

Lawrence Free Public Library
Lawrence, Kansas

To the Board of Directors of the Lawrence Free Public Library:
Ladies and Gentlemen:

It is a pleasure to submit to you the forty-sixth annual report for the year ending December 31, 1950.

The library has been open for reading and for the circulation of books 303 days, eleven hours each day, closing on the usual legal holidays.

CIRCULATION

Adult fiction	47,099	
Adult non-fiction	20,086	67,185
Juvenile fiction	31,206	
Juvenile non-fiction	7,020	38,211
Total	105,411	

NON-FICTION BY CLASSES

General works	1,354	
Philosophy	718	
Religion	897	
Social sciences	2,860	
Philology	212	
Science	1,735	
Useful arts	3,695	
Fine arts	3,437	
Literature	4,093	
History	2,011	
Biography	4,151	
Travel	1,789	
Pamphlets	154	
Total	27,106	

REGISTRATIONS

	Active 12/31/49	Added 1950	Withdrawn 1950	Active 12/31/50
Three year period				
Adult	3,033	1,291	1,835	2,489
Juvenile	1,147	488	77	1,558
One year or less				
Student	1,026	965	1,026	965
County	141	81	103	119
Rural students	31	30	35	26
Total	5,378	2,855	3,076	5,157

BOOK STOCK

	Adult	Juvenile	Total
Dec. 31, 1949	31,517	8,305	39,822
Added 1950	1,302	688	1,990
Withdrawn 1950	1,038	514	1,552
Total Dec. 31, 1950	31,781	8,479	40,260
Gifts included above	168	111	179

PERIODICALS

Number of magazines currently received	138	
Number of newspapers currently received	9	
Total	147	

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A PROGRESS REPORT

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In the Lawrence Free Public Library, the greatest transformation has taken place in the children's room. Physically this has consisted of painting the walls and ceilings; rearranging the furniture; adding six book sections and removing obsolete furniture; painting thirty youth chairs bright colors; varnishing the old book shelves; repairing the floor; rearranging the books in the room; and installing two large bulletin boards, two steam unit heaters, and twenty-two fluorescent fixtures. More money was allotted for children's books and magazines, and a policy of purchasing larger numbers of pre-bound books was instituted for selections that receive the hardest wear. Story hours and class visits have been added to the group work performed by the children's department and these, with the P.T.A. Summer Reading Program, provide all year around activity for the young people of Lawrence.

On the main floor, all the book stock was rearranged and the reference collection consolidated in one room. Altogether, in both departments, about 40,000 volumes were shifted to bring about a more usable collection, available to all and more easily supervised from the charging desks. A modern magazine rack was installed in the reading-periodical room which replaced six out-moded racks and tables formerly used for the periodicals and which then permitted a better spacing of the reading tables. Fifty-three fluorescent fixtures were installed in reading rooms and over work areas, and the four public rest rooms also had new incandescent fixtures replace the old type hanging bulbs.

A combination display case and table was specifically designed for the right of the entrance area as were the bulletin board, panelling and stairway to the left of the entrance, to provide an attractive first-impression of the library.

Library cooperation with Lawrence Adult Education and University Extension groups resulted in a Great Books Program being held at the library that has completed its first year readings. This lively group plans to enlarge its membership and continue its discussions of the classics in 1951. The Lawrence Writers Workshop has used the Library Board of Directors' room for its monthly meetings for the past few years and has developed a very active program. Both groups are open to interested parties.

Some changes that have been made are not very noticeable to the public, but contribute much to the smooth running efficiency of the library. Registration procedures have been simplified with three year continuous registration periods in both departments, identification instead of property owners' signatures required for adult references, non-duplicating card numbering, and one annual expiration date for students' cards. Adult patrons are no longer limited as to the number of books they may take, while children may now borrow a maximum of four instead of two books at one time. Weekly displays of new books allowing patrons to keep up with current library purchases, and a book return slot cut in the front door for the convenience of those returning books after library hours have proven popular with the public.

Quantity buying has resulted in savings in magazine and library and building supply bills. Book discounts have been increased from an average of 30% to 33-1/3% and enables the library to purchase more books with the same amount of money. The methods of keeping records has been simplified by printed forms for circulation, registration, and accession records and for book and supply orders. The library's financial records have been reduced with a combination check-voucher that takes the place of the check, check stub and voucher records that formerly had to be preserved.

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Proper heating is necessary to the efficient operation of the library, so constant maintenance has been kept on the boiler and ventilating systems. New flues, a hold fire control, and a new worm gear were installed on the boiler; a new type air filter is at present being tried in the ventilating system, and the heating electrical system has had a check-up that showed the necessity of replacing a safety switch and of overhauling two electric motors. Two spaces have been provided for staff parking to the rear of the building and a few changes were made in the plantings around the library, the latest being a hard red maple tree donated by the Junior High School students in memory of Dr. F. L. Novotny former Superintendent of Schools. The building's exterior has been pointed up and the sidewalks repaired during the past year. Hand tools and a work bench in the boiler room have been provided for use in making most minor repairs.

Steps have also been taken for the welfare of the hard working library staff. Three salary increases have been made and all split work days have been eliminated. The work week was reduced to thirty-nine hours and an afternoon off was given the staff for the first time in the history of the library. The staff room has been doubled in size and new furnishings were provided for the librarians' comfort. The staff work areas have also been enlarged and equipped with adequate lighting.

The Library Board's policy of budgeting for building improvements has proven itself as shown above, and will become more important as the library physical plant grows older. Redecorating of the adult department is planned for 1951. Projects that might be considered for other years are the painting of the exterior trim and metal, asphalt tile flooring for the board room and basement hallway, air conditioning system in space already provided for it in the ventilating system, new chairs for the reading rooms, extension of current magazine display facilities in the adult department, and, as book stock increases, upper level book stacks.

Continuous changes to improve facilities and services make the library a living part of its community. As progress in every field should be reflected in book stock, so should technological advances in the means of communication become a part of the library's services. The Library Board should seriously consider adding records, films, film strips, radio, and even television to the library as well as extending special services to organized groups such as business men, discussion and study clubs, hobby groups, and service organizations. At the same time current services should be continually evaluated in the light of present day needs.

Here in Lawrence, the limiting factor to library service has been that the financial support made available each year has not been enough to meet the American Library Association minimum standard of \$1.50 support for each person living in the area served. This is the result of an out-moded state law that limits the amount that can be levied for library purposes to one mill of the assessed valuation of the city. A bill before the present legislature may increase this levy, as recommended by a state-financed library survey, but if that fails to pass the library board might consider having Lawrence included in a special law that now increases library revenue for Topeka, Wichita, and Hutchinson.

The many improvements listed in this report were made possible only through the cooperation of a willing library staff contributing extra work and creative thought to the projects, and to the support and guidance of the members of the library's Board of Directors. The librarian wishes to give his heartfelt thanks to each and all for the help and good will shown him and his efforts during his brief stay here, and leaves with the hope that he has made some small contribution to the promotion of good library service in Lawrence.

Ralph A. Van Handel
Librarian

Lawrence Free Public Library
Lawrence, Kansas

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, 1950.

MAINTENANCE

Balance		\$	859.24
Receipts			17,750.00
Warrants	\$ 16,820.40		
Balance	1,788.84		
	\$ 18,609.24		\$ 18,609.24

DUPLICATE PAY

Balance		\$	843.41
Receipts			1,390.92
Warrants	\$ 1,769.96		
Balance	464.37		
	\$ 2,234.33		\$ 2,234.33

L. H. PERKINS MEMORIAL FUND

Balance		\$	43.00
Receipts			25.00
Warrants	\$ 0.00		
Balance	68.00		
	\$ 68.00		\$ 68.00

VIRGINIA S. EDWARDS MEMORIAL FUND

Balance		\$	67.36
Receipts			25.00
Warrants	\$ 15.99		
Balance	76.37		
	\$ 92.36		\$ 92.36

GURDON GROVENOR MEMORIAL FUND

Balance		\$	127.21
Receipts			100.00
Warrants	\$ 43.22		
Balance	183.99		
	\$ 227.21		\$ 227.21

MAY MOORE MEMORIAL FUND

Balance		\$	26.97
Receipts			50.00
Warrants	\$ 8.33		
Balance	68.64		
	\$ 76.97		\$ 76.97

JANE WELCH MEMORIAL FUND

Balance		\$	54.93
Receipts			25.00
Warrants	\$ 67.43		
Balance	12.50		
	\$ 79.93		\$ 79.93

ALL FUNDS

Balance		\$	2,022.12
Receipts			19,365.92
Warrants	\$ 18,725.33		
Balance	2,662.71		
	\$ 21,388.04		\$ 21,388.04

All of which is respectfully submitted,

Treasurer

Lawrence Free Public Library
Lawrence, Kansas

To the Honorable Mayor and the Council of the City of Lawrence,
Kansas:

Gentlemen:

We herewith respectfully submit the forty-sixth annual report
of the Board of Directors of the Lawrence Free Public Library for
the year ending December 31, 1950.

MAINTENANCE FUND

Balance		\$ 859.24
Receipts		17,750.00
Warrants		

Library Maintenance

Salaries	\$ 10,474.00	
Books	1,734.93	
Periodicals	313.75	
Binding	251.87	
Library supplies	387.15	
	\$ 13,161.70	

Building Maintenance

Janitor's salary	\$ 1,532.10	
Building supplies	117.17	
Repairs and equipment	1,579.35	
Utilities	893.95	
Insurance	412.45	
Other items	53.28	
	\$ 4,588.30	

Balance		859.24	
		\$ 18,609.24	\$ 18,609.24

DUPLICATE PAY COLLECTION FUND

Balance		\$ 843.41	
Receipts		1,390.92	
Warrants			
Balance	\$ 1,778.86		
	455.47		
	\$ 2,234.33	\$ 2,234.33	

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Receipts			19,365.92
Warrants	\$ 19,663.83		
Balance	1,724.21		
	\$ 21,388.04	\$	21,388.04

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President

Secretary

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