

ST. JOSEPH PUBLIC LIBRARY

ANNUAL REPORT

1961 - 1962

ST. JOSEPH, MISSOURI

ST. JOSEPH PUBLIC LIBRARY

TENTH AND FELIX STS.

TELEPHONE AD 2-7729

ST. JOSEPH, MISSOURI

June 1, 1962

To the Board of Directors
St. Joseph Public Library

In compliance with Missouri Law, Section 182.360,
the accompanying reports are submitted on the serv-
ices, statistics and finances of the St. Joseph
Public Library for the fiscal year 1961-1962.

Respectfully submitted,

Alden P. Wilson
Librarian

BOARD OF DIRECTORS OF THE ST. JOSEPH PUBLIC LIBRARY:

	<u>Term Expires</u>
Mrs. Philip Strop, President	1962
Mr. Arthur V. Burrowes, 1st Vice-President	1962
Monsignor Leo J. Ruggle, 2nd Vice-President	1963
Rabbi Myron M. Meyer, Treasurer	1963
Mr. Robert G. Clayton	1964
Mrs. John Wyeth	1962
Mrs. Hugh Miner	1964
Mr. John Landis, III	1964
Rev. Roger Williams	1963
Mr. Alden P. Wilson, Secretary	

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF MAY 1, 1962

Library Office

Mr. Alden P. Wilson	Librarian
Mrs. Brenda Masters	Secretary
Mr. Ray Sheffler, Jr.	Custodian

Catalog Department

Miss Mabel Hull	Catalog Librarian
Miss Esther Ray	Assistant Catalog Librarian
Mrs. Wilma Rother	Library Assistant
Mr. Bob Donan	Library Page

Reference Department

Mrs. Isabel Evans	Reference Librarian
Miss Susan McCord	Library Assistant
Miss Eida Floyd	Library Assistant
Miss Vicki Carothers	Library Page
Miss Mary Maloney	Library Page

Circulation Department

Miss Gladys Keys	Circulation Librarian
Miss Mary Alta Hopkins	Assistant Circulation Librarian
Mrs. Elizabeth Holbert	Library Assistant
Mrs. Jo Ann Steele	Library Assistant
Miss Linda Krumme	Library Page
Miss Pat Gillespie	Library Page
Miss Colette Farnan	Library Page

Children's Department

Mrs. Patricia McCartney	Acting Children's Librarian
Mrs. Elizabeth Oliver	Library Assistant
Miss Janice Blum	Library Page
Miss Glenda Arthur	Library Page

Bookmobile

Miss Gale Logan	Bookmobile Librarian
Miss Suzie Jackson	Library Page
Mr. Dennis O'Connor	Bookmobile Driver

Washington Park Branch Library

Miss Erma Patrick	Branch Librarian
Miss Andrea Walker	Library Page
Mr. Wayman Waldron	Custodian

Carnegie Branch Library

Miss Josephine Plummer	Branch Librarian
Miss Linda Markus	Library Page
Mr. Arthur Burrell	Custodian

LIBRARIAN'S REPORT:

Library Resources

The books, periodicals, newspapers, pamphlets, documents, films, recordings, maps and clippings which make up the resources of the Library were available in larger quantity and better quality during the past year than at any previous time.

The total number of volumes in the Library once again rose to an all-time high, despite the persistent efforts of the Librarian and other staff members to reduce the amount of dead and worn out materials in the collection. A record number of new books - 9,248 - was added, while 8,617 books were withdrawn. Over the five-year period just completed a total of 40,581 books have been added, while 30,600 have been withdrawn.

The utility of any library collection, except in large research or university libraries, depends not so much on continued increase in size as on whether a sufficient quantity of currently useful materials is available. Retaining worn and out-dated materials on the library shelves detracts from the usefulness of the collection as well as its appearance. On too many occasions our staff members are still providing patrons with materials which are not up-to-date and which are in shabby condition. Such materials create a poor impression of library service.

All factors considered, our resources are growing each year in their usefulness to the community, although not as fast or in as great quantity as is desirable. Several new periodical subscriptions were started this year to cover such areas as boating, coin collecting and skin diving which were not previously represented in our periodical collection. Other periodicals were dropped to make room for these.

A small growth is noted in the Altrusa Memorial Record Collection. Because of the heavy use made of a limited number of records there are many of the records which are no longer in good condition. Over ten percent of the collection has been withdrawn in each of the past two years in order to reduce the number of worn records.

A growing disrespect for public property was noted during the year, at least as it concerns Library resources. On several occasions it was found that recordings had been stolen from the record collection. There was evidence of a serious increase in the theft and mutilation of other materials.

At the end of the fiscal year the Librarian instituted the use of reinforced paperback books in an effort to increase our book resources. There is a need for greater duplication of both classics and popular titles, especially in our branch libraries and on the bookmobile. It is hoped that the paperbacks will make a much greater variety of reading material available in all of our agencies.

Personnel

The Library's area of greatest weakness remains the same as last year - a shortage of adequately trained personnel.

The finest library collection in the world will remain only partially used unless there is a staff of sufficient size and training to maintain it and to assist patrons in making the best use of the materials available.

No progress whatsoever has been made in the selection and training of an adequate library staff. There is no prospect that this will be accomplished until a much larger budget is available. There is no point in even contemplating the hiring of professionally trained librarians until we are in a position to offer a beginning salary of approximately \$5400. Not even our department heads are presently receiving this much in salary. Despite the fact that our salaries have been increased by 30% in the past five years, many of our more capable employees are still badly underpaid for the work they are doing.

Since we are unable to offer a competitive salary for college graduates, to say nothing of professionally trained librarians, we continue to operate with a skeleton staff of persons inadequately trained for the jobs to which they are assigned. The capabilities of a handful of experienced and loyal employees is all that keeps our service from being a complete failure.

Buildings and Equipment

Several changes and additions were made at the Central Library during the year to improve our physical facilities. Rest rooms were installed on the main floor for the convenience of our patrons. New shelving was installed in the Children's Room, resulting in an improved appearance and more adequate storage of the book collection. Two openings in the Reference Room were closed so that the air conditioning would be more effective and so that a more suitable atmosphere for study would be maintained. It was also necessary to make many repairs on the bookmobile to keep it in running order, an increasingly expensive item as it becomes older.

Our physical facilities and equipment become less and less attractive and more difficult to maintain as the years go by. It would take many thousands of dollars to put our present facilities into good condition. Considering the age of the structures involved and the fact that none of them is functionally designed for modern library service, it would probably not be economically feasible to carry out all the alterations and repairs that are needed even if the money were available.

Finances

Library expenditures were slightly less this year than during the previous year, even though an extra payroll of \$3,243 was included. Total expenditures for the period were equal to \$1.55 per capita.

Over the past five years our expenditures have increased by 30%. What use has been made of these extra funds? The size of the staff has been increased by about five percent. Many of our salaries have been increased by 30%, although many of our employes are still receiving inadequate pay for their work. The amount spent for books and other library materials has been increased by nearly 50%, with the result that a much more adequate collection is now available to the community. At the same time our electric bill has increased by 50% and our postage expenditure by 100%.

While expenditures have increased by 30% over this period, it should be noted that use of the Library has increased by at least an equal amount over a similar period of time.

How does St. Joseph's library expenditure compare with that in other cities of similar size? A study of the 19 city libraries serving populations of from 75,000 to 85,000 in 1960 reveals that St. Joseph stood fourteenth according to library expenditure. Twelve of the 19 libraries spent over \$2.00 per capita, seven less. Two of these libraries spent over \$5.00, three others spent over \$4.00 and three others spent over \$3.00. The average expenditure was \$2.78 per capita, compared to our \$1.45 that year. Furthermore, our expenditure per book circulated was 29 cents, compared to an average of 42 cents, placing us in seventeenth place among the 19 libraries. It is obvious that our financial situation leaves much to be desired.

Public Services

All of the above factors determine the quality and quantity of service the Library offers the people of St. Joseph. It is again a pleasure to report that our citizens made widespread use of the library facilities available to them. Although circulation decreased by about two percent over the previous year, the total use of our Library remained very high.

The quality of service rendered to individual patrons probably ranged from poor to excellent. The average patron who came to the Library to choose a few books for leisure reading and who required only minimum assistance from the staff probably was adequately served. Many of those who had more serious requests for more detailed material probably received less adequate service than was desirable. The quality of the service would have been dependent on the time at which the patron used the Library and the staff members who were on duty at the time. If the patron arrived during the morning and received help from one of our experienced employes, his request was probably handled in an effective manner. If he arrived during the afternoon or evening when dozens of student patrons were running back and forth through the Library and was not able to secure help from one of our more capable employes, his request may have been only partially answered or it may not have been answered at all. It is not possible to assume any standard of service, but rather that the quality of service may vary greatly from one patron to the next.

One of the problems posed by our present financial situation is this: To what extent should we sacrifice quality in order to maintain or increase quantity? The funds available are extremely limited. They should be spent in such a way that they will provide the best library service to the community. Is the service to be measured by quantity or quality?

Do we provide the best possible service by operating two branch libraries and a bookmobile in addition to the Central Library, thus spreading the available funds thinly over a large area? Would better service result from concentrating all of our energies and funds to give service from one central agency? Or would it be preferable to put greater emphasis upon wider distribution of our resources and forget about the finer points of reference service and assistance to patrons? Many libraries faced with financial difficulties resort to shorter hours of service as the best way to reduce costs. Other libraries keep salary levels so low that only the most unskilled personnel are left to provide assistance. Still others reduce their book budgets to a level where only a small fraction of the new publications are made available to the community.

Which pattern of service is best for St. Joseph? This is a question which needs the constant attention of Library officials. The wise expenditure of the funds available for library service is secondary only to the attempt to secure the funds necessary to operate the type of library program deemed adequate for the community. Our service program should be under constant scrutiny, especially since choices must be made among the various ways in which we can operate. Such choices will be made in the daily operation of the Library unless they are made as matters of definite policy by the governing body. The latter course is preferable since such choices do affect policies. An over-all study of the situation will also result in a better choice than decisions made on a day-to-day or month-to-month basis.

Despite its limitations, the St. Joseph Public Library has much to offer to its patrons. It is the purpose of all involved in its operation to continue the best possible service under the limitations of the funds available.

BOOK COLLECTION:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	13,236	70,046	83,282	5,256	8,452	13,708	96,990
Carnegie	3,685	5,091	8,776	2,615	3,372	5,987	14,763
Washington Pk.	4,962	6,608	11,570	3,310	3,600	6,910	18,480
Bookmobile	1,746	1,469	3,215	5,124	5,906	11,030	14,245
TOTALS	23,629	83,214	106,843	16,305	21,330	37,635	144,478

BOOKS ADDED 1961-1962:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	962	3,113	4,075	657	1,256	1,913	5,988
Carnegie	217	109	326	140	278	418	744
Washington Pk.	212	139	351	118	289	407	758
Bookmobile	320	152	472	398	888	1,286	1,758
TOTALS	1,711	3,513	5,224	1,313	2,711	4,024	9,248

BOOKS WITHDRAWN 1961-1962:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	1,753	1,735	3,488	1,358	1,293	2,651	6,139
Carnegie	367	19	386	10	16	26	412
Washington Pk.	548	196	744	187	23	210	954
Bookmobile	64	31	95	694	323	1,017	1,112
TOTALS	2,732	1,981	4,713	2,249	1,655	3,904	8,617

ALTRUSA MEMORIAL RECORD COLLECTION:

Record albums in collection April 30, 1961	892
Record albums added 1961-1962	140
Record albums withdrawn 1961-1962	100
Record albums in collection April 30, 1962	932

BOOK CIRCULATION 1961-1962:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central Carnegie	74,855	60,205	135,060	53,590	22,796	76,386	211,446
Washington Pk.	10,170	5,461	15,631	15,167	5,864	21,031	36,662
Bookmobile	11,506	5,786	17,292	14,227	6,199	20,426	37,718
	21,103	5,956	27,059	71,049	26,247	97,296	124,355
Totals	117,634	77,408	195,042	154,033	61,106	215,139	410,181

BOOK CIRCULATION 1960-1961:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central Carnegie	77,911	58,544	136,455	56,272	23,845	80,117	216,572
Washington Pk.	10,312	5,803	16,115	15,772	6,983	22,755	38,870
Bookmobile	11,178	5,463	16,641	16,428	7,250	23,678	40,319
	18,677	5,850	24,527	71,634	27,374	99,008	123,535
Totals	118,078	75,660	193,738	160,106	65,452	225,558	419,296

FILM CIRCULATION:

	<u>1960-1961</u>	<u>1961-1962</u>
Number of films circulated	1,215	1,199
Attendance at film showings	37,137	33,813

PHONOGRAPH RECORD CIRCULATION:

	<u>1960-1961</u>	<u>1961-1962</u>
Number of albums circulated	6,724	5,187

REFERENCE QUESTIONS:

	<u>1960-1961</u>	<u>1961-1962</u>
Central Reference Department only	15,291	14,806

REGISTERED BORROWERS:

<u>1959-1960</u>	<u>1960-1961</u>	<u>1961-1962</u>	<u>Total Cards In Force</u>
7,229	7,845	7,821	22,895

INCOME:

City Appropriation \$108,247.77

Cash Reserve Fund

Bank balance April 16, 1961	\$ 96.67	
Petty Cash balance April 16, 1961	130.00	
State Aid to Public Libraries	5,183.87	
Fines and fees	8,833.76	
Non-resident fees	377.00	
Toothaker Medical Library service charge	1,500.00	
Toothaker medical book reimbursement	165.87	
Toothaker binding reimbursement	227.60	
Gifts	236.00	
Sale of books, periodicals, waste	20.67	
Pay telephone receipts	46.18	
Reimbursements for Great Books, etc.	397.55	
Gas Service Co. refunds	152.57	
Miscellaneous	103.43	<u>17,471.17</u>

Total Income \$125,718.94

SUMMARY OF INCOME AND EXPENDITURES:

Total Income	\$125,718.94
Total Expenditures	<u>124,788.50</u>

Balance on hand April 30, 1962 \$ 930.44

Bank Balance	\$ 800.44
Petty Cash Balance	<u>130.00</u>

Total \$ 930.44

EXPENDITURES:

<u>Item</u>	<u>From City Appropriation</u>	<u>From Cash Reserve Fund</u>	<u>Total</u>	<u>Percent Of Total</u>
Salaries - Staff	\$74,955.13	\$-----	\$74,955.13	60.0%
Salaries - Custodians	5,440.00	-----	5,440.00	4.4%
Books	19,479.33	5,300.21	24,779.54	19.9%
Periodicals	308.90	1,627.45	1,936.35	1.6%
Binding	2,021.54	992.05	3,013.59	2.4%
Audio-Visual	-----	683.50	683.50	0.5%
Equipment	6.15	949.35	955.50	0.7%
Supplies	1,687.01	2,881.49	4,568.50	3.7%
Heat	1,049.04	9.00	1,058.04	0.8%
Electric	1,718.24	535.16	2,253.40	1.8%
Telephone	838.01	-----	838.01	0.7%
Insurance	734.06	60.00	794.06	0.7%
Travel	-----	980.00	980.00	0.8%
Repairs	10.36	733.28	743.64	0.6%
Postage	-----	1,044.14	1,044.14	0.8%
Miscellaneous *	-----	745.10	745.10	0.6%
Totals	\$108,247.77	\$16,540.73	\$124,788.50	100.0%

* Includes \$39.24 for water service, \$84.00 for trash service, \$120.00 for dues, and \$203.40 for Great Books sets for which we received reimbursement, leaving \$298.46 as miscellaneous.

EXPENDITURES GROUPED BY MAJOR CATEGORIES, WITH PERCENTAGES:

Salaries - Staff and Custodians	\$80,395.13	64.4%
Library Materials and Binding	30,412.98	24.4%
All Other Expenses	<u>13,980.39</u>	<u>11.2%</u>
	\$124,788.50	100.0%

REPORT OF THE TOOTHAKER MEDICAL LIBRARY FOR 1961-62

INCOME:

Balance on hand April 16, 1961	\$ 759.90	
Interest on Government bonds	4,018.80	
Sale of Government bonds	<u>2,951.73</u>	
		\$7,730.43

EXPENDITURES:

Books	\$ 655.62	
Periodicals	663.84	
Binding	288.80	
Repairs	2,783.80	
Postage	50.00	
Service charge paid to St. Joseph Public Library	1,500.00	
Service charge paid to Alden P. Wilson	600.00	
Bank service charge	<u>155.45</u>	
		\$6,697.51
Balance on hand April 30, 1962		\$1,032.92

The Toothaker Medical Library account is maintained separately from the other accounts. Certain items from this account, however, appear as income and expense in the Cash Reserve account. The Medical Library pays \$1,500 annually to the St. Joseph Public Library for general administration and servicing. An additional \$600 is paid to the Librarian for his services in connection with the Medical Library. Of the amount listed for books, \$165.87 was paid as reimbursement to the Cash Reserve account. \$227.60 was likewise paid for binding of medical journals. The amount listed for repairs was spent for the construction of rest rooms for the convenience of patrons.

LIBRARY DIRECTORY:

Central Library Tenth and Felix Streets Telephone AD 2-7729

Hours: Monday - Friday 9:00-9:00
 Saturday 9:00-6:00
 Sunday 2:00-6:00

Carnegie Branch 316 Massachusetts Ave. Telephone AD 8-0526

Hours: Monday 12:00-8:00
 Tuesday 10:00-6:00
 Wednesday 12:00-8:00
 Thursday Closed
 Friday 10:00-6:00
 Saturday 10:00-6:00
 Sunday Closed

Washington Park Branch Third and Market Streets Telephone AD 2-2052

Hours: Monday 12:00-8:00
 Tuesday 10:00-6:00
 Wednesday 12:00-8:00
 Thursday Closed
 Friday 10:00-6:00
 Saturday 10:00-6:00
 Sunday Closed

Bookmobile Twenty-Four Community Stops

Hours: Call Central Library, AD 2-7729, for schedule.