

ST. JOSEPH PUBLIC LIBRARY ANNUAL REPORT

1972 - 1973

ST. JOSEPH, MISSOURI

ST. JOSEPH PUBLIC LIBRARY

TENTH AND FELIX STS.

TELEPHONE 232-7729

ST. JOSEPH, MISSOURI, 64501

ISABEL EVANS
LIBRARIAN

June 1, 1973

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.

Respectfully submitted,

A handwritten signature in cursive script that reads "Isabel Evans".

Isabel Evans, Librarian

BOARD OF DIRECTORS OF THE ST. JOSEPH PUBLIC LIBRARY

| | |
|--|-------------------|
| Mr. John Beihl, President | Term expires 1973 |
| Mr. Joseph Gray, First Vice-President | Term expires 1973 |
| Mr. John McCaskey, Second Vice-President | Term expires 1974 |
| Mr. Robert Chesney, Treasurer | Term expires 1975 |
| Miss Anna Hague | Term expires 1973 |
| Mr. Eldon Hutton | Term expires 1974 |
| The Reverend Martin Kabele | Term expires 1975 |
| Mrs. Hugh Miner | Term expires 1974 |
| Monsignor Charles Nowland | Term expires 1975 |

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF MAY 1, 1973

LIBRARIAN

Isabel Evans

CATALOG DEPARTMENT

Patricia Smith, Catalog Librarian
Alene Hoffsommer, Clerk-Typist
Maureen Powers, Library Page

CHILDREN'S DEPARTMENT

Ann Covington, Children's Librarian
Sylva Rego, Library Assistant
Gina Wright, Library Page

CIRCULATION DEPARTMENT

Margie Hainline, Acting Circulation Librarian
Carolyn Weston, Library Assistant
Judi Phelps, Library Assistant
Cherie Borghoff, Library Page
Debra Grace, Library Page
Tina Sarris, Library Page

CIRCULATION CONTROL

Christine Sunde, Circulation Control Librarian
Mary Lee Young, Clerk-Typist

CUSTODIAN

Ray Sheffler, Jr.

OFFICE

Glenna Frakes, Secretary

ORDER DEPARTMENT

Esther Ray, Order Librarian

REFERENCE DEPARTMENT

Doris Finley, Reference Librarian
Elizabeth Broom, Library Assistant
Mary Ann Hager, Library Assistant
Patti Goodding, Patti Goodding, Library Page
Linda Griffin, Library Page

CARNEGIE BRANCH LIBRARY

Josephine Plummer, Librarian
Alberta Wickam, Library Assistant
Karen Lyons, Library Page

WASHINGTON PARK BRANCH

Alyce Hougas, Librarian
Pat Fuson, Library Assistant
Connie Anderson, Library Page
Marvin Boyer, Custodian

BOOKMOBILE

Gale Logan, Bookmobile Librarian
Joan Embrey, Library Assistant
Sharon Canter, Bookmobile Page
Max Sheneman, Bookmobile Driver

1972 - 1973

LIBRARIAN'S REPORT

St. Joseph Public Library has enjoyed a good year. For the first time in several years substantial improvements were made to the building.

The new street entrance to the Children's Library was completed in July. It provides safe and easy access to the ground-floor library. Glaze Construction Company did the work from plans by Brunner and Brunner. Not only is it an attractive addition to the building but we believe it has been a factor in the increased use of the Children's Department.

What was formerly an old storage area was remodeled into a modern staff dining room and kitchen. This provides a place for the twenty three staff members at Central Public Library to eat lunch and dinner. It is especially appreciated by those who are on duty until 9:00 p.m.

With seating for 26, this room has provided a place for extension college courses in Library Science given by Northwest Missouri State University. Professor James Johnson has given two courses in the past year with enrollments of 26 and 29 each. These courses will continue for the full 10 hours needed to enter graduate library school or to partially fulfill the requirements for school librarians. Nine of the St. Joseph Public Library staff are enrolled.

The Library as Information Center

Most significant of the year's activities is the increasing use of the Reference Department by the entire community.

32,243 questions were recorded, a 12% gain over last year, and the highest number on record.

Business firms, club members, local history and geneology researchers make heavy use of our resources.

The hot line to the State Library, Jefferson City, is frequently used by citizens to check on the progress of bills in the Legislature.

The Congressional Quarterly weekly report provides a similar service to those interested in the status of bills in Congress.

Moody's Investors Services are a welcome aid to investors.

A low cost photocopying service makes it possible to take home needed information instead of the whole book in which it appears. 381 periodicals are cared for in the Reference Department from check in date until they are bound or microfilmed for future use.

A Depository Library since 1907, our government publications now number 53,206. Doris Finley, Head of Reference, and Elizabeth Broom, Assistant Reference Librarian, attended a two-day study session on the care and use of this important information. We receive between three and four thousand pieces each year. The Reference staff also gives orientation days for eighth grade classes. Research is made easier for the students by these "get acquainted" projects.

Circulation Services

St. Joseph Library system loaned 372,583 books and library materials, a not insignificant figure. Of this amount, 272 were inter-library loans. For the second year, adults have borrowed more books than children, reversing the trend of many years; 53% were loaned to adults, 47% to children.

Although 13,652 children attended library programs and activities, the developing elementary school libraries furnish most curriculum related reading.

Adult circulation remained stable in the branch libraries and bookmobile. The circulation averaged 5.1 books per capita. At Central Public there was a 4% decrease. This with the 12% increase in reference requests may point to a greater need by the public for information than for recreational reading.

Two reasons for this cited by urban libraries are first, the inexpensive paperbacks available everywhere and second, the fear many women have, whether justified or not, of going to the library or bookmobile in the evening.

Washington Park Library

Over one thousand children each month attend programs or class visits at Washington Park Branch Library. The tireless and imaginative librarian, Alyce Hougas and her assistant, Pat Fuson, have given the library a meaningful place in the north side community.

A book station at Memorial Home for the Aged is a source of great enjoyment for residents there.

Head Start classes and the Deaf Children's Class from Humboldt are given identical story hours and film programs as those given for our patrons twice weekly at Washington Park.

Carnegie Branch Library

Carnegie has a smaller but equally loyal public. Mothers bring children to the library activities, have coffee and select their books while the children attend story hour.

Wesley Day Care Center South and Head Start classes are given the same programs on succeeding days. More students use the reference room at Carnegie than at Washington Park.

In addition to the two regular story hours a week at Central the same programs are repeated for Wesley Day Care East, Head Start, Children's Rehabilitation Unit, Cerebral Palsy School and the Davis School for Trainable Children. This service to the disadvantaged was initiated by the children's librarians who believe that a love of good reading can be a help and perhaps a solace to these children later in life.

The Bookmobile

The Bookmobile makes 31 stops in residential neighborhoods and 6 suburban schools every two weeks.

To serve the elderly and shut-ins, books are taken to the Pavilion of Missouri Methodist Medical Center and to a nursing home. The Bookmobile has stops at Northwood; 1402 Maxwell, East Side Apartments and Oak Ridge Apartments, 12th and Angeliue, where many retired people live.

Stops which serve citizens in the annexed area are Northridge; 40th and Duncan; Blair School, 34th and Renick; Spring Garden, 5802 South 22nd Street; Skaith; 4701 Schoolside Lane; Pickett School, 3923 Pickett Road; Pershing School, 2610 Blackwell Road; East Lantern Lane and East Hills Shopping Center.

Book Stations

Collections of paperback books of interest to teen age readers were placed this year in the Education Center of Black Citizens for Progress, 2001 Messanie Street and in the Transitional Home for Girls, 312 North 20th Street.

Constance F. Runcie Memorial Collection of Art

The Runcie Club contributed \$400.00 this year to the Constance F. Runcie Memorial Collection of Framed Art. There are 269 prints in the adult collection at Central Library. Small collections of these are placed in the branch libraries for circulation. They are loaned for eight weeks. The memorial was established ten years ago and has been sustained with annual gifts.

The Runcie Gallery of Art for Children was established last year in Central's Children's Department with a gift of \$800.00. The club made a \$500.00 contribution this year.

We opened with 39 framed prints; 20 more were purchased this year. The gift also allowed us to purchase the Britannica Audio Museum Collection. Twelve books, each on the work of a great artist is accompanied by comments on cassettes by docents on the staffs of National Gallery of Art and the Chicago Art Institute. Art appreciation round-tables for the older child have been organized at the three libraries.

Phonograph Record Collection

The St. Joseph Altrusa Club contributed \$280.00 this year in support of the Altrusa Memorial Record Collection. These loyal friends have made an annual sustaining gift for 19 years. There are 2,062 albums.

Films

As a member of the Missouri Libraries Film Cooperative the library receives 15 films a month. We loaned 1,190 films which were viewed by 52,841 persons. Churches, clubs, schools, the YMCA, Salvation Army, State Hospital #2 and Albrecht Gallery are regular patrons.

Book Collection

Many libraries buy books as demand dictates but our aim is to keep our subject collections current and despite space problems we have kept the standard works of literature and history our discriminating predecessors acquired for this library.

Students are always interested in Samuel Johnson's Dictionary 8th ed. 1799 and a Missouri item, "Journal of the Senate of the Rebel Legislature" held at Neosho, Missouri, 1861. We have hundreds of important older books now being sold in reprinted editions. This year 8,694 books were purchased; 6,044 new titles; 2,650 added titles or replacements. Discarding old and out of date material is also important. 5,929 volumes were withdrawn.

Personnel

This past year Pat Mc Cartney, Head of Circulation, resigned to become Coordinator of Elementary School Libraries in St. Joseph.

Carolyn Weston of the Circulation Department is leaving to become Central High School Librarian.

Both of these librarians had been with us since high school days when they were pages. Both are knowledgeable and popular.

We have a conscientious and helpful staff. It is our hope that the standard of pay can be made more competitive. Our service is diminished by constant turnover.

An example of a good librarian is Ann Covington, Head of Children's Services, at Central Public. Her enthusiasm and fresh ideas increased library use 33% from September, when she was appointed, to April 30, the end of our year.

Gifts

| | |
|----------|---|
| \$900.00 | Runcie Club of St. Joseph to sustain the Constance Fauntleroy Runcie Memorial Collection of Framed Art and the Runcie Gallery of Art for Children |
| \$290.00 | Altrusa Club of St. Joseph for the Altrusa Memorial Phonograph Collection |
| \$100.00 | Adath Joseph Sisterhood for large print books |
| \$75.00 | Elizabeth Prescott Club to sustain the Elizabeth Prescott Platt Memorial Books for Students of Business |
| \$10.00 | Carnegie Culture Club for a book for Carnegie Branch Library |
| \$5.00 | Women of the Moose |

Twenty-seven books were given as memorials

We wish to express our thanks to the St. Joseph News-Press and Gazette for the many pictures and stories of library activities and especially for the space for our Saturday book column in "Spotlight".


We wish to thank KQTV and Grace Crawford for the many guest appearances by the librarian and staff members.

Our thanks to Maggie Miller on St. Joseph Cable-television for many staff interviews and to KKJO for the commercials promoting our Saturday feature films.

It is a pleasure and inspiration to work with the St. Joseph Public Library Board. The knowledge and expertise these men and women possess and so willingly use for the library can only be appreciated by one who works with them.

It is with deep regret that we lose our President, John P. Beihl and Joseph Gray, First Vice-President. They are two of St. Joseph's finest citizens. The librarian and the staff hope their interest in the library will not cease with their terms of office.

Respectfully submitted,


Isabel Evans, Librarian

1972 1973

INCOME

City Budget \$182,835.00

Cash Reserve Fund

| | | |
|--|--|-------------|
| Bank Balance, April 30, 1972 | | \$5,656.17 |
| Petty Cash Balance, April 30, 1972 | | 130.00 |
| State Aid | | 9,496.40 |
| Fines and Fees | | 7,465.89 |
| Non-Resident Fees | | 1,005.00 |
| Toothaker Library Monthly Service | | 600.00 |
| Toothaker Library Book Reimbursement | | 1,214.71 |
| Pay Telephone Collection | | 54.98 |
| Toothaker Library Annual Service Fee | | 1,500.00 |
| Refunds and Reimbursements | | 291.50 |
| Gifts (other than Gift Accounts) | | 415.00 |
| Payment of insurance claims | | 985.36 |
| Miscellaneous (including photocopying) | | 2,940.86 |
| Borchardt Transfer | | 3,800.00 |
| | | \$35,555.87 |

SUMMARY OF INCOME AND EXPENDITURES:

| | | |
|---------------|--------------|--------------|
| Total Income: | City Fund | \$182,835.00 |
| | Cash Reserve | 35,555.87 |
| | | \$218,390.87 |

| | | |
|---------------------|--------------|--------------|
| Total Expenditures: | City Fund | \$182,668.81 |
| | Cash Reserve | 28,912.84 |
| | | \$211,581.65 |

Balance on Hand, April 30, 1973:

| | | |
|--------------|--|------------|
| Bank Balance | | \$6,513.03 |
| Petty Cash | | 130.00 |
| City Balance | | 166.19 |
| | | \$6,809.22 |

EXPENDITURES

| ITEM | CITY | CASH RESERVE FUND | TOTAL | PER CENT |
|-------------------|--------------|-------------------|--------------|-------------|
| Salaries | \$131,327.63 | \$666.00 | \$131,993.63 | 62.4 |
| Books | 22,865.25 | 6,990.34 | 29,855.59 | 14.1 |
| Periodicals | 3,613.47 | 404.30 | 4,017.77 | 1.9 |
| Binding | | 264.25 | 264.25 | .1 |
| Audio-Visual | 1,439.12 | 77.26 | 1,516.38 | .7 |
| Equipment | | 1,937.84 | 1,937.84 | .9 |
| Supplies | | 7,203.66 | 7,203.66 | 3.4 |
| Heat | 1,156.55 | | 1,156.55 | .5 |
| Electric | 5,488.78 | | 5,488.78 | 2.6 |
| Telephone | 1,421.50 | | 1,421.50 | .7 |
| Insurance | | 5,196.00 | 5,196.00 | 2.5 |
| Travel | | 813.00 | 813.00 | .4 |
| Repairs | | 1,609.65 | 1,609.65 | .8 |
| Postage | | 1,683.95 | 1,683.95 | .8 |
| Miscellaneous | | 503.28 | 503.28 | .2 |
| Utilities and | | 1,266.31 | 1,266.31 | .6 |
| Service Contracts | | | | |
| Memberships and | | 297.00 | 297.00 | .1 |
| Christmas | | | | |
| FICA | 7,610.15 | | 7,610.15 | 3.6 |
| LAGERS | 7,746.36 | | 7,746.36 | 3.7 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | \$182,668.81 | \$28,912.84 | \$211,581.65 | 100% |

EXPENDITURES GROUPED BY MAJOR CATEGORIES, WITH PERCENTAGES:

| | | |
|-----------------------------|--------------|-------|
| SALARIES | \$131,993.63 | 62.4% |
| BOOKS AND LIBRARY MATERIALS | \$35,653.99 | 16.9% |
| ALL OTHER EXPENSES | \$43,934.03 | 20.7% |

BOOK COLLECTION 1972 - 1973

| | Adult Fiction | Adult Non-Fiction | Total Adult | Juvenile Fiction | Juvenile Non-Fiction | Total Juvenile | TOTAL |
|----------------|------------------|----------------------|----------------|---------------------|-------------------------|-------------------|---------|
| Central | 18,816 | 80,904 | 99,720 | 4,761 | 9,932 | 14,693 | 114,413 |
| Carnegie | 2,374 | 4,884 | 7,258 | 1,968 | 3,312 | 5,280 | 12,538 |
| Washington Pk. | 4,628 | 6,013 | 10,641 | 3,278 | 3,504 | 6,782 | 17,423 |
| Bookmobile | 6,458 | 4,429 | 10,887 | 4,950 | 7,429 | 12,379 | 23,266 |
| TOTALS | 32,276 | 96,230 | 128,506 | 14,957 | 24,177 | 39,134 | 167,640 |

BOOKS ADDED 1972 - 1973

| | Adult Fiction | Adult Non-Fiction | Total Adult | Juvenile Fiction | Juvenile Non-Fiction | Total Juvenile | TOTAL |
|----------------|------------------|----------------------|----------------|---------------------|-------------------------|-------------------|-------|
| Central | 2,288 | 2,916 | 5,204 | 307 | 187 | 494 | 5,698 |
| Carnegie | 211 | 175 | 386 | 94 | 45 | 139 | 525 |
| Washington Pk. | 249 | 263 | 512 | 142 | 57 | 199 | 711 |
| Bookmobile | 963 | 485 | 1,448 | 220 | 92 | 312 | 1,760 |
| TOTALS | 3,711 | 3,839 | 7,550 | 763 | 381 | 1,144 | 8,694 |

New Titles 6,044

Added Titles and Replacements 2,650

BOOKS WITHDRAWN 1972 - 1973

| | Adult Fiction | Adult Non-Fiction | Total Adult | Juvenile Fiction | Juvenile Non-Fiction | Total Juvenile | TOTAL |
|----------------|------------------|----------------------|----------------|---------------------|-------------------------|-------------------|-------|
| Central | 1,117 | 1,303 | 2,420 | 294 | 129 | 423 | 2,843 |
| Carnegie | 391 | 115 | 506 | 527 | 204 | 731 | 1,237 |
| Washington Pk. | 564 | 105 | 669 | 162 | 111 | 273 | 942 |
| Bookmobile | 173 | 64 | 237 | 520 | 150 | 670 | 907 |
| TOTALS | 2,245 | 1,587 | 3,832 | 1,503 | 594 | 2,097 | 5,929 |

NOTE: 827 new books in Catalog Room waiting to be processed

ALTRUSA MEMORIAL RECORD COLLECTION AND MUSICAL SCORES

| | |
|--|-------|
| Record albums in collection as of April 30, 1972 | 2,012 |
| Record albums added 1972-1973 | 200 |
| Record albums withdrawn 1972-1973 | 150 |
| Record albums in collection as of April 30, 1973 | 2,062 |
| Miniature orchestral scores | 55 |
| Opera scores | 10 |

BOOK COLLECTION REPORT 1972 - 1973 (Continued)

CONSTANCE FAUNTIEROY MEMORIAL PICTURE COLLECTION

Total pictures in the collection 296 *
(Of this amount, 39 are in the Juvenile Department)

MICROFILMS (Newspapers - Periodicals - Miscellaneous - Bound Magazines)

| | April 30, 1972 | Added 1972-1973 | TOTAL |
|--------------------------|----------------|-----------------|--------|
| Newspaper Microfilms | 851 | 15 | 866 |
| Periodical Microfilms | 1,690 | 65 | 1,755 |
| Miscellaneous Microfilms | 38 | | 38 |
| Bound Magazines | 8,039 | 33 | 8,072 |
| Government Documents | 50,117 | 3,089 | 53,206 |
| City Directories | 141 | | 141 |
| Telephone Directories | 140 | 6 | 146 |

LIBRARY DIRECTORY

Central Public Library

Tenth and Felix Streets

Telephone:

232-7729

232-7720

232-8151 Direct line to Reference Room

Hours:

Monday through Friday

9:00 a.m. - 9:00 p.m.

Saturday

9:00 a.m. - 6:00 p.m.

Carnegie Branch Library

316 Massachusetts Avenue

Telephone:

238-0526

Hours:

Monday through Saturday

10:00 a.m. - 6:00 p.m.

Washington Park Branch Library

Third and Market Streets

Telephone:

232-2052

Hours:

Monday through Saturday

10:00 a.m. - 6:00 p.m.

Bookmobile

Printed schedules available either on the
Bookmobile or at Central Public Library

Call Central Public Library for schedule
information.

232-7720 or 232-7729