

ST. JOSEPH PUBLIC LIBRARY

ANNUAL REPORT

1963 - 1964

ST. JOSEPH, MISSOURI

ST. JOSEPH, PUBLIC LIBRARY

TENTH AND FELIX STS.

TELEPHONE AD 2-7729

ST. JOSEPH, MISSOURI

June 1, 1964

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 1963 - 1964.

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	1966
Rabbi Myron M. Meyer, Treasurer	1966
Mr. Robert G. Clayton	1964
Mr. John Landis, III	1964
Mrs. Hugh Miner	1964
Rev. Louis Schowengerdt	1966
Mrs. John Wyeth	1965
Mrs. Isabel Evans, Secretary	

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF MAY 1, 1964

Library Office

Mrs. Isabel Evans	Acting Librarian
Mrs. Glenna Frakes	Secretary
Mr. Ray Sheffler, Jr.	Custodian

Catalog Department

Mrs. Marie Libel	Catalog Librarian
Miss Esther Ray	Assistant Catalog Librarian
Mrs. Wilma Rother	Library Assistant
Mrs. Mollie Tropp	Library Assistant

Reference Department

Mrs. Doris Finley	Acting Reference Librarian
Mrs. Elizabeth Broom	Library Assistant
Miss Elda Floyd	Library Assistant
Miss Mary Maloney	Library Assistant
Miss Glenda Randleman	Library Page
Miss Margaret Sharp	Library Page

Circulation Department

Miss Gladys Keys	Circulation Librarian
Mrs. Elizabeth Holbert	Library Assistant
Mrs. Alene Hoffsommer	Library Assistant
Mrs. Linda McDaniel	Library Assistant
Miss Carol Jean Cobb	Library Page
Miss Connie Spiek	Library Page
Mr. George Vienhage, Jr.	Library Page
Miss Florence Walker	Library Page

Children's Department

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

Bookmobile

Miss Gale Logan	Bookmobile Librarian
Miss Linda Burnett	Library Page
Miss Dorothy Lou Iske	Library Page
Mr. Dennis O'Connor	Bookmobile Driver

Washington Park Branch Library

Miss Erma Patrick	Branch Librarian
Miss Sally Leffert	Library Page
Mr. Wayman Waldron	Custodian

Carnegie Branch Library

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

"ACTING" LIBRARIAN'S REPORT:

The St. Joseph Public Library has completed a very successful year. Book circulation reached the highest figure in twenty-three years for a total of 431,177.

Furthermore, the library has been able to serve St. Joseph citizens more effectively and in more ways than ever before, thanks to our loyal friends the St. Joseph Junior League, the Runcie Club and the St. Joseph Altrusa Club.

By financing in part and assisting as volunteers, the Junior League enabled us to offer substantially the same program for children as that given by Chicago Public Library. Nearly 3,000 children enjoyed the story hour consisting of stories, finger plays, films and recorded music integrated around a theme. Puppet plays were also given by League Members. The enthusiastic response and increase in juvenile circulation attests to it's worth.

The Constance Fauntleroy Runcie Memorial Collection of framed art reproductions established by the Runcie Club with a grant of \$3,000.00, opened with a week long exhibit at Hax Art Center the first of October. An additional \$500.00 was given to the library in March to sustain this outstanding addition to the library's resources. The art collection, representing the work of 72 artists, is a form of adult education. On the reverse of each picture is placed the biography of the painter, comments on his art and books in the library about the artist and his times for further reading and study. In this way great art is introduced into the home in the same manner as is recorded music from the Altrusa Memorial Record Collection. This collection is now ten years old and deservedly popular.

Library films from the Missouri Film Cooperative were viewed by 129,673 persons.

These non-book materials, together with the Book Fair, an exhibit collection of children's books provided by the Junior League, are the means by which the library is becoming the cultural as well as the information center of the community.

CIRCULATION

The total circulation, 431,177, represents a 4.1% gain over last year and is the largest year since 1941.

Noteworthy is the 14% gain at Carnegie Branch library for a total of 41,832.

The increase of 6% in adult non-fiction shows a healthy interest in literary and informational reading.

"ACTING" LIBRARIAN'S REPORT: (Continued)

Although children's reading has always led the field, accounting for 52% of the total, there was an increase again this year of 2.5%.

The bookmobile loaned 128,490 books, a 3.7% gain. With a larger bookmobile next year we hope to keep it on the road 56 hours a week instead of the present 40 hour schedule.

Washington Park branch reported the only decrease in use. The circulation was 38,918, a loss of only 371, but the increase in all other agencies accents this lack of use.

The reference questions answered in the system totalled 24,246. In Central reference -- a veritable bee-hive of activity, 18,370 questions were recorded.

New additions were made to our Standard & Poor's investment services in the reference department this year.

LIBRARY RESOURCES

7,280 books were added to the library's collection this year bringing the holdings to a new high of 149,721.

The cataloging department has been making a special effort to keep the public catalog current by a program of constant withdrawals of cancelled book cards. A beginning has been made in re-cataloging some areas of the subject collections.

STAFF

Mrs. Brenda Masters, office secretary for five years, was given a leave of absence and later resigned. Mrs. Glenna Frakes, an experienced bookkeeper succeeded her.

Miss Keys, head of circulation was given three assistants this year which provided much more personal service to readers. We are fortunate to have Mrs. Linda McDaniel with two years experience in Chicago Public Library on the circulation staff.

Mrs. Marie Libel from Detroit Public Library became head of cataloging on June 1, 1963.

In the reference department we added a very valuable part time assistant, Mrs. Elizabeth Broom.

Needless to say this past year's record would never have been made without conscientious, enthusiastic and devoted workers.

"ACTING" LIBRARIAN'S REPORT: (Continued)

FINANCE

Much of our library equipment is wearing out -- especially old wooden shelving dating from 1902. Damp walls at several points have caused warping and since modern steel shelving is expensive we have been trying to accumulate a fund to provide new shelves and a card catalog -- hence an earmarked balance in our cash reserve.

We should add at least 10,000 books in the coming year to meet the demands of continuing growth.

This year the purchase of 500 plastic coated reinforced paperbacks of the classics to meet student demands kept our average price per book very low.

Figured on a per capita basis, each St. Joseph citizen read 5 2/5 books in the past year. It is the sincere wish of the library staff and the acting librarian to raise that number in the year ahead. Our aim at St. Joseph Public Library is service to the community.

BOOK COLLECTION:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	13,552	72,957	86,509	5,325	9,232	14,557	101,066
Carnegie	2,979	5,129	8,108	2,349	3,303	5,652	13,760
Washington Pk.	5,184	6,761	11,945	3,329	3,742	7,071	19,016
Bookmobile	2,378	1,882	4,260	4,999	6,620	11,619	15,879
TOTALS	24,093	86,729	110,322	16,002	22,897	38,899	149,721

BOOKS ADDED 1963-1964:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	Total
Central	744	2,177	2,921	874	727	1,601	4,522
Carnegie	162	115	277	164	106	270	547
Washington Pk.	146	130	276	125	93	218	494
Bookmobile	360	272	632	690	395	1,085	1,717
TOTALS	1,412	2,694	4,106	1,853	1,321	3,174	7,280

BOOKS WITHDRAWN 1963-1964:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	Total
Central	426	715	1,141	649	403	1,052	2,193
Carnegie	649	36	685	71	109	180	865
Washington Pk.	77	75	152	123	63	186	338
Bookmobile	28	22	50	291	60	351	401
TOTALS	1,180	848	2,028	1,134	635	1,769	3,797

ALTRUSA MEMORIAL RECORD COLLECTION:

Record albums in collection April 30, 1963	897
Record albums added 1963-1964	140
Record albums withdrawn 1963-1964	140
Record albums in collection April 30, 1964	897

CONSTANCE FAUNTLEROY RUNCIE MEMORIAL PICTURE COLLECTION:

Pictures in collection April 30, 1964	99
---------------------------------------	----

BOOK CIRCULATION FOR 1963 - 1964

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	80,280	60,155	140,435	58,127	23,375	81,502	221,937
Carnegie	10,915	5,504	16,419	18,955	6,458	25,413	41,832
Washington Pk	12,795	5,625	18,420	14,776	5,722	20,498	38,918
Bookmobile	22,627	6,799	29,426	73,311	25,753	99,064	128,490
Totals	126,617	78,083	204,700	165,169	61,308	226,477	431,177

BOOK CIRCULATION FOR 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

FILM CIRCULATION:

	<u>1962 - 1963</u>	<u>1963 - 1964</u>
Number of films circulated	1,092	774
Total Attendance at film showings	38,187	129,673

PHONOGRAPH RECORD CIRCULATION:

	<u>1962 - 1963</u>	<u>1963 - 1964</u>
Number of records circulated	4,952	5,667

REFERENCE QUESTIONS:

	<u>1962 - 1963</u>	<u>1963 - 1964</u>
	17,087	24,246

PICTURE CIRCULATION:

	<u>1964</u>
Number of pictures borrowed (began Oct. 1963)	549

REGISTERED BORROWERS:

<u>1961 - 1962</u>	<u>1962 - 1963</u>	<u>1963 - 1964</u>	Total Cards in Force
7,821	7,298	7,810	22,929

437,618
Total Circulation

INCOME:

City Appropriation

\$107,796.99

Cash Reserve Fund

Bank Balance April 30, 1963	\$ 6,411.19
Petty Cash balance April 30, 1963	130.00
State Aid to St. Joseph Public Library	6,371.60
Fines and fees	7,638.45
Non-resident fees	309.00
Toothaker Medical Library Monthly Service Charge	600.00
Toothaker Medical Library Book reimbursement	85.89
Toothaker Medical Binding reimbursement	127.95
Gas Refund	114.73
Convention and travel reimbursement	167.86
Pay phone collection	67.78
Carnegie Culture Club Gift	10.00
Mary Robinson Memorial Gift	25.00
Altrusa Gift	200.00
James H. McAdoo Memorial Gift	10.00
Moose Gift	5.00
Toothaker Memorial Library service charge	2,750.00
American Library Association refund	6.00
Air Conditioning reimbursement	796.00
from Toothaker Memorial	
Photocopy for Phillips Roxanne	29.20
Junior League Booklet	87.96
Runcie Picture reimbursement	110.00
Miscellaneous	<u>528.89</u>

26,582.50

Total Income

\$134,379.49

SUMMARY OF INCOME AND EXPENDITURES:

Total Income	\$134,379.49
Total Expenditures	<u>122,835.06</u>
Balance on hand April 30, 1964	11,544.43
Bank Balance	\$ 11,414.43
Petty Cash Balance	<u>130.00</u>
Total	\$ 11,544.43

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	\$74,798.83	\$-----	\$74,798.83	61.0%
Salaries - Custodians	5,480.71	-----	5,480.71	4.4%
Books	14,668.89	3,129.95	17,798.84	14.5%
Periodicals	2,147.59	139.50	2,287.09	1.9%
Binding	1,933.62	204.17	2,137.79	1.7%
Audio-Visual	510.78	366.20	876.98	.7%
Equipment	235.93	3,705.96	3,941.89	3.2%
Supplies	3,174.56	1,641.37	4,815.93	4.0%
Heat	510.60	138.58	649.18	.5%
Electric	2,245.64	173.01	2,418.65	2.0%
Telephone	728.41	-----	728.41	.6%
Insurance	787.71	-----	787.71	.6%
Travel	-----	742.94	742.94	.6%
Repairs	666.66	1,474.83	2,141.49	1.7%
Postage	59.20	1,041.05	1,100.25	.9%
Miscellaneous*	<u>126.60</u>	<u>2,001.77</u>	<u>2,128.37</u>	<u>1.7%</u>
	\$108,075.73	\$14,759.33	\$122,835.06	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	\$80,279.54	65.3%
Library Materials and Binding	23,100.70	18.9%
All Other Expenses	<u>19,454.82</u>	<u>15.8%</u>
	\$ 122,835.06	100.0%

REPORT OF THE TOOTHAKER MEDICAL LIBRARY FOR 1963-1964

INCOME:

Balance on hand April 30, 1963	\$2,215.45	
Interest on Government bonds	<u>3,902.52</u>	\$6,117.97

EXPENDITURES:

Books	\$ 332.17	
Periodicals	9.98	
Binding	127.95	
Equipment	845.50	1
Service charge paid to St. Joseph Public Library	2,750.00	2
Service charge paid to Cash Reserve Fund	600.00	
Bank service charge	<u>152.15</u>	
		\$4,817.75
Balance on hand April 30, 1964		\$1,300.22

1. This amount includes \$796.00 paid to St. Joseph Public Library Fund for air conditioning.

2. This amount includes:
 \$500.00 to complete library service charge for 1962 - 63.
 \$750.00 erroneously transferred June 1963
 \$1500.00 library service charge 1963 - 64

No charge will be transferred October 1964 - to effect balance

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.