

Report to the Board of Trustees for 1964

Library of the City of New York

The Library of the City of New York is pleased to present to you this report on its activities during the year 1964. It is a report on the work of the Library and its staff, and on the support of the Board of Trustees. The Library has been fortunate in the past few years to have had a very active and successful year. The Board of Trustees has been very helpful in its support of the Library and its staff. The Library has been able to carry out its program of service to the community and to the City of New York. The Library has been able to provide a wide range of services to the community and to the City of New York. The Library has been able to provide a wide range of services to the community and to the City of New York.

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Lawrence Free Public Library

Lawrence, Kansas

Report To The Board Of Directors For 1964

To the Board of Directors:

Use of the public library continued to show an increase for 1964. It is difficult to record the number of people who used library materials solely within our walls, thus making no impression on our daily records. Nevertheless, many did just that. A more concrete, but nonetheless imperfect, measure of usage involves circulation of books and number of registered borrowers. Circulation measures books charged out. How many of these are actually read, we cannot know. Statistics of registered borrowers tell how many persons indicate their desire to use the library. How regularly they do so is another matter.

However imperfect these measurements may be, circulation and registration figures function to provide a barometer of activity of library use. As the accompanying charts indicate, both circulation and registration increased in 1964. 304,958 books circulated as compared to 281,156 in 1963. An increase of 23,802 or 8.5% over the previous year. Our registrations increased at a lesser pace than in 1963, but nevertheless showed a rise of 741 registered borrowers to bring the total to 14,541.

These figures indicate that the library does play a part in the life of the community. This is encouraging. But that this represents registration of only 36% of the estimated 40,000 people in Lawrence shows there is much to be done to make the library more important in the eyes of the majority of Lawrence residents. New ways of reaching the other 54% must be tried. Without question, the inadequacy of the present library building plays a part in this deficiency. The recently completed comprehensive city plan state the definite need for new facilities. This problem of inadequate space for service will become more acute each year. It should be a major consideration of the city, the Library Board and the Librarian. Only with strong primary support from the Library Board will this project receive community backing. Until such support is evident, the needs of the library will be noted, remarked upon, and shelved 'for future consideration'.

An impetus for support may come in the form of the 1964 Library Services Act, which will provide federal matching funds for library building in Kansas in the amount of approximately \$200,000 a year. Another area to consider in attempting to reach non-library users may be related to the current anti-poverty bill. Effects of this program on public libraries have yet to be seen, but current and pending federal legislation may have a long-range effect on public libraries in the U.S.

Other areas of library development within the state include the recently completed survey of public libraries in Kansas. This survey will help to illustrate the needs of libraries in Kansas and form an authoritative guide for new library legislation. In conjunction with the survey, a library systems law is now being proposed. Similar to legislation in effect in several other states, this bill would provide the legal base for wider units of library cooperation and the means to finance them. A broader power of contractual arrangement between libraries would be permitted than is now the case.

Turning to the actual operations of the Lawrence Public Library in 1964, two areas should be specifically mentioned: operations and changes in the library and plans for changes to be made in 1965.

In the area of library operations, the major personal change during the year was the resignation of Emily Hartman, head of Adult Services and the hiring, in September of Mrs. Howard Taylor as acting head of that department.

The major change within the library took place on the balcony where the existing stacks were re-arranged to permit introduction of three new services: (1) a self-operated photocopy machine (2) a phonograph with headphones for private listening. (3) a microfilm reader for use with the Lawrence Journal-World, which is available on microfilm starting in 1963. All of these services have been steadily used since their introduction in the late summer of 1964.

A book sale was held in the fall and the proceeds, amounting to more than \$180.00 went for the purchase of new adult books. Perhaps the major expansion in the Adult Department concerned the building up of the pamphlet files. Several thousand pamphlets, from government and other sources, were bought and indexed. They are now located in four vertical files consisting of 5 drawers each. Designed for public and reference use, a pamphlet file is a major asset to a public library. It supplements the regular collection and pinpoints information on various topics, some of which are difficult to find in book form. The file will continue to expand in the coming months and we expect its use to grow in the years ahead.

Activity in the Children's Department continues to increase. This year the Summer Reading Program enrolled 2,115 children. Of these, 1,692 completed the reading requirements and received certificate awards in their school during Book Week in November. One problem occurred in the summer with the breakdown of the bookmobile. Due to its age and condition, the bookmobile was sold to a local auto wrecking company. Considerations are now under way for purchase of a smaller vehicle which would be suitable for the playground stops in the summer as well as other extensions of service. As a result of increased use of the Children's Department in recent years it was decided to extend evening hours to include Tuesday nights as well as Thursday.

Two other programs remained in the planning stage during 1964 and are expected to be put into operation in 1965.

The first involves installation of a new circulation system in the Adult Department. The circulation of books has risen to the point there where more efficient loan procedures can be effected. After much study, it was decided to change over to what is referred to as a self-charge transaction system. This is expected to take effect by April of 1965. This is considered to be one of the least expensive and most efficient systems a library of our size can install. When the new system is in effect, it will free a staff member for at least 10 hours a week for work directly with the patrons.

As a result of this change and other lessening of the time involved on routine duties, plans are being made to begin a part-time reference and readers advisor service in early summer. It is expected that we will shift the present fiction stacks to the East reading room and make the present stack area a reference room. The idea behind this move is to have seating and reference material close to the

circulation desk area for better supervision and use of reference materials. In addition, we plan to set up a reference desk in the area, to be manned, on a part-time basis, by trained staff members. By separating the circulation routines and the reference work, we hope to increase the quality of service. The new circulation system mentioned should cut down on enough routine duties to warrant experimenting in this direction.

In retrospect, the library has had a good year. More people have used our facilities and these facilities have been used more frequently than ever before. Most of the reasons for this increase can be traced to the library staff. Several people should be mentioned specifically. Mrs. Osma, Assistant Librarian, both for her work in handling the processing of the thousands of items received each year as well as her fine sense of book selection which is invaluable in attracting patrons to the library.

Miss Koehler, Children's Librarian, has consistently provided high quality of reading in her department. She and her staff have provided reading guidance to thousands of children in the past year alone.

Mrs. Taylor, Head of Adult Services, has been with the library since fall of 1964. In this time she has done an excellent job of building up the pamphlet files for current and future reference work.

In addition to these should be mentioned Mrs. Weeks, our bookkeeper, who has handled the finances as well as numerous other tasks asked of her. James Anthony, our custodian, has worked conscientiously to keep the building in a state of repair. To these and other staff members, including our high school pages, goes appreciation for making the library a place of importance in the community.

Wayne Mayo
Librarian

CIRCULATION...1951-1963

	<u>BOOKS</u>	<u>RECORDS</u>	<u>PERIODICALS</u>	<u>TOTAL UNITS</u>	<u>REGISTERED BORROWERS</u>
1951:	109,296	109,296	4,983
1952:	105,842	105,842	5,682
1953:	113,447	113,447	6,093
1954:	126,367	3,364	130,731	6,612
1955:	141,329	4,294	145,623	6,872
1956:	160,126	7,115	3,400	170,641	7,689
1957:	184,025	9,411	4,566	198,002	8,281
1958:	206,566	10,341	6,244	223,151	9,702
1959:	221,613	7,769	5,474	234,856	9,732
1960:	230,167	9,651	7,001	246,819	10,937
1961:	255,047	12,288	6,838	274,173	11,431
1962:	260,207	12,781	6,328	279,316	12,164
1963:	281,156	14,434	9,400	304,990	13,781
1964:	304,958	18,001	8,637	331,596	14,541

1964

STATISTICS

CIRCULATION

	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
Books	138,869	166,089	304,958
Records	14,792	3,209	18,001
Periodicals	8,637		8,637

This is an increase in books of 23,802. Periodical circulation decreased by 763, and records increased by 3,567. Based on an estimated population of 40,000, the book circulation represents a per capita book use of 7.6, an increase of .2 over 1963.

REGISTRATION

	<u>Adult</u>	<u>Juvenile</u>	<u>County</u>	<u>Total</u>
1963	9,211	4,363	207	13,781
1964	9,641	4,782	118	14,541

This represents an increase of 741 over 1963. County registration is down only by virtue of correcting mistakes in previous tallies.

BOOK STOCK

	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
Added 1964	2,345	1,696	4,041
Withdrawn	2,682	980	3,662
On hand Dec. 31, 1964	36,078	19,564	55,642

Book stock increased by a total of 382 books during the year. More books were withdrawn in the adult collection due to careful weeding of several hundred obsolete fiction books.

RECORD STOCK

	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
As of Dec. 31, 1964	1,073	323	1,396

Over 100 adult records were discarded in 1964 and a like number were ordered for replacements late in the year. This collection of 1,396 should increase by approximately 250 records during 1965.

BUDGET SURVEY FOR 1964

	Budgeted 1964 plus added receipts	Total Expenditures for 1964
Salaries:		
Full time.....	\$39,580.00	\$40,239.61
Part time.....	<u>8,617.00</u>	<u>8,562.55</u>
Total Salaries for 1964.....	\$48,197.00	\$48,802.16
Library Maintenance:		
Books.....	\$14,500.00	
Refunds & special orders.....	734.40	\$14,288.74*
Special funds.....	223.35	
Magazines.....	750.00	822.86
Records.....	500.00	
Refunds & special orders.....	56.73	577.43
Binding.....	1,000.00	1,001.51
Supplies.....	2,500.00	
Refunds.....	68.86	2,207.84
Custodian.....	<u>2,580.00</u>	<u>2,600.01</u>
Total Library Maintenance for 1964....	\$22,913.34	\$21,498.39
Building Maintenance:		
Supplies.....	\$ 1,000.00	
Refunds.....	11.25	\$ 1,018.56
Repairs & Equipment.....	2,550.00	3,101.14
Utilities.....	2,000.00	1,825.80
Insurance.....	1,123.00	
Refunds.....	<u>6.00</u>	<u>1,142.14</u>
Total Building Maintenance for 1964...	\$ 6,690.25	\$ 7,087.64
Social Security.....	\$ 1,680.00	\$ 1,710.27
KPERS.....	2,000.00	1,184.28
Contingency.....	300.00	
Refunds (incl. receipts from Therma F)	410.47	739.29
Bookmobile.....	300.00	
Refund - Board of Education.....	200.00	547.01
Traveling Expenses (Grovenor Fund).....	<u>150.00</u>	<u>370.67</u>
Total.....	\$ 5,040.47	\$ 4,551.52
Grand Total for 1964.....	\$82,841.06	\$81,939.71
* Outstanding invoices (Ad. & Juv. bks.)		<u>1,086.08</u>
Total expenditures for 1964		\$83,025.79
Source of Income:		
Tax Revenue for 1964.....	\$74,280.00	
Balance in Desk Collections & other funds ('63)...	5,895.41	
Revenue from miscl. in maintenance in '64.....	1,487.71	
Revenue from fines and county cards in '64.....	6,006.11	
Revenue - Int. on Special Funds & Gifts.....	<u>373.35</u>	
Total source of Income.....	\$88,042.58	

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, 1964.

	<u>Balance</u>	<u>Receipts</u>	<u>Warrants</u>	<u>Balance</u>
Maintenance Fund	- - - -	\$75,746.71	\$75,767.71*	- - - -
Desk Collections	\$5,371.88	6,006.11	6,746.99	\$4,631.00
L. H. Perkins Memorial Fund	- - - -	30.00	- - - -	30.00
Virginia S. Edwards Memorial Fund	40.00	40.00	- - - -	80.00
Gurdon Grovenor Memorial Fund	291.89	150.00	370.67	71.22
May Moore Memorial Fund	162.50	65.00	99.00	128.50
Jane Welch Memorial Fund	- - - -	40.00	- - - -	40.00
Adult Gift Fund	26.89	47.35	41.42	32.82
Children's Gift Fund	<u>2.25</u>	<u>1.00</u>	<u>- - - -</u>	<u>3.25</u>
All Funds	\$5,895.41	\$82,147.17	\$83,025.79	\$5,016.79

* Book invoices for \$1,086.08 of this amount still outstanding.

All of which is respectfully submitted.

Mrs. A. B. Ewing
Treasurer