

Report of the Librarian

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

I take pleasure in submitting to you a report of the work of the Lawrence Free Public Library during its sixteenth fiscal year, ending December 31st, 1920.

The year has been one of progress, though it has been one of readjustments on account of changes in the staff. Our records show a constant growth in circulation, book accessions, in reference work, and in registered patrons.

Our circulation has grown until it has reached the largest number in the history of the library. Our books have circulated 51810 times, an increase of 4093 over the previous year.

The circulation statistics are as follows:

Adult fiction	29046
Adult non-fiction	6970
Juvenile fiction	9375
Juvenile non-fiction	6419
Total	<u>51810</u>
Average daily circulation	180

The circulation of duplicate copies of magazines was 912, a loss of 221 over last year.

Notwithstanding the fact that this has been a year of high prices, we have accessioned 1050 books, 706 by purchase. This is second largest number of books ever accessioned in one year, 1218 were entered during the year 1913.

The 1920 accessions distributed in the various classes are as follows:

Adult fiction	398
Adult non-fiction	336
Reference department	53
Juvenile fiction	153
Juvenile non-fiction	110
Total	<u>1050</u>
Gifts	344
Lost and withdrawn	257
Total number in the library	17689

We have had a busy year in the reference department. Our open shelf system makes our library an attractive place for the student. We have been able to serve many students from the University, as

well as from the High School.

Since the Board of Education has established a Junior High School we are feeling the pressure upon the reference work in the Young Peoples Department. If we are to continue to serve these young people we shall need more reference books, and more space for books.

The librarians have given talks to students instructing them in the use of the Library. These talks have been given both in the Library and in the student's assembly room.

Children's book week was observed with talks to parents, and with a display of suitable books for children.

The story hour was continued under the direction of Mrs. Humble who so graciously gave her services. Miss Glendenning, Miss Gordon, and Mrs. Saunders also assisted with this work. There were 19 periods, with an average attendance of 38.

The eighth biennial registration opened August 1, 1919. We now have 3595 adult and 1131 juvenile subscribers, in all 4726, an increase of 550 over the period of the last registration.

Between July 17 and August 16 the Library was closed for repairs. Our loyal director Mrs. Henley very generously provided for the redecoration of the interior of the building, also made possible a better ventilating system by placing six new windows in the reading rooms. Other gifts from Mrs. Henley include two pictures, one the painting 'Hope', another an engraving which originally belonged to the Thatcher collection. We are also indebted to her for the Library of Entertainment, a 12 volume set of selections from our best authors.

From Miss Edward's estate we have received a cabinet suitable for filing pictures, a typewriter, table, clock, pictures and books.

Other donors of books are: Miss M.W. Beecher, Mrs. R.B. Preuzner, Mrs. Metcalf, W.H. Sears, Mrs. W.B. Thayer, Mrs. A.C. Mitchell, L.D. Payroll, Mrs. L.P. Sayre, Mrs. W.B. Dalton, Prof. Stimpson, Mrs. Geo. Young, Lawrence Rotary Club, L.J.C. Steaus, Carnegie Endowment, Ames Emerich Co. M's, C. Hall, Kansas State Historical Society, Library of Congress, T.F. Allen, Maude Howe, O.H. Kahn, State of Massachusetts, State of Illinois, J.L. Brady, W.A. Griffith, J.A. Farrell, Miss Lola Brown, Miss Mary Palmer, Mrs. M.J. Pierce, Corinna H. Smith, Smithsonian Institution, Friends of Irish Freedom.

It is highly desirable that we meet the needs of our growing patronage. To do this we should provide more books, more stack room for books, and a larger room for reference work. We are now crowded almost to the limit. Our books from the bindery are here and we are finding difficulty in placing them on the shelves.

Our filing cabinets for cards are crowded. New drawers are now needed in the Young People's room.

The registration system is another problem to be considered. It has been the custom to register for new applications once in two years. With our present large number of borrowers it is a great undertaking, both in time and in expense.

This large number of patrons also causes our present loan system, which calls for a card for each borrowed book, to be a little burdensome. City libraries are adopting a single card system, which greatly simplifies the desk work.

Miss Edwards was considering a change before she left, and later wrote me concerning this plan and its use in various libraries in California. I should be glad if the Board could see the way clear to help work out some such system.

In the past we have lost the use of much material in pamphlet form for the lack of proper filing equipment. We have been trying to care for this material, temporarily, through the use of old boxes. Many libraries are using the vertical pamphlet file, which makes the filing as well as the preservation of this material a simple problem.

These needs are suggestions which I am submitting to you for future consideration.

Owing to the illness and death of Miss Edwards, our librarian, and to the illness of our evening librarian, Mrs. Hildinger, it became necessary to make a number of changes in the staff.

The duties of librarian fell upon the assistant. Miss ~~Fisher~~ Carter, who for several years has so efficiently cared for the reference work, was made assistant. Mrs. Nellie McFarland was also made an assistant, her particular work being with the children. These two workers begin their duties at one P.M. This left the librarian alone in the morning to care for the loan and reference work, as well as the administrative work. We provided for this emergency through an apprentice, Mrs. Saunders, who soon became familiar with the desk work, and was given ~~a place on the staff.~~

a permanent place on the staff. The evening duties which belonged to Mrs Hillinger, were cared for by our capable substitute, Miss Emma Houghton.

To these loyal workers, our faithful janitor, and to the Directors, who have all so generously cooperated during this year of new experiences, I wish to express my gratitude, and to extend my sincerest thanks. *Thank you -*

Respectfully submitted,

Lillian G. Constant
Librarian

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for the Board
of Directors