

# LIBRARY STAFF

## Administrative

I. R. Bundy.....Librarian  
Ethel P. Polk.....Secretary to Librarian

## Circulation Department SARAH MOLONY, Head

Thelma Hoover Katherine Cook

## Catalog Department MABEL C. HULL, Head

Lucy B. Hughes Jennie K. Willson

## Reference Department MARY LOUISE REICHERT, Head Helen McKamey

## Children's Department ETHEL TADLOCK, Head

Elda Floyd Violet Anderson  
Erma Patrick

## Apprentices

Evelyn Flanagan Marguerite Price

## Pages

Melvin Englerth Janie Deming  
Wilton Caneday

## Carnegie Branch

Ruth O'Malley.....Librarian  
Leone Deming.....Assistant  
Mary Jane Hane.....Page

## Washington Park Branch

Rose Nash McNeill.....Librarian  
Lucille Barrow.....Assistant  
Marion Nash .....Page

## Wyatt Park Branch

Gladys Keys.....Librarian  
Catherine Bundy .....Page

The following were members of the staff during a portion of the time covered by this report:

Margery Faust, secretary to the librarian, resigned July, 1925; Esther Frederickson, head of circulation department, resigned September, 1925; Mary Carey, acting head of circulation department, resigned July, 1926; Isabel Bickett, assistant circulation department, resigned October, 1926; Christina Patt, assistant circulation department, resigned February, 1926; Margaret McDonald, assistant catalog department, resigned September, 1925; Ruth L. Girtton, head children's department, resigned July, 1925; Lottie J. Merriman, assistant children's department, resigned July, 1926; Dorothy Snavlin, librarian at Carnegie Branch, resigned May, 1926; Winifred Williams, assistant at Carnegie Branch, resigned May, 1925.

## Temporary Substitutes

Emma Bock George Curtis

## Pages

Russell Ellis Marguerite Price  
Mable Byers Mary Tucker

Grant Marsden

# Annual Report of

# ST. JOSEPH, MISSOURI PUBLIC LIBRARY



1924-25, 1925-26, 1926-27



## BOARD OF DIRECTORS

Term Expired 1925		
Charles Waddles	Henry Krug, Jr.	F. E. Vancil
Term Expired 1926		
O. B. Knight	Dr. E. D. Holme	G. L. Zwick
Term Expires 1927		
Rev. C. M. Chilton	Right Rev. J. P. Brady	
	Murray C. Kalis	
Term Expires 1928		
Henry Krug, Jr.	Dr. Julius Kangisser	Samuel I. Motter
Term Expires 1929		
Marion E. Cox	E. H. Steffens	W. A. Masters

## OFFICERS

Henry Krug, Jr.	President
Samuel I. Motter	First Vice-President
Murray C. Kalis	Second Vice-President
E. H. Steffens	Treasurer
I. R. Bundy	Librarian and Secretary

## SPECIAL FUND ACCOUNT

1926-1927

### RECEIPTS

Brought forward in hands of Librarian, May 1, 1926	\$ 75.00
Brought forward in hands of Treasurer, May 1, 1926	713.86
Received from duplicate collection	\$ 385.97
Received from penalties	2,100.73
Received from miscellaneous	490.43
	2,977.13

\$3,765.99

### EXPENDITURES

By Librarian—	
Freight and express	\$ 29.74
Postage	71.87
Miscellaneous	325.46
By Treasurer—	\$ 427.07
Checks No. 1-53 Less \$427.07—Incidental Expenses	
968.94—Transfer of Funds	
750.00—Transfer to savings account	2,163.88
Balance in hands of Treasurer, April 15, 1927	350.04
Balance in hands of Librarian, April 15, 1927	75.00
Balance in Savings Account, April 15, 1927	750.00

\$3,765.99

## FINANCIAL STATEMENT

1926-1927

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	\$50,000.00
Library Collections	3,765.99

Total \$53,765.99

### EXPENDITURES

Books	\$10,514.16
Periodicals	1,034.83
Binding	2,401.43
Salaries	27,565.97
Rent	2,779.55
Heat	592.54
Janitor service	1,946.00
Printing and stationery	137.05
Telephone	226.25
Electricity	393.87
L. C. Cards	156.49
Insurance	465.00
Repairs and equipment	462.20
Supplies	991.29
Water	61.14
Incidental expenses	427.07
Miscellaneous	2,435.99
Balance in hands of Treasurer	1,100.04
Balance in hands of Librarian	75.00

\$53,765.87

Balance .12

\$53,765.99



# GENERAL ACCOUNT

1926-1927

## RECEIPTS

City Apportionment .....\$50,000.00

### Expenditures by City Treasurer's Warrants

	Central Library	Carnegie Branch	Washington Park Branch	Wyatt Park Branch	Francis Street Branch	Total
Books .....	\$ 7,426.04	\$ 916.32	\$1,114.50	\$ 986.39	\$ 70.91	\$10,514.16
Periodicals .....	787.50	100.31	103.41	43.61	.....	1,034.83
Binding .....	2,401.43	.....	.....	.....	.....	2,401.43
Salaries .....	20,549.57	2,559.02	2,218.26	1,924.12	315.00	27,565.97
Rent .....	2,029.55	.....	.....	600.00	150.00	2,779.55
Heat .....	.....	246.83	293.51	52.20	.....	592.54
Janitor service .....	.....	916.00	1,030.00	.....	.....	1,946.00
Printing and Stationery .....	137.05	.....	.....	.....	.....	137.05
Telephone .....	99.00	39.00	39.00	39.00	10.25	226.25
Electricity .....	331.17	32.50	24.00	6.20	.....	393.87
L. C. Cards .....	156.49	.....	.....	.....	.....	156.49
Insurance .....	286.00	139.75	.....	39.25	.....	465.00
Repairs .....	33.66	71.00	5.25	.....	.....	109.91
Equipment .....	273.34	.....	73.70	5.25	.....	352.29
Supplies .....	879.69	51.95	59.65	.....	.....	991.29
Water Service .....	.....	14.85	31.55	14.74	.....	61.14
Miscellaneous .....	194.37	11.00	4.50	28.50	33.74	272.11
Total .....	\$35,584.86	\$5,098.53	\$4,997.33	\$3,739.26	\$579.90	\$49,999.88
			Balance at City Hall .....			.12
						\$50,000.00

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

The report which I have the honor to make to you at this time covers three complete years of the Library's activities, as no report has been published since April, 1924. This period has been marked by a healthy growth along all lines, as indicated by the following figures:

Size of Book Collection April 30, 1924..... 96,795  
Size of Book Collection April 30, 1927..... 111,358  
A gain of 15 % or 5 % each year.  
Number of Books Circulated, Year Ending  
April 30, 1924..... 400,215  
Number of Books Circulated, Year Ending  
April 30, 1927..... 510,707  
A gain of 27 % or 9 % each year.  
Number of Registered Borrowers, Year Ending  
April 30, 1924..... 20,081  
Number of Registered Borrowers, Year Ending  
April 30, 1927..... 24,952  
A gain of 24 % or 8 % each year.

The St. Joseph library system consists of the following units: CENTRAL LIBRARY, CARNEGIE BRANCH, WASHINGTON PARK BRANCH, WYATT PARK BRANCH, eleven school stations and eleven school room collections, two collections at fire stations and one at an old people's home. The total number of staff members is just what it was three years ago, viz., eighteen full time, seven pages and one apprentice.

While no record is kept of the number of patrons using the reference room, nor of the number and character of the subjects investigated and questions answered there, continued observation is convincing that this type of work is increasing with us more rapidly than facilities for handling it. Needed reference books are added as published, some shelf room being still available. In the forenoon club women, business people and the occasional inquirer or student find room enough in which to work in comfort; but after three o'clock each afternoon, when the students from Junior College and Central and Robidoux high schools have arrived, the room is too crowded and the attendants too hurried for the best service to be possible.



The catalog department, with its force reduced from four to three, has been extremely busy. While its work has gone on normally only 7,896 books were accessioned and cataloged during the year, as compared with 9,922 the preceding year. The book collection has increased by only 2,861 volumes during the year as against 5,892 increase the year before.

In January and February of 1925 the Library was able to establish two new branches—the first since 1910. The first of these to open was that at 708 Francis Street, known as the downtown branch. The purpose of this branch, to serve shoppers and employed people, was well carried out and its operation was continued very successfully for a year and a half. It was necessary to close it in July, 1926, however, on account of lack of funds.

The branch at 2633 Lafayette Street, known as the Wyatt Park Branch, opened its doors in a rented store building in February, 1925, and has operated busily and successfully ever since. It is located in a residence neighborhood and gives a general service to adults, to children and to nearby schools. During the first complete year of operation its books circulated an average of 16 times each, which would be impossible except, as in the present case, where a small, well selected lot of books is set down in the midst of a community to whom library service is a new and fresh delight.

A collection of books was placed at Noyes Hospital late in 1924 for the use of patients and nurses and in September, 1926, a similar collection was placed at the Missouri Methodist Hospital. The circulation from the latter station up to April 20, 1927, amounted to 2,866.

To refer again to some of the principal events of the past three years. From May, 1924, or even earlier, to mid-winter of 1925, the library force was preparing the books for the two new branches. In January and February these were successfully established. March 1, 1925, the present librarian succeeded Mr. Jesse Cunningham, who had resigned to accept the librarianship of the Cossitt Library of Memphis, Tennessee.

The first complete year following the establishment of the new branches, i. e., from May 1, 1925, to April 30, 1926, was also the only year that the Library has received the full appropriation of \$55,000 per year, designated in the city charter. It was naturally the year of the largest working staff (27) and the largest service to the public in circulation of books (525,041).

#### SUMMARY OF CIRCULATION 1926-27

General works .....	642
Philosophy .....	3,079
Religion .....	4,248
Sociology .....	6,520
Fairy tales .....	25,629
Philology .....	13,946
Natural science .....	7,980
Useful arts .....	7,634
Fine arts .....	12,063
Literature .....	17,148
History .....	10,180
Geography and travel.....	10,394
Biography .....	8,582
Fiction .....	367,760
Pay collection .....	8,734
Magazines .....	6,166
Picture books .....	2
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	510,707
Pictures .....	1,023
Pamphlets .....	109
Central	
Adult .....	169,436
Juvenile .....	52,431
Carnegie Branch .....	79,242
Francis Street Branch.....	5,772
Washington Branch .....	78,853
Wyatt Park Branch.....	52,675
Schools .....	68,049
Noyes Hospital .....	1,383
Missouri Methodist Hospital.....	2,866
Total .....	510,707
Circulation per capita.....	6.51
Cost per capita.....	\$0.6857
Circulation cost .....	\$0.10½

#### NUMBER OF REGISTERED BORROWERS

April 30, 1927

Central .....	15,365
Adult .....	10,389
Juvenile .....	4,976
Carnegie Branch .....	3,115
Washington Park Branch.....	3,221
Wyatt Park Branch.....	3,251
Total .....	24,952
Gain in borrowers.....	289
Per cent of gain.....	1.15%
Per cent of population registered.....	31.8%

#### TOTAL VOLUMES IN LIBRARY

April 30, 1927

Central .....	77,400
Adult .....	65,052
Juvenile .....	12,348
Carnegie Branch .....	14,629
Washington Park Branch.....	13,766
Wyatt Park Branch.....	4,270
Francis Street Branch.....	779
Hospital collections .....	514
Total .....	111,358
Total adult volumes.....	89,726
Total juvenile volumes.....	21,632



Library Statistics According to Form Suggested by  
American Library Association

ST. JOSEPH PUBLIC LIBRARY, ST. JOSEPH, MISSOURI  
Annual Report for Year Ending April 30, 1927.

Population: 1926 Census Bureau Estimate.....	78,400	
Free for lending and reference		
Total number of agencies		
Central Library .....	1	
Branches .....	3	
Stations .....	11	
School room collections and other agencies.....	14	
Days open per year.....	360	
Hours per week for lending.....	72	
Hours per week for reading.....	76	
Hours service per week required of staff.....	42	
Total number of staff.....	27	
	Adult      Juvenile      Total	
Volumes at beginning of year.....	87,080      21,417      108,497	
Volumes added by purchase.....		7,393
Volumes added by gift or exchange.....		110
Volumes added by government depository....		242
Volumes added by binding.....		151
Volumes lost and discarded.....		5,035
Total volumes at end of year.....		111,358
	Adult      Juvenile      Total	
Number of volumes of fiction lent for home use .....	272,165      95,595      367,760	
Total number of volumes lent for home use .....	358,452      152,255      510,707	
Borrowers registered during year.....		7,862
Total number of registered borrowers.....		24,952

RECEIPTS

City Apportionment .....	\$50,000.00
Pay duplicate collection.....	385.97
Fines .....	2,100.73
Miscellaneous Library Collections.....	490.43
Forward in hands of Treasurer.....	1,100.04
Forward in hands of Librarian.....	75.00
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	\$53,765.99

PAYMENTS

Books .....	\$10,514.16
Periodicals .....	1,034.83
Binding .....	2,401.43
Central Library Building Expense.....	2,029.55
Salaries: Library Service.....	27,565.97
Janitors .....	1,946.00
Repairs and equipment.....	462.20
Heat .....	592.56
Insurance .....	465.00
Light .....	393.87
Other Maintenance .....	6,360.44
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	\$53,765.87
Balance at City Hall.....	.12
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	\$53,765.99

The cutting of the appropriation for the year May 1, 1926, to April 30, 1927, from \$55,000 to \$50,000 compelled retrenchment and placed an effective check on the growth of the last two years. The following results are noted:

1. The closing of the Francis Street Branch.
2. Fewer new books added to the collection—2,026 less than in the preceding year.
3. Smaller staff—one less than the preceding year, hence diminished service.
4. Decreased circulation of books—14,000 less than in the preceding year.

In March, 1927, a station for the circulation of books at the plant of the National Biscuit Company near the foot of Francis Street and also one at St. Joseph's Hospital were authorized by the Board. The plan for the factory station called for the co-operation of the Library and the Young Women's Christian Association, the former furnishing the books and the latter providing the personnel to circulate them.

Additional stations at other factories operated on the same plan were in prospect. It was held that a series of successful stations of this sort, in conjunction with the hospital stations in operation or contemplated would extend the library service to many individuals otherwise quite beyond reach of its advantages.

Respectfully submitted

I. R. BUNDY,  
Librarian.



Library Statistics According to Form Suggested by  
American Library Association

ST. JOSEPH PUBLIC LIBRARY, ST. JOSEPH, MISSOURI

Annual Report for Year Ending April 30, 1925.

Population: 1920 Census.....			77,743
Free for lending and reference			
Total number of agencies—			
Central Library .....		1	
Branches .....		4	
Stations .....		11	
School Room collections and other agencies.....		14	
Days open per year.....			360
Hours per week for lending.....			72
Hours per week for reading.....			76
Hours service per week required of staff.....			42
Total number on staff.....			26
	Adult	Juvenile	Total
Volumes at begining of year.....	78,996	17,799	96,795
Volumes added by purchase.....			9,600
Volumes added by gift or exchange.....			494
Volumes added by government depository....			334
Volumes added by binding.....			466
Volumes lost and discarded.....			5,084
Total volumes at end of year.....			102,605
	Adult	Juvenile	Total
Number of volumes of fiction lent for			
home use .....	199,760	118,858	318,618
Total number of volues lent for home			
use .....	245,427	207,581	453,008
Borrowers registered during year.....			9,876
Total number of registered borrowers.....			23,681

RECEIPTS

City Apportionment .....	\$52,999.19
Pay Duplicate Collection.....	470.05
Fines .....	2,036.62
Miscellaneous Library Collections.....	1,653.98
Forward in hands of Treasurer.....	1,364.98
Forward in hands of Librarian.....	78.39
	<u>\$58,603.21</u>

PAYMENTS

Books .....	\$14,823.34
Periodicals .....	939.14
Binding .....	1,253.05
Central Library Building Expense.....	1,535.21
Salaries: Library Service.....	28,201.63
Janitors .....	1,703.25
Repairs and Equipment.....	1,662.29
Heat .....	402.98
Insurance .....	427.95
Light .....	1,266.85
Other Maintenance .....	5,106.26
	<u>\$57,321.95</u>
Balance .....	1,281.26
	<u>\$58,603.21</u>

Library Statistics According to Form Suggested by  
American Library Association

ST. JOSEPH PUBLIC LIBRARY, ST. JOSEPH, MISSOURI

Annual Report for Year Ending April 30, 1926.

Population: 1920 Census.....			77,743
Free for lending and reference			
Total number of agencies—			
Central Library .....			1
Branches .....			4
Stations .....			11
School room collections, etc.....			14
Days open per year.....			360
Hours per week for lending.....			72
Hours per week for reading.....			76
Hours service per week required of staff.....			42
Total number on staff.....			28
	Adult	Juvenile	Total
Volumes at beginning of year.....	83,701	18,904	102,605
Volumes added by purchase .....			9,115
Volumes added by gift or exchange.....			305
Volumes added by government depository....			200
Volumes added by binding .....			302
Volumes lost and discarded.....			4,030
Total volumes at end of year.....			108,497
	Adult	Juvenile	Total
Number of volumes of fiction lent for home			
use .....	233,016	137,571	370,591
Total number of volumes lent.....	290,084	234,957	525,041
Borrowers registered during year.....			8,285
Total number of registered borrowers.....			24,663

RECEIPTS

City apportionment .....	\$55,000.00
Pay duplicate collection.....	361.15
Fines .....	2,211.10
Miscellaneous library collections.....	444.13
Forward in hands of treasurer.....	713.86
Forward in hands of librarian.....	75.00
Total .....	<u>\$59,294.25</u>

PAYMENTS

Books .....	\$12,410.00
Periodicals .....	1,199.29
Binding .....	2,447.60
Central Library building expense.....	3,425.69
Salaries: Library service.....	28,314.66
Janitors .....	1,860.00
Repairs and equipment.....	959.60
Heat .....	763.18
Insurance .....	181.65
Light .....	1,282.60
Other maintenance .....	5,661.00
Total .....	<u>\$59,294.13</u>
Balance in city apportionment.....	.12
	<u>\$59,294.25</u>