

ANNUAL REPORT 1962

Report of the Board of Trustees of the University of Toronto Public Library

Library and Facilities

In this report we attempt to give the University a general report on the work of the library during the year.

The library has continued its tradition of providing a wide range of books for the use of the University and the public. It has also continued its tradition of providing a wide range of services to the University and the public.

FINANCIAL STATEMENT

	1961	1962	Total
Total	13,700	14,100	27,800

The following table shows the financial statement for the year 1962. It shows the total amount of money received and the total amount of money spent during the year.

FINANCIAL STATEMENT

	1961	1962	Total
Operating Expenses	1,000	1,100	2,100
Capital Expenses	1,200	1,300	2,500
Reserve	1,500	1,700	3,200
Total	3,700	4,100	7,800

FINANCIAL STATEMENT

	1961	1962	Total
Operating Expenses	1,000	1,100	2,100
Capital Expenses	1,200	1,300	2,500
Reserve	1,500	1,700	3,200
Total	3,700	4,100	7,800

LAWRENCE FREE PUBLIC LIBRARY
Lawrence, Kansas

ANNUAL REPORT FOR 1962

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

Ladies and Gentlemen:

It is a pleasure to submit to you the fifty-eighth annual report for the year ending December 31, 1962.

The library has been open for reading and circulation of books for 304 days, eleven hours on week days and eight hours on Saturdays, closing Sundays, eight holidays and one day for Kansas Library Association's annual meeting.

CIRCULATION

	Adult	Juvenile	Total
Total	111,788	148,419	260,207

This circulation total represents an increase of 5,160 volumes over 1961.

In addition to books there were 12,781 phonograph records and 6,328 periodicals lent for home use.

REGISTRATION

	Adult	Juvenile	Total
December 31, 1961	8,008	3,423	11,431
Added	3,069	773	3,842
Withdrawn	2,719	390	3,109
December 31, 1962	8,358	3,806	12,164

BOOK STOCK

	Adult	Juvenile	Total
December 31, 1961	35,337	16,347	51,684
Added	2,441	2,335	4,776
Total	37,778	18,682	56,460
Withdrawn	2,874	871	3,745
December 31, 1962	34,904	17,811	52,715

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

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, 1962.

	<u>Balance</u>	<u>Receipts</u>	<u>Warrants</u>	<u>Balance</u> ¹
Maintenance Fund	\$ 874.05	\$69,385.96	\$68,202.39	\$2,057.62 ¹
Desk Collections	1,591.30	5,102.39	4,130.01	2,563.68 ²
L. H. Perkins Memorial Fund	34.98	41.82		76.80
Virginia S. Edwards Memorial Fund	8.00	30.50		38.50
Gurdeon Grovenor Memorial Fund	106.13	318.90	143.48	281.55
May Moore Memorial Fund	32.50	65.00		97.50
Jane Welch Memorial Fund	74.01	30.50	74.51	30.00
Adult Gift Fund		33.23	1.00	32.23
Juvenile Gift Fund		108.50		108.50
All Funds	2,720.97	75,116.80	72,551.39	5,286.38

Outstanding Book and Record orders for 1962

¹Outstanding orders to come from Maintenance 1,183.57

²Outstanding orders to come from Desk Collections 452.43

This will leave a balance in Maintenance of \$874.05.

and a balance in Desk Collections of \$2,111.25.

Net Balance available in all funds for 1963 3,650.38

Mrs. A. B. Ewing

Treasurer