

Agenda – Standing Policy Committee on Protection and Community Services – May 26, 2010

REPORTS

**Item No. 3 Winnipeg Public Library Board 2009 Annual Report
File L-11**

WINNIPEG PUBLIC LIBRARY BOARD RECOMMENDATION:

That this report be received as information.

ADMINISTRATIVE REPORT

RE: Winnipeg Public Library Board Annual Report 2009

FOR SUBMISSION TO: The Standing Policy Committee on Protection and Community Services

**ORIGINAL REPORT SIGNED BY: Rita Burgess, Chairperson
Winnipeg Public Library Board**

REPORT DATE: May 19, 2010

RECOMMENDATION(S):
That this report be received as information.

REPORT SUMMARY:

Key Issues:

Winnipeg Public Library Board is required to present an annual report to the Standing Policy Committee on Protection and Community Services.

Winnipeg Public Library Board established three key priorities for 2009:

- 1 Advocacy
- 2 Library services to Aboriginal peoples
- 3 Community outreach and literacy

REASON FOR REPORT:

As mandated in the City of Winnipeg By-Law No. 119 / 2004, The Winnipeg Public Library Board's duties include reporting from time to time to the Standing Policy Committee on Protection and Community Services regarding the Board's activities.

HISTORY:

In April 2009 the Winnipeg Public Library presented its 2008 annual report.

2009 ANNUAL REPORT

1. ADVOCACY

The Library Board is most appreciative of the ongoing support that the Standing Policy Committee on Protection and Community Services has demonstrated for Winnipeg's public library services, and especially for its support of the Board's request, during the 2009 City budget deliberations, for an increase of 3% or \$75,000 in each of 2009 and 2010 for Winnipeg Public Library's materials budget. We were pleased that \$75,000

was added in 2009, but look forward to this being made a permanent addition to the base budget. As we noted in our presentation in March 2009, it is the Board's goal to see Winnipeg Public Library eventually reach at least the average per capita expenditure on library materials, when compared with other large urban libraries. Funds were used for:

- Dual language, EAL and multilingual materials for newcomers;
- Large print books, audio books, descriptive DVDs and adaptive technology for those with visual impairments;
- Increasing materials for young adults;
- Electronic databases, which offer extended library access after hours through remote access.

Representatives of the Library Board and Library Foundation appreciated the opportunity of meeting with the Mayor's representative, Denys Volkov, in September, to provide updates on Library Board and Library Foundation activities, and to present 2010 budget requests.

Study to improve Library services to Aboriginal Peoples

During the 2009 budget process, the Board requested funds to conduct a study on public library services to Aboriginal Peoples living in Winnipeg. Councillors advised the Board to apply for a grant from the City's Aboriginal Youth Strategy program. The Board was subsequently successful in its application for a \$15,000 grant that the Library Board is matching, to undertake this study. The Board contracted with Leskiw and Associates, Winnipeg consultants who have considerable experience in working with Aboriginal communities in Manitoba, to conduct a needs assessment and community consultation. The final report, due in May 2010, will summarize findings, and present recommendations for "made in Winnipeg" solutions, opportunities and actions that might be undertaken, and partnerships that can be developed to support Winnipeg Public Library in its goal of establishing itself as a leader in the provision of services with Aboriginal peoples.

Speak Up Winnipeg

During the City's *Speak Up Winnipeg* public consultation prior to the development of its next 25-year long term plan, Library Board members submitted comments in support of our public library's services, and some Board and Library Advisory Committee members were able to participate in public meetings.

Library Book Rate

Each year, Library staff, associations, trustees and supporters advocate to government representatives and Canada Post, to request the permanent reinstatement of the special subsidized library shipping rate for books. The rate has been extended in response to this advocacy, one year at a time, since 2005, and has currently been extended to December 2010. Meanwhile, MP Merv Tweed (Brandon-Souris) introduced a Private Member's Bill, now called Bill C-322, which would allow the federal

government to compensate Canada Post for Library Rate costs. The Bill would also extend the list of eligible materials to include CDs, DVDs and other non-print materials that are currently ineligible for the reduced rate. Winnipeg Public Library Board has sent letters to MPs, expressing support for this Bill.

2. COMMUNITY OUTREACH / LITERACY

Awards:

The winner of the Board's Jack Montgomery Community Outreach award, given annually to the Library for a staff initiative, in 2009 was Millennium Library's Teen Services Librarian Sophie Walker, for her project, "Teen Programs in a Box". The pre-packaged programs can be used by staff at any branch.

The 2009 winners of the Board's three community outreach Language and Literacy grants, established in 2006 to assist community groups in developing related initiatives in partnership with one or more branches of Winnipeg Public Library, were:

- **Cecil Rhodes School**, which partnered with Sir William Stephenson Library in promoting literacy through storytellers and literature;
- **Pregnancy and Family Support Services**, which offers a wide range of social services to help women and families in need, and which partnered with West End Library for a family story-sharing project targeting at risk, low income families and newcomers;
- **Elizabeth Fry Society of Manitoba**, which partnered with St. John's Library, for a women's literacy book project.

Other Community Outreach activities

- o The Board invited a representative from Literacy Partners of Manitoba to share information on literacy issues in Manitoba.
- o Board members joined thousands of volunteers in Canadian cities from coast-to-coast, and Winnipeg Public Library staff, to raise funds for literacy during Canwest's annual Raise-a-Reader Day.
- o Board members attended the launch of the 2009-2010 *On the Same Page* project which WPL was managing, and purchased copies of the featured book, Joan Thomas' *Reading by Lightning*, for Library Board members who were asked to forward their read copies to Library Advisory Committee members.
- o In May, the Manitoba Library Association expressed concern over the omission of information about library services to newcomers from *Living in Manitoba: A Resource Guide for Immigrant Women*. WPLB supported MLA's advocacy and appreciated the Province's quick response by adding an amendment to the document on its website, inserting an update in the printed copies, and adding

the information to the French version. The omission will be rectified in the next edition of the publication.

3. LIBRARY ADVISORY COMMITTEES (LACs)

As mandated by the City's Library Board By-law, the board is responsible for the five Library Advisory Committees (LACs) whose role is to advise the Board on library service within their communities.

The Assiniboia LAC held a Canadian Library Month celebration at Charleswood Library. Andrew Kear, Associate Curator, Winnipeg Art Gallery, gave a presentation on a Winnipeg Art Gallery exhibit, *Yousuf Karsh: Regarding Heroes*. And a special Family Story Time featured guest reader Nina Logan, who is a member of the Assiniboia LAC and a Reading Recovery teacher.

The Lord Selkirk-West Kildonan LAC members were pleased that a more visible sign was installed at Sir William Stephenson Library, in response to their recommendation.

Several LACs arranged Meet-and-Greet opportunities to gain customer feedback about library branch services.

The Board acknowledges and thanks outgoing Chairs Colleen McGurry, Riel LAC, and Helen Mayba, East Kildonan-Transcona LAC, for their leadership and commitment to their local libraries.

4. RECRUITMENT AND EDUCATION

Recruitment

To inform the public about the Library Board and Library Advisory Committees, the Board established a Speakers' Bureau as a means of recruiting new members. Also the Board advertised in the community papers, the Library newsletter, and in Library branches, to fill Library Advisory Committee vacancies.

Education

The Board holds annual orientation sessions for new Board and Library Advisory Committee members.

Library Association conferences, both local and national, are occasions for knowledge enhancement and opportunities to network with other library trustees. The Board provided sponsorship, and sent delegates, to the Manitoba Libraries' Association conference, *Future Generations, Evolving Services*, in Winnipeg. The Board's Vice-Chair attended the Canadian Library Association's annual conference in Montreal, and

was stimulated by the sessions she attended, the Libraries she visited, and the staff and trustees she met.

5. WINNIPEG LIBRARY FOUNDATION

The Board is mandated to “establish, organize or participate in coordinating donations and fundraising programs for the benefit of the Library system”. To that end, the Board established and supports the Winnipeg Library Foundation.

Karen Keppler and Library Board member Sandy Hyman were Co-Chairs of the Winnipeg Library Foundation (WLF) in 2009. The Board continues to help defray the operating costs of the Foundation in order to ensure that 100% of donated funds received go directly to the Library.

The Foundation continues to raise funds as part of the Millennium Library Project and has now turned its attention to completing the materials portion of the campaign.

Meanwhile other projects were initiated. A sub-committee has been working with the City on fundraising for the redevelopment of the Library Park. And WLF received funding from the Winnipeg Foundation’s Literacy for Life program to create a second phase of the Adapted Books program. (As explained on the Library’s website, books, adapted using the Picture Communication Symbols™ of Boardmaker™ software, allow children and teens who have no speech or whose speech is not readily understood by others to share and enjoy stories and information with their families and friends.)

This report submitted by:
Winnipeg Public Library Board

Prepared by:
Heather Graham, Administrative Assistant
Vernon DePape, Past Chair
Rita Burgess, Chair

Appendix:
Winnipeg Public Library Board, Financial Statements, December 31, 2009

WINNIPEG PUBLIC LIBRARY BOARD

FINANCIAL STATEMENTS

DECEMBER 31, 2009

WINNIPEG PUBLIC LIBRARY BOARD

December 31, 2009

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Auditor's Report

To the Members of:
Winnipeg Public Library Board

I have audited the statement of financial position of Winnipeg Public Library Board as at December 31, 2009 and the statement of operations and net assets for the year then ended. These financial statements are the responsibility of the Board's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Winnipeg Public Library Board as at December 31, 2009 and the results of its operations and cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Gail Friesen C.G.A.
Professional Corporation

Winnipeg, Manitoba
January 20, 2010

Gail Friesen C.G.A.
Professional Corporation



WINNIPEG PUBLIC LIBRARY BOARD

Statement of Financial Position

As at December 31, 2009

	<u>2009</u>	<u>2008</u>
Assets		
Current		
Cash (Note 3)	\$ 749	\$ 19,430
Guaranteed investment certificates (Note 4)	10,160	10,000
Accounts receivable, Aboriginal Youth Strategy Grant	15,000	-
Prepaid expenses	<u>225</u>	<u>223</u>
	<u>\$ 26,134</u>	<u>\$ 29,653</u>
Liabilities		
Current		
Accounts payable		
Regular	\$ 902	\$ 5,205
Library Advisory Committees (Note 5)	<u>215</u>	<u>57</u>
	1,117	5,262
Net assets	<u>25,017</u>	<u>24,391</u>
	<u>\$ 26,134</u>	<u>\$ 29,653</u>

Approved on Behalf of the Board:

 Director Vice Chair 2009

 Director Treasurer 2009

The accompanying notes form an integral part of these financial statements.

WINNIPEG PUBLIC LIBRARY BOARD
Statement of Operations and Net Assets
For the Year Ended December 31, 2009

	<u>2009</u>	<u>2008</u>
Revenue		
City of Winnipeg operating grant	\$ 68,128	\$ 68,128
Sponsorship, parking rebate	-	1,116
Aboriginal Youth Strategy	15,000	-
Interest	<u>320</u>	<u>278</u>
	<u>83,448</u>	<u>69,522</u>
Expenses		
Administrative	34,314	31,545
Development and research	3,065	5,189
Sponsorship	6,250	8,131
Promotion, advertising and community outreach	9,193	8,037
Foundation donation	15,000	10,000
Aboriginal Youth Strategy	<u>15,000</u>	<u>-</u>
	<u>82,822</u>	<u>62,902</u>
Excess (deficiency) of revenues over expenditures	626	6,620
Net assets, beginning of year	<u>24,391</u>	<u>17,771</u>
Net assets, end of year	<u>\$ 25,017</u>	<u>\$ 24,391</u>

The accompanying notes form an integral part of these financial statements.

3.

WINNIPEG PUBLIC LIBRARY BOARD
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2009

1. Purpose and organization

The Winnipeg Public Library Board (the Board) was organized to provide the City of Winnipeg with the guidance with respect to improving the City's library system.

The Board was created by a by-law of the City of Winnipeg. As a not-for-profit organization, the Winnipeg Public Library Board is a tax-exempt organization under the provisions of the Income Tax Act.

2. Summary of Significant Accounting Policies

Investments:

The company follows the cost method of accounting for its investments.

3. Cash

	<u>2009</u>	<u>2008</u>
Bank	\$ 749	\$ 19,280
Petty Cash		
Executive Assistant	-	150
	<u>\$ 749</u>	<u>\$ 19,430</u>

4. Investments

	<u>2009</u>	<u>2008</u>
RBC GIC #0006 variable interest rate paid semi-annually maturing November 1, 2010.	<u>\$ 10,160</u>	<u>\$ 10,000</u>

5. Library Advisory Committees

	<u>2009</u>	<u>2008</u>
Trust Funds		
Assiniboia	\$ (25)	\$ (20)
City Centre	120	-
EK-Transcona	-	(1)
LS/WC	120	69
Riel	-	9
	<u>\$ 215</u>	<u>\$ 57</u>

6. Statement of cash flows

A statement of cash flows has not been prepared as the cash flows are evident from the statement of financial position and the statement of operations and net assets.

WINNIPEG PUBLIC LIBRARY BOARD
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2009

7. Financial Instruments

The organization's financial instruments consist of cash, accounts receivable, investments, accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the organization is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair value of these financial instruments approximate their carrying values, unless otherwise noted.