

St. Joseph Public Library

Preserving Yesterday
Informing Today
Inspiring Tomorrow

Annual Report 2011 – 2012
107th Edition

St. Joseph Public Library

Board of Trustees 2011 – 2012

Ms. Kathy Hill Bahner	Term expires June 30, 2013
Mr. Frank Connett	Term expires June 30, 2014
Dr. Brian Cronk Treasurer	Term expires June 30, 2014
Mr. Rick Hartigan Secretary	Term expires June 30, 2014
Mr. Steven Haskey Vice President	Term expires June 30, 2013
Ms. Sandra Horn	Term expires June 30, 2012
Ms. Jacklyn Koeneman	Term expires June 30, 2012
Dr. Deborah Weems President	Term expires June 30, 2012
Ms. Ingrid Woodbury	Term expires June 30, 2013

St. Joseph Public Library

Staff Administrative Council

Mary Beth Revels, Director

Steven Olson, Projects Manager and Manager, East Hills Library

Deborah Gentry, Community Services and Promotions Coordinator

Carolyn Cunningham, Branch Manager, Downtown Library

Audrey Sheets, Branch Manager, Carnegie Library

Karen Schultz, Branch Manager, Washington Park Library

Kim Tullis, Manager, Technical Services Department

Shirley Blakeney, Assistant Manager, East Hills Library

Sharon Canter, Department Manager, Reference Services, Downtown Library

Dee Zvolanek, Department Manager, Children's Services, Downtown Library

St. Joseph Public Library

Branches

CARNEGIE

316 Massachusetts Street816-238-0526
St. Joseph, MO 64504
Monday 1:00 p.m. – 5:00 p.m.;
Tuesday and Thursday 11:00 a.m. – 7:00 p.m.;
Wednesday, Friday, Saturday 10:00 a.m. – 6:00 p.m.
Fax.....816-238-9438

DOWNTOWN

927 Felix Street.....816-232-7729
St. Joseph, MO 64501
Monday, Tuesday, Wednesday 9:00 a.m. – 9:00 p.m.;
Thursday, Friday, Saturday 9:00 a.m. – 5:00 p.m.
Reference.....816-232-8151
TDD.....816-236-2160
Children's.....816-232-3812
Administrative Offices.....816-232-4038
Administrative Offices Fax.....816-279-3372

EAST HILLS

502 North Woodbine Road816-236-2136
Suite A
St. Joseph, MO 64506
Monday, Tuesday, Thursday 9:00 a.m. – 9:00 p.m.;
Wednesday, Friday, Saturday 9:00 a.m. – 5:00 p.m.
Fax.....816-236-1429
Community Services.....816-236-2107

WASHINGTON PARK

1821 N. Third Street816-232-2052
St. Joseph, MO 64505
Monday, Wednesday, Friday 9:00 a.m. – 5:00 p.m.;
Tuesday and Thursday 12:00 noon – 8:00 p.m.;
Saturday 1:00 p.m. – 5:00 p.m.
Fax.....816-236-2151

Introduction

The St. Joseph Public Library's history is linked to the formation in 1887 of a subscription library called the St. Joseph Public Library Association. In April 1890, the citizens of St. Joseph held a successful election to create a tax supported public library. The books from the subscription library were donated to the newly formed St. Joseph Public Library and it was soon open to all St. Joseph residents. From that beginning 125 years ago, the St. Joseph Public Library now offers four branch locations within the city limits for the citizens of St. Joseph.

In the late 19th century the library offered books, newspapers and magazines to its patrons. Our 21st century library still offers those but core services have greatly expanded to include programs for fun and education, computer and internet access and space for community groups to meet. The word "book" now encompasses many different formats. We offer books for children, teens, adults, large print books, eBooks, books on CD, digital audiobooks and downloadable audiobooks.

The library is an integral part of St. Joseph and to ensure that we are meeting the needs of the residents of the district, the library began a long-range planning process in January 2012. A planning committee made up of residents of St. Joseph, representatives from the Board of Trustees and a staff member, met several times to discuss their vision for the future of St. Joseph and the library. Final work is being completed on the plan. It will carry the library forward for the next three years and into the future to ensure that the needs of the citizens of St. Joseph are still being met and fulfilled by the library.

Public Services

The Summer Reading Program is a part of every summer at the library and it is a fun way to keep children and teens engaged while they enjoy a break from school. In addition to encouraging children and teens to read, families also get to attend great weekly programs in all the branches. With the financial support of the Friends of the Library, professional performers make weekly visits to each branch during the 9-week program. A total of 2,716 children enrolled in the "One World Many Stories" program. Teen enrollment was 221 in the "You Are Here" program. A total of 4,694 people attended the weekly performances.

The library offered the 8th annual adult reading program in July. The program entitled "Novel Destinations" offered weekly drawings at each branch for participants, along with one grand prize winner, and incentives for staff to encourage patrons to participate. A total of 1,314 entries were received.

The V.I.P. Club, a program where books by selected popular authors have holds automatically placed on them, had 620 members by the end of the fiscal year.

The print newsletter, "Library Matters," continued to be issued monthly. The newsletter was available for pick up at each library and was mailed or emailed to board members, Friends members, and others who requested it.

The monthly email-only newsletter, "S.T.A.M.P.S" (StoryTimes and More Program Schedule) continued. Two hundred seventy-four patrons signed up to receive the newsletter.

Citizens in St. Joseph can register to vote at any St. Joseph Public Library branch. Each library has deputized staff available to register people to vote.

Children's programming continues year-round within the libraries and in the community. Each library offered storytimes and programs throughout the year and provided monthly programs for daycares and special programs for schools, groups and clubs. In addition to preschool storytimes, storytimes were also offered specifically for toddlers and older children. The Mark Twain Reader's Club; Yellow Dot Reader's Club; LEGO Club; Tricky Tuesday's; Einstein Club; Art in the Library; Puppetry Class; Read Aloud programs of "Tales of a 4th Grade Nothing" & "The Giver"; Family Movie Nights and movie marathons featuring "Muppets", "The Chronicles of Narnia" and "Batman" are examples of the many programs offered for children and their families at the libraries during the year.

The East Hills Library hosts "Reading Pups" monthly. The program is offered one Saturday per month by the Domesti-PUPs organization and is designed to give children with reading difficulties the chance to read aloud to dogs.

Teen programs included lock-ins, Gamecube checkouts, photography contests, a sidewalk chalk art contest, movies, movie riff programs, craft programs, Kitchen 101 programs, game tournaments, Magic: The Gathering role-playing games, cemetery tours, Monster Creep classes and a caroling party. One craft program at the Downtown Library featured making a scarf to keep and one to donate to a local shelter; seventy-four scarves were donated to the Salvation Army. Downtown teens (with added help from volunteers at the other branches) also made 240 VAentines for Veterans that were sent to the Veteran's Home in Cameron.

In addition to children and teen programs, the library offered several adult programs including weekly movies hosted by local movie critic Bob Shultz, a Poetry in the Library series, two ongoing general interest adult book clubs, a true crime book group, ongoing craft programs and the following monthly programs: the Local History Stage at the Downtown Library and Brown Bag Author Lunch and East Hills Presents at the East Hills Library. Single programs included a living history Titanic Commemoration program, a bread making class and a program presented by a professional photographer.

The St. Joseph Public Library Foundation pledged \$10,000.00, to be given over three years, to support the Downtown Library becoming a Family Place Library. Family

Place Libraries offer programming and services specifically for families with infants. Dee Zvolanek, Manager of the Children's Department at the Downtown Library, attended training in April. The program will be implemented in fall 2012.

Computer instruction classes were offered at the branches. Patrons schedule one-on-one time with a librarian for training and help.

Library staff participated in several national and local literacy related events including: the Salvation Army Back to School Fair, several area back-to-school fairs, Kindergarten Jumpstart, the community's Annual Children's Fair and Parent's as Teachers "Go Green" Parenting Fair.

American Library Association events were celebrated during the year. National Library Card Sign-Up month, Banned Books Week, Teen Read Week and National Library Week were all observed with events, displays and drawings at the branches.

For a fee, the Reference Department conducts research for people living outside of the library district. During the fiscal year, the Reference Department provided information to people in eighty-six cities in 26 states and Canada. A total of \$955.00 was collected in research fees.

Collection Development

The Collection Development committee, consisting of staff who select material for each branch, was revived and met monthly through the year. The committee's purpose is to help selector's make the best decision in ordering material for each branch and making sure the collections at each branch are as up-to-date and current as possible.

The Technical Services Department tracked the time it took to process new materials. A sampling technique was used monthly to determine the average amount of processing time for materials. For the fiscal year, the average time was 4 workdays for books and 10.3 workdays for audiovisual material. The department tracked materials from the time they were delivered to the point they were attached to the library catalog, which is the final step before sending material to the owning branch.

All of the branches completed inventories. The collection had not been inventoried since computers were installed in the late 1980s. The library plans to inventory the collection every ten years.

The collection of digitized local history materials that are available to view on the library's website, sjpl.lib.mo.us, continues to grow as the Reference Department scans and posts items. Many of these items are too fragile to handle repeatedly so digitizing makes them accessible to the public. The library also participated in a Kansas City Public Library Civil War digitization project.

Personnel, Trustees, Volunteers and Staff Development

Volunteers continue to be an integral part of providing library service and assisted the library in several ways. They assisted the Technical Services Department by filing, covering and labeling materials. They assisted with the Summer Reading Program by counting attendance and handing out prizes, helping shelve, straighten and clean materials at the libraries and sorting and organizing books for the Friends of the Library book sales. Volunteers also helped maintain the parks at the Washington Park and Carnegie libraries and helped with light cleaning at the East Hills Library.

The library, its staff and board members belong to several library related organizations including: the Kansas City Metropolitan Library Information Network (KCMLIN), Grand River Library Conference, American Library Association, Public Library Association, Missouri Library Association, MOREnet, Missouri Library Network Corporation (MLNC), the Sirsi Midwest User's Group and the Ozarks SirsiDynix Users Group.

Staff day was held in September 2011. The Employee Advisory & Morale Committee (EMAC) organized the day that began with breakfast and an icebreaker activity followed by a refresher course on the library's databases. After lunch, each staff member attended three of the four offered sessions: "What's Hot in Romance" led by Alicia Ahlvers of the Kansas City Public Library; "True Crime Genre" led by Allegra Cloud, who leads the True Crime Book Group at the Downtown Library; Zumba, led by fitness instructor Michelle Crigger; and "Path to Wellness" presented by Dean Mausolf, a wellness specialist at Heartland Health.

Expert library staff were tapped by other organizations to assist with training. Will Stuck was a presenter at the annual KCMLIN Children's Workshop and Maryann Knorr was a regional Ereader trainer for the Missouri State Library.

The library encourages staff members to continue professional development by participating in workshops, conferences, and courses related to the employee's job. Library staff took advantage of training provided by the Missouri State Library, American Library Association, MOREnet, the Missouri Library Association, the Missouri Library Network Corporation, the Kansas City Metropolitan Library and Information Network, WebJunction, OCLC, OverDrive and American Red Cross.

Kim Tullis and Mary Beth Revels attended the bi-annual Public Library Association Conference held in Philadelphia, PA in March.

Facilities and Equipment

The library received two LSTA Mini-Technology grants during the year. The first totaled \$11,902.00 and allowed the library to replace 32 staff computers. The second totaled \$4,836.00 and assisted with the purchase of an ST ViewScan microfilm

scanner. The scanner offers the ability to improve microfilm images, and for the first time, see an entire newspaper page at once.

The library received e-rate discounts totaling \$10,987.87. The discounts were applied to telephone bills received from AT&T.

The library became a Family Search Affiliate with the Church of Jesus of Latter Day Saints. The arrangement allows library patrons to place orders and pay online to borrow microfilm and microfiche of genealogical records held by the church. The film and fiche is shipped to the library, where patrons are able to view and print from the film.

Building maintenance occurs daily. However, there were two longterm projects of note. The ceiling lights above the balcony at the Downtown Library were all changed. It took several years to organize this and the work was completed by crews from All-American Scaffold Company and Miljavac Electric. We anticipate this project will repeat every five years. Carpeting was also replaced on the lower level of the East Hills Library. The carpeting was replaced under warranty and completes a project begun two years ago when the carpeting on the upper level was also replaced under warranty.

Mary Beth Revels traveled to Sullivan, Missouri to pick up an optical reader for use by low-vision patrons. It was offered for free by the Sullivan Public Library, to whom it was donated, but didn't have space for it. The optical reader is in the Reference Department at the Downtown Library.

Community Relations

Library staff organized two fundraisers on behalf of the library. The second annual Haunted Library fundraiser event at the Downtown Library raised \$1,310.00. The second annual trivia night, organized by EMAC, raised \$1,131.00. Thirteen teams participated and many businesses and organizations donated items for prizes and a silent auction. Monies raised in fundraisers help the library purchase more library materials for patrons to check out.

The Friends of the St. Joseph Public Library sponsored monthly adult book clubs at the Downtown and East Hills libraries. They held the annual book sale at the East Hills Shopping Center in October and ongoing sales in the branches. They also maintained a volunteer crew to help sort the donated books received throughout the year. The Friends supported the library by underwriting Summer Reading Program expenses, purchasing books for the bookclubs, donating funds to purchase prizes for Juneteenth, and providing the funding for the purchase of 200 copies of *BookPage*, a popular monthly book review magazine.

The library is represented by membership in several community groups including the Downtown Association; Northtown Association; Runcie Club; St. Joseph Youth Alliance Community Partnership; Cultural Diversity Committee; St. Joseph Area

Chamber of Commerce; Success by Six; Leadership St. Joseph; St. Joseph Civil War Sesquicentennial Committee: Sertoma Club and Rotary International.

Community groups and organizations used space provided by the library to conduct meetings and events. One hundred thirty organizations and groups reserved space in the library during the year. Many of the organizations used the meeting rooms and library space multiple times throughout the year.

Several tours were provided at each library for groups, classes, and organizations interested in learning more about the library system.

Karen Schultz and Misty Snider put up the annual Mitten Tree at the Washington Park Library. The tree was full of mittens, gloves, hats and scarves free for anyone needing help to stay warm. Staff members and patrons donated to the project.

The Cell Phones for Soldiers program was coordinated by Sue Edson. As part of the program, donated cell phones are turned into cellular minutes for soldiers serving overseas. The library has participated in the program since 2008 and during that time over 1,300 cell phones have been collected and sent off to the program. This project was featured in local television stations and newspapers.

The library participated in several community events including Juneteenth, Celebrity Reading Day at Helen Davis School, St. Joseph Area Chamber of Commerce Career Fair; Literacy Volunteer Luncheon; Project Homeless Connect Fair; Project Graduation; Agency Days; St. Joseph Children's Fair; the Salvation Army School Supply Collection Drive and Back to School Fair; several other area back-to-school fairs; Safety Town and the Bi-National Health Fair.

Mary Beth Revels traveled to Jefferson City to attend Library Advocacy Day at the Capitol. She met with local legislators to discuss local and statewide library issues. She is also participating on a statewide committee, organized by the Missouri Library Association, to update the Missouri Public Library Standards.

The library participated in the first ever World Book Night in the United States. Books were distributed to eight book givers who shared their books with people in St. Joseph, Albany, Cameron, Union Star and Atchison, Kansas.

Statistics

INCOME

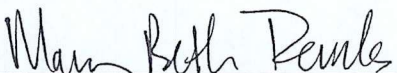
Local tax income	\$2,979,470
State aid	32,532
Grants	14,320
Other	<u>76,382</u>
Total	\$3,102,704

EXPENDITURES

Personnel	\$1,507,459
Collection	190,918
Operations	586,185
COP payment	<u>655,509</u>
Total	\$2,940,071

*Pre-audited figures. For audits of the St. Joseph Public Library, please contact the office of the director at 816-232-4038.

Population served:	65,064
Registered borrowers:	50,794
Total circulation:	389,878
Total library holdings:	290,492
Annual number of reference transactions:	24,446
Total internet sessions:	103,288
Annual program attendance:	24,359
Total number of programs:	693



Mary Beth Revels
Director
St. Joseph Public Library