</u>	<u>797</u>
Totals	<u>21,676</u>	<u>3,158</u>	<u>5,917</u>	<u>30,751</u>

<u>MEETING ROOMS</u>	Scheduled	Attendance Expected
Auditorium	<u>15</u>	<u>580-650</u>
Gallery	<u>19</u>	<u>260-300</u>

<u>TOURS</u>			
Children	<u>1</u>	<u>27</u>	8 Story Hours - 197 Children
Adults	<u>2</u>	<u>30 each</u>	

MISCELLANEOUS

Books Sales	<u>\$21.45</u>
Coin Typewriters	<u>6.00</u>
Art Displays	<u>Wordworking, watercolors and paintings</u>

SPECIAL ACTIVITIES:

- 2 Nursery schools for special story hour with 33 children
- 2 Valentine parties for 75 children
- 1 KU Class for talk on Children's books with 35 Students

FINANCIAL STATEMENT

February 28, 1975

Year to Date

Beginning Balance, 1-1-75
Balance, 1-31-75

\$96,306.28

\$47,274.33

RECEIPTS

Tax Funds.....		\$131,000.00
Adult Books.....	210.06	339.38
Children's Books.....	56.58	130.79
Overdues.....	803.69	1,620.98
Photo Copies.....	787.60	1,456.75
Library Materials.....	5.00	18.91
Library Supplies.....	8.53	25.61
Repairs and Equipment....		12.90
Adult Gift Books.....	22.95	55.64
Children's Gift Books.....	5.00	5.00
Utilities.....	31.61	31.61
N.E.K.L.....	<u>3,412.50</u>	<u>3,412.50</u>

TOTAL RECEIPTS \$5,343.52

\$138,110.07

BALANCE AFTER RECEIPTS
AND BEFORE EXPENDITURES

\$101,649.80

\$185,384.40

Less Certificate of Deposit

50,000.00

\$135,384.40

EXPENDITURES

Salaries.....	\$10,270.41	\$20,257.08
Custodian Salaries.....	859.12	1,888.78
Adult Books.....	610.08	7,057.55
Children's Books.....	1,543.37	3,516.91
I.L.L. '74	3,305.10	4,893.94
Federal Income Tax	1,869.80	3,719.40
Library Materials.....	10.00	94.20
Library Supplies.....	1,384.20	2,171.52
Periodicals.....	588.00	5,951.71
Repairs and Equipment....	1,321.38	2,340.28
Building Supplies.....	126.79	174.82
Travel and Bookmobile....	57.89	73.89
Contingency.....	7.00	128.79
Utilities.....	2,544.89	4,594.52
Postage.....	19.68	619.68
Blue Cross-Employees.....	98.49	196.98
Blue Cross-Employers.....	184.56	369.12
Kpers-Employees.....		20.08
State Aid Fund.....	547.26	1,013.37
Insurance.....	336.00	336.00
Photo Copies.....	<u>560.04</u>	<u>560.04</u>

TOTAL EXPENDITURES

\$26,244.06

\$59,978.66

BALANCE AFTER EXPENDITURES
AND AS PER LEDGER

\$75,405.74

\$75,405.74

REGULAR MEETING

March 18, 1975

The Board of Directors of the Lawrence Public Library held their regular monthly meeting on Tuesday, March 18, 1975 in the Conference Room.

Members present were: Chairman, James Drury, Larry Flannery, Hank Booth, Kit Carlsen, Julie Stough, Gerald Miner.

Observers Present: Mrs. Evelyn Hastings and Kevin Hicks.

The minutes of the February meeting were declared approved as distributed.

The director presented the financial and statistics pages. Mr. Mayo gave the figure of \$9,802.73 as the amount to be received from the State Aid Fund. He explained that if a library had tax funds (mill levy) less than the previous year, they were not eligible for State Aid. These funds are not to be used for utilities or capital improvements. A portion of the funds may be used on salaries.

Mr. Mayo read a letter to the Directors from the Human Relations Department saying that action was dismissed in regard to the civil rights complaint filed by Tina Johnson.

There was discussion regarding the cost of the electricity used by the Library. Mr. Mayo gave comparison costs stating that the charge was more now for the use of 17,000 kilowatt hours than previously charged for 23,000 hours. He is waiting for comparison bids from Norris Bros. and Cloud's in regard to installation of a time clock device for shutting down heat or cooling during the night time hours, or closing hours.

There was discussion of an article appearing in the newspaper regarding a survey taken of Lawrence Community. The Citizens Advisory Council reported that the rating given to the Public Library was the highest, over 50% rating excellent and 40% rating good. Publicity has been given by the newspaper and through radio broadcast.

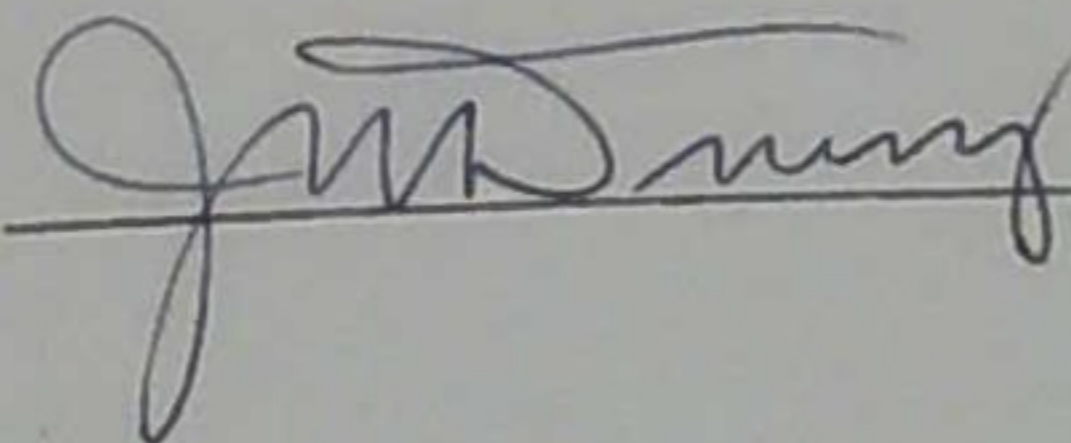
Mr. Mayo announced a book sale, scheduled by C.A.L.L. to be held April 19 to C.A.L.L. members of Fiction books. The main sale will held in October.

New business was the appointment of the budget committee by the Chairman. Members appointed are Kit Carlsen, Chairman with Gerald Miner and Larry Flannery as other members. This committee will work on the budget to be adopted by the Directors in June prior to submitting it to the City.

Bills in the amount of \$26,244.06 were approved by roll call vote.

Meeting adjourned.

APPROVED: _____



Chairman

Lawrence Public Library

PHONE 843-3833

707 VERMONT / LAWRENCE, KANSAS 66044



WAYNE MAYO
Library Director

ELECTRIC COSTS

	<u>KWH</u>	<u>Fuel adjustment</u>	<u>total cost</u>	<u>KWH co</u>
Jan. 1974	123,900	.129	\$ 1,618	1.6¢
Feb. 1974	92,100	.183	1,271	1.4¢
March 1974	75,300	.322	1,337	1.8¢
April 1974	90,000	.209	1,277	1.4¢
May 1974	73,800	.146	1,084	1.45¢
June 1974	102,600	.146	1,356	1.3¢
July 1974	116,400	.141	1,561	1.4¢
August 1974	121,800	.170	1,672	1.35¢
Sept. 1974	105,900	.299	1,559	1.5¢
Oct. 1974	98,100	.303	1,522	1.6¢
Nov. 1974	101,700	.161	1,351	1.3¢
Dec. 1974	84,600	.185	1,208	1.4¢
Jan. 1975	121,800	.415	1,915	1.6¢
Feb. 1975	117,300	.611	2,163	1.8¢
* March 1975	101,100	.627	2,149	2.1¢

* reflects an aprox. 8% inc. in regular rates

FINANCIAL STATEMENT
March 31, 1975

Year to Date

Balance, January 1, 1975
 Balance, March 1, 1975

\$75,405.74

\$47,274.33

RECEIPTS:

Tax Funds.....		131,000.00
Adult Books.....	109.33	448.71
Children's Books.....	38.22	164.01
Overdues.....	876.14	2,497.12
Photo Copies.....	899.60	2,356.35
Library Materials.....	6.00	24.91
Library Supplies.....	10.99	36.60
Repairs and Equipment.....	22.70	35.60
Adult Gift Books.....	11.27	66.91
Children's Gift Books.....		5.00
Utilities.....		31.61
N.E.K.L.....		3,412.50
Periodicals.....	10.00	10.00
Revenue Sharing.....	<u>15,000.00</u>	<u>15,000.00</u>

TOTAL RECEIPTS \$16,979.25 \$155,089.32

BALANCE AFTER RECEIPTS AND BEFORE EXPENDITURES \$92,384.99 \$202,363.65

Less Certificate of Deposit \$50,000.00
\$152,363.65

EXPENDITURES

Salaries	\$10,244.21	30,501.29
Custodian Salaries	843.72	2,732.50
Adult Books.....	848.65	7,906.20
Children's Books.....	753.55	4,270.46
I.L.L. '74	2,954.81	7,848.75
Federal Income Tax.....	1,876.80	5,596.20
Library Materials.....	10.00	104.20
Library Supplies.....	555.69	2,727.21
Periodicals.....	125.90	6,077.61
Repairs and Equipment.....	517.49	2,857.77
Building Supplies.....	53.26	228.08
Travel and Bookmobile	119.17	193.06
Contingency.....	19.74	148.53
Utilities.....	2,486.83	7,081.35
Postage.....	26.20	645.88
Blue Cross- Employees.....	98.49	295.47
Blue Cross- Employers.....	184.56	553.68
Kpers-Employees.....	780.78	800.86
Kpers-Employers.....	1,443.83	1,443.83
State Aid.....	11.65	1,025.20
Insurance.....	606.00	942.00
Photo Copies.....	459.39	1,019.43
Social Security-Employees..	2,514.42	2,514.42
Social Security-Employers..	2,514.23	2,514.23
Kansas Income Tax	<u>559.62</u>	<u>559.62</u>

TOTAL EXPENDITURES \$30,608.99 \$90,587.65

BALANCE AFTER EXPENDITURES AND AS PER LEDGER \$61,776.00 \$61,776.00

CHECK RECORD
March, 1975

272	Pattie Lou Armbrister	Salary	
273	Elizabeth Barlow	Salary	\$366.07
274	Doris E. Brandt	Salary	378.93
275	Philemon Clark	Salary	390.00
276	Gary W. Cooper	Salary	326.22
277	Void		404.80
278	Sue I. Hess	Salary	
279	JoAnn H. Hubbard	Salary	273.42
280	Virginia Lee McCullough	Salary	417.43
281	Wayne Mayo	Salary	597.60
282	Mary D. Murphy	Salary	1,055.09
283	Helen P. Osma	Salary	761.12
284	Mary E. Paretsky	Salary	852.12
285	Nelson Lance Reppert	Salary	545.10
286	Arden A. Riordan	Salary	369.45
287	Jacqueline Sue Rutter	Salary	315.51
288	Rita M. Saile	Salary	327.94
289	Julia R. Stump	Salary	320.20
290	Marilyn Weatherby	Salary	374.10
291	Carol L. Antle	Salary- Part Time	328.36
292	Joan M. Bussell	Salary- Part Time	105.09
293	Karen Louise Cramer	Salary- Part Time	212.54
294	Jeff Dains	Salary- Part Time	109.56
295	Connie Marie Disque	Salary- Part Time	133.69
296	Aviva Enoch	Salary- Part Time	115.38
297	Bruce L. Flanders	Salary- Part Time	103.56
298	Michael Fuller	Salary- Part Time	123.92
299	Thelma Helyar	Salary- Part Time	128.03
300	Janis M. Langer	Salary- Part Time	236.90
301	Patricia A. Mimeau	Salary- Part Time	147.70
302	Valerie Peaslee	Salary- Part Time	203.62
303	Ann Quinlan	Salary- Part Time	75.32
304	Michael M. Schlager	Salary- Part Time	103.03
305	Daniel J. Stangle	Salary- Part Time	88.50
306	Stacey Starks	Salary- Part Time	112.70
307	Julianne Viebrock	Salary- Part Time	199.78
308	Gwendolyn Kaye Wagner	Salary- Part Time	126.64
309	Suzanne Kay Williams	Salary- Part Time	120.18
310	Lorene I. Wilson	Salary- Part Time	118.15
311	Lawrence National Bank	Federal Income Tax Withheld	120.18
312	Blue Cross of Kansas	Hospitalization Insurance	1,876.80
313	State Contribution Fund	Social Security	283.05
314	KPERS	Retirement Fund	5,028.65
315	Department of Revenue	Kansas Income Tax Withheld	2,224.61
316	Arno Press, Inc.	Adult Books	559.62
317	The Baker and Taylor Co.	Adult Books	27.84
318	Gale Research Co.	Adult Books	58.32
319	General Learning Corporation	Adult Books	56.24
320	Little, Brown and Co.	Adult Books	8.60
321	Louisiana State Univ. Press	Adult Books	270.40
322	McNaughton Book Service	Adult Books	63.88
323	Two Continents Pub. Co.	Adult Books	344.50
324	Bound to Stay Bound Books	Children's Books	15.37
			328.96

325	Grolier Educational Corp.	Children's Books	155.50
326	Jean Karr and Co.	Children's Books	266.25
327	Baker and Taylor Co.	I.L.L. Resource	2,635.65
328	Jackson County Medical Soc.	I.L.L. Resource	10.00
329	The Lowell Press	I.L.L. Resource	8.30
330	National Cyclopedia of Am. Bio.	I.L.L. Resource	90.00
331	National Director Services	I.L.L. Resource	8.01
332	National Geographic Soc.	I.L.L. Resource	24.95
333	National Register Pub. Co.	I.L.L. Resource	31.87
334	R. L. Polk & Co.	I.L.L. Resource	53.00
335	University Press	I.L.L. Resource	60.36
336	Water Information Center	I.L.L. Resource	32.67
337	Ebsco Subscription Service	Periodicals	125.90
338	Void		-
339	The Town Crier	State Aid Fund	11.65
340	American Library Assn.	Library Supplies	11.75
341	Bro-Dart, Inc.	Library Supplies	25.70
342	Crane and Company	Library Supplies	42.28
343	Documentary Photo Aids	Library Supplies	183.80
344	Gibsons Products Co.	Library Supplies-Repairs & Equipment	109.73
345	Josten's Library Supplies	Library Supplies	90.00
346	KARD Rubber Stamp Co.	Library Supplies	5.50
347	Malott's Hardware	Library Supplies	2.67
348	National Library Week	Library Supplies	19.90
349	Quill Corporation	Library Supplies	149.52
350	Steve Smith Carmeras, Inc.	Library Supplies	12.25
351	Auto Glass Co.	Repairs and Equipment	14.50
352	Central Specialties Co.	Repairs and Equipment	142.10
353	Coast to Coast Stores	Repairs and Equipment	9.49
354	Montgomery Elevator Co.	Repairs and Equipment	71.91
355	Woods Lumber Co.	Repairs and Equipment	120.78
356	Zercher Photo	Repairs and Equipment	55.25
357	A. B. Coker Co. Inc.	Building Supplies	35.78
358	Pur-O-Zone Chemical	Building Supplies	9.68
359	Calvin, Eddy & Kappelman	Insurance	202.00
360	Haverty & Hatfield, Inc.	Insurance	202.00
361	George Noland Insurance	Insurance	202.00
362	Xerox	Photo Copies	14.25
363	Xerox	Photo Copies	445.14
364	Mobil Oil Corporation	Travel & Bookmobile	7.30
365	Skelly Oil Corporation	Travel & Bookmobile	98.17
366	Western Union	Utilities	205.90
367	Kansas Power and Light Co.	Utilities	2,148.97
368	City of Lawrence, Water Dept.	Utilities	39.46
369	Southwestern Bell	Utilities	92.50
370	Thelma Helyar	Travel & Bookmobile	13.70
371	Helen P. Osma	Contingency	8.74
372	Petty Cash	Miscellaneous	42.39
373	Postmaster, Lawrence, Kans	Postage	25.00

March Total Checks..... \$30,608.99

BUDGET SURVEY
March - 1975

SALARIES

	<u>BUDGETED</u>	<u>RECEIVED</u>	<u>SPENT</u>	<u>BALANCE</u>
Full Time Salaries	\$129,420.		\$31,077.09	\$98,342.91
Part Time Salaries	<u>32,300.</u>		<u>8,600.41</u>	<u>23,699.59</u>
<u>TOTALS</u>	\$161,720.		\$39,677.50	\$ 122,042.50

LIBRARY MAINTENANCE

Books	\$37,000.	\$ 612.72	\$1,290.10	\$36,322.62
Periodicals	4,700.	10.00	6,077.61	(1,367.61)
Library Materials	300.	24.91	104.20	220.71
Library Supplies	5,000.	36.60	2,727.21	2,309.39
Custodian Salaries	<u>11,455.</u>		<u>3,302.43</u>	<u>8,152.57</u>
<u>TOTALS</u>	\$58,455.	\$684.23	\$13,501.55	\$45,637.68

BUILDING MAINTENANCE

Building Supplies	\$3,475.		\$228.08	\$3,246.92
Repairs and Equipment	6,000.	\$35.60	2,857.77	3,177.83
Utilities	20,000.	31.61	7,081.35	12,950.26
Insurance	<u>1,400.</u>		<u>942.00</u>	<u>458.00</u>
<u>TOTALS</u>	\$30,875.	\$67.21	\$11,109.20	\$19,833.01

MISCELLANEOUS

Postage	\$2,400.		\$645.88	\$1,754.12
Contingency	1,800.		148.53	1,651.47
Travel and Bookmobile	1,400.		193.06	1,206.94
Hospitalization	<u>3,900.</u>		<u>553.68</u>	<u>3,346.32</u>
<u>TOTALS</u>	\$9,500.		\$1,541.15	\$7,958.85

SOCIAL SECURITY
KPERs

SOCIAL SECURITY	\$10,500.		\$2,514.23	\$7,985.77
KPERs	<u>9,000.</u>		<u>1,443.83</u>	<u>7,556.17</u>
<u>TOTALS</u>	\$19,500.		\$3,958.06	\$15,541.94

GRAND TOTAL

<u>GRAND TOTAL</u>	\$280,050.	\$751.44	\$69,787.46	\$211,013.98
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PHOTO COPIES

PHOTO COPIES		\$2,356.35	\$1,019.43	\$ 1,336.92
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REVENUE SHARING

REVENUE SHARING		15,000.00		15,000.00
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STATE AID

STATE AID			1,025.02	-1,025.02
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I.L.L. RESOURCE FUND

I.L.L. RESOURCE FUND		17,718.00	7,848.75	9,869.25
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ANTICIPATED INCOME

General tax fund	\$213,750.00			
Social Security	10,500.00			
Kpers tax fund	8,390.36			
1973 Kpers carry-over	609.64			
Desk Collecions	10,000.00			
1974 interest on CD's	1,500.00			
Kansas Information Credit	1,900.00			
N.E.K.L.	29,400.00			
1973 Carryover	4,000.00			
	<u>\$280,050.00</u>			

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of March, 1975

LIBRARY CIRCULATION: Adult Books 22,114 Children's Books 12,246
 1974 Total 31,452 Total Books 34,360 Difference 1975 2,908 more

Adult Periodicals 464 Children's Periodicals 14

Adult Records 1,296 Children's Records 336

Prints 78 Films 189 Reference Questions 1,678

BOOKS 101,815 Adult Fic. Adult Non Fic. Children's Fic. Childrens Non Fic.

Added 813 47 454 171 141

Withdrawn 208 26 75 33 74

Totals 102,420

REGISTRATIONS Adult County Children Totals

Active 21,676 3,158 5,917 30,751

Added 576 99 38 713

Withdrawn 553 82 143 778

Totals 21,699 3,175 5,812 30,686

MEETING ROOMS Scheduled Attendance Expected

Auditorium 17 675

Gallery 24 377

TOURS

Children 1 7 cub scouts

Adults _____

MISCELLANEOUS

Books Sales \$17.15

Coin Typewriters 16.70

Art Displays _____ Ceramics, industrial designs, painting
 _____ Ukranian Easter Eggs

SPECIAL ACTIVITIES:

- 8 Regular Story Hour Sessions with 154 present.
- 1 Kindergarten class with 27 children for story
- 1 KU Class with 35 students for a talk on trends in Children's Literature.

REGULAR MEETING
April 15, 1975

The Board of Directors of the Lawrence Public Library held their regular monthly meeting on April 15, 1975 at 4:00 p.m. in the Conference Room.

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

Minutes of the March meeting were declared approved as distributed.

The first item of business was the election of officers. Kit Carlsen made a motion that Chairman James Drury be re-elected for the coming year. Motion seconded by Julie Stough and it was unanimously approved. Howard Wiseman made a motion that Vice Chairman Kit Carlsen be re-elected for the coming year. Motion seconded by Julie Stough and it was unanimously approved. Julie Stough made a motion that Howard Wiseman be re-elected Secretary-Treasurer for the coming year. Motion seconded by Kit Carlsen and approved. The present Board of Directors were declared elected to serve in the same capacity for the coming year.

The Director presented the budget survey and the statistics for the month of March.

Suggestions were given by the group for a change in the order of record for the Budget Survey. These changes will show in the format for the next quarter ending June 30, 1975.

Mr. Mayo announced that application for a share of County Revenue Sharing Funds had been denied to the Library. There were many requests for the funds.

Announcement was made of the C.A.L.L. sale of Fiction Books to be held to members on Friday night April 18th and to the Public on April 19, 1975. The Sale will be held in the garage area of the Library. The regular annual sale will be held in October.

A budget meeting will be called after figures are given to Mr. Mayo regarding taxes on evaluation, salary increment, etc. by the City.

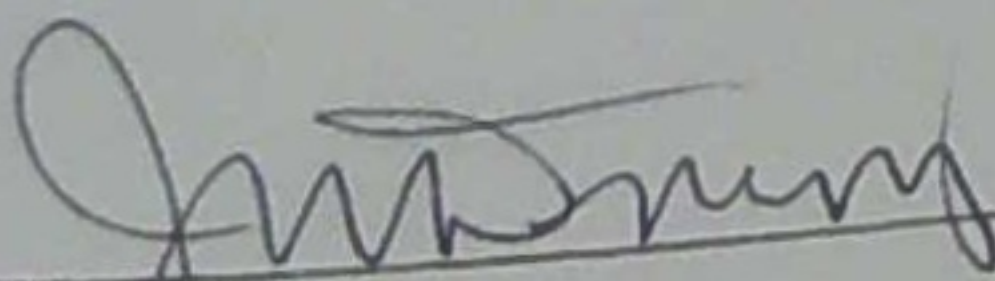
An item noted on the Statistics sheet is that this is the first month for registration figures to drop. Mr. Mayo noted that we are approaching the August Anniversary of three years since the opening of the new building. Cards are issued for three years and it seems to be a leveling off of cards issued at the time of opening.

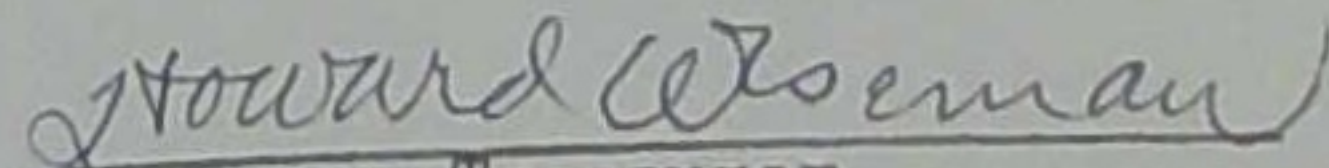
Mr. Mayo prepared and gave a copy to each member of the board showing comparative costs of electricity since January of 1974. The fuel cost adjustment figure was discussed. There was discussion also of ideas for saving heat and cooling costs thru turning off the electricity during the closing hours. Mr. Mayo read some figures acquired from using a light meter showing foot candlepower in various areas of the Library. A letter from the Cloud Co. was read quoting a price of \$1,825.00 for installing 6 Chronotherms for control of thermostats. It was suggested that a trial time of one month be set, according to billing dates of K.P. and L. Co. for using all methods of fuel conservation to determine how much savings can be made in this area of utility costs.

Bills in the amount of \$30,608.99 were approved by roll call vote.

Meeting Adjourned

Approved


Chairman


Secretary-Treasurer

CHECK RECORD
April, 1975

<u>CHECK NO.</u>	<u>PAYEE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
			\$366.07
	Pattie Lou Armbrister	Salary	378.93
374	Elizabeth M. Barlow	Salary	390.00
375	Doris E. Brandt	Salary	341.91
376	Philemon Clark	Salary-Custodian	176.74
377	Gary W. Cooper	Salary-Custodian	273.42
378	Sue I. Hess	Salary	402.67
379	JoAnn Hubbard	Salary	597.60
380	Virginia McCullough	Salary	1,055.09
381	Wayne Mayo	Salary	761.12
382	Mary D. Murphy	Salary	852.12
383	Helen P. Osma	Salary	559.50
384	Mary E. Paretsky	Salary	369.45
385	Lance Reppert	Salary	315.51
386	Arden Riordan	Salary	311.87
387	Jacqueline Rutter	Salary	320.20
388	Rita M. Saile	Salary	374.10
389	Julia R. Stump	Salary	328.36
390	Marilyn Weatherby	Salary	105.09
391	Carol L. Antle	Salary-Part Time	76.88
392	Betty Ann Bryson	Salary-Part Time	232.82
393	JoAn M. Bussell	Salary-Part Time	123.42
394	Karen L. Cramer	Salary-Part Time	154.41
395	Jeff Dains	Salary-Part Time	133.60
396	Connie Disque	Salary-Part Time	109.21
397	Aviva Enoch	Salary-Part Time	72.87
398	Bruce L. Flanders	Salary-Part Time	167.46
400	Michael Fuller	Salary-Part Time	268.50
401	Thelma Helyar	Salary-Part Time	135.91
402	Janis Marie Langer	Salary-Part Time	217.97
403	Patricia A. Mimeau	Salary-Part Time	75.32
404	Valerie D. Peaslee	Salary-Part Time	129.75
405	Ann Quinlan	Salary-Part Time	94.62
406	Michael M. Schlager	Salary-Part Time	136.42
407	Daniel J. Stangle	Salary-Part Time	170.00
408	Stacey Starks	Salary-Part Time	139.17
409	Juli Viebrock	Salary-Part Time	144.14
410	Gwen Wagner	Salary-Part Time	123.89
411	Suzi Williams	Salary-Part Time	79.48
412	Lorene Wilson	Salary-Part Time	221.05
413	Department of Treasury	Salary-Custodian	221.05
414	Lawrence National Bank	Federal Income Tax W-held	1,900.60
415	Kansas Blue Cross	Hospitalization Insurance	312.24
416	Postmaster, Lawrence, Ks.	Postage	600.00
417	Kanhistique	Periodicals	10.30
418	Transport Clearing House, Inc.	Contingency	13.05
419	Lanewood Large Type Editions	Adult Books	9.90
420	Bound to Stay Bound Books, Inc.	State Aid Fund	173.10
421	Gale Research Co.	State Aid Fund	23.34
422	Oddo Publishing Inc.	State Aid Fund	142.03
423	Western Publishing Co. Inc.	State Aid Fund	648.95
424	Eastin Phelan	State Aid Fund	491.69
425	Baker and Taylor Co.	Adult Books	29.68
426	Grolier Year Book Co.	Adult Books	9.60
427	McNaughton Book Service	Adult Books	392.89

428	Wm. T. Moran	Adult Books	5.00
429	National Geographic Society	Adult Books	8.15
430	Baker and Taylor	I.L.L. Resource '74	3,204.74
431	New Nurse, Publisher	I.L.L. Resource '74	9.00
432	Coronado Press	I.L.L. Resource '74	12.41
433	Edmund Scientific Co.	I.L.L. Resource '74	5.50
434	G. K. Hall and Co.	I.L.L. Resource '74	131.96
435	International Conf. Building	I.L.L. Resource '74	14.00
436	Peterson's Guides Inc.	I.L.L. Resource '74	16.25
437	The Publishers Guild, Inc.	I.L.L. Resource '74	40.50
438	Regent Book Co. Inc.	I.L.L. Resource '74	41.10
439	Charles Scribner's Sons	I.L.L. Resource '74	32.65
440	Tartan Book Sales	I.L.L. Resource '74	27.45
441	Superintendent of Documents	Library Materials	100.00
442	The Town Crier	Library Materials	68.58
443	Bro-Dart, Inc.	Library Supplies	26.10
444	Crane and Co. Inc.	Library Supplies	63.99
445	Quill Corporation	Library Supplies	78.24
446	Strong's Office Systems	Library Supplies	4.98
447	World Printing Service	Library Supplies	68.70
448	Carey's Appliance	Building Supplies	37.50
449	A. B. Coker Co.	Building Supplies	65.58
450	Electric Supply Co. Inc.	Building Supplies	118.66
451	Lawrence Linen Supply	Building Supplies	46.70
452	Round Corner Drug Store	Building Supplies	8.44
453	Woodbury Industries, Inc.	Building Supplies	22.00
454	Woods Lumber Co.	Building Supplies	37.19
455	Pur-O-Zone Chemical Co. Inc.	Building Supplies	10.80
456	Cloud's Heating and Air. Con.	Repairs and Equipment	13.50
457	Douglas Co. Wood Products Co.	Repairs and Equipment	30.00
458	Downtown T. V.	Repairs and Equipment	78.10
459	Ernst & Son	Repairs and Equipment	17.99
460	Gary Malburg Elect. Service	Repairs and Equipment	45.50
461	Gibson Products Co.	Repairs and Equipment	22.52
462	Loma Marriott	Repairs and Equipment	28.89
463	Malott's Hardware	Repairs and Equipment	4.92
464	Montgomery Elevator Co.	Repairs and Equipment	71.91
465	Business Machine Co.	Repairs and Equipment	230.51
466	Wilson's Supply & Service	Repairs and Equipment	15.00
467	New York Graphic Society	Revenue Sharing Fund	1,984.12
468	Xerox Corporation	Photo Copies	462.42
469	Xerox Corporation	Photo Copies	101.23
470	Ebsco Subscription Services	Periodicals	3.50
471	Lawrence Window Cleaning	Contingency	80.00
472	Helen P. Osma	Travel and Bookmobile	27.85
473	Betty Barlow	Travel and Bookmobile	101.64
474	Mary E. Paretsky	Travel and Bookmobile	63.86
475	Mary E. Paretsky	State Aid Fund	17.51
476	Wayne Mayo	Travel and Bookmobile	58.92
477	Mary Murphy	Travel and Bookmobile	52.90
478	City of Lawrence, Water Dept.	Utilities	44.97
479	K. P. and L.	Utilities	1,682.32
480	Western Union	Utilities	84.40
481	Bell Telephone Co.	Utilities	92.60
482	Petty Cash	Miscellaneous	75.72
483	G. K. Hall & Co.	I.L.L. Resource	105.99

\$26,001.09

FINANCIAL REPORT

April, 1975

Year to Date

Balance, January 1, 1975

Balance, April 30, 1975

\$61,776.00

\$47,274.33

RECEIPTS:

Tax Funds.....	40,000.00	171,000.00
Adult Books.....	245.40	694.11
Children's Books.....	44.40	208.41
Overdues.....	868.49	3,365.61
Photo Copies.....	1,020.70	3,377.05
Library Materials.....	20.00	44.91
Library Supplies.....	13.35	49.95
Repairs and Equipment.....	20.00	55.60
Adult Gift Books.....	814.08	880.99
Children's Gift Books.....	5.00	10.00
Utilities.....		31.61
N.E.K.L.....	4,376.00	7,788.50
Periodicals.....		10.00
Revenue Sharing.....		15,000.00
State Aid Fund.....	<u>4,934.13</u>	<u>4,934.13</u>

TOTAL RECEIPTS

\$52,361.55

\$207,450.87

TOTAL AFTER RECEIPTS AND BEFORE EXPENDITURES

\$114,137.55

\$254,725.20

LESS CERTIFICATE OF DEPOSITS

\$20,000.00

\$20,000.00

\$50,000.00

NET TOTALS

\$94,137.55

\$184,725.20

EXPENDITURES:

Salaries.....	\$10,409.52	\$40,910.81
Custodian Salaries.....	876.12	3,608.62
Adult Books.....	466.12	8,372.32
Children's Books.....	29.54	4,300.00
I.L.L. '74	3,654.50	11,503.25
Federal Income Tax.....	1,900.60	7,496.80
Library Materials.....	110.00	214.20
Library Supplies.....	242.01	2,969.22
Periodicals.....	13.80	6,091.41
Repairs and Equipment.....	558.84	3,416.61
Building Supplies.....	400.59	628.67
Travel and Bookmobile.....	305.17	498.23
Contingency.....	104.68	253.21
Utilities.....	1,904.29	8,985.64
Postage.....	600.00	1,245.88
Blue Cross- Employees.....	98.49	393.96
Blue Cross- Employers.....	213.75	767.43
Kpers.....Employees.....		800.86
Kpers.....Employers.....		1,443.83
State Aid Fund.....	1,565.20	2,590.22
Insurance.....		942.00
Photo Copies.....	563.75	1,583.18
Social Security - Employees..		2,514.42
Social Security - Employers..		2,514.23
Kansas Income Tax.....		559.62
Revenue Sharing.....	<u>1,984.12</u>	<u>1,984.12</u>

BALANCE AFTER EXPENDITURES

\$26,001.09

\$ 116,588.74

\$68,136.46

\$68,136.46

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of April, 1975

LIBRARY CIRCULATION:

Adult Books	<u>23,839</u>	Children's Books	<u>11,527</u>
1974 Total	<u>128,057</u>	Total Books	<u>35,366</u>
		Difference 1975	<u>7,309 more</u>
Adult Periodicals	<u>444</u>	Children's Periodicals	<u>15</u>
Adult Records	<u>1,146</u>	Children's Records	<u>416</u>
Prints	<u>99</u>	Films	<u>152</u>
		Reference Questions	<u>1,915</u>

<u>BOOKS</u>	<u>102,420</u>	Adult Fic.	Adult Non Fic.	Children's Fic.	Childrens Non Fic.
Added	<u>1,199</u>	<u>173</u>	<u>659</u>	<u>249</u>	<u>118</u>
Withdrawn	<u>165</u>	<u>23</u>	<u>124</u>	<u>15</u>	<u>3</u>
Totals	<u>103,454</u>				

<u>REGISTRATIONS</u>	Adult	County	Children	Totals
Active	<u>21,699</u>	<u>3,175</u>	<u>5,812</u>	<u>30,686</u>
Added	<u>684</u>	<u>104</u>	<u>42</u>	<u>830</u>
Withdrawn	<u>422</u>	<u>65</u>	<u>146</u>	<u>633</u>
Totals	<u>21,961</u>	<u>3,214</u>	<u>5,708</u>	<u>30,883</u>

<u>MEETING ROOMS</u>	Scheduled	Attendance Expected
Auditorium	<u>26</u>	<u>1,056</u>
Gallery	<u>23</u>	<u>450</u>

<u>TOURS</u>		STORY HOURS:	ATTENDANCE
Children	<u>3</u>	<u>46</u>	<u>9 regular</u> <u>202</u>
Adults			<u>2 special</u> <u>35</u>
			<u>1 Party</u> <u>45</u>

<u>MISCELLANEOUS</u>	
Books Sales	<u>\$13.85</u>
Coin Typewriters	<u>20.00</u>
Art Displays	<u>Lawrence Public Schools Display</u>

SPECIAL ACTIVITIES:

10 Elementary Children - Career Education - Book Binding

Childrens Concert presented Sunday, April 6 to 50 patrons

REGULAR MEETING
May 20, 1975

The Board of Directors of the Lawrence Public Library met May 20, 1975 at 4:00 pm. for the regular monthly meeting.

Members present were: Chairman James Drury, Kit Carlsen, Gerald Miner, Julie Stough, Hank Booth, Howard Wiseman.

Observers present were: Evelyn Hastings and Kevin Hicks.

Chairman Drury called the meeting to order and asked guest Austin Stedham of the Kansas Power and Electric Co, to discuss the problems of heating and cooling the Library and ways of conservation of energy in this regard. Mr. Stedham advised the Board that a study of the plans and blueprints of the building had been analyzed by the Topeka KP&L office. He gave an explanation of the Night Set Back Control which would be set on a time clock device. He explained some of the problem seemed to be in the Fresh Air Intake of the system not being shut off. This resulted in bringing in considerable cold air that has to be heated in the winter to maintain the comfort level. A fuel savor device controlled by an outside thermostat and an inside thermostat is designed to take advantage of normal outside air. Mr. Stedham said that he would be willing to work with the architect and engineer along with Doug Cloud on establishing the temperature settings for maintenance control.

Mr. Stedham said that keeping the filters on the system clean or replaced is also a major item in energy saving. He also suggested that some sort of thermal treatment used on the window area would result in an energy savings.

The Board reviewed with Mr. Stedham the report prepared by Mr. Mayo on comparison costs over the past year showing the fuel adjustment variances.

Minutes of the April Meeting were approved after a motion made by Gerald Miner, seconded by Hank Booth was made.

Gerald Miner moved that the Financial report and Statistics reports be accepted, This was seconded by Julie Stough and the motion passed.

The statistics show that the adult circulation has increased by something over 7,000 for the same month one year ago.

Mr. Mayo stated that the meeting of the Budget Committee for the 1976 year has been delayed due to the fact that evaluation figures from the City have not come in, plus the decision of the minimum wage law is still pending in Supreme Court. They have some comparison figures for figuring salaries. The Budget should be ready for adopting in the June meeting.

Hank Booth told of the passing of a law regarding the civil rights that the party must be notified of the filing of a complaint within 7 days of such complaint and that the time limit of action on such complaint will be dismissed after 5 months.

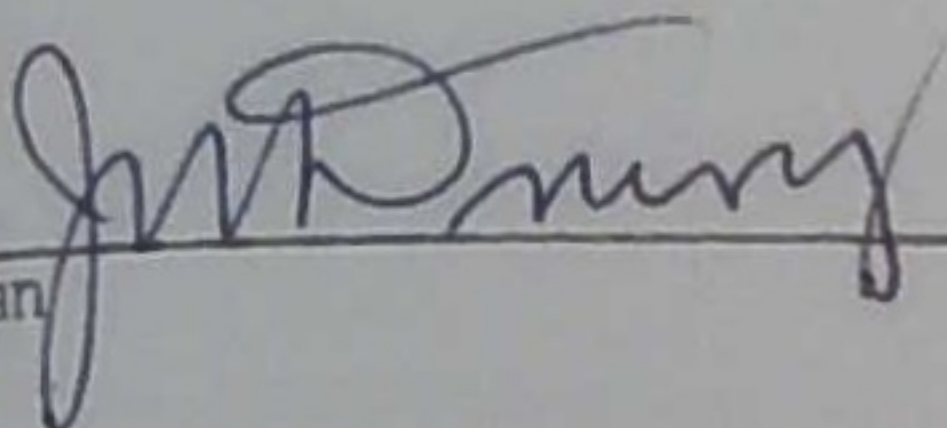
Mr. Mayo advised the Board of the need to purchase a third photo charger. Books are now being checked out separately in the Children's and Adult Departments. One machine is in each department and one machine is needed as a spare. All the books returned are brought back to the Adult Circulation desk. Kit Carlsen made a motion that the purchase be authorized for the amount of \$834.20. Julie Stough seconded the motion and it was unanimously approved.

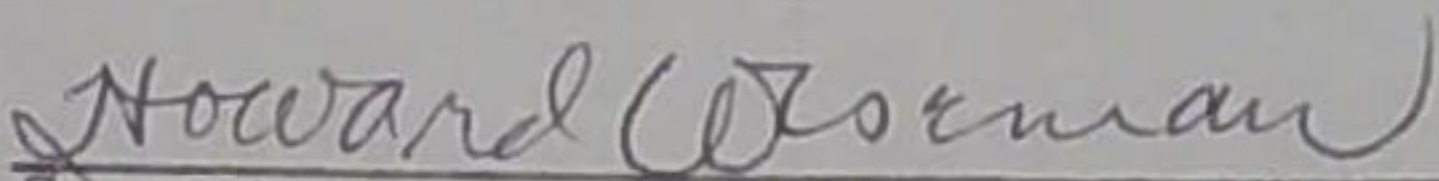
Julie Stough made a motion that Check No. 3299 payable to Scribner & Son Co. be voided and the funds transferred to the Lawrence National Bank. Howard Wiseman seconded the motion and it was unanimously approved. This check was issued in December in payment of a Greenaway plan for the year November 1, 1973 to November 1, 1974 and was in the amount of \$735.89. The Scribner Company returned it to us saying that the account was

paid in full. Hank Booth suggested perhaps another attempt to have the billing straightened out should be made at this time. ~~It seemed the opinion of the Board to wait for a one year period to see whether an audit or a credit on the computer would straighten the account and we would again be billed.~~

Bills totaling \$26,001.09 were approved by roll call vote.

Meeting adjourned.


Chairman


Secretary-Treasurer

FINANCIAL STATEMENT

	<u>May, 1975</u>	<u>Year to Date</u>
Balance, January 1, 1975		\$47,274.33
Balance, April 30, 1975	\$68,136.46	
 <u>RECEIPTS:</u>		
Tax Funds.....		171,000.00
Adult Books.....	104.29	798.40
Children's Books.....	21.87	230.28
Overdues.....	1,077.79	4,443.40
Photo Copies.....	830.76	4,207.81
Library Materials.....	6.00	50.91
Library Supplies.....	7.59	57.54
Repairs and Equipment.....	17.20	72.80
Adult Gift Books.....		880.99
Children's Gift Books.....	4.94	14.94
Utilities.....	29.35	60.96
N.E.K.L.....	3,412.50	11,201.00
Periodicals.....		10.00
Revenue Sharing Fund.....		15,000.00
State Aid Fund.....	4,934.14	9,868.27
Grovenor Fund.....	155.00	155.00
Perkins Fund.....	33.18	33.18
Scribner's Account.....	735.89	735.89
 <u>TOTAL RECEIPTS</u>	 \$11,370.50	 \$218,821.37
 <u>BALANCE AFTER RECEIPTS AND BEFORE EXPENDITURES</u>	 \$79,506.96	 \$266,095.70
 <u>LESS</u> Certificate of Deposit		\$ 20,000.00
 <u>LESS</u> Certificate of Deposit		<u>\$ 50,000.00</u>
		\$196,095.70

EXPENDITURES:

Salaries.....	\$10,721.24	\$51,632.05
Custodian Salaries.....	961.06	4,569.68
Adult Books.....	514.59	8,886.91
Children's Books.....	9.89	4,309.89
I.L.L. Resource '74.....	3,746.80	15,250.05
Federal Income Tax.....	1,563.00	9,059.80
Library Materials.....	82.98	297.18
Library Supplies.....	393.24	3,362.46
Periodicals.....	8.10	6,099.51
Repairs and Equipment.....	353.64	3,770.25
Building Supplies.....	76.25	704.92
Travel and Bookmobile.....	532.68	1,030.91
Contingency.....	38.50	291.71
Utilities.....	2,183.08	11,168.72
Postage.....	50.00	1,295.88
Blue Cross, Employees.....	98.49	492.45
Blue Cross, Employers.....	184.56	951.99
Kpers, Employees.....		800.86
Kpers, Employers.....		1,443.83
State Aid Fund.....	4,267.27	6,857.49
Insurance.....	52.00	994.00
Photo Copies.....	674.16	2,257.34
Social Security, Employees.....		2,514.42
Social Security, Employers.....		2,514.23
Kansas Income Tax.....		559.62
Revenue Sharing.....		<u>1,984.12</u>
<u>TOTAL EXPENDITURES</u>	<u>\$26,511.53</u>	<u>\$143,100.27</u>
<u>BALANCE AFTER EXPENDITURES</u> <u>AND PER LEDGER.</u>	<u>\$52,995.43</u>	<u>\$52,995.43</u>

CHECK RECORD
May, 1975

Lawrence National Bank	Transfer Funds	\$ 735.89
484 Pattie Armbrister	Salary	366.07
485 Elizabeth Barlow	Salary	413.80
486 Doris E. Brandt	Salary	390.00
487 Philemon Clark	Custodian Salary	411.94
488 Gary W. Cooper	Custodian Salary	412.70
489 Sue I. Hess	Salary	227.09
490 JoAnn H. Hubbard	Salary	402.67
491 Virginia Lee McCullough	Salary	607.83
492 Wayne Mayo	Salary	1,055.09
493 Mary D. Murphy	Salary	761.12
494 Helen P. Osma	Salary	852.12
495 Mary E. Paretsky	Salary	555.11
496 Nelson Lance Reppert	Salary	369.40
497 Arden A. Riordan	Salary	84.73
498 Jackie Rutter	Salary	336.18
499 Rita Saile	Salary	333.00
500 Debbie Stallard	Salary	326.84
501 Julia Ruth Stump	Salary	379.64
502 Marilyn Weatherby	Salary	335.45
503 Carol Leahrae Antle	Salary-Part Time	91.09
504 Leslie Breitenbach	Salary-Part Time	21.26
505 Betty Ann Bryson	Salary-Part Time	90.95
506 Joan M. Bussell	Salary-Part Time	236.45
507 Karen L. Cramer	Salary-Part Time	24.48
508 Jeff Dains	Salary-Part Time	115.80
509 Connie Marie Disque	Salary-Part Time	121.45
510 Aviva Enoch	Salary-Part Time	107.33
511 Bruce L. Flanders	Salary-Part Time	124.99
512 Linda Folsom	Salary-Part Time	58.37
513 Michael Fuller	Salary-Part Time	191.78
514 Thelma Helyar	Salary-Part Time	265.29
515 Janis Langer	Salary-Part Time	204.71
516 Patricia A. Mimeau	Salary-Part Time	162.60
517 Valerie D. Peaslee	Salary-Part Time	86.62
518 Ann J. Quinlan	Salary-Part Time	141.22
519 Virginia S. Shirer	Salary-Part Time	72.50
520 Michael M. Schlager	Salary-Part Time	103.56
521 Daniel J. Stangle	Salary-Part Time	136.42
522 Stacey Starks	Salary-Part Time	250.33
523 Juli Viebrock	Salary-Part Time	152.52
524 Gwendolyn Kaye Wagner	Salary-Part Time	168.52
525 Suzi Williams	Salary-Part Time	132.28
526 Lawrence National Bank	Federal Income Tax Withheld	1,563.00
527 Kansas Blue Cross	Hospitalization Insurance	283.05
528 Nyle H. Miller	Binding	3.50
529 Hilda Koehler	Adult Books	9.90
530 Barb Kahl	Kaw Cookery	5.95
531 Postmaster, Lawrence, Kansas	Postage	50.00
532 Arizona Highways	I.L.L. Resource	25.00
533 The American Companies	State Aid Fund	301.17
534 The Baker and Taylor Co.	I.L.L. '74	2,954.15
535 The Baker and Taylor Co.	Adult Books	22.20
536 Blackhawk Films	State Aid Fund	9.60
537 Bound to Stay Bound Books, Inc.	State Aid Fund	2,583.17
538 Dun-Donneley Publishing Corp.	I.L.L. '74	30.00

539	Fideler	State Aid Fund	14.64
540	Film Instruction Co.	I.L.L. '74	6.75
541	G. P. Putnam's Sons	I.L.L. '74	52.48
542	H. W. Wilson Co.	I.L.L. '74	60.00
543	General Learning Corporation	I.L.L. '74	49.02
544	Grolier Educational Corporation	State Aid Fund	175.50
545	Harper and Row, Publishers	I.L.L. '74	10.62
546	Hope Publishing Co.	I.L.L. '74	20.37
547	Kansas State Reading Circle	State Aid Fund	82.27
548	MacRae's Blue Book	I.L.L. '74	59.15
549	McNaughton Book Service	Adult Books	363.11
550	Mid America Book Co.	I.L.L. '74	15.55
551	Museum of Natural History	Adult Books	1.00
552	National Register Publishing	I.L.L. '74	34.00
553	National Record Plan	State Aid Fund	689.19
554	Norman Lathrop Enterprises	Adult Books	5.25
555	Peter Smith Publisher, Inc.	I.L.L. '74	20.52
556	Mary Murphy	Adult Books	7.98
557	Robert Bentley, Inc.	I.L.L. '74	23.40
558	Shawnee Co. Historical Soc.	Adult Books	3.35
559	Silver Burdett Co.	Adult Books	83.26
560	Silver Burdett Co.	I.L.L. '74	74.24
561	Superintendent of Documents	I.L.L. '74	100.00
562	Ulverscroft Large Print Books	I.L.L. '74	119.00
563	Litton Educational Pub. Inc.	I.L.L. '74	25.74
564	W. B. Saunders Co.	Adult Books	6.30
565	National Wildlife Federation	Periodicals	8.10
566	National Record Plan	Library Materials	63.02
567	The Institute for Research	Library Materials	9.96
568	Crane and Company, Inc.	Library Supplies	13.31
569	Demco Educational Corp.	Library Supplies	42.90
570	Eastman Kodak Co.	Library Supplies	235.40
571	KARD Rubber Stamp Co.	Library Supplies	10.17
572	Kansas Heritage Center	Library Supplies	8.50
573	Strong's Office Systems	Library Supplies	15.22
574	Robert James Co.	Library Supplies	65.29
575	Pur-O-Zone Chemical Co.	Building Supplies	37.50
576	A. B. Coker Co.	Building Supplies	36.23
577	Brien Plumbing Co.	Repairs and Equipment	17.31
578	Cloud's Heating & Air. Cond.	Repairs and Equipment	234.36
579	Ernst & Son	Repairs and Equipment	19.50
580	Landis Davis Paint Store	Repairs and Equipment	5.40
581	Malott's True Value Hdw.	Repairs and Equipment	5.16
582	Montgomery Elevator Co.	Repairs and Equipment	71.91
583	Farmers & Merchants Ins. Co.	Repairs and Equipment	52.00
584	Landreth McGrew & Johnson	Repairs and Equipment	20.00
585	Chamber of Commerce	Contingency	12.50
587	Mobil Oil Credit Corp.	Contingency	7.21
588	Skelly Oil Co.	Travel and Bookmobile	23.18
589	Wayne Mayo	Travel and Bookmobile	500.00
590	Xerox Corporation	Travel and Bookmobile	674.16
591	The Town Crier, Inc.	Photo Copies	22.78
592	Southwestern Bell Co.	State Aid Fund	95.73
593	City Of Lawrence, Water Dept.	Utilities	45.42
594	Kansas Power & Light	Utilities	1,971.78
595	Petty Cash	Utilities	86.93
596	Western Union	Miscellaneous	70.15
	The American Companies	State Aid Fund	404.77

Total May Expenditures

\$26,511.53

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of May, 1975

<u>LIBRARY CIRCULATION:</u>	Adult Books	<u>17,666</u>	Children's Books	<u>12,161</u>
19 75 ⁷⁴ Total	Total Books	<u>29,827</u>	Difference 1974	<u>4,070 more</u>
	Adult Periodicals	<u>405</u>	Children's Periodicals	<u>8</u>
	Adult Records	<u>1,030</u>	Children's Records	<u>368</u>
Prints	<u>114</u>	Films	<u>170</u>	Reference Questions
				<u>1,382</u>

<u>BOOKS</u>	<u>103,454</u>	Adult Fic.	Adult Non Fic.	Children's Fic.	Childrens Non Fic.
Added	<u>1,443</u>	<u>134</u>	<u>653</u>	<u>337</u>	<u>319</u>
Withdrawn	<u>116</u>	<u>25</u>	<u>54</u>	<u>26</u>	<u>11</u>
Totals	<u>104,781</u>				

<u>REGISTRATIONS</u>	Adult	County	Children	Totals
Active	<u>21,961</u>	<u>3,214</u>	<u>5,708</u>	<u>30,883</u>
Added	<u>519</u>	<u>92</u>	<u>127</u>	<u>738</u>
Withdrawn	<u>375</u>	<u>48</u>	<u>172</u>	<u>595</u>
Totals	<u>22,105</u>	<u>3,258</u>	<u>5,663</u>	<u>31,026</u>

<u>MEETING ROOMS</u>	Scheduled	Attendance Expected
Auditorium	<u>16</u>	<u>509</u>
Gallery	<u>20</u>	<u>299</u>

<u>TOURS</u>		STORY HOURS:	ATTENDANCE
Children	<u>7</u>	<u>158</u>	<u>30</u>
Adults	<u>1</u>	<u>30</u>	<u>85</u>
		5 special	

<u>MISCELLANEOUS</u>	
Books Sales	<u>\$ 6.25</u>
Coin Typewriters	<u>\$17.20</u>
Art Displays	<u>Jewelry-Paintings-Clay Sculpture</u>

SPECIAL ACTIVITIES:
 Mary Paretsky spoke to Teachers Meeting on Teacher use of the Library.
 Rita Saile visited school and spoke to two reading classes about Summer Reading.

REGULAR MEETING
June 17, 1975

The Board of Directors of the Lawrence Public Library met June 17, 1975 at 4:00 in the Conference room for the regular monthly meeting.

Members present were: Chairman James Drury, Kit Carlsen, Larry Flannery, Julie Stough, Hank Booth, Howard Wiseman and Gerald Miner. Mrs. Evelyn Hastings served as observer for the League of Women's Voters.

There was discussion of the May minutes. The minutes were approved subject to the deletion of the last sentence on Page 2.

Larry Flannery made a motion that the Director be instructed to send a certified letter to the Scribner and Son Company, outlining the situation concerning Check #3299. This motion was seconded by Hank Booth and the motion carried.

The financial and statistical reports were reviewed.

Mr. Mayo was directed to send a letter to Buford Watson, City Manager asking if the Library would be covered under the Lawrence City policy concerning liability coverages. This is in regard to the law enacted by legislature concerning governmental immunity.

Mr. Mayo will be attending the ALA meeting in San Francisco during the first part of July. It was the decision of the Board of Directors to postpone the July meeting from the 15th to the 22nd of July.

There was discussion of cleaning the carpeted areas in the Library building. Approximate costs of 5¢ and 6¢ per square foot charges have been given. There is about 20,000 square feet of carpet in the building. Discussion included the consideration of purchasing a cleaning machine and bids to be taken from commercial cleaners. There was a suggestion to contact the school system and ask for their experience in dealing with this item.

Copies of the Audit as prepared by Lesh, Bradley, Barrand and Schehrer were distributed to the Board. Larry Flannery made a motion, seconded by Julie Stough that the report be accepted. Motion carried.

A complaint has been filed by the Human Relations Department re former custodian, Philemon Clark. After discussion concerning the complaint, Gerald Miner made a motion that Mr. Mayo seek council of City Attorney Allen and act accordingly with regard to notification of termination date, etc.

Chairman Kit Carlsen outlined the budget as determined by the budget committee.. The item of salaries was discussed. Larry Flannery made a motion that the director be given an increase percentage wise the same as other employees, this being determined according to increases given to Lawrence City employees. The Library will follow any policy set by the City as regards maximum increases. This was seconded by Gerald Miner and approved by the Board. Merit increases are determined by the Director.

The Board of Directors expressed gratitude to the Budget Committee for extra time given in preparation of the budget. Action in adopting the budget is delayed until such time as City salaries, tax evaluation figures and a final submission date is known. The preliminary budget figures \$324,500.

Roll call vote approved the May bills totaling \$26,511.53.

Meeting adjourned.

Approved: _____

Chairman

Sec. Treasurer

James Drury

Howard Wiseman

FINANCIAL REPORT
June, 1975

Balance, January 1, 1975
Balance, May 30, 1975

\$52,995.43

Year to Date

\$47,274.33

RECEIPTS:

Tax Funds.....		171,000.00
Adult Books.....	84.34	882.74
Children's Books.....	48.36	278.64
Overdues.....	740.72	5,184.12
Photo Copies.....	661.86	4,869.67
Library Materials.....	34.23	85.14
Library Supplies.....	75.87	133.41
Repairs and Equipment.....	9.10	81.90
Adult Gift Books.....	20.00	900.99
Children's Gift Books.....		14.94
Utilities.....		60.96
N.E.K.L.....	4,376.00	15,577.00
Periodicals.....		10.00
Revenue Sharing Fund.....		15,000.00
State Aid Fund.....		9,868.27
Grovenor Fund.....		155.00
Perkins Fund.....		33.18
Scribner's Account.....		735.89
Edwards Fund.....	30.00	30.00
Welch Fund.....	30.00	30.00
Moore Fund.....	32.50	32.50
	<hr/>	<hr/>
<u>TOTAL RECEIPTS</u>	\$6,142.98	\$224,964.35
<u>BALANCE AFTER RECEIPTS</u> <u>AND BEFORE EXPENDITURES</u>	\$59,138.41	\$272,238.68
Duplicate Check	\$136.42	\$136.42
Certificates of Deposit		\$20,000.00
		\$50,000.00
	<hr/>	<hr/>
	\$59,274.83	\$202,375.10

EXPENDITURES:

Salaries.....	\$11,051.39	\$62,683.44
Custodian Salaries.....	815.29	5,384.97
Adult Books.....	592.01	9,478.92
Children's Books.....		4,309.89
I.L.L. Resource '74.....	2,467.95	17,718.00
Federal Income Tax.....	1,621.90	10,681.70
Library Materials.....	69.98	367.16
Library Supplies.....	444.27	3,806.73
Periodicals.....		6,099.51
Repairs and Equipment.....	1,019.11	4,789.36
Building Supplies.....	13.34	718.26
Travel and Bookmobile.....	216.10	1,247.01
Contingency.....	352.60	644.31
Utilities.....	2,076.69	13,245.41
Postage.....	.55	1,296.43
Blue Cross-Employees.....	98.49	590.94
Blue Cross-Employers.....	155.37	1,107.36
KPERS-Employees.....	859.86	1,660.72
KPERS-Employers.....	1,627.89	3,071.72
State Aid Fund.....	1,170.47	8,027.96
Insurance.....	36.00	1,030.00
Photo Copies.....	459.68	2,717.02
Social Security-Employees...	2,576.69	5,091.11
Social Security-Employers...	2,576.56	5,090.79
Kansas Income Tax.....	508.55	1,068.17
Revenue Sharing.....	2,437.58	4,421.70
	<hr/>	<hr/>
<u>TOTAL</u>	\$33,248.32	\$176,348.59
<u>BALANCE AFTER EXPENDITURES</u>		
<u>AND AS PER LEDGER</u>	\$26,026.51	\$26,026.51

BUDGET SURVEY
June, 1975

SALARIES

	<u>BUDGETED</u>	<u>RECEIVED</u>	<u>SPENT</u>	<u>BALANCE</u>
Full time Salaries	\$129,420.	\$	\$61,926.31	\$67,493.69
Part time Salaries	32,300.		18,826.40	13,473.60
<u>TOTALS</u>	<u>\$161,720.</u>		<u>\$80,752.71</u>	<u>\$80,967.29</u>

LIBRARY MAINTENANCE

Books	\$ 37,000.	\$1,161.38	2,902.35	\$35,259.03
Periodicals	4,700.	10.00	6,099.51	(1,389.51)
Library Materials	300.	85.14	367.16	17.98
Library Supplies	5,000.	133.41	3,806.73	1,326.68
Custodian Salaries	11,455.	--	6,280.56	5,174.44
<u>TOTALS</u>	<u>\$ 58,455.</u>	<u>\$1,389.93</u>	<u>\$19,456.31</u>	<u>\$40,388.62</u>

BUILDING MAINTENANCE

Building Supplies	\$3,475.	--	718.26	\$2,756.74
Repairs and Equipment	6,000.	81.90	4,789.36	1,292.54
Utilities	20,000.	60.96	13,245.41	6,815.55
Insurance	1,400.		1,030.00	370.00
<u>TOTALS</u>	<u>\$ 30,875.</u>	<u>\$142.86</u>	<u>\$19,783.03</u>	<u>\$11,234.83</u>

MISCELLANEOUS

Postage	\$2,400.		\$1,296.43	\$1,103.57
Contingency	1,800.		644.31	1,155.69
Travel and Bookmobile	1,400.		1,247.01	152.99
Hospitalization	3,900.		1,107.36	2,792.64
<u>TOTALS</u>	<u>\$9,500.</u>		<u>\$4,295.11</u>	<u>\$5,204.89</u>

SOCIAL SECURITY	\$10,500.		\$5,090.79	\$5,409.21
KPERS	9,000.		3,071.72	5,928.28
<u>TOTALS</u>	<u>\$19,500.</u>		<u>\$8,162.51</u>	<u>\$11,337.49</u>

<u>GRAND TOTAL</u>	<u>\$280,050.</u>	<u>\$1,532.79</u>	<u>\$132,449.67</u>	<u>\$149,133.12</u>
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PHOTO COPIES		\$4,869.67	\$ 2,717.02	\$2,152.65
REVENUE SHARING		15,000.00	4,421.70	10,578.30
STATE AID		9,868.27	8,027.96	1,840.31
I.L.L. RESOURCE FUND		17,718.00	17,718.00	-0-

ANTICIPATED INCOME:

General Tax Fund	\$213,750.00
Social Security	10,500.00
Kpers Tax Fund	8,390.36
1973 Kpers Carry-over	609.64
Desk Collections	10,000.00
1974 Interest on CD's	1,500.00
Kansas Information Credit	1,900.00
N.E.K.L.	29,400.00
1973 Carryover	4,000.00
	<u>\$280,050.00</u>

CHECK RECORD
June, 1975

597	Philemon Clark	Custodian Salary	\$272.96
598	Pattie Lou Armbrister	Salary	366.07
599	Betty Barlow	Salary	413.80
600	Doris E. Brandt	Salary	390.00
601	Gary W. Cooper	Salary-Custodian	426.24
602	JoAnn H. Hubbard	Salary	402.67
603	Virginia Lee McCullough	Salary	626.01
604	Wayne Mayo	Salary	1,055.09
605	Mary D. Murphy	Salary	761.12
606	Helen P. Osma	Salary	852.12
607	Mary E. Paretsky	Salary	568.51
608	Lance Reppert	Salary	386.24
609	Jacqueline Sue Rutter	Salary	336.18
610	Rita M. Saile	Salary	339.89
611	Deborah Sue Stallard	Salary	326.84
612	Julia R. Stump	Salary	379.64
613	Marilyn Weatherby	Salary	335.45
614	Harriet Blanton	Salary-Part Time	160.05
615	Leslie D. Breitenbach	Salary-Part Time	190.31
616	Betty Ann Bryson	Salary-Part Time	107.75
617	Joan M. Bussell	Salary-Part Time	269.32
618	Jim Bussell	Salary-Part Time -Custodian	11.30
619	Connie M. Disque	Salary-Part Time	297.56
620	Aviva Enoch	Salary-Part Time	171.35
621	Bruce L. Flanders	Salary-Part Time	249.93
622	Linda Folsom	Salary-Part Time	65.90
623	Michael Fuller	Salary-Part Time	257.02
624	Thelma Helyar	Salary-Part Time	127.10
625	Patricia Mimeau	Salary-Part Time	229.95
626	Gaston-Teddy Okitukunda	Salary-Custodian	104.79
627	Valerie D. Peaslee	Salary-Part Time	143.11
628	Ann Quinlan	Salary-Part Time	22.60
629	Michael M. Schlager	Salary-Part Time	197.71
630	Virginia S. Shirer	Salary-Gardener	289.36
631	Void		
632	Stacey Starks	Salary-Part Time	229.21
633	Julianne Viebrock	Salary-Part Time	160.05
634	Gwen Wagner	Salary-Part Time	201.31
635	Suzi Williams	Salary-Part Time	142.17
636	Lawrence National Bank	Federal Income Tax Withheld	873.34
637	Kansas Blue Cross	Hospitalization Insurance	253.86
638	State Contribution Fund	Social Security Withheld	5,153.25
639	KPERS	Kpers Retirement System	2,487.75
640	Department of Revenue	Kansas Income Tax	508.55
641	Western Union	Utilities	64.65
642	Lawrence National Bank	Federal Income Tax Withheld	748.56
643	The American Rose Society	Adult Books	2.75
644	The Baker and Taylor Co.	Adult Books	108.80
645	The Baker and Taylor Co.	Adult Books	26.24
646	The Baker and Taylor Co.	Adult Books	15.22
647	General Learning Corp.	Adult Books	406.05
648	McNaughton Book Service	Adult Books	12.00
649	Museum of Natural History	Adult Books	7.00
650	National Geographic Socceity	Adult Books	7.00
651	Center of Social Welfare	Adult Books	35.92
652	Gale Research Co.	I.L.L.'74	13.02
653	Legal Directors Pub.	I.L.L.'74	19.92
654	McGraw Hill Book Co.	I.L.L.'74	13.29
	Quality Books, Inc.	I.L.L.'74	

655	Stackpole Books	I.L.L. '74	\$70.10
656	West Publishing Co.	I.L.L. '74	37.50
657	The American Companies	Revenue Sharing Fund	18.92
658	The Baker and Taylor Co.	Adult Books-Revenue Sharing	3,952.48
659	Bound to Stay Bound	Revenue Sharing-State Aid	1,423.08
660	Adventure a bookstore	State Aid-Fund	140.27
661	National Record Plan	State Aid Fund	181.20
662	The Town Crier	State Aid Fund	20.07
663	Crane and Company	Library Supplies	47.01
664	Eastman Kodak Co.	Library Supplies-Repairs & Equip.	842.80
665	KARD Rubber Stamp Co.	Library Supplies	12.96
666	Mercury Printing	Library Supplies	250.00
667	Strong's Office Systems	Library Supplies	16.17
668	Tobey Find Papers	Library Supplies	55.53
669	World Printing Co.	Library Supplies	54.00
670	K and M Decorating Center	Repairs and Equipment	38.00
671	Montgomery Elevator Co.	Repairs and Equipment	71.91
672	Surplus Property Section	Repairs and Equipment	75.00
673	A. B. Coker Co. Inc.	Building Supplies	9.08
674	Pur-O-Zone	Building Supplies	2.02
675	Woods Lumber Co.	Building Supplies	2.24
676	Landreth, McGrew & Johnson	Insurance	36.00
677	Xerox Corporation	Photo Copies	459.68
678	Mobil Oil Corporation	Travel and Bookmobile	5.00
679	Skelly Oil Company	Travel and Bookmobile	37.99
680	Helen Osma	Travel and Bookmobile	171.11
681	Lesh Barrand Schehrer	Contingency	350.00
682	Kansas Power and Light	Utilities	1,810.63
683	City of Lawrence	Utilities	43.89
684	Southwestern Bell	Utilities	99.67
685	Petty Cash	Miscellaneous	32.55
686	Western Union	Utilities	57.85
687	Children's Education Comm.	State Aid Fund	25.00
688	New Readers Press	State Aid Fund	174.76

\$33,248.32

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of June, 1975

LIBRARY CIRCULATION: 19 74 Total 38,878

Adult Books	<u>20,252</u>	Children's Books	<u>21,617</u>
Total Books	<u>41,869</u>	Difference 197 <u>4</u>	<u>2,991 more</u>
Adult Periodicals	<u>395</u>	Children's Periodicals	<u>9</u>
Adult Records	<u>1,025</u>	Children's Records	<u>267</u>
Prints	<u>125</u>	Reference Questions	<u>1,145</u>
Films	<u>127</u>		

<u>BOOKS</u>	<u>104,781</u>	Adult Fic.	Adult Non Fic.	Children's Fic.	Childrens Non Fic.
Added	<u>953</u>	<u>105</u>	<u>555</u>	<u>134</u>	<u>159</u>
Withdrawn	<u>11</u>	<u>2</u>	<u>0</u>	<u>8</u>	<u>1</u>
Totals	<u>105,723</u>				

<u>REGISTRATIONS</u>	Adult	County	Children	Totals
Active	<u>22,105</u>	<u>3,258</u>	<u>5,663</u>	<u>31,026</u>
Added	<u>543</u>	<u>106</u>	<u>204</u>	<u>853</u>
Withdrawn	<u>547</u>	<u>68</u>	<u>90</u>	<u>705</u>
Totals	<u>22,101</u>	<u>3,296</u>	<u>5,777</u>	<u>31,174</u>

<u>MEETING ROOMS</u>	Scheduled	Attendance Expected
Auditorium	<u>12</u>	<u>430</u>
Gallery	<u>13</u>	<u>181</u>

<u>TOURS</u>		<u>STORY HOURS:</u>	<u>ATTENDANCE</u>
Children	<u>0</u>	<u>3</u>	<u>118</u>
Adults	<u>0</u>	<u>16</u>	<u>386</u>
		Bookmobile	

<u>MISCELLANEOUS</u>	
Books Sales	<u>\$10.95</u>
Coin Typewriters	<u>\$9.10</u>
Art Displays	<u>Ceramics, Weaving, Needlework, Photography, Oil Paintings</u>

SPECIAL ACTIVITIES:

Gifted Children's Art Display in Auditorium.

SPECIAL MEETING

A special meeting was held in the Board of Director's Conference room July 8, 1975 at 4:00 for the purpose of meeting with the Human Resources Representative, Mr. Samuel and Philemon Clark, former custodian of the Library in response to a grievance filed by Philemon Clark for dismissal.

The grievance committee of the Library Board was made up of three members, Chairman James Drury, Hank Booth and Larry Flannery.

An opening statement was made by Chairman Drury explaining the reason for the Meeting, stating that it was in no way considered a trial of either person involved, but to hear both sides of the dismissal, from Phil Clark, as employee and Mr. Mayo as employer.

Phil Clark stated that his reason for filing the grievance was that he wanted his job back. He stated that until he received the written notice, Mr. Mayo had prepared for the Board of Directors, he was not aware that his work was unsatisfactory.

Mr. Mayo stated that dismissal was given because of refusal to carry out instructions as outlined by him to Phil Clark regarding the work that was assigned to him.

Mr. Samuels stated that a good management practice was that the employee should be counseled on details of what the employer was dissatisfied with, that a counseling slip with signature by both parties should be used, thereby having documented facts.

Mr. Mayo stated that he had counseled, by conversation, not written in statement form, three weeks prior to termination of employment with Phil. He explained at this time that every employee of the library was hired on a 12 month probation period. Mr. Clark acknowledged that such a discussion had taken place.

The amount of time expected for Phil to work was established at 30 hours or 36 hours per week, alternate weeks including a Saturday schedule. The custodian for the morning hours as scheduled from 6:30 to 12:30 and the evening hours from 6:00 to 12:00 for the custodian on duty.

The length of time beginning January 20 when Phil was hired as an employee to the time of termination on June 20 was discussed. This discussion included the time off for necessary personal reasons.

Mr. Samuel stated that a part of the cause for complaint was that as time went along and Phil performed the duties and things to accomplish that were listed for him additional responsibility without extra money was expected. Phil stated that his refusal to do the extra work as outlined by Mr. Mayo was that he felt the area assigned to him was taken care of in a proper way. He did not feel overworked in the time assigned to him or the duties assigned to him in his area. His objection was work left over from other areas that he was expected to accomplish in addition to his area. The term deteriorated as used in Mr. Mayo's statement, was not in the area of work, but more in the area of neglect as to observing unspecified jobs such as replacing light bulbs when burned out, observing areas where dust had collected, public drinking fountains that should be cleaned, etc.

Hank Booth made the statement that he was in agreement that Mr. Mayo, as director of employment should get ultimate and optimal work from each employee as regard to their performance in designated jobs.

Mr. Mayo stated that relationship of employees was not an issue in the reason for termination although it is a practice followed by the Library not to hire persons related. Phil Clark and Gary Cooper, the night dustodian, are brothers-in-law. If

this had been stated at the beginning, Phil would not have been hired, as Gary Cooper was presently on the staff. Mr. Mayo also stated that time away from the job was a specific issue in termination, but it was brought up in the conversation with Phil prior to the time he was terminated.

Mr. Samuel made a closing statement in behalf of Phil Clark, that Phil was desirous of work, of getting his job back. Mr. Samuel felt that if a job description was forth corrections would be made. He felt that Phil was capable of carrying out duties and responsibilities of the job in question, that Phil would work according to his supervisor as long as there is an understanding of his responsibilities and area of work. He made an appeal for consideration to the grievance committee of employment saying that he believed the misunderstanding was due to a buildup of friction, and personality conflict between both parties.

The committee agreed that Mr. Mayo acted correctly at the time of termination in giving Phil Clark two weeks notice of termination with severance pay until that time, giving him paid time to look for other employment.

Chairman Drury closed the meeting saying the Grievance Committee would have a further meeting to discuss items presented by Mr. Samuel, Philemon Clark and Mr. Mayo. The time scheduled is Tuesday, July 15th at 7:00 thus giving the committee time to prepare their decision for the regular Board of Director's Meeting to be held July 22, 1975. He assured Mr. Samuel and Phil that written decision as decided by the entire Board of Directors would be mailed to them.

REGULAR MEETING

July 22, 1975

Kit Carlsen, Julie Stough and Hank Booth were present for the Board of Directors Meeting. A quorum was not present, therefore action on items on the agenda was not taken.

Mrs. Evelyn Hastings, as observer, was present.

There was no discussion of items 1 and 2, financial and statistical reports.

Item 3, Hank Booth reported that as a member of the greivance committee he would delay a formal report until the next regular meeting, but it was the feeling of the committee that Mr. Mayo used proper action re Phil Clark Dismissal.

Item 4, A letter of apology has been received regarding the billing from the Scribner account. An investigation is underway and in time we will be rebilled for the account.

Item 5, Scholarly Press. A letter giving instructions as to the procedure to be used for refunding payment of \$472.00 pre-publication cost for books not received will be as follows: 10% down payment within 30 days with a 10% monthly payment and interest payment following monthly payment. Only the index to the set of books was ever received.

Item 6. ALA convention. Mrs. Osma and Mr. Mayo attended the San Francisco convention. Mr. Mayo reported on a Skan check out system now being offered by Gaylord called Gaylord Circulation Control System. This is a computer type program which offers many and varied programs for Library collections.

Item 7. Small Claims Court. Mr. Mayo has made inquiry regarding a law which deals with keeping books that are checked out by a private party. This could be used 6 times a year and the maximum claim would be \$300. We have accounts in the amounts of \$75.00 to \$85.00 which might be brought to this court.

Item 8. A refrigerator has been purchased to replace the one in the staff room. The amount of cost is \$100.00 and the purchase was from Hanna's Appliance.

Item 9. \$100.00 check has been received from the Eagles Auxillary. The money is to be used in the purchase of materials for the elderly or aging.

Item 10. Mr. Mayo reported on a telephone call from Mr. Malinowsky in regard to stolen books retrieved by Kansas University including some 150 belonging to Lawrence Public Library and 45 to Johnson County Library. These books have been brought back and lists are being prepared according to Title and Cost of the books. There will be further consideration given as to what action should be taken by the Library against the patron involved. This is to be placed on the agenda for the regular meeting. It is the thinking of the members present that police should be notified of the situation.

Old Business discussed included a budget figure change from \$324,500 to \$321,500 based now on tax figures published.

New business which will be brought before the board includes a mutilated check as reported in the statement from the Lawrence National Bank.

The Air Conditioner repair bids are under consideration and a special meeting will be called to accept a bid and get repair under way. Bids to be considered are as follows:

Cloud-Trane \$3,592.00	Norris Brothers - \$2,040.00 to \$2,405.00.	Scott \$2,250 to \$2,700.
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There was a question from Mrs. Carlsen re termination pay for Phil Clark.

SPECIAL MEETING

July 24, 1975

Due to lack of quorum at the Regular Board of Directors meeting, July 22, 1975 a special meeting was held at 11:00 a.m. Thursday July 24, 1975 for the purpose of approving the following three items:

Minutes of the June Meeting were approved as distributed.

Bids for replacing two air conditioner compressors were examined. The bids were from Norris Bros., Scott Temperature and Cloud-Trane. It was moved by Hank Booth that the bid from Norris Bros. in the amount of \$2,405.00 be accepted. The motion was seconded by Larry Flannery and passed.

A motion was made by Larry Flannery, seconded by Kit Carlsen, that June bills in the amount of \$33,248.32 be paid. Motion passed.

Members present were: Larry Flannery, Hank Booth, Kit Carlsen and Jule Stough.

Meeting adjourned.

Approved: _____

Margy K. Carlsen
Acting Chairman

FINANCIAL STATEMENT

	<u>July, 1975</u>	<u>Year to Date</u>
Balance, January 1, 1975		\$47,274.33
Balance, June 30, 1975	\$26,026.51	
 <u>RECEIPTS:</u>		
Tax Funds.....	60,465.00	231,465.00
Adult Books.....	179.88	1,062.62
Children's Books.....	35.53	314.16
Overdues.....	710.94	5,895.06
Photo Copies.....	677.51	5,547.18
Library Materials.....	52.28	137.42
Library Supplies.....	7.38	140.79
Repairs and Equipment.....	8.50	90.40
Adult Gift Books.....	108.63	1,009.62
Children's Gift Books.....		14.94
Utilities.....		60.96
N.E.K.L.....		15,577.00
Periodicals.....		10.00
Revenue Sharing Fund.....		15,000.00
State Aid Fund.....		9,868.27
Grovenor Fund.....		155.00
Perkins Fund.....		33.18
Scribner & Son Account.....		735.89
Edwards Fund.....		30.00
Welch Fund.....		30.00
Moore Fund.....		32.50
	<hr/>	<hr/>
<u>TOTAL RECEIPTS</u>	\$62,245.64	\$287,209.99
 <u>BALANCE AFTER RECEIPTS AND BEFORE EXPENDITURES</u>	 \$88,272.15	 \$334,484.32
	4.10	4.10
No Fund Check Returned		<hr/>
		70,000.00
Certificates of Deposits	<hr/>	<hr/>
	\$88,268.05	\$264,480.22

EXPENDITURES:

Salaries.....	\$11,166.07	\$73,849.51
Custodian Salaries.....	840.71	6,089.26
Adult Books.....	914.78	10,393.70
Children's Books.....	4.59	4,314.48
I.L.L. Resource '74.....		17,718.00
Federal Income Tax Withheld	1,659.10	12,340.80
Library Materials.....	13.00	380.16
Library Supplies.....	261.99	4,068.72
Periodicals.....		6,099.51
Repairs and Equipment.....	301.65	5,091.01
Building Supplies.....	104.58	822.84
Travel and Bookmobile.....	81.22	1,328.23
Contingency.....	17.50	661.81
Utilities.....	2,114.42	15,359.83
Postage.....	723.00	2,019.43
Blue Cross...Employees.....	98.49	689.43
Blue Cross...Employers.....	213.75	1,321.11
Kpers...Employees.....		1,660.72
Kpers...Employers.....		3,071.72
State Aid Fund.....	177.01	8,204.97
Insurance.....	1,006.00	2,036.00
Photo Copies.....	1,141.94	3,858.96
Social Security..Employees.....		5,091.11
Social Security..Employers.....		5,090.79
Kansas Income Tax.....		1,068.17
Revenue Sharing Fund.....	3,963.70	8,385.40
Scribner & Son Account.....	734.18	734.18
Grovenor Fund.....	194.66	194.66
	<u>\$25,732.34</u>	<u>\$201,944.51</u>
<u>TOTAL EXPENDITURES:</u>		
<u>BALANCE AFTER EXPENDITURES</u>	<u>\$62,535.71</u>	<u>\$62,535.71</u>
<u>AND ACCORDING TO LEDGER</u>		

CHECK RECORD

July, 1975

<u>CHECK NUMBER</u>	<u>PAYEE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
689	Postmaster, Lawrence, Kansas	Postage	\$600.00
690	Mary E. Allen	Salary	211.96
691	Pattie Armbrister	Salary	366.07
692	Elizabeth Barlow	Salary	429.51
693	Doris E. Brandt	Salary	390.00
694	Philemon Clark	Custodian Salary	150.66
695	Gary W. Cooper	Custodian Salary	473.22
696	Joan Hubbard	Salary	402.67
697	Virginia McCullough	Salary	607.83
698	Wayne Mayo	Salary	1,055.09
699	Mary D. Murphy	Salary	761.12
700	Helen P. Osma	Salary	852.12
701	Void		
702	Mary E. Paretsky	Salary	555.11
703	Lance Reppert	Salary	377.81
704	Jackie Rutter	Salary	336.18
705	Rita M. Saile	Salary	339.89
706	Debbie Stallard	Salary	326.84
707	Julia Stump	Salary	444.31
708	Marilyn Weatherby	Salary	335.45
709	Howard Bauleke	Part Time Salary	62.14
710	Harriet M. Blanton	Part Time Salary	142.64
711	Leslie Breitenbach	Part Time Salary	138.40
712	Betty Bryson	Part Time Salary	93.91
713	Jim Bussell	Custodian Salary	92.27
714	Joan Bussell	Part Time Salary	207.71
715	Connie Disque	Part Time Salary	284.41
716	Aviva Enoch	Part Time Salary	144.05
717	Bruce Flanders	Part Time Salary	279.72
718	Linda Folsom	Part Time Salary	16.95
719	Michael Fuller	Part Time Salary	161.14
720	Patricia Mimeau	Part Time Salary	289.59
721	Gaston-Teddy Okitukunda	Custodian Salary	124.56
722	Valerie Peaslee	Part Time Salary	118.63
723	Michael M. Schlager	Part Time Salary	169.47
724	Virginia Shirer	Part Time Salary	301.56
725	Stacey Starks	Part Time Salary	227.19
726	Susan Sublett	Part Time Salary	128.04
727	Juli Viebrock	Part Time Salary	167.59
728	Gwen Wagner	Part Time Salary	228.49
729	Elizabeth Wiley	Part Time Salary	35.78
730	Suzanne Williams	Part Time Salary	176.70
731	Lawrence National Bank	Federal Income Tax Withheld	1,659.10
732	Kansas Blue Cross	Hospitalization Insurance	312.24
733	Baker and Taylor Co.	Adult Books	148.34
734	Bernie Straub Publishing Co.	Adult Books	38.64
735	Doubleday and Co. Inc.	Adult Books	6.34
736	Gaylord Bros. Inc.	Adult Books	50.70
737	General Learning Corporation	Adult Books	17.20
738	McNaughton Book Service	Adult Books	410.65
739	National Geographic Society	Adult Books	3.50
740	Rail-Europe	Adult Books	4.95
741	Simon and Schuster, Inc.	Adult Books	149.99

742 Victor Hotho & Co.
 743 Bound to Stay Bound Co.
 744 American Library Association
 745 Baker and Taylor Co.
 746 Robert Bentley, Inc.
 747 Bhaktivedanta Book Trust
 748 Gale Research Co.
 749 VNR Subscription Services
 750 Management Counselors, Inc.
 751 Time and Life Building
 752 Charles Scribner's Sons
 753 Adventure, a bookstore
 754 The Town Crier
 755 The Town Crier
 756 Crane and Co.
 757 Jostens Library Supplies
 758 KARD Rubber Stamp Co.
 759 Strong's Office Systems
 760 World Printing Co.
 761 Cloud's Heating & Air Cond.
 762 Eastman Kodak Co.
 763 Montgomery Elevator Co.
 764 A. B. Coker Co.
 765 Cook Paint and Varnish Co.
 766 Malott's Hardware
 767 Pur-O-Zone Chemical
 768 Johnson Co. Library
 769 Xerox Corporation
 770 Pitney Bowes
 771 Maupintour
 772 Mobil Oil Corp.
 773 Skelly Oil Co.
 774 Landreth, McGrew and Johnson
 775 Western Union
 776 Kansas Power and Light
 777 Southwestern Bell
 778 City of Lawrence, Water Dept.
 779 First National Bnak
 780 Petty Cash

Adult Books 61.97
 Revenue Sharing Fund 1,057.62
 Revenue Sharing Fund 9.00
 Revenue Sharing Fund 2,413.18
 Revenue Sharing Fund 244.40
 Revenue Sharing Fund 19.95
 Revenue Sharing Fund 35.96
 Revenue Sharing Fund 25.74
 Revenue Sharing Fund 12.50
 Revenue Sharing Fund 145.35
 1974 Scribner Account 734.18
 State Aid Fund 147.97
 State Aid Fund 18.28
 State Aid Fund 10.76
 Library Supplies 76.35
 Library Supplies 74.85
 Library Supplies 40.70
 Library Supplies 43.09
 Library Supplies 27.00
 Repairs and Equipment 153.00
 Repairs and Equipment 76.74
 Repairs and Equipment 71.91
 Building Supplies 46.91
 Building Supplies 7.00
 Building Supplies 11.71
 Building Supplies 33.45
 Photo Copies 542.70
 Photo Copies 599.24
 Postage 120.00
 Grovenor Fund 194.66
 Travel and Bookmobile 10.19
 Travel and Bookmobile 71.03
 Insurance 1,006.00
 Utilities 85.45
 Utilities 1,809.82
 Utilities 130.51
 Utilities 88.64
 Utilities 5.00
 Contingency 61.10
 Miscellaneous

July Check Total \$25,732.34

REGULAR MEETING

August -- 1975

Due to lack of quorum, the regular monthly Board Meeting was not held. Those present and giving approval of the July bills in the amount of \$25,732.34 were:

Howard Wiseman, Gerald Miner and Kit Carlsen. Telephone approval was given by James Drury.

To the Board of Directors: The Director's report for the month of July, 1975

LIBRARY CIRCULATION:

Adult Books	<u>20,017</u>	Children's Books	<u>20,218</u>
Total Books	<u>40,235</u>	Difference 1974	<u>711 more</u>
Adult Periodicals	<u>349</u>	Children's Periodicals	<u>6</u>
Adult Records	<u>1,137</u>	Children's Records	<u>346</u>
Prints	<u>183</u>	Films	<u>132</u>
		Reference Questions	<u>1,405</u>

<u>BOOKS</u>	<u>105,723</u>	Adult Fic.	Adult Non Fic.	Children's Fic.	Childrens Non Fic.
Added	<u>969</u>	<u>121</u>	<u>616</u>	<u>100</u>	<u>132</u>
Withdrawn	<u>134</u>	<u>33</u>	<u>63</u>	<u>32</u>	<u>6</u>
Totals	<u>106,558</u>				

<u>REGISTRATIONS</u>	Adult	County	Children	Totals
Active	<u>22,101</u>	<u>3,296</u>	<u>5,777</u>	<u>31,174</u>
Added	<u>398</u>	<u>66</u>	<u>111</u>	<u>575</u>
Withdrawn	<u>417</u>	<u>53</u>	<u>25</u>	<u>495</u>
Totals	<u>22,082</u>	<u>3,309</u>		<u>31,254</u>

<u>MEETING ROOMS</u>	Scheduled	Attendance Expected
Auditorium	<u>10</u>	<u>250</u>
Gallery	<u>13</u>	<u>155</u>

<u>TOURS</u>		<u>STORY HOURS:</u>	<u>ATTENDANCE</u>
Children	<u>2</u>	<u>16</u>	<u>111</u>
Adults	<u>1</u>	<u>13</u>	

MISCELLANEOUS

Books Sales	<u>\$8.15</u>
Coin Typewriters	<u>\$8.50</u>
Art Displays	<u>Jewelry - Paintings - Wall Hangings</u>

SPECIAL ACTIVITIES:

FINANCIAL REPORT

August 31, 1975

Year to Date

Balance, January 1, 1975
 Balance, July 31, 1975

\$62,535.71

\$47,274.33

RECEIPTS:

Tax Funds.....		231,465.00
Adult Books.....	90.99	1,153.61
Children's Books.....	77.06	391.22
Overdues.....	729.66	6,620.62
Photo Copies.....	581.78	6,128.96
Library Materials.....	54.58	192.00
Library Supplies.....	4.80	145.59
Repairs and Equipment....	8.30	98.70
Adult Gift Books.....	4.95	1,014.57
Children's Gift Books....		14.94
Utilities.....	27.26	88.22
N.E.K.L.....	3,412.50	18,989.50
Periodicals.....	94.00	104.00
Revenue Sharing Fund.....		15,000.00
State Aid Fund.....		9,868.27
Grovenor Fund.....		155.00
Perkins.Fund.....		33.18
Scribner & Son Account...		735.89
Edwards Fund.....		30.00
Welch Fund.....		30.00
Moore Fund.....		32.50
Postage.....	1.46	1.46
Interest.....	<u>1,382.36</u>	<u>1,382.36</u>

TOTAL RECEIPTS:

\$ 6,469.70 \$293,675.59

Certificate of Deposit Cashed	50,000.00
Certificates of Deposit Purchased	<u>20,000.00</u>
<u>BALANCE IN RECEIPTS AND BEFORE EXPENDITURES</u>	\$99,005.41

40,000.00
 \$300,949.92

EXPENDITURES:

Salaries.....	\$10,812.92	\$84,662.43
Custodian Salaries.....	920.15	7,009.41
Adult Books.....	1,195.98	11,589.68
Children's Books.....	11.42	4,325.90
I.L.L. Resource '74.....		17,718.00
Federal Income Tax.....	1,629.10	13,969.90
Library Materials.....	18.75	398.91
Library Supplies.....	460.07	4,528.79
Periodicals.....	96.00	6,195.51
Repairs and Equipment.....	2,664.26	7,755.27
Building Supplies.....	304.90	1,127.74
Travel and Bookmobile.....	71.35	1,399.58
Contingency.....	57.74	719.55
Utilities.....	2,235.28	17,595.11
Postage.....	26.70	2,046.13
Blue Cross, Employees.....	98.49	787.92
Blue Cross, Employers.....	213.75	1,534.86
Kpers, Employees.....		1,660.72
Kpers, Employers.....		3,071.72
State Aid Fund.....	187.86	8,392.83
Insurance.....		2,036.00
Photo Copies.....	508.10	4,367.06
Social Security-Employees.		5,091.11
Social Security-Employers.		5,090.79
Kansas Income Tax.....		1,068.17
Revenue Sharing Fund.....	3,626.72	12,012.12
Scribner's Fund.....		734.18
Grovenor Fund.....		194.66
	<hr/>	<hr/>
<u>TOTAL EXPENDITURES</u>	\$25,139.54	\$227,084.05
<u>BALANCE AFTER EXPENDITURES AND PER LEDGER.</u>	<u>\$73,865.87</u>	<u>\$73,865.87</u>

CHECK RECORD

August, 1975

CHECK NO.	PAYEE	ACCOUNT	AMOUNT
	Mary E. Allen	Salary	\$313.09
781	Pattie L. Armbrister	Salary	366.07
782	Elizabeth M. Barlow	Salary	429.51
783	Doris E. Brandt	Salary	390.00
784	Philemon Clark	Salary-Custodian	363.93
785	Gary W. Cooper	Salary-Custodian	421.77
786	JoAnn H. Hubbard	Salary	402.67
787	Virginia L. McCullough	Salary	607.83
788	Wayne Mayo	Salary	1,055.09
789	Mary D. Murphy	Salary	761.12
790	Helen Osma	Salary	852.12
791	Mary E. Paretsky	Salary	601.00
792	Lance Reppert	Salary	377.81
793	Jacqueline Rutter	Salary	336.18
794	Rita M. Saile	Salary	323.85
795	Debbie Stallard	Salary	326.84
796	Marilyn Weatherbry	Salary	335.45
797	Howard P. Bauleke	Part Time Salary	161.41
798	Harriet Blanton	Part Time Salary	206.57
799	Leslie Breitenbach	Part Time Salary	126.54
800	Betty Ann Bryson	Part Time Salary	101.82
801	Joan M. Bussell	Part Time Salary	199.82
802	Vicki Renee Creaden	Part Time Salary	47.07
803	Connie M. Disque	Part Time Salary	288.46
804	Bruce L. Flanders	Part Time Salary	118.42
805	Mike Fuller	Part Time Salary	182.20
806	Thelma Helyar	Part Time Salary	70.61
807	Patricia Mimeau	Part Time Salary	313.53
808	Teddy Okitukunda	Salary-Custodian	134.45
809	Valerie D. Peaslee	Part Time Salary	153.46
810	Virginia Shirer	Part Time Salary	205.15
811	Stacey S. Starks	Part Time Salary	162.45
812	Susan Sublett	Part Time Salary	161.94
813	Ann Quinlan	Part Time Salary	12.15
814	Juli Viebrock	Part Time Salary	214.97
815	Gwen Wagner	Part Time Salary	198.20
816	Elizabeth Wiley	Part Time Salary	184.68
817	Suzi K. Williams	Part Time Salary	224.84
818	Lawrence National Bank	Income Tax Withheld	1,629.10
819	Blue Cross of Kansas	Hospitalization Insurance	312.24
820	Arno Press, Inc.	Adult Books	32.96
821	Baker and Taylor Co.	Adult Books	263.17
822	G. K. Hall and Co.	Adult Books	41.94
823	General Learning Corporation	Adult Books	23.82
824	McNaughton Book Service	Adult Books	367.61
825	National Geographic Society	Adult Books	3.50
826	Stackpole Books	Adult Books	8.44
827	Trail West Publishers	Adult Books	12.34
828	W. W. Norton Co.	Adult Books	435.00
829	Bound to Stay Bound Books	Revenue Sharing	1,131.99
830	Schoenhof's	Revenue Sharing	11.30
831	Baker and Taylor Co.	Revenue Sharing	1,988.51
832	Cambridge University Press	Revenue Sharing	24.92

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Doubleday and Co. Inc.
Garland Publishing
H. W. Wilson Co.
Peter Smith Publisher, Inc.
Security World Publishing Co.
Thompson Book Co.
Dun and Bradstreet, Inc.
A.m. Best Co.
National Record Plan
Town Crier
Crane and Co.
Demco Educational Corporation
Gane Brothers & Lane, Inc.
Gaylord Bros. Inc.
Kard Rubber Stamp Co.
Strong's Office Systems
Wayne Paper
Zerex
Tobey Fine Papers
Coast to Coast
A.B.Coker Co.
Cook Paint and Varnish
Electric Supply Co.
Gibson's Products Co.
Malott's Hardware
Pur-O-Zone Chemical Co. Inc.
Brien Plumbing Co.
Hanna's
Eastman Kodak Co.
Montgomery Elevator Co.
Norris Bros. Inc.
Pitney Bowes
Mobil Oil Credit Corporation
Wayne Mayo
Lawrence Chamber of Commerce
Exhibitors Film Delivery Service
Graves Truck Line
City of Lawrence, Water Dept.
Kansas Power and Light Co.
Bell Telephone Co.
Petty Cash

Revenue Sharing Fund 5.61
Revenue Sharing Fund 172.70
Revenue Sharing Fund 5.00
Revenue Sharing Fund 16.31
Revenue Sharing Fund 62.48
Revenue Sharing Fund 107.90
Revenue Sharing Fund 100.00
Revenue Sharing Fund 96.00
Revenue Sharing Fund 172.37
State Aid Fund 15.49
Library Supplies 14.91
Library Supplies 167.30
Library Supplies 19.60
Library Supplies 29.95
Library Supplies 4.40
Library Supplies 54.63
Library Supplies 168.25
Photo Copies 454.84
Photo Copies 51.46
Building Supplies 1.69
Building Supplies 36.11
Building Supplies 7.00
Building Supplies 207.16
Building Supplies 42.15
Building Supplies 3.58
Building Supplies 8.23
Repairs and Equipment 26.35
Repairs and Equipment 100.00
Repairs and Equipment 59.50
Repairs and Equipment 71.91
Repairs and Equipment 2,405.00
Postage 26.70
Travel and Bookmobile 13.74
Travel and Bookmobile 57.61
Contingency 12.50
Contingency 29.25
Contingency 9.44
Utilities 100.85
Utilities-August 2,038.56
Utilities 95.87
Miscellaneous 51.45

\$25,143.76
4.22
\$25,139.54

Gibsons Products replacing #857 allowing discount of

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of August, 1975

LIBRARY CIRCULATION: Adult Books 19,601 Children's Books 15,813
 19 74 Total 37,099 Total Books 35,414 Difference 1975 1,685 Less

Adult Periodicals 404 Children's Periodicals 40

Adult Records 861 Children's Records 376

Prints 137 Films 107 Reference Questions 1,186

BOOKS 106,558 Adult Fic. Adult Non Fic. Children's Fic. Childrens Non Fic.

Added 602 62 322 109 109

Withdrawn 115 17 37 47 11

Totals 107,045

REGISTRATIONS

	Adult	County	Children	Totals
Active	<u>22,082</u>	<u>3,309</u>	<u>5,863</u>	<u>31,254</u>

Added	<u>678</u>	<u>85</u>	<u>93</u>	<u>856</u>
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Withdrawn	<u>589</u>	<u>49</u>	<u>156</u>	<u>794</u>
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Totals	<u>22,171</u>	<u>3,345</u>	<u>5,800</u>	<u>31,316</u>
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MEETING ROOMS

	Scheduled	Attendance Expected
Auditorium	<u>11</u>	<u>393</u>

Gallery	<u>9</u>	<u>122</u>
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TOURS

	STORY HOURS:	ATTENDANCE
Children	<u>9</u>	<u>78</u>
Adults	<u>*</u>	<u></u>

MISCELLANEOUS

Books Sales \$11.70

Coin Typewriters 8.30

Art Displays None

SPECIAL ACTIVITIES:

* Tours for 150 Haskell students

REGULAR MEETING
September-1975

The Board of Directors of the Lawrence Public Library met September 16, 1975 at 4:00 in the conference room for the regular monthly meeting.

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

Minutes of the Special meeting held July 24, 1975 were approved.

The statistics and financial reports were reviewed.

Mr. Mayo reported on a theft of books from the Library. 138 books were recovered for the Public Library by Kansas University and some 50 additional books belonging to Johnson County Library were received. Mr. Mayo filed a report with the police on July 22, 1975. He was referred to the City attorney and then to the County attorney to sign a complaint. The value of the books was approximately \$1,500.00 for the Lawrence Library. Howard Wiseman made a motion, seconded by Larry Flannery, that the Board of Directors approve of the action taken by Mr. Mayo in filing the complaint. Motion carried.

Mr. Mayo talked of a governmental liability policy in regard to the Library Building. The Library is not covered under the city buildings liability insurance. The cost of such a policy for bodily injury and property damage liability would be \$113.00. Since there is to be a rehearing of the supreme court concerning this, Larry Flannery made a motion that a decision be tabled at this time. The motion was seconded by Gerald Miner and carried.

Mr. Mayo informed the Board that the repair of the air conditioning units has been completed. The balance of the 5 year guarantee on the Lennox is in effect and the Carrier unit has a one year guarantee. The cost of the repair was according to the bid of Norris Brothers for \$2,400.00 with an additional \$200 cost for the replacement of timers and installation.

Mr. Mayo made a suggestion to the Board of Directors in regard to a Bi-Centennial project for the Public Library. He passed out a brochure describing twelve historical flags, one to be flown each month of the Bi-centennial year. Bookmarks describing the flags would be available at the circulation desk. The Board was enthusiastic about this project and discussion included that perhaps the cost could be covered thru sponsorship from different civic organizations of the city.

Dates for the C.A.L.L. book sale were announced as October 17 and 18, 1975.

Mr. Mayo told the Board of the hiring of a new employee, Jane Betty for the reference department. Payment of her salary is to be Federally funded and paid thru the city offices. Assignment of schedule and duties is under direction of the Library.

Mr. Mayo discussed with the Board an idea of asking the city for an increase in millage in 1976 for funds to be granted in 1977. This would be an increase of 1/2 mill to be divided over a five year period. No action was taken, but Mr. Mayo will be talking to Buford Watson concerning this.

1976 Budget figures totaling \$324,500 was approved by the Board of Directors at the June 17, 1975 meeting. Based on actual valuation figures, tax funds will be \$3,000 less than the original figure. Howard Wiseman made a motion that the budget be approved as presented this date with an adjustment from \$324,500 to \$321,500. The motion was seconded by Larry Flannery and passed.

Larry Flannery made a motion that Revenue Sharing funds and or other income anticipated for the year be inserted in a footnote on the budget page. Julie Stough seconded the motion. Motion passed.

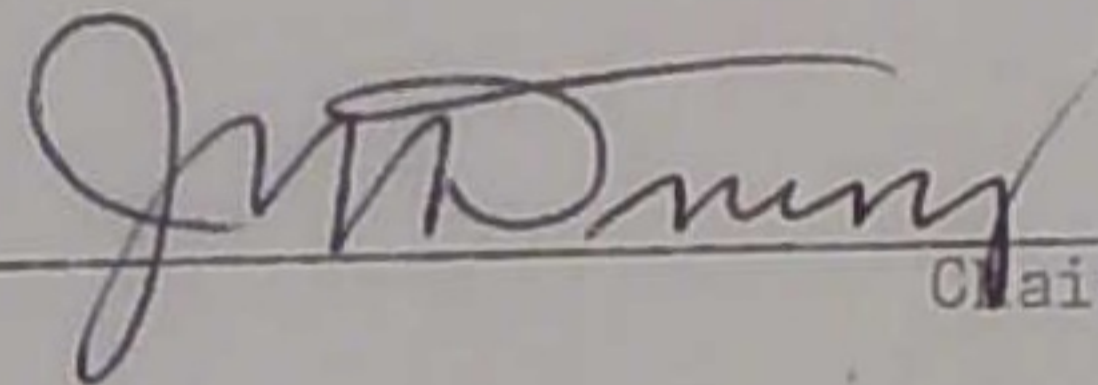
Larry Flannery made a motion that the Lawrence Public Library make an offer of \$2,000.00 to the Topeka Public Library for the purchase of a bookmobile and contact other small libraries attempting to make sale of our bookmobile with a \$750 starting price. The motion was seconded by Howard Wiseman and passed unanimously.

Howard Wiseman made a motion that the Board approve the photostatic copy of a check sent to us by the Lawrence National Bank, received from the Montgomery Elevator Co. in payment of check #464. Larry Flannery seconded the motion and it carried.

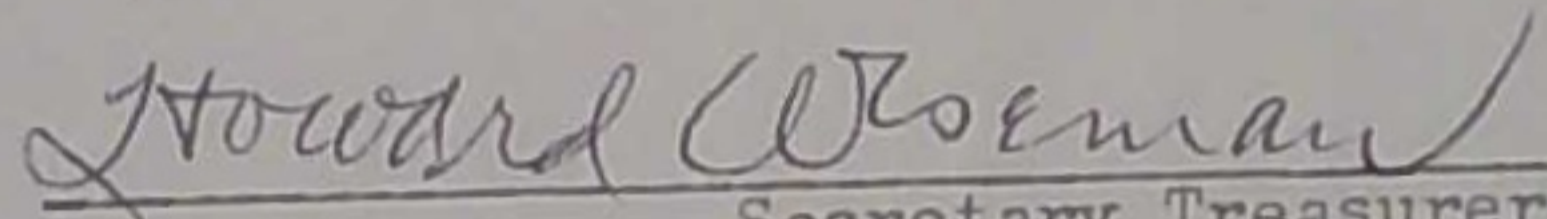
Roll call vote was taken approving August checks in the amount of \$25,139.54.

Howard Wiseman made a motion, seconded by Larry Flannery, that authorization for the purchase of a refrigerator for the staff room from Hanna's in the amount of \$100.00 be made. Motion carried.

Meeting adjourned.



Chairman



Secretary Treasurer.

CHECK RECORD
September, 1975

<u>CHECK NO.</u>	<u>PAYEE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
876	Mary Allen	Salary	\$313.09
877	Pattie L. Armbrister	Salary	366.07
878	Elizabeth M. Barlow	Salary	413.80
879	Doris E. Brandt	Salary	390.00
880	Philemon Clark	Salary - Custodian	336.67
881	Medical Arts Pharmacy	Salary -	14.02
882	Gary W. Cooper	Salary - Custodian	421.77
883	JoAnn H. Hubbard	Salary	402.67
884	Virginia L. MC Cullough	Salary	607.83
885	Wayne Mayo	Salary	1,055.09
886	Mary D. Murphy	Salary	792.13
887	Helen P. Osma	Salary	852.12
888	Mary E. Paretsky	Salary	555.11
889	Nelson L. Reppert	Salary	377.81
890	Jackie Rutter	Salary	336.18
891	Rita M. Saile	Salary	323.85
892	Deborah Stallard	Salary	326.84
893	Marilyn Zumwalt	Salary	335.45
894	Howard P. Bauleke	Part Time Salary	129.93
895	Harriet Blanton	Part Time Salary	159.11
896	Leslie Breitenbach	Part Time Salary	124.56
897	Betty Bryson	Part Time Salary	108.74
898	Joan Bussell	Part Time Salary	246.26
899	Vicki Creaden	Part Time Salary	148.76
900	Jeff Dains	Part Time Salary	148.76
901	Connie Disque	Part Time Salary	68.82
902	Bruce Flanders	Part Time Salary	111.84
903	Michael Fuller	Part Time Salary	193.76
904	Thelma Helyar	Part Time Salary	287.59
905	Patricia Mimeau	Part Time Salary	229.51
906	Gaston-Teddy Okitukunda	Custodian Salary	130.49
907	Valerie D. Peaslee	Part Time Salary	76.26
908	Ann J. Quinlan	Part Time Salary	127.53
909	Diane Rorabaugh	Part Time Salary	157.05
910	Stacey Starks	Part Time Salary	191.95
911	Susan Sublett	Part Time Salary	111.10
912	Gwen Wagner	Part Time Salary	224.27
913	Elizabeth Wiley	Part Time Salary	120.52
914	Suzanne K. Williams	Part Time Salary	143.11
915	Lawrence National Bank	Inc. Tax Withheld	1,609.70
916	Blue Cross of Kansas	Hospitalization Ins.	312.24
917	Postmaster, Lawrence Kansas	Postage	600.00
918	State Contribution Fund	Social Security	5,195.68
919	KPERS	Retirement Fund	2,621.47
920	Director of Revenue	Kansas Income Tax	489.79
921	The Baker and Taylor Co.	Adult Books-Revenue Shar.	3,576.86
922	Bound to Stay Bound Books, Inc.	Children's Bks.Rev.Shar.	1,202.47
923	Owlswood Productions	Adult Revenue Sharing	5.39
924	The Baker and Taylor Co.	Adult Books	10.42
925	Colonial Book Service, Inc.	Adult Books	10.37
926	Goldie Daniels	Adult Books	17.60
927	Farmland, U. S. A.	Adult Books	15.45
928	Gale Research Co.	Adult Books	30.51
929	Garland Publishing Co.	Adult Books	243.82

CHECK
NUMBER

930	General Learning Company	Adult Books	17.20
931	McNaughton Book Service	Adult Books	344.50
932	Robert Bentley, Inc.	Adult Books	6.75
933	Stackpole Books and Games	Adult Books	4.48
934	Stephen Greene Press	Adult Books	5.85
935	VNR Subscription Services	Adult Books	25.74
936	Microfilming Corporation	Adult Gift Books	100.81
937	Division of Continuing Ed.	State Aid Fund	13.75
938	National Record Plan	State Aid Fund	117.65
939	The Town Crier, Inc.	State Aid Fund	17.60
940	Crane and Co.	Library Supplies	27.69
941	Kard Rubber Stamp Co.	Library Supplies	6.90
942	Quill Corporation	Building Supplies	95.98
943	Strong's Office Systems	Library Supplies	25.60
944	World Printing Co.	Library Supplies	32.00
945	Xerox	Photo Copies	460.89
946	A. B. Coker Co. Inc.	Building Supplies	56.13
947	Ernst & Son Hardware	Building Supplies	5.94
948	Malott's Hardware	Building Supplies	4.74
949	Pur- O- Zone Chemical Co.	Building Supplies	2.70
950	Woods Lumber Co.	Building Supplies	1.40
951	Auto Glass Co.	Repairs and Equipment	120.50
952	Campbell Appliance	Repairs and Equipment	23.50
953	Downtown T.V.	Repairs and Equipment	24.70
954	Eastman Kodak Co.	Repairs and Equipment	59.00
955	Gary Malburg Electric	Repairs and Equipment	97.00
956	Montgomery Elevator Co.	Repairs and Equipment	71.91
957	Norris Bros. Inc.	Repairs and Equipment	200.00
958	Pepsi Cola Bottlers	Repairs and Equipment	45.00
959	R.R. Bowker Co.	Library Supplies	87.80
960	R.M.'s Auto Service	Travel and Bookmobile	11.40
961	Skelly Oil Co.	Travel and Bookmobile	60.46
962	Swecker-Knipp, Inc.	Contingency	30.51
963	City of Lawrence-Water Dept.	Utilities	47.92
964	Kansas Power and Light Co.	Utilities	1,887.18
965	Southwestern Bell Co.	Utilities	94.62
966	Western Union	Utilities	64.53
967	Petty Cash	Miscellaneous	50.66
			<hr/>
	Total September Invoices		\$31,753.18

FINANCIAL REPORT

September, 1975

Year to Date

Balance, January 1, 1975
Balance, August 30, 1975

\$73,865.87

\$47,274.33

RECEIPTS:

Tax Funds.....		231,465.00
Adult Books.....	159.20	1,312.81
Children's Books.....	48.62	439.84
Overdues.....	738.78	7,359.40
Photo Copies.....	686.45	6,815.41
Library Materials.....	15.07	207.07
Library Supplies.....	3.18	148.77
Repairs and Equipment.....		98.70
Adult Gift Books.....	171.77	1,186.34
Children's Gift Books.....		14.94
Utilities.....		88.22
N.E.K.L.....	4,376.00	23,365.50
Periodicals.....		104.00
Revenue Sharing Fund.....		15,000.00
State Aid Fund.....		9,868.27
Grovenor Fund.....		155.00
Perkins Fund.....		33.18
Scribner & Son.....		735.89
Edwards Fund.....		30.00
Welch Fund.....		30.00
Moore Fund.....		32.50
Postage.....		1.46
Interest.....		1,382.36

\$6,199.07

\$299,874.66

TOTAL RECEIPTS

BALANCE AFTER RECEIPTS
AND BEFORE EXPENDITURES

\$80,064.94

\$347,148.99

40,000.00

Certificate of Deposit

\$307,148.99

EXPENDITURES:

Salaries.....	\$10,557.45	\$95,219.90
Custodian Salaries.....	902.95	7,912.36
Adult Books.....	3,375.22	14,964.90
Children's Books.....	28.52	4,354.42
I.L.L. '74		17,718.00
Federal Income Tax Withheld...	1,609.70	15,579.60
Library Materials.....	10.25	409.16
Library Supplies.....	181.39	4,710.18
Periodicals.....		6,195.51
Repairs and Equipment.....	641.61	8,396.88
Building Supplies.....	173.38	1,301.12
Travel and Bookmobile.....	71.86	1,471.44
Contingency.....	30.51	750.06
Utilities.....	2,094.25	19,689.36
Postage.....	600.00	2,646.13
Blue Cross-Employees.....	98.49	886.41
Blue Cross-Employers.....	213.75	1,748.61
Kpers-Employees.....	919.45	2,580.17
Kpers-Employers.....	1,702.02	4,773.74
State Aid Fund.....	149.00	8,541.83
Insurance.....		2,036.00
Photo Copies.....	460.89	4,827.95
Social Security-Employees.....	2,597.90	7,689.01
Social Security-Employers.....	2,597.78	7,688.57
Kansas Income Tax.....	489.79	1,557.96
Revenue Sharing Fund.....	2,146.19	14,158.31
Scribner & Son.....		734.18
Grovenor Fund.....		194.66
Adult Gift Books.....		100.81
	<hr/>	<hr/>
<u>EXPENDITURE TOTAL</u> *	\$31,753.18	\$258,837.23
 <u>BALANCE AFTER EXPENDITURES AND PER LEDGER</u>	 \$48,311.76	 \$48,311.76

BUDGET SURVEY
September - 1975

	<u>BUDGETED</u>	<u>RECEIVED</u>	<u>SPENT</u>	<u>BALANCE</u>
<u>SALARIES</u>				
Full Time Salaries	\$129,420.	\$	\$92,453.66	\$36,966.34
Part Time Salaries	<u>32,300.</u>		<u>29,637.07</u>	<u>2,662.93</u>
<u>TOTALS</u>	\$161,720.		\$122,090.73	\$39,629.27
<u>LIBRARY MAINTENANCE</u>				
Books	\$ 37,000.	\$1,752.65	\$ 8,432.76	\$30,319.89
Periodicals	4,700	104.00	6,195.51	1,391.51
Library Materials	300.	207.07	409.16	97.91
Library Supplies	5,000.	148.77	4,710.18	438.59
Custodian Salaries	<u>11,455.</u>	<u>-</u>	<u>9,341.60</u>	<u>2,113.40</u>
<u>TOTALS</u>	\$58,455.	\$2,212.49	\$29,089.21	\$31,578.28
<u>BUILDING MAINTENANCE</u>				
Building Supplies	\$ 3,475.	-	\$1,301.12	\$ 2,173.88
Repairs and Equipment	6,000.	98.70	8,396.88	(2,298.18)
Utilities	20,000.	88.22	19,689.36	398.86
Insurance	<u>1,400.</u>	<u>-</u>	<u>2,036.00</u>	<u>(636.00)</u>
<u>TOTALS</u>	\$30,875.	\$186.92	\$31,423.36	\$ (361.44)
<u>MISCELLANEOUS</u>				
Postage	\$ 2,400.	\$ 1.46	\$2,646.13	\$(244.67)
Contingency	1,800.		750.06	1,049.94
Travel and Bookmobile	1,400.		1,471.44	(71.44)
Hospitalization	<u>3,900.</u>	<u>-</u>	<u>1,748.61</u>	<u>2,151.39</u>
<u>TOTALS</u>	\$ 9,500.	\$1.46	\$6,616.24	\$2,885.22
<u>SOCIAL SECURITY</u>				
KPERS	\$10,500.		\$7,688.57	\$2,811.43
	<u>9,000.</u>		<u>4,773.74</u>	<u>4,226.26</u>
<u>TOTALS</u>	\$19,500.		\$12,462.31	\$7,037.69
<u>GRAND TOTAL</u>				
	<u>\$280,050.</u>	<u>\$2,400.87</u>	<u>\$201,681.85</u>	<u>\$80,769.02</u>
PHOTO COPIES		\$6,815.41	\$4,827.95	\$1,987.46
REVENUE SHARING		15,000.00	14,158.31	841.69
STATE AID		9,868.27	8,541.83	1,326.44
I.L.L. RESOURCE FUND		17,718.00	17,718.00	-
<u>ANTICIPATED INCOME:</u>				
General tax Fund			\$213,750.00	
Social Security			10,500.00	
Kpers tax fund			8,390.36	
1973 Kpers carry-over			609.64	
Desk Collections			10,000.00	
1974 Interest on C.D.'s			1,500.00	
Kansas Information Credit			1,900.00	
N.E.K.L.			29,400.00	
1973 Carryover			<u>4,000.00</u>	
			\$280,050.00	

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of September, 1975

<u>LIBRARY CIRCULATION:</u>	Adult Books	<u>19,662</u>	Children's Books	<u>11,379</u>
1974 Total	Total Books	<u>31,041</u>	Difference 1975	<u>1,962 more</u>
	Adult Periodicals	<u>406</u>	Children's Periodicals	<u>38</u>
	Adult Records	<u>810</u>	Children's Records	<u>479</u>
Prints	<u>153</u>	Films	<u>153</u>	Reference Questions
				<u>1,406</u>

<u>BOOKS</u>	<u>107,045</u>	Adult Fic.	Adult Non Fic.	Children's Fic.	Childrens Non Fic.
Added	<u>896</u>	<u>146</u>	<u>634</u>	<u>76</u>	<u>40</u>
Withdrawn	<u>155</u>	<u>32</u>	<u>89</u>	<u>28</u>	<u>6</u>
Totals	<u>107,786</u>				

<u>REGISTRATIONS</u>	Adult	County	Children	Totals
Active	<u>22,171</u>	<u>3,345</u>	<u>5800</u>	<u>31,316</u>
Added	<u>855</u>	<u>136</u>	<u>55</u>	<u>1,046</u>
Withdrawn	<u>1,244</u>	<u>171</u>	<u>106</u>	<u>1,521</u>
Totals	<u>21,782</u>	<u>3,310</u>	<u>5,749</u>	<u>30,841</u>

<u>MEETING ROOMS</u>	Scheduled	Attendance Expected
Auditorium	<u>10</u>	<u>315</u>
Gallery	<u>14</u>	<u>220</u>

<u>TOURS</u>		<u>STORY HOURS:</u>	<u>ATTENDANCE</u>
Children	<u>1</u>	<u>30</u>	<u>1</u>
Adults	<u>-</u>		<u>32</u>

MISCELLANEOUS

Books Sales 5.10

Coin Typewriters 31.30- September and to October 15.

Art Displays Apple dolls, oils, photography

SPECIAL ACTIVITIES:

REGULAR MEETING
October 21, 1975

The Board of Directors of the Lawrence Public Library held their regular monthly meeting October 21, 1975 at 4:00 p.m. in the Conference Room.

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

The minutes were approved as distributed.

The Director's report included the following:

Financial: Budget amounts in Utilities, Repairs and Equipment and Insurance will be above estimated amounts and about \$8,000 will have to be taken from the book budget to cover the deficit in these areas. The Board requests an explanation of the increase in premium on the current insurance coverages and suggests that bids be taken for the same coverage for the coming year.

Statistics were reviewed with regard to the circulation figures for books and the number of books in the collection, which now totals over 107,000 books.

The C.A.L.L. organization has given a figure of \$2,973.00 cleared from the book sale held in the Library garage the past weekend on dates October 17 and 18. Approximately \$300 was cleared in the spring sale.

Carpet Cleaning: A bid of \$150.84 was given to Mr. Mayo for cleaning the two entry ways plus the lobby of the library. Mr. Flannery made a motion, seconded by Mr. Miner that the bid be accepted for this work. Motion carried. There was further discussion on the purchase of a machine for carpet cleaning.

Computer System. Correspondence received by Mr. Mayo gives a price of \$27,000 for a system that would take care of the needs of a Library our size. He felt this was considerably above what our present system costs.

Bookmobile: A bookmobile has been purchased from the Topeka Library for the cost of \$2,000. The present bookmobile has been offered to Leavenworth Library but a final sale price has not been reached.

Current Staff: Mr. Mayo gave comparison figures of the staff needed to serve the present building and the old building. The square footage of the present facility is $3\frac{1}{2}$ times as great and the opening hours of the present library is 69 hours compared to 63 hours per week at the former location. The increased personnel has increased from $20\frac{1}{2}$ to $25\frac{3}{4}$ total. (The comparison chart is attached.)

Personnel procedures. A chart was formulated by Mr. Mayo showing a diagram of the organization of the Library structure as regards staff. Job descriptions for each department are being worked out. Chairman Drury appointed the following committee to work with Mr. Mayo in preparing an employee manual. Howard Wiseman, Gerald Miner and Kit Carlsen.

A question was asked regarding book selection. Mr. Mayo reported that Mrs. Osma from the processing department, Mr. Mayo as director, reference and circulation department staffs and reviews, as recommended, aid in the selection of new adult books to be purchased. Mrs. Paretsky, head of Children's department, and her staff are responsible for the selection of Children's books.

Mr. Miner suggested that the men on the Library Board view the Public Restroom facilities with regard to the stall dividers, the soap dispensers and the general condition.

Mr. Mayo has received an offer from the C.A.L.L. group to paint the walls of the garage if the paint is furnished.

Mr. Mayo called attention to a newspaper item published July 8, 1975 stating that the Lawrence mill levy by the city has increased from 32.72 to 35.86, representing an 8% increase in mill levy, but that since we are at the top of our 2.5 mill levy, 1976 revenue increases for the Library must depend on valuation increases, which will amount to about $4\frac{1}{2}\%$ increase for 1976. In the face of providing 9% salary increases for 1976 plus other cost increases, the Library may be in serious financial troubles by 1977. Two considerations might be to request a mill levy increase for 1977 or ask that Revenue Sharing Funds be extended past 1976.

A New business item is that more keysort cards, or date due cards will be needed. When the original cards were purchased the circulation figures were underestimated and the cards are being used more frequently than anticipated. A separate deck to be used by the Children's Department seems to be the answer at this time. The cost will be \$2,106. Because of the time involved in preparation of these cards, Mr. Mayo is reporting the need at this time, but purchase will be after January 1.

Roll call vote approving \$31,753.18 expenditures for September was given.

Meeting adjourned.

Approved: _____

Chairman

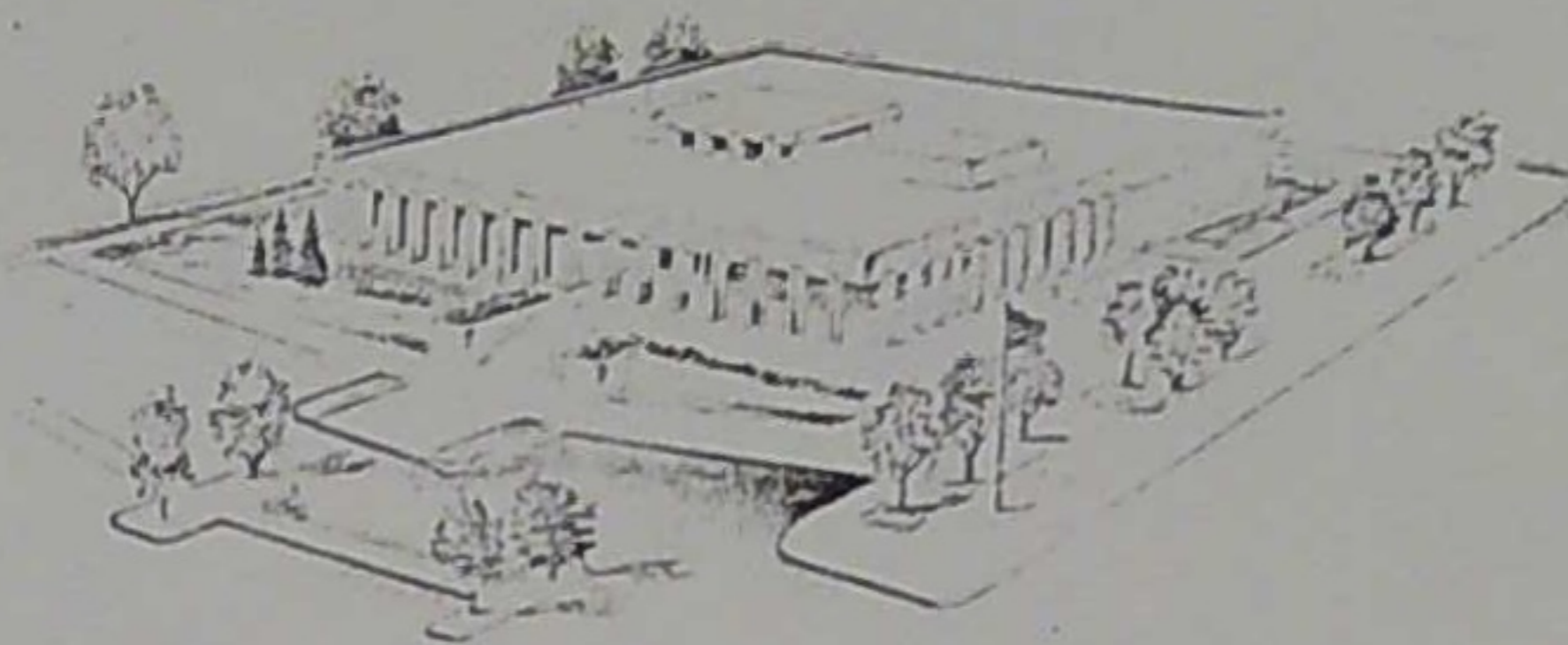
Howard W. Suman

Secretary-Treasurer _____

Lawrence Public Library

PHONE 843-3833

707 VERMONT / LAWRENCE, KANSAS 66044



WAYNE MAYO
Library Director

LIBRARY STAFF COMPARISONS Jan. 1972 vs. Sept. 1975

<u>JANUARY 1972</u>	<u>F.T.E.</u>	<u>Sept 1975</u>	<u>F.T.E.</u>
Circulation Dept.	5½	Circulation Dept.	7
Children's Dept.	4	Children's Dept.	4½
Reference Dept.	4½	Reference Dept.	5½
Processing Dept.	3½	Processing Dept.	4½
Office	2	Office	2
Custodial staff	1	Custodial staff	2¼
	<hr/>		<hr/>
	20½		25 3/4

1971 circulation	306,887
1971 borrowers	17,850
1971 # books added	6,215
1971 reference req.	6,493

1974 circulation	398,926
1974 borrowers	30,707
1974 # books added	10,795
1974 reference requests	14,741

FINANCIAL STATEMENT

October 31, 1975

Year to Date

Balance, January 1, 1975
 Balance, September 30, 1975

\$48,311.76

\$47,274.33

RECEIPTS:

Tax Funds.....		\$231,465.00
Adult Books.....	169.15	1,481.96
Children's Books.....	22.65	462.49
Overdues.....	795.49	8,154.89
Photo Copies.....	821.10	7,636.51
Library Materials.....	10.00	217.07
Library Supplies.....	14.93	163.70
Repairs and Equipment.....	31.30	130.00
Adult Gift Books.....	19.24	1,205.58
Children's Gift Books.....		14.94
Utilities.....		88.22
N.E.K.L.....		23,365.50
Periodicals.....		104.00
Revenue Sharing Fund.....		15,000.00
State Aid Fund.....		9,868.27
Grovenor Fund.....		155.00
Perkins Fund.....		33.18
Scribner & Son.....		735.89
Edwards Fund.....		30.00
Welch Fund.....		30.00
Moore Fund.....		32.50
Postage.....	83.13	84.59
Interest.....		1,382.36

TOTAL RECEIPTS

\$1,966.99

\$301,841.65

BALANCE AFTER RECEIPTS AND
 BEFORE EXPENDITURES

\$50,278.75

\$349,125.98

Certificates of Deposit

40,000.00

\$309,115.98

EXPENDITURES:

Salaries.....	\$10,422.83	\$105,642.73
Custodian Salaries.....	918.77	8,831.13
Adult Books.....	3,136.02	18,100.92
Children's Books.....	708.63	5,063.05
I.L.L. '74.....		17,718.00
Federal Income Tax.....	1,617.20	17,196.80
Library Materials.....	11.00	420.16
Library Supplies.....	684.53	5,394.71
Periodicals.....		6,195.51
Repairs and Equipment.....	176.64	8,573.52
Building Supplies.....	32.44	1,333.56
Travel and Bookmobile.....	35.37	1,506.81
Contingency.....	139.50	889.56
Utilities.....	1,861.21	21,550.57
Postage.....	.05	2,646.18
Blue Cross-Employees.....	98.49	984.90
Blue Cross-Employers.....	304.23	2,052.84
Kpers-Employees.....		2,580.17
Kpers-Employers.....		4,773.74
State Aid Fund.....	19.43	8,561.26
Insurance.....		2,036.00
Photo Copies.....	410.53	5,238.48
Social Security-Employees.....		7,689.01
Social Security-Employers.....		7,688.57
Kansas Income Tax.....		1,557.96
Revenue Sharing Fund.....	827.34	14,985.65
Scribner and Son.....		734.18
Grovenor Fund.....		194.66
Adult Gift Books.....		100.81
<u>TOTAL EXPENDITURES</u>	<u>\$21,404.21</u>	<u>\$280,241.44</u>
<u>BALANCE AFTER EXPENDITURES AND PER LEDGER</u>	<u>\$28,874.54</u>	<u>\$28,874.54</u>

CHECK RECORD
October, 1975

<u>CHECK NO.</u>	<u>PAYEE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
968	Mary E. Allen	Salary	\$313.09
969	Pattie Armbrister	Salary	366.07
970	Elizabeth M. Barlow	Salary	413.80
971	Doris E. Brandt	Salary	390.00
972	Philemon Clark	Salary	350.69
973	Gary Cooper	Salary	421.77
974	JoAnn Hubbard	Salary	402.67
975	Virginia McCullough	Salary	629.66
976	Wayne Mayo	Salary	1,107.74
977	Mary D. Murphy	Salary	761.12
978	Helen P. Osma	Salary	852.12
979	Mary E. Paretsky	Salary	545.10
980	Lance Reppert	Salary	377.81
981	Jackie Rutter	Salary	336.18
982	Rita M. Saile	Salary	323.85
983	Debbie Stallard	Salary	326.84
984	Marilyn Zumwalt	Salary	335.45
985	Howard P. Bauleke	Salary-Part Time	128.00
986	Void		
987	Leslie Breitenbach	Salary-Part Time	137.91
988	Betty Bryson	Salary-Part Time	105.78
989	Joan M. Bussell	Salary-Part Time	225.28
990	Vicki Creaden	Salary-Part Time	111.10
991	Jeffrey Dains	Salary-Part Time	149.70
992	Bruce Lee Flanders	Salary-Part Time	103.24
993	Michael Fuller	Salary-Part Time	200.38
994	Thelma Helyar	Salary-Part Time	287.59
995	Patricia Mimeau	Salary-Part Time	219.68
996	Gaston-Teddy Okitukunda	Salary-Part Time	146.31
997	Valerie D. Peaslee	Salary-Part Time	82.85
998	Ann Quinlan	Salary-Part Time	115.38
999	Diane Rorabaugh	Salary-Part Time	157.05
1000	Stacey S. Starks	Salary-Part Time	214.86
1001	Susan Sublett	Salary-Part Time	116.75
1002	Gwen Wagner	Salary-Part Time	238.36
1003	Elizabeth Wiley	Salary-Part Time	105.45
1004	Suzi Williams	Salary-Part Time	105.45
1005	Harriet M. Blanton	Salary-Part Time	136.52
1006	Lawrence National Bank	Federal Income Tax Withheld	1,617.20
1007	Blue Cross of Kansas	Hospitalization Insurance	402.72
1008	American Heritage Co.	Adult Books	5.40
1009	Baker and Taylor Co.	Adult Books	123.94
1010	Baker and Taylor Co.	Adult Books	2,284.46
1011	Bound to Stay Bound Books	Revenue Sharing-Childrens	1,508.39
1012	Garland Publishing Co.	Adult Books	20.32
1013	G. K. Hall and Co.	Adult Books	105.99
1014	McNaughton Book Services	Adult Books	405.34
1015	Peter Smith Publisher, Inc.	Adult Books	44.92
1016	Schoenhof's	Children's Revenue Sharing	27.58
1017	Silver Burdett Co.	Adult Books	23.82
1018	Stackpole Books	Adult Books	16.88
1019	Ulverscroft Large Print Books	Adult Books	96.00
1020	Adventure a booksotre	State Aid Fund	9.76

1021	The Town Crier, Inc.	State Aid Fund	9.67
1022	Allied Flag Company	Library Supplies	157.20
1023	Crane and Co.	Library Supplies	16.94
1024	Demco	Library Supplies	36.40
1025	Gaylord Bros.	Library Supplies	34.95
1026	Jayhawk Trophy Co.	Library Supplies	20.50
1027	KARD Rubber Stamp Co.	Library Supplies	16.85
1028	McBee Systems	Library Supplies	4.89
1029	The Library of Congress	Library Supplies	285.00
1030	Strong's Office Systems	Library Supplies-Rep.& Equip.	107.71
1031	Tobey Fine Papers	Library Supplies	50.96
1032	A. B. Coker Co. Inc.	Building Supplies	12.13
1033	Cook Paint and Varnish	Building Supplies	3.58
1034	Industrial Chemical Lab.	Building Supplies	9.60
1035	Pur-O-zone	Building Supplies	3.46
1036	Woods Lumber Co.	Building Supplies	1.27
1037	Acorn Bldg. Services	Repairs & Equipment-Contingency	164.00
1038	Cloud's Heating & Air.Cond.	Repairs and Equipment	20.50
1039	Montgomery Elevator Co.	Repairs and Equipment	71.91
1040	Eastman Kodak Co.	Photo Copies	24.18
1041	Xerox Corporation	Photo Copies	94.85
1042	Xerox Corporation	Photo Copies	291.50
1043	Mary Allen	Travel & Bookmobile	2.03
1044	Thelma Helyar	Travel & Bookmobile	2.62
1045	Wayne Mayo	Travel & Bookmobile	30.72
1046	City of Lawrence, Water,Dept.	Utilities	56.58
1047	Kansas Power & Light Co.	Utilities	1,565.84
1048	Southwestern Bell Tele. Co.	Utilities	99.94
1049	Western Union	Utilities	138.85
1050	Petty Cash	Miscellaneous	35.26
			<hr/>
			\$21,404.21

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of October, 1975

<u>LIBRARY CIRCULATION:</u>	Adult Books	<u>22,690</u>	Children's Books	<u>11,698</u>	
1974 Total	Total Books	<u>34,388</u>	Difference	<u>1975</u> <u>4,185 more</u>	
	Adult Periodicals	<u>507</u>	Children's Periodicals	<u>19</u>	
	Adult Records	<u>1,028</u>	Children's Records	<u>320</u>	
Prints	<u>131</u>	Films	<u>176</u>	Reference Questions	<u>1,721</u>

<u>BOOKS</u>	<u>107,786</u>	Adult Fic.	Adult Non Fic.	Children's Fic.	Children's Non Fic.
Added	<u>770</u>	<u>392</u>	<u>94</u>	<u>164</u>	<u>120</u>
Withdrawn	<u>162</u>	<u>31</u>	<u>100</u>	<u>19</u>	<u>12</u>
Totals	<u>108,394</u>				

<u>REGISTRATIONS</u>	Adult	County	Children	Totals
Active	<u>21,782</u>	<u>3,310</u>	<u>5,749</u>	<u>30,841</u>
Added	<u>750</u>	<u>51</u>	<u>48</u>	<u>849</u>
Withdrawn	<u>1,241</u>	<u>114</u>	<u>80</u>	<u>1,435</u>
Totals	<u>21,291</u>	<u>3,247</u>	<u>5,717</u>	<u>30,255</u>

<u>MEETING ROOMS</u>	Scheduled	Attendance Expected
Auditorium	<u>22</u>	<u>877</u>
Gallery	<u>13</u>	<u>226</u>

<u>TOURS</u>		<u>STORY HOURS:</u>	<u>ATTENDANCE</u>
Children	<u>3</u>	<u>89</u>	<u>9</u>
Adults	<u>4</u>	<u>100</u>	<u>289</u>

<u>MISCELLANEOUS</u>	
Books Sales	<u>\$28.05</u>
Coin Typewriters	<u>.31.30-Sept.-Oct.</u>
Art Displays	<u>Weaving, Navaho jewelry- Oil Paintings</u>

SPECIAL ACTIVITIES:
 2 Halloween parties with 85 children attending.
 1 special lecture to Broken Arrow school to two 6th grade classes by Children's Dept.

REGULAR MEETING
November 18, 1975

The Board of Directors of the Lawrence Public Library met for the regular monthly meeting on November 18, 1975 in the conference room at 4:00 p.m.

Members present were: Chairman James Drury, Howard Wiseman, Kit Carlsen and Julie Stough. Observers were: Kevin Hicks and Mrs. Evelyn Hastings.

The October minutes were approved as distributed.

Mr. Mayo reviewed the Financial Statement and the Statistics figures. The borrower registrations are lower because of three year expiration dates on the many cards issued in 1972 following the opening of the new building.

The booklets describing the Leonardo da Vinci exhibit were passed out to the Board. The exhibit will be in the lobby of the Library from December 18th thru the 19th of January.

Mr. Mayo reports that he has received answers from five clubs wishing to sponsor the bi-centennial project of flying a different historical flag each of the twelve months of the 1976 year.

The County Attorney has issued the warrant on the books stolen from the library under a misdemeanor charge.

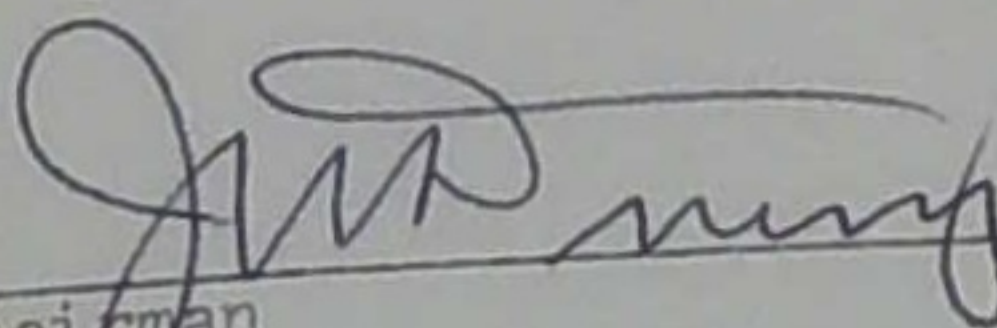
Mr. Mayo told the Board that a Publishers Weekley survey shows that prices of hardback books have increased by 19% in the past nine months ending in September, comparing costs with the same nine months period in 1974.

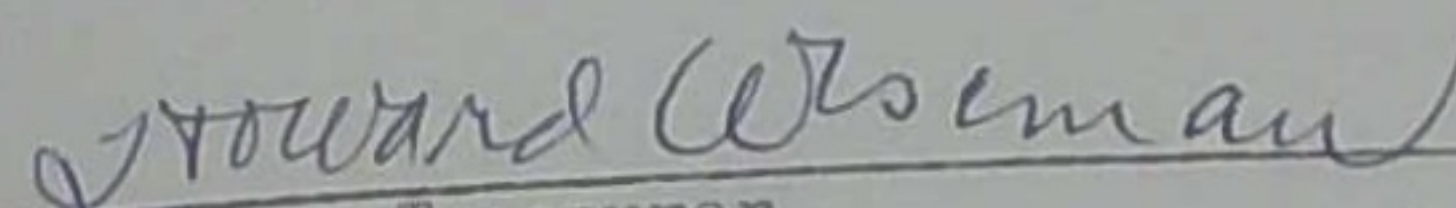
The carpet in the lobby area from both entrances to the circulation desk has been commercially cleaned.

Discussion was held concerning the amount left in the Douglas County Bank from an account opened for the Bond Campaign prior to building the Library. Mr. Mayo was asked to report at the next meeting the amount left in the account.

Bills totaling \$21,404.21 for the month of October were approved by roll call vote.

Meeting adjourned.


Chairman


Secretary Treasurer

FINANCIAL STATEMENT

November 30, 1975

Year to Date

Balance, January 1, 1975
Balance, October 31, 1975

\$28,874.54

\$47,274.33

RECEIPTS:

Tax Funds		231,465.00
Adult Books.....	83.63	1,565.59
Children's Books.....	55.49	517.98
Overdues.....	809.49	8,964.38
Photo Copies.....	635.05	8,271.56
Library Materials.....	7.00	224.07
Library Supplies.....	16.09	179.79
Repairs and Equipment.....	32.40	162.40
Adult Gift Books.....	13.97	1,219.55
Children's Gift Books.....		14.94
Utilities	31.79	120.01
N.E.K.L.....	7,788.50	31,154.00
Periodicals.....		104.00
Revenue Sharing Fund.....		15,000.00
State Aid Fund.....		9,868.27
Grovenor Fund.....	155.00	310.00
Perkins Fund.....	33.18	66.36
Scribner Fund.....		735.89
Edwards Fund.....		30.00
Welch Fund.....		30.00
Moore Fund.....		32.50
Postage Fund.....		84.59
Interest.....	<u>838.30</u>	<u>2,220.66</u>

TOTAL

\$10,499.89

\$312,341.54

BALANCE AFTER RECEIPTS AND
BEFORE EXPENDITURES

\$39,374.43

\$359,615.87

Certificates of Deposit
Added to account.

\$40,000.00

\$79,374.43

EXPENDITURES:

Salaries.....	\$10,435.06	\$116,077.79
Custodian Salaries.....	909.30	9,740.43
Adult Books.....	5,896.88	23,997.80
Children's Books.....	1,153.43	6,216.48
I.L.L. '74.....		17,718.00
Federal Income Tax.....	1,603.90	18,800.70
Library Materials.....	17.52	437.68
Library Supplies.....	60.86	5,455.57
Periodicals.....		6,195.51
Repairs and Equipment.....	98.01	8,671.53
Building Supplies.....	55.74	1,389.30
Travel and Bookmobile.....	2,030.88	3,537.69
Contingency.....		889.56
Utilities.....	1,562.51	23,113.08
Postage.....	26.60	2,672.78
Blue Cross-Employees.....	98.49	1,083.39
Blue Cross-Employers.....	272.13	2,324.97
Kpers-Employees.....		2,580.17
Kpers-Employers.....		4,773.74
State Aid Fund.....	647.94	9,209.20
Insurance.....		2,036.00
Photo Copies.....	794.44	6,032.92
Social Security-Employees.....		7,689.01
Social Security-Employers.....		7,688.57
Kansas Income Tax.....		1,557.96
Revenue Sharing Fund.....	15.88	15,001.53
Scribner and Son account.....		734.18
Grovenor Fund.....		194.66
Adult Gift Books.....		100.81
Overdues.....	<u>3.50</u>	<u>3.50</u>
<u>TOTAL EXPENDITURES</u>	\$25,683.07	\$305,924.51
<u>BALANCE AFTER EXPENDITURES</u> <u>AND ACCORDING TO THE LEDGER</u>	<u>\$53,691.36</u>	<u>\$53,691.36</u>

CHECK RECORD
November 30, 1975

CHECK
NUMBER

<u>PAYEE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
Mary Allen	Salary	\$313.09
Pattie L. Armbrister	Salary	347.74
Elizabeth Barlow	Salary	429.51
Doris E. Brandt	Salary	390.00
Philemon Clark	Salary-Custodian	350.69
JoAnn Hubbard	Salary	402.67
Virginia L. McCullough	Salary	607.83
Wayne Mayo	Salary	1,142.84
Mary D. Murphy	Salary	761.12
Helen P. Osma	Salary	852.12
Mary E. Paretsky	Salary	575.25
Nelson Lance Reppert	Salary	358.72
Jackie Rutter	Salary	336.18
Rita M. Saile	Salary	322.33
Deborah Sue Stallard	Salary	326.84
Marilyn Zumwalt	Salary	335.45
Gary Cooper	Salary-Custodian	434.05
Howard Bauleke	Salary-Part time	119.21
Harriet Blanton	Salary-Part time	153.94
Leslie Breitenbach	Salary-Part time	126.05
Betty Bryson-Void		104.79
Betty Bryson	Salary-Part time	248.33
Joan Bussell	Salary-Part time	143.11
Vicki Creaden	Salary-Part time	180.77
Jeffrey Dains	Salary-Part time	100.20
Bruce Flanders	Salary-Part time	216.50
Mike Fuller	Salary-Part time	265.29
Thelma Helyar	Salary-Part time	215.18
Patricia Mimeau	Salary-Part time	124.56
Gaston-Teddy Okitukunda	Salary-Part time	81.91
Valerie Dawn Peaslee	Salary-Part time	118.42
Ann Quinlan	Salary-Part time	150.39
Diane Rorabaugh	Salary-Part time	211.05
Stacey Starks	Salary-Part time	124.28
Susan Sublett	Salary-Part time	228.02
Gwen Wagner	Salary-Part time	103.56
Elizabeth Wiley	Salary-Part time	42.37
Suzi Williams	Salary-Part time	25.00
Postmaster, Lawrence, Ks.	Postage	1,603.90
Lawrence National Bank	Federal Income Tax Withheld	370.62
Blue Cross of Kansas	Hospitalization Insurance	4.00
American Library Association	Adult Books	638.06
The American Companies	State Aid-Binding	202.67
Atheneum Publishers	Adult Books	3,481.97
Baker and Taylor	Adult Books	184.65
Baker and Taylor	Adult Books	100.00
Bernan Associates, Inc.	Adult Books	1,133.58
Bound to Stay Bound Books	Children's Books	10.01
Doubleday and Co. Inc.	Adult Books	

1100	Gale Research	Adult Books	89.30
1101	Kansas State Library	Adult Books	13.00
1102	Litton Educational Pub.	Adult Books	25.74
1103	McNaughton Book Service	Adult Books	452.06
1104	Stackpole Books and Games	Adult Books	35.38
1105	National Geographic Society	Adult Books	12.25
1106	Rail-Europe	Adult Books	4.95
1107	Peter Smith Publisher, Inc.	Adult Books	28.33
1108	Charles Scribner's Sons	Adult Books	924.26
1109	Silver Burdett Co.	Adult Books	17.20
1110	Frederick Ungar Publishing Co.	Adult Books	39.04
1111	H. W. Wilson Co.	Adult Books	20.00
1112	The World Book	Adult Books	7.95
1113	Bro-Dart, Inc.	Library Supplies	39.00
1114	Kansas Union Book Store	Library Materials	9.88
1115	The Town Crier, Inc.	Library Materials	7.52
1116	Strong's Office Systems	Library Supplies	9.54
1117	Lori Lyman	Library Supplies	12.32
1118	Lawrence Laundry	Building Supplies	7.33
1119	A. B. Coker Co. Inc.	Building Supplies	39.44
1120	Malott's Hardware	Building Supplies	5.90
1121	Eastman Kodak Company	Photo Copies	253.20
1122	Xerox Corporation	Photo Copies	57.00
1123	Xerox Corporation	Photo Copies	484.24
1124	Masden's Watch Shop	Repairs and Equipment	3.00
1125	Campbell Appliance	Repairs and Equipment	23.10
1126	Montgomery Elevator Co.	Repairs and Equipment	71.91
1127	Skelly Oil Co.	Travel and Bookmobile	23.28
1128	Topeka Public Library	Travel and Bookmobile	2,000.00
1129	Southwestern Bell	Utilities	106.87
1130	Kansas Power and Light Co.	Utilities	1,410.22
1131	City of Lawrence Water Dept.	Utilities	45.42
1132	Petty Cash	Utilities	45.62
1133	W. W. Norton & Co.	Miscellaneous	260.00
		Adult Books	

November check total

\$25,683.07

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of November, 1975

<u>LIBRARY CIRCULATION:</u>		Adult Books	<u>19,335</u>	Children's Books	<u>11,491</u>
19 74 Total	<u>31,120</u>	Total Books	<u>30,826</u>	Difference	<u>1975</u> <u>294 less</u>
		Adult Periodicals	<u>529</u>	Children's Periodicals	<u>25</u>
		Adult Records	<u>1,087</u>	Children's Records	<u>365</u>
Prints	<u>134</u>	Films	<u>114</u>	Reference Questions	<u>1,438</u>

<u>BOOKS</u>	<u>108,394</u>	Adult Fic.	Adult Non Fic.	Children's Fic.	Childrens Non Fic.
Added	<u>807</u>	<u>77</u>	<u>516</u>	<u>98</u>	<u>116</u>
Withdrawn	<u>72</u>	<u>12</u>	<u>17</u>	<u>26</u>	<u>17</u>
Totals	<u>109,129</u>				

<u>REGISTRATIONS</u>	Adult	County	Children	Totals
Active	<u>21,291</u>	<u>3,247</u>	<u>5,717</u>	<u>30,255</u>
Added	<u>628</u>	<u>90</u>	<u>65</u>	<u>783</u>
Withdrawn	<u>846</u>	<u>152</u>	<u>82</u>	<u>1,080</u>
Totals	<u>21,073</u>	<u>3,185</u>	<u>5,700</u>	<u>29,958</u>

<u>MEETING ROOMS</u>	Scheduled	Attendance Expected
Auditorium	<u>16</u>	<u>957</u>
Gallery	<u>9</u>	<u>110</u>

<u>TOURS</u>	<u>STORY HOURS:</u>	<u>ATTENDANCE</u>
Children	<u>5 special</u>	<u>84</u>
Adults	<u>8 regular</u>	<u>182</u>

MISCELLANEOUS

Books Sales	<u>\$28.71</u>
Coin Typewriters	<u>\$32.40</u>
Art Displays	<u> </u>

Metal work-water colors-photography-painting.

SPECIAL ACTIVITIES:

Puppet Workshop

Garden Club Flower Show - Over 500 in attendance.

REGULAR MEETING

December 16, 1975

Due to lack of quorum, the regular monthly Board Meeting for December was not held.

Bills in the amount of \$25,683.07 were approved by those present: Howard Wiseman, Kit Carlsen and Hank Booth. Telephone approval was given by James Drury.

FINANCIAL STATEMENT

December 31, 1975

Year to Date

Balance-January 1, 1975
Balance-November 30, 1975

\$53,691.36

\$47,274.33

RECEIPTS:

Tax Funds.....		\$231,465.00
Adult Books.....	451.63	2,017.22
Children's Books.....	72.82	590.80
Overdues.....	935.15	9,903.63
Photo Copies.....	822.91	9,094.47
Library Materials.....	35.75	259.82
Library Supplies.....	97.76	277.55
Repairs and Equipment.....		162.40
Adult Gift Books.....	40.32	1,259.87
Children's Gift Books.....	2.95	17.89
Utilities.....		120.01
N.E.K.L.....		31,154.00
Periodicals.....		104.00
Revenue Sharing Fund.....		15,000.00
State Aid Fund.....		9,868.27
Grovenor Fund.....		310.00
Perkins Fund.....		66.36
Scribner Account.....		735.89
Edwards Fund.....	30.00	60.00
Welch Fund.....	30.00	60.00
Moore Fund.....	32.50	65.00
Postage.....	1.32	85.91
Interest.....		2,220.66

TOTAL RECEIPTS:

\$2,553.11

\$314,898.75

BALANCE AFTER RECEIPTS
AND BEFORE EXPENDITURES

\$56,244.47

\$362,173.08

Insufficient Fund check.

4.10
\$362,168.98

EXPENDITURES:

Salaries.....	\$10,785.12	126,862.91
Custodian Salaries.....	897.02	10,637.45
Adult Books.....	3,933.94	27,931.74
Children's Books.....	38.00	6,254.48
I.L.L. Resource '74.....		17,718.00
Federal Income Tax Withheld..	1,649.70	20,450.40
Library Materials.....	13.56	451.24
Library Supplies.....	43.03	5,498.60
Periodicals.....		6,195.51
Repairs and Equipment.....	411.26	9,082.79
Building Supplies.....	70.36	1,459.66
Travel and Bookmobile.....	36.35	3,574.04
Overdues.....		3.50
Contingency.....		889.56
Utilities.....	2,069.37	25,182.45
Postage.....	.55	2,673.33
Blue Cross - Employees.....	111.03	1,194.42
Blue Cross - Employers.....	302.52	2,627.49
Kpers-Employees.....	984.51	3,564.68
Kpers-Employers.....	1,821.44	6,595.18
State Aid Fund.....	659.07	9,868.27
Insurance.....		2,036.00
Photo Copies.....	447.38	6,480.30
Social Security- Employees...	2,260.19	9,949.20
Social Security- Employers...	2,262.55	9,951.12
Kansas Income Tax.....	487.08	2,045.04
Grovenor Fund.....		194.66
Revenue Sharing Fund.....		15,001.53
Scribner & Son Account.....		734.18
Adult Gift Books.....		100.81
		<hr/>
<u>TOTAL EXPENDITURES:</u>	\$29,284.03	\$335,208.54
 <u>BALANCE AFTER EXPENDITURES</u> <u>AND ACCORDING TO LEDGER</u>	 <u>\$26,960.44</u>	 <u>\$26,960.44</u>

BUDGET SURVEY
December, 1975

	<u>BUDGETED</u>	<u>RECEIVED</u>	<u>SPENT</u>	<u>BALANCE</u>
<u>SALARIES</u>				
Full Time Salaries	\$129,420.		\$122,516.31	\$6,903.69
Part Time Salaries	<u>32,300.</u>		<u>39,699.34</u>	<u>(7,399.34)</u>
TOTALS	\$161,720.		\$162,215.65	(\$495.65)
<u>LIBRARY MAINTENANCE</u>				
Books	\$37,000.	\$2,608.02	\$23,299.66	\$16,308.36 *
Periodicals	4,700.	104.00	6,195.51	(1,391.51)
Library Materials	300.	259.82	451.24	108.58
Library Supplies	5,000.	277.55	5,498.60	(221.05)
Custodian Salaries	<u>11,455.</u>		<u>12,488.60</u>	<u>(1,033.60)</u>
TOTALS	\$58,455.	\$3,249.39	\$47,933.61	\$13,770.78
<u>BUILDING MAINTENANCE</u>				
Building Supplies	\$ 3,475.		\$ 1,459.66	\$2,015.34
Repairs and Equipment	6,000.	162.40	9,082.79	(2,920.39)
Utilities	20,000.	120.01	25,182.45	(5,062.44)
Insurance	<u>1,400.</u>		<u>2,036.00</u>	<u>(636.00)</u>
TOTALS	\$30,875.	\$282.41	\$37,760.90	(\$6,603.49)
<u>MISCELLANEOUS</u>				
Postage	\$2,400.	\$85.91	\$2,673.33	(187.42)
Contingency	1,800.		889.56	910.44
Travel and Bookmobile	1,400.		3,574.04	(2,174.04)
Hospitalization Ins.	<u>3,900.</u>		<u>2,627.49</u>	<u>1,272.51</u>
TOTALS	\$9,500.	\$85.91	\$9,764.42	(\$178.51)
<u>SOCIAL SECURITY</u>				
KPERS	\$10,500.		\$9,951.12	\$548.88
	<u>9,000.</u>		<u>6,595.18</u>	<u>2,404.82</u>
TOTALS	\$19,500.		\$16,546.30	\$2,953.70
<u>GRAND TOTAL</u>				
	<u>\$280,050.</u>	<u>\$3,617.71</u>	<u>\$274,220.88</u>	<u>\$9,446.83</u>
PHOTO COPIES		\$9,094.47	\$6,480.30	\$2,614.17
REVENUE SHARING		15,000.00	15,000.00	-0-
STATE AID		9,868.27	9,868.27	-0-
L.L.L. RESOURCE FUND	(1974)	17,718.00	17,718.00	-0-
<u>ANTICIPATED INCOME:</u>				
General Tax Fund		\$212,575.00		
Social Security		10,500.00		
Kpers tax fund		8,390.36		
1973 Kpers carryover		609.64		
Desk Collections		10,000.00		
1974 Interest on CD's		1,500.00		
Kansas Information Cr.		1,900.00		
N.E.K.L.		30,575.00		
1973 Carryover		<u>4,000.00</u>		
		\$280,050.00		
ENCUMBERED FUNDS *				
			Book orders	\$9,264.42

CHECK RECORD
December - 1975

<u>CHECK NUMBER</u>	<u>PAYEE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
1134	Mary E. Allen	Salary	\$313.09
1135	Patty Armbrister	Salary	347.78
1136	Elizabeth M. Barlow	Salary	425.39
1137	Doris E. Brandt	Salary	390.04
1138	Philemon Clark	Salary	350.69
1139	Gary W. Cooper	Salary	421.77
1140	JoAnn Hubbard	Salary	402.71
1141	Virginia Lee McCullough	Salary	607.90
1142	Wayne Mayo	Salary	1,138.66
1143	Mary D. Murphy	Salary	756.86
1144	Helen P. Osma	Salary	894.11
1145	Mary E. Paretsky	Salary	553.19
1146	Lance Reppert	Salary	358.72
1147	Jacqueline Rutter	Salary	336.22
1148	Rita M. Saile	Salary	323.89
1149	Deborah Sue Stallard	Salary	326.84
1150	Marilyn Zumwalt	Salary	335.49
1151	Howard P. Bauleke	Salary-Part Time	148.75
1152	Harriet Blanton	Salary-Part Time	144.52
1153	Leslie Breitenbach	Salary-Part Time	98.86
1154	Betty Bryson	Salary-Part Time	116.65
1155	Joan Bussell	Salary-Part Time	237.45
1156	Vicki Creaden	Salary-Part Time	152.52
1157	Jeff Dains	Salary-Part Time	160.53
1158	Sandy Elston	Salary-Part Time	57.70
1159	Bruce L. Flanders	Salary-Part Time	71.36
1160	Void		--
1161	Thelma Helyar	Salary-Part Time	282.52
1162	Maley Kay	Salary-Part Time	89.80
1163	Void		--
1164	Patricia Mimeau	Salary-Part Time	247.53
1165	Michael Fuller	Salary-Part Time	222.43
1166	Gaston-Teddy Okitukunda	Salary-Part Time	124.56
1167	Valerie Peaslee	Salary-Part Time	76.26
1168	Ann Quinlan	Salary-Part Time	145.74
1169	Diane Rorabaugh	Salary-Part Time	202.20
1170	Void		--
1171	Stacey S. Starks	Salary-Part Time	277.19
1172	Susan Sublett	Salary-Part Time	120.51
1173	Gwen Wagner	Salary-Part Time	273.44
1174	Elizabeth Wiley	Salary-Part Time	109.21
1175	Suzi Williams	Salary-Part Time	50.84
1176	Blue Cross of Kansas	Federal Income Tax Withheld	413.55
1177	Lawrence National Bank	Salary balance due	1,649.70
1178	Mary Paretsky	Social Security	2.00
1179	State Contribution Fund	Kansas Income Tax	4,522.74
1180	Director of Taxation	Kpers Retirement Fund	487.08
1181	Kpers		2,805.95

CHECK RECORD
December - 1975

<u>CHECK NUMBER</u>	<u>PAYEE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
1134	Mary E. Allen	Salary	\$313.09
1135	Patty Armbrister	Salary	347.78
1136	Elizabeth M. Barlow	Salary	425.39
1137	Doris E. Brandt	Salary	390.04
1138	Philemon Clark	Salary	350.69
1139	Gary W. Cooper	Salary	421.77
1140	JoAnn Hubbard	Salary	402.71
1141	Virginia Lee McCullough	Salary	607.90
1142	Wayne Mayo	Salary	1,138.66
1143	Mary D. Murphy	Salary	756.86
1144	Helen P. Osma	Salary	894.11
1145	Mary E. Paretsky	Salary	553.19
1146	Lance Reppert	Salary	358.72
1147	Jacqueline Rutter	Salary	336.22
1148	Rita M. Saile	Salary	323.89
1149	Deborah Sue Stallard	Salary	326.84
1150	Marilyn Zumwalt	Salary	335.49
1151	Howard P. Bauleke	Salary-Part Time	148.75
1152	Harriet Blanton	Salary-Part Time	144.52
1153	Leslie Breitenbach	Salary-Part Time	98.86
1154	Betty Bryson	Salary-Part Time	116.65
1155	Joan Bussell	Salary-Part Time	237.45
1156	Vicki Creaden	Salary-Part Time	152.52
1157	Jeff Dains	Salary-Part Time	160.53
1158	Sandy Elston	Salary-Part Time	57.70
1159	Bruce L. Flanders	Salary-Part Time	71.36
1160	Void		--
1161	Thelma Helyar	Salary-Part Time	282.52
1162	Maley Kay	Salary-Part Time	89.80
1163	Void		--
1164	Patricia Mimeau	Salary-Part Time	247.53
1165	Michael Fuller	Salary-Part Time	222.43
1166	Gaston-Teddy Okitukunda	Salary-Part Time	124.56
1167	Valerie Peaslee	Salary-Part Time	76.26
1168	Ann Quinlan	Salary-Part Time	145.74
1169	Diane Rorabaugh	Salary-Part Time	202.20
1170	Void		--
1171	Stacey S. Starks	Salary-Part Time	277.19
1172	Susan Sublett	Salary-Part Time	120.51
1173	Gwen Wagner	Salary-Part Time	273.44
1174	Elizabeth Wiley	Salary-Part Time	109.21
1175	Suzi Williams	Salary-Part Time	50.84
1176	Blue Cross of Kansas	Federal Income Tax Withheld	413.55
1177	Lawrence National Bank	Salary balance due	1,649.70
1178	Mary Paretsky	Social Security	2.00
1179	State Contribution Fund	Kansas Income Tax	4,522.74
1180	Director of Taxation	Kpers Retirement Fund	487.08
1181	Kpers		2,805.95

December Check record - Page 2.

1182	The American Companies	State Aid-Binding	\$300.00
1183	American Library Assn.	Adult Books	2.50
1184	Baker and Taylor Co.	Adult Books	3,080.45
1185	Baker and Taylor Co.	Adult Books	87.75
1186	Baker and Taylor Co.	Adult-Children's Books	115.18
1187	Garland Publishing, Inc.	Adult Books	30.48
1188	Houghton Mifflin Company	Adult Books	296.81
1189	Institute for Social Studies	Adult Books	13.23
1190	Kansas Corral	Adult Books	10.45
1191	Mcnaughton Book Service	Adult Books	344.50
1192	Museum of Natural History	Adult Books	18.00
1193	National Directory Service	Adult Books	14.35
1194	National Geographic Society	Adult Books	22.30
1195	Silver Burdett Co.	Adult Books	15.22
1196	Simon and Schuster, Inc.	Adult Books	208.00
1197	Stackpole Books	Adult Books	13.96
1198	State of Kansas	Adult Books	45.00
1199	Petty Cash	Miscellaneous	42.75
1200	The Town Crier	Library Materials	3.56
1201	Quality Litho, Inc.	Library Supplies	23.70
1202	Strong's Office Systems	Library Supplies	3.15
1203	A. B. Coker Co.	Building Supplies	42.88
1204	Ernst & Son	Building Supplies	3.64
1205	Bibson's Products, Inc.	Building Supplies	6.07
1206	Malott's True Value Hardware	Building Supplies	16.00
1207	Carey's Appliance	Repairs and Equipment	5.30
1208	Century Laboratories, Inc.	Repairs and Equipment	7.90
1209	Cloud's Air Conditioning, Inc.	Repairs and Equipment	265.00
1210	Montgomery Elevator Co.	Repairs and Equipment	80.32
1211	Norris Bros, Inc.	Repairs and Equipment	52.74
1212	Skelly Oil Co.	Repairs and Equipment	34.93
1213	Xerox Corporation	Photo Copies	447.38
1214	Southwestern Bell Co.	Utilities	96.46
1215	City of Lawrence-Water Dept.	Utilities	41.11
1216	Kansas Power and Light Co.	Utilities	1,864.45
1217	Western Union	Utilities	67.35

December, 1975 Total

\$29,284.03

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of December, 1975

<u>LIBRARY CIRCULATION:</u>	Adult Books	<u>16,422</u>	Children's Books	<u>8,741</u>
1974 Total	<u>23,646</u>	Total Books	<u>25,163</u>	Difference 1974
				<u>1,517 more</u>
	Adult Periodicals	<u>394</u>	Children's Periodicals	<u>23</u>
	Adult Records	<u>1,143</u>	Children's Records	<u>234</u>
Prints	<u>140</u>	Films	<u>128</u>	Reference Questions
				<u>1,177</u>

<u>BOOKS</u>	<u>109,129</u>	Adult Fic.	Adult Non Fic.	Children's Fic.	Childrens Non Fic.
Added	<u>838</u>	<u>88</u>	<u>498</u>	<u>131</u>	<u>121</u>
Withdrawn	<u>139</u>	<u>15</u>	<u>67</u>	<u>31</u>	<u>26</u>
Totals	<u>109,828</u>				

<u>REGISTRATIONS</u>	Adult	County	Children	Totals
Active	<u>21,073</u>	<u>3,185</u>	<u>5,700</u>	<u>29,958</u>
Added	<u>504</u>	<u>38</u>	<u>33</u>	<u>575</u>
Withdrawn	<u>472</u>	<u>65</u>	<u>139</u>	<u>676</u>
Totals	<u>21,105</u>	<u>3,158</u>	<u>5,594</u>	<u>29,857</u>

<u>MEETING ROOMS</u>	Scheduled	Attendance Expected
Auditorium	<u>11</u>	<u>303</u>
Gallery	<u>12</u>	<u>182</u>

<u>TOURS</u>		<u>STORY HOURS:</u>	<u>ATTENDANCE</u>
Children	<u>2</u>	<u>45</u>	<u>6</u>
Adults	<u>0</u>		<u>144</u>

<u>MISCELLANEOUS</u>	<u>\$10.70</u>
Books Sales	
Coin Typewriters	- To be included in January total.
Art Displays	<u>Candles, Prints, Weaving</u>

SPECIAL ACTIVITIES:
 2 Children's parties with Santa Claus - 65 Children
 Leonardo da Vinci traveling IBM Exhibit December 18, 1975 thru January 19, 1976.

FUNDS IN ACCOUNTS
December 31, 1975

Maintenance Account:

1975 Interest	\$2,220.66	*
Encumbrances: Adult books	3,827.40	
Adult gift books	904.28	
Children's books	4,532.74	
Social Security	548.88	
Kpers - 1975 Carryover.....	2,404.82	
1974 Carryover.....	2,146.05	*
Overdues - 1974 Carryover.....	2,373.70	*
	<hr/>	
	\$18,958.53	
Balance in 1975 Overdues.....	788.19	
Adult Gift Books	3,923.99	
Children's Gift Books.....	1,519.56	
Perkins Fund.....	386.27	
Edwards Fund.....	343.94	
Moore Fund.....	372.21	
Welch Fund.....	486.79	
Grovenor Fund.....	180.96	
	<hr/>	
Balance as of December 31, 1975 and beginning ledger balance for 1976	\$26,960.44	

* 1976 Budgeted Funds

Lawrence Public Library

PHONE 843-3833

707 VERMONT / LAWRENCE, KANSAS 66044



WAYNE MAYO
Library Director

ANNUAL REPORT 1975

TO THE BOARD OF DIRECTORS:

The year 1975 ended with the highest circulation in the Library's history. In that year we circulated 425,741 items, as contrasted with 398,926 in 1974. This was an increase of 26,815 books, records, films, art prints and other items, over the previous year. As an indication of the importance of our relatively new quarters in the use of library services, it might be pointed out that this represents an increase of 38% in library circulation since our move to the new building.

Total number of registered borrowers dropped slightly in 1975 to 29,857, down from 30,707 in 1974. This was an expected decrease in that our cards are issued for 3 years, and that new cards issued in large numbers shortly after our opening in August 1972, began expiring in 1975. I would expect that we would show another drop over the next year or so. In any event, our current registration figures exceed the 1971 total by 12,000.

In addition to book circulation during 1975, attention should be called to several other areas of library activity during that same period, including the following:

1- 369 meetings were booked into our 2 meeting rooms during the year, with an estimated attendance of 9,939 persons.

2- 33 tours of the library were conducted for 833 people, both adults and children.

3- The Children's Department conducted 105 story hour sessions attended by 2,255 pre-school children

4- 47 different art exhibits were displayed during 1975. These included paintings, ceramics, photographs, graphics, drawings, metal work, Jewelry, weaving & candlework. An extremely popular exhibit in December was the traveling IBM exhibit of reproductions of the inventions of Leonardo da Vinci. Several thousand people had an opportunity to see this display in the month it was on exhibit in the Library lobby.

5- C.A.L.L., the friends of the library, held 2 book sales during the year

which netted over \$ 3,500. These funds are to be used to purchase books for the Library in broad areas of American culture and history. Purchases are referred to as the 'Heritage 76' collection.

6- The Library purchased a used bookmobile from the Topeka Public Library in late 1975. We expect to have this in use for our summer reading program in the summer of 1976, and eventually as an experimental vehicle in studying the feasibility of city-wide extension service.

7- As inter-library loan headquarters for the Northeast Kansas Library System, we handled over 15,000 requests from some 20 libraries in the system. The Library contracts with the system to provide this service.

8- Over 5,000 books were provided on our home delivery service. This is a service to handicapped persons and others who are unable to come to the library because of age or disability. A great help to us last year was the Lawrence Kiwanis Club, whose members volunteered to deliver the books to the homebound. Special thanks to Chic Sales and his group.

9- provided books and materials to the city and county jail inmates. Plans are to have a permanent extension collection in the new County building when it opens.

10- 987 children received certificates and seals for participation in the summer reading program. In addition, our book truck made weekly stops at numerous playgrounds and other spots during a 7 week period from mid-June through July. Books and story sessions were provided at each stop.

11- In addition to the above, several other special activities from last year should be noted: a special children's concert performed by a local orchestra; art exhibit in the Children's Room featuring work by local gifted children; several seminars conducted for KU students on selection of juvenile materials; a 2 day flower show sponsored by the local Garden Club; numerous visits by intensive english classes from KU, and much more.

We were sad to lose James Anthony, who died in January. Mr. Anthony had been our Head Custodian since 1962.

A point which should be mentioned is our growing concern over rapidly increased costs of operation. Utility costs have increased by almost 40% in the past year. Similarly, a report in the Fall of 1975 indicated that book costs had risen by 19% over the previous year. Since minimum wage provisions became mandatory in 1974, our costs for part-time workers has risen from \$ 1.45 an hour to \$ 2.20. Other costs of operation have increased as much or more.

We have been fortunate in that much of the increased cost of books has been offset by city Revenue Sharing funds as well as a newly instituted state aid program which began in 1975. However, we expect that 1976 will be that last year the Library receives Revenue Sharing funds and our concern is that continued rising costs in wages, books, utilities, etc. will cut deeply into book purchases by 1977. Our current guess is that we will be able to spend no more (and probably less) than \$ 40,000 for books in 1977. This would be close to our 1972 book expenditures in dollars, but in purchasing power it will buy approximately one-half of what it would in 1972. Balance this off against a 38% increase in use since 1971.

Although we are concerned for the future, our report here is for 1975. Overall, we feel it was a highly successful year. Library usage was up in all areas, and a quick visual check during almost any time of day will indicate the extent to which the library is used by the people of Lawrence. The building functions well and we are fortunate to have an excellent and dedicated staff. Thanks should also go to the members of the Library Board who have spent numerous hours of their time on library business and whose help has been invaluable over the past year.

Wayne Mayo
Library Director

ANNUAL STATISTICS

CIRCULATION:

Adult Books
Children's Books

<u>1974</u>	<u>1975</u>
220,462	244,625
<u>152,862</u>	<u>155,317</u>

TOTAL

373,324	399,942
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Records
Periodicals
Films
Art Prints

17,193	16,804
5,727	5,654
1,624	1,865
<u>1,058</u>	<u>1,476</u>

TOTAL

398,926	425,741
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BOOK STOCK

Added
Withdrawn
Balance, December 31, 1975

<u>ADULT</u>	<u>CHILDREN</u>	<u>TOTAL</u>
7,675	3,894	11,569
1,066	833	1,899
<u>74,133</u>	<u>35,695</u>	<u>109,828</u>

TOTAL NET GAIN 9,670

REGISTRATION

<u>ADULT</u>	<u>CHILDREN</u>	<u>COUNTY</u>
21,105	5,594	3,158
<u>TOTAL NUMBER REGISTERED BORROWERS</u>		<u>29,857</u>

RECORD STOCK

<u>ADULT</u>	<u>CHILDREN</u>	<u>TOTAL</u>
2,391	637	3,028

FILM STOCK

Total 8 mm films 205

ART PRINTS

Total 165

BOOKS MENDED

Total 2,012

REFERENCE QUESTIONS

Total 17,612

LIBRARY USAGE

1966-1975

	<u>ADULT BOOKS</u>	<u>CHILDREN'S BOOKS</u>	<u>TOTAL BOOKS</u>	<u>TOTAL CIRCULATION</u>
1966	146,366	151,456	297,832	321,179
1967	149,286	149,913	299,199	321,651
1968	151,651	129,765	281,416	301,503
1969	156,261	131,459	287,720	300,598
1970	162,359	119,531	281,890	294,609
1971	171,957	120,929	292,886	307,534
1972	189,047	128,384	317,431	332,770
1973	205,252	156,115	361,367	383,149
1974	220,462	152,862	373,324	398,926
1975	244,625	155,317	399,942	425,741

2001-2002