

ST. JOSEPH PUBLIC LIBRARY ANNUAL REPORT

1975 - 1976

St. Joseph, Missouri

ST. JOSEPH PUBLIC LIBRARY

LIBRARIAN'S REPORT 1975 - 1976

85th Annual Report

For 85 years St. Joseph Public Library has served as information center of the city. Early day reports termed it, the "peoples university". Even today oldsters who visit the library tell us how books helped them in their life work.

Today's emphasis on continuing education brings dozens of young people, enrolled in extension courses or night classes, to the library.

The Northwest Missouri State University extension courses in library science have been held in the library for three years with the aid of our reference collection.

Our highest priority today is to remain the effective information center in the community. This year reference librarians recorded 28,878 questions, a 5% increase over the previous year. Questions concerning genealogy, business and local history led the list.

An important objective this year was to reorganize and enlarge the local history collection. Reprints of histories of Missouri Counties were added to our collection. There are city directories from 1859, newspapers from 1845, atlases, platt books, and early day censuses on microfilm available for the researcher.

Clippings and documents are laminated in plastic, classified, and indexed. Thousands of clippings are filed under 1,500 subject headings. The theft of valuable clippings prompted the purchase of lateral files with locks.

The St. Joseph Public Library has been a United States Government depository since 1907. Over 4,300 government publications were received this year. There are 62,161 publications in the collection.

Interlibrary loans are sent first to local libraries, and if unsuccessful, sent to the Missouri State Library; 331 items were borrowed from libraries; 98 rolls of microfilm from genealogical centers.

CIRCULATION

Washington Park and Carnegie Branch Libraries increased their book Circulation. Washington Park had a record circulation, 62,020. Main Library adult circulation was very good in spite of street demolition and changing traffic patterns. Closed for a week during inventory, a loss of 3,600 in circulation was made up within 800 in the busy months that followed.

Childrens circulation eroded especially on the Bookmobile. For years the six fringe area schools welcomed the Bookmobile and a large circulation resulted. Now every elementary school has a library due to generous federal funding. In fact, \$80,000. has been spent recently on books for school

libraries where students find their needs supplied. The Bookmobile may not be needed at the schools much longer.

BOOK COLLECTION

The first inventory of adult circulating books at the Main Library in 27 years was made in June. Many corrections in the card catalog were made possible as a result.

For the first time in its history the Main Library closed for a week because of our photographic charging system while the staff checked 101,000 books against the shelf list.

Book prices have increased sharply. Even with our 36% discount and the purchase of 1,000 paperbacks the unit price of books averaged \$5.14 this year; \$4.45 last year; and \$4.00 two years ago. 7,881 books were cataloged. Magazine prices are up 30%.

AUDIO-VISUAL

For the first time a librarian was able to devote full time to the films from Missouri Libraries Film Cooperative and to the cassette collection from the Missouri Libraries Cassette Cooperative. Cassettes of the Vietnamese language and English for Vietnamese were among the most in demand.

The Altrusa Memorial Record collection was weeded, new albums purchased, and the whole section recataloged. The loan period was increased from one to two weeks.

A \$1,000. gift from the Runcie Club made possible the purchase of 22 framed art prints and 20 additional replicas of museum sculpture.

CHILDRENS SERVICES

Parents and children have responded in large numbers to creative programming by the childrens librarians. Attendance at special events at the three libraries was 18,272.

Eight story hour programs weekly, 4 at Central, 2 each at the branch libraries are given for patron's children ages 3 to 5. In addition the librarians repeat these story and film presentations for classes from Head Start, The Children's Rehabilitation Center, Cerebral Palsy School, Day Care Centers, and Kindergartens. At Washington Park the deaf children's class from Humboldt School come for picture books and films.

Saturday programs for the grade school child include films, many of them are 90 minute features. Programs and demonstrations by talented people in the community raise their awareness of a variety of careers, hobbies, and crafts.

Summer programs include reading clubs, art and writing contests, art classes at Central, and craft classes at Carnegie Branch Library. There are paperback trading posts, movies, and at Washington Park a Game Corner.

Games checked out at the desk may be played at the big round table. There is a View-Master with Disney pictures to keep little ones busy while grownups select their books.

OUTREACH

This has not been a "Business as Usual" year.

In February we placed 100 books in the Buchanan County Jail--the Bookmobile will change them at intervals.

The Bookmobile makes weekly visits to Methodist Medical Center Pavilion and to Carriage Square Convalescent Center; Memorial Home is served by Washington Park Branch Library.

Books by Mail is a popular service for the homebound. Many letters of appreciation are received by the librarian in charge. Over 1,200 books a year are mailed out.

A library user questionnaire was placed on the circulation desks in October. 233 were answered and returned from readers in 41 occupations with 40 hobbies. Comments on our services were overwhelmingly favorable. Suggestions for new books were on the practical side which served as guides for ordering.

IMPROVEMENTS

The most appreciated improvement is the new interior paint and repair at Washington Park Library which was done by action of the City Council.

Purchases for the library were as follows: new lounge chairs for the reading rooms, two phonograph record display units, a new 3M microfilm reader-printer, two glass display cases for replicas of Museum sculpture in the Constance F. Runcie Collection.

Mr. William Goodding of Business Machines and Equipment Co. gave an A.B. Dick coin operated photocopier.

A closed circuit television type reader for the partially sighted was given anonymously.

PERSONNEL

The library staff is composed of 35 members; 19 full time, 16 part time assistants. Their enjoyment of their work shows in the initiative and enthusiasm they have shown in special events undertaken this year.

The Library Week exhibit at East Hills was unusually attractive this year. A Bicentennial theme was carried out by an artist on the staff, June Minnis. Cherie Borghoff, Head of Circulation, was in charge. She enlisted the whole staff to "sell" the library to the public. Over 700 contacts were made and many new cards issued.

The Circulation staff held two book sales of discarded books and magazines. Staff members from other departments worked hard to make the sales successful.

For the story hour children staff members disguised themselves as Santa Claus, witches, monsters, even the Easter Bunny to give them the holiday spirit.

GIFTS

Runcie Club	\$1,000.00 in support of the Constance Fauntleroy Runcie Memorial Collection of art reproductions.
Altrusa Club of St. Joseph	\$250.00 in support of Altrusa Memorial Record Collection.
Elizabeth Prescott Club	\$75.00 for secretarial books in the Elizabeth Prescott Platt Memorial.
Alpha Delta Kappa Educational Sorority	\$75.00 for cassettes.
Lioness Club	\$130.00 for large print books.
Women's Auxiliary of the Eagles Lodge	\$100.00 for books for the elderly.
Carnegie Culture Club	Bicentennial flag for Carnegie Branch Library.
D.A.R.	\$50.00 for binding old county atlases, also 100 pages of mounted clippings of historic events in St. Joseph.
Mrs. E. E. Chase	Two large scrapbooks on St. Joseph civic events, biographies and historic buildings.
Mr. William Goodding	A.B. Dick coin-operated photocopier.
Heritage, U.S.A.	Old House Magazine.
Bu An Co Gardeners	National Gardener (magazine).
Ninety books, most of them memorials.	

ACKNOWLEDGMENTS

The library is indebted to the St. Joseph News-Press and Gazette for the fine pictures and news stories about the library.

KQTV and Sharon Barnett for the many features on Children's Services.


ACKNOWLEDGMENTS cont'd.

KUSN Radio for the many free spot announcements by staff members.

KKJO Radio for the many free spot announcements by staff members.

St. Joseph Police Captain Forbes for providing the escort for story hour children to Easter Egg hunts in the park.

The librarian is deeply appreciative of the active interest in the library shown by members of the board and of city government officials for their courtesy and assistance.



Isabel Evans,
Librarian

BOARD OF DIRECTORS OF THE ST. JOSEPH PUBLIC LIBRARY AS OF MAY 1, 1976

Mrs. Hugh A. Miner, PRESIDENT	Term expires June 1, 1977
Mr. Eldon Hutton, FIRST VICE-PRESIDENT	Term expires June 1, 1977
Reverend Martin Kabele, SECOND VICE-PRESIDENT	Term expires June 1, 1978
Mr. Melvin Goin, TREASURER	Term expires June 1, 1977
Mr. Robert B. Chesney	Term expires June 1, 1978
Mr. James H. Counts	Term expires June 1, 1976
Miss Anna Hague	Term expires June 1, 1976
Mr. Leon Losh	Term expires June 1, 1976
Monsignor Charles Nowland	Term expires June 1, 1978

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF MAY 1, 1976

LIBRARIAN

Isabel Evans

CATALOG DEPARTMENT

Patricia Smith	Catalog Librarian
Laura Egan	Library Assistant
Alene Hoffsommer	Clerk-Typist
Molly Kelley	Library Page

CHILDREN'S DEPARTMENT

Marilyn Bullock	Children's Librarian	
Pam Finley	Assistant Librarian	(PSE)
Vickie Heckel	Library Page	
June Minnis	Library Page	

CIRCULATION DEPARTMENT

Cherie Borghoff	Circulation Librarian	
Allison Hoskins	Assistant Librarian	
Marguerite Spencer	Audio-Visual Librarian	(PSE)
Joan Embrey	Library Assistant	
Chris Baker	Library Page	
Tina Marriott	Library Page	
Robin Wilson	Library Page	

CIRCULATION CONTROL

Kate Jones	Circulation Control Librarian
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CUSTODIAN

Ray Sheffler	Custodian
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OFFICE

Glenna Frakes	Secretary-Bookkeeper
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ORDER DEPARTMENT

Christine Sunde	Order Librarian
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REFERENCE DEPARTMENT

Doris Finley	Reference Librarian
Elizabeth Broom	Assistant Librarian
Jeanette Fetter	Assistant Librarian
Debbie Grace	Library Assistant
Sharon Canter	Library Page
Carmen Womack	Library Page

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF MAY 1, 1976

BRANCHES AND BOOKMOBILE

CARNEGIE BRANCH LIBRARY

Josephine Plummer	Branch Librarian
Shirley Cox	Assistant Librarian
Janis Weber	Library Page
Oscar Blair	Custodian

WASHINGTON PARK LIBRARY

Alyce Hougas	Branch Librarian
Pat Fuson	Assistant Librarian
Sue Cook	Library Page
Jack Waldron	Custodian

BOOKMOBILE

Karen Groce	Bookmobile Librarian	
Kathleen Brockett	Assistant Librarian	(PSE)
Karen Borghoff	Library Page	
Max Sheneman	Bookmobile Driver	

1975 - 1976

INCOME

City Budget	\$217,193.00	
Cash Reserve Fund	<u>50,226.82</u>	\$267,419.82
Bank Balance, April 30, 1975	\$ 3,194.13	
Petty Cash Balance, April 30, 1975	130.00	
State Aid	21,779.85	
Fines	6,672.30	
Non-Resident Fees	579.00	
Toothaker Library Monthly Service	600.00	
Toothaker Library Book Reimbursement	1,368.46	
Pay Telephone Collection	55.87	
Toothaker Annual Service Fee	1,500.00	
Postage Reimbursement	49.12	
Gifts (other than Memorials)	550.00	
Book Sale	838.34	
Borchardt Transfer	10,213.83	
Miscellaneous (includes photocopy service)	2,695.92	
	<u>50,226.82</u>	\$ 50,226.82

SUMMARY OF INCOME AND EXPENDITURES

Total Income:

City Fund	\$217,193.00	
Cash Reserve	<u>50,226.82</u>	**
		\$267,419.82

Total Expenditures:

City Fund	\$215,304.21	
Cash Reserve	<u>41,138.67</u>	
		\$256,442.88

Balance on Hand, April 30, 1976

Bank Balance	\$ 8,958.15	
Petty Cash	130.00	
City Balance	<u>1,888.79</u>	
		\$ 10,976.94

** Includes Borchardt Transfers

1975 - 1976

EXPENDITURES:

Item	From City Appropriation	From Cash Reserve Fund	Total	Per Cent Of Total
SALARIES	\$153,313.88	\$ 311.50	\$153,625.38	60
BOOKS	28,966.90	11,578.55	40,545.45	16
PERIODICALS	43.30	4,230.91	4,274.21	1.6
BINDING		293.80	293.80	.1
AUDIO-VISUAL	6,890.12	393.91	7,284.03	2.8
EQUIPMENT		1,169.71	1,169.71	.5
SUPPLIES		9,397.67	9,397.67	3.6
HEAT	1,539.39		1,539.39	.6
ELECTRIC	8,391.30		8,391.30	3.2
TELEPHONE	1,743.72		1,743.72	.7
INSURANCE		3,377.00	3,377.00	1.3
TRAVEL		1,161.60	1,161.60	.5
REPAIRS		1,113.20	1,113.20	.4
POSTAGE		2,172.81	2,172.81	.8
MISCELLANEOUS	34.91	3,587.82*	3,622.73	1.4
SERVICE CONTRACTS		2,048.19	2,048.19	.8
MEMBERSHIPS & CHRISTMAS		302.00	302.00	.1
FICA	8,968.48		8,968.48	3.5
LAGERS	5,412.21		5,412.21	2.1
	\$215,304.21	\$ 41,138.67	\$256,443.88	100%

* Includes a Borchardt Memorial Transfer

EXPENDITURES GROUPED BY MAJOR CATEGORIES WITH PERCENTAGES:

SALARIES	\$153,625.38	59.9%
BOOKS & LIBRARY MATERIALS	52,397.49	20.4
ALL OTHER EXPENSES	50,421.02	19.7

BOOK CIRCULATION FOR 1975 - 1976

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	66,164	53,689	119,853	37,321	12,703	50,024	169,877
Carnegie	8,483	3,533	12,016	8,254	2,945	11,199	23,215
Washington Pk.	24,965	5,095	30,060	24,697	7,263	31,960	62,020
Bookmobile	19,743	4,769	24,512	39,021	13,367	52,388	76,900
TOTALS	119,355	67,086	186,441	109,293	36,278	145,571	332,012

BOOK CIRCULATION FOR 1974 - 1975

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	71,186	49,529	120,715	45,941	15,377	61,318	182,033
Carnegie	7,674	3,776	11,450	8,403	3,274	11,677	23,127
Washington Pk.	20,890	5,367	26,257	28,514	6,187	34,701	60,958
Bookmobile	23,231	6,672	29,903	54,926	17,771	72,697	102,600
TOTALS	122,981	65,344	188,325	137,784	42,609	180,393	368,718

	<u>1975 - 1976</u>	<u>1974 - 1975</u>
FILM CIRCULATION		
Number of films borrowed	2,351	1,962
Total attendance at film showings	98,735	65,627
PHONOGRAPH RECORD CIRCULATION		
Number of records borrowed	3,186	3,189
PICTURE CIRCULATION		
Number of pictures borrowed	1,902	2,357

BOOK COLLECTION 1975-1976

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	19,997	81,843	101,840	5,705	10,863	16,568	118,408
Carnegie	2,852	5,355	8,207	2,150	3,486	5,636	13,843
Washington Pk.	5,484	6,810	12,294	3,847	3,920	7,767	20,061
Bookmobile	8,438	5,586	14,024	5,389	7,825	13,214	27,238
TOTALS	36,771	99,594	136,365	17,091	26,094	43,185	179,550

BOOKS ADDED 1975-1976

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	1,656	2,766	4,422	371	502	873	5,295
Carnegie	243	194	437	109	110	219	656
Washington Pk.	244	238	482	142	144	286	768
Bookmobile	560	293	853	156	153	309	1,162
TOTALS	2,703	3,491	6,194	778	909	1,687	7,881

New Titles 6,509

Added Titles and Replacements 1,368

BOOKS WITHDRAWN 1975-1976

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	4,395	7,334	11,729	549	265	814	12,543
Carnegie	73	2	75	20	21	41	116
Washington Pk.	387	899	1,286	155	68	223	1,509
Bookmobile	199	43	242	404	27	431	673
TOTALS	5,054	8,278	13,332	1,128	381	1,509	14,841

CENTRAL INVENTORY ADJUSTMENT 1975-1976 *

	Adult Fiction	Adult Non-Fiction	Totals
Cancelled	3,500	6,830	10,330
Reinstated	101	266	367
TOTALS	3,399	6,564	9,963

* These were deducted from the previous year's totals.

ALTRUSA MEMORIAL RECORD COLLECTION AND MUSICAL SCORES

Record Albums in collection as of April 30, 1975	2,103
Record Albums Added 1975-1976 (49 Juvenile)	351
Record Albums withdrawn 1975-1976 Inventory--1975-1976	21 905
Record Albums in Collection as of April 30, 1976 77 Juvenile 1 Washington Park 2 Carnegie Branch	1,177
Miniature Orchestral Scores	55
Opera Scores	10

CONSTANCE FAUNTLEROY RUNCIE MEMORIAL PICTURE COLLECTION

Total Pictures in the Collection as of April 30, 1975 (of this number 80 are Juvenile)	385
Total pictures added 1975-1976 (of this number 1 was Juvenile)	22
Total Pictures in the collection as of April 30, 1976	407

SCULPTURE

Total sculpture in collection as of April 30, 1975	15
Sculpture added 1975-1976	21
Total sculpture in collection as of April 30, 1976	36

CASSETTES

Musical Cassettes in collection as of April 30, 1976	29
Educational Cassettes in collection as of April 30, 1976	202

MICROFILMS (Newspapers--Periodicals--Miscellaneous--Bound Magazines)

	April 30, 1975	Added 1975-1976	TOTAL
Newspaper Microfilms	900	19	919
Periodical Microfilms	1,981	57	2,038
Miscellaneous Microfilms	48	-0-	48
Bound Magazines	8,169	38	8,207
Government Documents	57,830	4,331	62,161
City Directories	141	-24	117
Telephone Directories	147	10	157

	<u>1975 - 1976</u>	<u>1974 - 1975</u>
REFERENCE QUESTIONS		
Number of reference questions	28,878	27,573
CASSETTES		
Number of cassettes borrowed	883	
Number of players borrowed	55	
INTER LIBRARY LOANS		
Number of inter library loans	411	513
VACATION READING PROGRAM		
Number enrolled	299	351
JUVENILE LIBRARY VISITS		
Number attending	16,973	20,177
REGISTERED BORROWERS		
Number registered	12,225	12,467

COMBINED TOTAL CIRCULATION		
(Books and non-book material)	340,389	376,739

LIBRARY DIRECTORY

Central Public Library Tenth & Felix Streets
Hours:
Monday thru Friday 9:00 am - 9:00 pm
Saturday 9:00 am - 6:00 pm

Central Juvenile Department
Hours:
Monday thru Saturday 9:00 am - 6:00 pm

Telephone:
232-7729 232-7720 Reference 232-8151

Carnegie Branch Library 316 Massachusetts Avenue
Hours:
Monday thru Saturday 10:00 am - 6:00 pm

Telephone:
238-0526

Washington Park Branch Library Third and Market Streets
Hours:
Monday thru Saturday 10:00 am - 6:00 pm

Telephone:
232-2052

Bookmobile

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

Call Central Public Library for schedule
information.

232-7729 or 232-7720

Monday thru Saturday 10:00 am - 6:00 pm

Telephone:
238-0526

Telephone:
238-0526