

RIVER BLUFFS REGIONAL LIBRARY

FIRST ANNUAL REPORT

1989-1990



## INTRODUCTION

The River Bluffs Regional Library, a cooperative service of the St. Joseph Public Library and of the Rolling Hills Consolidated Library serving Andrew and Buchanan Counties, began its first fiscal year on July 1, 1989.

In this new relationship, the Boards of Trustees of the two libraries will maintain their statutory autonomy but will meet and act jointly. Under the terms of the contract to form the regional library, the combined budget and all policies must be approved by each Board of Trustees before adoption by the River Bluffs Regional Library. All operating expenses including but not limited to the purchase of books, equipment and supplies will be prorated between each of the two libraries according to its total annual income. All books and other materials purchased by the regional library will be jointly owned, but separate ownership of assets held prior to the beginning of the first fiscal year will be retained.

Founded in 1890, the St. Joseph Public Library will continue to be supported by the taxpayers of the City of St. Joseph with the exception of those living in certain annexed areas, who will continue to pay taxes to support the Rolling Hills Consolidated Library. Nine trustees from this district are appointed by the Mayor of St. Joseph with the approval of the City Council for staggered terms of three years.

The Rolling Hills Consolidated Library was established in 1961. The present district serves the residents of all of Andrew County, rural Buchanan County, and certain annexed portions of the City of St. Joseph. Four trustees each from Andrew and Buchanan Counties will continue to be appointed by the County Commissions for terms of four years.

In 1989-1990 the Trustees and staff of the River Bluffs Regional Library had three main goals.

The first was to continue to carry out the two public libraries' traditional missions. These included collecting, organizing, making accessible, and disseminating print and nonprint resources and guiding both users and potential users in their use to meet informational needs of individuals and groups; to facilitate informal self-education; to encourage the use of library materials for recreational purposes and other leisure time activities; to support educational, civic, and cultural activities; and to provide supplementary resources on subjects for which individuals are undertaking formal education.

The second goal was simply to accomplish the activities necessary to continue the development of the newly formed River Bluffs Regional Library.

And the third goal was to automate library functions in the five facilities of the River Bluffs Regional Library.

### THE DEVELOPMENT OF THE REGIONAL LIBRARY

As the Trustees and staff of the new service were constantly reminded throughout the year, most people did not know the difference between the two public libraries before the formation of the River Bluffs Regional Library. They just wanted good public library service at a convenient location. Consequently, the major external change which the community saw in 1989-1990 was not primarily because of the formation of the River Bluffs Regional Library itself but because of the development of an integrated automated system.

Starting October 30, 1989, new plastic borrower's cards became available at all five facilities of the River Bluffs Regional Library. When the facilities eventually were brought online, the new cards could be used at the Central, Belt (Rolling Hills), Carnegie, Savannah, and Washington Park Libraries.

The 1989 National Library Week turned out to be a very special one. The celebration began early on April 16 when library staff began preparing the Belt Branch to go online with the library's new computer system by putting barcode labels on the Belt's book collection. These labels are similar to the ones on the new borrower registration cards, and when library users check out books, the computer will make a link between their name and what they are borrowing. The Belt Library was the first to go online before National Library Week (April 22-28), during which the Washington Park, Carnegie, and Savannah Libraries were brought online. During the process of barcoding library facilities, a team of 20 library staff members worked from early morning until mid-afternoon, and hours of service were reduced somewhat as each facility was being barcoded. Soon library users began commenting on how much faster it is to check out materials with the new system and how much easier to use and more informative the new automated catalog is than the old paper card catalog. As of May 4, 1990 all facilities were online.

The addition of other new equipment at the library helped improve service to the public as well. New telephone systems were installed at the Belt and Central Libraries, including cordless phones for reference service. New photocopy machines were purchased for the Central, Belt, and Savannah Libraries, freeing up old ones for usage at the Washington Park and Carnegie Libraries. Purchased with funds from the David R. Bradley, Sr. Trust, telefacsimile machines were installed in all five facilities.

Major policies endorsed by the new Board of Trustees included the Library Bill of Rights with an accompanying footnote to item 6; the Freedom to Read Statement; and "Free Access to Libraries for Minors; An Interpretation of the Library Bill of Rights." A Materials Selection and Collection Review Policy also was approved.

Other major directions were set when the long-range planning process, as outlined in Planning & Role Setting for Public Libraries, was begun.

### REGIONAL AND STATEWIDE LIBRARY ACTIVITIES

Several staff members contributed to developing, improving, and promoting library services outside of the library's immediate service area through their membership in professional associations and on committees.

Associate director Joyce Humel represented the library in the Grand River Library Conference.

In the Missouri Library Association, youth services coordinator Jean Hatfield served as recorder of the Children's Services Round Table and chair of the New Members Council. Adult services coordinator/automation project manager Carolyn Greufe was the recorder of the Public Libraries Council, and Steve Norman, former head of the Reference Department at the Central Library, chaired the Reference and Information Services Council. Library director Dorothy Sanborn Elliott completed her term as president at the fall 1989 MLA conference.

Several library representatives eventually were involved in the Missouri Governor's Conference on Library and Information Services, scheduled for November 16-17, 1990 in Jefferson City. Stephen J. Briggs of the Board of Trustees and Jill Edwards of the staff were chosen as two of the Buchanan County delegates. Maude Nold, from the first Board of Trustees of the Rolling Hills Consolidated Library, was chosen to be a delegate from Andrew County. Library director Dorothy Elliott served on the Planning Committee and was an ex-officio delegate. They were slated to be among 200 delegates representing the library profession, local government, library trustees and Friends' groups, and the general public. Jean Hatfield and Sue Horvath of the staff later were selected as recorders. The conference was to address library services as they relate to democracy, productivity, and literacy. Delegates would draft resolutions for presentation to the Governor, the general assembly and those agencies responsible for library services in Missouri. The conference was to precede the White House Conference on Library and Information Services to be held in 1991.

FINANCES

INCOME

Assessed Valuation	\$237,434,792 (RHCL)	
	343,268,328 (SJPL)	
Tax Rate	.15 (RHCL)	
	.27 (SJPL)	
Tax Income	\$ 381,105.52 (RHCL)	
	1,039,486.63 (SJPL)	
State Grant	13,990.86 (RHCL)	
	33,206.57 (SJPL)	
Federal Grant	113,950.00	
	150.00	
Other Income	586,983.84 (Donations, fines,	
	interest, etc.)	
TOTAL INCOME	\$2,168,873.42*	

\*This includes appropriated fund balances of \$296,731.80 and \$40,706.76 and transfers to be used in the next fiscal year.

EXPENDITURES

Salaries, Wages	\$ 733,364
Fringe benefits	151,849
Print Materials	191,958
Serial Subscriptions	21,711
Audiovisual Materials	20,544
Capital Outlay	14,271
Communications/Postage	28,879
Computer Service	28,939
Computer Software	77,383
Computer Hardware	301,051
Other Equipment	44,360
Contract Services	197,771
Building Maintenance	70,020
Other	<u>77,472</u>
Total	\$1,959,572

SERVICES AND PROGRAMMING

Borrowers of videocassettes were delighted when the Board of Trustees lengthened the loan period to two days with no fines.

Throughout the year the Trustees and staff continued their commitment to service to children. Approximately 2,400 children were enrolled in the 1989 summer reading program, representing a 9% increase over the previous summer. The program, which is meant to encourage children to use the library and to read throughout the summer to keep up their reading skills, also attracts preschoolers, who listen to someone read aloud. Youngsters are encouraged to set their own goals, to read at their own pace, and to read books that they enjoy; by so doing, they begin the lifelong habit of reading for pleasure. Rewards in the form of prizes donated by area merchants are given when children reach their goal.

Library staff continued their efforts to promote literacy in other arenas as well. In conjunction with the CARE Committee of Andrew County, Savannah Library staff have been working to promote the Pass the Power adult literacy program, with the library serving as a clearinghouse.

A series of three surveys for a one-week period was conducted in the spring of 1990 to count the number of reference questions asked, the number of patrons visiting the library, and the number of books and magazines used in the library but not checked out. The results of the survey showed that in an average week, 1,208 reference questions were asked, 357 books and magazines were used in the library, and 6,119 people visited the library's facilities. These statistics are reported nationally by public libraries to the Public Library Data Service. The River Bluffs Regional Library met the national median for reference questions per capita and exceeded it for library visits per capita. The one measure in which it fell short of meeting the national median was for the use of materials in the library per capita, a possible effect of the overcrowded conditions at the Central Library.

Once again this year staff participated in tests conducted by the Missouri State Library on various ways of doing interlibrary loan.

LIBRARY RESOURCES

Federal grants to public libraries are being given increasingly to cooperative projects where libraries work together to make the best possible use of combined resources for a large community of users. In Northwest Missouri, these users are demanding everything from business information, to career information, to agricultural facts.

Next to the implementation of the automated system, the greatest boost to services came in the form of a grant of \$30,140 in Title I Library Services and Construction Act funds. This money was awarded to increase the library's reference resources in order to strengthen the role of the River Bluffs Regional Library as the primary provider of information services both to its users in Andrew and Buchanan Counties and to other public libraries in Northwest Missouri. The purchase of print reference sources will take up \$14,500 of the grant, automated reference sources will account for \$14,840, and \$800 will be available for promotional materials.

The purchase and dissemination of compact discs began in 1989-1990 at the Central and Belt Libraries. Also new at the Belt Library was the circulation of framed prints.

Circulation: 572,708

INTERLIBRARY LOAN ITEMS:

Received from other libraries: 1,002

Provided to other libraries: 853

Holdings:

Book volumes	311,008
Government documents	36,167
Serials	578
Audiovisual	9,506
Other	700

FACILITIES

The condition of the library facility greatly influences the provision of service, and no where was this more the case in the last year than at the Washington Park Branch. While a new ceiling was being installed on the main floor following the collapse of the old one in May of 1989, public service was given from the basement only in the summer of 1989, and normal operations upstairs were not resumed until October of 1989. A new roof also was put on.

The roof at the Savannah Library also was replaced this year.

The Belt Library was greatly altered by the construction of a room to house the mainframe. The removal of the headquarters of the Northwest Missouri Library Network from the Belt Library freed up a large room for library use as well.

The configuration of the Central Library also changed as the result of computerization. A hallway to the east of the circulation area was opened up to allow access to the former Technical Services Department and the office of the associate director. Another improvement to the Central Library was the installation of new signage in the adult services area.

A beautification project sponsored by the Progressive Association of South St. Joseph which included planting trees and shrubs greatly improved the appearance of the park outside of the Carnegie Library.

#### COMMUNITY RELATIONS

The River Bluffs Regional Library was greatly assisted in 1989-1990 by three groups of Friends.

The Friends of the Rolling Hills Consolidated Library and the Friends of the St. Joseph Public Library supported the 1989 summer reading program, promotional activities for National Library Week and for the Year of the Young Reader, the purchase of books, and staff and Trustee continuing education. At the end of the 1989-1990 year, these two groups voted to dissolve and to transfer their assets to the newly formed Friends of the River Bluffs Regional Library.

Soon after its formation the Friends of the River Bluffs Regional Library assumed the responsibility of coordinating a yearlong highlighting in 1990-1991 of public library service in Andrew and Buchanan Counties in honor of the centennial of the St. Joseph Public Library in 1990 and the 30th anniversary of the Rolling Hills Consolidated Library in 1991. This will include the preparation of special promotional materials, appearances by authors, children's programs, and a gala reception at the end of the year.

#### WHAT'S NEXT?

Now that most of the "housekeeping" work for establishing the River Bluffs Regional Library has been completed, the most important responsibility of the Trustees and staff of the library is to focus on the long-range planning process. The year 2000 is only ten annual reports away. What needs for public library services will the community have in the 21st century? What form will the River Bluffs Regional Library take to meet those needs? The answers to these questions should involve not only the Trustees and staff of the library, but the general public as well. We look forward to their involvement as we plan for the future.

THE DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
WASHINGTON, D. C. 20250

TO: DIRECTOR, BUREAU OF LAND MANAGEMENT  
FROM: SAC, [illegible]

CONFIDENTIAL

RE: [illegible]

[illegible text]

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CONFIDENTIAL

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