

**St. Joseph Public Library**

**ANNUAL REPORT**

**2002 - 2003**

**St. Joseph, Missouri**

**98th Edition**

## **St. Joseph Public Library**

### **Board of Trustees, 2002 – 2003**

Mr. Drew H. Brown	Term expires June 30, 2004
Reverend Sidney Breese	Term expires June 30, 2004
Mr. William I. McMurray President	Term expires June 30, 2003
Dr. Carlos Moya	Term expires June 30, 2005
Ms. Loah Stallard	Term expires June 30, 2005
Ms. Marlys E. "Marcie" Thedinger	Term expires June 30, 2003
Ms. Bette L. Tolbert Vice-President	Term expires June 30, 2005
Ms. Winnifred J. "Winnie" Watts	Term expires June 30, 2004
Dr. Deborah Weems Treasurer	Term expires June 30, 2003

The office of the Secretary was filled by Mary Beth Revels, Director of the St. Joseph Public Library.

**St. Joseph Public Library**

Staff Administrative Council

Mary Beth Revels, Director

Steven K. Olson, Projects Manager and Manager, Washington Park Library

Sue Horvath, Manager, Technical Services and Coordinator of Downtown Library

Deborah Gentry, Community Services and Promotions Coordinator

Sharon Canter, Manager, Temporary East Hills Library

Carolyn Cunningham, Manager, Temporary Downtown Library

Audrey Sheets, Manager, Carnegie Library

Dee Zvolanek, Assistant Manager for Children's Services, Downtown Library

Karen Schultz, Assistant Manager, Washington Park Library

## St. Joseph Public Library

### Branches

#### **CARNEGIE**

316 Massachusetts Street .....816-238-0526  
St. Joseph, MO 64504  
Monday, Wednesday, Friday, Saturday 10-6; Tuesday and Thursday 10-7  
Fax.....816-238-9438

#### **DOWNTOWN**

927 Felix Street  
St. Joseph, MO 64501

#### **TEMPORARY DOWNTOWN**

1201 Felix.....816-236-2101  
St. Joseph, MO 64501  
Monday – Thursday, 9-9; Friday – Saturday, 9-6; Sunday 1-5  
Children's.....816-232-3812  
Fax.....816-232-7516

#### **TEMPORARY EAST HILLS**

East Hills Shopping Center.....816-232-7729  
3702 Frederick Avenue, 41-A  
St. Joseph, MO 64506  
Monday – Thursday, 9-9; Friday – Saturday, 9-6; Sunday 1-5  
Reference.....816-232-8151  
TDD.....816-236-2160  
Administrative Offices.....816-232-4038  
Administrative Offices Fax.....816-279-3372

#### **WASHINGTON PARK**

1821 North Third.....816-232-2052  
St. Joseph, MO 64505  
Monday, Wednesday, Friday, Saturday 9-5; Tuesday and Thursday 12-8  
Fax.....816-236-2151



## **Introduction**

The St. Joseph Public Library was established in April, 1890 by a vote of the citizens of the City of St. Joseph, Missouri. The library operated as a city library until 1965, when by statute, it became a municipal library, and the district boundaries were set within the city limits as of that year.

In 1989, the St. Joseph Public Library engaged in a contractual cooperative agreement with the Rolling Hills Consolidated Library and began operating under the name "River Bluffs Regional Library."

Beginning July 1, 2002, the St. Joseph Public Library resumed operating as a single library system, and the partnership known as the River Bluffs Regional Library was formally dissolved on May 16, 2003.

After a twelve-year hiatus, this is the 98<sup>th</sup> annual report of the St. Joseph Public Library.

It has been a busy year for the Board and staff of the library. Much needed building renovations were completed at the Carnegie and Washington Park Libraries, and the Downtown Library renovation was started. Plans were also made to construct a fourth library within the district. Every piece of material owned by the library be it a book, video, pamphlet, magazine, newspaper, computer, etc. was either packed, unpacked or both within the last year.

## **Public Services**

The Board of the St. Joseph Public Library adopted the River Bluffs Regional Library "Plan for Service" as an interim plan until the St. Joseph Public Library goes through the planning process itself. The mission statement included in the "Plan for Service" is: "The St. Joseph Public Library provides resources, services and programs to meet the recreational, informational, educational and social needs of the citizens of St. Joseph and surrounding communities."

A major goal of the library continues to be to encourage children and young adults to develop an interest in reading and learning through materials and services directed both to them and to their caregivers and educators. The Summer Reading Program reaches many young people and helps the library fulfill the above stated goal. The St. Joseph Public Library enrolled 1004 children and young adults in the 2002 Summer Reading Program, titled "Mysterious Summer."

Programming continued year-round, both inside the libraries and in the community. Each library offered programs and storytimes throughout the year in addition to providing special programs for schools or groups when requested.



American Library Association events were celebrated during the year. Two hundred gift bags were handed out to children in September who signed up for their first library card in celebration of National Library Card Sign-Up month. National Library Week was promoted in April with drawings for children and adults at each of the libraries.

### **Collection Development**

The St. Joseph Public Library spent the first part of the fiscal year setting up a Technical Services Department. We began with a staff of two and grew to five by the end of the fiscal year. By mid-year, the department was busy ordering, processing and cataloging new materials for the library system.

The Technical Services Department devised a new call number labeling system for fiction video and audiobooks that made those items much easier to locate on the shelves. Staff at each branch relabeled the videos and audiobooks to reflect the change and updated the new call number in the online catalog.

### **Personnel, Trustees, Volunteers and Staff Development**

Volunteers are an integral part of providing library service. Volunteers assisted the library this year in several ways. Volunteers assisted the Technical Services Department by covering books, labeling materials and filing. Volunteers assisted with the Summer Reading Program by counting attendance and handing out prizes. Books were covered and labeled for the community outreach collection by volunteers. Volunteers also assisted in packing and unpacking books being moved from permanent library locations to temporary locations and from temporary locations back to permanent library locations during the renovations of our library facilities.

The library encourages the development of staff members by participation in workshops, conferences and courses related to the employee's job. In conjunction with this, staff took advantage of training provided by the Missouri State Library, MOREnet, the Missouri Library Network Corporation (MLNC), K.C. Metropolitan Library & Information Network (KCMLIN) and Sirsi Corporation.

Library staff attended the Summer and Winter Institutes provided by the Missouri State Library, and several staff attended the Missouri Library Association Conference in Kansas City.

The Technical Services Department presented a two-day Collection Development workshop for managers and selectors of materials. Many topics were discussed including the procedures for ordering materials and the selection of standing orders. In addition,



participants updated the "A-List" of popular authors whose books are automatically ordered when published.

### **Facilities and Equipment**

Renovations to the Carnegie and Washington Park Libraries were completed in November, 2002. The renovations included waterproofing, installation of new carpeting, interior wall repair and paint. New bathrooms, elevators, HVAC systems and security cameras were installed. Some furniture and shelving was refinished. New oak shelving and furniture was purchased where appropriate.

The grand reopening of the Carnegie Library was on December 1, 2002, 100 years to the day from its first grand opening on December 1, 1902. The Washington Park Library celebrated its grand opening on December 7, 2002. Both events featured flag ceremonies, music, speakers, entertainers, refreshments and door prizes donated by local businesses. Speakers included Board members, the St. Joseph Mayor and Council members, local clergy, patrons, members of the Friends of the Libraries, along with current and past staff members.

Computers were purchased for the newly renovated Washington Park and Carnegie Libraries. The Washington Park Library now has 16 computers available for public use and the Carnegie Library has 12.

The Downtown Library was closed late in January in order to begin renovations to the building. A temporary Downtown Library was opened on March 3. In order to make all the material from the library accessible during the renovation, an additional temporary library was opened at the local shopping mall on April 23. Renovations to the Downtown Library are scheduled be completed in April, 2004.

Both temporary locations have been generously donated for library use by businesses within the community. The temporary Downtown Library is located in space donated by the St. Joseph Museum and the temporary East Hills Library is in space donated by the East Hills Shopping Center.

Ground was broken in April for a new library in east St. Joseph. The site is on land purchased from the East Hills Shopping Center. The library will be in a retail-oriented section of the city with bus service available to it. The 30,000 square foot library will include a coffee shop, wireless Internet access, a meeting room and community room. The St. Joseph Convention and Visitors Bureau will have approximately 1,400 square feet of dedicated space in the new facility for their use.

The Reference Department added a scanner to the reference desk computer. This enabled the staff to provide students and others with color reproductions from reference materials in addition to downloading scanned images to disk at patrons' request.



With the dissolution of the River Bluffs Regional Library partnership, the decision was made to purchase a new integrated library computer system. The library chose the Unicorn® software package from Sirsi Corporation. The new system went online on April 25, 2003. Staff spent several weeks in training in preparation for the new computer system.

### **Support Services**

The library received an appraisal of materials considered rare and/or valuable on February 14, 2003. The appraisal was done in conjunction with the dissolution of the River Bluffs Regional Library.

The library enrolled in the state-sponsored Show Me the World Program. In addition to free access to databases, the program promotes no-charge lending of materials between member libraries. The records from our catalog database were added to the OCLC (Online Computer Library Center, Inc.) union catalog in order to make our collection available to libraries participating in interlibrary loan programs.

We are in the process of building a new webpage, which is located at [www.sjpl.lib.mo.us](http://www.sjpl.lib.mo.us). When it is completed, it will have a children's section, a Federal and Missouri government documents section, a reference section and a section devoted to library information.

### **Community Relations**

The library is represented by membership in several community groups including the Downtown Association, the Runcie Club, the St. Joseph Area Literacy Coalition, the St. Joseph Area Chamber of Commerce and Rotary International.

The library began a library-by-mail and deposit site program in November, 2002. At year end, there were seven deposit sites and thirty-nine people signed up for library-by-mail.

The former Friends of the River Bluffs Regional Library changed their name to the Friends of the Libraries of Andrew and Buchanan Counties and have continued to support both former partners of the regional library.

The Board of Trustees received an award in the category of "Civic Rehabilitation" for the renovation of the Carnegie and Washington Park Libraries at the annual Preservation Awards banquet sponsored by Preservation organizations in the City of St. Joseph.



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The library held an in-house contest for the design of a new St. Joseph Public Library logo. The winning logo was picked by the Board of Trustees and is displayed prominently on library cards and stationery.

**Statistics**

INCOME

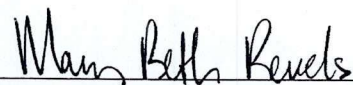
Local tax income	\$2,518,740
State aid	19,044
Other	<u>408,313</u>
Total	\$2,946,097

EXPENDITURES

Personnel	\$1,002,492
Collection	163,568
Operations	706,569
Construction	<u>1,800,586</u>
Total	\$3,673,215

\*Pre-audited figures. For audits of the St. Joseph Public Library, please contact the office of the director.

Population served:	69,050
Registered borrowers:	35,314
Total circulation:	180,240
Total library holdings:	179,309
Annual number of reference transactions:	10,857
Total Internet sessions:	23,144
Annual program attendance:	5,096
Total number of programs:	167

  
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Mary Beth Revels  
Director  
St. Joseph, MO