

ST. JOSEPH PUBLIC LIBRARY

ST. JOSEPH

MO.

A N N A L R E P O R T

May 1, 1939

thru

April 30, 1940

FINANCIAL STATEMENT  
1939 - - - 1940

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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	\$45,000.00
Library collections	<u>\$2,688.75</u>
Total	\$47,688.75

Expenditures

Books	\$9,870.01
Periodicals	730.34
Binding	2,266.59
Salaries	27,129.99
Rent	1,358.25
Heat	375.26
Janitor service	2,240.00
Printing & stationery	89.30
Telephone	206.39
Electricity	449.34
Library of Congress card	244.25
Insurance	1,057.89
Repairs & equipment	187.91
Supplies	692.35
Water	34.58
Miscellaneous	174.59
Incidental expenses	426.64
Balance in hands of treasurer	80.07
Balance in hands of librarian	<u>75.00</u>
Total	\$47,688.75

GENERAL ACCOUNT

1939 - 1940

\* \* \* \* \*

Receipts

City apportionment \$45,000.00

Expenditures by City Treasurer's Warrants

	<u>Central Library</u>	<u>Carnegie Branch</u>	<u>Washington Park Branch</u>	<u>Total</u>
Books	\$5,266.86	\$1,283.24	\$1,268.13	\$7,818.23
Periodicals	616.02	59.07	46.25	721.34
Binding	2,266.59			2,266.59
Salaries	21,880.40	2,556.19	2,693.40	27,129.99
Rent	1,358.25			1,358.25
Heat		141.82	233.44	375.26
Janitor service	300.00	960.00	980.00	2,240.00
Printing & stationery	89.30			89.30
Telephone	128.39	39.00	39.00	206.39
Electricity	449.34			449.34
L. C. Cards	244.25			244.25
Insurance	466.90	215.65	375.34	1,057.89
Repairs	14.51	20.90	31.17	66.58
Equipment	69.62	39.21	12.50	121.33
Supplies	664.85	9.00	18.50	692.35
Water service		19.92	14.66	34.58
Miscellaneous	102.33	14.00	12.00	128.33
	<u>\$33,917.61</u>	<u>\$5,358.00</u>	<u>\$5,724.39</u>	<u>\$45,000.00</u>

SPECIAL FUND ACCOUNT

1939 - - - 1940

Receipts

Petty cash in hands of librarian April 15, 1939	\$75.00
Brought forward in hands of treasurer April 15, 1939	377.36
Received from duplicate collection	363.64
Received from penalties	1,618.95
Received from miscellaneous	<u>253.80</u>
	\$2,688.75

Expenditures

By librarian	
Freight, express & transportation	\$42.89
Books and periodicals	116.03
Postage	84.45
Contingent fund	65.00
Miscellaneous	118.27
By treasurer	
Checks nos. 224-247; 249-275 less \$426.64 incidental expenses	2,107.04
Balance in hands of treasurer April 15, 1940	80.07
Petty cash in hands of librarian April 15, 1940	<u>75.00</u>
	\$2,688.75

LIBRARY STATISTICS ACCORDING TO  
Form suggested by  
American Library Association

St. Joseph Public Library, St. Joseph, Missouri.  
Annual report for year ending April 30, 1940.

Population: 1930 census	80,935
Free for lending and reference	
Total number of agencies	29
Central Library	1
Branches	2
Stations	10
School collections	16
Days open per year	360
Hours per week for lending	72
Hours per week for reading	76
Total number on staff	25

	Adult	Juvenile	Total
Volumes at beginning of year	110,477	26,630	137,107
Volumes added by purchase			6,371
Volumes added by gift or exchange			173
Volumes added by government depository			189
Volumes added by binding			212
Volumes lost and discarded			4,766
Total number of volumes at end of the year			139,286

	Adult	Juvenile	Total
Volumes fic. lent for home use	214,967	109,609	324,576
Total number of volumes	276,343	167,407	443,750
Borrowers registered during the year			7,307
Total number of registered borrowers			21,283

Receipts

City apportionment	\$45,000.00
Pay duplicate collection	363.64
Fines	1,618.95
Miscellaneous collections	253.80
Forward in hands of treasurer	377.36
Forward in hands of librarian	75.00
Total	\$47,688.75

Expenditures

Books	\$9,870.01
Periodicals	730.34
Binding	2,266.59
Central building expense	1,358.25
Salaries: Staff	27,129.99
Janitors	2,240.00
Repairs and equipment	187.91
Heat	375.26
Insurance	1,057.89
Light	449.34
Other maintenance	2,023.17
	\$47,688.75

SUMMARY OF CIRCULATION  
1939 - - 1940

General works	645
Philosophy	3,712
Religion	3,102
Sociology	7,854
Fairy tales	11,278
Philology	13,981
Natural science	7,877
Useful arts	12,644
Fine arts	13,448
Literature	11,945
History	8,879
Geography and travel	8,923
Biography	10,241
Fiction	317,309
Pay copies	7,267
Magazines	4,645

Total 443,750

Pictures	1,292
Pamphlets	93

Central:	
Adult	184,666
Juvenile	46,486
Carnegie Branch	72,847
Washington Park Branch	78,641
S chools	61,110

Total 443,750

Net gain over 1938-1939 8,307

Circulation per capita	5.48
Cost per capita	\$.5892
Circulation cost per book	\$.10746

\* \* \* \* \*

Number of borrowers registered:		
Central		14,938
Adult	11,481	
Juvenile	3,457	
Carnegie Branch		3,208
Washington Park Branch		3,137

Total 21,283

Gain in borrowers	509
Percent of gain	2.39

Percent of population registered	26.29
Number of volumes per capita	1.72
Number of volumes per registered borrower	6.54

SUMMARY OF TOTAL VOLUMES IN THE LIBRARY  
1939 -----1940

Central and the branch libraries

Central:	
Adult	82,053
Juvenile	15,789
Carnegie Branch	16,675
Washington Park Br.	17,630
South Park Branch	2,311
Wyatt Park Branch	4,828
Total	<u>139,286</u>

Total volumes:	
Adult	112,254
Juvenile	27,032
Total	<u>139,286</u>

Total reference:	Central reference:
Adult	23,178
Juvenile	510
<u>23,688</u>	18,728
	261
	<u>18,989</u>

<u>ADDITIONS</u>	<u>WITHDRAWALS</u>	<u>GAIN</u>	<u>LOSS</u>
Central:	Central:		
Adult	Adult	1,456	
Juvenile	Juv.	440	
Schools	Schools	87	
Carnegie Br.	Carnegie	395	
Wash. Park Br.	Wash. P. Br.	653	
Wyatt P. Br.	Wyatt P. Br.		265
Hos.	Hos.		403
So. Park Br.	Hos.		184
<u>6,945</u>	<u>4,766</u>	<u>3,031</u>	<u>852</u>

Net gain                      2,179

Purchases	6,371
Gifts	362
Bindery	212
	<u>6,945</u>

Total Volumes In Library

Total Volumes In Library:

Adult	82053
Juvenile	15789
C. B.	16675
W. P.	17630
Wyatt Park	4828
South Park	<u>2311</u>
Total	139286

Total Volumes:

Adult	112254
Juvenile	27032

Total Reference:

Adult	23178
Juvenile	510

\* Transfers from Hospitals  
To Central 403

Total Volumes by Class:

Fict.	41193
000	2596
050	13508
100	2468
200	3705
300	15669
400	1570
500	5067
600	13543
700	6900
800	11327
910	6050
920	7511
900	7420
News.	596
Polish	109
Pct. Bks.	48
Unclassed	<u>6</u>
Total	139286

Total Volumes to Date:

Adult	82402
Juvenile	15843
C. B.	16675
W. P.	17630
Wyatt Park	4828
South Park	<u>2311</u>
	139689
	<u>less 403</u> *
	139286

\* Transfers are not counted as additions as they are already counted in the systems



REPORT OF THE CATALOG AND CLASSIFICATION DEPARTMENT

1939-1940

Total Volumes In Library

Central

	Adult Cir.	Adult Ref.	Juv. Cir.	Juv. Ref.	Schools	Total Adult	Total Juv.	Total
Fiction	15726	13	4520		3765	15739	8285	24024
000	710	1190	19	139		1900	158	2058
050	65	9879	96	43		9944	139	10083
100	1787	100	44		1	1887	45	1932
200	2522	265	117		63	2787	180	2967
300	8875	2857	823	17	470	11732	1310	13042
400	206	159	341	2	257	365	600	965
500	2298	748	546	6	278	3046	830	3876
600	8573	846	398	2	127	9419	527	9946
700	4036	361	590	1	123	4397	714	5111
800	6805	558	460	14	199	7363	673	8036
910	3158	302	562	13	281	3460	856	4316
920	4295	465	431	9	263	4760	703	5463
900	4263	389	474	15	257	4652	746	5398
News.		596				596		596
Pct. Bks.			20		3		23	23
Unclassed	6					6		6
Total	63325	18728	9441	261	6087	82053	15789	97842

# Total Volumes In Library

## Branches

	Carnegie Branch				Total	Washington Park				
	Adult		Juvenile			Adult		Juvenile		
	Cir.	Ref.	Cir.	Ref.		Cir.	Ref.	Cir.	Ref.	Total
Fict.	4136		1947		6083	5044		2173		7217
000	50	104	3	29	186	44	178	3	45	270
050	3	1663	7	110	1783	93	1321	16	11	1441
100	186	2	8		196	215	3	13		231
200	231	10	50		291	267	25	54		346
300	632	88	419		1139	555	140	331		1026
400	34	18	228	1	281	33	11	257		301
500	228	24	239	2	493	256	28	204	2	490
600	1179	19	197		1395	1655	23	212		1890
700	484	11	232	2	729	477	8	230		715
800	1086	68	155	3	1312	1141	98	153	1	1393
910	475	66	238		779	367	33	254		654
920	618	36	220	1	875	569	27	238	3	837
900	646	160	210	2	1018	592	26	189		807
Pct. Bks.			6		6			12		12
Polish	109				109					
<b>Total</b>	<b>10097</b>	<b>2269</b>	<b>4159</b>	<b>150</b>	<b>16675</b>	<b>11308</b>	<b>1921</b>	<b>4339</b>	<b>62</b>	<b>17630</b>

# Total Volumes In Library

## Branches

	Wyatt Park					South Park				
	Adult		Juvenile		Total	Adult		Juvenile		Total
	Cir.	Ref.	Cir.	Ref.		Cir.	Ref.	Cir.	Ref.	
Fict.	1681		929		2610	818		441		1259
000	3	38		25	66	2	3		11	16
050	36	82	17		135		49	17		66
100	73		4		77	31		1		32
200	52	3	22		77	13	2	9		24
300	136	35	165	1	337	44	12	69		125
400	4	6	6		16	3	1	3		7
500	71		74		145	40		23		63
600	152	1	66		219	55		38		93
700	147	1	85		233	52		60		112
800	309	9	66		384	156	6	40		202
910	98	1	90		189	58	3	51		112
920	135	4	71		210	77	3	46		126
900	62	1	65		128	38		31		69
Pct. Bks.			2		2			5		5
<b>Total</b>	<b>2959</b>	<b>181</b>	<b>1662</b>	<b>26</b>	<b>4828</b>	<b>1387</b>	<b>79</b>	<b>834</b>	<b>11</b>	<b>2311</b>

## Additions and Withdrawals

### Central

	Adult		Juvenile		Schools	
	Additions	Withdrawals	Additions	Withdrawals	Additions	Withdrawals

Fict.	1477	1098	401	245	251	256
000	40	4	5	1		
050	156	6				
100	59	38	3	1		1
200	71	75	4		4	
300	380	81	82	25	18	24
400	14	19	96	44	83	36
500	88	36	43	21	32	6
600	284	206	40	13	6	8
700	210	84	53	10	14	2
800	157	131	11	10	6	5
910	103	30	38	1	12	6
920	148	28	24	7	12	2
900	144	49	24	11	6	11
News.	10					
Pct. Bks.			5			
<b>Total</b>	<b>3341</b>	<b>1885</b>	<b>829</b>	<b>389</b>	<b>444</b>	<b>357</b>

#### Additions:

Adult	3341
Juvenile	829
Schools	444
C. B.	1136
W. P.	1195
Wy. P.	
S. P.	
Hosp.	
<b>Total</b>	<b>6945</b>

#### Total additions:

Adult	5006
Juvenile	1939

#### Total withdrawals:

Adult	3229
Juvenile	1537

#### Withdrawals:

Adult	1885
Juvenile	389
Schools	357
C. B.	741
W. P.	542
Wy. P.	265
S. P.	184
Hosp.	403
<b>Total</b>	<b>4766</b>

#### Purchase Gifts Bindery Total

Adult gain	1456
Juvenile gain	440
Schools gain	87
C. B. gain	395
W. P. gain	653
Wy. P. loss	265
S. P. loss	184
Hosp. loss	403
<b>Total</b>	<b>6371</b>
Gifts	362
Bindery	212
<b>Total</b>	<b>6945</b>

## Additions and Withdrawals

### Branches

	Carnegie Branch				Washington Park			
	Adult		Juvenile		Adult		Juvenile	
	Add.	With.	Add.	With.	Add.	With.	Add.	With.
Fict.	531	278	239	150	734	306	149	120
000	2	1	2		3		1	
050	13	1			12			
100	4	9			5	2	1	
200	5	4	3	2	6	2	1	2
300	20	11	24	32	26	1	19	23
400	1		43	43	2	2	18	11
500	4	10	7	16	7	2	4	8
600	33	44	9	15	44	11	11	5
700	35	16	28	20	29	5	15	3
800	49	15	14	16	29	10	6	3
910	9	10	13	15	14		17	5
920	14	3	7	10	15	1	6	2
900	11	3	11	15	8	6	8	9
Polish								
Pct. Eks.			5	2			5	3
Total	731	405	405	336	934	348	261	194

# Additions and Withdrawals

## Branches

	Wyatt Park		South Park	
	Adult Add.	Juvenile With.	Adult Add.	Juvenile With.
Fict.	133	81	97	61
000				
050				
100	1			
200		1		
300		9		3
400		9		3
500		4	1	
600	2	1	2	1
700	4	8	1	3
800		4		2
910		4	1	3
920		1		3
900		2		3
Pct. Bks.		1		
<b>Total</b>	<b>140</b>	<b>125</b>	<b>102</b>	<b>82</b>

GIFTS  
1939-1940

American Builder	1
American Jewish Committee	1
American Red Cross	1
Anonymous	18
Associates in Negro Folk Education	1
Avon House	3
Bell, Mrs. Fred	2
B'nai B'rith, St. Joseph Lodge, No. 73	1
Breskin & Charlton Publishing Company	1
Burns, Mrs. James T.	15
Carnegie Endowment for International Peace	3
Chesbro, Wm. C.	1
Clements, Colin	1
Cormaney, Helen	8
Country Life Press	1
Crawford, Miss Cecil	3
Culver, Mrs. R. E.	1
Darby, Miss Ada C.	1
Daughters of the American Colonists in Missouri	1
Donaghey, George W.	1
Evans, Dr. J. W.	1
Felt & Tarrant Manufacturing Co., Chicago	1
First Baptist Church, St. Joseph, Mo.	1
Foulk, Rubi Aliv	1
France, Sarah	2
Government	189
Grant, Shirley	1
Gray, George	1
Harris, Mr. George E.	1
Hassenbusch, B. F.	4
Hoffman, E. N.	1
Hyman, Joseph C.	1
Illinois State Historical Society	1
Japan Society	2
Knapp, W. F.	2
Linde Air Products Company	13
Macmillan Company	1
Mail and Express Publishing Company	1
Metropolitan Water District of Southern Calif.	1
Michigan State Board of Agriculture	1
Missouri Geological Survey	1
Missouri Secretary of State	6
Missouri University	2
Mitchell, Ewing Young	1
Moore, Mrs. Roger	22
Moseley, Mrs.	1
Moss, Mrs. J. B.	1
National Academy of Sciences	2
National Education Association	1
National Fraternal Congress of America	1
New York State University	2
New York Stock Exchange	1
Philadelphia Board of Trade	1
Philosophical Publishing Company	1
Pitts, Dr. H. Spencer	1

GIFTS (CON'T)

Pittsburgh University	4
Ray, Miss Esther	4
Reed, W. A.	2
Revell, Fleming H., Company	1
St. Joseph Central High School	4
Schultz, O. E.	1
Simons, Mrs. Edna	4
Stappenbeck & Craig	2
Strover, Carl Bernhard Wittekind	1
Taylor, Henry Osborn	1
Weakley, Mrs. Jeannette L.	2
Wood, Robert F.	1
Total	<u>362</u>

Bindery

Books rebound	3602
Periodicals bound	212

Volumes missing in the inventory taken in 1936 and cancelled this year:

Central	
Adult	968
Reference	27
Juvenile	102
Schools	3
C. B.	215
W. P.	82
Total	<u>1397</u>