

RIVERSIDE REGIONAL LIBRARY

62nd Annual Report

2016

Jeff Trinkle Library Director

12/31/2016

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 2017

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.

2016 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
- Jay Wengert, 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 2016-2017

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

County Library Boards 2016-2017

Cape Girardeau County

JoAnn Hahs—President
Martha Mangels—Vice President
Tom Gross—Treasurer
Steve Burk
Kathy Panagos

Perry County

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

Scott County

Janet Randolph—President
Randal Friend—Vice President
Myrna Cheek—Treasurer
Carrie Massey (appointed July 2016)
Gary Ziegler
Kathy Lynn (retired June 2016)

Riverside Regional Library Board Committees 2016-2017

Long-Range Planning Committee

Myrna Cheek
Martha Mangels
Susan Phillips

Personnel Committee

June Ernst
Kathy Panagos
Janet Randolph

Policy & Bylaws Committee

Tom Gross
Carrie Massey
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 12:00 am—6:00 pm

Saturday 8:00 am—12:00 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, 2016

- | | |
|-------------------------|---|
| 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. Eileen Fronabarger | Technical Services Supervisor, Jackson |
| 6. Hollie Roth | Assistant Audio-Visual Supervisor, Jackson |
| 7. Novena Bollinger | Assistant Tech Services Supervisor, Jackson |
| 8. Janie Johnson | Full-time Library Clerk, Jackson |
| 9. Sandy Welker | Full-time Library Clerk, Jackson |
| 10. Zedith Johnson | Part-time Library Clerk, Jackson |
| 11. Wendy Gracyus | Part-time Library Clerk, Jackson |
| 12. Sharon Austill | Part-time Library Clerk, Jackson |
| 13. Rex Reipe | Part-time Library Clerk, Jackson |
| 14. Nancy Jones | Part-time Library Clerk, Jackson |
| 15. Mary Kay Sauer | Branch Manager, Perryville |
| 16. Alynda Smithey | Assistant Branch Manager, Perryville |
| 17. Jan Sibley | Part-time Library Clerk,, Perryville |
| 18. Velda Unterreiner | Part-time Library Clerk,, Perryville |
| 19. Joyce Bengé | Part-time Library Clerk, Perryville |
| 20. Nancy Caldejon | Part-time Library Clerk, Perryville |
| 21. Joyce Luten | Branch Manager, Scott City |
| 22. Darlene Carre' | Part-time Library Clerk, Scott City |
| 23. Tiffany Whitmore | Branch Manager, Oran |
| 24. Bethany Holmes | Part-time Library Clerk, Oran & Benton |
| 25. Tina Powers | Branch Manager, Benton |
| 26. Kathleen Schlimpert | Branch Manager, Altenburg |

Substitutes:

- Megan Roth (Altenburg)
- Sandra Schmidt (Altenburg)
- Anna King (Oran)
- Stacy Wells (Oran)
- Debora Lynch (Oran/Benton)
- 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.

2016 Taxes

Assessed Valuation (by County and Categories)	Current Tax Year 2016	Prior Tax Year 2015
Cape Girardeau County		
Real Estate	573,384,412	546,154,083
Personal Property	<u>189,964,842</u>	<u>178,921,447</u>
Total	726,377,826*	698,110,207*
Scott County		
Real Estate	210,125,856	210,823,841
Personal Property	<u>117,461,903</u>	<u>120,221,005</u>
Total	325,609,359*	314,743,575*
Perry County		
Real Estate	239,098,854	234,485,496
Personal Property	<u>95,976,099</u>	<u>95,216,740</u>
Total	331,230,236*	323,197,667*

The following tax rates are proposed:

Proposed tax rate (per \$100)

Tax revenue Cape Girardeau County	\$529,529	\$0.0729
Tax revenue Scott County	\$315,745	\$0.0970
Tax revenue Perry County	<u>\$302,082</u>	\$0.0912
Total	\$1,147,356	

NOTE: Voted tax rate is \$0.10 in each county (set in 1955).
There have been no tax increases in 61 years.

***Adjusted Current Year Assessed Valuation**

Posted Thursday, August 18, 2016, 9:00 a.m.

2016 Income & Expenses

Riverside Regional Library Statement of Revenue, Expenditures and Changes in Net Assets Reconciliation of Funds—Cash Basis January 1, 2016 thru December 2016

Source of Revenue:

Budgeted Revenues	\$1,307,578.73	
Non-Budget Revenues	-	
Inter Fund Transfer - Auto	1,500.00	
	<hr/>	
Total Revenue		\$1,309,078.73

Source of Expenditures:

Budget Expenditures	\$1,137,818.02	
Non-Budget Expenditures		
	<hr/>	
Total Expenditures		\$1,137,818.02
Increase in Net Assets		

Net Assets at Beginning of the Year 793,701.22

Net Assets December 31, 2015 \$ 964,961.93

Statement of Fund Balances—Cash Basis
ALL FUNDS ACCOUNTS

December 2016

Petty Cash	\$ 323.00
Montgomery Bank 0.25% General Fund Account	120,823.20
Montgomery Bank 0.25% Cape Girardeau County Depository	185,110.93
First Midwest Bank 0.40% Scott County Depository	176,547.65
The Bank of Missouri 0.51% Perry County Depository	179,547.33
The Bank of Missouri 0.09% Public Funds Money Market Vehicle Replacement	27,304.13
Cape Girardeau County Unrestricted Funds 0.25%	109,040.52
Scott Girardeau County Unrestricted Funds 0.25%	87,492.92
Perry Girardeau County Unrestricted Funds 0.25%	<u>78,772.25</u>
Total Fund Account	<u><u>\$ 964,961.93</u></u>

Borrowers Summary 2016

Library Cardholders: Branch Comparison				
Location	2015	2016	+/-	%
Jackson	16,599	17,717	1,118	6.74%
Perryville	8,876	9,410	534	6.02%
Altenburg	653	673	20	3.06%
Scott City	3,489	3,665	176	5.04%
Benton	1,874	1,984	110	5.87%
Oran	1,045	1,122	77	7.37%
TOTALS	32,536	34,571	2,035	6.25%
Library Cardholders: County Comparison				
Location	2015	2016	+/-	%
Cape	16,599	17,717	1,118	6.74%
Perry	9,529	10,083	554	5.81%
Scott	6,408	6,771	363	5.66%
TOTALS	32,536	34,571	2,035	6.25%

Library Visits Summary 2016

RIVERSIDE LIBRARY VISITS: Branch Comparison				
Location	2015	2016	+/-	%
Jackson	157,238	157,409	171	0.11%
Perryville	87,576	87,612	36	0.04%
Altenburg	5,023	5,010	-13	-0.26%
Scott City	31,326	31,715	389	1.24%
Benton	15,761	15,878	117	0.74%
Oran	16,146	16,698	552	3.42%
TOTALS	313,070	314,322	1,252	0.40%
RIVERSIDE LIBRARY VISITS: County Comparison				
Location	2015	2016	+/-	%
Cape	157,238	157,409	171	0.11%
Perry	92,599	92,622	23	0.02%
Scott	63,233	64,291	1,058	1.67%
TOTALS	313,070	314,322	1,252	0.40%

Meeting Room Usage Summary 2016

MEETING ROOM USAGE (non-library groups): Branch Comparison				
Location	2015	2016	+/-	%
Jackson	281	276	-5	-1.78%
Perryville	25	17	-8	-32.00%
Altenburg	4	16	12	300.00%
Scott City	59	23	-36	-61.02%
Benton	112	219	107	95.54%
Oran	13	6	-7	-53.85%
TOTALS	494	557	63	12.75%

MEETING ROOM USAGE (non-library groups): County Comparison				
Location	2015	2016	+/-	%
Cape	281	276	-5	-1.78%
Perry	29	33	4	13.79%
Scott	184	248	64	34.78%
TOTALS	494	557	63	12.75%

Programs Summary 2016

Total Programs Comparison				
Audience	2015	2016	+/-	%
Preschooler	232	293	61	26.29%
Elementary	87	46	-41	-47.13%
Teen	134	189	55	41.04%
Adult	333	432	99	29.73%
Senior	155	198	43	27.74%
TOTALS	941	1,158	217	23.06%

Total Attendance Comparison				
Audience	2015	2016	+/-	%
Preschooler	8,495	11,778	3,283	38.65%
Elementary	9,805	11,152	1,347	13.74%
Teen	1,980	2,974	994	50.20%
Adult	4,449	5,105	656	14.74%
Senior	2,201	2,276	75	3.41%
TOTALS	26,930	33,285	6,355	23.60%

Public Computer Usage Summary 2016

PUBLIC COMPUTER USAGE: Branch Comparison				
Location	2015	2016	+/-	%
Jackson	10,378	10,817	439	4.23%
Perryville	6,929	4,901	-2,028	-29.27%
Altenburg	416	343	-73	-17.55%
Scott City	2,488	2,256	-232	-9.32%
Benton	1,055	1,697	642	60.85%
Oran	2,495	1,404	-1,091	-43.73%
TOTALS	23,761	21,418	-2,343	-9.86%

PUBLIC COMPUTER USAGE: County Comparison				
Location	2015	2016	+/-	%
Cape	10,378	10,817	439	4.23%
Perry	7,345	5,244	-2,101	-28.60%
Scott	6,038	5,292	-746	-12.36%
TOTALS	23,761	21,353	-2,408	-10.13%

Reference Transactions Summary 2016

REFERENCE TRANSACTIONS: Branch Comparison				
Location	2015	2016	+/-	%
Jackson	17,144	17,017	-127	-0.74%
Perryville	12,826	12,248	-578	-4.51%
Altenburg	88	73	-15	-17.05%
Scott City	1,096	3,257	2,161	197.17%
Benton	2,565	2,677	112	4.37%
Oran	1,156	1,309	153	13.24%
TOTALS	34,875	36,581	1,706	1,706

REFERENCE TRANSACTIONS: County Comparison				
Location	2015	2016	+/-	%
Cape	17,144	17,017	-127	-0.74%
Perry	12,914	12,321	-593	-4.59%
Scott	4,817	7,135	2,318	48.12%
TOTALS	34,875	36,473	1,598	4.58%

Circulation Summary 2016

Circulation Transactions: Branch Comparison				
Location	2015	2016	+/-	%
Jackson	170,314	171,306	992	0.58%
Perryville	62,632	62,277	-355	-0.57%
Altenburg	8,620	8,362	-258	-2.99%
Scott City	32,547	31,596	-951	-2.92%
Benton	18,258	17,919	-339	-1.86%
Oran	12,579	12,394	-185	-1.47%
TOTALS	304,950	303,854	-1,096	-0.36%
Circulation Transactions: County Comparison				
Location	2015	2016	+/-	%
Cape	170,314	171,306	992	0.58%
Perry	71,252	70,639	-613	-0.86%
Scott	63,384	61,909	-1475	-2.33%
e-Collections	5,346	6,424	1078	20.16%
TOTALS	310,296	310,278	-18	-0.01%

Inter-library Loans Summary 2016

Inter-library Loan	2015	2016	+/-	%
Requested From Other Libraries	489	442	-47	-9.61%
Received From Other Libraries	326	400	74	22.70%
TOTALS	815	842	27	3.31%

Collections 2016

Collection Totals 2015	Jackson	Perryville	Altenburg	Scott City	Benton	Oran	TOTALS
Adult Fiction	27,415	11,063	4,494	9,477	6,189	3,395	62,033
Adult Nonfiction	22,701	7,358	2,195	5,464	2,709	1,022	41,449
YA Fiction	3,162	1,770	809	1,610	910	598	8,859
Children's Fiction	15,396	7,847	6,099	6,308	4,953	2,599	43,202
Children's Nonfiction	6,310	3,443	1,557	2,255	1,782	869	16,216
Audios	3,466	1,076	386	705	469	315	6,417
Videos	7,643	3,989	1,420	2,293	1,815	1,911	19,071
Magazines/Newspapers	3,502	493	362	528	529	278	5,692
Bound Serial Volumes	198	-	-	-	-	-	198
TOTALS	89,793	37,039	17,322	28,640	19,356	10,987	203,137
An increase of 2,949 as compared with 2015							
Collection Activity 2015	Jackson	Perryville	Altenburg	Scott City	Benton	Oran	TOTALS
Items Added	8,260	2,687	848	1,513	1,138	966	15,412
Items Deleted	12,253	1,170	388	476	294	280	14,861

Services & Programs 2016

- Free e-books
- Free e-magazines
- Free Music downloads
- Free Circulating Telescopes (all 6 locations)
- Online Book Clubs
- Free Summer Lunch Program
- 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 (Low impact Yoga, Tai Chi, and Pilates)
- 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
- 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
- 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 2016

Free Summer Lunch Program –

Library Telescope Program --

2016 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 -- Weeding projects continued at all six libraries in 2016

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)