

Oak Case

ST. JOSEPH PUBLIC LIBRARY

ANNUAL REPORT

1957 - 1958

ST. JOSEPH, MISSOURI

RECEIVED

MAY 15 1958

St. Joseph Public Library

ST. JOSEPH PUBLIC LIBRARY

TENTH AND FELIX STS.

TELEPHONE 2-7729

ST. JOSEPH, MISSOURI

May 14, 1958

To the Board of Directors
St. Joseph Public Library

In compliance with Missouri Law, Section 182.360,
the accompanying reports are submitted on the serv-
ices, statistics and finances of the St. Joseph
Public Library for the fiscal year 1957-1958.

Respectfully submitted,

Alden P. Wilson
Librarian

BOARD OF DIRECTORS OF THE ST. JOSEPH PUBLIC LIBRARY:

	<u>Term Expires</u>
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	1960
Monsignor Leo J. Ruggle	1960
Judge G. L. Zwick	1958
Dr. E. B. Whitcomb	1960
Mrs. John Wyeth	1959
Mrs. Lawrence Wickham	1958
Mr. Alden P. Wilson, Secretary	

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY:

Library Office

Mr. Alden P. Wilson
Mrs. Phyllis Myers
Mr. Dennis O'Connor

Librarian
Secretary
Custodian

Catalog Department

Miss Mabel Hull
Miss Esther Ray
Miss Susie Kerns
Mr. Earnest Campbell

Department Head
Senior Library Assistant
Library Page
Library Page

Reference Department

Mrs. Isabel Evans
Miss Elda Floyd
Miss Shirley Sneed
Miss Carol Freeman

Department Head
Senior Library Assistant
Library Page
Library Page

Circulation Department

Miss Gladys Keys
Mrs. Marie Libel
Mrs. Betty Letts
Miss Ruth Thornton
Miss Jane Agee
Miss Marian Borngesser

Department Head
Senior Library Assistant
Junior Library Assistant
Library Page
Library Page
Library Page

Children's Department

Miss Ethel Tadlock
Mrs. Sandra Hamilton
Miss Ronda Wachter
Miss Lona Lewis

Department Head
Junior Library Assistant
Library Page
Library Page

Bookmobile

Miss Gale Logan
Mr. Jay Minton
Miss Karol Elder

Department Head
Clerk-Driver
Library Page

Washington Park Branch Library

Miss Erma Patrick
Miss Kay Jean Elder
Mr. Wayman Waldron

Department Head
Library Page
Custodian

Carnegie Branch Library

Miss Josephine Plummer
Miss Nancy Winder
Mr. Arthur Burrell

Department Head
Library Page
Custodian

LIBRARIAN'S REPORT:

Public Services

The fiscal year 1957-1958 has been completed with a substantial increase in the quantity of service received by the citizens of our community. There is little evidence that the overall quality of service has improved in like measure except for possible improvements in the quality of materials added to the Library collections and certain improvements in staff assignments which will prove their value more in the future.

Approximately 25% of our citizens are registered as active Library borrowers. These borrowers accounted for a total circulation of 367,162 books, magazines, pamphlets and recordings. This was an increase of 12.4% over the previous year, three-fourths of this due to the increasing popularity of the bookmobile, which had a circulation increase of 43.9%. The Central Library was responsible for 54% of the books borrowed, the bookmobile 27% and each of the branches approximately 10%.

The circulation of 835 educational films was an increase of 29%. Although a record has not been kept of the number of people viewing the films, it is estimated that there was an attendance of between 15,000 and 20,000. A very rough estimate would indicate that the total cost for each person viewing a film would be about five cents.

Again this year only a small part of the transactions between patrons and staff members involving professional or semi-professional assistance has been measured. The reference room at Central answered 11,577 reference and information questions, an increase of 5%. A more complete measurement of this service will be sought for at least part of the next fiscal year.

Briefer mention must be made of numerous other public service activities. Two Great Books discussion groups have met this year. The second-year group has been led by Dr. & Mrs. H. E. Wachter. Miss Calla E. Varner has led a faithful group through their fifth year.

Story-hours for school-age children have been conducted at Central and at Carnegie Branch throughout most of the school year. Two sessions of the pre-school story hour have been held at Central each week. Nearly 1,500 children were involved in reporting on 18,247 books during last summer's reading club. There were 906 who received certificates. An additional program of interest to the younger children this year was "The Friendly Giant," an educational television production presented on KFEQ-TV. The Library has been pleased to present this 26-week series in cooperation with the Junior League on public service time donated by the station.

The Librarian has continued to use a ten-minute spot during the Friday afternoon "You and Your Home" show on KFEQ-TV, discussing books and Library activities. The local newspapers have given generous coverage to the Library, the reporters often using their own initiative to locate newsworthy items. The radio stations have made use of the selected spot announcements sent to them each month. Radio, newspapers and television all cooperated to publicize the first observance of National Library Week.

The Librarian and other staff members were called on for the usual number of talks before community groups, as well as conducted tours of the Library. Book displays and book lists were used in observance of many special weeks through the year.

Library service was extended to residents of the annexation area at the March meeting of the Board in anticipation of the approval of the annexation proposal.

Personnel

All of these services are dependent on personnel to carry them out. Although limited in number and individually lacking in formal library education, staff members have worked loyally and conscientiously to carry out their assignments. We must still rely heavily on high school and junior college students to do a share of the work with the public. Although this is excellent experience for the students, it does not always insure the best service to the public.

The biggest personnel change of the year was the resignation of Mr. Sexton to return to the Kansas City Public Library and the subsequent appointment of Mr. Wilson. There have been several changes in part-time personnel. It was finally possible to make changes in the bookmobile and custodial assignments which provided a full-time assistant on the bookmobile and a full-time custodian at Central.

Perhaps the most important personnel development was the adoption of a salary schedule and classification plan. Although both are limited in scope, they are important keys to future staff development and more adequate salaries.

Library Resources

During the year there were 6,301 volumes added to the collections at an average cost of approximately \$3.00 per volume. The size of the book collection now totals 135,000 volumes. Although a larger amount of out-of-date material should be withdrawn, it was possible to dispose of enough to keep the net gain to 624 volumes.

Because of budget limitations, additions to the book collections have been less than satisfactory. Collections of the branch libraries, bookmobile and children's department are very inadequate and contain much worn-out and out-dated material. Nearly one-third of the books purchased were added to the adult non-fiction and reference collections at Central, providing a fairly wide representation of the more useful books published during the year. The greatest needs here are the addition of some of the more expensive technical books, a wider duplication of popular titles and the replacement of worn copies and old editions.

Buildings and Grounds

Few alterations or widespread repairs were made this past year. The Central office was enclosed and the ceiling lowered. Fluorescent lighting was installed as the first step in up-dating the appearance of the Eugene Field Room. Air conditioning was added in two work areas. The entrance to the Central Library has been improved in appearance by the planting done by the Friendly Gardeners.

Finance

Total income of \$1.20 per capita was realized in 1957-1958. This is far short of the \$3.00 per capita support deemed necessary to provide adequate service. A study of 13 libraries comparable to ours shows that this Library is second from the bottom in financial support. The average expenditure of these 13 libraries in 1956-1957 was \$2.04 per capita, with a range of \$1.05 to \$3.75. The budget request for the new year, if granted, will still provide only \$1.20 per capita with the added population of the annexation area.

Board of Directors

The Board was saddened by the death of Alva Lindsay early in the year. He was replaced by Mrs. John Wyeth. Late in the year the resignation of Mrs. Lawrence Wickham was announced. The Board is honored to have its president, Mrs. Philip Strop, serving on the State Library Commission. Members of the executive committee were enrolled this year as members of the American Library Association as part of a nationwide campaign to secure trustee participation. All directors are members of the Missouri Library Association.

BOOK COLLECTION:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	13,987	67,291	81,278	6,224	7,152	13,376	94,654
Carnegie	3,489	4,983	8,472	2,263	2,646	4,909	13,381
Washington Pk.	5,013	6,215	11,228	3,151	2,783	5,934	17,162
Bookmobile	836	949	1,785	4,768	3,271	8,039	9,824
TOTALS	23,325	79,438	102,763	16,406	15,852	32,258	135,021

BOOKS ADDED 1957-1958:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	921	1,911	2,832	396	708	1,104	3,936
Carnegie	220	206	426	152	264	416	842
Washington Pk.	167	226	393	110	221	331	724
Bookmobile	225	109	334	168	297	465	799
TOTALS	1,533	2,452	3,985	826	1,490	2,316	6,301

BOOKS WITHDRAWN 1957-1958:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	824	1,379	2,203	317	364	681	2,884
Carnegie	316	77	393	64	132	196	589
Washington Pk.	22	888	910	217	111	328	1,238
Bookmobile	29	153	182	511	273	784	966
TOTALS	1,191	2,497	3,688	1,109	880	1,989	5,677

ALTRUSA MEMORIAL RECORD COLLECTION:

Record albums in collection April 30, 1957	450
Record albums added 1957-1958	130
Record albums withdrawn 1957-1958	8
Record albums in collection April 30, 1958	572

BOOK CIRCULATION 1957-1958:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	78,564	49,362	127,926	44,865	25,279	70,144	198,070
Carnegie	10,713	4,205	14,918	13,405	7,273	20,678	35,596
Washington Pk.	11,935	4,631	16,566	14,583	7,672	22,255	38,821
Bookmobile	15,083	3,820	18,903	49,497	26,275	75,772	94,675
Totals	116,295	62,018	178,313	122,350	66,499	188,849	367,162

BOOK CIRCULATION 1956-1957:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	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 Pk.	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

FILM CIRCULATION:

Central Library only

1956-1957

1957-1958

647

835

REFERENCE QUESTIONS:

Central Reference Department only

1956-1957

1957-1958

11,092

11,577

REGISTERED BORROWERS:

1955-1956

1956-1957

1957-1958

Total Cards In Force

6,600

6,079

6,839

19,518

INCOME:

City Appropriation

\$84,000.00

Cash Reserve Fund

Bank balance April 15, 1957	\$ 429.63	
Petty cash balance April 15, 1957	130.00	
State Aid to Public Libraries	3,986.82	
Fines and fees	5,512.39	
Non-resident cards	596.00	
Toothaker Medical Library charge	1,500.00	
Toothaker medical book reimbursement	363.61	
Gifts	355.00	
Miscellaneous	488.69	<u>13,362.14</u>

Total Income

\$97,362.14

SUMMARY OF INCOME AND EXPENDITURES:

Total Income	\$97,362.14
Total Expenditures	<u>94,244.27</u>

Balance on hand April 15, 1958	\$ 3,117.87
--------------------------------	-------------

Bank Balance	\$ 2,987.87
Petty Cash Balance	<u>130.00</u>

Total	\$ 3,117.87
-------	-------------

EXPENDITURES:

<u>Item</u>	<u>From City Appropriation</u>	<u>From Cash Reserve Fund</u>	<u>Total</u>	<u>Percent Of Total</u>
Salaries - Staff	\$54,233.70	\$	\$54,233.70	57.5%
Salaries - Custodians	4,869.00		4,869.00	5.2%
Books	14,950.45	3,708.05	18,658.50	19.8%
Periodicals	1,160.90	212.72	1,373.62	1.5%
Binding	1,153.94	83.64	1,237.58	1.3%
Audio-Visual		675.82	675.82	0.7%
Equipment	664.35	836.32	1,500.67	1.6%
Supplies	1,413.72	1,199.37	2,613.09	2.8%
Heat	925.53	48.21	973.74	1.0%
Electric	1,548.55	20.00	1,568.55	1.7%
Telephone	783.17		783.17	0.8%
Insurance	833.96		833.96	0.9%
Travel & Conventions		2,214.10	2,214.10	2.3%
Repairs	1,418.76	244.32	1,663.08	1.8%
Postage		497.98	497.98	0.5%
Miscellaneous	<u>43.97*</u>	<u>503.74</u>	<u>547.71*</u>	<u>0.6%</u>
Totals	\$84,000.00*	\$10,244.27	\$94,244.27*	100.0%

* These figures include an unexpended balance of \$13.07 which automatically reverts to the general fund of the City.

EXPENDITURES GROUPED BY MAJOR CATEGORIES, WITH PERCENTAGES:

Salaries - Staff and Custodians	\$59,102.70	62.7%
Library Materials	21,945.52	23.3%
All Other Expenses	<u>13,196.05</u>	<u>14.0%</u>
	\$94,244.27	100.0%

REPORT OF THE TOOTHAKER MEDICAL LIBRARY FOR 1957-58

INCOME:

Balance on hand April 15, 1957	\$ 635.33
Rent from house at 1502 North 11th Street	780.00
Interest on bonds	<u>3,670.00</u>
	\$5,085.33

EXPENDITURES:

Books	\$1,006.84
Periodicals	680.50
Binding	184.80
Equipment	253.80
Supplies	12.75
Postage	50.50
Service charge to St. Joseph Public Library	1,500.00
Bank service charge	<u>146.40</u>
	\$3,835.59
Balance on hand April 15, 1958	\$1,249.74

The Toothaker Medical Library account is maintained separately from the other accounts. Certain expenses from this account, however, appear as income and expense in the Cash Reserve account. The Medical Library pays \$1,500 annually to the St. Joseph Public Library for administration and servicing. Of the \$1,006.84 spent for books, \$363.61 was paid as reimbursement to the Cash Reserve account for medical books purchased from that account. Of the \$253.80 spent for equipment, \$142.00 was paid to the Cash Reserve account as the Medical Library's share for a new typewriter. The other \$111.80 for equipment was the cost of installing a new water heater in the house at 1502 North 11th Street.

LIBRARY DIRECTORY:

Central Library **Tenth and Felix Streets** **Telephone 2-7729**

Hours:	Monday - Friday	9:00-9:00
	Saturday	9:00-6:00
	Sunday	Closed

Carnegie Branch **316 Massachusetts Ave.** **Telephone 8-0526**

Hours:	Monday	12:00-8:00
	Tuesday	10:00-6:00
	Wednesday	12:00-8:00
	Thursday	Closed
	Friday	12:00-8:00
	Saturday	10:00-6:00
	Sunday	Closed

Washington Park Branch **Third and Market Streets** **Telephone 2-2052**

Hours:	Monday	12:00-8:00
	Tuesday	10:00-6:00
	Wednesday	12:00-8:00
	Thursday	Closed
	Friday	12:00-8:00
	Saturday	10:00-6:00
	Sunday	Closed

Bookmobile **Twenty-Two Community Stops**

Hours: **Call Central Library, 2-7729, for schedule.**