

ANNUAL REPORT 1971

Lawrence Public Library

TO THE BOARD OF DIRECTORS:

For the second year in a row the major event remained the planning for our new library facility at 707 Vermont. 1970 involved the bond campaign and after that the many months of planning prior to completion of bids and specifications for construction. 1971 was a continuation but with a shift of emphasis now to planning for furniture and equipment. Bids on these items were taken in November. Construction of the library began in April, 1971 being set off appropriately by a traditional ground-breaking ceremony. Although construction bids came in over the estimates, this was somewhat offset by lower bids on the furnishings than we had anticipated. We were thus able to restore some earlier deletions, such as drapes and landscaping.

After considerable discussion with city officials, the natural stone walls at the entrances were allowed under the building code. These are now in place and it is easy to see the excellent effect these will have on the looks of the interior.

We were quite pleased to see an encouraging increase in book circulation during 1971. Last year saw a rise of 10,996 in the number of books checked out over 1970. Adult circulation rose by 9,598 while children's circulation was up by 1,398. The increase in juvenile circulation was particularly gratifying due to the fact that it has been on a downhill spiral for 7 years, not only here but in many parts of the country. All items circulated- books, films, records & periodicals- totaled 307,534 for the year.

During the same period, our total number of registered borrowers increased by 1,551 to a new total of 17,850. Our book stock grew by 4,748 to a new high of 79,464 volumes.

In addition to our regular circulation of materials to patrons, our range of services for the year included:

A- Children's summer reading program which enrolled 1,761 youngsters. Our book truck made approx. 75 visits to 12 parks and playgrounds during a 7 week period. At each stop, books were circulated and story hour was held.

B- 15,982 requests for materials and information were received from 33 member libraries in the Northeast Kansas Library System last year. In response to these, Lawrence loaned 7,297 books and periodicals on the system loan network. As reference and interlibrary loan HQ for the system, Lawrence Public Library received \$ 26,500 last year, which went to build our reference staff and our book collection.

C- Classroom loans to area teacher totaled 10,829 during the year. Mini-collections of 50 books are made to teachers for use in his or her classroom for a month at a time.

D- Our reference staff handled 6,493 requests for reference information from Lawrence patrons. A member of the reference staff is on duty during all hours the library is open.

- E- The children's Dept. held 42 story hour sessions, with a pre-school total attendance of 938
- F- 5,000 books were selected and delivered to patrons thru our home delivery service. This service is available to any one in Lawrence who, because of infirmity or other handicap, is unable to use the regular library services.
- G- 37 class visits were made to the library, bringing 648 children from schools in the area.
- H- Over 34,000 xerox copies were made for library patrons during the year, many of these from library materials such as reference books, maps etc.
- I- Selected collections of books are housed in the Ballard Center as well as the East Lawrence Community Center. These collections are rotated periodically.

For the first time in its history, the Library made plans to become, in effect, a separate entity. That is, upon reaching 35,000 population, it would henceforth certify its budget directly to the County Clerk, instead of being approved by the City Commission as a part of the total city budget. The Board expressed it's desire to see the City pass a charter ordinance this year returning the budget to its previous relationship with the city budget.

A major change on the Board took place last year when Max Stalcup retired after nearly 12 years service, the last 3 of which he served as chairman. His leadership during that time was to a great extent responsible for our new library facility.

A welcome note was received late in 1971 when we were selected to participate in the newly expanded state interlibrary loan network. Lawrence Public Library along with 13 other libraries in the state, will participate beginning March 1 in the state network. Lawrence will loan books to other libraries around the state and will also have access through the network to several million volumes for local patrons. In return for its participation in the network, Lawrence expects to receive grants for operations and books, in the neighborhood of \$ 11,600.

A final note on future plans. A few of the new programs we anticipate in the new library include- a loan print collection, programs for young people as well as senior citizens, provision of meeting space for groups and organizations, book drops located around the city, a drive-up book return & audio-visual equipment for use within the building. Plans are being made for Sunday opening by the first of 1973.

The Lawrence Public Library is fortunate to have an excellent staff, a fine book collection &, shortly, a great new facility. With these three factors I believe we will have library service that will be up with the best available, anywhere.

1971 STATISTICS

CIRCULATION

	<u>ADULT</u>	<u>CHILDREN</u>	<u>TOTAL</u>
Books	171,957	120,929	292,886
Records	9,498	1,821	11,319
Periodicals	2,456	226	2,682

The above represents a total increase in book circulation of 10,996. Adult circulation increased 9,598 and Children's circulation increased 1,398.

306,887

REGISTRATION

	<u>ADULT</u>	<u>CHILDREN</u>	<u>COUNTY</u>	<u>TOTAL</u>
1970	9,104	6,238	957	16,299
1971	10,389	6,203	1258	17,850

The total number of registered borrowers increased 1,551. Adult registrations increased 1,285 and Children's registrations decreased 35. County registrations increased 301.

BOOK STOCK

	<u>ADULT</u>	<u>CHILDREN</u>	<u>TOTAL</u>
Added, 1971	4,342	1,873	6,215
Withdrawn, 1971	877	590	1,467
Balance-December, 1971	54,131	25,333	79,464

The total Book Stock increased 4,748 over the previous figure of 74,716 for 1970. 86 Gift books were accepted during the year.

RECORD STOCK

	<u>ADULT</u>	<u>CHILDREN</u>	<u>TOTAL</u>
Balance, December 31, 1971	1,882	500	2,382

Total record stock increased 106 over the previous figure of 2,276 for 1970.

FILM STOCK

	<u>ADDED</u>	<u>WITHDRAWN</u>	<u>TOTAL</u>
Balance, December 31, 1971	34	23	69

The total film stock increased by 11 over the previous figure of 58 for 1970.

REFERENCE

6,493 requests for information were answered by our reference department in 1971. This is an increase of 1,809 over 1970.

BUDGET SURVEY
December 31, 1971

	<u>Budgeted</u>	<u>Added Receipts</u>	<u>Amount Spent</u>	<u>Balance</u>
SALARIES				
Full Time.....	\$82,429.00	-----	\$81,688.40	\$ 740.60
Part Time.....	11,000.00	-----	12,025.73	(1,025.73)
	<u>\$93,429.00</u>		<u>\$93,714.13</u>	(285.13)
LIBRARY MAINTENANCE				
Books.....	\$32,500.00	\$1,748.20	\$34,062.22*	185.98
Periodicals.....	2,700.00	5.14	2,416.82	288.32
Library Materials.....	1,200.00	242.14	1,564.72	(122.58)
Binding.....	1,100.00	-----	881.98	218.02
Library Supplies.....	4,500.00	127.21	3,721.92	905.29
Custodian's Salary.....	4,407.00	-----	4,407.00	-----
	<u>\$46,407.00</u>	<u>\$2,122.69</u>	<u>\$47,054.66</u>	<u>\$1,475.03</u>
BUILDING MAINTENANCE				
Building Supplies.....	\$800.00	-----	\$550.46	\$249.54
Repairs & Equipment.....	1,600.00	-----	1,563.06	36.94
Utilities.....	2,500.00	82.50	4,040.20	(1,457.70)
Insurance.....	1,100.00	-----	1,469.00	(369.00)
	<u>\$6,000.00</u>	<u>\$82.50</u>	<u>\$7,622.72</u>	<u>\$(1,540.22)</u>
MISCELLANEOUS				
Social Security.....	\$4,500.00	\$15.37	\$4,507.01	\$8.36
KPERS.....	4,271.00	-----	4,266.49	4.51
Postage.....	1,300.00	26.63	1,484.38	(157.75)
Contingency.....	400.00	-----	411.97	(11.97)
Travel & Bookmobile.....	1,200.00	200.00	1,204.62	195.38
Blue Cross-Blue Shield....	2,400.00	10.36	3,042.72	(632.36)
Photo Copies.....	-----	3,431.24	2,678.79	752.45
	<u>\$14,071.00</u>	<u>\$3,683.60</u>	<u>\$17,595.98</u>	<u>\$158.62</u>
TOTALS	<u>\$159,907.00</u>	<u>\$5,888.79</u>	<u>\$165,987.49</u>	<u>\$(191.70)</u>

*Includes outstanding orders from 1971 that have not yet been paid for:

Adult Books	\$4,333.05
Children's Books	1,448.81

ANTICIPATED INCOME 1971

Tax Funds.....	\$127,407.
Desk Collections....	6,000.
NEKL Funds.....	<u>26,500.</u>

\$159,907.

FINANCIAL REPORT - LAWRENCE PUBLIC LIBRARY

December, 1971

	<u>December, 1971</u>	<u>Yr. to Date</u>
Balance, January 1, 1971		\$ 14,038.02
Balance, December 1, 1971	\$25,062.84	
<u>RECEIPTS:</u>		
Tax Funds.....	-----	127,407.00
Adult Books.....	315.30	1,449.51
Children's Books.....	16.05	298.69
Overdues.....	551.29	10,208.65
Photo Copies.....	252.85	3,431.24
Library Supplies.....	3.64	127.21
Library Materials.....	30.90	242.14
N.E.K.L.....	-----	26,500.00
Adult Gifts.....	15.00	52.67
Grovenor Fund.....	-----	230.00
Perkins Fund.....	-----	26.25
Moore Fund.....	-----	95.14
Welch Fund.....	-----	55.00
Social Security.....	-----	15.37
Postage.....	-----	26.63
Bookmobile and Travel.....	-----	200.00
Utilities.....	-----	82.50
Outstanding Checks Written Off.....	-----	155.90
Blue Cross - Blue Shield.....	-----	10.36
Periodicals.....	-----	5.14
	<u>-----</u>	<u>-----</u>
<u>TOTAL RECEIPTS</u>	\$1,245.17	\$170,619.40
 BALANCE AFTER RECEIPTS AND BEFORE EXPENDITURES.....	 \$26,308.01	 \$184,657.42

FINANCIAL REPORT - LAWRENCE PUBLIC LIBRARY

December, 1971

EXPENDITURES

	<u>DECEMBER, 1971</u>	<u>YR. TO DATE</u>
Salaries.....	\$6,131.88	\$74,277.11
Custodian's Salary.....	324.22	3,890.64
Employee's Blue Cross.....	66.24	794.88
Employer's Blue Cross.....	260.98	3,042.72
Postage.....	70.00	1,484.38
Adult Books.....	1,168.66	26,501.59
Children's Books.....	507.62	7,520.82
Periodicals.....	1.35	2,416.82
Library Supplies.....	87.89	3,721.92
Binding.....	-----	881.98
Building Supplies.....	10.56	550.46
Repairs and Equipment.....	10.92	1,563.06
Contingency.....	14.09	411.97
Travel and Bookmobile.....	50.57	1,204.62
Photo Copies.....	409.30	5,278.79
Utilities.....	362.02	4,040.20
Federal Income Tax.....	904.50	10,784.50
State Income Tax.....	274.48	1,078.45
Desk Collections.....	-----	3,515.45
Library Materials.....	17.02	1,579.74
Insurance.....	-----	1,469.00
Moore Fund.....	-----	309.12
Grovenor Fund.....	-----	34.50
Social Security-Employees.....	811.87	4,506.96
Social Security-Employers.....	811.90	4,507.00
Kpers-Employee's	749.04	2,803.90
Kpers-Employers.....	1,113.56	4,266.49
<u>TOTAL EXPENDITURES</u>	<u>\$14,157.66</u>	<u>\$172,507.07</u>
 BALANCE AFTER RECEIPTS AND EXPENDITURES.....	 \$12,150.35	 \$12,150.35
 Less Encumbered funds for outstand- ing book orders at the end of the year...	 <u>5,781.86</u>	 <u>5,781.86</u>
 BALANCE IN ALL FUNDS.....	 <u>\$6,368.49</u>	 <u>\$6,368.49</u>

BALANCE IN ACCOUNTS

December 31, 1971

<u>ACCOUNT</u>	<u>BALANCE</u>
DESK COLLECTIONS.....	\$4,487.61
ADULT GIFTS.....	380.77
CHILDREN'S GIFTS.....	184.00
PERKINS FUND.....	253.55
EDWARDS FUND.....	182.12
MOORE FUND.....	174.85
WELCH FUND.....	299.22
GROVENOR FUND.....	<u>406.37</u>
TOTAL.....	\$6,368.49