

Regular Meeting for January, 1965 211

The regular meeting of the executive board of the Lawrence Free Public Library was held Wednesday, January 6, 1965 in the directors room of the library at 4 P.M.

Those present were John Peters, Charles Rankin, Max Stralcup, Berna Allen, Jean Ulmer, Paul Davis, James Owens mayor, Wayne Mayo, Head Librarian.

Miss Davenport and Miss McCausless, observers for the League of Women Voters were also present.

The meeting was called to order by Chas Rankin. Minutes of the December meeting were read by John Peters. Minutes approved.

Wayne Mayo made his financial report and also gave report regarding books and phonograph record circulation for December 1964.

Adult books	9,031	} Total 16,691
Juvenile books	7,660	
Periodicals	686	
Records	1,316	

Total Book Circulation of 16,691 is 1,199 more than December 1963.

He described the self-charge slip system of book borrowing. A lengthy discussion was held concerning procedure in new forms of book circulation. Mrs. Mayo also discussed the possibility of a system library bill in the State Legislature. Such a plan

would provide library service on a regional basis and should broaden the base of taxation for library support. Such a bill will probably come before the current session of the State Legislature.

The North Lawrence Book Station was discussed. Mayor Owens reported that Mr. Seigrist appeared before the City Commission in behalf of a Library Station at Lincoln School. No decision has been reached by the Commission.

Mr. Owens asked the opinion of the Library Board.

The reaction of the board was that there is a need in North Lawrence; that the library is not large enough to support a complete branch library; that the matter needs to be explored with the City Commission.

It was moved, seconded and passed that the Head Librarian select one member of the library board to serve as a member of A. S. A.

Bills for the month of December were considered and approved by a unanimous roll call vote.

The meeting was adjourned.

Paul Davis, Secretary Pro Tem.

Approved Feb. 3, 1965.

Lawrence Free Public Library

Lawrence, Kansas

Report To The Board Of Directors For 1964

To the Board of Directors:

Use of the public library continued to show an increase for 1964. It is difficult to record the number of people who used library materials solely within our walls, thus making no impression on our daily records. Nevertheless, many did just that. A more concrete, but nonetheless imperfect, measure of usage involves circulation of books and number of registered borrowers. Circulation measures books charged out. How many of these are actually read, we cannot know. Statistics of registered borrowers tell how many persons indicate their desire to use the library. How regularly they do so is another matter.

However imperfect these measurements may be, circulation and registration figures function to provide a barometer of activity of library use. As the accompanying charts indicate, both circulation and registration increased in 1964. 304,958 books circulated as compared to 281,156 in 1963. An increase of 23,802 or 8.5% over the previous year. Our registrations increased at a lesser pace than in 1963, but nevertheless showed a rise of 741 registered borrowers to bring the total to 14,541.

These figures indicate that the library does play a part in the life of the community. This is encouraging. But that this represents registration of only 36% of the estimated 40,000 people in Lawrence shows there is much to be done to make the library more important in the eyes of the majority of Lawrence residents. New ways of reaching the other 54% must be tried. Without question, the inadequacy of the present library building plays a part in this deficiency. The recently completed comprehensive city plan state the definite need for new facilities. This problem of inadequate space for service will become more acute each year. It should be a major consideration of the city, the Library Board and the Librarian. Only with strong primary support from the Library Board will this project receive community backing. Until such support is evident, the needs of the library will be noted, remarked upon, and shelved 'for future consideration'.

An impetus for support may come in the form of the 1964 Library Services Act, which will provide federal matching funds for library building in Kansas in the amount of approximately \$200,000 a year. Another area to consider in attempting to reach non-library users may be related to the current anti-poverty bill. Effects of this program on public libraries have yet to be seen, but current and pending federal legislation may have a long-range effect on public libraries in the U.S.

Other areas of library development within the state include the recently completed survey of public libraries in Kansas. This survey will help to illustrate the needs of libraries in Kansas and form an authoritative guide for new library legislation. In conjunction with the survey, a library systems law is now being proposed. Similar to legislation in effect in several other states, this bill would provide the legal base for wider units of library cooperation and the means to finance them. A broader power of contractual arrangement between libraries would be permitted than is now the case.

Turning to the actual operations of the Lawrence Public Library in 1964, two areas should be specifically mentioned: operations and changes in the library and plans for changes to be made in 1965.

In the area of library operations, the major personal change during the year was the resignation of Emily Hartman, head of Adult Services and the hiring, in September of Mrs. Howard Taylor as acting head of that department.

The major change within the library took place on the balcony where the existing stacks were re-arranged to permit introduction of three new services: (1) a self-operated photocopy machine (2) a phonograph with headphones for private listening. (3) a microfilm reader for use with the Lawrence Journal-World, which is available on microfilm starting in 1963. All of these services have been steadily used since their introduction in the late summer of 1964.

A book sale was held in the fall and the proceeds, amounting to more than \$180.00 went for the purchase of new adult books. Perhaps the major expansion in the Adult Department concerned the building up of the pamphlet files. Several thousand pamphlets, from government and other sources, were bought and indexed. They are now located in four vertical files consisting of 5 drawers each. Designed for public and reference use, a pamphlet file is a major asset to a public library. It supplements the regular collection and pinpoints information on various topics, some of which are difficult to find in book form. The file will continue to expand in the coming months and we expect its use to grow in the years ahead.

Activity in the Children's Department continues to increase. This year the Summer Reading Program enrolled 2,115 children. Of these, 1,692 completed the reading requirements and received certificate awards in their school during Book Week in November. One problem occurred in the summer with the breakdown of the bookmobile. Due to its age and condition, the bookmobile was sold to a local auto wrecking company. Considerations are now under way for purchase of a smaller vehicle which would be suitable for the playground stops in the summer as well as other extensions of service. As a result of increased use of the Children's Department in recent years it was decided to extend evening hours to include Tuesday nights as well as Thursday.

Two other programs remained in the planning stage during 1964 and are expected to be put into operation in 1965.

The first involves installation of a new circulation system in the Adult Department. The circulation of books has risen to the point where more efficient loan procedures can be effected. After much study, it was decided to change over to what is referred to as a self-charge transaction system. This is expected to take effect by April of 1965. This is considered to be one of the least expensive and most efficient systems a library of our size can install. When the new system is in effect, it will free a staff member for at least 10 hours a week for work directly with the patrons.

As a result of this change and other lessening of the time involved on routine duties, plans are being made to begin a part-time reference and readers advisor service in early summer. It is expected that we will shift the present fiction stacks to the East reading room and make the present stack area a reference room. The idea behind this move is to have seating and reference material close to the

circulation desk area for better supervision and use of reference materials. In addition, we plan to set up a reference desk in the area, to be manned, on a part-time basis, by trained staff members. By separating the circulation routines and the reference work, we hope to increase the quality of service. The new circulation system mentioned should cut down on enough routine duties to warrant experimenting in this direction.

In retrospect, the library has had a good year. More people have used our facilities and these facilities have been used more frequently than ever before. Most of the reasons for this increase can be traced to the library staff. Several people should be mentioned specifically. Mrs. Osma, Assistant Librarian, both for her work in handling the processing of the thousands of items received each year as well as her fine sense of book selection which is invaluable in attracting patrons to the library.

Miss Koehler, Children's Librarian, has consistently provided high quality of reading in her department. She and her staff have provided reading guidance to thousands of children in the past year alone.

Mrs. Taylor, Head of Adult Services, has been with the library since fall of 1964. In this time she has done an excellent job of building up the pamphlet files for current and future reference work.

In addition to these should be mentioned Mrs. Weeks, our bookkeeper, who has handled the finances as well as numerous other tasks asked of her. James Anthony, our custodian, has worked conscientiously to keep the building in a state of repair. To these and other staff members, including our high school pages, goes appreciation for making the library a place of importance in the community.

Wayne Mayo
Librarian

CIRCULATION...1951-1963

	<u>BOOKS</u>	<u>RECORDS</u>	<u>PERIODICALS</u>	<u>TOTAL UNITS</u>	<u>REGISTERED BORROWERS</u>
1951:	109,296	109,296	4,983
1952:	105,842	105,842	5,682
1953:	113,447	113,447	6,093
1954:	126,367	3,364	130,731	6,612
1955:	141,329	4,294	145,623	6,872
1956:	160,126	7,115	3,400	170,641	7,689
1957:	184,025	9,411	4,566	198,002	8,281
1958:	206,566	10,341	6,244	223,151	9,702
1959:	221,613	7,769	5,474	234,856	9,732
1960:	230,167	9,651	7,001	246,819	10,937
1961:	255,047	12,288	6,838	274,173	11,431
1962:	260,207	12,781	6,328	279,316	12,164
1963:	281,156	14,434	9,400	304,990	13,781
1964:	304,958	18,001	8,637	331,596	14,541

1964

STATISTICS

CIRCULATION

	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
Books	138,869	166,089	304,958
Records	14,792	3,209	18,001
Periodicals	8,637		8,637

This is an increase in books of 23,802. Periodical circulation decreased by 763, and records increased by 3,567. Based on an estimated population of 40,000, the book circulation represents a per capita book use of 7.6, an increase of .2 over 1963.

*over 300 = 5.00
over 4.05*

REGISTRATION

	<u>Adult</u>	<u>Juvenile</u>	<u>County</u>	<u>Total</u>
1963	9,211	4,363	207	13,781
1964	9,641	4,782	118	14,541

This represents an increase of 741 over 1963. County registration is down only by virtue of correcting mistakes in previous tallies.

BOOK STOCK

	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
Added 1964	2,345	1,696	4,041
Withdrawn	2,682	980	3,662
On hand Dec. 31, 1964	36,078	19,564	55,642

Book stock increased by a total of 382 books during the year. More books were withdrawn in the adult collection due to careful weeding of several hundred obsolete fiction books.

RECORD STOCK

	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
As of Dec. 31, 1964	1,073	323	1,396

Over 100 adult records were discarded in 1964 and a like number were ordered for replacements late in the year. This collection of 1,396 should increase by approximately 250 records during 1965.

BUDGET SURVEY FOR 1964

	Budgeted 1964 plus added receipts	Total Expenditures for 1964
Salaries:		
Full time.....	\$39,580.00	\$40,239.61
Part time.....	8,617.00	8,562.55
Total Salaries for 1964.....	\$48,197.00	\$48,802.16
Library Maintenance:		
Books.....	\$14,500.00	
Refunds & special orders.....	734.40	\$14,288.74*
Special funds.....	223.35	
Magazines.....	750.00	822.86
Records.....	500.00	
Refunds & special orders.....	56.73	577.43
Binding.....	1,000.00	1,001.51
Supplies.....	2,500.00	
Refunds.....	68.86	2,207.84
Custodian.....	2,580.00	2,600.01
Total Library Maintenance for 1964.....	\$22,913.34	\$21,498.39
Building Maintenance:		
Supplies.....	\$ 1,000.00	
Refunds.....	11.25	\$ 1,018.56
Repairs & equipment.....	2,550.00	3,101.14
Utilities.....	2,000.00	1,825.80
Insurance.....	1,123.00	
Refunds.....	6.00	1,142.14
Total Building Maintenance for 1964.....	\$ 6,690.25	\$ 7,087.64
Social Security.....	\$ 1,680.00	\$ 1,710.27
KPER.....	2,000.00	1,184.28
Contingency.....	300.00	
Refunds (incl. receipts from Thelma F.)	410.47	739.29
Bookmobile.....	300.00	
Refund - Board of Education.....	200.00	547.01
Traveling expenses (Governor Fund).....	150.00	370.67
Total.....	\$ 5,040.47	\$ 4,551.52
Grand Total for 1964.....	\$82,841.06	\$81,939.71
* Outstanding invoices (Ad. & Juv. bks.)		1,086.08
Total expenditures for 1964		\$83,025.79
Source of Income:		
Tax revenue for 1964.....	\$74,280.00	
Balance in Desk Collections & other funds ('63).....	5,895.41	
Revenue from misc. in maintenance in '64.....	1,487.71	
Revenue from fines and county cards in '64.....	6,006.11	
Revenue - Int. on Special Funds & Gifts.....	373.35	
Total source of Income.....	\$88,042.58	

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

I have the honor to report the following receipts and disbursements for the year ending December 31, 1964.

	<u>Balance</u>	<u>Receipts</u>	<u>Warrants</u>	<u>Balance</u>
Maintenance Fund	- - - -	\$75,746.71	\$75,767.71*	- - - -
Desk Collections	\$5,371.88	6,006.11	6,746.99	\$4,631.00
L. H. Perkins Memorial Fund	- - - -	30.00	- - - -	30.00
Virginia A. Edwards Memorial Fund	40.00	40.00	- - - -	80.00
Children's Memorial Fund	291.89	150.00	370.67	71.22
May Moore Memorial Fund	128.50	65.00	99.00	128.50
John W. Smith Memorial Fund	- - - -	40.00	- - - -	40.00
Book Sale Fund	26.89	47.35	41.42	32.82
Unexpended Balance	3.25	1.00	- - - -	3.25
Total Funds	\$5,995.41	\$82,147.17	\$83,025.79	\$5,016.79

* \$2,279.08 of this amount still outstanding.

All of which is being submitted.

Mrs. A. B. Ewing
Treasurer

Annual Meeting of the Executive Board
of
THE LAWRENCE FREE PUBLIC LIBRARY
February 3, 1965

The Annual Meeting of the Executive Board of The Lawrence Free Public Library was held on Wednesday, February 3, 1965 at the Library immediately following the regular February meeting. The following members were present: Charles Rankin, Chairman; John Peters, Vice-Chairman; Max Stalcup. Paul Davis, Jean Ulmer, Verna Allen, and Sally Ewing.

The minutes of the last Annual Meeting were read and approved.

Mr. Mayo, Head Librarian, gave an excellent comprehensive report of the many accomplishments of the past year. Each member of the Board was given a copy of his report.

Max Stalcup made a motion, seconded by Jean Ulmer, and unanimously carried, that the report be accepted and filed, and that Mr. Mayo be highly commended for the many accomplishments under his guidance during the year.

Paul Davis made a motion, seconded by Max Stalcup, that the present officers of the Board be re-elected for the year 1965. The following officers were elected unanimously:

Charles Rankin, Chairman
John Peters, Vice-Chairman
Sally Ewing, Secretary & Treasurer

Max Stalcup made a motion, seconded by John Peters, that Mr. Mayo be employed as Head Librarian for the year 1965. Motion unanimously carried.

On motion meeting adjourned.

Respectfully submitted,

Sally Ewing
Sally Ewing,
Secretary

Approved ^{2/9/66}
V.A.

The Members of The Library Board,
Lawrence, Kansas.

Mrs. A. B. Ewing
703 North Third
Lawrence, Kansas

At Home
Wednesday

To the members of The Library Board
Dear Friends -

Mr Ewing and I both sincerely
thank you for the many courtesies
extended to us at the beautiful dinner
party at The Faculty Club last Wed-
nesday evening.

It truly was a surprise to me
and it was so lovely in every
detail — the place cards, the flowers,
the delicious food, the unusual gifts
and the wonderful friends!

It was so very kind of you
to include those former board

2.

members - That really touched me!
also we did appreciate so much
the wives and husbands along with
all the rest of you members taking
the time in your very busy lives to
be with us. As Senior Citizens we both
know that the sensitivity of appreciation
reaches a high level as one grows
older.

The gold Life Membership Cards are
so lovely. Each of us carries his in
his bill-fold.

The years on the board have slipped
by so fast. I'm sure it was because
the association of the group was

3.

so congenial, so pleasant and our
interest in the work so sincere.

Thank you for the many beautiful
expressions of your friendship —
all of which we shall long treasure.

Sincerely

Sally and A. B. Ewing.

The executive board of The Lawrence Free Public Library held its regular meeting Wednesday, February 3, 1965 in the directors room of the library.

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

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

Minutes of the last meeting were read and approved.

Mr. Mayo, Head Librarian, gave his financial report.

Balance on books Feb. 4, '65	
Maintenance	\$ 51,435.48
Desk Collections	5,235.30
Other Funds	385.79
Total	\$ 57,056.57

He also reported

adult circulation for this month	12,325
Juvenile	10,482
Total	22,807

Periodicals 686

Records	}	Adults	1203
		Juvenile	312

The total book collection now is 55,788 volumes.

Total registrations is 14,632
 County registration is 135

Mr. Mayo also reported that

notice of overdue fines of \$1.50 or more were sent out.

Total fines due amounted to \$1200⁰⁰
To date \$215⁰⁰ in fines have been received.

On the library's bank deposits, the bank has pledged security of ten thousand dollars over and above the security offered by the federal government.

A lengthy discussion on a possible change in the circulation system followed, but no decision was made on the matter.

Mr. Mayo announced that Chairman Charles Rankin will serve as board member to A. S. A. this year.

The resignation of a staff member, Mrs. Alyce Standing, effective March 1, 1965 was read by the board.

Bills totaling \$7,527.20 were unanimously allowed by roll call.

meeting adjourned,
Respectfully submitted,

Sally Ewing, Secretary.

Approved March 3, 1965

Regular Meeting for March, 1965 219

The executive board of The Lawrence Free Public Library held its regular meeting Wednesday March 3, 1965 in the directors' room of the library at 4 P.M. Those in attendance were; Charles Rankin chairman, John Peters vice-chairman, Max Stalcup, Paul Davis, Jean Uemer and Sally Ewing.

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

Minutes of the last meeting were read and approved.

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

Balance Feb 1, 1965 \$	
Maintenance	51,435.48
Desk Collections	5,235.30
Other Funds	385.79
Total	<u>\$57,056.57</u>
Receipts for February	522.88
Total	<u>\$57,579.45</u>
Disbursement (Feb. bills)	6,179.96
Balance March 1, 1965 \$	<u>51,399.49</u>

Some loss in circulation this month in children's department.

Total registration to date 14,640
County cards 124

Mr. Mayo also reported that the new work space upstairs is receiving much favorable comment,

at the Public Library meeting held in Chanute April 9th and 10th. Mr. Mayo is chairman of reception. Mr. Mayo hoped a number from the

Lawrence Board would find it possible to attend.

Mr. Mayo announced that in connection with the regular Story Telling Hour for Pre School Children on Friday, March 18th, Mr. Clark of Ipeka is bringing a 200 pound turtle - loaned by the Ipeka Zoo.

Considerable Discussion took place as to the possibilities of Federal money used for non profit organizations in the Part Time work and Training Program.
no action taken.

Under old business, it was reported that a truck was available at a cost of \$1,000⁰⁰ in Kansas City which could be used as a book mobile for the Summer Reading Program.

Max Stalcup made a motion, seconded by Jean Ulmer, that the librarian be instructed to purchase the truck and have it fitted with the necessary shelves needed for a Bookmobile. Motion carried.

Bills for the month, totaling \$6,179.96 were unanimously allowed by roll call.

meeting adjourned.

Respectfully submitted
Sally Ewing, Secretary.

approved April 7, '65

The executive board of The Lawrence Public Library held its regular meeting Wednesday, April 7, 1965 in the directors' room of the library at 4 P.M.

Those in attendance were Charles Rankin, Chairman, John Peters, Vice-Chairman, Max Stalsup, Paul Davis, Jean Helmer, Vera Allen and Sally Ewing.

Miss Cora Dauengott was an observer for The League of Women Voters.

Minutes of the last meeting were read and approved.

Mr. Mayo, Head Librarian, having gone to Chamute in preparation for the state meeting there, Mrs. Osma, Assistant Librarian and Head of the Technical Services Department met with the board.

She gave the financial report:

Balance { ^{maintenance} March 1, 1965	# 45,291.70
Desk Collections	5,692.00
Other Funds	415.79
Total	# 51,399.49

Funds available (balance plus receipts for the month) ————— # 52,280.63

Disbursements - March bills # 12,641.67

Balance March 31, 1965 # 39,638.96

Mrs. Osma also reported that in March the adult department had the largest circulation it has ever had in the history of the library.

Total books in the library now 56,319

Total registration 14,724.

She also reported that the Bookmobile was purchased at a cost of \$1,110.⁰⁰. It has been painted both inside and out. Only the shelving remains to be done to have it ready for use.

a change has been made in checking out books at the library. new fiction is checked out for two weeks now with no renewals.

Material that formerly was checked out for two weeks is now checked out for three weeks — with no renewals.

Mrs. Osma reported that the library staff is having some student behavior problems in the evenings and on Saturdays.

Charles Rankin stated that he would not be able to attend the library meeting in Chanute.

Max Stalcup made a motion, seconded by John Peters, that Paul Davis represent our board at the meeting and that he be reimbursed for any expenses incurred in the trip. Motion carried.

The budget committee consisting of John Peters, chairman, Jean Ulmer, Max Stalcup and Paul Davis announced that they are meeting soon to work on the new budget for 1966.

This being Sally Ewing's last meeting to serve with the board, inasmuch as her term expires May first, 1965, Paul Davis made this motion.

"The board hereby records its enthusiastic gratitude to Mrs. A. B. Ewing for her nine years of service on the Lawrence Library Board, a post she has filled with loyalty and effectiveness."

"During these years she has served as Secretary and Treasurer for seven years and in the grace with which she has done so, we commend her."

This was recorded by a number 8

members. Motion carried.

Bills for the month, totaling ^{\$}12,641.67
were unanimously allowed by roll-call.

Meeting adjourned.

Respectfully submitted,

Sally Ewing, Secretary, approved May 5, 1965.

Copied by Beulah Weeks, Library bookkeeper.

Regular Meeting for May, 1965

The May 5th meeting of the Lawrence Free Public Library Board was called to order by Mr. Peters in the absence of our Chairman, Judge Rankin. Members present were Mr. Peters, Mr. Stalcup, Mrs. Allen, Mrs. Crews, and Mrs. Ulmer. Mr. Peters appointed Mrs. Ulmer as Secretary-pro-tem and she read the minutes of the April Board meeting. These minutes were read and approved as corrected.

Mr. Mayo presented the Librarian's report as follows:

The financial report showed

Funds Available, April 1 of	\$ 40,311.53
Disbursements, April bills	<u>5,973.48</u>
Balance May 1, 1965	\$ 34,338.05
Receipts showed balance, April 1 of	\$ 39,638.96
Misc. in maintenance incl.	
Refunds from KLA for Supplies	56.54
Special orders, Lost Books and Records, Lib. Supp. & misc.	81.40
Juvenile Dist Fund	5.90
Fines & County Cards	<u>528.73</u>
Total →	\$ 40,311.53

He reported a circulation of 56,470 for the month. We began this month with 14,724 registered borrowers, added 320 and withdrew 275, leaving a total of 14,771 registered borrowers. Mr. Mayo reported that at the Chamite meeting for which he was chairman, 146 were in attendance including Mrs. Osmund and Mrs. Taylor besides himself from our staff. Paul Daves from the Board of Trustees, Miss Koehler attended the school meeting in Junction City. National Library Week was observed from April 25 to May 1 in our library according to Mr. Mayo. Both theaters and

our two radio stations cooperated along with the two newspapers. Mr. Mayo reported that the library is now in the second week of the new check-out system. It is too early to tell how it is going. He would like to try it for at least six months. Attached is a note to patrons about the new system. The bookmobile program is set to run from June 14 to July 31 and the shelving is to be in place by June 20. Charles Lynn will be the driver; he is a former employee. Under the Regional Library Cooperation and with money from the Federal Service Act we have been granted \$5,700 to purchase a Multilith machine to run off book lists etc. for smaller libraries; the State Library to furnish paper for the first year. Mr. Mayo also reported that the Library Systems Law was passed and will be put into operation next year. It is hoped eventually to be a local, state, and federal program.

Mrs. Allen was nominated for Secretary - Treasurer of the Board to fill the unexpired term of Mrs. Ewing as secretary. (Mrs. Ulmer was also nominated, but withdrew her name since she will find it necessary to be out of town for several months in the fall). The nominations ceased and Mrs. Allen was unanimously elected to this office. A letter was read from Mrs. Ewing expressing appreciation for the dinner and gifts presented to her and to Mr. Ewing by the Board. Mrs. Raymond Cows was welcomed as a new member of the Library Board.

All members present answered aye to the roll call on the bills. The meeting

adjourned.

Jean Ulmer

Secretary pro tem

minutes copied by Mrs. Weeks.

Librarian bookkeeper.

TO OUR PATRONS:

FOR OVER 20 YEARS THE LAWRENCE PUBLIC LIBRARY HAS CHECKED OUT BOOKS BY MEANS OF A BOOK CARD IN THE POCKET. IN JUST THE LAST 10 YEARS CIRCULATION OF ADULT BOOKS HAS GONE FROM 76,000 TO 138,000 ANNUALLY.

EACH INCREASE IN BOOK CIRCULATION MEANS MORE TIME SPENT BY THE STAFF IN HANDLING RETURNED BOOKS, RETRIEVING OVERDUE BOOKS, ETC. TO LESSEN THE CLERICAL WORK AND PROVIDE MORE STAFF TIME FOR WORK WITH PATRONS BASIC CHANGES IN OUR METHOD OF CHECKING BOOKS OUT WILL BEGIN FRIDAY, APRIL 23, IN THE ADULT DEPARTMENT.

BASICALLY, THE DIFFERENCE IS THAT YOU WILL FILL OUT A BOOK CHARGE SLIP RATHER THAN A CARD IN THE BOOK POCKET. PATRON'S NAME AND ADDRESS AS WELL AS AUTHOR AND TITLE WILL BE LISTED ON THE SLIP. UP TO 8 BOOKS CAN BE LISTED ON ONE SLIP. A DATE DUE CARD WILL BE PLACED IN THE POCKET AS IS NOW DONE.

MUCH OF THE CHANGE IN THIS SYSTEM WILL SHOW UP IN OUR BEHIND-THE-SCENE WORK. FOR THE PATRON THERE WILL BE 3 MAJOR CHANGES FROM THE CURRENT SYSTEM.

- 1- SELF-CHARGE SLIPS WILL BE FILLED OUT AS MENTIONED ABOVE.
- 2- ALL ITEMS EXCEPT NEW FICTION AND PERIODICALS WILL CIRCULATE FOR 3 WEEKS INSTEAD OF THE CURRENT 2 WEEKS. PERIODICALS AND NEW FICTION WILL CIRCULATE FOR 2, INSTEAD OF 1 WEEK.
- 3- NO BOOKS CAN BE RENEWED, EITHER BY TELEPHONE OR IN PERSON. SINCE THE LOAN PERIOD IS BEING INCREASED, NEED FOR RENEWALS SHOULD BE LESSENERED.

OTHER PROCEDURES WILL BE THE SAME- 4 CENTS CHARGE PER DAY FOR OVERDUE BOOKS WITH A MAXIMUM OF \$1.00 PER BOOK. THURSDAY WILL CONTINUE TO BE THE STANDARD DUE DATE (BUT BOOKS MAY BE RETURNED ON OTHER DAYS THAN THURSDAY.)

WE ESTIMATE THIS NEW PROCEDURE WILL SAVE 20 HOURS A WEEK OF A STAFF WORKER'S TIME. THIS TIME CAN BE USED TO PROVIDE BETTER ADVISORY AND REFERENCE SERVICE TO YOU. THE NEW SYSTEM IS USED IN NUMEROUS LIBRARIES IN THE COUNTRY AND WE THINK IT WILL MEAN BETTER SERVICE TO YOU IN THE FUTURE. STAFF MEMBERS WILL BE GLAD TO ANSWER ANY QUESTIONS YOU MIGHT HAVE.

The executive board of the Lawrence Free Public Library held its regular meeting, June 2, 1965 in the director's room of the library at 4 P.M.

Members present were Charles Rankin, Chairman, John Peters, Jean Ulmer, Barbara Crews, Paul Davis, May Stalcup, and Yerna Allen. Observer from the League of Women Voters was Miss Mc Carless.

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

Mr. Mayo, Head Librarian, gave his report as follows:

Financial Report for May, 1965

Bal. on the	Maintenance	Book Collections	Other Funds	Total
books May 1, 1965	\$27,088.65	\$6,910.77	\$338.63	\$34,338.05
Receipts for May				602.73
Total Funds Available				\$34,940.78
Disbursements - May bills				5,398.63
Balance on the books, June 1, 1965				\$29,542.15

Circulation Report for May, 1965

Total book circulation	Total unit circulation
21,415	23,045

1,334 more books and 790 more units were in circulation than in May, 1964.

<u>Book Stock Report</u>		<u>Registration Report - June 1, '65</u>	
Books, May 1	56,470	Adult	9,827
added	490	County	146
Withdrawn	764	Juvenile	4,960
Total - June 1 -	56,196	Total	14,933

Mr. Mayo concluded his report with the following statements:

"A fine-free period was held from May 28

to June 1 to check in books circulated under former checking system and to encourage return of long over-due books."

"The new circulation system seemed to be successful."

"The summer reading program started Friday, May 28, with 550 signed to participate."

"Bookmobile lettering has been completed on the outside; payes are to paint the inside."

Paul Davis made a motion that Mr. Mayo be sent to the American Library Convention in Detroit in July. Motion carried.

Mr. Mayo presented the budget survey of June 1, 1965 and explained that the \$69.42 on magazines was due to expense of microfilm of the Journal World and to increase in magazine subscriptions.

Mrs. Ulmer asked for a clarification of policy on books given to the library. Mr. Mayo stated that books were accepted on the same basis of merit as if being purchased by the library and that the library reserved the right to dispose of gift books if they were not of high merit or if they were duplicates.

The budget for 1966 as prepared by budget committee members Jean Ulmer, Paul Davis, Max Stalcup and John Peters was presented by chairman John Peters. Mr. Peters made a motion recommending the adoption of the budget; Max Stalcup seconded the motion and the motion passed.

Bills for May, 1965, totaling \$5,398.63 were unanimously allowed by roll call. Meeting adjourned. Respectfully submitted, Veena Allan
minutes copied by Mrs. Weeks. V.B. bkkpr.
Secretary

Approved
4/17/65

Special Meeting June 30, 1965

The Executive Board of the Lawrence Free Public Library held a special meeting Wednesday, June 30, 1965 at 3 P. M. to consider the expenditures of an increase in funds available for the 1966 library budget.

Members present were Charles Rankin, Chairman, Jean Ulmer, Paull Davis, Barbara Crews, Max Stalcup and Verna Allen.

Mr. Mayo explained the increased funds available to the library as follows:

Tax Revenue \$84,200 in place of \$80,800

Desk collections 6,000

Total Funds for

library budget \$90,200 in place of \$86,800

Since the 1966 budget was based on expenditures of \$86,485, approximately \$3,715 more will be available for incorporation in the 1966 budget.

Mr. Mayo made the following suggestions for use of the funds:

Photochargers for checking out books:

\$1,350 for photochargers

450 for microfilm

\$1,800 total cost.

Microfilms of some magazines:

Initial cost \$500 to \$600.

New charging desk for the children's room

Estimated cost \$350

\$200 to meet increase in Kansas retirement fund.

Increase in book fund

Increase in services of the bookmobile, such as to shut-ins.

and

Hiring of additional personnel

Jean Ulmer made a motion that the

SEE MEETING
SEPT. 1
REVISED
BUDGET
89,281

Additional money be distributed at the same ratio as the present budget (one-half for salaries, one-fourth for library maintenance, one-eighth for building maintenance and one-eighth for miscellaneous expenses), such distribution to be done at the discretion of the head librarian. Max Stalcup seconded the motion, and it passed.

Max Stalcup made a motion to reconsider hiring Mrs. Weeks full time at \$3,500. Paul Davis seconded the motion and it passed.

Jean Ulmer stated that she felt the purchase of microfilm of magazines should be delayed.

Paul Davis stated that he felt a large portion of the one-fourth allotted to library maintenance should be spent on books.

Paul Davis made a motion to approve the new ^{budget} figure of \$90,200. Barbara Crews seconded the motion, and the motion carried. Meeting adjourned.

Respectfully submitted,
Verna Allen, secretary
approved as corrected 7/7/65

Regular meeting of July, 1965

The executive board of the Lawrence Free Public Library held its regular meeting July 7, 1965 in the director's room of the library at 4 P.M.

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

League of Women Voters observers were Cora Davenport and Lulu McCles.

Mrs. Osma, Assistant Librarian, gave the librarian's report as follows:

Financial Report for June, 1965

	Maintenance	Desk Call.	Other Funds	Totals
Balance on the books June 1, 1965	\$21,750.02	\$1,378.50	\$413.63	\$29,542.15
Receipts for June, 1965				779.78
Total Funds available				\$30,321.93
Disbursements: June bills				8,750.42
Balance on books July 1, 1965				21,571.51

Circulation Report for June, 1965

Total book circulation: 39,721 Total unit circulation: 41,297

These figures represent 360 less books and 668 less total units than in June, 1964.

Book Stock Report

Books June 1, 1965	56,196
added	338
withdrawn	131
Total book stock	
July 1, 1965	56,403

Registration Report July 1, 1965

Adult	9,849
County	161
Juvenile	4,985
Total	14,995

Mrs. Osma concluded the librarian's report with four announcements:

The auditor's report was returned without adverse comments.

The 1966 budget as revised and adopted at the special June 30 board meeting was sent to the City Commission.

Three attorney warrants for overdue books have been issued.

Mrs. Robin Taylor would be in Texas until August 20, four weeks with salary and three weeks without salary, to recover from exhaustion and to write a thesis for completion of a library degree.

Jean Ulmer announced that, since her husband was taking a half-year sabbatical leave, she would be absent from board meeting for six months.

Bills for June, 1965, totalling \$8,750.42 were unanimously allowed by roll call.

Respectfully submitted

Verna M. Allen, Secretary

Approved: 9/1/65

Copied by Beulah Weeks, Library
bookkeeper.

Regular meeting of August 7, 1965-

233

The executive board of the Lawrence Free Public Library held its regular meeting August 4, 1965 in the director's room of the library at 4 P.M.

Members present Charles Rankin, chairman, John Peters, Vera Allen and Barbara Crews.

League of Women Voters observers were Cora Savenport and Lulu McCandless.

Mr. Mayo, Head Librarian, gave his report as follows:

Financial Report for July, 1965

Balance on books	Maintenance	Desk Call.	other Funds	Total
July 1, 1965	\$13,223.52	\$7,857.93	\$490.06	\$21,571.51
Receipts for July				<u>19,058.96</u>
Total Funds Available				\$40,630.47
Dishbursements: July bills				<u>5,925.56</u>
Balance on books, August 1, 1965				\$34,704.91

Circulation Report: for July, 1965

Total book circulation 36,473

Total unit circulation 38,230

These figures represent 1,831 less books and 2,136 less total units in circulation than in July, 1964.

Book Stock Report

Books July 1, 1965 56,403

Added 259

Withdrawn 94

Total stock August

1, 1965 56,568

Registration Report: August 1, 1965

Adult 9,892

County 153

Juveniles 4,967

Total 15,012

Mr. Mayo made the following statements:

The medicare bill will cost the library

approximately \$300.00 extra.

Children's library plans to adopt Sept. 3 the same checking system as the adult department in checking books for 3 weeks with no renewals.

Since library services systems are being set up over the state, it is possible that Jefferson and Douglas Counties could form a unit with the Lawrence library furnishing use of its bookmobile and its children's books. The cost of purchase of adult books, salary of bookmobile driver, cost of running the bookmobile, and the rental on children's books would be paid out of state library funds or funds from the library services act. An actual contract would be signed with the 4 or 5 participating libraries in Douglas and Jefferson counties.

Bills for July, 1965, totalling \$5,925.56 were allowed.

Meeting was adjourned.

Respectfully submitted,
Verna Allen, Secretary

Approved, 9/1/65

Copied by Mrs. Weeks, bookkeeper.

Regular Meeting for September, 1965

The executive board of the Lawrence Free Public Library held its regular meeting September 1, 1965, in the director's room of the library at 4 o'clock.

Members present: Charles Rankin, chairman, Barbara Crews, John Peters, Paul Davis, and Mrs. Vera Allen.

League of Women Voters' observers: Cora Davenport and Lulu McCles.

Minutes from the last two meetings were read and approved.

Mr. Mayo, Head Librarian, gave his report as follows:

Financial Report for August, 1965

Bal. on the books, Aug. 1.	Maintenance	Desk. All Funds	Other	Total
\$25,814.81	\$8,394.37	\$495.73		\$34,704.91
Receipts for Aug.				566.28
Total Funds Available				\$35,271.19
Disbursements: August bills				5,074.06
Balance on the books, Sept. 1, 1965				\$30,197.13

Circulation Report for August, 1965

Total book circulation . . . 25,008

This figure represents 2,453 less books in circulation than in August, 1964; the decrease is partly due to discontinuance of renewals.

Book Stock Report

Books August 1, 1965	56,568
added	173
withdrawn	183
Total Sept. 1, 1965	56,558

Registration Report, Sept. 1, 1965

15,012 withdrew 20 leaving 14,992

1,966 children participated in the 1965 summer reading program.

Two meetings are scheduled soon to plan for library systems:

1. In Salina on September 24 and 25th a group of Librarians, trustees, and other invited people will discuss the new systems services for Kansas. Three areas have been tentatively set up: Central Kansas, Northeast Kansas, and Southeast Kansas. House Bill 621 provides mechanism for setting up library systems and federal money has been made available.

2. In Oskaloosa on September 9th a group will explore the possibilities of setting up a small library system composed of Lawrence, Baldwin, Valley Falls, Oskaloosa, Nortonville, Meridian and possibly Effingham in Atchinson County. This library system might serve as a pilot project; the state library would furnish adult books.

Paul Davis made the motion that Wayne Mayo pursue the possibilities of library systems for Kansas. Barbara Crews seconded the motion, and it was passed.

Old Business

Wayne Mayo explained a plan for remodeling the east side of the adult library to increase professional services in the reference room. The plan called for moving the fiction stacks into the east reading room to enable a reference room to be made out of the present fiction area. This would place the reference room near the main desk where reference aid and supervision could be more easily administered.

The approximate costs would be:

fluorescent lighting for new
reference room \$643.53
removing of two partial partitions 344.00

Moving stacks \$168.00, for approximate total cost of around \$1200.00

1966 Budget - John Peters made a motion that the revised budget figure of \$89,281.00 be adopted. Motion carried.

Bills for August of \$5,974.06 were unanimously allowed by roll call.

Meeting was adjourned

Respectfully submitted
Verna Allen

Secretary - Treasurer

10/6/65

copied by Mrs. Weeks.

Special Meeting

The Executive Board of the Lawrence Public Library met on Friday, October 1, at 4 p.m. in the director's room of the library.

Members present: Charles Rankins, chairman, Barbara Crews, Paul Davis, Max Staley, and Verna Allen. Guests were Mr. Fox, State Librarian, and Mrs. Barker of the Oskaloosa library board.

Mr. Fox explained the 1965-66 Grant areas over Kansas, told what different areas were planning, and outlined the State Library's interest in the formation of a small library system in Douglas, Jefferson and Atkinson counties.

Mr. Mayo presented a plan for services by the Lawrence library to six small libraries - Baldwin, Valley Falls, Oskaloosa, Nortonville, Meridian, and Eppingham - and explained a proposed budget of \$3,051.00 to provide such services for a period from November 1, 1965 to June 30, 1966.

Meeting adjourned.

Respectfully submitted,
Verna Allen

Verna Allen, Secretary-Treasurer
copied by Mrs. Weeks.

Regular Meeting for October, 1965 239

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

Members present: Charles Rankin, John Peters, Barbara Crews, Paul Davis, Max Stalcup, Verna Allen.

Observers present: Lulu McCandless and Cora Sauenport.

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

Financial Report for September, 1965

Balance on the	Maintenance	Desk Coll.	Other Funds	Total.
books, Sept. 1, '65	\$20,832.08	\$8,854.32	\$510.73	\$30,197.13
Receipts for Sept.	50.89	359.85		410.64
Total Funds available				\$30,607.87
Disbursements, Sept. bills				9,259.74
Bal. on books, Oct. 1, '65				\$21,348.13

Circulation Report for Sept., '65

Total book circulation 19,814 Total unit circulation 21,383

These figures represent 1,024 less books and 1,498 less units than in September, 1964.

Book Stock Report.

Books, Sept. 1, 1965	56,558
added	330
withdrawn	169
Total Oct. 1, 1965	56,719

Registration Report, Oct. 1, 1965

Adult	9,857
County	163
Juvenile	4,920
Total	14,940

This represents a 390 increase in registration over last year.

Mr. Mayo stated that:

1. He and Barbara Crews represented the

Lawrence library at the Salina meeting on library services.

2. The results of the survey of public libraries of Kansas will be published soon.

3. Someone from the state library would make a survey of the Lawrence library without charge as a basis for future planning.

May Stalcup made a motion that Mr. Mayo be instructed to proceed with arrangements for the survey of the Lawrence Library. Barbara Crews seconded the motion. Motion passed.

Paul Davis made a motion that the Lawrence library provide services to six surrounding communities from November 1, 1965 to June 30, 1966 under a proposed budget of \$3,051.00. Motion was passed.

Bills for September amounting to \$9,259.74 were allowed by roll call.

New Business

In view of the need for a new library, the board abandoned plans for remodeling the adult section.

Mr. Mayo gave the following items and their approximate costs as immediate needs of the library:

desk for a reference librarian	\$200.00
charging desk arrangement for the children's library	458.00
new card catalogue unit	225.00
rejuvenating of 4 old card catalogues	160.00
approximate total cost	\$1,043.00

Paul Davis made the motion that appropriations for needed furniture and equipment be allowed subject to readjustment

after final bids were received. Motion was seconded and passed.

Paul Davis made a motion to give a \$150.00 raise currently to each of the four professional librarians. Barbara Crews seconded the motion. After board discussion of the motion, Max Stalcup made the motion that the motion be tabled. Motion was seconded and passed.

Meeting was adjourned.

Respectfully submitted
Verna Allen, Sec. - Treas.
approved 11/10/65
copied by Mrs. Weeks, 6/2/68.

Regular meeting for November, 1965

The executive board of the Lawrence Free Public Library held its regular meeting November 10, '65 in the directors room of the library at 4 P.M.

Members present: John Peters, Charles Rankin, Max Stalcup, Paul Davis, Vera Allen, League of Women Voters Observer: Cora Davenport.

Librarian's report was as follows.

Financial Report for October, 1965.

Bal. on books	Maintenance	Desk coll.	Other Funds	Total
Oct. 1, 1965	\$11,623.23	\$9,214.17	\$570.73	\$21,398.13
Receipts for Oct.				424.41
Total Funds Available				\$21,772.54
Disbursements, Oct. bills				5,844.85
Balance on books, Nov. 1, '65				\$15,927.69

Circulation Report for October, 1965

Total book circulation -- 19,805

This figure represents 2,924 books less than Oct., 1964, probably due to 3-week check out period with no renewals.

Book Stock Report.

Books, Oct. 1, '65	56,719
added	354
Withdrawn	209
Total Nov. 1, '65	56,864

Registrations Report 15,165

14,283 last year at this time shows an increase of 882.

Announcement by librarian.

1. Contract signed Oct. 4 and initial deliveries have begun to 6 participating towns.
2. Library will begin book service to shut-ins, with Mrs. Taylor handling the service.
3. Two new employees have been

added to children's department.

Bills were unanimously allowed by roll call.

Paul Davis made a motion that the board approve salary increases of \$200.00 each for Mrs. Osma and Miss Koehler and \$100.00 for Mrs. Taylor. Verna Allen seconded the motion, and it carried. This salary increase to begin as of December 1st.

Max Stulcup made a motion that Barbara Crews' expenses to the Salina library meeting be paid. Paul Davis seconded the motion, and it passed.

Meeting adjourned.

Respectfully submitted,
 Verna Allen, Sec. - Treas.
 approved as amended 12-8-65
 Copied by Mrs. Beulah Weeks -
 library bookkeeper.

The executive board of the Lawrence Free Public Library held its regular meeting, Dec. 8, in the director's room of the library at 4 P.M.

Members present: John Peters, Paul Davis, Barbara Crews, Charles Rankin.

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

Librarian's reports were as follows:

Financial Report for November, 1965

Balance on books	Maintenance	Desk Coll.	Other Funds	Total
Nov. 1, 1965	5,833.07	9,567.89	526.73	15,927.69
Receipts for Nov.				1,513.56
Total Funds Available				17,441.25
Disbursements for Nov. bills				6,158.92
Balance on books, Dec. 1, 1965				11,282.33

Circulation Report for Nov., 1965

Total book circulation	Total unit circulation
24,565	27,005

Book Stock Report

Books Nov. 1, 1965	56,864
Added	287
Withdrawn	145
Total Dec. 1, 1965	57,006

Registration Report, Dec. 1, 1965

Adult	10,006
County	154
Juvenile	4,946
Total	15,106

Mr. Mayo made the following announcements:

1. The library will start keeping records of its extension services which includes 1. books circulated on book truck, 2. books to shut-ins, and 3. books on school loans.

2. A grant area meeting will be held in Oskaloosa, primarily to decide what to do with remaining \$8,000.

3. Re: Tri-county set-up: signs are being made for various libraries for table talk displays.

4. Re: Tri-County bookmobile service: A problem arises in that people are used to reading fiction; therefore librarians withdraw non-fiction for fiction. Fiction must be exchanged for fiction; non-fiction, for non-fiction.

5. Reference service was started Monday, Dec 6. The hours will be 3:30-5:30 and 6:30--9:00 on week days and most of the day on Saturday. A set of figures will be announced in January indicating how many reference questions were answered.

6. An index table is needed to put at the reference desk for the Reader's Guide, index file, etc. The cost would be \$350.00 if purchased at a library supply house. A bid of \$238.00 has been received from the Douglas County Wood Products. Paul Davis made a motion that an index table be purchased. The motion was seconded by Barbara Crews, and it was passed.

The Board discussed plans for setting up a Friends of Library group.

Respectfully submitted,

Barbara Crews

Secretary - pro tem

approved 1/5/66 / copied by Mrs. W.