

Oak Case

ST. JOSEPH PUBLIC LIBRARY

ANNUAL REPORT

1959 - 1960

JUN 2 1960

St. Joseph Public Library

ST. JOSEPH, MISSOURI

ST. JOSEPH PUBLIC LIBRARY

TENTH AND FELIX STS.

TELEPHONE AD 2-7729

ST. JOSEPH, MISSOURI

June 1, 1960

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 1959-1960.

Respectfully submitted.

Alden P. Wilson
Librarian

BOARD OF DIRECTORS OF THE ST. JOSEPH PUBLIC LIBRARY:

	<u>Term Expires</u>
Mrs. Philip Strop, President	1962
Mr. Arthur V. Burrowes, 1st Vice-President	1962
Monsignor Leo J. Ruggle, 2nd Vice-President	1960
Rabbi Myron M. Meyer, Treasurer	1960
Judge G. L. Zwick	1961
Mrs. John Wyeth	1962
Mrs. Hugh Miner	1961
Mr. John Landis, III	1961
Dr. R. S. Kilmer	1960
Mr. Alden P. Wilson, Secretary	

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY:

Library Office

Mr. Alden P. Wilson	Librarian
Mrs. Brenda Masters	Secretary
Mr. John Elder	Custodian
Mr. Mark Evans	Library Page

Catalog Department

Miss Mabel Hull	Catalog Librarian
Miss Esther Ray	Library Assistant
Mrs. Wilma Rother	Library Assistant
Mr. Glen Snyder	Library Page

Reference Department

Mrs. Isabel Evans	Reference Librarian
Mrs. Mary Chilcote	Library Assistant
Miss Eida Floyd	Library Assistant
Miss Sue Swisher	Library Page
Miss Susan McCord	Library Page

Circulation Department

Miss Gladys Keys	Circulation Librarian
Mrs. Betty Letts	Library Assistant
Mrs. Patricia McCartney	Library Assistant
Miss Ruth Thornton	Library Page
Miss Marian Borngesser	Library Page
Miss Karen Eddy	Library Page

Children's Department

Miss Ethel Tadlock	Acting Children's Librarian
Miss Josephine Plummer	Library Assistant
Miss Lona Lewis	Library Page
Miss Lois Butler	Library Page

Bookmobile

Miss Gale Logan	Bookmobile Librarian
Mrs. Ann Anderson	Library Assistant
Mr. Dennis O'Connor	Bookmobile Driver

Washington Park Branch Library

Miss Erma Patrick	Branch Librarian
Miss Judy Reeve	Library Page
Mr. Wayman Waldron	Custodian

Carnegie Branch Library

Miss Mary Alta Hopkins	Branch Librarian
Miss Jeanette White	Library Page
Mr. Arthur Burrell	Custodian

LIBRARIAN'S REPORT:

Public Services

The people of St. Joseph made greater use of public library facilities during the past year than in any year since before World War II. The circulation of books passed the 400,000 mark for the first time since 1940-41, and was 24% higher than in 1956-57.

Branch library use increased again with the restoration of longer hours of service. The bookmobile continued to gain in popularity, circulating over 30% of all books borrowed during the year. The Central Library remained the most popular source of books and information. Adult circulation at Central remained fairly steady, but 23% more children's books were borrowed there than four years ago.

Although the total number of adult books borrowed from our libraries has increased, children's books are accounting for a larger share of the total circulation. This past year 55% of the books borrowed were juveniles, compared to 51% four years ago.

The Central Library also circulated close to 500 phonograph record albums a month, a 200% increase in five years. During the same period the circulation of educational films has increased by over 150%. More than 46,000 people viewed these films last year at an estimated cost of approximately two cents per person.

Equally important with the other services is the reference and information function of our libraries. Many thousands of readers are given personal assistance in choosing books in all of our library units. In addition there are other thousands who need specific information to answer their questions. All library units have a part in this service. However, the Reference Department handles a large share of the reference work done by and for students, business men and others. The number of reference questions answered in this department was over 14,000 this past year, an increase of 27% over 1956-57.

An increased use of the Library for information is also reflected in a 50% increase in the past six years in the number of adult non-fiction books borrowed. The total number of books of fiction borrowed has remained steady. At the Central Library, however, circulation of fiction has decreased by 15% in this period.

This appears to indicate a significant change in the development of public library service. Our society provides great diversity and accessibility to various media of entertainment, including hundreds of millions of copies of paperbound books. However, there is an increasing need for factual information. A significant part of this need can only be provided through large and diversified collections of books, periodicals, films and other media of recorded information. The role of the library in the future lies along these lines, with proportionately less emphasis on reading for entertainment.

Library Resources

Despite an 80% increase in the book budget in the past five years, additions to our collections are still inadequate. According to our accession record, last year's book budget purchased only 40% more books than five years ago. The average cost of books purchased appears to have increased from \$2.00 to \$3.00. If this is true, it results from the fact that a larger share of the budget is being spent for expensive technical books than in former years. This figure may also be somewhat distorted because the Catalog Department ended the year with a larger backlog of work than is usual, thus failing to accurately count the number of books received during the year.

Any well-run library needs to withdraw old books as well as to add new ones. Only 4,000 books were cancelled during the year, leaving thousands of dirty, shabby, out-dated volumes on the shelves. Because of budget limitations we cannot replace as many old books as we should. Even at the risk of furnishing information that is no longer correct, we continue to keep older books that we have been unable to replace. The Librarian is currently devoting considerable time to weeding out books which are no longer useful in the community and is urging the various department heads to do likewise.

The Altrusa Memorial Record Collection now contains 827 long-playing record albums. This is about half as many as are needed to provide a well-rounded collection. Numerous non-musical albums have been added. These include language instruction, dramatic works, and readings of poetry, Biblical literature, etc.

The Library's collection of microfilm is becoming more and more important. There are now 1,131 reels of film, 279 having been added during the past year. This collection will probably expand rapidly in the years ahead, since it provides a satisfactory method of storing long runs of periodicals and newspapers in a minimum of space. Our new 3M reader-printer provides a means of producing life-size positive copies from these films.

Finances

Real progress was made this past year in the Library's financial condition. The City appropriation was increased by nearly 25%, thanks to the work of the Board of Directors and that of two civic organizations who were anxious to have full-time branch library service restored.

Total expenditures reached a new high, amounting to \$1.50 per capita. This is still far short of the state wide average of \$2.15 per capita, or the recommendations of the American Library Association for \$3.00 to \$3.50 per capita for the provision of good library service.

Recognizing the need for better financing and encouraged by the interest of the above-mentioned civic groups, the Board requested that a special election be called in February for the submission of a proposal for a two-mill library tax. Such a tax, along with other income, would provide nearly \$2.50 per capita for library services. Because of the importance of other elections scheduled during the year, the Board later requested that the Library millage election be postponed until September.

Personnel

A revised classification and pay plan was adopted and made effective October 16, 1959. Substantial salary increases were granted to long-time employees who held responsible positions.

The Library has not been able so far to attract any new professional librarians with experience. This causes an increasingly serious situation, especially since two former employees who were on leave-of-absence at library schools did not return here after graduation.

We were particularly pleased to welcome back Miss Mary Alta Hopkins who was graduated from Indiana University last June. She has served as librarian at Carnegie Branch this past winter and will start her graduate work in library science this summer, returning to St. Joseph in the fall. Mrs. Patricia McCartney, also a former employe, joined the staff of the Circulation Department on a part-time basis and will be in charge of Carnegie Branch for the summer.

Other new employes who joined the staff during the year were Mrs. Ann Anderson, assistant on the bookmobile; Mrs. Wilma Rother, assistant in the Catalog Department; Jeanette White, Karen Eddy, Sue Swisher, Susan McCord, Glen Snyder, and Mark Evans as library pages. Resignations were accepted from Mrs. Joyce Slaughter and Mrs. Beverly Plumb and a number of pages.

Buildings and Equipment

The only major change accomplished in the Central Library building was the re-arrangement of the Toothaker Room. All currently useful books in the 500's and 600's were moved in with the addition of more shelving. The room was re-designated the Toothaker Room for Science, Technology and Medicine.

Other improvements included the repainting of the bookmobile, the purchase of the reader-printer and a Verifax book-copying unit, and purchase of a new file and credenza for the office and a new vacuum cleaner.

Board of Directors

The Board was saddened by the death of Dr. Elmer B. Whitcomb early in the year. His place on the board was taken by Dr. R. S. Kilmer.

The Board had an unusually busy year in considering budget matters, the library tax, and a demonstration of library service by the State Library. The four-county demonstration got under way in August, operating from headquarters in the Washington Park Branch Library. The Board had previously agreed that St. Joseph would cooperate in the demonstration and would be agreeable to a cooperative arrangement with a regional library if such were established at the conclusion of the demonstration.

BOOK COLLECTION:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	14,196	69,777	83,973	6,473	8,224	14,697	98,670
Carnegie	3,729	4,937	8,666	2,383	2,875	5,258	13,924
Washington Pk.	5,277	6,556	11,833	3,323	3,152	6,475	18,308
Bookmobile	1,275	1,208	2,483	5,158	4,639	9,797	12,280
TOTALS	24,477	82,478	106,955	17,337	18,890	36,227	143,182

BOOKS ADDED 1959-1960:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	745	2,916	3,661	474	1,022	1,496	5,157
Carnegie	160	195	355	147	333	480	835
Washington Pk.	165	207	372	146	326	472	844
Bookmobile	195	133	328	351	827	1,178	1,506
TOTALS	1,265	3,451	4,716	1,118	2,508	3,626	8,342

BOOKS WITHDRAWN 1959-1960:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	415	1,750	2,165	296	620	916	3,081
Carnegie	106	273	379	21	141	162	541
Washington Pk.	26	8	34	21	32	53	87
Bookmobile	33	24	57	132	141	273	330
TOTALS	580	2,055	2,635	470	934	1,404	4,039

ALTRUSA MEMORIAL RECORD COLLECTION:

Record albums in collection April 30, 1959	687
Record albums added 1959-1960	170
Record albums withdrawn 1959-1960	30
Record albums in collection April 30, 1960	827

BOOK CIRCULATION 1959-1960:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	72,893	52,073	124,966	53,428	24,697	78,125	203,091
Carnegie	10,396	4,924	15,320	15,602	7,723	23,325	38,645
Washington Pk.	10,699	4,820	15,519	15,709	7,413	23,122	38,641
Bookmobile	18,227	5,167	23,394	70,579	29,693	100,272	123,666
Totals	112,215	66,984	179,199	155,318	69,526	224,844	404,043

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

FILM CIRCULATION:

	<u>1958-1959</u>	<u>1959-1960</u>
Number of films circulated	932	1,119
Attendance at film showings	40,452	46,851

PHOTOGRAPH RECORD CIRCULATION:

	<u>1958-1959</u>	<u>1959-1960</u>
Number of albums circulated	5,552	5,819

REFERENCE QUESTIONS:

	<u>1958-1959</u>	<u>1959-1960</u>
Central Reference Department only	13,984	14,020

REGISTERED BORROWERS:

<u>1957-1958</u>	<u>1958-1959</u>	<u>1959-1960</u>	<u>Total Cards In Force</u>
6,839	7,384	7,229	21,452

INCOME:

City Appropriation		\$103,000.10
Cash Reserve Fund		
Bank balance April 15, 1959	\$ 2,161.20	
Petty cash balance April 15, 1959	130.00	
State Aid to Public Libraries	4,592.42	
Fines and fees	7,738.30	
Non-resident cards	232.20	
Toothaker Medical Library charge	1,500.00	
Toothaker medical book reimbursement	512.55	
Toothaker equipment reimbursement	200.00	
Gifts	239.15	
Sale of books, periodicals, waste	185.40	
Pay telephone receipts	42.68	
Reimbursements for Great Books, etc.	375.14	
Miscellaneous	95.32	<u>18,004.36</u>
Total Income		\$121,004.46

SUMMARY OF INCOME AND EXPENDITURES:

Total Income	\$121,004.46
Total Expenditures	<u>116,697.93</u>
Balance on hand April 15, 1960	\$ 4,306.53
Bank Balance	\$ 4,176.53
Petty Cash Balance	<u>130.00</u>
Total	\$ 4,306.53

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	\$65,659.23	\$-----	\$65,659.23	56.3%
Salaries - Custodians	5,249.46	-----	5,249.46	4.5%
Books	20,192.09	4,545.93	24,738.02	21.2%
Periodicals	1,479.80	252.59	1,732.39	1.5%
Binding	2,090.14	144.56	2,234.70	1.9%
Audio-Visual	-----	883.41	883.41	0.7%
Equipment	454.96	2,861.99	3,316.95	2.8%
Supplies	3,006.12	1,335.67	4,341.79	3.7%
Heat	999.60	3.00	1,002.60	0.9%
Electric	1,714.47	40.00	1,754.47	1.5%
Telephone	794.54	-----	794.54	0.7%
Insurance	766.37	-----	766.37	0.6%
Travel & Conventions	-----	1,345.00	1,345.00	1.2%
Repairs	565.12	494.24	1,059.36	0.9%
Postage	-----	904.16	904.16	0.8%
Miscellaneous *	<u>28.20</u>	<u>887.28</u>	<u>915.48</u>	<u>0.8%</u>
Totals	\$103,000.10	\$13,697.83	\$116,697.93	100.0%

* Includes \$123.00 for dues, \$75.48 for water, \$74.00 for trash service and \$375.14 for which we received reimbursement, leaving \$267.86 as miscellaneous.

EXPENDITURES GROUPED BY MAJOR CATEGORIES, WITH PERCENTAGES:

Salaries - Staff and Custodians	\$70,908.69	60.8%
Library Materials and Binding	29,588.52	25.3%
All Other Expenses	<u>16,200.72</u>	<u>13.9%</u>
	\$116,697.93	100.0%

REPORT OF THE TOOTHAKER MEDICAL LIBRARY FOR 1959-1960

INCOME:

Balance on hand April 15, 1959	\$1,484.48
Rent from house at 1502 North 11th Street	780.00
Interest on bonds	<u>3,670.00</u>
	\$5,934.48

EXPENDITURES:

Books	\$ 889.04
Periodicals	1,315.00
Binding	736.10
Equipment	287.00
Repairs	301.95
Postage	50.00
Service charge to St. Joseph Public Library	1,500.00
Bank service charge	<u>146.95</u>
	\$5,226.04
Balance on hand April 15, 1960	\$ 708.44

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 \$889.04 spent for books, \$512.55 was paid as reimbursement to the Cash Reserve account. Equipment included a payment of \$200 toward the cost of 3M Reader-Printer. Repair items were all for repair of the Toothaker House on North 11th St.

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

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

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

Bookmobile Twenty-Four Community Stops

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