

**Agenda – Standing Policy Committee on Protection and Community Services –
March 9, 2012**

REPORTS

Item No. 7 Winnipeg Public Library Board 2011 Annual Report

WINNIPEG PUBLIC LIBRARY BOARD RECOMMENDATION:

Jacqueline St. Hill, Chair Person, Winnipeg Public Library Board has submitted the 2011 Annual Report of the Winnipeg Public Library Board for the information of the Committee.

Winnipeg Public Library Board Annual Report 2011

To: The Standing Policy Committee on
Protection and Community Services

From Jacqueline St. Hill, Chair Person
Winnipeg Public Library Board

Report Date: February 28, 2012

Key Issues:

Winnipeg Public Library Board focused on implementing the direction set out in its Strategic Plan for 2011-2014:

1. Engage citizens and raise awareness of the value of the Library in the broader community context
2. Secure permanent increases to materials budget and provincial budget allocation
3. Conduct reviews to support defense of Library needs

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.

2011 ANNUAL REPORT

1. ENGAGE CITIZENS AND RAISE AWARENESS OF THE VALUE OF THE LIBRARY IN THE BROADER COMMUNITY CONTEXT

Jack Montgomery Award

The Library Board, through its Jack Montgomery Community Outreach Award provided assistance to the library to target programming at youth in the community. "Teen Programs in a Box" were used in branches throughout the library system.

Language and Literacy Grants

The 2011 Language and Literacy Grants were awarded to:

- *Centres de la petite enfance et de la famille*, in partnership with the St. Boniface Library, who provided four workshops at the library focusing on the French-speaking black population. A community gathering featuring African themes was also held at Taché school.
- *The Elizabeth Fry Society of Manitoba, Inc*, who supported a Women's Community Literacy Bingo Project, in partnership with St. John's Library. This was a two hour weekly program run over the summer of 2011.
- *Hampstead School* partnered with the Munroe Library, and supports the "Let's Celebrate Manitoba and Canada" project. The project works as family literacy program for ESL and EAL adults and students.

Meeting with WPS Community Services Officers

In early 2011, a meeting was held with the Library Board, Library administration and members of the Winnipeg Police Services to discuss areas of mutual interest, cooperation and programming opportunities.

Books2Eat

The WPLB held its first annual Books2Eat event on April 9th, 2011, at Millennium Library, to celebrate books and food as part of a world-wide festival that takes place every year on or around April 1. The goal of the event is to attract the community to the Library to see the Library as "more than just books", and to return again as regular users. The day of the event included a cake decorating session, and an Edible Book contest. The challenge was for participants to recreate book-themed edible items. Local celebrity judges awarded prizes. The second annual Books2Eat event is being held March 31, 2012.

Professional Development

On November 30 of 2011, the WPLB sponsored a professional development day on customer service with Calgary Public Library's Deputy Chief Librarian, Ellen Humphrey. Ms. Humphrey presented as part of a customer service initiative for library staff. WPLB members and library staff were invited to attend one of two sessions held during the day.

Library Advisory Committees

As mandated in the City's Library 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 committees.

LACs raise local awareness of what libraries are doing in their communities and seek feedback from patrons. In 2011 the Assiniboia, City Centre, Riel and East Kildonan-Transcona LACs participated in the 50th anniversaries of the Westwood, River Heights, Transcona and Windsor Park Library Branches. All the LACs supported their local library branches with events such as Family Literacy Days. Assiniboia LAC hosted a well-attended Fall event at the Westwood Library, to profile the role of the LAC. The Lord Selkirk-West Kildonan LAC's recommendation to the Board, asking that a median cut along Keewatin Street be installed to make for safer and easier access to the Sir William Stephenson Library, has brought positive results. A funding request has now been included in the Library Services Division's 2017 Capital budget request. The Riel LAC assisted the St Boniface library in hosting a successful Spring Break event. This LAC also instigated the printing of LAC brochures in both French and English.

2. SECURE PERMANENT INCREASES TO MATERIALS BUDGET AND PROVINCIAL BUDGET ALLOCATION

City's 2011 Operating Budget

Rita Burgess, Chair made presentations to the Standing Committee on Protection and Community Services and Executive Policy Committee, (during budget consultations) on the materials budgetary needs of the library.

The board would like to thank the Standing Committee for proposing a \$25,000.00 permanent increase to the WPL operating budget last year and EPC and Council for approving this increase. As a result of this continued positive support, library services were enhanced in 2011.

Letters to MLA candidates to review provincial funding formula

During the 2011 Provincial Election, the WPLB contacted candidates in Winnipeg ridings asking their views on support of a review of the provincial funding formula for public libraries currently in place in Manitoba. The letter also reminded candidates about the value of the public library system.

3. CONDUCT REVIEWS TO SUPPORT DEFENSE OF LIBRARY NEEDS

Aboriginal Services Task Force

In April of 2010, a study was undertaken by the WPLB to do a needs assessment and community consultation around library services for Winnipeg's Aboriginal community. The final report was released by Leskiw & Associates in February of 2011. Library administration subsequently prepared an implementation strategy that they have been working on to address the recommendations in the report.

4. BOARD'S OPERATING GRANT

We would like to thank the Standing Committee on Protection and Community Services for approving our 2011 grant request of \$88,128.00 to support the ongoing work of the Library Board.

As part of the Operating budget process, we are respectfully requesting the same level of funding (\$88,128.00) for 2012.

5. OTHER ACTIVITIES

- Hired a new Administrative Assistant, eryl mackenzie.
- Room Dedication at the Henderson Library to departing Administrative Assistant, Heather Graham, for her years of dedication to the Winnipeg Public Library.
- Participated in Raise a Reader Day, On the Same Page, BookMates and other Literacy focused events
- Successfully nominated former Library Board member Sandy Hyman for the Manitoba Library Trustee Association (MLTA) Award.
- Nominated WPLB member Douglas MacEwan for a Manitoba Council on Aging Award.

6. ACKNOWLEDGEMENTS

In closing, Winnipeg Public Library Board wishes to acknowledge and thank;

- Standing Committee members for their ongoing commitment to Winnipeg Public Library;
- Library Advisory Committees for their community library support;
- Councillors Jeff Browaty and Ross Eadie for their participation, advice and ongoing support of public library services;
- Manager of Library Services Rick Walker and the dedicated WPL staff for their service excellence and innovation;
- Library Foundation Co-Chairs Sandy Hyman and Paula Mitchell for their leadership of the Winnipeg Library Foundation;
- Former WPLB Administrative Assistant, Heather Graham, for her years as a dedicated assistant to the WPLB.
- Scotiabank Employee Volunteer Program for its \$1,000 donation to the Library in recognition of Rita Burgess' participation on the Library Board.

Prepared by:

eryn mackenzie, Administrative Assistant
Winnipeg Public Library Board's Executive Committee
Rita Burgess, Chair

Appendix A:

Winnipeg Public Library Board, Financial Statements, December 31, 2011

WINNIPEG PUBLIC LIBRARY BOARD
Financial Statements
Year Ended December 31, 2011

WINNIPEG PUBLIC LIBRARY BOARD
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Year Ended December 31, 2011

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INDEPENDENT AUDITOR'S REPORT

To the Members of Winnipeg Public Library Board

I have audited the accompanying financial statements of Winnipeg Public Library Board, which comprise the statement of financial position as at December 31, 2011 and the statements of operations and changes in net assets for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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 comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

(continues)

Independent Auditor's Report to the Members of Winnipeg Public Library Board *(continued)*

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of Winnipeg Public Library Board as at December 31, 2011, and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

*Gail Friesen C.G.A.
Professional Corporation*

Winnipeg, Manitoba
February 14, 2012

GAIL FRIESEN C.G.A.
PROFESSIONAL CORPORATION

WINNIPEG PUBLIC LIBRARY BOARD
Statement of Financial Position
December 31, 2011

	2011	2010
ASSETS		
CURRENT		
Cash and short term deposits	\$ 22,507	\$ 13,414
GST Receivable	351	-
Prepaid expenses	-	225
	\$ 22,858	\$ 13,639
 LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 941	\$ 230
Library Advisory Committees payable <i>(Note 4)</i>	513	63
	1,454	293
 NET ASSETS		
General fund	21,404	13,346
	\$ 22,858	\$ 13,639

ON BEHALF OF THE BOARD

_____ *Director*

_____ *Director*

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

WINNIPEG PUBLIC LIBRARY BOARD
Statement of Operations
Year Ended December 31, 2011

	2011	2010
REVENUE		
City of Winnipeg operating grant	\$ 88,128	\$ 88,128
Interest	-	191
	<u>88,128</u>	<u>88,319</u>
EXPENSES		
Administrative	39,377	36,475
Sponsorship	6,000	6,000
Promotion, advertising and community outreach	5,101	10,677
Development and research	6,592	6,255
Foundation donation	20,000	15,000
Aboriginal Youth Strategy	-	15,886
Laptop and accessories	-	3,450
Strategic planning	-	6,247
Language and Literacy Grants	3,000	-
	<u>80,070</u>	<u>99,990</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	<u>\$ 8,058</u>	<u>\$ (11,671)</u>

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

WINNIPEG PUBLIC LIBRARY BOARD
Statement of Changes in Net Assets
Year Ended December 31, 2011

	<u>2011</u>	<u>2010</u>
NET ASSETS - BEGINNING OF YEAR	\$ 13,346	\$ 25,017
Excess of revenue over expenses	<u>8,058</u>	<u>(11,671)</u>
NET ASSETS - END OF YEAR	<u>\$ 21,404</u>	<u>\$ 13,346</u>

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

WINNIPEG PUBLIC LIBRARY BOARD

Notes to Financial Statements

Year Ended December 31, 2011

1. NATURE OF OPERATIONS

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

Revenue recognition

The organization recognizes revenues when they are earned, specifically when all the following conditions are met:

- there is clear evidence that an arrangement exists
- amounts are fixed or can be determined
- the ability to collect is reasonably assured.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Property, plant and equipment

The organization has adopted the policy of writing off property, plant and equipment in the year of purchase.

3. ECONOMIC DEPENDENCE

The organization is dependant on the City of Winnipeg as its primary source of revenue. Should this funding substantially change, management is of the opinion that continued viable operations would be doubtful.

4. LIBRARY ADVISORY COMMITTEES

	<u>2011</u>	<u>2010</u>
Trust Funds Assiniboia LAC	\$ 15	\$ -
Trust Funds City Centre LAC	249	(1)
Trust Funds EK-Trans LAC	(13)	-
Trust Funds LS-WK LAC	151	1
Trust Funds Riel LAC	111	63
	<u>\$ 513</u>	<u>\$ 63</u>

WINNIPEG PUBLIC LIBRARY BOARD

Notes to Financial Statements

Year Ended December 31, 2011

5. 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.

Gail Friesen C.G.A.
Professional Corporation

Gail Friesen, BA, M Ed, CMA, C.G.A.

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February 21, 2012

Winnipeg Public Library Board
251 Donald Street (Millenium Library)
3rd Floor Business Office
Winnipeg Manitoba R3C 3P5

Attention: The Board of Directors .

Dear Board Members

Re: Winnipeg Public Library Board

During the course of my audit of Winnipeg Public Library Board for the year ended December 31, 2011, I identified matters that may be of interest to management. The objective of an audit is to obtain reasonable assurance whether the financial statements are free of material misstatement and it is not designed to identify matters that may be of interest to management. Accordingly, an audit would not usually identify all such matters.

The matters identified were as follows:

Accounting recommendations

I was very pleased to see that the organization has gone back to the use of accounting software to track its accounting data. I would like to see the preparation of a monthly bank reconciliation as well. This can be done in Simply Accounting once the year-end journal entries have been entered.

LAC transactions

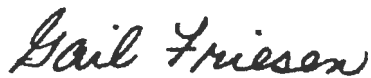
The organization has an annual commitment to various LACs for a sum calculated based on the number of branches. In looking at some of the receipts submitted to the WPLB, it seems to me that it is not practical for the administrative assistant to receive these documents because she has no way of verifying what some of the expenses are. For example, a receipt from Value Village does not describe what was purchased. I recommend that the LAC liabilities be paid out to the respective LACs and that on an annual basis, they receive a cheque for their commitment, to use as they see fit. This would free the administrative assistant from having to follow up on insignificant sums of money.

This communication is prepared solely for the information of management and is not intended for any other purpose. I accept no responsibility to a third party who uses this communication.

I would like to thank Al Hoeft and Eryn MacKenzie for their assistance during the audit.

I trust you will implement my recommendations; however, should you require further clarification or information, please contact the undersigned.

Yours truly,

A handwritten signature in black ink that reads "Gail Friesen". The signature is written in a cursive, flowing style.

Gail Friesen C.G.A.
Professional Corporation