

### Report to the Board of Directors for 1965

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Lawrence Free Public Library

Lawrence, Kansas

Report To The Board Of Directors for 1965

To The Board of Directors:

One of the most potentially significant changes made by the Lawrence Public Library during 1965 was the start of a three county pilot project to provide books and professional consultant services to six public libraries in Douglas, Jefferson and Atchison Counties. Financing of the project was with federal funds administered by the State Library. A contract was entered into to provide these services from November, 1965 to June 30, 1966. The possible effects of this project may be the formation of a three or four county library system by 1967 or 1968. The library system law passed in Topeka in the spring of 1965 will make possible throughout the state numerous federations of libraries, each able to provide services to broad areas by means of taxes on areas not now taxed for library services, as well as anticipated state aid to libraries within systems.

The immediate benefits to Lawrence under such a system would come with Lawrence serving as a library center for a multi-county library area. Its book collections and its professional services would be increased considerably, and it would serve as a major information center for a broad area.

The most important changes within the library in 1965 were in the areas of service. A new circulation system was installed in the Adult Department in April, 1965. This was designed to make work operations more efficient in view of the large increase in book circulation over the past several years. As a result of the time saved from routine duties such as overdue procedures, more staff time was made available for primary services to patrons. The new or increased services include:

- 1 - Home delivery service to shut-ins. By the end of 1965 this direct book service to the aged or infirm was being brought to 24 persons in Lawrence. New patrons will be added as the service grows.
- 2 - By means of a teletype network spread throughout six main libraries in Kansas, we now have interlibrary loan access to over one million books. In the first month of its operation in 1965, Lawrence borrowed 121 books for loan to our patrons. In months since, we have borrowed an average of 100-120 books each month. Reserves are now being filled for patrons in a matter of days rather than weeks in most cases.
- 3 - The most important internal service added in 1965 was the establishment of a separate reference advisor desk. Although manned only on a part-time basis at present, signs are already evident of increased patron use of our reference and informational materials. This points up the importance of having a professional librarian available at a designated point to provide help for readers. It is hoped that by 1967 a full-time reference librarian may be added to the staff. In conjunction with the reference function, the pamphlet files were enlarged considerably during 1965. They now hold an estimated 6,000 pamphlets covering over 2,000 subjects. In addition, we added Facts On File to our collection in 1965. Facts On File is a highly rated weekly cumulative index to current events and will strengthen our reference service greatly.

As a result of circulation procedure changes in the library, the loan period was increased from two to three weeks in both Adult and Childrens Departments. In addition, telephone renewals were discontinued. These changes had a slight effect on book circulation for the year. Book circulation decreased by 3,614 from our 1964 figure of 304,958. The total book circulation for 1965 was 301,344, a decrease of slightly more than 1%. Much of this can be attributed to the loss of telephone renewals, which were previously counted as new loans. A slightly slower turnover of materials due to the longer checkout period may have also had some effect. Actual reader activity in the library increased as is evidenced by the rise in registered borrowers of 531, bringing the total of registered patrons to 15,072.

A major change in the city schools in the past year promises to have a bearing on the library's service to students. This is the program to strengthen school library facilities. In the past, Lawrence Public Library has provided limited service to the schools through direct classroom loans of books to teachers. As schools increase the numbers of books in their libraries, this service to teachers will naturally decrease. Since the number of school loans has figured at between 15,000-20,000 a year, the change may have noticeable immediate effects on circulation of children's books. In the long run, however, good school libraries will complement public library service to children, not replace it. Experience in other areas indicates that good school libraries staffed by experienced librarians, develop public library users among pupils at an early age, who continue to use public library facilities as they grow older.

A major purchase during 1965 was a used International Harvester Truck to replace the old bookmobile. This was fitted with shelves and used for the 1965 Summer Reading Program. In addition, it is currently being used to provide rotating book collections to the libraries being served by the pilot project mentioned earlier.

The Children's department again conducted a successful Summer Reading Program. A total of 1,998 children signed up for the program. Of these, 1,529 completed the required reading and became eligible for a reading certificate or reading seal. During the year, story hour for pre-schoolers continued to be popular with a total attendance of 952 children for the 23 Friday sessions held in 1965. A highlight was the visit of the 300 lb. turtle from the Topeka Zoo. Attendance reached 175 during the program.

Physical changes within the building were kept to a minimum during the year. Recognizing the need for additional physical facilities to properly serve a city of 40,000, the library board late in 1965 requested the State Library to conduct a survey of the needs of the library and to suggest solutions based on accepted standards of library service. This survey will be finished in early 1966. There is no question that more space is needed. The current 10,629 Sq. feet of available space is about half what is needed for the 1965 population of Lawrence. By 1985, population will have grown to the point that a library almost four times the present size will be needed to maintain adequate service. Matching funds for library construction are available to erect public library buildings. The Library Services Act of 1964 (subject to renewal in 1966) has already provided over 300,000 dollars toward the construction of new libraries in Kansas in the past two years. Of the major first class cities in Kansas: Wichita, Topeka, Kansas City, Salina, Hutchison have all either built new facilities or are currently building them. Surely Lawrence is not less progressive than they.

In summary, service at the library continued to increase in spite of a slight decrease in circulation. New registrations increased and important services were

expanded. With increased interest by the Board of Directors in the need for more adequate physical facilities, the prospect for better library service to Lawrence appears possible in the near future.

Wayne Mayo  
Head Librarian

1965

STATISTICS

CIRCULATION

	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
Books	139,086	162,258	301,344
Records	12,243	3,338	15,581
Periodicals & Pamphlets	8,938		8,938

The above circulation figures represent a total decrease in book circulation of 3,614. Record circulation decreased by 2,420 and circulation of periodicals increased by 346. Circulation of adult books showed a slight rise of 217 while circulation of children's books declined by 3,831 from 1964, leaving a net loss in circulation for both departments of 3,614.

REGISTRATION

	<u>Adult</u>	<u>Juvenile</u>	<u>County</u>	<u>Total</u>
1964	9,641	4,782	118	14,541
1965	9,967	4,956	149	15,072

Registration increased by a total of 531 for 1965. Of this, 174 additional registrations were in the Children's Dept. and 326 were increased adult registrations. 31 new county cards were issued for the year.

BOOK STOCK

	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
Added 1965	2,306	1,674	3,980
Withdrawn	1,485	908	2,393
On hand Dec. 31, 1965	36,899	20,330	57,229

Book stock increased by a total of 1,587 books during 1965. Of books added during the year, 146 were gift books to the Adult Dept. and 19 were gifts to the Children's Dept.

RECORD STOCK

	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
On hand as of Dec. 31, 1965	1,329	345	1,674

This represents a net increase of 278 records over 1964. This was the result of replacing over one hundred adult records which had been discarded late in 1964 due to wear and tear.

BUDGET SURVEY FOR 1965

	Budgeted 1965 plus <u>added receipts</u>	Total Expenditures <u>for 1965</u>
<b>SALARIES:</b>		
Full time .....	\$44,220.00	\$44,095.12
Part time .....	<u>6,200.00</u>	<u>7,514.25</u>
Total Salaries for 1965 .....	\$50,420.00	\$51,609.37
<b>LIBRARY MAINTENANCE:</b>		
Books .....	\$15,000.00	
Refunds and special orders.....	720.04	\$14,634.49*
Special Funds .....	228.16	none
Magazines .....	780.00	891.31
Records .....	700.00	
Refunds and special orders .....	75.52	760.70
Binding .....	850.00	815.59
Supplies .....	2,450.00	
Added receipts .....	29.15	2,380.11
Custodian .....	<u>2,700.00</u>	<u>2,720.00</u>
Total Library Maintenance for 1965...	\$23,532.87	\$22,202.20
<b>BUILDING MAINTENANCE:</b>		
Supplies .....	\$ 740.00	\$ 960.38
Repairs and Equipment .....	3,775.00	3,087.00
Utilities .....	1,950.00	2,007.67
Insurance .....	<u>1,265.00</u>	<u>1,371.91</u>
Total Building Maintenance for 1965..	\$ 7,730.00	\$ 7,426.96
SOCIAL SECURITY .....	\$ 1,600.00	\$ 1,778.62
KANSAS RETIREMENT (Employer's Contrib.)	1,500.00	1,214.69
CONTINGENCY .....	550.00	
Added receipts .....	148.36	1,164.31
BOOKMOBILE .....	300.00	
Added receipts .....	203.00	525.99
TRI-COUNTY LIBRARY EXTENSION PROJECT ..	1,017.00	210.92
TRAVELING EXPENSES - GROVENOR FUND ....	<u>150.00</u>	<u>89.72</u>
Total .....	\$ 5,468.36	\$ 4,984.25
OUTSTANDING INVOICES - Ad. & Juv. Bks..		<u>\$ 1,260.55*</u>
GRAND TOTAL FOR 1965 .....	\$87,151.23	\$87,483.33
<b>SOURCE OF INCOME:</b>		
Tax Revenue for 1965 .....	\$76,280.00	
Balance from Desk Collections & other funds-'64..	5,016.79	
Revenue from misc. in maintenance in 1965.....	1,176.07	
Tri-County Library Extension Project Fund - 1965.	1,017.00	
Revenue from fines and county cards in 1965 .....	5,757.96	
Revenue - Int. on Special Funds & Gifts - 1965 ..	<u>378.16</u>	
TOTAL SOURCE OF INCOME .....	\$89,625.98	