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ANNUAL REPORT 1969  
LAWRENCE PUBLIC LIBRARY

TO THE BOARD OF DIRECTORS:

Perhaps the major event of the library during 1969 was the decision of the Library Board and the City Commission to hold a bond election for a new library facility, to be held in March of 1970. To recap the events leading up to the coming election, basic decisions toward this event were as follows:

January - City instructs Library Board to begin planning for new building. Library Board and City Commission jointly interview architects.

February- Decision is made to employ the architectural firm of Robertson, Peters, Ericson & Williams. In addition, plans were made to employ Clarence Paine as library consultant to assist the Board and the Library staff in compiling a written building program.

April - Building program completed and presented to Library Board

August - Site at 8th and Vermont is to be the place of the new library

September-Date of election is set for March 3, 1970

October - Library Board selects Howard Wiseman as Chairman of Bond Campaign Committee

December- City approves \$1,575,000 as amount of coming library bond issue

Illustrating the need for more library space, it was necessary in late 1969 to begin preparing for the eventual storage of books for which space was no longer available. The addition of approximately 20 units of shelving in early 1969 marked the final amount of expansion which could be obtained for new books. In the Fall of 1969 books were being boxed for eventual storage in the City Water Plant. By early 1970 some 1,500 books were so stored. From 1970 on, until new space is found, some 4,000-5,000 books per year will need to be placed in storage.

Library usage increased in some areas during the year, while decreasing in others. A total increase of 6,304 books circulated was reported in 1969 while at the same time, the number of registered borrowers decreased by 565.

Other areas of library service during the year included: 4,440 reference and information questions answered for patrons, an increase of 968 questions over 1968; photocopies for patrons of library and other materials, 27,000 during the year, or an increase of 9,000 over the previous period. Service to the homebound saw some 5,000 books delivered to handicapped and aged persons; some 1,900 children were enrolled in our Summer Reading Program; classroom loans to teachers accounted for the circulation of over 11,000 books; the 20 preschool story hours conducted attracted 1,113 children or an average of over 52 per session. In addition, some 509 children visited the library on classroom tours during the year.

Due to space problems, it was no longer practical to provide the monthly art exhibits, sponsored by the Lawrence Art Guild. These had been very popular and plans are being made for a continuance of these and other displays as more room becomes available.

Plans were laid late in 1969 to install a deposit collection of approximately 600 childrens books at the East Lawrence Community Center, to begin early in 1970. Such a collection is now in the Ballard Center. These books are rotated on a monthly basis.

An inventory and inspection of the Library's LP record collection was begun in the Summer. Of the collection of some 2,300 records, approximately 700 were withdrawn due to condition or being missing in the inventory. Since many of these had been in the collection for 8 or 9 years, indications are that our records hold up well under constant circulation. A sale of the withdrawn records was held and over \$100 was received. We are now in the process of replacing many of the records that were withdrawn.

1969 began the first full year in which Lawrence served as reference and loan center for the Northeast Kansas Libraries System. During that period some 13,271 requests were handled by the reference staff. Those items not filled were sent on to the statewide loan network known as KIC. For this service, the Lawrence Library received \$25,800 for staff and the purchase of books. In addition, through the state loan network and a reciprocal agreement with Johnson County Library, some 9,000 books were requested for Lawrence patrons during the year. As a member of the system, Lawrence, along with some 30 other libraries in the area, agreed to open its doors to all citizens in the system-wide area without charge. In addition to persons in Douglas and other counties now being able to use the library without fees, Lawrence residents now have access without charge to such libraries as Johnson County, Ottawa and Topeka.

Three major personnel changes during the year included the retirement of Mrs. Weeks, our bookkeeper and secretary for 8 years; Mrs. Halfen, our Children's Librarian for 2 years and Mrs. Meyer, head of the Circulation Department. Karen Walczak replaced Mrs. Weeks in June of 1969; Susan Frampton became Head of Circulation in July, and Mary Paretsky has been acting Children's Librarian since September.

## 1969 STATISTICS

### CIRCULATION

	<u>Adult</u>	<u>Children</u>	<u>Total</u>
Books	156,261	131,459	287,720
Records	7,470	1,885	9,325
Periodicals, Pamphlets & Films	3,553	-----	3,553

The above represents a total increase in book circulation of 6,304. Circulation of adult books shows an increase of 4,610 and circulation of children's books shows an increase of 1,694.

### REGISTRATION

	<u>Adult</u>	<u>Children</u>	<u>County</u>	<u>Total</u>
1968	11,190	6,082	33	17,305
1969	9,745	6,255	740	16,740

The total number registered borrowers decreased by 565 for 1969. Of this, there was a decrease of 1,445 adult registrations, an increase of 173 children's registrations and an increase of 707 county registrations.

### BOOK STOCK

	<u>Adult</u>	<u>Children</u>	<u>Total</u>
Added 1969	3,913	1,927	5,840
Withdrawn 1969	612	1,169	1,781
On hand Dec. 31, 1969	47,159	22,885	70,044

Total book stock increased by 4,059 over the previous figure of 65,985 for 1968. 121 gift books were accepted during the year.

### RECORD STOCK

	<u>Adult</u>	<u>Children</u>	<u>Total</u>
On hand Dec. 31, 1969	1,443	436	1,879

The above represents a net decrease of 490 records over the previous year.

### REFERENCE

4,440 requests for information were answered by our Reference Department in 1969.

BOOK CIRCULATION, REGISTRATION  
AND BOOK STOCK 1950-

	<u>ADULT</u>	<u>JUVENILE</u>	<u>TOTAL</u>	<u>REGISTRATION</u>	<u>BOOK STOCK</u>
1950	67,185	38,226	105,411	5,157	40,260
1951	67,706	41,590	109,296	4,983	41,336
1952	64,175	41,707	105,882	5,682	42,997
1953	63,331	50,116	113,447	6,093	43,554
1954	72,144	54,223	126,367	6,612	44,394
1955	76,179	65,150	141,329	6,872	45,323
1956	83,311	76,815	160,126	7,689	46,880
1957	86,772	97,253	184,025	8,281	45,275
1958	95,880	110,686	206,566	9,702	46,811
1959	97,782	123,831	221,613	9,732	47,547
1960	99,834	130,333	230,167	10,937	49,560
1961	106,169	148,878	255,047	11,431	51,684
1962	111,788	148,419	260,207	12,164	52,715
1963	126,612	154,544	281,156	13,781	55,260
1964	138,869	166,089	304,958	14,541	55,642
1965	139,086	162,258	301,344	15,072	57,229
1966	146,366	151,466	297,832	16,697	60,288
1967	149,286	149,913	299,199	17,143	64,068
1968	151,651	129,765	281,416	17,305	65,985
1969	156,261	131,459	287,720	16,740	70,044
1970	162,359	119,531	281,890	16,299	74,716

	<u>Budgeted</u>	<u>Added Receipts</u>	<u>Amount Spent</u>	<u>Balance</u>
LES:				
Full Time.....	\$ 73,785.00	-----	\$ 72,589.79	\$ 1,195.21
Part-time.....	<u>10,000.00</u>	-----	<u>10,542.65</u>	<u>(542.65)</u>
	\$ 83,785.00	-----	\$ 83,132.44	\$ 652.56
LIBRARY MAINTENANCE:				
Adult Books.....	\$ 19,700.00	\$ 1,082.05	\$+21,330.99	\$ (548.94)
Children's Books.....	6,500.00	130.09	+6,643.79	(13.70)
Periodicals.....	2,200.00	11.50	2,298.59	(87.09)
Library Materials.....	1,200.00	188.13	2,107.93	(719.80)
Binding.....	1,100.00	2.23	+892.33	209.90
Library Supplies.....	3,950.00	82.81	3,927.44	105.37
Astodian.....	<u>3,795.00</u>	-----	<u>3,795.00</u>	-----
	\$ 38,445.00	\$ 1,496.81	\$ 40,996.07	\$(1,054.26)
BUILDING MAINTENANCE				
Building Supplies.....	\$ 800.00	\$ 5.76	\$ 544.21	\$ 261.55
Repairs & Equipment.....	4,458.00	115.00	4,725.11	(152.11)
Utilities.....	2,200.00	27.47	2,486.28	(258.81)
Insurance.....	<u>1,250.00</u>	<u>27.00</u>	<u>1,155.16</u>	<u>121.84</u>
	\$ 8,708.00	\$ 175.23	\$ 8,910.76	\$ (27.53)
FEDERAL SECURITY.....				
	\$ 4,168.00	\$ -----	\$ 3,877.28	\$ 290.72
RES.....	4,310.00	-----	3,157.08	1,152.92
TRAVEL.....	950.00	116.96	1,088.59	(21.63)
EMERGENCY.....	300.00	-----	287.11	12.89
WEL.....	450.00	235.30	722.62	(37.32)
VEHICLE.....	400.00	200.00	583.07	16.93
RED CROSS.....	1,790.00	6.67	1,659.94	136.73
PHOTO COPIES.....	-----	* 3,025.44	<u>2,748.96</u>	<u>276.48</u>
	\$ 12,368.00	\$ 3,584.37	\$ 14,124.65	\$ 1,827.72
TOTALS.....	<u>\$143,306.00</u>	<u>\$ 5,256.41</u>	<u>\$147,163.92</u>	<u>\$ 1,398.49</u>

Added receipts include \$300.00 NEKL funds

Includes outstanding orders from 1969 that have not yet been paid for

Adult Books = \$2,842.99  
 Children's = 209.40  
 Binding = 42.78

ANTICIPATED INCOME (ORIGINAL)

Tax Revenue...	\$112,128
Desk Coll.....	5,500
Photo Copies..	<u>200</u>
	\$117,128

ANTICIPATED INCOME (REVISED)

Tax Revenue...	\$112,128
Desk Coll.....	5,500
Photo Copies..	200
NEKL Reference	<u>25,778</u>
	\$143,606

FINANCIAL REPORT - LAWRENCE PUBLIC LIBRARY 12-31-69

	Dec. <u>'69</u>	Dec. <u>'68</u>	Yr. to Date <u>'69</u>	Yr. to Date <u>'68</u>
Beginning Balance - 1/1			3,430.32	4,996.20
Balance December 1	19,145.72	13,099.17		
<b>EXPENDITURES:</b>				
Funds	-----	-----	112,128.00	104,179.00
Adult Books	141.71	109.81	6,082.05	781.75
Children's Books	10.28	14.35	130.09	165.98
Periodicals	576.78	544.77	6,584.89	5,859.41
Library Supplies	.40	-----	432.81	146.15
Photocopies	217.60	248.09	3,025.44	2,091.46
Gifts	15.00	22.50	128.37	30.14
Employer's Blue Cross	-----	-----	493.55	64.80
Time Salaries	-----	-----	17,574.94	6,100.00
Social Security	-----	-----	804.40	260.00
-----	-----	-----	734.20	265.50
-----	-----	-----	416.96	188.80
-----	-----	-----	131.69	-----
Employer's Blue Cross	-----	-----	27.00	-----
-----	-----	-----	12.91	13.29
-----	3.97	-----	115.00	1,668.45
-----	-----	-----	188.13	70.00
-----	5.00	-----	52.50	52.50
-----	-----	-----	230.00	231.42
-----	-----	-----	200.00	200.00
-----	-----	-----	5.76	3.84
-----	-----	-----	45.60	43.40
-----	.20	21.70	45.60	43.40
-----	.20	21.70	65.00	65.00
-----	32.50	32.50	2.23	-----
-----	-----	-----	27.47	-----
-----	-----	-----	235.30	-----
-----	-----	-----	11.50	15.45
-----	-----	-----	-----	382.20
-----	-----	-----	-----	<u>4,875.00</u>
Books Acquisitions	-----	-----	-----	-----
	<u>1,003.64</u>	<u>1,015.42</u>	<u>149,931.39</u>	<u>127,796.94</u>
<b>TOTAL RECEIPTS</b>				
<b>BALANCE AFTER RECEIPTS AND BEFORE EXPENDITURES</b>	<u>20,149.36</u>	<u>14,114.59</u>	<u>153,361.71</u>	<u>132,793.14</u>
<b>EXPENDITURES:</b>				
Salaries	5,075.93	4,736.40	64,237.92	57,195.15
Librarian's Salary	278.30	248.17	3,233.67	3,011.42
Employee's BC-BS Paid	61.87	75.65	951.50	587.85
Employer's BC-BS Paid	186.75	143.20	1,659.94	1,172.00
Employer's DC-BS Paid	874.50	822.50	11,506.20	9,001.30
General Income Tax Paid	75.00	40.45	1,088.59	792.85
-----	-----	-----	20,564.41	16,945.75
-----	2,217.02	1,071.81	6,706.95	7,674.37
-----	166.74	297.93	523.50	426.09
-----	56.91	-----	2,748.96	1,881.72
-----	230.80	153.90	4,725.11	3,156.44
-----	465.03	15.50	287.11	361.62
-----	21.69	19.09	544.21	482.23
-----	2.33	8.10	3,927.44	3,822.48
-----	84.99	22.88	-----	-----

	Dec. <u>'69</u>	Dec. <u>'68</u>	Yr. to Date <u>'69</u>	Yr. to Date <u>'68</u>
EXPENDITURES (cont.)				
Property Materials	316.43	-----	2,107.93	792.27
Utilities	221.59	204.23	2,486.28	2,213.01
State Tax Paid	261.76	245.63	1,150.62	900.29
Employee's KPERS	479.68	546.13	2,177.41	2,002.79
Employer's KPERS	695.49	614.40	3,157.08	2,253.18
Social Security	1,408.40	1,403.30	7,754.65	6,400.93
Travel	84.00	15.00	722.62	218.84
Printing	180.01	-----	849.55	460.04
Medicals	89.76	-----	2,298.59	1,649.80
Library Book Acquisitions	-----	-----	-----	4,875.00
Donations	2.77	-----	9.70	14.64
Interest	-----	-----	1,155.16	929.00
Insurance	-----	-----	175.00	141.76
Senior Fund	-----	-----	-----	-----
TOTAL EXPENDITURES	13,537.75	10,684.27	146,750.10	129,362.82
AMOUNT AFTER RECEIPTS				
EXPENDITURES 1-1-70	<u>6,611.61</u>	<u>3,430.32</u>	<u>6,611.61</u>	<u>3,430.32</u>
Encumbered funds for outstanding book orders at year's end and outstanding orders	3,095.17	2,348.97	3,095.17	2,348.97
Balance in all funds	<u>3,516.44</u>	<u>1,081.35</u>	<u>3,516.44</u>	<u>1,081.35</u>



BALANCE IN ACCOUNTS

December 31, 1969

<u>ACCOUNT</u>	<u>BALANCE</u>
Desk Collections.....	\$2,083.33
Adult Gifts.....	307.81
Children's Gifts.....	57.50
Perkins Fund.....	174.80
Edwards Fund.....	131.10
Moore Fund.....	323.83
Welch Fund.....	193.20
Grovenor Fund.....	<u>244.87</u>
TOTAL.....	\$3,516.44