

JESUP PUBLIC LIBRARY

Annual Report

2018 - 2019



Mission Statement

The Jesup Public Library promotes literacy, cultural engagement, lifelong learning, and personal development for audiences of all backgrounds and ages by providing collections and services that educate, inform, inspire, enrich and entertain. The Library supports community engagement and serves as a public commons where community members can connect and share ideas. It is dedicated to the principles of professional service, equal opportunity, and intellectual freedom.

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A MESSAGE FROM THE BOARD PRESIDENT:

A letter to our stakeholders:

FY 2018-2019, which ended June 30, 2019, was a milestone year for the Jesup Public Library. The library's Board of Trustees adopted a new model of Board organization, which resulted in a focused intentionality to the oversight of the library. Through identified resource management, the Board was divided into committees, each with particularly identified responsibilities.

Those committees: Executive, Finance, Facility & Grounds and Outreach, worked within their areas of responsibility and with the Library Director to further define the committee's roles, expand the library's public reach and identify and project the library's larger-scale expenditures. The goal, to create a more efficient organizational structure and function, took great strides forward.

Indeed, it was a large shift in operation and the growing pains are real, but the positive effect this change has had in priority identification and fiscal management is already being realized. The Board worked hard to identify opportunities for intentional spending, in line with newly identified goals. This intentionality, coupled with further defining and expanding the Director's authority, resulted in the ability to update the facility, expand the library's product line and prepare for the future with intentional foresight.

Efforts to engage current and future library users continued, as we constantly seek to understand the community's library needs and desires and adjust our offerings accordingly. To that end, efforts to better identify library usage were implemented, along with expanded product offerings in technology and digital media, including Virtual Reality experiences.

Many of these advancements would not be possible without the generous donations of known and anonymous benefactors. The Friends of the Library, an organization devoted to enhancing library services and experiences, is a prominent example of critical library support, which does not go unappreciated. On behalf of the Board, thank you all for supporting the library and your dedication to enhancing the lives of library users; we all benefit from an educated, entertained and literate citizenry.

The future continues to be bright for the Jesup Public Library. The Board, Library Director and library staff work hard on your behalf to provide a modern library, which reflects and represents our community and the diversity of interests and needs therein. We pledge our continued dedication to be diligent stewards of the responsibility entrusted us. We welcome your continued support in our efforts to give you the Library you want and deserve.

Respectfully and humbly,

John Bergman, President

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SECTION 1 – EXECUTIVE COMMITTEE

Throughout the previous year Executive Committee helped draft and establish the new subcommittee structure. This was carefully planned and executed but still allow changes as needed to work out any issues as we worked through our fiscal year in this new structure.

Within this new structure executive committee was also able to directly communicate with the Library Director on various management related topics and also help guide the discussion on policy and procedure changes that were then passed on to the board as a whole to discuss

The Executive Committee's main role this first year was to help facilitate this large change in our board structure and ensure its success moving forward.

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SECTION 2 – FINANCE COMMITTEE

During the 2018 – 2019 fiscal year, the Library Finance Subcommittee met with the City Clerk to develop an understanding of the budget process, the specific information in each sub account, how funds and expenses are allocated, and specific budget timelines.

We worked collaboratively with the Library Director and other Library Subcommittees to develop the 2019 – 2020 Library Budget.

The Finance Subcommittee in conjunction with the Facilities and Grounds Subcommittee created an Infrastructure Replacement Plan based on the useful life of equipment and facility structure.

The following is a list of attachments to this section of the Annual Report:

ATTACHMENT

- | | |
|-----|--------------------------------------|
| 2-1 | Reference Sheet for Budget Worksheet |
| 2-2 | 2019 – 2020 Budget |
| 2-3 | Extended Budget Plan |

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ATTACHMENT 2-1

Reference Sheet for Budget Worksheet

Expenses

Salaries	The current rate of pay times the hours worked
Education/ Training	The registration fees for workshops attended by library staff
Travel	Hotel and mileage expenses incurred with education
Utilities	Water, electricity, and sewer
Garbage	Garbage pickup
Telephone	Local and long-distance phone expense
Repairs/ Maintenance	All repairs and maintenance for the library facility where the levy money appears for Jesup residents who live in Buchanan and Black Hawk county
Insurance	Liability and property insurance
Legal	Any legal expense incurred
Licenses/ Peripherals	Software licenses, programs, and subscriptions
Copier	Annual help desk fees and toner
Books	Books purchased for circulation
Computer/ Hardware	3 computer/year, monitors, UPS units (battery backup) and parts
Office Supplies	Miscellaneous office supplies
Operating Supplies	Cleaning supplies, toilet paper, paper towels, etc.
Postage	Any mailing for surveys, letters, or book returns
Periodicals	Newspapers and magazines
Enrich Iowa	Funds received from the State of Iowa, usually in the fall
Memorials	Memorial money received from donors

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ATTACHMENT 2-1 CONT.

Expenses cont.

Audio Books	New, update and replace audio books
DVD's	New and replace DVDs
Programs	Programs offered by the library throughout the year usually about \$300 per program
Replacement	Sort of a savings account for equipment. If it is not spent, it is transferred to the Library Equipment fund

Revenues

Interest/ Library	Interest earned on funds in the Library Trust, Library Equipment, Library Memorial, and Library Community Room accounts
County Library	County assessment from supervisors received in January or February
Copy fees	Fees received from patrons for copies made
Enrich Iowa	Moneys received from the state. Not a guaranteed amount
Donation	Donations received other than memorials
Fines/Fees	Any overdue fees collected

Special Accounts

Library Trust	Dollars not used in a fiscal year that the Board can make a request to the City Council be placed in this account for future use
Library Equipment	Dollars not used each year from the Replacement Equipment sub account that are carried over. "Savings Account"
Library Memorial	Moneys received in memory of a specific individual
Library Community Room	Money received for use of the community room

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ATTACHMENT 2-2

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEW BUDGET
001-410-4300 INTEREST - LIBRARY	538.12	963.22	600.00	.00	.00
001-410-4465 COUNTY LIBRARY	23,991.72	24,266.81	23,000.00	.00	.00
001-410-4500 COPY FEES	1,008.40	1,328.10	1,100.00	.00	.00
001-410-4700 ENRICH IOWA	2,740.87	2,554.32	3,300.00	.00	.00
001-410-4705 DONATIONS - LIBRARY	2,008.00	3,315.40	3,000.00	.00	.00
001-410-4765 FINES/FEES	662.51	570.98	1,000.00	.00	.00
	-----	-----	-----	-----	-----
LIBRARY TOTAL	30,949.62	32,998.83	32,000.00	.00	.00
001-410-6010 SALARIES - LIBRARY	75,025.97	76,628.69	81,433.00	2,910.93	.00
001-410-6230 EDUCATION & TRAINING	150.00	376.00	500.00	.00	.00
001-410-6235 CONTINUING EDUCATION	186.00	.00	.00	.00	.00
001-410-6260 TRAVEL	350.47	294.88	500.00	.00	.00
001-410-6371 UTILITIES	3,970.53	3,890.26	4,000.00	272.72	.00
001-410-6372 GARBAGE	60.00	61.25	75.00	5.00	.00
001-410-6373 TELEPHONE	871.93	1,064.22	1,000.00	79.08	.00
001-410-6399 REPAIRS & MAINTENANCE	27,985.57	28,344.38	25,000.00	45.00	.00
001-410-6408 INSURANCE	3,641.40	4,238.24	4,000.00	3.90-	.00

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ATTACHMENT 2-2 CONT.

Fri Jul 19, 2019 8:49 AM

BUDGET WORKSHEET CALENDAR 7/2019, FISCAL 1/2020

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ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEW BUDGET
001-410-6411 LEGAL	.00	.00	500.00	.00	.00
001-410-6419 LICENSES/PERIPHERALS	2,470.72	4,897.85	3,000.00	67.00	.00
001-410-6420 COPIER	1,443.88	1,082.97	1,500.00	219.32	.00
001-410-6502 BOOKS	10,364.32	9,880.94	13,500.00	554.03	.00
001-410-6505 EQUIPMENT/HARDWARE	1,567.78	6,982.54	4,100.00	.00	.00
001-410-6506 OFFICE SUPPLIES	1,812.86	1,356.47	2,000.00	8.26	.00
001-410-6507 OPERATING SUPPLIES	822.70	2,070.06	850.00	54.82	.00
001-410-6508 POSTAGE	968.31	1,300.72	1,500.00	88.30	.00
001-410-6530 PERIODICALS	2,053.21	2,416.55	2,100.00	.00	.00
001-410-6531 ENRICH IOWA	3,185.81	2,908.37	3,300.00	.00	.00
001-410-6532 MEMORIALS	13,697.35	537.37	2,000.00	.00	.00
001-410-6533 AUDIO BOOKS	1,737.43	1,490.78	2,000.00	595.38	.00
001-410-6534 DVD'S	1,017.22	1,414.43	1,000.00	49.97	.00
001-410-6536 PROGRAMS	1,206.59	1,525.03	1,500.00	15.98	.00
001-410-6599 MISCELLANEOUS	15.00	30.00	.00	15.00	.00
001-410-6750 REPLACEMENT - EQUIPMENT	.00	.00	1,500.00	.00	.00
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LIBRARY TOTAL	154,605.05	152,792.00	156,858.00	4,976.89	.00

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ATTACHMENT 2-2 CONT.

Fri Jul 19, 2019 8:49 AM

BUDGET WORKSHEET CALENDAR 7/2019, FISCAL 1/2020

Page 3

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEW BUDGET
112-410-6110 CITY SHARE FICA	5,618.99	5,688.99	6,230.00	214.31	.00
112-410-6130 CITY SHARE OF IPERS	6,441.00	7,140.05	7,688.00	274.79	.00
112-410-6150 CITY SHARE - GROUP INSURANCE	6,297.68	9,050.10	11,000.00	.00	.00
112-410-6152 DENTAL	165.30	119.00	500.00	172.90	.00
112-410-6155 LIFE INSURANCE	180.00	180.00	180.00	.00	.00
112-410-6160 WORKCOMP INSURANCE	115.09	233.96	2,000.00	90.99	.00
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LIBRARY TOTAL	18,818.06	22,412.10	27,598.00	752.99	.00

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ATTACHMENT 2-3

Jesup Public Library Board of Trustees Extended Budget Plan						
ITEM	DESCRIPTION	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Computers	Replacement Plan	\$	\$	\$	\$	\$
Back workroom Remodel	Desks \$4,740	\$				
Soffits		\$				
Community Room	\$4,974		\$			
Kid's Corner	\$4,733	\$				
Windows			\$	\$		
Roof	\$18,246 (2006)					\$
iPads			\$	\$	\$	\$
Front Door			\$			
Parking lot (sealcoat) 2013	\$1,600					
Air Conditioner 3 units (2015)	\$15,948-3AC & 3					
Furnace 3 units (2015)	furnaces					
Copier	\$4,805 (2016)					
Chairs (wood/plastic/padded)	1-2 yearly					
Tables (wood/plastic)	1-2 yearly					
WISH LIST						
Electronic Sign						

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SECTION 3 – FACILITIES & GROUNDS COMMITTEE

I. FACILITIES AND GROUNDS COMMITTEE HISTORY

The Jesup Public Library Board of Trustees has charged the Facilities & Grounds Committee to oversee the equipment, infrastructure and property of the library as part of its day-to-day operation. This includes:

- A. Conduct an up-to-date inventory of the current building, equipment, grounds and technology
- B. Create major infrastructure schedules, including what particular items will be included
- C. Create and implement priorities for Levy funds usage
- D. Create a continually up-dated replacement schedule with items to be included
- E. Monitor current upgrades to the library infrastructure, along with creating a replacement schedule
- F. Open and continue communications with the Jesup City Works Director

The current committee membership includes Kraig Emick, chair; Dana Hummel; Tony Lang, vice-chair; and Nancy Weber. The primary goal of the committee is to insure quality expenditures for the library, i.e. “more Bang for the Buck.” The committee has also determined that local contractors/suppliers should be utilized whenever possible when bidding potential projects.

II. REPLACEMENT AND/OR UPGRADE SCHEDULES

The committee currently utilizes the following schedule for facilities and/or equipment upgrades as follows:

III. FUTURE or PENDING PROJECTS/NEEDS

- Community Room Update
- Landscaping
- Roofing Replacement
- Soffit Repair/Replacement
- Replacement of current windows with a more energy-efficient style
- Add work stations in the Staff Work Room

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IV. FISCAL YEAR 2018-2019 ACHIEVEMENTS

- A. Purchase of an iPad Kiosk for use by younger children (funded by the Friends of the Library)
- B. Continued upgrading and maintaining of library landscaping (contributed by trustee and Master Gardener Nancy Weber)
- C. Library Staff Workroom Remodeling
- D. New emergency doors and pouring of concrete at the east and north entrances (completed to meet OSHA guidelines for handicapped accessibility)
- E. Jesup Public Library technology updated and expanded

The Jesup Public Library Facilities & Grounds Committee welcomes and encourages questions, requests or concerns at any time. Please contact Kraig Emick at (319) 827-1589 or tonedeaf53@gmail.com.

ATTACHMENT

- 3-1 Library Extended Budget Plan (see attachment 2-3)
- 3-2 Pictures from Staff workroom remodel

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ATTACHMENT 3-2



Figure 1: Before Backroom Remodel



Figure 2: After Demo

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ATTACHMENT 3-2 CONT.



Figure 3: Near completion

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SECTION 4 – OUTREACH COMMITTEE

The Outreach Committee established and maintains on ShareFile, a list of community groups and their contact information for input of their specific needs and wants of the Jesup Public Library. Once we established this list, we sent out a letter to everyone on the group and followed up with phone calls if we did not hear back from them. The Committee also established and maintains a list of board members and their terms of service. We also established a list of prospective board members and their contact information. With the help of the Library Directory we held a logo contest at the local schools and are working on obtaining a professional logo in digital form from local graphic artists. The Committee Chair also attended monthly Friends of the Library meetings and was a liaison between that group and the Library Board. The Friends of the Library provided funding for: several speakers and programs, the iPad Kiosk, new sign for out on the sidewalk, and the summer reading program. The Friends had a book/bake sale and sold popcorn and ice cream at Farmers Day to raise funds.

ATTACHMENT

- | | |
|-----|---------------------------------|
| 4-1 | Community Groups List |
| 4-2 | Letters to the Community Groups |
| 4-3 | Board Members Terms List |

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ATTACHMENT 4-1

Organization Name:

Boy Scouts

Girl Scouts

Cub Scouts

Lions Club

Jesup Community School

St. Athanasius School

American Lutheran Church

First United Methodist Church

Grace Lutheran Church

Jesup Bible Fellowship

First Presbyterian Church

St. Athanasius Catholic Church

Zion Lutheran Church

Even Dozen Study Club

Rural Woman Study Club

Middle School Book Club

Littleton Historical Society

American Legion Pump-Scheer Post 342

St. Athanasius PTO

Jesup Elementary School PTO

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ATTACHMENT 4-2

Winter 2019

Jesup Public Library
% Board of Trustees
PO Box 585
Jesup, IA 50648

To the Leaders of Jesup Community Organizations:

The Jesup Public Library Board of Trustees recently reorganized into four committees to better serve the Jesup community and Library patrons. As members of the Outreach Committee we would like to introduce ourselves to you:

Linda Schmit, chair
Danielle Thorson
Kraig Emick
Becky Wehrspann

We value your input as an organization leader in our community. Please think about how the Jesup Public Library could help your organization, whether it be a place to hold meetings, to host a speaker of interest to your group, to learn more about our new technology, or whatever else you may need. A member of our committee will be contacting you **by phone** in the next **two weeks** to discuss your needs or wants and how the Jesup Public Library could help you meet them.

If you would like to share your ideas on making the Jesup Public Library useful for your organization prior to our phone call, please contact Becky Burke, Library Director, at 319-827-1533 or bburke@jesup.lib.ia.us, and she will relay your message to our committee.

Thank you for your time. We look forward to speaking with you soon.

Sincerely,

Jesup Public Library Board of Trustees
Outreach Committee

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ATTACHMENT 4-3

<u>Term Expires</u>	<u>Board Member</u>	<u>Start Date</u>
2025	Dana Hummel	May 1, 2019
2025	Becky Wehrspann	March 1, 2013
2025	Angie Sabers	July 1, 2019
2021	Trela Rottinghaus	May 1, 2019
2021	Tony Lang	April 1, 2017
2021	Kraig Emick	July 1, 2015
2023	John Bergman	August 1, 2014
2023	Allen VanderHart	May 1, 2012
2023	Linda Schmit	July 1, 2017

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SECTION 5 – DIRECTOR’S REPORT

During the 2018 – 2019 Fiscal year, the library added 1518 items to our circulation, spending \$19,291.63.

The library collected a total of \$533.98 in overdue fines. There was a total of 3.5 months that were considered “Fine Amnesty” months. During these months, if a patron came in asking for their fines to be forgiven and their items had been returned, the fines were forgiven.

	Circulation	People served	Wi-Fi	New Cards	Website Visits	Social Media FB /Insta
June 19	3671	2458	467	8	197	1296
May 19	3550	2799	402	22	256	1985
April 19	2990	2309	472	5	204	2163
March 19	3546	2144	411	7	282	2987
February 19	2833	1850	362	7	284	3080
January 19	3249	2052	461	3	189	4509
December 18	2549	1695	297	9	239	85
November 18	3624	2164	390	5	314	77
October 18	4095	2858	567	9	7	77
September 18	4150	3082	474	73	No data	No data
August 18	3767	2902	484	13	No data	No data
July 18	4915	2834	700	21	No data	No data
Totals	42,939	29,147	5,487	182	1,972	16,259