

ST. JOSEPH PUBLIC LIBRARY ANNUAL REPORT

1973 - 1974

St. Joseph, Missouri

ST. JOSEPH PUBLIC LIBRARY

TENTH AND FELIX STS.

TELEPHONE 232-7729

ST. JOSEPH, MISSOURI, 64501

ISABEL EVANS
LIBRARIAN

June 1, 1974

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. Robert B. Chesney, President	Term expires June 1, 1975
Mrs. Hugh Miner, First Vice-President	Term expires June 1, 1974
Mr. John Mc Caskey, Second Vice-President	Term expires June 1, 1974
Mr. Leon L. Losh, Treasurer	Term expires June 1, 1976
Mr. James H. Counts	Term expires June 1, 1976
Miss Anna Hague	Term expires June 1, 1976
Mr. Eldon Hutton	Term expires June 1, 1975
The Reverend Martin Kabele	Term expires June 1, 1975
Monsignor Charles Nowland	Term expires June 1, 1975

LIBRARIAN

Isabel Evans

CATALOG DEPARTMENT

Patricia Smith, Catalog Librarian
Alene Hoffsommer, Clerk-Typist
Molly Kelley, Library Page

CHILDREN'S DEPARTMENT

Ann Covington, Children's Librarian
Sylva Rego, Library Assistant
Vickie Heckel, Library Page
June Minnis, Library Page

CIRCULATION DEPARTMENT

Margie Hainline, Acting Circulation Librarian
Mary Ann Bibens, Library Assistant
Judi Cuning, Library Assistant
Mary Kate Jones, Library Assistant
Debbie Grace, Library Page
Jeanne Hockaday, Library Page
Tina Sarris, Library Page

CIRCULATION CONTROL

Christine Sunde, Circulation Control Librarian
Cherie Borghoff, Library Page

CUSTODIAN

Ray Sheffler

OFFICE

Glenna Frakes, Secretary

ORDER DEPARTMENT

Esther Ray, Order Librarian

REFERENCE DEPARTMENT

Doris Finley, Reference Librarian
Elizabeth Broom, Library Assistant
Janis Euler, Library Assistant
Linda Griffin, Library Page

CARNEGIE BRANCH LIBRARY

Josephine Plummer, Librarian
Alberta Wickam, Library Assistant
Karen Lyons, Library Page
Oscar Blair, Custodian

WASHINGTON PARK BRANCH

Alyce Hougas, Librarian
Pat Fuson, Library Assistant
Connie Anderson, Library Page
Donald Magness, Custodian

BOOKMOBILE

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

LIBRARIAN'S REPORT 1973 - 1974

1973 - 1974 was a year of progress and growth for St. Joseph Public Library. Two new services were added, the film collection expanded and the Library Board has undertaken a program of interior improvements at Central Library.

New services include Books by Mail for the homebound and membership in the Missouri Libraries Cassette Cooperative.

Books By Mail was established in October 1973. An illustrated catalog written by the library staff was furnished free to make selection easier for the homebound. Books are mailed postpaid at the library book rate, six cents a pound. They are sent in reusable bags with a return label enclosed. Many books are returned by friends of the borrowers. This service means a great deal to a growing number of house bound people. The response has been good. This is a feasible way of ensuring library service to all in the community.

By membership in the Missouri Libraries Cassette Cooperative, cassettes of educational worth can be obtained by the library at a small fraction of the list price with duplication rights. The library will keep the master on file and duplicates will be made on low cost blank tapes for home use.

Film Service

St. Joseph Public Library has been a member of the Missouri Libraries Film Cooperative for twenty years. This year, due to the uncertainties of federal funding, the member libraries were assessed according to population which raised the annual fee but will insure the existence of the organization. As a result of the increased membership fee our library will receive 45 films a month instead of fifteen. We have on loan fifteen Canadian films, a gift of the Canadian government, so the selection for the many clubs, study groups, churches and institutions who use the films will be greatly improved. This year our films were seen by 53,716 persons.

Framed Art

The Runcie Club of St. Joseph made a \$3,000 gift to the library in 1963 to establish a framed art collection to loan for home enjoyment. Information about the painter and his work is found on the reverse of each picture. As a form of adult education this has been a popular service.

Each year the Runcie Club makes an additional gift of money to support the Constance Fauntleroy Runcie Memorial and the Runcie Gallery of Art for Children. At present there are 294 framed prints for adults, 78 for children.

With such a good selection of non-book materials we are hoping to combine these services with the Altrusa Memorial Phonograph Record Collection into an audio-visual department under one head.

Building Improvements

The Library Board is continuing a program of improvements started last year with the opening of a new front entrance to the Children's Library at street level, and the modernization of the staff dining room.

The librarian's office and the three public rooms on the west side of the building; Toothaker, Eugene Field and the main Reference Room have been painted and carpeting has been purchased.

New lighting was planned by engineers from the Light and Power Company for the lobby, the librarian's office, the Toothaker, Eugene Field and the main children's room.

The art glass dome in the lobby will again be visible which will please old timers and local history enthusiasts. This is the first rehabilitation project of any size at Central Library since 1954.

Library Science Classes

Northwest Missouri State University continued to offer extension courses in library science in the Central Library Staff Room.

Attendance has averaged twenty-five. From five to nine of our staff have been enrolled. By the end of the summer some will have acquired a minor in library science.

These courses are not available at Missouri Western College.

Circulation

Total circulation this year is 377,578, a gain over last year's 372,311. This is heartening considering the difficulty patrons encounter driving downtown into the changing traffic patterns and closed streets due to urban renewal.

An analysis of the circulation figure show substantial increases in the number of adult books loaned by the bookmobile and Washington Park Branch library. There was a small decrease in adult circulation at Central library.

Circulation Control

For the second year the City Legal Department has assisted the library in recovering library books and materials we had almost despaired of retrieving from delinquent borrowers. Our thanks is due to Mr. Ron Taylor and his staff.

Children's Services

The increase in circulation at Central Library was largely due to the attractive and innovative programs planned by Ann Covington, Children's Librarian. 14,595 children attended programs and activities over the system.

Central Library and the two branch libraries are situated near or in city parks. Children enjoy them each year for class picnics, Easter Egg Hunts, Halloween parades and Boy and Girl Scout troops who meet at the branch libraries. This Spring one group picked up the litter in Carnegie Park.

Story and film programs are given at the libraries from October to May. Class visits are a regular feature at Washington Park which is located near two public schools, Humboldt and Lindbergh.

Special story hours are given for Head Start classes at all libraries. At Central, programs are given on a regular basis for the Cerebral Palsy School, the Children's Rehabilitation Unit and the Helen Davis School for the Trainable. Films are shown at Washington Park to the Deaf Children's Class.

The grade school child has many attractions competing for his time on Saturday. Our Saturday programs include a 90 minute feature film once a month. Most appealing have been the programs presented by talented St. Joseph persons. Appearing this year were a magician, a Karate expert and Richard Nolf, St. Joseph Museum director who brought two large but harmless snakes and spoke on "Reptiles of Missouri". Movies of the Kansas City Chiefs and Royals were also big attractions.

A poster collection established this year has grown to 150.

The Runcie Gallery of Art for Children is widely used. There are 78 to choose from.

A circulation gain of 6,116 over last year was recorded at Central. Total children's circulation at Central was 58,634. System wide the children borrowed 177,041 books.

Reference and Information Services

Reference librarians are met with an endless variety of questions by telephone, through the mail and person to person at the reference desks.

This year was a busy one. 34,057 requests for information were recorded. A third librarian was necessary to keep abreast of the work.

The legislative "hot line", new last year, was used heavily once the public discovered how quickly the State Library furnished information on the work of the State Legislature.

Questions concerning local history and geneology increase each year. Visitors from almost every state in the union come during vacation months because of St. Joseph's place in the history of the trek westward.

A government depository library since 1907, we received 2,500 publications this year from the Government Printing Office. We have a collection of 55,706 on file.

In daily use are the 287 city and telephone directories.

Bookmobile

The bookmobile makes 32 stops in residential neighborhoods every two weeks. New stops added this year were Miller Road and Flintstone and Safari Drive and Arrowhead.

Ten stops in the easternmost section of the city reach people who live the greatest distance from downtown.

New books on date of publication are available on the bookmobile as well as at Central Library.

The bookmobile librarian, Gale Logan, leaves a collection of books at the Methodist Medical Center Pavilion for the elderly residents.

Book Collection

Books in the system total 172,570. Looking back ten years when the librarian took this office, our holdings numbered 146,238. It is gratifying to see the year to year increases in the book budget. This year 8,711 books were added.

From four to seven thousand books wear out or become out dated and must be discarded each year.

The staff assists the librarian in book selection. Juvenile books are discussed and selected by children's librarians. Adult books are chosen by the librarian and the department heads.

We receive ten book review magazines to make the selection a more informed one.

Personnel

It is with great regret that we accepted the resignation of Janis Euler who has been on the reference staff. She will become Lafayette High School librarian in August.

Ann Covington, our fine children's librarian, has announced her plans to go back to the university to work for a degree.

Two staff members, Margie Hainline and Judi Cuning, are also returning to college in the Fall.

It has been both stimulating and enjoyable to work with the library staff this year. Many ideas and successful projects originated with the younger staff members. Their interest in library work was shown by their attendance at library science classes and their present plans to attain post graduate degrees.

Gifts

We are grateful to our friends in the community for their yearly contributions toward library materials we might otherwise not be able to afford.

To:

The Runcie Club for \$750.00
The Altrusa Club for \$300.00
Elizabeth Prescott Club for \$75.00 toward the Elizabeth Prescott
Platt Memorial Collection for students of business
Women of the Moose for \$5.00
Carnegie Culture Club for \$10.00
Artercrafts Engraving Company for \$60.00 toward the Books
By Mail catalog

We are grateful too, for the many beautiful books given by patrons as memorials to their friends and relatives.

Our thanks are due to

The St. Joseph News-Press and Gazette for almost daily reporting of library activities and for the library column in the Saturday "Spotlight" magazine.

Grace Crawford and KQTV for the ten minute live programs once a month.

KKJO and Greg Everett for a series of Books By Mail "commercials" and to all who gave of their talents to make the library an attractive place for children.

The Library Board voted to approve the concept of a new library in the urban renewal plans for a two block convention and cultural center which would include the St. Joseph Museum and the Albrecht Museum of Art.

Alert to every possibility of improved library service, the present board has been quick to understand and approve every effort by the librarian in that direction.

At this point St. Joseph Public Library offers books, magazines, investment services, films, phonograph records, a new cassette collection, framed art

for adults and children, a year round program of children's activities and the Books By Mail service for the homebound.

The joy of participating in the new services this year was shared by the youngest staff member. This has been a productive year.

Respectfully submitted,

Isabel Evans

Isabel Evans, Librarian

1973 - 1974

INCOME

City Budget \$190,180.00

Cash Reserve Fund

Bank Balance, April 30, 1973	\$6,513.03
Petty Cash Balance, April 30, 1973	130.00
State Aid	24,810.00
Fines	7,438.25
Non-Resident Fees	935.00
Toothaker Library Monthly Service	600.00
Toothaker Library Book Reimbursement	1,227.97
Pay Telephone Collection	72.76
Toothaker Library Annual Service Fee	1,500.00
Refunds and Reimbursements	41.64
Gifts (Other than Gift Accounts)	440.00
Payment of insurance claims	311.88
Transfer from Borchardt Fund	4,000.00
Miscellaneous (includes photocopying)	3,337.76

\$51,358.29

SUMMARY OF INCOME AND EXPENDITURES

Total Income:

City Fund	\$190,180.00
Cash Reserve	51,358.29

\$241,538.29

Total Expenditures:

City Fund	\$190,048.55
Cash Reserve	39,253.25

\$229,301.80

Balance on Hand, April 30, 1974:

Bank Balance	\$11,975.04
Petty Cash	130.00
City Balance	131.45

\$12,236.49

EXPENDITURES

SALARIES	\$141,946.37	\$1,038.20	\$142,984.57	62.4
BOOKS	20,388.31	14,569.64	34,957.95	15.
PERIODICALS	707.00	2,800.23	3,507.23	1.5
BINDING		709.97	709.97	.4
AUDIO-VISUAL	1,861.64	1,242.28	3,103.92	1.4
EQUIPMENT	1,397.15	2,159.91	3,557.06	1.6
SUPPLIES		8,497.56	8,497.56	3.7
HEAT	1,097.89		1,097.89	.5
ELECTRIC	5,195.90		5,195.90	2.3
TELEPHONE	1,510.29		1,510.29	.7
INSURANCE		668.00	668.00	.3
TRAVEL		840.00	840.00	.4
REPAIRS		2,142.01	2,142.01	.9
POSTAGE		2,069.85	2,069.85	.9
MISCELLANEOUS	2,386.55	594.52	2,981.07	1.3
UTILITIES AND SERVICE		1,654.40	1,654.40	.7
MEMBERSHIPS AND CHRISTMAS		266.68	266.68	.1
FICA	7,614.83		7,614.83	3.3
LAGERS	5,942.62		5,942.62	2.6
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	\$190,048.55	\$39,253.25	\$229,301.80	100%

EXPENDITURES GROUPED BY MAJOR CATEGORIES, WITH PERCENTAGES:

SALARIES	\$142,984.57	62.4%
BOOKS AND LIBRARY MATERIALS	\$42,279.07	18.4%
ALL OTHER EXPENSES	\$44,038.16	19.2%

BOOK CIRCULATION FOR 1973 - 1974

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	79,573	49,662	129,235	43,790	14,844	58,634	187,869
Carnegie	8,400	3,471	11,871	9,115	3,434	12,549	24,420
Washington Pk.	18,179	5,284	23,463	23,653	8,518	32,171	55,634
Bookmobile	22,132	6,225	28,357	57,168	16,519	73,687	102,044
TOTALS	128,284	64,642	192,926	133,726	43,315	177,041	369,967

BOOK CIRCULATION FOR 1972 - 1973

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	78,622	53,409	132,031	39,173	13,343	52,516	184,547
Carnegie	8,882	4,032	12,914	9,616	3,589	13,205	26,119
Washington Pk.	15,417	5,520	20,937	24,312	6,879	31,191	52,128
Bookmobile	20,882	5,149	26,031	60,750	16,157	76,907	102,938
TOTALS	123,803	68,110	191,913	133,851	39,968	173,819	365,732

1973 - 1974

1972 - 1973

FILM CIRCULATION

Number of films borrowed	1,539	1,190
Total attendance at film showings	53,716	52,841

PHONOGRAPH RECORD CIRCULATION

Number of records borrowed	3,553	3,696
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PICTURE CIRCULATION

Number of pictures borrowed	1,945	1,693
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REFERENCE QUESTIONS

Number of reference questions	34,057	32,243
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INTER-LIBRARY LOANS

Number of inter-library loans	574	272
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VACATION READING PROGRAM

Number enrolled	559	641
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JUVENILE LIBRARY VISITS

Number attending	14,595	13,652
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REGISTERED BORROWERS

Number registered	12,454	14,004
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*****COMBINED TOTAL CIRCULATION 377,578
(Books and non-book material)

372,311

BOOK COLLECTION 1973 - 1974

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	19,979	82,780	102,759	4,952	10,102	15,054	117,813
Carnegie	2,256	4,936	7,192	1,852	3,278	5,130	12,322
Washington Pk.	4,793	6,284	11,077	3,463	3,648	7,111	18,188
Bookmobile	6,989	4,879	11,868	4,897	7,482	12,379	24,247
Totals	34,017	98,879	132,896	15,164	24,510	39,674	172,570

BOOKS ADDED 1973 - 1974

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	1,692	3,383	5,075	332	288	620	5,695
Carnegie	151	234	385	139	88	227	612
Washington Pk.	194	320	514	319	198	517	1,031
Bookmobile	593	471	1,064	211	98	309	1,373
Totals	2,630	4,408	7,038	1,001	672	1,673	8,711

New Titles 4,538

Added Titles and Replacements 4,173

BOOKS WITHDRAWN 1973 - 1974

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	529	1,507	2,036	141	118	259	2,295
Carnegie	269	182	451	255	122	377	828
Washington Pk.	29	49	78	134	54	188	266
Bookmobile	62	21	83	264	45	309	392
Totals	889	1,759	2,648	794	339	1,133	3,781

ALTRUSA MEMORIAL RECORD COLLECTION AND MUSICAL SCORES

Record albums in collection as of April 30, 1973	2,062
Record albums added 1973 - 1974	200
Record albums withdrawn 1973 - 1974	200
Record albums in collection as of April 30, 1974	2,062
Miniature orchestral scores	55
Opera scores	10

BOOK COLLECTION REPORT 1973 - 1974 (Continued)

CONSTANCE FAUNTLEROY RUNCIE MEMORIAL PICTURE COLLECTION

Total pictures in the collection as of April 30, 1973	296
(Of this number, 39 are in the Juvenile Department)	
Total pictures added 1973 - 1974	76
(Of this number, 39 were juvenile)	
Total pictures in the collection as of April 30, 1974	372
(Of this number 78 are in the Juvenile Department)	

MICROFILMS (Newspapers - Periodicals - Miscellaneous - Bound Magazines)

	April 30, 1973	Added 1973 - 1974	Total
Newspaper Microfilms	866	18	884
Periodical Microfilms	1,755	69	1,824
Miscellaneous Microfilms	38	9	47
Bound Magazines	8,072	30	8,102
Government Documents	53,206	2,500	55,706
City Directories	141		141
Telephone Directories	146		146

LIBRARY DIRECTORY

Central Public Library

Tenth and Felix Streets

Hours:

Monday through Friday 9:00 a.m. - 9:00 p.m.
Saturday 9:00 a.m. - 6:00 p.m.

Telephone:

232-7729
232-7720
232-8151 Direct line to Reference Room

Carnegie Branch Library

316 Massachusetts Avenue

Hours:

Monday through Saturday 10:00 a.m. - 6:00 p.m.

Telephone:

238-0526

Washington Park Branch Library Third and Market Streets

Hours:

Monday through Saturday 10:00 a.m. - 6:00 p.m.

Telephone:

232-2052

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