

Oak Case

ST. JOSEPH PUBLIC LIBRARY

ANNUAL REPORT

1958 - 1959

ST. JOSEPH, MISSOURI

ST. JOSEPH PUBLIC LIBRARY

TENTH AND FELIX STS.

TELEPHONE AD 2-7729

ST. JOSEPH, MISSOURI

June 1, 1959

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 1958-1959.

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
Monsignor Leo J. Ruggle, 2nd Vice-President	1960
Rabbi Myron M. Meyer, Treasurer	1960
Judge G. L. Zwick	1961
Dr. E. B. Whitcomb	1960
Mrs. John Wyeth	1959
Mrs. Hugh Miner	1961
Mr. John Landis, III	1961
Mr. Alden P. Wilson, Secretary	

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY:

Library Office

Mr. Alden P. Wilson
Mrs. Brenda Masters
Mr. Dennis O'Connor

Librarian
Secretary
Custodian

Catalog Department

Miss Mabel Hull
Miss Esther Ray
Mrs. Beverly Plumb
Mr. Earnest Campbell

Catalog Librarian
Library Assistant
Library Clerk
Library Page

Reference Department

Mrs. Isabel Evans
Mrs. Mary Chilcote
Miss Elda Floyd
Miss Carol Freeman
Miss Lois Holzhauser

Reference Librarian
Library Assistant
Library Assistant
Library Page
Library Page

Circulation Department

Miss Gladys Keys
Mrs. Joyce Slaughter
Mrs. Betty Letts
Miss Ruth Thornton
Miss Marian Borngesser
Miss Kathie Johnson

Circulation Librarian
Library Assistant
Library Assistant
Library Page
Library Page
Library Page

Children's Department

Miss Ethel Tadlock
Miss Ronda Wachter
Miss Lona Lewis

Children's Librarian
Library Page
Library Page

Bookmobile

Miss Gale Logan
Mr. John Elder
Miss Lois Butler

Bookmobile Librarian
Bookmobile Driver
Library Page

Washington Park Branch Library

Miss Erma Patrick
Miss Judy Reeve
Miss Connie Raines
Mr. Wayman Waldron

Branch Librarian
Library Page
Library Page
Custodian

Carnegie Branch Library

Miss Josephine Plummer
Miss Joyce Brown
Mr. Arthur Burrell

Branch Librarian
Library Page
Custodian

LIBRARIAN'S REPORT:

Public Services

Although budget limitations caused a reduction in hours of service at the two branch libraries, public use of the Library remained high. Circulation of books totaled 375,485 for an increase of 2% over the previous year. The Central Library registered a 9% increase in the borrowing of juvenile books. Adult circulation at Central increased about 3% although this is not apparent from the statistics. However, circulation of phonograph records was not included in the adult figure this year as it had been previously. Branch library circulation decreased only about 12% despite a 60% reduction in hours of service for most of the year. Bookmobile use increased 15% and accounted for nearly a third of the total books borrowed.

The Central Reference Department showed an increase of 20% in use of facilities there. Nearly 14,000 questions were answered. It should be kept in mind that this represents only a small share of the reference and advisory work done with patrons throughout the Library.

Both the record collection and the film deposit collection received heavy use. There were 5,552 record albums circulated. An audience of over 40,000 people viewed films from the Library. There were 168 films available, 14 each month, and these were borrowed 932 times.

Three Great Books groups met at the Library during the year. The Vacation Reading Club enrolled only 1,079 children, but 75% of them completed the program. The usual story-hours were well patronized.

Library Resources

Substantial additions were made to the book collection during the year, particularly at the Central Library and on the Bookmobile. A total of 8,124 books was added at an average cost of about \$2.50. This is just half the number of annual additions prescribed by library standards, another indication that St. Joseph residents have less access to new book materials than is desirable. The greatest lack in book funds is still in the replacement of out-dated material and the addition of sufficient duplicate copies of popular material.

This year marked the beginning in the use of microfilm for storing back files of periodicals. Reference resources were strengthened by the addition of 18 periodical titles on microfilm. These periodicals were not previously retained for permanent reference.

Additions to the Altrusa Memorial Record Collection were very inadequate. After five years of building up this collection, it still contains only 687 albums, many of which are in very poor condition for serious listeners. It would appear that the Altrusa Club should be urged to contribute a larger annual sum for this purpose, this amount to be matched from library funds.

Finances

The Library continued to operate this past year under a completely unrealistic budget. The average per capita library support in the State amounts to over \$2.00 per capita, and Missouri is not noted for its support of public libraries. The American Library Association contends that adequate service cannot be provided for less than about \$3.00 per capita. And yet St. Joseph, with the fifth or sixth largest library population in the State, was able to spend less than \$1.15 per capita during the year. The increased appropriation in prospect for the coming year does not materially change the situation.

How can St. Joseph provide adequate library service on such a limited expenditure? Obviously it is impossible. Local residents, however, have been accustomed to this level of service for many years. Most of them are unaware of the meaning of adequate library service, never having had an opportunity to observe it. Residents are fortunate, however, in having had a library staff that could provide a quality of service far above what might have been expected for the money spent. Careful budgeting has provided the best materials available for the funds expended, and a handful of loyal employees have used all of their energy and ability to do the best job possible under the circumstances.

The difficult decisions faced this past year are only a forerunner of others of a more serious nature that will arise in the years immediately ahead unless bold action is taken soon. After these many years of financing library service through a Council appropriation, it appears doubtful if the general fund of the City will ever provide for adequate libraries. It seems apparent that a separate two-mill tax collected for library service is the only answer to this problem. Although such a tax would not provide the full range of services that might be expected in a library of this size, it would at least bring St. Joseph in line with other libraries in the State.

Personnel

Numerous staff changes occurred during the year. Miss Elda Floyd, long an assistant in the Reference Department, retired from full-time employment. She has recently served on a part-time basis, however, to fill schedule requirements. Miss Ethel Tadlock, likewise relieved of a full-time assignment, has continued as Children's Librarian on the part-time payroll. The resignations of Mrs. Phyllis Myers as Secretary, Mrs. Sandra Hamilton as library clerk, and Mr. Jay Minton as bookmobile driver were accepted with regret. Mrs. Marie Libel was granted a leave-of-absence to attend library school at the University of Wisconsin. Six library pages resigned and were replaced.

New personnel who joined the staff during the year were Mrs. Mary Chilcote, Reference Department; Mr. John Elder, bookmobile driver; Mrs. Joyce Slaughter, Circulation Department; Mrs. Brenda Masters, Secretary; and Mrs. Beverly Plumb, Catalog Department.

The problem of hiring new professional personnel remained unsolved. In the past

St. Joseph was able to depend on in-service training, apprentice classes, and long years of experience to provide employees of professional calibre. The great changes in American life and education during the past quarter-century have changed this situation.. Professional workers are now expected to have a broad formal education plus specialized education in their specific field. Without doubt St. Joseph is almost alone among libraries of this size which employ no professionally trained personnel except the head librarian. Such a program may have been satisfactory in the past, but it will no longer provide the type of staff members required to serve today's library patron.

This situation requires immediate and determined attention. The Library must expect to pay competitive salaries in order to attract professional librarians to this community. It should also provide commensurate compensation for present employees capable of doing comparable work.

Board of Directors

The Library Board completed an unusually busy year in formulating library policies, working for better financial support, and considering the possibility of a larger area of service. The inadequacy of support called for decisive action to insure the best public service for the funds available. A less forthright board might have cut staff salaries or reduced book budgets in order to maintain service outlets. The Board realized, however that having such outlets without adequate resources and personnel would not provide the best service for the community.

The Board regretted the loss of Mr. Robert G. Clayton who resigned to accept appointment to the Police Board. Two new members with excellent qualifications were welcomed to the Board: Mrs. Hugh Miner and Mr. John C. Landis.

The date for the Annual Meeting was changed from the second Wednesday in May to the same day in June. Time for the monthly meetings was moved to 3:00 P.M. instead of 3:30 P.M.

BOOK COLLECTION:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	13,866	68,611	82,477	6,295	7,822	14,117	96,594
Carnegie	3,675	5,015	8,690	2,257	2,683	4,940	13,630
Washington Pk.	5,138	6,357	11,495	3,198	2,858	6,056	17,551
Bookmobile	1,113	1,099	2,212	4,939	3,953	8,892	11,104
TOTALS	23,792	81,082	104,874	16,689	17,316	34,005	138,879

BOOKS ADDED 1958-1959:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	1,288	3,034	4,322	383	1,076	1,459	5,781
Carnegie	189	124	313	81	123	204	517
Washington Pk.	154	168	322	75	121	196	518
Bookmobile	282	151	433	176	699	875	1,308
TOTALS	1,913	3,477	5,390	715	2,019	2,734	8,124

BOOKS WITHDRAWN 1958-1959:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	1,409	1,714	3,123	312	406	718	3,841
Carnegie	3	92	95	87	86	173	268
Washington Pk.	29	26	55	28	46	74	129
Bookmobile	5	1	6	5	17	22	28
TOTALS	1,446	1,833	3,279	432	555	987	4,266

ALTRUSA MEMORIAL RECORD COLLECTION:

Record albums in collection April 30, 1958	572
Record albums added 1958-1959	130
Record albums withdrawn 1958-1959	15
Record albums in collection April 30, 1959	687

BOOK CIRCULATION 1958-1959:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	76,929	48,694	125,623	50,860	25,450	76,310	201,933
Carnegie	9,040	3,737	12,777	12,176	6,138	18,314	31,091
Washington Pk.	10,613	3,889	14,502	13,106	6,787	19,893	34,395
Bookmobile	16,990	4,635	21,625	58,726	27,715	86,441	108,066
Totals	113,572	60,955	174,527	134,868	66,090	200,958	375,485

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	35,595
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

FILM CIRCULATION:

	<u>1957-1958</u>	<u>1958-1959</u>
Number of films circulated	835	932
Attendance at film showings	---	40,452

PHONOGRAPH RECORD CIRCULATION:

	<u>1957-1958</u>	<u>1958-1959</u>
Number of albums circulated	---	5,552

REFERENCE QUESTIONS:

	<u>1957-1958</u>	<u>1958-1959</u>
Central Reference Department only	11,577	13,984

REGISTERED BORROWERS:

<u>1956-1957</u>	<u>1957-1958</u>	<u>1958-1959</u>	<u>Total Cards In Force</u>
6,079	6,839	7,641	20,559

INCOME:

City Appropriation \$84,109.24

Cash Reserve Fund

Bank balance April 15, 1958	\$2,987.87	
Petty cash balance April 15, 1958	130.00	
State Aid to Public Libraries	4,457.29	
Fines and fees	6,549.30	
Non-resident cards	520.30	
Toothaker Medical Library charge	1,500.00	
Toothaker medical book reimbursement	587.57	
Toothaker equipment reimbursement	142.00	
Gifts	252.00	
Sale of books, periodicals and waste	142.30	
Pay telephone receipts	27.50	
Reimbursements for Great Books, etc.	470.22	
Miscellaneous	89.22	<u>17,855.57</u>

Total Income \$101,964.81

SUMMARY OF INCOME AND EXPENDITURES:

Total Income	\$101,964.81
Total Expenditures	<u>99,673.61</u>

Balance on hand April 15, 1959 \$ 2,291.20

Bank Balance	\$2,161.20
Petty Cash Balance	<u>130.00</u>

Total \$2,291.20

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	\$58,894.56	\$	\$58,894.56	59.1%
Salaries - Custodians	4,360.85		4,360.85	4.4%
Books	13,336.14	7,642.67	20,978.81	21.0%
Periodicals	1,304.80	381.08	1,685.88	1.7%
Binding	1,596.60	951.38	2,547.98	2.6%
Audio-Visual		706.08	706.08	0.7%
Equipment	33.50	45.82	79.32	0.1%
Supplies	1,258.96	1,947.70	3,206.66	3.2%
Heat	661.28	8.00	669.28	0.7%
Electric	1,439.61		1,439.61	1.4%
Telephone	779.52		779.52	0.8%
Insurance	263.52		263.52	0.3%
Travel & Conventions		1,411.34	1,411.34	1.4%
Repairs	179.90	762.27	942.17	0.9%
Postage		740.84	740.84	0.7%
Miscellaneous*		967.19	967.19	1.0%
Totals	\$84,109.24	\$15,564.37	\$99,673.61	100.0%

* Includes \$495.90 for which we received reimbursement.

EXPENDITURES GROUPED BY MAJOR CATEGORIES, WITH PERCENTAGES:

Salaries - Staff and Custodians	\$63,255.41	63.5%
Library Materials	25,918.75	26.0%
All Other Expenses	<u>10,499.45</u>	<u>10.5%</u>
	\$99,673.61	100.0%

REPORT OF THE TOOTHAKER MEDICAL LIBRARY FOR 1958-59

INCOME:

Balance on hand April 15, 1958	\$1,249.74
Rent from house at 1502 North 11th Street	780.00
Interest on bonds	<u>3,670.00</u>
	\$5,699.74

EXPENDITURES:

Books	\$ 804.73
Periodicals	78.52
Binding	787.75
Equipment	629.25
Supplies	62.50
Repairs	34.06
Postage	47.00
Service charge to St. Joseph Public Library	1,500.00
Bank service charge	146.45
Miscellaneous (Audit)	<u>125.00</u>
	\$4,215.26
Balance on hand April 15, 1959	1,484.48

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 \$804.73 spent for books, \$587.57 was paid as reimbursement to the Cash Reserve Fund account. Equipment purchased included a steel microfilm storage file and a duplicating machine.

LIBRARY DIRECTORY:

Central Library	Tenth and Felix Streets	Telephone AD 2-7729
Hours:	Monday - Friday	9:00-9:00
	Saturday	9:00-6:00
	Sunday	Closed
Carnegie Branch	316 Massachusetts Ave.	Telephone AD 8-0526
Hours:	Tuesday	12:00-8:00
	Friday	12:00-8:00
Washington Park Branch	Third and Market Streets	Telephone AD 2-2052
Hours:	Monday	12:00-8:00
	Thursday	12:00-8:00
Bookmobile	Twenty-Four Community Stops	
Hours:	Call Central Library, AD 2-7729, for schedule.	