Jake Epp Library

2019 Annual Report

JAKE EPP LIBRARY

Library Director's Report

Once again we found the year to be very busy, in a number of ways. Our circulation statistics increased both in paper books, as well as digital print and audio. As most libraries across North America are reporting, physical books are not going to disappear any time soon.

Our first major task for 2019 was a wholesale replacement of very aged computers. We had reached the point where our server and several staff computers were in the process of failing, and fixes were required far too often. After several years without funding increases, we needed to find outside funding. We applied for 80% of the needed funds from the City of Steinbach for this one-time capital expense. We applied to the Steinbach Community Foundation for the remaining 20%. With our grant applications approved, we are very thankful to both organizations. We are grateful to Ebytes, our IT resource, for their assistance in identifying the best purchase plan and quick installation. It was a very obvious improvement once it was all complete.

As a public library we have been providing invigilation services for people who are studying online and need to find a local qualified invigilator. In 2019 we experienced a significant increase in the number of students requiring this service. We do this as a public service, not for members only. We view this as another way the public library encourages learning and education.

In May I informed the Library Board that I would be retiring at the end of January 2020. We agreed that a new Library Director would be hired for early January so there would be an overlap for information transfer. I am very pleased to say that Chrystie Kroeker Boggs has taken over the reins of directing the library and is moving ahead with confidence and vision.

My 29 years at Jake Epp Library have been wonderful. I have enjoyed a variety of jobs in my years at the library – working in story hour, accounting, and circulation, doing data entry when we changed to digital service, cataloguing new resources, and being in the role of Assistant Librarian and Library Director. I have enjoyed all of them. My thanks go out to every staff member I have worked with. Each one of you have taught me something and it has been a joy to get to know you. Thank you to everyone who uses the library – you are why we do what we do, and your appreciation is the reward. Thank you to all of the Library Board members also who have provided insight and direction.

Jake Epp Library is a vibrant place that provides our community with amazing resources. Read on to find out what's been happening, the programs that are provided, our statistics, and more.

Respectfully submitted, Carolyn Graham

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Board Chair Report

The Library has been very busy as anyone will see if they follow Jake Epp Library's Facebook page! You will see plenty of dates bringing the Steinbach community to a center that commits to bringing new and interesting programs to the people of Steinbach and the surrounding area! 2019 saw an increase of approximately 10,000 books that went out their doors, including e-books! This clearly demonstrates how important the Library is to the community and that reading remains an important aspect of our society. As the cost of books continues to increase, the library becomes a place where all people, regardless of income, can rely on the pleasure of reading.

Board member John Wiebe completed his term on the board as of November 2019. He was succeeded by Stephanie Froese. Though we are sorry to see John leave we look forward to Stephanie coming in with fresh ideas. This year I have been delightfully challenged in the role of Library Board Chair. I have appreciated the delicate balance maintained by our Library Director, who works hard to achieve a place of literacy for all, through a variety of mediums with funds that don't always reflect the amount needed to complete these tasks. The Library Board along with the Director were disappointed that the City did not see the importance of giving the Library a cost of living increase, but we will try again next year.

Last, I want to welcome our new Library Director Chrystie Kroeker Boggs! We have been very pleased with the transition between her and our past director, Carolyn Graham. We, the Library Board and the staff at Jake Epp Library will miss Carolyn but know she will not be far away as her interest and dedication to our Library far out reaches the bounds of her employment.

Kind Regards,

Cindy Blatz

Thank you (community, funders, volunteers)

Library Board Members

Cindy Blatz – Board Chair Damian Penner – City Council Representative Melanie Fast – Board Secretary Dennis Giesbrecht John Wiebe Allison Dueck Jacqui Broesky

Time is a valuable and limited resource. Everybody is given only 24 hours each day, and it often feels that there are too many things to do with the time we have. Yet, remarkably, there are people in our community who are willing to donate their time to the library as volunteers. Our gratitude towards these very special people cannot be fully expressed with words, but we would like to say it regardless: Thank you, to each and every one of our volunteers. Our library is a better place for having you work with us. Thank you also to our community for valuing us, and our city, province, and other funders for allowing us to keep on going.

Library Staff

Library DirectorCarolyn Graham

Assistant Library Director

Aubrey Walker

Programs Coordinator

Madison Reddekop

Preschool Programs Coordinator

Katarina Garrecht

Library Clerks

Chris Desrochers

Marty Dyck (ILL Clerk)

Janet Friesen

Jacqueline Le Gal

Katarina Garrecht

Kara Harder

Elsie Hiebert

Katrina Hiebert

Alecia Kehler (Library

Assistant)

Marilyn Martens

Lynn Neufeld

Mildred Reimer

Jill Snider (Bookclub

Coordinator)

Pam Toews (ILL Clerk)

Accountant

Ken Barkman

New & Noteworthy

New Computers!

We were very grateful this year to receive a grant from the City of Steinbach to help us update both our staff and patron computers. Our computers and other technical equipment were showing their age with more and more technical issues that were causing frustration for both patrons and staff, and requiring increasing amounts of time and money to fix. Ebytes Steinbach helped us procure equipment that was perfect for our needs, and set them up for us.

Much Needed Funding Comes To Jake Epp Library

□ Category: Local News
 ○ Published: Thursday, 21 March 2019 16:36





The outdated administration computers in the Jake Epp Library can now be replaced thanks to Steinbach City Council.

Steinbach City Council has voted to give the Jake Epp Public Library a one time technology grant of \$7,527.

"Public libraries are a long established hub that serve the intellectual, social, and cultural needs of the community," stated Councillor Damian Penner during Tuesday's regular meeting.

Penner acknowledged the sorry state of the library's computers and servers and motioned to provide the library with the necessary funds to update their system. Councillor Susan Penner seconded the motion and it was passed.

"I was so excited when I heard the vote!" exclaims Director of Library Services Carolyn Graham. "Now we can replace things before equipment fails apart and we need to close the library."

Graham says the library's server is from 2012 and is becoming increasingly obsolete, likewise, their outdated computers are having more issues every day. She stresses that the library itself runs a tight beget and did not have the resources to fund their own upgrade. Council's grant came at a time when it was absolutely necessary.

"This means a lot more than merely new computers," notes Graham, "It means we can provide better service to our patrons and our community."







Friends of the Library Fundraisers & Grants

Friends of the Library financed a fundraiser for us in the form of library book bags. We started selling them at the circulation desk and did a bit of low-key advertising for ourselves by posting a clickbait themed blog post about the many uses of book bags, and featuring a nice display just inside the library entrance.

As for grants, The Friends of the Library helped fund our summer interns (largely sponsored by Canada Summer Jobs) but Friends extended the interns' time so that we could use them for our preparation time as well.

They also contributed money towards a project we started thanks to funding given by an anonymous donor. Together this money went to help with certain acquisitions, such as Large Print, more Juvenile Read-Alongs, and the launching of our Young Adult Book Club.

Portion of Steinbachonline article about our grant.

Programs

Recurring Adult Programs

Our recurring programs for adults are regularly scheduled ongoing programs that patrons can drop in and enjoy as they have time. Here's what we had on offer this year.

Games Days

Games Days are held every first Saturday and third Wednesday of each month. This program reaches to a variety of people, including young families playing games together, young adults playing Magic: the Gathering, as well as senior patrons who have a love of chess and other classic games.

Knit Wits

Knit Wits is our drop-in fiber crafting club that meets on the fourth Monday of each month. Knit Wits is a warm, welcoming group who love discussing a variety of topics while working on a variety of projects such as knitting, crocheting, cross-stitch, etc.

Creativi-Tea Time

Creativi-Tea Time was a program that began as a way to embrace the adult colouring book trend a few years ago. The group met on the second Friday and fourth Wednesday of each month to relax, enjoy tea, listen to classical music, colour pictures, and enjoy conversation with one another.

Memory Keeper's Club

Memory Keeper's Club is our memoir writing club. Each month, participants are given an assignment of a theme to write about and bring to share at the next meeting. Some favourite themes in 2019 were *pets, a*

teacher/mentor, and *weddings*. Memory Keeper's Club meets on the first Tuesday of each month.

Write Or Wrong

Write or Wrong is the creative writing group that was created out of interest from our participants of November's NaNoWriMo. This group welcomes writers of all interests and genres. The goal of the group is to encourage writers and to assist one another to hone their craft. This group meets on the second Monday of each month.

NaNoWriMo

NaNoWriMo (National Novel Writing Month) is a month-long event that happens each November to encourage the pursuit of writing. Writers attend a series of events throughout the month and work together to encourage each other on their writing journeys. We had around 26 patrons show up to participate this year.



Recurring Children/ Teen/Family Programs

We also have regularly scheduled ongoing programs that are aimed at children and families. Here's what we offered this year.

T.A.I.L.S.

T.A.I.L.S (Therapy Animals Involved in Literacy Skills) is a partnership with St. John Ambulance. The first such initiative held in Manitoba, this program began in 2018. A volunteer dog therapy team assists children to build reading skills as well as confidence in reading aloud. We are currently able to have 3 children registered per session (20 minutes per week for 10 weeks). Looking forward to 2020, we are excited to expand the program to 2 dog teams with the ability to assist 6 children.

Story Corner

Story Corner is our fun, family-friendly drop-in story time enjoyed by children and parents alike. Staff choose a selection of children's books and read to children and families who come in to the library from 10-11 am on the first and third Fridays of each month. During the summer months the frequency increases to every Friday.

Toddler & Me

Toddler & Me is designed to provide parents of children from 12 months up to 3 years old with simple tools to help their children take advantage of this crucial time and reach their greatest potential. We hope to provide parents with the resources that will empower children to learn and to grow through the written word. Each class includes a story, rhymes/finger play, literacy tips and parent discussion.

Story Hour

Story Hour is a fun and interactive program designed to help promote reading to children between the ages of 3-5. Participants listen to stories, learn rhymes, songs and finger-plays, complete a craft and enjoy a snack at each class.



YA Book Club

A new program that started in September of 2019, thanks to an anonymous donation for the startup costs, was our new Young Adult Book Club. This book club discusses YA books and is specifically geared towards teens aged 13-16 years old. Our group currently consists of 4 teens. We meet on the first and third Thursday of each month, discussing one book per month. Some favourite books that have been read so far are *Cinder* by Marissa Meyer, and *The Giver* by Lois Lowry.

Movie Nights

Our Movie Night is a monthly event held on the fourth Friday that welcomes all sorts of people. We alternate between Family Movies and Classic Movies to reach a diverse audience.

Family movies

- •Small Foot
- •Paddington 2
- •SpongeBob Squarepants: A Sponge Out of Water
- •The Book of Life
- •Horton Hears a Who
- •Quest for Camelot

Classic movies

- •Arsenic and Old Lace
- •Sabrina
- •An American in Paris
- •Secret Garden
- •A Christmas Carol



One Time Events/ Special Programming

Other programs are scheduled as the opportunity comes up, and are offered either only once a year, or once at all. Here's a few of those.

Manitoba Underground Opera

Jake Epp Library was offered a new opportunity in 2019 to play host to the Manitoba Underground Opera's Children's Tour. We were delighted for MUO to perform their operatic rendition of the classic children's story, *The Three Little Pigs*, which focused heavily on the importance of reading and libraries in the community. It was fun for both parents and children alike, and a unique experience for our library.

Spring Break

Jake Epp Library is always a busy place during Spring Break when the kids are out of class. This year, we hosted 4 different events

pictured here



throughout the week to reach children, teens, and families. We had a teen movie marathon with a DC superhero theme, a teen writer's workshop, a lady-bug themed kid's craft day, and a family movie day for all.

Practical Seminars

Our practical seminars are workshops given to teach practical life skills such as financial literacy and creating a resume. The topic of the 2019 financial literacy seminar was *Saving Strategies*, taught by local Chartered Professional Accountant volunteers. The resume workshop was taught by local HR professional, Eileen Krueger. Both seminars were well attended and we hope to host more in the future.

Reader's Theatre: The Crucible by Arthur Miller

In April, we partnered with a local theatre company, Real Live Entertainment, to present a reader's theatre of the classic, *The Crucible* by Arthur Miller. Performed in voice by 15 local actors for our audience, it was quite an enjoyable experience.

Author Readings

There are many talented authors who live in the vicinity of Steinbach. In 2019, we were pleased to host 4 authors: Gord Goldsborough, Brandi Vezina, Anna Maynard, and Karen Emilson.

Gord Goldsborough shared a multi-media presentation as his book, *Abandoned Manitoba*, is a photobook of abandoned places throughout the provinces with narratives describing the origins and history of these lost places.

Brandi Vezina is a woman of many talents and paths, who discussed and shared her perspective on mental health, inner peace, and meditation and how these are all interconnected with physical health and wellbeing.

Anna Maynard and Karen Emilson are a writing team that shared Anna's personal story of a childhood filled with struggles, including a cystic fibrosis diagnosis and the murder of her own mother.

(One time event/special programming continued on next page)



Summer Reading Club

Summer Reading Club is Jake Epp Library's largest program annually. The program runs for 7 weeks throughout the summer for children in Kindergarten through Grade 8. Summer Reading Club is a homebased literacy program with the purpose of encouraging children to read and to prevent back-sliding on reading levels. With the assistance of parents, children track their minutes read per week for the duration of the program. The minimum reading that we ask per child is 150 minutes per week. Children are rewarded with a free book at the end of the summer if their minutes are finished. Each child also has the opportunity to be entered into both weekly draws and a grand prize draw for prizes that consist of toys and games, donated by local businesses. This year, there was a total of 631 children registered in our Summer Reading Club.

Along with the home-based portion of the program, Jake Epp Library offers free weekly craft classes for children to participate in. These craft classes include story time, games, crafts, and a demonstration or experiment. There were 7 craft classes held per week with 20-25 children attending each craft class.

A children's book club called Reading Circle is also available for kids to be part of. A few chapters from a children's book are read aloud weekly and discussed as a group. At the end of the summer, a Reading Circle wind-up party is held where we watch a movie adaptation of the book and enjoy a snack together. This year, we read *Charlotte's Web* by E.B. White and averaged 15 children attending per week.

At the end of the summer, our library hosts a large wind-up party to celebrate the children's reading accomplishments. This year, we hired Lulu and the TomCat, a children's musical duet, as entertainment for the party. With the help of local businesses and volunteers, we served a hot dog lunch to the participants and their families. We are excited to say that there were approximately 330 people in attendance for our wind-up party.

Family Literacy Day

Family Literacy Day is a celebration of literacy held every year on January 27. For 2019, Jake Epp Library hosted a family event of story-telling and story-creation with local children's entertainer, Dr. Sprocket. With many suggestions and laughter from the attending children, Dr. Sprocket crafted unique stories using his very own story generator. Our local Sobeys was gracious enough to donate cookies and milk, enjoyed by all in attendance. It was all in all a great day.



Field Trips

Field trips are hosted throughout the year for school classes, day cares, preschools, adult education classes, and college classes. For children's field trips, tours are followed by story time and time to explore the children's area and read independently. For college and adult education classes, tours are followed by discussion. In 2019, Jake Epp Library hosted 17 field trips.

Partnerships

Toastmasters

Toastmasters International has members worldwide. The Carillon Club has been in Steinbach for the last forty years. Toastmaster's mandate is to develop communication and leadership skills which further result into greater self confidence and personal growth. We learn by giving speeches, gaining feedback and assisting others in reaching their goals. Members learn to tell stories and accept feedback.

This is all done while having fun.

Guests are always welcome and membership is open to all 18 and over. Our meetings are every Thursday at 7:00 just follow the laughter!

SEELS

South Eastman English and Literacy Services (SEELS) staff and students appreciate the support of the library in providing space for classes, flexible time slots, friendly and caring staff and all the resources the library has to offer to work on assignments.

SEELS provides Reading and Writing Literacy Upgrading and Math Upgrading classes to adult residents of Manitoba who want to improve these skills for daily life, job prospects or further education. These classes are free of charge. In 2019, we had more than 50 adult students access the literacy program at the library.

Outcomes of the literacy program have been:

- got a job or a better job
- went on to high school
- used the library more by taking out books and using resources
- felt more confident in their daily life

The literacy program and the library supports are an excellent joint effort for those in the community who want to upgrade their literacy skills.

Friends of the Library

Friends of the Library contributed to the well being of the Jake Epp Library by providing funding to offset shortfalls in the Library budget exacerbated by inflation and parsimony. Specifically, \$4k was given to purchased needed large print titles, an initial collection for the Young Adult Book Club, as well as, replacement 'play away'/'read along' devices. Advertising funding was also supported to place a Jake Epp Library entry in 'The Carillon's' Kid's Quest supplement.

Fund Raising initiatives were examined throughout the year. However, input costs versus limited returns have limited our options. Book Bag sales remain a viable ongoing initiative. The bulk of our funding comes from private individual donors. Hence, it remains imperative that Friends maintain its charitable status under the Canada Revenue Agency regulations.

A major concern for Friends is the escalating costs of new acquisitions for our collection. Printed books remain under modest inflationary pressure, whereas, 'E-Books' have been subject to high inflation, as well as, increased encumbrances from limited use-limited life digital rights management.

Respectfully submitted,

RJ Bond,

Secretary,

Friends of the Steinbach Public Library.

Statistics

Circulation Statistics

Circulation	ланзне	,3
Circ Stats	2018	2019
Print Materials		
Adult Fiction	54,528	54,866
Adult Non-fiction	15,638	16,284
Magazines (Adult & Chil-	0.000	/ 700
dren)	8,393	6,798
Literacy Materials	98	82
Young Adult Fiction	13,874	14,208
Young Adult Non-fiction	829	1,124
Juvenile Fiction*	72,435	59,895
Juvenile Non-fiction	10,086	9,879
Early Years*	44,986	60,858
Miscellaneous	10	8
German	659	628
Large Print	4,760	4,997
Non-print Materials		
Audio Books	7,237	8,309
Digital Viewing Devices	3,041	3,439
Railia (Story Sacks)	139	110
eLibraries Manitoba	26,919	23,270
(Digital eBooks)**	ZU,717	20,270
eLibraries Manitoba		13,161
(Digital Audiobooks)		13,101
Total Circulation	263,632	277,916
Inter-Library Loans		
Borrowed Books	840	734
Books Lent	1,256	1,272
Total	2,096	2,006
10:0:	-/-·-	_,
	Active	Active
Cardholders		Patrons
Cr In and	Patrons 1 005	
Steinbach Non-rosidant	4,905	3,171
Non-resident	1,166	1,402

Library		
Holdings	2018	2019
Print Materials	2010	2017
Adult Fiction	25,841	26,186
Adult Non-fiction	15,068	14,082
Magazines***	78	1,773
Literacy Materials	339	339
Young Adult Fiction	5,044	5,194
Young Adult Non- fiction	1,098	1,111
Juvenile Fiction	11,017	9,680
Juvenile Non-fiction	3,659	3,739
Early Years	8,175	9,522
German	601	638
Large Print	2,045	2,144
Reference (Non-circulating)****	86	143
Subtotal	73,051	74,551
Non-print Materials		
Audio Resources	2,706	2,775
Digital Viewing Devices	1,517	1,285
Railia (Story Sacks)	61	61
Miscellaneous	7	7
Subtotal	4,291	4,128
Total Holdings	77,342	78,679

^{*}Moved "New Reader" collection from J to Early Years in this year's statistics count.

6,071

4,573

Total

^{**}Last year eLM stats did not differentiate between ebook and audio, 26,919 was the total. In comparison 2019's total is 36,431.

^{***(2018} stats reflect subscriptions, 2019 each copy)

^{****}Added Vertical Files to our Reference count in 2019.

Statistics

Financial Statistics

Income	
Province of Manitoba	140,046.50
Provincial Technology Grant	5,140.19
City of Steinbach	324,000.00
RM of Hanover	3,400.00
Friends of the Library	636.00
Interest Income	2,121.77
Non-Budgeted Revenue	21,719.24
Fines	8,483.08
DVD Rental	1,914.70
Miscellaneous Income	1,521.02
Copier & Printer Fees	5,357.56
Book Sales	267.75
Lost & Damaged Fees	1,897.98
Program Fees	294.35
Donations	264.35
Invigilation	2,615.00
Room Rentals	6,860.00
Internet Fees	1,275.30
Non-Resident Membership Fees	43,027.90
Total Revenue	570,842.69

Expenses	
Capital Expenses	
Acquisitions	40,039.64
Furniture & Fixtures	802.50
Computer	11,495.14
Operating Expenses	
Acquisition Processing	1,507.26
Advertising & Promotion	752.00
Accounting	6,643.50
Computer Expense	2,562.89
Contract Maintenance	9,259.05
Education & Conferences	709.84
Internet Expense	1,415.55
Janitorial	18,147.72
Library Supplies	10,511.00
Postage	1,514.00
Memberships	410.23
Miscellaneous	1,846.41
Programs	9,247.05
Rent	140,000.00
Travel	233.25
Telephone	3,460.22
Yard & Building Maintenance	2,980.00
Cash Register Discrepancy	-64.92
Bank Fees	1,025.67
Wages & Benefits	293,895.32
Total Expenditures	558,393.32
Net Revenue	12,449.37

Media Coverage



The Jake Epp Library Celebrates Its Record-Breaking Readers

Contact Us

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