

Annual Report 1963

The Board of Directors has pleasure in presenting to you the Annual Report for the year 1963.

The year 1963 was a year of significant achievement for the Corporation. Our financial performance was excellent, and our operations were highly efficient.

Our primary objective was to increase our production and improve our quality control. We have achieved these goals through the implementation of new machinery and the hiring of additional staff.

The Corporation has also been successful in expanding its market share. We have entered into new contracts with several major clients, and our sales have increased significantly.

Our financial position is strong, and we are confident that we will continue to grow and prosper in the future.

We thank you for your continued support and confidence in the Corporation.

LAWRENCE FREE PUBLIC LIBRARY

Report To The Board Of Directors For 1963

To the Board of Directors:

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

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

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

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

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

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

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

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

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

Wayne Mayo, Librarian.

Circulation...1951-1963

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

BUDGET SURVEY FOR 1963

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

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

To the Honorable Board of Directors of the Lawrence Free Public Library  
 I have the honor to report the following receipts and disbursements for  
 the year ending December 31, 1963.

	<u>Balance</u>	<u>Receipts</u>	<u>Warrants</u>	<u>Balance</u>
Maintenance Fund	\$ 874.05	\$72,199.42	\$73,073.47*	- - - - -
Desk Collections <sup>1</sup>	1,987.25	6,095.28	2,710.65	\$5,371.88
L. H. Perkins Memorial Fund	76.80	30.00	106.80	- - - - -
Virginia S. Edwards Memorial Fund	38.50	40.00	38.50	40.00
Gurdon Grovenor <sup>1</sup> Memorial Fund	405.55	150.00	263.66	291.89
May Moore Memorial Fund	97.50	65.00	- - - - -	162.50
Jane Welch Memorial Fund	30.00	40.00	70.00	- - -
Adult Gift Fund	32.23	53.85	59.19	26.89
Children's Gift Fund	<u>108.50</u>	<u>42.25</u>	<u>148.50</u>	<u>2.25</u>
All Funds	\$3,650.38	\$78,715.80	\$76,470.77	\$5,895.41

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

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

All of which is respectfully submitted.

Mrs. A. B. Ewing  
 Treasurer