



## **AGENDA** **84<sup>th</sup> ANNUAL GENERAL MEETING 2020**

**Date: Monday, June 2, 2020 at 7:00 pm**

**Location: Virtual Meeting**

Presiding: Kerry Macdonald, Acting MLA President for 2019-2020

1. Welcome
2. Verification of Quorum
3. Approval of Agenda

**Resolution 2020-01:** That the agenda for the 2020 Annual General Meeting of the Manitoba Library Association be approved.

4. Approval of the Minutes of the 2019 Annual General Meeting.

**Resolution 2020-02:** That the Minutes of the 2019 MLA Annual General Meeting held June 3, 2019 be approved.

5. President's Report – Kerry Macdonald

**Resolution 2020-03:** That the President's Report be accepted as received.

6. Treasurer Report and Financial Report – Kelly Murray

**Resolution 2020-04:** That the Treasurer Report be accepted as received.

**Resolution 2020-05:** That the membership accept the Audited Financial Statement of August 31, 2019.

7. Election of Board of Directors – Kerry Macdonald  
Presentation of Slate and Call for Nominations from the Floor

**Resolution 2020-06:** That the membership accepts the slate of candidates as presented to serve as the Board of Directors.

8. MLA Strategic Plan 2020-2024 - Kerry Macdonald

9. Closing Remarks

10. Adjournment

# MINUTES

## 83<sup>rd</sup> ANNUAL GENERAL MEETING 2019

**Date: Monday, June 3, 2019**

**Location: Millennium Library, Carol Shields Auditorium (251 Donald Street, Winnipeg, Manitoba)**

Presiding: Kerry Macdonald, MLA President for 2018-2019

Secretary: Kathleen Williams

1. Welcome: Kerry Macdonald
  - Call to order 6:32 pm
  - Trevor Surgenor brought greetings on behalf of the Public Library Services Branch, Province of Manitoba.
2. Verification of Quorum
  - 19 active members present (17 in person and 2 online). Quorum is 15. Quorum is verified.
3. Approval of Agenda

**Resolution 2019-01:** That the agenda for the 2019 Annual General Meeting of the Manitoba Library Association be approved.  
*Moved: Kelly Murray. Seconded: Svitlana Maluzynsky. Passed.*
4. Approval of the Minutes of the 2018 Annual General Meeting.

**Resolution 2019-02:** That the Minutes of the 2018 MLA Annual General Meeting held June 1, 2018 be approved.  
*Moved: Donna Kormilo. Seconded: Brian Rountree. Passed.*
5. President's Report – Kerry Macdonald

Kerry presented on some of the highlights of MLA over the past year:

  - converting all financials to Quickbooks
  - purchasing Wild Apricot for memberships/communication
  - creation of a Board Handbook
  - new subtenant of AMA (Association of Manitoba Archives) with possible partnership opportunities
  - two successful online webinars and social event
  - a strong year with an excellent board of amalgamated strength of library workers, trustee, library tech for the new MLA

**Resolution 2019-03:** That the President's Report be accepted as received.  
*Moved: Ebony Novakowski. Seconded: Kelly Murray. Passed.*
6. Treasurer Report and Financial Report – Kelly Murray

Kelly presented her report of highlights:

  - moved all financials to Quickbooks from outdated Excel

- received and entered The Winnipeg Foundation grant towards MLA office improvements that Kerry Macdonald had submitted and successfully was granted
- changed to new auditors
- met with CRA for a review of our files and for they provided information on charitable status requirements

**Resolution 2019-04:** That the Treasurer Report be accepted as received.  
*Moved: Andrew Robert. Seconded: Svitlana Maluzynsky. Passed.*

**Resolution 2019-05:** That the membership acknowledges that they have received the Audited Financial Statement as of August 31, 2018.  
*Moved: Donna Kormilo. Seconded: Remi Fontaine. Passed.*

#### 7. New MLA By-Laws – Alix-Rae Stefanko

- MLA, MALT and MLTA came together to form a new Manitoba Library Association. The work of coming together included identifying governance documents to revise.
- Proposed cleanup of By-Laws presented. Membership agreed to review all changes at once with one vote to pass.
- Proposed updates to MLA By-Law reviewed for changes including updating wording on memberships (inc. strike out of honorary members); update wording on Rules of Order.
- Membership noted article 31 needs to be updated to match updates in article 32.

**Resolution 2019-06:** That the revised By-Laws for the Manitoba Library Association be approved as presented with additional update to article 31.  
*Moved: Donna Kormilo. Seconded: Svitlana Maluzynsky. Passed.*

- There is still work to be done on the by-laws and governance documents including new Policies. A working group is needed to finalize this work.

**Resolution 2019-07:** That a Governance Working Group be struck to draft Policies and recommend further changes to the MLA By-Laws, including a review of membership types and fee structures.  
*Moved: Jaime Orr. Seconded: Andrew Robert. Passed.*

#### 8. Election of Board of Directors – Kerry Macdonald

Presentation of Slate and Call for Nominations from the Floor. No names were put forward from the floor. Question on how MLA will fill vacancies. Kerry Macdonald indicated it is a challenge. MLA has enough people to move forward, however we need more people in membership to take on roles. Interested members can be appointed as interim until next AGM.

- Kerry Macdonald thanked all outgoing Board members for their significant contributions to MLA over the past year, including Kirsten Wurmman as chair of the Prison Libraries Committee.

Presented Slate of 2019-2020 Board Members:

- President: vacant
- Vice President: vacant
- Past-President: Kerry Macdonald (and to act as President)
- Communications Director: Svitlana Maluzynsky (new)
- Website Director: Breanne Bannerman (continuing)
- Memberships Director: Alan Chorney (continuing)
- Professional Development Director: Mê-Linh Lê (continuing)
- Advocacy: vacant
- Treasurer: Kelly Murray (continuing)
- Secretary: vacant
- Trustees: Andrew Robert (continuing)
- Technicians: Brad Rogowsky (new)

**Resolution 2019-08:** That the membership accepts the slate of candidates as presented to serve as the Board of Directors.

*Motion: Ebony Novakowski. Seconded: Cody Deserranno. Passed.*

- Kerry would also like to thank the Communications Subcommittee for stepping up and filling the Communications Director role (Jaime Orr, Meg Antoine) as well as Remi Fontaine for MLA News.
- Thanks as well to the Prison Libraries Committee for their volunteer efforts and winning the Premier's Volunteer Award for their work this spring, 2019.

9. Other Business

- No new business added.

10. Closing Remarks

- Congratulations to our 2019 Student Scholarship Award winners: Sarah Stettinger, Liam Stubson, Caraleigh Heinrich, Elliot Hanowski, Emily Kroeker, Laura Smith
- A reminder of our next Talk and Tour event at Transcona Library on date/time.
- Alix-Rae Stefanko spoke on the 2020 Conference. Manitoba is marking 150 years in 2020. MLA will hold its conference Monday/Tuesday April 6-7, and CFLA will be holding their National Forum on April 8. This is CFLA's second National Forum and the partered co-located conferences will greatly benefit Manitoba library workers to attend.
- Kerry asked for members to stay for a presentation about the Prison Libraries Committee and the reveal of the new MLA logo – the logo was designed by Relish Design with input from membership.

11. Adjournment at 7 pm

*Motioned to adjourn: Brian Rountree. Seconded: Ebony Novakowski. Passed.*

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## **2019-2020 President's Report to Membership**

MLA continued to provide leadership and effort in this second year following the amalgamation of MLA, MLTA and MALT. The work done this past year supported efforts in the area of advocacy, professional development and communication.

This past year, the Communications Team (Jaime Orr, Rémi Fontaine, Meg Antoine), under the direction of Svitlana Maluzynsky, (Past) Communications Director, focused on increasing MLA presence on social media. Alan Chorney, Membership Director, successfully finished implementing Wild Apricot, a membership based software program (versus tracking membership in Excel), allowing for greater access to members through form emailing and member tracking. At the time of set-up, the Membership Coordinator worked closely with the Communications Team in an attempt to ensure that MLA members were receiving MLA News.

Professional development was a key focus of the Association in 2019. We were successful in our proposal to the Canadian Federation of Library Associations (CFLA-FCAB) to co-host the National Forum 2020 in Winnipeg in conjunction with the Manitoba Libraries Conference (MLC). The MLC Planning Committee dedicated much time and effort in order to host an engaging conference in April 2020. In the end, the conference was sadly postponed due to COVID-19. The Board has decided to hold the next conference in keeping with the regular schedule of 2022. Andrew Robert, Chair of the Library Trustees Division, planned a board governance workshop with Volunteer Manitoba. This was to be held in March 2020 in Brandon. Unfortunately, this was also postponed due to COVID-19. The Board is looking forward to hosting a one-day online event in fall of 2020.

Despite the vacant role of Advocacy Director, MLA was extremely busy in 2019 with advocacy efforts. Advocacy efforts this year included, but were not limited to:

- advocacy letter regarding cuts to OLS-N and SOLS in Ontario.
- advocacy letter regarding continued funding to Alberta public libraries.
- invitation extended to Honorable Cathy Cox to attend an MLA event where rural public library professionals would be in attendance.
- social media (informational and member engagement) posts regarding key library issues in Manitoba and Canada.
- advocacy (various) concerning the City of Winnipeg proposed budget cuts and implications for Winnipeg Public Library.
- advocacy (various) concerning the Provincial budget and funding for libraries and library supports.

All advocacy related letters and responses are listed on the MLA website.



Other highlights from 2019 to early 2020 include:

- MLA purchased Zoom meeting software, which proved useful for allowing rural Board members to join meeting online and was instrumental in allowing the Board to move entirely online when COVID-19 hit.
- MLA was successful in receiving an operating grant of \$9,000 from the Public Library Services Board.
- The Prison Libraries Committee successfully created and published the *Create* Chapbook, a collection of stories, poetry and artwork created by individuals at the Women's Correctional Centre. This work was highlighted in the Winnipeg Free Press in September 2019.
- MLA received a \$6580 grant from The Winnipeg Foundation in October 2019 to go through a strategic planning process with a contractor from Community Futures. This process included a ½ day training session on recruitment and governance for the Board, a ½ day strategic planning session for the Board, and a survey to the Manitoba library community. The result is a five year strategic plan that will allow MLAs efforts to continue through the years despite the annual/semi-annual change in Board members.
- The President participated in, and represented MLA, at the annual January 2019 and August 2019 meetings for The Partnership, Canada's national network of provincial and territorial associations.
- MLA was proudly represented on CFLA-FCAB Committees as follows:
  - CFLA-FCAB Copyright Committee - Brianne Selman, Ebony Novakowski
  - CFLA-FCAB Cataloguing and Metadata Standards Committee - Stacey Lee
  - Indigenous Matters Committee - Monique Woroniak
- The MLA Board, under the leadership of Andrew Robert, Trustees Division Chair, spearheaded a number of initiatives to help Manitoba libraries during COVID-19, including supporting the sharing of information via MLA News and on the website as well as facilitating the sharing of best practices through online webinars and meetings.

It has been a pleasure working with the Board through 2019 and into 2020. I'm truly honoured to have been able to work with so many great people that are committed to serving their communities and advancing libraries and library services.

*Respectfully Submitted on June 2, 2020 by:*



*Kerry Macdonald, Past President/Acting President*

**Treasurer's Report for 2018-2019**  
**Submitted by: Kelly Murray, MLA Treasurer**

Reid and Miller conducted the 2018-19 audit and continue to be MLA's auditor.

2018-2019 Audited Fiscal Year Totals

Revenue           \$27,412

Expenditures   \$26,126

Surplus           \$ 1,286

Accounts as of September 1, 2019:

MLA Chequing           \$79,994.56

MLA PayPal             \$ 1,098.99

MLA Savings            \$ 5,000.00

**MANITOBA LIBRARY ASSOCIATION INC.**

**WINNIPEG, MB**

**AUGUST 31, 2019**



## **Independent Auditor's Report**

To the Board Members of;  
MANITOBA LIBRARY ASSOCIATION INC.

### **Opinion**

We have audited the accompanying financial statements of Manitoba Library Association Inc., which comprise the balance sheet as at August 31, 2019, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the organization as at August 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

### **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Manitoba Library Association Inc.'s internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Manitoba Library Association Inc.'s ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause Manitoba Library Association Inc. to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

December 15, 2019  
Winnipeg, Manitoba



Chartered Professional Accountants Inc

**MANITOBA LIBRARY ASSOCIATION INC.****BALANCE SHEET**

AS AT AUGUST 31

	2019	2018
	\$	\$
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash	81,074	63,812
Short-term investment (note 3)	5,000	-
Accounts receivable (note 4)	428	9,870
Prepaid expenses	1,132	250
	<u>87,634</u>	<u>73,932</u>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued liabilities (note 5)	2,821	2,430
Deferred income	12,025	-
	<u>14,846</u>	<u>2,430</u>
<b>NET ASSETS</b>		
<b>UNRESTRICTED NET ASSETS</b>	<u>72,788</u>	<u>71,502</u>
	<u>87,634</u>	<u>73,932</u>
<b>OVERDRAFT PROTECTION (note 7)</b>		

Approved on Behalf of the Board

Kerry Macdonald Director  
Kelly Murray Director

The accompanying notes are an integral part of these financial statements

Reid &amp; Miller Chartered Professional Accountants Inc.

**MANITOBA LIBRARY ASSOCIATION INC.****STATEMENT OF REVENUE AND EXPENDITURE****FOR THE YEAR ENDED AUGUST 31**

	2019	2018
	\$	\$
<b>REVENUE</b>		
Amalgamation	-	15,529
Conferences	-	83,521
Donations	460	440
Fundraising	1,515	970
Memberships	7,195	6,500
Miscellaneous	705	867
Royalties and subscriptions	784	268
Partnerships	644	714
Province of Manitoba grant	9,000	6,300
Rental income	1,656	1,154
Winnipeg Foundation grant	5,453	-
	<u>27,412</u>	<u>116,263</u>
<b>EXPENDITURE</b>		
Advertising and promotion	858	384
Awards and scholarships	550	850
Book purchases	-	9,030
Conferences and meetings	1,080	56,906
Professional fees	7,386	3,635
Insurance	1,413	1,253
Interest and service charges	178	1,484
Office and sundry	1,917	1,977
Project grants - Winnipeg Foundation	6,751	-
Rent	3,255	3,255
Subcommittees and interest groups	1,150	3,577
Travel	1,588	3,608
	<u>26,126</u>	<u>85,959</u>
<b>EXCESS OF REVENUE OVER EXPENDITURE</b>	<u>1,286</u>	<u>30,304</u>

The accompanying notes are an integral part of these financial statements

**MANITOBA LIBRARY ASSOCIATION INC.**

**STATEMENT OF CHANGES IN NET ASSETS**

	Year Ended August 31	
	2019 Total	2018 Total
	\$	\$
<b>NET ASSETS</b>		
<b>Balance, beginning of year</b>	71,502	41,198
<b>Excess of revenue over expenditure</b>	<u>1,286</u>	<u>30,304</u>
<b>Balance, end of year</b>	<u><u>72,788</u></u>	<u><u>71,502</u></u>

The accompanying notes are an integral part of these financial statements

Reid & Miller Chartered Professional Accountants Inc.

**MANITOBA LIBRARY ASSOCIATION INC.**

**STATEMENT OF CASH FLOWS**

	Year Ended August 31	
	2019	2018
	\$	\$
<b>CASH PROVIDED BY (USED FOR) THE FOLLOWING ACTIVITIES</b>		
<b>OPERATING</b>		
Excess of revenue over expenditure for the year	1,286	30,304
Net changes in non-cash working capital affecting operations ( <i>note 6</i> )	<u>15,976</u>	<u>(14,411)</u>
	<u>17,262</u>	<u>15,893</u>
<b>INCREASE IN CASH RESOURCES</b>	17,262	15,893
<b>CASH RESOURCES, BEGINNING OF YEAR</b>	<u>63,812</u>	<u>47,919</u>
<b>CASH RESOURCES, END OF YEAR</b>	<u><u>81,074</u></u>	<u><u>63,812</u></u>

The accompanying notes are an integral part of these financial statements

Reid & Miller Chartered Professional Accountants Inc.

# MANITOBA LIBRARY ASSOCIATION INC.

## NOTES TO THE FINANCIAL STATEMENTS

August 31, 2019

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### 1. PURPOSE OF ORGANIZATION

Manitoba Library Association is a not-for-profit organization that provides leadership in the promotion, development and support of library and information services in Manitoba for the benefit of MLA members, the library and information community and the citizens of Manitoba.

Under the Income Tax Act for Canada, the corporation qualifies as a charity and is exempt from income tax under Section 149 (1).

### 2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. Outlined below are those policies considered particularly significant for the organization.

#### a) REVENUE RECOGNITION

Membership dues are recognized in the period that they relate and when collection is reasonably assured.

Annual general meeting and conference revenue are recognized when the events are presented and when collection is reasonably assured. Amounts received prior to the events occurring are recorded as deferred revenue.

Materials and other revenue are recognized when delivery has occurred, the price is fixed or determinable and when collection is reasonably assured.

#### b) TANGIBLE CAPITAL ASSETS

Operating assets of a capital nature, furniture and equipment and library collections are charged to operations in the year of acquisition. Accordingly, amortization is not provided for these items in the accounts.

#### c) MEASUREMENT UNCERTAINTY

When preparing financial statements according to Canadian accounting standards for not-for-profit organizations, the organization makes estimates and assumptions relating to reported amounts of revenue and expenses, reported amounts of assets and liabilities and disclosure of contingent assets and liabilities.

Management's assumptions are based on a number of factors, including historical experience, current events and actions that the organization may undertake in the future, and other assumptions that we believe are reasonable under the circumstances. Actual results could differ from those estimates under different conditions and assumptions. Estimates were used when accounting for certain items, such as impairment of long-lived assets.

# MANITOBA LIBRARY ASSOCIATION INC.

## NOTES TO THE FINANCIAL STATEMENTS

August 31, 2019

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### d) FINANCIAL INSTRUMENTS

#### Measurement of financial instruments

The organization initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument.

The organization subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in the statements of operations in the period incurred. Financial assets measured at amortized cost include cash, amounts receivable and fixed income investments.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities. Financial assets measured at fair value include equity instruments that are quoted in an active market.

#### Impairment

At the end of each reporting period, the organization assesses whether there are any indications that a financial asset measured at amortized cost may be impaired. Objective evidence of impairment includes observable data that comes to the attention of the organization, including but not limited to the following events: significant financial difficulty of the issuer; a breach of contract, such as a default or delinquency in interest or principal payments; or bankruptcy or other financial reorganization proceedings.

When there is an indication of impairment, the organization determines whether a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from the financial asset.

### 3. SHORT-TERM INVESTMENT

	2019	2018
	\$	\$
Term deposit bearing interest at 2.05%, maturing December 14, 2020	5,000	-

### 4. ACCOUNTS RECEIVABLE

	2019	2018
	\$	\$
Goods and Services Tax receivable	428	2,620
Trade account receivables	-	7,250
	428	9,870

### 5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2019	2018
	\$	\$
Accounts payable and accrued liabilities	2,820	2,430



# MANITOBA LIBRARY ASSOCIATION INC.

## NOTES TO THE FINANCIAL STATEMENTS

August 31, 2019

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### 6. CASH FLOW STATEMENT

	2019	2018
	\$	\$
Net changes in non-cash working capital affecting operations		
Short-term investment	(5,000)	-
Accounts receivable	9,442	(8,437)
Prepaid expenses	(882)	250
Accounts payable and accrued liabilities	391	(6,224)
Deferred income	12,025	-
	<u>15,976</u>	<u>(14,411)</u>

### 7. FINANCIAL INSTRUMENTS

The Organization's financial instruments consist of cash and cash equivalent, short-term investments, accounts receivables and accounts payables and accrued liabilities. Unless otherwise noted, it is management's opinion that the organization is not exposed to significant credit, liquidity, or market risks arising from these financial instruments. Market risks result from changes in interest rates, exchange rates of foreign currencies and market prices of financial instruments.

### 8. ANNUAL RETURN

The centre has filed their 2018 annual return and the corporation is in good standing. This was confirmed with the Manitoba Corporations Branch.

### 9. COMPARATIVE FIGURES

The comparative figures have been reclassified to conform with the current year presentation.



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