



BCLTA

British Columbia
Library Trustees
Association

Annual Report

2021-2022

Representing and amplifying the voices of public library trustees to provincial, strategic and partner initiatives

Supporting effective public library governance

Connecting with public library trustees to build their professional network and to share their priorities and stories with each other, with supporters, and with decision makers.

www.bclta.ca

President's Message

Mike Gagel, BCLTA President



During the past year British Columbia has emerged from a two-year Pandemic. On top of that, climate change also brought heat domes, atmospheric rivers, flooding, wildfires, and wildfire smoke. Now, Monkey Pox is making the rounds. And never mind the many other problems being experienced throughout the rest of the world!

Throughout and despite all this, BC's public libraries continue to play a key role as part of the social infrastructure that provides our communities with vital services and programs. Libraries do this free of charge, and for any person. The extent to which public libraries contribute to the well-being and resilience of communities is impressive, and BCLTA helps trustees gain the necessary skills to effectively govern the libraries providing those services and programs. BCLTA does this by connecting boards and trustees, supporting board and trustee development, and representing boards of trustees.

To help trustees in their role as governors, BCLTA offers affordable workshops ranging in price from \$25/person for online workshops to \$150/person for custom in-person workshops. Online Trustee Meet-ups are free, and topics this year included *Rules of Order: Transparency and Accountability at Meetings*, an overview of the *Library Act* by Mari Martin, Director of the Public Libraries Branch, and this Fall, look forward to *BC Public Library Boards and Dress Code*. Also, free, and available on the BCLTA website are Discussion Starter papers: New or updated for 2022: *Financial Oversight*, and *Board Recruitment*.

BCLTA also participates with library partners at the provincial level. At our first meeting with then newly appointed Minister Nathan Cullen, he announced his

Ministry would provide an additional \$8 million in one-time funding to help public libraries recover from COVID. Advocacy with our partners (Association of BC Public Library Directors, BC Library Association, and BC Libraries Cooperative) gets results, and we continue to work with them to press for sustained funding that will be in line with funding levels the Province provided a decade ago.

BCLTA board members provide the financial oversight and policy direction for our team. I'd like to acknowledge and thank the contributions of board members Josie Chuback (Whistler Public Library Board), David Clark (Cranbrook Public Library Board), and Laura Vilness (Pender Island Public Library Board). There was some turn-over on the BCLTA board this year, and I would like to acknowledge the contributions of those who have left or are leaving: Louise Hearty (Surrey Public Library Board), Harlan Pruden (Vancouver Public Library Board), Elysia Glover (Greater Victoria Public Library Board), and Rhonda Sherwood (Vancouver Public Library Board). Finally, I would like to thank Jerrilyn Kirk, Executive Director, Babs Kelly, Learning & Development Director, and Jan Thomas, Bookkeeper, for their awesome work in developing and delivering the programs and services BCLTA offers, and for their support of the board.

BCLTA Board of Directors



Mike Gagel

President 2021–2023
Board Chair, Prince George
Public Library Board
On the BCLTA board since 2016



Josie Chuback

Director 2020-2022
Whistler Public Library Board
On the BCLTA board since 2021



David Clark

Treasurer and Vice President,
2021–2023
Cranbrook Public Library Board
On the BCLTA board since 2018



Laura Vilness

Director 2021–2023
Pender Island Public Library
Board
On the BCLTA board since 2021



Louise Hardy

Director 2020-2022
Surrey Public Library Board
On the BCLTA board since 2020



Harlan Pruden

Director 2020-2022
Vancouver Public Library Board
On the BCLTA board since 2020

BCLTA Staff



Jerrilyn Kirk

Executive Director

Jerrilyn.Kirk@bclta.ca



Babs Kelly

Director for Learning & Development

babs.kelly@bclta.ca



Jan Thomas

Bookkeeper

jan.thomas@bclta.ca

Learning and Development Report

Babs Kelly, Director of Learning and Development



Over the past year BCLTA's membership and learning partners have generously given their time, expertise, and experience to building what is becoming a robust and sustainable approach to supporting BC public library governance.

I look forward to what is next for BCLTA's learning and development as we continue to take direction from BC public library boards and trustees; focus on sustaining and strengthening what is core and foundational to our work; and explore even more engaging and effective ways of collaborating with the library community and other organizations and individuals.

In the next year expect to see an addition of more frequent and shorter workshops (one hour!) that will focus on one concept or idea such as the policy development and the review cycle or strategic oversight and assessment. This bite-sized format will have a quick overview of the topic followed by an activity and discussion. As well, there will be even more experts for you to learn from as we move the "Relationship Building with Local Municipal, Regional, and First Nation Governments" initiative online. Thank you all for filling out the workshop feedback forms – they really do make a difference.

Below is a snapshot of the past year that in no way reflects the wonder and gratitude that I have in this work and for the people, particularly the volunteer trustees whose commitment to their public libraries and communities give value to BCLTA's work.

Babs Kelly, Director of Learning and Development

Babs.Kelly@bclta.ca

The Numbers

36 WORKSHOPS AND TRUSTEE MEET-UPS

- Online workshops at <https://www.bclta.ca/bclta-online-workshops/>
- In person workshops at https://www.bclta.ca/in_person_workshops/
- Trustee Meet-up at <https://www.bclta.ca/trustee-meet-ups/>

641 PARTICIPANTS IN BCLTA WORKSHOPS AND TRUSTEE MEET-UPS

64 BC PUBLIC LIBRARY BOARDS WORKED DIRECTLY WITH BCLTA ON THEIR GOVERNANCE LEARNING AND DEVELOPMENT

400 WAS THE 2022 GOAL FOR BCLTA BULLETIN SUBSCRIBERS, WE NOW HAVE 421 SUBSCRIBERS

- Archived Bulletins and how to subscribe at <https://www.bclta.ca/bclta-bulletin/>
- The Bulletin is open and fee-free for everyone

16 DISTINCT BCLTA ONLINE LEARNING AND DEVELOPMENT RESOURCES, SUCH AS:

- BCLTA Discussion Starters
- BCLTA Governance Workbook
- BCLTA Quick Guide for Trustees (in consultation with the Public Libraries Branch, Ministry of Municipal Affairs)
- Board Assessment and Development
- Preparing for Strategic Planning
- Wise Practices: Trustee Orientation Checklist (created with the Association of BC Public Library Directors)
- Wise Practices: Library Director Evaluation and Compensation (created with the Association of BC Public Library Directors)
- Relationship Building, Influence, and Advocacy (New!)

27 CATS, 15 DOGS, 2 BIRDS, 1 FERRET, 1 SNAKE, AND 22 CHILDREN VISITED BCLTA ZOOM EVENTS. EVERYONE ONE OF THEM BEAUTIFULLY REMINDING US THAT LEARNING IS PART OF DAILY LIFE.

BCLTA workshop,
“Governance and
Relationship Building”
SFU Centre for
Dialogue, June 4, 2022



Your Words

- Every board meeting, we take a few minutes to talk about the Bulletin, there is always something in there that gets the conversation going.
- In the workshop it was a relief to meet other trustees and to realize that what my board is experiencing is normal. And you made it seem not only normal but also reasonable and okay. Even something to appreciate.
- Add even more break-out room time in workshops – the stories from other trustees are amazing.
- I feel more confident and engaged. I want the rest of my board to also experience this!
- Really appreciate the direct access to expertise, such as the Vancouver Foundation on fund reserves and investments. That was top quality!
- Can you vary the workshop lengths or schedules? Your workshops are full of needed information, but sometimes it is too much to take in.
- Since our board and library director started attending workshops and Meet-ups our meetings have become way easier. We are now more or less on the same page with expectations, role clarity, and what we need to concern ourselves with as a board.
- The whole idea that “how” we do board work makes “what” we do smoother and better has completely changed our board meetings. It is all so much clearer now, thank you!

BCLTA workshop,
“Governance and
Relationship Building:
The power of stories”
Northwest Library
Federation Conference,
September 17, 2022



Our Appreciation

Hand on heart thanks to all the trustees, library directors, and community members that reached out to us, participated in BCLTA workshops and other events, and provided us with their much-valued expertise and feedback.

Additionally, the following good folks strengthened our offerings and capacity.

- Casey Jehan (Executive Director, First Nations Public Service Secretariat)
- Ginger Gosnell-Myers (Fellow, Simon Fraser University Centre for Dialogue)
- Ry Moran (Associate University Librarian for Reconciliation, University of Victoria)
- David Stevenson (CEO of the Moose Hide Campaign)
- Flavio Caron (Indigenous Corporate Training Inc.)
- Oakley Ramprashad (Bakau Consulting)
- Dr. Alvin Schrader (Professor Emeritus University of Alberta, Centre for Free Expression at the Toronto Metropolitan Museum)
- Andrea Freeman (Leadership Coaching and Consulting)
- Susan Koch (Certified Chartered Accountant and former Board Chair, Richmond Public Library)
- Garth Frizzel (Prince George City Councillor and Past President of the Federation of Canadian Municipalities)
- Laurey-Anne Roodenburg (Quesnal City Councillor, 2021-22 President of the Union of BC Municipalities)
- Stuart Mackinnon (Vancouver Parks Board Commissioner and Vancouver Public Library Trustee)
- Pete Fry (Vancouver City Councillor and Vancouver Public Library Trustee)
- Megan Curren (District of North Vancouver Councillor and North Vancouver District Public Library Trustee)
- Nadine Nakagawa (New Westminster City Councillor and New Westminster Public Library Trustee)
- Tracy Calogheros (Executive Director of Exploration Place, 2021-22 President of Canadian Association of Science Centres)
- Calvin Fong (Director of Donor Services, Vancouver Foundation)
- Mandy Pui (Manager of Donor Services, Vancouver Foundation)

- Laura Sachs (Co-founder of the BC Climate Alliance and the West Kootenay Climate Hub)
- Carolina de Ryk (Host of CBC Daybreak North and Prince Rupert Public Library Trustee)
- Anni Holtby (Board Chair, Nelson Public Library)
- Andy Ackerman (Principal, Myriad Consulting and Fort St. John Library Public Library Trustee)
- Molly Loudon (Board Chair, Squamish Public Library)
- Scott Hargrove (CEO, Fraser Valley Regional Library)
- Beth Davies (Chief Librarian, Burnaby Public Library)
- Sharon Notarrigo (Human Resources Coordinator, Burnaby Public Library)
- Jamie McCarthy (Burnaby Public Library)
- Joe Zelwietro (Chief Librarian, Prince Rupert Public Library)
- Christina de Castell (Chief Librarian, Vancouver Public Library)
- Monika Willner (Library Director, Burns Lake Public Library)
- Melissa Millsap (Library Director, Chetwynd Public Library)
- Wendy Wright (Library Director, Smithers Public Library and Co-Chair of the BCLA Intellectual Freedom Committee)
- Deb Thomas (Co-Chair of the BCLA Intellectual Freedom Committee)
- The BC Public Library Federations. Thomas Knudson (North Central and North East Federations), Laura Beswick (IslandLink), Kaitlyn Vecchio (Northwest Library Federation), Melanie Reaveley (Kootenay Library Federation), and Michael Burris (InterLink)
- Rina Hadziev (Executive Director, BC Library Association)
- Leigh Anne Palmer (Executive Director, Association of BC Public Library Directors)
- Kevin Millsip (Executive Director, BC Libraries Cooperative)
- Mari Martin, Adrienne Wass, Denise McGeachy, Aidan Fortier (Public Libraries Branch, Ministry of Municipal Affairs)

We gratefully acknowledge the financial support of the Province of British Columbia through the Ministry of Municipal Affairs.

Partners Update

“This year’s advocacy effort includes having a motion passed in support of increased funding at the Union of BC Municipalities annual convention and the BC Chamber of Commerce AGM”

2022 has been a busy year for the BC Library Partners. Some of our most notable initiatives have been:

- Partners presented to the Standing Committee of Finance
- Composed and presented resolutions to UBCM and BC Chamber of Commerce AGM

Whereas libraries in British Columbia are largely financed by levies paid by local governments, and where provincial library funding has remained stagnant for the past 10 years:

And whereas public libraries are central to communities, providing equitable access to vital resources, including internet, public computers, digital library tools, and in-person service from expert staff;

And whereas public libraries provide British Columbians with low-barrier services, that support jobseekers and small businesses, that increase literacy in communities, that advance reconciliation with Indigenous peoples, and that promote equity and inclusion;

Therefore be it resolved that _____ urge the Government of British Columbia to provide long- term sustainable funding for public libraries in BC;

And be it further resolved that the Province ensure that BC Libraries will henceforth receive Provincial Government financial support at a sustainable level in subsequent years.”

- Hosted an open house for local government and MLA’s at the Whistler Public Library. Thank you to Whistler Public Library for having us in their beautiful space and thank you to Fraser Valley Regional Library for setting up their amazing items so that UBCM attendees could “play”,
- The 22 in 22 campaign

22 in 22

The BC Public Library Partners are advocating for more provincial funding for our public libraries. Come visit our virtual booth and support us as we ask government to provide \$22M in 2022.

For more information contact kevin.millsip@bc.libraries.coop



- Welcomed a new Minister of Municipal Affairs, Nathan Cullen
- Successfully advocated for one time COVID Relief fund top up.

“In response to BC Public Library Partners’ (BCPLP) continued advocacy efforts, the BC Provincial Government, through the Ministry of Municipal Affairs, provided an investment of \$8 million to public libraries in order to support Covid recovery and relief efforts in 2022. These one-time funds have been distributed to libraries and related organizations already, and will be used to best meet the needs of individual libraries and their communities.

\$4 million of these funds were distributed directly to libraries to support recovery. An additional \$2.5 million was allocated through the BC Libraries Cooperative to support electronic resource licensing, including online common collections for all BC public libraries. The remaining \$1.5 million was devoted to high priority activities including accessibility, emergency planning and preparedness, technology infrastructure, library board governance, and more.”

As you can see, it has been a busy year for the Partners and we are excited about what 2023 will bring as we expand our advocacy efforts.

2022 AGM Agenda

1.0 CALL AGM TO ORDER

2.0 ANNOUNCEMENT OF QUORUM

3.0 APPROVAL OF AGENDA

4.0 APPROVAL OF MINUTES OF OCTOBER 26, 2021 AGM

5.0 PRESIDENTS REPORT

5.1 PARTNERS UPDATE RINA HADZIEV ED BCLA

5.2 RECOGNITION OF DEPARTING BOARD MEMBERS

-RHONDA SHERWOOD

-HARLAN PRUDEN

-ELYSIA GLOVER

-LOUISE HEARTY

6.0 REPORT ON THE FINANCIALS

A. 2021/2022 FINANCIAL REPORT -TREASURER - DAVID CLARKE

7.0 REPORT OF THE NOMINATIONS COMMITTEE

9.0 ELECTION OF DIRECTORS IF REQUIRED

10.0 RESOLUTIONS

11.0 BCLTA AWARDS- MIKE GAGEL

12.0 OTHER BUSINESS

13.0 NEXT MEETING

14.0 ADJOURNMENT

2021 AGM Draft Minutes

For approval at next AGM

October 26, 2021 7:00PM Zoom

Introduction of Guest Speaker Dr. Alvin M. Schrader 7:00 - Mike Gagel

Guest Speaker Dr. Alvin M. Schrader Intellectual Freedom for Libraries

Assignment: read Canadian Chart of rights and freedoms

Questions and Answers

Welcome- Mike Gagel

Welcome from Josie Osborne: Minister of Municipal Affairs video

AGM Business

1.0 Call AGM to Order :

The meeting was called to order at 7:48 by President Mike Gagel

2.0 Announcement of Quorum

Quorum easily met announced by President Mike Gagel

3.0 Approval of Agenda

Moved by H. Pruden

Seconded R. Sherwood

Carried

4.0 Approval of Minutes of October 6, 2020 AGM

Moved by D. Clark

Seconded R. Sherwood

Carried

5.0 President's Report

-M. Gagel spoke about his report which is available on the website, some of the work the partners are doing, recognized fabulous work that Babs Kelly has done with Learning and Development as well as the work she has done on the website. A big thank you to staff.

5.1 Recognition of Departing Board Members

-C. Lui was a great addition to the board. She always asked very pertinent and thoughtful questions

-B. Leigh was never afraid to stand up for things she was passionate about such as funding of BC Public Libraries.

6.0 Report on the Financials

a. 2020/2021 Financial Report -Treasurer - Rhonda Sherwood

From February 1, 2020, through to January 31, 2021, BCLTAs revenues were \$93,748.29. The bulk of that is from our annual membership fees and fees to attend our workshops and conferences. These fees cover the association's operating expenses. The grants received from the Ministry are for specific projects such as our governance workshops and conference speaker costs.

The total expenses for the period were \$79,237, broken down into administration costs and program costs. Administration costs include salaries, and program costs are our governance workshops and trustee meetups costs. BCLTA ended the year with a net income of \$14,511.

As of January 31, 2021, BCLTAs net assets were \$94,201.60. Of that, \$50,000 is reserved for contractual commitments, outstanding bills, and any other liabilities in the event of financial difficulties or to meet its obligations in the event of closure. The surplus balance is to support Board approved strategic initiatives and programs.

7.0 Report of the Nominations Committee - Louise Hearty

-Report on those who have submitted applications to allow their names to stand for the Board

8.0 Nominations from the Floor

-None

9.0 Election of Directors

- Mike Gagel - President
- David Clark
- Elysia Glover,
- Josie Chuback,
- Laura Vilness

All five acclaimed with 2 year terms

10.0 Resolutions

- None

11.0 BCLTA Awards- Mike Gagel

- Whistler Public Library BCLTA Trustee Excellence Award Nomination: **Josie Chuback**
- Greenwood Public Library BCLTA Trustee Excellence Award Nomination: **Anne Gould**
- Vancouver Public Library BCLTA Trustee Excellence Award Nomination: **Jennifer Chan**
- Surrey Public Library BCLTA Trustee Excellence Award Nomination: **Neelam Sahota**

12.0 Other Business

13.0 Next Meeting: to be determined

14.0 Adjournment

The British Columbia Library Trustees Association
Financial Statements
January 31, 2021
(Unaudited)

The British Columbia Library Trustees Association
Financial Statements
January 31, 2021
(Unaudited)

Reviewed by Core Partners Chartered Professional Accountants

Reviewed by Core Partners Chartered Professional Accountants

British Columbia Library Trustees Association

Statement of Financial Position

As at January 31, 2021

	<u>2021</u>	<u>2020</u>
ASSETS		
Current Assets		
Chequing/Savings		
1065 · VanCity	103,640.94	89,271.86
1066 · VanCity Shares	5.87	5.74
1067 · VanCity Term	3,225.79	3,209.74
Total Chequing/Savings	<u>106,872.60</u>	<u>92,487.34</u>
Accounts Receivable		
1200 · Accounts Receivable	93.12	1,828.80
1203 · GST Accounts Receivable	3,080.28	1,828.80
Total Accounts Receivable	<u>3,173.40</u>	<u>94,316.14</u>
Total Current Assets	<u>110,046.00</u>	<u>94,316.14</u>
TOTAL ASSETS	<u><u>110,046.00</u></u>	
LIABILITIES & EQUITY		
Equity		50,000.00
Reserved Surplus	50,000.00	22,383.89
32000 · Association's Surplus	44,316.14	10,656.16
Net Income	15,729.86	-3,349.69
Total Equity	<u>110,046.00</u>	<u>14,625.78</u>
TOTAL LIABILITIES & EQUITY	<u><u>110,046.00</u></u>	<u><u>94,316.14</u></u>
		<u><u>94,316.14</u></u>

British Columbia Library Trustees Association

Statement of Operations

As at January 31, 2021

	<u>2021</u>	<u>2020</u>
Income		
4105 · Interest Income	16.18	163.92
4110 · LLB Grant Governance Grant	15,934.25	27,500.00
4220 · Membership	71,045.39	-15.65
4240 · Misc Revenue	4,000.37	58,853.04
4250 · Workshop Registration	5,071.37	7,361.52
Total Income	<u>96,067.56</u>	<u>93,862.83</u>
Gross Profit	96,067.56	93,862.83
Expense		
5023 · Administration/Bookkeeping Fees	6,468.45	9,489.60
5027 · Advocacy	514.80	306.14
5030 · Awards and Grants	272.52	209.23
5100 · Bank Service Charges	45.60	145.77
5120 · Bookkeeping/Accounting	717.50	266.88
5160 · Forum/Conference Expenses	750.00	2,125.15
5195 · Director's Contract	31,902.22	16,205.71
5200 · Dues and Fees	439.00	455.34
5215 · Executive Director Contract	15,956.00	29,605.07
5240 · Insurance	1,400.00	700.00
5255 · Postage	306.55	259.63
5270 · Supplies/Stationery	34.98	153.48
5277 · Governance Workshop Expense	20,639.85	21.83
5285 · Website	890.23	18,408.67
Total Expense	<u>80,337.70</u>	<u>884.55</u>
Net Income	<u><u>15,729.86</u></u>	<u><u>79,237.05</u></u>
		<u><u>14,625.78</u></u>

April 17, 2022

BC Library Trustees Association
108 - 9865 140th Street
Surrey, BC V3T 4M4

Attention: Jerrilyn Kirk

We have been engaged to review the bookkeeping transactions for the fiscal year ended January 31, 2022 for the BC Library Trustees Association.

We have reviewed the transactions included in the accompanying balance sheet as of January 31, 2022 and profit & loss report for the year ended January 31, 2022. During this review, we looked at each transaction posted to the bank general ledger and agreed them to documents provided by management with respect to accuracy and completeness. Then we ensured the entries were reflected on the bank statements and that they were posted to the correct general ledger accounts in the bookkeeping system.

As discussed with Jan, there were two items to note during our review.

- Cheque 484 dated April 2021 has not yet cleared the bank or been cashed by the recipient. Many financial institutions will not honor a cheque dated this far back. As such, it is suggested that this cheque be cancelled and a new payment issued.
- In error, two transactions showed GST posted to account 1203 rather than 1200. Jan has been made aware and will include it on the GST 66 "Application for HST/HST Public Service Bodies' Rebate".

Aside from the above minor items, all other transactions have been recorded correctly and agree to documentation provided by management.

Should you require further details, please contact Ashleigh Vipond or myself. I've also attached our billing for this engagement which I trust you find in order.

Core Partners


John Kurjata, CPA, CA

4:45 PM

2022-04-09

Accrual Basis

BCLTA
Balance Sheet
As of 31 January 2022

	<u>31 Jan 22</u>
ASSETS	
Current Assets	
Chequing/Savings	
1065 · VanCity	103,640.94
1066 · VanCity Shares	5.87
1067 · VanCity Term	<u>3,225.79</u>
Total Chequing/Savings	106,872.60
Accounts Receivable	93.12
1200 · Accounts Receivable	<u>3,080.28</u>
1203 · GST Accounts Receivable	
Total Accounts Receivable	<u>3,173.40</u>
Total Current Assets	<u>110,046.00</u>
TOTAL ASSETS	<u>110,046.00</u>
LIABILITIES & EQUITY	
Equity	
Reserved Surplus	50,000.00
32000 · Association's Surplus	44,316.14
Net Income	<u>15,729.86</u>
Total Equity	<u>110,046.00</u>
TOTAL LIABILITIES & EQUITY	<u>110,046.00</u>

12:03 PM

2022-04-09

Accrual Basis

BCLTA
Profit & Loss
February 2021 through January 2022

	<u>Feb '21 - Jan 22</u>
Income	
4105 · Interest Income	16.18
4110 · LLB Grant Governance Grant	15,934.25
4220 · Membership	71,045.39
4240 · Misc Revenue	4,000.37
4250 · Workshop Registration	5,071.37
	<hr/>
Total Income	96,067.56
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5277 · Governance Workshop Expense	20,639.85
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	<hr/>
Total Expense	80,337.70
Net Income	<u><u>15,729.86</u></u>