

ST. JOSEPH PUBLIC LIBRARY

ST. JOSEPH,

MISSOURI.

ANNUAL REPORT

MAY 1, 1948

thru

APRIL 30, 1949

Be whom it may concern:

This is to certify that the accompanying report is a true and correct report of the business of the St. Joseph Public Library for the year ending April 30, 1949, to the best of my knowledge and belief.

L. R. Bandy, Librarian

Seen and subscribed to before me, a Notary Public
residing in Buchanan County, State of Missouri, this
_____ day of _____, 1949.

involved a number of
and the results of it will
be made known in due time
to the public. The results
of the investigation will
be made known in due time
to the public.

CONFIDENTIAL - SECURITY MATTER

of the investigation is not
to be made known in due
time to the public.

GENERAL ACCOUNT

1948 - 1949

RECEIPTS

City Apportionment

\$59,000.00

Expenditures by City Treasurer's Warrants

	<u>Central Library</u>	<u>Carnegie Branch</u>	<u>Washington Park Branch</u>	<u>Total</u>
Books	\$3,010.65	\$591.43	\$540.80	\$ 4,142.88.
Periodicals	182.97	23.40	23.40	229.77.
Binding	2,103.58			2,103.58.
Salaries-Staff	36,228.23	2,708.20	2,681.40	41,617.83.
Salaries-Janitors	1,310.00	1,952.50	1,550.00	4,812.50.
Rent	1,645.26			1,645.26.
Heat		459.01	471.70	930.71.
Printing	44.25			44.25.
Telephone	158.24	41.13	45.00	244.37.
Electricity	852.08			852.08.
Catalog cards	159.63			159.63.
Insurance	485.80	254.13	306.97	1,046.90.
Repairs	77.40	103.30	161.36	342.06.
Supplies	523.45	23.52		546.97.
Water service		25.29	20.10	45.39.
Equipment	129.30		4.00	133.30.
Miscellaneous	94.67	6.50		101.17.
Unspent balance	1.35			1.35.
	<u>\$47,006.86</u>	<u>\$6,188.41</u>	<u>\$5,804.73</u>	<u>\$59,000.00</u>

SPECIAL FUND ACCOUNTS

1948 - 1949

RECEIPTS

Petty cash in hands of Librarian April 16, 1948	\$75.00
Brought forward in hands of Treasurer in Cash Reserve	91.32
Received from penalties	2,802.63
Received from book rentals	369.85
Received from miscellaneous	<u>462.94</u>
	\$3,801.74
Brought forward in hands of Treasurer in State Aid	1,006.78
Received from State Treasurer in 1948	<u>1,041.78</u>
Total in State Aid Fund	\$2,048.56
Total receipts	\$5,850.30

EXPENDITURES

By Librarian:

Contingent funds for branch libraries	\$57.07
Postage and express	65.16
Carfare	35.87
Books and periodicals	94.29
Refunds on lost books returned	23.61
Supplies	46.52
Laundry	19.00
Repairs and extra work	58.15
Miscellaneous	<u>37.59</u>
	\$437.26

By Treasurer:

Checks from Cash Reserve Fund for books, periodicals and miscellaneous	3,220.97
Checks from State Aid Fund for additional salaries and part payment of new floor in Children's Room	792.50
Balance in hands of Treasurer in Cash Reserve April 16, 1949	68.51
Balance in hands of Treasurer in State Aid Fund Apr. 16, 1949	1,256.06
Balance in hands of Librarian April 16, 1949	<u>75.00</u>
	\$5,850.30

FINANCIAL STATEMENT

1948 - 1949

RECEIPTS

City Apportionment	\$59,000.00
Library collections	3,801.74
State Aid	2,048.56
	<u>\$64,850.30</u>

EXPENDITURES

Books	\$ 5,985.84
Periodicals	1,281.30
Binding	2,103.58
Salaries-Staff	41,932.83
Salaries-Janitors	4,812.50
Rent	1,645.26
Heat	930.71
Printing	44.25
Telephone	244.37
Electricity	852.08
Catalog cards	159.63
Insurance	1,046.90
Repairs	819.56
Supplies	546.97
Water	45.39
Equipment	133.30
Postage	200.00
Miscellaneous: Christmas decorations, M.L.A. convention, dues, time service, flowers, etc.	227.65
Incidental Expenses: carfare, contingent funds, laundry, books & periodicals, postage, etc	437.26
Balance in hands of Treasurer in Cash Reserve Fund, Apr.16,1949	68.51
Balance in hands of Treasurer in State Aid, April 16, 1949	1,256.06
Balance in hands of Librarian, April 16, 1949	75.00
Unspent balance in City Fund	<u>1.35</u>
	<u>\$64,850.30</u>

SUMMARY OF TOTAL VOLUMES IN LIBRARY

1948 - 1949

CENTRAL LIBRARY AND BRANCHES

Central Adult	82,382
Central Juvenile	17,924
Carnegie Branch	16,794
Washington Park Branch	19,717
Wyatt Park Branch	3,165
South Park Branch	<u>1,324</u>

Total	141,306
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Total Volumes:

Adult	113,385
Juvenile	<u>27,921</u>
	141,306

Total Reference Volumes:

Adult	25,135
Juvenile	<u>517</u>
	25,652

Central Reference:

20,550
<u>263</u>
20,813

ADDITIONS

WITHDRAWALS

GAIN

LOSS

Central:

Adult	1,694	Adult	2,820		1,126
Juvenile	410	Juvenile	186	224	
Schools	152	Schools	183		31
Carnegie Branch	482		116	336	
Washington Park	489		346	143	
Wyatt Park Br.			88		88
South Park Br.			<u>71</u>		<u>71</u>
Total	3,227		3,810	733	1,316

Total additions:

Adult	2,274
Juvenile	<u>953</u>
Total	3,227

Total withdrawals:

Adult	3,321
Juvenile	<u>489</u>
Total	3,810

Net Loss 583

Purchases	2,890
Gifts	156
Bindery	<u>181</u>
Total	3,227

1942 - 1943

CENTRAL LIBRARY AND BRANCHES

62,382
19,321
18,704
19,717
3,163
1,837

141,303

113,303
28,001
141,303

General Reference:

20,150
67
20,217

Total Reference Volumes:

22,155
517
22,672

2023

WITHDRAWALS

ADDITIONS

1,162
31
336
143
88
71

2,310
143
143
116
323
22
71

1,302
410
410
403
403
403
403

1,216

2,010

2,457

Total Withdrawals:

Total Additions:

2,311
489
2,800

2,741
939
3,680

Net Loss: 689

2,800
133
131
2,667

SUMMARY OF CIRCULATION

1948 - 1949

General Works	364
Philosophy	1,972
Religion	2,772
Sociology	4,142
Fairy Tales	5,829
Philology	14,540
Natural Science	6,793
Useful Arts	8,938
Fine Arts	9,454
Literature	5,736
History	5,915
Travel & Geography	5,090
Biography	9,247
Fiction	216,535
Magazines	3,941
Pay copies	7,279
Total	308,547
Pictures	574

CENTRAL CIRCULATION:

Adult	123,264
Juvenile	45,553
Schools	67,028

CARNEGIE BRANCH 37,260

WASHINGTON PARK BRANCH 35,442

Total 308,547

Net Loss over 1947-1948 429

Circulation per capita 4.07532

Cost per capita .8565

Circulation cost per book .21017

Number of registered borrowers:

Central:

Adult	9,659
Juvenile	3,868
Carnegie Branch	2,090
Washington Park Branch	1,764
Total	17,381

Total number of borrowers registered during the year 5,869

Gain in the number of borrowers 226

Per cent of gain .013

Per cent of population registered .2295

REPORT OF THE CATALOG AND CLASSIFICATION DEPARTMENT

1948-1949

Total Volumes in Library

Central

	Adult Circ.	Adult Ref.	Juv. Circ.	Juv. Ref.	Schools	Total Adult	Total Juv.	Total
Fiction	16000	12	5070		4379	16012	9449	25461
000	448	1223	31	132		1669	163	1832
050	56	10732	98	45		10788	141	10929
100	1711	121	50			1832	50	1882
200	2673	301	171		63	2974	234	3208
300	7367	5138	871	25	385	10525	1281	11806
400	264	193	641	3	315	457	959	1416
500	2413	788	608	4	298	3201	910	4111
600	6929	988	835	3	175	7917	711	8628
700	4157	448	697		167	4605	864	5469
800	6846	598	441	13	173	7444	627	8071
910	3297	331	626	26	252	3626	906	4534
920	4886	569	510	10	378	5455	898	6353
990	4761	421	498	4	214	5182	716	5898
News.		687				687		687
Pet. Bks.			12		3		15	15
Unclassed	6					6		6
Total	61832	20550	10859	263	6802	62582	17924	100306

Total Volumes in Library

1948-1949

Total Volumes in Library:

Adult	82382
Juvenile	17924
C. B.	16794
W. P.	19717
Wyatt Park	3165
South Park	1324
Total	141306

Total Volumes:

Adult	113385
Juvenile	27921

Total References:

Adult	25135
Juvenile	517

Total Volumes by Class:

Fict.	42166
000	2315
050	14462
100	2414
200	5933
300	14268
400	2002
500	5264
600	12247
700	7406
800	11402
910	6165
920	8518
900	7928
News.	687
Polish	91
Pot. Eks.	32
Unclassed	6
Total	141306

Total Volumes in Library

1948-1949

Branches

	Carnegie Branch					Washington Park				
	Adult		Juvenile		Total	Adult		Juvenile		Total
	Cir.	Ref.	Cir.	Ref.		Cir.	Ref.	Cir.	Ref.	
Fict.	4279		1984		6263	5939		2698		8547
000	46	96	3	36	181	50	147	3	63	263
050	3	1737	7	110	1857	94	1376	1	5	1476
100	159	2	11		172	239	3	14		256
200	222	9	56		287	252	25	53		309
300	546	102	396		1044	663	146	305	1	1115
400	24	20	250	1	295	42	15	219		276
500	214	25	218	2	459	281	23	203	2	509
600	1061	14	212		1287	1760	27	256		2073
700	540	11	236	2	789	607	11	258		876
800	1138	71	129	3	1341	1215	110	137	1	1463
910	438	62	228		728	428	36	216		680
920	676	49	222	1	948	659	52	243	3	957
900	712	167	170	2	1051	689	23	145		857
Pot. Bks.			1		1			9		9
Polish	91				91					
Total	10149	2365	4123	157	16794	12978	1994	4670	75	19717

Total Volumes in Library

1948-1949

Branches

	Wyatt Park					South Park				
	Adult		Juvenile		Total	Adult		Juvenile		Total
	Cir.	Ref.	Cir.	Ref.		Cir.	Ref.	Cir.	Ref.	
● Fict.	1103		278		1381	445		69		514
000	3	12		11	26	2	1		10	13
050	36	81	17		134		49	17		66
100	71		2		73	30		1		31
200	30	3	5		58	13	2	5		20
300	129	34	60	1	224	53	11	35		99
400	3	5	1		9	3		3		6
500	71		63		134	39		12		51
600	136	1	55		192	49		18		67
700	134	1	55		190	46		36		82
800	292	9	54		355	145	6	21		172
910	98	1	42		141	56	2	24		82
920	132	4	27		163	76	3	18		97
900	59	1	23		83	37		2		39
Pot. Bks.			2		2			5		5
Total	2317	152	684	12	3165	974	74	266	10	1324

Additions and Withdrawals

1948-1949

Central

	Adult		Juvenile		Schools	
	Additions	Withdrawals	Additions	Withdrawals	Additions	Withdrawals
Dict.	811	364	284	69	109	92
000	20	168	3	13		
050	130	3				
100	23	218	1			
200	52	69	13	1	1	1
300	202	628	29	22	13	20
400	3	11		43		53
500	27	97	14	7	14	6
600	104	694	11	6	5	3
700	60	128	18	6	2	4
800	52	245	5			2
910	54	7	5	4	4	5
920	76	17	20	1	5	2
960	69	41	7	9	1	13
News.	11					
Ret. Hrs.						
Total	1694	2820	410	186	132	163

Additions and Withdrawals

1948-1949

Additions:

Adult	1694
Juvenile	410
Schools	152
C. B.	482
W. P.	489
Wy. P.	
So. P.	
Total	<u>3227</u>

Withdrawals:

Adult	2820
Juvenile	188
Schools	188
C. B.	116
W. P.	346
Wy. P.	88
So. P.	<u>71</u>
Total	<u>3810</u>

Adult loss	1126
Juvenile gain	224
Schools loss	31
C. B. gain	366
W. P. gain	143
Wy. P. loss	88
So. P. loss	<u>71</u>

Total additions:

Adult	2274
Juvenile	953

Purchase

2890

Gifts	156
Bindery	<u>181</u>

3227

Total withdrawals:

Adult	3321
Juvenile	489

Additions and Withdrawals

1948-1949

Branches

	Carnegie Branch				Washington Park			
	Adult		Juvenile		Adult		Juvenile	
	Add.	With.	Add.	With.	Add.	With.	Add.	With.
Fict.	209	42	134	18	211	275	163	20
000	1		1	20	1		1	
050	13	1			3			
100	2		1		2	3		
200	2		1		4		2	2
300	6	1	10	4	8	6	4	10
400	1	1		3			2	3
500	4	2	5	3	3		6	5
600	14	1	5	2	13	14	4	2
700	12		15	2	14	1	5	2
800	3	1	2		6	2	2	
910	7	1	1		5			
920	11	2	3	1	7	1	11	
960	2		5	3	2		3	
Polish		1						
Pol. Hqs.								
Total	294	53	188	63	286	302	203	44

Additions and Withdrawals

1948-1949

Branches

Wyatt Park

South Park

Adult Add. With. Juvenile Add. With.

Adult Add. With. Juvenile Add. With.

Pict.	61	4	61	4
000				
050				
100	1			
200				1
300	1	1	1	
400				
500		1		
600	5			1
700	4		4	
800	9		8	
910				
920		1		
990			1	
Total	51	7	55	6

Gifts

1948-1949

Adams, Mr. Charles
 American Christian Palestine Committee
 American Mining Congress
 American Petroleum Institute
 American Zionist Emergency Council
 Anonymous
 Author
 Carnegie Hero Fund Commission
 Christian Brothers
 Christian Brothers High School
 Culver, Mr. F. J.
 Dodge, Mrs. Ralph
 Fiske, Ivan
 Freymann, Mrs. Pierre P.
 General Electric Company
 Goethe, Mr. C. M.
 Government
 Hendryx, Mrs. C. E.
 Hertzberg Bindery
 Hugh W. Long & Co.
 Institute of Life Insurance
 McDonald, Mr. Edwin
 McFadden, Mr. C. C.
 McPherson, Inc.
 Missouri, State of
 Missouri State Dental Association
 Missouri University
 New Method Book Bindery
 Owen Estate
 Penny, J. C.
 Petree, Miss Mabel
 Publisher
 Ray, Mrs. E. M.
 Santa Fe Railway Company
 Selesman, Miss Gertrude
 Trowbridge, Miss Jean
 Weigel, Robert
 Total

1
1
1
2
2
4
6
1
1
1
1
1
4
2
1
1
1
81
2
1
1
1
1
2
4
1
6
1
1
1
1
1
1
15
1
1
1
1
2
154

Bindery

Books rebound
 Periodicals bound

323
 181