

City Hall

ST. JOSEPH PUBLIC LIBRARY

ANNUAL REPORT

1954 - 1955

ST. JOSEPH, MISSOURI

ST. JOSEPH PUBLIC LIBRARY

TENTH AND FELIX STS.

TELEPHONE 2-7729

ST. JOSEPH, MISSOURI

May 10, 1955

To the Trustees of The St. Joseph Public Library:

In compliance with the Missouri Law Section 182.360
the accompanying reports are submitted on the services,
statistics, and finances of the St. Joseph Public
Library for the fiscal year 1954 - 1955.

Respectfully submitted,

Irwin Sexton, Librarian

LIBRARY BOARD OF TRUSTEES

	Term Expires
Mrs. Philip Strop, president	1956
Mr. Arthur V. Burrowes, 1st vice president	1956
Mr. Robert G. Clayton, 2nd vice president	1955 ✓
Rabbi Myron M. Meyer, treasurer	1957
Mrs. Lawrence D. Wickham, secretary	1955 ✓
Monsignor Leo J. Ruggle	1957
Mr. Alva F. Lindsay	1956
Dr. E. B. Whitcomb	1957
Judge G. L. Zwick	1955 ✓

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LIBRARY STAFF

APRIL 30, 1955

Librarian

Irwin Sexton

Business office

Mrs. Mary Miller

secretary

William Harris

Custodian

Circulation department

Miss Gladys Keys

head

Mrs. Marie Libel

assistant

Miss Grace Denton

page

Miss Beverly Martin

page

Mok Tokko

page

Catalog department

Miss Mabel Hull

head

Miss Esther Ray

assistant

Miss Sue Walter

page

Miss Sandra White

page

Bookmobile

Miss Gale Logan

head

Mrs. Harriet Arthur

assistant

Dennis O'Connor

driver

Reference department

Mrs. Isabel Evans

head

Miss Elda Floyd

assistant

Miss Pat Tunnell

page

Children's department

Miss Ethel Tadlock

head

Miss Josephine Plummer

assistant

Miss Martha Richardson

page

Carnegie Branch

Miss Lorene Wallin

head

Arthur Burrell

page

Custodian

Washington Park Branch

Miss Erma Patrick

head

Miss Mary Alta Hopkins

page

Wayman Waldron

Custodian

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Librarian's Report

It is difficult to apply a yardstick to the Library's effectiveness. Statistics, however, are a means of measuring use and they show that during the past year 343,632 books were borrowed from all library agencies, which is 36,141 over that of last year. Reference questions with a total of 13,046 show an increase of 326.

Has the Library helped people to make their daily lives more meaningful and enjoyable? We think the answer is "yes", because the non-fiction total circulation is up 13,247 over that of last year. As non-fiction books present facts in all fields, their increased use indicates that people are turning to books for knowledge.

The selection of books and organizing them for effective use is among the Library's chief responsibilities. For this reason, a book selection committee has been named, composed of the Staff members primarily responsible for book selection. They will work together and evaluate each department's selections in the light of the total book collection. This committee will help formulate a written book selection policy with the aid of the Library Board's Book Committee so that the Library will have a clearly defined statement.

The shift of the book collection begun this year will continue. This shift should make standard titles and newer ones more readily accessible to the public and allow the staff to use the collection more easily.

In the coming year an effort will be made to replace old, but still valuable, titles with new editions. The discarding of worn out and dated titles will also be stressed. For a library to give out erroneous information, because the material available is dated, is as reprehensible as not giving out any information.

The outstanding feature of the Library's program to foster a love of reading in children has been the inauguration of bookmobile service, made possible by the Junior League's gift. The circulation total 107,595 indicates that the service is well used. Some thought should be given to the bookmobile's place in the total library picture.

Should stops be made at schools? With the great influx of children at any one stop, there is no time for reading guidance, which is an important library function. Naturally, the use of the bookmobile has caused a drop in the circulation of children's books at other agencies. Making books more easily available is a noteworthy achievement, but are other values being sacrificed? This question deserves careful consideration.

The Library's group programs have proven worthwhile. Pre-school story hours, begun this spring, have attracted children at an age when habits are formed and their response has proved a source of delight to the staff as well as to the parents. Film programs for the mothers have been presented in order to publicize the Library's film collection and to make story hour time profitable and informative for the adults as well as the children.

The Great Books first and second year groups have been meeting bi-weekly. Plans to expand this program are underway and it is hoped there will be at least four groups meeting in the fall. This is a suitable program for library sponsorship because it helps to develop "purposeful readers" and is an activity which fosters the intellectual growth of the community.

The Great Books program is an important feature of the Library's Adult Education activities. During the coming year, the Library should consider ways in which it can assume a more important role in the Adult Education activities of the community. A program planning workshop is one possibility. The Librarian's and the Staff's increased participation in the group life of the community would also be desirable.

In order that the chief emphasis of the Library Staff may be on books and service, much work is being done on simplifying procedures and methods. Form design, centralized purchasing of supplies and a simplified bookkeeping system are three important factors in this effort to minimize the amount of time the staff must spend on work of a clerical nature.

The purchase of a mimeograph this past year makes the design of new forms possible at a nominal cost. In addition, the library is now issuing publications which inform the public of additions to the collection. The new books and films lists will be continued and special lists will be distributed as the occasion arises.

A Staff Memo is being issued to fully inform the Staff about the activities of the Library. Branch and Department heads meetings will also help to keep the Staff informed. These meetings are proving

mutually advantageous to the Librarian and to the Staff as they permit democratic discussion and solving of problems. It is hoped this program can be extended to permit more of the Staff to participate.

The excellent coverage given to the Library by the St. Joseph News-Press and Gazette is of inestimable value. Radio and TV stations are also carrying spot announcements. The stress in the public relations program will continue to be on books and plans are being made to have a greater tie in between publicity releases, booklists and displays. In the past four months the Librarian has presented the Library's story to nine groups.

The Toothaker Memorial Fund offers to the Library a splendid opportunity to build up a noteworthy special collection. The Buchanan County Medical Society is giving full cooperation to our efforts to build up the collection with special emphasis on current periodicals which contain the newest developments in the field of medicine, and the additions of indexes which will make possible the location of materials not in the library.

The Community's interest in the Library has been evidenced in a very gratifying manner. Gifts of money and books have been received from both individuals and groups.

The Library as an integral part of the City's educational and cultural life must continually examine its services and materials in the light of the City's continuing growth. The annexation plans of the City are being followed closely for, in order to serve an increased population, the Library must consider possible methods of expansion. The Bookmobile might be used for making stops in the various neighborhoods and collections of books for classrooms could be sent to the schools now being serviced by it. Whether or not these "packaged libraries" would be an effective way of serving schools is also a problem to be considered. The erection of a branch building in the annexed area is another possibility. However, this might not prove expedient when the density of the population is studied.

No report of the Library's work would be complete without a word of appreciation to those who have made it possible. The Board of Trustees has provided the farsighted leadership necessary for the successful formulation of policy under which the Staff operates. The Staff has given its full hearted cooperation to the Librarian as they work together to maintain high standards of library service.

PROPOSALS FOR 1955 - 1956

The Librarian recommends:

1. That a study be made to determine the advisability of securing a separate library tax. The law specifically provides for such a tax. A mill and a half tax would provide the \$1.50 per capita recommended as a minimum operating budget for the provision of good library service. (This has been proposed also as a partial solution to relieving some of the pressure on the City's General Fund.)
2. That a study of present branch locations and future branch needs be made. This would serve as a preliminary survey of the possible ways to serve schools and adults in the area considered for annexation.
3. That a photographic charging system be installed on the Bookmobile. This is necessary for improved service in handling such a large circulation in a relatively short period. Machine charging will in effect add another half time person to the staff of the Bookmobile. The present system is practically impossible without the volunteer help now provided by the Junior League.
4. That a five year plan for preventive maintenance and positive action on improving the exterior and interior of the libraries be prepared and followed. This would include painting, lighting, equipment, cleaning, remodeling and renovation. Yearly cost to be three thousand dollars or fifteen thousand for the five years.
5. That a job classification and pay plan for all employees be adopted.

Summary Sheet

		APPROX. PERCENT
Total income from:		
City appropriation	\$81,538.24	
Toothaker Fund *		
State Aid Fund	3,244.34	
Cash Reserve Fund	<u>6,374.38</u>	
	\$91,156.96	100.0
Expenditures		
Salaries - Staff	\$59,235.07	64.8
Salaries - Custodians	5,931.68	6.5
Books	10,142.70	11.1
Periodicals	1,677.71	1.8
Binding	606.49	.7
Audio-visual	556.88	.6
Equipment	828.49	.9
Supplies	2,405.46	2.6
Rent	1,056.99	1.2
Heat	848.42	1.0
Electric	1,539.36	1.7
Telephone	859.47	1.0
Insurance	1,116.76	1.2
Travel	1,080.78	1.2
Repairs	874.46	1.0
Postage	233.59	.3
Miscellaneous	<u>1,661.43</u>	1.8
	\$90,655.74	
Balance on hand		
City Appropriation	\$.00	
State Aid Fund	354.66	.4
Cash Reserve Fund	<u>146.56</u>	.2
	\$501.22	100.0
	\$91,156.96	

* The Toothaker Medical Library income and expense account is not included in this summary because of the strict requirements of the endowment, that is, the money is for the establishment and maintenance of a medical library only. For the Library to carry out the terms of the endowment it has assessed the Toothaker Library a set fee for all services. These include: custodian, heat, electricity, ordering, cataloging, processing, and aiding borrowers and doctors in using the collection. This fee is added to the Cash Reserve Fund of the Library to be used for general library purposes. To include the Toothaker Medical Library expenses and income in this summary account would thus be accounting for a large portion of the money twice.

Some explanatory notes for the financial statements.

Grouped percentage expenditures from the summary sheet.

All salaries	71.3
Books, periodicals, films, records	14.2
All other expenses	13.9
Cash balance (encumbered)	<u>.6</u>
	100.0 %

The cash balance of \$501.22 indicated on the summary sheet is encumbered for heat, petty cash fund and binding.

Cash reserve receipts were derived from the following:

Fines	\$3557.54
Rental book income	271.94
Lost books paid for by borrowers	78.70
Replacement of lost cards	14.60
Fee Cards	326.50
Personal book orders	46.31
Gifts	435.57
Toothaker Medical Library charge	1100.00
Book damage	21.63
Paper sold	15.78
Periodical sets sold	459.76
Inter-library loan postage	11.19
Miscellaneous	<u>34.86</u>
	\$6374.38

State aid receipts are made up from four quarterly payments from the State Library.

Toothaker Medical receipts:

Rent from house at 1502 N. 11th St.	\$ 780.00
Interest from \$146,800 in bonds	<u>3560.00</u>
	\$4340.00

The City granted an additional appropriation of \$2,538.24 to clear the library accounts for the current fiscal year.

CITY APPROPRIATION

Initial City appropriation	\$79,000.00	
Additional City appropriation	<u>2,538.24</u>	
		\$81,538.24
Expenditures		
Salaries - Staff	59,235.07	
Salaries - Custodian	5,931.68	
Books	7,507.07	
Periodicals	1,448.19	
Binding	399.63	
Equipment	144.50	
Supplies	1,494.40	
Rent	863.91	
Heat	406.02	
Electric	1,184.58	
Telephone	638.91	
Insurance	1,116.76	
Repairs	626.85	
Postage	30.00	
Miscellaneous	<u>510.67</u>	
Total expenditures		<u>81,538.24</u>
Balance		\$.00

TOOTHAKER MEDICAL LIBRARY FUND

Balance 6 p.m April 15, 1954	\$ 98.00	
Receipts to 6 p. m. April 15, 1955	<u>4,340.00</u>	
		\$4,438.00
Expenditures		
Books	\$ 562.65	
Equipment	725.70	
Supplies	68.50	
Repairs	96.75	
Library services for T.M. Library *	1,100.00	
Bond servicing by bank	<u>140.00</u>	
		<u>2,693.60</u>
Balance 6 p.m. April 15, 1955		\$1,744.40

* Deposited in the Library's Cash Reserve Fund for General Library use.

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CASH RESERVE FUND

Balance 6 p.m. April 15, 1954	\$.81	
Receipts to April 15, 1955	<u>6,373.57</u>	\$6,374.38
Expenditures		
Books	\$ 661.58	
Periodicals	127.79	
Binding	206.86	
Audio-visual	261.55	
Equipment	579.39	
Supplies	911.06	
Rent	193.08	
Heat	442.40	
Electric	354.78	
Telephone	220.56	
Travel	1080.78	
Repairs	127.61	
Postage	203.59	
Miscellaneous	<u>856.79</u>	
Total expenditures		<u>6,227.82</u>
Balance 6 p.m. April 15, 1955		\$ 146.56

STATE AID FUND

Balance 6 p.m. April 15, 1954	\$ 536.66	
Receipts to 6 p.m. April 15, 1955	<u>2,707.68</u>	\$3,244.34
Expenditures		
Books	\$1,974.05	
Periodicals	101.73	
Audio-visual	295.33	
Equipment	104.60	
Repairs	120.00	
Miscellaneous	<u>293.97</u>	
Total expenditures		<u>2,889.68</u>
Balance 6 p.m. April 15, 1955		\$ 354.66

BOOK COLLECTION

	Adult			Juvenile			Total
	Fiction	Non-fic	Total	Fiction	Non-fic	Total	
Central	14,361	65,947	80,308	6,153	6,363	12,516	92,824
Carnegie	4,221	7,394	11,615	2,236	2,596	4,832	16,447
Washington	5,895	9,114	15,009	2,959	2,318	5,277	20,286
Bookmobile *				4,804	2,404	7,208	7,208
Wyatt Park	922	1,287	2,209	170	325	495	2,704
South Park	316	563	879		150	150	1,029
TOTALS	25,715	84,305	110,020	16,322	14,156	30,478	140,498

BOOKS ADDED

	Adult			Juvenile			Total
	Fiction	Non-fic	Total	Fiction	Non-fic	Total	
Central	760	1,445	2,205	673	537	1,210	3,415
Carnegie	193	283	476	121	125	246	722
Washington	89	164	253	97	105	202	455
TOTALS	1,042	1,892	2,934	891	767	1,658	4,592

NOTES:

Of the 4,592 books added to the Library this year, 405 of these were gifts from individuals and organizations.

An attempt will be made during the coming year to redistribute the books marked for Wyatt and South Park Branches.

* The Bookmobile book collection is based on the former Schools book collection, supplemented by books borrowed from other library agencies.

BOOKS WITHDRAWN

	ADULT			JUVENILE			TOTAL
	Fiction	Non-fic	Total	Fiction	Non-fic	Total	
Central	2,032	1,077	3,109	313	599	912	4,021
Carnegie	124	249	373	164	110	274	647
Washington	24	241	265	38	24	62	327
Bookmobile*				263	167	430	430
Wyatt Park	20	25	45	20	17	37	82
South Park	16	11	27		11	11	38
TOTALS	2,216	1,603	3,819	798	928	1,726	5,545

ALTRUSA MEMORIAL RECORD COLLECTION

Total number of record albums in collection April 30, 1955	265
Number of record albums added in 1954 - 1955	157
Number of record albums withdrawn in 1954 - 1955	15

CIRCULATION OF NON-BOOK MATERIALS

	1953 - 1954	1954 - 1955
16 mm Sound Films		434
Phonograph records	641	1953
Art reproductions	13	107

NOTE: The above listed non-book materials are obtained from the following.

16mm Sound Films from the Missouri Libraries Film Cooperative \$250.00 fee
 Phonograph records from individual and group gifts
 Art reproductions from the State Library on loan.

BOOK CIRCULATION 1954 - 1955

	Fiction	ADULT Non-fic	Total	Fiction	JUVENILE Non-fic	Total	TOTAL
Central	84,419	36,421	120,840	32,836	20,560	53,396	174,236
Carnegie	11,074	3,761	14,835	10,028	7,356	17,384	32,219
Washington	10,616	3,677	14,293	9,505	5,784	15,289	29,582
Bookmobile	3,225	1,929	5,154	69,245	33,196	102,441	107,595
TOTALS	109,334	45,788	155,122	121,614	66,896	188,580	343,632

BOOK CIRCULATION 1953 - 54

	fiction	ADULT Non-fic	Total	Fiction	JUVENILE Non-fic	Total	TOTAL
Central	78,335	29,469	107,804	35,448	22,996	58,444	166,248
Carnegie	9,608	3,122	12,730	8,933	7,541	16,474	29,204
Washington	10,813	3,409	14,222	9,455	5,640	15,095	29,317
Schools				55,462	27,260	82,722	82,722
TOTALS	98,756	36,000	134,756	109,298	63,437	172,735	307,491

REFERENCE QUESTIONS ANSWERED

	1953 - 1954	1954 - 1955
Central Library	12,720	13,046

REGISTERED BORROWERS (Reregistration required each three years.)

1952 - 1953	1953 - 1954	1954 - 1955	Total cards in force
5,242	5,616	7,580	18,438

LIBRARY DIRECTORY

CENTRAL PUBLIC LIBRARY
10th and Felix Streets
Telephone 2 - 7729

Hours: Mon - Fri 9 - 9
Sat 9 - 6
Sun Closed

BRANCHES

CARNEGIE BRANCH LIBRARY
316 Massachusetts
Telephone 8 - 0526

WASHINGTON PARK BRANCH LIBRARY
Washington Park
Telephone 2 - 2052

Hours: Mon 12 - 8
Tues 10 - 6
Wed 12 - 8
Thur Closed
Fri 12 - 8
Sat 10 - 6
Sun Closed

Hours: Mon 12 - 8
Tues 10 - 6
Wed 12 - 8
Thur Closed
Fri 12 - 8
Sat 10 - 6
Sun Closed

Bookmobile - - for schedule call CENTRAL LIBRARY 2 - 7729

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