

REGULAR MEETING
January 20, 1976

The Board of Directors met on January 20, 1976 in the Conference room at 4:00 p.m. for the regular monthly meeting.

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

The November minutes were declared approved as circulated.

The Financial Statement was detailed by Mr. Mayo with regard to the "Anticipated Income" and explanation of carryover funds from previous years and when they appear in the forthcoming budgets.

The Statistics were noted with Mr. Mayo adding yearly totals to the circulated items.

Mr. Mayo announced an increase in price for a Reserve Card from 5¢ to 10¢.

Utility charges for the 1975 year were reviewed.

Mr. Mayo advised the Board of his decision to change the service contract for the maintenance of the heating and airconditioning of the building from Clouds to the Scott Company.

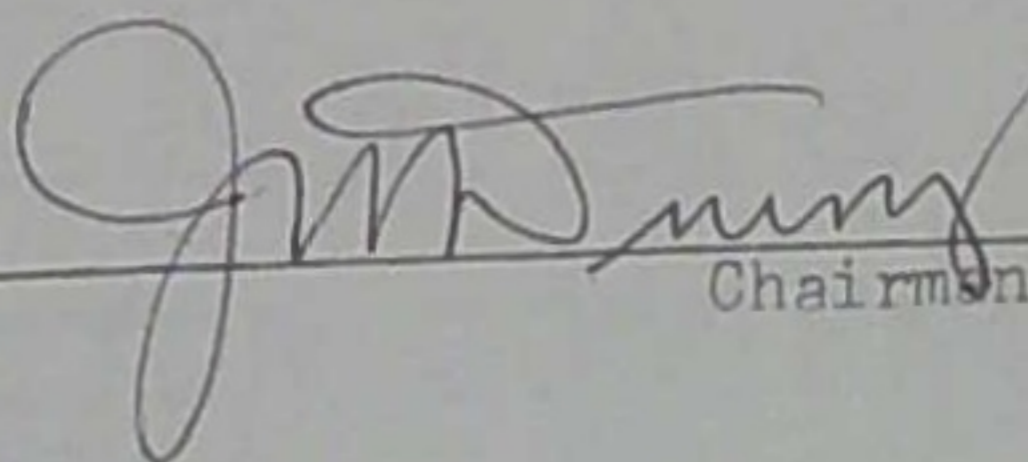
The amount in the Bond Campaign account is \$328.18.

Mr. Mayo reported to the Board the interest shown in the IBM Exhibit of the traveling Leonardo da Vinci Exhibit. This was displayed from December 18, 1975 through January 19, 1976.

The committee assigned to work on a Personnel Policy Manual made a report to the Board indicating there are still some areas to be reviewed prior to offering it for approval. Vacation time and Sick time days were discussed.

Bills totaling \$29,284.03 were approved by roll call vote.

Meeting adjourned.


Chairman

Secretary-Treasurer

FINANCIAL STATEMENT

January-1976

Year to date

RECEIPTS:

Balance, December 31, 1975		\$26,960.44
Insufficient fund check, 1975 charged off		<u>4.95</u>
Beginning balance, January 1, 1976		26,955.49

RECEIPTS:

Tax Funds.....	\$130,000.00	
Adult Books.....	189.82	
Children's Books.....	47.82	
Overdues.....	899.32	
Photo Copies.....	915.45	
Library Materials.....	12.98	
Library Supplies.....	22.45	
Utilities.....	26.15	
Periodicals.....	3.00	
Adult Gift Books.....	8.82	
Repairs and Equipment.....	<u>36.20</u>	
<u>TOTALS</u>	\$132,162.01	\$159,117.50

EXPENDITURES:

Net Salaries.....	\$10,973.53	
Custodian Salaries.....	845.91	
Blue Cross-Employees.....	111.03	
Blue Cross-Employers.....	302.52	
Federal Income Tax Withheld.....	1,777.20	
Adult Books.....	5,866.91	
Children's Books.....	3,057.59	
Library Materials.....	333.63	
Library Supplies.....	3,578.29	
Postage.....	900.00	
Insurance.....	242.00	
Contingency.....	12.10	
Repairs and Equipment.....	473.04	
Building Supplies.....	95.76	
Photo Copies.....	530.86	
Travel and Bookmobile.....	31.35	
Utilities.....	2,787.68	
Periodicals.....	<u>5,515.14</u>	
<u>TOTAL</u>	\$ 37,134.54	
<u>BALANCE AFTER EXPENDITURES</u>		\$121,982.96
<u>INVESTED IN CERTIFICATES OF DEPOSIT</u>	\$80,000.00	
<u>BALANCE IN ACCOUNT</u>		<u>\$41,982.96</u>

CHECK RECORD
January - 1976

<u>CHECK NO.</u>	<u>PAYEE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
			\$600.00
1218	Postmaster, Lawrence, Kansas	Postage	346.27
1219	Mary E. Allen	Salary	397.03
1220	Pattie Lou Armbrister	Salary	456.55
1221	Elizabeth M. Barlow	Salary	380.98
1222	Karen Seibel Blake	Salary	437.22
1223	Doris E. Brandt	Salary	379.87
1224	Philemon Clark	Salary-Custodian	466.04
1225	Gary. W. Cooper	Salary-Custodian	469.18
1226	JoAnn Hubbard	Salary	661.94
1227	Virginia McCullough	Salary	1,131.50
1228	Wayne Mayo	Salary	821.07
1229	Mary D. Murphy	Salary	924.18
1230	Helen P. Osma	Salary	618.25
1231	Mary E. Paretsky	Salary	395.66
1232	Nelson Lance Reppert	Salary	375.40
1233	Jacqueline Rutter	Salary	353.75
1234	Rita M. Saile	Salary	353.35
1235	Marilyn Zumwalt	Salary	105.64
1236	Howard P. Bauleke	Salary-Part Time	259.21
1237	Harriet M. Blanton	Salary-Part Time	171.07
1238	Betty Bryson	Salary-Part Time	168.39
1239	Joan M. Bussell	Salary-Part Time	106.67
1240	Vicki Creaden	Salary-Part Time	244.35
1241	Jeffrey Dains	Salary-Part Time	118.63
1242	Bruce Lee Flanders	Salary-Part Time	249.33
1243	Michael Fuller	Salary-Part Time	105.92
1244	Charlee E. Glinka	Salary-Part Time	138.26
1245	Rosemary Maley Kay	Salary-Part Time	
1246	Void		
1247	Patricia Mimeau	Salary-Part Time	194.04
1248	Teddy-Gaston Okitukunda	Salary-Part Time	103.94
1249	Valerie Peaslee	Salary-Part Time	67.79
1250	Ann Quinlan	Salary-Part Time	90.95
1251	Diane Rorabaugh	Salary-Part Time	126.38
1252	Stacey Starks	Salary-Part Time	173.51
1253	Susan Sublett	Salary-Part Time	92.17
1254	Gwendolyn K. Wagner	Salary-Part Time	Void
1256	Lawrence National Bank	Federal Income Tax Withheld	1,777.20
1255	Elizabeth Ann Wiley	Salary-Part Time	116.18
1257	Kansas Blue Cross	Hospitalization	413.55
1258	Sandy Elston	Contingency	12.10
1259	Gwen Wagner	Replaces check #1254	218.77
1260	Landreth, McGrew & Johnson	Insurance	242.00
1261	Adventure, a bookstore	Library Materials	247.02
1262	Kansas Wesleyan University	Library Materials	40.00
1263	The Town Crier	Library Materials	9.77
1264	Carter's Stationary	Library Supplies	3.65
1265	KARD Rubber Stamp Co.	Library Supplies	3.90
1266	Litton McBee Systems	Library Supplies	2,153.08
1267	Quill Corporation	Library Supplies	289.32
1268	Strong's Office Systems	Library Supplies-Repairs & E.	181.27
1269	World Printing Service	Library Supplies	40.50
1270	Harold Edmonds Const. Co.	Repairs and Equipment	112.97
1271	Montgomery Elevator Co.	Repairs and Equipment	80.32

1272	Scott Temperature Equipment Co.	Repairs and Equipment	39.75
1273	Surplus Property Fund	Repairs and Equipment	110.00
1274	Ben Franklin	Building Supplies	2.83
1275	A. B. Coker and Co.	Building Supplies	24.26
1276	Gibson's Products Co.	Building Supplies	15.88
1277	Lawrence Laundry	Building Supplies	7.71
1278	Pur-O-Zone Co.	Building Supplies	24.25
1279	Malott's True Value Hdw.	Building Supplies	20.01
1280	Xerox Corporation	Photo Copies	443.06
1281	Copylease Corporation	Photo Copies	87.80
1282	Skelly Oil Co.	Travel and Bookmobile	23.15
1283	City of Lawrence, Water Dept.	Utilities	40.69
1284	K.P. & L.	Utilities	2,533.60
1285	Western Union	Utilities	112.84
1286	Bell Telephone Co.	Utilities	100.55
1287	Petty Cash	Miscellaneous	51.76
1288	Crane and Company	Library Supplies	54.57
1289	The Institute for Research	Library Materials	9.98
1290	Young People's Records	Library Materials	1.71
1291	Chesterfield Music Shops	Library Materials	5.15
1292	Com-Pak Chemical Corporation	Library Materials	6.65
1293	Gaylord Bros., Inc.	Library Supplies	409.50
1294	Josten's Library Supplies	Library Supplies	564.30
1295	The Baker and Taylor Company	Adult Books	10.95
1296	The Baker and Taylor Company	Adult-Children's Books	1,822.18
1297	Void		
1298	The Baker and Taylor Company	Adult-Children's Books	495.20
1299	Bound to Stay Bound Books, Inc.	Children's Books	2,775.68
1300	Bernan Associates, Inc.	Adult Books	100.00
1301	Atchison Co. Historical Soc.	Adult Books	32.00
1302	Bro-Dart McNaughton	Adult Books	377.00
1303	Doubleday and Co. Inc.	Adult-Children's Books	615.51
1304	Dragon Press	Adult Books	287.36
1305	Emery Pratt Co.	Adult Books	129.76
1306	G.K. Hall And Co.	Adult Books	104.99
1307	Gale Research Co.	Adult Books	68.97
1308	Garland Publishing, Inc.	Adult Books	10.16
1309	Grolier Educational Corporation	Adult Books	336.00
1310	H. W. Wilson Co.	Adult Books	520.00
1311	Harper and Row	Adult Books	390.39
1312	J. Hood, Bookseller	Adult Books	6.00
1313	Pacific Northwest Trading Co.	Adult Books	11.48
1314	Silver Burdett Co.	Adult Books	25.80
1315	Stephen Greene Press	Adult Books	10.08
1316	Viking Press, Inc.	Adult Books	661.00
1317	Wiesenberger	Adult Books	81.60
1318	American Auto Appraisal	Periodicals	9.00
1319	Bell and Howell	Periodicals	124.00
1320	Ebsco Subscription Service	Periodicals	3,895.69
1321	Institute for Bus. Planning	Periodicals	102.00
1322	The Journal World	Periodicals	58.80
1323	Kansas City Star	Periodicals	54.00
1324	Moody's Investors Service	Periodicals	515.00
1325	Prebound Periodicals, Inc.	Periodicals	202.05
1326	Prentice Hall, Inc.	Periodicals	480.00
1327	Vocational Biographies, Inc.	Library Materials	74.60
1328	Bro-Dart McNaughton	Adult Books	31.20

Total January Checks

\$37,134.54

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of January, 1976

LIBRARY CIRCULATION: Adult Books 20,971 Children's Books 11,835
 19 75 Total 30,542 Total Books 32,806 Difference 1975 + 2,264

Adult Periodicals 654 Children's Periodicals 34

Adult Records 1,334 Children's Records 349

Prints 178 Films 178 Reference Questions 1,448

BOOKS 109,828 Adult Fic. Adult Non Fic. Children's Fic. Childrens Non Fic.

Added 761 49 284 201 227

Withdrawn 354 40 146 61 147

Totals 110,235

<u>REGISTRATIONS</u>	Adult	County	Children	Totals
Active	<u>21,105</u>	<u>3,158</u>	<u>5,594</u>	<u>29,857</u>
Added	<u>740</u>	<u>61</u>	<u>72</u>	<u>873</u>
Withdrawn	<u>808</u>	<u>144</u>		<u>952</u>
Totals	<u>21,037</u>	<u>3,075</u>	<u>5,666</u>	<u>29,778</u>

<u>MEETING ROOMS</u>	Scheduled	Attendance Expected
Auditorium	<u>13</u>	<u>370</u>
Gallery	<u>13</u>	<u>175</u>

<u>TOURS</u>		<u>STORY HOURS:</u>	<u>ATTENDANCE</u>
Children	<u>8</u>	<u>122</u>	<u>2</u>
Adults	<u>1</u>	<u>2</u>	

MISCELLANEOUS
 Books Sales \$9.75
 Coin Typewriters \$36.20 - December-January
 Art Displays Pottery, fabric hanging, painting

SPECIAL ACTIVITIES:

Leonardo da Vinci traveling IBM Exhibit, December 18, through January 19.

REGULAR MEETING

February 17, 1976

The Board of Directors held their regular monthly meeting on February 17, 1976 at 4:00 p.m. in the Conference room. Members present were: Chairman James Drury, Kit Carlsen, Hank Booth, and Howard Wiseman. Observers were: League of Women's Voters, Mrs. Evelyn Hastings and High School Observer Ellen Iwamoto.

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

Mr. Mayo reviewed the Financial Statement for the month of January and the Statistics report for the month. He passed out the 1975 Annual Report and yearly Statistics reports to the members present.

Mr. Mayo discussed possibilities for city-wide service by bookmobile on a trial basis, perhaps in 1977.

There was discussion of requesting additional funding from the City for future years, either thru extension of revenue sharing or a mill levy increase. This was in light of expected decreases in book purchases beginning with 1977. The Board asked Mr. Mayo to compile a report showing book costs for the past few years and projected future costs.

Mr. Mayo reported to the Board the disposition of the case of stolen books. Mr. Irving pleaded guilty as charged and was fined \$300.00

Hank Booth announced that a bill is in legislation pertaining to an increase in minimum wage salaries beginning January 1, 1977 with a possible \$3.00 figure.

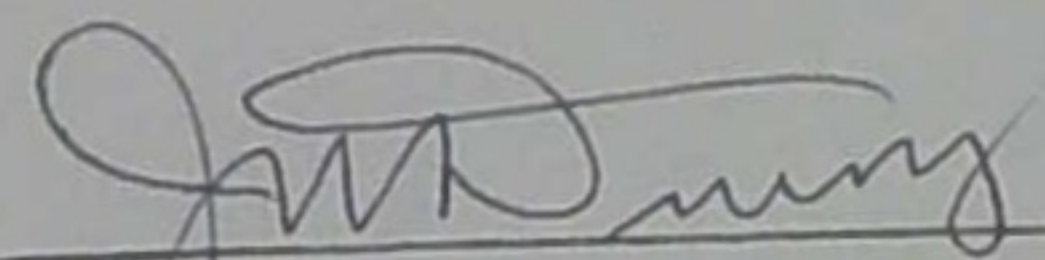
The balance in the bond campaign fund is approximately \$328.00. Discussion included several ideas for expenditures of the fund. Mr. Mayo passed around large size post cards that might be used in printing reprints of the old maps which are framed and displayed on the center posts, in the adult circulation area.

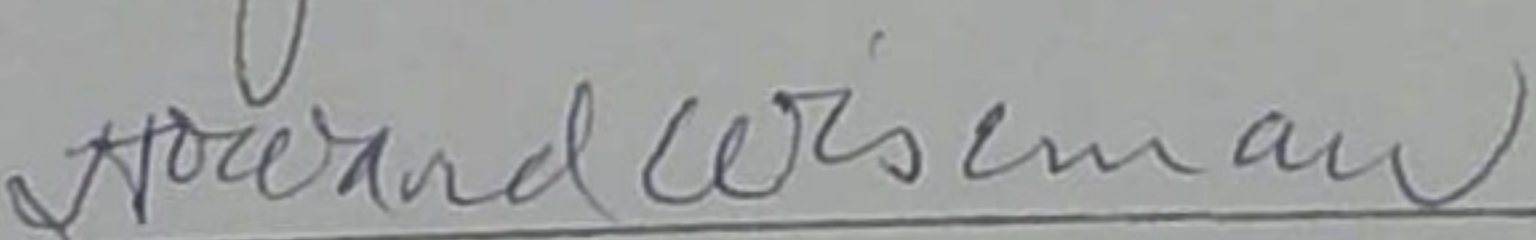
Mr. Mayo reported a check in the amount of \$160.00 had been received from the Scholarly Press as a refund on books ordered and paid for in advance, but not received nearly two years ago.

The personnel policy manual discussion was delayed until more Board Members are present for the adoption. Specific areas to be reviewed further are vacation and sick leave as well as dismissal procedures.

Bills in the amount of \$37,134.54 were approved by roll call vote.

Meeting adjourned.


Chairman


Secretary-Treasurer

FINANCIAL STATEMENT

February, 1976

Year to Date

Beginning balance, January 1, 1976
Balance, January 31, 1976

\$41,982.96

\$26,955.49

RECEIPTS:

Tax Funds.....		\$130,000.00
Adult Books.....	313.60	503.42
Children's Books.....	39.97	87.79
Overdues.....	714.55	1,613.87
Photo Copies.....	832.30	1,747.75
Library Materials.....	14.19	27.17
Library Supplies.....	31.81	54.26
Utilities.....		26.15
Periodicals.....		3.00
Adult Gift Books.....	1,817.83	1,826.65
Children's Gift Books.....	15.07	15.07
Repairs and Equipment.....		36.20
Binding.....	3.50	3.50
N.E.K.L.....	4,125.00	4,125.00
Revenue Sharing Fund.....	15,000.00	15,000.00

TOTAL RECEIPTS

\$22,907.82

\$155,069.83

BALANCE AFTER RECEIPTS
AND BEFORE EXPENDITURES

\$64,890.78

\$182,025.32

Purchase of Certificates of Deposit

80,000.00

\$102,025.32

EXPENDITURES:

Salaries.....	\$11,261.54	\$22,235.07
Custodian Salaries.....	855.22	1,701.13
Blue Cross, Employees.....	111.03	222.06
Blue Cross, Employers.....	302.52	605.04
Federal Income Tax.....	1,851.10	3,628.30
Adult Books.....	8.95	5,875.86
Children's Books.....	1,938.14	4,995.73
Library Materials.....	631.38	965.01
Library Supplies.....	410.85	3,989.14
Postage.....	544.04	1,144.04
Insurance.....		242.00
Contingency.....	119.19	131.29
Repairs and Equipment.....	394.97	868.01
Building Supplies.....	805.56	901.32
Photo Copies.....	717.01	1,247.87
Travel and Bookmobile.....	126.78	158.13
Utilities.....	2,694.91	5,482.59
Periodicals.....	1,054.16	6,569.30
State Aid.....	2,881.21	2,881.21

TOTAL EXPENDITURES

\$26,708.56

\$63,843.10

BALANCE AFTER EXPENDITURES
AND PER LEDGER

\$38,182.22

\$38,182.22

CHECK RECORDFebruary, 1975

<u>CHECK NO.</u>	<u>PAYEE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
1329	Mary E. Allen	Salary	\$346.27
1330	Pattie Lou Armbrister	Salary	397.03
1331	Elizabeth Barlow	Salary	456.55
1332	Karen S. Blake	Salary	380.98
1333	Doris E. Brandt	Salary	437.22
1334	Philemon Clark	Salary-Custodian	379.87
1335	Gary W. Cooper	Salary-Custodian	475.35
1336	JoAnn Hubbard	Salary	469.18
1337	Virginia L. McCullough	Salary	661.94
1338	Wayne Mayo	Salary	1,131.50
1339	Mary D. Murphy	Salary	832.73
1340	Helen P. Osma	Salary	912.88
1341	Mary E. Paretsky	Salary	596.29
1342	Lance Reppert	Salary	409.62
1343	Jackie Rutter	Salary	375.40
1344	Rita M. Saile	Salary	373.52
1345	Marilyn Zumwalt	Salary	353.35
1346	Howard P. Bauleke	Salary	124.28
1347	Harriet M. Blanton	Salary-Part Time	123.07
1348	Betty Ann Bryson	Salary-Part Time	247.94
1349	Joan M. Bussell	Salary-Part Time	235.73
1350	Michael Childs	Salary-Part Time	106.98
1351	Vicki Creaden	Salary-Part Time	163.63
1352	Jeff Dains	Salary-Part Time	36.01
1353	Bruce L. Flanders	Salary-Part Time	136.14
1354	Michael Fuller	Salary-Part Time	182.54
1355	Charlee Glinka	Salary-Part Time	122.47
1356	Rosemary Maley Kay	Salary-Part Time	132.05
1357	Patricia Mimeau	Salary-Part Time	224.22
1358	Teddy Gaston Okitukunda	Salary-Part Time	142.92
1359	Valerie Peaslee	Salary-Part Time	96.40
1360	Ann Quinlan	Salary-Part Time	129.39
1361	Diane Rorabaugh	Salary-Part Time	172.53
1362	Stacey Starks	Salary-Part Time	228.44
1363	Susan Sublett	Salary-Part Time	132.56
1364	Gwan Wagner	Salary-Part Time	277.93
1365	Elizabeth Ann Wiley	Salary-Part Time	111.85
1366	Lawrence National Bank Depository	Federal Income Tax	1,851.10
1367	Blue Cross of Kansas	Hospitalization Insurance	413.55
1368	IBM Corporation	Repairs and Insurance	148.50
1369	Baker and Taylor Co.	Children's Bks-State Aid	1,783.31
1370	The Baker and Taylor Co.	State Aid-Adult Books	5.98
1371	Baker and Taylor Co.	Children's Bks-State Aid	142.24
1372	Baker and Taylor Co.	State Aid-Adult Books	40.56
1373	Bound to Stay Bound Books	Children's Books	885.38
1374	Bro-Dart-McNaughton Books	State Aid Fund	396.02
1375	Doubleday and Co. Inc.	State Aid Fund	5.16
1376	Wm. B. Eerdman Publishing Co.	Children's Books	17.39
1377	Emery Pratt Co.	State Aid Fund	14.10
1378	Follett Library Book Co.	Children's Books	938.57
1379	Gale Research Co.	Children's Books-State Aid	323.06
1380	Kansas Assn. of Realtors	State Aid Fund	14.04

1381	National Register Publishing Co.	State Aid Fund	87.55
1382	R. L. Polk & Co.	State Aid Fund	56.00
1383	Reel Trophy, Inc.	State Aid Fund	35.70
1384	Silver Burdett Co.	State Aid Fund	7.61
1385	Thomas Publishing Co.	State Aid Fund	59.00
1386	Weston Woods	Library Materials	100.30
1387	Bell and Howell	Periodicals	52.16
1388	Prentice-Hall, Inc.	Periodicals	117.00
1389	Standard & Poor's Corporation	Periodicals	885.00
1390	Adventure a bookstore	Library Materials	3.90
1391	Eastin Phelan	Library Materials	258.41
1392	Superintendent of Documents	Library Materials	100.00
1393	The Town Crier, Inc.	Library Materials	41.31
1394	The American Companies	Library Supplies	114.58
1395	Bro-Dart	Library Supplies	44.35
1396	Crane and Co. Inc.	Library Supplies	34.05
1397	Demco Educational Corporation	Library Supplies	142.50
1398	Ben Franklin Stores	Library Supplies	3.74
1399	Wickes Lumber	Library Supplies	35.59
1400	The World Printing Service	Library Supplies	35.00
1401	A. B. Coker Co. Inc.	Building Supplies	182.02
1402	Bureau of Fire Prevention	Building Supplies	16.00
1403	Electric Supply Co. Inc.	Building Supplies	351.61
1404	Lawrence Laundry	Building Supplies	3.28
1405	Malott's Hardware	Building Supplies	4.46
1406	Scott Temperature Equipment	Building Supplies	246.60
1407	Acorn Building Services	Repairs and Equipment	71.90
1408	Downtown T. V.	Repairs and Equipment	39.95
1409	Ed Marling Stores, Inc.	Repairs and Equipment	18.94
1410	Gibson Products Co.	Repairs and Equipment	137.13
1411	Kennedy Glass Co.	Repairs and Equipment	8.00
1412	Montgomery Elevator Co.	Repairs and Equipment	80.32
1413	Electronic Business Equipment	Photo Copies	83.90
1414	Xerox Corporation	Photo Copies	633.11
1415	Postmaster, Lawrence, Kansas	Postage	500.00
1416	Postmaster, Lawrence, Kansas	Postage	25.00
1417	Pitney Bowes	Postage	19.04
1418	Lawrence Chamber of Commerce	Contingency	12.50
1419	Lawrence Window Cleaning Service	Contingency	90.00
1420	Westside Greenhouse	Contingency	16.69
1421	Mobil Oil Corporation	Travel and Bookmobile	5.00
1422	Skelly Oil Co.	Travel and Bookmobile	115.78
1423	City of Lawrence, Water Dept.	Utilities	42.67
1424	Kansas Power & Light Co.	Utilities	2,411.53
1425	Bell Telephone Co.	Utilities	102.01
1426	TWX-Western Union	Utilities	138.70
1427	Petty Cash	Miscellaneous	42.95

Total February Checks \$26,708.56

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of February, 1976

<u>LIBRARY CIRCULATION:</u>	Adult Books	<u>19,325</u>	Children's Books	<u>11,353</u>
1976 Total	<u>32,035</u>	Total Books	<u>30,678</u>	Difference 1975
				<u>1,357 less</u>
	Adult Periodicals	<u>591</u>	Children's Periodicals	<u>15</u>
	Adult Records	<u>794</u>	Children's Records	<u>385</u>
Prints	<u>132</u>	Films	<u>89</u>	Reference Questions
				<u>1,369</u>

<u>BOOKS</u>	<u>110,235</u>	Adult Fic.	Adult Non Fic.	Children's Fic.	Children's Non Fic.
Added	<u>675</u>	<u>93</u>	<u>325</u>	<u>120</u>	<u>137</u>
Withdrawn	<u>325</u>	<u>22</u>	<u>104</u>	<u>124</u>	<u>75</u>
Totals	<u>110,585</u>				

<u>REGISTRATIONS</u>	Adult	County	Children	Totals
Active	<u>21,037</u>	<u>3,075</u>	<u>5,666</u>	<u>29,778</u>
Added	<u>285</u>	<u>57</u>	<u>41</u>	<u>383</u>
Withdrawn	<u>722</u>	<u>96</u>	<u>-</u>	<u>818</u>
Totals	<u>20,600</u>	<u>3,036</u>	<u>5,707</u>	<u>29,343</u>

<u>MEETING ROOMS</u>	Scheduled	Attendance Expected
Auditorium	<u>21</u>	<u>599</u>
Gallery	<u>17</u>	<u>246</u>

<u>TOURS</u>		<u>STORY HOURS:</u>	<u>ATTENDANCE</u>
Children	<u>3</u>	<u>46</u>	<u>8</u>
Adults	<u>-0-</u>		<u>210</u>

MISCELLANEOUS

Books Sales	<u>47.80</u>
Coin Typewriters	<u>-</u>
Art Displays	<u>Pottery, Photography, Weaving and quilts</u>

SPECIAL ACTIVITIES:

- 2 Valentine parties for 85 Children.
- 6 Nursery schools for special story hours, 96 children.

REGULAR MEETING

MARCH 16, 1976

Due to lack of quorum, the regular monthly meeting for March was not held.

Approval for checks was given by telephone by Julie Stough, James Drury, Gerald Miner and Hank Booth.

FINANCIAL STATEMENT

March - 1976

Year to Date

Beginning Balance, January 1, 1976
 Balance, February 29, 1976 \$38,182.22

\$26,955.49

RECEIPTS:

Tax Funds.....	45,000.00	175,000.00
Adult Books.....	122.85	626.27
Children's Books.....	39.41	127.20
Overdues.....	1,062.43	2,676.30
Photo Copies.....	1,005.90	2,753.65
Library Materials.....	15.00	42.17
Library Supplies.....	10.15	64.41
Utilities.....	9.82	35.97
Periodicals.....		3.00
Adult Gift Books.....	10.00	1,836.65
Children's Gift Books.....		15.07
Repairs and Equipment.....	37.90	74.10
Binding.....	4.75	8.25
N.E.K.L.....	4,376.00	8,501.00
Revenue Sharing.....		15,000.00
State Aid.....	<u>8,243.24</u>	<u>8,243.24</u>

<u>TOTAL RECEIPTS</u>	\$59,937.45	\$215,007.28
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<u>TOTAL BALANCE AFTER RECEIPTS AND BEFORE EXPENDITURES</u>	\$98,119.67	\$241,962.77
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Certificates of Deposit	\$80,000.00	\$80,000.00
	<u>\$35,000.00</u>	<u>\$35,000.00</u>

	\$63,119.67	\$126,962.77
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FINANCIAL STATEMENT - Page 2

EXPENDITURES:

Salaries	\$11,261.90	\$33,496.97
Custodian Salaries	845.91	2,547.04
Blue Cross, Employees.....	111.03	333.09
Blue Cross, Employers.....	338.77	943.81
Federal Income Tax.....	1,831.30	5,459.60
Adult Books.....	8.95	5,884.81
Children's Books.....	696.06	5,691.79
Library Materials.....	234.95	1,199.96
Library Supplies.....	511.64	4,500.78
Postage.....		1,144.04
Insurance.....	933.00	1,175.00
Contingency.....	317.20	448.49
Repairs and Equipment.....	655.24	1,523.25
Building Supplies.....	407.39	1,308.71
Photo Copies.....	553.70	1,801.57
Travel and Bookmobile.....	116.51	274.64
Utilities.....	2,210.16	7,692.75
Periodicals.....	56.70	6,626.00
State Aid Fund.....	2,357.78	5,238.99
Kansas Income Tax.....	709.76	709.76
Kpers-Employees.....	1,136.88	1,136.88
Kpers-Employers.....	2,074.81	2,074.81
Social Security-Employees.....	2,714.30	2,714.30
Social Security-Employers.....	2,714.22	2,714.22
	<u> </u>	<u> </u>
<u>TOTAL RECEIPTS</u>	\$32,798.16	\$96,641.26
<u>BALANCE AFTER EXPENDITURES</u>		
<u>AND PER LEDGER</u>	<u>\$30,321.51</u>	<u>\$30,321.51</u>

CHECK RECORD

March, 1976

<u>CHECK NUMBER</u>	<u>PAYEE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
1428	Mary Allen	Salary	\$360.39
1429	Pattie Armbrister	Salary	397.03
1430	Elizabeth M. Barlow	Salary	474.39
1431	Karen Seibel Blake	Salary	380.98
1432	Doris E. Brandt	Salary	437.22
1433	Philemon Clark	Salary	379.87
1434	Void	-----	-- --
1435	Gary Cooper	Salary	466.04
1436	JoAnn Hubbard	Salary	469.18
1437	Virginia Lee McCullough	Salary	661.94
1438	Wayne Mayo	Salary	1,131.50
1439	Mary D. Murphy	Salary	821.07
1440	Helen P. Osma	Salary	912.88
1441	Mary E. Paretsky	Salary	596.29
1442	Nelson L. Reppert	Salary	395.66
1443	Jacqueline Rutter	Salary	375.40
1444	Rita M. Saile	Salary	365.89
1445	Marilyn Zumwalt	Salary	353.35
1446	Howard P. Bauleke	Salary-Part Time	124.28
1447	Harriet Blanton	Salary-Part Time	189.09
1448	Betty Ann Bryson	Salary-Part Time	233.67
1449	Joan M. Bussell	Salary-Part Time	260.75
1450	Michael Andrew Childs	Salary-Part Time	210.78
1451	Vicki Renee Creaden	Salary-Part Time	132.56
1452	Bruce Lee Flanders	Salary-Part Time	154.78
1453	Charlee E. Glinka	Salary-Part Time	116.88
1454	Rosemary Maley Kay	Salary-Part Time	103.56
1455	Patricia A. Mimeau	Salary-Part Time	226.28
1456	Teddy Gaston Okitukunda	Salary-Part Time	136.42
1457	Valerie Dawn Peaslee	Salary-Part Time	84.73
1458	Dawn K. Porter	Salary-Part Time	202.32
1459	Ann J. Quinlan	Salary-Part Time	136.42
1460	Diane L. Rorabaugh	Salary-Part Time	162.99
1461	Stacey S. Starks	Salary-Part Time	183.25
1462	Susan Sublett	Salary-Part Time	120.14
1463	Gwen K. Wagner	Salary-Part Time	240.05
1464	Elizabeth Ann Wiley	Salary-Part Time	109.78
1465	Lawrence National Bank	Federal Income Tax Withheld	1,831.30
1466	Blue Cross of Kansas	Hospitalization Insurance	449.80
1467	Director of Revenue	Kansas State Income Tax	709.76
1468	Hornbook, Inc.	Children's Books	15.40
1469	Kansas Public Employees--et al	K.P.E.R.S.	3,211.69
1470	State Contribution Fund	Social Security	5,428.52
1471	The Baker and Taylor Co.	State Aid Fund-Adult Books	1,292.65
1472	The Baker and Taylor Co.	State Aid Fund-Adult Books	43.45
1473	Bound to Stay Bound Books	Children's Books	524.08
1474	Congressional Quarterly	State Aid Fund-Adult Books	16.70
1475	Doubleday & Co.	State Aid Fund-Adult Books	5.16
1476	Emery Pratt Co.	State Aid Fund-Adult Books	32.30
1477	G. K. Hall & Co.	State Aid Fund-Adult Books	117.30
1478	Grolier Year Book, Inc.	State Aid Fund-Adult Books	10.75
1479	Herald House	Children's Books	50.29
1480	Institute for Soc. & Enviorn.	State Aid Fund-Adult Books	5.25

1481	Little Brown and Co.	State Aid Fund-Adult Books	200.64
1482	McNaughton Book Service	State Aid Fund-Adult Books	419.60
1483	National Fire Protection	State Aid Fund-Adult Books	44.33
1484	Oliver Press	State Aid Fund-Adult Books	16.55
1485	National Geographic Society	State Aid Fund-Adult Books	7.45
1486	Silver Burdett Co.	State Aid Fund-Adult Books	32.96
1487	Thompson Book Co.	Children's Books	90.00
1488	Gaylord Bros, Inc.	Periodicals	56.70
1489	The Eastin-Phelan Co.	Library Materials	116.51
1490	Library Publicity Clippings	Library Materials	10.00
1491	Pinckney Elementary School	Library Materials	10.00
1492	Professional Services Bureau	Library Materials	66.00
1493	Crane and Co.	Library Supplies	35.83
1494	Curtis 1000	Library Supplies	353.32
1495	Strong's Office Systems	Library Supplies	73.04
1496	The World Co.	Library Supplies	48.45
1497	Kuhn Truck and Tractor Co.	Repairs and Equipment	181.52
1498	Coast to Coast Stores	Repairs and Equipment	15.95
1499	Downtown T.V.	Repairs and Equipment	7.50
1500	Montgomery Elevator Co.	Repairs and Equipment	80.32
1548	Scott Temperature Equipment	Repairs and Equipment	232.45
1549	Surplus Property Fund	Repairs and Equipment	60.50
1550	Surplus Property Fund	Repairs and Equipment	75.00
1551	Mobil Oil Credit Corporation	Travel and Bookmobile	8.13
1552	Skelly Oil Company	Travel and Bookmobile	108.38
1553	Electric Supply Co.	Building Supplies	277.24
1554	Gibson's Products Co.	Building Supplies	6.07
1555	Lawrence Launderers	Building Supplies	3.88
1556	Malott's True Value Hdw.	Building Supplies	41.78
1557	Pur-O-Zone Chemical Co.	Building Supplies	46.03
1558	Steve Smith Cameras	Building Supplies	23.66
1559	Woods Lumber Co.	Building Supplies	2.08
1560	City of Lawrence, Ks.	Insurance	267.00
1561	Calvin Eddy & Kappelman, Inc.	Insurance	222.00
1562	Haverty & Hatfield, Inc.	Insurance	222.00
1563	Landreth McGrew & Johnson	Insurance	222.00
1564	Lawrence Freight Line, Inc.	Photo Copies	63.60
1565	Xerox Corporation	Photo Copies	490.10
1566	Southwestern Bell Telephone Co.	Utilities	99.01
1567	City of Lawrence, Water Dept.	Utilities	44.18
1568	K. P. and L.	Utilities	1,955.52
1569	Western Union	Utilities	111.45
1570	Mary E. Allen	Contingency	12.54
1571	Betty Barlow	Contingency	39.18
1572	Jane Betty	Contingency	20.23
1573	Doris E. Brandt	Contingency	32.98
1574	JoAnn Hubbard	Contingency	33.87
1575	Wayne Mayo	Contingency	44.25
1576	Patricia A. Mimeau	Contingency	17.48
1577	Helen Osma	Contingency	46.11
1578	Mary Paretsky	Contingency	33.92
1579	Yellow Freight Co.	Contingency	32.54
1580	Petty Cash	Miscellaneous	71.43
1581	Baker and Taylor	State Aid Fund-Adult Books	112.69

Total March Checks

\$32,798.16

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of March, 1976

LIBRARY CIRCULATION: Adult Books 22,645 Children's Books 13,016
 19 75 Total 34,360 Total Books 35,661 Difference 1976 1,301 more

Adult Periodicals 545 Children's Periodicals 23

Adult Records 994 Children's Records 459

Prints 166 Films 145 Reference Questions 1,485

<u>BOOKS</u>	<u>110,585</u>	Adult Fic.	Adult Non Fic.	Children's Fic.	Childrens Non Fic.
Added	<u>973</u>	<u>97</u>	<u>474</u>	<u>253</u>	<u>149</u>
Withdrawn	<u>123</u>	<u>-</u>	<u>19</u>	<u>84</u>	<u>20</u>
Totals	<u>111,435</u>				

<u>REGISTRATIONS</u>	Adult	County	Children	Totals
Active	<u>20,600</u>	<u>3,036</u>	<u>5,707</u>	<u>29,343</u>
Added	<u>796</u>	<u>130</u>	<u>63</u>	<u>989</u>
Withdrawn	<u>677</u>	<u>85</u>	<u>3</u>	<u>765</u>
Totals	<u>20,719</u>	<u>3,081</u>	<u>5,767</u>	<u>29,567</u>

<u>MEETING ROOMS</u>	Scheduled	Attendance Expected
Auditorium	<u>19</u>	<u>784</u>
Gallery	<u>20</u>	<u>325</u>

<u>TOURS</u>		<u>STORY HOURS:</u>	<u>ATTENDANCE</u>
Children	<u>4</u>	<u>84</u>	<u>217</u>
Adults	<u></u>	<u></u>	<u></u>

MISCELLANEOUS

Books Sales 365
 Coin Typewriters 4 37.90 - February - March
 Art Displays Wooden toys - International Student Fabric Competition Exhibit

SPECIAL ACTIVITIES:

1 KU Class for talk on Children's Books - 29 present
 NEKL Workshop held in Auditorium - March 11, 1976

REGULAR MEETING

April 20, 1976

The Board of Directors of the Lawrence Public Library met for regular monthly meeting, April 20, 1976 at 4:00 p.m. in the Conference Room.

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

Mrs. Harriet Wilson was introduced and welcomed as a new member of the Board of Directors.

Minutes of the February meeting were approved as distributed.

Election of Officers was held with the following persons elected:

Chairman: Mrs. Kit Carlsen
Vice Chairman: Hank Booth
Secretary-Treasurer: Howard Wiseman

Mr. Mayo gave the Directors Report.

Financial: \$175,000 of the approximate \$250,000 in tax funds has been received.

Statistics: The sheet of Statistics was reviewed noting that approximately 1100 people used the meeting room facilities during the month of March.

Revenue Sharing: A copy of the letters written to the City Commissioners requesting funds by Mr. Mayo was circulated to the Board of Directors.

Utilities: Mr. Mayo said that of the current March bill paid \$766.00 was listed under the fuel cost adjustment portion of the total \$1955.52. A comparison to the same period last year shows that there was a 20% drop of electricity used but a 40% higher cost was shown in the total bill.

Mr. Mayo asked the Board if anyone knew of work completed by a firm known as Energy-Masters. This firm is offering services of showing how to cut utility costs charging a portion of the amount saved as payment for their services. The reaction of the Board was negative in becoming involved in this type of arrangement at this time.

Mr. Mayo and Howard Wiseman gave a report to the Board concerning the procedures used in investing our funds either in a savings account or certificate of deposits. A motion was made that a report be prepared for presentation at the next meeting showing the amount of interest earnings by both methods. Motion passed.

A reminder of the Dinner honoring Jim Drury and Larry Flannery to be held Wednesday, April 21, 1976 was made. The Dinner is to be in the Centennial Room at Kansas University.

Chairman Drury asked the new Chairman, Kit Carlsen to appoint a committee to meet prior to the May meeting to work on the 1977 budget with Mr. Mayo.

Hank Booth asked Mr. Mayo to outline the outreach work being done with Ballard Center in regard to their Library Program. Mr. Mayo stated that at present the work includes weeding out, reorganizing, getting ideas of the areas of interest, etc. for what is needed. Paperback books will be purchased. Betty Barlow is the Library representative for this project.

Page 2 - April Board of Directors Meeting.

Recognition was given to the honor received by Mrs. Evelyn Hastings. On March 30 she was presented the 1976 Sertoma Honoree Service to Mankind Award.

Bills in the amount of \$32,798.16 were approved by roll call vote.

Meeting adjourned.

Margy K. Carlsen
Chairman

Howard Wiseman
Secretary-Treasurer

Library board elects officers

Mrs. Vernon Carlsen has been chosen to chair the Lawrence Public Library board of directors.

Others elected at the board's meeting this week are Hank Booth, vice chairman, and Howard Wiseman, secretary-treasurer.

Larry Flannery and James Drury are retiring from the board. New members, appointed by Mayor Fred Pence and the city commission, are Mrs. Paul Wilson and Odd Williams.

FINANCIAL STATEMENT

April 31, 1976

Year to Date

Balance on hand January 1, 1976
Balance on hand March 31, 1976

\$30,321.51

\$26,955.49

RECEIPTS:

Tax Funds.....
Adult Books.....
Children's Books.....
Overdues.....
Photo Copies.....
Library Materials.....
Library Supplies.....
Utilities.....
Periodicals.....
Adult Gift Books.....
Children's Gift Books.....
Repairs and Equipment.....
Binding.....
N.E.K.L.....
Revenue Sharing.....
State Aid Fund.....

327.46
8.75
938.74
1,143.24
16.00
5.20
20.94
65.00
5.57
27.00

175,000.00
953.71
135.95
3,615.04
3,896.89
58.17
69.61
56.91
3.00
1,901.65
20.64
101.10
8.25
8,501.00
15,000.00
8,243.24

TOTAL RECEIPTS

2,557.90

\$ 217,565.18

BALANCE AFTER RECEIPTS
AND BEFORE EXPENDITURES

\$32,879.41

\$ 244,520.67

Certificates of Deposit

\$115,000.00

\$129,520.67

EXPENDITURES:

Salaries.....	\$11,221.54	\$44,718.51
Custodian's Salaries.....	836.61	3,383.65
Blue Cross, Employees.....	111.03	444.12
Blue Cross, Employers.....	338.77	1,282.58
Federal Income Tax.....	1,843.90	7,303.50
Adult Books.....		5,884.81
Children's Books.....	5.04	5,696.83
Library Materials.....	15.00	1,214.96
Library Supplies.....	175.80	4,676.58
Postage.....	551.69	1,695.73
Insurance.....	-	1,175.00
Contingency.....	65.10	513.59
Repairs and Equipment.....	500.98	2,024.23
Building Supplies.....	37.95	1,346.66
Photo Copies.....	651.27	2,452.84
Travel and Bookmobile.....	268.49	543.13
Utilities.....	1,854.56	9,547.31
Periodicals.....		6,626.00
Kansas Income Tax.....		709.76
KPERS-Employees.....		1,136.88
KPERS-Employers.....		2,074.81
Social Security-Employees...		2,714.30
Social Security-Employers...		2,714.22
State Aid.....	2,395.67	7,634.66
Revenue Sharing Fund.....	3,550.71	3,550.71
Adult Gift Books.....	268.45	268.45
	<hr/>	<hr/>
<u>TOTAL EXPENDITURES</u>	\$24,692.56	\$121,333.82
<u>BALANCE AFTER EXPENDITURES</u>		
<u>AND PER LEDGER</u>	<u>\$8,186.85</u>	<u>8,186.85</u>

CHECK RECORDApril - 1976

<u>NUMBER</u>	<u>PAYEE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
1582	Mary E. Allen	Salary	360.39
1583	Pattie Armbrister	Salary	397.03
1584	Elizabeth Barlow	Salary	456.55
1585	Karen Blake	Salary	380.98
1586	Doris Brandt	Salary	437.22
1587	Philemon Clark	Salary	379.87
1588	Gary W. Cooper	Salary	456.74
1589	JoAnn H. Hubbard	Salary	469.18
1590	Virginia McCullough	Salary	678.10
1591	Wayne Mayo	Salary	1,131.50
1592	Mary D. Murphy	Salary	821.07
1593	Helen P. Osma	Salary	912.88
1594	Mary E. Paretsky	Salary	596.29
1595	Lance Reppert	Salary	386.90
1596	Jacqueline Rutter	Salary	375.40
1597	Rita Saile	Salary	365.89
1598	Marilyn Zumwalt	Salary	340.94
1599	Howard P. Bauleke	Salary-Part Time	165.70
1600	Harriet Blanton	Salary-Part Time	154.11
1601	Betty Bryson	Salary-Part Time	239.78
1602	Jo Bussell	Salary-Part Time	273.85
1603	Vicki Creaden	Salary-Part Time	105.64
1604	Mark Chrislip	Salary-Part Time	121.81
1605	Bruce Lee Flanders	Salary-Part Time	172.86
1606	Charlee E. Glinka	Salary-Part Time	135.93
1607	Rosemary Maley Kay	Salary-Part Time	103.56
1608	Patricia Mimeau	Salary-Part Time	215.69
1609	Teddy Gaston Okitukunda	Salary-Part Time	142.92
1610	Valerie Dawn Peaslee	Salary-Part Time	94.27
1611	Dawn Porter	Salary-Part Time	184.86
1612	Ann Quinlan	Salary-Part Time	96.36
1613	Diane Rorabaugh	Salary-Part Time	155.61
1614	Stacey Starks	Salary-Part Time	238.05
1615	Susan Sublett	Salary-Part Time	97.36
1616	Gwen Wagner	Salary-Part Time	296.87
1617	Elizabeth Wiley	Salary-Part Time	115.99
1618	Lawrence National Bank	Federal Inc. Tax W/held	1,843.90
1619	Kansas Blue Cross	Hospitalization Insurance	449.80
1620	Kansas Union	Contingency	21.00
1621	Postmaster, Lawrence, Kansas	Postage	500.00
1622	Postmaster, Lawrence, Kansas	Postage	50.00
1623	The Baker and Taylor Co.	Adult Books-State Aid	1,195.18
1624	Baker and Taylor Co.	Adult Books-State Aid	.72
1625	McNaughton Book Service	Adult Books-State Aid	438.10
1626	Coronado Press	Adult Books-State Aid	14.12
1627	Doubleday and Co.	Adult Books-State Aid	5.16
1628	The Institute for Research	Adult Books-State Aid	10.02
1629	Emery Pratt Co.	Adult Books-State Aid	54.38
1630	Peter Smith Publisher	Adult Books-State Aid	11.19
1631	McGraw-Hill Book Co.	Adult Books-State Aid	23.07
1632	Silver Burdett Co.	Adult Books-State Aid	16.21
1633	Stackpole Books	Adult Books-State Aid	68.97

1634	Story House Corporation	Adult Books-State Aid	27.96
1635	James T. White and Co.	Adult Books-State Aid	54.00
1636	H. W. Wilson Co.	Adult Books-State Aid	45.00
1637	Morrill Public Library	Adult Books-State Aid	12.88
1638	Mrs. Albert J. Pennington	Adult Books-State Aid	12.00
1639	Mrs. Mary Schultz	Adult Books-State Aid	11.30
1640	Eastin Phelan Dist. Corp.	Library Mat.State Aid	79.74
1641	Bound to Stay Bound	Children's Bks. Rev. S.	1,842.95
1642	Jean Karr and Co.	Children's Bks. Rev. S.	613.40
1643	Wm. B. Erdmans Pub. Co.	Children's Bks. Rev. S.	8.16
1644	Oddo Publishing Co.	Children's Bks. Rev. S.	323.48
1645	Regent Book Co.	Children's Bks. Rev. S.	123.96
1646	Western Pub. Co.	Children's Bks. Rev. S.	638.76
1647	Robert Bentley, Inc.	Adult Gift Books	268.45
1648	National Record Plan	Lib. Materials-State Aid	315.67
1649	Crane and Co.	Library Supplies	40.35
1650	Eastman Kodak Co.	Library Supplies	41.07
1651	House of Usher	Library Supplies	91.05
1652	Strong's Office Systems	Library Supplies	1.08
1653	Coast to Coast Systems	Building Supplies	1.04
1654	Gibson's	Building Supplies	5.51
1655	Lawrence Launderers	Building Supplies	5.06
1656	Malott's Hardware	Building Supplies	2.45
1657	Pur-O-Zone	Building Supplies	11.79
1658	Woodbury Industries, Inc.	Building Supplies	12.10
1659	Downtown T.V.	Repairs and Equipment	17.50
1660	Gary Malburg Electric	Repairs and Equipment	294.00
1661	Gaylord Bros, Inc.	Repairs and Equipment	69.50
1662	Montgomery Elevator Co.	Repairs and Equipment	80.32
1663	Scott Temperature	Repairs and Equipment	36.29
1664	Woods Lumber Co.	Repairs and Equipment	3.37
1665	Gregg Tire Co.	Travel and Bookmobile	191.08
1666	Kuhn Truck & Tractor Co.	Travel and Bookmobile	19.90
1667	Mobil Oil Credit Corp.	Travel and Bookmobile	34.22
1668	Skelly Oil Co.	Travel and Bookmobile	23.29
1669	City of Lawrence, Water Dept.	Utilities	50.57
1670	Kandas Power & Light	Utilities	1,608.66
1671	Southwestern Bell Tele. Co.	Utilities	99.88
1672	Western Union	Utilities	95.45
1673	Copylease Corp. of America	Photo Copies	147.50
1674	Xerox Corporation	Photo Copies	503.77
1675	Petty Cash	Miscellaneous	29.08
1676	Aerial Surveys	Contingency	39.00
			<hr/>
		Total April Checks	\$24,692.56

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of April, 1976

LIBRARY CIRCULATION: Adult Books 21,593 Children's Books 11,709
 19 75 Total 35,366 Total Books 33,302 Difference 197 5 2,064 less

Adult Periodicals 549 Children's Periodicals 23

Adult Records 855 Children's Records 307

Prints 115 Films 129 Reference Questions 1,565

<u>BOOKS</u>	<u>111,435</u>	Adult Fic.	Adult Non Fic.	Children's Fic.	Childrens Non Fic.
Added	<u>895</u>	<u>52</u>	<u>206</u>	<u>327</u>	<u>310</u>
Withdrawn	<u>183</u>	<u>31</u>	<u>88</u>	<u>57</u>	<u>7</u>
Totals	<u>112,147</u>				

<u>REGISTRATIONS</u>	Adult	County	Children	Totals
Active	<u>20,719</u>	<u>3,081</u>	<u>5,767</u>	<u>29,567</u>
Added	<u>823</u>	<u>147</u>	<u>47</u>	<u>1,017</u>
Withdrawn	<u>587</u>	<u>57</u>	<u>31</u>	<u>675</u>
Totals	<u>20,955</u>	<u>3,171</u>	<u>5,783</u>	<u>29,909</u>

<u>MEETING ROOMS</u>	Scheduled	Attendance Expected
Auditorium	<u>24</u>	<u>718</u>
Gallery	<u>12</u>	<u>235</u>

<u>TOURS</u>		<u>STORY HOURS:</u>	<u>ATTENDANCE</u>
Children	<u>6</u>	<u>94</u>	<u>267</u>
Adults	<u>3</u>	<u>42</u>	

<u>MISCELLANEOUS</u>	
Books Sales	<u>\$3.20</u>
Coin Typewriters	<u>\$27.00</u>
Art Displays	<u>Public School Exhibit</u>

SPECIAL ACTIVITIES:

2 Children's Parties with 70 Children attending.

Lawrence Public Library

PHONE 843-3833

707 VERMONT / LAWRENCE, KANSAS 66044



WAYNE MAYO
Library Director

Approved May 18, 1976

LAWRENCE PUBLIC LIBRARY POLICY MANUAL

STATEMENT OF PURPOSE

The basic objective of the Lawrence Public Library is to provide service to all members of the community in the form of significant books, periodicals, recordings and other materials necessary to promote an enlightened citizenry and enrich the life of each individual within the community.

As part of the Library's role in the continuous education of all members of the community, the Lawrence Public Library recognizes the need to supplement its information with materials from other library collections. Knowledge should not be limited to those items owned by the Library, but should be enhanced by materials in other libraries throughout the State and the Nation.

GOVERNMENT

The Lawrence Public Library, established in 1904, provides free circulation and reference service to residents of Lawrence and to all residents within the boundaries of the Northeast Kansas Library System.

The Library is governed by a Board of Directors consisting of 7 members who are appointed for a term of four years each by the Mayor. The Mayor is an ex-officio member of the Board. Board members may be re-appointed to a second four year term. The Board of Directors serve without remuneration of any kind.

Legal responsibility for the Library is vested in the Board, and it is the policy-making body of the Library. Its responsibilities include: selection and appointment of the Library Director, promotion of library interests, securing of adequate funds to operate the Library, and control of library funds, property & equipment. Subject to existing statutes and ordinances, the Board has the power to determine rules and regulations governing library services and personnel. It approves a yearly budget and exercises control of expenditures within that budget.

SUPPORT

The Library is supported mainly by local taxation (presently a maximum of 2.5 mills of assessed valuation) under provisions of Charter Ordinance # 8. A statement of the total annual appropriation and expenditures may be found in the annual report. In addition, the Library receives income from use charges on overdue books, State Aid, endowment funds, and contractual arrangements with the Northeast Kansas Library System.

APPOINTMENTS AND DISMISSALS

All staff appointments are made by the Library Director. In the case of certain part time personnel, this may be delegated to Department Heads. Initial appointments are made on the basis of merit, with due consideration given to education and technical qualifications, as well as personality, intelligence, temperament, suitability and aptitude for the position involved, and are made without regard to race, creed, color, national origin or ancestry. Discrimination on the basis of age or physical disability is prohibited except where physical requirements of the job constitute a bona-fide qualification necessary to proper and efficient administration.

The first 6 months of employment constitute a probationary period. If there is reason to believe, at the end of this period, that an employee may develop the ability to perform satisfactorily by an extension of the probationary period, an additional three months probationary extension may be granted. Two written evaluations of an employees performance will be made during the probationary period. The first after 3 months and the second before the end of the six month probationary period. In the second evaluation, an indication will be made as to whether the employee is recommended for permanent work status.

An employee who does not perform satisfactorily shall be counseled by his supervisor. If improvement in performance does not occur within a reasonable time, the employee shall be notified in writing that his performance is not satisfactory, the reasons therefor, and that the possibility of dismissal exists unless performance improves. Any notice of termination or dismissal shall be in writing and state the reasons. Two weeks termination pay may be granted to a dismissed employee.

The Library may separate an employee from service in the event of a lack of funds or curtailment of work after giving at least two weeks notice to such employee.

An employee who is dismissed during the probationary period does not have the right to initiate a grievance procedure.

An employee who has satisfactorily completed his probationary period and who is dismissed may avail himself of the following grievance procedure:

Upon receipt of a written dismissal notice, the employee has 10 days in which to present in writing to the Library Director his objection to the dismissal action and the reasons therefor. The Library Director shall answer such objection within 7 days from receipt of the written notification. If the employee is not satisfied, he may within 7 days of receipt of the Director's reply, request to meet with a grievance committee selected by the Library Board. Such committee will meet with the terminated employee within 10 days

of such request. Within 10 days of such meeting, the committee shall notify the employee as to its decision.

CLASSIFICATION OF POSITIONS

The Library is organized so that all positions are classified. The classified service is flexible so that new classes of a position can be added and others omitted to reflect the changing conditions of the Library. Classified service is divided as follows:

PROFESSIONAL. This position requires persons who have a knowledge of library work as taught in a library school providing a Masters degree in librarianship. A Masters degree is required for such classification.

SUB-PROFESSIONAL. This position requires knowledge of library techniques. Positions are filled by persons who have a bachelor's degree in a subject filed or extensive library experience.

CLERICAL. This position is similar to other areas of employment of a clerical nature in business or government. No knowledge of library techniques or experience is required.

BUILDING MAINTENANCE. This position requires knowledge of methods and practices of building maintenance procedures.

PAGES. This position is in the sub-clerical class on a part-time basis. The primary functions of this position are to re-shelve books and maintain the shelves in proper order.

COMPENSATION

Compensation for beginning employees shall be determined by the existing rate of pay for that position in addition to previous experience of the employee. Salaries are determined on a year-to-year basis and usually take into consideration length of service, adequacy of performance and cost-of-living factor. Increases normally take effect at the beginning of the calendar year.

Salaries for all employees are paid monthly, on the last banking day of the month.

All persons working more than 40 hours in a week's period shall receive overtime pay at the rate of time and a half.

DRESS

Although no formal dress code exists, employees should remember that the Library is a service organization and as such deals with all segments of the population. Persons on a service desk should dress in a manner appropriate to any public service agency. Both dress and appearance should be neat and clean.

EMPLOYEE SERVICES

Limited parking is available for full-time staff on a seniority basis. Books and other library materials may be purchased at the Library's discount by all staff members.

No overdue charges are made on materials checked out to staff members. As a matter of courtesy and common sense, however, it should be remembered that a staff member has no more right to the materials than do our regular patrons, and that others should not be kept waiting for materials.

A soft drink machine, stove and refrigerator are available in the staff lounge for the convenience of the staff.

HOLIDAYS

The Library is closed the following days: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. The Library is also closed at 1 p.m. on Dec. 24th and 31st. If any of the above holidays falls on a Sunday, the following day constitutes a holiday.

If a holiday falls either on a Saturday or a Monday, the Library will be closed on the corresponding Sunday.

Salaried staff receive compensating days for Veteran's Day and Washington's Birthday.

HOSPITALIZATION

Full-time staff employees may be enrolled, without cost, in the Library's Blue Cross plan after 3 months of service. Coverage for dependents may be purchased at the expense of the employee. Effective date of coverage under the library-paid plan is the first day of the calendar month following 90 days of continuous employment. Coverage for the first 90 days may be purchased by the employee if so desired.

HOURS

Salaried staff normally work a 40 hour, five day week. Hourly staff time will vary according to the needs of each department. Each staff member is limited to one 15 minute rest period for each 4 hours worked.

MEETINGS

Employees are encouraged to attend meetings which will help them advance in their knowledge of their work. Determination as to when employees shall attend such meetings on Library time shall be made by the Library Director.

It shall be the policy of the Library to pay necessary travel expenses of employees designated to attend such meetings.

RELATIVES

It is the policy of the Library that two members of the same immediate family shall not be employed at the same time. Immediate family shall include mother, father, step-parents, in-laws, sister, brother, spouse, children or any other relative residing in the same household.

An exception to the above may be made in the case of a temporary position of a specified short duration with the approval of the Library Director.

RETIREMENT

The Library participates in the Kansas Public Employees Retirement System. After one year of employment, all employees who are regularly scheduled to work 1,000 hours or more, are required to participate in the program. Employee contributions are based on a percentage of gross salary. The Library also contributes to the plan. Normal retirement age is 65. Yearly approval by the Library Director is required for continued employment past age 65. For more details on the retirement plan, contact the office.

RESIGNATIONS

Notice of resignation should be given at least two weeks in advance by non-professional employees and one month in advance by professional employees.

SICK LEAVE

Each full-time staff member is entitled to sick leave time at the rate of one day for each month worked. Unused sick leave time may be accumulated to a maximum of 90 days.

Records of sick leave time used and accumulated will be kept in the office and each department head is responsible for reporting to the office the amount of sick leave time used by employees in that department. For simplification of record keeping, sick leave is counted in units of either days or half days. Absence of four hours or less is counted as a half day. Over four hours as a full day.

Sick leave should be taken only for emergency visits to a doctor or dentist, and not for routine visits.

No sick leave is accumulated while on leave of absence, but may be re-instated upon return to work.

The Library may require that a statement from a physician be provided by an employee as verification of an illness.

In the event an employee is receiving payments from Workman's Compensation due to a work-related disability, sick leave payments shall be made in an amount which will bring the combined payments of both sick leave and Workman's Compensation to a maximum of 100% of the employee's regular salary. In such cases, only the actual percentage of sick leave time used shall be deducted from the employee's accumulated sick leave time.

Disabilities caused by or contributed to by pregnancy, miscarriage, childbirth and recovery therefrom are temporary disabilities and will be treated as such under the regular employee sick leave policy.

SPECIAL LEAVE

Employees may be granted leave with pay when they are required to serve on a jury and the hours of jury duty conflict with the hours of work in the Library. With the permission of the Library Director, special leave with pay may also be granted for the purpose of allowing an employee to engage in special training courses or participate in other library-related activities.

With the approval of the Library Director, an employee may be granted a leave of absence without pay for a period not to exceed 6 months. Such leave may be granted only when it is in the best interests of the Library and when it will cause no undue hardship to the Library. No such leave shall be granted primarily in the interest of an employee except in the case of one who has shown by his record of service to be of more than average value to the Library and whose service it is desirable to retain even at such sacrifice.

A maximum of 3 days to be credited to sick leave may be used in the case of death or serious illness in the immediate family.

UNAUTHORIZED ABSENCES

Any unauthorized absence shall be deemed absence without pay and may be made grounds for disciplinary action. An employee who absents himself for 3 or more days without authorized leave shall be deemed to have resigned. The Library Director may modify the above policy where extenuating circumstances are found to have existed.

VACATIONS

Salaried staff members shall receive vacation time as follows:

Professional staff members- 20 working days vacation after one year.
non-professional department heads- 15 working days vacation after one year, plus one additional working day per year after 5 years to a maximum of 18 working days.

All other full-time employees-

after one year of service- 10 working days
after 5 years of service- 13 working days, plus one additional day per year after 5 years to a maximum of 15 days.
after 15 years of service- 18 working days

Allowable vacation is computed on the basis of the number of calendar months an employee has worked. No vacation time is to be taken before the first 6 months of service. An employee who has worked more than 6 months but less than a year may take, at the convenience of the Library, up to $\frac{1}{2}$ of his annual vacation. To be eligible for more than $\frac{1}{2}$ of an annual vacation, an employee must have worked a full 12 months.

Employees who leave the Library's employ shall receive accrued Vacation for that period of unused vacation they have earned. Except that no vacation leave shall be given to any employee who has worked less than 6 months.

No annual vacation is given in advance of its being earned. No accumulation of vacation from year-to-year is granted, except, that in extra ordinary circumstances, and for the good of the Library, the Library Director may exercise his judgement in making an exception to the rule. No vacation time is accrued by an employee while on leave of absence without pay.

WORKMAN'S COMPENSATION

All employees of the Library are covered under Workman's Compensation for injuries sustained on the job. Any such injuries should be reported to the office as soon as possible.

Employees who leave the Library's employ shall receive accrued Vacation for that period of unused vacation they have earned. Except that no vacation leave shall be given to any employee who has worked less than 6 months.

No annual vacation is given in advance of its being earned. No accumulation of vacation from year-to-year is granted, except, that in extra ordinary circumstances, and for the good of the Library, the Library Director may exercise his judgement in making an exception to the rule. No vacation time is accrued by an employee while on leave of absence without pay.

WORKMAN'S COMPENSATION

All employees of the Library are covered under Workman's Compensation for injuries sustained on the job. Any such injuries should be reported to the office as soon as possible.

BY-LAWS OF THE LAWRENCE
PUBLIC LIBRARY

AUTHORITY

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

MEETINGS

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

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

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

OFFICERS

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

Chairman
Vice-Chairman
Secretary-Treasurer

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

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

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

COMMITTEES

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

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

LIBRARY DIRECTOR

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

QUORUM

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

ORDER OF BUSINESS

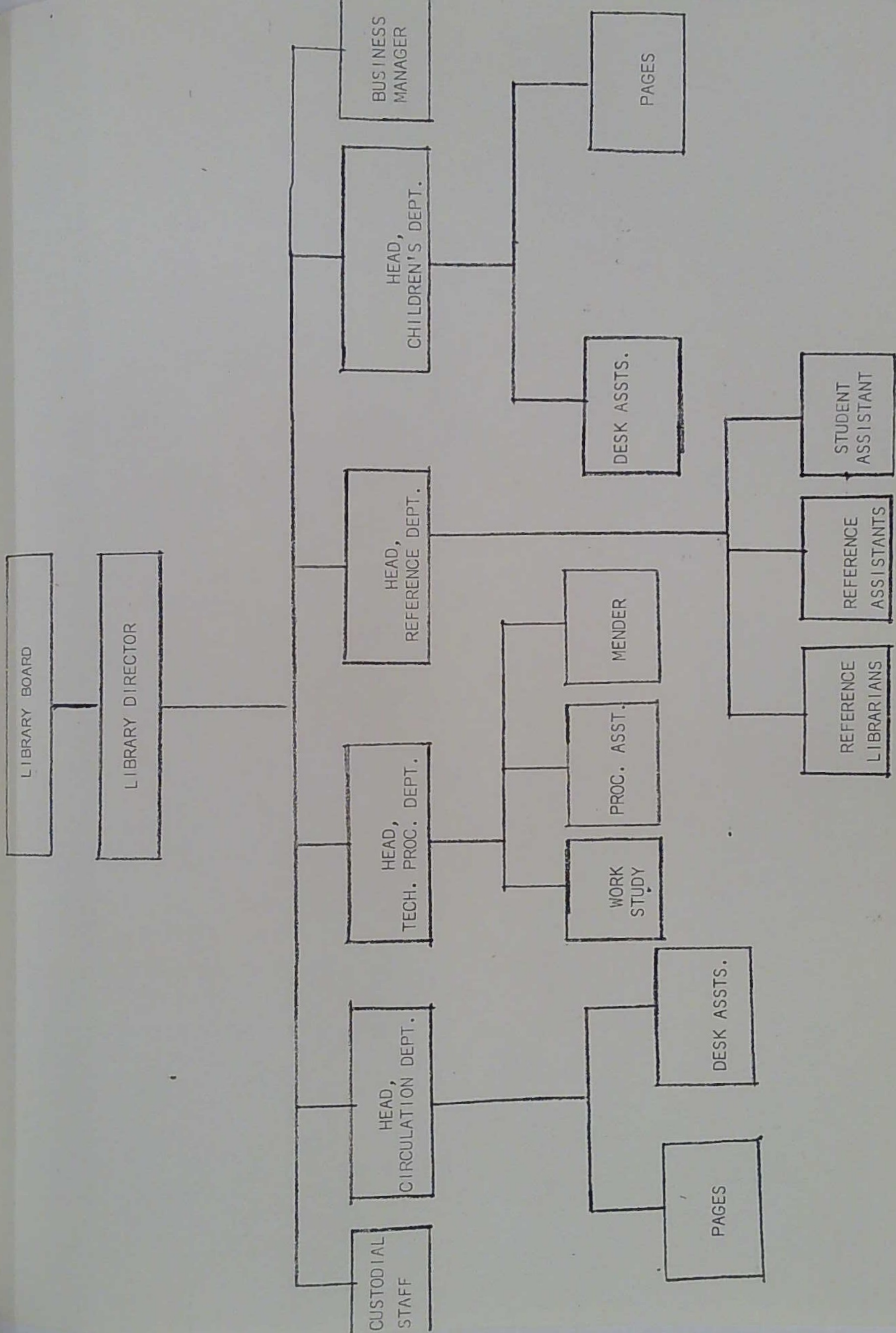
The order of business at the regular meetings shall be-

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

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

AMENDMENTS

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



REGULAR MEETING

May 18, 1976

The Board of Directors held their regular monthly meeting on May 18, 1976 at 4:00 p.m. in the Conference Room. Members present were: Chairman Kit Carlsen, Gerald Miner, Odd Williams, Harriet Wilson, Hank Booth, Julie Stough and Howard Wiseman. Observers were: Mrs. Evelyn Hastings and Ellen Iwamoto.

The meeting was called to order and the minutes were declared approved as distributed.

Mrs. Carlsen read a letter from Clenece Hills, Chairman of the Douglas County Bi-Centennial expressing appreciation for various services of the Library during the past three years.

Mr. Mayo presented the Statistics and Financial Reports to the Board noting that the book collection now exceeds 112,000 volumes.

Mr. Mayo reported that the time of meeting with the City Commission regarding requests for Revenue Sharing Funds will be at 3:30 p.m. Wednesday, May 19, 1976 at the City Hall. Both he and Mrs. Carlsen plan to attend this meeting.

Mr. Mayo announced that the Summer Reading Program will be announced soon with a printed schedule to be publicized. The Bookmobile recently purchased will be used in making playground stops for check-outs and story telling.

The personnel policy for the Lawrence Public Library has been revised and mailed to each director for their review and suggestions. Mr. Miner made a motion that the policy be adopted. Julie Stough seconded the motion and it passed unanimously. The policy is to be presented to new employees to be signed---as read and understood--by the employee, for protection of the library.

Mr. Mayo and Howard Wiseman explained a new procedure regarding banking and expending funds. The bulk of the checking account will be transferred to a savings account with withdrawels made each month according to the amounts written for monthly checks, plus payroll. The signature card will carry names of board members, plus Mr. Mayo's signature with the stipulation that savings can only be transferred to the checking account. As the Certificates of Deposits, now invested in, mature, funds will be invested in the savings account. This procedure is to be adopted for the purpose of earning higher interest amounts than now earned by depositing funds in certificates of deposits for a given number of days.

Gerald Miner made a motion that we adopt this policy for investing in funds. Motion was seconded by Julie Stough and passed unanimously.

Mrs. Carlsen reported on a Kiwanis Dinner that she attended with observer Ellen Iwamoto with other students and the various organizations they represent. Ellen told of the plan to organize a club for reporting activities and duties of the high school observers.

The budget for 1977 was outlined by the Budget Committee of Chairman Howard Wiseman, Hank Booth and Julie Stough. Hank Booth related cost increases for maintaining the Library for the past several years noting that perhaps it is time to think in terms of asking for an increase in the mill levy for future years. Book funds

have been reduced for 1977 by \$6,000. At the present rate, it looks as if utilities will exceed the budgeted amount for 1976 by \$3,000, which will mean a decrease in the book budget. Mr. Mayo reported that he had requested a 8% decrease in hours for the balance of the present year for part time employees.

Figures for the book budget have decreased from about 20% four years ago to about 11% of the budget now. The major part of the book budget is received from N.E.K.L. funds, State Aid Funds and Revenue Sharing Funds.

Mrs. Carlsen noted that income from the endowment funds should be shown in the total budget figures.

The Board of Directors unanimously agreed to increase Mr. Mayo's salary to \$21,000 for the 1977 year. The Salary increases for 1977 will be proportionate to those granted by the city to its employees.

Julie Stough made a motion that the Board of Directors adopt the 1977 Budget in the amount of \$341,350.00. Hank Booth seconded the motion and it was unanimously passed.

Bills totaling \$24,692.56 were approved by roll call vote.

Meeting adjourned.

Margy K. Carlsen
CHAIRMAN

Howard Wiseman
Secretary-Treasurer

FINANCIAL STATEMENT

May 31, 1976

Year to Date

Balance, January 1, 1976
Balance, April 31, 1976

\$8,186.85

\$26,955.49

RECEIPTS:

Tax Funds.....		\$175,000.00
Adult Books.....	167.13	1,120.86
Children's Books.....	75.61	211.56
Overdues.....	927.24	4,542.28
Photo Copies.....	930.45	4,827.34
Library Materials.....	18.00	76.17
Library Supplies.....	3.52	73.13
Utilities.....		56.91
Periodicals.....		3.00
Adult Gift Books.....	324.28	2,225.93
Children's Gift Books.....		20.64
Repairs and Equipment.....	27.90	129.00
Binding.....	3.15	11.40
N.E.K.L.....		8,501.00
Revenue Sharing.....		15,000.00
State Aid Fund.....		8,243.24
Grovenor Fund.....	155.00	155.00
Perkins Fund.....	33.56	33.56

TOTAL RECEIPTS

\$2,665.84

\$220,231.02

BALANCE AFTER RECEIPTS AND
BEFORE EXPENDITURES

\$10,852.69

\$247,186.51

CERTIFICATES OF DEPOSITS

\$30,000.00

\$85,000.00

\$40,852.69

\$162,186.51

EXPENDITURES:

Salaries.....	\$11,055.57	\$55,774.08
Custodian Salaries.....	808.90	4,192.55
Blue Cross-Employees.....	148.04	592.16
Blue Cross-Employers.....	338.77	1,621.35
Federal Income Tax.....	1,882.40	9,185.90
Adult Books.....	20.90	5,905.71
Children's Books.....	287.59	5,984.42
Library Materials.....	49.39	1,264.35
Library Supplies.....	83.88	4,760.46
Postage.....	23.44	1,719.17
Insurance.....	36.00	1,211.00
Contingency.....	271.80	785.39
Repairs and Equipment.....	828.14	2,852.37
Building Supplies.....	205.83	1,552.49
Photo Copies.....	559.58	3,012.42
Travel and Bookmobile.....	133.81	676.94
Utilities.....	1,618.56	11,165.87
Periodicals.....		6,626.00
Kansas Income Tax.....		709.76
KPERS--Employees.....		1,136.88
KPERS--Employers.....		2,074.81
Social Security-Employees..		2,714.30
Social Security-Employers..		2,714.22
State Aid Fund.....	3,551.92	11,186.58
Revenue Sharing Fund.....	1,449.29	5,000.00
Adult Gift Books.....	808.40	1,076.85
Binding.....	515.28	515.28
<u>TOTAL EXPENDITURES</u>	<u>\$ 24,677.49</u>	<u>\$146,011.31</u>
<u>BALANCE ON HAND AND</u>		
<u>AS PER LEDGER</u>	<u>\$16,175.20</u>	<u>\$16,175.20</u>

CHECK RECORD
May, 1976

1677	Regent Book Co.	Revenue Sharing	\$ 31.40
1678	Mary E. Allen	Salary	360.39
1679	Pattie Lou Armbrister	Salary	397.03
1680	Elizabeth Barlow	Salary	456.55
1681	Karen Seibel Blake	Salary	380.98
1682	Doris E. Brandt	Salary	435.00
1683	Void		
1684	Gary W. Cooper	Salary	466.04
1685	JoAnn Hubbard	Salary	469.18
1686	Virginia McCullough	Salary	678.10
1687	Wayne Mayo	Salary	1,104.00
1688	Mary D. Murphy	Salary	805.10
1689	Helen P. Osma	Salary	900.00
1690	Mary E. Paretsky	Salary	596.29
1691	Bonnie Powers	Salary	110.72
1692	Lance Reppert	Salary	395.66
1693	Rita M. Saile	Salary	365.89
1694	Gwen Wagner	Salary	335.10
1695	Marilyn Zumwalt	Salary	353.35
1696	Harriet M. Blanton	Salary-Part Time	183.95
1697	Howard Bauleke	Salary-Part Time	101.49
1698	Betty Bryson	Salary-Part Time	302.37
1699	Jo Bussell	Salary-Part Time	252.99
1700	Vicki Creaden	Salary-Part Time	109.78
1701	Mark Chrislip	Salary-Part Time	43.96
1702	Bruce L. Flanders	Salary-Part Time	149.70
1703	Maley Kay	Salary-Part Time	148.10
1704	Charlee Glinka	Salary-Part Time	146.12
1705	Patricia A. Mimeau	Salary-Part Time	219.63
1706	Teddy G. Okitukunda	Salary-Part Time	162.41
1707	Valerie D. Peaslee	Salary-Part Time	114.39
1708	Dawn Porter	Salary-Part Time	171.70
1709	Ann Quinlan	Salary-Part Time	144.00
1710	Diane Rorabaugh	Salary-Part Time	141.86
1711	Stacey Starks	Salary-Part Time	285.72
1712	Susan Sublett	Salary-Part Time	124.28
1713	Elizabeth Wiley	Salary-Part Time	109.78
1714	Lawrence National Bank	Federal Income Tax Withheld	1,882.40
1715	Philemon Clark	Salary	342.86
1716	Barbara Harman	Adult Books	20.90
1717	Blue Cross of Kansas	Hospitalization	486.81
1718	Philemon Clark	Mileage-Travel	16.51
1719	American Bindery	Binding	508.58
1720	American Library Assn.	State Aid-Adult Books	11.25
1721	Baker and Taylor Co.	Adult Gift, State Aid	2,391.05
1722	Baker and Taylor Co.	State Aid-Adult Books	100.44
1723	Bro-Dart, McNaughton	State Aid-Adult Books	377.00
1724	CB, Inc.	State Aid-Adult Books	4.00
1725	Congressional Staff Directory	State Aid-Adult Books	19.50
1726	Doubleday & Co. Inc.	State Aid Fund-Adult Books	5.16
1727	Emery Pratt Co.	State Aid-Adult Books	35.52
1728	Gale Research	State Aid-Adult Books	39.06
1729	Lakeview Worm Farms	State Aid-Adult Books	4.95
1730	National Geographic Society	State Aid-Adult Books	8.15
1731	Official Mobile Home Market Rpt.	State Aid-Adult Books	10.00

Check Record-May, 1976

1732	Oliver Press	State Aid-Adult Books	7.70
1733	Peter Smith Publisher	State Aid-Adult Books	4.80
1734	Silver Burdett Co.	State Aid-Adult Books	34.52
1735	Stephen Greene Press	State Aid-Adult Books	19.90
1736	Topeka Genealogical Society	State Aid-Adult Books	14.00
1737	James T. White and Co.	State Aid-Adult Books	45.00
1738	The American Companies	Revenue Sharing Fund	293.82
1739	Bound to Stay Bound Books	Revenue Sharing Fund	1,019.28
1740	Follett Library Book Co.	Revenue Sharing Fund	146.70
1741	J. Hood, Bookseller	Revenue Sharing Fund	6.00
1742	Purnell Educational	Revenue Sharing Fund	153.50
1743	Silver Burdett Co.	Revenue Sharing Fund	61.17
1744	Robert Bentley, Inc.	Adult Gift Books	140.33
1745	Bernan Associates	State Aid-Adult Books	100.00
1746	Laura E. Bradbury	State Aid-Adult Books	6.80
1747	Grolier Educational Corp.	Adult Gift Books	114.00
1748	H. W. Wilson Co.	Adult Gift Books	215.00
1749	Standard and Poor's Corp.	Adult Gift Books	150.00
1750	J. C. Curley	Adult Gift Books	48.50
1751	Ulverscroft Large Print	Adult Gift Books	42.50
1752	The Town Crier, Inc.	Library Materials-Supplies	51.26
1753	Eastin-Phelan	Library Materials-State Aid	433.70
1754	Landreth McGrew & Johnson	Insurance	36.00
1755	Crane and Co.	Library Supplies	33.01
1756	World Printing Co.	Library Supplies	34.00
1757	Carey's Appliances	Building Supplies	10.95
1758	A. B. Coker	Building Supplies	19.60
1759	Electric Supply Co. Inc.	Building Supplies	31.68
1760	Malott's Hardware	Building Supplies	4.81
1761	Quill Corporation	Building Supplies	81.57
1762	Downtown T.V.	Repairs and Equipment	5.50
1763	Eastman Kodak	Repairs and Equipment	258.70
1764	Eastman Kodak	Repairs and Equipment	120.00
1765	Gibson's Products Co.	Building Supplies	50.21
1766	Kennedy Glass Co.	Repairs and Equipment	94.95
1767	Lawrence Launderers	Building Supplies	4.25
1768	Montgomery Elevator	Repairs and Equipment	80.32
1769	Scott Temperature	Repairs and Equipment	225.00
1770	Woods Lumber Co.	Repairs and Equipment	43.67
1771	Pitney Bowes	Postage	19.04
1772	Gregg Tire Co.	Travel and Bookmobile	34.00
1773	Skelly Oil Co.	Travel and Bookmobile	72.93
1774	Xerox Corporation	Photo Copies	559.58
1775	City of Lawrence, Water Dept.	Utilities	52.64
1776	Kansas Power and Light Co.	Utilities	1,366.82
1777	Southwestern Bell Telephone Co.	Utilities	101.10
1778	Western Union	Utilities	98.00
1779	Graves Truck Line	Freight-Contingency	10.35
1780	Johnson Co. Library	Contingency	261.45
1781	The American Companies	Binding	6.70
1782	Petty Cash	Miscellaneous	35.03
			<hr/>
		May Total Checks	\$24,677.49

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of May, 1976

LIBRARY CIRCULATION: Adult Books 20,488 Children's Books 10,767

19 75 Total 29,827 Total Books 31,255 Difference 1976 1,420 more

Adult Periodicals 493 Children's Periodicals 37

Adult Records 787 Children's Records 316

Prints 147 Films 186 Reference Questions 1,413

BOOKS 112,147 Adult Fic. Adult Non Fic. Children's Fic. Childrens Non Fic.

Added 804 105 308 214 177

Withdrawn 283 96 156 26 5

Totals 112,668

REGISTRATIONS Adult County Children Totals

Active 20,955 3,171 5,783 29,909

Added 657 135 87 879

Withdrawn 565 75 91 731

Totals 21,047 3,231 5,779 30,057

MEETING ROOMS Scheduled Attendance Expected

Auditorium 16 592

Gallery 14 239

TOURS STORY HOURS: ATTENDANCE

Children 15 442 _____

Adults 5 75 _____

MISCELLANEOUS

Books Sales \$2.35

Coin Typewriters \$27.90

Art Displays Pottery and Paintings

SPECIAL ACTIVITIES:

Regular story hour discontinued the month of May. Summer story hour scheduled June 3 thru summer.

REGULAR MEETING

June 15, 1976

The Board of Directors of the Lawrence Public Library met June 15, 1976 at 4:00 in the Conference Room for the regular monthly meeting.

Present were: Chairman Kit Carlsen, Howard Wiseman, Julie Stough, Gerald Miner, Odd Williams and Hank Booth. Observers were: Mrs. Evelyn Hastings and Ellen Iwamoto.

The May Minutes were approved as distributed.

Mr. Mayo gave the financial report noting that the checks to Kodak Company were for the repair of the check out machines and because of extra expense in keeping the machines has decided to buy a maintenance agreement for servicing. The check to the Kennedy Glass Co. was for the repair of the front door.

The July Board Meeting has been rescheduled from the third Tuesday to the second Tuesday of the month because of the American Library Association Convention in Chicago which Mr. Mayo will be attending.

Mike Wilgen has informed Mr. Mayo that perhaps the valuation figure will not reach the amount that the 1977 budget has been based on. When final figures are in, an adjustment may be necessary.

Mrs. Carlsen reported on a meeting with the City Commission that she and Mr. Mayo attended. The Library request for Revenue Sharing has been approved for \$7,500 and if renewed in six months for a second \$7,500 funding.

Under new business, Mr. Mayo talked of overdue charges. Presently \$1.00 is the maximum charge per book for overdue fines. If the book is not returned within three to four months, it is withdrawn from the catalog and all records. Mr. Mayo asked the Board's approval to make a reinstatement charge of \$4.00 for books returned after they have been withdrawn. Inventory records show that an average of 600 to 700 books are lost each year due to being checked out and not returned or stolen from the shelves.

Bills totaling \$24,677.49 were approved by roll call vote.

Meeting adjourned.

Margy K. Carlsen
Chairman

Howard Wiseman
Secretary-Treasurer

CHECK RECORD

June, 1976

<u>CHECK NO.</u>	<u>PAYEE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
1783	Mary E. Allen	Salary	\$360.39
1784	Pattie Armbrister	Salary	397.03
1785	Elizabeth M. Barlow	Salary	474.39
1786	Doris E. Brandt	Salary	435.00
1787	Philemon Clark	Salary-Custodian	342.86
1788	Gary W. Cooper	Salary-Custodian	466.04
1789	JoAnn H. Hubbard	Salary	485.99
1790	Virginia McCullough	Salary	661.94
1791	Wayne Mayo	Salary	1,104.00
1792	Mary D. Murphy	Salary	805.10
1793	Helen P. Osma	Salary	900.00
1794	Mary E. Paretsky	Salary	596.29
1795	Bonnie Powers	Salary	356.46
1796	Lance Reppert	Salary	386.90
1797	Rita M. Saile	Salary	365.89
1798	Gwen Wagner	Salary	335.10
1799	Marilyn Zumwalt	Salary	353.35
1800	Patricia Mimeau	Salary	281.30
1801	Janet Anderson	Salary-Part Time	117.26
1802	Howard P. Bauleke	Salary-Part Time	137.74
1803	Karen S. Blake	Salary-Part Time	156.76
1804	Harriet M. Blanton	Salary-Part Time	91.62
1805	Betty Bryson	Salary-Part Time	126.68
1806	Jo Bussell	Salary-Part Time	164.93
1807	Jeffrey Dains	Salary-Part Time	164.18
1808	Aviva Enoch	Salary-Part Time	50.84
1809	Void		
1810	Bruce Flanders	Salary-Part Time	297.92
1811	Charlee E. Glinka	Salary-Part Time	147.30
1812	Rosemary Maley Kay	Salary-Part Time	170.88
1813	Valerie D. Peaslee	Salary-Part Time	185.36
1814	Dawn Porter	Salary-Part Time	168.45
1815	Diane Rorabaugh	Salary-Part Time	244.46
1816	Stacey S. Starks	Salary-Part Time	325.83
1817	Void		
1818	Susan Sublett	Salary-Part Time	149.13
1819	Elizabeth Wiley	Salary-Part Time	193.67
1820	Kathy Barlow	Contingency	58.30
1821	Kevin Mayo	Contingency	57.20
1822	Lawrence Nat'l Bank	Federal Income Tax Withheld	1,922.00
1823	Wayne Mayo	Travel and Bookmobile	300.00
1824	State Contribution Fund	Social Security Withheld	5,453.98
1825	Kanhistique	Periodicals	10.00
1826	Kansas Historical Soc.	Adult Books-State Aid Fund	10.50
1827	K.P.E.R.s.	Retirement System	3,099.78
1828	Director of Taxation	Kansas Income Tax Withheld	811.83
1829	Blue Cross of Kansas	Hospitalization Insurance	414.31
1830	Sienna L. Leon	Contingency	80.96
1831-1833	(Unused)		
1834	Baker and Taylor Co.	Children's Books-State Aid Fund	193.53
1835	Baker and Taylor Co.	State Aid Fund-Adult	2,408.03

June Check Record-Page 2

1836	McNaughton Book Service	State Aid Fund-Adult Books	399.35
1837	Continuing Education	Children's Books	29.85
1838	Doubleday & Co. Inc.	State Aid Fund-Adult Books	5.16
1839	Emery Pratt Co.	State Aid Fund-Adult Books	31.44
1840	Grolier Enterprises Inc.	State Aid Fund-Adult Books	13.95
1841	Little, Brown & Co.	State Aid Fund-Adult Books	1.76
1842	National Geographic Soc.	State Aid Fund-Adult Books	3.95
1843	Peter Smith Publisher, Inc.	State Aid Fund-Adult Books	4.71
1844	Stephen Greene Press	State Aid Fund-Adult Books	6.61
1845	Silver Burdett Co.	State Aid Fund-Adult Books	16.78
1846	West Publishing Co.	State Aid Fund-Adult Books	9.00
1847	Bound to Stay Bound Books	Children's Books	1,152.71
1848	Robert Bentley, Inc.	Adult Gift Books	7.35
1849	Gale Research Co.	Adult Gift Books	66.06
1850	G. K. Hall and Co.	Adult Gift Books	77.57
1851	Charles Scribner Sons	Adult Gift Books	269.00
1852	Ulverscroft Large Print	Adult Gift Books	25.50
1853	Postmaster, Lawrence, Ks.	Postage	500.00
1854	Library of Congress	Library Supplies	340.00
1855	Crane and Co.	Library Supplies	25.35
1856	Eastman Kodak Co.	Library Supplies	298.20
1857	Electric Supply Co. Inc.	Library Supplies	4.51
1858	Johnson County Library	Library Supplies	87.15
1859	Josten's Library Supplies	Library Supplies	28.30
1860	McBee Systems	Library Supplies	474.94
1861	Steve Smith Cameras, Inc.	Library Supplies	20.32
1862	Strong's Office Systems	Library Supplies	15.69
1863	World Printing Co.	Library Supplies	144.00
1864	National Record Plan	Library Supplies	150.56
1865	General Appliance Co.	Building Supplies	4.70
1866	Lawrence Laundry	Building Supplies	1.99
1867	Malott's Hardware	Building Supplies	8.85
1868	Pur-O-Zone	Building Supplies	8.68
1869	Woods Lumber Co.	Building Supplies	3.36
1870	Apex Glass Co.	Building Supplies	24.00
1871	Downtown T.V.	Repairs and Equipment	5.50
1872	Gaylord Bros. Inc.	Repairs and Equipment	146.50
1873	The Highsmith Co.	Repairs and Equipment	102.30
1874	Montgomery Elevator Co.	Repairs and Equipment	80.32
1875	Scott Temperature Equipment	Repairs and Equipment	146.93
1876	The Art and Sign, Inc.	Repairs and Equipment	44.00
1877	Skelly Oil Co.	Travel and Bookmobile	141.41
1878	City of Lawrence, Water Dpt.	Utilities	43.82
1879	K.P.& L.	Utilities	1,813.93
1880	Southwestern Bell Telephone	Utilities	98.22
1881	Western Union	Utilities	100.25
1882	Charlton, Holmes Insurance	Insurance	52.00
1883	Landreth, McGrew Insurance	Insurance	1,006.00
1884	Anderson Moving Company	Contingency	46.00
1885	Lawrence Journal World	Contingency	4.50
1886	Xerox Corporation	Photo Copies	418.72
1887	Johnson County Library	Photo Copies	498.80
1888	Petty Cash	Miscellaneous	44.85

Total June Checks

\$35,887.66

FINANCIAL REPORT

	<u>June, 1976</u>	<u>Year to Date</u>
Beginning balance, 1-1-76		\$26,955.49
Beginning balance, 5-31-76	\$16,175.20	
 <u>RECEIPTS:</u>		
Tax Funds.....		175,000.00
Adult Books.....	136.60	1,257.46
Children's Books.....	107.02	318.58
Overdues.....	834.54	5,376.82
Photo Copies.....	655.55	5,482.89
Library Materials.....	13.00	89.17
Library Supplies	105.52	178.65
Utilities.....	23.39	80.30
Periodicals.....		3.00
Adult Gift Books.....	28.58	2,254.51
Children's Gift Books.....		20.64
Repairs and Equipment.....	9.20	138.20
Binding.....	2.97	14.37
N.E.K.L.....	8,501.00	17,002.00
Revenue Sharing Fund.....		15,000.00
State Aid Fund.....	8,243.23	16,486.47
Grovenor Fund.....		155.00
Perkins Fund.....		33.56
Edwards Fund.....	30.00	30.00
Welch Fund.....	30.00	30.00
Moore Fund.....	32.50	32.50
Interest.....	<u>1,100.00</u>	<u>1,100.00</u>
 <u>TOTAL RECEIPTS:</u>	 \$19,853.10	 \$240,084.12
 <u>BALANCE AFTER RECEIPTS AND BEFORE EXPENDITURES</u>	 \$35,928.30	 \$267,039.61
 Certificates of Deposit		 <u>85,000.00</u>
		\$182,039.61

EXPENDITURES:

Net Salaries.....	\$ 1,192.14	\$66,966.22
Net Custodian Salaries...	808.90	5,001.45
Blue Cross-Employees.....	148.04	740.20
Blue Cross-Employers.....	266.27	1,887.62
Federal Income Tax.....	1,922.00	11,107.90
Adult Books.....		5,905.71
Children's Books.....	1,211.57	7,195.99
Library Materials.....	44.45	1,308.80
Library Supplies.....	1,413.46	6,173.92
Postage.....	500.00	2,219.17
Insurance.....	1,058.00	2,269.00
Contingency.....	246.96	1,032.35
Repairs and Equipment....	585.35	3,437.72
Building Supplies.....	28.40	1,580.89
Photo Copies.....	917.52	3,929.94
Travel and Bookmobile....	445.43	1,122.37
Utilities.....	2,056.22	13,222.09
Periodicals.....	10.00	6,636.00
State Aid Fund.....	3,221.88	14,408.46
Kansas Income Tax.....	811.83	1,521.59
Kpers.Employees.....	1,097.27	2,234.15
Kpers.Employers.....	2,002.51	4,077.32
Social Security-Employees	2,727.05	5,441.35
Social Security-Employers	2,726.93	5,441.15
Revenue Sharing Fund.....		5,000.00
Adult Gift Books.....	445.48	1,522.33
Binding.....		515.28

TOTAL EXPENDITURES

\$35,887.66

\$181,898.97

BALANCE AFTER EXPENDITURES
AND AS PER LEDGER

\$140.64

\$ 140.64

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of June, 1976

<u>LIBRARY CIRCULATION:</u>	Adult Books	<u>20,893</u>	Children's Books	<u>23,256</u>
1975 Total	<u>41,869</u>	Total Books	<u>44,149</u>	Difference 1976
				<u>2,280 more</u>
	Adult Periodicals	<u>362</u>	Children's Periodicals	<u>15</u>
	Adult Records	<u>738</u>	Children's Records	<u>366</u>
Prints	<u>131</u>	Films	<u>86</u>	Reference Questions
				<u>1,262</u>

<u>BOOKS</u>	<u>112,668</u>	Adult Fic.	Adult Non Fic.	Children's Fic.	Children's Non Fic.
Added	<u>677</u>	<u>115</u>	<u>548</u>	<u>5</u>	<u>9</u>
Withdrawn	<u>244</u>	<u>44</u>	<u>161</u>	<u>28</u>	<u>11</u>
Totals	<u>113,101</u>				

<u>REGISTRATIONS</u>	Adult	County	Children	Totals
Active	<u>21,047</u>	<u>3,231</u>	<u>5,779</u>	<u>30,057</u>
Added	<u>778</u>	<u>152</u>	<u>162</u>	<u>1,092</u>
Withdrawn	<u>699</u>	<u>156</u>	<u>73</u>	<u>928</u>
Totals	<u>21,126</u>	<u>3,227</u>	<u>5,868</u>	<u>30,221</u>

<u>MEETING ROOMS</u>	Scheduled	Attendance Expected
Auditorium	<u>12</u>	<u>423</u>
Gallery	<u>14</u>	<u>236</u>

<u>TOURS</u>		<u>STORY HOURS:</u>	<u>ATTENDANCE</u>
Children	<u>0</u>	<u>2 special</u>	<u>30</u>
Adults	<u>0</u>	<u>4 regular</u>	<u>87</u>

<u>MISCELLANEOUS</u>	
Books Sales	<u>\$7.95</u>
Coin Typewriters	<u>\$9.20</u>
Art Displays	<u>Pottery, batik and paintings</u>

SPECIAL ACTIVITIES:

REGULAR MEETING

July 20, 1976

The regular monthly meeting for July was cancelled due to lack of quorum.

Bills in the amount of \$35,887.66 for the month of June were approved by telephone.

The August meeting was rescheduled for August 24 instead of the regular third Tuesday date of August 17, 1976.

FINANCIAL STATEMENT
July 31, 1976

Year to Date

Balance, January 1, 1976
 Balance, June 30, 1976

\$ 140.64

\$26,955.49

RECEIPTS:

Tax Funds.....	\$74,854.10	\$249,854.10
Adult Books.....	335.77	1,593.23
Children's Books.....	74.87	393.45
Overdues.....	775.81	6,152.63
Photo Copies.....	799.00	6,281.89
Library Materials.....	69.27	158.44
Library Supplies.....	1.75	180.40
Utilities.....		80.30
Periodicals.....		3.00
Adult Gift Books.....	8.82	2,263.33
Children's Gift Books....		20.64
Repairs and Equipment....	8.50	146.70
Binding.....		14.37
N.E.K.L.....		17,002.00
Revenue Sharing Fund.....		15,000.00
State Aid Fund.....		16,486.47
Grovenor Fund.....		155.00
Perkins Fund.....		33.56
Edwards Fund.....		30.00
Welch Fund.....		30.00
Moore Fund.....		32.50
Interest.....	481.25	1,581.25
Travel and Bookmobile	<u>300.00</u>	<u>300.00</u>

TOTAL RECEIPTS:

\$77,709.14

\$317,793.26

BALANCE AFTER RECEIPTS
 AND BEFORE EXPENDITURES:

\$77,849.78

\$344,748.75

CERTIFICATES OF DEPOSIT

\$85,000.00

\$290,706.65

EXPENDITURES:

Net Salaries.....	\$11,011.15	\$77,977.37
Net Custodian Salaries....	799.60	5,801.05
Blue Cross-Employees.....	148.04	888.24
Blue Cross-Employers.....	302.52	2,190.14
Federal Income Tax.....	1,862.70	12,970.60
Adult Books.....		5,905.71
Children's Books.....	1,574.96	8,770.95
Library Materials.....	224.01	1,532.81
Library Supplies.....	241.55	6,415.47
Postage.....	182.00	2,401.17
Insurance.....	2.00	2,271.00
Contingency.....	266.30	1,298.65
Repairs and Equipment.....	385.05	3,822.77
Building Supplies.....	235.58	1,816.47
Photo Copies.....	393.27	4,323.21
Travel and Bookmobile.....	121.67	1,244.04
Utilities.....	2,425.58	15,647.67
Periodicals.....	95.00	6,731.00
State Aid.....	541.76	14,950.22
Kansas Income Tax.....		1,521.59
Kpers-Employees		2,234.15
Kpers-Employers		4,077.32
Social Security-Employees.		5,441.35
Social Security-Employers.		5,441.15
Revenue Sharing Fund.....	2,360.44	7,360.44
Adult Gift Books.....	336.14	1,858.47
Binding.....	4.50	519.78
Grovenor Fund.....	293.86	293.86
	<hr/>	<hr/>
<u>TOTAL EXPENDITURES.....</u>	\$23,807.68	\$205,706.65
<u>BALANCE AFTER EXPENDITURES</u> <u>AND ACCORDING TO LEDGER</u>	<u>\$54,042.10</u>	<u>\$54,042.10</u>

CHECK RECORDJuly -- 1976

<u>CHECK NUMBER</u>	<u>PAYEE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
1831	Mary E. Allen	Salary	\$161.65
1832	Pattie Armbrister	Salary	406.61
1833	Betty Barlow	Salary	456.55
1890	Doris E. Brandt	Salary	435.00
1891	Philemon Clark	Salary	342.86
1892	Gary Cooper	Salary	456.74
1893	JoAnn Hubbard	Salary	469.18
1894	Virginia McCullough	Salary	661.94
1895	Wayne Mayo	Salary	1,104.00
1896	Patricia Mimeau	Salary	243.40
1897	Mary Murphy	Salary	805.10
1898	Helen P. Osma	Salary	900.00
1899	Mary E. Paretsky	Salary	596.29
1900	Bonnie Powers	Salary	356.46
1901	Nelson Lance Reppert	Salary	386.90
1902	Rita M. Saile	Salary	365.89
1903	Gwendolyn Wagner	Salary	335.10
1904	Marilyn Zumwalt	Salary	353.35
1905	Janet Anderson	Part Time Salary	161.51
1906	Howard P. Bauleke	Part Time Salary	157.42
1907	Harriet M. Blanton	Part Time Salary	191.85
1908	Karen S. Blake	Part Time Salary	189.60
1909	Betty Bryson	Part Time Salary	239.78
1910	Joan Bussell	Part Time Salary	193.76
1911	Jeff Dains	Part Time Salary	204.02
1912	Bruce Flanders	Part Time Salary	252.06
1913	Charlee Glinka	Part Time Salary	139.36
1914	Maley Kay	Part Time Salary	115.99
1915	Valerie Peaslee	Part Time Salary	170.53
1916	Void		
1917	Diane Rorabaugh	Part Time Salary	221.20
1918	Stacey S. Starks	Part Time Salary	291.37
1919	Susan Sublett	Part Time Salary	163.63
1920	Elizabeth Wiley	Part Time Salary	140.33
1921	Kevin Mayo	Part Time Salary	91.30
1922	Dawn Porter	Part Time Salary	141.32
1923	Kansas Blue Cross	Hospitalization Insurance	450.56
1924	Lawrence National Bank	Federal Income Tax Withheld	1,862.70
1925	Kansas Dept. of Economic Dev.	Adult Books-State Aid Fund	15.00
1926	Mary Paretsky	Grovenor Fund	243.09
1927	Postmaster, Lawrence, Kansas	Postage	50.00
1928	Baker and Taylor	Adult Gift Books	286.98
1929	Douglas Co. Genealogical Soc.	Contingency	170.00
1930	Congressional Quarterly	Adult Gift Books	49.16
1931	Bound to Stay Bound Books	Children's Books	1,531.81
1932	Gale Research Co.	Children's Books	18.85
1933	Western Publishing Co.	Children's Books	4.95
1934	Bro-Dart	State Aid-Adult Books	415.54
1935	Doubleday and Co. Inc.	Adult Books-State Aid	11.55
1936	Educators Progress Service	Adult Books-State Aid	13.70
1937	Simon and Schuster, Inc.	Revenue Sharing Fund	207.32
1938	Baker and Taylor Co.	Rev. Sharing-State Aid Fund	291.77

CHECK RECORD- Page 2

1939	The Baker and Taylor Co.	Revenue Sharing Fund	\$1,821.62
1940	Division of Continuing Ed.	Revenue Sharing Fund	26.50
1941	Silver Burdett Co.	Revenue Sharing Fund	33.95
1942	H. W. Wilson Co.	Revenue Sharing Fund	75.00
1943	A. M. Best Co.	Periodicals	95.00
1944	Charlton, Holmes, Peck & Brn.	Insurance	2.00
1945	National Record Co.	Library Materials	175.85
1946	The Town Crier	Library Materials	33.16
1947	Crane and Co. Inc.	Library Supplies	11.83
1948	Demco	Library Supplies	62.95
1949	Gane Brothers and Lane, Inc.	Library Supplies	11.63
1950	Gaylord Bros. Inc.	Library Supplies	126.30
1951	M. and M. Office Supply	Library Supplies	4.40
1952	Strong's Office Systems	Library Supplies	54.16
1953	Coast to Coast Hardware	Repairs and Equipment	14.59
1954	A. B. Coker Co. Inc.	Building Supplies	182.02
1955	Cook Paint and Varnish Co.	Building Supplies	10.00
1956	Farmers Co-op Assn.	Building Supplies	6.00
1957	The Garden Center	Building Supplies	6.95
1958	Lawrence Linen Supply	Building Supplies	5.06
1959	Malott's True Value Hdw.	Building Supplies	10.87
1960	Pur-O-zone Chemical Co.	Building Supplies	3.60
1961	Woods Lumber Co.	Building Supplies	3.32
1962	Montgomery Elevator Co.	Repairs and Equipment	80.32
1963	Pitney Bowes	Postage	132.00
1964	Gibson's Products Co.	Travel and Bookmobile	22.17
1965	Skelly Oil Co.	Travel and Bookmobile	99.50
1966	Eastman Kodak Co.	Repairs and Equipment	257.64
1967	Xerox Corporation	Photo Copies	393.27
1968	First National Bank	Contingency	5.00
1969	Wayne Mayo	Grovenor Fund	50.77
1970	Western Union	Utilities	134.70
1971	City of Lawrence, Water Dept.	Utilities	100.25
1972	K.P. & L.	Utilities	2,091.78
1973	Southwestern Bell Telephone Co.	Utilities	98.85
1974	Petty Cash	Miscellaneous	<u>39.64</u>

Total July Checks

\$23,807.68

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of July, 1976

LIBRARY CIRCULATION: Adult Books 19,783 Children's Books 18,457

19 75 Total 40,235 Total Books 38,240 Difference 197 1,995 less

Adult Periodicals 483 Children's Periodicals 36

Adult Records 959 Children's Records 379

Prints 94 Films 147 Reference Questions 1,129

BOOKS 113,101 Adult Fic. Adult Non Fic. Children's Fic. Childrens Non Fic.

Added 834 70 410 152 202

Withdrawn 207 18 9 148 32

Totals 113,728

REGISTRATIONS Adult County Children Totals

Active 21,126 3,227 5,868 30,221

Added 542 102 69 713

Withdrawn 433 95 30 558

Totals 21,235 3,234 5,907 30,376

MEETING ROOMS Scheduled Attendance Expected

Auditorium 3 105

Gallery 14 149

TOURS STORY HOURS: ATTENDANCE

Children 0 - 7 93

Adults 0 - 2 nursery schools 34

MISCELLANEOUS

Books Sales \$2.40

Coin Typewriters \$8.50

Art Displays Stained glass- paintings-acrylics

SPECIAL ACTIVITIES:

REGULAR MEETING
August 24, 1976

The Board of Directors of the Lawrence Public Library met for the regular meeting on August 24, 1976 at 4:00 in the Conference Room.

Members present were: Chairman Kit Carlsen, Eleanor Lockhart, Gerald Miner, Howard Wiseman, Harriet Wilson and Julie Stough. Observers present were: Mrs. Evelyn Hastings and Ellen Iwamoto.

The minutes of the June Board Meeting were read and approved. The July meeting was not held.

Mr. Mayo gave the Director's reports. All funds are now in the Savings account and interest probably will be recorded only once a quarter.

The Bookmobile was sold and after repairs to bring it to pass inspection were made, the net sale price was \$300.

Mr. Mayo reported that the Supreme Court has ruled that the libraries do not fall under the minimum wage law. No change will be made in the salaries of the present staff but part time staff, newly hired, will begin at hourly wages of \$1.75 for high school pages and \$2.00 for college age workers in lieu of \$2.00 and \$2.20. The part time salary will be cut from \$41,300 to \$38,000 in part time salaries for 1977.

Mr. Mayo reported findings on the Lawrence City policy for sick leave. Full time employees earn 1 day per month. No sick leave is granted prior to six months service but is allowed to build up during that period. In the event an employee leaves, he is paid 25% of any unused sick leave. Lawrence Library grants one earned sick leave day per month from the beginning of employment with no payment at the end of employment for unused sick leave.

A film program, to be tied in with the C.A.L.L. Book Sale, is being planned. The films will be borrowed from Wichita and will be on Children's books. Hopefully, this will be the beginning of a film program. Mrs. Carrouters will be in charge of this.

The original budget proposed for the year 1977 will be reduced by \$7,500 because of a lower valuation than estimated. The reductions will be in the following areas: Full time salaries reduced from \$157,290 to \$154,851 or \$2,439 less. Part-time salaries will be reduced from \$41,000 to \$38,000 or \$3,000. less. The book budget will be reduced from \$37,170 to \$35,109 or a reduction of \$2,061.

Hank Booth resigned as a member of the Library Board. Eleanor Lockhart was appointed to fill this vacancy. Gerald Miner nominated Julie Stough to fill the office of Vice Chairman. Howard Wiseman seconded the motion. Harriet Wilson made a motion that a unanimous vote be declared that Julie Stough be elected as vice chairman. This was seconded and passed.

There was discussion of requesting an increase of 1/2 mill in 1978. The request should be before the City prior to 1977. The City Commission has power to grant this unless a protest is given to the City in which case it would be put on a ballot. The Board instructed Mr. Mayo to prepare a statement or paper showing reasons for requesting the increase.

Roll call vote approved the July bills totaling \$23,807.68

Meeting Adjourned.

Margy K. Carlsen
CHAIRMAN

Secretary-Treasurer

CHECK RECORDAugust, 1976

<u>CHECK No.</u>	<u>PAYEE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
1975	Philemon Clark	Custodian Salary	\$390.89
1976	Diane Rorabaugh	Salary-Part time	288.61
1977	Pattie Armbrister	Salary	397.03
1978	Elizabeth M. Barlow	Salary	456.55
1979	Doris E. Brandt	Salary	435.00
1980	Gary W. Cooper	Salary-Custodian	487.61
1981	JoAnn H. Hubbard	Salary	469.18
1982	Virginia McCullough	Salary	661.94
1983	Wayne Mayo	Salary	1,104.00
1984	Patricia A. Mimeau	Salary	256.16
1986	Helen P. Osma	Salary	900.00
1987	Mary E. Paretsky	Salary	618.25
1988	Bonnie Powers	Salary	216.47
1989	Nelson Lance Reppert	Salary	395.66
1990	Rita M. Saile	Salary	365.89
1991	Gwen Wagner	Salary	179.19
1992	Marilyn Zumwalt	Salary	353.35
1993	Janet S. Anderson	Salary-Part Time	166.91
1994	Howard P. Bauleke	Salary-Part Time	118.06
1995	Karen S. Blake	Salary-Part Time	192.77
1996	Harriet Blanton	Salary-Part Time	188.73
1997	Betty Bryson	Salary-Part Time	244.69
1998	Joan M. Bussell	Salary-Part Time	219.16
1999	Jeff Dains	Salary-Part Time	186.44
2000	Bruce Flanders	Salary-Part Time	124.84
2001	Charlee E. Glinka	Salary-Part Time	191.77
2002	Pamela Green	Salary-Part Time	98.86
2003	Jolene J. Harrell	Salary-Part Time	50.84
2004	Rosemary Maley Kay	Salary-Part Time	152.24
2005	Teddy Gaston	Salary-Part Time	34.65
2006	Valerie Peaslee	Salary-Part Time	133.46
2007	Dawn K. Porter	Salary-Part Time	200.20
2008	Stacey S. Starks	Salary-Part Time	274.84
2009	Susan Sublett	Salary-Part Time	159.49
2010	Elizabeth A. Wiley	Salary-Part Time	67.32
2011	Kevin Mayo	Contingency	105.05
2012	Larry's Auto Supply	Repairs and Equipment	22.20
2013	Blue Cross of Kansas	Hospitalization Insurance	341.05
2014	Lawrence National Bank Depository	Federal Income Tax Withheld	1,814.20
2015	Adventure a bookstore	Library Materials	37.12
2016	American Library Association	Revenue Sharing Fund	8.95
2017	Baker and Taylor Co.	Revenue Sharing Fund	1,523.76
2018	Baker and Taylor Co.	Revenue Sharing Fund	122.81
2019	Doubleday & Co. Inc.	Revenue Sharing Fund	5.22
2020	Fire Prevention & Historical	Revenue Sharing Fund	30.00
2021	G. K. Hall and Co.	Revenue Sharing Fund	116.50
2022	International Conference of Building Officials	Revenue Sharing Fund	45.50
2023	Bro-Dart, Inc.	Revenue Sharing Fund	415.15
2024	McRoberts Publishing Co. Inc.	Revenue Sharing Fund	66.85
2025	National Geographic Society	Revenue Sharing Fund	3.95
2026	Robert Bentley, Inc.	Revenue Sharing Fund	115.21

2027	Charles Scribner's Sons	Revenue Sharing Fund	165.05
2028	Silver Burdett Co.	Revenue Sharing Fund	16.78
2029	Ulverscroft Large Print Books	Revenue Sharing Fund	8.50
2030	W. W. Norton & Co.	Revenue Sharing Fund	408.00
2031	Bound to Stay Bound Books	Revenue Sharing Fund	341.59
2032	Gale Research Co.	Revenue Sharing Fund	51.90
2033	Purnell Educational	Children's Books	45.50
2034	Schoenhof's	Children's Books	14.02
2035	Story House Corporation	Children's Books	18.49
2036	Temple University Press	Children's Books	48.98
2037	Thompson Book Co.	Children's Books	175.90
2201	New York Graphic Society	State Aid Fund	1,052.50
2202	National Record Plan	Library Materials	67.63
2203	Town Crier	Library Materials	4.45
2204	Cambridge Book Company	Library Materials	32.54
2205	Carter's Stationery	Library Supplies	10.25
2206	Crane and Co.	Library Supplies	25.38
2207	Josten's Library Supplies	Library Supplies	204.35
2208	Ben Franklin Stores	Building Supplies	6.54
2209	Gibson's Products Co.	Building Supplies	16.09
2210	Lawrence Launderers	Building Supplies	2.93
2211	Malott's True Value Hardware	Building Supplies	9.93
2212	Pur-O-Zone	Building Supplies	12.02
2213	Montgomery Elevator Co.	Repairs and Equipment	80.32
2214	Quill Corporation	Repairs and Equipment	111.33
2215	Scott Temperature Equipment Co.	Repairs and Equipment	225.00
2216	Xerox Corporation	Photo Copies	368.32
2217	Lesh, Bradley, Barrand & Schehrer	Contingency	380.00
2218	Skelly Oil Co.	Travel and Bookmobile	19.51
2219	Southwestern Bell Telephone Co.	Utilities	108.47
2220	Kansas Power and Light Co.	Utilities	2,559.68
2221	City of Lawrence, Water Dept.	Utilities	69.74
2222	Western Union	Utilities	327.95
2223	Petty Cash	Miscellaneous	63.42
2224	Postmaster, Lawrence, Kansas	Postage	400.00
2225	Postmaster, Lawrence, Kansas	Postage	50.00
2226	Gwen Wagner	To be posted in Sept. Salaries	
2227	House of Usher	Contingency	<u>26.00</u>
		Total August Checks	\$23,888.73
*1985	Mary D. Murphy		805.10

FINANCIAL STATEMENT

August, 1976

Year to Date

Beginning balance, January 1, 1976
Balance, July 31, 1976

\$54,042.00

\$26,955.49

RECEIPTS:

Tax Funds.....		\$249,854.10
Adult Books.....	66.95	1,660.18
Children's Books.....	86.63	480.08
Overdues.....	710.71	6,863.34
Photo Copies.....	818.03	7,099.92
Library Materials.....	25.80	184.24
Library Supplies.....	14.46	194.86
Utilities.....	10.71	91.01
Periodicals.....		3.00
Adult Gift Books.....	110.61	2,373.94
Children's Gift Books.....		20.64
Repairs and Equipment.....	9.00	155.70
Binding.....		14.37
N.E.K.L.....	4,125.00	21,127.00
Revenue Sharing Fund.....		15,000.00
State Aid Fund.....		16,486.47
Grovenor Fund.....		155.00
Perkins Fund.....		33.56
Edwards Fund.....		30.00
Welch Fund.....		30.00
Moore Fund.....		32.50
Interest	687.50	2,268.75
Travel and Bookmobile.....	300.00	300.00

TOTAL RECEIPTS

6,665.40

\$324,458.56

BALANCE AFTER RECEIPTS
AND BEFORE EXPENDITURES

\$60,707.50

\$351,414.05

Certificates of Deposit
added to accounts.

\$85,000.00

\$145,707.50

EXPENDITURES:

Net Salaries.....	\$10,707.65	\$88,685.02
Net Custodian Salaries.....	878.50	6,679.55
Blue Cross-Employees.....	111.03	999.27
Blue Cross-Employers.....	230.02	2,420.16
Federal Income Tax.....	1,814.20	14,784.80
Adult Books.....	22.40	5,928.11
Children's Books.....	609.71	9,380.66
Library Materials.....	126.98	1,659.79
Library Supplies.....	239.98	6,655.45
Postage.....	450.00	2,851.17
Insurance.....		2,271.00
Contingency.....	511.05	1,809.70
Repairs and Equipment.....	443.49	4,266.26
Building Supplies.....	47.51	1,863.98
Photo Copies.....	368.32	4,691.53
Travel and Bookmobile.....	24.61	1,268.65
Utilities.....	3,065.84	18,713.51
Periodicals.....		6,731.00
State Aid Fund.....	1,052.50	16,002.72
Kansas Income Tax.....		1,521.59
Kpers, Employees.....		2,234.15
Kpers, Employers.....		4,077.32
Social Security, Employees..		5,441.35
Social Security, Employers..		5,441.15
Revenue Sharing Fund.....	3,184.94	10,545.38
Adult Gift Books.....		1,858.47
Binding.....		519.78
Grovenor Fund.....		293.86
	<hr/>	<hr/>
<u>TOTAL EXPENDITURES</u>	\$23,888.73	\$229,595.38
<u>BALANCE AFTER EXPENDITURES</u> <u>AND AS PER THE LEDGER</u>	<u>\$121,818.67</u>	<u>\$121,818.67</u>

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of August 1976

LIBRARY CIRCULATION: Adult Books 19,351 Children's Books 15,028
 19 75 Total 35,504 Total Books 34,379 Difference 1976 1,125 less

Adult Periodicals 392 Children's Periodicals 27

Adult Records 851 Children's Records 341

Prints 126 Films 71 Reference Questions 935

BOOKS 113,728 Adult Fic. Adult Non Fic. Children's Fic. Childrens Non Fic.

Added 648 61 227 146 214

Withdrawn 503 28 312 140 23

Totals 113,876

REGISTRATIONS

	Adult	County	Children	Totals
Active	<u>21,235</u>	<u>3,234</u>	<u>5,907</u>	<u>30,376</u>
Added	<u>656</u>	<u>74</u>	<u>74</u>	<u>804</u>
Withdrawn	<u>586</u>	<u>71</u>	<u>13</u>	<u>670</u>
Totals	<u>21,305</u>	<u>3,237</u>	<u>5,968</u>	<u>30,510</u>

MEETING ROOMS

	Scheduled	Attendance Expected
Auditorium	<u>6</u>	<u>170</u>
Gallery	<u>10</u>	<u>125</u>

TOURS STORY HOURS: ATTENDANCE

Children	<u>-</u>	<u>-</u>	<u>4</u>	<u>49</u>
Adults	<u>1</u>	<u>6</u>		

MISCELLANEOUS

Books Sales \$2.80

Coin Typewriters \$9.00

Art Displays Senior Citizens Marion Fowler and Phil Hunter-Paper & Wire Art
Coin and Medal Displays-BiCentennial
Jewelry-K.U. Graduate Student

SPECIAL ACTIVITIES:

REGULAR MEETING
September 21, 1976

The Board of Directors of the Lawrence Public Library met September 21, 1976 for the monthly meeting in the Conference room at 4:00 p.m.

Members present were Chairman Kit Carlsen, Gerald Miner, Howard Wiseman, Harriet Wilson, Odd Williams, Eleanor Lockhart and Julie Stough.

Observers present were: Mrs. Evelyn Hastings and Ellen Iwamoto.

The meeting was called to order and minutes of the August meeting were approved as distributed. Roll call was answered by all members.

Mr. Mayo gave the statistics report and the financial report.

Mr. Mayo reported that he had talked with others concerning a maintenance contract on the elevator. It is his opinion that since the elevator is not used by the public and can be serviced other than by monthly contract, the normal usage can be maintained by service calls.

Mr. Mayo reported to the Board an incident which happened in the Library resulting in the arrest of a young woman for creating a disturbance. The complaint was signed by a police officer and should not involve any action by the Library. The court date is October

The dates for the C.A.L.L. Book sale are October 7 thru the 10th. The time on October 7 is from 7:00 to 9:00 for C.A.L.L. members, from 12:00 to 9:00 on the 8th, from 9:00 to 5:00 on the 9th and from 2:00 to 6:00 on Sunday the 10th. Last year a profit of approximately \$3,000 was made with another approximate value of \$3,000 in books and records added to the Library collection.

Mr. Mayo passed a letter to each board member advising them of financial costs in maintaining the building and the increase in costs of books and supplies in the past few years making it necessary to ask the city commission for an increase in mill levy for the year 1978. Board members plan to individual contact members of the commission prior to the time Mr. Mayo makes a formal request.

An explanation of the book budget for 1977 with a break-down of the source of funds was given by Mr. Mayo.

Roll call vote approved the payment of bills for the month totaling \$23,888.73

Meeting adjourned.

Margy K. Carlsen
Chairman

Secretary-Treasurer

FINANCIAL STATEMENT

September 30, 1975

Year to Date

Balance, January 1, 1976
Balance, August 31, 1976

\$26,955.49

RECEIPTS:

Tax Funds.....		\$249,854.00
Adult Books.....	210.68	1,870.86
Children's Books.....	74.54	554.62
Overdues.....	697.49	7,560.83
Photo Copies.....	873.20	7,973.12
Library Materials.....	58.14	242.38
Library Supplies.....	3.16	198.02
Utilities.....	16.63	107.64
Periodicals.....		3.00
Adult Gift Books.....	1,000.00	3,373.94
Children's Gift Books.....		20.64
Repairs and Equipment.....	21.50	177.20
Binding.....		14.34
N.E.K.L.....	4,376.00	25,503.00
Revenue Sharing Fund.....		15,000.00
State Aid Fund.....		16,486.47
Grovenor Fund.....		155.00
Perkins Fund.....		33.56
Edwards Fund.....		30.00
Welch Fund.....		30.00
Moore Fund		32.50
Interest.....	1,275.53	3,544.28
Travel and Bookmobile.....		300.00
<u>TOTAL RECEIPTS</u>	<u>\$ 8,606.57</u>	<u>\$333,065.43</u>
<u>BALANCE AFTER RECEIPTS AND BEFORE EXPENDITURES</u>	<u>\$130,425.56</u>	<u>\$360,020.92</u>

EXPENDITURES:

Net Salaries.....	10,824.97	\$99,509.99
Net Custodian Salaries.....	485.80	7,165.35
Blue Cross, Employees.....	111.03	1,110.30
Blue Cross, Employers.....	230.02	2,650.18
Federal Income Tax Withheld...	1,745.80	16,530.60
Adult Books.....		5,928.11
Children's Books.....	1,094.67	10,475.33
Library Materials.....	18.77	1,678.56
Library Supplies.....	79.23	6,734.68
Postage.....		2,851.17
Insurance.....		2,271.00
Contingency.....	17.50	1,827.20
Repairs and Equipment.....	80.32	4,346.56
Building Supplies.....	75.16	1,939.14
Photo Copies.....	272.62	4,964.15
Travel and Bookmobile.....	32.84	1,301.49
Utilities.....	2,564.04	21,277.55
Periodicals.....		6,731.00
State Aid Fund.....	267.84	16,270.56
Kansas Income Tax.....	804.53	2,326.12
Kpers-Employees.....	1,079.59	3,313.74
Kpers-Employers.....	1,970.20	6,047.52
Social Security-Employees.....	2,633.60	8,074.95
Social Security-Employers.....	2,633.53	8,074.68
Revenue Sharing Fund.....	2,670.01	13,215.39
Adult Gift Books.....		1,858.47
Binding.....		519.78
Grovenor Fund.....		293.86
		<hr/>
<u>TOTAL EXPENDITURES</u>	\$29,692.07	\$259,214.76
<u>BALANCE AFTER EXPENDITURES</u> <u>AND AS PER LEDGER.</u>	<u>\$100,733.49</u>	<u>\$100,733.49</u>

CHECK RECORD
September 1976

<u>CHECK NUMBER</u>	<u>PAYEE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
2226	Gwen Wagner	Salary	99.88
2038	Pattie Lou Armbrister	Salary	397.03
2039	Elizabeth M. Barlow	Salary	456.55
2040	Doris E. Brandt	Salary	435.00
2041	Betty Bryson	Salary	381.18
2042	Gary W. Cooper	Salary-Custodian	485.80
2043	JoAnn Hubbard	Salary	469.18
2044	Virginia L. McCullough	Salary	661.94
2045	Wayne Mayo	Salary	1,104.00
2046	Patricia Mimeau	Salary	243.40
2047	Mary D. Murphy	Salary	843.67
2048	Helen P. Osma	Salary	900.00
2049	Void		
2050	Bonnie Powers	Salary	356.46
2051	Nelson Lance Reppert	Salary	386.90
2052	Rita M. Saile	Salary	365.89
2053	Gwen Wagner	Salary	179.19
2054	Marilyn Zumwalt	Salary	340.94
2055	Mary Paretsky	Salary	596.29
2056	Janet S. Anderson	Part Time Salary	136.63
2057	Howard P. Bauleke	Part Time Salary	135.67
2058	Karen Seibel Blake	Part Time Salary	197.54
2059	Void		
2060	Joan M. Bussell	Part Time Salary	274.57
2061	Jeff Dains	Part Time Salary	156.76
2062	Bruce Flanders	Part Time Salary	132.19
2063	Charlee Glinka	Part Time Salary	129.89
2064	Pamela Green	Part Time Salary	84.03
2065	Jolene Harrell	Part Time Salary	146.98
2066	Maley Kay	Part Time Salary	132.05
2067	Teddy Gaston Okitukunda	Part Time Salary	190.56
2068	Valerie Dawn Peaslee	Part Time Salary	97.45
2069	Dawn Porter	Part Time Salary	44.40
2070	Jeanne C. Regnier	Part Time Salary	151.20
2071	Darcy E. Schild	Part Time Salary	122.87
2072	Nancy Lee Shockley	Part Time Salary	74.57
2073	Stacey Starks	Part Time Salary	211.05
2074	Susan Sublett	Part Time Salary	64.21
2075	Book Nook	State Aid Fund	72.67
2076	Jennifer Vogel	Part Time Salary	124.85
2077	Lawrence National Bank Depository	Federal Income Tax Withheld	1,745.80
2078	Blue Cross of Kansas	Hospitalization Insurance	341.05
2079	State Contribution Fund	Social Security	5,267.13
2080	Department of Revenue	Kansas Income Tax Withheld	804.53
2081	Kpers	Retirement-Quarterly	3,049.79
2082	Baker and Taylor	Revenue Sharing Fund	1,644.08
2083	Baker and Taylor	Revenue Sharing Fund	199.95
2084	Bound to Stay Bound Books	Children's Books	1,068.59
2085	Doubleday and Co. Inc.	Revenue Sharing Fund	6.35
2086	Emery-Pratt Co.	Revenue Sharing Fund	43.50
2087	G. K. Hall and Co.	Revenue Sharing Fund	9.36
2088	Gale Research Co.	Revenue Sharing Fund	39.15

2089	Kansas State University	Revenue Sharing Fund	6.50
2090	Little, Brown and Co. Publishers	Revenue Sharing Fund	244.90
2091	McNaughton Book Service	Revenue Sharing Fund	394.89
2092	The Publishers Guild, Inc.	Revenue Sharing Fund	40.50
2093	Robert Bentley, Inc.	Revenue Sharing Fund	15.75
2094	Silver Burdett Co.	Revenue Sharing Fund	25.92
2095	The Town Crier	Library Materials	3.77
2096	Crane and Co.	Library Supplies	16.53
2097	Electronic Business Equipment	Library Supplies	9.96
2098	Quill Corporation	Library Supplies	50.89
2099	Ben Franklin Stores	Library Supplies	5.01
2100	A. B. Coker Co. Inc.	Building Supplies	39.44
2101	Lawrence Launderers & Dry Cleaners	Building Supplies	3.77
2102	Malott's Hardware	Building Supplies	10.72
2103	Ernest & Son	Building Supplies	3.35
2104	Pur-O-Zone Chemical Co.	Building Supplies	12.87
2105	Montgomery Elevator Co.	Repairs and Equipment	80.32
2106	Xerox Corporation	Photo Copies	272.62
2107	Skelly Oil Co.	Travel and Bookmobile	17.84
2108	Southwestern Bell Telephone Co.	Utilities	98.17
2109	City of Lawrence, Water Dept.	Utilities	87.02
2110	Kansas Power and Light Co.	Utilities	2,280.90
2111	Western Union	Utilities	97.95
2112	Petty Cash	Miscellaneous	48.18
2113	Kansas Union Book Store	State Aid-Library Materials	195.17
2114	Chamber of Commerce	Contingency	17.50
2115	Time-Life Books	Revenue Sharing Fund	8.91

September Check Total.....\$29,692.07

STATISTICS REPORT

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

LIBRARY CIRCULATION: Adult Books 18,929 Children's Books 10,762

19 75 Total 31,041 - Total Books 29,691 Difference 1976 578 less

Adult Periodicals 481 Children's Periodicals 43

Adult Records 802 Children's Records 316

Prints 166 Films 120 Reference Questions 1,122

BOOKS 113,873 Adult Fic. Adult Non Fic. Children's Fic. Childrens Non Fic.

Added 501 84 327 38 52

Withdrawn 200 26 103 51 20

Totals 114,174

REGISTRATIONS

	Adult	County	Children	Totals
Active	<u>21,305</u>	<u>3,237</u>	<u>5,968</u>	<u>30,510</u>
Added	<u>719</u>	<u>96</u>	<u>44</u>	<u>859</u>
Withdrawn	<u>697</u>	<u>70</u>	<u>110</u>	<u>877</u>
Totals	<u>21,327</u>	<u>3,263</u>	<u>5,902</u>	<u>30,492</u>

MEETING ROOMS

	Scheduled	Attendance Expected
Auditorium	<u>15</u>	<u>546</u>
Gallery	<u>15</u>	<u>277</u>

TOURS

		<u>STORY HOURS:</u>	<u>ATTENDANCE</u>
Children	<u>2</u>	<u>20</u>	<u>2</u>
Adults	<u>3</u>	<u>73</u>	<u>40</u>

MISCELLANEOUS

Books Sales	<u>4.00</u>
Coin Typewriters	<u>\$21.50</u>
Art Displays	<u>Quilts, weaving, pottery</u>

SPECIAL ACTIVITIES:

REGULAR MEETING
October, 1976

The Board of Directors of the Lawrence Public Library met for their regular meeting on October 19, 1976 at 4.00 p.m. in the Conference Room.

Members present were: Chairman Kit Carlsen, Eleanor Lockhart, Howard Wiseman, Harriet Wilson, Julie Stough. Observers were Evelyn Hastings, Kathy Porter and Ellen Iwamoto.

Ellen Iwamoto introduced Kathy Porter, junior of Lawrence High School as the student observer assigned to the meetings of the Library Board for the current year.

The September minutes of the Board meeting were approved as distributed by mail.

Mr. Mayo gave the Financial and Statistics reports noting that interest in the amount of \$1,275.53 was received from the savings account for this quarter.

Announcement of the children's program, sponsored by CALL, set for Saturday, October 23 was made. This is a program of Continuing Education and includes a magic show, ventriloquist show and a story telling time.

The book sale held October 7 thru 10 sponsored by CALL netted approximately \$2500.00. In connection with the book sale a film showing in the auditorium was sponsored for the children with 80 attending on Saturday and 170 on Sunday. This was arranged by Beverly Carrouters. The film charge and operation of the projector is taken care of by CALL.

Mr. Mayo talked with the Board concerning the changing of the light bulbs in the reading areas. Approximately 1200 fluorescent bulbs will be changed. He has asked for estimates from two parties.

Four employees have been subpoenaed to appear for trial Friday in connection with the incident reported last month.

Responses were given by the Board Members in connections with their visits with members of the commission. Mr. Wiseman made a motion, seconded by Mrs. Stough that Mr. Mayo prepare a letter to the city commission requesting an increase of 1/2 mill over the present levy to 3 mills. Motion passed.

Mr. Mayo announced that after January 1, 1977 film through the Wichita Library will again be available for patrons. The charge will be approximately \$3.25 plus postage per film.

After January 1st city, state and other local governmental agencies will be charged 1 1/2 percent of their payroll for unemployment insurance. This is not a budgeted item for 1977.

Bills in the amount of \$29,692.07 for September payroll and invoices were approved.

The next meeting of the Board is scheduled for November 16, 1976

Meeting adjourned.

Margy K. Carlsen
Chairman

Secretary-Treasurer

FINANCIAL STATEMENT
October 31, 1976

Year to Date

Balance, January 1, 1976
 Balance, September 30, 1976

\$100,733.49

\$26,955.49

RECEIPTS:

Tax Funds.....		\$249,854.00
Adult Books.....	100.13	1,970.99
Children's Books.....	50.53	605.15
Overdues.....	728.34	8,289.17
Photo Copies.....	930.60	8,903.72
Library Materials.....	53.45	295.83
Library Supplies.....	11.81	209.83
Utilities.....	17.27	124.91
Periodicals.....		3.00
Adult Gift Books.....		3,373.94
Children's Gift Books.....		20.64
Repairs and Equipment.....	25.00	202.20
Binding.....		14.37
N.E.K.L.....		25,503.00
Revenue Sharing Fund.....		15,000.00
State Aid Fund.....		16,486.47
Grovenor Fund.....		155.00
Perkins Fund.....		33.56
Edwards Fund.....		30.00
Welch Fund.....		30.00
Moore Fund.....		32.50
Interest.....		3,544.28
Travel and Bookmobile.....		300.00

TOTAL RECEIPTS

\$1,917.13

\$334,982.56

BALANCE AFTER RECEIPTS
 AND BEFORE EXPENDITURES

\$102,650.62

\$361,938.05

Financial Statement-Page 2

EXPENDITURES:

Net Salaries.....	\$11,049.23	\$110,559.22
Net Custodian Salaries.....	475.35	7,640.70
Blue Cross-Employees.....	111.03	1,221.33
Blue Cross-Employers.....	266.27	2,916.45
Federal Income Tax Withheld....	1,743.10	18,273.70
Adult Books.....	2,519.97	8,448.08
Children's Books.....	1,501.88	11,977.21
Library Materials.....	28.60	1,707.16
Library Supplies.....	286.66	7,021.34
Postage.....	519.14	3,370.31
Insurance.....		2,271.00
Contingency.....	97.50	1,924.70
Repairs and Equipment.....	334.62	4,681.18
Building Supplies.....	44.98	1,984.12
Photo Copies.....	777.58	5,741.73
Travel and Bookmobile.....	115.78	1,417.27
Utilities.....	2,275.46	23,553.01
Periodicals.....		6,731.00
State Aid.....	99.01	16,369.57
Kansas Income Tax.....		2,326.12
Kpers, Employees.....		3,313.74
Kpers, Employers.....		6,047.52
Social Security, Employees.....		8,074.95
Social Security, Employers.....		8,074.68
Revenue Sharing Fund.....	1,825.11	15,040.50
Adult Gifts.....		1,858.47
Binding.....		519.78
Grovenor Fund.....		293.86
	<hr/>	<hr/>
<u>TOTAL EXPENDITURES</u>	\$24,071.27	\$283,358.70
<u>BALANCE AFTER EXPENDITURES</u> <u>AND AS PER LEDGER</u>	<u>\$78,579.35</u>	<u>\$78,579.35</u>

CHECK RECORD
October-1976

<u>CHECK NUMBER</u>	<u>PAYEE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
2116	Pattie Armbrister	Salary	\$397.03
2117	Betty Barlow	Salary	474.39
2118	Jane Betty	Salary	637.32
2119	Doris Brandt	Salary	435.00
2120	Betty Bryson	Salary	377.92
2121	Gary Cooper	Salary	475.35
2122	JoAnn Hubbard	Salary	469.18
2123	Wayne Mayo	Salary	1,104.00
2124	Patricia Mimeau	Salary	333.82
2125	Mary Murphy	Salary	843.67
2126	Helen P. Osma	Salary	900.00
2127	Mary E. Paretsky	Salary	596.29
2128	Bonnie Powers	Salary	356.46
2129	Nelson L. Reppert	Salary	260.66
2130	Rita M. Saile	Salary	365.89
2131	Gwen Wagner	Salary	179.19
2132	Marilyn Zumwalt	Salary	356.70
2133	Janet Anderson	Salary-Part Time	213.01
2134	Howard P. Bauleke	Salary-Part Time	139.81
2135	Karen S. Blake	Salary-Part Time	182.18
2136	Joan Bussell	Salary-Part Time	249.97
2137	Jeff Dains	Salary-Part Time	205.33
2138	Bruce Flanders	Salary-Part Time	149.13
2139	Charlee Glinka	Salary-Part Time	122.47
2140	Pamela Green	Salary-Part Time	88.15
2141	Jolene Harrell	Salary-Part Time	139.83
2142	Rosemary Maley Kay	Salary-Part Time	132.56
2143	Carl Kittrell	Salary-Part Time	189.65
2144	Teddy Gaston Okitukunda	Salary-Part Time	190.56
2145	Valerie Peaslee	Salary-Part Time	133.46
2146	Jeanne C. Regnier	Salary-Part Time	153.28
2147	Darcy E. Schild	Salary-Part Time	161.94
2148	Nancy Shockley	Salary-Part Time	99.42
2149	Stacey Starks	Salary-Part Time	234.99
2150	Susan Sublett	Salary-Part Time	58.00
2151	Jennifer Vogel	Salary-Part Time	117.97
2152	Lawrence, National Bank	Federal Income Tax Withheld	1,743.10
2153	Blue Cross of Kansas	Hospitalization Insurance	377.30
2154	Grolier Educational Corporation	Replacement for check 1747	--
2155	The American Companies	Children's Books	30.66
2156	J. Hood, Booksellers	Children's Books	5.50
2157	H. W. Wilson Co.	Children's Books	40.00
2158	The Baker and Taylor Co.	Children's-Adult Books	61.26
2159	Baker and Taylor Co.	Adult Books-Revenue Sharing	2,564.15
2160	Bound to Stay Bound Books,	Children's Books	1,406.60
2161	Brodart, Inc.	Adult Books	419.75
2162	Charles Scribner's Sons	Adult Books-Revenue Sharing	783.49
2163	Office of Sec. of State	Adult Books	15.00
2164	American Forestry Dept.	Adult Books	3.15
2165	Emery Pratt Co.	Adult Books	4.50
2166	Emporia State Press	Adult Books	4.00
2167	G. K. Hall and Co.	Adult Books	181.72

Check Record - Page 2

2168	Gale Research	Adult Books	\$108.20
2169	Graphic Arts Center	Adult Books	17.05
2170	Ben M. Haines	Adult Books	3.25
2171	International Con. Building.	Adult Books	22.60
2172	Peter Smith Publisher	Adult Books	11.35
2173	Ready Reference Press	Adult Books	46.75
2174	Silver Burdett Co.	Adult Books	26.37
2175	Stackpole Books	Adult Books	54.74
2176	Topeka Genealogical Society	Adult Books	16.50
2177	The town Crier	State Aid-Library Materials	89.90
2178	Crane and Company	Library Supplies	23.20
2179	Gaylord Bros. Inc.	Library Supplies	44.65
2180	Jayhawk Trophy Co.	Library Supplies	22.05
2181	Jostens Library Supplies	Library Supplies	32.90
2182	Quill Corporation	Library Supplies	54.66
2183	Strong's Office Systems	Library Supplies	46.39
2184	R. R. Bowker Co.	Library Supplies	61.06
2185	Air Filter Sales & Service	Repairs and Equipment	191.29
2186	Apex Glass Co.	Repairs and Equipment	12.00
2187	Gibson Products Co.	Repairs and Equipment	28.32
2188	Malott's Hardware	Repairs and Equipment	22.69
2189	Montgomery Elevator Co.	Repairs and Equipment	80.32
2190	Ernst & Son	Building Supplies	5.37
2191	Garden Center	Building Supplies	39.00
2192	Xerox Corporation	Photo Copies	777.58
2193	Skelly Oil Co.	Travel and Bookmobile	112.06
2194	Bell Telephone Co.	Utilities	98.52
2195	K.P. & L.	Utilities	1,936.00
2196	City of Lawrence, Water Dept.	Utilities	95.84
2197	Western Union	Utilities	145.10
2198	Public Library of Leavenworth	Contingency	50.00
2199	State Audio Visual Center	Contingency	4.50
2200	National Recording Co.	State Aid Fund	36.95
2228	Samue French, Inc.	Contingency	20.00
2229	Schendel Pest Control	Contingency	20.00
2230	Pitney Bowes	Postage	19.04
2231	Postmaster, Lawrence, Kansas	Postage	500.00
2232	Petty Cash	Miscellaneous	30.31

October Accounts Payable

\$24,071.27

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of October, 1976

<u>LIBRARY CIRCULATION:</u>	Adult Books	<u>18,606</u>	Children's Books	<u>11,234</u>
<u>1975 Total</u>	<u>34,388</u>	Total Books	<u>29,840</u>	Difference 197 <u>6</u> <u>4,548 less</u>
	Adult Periodicals	<u>418</u>	Children's Periodicals	<u>24</u>
	Adult Records	<u>961</u>	Children's Records	<u>245</u>
Prints	<u>165</u>	Films	<u>179</u>	Reference Questions <u>1,316</u>

<u>BOOKS</u>	<u>114,174</u>	Adult Fic.	Adult Non Fic.	Children's Fic.	Childrens Non Fic.
Added	<u>595</u>	<u>71</u>	<u>320</u>	<u>112</u>	<u>92</u>
Withdrawn	<u>175</u>	<u>61</u>	<u>81</u>	<u>18</u>	<u>15</u>
Totals	<u>114,594</u>				

<u>REGISTRATIONS</u>	Adult	County	Children	Totals
Active	<u>21,327</u>	<u>3263</u>	<u>5,902</u>	<u>30,492</u>
Added	<u>712</u>	<u>90</u>	<u>47</u>	<u>849</u>
Withdrawn	<u>732</u>	<u>87</u>	<u>73</u>	<u>892</u>
Totals	<u>21,307</u>	<u>3,266</u>	<u>5,876</u>	<u>30,449</u>

<u>MEETING ROOMS</u>	Scheduled	Attendance Expected
Auditorium	<u>21</u>	<u>983</u> -- Not including the Magic Show
Gallery	<u>17</u>	<u>321</u>

<u>TOURS</u>		<u>STORY HOURS:</u>	<u>ATTENDANCE</u>
Children	<u>4</u>	<u>62</u>	<u>10 regular</u> <u>236</u>
Adults	<u>4</u>	<u>78</u>	<u>3 special</u> <u>35</u>

<u>MISCELLANEOUS</u>	
Books Sales	<u>\$9.25</u>
Coin Typewriters	<u>\$25.00</u>
Art Displays	<u>Weaving, jewelry-water colors and oil paintings</u>

SPECIAL ACTIVITIES:

1 KU Class for talk on Children's Literature - 22 present
 Magic World of Windriver Smith- Presented in the Auditorium with 450-500 present.
 2 Children's Halloween parties-95 children
 C.A.L.L. Book Sale -- October 7,8,9-- Net Proceeds- approximately \$2,500.00
 Films for Children during the book sale sponsored by C.A.L.L. attended
 by 250 (included in statistics for meeting rooms)

REGULAR MEETING
November 16, 1976

The Board of Directors of the Lawrence Public Library met for the November meeting at 4:00 p.m. in the Conference Room.

Members present were: Chairman Kit Carlsen, Eleanor Lockhart, Howard Wiseman, Odd Williams, Julie Stough and Harriet Wilson. Observers present were Mrs. Evelyn Hastings and Kathy Porter.

Minutes of the October meeting were declared approved as distributed.

Mr. Mayo gave the Directors report including the following: Financial and Statistic reports were reviewed. The Magic show from the Continuing Education Department of Kansas University was sponsored by C.A.L.L. as well as the movie shown during the book sale.

Mr. Mayo described the work Betty Barlow is doing in regard to supplying the jail with magazines and paperback books. She has ordered materials and supplies to be used in supplying the new facility with educational reading material. The material can be used for studies to qualify for the GED tests for high school diplomas. A book truck has been purchased and there will be shelving supplied for a library facility. Mrs. Barlow has been instrumental in having this area included in the new jail.

Mr. Mayo has sent letters to the City Commissioners with regard to an increase in mill levy. This is an item of business on the agenda to be presented to the commission meeting tonight. Chairman Kit Carlsen and Mr. Mayo will be attending this meeting. A reporter has interviewed Mr. Mayo concerning this request to the commission.

Twenty books of the Cordley History of Lawrence have been purchased by the Library at a cost of \$8.50 per book. The book has been sponsored by the Douglas County Genealogical Society.

Check #2092 was written to the Publishers Guild in payment of a book which was found to be a duplicate of one already in the collection. Odd Williams made a motion that permission be given to void the check. This was seconded by Eleanor Lockhart and motion passed.

Check # 2154 was written to replace Check #1747 in the amount of \$114.00 to the Grolier Educational Corporation issued June 16, 1976. This check has been carried outstanding on our account since that time and is presumed lost. Julie Stough made a motion that permission be given to release this check, with a stop payment issued on #1747. The motion was seconded by Howard Wiseman and passed.

Chairman Carlsen stated that she wanted to recognize the contribution the CALL group has made in providing services to bring youth and young people to the Library. The board were unanimous in their approval of a letter to Mrs. Carouthers for coordinating the film program and to Mrs. Nelson as president of the organization, for such contributions.

Mr. Mayo reported on the bids for replacing the fluorescent bulbs in the building. The bids are from General Electric Co with an approximate cost of 95¢ per bulb and from Electric Supply at 87¢ and 99.5¢. The difference in cost seems to be mostly in the expected hours of power. He believes the 24,000 hour to be the most efficient purchase. A suggestion by Odd Williams is to check with the Lawrence city purchasing agent to compare prices. A motion was made by Odd Williams, seconded by Julie Stough that the director make purchase of the needed light bulbs using the best price cost available. Motion passed.

Mr. Mayo reported a \$1,000 gift from C.A.L.L. to be used in the purchase of a carpet shampooer. Mr. Mayo has made inquiries and observed demonstrations and reports on a Clark machine and an Advance machine. The Advance machine seems most desirable and can be purchased either from Woodbury Co. at a cost of \$788.50 or Opie Company at \$743.75.

Howard Wiseman made a motion that the board authorize the director to proceed with the purchase of the Advance machine from the Opie Co at the lower bid submitted. Harriet Wilson seconded the motion and it was unanimously approved.

Roll call approval was given to payment of the October bills totaling \$24,071.27.

Meeting adjourned.

Margy K. Carlson
Chairman

Secretary-Treasurer.

FINANCIAL STATEMENT
November 30, 1976

Balance, January 1, 1976		\$26,955.49
Balance, October 31, 1976	\$78,579.35	
Void check	40.50	
	\$78,619.85	

RECEIPTS:

Tax Funds.....		\$249,854.00
Adult Books.....	335.67	2,306.66
Children's Books.....	51.33	656.48
Overdues.....	810.30	9,099.47
Photo Copies.....	971.55	9,875.27
Library Materials.....	40.23	336.06
Library Supplies.....	8.02	217.85
Utilities.....	10.71	135.62
Periodicals.....		3.00
Adult Gift Books.....	525.00	3,898.94
Children's Gift Books....		20.64
Repairs and Equipment....	1,018.70	1,220.90
Binding.....		14.37
N.E.K.L.....	8,501.00	34,004.00
Revenue Sharing Fund.....		15,000.00
State Aid Fund.....		16,486.47
Grovenor Fund.....	155.00	310.00
Perkins Fund.....	33.94	67.50
Edwards Fund.....		30.00
Welch Fund.....		30.00
Moore Fund.....		32.50
Interest.....		3,544.28
Travel and Bookmobile....		300.00
	\$12,461.45	\$347,444.01
<u>TOTAL RECEIPTS</u>		
<u>BALANCE AFTER RECEIPTS AND BEFORE EXPENDITURES</u>	\$91,081.30	\$374,399.50

EXPENDITURES:

Net Salaries.....	11,277.64	\$121,836.86
Net Custodian Salary.....	480.58	8,121.28
Blue Cross-Employees.....	111.03	1,332.36
Blue Cross-Employers.....	266.27	3,182.72
Federal Income Tax.....	1,767.10	20,040.80
Adult Books.....	5,433.73	13,881.81
Children's Books.....	1,424.00	13,401.21
Library Materials.....	50.37	1,757.53
Library Supplies.....	63.07	7,084.41
Postage.....	50.00	3,420.31
Insurance.....		2,271.00
Contingency.....	193.50	2,118.20
Repairs and Equipment.....	1,192.32	5,873.50
Building Supplies.....	1,034.46	3,018.58
Photo Copies.....	366.60	6,108.33
Travel and Bookmobile.....	47.96	1,465.23
Utilities.....	2,104.75	25,657.76
Periodicals.....		6,731.00
State Aid Fund.....	78.32	16,447.89
Kansas Income Tax.....		2,326.12
Kpers-Employees.....		3,313.74
Kpers-Employers.....		6,047.52
Social Security-Employees.....		8,074.95
Social Security-Employers.....		8,074.68
Revenue Sharing Fund.....		15,000.00
Adult Gift Books.....	1,758.47	3,616.94
Binding.....	356.86	876.64
Grovenor Fund.....		293.86
		<hr/>
<u>TOTAL EXPENDITURES</u>	\$28,057.03	\$311,375.23
<u>BALANCE AFTER EXPENDITURES AND ACCORDING TO LEDGER</u>	<u>\$63,024.27</u>	<u>\$63,024.27</u>

CHECK RECORD
November, 1976

<u>CHECK NUMBER</u>	<u>PAYEE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
2233	Carl Kittrell	Salary-Part time	\$105.64
2234	Postmaster, Lawrence, Kansas	Postage	50.00
2235	Pattie Armbrister	Salary-Full time	397.03
2236	Betty Barlow	Salary	474.39
2237	Jane Betty	Salary	651.09
2238	Doris Brandt	Salary	435.00
2239	Betty Bryson	Salary	355.94
2240	Gary W. Cooper	Salary	480.58
2241	JoAnn Hubbard	Salary	469.18
2242	Wayne Mayo	Salary	1,261.10
2243	Mary D. Murphy	Salary	843.67
2244	Helen P. Osma	Salary	900.00
2245	Mary E. Paretsky	Salary	618.25
2246	Bonnie B. Powers	Salary	356.46
2247	Lance Reppert	Salary	395.66
2248	Rita M. Saile	Salary	365.89
2249	Gwen Wagner	Salary	179.19
2250	Janet Zdanowski		Void
2251	Marilyn Zumwalt	Salary	353.35
2252	Janet S. Anderson	Salary-Part Time	186.29
2253	Howard P. Bauleke	Salary-Part Time	114.96
2254	Karen Blake	Salary-Part Time	166.30
2255	Joan Bussell	Salary-Part Time	279.19
2256	Jeffrey Earl Dains	Salary-Part Time	231.55
2257	Bruce L. Flanders	Salary-Part Time	245.05
2258	Charlee E. Glinka	Salary-Part Time	141.13
2259	Pamela Green	Salary-Part Time	105.45
2260	Jolene J. Harrell	Salary-Part Time	153.16
2261	Rosemary Maley Kay	Salary-Part Time	125.31
2262	Teddy Gaston Okitukunda	Salary-Part Time	199.22
2263	Valerie Dawn Peaslee	Salary-Part Time	58.26
2264	Jeanne C. Regnier	Salary-Part Time	171.92
2265	Darcy E. Schild	Salary-Part Time	163.35
2266	Nancy Schockley	Salary-Part Time	111.10
2267	Stacey S. Starks	Salary-Part Time	259.96
2268	Susan Sublett	Salary-Part Time	47.64
2269	Jennifer Vogel	Salary-Part Time	120.59
2270	Lawrence National Bank	Federal Income Tax Withheld	1,767.10
2271	Blue Cross of Kansas	Hospitalization Insurance	377.30
2272	Janet Zdanowski	Salary	235.37
2273	Bound to Stay Bound Books	Children's Books	1,317.39
2274	Gale Research Co.	Children's Books	25.95
2275	Imported Books	Children's Books	40.68
2276	Story House Corporation	Children's Books	27.41
2277	Adventure, a bookstore	Adult Books	8.95
2278	American Library Association	Adult Books	57.00
2279	Atheneum Publishers	Adult Books	242.94
2280	Baker and Taylor Co.	Adult Books	255.37
2281	Baker and Taylor Co.	Adult Books-Adult Gift Books	4,152.14
2282	Bellwether Publishing Co.	Adult Books	55.90
2283	Bell and Howell	Adult Books	698.61
2284	Bernan Associates	Adult Books	100.00

November Check Record - Page 2

2285	Congressional Quarterly, Inc.	Adult Books	\$ 50.35
2286	Coronado Press	Adult Books	48.60
2287	Creative Education, Inc.	Adult Books	31.19
2288	Mrs. Vera H. Hafer	Adult Books	5.50
2289	G. K. Hall and Co.	Adult Books	235.02
2290	H. W. Wilson Co.	Adult Books	12.00
2291	Kansas Heritage Center	Adult Books	20.00
2292	Kansas State Library	Adult Books	13.00
2293	McGraw-Hill Book Co.	Adult Books	27.62
2294	Management Counselors, Inc.	Adult Books	12.50
2295	Marks Jewelers	Adult Books	27.50
2296	National Archives Trust Fund	Adult Books	36.00
2297	National Directory Service,	Adult Books	16.82
2298	National Geographic Society	Adult Books	13.75
2299	National Register Publishing	Adult Books	36.25
2300	Norman Lathrop Enterprises	Adult Books	5.35
2301	Oxbridge Directories, Inc.	Adult Books	61.50
2302	Erma Brammell Steffey	Adult Books	8.50
2303	R. R. Bowker	Adult Books	324.70
2304	Lance Reppert	Adult Books	8.15
2305	Robert Bentley, Inc.	Adult Books	6.90
2306	Silver Burdett Co.	Adult Books	25.92
2307	Time Life Books	Adult Books	8.91
2308	World Book Encyclopedia, Inc.	Adult Books	7.95
2309	Brodart, Inc.	Adult Books-Gift	407.31
2310	Dun and Bradstreet, Inc.	Adult Books-Gift	150.00
2311	The Stephen Greene Press	Adult Books- Gift	20.00
2312	National Record Plan	Library Materials-State Aid	78.32
2313	The Town Crier, Inc.	Library Materials	16.37
2314	Ben Franklin	Library Supplies	1.96
2315	Crane and Co. Inc.	Library Supplies	37.73
2316	Demco Educational Corp	Library Supplies	18.95
2317	Jayhawk Printing Press	Library Supplies	2.58
2318	K.U. Book Store	Library Supplies	1.75
2319	The American Companies	Binding	350.24
2320	Downtown T.V.	Building Supplies	9.95
2321	Electric Supply Co. Inc.	Building Supplies	52.51
2322	Stanion Wholesale Electric	Building Supplies	972.00
2323	Montgomery Electric	Repairs and Equipment	80.32
2324	Opie	Repairs and Equipment	865.50
2325	Scott Temperature Equip. Co.	Repairs and Equipment	246.50
2326	Xerox Corporation	Photo Copies	366.60
2327	Grace Standard Service	Travel and Bookmobile	11.88
2328	Skelly Oil Co.	Travel and Bookmobile	32.08
2329	CP Conference Productions	Contingency	100.00
2330	Lawrence Window Cleaning	Contingency	80.00
2331	State Audio Visual Center	Contingency	13.50
2332	City of Lawrence, Water Dept.	Utilities	50.84
2333	K.P. and L.	Utilities	1,853.41
2334	Bell Telephone Co.	Utilities	104.00
2335	Western Union	Utilities	96.50
2336	Petty Cash	Miscellaneous	57.29

Total November Invoices \$28,057.03

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of November, 1976

LIBRARY CIRCULATION:

Adult Books	<u>20,529</u>	Children's Books	<u>11,626</u>
1975 Total	<u>30,826</u>	Total Books	<u>32,155</u>
		Difference	<u>1976</u> <u>1,329 more</u>
Adult Periodicals	<u>578</u>	Children's Periodicals	<u>38</u>
Adult Records	<u>1,080</u>	Children's Records	<u>226</u>
Prints	<u>178</u>	Films	<u>95</u>
		Reference Questions	<u>1,097</u>

<u>BOOKS</u>	<u>114,594</u>	Adult Fic.	Adult Non Fic.	Children's Fic.	Children's Non Fic.
Added	<u>1,137</u>	<u>149</u>	<u>720</u>	<u>122</u>	<u>146</u>
Withdrawn	<u>497</u>	<u>38</u>	<u>67</u>	<u>269</u>	<u>123</u>
Totals	<u>115,234</u>				

<u>REGISTRATIONS</u>	Adult	County	Children	Totals
Active	<u>21,307</u>	<u>3,266</u>	<u>5,876</u>	<u>30,449</u>
Added	<u>829</u>	<u>129</u>	<u>41</u>	<u>999</u>
Withdrawn	<u>673</u>	<u>76</u>	<u>67</u>	<u>816</u>
Totals	<u>21,463</u>	<u>3,319</u>	<u>5,850</u>	<u>30,632</u>

<u>MEETING ROOMS</u>	Scheduled	Attendance Expected
Auditorium	<u>22</u>	<u>520</u>
Gallery	<u>15</u>	<u>187</u>

<u>TOURS</u>		<u>STORY HOURS:</u>	<u>ATTENDANCE</u>
Children	<u>5</u>	<u>88</u>	<u>10</u> <u>257</u>
Adults	<u>0</u>	<u>-</u>	<u>4 special</u> <u>67</u>

MISCELLANEOUS

Books Sales	<u>\$5.40</u>
Coin Typewriters	<u>\$18.70</u>
Art Displays	<u>Acrylic Paintings-pen and ink drawings, jewelry- oils and pastels</u>

SPECIAL ACTIVITIES:

Staff members of the Children's Department assisted in Book Week programs of three elementary schools.

C.A.L.L. presented two movies in the auditorium-attendance not included in statistics.

Auditorium used as voting precinct on November 2 - Gallery reserved for counting ballot.

REGULAR MEETING
December 21, 1976

The Board of Directors of the Lawrence Public Library met for the regular monthly meeting December 21, 1976 at 4:00 in the Conference Room.

Members present were: Chairman Kit Carlsen, Gerald Miner, Odd Williams and observer Mrs. Evelyn Hastings.

A quorum was not present so all business items on the agenda were not discussed.

Mr. Mayo reported on the car he has been using which is owned by the Northeast Kansas Library System. This vehicle recently was damaged to the extent that it would no longer be satisfactory for Library use. Since the car was on loan from N.E.K.L. a request was made for the purchase of a replacement vehicle to be owned by the Lawrence Library. Funds for the purchase would be from \$750.00 grant from N.E.K.L. plus a surplus from the Xerox fund earned during the past year but not budgeted in to the 1977 budget.

Odd Williams made a motion that the Board of directors authorize the director to make purchase of a used car to replace the vehicle loaned by N.E.K.L. This vehicle is to be used for book pick up and delivery, purchase of building supplies, out of town meetings, etc. The cost of the vehicle is not to exceed \$2500.00. The motion was seconded by Gerald Miner. The three members present voted in favor of the motion with a request that the director ask for written votes from the absent members to qualify for a quorum vote.

Bills in the amount of \$28,057.03 were approved by the three present members with telephone approval from Julie Stough.

Mr. Mayo announced a meeting of the City Commission with various boards of the city scheduled for January 5, 1977. The Library report is scheduled from 9:00 to 9:10 a.m. on the agenda. The Board suggested that Mr. Mayo report from the yearly statistics report with a comparison to the state average with regard to circulation figures.

The January meeting will be held January 18, 1977

Vote on the above motion to purchase a car for the Lawrence Public Library.

_____ yes.

_____ no.

Signed

REGULAR MEETING
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The January meeting will be held January 18, 1977

Vote on the above motion to purchase a car for the Lawrence Public Library.

X / _____ / _____
yes. / no.

Eleanor A. Lovblau
Signed

MRS. CHARLES D. STOUGH
2202 MASSACHUSETTS STREET
LAWRENCE, KANSAS 66044

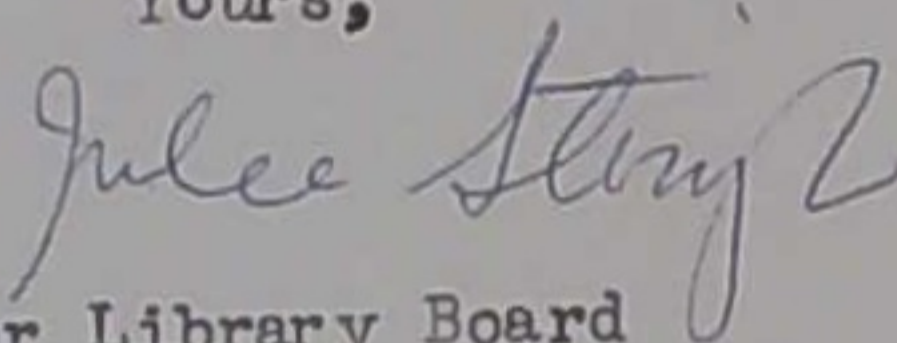
December 22, 1976

Dear Wayne...

This is to record my affirmative vote on the new-used car contemplated by the Library Board, a replacement for one recently wrecked. The sum of \$2500 was mentioned, the cost not to be more than that.

Sorry not to have been at the meeting.

Yours,

A handwritten signature in cursive script that reads "Julie Stough". The signature is written in dark ink and is positioned above the typed name.

Member Library Board

FINANCIAL STATEMENT
December 31, 1976

January 1, 1976 - Balance on hand		\$26,955.49
November 30, 1976 Balance on hand	\$63,024.27	

RECEIPTS:

Tax Funds.....		\$249,854.00
Adult Books	703.57	3,010.23
Children's Books.....	46.21	702.69
Overdues.....	899.77	9,999.24
Photo Copies.....	790.45	10,665.72
Library Materials.....	37.48	373.54
Library Supplies.....	9.07	226.92
Utilities.....		135.62
Periodicals.....		3.00
Adult Gift Books.....	84.67	3,983.61
Children's Gift Books.....		20.64
Repairs and Equipment.....	45.01	1,265.91
Binding.....	8.00	22.37
N.E.K.L.....		34,004.00
Revenue Sharing Fund.....		15,000.00
State Aid Fund.....		16,486.47
Grovenor Fund.....		310.00
Perkins Fund.....		67.50
Edwards Fund.....	30.00	60.00
Welch Fund.....	30.00	60.00
Moore Fund.....	32.50	65.00
Interest	1,020.15	4,564.43
Travel and Bookmobile.....	745.00	1,045.00

<u>TOTAL RECEIPTS</u>	<u>\$4,481.88</u>	<u>\$351,925.89</u>
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<u>BALANCE AFTER RECEIPTS AND BEFORE EXPENDITURES</u>	<u>\$67,506.15</u>	<u>\$378,881.38</u>
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EXPENDITURES:

Net Salaries.....	\$11,366.67	\$133,203.53
Net Custodian Salaries.....	471.27	8,592.55
Blue Cross-Employees.....	111.03	1,443.39
Blue Cross-Employers.....	348.99	3,531.71
Federal Income Tax Withheld.	1,758.00	21,798.80
Adult Books.....	4,096.85	17,978.66
Children's Books.....	1,721.39	15,122.60
Library Materials.....	96.18	1,853.71
Library Supplies.....	54.53	7,138.94
Postage.....	.40	3,420.71
Insurance.....		2,271.00
Contingency.....		2,118.20
Repairs and Equipment.....	.10	5,873.60
Building Supplies.....	83.88	3,102.46
Photo Copies.....	938.45	7,046.78
Travel and Bookmobile.....	2,498.78	3,964.01
Utilities.....	3,068.98	28,726.74
Periodicals.....		6,731.00
State Aid Fund.....	38.58	16,486.47
Kansas Income Tax.....	754.08	3,080.20
Kpers....Employees.....	970.53	4,284.27
Kpers....Employers.....	1,771.74	7,819.26
Social Security-Employees...	2,316.35	10,391.30
Social Security-Employers..	2,316.45	10,391.13
Revenue Sharing.....		15,000.00
Adult Gift Books.....		3,616.94
Binding.....	780.04	1,656.68
Grovenor Funds.....		
	<hr/>	<hr/>
<u>TOTAL EXPENDITURES:</u>	\$35,563.27	\$346,938.50
 <u>BALANCE AFTER EXPENDITURES</u> <u>AND ACCORDING TO THE LEDGER</u>	 <u>\$31,942.88</u>	 <u>\$31,942.88</u>

CHECK RECORD

December 31, 1976

<u>CHECK NUMBER</u>	<u>PAYEE</u>	<u>ACCOUNT</u>	<u>SALARY</u>
2337	Pattie Armbrister	Salary	\$397.03
2338	Elizabeth Barlow	Salary	474.39
2339	Jane M. S. Betty	Salary	637.32
2340	Doris E. Brandt	Salary	435.00
2341	Betty Ann Bryson	Salary	355.94
2342	Gary Cooper	Custodian Salary	471.27
2343	JoAnn Hubbard	Salary	469.18
2344	Wayne Mayo	Salary	1,199.65
2345	Mary Murphy	Salary	843.67
2346	Helen Osma	Salary	949.71
2347	Void		
2348	Bonnie Powers	Salary	356.46
2349	Nelson Lance Reppert	Salary	395.66
2350	Rita M. Saile	Salary	373.52
2351	Gwen Wagner	Salary	179.19
2352	Janet Zdanowski	Salary	235.37
2353	Marilyn Zumwalt	Salary	340.94
2354	Mary Paretsky	Salary	596.29
2355	Janet S. Anderson	Salary-Part Time	183.20
2356	Howard P. Bauleke	Salary-Part Time	115.99
2357	Karen S. Blake	Salary-Part Time	189.60
2358	Joan Bussell	Salary-Part Time	249.54
2359	Jeff Dains	Salary-Part Time	175.51
2360	Bruce Flanders	Salary-Part Time	170.61
2361	Charlee E. Glinka	Salary-Part Time	119.31
2362	Pamela Green	Salary-Part Time	123.57
2363	Jolene Harrell	Salary-Part Time	168.37
2364	Alan Hicks	Salary-Part Time	175.41
2365	Maley Kay	Salary-Part Time	147.06
2366	Teddy Gaston Okitukunda	Salary-Part Time	157.61
2367	Valerie D. Peaslee	Salary-Part Time	124.98
2368	Jeanne C. Regnier	Salary-Part Time	175.02
2369	Darcy Schild	Salary-Part Time	161.94
2370	Nancy Shockley	Salary-Part Time	135.39
2371	Stacey Starks	Salary-Part Time	363.22
2372	Susan Sublett	Salary-Part Time	55.93
2373	Jennifer Vogel	Salary-Part Time	135.09
2374	Lawrence National Bank	Federal Income Tax W/held	1,758.00
2375	Blue Cross of Kansas	Hospitalization Insurance	460.02
2376	State Contribution Fund	Social Security	4,632.80
2377	KPers	Retirement system	2,742.27
2378	Department of Revenue	Kansas Income Tax	754.08
2379	Baker and Taylor Co.	Adult Books	2,853.30
2380	Baker and Taylor Co.	Adult Books	247.87
2381	Bound to Stay Bound Co.	Children's Books	1,700.99
2382	Western Publishing Co.	Children's Books	5.50
2382	John Botsford Book Co.	Children's - Adult Books	46.80
2384	Houghton Mifflin Co.	Adult Books	228.98
2385	G. K. Hall and Co.	Adult Books	10.36
2386	Harvard University Press	Adult Books	53.51

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2385	G. K. Hall and Co.	Adult Books	10.36
2386	Harvard University Press	Adult Books	53.51

Check Record - December, 1976 - Page 2

2387	The Institute for Research	Adult Books	\$ 10.02
2388	Little Brown and Co. Pub.	Adult Books	101.20
2389	McNaughton Book Service	Adult Books	418.63
2390	National Geographic Society	Adult Books	8.10
2391	Charles Scribners	Adult Books	121.18
2392	The American Companies	Binding	780.04
2393	Wichita Public Library	Library Materials	2.50
2394	The Town Crier	Library Materials	117.26
2395	Consumers Research	Library Supplies	7.00
2396	Crane and Co. Inc.	Library Supplies	38.12
2397	Strong's Office Systems	Library Supplies	8.91
2398	A. B. Coker Co. Inc.	Building Supplies	42.32
2399	Pur-O-Zone	Building Supplies	18.11
2400	Lawrence Linen Supply	Building Supplies	2.09
2401	Malott's True Value Hdw.	Building Supplies	9.08
2402	Skelly Oil Co.	Travel and Bookmobile	16.68
2403	Turner Chevrolet	Travel and Bookmobile	2,475.50
2404	Xerox Corporation	Photo Copies	938.45
2405	City of Lawrence-Water Dept.	Utilities	47.42
2406	K.P. & L.	Utilities	2,806.97
2407	Southwestern Bell	Utilities	118.29
2408	Western Union	Utilities	96.30
2409	Petty Cash	Miscellaneous	46.68

Total December Checks \$35,563.27

STATISTICS REPORT

To the Board of Directors: The Director's report for the month of December, 1976

<u>LIBRARY CIRCULATION:</u>	Adult Books	<u>16,890</u>	Children's Books	<u>7,902</u>	
1975 Total <u>25,163</u>	Total Books	<u>24,792</u>	Difference 1976	<u>371 less</u>	
	Adult Periodicals	<u>421</u>	Children's Periodicals	<u>19</u>	
	Adult Records	<u>1,261</u>	Children's Records	<u>316</u>	
Prints	<u>120</u>	Films	<u>80</u>	Reference Questions	<u>917</u>

<u>BOOKS</u>	<u>115,234</u>	Adult Fic.	Adult Non Fic.	Children's Fic.	Children's Non Fic.
Added	<u>1,037</u>	<u>111</u>	<u>526</u>	<u>183</u>	<u>217</u>
Withdrawn	<u>176</u>	<u>17</u>	<u>22</u>	<u>63</u>	<u>34</u>
Totals	<u>116,095</u>				

<u>REGISTRATIONS</u>	Adult	County	Children	Totals
Active	<u>21,463</u>	<u>3,319</u>	<u>5850</u>	<u>30,632</u>
Added	<u>509</u>	<u>79</u>	<u>26</u>	<u>614</u>
Withdrawn	<u>406</u>	<u>57</u>	<u>65</u>	<u>528</u>
Totals	<u>21,566</u>	<u>3,341</u>	<u>5811</u>	<u>30,718</u>

<u>MEETING ROOMS</u>	Scheduled	Attendance Expected
Auditorium	<u>9</u>	<u>327</u>
Gallery	<u>11</u>	<u>158</u>

<u>TOURS</u>		<u>STORY HOURS:</u>	<u>ATTENDANCE</u>
Children	<u>1</u>	<u>14</u>	<u>6</u>
Adults	<u>1</u>	<u>20</u>	<u>154</u>

MISCELLANEOUS

Books Sales	<u>\$1.75</u>
Coin Typewriters	<u>\$33.90</u>
Art Displays	<u>Watercolors - Stained Glass</u>

SPECIAL ACTIVITIES:

Children's Department gave two Christmas Parties with 68 Children attending.
 2 Performances of Magical World of Windriver Smith with 150-175 present.

ANNUAL STATISTICS

CIRCULATION:

	<u>1974</u>	<u>1975</u>	<u>1976</u>
Adult Books	220,462	244,625	240,003
Children's Books	<u>152,862</u>	<u>155,317</u>	<u>156,945</u>
<u>TOTAL</u>	373,324	399,942	396,948
Records	17,193	16,804	15,421
Periodicals	5,727	5,654	6,301
Films	1,624	1,865	1,505
Art Prints	<u>1,058</u>	<u>1,476</u>	<u>1,718</u>
<u>TOTALS</u>	398,926	425,741	421,893

BOOK STOCK

	<u>ADULT</u>	<u>CHILDREN</u>	<u>TOTAL</u>
Added	5,732	3,805	9,532
Withdrawn	<u>1,689</u>	<u>1,581</u>	<u>3,270</u>
Balance, December 31, 1976	78,176	37,919	116,095
<u>TOTAL NET GAIN</u>			6,267

REGISTRATION

	<u>ADULT</u>	<u>CHILDREN</u>	<u>COUNTY</u>
	21,566	5,811	3,341
<u>TOTAL NUMBER REGISTERED BORROWERS</u>			30,718

	<u>ADULT</u>	<u>CHILDREN</u>	<u>TOTAL</u>
<u>RECORD STOCK</u>	2,326	581	2,907
<u>FILMS</u>			220
<u>ART PRINTS</u>			191
<u>BOOKS MENDED</u>			3,900
<u>REFERENCE QUESTIONS</u>			15,058

FUNDS IN ACCOUNTS

December 31, 1976

MAINTENANCE ACCOUNT:

Encumbered Book Funds.....	\$12,275.91
1975 Interest (over \$2,000.).....	220.66
1976 Interest (budgeted for 1977).....	2,000.00
1975 KPERS carryover (budgeted for 1977).....	2,404.82
1975 Social Security carryover (budgeted-1977)	548.88
1975 Overdues carryover (budgeted-1977)	788.19
1976 Interest (to be budgeted for 1978)	2,564.43
1976 KPERS carryover (to be budgeted for 1978)	3,180.74
1976 Social security carryover (budgeted-1978)	2,608.87
1976 Overdues balance (to be budgeted in 1978)	846.88
Adult gift books	1,703.88
Children's gift books	853.31
Trust fund balance	<u>1,946.31</u>
Balance according to ledger.....	\$31,942.88

BUDGET SURVEY
December 31, 1976

<u>SALARIES</u>	<u>BUDGETED</u>	<u>RECEIVED</u>	<u>SPENT</u>	<u>BALANCE</u>
Full time Salaries	\$137,340.	\$	\$133,039.97	\$4,300.00
Part Time Salaries	38,160.		39,444.92	(1,284.92)
<u>TOTALS</u>	\$175,500.	\$	\$172,484.89	\$3,015.11
<u>LIBRARY MAINTENANCE</u>				
Books	\$ 43,200.	\$3,712.92	\$37,826.01	\$9,086.91*
Periodicals	6,000.	3.00	6,731.00	(728.00)
Library Materials	2,900.	373.54	1,853.71	1,419.83
Binding	2,200	22.37	1,656.68	565.69
Library Supplies	5,500.	226.92	7,138.94	(1,412.02)
Custodian Salaries	11,400.			1,088.22
<u>TOTAL</u>	\$71,200.	\$4,338.75	\$74,625.93	\$922.82
<u>BUILDING MAINTENANCE</u>				
Building Supplies	\$3,400.		\$3,102.46	\$297.54
Repairs and Equipment	6,000.	\$1,265.91	5,873.60	1,392.31
Utilities	25,500.	135.62	28,726.74	(3,091.12)
Insurance	1,500.		2,271.00	(771.00)
<u>TOTALS</u>	\$36,400.	\$1,401.53	\$39,974.10	(\$2,172.57)
<u>MISCELLANEOUS</u>				
Postage	\$2,600.		\$ 3,420.71	(\$820.71)
Contingency	1,800.		2,118.20	(318.20)
Travel and Bookmobile	1,500.	\$1,045.00	3,964.01	(1,419.01)
Hospitalization	3,500.		3,531.71	(31.71)
Photo Copies	(\$5,000.)	10,665.72	7,046.78	3,618.94
<u>TOTALS</u>	\$14,400. less \$5,000.	\$11,710.72	\$20,081.41	\$1,029.31
Social Security	\$13,000.		\$10,391.13	\$2,608.87
Kpers	\$11,000.		7,819.26	3,180.74
<u>TOTALS</u>	\$24,000.		\$18,210.39	\$5,789.61
<u>GRAND TOTAL</u>	\$321,500. less \$5,000.	\$17,451.00	\$325,376.72	\$8,584.28
REVENUE SHARING FUND		\$15,000.00	\$15,000.00	-0-
STATE AID FUND		\$16,486.47	\$16,486.47	-0-

*Encumbered book funds

- 1- Worked with the City and County to build and maintain a library for prisoners in the new Judicial Building. Betty Barlow, of our reference staff, has worked closely with this project for several years. In addition to supplying the jail with paperback books and periodicals, she fills specific book requests from the Library's regular collection.
- 2- For the Bi-Centennial, replicas of 12 historical American flags were flown, one each month. In addition, bookmarks detailing the history of the flags were distributed to library patrons.
- 3- Received 14,567 requests for books from 20 libraries in the Northeast Kansas area. Lawrence is the reference and interlibrary loan center for the Northeast Kansas Library System. In addition, the Library is a participant in the statewide interlibrary loan network.
- 4- A written personnel policy manual was completed.
- 5- Worked with Carnegie Association For the Lawrence Library (C.A.L.L.) in staging its 1976 annual used book sale. 2 sales were held, one for fiction in Spring and the regular sale in October. Over 12,000 books were sold and more than \$ 3,000 was raised. Proceeds go to help the Library for book and other purchases.
- 6- More than 30 artists displayed their works in the Library in 1976. The exhibits included oil paintings, pottery, jewelry, photography, weaving & prints. In addition to the above we had 2 combined exhibits- art from the Lawrence Schools and an exhibit of the International Student Fabric Competition.
- 7- 8,800 people met in scheduled meetings in the two meeting rooms. In addition, the Library sponsored film showings, a flower show was held, and the Auditorium was used for elections in August & November.
- 8- The Children's Department conducted 84 story hour sessions during the year with a total attendance of 1,806 pre-school children.
- 9- In addition to the above, the K.U. Continuing Education Department put on 5 sessions of a 19th Century-like variety show for children. The sessions included magic, story telling, puppetry, etc. An estimated 600 children attended this series. Beginning in December, a series of film programs for children was begun. Both of these programs were sponsored by C.A.L.L.
- 10- Over 5,000 books were delivered to the home bound during the year through our home delivery service. For the third year the Lawrence Kiwanis Club members have graciously donated scores of hours delivering these materials.

In all, the Library had a good year in 1976. Much thanks for any successes the Library had should go to the Library Board, a fine staff & the City Commission for all its help. Plus our thanks to the members of C.A.L.L. who have put in so many hours in helping the Library to better serve the people of Lawrence.

Lawrence Public Library

PHONE 843-3833

707 VERMONT / LAWRENCE, KANSAS 66044



WAYNE MAYO
Library Director

ANNUAL REPORT 1976

TO THE BOARD OF DIRECTORS:

A major concern to the Library in 1976 was the matter of increased costs in all areas, but especially for books and utilities. For several years book cost increases have averaged around 11% per year, and utility costs rose by 14% during 1976. In the two year period 1975-76 our utility costs increased by 50%. During that same period a conservation program resulted in a 20% cut in consumption of electricity.

Since recent revenues have risen slower than cost increases, we have been particularly concerned that funds for book purchases would be lowered to pay for cost increases in other areas. This was of great concern in figuring the 1977 budget. Although we have cut back in several areas (utilities, personnel, maintenance contracts), we were faced with still another drop in our book budget. From a high of \$ 70,000 for books in 1975, our published book budget for 1977 is \$ 35,000. Book costs during this same period will have risen by about 25%. Fortunately, the City Commission has allocated \$ 7,500 in Revenue Sharing funds to be used toward the purchase of books. We are hopeful of an additional \$ 7,500 to be allocated later in 1977. This should bring our budget up to around \$ 50,000. Approximately \$ 2,700 has been received from C.A.L.L. this year for additional book purchases.

In anticipation of future financial problems, the Library Board requested of the City Commission that it revise the charter ordinance to increase the maximum mill levy for the Library to 3 mills. This request was granted, and thus the Library will be eligible for an increase in funding beginning in 1978. This will be of great help in providing more books to the Library's 30,718 registered borrowers.

Total circulation of materials decreased slightly in 1976, to 421,893. This was a decrease of 3,848 items. During the same period our total number of registered library users increased by 861, to a new total of 30,718.

In other activities during 1976, the Library:

REGULAR MEETING
January 18, 1977

The Board of Directors met January 18, 1977 at 4:00 in the Conference Room for the regular monthly meeting.

Members present were: Chairman Kit Carlsen, Harriet Wilson, Eleanor Lockhart, Howard Wiseman, Odd Williams and Julie Stough. Observers present were: Mrs. Evelyn Hastings and Kathy Porter.

The Chairman opened the meeting with statistics looking back over the budget amounts for previous years 1970 through 1977. She made comparisons concerning book costs, utility increases, etc. for this period of time. A short outline of upcoming events for the next six months was given, these including the February annual meeting, April as the end of the appointed year, election of officers appointment of the budget committee for the 1978 year, the recognition dinner for the student observers of the various city organizations and boards.

Chairman Carlsen reported on the two meetings of the City Commission she and Mr. Mayo attended. The first one was a report of various city organizations for their annual reports. The Library reported the statistics of the services offered and the uses of the Public Meeting rooms. The second meeting was with regard to the application for the second half of the Revenue Sharing Funds to be issued and used in the 1977 year.

Mr. Mayo gave the December statistics noting that final figures for the year would be given at the annual meeting next month. The total circulation figures for 1977 indicate a drop of approximately 3,800 items for the previous year. The decrease is in the adult circulation department and this is the first time in 13 or 14 years an increase has not been shown in that department.

Mr. Mayo noted the cost of the utilities, primarily in the electricity cost. He reported that in 1976 20% less was used than in 1974. The cost in 1974 was \$16,000. with charges based on \$1.42 per kilowatt hour and in 1976 the cost was \$25,214 with charges based on \$2.66 per kilowatt hour.

The automobile purchased by Mr. Mayo for the Library is a 1976 Vega Stationwagon at a cost of \$2,470.00.

The light bulbs in the circulation department have been changed. Two of the part time college students changed about 1200 bulbs using a portable scaffold rented locally.

Mr. Mayo reported that approximately 240 hours work have been given by various persons. This time is a result of a program being worked out through the Lawrence Courts as an alternative to payment of court fines in lieu of suspending certain fines.

Chairman Carlsen called for review of the Policy statement on use of the meeting rooms of the Library with regard to partisan political exceptions. After discussion of this item, Odd Williams made a motion that the policy be amended to delete "partisan political" from the first sentence of the second paragraph, also the second and third sentences. Julie Stough seconded the motion and it carried. The second paragraph now reads: Meeting space is not available for religious or commercial purposes. Commercial is defined to include bazaar or special benefit sales.

New business included a request from Mr. Mayo for the purchase of a new commercial vacuum cleaner. He has priced a Pacer 15 from a local dealer and has been advised that the cost would be \$353.70. It was the opinion of the board that bids should be taken on this item. Odd Williams made a motion that the director be authorized to purchase a vacuum sweeper after receiving three bids. Howard Wiseman seconded the motion and it passed.

Mr. Mayo also told the board of the need for more filing cabinets in the reference department of the adult circulation area. A four drawer All-Steel unit, priced at \$194.00 each, is available from M & M Company. This unit would match the ones now in use. Four units are needed so this cost would be \$776.00. The board asked for bids on these items to be requested from two other sources and be presented at the next regular board meeting.

Roll call vote on the December bills totaling \$35,563.27 was taken and declared approved.

The next meeting was announced for February 15, 1977.

Meeting adjourned.

Mary K. Carlson
Chairman

Howard Wiseman
Secretary Treasurer

FINANCIAL STATEMENT
January 31, 1977

Beginning Balance: \$31,942.88

RECEIPTS:

Tax Funds.....	136,550.00
Adult Books.....	124.42
Children's Books.....	71.44
Overdues.....	955.30
Photo Copies.....	913.48
Library Materials.....	27.71
Library Supplies.....	1.65
Adult Gift Books.....	14.47
C.A.L.L.....	2,775.00
Repairs and Equipment.....	12.30

TOTAL RECEIPTS \$141,445.77

BALANCE AFTER RECEIPTS AND
BEFORE EXPENDITURES \$173,388.65

EXPENDITURES:

Net Salaries.....	11,512.95
Net Custodian Salaries.....	528.53
Federal Income Tax.....	1,913.37
Blue Cross-Employees.....	140.31
Blue Cross-Employers.....	319.71
Postage.....	576.25
Library Materials.....	304.34
Library Supplies.....	816.95
Periodicals.....	5,879.58
Adult Books.....	4,792.21
Children's Books.....	2,163.38
Adult Gift Books.....	352.57
C.A.L.L.....	489.89
Repairs and Equipment.....	826.47
Photo Copies.....	62.51
Building Supplies.....	160.35
Travel and Bookmobile.....	107.47
Utilities.....	3,983.44
Insurance.....	166.00
Contingency.....	27.85
Welch Fund.....	243.23

TOTAL EXPENDITURES \$35,367.36

BALANCE AFTER EXPENDITURES
AND AS PER LEDGER \$138,021.29

CHECK RECORD
January, 1977

<u>CHECK NUMBER</u>	<u>PAYEE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
2410	Pattie Lou Armbrister	Salary	\$411.83
2411	Elizabeth M. Barlow	Salary	488.60
2412	Jane M. S. Betty	Salary	667.74
2413	Doris E. Brandt	Salary	475.00
2414	Betty Bryson	Salary	394.89
2415	Gary W. Cooper	Salary	528.53
2416	Gwen Wagner	Salary	111.44
2417	JoAnn Hubbard	Salary	512.21
2418	Wayne Mayo	Salary	1,183.25
2419	Mary Murphy	Salary	900.00
2420	Helen P. Osma	Salary	947.00
2421	Mary E. Paretsky	Salary	632.10
2422	Bonnie Powers	Salary	385.07
2423	Lance Reppert	Salary	412.29
2424	Rita M. Saile	Salary	387.60
2425	Gwen Wagner	Salary	196.82
2426	Janet Zdanowski	Salary	249.50
2427	Marilyn Zumwalt	Salary	369.62
2428	Betty Barlow	Sunday Salary	20.34
2429	Mary D. Murphy	Sunday Salary	37.41
2430	Lance Reppert	Sunday Salary	32.03
2431	Rita Saile	Sunday Salary	14.04
2432	Marilyn Zumwalt	Sunday Salary	14.14
2433	Janet Anderson	Part Time Salary	147.63
2434	Howard P. Bauleke	Part Time Salary	90.10
2435	Karen Blake	Part Time Salary	137.51
2436	Jo Bussell	Part Time Salary	203.81
2437	Jeff Dains	Part Time Salary	75.79
2438	Bruce L. Flanders	Part Time Salary	265.35
2439	Charlee E. Glinka	Part Time Salary	126.09
2440	Pamela Green	Part Time Salary	73.15
2441	Jolene Harrell	Part Time Salary	141.09
2442	Alan Hicks	Part Time Salary	210.66
2443	Rosemary Maley Kay	Part Time Salary	98.39
2444	Teddy Gaston Okitukunda	Part Time Salary	265.89
2445	Valerie Dawn Peaslee	Part Time Salary	126.11
2446	Jeanne C. Regnier	Part Time Salary	116.93
2447	Void	Part Time Salary	104.53
2448	Darcy Schild	Part Time Salary	90.95
2449	Nancy Shockley	Part Time Salary	285.08
2450	Stacey Starks	Part Time Salary	26.93
2451	Susan Sublett	Part Time Salary	84.04
2452	Jennifer Lynn Vogel	Federal Inc. Tax Withheld	1,913.37
2453	Lawrence National Bank Dep.	Hospitalization	460.02
2454	Blue Cross of Kansas	Postage	500.00
2455	Postmaster, Lawrence Kansas	Postage	50.00
2456	Postmaster, Lawrence Kansas	Library Materials	7.10
2457	Consumer Information Center	Library Materials	10.05
2458	Superintendent of Documents	Periodicals	3,166.02
2459	Ebsco Subscription Services	Periodicals	196.60
2460	Prebound Periodicals, Inc.	Periodicals	218.36
2461	Commerce Clearing House, Inc.	Periodicals	130.00
2462	Micro Photo Division	Periodicals	383.80
2463	Ebsco Subscription Services	Periodicals	

2464	The Journal World	Periodicals	\$ 58.80
2465	Kansas City Star Distributor	Periodicals	62.00
2466	Moody's Investors Service, Inc.	Periodicals	595.00
2467	Standard & Poor's Corporation	Periodicals	1,060.00
2468	Eastin Phelan Distributing Corp.	Library Materials	162.67
2469	Hutchinson Library	Library Materials	3.95
2470	The Town Crier	Library Materials	23.47
2471	Vocational Biographies, Inc.	Library Materials	82.10
2472	Ben Franklin Stores	Library Supplies	3.11
2473	Bro-Dart	Library Supplies	15.65
2474	Consumer Reports	Library Supplies	8.00
2475	Crane and Co.	Library Supplies	41.05
2476	Eastman Kodak Co.	Library Supplies	277.60
2477	Gaylord Bros. Inc.	Library Supplies	41.00
2478	Kard Rubber Stamp Co.	Library Supplies	2.50
2479	Strong's Office Systems	Library Supplies	202.65
2480	House of Usher	Library Supplies	267.60
2481	Wint Painter School Supply	Library Supplies	115.20
2482	Baker and Taylor Co.	Children's - Adult Books	213.39
2483	Baker and Taylor Co.	Adult Books	1,059.51
2484	Bound to Stay Bound Books	Children's Books	1,870.29
2485	R. R. Bowker	Adult Books	25.70
2486	Coronado Press	Adult Books	7.90
2487	BroDart	Adult Books	409.81
2488	Doubleday and Co.	Adult Books-Children's Books	633.68
2489	Encyclopaedia Britannica	Adult Books	513.50
2490	Harper and Row	Adult Books	395.00
2491	Lantana Press	Adult Books	6.36
2492	Museum of Natural History	Adult Books	10.50
2493	Norman Lathrop Enterprises	Adult Books	5.35
2494	Peter Smith Publisher, Inc.	Adult Books	11.45
2495	Silver Burdett Co.	Adult Books	34.52
2496	Simon and Schuster, Inc.	Adult Books	192.13
2497	Stephen Greene Press	Adult Books	7.99
2498	Viking Penquin Inc.	Adult Books	770.00
2499	Time-Life Books	Adult Books	8.91
2500	H. W. Wilson Co.	Adult Books	708.50
2501	World Book Encyclopedia	Adult Books	7.95
2502	Baker and Taylor Co.	Adult Gift Books	352.57
2503	Baker and Taylor Co.	C.A.L.L. Gift Books	231.39
2504	Charles Scribner's Sons	Welch Fund-Adult Books	243.23
2505	Weston Woods	C.A.L.L. Children's Records	258.50
2506	A.B. Coker Co.	Building Supplies	96.06
2507	Malott's Hardware	Building Supplies	24.92
2508	Anderson Rentals	Repairs and Equipment	26.00
2509	Art and Sign Co.	Repairs and Equipment	45.00
2510	Dukane	Repairs and Equipment	20.76
2511	Kennedy Glass Co.	Repairs and Equipment	38.00
2512	IBM	Repairs and Equipment	163.50
2513	Pur-O-Zone	Repairs and Equipment	393.07
2514	Surplus Property Fund	Repairs and Equipment	80.00
2515	Amoco Oil Co.	Travel and Bookmobile	103.37
2516	Lawrence Chamber of Commerce	Contingency	17.50
2517	Leonard Bros. Trucking	Contingency	10.35
2518	City of Lawrence	Utilities	45.80
2519	K.P. and L.	Utilities	3,694.18
2520	Bell Telephone Co.	Utilities	105.91
2521	Western Union	Utilities	137.55
2522	Petty Cash	Miscellaneous	63.11
2523	Secretary of State	Adult Books	50.00
2524	Charlton, Holmes, Peck & Brown	Insurande	166.00
2525	American Auto Appraisal	Periodicals	9.00

TOTAL JANUARY, 1977 CHECKS \$35,367.36