

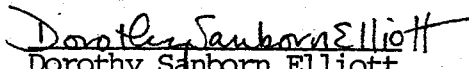
ST. JOSEPH PUBLIC LIBRARY ANNUAL REPORT

1986 - 1987

St. Joseph, Missouri

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

In compliance with Missouri Revised Statutes 1986,
Section 182.210, the accompanying report is respectfully
submitted on the services, statistics and finances of the
St. Joseph Public Library for the fiscal year beginning
July 1, 1986 and ending June 30, 1987.


Dorothy Sanborn Elliott
Director

ST. JOSEPH PUBLIC LIBRARY

Report of the Director, 1986-1987

96th ANNUAL REPORT

Introduction

What would the 1986-1987 fiscal year have been like at the St. Joseph Public Library without the passage of the \$.27 library levy in March of 1986? One has to imagine this scenario first in order to appreciate what did happen in the last year.

Without the revenue generated by this tax, the largest single portion of which made up for the loss of the subsidy from the City's general fund, life at the public libraries would have been grim indeed. The Washington Park and Carnegie branches would have been closed. At least half of the staff at the Central Library would have been laid off. No new books would have been purchased. Badly needed repairs to the library's three facilities, the last of which was built in 1910, would not have been made. No progress toward computerization of functions would have been possible. Library staff members who remained after the initial budget cuts understandably would have sought employment elsewhere.

Fortunately, thanks to the support of the community, this nightmarish turn of events did not transpire.

Instead, during the past year the Library Board began to keep the promises it had made during the 1986 levy campaign. Services were not only maintained but also improved. Hours of service were restored in the adults' department at the Central Library, and plans were made for increasing hours so that the children's department would be open at the same times as the adults'. The branches were kept open. The budget for books and other materials was increased. Efforts to attract more staff members with master's degrees began. Improvements were made to the physical facilities. And, finally, most important, a major new development began with the Rolling Hills Consolidated Library, part of which involved continuing cooperation on the automation of library functions.

This report is dedicated to the people of the St. Joseph Public Library district, who confirmed at the polls their belief that a strong public library is necessary for a strong community. Without them, none of what follows would have been possible.

Finances

The passage of the \$.27 library levy has not been the only good financial news. In the fall of 1986 the St. Joseph Public Library received a check for \$97,224.34, representing one-fourth of the residue of a trust set up by Murl B. Jackson for her brother James W. O'Neal.

This bequest will help make up for the erosion that has occurred in the reserve funds for the last three years. Traditionally, the Library Board has used only the interest from such bequests for the annual operating budget. However, recently it has been necessary to dip into the principal to pay for books and expensive repairs to the two branch library buildings. In the 1985-1986 fiscal year, for example, operating expenditures exceeded revenues by \$57,180.71, and in 1984-1985 revenues fell below expenditures by \$47,300.36. Part of the revenue from the new tax was intended to end, beginning with the 1986-1987 fiscal year, the practice of spending the principal from bequests.

The final figures for expenditures and revenue showed an excess of revenue over expenditures of \$196,710.05. Since funds for automation were not expended, they will be available as a carry-over for this purpose in the future, as well as any other unexpended funds.

In keeping with the increased cost of public library service to the average St. Joseph household, in October of 1986 the Library Board voted to increase the fee for non-resident (outside of Andrew and Buchanan Counties, which have reciprocal borrowing privileges through an agreement with the Rolling Hills Consolidated Library) borrowers from \$5.00 to \$15.00 annually.

Because of lower interest rates, in May of 1987 the Library Board voted to reduce the monthly service fee for the general upkeep of the collection supported by a bequest from Wayne M. Toothaker from \$675.00 to \$520.00 for the entire 1986-1987 fiscal year. The library is limited to spending the interest income according to the terms of the will unless the library acquires a new building or designates a memorial room.

Services and Programming

The 1986 summer reading program for children was an even bigger success than the one in 1985, attracting 1,091 participants, a 22% increase in enrollment.

The emphasis on other programs for children also continued this year at all three facilities. Total attendance was 19,335. Particular highlights were the introduction of evening story hours at the Central Library beginning in the spring of 1987 and performances by storyteller Bob Gasch as Paul Bunyan in May and Phil the Phool in Krug Park in June. In the spring the Adult Circulation Department showed films to the parents of children involved in the Wednesday morning story hour. The 1987 National Library Week activities included a reception in the Children's Department of the Central Library for school librarians.

Programs were given to adults as well, generally in response to invitations from community organizations. The heaviest part of the schedule occurred during the winter holiday season.

One major policy change made by the Library Board in January of 1987 was to adjust the loan period to 21 days for most books, circulating magazines, records and audiocassettes, and cassette players, with a designation by library staff for shorter loan periods not less than 14 days for works of current fiction and/or any other items in high demand. There were several reasons for this action. One was that seven days is not sufficient time to read many of the new fiction titles. Another was to bring loan practices into line with those of the Rolling Hills Consolidated Library. A third thought was that some materials which originally were checked out for 28 days would be returned more quickly, resulting in more circulations per item. Finally, library patrons would not get confused about checking out a mixture of 7- and 28-day materials.

Another vote taken at the January Library Board meeting was to eliminate fines on overdue books, circulating magazines, records, audiocassettes, and framed prints and sculpture. Part of the rationale for this decision was that revenue from fines did not justify the inordinate amount of staff time spent in maintaining records on the overdue materials. Another reason was that the existence of fines appeared to have an inhibiting effect on how some people use the library. The fines remain on overdue 16mm films, 16mm movie projectors, audiocassette players, the 35mm slide projector, the Polaroid Sun cameras and videocassettes. Patrons still are charged the library's costs plus processing fees for materials not returned.

Library Resources

The total of 9,639 books which were purchased and received with funds from the 1986-1987 budget represents a 107% increase over the 4,656 books purchased and received in the 1985-1986 year. The number of titles purchased and received, 3,877, increased by 48% over last year's total of 2,621. Many more books were processed during the 1986-1987 year, 7,000 volumes and 3,877 new titles compared with 5,695 volumes and 3,278 new titles.

Thirty-five percent more books were withdrawn last year, 9,566 as compared with 7,107 during the previous year. The size of the record collection grew from 1,829 at the beginning of the year to 1,986 at the end of the year. The collection of musical audiocassettes was increased from 730 to 922 and the educational audiocassettes from 455 to 466.

For the second consecutive year total book circulation rose by 2%. At the Central Library it increased by 4% and at Carnegie by 6%; at Washington Park it fell by 8%. Still significant was the growth of juvenile circulation by 6%, as compared with the drop of total adult book circulation by 1%.

As a result of several major changes in the interlibrary loan practices of the Missouri State Library, 28,000 volumes of books judged to be unnecessary for service to state government and to the library community were removed from its collection. The St. Joseph Public Library received 10 boxes of these books based on the staff's assessment of the library's needs.

The videocassette loan policy was updated by the Library Board in August of 1986. The size of the videocassette package was increased from 15 to 20 per package, with the St. Joseph Public Library currently receiving seven packages. One package each of 20 videocassettes goes to the two branches.

Heavy emphasis was placed on weeding the library's collections, in view of space problems, the perennial goal of updating material, and general preparation for converting the records of the library's holdings into machine-readable format. The juvenile collection of the Carnegie Library was weeded in the summer of 1986. The Washington Park Library staff also spent a great deal of time in weeding, updating and rearranging collections. Staff in the Reference Department conducted extensive weeding as well, especially in the area of federal documents and popular periodicals.

A depository library inspector from the U.S. Government Printing Office visited the library in December of 1986. Generally, inspections of federal depository libraries are conducted every three to five years, but it had been six years since the last inspection of the St. Joseph Public Library, which is a partial federal depository. The inspector warned library staff members that the evaluation would be longer and more stringent than the last one, and the evaluations reflected that. "Good" ratings were given in service to the public and depository cooperation; "satisfactory" ratings in depository collections, maintenance and staffing (based partially on the library administration's commitment to add a subprofessional position); and "unsatisfactory" ratings were given in space and organization. The evaluation was a helpful and educational process for the staff members involved, and the recommendations of the final report will be implemented. More attention has been paid recently to the federal documents collection than in any other time in the library's recent history, and with the replacement of an assistant librarian II position by a professional librarian with a background in federal documents and the addition of a subprofessional position, the library will be in a better position to improve procedures.

During the year the collections were improved by the infusion of federal funds. The Bicentennial Bookshelf was made possible by a \$500 matching grant made by the Friends of the St. Joseph Public Library for a grant from the National Endowment for the Humanities for books on the Constitution. A grant of Title I Library Services and Construction Act funds in the amount of \$6,500 was made to provide materials for new adult readers. The Rolling Hills Consolidated Library received an identical amount, and staffs worked together in the selection of the materials and in their promotion.

A glass case in the foyer of the Central Library was given over to monthly displays sponsored by local community groups. Involved were the St. Joseph Archaeological Society, the Sweet Adelines, the Midland Empire Audubon Society, the St. Joseph China Painters, the Bu-An-Co Gardeners and the Missouri Gem and Mineral Society. In addition, displays in general were vastly improved through the services of Anna Belle Cartwright, a museum design consultant funded by a federal grant issued through the Mo-Kan Regional Council.

The collections in the Children's Department of the Central Library were highlighted with the addition of colorful banners.

Personnel

The Library Board took several significant actions in the area of personnel during the 1986-1987 year. The most important one was the adoption in September of the first salary scale for the library in many years. Prior to that time, funding had been so unstable that adherence to a salary scale would not have been possible. This initial version was compiled after extensive study of the City's scale as well as those of other public libraries in Missouri and throughout the midwest.

In July of 1986 the Library Board voted that personnel records of the St. Joseph Public Library be deemed confidential under the Missouri Open Meetings Law and therefore closed to the public.

The staff manual was revised by the Library Board in late 1986.

A handful of changes were made in job descriptions throughout the system. The positions of the heads of the Children's and Adult Circulation Departments at the Central Library were upgraded to coordinator status to oversee the development of collections and services in those areas throughout the system. In November two one-half time custodial positions at the branches were combined into a single position. As mentioned earlier, a position of an assistant librarian I was added to the Reference Department.

Searches to fill vacancies in the Children's and Reference Departments of the Central Library resulted in the hiring of Jean Hatfield as coordinator of children's services and Steve Norman as head of the Reference Department. Prior to filling the positions, Lori Rich and Debbie Miles served as acting heads of the Children's Department and Sharon Canter as acting head of the Reference Department.

Bridget Supple was transferred as a custodian at the Carnegie Library to a position of clerk in Technical Services and then as an assistant librarian II in the Adult Circulation Department of the Central Library, working several hours in the Children's Department.

Barbara Hiatte, an assistant librarian II in the Reference Department of the Central Library, resigned to spend more time with her family but continued to serve as a volunteer in working with the federal documents collection. Alyce Hougas and Patricia Fuson, Washington Park branch librarian and assistant librarian respectively, announced their intent to retire at the end of the summer of 1987. Alene Hoffsommer, longtime order clerk in the Technical Services Department, also retired in the early fall.

The staff took advantage of appropriate opportunities for continuing education whenever they became available, especially in the area of new technologies. At the 1986 conference of the American Library Association Dorothy Elliott visited exhibits of products for retrospective conversion, videocassettes and microform reader/printers and attended programs on such topics as adult programming and library salaries. June Minnis and April Fager attended a demonstration of Bibliofile, a product for converting bibliographic holdings into machine-readable form which the library later decided to adopt. Brenda Hatheway went to a workshop on the mending of books. In the fall of 1986 Sharon Canter, Deborah Miles and Steve Olson took a course by extension on the development of library collections. At the 1986 annual conference of the Missouri Library Association, Dorothy Elliott and Carolyn Greufe attended sessions on such topics as the legislative process for library development, handling problem patrons, young adults in a high-tech society, building professional credibility and technology in libraries. Most of the staff attended workshops on telephone etiquette sponsored by the Southwestern Bell Telephone Company. Steve Norman and Carolyn Greufe went to a series of workshops on management for non-profit organizations. Jean Hatfield, Audrey Sheets and Alyce Hougas attended a meeting sponsored by the Kansas City Metropolitan Library Network dealing with the summer reading program, storytelling and programs for preschools. Ms. Hatfield also attended the Children's Literature Festival at Central Missouri State University. Dorothy Elliott attended a workshop on volunteers and friends groups. Anne Jung went to a session on interlibrary loan procedures. June Minnis and Carolyn Greufe attended a session sponsored by Inlex, the integrated system recently purchased by Missouri Western State College. Suzanne Clark went to a genealogy workshop. Steve Norman attended a session on effective communication.

Dorothy Elliott and Carolyn Greufe received training to participate in a statewide continuing education needs assessment study sponsored by the School of Library and Informational Science of the University of Missouri-Columbia and the Missouri State Library.

William Ebert resigned from the Library Board in the fall of 1986 and was replaced by Patricia Nauman. She later was reappointed for a three-year term.

New Library Board officers elected at the annual meeting on June 1, 1987 were Lynn Watkins, president; Donald R. Trout, first vice-president; Maxine Freeman, second vice-president; and Herbert Iffert, treasurer.

Facilities

As mentioned earlier, the passage of the \$.27 library levy made possible several long overdue maintenance projects. At the Central Library, the library reimbursed the School District for relighting and rewiring the balcony and stack areas of the Adult Circulation Department. In the early summer of 1987 painting and plaster repair work was done around the adult circulation desk. Additional lighting and plugs were installed.

Likewise, the Washington Park Library was rewired, and new lighting was installed. In addition, the east, west and partial south walls were water-proofed, and minor adjustments were made to downspouts and splashblocks. A new floor covering was installed in the restroom where the walls also were panelled, a partition built and a door constructed for the storage room.

At the Carnegie Library a partition was built around the water heater on the main floor.

Equipment

New shelves, an audiocassette cabinet, a desk, and two air-conditioners were purchased for the Adult Circulation Department at the Central Library. A book drop also was built into the circulation desk.

The Carnegie Library also acquired new shelving units for both the juvenile and adult collections, a new counter rack for pamphlets and a new paper-back rack for the adult section.

A microform reader-printer, which had been needed for many years, finally was purchased for the Reference Department of the Central Library.

Community Relations

Throughout the year the Friends of the St. Joseph Public Library continued their strong support. Their book sale in August of 1986 raised over \$3,300. The Friends of the St. Joseph Public Library and the Friends of the Rolling Hills Consolidated Library each made gifts of \$2,500 to Adult Basic Education for work with adult illiterates. The St. Joseph Public Library Friends matched a \$500 grant from the National Endowment for the Humanities for the creation of a Bicentennial Bookshelf of books on the Constitution. They set aside \$500 for the 1987 summer reading program, contributed \$3,000 in unrestricted funds and approved two matching grants totaling \$1,000 for the acquisition of The Library of America for the two branch libraries.

Library staff members gave programs to various community organizations in 1986-1987. The library also continued its sponsorship of Lifelong Learning, and June Minnis, Barbara Hiatte, Karen Ruckman and Carolyn Greufe all gave book reviews.

St. Joseph Public Library staff members increased their total gift to United Way in 1986 by 15% over the previous year.

Regional and Statewide Library Activities

The St. Joseph Public Library continued to be represented in various regional and statewide library activities in 1986-1987.

Deborah Miles served on the 1987 Missouri Summer Program Committee. Her assignment was to submit the part of the manual entitled "Sources and Resources" and prepare the work of the chosen artist for submission to the printer.

Dorothy Elliott chaired the Legislative Committee of the Missouri Library Association. She also served on the Library Advisory Committee to the Coordinating Board for Higher Education, whose purpose is, according to its bylaws, "to advise the Coordinating Board for Higher Education, through its staff, the State Library, on the information needs of the people of the state and on library development and the coordination of library resources in the state to ensure that Missouri residents may have maximum access to library materials and services."

Elliott also served on the local PLUS (Project Literacy U.S.) Task Force, whose purpose was to increase public awareness of the problem of adult illiteracy. She also chaired the Advisory Committee on Literacy of Leadership '87.

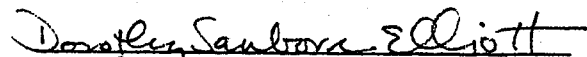
Undoubtedly the most exciting news of the year pertained to the changing relationship between the St. Joseph Public Library and the Rolling Hills Consolidated Library. For years the two public libraries have worked on cooperative projects and, more recently, interest has focused on the joint automation of library functions. Susan Baerg Epstein, nationally known library automation consultant, was again hired by the two libraries, this time to study the various methods possible for joint retrospective conversion of bibliographic records into computerized format. At the time the study was going on, discussions were occurring about the future official relationship between the two libraries. In the spring of 1987 two important actions were taken. One was the preparation of specifications for a joint retrospective conversion project, based on the final results of the Epstein study. The other was the vote by the two Boards in April to endorse the concept of developing a regional library district. Under a regional library model, the two Library Boards of Trustees would function contractually as a single system with one budget and one administration. Each library would remain as a separate legal entity, however. There currently are sixteen regional library systems in Missouri.

Conclusion

After the excitement of the 1985-1986 levy election year, Library Board and staff members might have encountered a letdown in 1986-1987. This obviously was not the case. Not only did the Library Board begin the exhilarating process of keeping 1986 campaign promises, but it took some steps to set the course of the St. Joseph Public Library for the next five to ten years.

As far as the future relationship with the Rolling Hills Consolidated Library is concerned, the plan is to sign a contract to establish the regional library district by June 30, 1989, which actually will be the last step. Before that, the two library staffs will continue work on the joint automation project, develop the combined operating budget, study mutual short- and long-term space needs and draft several joint policies. In other matters, they will participate in a combined borrowers' card registration drive focusing on children, a two-county planning process, and the development of an areawide literacy coalition.

The job of any public library board of trustees is to determine needs for service and to establish goals and policies. The staff carries out the directives of the board. But none of this is possible without the endorsement of the community. Again, solely because of the support of the voters of the St. Joseph Public Library district will the St. Joseph Public Library Board and staff be able to carry on with their work.


Dorothy Sanborn Elliott, Director

BOARD OF DIRECTORS OF THE ST. JOSEPH PUBLIC LIBRARY AS OF JULY 1, 1987

Mrs. Lynn Watkins
President

Term expires June 1, 1989

Mr. Donald R. Trout
First Vice-President

Term expires June 1, 1987

Mrs. Maxine Freeman
Second Vice-President

Term expires June 1, 1988

Mr. Herbert Iffert
Treasurer

Term expires June 1, 1988

Mr. Stephen J. Briggs

Term expires June 1, 1989

Mrs. Margaret Bucher

Term expires June 1, 1989

Mr. Gerald M. Coleman

Term expires June 1, 1987

Mrs. Eleanor Langemach

Term expires June 1, 1988

Mrs. Patricia Nauman

Term expires June 1, 1987

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF JULY 1, 1987

ADMINISTRATION

Dorothy Sanborn Elliott
Linda Hinkle
Frank Harris

Director
Administrative Secretary
Custodian

CHILDREN'S DEPARTMENT

Jean Hatfield

Deborah Miles
Ann Boydston

Coordinator of Children's Services
(Librarian III)
Assistant Librarian II
Page (20 hours)

ADULT CIRCULATION DEPARTMENT

Carolyn Greufe

Debra Grace
Anne Jung
Steve Olson
Karen Ruckman
Marguerite Spencer
Shelly McKay
Larry Palmer
Tara Pickerel

Coordinator of Adult Services
(Librarian IV)
Circulation Control Clerk
Assistant Librarian II (20 hours)
Assistant Librarian II
Assistant Librarian I
Assistant Librarian II
Page (20 hours)
Page (20 hours)
Page (20 hours)

REFERENCE DEPARTMENT

Steve Norman

Sharon Canter
Suzanne Clark
Julie Howard
Brianna Taylor

Head of the Reference Department
(Librarian II)
Assistant Librarian II
Assistant Librarian I
Page (20 hours)
Page (20 hours)

TECHNICAL SERVICES DEPARTMENT

June Minnis

Kathleen Brockett
Margaret Faustlin
Brenda Hatheway
Alene Hoffsonner
Bridget Supple

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

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF JULY 1, 1987

CARNEGIE BRANCH LIBRARY

Audrey Sheets

Susan Edson

Deborah Ellis

Larry Hamm

Carnegie Branch Librarian
(Librarian I)

Assistant Librarian I

Page (20 hours)

Custodian (20 hours)

WASHINGTON PARK LIBRARY

Alyce Hougas

Patricia Fuson

Marta Gill

Larry Hamm

Washington Park Branch Librarian
(Librarian I)

Assistant Librarian I

Page (20 hours)

Custodian (20 hours)

ST. JOSEPH PUBLIC LIBRARY

BOOK CIRCULATION FOR 1986-1987

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	65,611	45,612	111,223	42,152	12,538	54,690	165,913
Carnegie	12,453	5,405	17,858	14,428	6,736	21,164	39,022
Washington Park	18,487	3,110	21,597	22,641	7,779	30,420	52,017
TOTALS	96,551	54,127	150,678	79,221	27,053	106,274	256,952

BOOK CIRCULATION FOR 1985-1986

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	63,533	45,010	108,543	39,343	11,374	50,717	159,260
Carnegie	11,486	5,084	16,570	14,080	6,151	20,231	36,801
Washington Park	22,749	4,163	26,912	22,580	7,180	29,760	56,672
TOTALS	97,768	54,257	152,025	76,003	24,705	100,708	252,733

	<u>1986-1987</u>	<u>1985-1986</u>
FILM CIRCULATION:		
Number of films borrowed	1,164	2,082
Total attendance at film showings	45,429	64,090
VIDEOCASSETTE CIRCULATION:		
Number of videocassettes borrowed	2,707	
Total attendance at videocassette showings	18,103	
PROJECTOR CIRCULATION:	166	247
PHONOGRAPH RECORD CIRCULATION:	4,854	4,367
PRINT & SCULPTURE CIRCULATION:	1,352	1,409
CASSETTE CIRCULATION:	5,560	3,639
CASSETTE PLAYER CIRCULATION:	34	19
GAMES:	2,954	2,756
CAMERA CIRCULATION:	10	17
REFERENCE QUESTIONS:	27,883	31,383
REGISTERED BORROWERS:	9,807	9,683
BOOKS BY MAIL:	288	300
INTERLIBRARY LOAN:		
Items borrowed*	590	590
Items loaned	618	552
Microfilms borrowed	267	231

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

BOOK COLLECTION 1986-1987

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	36,239	94,665	130,904	7,048	12,576	19,624	150,528
Washington Park	5,415	6,153	11,568	4,887	5,256	10,143	21,711
Carnegie	6,945	5,534	12,479	2,672	4,133	6,805	19,284
TOTALS	48,599	106,352	154,951	14,607	21,965	36,572	191,523

BOOKS PROCESSED 1986-1987

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	3,025	2,775	5,800	819	583	1,402	7,202
Washington Park	1,483	382	1,865	338	351	689	2,554
Carnegie	1,115	335	1,450	266	267	533	1,983
TOTALS	5,623	3,492	9,115	1,423	1,201	2,624	* 11,739

New books 7,000 of which 3,877 were new titles
 Volumes added and replaced 682
 Paperbacks unaccessioned 3,967
 Microfilm and bound periodicals 90
*11,739

BOOKS PURCHASED

A total of 9,639 books were purchased and received with funds from the 1986-1987 budget. These include Toothaker medical books, library service plans, continuous standing orders, trade, short discount and mass market books. Out of the total of 9,639, there were 3,877 new titles purchased and received.

BOOKS WITHDRAWN 1986-1987

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	564	3,313	3,877	82	228	310	4,187
Washington Park	1,822	1,740	3,562	129	45	174	3,736
Carnegie	572	182	754	657	232	889	1,643
TOTALS	2,958	5,235	8,193	868	505	1,373	9,566

Of the total of 9,566, there were 3,242 titles withdrawn.

REINSTATEMENTS 1986-1987

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	16	46	62	5	1	6	68
Washington Park	-	1	1	1	-	1	2
Carnegie	-	1	1	-	3	3	4
TOTALS	16	48	64	6	4	10	74

TRANSFERS 1986-1987

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	1	-	1	1	-	1	2
Washington Park	-	61	61	-	-	-	61
Carnegie	-	40	40	-	-	-	40
TOTALS	1	101	102	1	-	1	103

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 1986-1987. The breakdown is shown only to represent the work as completed.

RECORD COLLECTION AND MUSICAL SCORES 1986-1987

Record albums in the collection as of June, 1986
(includes reference, juvenile and the branches)

1,829

Record albums added to collection as of June, 1987

+ 310

Includes:	Central Adult	205
	Central Juvenile	4
	Washington Park Adult	49
	Washington Park Juvenile	0
	Carnegie Branch Adult	48
	Carnegie Branch Juvenile	4
		<u>310</u>

Record albums withdrawn as of June, 1987

- 153

Includes:	Central Adult	123
	Central Juvenile	22
	Washington Park Juvenile	1
	Carnegie Branch Adult	6
	Carnegie Branch Juvenile	1
		<u>153</u>

Records in the collection as of June, 1987

1,986

Record Collection and Musical Scores 1986-1987 (Continued)

Miniature orchestral scores in collection as of June, 1986	97
No additions in 1987	<u>0</u>
Miniature orchestral scores in collection as of June, 1987	97

MUSICAL CASSETTES 1986-1987

Musical cassettes in collection as of June, 1986	730
Musical cassettes added to the collection as of June, 1987	+ 310

Includes:	Central Adult	251
	Central Juvenile	29
	Washington Park Adult	0
	Washington Park Juvenile	18
	Carnegie Adult	0
	Carnegie Juvenile	<u>12</u>
		310

Musical cassettes withdrawn as of June, 1987	- 113
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Includes:	Central Adult	109
	Washington Park Juvenile	2
	Carnegie Juvenile	<u>2</u>
		113

Musical cassettes in the collection as of June, 1987	<u>927</u>
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EDUCATIONAL CASSETTES 1986-1987

Educational cassettes in collection as of June, 1986	455
Educational cassettes added to collection as of June, 1987 (Central only)	+ 11
Educational cassettes withdrawn from collection as of June, 1987	- <u>5</u>
Educational cassettes in the collection as of June, 1987	461

FILMSTRIPS 1986-1987

Filmstrips in collection as of June, 1986	68
No additions or withdrawals	<u>0</u>
Filmstrips in the collection as of June, 1987	68

VIDEOCASSETTES (VCR) 1986-1987

Videocassettes in the collection as of June, 1987	67
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CONSTANCE FAUNTILERoy RUNCIE MEMORIAL PICTURE COLLECTION 1986-1987

Pictures in the collection as of June, 1986 (Reference and Juvenile)	444
Pictures withdrawn as of June, 1987	- 4
Pictures in the collection as of June, 1987	440

SCULPTURE 1986-1987

Sculpture in collection as of June, 1986 (Reference only)	45
No additions or withdrawals as of June, 1987	0
Sculpture in the collection as of June, 1987	45

GOVERNMENT DOCUMENTS 1986-1987

Government documents in the collection as of June, 1986 (Reference only)	104,793
Government documents added as of June, 1987	4,599
Government documents in the collection as of June, 1987	109,392

VERTICAL FILES 1986-1987

Vertical files in the collection as of June, 1987	3,043
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Includes:	Reference	2,979
	Carnegie	55
	Washington Park	9
		3,043

<u>CITY DIRECTORIES CURRENT FOR JUNE, 1987</u> (Reference only)	83
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<u>TELEPHONE DIRECTORIES CURRENT FOR JUNE, 1987</u> (Reference only)	205
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<u>MICROFICHE</u> - Completely cataloged for Reference only as of June, 1986 (no additions in 1987)	1
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MICROFILMS (PERIODICALS--NEWSPAPERS--MISCELLANEOUS), BOUND MAGAZINES 1986-1987

News-Press and Gazette as of June, 1987	1,121
Periodicals on film as of June, 1987	2,617
Miscellaneous microfilm as of June, 1987	30
Bound magazines as of June, 1987	8,748
(These figures are included in the book collection totals)	
Periodicals as of June, 1987	309

ST. JOSEPH PUBLIC LIBRARY
1986-1987 REVENUES

	<u>BUDGETED REVENUES</u>	<u>ACTUAL REVENUES</u>
Current Real Estate Tax	\$614,818	\$589,846.27
Prior Real Estate Tax	1,700	5,017.57
Current Personal Property Tax	227,398	235,675.05
Prior Personal Property Tax	3,200	2,706.19
Current City M&M Sur Tax	17,700	19,764.84
Prior City M&M Sur Tax	2,000	2,163.84
Fines	8,700	6,514.27
Donations	6,000	7,878.58
Other	7,500	6,352.79
Interest (Includes Toothaker Interest)	80,000	68,496.95
Financial Institution Tax	3,100	43,081.32
State Aid	<u>26,500</u>	<u>28,784.94</u>
	\$998,616*	\$1,016,282.61
Grants	<u>7,500</u>	<u>1,529.96**</u>
Grand Total	\$1,006,116	\$1,017,812.57

* Revision as of December 17, 1986

** The library will receive the balance of the federal grants in 1987-1988

ST. JOSEPH PUBLIC LIBRARY
1986-1987 EXPENDITURES

	<u>BUDGETED EXPENDITURES</u>	<u>ACTUAL EXPENDITURES</u>
Salaries	\$467,386	\$439,428.56
FICA Contributions	33,415	31,415.65
LAGERS Pension Contribution	19,909	16,257.15
Insurance (Health, Dental, Life)	21,804	20,829.93
Books	116,288	120,226.98*
Periodicals	14,000	12,000.62
Audiovisual	25,500	18,359.12*
Binding/Printing	3,000	3,175.79
Supplies:		
Duplicating	2,200	2,089.71
Janitorial	5,132	3,753.67
Office	8,000	9,954.37
Equipment Rental	2,500	3,023.71
Equipment Purchase	28,718	16,998.16*
Conference/Training/Travel - Car & Mileage Allowance	5,500	7,264.84
Repairs/Building	16,500	2,288.88
Maintenance Repairs/Office Equipment	2,571	3,422.08
Postage	3,700	4,079.33
Gas Service	9,000	5,051.46
Electric Service	13,800	14,595.53
Telephone Service	4,200	4,701.20
Memberships	1,166	1,277.50
Other Professional Services (includes retrospective conversion)	98,718	2,097.72
Water Service	364	550.95
Legal Services	2,000	447.50
Insurance (includes workmen's compensation)	18,760	18,860.00
Data Processing Services	1,757	1,757.00
Other Services (reserve for capital improvements and contingencies)	<u>72,728</u>	<u>57,195.11</u>
	\$998,616**	\$821,102.52

*Includes money (not budgeted) from federal grants:

Equipment	\$ 613.78
Books	474.10
Audiovisual	1,331.36

** Revision as of December 17, 1986

Salaries and benefits	61.9%
Books and library materials	18.3
All other expenses	19.8