

ST. JOSEPH PUBLIC LIBRARY ANNUAL REPORT

1982 - 1983

St. Joseph, Missouri

July 1, 1983

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, 1982  
and ending June 30, 1983.

Respectfully submitted,

*Dorothy Sanborn Elliott*

Dorothy Sanborn Elliott  
Director

# ST. JOSEPH PUBLIC LIBRARY

Report of the Director, 1982-1983

## 92nd ANNUAL REPORT

### Introduction

The most significant developments of the 1982-1983 year were the continued growth of the Friends of the St. Joseph Public Library, the changes in the nature of the library's relationship with the City of St. Joseph, and the philosophical stand which the Library Board took when faced with a no-growth budget.

All of these developments have long-range implications for funding. Although it now appears that Federal Revenue Sharing money will not be eliminated in the near future, the competition for these and the rest of the City's financial resources has increased in intensity. In the past year, the Library Board began to discuss how the St. Joseph Public Library fits into the array of other City services and what the alternatives are for financing the library, either through traditional sources or new ones. Despite the apparent improvement of the economy on the national level, it is unlikely that either the City of St. Joseph or the Public Library can postpone much longer making the choice between cutting services and personnel or raising revenues.

### Finances

What presented a problem in 1978 remains so five years later. The absence of predictability in the library's major source of income has precluded planning on anything more than a yearly basis.

At the beginning of the 1982-1983 fiscal year, the allocation for the library from the City of St. Joseph was essentially what it had been in 1981-1982, although in November the City Council did increase the budget by \$18,809.00 to cover insurance costs for library personnel. This was the first time in recent history that the Library Board had found itself in the position of not being able to live within its means. A change in course was required after 1981-1982, when the City had increased the appropriation to the library by 20% from the previous year.

One way the Board augmented the income of the library was to increase the monthly service fee of the Toothaker collection from \$300.00 to \$675.00 at the beginning of the year.

Other changes were prompted by the City of St. Joseph. The concept of program budgeting for City departments was introduced by City Manager Anton Harwig when budgets were beginning to be drawn up for 1983-1984. All functions occurring within the City, including the library, were analyzed and discussed with Mr. Harwig. It was later decided that library programs would not follow the detailed breakdown of all possible operations within the library but would rather parallel existing library departments.

At the suggestion of the City's auditors and Councilman Jerry Mogg, the library began the transfer of all of its operational funds to a City account to be effective before the beginning of the 1983-1984 fiscal year. Under this system, almost all of the library's financial records are generated by the City. Bills can be paid throughout the month, as opposed to once a month as was previously the case, and the director has been authorized to sign vouchers. For the time being, however, the Library Board has decided not to pool its investments with those of other City departments.

### Services and Programming

In planning for the 1982-1983 year, the Library Board had to make a hard decision: either cut services in all departments or eliminate them entirely in one particular area. Following intensive consideration of this question, the Board committed itself to maintaining a high quality of service even if that meant closing one of the branches or taking the bookmobile off the road. The latter strategy was chosen.

The rationale for the elimination of bookmobile service was based on a number of factors. The driver, who had been in that position since the bookmobile was purchased in 1965, was retiring effective August 1, 1982. Furthermore, the elimination of bookmobile service would have a uniform effect geographically and would not deprive just one part of the City of access to a library facility. Moreover, if funds did become available in the future, the service could be reinstated more easily than if a building had been closed and disposed of along with its contents. Finally, the vehicle itself was in poor condition.

Despite the loss of the bookmobile, the year had its high points. The programming of which the library staff and Board have reason to be the most proud is the summer reading program. Since 1978, this focus has grown considerably, thanks mainly to the incentives to read offered by local businesses. In 1978, 36 children enrolled in the Children's Department at the Central Library, compared with 230 children who read and reported on books in 1982. Of these, 109 received certificates for completing 10 books, and 75 of those completed 20 books. At the Carnegie Library, 109 children of 147 enrolled finished at least 10 books, and of that 109, 76 children reported on 20 books. At the Washington Park Library, 19 children completed 10 books, and another 40 youngsters read and reported on 20 books. At the end of the 1982-1983 year, enrollment for the 1983 summer reading program stood at 550 children.

Throughout the school year, heavy programming at all outlets continued in the form of story hours, class visits, special visits, film programs, and book talks.

Adult programming was handled in the form of visits by staff to community organizations.

## Library Resources

Another aspect of the 1982-1983 budget was the reduction in the amount to be spent for books from \$80,000.00 to \$67,725.00. Cities the size of St. Joseph appear to be spending about \$1.50 per capita on books, and the Board understandably viewed this potential trend with alarm.

The elimination of bookmobile service had an obvious impact on the circulation of books throughout the library system. During the 1981-1982 year, total book circulation on the bookmobile stood at 43,023, a figure typically between the total circulations for the Carnegie and Washington Park branches. Understandably, this year the total circulation of 261,437 books reflected a 7% decrease from last year. However, not counting statistics from the bookmobile, the totals for the Central Library and the two branches for this year showed a 9% increase over last year's figures. Circulation was up 8% for the Central Library, 6% for the Washington Park Library, and a whopping 26% for the Carnegie Library. It seems obvious that these increases are in part because former bookmobile patrons are using other facilities. There is still some evidence, however, that many young people and some older citizens who previously used the bookmobile are not currently taking advantage of library services.

The number of films borrowed increased this year for a total of 4,250 as opposed to 3,075. Attendance at film showings rose dramatically by 34%.

Library staff continued to take a hard line in 1982-1983 toward delinquent borrowers by referring certain cases to the office of the City Attorney when phone calls and letters did not result in the return of library materials. "Amnesty" periods were again used in an attempt to recover long overdue items.

## Personnel

One of the major goals of the Library Board in the last few years has been to raise staff salaries to a level adequate to attract and retain qualified personnel. In 1981-1982, the Board was able to assign salaries to levels currently in effect for other City employees. Despite the stringencies imposed by the budget for 1982-1983, however, the Board still wanted to keep up with the City and consequently awarded comparable raises of three incremental steps on the pay grade for a total of a 7½% increment.

Another bright spot of the year was that there were no layoffs in connection with the elimination of bookmobile service. As indicated, the bookmobile driver retired, and two other staff members filled vacancies in the Central Library.

The St. Joseph Public Library continued to take advantage of the Youth Employment Program of the Economic Opportunity Corporation in the summer of 1982 by employing four young people in the Technical Services, Adult Circulation, and Children's Departments.

The greatest strength of the St. Joseph Public Library is the dedication and loyalty of its staff. At a ceremony at the April, 1983 Board meeting, certificates of appreciation were given for their years of service to Sharon Canter, Doris Finley, Patricia Fuson, Deborah Grace, and Alene Hoffsommer.

Attendance at workshops, conferences, and courses was encouraged in 1982-1983 as time and available funds permitted. Within the same fiscal year, two annual conferences of the American Library Association provided Gaye Pate and Dorothy Elliott with excellent opportunities to attend programs and meet with other librarians from around the country. The first annual conference of the Public Library Association in March granted a chance to see three major automated circulation systems in operation in libraries in Maryland and hear presentations on performance measurement, merchandising collections, public libraries and cable television, and output measures, among other topics. A summer institute entitled "Examining the Mystery of Interpersonal Relations in the Library Setting" was attended by Karen Ruckman, Audrey Sheets, Alyce Hougas, and Gaye Pate in July of 1982 at Stephens College. The Missouri State Library awarded a Library Services and Construction Act Grant to Heidi Hornaday to attend the 1982 May Massee workshop at Wichita State University on folklore, folk dancing, folk games, folk music, and puppetry. Sue Edson of the Carnegie Library took advantage of the library science curriculum at Missouri Western State College by enrolling in School Library Administration. Sharon Canter of the Reference Department attended a session on business reference sources in the fall, and June Minnis, the head of Technical Services, went to a program on the conversion of library records on tape. The Grand River Library Conference sponsored informative programs on cooperation between librarians and genealogists and an automated circulation system. Dorothy Elliott took advantage of the United Way's session on board training in December. Doris Finley, head of the Reference Department, went to a seminar in St. Louis on genealogy. Automation was the focus of the annual conference of the Missouri Library Association, which Gaye Pate, June Minnis, Heidi Hornaday, and Dorothy Elliott attended.

Another serious ramification of the gradual erosion of the library's operational budget is that there will be fewer funds available for traveling and continuing education. This situation should not be taken lightly in view of the rapid changes occurring in the library field, especially in the area of technology. Staff salaries are not high enough to expect personnel to spend much money on financing their own professional growth, although many individuals on the St. Joseph Public Library staff have taken the initiative to do so.

### Facilities

Even though no funds were awarded to the library for this purpose, it was, nevertheless, encouraging that the library, along with other City departments, was asked in the winter to submit a list of needs for capital improvements. At the Washington Park Library, these included the installation of a new metal door in the rear of the building, a new furnace, and canopies on exterior stairwells; the repair of ornamental roof work and downspouts, the concrete entranceway, and extensive water damage; and the installation of

storm windows on the basement level and grilles to protect them. The Carnegie branch's needs were a new front door, a new rear door, a new door to the furnace room, vandalism protection screens on ground level windows, a revarnishing job on interior woodwork, and a new concrete entranceway and brick end walls. It appears unlikely that City money will be available for this project, but through Public Law 98-8, the so-called "Jobs Bill," the library will receive \$19,633.50 to be matched by funds from the library's endowment.

The pressing needs for improvements to the branches raise funding questions with long-range implications. If the City cannot fund them, the Library Board does have the option of spending part of its principal. However, interest from this source has always been used as part of the library's operating budget. The repairs should not be postponed any longer, but rather than continue to chip away at its principal, the Library Board may decide to look elsewhere for funds.

On the positive side, throughout the year the School District did extensive remodeling to their offices in the second story of the Central Library building and made plans for extensive changes to the ground level. New windows were installed throughout the building in the late winter, which resulted in a vast improvement in the appearance of the facility as well as a predicted savings in utility costs.

New carpeting was installed in August of 1982 to the entire adult circulation area in the Central Library. The favorable patron response, the aesthetic appeal, and the increased comfort, safety, and quiet all indicate that this was an extremely worthwhile improvement.

### Community Relations

Exciting progress was made by the Friends of the St. Joseph Public Library this year. In September of 1982, the group obtained Federal tax exempt status. Immediately thereafter the Executive Board and standing committees were named, and a membership drive followed. In February of 1983 during an "I Love My Library" campaign, the Friends distributed bookmarks and balloons. In May of 1983, with the St. Joseph Historical Society, the Friends sponsored at Robidoux Row a program entitled "A Dream: Founders and Settlers," the second part of a three-part program entitled "Missouri Origins: The Landscape of Home." This particular slide tape presentation, which drew a full house, provided a view of early French and German settlement in Missouri and reviewed the contributions of explorers, founders, and settlers of French and German origin. Finally, the Friends provided a corps of volunteers to help with the 1983 summer reading program by listening to book reports from children.

Involvement of the library staff in the community took a number of forms during the year.

Heidi Hinton Hornaday, the head of the Children's Department at the Central Library, performed with Jerry Reeves at the Heartland Harvest Festival on the downtown mall in August of 1982 and also participated in the Allied Art Council's first Artists-in-the-Schools program. She was also asked to serve on the Board of Creative Arts Productions, a local group responsible for summer art workshops for children. In addition, Mrs. Hornaday directed Santa's Workshop for children at the Albrecht Art Museum's Sugarplum Festival.

The United Way campaign involved several staff members. Gaye Pate, head of the Adult Circulation Department, served on the Allocations Committee. In addition, the library staff was recognized at a luncheon last fall for their continued support. The director also served as head of the retail section of the campaign.

Library staff became more involved in the Lifelong Learning program this year when the director was asked to join the Steering Committee. Book reviews were given by June Minnis, Karen Ruckman, and Dorothy Elliott of the staff, as well as Mrs. Hugh A. Miner, president of the Friends of the St. Joseph Public Library.

Other activities included the preparation of a bibliography on substance abuse for the Police Department, sessions on reference services for classes from Platt College, and the provision of a program to the Runcie Club by the director. Karen Ruckman of the Adult Circulation Department manned a display at the Baby Fair in the spring of 1983. Media appearances by the director were comprised of a segment of "On Target" on KQTV about the Friends and library services, bimonthly morning appearances on KKJO, and a taping of "Community Calendar" on KQTV for the summer reading program.

#### Cooperation with Other Institutions and Groups

The reward of libraries and citizens working together for common goals finally materialized this year when House Bill 300, the Library Network Bill, passed. The product of several years' work, the legislation gives statutory recognition to networks, authorizes the Coordinating Board for Higher Education to regulate their development, and paves the way for future funding.

The Task Force to Review the State Aid Formula of the Public Library Division of the Missouri Library Association made further contributions to library legislation. Still in the process of revision, the new formula is based on not only a per capita and equalization basis, but also reimbursement for professional librarians, reimbursement for library materials, and discretionary funds distributed by the Coordinating Board for Higher Education.

In the late summer of 1982, Heidi Hornaday began work on a committee which would later develop a statewide summer reading program. Mrs. Hornaday ended up writing a section on public relations and publicity for a manual which was sold to Missouri public libraries, and Deborah Miles designed a poster for the program which was distributed to public libraries throughout the state.

Cooperative undertakings continued with the Rolling Hills Consolidated Library. Both libraries had displays for National Family Sex Education Week in cooperation with the Family Guidance Center and for the Ability Expo at East Hills. More important, in early November the two Boards met together and reviewed the backgrounds of the two libraries and discussed common concerns and the future plans of the Rolling Hills Library. Agreement was expressed that the two libraries should continue their cooperation in the future; automation and space are key problems which the administrations of the two libraries will be examining closely.

### Equipment

Several pieces of equipment which greatly improved the accessibility of library resources to the public were purchased during the year.

In the Adult Circulation Department at the Central Library, a desk, three cassette recorders, a paperback island rack, a long table between the card catalog units, and an open-windowed cassette cabinet were acquired. A fiche cabinet, a table for a reader printer, and a steel book truck were added to the Reference Department. A paperback rack was purchased for the Children's Department. A Xerox electronic typewriter was bought for the Technical Services Department and an IBM Selectric III for the administrative office. A dehumidifier was obtained for the documents room in the basement of the Washington Park Library. Several items were purchased for the Carnegie Library: a film screen, a display case, a ten-tier magazine rack, a literature rack, and revolving bulletin board.

### Gifts

Many donations of used books were received during the year, some of which were added to the circulating collection, and others of which were added to materials to be sold.

The popularity of making memorial donations to the St. Joseph Public Library has been increasing, and this year 80 books were purchased.

### Conclusion

Three major issues will present themselves to the administration of the St. Joseph Public Library for discussion in the immediate future: how to fund services; how to plan for the automation of library functions; and how to fund repairs needed at the branches and improvements to the space problem at the Central Library.

Breaking down the solutions to these problems will be a slow and arduous process. Happily, the Library Board has already seen the wisdom of charting the direction for the future on both a short- and long-term basis.

Yet none of this can occur in isolation, apart from other developments on the city and county levels. One hopes that the leaders of the community will, from time to time, communicate with each other in an attempt to coordinate the timing of solving the problems in their particular areas of responsibility. An argument can, of course, be made for fighting for

your own cause regardless of whatever else is going on in the world, but the danger of this strategy is that the public will close its ears to the cacophony which will inevitably result from this tactic.

Changes in the methods of the provision of information have been occurring at a dizzying pace. But based on the accomplishments of the last few years, the administration and staff of the St. Joseph Public Library have every reason to believe that the citizens will support whatever needs to be done to provide good public library service.

Dorothy Sanborn Elliott  
Dorothy Sanborn Elliott, Director

BOARD OF DIRECTORS OF THE ST. JOSEPH PUBLIC LIBRARY AS OF JULY 1, 1983

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

CENTRAL PUBLIC LIBRARY

Hours: Monday through Friday  
Saturday

TELEPHONE: 232-7729 232-7720

Tenth and Felix Streets

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

Reference: 232-8151

CENTRAL CHILDREN'S DEPARTMENT

Hours: Monday through Saturday

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

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 and Market Streets

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

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF JULY 1, 1983

LIBRARIAN

Dorothy Sanborn Elliott

Director

CHILDREN'S DEPARTMENT

(Heidi Hinton Hornaday)

Deborah K. Miles

Nancy Courtney

Bridget Supple

(Head of the Children's Department  
Librarian II - on leave)

Acting Head of the Children's Department  
(Librarian II)

Assistant Librarian II

Page - also Adult Circulation

ADULT CIRCULATION DEPARTMENT

Gaye Pate

Jeanne Challener

Mary Lumley

Karen Ruckman

Debbie Grace

Mary Ann Bibens

Cathy Echterling Green

Lori Pruett Rich

Denise Rich

Bridget Supple

Head of the Adult Circulation Department  
(Librarian III)

Assistant Librarian III

Assistant Librarian II

Assistant Librarian I

Circulation Control Clerk

Assistant Librarian II

Assistant Librarian II

Assistant Librarian II/Page

Page

Page - also Children's

CUSTODIAN

Dennis L. Grabill

Custodian

OFFICE

Linda Hinkle

Secretary-Bookkeeper

REFERENCE

Doris Finley

Alison Graves

Sharon Canter

April Fager

Lori Pruett Rich

Head of the Reference Department  
(Librarian III)

Assistant Librarian II

Assistant Librarian II

Page - also Technical Services

Page

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF JULY 1, 1983

TECHNICAL SERVICES

June Minnis

Alene Hoffsonmer

Kate Brockett

Marcia McKee

Margaret Faustlin

April Fager

Head of the Technical Services Dept.  
(Librarian III)

Order Clerk

Library Clerk-Typist

Library Clerk

Library Clerk

Library Clerk - also Reference Dept.

CARNEGIE BRANCH LIBRARY

Audrey Sheets

Sue Edson

Janice Sisk

Kevin Echterling

Carnegie Branch Librarian  
(Librarian II)

Assistant Librarian I

Page

Custodian

WASHINGTON PARK LIBRARY

Alyce Hougas

Pat Fuson

Janet Anderson

Bob Waldron

Washington Park Librarian  
(Librarian II)

Assistant Librarian I

Page

Custodian

ST. JOSEPH PUBLIC LIBRARY

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

BOOK CIRCULATION FOR 1981-1982

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

	<u>1982-1983</u>	<u>1981-1982</u>
FILM CIRCULATION:		
Number of films borrowed	4,250	3,075
Total attendance at film showings	142,126	105,682
PHONOGRAPH RECORD CIRCULATION:		
Number of records borrowed	4,226	4,965
PICTURE CIRCULATION:		
Number of pictures borrowed	1,708	1,627
CASSETTES	1,657	911
GAMES	3,443	3,504
REFERENCE QUESTIONS	26,706	26,688
INTERLIBRARY LOANS		
items borrowed*	819	765
items loaned	497	504
microfilms borrowed	170	301
REGISTERED BORROWERS	10,643	11,026
BOOKS BY MAIL	477	578

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

BOOK COLLECTION 1982-1983

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	27,302	91,953	119,255	5,162	11,128	16,290	135,545
Washington Park	5,266	7,587	12,853	4,034	4,454	8,488	21,341
Carnegie	6,084	5,490	11,574	2,616	3,624	6,240	17,814
Bookmobile	7,644	4,567	12,211	2,829	10,973	13,802	26,013
TOTALS	46,296	109,597	155,893	14,641	30,179	44,820	200,713

BOOKS ADDED 1982-1983

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	3,572	2,988	6,560	963	355	1,318	7,878
Washington Park	1,571	281	1,852	252	141	393	2,245
Carnegie	1,069	209	1,278	262	96	358	1,636
Bookmobile	-	-	-	-	-	-	-
TOTALS	6,212	3,478	9,690	1,477	592	2,069	11,759*

New books 5,649 of which 3,385 were new titles  
 Volumes added and replaced 1,149  
 Paperbacks unaccessioned 4,853 (Toothaker Medical books are included  
 Microfilm and bound periodicals 108 in this collection as well as donations  
 Musical scores 0 and memorials.)  
 11,759\*\*

The totals in Book Collection and Books Added represent processed materials.

PURCHASING

A total amount of 7,362 books were purchased and received with money from the 1982-1983 budget, of which 3,850 were new titles. A total amount of 294 books were purchased and received with money from the Toothaker Fund, of which 173 were new titles

BOOKS WITHDRAWN 1982-1983

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	1,786	3,197	4,983	961	221	1,182	6,165
Washington Park	887	160	1,047	243	106	349	1,396
Carnegie	613	277	890	270	315	585	1,475
Bookmobile	289	58	347	81	34	115	462
TOTALS	3,575	3,692	7,267	1,555	676	2,231	9,498

## REINSTATEMENTS 1982-1983

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	34	119	153	14	3	17	170
Washington Park	-	1	1	-	2	2	3
Carnegie	-	3	3	3	2	5	8
Bookmobile	1	-	1	-	-	-	1
TOTALS	35	123	158	17	7	24	182

## TRANSFERS 1982-1983

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	102	76	178	27	115	142	320
Washington Park	7	34	41	9	1	10	51
Carnegie	-	7	7	10	4	14	21
Bookmobile	-	-	-	-	-	-	-
TOTALS	109	117	226	46	120	166	392

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 is not entered into the full total of the report. The breakdown is shown only to represent the work as completed.

## ALTRUSA MEMORIAL RECORD COLLECTION AND MUSICAL SCORES

Record albums in collection as of June, 1982	2,225
Record albums added June 30, 1983	+78
Includes Central Adult	52
Central Juv.	14
WP Ju Juv.	7
CB Juv.	5
Record albums withdrawn	-106
Includes Central	65
Central Juv.	27
WP Juv.	7
CB Juv.	7
	<u>2,197</u>
Miniature Orchestral scores as of June 30, 1982	97
Miniature Orchestral scores added	0
Miniature Orchestral scores in collection as of June 30, 1983	<u>97</u>

## CASSETTES

Musical cassettes in collection as of June 30, 1982	381
Musical cassettes added	+100
Includes Central	44
Central Juv.	54
WP Juv.	1
CB Juv.	1

# Cassettes continued

Musical cassettes withdrawn as of June 30, 1983		-41
Include Central Adult	18	
Central Juv.	23	
Musical cassettes reinstated as of June 30, 1983		
Include Central	1	Rein. +1
Musical cassettes in collection as of June 30, 1983		<u>441</u>
Educational cassettes in collection as of June 30, 1982		418
Educational cassettes added as of June 30, 1983		
Central Adult	6	+6
Educational cassettes withdrawn as of June 30, 1983		
Central Adult	5	<u>-5</u>
Educational cassettes in collection as of June 30, 1983		419
Filmstrips in collection as of June, 1982 - all WP Juv.		29
Filmstrips added 1982-1983	all WP Juv.	+18
Filmstrips withdrawn		<u>0</u>
Filmstrips in collection as of June 30, 1983		47

## CONSTANCE FAUNTLEROY RUNCIE MEMORIAL PICTURE COLLECTION

Total pictures in collection as of June, 1982 (Reference and Juvenile)	404
Pictures added 1982-1983 (Reference)	+8
Pictures withdrawn	<u>0</u>
Total pictures in collection as of June 30, 1983	412

## SCULPTURE

Sculpture in collection as of June 30, 1982 (Reference only)	46
Sculpture added 1982-1983	0
Sculpture withdrawn 1982-1983	<u>-1</u>
Sculpture in collection as of June 30, 1983	45

## GOVERNMENT DOCUMENTS

Government documents in collection as of June 30, 1982	87,149
Government documents added 1982-1983	+ 3,483
Government documents in collection as of June 30, 1983	<u>90,632</u>
City Directories Current for June, 1983	84
Telephone Directories Current for June, 1983	240

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

Newspress and Gazette as of June 30, 1983	1,042
Periodicals on film as of June 30, 1983	2,456
Miscellaneous microfilm as of June 30, 1983	29
Bound magazines as of June 30, 1983	21

ST. JOSEPH PUBLIC LIBRARY  
Summary of Income  
For the Year Ended June 30, 1983

INCOME

City Fund

City Appropriation	\$492,854.00
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Cash Reserve Fund

Bank balance, June 30, 1982	\$ 43,312.86	
State Aid	23,620.45	
Fines and Fees	9,034.14	
Toothaker monthly service	6,750.00	
Memorial, TM book reimbursement and staff account	992.31	
Candy machine reimbursement	77.36	
Pay telephone collection	66.90	
Gifts	4,505.39	
Photocopy	4,849.61	
Interest from CD's, Capital Notes and NOW accounts	23,149.73	
Utility reimbursement	7,604.48	
Book sale	294.75	
Miscellaneous	<u>626.50</u>	<u>\$124,884.48</u>

Total Income	\$617,738.48
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EXPENSES

City Fund	\$561,369.69	
Cash Reserve	<u>28,209.82</u>	<u>\$589,579.51*</u>

TOTAL INCOME	\$ 28,158.97
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\*Includes \$1,507.95 for Toothaker books

ST. JOSEPH PUBLIC LIBRARY  
Summary of Expenses  
For the Year Ended June 30, 1983

	<u>CITY FUND</u>	<u>CASH RESERVE FUND</u>	<u>TOTAL</u>
Salaries	\$345,144.25		\$345,144.25
FICA	22,211.47		22,211.47
LAGERS	21,454.66		21,454.66
Health Benefits	18,583.25		18,583.25
Books	73,416.29*	\$ 4,936.20	78,352.49*
Periodicals	8,406.55	1,757.33	10,163.88
Audiovisual	9,038.82	243.45	9,282.27
Equipment	9,955.01	136.66	10,091.67
Travel	1,164.59	3,937.47	5,102.06
Postage	643.00	2,870.47	3,513.47
Supplies	13,645.10	3,290.53	16,935.63
Binding	216.00		216.00
Water	89.11		89.11
Heat/Gas	5,148.73		5,148.73
Electric	15,396.41		15,396.41
Telephone	3,033.50		3,033.50
Repairs	464.14	760.85	1,224.99
Service	464.00		464.00
Service Contract	4,609.97	80.00	4,689.97
Membership	845.00	844.50	1,689.50
Insurance		2,886.00	2,886.00
Utility Reimbursement	7,126.92	498.26	7,625.18
Miscellaneous	312.92	1,131.85	1,444.77
Carpet		4,836.25	4,836.25
	<u>\$561,369.69</u>	<u>\$28,209.82</u>	<u>\$589,579.51</u>

Salaries and benefits	69%
Books and library materials	17%
All other expenses	14%

\*Includes \$1,507.97 for Toothaker books

ST. JOSEPH, MISSOURI  
PUBLIC LIBRARY  
Expenses by Department  
For the Year Ended June 30, 1983

	<u>ADMINISTRATION</u>	<u>CHILDREN'S</u>	<u>BOOKMOBILE</u>
Salaries	\$39,774.05	\$32,573.30	\$ 4,915.38
Books	32.50	7,682.20	317.17
Periodicals	15.00	73.40	
Audiovisual		608.62	30.00
Supplies	455.90	1,253.05	2,682.77
Repairs		124.09	
Membership	270.00	30.00	
Service Contract	567.90	280.00	
Travel	4,068.97	122.95	
Equipment	828.00	135.29	
Miscellaneous	514.37	77.15	
Staff Orders	73.21	7.63	
Utilities			40.96
	<u>\$46,599.90</u>	<u>\$42,967.68</u>	<u>\$ 7,986.28</u>

  

	<u>REFERENCE</u>	<u>CARNEGIE</u>	<u>WASHINGTON</u>
Salaries	\$50,635.43	\$34,843.21	\$36,786.85
Books	19,865.98	8,105.95	9,206.87
Periodicals	9,092.42	497.00	419.06
Audiovisual	1,045.20	53.62	740.49
Supplies	1,741.12	558.22	45.84
Repairs	77.79	181.80	543.36
Utilities		4,930.86	4,773.76
Membership	76.50	30.00	32.00
Service		78.00	
Service Contract	3,247.07		
Travel	105.03	85.20	4.47
Equipment	3,779.83	771.96	290.30
Binding	216.00		
Miscellaneous		23.19	1.50
Staff Orders		8.36	34.66
	<u>\$89,882.37</u>	<u>\$50,167.37</u>	<u>\$52,879.16</u>

ST. JOSEPH, MISSOURI  
PUBLIC LIBRARY  
Expenses by Department  
For the Year Ended June 30, 1983

	<u>ADULT CIRCULATION</u>	<u>TECHNICAL SERVICES</u>	<u>MAINTENANCE</u>
Salaries	\$ 78,115.43	\$58,308.76	\$ 9,191.84
Books	31,229.76		
Periodicals	67.00		
Audiovisual	1,804.34		
Supplies	316.14	3,852.37	3,484.85
Repairs	47.55		
Membership	124.00	97.00	
Service Contract	595.00		
Travel	609.94	105.50	
Equipment	2,400.83	1,827.00	58.46
Miscellaneous	188.36		
Staff Orders	95.49	184.74	
Carpeting	4,836.25		
	<u>\$120,430.09</u>	<u>\$64,375.37</u>	<u>\$12,735.15</u>
	<u>UNASSIGNED</u>	<u>CENTRAL</u>	
Audiovisual	\$ 5,000.00		
Supplies	2,535.17	\$ 10.20	
Repairs		250.40	
FICA	22,211.47		
LAGERS	21,454.66		
Health Benefits	18,583.25		
Membership	1,030.00		
Postage	3,513.47		
Utilities		13,922.17	
Service		386.00	
Utility Reimbursement		7,625.18	
Transfer to CD	575,000.00		
Insurance	2,886.00		
Transfer to City	38,698.39		
Miscellaneous	640.20		
	<u>\$691,552.61</u>	<u>\$22,193.95</u>	

ST. JOSEPH PUBLIC LIBRARY  
McGlothlan, Borchardt, Keller, and Poe  
Money Market Account  
Results of Operation  
For the Year Ended June 30, 1983

INCOME:

Beginning balance (account opened 2-16-83)	\$67,356.98	
Monthly interest added to account	<u>1,966.81</u>	
		\$69,323.79

EXPENSES:

No expenses were incurred

TOTAL		\$69,323.79
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ST. JOSEPH PUBLIC LIBRARY  
Toothaker Medical  
Results of Operation  
For the Year Ended June 30, 1983

INCOME:

Beginning balance, July 1, 1982	\$ 1,556.11
Monthly distribution of income	9,063.64
Interest from CD's	2,118.23
Monthly interest added to account	190.19
Deposit of funds from CD	20,000.00
Reimbursement from Cash Reserve	<u>8.51</u>

\$32,936.68

EXPENSES:

Books	\$ 1,831.81
Periodicals	478.73
Service Charge	6,750.00
Purchase of CD	20,000.00
Transfer to City account	<u>3,876.14</u>

\$32,936.68

TOTAL

0

ST. JOSEPH PUBLIC LIBRARY  
Borchardt Memorial Fund  
Results of Operation  
For the Year Ended June 30, 1983

INCOME:

Beginning balance, July 1, 1982	\$14,261.44	
Monthly distribution of income	17,941.34	
Monthly interest added to account	<u>718.80</u>	
		\$32,921.58

EXPENSES:

Transfer of funds to City account	<u>\$32,921.58</u>	
		<u>\$32,921.58</u>

TOTAL		0
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ST. JOSEPH PUBLIC LIBRARY  
Runcie Memorial Fund  
Results of Operation  
For the Year Ended June 30, 1983

INCOME:

Beginning balance, July 1, 1982	\$ 1,818.65	
Art fines	22.00	
Runcie Club donation	<u>2,000.00</u>	
		\$ 3,840.65

EXPENSES:

Prints	\$ 832.00	
Framing	150.00	
Miscellaneous	776.23	
Transferred to City account	<u>2,082.42</u>	
		\$ 3,840.65

TOTAL

0

ST. JOSEPH PUBLIC LIBRARY  
City Fund  
Results of Operation  
From May 1, 1983 to June 30, 1983

INCOME:

Balance as of May 1, 1983 (tax monies & Revenue Sharing monies)	\$ 57,005.94	
Transfer from Cash Reserve	38,698.39	
Transfer from Borchardt	32,921.58	
Transfer from Runcie Memorial Account	2,082.42	
Funds deposited (fines, interest, photocopy, gifts, staff account, misc. & taxes)	<u>10,143.76</u>	
TOTAL		\$140,852.09

EXPENSES:

Salaries, health benefits, FICA, Lagers, books, periodicals, utilities, etc. as itemized on Summary of Expenses of this report.	<u>\$113,287.24</u>	
TOTAL		<u>\$113,287.24</u>

Cash on hand as of June 30, 1983		\$ 27,564.85
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INCOME:

Toothaker restricted cash transferred	<u>\$ 3,876.14</u>	
Total restricted cash on hand as of June 30, 1983		\$ 3,876.14