

St Joseph, Public Library.

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ST. JOSEPH PUBLIC LIBRARY

ANNUAL REPORT

1956 - 1957

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St. Joseph Public Library

ST. JOSEPH, MISSOURI

ST. JOSEPH PUBLIC LIBRARY

TENTH AND FELIX STS.

TELEPHONE 2-7729

ST. JOSEPH, MISSOURI

May 6, 1957

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 1956-57.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Irwin Sexton".

Irwin Sexton, Librarian

LIBRARY BOARD OF DIRECTORS

	Term Expires
Mrs. Philip Strop, President	1959
Mr. Arthur V. Burrowes, 1st Vice President	1959
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	1959
Dr. E. B. Whitcomb	1957
Judge G. L. Zwick	1958

LIBRARY STAFF

APRIL 15, 1957

Librarian

Irwin Sexton

librarian

Business Office

Mrs. Phyllis Myers
Byron Myerssecretary
custodian

Circulation Department

Miss Gladys Keys
Mrs. Marie Libel
Miss Mary Alta Hopkins
Miss Karen Musgrove
Miss Brenda Blum
Miss Ruth Thorntonhead
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 Sharon Lyonhead
driver
page

Reference Department

Mrs. Isabel Evans
Miss Elda Floyd
Miss Elaine Donovan
Miss Shirley Sneedhead
assistant
page
page

Children's Department

Miss Ethel Tadlock
Miss Carol Olney
Miss Janice Fankhauserhead
assistant
page

Carnegie Branch

Miss Josephine Plummer
Miss Nancy Winder
Arthur Burrellhead
page
custodian

Washington Park Branch

Miss Erma Patrick
Miss Kay Jean Elder
Wayman Waldronhead
page
custodian

LIBRARIAN'S REPORT

The primary goal of both the staff and the Librarian during the past year has been the improvement of library service. Of course, this is an all inclusive term and goal toward which all libraries work. This year, however, we have tried to achieve it by putting particular emphasis on quality rather than quantity of service. This attempt has been based on the belief that wisely directed reading produces more satisfactory results to those individuals seeking the services offered by the Public Library.

A well rounded book collection for the staff to draw upon as they serve the public is an indispensable requirement in meeting this goal. Our book budget has been increased to the highest point in the history of the Library with the result that many individuals have commented on the excellence of our book collection. Increases in the reading of adult non-fiction (8,932) indicate not only the public's desire to learn, but also that there were books available to meet their needs.

Referring again to the emphasis on quality rather than quantity, it is clear after a year that the elimination of bookmobile stops at schools was one way of achieving this goal. Although bookmobile circulation did not take the drop expected, there was a decrease of 16,879. However, we believe that more adults are getting service from it and that the children who are using it are getting more guidance in selection than was possible under the other plan of service to schools.

Looking backward at the past year's accomplishments can be productive if done in the spirit of evaluating them in terms of the present and the future. Three Great Books groups have met regularly and participants are appreciative of the program. The smallness of the first year group indicates that it might be wise to wait a year before starting another first year group. Pre-school story hours were so successful that two were held weekly. These programs are valuable because they introduce children to the Library in their formative years and because they bring parents to the Library too.

The efforts to keep to a regular program of discarding, to introduce work simplification methods, to improve forms and procedures, and to keep the Library clean with well defined work areas are constantly being made. These are important not in themselves, but because they help the staff to do their work more efficiently and give to the Library an atmosphere free of clutter and confusion.

One of the serious shortcomings of the Library is the lack of adequately trained people to take the Library outside of its confining walls. The staff, in most instances is reluctant to make talks before PTA's, pre-school groups, young adult and adult groups. Although this is not to be classed as the most important function of the Library, it is important to the development and cultural growth of any community.

Any consideration of the future for the St. Joseph Public Library must evaluate the proposals made in the Griffenhagen Report. It was received too late for the Board's detailed study and analysis. The fact that the budget was not increased for the coming year will prohibit any expansion or major improvements. There are, however, certain work projects being planned. These include the development and publication of a comprehensive Eugene Field bibliography, the indexing of the Board minutes for the last twenty years, the expansion of printed materials pertaining to vocational guidance, and the mounting of newspaper clippings relating important events in St. Joseph's history so that they might be microfilmed.

The Toothaker Medical Collection has been receiving periodicals for two years. Consequently, the Library can now locate materials for doctors in answer to most of their requests. The compilation of the Union List of Medical Periodicals in St. Joseph has also proven very helpful in giving service.

Although there would always be readers who would need no stimulation to seek out the Library, there are many others who need to be informed of its services. The St. Joseph newspapers and radio and TV stations have given us tremendous help in reaching them. These media have informed the public, but more importantly they have helped us to interpret the Library's resources and their value.

The highlight of this year's record is the work of the members of the Board of Directors. Their success in obtaining an additional \$5,000 for the operation of the Library made possible limited salary increases and a greatly expanded book budget. Their efforts in attempting to secure a two mill tax for the Library brought sharply into focus for the community the needs of this library system.

ST. JOSEPH PUBLIC LIBRARY

ANNUAL REPORT 1956-1957

Summary Sheet

Total income from:

Approx.
Percent

City Appropriation	\$84,004.02
Cash Reserve 1955-56 Balance(1)	514.58
Cash Reserve 1956-57 Income	<u>12,199.40</u>

\$96,718.00

100.0

Expenditures:

Salaries--Staff	\$53,968.95	55.6
Salaries--Custodians	4,909.50	5.1
Books	17,234.63	18.0
Periodicals	1,311.28	1.4
Binding	1,567.41	1.6
Audio-Visual	907.79	.9
Equipment	3,190.98	3.4
Supplies	3,605.25	3.8
Heat	908.45	.9
Electric	1,611.50	1.7
Telephone	761.71	.8
Insurance	515.78	.5
Travel & Conventions	1,677.04	1.7
Repairs	2,624.19	2.7
Postage	484.63	.5
Miscellaneous	<u>899.28</u>	.9

\$96,158.37

Balance on Hand

City Appropriation	.00	
Cash Reserve Fund	429.63	.4
Petty Cash Fund	<u>130.00</u>	<u>.1</u>
	<u>\$96,718.00</u>	100.0

(1) This balance includes the Petty Cash balance of \$130.00.

Some Explanatory Notes for the Financial Statements

Grouped Percentage Expenditures from the Summary Sheet

All salaries	60.7 %
Books, periodicals, binding, films, & records	21.9
All other expenses	16.9
Cash balance	<u>.5</u>
	100.0 %

Cash Reserve Fund

Total Cash Reserve receipts were derived from the following:

Fines	\$5,044.65
Non Resident Cards	597.00
State Aid	3,781.97
Toothaker Medical Library Charge	1,500.00
Miscellaneous	468.17
Gifts	282.01
Toothaker Medical Book Reimbursement	525.60
Cash Balance from 1955-1956	384.58
Petty Cash Carry Over	<u>130.00</u>
	\$12,713.98

City Fund

The City Council granted an additional appropriation of \$4.02 to balance the Library accounts for the fiscal year 1956-1957.

Toothaker Medical FundToothaker 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 1955-1956	<u>2,337.49</u>
	\$6,787.49

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, electricity, ordering, cataloging, processing, and servicing the collection. The sum of \$507.53 has been paid to the Cash Reserve Fund to reimburse the Library for medical books purchased through the A. C. McClurg and Company.

ST. JOSEPH PUBLIC LIBRARY

ANNUAL REPORT 1956-1957

City Appropriation

Initial City Appropriation	\$84,000.00	
Additional City Appropriation	<u>4.02</u>	
		<u>\$84,004.02</u>
Expenditures:		
Salaries--Staff	\$53,968.95	
Salaries--Custodians	4,909.50	
Books	15,104.87	
Periodicals	1,032.28	
Binding	1,450.20	
Equipment	1,593.50	
Supplies	1,464.52	
Heat	547.69	
Electric	1,496.76	
Telephone	761.71	
Insurance	515.78	
Repairs	1,082.00	
Postage	42.00	
Miscellaneous	<u>29.20</u>	
Total expenditures		<u>\$84,004.02</u>
Balance April 15, 1957		\$.00

Toothaker Medical Library Fund

Balance April 15, 1956	\$2,337.49	
Receipts to April 15, 1957	<u>4,450.00</u>	
		<u>\$6,787.49</u>
Expenditures:		
Books	\$1,220.22	
Periodicals	1,254.46	
Binding	320.22	
Equipment	502.80	
Supplies	162.23	
Insurance	97.76	
Repairs	783.79	
Postage	57.00	
Library service for TM Library	1,500.00	
Bond servicing by bank	148.68	
Miscellaneous	<u>105.00</u>	
		\$6,152.16
Balance April 15, 1957		<u>\$635.33</u>
		<u>\$6,787.49</u>

ST. JOSEPH PUBLIC LIBRARY

ANNUAL REPORT 1956-1957

Cash Reserve Fund

Bank balance April 15, 1956	\$ 384.58	
Petty Cash balance April 15, 1956	130.00	
Receipts to April 15, 1957	<u>12,199.40</u>	<u>\$12,713.98</u>

Expenditures:

Books	\$2,129.76	
Periodicals	279.00	
Binding	117.21	
Audio Visual	907.79	
Equipment	1,597.48	
Supplies	2,140.73	
Heat	360.76	
Travel & Conventions	1,671.98	
Repairs	1,542.19	
Postage	442.63	
Electric	114.74	
Miscellaneous	<u>850.08</u>	<u>\$12,154.35</u>

Balance

Bank balance April 15, 1957	\$429.63	
Petty Cash balance April 15, 1957	<u>130.00</u>	<u>\$559.63</u>
		<u>\$12,713.98</u>

BOOK COLLECTION

	Fiction	<u>Adult</u> Non-Fic	Total	Fiction	<u>Juvenile</u> Non-Fic	Total	Total
Central	13,890	66,759	80,649	6,145	6,808	12,953	93,602
Carnegie	3,585	4,854	8,439	2,175	2,514	4,689	13,128
Washington	4,868	6,877	11,745	3,258	2,673	5,931	17,676
Bookmobile*	640	993	1,633	5,111	3,247	8,358	9,991
Totals	22,983	79,483	102,466	16,689	15,242	31,931	134,397

BOOKS ADDED 1956-1957

	Fiction	<u>Adult</u> Non-Fic	Total	Fiction	<u>Juvenile</u> Non-Fic	Total	Total
Central	809	2,246	3,055	448	669	1,117	4,172
Carnegie	198	242	440	194	215	409	849
Washington	183	207	390	177	243	420	810
Bookmobile	407	111	518	149	349	498	1,016
Totals	1,597	2,806	4,403	974	1,476	2,444	6,847

NOTES: * The Bookmobile book collection is based on the former schools book collection. It also includes all of the books formerly a part of the Wyatt Park and South Park Branch Libraries.

Of the 6,847 books added this year, 131 of them were received as gifts from individuals and organizations.

BOOKS WITHDRAWN 1956-1957

	<u>Adult</u>			<u>Juvenile</u>			
	Fiction	Non Fic	Total	Fiction	Non Fic	Total	Total
Central	552	1,903	2,455	577	356	933	3,388
Carnegie	335	2,089	2,424	247	179	426	2,850
Washington	3	2,177	2,180	39	33	72	2,252
Bookmobile	905	941	1,846	382	389	771	2,617
Totals	1,795	7,110	8,905	1,245	957	2,202	11,107

ALTRUSA MEMORIAL RECORD COLLECTION

Total number of record albums in collection April 30, 1957	450
Number of record albums added in 1956-1957	124
Number of record albums withdrawn in 1956-1957	21

CIRCULATION OF FILMS

	1955-1956	1956-1957
Central Library only	707	647

As a member of the Missouri Libraries Film Cooperative we receive thirteen different films each month. These 16mm sound films are made available for short term loan free of charge. This service costs the library \$275 a year but the group use made of the films adequately justifies this expenditure.

BOOK CIRCULATION 1956-1957

	<u>Adult</u>			<u>Juvenile</u>			
	Fiction	Non-Fic	Total	Fiction	Non-Fic	Total	Total
Central	80,895	45,868	126,763	39,118	24,319	63,437	190,200
Carnegie	11,421	4,429	15,850	11,177	8,256	19,433	35,283
Washington	10,967	4,480	15,447	11,857	8,047	19,904	35,351
Bookmobile	9,188	2,354	11,542	34,861	19,407	54,268	65,810
Totals	112,471	57,131	169,602	97,013	60,029	157,042	326,644

BOOK CIRCULATION 1955-1956

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

REFERENCE QUESTIONS

1955-1956

1956-1957

Central Library only

12,331

11,092

REGISTERED BORROWERS (Registration required each three years)

1954-1955

1955-1956

1956-1957

Total Cards
in force
20,259

7,580

6,600

6,079

LIBRARY DIRECTORY

CENTRAL PUBLIC LIBRARY
Tenth & 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
Third and Market Streets
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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