

ST. JOSEPH PUBLIC LIBRARY ANNUAL REPORT

1969 - 1970

ST. JOSEPH, MISSOURI

ST. JOSEPH PUBLIC LIBRARY

TENTH AND FELIX STS.

TELEPHONE AD 2-7729

ST. JOSEPH, MISSOURI, 64501


ISABEL EVANS
LIBRARIAN

June 1, 1970

To the Board of Directors
St. Joseph Public Library
St. Joseph, Missouri

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

Respectfully submitted,


Isabel Evans,
Librarian

BOARD OF DIRECTORS OF THE ST. JOSEPH PUBLIC LIBRARY

	<u>Term Expires</u>
Mrs. Philip Strop, President	1971
Mrs. Paul Knepper, First Vice-President	1971
Mr. John Beihl, Second Vice-President	1970
Mr. Joseph L. Gray Treasurer	1970
Mr. Robert Chesney	1972
Mrs. Hugh Miner	1970
Reverend Martin Kabele	1972
Mr. John Mc Caskey	1971
Monsignor Charles Nowland	1972

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF MAY 1, 1970

Library Office

Mrs. Isabel Evans	Librarian
Mrs. Glenna Frakes	Secretary
Mr. Ray Sheffler, Jr.	Custodian

Catalog Department

Mrs. Julia Ramsel	Catalog Librarian
Mrs. Norma Barnes	Library Assistant
Miss Mary Ann Stock	Library Page
Miss Denise Benton	Library Page

Children's Department

Mrs. Marlene Hulsey	Children's Librarian
Mrs. Stefani Stephens	Library Assistant
Miss Patricia Painter	Library Page
Miss Becky Pfander	Library Page

Circulation Department

Mrs. Patricia Mc Cartney	Circulation Librarian
Mrs. Mary Ann Bibens	Library Assistant
Miss Patricia Smith	Library Assistant
Miss Phyllis Power	Library Page
Miss Lucinda Wilson	Library Page
Miss Sherry Wilson	Library Page

Circulation Control

Mrs. Elizabeth Holbert	Head, Circulation Control
Miss Carolyn Holland	Library Assistant

Order Department

Miss Esther Ray	Order Librarian
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Reference Department

Mrs. Doris Finley	Reference Librarian
Mrs. Elizabeth Broom	First Library Assistant
Miss Debbie Mc Kinney	Library Page
Miss Carolyn Weston	Library Page

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF MAY 1, 1970

(Continued)

Bookmobile

Miss Gale Logan	Bookmobile Librarian
Miss Joan Embrey	Library Assistant
Miss Ania Lyon	Library Page
Mr. Max Sheneman	Bookmobile Driver

Carnegie Branch Library

Miss Josephine Plummer	Branch Librarian
Mrs. Alberta Wickam	Library Assistant
Miss Gail Bird	Library Page
Mr. Orval Richards	Custodian

Washington Park Branch Library

Mrs. Alyce Hougas	Branch Librarian
Miss Constance Anderson	Library Page
Mr. Paul Mc Cann	Custodian
Mrs. Patricia Fuson	Library Assistant

1969 - 1970

LIBRARIAN'S REPORT

In this year of civic change, St. Joseph Public Library is working toward adapting traditional services to meet the changing needs of St. Joseph citizens.

St. Joseph Public Library, established in 1891, is the largest resource center for information in north Missouri. Of our 160,685 books 77.5% are factual, 22.5% fiction.

Reference use has expanded to include more students at younger age levels. Fifth grade students are given research to do independently and make frequent use of adult reference material.

College students from Missouri Western and Northwest Missouri State make heavy use of our Reference Department. For the second year we will maintain a reserved book section for students in the graduate study program being given here by Northwest Missouri State College.

Inter-library loan requests for specialized materials have increased 36%.

A rise in the use of educational films indicate a greater public interest in our non-book materials.

Business and industry ask the Reference Department for data all the way from government statistics to addresses and telephone numbers from the Directory Library of 137 cities. Daily visitors use Standard and Poor's Investment services, updated weekly. Also of interest to the business community are Dun and Bradstreet's Market Directories and the Mutual Fund Planning Service. We hope to expand our business collection further.

The photocopy service is in constant use. When the rooms are crowded, or if students have come from area towns, copies of book and magazine pages can be made for a fee and taken home.

Book circulation has taken a dip this year for the first time in eight years. Of a 10.2% decline, 7.2% is in children's books. The decline seems to be related to the following facts:

For the past three years, aided by generous federal grants, the public school libraries have been built up to the point that bookmobile service we have given to schools over the years is no longer needed.

In the past two years 21 church libraries have been established. These libraries vary in size from a few hundred books to 4,000. They supply recreational as well as spiritual reading as a convenience to their parishoners.

The loss of the Missouri Western College and Gard's Business School from our immediate neighborhood almost certainly has made a difference in our circulation of books.

We approve of good school libraries. The books should be where the readers are. We will be moving out into new neighborhoods with the bookmobile.

Almost anyone can find recreational reading for himself but the one vital and unique service the Public Library can provide for the community is a large up-to-date collection of non-fiction to help with practical problems, with study and with cultural interests.

Resources

In 1969-1970 10,012 new books were placed on the shelves. The total number for the system, 160,685, represents slightly more than two books per capita, the national library standard.

44,079 United States Government publications constitute the Depository Library. 3,079 were received this year.

413 magazines and 15 newspapers are currently received.

Back number magazines, newspapers, and census rolls form the basis of a good reference library. There are 7,957 volumes of bound magazines, some of them from the early nineteenth century and 2,631 rolls of magazines and newspapers on microfilm.

Of interest to lovers of St. Joseph history are the United States Census records for St. Joseph, Buchanan County and all Platte Purchase counties, which list all family members by name and age for the years 1840, 1850, 1860, 1870 and 1880.

St. Joseph city directories are available from 1859 to the present. For safe keeping, 1859 to 1940 have been microfilmed.

As a member of the Missouri Libraries Film Cooperative, fifteen different educational films are available each month. Spot booking can be made for special needs. Churches, religious institutions, the Scouts and many civic organizations use these films.

The Altrusa Club of St. Joseph has contributed each year to the Altrusa Memorial Record Library consisting of 1,662 albums. The gift this year was \$350. Library funds purchase some records.

The Runcie collection has grown to include 223 reproductions of great art in attractive frames. This represents a history of art and is a popular form of adult education.

Circulation Services

24,297 persons have library cards which is one third of our population. This year circulation of books amounts to 5.76 per capita.

The circulation librarians are well qualified to act as readers' advisors. They feel responsible not only for book selection but also to let the public know about the new books constantly being made available.

Mrs. Pat Mc Cartney, head of the department, writes a weekly column, "Popular Books of the Week" for the Sunday News-Press.

Children's Services

"Few if any journeys in life ever take a child farther than does his first trip to the library. A library provides the tools of learning we must all learn to employ in a complicated world; it holds for all the best statements of the best minds on the long adventure of the human soul." so wrote an anonymous newspaper columnist recently.

It is the goal of the children's librarians to teach children with story hours and films, the magic of the imagination and the printed word before they go to school.

4,519 pre-school children attended the hour long story and film programs at Central, Washington Park Branch and Carnegie Branch Libraries.

Classes are invited to the libraries to make the students feel welcome and at home in the library. They are instructed in how to find books for themselves. 4,190 grade school children visited the libraries with their teachers this year.

Headstart classes attend story hours weekly at all three libraries. At Washington Park, the Deaf Children's School makes weekly visits. Wesley Center Nursery classes visit Carnegie for stories on a monthly basis.

Central children's librarians conduct story sessions for the Children's Rehabilitation Center and for the new Day Care Center.

The Junior League puppet show was given for two days at Central to standing room only attendance.

Children's Book Week in November was observed by a week long exhibit at East Hills Mall.

60 visits were made to schools for book talks. 52.6% of total circulation was juvenile, 47.4% adult. Last year 54.4% was juvenile. This trend will probably continue with the growth and improvement of school libraries as it has nation wide.

It will be the public library's function to furnish reading for the younger children, for out of school interests of the older ones, for special needs and reference assistance.

The summer Reading Clubs are designed to help young readers retain their reading ability through the vacation months. 959 were enrolled last year.

Library Branches

The year's record at Washington Park Branch Library shows how a good librarian can involve the neighborhood and schools in the use of the library. In 1962 circulation at the branch was 37,718; this year, 50,924.

Carnegie Branch is used extensively for reference by both grade and high school students. Circulation remains about the same.

Personnel

We have a capable, well educated staff. Two librarians have library science majors; one is within a few hours of completing her master's degree in library science. Nine have college degrees.

The city retirement plan adopted by the board this year will provide incentive and add a new dimension of stability to the staff.

Publicity

We are in debt to the St. Joseph News-Press for carrying our many announcements of library activities, of many news pictures, and space for our Sunday book column.

K.Q.T.V. provides time for a monthly library program.

National Library Week was observed with a week long exhibit in East Hills Mall.

We were invited to take a booth at the Home Show where, in addition to the book exhibit, we showed library films.

Again hundreds of people became better informed about the library and its services.

Gifts and Acknowledgments

Our thanks for their generous contributions are also due to:

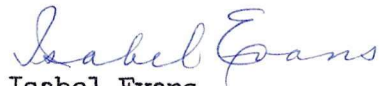
The St. Joseph Altrusa Club
The Runcie Club
The Elizabeth Prescott Club
Delta Gamma Alumnae
Women of the Moose
East Hills Management
Bell Telephone Company
The St. Joseph News-Press
The St. Joseph Gazette
K.Q.T.V.

and the many persons who gave books through the St. Joseph Public Library Memorial Book Fund.

A good library becomes so through the efforts of many people; our many loyal benefactors, the library board, intensely interested in community needs, and the library staff enthusiastically dedicated to public service.

The librarian is appreciative of the library board members for their interest and support and of city government officials for their courtesy and friendliness.

Respectfully submitted,


Isabel Evans,
Librarian

1969 - 1970

INCOME

City Budget allowed	\$161,827.00	
Beginning Balance of City Fund (5/1/69)	2,681.39	
Amount of revenue collected 1969-1970	159,943.80	
		\$162,625.19

Cash Reserve Fund

Bank Balance, April 30, 1969	\$7,634.22
Petty Cash Balance, April 30, 1969	130.00
State Aid	9,416.36
Fines and Fees	7,984.02
Non-Resident Fees	750.00
Toothaker Library Monthly Service	600.00
Toothaker Library Book Reimbursement	584.11
Reimbursed and Returned Travel and Convention Money	194.29
Pay Telephone Collection	67.26
Gifts (not included in separate Gift Account)	353.00
Toothaker Library Annual Service Fee	1,500.00
Miscellaneous	2,165.09
Insurance Refund	695.00
McNaughton Postage Refund	30.54

Total Income \$194,729.08

SUMMARY OF INCOME AND EXPENDITURES:

Total Income	(Cash Reserve)	\$31,973.89
	(City)	162,625.19
	(Petty Cash)	130.00

\$194,729.08

Total Expenditures	(Cash Reserve)	\$19,868.01
	(City)	161,651.82

\$181,519.83

Balance on Hand, April 30, 1970		
	(Bank Balance)	\$12,105.88
	(Petty Cash)	130.00
	(Balance of City)	973.37

\$13,209.25

1969 - 1970

EXPENDITURES:

Item	From City Appropriation	From Cash Reserve Fund	Total	Percent of Total
Salaries	\$120,155.49	\$462.00	\$120,432.99	66.4
Books	17,973.38	9,977.52	27,950.90	15.5
Periodicals	2,287.52	512.40	2,799.92	1.6
Binding	771.18	--	771.18	.4
Audio-Visual	396.16	884.22	1,280.38	.7
Equipment	57.80	83.55	141.35	.08
Supplies	3,980.24	1,913.18	5,893.42	3.26
Heat	936.68	--	936.68	.5
Electric	4,750.69	--	4,750.69	2.6
Telephone	1,022.72	--	1,022.72	.6
Insurance	1,003.67	2,302.33	3,306.00	1.5
Travel	--	661.00	661.00	.4
Repairs	1,369.87	425.02	1,794.89	1.1
Postage	--	1,140.53	1,140.53	.7
Miscellaneous	288.85	479.17	768.02	.4
FICA	6,189.90	--	6,189.90	3.4
Service	--	557.59	557.59	.3
Contracts				
Membership & Dues	--	369.50	369.50	.2
Christmas	--	100.00	100.00	.06
Retirement (one month)	467.67	--	467.67	.3
	<hr/>	<hr/>	<hr/>	<hr/>
	\$161,651.82	\$19,868.01	\$181,519.83	100%

EXPENDITURES GROUPED BY MAJOR CATEGORIES, WITH PERCENTAGES:

Salaries	\$120,432.99	66.4%
Library Materials and Binding	32,802.38	18.0%
All Other Expenses	28,284.46	15.6%

Books and Library Materials purchased by:

Toothaker Medical Library Fund	\$2,854.77
Runcie gift	1,000.00

COMBINED TOTAL OF BOOKS AND LIBRARY MATERIALS

\$36,657.15

BOOK CIRCULATION FOR 1969 - 1970

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	71,893	63,734	135,627	52,123	17,724	69,847	205,474
Carnegie	9,603	4,671	14,274	14,168	4,621	18,789	33,063
Washington Pk.	14,011	5,912	19,923	23,596	7,405	31,001	50,924
Bookmobile	20,373	5,734	26,107	74,121	23,371	97,492	123,599
Totals	115,880	80,051	195,931	164,008	53,121	217,129	413,060

BOOK CIRCULATION FOR 1968 - 1969

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	76,933	66,944	143,877	63,408	21,836	85,244	229,121
Carnegie	9,791	5,374	15,165	15,512	4,617	20,129	35,294
Washington Pk.	13,486	5,052	18,538	21,963	6,685	28,648	47,186
Bookmobile	25,046	6,824	31,870	89,868	26,674	116,542	148,412
Totals	125,256	84,194	209,450	190,751	59,812	250,563	460,013

FILM CIRCULATION:

Number of films circulated
Total attendance at film showings

1969 - 1970

1,173
44,842

1968 - 1969

877
35,003

PHONOGRAPH RECORD CIRCULATION:

Number of records circulated

5,174

5,502

PICTURE CIRCULATION:

Number of pictures circulated

1,343

2,073

REFERENCE QUESTIONS:

Number of reference questions

26,861

29,227

INTER-LIBRARY LOANS:

Number of inter-library loans

340

250

VACATION READING PROGRAM:

Number enrolled

939

1,055

STORY HOUR ATTENDANCE:

Number attending

4,519

3,099

REGISTERED BORROWERS:

1969 - 1970

7,618

1968 - 1969

8,213

1967 - 1968

8,466

Total Cards in Force

24,297

COMBINED TOTAL CIRCULATION (Books and non-book materials)

420,750

BOOK COLLECTION 1969 - 1970

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	15,467	77,553	93,020	5,162	9,988	15,150	108,170
Carnegie	2,499	4,985	7,484	2,605	3,469	6,074	13,558
Washington Pk.	4,917	6,485	11,402	3,169	3,320	6,489	17,891
Bookmobile	4,364	3,476	7,840	5,714	7,512	13,226	21,066
Totals	27,247	92,499	119,746	16,650	24,289	40,939	160,685

BOOKS ADDED 1969 - 1970

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	1,531	2,983	4,514	836	464	1,300	5,814
Carnegie	188	175	363	347	188	535	898
Washington Pk.	380	286	666	756	247	1,003	1,669
Bookmobile	444	317	761	615	255	870	1,631
Totals	2,543	3,761	6,304	2,554	1,154	3,708	10,012

BOOKS WITHDRAWN 1969 - 1970

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	639	1,019	1,658	725	185	910	2,568
Carnegie	229	291	520	491	140	631	1,151
Washington Pk.	324	249	573	262	99	361	934
Bookmobile	150	53	203	365	115	480	683
Totals	1,342	1,612	2,954	1,843	539	2,382	5,336

New Titles 8,774 Added titles 1,238

ALTRUSA MEMORIAL RECORD COLLECTION AND MUSICAL SCORES

Record albums in collection April 30, 1969	1,362
Record albums added 1969 - 1970	350
Record albums withdrawn 1969 - 1970	50
Record albums in collection as of April 30, 1970	1,662
Miniature orchestral scores	55
Opera scores	10

CONSTANCE FAUNTLEROY MEMORIAL PICTURE COLLECTION

Pictures in collection	223
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MICROFILMS (Newspapers-Periodicals-Miscellaneous-Bound Magazines)

	In Library April 30, 1969	Added 1969 - 1970	Total
Newspaper Microfilms	799	18	817
Periodical Microfilms	1,486	58	1,544
Miscellaneous Microfilms	37	1	38
Bound Magazines	7,885	72	7,957
Government Documents			44,079
City Directories			137
Telephone Directories			126

