

ST. JOSEPH PUBLIC LIBRARY

TENTH AND FELIX STS.

TELEPHONE AD 2-7729

ST. JOSEPH, MISSOURI, 64501

ISABEL EVANS
LIBRARIAN

June 1, 1967

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 1966-1967.

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	1969
Rabbi Myron M. Meyer, Treasurer	1969
Mrs. Hugh Miner	1970
Mrs. Paul Knepper	1968
Dr. John Cowan	1969
Mr. Joseph Gray	1970
Mr. John Beihl	1970

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF MAY 1, 1967

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. Lavonne Hickman	Library Assistant

Children's Department

Mrs. Alyce Hougas	Acting Head, Children's Department
Mrs. Marjorie Ruoff	Library Assistant
Miss Marilyn Brooner	Library Page
Miss Kathleen Hintz	Library Page
Miss Marjay Wilson	Library Page

Circulation Department

Mrs. Pat McCartney	Head, Circulation Department
Mrs. Marlene Hulsey	First Library Assistant
Mrs. Pauline Neidinger	Library Assistant
Mrs. Josephine Shouse	Audio-Visual
Miss Kathy Riha	Library Page
Miss Carol Roster	Library Page
Mr. Joel Frakes	Library Page

Circulation Control Department

Mrs. Elizabeth Holbert	Head, Circulation Control Department
Miss Rita Oberle	Assistant
Miss Julia Thompson	Library Page

Order Department

Miss Esther Ray	Order Librarian
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Reference Department

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

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF MAY 1, 1967
(Continued)

Bookmobile

Miss Gale Logan
Miss Joan Embrey
Miss Quinta Johnson
Mr. Max Sheneman

Bookmobile Librarian
Library Assistant
Bookmobile Page
Bookmobile Driver

Carnegie Branch Library

Miss Josephine Plummer
Mrs. Alberta Wickam
Miss Wanda Moore
Mr. Orval Richards

Branch Librarian
Library Assistant
Library Page
Custodian

Washington Park Branch Library

Mrs. Brenda Masters
Mrs. Juana Bradley
Miss Carolyn Holland
Mr. Paul McCann

Branch Librarian
Library Assistant
Library Page
Custodian

LIBRARIAN'S REPORT

The year 1966-1967 was for St. Joseph Public Library a time of continued improvement in physical facilities, services, and library organization.

The Carnegie Branch library building was completely restored.

The circulation services of Central Library, adult and children's, and of the bookmobile were reorganized.

New photographic charging machines were installed and a new department, Circulation Control, was established to perform all clerical services for the three departments, thus freeing more time for the librarians in public service areas to devote to library patrons.

Inventories were taken of the book collections in the Bookmobile and the Children's Department.

A spacious new room was constructed by the Board of Education adjacent to the Reference Room to house our large Government Document collection. St. Joseph has been a depository library since 1891. 5,811 government publications were received this year.

Fluorescent lighting was installed in the Cataloging Department.

New chairs were purchased for Washington Park's children's auditorium.

MISSOURI LIBRARY SURVEY

In 1966, the Missouri Library Association sponsored a state wide "in depth" survey of 125 Missouri libraries, university, college, state research, public and special libraries.

The survey team was composed of 10 members, most of them out of state librarians headed by Dr. Robert B. Downs, Dean of the Graduate School of Library Science of the University of Illinois. Leslie W. Dunlap, Director of the University of Iowa Libraries made a personal inspection of St. Joseph Public Library.

Previous to his visit we had filled out forms reporting on our operating expenditures, circulation records, personnel and buildings. We had checked our holdings in reference books and magazines against ideal lists prepared by the survey committee.

Mr. Dunlap's comments in the published survey were as follows:

"St. Joseph Public Library occupies a 76 year old building which it shares with the Board of Education.

Admirable efforts were made to improve the appearance and efficient functioning of the building. The entire book collection, and the reference collection, in particular, are rated outstanding for a public library of this size. The library is doing an excellent

job within the limitations set by an ancient building. At times the library is over run by students from the Missouri Western Junior College located but two blocks away.

Arrangements should be made wherever possible to keep school libraries open before and after school, on weekends, and during holidays."

CARNEGIE BRANCH LIBRARY

Built in 1902, the Carnegie Branch building had reached a serious state of deterioration. Plaster on all ground floor walls was damp and crumbling; settling cracks had made the floor of the Children's Story Hour room unsafe, and an unmistakable musty odor greeted patrons as they entered the front door.

Missing mortar between the exterior bricks permitted water to damage the plaster in the main reading rooms. The buff brick building was charcoal gray from years of exposure to industrial smoke from nearby plants.

Waterproofing the entire building was our first concern. The exterior brick walls were sand blasted, tuckpointed and sprayed with waterproofing solution. Exterior woodwork was repainted, screens repaired, and the copper guttering secured.

All plaster was removed from walls with outside exposure in four basement rooms. A new concrete floor was laid in the 30' x 30' Children's Story Hour room. The walls of this room were panelled; the ceiling lowered, covering a maze of heat pipes; fluorescent lighting and Venetian blinds were provided. A white and black tile floor was laid which provides a pleasant contrast to the children's chairs which were painted red by a group of young mothers. Mrs. James Modis was chairman of the club.

Waterproofing and paint were used in book and magazine storage rooms, staff room, furnace room and hall.

In the main reading rooms the 18-foot ceiling was lowered; walnut paneling and fluorescent lighting installed. An electric drinking fountain and a dehumidifier were also purchased.

As a result of this rehabilitation we are at last able to offer to the families of South St. Joseph the same program of children's activities and the Family Film programs which have been so well received at Washington Park Branch Library.

Part time assistants were employed at both branch libraries so we can welcome regular class visits from elementary schools.

The total cost of restoring the Carnegie branch building was \$10,770.00

The book collection was renewed, especially in the reference, history, literature and science sections.

WASHINGTON PARK BRANCH

Since remodeling two years ago, the children's auditorium on the ground floor of Washington Park Library has been a busy place.

A pre-school story hour on Tuesday had an average attendance of 36. The Saturday morning story and film program around 25.

During summer months Tuesday Family Film Programs attracted mothers and children. More children completed their quotas in the Summer Reading Club as a result.

Mrs. Brenda Masters made the library very attractive to children. Situated in a park, a number of the outdoor activities were possible. There was a Halloween parade in costume; a Christmas program and treat replete with a TV news cameraman who showed the pictures on the local station; an Easter egg hunt with all "props" furnished by the mothers; all ways of teaching the meaning and observance of holidays.

On four days of the week teachers from nearby schools brought as many as 50 children at once in the 4th and 5th grades for a chance to learn to enjoy and use the library.

Mrs. Masters gave tests at the year's end on the children's ability to use the library and the results were most gratifying.

The branch contains 17,256 volumes and magazine holdings for a period of ten years.

Circulation at Washington Park shows a nice gain; a reflection of the imagination and energy of a librarian who loves books and children.

REFERENCE DEPARTMENT

The reference staff consists of two librarians and two part time assistants. Reference questions this year totaled 29,492, a 12.1% gain over last year; 50% more than ten years ago.

This busy department in addition to helping patrons with information has charge of periodicals from the date of receipt until they are bound or received on microfilm for reference use.

We receive 420 periodicals. 124 of these are gifts of the government, clubs and organizations. We subscribe for 263 magazines.

The Runcie Collection of framed art is also in the care of the reference staff. The 200 framed prints attempt to illustrate the history of painting.

New reference tools added were New York Times Index, Art Index and Guide to Religious Periodicals.

We have been fortunate in a gift of \$200 from the St. Joseph Chapter of the DAR. Three standard works on geneology were purchased and microfilms of the United States Census of 1850 for Northwest Missouri Counties. We have had Buchanan County for every decennial census from 1840 through 1880 but we now possess the 1850 census of 49 Missouri counties. The name of each member of the family with his age in 1850 is recorded in these films. They are a valuable resource in local history.

NEW DOCUMENT ROOM

In June 1966 the Board of Education constructed a room out of an over-size hallway in the Annex adjacent to the main reference room to house our Government Documents. The room is 13' x 48' seven shelves high with doublefaced shelving down the center of the room. We again wish to express our thanks to the Board of Education.

This room opens into the reference department and is much more convenient than the four basement rooms we formerly used.

A tribute to the reference staff appeared in the report of the accreditation committee of the North Central Association of Colleges when they surveyed Missouri Western Junior College. The report reads in part:

"The public library, only one block away from the main Junior College building offers excellent service to the Junior College students and welcomes them."

In the Missouri Library Survey we received a list of books for an opening day collection for a college library. Of 257 titles we had 221 of them.

CIRCULATION DEPARTMENT

The Head of Circulation, Mrs. Helen Wigersma, resigned in August 1966 to become librarian at Missouri Western Junior College. She was given a raise in salary that we were unable to meet.

Mrs. Pat McCartney, Head of Children's Services, was appointed to head circulation September 1, 1966.

In November 1966 we contracted to receive new books for the main library in the popular field from the McNaughton Company. This is a rental plan whereby 75 new books, non-fiction and fiction, are received each month processed and ready for circulation on date of publication. The books may be returned in six months at the company's expense or if we wish to purchase some of them, they give us a 75% discount. Thus we have an ever-changing collection of 750 new books. The ephemeral titles can be returned and thus save valuable library space.

We have experienced a small loss, 1%, in adult circulation at Main Library which like other downtown enterprises may feel the competition of four

shopping centers on the eastern border of the city. Library magazines report a nationwide slump in circulation of downtown libraries most of them suffering much greater losses than ours.

BOOKMOBILE

The bookmobile carries around 4,000 books, makes 66 neighborhood stops a month, only eight of which are near schools in outlying areas. It is operating to capacity as usual. An assistant to Miss Logan was employed September first.

At the urgent request of senior citizens living in an apartment neighborhood near 7th and Robidoux, we added a stop there. Nowhere is the library more welcome. On library day patrons stand on the curb far in advance of the scheduled stop and direct traffic away from the bookmobile parking place. At this stop we also serve a convalescent home.

When Floyd School closed December 1st, we lost one busy morning but the time slot did not allow another big school. We are considering Webster due to its location and the repeated requests of the principal who says the children in his school need to learn to use the library.

CHILDREN'S DEPARTMENT

To attract young readers four story hours are given each week during the school term. Three pre-school story hours are given by the library staff; the grade school hour on Saturday is conducted by a volunteer of the Junior League. We are indebted to Mrs. Rod Fletcher for this year's successful programs. 2,094 attended at Central Public and 900 at Washington Park.

The Junior League puppet show was presented for a three day run to enthusiastic audiences.

Juvenile book circulation, in spite of class visits and programs, decreased 2.7% from last year.

The schools received substantial government funds for books this year, which may have made required reading easier to obtain. This is as it should be. Librarians have long wanted to introduce children to reading for enjoyment rather than for reluctantly "meeting a requirement."

Last year's summer reading program registered 981 children over the city.

CATALOGING DEPARTMENT

Mrs. Marie Libel, Head of Cataloging, has two assistants. In the near future a typist will be added to this busy department.

The cataloging staff processed 9,083 new books this past year, 5,188 adult and 3,895 children's. There were 5,909 new titles.

The public catalogs and the shelf lists were revised following the inventory of the bookmobile and children's collections.

Three subject collections were re-cataloged. Books on World War I, World War II and aeronautics.

We are investigating equipment for duplicating catalog cards which would enable us to get the books to the readers more promptly.

NON BOOK MATERIALS

The phonograph record collection is financed in part by the St. Joseph Altrusa Club as a memorial collection.

Miss Esther Ray, Order Librarian, selects the records and prepares them for circulation. The records are in constant use by music appreciation classes, symphony goers and for program material.

The films received from the Missouri Libraries Film Cooperative were shown this year to 29,150 children and 7,564 adults.

We are now allowed, under the rules of our membership, to borrow films from the Mid-Continent Library Service in Independence, Missouri.

The Constance Fauntleroy Runcie Collection of framed art consists of 200 appropriately framed prints of the great artists. The continuing popularity of this collection is amazing. At the present time there are 400 names on a waiting list for pictures.

GIFTS

Gifts received this fiscal year are as follows: Runcie Club \$800; Altrusa \$300; DAR \$200; Elizabeth Prescott Club \$50 for books for students of business; the Carnegie Culture Club \$10 for a book for Carnegie Branch and \$5 from the Women of the Moose for a Young Adult book.

Many books and pictures were given in memory of the two distinguished Library Board members who died this year, Mr. Robert Clayton and Mr. John Landis III. Both were interested in and faithful to the library over many years. We deeply regret their passing.

This report would not be complete without a word of thanks to the editor of the St. Joseph News-Press and Gazette, Mr. Arthur Burrowes, and his staff reporter, Jack Suesens, for the hundred of stories, pictures and notices appearing in their columns throughout the year and especially during National Library Week.

To KFEQ TV and to Grace Crawford especially, we owe a debt of gratitude for the exposure our library materials have had on monthly television programs during the past year.

PERSONNEL

On August 1, 1966, the staff received a four per cent across the board cost of living increase in salary.

Two valuable librarians resigned: Mrs. Helen Wigersma to become librarian at Missouri Western Junior College and Mrs. Brenda Masters to move out of the city.

With the scarcity of librarians and a modest salary scale it has been difficult to obtain good staff members. The Northwest State College in Maryville, Missouri, has offered for the first time a major in library science so we have hope that more librarians will be trained in our area.

Whenever possible we encourage staff members to attend training institutes sponsored by the State Library and financed by federal funds.

In August 1966 Mrs. Doris Finley and Mrs. Elizabeth Holbert attended a two week institute in Columbia, Missouri.

In February Mrs. Pat McCartney and the librarian attended a week long science institute at Linda Hall Library designed to assist librarians who buy science books.

We have a devoted, hard-working staff who make every effort to adapt our library resources to the needs of our citizens and to make the library an information and cultural center for the city.

BOOK COLLECTION 1966 - 1967:

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	14,368	75,995	90,363	4,863	9,311	14,174	104,537
Carnegie	2,688	5,056	7,744	2,670	3,451	6,121	13,865
Washington Pk.	5,116	6,497	11,613	2,502	3,141	5,643	17,256
Bookmobile	3,536	2,626	6,162	5,444	7,128	12,572	18,734
TOTALS	25,708	90,174	115,882	15,479	23,031	38,510	154,392

BOOKS ADDED 1966 - 1967

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	757	2,415	3,172	1,138	530	1,668	4,840
Carnegie	237	312	549	335	186	521	1,070
Washington Pk.	243	284	527	316	182	498	1,025
Bookmobile	496	444	940	899	309	1,208	2,148
TOTALS	1,733	3,455	5,188	2,688	1,207	3,895	9,083

BOOKS WITHDRAWN 1966 - 1967

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	705	1,931	2,636	1,553	930	2,483	5,119
Carnegie	181	218	399	191	138	329	728
Washington Pk.	99	171	270	190	115	305	575
Bookmobile	68	297	365	497	195	692	1,057
TOTALS	1,053	2,617	3,670	2,431	1,378	3,809	7,479

BOOKS

ALTRUSA MEMORIAL RECORD COLLECTION AND MUSICAL SCORES

Record albums in collection April 30, 1966	1,137
Record albums added 1966-1967	200
Record albums withdrawn 1966-1967	125
Record albums in collection as of April 30, 1967	1,212
Miniature orchestral scores	50
Opera scores	10

CONSTANCE FAUNTLEROY RUNCIE MEMORIAL PICTURE COLLECTION

Pictures in collection April 30, 1966	133
Pictures added in 1966-1967	67
Total pictures in collection April 30, 1967	200

MICROFILMS (Newspapers - Periodicals- Miscellaneous-Bound Magazines

	In Library April 30, 1966	Added 1966-1967	TOTAL
Newspaper Microfilms	754	15	769
Periodical Microfilms	1,244	98	1,342
Miscellaneous Microfilms	11	10	21
Bound Magazines	7,772	50	7,822

BOOK CIRCULATION FOR 1966-1967

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	75,485	65,543	141,028	54,165	22,701	76,866	217,894
Carnegie	10,683	5,048	15,731	16,419	5,223	21,642	37,373
Washington Pk.	13,052	4,521	17,574	15,788	5,642	21,430	39,004
Bookmobile	22,291	6,752	29,042	81,232	29,508	110,740	139,782
Totals	121,511	81,864	203,375	167,604	63,074	230,678	434,053

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

FILM CIRCULATION: 1966 - 1967 1965 - 1966

Number of films circulated 849 899

Total attendance at film showings 25,423 16,195

PHONOGRAPH RECORD CIRCULATION:

Number of records circulated 6,198 8,045

PICTURE CIRCULATION:

Number of pictures borrowed 1,669 1,421

REFERENCE QUESTIONS

Number of reference questions 29,366 27,171

INTER-LIBRARY LOANS

Number of inter-library loans 401

VACATION READING PROGRAM

Number enrolled 981

STORY HOUR ATTENDANCE

Number attending 2,994

REGISTERED BORROWERS

1966 - 1967	1965 - 1966	1964 - 1965	Total Cards in Force
8,163	8,271	8,058	24,492

1966-67
Total Circ
442,769

INCOME:

City Appropriation	\$153,950.19
Beginning balance	466.41
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	\$154,416.60

Cash Reserve Fund

Bank Balance, April 30, 1966	\$11,157.51
Petty Cash Balance, April 30, 1966	130.00
State Aid to St. Joseph Public Library	7,565.85
Fines and Fees	8,976.04
Non-Resident Fees	402.00
Toothaker Library Monthly Service Charge	600.00
Toothaker Library Book Reimbursement	1,241.71
Convention and travel reimbursement	385.30
Pay telephone collection	55.86
Gifts	395.00
Toothaker Library Annual Service Fee	1,500.00
Miscellaneous	956.81
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	\$33,366.08

Total Income	\$187,782.68
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SUMMARY OF INCOME AND EXPENDITURES:

Total Income	(Cash Reserve)	\$33,236.08
	(City)	153,950.19
	(City Balance)	466.41
	(Petty Cash)	130.00
		<hr/>

\$187,782.68

Total Expenditures

(Cash Reserve)	\$29,174.32
(City)	153,930.55
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\$183,104.87

Balance on Hand April 30, 1967

(Bank Balance)	\$4,061.76
(Petty Cash)	130.00
(Balance of City)	486.05
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\$4,677.81

EXPENDITURES:

<u>Item</u>	<u>From City Appropriation</u>	<u>From Cash Reserve Fund</u>		<u>Percent of Total</u>
Salaries - Staff	\$98,867.93		\$98,867.93	54.0%
Salaries - Custodian	5,934.70		5,934.70	3.2%
Books	18,793.03	13,221.57	32,014.60	17.5%
Periodicals	715.84	1,832.55	2,548.39	1.4%
Binding	1,015.45	481.75	1,497.20	.8%
Audio-Visual	562.33	671.63	1,233.96	.7%
Equipment	652.29	4,959.93	5,612.22	3.0%
Supplies	4,178.89	3,451.15	7,630.04	4.2%
Heat	608.70	147.56	756.26	.4%
Electric	4,025.65	421.94	4,447.59	2.4%
Telephone	863.88		863.88	.5%
Insurance	1,248.32		1,248.32	.7%
Travel		1,058.25	1,058.25	.6%
Repairs	11,720.24	520.06	12,240.30	6.7%
Postage	18.00	990.00	1,008.00	.6%
Miscellaneous*	382.12	1,417.93	1,800.05	1.0%
FICA	4,343.18		4,343.18	2.3%
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	\$153,930.55	\$29,174.32	\$183,104.87	100.0%

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

EXPENDITURES GROUPED BY MAJOR CATEGORIES, WITH PERCENTAGES:

Salaries - Staff and Custodians	\$104,802.63	57.0%
Library Materials and Binding	37,294.15	20.0%
All Other Expenses	41,008.09	23.0%

REPORT OF THE TOOTHAKER MEDICAL LIBRARY FOR 1966 - 1967

INCOME:

Balance on hand April 30, 1966	\$2,307.29	
Interest on government bonds	3,902.52	
Travel reimbursement	67.66	
	<hr/>	\$6,277.47

EXPENDITURES:

Books	\$1,281.11	
Periodicals	26.00	
Annual service charge paid to the library	1,500.00	
Monthly service charge paid to the library	600.00	
Bank servicing	152.00	
Travel	190.00	
Miscellaneous	99.65	
	<hr/>	\$3,848.76

BALANCE ON HAND APRIL 30, 1967	\$2,428.71
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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
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Hours:	Call Central Library, AD 2-7729, for schedule.
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