

LIBRARY BOARD

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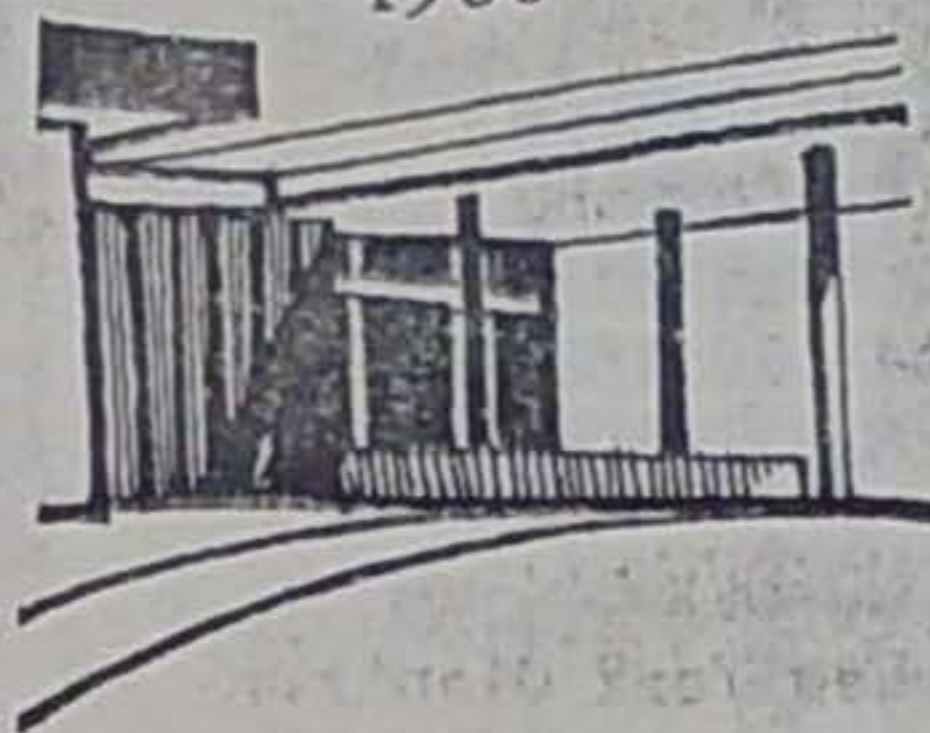
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 MR. JAMES ANTHONY CUSTODIAN

BUDGET SUMMARY

SALARIES AND WAGES \$ 72,344.16
 BOOKS, RECORDS AND PERIODICALS 26,689.80
 BINDING AND LIBRARY SUPPLIES 4,282.52
 BUILDING MAINTENANCE 7,132.17
 UTILITIES AND INSURANCE 3,142.01
 RETIREMENT AND SOCIAL SECURITY 5,453.65
 BOOKMOBILE AND OTHER OPERATING EXPENSES.. 4,914.61
 TOTAL 1968 EXPENDITURES...\$ 123,958.92

INCOME FROM TAX REVENUES \$ 104,179.00
 INCOME FROM DESK COLLECTIONS 7,825.71
 INCOME FROM NORTHEAST KANSAS LIBRARIES... 8,488.03
 INCOME FROM PHOTOCOPIES, LOST BOOKS ETC.. 3,534.15
 TOTAL 1968 REVENUE..... 124,026.89

Salina
1968



Kansas City, Ks.
1965



Lawrence Library — vintage 1904

Wichita
1967



ANNUAL REPORT
1968

Lawrence Public Library
Lawrence

1904 was the year:

- * Teddy Roosevelt beat Alton Parker for the Presidency.
- * Safety razor blades were invented.
- * The Russo-Japanese war began.
- * John McGraw was manager of the New York Giants.
- * The Lawrence, Kansas Public Library was built with a \$25,000 grant from Andrew Carnegie.
- * The first transatlantic wireless message was sent.

Many changes have taken place in the intervening 65 years. For instance, eleven presidents have served since T. Roosevelt, the balance of power between Russia and Japan has shifted, and we now send spacecraft to the moon instead of wireless messages across the ocean.

Right here in Lawrence, the population has grown from 10,000 to an estimated 48,000. Mr. Carnegie's library now has 66,000 books instead of the 8,000 it had in 1904. In 1904, 3,133 patrons borrowed 43,723 books. Compare this to 1968, when 17,727 patrons borrowed 301,503 books and other materials from the library.

Yes, many things have changed in 3½ generations. But the Public Library Andrew Carnegie built still stands at 9th and Vermont Streets. Adequate to serve a community of 15,000, it now serves over three times that population.

Is this unique in Kansas? Not unique, but unusual. In recent years dozens of Kansas communities have built or are building new public library facilities adequate to serve their growing populations. Among these are:

Salina	Wichita	Hutchinson
Topeka	Hays	Manhattan
Iola	Kansas City	Johnson County

A look at library service for the last year

BOOKS CIRCULATED	281,416
LP RECORDS LOANED	11,817
REFERENCE QUESTIONS ANSWERED	3,472
PERIODICALS AND PAMPHLETS LOANED ..	7,288
REGISTERED BORROWERS	17,305

The library has over 75 8mm silent films for your home viewing pleasure.

DID YOU KNOW-

- * Over 5,000 books were delivered to shut-ins last year thru our Home-Delivery service.
- * 952 pre-school children attended our 19 story hour sessions in 1968.
- * The Library purchased over 6,000 books last year to bring the collection to 65,985 volumes.
- * The Adult Department has seating for 29 persons, but that as many as 100 persons may be in the library at peak hours.
- * Over 1,000 books were borrowed for our patrons from other Kansas libraries last year.
- * 1,868 elementary and Jr. high students joined our Summer Reading Program during the year.
- * That, beginning in 1970, we will have to place in storage some 4,000 books each year for lack of shelving space in the library.

WE CAN HELP YOU WITH ALMOST ANY KIND OF QUESTION IF YOU CALL OUR REFERENCE DEPARTMENT AT VI 3-3833.

LAWRENCE FREE PUBLIC LIBRARY

Lawrence, Kansas

Report To The Board Of Directors For 1968

To The Board Of Directors:

No doubt the most significant public service achievement for 1968 was the creation, for the first time in the history of the library, of an adequate staff to serve the reference information needs of the community. By the end of 1967 we had, as in the past, one person performing this function. By July of 1968 we had added a full-time reference supervisor, Mrs. Mary Murphy. By the latter part of 1968 a full-time assistant had been hired in addition to the two already mentioned, bringing the Reference section to three full-time persons. This, of course, was made possible by our serving as reference and interlibrary loan center for Northeast Kansas Library System. Beginning in 1969, contractual funds from the system will go toward paying the costs of the reference personnel and in addition will provide funds for additional books. Under normal circumstances the library would not for years been able to afford a fully-manned reference staff during the 63 hours it is open each week. However, by utilizing that staff to serve the needs of local patrons and serving as a backup service to out-of-town libraries at the same time, all parties involved are able to get the most effective use of professional advisory services. During the year 1968, our reference staff provided answers to 3,472 reference questions and in addition handled 7,740 requests for interlibrary loans from system libraries. Over 600 requests for materials for Lawrence patrons were sent onto the KIC circuit during the year. In addition to funds received for salaries during 1968, over \$8,600 worth of reference materials were placed in the collection due to Lawrence Library's role as reference center for the System.

As a sidelight to the above service, an interesting project has been carried on between Lawrence and Johnson County for approximately one year now. This consists of exchanging lists of books which each library has on reserve for its patrons. Thus during the year Lawrence was able to find some 537 additional books for its patrons much sooner than the normal time of 2 to 4 weeks waiting for a book to come back from circulation. This exchange also saw Lawrence providing 483 books to Johnson County in the exchange program.

From its beginnings as pilot project in 1966, the Northeast Kansas Libraries System had been under the administrative direction of the Lawrence Public Library. The Lawrence Librarian had acted as Administrative Librarian for the project. With NEKL's official designation as a legal entity last year, Lawrence ceased to function in this role, and, as a consequence, Wayne Mayo resigned as Administrative Librarian for the System effective July 1. Lawrence remains a system member and in addition serves as reference and resource center for the system.

Library circulation took a sharp drop in 1968. The 281,416 books circulated represented a decrease of 17,783 books over the previous year. A breakdown of books circulated indicates an actual decrease of 20,148 children's books and an increase of 2,365 adult books. Of the decrease in children's books, approximately 7,000 of these can be attributed to the discontinuance of counting a 30 day teacher loan as two circulations. This was a carryover from a time when books circulated for two weeks in normal non-school transactions. Thus, each school loan was counted twice.

Now, with each regular loan going out for a variable period of 3-4 weeks, it was felt best to count each teacher loan only once. Thus, the paper loss of 7,000 to 8,000 books. Some 12,896 teacher loans were made in 1968, as contrasted to approximately 20,000 in the past with double counting.

In addition to the 7,000 or so loss in school loans, the Children's Dept. circulated some 12,000 less regular loans than the previous year. Without question, the growth of school libraries in the elementary schools is having an effect, as it has for the past several years. This, combined with the almost total lack of seating space in the Children's Dept. cannot help but have its adverse effect. The long-range situation, though, is optimistic. As school libraries stress outside reading for study and enjoyment, it will soon be recognized that the public library is the one source of the widest variety of materials in the community. Thus, the growth of school libraries is in reality an ally of public library use. Reading and libraries are now recognized as important in the elementary schools. This can only have a beneficial effect on public libraries in the future. In addition, a new public library will encourage those who now hesitate to come in due to the crowded conditions and lack of adequate seating, not only in the children's Dept. but in all areas of the library. Who can deny the feeling of claustrophobia one receives after spending over 10 minutes in any part of the building? An interesting sidelight is that this is the first year since 1957 that circulation of adult books has exceeded that of children's materials. The gap between the two services has been narrowing since 1961 and is a further indication of the increase in adult use of libraries at a faster pace than children's. This would appear to be a widespread situation around the country.

A slight increase in registered borrowers was seen for 1968. A net increase of 163 patrons was recorded. County cards dropped from 151 to 33. A technicality was the reason for the decrease. As members of NEKL, we agreed to serve outside borrowers without charge, beginning January, 1969. Thus, early in 1968, we began dating out-of-town cards to expire as of Dec. 31, and progressively decreased the charges. We actually ceased charging as of Dec. 1, 1968. Thus, some 33 non-resident borrowers became users during the last month of 1968, while all of the others were dropped from the count as of the end of the year.

Little needs to be said here about the critical space needs. We should point out only that in 1968 some additional 12 sections of children's shelving and 21 sections of adult shelving were added to house new books. In 1969, 11 sections of children's shelving and 27 sections of adult shelving will be added for acquisitions for that year. In providing this shelving we have lost some 10 badly needed seats for patrons. After 1969, we will have no recourse but to begin storage of books. We have virtually no room for additional shelving nor will the building support the additional weight. Space problems have been so critical that in 1968 we were forced to turn down two offers of free placement of 16 mm films for community use. One was from the Canadian Travel Bureau and the other from SW Bell Telephone Co. Such films could be great use to the community if available from a central source. This, and other programs must wait, however, until adequate space is available.

Special services of the Children's Dept. under Mrs. Halfen continued to be popular. 1,868 children joined the Summer Reading Program while the bookmobile and storyteller made weekly trips to recreation spots to encourage reading. Preschool story hours in the Fall and Spring saw 952 children attending the 19 sessions or an average of 50 children at each session. In addition to the above, numerous school classes visited the library during the school year.

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Although we purchased more books than ever in 1968 (6,743) we withdrew 4,826 as well. The large withdrawal is a result of a final count of an inventory taken in the latter part of 1967. Final checking in June, 1968 resulted in 831 children's books missing and 1,823 adult books missing, a total of 2,654 items. These were listed as withdrawn and removed from our catalog. Unfortunately, we have no record of previous inventories and thus cannot make comparisons as to average losses per year from theft.

An important benefit for employees provided by the Board in 1968 was the employer-paid hospitalization for employees with three months or more of service. Coverage is provided under Blue-Cross. Coverage of dependents is optional and the cost is borne by the employee.

John Peters, Chairman of the Board, left after eight years service. Dr. James Drury was appointed to the Board for a four year term on May 1. Mrs. Crews was re-elected Secretary-Treasurer at the annual meeting in February. At the May meeting, Vice-chairman Max Stalcup was elected chairman and Mrs. Ulmer elected vice-chairman. Continuing services for the year 1968 included service to the homebound, in which we delivered some 5,000 books to patrons; a continuing collection of children's books loaned to Ballard Center; circulation of paperback books; 8 mm films (982 were circulated in 1968); monthly art displays sponsored by the Lawrence Art Guild; and xeroxing for patrons. 18,473 xerox copies were purchased by library users last year.

With the possibility of a new library facility in the offing, it would appear that many of our space problems may be solved in the next several years. A spacious, inviting library will also bring about a dramatic change in library use. In addition to increased general use of the library, we can expect more and varied community services of all kinds to be initiated, not only by the library staff but by civic groups as well.

In closing, our appreciation, in addition to the persons already mentioned, goes to all of our staff who have done so much to provide service under less than ideal conditions. In particular to Mrs. Osma, who is largely responsible for the excellent collection built up over the 15 years she has been with the library; to Mrs. Weeks, who not only keeps our accounts in fine order, but performs 1,001 other tasks daily in connection with all departments of the library; to Mrs. Meyer, whose circulation staff handles some 600,000 transactions each year and does an excellent public relations job in the process; finally, James Anthony, who as custodian does a remarkable job of keeping the building presentable in spite of the limitations presented by the building itself.

Wayne Mayo
Head Librarian

1968 STATISTICS

CIRCULATION

	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
Books	151,651	129,765	281,416
Records	9,425	2,392	11,817
Periodicals & Pamphlets	7,288	- - -	7,288
Films	982	- - -	982

The above represents a total decrease in book circulation of 17,783. Circulation of adult books shows a rise of 2,365 while circulation of children's books decreased by 20,148.

REGISTRATION

	<u>Adult</u>	<u>Juvenile</u>	<u>County</u>	<u>Total</u>
1967	10,999	5,993	151	17,143
1968	11,190	6,082	33	17,305

The total number of registered borrowers increased by 162 for 1968. Of this, 191 represented additional adult borrowers and 89 more juvenile borrowers were registered. The text of the report lists the reason for decrease in county cards.

BOOK STOCK

	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
Added 1968	4,559	2,184	6,743
Withdrawn	2,540	2,286	4,826
On hand Dec. 31, 1968	43,858	22,127	65,985

Total book stock increased by 1,917 over the previous figure of 64,068 for 1967. 87 Gift books were accepted during the year.

RECORD STOCK

	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
On hand as of Dec. 31, 1968	1,898	471	2,369

The above represents a net increase of 332 records over the previous year.

REFERENCE - 3,472 requests for information were answered by our Reference Department in 1968.

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

BUDGET SURVEY FOR 1968

	<u>Budgeted</u>	<u>Added Receipts</u>	<u>Spent</u>
SALARIES:			
Full Time	\$ 55,150.00	\$ 6,100.00	\$ 61,682.82
Part Time	9,523.00	- - -	10,661.34
	<u>\$ 64,673.00</u>	<u>\$ 6,100.00</u>	<u>\$ 72,344.16</u>
LIBRARY MAINTENANCE:			
Books	\$ 23,700.00	\$ 947.73	*\$ 24,247.73
Periodicals	1,500.00	15.45	1,649.80
Records	700.00	70.00	792.27
Binding	1,100.00	- - -	460.04
Supplies	2,800.00	146.15	3,822.48
Custodian	3,450.00	- - -	3,493.50
	<u>\$ 33,250.00</u>	<u>\$ 1,179.33</u>	<u>\$ 34,465.82</u>
BUILDING MAINTENANCE:			
Supplies	\$ 800.00	\$ 3.84	\$ 482.23
Repairs and Equipment	2,000.00	1,668.45	3,156.44
Utilities	2,300.00	- - -	2,213.01
Insurance	1,100.00	- - -	929.00
	<u>\$ 6,200.00</u>	<u>\$ 1,672.29</u>	<u>\$ 6,780.68</u>
SOCIAL SECURITY	\$ 2,720.00	\$ 260.00	\$ 3,200.47
KANSAS RETIREMENT (Employer's Contrib.)	2,336.00	265.50	2,253.18
POSTAGE	500.00	188.80	792.85
CONTINGENCY	300.00	- - -	361.62
TRAVEL	300.00	- - -	218.84
BOOKMOBILE	300.00	200.00	487.58
EMPLOYER'S BLUE CROSS	- - -	64.80	1,172.00
PHOTO COPIES	- - -	2,091.46	1,881.72
	<u>\$ 6,456.00</u>	<u>\$ 3,070.56</u>	<u>\$ 10,368.26</u>
GRAND TOTAL	\$110,579.00	\$12,022.18^{OK}	\$123,958.92

* The amount spent for books includes \$2,348.97 outstanding book orders for 1968.

BALANCE SHEET FOR 1968 BUDGET SURVEY

	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance</u>
SOURCE OF REVENUE:			
1968 Tax Funds	\$104,179.00		
Desk Collections			
Balance from 1967 Desk Collections....	1,584.10		
Receipts for '68 (overdues & Co. cards)	6,241.61		
NEKL reimbursements for reference, book-keeping, and administrative salaries, etc.	8,488.03		
Income from miscl. sources such as special orders & lost books & records, School Board, PTA, photo copies, etc.....	<u>3,534.15</u>		
Total revenue for Main. & Desk Coll., 1968..	\$124,026.89		
TOTAL MAINTENANCE & DESK COLL. EXPENSE:			
Total maintenance expenses for 1968.....		*\$123,959.03	
Miscellaneous exp. from Desk Coll. '68...		<u>14.64</u>	
BALANCE held over in Desk Collections, Jan. 1, 1969			\$53.22

* There was 11¢ more spent for maintenance than attached budget survey shows due to shortage in '67 State Tax and uneven breakdown of salaries for Social Security and KPERS.

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, 1968.

	<u>Balance</u>	<u>Receipts</u>	<u>Warrants</u>	<u>Balance</u>
Maintenance Fund				
Outstanding Invoices for 1967.....	\$2,721.36		\$ 2,721.36	
Receipts for 1968.....		\$116,201.18	121,610.06	
Outstanding invoices for 1968.....			² 2,348.97	² \$2,348.97
Transfer of Desk Coll. to Maintenance.....		(¹ 7,757.85)		
Desk Collections	1,584.10	6,241.61	14.64	
Transfer of funds to M.			(¹ 7,757.85)	53.22
Perkins Memorial Fund....	69.80	52.50		122.30
Edwards Memorial Fund....	42.10	43.40		85.50
Grovenor Memorial Fund...	100.21	231.42	141.76	189.87
Moore Memorial Fund.....	193.83	65.00		258.83
Walch Memorial Fund.....	104.20	43.40		147.60
Adult Gift Fund.....	149.30	30.14		179.44
Children's Gift Fund.....	31.30	13.29		44.59
Ottawa Book Acquisition F.		<u>4,875.00</u>	<u>4,875.00</u>	
Balance in all Funds.....	\$4,996.20	\$127,796.94	\$131,711.79	³ \$3,430.32

¹ This is the total amount of funds transferred to maintenance from Desk Coll. in December, 1968 and is included in Warrants under Maintenance thus not added in Desk Coll. Warrants column.

² This figure is the amount for outstanding book invoices for 1968. ³ Net bal. in all funds without outstanding is \$1,081.35 on January 1, 1969.