

Agenda– Standing Policy Committee on Protection and Community Services – February 28, 2011

REPORTS

Item No. 8. Winnipeg Public Library Board 2010 Annual Report

WINNIPEG PUBLIC LIBRARY BOARD RECOMMENDATION:

Rita Burgess, Chairperson, Winnipeg Public Library Board has submitted the 2010 Annual Report of the Winnipeg Public Library Board for the information of the Committee.

Winnipeg Public Library Board Annual Report 2010

To: The Standing Policy Committee on
Protection and Community Services

From Rita Burgess, Chairperson
Winnipeg Public Library Board

Report Date: February 28, 2011

Key Issues:

Winnipeg Public Library Board established four key priorities for 2010:

- 1 To advocate for ongoing support for Library services
- 2 To enhance Library services
- 3 To communicate the changing role of the Library
- 4 To strengthen the Library Board's capacity

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.

2010 ANNUAL REPORT

1. ADVOCACY

The Library Board is most appreciative of the ongoing support that the Standing Committee on Protection and Community Services has demonstrated for Winnipeg's public library services. We thank City Council for the provision of an additional \$80,000 to the Library's materials budget in 2010. As a result of this positive support, library services have been enhanced, in areas such as:

- Holdings in eLM (ebooks) were increased, leading to a 99% increase in checkouts from 2009 to 2010. There has been a 364% increase in checkouts from eLM from 2008 to 2010.
- Materials in the Aboriginal collection were increased, as a part of the AYS initiative.
- The early childhood literacy collection was enhanced.

Civic election

During the civic election process, the Board's Chair wrote to all candidates, to raise awareness of the value of the public library system, and to encourage long-term sustained funding for the Library's materials' budget.

Library book rate

In support of a nearly five-year national Library campaign to amend the Canada Post Corporation Act (Library Materials), the Board joined many Library Boards and other advocates who wrote letters and sent petitions to MPs encouraging support of MP Merv Tweed's Private Member's Bill C-509, that would preserve the existing reduced rate for postage on books mailed between libraries in Canada and would expand the library book rate program to include new media and other audio-visual materials. In December 2010, the Bill, that has the support of all parties, received third reading. Meanwhile Canada Post extended the library book rate for another year.

Our Winnipeg / Speak Up Winnipeg

Board members attended various public sessions of Our Winnipeg Call to Action, to ensure the message of the positive benefits of our Library system is articulated in the long range plan.

2. LIBRARY SERVICES' ENHANCEMENT

Study to improve Library services to Aboriginal peoples

In 2009, with joint funding from the Library Board and Aboriginal Youth Strategy, the Board hired Leskiw and Associates to conduct a needs' assessment and consultation with members of the Aboriginal community to determine how well the Library is serving Aboriginal individuals and organizations, and especially Aboriginal youth.

The final report, containing approximately 38 recommendations, was completed in May 2010. Currently an implementation team is developing a three-year plan based on the recommendations. Meanwhile the Library, as a component of the City's Aboriginal Youth Strategy, has a number of related programs underway, including the addition of an Elder in Residence, and enhancement of materials and programs of interest to Aboriginal youth.

Winnipeg Library Foundation

To meet the Board's mandate to "...establish, organize or participate in coordinating donations and fundraising programs for the benefit of the Library system", in 1996 the Board established the Winnipeg Library Foundation. Their first major project was Millennium Library. Fundraising for the multi-phase Millennium Library Park is the Foundation's current focus. The first phase of construction began in the spring of 2010.

In September 2010, the Foundation named its offices in honour of long time board member George Skinner, who passed away in 2009.

The Library Board continues to help defray the operating costs of the Foundation to ensure that 100% of donated funds benefit the Library.

Writer-in-Residence

The Library Board is one of the sponsors of the Library's well-established Writer-in-Residence program. The program is designed to give new, emerging, and established writers a chance to have their manuscripts read and critiqued, at no cost. The 2009-10 WIR, Maurice Mierau, an award-winning author and poet, consulted with over 100 people during his term. Many promising authors and poets were able to meet and consult with this professional writer. We look forward to the continued positive benefits this program brings to our city and province.

Jack Montgomery Community Outreach Award

In December the Board awarded the 2010 Jack Montgomery Community Outreach award to Winnipeg Public Library Outreach Librarian Chris Laurie. In response to an increasing demand for English language learning materials, and in support of others taking literacy upgrading, the grant will fund the purchase of Adult Basic Education readers from which staff will assemble book club kits for adult learners. This will serve to augment services for this segment of our community. The grant is awarded annually to fund library projects that would attract non-users.

3. COMMUNICATING THE CHANGING ROLE OF THE LIBRARY

Community Outreach Language and Literacy grants

The Board's Language and Literacy grants' program was established to assist community groups in developing language or literacy projects in partnership with one of more branches of Winnipeg Public Library. The Board awarded grants to the following organizations.

- Elizabeth Fry Society's project objective was to expand its successful literacy program for incarcerated women by providing an enhanced program to women in the community. It was noted that as people become more literate, their likelihood of reoffending is reduced. At St. John's Library, EFS offered eight public workshops that included numeracy games, letter and journal writing, and art expression.
- Lord Nelson School continued a partnership begun in 2009 with Sir William Stephenson Library, this time for the acquisition of Vietnamese-English materials that would be promoted to families through school and public library activities.
- The Spence Neighbourhood Association, in partnership with West End Library, held summer Family Reading Days, designed to encourage families to read together as well as to connect with their community library, through activities that promoted family literacy.

Speakers' Bureau

The Library Board established a Speakers' Bureau in 2009, to share information with groups about the Library Board and Library Advisory Committees, along with

information about Winnipeg Public Library's services. The aim is to recruit new members for the Library Board and Library Advisory Committees.

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 communities.

LACs raise local awareness of what the libraries are doing in their communities and seek feedback from customers. In 2010 the City Centre, EK-Transcona, and Riel LACs participated in the re-opening launches of renovated Libraries in their communities. As well, the City Centre LAC participated in Fort Garry Library's 50th anniversary, and along with one of its members, donated an animal ottoman for the children's area at the Osborne Library. Riel LAC also participated in the dedication of a meeting room at Windsor Park Library in memory of former Board and LAC member, Dr. Allan Patterson.

With consultation between the Board and LAC Chairs, a brochure was developed to provide information on LAC's.

4. STRENGTHENING LIBRARY BOARD'S CAPACITY

Strategic planning

In November the Board held a one-day facilitated planning session to develop a four year (2011-2014) strategic plan.

Board Training and Development

Major library conferences provide opportunities for learning and networking. In 2010 the Library Board sent delegates to the Manitoba Library Association conference, *The Power of Many, the Power of Partnerships*, in Winnipeg. As Chair, I had the opportunity to attend the Canadian Library Association conference in Edmonton. Our Vice-Chair attended the 4,500 delegate Ontario Library Association SuperConference in Toronto, at which, in addition to attending rewarding sessions, she enjoyed a tour of selected Toronto Public Libraries which had been renovated and revitalized.

Our Treasurer attended Volunteer Manitoba's *Bookkeeping Basics for Non-Profits*.

Orientation

The Board holds annual orientation sessions for new members of the Board and Library Advisory Committees.

5. Other Activities

- On May 1, with Council approval, a meeting room at Windsor Park Library was dedicated in memory of Dr. Allan Patterson, a former member of the Library Board and Riel Library Advisory Committee.
- The Board's liaison to the Manitoba Library Trustees' Association, Douglas MacEwan, participated in teleconferences which focused on the Association's longer term planning.
- Board members attended the re-opening of renovated branches and collection development launches, participated in Raise-a-Reader Day, and in On the Same Page, a Manitoba Book Club managed by Winnipeg Public Library staff.

6. Board's Operating Grant

We would like to thank the Standing Committee on Protection and Community Services for approving our 2010 grant request of \$88,128.00. We respectfully request the same level of funding for 2011.

6. ACKNOWLEDGEMENTS

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

- Standing Committee members for their ongoing commitment to Winnipeg Public Library;
- Library Advisory Committees for their community library support;
- Councillors Mike Pagtakhan and Harvey Smith 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;
- Karen Keppler, former Co-Chair of the Winnipeg Library Foundation, for her many years of dedication and leadership;
- Library Foundation Co-Chairs Sandy Hyman and Paula Mitchell for their ongoing leadership of the Winnipeg Library Foundation;
- Scotiabank Employee Volunteer Program for its \$1,000 donation to the Library in recognition of Rita Burgess' participation on the Library Board;
- Former Library Board Chair Sandy Hyman, who is a recipient of the Manitoba Library Trustees' Association 2010 Trustee of Distinction;
- Heather Graham, Administrative Assistant to the Board, whose assistance is integral and invaluable.

Prepared by:

Heather Graham, Administrative Assistant
Winnipeg Public Library Board's Executive Committee
Rita Burgess, Chair

Appendix:

Winnipeg Public Library Board, Financial Statements, December 31, 2010

WINNIPEG PUBLIC LIBRARY BOARD
Financial Statements
Year Ended December 31, 2010

WINNIPEG PUBLIC LIBRARY BOARD
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Year Ended December 31, 2010

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Gail Friesen C.G.A.
Professional Corporation

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

238 St. Mary's Road
Winnipeg, Manitoba
R2H 1J3

Telephone: (204) 233-3974
Fax: (204) 233-4008 or (204) 231-3389
E-mail: gailfr@mts.net

INDEPENDENT AUDITOR'S REPORT

To the Members of Winnipeg Public Library Board

Report on the Financial Statements

I have audited the accompanying financial statements of Winnipeg Public Library Board, which comprise the statement of financial position as at December 31, 2010, 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.

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, 2010 and its financial performance 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 7, 2011

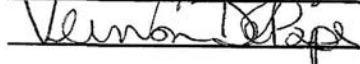
GAIL FRIESEN C.G.A.
PROFESSIONAL CORPORATION



WINNIPEG PUBLIC LIBRARY BOARD
Statement of Financial Position
December 31, 2010

	2010	2009
ASSETS		
CURRENT		
Cash	\$ 13,414	\$ 748
Guaranteed investment certificates	-	10,160
Accounts receivable, Aboriginal Youth Strategy Grant	-	15,000
Prepaid expenses	225	225
	<u>\$ 13,639</u>	<u>\$ 26,133</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 230	\$ 901
Library Advisory Committees (Note 5)	63	215
	293	1,116
NET ASSETS		
General fund	13,346	25,017
	<u>\$ 13,639</u>	<u>\$ 26,133</u>

ON BEHALF OF THE BOARD

 Kelly Burgess Director

 Vernon Pope Director

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

WINNIPEG PUBLIC LIBRARY BOARD
Statement of Operations
Year Ended December 31, 2010

	2010	2009
REVENUE		
City of Winnipeg operating grant	\$ 88,128	\$ 68,128
Interest	191	320
Aboriginal Youth Strategy	-	15,000
	<u>88,319</u>	<u>83,448</u>
EXPENSES		
Administration	36,475	34,314
Development and research	6,255	3,065
Promotion, advertising and community outreach	10,677	9,193
Sponsorship	6,000	6,250
Foundation donation	15,000	15,000
Aboriginal Youth Strategy	15,886	15,000
Laptop and accessories	3,450	-
Strategic Planning	6,247	-
	<u>99,990</u>	<u>82,822</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	\$ (11,671)	\$ 626

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, 2010

	<u>2010</u>	<u>2009</u>
NET ASSETS - BEGINNING OF YEAR	\$ 25,017	\$ 24,391
Deficiency of revenue over expenditures	<u>(11,671)</u>	<u>626</u>
NET ASSETS - END OF YEAR	<u>\$ 13,346</u>	<u>\$ 25,017</u>

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

WINNIPEG PUBLIC LIBRARY BOARD
Notes to Financial Statements
Year Ended December 31, 2010

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 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. In the year ended December 31, 2010, the organization purchased a laptop and computer accessories for the treasurer's use.

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. FINANCIAL INSTRUMENTS

The Organization's financial instruments consist of cash, 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.

WINNIPEG PUBLIC LIBRARY BOARD
Notes to Financial Statements
Year Ended December 31, 2010

5. LIBRARY ADVISORY COMMITTEES

	<u>2010</u>	<u>2009</u>
Trust Fund - Assiniboia	\$ -	\$ (25)
Trust Fund - City Centre	(1)	120
Trust Fund - EK - Transcona	-	-
Trust Fund - LS/WC	1	120
Trust Fund - Riel	<u>63</u>	<u>-</u>
	<u>\$ 63</u>	<u>\$ 215</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.
