

To the Board of Directors:

The year in review.

During 1962 the Public Library continued to experience a steady growth in use with the total circulation reaching a new high of 279,316 units. The 5,160 gain in adult book circulation is very gratifying. The library has the largest number of registered patrons in its history, and a growing service to county patrons is indicated by the two hundred paid registrations.

The book collections of both departments continue to improve with the addition of 2,441 new volumes in the adult department and 2,335 new volumes in the childrens department. Continuous weeding, replacement, binding, and mending have greatly improved the appearance of the books. Special attention has been given the reference books of the adult department. New editions of standard works have been purchased and additions made where material was needed with the aim of increasing the reference service of the library.

Due to the acute shortage of shelving in the adult department, the whole book collection was shifted during the summer. Books rarely used were taken to the balcony. The entire art collection was moved to the reference room freeing stack space for the ever growing fiction and non fiction sections. We appreciate the fine work of our pages on this project.

The total number of overdue books has substantially decreased with the revision of section 13:44 of the Code of the City of Lawrence and its subsequent enforcement. However, the cost of retrieving overdue books is high both in staff time and money (postage, stationery, etc.) and there is the question of unpaid fines. These problems still remain.

Two professional staff members, Mr. Edward Howard, Director, and Miss Thelma Baker, Head of Adult Services, left the library during 1962. Four non professional assistants terminated their employment also. Five non professional positions were filled during the year. The part time position in the childrens department was made full time giving much needed assistance there. Mr. Ivan Bowers retired after long service as janitor and we now have Mr. James Anthony in this position. The library was without a Director for eight months, and without a Head of Adult Services for seven and one half months. The fine record for the year was possible only through the splended cooperation and efforts of each member of the staff.

Physical improvements consisting of staff parking space east of the building, a hand rail on the steps leading to the north parking area, reseeding of the lawn and some new planting have been made. The last three were done with the aid of the City Parks Department to whom we are grateful. A disembarking strip extending completely across the south front has been promised by the city. This will be most convenient for patrons and will improve the appearance of the library.

We are constantly trying to achieve the standards set by the American Library Association. Our most pressing need is the strengthening of advisory services. Improving these, especially for the young adult, is our first goal. The perennial problems of space, building repair, heating, the bookmobile, etc. remain to be solved in whole, or in part, during the coming year. However, with the coming of Mr. Wayne Mayo as Director of the library in 1963, a good year is anticipated for the patrons, for the library, for the Board of Directors and for the staff.

We remain grateful to each of you for your understanding and support.

Respectfully submitted,

Helen Osma

Mrs. J.M. Osma

Acting Librarian

Carleton Grosvenor Memorial Fund	106.12	324.00	143.48	287.33
May Moore Memorial Fund	32.50	65.00		97.50
Miss Welch Memorial Fund	24.01	33.30		30.00
Adult Gift Fund		33.23		31.23
Juvenile Gift Fund		108.50		108.50
All Funds	2,720.97	73,716.80	72,531.39	5,286.34
Outstanding Book and Record orders for 1962				1,182.97
Outstanding orders to come from Maintenance				412.21
This will leave a balance in Maintenance of 1074.05				
and a balance in Book Collections of 34,311.15				
Net balance available in all funds for 1963				
				3,650.34

Mrs. A. W. Boing
Treasurer