

CIRCULATION

	2008 TOTAL	2007 TOTAL
PRINT MATERIALS		
- Adult Fiction	71,586	67,848
- Adult Non-fiction	22,479	23,961
- Magazines (Adult & Children)	15,929	16,824
- Language Materials	174	107
- Young Adult Fiction	12,077	11,903
- Young Adult Non-fiction	1,915	1,931
- Children's Fiction	75,692	75,501
- Juvenile Non-fiction	6,431	6,951
	206,283	205,026
NON-PRINT MATERIALS		
- Audio Books	7,160	7,980
- eLibraries Manitoba Digital books	173	0
- Videos	7,231	6,317
- Audio Kits - Read-a-longs	2,072	1,003
- Language Kits	275	106
	16,911	15,406
PLS BLOCKS		
- Audio Books	0	0
- Large Print	0	287
- Miscellaneous	0	158
	0	445
TOTAL	223,194	220,877

INTER-LIBRARY LOANS

- Borrowed Books	621	572
- Books Lent	1,992	1,357
- Borrowed Microfilm/fiche	0	0
- Talking Books from PLS	0	0
- Requests not found/cancelled	430	405
TOTAL	3,043	2,334

Blocks borrowed from PLS

- Audio Books	0 (No shelf space)	1 Blocks = 40 books
- Large Print Books	0 (No shelf space)	2 Blocks = 90 books
- Korean & Vietnamese books	0 (No shelf space)	0 Blocks = 0 books

HOLDINGS

Books		
- Adult	23,040	24,112
- Children	7,761	7,620
- Young Adult	13,016	12,803
- Young Adult non-fiction	1,639	1,604
- Non-fiction	14,174	13,518
- Juvenile non-fiction	3,274	3,116
- Reference	375	569
- Large Print	1,088	802
- Misc		927
TOTAL BOOKS	64,367	65,071
Other Materials		
- Magazine Subscriptions	144	138
- Newspapers	3	3
- Audio Books	1,997	2,022
- Videos / DVD	2,356	2,080
- Language Kits	181	171
- CD CNIB	388	126
- Vertical File	25	33
- German language books	292	291
TOTAL	5,386	4,864
TOTAL HOLDINGS	69,753	69,935

MEMBERSHIPS

Steinbach Adult	7,315	6,929
Steinbach Juvenile	1,095	1,056
RM of Hanover	1,996	1,852
Non-Resident	1,429	1,207
Inactive Patrons	0	0
TOTAL	11,835	11,044

JAKE EPP LIBRARY

Statement of Operation for the Year Ending December 31, 2008

	2008	2007
REVENUE		
Grants		
Province of Manitoba	\$99,561.00	\$83,929.50
City of Steinbach	\$221,153.29	\$160,343.00
RM of Hanover	\$3,400.00	\$3,400.00
Non-Resident Fees	\$37,067.00	\$36,232.00
Investment Income	\$5,999.09	\$6,691.58
Miscellaneous Income	\$59,799.39	\$54,314.00
TOTAL REVENUE	\$426,979.77	\$344,910.08
CAPITAL EXPENDITURES		
Books and Periodicals	\$42,703.89	\$47,342.77
Furniture, Fixtures, Equipment	\$7,246.19	\$5,373.12
TOTAL CAPITAL EXPENDITURES	\$49,950.08	\$52,715.89
OPERATING EXPENDITURES		
Advertising	\$221.49	\$3,643.41
Acquisition Processing	\$2,633.88	\$4,130.72
Computer Services & Supplies	\$9,440.35	\$10,321.03
Library and Office Supplies	\$13,342.70	\$9,112.89
Miscellaneous	\$4,489.56	\$3,080.24
Programs	\$3,709.16	\$3,197.10
Rent & Janitorial Services	\$90,809.59	\$34,371.37
Yard and Building Maintenance	\$2,100.00	\$2,146.96
Salaries & Employee Benefits	\$200,744.44	\$181,391.85
Staff Education	\$1,777.25	\$2,080.74
Telephone	\$5,724.17	\$4,915.56
Moneris Fees	\$511.74	\$0.00
Travel and Conference	\$1,423.15	\$1,154.76
Goods and Service Tax- Net	\$0.00	\$0.03
Cash (Short <Over>)	\$33.96	\$79.34
TOTAL OPERATING EXPENDITURES	\$336,961.44	\$259,626.00
TOTAL EXPENDITURES	\$386,911.52	\$312,341.89
NET REVENUE	\$40,068.25	\$32,568.19

MEMBERSHIP FEES

Residents of Steinbach - No fee
 Non-residents - \$67.00 annually
 Some municipalities offer partial rebates



JAKE EPP LIBRARY 2008 ANNUAL REPORT

Providing Library Services
 for the Residents of
 The City of Steinbach
 Population — 11,066

and the Surrounding Area

*The mission of the Jake Epp Library
 is to make a wide variety of print, audio
 and visual materials available to as many
 community residents as possible to
 promote individual life-long learning.*

Hours of Operation

Monday-Friday 10:00 a.m.-9:00 p.m.
 Saturday 10:00 a.m.-5:00 p.m.

255 ELMDALE STREET
 STEINBACH, MANITOBA
 R5G 0C9

www.jakeepplibary.com



BOARD MEMBERS

Terry Loewen - Chairperson	Lloyd Funk
Jac Siemens - City of Steinbach Councillor	Vern Falk
Jon Sawatzky	Barb Guenther
Bonnie Koop	

2008 CHAIRPERSONS' REPORT

March 2, 2009

Another year has passed and our library has kept growing, which has added to the challenge of working within our space confines. The growth is certainly welcome though, and we are working with the City of Steinbach toward the expansion of the library. We are hopeful that this is the year that funding is finalized and construction begins, and that is truly an exciting prospect. We appreciate the support of the City of Steinbach as we work to address this challenge.

The finances of the library continue to be stable, and we continue to work on improving our staff wage scale. We were fortunate this year to receive a donation from the Southeast Sugar Beet Growers Association which was used for the purchase of new shelving in our children's area.

Speaking of staff, our Head Librarian, Loraine Trudeau and her staff continue to do superb work in providing the broad range of services we provide to our patrons.

We have had a number of changes to the composition of the Board. We thank those board members who have left the Board since the last annual report, being Bill Lehman, Amanda Peters and Helen Goerzen. We have the following new Board members, Jon Sawatzky and Lloyd Funk.

On behalf of the Jake Epp Library Board, I would like to thank Loraine Trudeau and her entire staff. We also thank our patrons for their continued support.

Respectfully submitted
TERRY LOEWEN
Board Chair

LIBRARIAN'S REPORT 2008

It is again my pleasure to present the Jake Epp Library's Annual Report.

The years seem to slip by so much faster as we age and 2008 is no exception. I guess keeping busy is a key factor in why time seems to fly. There was always something going on at the Jake Epp Library! Like Author Readings, Story Hour, Baby & Me, Summer Reading Program and much much more. Thank you to all my staff for continuing to provide courteous and professional library services to our patrons, and for working hard to keep up with all the programs and the day to day operations. It is because of our competent people that the library is such a success in our community. People love coming to the library because they always receive a warm welcome from the staff! One only needs to have a quick glance at the statistics to see how important our library is to the community and surrounding areas. A special thank you goes to the Library Board for their direction and support. They are all only a phone call or email away, and always willing to lend a hand where needed.

And last but not least, to Public Library Services who provide us with information, resources and support to help us be the best that we can be!

2008 HIGHLIGHTS

- January 27th we celebrated **Family Literacy Day**. Over 300 children and their parents attended the event. "PJ Pajamas" the clown entertained us and **Harvest Honda** again stepped up to the plate and sponsored the event. We had cookies and milk for all the children and they also each received a flashlight generously donated by Frank Abrams general manager of our fantastic Canadian Tire. A flashlight is the only tool ever invented that has been proven to increase literacy.
- We also introduced our new Mascot, a puppy with no name. We had a public contest to help us find a name for our Puppy. On February 25 a name was selected from the hundreds of ballots received. "Paige Turner" was declared the name of our new mascot. How appropriate.
- March - Spring Break was a very busy time for the library. We had a Video Special for that week.
- April we celebrated "Manitoba Book Week". We entered a province wide contest by putting up a display of Manitoba Authors. We won 2nd place thanks to our staff member, Adrienne Toews, who designed the display.
- May - Gave many library tours to our local schools and the surrounding schools as well.
- In June, Loraine Trudeau, with her Summer Reading Program Team and "Paige Turner", visited 8 elementary schools to promote the Summer Reading Program. They brought along the grand prizes that could be won by the children who participated in the program. The theme for this year was "LOL!: Laugh Out Loud". This year we received support from many businesses in Steinbach. 533 students registered for the program and all the children were excited to read all summer long.
- Aug. 17th we had our Summer Reading Program wrap-up Party. We had many games for the children to play and win prizes which were graciously donated by Canadian Tire. Students read over 21,000 books in 7 weeks. Many children won weekly prizes. We gave away 7 grand prizes, which were donated for the program. Ebytes donated a complete computer system as the Grand prize.
- September - our Fall Story Hour session was again filled to capacity.
- September we received a grant from the South Eastman Early Years Regional Team which allowed us to start a new program called "Baby and Me" This program is for parents and children ages 0-3 years.
- September brought many schools to our library for tours and story time. What a great time we have with the students.
- October - Canadian Library Association announced that October has been established as Canadian Library Month. The theme this year was, "**Your Library, Your World**" The idea for a month dedicated to library and information services in Canada was developed by provincial and territorial library partners from across the country to help raise public awareness of the valuable role libraries play in local communities.
- October we held a short story/essay contest for anyone in grades 7 - 9. We received many wonderful entries but only 2 winners were selected. These 2 students each received an MP3 player.
- Every Friday evening in October we had a Story Teller Hour. Kids were invited to come and join us as friends of the library read their favorite stories. The last Friday of October was Halloween and we held our very first Costume Party. We decorated cookies, colored pictures and of course read stories. Treats were handed out at the end of the evening.
- November 3 - We invited translator Robert Stermscheg to come and read from the book "The Prussian Lieutenant" written by Karl May.
- November 4 - We hosted another book reading at the library. Peter Muehling read from his new book "**Hells Fury**". All proceeds from the sale of his book will go towards women's shelters.
- November 15 - November 22 was Canadian children's Book Week. We were selected to have the author Veronika Charles from Toronto, come to read from her books. We invited grade 2 students from our local schools to come and enjoy the readings. What a great time they had with Veronika.
- November 10 - We had another local author come by and share his new book "**Rainbow Heidi's gingerbread house**". We invited a grade 3 class to join us for the event. The school children had the opportunity to also decorate a gingerbread house. What a great activity for the children.
- December the Jake Epp Library collected \$800.00 from overdue fines and donated these funds to the Community Christmas Hamper Project. We also gathered non-perishable food items and new unwrapped toys in lieu of fines. What fun it is to give back to the community when it is in need of our help.



- **The Carillon and Derksen Printers** for graciously offering to host our Web Page and for the constant support they give the library by featuring articles about our special events.
- **AM1250, and MIX 96.7 FM** for the outstanding endorsements of our events on their community events announcements.
- Our main funding bodies, the **City of Steinbach**, the **Province of Manitoba**, and the **RM of Hanover** - our level of service can be maintained because of their continuous financial support.
- **Friends of the Library** for their continuing support.
- **Canadian Tire** for all your support towards our Summer Reading Program and Family Literacy Day event.
- The **Staff** for its dedication and to the **Board Members** for their caring commitment.
- The all library's concerned **volunteers** - where would we be without you?
- Our 11,800 **patrons** - it gives us a great deal of pleasure meeting your reading and informational needs all year.
- **McNally Robinson, Keystone Cinema, Sobeys Steinbach, Shear Effects, Main Bread N' Butter, RG Mitchell, Harv's Air, Scholastic Canada, World Book, Biovail, Penner International, Harvest Travel, Golden Memories, Safeway**, for their generous donations towards our Summer Reading Program and the wind-up party.
- **Southeast Sugar Beet Growers Association** for your generous donation for new shelving.
- **Public Library Services**, whose staff is always so helpful and friendly.
- The many generous **people in our community** for their monetary donations and used books.

STAFF

Loraine Trudeau - Head Librarian
Carolyn Graham - Assistant Librarian

Virginia Courtnage - **Lynn Neufeld** - **Susan Hiebert**
Laura Dueck - **Norma Klassen** - **Adrienne Toews**
Elsie Hiebert - **Amber Reitsma** - **Sharon Trudeau**
Vi Brown - **Marty Dyck** - **Laura Dueck**
Mildred Reimer - **Janet Friesen** - **Anne Friesen**