

COMMUNITY SERVICES & PUBLIC RELATIONS

- Bulletin board and free use of the multi-purpose room for non-profit organizations.
- Library Home Service.
- Tours for school classes and organizations.
- Proctoring Exams.
- PCI Volunteer Credit Program.
- Visions of Independence Volunteers
- Wi-Fi and public Internet.
- Office Pro 13 suite.
- Ancestry.ca
- Pre-school story time and activities (afternoon and evening).
- Summer reading activities: Summer Reading Kick Off Party; "Tween Arthouse" Summer Story Time (assisted by Constable Sean O'Keefe, Mike Blume, and Angela Roulette); Tuesday 'Funday' (assisted by Lori Carpenter and Anita Hart); Summer Reading Club Windup (Ryan Price Magic); Program draws and prizes.
- Draws for Valentine's Day, Easter, National Aboriginal Day, Halloween and Christmas.
- Book Launches/ Readings: Terrie Todd – "Maggie's War"; Sharon Arksey – "Waiting Place"; Edgar Desjarlais – "J'aime paa lii biib-its!"; Diane Brydon – "Stalwart Brydons"; Keith Bowes – "Angel On My Shoulder"; John Nielsen – "My Art"; Carol Kruk – "Conversations with Roy"; Craig Russell – "Fragment"; Brian Foreman – "I Can't Make Lunch Today" (Sponsored by Central Plains Cancer Care Service); Beth Goobie (TD Children's Book Week); Graham Steele (Thin Air Writer's Festival).
- Adult programs: Book Mending Workshop; 'Get Growing' (Valerie Proctor, Kelley Liezeit and Mick Mansfield); Canada 150 National Film Day Film Festival; Knit in Public Day; Jane Austen Film Festival; Human Library (with the Portage Literacy and Learning Center) – Edgar Desjarlais, John Palmer, Delnora Rice and Shervin Shahidian; Canada Read debates; "Read Between the Frames" movies; Library Book Club.
- Teen programs: Outside the Box Improv Classes (Christopher Kitchen); Teen Paint Night (Olivia Leader); Teen gaming; Board Games; Wii UTournaments and Wii; Dungeons and Dragons.
- Children's activities: Board Game Blitz; CrafterLegoon; Valentine's Party; Easter 'Hoppennings'; Dungeons and Dragons; Star Wars Party (assisted by Paula Yuchuca and Joshua Meier); Storytime "L'Heure du Conte" (in association with PCI Global Issues Student); Musical Story Time (Allison McEwing); Boo at the Library; Decorated Cookie Houses; Mrs. Claus (Linda Paramor).
- Collections and Drives for: Alzheimer Society; Royal Canadian Legion Branch #65; Salvation Army; Portage Family Abuse Prevention Center.
- 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; "Sounds of the Season" music presented by local individuals and groups; Santa Claus visit; "Mitten Tree" (105 donated items sent to the Women of Mother Earth Network; Health and Wellness fair (PCRC); Volunteer Fair (Ecole Crescentview School); Bike Week Tour Guide; Chance 2 Grow – Child & Family Services of Central Manitoba Foundation; Library Garage Sale; Story Stick Workshop (Angela Roulette); Culture on the Crescent; Heartland Associates presentation of "In Search of Canada's Ancient Heartland" by author Barbara Huck and fundraising book sale; Operation Christmas Child; Big Duck Race (Big Brothers, Big Sisters); Co-operating with Manitoba Genealogical Society;
- Display cabinet for organizations and special events: Agriculture Week and Grain Brain Contest (Manitoba Agricultural Office); 40th Anniversary of Star Wars; Citizens on Patrol 25th Anniversary; Prairie Ripples Tour Promotion; Remembrance Day; World Aids Day (Grandmother's Giving); Nativity Collection; Model Train Collection.

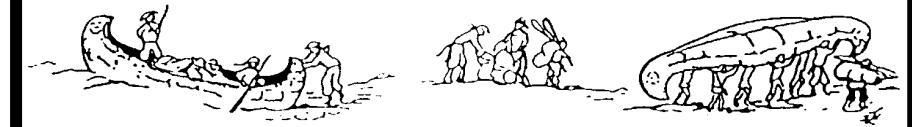
OUR THANKS TO

- Organizations and individuals that donated money, services or new materials.
- 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, 2017

	2016	2017
REVENUE		
City of Portage la Prairie Grant	264,219	264,219
Donations	3,810	1,994
Healthy Child Coalition Grant	--	956
Interest	2,301	3,249
Library Receipts	19,564	18,461
Portage la Prairie Revitalization Grant	2,264	614
Province of Manitoba - Grants		
Automation	7,010	6,902
Collection Development	5,500	5,500
Cultural	165,929	165,929
Rentals	33,140	30,071
Rural Municipality of Portage Grant	87,500	87,500
	591,237	585,395
EXPENSES		
Amortization	16,691	22,559
Audio-visual	7,464	6,383
Automation - Grant	7,010	6,902
Bank charges	78	55
Books	48,423	47,826
Collection Development	5,500	5,500
Conference and Travel	--	789
Employee Benefits	53,943	54,247
Equipment and Furniture	15,780	3,464
Freight and Postage	3,363	3,049
Garbage Collection	255	543
Healthy Child Coalition	--	348
Internet	2,300	2,267
Licenses and Fees	4,789	4,061
Memberships and Licenses	2,165	2,638
Other	6,218	2,097
Periodicals	4,008	5,749
Professional Fees	9,219	7,063
Public relations	6,373	3,990
Rent	20,032	20,032
Repairs and Maintenance	3,655	4,655
Revitalization - Grant	650	--
Salaries	364,808	385,245
Supplies	6,057	8,465
Telephone	1,554	1,555
Workers Compensation	2,869	2,881
	593,204	602,391
Excess of revenue over expenses	(1,967)	(16,996)



PORTAGE LA PRAIRIE REGIONAL LIBRARY



2017 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
	Wayne Wall, Councillor	- City of Portage
	Roy Tufford, Councillor	- RM of Portage
	Patti Case, Vice-Chair	- RM of Portage
	Patricia Brown	- RM of Portage
	Dorothy Morrish	- City of Portage
STAFF	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	*Elaine Bradley
	*Charlene Hadley	
Term	Camilla Kinnear	
Student/Page	*Lasha Mackedenski	Candice Blume
	Noah VanDenBussche	Maya Hamm
	*Tyjiri Wing	*Jasmine Striemer
VOLUNTEERS	Barry Bills	Grace Tully
	Valerie Bills	Evelyn Arnott
	Louise Hewson	Stephanie Christianson
	Karen Down	Marsha Reitz
	Joyce Scheper	Dorothy Morrish
	Connie Krawec	Walter Kimpton
	Debbi Miles	*Betty Morrison
	*Linda Leafloor	Carole Lupkowski
	Jim Down	Jerrad Cann
	*Part Year	Dwayne Erickson

REPORT FROM BOARD CHAIR

2017 was, once again, a busy year for the Portage la Prairie Regional Library. The statistics in this annual report show the varied ways our library is used.

The Board wishes to thank the City of Portage la Prairie, the Rural Municipality of Portage la Prairie and the Province of Manitoba - Department of Sport, Culture and Heritage for their financial support. We also very much appreciate the grant we received from the Healthy Child Coalition. 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. Each contribution is truly valued.

Every facility which serves large numbers of people will have issues which must be dealt with. The library is no different. The Board appreciate the way our Librarian and staff have wisely dealt with various issues this past year.

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 another great year.

Evelyn Braun, Chair

LIBRARIAN'S REPORT

The Board participated in the environmental scan and survey question portion of the Provincial Policy Review. As for me, I took part in the Steinbach group meeting. The event was valuable in that we were able to share our opinions, although the process itself was rather stilted. In July, the library was invited to the cultural review, hosted in Portage la Prairie by the Minister. Unfortunately, the results of these efforts have yet to be released.

A good portion of the year was spent dealing with issues of harassment and safety. This ranged from the garbage bin being set on fire, to alleged harassment using our public library computers via Facebook. Many individuals having social issues also became a cause of concern.

In light of these difficulties, we sought guidance from the RCMP regarding the Public Trespass Act. This was to determine the circumstances when a phone call to the police would be appropriate. As a result, the Board passed a Library Code of Conduct regarding patron behavior, and a Harassment Prevention Policy. Additionally, we installed silent alarms and a peep-hole on our staff entrance door. We also removed the locks on our public washroom doors to circumvent issues the locked doors allowed.

On a happier note, we replaced the 19 staff computers (also upgraded to Office Suite 16) and our 10½ year old photocopier. In addition, we purchased a spine label printer and a cordless phone. After a great deal of investigation and the concern expressed by a number of patrons with visual issues, we opted to join the service provided by the Centre for Equitable Library Access (A service formerly provided by the C.N.I.B.). We also started the process of upgrading our internal signage as recommended by the Community Places Facilities Accessibility Report.

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

LIBRARY STATISTICS

Patron Photocopies	3265	Children's Programs/Workshops	33
Internet Copies	10361	Adult Information Sessions	10
Reserved Items	4713	Author Readings/Launches	11
Block Loans	7996	Multi-Purpose Room Uses-Library	162
ILL Borrowed	728	Multi-Purpose Room Uses-Other	108
ILL Loaned	2581	Book/Video Displays	47
Book Sale Income	15571	Cabinet Displays	13
Volunteer Hours	1337	Storytime Sessions	25
Headset Usage	33	Tours/Off Site Presentations	13
Internet Usage	6460	Movie Presentations (adult)	18
Patron Count	97143	Movie Presentations (junior)	18
Reference Questions	6104	Program Attendance (adult)	740
Microfilm Use	49	Program Attendance (junior)	1935
Microfilm Reader Use	14	Wii/Board Game Tournaments	19
Ancestry.com-Searches	3659	Book Club Meetings (Adult)	12
Website Hits	22250	Archive Collection-Books	275
Book Club/Canada Reads	3	Archive Collection-Microfilm	490

LIBRARIAN'S REPORT (CONT.)

LIBRARY STATISTICS

<u>COLLECTION</u>	<u>Total 2016</u>	<u>Total 2017</u>
Adult Fiction	24370	24070
Adult Non-Fiction	24302	24808
Junior F. & N.F./YA	22735	21872
Serials (Adult & Junior)	81	85
Print Totals	71488	70835
CD Audio	1510	1736
DVD	6111	6247
Non-Print Totals	7621	7983
Grand Total	79109	78818

<u>CIRCULATION</u>	<u>Total 2016</u>	<u>Total 2017</u>
Print		
Adult Fiction	49989	50625
Adult Non-Fiction	14123	14731
Junior F. & N.F./YA	36981	34626
Serials	6616	6080
Totals	107709	106062
Non-Print		
CD Audio	1104	998
DVD	4257	4122
Totals	5361	5120
Digital		
E Books	14492	14119
E Magazines	429	1085
Grand Total	127991	126386

<u>MEMBERSHIP</u>	<u>Total 2016</u>	<u>Total 2017</u>
Resident		
Adult	5033	5532
Junior	1651	1789
Block	35	38
Total	6719	7359
Non-Resident		
Adult	179	223
Junior	69	87
Block	4	4
Total	252	314
Grand Total	6971	7673
Non-Resident memberships are valid for one year from date of issue.		
	<u>Single</u>	<u>Family</u>
Non-resident memberships	\$15.00	\$35.00
		<u>Block</u>
		\$60.00

Percy Gregoire-Voskamp
Librarian