

ST. JOSEPH PUBLIC LIBRARY

ANNUAL REPORT

1955 - 1956



ST. JOSEPH, MISSOURI

ST. JOSEPH PUBLIC LIBRARY

TENTH AND FELIX STS.

TELEPHONE 2-7729

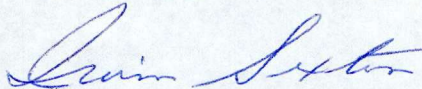
ST. JOSEPH, MISSOURI

May 5, 1956

To the Directors 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 1955-1956.

Respectfully submitted,



Irwin Sexton, Librarian

LIBRARY BOARD OF DIRECTORS

	Term Expires
Mrs. Philip Strop, President	1956
Mr. Arthur V. Burrowes, 1st Vice President	1956
Mr. Robert G. Clayton, 2nd Vice President	1958
Rabbi Myron M. Meyer, Treasurer	1957
Mrs. Lawrence D. Wickham, Secretary	1958
Monsignor Leo J. Ruggle	1957
Mr. Alva F. Lindsay	1956
Dr. E. B. Whitcomb	1957
Judge G. L. Zwick	1958

LIBRARY STAFF

APRIL 30, 1956

Librarian

Irwin Sexton

librarian

Business Office

Mrs. Sue Lau
William Harrissecretary
custodian

Circulation Department

Miss Gladys Keys
Mrs. Maire Libel
Miss Lois Holzhauser
Miss Mary Alta Hopkins
Robert Wadlow
Miss Beverly Whitmorehead
assistant
page
page
page
page

Catalog Department

Miss Mabel Hull
Miss Esther Ray
Roger Marriott
Miss Sandra Whitehead
assistant
assistant
page

Bookmobile

Miss Gale Logan
Dennis O'Connor
Miss Kay Rileyhead
driver
page

Reference Department

Mrs. Isabel Evans
Miss Elda Floyd
Mrs. Mary Miller
Miss Elaine Donovanhead
assistant
assistant
page

Children's Department

Miss Ethel Tadlock
Miss Josephine Plummer
Miss Martha Richardsonhead
assistant
page

Carnegie Branch

Miss Lorene Wallin
Miss Bonnie Cotter
Arthur Burrellhead
page
custodian

Washington Park Branch

Miss Erma Patrick
Karol Elder
Wayman Waldronhead
page
custodian

LIBRARIAN'S REPORT

Strengthening of the Public Libraries' position today has resulted from a realization on the part of the adult public that no longer does a formal education equip an individual to continue meeting the many demands placed upon him by our ever-changing civilization.

Children too are continually showing us that they can, do, and want to read. The demand for children's books, from the picture books for pre-school children to the books for older boys and girls, is continuing at an all-time high. This volume of circulation is in many ways the result of the bookmobile taking books directly to the children while they were in school. Although direct service to schools has now been discontinued, we believe neighborhood stops will bring the Library's resources to a greater cross section of the people in the community. Adults as well as children will be within easy reach of good books and the pleasures of reading. Although circulation will drop during the next year we feel that library service will have a depth and a quality that has not been possible before.

Statistics on the circulation of books have been included in this report, but library service is an intangible value that is difficult, if not impossible, to actually measure. One thing we know is that where there are good libraries there is a higher standard of living than where there are no or relatively poor libraries. With almost all of the world's knowledge recorded in books it stands to reason that the more one reads the more of this knowledge and human understanding one will gain.

Although the Library cannot do as much work with the organized groups of the community as it should, because of staff limitations, there has been cooperation with them whenever possible. Book reviews, displays for special weeks, and lists such as the "Arguments For and Against Flouridation" have been presented in an effort to enrich the community's group activity and to increase its awareness of library resources.

Greater efficiency of effort leads to better service to the public, which is one of the Library's chief responsibilities. For that reason much attention has been given this year to physical arrangements which facilitate the staff's work. The work has been varied--from the increasing of book storage space to the setting up of work areas such as a display work table.

The shifting of the older and less used non-fiction to the upper stack level has made the non-fiction collection much more accessible to both the staff and the public, and consequently much more usable. A program of systematic weeding of the collection should greatly enhance its quality and usefulness.

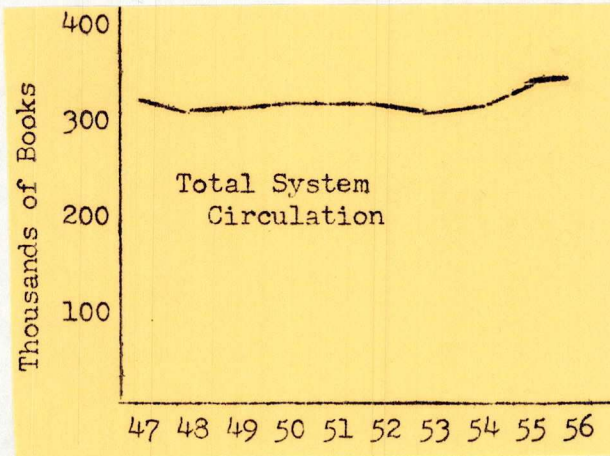
Many of the people of St. Joseph have been willing to share with the Library their books, money, and time. We have received gifts of books totaling 267 volumes. Cash gifts have exceeded \$500 and volunteer workers donated over 2,000 hours.

All of the mass media of communication have been most generous in giving the Library a considerable amount of space and time.

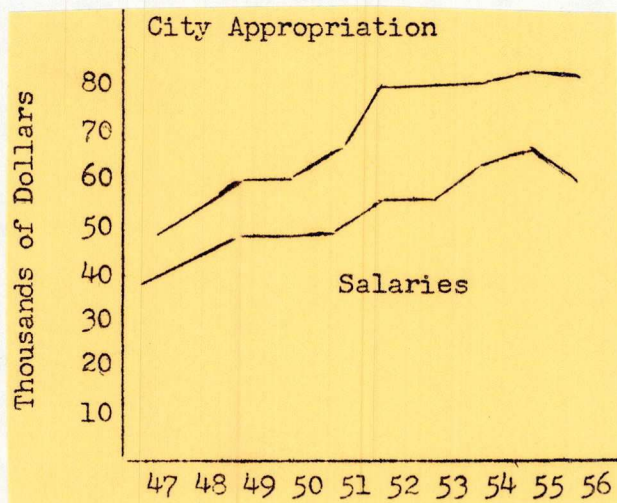
Each department has contributed to the Library's activity. The Bookmobile staff have worked under the pressure of heavy influxes of children and under the limitations of a limited book collection. The Children's Department and the Circulation Department have met every demand placed upon them. The Catalog Department has worked to peak capacity. The two branches have shown small, but satisfying, gains in circulation.

The Board of Directors have done an outstanding job in providing expert advice and help in the solving of many of the Library's problems. Without the sound maturity of the judgement and know-how provided by these men and women the Library could not have made the progress that it has enjoyed throughout the past year.

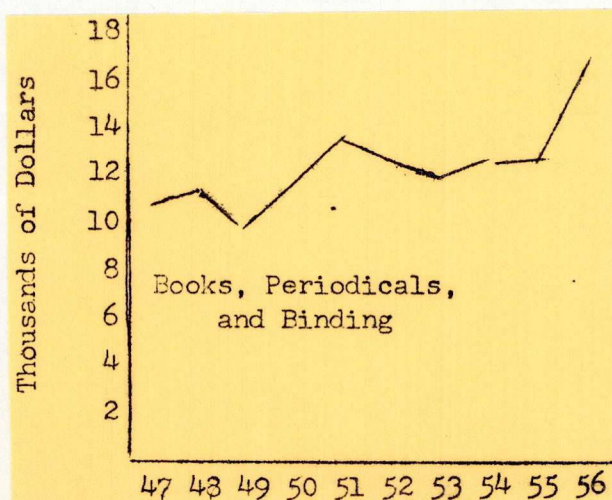
Changes from year to year are often small and quite inconsequential; therefore, in order to give a broader view, the three graphs presented here cover a ten year span of library activity.



Graph number one indicates how little change has taken place in the total book circulation. This one surge upward is when the book-mobile completed its first year.



Graph number two depicts the changes needed in income and salary expense just to meet the rising costs brought on by inflation.



Graph number three pictures, in addition to rising costs, the way the book budget has been forced to absorb other needs of the library from time to time.

LIBRARIAN'S RECOMMENDATIONS

To enumerate separately the recommendations for the coming year is an impossible task, for all of the following are so connected and inter-related that they cannot be considered as separate points.

On our present limited budget we cannot expect to expand our services or make any major improvements in the physical facilities of the Library. We will try to improve the quality of service within the limitations placed upon us, but there can be no marked progress or major expansion. Therefore, the following recommendations are presented here to indicate the scope and kind of service that could be offered if this Library had a minimum income of \$2.25 per capita. This figure is far larger than our present \$1.17 per capita, but the Public Libraries Division of the American Library Association has found this a fairly representative figure, and it is the amount necessary to provide a minimum of good library service.

With this increased appropriation we could allocate \$40,000 for books. Staff salaries would be \$95,000. This would permit us to have several experts trained in guiding and stimulating the reading of both young and old. The remaining \$40,000 would provide adequate funds for much needed equipment, maintenance, and repairs.

The role of Public Libraries has gradually changed from that of being principally a source of recreational reading to a major force in the educational pattern. As a vital part of America's educational picture then, we must strive to raise standards in both the quantity and quality of service. Reading is a potential force that can change the lives of many people. To adequately compete for the citizens' time in our complex world we need to offer excellent services and make our community aware of them. The contributions made by a good library to a city cost very little in relation to the richness of the return that the citizens can receive.

To secure the necessary income to provide St. Joseph with the kind of library service it needs and deserves would require a two mill tax. This would amount to twenty cents on the one-hundred dollar valuation. Other cities of comparable size have achieved and exceeded this figure. We feel that it is not an impossibility for St. Joseph.

It is the Librarian's recommendation that every effort be made to secure a two mill tax for the purpose of maintaining and operating a better public library system in the city of St. Joseph.

ST. JOSEPH PUBLIC LIBRARY

ANNUAL REPORT 1955-1956

Summary Sheet

Total income from:		Approx. Percent
City appropriation	\$79,938.03	
Toothaker Fund (1)		
State Aid Fund (2)	275.00	
Cash Reserve Fund (3)	<u>11,053.12</u>	
	\$91,266.15	100.0
Expenditures:		
Salaries--Staff	\$53,148.58	58.1
Salaries--Custodians	4,878.53	5.3
Books	13,602.20	14.9
Periodicals	1,730.17	1.9
Binding	1,224.35	1.4
Audio-Visual	708.00	.8
Equipment	2,349.90	2.6
Supplies	4,112.75	4.5
Rent	592.36	.7
Heat	1,255.41	1.4
Electric	1,647.77	1.8
Telephone	730.19	.8
Insurance	346.58	.4
Travel & Conventions	1,334.22	1.5
Repairs	1,841.47	2.0
Postage	478.05	.5
Miscellaneous	<u>771.09</u>	.8
	\$90,751.57	
Balance on hand		.6
City appropriation	\$.00	
Cash Reserve Fund	384.58	
Petty Cash Fund	<u>130.00</u>	
	\$ 514.58	
	\$91,266.15	<u>100.0</u>

- (1) There are two items of expense from the Toothaker Medical Library that appear as income in the Cash Reserve Fund. See next page for explanation.
- (2) The State Aid account was closed by Board action July 13, 1955. The balance was transferred to the Cash Reserve Fund.
- (3) The Cash Reserve Fund includes \$130.00 that represents the Petty Cash Fund.

Some Explanatory Notes for the Financial Statements

Grouped Percentage Expenditures from the Summary Sheet

All salaries	63.4 %
Books, periodicals, films, records	19.0
All other expenses	17.0
Cash balance (encumbered)	.6
	<u>100.0 %</u>

The cash balance of \$514.58 is encumbered for books.

Cash Reserve Fund

Total Cash Reserve receipts were derived from the following:

Fines	\$ 4,043.85
Rentals	94.04
Non Resident Cards	470.50
State Aid	3,209.13
Toothaker Medical Library Charge	1,500.00
Miscellaneous	467.21
Gifts	500.00
Toothaker Medical Book Reimbursement	491.83
Cash Balance from 1954-1955	146.56
Petty Cash Carry Over	<u>130.00</u>
	\$11,053.12

City Fund

The City Council granted an additional appropriation of \$938.03 to balance the Library accounts for the fiscal year 1955-1956.

Toothaker Medical Fund

Toothaker Medical Library Receipts	
Rent from house at 1502 N. 11th St.	\$ 780.00
Interest at $2\frac{1}{2}\%$ from \$146,800 in Bonds	3,670.00
Balance from Fiscal Year 1954-1955	<u>1,744.40</u>
	\$6,194.40

The Toothaker Medical Library income and expense account is not included completely in the general summary because of the strict requirements of the endowment, that is, the money is for the establishment and maintenance of a medical library only. There are two items of expense from the Toothaker Medical Fund that appear as income in the Cash Reserve Fund and are distributed as expense in the expenditures report. One of these items is \$1,500 which is the medical library's share of the library's expense for custodian, heat, electricity, ordering, cataloging, processing, and servicing the collection. The sum of \$509.90 has been paid to the Cash Reserve Fund to reimburse the Library for medical books purchased through the A. C. McClurg and Company.

City Appropriation

Initial city appropriation	\$79,000.00	
Additional city appropriation	<u>938.03</u>	
		\$79,938.03
Expenditures:		
Salaries--Staff	\$53,148.53	
Salaries--Custodians	4,878.53	
Books	10,394.22	
Periodicals	1,367.30	
Binding	699.02	
Equipment	1,484.07	
Supplies	2,272.09	
Rent	592.36	
Heat	520.38	
Electric	1,647.77	
Telephone	730.19	
Insurance	346.58	
Repairs	1,758.24	
Travel	40.80	
Miscellaneous	<u>57.95</u>	
Total expenditures		<u>\$79,938.03</u>
Balance April 15, 1956		\$.00

Toothaker Medical Library Fund

Balance 6:00 PM April 15, 1956	\$1,744.40	
Receipts to April 15, 1956	<u>4,450.00</u>	
		\$6,194.40
Expenditures:		
Books	\$613.06	
Periodicals	798.31	
Binding	250.55	
Equipment	481.71	
Postage	42.46	
Library service for TM Library*	1,500.00	
Bond servicing by bank	146.00	
Miscellaneous	<u>24.82</u>	
		<u>\$3,856.91</u>
Balance April 15, 1956		\$2,337.49

*Deposited in the St. Joseph Public Library's Cash Reserve Fund for general use.

Cash Reserve Fund

Bank balance 6:00 PM April 15, 1955	\$ 146.56	
Petty Cash balance 6:00 PM April 15, 1955	130.00	
Receipts to April 15, 1956	<u>10,776.56</u>	\$11,053.12

Expenditures:

Books	\$ 3,207.98	
Periodicals	362.87	
Binding	525.33	
Audio Visual	433.00	
Equipment	865.83	
Supplies	1,840.66	
Heat	735.03	
Travel & Conventions	1,293.42	
Repairs	83.23	
Postage	474.37	
Miscellaneous	<u>716.82</u>	\$10,538.54

Total balance April 15, 1956		\$ 514.58
Bank balance April 15, 1956	\$ 384.58	
Petty Cash balance April 15, 1956	<u>130.00</u>	
	\$ 514.58	

State Aid Fund

Balance 6:00 PM April 15, 1955	\$ 354.66	
Receipts to July 13, 1955	<u>735.14</u>	\$ 1,089.80

Expenditures:

Audio Visual	\$ <u>275.00</u>	\$ 275.00
Balance July 13, 1955		\$ 814.80

By order of the Board of Directors on July 13, 1955 the State Aid account was closed out. The balance of \$814.80 was transferred to the St. Joseph Public Library's Cash Reserve Fund.

	\$ <u>814.80</u>
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State Aid balance April 15, 1956	\$.00
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BOOK COLLECTION

	Fiction	<u>Adult</u> Non Fic	Total	Fiction	<u>Juvenile</u> Non Fic	Total	Total
Central	13,633	66,416	80,049	6,274	6,495	12,769	92,818
Carnegie	3,722	6,701	10,423	2,228	2,478	4,706	15,129
Washington	4,688	8,847	13,535	3,120	2,463	5,583	19,118
Bookmobile*	67	31	98	5,202	2,851	8,053	8,151
Wyatt Park	809	1,250	2,059	142	301	443	2,502
South Park	262	542	804	0	135	135	939
Totals	23,181	83,787	106,968	16,966	13,723	31,689	138,657
BOOKS ADDED 1955-1956							
	Fiction	<u>Adult</u> Non Fic	Total	Fiction	<u>Juvenile</u> Non Fic	Total	Total
Central	805	1,913	2,718	382	352	734	3,452
Carnegie	188	226	414	207	154	361	775
Washington	174	192	366	219	174	393	759
Bookmobile	67	31	98	571	540	1,111	1,209
Totals	1,234	2,362	3,596	1,379	1,220	2,599	6,195

NOTES: * The Bookmobile book collection is based on the former Schools book collection. Next year it will also include all of the books now a part of the old Wyatt Park and South Park Branch Libraries.

Of the 6,195 books added this year, 267 of them were received as gifts from individuals and organizations.

BOOKS WITHDRAWN 1955-1956

	Fiction	<u>Adult</u> Non Fic	Total	Fiction	<u>Juvenile</u> Non Fic	Total	Total
Central	1,533	1,444	2,977	261	220	481	3,458
Carnegie	687	919	1,606	215	272	487	2,093
Washington	1,381	459	1,840	58	29	87	1,927
Bookmobile	0	0	0	173	93	266	266
Wyatt Park	113	37	150	28	24	52	202
South Park	54	21	75	0	15	15	90
Total	3,768	2,880	6,648	735	653	1,388	8,036

ALTRUSA MEMORIAL RECORD COLLECTION

Total number of record albums in collection April 30, 1956	347
Number of record albums added in 1955-1956	89
Number of record albums withdrawn in 1955-1956	7

CIRCULATION OF NON-BOOK MATERIALS

1954-1955 1955-1956

16 mm Sound Films	434	654
Phonograph Records	1,953	3,260

This library is a member of the Missouri Libraries Film Co-operative which means that we get 12 films to use each month; this service costs us \$275.00 a year. We do not own any films.

BOOK CIRCULATION 1955-1956

	Fiction	<u>Adult</u> Non Fic	Total	Fiction	<u>Juvenile</u> Non Fic	Total	Total
Central	81,128	38,474	119,602	29,059	18,577	47,636	167,238
Carnegie	12,098	3,778	15,876	10,321	7,827	18,148	34,024
Washington	11,574	3,922	15,496	10,358	7,170	17,528	33,024
Bookmobile	3,996	2,025	6,021	67,185	36,031	103,216	109,237
Totals	108,796	48,199	156,995	116,923	69,605	186,528	343,523

BOOK CIRCULATION 1954-1955

	Fiction	<u>Adult</u> Non Fic	Total	Fiction	<u>Juvenile</u> 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

REFERENCE QUESTIONS

1954-1955

1955-1956

Central Library only

13,046

12,331

REGISTERED BORROWERS (Registration required each three years)

1953-1954

1954-1955

1955-1956

Total Cards
in Force
19,796

5,616

7,580

6,600

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

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

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

Bookmobile - - for schedule call CENTRAL LIBRARY 2 - 7729

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