

RIVERSIDE REGIONAL LIBRARY

61st Annual Report

2015

Jeff Trinkle Library Director

12/31/2015

This financial summary and report of basic statistics is submitted to the County Commissioners and citizens of Cape Girardeau, Perry, and Scott Counties, Missouri. The continued support of the Commissioners and the library users enables the Library to remain a growing center of information, education, and recreation.

Approved by
The Riverside Regional Library
Board of Trustees
February 2016

Statutory Authorization and Organization

County libraries in Missouri are established and operated under Sections 182.010 to 182.130 of the Revised Statutes of Missouri. The Board of Trustees is the governing and policy making body of the library. It is composed of five members appointed by the County Commission of each county. Each member is appointed for a four-year term. The County Commission delegates' authority for management to the County Library Board of Trustees, and the Board employs a library administrator to implement library policy. The Riverside Regional Library Board of Trustees is comprised of 15 persons from the County Library Boards of Scott, Cape Girardeau, and Perry counties.

Its primary purpose is to secure the best possible library it can for the community served. Its primary concern is the formulation of a program of library service for the service area defined and provision of means for carrying out such a program.

Trustees are responsible for the library's well-being. Their purpose encompasses decision making in five basic areas: (1) setting library policy, (2) budgeting and managing funds, (3) hiring and working with an administrative librarian, (4) carrying out public relations, and (5) long- and short-range planning.

2015 COUNTY COMMISSIONS

Cape Girardeau County Commission

- Clint Tracy, Presiding Commissioner
- Paul Koeper, Associate Commissioner, District 1
- Charles Herbst, Associate Commissioner, District 2
- Kara Clark Summers, County Clerk
- Vicky Ivy, Administrative Assistant to the County Commission

Perry County Commission

- Carl "Topper" Leuckel, Presiding Commissioner
- Patrick J. Heaps, 1st District Commissioner
- James L. Sutterer, 2nd District Commissioner
- Jared Kutz, County Clerk

Scott County Commission

- Jamie Burger, Presiding Commissioner
- Dennis Ziegenhorn, First District Commissioner
- Donnie Kiefer, Second District Commissioner
- Rita Milam, County Clerk

Riverside Regional Library Board of Trustees 2015-2016

Steve Burk—President
Randal Friend —Vice President
Mary Kiefer—Treasurer

County Library Boards 2015-2016

Cape Girardeau County

JoAnn Hahs—President
Martha Mangels (appointed July 2015)—Vice President
Tom Gross—Treasurer
Steve Burk
Kathy Panagos
Linda Sebaugh (retired June 2015)

Perry County

June Ernst—President
Emily Steffens—Vice President
Susan Phillips —Treasurer
Mary Kiefer
Dennis Martin

Scott County

Janet Randolph —President
Kathy Lynn—Vice President
Myrna Cheek—Treasurer
Randal Friend
Gary Ziegler

Riverside Regional Library Board Committees 2015-2016

Long-Range Planning Committee

Myrna Cheek
Martha Mangels
Susan Phillips

Personnel Committee

June Ernst
Kathy Panagos
Janet Randolph

Policy & Bylaws Committee

Tom Gross
Kathy Lynn
Emily Steffens

Budget & Finance Committee

Jo Ann Hahs
Gary Ziegler
Dennis Martin

Building & Grounds Committee

Each county board serves as its own committee.

Presiding RRL officers serve on all committees
Each committee selects its own spokesperson

Library Branches

Main Library (Cape Girardeau Co.)

1997 E. Jackson Blvd.

P.O. Box 389

Jackson, MO 63755

phone 573-243-8141

fax 573-243-8142

Director: Jeff Trinkle

Hours:

Mon-Fri 9:00 am—7:00 pm

Saturday 9:00 am—4:00 pm

Closed Sunday

Perryville Branch (Perry County)

800 City Park Drive, Suite A

Perryville, MO 63775

phone 573-547-6508

fax 573-547-3715

Branch Manger: Mary Kay Sauer

Hours:

Mon-Fri 9:00 am—6:00 pm

Saturday 9:00 am—1:00 pm

Closed Sunday

Altenburg Branch (Perry County)

66 Poplar Street

P.O. Box 32

Altenburg, MO 63732

phone/fax 573-824-5267

Branch Manager: Kathy Schlimpert

Hours:

Tues and Thurs 1:00 pm—6:00 pm

Wednesday 11:00 am—6:00 pm

Saturday 8:00 am—11:00 am

Closed Sunday, Monday, Friday

Scott City Branch (Scott County)

2108 Main Street

Scott City, MO 63780

phone/fax 573-264-2413

Branch Manager: Glenda Kenkel

Hours:

Mon 1-6 pm

Tues, Wed 11 am – 6 pm

Thurs, Fri 1-6 pm

Sat 9 am- 1 pm

Closed Sunday

Benton Branch (Scott County)

54 N. Winchester Street

P.O. Box 108

Benton, MO 63736

phone/fax: 573-545-3581

Branch Manager: Joyce Luten

Hours:

Mon, Tues 1-6 pm

Wed 9 am-6 pm

Fri 1-6 pm

Sat 8 am – 12 pm

Closed Sunday and Thursday

Oran Branch (Scott County)

120 Mountain Street

P.O. Box 298

Oran, MO 63771

phone/fax 573-262-3745

Branch Manager: Tiffany Whitmore

Hours:

Mon, Wed, Thur 9 am-noon & 1-6 pm

Sat 9 am-12 pm

Closed Tuesday, Friday, Sunday

Library Staff

Dec 31, 2015

- | | |
|-------------------------|---|
| 1. Jeff Trinkle | Regional Library Director |
| 2. Roberta Brown | Office Manager-Bookkeeper, Jackson |
| 3. Lynn Farrow | Children's Librarian, Jackson |
| 4. Barbara Arnzen | Circulation Supervisor, Jackson |
| 5. Linda Chapman | Audio-Visual Supervisor, Jackson |
| 6. Eileen Fronabarger | Technical Services Supervisor, Jackson |
| 7. Hollie Roth | Assistant Audio-Visual Supervisor, Jackson |
| 8. Novena Bollinger | Assistant Tech Services Supervisor, Jackson |
| 9. Janie Johnson | Full-time Library Clerk, Jackson |
| 10. Sandy Welker | Full-time Library Clerk, Jackson |
| 11. Zedith Johnson | Part-time Library Clerk, Jackson |
| 12. Wendy Gracyus | Part-time Library Clerk, Jackson |
| 13. Katie Johnson | Part-time Library Clerk, Jackson |
| 14. Josua Davis | Part-time Library Clerk, Jackson |
| 15. Nancy Jones | Part-time Library Clerk, Jackson |
| 16. Mary Kay Sauer | Branch Manager, Perryville |
| 17. Alynda Smithey | Assistant Branch Manager, Perryville |
| 18. Jan Sibley | Part-time Library Clerk,, Perryville |
| 19. Velda Unterreiner | Part-time Library Clerk,, Perryville |
| 20. Joyce Bengé | Part-time Library Clerk, Perryville |
| 21. Nancy Caldejon | Part-time Library Clerk, Perryville |
| 22. Glenda Kenkel | Branch Manager, Scott City |
| 23. Darlene Carre' | Part-time Library Clerk, Scott City |
| 24. Tiffany Whitmore | Branch Manager, Oran |
| 25. Tina Powers | Part-time Library Clerk, Oran & Benton |
| 26. Joyce Luten | Branch Manager, Benton |
| 27. Kathleen Schlimpert | Branch Manager, Altenburg |

Substitutes:

Megan Roth (Altenburg)
Sandra Schmidt (Altenburg)
Jennifer Lopez (Perryville)
Dolores Heisserer (Oran)
Debora Lynch (Oran/Benton)
Leslie Stevens (Benton)
Amy Schlimpert (Altenburg)

Betty Meyer (Scott City)

Library Mission Statement: To provide information, education, recreation and inspiration.

Objectives of the Library: It is the purpose of Riverside Regional Library to make available to all individuals, groups, governments and businesses within the library district an organized collection of materials which will meet the needs of patrons of all conditions and interests, subject to necessary physical and financial limitations. Library service makes accessible the recorded knowledge and experience of our civilization. It is the aim of Riverside Regional Library to motivate persons of all ages to use the available materials and facilities; to point out reliable, authoritative material; and to draw attention to the new, the critical, and even the unorthodox. Riverside Regional Library intends to be an active, dynamic force for enlightenment and enrichment of the lives of the citizens within its sphere of service.

To achieve these aims requires the library board to work with the librarian and staff to determine the broad roles of the library. The following roles have been chosen for Riverside to assist us in organizing services to meet local needs in accordance with our mission statement:

- 1. Community Activities Center**--Riverside intends to be a central focus point for community activities, meetings and services. It will work closely with other community agencies to provide a coordinated program of social, cultural, and recreational services. The library provides meeting room space and equipment for community or library sponsored programs.
- 2. Community Information Center**--In cooperation with local community information networks, the library is a clearinghouse for current information on community organizations, issues, and services. The library expects to maintain a high profile as a source of information about community services.
- 3. Formal Education Support Center**--The library assists students of all ages in meeting educational objectives established during their formal courses of study. This may include students in all schools, community colleges, colleges and universities, technical and vocational schools, as well as continuing education, literacy or adult basic education. The library offers tours for classes and instructs students on using library tools. In cooperation with local schools and teachers, the library will reserve special materials to meet classroom assignments. To assist faculty, the library may supply supplementary materials for classroom use.
- 4. Independent Learning Center**--The library supports individuals of all ages pursuing programs of learning independent of any educational provider. These individuals set their own learning objectives to meet such concerns as citizen education, self-improvement, job-related development, hobbies, cultural interest, and lifelong learning.
- 5. Popular Materials Center**--One of the most important services a public library provides is making available recreational materials in all formats. The library features current high demand, high interest materials in a variety of formats for persons of all ages and actively promotes and encourages use of its collections.
- 6. Preschoolers' Door to Learning**--The library encourages young children to develop an interest in reading and learning through services for children, and for parents and children together. Parents and other adult caregivers can locate and use library materials. Cooperation with other childcare agencies in the community is ongoing. The library promotes reading readiness from infancy and provides services for self-enrichment and for discovering the pleasures of reading and learning.
- 7. Reference Library**--The library actively provides timely, accurate, and useful information for community residents in their pursuit of job-related and personal interest. The library promotes on-site and telephone reference/information services to aid users in locating needed information. The library participates in interlibrary loan, cooperative reference services, and access to local and remote databases to meet patrons' need for information.

2015 Taxes

Assessed Valuation (by County and Categories)	Current Tax Year 2015	Prior Tax Year 2014
Cape Girardeau County		
Real Estate	546,154,083	527,991,394
Personal Property	<u>178,921,447</u>	<u>162,168,874</u>
Total	698,110,207*	690,160,268
Scott County		
Real Estate	210,823,841	204,862,076
Personal Property	<u>120,221,005</u>	<u>108,200,254</u>
Total	314,743,575*	313,062,330
Perry County		
Real Estate	234,485,496	225,224,633
Personal Property	<u>95,216,740</u>	<u>91,148,433</u>
Total	323,197,667*	316,373,066

The following tax rates are proposed:

Proposed tax rate (per \$100)

Tax revenue Cape Girardeau County	\$508,922	\$0.0729
Tax revenue Scott County	\$301,839	\$0.0959
Tax revenue Perry County	<u>\$294,756</u>	\$0.0912
Total	\$1,105,517	

NOTE: Voted tax rate is \$0.10 in each county (set in 1955).
There have been no tax increases in 60 years.

***Adjusted Current Year Assessed Valuation**

2015 Income & Expenses

Riverside Regional Library Statement of Revenue, Expenditures and Changes in Net Assets Reconciliation of Funds—Cash Basis January 1, 2015 thru December 2015

Source of Revenue:

Budgeted Revenues	\$1,281,714.04	
Non-Budget Revenues	41,837.98	
Inter Fund Transfer - Auto	<u>1,500.00</u>	
Total Revenue		\$1,325,052.02

Source of Expenditures:

Budget Expenditures	\$1,104,315.71	
Non-Budget Expenditures	<u>49,281.13</u>	
Total Expenditures		<u>\$1,153,596.84</u>
Increase in Net Assets		171,455.18

Net Assets at Beginning of the Year 622,246.04

Net Assets December 31, 2015 \$ 793,701.22

**Statement of Fund Balances—Cash Basis
ALL FUNDS ACCOUNTS**

December 2015

Petty Cash	\$323.00
Montgomery Bank 0.25% General Fund Account	115,312.88
Montgomery Bank 0.25% Cape Girardeau County Depository	200,276.36
First Midwest Bank 0.38% Scott County Depository	155,048.09
The Bank of Missouri 0.15% Perry County Depository	125,015.92
The Bank of Missouri 0.08% Certificate of Deposit Vehicle Replacement	25,781.70
Cape Girardeau County Unrestricted Funds 0.25%	56,278.34
Scott Girardeau County Unrestricted Funds 0.25%	62,835.76
Perry Girardeau County Unrestricted Funds 0.25%	<u>52,829.17</u>
Total Fund Account	<u><u>\$793,701.22</u></u>

Borrowers Summary 2015

Library Cardholders: Branch Comparison				
Location	2014	2015	+/-	%
Jackson	15,322	16,599	1,277	8.33%
Perryville	8,187	8,876	689	8.42%
Altenburg	608	653	45	7.40%
Scott City	3,252	3,489	237	7.29%
Benton	1,728	1,874	146	8.45%
Oran	978	1,045	67	6.85%
TOTALS	30,075	32,536	2,461	8.18%
Library Cardholders: County Comparison				
Location	2014	2015	+/-	%
Cape	15,322	16,599	1,277	8.33%
Perry	8,795	9,529	734	8.35%
Scott	5,958	6,408	450	7.55%
TOTALS	30,075	32,536	2,461	8.18%

Library Visits Summary 2015

RIVERSIDE LIBRARY VISITS: Branch Comparison				
Location	2014	2015	+/-	%
Jackson	154,269	157,238	2,969	1.92%
Perryville	87,420	87,576	156	0.18%
Altenburg	5,495	5,023	-472	-8.59%
Scott City	31,604	31,326	-278	-0.88%
Benton	16,013	15,761	-252	-1.57%
Oran	15,167	16,146	979	6.45%
TOTALS	309,968	313,070	3,102	1.00%
RIVERSIDE LIBRARY VISITS: County Comparison				
Location	2014	2015	+/-	%
Cape	154,269	157,238	2,969	1.92%
Perry	92,915	92,599	-316	-0.34%
Scott	62,784	63,233	449	0.72%
TOTALS	309,968	313,070	3,102	1.00%

Meeting Room Usage Summary 2015

MEETING ROOM USAGE (non-library groups): Branch Comparison				
Location	2014	2015	+/-	%
Jackson	271	281	10	3.69%
Perryville	28	25	-3	-10.71%
Altenburg	9	4	-5	-55.56%
Scott City	79	59	-20	-25.32%
Benton	117	112	-5	-4.27%
Oran	22	13	-9	-40.91%
TOTALS	526	494	-204	-29.23%

MEETING ROOM USAGE (non-library groups): County Comparison				
Location	2014	2015	+/-	%
Cape	271	281	10	3.69%
Perry	37	29	-8	-21.62%
Scott	218	184	-34	-15.60%
TOTALS	526	494	-32	-6.08%

Programs Summary 2015

Total Programs Comparison				
Audience	2014	2015	+/-	%
Preschooler	174	232	58	33.33%
Elementary	98	87	-11	-11.22%
Teen	94	134	40	42.55%
Adult	213	333	120	56.34%
Senior	69	155	86	124.64%
TOTALS	648	941	293	45.22%

Total Attendance Comparison				
Audience	2014	2015	+/-	%
Preschooler	5,625	8,495	2,870	51.02%
Elementary	8,750	9,805	1,055	12.06%
Teen	1,097	1,980	883	80.49%
Adult	3,302	4,449	1,147	34.74%
Senior	345	2,201	1,856	537.97%
TOTALS	19,119	26,930	7,811	40.85%

Public Computer Usage Summary 2015

PUBLIC COMPUTER USAGE: Branch Comparison				
Location	2014	2015	+/-	%
Jackson	10,606	10,378	-228	-2.15%
Perryville	7,179	6,929	-250	-3.48%
Altenburg	343	416	73	21.28%
Scott City	2,729	2,488	-241	-8.83%
Benton	947	1,055	108	11.40%
Oran	2,137	2,495	358	16.75%
TOTALS	23,941	23,761	-180	-0.75%

PUBLIC COMPUTER USAGE: County Comparison				
Location	2014	2015	+/-	%
Cape	10,606	10,378	-228	-2.15%
Perry	7,522	7,345	-177	-2.35%
Scott	5,813	6,038	225	3.73%
TOTALS	23,941	23,761	-180	-0.75%

Reference Transactions Summary 2015

REFERENCE TRANSACTIONS: Branch Comparison				
Location	2014	2015	+/-	%
Jackson	17,109	17,144	35	0.20%
Perryville	14,310	12,826	-1,484	-10.37%
Altenburg	90	88	-2	-2.22%
Scott City	1,027	1,096	69	6.72%
Benton	2,039	2,565	526	25.80%
Oran	660	1,156	496	75.15%
TOTALS	35,235	34,875	-360	-1.02%

REFERENCE TRANSACTIONS: County Comparison				
Location	2014	2015	+/-	%
Cape	17,109	17,144	35	0.20%
Perry	14,400	12,914	-1,486	-10.32%
Scott	3,726	4,817	1,091	29.28%
TOTALS	35,235	34,875	-360	-1.02%

Circulation Summary 2015

Circulation Transactions: Branch Comparison				
Location	2014	2015	+/-	%
Jackson	170,077	170,314	237	0.14%
Perryville	62,677	62,632	-45	-0.07%
Altenburg	8,722	8,620	-102	-1.17%
Scott City	32,354	32,547	193	0.60%
Benton	17,321	18,258	937	5.41%
Oran	12,995	12,579	-416	-3.20%
TOTALS	304,146	304,950	804	0.26%
Circulation Transactions: County Comparison				
Location	2014	2015	+/-	%
Cape	170,077	170,314	237	0.14%
Perry	71,399	71,252	-147	-0.21%
Scott	62,670	63,384	714	1.14%
e-Collections	3,841	5,346	1,505	39.18%
TOTALS	307,987	310,296	2,309	0.75%

Inter-library Loans Summary 2015

Inter-library Loan	2014	2015	+/-	%
Requested From Other Libraries	564	489	-75	-13.30%
Received From Other Libraries	357	326	-31	-8.68%
TOTALS	921	815	-106	-11.51%

Collections 2015

Collection Totals 2015	Jackson	Perryville	Altenburg	Scott City	Benton	Oran	TOTALS
Adult Fiction	26,602	11,000	5,062	8,873	6,588	3,529	61,654
Adult Nonfiction	22,169	7,546	2,397	5,177	2,774	1,365	41,428
Children's Fiction	18,280	9,556	6,843	7,944	6,429	3,086	52,138
Children's Nonfiction	5,944	3,422	1,497	2,211	1,682	804	15,560
Audios	3,409	1,070	385	697	429	324	6,314
Videos	7,403	3,878	1,612	2,417	1,785	1,824	18,919
Magazines/Newspapers	1,582	517	427	528	646	277	3,977
Bound Serial Volumes	198	-	-	-	-	-	198
TOTALS	85,587	36,989	18,223	27,847	20,333	11,209	200,188
An increase of 3,275 as compared with 2014							
Collection Activity 2015	Jackson	Perryville	Altenburg	Scott City	Benton	Oran	TOTALS
Items Added	8,823	1,532	879	1,267	2,221	839	15,561
Items Deleted	10,924	1,504	415	752	204	409	14,208

Services & Programs 2015

- Free e-books
- Free e-magazines
- Free Music downloads
- Online Book Clubs
- Free wireless Internet access
- Free access to subscription-based electronic databases made available through library's new web site, both in-house and remote access available
- Story Times for Preschoolers
- After-School Programs for Kids
- Saturday Programs for Kids
- Movie matinees and evenings for families
- Library instruction and tours for school classes
- Teen Read Week
- Teen Spaces with seating, games, computers, and collections for young adults
- Teen Advisory Committees to help in collection and program development
- Summer Reading Program for kids, teens and adults every June-July.
- Winter Reading Program for kids and adults (every January)
- Annual Missouri Building Block Award program
- Book Discussion Groups for Adults
- Special Programs for Adults (Save Missouri Libraries Concert with Byrd & Street)
- Seasonal Programs, Displays & Exhibits
- Notary public service
- Automated Library System
- Public computers with Internet access, Microsoft programs, and others.
- Reference Assistance
- Readers' Advisory
- Inter-library Loan of books to and from other libraries in the U.S.
- Photocopiers
- Fax Machines
- Microfilm Reader-Printers
- Meeting Rooms for public use (not available at all locations)
- Genealogy Collections at Perryville and Benton
- Die cut machines for public use
- First Search & WorldShare—gateway to catalog records held worldwide
- Laminator (at Jackson)
- Voter registration
- Computer classes
- Exam proctoring
- Bibliographies
- Outreach programs to daycare centers and preschools in all three counties
- Outreach programs to public and private schools in all three counties

Highlights of 2015

Fiber Optic Ethernet Upgrade -- Fiber optic line installed at the Benton Branch. This installation completes the switch from T1 lines to fiber optic lines at all six Riverside Regional Library locations.

2015 Grants Received -- Summer Library Program grant \$12,000 – Racing to Read \$3,649 – LSTA Mini Technology Computer Network and Service Upgrade 11,909

State Aid received -- Cape County \$22,714.60, Perry County \$5,996.40, Scott County \$7,043.00

State Aid Equalization -- Funds received by Scott County in 2015 -- \$10,189.82

Major projects – System wide computer network and service upgrade, weeding projects continued at all six libraries in 2015

On or before the second Monday in March of each year, the librarian shall make a report to the board, stating the condition of the library and its services as of the thirty-first day of December of the preceding fiscal year. On or before the thirtieth day of April, the reports shall be submitted to the county governing body and to the Missouri state library by the board of trustees of the county library district. (RSMo 182.075.3)