



BRITISH COLUMBIA LIBRARY TRUSTEES ASSOCIATION

2015 / 2016 Annual Report



To support and represent trustees in advancing public libraries

President's Message

The past year was certainly eventful! Perhaps not in the way I'd hoped, but life often brings surprises and challenges that end up being blessings.

Last year we lost two executive directors – that must be a record for BCLTA! Lauren Wolf left us early in 2015, and we hired Nancy Boyce to replace her. Unfortunately after a few months, Nancy decided this position was not a good fit for her, and so we sadly bade farewell to her.

After another hiring process, we were delighted to engage Barbara Kelly as our new executive director and she began working with us in January 2016. Barb has vast experience with, connections to and knowledge of the library sector, and is an incredibly hard worker. So the past few months have been busy, as Barb has delved into the world of the BCLTA. The board is very pleased to have her energy and intelligence working for us and for you!

I also want to acknowledge Jan Thomas, our administrative assistant/bookkeeper. Jan is always a valued employee and was particularly valuable last year through all the changes. I so appreciated her support and knowledge as we filled in the gaps and kept things running.

I greatly appreciate the members of the BCLTA board. They have stepped up to get our work done, and shown very fine commitment to the organization. Thank you to all of them!

We didn't spend the whole year hiring, though! Since last fall we've been working to finalize our new strategic action plan, which gives the board direction on priorities for the next three years. Our key areas of focus are advocacy on behalf of public libraries, supporting trustees to enhance their effectiveness, and strengthening BCLTA's organizational effectiveness. Barb has developed a workplan that reflects our goals for this year, and we're working away on it.

We continued to offer TOP training sessions around the province, and also launched two TOP webinars that are on our website and available for your use. Even if your board members did TOP training at some point, a review and refresh never hurts. And doing it with your own board can bring interesting discussion and insights.

In the fall we hosted a booth at the UBCM convention trade show, in partnership with BCLA, ABCPLD and the Libraries Co-op. It was really fun and enlightening to speak with local government officials and trustees about their libraries. I heard some very touching stories. We also met as a group with the then-new Minister of Education Mike Bernier and Deputy Minister Dave Byng. More recently we have met with the new ADM Ramona Soares, who has replaced Paige MacFarlane. Strong relationships are being built, which means for greater opportunities for addressing issues in a collaborative way.

BCLTA is currently engaged in two projects. We received funding from the Libraries Branch to develop a Trustee Learning and Development Framework, to enhance what we already offer through TOP. The board engaged Barb Kelly on a separate contract to carry out this project, under the board's supervision. You'll be hearing more about this soon as it is meant to be an engaging project (i.e., you will be engaged!).

Barb, BCLTA director Roberta Burris and I are members of the steering committee that is providing advice to the Libraries Branch on the process to be used for developing a new provincial vision and strategic plan for public libraries. Again, another process that is meant to be broadly consultative, so watch your inboxes for that.

BCLTA has a three-year cycle of surveys that we send out to trustees. Last year we had a fantastic return rate on the Chief Librarian compensation survey. We're hoping for the same this year; the survey on board governance will be out in early June.

We definitely have a busy year ahead. It's an exciting time to be part of the library world, that's for sure.

Thank you all for the work you do in your communities and libraries. Trustees are so important in providing good guidance, both as governors and as community-connectors.

I hope you enjoy and benefit from our 2016 conference.

Best wishes,

A handwritten signature in cursive script that reads "Donna Macdonald". The ink is a light grey or blue color.

Donna Macdonald

BCLTA President 2015-2016

Board of Directors



[Donna Macdonald](#)

President 2015-2016
On the BCLTA board since 2012
Nelson Public Library

Donna has been involved with municipal government since 1988, serving 19 years on Nelson City Council. Donna has been a leader in many community initiatives since moving to Nelson in 1972, and received a Queen's Diamond Jubilee Medal in 2012 and a 2015 BC Community Achievement Award for her community service. Donna served two consecutive terms as the Council appointee to the Nelson Public Library board of trustees, and is currently serving a two-year term as a member of the public.

As president, Donna's priorities continue to be enhancing the support provided to trustees across the province and strengthening the BCLTA as an organization.



[Upkar Tatlay](#)

Vice-President 2104-2016
On the BCLTA board since 2012
Surrey Libraries

As a lifelong and engaged patron of library institutions Upkar is committed to helping steer libraries into an exciting and dynamic future for the benefit of current and future generations.



[Paul Tutsch](#)

Past President 2015-2016
On the BCLTA board since 2010
Whistler Public Library

Paul brings many years of trustee experience to the BCLTA including 8 years (2004-2011) as a trustee with the West Vancouver Memorial Library during which time he received the BCLTA Super Trustee Award (2008).



Susan Koch

Treasurer 2015-2017
On the BCLTA board since 2015
Richmond Public Library

As a business leader and Chartered Accountant, Susan brings over thirty years of financial, human resource, and analytical expertise to BCLTA. Susan is committed to working to help libraries be as relevant to our communities in our grandchildren's lifetime as they were in hers.



Jerrilyn Schembri

Director 2015 – 2017
On the BCLTA board since 2013
Tumbler Ridge Public Library

Jerrilyn has extensive volunteer and government experience including being a Director at large for the Union of British Columbia Municipalities and the North Central Local Government Association, and she has served as town councillor for the District of Tumbler Ridge for two terms. Currently Jerrilyn is a grant writer for the District of Tumbler Ridge and a volunteer with the Canadian Red Cross and the Province in Disaster Response and Recovery.



Roberta Burris

Director 2015-2017
On the BCLTA board since 2013
Greater Victoria Public Library

Roberta began her working life as a page in her local library, fostering a life-long passion for libraries and literacy. After an extensive career in public service as an information officer, investigator/mediator and internal consultant on human rights, Roberta is now the owner of Burris & Associates Consulting, and an active volunteer with Leadership Victoria, with a focus on developing, supporting and celebrating community leaders.



Ernie Ingles

Director 2015-2017
On the BCLTA board since 2015
Penticton Public Library

Ernie has had an extensive career in the library community including holding a variety of executive positions, a long list of publications and presentations, founding of the Northern Exposure to Leadership Institute and as a member of the Royal Society of Canada's Expert Panel on the status and future of Canadian libraries and archives which delivered the report, *The Future Now: Canada's Libraries, Archives, and Public Memory*.



Catherine Evans

Director 2014-2016
On the BCLTA board since 2014
Vancouver Public Library

Catherine is an experienced consultant, policy advisor, lawyer, and public service manager. In 2012, she was awarded the Queen's Diamond Jubilee Medal for community service and in 2014 she was elected to the Vancouver Board of Parks and Recreation.



Manjit Kang

Director 2015-2017
On the BCLTA board since 2015
Gibsons & Districts Public Library

Manjit has a background in business management and is currently an instructor at Capilano University's Continuing Studies and Executive Education program. He is a strong believer in community involvement and among his many volunteer roles he is an instructor with the Capilano University's ESL & Settlement Assistance program.



Anna Lippman

Director 2015-2017
On the BCLTA board since 2015
Squamish Public Library

Anna has a strong background in advocacy, policy, and in forging relationships. She is proud that libraries strive to create equal access to information to everyone, regardless of their background or income. Anna works in community services and is the vice chair of Squamish's Select Committee on Public Art.



Carol Zanon

Director 2015-2016
On the BCLTA board since 2015
Okanagan Regional Library

Carol has had a career as a biologist and a lawyer and is an avid reader and regular patron of her local library. She brings enthusiasm and a commitment to advocacy to her board work. Carol was elected to the District of West Kelowna when it was incorporated in 2007 and is currently serving her fourth term as a municipal councillor.

Please visit our website for more information about the BCLTA Board and for contact information.

bclta.ca

Executive Director's Message

As the ED for BCLTA I have the privilege of combining my commitment to libraries with my passion (yes passion!) for engaged and responsive governance, and all the while calling it work. And then if that wasn't great enough, I spend time connecting and working with people who share these same interests. Some of these people are the very generous BCLTA board of directors who give an amazing amount of time and energy to their home library boards and then again to BCLTA. There has been much for me to learn in the short while that I have been at the association and I want to thank the BCLTA directors and Jan Thomas for all their kind support.

The BCLTA did significant work in 2015 - 2016 for strengthening the association's capacity and effectiveness. This work included adopting the use of a consent agenda in board meetings, establishing a process for managing surplus revenue, and aligning financial reporting with the goals and actions of the association. These changes support an operational environment of accuracy and efficiency, and an organizational culture where the board can focus their energy and effort on the association's mandate and vision.

As trustees you are all familiar with the strategic planning process and how galvanizing that process can be for a board. The *BCLTA Strategic Action Plan, 2016 – 2018* reflects the board's commitment to sustainably growing the association and to meeting the support and advocacy needs of trustees throughout BC. This plan is built on collaborative partnerships, most notably with the Association of BC Public Library Directors, the BC Library Association, and the BC Libraries Cooperative, a productive relationship with the Libraries Branch, and most important of all, connections with trustees. As you see in the plan, there is a determination to better understand your needs through improved membership communications and engagement and then to demonstrate back to you, through support and representation, the unique value of your association.

With this direction from the board my work plans involve a lot of connecting with you which I am very much looking forward to!

Kind regards,



Barbara Kelly

The British Columbia Library Trustees Association

Financial Statements

January 31, 2016

(Unaudited)

**Reviewed and Prepared by
Quantum Accounting Services Inc.**

To the Directors of British Columbia Library Trustees' Association:

We have reviewed the Statement of Financial Position of British Columbia Library Trustees' Association as at January 31, 2016, and the Statement of Operations for the year then ended.

Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the Society.

A review does not constitute an audit and consequently we do not express an audit opinion on these Financial Statements.

Based on our review, nothing has come to our attention that causes us to believe that these Financial Statements are not, in all material respects, in accordance with Canadian accounting standard for not-for-profit organizations.

Quantum Accounting Services Inc.

Quantum Accounting Services Inc.
Vancouver, B.C.
May 05, 2016

The British Columbia Library Trustees Association
Statement of Financial Position
As at January 31, 2016
(Unaudited)

	2016	2015
Assets		
Current Assets		
Cash and Term Deposits	67,124	64,756
Accounts Receivable	1,352	2,641
Prepaid Expenses	500	500
	<u> </u>	<u> </u>
Total Current Assets	68,976	67,897
Total Assets	<u>68,976</u>	<u>67,897</u>
Liabilities		
Current Liabilities		
Accounts Payable and Accrued Liabilities	961	3,979
Total Liabilities	961	3,979
Net Assets		
Balance - Beginning of year	13,918	62,458
Restricted Surplus (See Note 3)	50,000	-
Excess/(Deficiency) of Revenues over Expenses	4,097	1,460
	<u> </u>	<u> </u>
Total Net Assets	68,015	63,918
Total Liabilities and Net Assets	<u>68,976</u>	<u>67,897</u>

Approved by the Board of Directors:

The British Columbia Library Trustees Association
Statement of Operations
For the Fiscal Year Ended January 31, 2016
(Unaudited)

	2016	2015
Revenue		
Libraries and Literacy Branch, TOP Grants	10,000	20,000
Conference	6,491	-
TOP Registrations	17,148	8,690
Membership Fees	59,854	62,440
Interest & Other Revenue	19	750
	<hr/>	<hr/>
Total Revenue	93,513	91,880
Expenses		
Programs		
Advocacy	-	272
Awards	101	290
Conference	8,310	6,524
Meetings	8,634	2,796
Publications	-	1,083
Surveys/Research	775	400
Trustee Education	17,216	23,224
Advertising/Website	2,290	1,604
Administrative (See Schedule)	52,090	54,227
	<hr/>	<hr/>
Total Expenses	89,416	90,420
Excess of Revenue Over Expenses	<u>4,097</u>	<u>1,460</u>

The British Columbia Library Trustees Association
Schedule of Administrative Expenses
For the Fiscal Year Ended January 31, 2016
(Unaudited)

	2016	2015
Administration and Overhead		
Administrative Assistant	12,921	8,025
Accounting	670	810
Executive Director	21,207	40,928
Consulting	12,854	-
Travel/meetings	389	161
Office Expenses and Other	3,549	3,803
Insurance	500	500
	<hr/>	<hr/>
Total Administration and Overhead Expenses	<u><u>52,090</u></u>	<u><u>54,227</u></u>

The British Columbia Library Trustees Association
Notes to Financial Statements
January 31, 2016
(Unaudited)

1. Nature of Operations

The purposes of the Society are to:

- . Promote and foster effectiveness of all public library boards in British Columbia through advocacy, education and leadership for the advancement of library service throughout the province.
- . Expand the knowledge and skills of library trustees in order that they may make decisions necessary to achieve effective and comprehensive library service.
- . Foster a greater understanding of library service, public libraries and the role of library trustees in the community through conferences, training, continuing education, and publications.
- . Liaise with the Public Library Services Branch of British Columbia and other provincial, national and international government bodies, departments and agencies.
- . Encourage cooperation and the exchange of ideas among various types of libraries and between libraries and related organizations.
- . Strive to secure long-term, stable funding for public libraries in cooperation with other agencies and organizations.

2. Accounting Policies

The following is a summary of the significant accounting policies of the Association:

- (a) Revenues and Expenses are accounted for on the accrual basis except for donations and membership fees which are recorded when received.
- (b) Capital Assets are expensed in the year of purchase and are not capitalized or amortized.

3. Restricted Reserves

In 2015/16 a motion was carried by the board to restrict \$50,000 of the organization's surplus in a separate account to meet contractual commitments, outstanding bills and any other liabilities in the event of financial difficulties or to meet its obligations in the event of closure.