

Agenda – Standing Policy Committee on Protection and Community Services – February 19, 2013

REPORTS

Item No. 8 Winnipeg Public Library Board 2012 Annual Report

WINNIPEG PUBLIC LIBRARY BOARD RECOMMENDATION:

Bill Zuk, Chair Person, Winnipeg Public Library Board, has submitted the 2012 Annual Report of the Winnipeg Public Library Board for the information of the Committee.

Winnipeg Public Library Board Annual Report 2012

To: The Standing Policy Committee on
Protection and Community Services

From: Bill Zuk, Chair Person
Winnipeg Public Library Board

Report Date: January 8th, 2013

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.

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

2012 ANNUAL REPORT

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

Jack Montgomery Award

The Community Outreach Committee of the Winnipeg Public Library Board refocused its Jack Montgomery Community Outreach Award to provide support and enhance programming that recognizes public interest in writing workshops and author readings. Branches across the system will see new and/or further developed programming for all ages.

Language and Literacy Grants

The recipients of the 2012 Language and Literacy Grants were:

- Henry G. Izatt Middle School in collaboration with Fort Garry Library to create the *Encouraging Reluctant Readers with Graphic Novels* project and;
- John M. King School working with the West End Library to launch *The Imagination Library* to support pre-school literacy.

Books2Eat

The Board held its second Books2Eat event on March 31st, 2012, at Millennium Library, to celebrate books and food as part of a world-wide festival that takes place every year on, or around, April 1st. The goal of the event is to attract the community to the Library to see the Library in another way, and to return again as regular users. The day of the event included expert speakers' sessions, a cake decorating presentation, a children's craft activity and the Edible Book competition. The challenge was for participants to recreate book-themed edible items. Local celebrity judges awarded book prizes. The third annual Books2Eat event is set for April 6th, 2013.

Professional Development

The Board was represented at the Manitoba Libraries Conference May15-16, 2012, attending information sessions on issues addressing universal access of media, the incorporation of latest electronic media in public libraries and the role of library boards amongst the numerous topics. Several Board members attended the MLA Awards Dinner to see Rita Burgess, Past Chair of the Board receive a Manitoba Library Services Award.

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 2012, Assiniboia, City Centre, Riel, East Kildonan-Transcona, and Lord Selkirk-West Kildonan Library Advisory Committees meet several times during the year and participated in various events to help raise the profile of the library and suggest improvements at the local branch level.

The Assiniboia LAC held a very successful LEGO-themed event at the St. James Library that not only highlighted the community-based activities of the Winnipeg Public Library, but also served as an introduction to the work of the local LAC.

Riel LAC held Spring and Fall Meet-and-Greets to respectively promote Books2Eat and the Call for Volunteers to join the Board and LAC.

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

City's 2012 Operating Budget

Chair, Jacqueline St. Hill made a presentation to the Standing Committee on Protection and Community Services and Executive Policy Committee, (during 2012 Operating Budget consultations) on the materials budgetary needs of the library.

The Board appreciates the ongoing efforts of Council to address the materials budget and the provincial funding formula.

Meeting with the Province to review provincial funding formula

Members of the Board had a very informative and productive meeting with the Provincial Minister of Culture, Heritage and Tourism earlier this year. The meeting was an opportunity to discuss the Board's interest in seeing support of a change in the provincial funding formula for Winnipeg Public Library. The Board emphasized the value of the public library system to all citizens, especially in light of Manitoba's changing demographics and the advances in technology that put a further drain on existing library resources.

3. CONDUCT REVIEWS TO SUPPORT DEFENSE OF LIBRARY NEEDS

Information and Reference Services Study

In light of changes to library users' information-seeking needs, the Board sought the services of a consultant to study Winnipeg Public Library's Information Services, Readers' Advisory and Interlibrary Loan Services. *Libraries in Transition* consultants undertook this project.

The results of the Study are currently being reviewed. An implementation plan with timeframes and deliverables is currently being finalized. The Board has a representative on the Implementation Committee.

4. BOARD'S OPERATING GRANT

We would like to thank the Standing Committee on Protection and Community Services for approving our 2012 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 2013.

5. OTHER ACTIVITIES

- Participated in On the Same Page, BookMates and other literacy focused events.
- Attended the Millennium Library Park Opening and Open Houses for the Carnegie Library Renovations.
- Successfully nominated former Library Board member Rita Burgess for the Manitoba Library Trustee Association (MLTA) Volunteer Award.
- Welcomed two new members to the Board (mid-year).
- Nominated Board Member, Dr. Douglas MacEwen, for the Manitoba Council on Aging Recognition Awards.

6. ACKNOWLEDGEMENTS

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

- Standing Policy Committee members for their ongoing commitment to Winnipeg Public Library;
- All Library Advisory Committee members 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;
- Winnipeg Library Foundation Chair Sandy Hyman and Executive Director Carole Marshall for their leadership of the Winnipeg Library Foundation;
- Former Board members, Rita Burgess, Al Hoeft, Sarah Bezan and Mark Baragar for their contributions. Douglas and Jean as well;
- Former WPLB Administrative Assistant, Eryn Mackenzie for her service to the Board;
- Corie Seburn for taking on the role of Administrative Assistant to the Board;
- Scotiabank Employee Volunteer Program for its \$1,000 donation to the Library in recognition of Rita Burgess' participation on the Library Board.

Prepared by:

Jacqueline St. Hill, 2012 Chair

Appendix A:

Winnipeg Public Library Board, Financial Statements, December 31, 2012
(unaudited)

Winnipeg Public Library Board
Financial Statements
December 31, 2012

**Winnipeg Public Library Board
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December 31, 2012**

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INDEPENDENT AUDITOR'S REPORT

To the Directors of Winnipeg Public Library Board

I have audited the accompanying financial statements of Winnipeg Public Library Board, which comprise the statements of financial position as at December 31, 2012 and the statements of operations and changes in net assets and of 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

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 judgement, 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, these financial statements present fairly, in all material respects, the financial position of Winnipeg Public Library Board as at December 31, 2012 and its financial performance and its cash flows for the year then ended, in accordance with Canadian accounting standards for not-for-profit organizations.

Comparative Information

Without modifying my opinion, I draw attention to Note 3 to the financial statements which describes that Winnipeg Public Library Board adopted Canadian accounting standards for not-for-profit organizations on January 1, 2012 with a transition date of January 1, 2011. These standards were applied retrospectively by management to the comparative information in these financial statements, including the statement of financial position as at December 31, 2011 and January 1, 2011 and the statements of operations and changes in net assets and cash flows for the year then ended December 31, 2011 and related disclosures. I was not engaged to report on the restated comparative information, and as such, it is unaudited.



Winnipeg, Manitoba

January 31, 2013

Ryan Merner, Certified General Accountant

**Winnipeg Public Library Board
Statement of Financial Position
December 31, 2012**

	December 31 2012	December 31 2011	January 1 2011
ASSETS			
Current assets			
Cash	\$ 18,976	\$ 22,507	\$ 13,414
GST receivable	696	351	-
Prepaid expenses	-	-	225
	\$ 19,672	\$ 22,858	\$ 13,639
LIABILITIES & NET ASSETS			
Current liabilities			
Accounts payable and accrued liabilities	\$ 73	\$ 941	\$ 230
Library Advisory Committees payable (Note 5)	-	513	63
	73	1,454	293
Net assets			
Unrestricted	19,599	21,404	13,346
	\$ 19,672	\$ 22,858	\$ 13,639

On behalf of the board

On behalf of the board

Director

Director

**Winnipeg Public Library Board
Statement of Operations
Year Ended December 31, 2012**

	2012	2011
Revenue		
City of Winnipeg operating grant	\$ 88,128	\$ 88,128
Other income	934	-
	89,062	88,128
Expenditures		
Administrative	18,215	39,377
Development and research	27,565	6,592
Foundation donation	20,000	20,000
Language and literacy grants	3,000	3,000
Promotion, advertising, and community outreach	12,087	5,101
Sponsorship	10,000	6,000
	90,867	80,070
Excess (deficiency) of revenue over expenditures	\$ (1,805)	\$ 8,058

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, 2012**

	2012		2011	
Net assets - Beginning of year	\$	21,404	\$	13,346
Excess (deficiency) of revenue over expenditures		(1,805)		8,058
Net assets - End of year	\$	19,599	\$	21,404

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

**Winnipeg Public Library Board
Statement of Cash Flows
Year Ended December 31, 2012**

	2012	2011
Operating activities		
Excess (deficiency) of revenue over expenditures	\$ (1,805)	\$ 8,058
Changes in non-cash working capital:		
GST receivable	(345)	(351)
Prepaid expenses	-	225
Accounts payable and accrued liabilities	(868)	711
Library Advisory Committees payable	(513)	450
Net (decrease) increase in cash flow	(3,531)	9,093
Cash - Beginning of year	22,507	13,414
Cash - End of year	\$ 18,976	\$ 22,507

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

**Winnipeg Public Library Board
Notes to Financial Statements
December 31, 2012**

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. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Revenue recognition

The organization recognizes government funding in the period in which it is received.

The organization recognizes other revenue when earned, specifically when all of the following conditions are met:

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

Tangible capital assets

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

Use of estimates

The preparation of financial statements requires management to make estimates and assumptions 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 revenue and expenditures during the year. Actual results could differ from those estimates.

**Winnipeg Public Library Board
 Note to Financial Statements
 December 31, 2012**

3. ADOPTION OF ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS

Effective January 1, 2012, the organization adopted the Canadian accounting standards for not-for-profit organizations (ASNPO). Previously, the financial statements were presented in accordance with Canadian generally accepted accounting principles (GAAP) as issued in the *Handbook — Accounting Part V* Pre-changeover standards. On adoption of ASNPO, an organization is permitted to selectively elect certain exemptions and choose accounting policies that may differ from the previously presented financial statement information. This can result in adjustments to the opening net assets at the transition date, which is the first day of the period for which comparative information is presented. Although the organization made no changes to the previously presented financial statements, an opening statement of financial position at the date of transition has been presented, as required.

4. 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.

5. LIBRARY ADVISORY COMMITTEES

	2012		2011
Trust Funds Assiniboia LAC	\$	-	\$ 15
Trust Funds City Centre LAC		-	249
Trust Funds EK-Trans LAC		-	(13)
Trust Funds LS-WK LAC		-	151
Trust Funds Riel LAC		-	111
	<hr/>		<hr/>
	\$	-	\$ 513

6. COMPARATIVE FIGURES

The prior year financial statements were prepared by another professional accounting firm. Certain prior year figures have been reclassified for comparative purposes to conform with current year presentation.