ST. JOSEPH PUBLIC LIBRARY

ANNUAL REPORT

1987 - 1988

St. Joseph, Missouri

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

In compliance with Missouri Revised Statutes 1988, 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, 1987 and ending June 30, 1988.

Dorothy Sanborn Elliott

Dorothy Sanborn Elliott, Director

[illegible]

[illegible]

Incorporation

[illegible] of the St. Joseph Public Library in their [illegible] 1889.

[illegible] St. [illegible] in the [illegible] of Quincy are the directors presently [illegible] However, property of [illegible] interests take [illegible] library with [illegible] the Rolling Hills [illegible] life [illegible] the people of Madison and [illegible] counties, and many year's [illegible] report [illegible] a distinctive name for the library on it.

Material and Structure [illegible]

Relying [illegible] on [illegible] to [illegible] the [illegible] of [illegible] a [illegible] Board of Trustees of the St. Joseph Public Library are of a [illegible] Hills Corporation Lien at their [illegible] of July of 1991. [illegible] are [illegible] for the [illegible] year. At the same meeting they authorized the two library [illegible] to begin negotiations with a company called Prodata on a joint [illegible] for the conversion of bibliographic records into machine-readable [illegible] and Library Congress for the handling of circulation needs with a [illegible] Bellville.

In the fall of 1987 the two [illegible] began [illegible] the collective [illegible] by the two boards. This included the preparation of joint [illegible] procedures for [illegible] and hours [illegible] a [illegible] vacation [illegible] share [illegible] of joint [illegible] and salary [illegible] a [illegible] meeting [illegible] the two [illegible] made in [illegible] of 1988 the [illegible] of the [illegible] and adopted by [illegible] also in the [illegible] 1987 [illegible] work on [illegible] the regional library and [illegible] at the [illegible] board [illegible] Journal [illegible] Western [illegible] a [illegible] the joint public library [illegible] long [illegible] by [illegible] at [illegible] library [illegible].

ST. JOSEPH PUBLIC LIBRARY

Report of the Director, 1987-1988

97th ANNUAL REPORT

Introduction

Perhaps most significant about the 97th annual report of the St. Joseph Public Library is that it will be the last one issued.

No, the St. Joseph Public Library is not going out of business, and the director probably will not run out of things to say. However, because of major directions taken in 1987-1988, the St. Joseph Public Library will blend with the Rolling Hills Consolidated Library to form a common library service for the people of Andrew and Buchanan Counties, and next year's annual report will have a different name for the library on it.

Regional and Statewide Library Activities

Following their vote in April of 1987 to endorse the concept of developing a regional library district, the Boards of Trustees of the St. Joseph Public Library and of the Rolling Hills Consolidated Library at their joint meeting in July of 1987 accepted joint goals and objectives for the 1987-1988 year. At the same meeting they authorized the two library staffs to begin negotiations with a company called Brodart on a joint retrospective project for the conversion of bibliographic records into machine-readable format and the Library Corporation for the handling of current records with a product named Bibliofile.

In the fall of 1987 the two staffs began working on achieving the objectives set by the two Boards. This included the preparation of joint selection procedures for books and other materials and a single organization chart, set of job descriptions and salary scale. At a joint meeting of the two Boards in April of 1988 the final drafts of the latter were reviewed and accepted by consensus. Also in the autumn of 1987 the two Boards began work on naming the regional library, and discussions continued with staff at the Hearnes Learning Resources Center regarding the two public libraries joining Missouri Western State College in a single integrated automated system. The two public library Boards also learned about each other's libraries by touring all five library facilities.

Also in the early fall of 1987 the two library staffs began working on the development of a plan for a combined technical services department. Following the signing of a contract for the development of joint technical services, staff and equipment were moved in mid-April from the Central facility of the St. Joseph Public Library to the Belt facility of the Rolling Hills Consolidated Library.

A proposed joint automation project received a tremendous boost in the fall of 1987 when the Rolling Hills and St. Joseph Public Libraries were awarded a grant of $96,000 in Library Services and Construction Act Title I funds to create a magnetic tape of the merged records of the book holdings of the two libraries. The awarding of this grant was viewed as a major coup for the two libraries' Boards of Trustees, who had been receiving statewide recognition in the library community for their past history of cooperation and their recent vote to form a regional library district.

More good news about federal support was the award in the late spring of 1988 of a $113,950 Library Services and Construction Act Title III grant to the Rolling Hills and St. Joseph Public Libraries for the purchase of a portion of the computer hardware needed for the implementation of the joint integrated automated system for the two libraries.

Still important, but almost overshadowed by the size of the other two LSCA grants, was the award to public and academic libraries in Missouri in the fall of 1987 of LSCA grants of $4,424 for the purchase of hardware and software to allow the development of in-house automation capabilities and the creation of bibliographic records for the sharing of resources. This was particularly needed given the interest of the State Librarian in divesting local networks of the primary responsibility for interlibrary loan.

An article by Dorothy Elliott and Joyce Humel, directors of the two public libraries, about the changing relationship between the St. Joseph Public Library and the Rolling Hills Consolidated Library appeared in Show-Me-Libraries, a periodical published by the Missouri State Library.

In addition, staff also were involved in other activities to develop library services statewide.

Dorothy Elliott was appointed to the ten-member slate of the newly reconstituted Library Advisory Committee, whose purpose is to advise the Coordinating Board for Higher Education on the information needs of the people of the state, on library development, and on the coordination of library resources in the state. Elliott also was named to the Governor's Advisory Council on Literacy.

Adult Services Coordinator Carolyn Greufe and Dorothy Elliott participated in a statewide project sponsored by the School of Library and Informational Science at the University of Missouri-Columbia and the Missouri State Library to conduct interviews of library staffs to assess their needs for continuing education.

Children's Services Coordinator Jean Hatfield served on the Missouri State Children's and Young Adult Book Selection Committee. She also was a representative of the Missouri Library Association for the 1988-1989 master list of the Mark Twain award and the vice-chair of the New Members Council of MLA. Also in MLA, Steve Norman was recorder of the Reference and Information Services Council, and Dorothy Elliott was elected vice-president/president-elect.

Legislative activities of the Missouri Library Association took Dorothy Elliott and other library representatives of northwest Missouri to Jefferson City for Legislative Day on March 1. The sessions provided a good opportunity to bring the legislators up to date on library activities in the Andrew-Buchanan County area and to share with them particular concerns about state support for public libraries and networks. In April Dorothy Elliott joined other MLA representatives to visit the offices of the Missouri Congressional delegation in Washington for the annual Legislative Day of the American Library Association. Of particular concern were threatened cuts to federal funds for public libraries.

Finances

The infusion of federal funds was not the only windfall for the library in 1987-1988. A gift of $25,000 from the David R. Bradley, Sr. Trust was received in the late spring of 1988. The late Mr. Bradley, who died in March, was chairman of the board and chief executive officer of the St. Joseph News-Press and Gazette Company and founder of St. Joseph Cablevision. Plans for the use of these funds are being formulated.

The final figures for expenditures and revenues showed an excess of revenues over expenditures, not counting federal grants, of $241,063.11. This amount, coupled with the carry-over from the 1986-1987 fiscal year, has been earmarked for the automation project.

Services and Programming

Programming and services were improved in the Adult Circulation Department at the Central Library. Efforts were increased to recruit books-by-mail patrons at nursing homes and to establish deposit collections at these sites as well as at selected parochial and preschools.

One of the more significant programs of the year was a forum cosponsored by the St. Joseph Public Library, the Rolling Hills Consolidated Library and the local chapter of the League of Women Voters on the proposed amendments to the City Charter.

Several improvements were made to children's services during the year. The hours of the Children's Department in the Central Library were expanded to be the same as those for the Adult Department. 1,289 children participated in the 1987 summer reading program. A new program was the series of Celebrity Storytimes held at the East Hills Mall beginning at the end of Children's Book Week in November. Children's programs throughout the system attracted 17,238.

The Children's Department also participated in the Missouri State Library's "I Use My Missouri Library Card" campaign by collecting postcards with children's names and the titles of their favorite books to be sent to the State Librarian. From the three facilities of the St. Joseph Public Library and the two facilities of the Rolling Hills Library 1,200 postcards were collected. The department also took part in the nationwide Garfield Essay Contest sponsored by the American Library Association.

The Washington Park Library experienced many improvements and popular programs this year as well. In the fall of 1987 a program by storyteller Bob Gasch drew in over 200 people, and approximately 400 toured the "haunted library" at Halloween.

Also at Washington Park surveys of patrons' needs for services were conducted by Steve Olson. Moreover, Lafayette High School students were polled about their preferences for hours and other services. Partly as a result of these surveys, hours of service on Tuesdays and Thursdays were changed from 9:00 a.m. to 5:00 p.m. to 12:00 noon to 8:00 p.m. The reserve book program was beefed up at Washington Park as well.

One area of service which faced enormous changes in 1987-1988 was interlibrary loan. Following the lead of Governor Ashcroft, neither the Missouri House nor the Senate approved state funds for networks, the mechanism which for the last nine years has provided the St. Joseph Public Library with loans from other libraries. Since the State Library plans not to use federal funds to support networks, the Board of the Northwest Missouri Library Network decided to continue to finance basic services of interlibrary loan and delivery with local membership fees. Federal funds will sustain the network through October 30, 1988.

In the same vein, the State Library has been developing a statewide bibliographic database in CD-ROM (compact disk-read only memory) format. This product will be used for interlibrary loan between institutions, possibly bypassing the present network structure. Much work remains to be done in the area of developing the protocol for interlibrary loan and perhaps reimbursing net lenders.

Another avenue of interlibrary loan began to be investigated in the late spring of 1988 through OCLC, the Online Computer Library Center, a shared cataloging network which also gives information for interlibrary loan purposes. The St. Joseph Public Library and the Rolling Hills Consolidated Library, considered as one unit for the purpose of the six-month test, have been submitting all interlibrary loan requests first through OCLC and then through the old network if an item cannot be found. Subject requests still have been handled through the Northwest Missouri Library Network. During the test costs to the participating libraries have been picked up by the federal grant for the project, and OCLC has issued reports and collected periodic feedback on such topics as satisfaction level and difficulty of use. The purpose of the test has been to have libraries use another form of interlibrary loan, to encourage them to use the equipment provided last year and to provide comparative statistical information for the State Library.

Library Resources

Circulation and library use in general increased this year over 1986-1987. Total book circulation rose by 3%, at the Central Library by 4% and at the Carnegie Library by a whopping 23%. While total adult circulation fell, total juvenile book circulation rose by 9%. The biggest area of increase was in the number of videocassettes borrowed, which rose by a staggering 180%, and attendance at videocassette showings, which increased by a comparable 178%. Audiocassette circulation rose 18%. The number of reference questions answered was up 27%. The number of people registering for borrowers' cards increased by 4%. Books by mail circulation rose by 134%. Items borrowed rose by 15% and loaned by 10%.

The staff of the Reference Department of the Central Library spent a great deal of time on collection development this past year. Among their projects included preparing indexes for the atlas cases, improving signage, reworking vertical file indexes and weeding vertical files, weeding many runs of outdated periodicals, updating listings of the sheet music collection and telephone directories, updating the genealogy card catalog, shifting furniture, working on the federal documents collection in accordance with federal regulations, and removing federal documents and other unused materials currently housed in the southeast room of the basement of the Washington Park Library. In addition, donated to the library at Heartland East were several partial runs of medical journals on microfilm dating from the days in the 1950's and early 1960's when the St. Joseph Public Library was attempting to serve as a medical library under the terms of the Toothaker bequest.

Collection development was a top priority in the branch libraries as well.

Both branches began circulating videocassettes in the summer of 1987 which were provided by the Missouri Libraries Film Cooperative. At Washington Park, considerable attention was given to augmenting the fiction paperback collection. Extensive weeding was conducted in the reference collection, which along with adult fiction was shifted to a different location. At Carnegie the record album, audiocassette collection and periodicals were beefed up, the reference collection was weeded and signs were improved. The Carnegie Library also began automatically receiving nonfiction best sellers in the fall of 1987.

In the Children's Department at the Central Library weeding was carried out throughout the year. Work also continued on the development of the core parenting collection.

It has been several years since a work of art was donated to the library. An original Michael Hague watercolor from a recently published edition of The Secret Garden was donated by Mark Graham and Marsha Venus, the children of Dorothy L. Graham, a former member of the Executive Board of the Friends of the St. Joseph Public Library, in her memory. The work was on display in the Adult Circulation Department of the Central Library in the late winter and then was moved downstairs to the Children's Department. Many donations of books also were received in Mrs. Graham's memory.

Personnel

Dr. Jerry R. Chambers was appointed to the Board of Trustees for a term expiring June 1, 1990, replacing Gerald M. Coleman.

At the June 15, 1988 annual meeting of the Board of Trustees Lynn Watkins was elected as president, Stephen J. Briggs as first vice president, Margaret Bucher as second vice president and Patricia Nauman as treasurer.

A staff newssheet was developed to improve interdepartmental communication.

Continuing education for library staff again was a high priority in 1987-1988. Subjects of study included genealogy, effective communication, ergonomics, output measures, working with state legislators, storytelling, CD-ROM technology, online searching, early childhood education, women in supervision, cataloging and classification, locating census information, the library's role in the economic development of a community, fundraising, trustee education, staff motivation and grant writing.

Facilities

To add to the painting and plaster repair work done in the south side of the Adult Circulation Department in the early summer of 1987, at the May 1988 meeting of the Board of Trustees the Board approved more work to be done to the first floor of the Central Library. This was to include painting, plaster repair and stripping and refinishing of woodwork in the stack area of the Adult Circulation Department, in the balcony area and in the three rooms on the west side of the library. End panels of book shelves also were to be stripped and restored to their original look, and restoration was to occur in the metal work surrounding the balcony.

Also in the Central Library the School District renovated two rooms in the southeast corner of the basement. In the room which formerly served as a storage room for bookmobile materials, a new ceiling was installed, along with attractive paneling on the south side. Walls were painted on the other sides. Future work will include recarpeting. In addition, the walls were painted and repaired in the room which used to serve as the personnel office for the School District.

In the summer of 1987 work continued on waterproofing at the Washington Park Library. Holes around the building created by heavy rainfalls in the late summer also were filled, and more grading was done around the library. Wider concrete splashblocks were constructed to take the water from the melting snows away from the building. During the few heavy rains experienced in the spring of 1988, the waterproofing and new spouts held the moisture at bay.

Equipment

During the year several new pieces of badly needed equipment were purchased. Among them were file cabinets and an upgraded typewriter for the administration; a typewriter and file cabinet for technical services; a typewriter for the Reference Department; shelving, a desk and chair and a typewriter for the Adult Circulation Department; shelving and an air-conditioner for the Children's Department; and snow blowers for the branch libraries.

A new model photocopier was leased for the Central Library.

The adult circulation desk at the Central Library was stripped and refinished, and stripping also was begun on chairs and tables in the Reference Department.

Community Relations

The Library continued its sponsorship of the Lifelong Learning program through book reviews given by staff members Carolyn Greufe, Anne Jung and Karen Ruckman.

The Friends of the St. Joseph Public Library continued supporting the library in 1987-1988. Their book sale in August of 1987 raised $3,600. In the fall of 1987 they allocated $1,000 for continuing education activities of library staff. In December they approved spending up to $5,000 on refinishing oak furniture in the Central Library. They also endorsed working with the representatives of the Friends of the Rolling Hills Consolidated Library to form a regional library Friends group. Finally, they earmarked $2,000 to support the 1988 summer reading program and the children's library card registration drive.

Once again volunteers helped extensively with the summer reading program in 1987.

Library employees demonstrated their support of community agencies by increasing their total gift to United Way by 13% over the previous year.

In the fall of 1987 talks began with local citizens about the formation of a literacy coalition in St. Joseph. Somewhat related to this, Dorothy Elliott was appointed to the St. Joseph Area Adult Basic Education Advisory Council.

Conclusion

It has been enormously gratifying for all of us - trustees, staff and library users - to witness the emergence of a regional library which will share our combined resources for the best possible service for the Andrew-Buchanan County area. The regionalization process also has been fascinating in that it has been inextricably connected to the development of the joint integrated automated system, another idea which simply makes good sense, as our automation consultant Susan Baerg Epstein pointed out four years ago.

Another wonderful thing about 1987-1988 was the challenge it offered as we faced two large changes in our library community and seemingly countless smaller ones connected with them. My judgment is that we have learned a great deal about being part of a team, and about both representing our own interests and making compromises. The changes we propose have forced us to evaluate our services, functions and procedures in a particularly rigorous fashion. More planning is needed, obviously, but our progress so far has given us an even greater sense of commitment to what we are doing.

In this highly politicized world it sometimes seems as if - even though it shouldn't be that way - the governmental bodies with the most strife get the most attention. The Boards of Trustees of the St. Joseph Public Library and of the Rolling Hills Consolidated Library have been working in separate and in joint meetings, quietly spending many hours, thinking about and evaluating a long list of issues whose resolution will set the course of library service in this part of Missouri for many years to come. They have been conscientious, hardworking and thorough in all their endeavors, and this report is dedicated to them.

Dorothy Sanborn Elliott

Dorothy Sanborn Elliott, Director

BOARD OF TRUSTEES OF THE ST. JOSEPH PUBLIC LIBRARY AS OF JULY 1, 1988

Mrs. Lynn Watkins President	Term expires June 1, 1989
Mr. Stephen J. Briggs First Vice-President	Term expires June 1, 1989
Mrs. Margaret Bucher Second Vice-President	Term expires June 1, 1989
Mrs. Patricia Nauman Treasurer	Term expires June 1, 1990
Dr. Jerry R. Chambers	Term expires June 1, 1990
Mrs. Maxine Freeman	Term expires June 1, 1988
Mr. Herbert Iffert	Term expires June 1, 1988
Mrs. Eleanor Langemach	Term expires June 1, 1988
Vacancy	

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF JULY 1, 1988

ADMINISTRATION

Dorothy Sanborn Elliott	Director
Linda Hinkle	Office Manager
Frank Harris	Custodian

CHILDREN'S DEPARTMENT

Jean Hatfield	Coordinator of Children's Services (Librarian III)
Deborah Miles	Assistant Librarian II
Bridget Supple	Assistant Librarian II (10 hours)
Amy Fisher	Page (10 hours)
Kathron Moore	Page (10 hours)

ADULT CIRCULATION DEPARTMENT

Carolyn Greufe	Coordinator of Adult Services (Librarian IV)
Debra Grace	Circulation Control Clerk
Anna Belle Cartwright	Assistant Librarian II (20 hours)/ Design Consultant (20 hours)
Tamara Filbert	Assistant Librarian II
Karen Ruckman	Assistant Librarian I
Marguerite Spencer	Assistant Librarian II
Bridget Supple	Assistant Librarian II (30 hours)
John Brown	Page (10 hours)
Larry Palmer	Page (25 hours)
Tara Pickerel	Page (25 hours)

REFERENCE DEPARTMENT

Steve Norman	Head of the Reference Department (Librarian II)
Sherril Garner	Assistant Librarian III
Sharon Canter	Assistant Librarian II
Suzanne Clark	Assistant Librarian I
Adeana Leftin	Page (10 hours)
John Brown	Page (20 hours)

TECHNICAL SERVICES DEPARTMENT

June Stancliff	Technical Services Coordinator (Librarian IV)
Kathleen Brockett	Clerk Typist
Kaye Drake	Order Clerk
April Fager	Library Clerk
Margaret Faustlin	Library Clerk (20 hours)
Brenda Hatheway	Library Clerk

STAFF OF THE ST. JOSEPH PUBLIC LIBRARY AS OF JULY 1, 1988

CARNEGIE LIBRARY

Audrey Sheets	Carnegie Branch Librarian (Librarian I)
Sue Edson	Assistant Librarian I
Deborah Ellis	Page (20 hours)
Don Bell	Custodian (20 hours)

WASHINGTON PARK LIBARY

Steven K. Olson	Washington Park Branch Librarian (Librarian I)
Marta Gill	Assistant Librarian I
Helen Grable	Assistant Librarian II
Brianna Taylor	Page (15 hours)
Larry Palmer	Page (5 hours)
Don Bell	Custodian (20 hours)

ST. JOSEPH PUBLIC LIBRARY

BOOK CIRCULATION FOR 1987-1988

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	63,091	44,516	107,607	49,961	14,265	64,226	171,833
Dep. Coll.	358	35	393	1,526	482	2,008	2,401
Carnegie	15,513	5,514	21,027	20,158	6,864	27,022	48,049
Washington Park	14,539	3,204	17,743	17,938	5,164	23,102	40,845
WP Dep. Coll.	345	68	413	2		2	415
TOTALS	93,846	53,337	147,183	89,585	26,775	116,360	263,543

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

	1987-1988	1986-1987
FILM CIRCULATION:		
Number of films borrowed	1,061	1,164
Total attendance at film showings	29,575	45,429
VIDEOCASSETTE CIRCULATION:		
Number of videocassettes borrowed	7,590	2,707
Total attendance at videocassette showings	50,251	18,103
PROJECTOR CIRCULATION:	175	166
PHONOGRAPH RECORD CIRCULATION:	4,384	4,854
PRINT & SCULPTURE CIRCULATION:	1,148	1,352
AUDIOCASSETTE CIRCULATION:	6,570	5,560
AUDIOCASSETTE PLAYER CIRCULATION:	26	34
CAMERA CIRCULATION:	7	10
REFERENCE QUESTIONS:	35,537	27,883
REGISTERED BORROWERS:	10,211	9,807
BOOKS BY MAIL:	674	288
INTERLIBRARY LOAN:		
Items borrowed*	681	590
Items loaned	677	618
Microfilms borrowed	236	267

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

BOOK COLLECTION 1987-1988

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	38,099	96,197	134,296	8,448	12,726	21,174	155,470
Washington Park	6,066	6,423	12,489	5,184	5,076	10,260	22,749
Carnegie	8,177	6,154	14,331	3,154	4,310	7,464	21,795
TOTALS	52,342	108,774	161,116	16,786	22,112	38,898	200,014

BOOKS PROCESSED 1987-1988

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	2,999	2,988	5,987	1,606	532	2,138	8,125
Washington Park	1,521	520	2,041	513	195	708	2,749
Carnegie	1,831	667	2,498	533	182	715	3,213
TOTALS	6,351	4,175	10,526	2,652	909	3,561	14,087**

**New books	7,192	of which 3,715 were new titles
Volumes added and replaced	790	
Unaccessioned paperbacks	6,030	
Microfilm and bound periodicals	75	
	14,087	

BOOKS PURCHASED

A total of 10,288 books were purchased and received with funds from the 1987-1988 budget. These include Toothaker medical books, library service plans, continuous standing orders, short discount and trade books. Out of the total of 10,288, there were 3,715 new titles purchased and received.

BOOKS WITHDRAWN 1987-1988

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	1,153	1,487	2,640	221	392	613	3,253
Washington Park	872	253	1,125	220	378	598	1,723
Carnegie	600	50	650	52	7	59	709
TOTALS	2,625	1,790	4,415	493	777	1,270	5,685

REINSTATEMENTS

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	14	31	45	15	10	25	70
Washington Park	2	3	5	4	3	7	12
Carnegie	1	3	4	1	2	3	7
TOTALS	17	37	54	20	15	35	89

TRANSFERS

	Adult Fiction	Adult Non-Fiction	Total Adult	Juvenile Fiction	Juvenile Non-Fiction	Total Juvenile	TOTAL
Central	1	0	1	1	0	1	2
Washington Park	0	17	17	5	3	8	25
Carnegie	1	46	47	45	4	49	96
TOTALS	2	63	65	51	7	58	123

The "transfers" figures represent only books transferred between branches and are in the book collection total for a prior year.

RECORD COLLECTION AND MUSICAL SCORES 1987-1988

Record albums in the collection as of June, 1987			1,986
Record albums added to the collection as of June, 1988		+	186
Includes: Central Adult	47		
Central Juvenile	29		
Washington Park Adult	9		
Washington Park Juvenile	17		
Carnegie Adult	53		
Carnegie Juvenile	31		
Total	186		
Record albums withdrawn as of June, 1988		-	69
Includes: Central Adult	62		
Washington Adult	1		
Carnegie Adult	6		
Total	69		
Records in the collection as of June, 1988			**2,103**

Miniature orchestral scores in the collection as of June, 1987		97
No additions in 1988		0
Miniature orchestral scores in the collection as of June, 1988		**97**

MUSICAL AUDIOCASSETTES 1987-1988

Musical audiocassettes in the collection as of June, 1987			922
Musical audiocassettes added to the collection as of June, 1988		+	564
Includes:	Central Adult	290	
	Central Juvenile	77	
	Washington Park Adult	102	
	Washington Park Juvenile	24	
	Carnegie Adult	50	
	Carnegie Juvenile	21	
	Total	564	
Musical audiocassettes withdrawn as of June, 1988		-	71
Includes:	Central Adult	60	
	Washington Adult	7	
	Carnegie Adult	2	
	Carnegie Juvenile	2	
	Total	71	
Musical audiocassettes in the collection as of June, 1988			**1,415**

EDUCATIONAL AUDIOCASSETTES 1987-1988

Educational audiocassettes in the collection as of June, 1987		466
Educational audiocassettes added to the collection as of June, 1988	+	94
Educational audiocassettes withdrawn as of June, 1988	-	6
Educational audiocassettes in the collection as of June, 1988		**554**

FILMSTRIPS 1987-1988

Filmstrips in the collection as of June, 1987	68
No additions or withdrawals	0
Filmstrips in the collection as of June, 1988	**68**

VIDEOCASSETTES 1987-1988

Videocassettes in the collection as of June, 1987		67
Videocassettes added	+	248
Videocassettes in the collection as of June, 1988		**315**

[illegible]

Volumes in the collection as of [illegible]	[illegible]
(Juvenile [illegible])	
Volumes added in [illegible]	[illegible]
Volumes in the public [illegible]	[illegible]

[illegible] 1987 - 1988

Stamps in the collection as of June, 1987	45
Stamps additions or withdrawals	0
Stamps in the collection as of June, 1988	45

GOVERNMENT DOCUMENTS 1987-1988

Government documents in the collection as of June, 1987	109,371
Government documents added in [illegible], 1988	3,[illegible]
Government documents in the collection as of June, 1988	[illegible]

CITY DIRECTORIES COLLECTION [illegible]

City directories in the collection as of June, 1988	85

TELEPHONE DIRECTORIES [illegible]

Telephone directories [illegible]	206

MICROFORMS (MICROFILM, MICROFICHE, MICROCARDS), [illegible] 1987-1988

Area-Press and Gazette [illegible] June, 1988	1,136
Periodicals on film as of June, 1988	[illegible]
Miscellaneous microfilm as of June, 1988	30
Bound magazines [illegible], 1988	6,390
(These figures are [illegible] in the book collection totals)	
Periodicals as of June [illegible]	326

CONSTANCE FAUNTLEROY RUNCIE MEMORIAL PICTURE COLLECTION 1987-1988

Pictures in the collection as of June, 1987 (Juvenile and Adult)	440
Pictures added as of June, 1988	+ 19
Pictures in the collection as of June, 1988	**459**

SCULPTURE 1987-1988

Sculpture in the collection as of June, 1987	45
No additions or withdrawals	0
Sculpture in the collection as of June, 1988	**45**

GOVERNMENT DOCUMENTS 1987-1988

Government documents in the collection as of June, 1987	109,392
Government documents added as of June, 1988	3,072
Government documents in the collection as of June, 1988	**112,464**

CITY DIRECTORIES CURRENT FOR JUNE, 1988 (Reference only)	85
TELEPHONE DIRECTORIES CURRENT FOR JUNE, 1988 (Reference only)	204

MICROFILMS (PERIODICALS--NEWSPAPERS--MISCELLANEOUS), BOUND MAGAZINES 1987-1988

News-Press and Gazette as of June, 1988	1,136
Periodicals on film as of June, 1988	2,645
Miscellaneous microfilm as of June, 1988	30
Bound magazines as of June, 1988	6,390
(These figures are included in the book collection totals)	
Periodicals as of June, 1988	336

ST. JOSEPH PUBLIC LIBRARY
1987-1988 REVENUES

	BUDGETED REVENUES	ACTUAL REVENUES
Current Real Estate Tax	$614,800	$599,730.67
Prior Real Estate Tax	1,500	21,525.98
Current Personal Property Tax	250,000	246,369.55
Prior Personal Property Tax	2,500	6,010.02
Current City M&M Surtax	18,000	95,063.44
Prior City M&M Surtax	800	
Library Fines		2,946.04
Donations	6,000	3,915.08
Other	7,500	6,901.44
Interest on Investments	75,000	89,234.26
State Aid	26,500	29,577.01
Financial Institution Tax	3,000	15,251.94
	$1,005,600	$1,116,525.43
Grants	55,000	5,750.06*
Grand Total	$1,060,600	$1,122,275.49

*The library will receive the balance of the federal grants in 1988-1989

ST. JOSEPH PUBLIC LIBRARY

Operating Expenditures

	BUDGETED EXPENDITURES	ACTUAL EXPENDITURES
Salaries	514,680	509,143.92
FICA Contributions	36,803	37,365.31
LAGERS Pension Contributions	22,900	18,122.21
Insurance (Health, Dental, Life)	24,752	25,216.01
Books	114,491	113,878.07*
Periodicals	14,000	15,269.09
Audiovisual	25,500	24,005.96*
Binding/Printing	3,000	3,272.35
Supplies:		
Duplicating	2,200	2,735.17
Janitorial	5,132	3,983.43
Office	11,000	15,582.49*
Equipment Rental	3,000	3,969.89
Equipment Purchase	20,000	13,494.43*
Conference/Training/Travel - Car & Mileage Allowance	5,500	5,832.30
Repairs/Building	5,000	2,432.39
Maintenance Repairs/Office Equipment	3,500	5,156.79
Postage	4,400	4,454.65
Gas Service	7,000	5,987.13
Electric Service	17,100	11,285.40
Telephone Service	4,500	5,253.27
Memberships	1,600	1,550.00
Other Professional Services (includes retrospective conversion)	100,000	39,792.95*
Water Service	400	247.01
Legal Services	2,000	768.38
Insurance (includes workmen's compensation)	24,123	23,186.00
Data Processing Services	1,757	4,692.48
Other Services (reserve for capital improvements and contingencies)	31,262	13,574.71
	$1,005,600	$910,251.79*
		-42,205.27
		$868,046.52**

*Includes money (not budgeted) from federal grants:

Supplies	664.50
Other Professional Services	37,617.07
Books	3,292.24
Minor Equipment	249.85
Audiovisual	381.61
	$42,205.27

**Total not including expenditures with federal funds.