

ANNUAL REPORT 1970  
LIBRARY BOARD

MEMBERSHIP AND STAFF

The Library Board was constituted in 1966 and since that time has been composed of 12 members. The Board has been fortunate to have had a number of distinguished members who have served with distinction. The Board has been particularly pleased to have had the participation of the following members: Mr. J. H. ... (names are illegible due to fading). The Board has been particularly pleased to have had the participation of the following members: Mr. J. H. ... (names are illegible due to fading). The Board has been particularly pleased to have had the participation of the following members: Mr. J. H. ... (names are illegible due to fading).

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ANNUAL REPORT 1970  
LAWRENCE PUBLIC LIBRARY

TO THE BOARD OF DIRECTORS:

Unquestionably the major event for us in 1970 was the passage, on March 3rd, of a bond issue for \$ 1,575,000 to build and equip a new library facility. In spite of the economic slowdown which began in 1969, the bond issue passed by a margin of 56 %. A key factor in its passage was the excellent work done by the Bond Campaign Committee. Another important factor, I feel, was the general recognition by the voters of the educational role played by this library in the community over the past 60- odd years. The summer of 1970 brought word that \$ 122,000 in federal funds were being awarded to Lawrence. This, in effect will mean that the total cost locally will be in the area of \$ 1,450,000. A by-product of the success of the election was Lawrence Library's receipt of the John Cotton Dana award for outstanding publicity during the campaign. Lawrence was one of 10 public libraries in the nation to win this award in 1970.

Completion of plans for the building was held up at several points during the year, most noticeably due to complications in condemnation of the required land. However, early in 1971 final plans for building construction were approved by the Board and the Commission. Schedule for completion now stands at April, 1972.

In the meantime, space problems in the existing library remained acute. Storage of materials in the City Water Plant amounted to approximately 6,000 volumes during the year. Of these were some 2,000 bound volumes of periodicals given to us by Leavenworth Public Library. Many of these date to the turn of the century and will be invaluable for reference use in the new building.

Book circulation during the year decreased from 1969. The total number of books circulated was 281,890, a decrease of 5,830 over the previous year. A breakdown of figures indicates that circulation of adult books actually increased by 6,098 while childrens books decreased by 11,928. This would seem to be a continuation of a pattern which has been going on for 5 or 6 years. Additionally, it would seem to be a problem in many parts of the country rather than purely local in nature.

An interesting item is the patron use of our Xerox machine. 33,112 copies were purchased last year, up from 27,000 the year before. While many of these represent business or school use with outside materials, a fair number represents library-owned items which might otherwise be checked out. These are not counted as circulation in that we have not devised a practical method of keeping a count.

In addition to regular use of library materials during the year, other services included: childrens summer reading program, with an enrollment of 1,720; 20 pre-school story hours, service to the homebound, loans of classroom collections to teachers in the school district, classroom visits to the library, and a deposit collection of childrens books placed in the East Lawrence Community Center. These are changed periodically.

During 1970, Lawrence continued to serve as a reference and interlibrary loan center for some 34 libraries in the Northeast Kansas Library System. In all, we received some 16,000 requests during the year and supplied approximately 6,500 items to member libraries. In return for this service Lawrence received \$ 26,000 during the year. Thru use of a state-wide network as well as reciprocal loaning agreements with Ottawa and Johnson County, we received several thousand items on loan for Lawrence patrons.

The greatest long-range problem during the year was the notification that we were no longer eligible for lower city electric rates. This more than doubled our rates and we estimate it can cost an additional \$ 4,000 per year in the new library. Lawrence has joined 5 other public libraries in Kansas in pressing for a change in this ruling.

Good news on a long-range basis came in the form of the results of the 1970 federal census. Lawrence is now officially over 45,000 people. This will place us in that public library category in Kansas which allows 2.5 mills for library operation in cities over 35,000. Since this will commence with our 1972 budget year, the estimated \$ 30,000-35,000 additional funds we will need to operate the new building will be available.

Two major personnell changes took place in 1970. Mrs. David Paretsky was appointed Childrens Librarian, replacing Mrs. Halfen, who left in the Summer of 1970; Mrs. Larry Ashim became head of our Circulation Dept., replacing Mrs. Richard Frampton who resigned in the Fall of that year. We were also quite fortunate to have Mrs. Wilbur Hess join our Reference staff on a half-time basis last Fall. Mrs. Hess was previously employed as a cataloger at KU and as the Librarian at Junior High.

## 1970 STATISTICS

### CIRCULATION

Books  
Records  
Periodicals

	<u>ADULT</u>	<u>CHILDREN</u>	<u>TOTAL</u>
Books	162,359	119,531	281,890
Records	8,247	1,636	9,883
Periodicals	2,836	-----	2,836

The above represents a total decrease in book circulation of 5,830. Adult Circulation increased 6,098 and Children's Circulation decreased 11,928.

### REGISTRATION

1969  
1970

	<u>ADULT</u>	<u>CHILDREN</u>	<u>COUNTY</u>	<u>TOTAL</u>
1969	9,745	6,255	740	16,740
1970	9,104	6,238	957	16,299

The total number of registered borrowers decreased 441 in 1970. Adult registrations decreased 641, Children's decreased 17 and County increased 217.

### BOOK STOCK

Added 1970  
Withdrawn 1970  
Balance, December 31, 1970

	<u>ADULT</u>	<u>CHILDREN</u>	<u>TOTAL</u>
Added 1970	4,344	1,760	6,104
Withdrawn 1970	844	595	1,439
Balance, December 31, 1970	50,666	24,050	74,716

Total book stock increased 4,665 over the previous figure of 70,051 for 1969. 107 gift books were accepted during the year.

### RECORD STOCK

Balance, December 31, 1970

	<u>ADULT</u>	<u>CHILDREN</u>	<u>TOTAL</u>
Balance, December 31, 1970	1,822	454	2,276

Total record stock increased 397 over the previous figure of 1,879 for 1969. 89 gift records were accepted during the year.

### REFERENCE

4,684 requests for information were answered by our Reference Department in 1970. This is an increase of 244 over 1969.

BUDGET SURVEY

December 31, 1970

	<u>Budgeted</u>	<u>Added Receipts</u>	<u>Amount Spent</u>	<u>Balance</u>
<b>SALARIES:</b>				
Full Time.....	\$ 79,706.00	-----	\$ 75,190.76	\$ 4,515.24
Part-time.....	10,000.00	-----	10,435.34	(435.34)
	\$ 89,706.00	-----	\$ 85,626.10	\$ 4,079.90
<b>LIBRARY MAINTENANCE:</b>				
Books.....	\$ 29,940.00	\$ 1,347.37	\$ 35,045.12*	\$(3,757.75)
Periodicals.....	2,300.00	11.48	2,403.23	(91.75)
Library Materials.....	1,740.00	149.83	1,764.02*	125.81
Binding.....	1,100.00	-----	890.39	209.61
Supplies.....	4,400.00	100.89	4,573.76	(72.87)
Custodian's Salary.....	4,100.00	-----	4,100.00	-----
	\$ 43,580.00	\$ 1,609.57	\$ 48,776.52	\$(3,586.95)
<b>BUILDING MAINTENANCE:</b>				
Building Supplies.....	\$ 800.00	\$ -----	\$ 565.22	\$ 234.78
Repairs and Equipment.....	3,000.00	-----	1,614.29	1,385.71
Utilities.....	2,250.00	-----	3,721.62	(1,471.62)
Insurance.....	1,050.00	-----	1,054.00	(4.00)
	\$ 7,100.00	\$ -----	\$ 6,955.13	\$ 144.87
<b>SOCIAL SECURITY.....</b>				
	\$ 4,254.00	\$ -----	\$ 3,881.01	\$ 372.99
PERS.....	4,220.00	-----	3,637.64	582.36
POSTAGE.....	1,130.00	16.09	1,305.53	(159.44)
CONTINGENCY.....	350.00	-----	474.44	(124.44)
TRAVEL.....	500.00	-----	445.62	54.38
BOOKMOBILE.....	400.00	200.00	639.17	(39.17)
BLUE CROSS.....	2,100.00	-----	2,144.65	(44.65)
PHOTO COPIES.....	-----	3,311.30	3,216.37*	94.93
	\$ 12,954.00	\$ 3,527.39	\$ 15,744.43	\$ 736.96
<b>TOTAL.....</b>	<b>\$153,340.00</b>	<b>\$ 5,136.96</b>	<b>\$157,102.18</b>	<b>\$ 1,374.78</b>

Includes outstanding orders from 1970 that have not yet been paid for:

Adult Books	\$4,470.81
Childrens Books	1,341.24
Photo Copies	2,600.00
Library Materials	15.02
	<u>\$8,427.07</u>

<u>Anticipated Income 1970</u>	
Tax funds	121,340
Desk Collections	6,000
NEKL Funds	26,000
	<u>153,340</u>

FINANCIAL REPORT \* LAWRENCE PUBLIC LIBRARY \* DECEMBER, 1970

	<u>Dec. '70</u>	<u>Yr. to Date '70</u>	<u>Yr. to Date '69</u>
Balance, January 1.....		6,611.61	3,430.32
Balance, December 1.....	31,092.45		
<b>RECEIPTS:</b>			
Tax Funds.....	-----	121,340.00	112,128.00
Adult Books.....	144.47	1,250.53	6,082.05
Childrens Books.....	5.94	96.84	130.09
Overdues.....	535.70	6,370.13	6,584.89
Photo Copies.....	234.45	3,311.30	3,025.44
Library Supplies.....	3.30	100.89	432.81
Library Materials.....	17.90	149.83	188.13
Adult Gifts.....	21.66	35.29	128.37
Employee's Blue Cross.....	-----	82.77	131.69
Employer's Blue Cross.....	-----	-----	493.55
Periodicals.....	-----	11.48	11.50
NEKL Funds.....	-----	26,000.00	-----
Full Time Salaries.....	-----	-----	17,574.94
Social Security.....	-----	-----	804.40
KPERS.....	-----	-----	734.20
Postage.....	-----	16.09	416.96
Childrens Gifts.....	-----	126.50	12.91
Repairs and Equipment.....	-----	-----	115.00
Perkins Fund.....	-----	52.50	52.50
Grovenor Fund.....	-----	230.00	230.00
Bookmobile.....	-----	200.00	200.00
Building Supplies.....	-----	-----	5.76
Welch Fund.....	-----	51.02	45.60
Edwards Fund.....	-----	51.02	45.60
Moore Fund.....	32.50	65.00	65.00
Binding.....	-----	-----	2.23
Utilities.....	-----	-----	27.47
Travel.....	-----	-----	235.30
Insurance.....	-----	-----	27.00
<b>TOTAL RECEIPTS.....</b>	<b>995.92</b>	<b>159,541.19</b>	<b>149,931.39</b>
<b>BALANCE AFTER RECEIPTS AND BEFORE EXPENDITURES.....</b>	<b><u>32,088.37</u></b>	<b><u>166,152.80</u></b>	<b><u>153,361.71</u></b>

	<u>Dec. '70</u>	<u>Yr. to Date '70</u>	<u>Yr. to Date '69</u>
EXPENDITURES:.....			
Salaries.....	5,647.47	67,511.96	64,237.92
Custodian's Salary.....	304.23	3,627.62	3,233.67
Employee's Blue Cross.....	66.24	757.44	951.50
Employer's Blue Cross.....	250.96	2,144.65	1,659.94
Postage.....	115.00	1,305.53	1,088.59
Adult Books.....	4,618.67	25,818.01	20,564.41
Childrens Books.....	1,019.79	6,457.45	6,706.95
Periodicals.....	24.00	2,403.23	2,298.59
Library Supplies.....	672.48	4,573.76	3,927.44
Binding.....	619.78	933.17	849.55
Building Supplies.....	110.35	565.22	544.21
Repairs and Equipment.....	-----	1,614.29	4,725.11
Contingency.....	28.62	474.44	287.11
Travel.....	26.76	445.62	722.62
Photo Copies.....	-----	616.37	2,748.96
Utilities.....	521.82	3,721.62	2,486.28
Federal Income Tax Withheld	837.00	10,629.60	11,506.20
Desk Collections.....	1.57	23.70	9.70
Library Materials.....	28.30	1,749.00	2,107.93
Insurance.....	-----	1,054.00	1,155.16
Bookmobile.....	-----	576.09	523.50
Social Security.....	1,422.43	7,762.09	7,754.65
Kansas Income Tax Withheld.	251.46	1,062.96	1,150.62
Employee's KPERS.....	587.49	2,385.32	2,177.41
Employer's KPERS.....	895.93	3,637.64	3,157.08
Grovenor Fund.....	-----	264.00	175.00
TOTAL EXPENDITURES.....	18,050.35	152,114.78	146,750.10
BALANCE AFTER RECEIPTS AND EXPENDITURES.....	14,038.02	14,038.02	6,611.61
Less: Encumbered funds for outstanding book orders, photo copies and library materials at the end of the year	<u>8,427.07</u>	<u>8,427.07</u>	<u>3,095.17</u>
BALANCE IN ALL FUNDS.....	<u>5,610.95</u>	<u>5,610.95</u>	<u>3,516.44</u>

BALANCE IN ACCOUNTS

DECEMBER 31, 1970

<u>ACCOUNT</u>	<u>BALANCE</u>
DESK COLLECTIONS.....	\$3,830.51
ADULT GIFTS.....	343.10
CHILDREN'S GIFTS.....	184.00
PERKINS FUND.....	227.30
EDWARDS FUND.....	182.12
MOORE FUND.....	388.83
WELCH FUND.....	244.22
GROVENOR FUND.....	<u>210.87</u>
TOTAL.....	\$5,610.95