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St. Joseph Public Library

ST. JOSEPH PUBLIC LIBRARY

ANNUAL REPORT

1960 - 1961

ST. JOSEPH, MISSOURI

ST. JOSEPH PUBLIC LIBRARY

TENTH AND FELIX STS.

TELEPHONE AD 2-7729.

ST. JOSEPH, MISSOURI

June 1, 1961

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 1960-1961.

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	1963
Rabbi Myron M. Meyer, Treasurer	1963
Judge G. L. Zwick	1961
Mrs. John Wyeth	1962
Mrs. Hugh Miner	1961
Mr. John Landis, III	1961
Dr. R. S. Kilmer	1963
Mr. Alden P. Wilson, Secretary	

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF JUNE 1, 1961

Library Office

Mr. Alden P. Wilson	Librarian
Mrs. Brenda Masters	Secretary
Mr. Ray Sheffler, Jr.	Custodian

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
Miss Mary Alta Hopkins	Assistant Reference Librarian
Miss Elda Floyd	Library Assistant
Miss Sue Swisher	Library Page
Miss Mary Maloney	Library Page

Circulation Department

Miss Gladys Keys	Circulation Librarian
Mr. William Swinney	Assistant Circulation Librarian
Mrs. Betty Letts	Library Assistant
Mrs. Jo Ann Steele	Library Assistant
Miss Susan McCord	Library Page
Miss Vicki Carothers	Library Page
Miss Jennifer White	Library Page

Children's Department

Mrs. Patricia McCartney	Acting Children's Librarian
Mrs. Elizabeth Holbert	Library Assistant
Miss Janice Blum	Library Page
Miss Suzie Jackson	Library Page

Bookmobile

Miss Gale Logan	Bookmobile Librarian
Miss Judy Reeve	Library Assistant
Mr. Dennis O'Connor	Bookmobile Driver

Washington Park Branch Library

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

Carnegie Branch Library

Miss Josephine Plummer	Branch Librarian
Miss Karen Admire	Library Page
Mr. Arthur Burrell	Custodian

LIBRARIAN'S REPORT:

Statistics for the fiscal year just completed show that the Public Library continues to be of greater service to the people of this community each year.

The number of books borrowed by patrons increased nearly 4% over 1959-60. The number of phonograph records borrowed increased by more than 15%. Use of the film collection was up by 9%. The Central Reference Room answered 9% more requests than the previous year.

Again this year the statistics indicate a continuing trend towards what we assume is a more serious use of the Library by adults for informational rather than purely recreational reading. While the number of juvenile books borrowed remained approximately the same, adult circulation was up by more than 8%. The amount of adult non-fiction borrowed increased by 13% over the previous year, while adult fiction was up by 5%. The Central Library continued to be the most important source for adults. Over 70% of all adult books borrowed, as well as 77% of all adult non-fiction, came from the Central Library. The branches and bookmobile continued to be used more by children and by adults who were not seeking specific information.

Despite the increased use of Library facilities and the continued newspaper, radio, and television coverage of the Library's services and its needs, the voters rejected in August a proposal for a separate Library tax to support improved services. As a result the Library will continue to operate with a less than adequate staff in buildings that are not properly maintained. The services and resources will be fewer and poorer than they should be in a progressive community.

In spite of the financial limitations under which the Library operates, the resources available to our patrons are probably better than they ever have been. During the past three years the Library has added over 25,000 new volumes to its collections. There is no doubt that the increased use of the Library bears a direct relationship to this factor. Under a continuous "weeding" process, over 16,000 volumes have been withdrawn from the collections during the same period in order to remove shabby materials or those with out-dated information. The improvements realized in our book collections, however, have not kept pace with the needs of our patrons. This is particularly noticeable in the Central Children's Room where there are hardly ever enough of the more current and more attractive books to fill the demand.

Even more urgent than the need for additional materials is the Library's need for a larger and more adequately trained staff. Despite a lack of recognition of this by the general public, many of the Library's activities are not adequately performed by amateurs. But the Library cannot hire professionally-trained personnel to handle these activities within the present financial limitations.

We believe that in the years ahead the Public Library will play an increasingly important role in the life of a free society where a well-informed citizenry is so essential. The St. Joseph Public Library will not be able to assume this role in any adequate manner until the citizens of this community recognize that the Library performs an essential community service that they must support with their tax dollars.

BOOK COLLECTION:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	14,027	68,668	82,695	5,957	8,489	14,446	97,141
Carnegie	3,835	5,001	8,836	2,485	3,110	5,595	14,431
Washington Pk.	5,298	6,665	11,963	3,363	3,350	6,713	18,676
Bookmobile	1,490	1,348	2,838	5,420	5,341	10,761	13,599
TOTALS	24,650	81,682	106,332	17,225	20,290	37,515	143,847

BOOKS ADDED 1960-1961:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	800	3,382	4,182	368	999	1,367	5,549
Carnegie	149	140	289	145	299	444	733
Washington Pk.	151	155	306	151	289	440	746
Bookmobile	227	190	417	331	790	1,121	1,538
TOTALS	1,327	3,867	5,194	995	2,377	3,372	8,566

BOOKS WITHDRAWN 1960-1961:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	969	4,491	5,460	884	734	1,618	7,078
Carnegie	43	76	119	43	64	107	226
Washington Pk.	130	46	176	111	91	202	378
Bookmobile	12	50	62	69	88	157	219
TOTALS	1,154	4,663	5,817	1,107	977	2,084	7,901

ALTRUSA MEMORIAL RECORD COLLECTION:

Record albums in collection April 30, 1960	827
Record albums added 1960-1961	140
Record albums withdrawn 1960-1961	75
Record albums in collection April 30, 1961	892

BOOK CIRCULATION 1960-1961:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	77,911	58,544	136,455	56,272	23,845	80,117	216,572
Carnegie	10,312	5,803	16,115	15,772	6,983	22,755	38,870
Washington Pk.	11,178	5,463	16,641	16,428	7,250	23,678	40,319
Bookmobile	18,677	5,850	24,527	71,634	27,374	99,008	123,535
Totals	118,078	75,660	193,738	160,106	65,452	225,558	419,296

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

FILM CIRCULATION:

	<u>1959-1960</u>	<u>1960-1961</u>
Number of films circulated	1,119	1,215
Attendance at film showings	46,851	37,137

PHONOGRAPH RECORD CIRCULATION

	<u>1959-1960</u>	<u>1960-1961</u>
Number of albums circulated	5,819	6,724

REFERENCE QUESTIONS:

	<u>1959-1960</u>	<u>1960-1961</u>
Central Reference Department only	14,020	15,291

REGISTERED BORROWERS:

<u>1958-1959</u>	<u>1959-1960</u>	<u>1960-1961</u>	<u>Total Cards In Force</u>
7,384	7,229	7,845	22,458

INCOME:

City Appropriation

\$103,010.52

Cash Reserve Fund

Bank balance April 15, 1960	\$4,176.53
Petty cash balance April 15, 1960	130.00
State Aid to Public Libraries	4,927.95
Fines and fees	8,167.66
Non-resident fees	185.00
Toothaker Medical Library service charge	1,500.00
Toothaker medical book reimbursement	367.94
Toothaker binding reimbursement	162.75
Gifts	232.87
Sale of books, periodicals, waste	2,533.68
Pay telephone receipts	59.31
Reimbursements for Great Books, etc.	412.40
Insurance refunds and reimbursements	87.26
Miscellaneous	106.88

23,050.23

Total Income

\$126,060.75

SUMMARY OF INCOME AND EXPENDITURES:

Total Income	\$126,060.75
Total Expenditures	<u>125,834.08</u>

Balance on hand April 15, 1961	\$ 226.67
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Bank Balance	\$ 96.67
Petty Cash Balance	<u>130.00</u>

Total	\$ 226.67
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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	\$75,786.19	\$-----	\$75,786.19	60.2%
Salaries - Custodians	5,125.00	-----	5,125.00	4.1%
Books	12,651.37	10,055.88	22,707.25	18.1%
Periodicals	1,350.04	429.82	1,779.86	1.4%
Binding	1,668.20	3,542.91	5,211.11	4.1%
Audio-Visual	-----	577.33	577.33	0.5%
Equipment	-----	1,975.77	1,975.77	1.6%
Supplies	1,601.77	2,105.92	3,707.69	2.9%
Heat	1,071.13	7.50	1,078.63	0.9%
Electric	2,140.20	168.69	2,308.89	1.8%
Telephone	818.69	-----	818.69	0.6%
Insurance	576.52	183.75	760.27	0.6%
Travel	-----	1,330.00	1,330.00	1.1%
Repairs	221.41	720.96	942.37	0.7%
Postage	-----	848.76	848.76	0.7%
Miscellaneous *	-----	876.27	876.27	0.7%
Totals	\$103,010.52	\$22,823.56	\$125,834.08	100.0%

* Includes \$42.30 for water service, \$86.50 for trash service, \$105.00 for dues and \$323.00 for Great Books sets for which we received reimbursement, leaving \$319.47 as miscellaneous.

EXPENDITURES GROUPED BY MAJOR CATEGORIES, WITH PERCENTAGES:

Salaries - Staff and Custodians	\$80,911.19	64.3%
Library Materials and Binding	30,275.55	24.1%
All Other Expenses	<u>14,647.34</u>	<u>11.6%</u>
	\$125,834.08	100.0%

REPORT OF THE TOOTHAKER MEDICAL LIBRARY FOR 1960-1961

INCOME:

Balance on hand April 15, 1960	\$ 708.44	
Rent from Toothaker house	65.00	
Interest on Government bonds	3,670.00	
Proceeds from sale of Toothaker house	<u>9,588.95</u>	
		\$14,032.39

EXPENDITURES:

Books	\$ 623.74	
Periodicals	677.13	
Binding	388.90	
Supplies	15.25	
Postage	50.00	
Service charge paid to St. Joseph Public Library	1,500.00	
Service charge paid to Alden P. Wilson	600.00	
Bank service charge	147.05	
Legal fees for sale of Toothaker house	250.00	
Purchase of additional Government bonds	<u>9,070.42</u>	
		\$13,272.49
Balance on hand April 15, 1961		\$ 759.90

The Toothaker Medical Library account is maintained separately from the other accounts. Certain items 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 general administration and servicing. The Board voted this year to pay an additional \$600 to the Librarian for his services in connection with the Medical Library. Of the amount listed for books, \$367.94 was paid as reimbursement to the Cash Reserve account. \$162.75 was likewise paid for binding of medical journals.

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.