

June 1, 1982

To The Board of Directors
St. Joseph Public Library
St. Joseph, Missouri

In compliance with Missouri Law, Section 182.210, the accompanying reports are submitted on the services, statistics and finances of the St. Joseph Public Library for the fiscal year.

Respectfully submitted,

Dorothy Sanborn Elliott

Dorothy Sanborn Elliott
Director

ST. JOSEPH PUBLIC LIBRARY

Report of the Director, 1981-1982

Introduction

"Libraries will get you through times of no money better than money will get you through times of no libraries."

The record of the activities of the St. Joseph Public Library for the past fiscal year is living proof of this slogan of National Library Week for 1982.

Partly because of the economy, the needs of St. Joseph citizens for information on a variety of topics increased notably. As a result of the continuing heavy coverage of library services by the media and the efforts of library staff members in reaching out into the community, many people sought this information from the St. Joseph Public Library. Not surprisingly, the use of the library for recreational purposes also increased.

Yet the bitter irony of these trends materializes in the concurrent elimination of federal funds for public libraries, the increasing difficulty of obtaining adequate support at the state level, and the uncertain future of all City services given the recession, the relatively low tax base, and the eventual withdrawal of federal revenue sharing funds.

Finances

The most encouraging sign at the beginning of the 1981-1982 fiscal year was that with the exception of funding for capital improvements, the gap between what the Board felt necessary to continue operations and what the City administration had recommended narrowed considerably, requiring only an increase from \$434,150 to \$469,150. This allotment permitted inflationary increases for fixed costs, an increase in the materials budget, and a salary expenditure sufficient to assign staff to grades currently in effect for other City employees.

The financial history of the St. Joseph Public Library is marked by bequests and gifts which have been received like manna from heaven at times when anticipated revenue from other sources was being withdrawn. For example, shares in the amount of \$14,263.00 from the estate of Lula Poe and \$22,087.09 from the estate of Anna B. Keller helped soften the 13% cut in state aid.

The handling of the library's assets was vastly simplified this year when several small savings accounts were consolidated for short-term investments in the money market.

Library Resources

Circulation statistics for books have changed drastically at the St. Joseph Public Library in the last twenty years. In the 1961-1962 annual report a figure of 410,181 was noted. This figure rose steadily throughout the 1960's, suffering only a slight drop in 1966-1967. Book circulation was the highest it had been in twenty-three years when it stood at 431,177 in 1963-1964. A high of 460,013 was reached in 1968-1969, but the year following began a downward trend which fell below 400,000 in 1971-1972. A slight increase from the previous year occurred in 1973-1974 when the number stood at 369,967, but the slump continued steadily for the next six years.

There are a number of reasons for these changes over the last two decades. For one thing, downtown urban libraries nationwide experienced a drop in circulation in the mid to late 1960's. For another, at the same time circulation peaked at the St. Joseph Public Library, the Missouri Western State College was developing its own library, thereby removing the heavy use by college students whose old "campus" was a block away. Local school libraries were also developing and improving their collections. Furthermore, in the last four years record keeping procedures were changed. Lastly, many residents on the eastern side of the municipal library district have preferred to use the Belt Branch of the Rolling Hills Library.

In view of the foregoing, by far the most exciting news of the 1981-1982 fiscal year was the systemwide increase in circulation. Total circulation rose by 3.5%; total adult and total juvenile figures crept upward by 1.5% and 7.1% respectively. The Carnegie Branch was the only unit which showed a decrease, and the .04% loss can easily be explained by the fact that the branch was closed for remodeling during a time which normally has a high circulation. The total use of the Washington Park Library increased by 3.3%, and that of the Bookmobile by 4.8%. Book circulation figures for the Central Library increased by 3.9%, including a 1.5% increase in total adult book circulation. The most remarkable single increase in book circulation occurred in the Children's Department of the Central Library, where book circulation shot up by 11.5% from the previous year.

The circulation and use of nonprint materials also increased markedly in 1981-1982. The number of 16mm films borrowed leaped by 18.4%, and the number of viewers at film showings rose by 15.4%. Circulation of record albums increased by 6.6%. Use of the ever popular framed prints and reproductions rose by 3%, and circulation of cassettes by 7.3%. Books by mail, which had to be sacrificed somewhat because of personnel shortages and increased demands for other services, declined by 3.5%.

Because of the stringent economy and a desire to make the best possible use of materials purchased, the library administration took a considerably harder line during the past year toward delinquent borrowers. After sending out three notices regarding overdue materials, library staff members spent a great deal of time calling patrons to request that the items be returned. When these efforts failed, the director sent to the office of the City Attorney the names of patrons with more than \$25 in materials costs and fees assigned

to their cards. Following communication from the City Attorney's Office and/or an appearance in municipal court, many patrons returned materials and paid fines both to the library and to the City. However, a major problem in recovering overdue materials is that many patrons move and leave no forwarding address, thereby making the process of investigation a potentially expensive one. Personnel costs - both to the library and to the City Attorney's Office - are always considered before a decision is made about what action to take. Needless to say, delinquent patrons who have not paid for unreturned or lost materials are not granted new borrowers' cards.

The practice of conducting an "amnesty" period when patrons can return overdue materials without having to pay fines was continued this year, resulting in the recovery of several long overdue items in August, November, and April.

Cutbacks on the federal level were felt sharply by local genealogists when the much-used interlibrary loan of National Archives microfilm from the Fort Worth Archives and Records Center was discontinued. Unfortunately, service to genealogists is a labor intensive one which may face additional reductions in the future.

Services and Programming

The high usage of library resources, especially by children and young adults, is largely attributable to a packed calendar of activities for this age group. This situation also underscores the importance of a continuing and indeed increased effort to provide trained and experienced staff members who can promote the use of library materials and serve as the link between them and users. Quite simply, a library becomes merely a warehouse of materials without a cadre of well-educated and dedicated employees.

The Children's Department at the Central Library, the Washington Park Library, and the Carnegie Library continued story hours, class visits, special visits, film programs, and book talks throughout the year.

Especially successful was the 1981 summer reading program, which provided incentives from local businesses for children to read. After reading and reporting on 10 books, youngsters had a choice of a free pass to the B & J Skate Center or to play miniature golf at Cool Crest. Those who read and reported on 20 books received both. All participants in the reading program received a free ice-cream cone from Baskin-Robbins and a ticket to see "Mary Poppins" at the Missouri Theater. At the Carnegie Library 59 children finished the program and earned their certificates. One hundred and nine children were involved in the program at Washington Park, with 50 completing 10 reports and a total of 20 youngsters reading and reporting on 20 titles. In the Children's Department of the Central Library 108 children completed the program. In addition, summer story hours were held at all locations. Washington Park hosted a talk by a member of the St. Joseph Museum staff, a craft show, a magic show, and a pet show.

The concept of providing incentives for reading from local businesses was used again in the spring of 1982 in an adolescent reading survey initiated by Heidi Hornaday in which children ages 10 through 14 were asked to read and respond to a questionnaire on 3 of over 100 recommended and popular titles. The reward for doing this was a coupon for a free single at Wendy's. Over 100 questionnaires were turned in during a two-month period.

Personnel

Another heartening aspect of the 1981-1982 year was that because of vastly improved salaries at the library, an increased interest by staff in library science as a career, and the lack of opportunities available elsewhere in the community, a much lower rate of turnover of personnel occurred than in recent years. A handful of slots for pages changed hands, but only two or three each at the level of library clerk and assistant librarian.

Work continued on the refinement of forms and procedures for staff evaluations. An instrument which involved input from department heads was also implemented for the evaluation of the director.

An extremely popular event which promises to evolve into an annual tradition was the Board-staff luncheon in October of 1981 which gave members of each group an opportunity to get to know each other better.

The Library Board continued its effort to document policies when it revised the staff manual in December of 1981.

Another significant act of the Library Board was the purchase of three-year officers and directors liability insurance.

Continuing Education for Personnel

Librarianship, like any other field of endeavor at the paraprofessional and professional levels, requires constant updating of skills, knowledge, and awareness of new trends and problems both in the field itself and in the larger world which surrounds it. In the face of the lower rate of staff turnover, the investment of time and funds in continuing education for library personnel will have more of a lasting impact on the quality of service rendered than it has in the immediate past.

Workshops, conferences, and courses on a wide range of topics were attended by both administrative personnel and line staff members. In early May of 1981 Heidi Hinton Hornaday and Alyce Hougas went to the annual Children's Literature Festival in Warrensburg. Later on in June Ms. Hornaday was given a federal grant from the Missouri State Library to attend a short course entitled "Furthering Multi-Cultural Understanding Through Children's Literature" at Fort Hays State University in Kansas.

Missouri Western State College has begun offering undergraduate courses in library science, and in the fall of 1981 Alison Graves, Pearl Healey, and Sue Edson took Cataloging and Classification. In the spring Sue Edson and April Fager took Introduction to Reference. Missouri Western State College also offered a workshop on adolescent literature in October which Gaye Pate, Heidi Hornaday, Karen Ruckman, and Audrey Sheets attended. Heidi Hornaday went to a workshop on time management at MWSC, and Gaye Pate sat in on a lecture there on young adult literature in early February. Gaye Pate and Dorothy Elliott attended a workshop in March which covered library service to nursing homes. Heidi Hornaday and Alyce Hougas again participated in the Oral Tradition Workshop in St. Louis in late February. The Northwest Missouri Library Network cosponsored a workshop on microcomputers in Kansas City in late March which Gaye Pate, June Minnis and Dorothy Elliott attended. The Grand River Library Conference also presented programs on censorship and collection development.

Once again the annual convention of the American Library Association sponsored informative and stimulating meetings and discussions on a variety of subjects such as intellectual freedom, federal legislation, the role of public relations in the planning process, marketing in public libraries, librarians in the political process, public library standards and performance evaluations. Dorothy Elliott and Gaye Pate attended this conference.

The annual convention of the Missouri Library Association was also extremely valuable for Ms. Pate and Ms. Elliott. The theme was "Libraries in the Political Process," and sessions gave tips on influencing legislators, promoting public awareness of libraries, and forming and using friends groups.

Facilities

The major remodeling project at the Carnegie Branch continued into the beginning of the 1981-1982 fiscal year. The original ceiling was restored, new storm windows installed, broken windows repaired, walls painted a sunny yellow, and a color coordinated carpet laid. The addition of new furniture for the circulation area also considerably streamlined clerical procedures.

At the Washington Park Library the steps to the basement were varnished and the floor of the restroom repainted in the summer of 1981. A new steel door to the basement of the Washington Park Library was installed, as well as a new door to the furnace room which was funded by leftover Community Development monies.

Minor acts of vandalism and burglaries continued to plague all outlets, pointing to the need for improvements to doors and windows.

Several repairs remain to be made to both branches, and as of this writing, a source of funding for them has not been found. Additional efforts will be made to secure Community Development funds, although the Citizens Advisory Committee now contends that since the library is a tax supported institution, the responsibility for its upkeep rests with the general fund.

The space problem in the Central Library has continued to worsen. Office space for the Technical Services Department is totally inadequate, with the result that incoming materials have had to be stored in the director's office. Shelving for both reference and adult circulation materials as well as government documents is also extremely cramped.

Equipment

For the second year in a row, because of impending cutbacks of funds, purchases of expensive items of equipment were postponed.

Nevertheless, several smaller items helped to improve service to the public. A record counter top browser, two hang up racks for cassette/book combinations, revolving racks for paperbacks, and shelves for children's books were added to the Carnegie Library. Purchased for the Children's Department at Central were a record player and some musical instruments. An atlas stand was acquired for the Reference Department. The Adult Circulation Department at the Central Library received a new revolving bulletin board and a slide projector for circulation. A new set of mail scales to replace the unit taken in a break-in were also bought for the office.

All library equipment has been marked by the Police Department, and it is hoped that this will deter thefts.

The Xerox unit in the Reference Department of the Central Library which had been leased for the last five years was replaced by a Savin unit which has more features and produces a better copy.

An extension phone was installed in the office of the Washington Park Library in the summer of 1981 to provide privacy for telephone conversations and security for the staff in case of an emergency.

Gifts

Elizabeth Prescott Club	\$ 100.00
Eagles Lodge	100.00
Jean Challener	25.00
Rosalie Fenner	5.00
Temple Adath Joseph Sisterhood	100.00
Runcie Club	1,500.00
Bill Goodding	25.00
Altrusa Club	200.00
Nadine F. Arnholt	15.00
Lioness Club	200.00
Forty books as memorials	

Numerous donations of used books and unsolicited materials have been received. Also, several companies have donated materials for special projects.

The Southside Business and Professional Women's Club had the flagpole outside the Carnegie Library painted, a new flag attached, and a spotlight installed.

Community Relations

In the last year there have been a number of indications that the St. Joseph Public Library is increasing its visibility in the community. This is because staff members take advantage of nearly every invitation to serve on committees, speak before groups, issue press releases, and prepare displays.

Activity in the spring and summer of 1981 included Karen Ruckman's involvement with a display at the Baby Fair at the Civic Arena, Dorothy Elliott's participation in the United Way campaign, Audrey Sheets' taping of a half-hour program on Cablevision on the remodeling of the Carnegie Branch and summer programs, a Public Affairs program on summer activities taped by KQTV, and Dorothy Elliott's promotion of library services at the new teachers luncheon.

Fall endeavors included several appearances by Dorothy Elliott on "Community Calendar" on KQTV, a display of library materials at the Ability Expo, a fair for and about the handicapped at East Hills, and book reviews by June Minnis, Dorothy Elliott, Gaye Pate, and Dorey Orr at the Lifelong Learning program. Doris Orr also gave a book talk to a women's group at the First Assembly of God in November.

A flurry of events also occurred in December and January. Dorothy Elliott spoke to both the Lioness Club and the Christian Women's Fellowship of the First Christian Church about Christmas materials available at the library. A widely distributed brochure published by the Kiwanis Club also highlighted these types of resources. Heidi Hinton Hornaday and Jerry Reeves collaborated on a presentation of "The Clown of God," an old French legend, for performances at elementary schools and churches during the holy season.

Ms. Hornaday also coordinated an article on adolescent reading which appeared in the News-Press in late October. KQTV did a segment on the proposed cuts in the federal budget.

The major event of the year as far as the community was concerned was the incorporation in April of 1982 of the Friends of the St. Joseph Public Library group. Bylaws have been drafted and approved, officers selected, and a brochure is being prepared. Staff and patrons have all contributed to a mailing list which will be used in a membership drive in the early fall.

Cooperation with Other Institutions

Through its membership in the Northwest Missouri Library Network, the Missouri Library Association, and other formal and informal coalitions, the St. Joseph Public Library continued a commitment to the sharing of resources, continuing education, and library development, especially as it is affected by legislation.

In addition to the benefits of rapid interlibrary loan, the Northwest Missouri Library Network offered workshops on networking procedures, cooperation between school and public libraries, and microcomputers. As a result of a collection analysis project, the St. Joseph Public Library was also granted \$750.00 in matching funds to collect in certain designated areas deemed significant either because of a frequency of interlibrary loan requests and/or their superiority in relation to other area collections. Another development in the area of sharing of resources and the avoidance of unnecessary or costly duplication occurred when NLN members began submitting information on new acquisitions to the network to be entered into the microcomputer. This process makes searching easier, and the information could later be fed into a statewide bibliographic data base.

Staff involvement in the activities of the Missouri Library Association increased during the year. Dorothy Elliott served on a membership drive committee, an awards committee, and the Task Force to Review State Aid to Public Libraries. During the annual conference in 1981 she also served on a panel and dealt with the topic of "cooperative beginnings: how institutional and public libraries can work together to provide needed services for special patrons."

In the last two years both individual and institutional members of the Missouri Library Association have experienced tremendous growth in terms of political sophistication. An important decision was made to secure the services of a legislative advocate, and libraries throughout the state banded together in various fund raising activities to support this endeavor. On many occasions throughout the year the director of the St. Joseph Public Library participated in a legislative telephone network in an effort to keep MLA members informed about events in Jefferson City and to influence legislators.

Locally, the St. Joseph Public Library served as host for a reception for area legislators and members of the Rolling Hills and St. Joseph Public Library Boards which was sponsored by the St. Joseph Area Library Cooperative in January.

The most important rallying point for librarians both statewide and nationwide during the year was the fate of the Library Services and Construction Act, considered the most significant federal legislation to date for municipal libraries. Dorothy Elliott and other midwestern library representatives appeared before a House Subcommittee on Postsecondary Education at a hearing in Kansas City in November to testify about the benefits of the LSCA. Later, after it had been announced that there was no money for libraries in

President Reagan's budget for fiscal year 1983, the staff of the St. Joseph Public Library worked with other members of the Missouri Library Association in spearheading a letter-writing campaign by library users and trustees to protest this proposed elimination of federal funds for libraries.

A similar effort took place in the early spring when the closing of the School of Library and Informational Science at the University of Missouri-Columbia was proposed.

Acknowledgements

The St. Joseph Public Library has an uncommonly energetic, dedicated, and hardworking staff who have done an excellent job this year both in providing service to the public and in cooperating in a number of ways when the support for this service has been threatened. To them I am exceedingly grateful.

The local media have continued to sustain the life of the St. Joseph Public Library by focusing the attention of the community on its services, needs, and problems. For this coverage I extend my deepest thanks to the members of the staffs of the St. Joseph News-Press, the Gazette, KKJO and KSFT, KFEQ, KQTV, and Cablevision.

Finally, at a time when Americans are acutely aware of their freedoms of thought and expression as well as the forces present which could erode them, our public library is a sacred institution supporting freedom and a superlative example of the democratic process in action. A public library is placed in the trust of either an elected or an appointed board of citizens who determine its policies and set its direction for the future. The members of the St. Joseph Public Library Board, both as individuals and as a group, have offered me their guidance, counsel, wisdom, and moral support, which I have appreciated beyond my ability to articulate it.

Conclusion

At the midpoint of the interim period, which has marked the beginning of a transition to a new form of government in St. Joseph, many questions remain about how the City Manager/Council format will work and, perhaps more important, how priorities will be set and City services in general funded in the future. These are unsettling times for both the City and the Public Library.

One fact is clear: much work remains to be done in the area of needs assessment at both levels.

Nevertheless, the future looks bright for the development of the Friends of the St. Joseph Public Library and the increased use of volunteers. Yet as director, I must warn against the use of this trend to devalue professionalism in librarianship. In spite of the bad economy, the St. Joseph Public Library must increase its efforts to obtain more graduates

of ALA accredited library schools and to press for the continuing education of present staff members. Too much is at stake to do otherwise.

A knowledge of and skills in working through the political process have increased, and we must in the next year continue to support the interests of public libraries at all levels of government.

The sluggish economy can also provide an easy excuse to avoid or postpone dealing with studying developments in automation and problems of space. We may not be able to take action in these areas, but we must not let up in our efforts to study and monitor them.

Since as of this writing the City's allocation to the St. Joseph Public Library has not been announced, it is difficult to predict with much specificity the problems we might face in 1982-1983. Library services must not atrophy for lack of a well-conceived plan if cutbacks do occur. Instead, we must ask ourselves the sometimes intimidating question of whether or not the way we have been doing things is still the best way. Whatever we decide to do, however, we must do well.

Dorothy Sanborn Elliott
Dorothy Sanborn Elliott, Director

BOARD OF DIRECTORS OF THE ST. JOSEPH PUBLIC LIBRARY AS OF MAY 1, 1982

Mr. Melvin Goin President	Term expires June 1, 1983
Position vacant First Vice-President	Term expires June 1, 1983
Mr. Herbert Iffert Second Vice-President	Term expires June 1, 1982
Mr. Stephen J. Briggs Treasurer	Term expires June 1, 1983
Mr. Gerald M. Coleman	Term expires June 1, 1984
Mr. William B. Ebert	Term expires June 1, 1984
Mrs. Maxine Freeman	Term expires June 1, 1982
Mrs. Eleanor Langemach	Term expires June 1, 1982
Mr. Richard Robertson	Term expires June 1, 1984

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF MAY 1, 1982

LIBRARIAN

Dorothy Sanborn Elliott Director

CHILDREN'S DEPARTMENT

Heidi Hinton Hornaday Children's Librarian
Deborah K. Miles Assistant Librarian
Gina Leayn Losh Page

CIRCULATION DEPARTMENT

Gaye Pate Adult Circulation Librarian
Doris Orr Audiovisual Librarian
Mary Lumley Books-By-Mail Librarian
Debbie Grace Circulation Control Librarian
Mary Ann Bibens Assistant Librarian
Cathy Echterling Assistant Librarian
Lori Pruett Page
Denise Rich Page
Bridget Supple Page

CUSTODIAN

Dennis L. Grabill Custodian

OFFICE

Linda Hinkle Secretary-Bookkeeper

REFERENCE

Doris Finley Reference Librarian
Alison Graves Assistant Librarian
Sharon Canter Assistant Librarian
Susan Sollars Page
Margaret Tannheimer Page

TECHNICAL SERVICES

June Minnis Technical Services Librarian
Alene Hoffsommer Order Librarian
Kate Brockett Clerk-typist
Marcia McKee Clerk
Patricia Spangler Clerk

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF MAY 1, 1982

BRANCHES AND BOOKMOBILE

CARNEGIE BRANCH

Audrey Sheets
Susan Edson
Janice Sisk
Kevin Echterling

Branch Librarian
Assistant Librarian
Page
Custodian

WASHINGTON PARK LIBRARY

Alyce Hougas
Patricia Fuson
Janet Anderson
Bob Waldron

Branch Librarian
Assistant Librarian
Page
Custodian

BOOKMOBILE

Karen Ruckman
Max Sheneman
April Fager

Bookmobile Librarian
Bookmobile Driver
Page

ST. JOSEPH PUBLIC LIBRARY
 Summary of Income
 For the Year Ended April 30, 1982

INCOME

City Fund

City Appropriation \$469,150.00

Cash Reserve Fund

Bank balance, April 30, 1981	\$ 9,289.24	
State Aid	18,638.88	
Fines	7,687.53	
Fees	1,429.10	
Toothaker monthly service	3,600.00	
Memorial and TM book reimbursement	702.24	
Candy machine reimbursement	80.07	
Pay telephone collection	75.45	
Gifts	37,448.90	
Book sale	1,824.52	
Photocopy	4,747.62	
Interest from CD's & Capital Notes	25,363.31	
Utility reimbursements	7,180.55	
NW Mo. Network - Collection Development	750.00	
Miscellaneous	934.23	
	<u>119,751.64</u>	<u>119,751.64</u>

Total Income \$588,901.64

EXPENSES

City Fund	\$487,420.54	
Cash Reserve	49,851.22	<u>\$537,271.76</u>

TOTAL INCOME \$ 51,629.88

BALANCES ON HAND APRIL 30, 1982

Bank balance, Cash Reserve	\$ 34,280.18	
Petty Cash	130.00	

ST. JOSEPH PUBLIC LIBRARY
 Summary of Expenses
 For the Year Ended April 30, 1982

	<u>CITY FUND</u>	<u>CASH RESERVE FUND</u>	<u>TOTAL</u>
Salaries	\$323,061.03		\$323,061.03
FICA	21,279.70		21,279.70
LAGERS	19,570.08		19,570.08
Books	67,400.43	\$12,972.46	80,372.89
Periodicals	1,804.43	7,676.56	9,480.99
Audiovisual	3,211.22	5,107.58	8,318.80
Equipment	2,958.73		2,958.73
Supplies	12,521.48	2,940.54	15,462.02
Binding	294.55		294.55
Utilities	28,569.83		28,569.83
Repairs	1,446.75	3,795.47	5,242.22
Service	418.50	45.17	463.67
Service Contract	4,792.43	2,029.89	6,822.32
Membership		1,086.00	1,086.00
Insurance		5,335.00	5,335.00
Utility Reimbursement		1,210.28	1,210.28
Miscellaneous	91.38	1,375.34	1,466.72
Postage		3,493.39	3,493.39
Travel		2,783.54	2,783.54
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	\$487,420.54	\$49,851.22	\$537,271.76

Salaries and benefits	68%
Books and library materials	18%
All other expenses	14%

ST. JOSEPH, MISSOURI
PUBLIC LIBRARY
Expenses by Department
For the Year Ended April 30, 1982

	<u>ADMINISTRATION</u>	<u>CHILDREN'S</u>	<u>BOOKMOBILE</u>
Salaries	\$33,228.76	\$28,426.15	\$25,872.76
Books		6,891.36	4,989.71
Periodicals		23.50	158.83
Audiovisual		609.34	18.55
Supplies	220.07	640.58	806.70
Repairs	202.90	50.77	893.28
Membership	254.00	28.00	34.00
Utilities			331.08
Service Contract	225.50		
Travel	1,671.31	227.61	80.00
Equipment	125.00	344.63	
Miscellaneous		12.95	
Insurance	<u>1,750.00</u>		
	\$37,677.54	<u>\$37,254.89</u>	<u>\$33,184.91</u>
	<u>REFERENCE</u>	<u>CARNEGIE</u>	<u>WASHINGTON</u>
Salaries	\$45,247.33	\$30,292.41	\$32,193.77
Books	17,958.04	6,682.68	6,640.96
Periodicals	7,530.05	597.55	590.06
Audiovisual	1,221.23	44.75	384.63
Supplies	1,319.58	726.81	163.80
Repairs	276.05	175.17	2,926.78
Utilities		4,398.02	3,889.83
Membership	47.00	38.00	30.00
Service		20.00	9.48
Service Contract	1,761.65		
Travel	65.45	129.45	98.41
Equipment	652.16	1,202.39	
Miscellaneous		28.60	
Binding	<u>294.55</u>		
	\$76,373.09	<u>\$44,335.83</u>	<u>\$46,927.72</u>

ST. JOSEPH, MISSOURI
PUBLIC LIBRARY
Expenses by Department
For the Year Ended April 30, 1982

	<u>CIRCULATION</u>	<u>TECHNICAL SERVICES</u>	<u>MAINTENANCE</u>
Salaries	\$66,420.56	\$53,394.86	\$ 7,984.43
Books	37,210.14		
Periodicals	119.00	462.00	
Audiovisual	1,017.44		
Supplies	600.19	2,981.29	3,891.06
Repairs	89.71	121.00	
Membership	110.00	95.00	
Service Contract	130.00	99.00	
Travel	500.87	10.44	
Equipment	634.55		
Miscellaneous	27.83		
	<u>\$106,860.29</u>	<u>\$57,163.59</u>	<u>\$11,875.49</u>
	<u>UNASSIGNED</u>	<u>CENTRAL</u>	
Audiovisual	\$ 4,599.58	\$ 423.28	
Supplies	3,727.52	384.42	
FICA	21,279.70		
LAGERS	19,570.08		
Membership	200.00	250.00	
Postage	3,493.39		
Insurance	3,585.00		
Repairs		506.56	
Utilities		19,950.90	
Service		434.19	
Service Contract		4,606.17	
Miscellaneous	767.72	629.62	
Utility Reimbursement		<u>1,210.28</u>	
	<u>\$57,222.99*</u>	<u>\$28,395.42</u>	

*\$77,145.25 from Cash Reserve to reimburse City is not included in the totals.
\$345,838.82 from Cash Reserve to purchase CD's is not included in the totals.

ST. JOSEPH PUBLIC LIBRARY
Toothaker Medical
Results of Operation
For the Year Ended April 30, 1982

INCOME:

Beginning balance, May 1, 1981	\$ 7,195.03
Monthly distribution of income	8,962.14
Monthly interest added to account	454.77
Deposit of funds from MMC	10,000.00
Funds from close out of savings	<u>2,440.56</u>

\$29,052.50

EXPENSES:

Books	\$ 2,150.47
Periodicals	453.73
Service Charge	3,600.00
Miscellaneous	100.90
Purchase of CD	<u>15,000.00</u>

\$21,305.10

TOTAL

\$ 7,747.40

ST. JOSEPH PUBLIC LIBRARY
Borchardt Memorial Fund
Results of Operation
For the Year Ended April 30, 1982

INCOME:

Beginning balance, May 1, 1981	\$10,493.63	
Monthly distribution of income	19,104.63	
Monthly interest added to account	<u>256.70</u>	
		\$29,854.96

EXPENSES:

Transfer of funds to CD	\$19,100.00	
Miscellaneous	<u>5.00</u>	
		<u>\$19,105.00</u>

TOTAL		\$10,749.96
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ST. JOSEPH PUBLIC LIBRARY
Runcie Memorial Fund
Results of Operation
For the Year Ended April 30, 1982

INCOME:

Beginning balance, May 1, 1981	\$ 1,668.54	
Art fines	119.51	
Runcie Donation	<u>1,500.00</u>	
		\$ 3,288.05

EXPENSES:

Books	\$ 32.00	
Prints	1,176.50	
Framing	135.00	
Miscellaneous	<u>125.90</u>	
		<u>\$ 1,469.40</u>

TOTAL		\$ 1,818.65
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ST. JOSEPH PUBLIC LIBRARY

BOOK CIRCULATION FOR 1981-1982

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	69,954	46,248	116,202	29,870	10,288	40,158	156,360
Carnegie	11,330	3,488	14,818	9,038	4,584	13,622	28,440
Washington Park	27,093	4,101	31,194	15,650	5,769	21,419	52,613
Bookmobile	13,024	2,558	15,582	21,916	5,525	27,441	43,023
TOTALS	121,401	56,395	177,796	76,474	26,166	102,640	280,436

BOOK CIRCULATION FOR 1980-1981

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	70,134	44,314	114,448	27,111	8,898	36,009	150,457
Carnegie	11,453	2,936	14,389	9,854	4,314	14,168	28,557
Washington Park	26,108	4,641	30,749	14,991	5,201	20,192	50,941
Bookmobile	12,554	3,032	15,586	19,475	5,982	25,457	41,043
TOTALS	120,249	54,923	175,172	71,431	24,395	95,826	270,998

	<u>1981-1982</u>	<u>1980-1981</u>
FILM CIRCULATION:		
Number of films borrowed	3,075	2,597
Total attendance at film showings	105,682	91,561
PHONOGRAPH RECORD CIRCULATION:		
Number of records borrowed	4,965	4,658
PICTURE CIRCULATION:		
Number of pictures borrowed	1,627	1,580
CASSETTES	911	849
GAMES	3,504	2,590
REFERENCE QUESTIONS	26,688	26,796
INTERLIBRARY LOANS	items borrowed* 765 items loaned 504 microfilms borrowed 301	623 borrowed 545 loaned 438 microfilms
REGISTERED BORROWERS	11,026	10,880
BOOKS BY MAIL	578	884

*Includes books, periodicals, subject and reference requests, and other requests.

BOOK COLLECTION 1981-1982

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	25,481	91,870	117,351	5,097	10,955	16,052	133,403
Washington Pk	4,562	7,430	11,992	4,011	4,390	8,401	20,393
Carnegie	5,545	5,531	11,076	2,622	3,819	6,441	17,517
Bookmobile	8,765	4,859	13,624	2,909	5,654	8,563	22,187
TOTALS	44,353	109,690	154,043	14,639	24,818	39,457	193,500

BOOKS ADDED 1981-1982

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	1,809	2,975	4,784	651	299	950	5,734
Washington Pk	886	272	1,158	186	171	357	1,515
Carnegie	852	144	996	177	133	310	1,306
Bookmobile	565	101	666	79	32	111	777
TOTALS	4,112	3,492	7,604	1,093	635	1,728	9,332 **

New books 5,548 of which 3,489 are new titles.
 Volumes added & replaced 503
 Paperbacks unaccessioned 3,151
 Microfilm and bound periodicals 130
 Musical scores 0
9,332**

BOOKS WITHDRAWN 1981-1982

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	1,364	1,674	3,038	697	76	773	3,811
Washington Pk	1,413	29	1,442	215	103	318	1,760
Carnegie	100	99	199	38	54	92	291
Bookmobile	232	22	254	70	31	101	355
TOTALS	3,109	1,824	4,933	1,020	264	1,284	6,217

REINSTATEMENTS 1981-1982

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	6	164	170	12	10	22	192
Washington Pk	2	4	6	3	1	4	10
Carnegie	23	10	33	17	2	19	52
Bookmobile	5	3	8	15	4	19	27
TOTALS	36	181	217	47	17	64	281

BOOKS TRANSFERRED 1981-1982

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	-	-	-	-	-	-	-
Washington Pk.	-	4	4	2	-	2	6
Carnegie	-	27	27	3	2	5	32
Bookmobile	-	-	-	-	-	-	-
TOTALS	-	31	31	5	2	7	38

The above BOOKS TRANSFERRED figures represent only books transferred between branches. As they are old titles in the system, they are already in the count from previous Book Collection Reports, therefore the total figure of 38 is not entered into the report for 1980-1981. The breakdown is shown only to represent the work as completed.

ALTRUSA MEMORIAL RECORD COLLECTION & MUSICAL SCORES

Record albums in collection as of April 30, 1981	2,201
Record albums added 1981-1982	253
Includes Central Adult 205	
Central Juv. 47	
WP Adult 1	
CB 0	
Record albums withdrawn 1981-1982	- 301
Includes Central Adult 266	
" " Juv. 25	
WP Adult 2	
CB Adult 3	
CB Juv. 5	
Record albums reinstated Cent Juv. 1	+ 1
Record albums in collection as of April 30, 1982	2,154
Miniature orchestral scores as of April 30, 1981	97
Miniature orchestral scores added 1981-1982	0
Miniature orchestral scores as of April 30, 1982	97
CASSETTES	
Musical cassettes in collection as of April 30, 1981	385
Musical cassettes added 1981-1982 Central only 1	1
Musical cassettes withdrawn 1981-1982	-6
Includes Central Adult 5	
Central Juv. 1	
Musical cassettes in collection as of April 30 1982	380
Educational cassettes in collection as of April 30, 1981	387
Educational cassettes added 1981-1982	34
Includes Central Adult 32	
Central Juv. 2	
Educational cassettes withdrawn 1981-1982	- 1
Central adult 1	
Educational cassettes in collection as of April 30 1982	420

Filmstrips in collection as of April 30, 1981	WP Juv. only	16
Filmstrips added 1981-1982	WP Juv. only	13
Filmstrips withdrawn 1981-1982		+0
Filmstrips in collection as of April 30, 1982		<u>29</u>

CONSTANCE FAUNTILERROY RUNCIE MEMORIAL PICTURE COLLECTION

Total pictures in collection as of April 30, 1981 (Reference and Juvenile)		383
Pictures added 1981-1982	Reference only 22	+22
Pictures withdrawn 1981-82	Reference only 1	- 1
Total pictures in collection as of April 30 1982		<u>404</u>

SCULPTURE

Total sculpture in collection as of April 30, 1981		47
Sculpture added 1981-1982		+0
Sculpture withdrawn 1981-1982		-1
Total sculpture in collection as of April 30, 1982		<u>46</u>

GOVERNMENT DOCUMENTS

Government documents as of April 30, 1981		83,176
Government documents added 1981-1982 (Includes Federal & State)		+ 3,597
Government documents in collection as of April 30, 1982		<u>86,773</u>

City Directories	Current for 1981-1982	99
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Telephone directories	Current for 1981-1982	217
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MICROFILMS (PERIODICALS--NEWSPAPERS--MISCELLANEOUS--BOUND MAGAZINES)

Newspress and Gazette on film as of April 30, 1981		1,003
Newspress and Gazette added 1981-1982		+ 18
Newspress and Gazette as of April 30, 1982		<u>1,021</u>

Periodicals on film as of April 30, 1981		2,357
Periodicals on film added as of 1981-1982		+ 68
Periodicals on film as of April 30, 1982		<u>2,425</u>

Misc. microfilm as of April 30, 1981		8
Misc. microfilm added 1981-1982		+ 21
Misc. microfilm as of April 30, 1982		<u>29</u>

Bound magazines as of April 30, 1981		8,634
Bound magazines added 1981-1982		+ 25
Bound magazines as of April 30, 1982		<u>8,659</u>

LIBRARY DIRECTORY

CENTRAL PUBLIC LIBRARY

Hours: Monday through Friday
Saturday

Tenth and Felix Streets

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

CENTRAL JUVENILE DEPARTMENT

Hours: Monday through Saturday

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

TELEPHONE: 232-7729 232-7720

Reference 232-8151

CARNEGIE BRANCH LIBRARY

Hours: Monday through Saturday

316 Massachusetts Avenue

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

TELEPHONE: 238-0526

WASHINGTON PARK BRANCH LIBRARY

Hours: Monday through Saturday

Third and Market Streets

9:00 a.m. - 5:00 p.m.

TELEPHONE: 232-2052

BOOKMOBILE

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

Call Central Public Library for schedule information.

232-7729 or 232-7720