



JAKE EPP LIBRARY

# 2021 ANNUAL REPORT



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# OUR TEAM



## Board Members:

Cindy Blatz (chair)

Stephanie Froese

Allison Dueck

Melanie Fast

Jacqui Broesky

LaDawn Duerksen

Damian Penner (City of  
Steinbach rep)

Chris Desrochers

## Library Director

Chrystie Kroeker Boggs

## Assistant Library Director

Aubrey Walker

## Circulation Desk Manager

Katarina Garrecht

## Library Clerks

Jacqueline Le Gal

Kara Benoit

Katrina Hiebert

Marilyn Martens

Lynn Neufeld

Jill Snider

Coralie Enns (ended in September 2021)

Amy Epp (started in October 2021)

## Library Pages

Chloe Dyck

Kaitlyn Dyck

## Adult Programs Coordinator

Madison Redekopp

## Preschool Programs Coordinators

Katarina Garrecht

Katrina Hiebert

## Summer Intern

Alexis Chaput (May - September 2021)

## Library Admin Assistants

Alecia Kehler

Kara Benoit

## Bookmobile Coordinators

Jacqueline Le Gal

Jill Snider

## ILL Coordinator

Pam Toews

Kara Benoit (Assistant)

Jill Snider (Assistant)

## Accountant

Ken Barkman

**Thank you to everyone who  
contributes their support to  
our library! Whether it's time,  
money, or using our  
resources, you are what  
keeps us going.**

# LIBRARY DIRECTOR'S REPORT



**“Ah coffee. The sweet balm by which we shall accomplish today’s tasks.”**

**“Ironsides” by Holly Black**

**I’ve consumed a lot of coffee this past year. Some of the coffee was brewed in my kitchen, fueling me to answer emails from my home office. Some was pulsed through the Keurig machine in the library staff room, energizing me for another day of curbside pickup. Some java was picked up at a drive-thru window, boosting me into another wonderful day of (masked) face-to-face patron and staff interaction. Perhaps coffee was one of the few constants of 2021. In yet another pandemic year, filled with ups and downs, challenges and rewards, closures and re-openings, the constants, like the coffee, were the sought-after balm. A few other notable constants of 2021 (and even more important than coffee, believe it or not!):**

- The awesomeness of our library community! No matter how patrons used the library (online, curbside pickup, or in-person), it remains such a privilege to serve such happy readers!**
- The resiliency and dedication of the Jake Epp Library staff! It’s truly an honour to work alongside a team of people who believe in the library and are able to pivot on very short notice.**
- The importance of literacy, reading and information! The library has truly become an essential source of credible info during the pandemic.**

**So, I raise my cup of freshly brewed coffee as I say cheers to 2021. During these challenging pandemic times, the library’s light has shone even brighter in the community and it’s with caffeine-induced hope that I look forward to an even better 2022!**

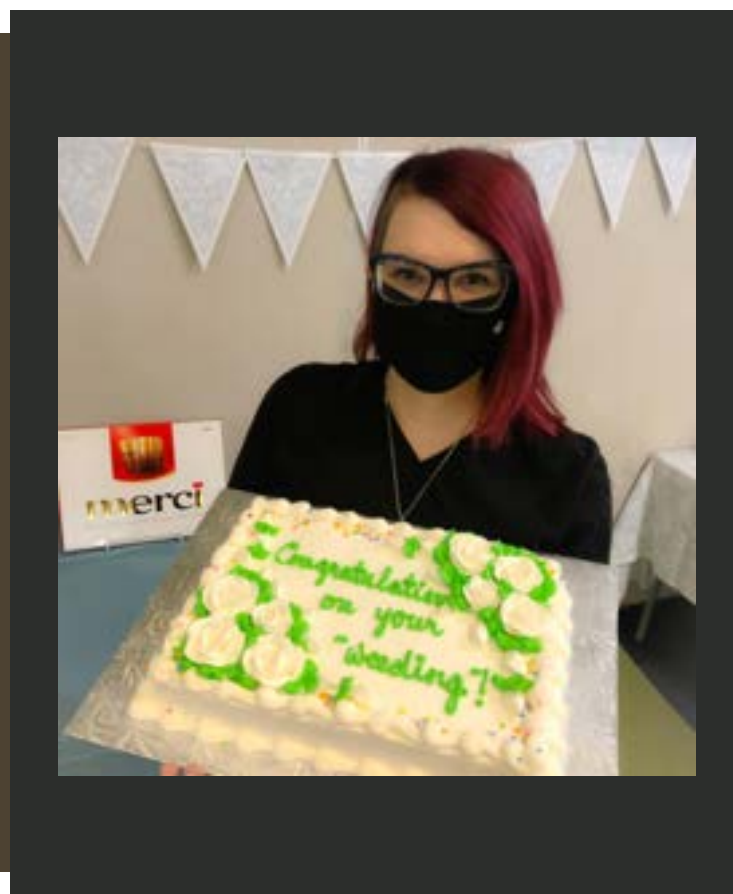
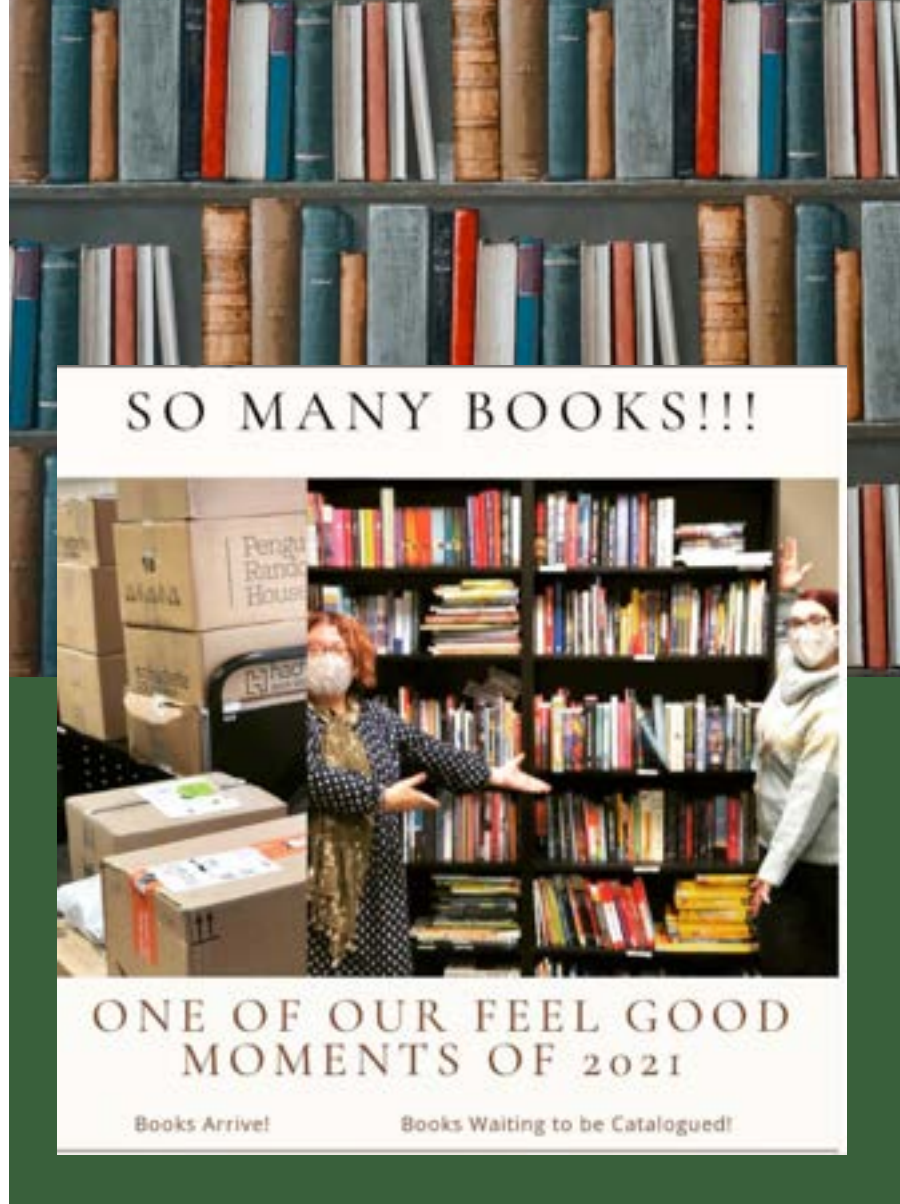
**CHRYSTIE KROEKER BOGGS**

*Jake Epp Library, Library Director*



# NEW BOOKS & WEEDING

Our extended closures allowed us the time and extra budget to do some much needed weeding in many of our collections and replace classic but overly loved books and order more updated informational books in our non-fiction sections.



# BOOK SALE

Due to all the weeding and the generosity of our patrons, we found ourselves with an excess of books that needed new homes. So, we decided to have a book sale!



Someone called wanting to purchase all our weeded audio CDs for a trucking company here in Steinbach to use on their hauls. We were so excited about this wonderful use of our extra CDs!

## SPECIAL OFFER



# VIRTUAL ENGAGEMENT

We presented a variety of virtual programs this year to offer fun options while limiting in-person contact.



## STORY HOUR

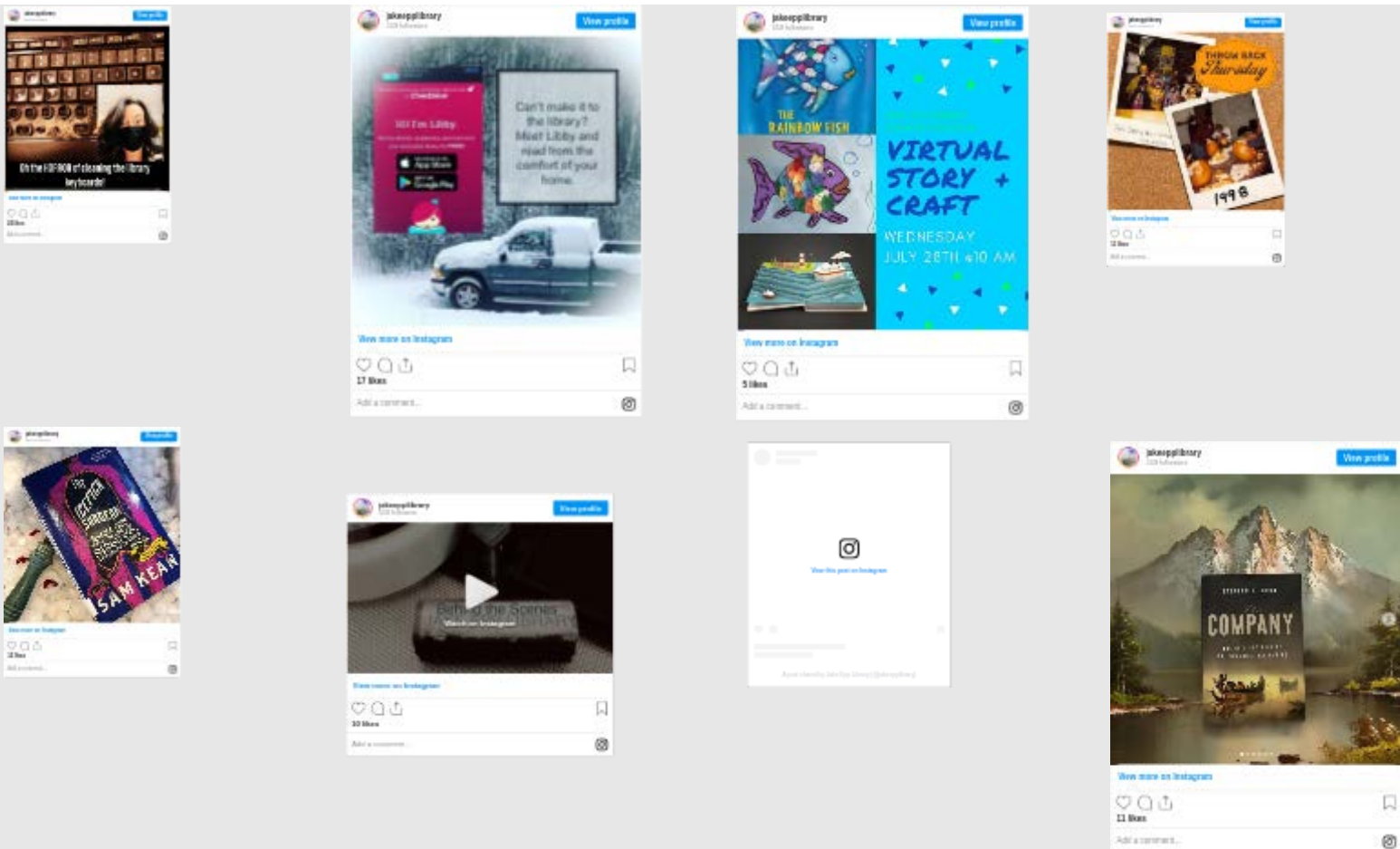
Our virtual story hour, posted on our social media every Wednesday, featured recordings of staff members reading various children's books from our collection.

## CRAFT CLASSES

Every Wednesday during the summer, our intern Alexis posted a new video of a story and accompanying craft tutorial. We handed out supply packages at the door for interested patrons to make the crafts with their children at home.

## SOCIAL MEDIA

Our circulation desk manager, Katarina, kept our social media bustling with images of our new books, a look into what it's like behind the scenes in the library, literary quotes, and much more to encourage patrons to engage with us online and foster more interest in literacy.



# SEASONAL ACTIVITIES AND DISPLAYS

We set up seasonal displays and contests to add fun to the year.

## BLIND DATE WITH A BOOK

Blind Date With a Book looked slightly different this year, but still held the same energy. We wrapped and decorated books to hand out with curbside pickup appointments.



## HALLOWEEN CANDY GUESSING CONTEST

We displayed a jar filled with candy and invited kids to guess how many pieces were in the jar for a chance to win all the candy and a Jake Epp Library bag.





# TD SUMMER READING CLUB AND SUMMER PROGRAMS



This year the TD summer reading club was once again online. We stuffed and handed out goodie bags with pickup appointments, but the logging of books and activities associated with the club were strictly online.

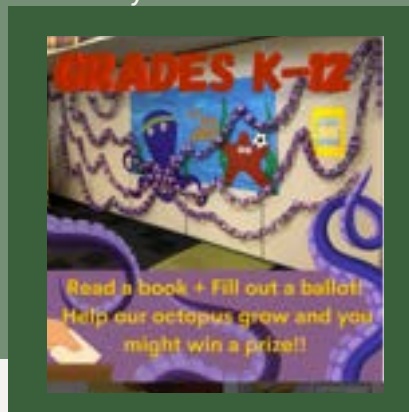
Our summer intern, Alexis, provided many outdoor activities and online activities to keep children busy throughout the summer.

She hosted the Steinbach Arts Council in the park, and did a weekly story hour in the park.



## CONTESTS

When the library building was open, Alexis ran some in-house competitions as well, such as a colouring contest. Students were also invited to fill out a mini book report ballot for each book they read, with a prize draw held at the end of summer. The winners received gift cards and other fun prizes which were donated by local businesses.



# OUTDOOR PROGRAMS



We are so blessed to be right beside a beautiful park which facilitated the option to host multiple outdoor activities.



## AUTHOR READINGS

Families were invited to come and listen to Steinbach author Kerri Hiebert tell the tale of a scurvy pirate and his crew's adventure to treasure!

We also had Steinbach illustrator Sam Plett making a special door prize!

**Author in the Park**  
**August 7th 2-4pm**

Author **Kerri Hiebert**

Illustrator **Sam Plett**

**BOOK READING BY AUTHOR KERRI HIEBERT @ 2h30pm**

- Prizes
- Book Signing
- Snack Table

**THE GOLDEN STAPLER**

By Kerri Hiebert  
Illustrated by Sam Plett



# TODDLER + PRE-K PROGRAMS

We were able to host indoor toddler and pre-K programs while we were closed on Mondays. Families sat distanced in hula hoops and at picnic tables to do crafts.



## TODDLER + ME

Children and a caregiver got to come and listen to stories, learn rhymes, songs, and finger-plays, as well as complete a craft each Monday while the class was running. Registration was required and space was limited due to restrictions. Library cards were not required and there was no cost to attend.

## STORY HOUR

Story Hour was a fun and interactive program designed to help promote reading to children between the ages of 3-5. Parents were not required to remain in the Story Hour room, but had to remain in the library. They could browse and take out books to bring home.

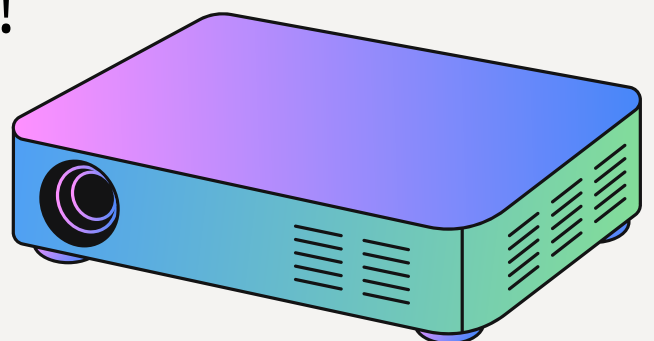




# **LASTLY, BUT CERTAINLY NOT LEAST, THE FRIENDS OF THE LIBRARY PROVIDED US WITH AN AMAZING NEW PROJECTOR AND DOCUMENT READER!**

The document reader has an attachment that is downward facing and can project the book pages as we read. It will vastly improve the quality of our videos and ability to read books to larger groups in house.

Thank you so much for improving our ability to share a love of literacy with our community!



2021

# Circulation

## STATISTICS



### Print Materials

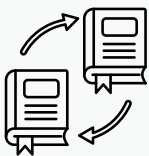
Adult Fiction	20133
Adult Non-fiction	7902
Magazines	1989
Literacy Materials	24
Young Adult Fiction	12585
Young Adult Non-fiction	466
Juvenile Fiction	49965
Juvenile Non-fiction	8679
Early Years	30506
German	259
Large Print	3192



### Non-Print Materials

Audio Books	3065
Digital Viewing Devices	1999
Railia (Story Sacks)	1
eLibraries Manitoba (Digital eBooks)	30556
eLibraries Manitoba (Digital Audiobooks)	18161

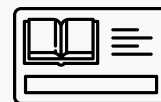
**Total Circulation 189482**



### Interlibrary Loans

Borrowed Books	616
Books Lent	804

**Total ILL 1420**



### Cardholders

Steinbach	1561
Hanover	399
Ste Anne	54
Other	356

**Total Cardholders 2370**

2021

# Financial

## STATISTICS



## Income

**Province of Manitoba**  
**162681.97**

**Provincial Technology Grant**  
**5121.04**

**City of Steinbach**  
**319000.00**

**R.M. of Hanover**  
**4000.00**

**Friends of the Library**  
**6500.00**

**Interest**  
**1217.62**

**Non-Budgeted Revenue**  
**22213.75**

**Fines**  
**3568.43**

**DVDs**  
**631.00**

**Miscellaneous Income**  
**386.26**

**Photocopying**  
**1878.76**

**DVDs**  
**631.00**

**Miscellaneous Income**  
**386.26**

**Photocopying**  
**1878.76**

**Book Sales**  
**832.30**

**Lost & Damaged**  
**1185.24**

**Program Fees**  
**0**

**Donations**  
**40.95**

**Invigilation**  
**220.00**

**Room Rentals**  
**2500.00**

**Internet Fees**  
**470.00**

**Non-Resident Memberships**  
**41188.56**

**Total Revenue 573635.88**



2021

# Financial

## STATISTICS



## Expenses

**Acquisitions**  
**63681.53**

**Furniture & Fixtures**  
**7229.72**

**Acquisition Processing**  
**483.84**

**Advertising**  
**130.00**

**Accounting**  
**7704.00**

**Computer Expense**  
**2046.51**

**Contract Maintenance**  
**9710.92**

**Education**  
**912.01**

**Internet Expense**  
**1447.91**

**Janitorial**  
**792.18**

**Library Supplies**  
**12964.54**

**Postage**  
**678.40**

**Memberships**  
**499.30**

**Miscellaneous**  
**0**

**Program**  
**1568.92**

**Rent**  
**140000.00**

**Travel**  
**0**

**Phone**  
**3733.10**

**Yard & Building**  
**Maintenance**  
**3200.00**

**Cash Register**  
**Discrepancy**  
**-103.41**

**Bank Fees**  
**1596.77**

**Wages & Benefits**  
**291427.23**

**Total Expenses**  
**549703.47**

**Net Revenue**  
**23932.41**