

ANNUAL REPORT 2019-2020

115TH EDITION

ST. JOSEPH PUBLIC LIBRARY



SJPL.LIB.MO.US

MISSION, VISION & VALUES

Mission

The St. Joseph Public Library will enrich our community by providing diverse resources and services to support and fulfill the life-long informational and recreational needs of our patrons.

Vision

The St. Joseph Public Library's vision is to foster a united, engaged, and informed community where all generations connect, discover, and create.

Values

The St. Joseph Public Library values:

ACCOUNTABILITY. We are dedicated to delivering on our commitments and for the stewardship of our taxpayer dollars.

EXCELLENCE. We are courteous professionals who strive to create extraordinary experiences for our community.

EQUALITY. We are free and open to all people and ideas. We treat everyone with respect and compassion.

INNOVATION. We are always learning. We are constantly exploring new ways of doing things better and doing better things.

PASSION. We love the library, we love St. Joseph, and we love what we do.

TEAMWORK. We build connections and celebrate the diversity of our experiences.



BOARD OF TRUSTEES

Ingrid Woodbury – President

Rosetta Ballew-Jennings – Treasurer

Brian Kirk

Alison Schieber

Sharon Wasson

Mike Cadden – Vice President

Elizabeth Latosi-Sawin – Secretary

Aaron Powell

Kyla Ward

MANAGEMENT TEAM

Mary Beth Revels – Director

Shirley Blakeney – Branch Manager, East Hills Library

Karen Schultz – Branch Manager, Washington Park Library

Audrey Sheets – Branch Manager, Carnegie Library

Jen Wildhagen – Branch Manager, Downtown Library

Crystal Stuck – Community Services and Outreach Coordinator

Sharon Canter – Manager, Reference Services

Jess Gould – Manager, Children’s Department, East Hills

Misty Snider – Manager, Children’s Department, Downtown

Kim Tullis – Manager, Technical Services Department

FRIENDS OF THE ST. JOSEPH PUBLIC LIBRARY BOARD

Mary Kay Wright – President

Lisa Logan – Secretary

Kari Benson

Hilary Newey

Barb Yarbrough

Diane Delaney – Vice President

Bob Mackey – Treasurer

Jacklyn Koeneman

Annie Updegraff

The Friends of the St. Joseph Public is a 501(c)(3) organization and had 121 paid members during the fiscal year. The biggest annual expense for the Friends is supporting the library’s Summer Reading Program. They also purchase books for the library’s book clubs and provide copies of BookPage, a popular book review magazine, at all the branches. They purchase books to give to kids attending Pumpkinfest and Juneteenth. This year the Friends also purchased flower seating and an activity cube for the Children’s Department at the Carnegie Library.

The Friends raise money by hosting book sales. There are books for sale in the branches throughout the year and the Friends also host special sales such as this year’s VHS Sale, annual Fall Book Sale, Holiday Book Sale, and Vintage Book Sale.

Crystal Stuck is the staff liaison with the Friends of the Library and coordinates the sorting of donations and planning of all the sales.

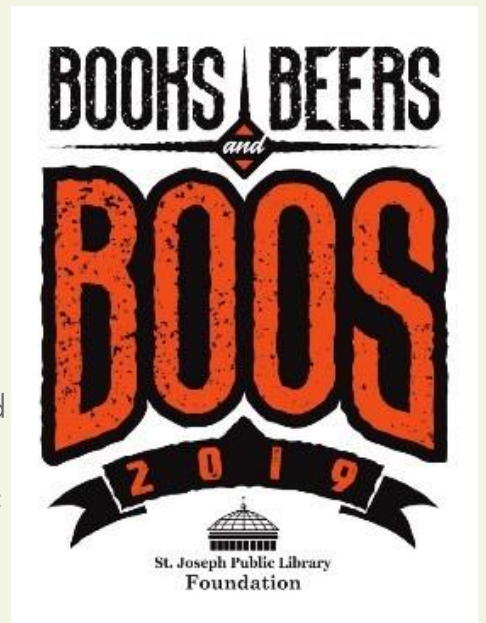
ST. JOSEPH PUBLIC LIBRARY FOUNDATION

Gary Myers – President
Kathy Hill-Bahner – Secretary
Drew Brown
Sharon Kosek
Brian Myers
Ingrid Woodbury

Susan Campbell – Vice President
Ralph Schank – Treasurer
Kristina Hannon
LeeAnn Leonard
Rosetta Ballew-Jennings

The St. Joseph Public Library Foundation is a 501(c)(3) organization that promotes private donations to help ensure the library's future. In October the Foundation hosted the 2nd Annual Books, Beers, and Boos fundraising event at River Bluff Brewing, along with a program about the history of Dracula, at the East Hills Library.

The Foundation also provided money to purchase pet and animal books for the East Hills Library, thanks to Laura Hutton Memorial donations that will fund the purchase of books for the next several years.



Above: The Friends of the St. Joseph Public Library annual meeting and dinner.



Above: Mayor Bill McMurray; Local History Librarian, Jennifer Sanders-Tutt; Library Director, Mary Beth Revels and Foundation Board Member, Sharon Kosek during the proclamation of Local History Week.

FINANCES

Income

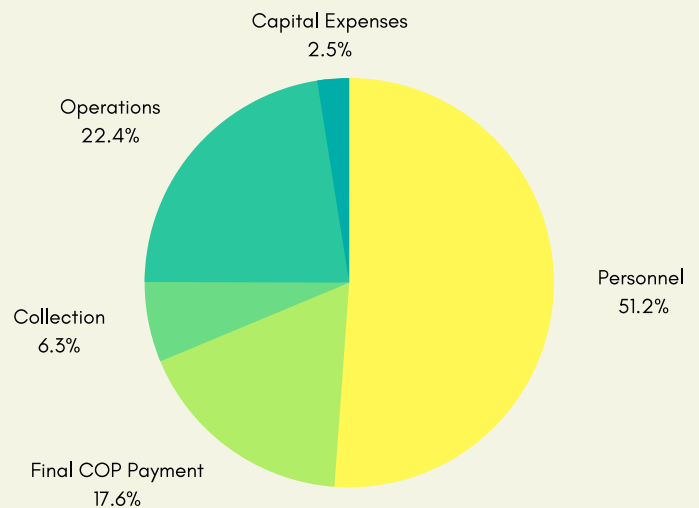
Local Tax Income	\$ 3,304,082
State Aid	\$ 32,532
Grants	\$ 46,746
Athletes & Entertainers Funds	\$ 9,682
Donations	\$ 21,105
CVB Rent	\$ 6,553
Other	\$ 27,381

Total Income \$ 3,448,081

Expenses

Personnel	\$ 1,808,972
Collection	\$ 254,052
Operations	\$ 793,296
Capital Expenses	\$ 88,825
Final COP Payment	\$ 621,070

Total Expenses \$ 3,566,215



The Missouri State Library encourages libraries to apply for competitive grants from Library Services and Technology Act (LSTA) funds supplied by the Institute of Museum and Library Services. During the 2019-2020 fiscal year the library received the following LSTA grants from the Missouri State Library.

Summer Reading: helped pay for A Universe of Stories 2019 Summer Reading Program by underwriting some costs for weekly performers and supplies such as bookmarks and posters.

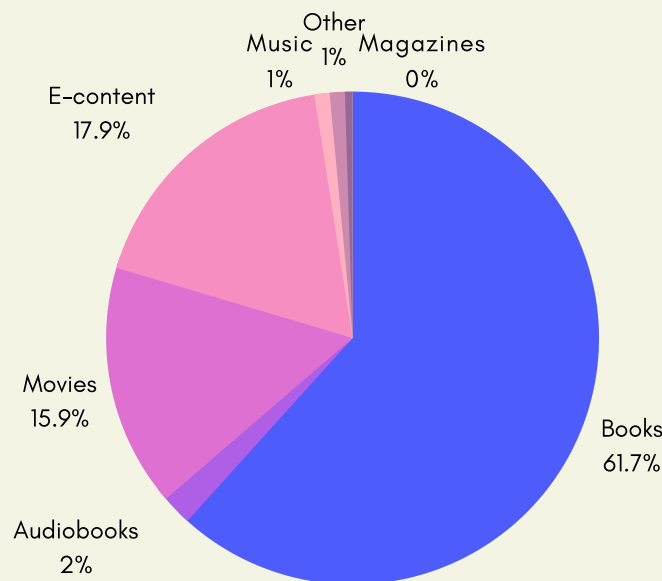
Technology Ladder: replaced 60 outdated public and staff computers, allowing the library to upgrade all computers to the Windows 10 Operating System.

Spotlight on Literacy: provided funding for early literacy events throughout the year with partner agencies such as the United Way, Rolling Hills Library, St. Joseph School District, and Head Start.

Show Me Steps to Continuing Education: funded staff to attend the Public Library Association Conference in Nashville, TN.

STATISTICS

Checkouts	Total	Adult	Teen	Children
Books	138,179	81,152	6,619	50,408
Audiobooks	5,616	4,664	45	907
Movies	36,547	28,594	18	7,935
E-content	39,240	23,034	1,884	14,322
Magazines	933	905		28
Music	1,924	1,654		270
Other (Games, Fishing Poles, Seed Packets)	1,638	1,622		16
Total Checkouts	224,077	141,625	8,566	73,886



Programs	Programs Offered	Attendance
Preschool	259	6,669
Kids	196	4,579
Teens	131	2,537
Adults	215	6,102
Total	801	19,887

RETURN ON INVESTMENT

For every \$1 in personal and property taxes the library received during the fiscal year, residents received \$2.35 in services.

LIBRARY PROGRAMS

The library provides educational, fun, and engaging programs for all ages.

"I love the resources offered to the community by the library: storytimes with the kids, movie nights, clubs, DIY, etc. You guys rock!" – D.Y.



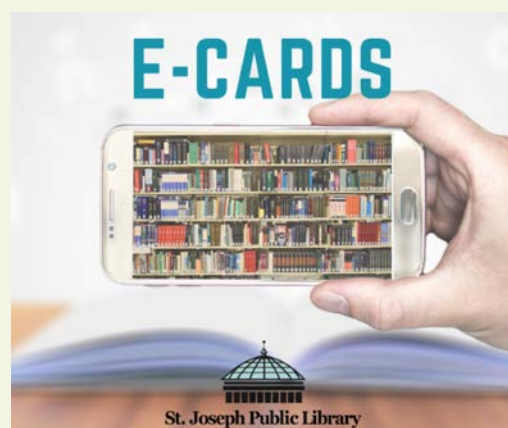
DIRECTOR'S REPORT

The 2019–2020 fiscal year began like any other year, right in the middle of our busiest time and during our largest program, the annual Summer Reading Program. The Summer Reading Program theme in the summer of 2019 was A Universe of Stories, and the theme gave us an opportunity to celebrate the 50th anniversary of the historic moon landing. The fiscal year ended like no other in memory with the COVID-19 global pandemic making an impact on how the library serves our community.

Pandemic-related actions included canceling all in-person programs and closing library buildings on March 18th. The library quickly adapted to an online-only service model. All due dates were extended to June 1st and library staff were asked to shelter in place at home. Library patrons were encouraged to use the library's electronic materials and databases and we began issuing e-content only library cards via email to anyone who lived in St. Joseph and did not already have a valid library card in good standing.

Library staff began creating online programming almost immediately. Facebook, Instagram, Discord, YouTube, and Zoom, along with the library's website, became essential to offering library services.

The Seed Library was in full swing when the library closed and staff offered through Facebook to mail seeds to any address in the United States so that the seeds would not go to waste. Many people in and out of St. Joseph took us up on that offer!



DIRECTOR'S REPORT CONTINUED



The theme for National Library Week was originally "Find Your Place at the Library, but changed to "Find the Library at Your Place" and was celebrated April 19-25, even though library buildings were closed. Patrons were invited to share on a Google form why they loved the library and enter to win prizes.

Contactless checkout service began on May 7th and the Downtown Library began offering one public computer, by appointment, on May 14th. All branches reopened with restrictions on June 15th. Patrons were limited to 30 minutes in the library daily and anyone who needed an extended computer session was able to sign up for a session at the Downtown Library. Many of our patrons continued to prefer contactless checkout service and we were happy to accommodate them.



The 2020 Summer Reading Program, Imagine Your Story, began on June 1st and the library purchased an app called Beanstack to track summer reading progress. Patrons could sign up and track their reading themselves or elect to have staff track it instead. Beanstack and Take-and-Make craft kits were very popular with all ages and a great addition to the Summer Reading Program.

As of June 30, 2020 the library had 57 employees, 31 of whom were full-time and 26 were part-time. Through the pandemic the library staff has shown how resilient, creative and dedicated they are to continuing to provide library services in extraordinary circumstances.



OTHER HIGHLIGHTS OF THE YEAR

Surveys and Listening Sessions. Library staff began work on a new strategic plan in January. We issued a detailed survey and received 283 responses. We also hosted eight listening sessions. Two sessions were held at each of the four branches. Development of the new strategic plan was put on hold due to the pandemic.

The Reference Department, housed in the Downtown Library, continues to be one of the best resources for local history information in St. Joseph. Our Reference staff assists people in person, over the phone, and through email, text, and chat.

The VIP Club, which automatically places books on hold by selected popular authors, had 305 members at the end of the year. The VIP Club for Listeners was started for patrons who prefer to listen to books on CD. Nineteen patrons were members at year end.

A new readers' advisory service was started called Book Match. Patrons simply fill out a form on the library's website and staff create a personalized list of book recommendations.

The library provides extra services for patrons and those include faxing, scanning, laminating, test proctoring, 3D printing, and notary.

The library provided books monthly to Corby Senior Living and regularly dropped off book donations to Second Harvest Food Bank and the Buchanan County Jail.

Volunteers help the library almost daily. During the year, 229 people volunteered 1,251 hours in the branches.

Children's staff often provide programs in the community. In addition to visiting local schools, librarians regularly provided storytimes for South 9th Headstart, Oak Ridge Head Start, UCP, YWCA, Kindercare, Children First School, Cathedral Daycare, Noyes Home, Webster School, and MWSU YKids.

Library staff presented informational programs for Families for Home Education mini-conference, Questers, NW Professionals in Aging, Harris-Kemper Neighborhood Association, Missouri Library Association Conference, Lions Club, Rotary Club, Kiwanis Club, and Progressive Community Services.

COLLECTIONS

"I really do enjoy the privilege of using the St. Joe Public Library System. The collection is not weeded drastically so I'm able to find other mystery books by favorite authors and the new book selection is always current and outstanding!" – L.M.

Library staff constantly work with the collections of materials in each of the branches such as books, audiobooks, and movies. The collections are checked for order on the shelves, items are cleaned as needed, and the collections are weeded.

Librarians at each branch select new materials to add to their collection and items that are donated to the library are also reviewed for potentially adding them to the library's collections.

During the year a total of 9,150 items were cataloged and added to the collections.

BUILDINGS

"As you approach Carnegie, you already smile because of the lovely building architecture. The lawns that surround the library, including the trees, lend a peaceful aura. As you go in, there's a feeling of intimacy because it is not huge. Shelves after shelves of books allow various generations to find what they need at the library." – C.M.

A redecorating project was started in the Carnegie Library Children's Department. The Friends of the Library purchased an activity cube and flower seating and the library hired an artist to redecorate the area. The project is in process and will be completed during the next fiscal year.

Foundation repair work was completed at the Washington Park Library and guttering flashing was repaired.

Guttering was also repaired at the East Hills Library. The retaining wall behind the library was rebuilt. A storm sewer improvement project was begun to redirect water drainage away from the building.

Anthony Prawitz, who handles maintenance for the library, continued to transition the lighting to LED in all of the buildings.

STAFF DEVELOPMENT

"Each staff member is so helpful and caring. I love that they know their customers and provide great recommendations." – V.W.

Staff Development Day was held at the East Hills Library with 42 staff members attending. Sessions were The Power of Reclaiming Face-to-Face Conversations led by Dr. Tim Crowley, an Opioid Panel organized by Northwest Health Services, De-escalation Training with Sgt. Roy Hoskins, and Gratitude led by Jean Brown.

The Technical Services Department hosted a half-day of training for staff who process new and donated materials at the branches.

Library staff attended in-person and virtual training through many organizations including American Library Association, AMIGOS, Grand River Library Conference, Homeless Institute, Leadership St. Joseph, Mid-America Library Alliance, Missouri Library Association, Missouri State Library, National Library of Medicine, Niche Academy, NoveList, Public Library Association, SirsiDynix, and Web Junction.

Staff also attended the following conferences: Public Library Association Conference, Missouri Library Association Conference, Missouri School Library Association Conference, and Library Marketing and Communications Conference.

