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UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

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# OCCASIONAL PAPERS

## JOETTA COMMUNITY LIBRARY A SIMULATION EXERCISE IN LIBRARY ADMINISTRATION

by  
ROBERT E. BROWN

The Library of the

NOV 29 1976

University of Illinois  
at Urbana-Champaign

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## PREFACE

The Joetta Community Library (JCL) is a simulation of a public library in a small midwest town. It is intended to be a practice library rather than an ideal library. A number of basic deficiencies and problems are incorporated in the library, although JCL has some rather outstanding features. The materials assembled here were developed over a period of years for use in a general library administration class at the master's degree level.

In teaching library administration courses it became apparent that some common element was needed to encourage student involvement and to stimulate interaction. The backgrounds of master's degree students in library science are varied, ranging from several years of full-time, near professional experience to a complete lack of knowledge of libraries. Even those with library work experience have little in common, since they have worked in a great variety of jobs in the several types of libraries. The instructor is often hardpressed to find ways of relating general administrative theory to libraries when faced with this diversity. Students in administration classes in general ask "How does this relate to the real world", "this" being any topic under discussion that is not presented in an anecdotal "cookbook" manner.

JCL is not intended to be used as a textbook nor as a full course. It is intended to be used with other instructional materials and methods, connecting the numerous loose ends and helping the student see the relevance of the more abstract and theoretical concepts of administration. A great variety of case study problems, in-basket items, role playing situations, and budget exercises can be developed using JCL.

No study of this type can ever be considered complete; however, students using JCL are exposed to a number of the more common manuals, reports and forms found in a public library, and they are provided with sufficient information to allow them to analyse and evaluate the institution and to make the numerous necessary administrative decisions. Goals and objectives can be set, planning can be undertaken, and appropriate evaluation techniques and procedures can be formulated.

This publication is a condensation of the total; most peripheral or non-functional material has been deleted, even though it occasionally proved useful. A balance has been struck, hopefully, between too much and too little material. In some cases we never know enough about a situation, but frequently students (and administrators) flounder in excess information. In his teaching, the author supplements these written materials with 35mm slides and audio recordings.

Comments, suggestions, and criticisms are solicited from those who use JCL. Your assistance will be appreciated and your suggestions will be considered in the future revision of JCL and in the preparation of the academic library simulation which is currently under way. Thanks are given to the Princeton (New Jersey) Public Library for allowing its personnel and selection manuals to be used as the basis for the JCL manuals. Special thanks must go to three graduate assistants who have worked on JCL over the past two years - Cynthia Altgilbers, Shirley Brosch, Mary Joncich, and Christine Barbour and to my faculty colleagues for their suggestions and assistance.

## INTRODUCTION

All students using this simulation assume the position of Director of the Joetta Community Library and will be referred to in all subsequent exercises as Darrell Smith. Smith will begin as Director on July 1, 1974 replacing Mrs. Mary Ingram, the Acting Director. The project starts with an announcement of the vacancy (Library Director) which includes basic information about the community. Additional fragments of information about the city and the library are provided throughout the simulation. Instructors should use their imagination and encourage those using the materials to be imaginative and creative. In the classroom a slide tour of Joetta is provided the day the materials are distributed. Throughout the course of the project questions on Joetta are answered by the instructor (answers must be consistent with the data provided and should be recorded for future reference). Work projects call for manipulation and analysis of the available data and usually provide additional insight and information on the staff, the community, or a given situation. Some informational items have been compressed and altered in form to reduce their bulk. For example, the JCL personnel files have been replaced with short vitae. In-Basket materials and projects of many types have been developed which provide many administrative experiences for those using JCL. These materials will be shared with others who plan to use JCL for instructional purposes (write the author).

# City of Joetta

## Iowa

Municipal Building

201 East Main Street

Dwayne C. Knopp, Mayor

George N. Spencer, City Manager

February 6, 1974

Dear Sirs:

The City of Joetta is currently recruiting for the position of Library Director. As part of our recruitment effort, it would be greatly appreciated if you would bring this position to the attention of any of your graduates that may be seeking employment.

As indicated on the enclosed job description, the minimum qualifications for the Library Director include an MLS and two years experience, including some administrative and supervisory responsibility. However, these are minimum qualifications only. We would prefer recruiting someone with four or five years library experience, of which two have been in an administrative capacity.

The salary range for the Library Director is \$14,500-20,000. In addition, the City provides a full range of fringe benefits.

The Library Director is responsible for organizing and directing the City library services in the main library with a total circulation of approximately 250,000 volumes and an annual operating budget of \$215,000. A new addition is presently under design.

Joetta is a rapidly growing central Iowa community of 46,000. Educational, cultural and recreational facilities abound in the area. Joetta has a Council-Manager form of government which provides for a progressive and professional administration.

Interested candidates may apply to the Personnel Office, Room 209, Municipal Building, Joetta, Iowa. Also, if you would like to refer a candidate to us directly, it would be greatly appreciated.

In advance, thank you for your assistance. If we can provide any additional information about the position or City, please contact us.

Very truly yours,

*Robert M. Hickman*  
Robert M. Hickman  
Personnel Officer

RME/jag  
Enclosures

Joetta, Iowa  
Announces a Career Position  
Apply Now!

Position: Library Director  
Salary: \$14,500 - \$20,000  
Department: Library

DUTIES AND RESPONSIBILITIES:

1. Plans, prepares and recommends policies and procedures governing the scope of the public library program and personnel.
2. Organizes and supervises all library services.
3. Determines type and subject matter of new material needed and authorizes order of books, periodicals, and other materials within budget.
4. Supervises the classification of books, reference materials and periodicals.
5. Prepares work program, budget estimates and other regular and special reports.

MINIMUM QUALIFICATIONS:

1. Graduation from a recognized college or university with a Master's degree in Library Science.
2. Two years of progressively responsible professional library experience including some supervisory and administrative experience.
3. Thorough knowledge of the principles, practices and methods of library science and administration.
4. Considerable knowledge of general reference, classification, cataloging, ordering, circulation and children's library work.
5. Considerable knowledge of multi-media programs.

APPLICATION PROCEDURE:

Interested applicants may apply to the Personnel Office, Room 209, Municipal Building, Joetta, Iowa.

CLASS TITLE: Library Director

CHARACTERISTICS OF THE CLASS:

Under administrative direction, is responsible for planning, directing, supervising and coordinating all activities of the Library Department, and performs related work as required.

EXAMPLES OF DUTIES:

Plans, prepares and recommends policies and procedures governing the scope of the public library program and personnel; assigns, supervises, reviews and evaluates work of library personnel; schedules work week of staff to cover the extended library hours; arranges special training activities and programs; conducts staff conferences and meetings; organizes and supervises all library services; determines type and subject matter of new material needed and authorizes order of books, periodicals and other materials within budget; supervises the classification of books, reference materials and periodicals; supervises the mechanical processing of library materials for use by library patrons; cooperates and consults with officials of other governmental and educational agencies on common library problems; gives talks to civic and educational groups to stimulate interest and participation in the Library; prepares work programs, budget estimates and other regular and special reports.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from a recognized college or university with a master's degree in Library Science, and two years of progressively responsible professional library experience, including some supervisory and administrative experience; or any equivalent combination of training and experience.

Knowledge, Abilities and Skills: Thorough knowledge of the principles, practices and methods of library science and administration including considerable knowledge of general reference, classification, cataloging, ordering, circulation and children's library work; considerable knowledge of multi-media programs; considerable knowledge of reader interest levels and of books and authors; ability to plan, organize and direct library programs and activities; ability to train and supervise library personnel; ability to interpret community interests and needs, and to plan and provide continuing library services; ability to promote public library programs; ability to establish and maintain effective working relationships with other city departments and public agencies, lay groups, professional colleagues and the general public; ability to write effectively; ability to speak to public groups and civic organizations.



## ABOUT THE CITY OF JOETTA

Joetta is located on the prairie within an hour's drive of several large cities. The State University is only forty miles away. The prairie view is broken by the gently rolling landscape on the south and west of the City. The Manito River and its major tributary, Sugar Creek, flow southeastward across the northern half of the City providing fishing, boating and other recreational activities.

For many years the City population remained at slightly over ten thousand. In the past twenty years over thirty separate industries have settled in Joetta providing the nation and the world a wide variety of goods ranging through soft drinks, bean and corn products, steel culverts and automotive door handles. The industries are all clean and most are quite small. The most renowned industries, of course, are those dealing with the handling and processing of farm products.

The population of Joetta now stands at 46,000 and reflects a 20% growth rate over the past seven years. Education is provided by eight public elementary schools, two junior high schools, and a senior high school. In addition, there is also a parochial girls' high school (boarding) and the nationally known Whitney College. Colleges in the area include Central Iowa State College and The University of Iowa.

Cultural activities and entertainment in the Joetta area include the Joetta Municipal Band, the Star Course Symphony Series, the Joetta Rodeo and the Joetta Little Theatre.

Today, Joetta is one of the fastest growing and dynamic communities in the State. It is a rare combination of the old and the new, blended in such proportions as to protect a heritage and forge a future for its citizens.

### WORKING FOR THE TOWN OF JOETTA

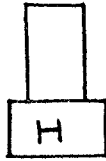
In Joetta, which has a Council-Manager form of government, you will work in a progressive, vigorous surrounding. The Municipal Building is one of the newest and most modern in the state.

Fringe benefits supplied by the City include the following:

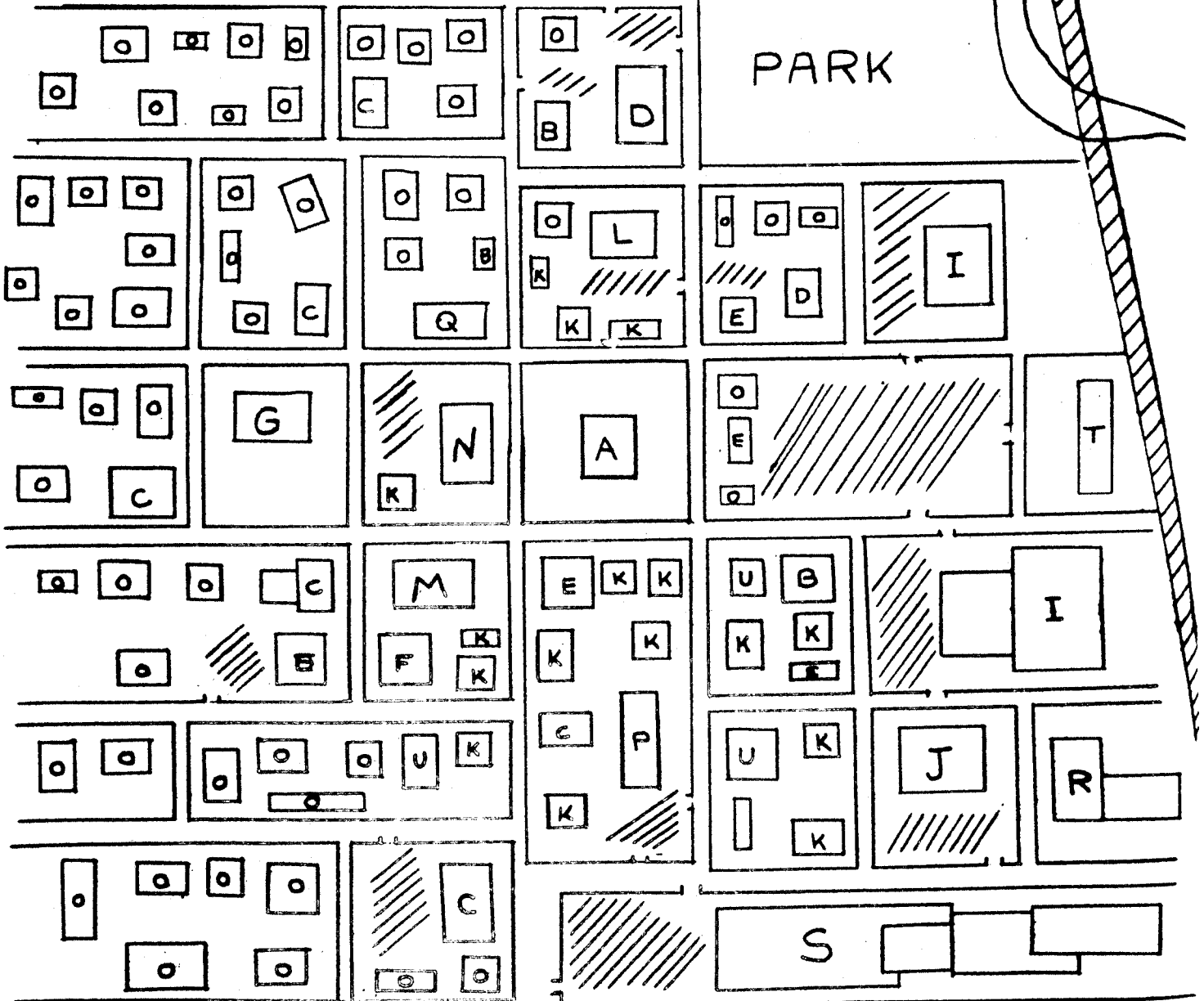
- |                                  |  |
|----------------------------------|--|
| - paid vacations (up to 4 weeks) | - contributory pension plan            |
| - 11 paid holidays               | - free group health and life insurance |
| - paid sick leave                | - major medical insurance              |
|                                  | - workmen's compensation               |

These and other benefits will be yours as an employee of the City of Joetta, Iowa.

LACKLAND  
JUNIOR COLLEGE



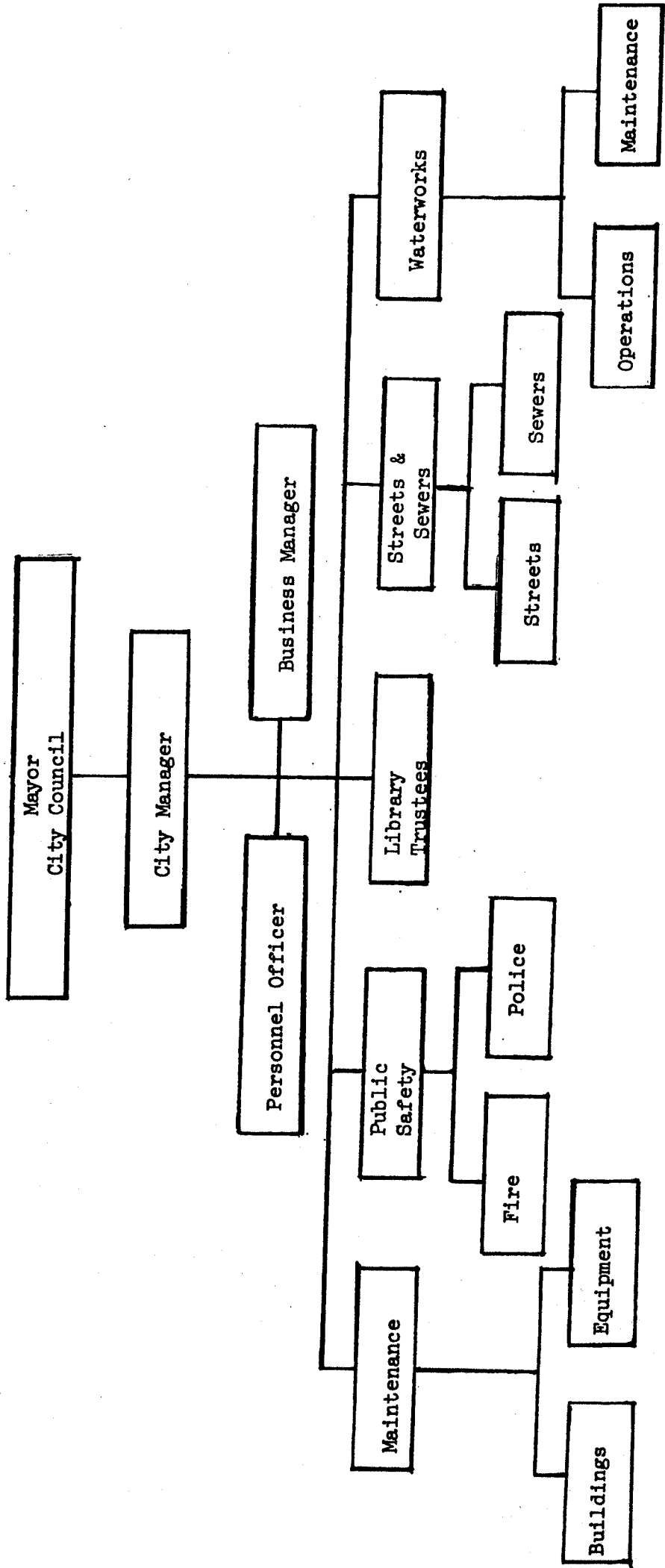
PARK



- A COURTHOUSE
- B BANK
- C CHURCH
- D CLINIC
- E EATERY
- F FIRE STATION
- G GRADE SCHOOL

- H HOSPITAL
- I INDUSTRY
- J JUNIOR HIGH
- K COMMERCIAL BUSINESS
- L LIBRARY
- M MUNICIPAL BLDG.
- N HOTEL

- O OCCUPANT
- P POLICE
- Q POST OFFICE
- R RECREATION CENTER
- S SHOPPING CENTER
- T TRAIN STATION
- U MOVIE



City of Joetta

Organization Chart

1975

PERSONNEL POLICY  
of the,  
JOETTA COMMUNITY LIBRARY

Welcome to the staff of Joetta Community Library. This manual is to help you learn about the library and the policies under which all staff members work. It sets forth in brief the aims, objectives, and policies of the Library, describes working conditions, outlines benefits, and acquaints you with your new work environment.

Objectives of the Library

The Library is an integral part of Joetta's total educational facilities and provides all residents with library resources and services to supplement their formal and informal education. In addition to books, pamphlets and periodicals, the Library's collection includes framed pictures, films, cassettes, records, sculpture and slides. It also offers readers' advisory, information and lending services, as well as materials and programs which are recreational in themselves and which supplement the various interests and hobbies of Library users.

Personnel Policies

I. Fair Employment

There shall be no discrimination in the selection and recruitment of new employees by reason of sex, marital status, politics, religion, national origin, race, or any other consideration which is unrelated to merit or to the qualifications deemed necessary for the successful performance of the duties of the position in question.

No record shall be kept which indicates the race, religion, or political affiliation of individual applicants or employees; no questions shall be asked in these regards of applicants or employees, or of their present or previous employers or character references; and no limitation shall be imposed in these regards in recruiting candidates for employment or in accepting applications.

II. Staff Structure

A. Organization Chart

The purpose of an organization chart is to:

1. Show structure of staff with the responsibilities of each position in relation to the whole.
2. Show the channel of authority within the staff.
3. Point out the line of promotion necessary for advancement.
4. Assist with staff planning by pointing up weaknesses and strengths in staff coverage.

B. Job Descriptions

1. Job descriptions have been compiled and are frequently revised for each position listed in the job classification and salary scale. It is understood that other valuable personal abilities and traits of the employee will often enhance the work, but they cannot be substituted for the satisfactory performance of the jobs essential to the service.

2. Each employee is given a copy of the job description for the position he holds so that he may know what duties he is expected to perform and what tasks are considered critical to the overall success of the service.
3. Salary is based upon the demands of the job to be done.

C. Performance evaluation

1. Every employee is entitled to know not only what he is expected to do, but also how well he is doing it and how his work can be improved. For this purpose the work of each employee will be evaluated.
2. New employees are hired with the understanding that the first three months are probationary and if work proves to be unsatisfactory, the Library may let the person go. In borderline cases, the Library may extend the probation period.
3. At the end of the probation period, the Director will consult with the Department Head, and then hold an evaluation conference with the new employee.
4. Thereafter, the evaluation will be annual. The evaluation will be recorded on the Annual Personnel Review Form (attached) and a copy given to the employee. An employee may request an evaluation at any time.
5. Evaluations are confidential. They will be filed and may be used as a basis for writing future confidential letters of reference.
6. Step increases in salary will be dependent upon satisfactory performance as shown by the evaluation.

III. Terms of Employment and Working Conditions

A. Selection and Appointment

1. Appointments to authorized library positions become permanent upon the satisfactory completion of the three-month probationary period.
2. All temporary and part-time appointments come under the three-month probationary period.
3. Permanent position appointments are made by the Board of Trustees upon recommendation of the Director.
4. Temporary and part-time position appointments are made by the Director.
5. Types of appointments include:
  - a. Full-time, permanent. Full benefits; responsibilities commensurate with grade of position.
  - b. Part-time, salaried. Pro-rated paid vacation, pro-rated sick leave, pro-rated paid holidays, social security; responsibilities commensurate with grade of position.
  - c. Part-time, hourly. No benefits other than Social Security; responsible for the performance of specific tasks.

B. Payment

1. Full-time permanent and part-time salaried employees are on a salary basis paid the fifteenth and thirtieth of each month.
2. Part-time hourly employees are paid monthly, based upon hours worked during the preceding calendar month. Checks are issued on the Friday following the second Tuesday of the month.

3. Salary increment is given to the employee at the anniversary date of his employment, depending upon satisfactory work performance. A cost of living increment is given, when need for such an increment is recognized by the municipal officials and the Library Board of Trustees.

#### C. Insurance Benefits

1. Full Blue Cross, Blue Shield, and major medical plans are available to all full-time employees, with full cost paid by the Library. They are available to part-time salaried employees, with costs paid by the Library in proportion to number of hours worked.
2. Public Employees Retirement System is compulsory for all permanent employees. A proportion of the payment is paid by the Library and the balance is deducted from the salary of the employee. This pension system carries a life insurance provision equal to 3 times the annual salary the first year. After the first year, the employee may choose to continue the contributory insurance, or change to non-contributory coverage equal to 1 1/2 times the annual salary.
3. Social Security is compulsory for all employees. Half of the tax is paid by the Library and the other half is deducted from the employee's salary.
4. Employees are protected under Workmen's Compensation insurance in case of accidental injury while at work.

#### D. Hours of Work

1. Full-time employees work a 5-day week with the total number of hours not to exceed 35 hours per week.
2. Employees in the Circulation, Children's and Reference Departments are expected to work at least one regularly scheduled night per week. In case of emergencies, additional night hours may be required.
3. Saturday work is rotated among staff members of the Circulation, Children's and Reference Departments. Generally each staff member works one out of every three Saturdays.
4. Sunday work is strictly optional. Staff members who work Sunday are paid at a premium rate.
5. When overtime is required by the Library (after 35 hours per week), overtime pay or compensatory time will be given at the rate of time and one-half.
6. Employees are allowed one hour for meal periods.
7. A rest period of 15 minutes is granted twice a day for each full working day, or one during a half day. Rest period time is not cumulative and cannot be taken at the beginning or end of a work day, since its purpose is to offer refreshment to the employee during work time.
8. Break time and meal time are assigned by the Heads of Departments. Prompt return from breaks and meals is essential.
9. Individual folders for time sheets are provided for each employee. Hourly employees record the time of arrival when they begin work, and the time of departure when they finish work. It is requested that they not sign "in" and "out" at the same time. All employees record sick days, vacation days, personal days, holidays, "off" days, overtime hours and hours taken off.

## E. Professional Improvement

1. Staff members are encouraged to attend professional meetings which will benefit both their work and the Library. Expenses will be covered by the Library at the discretion of the Director.
2. A staff member desiring to take an extension course, attend an extended seminar or workshop in any field related to his work that will benefit both his work and the Library will be encouraged. Time off with pay may be allowed and full or partial expenses paid at the discretion of the Director and the approval of the Library Board.

## F. Holidays

1. The Library is closed on the following holidays:
  - New Year's Day
  - Easter
  - Memorial Day
  - Fourth of July
  - Labor Day
  - Thanksgiving Day
  - Christmas
2. The Library will remain open the following holidays, with minimum staff on duty. These staff members will get double-time pay or double-compensatory time, at the discretion of the Director. These holidays are:
  - January 15 - Martin Luther King
  - Third Monday in February - Washington's Birthday
  - Good Friday
  - Second Monday in October - Columbus Day
  - Fourth Monday in October - Veteran's Day
  - Thanksgiving Friday

## G. Vacations

1. Number of days to which an employee is entitled depends upon his position and/or years of service.
  - a. Full-time positions requiring night work and Saturday work, and all professional positions, carry 22 vacation days per year earned at the rate of 1 3/4 days per month worked plus one day for the current completed year of employment.
  - b. Other full-time positions carry 15 vacation days per year earned at the rate of 1 1/4 days per month worked plus 1 additional day for each year of work completed after the first five (5) years, up to a maximum of 22 vacation days.
  - c. Pro-rated paid vacation is given to part-time salaried employees.
  - d. No paid vacation is given part-time hourly employees.
  - e. Vacation days not yet earned by the 1st of June of each year will not be granted except under special circumstances at the discretion of the Director or Assistant Director.
2. Vacations are normally taken during June, July, and August, but may be taken at other times provided they do not handicap Library activities and services. The employee's supervisor shall determine when this is the case.
3. Unused vacation time may not be carried over beyond June of each year.

4. Priority in choice of vacation time will be given to long term library employees.
5. Credit is given if a holiday falls during an employee's vacation period.

#### H. Sick Leave With Pay

1. Sick leave is defined as absence from post of duty because of illness, accident or exclusion from work by health officer.
2. Sick leave is granted a permanent full-time employee on the following annual basis:

<u>Length of Service</u>	<u>Time Allowed With Full Pay</u>
0 to 2 years	10 days per calendar year
3 to 5 years	20 days per calendar year
6 to 9 years	65 days per calendar year
10 or more years	100 days per calendar year

3. Sick leave may not be accumulated past the calendar year.
4. Extension of sick leave may be granted by the Board.
5. Sick leave must be reported by 9:00 a.m. for the morning shift and 11:15 a.m. for the afternoon shift.
6. Doctor and dental appointments during work hours may be taken if they can't be made during free hours, and if cleared with the Head of the Department. This time is to be taken as sick leave.
7. For illness of longer than 5 consecutive work days a doctor's statement may be required.
8. An employee injured in the performance of his duties, including travel to and from meetings, is paid full salary payments during his absence in accordance with the sick leave schedule, but is not charged personal sick leave. When payment under Workmen's Compensation is paid to the employee, the employee is paid the difference between compensation payment and his full pay during the period of his allowable sick leave.
9. A part-time employee injured in the performance of his duties is paid indemnity payments in accordance with Workmen's Compensation Law during his period of absence, except that the employee shall receive his regular wages during the first seven calendar days of absence in lieu of the Workmen's Compensation payment.

#### I. Leaves of Absence

##### 1. Maternity Leave

- a. Notice is usually submitted in advance to be effective after 6 months pregnancy. However, work can be continued past that time if mutually satisfactory to the Library and employee, and if a written statement of doctor's approval is furnished.
- b. Any staff member who becomes pregnant may request a maternity leave without pay or fringe benefits (for a maximum of six months) for the period of her pregnancy, confinement and recovery.
- c. Sick leave is not used for this purpose.
- d. An employee should notify the Director of pregnancy at a reasonably early date. This notification will be kept confidential, pending the employee's general announcement.

##### 2. Paternity Leave

A male employee may take two days paternity leave at the time of the birth of his child.



## 3. Leave Without Pay

Leave without pay may be granted in special circumstances at the discretion of the Director.

## J. Death or Emergency Illness in the Family

1. No deduction from salary is made for absence caused by death or emergency illness in the immediate family of an employee, provided that absence does not exceed a total of 3 working days.
2. Additional time required for attendance of serious family illness may be approved by the Director and charged to the employee's sick leave, not to exceed a total of 10 days per year.

## K. Personal Leave

1. A full-time permanent employee is allotted 3 days of personal leave during each calendar year, one for each four months worked during the first year of employment. Such leave is non-cumulative and is not to be added to vacation time. The purpose of such leave is to allow a staff member excused time for personal business.
2. A staff member should notify his Head of Department at least one week in advance, when possible.

## L. Jury Duty

A full-time staff member who is called for jury duty, or as a witness in court, will be granted leave with pay.

## M. Military Duty

1. Leave of absence, in conformity with federal regulations, will be granted personnel entering military service.
2. Leave of absence without pay will be granted members of reserve units which require annual training periods.

## N. Resignation

1. Any intention to resign should be expressed verbally to the employee's Head of Department and the Director.
2. The Library will compute the amount of vacation due the employee.
3. One month's notice is required for professionals, two weeks for non-professionals.
4. Failure to give sufficient advance notice may curtail the amount of vacation.
5. When the date of resignation has been set, the employee will write a formal resignation letter. Customarily the letter should include the reason for resignation.

## O. Retirement

The mandatory retirement age is 65.

## IV. Attitude and Conduct

- A. The employee is expected to perform his duties under the policies of the Library even though his own personal opinions may differ from Library policy
- B. Patrons expressing dissatisfaction with Library service should be referred to the Director.
- C. Grievances should be settled within the Department, informally, whenever possible. However, if the grievance cannot be settled within the Department, it should be submitted in writing to the Director. If the Director's decision on the resolution of the grievance is not acceptable, formal application for a hearing before the Library Board may be made through the Director.

- D. Suggestions from any member of the staff as to improvements in Library service are always welcome. They should be made through proper channels.
- E. Professional staff meetings are usually held every other Friday. Because of the size of the Library and the long hours of public service, it is impossible to have all employees of the staff attend. Department Heads call periodic staff meetings as need arises.
- F. It is requested that the Director's secretary be informed immediately of a person's change in address or telephone number.

Approved by the Library Trustees  
on July 31st, 1974

Annual Personnel Review 197\_\_\_\_\_

of \_\_\_\_\_

Check relevant column

	Poor	Fair	Good	Excellent
<u>Character</u>				
Responsibility				
Leadership				
Adaptability				
Self-reliance				
Initiative				
Attitude				
Enthusiasm				
Team work				
Self-control				
Manner				
Tact				
<u>Ability</u>				
Alertness				
Accuracy				
Originality				
Quality of work				

Ability

- Alertness
- Accuracy
- Originality
- Quality of work

General statement

Reviewed by  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## JOETTA COMMUNITY LIBRARY

## STAFF SALARIES

Name	1972/73	1973/74	1974/75
<u>Professional</u>			
Bruner	3,800	11,060	11,330
Beard		9,200	
Brown	12,600	13,100	Retired
Drake		9,500	9,800
Hashman	11,800	12,000	12,300
Ingrum	13,080	13,700	14,000
Malden	10,321	Retired	
Salmon			11,060
Smith			14,500
Stringer	10,750	11,000	11,300
Thistle		7,450	
Thompson	18,770	Deceased	
Washington			8,200
Professional - Sub Total	\$81,121	\$87,010	\$92,490
<u>Paraprofessionals</u>			
Able	3,000	3,400	3,750
Bennett		4,150	4,340
Bergstrom	5,650	5,900	6,000
Borgman	7,800		
Carson	5,870	6,000	6,700
Chamberlain			5,050
Fisk, T.	8,200	8,400	8,615
Himmel	7,450	7,800	Retired
Lee	hourly \$1.60	4,100	4,340
Pevelli	4,200	4,450	4,751
Thornton	9,350	9,600	9,800
Williams	4,220	4,380	4,540
Paraprofessional - Sub Total	\$55,740	\$58,180	\$57,886
<u>Hourly</u>			
Fisk, R.	\$1.95	\$1.95	\$1.95
Kramer			\$1.95
Lawrence			\$1.95
Hourly Budget	\$6,000	\$7,000	\$6,500
TOTAL	\$142,861	\$152,190	\$156,876

## JOETTA COMMUNITY LIBRARY

## Salary Scale

1974-75

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
I	\$14,500	15,500	16,500	17,500	18,800	20,000
II	12,500	13,300	14,100	14,800	15,600	16,500
III	11,060	11,600	12,200	12,800	13,400	14,000
IV	9,800	10,300	10,800	11,300	11,800	12,300
V	7,750	8,200	8,600	9,000	9,400	9,800
VI	5,500	5,800	6,100	6,400	6,700	7,000
VII	4,350	4,580	4,790	5,050	5,290	5,530
VIII	\$1,95	2.15	2.60	2.90	3.10	3.40

## Staff Positions

1974-75

Grade	Title	Incumbent
I	Director	Smith
II	Assistant Director	None
III	Head, Adult Services	Ingrum
	Head, Children's Dept	Salmon
	Head, Technical Services	Bruner
IV	Circulation Librarian	Hashman
	Head Reference Librarian	Stringer
	Audio-Visual Specialist (MLS)	Drake
V	Reference Librarian (Branch)	Thornton
	Reference Librarian	Washington
	Maintenance Supervisor	Fisk
VI	Stacks Supervisor	Carson
	Secretary	Bergstrom
VII	Audio-Visual Asst.	Able
	Neadmor Branch Asst.	Williams
	Technical Services Asst.	Bennett
	Reference Clerk	Chamberlain
	Floater Clerks	Pevelli
VIII	Stacks Clerk	Lee
	Part-Time (Hourly)	Fisk, R.
		Kramer
		Lawrence

JOETTA COMMUNITY LIBRARY  
Personnel Record

Name \_\_\_\_\_ Date and Place of Birth \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Spouses Name \_\_\_\_\_  
 Spouses Employer \_\_\_\_\_  
 Children \_\_\_\_\_ Names & Ages \_\_\_\_\_

H.S., Business & College Training	Dates	Maj	Minor	degree	Languages	
					Hours	Credit
					HS	Coll.
					German	
					French	
					Spanish	
					Latin	

**Work experience (not at Joetta)**

Dates	Position	Place

**Joetta Record**

Date	Dept.	Position	Full/Part Time	Salary

**Professional Activities**

\_\_\_\_\_

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**Comments**

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ABLE, GEORGE T.

BORN: Gilman, Nebraska, April 12, 1912

RESIDES: #2 Sunny Acres, W. Joetta, Ia.; with wife Claudia;  
telephone 443-5821

EDUCATION: 1926-1930, Rutherford B. Hayes H.S., Gilman, Neb.

WORK EXPERIENCE: 1930-31, clerk, H.C. Hardy Co., Grand Island, Neb.;  
1931-33, clerk, Howard Photo Shop, G.I., Neb.; 1933-35,  
Ass't. Photographer, Howard Photo Shop; 1935-42, Photographer,  
Stapleton Studios, Hubert, Neb.; 1942-47, U.S. Army;  
1947-51, Photographer, Lincoln Daily Star, Lincoln, Neb.;  
1951-61 Photographer, KAMP-TV Studios, Lincoln Neb.;  
1961- Photograprer, Able's Film Service, Joetta, Ia.

JOETTA EXPERIENCE: 8/5/70, Library, A-V. Ass't., P.T. - \$2600.

JOETTA SALARY: 1971 - \$2700; 1972 - \$2800; 1973 - \$3000;  
1974 - \$3400; 1975 - \$3750.

BENNETT, KAREN SUE (MISS)

BORN: Joetta, Iowa, March 21, 1957

RESIDES: #214 E. Randolph St. Apt. #120, Joetta, Ia.; telephone 443-2111

EDUCATION: 1970-74, J.F. Kennedy H.S., Joetta.

JOETTA EXPERIENCE: 6/71-10/71; 6/72-10/72, Lib. Ass't., F.T. \$50.00/wk.;  
9/72-6/74 Lib. Ass't. P.T. \$1.50/hr.; 6/74 Reference Ass't.  
F.T. \$4150.00; 1/75, Technical Service Ass't. \$4340.

BERGSTROM, LINDA

BORN: Summit, Illinois, August 2, 1943

RESIDES: #1709 D. Valley Rd., Joetta, Ia.; with spouse Philip, and  
child, Donald, age 7. Spouse's occupation, manager Blue  
Mill Restaurant, Joetta; telephone 440-1774

EDUCATION: 1957-61, Argo H.S., Summit, Ill.; 1961-65, Northern Illinois  
Univ., DeKalb, Ill., degree BA Education; 1965-66, Carolyn  
Smith Business College.

WORK EXPERIENCE: 1964-65, summer, secretary, N.I.U. Registration Dept.,  
DeKalb, Ill.; 1966-68, Stenographer, United Sales Corp.,  
Summit, Ill.

JOETTA EXPERIENCE: 1968-70, Library, clerk F.T. \$3,400; 1970, Library,  
secretary, \$4,900.

JOETTA SALARY: 1969-\$3500; 1971-\$5100; 1972-\$5400; 1973-\$5650;  
1974-\$5900; 1975-\$6000.

BRUNER, VELMA FAIRCHILD (MRS.)

BORN: South Bend, Indiana, April 1, 1944

RESIDES: #2 Whitney Manor, Joetta, Ia.; with spouse Gerald,  
Spouse's occupation, Anthropology Professor, Whitney College,  
Joetta Heights, Ia.; telephone 443-0409

EDUCATION: 1958-62, South Bend-West H.S.; 1962-66, Ball State University,  
Munice, Ind. Degree - B.S.-Foreign Language; 1966-67, U. of  
Michigan, Ann Arbor, Degree M.A. - French; 1967-68, U. of  
Michigan, Ann Arbor, Degree MSLS.

WORK EXPERIENCE: 8/1/68-7/20/72, Cataloger, Detroit Public Library

JOETTA EXPERIENCE: 8/1/72, Library, Cataloger P.T. \$3600; 1/1/74, Library,  
Head Technical Service, \$11,060.

PROFESSIONAL ACTIVITIES: member ALA, ILA

JOETTA SALARY: 1973 - \$3800; 1974 - \$11,060; 1975 - \$11,330.

CARSON, NANCY (MRS.)

BORN: Sycamore, Iowa, February 18, 1937

RESIDES: #10 Village Square, Apt. 4, Joetta, Ia.; with spouse, Frank  
and child, Katherine, age 7. Spouse's occupation, foreman,  
Joetta Paint Co.; telephone 440-7082

EDUCATION: 1951-55, Sycamore H.S., Sycamore, Ia.

WORK EXPERIENCE: 1954-56, clerk, Sycamore Public Library, Sycamore, Ia.;  
1959-60, Typist, Nolub Industries, Farmington, Ia.

JOETTA EXPERIENCE: 1961-70 Circ. clerk, Library, F.T., \$3240; 1970- , Stack  
supervisor, Library, \$5485.

JOETTA SALARY: 1961-\$3300; 1962-\$3350; 1964-\$3600; 1965-\$3695;  
1966-\$3825; 1967-\$4000; 1968-\$4350; 1969-\$4675; 1971-\$5629;  
1973-\$5870; 1974-\$6000; 1975-\$6700.

CHAMBERLAIN, JANET (MRS.)

BORN: Grand Rapids, Michigan, March 25, 1951

RESIDES: #1601 Brickville Rd., Joetta Ia.; with spouse, James.  
Spouse's occupation, teacher, Lackland Jr. College,  
Joetta; telephone 443-3657

EDUCATION: 1965-69, Comstock H.S.; 1969-73, Rockford College, degree  
B.A. Education; 1974-75, U. of Michigan, Ann Arbor, degree MSLS.

WORK EXPERIENCE: 1967, proofreader, Sun-Tribune newspaper, Grand Rapids,  
Mi.; 1968-70 (summer), waitress, Kendall's Ranch, Comstock Park,  
Mi.; 1972-73, Resident advisor, Rockford College, Rockford, Ill.;  
1973-74, Grad. Assist., U. of Michigan, Ann Arbor.

JOETTA EXPERIENCE: 5/24/74, clerk, Library ref. F.T., \$5050.

PROFESSIONAL ACTIVITIES: member ALA, SLA



DRAKE, CHARLES ARTHUR

BORN: St. Cloud, Minnesota, January 29, 1945  
 RESIDES: #7 Covington Manor, 113 Lavender Ave., Joetta, Ia.; with spouse, Mildred and child, Charles Arthur, Jr., age 13. Spouse's employer, Snoopy's Day Care Center; telephone 443-0009  
 EDUCATION: 1959-63, St. Cloud H.S.; 1963-67, St. Olafs' College, degree B.S. History; 1970-71, U. of Minnesota, Duluth, degree M.S. Instructional Technique.  
 WORK EXPERIENCE: 1967-70, Teacher, Duluth Jr. College; 1971-73, Technician, Products Division 3-M Corp. Minneapolis Mi.  
 JOETTA EXPERIENCE: 1974, A-V Specialist, Library F.T., \$9500.  
 SALARY: 1975 - \$9800.

FISK, RUTH (MISS)

BORN: Fairchild, Iowa, April 21, 1960  
 RESIDES: R. R. #2, Joetta, Ia.; telephone 443-2009  
 EDUCATION: 1972-76, J.F. Kennedy H.S.  
 WORK EXPERIENCE: 1972-74, student help J.F.K. Library; 1972-73 (summer), Red Horse Inn, Joetta.  
 JOETTA EXPERIENCE: 9/73, Library, student help P.T. circulation dept., \$1.95/hr.; 1975, P.T. reference dept., \$1.95/hr.

FISK, TED

BORN: Fairchild, Iowa, July 3, 1917  
 RESIDES: R. R. #2, Joetta, Ia; with spouse, Mabel, and child Ruth, age 15; other children not at home, Charles, age 37, John, age 34, telephone 443-2009  
 EDUCATION: 1931-33, Fairchild Community H.S.  
 WORK EXPERIENCE: 1933-58, farmer, Fairchild, Ia.; 1958-63, truck driver, Mid-West Grain Co., Joetta.  
 JOETTA EXPERIENCE: 1963-67, Streets & Sanitation Dept., City of Joetta; 1967 - Maintenance Supervisor, Library, \$7000; 1972, Bookmobile Dr. & Maintenance Supervisor.  
 SALARY: 1963-\$3600; 1968-\$7200; 1969-\$7400; 1970-\$7600; 1971-\$7800; 1972-\$8000; 1973-\$8200; 1974-\$8400; 1975-\$8615.

HASHMAN, FREDERICK DAVID

BORN: Keokuk, Iowa, February 19, 1931  
 RESIDES: #1272 Boulder Dr., Joetta Heights, Ia. telephone 443-1020  
 EDUCATION: 1945-49, Keokuk H.S.; 1949-50, 1953-57, Parsons College, degree  
 B.A. Greek; 1957-58, U. of Missouri, Columbia, degree MSLS.  
 WORK EXPERIENCE: 6/50-5/53, U.S. Army, Ft. Bragg and Korea.  
 JOETTA EXPERIENCE: 6/58, Circulation librarian - Library.  
 SALARY: 1958-\$8400; 1959-\$8500; 1960-\$8700; 1961-\$9000; 1962-\$9200; 1963-\$9400;  
 1965-\$9600; 1966-\$9800; 1967-\$10,000; 1968-\$10,400, 1969-\$10,700;  
 1970-\$11,000; 1971-\$11,300; 1972-\$11,600; 1973-\$11,800; 1974-\$12,000  
 1975-\$12,300.

INGRUM, MARY ELIZABETH (MRS.)

BORN: Joetta, Iowa, March 21, 1920  
 RESIDES: R. R. #3, Joetta, Ia.; telephone 440-7763  
 EDUCATION: 1934-38, O.W. Holmes, Joetta, Ia.; 1939-44, Whitney College,  
 Joetta, Ia., degree, B.A., British Lit.; 1959-64, U. of Iowa,  
 Iowa City, degree MSLS.  
 WORK EXPERIENCE: 1938-39, Secretary, Baker and Bailey, Joetta, Ia.;  
 1945-51, Secretary, Adams Turkey Hatchery, Joetta, Ia.;  
 1951-54, Stenographer, Drucker Enterprises, Chicago, Ill.  
 JOETTA EXPERIENCE: 1955-59, Reference Assist., Library, F.T., \$2700;  
 1959-64, Reference Librarian, Library, \$3350; 1964-69, Head  
 Reference Librarian, Library, \$5800; 1969-74, Head Adult Services,  
 Library, \$13,080; 1974-75, Acting Director, Library, \$13,700.  
 PROFESSIONAL ACTIVITIES: I.L.A.  
 SALARY: 1975-\$14,000.

KRAMER, DAVID

BORN: Joetta, Iowa, January 5, 1961.  
 RESIDES: #1813 Dewey Dr., Joetta, Ia.; telephone 443-7033  
 EDUCATION: 1973 - , J.F. Kennedy H.S., Joetta, Ia.  
 WORK EXPERIENCE: 1973-74 (summer), park maintenance, Joetta, Ia.  
 JOETTA EXPERIENCE: 1975 - student help, Library, P.T., \$1.95.

LAWRENCE, VIOLETT MAE

BORN: East St. Louis, Illinois, August 23, 1956  
 RESIDES: #1125 So. Broadway, Joetta, Ia.; telephone: none  
 EDUCATION: 1971-72, W. Campus H.S., Gary, Ind.; 1972- , J.F. Kennedy  
 H.S., Joetta, Ia.  
 WORK EXPERIENCE: 4/70-10/70, car-hop, A & W Drive Inn, Gary, Ind.;  
 4/71-10/71 same.  
 JOETTA EXPERIENCE: 6/23/74 - Library Assistant P.T. \$1.95

LEE, RACHEL (MISS)

BORN: Joetta, Iowa, May 17, 1952  
 RESIDES: #7702 Westport Drive, Joetta, Ia.; telephone 440-6671  
 EDUCATION: 1967-70, J.F. Kennedy H.S., Joetta, Ia.; 1971-73 Lackland  
 Jr. College.  
 JOETTA EXPERIENCE: 1971-73, clerk, stack-library, P.T. \$1.60/hr;  
 1974, clerk, library, F.T \$4,100.  
 SALARY: 1975-\$4340.

PEVELLI, GERTRUDE (MRS.)

BORN: Kansas City, Missouri, July 1, 1936  
 RESIDES: #814 No. Plum St., Joetta, Ia.; with spouse, Jack and children,  
 Hans (20), Ellen (19). Spouse's occupation, Owner/manager  
 Pevelli's Pizza Palace; telephone 443-6834  
 EDUCATION: 1951-53, Leadton H.S., Leadton, Kansas.  
 WORK EXPERIENCE: 11/59-6/66, nurses aid, Pitman Clinic, Kansas City, Mo.  
 JOETTA EXPERIENCE: 9/66, Clerk P.T. Library \$1.60/hr.; 1973, Floater  
 Clerk F.T., \$4,200; 1974-\$4751

SALMON, ROGER JOHN

BORN: New York City, November 12, 1950  
 RESIDES: #124 Richardson Mobile Home Estates, Joetta, Ia.; telephone 443-7635  
 EDUCATION: 1964-68, Hoover H.S., N.Y.C.; 1968-72, City College, N.Y.C.,  
 degree B.S. El. Education; 1973-74, Queens College N.Y.C.,  
 degree MLS.  
 WORK EXPERIENCE: 1972-73, Elementary school teacher, Brooklyn N.Y.  
 JOETTA EXPERIENCE: 1975, Head, Children's Dept. Library, \$11,060.  
 PROFESSIONAL ACTIVITIES: student member A.L.A.

STRINGER, CARLA RUTH

BORN: Joetta, Iowa, January 28, 1938  
 RESIDES: #212 So. Plum St. Joetta, Ia.; telephone 443-6965  
 EDUCATION: 1952-56, St. Mary's School of the Sacred Heart, Joetta, Ia.;  
 1956-60, Whitney College, Joetta, Ia., degree B.A. English;  
 1969-70, Northern Illinois University, DeKalb, degree M.L.S.  
 WORK EXPERIENCE: 1957-63, Clerk, Himmel Haberdashery, Joetta.  
 JOETTA EXPERIENCE: 1963, Library clerk, Library F.T., \$6000; 1970,  
 Reference Assist. Library, \$9800.  
 SALARY: 1964-\$6200; 1965-\$6400; 1966-\$6600; 1967-\$6800; 1968-\$7000;  
 1969-\$7200; 1971-\$10,000; 1972-\$10,200; 1973-\$10,750; 1974-\$11,000;  
 1975-\$11,300.

THORNTON, BARBARA BROCKMAN (MRS.)

BORN: Iowa City, Iowa, February 28, 1927

RESIDES: #4 Brockman Ct., Joetta Heights, Ia.; with spouse, Virgil Emerson.  
Spouse's employer, Brockman Loan and Savings, Joetta, Ia.

EDUCATION: 1939-45, Park Forest Girls Private School; 1945-47,  
Radcliffe, Cambridge Ma.; 1947-53, Whitney College.

WORK EXPERIENCE: 1942-47 (summers), receptionist, Brockman Savings & Loan, Joetta.

JOETTA EXPERIENCE: 1953-56, Library Reference Assistant, P.T.;  
1956-62, Library Reference Ass't. F.T.; 1962-68, Assist. Reference  
Lib.; 1968 Reference Lib. \$6250.

SALARY: 1969-\$6480; 1970-\$6805; 1971-\$7225; 1972-\$9000; 1973-\$9350;  
1974-\$9600; 1975-\$9800.

THISTLE, BARBARA ANN (MS.)

BORN: San Diego, California, July 23, 1950

RESIDES: #106 No. Davidson, Apt. 220, Joetta, Ia.; telephone 444-6271

EDUCATION: 1964-68, San Diego High School; 1968-72, University of California  
at Berkley, B.A. - political science; 1972-73, U.C. at Berkley  
MLS.

WORK EXPERIENCE: volunteer 1968 presidential campaign; 1972 coordinator  
McGovern campaign for county.

JOETTA EXPERIENCE: 9/73, Library - Reference Lib., \$7,450.

WASHINGTON, BETTY BLUMBER

BORN: Baltimore, Maryland, May 3, 1951

RESIDES: #939 So. Davidson, Apt. #2, Joetta, Ia.; with child, Mary,  
age 4 (divorced)

EDUCATION: 1965-69, Threlcherson H.S., Baltimore, Md.; 1969-73,  
Howard U., degree, B.A. English (minor L.S.).

WORK EXPERIENCE: 1970-73, page, Howard U. Library, P.T.

JOETTA EXPERIENCE: 5/74, reference librarian Library, \$8200.

WILLIAMS, BONNIE (MRS.)

BORN: Ft. Smith, Arkansas, October 14, 1927

RESIDES: #131½ Travestie Dr., Grassland, Iowa, with spouse, Harry, and  
children, Clarence (29), and Jane (15). Spouse and son's employer,  
Crescent Forge and Shovel; telephone 440-0101

EDUCATION: 1941-44, Community H.S., Canton, Mo.; 1948, Eleanor's Beauty  
School, Urbana, Ill.

WORK EXPERIENCE: 1948-51, Beautician, Claudines Beauty Salon, Harrison Grove,  
Mo.; 1954-58, Clerk, Liberty Mo.; 1959-66, Clerk/Sec., Petrie  
Chemical Co., Des Moines, Ia.; 1968-69, Beautician, Cleopatra's,  
Commerce, Texas; 1969-71, Beautician, Miller's Beauty Shop,  
Joetta, Ia.

JOETTA EXPERIENCE: 7/1/71, Library Assistant F.T., \$3680; 9/73, Neadmor  
Branch Library, \$4,220.

SALARY: 1972-\$3680; 1973-\$4220; 1974-\$4380; 1975-\$4540.

JOETTA COMMUNITY LIBRARY  
Materials Selection Policy

- I. The Materials Selection Policy for the Library is based upon the recognition that one of the primary responsibilities of the public library is the careful selection of books and other materials which will furnish the following:
1. A means whereby the individual can continue his education and growth as a person and as a member of society.
  2. Sources of information for research.
  3. Recreation.
  4. Stimulation of imagination; refinement of appreciations and broadening of experience.

The "Freedom to Read" and "The Library Bill of Rights" statements have been adopted as policy for this Library by the Board of Trustees.

- II. Local implementation of the principles embodied in the above statements are as follows:

Reference

The Library stocks standard, general reference works and special books reflecting local history and interests. The Head of Reference maintains a replacement schedule, so that the collection can be kept as current as book budget and professional judgement dictate. The purchase of new editions of encyclopedias is rotated, with at least one new encyclopedia edition purchased every year. Encyclopedia yearbooks are not generally purchased. Annuals of heavy demand are replaced as they become available.

Genealogy

The Library does not purchase genealogy of specific families, unless of local historical interest. Items of this nature are readily available at the State Library.

Fine and Rare Books

The expenditure of public or gift money in a medium sized public library for the purchase of rare books is not justified, except in cases of historical items on Joetta or Iowa. This position is further strengthened by the availability of the Whitney College Library.

It is the policy of the Library to purchase, as funds and opportunity afford, examples of fine bookmaking and art books with good illustrations. It is felt that direct contact with such books is a valuable educational experience, especially for those who may not have the opportunity to buy or enjoy them elsewhere.

Foreign Language Collection

Books in numerous foreign languages are provided for readers with general rather than specialized interests. The Library supplements this collection with a selection of foreign periodicals. Grammars and instruction in foreign languages are classified and shelved in the regular 400 section.

Paperbacks

Generally books are not purchased in paper binding, unless the title is out of print in hard cover or unless the title is judged special and not likely to be widely circulated. Added paperback copies of the works of a popular author may be purchased, to meet a short-term demand.

Textbooks

The Library selects textbooks only as a source of concise, organized information, but not as texts to duplicate or supplement local school curricula.

Replacement

The need for replacement of lost, damaged, and worn-out titles is reviewed by the reference staff. If replacement is desirable, a new copy is ordered providing it is in print and the replacement cost compares favorably with binding costs. If not, and the copy is in condition to warrant it, the book is sent to the bindery.

Controversial Subjects

It is the intent of the Library to stock materials presenting diverse viewpoints on controversial subjects.

Obscenity

All books purchased must have some literary quality and be based upon authentic human experience. Titles are not necessarily excluded from the collection because of the possibility that frankness of presentation might be offensive to some readers nor because they are not suitable for all ages. However, books which are intentionally sensational or morbid, cheaply sentimental or written in inferior literary style are excluded.

Sex

Authoritative books on sex education and marriage are purchased. An effort is made to obtain only material that is reliable, sane, and up to date. Extremely technical and scientific works are usually not added.

Medicine and Psychiatry

The Library stocks only general books for the layman in the areas of medicine and psychiatry and avoids professional medical books on the theory that lay interpretations of professional literature are apt to distort truth and encourage misguided self-diagnosis and treatment. Physiology, hygiene, home nursing care, preventive medicine, emergency care and aids for the understanding of various illnesses by the family and patient are covered thoroughly.

Religion

Books in the field of religion are selected to provide authoritative and objective presentations and histories of the major religious faiths. Inspirational and devotional materials of general interest are included but extreme emotional treatments of religious subjects are avoided.

Maps

In addition to the maps in the reference and circulation book collections, the Library maintains a small, up to date file of maps of local interest. In selecting maps, attention is given to accuracy, clarity, completeness, and the reputation of compiler and printer. The Library strives to keep the most recent major city and county maps for Iowa and the nearby out-of-state areas. U.S. Topographic Survey sheets are also purchased for Iowa.

Films, Film Strips & Slides

The Library is a member of the Iowa Film Circuit and Tri-State Film Circuit and with these memberships receives about 28 varied 16 mm films a month. These films are reviewed and purchased by a screening committee made up of one representative of each member library.

In film selection the committee looks for prints which provide stimulating experiences, convey information and arouse discussion.

The Library also purchases a few 16 mm and a few 8 mm silent films each year, to add to its permanent collection. The films are on general subjects primarily suitable for family programs, and are selected by the Reference Department and the Children's Librarian.

Film strips are purchased primarily for use in story hours and programs with children. Quality of print, presentation, subject matter, long-term appeal of subject are considered before making a purchase. A collection of slides is maintained in art and natural history.

#### Mounted Pictures

The Children's Department, in consultation with Adult Reference, maintains a small collection of flat pictures mounted on cardboard. Art prints and informational pictures are clipped from magazines and donated books not otherwise needed.

#### Framed Pictures

The Library maintains a collection of framed art reproductions. This is a rental collection, with fees going toward the purchase of additional pictures. Quality of reproduction and general appeal of the subject are criteria used in selection.

#### Pamphlets

Pamphlets are acquired to supplement books in subject fields where reference or circulation material of recent date in concise form is essential. The selection of pamphlets follows the general policies of book selection.

#### Periodicals

In general, the selection of periodicals is based on the criteria used in book selection. The inclusion of a periodical in the Reader's Guide or Public Affairs Information Service is one criterion. The Library does not subscribe to denominational magazines.

#### Phonograph Records

Careful consideration is given to making the scope of the record collection as broad as possible.

In addition to the standard classical music field, the record collection includes dramatic plays, Broadway musicals, speeches, readings, foreign language instruction, vocational instruction, jazz, folk, and ethnic recordings.

With only 5% of the total materials budget spent on records, the adult reference librarian in charge must take care to see that basic composers, and their major works, are represented. In addition, consideration must be given to quality of performance, adequacy of recording from a technical standpoint, format of album, topicality and uniqueness.

Since loss of (records) and wear and tear on records is greater than with books, the collection needs continual inspection and replacement of worn albums. New performances of basic works are considered at time of replacement.

One-third of the record budget is for children's recordings. These are selected by the Children's Librarian.

### III. Policy regarding selection for age groups is as follows:

#### Juvenile:

The basic policy of book selection for children is to choose the best new books, and replace and duplicate older titles which have proved their worth. Selection includes books for recreational reading and informative books covering a wide range of knowledge that will satisfy the child's natural curiosity and widen his interests.

Each book is judged on its own merits and it is also considered in relation to the whole collection and in relation to the children for whom it is intended.

Price is also given consideration.

#### Young Adult

There is no permanent collection of young adult books. A revolving display of approximately 100 titles is constantly stocked with books which appeal to teenagers. Readable adult titles are selected that are keyed to the needs and interests of young people, as well as books that will tend to open up new interests in cultural and social fields. Some titles written specifically for young people are included in the collection and children's titles are occasionally duplicated.

Children and young people progress in their reading ability at widely divergent rates and their subject interests vary greatly. With this in mind, all titles on the teen shelves are selected in the hope that they will lead to continued reading by each individual on as high a level as possible.

#### Adult

Points considered in adult book selection are: literary, educational, informational, and recreational value; authority and effectiveness of presentation; qualities conducive to critical thought and understanding; available funds. Titles are selected on the basis of content as a whole and without regard to the personal history of the author. In the case of controversial questions, variety and balance of opinion are sought.

Borrowers may make suggestions for book purchases. The professional staff reviews these suggestions and decides on purchase for the permanent collection or temporary interlibrary loan.



JOETTA COMMUNITY LIBRARY

Board of Trustees Meeting

May 30, 1973

The regular meeting of the Joetta Community Library Board of Trustees will be held on Wednesday, May 30, 1973 at 4:00 pm. in the library meeting room.

AGENDA

Approval of minutes  
Correspondence  
Financial Report  
The Director's Report  
Building Committee Report  
Friends of the Library Report  
Other Business  
Adjournment

## JOETTA COMMUNITY LIBRARY

## Minutes of the Meeting of the Library Trustees

Wednesday, April 27, 1973

Present: Harper, Sinclair, Stowe, Stephenson, Spencley, Collins, Thompson.

The minutes of the March 28, 1973 meeting were approved as written.

A group of staff members (Breener, Hashman, Lee) has requested the Trustees to consider the preparation of a Library Personnel Manual. After considerable discussion the Trustees asked Mr. Thompson to work with a staff committee in the preparation of a draft of such a manual for review next year.

The financial report was accepted as presented and payment of bills was approved.

Mr. Thompson reported that a group of citizens from the south side (Rev. Chase, spokesman) had met with him again concerning the possibility of opening a new branch in that part of town. He suggested that the present book mobile arrangement was satisfactory and that the circulation figures in that part of town do not warrant the proposed change. Dr. Spencley suggested we should look into the matter further. Mr. Harper asked what it would cost to open a new branch. Mr. Collins wondered if there were any vacant buildings (an old house?) which might be used for this purpose in the area in question. Dr. Spencley suggested Mr. Thompson look into the matter further and report to the Trustees next month. Everyone agreed.

Mr. Thompson recommended the employment of Mr. Charles Drake as Audio-Visual Librarian effective July 1, 1973 at a salary of \$9500. Mr. Stowe moved that the Director's recommendation be accepted, Dr. Stephenson seconded the motion. Aye: Harper, Stowe, Stephenson, Sinclair, Spencley. Nay: Collins. Motion carried. Mr. Thompson recommended the employment of Mrs. Eleanor Thistle as Reference Librarian effective August 21, 1973 at a salary of \$7450. Mrs. Stowe moved that the Director's recommendation be accepted, Mrs. Sinclair seconded the motion. Aye: Harper, Stowe, Stephenson, Sinclair, Spencley. Nay: Collins. Motion carried.

Mr. Thompson passed out the book selection reading lists for May and the Trustees discussed the April lists. Mr. Thompson suggested the books budget be increased to allow for the acquisition of more books so that the Joetta Community Library may maintain its strong volume count position.

Dr. Stephenson reported that the building committee would be visiting the library and talking with the staff during the month of May. They are presently working with the Friends of the Library in planning a possible remodeling of the basement area. The committee will make recommendations for 1974 at the May meeting.

President Harper reported that the City is considering employing a city manager to better facilitate the efficient operation of the city. There was discussion of the implications of this change for the Library.

President Harper moved for adjournment, Dr. Stephenson seconded the motion. Motion carried and the meeting adjourned at 6:15 p.m.

## JOETTA COMMUNITY LIBRARY

## Financial Report

May 1973

<u>RECEIPTS</u>	Current Month	Year to Date	Budget
Property Tax		\$142,812.40	\$144,628.70
Back taxes	\$ 87.50	960.12	
Fees	68.29	816.02	
Interest	5,393.40	8,736.25	9,343.30
Dog tax	4,075.00	4,107.00	4,302.00
Joetta B. Whitney Fund	1,685.00	17,400.00	19,423.00
State Aid		21,803.00	21,803.00
<hr/>			
Total Receipts	\$11,309.19	\$196,634.79	\$199,500.00
 <u>DISBURSEMENTS</u>			
Personnel Services			
Salaries, Library Staff	12,217.51	\$121,432.95	134,750.00
Salaries, Custodial	935.70	11,540.54	12,900.00
<hr/>			
Total	\$13,153.21	\$132,973.49	\$147,650.00
 Library Materials, etc.			
Books	236.50	21,435.35	23,000.00
Records, Films, Pictures	195.75	2,695.40	3,000.00
Periodicals	5.50	1,734.15	1,700.00
Microfilm	- - -	352.48	350.00
Binding	75.75	840.54	1,100.00
<hr/>			
Total	\$513.50	\$27,057.92	\$29,150.00
 <u>OPERATING EXPENSES</u>			
Heat & Light	201.13	5,987.30	6,000.00
Library Supplies	92.20	2,934.40	3,000.00
Office Supplies	- - -	717.95	1,000.00
Bookmobile	105.00	531.75	1,000.00
Postage	115.00	650.00	500.00
Furniture & Equipment	41.97	1,092.05	1,000.00
Meetings & Membership	- - -	912.00	1,000.00
Insurance	- - -	2,838.43	3,000.00
Transportation	93.50	898.50	1,000.00
Building & Grounds	175.00	1,685.25	2,500.00
Maintenance			
Telephone	145.70	1,690.04	2,000.00
Miscellaneous	38.32	652.01	700.00
<hr/>			
Total Expense	\$1,007.82	\$20,589.68	\$22,700.00
 TOTAL DISBURSEMENTS	\$14,674.53	\$180,621.09	\$199,500.00

## Joetta Community Library

## BILLS

May, 1973

Able's Film Service	\$32.00
Aesops Toy Shop	1.98
B & M Office Supply	37.23
Baker and Taylor	173.68
Billes, Clarence	112.37
Central Iowa Power Co.	201.13
EBSCO	5.50
Encyclopaedia Britannica	15.12
Hacknann Binders	25.75
Hashman	10.00
Herberg New Method	50.00
IBM	47.44
Joetta Herald Tribune	23.00
Joetta Motors, Inc.	30.20
Joetta Telephone and Telegraph Company	145.70
Jostens	23.50
Karl's Lock Shop	6.75
Malden	32.12
Martin's Grocery	6.75
Merle's Standard Station	74.80
Midwest Library Service	4.80
Osbourne Construction	55.00
PBP, Inc.	40.00
River City Clean Towel	9.40
SVE	10.00
Scarecrow Press	16.70
Schlipf Paper Company	13.50
Sears, Roebuck and Company	12.98
Smith's Electric	8.00
Standard Office Supply	12.55
Sweep-All Janitorial Supplies	16.74
Thompson, Ralph	38.40
Thornton, Ralph	12.98
U.S. Post Office	115.00
University of Iowa	70.25
Waldens Book Store	20.00
Westmore Pest Control	10.00

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**Total Bills**
**\$1,521.32**

JOETTA COMMUNITY LIBRARY

Board of Trustees Meeting

June 27, 1973

The regular meeting of the Joetta Community Library Board of Trustees will be held on Wednesday, June 27, 1973 at 4:00 pm in the library meeting room.

AGENDA

Approval of Minutes  
Correspondence  
Financial Report  
The Director's Report  
Building Committee Report  
Other Business  
Adjournment

## JOETTA COMMUNITY LIBRARY

## Minutes of the Meeting of the Library Trustees

Wednesday, May 30, 1973

Present: Harper, Sinclair, Stowe, Stephenson, Collins, Thompson.

The minutes of the April 27, 1973 meeting were approved as written.

Pres. Harper read a letter from Mayor Knopp informing the Trustees of the City Council's decision to hire a city manager. A search committee, headed by Lawrence Brockman, has been appointed and the Council expects to start interviewing applicants by August and will, hopefully, fill the position by January.

A letter of resignation from Alice Mansfield Malden was read. Miss Malden is retiring after 43 years on the library staff, most recently (since 1945) as acquisitions librarian. By unanimous vote the Trustees accepted Miss Malden's resignation and wished her well in the years to come. Mr. Collins added a special thanks for her assistance to the Trustees over the years, recalling that since he was first appointed to the Board of Trustees in 1938 she was always available for advice and recommendations. She will be sorely missed.

The financial report and payment of bills was approved.

Mr. Thompson announced that he plans to vacation in Nebraska next month, but will keep in touch with the library staff and available in case a problem arises. He will entrust the operation of the library to Miss Malden during his absence.

Mr. Thompson will make various recommendations on staff reorganization at the regular meeting in August. He reported that Miss Malden has been able to mend and repair worn and damaged books at about the rate they reach her but with her retirement some books may need to be sent outside for repairs.

In response to last month's visit from Rev. Chase, et al., Mr. Thompson has investigated the cost of opening a second branch to serve the south side. Two buildings are available at this time--the old Skruggs house near the foundry and the basement of the A.M.E. Church. Both would cost about \$100 per month. The Skruggs house would provide more space, but with the cost of utilities and maintenance, would be far too expensive. The church basement, while smaller, would seem to be the better choice since utilities and janitorial services would be provided by the church. The one inconvenience would be that the room would have to be rearranged each Sunday to allow the bible classes to meet. Mr. Thompson stated that for the time being he thought one of the present staff members could operate the library on a part time basis.

After discussing the matter, Pres. Harper moved that the Trustees rent the A.M.E. Church basement and establish a part-time branch, with the understanding that the Trustees will review the continuation of the operation annually. Mrs. Sinclair seconded the motion. Aye: Harper, Sinclair, Stephenson, Stowe; Nay: Collins.

Mr. Thompson passed out the book selection reading lists for June-July and the Trustees discussed the May lists. Mr. Collins expressed his concern at the amount of pornographic material being added to the reading lists. Mrs. Sinclair pointed out that these books are the ones which are making the best seller lists noting that both Semi-Tough and The Persian Boy from this month's review list are on the best seller lists. Mr. Thompson assured Mr. Collins that all controversial books would be kept in the adults only section behind the reference desk.

The Building Committee proposed the following projects for this summer:

Repair roof to stop recurring leaks	\$1,100.00
Sandblast the cap stones and gargoyles	400.00
Wash interior walls and light fixtures	400.00
Paint the basement area	275.00
Total Costs	<u>\$2,175.00</u>

After discussion all present voted in favor of the Committee's proposals. Pres. Harper will pass these recommendations on to the City Council.

Mrs. Genevieve Smith, representing the Friends, announced the plans to conduct a fall fund drive to raise money to pay for remodeling the basement area. Copies of the plans prepared by the Friends and the Building Committee were distributed. Mrs. Smith reviewed the plans and they were discussed. Pres. Harper asked all of the Trustees to consider this matter since it would be reviewed in detail at the August meeting. Mr. Collins said he still doesn't see why we need a kitchen in the library. Mrs. Smith and the others in her group agreed to be available for further clarification on any details at any time.

Pres. Harper moved for adjournment; Mr. Collins seconded the motion. Meeting adjourned at 6:23 p.m.

## Financial Report

June 1973

<u>RECEIPTS</u>	Current Month	Year to Date	Budget
Property Tax	800.00	143,612.40	144,628.70
Back taxes	56.23	1,016.35	- - - -
Fees	51.02	867.04	- - - -
Interest	607.05	9,343.30	9,343.30
Dog Tax	195.00	4,302.00	4,302.00
Joetta B. Whitney Fund	2,220.12	19,620.12	19,423.00
State Aid	- - - -	21,803.00	21,803.00
<b>Total Receipts</b>	<b>\$3,929.42</b>	<b>\$200,564.21</b>	<b>\$199,500.00</b>
<u>DISBURSEMENTS</u>			
Personnel Services			
Salaries, Library Staff	13,228.05	134,661.00	134,750.00
Salaries, Custodial	734.96	12,275.50	12,900.00
<b>Total</b>	<b>\$13,963.01</b>	<b>\$146,936.50</b>	<b>\$147,650.00</b>
Library Materials, etc.			
Books	1,154.25	22,589.60	23,000.00
Records, Films, Pictures	129.80	2,825.20	3,000.00
Periodicals	- - - -	1,734.15	1,700.00
Microfilms	- - - -	352.48	350.00
Binding	284.61	1,125.15	1,100.00
<b>Total</b>	<b>\$1,568.66</b>	<b>\$28,626.58</b>	<b>\$29,150.00</b>
<u>OPERATING EXPENSES</u>			
Heat & Light	213.04	6,200.34	6,000.00
Library Supplies	15.09	2,949.49	3,000.00
Office Supplies	- - -	717.95	1,000.00
Bookmobile	158.40	690.15	1,000.00
Postage	59.49	709.49	500.00
Furniture & Equipment	- - -	1,092.05	1,000.00
Meetings & Memberships	- - -	912.00	1,000.00
Insurance	- - -	2,838.43	3,000.00
Transportation	85.00	983.50	1,000.00
Building & Grounds	550.22	2,235.47	2,500.00
Maintenance			
Telephone	121.32	1,811.36	2,000.00
Miscellaneous	28.59	680.60	700.00
<b>Total</b>	<b>\$1,231.15</b>	<b>\$21,820.83</b>	<b>\$22,700.00</b>
<b>TOTAL DISBURSEMENTS</b>	<b>\$16,762.82</b>	<b>\$197,383.91</b>	<b>\$199,500.00</b>



## Joetta Community Library

## BILLS

June, 1973

ALA	\$22.00
Able, Richard and Company	155.60
Able's Film Service	19.75
Allen's Paint Store	51.00
Baker and Taylor	706.54
Barnhouse Publishing Company	35.47
Billes, Clarence	152.63
Central Iowa Power Company	213.04
Clyde Rolland Binding and Publishing	100.00
Cooperative Library Information Company	5.00
Discount Records, Inc.	110.05
Fisk, Ted	23.74
Hacknann Binders	66.11
Herzberg New Method	118.50
Joetta Motors, Inc.	63.00
Joetta Telephone and Telegraph Company	121.32
Little, Brown and Company	10.56
Malden, Alice Mansfield	12.00
Martin's Grocery	8.50
Merle's Standard Station	96.40
Office Emporiums, LTD.	15.54
Osbourne Construction	300.10
PBP, Inc.	150.22
River City Clean Towel	9.40
Scholastic Book Service	53.00
Sweep-All Janitorial Supplies	29.50
Thompson, Ralph W.	35.30
Thornton, Barbara	12.96
3-M Company	15.09
U.S. Post Office	59.49
Westmore Pest Control	10.00
World Book	18.00

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 Total Bills

\$2,799.81

82nd

ANNUAL REPORT  
OF THE  
TRUSTEES  
OF THE  
JOETTA COMMUNITY LIBRARY  
1973

The Joetta Community Library, a Public Trust, needs continuing additions to its endowment funds to maintain its many services. Funds for books and phonograph records are an ever-present need. Since the opening of the library in 1875 until the present day the income from the endowment funds and other gifts have played an important part in the operation of the library.

Will you consider the possibility of making the Joetta Community Library a legatee under your will?

Contributions to the Joetta Community Library are gifts to a charitable organization within the meaning of the Internal Revenue Code.

---

FORM OF GENERAL BEQUEST BY WILL

I give and bequeath to the Trustees of the Joetta Community Library the sum of \_\_\_\_\_ dollars.

---

Consult your lawyer as to the form of gifts for memorials or other special purposes.

Friends of the Joetta Community Library

The Friends are a group of individuals interested in enriching the lives of young and old in the community. Since its establishment in 1956 the Friends have played a significant part in the planning and raising of funds for the library. The Friends have worked actively for worthwhile projects and have regularly donated equipment and books to the library. This year they have donated a movie screen and plan to plant trees on the park grounds in the fall.

Library Report  
Officers of The  
Joetta Community Library  
1973

TRUSTEES

Hon. Dwayne C. Knopp  
Mayor of the City, ExOfficio Trustee

H. Halin Harper, President	Charles Spencley
Mrs. Gertrude Sinclair, Secretary	Harriet B. Stowe
Jason S. Collins, Treasurer	Donald L. Stephenson

Standing Committees

Finance

Sinclair, Spencley, Stephenson

Building and Grounds

Stephenson, Collins, Harper

Library

Stowe, Spencley, Collins

&

Librarian

Ralph W. Thompson

Edith Brown, Cataloger  
Mrs. Velma Bruner, Technical Services (Part-Time)  
Frederick D. Hashman, Circulation Librarian  
Mrs. Mary E. Ingrum, Head Reference Librarian  
Miss Ingrid Borgman, Children's Librarian  
Miss Alice Mansfield Malden, Acquisitions Librarian  
Ms. Carla Ruth Stringer, Adult Reference Service  
Mrs. Barbara Brockman Thornton, Branch Librarian

## REPORT OF THE TRUSTEES

To the Mayor and Members of the City Council  
Joetta, Iowa

Gentlemen:

Herewith we present the annual report of our librarian, Mr. Ralph W. Thompson, together with statistics for 1973.

The year just ended represents one more step toward the prime purpose of this library -- to provide the best possible service to all of the people. The continued growth of Joetta has put to the test the dedication and service interests of our fine staff and has taxed the physical facilities severely, however, we have continued to offer the cherished small-town, friendly library service even though we have grown to large-city size.

The Trustees express their gratitude to all those who have supported the Library in the past and they appeal with confidence for the continued support of the citizens themselves and the enlightened policies of our public officials.

Mrs. Gertrude Sinclair  
Secretary, Board of Trustees

## REPORT OF THE LIBRARIAN

To the Trustees of the Joetta Community Library

Gentlemen:

In 1973 the Joetta Community Library continued to provide the high quality library service the residents of the fair city of Joetta have so rightfully come to expect. Circulation, of all types, increased again this year and our great book collection continued to expand -- we now have the highest ratio of books per library card holder in central Iowa. The bookmobile has continued to serve the shopping center and the nursing homes as well as providing the usual service to various neighborhoods in the city.

Among the major advancements this year was the cooperative exchange agreement worked out with the Whitney College Library. Under this plan the two collections can now be shared. Mr. Fisk will pick up or deliver books each day as he moves to and from the Heights Branch. The remodeling of the old freight elevator into a passenger elevator has enabled the elderly and infirm to more easily reach the top floors. The new controls on the elevator are also appreciated by the staff who must use them daily. I would like to thank the Library Friends for their donation of several sets of earphones for the listening stations -- they are certainly of great benefit.

This year I would give my special thanks to two of our librarians -- Miss Malden and Miss Brown. Miss Malden earned my gratitude for her continued service to the library even after her retirement last year. Her advice and assistance have been valuable to all this year and her success with the Senior Citizens Library Night (each Thursday) has once again demonstrated what can be achieved with the proper dedication. Miss Brown's contributions are well known to all -- it is due to her efforts and hard work that we can point with pride to the fact that all our books have been cataloged according to our own needs. Even some of the finest libraries in the nation do a good deal less original cataloging. Miss Brown's capable hands have helped us preserve thousands of fine books over the years -- she is truly a marvel with the glue pot and tape.

I feel we can point with pride to the Joetta Community Library. Our collection is one of the largest, per capita, in the state and far exceeds the American Library Association standards. Our library staff are true professionals in every way, seldom missing a day's work and all doing far more than is expected. The statistics again show increases in both circulation and book stock. Much of what this library has become is due to the continuing efforts of the Library Trustees and to the splendid cooperation of Mayor Knopp and the City Council. I anticipate that with their support the Joetta Community Library will be able to continue providing the same high quality service in the year ahead.

Respectfully submitted,

Ralph W. Thompson

## STATISTICS

For the year ending June 30, 1973

Population served: 46,064  
 Number of registered borrowers: 12,383  
 Number of days open during year: 351  
 Number of hours open each week: 68½  
 Agencies: Main Library, branch, 1 bookmobile  
 Deposit Collections: 4 housing for the elderly, 8 rest homes  
                                   1 Veterans Hospital, 8 elementary schools  
 Individual Patrons serviced at home: 24  
 Reference questions asked (approx.): 8,000

Circulation

Adult books	123,695
Periodicals (Adult)	16,885
Children's Books	<u>113,080</u>
	253,660
Pictures and study units	1,803
Recordings	2,161
Circulation per capita	5.6
Items borrowed from other libraries	149
Items lent to other libraries	19

Books Processed

	<u>New</u>	<u>Duplicate</u>	<u>Recat.</u>	<u>Total</u>
Main Library	2,872	120	275	3,267
Children's Department	735	93	21	849
Joetta Heights Branch	330	4	---	334
	<u>3,937</u>	<u>217</u>	<u>296</u>	<u>4,450</u>

Book Stock

Number of volumes (est.) July 1, 1972	128,308
Number of volumes added in 1973	4,871
Number of volumes withdrawn in 1973	111
Number of volumes as of June 30, 1973	133,068
Change in year	4,760

## RECEIPTS

City Appropriated Funds	1974	1973
City General Fund	\$158,325.73	\$142,652.44
Dog Tax	4,019.23	4,302.00
Joetta Briggs Whitney Fund (held by city)	19,697.00	19,423.00
Encumbered & Reserved From Previous year	2,116.09	1,976.26
Total Receipts from City	184,158.05	168,353.70
<u>Received Under Act Providing State Aid for Free Public Libraries</u>	21,601.50	21,803.00
Endowment Funds held by Library Trustees	9,740.45	9,343.30
TOTAL BUDGET	\$215,500.00	\$199,500.00



## EXPENDITURES

	<u>1973</u>	<u>1972</u>
Salaries, Library Staff	\$134,661.00	\$133,947.92
Salaries, Custodial	12,275.50	12,173.53
Recordings, Films, Pictures	2,825.20	2,798.10
Microfilm	352.48	320.00
Binding	1,125.15	1,897.06
Library Supplies	2,949.49	2,251.40
Office Supplies	717.95	617.95
Postage	709.49	701.02
Furniture and Equipment	1,092.05	576.05
Equipment Maintenance	126.82	280.01
Equipment Rental	99.73	101.42
Building and Grounds Maintenance	2,235.47	2,306.56
Heat and Light	6,200.34	6,145.00
Telephone	1,811.36	1,794.00
Bookmobile (Maintenance)	690.15	876.40
"    "    (Insurance)	208.00	215.00
Printing	198.00	310.25
Meetings and Memberships	912.00	910.00
Insurance	2,630.43	2,618.50
Transportation	983.50	979.01
Miscellaneous	256.05	407.35
Books	22,589.60	22,320.15
Periodicals	1,734.15	1,800.50
	<hr/>	<hr/>
Total Expenditures	\$197,383.91	\$196,347.18
Balance	2,116.09	1,976.26

Community Library Report  
Combined Receipts & Expenditures

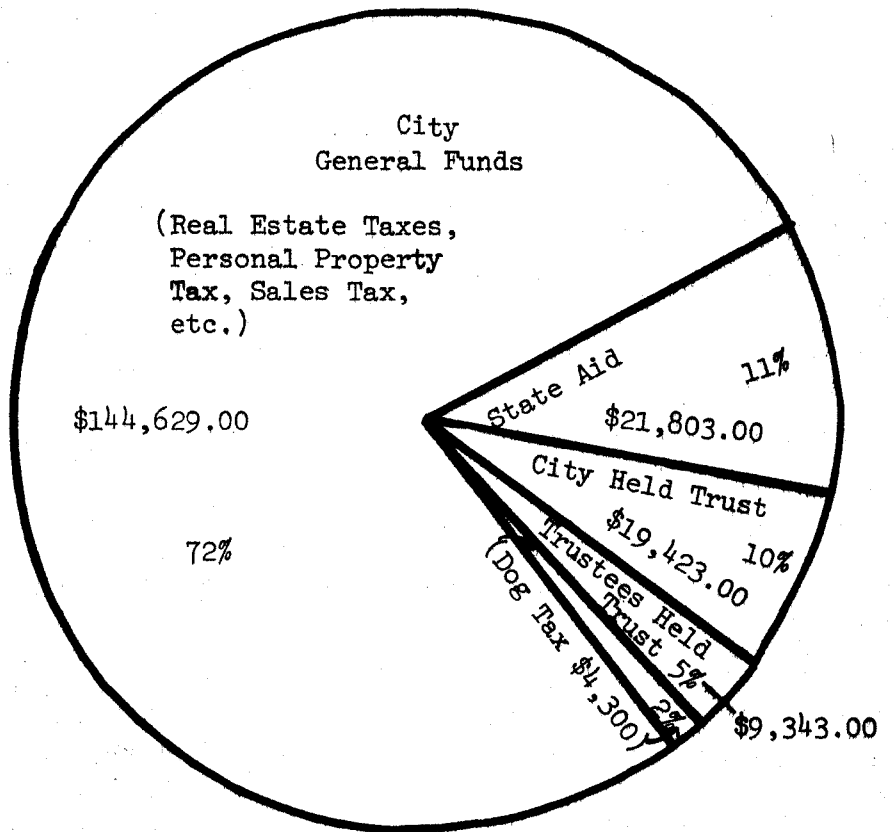
RECEIPTS

From City:		
Appropriations 1973	\$166,377.44	
Encumbered from 1972	<u>1,976.26</u>	\$168,353.70
From State Aid	<u>21,803.00</u>	21,803.00
From Trustees' Fund	<u>9,343.30</u>	9,343.30
Total Receipts		\$199,500.00

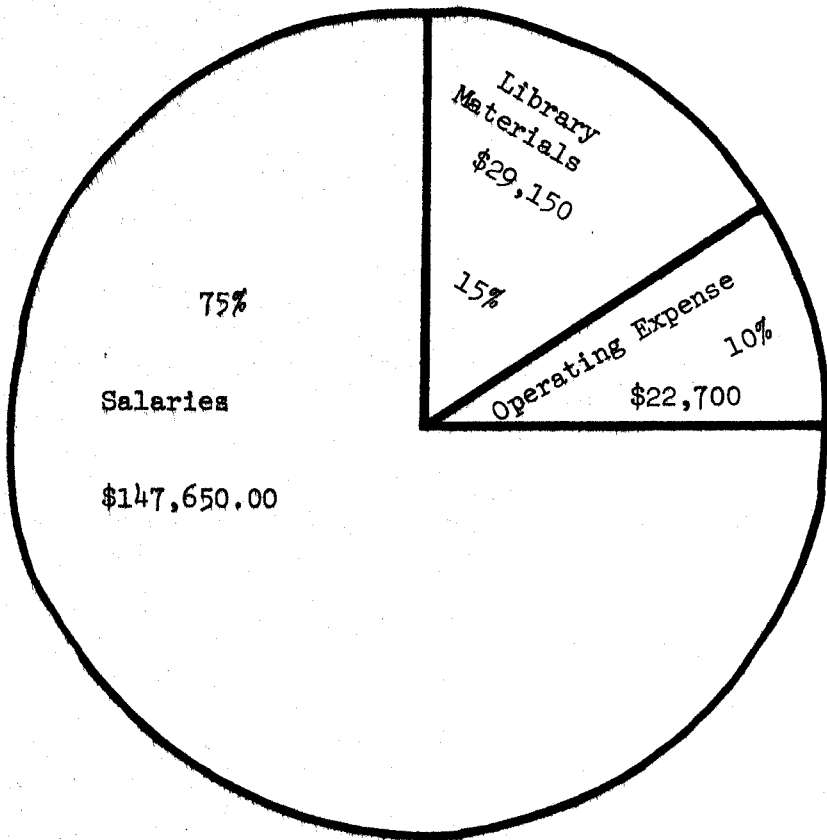
EXPENDITURES

Salaries:		
Library Staff	134,661.00	
Custodial	<u>12,275.50</u>	\$146,936.50
Library Materials:		
Books & Periodicals	24,323.75	
Records, Films, Pictures	2,825.20	
Microfilm	352.48	
Binding	<u>1,125.15</u>	\$ 28,626.58
Other Operating Expenses:		
Library Supplies	2,949.49	
Postage	709.49	
Furniture & Equipment	1,092.05	
Buildings & Grounds Maint.	2,235.47	
Heat & Light	6,200.34	
Telephone	1,811.36	
Bookmobile	898.15	
Meetings & Memberships	912.00	
Insurance	2,630.43	
Transportation	983.50	
Miscellaneous	<u>1,398.55</u>	\$ 21,820.83
Total Expenditures		\$197,383.91
Balance		\$ 2,116.09

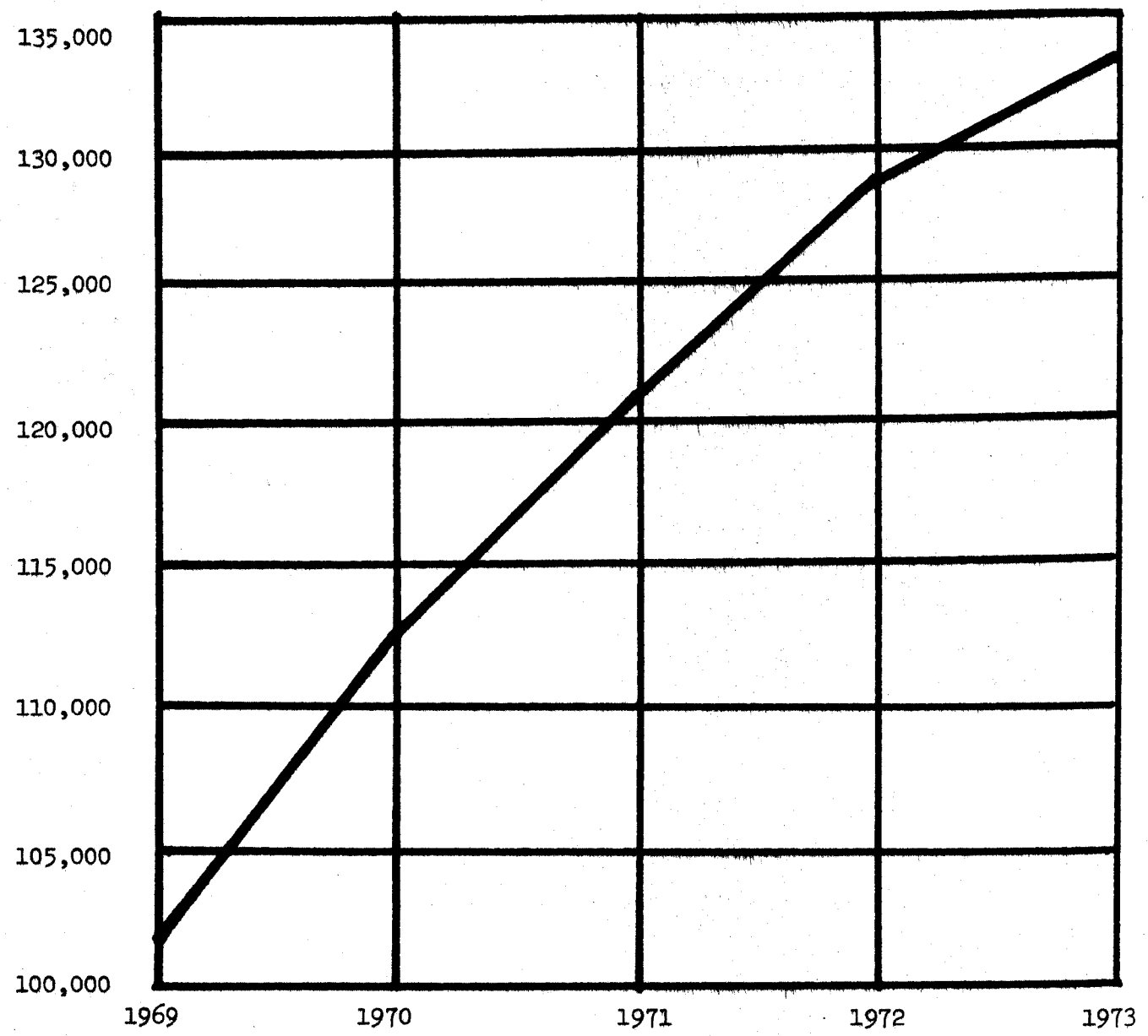
1973  
Income



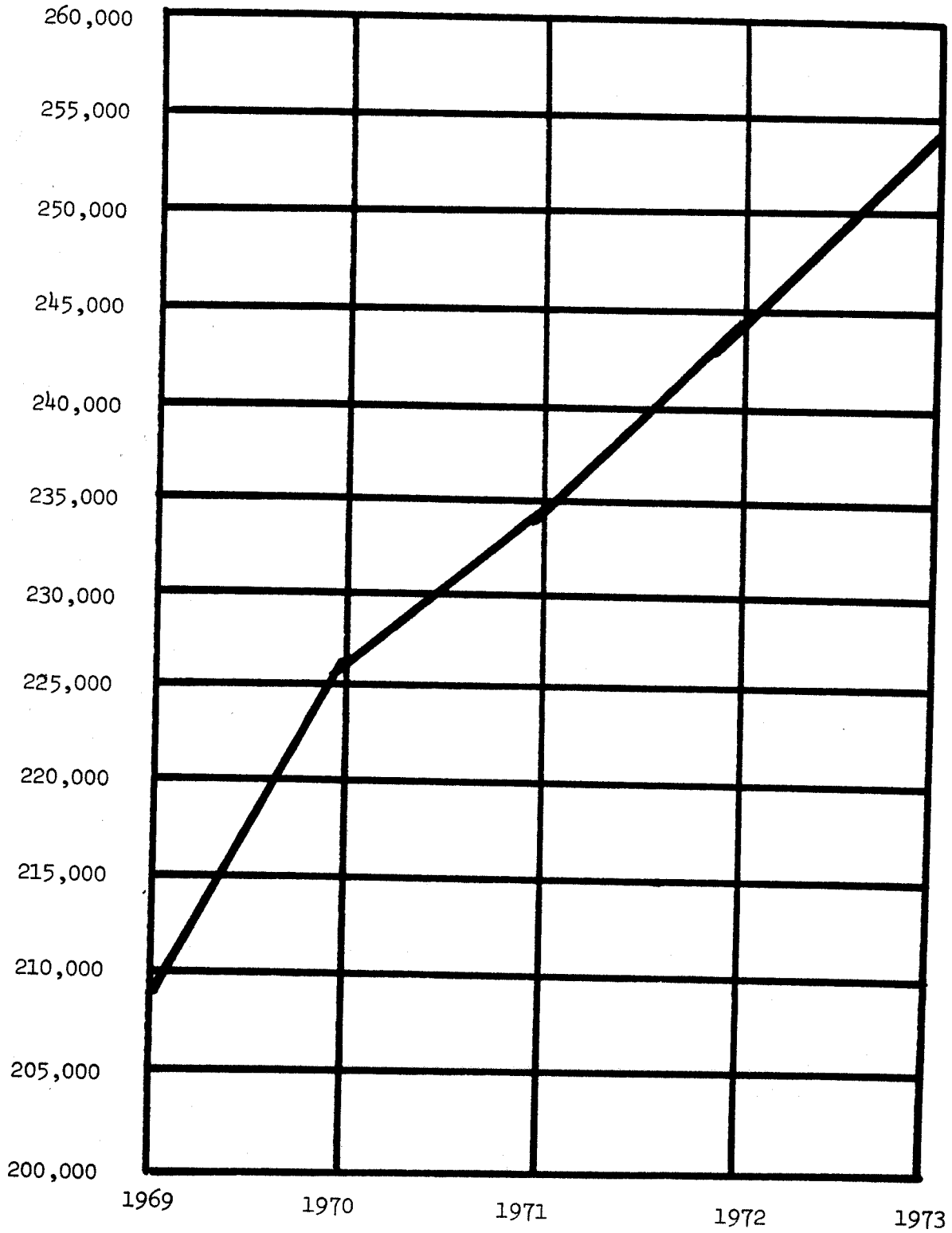
1973  
Expenditures



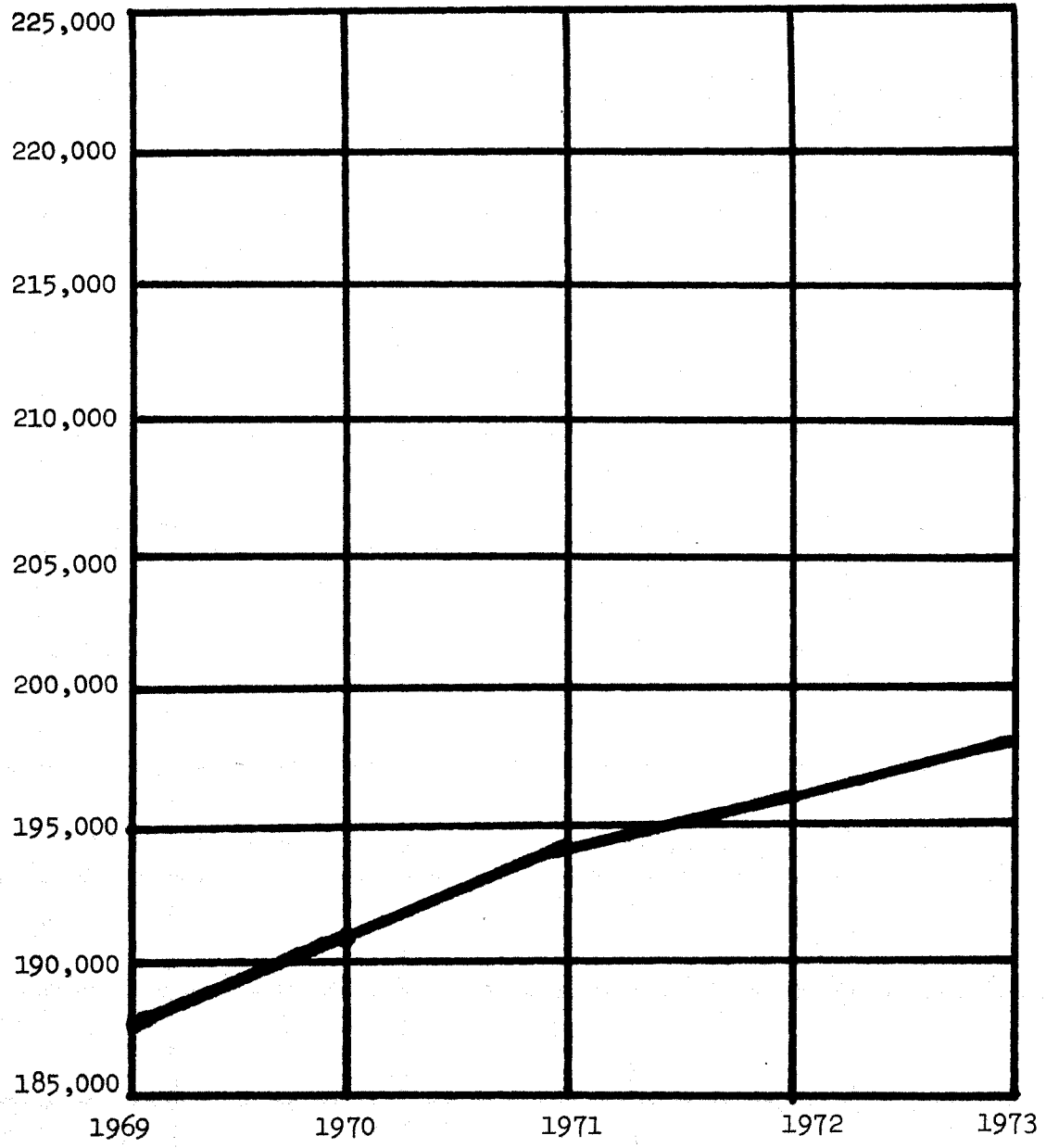
BOOK STOCK  
1969-1973



LIBRARY CIRCULATION  
1969-1973



LIBRARY BUDGET  
1969-1973



## JOETTA COMMUNITY LIBRARY

## Minutes of the Special Meeting of the Library Trustees

Wednesday, August 8, 1973

Present: Harper, Collins, Stowe, Sinclair, Stephenson, Spencley, Ingrum (later).

President Harper announced the death of Mr. Ralph Thompson at his home on the Sunday past and read the following statement (which was prepared for the Joetta Daily Express) -- Ralph W. Thompson, born January 29, 1907, in Joetta, Iowa, died Sunday, August 5, 1973, in Joetta, Iowa. He was the son of Sarah and Clarence Thompson, both deceased. Mr. Thompson is survived by an older sister, Bertha Clara Thompson, with whom he has resided since the death of their mother in 1944. Mr. Thompson was a graduate of the Oliver Wendell Holmes High School and of Whitney College. He joined the staff of the Joetta Public Library soon after graduation in 1928, and in 1939 he inherited the position of Librarian upon the retirement of that fine librarian Melville J. Unterbuch. He rendered nearly 45 years of faithful service to our Library and to the citizens of Joetta.

The Trustees expressed their sorrow at this unexpected tragedy and Mrs. Sinclair reported she had sent flowers in the Trustees' name.

A period of time was spent discussing the implications of Mr. Thompson's death for the Library. Mr. Collins moved that Mrs. Mary Ingrum be hired as Librarian. Dr. Stephenson suggested this appointment might be made as Acting Librarian for the first year. All agreed. President Harper phoned Mrs. Ingrum and invited her to attend the meeting. Mrs. Ingrum accepted the position as offered. She suggested that Miss Margaret Beard might return from retirement to replace her in the reference department. Mrs. Ingrum will contact Miss Beard and report to the Trustees later this month.

President Harper moved for adjournment; Mr. Collins seconded the motion. Meeting adjourned at 5:14 p.m.

## JOETTA COMMUNITY LIBRARY

## Board of Trustees Meeting

May 29, 1974

The regular meeting of the Joetta Community Library Board of Trustees will be held on Wednesday, May 29, 1974 at 4:00 P.M. in the Library meeting room.

## AGENDA

Approval of Minutes  
Correspondence  
Financial Report  
The Director's Report  
Building Committee Report  
Other Business  
Adjournment



## JOETTA COMMUNITY LIBRARY

Minutes of the Meeting of the Library Trustees  
Wednesday, April 24, 1974

Present: Harper, Stowe, Sinclair, Spencley, Stephenson, Collins, Ingram

The minutes of the March 27, 1974 meeting were approved as written.

The financial report was approved.

President Harper introduced Mr. Charles N. Spencer, the new city manager. Mr. Spencer spoke briefly to the Trustees, stressing his interest in books and libraries and asking for the help of Trustees during his period of adjustment and acclimation to Joetta. Mr. Spencer offered his assistance in any way possible.

There was no correspondence.

The financial report was approved after considerable discussion of the increased cost of several items.

Mrs. Ingram reported that there was a large number of applications for the position of Director of Libraries and for the other vacant positions. She will circulate the applications to the Trustees Staff Selection Committee. Mr. Collins said his committee hopes to be able to make recommendations for some of the positions next month. Mrs. Ingram asked Miss Stowe to report for her committee (salaries). Miss Stowe passed out copies of a proposed salary schedule and asked that the Trustees review it this month and be prepared to vote on it in May.

Mrs. Ingram recommended that the Building Committee consider a complete renovation of the present main library building or consider the construction of new quarters. Dr. Stephenson said his committee will discuss this matter at its next meeting.

Mrs. Ingram reported that progress was being made in "weeding" the book collection. Several thousand of the most decrepit, unused books have been removed from the collection. She stated that the work is progressing more slowly now, because the more obvious materials were disposed of early.

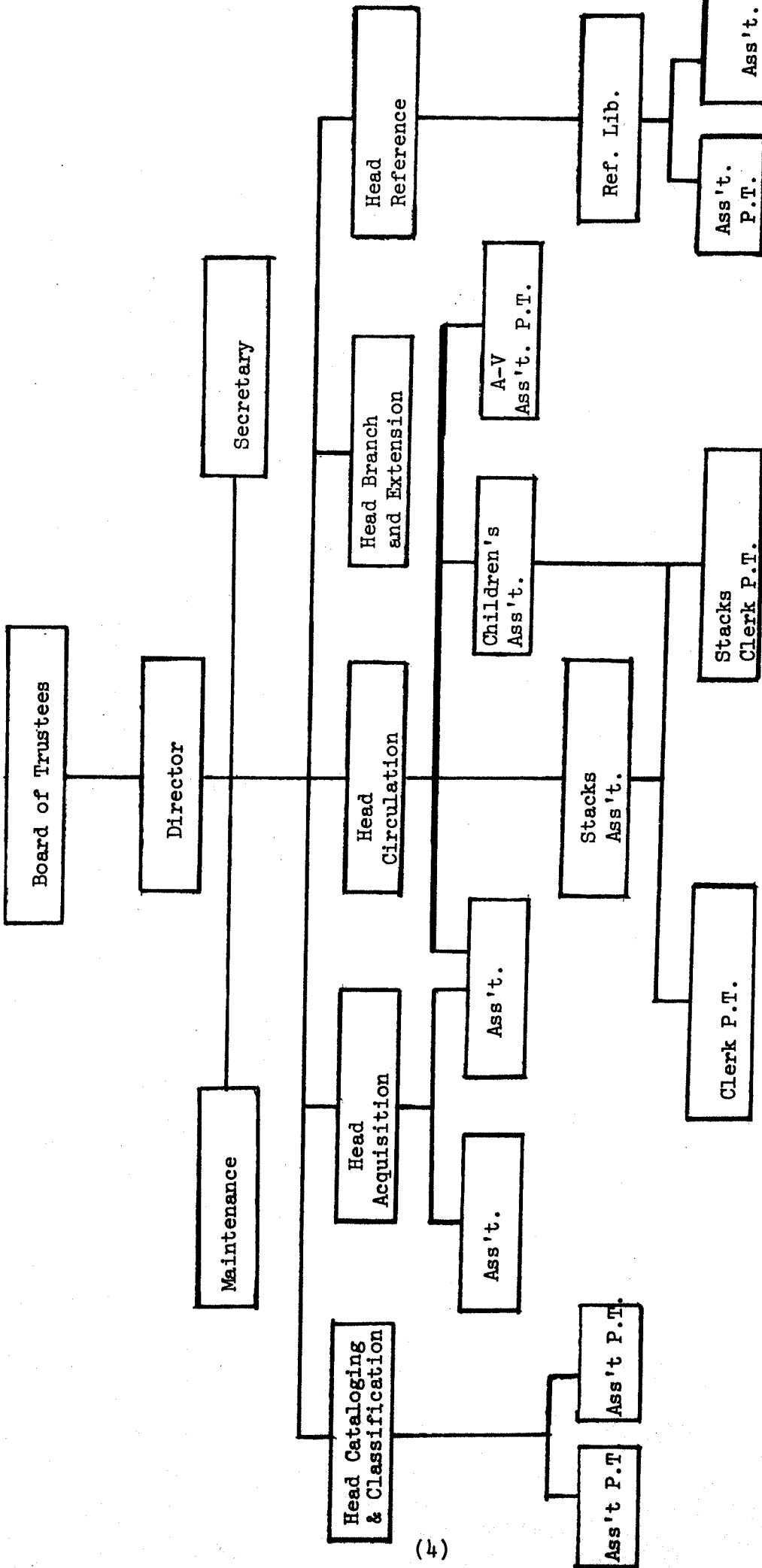
Mrs. Ingram circulated a proposed organization chart of the JCL for the Trustees' review. Everyone approved.

Mr. Stephenson reported that the Building Committee had approved repairs to the roof of the building. It is hoped that the leaks will finally be stopped. The Osbourne Construction Company has finally repaired the doors in the new meeting room -- they can now all be closed. This month the Committee will visit the Joetta Heights Branch.

The Rev. Samuel Chase requested that the Trustees approve additional funds to add staff and increase the hours of operation of the Neadmor Branch. He suggested that residents of the south side should be considered for part-time employment. Mr. Collins said the project was not yet a year old and the use of the branch did not seem to justify expansion. Rev. Chase suggested the library would be used more if it was open in the evenings or on Saturday.

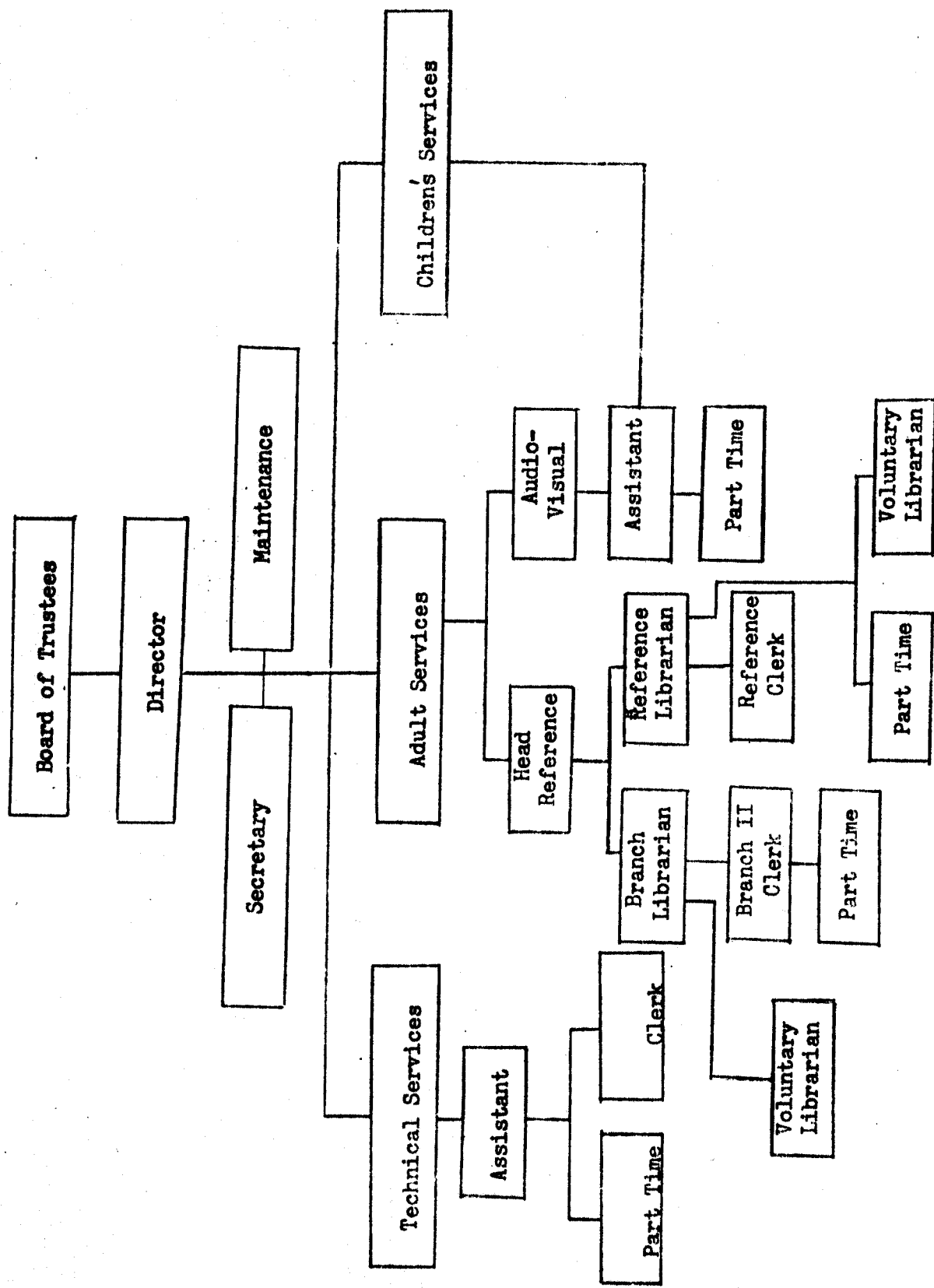
Mr. Collins pointed out that the Joetta Heights Branch was open only during the days and its use was quite high. The Trustees agreed to take Rev. Chase's suggestion under advisement.

President Harper moved for adjournment. Mr. Spencley seconded the motion. Meeting adjourned at 6:27 p.m.



(F)

Joetta Community Library  
Organization Chart



ORGANIZATION CHART FOR THE LIBRARY OF

JOETTA

1975

## JOETTA COMMUNITY LIBRARY

## Financial Report

May 1974

<u>RECEIPTS</u>	Current Month	Year to Date	Budget
Property Tax	\$ 1,168.44	158,804.90	160,441.82
Back Taxes	- - - -	1,190.00	- - - -
Fees	6.73	68.15	- - - -
Interest	746.85	8,928.60	9,740.45
Dog Tax	383.00	3,584.23	4,019.23
Joetta B. Whitney Fund	- - - -	18,105.60	19,697.00
State Aid	- - - -	21,601.50	21,601.50
<b>Total Receipts</b>	<b>\$2,305.02</b>	<b>\$212,282.98</b>	<b>\$215,500.00</b>
<u>DISBURSEMENTS</u>			
Personnel Services			
Salaries, Library Staff	12,083.00	132,843.49	145,000.00
Salaries, Custodial	1,576.40	11,485.95	13,000.00
<b>Total</b>	<b>\$13,659.40</b>	<b>\$144,329.44</b>	<b>\$158,000.00</b>
Library Materials, etc.			
Books	2,287.50	20,599.80	22,500.00
Records, Films, Pictures	286.95	4,071.00	5,000.00
Periodicals	56.70	1,515.90	2,000.00
Microfilms	112.35	922.51	1,000.00
Binding	83.50	855.05	1,000.00
<b>Total</b>	<b>\$2,827.00</b>	<b>\$27,964.26</b>	<b>\$31,500.00</b>
<u>OPERATING EXPENSES</u>			
Heat and Light	241.78	7,480.20	6,500.00
Library Supplies	89.81	2,489.27	3,000.00
Office Supplies	17.21	229.80	800.00
Bookmobile	52.70	1,043.50	1,000.00
Postage	101.15	825.17	700.00
Furniture & Equipment	37.30	375.95	500.00
Meetings & Memberships	61.00	851.10	1,000.00
Insurance	- - - -	3,024.12	3,000.00
Transportation	21.40	1,419.35	1,500.00
Building & Grounds	795.75	2,085.49	4,000.00
Maintenance			
Telephone	197.61	2,115.44	2,300.00
Rent	100.00	1,100.00	1,200.00
Miscellaneous	88.45	885.59	500.00
<b>Total</b>	<b>\$1,804.16</b>	<b>\$23,924.98</b>	<b>\$26,000.00</b>
<b>TOTAL DISBURSEMENTS</b>	<b>\$18,290.56</b>	<b>\$196,218.68</b>	<b>\$215,500.00</b>

## JOETTA COMMUNITY LIBRARY

## BILLS

May, 1974

Able, Richard & Company	\$ 257.00
Able's Film Service	58.50
Baker and Taylor	1,335.30
Billes, Clarence	248.13
Corals' Stationary Shop	7.21
Central Iowa Power Co.	241.78
City of Joetta	10.00
Discount Records, Inc.	105.00
Encyclopaedia Britannica	514.00
First A.M.E. Church	100.00
Fisk, Ted	21.40
Gaylord	40.40
Hacknan Binders	83.50
Ingrum, Mary E.	61.00
Iowa Books, Inc.	131.80
Joetta Construction Co.	515.22
Joetta Telephone and Telegraph Co.	197.61
McMillin & Co.	18.15
Merles' Standard Station	52.70
Office Emporuims, Ltd.	37.30
Osbourne Construction	12.00
Osco Drugs	21.20
Peal, Miller, & Peal	112.35
P.B.P., Inc.	73.00
River City Clean Towell	10.40
Scarecrow Press	31.25
Scholastic Book Service	56.70
Stephenson, Donald	10.45
Sweep-All Janitorial Supplies	49.41
TDC	107.25
U.S. Post Office	101.15
Westmore Pest Control	10.00

Total

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 \$4,631.16

JOETTA COMMUNITY LIBRARY

Board of Trustees Meeting

June 26, 1974

The regular meeting of the Joetta Community Library Board of Trustees will be held on Wednesday, June 26, 1974 at 4:00 P.M. in the library meeting room.

AGENDA

Approval of Minutes  
Correspondence  
Financial Report  
The Director's Report  
Building Committee Report  
Other Business  
Adjournment

## JOETTA COMMUNITY LIBRARY

## Minutes of the meeting of the Library Trustees

Wednesday, May 29, 1974

Present: Harper, Stowe, Spencley, Stephenson, Collins, Ingram.

The minutes of the April 24, 1974 meeting were approved with one correction-- Mr. Spencer's first name is George, rather than Charles.

The financial report and payment of bills was approved.

Mr. Collins reporting for the Staff Selection Committee, presented abstracts of the applications for the various vacant positions for review and discussion by the Trustees. Mr. Roger Salmon was chosen as the children's librarian -- all voted aye. The Trustees then considered the many applications for Director and discussed those that were interviewed. Daryl Smith was chosen to be the new Director. Aye: Harper, Stowe, Spencley, Stephenson, Nay: Collins.

Miss Stowe chaired the discussion of the proposed salary schedule for 1974-75. The schedule was adopted as presented. Aye: Harper, Stowe, Spencley, Stephenson. Nay: Collins.

Mrs. Ingram presented her annual report to the Trustees; it was reviewed and accepted. Mrs. Ingram asked the Trustees to continue her policy of allowing the professional staff to select all books, without the Trustees' review. The recommendation was approved. She suggested that an additional staff person be hired to "weed" the library collection. In her opinion the progress being made by regular staff members in their free time is too slow. She further suggested that the hours of operation be reduced in the Joetta Heights Branch-- to reflect the circulation decline. Mrs. Ingram stated that she had enjoyed working as Acting Director, but felt that she should not make further recommendations to the Trustees since a new Director has been chosen. President Harper expressed the Trustees' thanks to Mrs. Ingram and also to Miss Beard who returned from retirement to replace Mrs. Ingram.

President Harper suggested that Trustees should start looking for other more permanent quarters for the Neadmor Branch.

Mr. Stephenson, reporting for the Building Committee, stated that the Joetta Heights building has had the trim painted; the steps to the basement have been repaired and the first floor furniture has been refinished. He recommended that the venetian blinds be cleaned and repaired next month. Mrs. Ingram reported there were no leaks in the roof during last week's rain.

President Harper moved for adjournment; Miss Stowe seconded the motion. Meeting adjourned at 7:15 p.m.



## JOETTA COMMUNITY LIBRARY

## Financial Report

June 1974

<u>RECEIPTS</u>	Current Month	Year to Date	Budget
Property Tax	\$ 337.42	159,142.32	160,441.82
Back Taxes	109.50	1,299.50	- - - -
Fees	8.00	76.15	- - - -
Interest	811.85	9,740.45	9,740.45
Dog Tax	435.00	4,019.23	4,019.23
Joetta B. Whitney Fund	1,641.40	19,747.00	19,697.00
State Aid	- - - -	21,601.50	21,601.50
<b>Total Receipts</b>	<b>\$3,343.17</b>	<b>\$215,626.15</b>	<b>\$215,500.00</b>
<u>DISBURSEMENTS</u>			
Personnel Services			
Salaries, Library Staff	12,107.45	144,950.94	145,000.00
Salaries, Custodial	1,626.15	13,112.10	13,000.00
<b>Total</b>	<b>\$13,733.60</b>	<b>\$158,063.04</b>	<b>\$158,000.00</b>
Library Materials, etc.			
Books	710.54	21,310.34	22,500.00
Records, Films, Pictures	29.00	4,100.00	5,000.00
Periodicals	10.50	1,526.40	2,000.00
Microfilm	- - -	922.51	1,000.00
Binding	195.50	1,050.55	1,000.00
<b>Total</b>	<b>\$945.54</b>	<b>\$28,909.80</b>	<b>\$31,500.00</b>
<u>OPERATING EXPENSES</u>			
Heat and Light	286.50	7,766.70	6,500.00
Library Supplies	174.25	2,663.52	3,000.00
Office Supplies	595.75	825.55	800.00
Bookmobile	427.00	1,470.50	1,000.00
Postage	85.03	910.20	700.00
Furniture & Equipment	165.80	541.75	500.00
Meetings & Memberships	102.00	953.10	1,000.00
Insurance	- - - -	3,024.12	3,000.00
Transportation	25.75	1,445.10	1,500.00
Buildings & Grounds	2,050.00	4,135.49	4,000.00
Maintenance			
Telephone	207.54	2,322.98	2,300.00
Rent	100.00	1,200.00	1,200.00
Miscellaneous	105.00	990.59	500.00
<b>Total</b>	<b>\$4,324.62</b>	<b>\$28,249.60</b>	<b>\$26,000.00</b>
<b>TOTAL DISBURSEMENTS</b>	<b>\$19,003.76</b>	<b>\$215,222.44</b>	<b>\$215,500.00</b>

JOETTA COMMUNITY LIBRARY  
BILLS  
June, 1974

Able, Richard & Co.	\$ 105.04
Able's Film Service	29.00
Baker & Taylor	605.50
Billes Clarence	50.00
Campus Book Store	18.30
Central Iowa Power Co.	286.50
Clarks' Variety Store	4.95
First A.M.E. Church	100.00
Fisk, Ted	10.50
Gaylord	91.00
Glockstien Repair Shop	400.00
Graham, Chester	3.60
Greater Joetta Library Association	102.00
Hacknan Binders	91.00
Herzberg New Method	104.50
IBM	510.00
Ingrum, Mary E.	15.25
Joetta Construction Co.	1,490.00
Joetta Telephone & Telegraph	207.54
Martins' Grocery	1.23
Merles Standard Station	27.00
Office Emporiums, Ltd.	185.75
Prentice-Hall	34.80
River City Clean Towel	10.40
Rubber Gasket Corp. of Joetta	8.92
Oliver Schultz Contractors	510.00
Office-Home Supply	65.80
Scholastic Book Service	10.50
Stringer, Carla R.	12.80
U.S. Post Office	85.03
Westmore Pest Control	10.00
Wilson & Co.	83.25

Total

\$5,270.16

64.

83rd

ANNUAL REPORT

OF THE

TRUSTEES

OF THE

JOETTA COMMUNITY LIBRARY

1974

The Joetta Community Library, a Public Trust, needs continuing additions to its endowment funds to maintain its many services. Funds for books and phonograph records are an ever-present need. Since the opening of the library in 1875 until the present day the income from the endowment funds and other gifts have played an important part in the operation of the library.

Will you consider the possibility of making the Joetta Community Library a legatee under your will?

Contributions to the Joetta Community Library are gifts to a charitable organization within the meaning of the Internal Revenue Code.

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FORM OF GENERAL BEQUEST BY WILL

I give and bequeath to the Trustees of the Joetta Community Library the sum of \_\_\_\_\_ dollars.

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Consult your lawyer as to the form of gifts for memorials of other special purposes.

Friends of the Joetta Community Library

The Friends are a group of individuals interested in enriching the lives of young and old in the community. Since its establishment in 1956 the Friends have played a significant part in the planning and raising of funds for the library. Over \$7,000 have been given to the library in the past eighteen years. In 1972 the Friends planted two Flowering Dogwood trees in the terrace and presented the library with a large projection screen for use in the meeting room. This past year attractive new furniture was provided for the children's room.

Library Report  
Officers of The  
Joetta Community Library  
1974

TRUSTEES

Hon. Dwayne C. Knopp  
Mayor of the City, ExOfficio Trustee

H. Halin Harper, President	Charles Spencley
Mrs. Gertrude Sinclair, Secretary	Harriet B. Stowe
Jason S. Collins, Treasurer	Donald L. Stephenson

Standing Committees

Finance

Sinclair, Spencley, Stephenson

Building and Grounds

Stephenson, Collins, Harper

Library

Stowe, Spencley, Collins

Librarian (Acting)  
Mrs. Mary E. Ingram

Mrs. Velma Bruner, Cataloger  
Edith Brown, Cataloger  
Frederick D. Hashman, Circulation Librarian  
Miss Gladys Himmel, Children's Librarian  
Miss Constance Beard, Reference Librarian

Ms. Carla Ruth Stringer, Acting Head, Adult Services  
Mrs. Barbara Brockman Thornton, Joetta Heights Branch Librarian

## REPORT OF THE TRUSTEES

To the Mayor and Members of the City Council  
Joetta, Iowa

Gentlemen:

Herewith we present the annual report of our acting librarian, Mrs. Mary Elizabeth Ingram, together with statistics for 1974.

To everyone in this city who used books for pleasure or reference or study, the year just ended represents a year of progress and refinement for the Joetta Community Library. Much of this success is due to the efforts of Mrs. Ingram who so willingly stepped in as acting director upon the death of Mr. Ralph W. Thompson last spring.

Each passing year makes more critical our need for new or additional library space. We continue to hope that these needs will be met in the near future.

Once again the Trustees express their gratitude to all those who have supported the Library in the past and they appeal with confidence for the continued support of the citizens themselves and the enlightened policies of our public officials.

Gertrude Sinclair  
Secretary, Board of Trustees

## REPORT OF THE LIBRARIAN

To the Trustees of the Joetta Community Library

Gentlemen:

The big event of the year was the opening of the newly renovated basement area in the main library building. For the first time the non-print materials are concentrated in one area, the rather battered children's furniture has been replaced with bright colorful furniture donated by the Friends of the Library, and the groups meeting in the building will have an area to prepare refreshments. The relocating of books stored in the basement to the newly arranged second floor and to the storage areas in the Municipal Building required a great deal of staff time and inconvenienced many users of the library, however, we feel the final results more than justify the problems encountered.

There were several changes in personnel this year. The Audio-Visual Specialist position was the first addition to the staff in seven years. Mr. Charles Drake, who filled this position, was mainly responsible for the final arrangements in the Audio-Visual Center. With the retirement of some long-service staff members in 1974, the need to recruit trained professional personnel became acute. On the first of May the first academically trained professional was appointed to the staff, as a Reference Librarian. Within three weeks a second professional was appointed, as Children's Librarian, thus filling the vacant staff positions. A search is still being made for a permanent Director to replace Mr. Thompson. It is unfortunate that funds were not approved by the City Council to fill the three new positions approved by the Trustees. If service is to improve, additional professional and clerical staff will have to be provided. To attempt to satisfy the increased demand for services which the expanding city needs without a corresponding increase in staff is unrealistic and contrary to experience.

Our circulation for the year continues to increase although at a greatly reduced rate. There are many factors which have an adverse effect on circulation, such as inadequate staff to assist patrons, the improvement of school libraries, the poor condition of the book collections and the inability to meet the demand for new books. In addition to these factors there are a number of circumstances peculiar to 1974. Among these we can list the parking problems, four days closing because of storms, two days closing during the moving process, five weeks of curtailed bookmobile service for repairs, and the elimination of telephone renewals at the main library. Circulation at the Joetta Heights branch decreased at an alarming rate this year, while minor increases in circulation occurred at the new Neadmor branch.

Some of our activities for the year included the ever popular children's film programs, classroom visits to the library, a public information forum on the Hale Hospital issue, the resumption of a weekly newspaper column, and a monthly book review at Merrivista. Until the earphones were stolen, the record player donated by the Friends for in-library use was a popular item.

Our use of the film and interlibrary loan services provided by the Regional Library System has increased considerably. We borrowed for our patrons some 60% more items than during the previous year. In addition to this, the System provided workshops on book selection and on children's programs which were attended by our staff.

In January, in anticipation of the new photographic charging system, we began a re-registration of patrons. New wallet-size library cards were issued, registration records were centralized, and a number of circulation routines were modified.

The cataloging and classification of children's books were simplified and standardized in accordance with currently accepted practices. This has allowed us to make greater use of printed catalog cards and has accelerated the processing of children's books.

Among the most appreciated and useful facilities we now have, we can list the photocopying machine and the meeting rooms which are used on an average of four days a week. The better access that patrons now have to the microfilm reader has increased its use considerably.

Our adult book collection is in very poor condition. An extremely large proportion of our volumes are shabby, soiled, unattractive, outdated and of little or no current interest. The comments made by Mr. Wheeler in his 1963 survey are as valid today as they were then. The need to weed the collections and to increase the book budget is crucial. The growth of private funds used to establish and support libraries in the 19th Century has not kept up with the growth of libraries nor with the increase in local expenditures. Even the New York Public Library's Central Library has finally had to rely on a substantial city appropriation during the past year to maintain its services.

I express my appreciation to the staff for their continued dedication, to the Friends for their gifts and their increased interest, and to the Garden Club for their floral decorations. We appreciate the cooperation and the good relationship we have had with the local news media.

Respectfully submitted,

MARY ELIZABETH INGRUM  
Acting Librarian



## STATISTICS

For the year ending June 30, 1974

Population served: 46,064  
 Number of registered borrowers: 12,496  
 Number of days open during year: 350  
 Number of hours open each week: 68½  
 Agencies: Main Library, 2 branches, 1 bookmobile  
 Deposit Collections: 4 housing for the elderly, 8 rest homes,  
                           1 Veterans Hospital, 8 elementary schools  
 Individual Patrons served at home: 22  
 Reference questions asked (approx.): 8,100

Circulation

Adult books	125,763
Periodicals (Adult)	17,003
Children's Books	112,176
	<hr/>
	254,942
Picture and study units	1,794
Recordings	2,164
Circulation per capita	5.6
Items borrowed from other libraries	239
Items lent to other libraries	32

Books Processed

	<u>New</u>	<u>Duplicate</u>	<u>Recat.</u>	<u>Total</u>
Main Library	1,868	118	450	2,436
Children's Department	1,645	104	13	1,762
Joetta Heights Branch	225	5	---	230
Grover C. Neadmor Branch	315	6	---	321
	<hr/>	<hr/>	<hr/>	<hr/>
	4,053	233	463	4,749

Book Stock

Number of volumes (est.) July 1, 1973	133,068
Number of volumes added in 1974	4,729
Number of volumes withdrawn in 1974	5,498
Number of volumes as of June 30, 1974	132,319
Change in year	-749

## RECEIPTS

City Appropriated Funds	1975	1974
City General Fund	\$162,205.19	\$158,325.73
Dog Tax	5,440.25	4,019.23
Joetta Briggs Whitney Fund (held by city)	20,081.00	19,697.00
Annual Appropriation Encumbered & Reserved from Previous year	277.56	2,116.09
Total Receipts from City	\$188,004.00	\$184,158.05
<u>Received Under Act Providing State Aid for Free Public Libraries</u>	21,586.10	21,601.50
Endowment Funds held by Library Trustees	10,409.90	9,740.45
TOTAL BUDGET	\$220,000.00	\$215,500.00

## EXPENDITURES

	1974	1973
Salaries - Library Staff	\$144,950.94	\$134,661.00
Salaries - Custodial	13,112.10	12,275.50
Recordings, films, pictures	4,100.00	2,825.20
Microfilm	922.51	352.48
Binding	1,050.55	1,125.15
Library Supplies	2,663.52	2,949.49
Office Supplies	825.55	717.95
Postage	910.20	709.49
Furniture & Equipment	541.75	1,092.05
Equipment Maintenance	440.97	126.82
Equipment Rental	80.80	99.73
Building & Ground Maintenance	4,135.49	2,235.47
Heat & Light	7,766.70	6,200.34
Telephone	2,322.98	1,811.36
Rent (Grover C. Neadmor Branch)	1,200.00	- - - -
Bookmobile (Maintenance)	1,470.50	690.15
Bookmobile (Insurance)	212.00	208.00
Printing	182.20	198.00
Meeting & Membership	953.10	912.00
Insurance	2,812.12	2,630.43
Transportation	1,445.10	983.50
Miscellaneous	286.62	256.05
Books	21,310.34	22,589.60
Periodicals	1,526.40	1,734.15
<b>TOTAL EXPENDITURES</b>	<b>\$215,222.44</b>	<b>\$197,383.91</b>
<b>BALANCE</b>	<b>277.56</b>	<b>2,116.09</b>

Community Library Report  
 Combined Receipts & Expenditures  
 1974

RECEIPTS

From City:		
Appropriations 1974	\$182,041.96	
Encumbered from 1973	<u>2,116.09</u>	\$184,158.05
From State Aid	<u>21,601.50</u>	21,601.50
From Trustees' Funds	<u>9,740.45</u>	9,740.45
Total Receipts		\$215,500.00

EXPENDITURES

Salaries:		
Library Staff	144,950.94	
Custodial	<u>13,112.10</u>	\$158,063.04
Library Materials:		
Books & Periodicals	22,836.74	
Records, Films, Pictures	4,100.00	
Microfilm	922.51	
Binding	<u>1,050.55</u>	28,909.80
Other Operating Expenses:		
Library Supplies	2,663.52	
Postage	910.20	
Furniture & Equipment	541.75	
Building & Grounds Maint.	4,135.49	
Heat & Light	7,766.70	
Telephone	2,322.98	
Bookmobile	1,682.50	
Meetings & Memberships	953.10	
Insurance	2,812.12	
Transportation	1,445.10	
Rent	1,200.00	
Miscellaneous	<u>1,816.14</u>	\$28,249.60
Total Expenditures		\$215,222.44
Balance		\$ 277.56

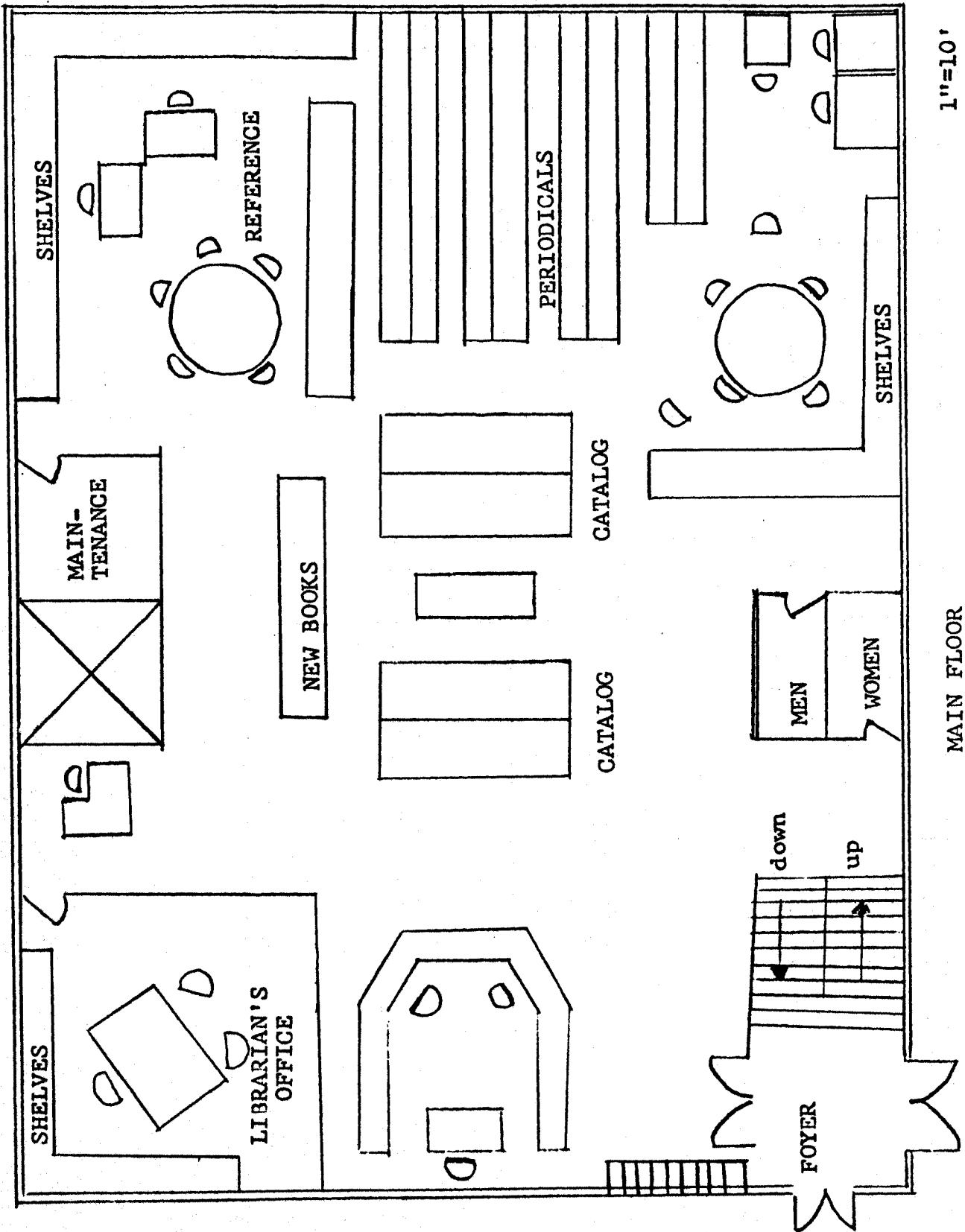
## JOETTA COMMUNITY LIBRARY

## Expenditure Summary

Year	Total Budget	Book Budget	Magazine Budget	Record Budget	Binding Budget	Salary Budget
1965	\$130,364	\$11,385	\$1,065	\$ 525	\$ 800	\$88,874
1966	146,980	12,870	1,237	750	700	103,180
1967	168,081	17,400	1,462	750	525	118,750
1968	176,751	19,990	1,534	1,050	700	123,913
1969	187,707	20,300	1,732	1,050	825	134,187
1970	191,312	21,230	1,732	1,050	900	137,662
1971	194,747	21,980	1,732	1,100	1,050	143,791
1972	196,347	22,320	1,800	1,150	1,125	146,121
1973	197,384	22,590	1,734	1,200	1,125	146,936
1974	215,222	21,300	1,526	2,100	1,051	158,063
1975	220,000	21,000	1,900	1,600	2,000	156,750

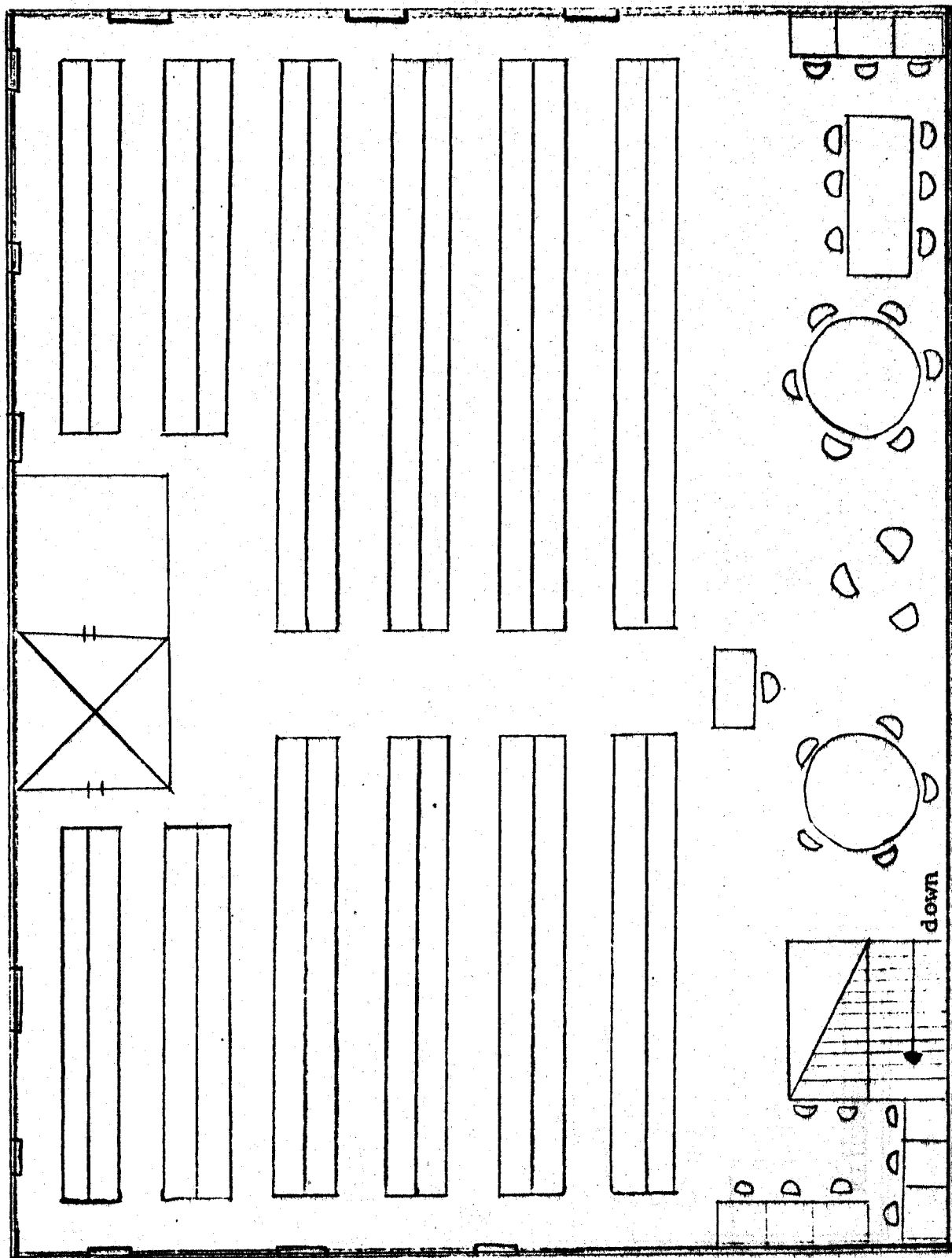
## Statistical Summary

Year	Total Circulation	Total Book-Stock	Record Stock	Over Due Transactions	Donations
1965	144,012	76,358	479	4,829	\$ 375
1966	157,234	82,905	655	5,526	579
1967	158,386	89,395	785	5,704	683
1968	157,014	94,093	948	5,953	730.90
1969	209,611	102,057	1,256	8,995	1,296.90
1970	226,219	112,382	1,313	10,302	2,274.30
1971	235,193	120,978	1,340	10,591	3,018.90
1972	245,135	128,308	1,400	11,226	3,716.70
1973	253,660	133,068	1,493	12,060	4,158.90
1974	254,942	132,299	1,580	3,800	5,988.00
1975					



1"=10'

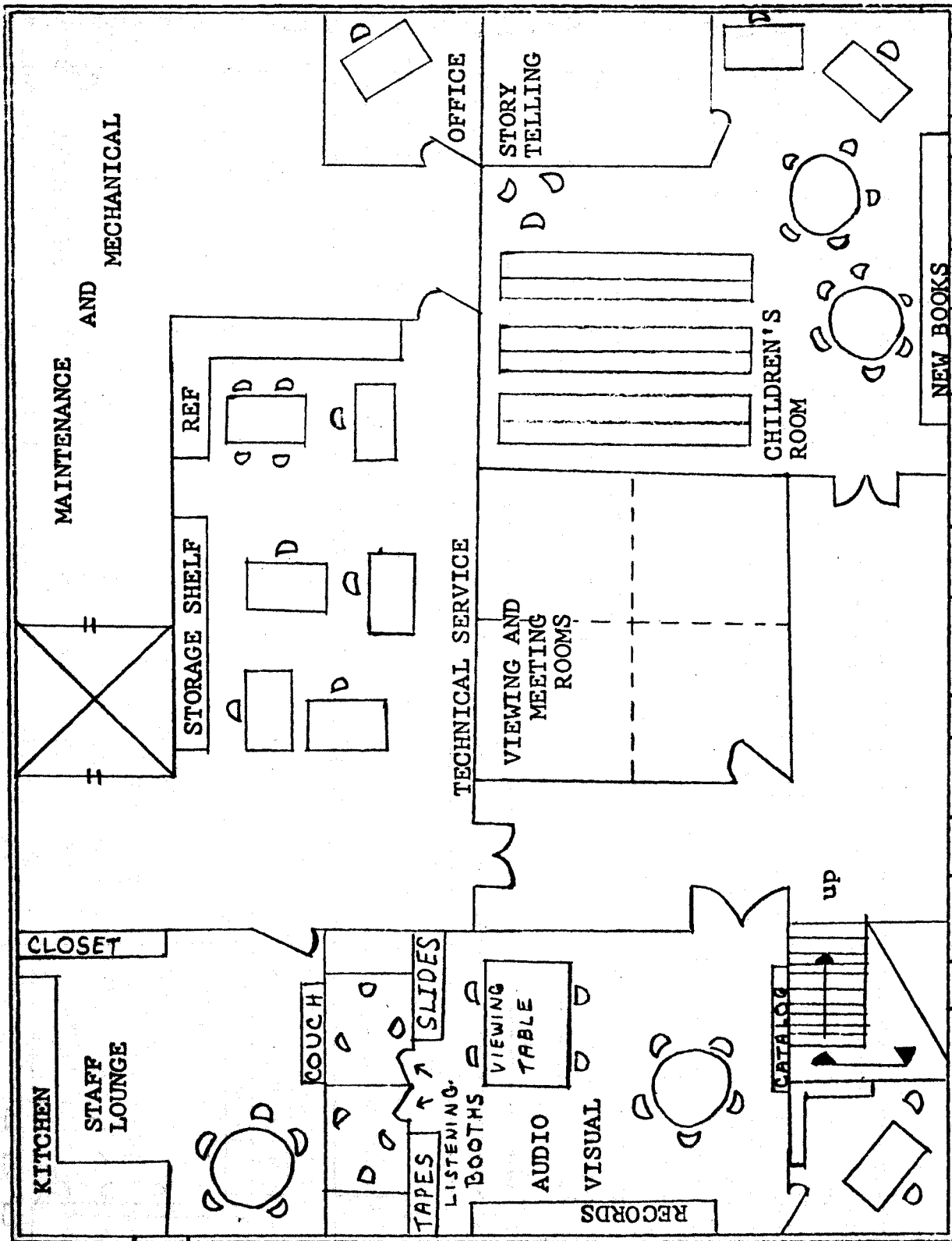
MAIN FLOOR



1"=10'

SECOND FLOOR

Book Capacity 70,000 Volumes



1"=10'

BOTTOM FLOOR



## VITA

Robert Brown is currently the Assistant Director of the Graduate School of Library Science at the University of Illinois in Urbana-Champaign, a position he has held since 1969. Dr. Brown served as an elementary and secondary school teacher and administrator for thirteen years prior to assuming his present position.

He received his B.S. and M.S. degrees from Western Illinois University, Macomb, Illinois in 1957 and his Ed.D., in Educational Administration, from the University of Illinois in 1970.

Dr. Brown's special interests are naturally in the area of administration. He regularly teaches the general library administration course at Illinois. He is now visiting scores of academic libraries in Illinois and Indiana gathering information and materials for a college library simulation project.

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