

ST. JOSEPH PUBLIC LIBRARY

ANNUAL REPORT

2003 – 2004



99<sup>th</sup> Edition







## Goals

*The St. Joseph Public Library  
will provide...*

### *Lifelong Learning*

... materials, programs and services  
to assist in personal growth and  
development for all ages.

### *Current Topics and Titles*

... materials, programs and services on current  
topics and popular titles.

### *General Information*

... resources and assistance,  
answering questions about a broad  
number of topics.

### *Business and Career Information*

... information and assistance  
regarding business, careers, and  
changing work environments.

### *Local History and Genealogy*

... easy access to current and  
historical community and genealogical  
documents, books, periodicals, maps  
and other materials.

### *Government Information*

... information from federal, state, and  
local governments in a variety of formats.

## April 12, 2004

The St. Joseph Public Library  
Plan for Service was developed by a  
committee of community stakeholders,  
the library staff, and the St. Joseph  
Public Library Board of Trustees.

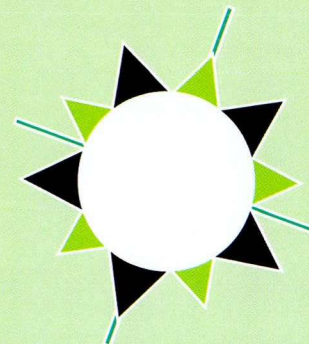
This publication is supported by  
the Institute of Museum and Library  
Services under the provisions of the  
Library Services and Technology Act  
as administered by the Missouri State  
Library, a division of the Office of the  
Secretary of State.



The St. Joseph Public Library Board  
of Trustees and staff would like to thank:  
Dr. Norma Bagnall, Sarah Elder, Judy  
Fuston, Brad Lau, Marge Miner, Cathy  
McKinley, Steve Olson, Sarah Swindler,  
Winnie Watts, Gary Wilkinson, and  
Alan Van Zandt for their participation  
in the planning project and Dr. Sujata  
Dunn, planning facilitator.

**St. Joseph Public Library  
Administrative Offices  
927 Felix Street  
St. Joseph, Missouri 64501  
816-232-4038**

## St. Joseph Public Library



## Plan for Service

**FY 2005 - 2008**



## Mission

*The St. Joseph Public Library  
preserves yesterday,  
informs today,  
and inspires tomorrow.*

Through a variety of materials, programs, and services, we provide, in a friendly atmosphere, the means for our patrons of all ages to learn throughout their lives; to meet their recreational needs; to obtain answers to their questions; to acquire business and career information; to better understand their community and personal heritage; and to access local, state, and federal government information.

*preserving yesterday*

## Objectives

### *Lifelong Learning*

Each year the library will sponsor, or co-sponsor, at least four adult programs addressing personal growth, enrichment, and development.

The library will create at least three new subject lists, book lists, or pathfinders each year showcasing materials about popular life skills, hobbies, or self-improvement. At least one subject list, book list or pathfinder will be targeted to young adults each year.

The library will participate in at least three events yearly with local literacy agencies to provide parents with the skills and incentives to read to their children.

At least 5,000 children each year will participate in programs conducted by library staff and volunteers.

### *Current Topics and Titles*

By the end of fiscal year 2006, at least 100 patrons will be members of a bestseller's club. Reserves will automatically be placed on new books written by authors the member specifies. This will eliminate the need to request a reserve each time a favorite author releases a new book.

90% of patrons who complete a reader's advisory quick response survey within fiscal year 2007 will rate the service with a moderate to high satisfaction level.

The overall circulation of materials will increase by 2% yearly.

### *General Information*

The library will develop a reference Web page by the end of fiscal year 2005. The Web

*informing today*

page will be a portal to reference information and services available through the library.

The library will offer at least four programs yearly, targeted to young adults, adults, and community organizations. The programs will promote consumer, career, health, and financial information available through the library.

The library will publish a quarterly newsletter about programs, materials, and services beginning in fiscal year 2005.

### *Business and Career Information*

The library will create a local business and career information Web page by the end of fiscal year 2005. The Web page will be a portal to information about business and career resources available through the library.

By the end of fiscal year 2008, 90% of patrons who complete a quick response survey in regard to business and career resources available through the library will indicate a moderate to high satisfaction level.

### *Local History and Genealogy*

The library will offer at least one program yearly, beginning in fiscal year 2005, for those interested in genealogical and local history materials available in the library or community.

The library will have a least one digitized collection by fiscal year 2008.

### *Government Information*

The library will create a government document Web page by the end of fiscal year 2006. The Web page will be a portal to information about local, state, and federal government resources available through the library.

*inspiring tomorrow*



Annual Report  
2003-2004

**ST. JOSEPH PUBLIC LIBRARY**  
**STATEMENT OF ASSETS, LIABILITIES, &**  
**FUND BALANCE**  
**MODIFIED CASH BASIS**  
**As of June 30, 2003**

**DRAFT COPY  
FOR DISCUSSION ONLY**

**ASSETS**

**CURRENT ASSETS**

1002 - CHECKING - US BANK	\$	65,692.50
1003 - US BANK - MONEY MARKET		126,093.54
1006 - CHECKING - COMMERCE		414,103.35
1008 - NORTH AMERICAN		8,400.83
1014 - BORCHARDT TRUST US BANK		584,418.35
1016 - FARMERS STATE BANK - 222		19,134.97
1017 - FARMERS STATE BANK - 249		23,029.10
1018 - GOLD BANK - 007		31,902.61
1021 - TOOTHAKER TR US BANK (MEDICAL		132,819.73
1022 - US BANK - TOOTHAKER		1,429.18
1045 - CD - GOLD BANK - 232		20,698.08

**Total Current Assets**

1,427,722.24

**FIXED ASSETS**

1050 - BUILDINGS	\$	52,500.00
1051 - CONSTRUCTION IN PROGRESS		1,891,994.57
1052 - CONSTRUCTION - EAST HILLS SITE		819,740.60

**Total Fixed Assets**

2,764,235.17

**TOTAL ASSETS**

\$ 4,191,957.41

Construction \$s

Construction = Construction in progress  
Const. E.H. site

Less June 30, 2003 totals

+ Bond Issuance + Interest

Collection \$s

Operating Coll June 30, 2004 +  
ODC Collection

## **St. Joseph Public Library**

### **Board of Trustees, 2003 – 2004**

Mr. Drew H. Brown Treasurer	Term expires June 30, 2004
Reverend Sidney Breese	Term expires June 30, 2004
Mr. William I. McMurray	Term expires June 30, 2006
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, 2006
Ms. Bette L. Tolbert President	Term expires June 30, 2005
Ms. Winifred J. “Winnie” Watts Secretary	Term expires June 30, 2004
Dr. Deborah Weems	Term expires June 30, 2006

**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, Manager, Downtown Library

Audrey Sheets, Manager, Carnegie Library

Karen Schultz, Manager, Washington Park Library

Sue Horvath, Manager, Technical Services Department

Sharon Canter, Assistant Manager for Reference Services, Downtown Library

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



## St. Joseph Public Library

### Branches

#### **CARNEGIE**

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

#### **DOWNTOWN**

927 Felix Street.....816-232-7729  
St. Joseph, MO 64501  
Monday – Thursday, 9:00 a.m. – 9:00 p.m.;  
Friday – Saturday, 9:00 a.m. – 6:00 p.m.;  
Sunday, 1:00 p.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

#### **TEMPORARY EAST HILLS**

East Hills Shopping Center .....816-236-2136  
3702 Frederick Avenue, 41-A  
St. Joseph, MO 64506  
Monday – Thursday, 9:00 a.m. – 9:00 p.m.;  
Friday – Saturday, 9:00 a.m. – 6:00 p.m.;  
Sunday, 1:00 p.m. – 5:00 p.m.  
Fax.....816-236-1429  
Community Services.....816-236-2107

#### **WASHINGTON PARK**

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



## **Introduction**

An annual report strives to make sense of the year just past, in telling how and why this particular year was different from all of the others.

As has been the case in the last few years, a major focus of the library has been on building renovation and construction. Within the last three years, the library has renovated three historic buildings, two of which have housed library services for over 100 years, and one building that has provided library service for over 90 years. The library also began construction on a thoroughly modern library facility.

In addition to focusing on library buildings, the Board of Trustees and staff embarked on a mission to complete a long-range strategic plan for the library. The Board and staff felt it was an appropriate time to plan the future due to the recent termination of a 12-year partnership with another library district. The goal of developing the strategic plan was to create a plan that would allow the library to use its resources effectively to meet the demands of the taxpayers.

The library sought, and received, a Planning and Standards Grant from the Institute of Museum and Library Services. The grant was funded through the Library Services & Technology Act and administered by the Missouri State Library.

The library used the public library planning process called the "*New Planning for Results*" to develop the long-range plan and hired Dr. Sujata Dunn, a trained facilitator, to lead the process. Dr. Dunn led the library staff, Board of Trustees, and a planning committee in developing the plan. The planning committee was made up of nine community members, one Board Trustee, and one staff member.

The planning committee, Board of Trustees, and library staff worked together to choose six service responses for the library to emphasize in carrying out its mission. According to the "*New Planning for Results*," service responses are defined as what a library does for, or offers to, the public in an effort to meet defined community needs. They represent the gathering and deployment of specific critical resources to produce a specific public benefit or result. The service responses chosen were: Current Topics and Titles, Lifelong Learning, Business and Career Information, Local History & Genealogy, and Government Information.

The mission statement developed in the plan is: "The St. Joseph Public Library preserves yesterday, informs today, and inspires tomorrow. Through a variety of materials, programs, and services, we provide, in a friendly atmosphere, the means for our patrons of all ages to learn throughout their lives; to meet their recreational needs; to obtain answers to their questions; to acquire business and career information; to better understand their community and personal heritage; and to access local, state, and federal government information."



## **Public Services**

A major goal of the library continues to be to provide the community a variety of materials, programs, and services to assist in their personal growth and development. The Summer Reading Program reaches many young people and helps fulfill the above stated goal. The St. Joseph Public Library enrolled 947 children and young adults in the 2003 Summer Reading Program, titled "Laugh It Up @ Your Library."

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

American Library Association events were celebrated during the year. National Library Card Sign-Up month was celebrated by offering free replacement library cards and holding drawings for both children and adults at each facility. Gift bags were also handed out to children who signed up for their first library card. The gift bags were so popular that library staff continued to hand out gift bags to children who received their first library card throughout the entire year. National Library Week was celebrated in April with drawings for children and adults at each library, and the first National Library Worker's Day was celebrated with punch and cookies at each library and display boxes for library patrons to leave comments of appreciation for staff members.

## **Collection Development**

The library contracted with Baker & Taylor's Customized Library Services Division in preparation for ordering materials totaling one million dollars for the new East Hills Library. Library staff selected the materials to be ordered, and the staff at Baker & Taylor cataloged and prepared the books for the shelves. The materials were to be delivered in two batches. The first materials were received on April 8, 2004. The second delivery was set for July, 2004.

The library received a Library Services Technology Act grant, administered by the Missouri State Library, which paid for the subscription to a database called LearnATest. This database proved popular with patrons, and the library is hoping to continue funding the database subscription in the next fiscal year.

The library received a collection of workbooks and videotapes titled, "Workplace Essential Skills" and "GED Connection" through an LSTA grant, administered by the Missouri State Library. The library worked with local literacy agencies advertising the fact that the materials were available for checkout.

The Technical Services Department began to barcode and catalog new paperbacks, making them more accessible to the public as the books were easier to find both on the shelves and in the catalog.



Staff worked to improve the Easy Reader collection of books in the children's area of each library. All books were labeled, cleaned, and updated with green dots. The goal of the project was to have a consistent color code system that would identify the reading level of books at each library.

The library purchased its first collection of e-books from the Missouri Library Network Corporation. The e-books are available through the library's website, and once a patron sets up an account in the library the e-books are accessible at any computer with Internet access.

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

Volunteers continue to be 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, handing out prizes, and manning booths at events. Volunteers also assisted in packing and unpacking books being moved during renovations of the Downtown Library and the construction of the East Hills Library.

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, the staff took advantage of training provided by the Missouri State Library, MOREnet, The Missouri Library Network Corporation, and K.C. Metropolitan Library & Information Network.

Library staff attended the Summer Institute provided by the Missouri State Library and the annual Missouri Library Association Conference held in Springfield.

Two staff members were awarded their Masters in Library Science from the University of Missouri, Columbia.

### **Facilities and Equipment**

Construction on the new East Hills Library was nearly completed this year. The 27,000 square foot library is scheduled to open to the public in September 2004. The library will house the Technical Services Department, in addition to providing children's, young adult, and adult services to the public. The library will feature a coffee shop, space for the St. Joseph Visitor's Center, and two meeting rooms, one of which will offer stadium style seating and audiovisual equipment.

The renovation of the historic Downtown Library was completed in March 2004 and was reopened to the public on April 8. The grand reopening celebration was held on



April 17, 2004 and included an ROTC color guard, a soloist, a jazz trio, guest speakers, storytellers, and portrayals of historic figures important to the library.

New computers were purchased for the renovated Downtown Library. The library now offers 19 computers for public use.

### **Community Relations**

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

The library-by-mail and deposit site programs continued to grow. By year end, there were eight deposit sites and 72 patrons signed up for library-by-mail.

The Friends of the St. Joseph Public Library was formed in November 2003 and held an organizational meeting in March 2004 where several people volunteered to serve on the Board. Planning meetings continued with plans for a membership drive to be kicked off before summer's end.

The library participated in several community events including Make a Difference Day, Literacy Information Day, a Second Harvest Food Bank Drive, Agency Days, the Literacy Coalition's annual author visit, a community Children's Fair, and the Apple Blossom Parade.

Adult programs this year included programs presented to a computers users group at a senior citizens center, the South Side Business Women's Association and Missouri Career Center staff.

### **Statistics**

#### **INCOME**

Local tax income	\$2,519,418
State aid	38,089
Certificates of Participation	7,300,000
Other	<u>110,640</u>
Total	\$9,968,147

#### **EXPENDITURES**

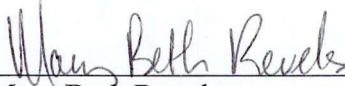
Personnel	\$1,176,764
Collection	771,441
Operations	811,897
Construction	<u>3,737,837</u>
Total	\$6,497,939



St. Joseph Public Library  
99<sup>th</sup> Annual Report

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

Population served:	69,252
Registered borrowers	39,519
Total circulation:	275,071
Total library holdings:	214,800
Annual number of reference transactions:	14,993
Total internet sessions:	64,437
Annual program attendance:	11,715
Total number of programs:	370

  
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Mary Beth Revels  
Director  
St. Joseph, MO



