

ST. JOSEPH PUBLIC LIBRARY

ANNUAL REPORT

1962 - 1963

ST. JOSEPH, MISSOURI

ST. JOSEPH PUBLIC LIBRARY

TENTH AND FELIX STS.

TELEPHONE AD 2-7729

ST. JOSEPH, MISSOURI

June 1, 1963

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 1962-1963.

Respectfully submitted,

Isabel Evans
Isabel Evans
Acting Librarian

BOARD OF DIRECTORS OF THE ST. JOSEPH PUBLIC LIBRARY:

	<u>Term Expires</u>
Mrs. Philip Strop, President	1965
Mr. Arthur V. Burrowes, 1st Vice-President	1965
Monsignor Leo J. Ruggle, 2nd Vice-President	1963
Rabbi Myron M. Meyer, Treasurer	1963
Mr. Robert G. Clayton	1964
Mrs. John Wyeth	1965
Mrs. Hugh Miner	1964
Mr. John Landis, III	1964
Rev. Roger Williams	1963
Mrs. Isabel Evans, Secretary	

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF MAY 1, 1963

Library Office

Mrs. Isabel Evans	Acting Librarian
Mrs. Brenda Masters	Secretary
Mr. Ray Sheffler, Jr.	Custodian

Catalog Department

Miss Mabel Hull	Catalog Librarian
Miss Esther Ray	Assistant Catalog Librarian
Mrs. Wilma Rother	Library Assistant

Reference Department

Mrs. Doris Finley	Library Assistant
Mr. James Pryor	Library Assistant
Mrs. Glenna Frakes	Library Assistant
Miss Elda Floyd	Library Assistant
Miss Pat Gillespie	Library Page
Miss Mary Maloney	Library Page

Circulation Department

Miss Gladys Keys	Circulation Librarian
Mrs. Elizabeth Holbert	Library Assistant
Miss Susan McCord	Library Assistant
Miss Andrea Walker	Library Page
Miss Ann Larabee	Library Page
Miss Mary Jo Zaroor	Library Page

Children's Department

Mrs. Patricia McCartney	Children's Librarian
Mrs. Elizabeth Oliver	Library Assistant
Miss Colette Farnan	Library Page
Miss Glenda Arthur	Library Page

Bookmobile

Miss Gale Logan	Bookmobile Librarian
Miss Suzie Jackson	Library Page
Mr. Dennis O'Connor	Bookmobile Driver

Washington Park Branch Library

Miss Erma Patrick	Branch Librarian
Miss Brenda Herner	Library Page
Mr. Wayman Waldron	Custodian

Carnegie Branch Library

Miss Josephine Plummer	Branch Librarian
Miss Linda Moore	Library Page
Mr. Orval Richards	Custodian

"ACTING" LIBRARIAN'S REPORT:

Public Services

On August 15, 1962, when the acting librarian was appointed to supervise library services, figures show that book circulation had fallen 3,300 behind the previous year. The losing trend was reversed and the gain over last year's circulation of 410,181 was 3,664 for a total of 413,845.

Noteworthy is the increase in the use of children's books, a gain of 5,600. Every agency in the library system shows substantial gain.

The number of reference questions increased 15% for a total of 17,087. The number of card holders has reached an all time high of 22,964. The utmost cooperation from the library staff is largely responsible for our increase.

The story hour program in the Children's Department and at Carnegie Branch was very popular. Four story hours a week were offered at Central Library and the response taxed our facilities.

Community Support

The members of the St. Joseph Junior League, seeing our need, voted a grant of money to assist the library in our children's program.

With the cooperation of Mr. George Blackwell, superintendent of schools, two additional rooms were provided for library use. This freed a large room for children's activities. This room is being provided with new lighting, new wall decoration, a small stage, a collection of children's records with player, and a collection of 200 recommended children's books. Junior League members will assist in the story telling program next year.

The Runcie Club of St. Joseph voted on March 12, 1963, to establish a collection of framed art reproductions in memory of their founder, Constance Fauntleroy Runcie. These pictures will be loaned to library patrons. This is the first time that fine reproductions of the world's recognized artists have been made available to the people of St. Joseph.

Library Resources

The book collection, the largest on record, stands at 146,238. 7,040 new books were purchased but 5,280 had to be discarded. More books will be needed to meet the demands of the coming year.

"ACTING"LIBRARIAN'S REPORT: (Continued)

Films from the Missouri Film Cooperative retain their popularity with clubs and church groups. 38,187 persons enjoyed library films during the past year.

Another big attraction to library patrons is the Altrusa Memorial Record Collection. This is the 10th anniversary of St. Joseph Altrusa Club support.

The St. Joseph Public Library has much to offer to its patrons. With the help of a loyal, hardworking staff we intend to continue giving the best possible service to the citizens of St. Joseph.

BOOK COLLECTION:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	13,234	71,495	84,729	5,100	8,908	14,008	98,737
Carnegie	3,466	5,050	8,516	2,256	3,306	5,562	14,078
Washington Pk.	5,115	6,706	11,821	3,327	3,712	7,039	18,860
Bookmobile	2,046	1,632	3,678	4,600	6,285	10,885	14,563
TOTALS	23,861	84,883	108,744	15,283	22,211	37,494	146,238

BOOKS ADDED 1962-1963:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	890	2,303	3,193	333	862	1,195	4,388
Carnegie	282	123	405	82	189	271	676
Washington Pk.	266	144	410	79	185	264	674
Bookmobile	318	170	488	246	568	814	1,302
TOTALS	1,756	2,740	4,496	740	1,804	2,544	7,040

BOOKS WITHDRAWN 1962-1963:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	892	854	1,746	489	406	895	2,641
Carnegie	501	164	665	441	255	696	1,361
Washington Pk.	113	46	159	62	73	135	294
Bookmobile	18	7	25	770	189	959	984
TOTALS	1,524	1,071	2,595	1,762	923	2,685	5,280

ALTRUSA MEMORIAL RECORD COLLECTION:

Record albums in collection April 30, 1962	932
Record albums added 1962-1963	140
Record albums withdrawn 1962-1963	175
Record albums in collection April 30, 1963	897

BOOK CIRCULATION 1962-1963:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	75,760	57,384	133,144	57,824	22,543	80,367	213,511
Carnegie	10,144	4,921	15,065	15,817	5,781	21,598	36,663
Washington Pk.	12,242	5,267	17,509	15,543	6,237	21,780	39,289
Bookmobile	21,464	5,924	27,388	71,798	25,196	96,994	124,382
Totals	119,610	73,496	193,106	160,982	59,757	220,739	413,845

BOOK CIRCULATION 1961-1962:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	74,855	60,205	135,060	53,590	22,796	76,386	211,446
Carnegie	10,170	5,461	15,631	15,167	5,864	21,031	36,662
Washington Pk.	11,506	5,786	17,292	14,227	6,199	20,426	37,718
Bookmobile	21,103	5,956	27,059	71,049	26,247	97,296	124,355
Totals	117,634	77,408	195,042	154,033	61,106	215,139	410,181

FILM CIRCULATION:

	<u>1961-1962</u>	<u>1962-1963</u>
Number of films circulated	1,199	1,092
Attendance at film showings	33,813	38,187

PHONOGRAPH RECORD CIRCULATION:

	<u>1961-1962</u>	<u>1962-1963</u>
Number of albums circulated	5,187	4,952

REFERENCE QUESTIONS:

	<u>1961-1962</u>	<u>1962-1963</u>
	14,806	17,087

REGISTERED BORROWERS:

<u>1960-1961</u>	<u>1961-1962</u>	<u>1962-1963</u>	<u>Total Cards in Force</u>
7,845	7,821	7,298	22,964

419,889
Total Circulation

INCOME:

City Appropriation \$105,372.42

Cash Reserve Fund

Bank balance April 30, 1962	\$ 800.44	
Petty Cash balance April 30, 1962	130.00	
State Aid to Public Libraries	5,650.47	
Fines and fees	7,933.17	
Non-resident fees	259.15	
Toothaker Medical Library service charge	1,500.00	
Toothaker medical book reimbursement	80.05	
Toothaker binding reimbursement	36.55	
Toothaker reimbursement for film reader	275.00	
Gifts	10.00	
Sale of books, periodicals, waste	5.62	
Pay telephone receipts	61.08	
Reimbursement for Great Books	24.00	
Miscellaneous	<u>388.23</u>	
		<u>17,153.76</u>

Total Income \$122,526.18

SUMMARY OF INCOME AND EXPENDITURES:

Total Income	\$122,526.18
Total Expenditures	<u>115,984.99</u>
Balance on hand April 30, 1963	\$ 6,541.19
Bank Balance	\$ 6,411.19
Petty Cash Balance	<u>130.00</u>
Total	\$ 6,541.19

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	\$71,597.21	\$-----	\$71,597.21	61.8%
Salaries - Custodians	5,098.00	-----	5,098.00	4.3%
Books	16,550.22	2,504.81	19,055.03	16.4%
Periodicals	1,592.63	299.53	1,892.16	1.7%
Binding	2,197.52	503.27	2,700.79	2.3%
Audio-Visual	58.26	527.41	585.67	.5%
Equipment	18.77	575.90	594.67	.5%
Supplies	2,816.98	1,817.20	4,634.18	4.0%
Heat	920.05	9.00	929.05	.9%
Electric	2,389.44	-----	2,389.44	2.0%
Telephone	847.38	-----	847.38	.7%
Insurance	539.30	273.46	812.76	.7%
Travel	-----	1,169.55	1,169.55	1.0%
Repairs	693.94	958.97	1,652.91	1.4%
Postage	18.00	853.22	871.22	.8%
Miscellaneous*	<u>34.72</u>	<u>1,120.25</u>	<u>1,154.97</u>	<u>1.0%</u>
	\$105,372.42	\$10,612.57	\$115,984.99	100.0%

*Miscellaneous includes extra salary to Mrs. Evans while Acting Librarian, dues, water service and trash service.

EXPENDITURES GROUPED BY MAJOR CATEGORIES, WITH PERCENTAGES:

Salaries - Staff and Custodians	\$76,695.21	66.1%
Library Materials and Binding	24,233.65	21.0%
All Other Expenses	<u>15,056.13</u>	<u>12.9%</u>
	\$115,984.99	100.0%

REPORT OF THE TOOTHAKER MEDICAL LIBRARY FOR 1962-63

INCOME:

Balance on hand April 30, 1963	\$1,032.92	
Interest on Government bonds	<u>3,902.52</u>	\$4,935.44

EXPENDITURES:

Books	\$ 177.75	
Periodicals	99.75	
Binding	289.89	
Equipment	275.00	
Postage	125.00	
Service charge paid to St. Joseph Public Library	1,000.00	
Service charge to Alden P. Wilson	200.00	
Service charge paid to Cash Reserve Fund for services of Isabel Evans	400.00	
Bank service charge	<u>152.60</u>	\$2,719.99
Balance on hand April 30, 1963		\$2,215.45

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	2:00-6:00

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-Six Community Stops

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