

## COMMUNITY SERVICES & PUBLIC RELATIONS

- Bulletin board and free use of the multi-purpose room for non-profit organizations.
- Volunteer Library Home Service.
- Proctoring of Exams
- Tours for school classes and organizations.
- Portage Collegiate Institute Volunteer Credit Program.
- Wi-Fi (including Shaw) and public access Internet.
- Office Pro 13 Suite.
- Ancestry.ca
- Pre-school story time and activities (afternoon and evening).
- Summer reading activities: Launch party – sponsored by TD Bank; Boston Pizza – Children’s “Free Meal” Sponsorship; Story Time for various age levels; “Painting on Canvas” – Karen Moar; “Exterior Wall Art” – Yvette Cuthbert and Murray McDougall.
- Summer Reading Program draws and prizes.
- Draws for Valentine’s Day, Easter, National Aboriginal Day, Halloween and Christmas, “On the Same Page”.
- Book Launches and Readings included: Terrie Todd – “Silver Suitcase”; Laura Reeves – “Guide to Useful Plants”; Liz Murray - “Holding on to Mamie”; Jenny Rumancik – “I Met Jesus in the Gym”; Karen Emilson – “Be Still the Water”; Donna Gamache – “Spruce Woods Mystery”; Fran Myles – “Ken-Ora”; Barbara Huck – “In Search of Canada’s Heartland”; Gordon Goldsborough – “Abandoned Manitoba”.
- Adult programs: Altered Books 1, 2 & 3; Do-Terra Oils – Leanne Coleman-Kamphuis; Calligraphy Workshop – Jerry Maksymyk; Solar House presentation – Bev & Will Eert; Story Sticks Workshop – Angela Roulette; “Canada Reads” promotions; “Read Between the Frames” movie series; Library book club.
- Teen programs: Wii and Wii U tournaments; Game Zone at the library; Teen gaming; Board Game Blitz; Wii Party; Card Game Launch “Monstrosity”; “SmashBookScrapBook”; Teen Photography Contest (prizes donated by an anonymous donor).
- Children’s activities: “Mini-Zines”; Crafternoons; Board Game blitz; Jedi Training Academy; TD Children’s Book Week Author Presentation – Angela Misri; Books Gone Wild; Fairy Gardens; Lego club; PD days.
- Multi-age programs: “I Love to Read Bingo”; PCI Global Issue Project; Bike Week Launch.
- Collections and drives for: Alzheimer Society; Royal Canadian Legion Branch #65; Salvation Army; United Way.
- Other activities included: Volunteer Coffee Party; Age Friendly Advisory Committee; Sale of “Our Story” by Les Green- fundraiser for Cancer Care; Family and children’s movies; Family Literacy Day events; Special events for Visions of Independence, Homeschool Association; “Sounds of the Season” Christmas music in the library presented by local individuals and groups; Santa Claus visit; “Mitten Tree” with donated items going to the Women of Mother Earth Network; Military Family Day at Southport; Thin Air Writer’s Festival - Mark Leiren-Young; Celebrate the Night Glow Stick Story Walk; Winter Wheat Literary Festival; Canada 150 Mosaic Tile Painting; Official 125th Anniversary of Ukrainians in Canada (travelling exhibit); Operation Christmas Child; Big Duck Race (Big Brothers, Big Sisters); Co-operating with Manitoba Genealogical Society; Prairie Prolife Display.
- Display cabinet for other organizations and special events: Doll Collection; Happy 20th Anniversary Pokémon; Star Wars; Model Airplane Club Display; Prairie Ripples Art Tour; Ukrainian Artifacts (125th Anniversary of Ukrainians in Canada); Collectible Comics; Halloween; War Memorabilia (Remembrance Day); Vyshvanka Day Celebration; Christmas.

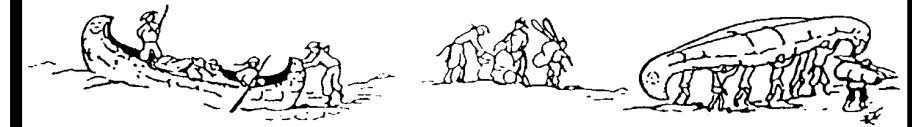
### OUR THANKS TO

- 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, 2016

	2016	2015
<b>REVENUE</b>		
City of Portage la Prairie Grant	264,219	281,219
Donations	3,810	2,093
Interest	2,301	769
Library Receipts	19,564	20,292
Portage la Prairie Revitalization Grant	2,264	1,000
Province of Manitoba - Grants		
Automation	7,010	6,996
Collection Development	5,500	5,500
Cultural	165,929	165,929
Rentals	33,140	28,406
Rural Municipality of Portage Grant	87,500	91,955
	<b>591,237</b>	<b>604,159</b>
<b>EXPENSES</b>		
Amortization	16,691	14,746
Audio-visual	7,464	7,192
Automation - Grant	7,010	6,996
Bank charges	78	58
Books	48,423	49,895
Collection Development	5,500	5,500
Conference and Travel	--	430
Employee Benefits	53,943	58,025
Equipment and Furniture	15,780	3,734
Freight and Postage	3,363	2,534
Garbage Collection	255	1,062
Internet	2,300	2,228
Licenses and Fees	4,789	4,862
Memberships and Licenses	2,165	1,918
Other	6,218	7,405
Periodicals	4,008	2,838
Professional Fees	9,219	7,063
Public relations	6,373	4,179
Rent	20,032	20,032
Repairs and Maintenance	3,655	3,786
Revitalization - Grant	650	2,000
Salaries	364,808	371,517
Supplies	6,057	16,147
Telephone	1,554	2,201
Workers Compensation	2,869	2,376
	<b>593,204</b>	<b>598,724</b>
<b>Excess of revenue over expenses</b>	<b>(1,967)</b>	<b>5,435</b>



# PORTAGE LA PRAIRIE REGIONAL LIBRARY



## 2016 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

<b>BOARD MEMBERS</b>	Evelyn Braun, Chairperson	- City of Portage
	Wayne Wall, 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

<b>STAFF</b>	Percy Gregoire-Voskamp	- Librarian
Full Time	Carole Gregoire-Voskamp	- Computer Technician
	Richard Boehm	- Processing/Lib. Clerk
	Sharon Nichol	- Circulation Manager
	Suzu Laevens	- PR Designer/Book Sale
	La Denna Stanley	

Part Time	Clarice Winter	- Secretary-Treasurer
	Lori Mackedenski	- Acting Programmer

Library Clerks	Sue Middleton	Doris Brooks
	Elena Khemm	Angie McCulloch

Casual	Delnora Rice	Brenda Cornell
	Rosemarie Holtmann	Catherine Archambault
	Jenny Reitz Compere	

Student/Page	*Amy Byers	Candice Blume
	Noah VanDenBussche	Lasha Mackedenski
	*Donnovan Hillman	*Maya Hamm

<b>VOLUNTEERS</b>	Barry Bills	Grace Tully
	Valerie Bills	Evelyn Arnott
	Louise Hewson	Les Green
	Karen Down	Marsha Reitz
	Joyce Scheper	Dorothy Morrish
	Connie Krawec	Walter Kimpton
	Debbi Miles	Betty Morrison
	Linda Leafloor	Carole Lupkowski
	Jim Down	Jerrad Cann
	Dwayne Erickson	

\*Part Year

### CHAIRPERSON'S REPORT

2016 was, once again, another busy year for the Portage la Prairie Regional Library. The statistics in this annual report show the varied ways our library is used. It's far more than just borrowing books, although that continues to be a very important part of what we do.

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 Sport, Culture and Heritage for their financial support. We also very much appreciate the grants received from the 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. We would also like to acknowledge the book and financial donations we received from private donors. Some monetary donations are in memory of citizens who have valued the library during their lifetime.

On behalf of the Board, I would like to take this opportunity to express our appreciation to our staff and management for providing top-quality service and dedication to our library members and the community. Your efforts and commitment are second to none, and we truly appreciate all that you do for our library. We would also like to extend our thanks to each of our volunteers whose dedication plays a special part in making our library the high quality facility it is.

We look forward to a great 2017.

Evelyn Braun,  
Chairperson

### LIBRARIAN'S REPORT

The year did not have an auspicious beginning. City council, without any consultation, reduced our budget by \$17,000. Through the agreement between the two funding municipalities, this incurred an additional reduction of \$4,500 from our Rural Municipality. It would appear that treating money with care, and with an eye to the future, is not a consideration. As an arm's length municipal service, our ability to earn our own income to maintain a healthy reserve fund has been greatly reduced. Greater taxpayer funding will be required in the near future to maintain a quality of service, much earlier than need be.

Our efforts to comply with the new Workplace Safety and Health requirements will be an ongoing project. It has been an interesting, if somewhat uphill battle, to declutter the work areas, to secure shelving properly, to discover just how many chemical products we use for which we need to maintain records, to begin a training process to prevent workplace accidents, and to set up policies and procedures.

In 2016 we replaced our telephone system and ended our fax service. We purchased a new Hitachi projector (paid for in part by the Portage la Prairie Revitalization Corporation) and four more chairs for a seating area. We were able to take advantage of buying into the eMagazine service provided by Zino (RBDigital). This has been well received. As well as expanding the list of magazine titles in 2017, the company will be adding a large selection of audio books to the service.

The library is fortunate in having a Board, staff, and volunteers, whose goal is to provide excellent service. I would like to thank them for their efforts in accomplishing this.

### LIBRARY STATISTICS

Patron Photocopies	3560	Children's Programs/Workshops	29
Internet Copies	12153	Adult Information Sessions	10
Reserved Items	4831	Author Readings/Launches	11
Block Loans	7307	Multi-Purpose Room Uses-Library	139
ILL Borrowed	582	Multi-Purpose Room Uses-Other	107
ILL Loaned	2003	Book/Video Displays	35
Book Sale Income	16095	Cabinet Displays	16
Volunteer Hours	1416	Storytime Sessions	19
Headset Usage	37	Tours/Off Site Presentations	12
Internet Usage	7233	Movie Presentations (adult)	25
Patron Count	91094	Movie Presentations (junior)	10
Reference Questions	5971	Program Attendance (adult)	896
Microfilm Use	78	Program Attendance (junior)	1509
Microfilm Reader Use	28	Wii/Board Game Tournaments	9
Ancestry.com-Searches	1669	Book Club Meetings (Adult)	11
Website Hits	18771	Archive Collection-Books	280
Book Club/Canada Reads	3	Archive Collection-Microfilm	490

## LIBRARIAN'S REPORT (CONT.)

### LIBRARY STATISTICS

<u>COLLECTION</u>	<u>Total 2015</u>	<u>Total 2016</u>
Adult Fiction	24088	24370
Adult Non-Fiction	24256	24302
Junior F. & N.F./YA	21852	22735
Serials (Adult & Junior)	80	81
<b>Print Totals</b>	<b>70276</b>	<b>71488</b>
CD Audio	1567	1510
DVD	6497	6111
<b>Non-Print Totals</b>	<b>8064</b>	<b>7621</b>
<b>Grand Total</b>	<b>78340</b>	<b>79109</b>

<u>CIRCULATION</u>	<u>Total 2015</u>	<u>Total 2016</u>
<b>Print</b>		
Adult Fiction	52463	49989
Adult Non-Fiction	15823	14123
Junior F. & N.F./YA	35527	36981
Serials	7004	6616
<b>Totals</b>	<b>110817</b>	<b>107709</b>
<b>Non-Print</b>		
CD Audio	1054	1104
DVD	4428	4257
<b>Totals</b>	<b>5482</b>	<b>5361</b>
<b>Digital</b>		
E Books	12892	14492
E Magazines	--	429
<b>Grand Total</b>	<b>129191</b>	<b>127991</b>

<u>MEMBERSHIP</u>	<u>Total 2015</u>	<u>Total 2016</u>
<b>Resident</b>		
Adult	5124	5033
Junior	1672	1651
Block	32	35
<b>Total</b>	<b>6828</b>	<b>6719</b>
<b>Non-Resident</b>		
Adult	153	179
Junior	39	69
Block	4	4
<b>Total</b>	<b>196</b>	<b>252</b>
<b>Grand Total</b>	<b>7024</b>	<b>6971</b>
<b>Non-Resident memberships are valid for one year from date of issue.</b>		
	<u>Single</u>	<u>Family</u>
Non-resident memberships	\$15.00	\$35.00
		<u>Block</u>
		\$60.00

Percy Gregoire-Voskamp  
Librarian