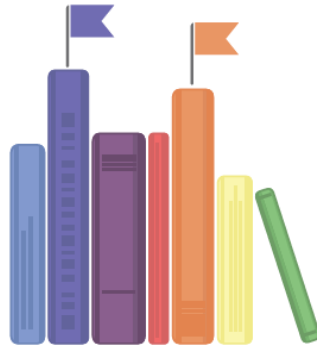


Twice Upon a Time
Free books for Ottawa kids



Il etait deux fois
Livres gratuits pour les enfants d'Ottawa

2016 Annual Report Twice Upon a Time Annual General Meeting February 19, 2017

Vision: To create welcoming storefronts where children will be able to browse and choose a book of their own to keep, each time they visit.

Mission: Twice Upon a Time provides free books to children from birth to twelve years old to support early literacy skills and foster a love of reading through book ownership.

Twice Upon a Time had a very successful second full year of operations, giving away 6111 free books to 2817 children in Ottawa at its five locations and at local community events. A breakdown of the demographics at our locations is included in Appendix 1.

We are open weekly at the Overbrook Community Centre, continuing our Saturday hours there from 11:30 a.m. - 1:30 p.m., and this year we added Wednesday evening hours, from 4:30 - 6:30 p.m. An average of 19 books is given away at each of our visits to the community centre – that's 40 books a week!

We also provide books to children attending programs at:

1. Ottawa Community Housing Confederation Court Community House, where we give away around 200 books each month;
2. The Don McGahan Clubhouse, Boys & Girls Club of Ottawa, where we give away around 100 books each month; and,
3. The Taggart YMCA Housing Office, where we give away an average of 20 books each month.

Lastly, we also provide books to our partners at Heartwood House, where our bookshelf is supported by student volunteers from People, Words and Change, who give away an average of 9 books each week.

In 2016, we attended several special events and provided books for a number of community initiatives, including:

- The graduation ceremony for preschool students in the Home Instruction for Parents of Preschool Youngsters (HIPPY) program in Vanier (50 books)
- Attawapiskat First Nation (150 books)
- The Catholic Immigration Centre daycare for the children of government-sponsored refugees (80 books)
- The Early Years Information Fair (39 books)
- The Lowertown Community Resource Centre's children's summer reading program (120 books)
- The Caring and Sharing Exchange Backpack Program (500 books)
- The Boys & Girls Club of Ottawa's Camp Smitty (311 books)

We also provided vouchers to the Snowsuit Fund and the Let's Read Together program at the Somerset West Community Health Centre. We promoted the visibility of Twice Upon a Time to potential visitors via our quarterly ad for our Overbrook Community Centre hours in the *Overbrook News*.

Our Board of Directors was busy this year: most notably, our executive team, led by Vice-president Jennifer Walker, filed the required papers in order to obtain status for Twice Upon a Time as a registered charity. We obtained our charitable status on April 15th of 2016. We subsequently began researching, and obtained in early 2017, both directors' insurance and general liability insurance. Twice Upon a Time is also now a member of Volunteer Ottawa, Volunteer Canada and Canada Helps.

Our Partners

Arising from our July 2015 board meeting with facilitator Mara Svenne, board member Leslie Toope developed viability criteria for our existing partnerships, which were used this year to ensure our resources were being devoted to the best places, and we were building meaningful and useful relationships. For our July 2016 board meeting, board member Kelly Sirett led several board members and volunteers in a community mapping exercise in Overbrook. We also developed a formal memorandum of understanding (MOU) with the Friends of the Ottawa Public Library Association (FOPLA), and ensured MOUs were updated at our various locations.

Board of Directors 2016

Name	Position
Alexandra Yarrow	Officer - President
Jennifer Walker	Officer – Vice-President
Laura May	Officer – Treasurer (January 2016 - November 2016)
Ranya Tantawy	Officer – Treasurer (December 2016 - present)
Leslie Toope	Officer - Secretary (January 2016 - November 2016)
Helena Merriam	Officer - Secretary (December 2016 - present)
Kim Ferguson	Member-at-large
Lindsey Sikora	Member-at-large
Laura May	Member-at-large (December 2016 - present)
Marni Squire	Member-at-large
Helena Merriam	Member-at-large (January 2016 - November 2016)
Leslie Toope	Member-at-large (December 2016 - present)
Tori Murray	Member-at-large
Barbara Clubb	Member-at-large
Karen Perras	Member-at-large
Moe Moloughney	Honorary (non-voting)

TWICE UPON A TIME/IL ÉTAIT DEUX FOIS

Statement of Financial Position

As at December 31, 2016

Assets

Cash	\$	6,248
CanadaHelps deposit outstanding		711
Prepaid rent		909

Total assets	\$	7,868
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Liabilities and Net Assets

Net assets	\$	7,868
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Total liabilities and net assets	\$	7,868
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On behalf of the Board:

_____ President

_____ Treasurer

TWICE UPON A TIME/IL ÉTAIT DEUX FOIS

Statement of Operations and Changes in Net Assets

For the year ended December 31, 2016

Revenue

Donations received through CanadaHelps	\$ 2,521
Other donations	2,246
CIF: books for children with print disability and operating expenses	2,000
Fundraising initiatives	225
	<hr/>
	6,992

Expenses

Storage	1,788
Legal	730
Heartwood House membership	600
Book acquisitions	402
Supplies	249
Advertising	165
Volunteer Ottawa membership	153
CanadaHelps processing fees	88
Training	85
Fundraising initiatives	29
Bank fees	23
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	4,312

Excess of revenue over expenses	2,680
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Net assets, beginning of year	5,188
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Net assets, end of year	<hr/> \$ 7,868
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Our Volunteers

Our volunteer coordinator, Helena Merriam, engaged in a volunteer recruitment campaign, using Volunteer Ottawa and a number of other tools that resulted in seven new volunteers, several student volunteers, and recruitment of two new board members. Twice Upon a Time had approximately 40 active volunteers in 2016, and during National Volunteer Week, all volunteers received a card thanking them for their involvement with Twice Upon a Time. This year, the board also completed position descriptions for key volunteer board roles, including volunteer coordinator, site lead, communications lead, acquisitions lead, and treasurer. A warm welcome to our new board members in 2016, including Jennifer Lynd, Karen Perras, Lindsey Sikora, and Ranya Tantawy. A most sincere thank you to our outgoing board members Camrose Burden, Sara Rock, and Kelly Sirett.

Our Supporters

This year, we developed our first fundraising campaign plan, led by fundraising coordinator, Barbara Clubb. One of the plan's key actions was our first Development Appeal, which highlighted our operations as well as our Canada 150 initiative to strengthen our collection of books representing indigenous stories and/or characters. Twice Upon a Time was also a finalist for Soup Ottawa's February 2016 event, and we were one of the 35 organisations nominated for the inaugural Ottawa Social Impact Awards.

Joining Canada Helps assisted Twice Upon a Time in raising its profile this year, and provided a convenient way for donors to support us. We received \$2521.00 from 32 donations via CanadaHelps.org this year from 28 individual donors. Our Fall Development Appeal letter was sent to supporters on November 17th, 2016. Close to 70% of donors who contributed via Canada Helps (and 57% of donated funds) were received after the appeal email was released. We also now have two regular monthly donors. More information about Canada Helps funds is available in Appendix 2.

Thank you to also to some of our major contributors in 2016, including:

- The Ottawa International Airport Authority Coin Collection Program (\$501.05)
- The Librarianship.ca holiday party, particularly Nigèle Langlois and Cabot Yu (\$109.00)

An additional major contribution was made for books for children with vision loss or other print disability and for operating expenses (\$2000).

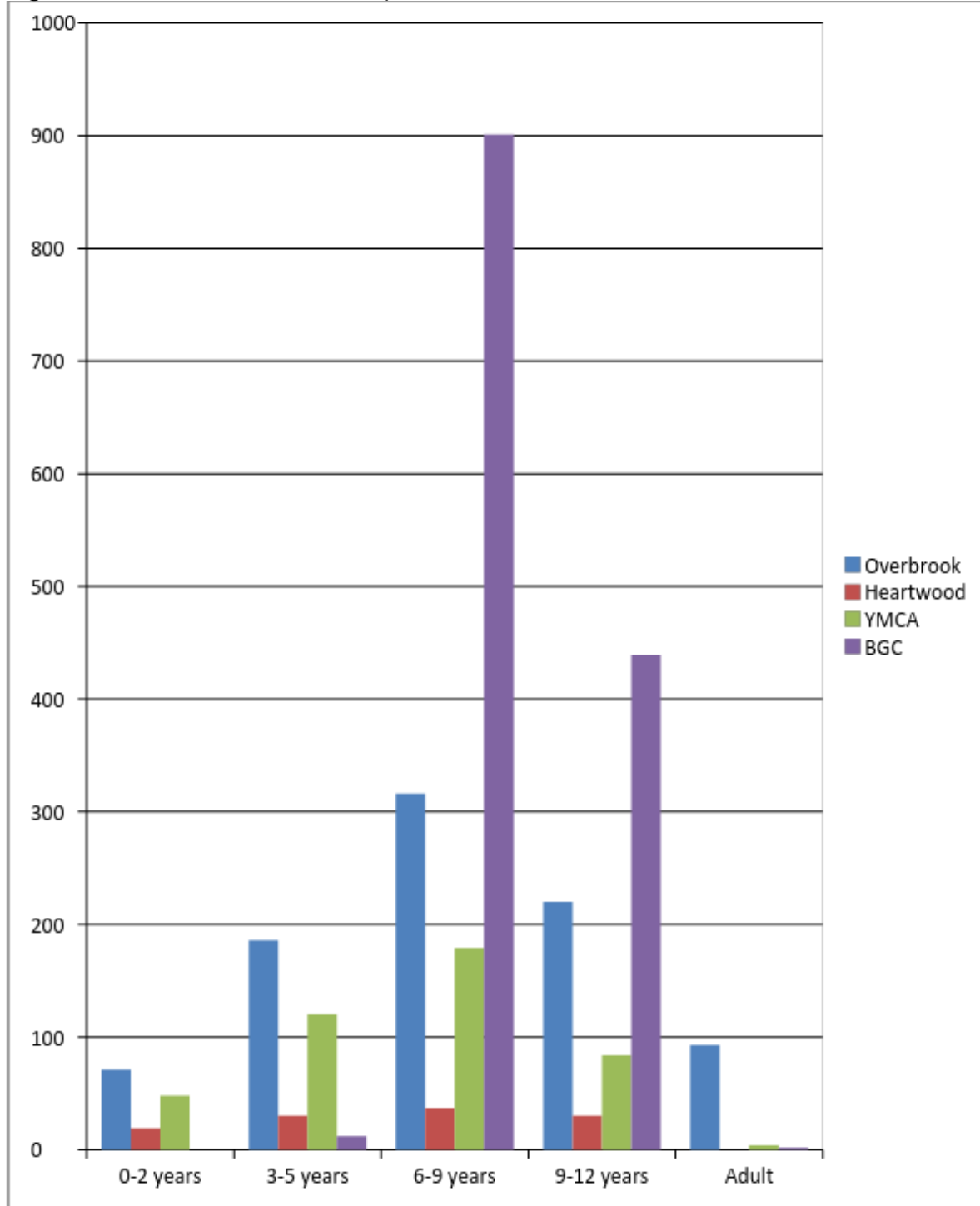
Looking ahead to 2017

Twice Upon a Time has five key priorities for 2017:

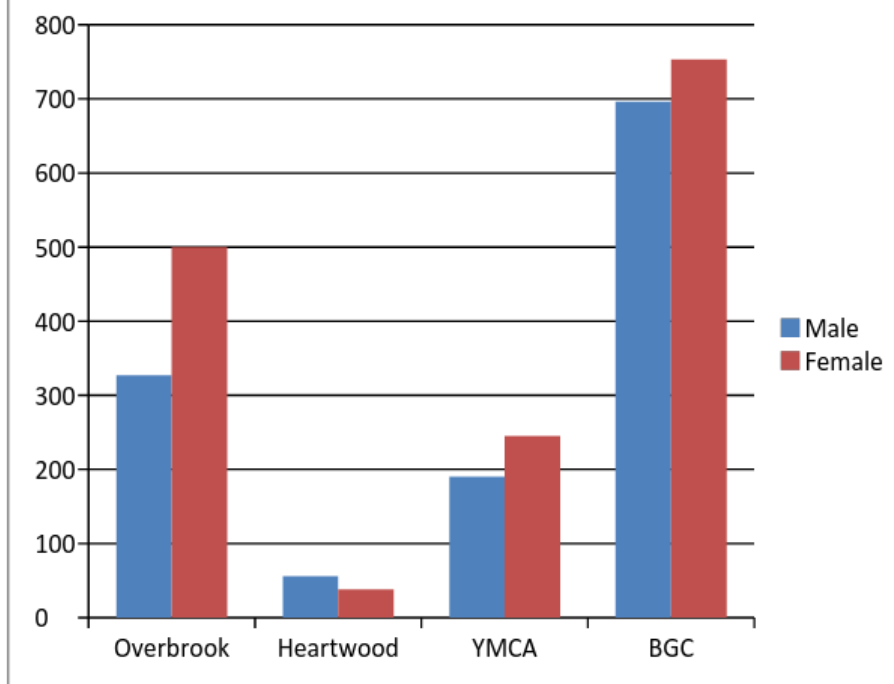
1. Growing our selection of books, including
 - a. Increasing our selection of French materials;
 - b. Advancing the work of the Truth and Reconciliation Commission's Call to Action through our Indigenous Materials Initiative to model diversity to all children visiting us at any location; and,
 - c. Acquiring books for children with low vision and learning disabilities.
2. Increasing our partnerships with community organisations and "getting the word out" about our services.
3. Recognising our volunteers, without whom we would not be here at all, and growing our volunteer base.
4. Expanding our services in communities that are interested, and via our growing network of partners.
5. Developing our fundraising strategy in order to ensure we're on firm footing to continue giving away more than 5, 000 books in 2017.

Appendix 1 – Twice Upon a Time 2016 Operations: Demographics

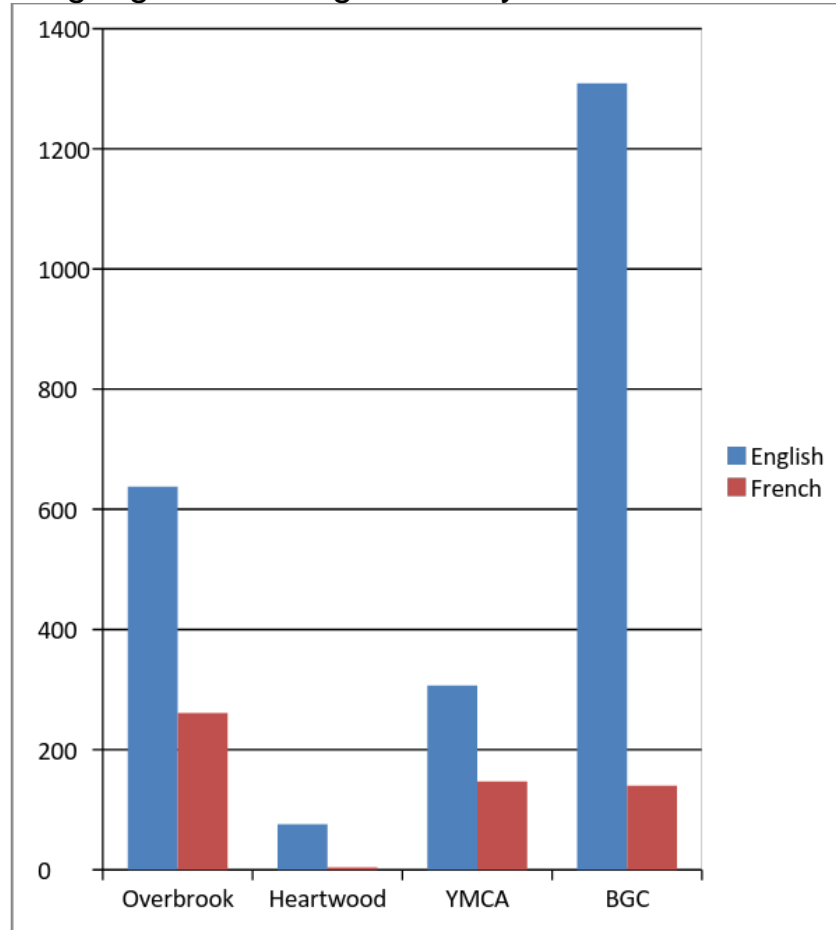
Ages of children at Twice Upon a Time locations



Sex of children at Twice Upon a Time locations

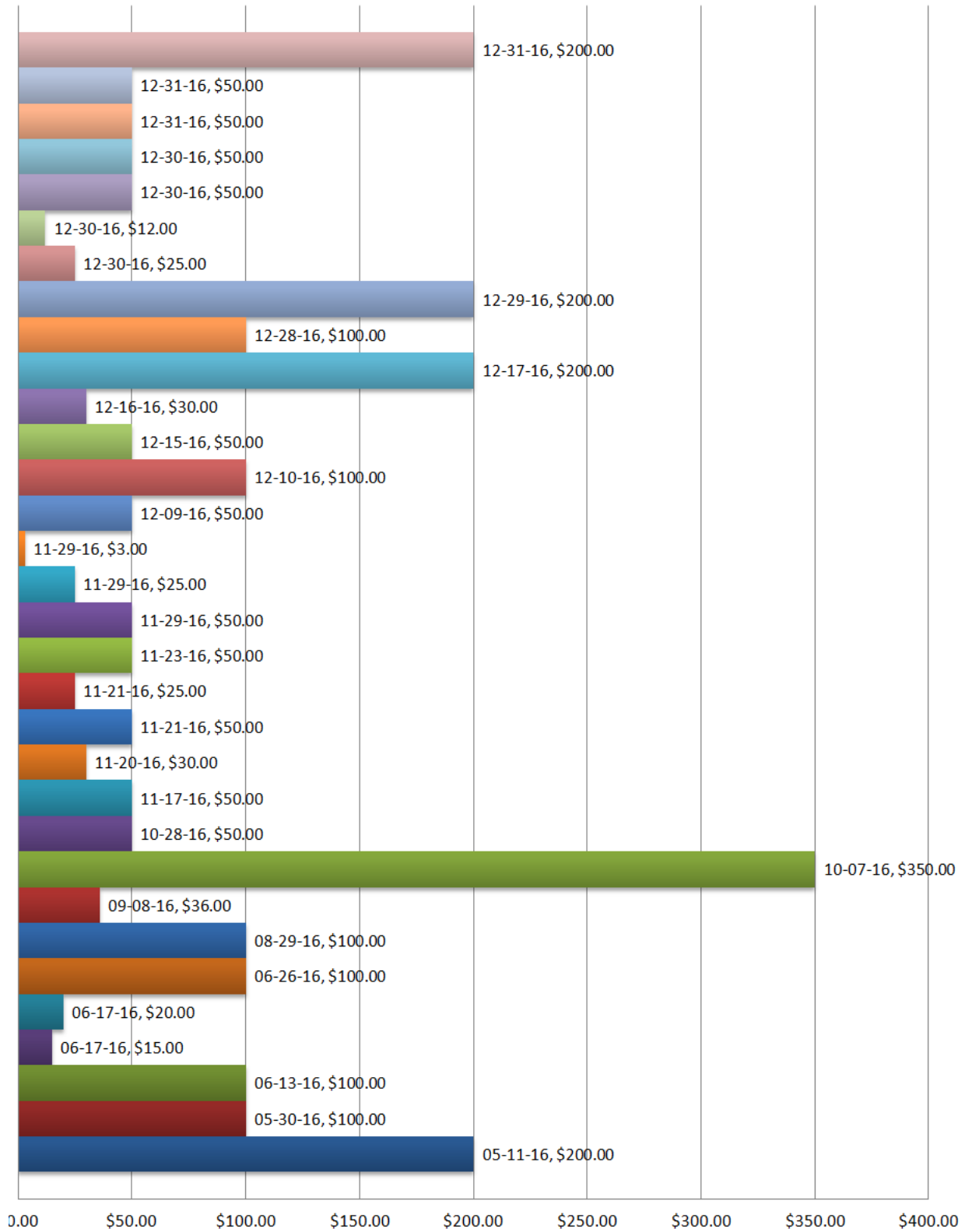


Language of books given away



Appendix 2 – Canada Helps 2016

Donations by date



Fund Designation

