

COMMUNITY SERVICES & PUBLIC RELATIONS

- Branch registry for Environment Manitoba.
- Welcome Wagon circular.
- Bulletin board and free use of the multi-purpose room for non-profit organizations.
- Volunteer "Library at Home" shut-in service.
- Proctor Exams
- Tours for school classes and organizations.
- Red River Community College and Portage Collegiate Institute Life Skills Program.
- Wi-Fi (including Shaw) and public Internet access.
- Pre-school storytime and activities (afternoon and evening).
- Summer reading activities ages six to twelve: "Abracadabra Extravaganza" sessions with musician Devin Hesketh.
- Summer reading activities ages three to five: "Magic of Books"
- Summer Reading Program draws and prizes.
- Summer Program Finale by Karl Heinz - "Bubbleman" sponsored by the Portage la Prairie Revitalization Corporation.
- Draws for Valentine's Day, Easter, Halloween and Christmas.
- Book Launches and Readings included: Winnipeg International Writers Festival - Charles Wilkins; "Library Tree" - Deborah Cowley and Kathy Knowes; "For Elise" - Oriole Vane Veldhuis; "By the Correction Line" Donn Hanna.
- Adult programs: "Spring Lawns" - Go Green Lawn and Landscaping. "Canada Reads" promotion; "Read between the Frames" movie series; Library book club.
- Teen programs: Wii tournaments; Games Zone at the library; "Teen photo contest" - judged by the Portage Camera Club and co-sponsored by Henry's Photo; "Creative Crafts for Teens" workshop.
- Children's activities: Giant Board Game in partnership with Big Brothers/Big Sisters; "Magic Mania" performance - Alex Jay Hamm; Workshops: Valentine's Day - "Straight from the Heart" and "Valentine Celebration"; Easter - "Spring Fling"; Halloween - "Mischief and Mayhem" and "Spooktacular Howl-o-ween; Christmas - "Gingerbread Houses" by Carol Lupkowski; "Luminaires" by Lori Carpenter; "Did the Grinch Really Steal Christmas"; "Crazy Crafts"; "Paper Pizzazz"; "Gardening for Children" - Solomon's Home Garden Gift; Slumber Party.
- Collections and drives for: Alzheimer Society (Coffee Party); Royal Canadian Legion Branch #65 (poppy sales); Salvation Army; United Way; Grandmothers giving to Grandmothers caring for Children orphaned by HIV/Aids in Africa; PAWS.
- Other activities included: Volunteer coffee party; Volunteer Fair; City of Portage la Prairie Youth Career Opportunity Expo; "Share our World" multicultural event display (sponsored by the Portage la Prairie Community Revitalization Corporation); Portage Learning and Literacy Centre open house and display; Winnipeg International Writers Festival-Charles Wilkins. Sale of "Our Story" by Les Green- fundraiser for Cancer Care; Family and children movies; Family Literacy Day events; Special events for Visions of Independence, Cub Scouts, Homeschool Association; "Sounds of the Season" - Christmas music in the library; Santa Claus visit; "Mitten Tree" - Family Abuse Prevention Centre; Age Friendly City Advisory Committee; Pembina Valley/Central Plains Car race Challenge; La Verendrye School Fun Fair; National Aboriginal Day Celebration with the Prairie Sage Singers.

OUR THANKS TO

- The many organizations and individuals that donated money, services or new materials.
- The media - The "Daily Graphic", "CFRY", "MIX 96.5" and "Shaw Cable".
- Councils of the City and the Rural Municipality of Portage la Prairie.
- Public Library Services staff.
- Province of Manitoba.

PORTAGE LA PRAIRIE REGIONAL LIBRARY

STATEMENT OF OPERATIONS YEAR ENDED DECEMBER 31, 2013

	2013	2012
REVENUE		
Province of Manitoba		
Automation	5,729	5,899
Collection Development	5,500	5,500
Cultural	165,929	165,929
Technology	15,510	--
City of Portage la Prairie Grant	272,720	258,800
Portage la Prairie Revitalization Grant	800	--
Rural Municipality of Portage Grant	85,510	86,429
Amortization of Deferred Contributions	4,518	2,799
Interest	2,725	2,645
Library Receipts	18,181	13,907
Rentals	40,036	46,193
	617,158	588,101
EXPENSES		
Amortization	10,088	18,178
Audio-visual	8,539	9,294
Automation - grant	5,729	5,899
Bank charges	52	225
Books	42,275	53,914
Collection development	5,500	5,500
Conference and travel	630	776
Employee benefits	57,359	52,408
Equipment and furniture	3,251	3,658
Freight and postage	3,477	3,812
Garbage collection	609	501
Internet	2,137	2,079
Licenses and fees	5,951	1,638
Memberships and licenses	2,667	1,901
Other	1,641	2,009
Periodicals	2,486	2,866
Professional fees	5,600	5,600
Public relations	3,449	3,845
Rent	20,032	20,032
Repairs and maintenance	8,075	3,211
Revitalization - grant	800	--
Salaries	362,324	362,107
Supplies	8,233	9,580
Technology - grant	15,510	--
Telephone	2,467	2,117
Workers Compensation	2,342	2,354
	581,223	573,504
Excess of revenue over expenses	35,935	14,597



PORTAGE LA PRAIRIE REGIONAL LIBRARY



2013 ANNUAL REPORT



SPONSORING MUNICIPALITIES

**City of Portage la Prairie
Population - 12,996**

**Rural Municipality of Portage la Prairie
Population - 6,525**

LIBRARY BOARD AND STAFF

BOARD MEMBERS

Evelyn Braun, Chairperson - City of Portage
 Irvine Ferris, Councillor - City of Portage
 Terry Simpson, Councillor - RM of Portage
 Patti Case, Vice-Chair - RM of Portage
 Patricia Brown - RM of Portage
 Dorothy Morrish - City of Portage

STAFF

Full Time

Percy Gregoire-Voskamp - Librarian
 Pat Calder - Library Assistant I
 Carole Gregoire-Voskamp - Computer Technician
 Richard Boehm - Processing/Lib. Clerk
 Sharon Nichol - Circulation Manager
 La Denna Stanley - Children Prog./Lib. Clerk
 Suzy Laevens - PR Designer/Book Sale

Part Time

Clarice Winter - Secretary-Treasurer

Library Clerks

Sue Middleton Lori Mackedenski
 Doris Brooks Angie McCulloch
 Elena Khemm

Term

*Richard Jensen

Casual

Erica Smith

Student/Page

Amy Byers *Stewart Wilcox
 Gabriel Collier *Stevie Anderson
 *Kira Scott *Candice Blume

VOLUNTEERS

Barry Bills Grace Tully
 Valerie Bills Evelyn Arnott
 Louise Hewson Les Green
 Claire Ommerli Karen Down
 Marsha Reitz Joyce Scheper
 Dorothy Morrish Connie Krawec
 Walter Kimpton Debbi Miles
 Betty Morrison Linda Leafloor
 Rick Jensen Nancy Greer
 *Violette Verbaly *Carole Lupkowski
 *Lasha Mackedenski *Birgit Tafler

*Part Year

CHAIRPERSON'S REPORT

The Portage la Prairie Regional Library is privileged to have a great team of staff, volunteers and board members. These people are valuable resources who contribute greatly to our library.

The Board wishes to thank the City of Portage la Prairie, the Rural Municipality of Portage la Prairie and the Province of Manitoba - Dept. of Culture, Heritage, Tourism and Sport for their ongoing and consistent financial support. We also appreciate the grant received from Portage la Prairie Community Revitalization Corporation. This funding enables the library to do both short and long-range planning, thus ensuring the best possible use of our resources.

Changes and up-dates are always being done to our library. This year the staff have worked very hard in adapting to our new library program. Please refer to the Librarian's Report for details on this.

On behalf of the board, I would like to express our thanks to our librarian, staff, volunteers, contributors and patrons, each of whom play a special part in making our library the high quality facility it is and among the finest rural libraries in Manitoba.

Evelyn Braun,
 Chairperson

LIBRARIAN'S REPORT

We decided to migrate to Evergreen software in 2013, and as a result of that decision, we are now part of the Spruce Cooperative that represents Evergreen in Manitoba. We went live with the new software in October, but prior to this, there were many months spent in preparing the database so that the migration could be made more efficiently. In doing so, one discovers all the accumulated idiosyncrasies in the catalogue that need to be corrected.

The transition has been a difficult one. The program does much more than our previous software, but the learning curve is very steep, and many procedures need to be revamped and redeveloped. Every new task provides an adventure, while we test the program to discover what needs to be done to retrieve the same information. It has meant, however, that we have one less file server in the building, and significantly, the attendant IT work that accompanies one.

In other areas, we also replaced our firewall, purchased a Wii U, and the City installed new flooring in the front counter area. Also, the Library Board enhanced the Block Borrowing Policy by increasing the number of items that could be borrowed on a block membership card. The Rural Municipality of Portage la Prairie has decided to move their archives to the library, and we look forward to adding this very important collection of documents to those of the City, which are already here.

As always, we attempt to improve the service we provide to our customers. The new library program has features that help with this, but it is still the people, the Board, the staff and the volunteers that really make the difference. Without their support, none of this would be possible.

LIBRARY STATISTICS

Patron Photocopies	4849	Children's Programs/Workshops	23
Internet Copies	8625	Adult Information Sessions	6
Reserved Items	5661	Author Readings/Launches	5
Block Loans	5069	Multi-Purpose Room Uses-Library	121
ILL Borrowed	828	Multi-Purpose Room Uses-Other	75
ILL Loaned	1196	Book/Video Displays	24
Book Sale Income	\$15246	Cabinet Displays	8
Volunteer Hours	1866	Storytime Sessions	23
Headset Usage	81	Tours/Off Site Presentations	16
Internet Usage	8382	Movie Presentations (adult)	2
Patron Count	92174	Movie Presentations (junior)	28
Reference Questions	6513	Program Attendance	2018
EBook Circulation	7549	Wii/Board Game Tournaments	25
Microfilm Use	106	Book Club Meetings (J&A)	12
Microfilm Reader Use	46	Archive Collection-Books	165
Ancestry.com-Searches	3446	Archive Collection-Microfilm	490
EBook Training	20	Donation Collections	9
Website Hits	14199		

LIBRARIAN'S REPORT (CONT.)

LIBRARY STATISTICS

COLLECTION	Total 2012	Total 2013
Adult Fiction	23156	24183
Adult Non-Fiction	22952	23439
Junior F. & N.F./YA	20823	21782
Serials (Adult & Junior)	82	83
Print Totals	67013	69487
CD Audio	1126	1279
DVD	5566	6211
Non-Print Totals	6692	7490
Grand Total	73705	76977

CIRCULATION	Total 2012	Total 2013
Print		
Adult Fiction	68510	67617
Adult Non-Fiction	23512	20518
Junior F. & N.F./YA	46468	41355
Serials	10178	9570
Totals	148668	139060
Non-Print		
CD Audio	2165	1777
DVD	8907	6715
Totals	11072	8492
Grand Total	159740	147552

MEMBERSHIP	Total 2012	Total 2013
Resident		
Adult	5378	5837
Junior	1796	1905
Block	38	43
Total	7212	7785
Non-Resident		
Adult	119	227
Junior	26	32
Block	2	3
Total	147	262
Grand Total	7359	8047
Non-Resident memberships are valid for one year from date of issue.		
	Single	Family
Non-resident memberships	\$15.00	\$35.00
		Block
		\$60.00

Percy Gregoire-Voskamp
 Librarian