

St. Joseph Public Library

Annual Report 2012-2013

108th Edition

Family Place Library



Play gives children a chance to practice what they are learning.

- Fred Rogers

St. Joseph Public Library

Board of Trustees 2012 – 2013

Ms. Kathy Hill Bahner	Term expires June 30, 2013
Mr. Frank Connett Vice President	Term expires June 30, 2014
Dr. Brian Cronk Treasurer	Term expires June 30, 2014
Mr. Rick Hartigan	Term expires June 30, 2014
Mr. Steven Haskey President	Term expires June 30, 2013
Ms. Jacklyn Koeneman Secretary	Term expires June 30, 2015
Ms. Barbara Maxwell	Term expires June 30, 2015
Mr. Brad Weil	Term expires June 30, 2015
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

As a public library director, I am proud of the fact that anyone who walks through the doors of the St. Joseph Public Library is welcome. However, with the exception of toddler storytimes at the Carnegie Library, the St. Joseph Public Library has not offered much in the way of programming for babies in the recent past. That changed this year with the formal opening of the Family Place Library space at the Downtown Library on February 25, 2013 with a Chamber of Commerce ribbon cutting ceremony.

During fiscal year 2011-2012, 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 2012. Upon her return, plans were implemented to begin the program. A former hallway was turned into the Family Place space with the guiding hand of Dee, the help of artists and light construction workers, and the cooperation of the St. Joseph School District, who owns the building.

The space is outfitted with comfortable furniture, learning toys, games and books for parents and their children from birth to six years of age. The games and toys are tools children and their parents can use to learn and grow together and help create strong, literate families.

Providing the physical space and filling it with educational and fun toys to stimulate young minds is one of the two main goals of being a Family Place Library. The other goal is to provide programming that includes inviting local experts who share a host of ideas and support to young children and their families. The first programming provided this year was a book club, in cooperation with United Way's Success by Six initiative. The book *Easy to Love, Difficult to Discipline: the Seven Basic Skills for Turning Conflict into Cooperation* by Rebecca Anne Bailey was discussed over several weeks. Two book groups met, with the Downtown Library book discussion being led by Dee Zvolanek.

The 2012-2013 Summer Reading Program, that began June 1, 2013 was also available to babies. In prior years, the minimum age to sign up was two. Babies were encouraged to enroll at every branch and systemwide, we set a goal of enrolling 100 babies this first year. We exceeded that goal with 143 babies enrolled by program end.

St. Joseph Public Library branches have always opened their doors to all ages, but now the staff truly has the know-how to provide help, support and fun for people from birth to age 100 and beyond.

Public Services

In April, the Reference Department implemented a new way for patrons to contact them with questions. Patrons now have the option of texting or communicating via instant chat with the Reference Librarians.

For the second year, Children's Librarian Will Stuck offered every 4th grade teacher in St. Joseph a read aloud program of the 2004 Newbery Award winning book *The Tale of Despereaux* by Kate DiCamillo. He chose to read to 4th grade students because this is the age where he noticed kids tend to decide whether it is "cool to be literate." Will Stuck definitely shows children it is cool to be a lifelong reader.

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 at 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 2,545 children enrolled in the "Dream Big, Read" program. Teen enrollment was 205 in the "Own the Night" program. A total of 4,384 people attended the weekly performances.

The library offered the 9th annual adult reading program in July. The program entitled "Between the Covers" 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 3,137 entries were received.

The V.I.P. Club, a program where books by selected popular authors have holds automatically placed on them, had 640 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 as requested. The library also sends a monthly email-only newsletter, "S.T.A.M.P.S" (StoryTimes and More Program Schedule). Three hundred seventy-three patrons signed up to receive the newsletters via email.

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, the library also offered toddler storytime sessions and evening storytimes for families. The Mark Twain Reader's Club; Yellow Dot Reader's Club; Lego Club; Tricky Tuesday's; Einstein Science Club; What a Character Class; Adventurers Class; Stuffed Animal Sleep Over; East Hills Library Peeps Show Diorama Contest; Family Fun Nights; Family Crafts; Family Movie Nights and movie marathons featuring "Wizard of Oz" and "Diary of a Wimpy Kid" 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, movies, movie riff programs, craft programs, cooking classes, drawing classes, game tournaments, a Hobbit 101 class, Hobbit Trivia contest 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; eighty scarves were donated to the Salvation Army. Downtown teens (with added help from volunteers at the other branches) also made over 250 VAlentines 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, two monthly adult book clubs, monthly craft programs, the Local History Stage at the Joyce Raye Patterson Senior Center and Brown Bag Author Lunch and East Hills Presents at the East Hills Library. Nonrecurring programs included a concert by folk music duo, Hungrytown; a Medicare Part D program with Missouri CLAIM; and Rain Garden and Rain Barrel programs sponsored by the City of St. Joseph.

Computer instruction classes were offered at the branches. Patrons schedule one-on-one time with a librarian for training and help. Topics included basic computers, basic mouse, basic keyboard, email, internet, how to write a resume, how to apply for a job online, how to work with digital photos, Microsoft Word, Microsoft PowerPoint, how to use various library databases and ereader and tablet computer help.

The library offered Show & Tell Ereader and Tablet sessions at the libraries from January through March. The events were successful, but staff found assisting patrons one-on-one was a better way to help patrons with their specific questions and issues.

The East Hills Library provided Tech Help twice a month. Volunteers were on hand to offer technology help for anyone who stopped by.

Library staff participated in several community events including: the Salvation Army Back to School Fair, several area back-to-school fairs, Kindergarten Jumpstart, the community’s Annual Children’s Fair, World Book Night, Safety Town, the Chamber of Commerce’s Career & Resource Fair, Teen Job Fair, Agency Days, My Success Event and Bi-National Health 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 seventy-seven U.S. cities and two international cities. A total of \$987.50 was collected in research fees.

Collection Development

The library began a three year subscription to CollectionHQ, a software program that assists libraries with selecting, managing and promoting their collections of materials.

For the first time in three years, the Missouri State Legislature allocated funds to public libraries from the Athletes & Entertainers tax fund. A total of \$100,000.00 was distributed to public libraries throughout the state and the St. Joseph Public Library received \$760.46. The fund were used to purchase downloadable audiobooks for the library's collection through OneClickDigital.

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 4.4 workdays for books and 14.7 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.

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.

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 branches with technology training for the public, helping shelve, straighten and clean materials at the libraries and sorting and organizing books for the Friends of the Library book sale. 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. Volunteers also helped maintain the parks at the Washington Park and Carnegie libraries.

The library, its staff and board members belong to several library related organizations including: the Mid-America Library Alliance (MALA), Grand River Library Conference, American Library Association, Public Library Association, Missouri Library Association, MOREnet, AMIGOS, the Sirsi Midwest User's Group and the Ozarks SirsiDynix Users Group.

Staff day was held in November 2012. The Employee Advisory & Morale Committee (EMAC) organized the training event. Speakers for the day were Penny Adams from AFL-CIO, who presented information about the services offered by her organization, Tiffany Hentschel offered a session on Customer Service, Kaite Stover presented a session on urban fiction and Mary Beth Revels provided a hands-on session with eReaders.

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, Public Library Association, MOREnet, Missouri Library Association, MALA, Booklist, WebJunction, OCLC, Library Journal, OverDrive and Info People.

Facilities and Equipment

The St. Joseph Sertoma Club installed hearing loop technology in the theater at the East Hills Library. The hearing loop works with hearing aid telecoils and cochlear implants and provides wireless amplification to boost the sound in the two devices. The library is the first location in St. Joseph to offer the hearing loop technology.

A new library catalog was purchased from SirsiDynix. The old catalog, iBistro, was retired and Enterprise was available for use in April. Among many new features, the catalog provides book covers, Google-like searching and a "Buy it Now" option that allows patrons to make purchases through Amazon and support the library.

The Board of Trustees voted at the end of the 2011-2012 fiscal year, to set aside funds to create a Building & Grounds Reserve Fund. Over \$100,000.00 is now in a fund for large capital expenses with additional funds added annually.

The library received three LSTA grants administered by the Missouri State Library during the year. The first totaled \$20,406.00 and allowed the library to replace 48 public computers. The second totaled \$1,292.00 and was used to purchase eight eReaders for use in training. The final grant totaled \$697.36 and provided funding to purchase prizes for the Summer Reading Program.

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

Community Relations

Library staff organized two fundraisers on behalf of the library. The third annual Haunted Library fundraiser event at the Downtown Library raised \$694.00. The third annual trivia night, organized by EMAC, raised \$1,277.00. 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.

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 twenty-nine 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 filled with 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 1,479 cell phones have been collected and sent off to the program. This project was featured on local television stations and in newspapers.

Statistics

INCOME

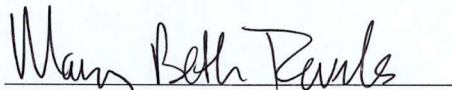
Local tax income	\$2,994,876
State aid	32,532
Grants	14,610
Athletes & Entertainers	761
Proceeds from Refinancing Bonds	118,278
Other	<u>71,244</u>
Total	\$3,232,301

EXPENDITURES

Personnel	\$1,534,390
Collection	214,988
Operations	653,998
Bond Issuance Cost	94,015
COP payment	<u>514,432</u>
Total	\$3,011,823

*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:	54,083
Total circulation:	365,219
Total library holdings:	285,187
Annual number of reference transactions:	17,653
Total internet sessions:	93,771
Annual program attendance:	32,807
Total number of programs:	746



Mary Beth Revels

Director

St. Joseph Public Library