

Winnipeg Public Library Board Annual Report 2015

To: The Standing Policy Committee on Protection, Community Services,
and Parks

From Joan Blakley, Chair
Winnipeg Public Library Board

Report Date: February 1, 2016

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, Community Services & Parks regarding the Board's activities.

As the Chair of the Winnipeg Public Library Board, I would like to acknowledge and thank the Mayor and Council of the City of Winnipeg for their vision and continued commitment in supporting the work of our Library. Over the last few years, the city's capital and operating budgets have been instrumental in providing for an increase in the materials budget and in sustaining the Library Facility Redevelopment Strategy that is resulting in the replacement and renewal of modern, safe and accessible libraries able to accommodate the dynamic needs of library users. This progressive initiative is a milestone achievement that is helping bring our library facilities into the 21st Century.

At the beginning of 2015, The Winnipeg Public Library Board renewed its Strategic Plan and is focused on implementing the direction set out in the Plan for 2015-2018. Based on the Strategic Plan, the Board will:

1. Ensure that their recommendations are in accordance with the duties stated in the by-law
2. Increase and strengthen its advocacy role
3. Conduct a critical review of its role and the work it should accomplish
4. Raise its profile with the community and city officials
5. Explore opportunities to expand community and citizen involvement

2015 ANNUAL REPORT

1. Ensure that the Board's recommendations are in accordance with the duties stated in the By-law

- The Board undertook a review of the By-law and Regulations for the Board and Library Advisory Committees. The Board added several sections to both the Board and Library Advisory Committee Regulations to improve clarity of processes and ensure congruence of Regulations with the Library By-law.
- The Board established a Strategic Plan Committee to assure that Board activities and recommendations continue to align with the goals as set out in the 2015-2018 Strategic Plan.
- The annual Board and Library Advisory Committee Orientation was held March 7, 2015, and focused on a review by attendees of the Library By-law and the revised Board and Library Advisory Committee Regulations. Roles and responsibilities of the Board and Library Advisory Committees were discussed and participants shared ideas about how to best achieve Board goals.
- At the request of Library Advisory Committee (LAC) members, biannual meetings of LAC Chairs and the Board Chair were held. This provided an opportunity for planning, an exchange of ideas, and sharing information and resources between LACs and the Board and has been well received by the LACs.

2. Increase and strengthen The Board's advocacy role

- The Board established an Advocacy Committee to provide strategic direction to the Board relating to policy and funding advocacy opportunities.
- A Board representative sat on the Winnipeg Public Library Strategic Planning Committee.
- Board and LAC members wrote letters of support for grant applications submitted by the Winnipeg Library Foundation to municipal, provincial and federal granting agencies in support of their fundraising efforts for the Cornish and St. John's Library Renewal programs.
- As part of a Manitoba Library Association Award nomination for innovation, the Board wrote a letter of support on behalf of the Winnipeg Public Library for their work in developing Makerspace programming.
- Board and Library Advisory Committee members developed a communication fan-out that was used to inform members of opportunities to provide input into library services consultations.
- The Board sent a letter to the provincial Minister of Tourism, Culture, Heritage, Sport and Consumer Protection requesting inclusion of a library representative on the committee that will develop a new cultural and creative industries strategy for Manitoba.
- Board representatives attended numerous library events and, by their presence, demonstrated support of library initiatives and achievements.

3. Conduct a critical review of The Board's role and the work it should accomplish

- A review of the outcomes of the Language and Literacy Funds was undertaken and resulted in a pilot outreach program to focus on literary achievements of Winnipeg Public School students. A collaboration with Winnipeg Public School Language Arts Programs is underway that will showcase writings of a variety of Winnipeg students in the branch library nearest to their school. While honoring the literary achievements of Winnipeg students, an additional goal is to bring students, families, and their friends to the library to see the display of their writing. Visitors to a public library will see what Libraries are offering and hopefully lead to participation in other programs and borrowing of materials.
- The Board held a brainstorming session on May 4, 2015 to identify opportunities to initiate and/or support activities that would support the Board's Goals. Brainstorming ideas that have been implemented include:
 - Board and LAC members assisting Winnipeg Public Library staff at outreach events,
 - Expanding the Books2Eat Program to branch libraries,
 - Acquiring materials and signs to be used by the Board and LACs when attending or hosting events,
 - Supporting contests at branches to encourage customers to sign up or renew library cards.
 - Holding library informational outreach events at sites other than libraries.

4. Raise The Board's profile with the community and city officials

- Members of the Board's Executive met with Mayor Brian Bowman and with Councillor Ross Eadie in February 2015.
- The Board continues to honor the memory of Jack Montgomery, a former Board member, through the Jack Montgomery Award to the Winnipeg Public Library Writer in Residence Program. This program provides assistance to aspiring writers in Winnipeg and beyond.
- Board and Library Advisory Committee members actively engaged with Winnipeg Public Library Staff in numerous public events including:
 - Grand Opening of Charleswood Library with human book chain activity,
 - Banned Books Day Reading,
 - Library Day at the Ballpark,
 - the Sherbrook Street Festival,
 - the Centennial Celebrations at Cornish Library,
 - the Centennial Celebrations at St. John's Library,
 - public consultations for the redevelopment of the Windsor Park Library and the Transcona Library, and
 - the dedication of the new Local History Room at the Millennium Library.
- The Winnipeg Public Library Board organized **the Fifth Annual Books2Eat Event on April 25, 2015 at the Millennium Library** to celebrate books and food as part of a world-wide festival that takes place every year on, or around, April 1. Over 300 people participated in the day's events. The goal of the event was to attract the community to the Library to see the Library in another way, and to return again as regular users. The sixth annual Books2Eat event is set for April 16, 2016.

- **Winnipeg Public Library History Project:** Author Eve Dutton, is completing a history of Winnipeg Public Library. The Board is now working with J. Gordon Shillingford Publishing, to publish and launch the book in Spring, 2016. The book will be available in print, e-book and accessible format.

5. Explore opportunities to expand community and citizen involvement

- As mandated in the City's Library By-law, the Winnipeg Public Library Board is responsible for the five Library Advisory Committees (LACs) in **Assiniboia, City Centre, Riel, East Kildonan-Transcona, and Lord Selkirk-West Kildonan** communities. The LACs role is to advise the Board on Library service within their local communities. LACs interacted with community members in a much wider range of venues in 2015 to bring forward ideas or issues affecting local libraries in their areas and help raise awareness of what libraries are doing in their communities.
- In 2015, LAC membership was more stable, as evidenced by an increase in the number of meetings and participation in numerous library events. Every LAC held at least three committee meetings over the course of the year, and at least one outreach event. Winnipeg Public Library staff provided strong and enthusiastic support to LAC activities which greatly enhanced the LACs' ability to share information with the public about the library at their outreach events. LAC members reported back to The Board about the public interest in libraries and provided valuable feedback from library patrons and new or non-users of library services.
- The Board provided an orientation for new Board and LAC members on March 7, 2015 at the Millennium Library. The orientation proved to be an excellent opportunity for sharing ideas and network with LAC members from across the city.

PROFESSIONAL DEVELOPMENT

- **At the Ontario Library Association Conference, January 28–31, 2015 in Toronto,** Board members Aengus Bridgman, Jeff Kovalik-Plouffe and Robert Foster represented the Winnipeg Public Library Board. This conference is the largest of its kind in Canada and provided the Board with the latest information on issues and trends that are impacting public libraries today.
- **The Canadian Library Association Conference, June 24-27, 2015 in Ottawa** was attended by Board members Diana Szymanski and Orest Kinasevych. This conference of the national library association showcased program successes from across the country and provided insights into strategies to improve the Board's support to library services in Winnipeg.
- **The Ninth International Indigenous Librarians Forum** was held in Winnipeg from August 4-7, 2015 and was attended by Board members Bill Zuk and David Chung. This conference provided an opportunity to explore strategies to increase and strengthen indigenous awareness and services and showcased the Millennium Library Aboriginal Resources Collection Wi ghoss (Birch Bark Centre).

BOARD'S OPERATING GRANT

The Winnipeg Public Library Board would like to acknowledge the ongoing financial support provided by City Council. The Winnipeg Public Library Board has submitted application for a 2016 Operating Grant of \$79,315 to support the ongoing work of the Library Board.

OTHER WINNIPEG PUBLIC LIBRARY BOARD ACTIVITIES

- Participated in *On the Same Page* programming along with other literacy-focused events
- Participated in the Manitoba Library Trustees Association (MLTA) meetings and attended the Manitoba Library Association Annual General Meeting
- Attended the Millennium Library 10th Anniversary Celebrations and Maker Faire

ACKNOWLEDGEMENTS

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

- Members of the Standing Policy Committee on Protection, Community Services & Parks for their ongoing commitment to Winnipeg Public Library;
- Councillors Matt Allard and Shawn Dobson for their participation, advice and support of public library services during their terms on the Board; and newly appointed Councillor Schreyer;
- Manager of Library Services Rick Walker and the dedicated WPL staff for their service excellence and innovation;
- Annabel Perez for her assistance in the role of Administrative Assistant to the Board;
- Winnipeg Library Foundation Chair Sandy Hyman and Executive Director Carole Marshall for their leadership of the Winnipeg Library Foundation;
- Former Board members, for their contributions;
- All Library Advisory Committee members for their community library support.

Prepared by:

Joan Blakley, 2015 Chair, Winnipeg Public Library Board

Appendix A:

Winnipeg Public Library Board, Financial Statements, 2015

WINNIPEG PUBLIC LIBRARY BOARD

FINANCIAL STATEMENTS

DECEMBER 31, 2015

SCARROW & DONALD LLP
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February 1, 2016

INDEPENDENT AUDITOR'S REPORT

To the Directors of the Winnipeg Public Library Board:

We have audited the accompanying financial statements of Winnipeg Public Library Board, which comprise the statement of financial position as at December 31, 2015, and the statement of operations, changes in net assets, and cash flows 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 accounting standards for not-for-profit organizations, 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

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we 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.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Winnipeg Public Library Board as at December 31, 2015, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Scarrow & Donald LLP


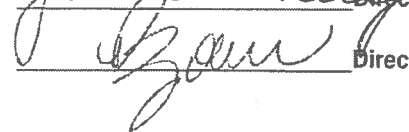
Chartered Accountants
Winnipeg, Canada

For this communication, together with the work done to prepare this communication and for opinions we have formed, if any, we accept and assume responsibility only to the addressee of this communication, as specified in our letter of engagement.

**WINNIPEG PUBLIC LIBRARY BOARD
STATEMENT OF FINANCIAL POSITION**

		December 31	
		2015	2014
ASSETS			
Current assets:			
Cash	\$	58,298	\$ 44,137
GST receivable		220	1,120
Prepaid expenses		5,498	3,324
	\$	64,016	\$ 48,581
LIABILITIES AND NET ASSETS			
Current liabilities:			
Accounts payable and accrued liabilities	\$	120	\$ 207
Net assets:			
Unrestricted		63,896	48,374
	\$	64,016	\$ 48,581

APPROVED BY THE BOARD:


 _____ Director

 _____ Director

WINNIPEG PUBLIC LIBRARY BOARD

STATEMENT OF OPERATIONS

	Year ended December 31	
	2015	2014
Revenue:		
City of Winnipeg operating grant	\$ 79,315	\$ 79,315
Expenditures:		
Administrative	9,475	11,008
Development and research	13,379	21,002
Foundation donation	20,000	20,000
Language and literacy grants	5,000	3,000
Promotion, advertising, and community outreach	5,939	7,482
Sponsorship	10,000	10,000
	<u>63,793</u>	<u>72,492</u>
Excess of revenue over expenditures	<u>\$ 15,522</u>	<u>\$ 6,823</u>

WINNIPEG PUBLIC LIBRARY BOARD
STATEMENT OF CHANGES IN NET ASSETS

	<u>Year ended December 31</u>	
	<u>2015</u>	<u>2014</u>
Net assets, beginning of year	\$ 48,374	\$ 41,551
Excess of revenue over expenditures	<u>15,522</u>	<u>6,823</u>
Net assets, end of year	<u>\$ 63,896</u>	<u>\$ 48,374</u>

WINNIPEG PUBLIC LIBRARY BOARD
STATEMENT OF CASH FLOWS

	December 31	
	2015	2014
Cash flow from operating activities:		
Excess of revenue over expenditures	\$ 15,522	\$ 6,823
Changes in non-cash working capital-		
GST receivable	900	(229)
Prepaid expenses	(2,174)	(3,324)
Accounts payable	(87)	207
	14,161	3,477
Change in cash	14,161	3,477
Cash, beginning of year	44,137	40,660
Cash, end of year	\$ 58,298	\$ 44,137

NOTE TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2015

1. Purpose of the Organization:

The Winnipeg Public Library Board (the "Organization") was established through the enactment of a City of Winnipeg by-law to provide guidance with respect to improving the City's library system. It is a not-for-profit organization that is exempt from income tax under provisions of the *Income Tax Act*.

2. Significant accounting policies:

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. An assumption underlying the preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations is that the entity will continue for the foreseeable future and will be able to realize its assets and discharge liabilities in the normal course of operations.

The financial statements have been prepared using the following accounting policies:

a) Critical accounting estimates and judgments-

The preparation of financial statements requires management to make estimates and judgments that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period.

Accounting estimates are included in financial statements to approximate the effect of past business transactions or events, or to approximate the present status of an asset or liability. It is possible that changes in future economic conditions could require changes in the recognized amounts for accounting estimates. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in the period in which they became known.

Significant areas of estimation by management include the impairment of non-financial assets, the useful lives of capital assets and the fair value of financial instruments.

Management bases their judgments, estimates and assumptions on factors they believe to be reasonable in the circumstances, but which may be inherently uncertain and unpredictable.

b) Financial instruments-

Except for certain related party transactions, financial instruments are measured at fair value on initial recognition adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, financing fees and transaction costs that are directly attributable to its origination, acquisition, issuance or assumption. Transaction costs related to financial instruments that will be measured subsequently at fair value are recognized in the difference between revenues and expenses for the period incurred.

In subsequent periods, investments in equity instruments that are quoted in an active market and certain derivative contracts are measured at fair value without any adjustment for transaction costs that may incur on sale or other disposal. The Organization may elect to measure any financial instrument at fair value when the asset or liability is first recognized or for equity instruments that previously measured at fair value when the equity instrument ceases to be quoted in an active market. Other investments in equity instruments are measured at cost less any reduction for impairments. All other financial instruments are measured at amortized cost. Amortized cost is the amount at which the financial instrument is measured at initial recognition less principal repayments, plus or minus the cumulative of any difference between that initial amount and the maturity amount, and minus any reduction for impairment.

The Organization measures cash and accounts payable and accrued liabilities amortized cost.

NOTE TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2015

2. Significant accounting policies (cont'd):

b) Financial instruments (cont'd)-

The Organization assesses impairment of all its financial assets, except those measured at fair value. Management considers whether there has been a breach in contract, such as a default or delinquency in interest of principal payments in determining whether objective evidence of impairment exists. Impairment is included in the difference between revenues and expenses.

c) Revenue recognition-

The Organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses occur. Unrestricted contributions are recognized as revenue of the when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Other revenue is recognized when incurred and when collection can be reasonably assured.

As is common with many not-for-profit organizations, the Organization receives contributions in the form of goods and services. Because of the difficulty of determining their value, contributed goods and services are not recognized in the financial statements.

d) Capital assets-

The average annual revenues recognized in the statement of operations for the current and preceding period of the Organization was less than \$500,000. Since the organization met criteria for small not-for-profit organizations, it does not record the acquisition of capital assets. These acquisitions are expensed at the date of acquisition. No capital assets were acquired or expensed in the statement of operations (2014 - \$nil).

3. Economic dependence:

The Organization is dependent 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.

NOTE TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2015

4. Risk management:

Management's risk management policies are typically performed as a part of the overall management of the Organization's operations. Management is aware of risks related to these objectives through direct personal involvement with employees and outside parties. In the normal course of its business, the Organization is exposed to a number of risks that can affect its operating performance. Management's close involvement in operations helps identify risks and variations from expectations. As a part of the overall operation of the Organization, management considers the avoidance of undue concentrations of risk. These risks and the actions taken to manage them include the following:

Liquidity risk-

Liquidity risk is the risk that the Organization cannot meet its financial obligations associated with financial liabilities in full. The Organization's main source of liquidity is its operations. The funds are primarily used to finance working capital requirements and are adequate to meet the Organization's financial obligations associated with financial liabilities.