

ST. JOSEPH PUBLIC LIBRARY ANNUAL REPORT

1984 - 1985

St. Joseph, Missouri

August 14, 1985

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, 1984
and ending June 30, 1985.

Respectfully submitted,

Dorothy Sanborn Elliott

Dorothy Sanborn Elliott
Director

ST. JOSEPH PUBLIC LIBRARY

Report of the Director, 1984-1985

94th ANNUAL REPORT

Introduction

The highlights of the 1984-1985 year were the automation study conducted by Susan Baerg Epstein, the progress made in repairs and improvements to all three library facilities and the passage of state legislation which will enable the St. Joseph Public Library to take steps to address worsening financial problems.

What has always been noteworthy about the St. Joseph Public Library remained so in the past year: the contributions of a committed Library Board; the dedication of the staff; the work of the Friends and volunteers; and a heavy emphasis on programming for children.

However, changes must be made soon in patterns of funding for the library if the tradition of good public library service is to continue. For many years the City Council annually has assessed a property tax of \$.10 per \$100 assessed valuation for the library. In recent times, sizable transfers from the general fund also have been made, supported largely by Federal Revenue Sharing funds. However, the City administration has indicated to the library administration that the subsidy to the St. Joseph Public Library from the general fund of the City of St. Joseph will be abolished at the beginning of the 1986-1987 fiscal year because of the loss of Federal Revenue Sharing. This elimination of support from the general fund would reduce the library's operating budget by 45%.

In view of this, the Library Board at its meeting in July of 1985 authorized the library director to explore the possibility of an election to increase the library levy. Such an increase not only would make up for the loss of Federal Revenue Sharing funds, but it would prevent the necessity for continued deficit spending, restore the materials budget to a level where the needs of St. Joseph will be met, restore hours of service and begin the process of the conversion of bibliographic records to machine-readable form, whose costs were outlined in the Epstein report.

Finances

For the third year in a row the operating budget experienced no growth. In June of 1984 the City Council accepted the recommendation of the City Manager for income and expenditures for 1984-1985 to total \$578,407, compared with an original operating budget of \$578,582 for the 1983-1984 year. At the same time, granting salary raises to staff commensurate with those given to other City employees required cutting staff by 55 personnel hours, decreasing hours of service at the Central Library and substantially reducing the materials and equipment budgets. Budgeted expenditures for all other items remained essentially the same as in the 1983-1984 operating budget.

Revisions to this operating budget made during the year to accommodate computer charges and a final payment on repairs to the Washington Park Library brought the total of budgeted expenditures to \$587,065. Actual expenditures for the 1984-1985 year were \$568,156.45, somewhat less than the revised budget mainly because of lower than anticipated total charges for LAGERS and FICA. Revenue collected was \$520,856.09, resulting in a final appropriated fund balance of \$47,300.36.

The issue of this appropriated fund balance, or the use of the "reserve" or "endowment," has been one of increasing concern for the Library Board and other City officials. Under ordinary circumstances, the Library Board's practice has been to use the income only from the endowment for operations, although in 1983-1984 they decided to use endowment money for badly needed repairs to the Washington Park facility. The Board's stance on this matter has originated mainly from their belief that major donors intend for their gifts to be spent not on daily operations but on special projects. At this crucial point in the library's history, it is important for the public to realize that if the principal were expended to make up for the anticipated loss of the subsidy from the City, the endowment would be lost in less than two years.

Services and Programming

The popularity of children's programs at the Central Library and at the branches continued in 1984-1985. Total attendance for the year was 20,598.

Enrollment in the 1984 summer reading program was even higher than it had been in the previous year. Approximately 595 children participated, 292 at the Children's Department in the Central Library, 169 at Washington Park and 134 at Carnegie. Once again volunteers assisted in listening to the oral reports given.

An author and book election for children was held in November. During National Library Week, puppet shows, a bedtime story hour and a photography contest all focused attention on reading and using the library.

In February a major project of the Adult Circulation Department of the Central Library was to change the floor plan. This project resulted in a larger work area for the staff, increased visibility of the floor, better access to part of the collection and the centralization of staff duties.

Library Resources

The size of the book collection decreased from 200,357 as of July 1, 1984 to 184,885 as of July 1, 1985 mainly because of the withdrawal of the bookmobile collection. As part of an exchange of space between the Central Library and the School District, the small room immediately north of the staff room previously used to house the juvenile bookmobile collection was given up. Many of these books were distributed to the School District as well as to libraries from area schools and agencies.

In work sessions on the operating budget in both 1984 and 1985, City Council members have expressed concern about the low per capita expenditure on books.

More items were processed this year, 11,650 compared with 10,777 in 1983-1984. Part of this was a backlog of older materials, however. Unfortunately, the number of books purchased and received in 1984-1985 fell from a level of 6,555 volumes in 1983-1984 (with 3,947 new titles) to 4,695 (with 2,988 new titles). (The number of books purchased and received in 1982-1983 had been 7,362.)

The size of the record collection decreased from 2,367 albums to 2,182, mainly because of weeding. The music cassette collection grew from 524 to 603 items, educational cassettes from 430 to 449 and framed prints from 424 to 437.

Library staff continued their efforts to review the collection and to make it more accessible to the public. Personnel at Washington Park conducted an inventory of the adult fiction collection. In the summer of 1984 the staff at Carnegie rearranged the reference section and weeded mysteries, science fiction, westerns, romances and paperbacks. The collections also were marked with new signs, and the adult nonfiction section was weeded in the winter.

Total book circulation for the year was down by 2%, partially attributable to the declining number of new books added. The biggest drop was at the Central Library, where adult circulation decreased by 9.3%, mainly because of fewer hours of service. However, the circulation at the Carnegie Library increased by 7.5% and at the Washington Park Library by 10.4%. Attendance at film showings was up by 8.2%, and the circulation of phonograph records rose by 15.2%.

One major accomplishment at the end of the year was the negotiation of a higher discount for the purchase of books from the library's main book jobber.

Personnel

The Library Board was particularly busy in 1984-1985. In November, they approved a policy on the confidentiality of library records. Changes in the staff manual were approved in December, and a policy for the selection of professional consulting service was drafted and accepted.

In late November the annual Board and staff luncheon was in honor of Richard Robertson. Donald Trout was appointed to the Board to replace Mr. Robertson, and Herbert Iffert, Maxine Freeman and Eleanor Langemach were reappointed to three-year terms expiring in 1988.

Several new staff were hired during the year. Carolyn Greufe, formerly head of reference and young adult services at the Southeast Branch of the Moline (Illinois) Public Library, was hired to replace Gaye Pate as head of adult circulation. Barbara Hiatte, previously with the Jefferson City Public

Schools in Jefferson City, Missouri also is now with the Adult Circulation Department. Brenda Gawatz joined the staff of the Technical Services Department following the departure of Alison Graves. Frank Harris was appointed as the new custodian at the Central Library. Other changes occurred in page and custodial positions at the branches when students resigned. Kevin Echterling is now handling two part-time custodial positions at the branches.

Although the travel and continuing education budget remained small in 1984-1985, there still were several opportunities for staff to engage in professional growth. Mary Lumley took a reference course at the Missouri Western State College, and Ellen Kimmel attended a continuing education course entitled "Choosing Picture Books for Young Children." Ellen Kimmel and Dorothy Elliott attended the annual conference of the Missouri Library Association, whose theme was access to information. In February a workshop "Confidence Through Communication" sponsored by the Kansas City Metropolitan Library Network was attended by Linda Hinkle, Karen Ruckman, Deborah Miles and Alyce Hougas. Carolyn Greufe attended a workshop entitled "Libraries Building Coalitions" at the University of Missouri-Columbia in May, and she and Barbara Hiatte went to "Special Services for Special Needs" sponsored by the Northwest Missouri Library Network.

Ellen Kimmel has been serving on a statewide committee compiling story-telling kits to be sold at the annual conference of the Missouri Library Association in October of 1985. She also has been a member of the Children's and Young Adult Book Selection Committee.

Dorothy Elliott wrote a case study analysis for the "How Do You Manage?" column of the October 1, 1984 Library Journal along with Marsha King, the director of the Tucson Public Library. She also attended a training session at the mid-winter conference of the American Library Association to be a discussion leader for the President's Program on "Building Coalitions for the Public Good" at the annual conference of ALA in the summer of 1985. At the spring meeting of the Advisory Council to the School of Library and Informational Science at the University of Missouri-Columbia she was elected president of this thirty-member group. In late March Ms. Elliott obtained a staff development scholarship from the Missouri State Library to attend a workshop "Library Programs and Services: Staff Attitudes - Patron Perceptions" sponsored by the Florida State University.

Facilities

Before the end of the 1983-1984 fiscal year, the City Council approved a Community Development grant of \$40,000 for repairs to the Washington Park and Carnegie Libraries. The firm of Brunner & Brunner was selected to prepare specifications to rebuild the concrete entranceways and brick end-walls at both facilities, install a metal door on the north side of the building at Washington Park and either install storm windows on the basement level or brick in most of the basement windows of the Washington Park Library. In late June of 1985 the Herbert Construction Company was awarded the bid for the work, which called for bricking in the basement windows at the Washington Park facility.

Several improvements were made to the Central Library in 1984-1985, and more are planned for the 1985-1986 year. In September of 1984 the Library Board accepted a plan proposed by the School District for an exchange of space between the library and the School District. This involved the School District's gaining what was formerly the storage room for the bookmobile's children's collection. In return, the library was to obtain the reception area of the old School District personnel office. In addition, the School District would paint and plaster this area as well as two rooms in the Children's Department and the two rooms in the Technical Services Department on the first floor. Ceilings also were dropped in the Technical Services Department. Finally, it was agreed that the School District would paint, plaster, waterproof and drop the ceiling in the room which previously had housed the bookmobile's adult collection. The hall outside the Children's Department on the ground floor and on the east side of the building also was remodeled, vastly improving the appearance of this part of the building. The Friends of the St. Joseph Public Library paid for the materials for the improvements to the Children's and Technical Services Departments.

Community Relations

Staff of the St. Joseph Public Library continued to work with other agencies in the community toward the achievement of mutual goals.

The Friends of the St. Joseph Public Library maintained its support during its third year of operations through the provision of funds, volunteer service and gifts. The first book sale at the East Hills mall in late July raised money, alleviated a space problem and generated good publicity about the library. Once again the Friends provided volunteers for the 1984 summer reading program. They also donated T-shirt transfers for the summer reading program in 1984, materials for the renovation of the Technical Services and Children's Departments at the Central Library, six reading chairs for the Central Library, ropes to direct patron traffic at the Central Library, six book displays, gift book certificates for Children's Book Week, four typewriters, posters and two dehumidifiers for the Washington Park Library. During National Library Week they cosponsored a photography contest with the Friends of the Rolling Hills Library. In addition, they made a \$3,000 cash donation to the library. In recognition of the volunteer support of the Friends, as well as that of Library Board members and others, a luncheon was held in September.

During American Education Week in November, St. Joseph school children contributed handmade bookmarks for distribution at library facilities.

St. Joseph Public Library staff members increased their support of the United Way last year by 32% over the 1983-1984 gift.

Staff members involved themselves in the Lifelong Learning Program by giving book talks in both the fall and spring sessions. Ellen Kimmel, Alison Graves, Karen Ruckman, Lars Hagelin, June Minnis, Carolyn Greufe, Barbara Hiatte, Dorothy Elliott and Dorothy Graham from the Friends participated.

Ellen Kimmel gave a Christmas variation of "Fat Cat" at the Sugar Plum Festival of the Albrecht Art Gallery and helped with Santa's Workshop. Alyce Hougas spoke to the Noyes P.T.A. about getting children and books together and the Lindbergh Preschool mothers on the benefit of story hours. She also gave two sessions of story telling with 150 primary grade children at the Mid-Buchanan Elementary School who were celebrating "Feeling Good Week." "Emerging Trends in Children's Literature" was her topic in a talk to the St. Joseph Writers' Guild.

Karen Ruckman worked at a display of library materials at the spring Baby Fair.

Dorothy Elliott presented a workshop on time management to Leadership '85 and was active in the Chamber of Commerce, Downtown, Inc., Inter/Serv, the Junior League and United Way.

Cooperation with Other Institutions and Groups

In the summer and early fall of 1984 Dorothy Elliott continued to spend considerable time on the search for a new director of the Northwest Missouri Library Network. Judith Muck was appointed to this position in early October.

The single most significant achievement during the year was a study by Susan Baerg Epstein on the feasibility of cooperation in automating various library functions of the St. Joseph Public Library, the Rolling Hills Consolidated Library, the Hearnes Learning Resources Center of Missouri Western State College and the Northwest Missouri Library Network. The three libraries and the network retained Epstein to study and compare the alternatives available to automate circulation, acquisitions, serials, an online public access catalog and a bibliographic database. She also was asked to outline cost projections, hardware needs, storage requirements, staff requirements and the potential for upgrading. In addition, she was to prepare a timetable for the development and implementation of each alternative and to make recommendations for the sequence in which each of the functions should be implemented by each of the participating institutions.

Before outlining three alternatives, Epstein made some general observations. First, she recommended that each library pursue the conversion of its collection into machine-readable form. Second, she indicated that automation of circulation at the three libraries is not only feasible but recommended. Finally, she stated that the goal of automating the libraries' catalogs is realistic and recommended.

Of the three options cited, Epstein strongly recommended the joint purchase of one integrated turnkey system to be shared by all four institutions. There would be several advantages to this path. A shared system would reduce the initial cost and continuing operating expenses incurred by each individual institution. A shared system also would give immediate access to other libraries' holdings, thereby providing better service to patrons and nurturing already strong cooperative efforts. Existing barriers

between jurisdictions would be further reduced. A shared system also would permit reduction in the duplication of costly materials acquisitions. Fewer technical staff would be needed. A turnkey system would have advantages of stability, experience of turnkey vendors, functionality, transportability/flexibility, expandability and statewide compatibility. There would be some disadvantages, however. Telecommunication costs might be higher than if each library had its own computer. A special environment would have to be created and maintained for the computer. Joint planning for a cooperative venture would require more time. Moreover, compromises would have to be made.

The next step is the exploration of the time-consuming and expensive process of converting bibliographic title and copy information into machine-readable form. Obviously, this is another reason why raising the library's income is imperative at this time.

In this vein, it was particularly important for the St. Joseph Public Library that legislation eliminating the library levy limit for municipalities passed in the last session. The Missouri Library Association also was successful in getting through a provision for the transfer of municipal library funds from the collecting agent to the library. In addition, a bill dealing with library theft was passed.

Equipment

In the summer of 1984 protective metal screens were purchased for five windows abutting the balcony of the Central Library.

The bookmobile was sold to the Mid-Continent Library in the spring of 1985.

Four chairs were purchased for staff in the Technical Services Department and for the secretary/bookkeeper.

Conclusion

The annual report of two years ago identified three major issues which needed to be addressed by the St. Joseph Public Library: 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. A direction has been set for the achievement of the second goal, and substantial progress has been made in the last two years to repair and improve both the branches and the Central Library.

The question of how to fund services must be dealt with squarely before the 1986 tax bills are mailed. The issue is fairly simple: we must replace at the local level funds that have been generated at the federal level to support local services. Furthermore, we must begin to reverse the gradual decline in the quality of the collection resulting from continuing cuts in the materials budget.

To be successful in this effort, the library administration will need the help of many volunteers in the community. We have no reason to doubt that we will get it. But we must begin immediately the task of increasing the library tax levy.

Dorothy Sanborn Elliott
Dorothy Sanborn Elliott, Director

BOARD OF DIRECTORS OF THE ST. JOSEPH PUBLIC LIBRARY AS OF JULY 1, 1985

Mr. Stephen J. Briggs President	Term expires June 1, 1986
Mrs. Lynn Watkins First Vice-President	Term expires June 1, 1986
Mrs. Maxine Freeman Second Vice-President	Term expires June 1, 1988
Mr. Herbert Iffert Treasurer	Term expires June 1, 1988
Mr. Gerald M. Coleman	Term expires June 1, 1987
Mr. William B. Ebert	Term expires June 1, 1987
Mr. William J. Hinde	Term expires June 1, 1986
Mrs. Eleanor Langemach	Term expires June 1, 1988
Mr. Donald R. Trout	Term expires June 1, 1987

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF JULY 1, 1985

ADMINISTRATION

Dorothy Sanborn Elliott
Linda Hinkle
Frank J. Harris

Director
Secretary
Custodian

CHILDREN'S DEPARTMENT

Ellen Kimmel

Debbie Miles
Donald L. Watson

Head of the Children's Department
(Librarian III)
Assistant Librarian II
Page (15 hours)

ADULT CIRCULATION DEPARTMENT

Carolyn Greufe

Barbara Hiatte
Karen Ruckman
Debbie Grace
Steven K. Olson
Lori Rich
Anne Jung
Larry Palmer

Head of the Adult Circulation Department
(Librarian III)
Assistant Librarian II
Assistant Librarian I
Circulation Control Clerk
Assistant Librarian II (30 hours)
Assistant Librarian II (30 hours)
Page (20 hours)
Page (20 hours)

REFERENCE DEPARTMENT

Doris Finley

Sharon Canter
Joseph Schappe

Head of the Reference Department
(Librarian III)
Assistant Librarian II
Page (30 hours)

TECHNICAL SERVICES

June Minnis

Alene Hoffsommer
Kate Brockett
April Fager
Brenda Gawatz
Margaret Faustlin

Head of the Technical Services Department
(Librarian III)
Order Clerk
Clerk Typist
Library Clerk
Library Clerk
Library Clerk (20 hours)

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF JULY 1, 1985

CARNEGIE BRANCH LIBRARY

Audrey Sheets

Sue Edson

Bridget Supple

Kevin Echterling

Carnegie Branch Librarian
(Librarian II)

Assistant Librarian I

Page (15 hours)

Custodian (15 hours)

WASHINGTON PARK LIBRARY

Alyce Hougas

Pat Fuson

Martha Roberts

Kevin Echterling

Washington Park Librarian
(Librarian II)

Assistant Librarian I

Page (15 hours)

Custodian (15 hours)

ST. JOSEPH PUBLIC LIBRARY

BOOK CIRCULATION FOR 1984-1985

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	66,550	44,593	111,143	30,894	8,955	39,849	150,992
Carnegie	12,164	4,409	16,573	13,469	5,705	19,174	35,747
Washington Park	28,036	4,606	32,642	21,716	7,125	28,841	61,483
TOTALS	106,750	53,608	160,358	66,079	21,785	87,864	248,222

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

	<u>1984-1985</u>	<u>1983-1984</u>
FILM CIRCULATION:		
Number of films borrowed	3,013	4,249
Total attendance at film showings	148,002	136,797
PROJECTOR CIRCULATION (statistics from 1/85-6/85 only)	117	
PHONOGRAPH RECORD CIRCULATION	4,531	3,933
PRINT & SCULPTURE CIRCULATION	1,687	1,693
CASSETTE CIRCULATION	3,172	3,088
CASSETTE PLAYER CIRCULATION (statistics from 1/85-6/85 only)	25	
GAMES	2,385	2,615
CAMERA CIRCULATION	24	29
REFERENCE QUESTIONS	30,333	32,782
REGISTERED BORROWERS	9,505	9,906
BOOKS BY MAIL	144	192
INTERLIBRARY LOAN:		
Items borrowed*	558	747
Items loaned	518	633
Microfilms borrowed	164	216

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

BOOK COLLECTION 1984-1985

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	31,173	94,573	125,746	5,839	11,840	17,679	143,425
Washington Park	6,566	7,785	14,351	4,424	4,895	9,319	23,670
Carnegie	5,799	5,265	11,064	2,781	3,945	6,726	17,790
TOTALS	43,538	107,623	151,161	13,044	20,680	33,724	184,885

BOOKS PROCESSED 1984-1985

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	3,152	3,033	6,185	842	549	1,391	7,576
Washington Park	1,827	379	2,206	346	262	608	2,814
Carnegie	420	360	780	267	213	480	1,260
TOTALS	5,399	3,772	9,171	1,455	1,024	2,479	11,650 *

New books 6,844 of which 4,128 were new titles
 Volumes added and replaced 528
 Paperbacks unaccessioned 4,190
 Microfilm and bound periodicals 88
 Musical scores 0
 11,650*

BOOKS PURCHASED

A total of 4,695 books were purchased with funds from the 1984-1985 budget. These include Toothaker medical books, library service plans by yearly renewal and continuous standing orders. Out of 4,695 books there were 2,988 new titles.

BOOKS WITHDRAWN 1984-1985

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	1,147	2,122	3,269	610	188	798	4,067
Washington Park	1,153	293	1,446	168	98	266	1,712
Carnegie	809	849	1,658	85	51	136	1,794
Bookmobile	5,645	3,498	9,143	4,097	4,126	8,223	17,366
TOTALS	8,754	6,762	15,516	4,960	4,463	9,423	24,939

REINSTATEMENTS 1984-1985

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	4	34	38	24	6	30	68
Washington Park	-	-	-	-	-	-	-
Carnegie	1	3	4	-	-	-	4
TOTALS	5	37	42	24	6	30	72

TRANSFERS 1984-1985

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	58	41	99	132	12	144	243
Washington Park	21	72	93	242	120	362	455
Carnegie	35	100	135	97	30	127	262
TOTALS	114	213	327	471	162	633	960

The "transfers" figures represent only books transferred between branches. They are considered old titles in the system and are already in the count from previous book collection reports. Accordingly, the figures shown above are not included in the grand total for 1984-1985. The breakdown is shown only to represent the work as completed.

This will be the last year in which figures for the bookmobile collection will be given, since it has been dismantled.

RECORD COLLECTION AND MUSICAL SCORES 1984-1985

Record albums in collection as of June, 1984

(Includes Reference, juvenile and the branches)

Record albums added to collection as of June, 1985

2,367
+ 262

Includes Adult	175
Central Juvenile	59
Washington Park Adult	1
Carnegie Branch Adult	2
Carnegie Branch Juvenile	25

Record albums withdrawn as of June, 1985

- 447

Includes Central Adult	407
Central Juvenile	24
Washington Park Adult	1
Carnegie Branch Juvenile	15

Total records in collection as of June, 1985

2,182

Record Collection and Musical Scores 1984-1985 (Continued)

Miniature orchestral scores in collection as of June, 1984	97
Miniature orchestral scores added as of June, 1985	0
Miniature orchestral scores in collection as of June, 1985	<u>97</u>

CASSETTES - 1984-1985

Musical cassettes in collection as of June, 1984	524
Musical cassettes added as of June, 1985	+ 111

Includes Central Adult	97
Central Juvenile	14

Musical cassettes withdrawn as of June, 1985	- 32
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Includes Central Adult	20
Central Juvenile	9
Carnegie Branch Juvenile	3

Musical cassettes in collection as of June 30, 1985	<u>603</u>
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EDUCATIONAL

Educational cassettes in collection as of June, 1984	430
Educational cassettes added as of June, 1985	+ 19

Includes Central	19
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Educational cassettes in collection as of June, 1985	<u>449</u>
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FILMSTRIPS

Filmstrips in collection as of June, 1984	58
Filmstrips added as of June, 1985	+ 5

Includes Washington Park	5
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Filmstrips in collection as of June, 1985	<u>63</u>
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CONSTANCE FAUNTLEROY RUNCIE MEMORIAL PICTURE COLLECTION 1984-1985

Total pictures in collection as of June, 1984	424
Pictures added as of June, 1985	+ 15
Pictures withdrawn as of June, 1985 (Juvenile)	- 2

Total pictures in collection as of June, 1985	<u>437</u>
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SCULPTURE 1984-1985

Sculpture in collection as of June, 1984 (Reference only)	45
No adds or withdrawals as of June, 1985	<u>0</u>
Total sculpture in collection as of June, 1985	45

GOVERNMENT DOCUMENTS 1984-1985

Government documents in collection as of June, 1984	95,722
Government documents added as of June, 1985	<u>5,047</u>
Government documents in collection as of June, 1985	100,769

<u>CITY DIRECTORIES CURRENT FOR JUNE, 1985</u> (Reference only)	75
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<u>TELEPHONE DIRECTORIES CURRENT FOR JUNE, 1985</u> (Reference only)	268
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<u>MICROFICHE</u> - Completely cataloged for Reference only as of June, 1985	1
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MICROFILMS (PERIODICALS - NEWSPAPERS - MISCELLANEOUS), BOUND MAGAZINES

News-Press and Gazette as of June, 1985	1,081
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Periodicals on film as of June, 1985	2,539
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Miscellaneous microfilm as of June, 1985	30
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Bound magazines as of June, 1985	8,701
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BASIC SUB	ELC	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	15.32	107,826.78	104,307	3,519.78-	103.37
	02	CUR. PER. PROPERTY TAX	2,240.08	79,536.84	69,982	9,554.84-	113.65
	11	PRIOR R.E. TAX	33.28	1,450.34	2,140	689.66-	67.77
	12	PRIOR P.P. TAX	39.87	895.17	685	210.17-	130.68
		* GENERAL PROPERTY TAXES	2,329.55	189,709.13	177,114	12,595.13-	107.11
310*****		TAXES	2,329.55	189,709.13	177,114	12,595.13-	107.11
330		FINES & FORFEITURES					
331		FINES & FORFEITURES					
	40	LIBRARY FINES	856.60	9,368.54	9,000	368.54-	104.09
		* FINES & FORFEITURES	856.60	9,368.54	9,000	368.54-	104.09
330*****		FINES & FORFEITURES	856.60	9,368.54	9,000	368.54-	104.09
340		REV/USE OF MONEY & PROP					
341		INTEREST					
	10	INTEREST ON INVESTMENTS	5,030.43	46,565.37	40,000	6,565.37-	116.41
	11	LIBRARY TOOTHAKER INTER	729.25	7,883.40	0	7,883.40-	.00
		* INTEREST	5,759.68	54,448.77	40,000	14,448.77-	136.12
340*****		REV/USE OF MONEY & PROP	5,759.68	54,448.77	40,000	14,448.77-	136.12
350		REV FROM OTHER AGENCIES					
351		REV FROM OTHER AGENCIES					
	12	FINANCIAL INST TAX	.00	1,304.74	6,600	5,295.26	19.77
	13	FIN INST. TAX-INT EARNED	.00	110.42	900	789.58	12.27
	37	STATE AID	6,643.69	26,574.70	0	26,574.70-	.00
	96	DONATIONS	200.00	6,652.79	6,000	652.79-	116.88
		* REV FROM OTHER AGENCIES	6,843.69	34,642.65	13,500	21,142.65-	256.61
350*****		REV FROM OTHER AGENCIES	6,843.69	34,642.65	13,500	21,142.65-	256.61
360		REVENUE FOR CURR SERVICE					
369		MISC. CURRENT SERVICES					
	08	MISC. REVENUE	1,315.75	1,889.02	0	1,889.02-	.00
		* MISC. CURRENT SERVICES	1,315.75	1,889.02	0	1,889.02-	.00
360*****		REVENUE FOR CURR SERVICE	1,315.75	1,889.02	0	1,889.02-	.00
380		INTERFUND TRANSFERS					
381		SUBSIDIES					
	01	SUBSIDY FROM GEN FUND	.00	225,689.00	262,756	37,067.00	85.89
		* SUBSIDIES	.00	225,689.00	262,756	37,067.00	85.89
380*****		INTERFUND TRANSFERS	.00	225,689.00	262,756	37,067.00	85.89
390		OTHER REVENUE					
391		CHARGES TO DEPARTMENTS					
	12	PHOTOCOPYING	288.27	4,047.30	0	4,047.30-	.00
		* CHARGES TO DEPARTMENTS	288.27	4,047.30	0	4,047.30-	.00
396		REC. OR REIMB EXPENDITUR					
	08	REC. OR REIMB. EXP.	.00	342.00	0	342.00-	.00
	40	MISC REV - STAFF ACCT	8.76	719.68	0	719.68-	.00
		* REC. OR REIMB EXPENDITUR	8.76	1,061.68	0	1,061.68-	.00

PAGE 19

BASIC	ELE	ACCOUNT	REVENUE	REVENUE	TOTAL	REVENUE	PERCENTAGE
SUB		DESCRIPTION	COLLECTED	COLLECTED	ESTIMATED	BALANCE	OF REVENUE
			CURR MTH	Y-T-O	REVENUE	OUTSTANDING	COLLECTED
390		APPROPRIATED FUND BAL.					
99		APPKPRIATED FRM FUND BAL	.00	.00	84,695	84,695.00	.00
		* APPROPRIATED FUND BAL.	.00	.00	84,695	84,695.00	.00
390*****		OTHER REVENUE	297.03	5,108.98	84,695	19,586.02	6.03
FUND TOTAL		LIBRARY	17,402.30	520,856.09	587,065	66,208.91	88.72

ST. JOSEPH PUBLIC LIBRARY
1984-1985 EXPENDITURES

<u>EXPENSES</u>	<u>BUDGETED EXPENDITURES</u>	<u>ACTUAL EXPENDITURES</u>
Salaries	\$361,735	\$351,010.36
FICA	24,233	23,658.13
LAGERS	23,553	20,243.07
Insurance (Health, Life, Dental)	19,992	21,199.29
Workman's Compensation	647	
Books	58,122	63,445.39
Periodicals	11,000	10,919.27
Audiovisual	11,500	10,170.77
Binding/Printing	3,000	1,655.31
Supplies:		
Duplicating	1,998	1,374.45
Janitorial	4,132	4,633.96
Office	7,749	6,885.49
Equipment Rental	2,200	2,351.69
Equipment Purchase	2,000	1,364.70
Travel	2,500	2,521.36
Maintenance & Repair/Building	1,500	1,670.67
Maintenance & Repair/Equipment	2,571	2,289.15
Postage	3,500	2,729.85
Heat (Gas)	9,526	4,009.71
Electricity (includes gas, water and trash for the Central Library)	14,810	12,695.19
Telephone	3,605	3,742.75
Insurance	4,500	5,132.00
Memberships	1,166	1,055.00
Miscellaneous Contractual Services	2,004	3,883.22
Water	364	87.18
Staff Account	500	770.49
	<hr/>	<hr/>
	\$578,407	\$559,498.45
 <u>Revisions</u>		
Computer charges	1,228	1,228.00
Repairs to the Washington Park Library (final payment)	<hr/> 7,430	<hr/> 7,430.00
 GRAND TOTAL	 \$587,065	 \$568,156.45

Salaries and benefits	73.2%
Books and library materials	15.2
All other expenses	11.6