

JESUP PUBLIC LIBRARY

Annual Report

2019 - 2020



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:

The year of 2020 has proven to be a challenging one but has also provided opportunity and reassurance to the Board and to the Jesup Public Library. From the global pandemic of COVID-19 to a roofing project, the year we planned was not to be.

Early on, the Board was notified the library roof would need to be replaced ahead of schedule; rot was discovered to be greater than previously known. Fortunately, the Board's capital planning allowed the board to identify opportunities to reallocate existing funds. In addition, the Director identified and successfully obtained grant funding to offset the cost of the major capital project. The roof will be replaced in the fall of 2020.

Then we were hit with global pandemic called COVID-19, and the library was shut down. The Director and library staff worked hard to avail library services to the citizens despite being physically closed to the public for months. Citizens were reminded of the on-line and other remotely available resources available through the library and staff fulfilled requests for physical materials as they could via remote delivery options. A gradual re-opening plan was developed and implemented, and the library is slowly and deliberately reopening to patrons.

I'm especially proud of the library this year; the Director, staff and Board worked cooperatively to maintain many services and made decisions in the interest of balancing the library's charge with the health and safety of the library staff. The Library is well situated to adapt and persevere in the face of unanticipated challenges while still delivering services to the public.

The year ahead promises to be exciting and, to the extent of continued COVID-19-related challenges, an opportunity to grow in our offerings, customer service and delivery of library materials and services.

In service,

John Bergman, President

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SECTION 1 – EXECUTIVE COMMITTEE

The Executive Committee, consisting of the elected officers of the Jesup Public Library's Board of Directors, met throughout the year on a variety of matters pertaining to Board and Library business. This fiscal year brought unanticipated challenges in the form of COVID-19, but also opportunities to assess our Library and continue working to be a relevant resource for the citizens of Jesup.

Changes in hours of operation and staffing, "social distancing" and improved sanitation requirements are now a part of our lives for the foreseeable future. Balancing the public's need for the Library and the needs and desires of the library staff was no small undertaking, but through discussion believe we realized a plan which was accommodating to all parties, flexible and executable. Changing the hours of operation to allow for increased sanitizing of library resources. Physically moving furniture in the library to better align workspaces allowed the Library to reopen and be accessible despite shutting down completely to patrons for a time. The Committee continued evaluating, writing and revising existing library policies in line with the changing world and with suggestions from the State Library of Iowa. The Executive Committee also discussed and provided guidance to the Board President regarding committee assignments and in evaluating the committee model of Board structure as a whole.

The Committee for the fiscal year 2019-2020 includes John Bergman, Tony Lang, Allan VanderHart and Becky Wehrspann.

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SECTION 2 – FINANCE COMMITTEE

During the current fiscal year, the Finance Committee worked collaboratively with the Library Director and other library committees to maintain the 2019 - 2020 budget. The budget remained largely the same from the prior year but allocations within the line items changed to reflect identified priorities.

Building upon the infrastructure replacement plan with unforeseen expenses including a major roof repair (which will be completed in the 2020 – 2021 budget cycle), the Finance Committee worked with the Facilities & Grounds Committee to rework the annual plan to accommodate the necessary changes. The anticipated expenditures coupled with the flexibility built within the plan allowed us to appropriate funds in different ways to cover the additional expenses. Those expenses were anticipated in the original plan but needed to be shifted.

The Library Director identified potential sources of grant funding to supplement dedicated monies for the projects and was successful in receiving a matching grant from the McElroy Trust Foundation in the amount of \$7500. With the help of this money, we were able to utilize our budgeted funds along with our current savings account funds to pay for our new roof.

We continue to receive funding from the City of Jesup, Buchanan County, the State of Iowa along with donations and memorials.

The Committee made recommendations to the board for the adoption of the 2020 – 2021 budget, which included recommendations to the board to rebuild funds designated for the aforementioned roofing project.

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

ATTACHMENTS

- 2-1 Reference Sheet for Budget Worksheet
- 2-2 2020 – 2021 Budget
- 2-3 Extended Budget Plan

The Committee for the fiscal year 2019-2020 includes Angie Sabers, chair; Linda Schmit, John Bergman, Allan VanderHart.

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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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Mon Aug 24, 2020 11:02 AM

BUDGET WORKSHEET CALENDAR 8/2020, FISCAL 2/2021

Page 1

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEW BUDGET
001-410-4300 INTEREST - LIBRARY	963.22	580.84	600.00	3.88	.00
001-410-4465 COUNTY LIBRARY	24,266.81	24,926.26	23,000.00	.00	.00
001-410-4500 COPY FEES	1,328.10	984.15	1,100.00	43.50	.00
001-410-4700 ENRICH IOWA	2,554.32	2,529.83	2,500.00	.00	.00
001-410-4705 DONATIONS - LIBRARY	3,315.40	1,411.00	3,000.00	7,560.00	.00
001-410-4765 FINES/FEES	570.98	379.74	1,000.00	15.50	.00
	-----	-----	-----	-----	-----
LIBRARY TOTAL	32,998.83	30,811.82	31,200.00	7,622.88	.00
001-410-6010 SALARIES - LIBRARY	76,628.69	71,561.05	81,433.00	8,449.90	.00
001-410-6230 EDUCATION & TRAINING	376.00	280.00	500.00	.00	.00
001-410-6260 TRAVEL	294.88	146.50	400.00	.00	.00
001-410-6371 UTILITIES	3,890.26	3,413.71	4,000.00	386.67	.00
001-410-6372 GARBAGE	61.25	60.00	75.00	10.00	.00
001-410-6373 TELEPHONE	1,064.22	944.31	1,100.00	159.08	.00
001-410-6399 REPAIRS & MAINTENANCE	28,344.38	22,549.59	25,000.00	301.95	.00
001-410-6408 INSURANCE	4,238.24	4,722.35	4,300.00	10.93	.00
001-410-6411 LEGAL	.00	15.00	500.00	.00	.00

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ATTACHMENT 2-2 CONT.

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BUDGET WORKSHEET CALENDAR 8/2020, FISCAL 2/2021

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ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEW BUDGET
001-410-6419 LICENSES/PERIPHERALS	4,897.85	1,370.43	3,000.00	1,900.00	.00
001-410-6420 COPIER	1,082.97	1,356.73	1,300.00	153.90	.00
001-410-6502 BOOKS	9,880.94	11,498.20	13,500.00	2,591.66	.00
001-410-6505 EQUIPMENT/HARDWARE	6,982.54	2,562.59	4,100.00	270.00	.00
001-410-6506 OFFICE SUPPLIES	1,356.47	2,346.62	2,000.00	203.15	.00
001-410-6507 OPERATING SUPPLIES	2,070.06	1,021.40	900.00	131.99	.00
001-410-6508 POSTAGE	1,300.72	960.87	1,300.00	104.43	.00
001-410-6530 PERIODICALS	2,416.55	1,899.95	2,100.00	239.49	.00
001-410-6531 ENRICH IOWA	2,908.37	3,300.00	3,300.00	.00	.00
001-410-6532 MEMORIALS	537.37	255.71	2,000.00	.00	.00
001-410-6533 AUDIO BOOKS	1,490.78	2,617.10	2,000.00	506.07	.00
001-410-6534 DVD'S	1,414.43	1,003.66	1,000.00	115.38	.00
001-410-6536 PROGRAMS	1,525.03	1,508.76	1,500.00	.00	.00
001-410-6599 MISCELLANEOUS	30.00	30.00	.00	.00	.00
001-410-6750 REPLACEMENT - EQUIPMENT	.00	.00	5,000.00	.00	.00
LIBRARY TOTAL	152,792.00	135,424.53	160,308.00	15,534.60	.00

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ATTACHMENT 2-2 CONT.

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BUDGET WORKSHEET CALENDAR 8/2020, FISCAL 2/2021

Page 3

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENDED	CUR BUDGET	EXPENDED YTD	NEW BUDGET
112-410-6110 CITY SHARE - FICA	5,688.99	5,270.38	6,230.00	619.48	.00
112-410-6130 CITY SHARE - IPERS	7,140.05	6,426.82	7,688.00	797.66	.00
112-410-6150 CITY SHARE - GROUP INSURANCE	9,050.10	10,674.29	11,500.00	938.78	.00
112-410-6152 DENTAL	119.00	370.90	500.00	.00	.00
112-410-6155 LIFE INSURANCE	180.00	180.00	180.00	15.00	.00
112-410-6160 WORKCOMP INSURANCE	233.96	279.87	500.00	34.48	.00
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LIBRARY TOTAL	22,412.10	23,202.26	26,598.00	2,405.40	.00

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ATTACHMENT 2-3

Jesup Public Library Board of Trustees Extended Budget Plan						
ITEM	DESCRIPTION	20 - 21	21 - 22	22 - 23	23 - 24	24 - 25
Chair Replacements	1 - 2 Yearly					\$300
Computers	Replacement Plan		\$1,000	\$1,000	\$1,000	\$1,000
Fr. Entrance Door	Replacement Plan		\$			
iPads	Purchase		\$500	\$500	\$500	\$500
Children's Corner	Remodel		\$5,000			
Roof Replacement		\$63,423				
Library Windows	Replacement Plan \$15,000		\$7,500	\$7,500		
Table Replacements	1-2 Yearly	\$100	\$100	\$100	\$100	\$100
Parking Sealcoat	2013 - \$1,600					
New AC/Heat Units	2015 - \$15,948					
Copier Replaced	2016 - \$4,805					
Soffits Replaced	2019 - \$15,614.34					
WISH LIST						
	Digital Sign					
Touch-less Faucets & Toilets	quoted 6/25/20	\$2,910				

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SECTION 3 – FACILITIES & GROUNDS COMMITTEE

I. COMMITTEE BACKGROUND

The primary goal of the Facilities & Grounds Committee is to insure quality expenditures for the library, i.e. “more Bang for the Buck.” The Committee has also compiled a list of contractors/suppliers to be considered when needs arise. The Committee is also charged with overseeing 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 a continually up-dated replacement schedule with items to be included
- C. Create and implement priorities for Levy funds usage
- D. Create major infrastructure schedules, including what particular items will 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

II. REPLACEMENT AND/OR UPGRADE SCHEDULES

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

ATTACHMENTS

- 3–1 Library Extended Budget Schedule (see attachment 2-3)
- 3–2 Bid Acquisition Process
- 3–3 Some contractors used for bids

III. FUTURE or PENDING PROJECTS/NEEDS

- Community Room Update
- Landscaping
- Remodel Kids Corner Area
- Replace current windows with energy-efficient
- Replace main entrance door
- Roof Replacement

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SECTION 3 – FACILITIES & GROUNDS COMMITTEE CONT.

IV. FISCAL YEAR 2019-2020 ACHIEVEMENTS

- A. Completed remodeling of the library staff workroom
- B. Continued upgrading and maintaining of library landscaping (contributed by Master Gardener Nancy Weber)
- C. Library technology updated and expanded
- D. Replaced soffit and underlayment

The Committee for the fiscal year 2019-2020 includes Kraig Emick, chair; Tony Lang, Dana Hummel; and Angie Sabers.

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SECTION 4 – OUTREACH COMMITTEE

The Outreach Committee continues to update and maintain a list of prospective board members and their contact information, as well as maintaining the records of terms of service for current members.

The Committee created and sent out a survey to users of the library, both in person and using social media. Based on the results of that survey, the Committee then elected to move much of the future planning discussions to the board at large as decisions affect the library as a whole.

Additionally, the Outreach Committee began work to add to the existing Endowment, proposing a variety of fundraising options. These discussions will continue once large group events are considered safe.

ATTACHMENTS

- 4-1 Board Members Terms List
- 4-2 Copy of survey sent

The Committee for the fiscal year 2019-2020 includes Trela Rottinghaus, chair; Linda Schmit, Kraig Emick, Becky Wehrspann.

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ATTACHMENT 4-1

<u>Term Expires</u>	<u>Board Member</u>	<u>Start Date</u>
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	Allan VanderHart	May 1, 2012
2023	Linda Schmit	July 1, 2017
2025	Dana Hummel	May 1, 2019
2025	Becky Wehrspann	March 1, 2013
2025	Angie Sabers	July 1, 2019

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ATTACHMENT 4-2

Jesup Public Library
721 6th St
Jesup IA 50648
319-827-1533
www.jesup.lib.ia.us

How can we improve?

Please take a moment to help us improve the Jesup Public Library. When you're done, please drop the questionnaire in the drop box or at the checkout desk.

<p>1. Your age group:</p> <p><input type="checkbox"/> Under 18</p> <p><input type="checkbox"/> 18 - 29</p> <p><input type="checkbox"/> 30 - 39</p> <p><input type="checkbox"/> 40 - 49</p> <p><input type="checkbox"/> 50 - 59</p> <p><input type="checkbox"/> 60 and over</p>	<p>2. Your address:</p> <p><input type="checkbox"/> In city limits of Jesup</p> <p><input type="checkbox"/> In rural BlackHawk County</p> <p><input type="checkbox"/> In rural Buchanan County</p>	<p>3. Gender:</p> <p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Female</p>			
<p>4. These are the current services at the library (check all that you are likely to use)</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Books to check out <input type="checkbox"/> Magazines <input type="checkbox"/> Newspapers <input type="checkbox"/> DVD's to check out <input type="checkbox"/> Audiobooks to check out <input type="checkbox"/> Audiobooks to download <input type="checkbox"/> EBooks to download <input type="checkbox"/> Notary Service <input type="checkbox"/> Kid's Story Hour <input type="checkbox"/> Family Game Night </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Website <input type="checkbox"/> Free Craft Days <input type="checkbox"/> Recent released movies with free popcorn <input type="checkbox"/> Cricut Machine/Free Access Membership <input type="checkbox"/> Computers/internet access <input type="checkbox"/> Cake pans to check out <input type="checkbox"/> Book clubs, adult and middle school <input type="checkbox"/> Scanners and Multimedia Software </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Local Interest Programs by presenters <input type="checkbox"/> Copy Service <input type="checkbox"/> Fax Service <input type="checkbox"/> Scanners <input type="checkbox"/> iPad for in library use <input type="checkbox"/> Children's play area <input type="checkbox"/> Community Room for personal and group events </td> </tr> </table>			<input type="checkbox"/> Books to check out <input type="checkbox"/> Magazines <input type="checkbox"/> Newspapers <input type="checkbox"/> DVD's to check out <input type="checkbox"/> Audiobooks to check out <input type="checkbox"/> Audiobooks to download <input type="checkbox"/> EBooks to download <input type="checkbox"/> Notary Service <input type="checkbox"/> Kid's Story Hour <input type="checkbox"/> Family Game Night	<input type="checkbox"/> Website <input type="checkbox"/> Free Craft Days <input type="checkbox"/> Recent released movies with free popcorn <input type="checkbox"/> Cricut Machine/Free Access Membership <input type="checkbox"/> Computers/internet access <input type="checkbox"/> Cake pans to check out <input type="checkbox"/> Book clubs, adult and middle school <input type="checkbox"/> Scanners and Multimedia Software	<input type="checkbox"/> Local Interest Programs by presenters <input type="checkbox"/> Copy Service <input type="checkbox"/> Fax Service <input type="checkbox"/> Scanners <input type="checkbox"/> iPad for in library use <input type="checkbox"/> Children's play area <input type="checkbox"/> Community Room for personal and group events
<input type="checkbox"/> Books to check out <input type="checkbox"/> Magazines <input type="checkbox"/> Newspapers <input type="checkbox"/> DVD's to check out <input type="checkbox"/> Audiobooks to check out <input type="checkbox"/> Audiobooks to download <input type="checkbox"/> EBooks to download <input type="checkbox"/> Notary Service <input type="checkbox"/> Kid's Story Hour <input type="checkbox"/> Family Game Night	<input type="checkbox"/> Website <input type="checkbox"/> Free Craft Days <input type="checkbox"/> Recent released movies with free popcorn <input type="checkbox"/> Cricut Machine/Free Access Membership <input type="checkbox"/> Computers/internet access <input type="checkbox"/> Cake pans to check out <input type="checkbox"/> Book clubs, adult and middle school <input type="checkbox"/> Scanners and Multimedia Software	<input type="checkbox"/> Local Interest Programs by presenters <input type="checkbox"/> Copy Service <input type="checkbox"/> Fax Service <input type="checkbox"/> Scanners <input type="checkbox"/> iPad for in library use <input type="checkbox"/> Children's play area <input type="checkbox"/> Community Room for personal and group events			
<p>5. What is the best Day of the week to visit the library? (circle your answer)</p> <p>School year: Mon Tues Weds Thurs Fri Sat</p> <p>Summer: Mon Tues Weds Thurs Fri Sat</p>	<p>6. What is the best time of day to visit the library? (circle all that apply)</p> <p>School year: Morning (8 - noon) Afternoon (noon - 5pm) Evening (5pm – 8pm)</p> <p>Summer: Morning (8 - noon) Afternoon (noon - 5pm) Evening (5pm – 8pm)</p>	<p>7. What are the sources you use to find out what is happening at the library?</p> <p><input type="checkbox"/> Library's website</p> <p><input type="checkbox"/> Library's social media pages</p> <p><input type="checkbox"/> Local publications</p> <p><input type="checkbox"/> Library staff/calendar in the library</p> <p><input type="checkbox"/> Street sign in front of the library</p>			

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ATTACHMENT 4-2 cont.

7. Mark all types of programs you would like to see the library offer

- | | | |
|--|--|--|
| <input type="checkbox"/> History | <input type="checkbox"/> Self Help | <input type="checkbox"/> Technology & Computer classes |
| <input type="checkbox"/> Science/Environment | <input type="checkbox"/> Children's | <input type="checkbox"/> Online Research Guides |
| <input type="checkbox"/> Health/Medical | <input type="checkbox"/> Hands on / crafting | <input type="checkbox"/> Audio / Video Recording Equipment |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Identity Protection | <input type="checkbox"/> Employment research and development |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Individual Appointments for Tech Help | <input type="checkbox"/> Other, explain below |
| <input type="checkbox"/> Travel | <input type="checkbox"/> Politics | |
| <input type="checkbox"/> Gardening | <input type="checkbox"/> Agricultural | |
| <input type="checkbox"/> City improvement | | |

8. How can the library better meet your expectations?

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SECTION 5 – DIRECTOR’S REPORT

During the 2019 – 2020 Fiscal year, the library added 1315 items to our circulation, spending \$17,073.10

The library was closed from March 16 – June 15th during the governor mandated quarantine. During that time, the library received emails, phone calls, social media and online card catalog requests for items. These items were checked out and left outside for a contactless pick up. The library continued to offer online services also during this time.

	Circulation	People served	WI-FI	New cards	Website visits	Social Media FB /Insta
June 20	1322	604	266	4	161	356
May 20	267	N/A	281	3	*	*
April 20	177	N/A	*	2	*	*
March 20	2883	1848	499	6	312	857
February 20	3878	2600	689	11	**	1086
January 20	3972	2439	550	5	245	1015
December 19	3251	2600	730	10	197	1027
November 19	3204	2532	520	5	185	**
October 19	3947	3593	429	27	206	1167
September 19	3569	2995	521	58	245	1103
August 19	3727	2922	399	12	196	1258
July 19	3377	2652	430	17	180	1340
June 19	3671	2458	467	8	197	1296
	37245	27243	5781	168	1928	10505

* Due to the library being closed, this data was not recorded.

** Data not collected.