

ST. JOSEPH PUBLIC LIBRARY

ANNUAL REPORT

1964 - 1965

ST. JOSEPH, MISSOURI

ST. JOSEPH PUBLIC LIBRARY

TENTH AND FELIX STS.

TELEPHONE AD 2-7729

ST. JOSEPH, MISSOURI, 64501

June 1, 1965

To the Board of Directors
St. Joseph Public Library
St. Joseph, Missouri

In compliance with Missouri Law, Section 182.360,
the accompanying reports are submitted on the
services, statistics and finances of the St. Joseph
Public Library for the fiscal year 1964-1965.

Respectfully submitted,

Isabel Evans,
Librarian

BOARD OF DIRECTORS OF THE ST. JOSEPH PUBLIC LIBRARY:

	<u>Term Expires</u>
Mrs. Philip Strop, President	1965
Monsignor Leo J. Ruggle, First Vice-President	1966
Mr. Robert G. Clayton, Second Vice-President	1967
Mr. John Landis III, Treasurer	1967
Mrs. Hugh Miner, Secretary	1967
Mr. Arthur V. Burrowes	1965
Rabbi Myron M. Meyer	1966
Rev. Louis Schowengerdt	1966
Mrs. John Wyeth	1965

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF MAY 1, 1965

Library Office

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

Catalog Department

Mrs. Marie Libel	Head, Catalog Department
Mrs. Wilma Rother	Library Assistant
Mrs. Josephine Shouse	Library Assistant
Miss Colette Farnan	Library Assistant

Children's Department

Mrs. Patricia McCartney	Head, Children's Department
Mrs. Marjorie Ruoff	Library Assistant
Mrs. Mollie Tropp	Library Assistant
Miss Carol Maker	Library Page
Miss Sylvia A. Wilson	Library Page

Circulation Department

Miss Gladys Keys	Head, Circulation Department
Mrs. Elizabeth Holbert	Library Assistant
Mrs. Virginia Anderson	Library Assistant
Mrs. Jo Ann Steele	Library Assistant
Miss Connie Spiek	Library Page
Mr. George Vienhage, Jr.	Library Page
Miss Mary Jean Ward	Library Page

Order Department

Miss Esther Ray	Order Librarian
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Reference Department

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

Bookmobile

Miss Gale Logan	Bookmobile Librarian
Miss Priscilla Waegele	Bookmobile Page
Mr. Dennis O'Connor	Bookmobile Driver

Carnegie Branch Library

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

Washington Park Branch Library

Miss Erma Patrick	Branch Librarian
Miss Marilyn Bullock	Library Page
Mr. Wayman Waldron	Custodian

LIBRARIAN'S REPORT

The St. Joseph Public Library lent a total of 450,025 books, phonograph records, films and framed art reproductions in 1964-1965. This is an increase of 11,858 over last year and represents the greatest use of library resources by St. Joseph citizens since the war years 1941-1942. Books borrowed from the library amounted to 5.52 per capita.

1964-1965 was the first year of library operation under the tax levy. Several long needed capital improvements were thus possible. They are as follows:

1. A new card catalog consisting of five 72 drawer units replaced the inadequate 60 year old catalog.
2. New metal shelving in the south children's room completed a replacement project initiated three years ago.
3. Another Remington Rand microfilm cabinet was purchased for the Reference Department to make room for back issues of magazines and newspapers on film.
4. Repairs were made to the roof at Washington Park Branch. The building was rewired and a new electrical breaker box installed. In all, the repairs amounted to \$1,000.
5. The Children's Department was redecorated and refurnished by the St. Joseph Junior League. They also provided fluorescent lighting.

The twelve foot mural over the loan desk depicting "Story-Book-Land" is especially appreciated by both board and staff. It was painted by Mrs. Henry Voss Jr., local artist and member of the Junior League.

The library remodeled the loan desk to correspond with the new look of the rooms and purchased an RCA film projector for use in children's programs.

6. A new Gerstenslager Bookmobile with a book capacity of 3600-4000 books, in contrast to 2400 in the old one, will extend library services to new neighborhoods a great distance from central library and the branches.

Light, heat and air conditioning are provided in this new unit by using electrical outlets on the utility poles of the St. Joseph Light and Power Company. We wish to express our sincere appreciation to the men in the city departments and the St. Joseph Light and Power Company for their cooperation in making this great improvement in service possible. We also wish to thank City Engineer James Roberts for the permanent "No Parking" signs.

CIRCULATION

A 2.7% gain in circulation was made over last year and 5.1% over two years ago. Our children's program boosted juvenile circulation to 3.2%. Juvenile circulation accounts for 53% of the book circulation in the system.

It is interesting to note that in adult book use, non-fiction reading increased 5,187 over last year while fiction decreased 3,372. This may be the result of the lack of enough good fiction at the present time or it may point to increased use of the library for information, study and cultural enrichment.

BOOKMOBILE

The bookmobile has operated for years to full capacity. The circulation this year was 128,195.

With the new larger unit it is possible to extend our services to six new neighborhoods. It will make 64 stops a month.

REFERENCE DEPARTMENT

In addition to books, periodicals, interlibrary loans and government documents, the reference staff has charge of the Constance Fauntleroy Runcie Collection of Art Reproductions.

Inquiries for assistance from patrons last year totaled 18,378. For the system, the total was 22,084.

ACQUISITIONS

Book selection meetings are held each month in which the department heads and branch librarians discuss the new books and place orders promptly.

Miss Esther Ray was named Order Librarian in October.

CATALOGING DEPARTMENT

The Catalog Department made the move into the new catalog with all cancellations withdrawn so we have an honest record of our holdings. We intend to take inventories of branch books this summer to further rectify our records.

Recataloging in some areas of our growing collection has been started. 7,659 new books were processed and 5,887 withdrawn.

BRANCHES

Student use of the reference sections of Carnegie and Washington Park branch libraries this year was gratifying. With a collection of new reference books and magazines for the past ten years on file, the resources of our branches are meeting the needs of high school students in their neighborhoods.

It is our opinion that Carnegie Branch, where book circulation has increased 15% in the last two years, should be open 60 instead of 40 hours a week.

CHILDREN'S DEPARTMENT

The Central Children's Department under the direction of Mrs. Patricia McCartney shows an increase in book circulation of 4,994 over last year, the greatest gain of any department in the system.

Activities to promote children's reading included a summer reading program, 84 story and film programs from October to May for the pre school age, (3,032 children attended these programs) meetings with pre school PTA's in the library and talks to clubs and to Book Fair audiences. In the past two years the Junior League members have delivered and set up the Book Fair in 19 grade schools.

The Saturday Story Hour programs were planned and told by Mrs. Barkley Vineyard, President of the Junior League. These activities represent much preparation and hard work but by going to the mothers and children more families than ever before were attracted to the library.

PERSONNEL

Each agency of the library has functioned smoothly this year. There were very few changes in personnel and all staff members have tried to give thoughtful friendly assistance to our library patrons.

PUBLIC RELATIONS

Excellent coverage of library activities by the press and other news media assist us in reaching the non user of the library.

The Board of Education, Mr. George Blackwell and Mr. C. L. Weaver have given us complete cooperation in matters relating to the building, repairs and replacements.

GIFTS

The St. Joseph Public Library owes a great debt of gratitude to the Junior League for their consistent high quality volunteer services to the library.

Money gifts to the St. Joseph Public Library are as follows:

1. \$300 from the Runcie Club for the purchase of framed art for the Constance Fauntleroy Runcie Memorial Collection.
2. \$200 from the St. Joseph Altrusa Club for phonograph records for the Altrusa Memorial Collection.
3. \$250 from the Elizabeth Prescott Club for additions to the Elizabeth Prescott Platt Memorial Collection of books for students of business.
4. Shrubs and rose bushes to the amount of \$50 from the Friendly Gardeners.

We hope that library service in St. Joseph can continue in the pattern set this year; buying more of the needed new books, extending our services wherever possible, and replacing and repairing old worn-out facilities to serve St. Joseph citizens better.

BOOK COLLECTION 1964-1965:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	13,868	73,845	87,713	5,285	9,481	14,766	102,479
Carnegie	2,800	5,144	7,944	2,365	3,319	5,684	13,628
Wash. Pk.	5,210	6,851	12,061	3,057	3,675	6,732	18,793
Bookmobile	2,665	2,158	4,823	4,913	6,855	11,768	16,591
TOTALS	24,543	87,998	112,541	15,620	23,330	38,950	151,491

BOOKS ADDED 1964-1965:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	704	2,384	3,088	631	658	1,289	4,377
Carnegie	197	233	430	267	235	502	932
Wash. Pk.	152	216	368	174	119	293	661
Bookmobile	358	320	678	488	523	1,011	1,689
TOTALS	1,411	3,153	4,564	1,560	1,535	3,095	7,659

BOOKS WITHDRAWN 1964-1965:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	388	1,496	1,884	671	409	1,080	2,964
Carnegie	376	218	594	251	219	470	1,064
Wash. Pk.	126	126	252	446	186	632	884
Bookmobile	71	44	115	574	288	862	977
TOTALS	961	1,884	2,845	1,942	1,102	3,044	5,889

ALTRUSA MEMORIAL RECORD COLLECTION AND MUSICAL SCORES

Record albums in collection April 30, 1964	897
Record albums added 1964-1965	200
Record albums withdrawn 1964-1965	50
Record albums in collection April 30, 1965	1,047
Miniature orchestral scores in collection April 30, 1965	50
Opera scores in collection April 1965	10

CONSTANCE FAUNTLEROY RUNCIE MEMORIAL PICTURE COLLECTION:

Pictures in collection April 30, 1964	99
Pictures added in 1964-1965	19
Total pictures in collection April 30, 1965	118

BOOK CIRCULATION FOR 1964-1965

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	78,718	64,958	143,676	60,631	25,865	86,496	230,172
Carnegie	10,920	5,626	16,546	19,117	6,512	25,629	42,175
Washington Pk.	13,320	5,975	19,295	15,304	5,239	20,543	39,838
Bookmobile	20,289	6,711	27,000	75,061	26,134	101,195	128,195
Totals	123,247	83,270	206,517	170,113	63,750	233,863	440,380

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

FILM CIRCULATION:

1964 - 1965 1963 - 1964

Number of films circulated

876

774

Total attendance at film showings

31,096

129,673

Phonograph Record Circulation

Number of records circulated

7,483

5,667

PICTURE CIRCULATION:

Number of pictures borrowed

1,286

549

REFERENCE QUESTIONS

Number of reference questions

22,084

24,246

REGISTERED BORROWERS

1964 - 1965

1963 - 1964

1962 - 1963

Total Cards in Force

8,058

7,810

7,298

23,166

COMBINED TOTAL CIRCULATION

(Books and non-book material)

450,025

INCOME:

City Appropriation

\$138,617.00

Cash Reserve Fund

Bank Balance, April 30, 1964	\$11,414.43
Petty Cash Balance, April 30, 1964	130.00
State Aid to St. Joseph Public Library	6,828.75
Fines and fees	7,980.40
Non-resident fees	369.00
Toothaker Medical Library Monthly Service Charge	600.00
Toothaker Medical Library Book Reimbursement	319.72
Convention and travel reimbursement	300.72
Pay phone collection	61.84
Elizabeth Prescott Club Gift	250.00
Altrusa Club Gift	200.00
Women of the Moose Club Gift	5.00
Toothaker Memorial Library Service Charge	750.00
Miscellaneous	620.65

\$29,830.51

Total Income

\$168,447.51

SUMMARY OF INCOME AND EXPENDITURES:

Total Income	(Cash Reserve \$29,700.51)	\$168,447.51
	(City 138,617.00)	621.30
	(Petty Cash 130.00)	

Total Expenditures	145,940.46
(Cash Reserve \$21,742.48)	
(City 124,197.98)	

Balance on hand April 30, 1965

\$22,507.05

Bank Balance (Cash Reserve Balance as of April 30, 1965)	\$7,958.03
Petty Cash Balance	130.00
Residue of City Appropriation	14,419.02
(To be held for payment on new bookmobile)	14,423.32

\$22,507.05

\$ 4,30 raise -

Change in ledger -

\$22,511.35

EXPENDITURES:

<u>Item</u>	<u>From City Appropriation</u>	<u>From Cash Reserve Fund</u>		<u>Percent Of Total</u>
Salaries - Staff	\$83,743.77		\$83,743.77	57.4%
Salaries - Custodians	5,480.75		5,480.75	3.8%
Books	15,419.03	8,296.94	23,715.97	16.3%
Periodicals	1,062.90	1,959.92	3,022.82	2.0%
Binding	961.62	379.80	1,341.42	1.0%
Audio-Visual	410.63	412.32	822.95	.6%
Equipment	6,234.12	1,565.07	7,799.19	5.4%
Supplies	2,511.70	2,071.37	4,583.07	3.0%
Heat	485.84	350.85	836.69	.5%
Electric	2,345.18	1,765.84	4,111.02	2.8%
Telephone	626.37	260.80	887.17	.6%
Insurance	424.50	407.00	831.50	.6%
Travel		1,437.05	1,437.05	1.0%
Repairs	1,462.16	512.29	1,974.45	1.4%
Postage	54.35	1,021.87	1,076.22	.7%
Miscellaneous *	83.77	1,301.36	1,385.13	1.0%
FICA	2,891.29		2,891.29	2.0%
	<u>\$124,197.98</u>	<u>\$21,742.48</u>	<u>\$145,940.46</u>	<u>100.0%</u>

* Miscellaneous includes library dues, water service and trash service.

EXPENDITURES GROUPED BY MAJOR CATEGORIES, WITH PERCENTAGES:

Salaries - Staff and Custodians	\$89,224.52	61.0%
Library Materials and Binding	28,903.16	20.0%
All Other Expenses	27,812.78	19.0%
	<u>\$145,940.46</u>	<u>100.0%</u>

REPORT OF THE TOOTHAKER MEDICAL LIBRARY FOR 1964-1965

INCOME:

Balance on hand April 30, 1964	\$1,300.22	
Interest on government bonds	3,902.52	
Share of property sale	<u>438.70</u>	
		\$5,641.44

EXPENDITURES:

Books	\$403.11	
Periodicals	18.00	
Repairs	300.70	
Service charge paid to St. Joseph Public Library	750.00	
Monthly service charge paid to Cash Reserve Fund	600.00	
Probate Court Cost	<u>3.50</u>	
		\$2,075.31
Balance on hand April 30, 1965		\$3,566.13

Central Library

Telephone AD 2-7729

Monday - Friday 9:00-9:00
Saturday 9:00-6:00

316 Massachusetts Avenue

Telephone AD 8-0526

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

Third and Market Streets

Telephone AD 2-2052

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

Twenty-Six Community Stops

Call Central Library AD 2-7729 for schedule or pick up printed schedule available either on the bookmobile or at Central Library