

ST. JOSEPH PUBLIC LIBRARY ANNUAL REPORT

1983 - 1984

St. Joseph, Missouri

August 31, 1984

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

In compliance with Missouri Revised Statutes 1978,  
Section 182.210, the accompanying report is submitted on  
the services, statistics, and finances of the St. Joseph  
Public Library for the fiscal year beginning July 1, 1983  
and ending June 30, 1984.

Respectfully submitted,

*Dorothy Sanborn Elliott*

Dorothy Sanborn Elliott  
Director

## ST. JOSEPH PUBLIC LIBRARY

Report of the Director, 1983-1984

### 93rd ANNUAL REPORT

#### Introduction

In 1983-1984 the Library Board made a heavy financial commitment to capital improvements for the branches and a philosophical commitment to cooperation with other institutions in the exploration of options for the automation of library functions.

Some patterns of service, as well as problems at the St. Joseph Public Library, remained unchanged from the past few years. The staff continued a heavy schedule of programming both in library facilities and throughout the community. Volunteers and the Friends of the St. Joseph Public Library maintained their support of library services. Lastly, the Public Library, along with other City departments, operated within a scenario of stagnant revenues, increased costs, and greater demands for service.

#### Finances

The growth in the City's allocations to the St. Joseph Public Library which produced an increase of 76% between the 1978-1979 and 1981-1982 fiscal years ceased in 1982-1983. During that year, the library received an allocation of \$492,854, which included an emergency adjustment for insurance costs for personnel totalling \$18,809. The original amount allocated for 1982-1983 had been \$474,045, which represented a 1% increment over the 1981-1982 figure of \$469,150. In 1983-1984, the library received \$458,482 from the City, a decrease of 7% from the \$492,854 figure of 1982-1983.

Operating expenses for 1983-1984 totaled \$557,982.33. In addition, the Library Board spent \$12,080 in repairs to the Carnegie Branch Library. Another \$30,366 of library reserve money was added to a federal grant of \$19,634 for capital improvements to the Washington Park Branch.

Nevertheless, this budget allowed for only a 2½% anniversary increase for employees, a change from the considerable improvements made to salaries in years past. Moreover, the expenditure in books during 1983-1984 was \$71,742.92, down from \$78,352.49 during 1982-1983. Reductions were also made in equipment; \$10,091.67 was spent in 1982-1983 compared with \$3,884.34 in 1983-1984.

Before the end of the 1983-1984 fiscal year, anticipated revenues and expenditures were approved for 1984-1985. The sum of \$578,407 for expenditures in 1984-1985 is roughly equivalent to the total of \$578,582 originally anticipated for expenses in 1983-1984. However, salary increases in line with those granted for City employees would necessitate cutting the staff of 27 FTE's by 1.375 FTE. The hours of the Central Library would also have to be cut, and a large decrease in the materials budget anticipated.

What made the financial picture of 1983-1984 somewhat different from that of other years was the Library Board's decision to use endowment money for capital improvements. This was made reluctantly, however, in view of the Board's past commitment to using the income from the endowment for operations only.

### Services and Programming

The tradition of excellent attendance at children's programs throughout the year at all library facilities continued in story hours, class visits, film programs, and book talks. Total attendance for the year was 21,527.

The 1983 summer reading program was also highly successful in terms of the number of children it attracted to the library. Approximately 545 participated. Another significant aspect of this program was that a corps of volunteers assisted in listening to the oral book reports given. Attendance at summer special events was also high: 187 at a program sponsored by the St. Joseph Museum at the Washington Park Library; 69 at the hobby and craft show; 93 at the pet show; and 205 at the magic show.

Finally, new approaches to programming were explored by the staff of the Children's Department at the Central Library in a survey conducted in the fall.

### Library Resources

The Library Board and staff have always been proud of the richness of the book collection and the library's preeminence as a major resource in northwest Missouri. The Central Library was often crowded during the year with patrons doing research.

There were more new books processed in 1983-1984 than in the previous year, 6,361 volumes compared with 5,649. The number of new titles added also increased from 3,385 to 3,723. Unfortunately, however, the total number of books purchased in 1983-1984 was down, 6,555 from 7,362.

The size of the record album collection increased from 2,197 to 2,367 in 1983-1984, and the number of musical cassettes went to 524 from 441. Undoubtedly, this accounted for the sizable increase in the circulation of cassettes.

A major project requiring a long-term commitment began with the dispersal of the bookmobile collection. The first strategy has been to use it as a resource for other departments in the library, and other options are still being considered.

Major improvements in the accessibility of the adult circulation and children's collections at the Central Library were made when they were shifted in March. The adult collection is now in more logical numerical order, and the juvenile fiction collection is not divided into an unnecessary number of reading levels.

The administrative office continued to spend a considerable amount of time in calling patrons with long overdue library materials, resulting in the necessity for replacing far fewer items than in the past.

A regrettable development this year was the reduction in the size of film packages from the Missouri Libraries Film Cooperative from 15 to 10 films. Although it was an understandable step taken because of a drain on staff time at the Cooperative headquarters, this will undoubtedly have a negative influence on circulation statistics for this popular service for the coming year.

The total book circulation for 1983-1984 was down slightly from the previous year. This was due to several factors, including the increased reliance on school libraries and the Belt branch of the Rolling Hills Library, located on the eastern side of the St. Joseph Public Library district. In addition, in a somewhat strengthened economy, the use of the library for recreational purposes was supplanted by forms of entertainment which library patrons felt unable to afford a year or two ago.

Even though statistics provide a somewhat superficial measurement of the true impact of a library on the lives of its users, it is interesting to note that despite the decrease in the number of registered borrowers in 1983-1984, they checked out an average of 25.59 books each as opposed to 24.56 during the previous year.

#### Personnel

The practice of setting goals and objectives for the library continued in 1983-1984. Goals for the entire library addressed such issues as the revisions of policies and procedures, capital improvements, and the exploration of a cooperative approach to the automation of library functions. Departmental goals and objectives dealt with the promotion of service, the continuing education of staff, increased accessibility of collections, improved quality of collections, and the instruction of patrons in library use.

One of the most important accomplishments in the library was the increase in the number of professional librarians from three to five positions.

On the national level, exposure was given to the St. Joseph Public Library when its Materials Selection and Collection Review Policy was published in the second edition of Library Acquisitions Policies and Procedures, edited by Elizabeth Futas.

Less money was expended in 1983-1984 for travel and continuing education than in the previous year. However, staff were still able to take advantage of some valuable opportunities. The annual conference of the Missouri Library Association had sessions on microcomputers, lobbying, purchasing an automated circulation system, planning for change, public relations, the effect of books on people, and humanities in libraries. Ellen Kimmel attended a workshop on collection development, sponsored by the Kansas City Metropolitan Library Network which included topics such as community analysis and weeding. In March, Dorothy Elliott attended a Junior League sponsored workshop on fundraising, and Ellen Kimmel and Alyce Hougas went to the Children's Literature Festival in Warrensburg. All department heads and Linda Hinkle, the administrative secretary, attended a workshop sponsored by the Northwest Missouri Library Network on personnel practices. The annual conference of the American Library Association in late June, attended by Dorothy Elliott and Gaye Pate, offered exhibits and programs on such subjects as relations between librarians and trustees, personnel performance management, fundraising, public libraries and changing intergovernmental relations, quality circles, the use of friends, output measures, and training staffs to deal with changing technologies.

### Facilities

Repairs and capital improvements were made to all three facilities during the past year.

The Maintenance Department of the School District plastered holes made previously by the removal of pipes in the Reference Department and painted parts of the ceilings in that area. The casing for the dome stained glass over the circulation desk at the Central Library was also painted.

At the Carnegie Library, a new front door, doors to the furnace room, and vandalism protection screens were installed. Extensive stripping and revarnishing was also done to the lovely oak woodwork in the adult circulation area of the library, which vastly improved the appearance of the main room.

Major improvements were made to the Washington Park Library building. Extensive plaster damage caused by leaking was repaired. The contractor also removed and replaced the gutter on all four sides, removed and reinstalled the cornice, replaced the downspouts, replaced loose brick, replaced the lookouts, and tuck-pointed and caulked the south side of the building. In addition, more interior plastering and painting were required after a flood in mid-May. The library fared somewhat better in early June when a large tree which fell during the storm on June 7 did not damage the building itself.

Work remains to be done at both branches, and the library was fortunate to receive for the 1984-1985 fiscal year a grant of \$40,000 in Community Development funds.

### Community Relations

The Friends of the St. Joseph Public Library continued its support through the provision of funds and volunteer service. In 1983 they began listening to the oral book reports given in the summer reading program and shelved books. They did this again in 1984. In the summer of 1983 they also held a book sale downtown which not only raised money but gave the library and the Friends wide exposure in the community. At an annual meeting and open house at the Central Library in September of 1983 they gave the first of more than one gift to the library which totaled \$5,000. They also had a small book sale at the Robidoux Festival in the fall.

Various library staff members went out into the community to give programs. Alyce Hougas gave two presentations on "The Magic of Telling" to The Greater St. Joseph Area Association for the Education of Young Children in September. Dorothy Elliott presented the Town Hall Lecture at the Lifelong Learning Program in November. The Lifelong Learning book review sessions involved Mrs. Hugh A. Miner, Gaye Pate, Alison Graves, Jeanne Challener, Karen Ruckman, Lars Hagelin, Ellen Kimmel, and Dorothy Elliott. In November, Dorothy Elliott spoke to the St. Joseph Chapter of the Missouri Writers' Guild. Ellen Kimmel was in charge of Santa's Workshop at the Sugar Plum Festival held by the Albrecht Museum. Dorothy Elliott gave a program in February to the Baptist Senior Adults. Gaye Pate gave a book talk to the Oak Grove Homemakers Club in the spring, when Dorothy Elliott spoke to the Lioness Club.

### Cooperation with Other Institutions and Groups

Staff from the library continued a commitment to interlibrary cooperation.

Dorothy Elliott was elected president of the Board of Directors of the Northwest Missouri Library Network in July of 1983. She also served as chair of the Network Funding Review Committee of the State Network Board, which advises the State Librarian and makes recommendations regarding requests for funding from the Library Services and Construction Act. Other time spent on behalf of the network was on the Search Committee for a new director.

At a Workshop on Library Leadership sponsored by the Missouri Library Association in April of 1984, Library Board treasurer Herbert Iffert led a discussion on planning in public libraries. Dorothy Elliott also served as secretary of MLA in 1983-1984. In addition, efforts to bring the annual conference of the Missouri Library Association to St. Joseph in 1986 are continuing; St. Joseph has not been a conference site since the 1950's.

The most important development during the year was when the Boards of the St. Joseph Public Library and the Rolling Hills Library met in January of 1984 and endorsed the concept of cooperation between the two public libraries, the Hearnes Learning Resources Center of Missouri Western State College, and the Northwest Missouri Library Network in studying automation. They also approved the preparation of a Request for Proposal to hire a consultant to study the automation of library functions at these institutions. Susan Baerg Epstein, a nationally known consultant, has been retained to perform this study, and she will visit St. Joseph in late October of 1984.

### Equipment

Library service was greatly improved with the purchase of several items of equipment.

A public address system was acquired for the Washington Park Library. Two 16mm film projectors obtained for the Adult Circulation Department of the Central Library should result in greater use of the films. A mini-vac was bought for the Technical Services Department. A card catalog was added to the Children's Department.

A decision was made in October of 1983 to sell the bookmobile, but to date no acceptable bids have been received.

### Conclusion

The year was one of both preservation and preparation.

Preserved were the strong and vital leadership of the Library Board; the dedication of an increasingly well-educated staff; the capability of the collection to meet the wide array of needs for



library service in this community; the work of the Friends and volunteers; the long-standing commitment to programming for children in the library and to adults in community settings; and the maintenance of library facilities.

A cooperative approach to improving all that we have preserved through the automation of library functions was prepared.

Yet we must also preserve our awareness that we need to continue to study ways to fund good library service in St. Joseph. And, having made decisions about what we need in the years to come and what steps must be taken to pay for it, we must prepare the community to support those decisions.

Finally, in the coming year, it will be evermore important to bring to the citizens' attention not only what the St. Joseph Public Library is contributing to its users, but also what it can contribute to non-users. The report by President Reagan's Committee on Excellence in Education, A Nation at Risk, has made us see that we must perceive the public library as a community learning center which can and should be promoting the development of habits of lifelong learning. For it is only by learning continuously that any individual can participate constructively in the democratic process.

*Dorothy Sanborn Elliott*  
Dorothy Sanborn Elliott, Director

BOARD OF DIRECTORS OF THE ST. JOSEPH PUBLIC LIBRARY AS OF JULY 1, 1984

Mr. Stephen J. Briggs President	Term expires June 1, 1986
Mr. Gerald M. Coleman First Vice President	Term expires June 1, 1984*
Mrs. Maxine Freeman Second Vice President	Term expires June 1, 1985
Mr. Herbert Iffert Treasurer	Term expires June 1, 1985
Mr. William B. Ebert	Term expires June 1, 1984*
Mr. William J. Hinde	Term expires June 1, 1986
Mrs. Eleanor Langemach	Term expires June 1, 1985
Mr. Richard Robertson	Term expires June 1, 1984*
Mrs. Lynn Watkins	Term expires June 1, 1986

(\*Library Board members traditionally serve until they are replaced or reappointed by the Mayor and the City Council.)

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF JULY 1, 1984

ADMINISTRATION

Dorothy Sanborn Elliott	Director
Linda Hinkle	Secretary
Dennis Grabill	Custodian

CHILDREN'S DEPARTMENT

Ellen Kimmel	Head of the Children's Department (Librarian III)
Debbie Miles	Assistant Librarian II
Steve Olson	Page

ADULT CIRCULATION DEPARTMENT

Gaye Pate	Head of the Adult Circulation Department (Librarian III)
Lars Hagelin	Assistant Librarian III
Mary Lumley	Assistant Librarian II
Karen Ruckman	Assistant Librarian I
Debbie Grace	Circulation Control Clerk
Lori Rich	Assistant Librarian II
Anne Jung	Page
Pamela Schenk	Page

REFERENCE

Doris Finley	Head of the Reference Department (Librarian III)
Sharon Canter	Assistant Librarian II
Joseph Schappe	Page

TECHNICAL SERVICES

June Minnis	Head of the Technical Services Department (Librarian III)
Alene Hoffsonner	Order Clerk
Kate Brockett	Clerk Typist
April Fager	Library Clerk
Alison Graves	Library Clerk
Margaret Faustlin	Library Clerk

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF JULY 1, 1984

CARNEGIE BRANCH LIBRARY

Audrey Sheets

Sue Edson

Bridget Supple

Kevin Echterling

Carnegie Branch Librarian  
(Librarian II)

Assistant Librarian I

Page

Custodian

WASHINGTON PARK LIBRARY

Alyce Hougas

Pat Fuson

Wendy Howard

Eric Chilcoat

Washington Park Librarian  
(Librarian II)

Assistant Librarian I

Page

Custodian

# ST. JOSEPH PUBLIC LIBRARY

## BOOK CIRCULATION FOR 1983-1984

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	72,688	49,828	122,516	33,020	9,048	42,068	164,584
Carnegie	12,218	4,336	16,554	11,547	5,139	16,686	33,240
Washington Park	25,411	4,491	29,902	19,136	6,636	25,772	55,674
TOTALS	110,317	58,655	168,972	63,703	20,823	84,526	253,498

## BOOK CIRCULATION FOR 1982-1983

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	73,867	50,078	123,945	34,348	10,043	44,391	168,336
Carnegie	13,662	4,587	18,249	11,778	5,820	17,598	35,847
Washington Park	26,487	4,115	30,602	18,612	6,409	25,021	55,623
Bookmobile	670	136	806	677	148	825	1,631
TOTALS	114,686	58,916	173,602	65,415	22,420	87,835	261,437

	<u>1983-1984</u>	<u>1982-1983</u>
FILM CIRCULATION:		
Number of films borrowed	4,249	4,250
Total attendance at film showings	136,797	142,126
PHONOGRAPH RECORD CIRCULATION	3,933	4,226
FRAMED PRINT CIRCULATION	1,693	1,708
CASSETTE CIRCULATION	3,088	1,657
GAMES	2,615	3,443
CAMERA CIRCULATION	29	
REFERENCE QUESTIONS	32,782	26,706
REGISTERED BORROWERS	9,906	10,643
BOOKS BY MAIL CIRCULATION	192	477
INTERLIBRARY LOANS		
items borrowed*	747	819
items loaned	633	497
microfilms borrowed	216	170

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

BOOK COLLECTION 1983-1984

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	29,164	93,628	122,792	5,583	11,479	17,062	139,854
Washington Park	5,892	7,699	13,591	4,246	4,731	8,977	22,568
Carnegie	6,187	5,751	11,938	2,599	3,783	6,382	18,320
Bookmobile	-	-	-	-	-	-	19,615
TOTALS *	41,243	107,078	148,321	12,428	19,993	32,421	200,357

\* These figures incorporate books processed, books withdrawn, reinstatements, and transfers (including those from the bookmobile to Central or the branches).

BOOKS PROCESSED 1983-1984

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	3,284	2,818	6,102	549	563	1,112	7,214
Washington Park	1,305	412	1,717	256	328	584	2,301
Carnegie	482	328	810	262	190	452	1,262
TOTALS	5,071	3,558	8,629	1,067	1,081	2,148	10,777

New books	6,361	of which 3,723 were new titles
Volumes added and replaced	506	
Paperbacks unaccessioned	3,815	
Microfilm and bound periodicals	95	
Musical scores	0	
	10,777	

BOOKS PURCHASED

A total of 6,555 books were purchased and received with money from the 1983-1984 budget, of which 3,947 were new titles. (268 books were purchased with money from the Toothaker Fund, of which 102 were new titles.)

BOOKS WITHDRAWN 1983-1984

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	1,435	1,205	2,640	138	214	352	2,992
Washington Park	679	301	980	54	51	105	1,085
Carnegie	379	69	448	281	33	314	762
Bookmobile	-	-	-	-	-	-	708
TOTALS	2,493	1,575	4,068	473	298	771	5,547

REINSTATEMENTS 1983-1984

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	13	62	75	10	2	12	87
Washington Park	-	1	1	-	-	-	1
Carnegie	-	2	2	2	2	4	6
TOTALS	13	65	78	12	4	16	94

TRANSFERS 1983-1984

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	140	189	329	110	28	138	467
Washington Park	45	54	99	14	74	88	187
Carnegie	6	19	25	5	13	18	43
TOTALS	191	262	453	129	115	244	697*

\* 625 books of this total were transferred to Central and the branches from the bookmobile collection.

RECORD COLLECTION AND MUSICAL SCORES 1983-1984

Record albums in collection as of June, 1983	2,197
Record albums added as of June 30, 1984	+ 287

Includes Central Adult	230
Central Juvenile	50
Washington Park Juvenile	1
Carnegie Branch Juvenile	6

Record albums reinstated - Central Adult	+ 1
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Record albums withdrawn	- 117
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Includes Central Adult	98
Central Juvenile	19

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2,368

Miniature Orchestral Scores as of June 30, 1983	97
Miniature Orchestral Scores added	0
Miniature Orchestral Scores in collection as of June, 1984	<hr/> 97

## CASSETTES 1983-1984

### Musical

Musical cassettes in collection as of June 30, 1983	441
Musical cassettes added	+ 126
Includes Central Adult	108
Central Juvenile	12
Washington Park	6
Musical cassettes withdrawn as of June 30, 1983	- 43
Includes Central Adult	37
Central Juvenile	3
Carnegie Branch	3
Musical cassettes reinstated	<u>0</u>
Musical cassettes in collection as of June 30, 1984	524

### Educational

Educational cassettes in collection as of June 30, 1983	419
Educational cassettes added	+ 14
Includes Central	14
Educational cassettes withdrawn	- 6
Includes Central	6
Educational cassettes reinstated	+ <u>3</u>
Includes Central Adult	2
Central Juvenile	1
Educational cassettes in collection as of June 30, 1984	430
Filmstrips in collection as of June, 1983	47
Filmstrips added	+ 11
Include Washington Park	11
Filmstrips in collection as of June 30, 1984	<u>58</u>



CONSTANCE FAUNTILERoy RUNCIE MEMORIAL PICTURE COLLECTION 1983-1984

Total pictures in collection as of June, 1983	412
Pictures added	+ 19
Reference	18
Juvenile	1
Pictures withdrawn	- 7
Juvenile	7
Total pictures in collection as of June 30, 1984	<hr/> 424

SCULPTURE 1983-1984

Sculpture in collection as of June 30, 1983 (Reference only)	45
No adds or withdrawals	0
Total sculpture in collection as of June 30, 1984	<hr/> 45

GOVERNMENT DOCUMENTS 1983-1984

Government documents in collection as of June, 1983	90,632
Government documents added	5,090
Government documents in collection as of June 30, 1984	<hr/> 95,722

<u>CITY DIRECTORIES CURRENT FOR JUNE, 1984</u>	74
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<u>TELEPHONE DIRECTORIES CURRENT FOR JUNE, 1984</u>	240
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MICROFILMS (PERIODICALS - NEWSPAPERS - MISCELLANEOUS), BOUND MAGAZINES

Newspress and Gazette as of June 30, 1984	1,059
Periodicals on film as of June 30, 1984	2,492
Miscellaneous microfilm as of June 30, 1984	29
Total microfilms in collection as of June 30, 1984	<hr/> 3,580
Bound magazines as of June 30, 1984	8,680
Periodicals as of June 30, 1984	284

ST. JOSEPH PUBLIC LIBRARY  
1983-1984 EXPENDITURES

<u>EXPENSES</u>	<u>BUDGETED EXPENDITURES</u>	<u>ACTUAL EXPENDITURES</u>
Salaries	\$344,176	\$329,889.89
FICA	19,257	22,604.20
LAGERS	21,269	19,936.53
Insurance (Health, Life, Dental)	21,480	20,511.29
Workman's Compensation	3,850	3,850.00
Conference and Travel	2,500	1,394.19)
Meetings		1,282.92)
Memberships	1,166	981.00
Postage	3,500	3,096.02
Printing and Binding	1,893	2,590.78
Utilities (heat, electricity, water, sewer, and telephone)	26,305	28,692.50
Office Equipment Rental	2,200	2,858.48
Maintenance and Repair Office Equipment	2,571	3,381.63
Maintenance and Repair Building	1,500	690.17
Insurance	3,500	2,687.00
Miscellaneous Contractual	2,004	1,251.07
Office Supplies	7,816	7,519.56
Office Equipment	5,000	3,884.34
Duplicating Supplies	1,998	1,821.94
Janitorial Supplies	4,132	5,391.28
Books	78,965	71,742.92
Periodicals	12,000	10,642.76
Audiovisual	<u>12,500</u>	<u>11,281.86</u>
GRAND TOTAL	\$579,582	\$557,982.33
Repairs to the Carnegie Branch		12,080.00
Capital Improvements for the Washington Park Branch		<u>30,366.00</u>
		\$600,428.33

Salaries and benefits	71%
Books and library materials	17%
All other expenses	12%

REPORT TO MHA-190  
 RUN 7/12/84 13.20  
 FUND 180 LIBRARY

CITY OF SAINT JOSEPH, MISSOURI  
 REVENUE REPORT

MTH ENDING 6/30/84

PAGE 16

BASIC SUB	ELE	ACCOUNT DESCRIPTION	REVENUE COLLECTED CURR MTH	REVENUE COLLECTED Y-T-D	TOTAL ESTIMATED REVENUE	REVENUE BALANCE OUTSTANDING	PERCENTAGE OF REVENUE COLLECTED
310		TAXES					
311		GENERAL PROPERTY TAXES					
	01	CUR. REAL ESTATE TAX	42.47	104,825.04	102,592	2,233.04-	102.18
	02	CUR. PER. PROPERTY TAX	75.13	77,818.93	71,055	6,763.93-	109.52
	11	PRIOR R.E. TAX	35.69	3,012.78	1,300	1,712.78-	231.75
	12	PRIOR P.P. TAX	25.73	889.37	1,075	185.63	82.73
	*	GENERAL PROPERTY TAXES	178.99	186,546.12	176,022	10,524.12-	105.98
310*****		TAXES	178.99	186,546.12	176,022	10,524.12-	105.98
330		FINES & FORFEITURES					
331		FINES & FORFEITURES					
	40	LIBRARY FINES	955.71	9,644.44	9,000	644.44-	107.16
	*	FINES & FORFEITURES	955.71	9,644.44	9,000	644.44-	107.16
330*****		FINES & FORFEITURES	955.71	9,644.44	9,000	644.44-	107.16
340		REV/USE OF MONEY & PROP					
341		INTEREST					
	10	INTEREST ON INVESTMENTS	4,293.49	41,226.87	47,629	6,402.13	86.56
	11	LIBRARY-TOOTHAKER INTER	7.65	13,057.27	11,100	1,957.27-	117.53
	*	INTEREST	4,901.14	54,284.14	58,729	4,444.86	92.43
340*****		REV/USE OF MONEY & PROP	4,901.14	54,284.14	58,729	4,444.86	92.43
350		REV FROM OTHER AGENCIES					
351		REV FROM OTHER AGENCIES					
	12	FINANCIAL INST TAX	.00	6,671.24	6,460	211.84-	103.28
	13	FIN INST. TAX-INT EARNED	.00	907.45	0	907.45-	.00
	37	STATE AID	.00	24,843.83	23,608	1,235.83-	105.23
	96	DONATIONS	2,304.59	9,128.62	8,500	628.62-	107.40
	97	LIBRARY - STATE AID	.00	.00	0	.00	.00
	*	REV FROM OTHER AGENCIES	2,304.59	41,551.74	38,568	2,983.74-	107.74
350*****		REV FROM OTHER AGENCIES	2,304.59	41,551.74	38,568	2,983.74-	107.74
360		REVENUE FOR CURR SERVICE					
369		MISC. CURRENT SERVICES					
	08	MISC. REVENUE	1,049.68	1,800.04	887	913.04-	202.94
	09	ABAND. VEH. TOWING	.00	.00	0	.00	.00
	*	MISC. CURRENT SERVICES	1,049.68	1,800.04	887	913.04-	202.94
360*****		REVENUE FOR CURR SERVICE	1,049.68	1,800.04	887	913.04-	202.94
380		INTERFUND TRANSFERS					
381		SUBSIDIES					
	13	SUBSIDY FROM REV SHARING	.00	276,000.00	276,000	.00	100.00
	*	SUBSIDIES	.00	276,000.00	276,000	.00	100.00
380*****		INTERFUND TRANSFERS	.00	276,000.00	276,000	.00	100.00
390		OTHER REVENUE					
391		CHARGES TO DEPARTMENTS					
	12	PHOTOCOPYING	362.17	9,778.88	4,311	5,467.88-	226.84
	*	CHARGES TO DEPARTMENTS	362.17	9,778.88	4,311	5,467.88-	226.84
396		REC. OR REIMB EXPENDITUR					
	40	MISC REV - STAFF ACCT	26.07	943.29	0	943.29-	.00
	50	JURY LEAVE PAY	.00	50.45	0	50.45-	.00
	99	PR. YR. EXPENSE ADJ.	.00	234.36	0	234.36-	.00

770,237 accrued interest  
 64,521 - 1231 accrued last yr.  
 6,671.24  
 907.45 + 9,644.44  
 24,843.83  
 9,128.62  
 .00

PAGE 17

BASIC SUB	ELE	ACCOUNT DESCRIPTION	REVENUE COLLECTED CURR MTH	REVENUE COLLECTED Y-T-D	TOTAL ESTIMATED REVENUE	REVENUE BALANCE OUTSTANDING	PERCENTAGE OF REVENUE COLLECTED
		* REC. OR REIMB EXPENDITUR	26.07	1,228.10	0	1,228.10-	.00
399		APPROPRIATED FUND BAL.					
	99	APPROPRIATED FRM FUND BAL	.00	.00	66,431	66,431.00	.00
		* APPROPRIATED FUND BAL.	.00	.00	66,431	66,431.00	.00
390	*****	OTHER REVENUE	388.24	11,006.98	70,742	59,735.02	15.56
FUND	TOTAL	LIBRARY	9,778.35	580,833.46	629,948	49,114.54	92.20

RUN DATE 7/12/84  
RUN TIME 11.44

CITY OF ST JOSEPH MO  
DETAIL BUDGET REPORT  
PERIOD ENDING 6/30/84

PAGE 290  
ELAPSED TIME PERCENT 100%

MBA200

FUND 180 LIBRARY  
DEPT 018 LIBRARY  
PROG 5250 LIBRARY ADMINISTRATION

ELE	OBJ	ACCOUNT DESCRIPTION	MONTH EXP/ENC	BUDGET	*****YEAR-TO-DATE***** ACTUAL	ENCUM	ANNUAL BUDGET	UNENCUM. BALANCE	% BGT
1		PERSONAL SERVICES							
110		SALARIES & WAGES							
111		SALARIES PERMANENT EMP.	2,922.03	48,541	40,000.86	.00	48,541	8,540.14	82
112		SALARIES TEMPORARY EMP.	.00	0	884.00-	.00	0	884.00	
		TOTAL **							
		SALARIES & WAGES	2,922.03	48,541	39,116.86	.00	48,541	9,424.14	81
120		NON-PROGRAMMED SAL/WAGES							
121		VACATION TIME	501.59	0	1,770.49	.00	0	1,770.49-	
122		SICK TIME	114.95	0	753.96	.00	0	753.96-	
123		CUMP.TIME	8.75	0	2.19	.00	0	2.19-	
124		UNALLOCATED/OTHER TIME	186.70	0	1,625.52	.00	0	1,625.52-	
		TOTAL **							
		NON-PROGRAMMED SAL/WAGES	811.99	0	4,152.16	.00	0	4,152.16-	
150		CONTRACTUAL SERVICES							
153		CONFERENCE & TRAVEL	763.60-	1,200	1,394.19	.00	1,200	194.19-	116
155		MEETINGS	141.93	700	842.76	.00	700	142.76-	120
		TOTAL **							
		CONTRACTUAL SERVICES	621.62-	1,900	2,236.95	.00	1,900	336.95-	118
1 *****		TOTAL ****							
		PERSONAL SERVICES	3,112.40	50,441	45,505.97	.00	50,441	4,935.03	90
2		CONTRACTUAL SERVICES							
220		CORPORATE EXPENSES							
221		MEMBERSHIPS	.00	818	580.00	.00	818	238.00	71
223		POSTAGE	.00	3,500	3,096.02	.00	3,500	403.98	88
226		PRINTING AND BINDING	578.76	336	1,261.26	.00	336	925.26-	375
		TOTAL **							
		CORPORATE EXPENSES	578.76	4,654	4,937.28	.00	4,654	283.28-	106
230		UTILITY EXPENSES							
231		WATER SERVICE	.00	240	.00	.00	240	240.00	
232		GAS SERVICE	.00	154	.00	.00	154	154.00	
233		ELECTRIC SERVICE	2,000.00	273	17,121.85	.00	273	16,848.85-	272
234		TELEPHONE AND TELEGRAPH	546.95	548	2,406.62	.00	548	1,858.62-	439
		TOTAL **							
		UTILITY EXPENSES	2,546.95	1,215	19,528.47	.00	1,215	18,313.47-	607
250		EQUIPMENT RENTAL							
253		OFFICE EQUIPMENT	325.00	220	807.91	.00	220	587.91-	367
		TOTAL **							
		EQUIPMENT RENTAL	325.00	220	807.91	.00	220	587.91-	367

RUN DATE 1/12/84  
RUN TIME 11.44

FUND 180 LIBRARY  
DEPT 018 LIBRARY  
PROG 5250 LIBRARY ADMINISTRATION

ELE 08J

CITY OF ST JOSEPH MO  
DETAIL BUDGET REPORT  
PERIOD ENDING 6/30/84

PAGE 231

ELAPSED TIME PERCENT 100%

MBA200

ACCOUNT DESCRIPTION		MONTH EXP/ENC	*****YEAR-TO-DATE*****		ANNUAL BUDGET	UNENCUM. BALANCE
			BUDGET	ACTUAL	ENCUM	
2	CONTRACTUAL SERVICES					
260	EQUIPMENT MAINTENANCE					
261	M & R OFFICE EQUIPMENT	.00	282	583.11	.00	301.11-
	TOTAL **					207
	EQUIPMENT MAINTENANCE	.00	282	583.11	.00	301.11-
270	RISK MANAGEMENT					
273	GENERAL COMP. LIABILITY	.00	3,500	2,687.00	.00	813.00
	TOTAL **					77
	RISK MANAGEMENT	.00	3,500	2,687.00	.00	813.00
280	OTHER CONTRACTUAL					
286	VISC CONTRACTUAL	14.50	2,004	809.47	.00	1,194.53
	TOTAL **					40
	OTHER CONTRACTUAL	14.50	2,004	809.47	.00	1,194.53
2	***** TOTAL ****					40
	CONTRACTUAL SERVICES	3,465.21	11,875	29,353.24	.00	17,478.24-
3	SUPPLIES					
310	MANAGEMENT SUPPLIES					
313	OFFICE SUPPLIES	296.00	3,048	3,041.46	.00	3,048
	DUPLICATING SUPPLIES		1,998	1,821.94	.00	1,998
	TOTAL **					100
	MANAGEMENT SUPPLIES	296.00	5,046	4,863.40	.00	178.06
330	BLOG & MAINT. SUPPLIES					
332	JANITORIAL SUPPLIES	768.49	4,132	5,391.28	.00	5,046
	TOTAL **					96
	BLOG & MAINT. SUPPLIES	768.49	4,132	5,391.28	.00	182.60
360	GENERAL OPERATION					
365	LIBRARY - PERIODICALS	.00	60	15.00	.00	4,132
	TOTAL **					130
	GENERAL OPERATION	.00	60	15.00	.00	1,259.28-
3	***** TOTAL ****					130
	SUPPLIES	1,064.49	9,238	10,269.88	.00	1,259.28-
5250	TOTAL ****					45.00
	LIBRARY ADMINISTRATION	7,642.10	71,554	85,128.89	.00	45.00
						25
						25
						111
						119

RUN DATE 7/12/84  
 RUN TIME 11.44

CITY OF ST JOSEPH MO  
 DETAIL BUDGET REPORT  
 PERIOD ENDING 6/30/84

PAGE 292  
 ELAPSED TIME PERCENT 100%

MBA200

FUND 180 LIBRARY  
 DEPT 018 LIBRARY  
 PROG 5251 TECHNICAL SERVICES

ELE	OBJ	ACCOUNT DESCRIPTION	MONTH EXP/FNC	*****BUDGET*****	*****YEAR-TO-DATE***** ACTUAL	*****ENCUM*****	ANNUAL BUDGET	UNENCUM. BALANCE	% BOGT
1		PERSONAL SERVICES							
110		SALARIES & WAGES							
111		SALARIES PERMANENT EMP.	3,324.34	49,109	46,356.08	.00	49,109	2,752.92	94
112		SALARIES TEMPORARY EMP.	385.58	10,026	4,716.23	.00	10,026	5,309.77	47
		TOTAL **							
		SALARIES & WAGES	3,709.92	59,135	51,072.31	.00	59,135	8,062.69	86
120		NON-PROGRAMMED SAL/WAGES							
121		VACATION TIME	350.30	0	3,207.63	.00	0	3,207.63-	
122		SICK TIME	215.05	0	2,295.03	.00	0	2,295.03-	
124		UNALLOCATED/OTHER TIME	225.56	0	2,219.16	.00	0	2,219.16-	
		TOTAL **							
		NON-PROGRAMMED SAL/WAGES	790.91	0	7,721.82	.00	0	7,721.82-	
150		CONTRACTUAL SERVICES							
155		MEETINGS	.00	100	.00	.00	100	100.00	
		TOTAL **							
		CONTRACTUAL SERVICES	.00	100	.00	.00	100	100.00	
1	*****	TOTAL ****							
		PERSONAL SERVICES	4,500.83	59,235	58,794.13	.00	59,235	440.87	99
2		CONTRACTUAL SERVICES							
220		CORPORATE EXPENSES							
221		MEMBERSHIPS	.00	95	109.00	.00	95	14.00-	115
		TOTAL **							
		CORPORATE EXPENSES	.00	95	109.00	.00	95	14.00-	115
230		UTILITY EXPENSES							
232		GAS SERVICE	.00	257	.00	.00	257	257.00	
233		ELECTRIC SERVICE	.00	455	.00	.00	455	455.00	
234		TELEPHONE AND TELEGRAPH	.00	547	.00	.00	547	547.00	
		TOTAL **							
		UTILITY EXPENSES	.00	1,259	.00	.00	1,259	1,259.00	
260		EQUIPMENT MAINTENANCE							
261		M & R OFFICE EQUIPMENT	336.85	386	565.85	.00	386	179.85-	147
		TOTAL **							
		EQUIPMENT MAINTENANCE	336.85	386	565.85	.00	386	179.85-	147
2	*****	TOTAL ****							
		CONTRACTUAL SERVICES	336.85	1,740	674.85	.00	1,740	1,065.15	39

RUN DATE 7/12/84  
RUN TIME 11.44

CITY OF ST JOSEPH MO  
DETAIL BUDGET REPORT  
PERIOD ENDING 6/30/84

PAGE 293  
ELAPSED TIME PERCENT 100%

MBA200

FUND 180 LIBRARY  
DEPT 018 LIBRARY  
PRG 5251 TECHNICAL SERVICES

ELE	OBJ	ACCOUNT DESCRIPTION	MONTH EXP/ENC	BUDGET	*****YEAR-TO-DATE***** ACTUAL	ENCUM	ANNUAL BUDGET	UNENCUM. BALANCE	% BUDGT
3		SUPPLIES							
310		MANAGEMENT SUPPLIES							
311		OFFICE SUPPLIES	.55	2,110	2,093.24	.00	2,110	16.76	99
		TOTAL ** MANAGEMENT SUPPLIES	.55	2,110	2,093.24	.00	2,110	16.76	99
360		GENERAL OPERATION							
365		LIBRARY - PERIODICALS	.00	480	.00	.00	480	480.00	
		TOTAL ** GENERAL OPERATION	.00	480	.00	.00	480	480.00	
3	*****	TOTAL **** SUPPLIES	.55	2,590	2,093.24	.00	2,590	496.76	81
5251		TOTAL **** TECHNICAL SERVICES	4,838.23	63,565	61,562.22	.00	63,565	2,002.78	97



RUN DATE 7/12/84  
 RUN TIME 11.44

CITY OF ST JOSEPH MO  
 DETAIL BUDGET REPORT  
 PERIOD ENDING 6/30/84

PAGE 294  
 ELAPSED TIME PERCENT 100%

MBA200

FUND 130 LIBRARY  
 DEPT 018 LIBRARY  
 PRG 5252 REFERENCE

ELE	OBJ	ACCOUNT DESCRIPTION	MONTH EXP/ENC	BUDGET	*****YEAR-TO-DATE***** ACTUAL	ENCUM	ANNUAL BUDGET	UNENCUM. BALANCE	% BUDGT
1		PERSONAL SERVICES							
110		SALARIES & WAGES							
111		SALARIES PERMANENT EMP.	2,792.85	42,995	45,582.76	.00	42,995	2,587.76-	106
112		SALARIES TEMPORARY EMP.	.00	7,676	.00	.00	7,676	7,676.00	
		TOTAL **							
		SALARIES & WAGES	2,792.85	50,671	45,582.76	.00	50,671	5,088.24	90
120		NON-PROGRAMMED SAL/WAGES							
121		VACATION TIME	277.16	0	1,657.98	.00	0	1,657.98-	
122		SICK TIME	48.04	0	374.04	.00	0	374.04-	
124		UNALLOCATED/OTHER TIME	165.37	0	1,553.59	.00	0	1,553.59-	
		TOTAL **							
		NON-PROGRAMMED SAL/WAGES	490.57	0	3,585.61	.00	0	3,585.61-	
150		CONTRACTUAL SERVICES							
155		MEETINGS	12.50	100	190.55	.00	100	90.55-	191
		TOTAL **							
		CONTRACTUAL SERVICES	12.50	100	190.55	.00	100	90.55-	191
1 *****		TOTAL ****							
		PERSONAL SERVICES	3,295.92	50,771	49,358.92	.00	50,771	1,412.08	97
2		CONTRACTUAL SERVICES							
220		CORPORATE EXPENSES							
221		MEMBERSHIPS	.00	47	46.00	.00	47	1.00	98
226		PRINTING AND BINDING	68.00	216	499.07	.00	216	283.07-	231
		TOTAL **							
		CORPORATE EXPENSES	68.00	263	545.07	.00	263	282.07-	207
230		UTILITY EXPENSES							
232		GAS SERVICE	.00	1,800	.00	.00	1,800	1,800.00	
233		ELECTRIC SERVICE	.00	3,182	.00	.00	3,182	3,182.00	
234		TELEPHONE AND TELEGRAPH	.00	548	.00	.00	548	548.00	
		TOTAL **							
		UTILITY EXPENSES	.00	5,530	.00	.00	5,530	5,530.00	
250		EQUIPMENT RENTAL							
253		OFFICE EQUIPMENT	155.58	1,980	2,050.57	.00	1,980	70.57-	104
		TOTAL **							
		EQUIPMENT RENTAL	155.58	1,980	2,050.57	.00	1,980	70.57-	104
260		EQUIPMENT MAINTENANCE							
261		M & R OFFICE EQUIPMENT	74.54	900	981.26	.00	900	81.26-	109
		TOTAL **							
		EQUIPMENT MAINTENANCE	74.54	900	981.26	.00	900	81.26-	109
2 *****		TOTAL ****							
		CONTRACTUAL SERVICES	248.12	8,673	3,576.90	.00	8,673	5,096.10	41

RUN DATE 7/12/84  
RUN TIME 11.44

CITY OF ST JOSEPH MO

PAGE 295

MHA200

DETAIL BUDGET REPORT  
PERIOD ENDING 6/30/84

ELAPSED TIME PERCENT 100%

FUND 180 LIBRARY  
DEPT 018 LIBRARY  
PRG 5252 REFERENCE

ELE	OBJ	ACCOUNT DESCRIPTION	MONTH EXP/ENC	***** BUDGET	***** YEAR-TO-DATE ACTUAL	***** ENCUM	ANNUAL BUDGET	UNENCUM. BALANCE	% BDGT
3		SUPPLIES							
310		MANAGEMENT SUPPLIES							
311		OFFICE SUPPLIES	14.38	938	337.28	.00	938	600.72	36
		TOTAL **							
		MANAGEMENT SUPPLIES	14.38	938	337.28	.00	938	600.72	36
360		GENERAL OPERATION							
364		LIBRARY - BOOKS	700.54	15,728	17,261.95	.00	15,728	1,553.95	110
365		LIBRARY - PERIODICALS	198.00	9,960	8,297.60	.00	9,960	1,662.40	83
366		LIBRARY - AUDIO/VISUAL	1,470.19	3,810	2,997.92	.00	3,810	812.08	79
		TOTAL **							
		GENERAL OPERATION	2,368.73	29,498	28,577.47	.00	29,498	920.53	97
3	*****	TOTAL **** SUPPLIES	2,383.11	30,436	28,914.75	.00	30,436	1,521.25	95
5		CAPITAL OUTLAY							
520		CAPITAL OUTLAY/\$500-2500							
522		OFFICE EQUIPMENT	.00	1,156	.00	.00	1,156	1,156.00	
		TOTAL **							
		CAPITAL OUTLAY/\$500-2500	.00	1,156	.00	.00	1,156	1,156.00	
5	*****	TOTAL **** CAPITAL OUTLAY	.00	1,156	.00	.00	1,156	1,156.00	
5252		TOTAL ***** REFERENCE	5,977.15	91,036	81,850.57	.00	91,036	9,185.43	90

RUN DATE 7/12/84  
 RUN TIME 11.44

CITY OF ST JOSEPH MO  
 DETAIL BUDGET REPORT  
 PERIOD ENDING 6/30/84

PAGE 296  
 ELAPSED TIME PERCENT 100%

MBA200

FUND 180 LIBRARY  
 DEPT 018 LIBRARY  
 PRG 5253 ADULT CIRCULATION/CONTRL

ELE	OBJ	ACCOUNT DESCRIPTION	MONTH EXP/ENC	BUDGET	ACTUAL	ENCUM	ANNUAL BUDGET	UNENCUM. BALANCE	% BGT
1		PERSONAL SERVICES							
110		SALARIES & WAGES							
111		SALARIES PERMANENT EMP.							
112		SALARIES TEMPORARY EMP.	5,134.16	64,066	71,363.64	.00	64,066	7,297.64-	111
		TOTAL **	.00	19,862	.00	.00	19,862	19,862.00	
		SALARIES & WAGES	5,134.16	83,928	71,363.64	.00	83,928	12,564.36	85
120		NON-PROGRAMMED SAL/WAGES							
121		VACATION TIME							
122		SICK TIME	521.82	0	1,885.47	.00	0	1,885.47-	
123		COMP. TIME	95.71	0	1,370.71	.00	0	1,370.71-	
124		UNALLOCATED/OTHER TIME	12.26	0	20.43	.00	0	20.43-	
		TOTAL **	275.56	0	2,288.80	.00	0	2,288.80-	
		NON-PROGRAMMED SAL/WAGES	860.83	0	5,524.55	.00	0	5,524.55-	
150		CONTRACTUAL SERVICES							
155		MEETINGS	9.96	100	161.52	.00	100	61.52-	162
		TOTAL **	9.96	100	161.52	.00	100	61.52-	162
		CONTRACTUAL SERVICES	9.96	100	161.52	.00	100	61.52-	162
1	*****	TOTAL ****							
		PERSONAL SERVICES	6,024.95	84,028	77,049.71	.00	84,028	6,978.29	92
2		CONTRACTUAL SERVICES							
220		CORPORATE EXPENSES							
221		MEMBERSHIPS							
226		PRINTING AND BINDING	155.50	110	154.00	.00	110	44.00-	140
		TOTAL **	.00	336	605.50	.00	336	269.50-	180
		CORPORATE EXPENSES	155.50	446	759.50	.00	446	313.50-	170
230		UTILITY EXPENSES							
232		GAS SERVICE	.00	2,521	.00	.00	2,521	2,521.00	
233		ELECTRIC SERVICE	.00	4,457	.00	.00	4,457	4,457.00	
234		TELEPHONE AND TELEGRAPH	.00	548	.00	.00	548	548.00	
		TOTAL **	.00	7,526	.00	.00	7,526	7,526.00	
		UTILITY EXPENSES	.00	7,526	.00	.00	7,526	7,526.00	
260		EQUIPMENT MAINTENANCE							
261		M & R OFFICE EQUIPMENT	.00	694	906.01	.00	694	212.01-	131
262		M & R BUILDING & FAC	.00	0	12,986.01	.00	0	12,986.01-	
		TOTAL **	.00	694	12,986.01	.00	694	12,986.01-	871
		EQUIPMENT MAINTENANCE	.00	694	12,986.01	.00	694	12,986.01-	871
2	*****	TOTAL ****							
		CONTRACTUAL SERVICES	155.50	8,666	13,745.51	.00	8,666	5,079.51-	159

RUN DATE 7/12/84  
 RUN TIME 11:44

CITY OF ST JOSEPH MO  
 DETAIL BUDGET REPORT  
 PERIOD ENDING 6/30/84

PAGE 297  
 ELAPSED TIME PERCENT 100%

MBA200

FUND 180 LIBRARY  
 DEPT 018 LIBRARY  
 PROG 5253 ADULT CIRCULATION/CONTRL

ELE	OBJ	ACCOUNT DESCRIPTION	MONTH EXP/ENC	BUDGET	*****YEAR-TO-DATE***** ACTUAL	ENCUM	ANNUAL BUDGET	UNENCUM. BALANCE	% BOGT
3		SUPPLIES							
310		MANAGEMENT SUPPLIES							
311		OFFICE SUPPLIES	127.73	391	1,023.19	.00	391	632.19-	262
		TOTAL **							
		MANAGEMENT SUPPLIES	127.73	391	1,023.19	.00	391	632.19-	262
360		GENERAL OPERATION							
363		MISC. OPERATING SUPPLIES		0	441.60	.00	0	441.60-	
364		LIBRARY - BOOKS	3,940.88	35,709	30,189.97	.00	35,709	5,519.03	85
365		LIBRARY - PERIODICALS	.00	60	573.02	.00	60	513.02-	955
366		LIBRARY - AUDIO/VISUAL	6.95	7,040	7,612.28	.00	7,040	572.28-	108
		TOTAL **							
		GENERAL OPERATION	3,947.83	42,809	38,816.87	.00	42,809	3,992.13	91
3	*****	TOTAL ****							
		SUPPLIES	4,075.56	43,200	39,840.06	.00	43,200	3,359.94	92
5		CAPITAL OUTLAY							
510		CAPITAL OUTLAY/\$2500 UP							
515		BUILDINGS	.00	0	<del>12,000.00</del>	.00	0	<del>12,000.00</del>	
		TOTAL **							
		CAPITAL OUTLAY/\$2500 UP	.00	0	<del>12,000.00</del>	.00	0	<del>12,000.00</del>	
520		CAPITAL OUTLAY/\$500-2500							
522		OFFICE EQUIPMENT	.00	1,345	1,578.00	.00	1,345	233.00-	117
		TOTAL **							
		CAPITAL OUTLAY/\$500-2500	.00	1,345	1,578.00	.00	1,345	233.00-	117
5	*****	TOTAL ****							
		CAPITAL OUTLAY	.00	1,345	10,502.00-	.00	1,345	11,847.00	751
5253		TOTAL ****							
		ADULT CIRCULATION/CONTRL	10,256.01	137,239	120,133.28	.00	137,239	17,105.72	88

RUN DATE 7/12/84  
 RUN TIME 11.44

CITY OF ST JOSEPH MO  
 DETAIL BUDGET REPORT  
 PERIOD ENDING 6/30/84

PAGE 298  
 ELAPSED TIME PERCENT 100%

M9A200

FUND 180 LIBRARY  
 DEPT 018 LIBRARY  
 PROG 5254 CHILDREN'S

ELE	OBJ	ACCOUNT DESCRIPTION	MONTH EXP/ENC	BUDGET	*****YEAR-TO-DATE***** ACTUAL	ENCUM	ANNUAL BUDGET	UNENCUM. BALANCE	% BGT
1		PERSONAL SERVICES							
110		SALARIES & WAGES							
111		SALARIES PERMANENT EMP.	2,243.85	27,737	28,190.89	.00	27,737	453.89-	102
112		SALARIES TEMPORARY EMP.	.00	3,838	1,412.90	.00	3,838	2,425.10	37
		TOTAL ** SALARIES & WAGES	2,243.85	31,575	29,603.79	.00	31,575	1,971.21	94
120		NON-PROGRAMMED SAL/WAGES							
121		VACATION TIME	.00	0	46.87	.00	0	46.87-	
122		SICK TIME	23.43	0	1,052.34	.00	0	1,052.34-	
123		COMP. TIME	.00	0	3.65-	.00	0	3.65-	
124		UNALLOCATED/OTHER TIME	105.23	0	945.38	.00	0	945.38-	
		TOTAL ** NON-PROGRAMMED SAL/WAGES	128.66	0	2,040.94	.00	0	2,040.94-	
150		CONTRACTUAL SERVICES							
155		MEETINGS	9.96	100	14.96	.00	100	85.04	15
		TOTAL ** CONTRACTUAL SERVICES	9.96	100	14.96	.00	100	85.04	15
1 *****		TOTAL **** PERSONAL SERVICES	2,382.47	31,675	31,659.69	.00	31,675	15.31	100
2		CONTRACTUAL SERVICES							
220		CORPORATE EXPENSES							
221		MEMBERSHIPS	.00	28	30.00	.00	28	2.00-	107
226		PRINTING AND BINDING	76.50	335	173.90	.00	335	161.10	52
		TOTAL ** CORPORATE EXPENSES	76.50	363	203.90	.00	363	159.10	56
230		UTILITY EXPENSES							
232		GAS SERVICE	.00	412	.00	.00	412	412.00	
233		ELECTRIC SERVICE	.00	728	.00	.00	728	728.00	
234		TELEPHONE AND TELEGRAPH	.00	548	.00	.00	548	548.00	
		TOTAL ** UTILITY EXPENSES	.00	1,688	.00	.00	1,688	1,688.00	
260		EQUIPMENT MAINTENANCE							
261		M & R OFFICE EQUIPMENT	.00	309	345.40	.00	309	36.40-	112
		TOTAL ** EQUIPMENT MAINTENANCE	.00	309	345.40	.00	309	36.40-	112
2 *****		TOTAL **** CONTRACTUAL SERVICES	76.50	2,360	549.30	.00	2,360	1,810.70	23

RUN DATE 7/12/84  
 RUN TIME 11.44

CITY OF ST JOSEPH MO  
 DETAIL BUDGET REPORT  
 PERIOD ENDING 6/30/84

PAGE 299  
 ELAPSED TIME PERCENT 100%

MBA200

FUND 180 LIBRARY  
 DEPT 018 LIBRARY  
 PROG 5254 CHILDREN'S

ELE	OBJ	ACCOUNT DESCRIPTION	MONTH EXP/ENC	BUDGET	*****YEAR-TO-DATE***** ACTUAL	ENCUM	ANNUAL BUDGET	UNENCUM. BALANCE	% BGT
3		SUPPLIES							
310		MANAGEMENT SUPPLIES							
311		OFFICE SUPPLIES	27.75	469	277.64	.00	469	191.36	59
		TOTAL **							
		MANAGEMENT SUPPLIES	27.75	469	277.64	.00	469	191.36	59
360		GENERAL OPERATION							
364		LIBRARY - BOOKS	1,281.44	8,652	9,312.39	.00	8,652	660.39-	108
365		LIBRARY - PERIODICALS	.00	240	288.78	.00	240	48.78-	120
366		LIBRARY - AUDIO/VISUAL	51.50	880	297.23	.00	880	582.77	34
		TOTAL **							
		GENERAL OPERATION	1,332.94	9,772	9,898.40	.00	9,772	126.40-	101
3	*****	TOTAL ****							
		SUPPLIES	1,360.69	10,241	10,176.04	.00	10,241	64.96	99
5		CAPITAL OUTLAY							
520		CAPITAL OUTLAY/\$500-2500							
522		OFFICE EQUIPMENT	.00	2,499	2,306.34	.00	2,499	192.66	92
		TOTAL **							
		CAPITAL OUTLAY/\$500-2500	.00	2,499	2,306.34	.00	2,499	192.66	92
5	*****	TOTAL ****							
		CAPITAL OUTLAY	.00	2,499	2,306.34	.00	2,499	192.66	92
5254		TOTAL ****							
		CHILDREN'S	3,819.66	46,775	44,691.37	.00	46,775	2,083.63	96

RUN DATE 7/12/84  
 RUN TIME 11.44

CITY OF ST JOSEPH MO  
 DETAIL BUDGET REPORT  
 PERIOD ENDING 6/30/84

PAGE 300  
 ELAPSED TIME PERCENT 100%

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FUND 180 LIBRARY  
 DEPT 018 LIBRARY  
 PROG 5255 CARNEGIE LIBRARY

ELE	OBJ	ACCOUNT DESCRIPTION	MONTH EXP/ENC	BUDGET	*****YEAR-TO-DATE***** ACTUAL	ENCUM	ANNUAL BUDGET	UNENCUM. BALANCE	% BODGT
1		PERSONAL SERVICES							
110		SALARIES & WAGES							
111		SALARIES PERMANENT EMP.	2,377.62	26,609	31,923.87	.00	26,609	5,314.87-	120
112		SALARIES TEMPORARY EMP.	.00	7,676	.00	.00	7,676	7,676.00	
		TOTAL ** SALARIES & WAGES	2,377.62	34,285	31,923.87	.00	34,285	2,361.13	93
120		NON-PROGRAMMED SAL/WAGES							
121		VACATION TIME	212.64	0	959.47	.00	0	959.47-	
122		SICK TIME	.00	0	100.95	.00	0	100.95-	
123		COMP. TIME	59.82-	0	59.82-	.00	0	59.82-	
124		UNALLOCATED/OTHER TIME	162.16	0	961.13	.00	0	961.13-	
		TOTAL ** NON-PROGRAMMED SAL/WAGES	314.98	0	1,961.73	.00	0	1,961.73-	
150		CONTRACTUAL SERVICES							
155		MEETINGS	34.61	100	34.61	.00	100	65.39	35
		TOTAL ** CONTRACTUAL SERVICES	34.61	100	34.61	.00	100	65.39	35
1 *****		TOTAL **** PERSONAL SERVICES	2,727.21	34,385	33,920.21	.00	34,385	464.79	99
2		CONTRACTUAL SERVICES							
220		CORPORATE EXPENSES							
221		MEMBERSHIPS	.00	38	30.00	.00	38	8.00	79
226		PRINTING AND BINDING	.00	335	51.05	.00	335	283.95	15
		TOTAL ** CORPORATE EXPENSES	.00	373	81.05	.00	373	291.95	22
230		UTILITY EXPENSES							
231		WATER SERVICE	15.00	62	50.37	.00	62	11.63	81
232		GAS SERVICE	126.71	1,715	2,085.69	.00	1,715	370.69-	122
233		ELECTRIC SERVICE	407.67	2,434	1,688.43	.00	2,434	745.57	69
234		TELEPHONE AND TELEGRAPH	91.12	433	394.20	.00	433	38.80	91
		TOTAL ** UTILITY EXPENSES	640.50	4,644	4,218.69	.00	4,644	425.31	91
260		EQUIPMENT MAINTENANCE							
262		M & R BUILDING & FAC	.00	750	5,500.00	.00	750	493.37	34
		TOTAL ** EQUIPMENT MAINTENANCE	.00	750	256.63	.00	750	493.37	34
2 *****		TOTAL **** CONTRACTUAL SERVICES	640.50	5,767	4,556.37	.00	5,767	1,210.63	79

RUN DATE 7/12/84  
RUN TIME 11.44

CITY OF ST JOSEPH MO  
DETAIL BUDGET REPORT  
PERIOD ENDING 6/30/84

PAGE 301  
ELAPSED TIME PERCENT 100%

MBA200

FUND 180 LIBRARY  
DEPT 010 LIBRARY  
PRG 5255 CARNEGIE LIBRARY

ELE	OBJ	ACCOUNT DESCRIPTION	MONTH EXP/ENC	*****BUDGET	*****YEAR-TO-DATE ACTUAL	*****ENCUM	ANNUAL BUDGET	UNENCUM. BALANCE	% BDGT
3		SUPPLIES							
310		MANAGEMENT SUPPLIES							
311		OFFICE SUPPLIES	36.39	547	271.92	.00	547	275.08	50
		TOTAL **							
		MANAGEMENT SUPPLIES	36.39	547	271.92	.00	547	275.08	50
360		GENERAL OPERATION							
364		LIBRARY - BOOKS	1,670.27	8,652	7,623.83	.00	8,652	1,028.17	88
365		LIBRARY - PERIODICALS	.00	600	759.60	.00	600	159.60	127
366		LIBRARY - AUDIO/VISUAL	156.33	110	200.66	.00	110	90.66	182
		TOTAL **							
		GENERAL OPERATION	1,826.60	9,362	8,584.09	.00	9,362	777.91	92
3	*****	TOTAL ****							
		SUPPLIES	1,862.99	9,909	8,856.01	.00	9,909	1,052.99	89
5		CAPITAL OUTLAY							
510		CAPITAL OUTLAY/\$2500 UP			6,520.00				
515		BUILDINGS	.00	20,000	12,000.00	.00	20,000	7,920.00	60
		TOTAL **			6,520.00				
		CAPITAL OUTLAY/\$2500 UP	.00	20,000	12,000.00	.00	20,000	7,920.00	60
5	*****	TOTAL ****			6,520.00				
		CAPITAL OUTLAY	.00	20,000	12,000.00	.00	20,000	7,920.00	60
5255		TOTAL ****							
		CARNEGIE LIBRARY	5,230.70	70,061	57,412.59	.00	70,061	10,648.41	85



RUN DATE 7/12/84  
 RUN TIME 11.44

CITY OF ST JOSEPH MO  
 DETAIL BUDGET REPORT  
 PERIOD ENDING 6/30/84

PAGE 302  
 ELAPSED TIME PERCENT 100%

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FUND 180 LIBRARY  
 DEPT 018 LIBRARY  
 PROG 5256 WASHINGTON PARK LIBRARY

ELE	OBJ	ACCOUNT DESCRIPTION	MONTH EXP/ENC	*****BUDGET*****	*****YEAR-TO-DATE***** ACTUAL	*****ENCUM*****	ANNUAL BUDGET	UNENCUM. BALANCE	% BDDT
1		PERSONAL SERVICES							
110		SALARIES & WAGES							
111		SALARIES PERMANENT EMP.	2,571.56	28,365	34,213.52	.00	28,365	5,848.52-	121
112		SALARIES TEMPORARY EMP.	.00	7,676	.00	.00	7,676	7,676.00	
		TOTAL ** SALARIES & WAGES	2,571.56	36,041	34,213.52	.00	36,041	1,827.48	95
120		NON-PROGRAMMED SAL/WAGES							
121		VACATION TIME	183.17	0	902.31	.00	0	902.31-	
122		SICK TIME	.00	0	138.83	.00	0	138.83-	
123		COMP.TIME	.00	0	114.24-	.00	0	114.24-	
124		UNALLOCATED/OTHER TIME	45.79	0	1,099.43	.00	0	1,099.43-	
		TOTAL ** NON-PROGRAMMED SAL/WAGES	228.96	0	2,026.33	.00	0	2,026.33-	
150		CONTRACTUAL SERVICES							
155		MEETINGS	38.52	100	38.52	.00	100	61.48	39
		TOTAL ** CONTRACTUAL SERVICES	38.52	100	38.52	.00	100	61.48	39
1 *****		TOTAL **** PERSONAL SERVICES	2,839.04	36,141	36,278.37	.00	36,141	137.37-	100
2		CONTRACTUAL SERVICES							
220		CORPORATE EXPENSES							
221		MEMBERSHIPS	.00	30	32.00	.00	30	2.00-	107
226		PRINTING AND BINDING	.00	335	.00	.00	335	335.00	
		TOTAL ** CORPORATE EXPENSES	.00	365	32.00	.00	365	333.00	9
230		UTILITY EXPENSES							
231		WATER SERVICE	15.00	62	56.44	.00	62	5.56	91
232		GAS SERVICE	320.90	2,667	3,360.30	.00	2,667	693.30-	126
233		ELECTRIC SERVICE	170.47	1,281	792.38	.00	1,281	488.62	62
234		TELEPHONE AND TELEGRAPH	87.00	433	736.22	.00	433	303.22-	170
		TOTAL ** UTILITY EXPENSES	593.37	4,443	4,945.34	.00	4,443	502.34-	111
260		EQUIPMENT MAINTENANCE							
262		M & R BUILDING & FAC	25.00	750	433.54	.00	750	316.46	58
		TOTAL ** EQUIPMENT MAINTENANCE	25.00	750	433.54	.00	750	316.46	58
2 *****		TOTAL **** CONTRACTUAL SERVICES	618.37	5,558	5,410.88	.00	5,558	147.12	97

RUN DATE 7/12/84  
 RUN TIME 11.44

CITY OF ST JOSEPH MO  
 DETAIL BUDGET REPORT  
 PERIOD ENDING 6/30/84

PAGE 303  
 ELAPSED TIME PERCENT 100%

MBA200

FUND 180 LIBRARY  
 DEPT 018 LIBRARY  
 PROG 5256 WASHINGTON PARK LIBRARY

ELE	OBJ	ACCOUNT DESCRIPTION	MONTH EXP/ENC	BUDGET	YEAR-TO-DATE ACTUAL	ENCUM	ANNUAL BUDGET	UNENCUM. BALANCE	% BODGT
3		SUPPLIES							
310		MANAGEMENT SUPPLIES							
311		OFFICE SUPPLIES	27.44	313	474.83	.00	313	161.83-	152
		TOTAL **							
		MANAGEMENT SUPPLIES	27.44	313	474.83	.00	313	161.83-	152
360		GENERAL OPERATION							
364		LIBRARY - BOOKS	1,666.82	10,224	7,334.78	.00	10,224	2,889.22	72
365		LIBRARY - PERIODICALS	.00	600	708.76	.00	600	105.76-	118
366		LIBRARY - AUDIO/VISUAL	21.00	660	173.77	.00	660	486.23	26
		TOTAL **							
		GENERAL OPERATION	1,687.82	11,484	8,217.31	.00	11,484	3,266.99	72
3 *****		TOTAL ****							
		SUPPLIES	1,715.26	11,797	8,692.14	.00	11,797	3,104.96	74
		CAPITAL OUTLAY							
410		CAPITAL OUTLAY/\$2500 UP							
515		BUILDINGS	39,925.20-	0	.00	.00	0	.00	
		TOTAL **							
		CAPITAL OUTLAY/\$2500 UP	39,925.20-	0	.00	.00	0	.00	
5 *****		TOTAL ****							
		CAPITAL OUTLAY	39,925.20-	0	.00	.00	0	.00	
5256		TOTAL ****							
		WASHINGTON PARK LIBRARY	34,752.53-	53,496	50,381.39	.00	53,496	3,114.61	94
DEPT 018		TOTALS *****							
		LIBRARY	3,011.32	533,726	503,160.31	.00	533,726	30,565.69	94

RUN DATE 7/12/84  
RUN TIME 11.44

CITY OF ST JOSEPH MO  
DETAIL BUDGET REPORT  
PERIOD ENDING 6/30/84

PAGE 304  
ELAPSED TIME PERCENT 100%

MBA200

FUND 160 LIBRARY  
DEPT 019 NON-DEPARTMENTAL  
PROG 5273 FRINGE BENEFITS

ELE	OBJ	ACCOUNT DESCRIPTION	MONTH EXP/ENC	*****BUDGET	*****YEAR-TO-DATE ACTUAL	*****ENCUM	ANNUAL BUDGET	UNENCUM. BALANCE	% BOGT
1		PERSONAL SERVICES							
130		FRINGE BENEFITS							
133		GROUP LIFE INSURANCE	105.00	708	1,242.20	.00	708	534.20-	175
134		GROUP HEALTH INSURANCE	1,634.82	20,772	19,269.09	.00	20,772	1,502.91	93
		TOTAL ** FRINGE BENEFITS	1,739.82	21,480	20,511.29	.00	21,480	968.71	95
140		PENSIONS & DEFERRED COMP							
144		PENSION LAGERS	1,635.93	21,269	19,936.53	.00	21,269	1,332.47	94
146		SOCIAL SECURITY	1,777.96	19,257	22,604.20	.00	19,257	3,347.20-	117
		TOTAL ** PENSIONS & DEFERRED COMP	3,413.89	40,526	42,540.73	.00	40,526	2,014.73-	105
1 *****		TOTAL **** PERSONAL SERVICES	5,153.71	62,006	63,052.02	.00	62,006	1,046.02-	102
5273		TOTAL **** FRINGE BENEFITS	5,153.71	62,006	63,052.02	.00	62,006	1,046.02-	102

RUN DATE 7/12/84  
 RUN TIME 11.44

CITY OF ST JOSEPH MO  
 DETAIL BUDGET REPORT  
 PERIOD ENDING 6/30/84

PAGE 305  
 ELAPSED TIME PERCENT 100%

MBA200

FUND 180 LIBRARY  
 DEPT 019 NON-DEPARTMENTAL  
 PROG 5281 INTERFUND TRANSFERS

ELE	OBJ	ACCOUNT DESCRIPTION	MONTH EXP/ENC	*****YEAR-TO-DATE*****			ANNUAL BUDGET	UNENCUM. BALANCE	% BGT
			BUDGET	ACTUAL	ENCUM				
2		CONTRACTUAL SERVICES							
270		RISK MANAGEMENT							
272		WORKMAN'S COMP INS.	.00	0	3,850.00	.00	0	3,850.00-	
		TOTAL **							
		RISK MANAGEMENT	.00	0	3,850.00	.00	0	3,850.00-	
2	*****	TOTAL ****							
		CONTRACTUAL SERVICES	.00	1	3,850.00	.00	0	3,850.00-	
4		SUPPLEMENTAL CHARGES							
410		INTERFUND TRANSFERS							
411		TRANSFERS TO GEN.FUND	.00	3,850	.00	.00	3,850	3,850.00	
419		TRANSFERS TO OTHER	30,366.00	30,366	30,366.00	.00	30,366	.00	100
		TOTAL **							
		INTERFUND TRANSFERS	30,366.00	34,216	30,366.00	.00	34,216	3,850.00	89
4	*****	TOTAL ****							
		SUPPLEMENTAL CHARGES	30,366.00	34,216	30,366.00	.00	34,216	3,850.00	89
5281		TOTAL ****							
		INTERFUND TRANSFERS	30,366.00	34,216	34,216.00	.00	34,216	.00	100
DEPT 019		TOTALS *****							
		NON-DEPARTMENTAL	35,519.71	96,222	97,268.02	.00	96,222	1,046.02-	101

RUN DATE 1/12/84  
RUN TIME 11.44

CITY OF ST JOSEPH MO

MBA200

DETAIL BUDGET REPORT  
PERIOD ENDING 6/30/84

ELAPSED TIME PERCENT 100%  
PAGE 300

ACCOUNT  
DESCRIPTION

MONTH  
EXPENSE

BUDGET

ENCUM

ANNUAL  
BUDGET

UNENCUM-  
BALANCE

%  
BDGT

FUND 100

TOTAL \*\*\*\*\*  
LIBRARY

38,531.03

627,948

600,428.33

.00

629,948

29,519.67

95

RUN DATE 7/12/84  
 RUN TIME 11.44

CITY OF ST JOSEPH MO

PAGE 307

MBA200

DETAIL BUDGET REPORT  
 PERIOD ENDING 6/30/84

ELAPSED TIME PERCENT 100%

FUND 181 WASH. PARK LIB. GRANT  
 DEPT 018 LIBRARY  
 PROG 5256 WASHINGTON PARK LIBRARY

ELE	OBJ	ACCOUNT DESCRIPTION	MONTH EXP/ENC	*****YEAR-TO-DATE***** BUDGET	ACTUAL	ENCUM	ANNUAL BUDGET	UNENCUM. BALANCE	% BUDGT
5		CAPITAL OUTLAY							
510		CAPITAL OUTLAY/\$2500 UP							
515		BUILDINGS	50,000.00	50,000	50,000.00	.00	50,000	.00	100
		TOTAL **							
		CAPITAL OUTLAY/\$2500 UP	50,000.00	50,000	50,000.00	.00	50,000	.00	100
5	*****	TOTAL ****							
		CAPITAL OUTLAY	50,000.00	50,000	50,000.00	.00	50,000	.00	100
5256		TOTAL *****							
		WASHINGTON PARK LIBRARY	50,000.00	50,000	50,000.00	.00	50,000	.00	100
DEPT 018		TOTALS *****							
		LIBRARY	50,000.00	50,000	50,000.00	.00	50,000	.00	100

RUN DATE 7/12/84  
RUN TIME 11.44

CITY OF ST JOSEPH MO

MBA200

DETAIL BUDGET REPORT  
PERIOD ENDING 6/30/84

ELAPSED TIME PERCENT 100%  
PAGE 308

ACCOUNT DESCRIPTION	MONTH EXPENSE	***** BUDGET	***** YEAR-TO-DATE ACTUAL	***** ENCUM	ANNUAL BUDGET	UNENCUM. BALANCE	% BDGT
FUND 181 TOTAL ***** WASH. PARK LIB. GRANT	50,000.00	50,000	50,000.00	.00	50,000	.00	100

incomplete

ST. JOSEPH PUBLIC LIBRARY ANNUAL REPORT

1983 - 1984

St. Joseph, Missouri



August 31, 1984

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

In compliance with Missouri Revised Statutes 1978,  
Section 182.210, the accompanying report is submitted on  
the services, statistics, and finances of the St. Joseph  
Public Library for the fiscal year beginning July 1, 1983  
and ending June 30, 1984.

Respectfully submitted,

*Dorothy Sanborn Elliott*

Dorothy Sanborn Elliott  
Director

## ST. JOSEPH PUBLIC LIBRARY

Report of the Director, 1983-1984

### 93rd ANNUAL REPORT

#### Introduction

In 1983-1984 the Library Board made a heavy financial commitment to capital improvements for the branches and a philosophical commitment to cooperation with other institutions in the exploration of options for the automation of library functions.

Some patterns of service, as well as problems at the St. Joseph Public Library, remained unchanged from the past few years. The staff continued a heavy schedule of programming both in library facilities and throughout the community. Volunteers and the Friends of the St. Joseph Public Library maintained their support of library services. Lastly, the Public Library, along with other City departments, operated within a scenario of stagnant revenues, increased costs, and greater demands for service.

#### Finances

The growth in the City's allocations to the St. Joseph Public Library which produced an increase of 76% between the 1978-1979 and 1981-1982 fiscal years ceased in 1982-1983. During that year, the library received an allocation of \$492,854, which included an emergency adjustment for insurance costs for personnel totalling \$18,809. The original amount allocated for 1982-1983 had been \$474,045, which represented a 1% increment over the 1981-1982 figure of \$469,150. In 1983-1984, the library received \$458,482 from the City, a decrease of 7% from the \$492,854 figure of 1982-1983.

Operating expenses for 1983-1984 totaled \$557,982.33. In addition, the Library Board spent \$12,080 in repairs to the Carnegie Branch Library. Another \$30,366 of library reserve money was added to a federal grant of \$19,634 for capital improvements to the Washington Park Branch.

Nevertheless, this budget allowed for only a 2½% anniversary increase for employees, a change from the considerable improvements made to salaries in years past. Moreover, the expenditure in books during 1983-1984 was \$71,742.92, down from \$78,352.49 during 1982-1983. Reductions were also made in equipment; \$10,091.67 was spent in 1982-1983 compared with \$3,884.34 in 1983-1984.

Before the end of the 1983-1984 fiscal year, anticipated revenues and expenditures were approved for 1984-1985. The sum of \$578,407 for expenditures in 1984-1985 is roughly equivalent to the total of \$578,582 originally anticipated for expenses in 1983-1984. However, salary increases in line with those granted for City employees would necessitate cutting the staff of 27 FTE's by 1.375 FTE. The hours of the Central Library would also have to be cut, and a large decrease in the materials budget anticipated.

What made the financial picture of 1983-1984 somewhat different from that of other years was the Library Board's decision to use endowment money for capital improvements. This was made reluctantly, however, in view of the Board's past commitment to using the income from the endowment for operations only.

### Services and Programming

The tradition of excellent attendance at children's programs throughout the year at all library facilities continued in story hours, class visits, film programs, and book talks. Total attendance for the year was 21,527.

The 1983 summer reading program was also highly successful in terms of the number of children it attracted to the library. Approximately 545 participated. Another significant aspect of this program was that a corps of volunteers assisted in listening to the oral book reports given. Attendance at summer special events was also high: 187 at a program sponsored by the St. Joseph Museum at the Washington Park Library; 69 at the hobby and craft show; 93 at the pet show; and 205 at the magic show.

Finally, new approaches to programming were explored by the staff of the Children's Department at the Central Library in a survey conducted in the fall.

### Library Resources

The Library Board and staff have always been proud of the richness of the book collection and the library's preeminence as a major resource in northwest Missouri. The Central Library was often crowded during the year with patrons doing research.

There were more new books processed in 1983-1984 than in the previous year, 6,361 volumes compared with 5,649. The number of new titles added also increased from 3,385 to 3,723. Unfortunately, however, the total number of books purchased in 1983-1984 was down, 6,555 from 7,362.

The size of the record album collection increased from 2,197 to 2,367 in 1983-1984, and the number of musical cassettes went to 524 from 441. Undoubtedly, this accounted for the sizable increase in the circulation of cassettes.

A major project requiring a long-term commitment began with the dispersal of the bookmobile collection. The first strategy has been to use it as a resource for other departments in the library, and other options are still being considered.

Major improvements in the accessibility of the adult circulation and children's collections at the Central Library were made when they were shifted in March. The adult collection is now in more logical numerical order, and the juvenile fiction collection is not divided into an unnecessary number of reading levels.

The administrative office continued to spend a considerable amount of time in calling patrons with long overdue library materials, resulting in the necessity for replacing far fewer items than in the past.

A regrettable development this year was the reduction in the size of film packages from the Missouri Libraries Film Cooperative from 15 to 10 films. Although it was an understandable step taken because of a drain on staff time at the Cooperative headquarters, this will undoubtedly have a negative influence on circulation statistics for this popular service for the coming year.

The total book circulation for 1983-1984 was down slightly from the previous year. This was due to several factors, including the increased reliance on school libraries and the Belt branch of the Rolling Hills Library, located on the eastern side of the St. Joseph Public Library district. In addition, in a somewhat strengthened economy, the use of the library for recreational purposes was supplanted by forms of entertainment which library patrons felt unable to afford a year or two ago.

Even though statistics provide a somewhat superficial measurement of the true impact of a library on the lives of its users, it is interesting to note that despite the decrease in the number of registered borrowers in 1983-1984, they checked out an average of 25.59 books each as opposed to 24.56 during the previous year.

### Personnel

The practice of setting goals and objectives for the library continued in 1983-1984. Goals for the entire library addressed such issues as the revisions of policies and procedures, capital improvements, and the exploration of a cooperative approach to the automation of library functions. Departmental goals and objectives dealt with the promotion of service, the continuing education of staff, increased accessibility of collections, improved quality of collections, and the instruction of patrons in library use.

One of the most important accomplishments in the library was the increase in the number of professional librarians from three to five positions.

On the national level, exposure was given to the St. Joseph Public Library when its Materials Selection and Collection Review Policy was published in the second edition of Library Acquisitions Policies and Procedures, edited by Elizabeth Futas.

Less money was expended in 1983-1984 for travel and continuing education than in the previous year. However, staff were still able to take advantage of some valuable opportunities. The annual conference of the Missouri Library Association had sessions on microcomputers, lobbying, purchasing an automated circulation system, planning for change, public relations, the effect of books on people, and humanities in libraries. Ellen Kimmel attended a workshop on collection development, sponsored by the Kansas City Metropolitan Library Network which included topics such as community analysis and weeding. In March, Dorothy Elliott attended a Junior League sponsored workshop on fundraising, and Ellen Kimmel and Alyce Hougas went to the Children's Literature Festival in Warrensburg. All department heads and Linda Hinkle, the administrative secretary, attended a workshop sponsored by the Northwest Missouri Library Network on personnel practices. The annual conference of the American Library Association in late June, attended by Dorothy Elliott and Gaye Pate, offered exhibits and programs on such subjects as relations between librarians and trustees, personnel performance management, fundraising, public libraries and changing intergovernmental relations, quality circles, the use of friends, output measures, and training staffs to deal with changing technologies.

### Facilities

Repairs and capital improvements were made to all three facilities during the past year.

The Maintenance Department of the School District plastered holes made previously by the removal of pipes in the Reference Department and painted parts of the ceilings in that area. The casing for the dome stained glass over the circulation desk at the Central Library was also painted.

At the Carnegie Library, a new front door, doors to the furnace room, and vandalism protection screens were installed. Extensive stripping and revarnishing was also done to the lovely oak woodwork in the adult circulation area of the library, which vastly improved the appearance of the main room.

Major improvements were made to the Washington Park Library building. Extensive plaster damage caused by leaking was repaired. The contractor also removed and replaced the gutter on all four sides, removed and reinstalled the cornice, replaced the downspouts, replaced loose brick, replaced the lookouts, and tuck-pointed and caulked the south side of the building. In addition, more interior plastering and painting were required after a flood in mid-May. The library fared somewhat better in early June when a large tree which fell during the storm on June 7 did not damage the building itself.

Work remains to be done at both branches, and the library was fortunate to receive for the 1984-1985 fiscal year a grant of \$40,000 in Community Development funds.

### Community Relations

The Friends of the St. Joseph Public Library continued its support through the provision of funds and volunteer service. In 1983 they began listening to the oral book reports given in the summer reading program and shelved books. They did this again in 1984. In the summer of 1983 they also held a book sale downtown which not only raised money but gave the library and the Friends wide exposure in the community. At an annual meeting and open house at the Central Library in September of 1983 they gave the first of more than one gift to the library which totaled \$5,000. They also had a small book sale at the Robidoux Festival in the fall.

Various library staff members went out into the community to give programs. Alyce Hougas gave two presentations on "The Magic of Telling" to The Greater St. Joseph Area Association for the Education of Young Children in September. Dorothy Elliott presented the Town Hall Lecture at the Lifelong Learning Program in November. The Lifelong Learning book review sessions involved Mrs. Hugh A. Miner, Gaye Pate, Alison Graves, Jeanne Challener, Karen Ruckman, Lars Hagelin, Ellen Kimmel, and Dorothy Elliott. In November, Dorothy Elliott spoke to the St. Joseph Chapter of the Missouri Writers' Guild. Ellen Kimmel was in charge of Santa's Workshop at the Sugar Plum Festival held by the Albrecht Museum. Dorothy Elliott gave a program in February to the Baptist Senior Adults. Gaye Pate gave a book talk to the Oak Grove Homemakers Club in the spring, when Dorothy Elliott spoke to the Lioness Club.

### Cooperation with Other Institutions and Groups

Staff from the library continued a commitment to interlibrary cooperation.

Dorothy Elliott was elected president of the Board of Directors of the Northwest Missouri Library Network in July of 1983. She also served as chair of the Network Funding Review Committee of the State Network Board, which advises the State Librarian and makes recommendations regarding requests for funding from the Library Services and Construction Act. Other time spent on behalf of the network was on the Search Committee for a new director.

At a Workshop on Library Leadership sponsored by the Missouri Library Association in April of 1984, Library Board treasurer Herbert Iffert led a discussion on planning in public libraries. Dorothy Elliott also served as secretary of MLA in 1983-1984. In addition, efforts to bring the annual conference of the Missouri Library Association to St. Joseph in 1986 are continuing; St. Joseph has not been a conference site since the 1950's.

The most important development during the year was when the Boards of the St. Joseph Public Library and the Rolling Hills Library met in January of 1984 and endorsed the concept of cooperation between the two public libraries, the Hearnes Learning Resources Center of Missouri Western State College, and the Northwest Missouri Library Network in studying automation. They also approved the preparation of a Request for Proposal to hire a consultant to study the automation of library functions at these institutions. Susan Baerg Epstein, a nationally known consultant, has been retained to perform this study, and she will visit St. Joseph in late October of 1984.

### Equipment

Library service was greatly improved with the purchase of several items of equipment.

A public address system was acquired for the Washington Park Library. Two 16mm film projectors obtained for the Adult Circulation Department of the Central Library should result in greater use of the films. A mini-vac was bought for the Technical Services Department. A card catalog was added to the Children's Department.

A decision was made in October of 1983 to sell the bookmobile, but to date no acceptable bids have been received.

### Conclusion

The year was one of both preservation and preparation.

Preserved were the strong and vital leadership of the Library Board; the dedication of an increasingly well-educated staff; the capability of the collection to meet the wide array of needs for

library service in this community; the work of the Friends and volunteers; the long-standing commitment to programming for children in the library and to adults in community settings; and the maintenance of library facilities.

A cooperative approach to improving all that we have preserved through the automation of library functions was prepared.

Yet we must also preserve our awareness that we need to continue to study ways to fund good library service in St. Joseph. And, having made decisions about what we need in the years to come and what steps must be taken to pay for it, we must prepare the community to support those decisions.

Finally, in the coming year, it will be evermore important to bring to the citizens' attention not only what the St. Joseph Public Library is contributing to its users, but also what it can contribute to non-users. The report by President Reagan's Committee on Excellence in Education, A Nation at Risk, has made us see that we must perceive the public library as a community learning center which can and should be promoting the development of habits of lifelong learning. For it is only by learning continuously that any individual can participate constructively in the democratic process.

  
Dorothy Sanborn Elliott, Director



BOARD OF DIRECTORS OF THE ST. JOSEPH PUBLIC LIBRARY AS OF JULY 1, 1984

Mr. Stephen J. Briggs President	Term expires June 1, 1986
Mr. Gerald M. Coleman First Vice President	Term expires June 1, 1984*
Mrs. Maxine Freeman Second Vice President	Term expires June 1, 1985
Mr. Herbert Iffert Treasurer	Term expires June 1, 1985
Mr. William B. Ebert	Term expires June 1, 1984*
Mr. William J. Hinde	Term expires June 1, 1986
Mrs. Eleanor Langemach	Term expires June 1, 1985
Mr. Richard Robertson	Term expires June 1, 1984*
Mrs. Lynn Watkins	Term expires June 1, 1986

(\*Library Board members traditionally serve until they are replaced or reappointed by the Mayor and the City Council.)

# ST. JOSEPH PUBLIC LIBRARY

## BOOK CIRCULATION FOR 1983-1984

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	72,688	49,828	122,516	33,020	9,048	42,068	164,584
Carnegie	12,218	4,336	16,554	11,547	5,139	16,686	33,240
Washington Park	25,411	4,491	29,902	19,136	6,636	25,772	55,674
TOTALS	110,317	58,655	168,972	63,703	20,823	84,526	253,498

## BOOK CIRCULATION FOR 1982-1983

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	73,867	50,078	123,945	34,348	10,043	44,391	168,336
Carnegie	13,662	4,587	18,249	11,778	5,820	17,598	35,847
Washington Park	26,487	4,115	30,602	18,612	6,409	25,021	55,623
Bookmobile	670	136	806	677	148	825	1,631
TOTALS	114,686	58,916	173,602	65,415	22,420	87,835	261,437

	<u>1983-1984</u>	<u>1982-1983</u>
FILM CIRCULATION:		
Number of films borrowed	4,249	4,250
Total attendance at film showings	136,797	142,126
PHONOGRAPH RECORD CIRCULATION	3,933	4,226
FRAMED PRINT CIRCULATION	1,693	1,708
CASSETTE CIRCULATION	3,088	1,657
GAMES	2,615	3,443
CAMERA CIRCULATION	29	
REFERENCE QUESTIONS	32,782	26,706
REGISTERED BORROWERS	9,906	10,643
BOOKS BY MAIL CIRCULATION	192	477
INTERLIBRARY LOANS		
items borrowed*	747	819
items loaned	633	497
microfilms borrowed	216	170

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

ST. JOSEPH PUBLIC LIBRARY  
1983-1984 EXPENDITURES

<u>EXPENSES</u>	<u>BUDGETED EXPENDITURES</u>	<u>ACTUAL EXPENDITURES</u>
Salaries	\$344,176	\$329,889.89
FICA	19,257	22,604.20
LAGERS	21,269	19,936.53
Insurance (Health, Life, Dental)	21,480	20,511.29
Workman's Compensation	3,850	3,850.00
Conference and Travel	2,500	1,394.19)
Meetings		1,282.92)
Memberships	1,166	981.00
Postage	3,500	3,096.02
Printing and Binding	1,893	2,590.78
Utilities (heat, electricity, water, sewer, and telephone)	26,305	28,692.50
Office Equipment Rental	2,200	2,858.48
Maintenance and Repair Office Equipment	2,571	3,381.63
Maintenance and Repair Building	1,500	690.17
Insurance	3,500	2,687.00
Miscellaneous Contractual	2,004	1,251.07
Office Supplies	7,816	7,519.56
Office Equipment	5,000	3,884.34
Duplicating Supplies	1,998	1,821.94
Janitorial Supplies	4,132	5,391.28
Books	78,965	71,742.92
Periodicals	12,000	10,642.76
Audiovisual	12,500	11,281.86
GRAND TOTAL	\$579,582	\$557,982.33
Repairs to the Carnegie Branch		12,080.00
Capital Improvements for the Washington Park Branch		30,366.00
		\$600,428.33

Salaries and benefits	71%
Books and library materials	17%
All other expenses	12%

LIBRARY DIRECTORY

CENTRAL PUBLIC LIBRARY

Tenth & Felix Streets

Hours: Monday through Friday  
Saturday

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

TELEPHONE: 232-7729

232-7720

Reference 232-8151

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 & Market Streets

Hours: Monday through Saturday

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

## 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

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