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ST. JOSEPH PUBLIC LIBRARY
ST. JOSEPH, MISSOURI

ST. JOSEPH PUBLIC LIBRARY ANNUAL REPORT

1980 - 1981


St. Joseph, Missouri

June 1, 1981

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
Director

ST. JOSEPH PUBLIC LIBRARY

Report of the Director, 1980-1981

90th Annual Report

Introduction

For the Board, staff, and patrons of the St. Joseph Public Library the 1980-1981 fiscal year was marked by contrasts: triumphs and tragedy, successes and failures, the expected and the unexpected.

In many ways the past year was much better than the preceding two, at least in terms of financial support, responsiveness to library needs by local and state officials, coverage by the media, services and programs, improvement in facilities, involvement by staff in the community, and a continuing commitment to interlibrary cooperation and work with other organizations with similar purposes. However, the brutal and senseless murder of our secretary-bookkeeper, Patricia Jeschke, a shocking and unsettling event when it happened, at the end of the year throws a pall over our achievements and tinges us with a lingering sadness and an acute awareness of the fragility of these and other human efforts.

Finances

Especially in light of the Library's financial situation in the 1978-1979 and the 1979-1980 years, progress made in the last twelve months in obtaining adequate support for services has been remarkable.

In the spring of 1980, with considerable support for the measure by the media and citizens, the City Council increased the Administration's recommendation for the Library's allocation from \$293,164 to \$393,164. This gesture permitted significant remedial increases in staff salaries and in the materials budget. However, by the spring of 1981, the Administration's initial recommendation had risen to \$434,150, which, again followed by a determined effort by the Board, the Council increased to \$469,000.

A major blow to library services throughout the state of Missouri occurred when, because of stringencies, Governor Bond felt impelled to cut state aid to public libraries by 50%, meaning that libraries received only two of their four quarterly allotments. Hit especially hard were both large urban libraries, whose collections benefit users statewide, and smaller rural libraries, where every penny counts. Local librarians met with representatives of the Coordinating Board for Higher Education and discussed the problem with local legislators. In addition, petitions from patrons throughout the Northwest Missouri area were sent to Governor Bond. The one positive outcome of the experience was that librarians and citizen supporters were forced to promote more strongly the cause of libraries in the political arena. The St. Joseph Public Library in particular felt the effects in the loss of the legislative hot line and in the inability to purchase some needed items of equipment. Fortunately, an unanticipated partial distribution of the residue of the estate of Anna B. Keller in the amount of \$35,100

both cushioned the loss of the state funds and in November enabled the Board to grant a 5% increase in staff salaries without asking the City Council for more money. Furthermore, this bequest enabled the Board to take advantage of the high interest rate yielded by money market certificates.

Library Resources

Despite a 47% increase from \$43,345 (including Toothaker funds) spent in 1979-1980 to \$63,789 spent in 1980-1981, the number of items added to the collection declined slightly from 10,211 to 10,149, demonstrating the ravaging effects of inflation on the cost of library materials. The number of record albums was up to 2,201 from 2,099, and musical cassettes 385 from 355. The number of educational cassettes increased notably from 275 to 387. Sixteen filmstrips, a new item, were also added.

Several trends in circulation patterns continued in the 1980-1981 year. Systemwide, circulation was down 9% from 1979-1980, 15% since 1978-1979. Presumably because of an increased reliance on school libraries, juvenile circulation was down 12% from 1979-1980, 24% since 1978-1979. Total adult circulation decreased 7% from 1979-1980, 9% since 1978-1979. On the positive side, the circulation at the Carnegie Library during 1980-1981 shows a 20% increase from 1978-1979, although there was a decrease of 15% from 1979-1980 because the library was closed for three months for repair. Also a bright spot, the circulation at Washington Park increased by 2% from 1979-1980. The Bookmobile circulation of 41,043 was down somewhat from the 1979-1980 year, mainly because the Bookmobile did not run during staff vacations and a bereavement leave. At the Central Library total circulation showed an 8% decrease since 1979-1980, 7% for adults and 13% for children. Compared with figures for 1978-1979, total circulation at Central decreased by 11%, 15% for children, and 10% for adults.

The review of old programs and the implementation of new ones also occurred during the 1980-1981 year.

A federal depository library inspector from Washington D.C. visited on August 1, 1980 to inspect the government publications collection. Most of her findings were extremely favorable, and she gave helpful suggestions to the staff for further handling of the collection. The State Documents Librarian also visited the Library in August as part of the Missouri State Publications Depository Library System. He indicated that state publications were well handled at the St. Joseph Public Library and complimented the staff on their approach.

In November the Board voted to participate in the Educational Information Center Program sponsored by the Missouri State Library. Authorized by the 1976 Amendments to the Higher Education Act, the program develops sites within the state where citizens may obtain information about various educational programs and careers. As a center the Library makes a commitment to providing circulating and reference materials on these subjects, some of which are funded by the program. Staff have already attended two training sessions.

Participation in the Missouri State Data Center was approved in January. In this regard the Library will work with the Missouri State Library, the Office of Administration, and the Public Affairs Information Service to improve access to information and services of the Census Bureau for administration, decision-making, planning, and research for state and local government personnel, business and industry leaders, university educators and researchers, community organization leaders, and planners. Orientations for staff have already begun.

One of the Board's most important goals for the year was the development of a materials selection and collection review policy. Work on this was completed in the spring of 1981 and the final draft adopted at the May Board meeting.

Services and Programming

As part of the continuing effort to document goals and policies, two important statements regarding services were approved by the Board. One adopted in May of 1980 dealt with priorities for service and funding for adults, preschoolers, students in elementary through secondary schools, and college and university students. It also set goals for funding, space, and services. A public service policy for staff approved by the Board in 1981 covered such issues as library environment, interactions between staff and patrons, interactions amongst staff members, and problem situations of various kinds involving patrons.

A heavy emphasis on programming for children continued systemwide. In the Children's Department at Central, library tours were conducted in May of 1980 for approximately 400 elementary school pupils. In the summer reading program, which ended with an ice cream social and film festival, 62 out of 105 enrollees completed the program. Fall and winter story hours, visits, and programs attracted between 300 and 500 children per month. On the Bookmobile, story hour in Bartlett Park was popular during the summer of 1980, when circulation from established patrons and the registration of new ones also showed a marked increase. Programs for children at the Washington Park Library, such as Saturday films, story hours, and class visits, continued to attract between 600 and 1,000 youngsters per month. Thirty-three out of 75 registrants completed the summer reading program, and the Annual Hobby and Craft Show was again a success in the summer of 1980. Interest in programs at the Carnegie Library also remains high with story hours, craft classes, and movies gaining in popularity. In the fall of 1980, 21 school classes made regular visits to that branch with the month of September showing over 300 new juvenile registrants. A lively Halloween party alone attracted 132 children, and over 800 children attended programs in the months of October and November.

Personnel

The morale of the staff improved noticeably during the year because of remedial increases in salaries and benefits.

Significant progress in reaching salary levels of other City employees was made in the budget approved in June of 1980. An across-the-board 5% raise was also made possible by the Keller bequest in November. In August of 1980 participation in the City's Dental Insurance Plan was also made available to Library staff.

A milestone was reached at the end of August when Alyce Hougas, the librarian at the Washington Park Library, and Max Sheneman, the Bookmobile driver, were recognized for their 15 years of service to the Library with certificates from the Board and a luncheon from the staff. They were also the subject of a feature story in the News-Press.

The most notable accomplishment of the year pertaining to personnel occurred when job descriptions were thoroughly analyzed and rewritten and positions assigned to salary grades currently in effect with the City. William F. Cosman, Director of Personnel for St. Joseph, spent many hours helping the director with this project. The actual paying of the salaries should be possible with the 1981-1982 budget.

Board

Several important events centering around the Board occurred during the year.

An increased emphasis on education for Board members was evident in the orientation for new ones in October and in the workshop for library trustees sponsored by the Missouri Library Association at Missouri Western State College in March.

Mrs. Hugh A. Miner, who had served the St. Joseph Public Library as a Board member for over 22 years, was honored on October 29th with an informal reception in the director's office and a dinner for Board members. Both of these events were marked by accolades to Mrs. Miner and nostalgic reminiscing about the St. Joseph Public Library.

In December the Board approved a revision in its By-Laws, also one of the written objectives for the year.

Recognizing the value of the Missouri Library Association, the Board also approved paid memberships for its members.

Continuing Education for Personnel

Staff attended several workshops and conferences throughout the year on local, state, and national levels.

In June the director attended the Annual Convention of the American Library Association, which, in addition to exhibits and an update on current library events, featured sessions on library automation, financial choices, work issues, marketing strategies, and promotion of public library facilities.

Along with Joyce Humel of the Rolling Hills Library she also attended a preconference on An Introduction to a Planning Process for Public Libraries. With Karen Ruckman, the Bookmobile librarian, the director attended a library institute in Columbia in July entitled "Attitudes and the Environment: Human Factors in the Library," which focused on service to the handicapped, accessibility problems, problem behavior in the library, health emergencies, staff training, and policy manuals. Alison Graves, the federal documents librarian, and the director attended a workshop on Census materials at Missouri Western State College in August. In September Gaye Pate, head of Adult Circulation, June Minnis, head of Technical Services, and the director attended the 80th Annual Conference of the Missouri Library Association, whose theme was cooperative collection development for multi-type library networks. Locally, six staff members attended workshops sponsored by the Grand River Library Conference in St. Joseph and Chillicothe on the use of audiovisual equipment. Staff from Adult Circulation and Reference attended a workshop on customer relations sponsored by the Chamber of Commerce in November.

Facilities

Several changes in and improvements to facilities occurred during the year.

An elevator in the Library-School District Building was opened to the public in early September. Some space for a corridor was lost by the Reference Department, and hardbound Congressional Records were moved to the Washington Park Library.

Waterproofing work was completed at the Washington Park branch in November.

The most remodeling activity occurred at the Carnegie Library. In the summer of 1980 a leak in the roof was repaired. Phase I of the Community Development project also started in the summer and involved the installation of a new heating and air-conditioning system. In the fall fences were erected around the new air-conditioning units to discourage vandals from damaging the equipment. Electrical work was completed by mid-December, and by the late winter a new hot water tank and faucets had been installed. In March work began on painting and scraping the windows.

Both branches of the St. Joseph Public Library have continued to suffer minor acts of vandalism, but the St. Joseph Police Department has been extremely helpful in keeping the lid on this type of activity.

Equipment

Because of the loss of state funds, fewer pieces of equipment than had been planned were purchased in 1980-1981.

Shelving for materials transferred from the Central Library was purchased for the Washington Park Library. Some paperback racks were added to the system, and an air-conditioning unit was installed in the secretary-bookkeeper's office at the Central Library.

Problems with theft of equipment have been almost nonexistent in the St. Joseph Public Library, but a precautionary measure was taken in the fall when an officer from the St. Joseph Police Department marked all equipment in the Library with identifying numbers.

Gifts

Elizabeth Prescott Club	\$ 200.00
Altrusa Club	350.00
Bill Goodding, Business Machines & Equipment Company	25.00
Lioness Club	300.00
Runcie Club	1,500.00
25 books as memorials	
20 books as general and honorary donations	

Books have also been donated from the Alliance Française and materials from the St. Joseph Packaging and Mead Products.

Community Relations

In the last quarter of the twentieth century, librarians have become increasingly aware of the importance of going into the community both to promote the libraries' programs and to aid organizations in accomplishing their own purposes. Staff at the St. Joseph Public Library did this in a number of ways in 1980-1981.

The director and Gaye Pate each gave two book reviews to the Life-long Learning program in October and April. Gaye Pate, Ginny Vanis, and Lori McKinley also gave programs to senior citizens at the Calvin Center. Heidi Hinton Hornaday spoke to the Pickett Preschool Association in September on reading to preschool children and in December to the Parkway Preschool Association on the same subject, distributing bibliographies of recommended picture books. She also participated in the Mark Twain Elementary School P.T.A.'s Salute to the School Program in February and gave a presentation with some of the students at the Helen Davis State School open house. Library staff also prepared displays of materials dealing with mental health and aging for the annual meeting of the Family Guidance Center in January and for the Family Fair in March. Doris Finley of the Reference Department gave a presentation on library resources to the Northwest Missouri Genealogical Society in February.

The director served as moderator for the program of the annual meeting of the Mental Health Association in May of 1980. She also spoke to the Lions Club in May and in August attended the New Teachers Luncheon sponsored by the Business Education Committee of the Chamber of Commerce, where new teachers were given information about the Library. In November she spoke to the women of the Moose Lodge and in February to a discussion group of the First Christian Church on censorship. In addition, she held discussions with the Rotary Club on improving service to local business, established weekly sixty-second spots on the Library on KSFT, and participated in the planning of the citywide Book Fair in April, which featured displays by book stores,

publishers, and libraries, as well as storytelling and appearances by authors, including Jack Anderson. The director was also a guest at a Farm-City Luncheon sponsored by the Buchanan County Farm Bureau and attended a meeting in March of Downtown St. Joseph at which she heard recommendations by a consultant on developing a program to increase traffic patterns and generate a positive image of the community in downtown St. Joseph.

Cooperation With Other Libraries And Agencies

No library, regardless of its size or resources, in a time when the amount of information available is increasing and the purchasing power of the dollar is decreasing, can function by itself without forming alliances with other libraries and similar agencies. The Board and staff of the St. Joseph Public Library have recognized this situation in the last few years and have made increasing attempts to work with coalitions for the Library's interests.

The directors of the St. Joseph Public Library and the Rolling Hills Consolidated Library continued to work together in 1980-1981. They appeared together on the Open Line program on KKJO in April of 1980 and again in March of 1981. In the summer of 1980 they were the subject of a feature story in the Gazette. In December they taped a one-half hour program on library services in St. Joseph for Cablevision and presented a program on library services and problems to the provisional class of the Junior League. In addition, the director of the St. Joseph Public Library and Nancy Salfrank of Rolling Hills taped a one-half hour public affairs program on KQTV.

In May of 1980 the two libraries coordinated displays at the Baby Fair sponsored by the Family Guidance Center and the Women's Growth Center. In August of 1980 the two libraries worked with the Junior League in the Reading Is FUNdamental program, in which free books were distributed to children to stimulate their interest in reading. Finally, the relationship between the St. Joseph Public Library and the Rolling Hills Consolidated Library was a subject of a research paper by Jeanne Challener, a candidate for a masters degree in library science at the University of Missouri and a St. Joseph resident.

The 1980-1981 year also saw the strengthening of bonds between the St. Joseph Public Library and the Northwest Missouri Library Network. As of June, 1980, interlibrary loans to the St. Joseph Public Library for the past two consecutive years had nearly doubled; in the five-month trial preceding, the Library had borrowed 310 items, taking advantage of the rapid loan afforded by the courier service. Recognizing the value of this service, the Board of the St. Joseph Public Library voted to extend its membership in the Northwest Missouri Library Network for another year. Throughout the year the staff of the Library were also involved in assembling a list of periodical holdings for the data base of Missouri periodicals and analyzing the subject strengths of the collection. The director of the Library was elected secretary of the Board of Directors of the Network at the annual meeting in July.

The staff of the St. Joseph Public Library worked with other agencies and organizations as well. In the face of the discontinuation of grants of federal funds, the Grand River Library Conference decided in September to focus on continuing education, holding workshops on topics such as budgeting and investing, tax levies, and boards. The members of the St. Joseph Area Library Cooperative also decided to limit their role to an informational and social one. In this regard, they sponsored a legislative reception in February. Other instances of interagency cooperation included loaning nine Martin Thomas paintings to the St. Joseph Museum for an exhibition in August and donating books from the book sale to the patient library of the St. Joseph State Hospital, Inter-Serv, and the Buchanan County Jail. Furthermore, in March the director was named to the Board of the Missouri Libraries Film Cooperative, and Heidi Hinton Hornaday took an active role in the planning of the Oral Tradition Workshop sponsored by the Missouri Library Association at Missouri Western State College.

Acknowledgements

One facet of the community of which the Board, staff, and patrons of the St. Joseph Public Library are extremely proud is the responsive coverage given the Library by the local media. News and feature stories have been uniformly fair and balanced in their treatment of the Library's problems, needs, and services.

Several individuals in the local media deserve recognition and thanks for their support:

David Bradley, Jr. and Ival Lawhon of the St. Joseph News-Press
 John Richard Mier, II of the Gazette
 Stephen Dinkle, Steve Carpenter, Pat Bailey, Marti Scott, Don Pritchard
 of KKJO
 Matthew Cates and Donn Emis of KSFT
 Diane Deaton, Mary Gresham, Ilene Houston and Valissa Smith of KQTV

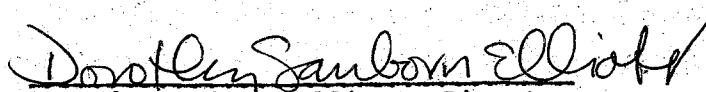
Conclusion

To this administrator, the mental and physical act of writing an annual report is, in the words of our friends in the mental health field, an "affective" experience -- one which produces feelings of pride and satisfaction, but at the same time a sense of our own limitations in the face of only partial accomplishments and problems of greater scope than we had initially imagined. Composing an annual report also elicits a nostalgia for events and people as they were for this one year only; the most we can hope for is that we have learned from them, but we know that they will change, and nothing will be the same again.

It is easy enough to see what we have done in 1980-1981. But for every problem we solve, every difficult situation we ride out, there are two more which loom up in our faces, setting our course for the future. Considering the state of the economy on all levels, we are almost giddy in the knowledge that for the first time in three years our operations budget appears relatively sound. But we need to continue to work for stable and increased funding for public libraries on both the state and national levels. Problems of the types of taxes used to support public libraries must also be addressed. Public libraries are not only local and state resources but also national ones, partners with the whole fabric of the public education system, a source of information, education, enlightenment, and cultural enrichment for people of all ages and circumstances.

Where do we go from here? After setting and meeting a series of somewhat discrete goals we must tackle the more amorphous project of the assessment of community needs and subsequent planning. We know we have serious questions to ask and to answer about our collections, our services, our facilities, and the community's impressions of them. We also know that for this and other reasons we need the support which only a Friends of the Library group can give.

We've been told how to do all of this, although we have never done it before. It will take a tremendous commitment of time and energy from the Board, staff, and Library patrons and supporters. Can we do it? Yes, I think we can. No, I think we must.


Dorothy Sanborn Elliott, Director

BOARD OF DIRECTORS OF THE ST. JOSEPH PUBLIC LIBRARY AS OF MAY 1, 1981

Mrs. Helen Wigersma
President

Term expires June 1, 1981

Mrs. Cherie Capps
First Vice-President

Term expires June 1, 1983

Mr. Joseph L. Flynn
Second Vice-President

Term expires June 1, 1981

Mr. Melvin Goin
Treasurer

Term expires June 1, 1980

Mr. Stephen J. Briggs

Term expires June 1, 1983

Mrs. Maxine Freeman

Term expires June 1, 1982

Mr. Herbert Iffert

Term expires June 1, 1982

Reverend Alan Pruitt

Term expires June 1, 1982

Mr. Richard Robertson

Term expires June 1, 1981

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF MAY 1, 1981

LIBRARIAN

Dorothy Sanborn Elliott

Director

CHILDREN'S DEPARTMENT

Heidi Hinton Hornaday
Deborah K. Miles
Nina Lewis

Children's Librarian
Assistant Librarian
Page

CIRCULATION DEPARTMENT

Gaye Pate
Joyce Follis
Mary Lumley
Debbie Grace
Mary Ann Bibens
Cathy Echterling
Lori Pruett
Denise Rich
Bridget Supple

Adult Circulation Librarian
Audiovisual Librarian
Books-By-Mail Librarian
Circulation Control Librarian
Assistant Librarian
Assistant Librarian
Page
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CUSTODIAN

Dennis L. Grabill

Custodian

OFFICE

Linda Hinkle

Secretary-Bookkeeper

REFERENCE

Doris Finley
Alison Graves
Sharon Canter
Susan Sollars
Margaret Tannheimer

Reference Librarian
Assistant Librarian
Assistant Librarian
Page
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TECHNICAL SERVICES

June Minnis
Alene Hoffsommer
Kate Brockett
Marcia McKee
Pearl Healey
Patricia Spangler

Technical Services Librarian
Order Librarian
Clerk-typist
Clerk
Clerk
Clerk

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF MAY 1, 1981

BRANCHES AND BOOKMOBILE

CARNEGIE BRANCH

Audrey Sheets
Susan Edson
Janice Sisk
Brad Pfleiderer

Branch Librarian
Assistant Librarian
Page
Custodian

WASHINGTON PARK LIBRARY

Alyce Hougas
Patricia Fuson
Ronda Whitlock
Bob Waldron

Branch Librarian
Assistant Librarian
Page
Custodian

BOOKMOBILE

Karen Ruckman
Max Sheneman
Sharon Tatro

Bookmobile Librarian
Bookmobile Driver
Page

ST. JOSEPH PUBLIC LIBRARY
Summary of Expenses
For the Year Ended April 30, 1981

	<u>CITY FUND</u>	<u>CASH RESERVE FUND</u>	<u>TOTAL</u>
Salaries	\$271,724.44		\$271,724.44
FICA	16,798.87		16,798.87
LAGERS	15,298.43		15,298.43
Audiovisual	5,275.80	\$ 4,611.85	9,887.65
Binding	391.70		391.70
Books	57,909.45	4,638.72	62,548.17
Equipment	2,488.08	472.95	2,961.03
Periodicals	1,534.92	6,653.98	8,188.90
Insurance	4,389.00		4,389.00
Membership		383.00	383.00
Miscellaneous	181.38	911.30	1,092.68
Postage	94.21	2,601.25	2,695.46
Repairs	1,048.49	546.68	1,595.17
Service	381.00	86.98	467.98
Service Contract	4,587.39	142.45	4,729.84
Supplies	15,145.08	1,182.59	16,327.67
Travel		1,569.58	1,569.58
Utilities	24,750.58		24,750.58
Util. Reimb.		2,272.50	2,272.50
Totals	\$421,998.82	\$26,073.83	\$448,072.65

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

ST. JOSEPH PUBLIC LIBRARY
Summary of Income
For the Year Ended April 30, 1981

INCOME

City Fund

City Appropriation

\$393,164.00

Cash Reserve Fund

Bank balance, April 30, 1980	\$ 9,824.85	
State Aid	20,954.35	
Fines	8,837.76	
Fees	2,611.44	
Toothaker monthly service	3,600.00	
Memorial Book reimbursement	37.11	
Runcie Club reimbursement	277.92	
Candy machine reimbursement	61.46	
Pay telephone collection	49.76	
Gifts	1,121.64	
Booksale	969.10	
Miscellaneous & Photocopy	2,894.33	
Interest from CD's & Capital Notes	5,421.12	
Utilities Reimbursement	<u>6,737.23</u>	<u>\$ 63,398.07</u>

Total Income

\$456,562.07

EXPENSES

City Fund	\$421,998.82	
Cash Reserve	<u>26,073.83</u>	<u>\$448,072.65</u>

TOTAL INCOME

\$ 8,489.42

BALANCES ON HAND APRIL 30, 1981

Bank balance, Cash Reserve	\$ 9,289.24
Petty Cash	130.00

ST. JOSEPH, MISSOURI
PUBLIC LIBRARY
Expenses by Department
For the Year Ended April 30, 1981

	<u>ADMINISTRATION</u>	<u>CHILDREN'S</u>	<u>BOOKMOBILE</u>
Salaries	\$29,775.00	\$22,331.46	\$20,870.02
Books	10.00	7,681.24	4,135.16
Periodicals	15.00	60.95	
Audiovisual		142.03	
Supplies	444.00	274.88	696.00
Repairs		49.62	538.49
Membership	207.00		
Utilities			258.28
Service Contract	109.45		120.00
Travel	572.50	51.60	35.50
Equipment	400.95	233.54	715.10
Miscellaneous	259.63	47.20	32.73
Totals	\$31,793.53	\$30,872.52	\$27,401.28

	<u>REFERENCE</u>	<u>CARNEGIE</u>	<u>WASHINGTON</u>
Salaries	\$38,438.50	\$24,430.42	\$26,872.65
Books	14,214.16	5,899.76	6,475.49
Periodicals	1,743.18	89.90	98.95
Audiovisual	66.82		77.12
Supplies	792.85	484.66	334.63
Repairs	21.50	236.90	459.36
Utilities		3,428.54	3,053.48
Service		88.00	
Service Contract	300.00		
Travel	123.24		42.50
Postage		68.25	112.75
Equipment	259.17	45.00	902.90
Miscellaneous	10.45	65.70	86.65
Binding	391.70		
Totals	\$56,361.57	\$34,837.13	\$38,516.48

ST. JOSEPH, MISSOURI
PUBLIC LIBRARY
Expenses by Department
For the Year Ended April 30, 1981

	<u>CIRCULATION</u>	<u>TECHNICAL SERVICES</u>	<u>MAINTENANCE</u>
Salaries	\$55,629.11	\$45,621.39	\$ 7,755.89
Books	23,541.38		
Periodicals	397.10	400.00	
Audiovisual	55.55		
Supplies	473.12	1,322.76	4,367.20
Repairs	30.00	118.48	112.83
Membership	103.00	23.00	
Service Contract		250.00	
Travel	237.18	158.71	
Postage	1.25		
Equipment	299.73		
Miscellaneous	75.42		
Totals	\$80,842.84	\$47,894.34	\$12,235.92

	<u>UNASSIGNED</u>	<u>CENTRAL</u>
Audiovisual	\$ 4,483.40	\$ 5,088.73
Periodicals		5,383.82
Supplies	3,762.29	3,017.67
Repairs		64.99
FICA	16,798.87	
LAGERS	15,298.43	
Utilities		18,010.26
Membership		50.00
Postage	1,389.21	1,124.00
Service		170.00
Service Contract		3,989.39
Travel		337.64
Miscellaneous	170.65	167.15
Christmas	152.10	
Utilities Reimbursement		2,316.48
Insurance	4,389.00	
Totals	\$46,443.95*	\$39,720.13

*\$16,000 from Cash Reserve to reimburse City is not included in the totals.

\$52,000 from Cash Reserve to purchase Money Market Certificates is not included in the totals.

ST. JOSEPH PUBLIC LIBRARY
Toothaker Medical
Results of Operation
For the Year Ended April 30, 1981

INCOME:

Beginning balance, May 1, 1980	\$3,633.88
Monthly distribution of income	9,109.17
Monthly interest added to account	<u>61.02</u>

\$12,804.07

EXPENSES:

Books	\$1,991.04
Periodicals	18.00
Service Charge	<u>3,600.00</u>

\$ 5,609.04

TOTAL

\$ 7,195.03

ST. JOSEPH PUBLIC LIBRARY
Borchardt Memorial Fund
Results of Operation
For the Year Ended April 30, 1981

INCOME:

Beginning balance, May 1, 1980	\$ 9,171.57
Monthly distribution of income	19,207.98
Monthly interest added to account	<u>114.08</u>

\$28,493.63

EXPENSES:

Transfer of funds to Cash Reserve

\$18,000.00

TOTAL

\$10,493.63

ST. JOSEPH PUBLIC LIBRARY
Runcie Memorial Fund
Results of Operation
For the Year Ended April 30, 1981

INCOME:

Beginning balance, May 1, 1980	\$1,669.49
Art fines	29.80
Runcie donation	<u>1,500.00</u>

\$ 3,199.29

EXPENSES:

Books	\$ 18.75
Prints	684.40
Framing	568.43
Equipment	<u>259.17</u>

\$ 1,530.75

TOTAL

\$ 1,668.54

ST. JOSEPH PUBLIC LIBRARY

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

BOOK CIRCULATION FOR 1979-1980

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	75,339	47,681	123,020	31,526	9,675	41,201	164,221
Carnegie	12,707	3,402	16,109	12,373	5,240	17,613	33,722
Washington Park	27,019	4,264	31,283	13,975	4,918	18,893	50,176
Bookmobile	13,526	3,978	17,504	23,153	8,038	31,191	48,695
TOTALS	128,591	59,325	187,916	81,027	27,871	108,898	296,814

	<u>1980-1981</u>	<u>1979-1980</u>
FILM CIRCULATION:		
Number of films borrowed	2,597	2,778
Total attendance at film showings	91,561	105,558
PHONOGRAPH RECORD CIRCULATION:		
Number of records borrowed	4,658	4,140
PICTURE CIRCULATION:		
Number of pictures borrowed	1,580	1,545
POSTERS		738
CASSETTES	849	446
GAMES	2,590	2,648
REFERENCE QUESTIONS	26,796	27,090
INTERLIBRARY LOANS	Borrowed 623 items* Loaned 545 items* 438 microfilms	738 books 1,018 micro- films
REGISTERED BORROWERS	10,880	11,260
BOOKS BY MAIL	884	1,040

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

BOOK COLLECTION 1980-1981

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	25,030	90,405	115,435	5,131	10,722	15,853	131,288
Washington Pk	5,087	7,183	12,270	4,037	4,321	8,358	20,628
Carnegie	4,770	5,476	10,246	2,466	3,738	6,204	16,450
Bookmobile	8,427	4,777	13,204	2,885	5,649	8,534	21,738
TOTALS	43,314	107,841	151,155	14,519	24,430	38,949	190,104

BOOKS ADDED 1980-1981

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	1,919	2,644	4,563	613	598	1,211	5,744
Washington Pk	1,096	248	1,344	372	185	557	1,901
Carnegie	767	199	966	231	228	459	1,425
Bookmobile	734	105	839	150	60	210	1,049
TOTALS	4,516	3,196	7,712	1,366	1,071	2,437	10,149 **

New books 6,380 of which 3,672 are new titles
 Volumes added & replaced 527
 Paperbacks unaccessioned 3,141
 Microfilm and bound periodicals 101
 Musical scores 0
 10,149 **

BOOKS WITHDRAWN 1980-1981

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	1,786	1,606	3,392	354	549	903	4,295
Washington Pk	798	72	870	199	45	244	1,114
Carnegie	31	32	63	70	37	107	170
Bookmobile	494	132	626	275	392	667	1,293
TOTALS	3,109	1,842	4,951	898	1,023	1,921	6,872

REINSTATEMENTS 1980-1981

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	13	45	58	14	10	24	82
Washington Pk	1	3	4	1	2	3	7
Carnegie	2	3	5	3	1	4	9
Bookmobile	5	6	11	16	10	26	37
TOTALS	21	57	78	34	23	57	135

BOOKS TRANSFERRED 1980-1981

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central		1	1		1	1	2
Washington Pk.		42	42		24	24	66
Carnegie		39	39				39
Bookmobile		1	1		3	3	4
TOTALS		83	83		28	28	111

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 111 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, 1980	2,099
Record albums added 1980-1981	200
Includes Central Adult 96	
Central Juv. 59	
WP Adult 1	
WP Juv. 7	
CB Juv. 37	
Record albums withdrawn 1980-1981	101
Includes Central Adult 70	
Central Juv. 31	
Record albums reinstated Central Adult 3	3
Record albums in collection as April 30, 1981	2,201
Miniature orchestral scores as of April 30, 1980	97
Miniature orchestral scores added 1980-1981	0
Miniature orchestral scores in collection as of April 30, 1981	97

CASSETTES

Musical cassettes in collection as of April 30, 1980	355
Musical cassettes added 1980-1981	48
Includes Central Adult 3	
Central Juv. 34	
CB Juv. 11	
Musical cassettes withdrawn 1980-1981	18
Includes Central Adult 11	
Central Juv. 7	
Musical cassettes in collection as of April 30, 1981	385
Educational cassettes in collection as of April 30, 1980	275
Educational cassettes added 1980-1981	113
Includes Central Adult 110	
Central Juv. 3	
Educational cassettes withdrawn 1980-1981 Central Adult 1	1
Educational cassettes in collection as of April 1981	387
Filmstrips in collection as of April 30, 1980	0
Filmstrips in collection added 1980-1981	16
Filmstrips withdrawn 1980-1981	0
Filmstrips in collection as of April 30, 1981	16

CONSTANCE FAUNTILERoy RUNCIE MEMORIAL PICTURE COLLECTION

Total pictures in collection as of April 30, 1980	382
Pictures added 1980-1981	9
Pictures withdrawn 1980-1981 Juvenile 8	-8
Total pictures in collection as of April 30, 1981	<u>383</u>

SCULPTURE

Total sculpture in collection as of April 30, 1980	47
Sculpture added 1980-1981	0
Sculpture withdrawn 1980-1981	0
Total sculpture in collection as of April 30, 1981	<u>47</u>

GOVERNMENT DOCUMENTS

Government documents as of April 30, 1980	78,024
Government documents added 1980-1981 (Federal & State)	<u>5,152</u>
Government documents in collection as of April 30, 1981	83,176

City directories as of April 30, 1980	217
City directories added 1980-1981	12
City directories withdrawn 1980-1981	-8
City directories as of April 30, 1981	<u>221</u>

Telephone directories corrected total as of April 30, 1980	243
Telephone directories added 1980-1981	57
Telephone directories withdrawn 1980-1981	-57
Telephone directories as of April 30, 1981	<u>243</u>

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

Newspress and Gazette on film as of April 30, 1980	987
Newspress and Gazette added 1980-1981	<u>16</u>
Newspress and Gazette as of April 30, 1981	1,003

Periodicals on film as of April 30, 1980	2,294
Periodicals on film added as of 1980-1981	<u>63</u>
Periodicals as of April 30, 1981	2,357

Misc. microfilm as of April 30, 1980	3
Misc. microfilm added 1980	<u>5</u>
Misc. microfilm as of April 30, 1981	8

Bound magazines as of April 30, 1980	8,603
Bound magazines added 1980-1981	<u>31</u>
Bound magazines as of April 30, 1981	8,634

LIBRARY DIRECTORY

CENTRAL PUBLIC LIBRARY

*Hours: Monday through Friday
Saturday*

TELEPHONE: 232-7729

232-7720

Tenth & Felix Streets

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

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

Reference 232-8151

CARNEGIE BRANCH LIBRARY

Hours: Monday through Saturday

TELEPHONE: 238-0526

316 Massachusetts Avenue

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

WASHINGTON PARK BRANCH LIBRARY

Hours: Monday through Saturday

TELEPHONE: 232-2052

Third & Market Streets

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

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