

2020 Portage la Prairie Regional Library Board Members

January—November

Chair: Evelyn Braun (City of Portage la Prairie representative)

Vice-Chair: Patti Case (RM of Portage la Prairie representative)

Secretary/Treasurer: Clarice Winter

James Kostuchuk (City of Portage la Prairie representative)*

Patricia Brown (RM of Portage la Prairie representative)

Wayne Wall (City of Portage la Prairie councilor representative)

Arnold Verwey (RM of Portage la Prairie councilor representative)

*resigned in October

2020 Portage la Prairie Regional Library Board Members

November—December

Secretary/Treasurer: Clarice Winter

Sharilyn Knox (City of Portage la Prairie Council Representative)

Kevin Blight (RM of Portage la Prairie Council Representative)

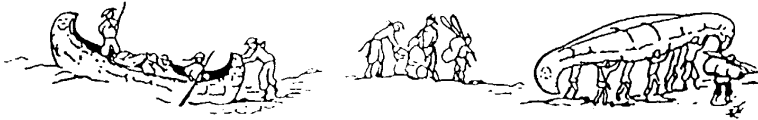
Joe Masi (City of Portage la Prairie representative)

Robert Beckley (RM of Portage la Prairie representative)

Leta Maksymyk (City of Portage la Prairie representative)

Bryan Dion (RM of Portage la Prairie representative)

| PORTAGE LA PRAIRIE REGIONAL LIBRARY | | |
|--|----------|----------|
| STATEMENT OF OPERATIONS FOR THE YEAR ENDED DECEMBER 31, 2020 | | |
| | 2020 | 2019 |
| REVENUE | | |
| Amortization of deferred contributions | 614 | 614 |
| City of Portage la Prairie grant | 264,219 | 264,219 |
| Donations | 2,000 | 1,523 |
| Federal grants | -- | 3,380 |
| Interest | 2,364 | 3,784 |
| Library receipts | 10,840 | 18,952 |
| Other grant | 1,624 | -- |
| Province of Manitoba - grants | | |
| Automation | 7,696 | 7,710 |
| Bridge | 5,000 | -- |
| Collection Development | 5,500 | 5,500 |
| Cultural | 172,372 | 172,372 |
| Heritage | 1,980 | -- |
| Rentals | 11,333 | 24,166 |
| Revitalization grant | 2,957 | -- |
| Rural Municipality of Portage la Prairie grant | 87,500 | 87,500 |
| | 575,999 | 589,720 |
| EXPENSES | | |
| Advertising | 900 | -- |
| Amortization | 4,040 | 13,740 |
| Audio-visual | 1,178 | 3,267 |
| Automation - grant | 7,696 | 7,710 |
| Bank charges | 106 | 61 |
| Books | 37,106 | 33,968 |
| Canada Summer Jobs | -- | 3,916 |
| Collection development | 5,500 | 5,500 |
| Conference and travel | -- | 114 |
| Contribution to Community Foundation | 11,295 | 11,318 |
| Employee benefits | 59,036 | 55,164 |
| Equipment and furniture | 443 | 5,096 |
| Freight and postage | 2,013 | 2,315 |
| Garbage collection | 1,259 | 881 |
| Heritage Grant | 1,350 | 636 |
| Internet | 2,677 | 2,367 |
| Licenses, memberships and fees | 3,532 | 8,445 |
| Other | 1,318 | 5,650 |
| Periodicals | 2,454 | 5,072 |
| Professional fees | 7,000 | 7,301 |
| Programming | 1,660 | 2,219 |
| Rent | 24,603 | 22,381 |
| Repairs and maintenance | 5,109 | 1,545 |
| Revitalization-grant | 2,754 | -- |
| Salaries | 416,008 | 440,813 |
| Supplies | 6,544 | 3,759 |
| Telephone | 1,714 | 1,644 |
| Training and education | 67 | 303 |
| Workers Compensation | 2,623 | 2,421 |
| | 609,985 | 647,296 |
| Excess of revenue over expenses | (33,986) | (57,576) |



PORTAGE LA PRAIRIE
REGIONAL LIBRARY

2020
ANNUAL REPORT



Serving the Communities of:

City of Portage la Prairie
Population - 13,304

Rural Municipality of Portage la Prairie
Population - 6,975

2020 Chair Report

On behalf of the Portage Regional Library Board of Directors, I am pleased to submit our 2020 annual report.

The Board was appointed in November 2020 by the City and Rural Municipality of Portage la Prairie. All 6 board members appointed were completely new from the previous board, but the composition of the board remained the same. There are two citizen representatives and a Council member appointed by both the City of Portage la Prairie and the Rural Municipality of Portage la Prairie. I would like to thank both councils for their trust in us as we guide the Library over the next year.

I would also like to express my sincere thanks to my fellow board members for their dedication and commitment to the Portage Regional Library. The board members include Bryon Dion, Vice Chair and RM of Portage la Prairie citizen representative, Rob Beckley, RM of Portage la Prairie citizen representative, Kevin Blight, Council representative, RM of Portage la Prairie, Leta Maksymyk, citizen representative, City of Portage la Prairie, and Sharilyn Knox, Council representative, City of Portage la Prairie.

Although we were appointed near the end of 2020, our board began looking at a number of policy areas and issues facing the library. One of those issues was to begin the recruitment of a new Head Librarian. We changed the title to Library Director to emphasize the importance of and the need for a candidate with both library experience and management skills. After a thorough recruitment process, the Board appointed Jen Kendall to the position of Library Director. We welcome Jen to our community and look forward to working with her in making the Portage Regional Library a strong, sustainable and important part of our community.

Our board looks forward to a successful 2021 for the Portage Regional Library.

Sincerely,

Joe Masi
Chair; City of Portage la Prairie Citizen representative

2020 Librarian’s Report

2020 was a year of hardships, difficulties, and challenges that tested us all.

In early March, the provincial government declared that cases of COVID-19, the viral pandemic which had its first reported case in December 2019, were discovered in Manitoba. Shortly afterwards, the whole province went into lockdown for six weeks, which meant the Library was completely closed to the public and non-essential staff for much of that time. During this time the Library made many temporary and permanent changes to operations, in order to allow individuals access to the Library’s online collection of materials.

In mid-May, the Library began to offer pickup service for Library users, and in early September in-person service began again. Unfortunately, a drastic surge in confirmed cases occurred during the fall in Manitoba, forcing the Library to again close to the public in early November and through the rest of 2020, with only pickup service being available to Library users during this time.

At the same time the Library had to close again to the public in November, both the City and RM councils appointed brand new council and citizen representatives to the Library Board, with the appointments being made effective immediately.

I wish to thank the community for their continual patronage, for without their support the Library would no longer exist, my library colleagues throughout the province who provided support and advice during these trying times, and to all the volunteers who so graciously give their time to help support library operations.

Most importantly, I wish to give my sincerest gratitude to the Library staff. Many of them have faced incredibly harsh difficulties this year, but in spite of these and the myriad of difficulties placed in front of them on a regular basis they continue to serve their community as well as they are able to. I respectfully request that the Portage community support them in these trying times as much as they continue to support the Portage community.

Richard Bee, MLIS
Head Librarian

2020 Library Statistics

New Additions to the Library Collection in 2020

| | |
|----------------------|-------|
| CD Audiobooks | 8 |
| DVDs | 91 |
| Junior books | 454 |
| Junior Primary books | 335 |
| Young Adult books | 197 |
| Adult books | 1,696 |
| Total new additions | 2,781 |

Total Circulation Statistics in 2020

| | |
|----------------------|--------|
| CD Audiobooks | 528 |
| DVDs | 3,082 |
| Junior books | 11,314 |
| Junior Primary books | 10,232 |
| Young Adult books | 3,326 |
| Adult books | 38,812 |
| Interlibrary loans | 1,260 |

Electronic materials

Total 2020 circulation

Total Library Memberships in 2020

| | |
|---------------------------|-------|
| Resident memberships | 6,542 |
| Non-Resident memberships | 259 |
| Total library memberships | 6,801 |