

SAINT JOSEPH, MISSOURI

Library Statistics According to Form Suggested by
American Library Association

ST. JOSEPH PUBLIC LIBRARY, ST. JOSEPH, MISSOURI
Annual Report for the Year Ending April 30, 1924.

Population: 1920 census77,743
Free for lending and reference. Total number of agencies... 30
(Central Library 1, branches 2, stations 9, school room
collections and other agencies 18)
Days open per year361
Hours per week for lending..... 72
Hours per week for reading 76
Total number on staff..... 26

	Adult	Juvenile	Total
Volumes at beginning of year.....	75,786	17,465	93,251
Volumes added by purchase			8,294
Volumes added by gift or exchange....			373
Volumes added by gov. depository.....			228
Volumes added by binding			539
Volumes lost and discarded			5,890
Total volumes at end of year.....			96,795

	Adult	Juvenile	Total
Number of volumes of fiction lent for home use	167,286	102,929	270,215
Total volumes lent for home use.....	218,437	181,778	400,215
Borrowers registered during year.....			8,035
Total number of registered borrowers.....			20,081

Receipts

City Apportionment	\$52,502.36
Pay Duplicate Collection.....	474.75
Fines	1,939.58
Miscellaneous Library Collections.....	606.50
Forward in hands of Treasurer.....	1,895.24
Forward in hands of Librarian.....	78.39

Payments

Books	\$13,848.12
Periodicals	943.20
Binding	3,111.20
Central Library Building Expense.....	1,934.45
Salaries: Library Service	26,305.13
Janitors	1,692.50
Repairs and Equipment	3,306.76
Heat	485.63
Insurance	450.75
Light	1,085.35
Other Maintenance	2,890.36
	<u>\$56,053.45</u>

Thirty-third and Thirty-fourth
Annual Report

of the

ST. JOSEPH
PUBLIC
LIBRARY

For the Years Ending

April 30, 1923

and

April 30, 1924

St. Joseph, Missouri

FINANCIAL STATEMENT, 1923-24

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	\$52,502.36
Library Collections	4,994.46
Total.....	\$57,496.82

Expenditures

Books	\$13,848.12
Periodicals	943.20
Binding.....	3,111.20
Salaries	26,305.13
Heat	485.63
Janitor Service	1,692.50
Printing and Stationery	414.79
Telephone	180.54
Electricity	1,085.35
L. C. Cards	149.87
Insurance	450.75
Repairs and Equipment	3,306.76
Supplies	766.02
Incidental Expenses	471.95
Central Library Building Maintenance Expense.....	1,934.45
Miscellaneous	907.19
Balance in hands of Treasurer, May 1, 1924.....	1,364.98
Balance in hands of Librarian, May 1, 1924.....	78.39
Total.....	\$57,496.82

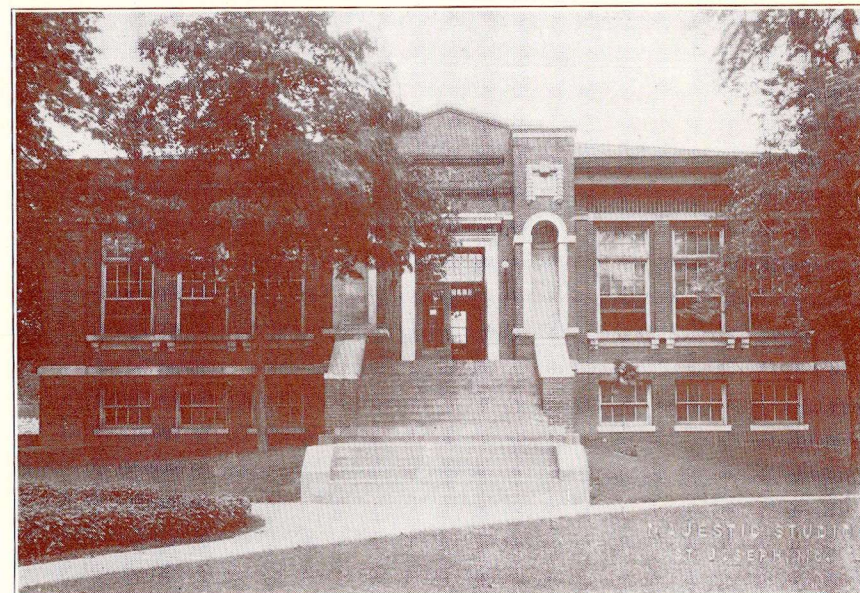
SPECIAL FUND ACCOUNT, 1923-24

Receipts

Brought forward in hands of Librarian, May 1, 1923....	\$ 78.39
Brought forward in hands of Treasurer, May 1, 1923...	1,895.24
Received from Duplicate Collection	\$ 474.75
Received from Penalties	1,939.58
Received from Miscellaneous.....	606.50 3,020.83
Total	\$4,994.46

Expenditures

By Librarian:	
Freight and Express.....	\$ 56.70
Postage	85.00
Miscellaneous	320.25 \$ 471.95
By Treasurer:	
Checks Nos. 1-46, less \$471.95 for inci-	
dental expenses	3,079.14
Balance in hands of Treasurer, May 1, 1924....	1,364.98
Balance in hands of Librarian, May 1, 1924....	78.39
	\$4,994.46

WASHINGTON PARK
BRANCHThird Street and
Washington Ave.

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 pay an annual fee 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.

Hours of Service

Central Library, Tenth and Felix Streets.

Telephone 6-1260.

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

Open Sunday 2 P. M. to 6 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.

Telephone 7-0250.

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

Washington Park Branch, corner Third Street and Washington Avenue.

Telephone 6-0495.

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

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

McKinleyMonday 9:00 A. M. to 12:00 N.

HydeMonday 12:30 P. M. to 4:00 P. M.

NeelyTuesday 9:00 A. M. to 1:00 P. M.

SherwoodTuesday 9:00 A. M. to 12:00 N.

BartlettWednesday 9:00 A. M. to 12:00 N.

WebsterWednesday 8:30 A. M. to 12:00 N.

South ParkThursday 9:00 A. M. to 1:00 P. M.

BlissThursday 8:30 A. M. to 12:00 N.

FloydFriday 8:30 A. M. to 12:30 P. M.

HallFriday 12:30 P. M. to 4:15 P. M.

The libraries are closed Memorial Day, Fourth of July, Thanksgiving Day and Christmas.

GENERAL ACCOUNT, 1923-24

Receipts

City Apportionment.....\$52,502.36

Expenditures by City Treasurer's Warrants

	Central Library	Carnegie Branch	Wash. Park Branch	Total
Books	\$10,059.07	\$1,197.79	\$1,460.47	\$12,717.33
Periodicals	751.53	104.71	81.46	937.70
Binding	2,420.05			2,420.05
Salaries	20,808.73	2,561.00	2,435.40	25,805.13
Central Library Bldg.				
Maintenance Exp.	1,934.45			1,934.45
Heat			217.06	217.06
Janitor Service		812.50	880.00	1,692.50
Printing and Station- ery	296.59			296.59
Telephone	102.54	39.00	39.00	180.54
Electricity	658.90	191.50	234.95	1,085.35
L. C. Cards	149.87			149.87
Insurance	282.50	139.75	22.50	444.75
Repairs	863.04	739.75	520.66	2,123.45
Equipment	1,146.96	9.95	12.15	1,169.06
Supplies	610.51	60.10	15.60	686.21
Miscellaneous	505.58	118.74	18.00	642.32
Total	\$40,590.32	\$5,974.79	\$5,937.25	\$52,502.36

SUMMARY OF CIRCULATION, 1923-24

General Works	659
Philosophy	2,334
Religion	4,123
Sociology	4,337
Fairy Tales	24,530
Philology	15,446
Natural Science	6,610
Useful Arts	7,240
Fine Arts	9,990
Literature	15,727
History	9,466
Geography and Travel	8,390
Biography	6,871
Fiction	270,215
Pay Collection	9,509
Magazines	4,715
Picture Books	53
	400,215
Pictures	724
Pamphlets	27

Circulation per capita	5.14
Circulation cost	\$0.14
Per capita cost	\$0.72 1-10

Board of Directors

	Term Expires
O. B. Knight	1926
G. L. Zwick	1926
Dr. E. D. Holme	1926
Henry Krug, Jr.	1925
Charles Waddles	1925
F. E. Vancil	1925
Rev. C. M. Chilton	1924
Murray C. Kalis	1924
Rev. James P. Brady	1924

Officers

Henry Krug, Jr.	President
G. L. Zwick	Vice-President
O. B. Knight	Vice-President
Charles Waddles	Treasurer
Jesse Cunningham	Secretary and Librarian

COMMITTEES

Administration

Rev. C. M. Chilton, Chairman	
F. E. Vancil	Charles Waddles

Books

G. L. Zwick, Chairman	
Rev. James P. Brady	Rev. C. M. Chilton

Finance

Charles Waddles, Chairman	
Dr. E. D. Holme	O. B. Knight

Buildings and Grounds

O. B. Knight, Chairman	
Rev. James P. Brady	Murray C. Kalis

Library Extension

F. E. Vancil, Chairman	
Dr. E. D. Holme	G. L. Zwick

Rules

Murray C. Kalis, Chairman	
G. L. Zwick	O. B. Knight

Library Staff

Administration

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

Circulation Department

Esther Fredrickson, Head
Mary Carey Winifred Thompson Isabel Bickett
Dorothy Mesecar Russell Ellis Leone Deming

Catalog Department

Mabel C. Hull, Head
Gladys Keys M. Margaret McDonald Jennie K. Willson

Reference Department

Mary Louise Reichert, Head
Janice Agee Dorothy McLean

Children's Department

Dorothy Snavlin, Acting Head
Winifred Williams Erma Patrick

Apprentice

Sarah S. Molony

Carnegie Branch

Ethel Tadlock.....Acting Branch Librarian
Thelma Hoover.....Assistant
Janie Deming.....Page

Washington Park Branch

Elda L. Floyd.....Branch Librarian
Ruth B. Miller.....Assistant
Marguerite Price.....Page

Janitors

William Hundley Alec Meece
J. C. McKowen Oscar Duncan

TOTAL VOLUMES IN LIBRARY, 1923-24

Branches

	Carnegie Branch			Washington Park Branch		
	Adult	Juvenile	Total	Adult	Juvenile	Total
General Works	1854	112	1966	1321	25	1346
Philosophy	129	5	134	126	7	133
Religion	233	56	289	259	57	316
Sociology	547	481	1028	495	350	845
Philology	69	325	394	39	223	262
Natural Science	227	196	423	244	167	411
Useful Arts.....	1017	105	1122	1287	112	1399
Fine Arts	332	162	494	270	151	421
Literature	938	129	1067	849	131	980
History	776	210	986	571	178	749
Geography and Travel.	448	227	675	277	211	488
Biography	487	174	661	423	194	617
Fiction	3070	1707	4777	2932	1385	4317
Picture Books		2	2		2	2
Total.....	10127	3891	14018	9093	3193	12286

Total Volumes

Main Library	70,491
Carnegie Branch	14,018
Washington Park Branch	12,286
Total.....	96,795

TOTAL VOLUMES IN LIBRARY, 1923-24

Main Library

	Adult	Juvenile	Schools	Total
General Works	9692	190		9882
Philosophy	1155	11	3	1169
Religion	2067	89	113	2269
Sociology	7670	615	607	8892
Philology	305	210	314	829
Natural Science.....	2322	334	224	2880
Useful Arts.....	6443	183	123	6749
Fine Arts.....	2757	268	104	3129
Literature	5960	316	266	6542
History	3900	352	254	4506
Geography and Travel	2376	381	277	3034
Biography	3124	297	265	3686
Fiction	11586	2704	2196	16486
Newspapers	413			413
Picture Books		16	3	19
Unclassed	6			6
Total	59776	5966	4749	70491

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 years April 30, 1923, and April 30, 1924. As a measure of economy no report was printed for the year 1922-23 although the usual typed reports were filed with the proper authorities according to law. This report, therefore, covers the past two fiscal years.

Full details of the service rendered and of the receipts and expenditures during the past two years 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 Reports of the St. Joseph Public Library for the fiscal years ending April 30, 1923, and April 30, 1924. These Reports cover the thirty-second and thirty-third years of the Library and the seventh and eighth of my administration. The gain in patronage during the fiscal year ending April 30, 1923, was only moderate due to limited financial support and the resulting condition of the book collection. The unusual growth and increased use for the fiscal year ending April 30, 1924, may be attributed to a nearer approach to adequate appropriations and the increased book purchases and service made possible thereby.

Use

The circulation of books for home reading increased 1.5% in 1922-23 and 6.9% in 1923-24, and for this latter year reached the total of 400,215, representing a circulation of 5.14 per capita. A gain of 26,028 was registered during this year, and for the first time in the history of the institution the circulation reached the four hundred thousand mark.

Registered borrowers at the end of the year 1922-23 were 19,181 and an increase of 900 in 1923-24 brings the total number of library users to 20,081, representing 25% of the residents of St. Joseph. The increase in the number of library patrons keeps a favorable pace with the growth of the city. The readers are divided in the library system as follows: Central Library 14,402, Carnegie Branch 2,762, and Washington Park Branch 2,917. The number of children using the libraries has reached 8,455 and adults 11,626.

It is gratifying to note the continued increase in the use of books by business and professional men, there being evidence of this fact in books withdrawn for home use and in the requests for data and information made to the Reference Department, this department experiencing great development in all its activities during the past few years. Facilities for reference work seemed to have reached their limit in 1922, but under a rather severe handicap of lack of adequate seating and shelving space a large increase of service has been rendered to study clubs, students, teachers and the general public.

Library Statistics According to Form Suggested by American Library Association

ST. JOSEPH PUBLIC LIBRARY, ST. JOSEPH, MISSOURI Annual Report for Year Ending April 30, 1923.

Population: 1920 census.....	77,743		
Free for lending and reference. Total number of agencies... 30 (Central Library 1, branches 2, stations 9, school room and other agencies 18)			
Days open per year, Central Library.....	307		
Hours per week for lending.....	72		
Hours per week for reading.....	72		
Total number on staff.....	21		
	Adult	Juvenile	Total
Volumes at beginning of year.....	75,243	17,719	92,962
Volumes added by purchase.....			5,315
Volumes added by gift or exchange...			732
Volumes added by government deposi- tory.....			470
Volumes added by binding.....			387
	Adult	Juvenile	Total
Volumes lost and discarded.....	3,001	3,614	6,616
Total volumes at end of year.....	75,786	17,465	93,251
	Adult	Juvenile	Total
Number of volumes of fiction lent for home use.....	152,315	101,168	253,483
Total number of volumes lent for home use.....	201,096	173,091	374,187
Number of publications issued.....			3
Borrowers registered during year....			6,605
Total number of registered borrowers.			19,181

Receipts

City Apportionment.....	\$40,852.41
Pay Duplicate Collection.....	445.55
Fines.....	1,691.72
Miscellaneous Library Collections.....	480.35
Forward in hands of Treasurer.....	1,774.95
Forward in hands of Librarian.....	78.39

Payments

	\$45,323.37
Books.....	\$ 8,187.46
Periodicals.....	921.21
Binding.....	2,515.47
Salaries: Library Service.....	24,687.19
Janitors.....	1,630.00
*Heat.....	808.02
*Light.....	411.95
Other Maintenance.....	4,188.44
	\$43,349.74

*Central Library Building was maintained by the School Board of St. Joseph 1922-23.

FINANCIAL STATEMENT, 1922-23

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	\$40,852.41
Library Collections.....	4,470.96

Total	\$45,323.37
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Expenditures

Books	\$ 8,187.46
Periodicals	921.21
Binding	2,515.47
Salaries	24,687.19
Heat	808.02
Janitor Service	1,630.00
Printing and Stationery	438.12
Telephone	192.19
Electricity	411.95
L. C. Cards.....	203.61
Insurance	8.00
Repairs and Equipment.....	1,356.13
Supplies	571.06
Incidental Expenses	476.02
Miscellaneous	943.31
Balance in hands of Treasurer, May 1, 1923.....	1,895.24
Balance in hands of Librarian, May 1, 1923.....	78.39

Total.....	\$45,323.37
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Book Purchase

Additions to the Library in 1922-23 were 6,904 volumes of which 5,315 were by purchase representing an expenditure of \$8,187.46. The book fund for 1923-24 was \$13,848.12, the largest in the history of the Library, and purchased 8,294 volumes. Additions by gift and binding make a total of 9,434 volumes accessioned.

Books worn out in service and discarded during 1922-23 exceeded the purchases, there being 6,615 books rendered useless by their physical condition. Only because of a large number of gifts were we able to show a small increase in the total content of the Libraries. The total number of volumes at the end of the fiscal year April 30, 1923, was 93,251.

This condition of more books being worn out than could be purchased has been freely predicted for a number of years, but fortunately a more liberal attitude by the municipal authorities relieved the situation in 1923-24. The discarded books continue heavy at 5,890 volumes, leaving 96,795 volumes in the Libraries April 30, 1924.

Children's Work and the Schools

The circulation of juvenile books in 1923-24 was 181,748, which is 45.4% of the total circulation. Substantial gains were made in the Central Children's Room and good gains are reported from the Branches and further extension of the school work. New school stations have been opened at Webster and Floyd Schools. The extensive use of graded school lists for vacation reading encouraged more reading of juvenile books during the summer months when the pupils have a tendency to drop reading with the close of school.

Appreciation

The Librarian acknowledges the cordial support of the Board of Library Directors and the loyalty and sympathetic cooperation of the Staff of Library workers.

Respectfully submitted,

J. CUNNINGHAM,

Secretary and Librarian.

SPECIAL FUND ACCOUNT, 1922-23

Receipts

Brought forward in hands of Librarian, May 1, 1922....	\$ 78.39	
Brought forward in hands of Treasurer, May 1, 1922....	1,774.95	
Received from Duplicate Collection.....	\$ 445.55	
Received from Penalties.....	1,691.72	
Received from Miscellaneous.....	480.35	2,617.62
Total		\$4,470.96

Statistical Reports

Expenditures

By Librarian—		
Freight and Express.....	\$ 77.76	
Postage	123.00	
Miscellaneous	275.26	\$ 476.02
By Treasurer—		
Checks Nos. 1-33, less \$476.02 for incidental ex-		
penses	2,021.31	
Balance in hands of Treasurer, May 1, 1923.....	1,895.24	
Balance in hands of Librarian, May 1, 1923.....	78.39	
Total.....		\$4,470.96

GENERAL ACCOUNT, 1922-23

Receipts

City Apportionment.....\$40,852.41

Expenditures by City Treasurer's Warrants

	Central Library	Carnegie Branch	Washington Park Branch	Total
Books	\$ 4,578.18	\$1,116.18	\$1,420.92	\$7,115.28
Periodicals	735.17	96.05	89.99	921.21
Binding	2,350.27	95.20	70.00	2,515.47
Salaries	19,952.53	2,558.50	2,176.16	24,687.19
Heat		337.97	470.05	808.02
Janitor Service.....		780.00	850.00	1,630.00
Printing and Stationery	438.12			438.12
Telephone	107.69	42.25	42.25	192.19
Electricity		181.65	230.30	411.95
L. C. Cards	203.61			203.61
Insurance	8.00			8.00
Repairs	82.28	117.00	160.91	360.19
Equipment	565.79	51.25	24.67	641.71
Supplies	508.66	62.40		571.06
Miscellaneous	312.01	13.15	23.25	348.41
Total	\$29,842.31	\$5,451.60	\$5,558.50	\$40,852.41

TOTAL VOLUMES IN LIBRARY, 1922-23

Main Library

	Adult	Juvenile	Schools	Total
General Works	9356	175		9531
Philosophy	1096	10	3	1109
Religion	2070	80	109	2259
Sociology	7429	537	633	8599
Philology	304	155	451	910
Natural Science.....	2259	309	213	2781
Useful Arts.....	6153	164	73	6390
Fine Arts	2612	248	112	2972
Literature	5720	267	294	6281
History	3848	283	306	4437
Geography and Travel.....	2335	302	328	2965
Biography	3064	257	245	3566
Fiction	10562	2331	2734	15627
Newspapers	391			391
Picture Books		16	3	19
Unclassed	6			6
Total.....	57205	5134	5504	67843

TOTAL VOLUMES IN LIBRARY, 1922-23

	Branches					
	Carnegie Branch		Total	Wash. Park Branch		Total
	Adult	Juvenile		Adult	Juvenile	
General Works.....	1810	111	1921	1272	23	1295
Philosophy	121	5	126	124	7	131
Religion	227	56	283	255	57	312
Sociology	530	495	1025	470	374	844
Philology	68	337	405	38	249	287
Natural Science	225	197	422	245	166	411
Useful Arts	948	97	1045	1217	105	1322
Fine Arts	312	149	461	254	145	399
Literature	799	111	910	816	129	945
History	773	193	966	560	182	742
Geography and Travel..	442	212	654	270	201	471
Biography	477	165	642	413	186	599
Fiction	3017	1485	4502	2898	1370	4268
Picture Books		14	14		6	6
Total.....	9749	3627	13376	8832	3200	12032

Total Volumes

Main Library	67,843
Carnegie Branch	13,376
Washington Park Branch.....	12,032
Total.....	93,251

SUMMARY OF CIRCULATION, 1922-23

General Works	672
Philosophy	1,936
Religion	3,585
Sociology.....	4,267
Fairy Tales	22,983
Philology	17,278
Natural Science	5,637
Useful Arts	6,463
Fine Arts	9,055
Literature	14,133
History	8,452
Geography and Travel	7,039
Biography	5,911
Fiction	253,483
Pay Collection	9,059
Magazines	4,048
Picture Books	186
Total.....	374,187
Pictures	1,774

Circulation per capita.....	4 4-5
Circulation cost	\$0.11 7-10
Per capita cost	0.55 7-10