

ST. JOSEPH PUBLIC LIBRARY

ANNUAL REPORT

1965 - 1966

ST. JOSEPH, MISSOURI

ST. JOSEPH PUBLIC LIBRARY

TENTH AND FELIX STS.

TELEPHONE AD 2-7729

ST. JOSEPH, MISSOURI, 64501

ISABEL EVANS
LIBRARIAN

June 1, 1966

To the Board of Directors
St. Joseph Public Library
Tenth & Felix Streets
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 1965-1966.

Respectfully submitted,

Isabel Evans
Isabel Evans,
Librarian

BOARD OF DIRECTORS OF THE ST. JOSEPH PUBLIC LIBRARY:

	<u>Term Expires</u>
Mrs. Philip Strop, President	1968
Mr. Arthur V. Burrowes, 1st Vice-President	1968
Monsignor Leo J. Ruggle, 2nd Vice-President	1966
Rabbi Myron M. Meyer, Treasurer	1966
Mr. Robert G. Clayton	1967
Mrs. Paul Knepper	1968
Mrs. Hugh Miner	1967
Mr. John Landis, III	1967
The Reverend Mr. Louis Schowengerdt	1966
Mrs. Isabel Evans, Secretary	

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF MAY 1, 1966

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

Children's Department

Mrs. Patricia McCartney	Head, Children's Department
Mrs. Alyce Hougas	Library Assistant
Miss Julia Thompson	Library Page
Miss Sylvia A. Wilson	Library Page

Circulation Department

Mrs. Helen Wigersma	Head, Circulation Department
Miss Colette Farnan	Library Assistant
Mrs. Elizabeth Holbert	Library Assistant
Mr. Stephan Hayes	Library Page
Miss Connie Spiek	Library Page
Miss Mary Jean Ward	Library Page

Order Department

Miss Esther Ray	Order Librarian
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Reference Department

Mrs. Doris Finley	Head, Reference Department
Mrs. Elizabeth Broom	Library Assistant
Miss Elda Floyd	Library Assistant
Miss Erma Patrick	Library Assistant
Miss Malinda Adkins	Library Page
Miss Margaret Sharp	Library Page

Bookmobile

Miss Gale Logan	Bookmobile Librarian
Mrs. Faye Morgan	Library Assistant
Miss Quinta Johnson	Bookmobile Page
Mr. Max Sheneman	Bookmobile Driver

Carnegie Branch Library

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

Washington Park Branch Library

Mrs. Marlene Hulsey	Branch Librarian
Mrs. Brenda Masters	Library Assistant
Miss Regina Good	Library Page
Mr. Harvey Kenney	Custodian

LIBRARIAN'S REPORT

The function of the Public Library in the city is to acquire, and make freely available to all, the printed and other materials that will assist our citizens to keep pace with progress in all fields of knowledge; to become better informed politically; to help them in their daily occupations; to develop creative and spiritual capacities; to appreciate and enjoy works of art and music; and to make constructive use of leisure.

The St. Joseph Public Library proudly accepts this responsibility. The response to our efforts this past year is evidenced by the largest circulation in the library's history. The pattern of this growth points to changes in our city and the way St. Joseph Public Library is meeting them.

Many social and cultural groups and the Board of Education have given us their cooperation and support in many projects for which we are very grateful. Our sincere thanks are due the News-Press and Gazette for the splendid reporting of library activities throughout the year and especially during National Library Week.

Our professional services have continued to grow. The new custom-built bookmobile was put into service in June 1965. On the drawing board and in the making for six months, the new mobile unit has a perfect record for performance and low upkeep.

Our thanks are due to the St. Joseph Light and Power Company for allowing us to attach plug-in boxes to their utility poles to give electric current for light, heat, and air conditioning.

Not only was the old bookmobile obsolescent, it was capable of carrying only 2,200 books. The new unit carries 4,000 books; has three book storage compartments underneath with which to replenish the shelves as needed. The bookmobile loaned 142,144 books, a gain of 13,949 over the previous year with the old mobile unit.

Miss Gale Logan, for eleven years Bookmobile Librarian, was given a full time assistant for the first time this year. A library page and driver complete the staff.

We have seven additional stops this year to reach the eastern and southern city limits where the great majority of growing families live.

REFERENCE DEPARTMENT

Central Library is becoming more and more a research center. There was a 32.4% increase in the number of reference questions this year.

Business, civic leaders, and club members made extensive use of this department. Students from five high schools, Missouri Western Junior College, and Highland Junior College account for a large part of the 24,348 questions at Central Reference. The branches assisted with 2,816 reference problems for a total of 27,171.

Fluorescent lighting was installed in the Central Reference Room which is very much appreciated by both patrons and staff.

Aside from 18,000 reference volumes we have 2,009 rolls of magazines and newspapers on microfilm. We receive 395 periodicals. Of these, 123 are kept permanently on file; 213 for from five to ten years. Each branch library keeps all popular magazines ten years. The branches are in a necessarily limited way doing good work in assisting the high school students in their neighborhoods.

WASHINGTON PARK BRANCH

Washington Park Library received the lion's share of the repair budget this year.

The building was rundown; mortar was completely missing in many sections of the brick exterior; the woodwork was weather beaten and the gutters leaked. Plaster was falling from the east and north walls. The basement auditorium, a room long appreciated by North Side residents, had two wet walls and peeling plaster. Water was standing on the floor around the perimeter of the room.

We had the guttering repaired; the brick work tuckpointed and waterproofed; stone trim sandblasted; exterior wood painted; windows puttied and glass replaced. Defective plaster was removed from the interior and replaced in the reading room. In other areas, a white waterproofing paint was applied directly to the bricks.

In the auditorium two walls were stripped and several coats of waterproofing applied. The floor was full of termites so it was replaced with a new concrete slab and tile floor covering.

An acoustical ceiling, modern fluorescent lighting, new paint and Venetian blinds make the room an attractive meeting room.

CARNEGIE BRANCH

In the coming year Carnegie Branch will be renewed in like manner.

Formerly the branches were closed on Thursdays. We have been open six days a week for eight hours each day this past year.

The Children's Story Hour on Saturday at Carnegie has been well attended. We need a movie projector to augment this program.

PERSONNEL

The turnover in staff has been negligible. The present staff of librarians show a real interest in the needs of those who come to the library and must be commended for their willingness to be of service. An additional librarian is needed in the Reference Department.

There have been several changes and promotions this year.

The retirement of Miss Gladys Keys, Head of Circulation for many years, was deeply regretted by the staff. Her knowledge of the library and its resources made it difficult to find a successor. In July, Mrs. Helen Wigersma, who holds a Master's degree in Library Science, was employed to succeed Miss Keys.

Mrs. Pat McCartney was appointed Co-ordinator of Children's Services for the entire system. She supervises book selection and orders for all children's sections.

Miss Esther Ray was appointed Order Librarian and Mrs. Doris Finley, Acting Reference Librarian, was named Head of Reference.

Mrs. Marlene Hulseley was appointed Librarian at Washington Park. Miss Erma Patrick was transferred to Central Reference as first assistant.

Two additional library assistants were employed; Mrs. Alyce Hougas, first assistant in the Children's Department and Mrs. Faye Morgan as assistant to Miss Gale Logan, Bookmobile Librarian.

CHILDREN'S DEPARTMENT

Activity programs in the Children's Department included the Vacation Summer Reading Club with 956 enrolled. In this program each child reads and reviews at least ten books. Special pins are awarded for the "Eager Readers Club" members who complete fifteen book reviews.

The Fall season opened with three pre-school story sessions each week. We had more reservations than space so late registrants were welcomed at Washington Park on Tuesdays where the identical program of stories, songs and films were given. The story circle for three year olds at Central had to be omitted due to space problems.

The Junior League sponsored the Fall semester of Saturday Story Hours for the grade school children. The stories were ably told by Mrs. William Wessel, Junior League volunteer. The Junior League made a gift of a registration desk to the Children's Department. The Spring semester was given by Mrs. McCartney.

Visits by school classes are always welcome at the library. Nineteen classes were given tours of the main library, followed by an opportunity to obtain a card, hear a story, and see a film. Several Headstart classes made these visits. In this way we try to make the children feel at home in the library and introduce them to the rewards of reading.

As is customary, several pre-school PTA organizations were entertained with a book talk and coffee by Mrs. McCartney.

ORDER AND MUSIC DEPARTMENT

With all ordering as well as checking of invoices in one department by Miss Esther Ray, the new books move rapidly to be processed for circulation. It is here that the records are processed and posters for the weekly book displays in the lobby are made.

TECHNICAL PROCESSES DEPARTMENT

Inventory was taken at Washington Park and Carnegie Branches in the summer of 1965 which added to the work load of this busy department under the direction of Mrs. Marie Libel. Over 7,000 cards were withdrawn from the catalogs; 8,854 new books cataloged and 7,557 were withdrawn. It is very important that the catalogs are a true record of our holdings.

CIRCULATION DEPARTMENT

In spite of our best efforts this past year, Central Library shows a loss of 6,000 in circulation.

The reasons for this cannot be pin-pointed other than to say that the decline was noted after the merchandising centers on the Belt Highway were opened.

There is always some change in school research questions from year to year but with a 32.4% gain in reference services it would appear that we have increased our service to the students.

Comparing our new book purchases with American Library Association standards for the library serving 100,000 population we come off very well. The standards call for 4,000 new titles; we added 6,193; 300 fiction; we added 493. The standards call for 2 books per capita. We have 2.04. Expenditures of 12% to 18% of the budget should be spent on books according to the ALA. We spent 16%. Our overhead and salary percentages run lower than average.

Our branches appear to be marking time. Although Washington Park does not show an increase in circulation it must be added that the method of counting was changed this year to make all agencies uniform in this respect. The number of young mothers who participated in the children's programs represent a group new to the library there and the family movie is continuing throughout the summer to give impetus to the Reading Club.

We hope to make the branches activity centers in their communities.

NON BOOK MATERIALS

The use of records, films, and framed art reproductions gained percentage wise more than the book circulation. This is probably because our collections of records and pictures are growing in number and interest.

The records are especially popular. This collection is sponsored by the St. Joseph Altrusa Club as a memorial to their members. They contributed \$250 this year.

The Runcie Memorial Collection of Framed Art now members 133 reproductions of famous paintings appropriately framed. Twenty prints were added this year; several were given as memorials by individuals; 15 by the Runcie gift of \$300.

As a member of the Missouri Libraries Film Cooperative we receive fourteen films a month on a rotating plan. The response is very gratifying ---so much so that the Canadian Consul in Chicago sent us nine beautiful films on permanent loan to assist us in meeting the demand for good films.

The Library has concluded a year of reaching more people with stronger resources. In a time like the present of ever expanding knowledge we are looking forward to greater demands in the field of continuing education, life enrichment, and reading enjoyment.

BOOK COLLECTION: 1965-1966

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	14,316	75,511	89,827	5,278	9,711	14,989	104,816
Carnegie	2,632	4,962	7,594	2,526	3,403	5,929	13,523
Washington Pk.	4,972	6,384	11,356	2,376	3,074	5,450	16,806
Bookmobile	3,108	2,479	5,587	5,042	7,014	12,056	17,643
Totals	25,028	89,336	114,364	15,222	23,202	38,424	152,788

BOOKS ADDED: 1965-1966

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	897	2,350	3,247	897	583	1,480	4,727
Carnegie	271	345	616	356	210	566	1,182
Washington Pk.	278	347	625	250	167	417	1,042
Bookmobile	464	336	800	769	334	1,103	1,903
Totals	1,910	3,378	5,288	2,272	1,294	3,566	8,854

BOOKS WITHDRAWN: 1965-1966

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	449	684	1,133	904	353	1,257	2,390
Carnegie	439	527	966	195	126	321	1,287
Washington Pk.	516	814	1,330	931	768	1,699	3,029
Bookmobile	21	15	36	640	175	815	851
Totals	1,425	2,040	3,465	2,670	1,422	4,092	7,557

ALTRUSA MEMORIAL RECORD COLLECTION AND MUSICAL SCORES

Record albums in collection April 30, 1965	1,047
Record albums added 1965-1966	140
Record albums withdrawn 1965-1966	50
Record albums in collection April 30, 1966	1,137
Miniature orchestral scores in collection April 30, 1966	50
Opera scores in collection April 30, 1966	10

CONSTANCE FAUNTLEROY RUNCIE MEMORIAL PICTURE COLLECTION:

Pictures in collection April 30, 1965	118
Pictures added in 1965-1966	15
Total pictures in collection April 30, 1966	133

BOOK CIRCULATION FOR 1965-1966

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	76,312	64,625	140,937	57,206	25,797	83,003	223,940
Carnegie	10,882	5,413	16,295	17,063	5,824	22,887	39,182
Washington Pk.	12,403	5,089	17,492	15,002	4,839	19,841	37,333
Bookmobile	23,638	7,096	30,734	82,782	28,628	111,410	142,144
Totals	123,235	82,223	205,458	172,053	65,088	237,141	442,599

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

FILM CIRCULATION: 1965 - 1966 1964 - 1965

Number of films circulated	899	876
Total attendance at film showings	16,195	31,096

PHONOGRAPH RECORD CIRCULATION:

Number of records circulated	8,045	7,483
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PICTURE CIRCULATION:

Number of pictures borrowed	1,421	1,286
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REFERENCE QUESTIONS

Number of reference questions	27,171	22,084
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REGISTERED BORROWERS

<u>1965 - 1966</u>	<u>1964 - 1965</u>	<u>1963 - 1964</u>	<u>Total Cards in Force</u>
8,271	8,058	7,810	24,139

COMBINED TOTAL CIRCULATION (Books and non-book material)

1965-1966	452,164	1964-1965	450,025
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INCOME:

City Appropriation	\$143,500.95
Residue of 1964-1965 City Appropriation (Held for purchase of new bookmobile)	14,419.02
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	\$157,919.97

Cash Reserve Fund

Bank Balance, April 30, 1965	\$7,958.03	
Petty Cash Balance, April 30, 1965	130.00	
State Aid to St. Joseph Public Library	7,466.91	
Fines and Fees	8,576.84	
Non-resident Fees	272.00	
Toothaker Library Monthly Service Charge	600.00	
Toothaker Library Book Reimbursement	2,741.36	
Convention and travel reimbursement	946.82	
Pay telephone collection	52.05	
Gifts	534.90	
Bookmobile sale transaction	899.10	
Toothaker Library Annual Service Fee	1,500.00	
Miscellaneous	940.00	
	<hr/>	
		\$32,618.01

Total Income \$190,537.98

SUMMARY OF INCOME AND EXPENDITURES:

Total Income	(Cash Reserve \$32,488.01)	\$190,537.98
	(City 143,500.95)	
	(Petty Cash 130.00)	
	(Residue 14,419.02)	

Total Expenditures	(Cash Reserve \$21,330.50)	\$178,788.36
	(City 157,457.86)	

Balance on Hand April 30, 1966 \$11,749.62

(Bank Balance \$11,157.51)
(Petty Cash 130.00)
(City Appropriation
Residue) 462.11)
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\$11,749.62

EXPENDITURES:

<u>Item</u>	<u>From City Appropriation</u>	<u>From Cash Reserve Fund</u>	<u>Percent of Total</u>
Salaries - Staff	\$91,088.63		51.0%
Salaries - Custodian	5,557.25		3.0%
Books	17,433.53	10,918.32	16.0%
Periodicals	2,247.86	545.11	1.6%
Binding	522.80	546.26	.6%
Audio-Visual	404.26	29.52	.2%
Equipment	18,813.49	1,299.56	11.0%
Supplies	3,236.10	1,459.85	2.5%
Heat	699.62	136.05	.4%
Electric	4,436.94	32.00	2.5%
Telephone	900.92		.5%
Insurance	1,076.00		.6%
Travel		1,798.30	1.0%
Repairs	7,197.34	1,013.29	4.6%
Postage	36.00	920.61	.5%
Miscellaneous*	311.70	2,631.63	2.0%
FICA	3,495.42		2.0%
	<u>\$157,457.86</u>	<u>\$21,330.50</u>	<u>\$178,788.36</u>
			100.0%

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

EXPENDITURES GROUPED BY MAJOR CATEGORIES, WITH PERCENTAGES:

Salaries - Staff and Custodians	\$96,645.88	54.0%
Library Materials and Binding	32,647.66	18.0%
All Other Expenses	49,494.82	28.0%
	<u>\$178,788.36</u>	<u>100.0%</u>

REPORT OF THE TOOTHAKER MEDICAL LIBRARY FOR 1965 - 1966

INCOME:

Balance on hand April 30, 1965	\$3,566.13	
Interest on government bonds	3,902.52	
	<hr/>	\$7,468.65

EXPENDITURES:

Books	\$2,741.36	
Periodicals	16.00	
Annual service charge paid to the library	1,500.00	
Monthly service charge paid to the library	600.00	
Bank servicing	304.00	
	<hr/>	\$5,161.36

BALANCE ON HAND APRIL 30, 1966		\$2,307.29
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LIBRARY DIRECTORY

Central Library Tenth and Felix Streets Telephone AD 2-7729

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

Carnegie Branch 316 Massachusetts Avenue Telephone AD 8-0526

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

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 12:00-8:00
 Friday 10:00-6:00
 Saturday 10:00-6:00

Bookmobile Thirty-Three Community Stops

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