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ANNUAL REPORT

ST. JOSEPH  
PUBLIC  
LIBRARY

1921-1922

ST. JOSEPH, MO.

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# ANNUAL REPORT PUBLIC LIBRARY

## FINANCIAL STATEMENT 1921-1922

Condensed from extended reports, verified by affidavits of the Treasurer and Librarian, now on file in the office of the City Auditor.

### Receipts

City Apportionment .....	\$37,650.16
Library Collections .....	3,302.48
Total .....	\$40,952.64

### Expenditures

Books .....	\$ 8,127.80
Periodicals .....	973.54
Binding .....	1,682.85
Salaries .....	22,496.48
Heat .....	465.50
Janitor Service .....	1,603.00
Printing and Stationery .....	514.09
Telephone .....	164.98
Electricity .....	273.55
L. C. Cards .....	137.37
Insurance .....	332.25
Repairs and Equipment .....	430.47
Supplies .....	561.48
Incidental Expenses .....	478.32
Miscellaneous .....	857.62
Balance in hands of Treasurer, May 1, 1922 .....	1,774.95
Balance on hand .....	78.39
Total .....	\$40,952.64

*Thirty-second Annual Report  
of the*

## St. Joseph Public Library

for the year  
ending  
April 30, 1922

ST. JOSEPH, MO.



SPECIAL FUND ACCOUNT 1921-1922

Receipts

Brought forward in hands of Librarian, May 1, 1921	----	\$	78.39
Brought forward in hands of Treasurer, May 1, 1921	----		815.79
Received from Duplicate Collection	-----	\$	521.20
Received from Penalties	-----		1,456.15
Received from Miscellaneous	-----	430.95	2,408.30
			<u>\$3,302.48</u>

Expenditures

By Librarian—			
Freight and Express	-----	\$	70.07
Postage	-----		110.50
Miscellaneous	-----	297.75	478.32
By Treasurer—			
Checks Nos. 1-23, less \$478.32 for incidental ex-			
penses	-----		970.82
Balance in hands of Treasurer, May 1, 1922	-----		1,774.95
Balance in hands of Librarian, May 1, 1922	-----		78.39
Total	-----		<u>\$3,302.48</u>



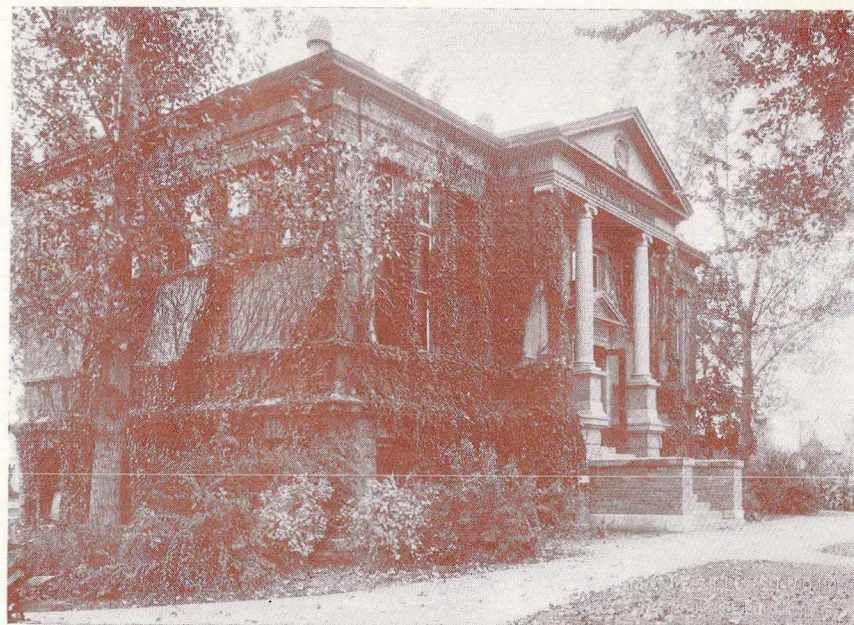
## GENERAL ACCOUNT 1921-1922

## Receipts

	Central Library	Carnegie Branch	Washington Park Branch	Total
City Apportionment	\$28,447.54	\$4,616.28	\$4,586.34	\$37,650.16

## Expenditures by City Treasurer's Warrants

	Library Central	Branch Carnegie	Park Branch Washington	Total
Books	\$ 5,579.95	\$1,056.80	\$1,026.11	\$ 7,662.86
Periodicals	693.51	98.14	86.14	877.79
Binding	1,520.20	84.35	78.30	1,682.85
Salaries	18,386.82	2,110.16	1,999.50	22,496.48
Heat		239.50	226.00	465.50
Janitor Service		758.00	845.00	1,603.00
Printing and Stationery	514.09			514.09
Telephone	93.48	35.75	35.75	164.98
Electricity		127.10	146.46	273.55
L. C. Cards	137.37			137.37
Insurance	287.25		45.00	332.25
Repairs	28.49	44.00	63.53	136.02
Equipment	263.44	23.25	7.76	294.45
Supplies	536.75	22.68	2.05	561.48
Miscellaneous	406.19	16.55	24.75	447.49
Total	\$28,447.54	\$4,616.28	\$4,586.34	\$37,650.16



CARNEGIE  
BRANCH  
South  
St. Joseph



## Information



ANY resident of St. Joseph whose name appears in the city directory is entitled to a library card immediately upon application. Others may receive cards upon satisfactory proof of residence. Non-residents are required to make a deposit for borrower's privilege.

Recent popular fiction and current circulating magazines are charged for a period of seven days; other circulating books for twenty-eight days. No books are renewed. Duplicate copies of the popular fiction are provided at a rental of five cents per week.

Each cardholder is entitled to any reasonable number of twenty-eight day books, one seven-day book, one circulating magazine, and any number of books from the pay collection of fiction.

Any circulating books may be reserved upon request and the payment of one cent for a post card notice which is mailed when the book is available.

### Hours of Service

Central Library, Tenth and Felix Streets

Telephone 6-1260.

Open daily except Sunday 9 A. M. to 9 P. M.

Librarian's Office, 8:30 A. M. to 5 P. M. Telephone 6-3518.

Central Children's Room

Open daily except Sunday 9 A. M. to 6 P. M.

Carnegie Branch, corner Massachusetts and Gordon Avenues

Open daily except Sunday 9 A. M. to 8 P. M.

Telephone 7-0250.

Washington Park Branch, corner Third Street and Washington Avenue

Open daily except Sunday 9 A. M. to 8 P. M.

Telephone 6-0495.

School Sub-Branches (For Grade School Pupils only).

Sherwood-----Monday, 9:00 A. M. to 12:00 N.

Bliss-----Monday, 12:30 P. M. to 3:30 P. M.

Neely-----Tuesday, 9:00 A. M. to 1:00 P. M.

Hall-----Wednesday, 12:30 P. M. to 3:30 P. M.

McKinley-----Thursday, 9:00 A. M. to 12:00 N.

South Park-----Thursday, 12:30 P. M. to 4:00 P. M.

Bartlett-----Friday, 9:00 A. M. to 12:00 N.

Hyde-----Friday, 1:00 P. M. to 3:30 P. M.

The libraries are closed New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas.

## Report of the Treasurer

This report of the Treasurer shows the amount of money actually paid on vouchers approved by the Board of Library Directors during the fiscal year 1921-22. This record may not be in exact accord with the record of the City Auditor and Comptroller because of the fact that bills may have been carried over by these officials from one fiscal year to the next—bills which the Library Board understood were paid when vouch-ered.

Our information is that the City Auditor now has in the files unpaid bills which have been approved by the Library Board to the amount of \$1,787.29. While these bills are really a part of the expense of the fiscal year covered by this report, they are not included in the financial statements because they remain unpaid.

CHARLES WADDLES, Treasurer.

J. CUNNINGHAM, Secretary.



## Board of Directors

	Term Expires
Rt. Rev. Maurice F. Burke	1924
Murray C. Kalis	1924
Rev. C. M. Chilton	1924
Thomas W. Evans	1923
Owen B. Knight	1923
G. L. Zwick	1922
Henry Krug, Jr.	1922
Charles Waddles	1922
F. E. Vancil	1922

### Officers

Henry Krug, Jr.	President
Thomas W. Evans	Vice-President
Rt. Rev. Maurice F. Burke	Vice-President
Charles Waddles	Treasurer
Jesse Cunningham	Secretary and Librarian

### COMMITTEES

#### Administration

Rev. C. M. Chilton, Chairman	
Thomas W. Evans	Charles Waddles

#### Books

G. L. Zwick, Chairman	
Rt. Rev. Maurice F. Burke	Rev. C. M. Chilton

#### Finance

Charles Waddles, Chairman	
Thomas W. Evans	Owen B. Knight

#### Buildings and Grounds

Owen B. Knight, Chairman	
F. E. Vancil	Murray C. Kalis

#### Library Extension

F. E. Vancil, Chairman	
Rev. C. M. Chilton	Rt. Rev. Maurice F. Burke
	Murray C. Kalis

#### Rules

Thomas W. Evans	G. L. Zwick
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*Library Staff***Administration**

Jesse Cunningham.....Librarian  
 Margery S. Faust.....Secretary to Librarian

**Circulation Department**

Mary Carey, Acting Head  
 Isabel Bickett, Elda Floyd, Janice Agee, Elizabeth Gleason,  
 George Curtiss, Erma Patrick

**Catalog Department**

Esther Frederickson, Head  
 Mable C. Hull  
 Jennie K. Willson  
 Gladys Keys

**Reference Department**

Mary Louise Reichert, Head

**Children's Department**

Ruth B. Miller, Head  
 Thelma Hoover  
 Margaret McDonald

**Apprentice**

Clara Jane Stone

**Part Time Typist**

Leota McKowen

**Carnegie Branch**

Dorothy Snavlin.....Branch Librarian  
 Ethel Tadlock.....Assistant  
 Leona Deming.....Page

**Washington Park Branch**

Lillian McLean.....Branch Librarian  
 Naomi McCann.....Assistant  
 \_\_\_\_\_Page

**Janitors**

William Hundley  
 J. C. McKowen  
 Alec Meece  
 Oscar Duncan

**SUMMARY OF CIRCULATION, 1921-22**

General Works .....	978
Philosophy .....	1,750
Religion .....	3,985
Sociology .....	4,150
Fairy Tales .....	22,097
Philology .....	15,779
Natural Science .....	5,613
Useful Arts .....	6,788
Fine Arts .....	8,119
Literature .....	12,108
History .....	8,218
Geography and Travel.....	7,551
Biography .....	6,719
Fiction .....	249,570
Pay Collection .....	10,704
Magazines .....	3,892
Picture Books .....	622
Total .....	368,643
Pictures .....	1,745

Circulation per capita.....	43-4
Circulation cost .....	\$.10 6-10
Per capita cost.....	.50



## TOTAL VOLUMES IN LIBRARY, 1921-22

## Branches

	Carnegie Branch			Wash. Park Branch		
	Adult	Juvenile	Total	Adult	Juvenile	Total
General Works -----	1339	108	1947	1247	21	1268
Philosophy -----	118	3	121	122	5	127
Religion -----	230	54	284	254	54	308
Sociology -----	583	460	1043	457	359	816
Philology -----	64	335	399	36	197	233
Natural Science -----	217	183	400	236	139	375
Useful Arts -----	831	93	924	1104	106	1210
Fine Arts -----	308	138	446	245	132	377
Literature -----	763	98	861	801	105	906
History -----	776	162	938	553	158	711
Geography and Travel -----	448	203	651	271	175	446
Biography -----	469	147	616	412	160	572
Fiction -----	2881	1397	4278	2727	1248	3975
Picture Books -----		4	4			
Total -----	9527	3385	12912	8465	2859	11324

## Total Volumes

Main -----	68,726
Carnegie Branch -----	12,912
Washington Park Branch -----	11,324
Total -----	92,962

*Letter of Transmittal*

To the Honorable, the Mayor and Common Council  
of the City of St. Joseph, Missouri.

Gentlemen:

I submit, herewith, the report of Librarian Jesse Cunningham and Treasurer Charles Waddles showing the condition of the St. Joseph Public Library at the close of the fiscal year April 30, 1922. Full details of the service rendered and of the receipts and expenditures during the past year are contained herein.

Sincerely yours,

HENRY KRUG, Jr.

President of the Board of Directors.



## Librarian's Report

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

Gentlemen:

I have the honor to present to you the Annual Report of the St. Joseph Public Library for the year ending April 30, 1922. This report covers the thirty-second year of the library and the sixth year of my administration. All departments and branches show unusual gains in patronage and public favor.

### Use

The circulation of books for home reading increased 14.8% over the year 1920-21 and the figures 368,643 represents a circulation of  $4\frac{3}{4}$  books per capita. A total of 47,562 more books were read during the year. These figures, in the terms of the grocer or the clothier, mean an annual turnover of four. The month of March 1922 broke all previous records with the largest daily issues ever recorded.

Business depression and unemployment may have been a factor in the increased use though the labor situation in St. Joseph has not been as critical as in many communities.

It is gratifying to note the increased use of books by business and professional men; there being much evidence of this fact both in books withdrawn for home use and in requests for data and information made to the Reference Department. Statistics submitted by the head of this Department show a gain of approximately 50% in use. Over 6,000 more persons made use of our Reference Room than in 1920-21. There was a gain of 59% in the number of books used.

### Classification and Cataloging of Books

Additions to the Library total 7,329. Of this number 6,139 were purchased and 1,190 added by gift or binding. Books worn out and discarded during the year reached an unusually large figure and in the Juvenile and Schools Department more books were worn out and discarded than were added. This condition has been freely predicted for several years and the figures which indicated this possibility were very instrumental in influencing the Legislature to amend the City Charter in order to guarantee the Library the necessary funds for the future. Fortunately the same predicament does not, at present, exist with respect to the adult collection. Total withdrawals were 4,631. The total number of volumes in the Library is 92,962, a net gain of 2,698.

During the months of October, November and December an

## TOTAL VOLUMES IN LIBRARY, 1921-22

### Main Library

	Adult	Juvenile	Schools	Total
General Works.....	9163	179		9342
Philosophy .....	1093	8	1	1102
Religion .....	2092	85	121	2298
Sociology .....	7252	576	596	8424
Philology .....	316	156	461	933
Natural Science .....	2133	315	260	2708
Useful Arts .....	5966	167	94	6227
Fine Arts .....	2598	255	134	2987
Literature .....	5822	266	317	6405
History .....	3891	304	414	4609
Geography and Travel.....	2350	321	402	3073
Biography .....	3072	250	312	3634
Fiction .....	11129	2447	3005	16581
Newspapers .....	368			368
Picture Books .....		26	3	29
Unclassed .....	6			6
Total .....	57251	5355	6120	68726



## ANNUAL REPORT PUBLIC LIBRARY

Library Statistics According to Form Suggested by American Library Association

### ST. JOSEPH PUBLIC LIBRARY, ST. JOSEPH, MISSOURI Annual Report for Year Ending April 30, 1922

Population: 1920 census	77,743
Free for lending and reference. Total number of agencies	31
(Central Library, 2 branches, 8 school stations, 20 School room collections and other agencies)	
Days open per year, Central Library	307
Hours per week for lending	72
Hours per week for reading	72
Total number on staff	23
Volumes at beginning of year	Adult 72,565 Juvenile 17,699 Total 90,264
Volumes added by purchase	6,139
Volumes added by gift or exchange	426
Volumes added by government depository	418
Volumes added by binding	346
Volumes lost and discarded	2,052 2,579 4,631
Total volumes at end of year	75,243 17,719 92,962
Volumes of fiction lent for home use	149,694 99,876 249,570
Total volumes lent for home use	198,301 170,342 368,643
Reference questions asked (including telephone questions)	33,006
Number of publications issued	1
Borrowers registered during year	6,207
Total number of registered borrowers	18,698

#### Receipts

City Apportionment	\$37,650.16
Pay Duplicate Collection	521.20
Fines	1,456.15
Miscellaneous Library Collections	430.95
Forward in hands of Treasurer	815.79
Forward in hands of Librarian	78.39
	\$40,952.64

#### Payments

Books	\$ 8,127.80
Periodicals	973.54
Binding	1,682.85
Salaries: Library Service	22,496.48
*Janitors	1,603.00
*Heat	465.50
*Light	273.55
Other Maintenance	3,476.58
	\$39,099.30

\*Central Library Building was maintained by the School District of St. Joseph, 1921-22.

## SAINT JOSEPH, MISSOURI

expert typist was employed and the entire shelf list rewritten, approximately 45,00 cards being typed, revised and filed. The shelf list is now a very neat record on standard 3x5 inch cards. A complete inventory was taken of the Carnegie and Washington Park Branches immediately following the completion of the shelf list and the Branch catalogs and records corrected and revised.

Book losses at Carnegie Branch were 164 adult and 158 juvenile, at Washington Park 158 adult and 157 juvenile.

### Washington Park Branch

This Branch has now served its community for twelve years with ever increasing usefulness. A total of 59,701 books was circulated during the year representing adult use of 27,977 and juvenile 31,724, a gain of 3,556 over the previous year. There are 2,695 borrowers cards in force. New card holders and re-registrations of persons whose cards had expired totaled 828.

All the schools in the Washington Park district were given instruction in methods of using the Library and the teachers, in many instances, seemed as much benefited as the pupils.

The auditorium was used a great deal more than in the past by Boy Scout Troops, Study Clubs, and political societies and parties. A neighborhood church has used the assembly room for their services since early spring when their building was destroyed by fire.

### Carnegie Branch

The twentieth annual report of the Carnegie Branch shows in a marked degree the growing appreciation of this Library in the community which it serves. The adult readers borrowed 30,510 volumes during the year and the Children's Department had a circulation of 36,807. This is an increase of 5,442 over the previous year. There are now 2,490 holders of reader's cards at this Branch.

A steadily increasing amount of work is done with the Study Clubs of South St. Joseph, with the Benton High School students and the pupils of the upper classes in the grade schools. Instruction in methods of using the Library was given to the grade pupils of the Hosea, Benton and McKinley Schools. The very cordial co-operation of all the school people is deserving of special mention.

It is a matter of great pleasure to report that the long continued annoyance of an unsatisfactory catalog has been corrected



with the taking of a complete inventory. An accurate check of the entire catalog and a revision of the filing has brought the catalog into agreement with the books actually in the collection.

Fire Stations No. 10 and 13 and the Ross Dugger Post of the American Legion receive fortnightly service of book collections from the Branch.

#### Children's Work and the Schools

The circulation of juvenile books was 170,342 which is 46% of the total circulation. Substantial gains were made in the Central Children's Room and large gains resulted in the Branches and from the further extension of the school work. A new station was opened in the McKinley School for the use of the four upper grades and classroom libraries were started at the Webster, Musser and Washington Schools. With the appointment of a regular teacher at the Detention Home, a collection of fifty books was placed in that institution.

A total of 2,884 volumes was placed in school stations and 754 books in schoolroom libraries. The school circulation was as follows:

Stations	1920-21	1921-22
Bartlett (colored) -----	2,296	2,409
Bliss -----	4,447	6,071
Hall -----	4,574	4,861
Hyde -----	3,419	5,147
McKinley -----		2,684
Neely -----	7,006	7,851
Sherwood -----	2,909	3,043
South Park -----	5,133	6,432
	<hr/> 29,784	<hr/> 38,498

#### Classroom Libraries

1921-22

	Volumes in Collection	Circulation
Blair -----	50	892
Florence -----	50	551
Floyd -----	207	1,897
Maxwell -----	52	434
Owen -----	50	913
Washington -----	70	916
Webster -----	275	1,588
	<hr/> 754	<hr/> 6,991

#### Appreciation

It is a privilege I enjoy to express the acknowledgment which I always owe to my fellow workers on the staff. The successes of the year are in great measure due to their sympathetic co-operation. A spirit of happiness is ever prevalent in the performance of the service rendered.

The Librarian also acknowledges the cordial support of the Board of Library Directors who by their considerate exercise of authority and unusual judgment make for a feeling of assurance and confidence in approaching the problems of administration.

Respectfully submitted,

J. CUNNINGHAM,

Secretary and Librarian.