

# St. Joseph Public Library



Annual Report 2008 – 2009  
104<sup>th</sup> Edition

## **St. Joseph Public Library**

### **Board of Trustees 2008 – 2009**

Dr. Norma Bagnall Vice President	Term expires June 30, 2009
Mr. Drew H. Brown President	Term expires June 30, 2010
Mr. Frank Connett	Term expires June 30, 2011
Dr. Brian Cronk	Term expires June 30, 2011
Ms. Leila Hicks Treasurer	Term expires June 30, 2011
Ms. Sherri Lilly Secretary	Term expires June 30, 2010
Dr. Jimm MacGregor	Term expires June 30, 2010
Ms. Marlys E. "Marcie" Thedinger	Term expires June 30, 2009
Dr. Deborah Weems	Term expires June 30, 2009



**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

Kim Tullis, Manager, Technical Services Department

Shirley Blakeney, Assistant Manager, East Hills Library

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

#### **EAST HILLS**

502 North Woodbine Road .....816-236-2136  
Suite 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**

The St. Joseph Public Library preserves yesterday, informs today and inspires tomorrow. These are the words of the library's mission statement and the library system puts them into practice every day.

Thousands of people visit the library each year. Some to check out books or movies, some to use a computer, and others to attend one of the many programs offered at the library or in the community.

The St. Joseph Public Library is not just a place to find a book. We are a repository of local and genealogical information, used by people from all over the world. We provide audiobooks, videos, DVDs, music CDs, newspapers and magazines for patrons to use in the library or check out. In addition to a place where people can find reading, viewing or listening material for pleasure or education, we provide hundreds of programs throughout the year for people of all ages. Many of our library patrons rely on us to keep them connected in this digital age, and we do that by offering wireless Internet access in all libraries, along with 90 public access computers.

We offer computer databases on a myriad of subjects. These databases can help patrons fix cars, select a new book to read, find information on a medical condition, repair a lawn mower or find a long lost relative, to name just a few examples. One of our newest databases allows patrons to download movies and television shows for viewing at home.

More materials were checked out, more questions answered by the Reference staff, more people used the Internet and more people attended our programs this year than last. As the economy weakened the services we offered became even more important to the residents of the library district. We are proud to continue to provide these services to our community.

## **Public Services**

The library celebrated the Big Read in conjunction with the Allied Arts Council, Rolling Hills Consolidated Library and St. Joseph School District. The featured book was *The Great Gatsby* by F. Scott Fitzgerald. There were several library and community-wide Big Read events in May. The Big Read is a grant program funded by the National Endowment for the Arts.

The library received a Library Services & Technology Act (LSTA) grant, administered by the Missouri State Library, for the purpose of contracting with a professional survey company. As part of the "Excellence in Library Services" grant 400 library users and 400 non-users completed a telephone survey about the library. The results were compiled for the Library Board and administrative staff to be used to develop a long-range plan.



A major goal of the library continues to be providing community members 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 that goal. During the 2008 program entitled "Catch the Reading Bug @ Your Library," 129 programs were presented, with an attendance of 8,055 people. A total of 2,086 children were enrolled, which represents an 8% increase from the previous year. Teen enrollment was 244 in the "Metamorphosis" summer program, an 8% decrease from the previous year.

The library offered the 5<sup>th</sup> annual adult reading program in July. This year's program, entitled "Bug Us for a Good Book" offered weekly drawings for participants and incentives for staff to encourage patrons to participate. A total of 1,350 entries were received, a 60% increase from the previous year.

The V.I.P. Club, a program where books by popular authors have holds automatically placed on them, had 540 members by the end of the fiscal year.

The newsletter, "Library Matters," changed its frequency from quarterly to monthly. The newsletter was available for pick up at each library facility and was mailed or emailed to board members, Friends members, and others who requested it.

A new monthly email newsletter, "S.T.A.M.P.S" (StoryTimes and More Program Schedule) began. One hundred-four patrons signed up to receive the newsletter.

Children's programming continues year-round within the libraries and in the community. Each library offered storytimes and programs throughout the year and provide monthly programs for daycares and special programs for schools and groups. Mark Twain Reader's Club; Art in the Library; Tricky Tuesday's; Daring Girls; Daring Boys; Circus Academy; Creative Kids; Read Aloud programs of "Tales from Dripping Fang: Book One – the Onts" and "Chasing Vermeer;" Family Movie Nights and an "Indiana Jones" movie marathon are just some of the many programs offered for children and their families at the libraries during the year.

Teen programs included the 8<sup>th</sup> Annual Harry Potter Trivia Contest, Teen Advisory Board meetings, Book Club meetings, open mic contests, movies, trivia contests, a poetry contest, an etch-a-sketch contest, craft programs, GameCube Tournaments, Wii Tournaments, Magic: The Gathering role-playing games, a Trivial Pursuit Tournament, Murder Mystery Nights, book release parties and a caroling party. Informational program topics included: knitting, duct tape creations, drawing manga and applying monster makeup.

In addition to children and teen programs, the library sponsored several adult programs including weekly movies hosted by local movie critic Bob Shultz, film festivals, two ongoing general interest adult book clubs, a true crime book club, ongoing craft programs and the following monthly programs: the Local History Stage at the



Downtown Library, Programs in Your Neighborhood at the Washington Park Library and Brown Bag Author Lunch and East Hills Presents at the East Hills Library.

Computer instruction classes were offered at the branches. The library received an LSTA grant in 2006 that allowed the purchase of ten laptop computers, an LCD projector and SMARTBoard. Reference Librarian, Crystal Stuck, organized the classes for the system. Each branch offered a variety of computer classes during the months they hosted the computer lab.

Library staff participated in several national and local literacy related events including: the Salvation Army Back to School Fair, Jumpstart's Read from the Start, the community's Annual Children's Fair, Parent's as Teachers Tiny Tot Town, Juneteenth, Junior League Fun Run for Literacy and the Literacy Coalition's annual Literacy Luncheon.

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 each branch. Children's Book Week, sponsored by the Children's Book Council, was also celebrated at all 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 68 United States cities and 2 international cities. A total of \$670.00 was collected in research fees.

In response to increased public interest in voting in the 2008 presidential election, several staff members were sworn in as deputy clerks to register Buchanan County residents.

### **Collection Development**

The library received three Early Literacy Station computer terminals as part of an LSTA grant from the Missouri State Library.

The Technical Services Department tracked the time it took it process 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 7 workdays for books and 10 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.



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

Volunteers continue to be an integral part of providing library service and assisted the library this year 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. They helped shelve and straighten materials at the libraries. 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.

Will Stuck was a statewide trainer for the 2009 Summer Reading Program. This is the second year in a row he was asked to participate as a trainer. Jenny Ellis was a presenter at the Missouri Library Association and a KCMLIN workshop, both on the topic of readers' advisory.

Kathy Seurfert received an LSTA grant, administered by the Missouri State Library, to attend the Young Adult Library Services Association Teen Literature Symposium. The grant was entitled "Show Me Steps to Career Development."

Staff day was held in October 2009. The Employee Advisory & Morale Committee (EMAC) organized the day that included a morning session about Brain Maintenance led by Damaris Schmitt and afternoon break-out sessions on the topics of personal safety, tips for writing press releases, readers' advisory for graphic novels and zen garden/relaxation.

EMAC organized fun events for staff and Board members throughout the year including the annual holiday party, bowling events, movies and game nights.

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, MOREnet, the Missouri Library Association, the Missouri Library Network Corporation, the Kansas City Metropolitan Library and Information Network, Sirsi Midwest User's Group, Grand River Library Conference and American Red Cross.



### **Facilities and Equipment**

The Friends of the St. Joseph Public Library purchased several items for the library: DVD projector and screen for the Carnegie Library, RTI Eco-Smart DVD/CD cleaner for the system, BrightBoard Digital Board and shelving for the East Hills Library.

The Carnegie Library held an Open House on December 27<sup>th</sup> to unveil a plaque honoring John Donovan and the Loving Cup. The plaque was donated by the South St. Joseph Progressive Association. The purchase of the plaque and celebration was spearheaded by Robert Miller, a south St. Joseph resident. The sterling silver Loving Cup was originally given to John Donovan by the citizens of St. Joseph on December 28, 1908. The cup was donated to the Carnegie Library by Mr. Donovan's family after his death.

The library received e-rate discounts totaling \$8,695.10. The discounts were applied to telephone bills received from AT&T.

### **Community Relations**

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

Community groups and organizations used space provided by the library to conduct meetings and events. One hundred sixty-six 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.

By year end, there were seven deposit sites and 52 patrons actively participating in library-by-mail service.

The Friends of the St. Joseph Public Library sponsored monthly adult book clubs at the Downtown and East Hills libraries. They held a back to school book sale at the East Hills Library in August, the annual book sale at the Stoney Creek Inn in October and ongoing sales at the libraries. 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, making special purchases for the library, donating funds to purchase give-away books for Juneteenth, and providing the funding for the purchase of 200 copies of *BookPage*, a popular monthly book review magazine.



The Washington Park Library staff provided gloves, hats, scarves and jackets to needy neighborhood children throughout the winter. A total of 71 items were given to needy children. Donations of the items came from patrons and library staff throughout the system.

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. During the year a total of 267 cell phones were collected.

The library participated in several community events including a St. Joseph Area Chamber of Commerce MySuccess Career day for high school sophomores; Apple Blossom Parade; Southside Festival Parade; the Literacy Coalition's annual author visit; Literacy Volunteer Luncheon; 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; a food drive for America's Second Harvest; Heartland Health New Parents/Baby Fair; Youth Alliance Job Fair; Chamber of Commerce Career Fair; Safety Town; Bi-National Health Fair and the Mayor's Thanksgiving Dinner.

Mary Beth Revels attended Library Advocacy Day in Jefferson City along with Director Barbara Read of the Rolling Hills Consolidated Library. The two met with local legislators during the visit.

Ms. Revels served as Chair of the Public Library Division of the Missouri Library Association and as treasurer of the Kansas City Metropolitan Library Information Network.



**Statistics**

**INCOME**

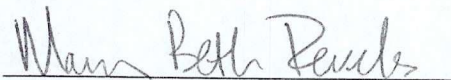
Local tax income	\$2,786,343
State aid	38,089
Athletes & Ent. funds	14,135
Grants	36,034
Other	<u>92,811</u>
Total	\$2,967,412

**EXPENDITURES**

Personnel	\$1,636,024
Collection	300,198
Operations	607,777
COP payment	<u>656,730</u>
Total	\$3,200,729

\*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:	43,217
Total circulation:	461,458
Total library holdings:	288,884
Annual number of reference transactions:	15,298
Total internet sessions:	115,761
Annual program attendance:	33,592
Total number of programs:	715



Mary Beth Revels

Director

St. Joseph Public Library