

Riverside Regional Library

63rd Annual Report

2017

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

12/31/2017
Library Director
Jeff Trinkle

Approved by
The Riverside Regional Library
Board of Trustees
March 2018

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.

2017 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 2017-2018

Emily Steffens —President
Kathy Panagos—Vice President
Randal Friend —Treasurer

County Library Boards 2017-2018

Cape Girardeau County

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

Perry County

June Ernst—President
Dennis Martin—Vice President
Susan Phillips —Treasurer
Emily Steffens
Jill Barber (appointed July 2017)
Mary Kiefer (retired June 2017)

Scott County

Gary Ziegler—President
Janet Randolph — Vice President
Myrna Cheek—Treasurer
Randal Friend
Carrie Massey

Riverside Regional Library Board Committees 2017-2018

Long-Range Planning Committee

Myrna Cheek
Martha Mangels
Susan Phillips

Personnel Committee

Jo Ann Hahs
June Ernst
Janet Randolph

Policy & Bylaws Committee

Tom Gross
Carrie Massey
Jill Barber

Budget & Finance Committee

Steve Burk
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 County)

1997 East Jackson Boulevard.

P.O. Box 389

Jackson, MO 63755

Phone 573-243-8141

Fax 573-243-8142

Director: Jeffrey Trinkle

Hours:

Mon – Fri 9:00 AM – 7:00 PM

Saturday 9:00 AM – 4:00 PM

Closed Sunday

Scott City Branch (Scott County)

2108 Main Street

Scott City, MO 63780

Phone 573-264-2413

Fax 573-264-2299

Branch Manager: Joyce Lutten

Hours:

Monday 1:00 PM – 6:00 PM

Tues and Wed 9:00 AM – 6:00 PM

Saturday 9:00 AM – 1:00 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 Manager: Mary Kay Sauer

Hours:

Mon – Fri 9:00 AM – 6:00 PM

Saturday 9:00 AM – 1:00 PM

Closed Sunday

Benton Branch (Scott County)

54 North Winchester Street

P.O. Box 108

Benton, MO 63736

Phone 573-545-3581

Fax 573-545-3656

Branch Manager: Tina Powers

Hours:

Mon and Tues 1:00 PM – 6:00 PM

Wednesday 9:00 AM – 6:00 PM

Friday 1:00 PM – 6:00 PM

Saturday 8:00 AM – 12:00 PM

Closed Sunday

Altenburg Branch (Perry County)

66 Poplar Street

P.O. Box 32

Altenburg, MO 63732

Phone 573-824-5267

Fax 573-824-5357

Branch Manager: Eunice Schlichting

Hours:

Tues and Thurs 1:00 PM – 6:00 PM

Wednesday 12:00 PM – 6:00 PM

Saturday 8:00 AM – 12:00 PM

Closed Sunday

Oran Branch (Scott County)

120 Mountain Street

P.O. Box 298

Oran, MO 63771

Phone 573-262-3745

Fax 573-262-3776

Branch Manager: Tiffany Whitmore

Hours:

Mon, Wed, Thurs 9 AM – Noon & 1 PM – 6 PM

Saturday 8:00 AM – 12:00 PM

Closed Sunday

Library Staff

Dec 31, 2017

1. Jeff Trinkle	Regional Library Director
2. Roberta Brown	Office Manager-Bookkeeper, Jackson
3. Lynn Farrow	Children's Librarian, Jackson
4. Sandy Welker	Circulation Supervisor, Jackson
5. Eileen Fronabarger	Cataloging Services Supervisor, Jackson
6. Hollie Roth	Assistant Cataloging Services Supervisor, Jackson
7. Novena Bollinger	Assistant Cataloging Services Supervisor, Jackson
8. Janie Johnson	Full-time Library Clerk, Jackson
9. Stacy Tucker	Full-time Library Clerk, Jackson
10. Zedith Johnson	Part-time Library Clerk, Jackson
11. Wendy Gracyus	Part-time Library Clerk, Jackson
12. Adam Montgomery	Part-time Library Clerk, Jackson
13. Barbara Arnzen	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. Eunice Schlicting	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 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.

2017 Taxes

Assessed Valuation (by County and Categories)	Current Tax Year 2017	Prior Tax Year 2016
Cape Girardeau County		
Real Estate	596,423,592	573,384,412
Personal Property	<u>186,352,154</u>	<u>189,964,842</u>
Total	766,439,076*	726,377,826*
Scott County		
Real Estate	192,985,513	210,125,856
Personal Property	<u>118,094,425</u>	<u>117,461,903</u>
Total	308,297,996*	325,609,359*
Perry County		
Real Estate	249,847,913	239,098,854
Personal Property	<u>96,086,197</u>	<u>95,976,099</u>
Total	337,990,377*	331,230,236*

The following tax rates are proposed:

Proposed tax rate (per \$100)

Tax revenue Cape Girardeau County	\$558,734	\$0.0729
Tax revenue Scott County	\$308,298	\$0.1000
Tax revenue Perry County	<u>\$310,951</u>	\$0.0920
Total	\$1,177,983	

NOTE: Voted tax rate is \$0.10 in each county (set in 1955).
There have been no tax increases in 63 years.

***Adjusted Current Year Assessed Valuation**

2017 Income & Expenses

Riverside Regional Library Statement of Revenue, Expenditures and Changes in Net Assets Reconciliation of Funds—Cash Basis January 1, 2017 thru December 2017

Source of Revenue:

Budgeted Revenues	\$1,382,618.11	
Non-Budget Revenues	-	
Inter Fund Transfer - Auto	3,000.00	
Total Revenue		\$1,385,618.11

Source of Expenditures:

Budget Expenditures	\$1,156,652.38	
Non-Budget Expenditures		
Total Expenditures		<u>\$1,156,652.38</u>
Increase in Net Assets		228,965.73

Net Assets at Beginning of the Year		<u>964,961.93</u>
-------------------------------------	--	-------------------

Net Assets December 31, 2017		<u><u>\$1,193,927.66</u></u>
------------------------------	--	------------------------------

Riverside regional Library
Statement of Fund Balances—Cash Basis
ALL FUNDS ACCOUNTS

December 2017

Petty Cash	\$ 323.00
Montgomery Bank 0.25% General Fund Account	120,756.76
Montgomery Bank 0.25% Cape Girardeau County Depository	226,227.90
First Midwest Bank 0.40% Scott County Depository	265,864.85
The Bank of Missouri 0.51% Perry County Depository	201,630.77
The Bank of Missouri 0.09% Public Funds Money Market Vehicle Replacement	30,333.20
Cape Girardeau County Unrestricted Funds 0.25%	145,486.31
Scott County Unrestricted Funds 0.25%	82,334.33
Perry County Unrestricted Funds 0.25%	<u>120,970.54</u>
Total Fund Account	<u><u>\$ 1,193,927.66</u></u>

Borrowers Summary 2017

Library Cardholders: Branch Comparison				
Location	2016	2017	+/-	%
Jackson	17,717	18,591	874	4.93%
Perryville	9,410	9,933	523	5.56%
Altenburg	673	696	23	3.42%
Scott City	3,665	3,852	187	5.10%
Benton	1,984	2,096	112	5.65%
Oran	1,122	1,156	34	3.03%
TOTALS	34,571	36,324	1,753	5.07%
Library Cardholders: County Comparison				
Location	2016	2017	+/-	%
Cape	17,717	18,591	874	4.93%
Perry	10,083	10,629	546	5.42%
Scott	6,771	7,104	333	4.92%
TOTALS	34,571	36,324	1,753	5.07%

Library Visits Summary 2017

RIVERSIDE LIBRARY VISITS: Branch Comparison				
Location	2016	2017	+/-	%
Jackson	157,409	164,808	7,399	4.70%
Perryville	87,612	88,103	491	0.56%
Altenburg	5,010	5,134	124	2.48%
Scott City	31,715	31,814	99	0.31%
Benton	15,878	16,041	163	1.03%
Oran	16,698	16,970	272	1.63%
TOTALS	314,322	322,870	8,548	2.72%
RIVERSIDE LIBRARY VISITS: County Comparison				
Location	2016	2017	+/-	%
Cape	157,409	164,808	7,399	4.70%
Perry	92,622	93,237	615	0.66%
Scott	64,291	64,825	534	0.83%
TOTALS	314,322	322,870	8,548	2.72%

Meeting Room Usage Summary 2017

MEETING ROOM USAGE (non-library groups): Branch Comparison				
Location	2016	2017	+/-	%
Jackson	276	357	81	29.35%
Perryville	17	8	-9	-52.94%
Altenburg	16	7	-9	-56.25%
Scott City	23	40	17	73.91%
Benton	219	202	-17	-7.76%
Oran	6	0	-6	-100.00%
TOTALS	557	614	57	10.23%
MEETING ROOM USAGE (non-library groups): County Comparison				
Location	2016	2017	+/-	%
Cape	276	357	81	29.35%
Perry	33	15	-18	-54.55%
Scott	248	242	-6	-2.42%
TOTALS	557	614	57	10.23%

Programs Summary 2017

Total Programs Comparison				
Audience	2016	2017	+/-	%
Preschooler	293	339	46	15.70%
Elementary	46	86	40	86.96%
Teen	189	252	63	33.33%
Adult	432	458	26	6.02%
Senior	198	232	34	17.17%
TOTALS	1,158	1,367	209	18.05%
Total Attendance Comparison				
Audience	2016	2017	+/-	%
Preschooler	11,778	12,754	976	8.29%
Elementary	11,152	12,354	1,202	10.78%
Teen	2,974	2,532	-442	-14.86%
Adult	5,105	5,832	727	14.24%
Senior	2,276	3,238	962	42.27%
TOTALS	33,285	36,710	3,425	10.29%

Public Computer Usage Summary 2017

PUBLIC COMPUTER USAGE: Branch Comparison				
Location	2016	2017	+/-	%
Jackson	10,817	10,707	-110	-1.02%
Perryville	4,901	4,851	-50	-1.02%
Altenburg	343	325	-18	-5.25%
Scott City	2,256	2,307	51	2.26%
Benton	1,697	1,592	-105	-6.19%
Oran	1,404	1,810	406	28.92%
TOTALS	21,418	21,592	174	0.81%
PUBLIC COMPUTER USAGE: County Comparison				
Location	2016	2017	+/-	%
Cape	10,817	10,707	-110	-1.02%
Perry	5,244	5,176	-68	-1.31%
Scott	5,357	5,709	352	6.57%
TOTALS	21,418	21,592	174	0.81%

Reference Transactions Summary 2017

REFERENCE TRANSACTIONS: Branch Comparison				
Location	2016	2017	+/-	%
Jackson	17,017	16,933	-84	-0.50%
Perryville	12,248	11,729	-519	-4.42%
Altenburg	73	236	163	69.07%
Scott City	3,257	3,507	250	7.13%
Benton	2,677	3,201	524	16.37%
Oran	1,309	1,046	-263	-25.14%
TOTALS	36,581	36,652	71	0.19%
REFERENCE TRANSACTIONS: County Comparison				
Location	2016	2017	+/-	%
Cape	17,017	16,933	-84	-0.50%
Perry	12,321	11,965	-356	-2.89%
Scott	7,243	7,754	511	7.06%
TOTALS	36,581	36,652	71	0.19%

Circulation Summary 2017

Circulation Transactions: Branch Comparison				
Location	2016	2017	+/-	%
Jackson	171,306	172,018	712	0.42%
Perryville	62,277	62,351	74	0.12%
Altenburg	8,362	8,380	18	0.22%
Scott City	31,596	31,627	31	0.10%
Benton	17,919	17,933	14	0.08%
Oran	12,394	12,412	18	0.15%
TOTALS	303,854	304,721	867	0.29%
Circulation Transactions: County Comparison				
Location	2016	2017	+/-	%
Cape	171,306	172,018	712	0.42%
Perry	70,639	70,731	92	0.13%
Scott	61,909	61,972	63	0.10%
Digital Collections	6,424	7,121	697	10.85%
TOTALS	310,278	311,842	1,564	0.50%

Inter-library Loans Summary 2017

Inter-library Loan	2016	2017	+/-	%
Requested From Other Libraries	442	455	13	2.94%
Received From Other Libraries	400	398	-2	-0.50%
TOTALS	842	853	11	1.31%

Collections 2017

Collection Totals 2017	Jackson	Perryville	Altenburg	Scott City	Benton	Oran	TOTALS
Adult Fiction	27,513	10,900	4,594	9,011	6,401	3,516	61,935
Adult Nonfiction	22,369	7,328	2,177	5,225	2,350	1,031	40,480
YA Collection	3,060	1,711	769	1,663	926	522	8,651
Children's Fiction	15,939	7,651	6,100	6,084	5,029	2,737	43,540
Children's Nonfiction	6,171	3,384	1,455	1,845	1,696	866	15,417
Audios	3,510	1,202	510	801	584	378	6,985
Videos	7,500	4,115	1,538	2,462	1,938	1,907	19,460
Magazines/Newspapers	3,510	470	492	739	670	293	6,174
Bound Serial Volumes	198	0	0	0	0	0	198
TOTALS	89,770	36,761	17,635	27,830	19,594	11,250	202,840
An increase of 2,949 as compared with 2016							
Collection Activity 2015	Jackson	Perryville	Altenburg	Scott City	Benton	Oran	TOTALS
Items Added	8,155	2,522	883	1,461	1,111	943	15,075
Items Deleted	11,603	1,092	13	304	46	192	13,250

Services & Programs 2017

- Free e-books
- Free e-magazines
- Free music downloads
- Free circulating telescopes (all 6 locations)
- Online Book Clubs
- Book discussion groups for adults
- Online legal forms (LawDepot)
- Free summer lunch program
- Free wireless Internet access
- Free circulating WiFi hotspots (5)
- 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
- Special Programs for Adults (Adult Coloring, Knitting, 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 2017

Jackson Library Mural

Artist, Terry Davis completed work on his mural "Fishing for Knowledge" at the Jackson Main Library in August 2017.

Free Summer Lunch Program

For many children, the end of school means months of wondering whether or not they will have enough food to eat. Thanks to the thoughtfulness and support from the Riverside Regional Library Board of Trustees, the Riverside Regional Library provided a system wide Summer Lunch Program.

2017 Grants Received

Summer Reading Grant -\$ 12,637.79 The Library conducted an eight week health and wellness themed summer program for all ages.

Racing to Read - \$ 5,989.00 The library promoted early literacy within the community by enhancing its early literacy section of the library, expanding its toddler storytimes to include summer months, and conducting outreach programs at local area schools.

Wi-Fi Hotspots

5 Wi-Fi portable hotspots are now available to checkout by all library cardholders age 18 or older. These devices checkout for 7 days and can be placed on hold at any of our branch locations. The hotspots use Sprint's 4G network.

State Aid received -- \$ 8,455.08 Cape County, \$ 3,997.55 Perry County and \$ 4,695.44 Scott County

State Aid Equalization -- \$ 1,723.25 Funds received by Scott County in 2017

Major projects -- New data cables were installed at the Perryville Branch Friday, April 15th. Weeding projects continued at all six libraries in 2017

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)