

Proudly Serving Cape Girardeau,
Perry, and Scott Counties in Missouri



"Providing information, education,
recreation, and inspiration."

2019 Annual Report

December 31
2019

2/27/2020
Library Director
Jeff Trinkle

The Riverside Regional Library has made free and open access to knowledge a cornerstone of our work. At its core, the Library exists to make ideas and opportunities available to all, improve lives, and strengthen communities.

Approved by
The Riverside Regional Library
Board of Trustees
2020

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.

2019 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

- Mike Sauer, Presiding Commissioner
- Jay Wengert, 1st District Commissioner
- James L. Sutterer, 2nd District Commissioner
- Jared Kutz , County Clerk

Scott County Commission

- Jim Glueck, Presiding Commissioner
- Dennis Ziegenhorn, First District Commissioner
- Donnie Kiefer, Second District Commissioner
- Rita Milam, County Clerk

Riverside Regional Library Board of Trustees 2019-2020

Carrie Massey —President
Kathy Panagos—Vice President
Randal Friend —Treasurer

County Library Boards 2019-2020

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
Jill Barber
Jackie Pender
Emily Steffens (retired)

Scott County

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

Riverside Regional Library Board Committees 2019-2020

Long-Range Planning Committee

Myrna Cheek
Martha Mangels
Susan Phillips

Personnel Committee

Jo Ann Hahs
June Ernst
Janet Randolph

Policy & Bylaws Committee

Tom Gross
Jackie Pender
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

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 (retired)
Melissa Haymaker

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 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

Scott City Branch (Scott County)

2108 Main Street

Scott City, MO 63780

Phone 573-264-2413

Fax 573-264-2299

Branch Manager: Joyce Luten

Hours:

Monday 1:00 PM – 6:00 PM

Tues and Wed 11:00 AM – 6:00 PM

Thurs and Fri 1:00 PM – 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

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 9:00 AM – 12:00 PM

Closed Sunday

Library Staff

Dec 31, 2019

1. Jeff Trinkle	Regional Library Director
2. Roberta Brown	Office Manager-Bookkeeper, Jackson
3. Alynda Smithey	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. Bethany Holmes	Full-time Library Clerk, Jackson
9. Dee Bolen	Full-time Library Clerk, Jackson
10. Zedith Johnson	Part-time Library Clerk, Jackson
11. Wendy Gracyus	Part-time Library Clerk, Jackson
12. Tyler Fenton	Part-time Library Clerk, Jackson
13. Sharon Rogers	Part-time Library Clerk, Jackson
14. Tanya Asbury	Part-time Library Clerk, Jackson
15. Melissa Haymaker	Branch Manager, Perryville
16. Stacy Tucker	Assistant Branch Manager, Perryville
17. Motley, Julie	Part-time Library Clerk,, Perryville
18. Velda Unterreiner	Part-time Library Clerk,, Perryville
19. Pecaut, Makayla	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. Jacob Heeb	Part-time Library Clerk, Oran & Benton
25. Tina Powers	Branch Manager, Benton
26. Eunice Schlichting	Branch Manager, Altenburg

Substitutes:

Megan Roth (Altenburg)
 Sandra Schmidt (Altenburg)
 Stacy Wells (Benton)
 Dolores Heisserer (Oran)
 Debora Lynch (Oran/Benton)
 Betty Meyer (Scott City)
 Rebecca Ramos (Oran)
 Therese Glueck (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.

2019 Taxes

NOTICE OF PUBLIC HEARING

A public hearing will be held at 7:00 p.m., August 22, 2019, at Riverside Regional Library, 1997 E. Jackson Blvd., Jackson, MO 63755, at which time citizens may be heard on the property tax rates proposed to be set by the Riverside Regional Library Board of Trustees, a political subdivision composed of the county library districts of Cape Girardeau, Scott and Perry Counties. The tax rates shall be set to produce revenues which the budget for the fiscal year beginning January 1, 2020, shown to be required from the property tax. Each tax rate is determined by dividing the amount of revenue required by the current assessed valuation. The result is multiplied by 100 so the tax rate shall be expressed in cents per \$100 valuation.

Assessed Valuation (by County and Categories)	Current Tax Year 2019	Prior Tax Year 2018
Cape Girardeau County		
Real Estate	637,892,594	613,860,567
Personal Property	<u>203,684,578</u>	<u>199,072,683</u>
Total	821,322,607*	783,682,501*
Scott County		
Real Estate	224,343,376	218,049,568
Personal Property	<u>128,849,764</u>	<u>127,119,969</u>
Total	347,781,875*	332,985,023*
Perry County		
Real Estate	259,639,904	248,177,839
Personal Property	<u>102,704,245</u>	<u>103,277,889</u>
Total	358,958,438*	340,090,397*

The following tax rates are proposed:

Proposed tax rate (per \$100)

Tax revenue Cape Girardeau County	598,744	0.0729
Tax revenue Scott County	331,784	0.0954
Tax revenue Perry County	<u>330,199</u>	0.0920
Total	1,260,727	

NOTE: Voted tax rate is \$0.10 in each county (set in 1955).
There have been no tax increases in 64 years.

***Adjusted Current Year Assessed Valuation**

2019 Income & Expenses

Riverside Regional Library Statement of Revenue, Expenditures and Changes in Net Assets Reconciliation of Funds—Cash Basis January 1, 2019 thru December 31, 2019

Source of Revenue:

Budgeted Revenues	\$1,269,810.00	
Non-Budget Revenues	234,034.64	
Total Revenue		\$ 1,503,844.64

Source of Expenditures:

Budget Expenditures	\$1,242,123.23	
Total Expenditures		<u>\$1,242,123.23</u>
Increase in Net Assets-Cash Basis Transaction		261,721.41

Principal Payments on Loan

Net Assets at Beginning of the Year		<u>1,366,378.96</u>
Net Assets December 31, 2019		<u><u>\$ 1,628,100.37</u></u>

Riverside Regional Library
Statement of Fund Balances—Cash Basis
ALL FUNDS ACCOUNTS
December 31, 2019
ASSETS

CURRENT ASSETS

Petty Cash	\$323.00
Montgomery Bank General Fund Account 0.35%	118,974.19
Montgomery Bank Cape Girardeau County Depository Account 0.35%	106,829.23
First Midwest Bank Scott County Depository Account 0.85%	295,707.36
The Bank of Missouri Perry County Depository Account 1.56%	256,234.01
The Bank of Missouri Money Market Vehicle Replacement 0.08%	13,088.69
Cape Girardeau County Unrestricted Funds 0.35%	54,653.17
Scott County Unrestricted Funds 0.35%	108,487.96
Perry County Unrestricted Funds 0.35%	138,168.35
Cape Girardeau County Building & Improvements 2.25% 15 Month CD	107,605.37
Scott County Building & Improvements 1.85% 8 Month CD	54,555.68
Perry County Building & Improvements 2.75% 23 Month CD	53,802.68
Total Current Assets	<u>\$1,308,429.24</u>

Fixed Assets

Jackson Building	\$1,481,110.06
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TOTAL ASSETS\$2,789,539.30LIABILITIES

Note Payable Montgomery Bank-Jackson Building	<u>\$1,161,438.93</u>
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TOTAL LIABILITIES

\$1,161,438.93

EQUITY

\$1,628,100.37

TOTAL LIABILITIES AND EQUITY\$2,789,539.30

Borrowers Summary 2019

Library Cardholders: Branch Comparison				
Location	2018	2019	+/-	%
Jackson	19,697	20,626	929	4.72%
Perryville	9,765	10,174	409	4.19%
Altenburg	657	684	27	4.11%
Scott City	3,791	3,913	122	3.22%
Benton	2,027	2,106	79	3.90%
Oran	1,104	1,138	34	3.08%
TOTALS	37,041	38,641	1,600	4.32%
Library Cardholders: County Comparison				
Location	2018	2019	+/-	%
Cape	19,697	20,626	929	4.72%
Perry	10,422	10,858	436	4.18%
Scott	6,922	7,157	235	3.39%
TOTALS	37,041	38,641	1,600	4.32%

Library Visits Summary 2019

RIVERSIDE LIBRARY VISITS: Branch Comparison				
Location	2018	2019	+/-	%
Jackson	141,146	120,865	-20,281	-14.37%
Perryville	51,756	59,519	7,736	14.95%
Altenburg	4,411	4,890	479	10.86%
Scott City	27,623	20,487	-7,136	-25.83%
Benton	13,134	9,421	-3,713	-28.27%
Oran	12,432	9,711	-2,721	-21.89%
TOTALS	250,502	224,893	-25,609	-10.22%
RIVERSIDE LIBRARY VISITS: County Comparison				
Location	2018	2019	+/-	%
Cape	141,146	120,865	-20,281	-14.37%
Perry	56,167	64,409	8,242	14.67%
Scott	53,189	39,619	-13,570	-25.51%
TOTALS	250,502	224,893	-25,609	-10.22%

Meeting Room Usage Summary 2019

MEETING ROOM USAGE (non-library groups): Branch Comparison				
Location	2018	2019	+/-	%
Jackson	363	384	21	5.79%
Perryville	7	15	8	114.29%
Altenburg	10	9	-1	-10.00%
Scott City	64	80	16	25.00%
Benton	228	177	-51	-22.37%
Oran	9	10	1	11.11%
TOTALS	681	675	-6	-0.88%
MEETING ROOM USAGE (non-library groups): County Comparison				
Location	2018	2019	+/-	%
Cape	363	384	21	5.79%
Perry	17	24	7	41.18%
Scott	301	267	-34	-11.30%
TOTALS	681	675	-6	-0.88%

Programs Summary 2019

Total Programs Comparison				
Audience	2018	2019	+/-	%
Preschooler	288	315	27	9.38%
Elementary	73	341	268	367.12%
Teen	172	216	44	25.58%
Adult	447	468	21	4.70%
Senior	197	134	-63	-31.98%
TOTALS	1,177	1,474	297	25.23%
Total Attendance Comparison				
Audience	2018	2019	+/-	%
Preschooler	12,601	13,025	424	3.36%
Elementary	11,512	17,655	6,143	53.36%
Teen	2,508	3,390	882	35.17%
Adult	5,912	6,052	140	2.37%
Senior	2,704	1,884	-820	-30.33%
TOTALS	35,237	42,006	6,769	19.21%

Public Computer Usage Summary 2019

PUBLIC COMPUTER USAGE: Branch Comparison				
Location	2018	2019	+/-	%
Jackson	9,480	7,976	-1,504	-15.86%
Perryville	5,300	4,682	-618	-11.66%
Altenburg	267	155	-112	-41.95%
Scott City	2,225	1,556	-669	-30.07%
Benton	1,188	671	-517	-43.52%
Oran	1,606	1,098	-508	-31.63%
TOTALS	20,066	16,138	-3,928	-19.58%
PUBLIC COMPUTER USAGE: County Comparison				
Location	2018	2019	+/-	%
Cape	9,480	7,976	-1,504	-15.86%
Perry	5,567	4,837	-730	-13.11%
Scott	5,019	3,325	-1,694	-33.75%
TOTALS	20,066	16,138	-3,928	-19.58%

Reference Transactions Summary 2019

REFERENCE TRANSACTIONS: Branch Comparison				
Location	2018	2019	+/-	%
Jackson	14,061	11,573	-2,488	-17.69%
Perryville	12,071	8,129	-3,942	-32.66%
Altenburg	126	47	-79	-62.70%
Scott City	3,452	3,826	374	10.83%
Benton	3,548	3,529	-19	-0.54%
Oran	1,060	1,045	-15	-1.42%
TOTALS	34,318	28,149	-6,169	-17.98%
REFERENCE TRANSACTIONS: County Comparison				
Location	2018	2019	+/-	%
Cape	14,061	11,573	-2,488	-17.69%
Perry	12,197	8,176	-4,021	-32.97%
Scott	8,060	8,400	340	4.22%
TOTALS	34,318	28,149	-6,169	-17.98%

Circulation Summary 2019

Circulation Transactions: Branch Comparison				
Location	2018	2019	+/-	%
Jackson	172,628	173,297	669	0.39%
Perryville	65,788	77,074	11,286	17.16%
Altenburg	9,102	9,273	171	1.88%
Scott City	29,260	26,595	-2,665	-9.11%
Benton	17,234	15,933	-1,301	-7.55%
Oran	14,174	15,312	1,138	8.03%
TOTALS	308,186	317,484	9,298	3.02%
Circulation Transactions: County Comparison				
Location	2018	2019	+/-	%
Cape	172,628	173,297	669	0.39%
Perry	74,890	86,347	11,457	15.30%
Scott	60,668	57,840	-2,828	-4.66%
Digital Collections	8,825	9,202	377	4.27%
TOTALS	317,011	326,686	9,675	3.05%

Inter-library Loans Summary 2019

Inter-library Loan	2018	2019	+/-	%
Borrowed From Other Libraries	12,622	18,026	5,404	42.81%
Lend To Other Libraries	10,398	22,164	11,766	113.16%
TOTALS	23,020	40,190	17,170	74.59%

Collections 2019

Collection Totals 2019	Jackson	Perryville	Altenburg	Scott City	Benton	Oran	TOTALS
Adult Fiction	29,177	11,026	4,948	9,521	7,038	3,768	65,478
Adult Nonfiction	20,488	7,239	2,020	5,069	2,399	1,005	38,220
YA Collection	2,620	1,887	678	1,801	1,002	604	8,592
Children's Fiction	16,313	7,626	5,691	5,495	5,052	2,837	43,014
Children's Nonfiction	6,208	3,624	1,559	2,006	1,708	1,302	16,137
Audios	3,436	1,057	439	734	492	289	6,447
DVD	7,428	4,535	1,492	2,522	2,147	1,815	19,939
Magazines/Newspapers	2,244	401	532	774	682	254	4,887
Bound Serial Volumes	121	0	0	7	0	0	128
TOTALS	88,035	37,395	17,359	27,929	20,520	11,874	203,112
Collection Activity 2019	Jackson	Perryville	Altenburg	Scott City	Benton	Oran	TOTALS
Items Added	5,194	1,957	842	1,304	1,044	824	11,165
Items Deleted	7,074	1,300	468	668	87	737	10,334

Services & Programs 2019

- Free e-books (all ages)
- Free e-magazines
- Free music downloads
- Free circulating telescopes (all 6 locations)
- Free circulating binoculars (all 6 locations)
- Free circulating fishing gear (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 (15)
- Free access to subscription-based electronic databases made available through library's 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 2019

Jackson Main Library – On April 30th, 2019 the Riverside Regional Library bought the formerly leased Jackson Main Library building. The purchase includes a large parking area. The library encompasses about 17,028 square feet of the structure. The remainder of the 12,540 square feet has been leased to Adult and Teen Challenge Mid-America. The lease agreement with Teen Challenge ends 2025.

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.

2019 Grants Received

Summer Reading Grant \$5,586 -The Library conducted an eight week Universe of Stories themed summer program for all ages.

Racing to Read \$8,133 - The library promoted early literacy within the community by enhancing its early literacy section of the library, expanding its toddler story times to include summer months, and conducting outreach programs at local area schools.

Technology Ladder Grant \$22,673 - Riverside Regional Library Network Improvement Project - This new equipment is being put into operation to help take full advantage of the dependability and performance of our local and long-distance data communications throughout our system.

Wi-Fi Hotspots

15 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 -- \$25,870.62 Cape County, 8,347.24 \$Perry County and \$9,804.52 Scott County

State Aid Equalization -- Scott County Library \$6,106.90

Major projects -- Main Library Parking Lot & Roof Repair Project. Benton Branch LED Lighting Project. Oran Branch Building Improvements Project including New HVAC Installation.

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)