


JUNE 1, 1977

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,


Isabel Evans, Librarian

ST. JOSEPH PUBLIC LIBRARY

LIBRARIAN'S REPORT 1976 - 1977

For a better understanding of the world in which we live, there is no better place to acquire that knowledge and information than the Library. The public's use of St. Joseph Public Library in 1976-1977 was indeed gratifying.

Urban renewal continued, but the streets were open and more people came downtown. Adult use of the library increased 8.4%.

Children's reading, which decreased upon the establishment of 25 school libraries two years ago, is on the rise again.

Washington Park Library set an all-time record loaning 70,042 books, a 12.9% gain.

Carnegie circulation was about the same.

The Bookmobile use cannot be compared to last year due to the extended loan period and changes in schedules. Longer stops are made in some residential neighborhoods.

Total circulation of library materials for home use was 350,544.

BOOK COLLECTION

It is a matter of pride to the retiring librarian that we were able to purchase more books, magazines, and non-print materials than in any single year in the history of the library, a sum of \$65,213.00. This is 22.1% of our total budget, a figure well in excess of the standard 20%.

The Catalog department, consisting of Susan DeGregory, a professional librarian, with two assistants and occasional part-time help, processed 10,413 books, also the greatest number on record.

The public's increased use of the library is undoubtedly in response to the many new books available: approximately 850 a month.

SERVICE TO HOMEBOUND AND ELDERLY

One great advantage to life-long readers is that no one, even the homebound and disabled, is out of touch with the Library.

Our Books by Mail librarian welcomes calls for books, or for cassettes that many persons with sight problems enjoy. She becomes acquainted with the tastes of the individual and often suggests new books. A telephone call or a post card receives prompt attention. Many notes of appreciation are received.

The Bookmobile spends alternate Fridays serving retirement homes. Memorial Home is served by Washington Park Branch Library.

CHILDREN'S SERVICES

In April a questionnaire circulated by the Children's department at the Main Library indicated that our programs of stories and films were valued highly by the mothers. A total of 373 programs of this kind were given. Attendance at children's activities was 15,798; at Washington Park alone it was 5,851.

In addition to these story hours for children of patrons, the same program is repeated for class groups as follows: Children's Rehabilitation Center, Day Care Centers, Head Start classes, the Cerebral Palsy class and the Deaf Children's class. The latter visits Washington Park.

Two Missouri Western classes in Childhood Education visited the Branch to observe Mrs. Alyce Hougas telling stories and to hear her speak about her work.

Carnegie Branch offers Craft classes the year around for small children and another for the grade school age.

AUDIO VISUAL

The Constance Fauntleroy Runcie Memorial Collection of Art Reproductions consists of 410 framed prints, 82 of which are in the Children's department, and 50 pieces of sculpture. Branch libraries also loan framed art.

Established in 1963 by the Runcie Club with a grant of \$3,000, the gift has grown over the years to \$11,215.

The Altrusa Memorial Phonograph Record Collection consists of 1,606 albums. Annual contributions are matched by the library.

The cassette collection has grown to include 383 cassettes, both musical and oral. The latter include panel discussions, Broadway plays, medical information and excerpts from great literature.

The Library is a member of the Missouri Libraries Film Cooperative. Sixty films per month are received which serve many civic institutions, clubs, churches and schools.

Use of the films rose from 2,351 to 2,942. Our viewers this year totaled 107,754.

A 20% increase in the use of these non-print materials shows that this is an area to be developed further.

REFERENCE DEPARTMENT

The Reference department answers over 2,000 inquiries a month. This year's total, 26,320, includes the branch libraries.

The Main reference room, in addition to aiding researchers in local history and genealogy, answers many business and legislative questions. Weekly updated information on bills in Congress, on Supreme Court decisions, Federal regulations and Standard and Poor's financial services are readily available.

A U.S. Government depository library since 1907, the reference librarians check in from three to five thousand government publications each year. There are 66,039 at present.

Since January, 1977, the library has been a partial Missouri State Depository. State publications have always been received on request, but they will now be sent automatically through the State Library.

Checking in documents and almost 400 magazines annually and caring for microfilmed and bound copies of back number periodicals are the responsibilities of the reference librarians.

PUBLIC RELATIONS

A Newsletter sent out monthly with a selected list of new books to 250 patrons is a reminder of the wide variety of reading available. One businessman told us he posted the book list on a bulletin board for his employees.

During National Library Week a large, well-designed exhibit at East Hills Mall attracted new borrowers. Six hundred fifteen people visited with the librarians on duty. We are very fortunate to have among our student assistants three college art majors. They spent much of their own time designing the display.

A three-day Genealogy seminar was conducted by friends of the library in the Reference department.

Television and radio appearances were made by librarians many times during the year.

Book reviews and talks to parents' groups and women's clubs were also given.

The staff held two book sales to which the response was spectacular.

For three years the library has been a member of a local cooperative for interlibrary loans. This year we borrowed 169 books from the state or local libraries for our patrons.

Reciprocal borrowing between the library and Rolling Hills County Library was resumed as had been the practice for many years until 1971 when St. Joseph residents were required to pay \$10.00 for borrowing privileges by Rolling Hills Library. Anyone in Andrew and Buchanan counties may now use both libraries free of charge.

St. Joseph Public Library has been repeatedly importuned to do the purchasing and processing for the county library. Careful research has revealed that this is not economically feasible; our space will not permit it; and the flow of books to the shelves of both libraries would be slowed to the detriment of the public.

A Library station at the County Jail has been enlarged to 140 books. The Platt College station has been used daily and has attracted many new borrowers to the Main Library.

GIFTS

Runcie Club	\$525.00
Altrusa Club	200.00
Lioness Club	200.00
Elizabeth Prescott Club	75.00
St. Joseph Women's Press Club	50.00
Ladies Auxiliary of the Missouri Society of Professional Engineers	25.00
65 books as memorials	
Two St. Joseph histories, owner's copies	
Chris Rutt's "History of St. Joseph and Buchanan County" 1898 and the 1904 edition from Miss Katherine Tenner	
Mr. C. Raffington's Scrapbooks 1874-1886 6 volumes from Miss Marguerite Jones	
Two Bicentennial Plates of St. Joseph from George Richmond and Joseph Gray of the City Bicentennial Commission	

ACKNOWLEDGMENTS

Our thanks to the St. Joseph News Press and Gazette for their good news coverage.

To KUSN for the many radio spot announcements, and

To Grace Crawford and KQTV for many Library programs.

As I retire after 31 years of service it is in the knowledge that with the present interested and knowledgeable board the Library will continue to be a viable community resource.

Serving the people of St. Joseph as librarian has been a joy as I am confident it will be to my well-qualified successor.

Isabel Evans

Isabel Evans, Librarian

BOARD OF DIRECTORS OF THE ST. JOSEPH PUBLIC LIBRARY AS OF MAY 1, 1977

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, 1979
Mr. Leon Losh	Term expires June 1, 1979
Monsignor Charles Nowland	Term expires June 1, 1978
Mrs. Veva Tomlinson	Term expires June 1, 1979

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF MAY 1, 1977

LIBRARIAN

Isabel Evans

CATALOG DEPARTMENT

Susan DeGregory
Terry Miller
Kathleen Brockett

Catalog Librarian
Library Assistant
Clerk-Typist

CHILDREN'S DEPARTMENT

Pam Finley
Patti Swartz
June Minnis

Acting Children's Librarian
Assistant Librarian
Library Page

CIRCULATION DEPARTMENT

Cherie Borghoff
Allison Hoskins
Mary Jean Lawhon
Mary Ann Bibens
Ruth Taylor
Linda Mallory
Annette Van Gundy

Circulation Librarian
Books-By-Mail Librarian
Audio-Visual Librarian
Readers' Services
Library Page
Library Page
Library Page

CIRCULATION CONTROL

Debbie Grace

Circulation Control Librarian

CUSTODIAN

Don Russell

Custodian

OFFICE

Shirley Murphy

Secretary-Bookkeeper

ORDER DEPARTMENT

Alene Hoffsommer

Order Librarian

REFERENCE DEPARTMENT

Doris Finley
Elizabeth Broom
Virginia Ross
Sharon Canter
Renee Womack

Reference Librarian
Assistant Librarian
Assistant Librarian
Library Page
Library Page

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF MAY 1, 1977

BRANCHES AND BOOKMOBILE

CARNEGIE BRANCH LIBRARY

Josephine Plummer	Branch Librarian (Retiring)
Diane Pace	Branch Librarian
Shirley Gawatz	Assistant Librarian
Barbara Doolan	Library Page
Oscar Blair	Custodian

WASHINGTON PARK LIBRARY

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

BOOKMOBILE

Vickie (Heckel) Evans	Bookmobile Librarian
Chris Smith	Assistant Librarian
Karen Borghoff	Library Page
Max Sheneman	Bookmobile Driver

1976 - 1977

INCOME

City Budget	\$231,341.00	
Cash Reserve Fund	<u>66,765.05</u>	\$298,106.05
Bank Balance, April 30, 1976	8,958.15	
Petty Cash Balance, April 30, 1976	130.00	
State Aid	21,763.07	
Fines	7,372.82	
Non-Resident Fees	561.00	
Toothaker Library Monthly Service	600.00	
Toothaker Library Book Reimbursement	2,230.86	
Pay Telephone Collection	43.56	
Toothaker Annual Service Fee	1,500.00	
Postage Reimbursement	-----	
Gifts (other than Memorials)	428.10	
Book Sale	1,674.79	
Borchardt Transfer	18,000.00	
Miscellaneous (Includes photocopy service)	<u>3,502.70</u>	\$ 66,765.05

SUMMARY OF INCOME AND EXPENDITURES

Total Income:

City Fund	\$231,341.00	
Cash Reserve	<u>66,765.05</u> **	\$298,106.05

Total Expenditures:

City Fund	\$230,982.06	
Cash Reserve	<u>64,012.89</u>	\$294,994.95

Balance on Hand, April 30, 1977

Bank Balance	\$ 2,622.16	
Petty Cash	130.00	
City Balance	<u>358.94</u>	\$ 3,111.10

** Includes Borchardt Transfers

1976 - 1977

EXPENDITURES :

<u>Item</u>	<u>From City Appropriation</u>	<u>From Cash Reserve Fund</u>	<u>Total</u>	<u>Per Cent Of Total</u>
SALARIES	\$173,274.86	\$ 300.00	\$173,574.86	58.8%
BOOKS	26,596.95	26,277.86	52,874.81	17.9
PERIODICALS		4,247.60	4,247.60	1.4
BINDING	96.00	675.75	771.75	.3
AUDIO-VISUAL	616.73	6,702.96	7,319.69	2.5
EQUIPMENT		712.50	712.50	.2
SUPPLIES		9,345.95	9,345.95	3.2
HEAT	1,678.86		1,678.86	.6
ELECTRIC	10,399.87		10,399.87	3.5
TELEPHONE	1,604.25		1,604.25	.5
INSURANCE		3,443.00	3,443.00	1.2
TRAVEL		1,200.00	1,200.00	.4
REPAIRS	495.00	2,728.10	3,223.10	1.1
POSTAGE		2,713.94	2,713.94	.9
MISCELLANEOUS	662.51	1,551.13*	2,213.64	.8
SERVICE CONTRACTS		3,934.10	3,934.10	1.3
MEMBERSHIPS & CHRISTMAS		180.00	180.00	.1
FICA	10,107.35		10,107.35	3.4
LAGERS	5,449.68		5,449.68	1.9
	<u>\$230,982.06</u>	<u>\$ 64,012.89</u>	<u>\$294,994.95</u>	<u>100.0%</u>

EXPENDITURES GROUPED BY MAJOR CATEGORIES WITH PERCENTAGES:

SALARIES	\$173,574.86	58.8%
BOOKS & LIBRARY MATERIALS	65,213.85	22.1
ALL OTHER EXPENSES	56,206.24	19.1

* Includes a Borchardt Memorial Transfer

BOOK CIRCULATION FOR 1976-1977

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	77,008	52,333	129,341	38,090	13,352	51,442	180,783
Carnegie	7,161	3,213	10,374	7,465	2,647	10,112	20,486
Washington Pk.	28,882	5,350	34,232	25,167	10,643	35,810	70,042
Bookmobile	21,021	6,094	27,115	33,277	8,500	41,777	68,892
TOTALS	134,072	66,990	201,062	103,999	35,142	139,141	340,203

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

	<u>1976-1977</u>	<u>1975-1976</u>
FILM CIRCULATION		
Number of films borrowed	2,942	2,351
Total attendance at film showings	107,754	98,735
PHONOGRAPH RECORD CIRCULATION		
Number of records borrowed	4,566	3,186
PICTURE CIRCULATION		
Number of pictures borrowed	1,809	1,902
Number of posters borrowed	207	
REFERENCE QUESTIONS		
Number of reference questions	26,320	28,878
CASSETTES		
Cassettes	775	883
Players	42/1 cord	55
INTER LIBRARY LOANS		
Number of inter library loans	169 Books	411
	75 Films	
VACATION READING PROGRAM		
Number enrolled	137	299
JUVENILE LIBRARY VISITS		
Number attending	15,661	16,973
REGISTERED BORROWERS		
Number registered	11,837	12,225
COMBINED TOTAL CIRCULATION		
(Books and non-book material)	350,544	340,389

BOOK COLLECTION 1976-1977

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	21,901	83,482	105,383	5,625	10,852	16,477	121,860
Washington Pk.	5,672	6,988	12,660	3,901	3,949	7,850	20,510
Carnegie	2,447	5,112	7,559	2,036	3,320	5,356	12,915
Bookmobile	7,514	5,175	12,689	3,382	7,174	10,556	23,245
TOTALS	37,534	99,423	138,291	14,944	25,295	40,239	178,530

*Please note the order of presentation has been changed from previous years.

BOOKS ADDED 1976-1977

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	3,015	2,975	5,990	600	304	904	6,894
Washington Pk.	755	436	1,191	310	105	415	1,606
Carnegie	343	239	582	231	81	312	894
Bookmobile	480	196	676	274	69	343	1,019
TOTALS	4,593	3,846	8,439	1,415	559	1,974	10,413*

New Books: 5,559 of which 2,858 were new titles

Volumes Added and Replaced: 1,730

Paperbacks Unaccessioned: 2,275

Books Transferred: 849

10,413*

BOOKS WITHDRAWN 1976-1977

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	1,330	1,641	2,971	723	326	1,049	4,020
Washington Pk.	567	258	825	256	76	332	1,157
Carnegie	748	483	1,231	345	247	592	1,823
Bookmobile	1,404	608	2,012	2,289	720	3,009	5,021
TOTALS	4,049	2,990	7,039	3,613	1,369	4,982	12,021

REINSTATEMENTS

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	219	305	524	43	11	54	578
Carnegie		1	1				1
Bookmobile		1	1	8		8	9

Reinstatements 588

ALTRUSA MEMORIAL RECORD COLLECTION & MUSICAL SCORES

Record Albums in Collection as of April 30, 1976	1,177
Record Albums added 1976-1977 (This includes 78 Juvenile)	450
Record Albums withdrawn 1976-1977	<u>21</u>
Record Albums in Collection as of April 30, 1977	1,606

Miniature Orchestral Scores	55
Opera Scores	10

CASSETTES

Musical Cassettes in Collection as of April 30, 1976	29
Cassettes added 1976-1977 (This includes 2 Juvenile)	<u>71</u>
Musical Cassettes in Collection as of April 30, 1977	100
Educational Cassettes in Collection as of April 30, 1976	202
Educational Cassettes added 1976-1977	<u>51</u>
Educational Cassettes in Collection as of April 30, 1977	253

CONSTANCE FAUNTIEROY RUNCIE MEMORIAL PICTURE COLLECTION

Total Pictures in Collection as of April 30, 1976	407
Pictures added 1976-1977 (This includes 1 Juvenile)	<u>3</u>
Total Pictures in Collection as of April 30, 1977	410

SCULPTURE

Total Sculpture in Collection as of April 30, 1976	36
Sculpture added 1976-1977	<u>14</u>
Total Sculpture in Collection as of April 30, 1977	50

	April 30, 1976	Added 1976-1977	TOTAL
Government Documents	62,161	3,878	66,039
City Directories	177	1	118
Telephone Directories	157	Subtracted -8	149

MICROFILMS (PERIODICALS--NEWSPAPERS--MISCELLANEOUS--BOUND MAGAZINES)

	April 30, 1976	Added 1976-1977	TOTAL
Newspaper Microfilm	919	19	938
Periodical Microfilm	2,038	(-4 canc.) 83	2,117
Miscellaneous Microfilm	48	2	50
Bound Magazines	8,140	38	8,528

LIBRARY DIRECTORY

Central Public Library

Tenth & Felix Streets

Hours:

Monday thru Friday
Saturday

9:00 am - 9:00 pm
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