

British Columbia Library Trustees' Association

BCLTA

British Columbia Library Trustees' Association
ANNUAL REPORT 2007-2008



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*The British Columbia Library Trustees' Association
gratefully acknowledges the support of the
Government of British Columbia through the Public
Library Services Branch, Ministry of Education*

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BRITISH COLUMBIA LIBRARY TRUSTEES' ASSOCIATION
 NOTES TO FINANCIAL STATEMENTS
 (Unaudited)
 JANUARY 31, 2008

1. NATURE OF OPERATIONS

The purposes of the Association are:

- (a) to promote and foster effectiveness of all public library boards in British Columbia through unity, advocacy, education and leadership for the advancement of library service throughout the province;
- (b) through conferences, training, continuing education and library publications, the Association provides greater understanding of the role of library service in the community, and encourages the exchange of ideas between library administrations and other organizations;
- (c) to encourage formal liaison with the Public Library Services Branch of British Columbia (PLSB) and other related provincial, national and international organizations to communicate issues, ideas and knowledge with regard to library service;
- (d) to encourage every Library Board in British Columbia to be a member of the Association; and
- (e) to strive to secure long term, stable funding through provincial and local governments, and to explore additional sources of funding.

In the event of the winding up or dissolution of the Association, all the funds and assets of the Association remaining shall be given, transferred and distributed to such organizations that are determined to be registered charities which have purposes similar to those of the Association.

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. FUNDS HELD IN TRUST FOR PLSB

\$20,000 was received from PLSB in April 2005 for the purpose of reimbursing trustee expenses to specific PLSB Strategic Plan events over three years. For the year ending January 31, 2006 these funds were included in operating revenue/expenses. However, as these funds are held in trust for PLSB and are expensed at the direction of PLSB, they have now been removed from the operational income statement of BCLTA. In 2006/07 the balance of these funds has been removed from operational earnings and is reported separately on the Statement of Financial Position as a liability - Funds Held in Trust for PLSB.

The Net Assets at January 31, 2008 show an adjustment of \$1,050 (2007: (\$19,798)) reflecting the in accounting policy with respect to the treatment of the balance at February 1, 2006 change

	2008	2007
Opening Balance	\$3,383	\$19,798
Disbursed	<u>1,050</u>	<u>16,415</u>
Balance, January 31, 2007	<u>\$2,333</u>	<u>\$3,383</u>

BRITISH COLUMBIA LIBRARY TRUSTEES' ASSOCIATION
 SCHEDULE OF ADMINISTRATIVE EXPENSES
 (Unaudited)
 FOR THE FISCAL YEAR ENDED JANUARY 31, 2008

	Jan 31 2008	Jan 31 2007
ADMINISTRATIVE EXPENSES		
Administrative Assistant Fees	11,443	13,676
GST Expense	3,773	4,083
Website Maintenance	2,179	3,428
Accounting	1,988	1,963
Office & Equipment	1,864	2,251
Postage and Courier	1,515	1,486
Awards	1,415	663
Telephone	1,364	1,453
Annual Report Printing and Filing	1,190	2,145
Supplies	1,015	1,294
Administrative Assistant Travel	867	-
Storage Rent	672	723
Memberships	460	345
Bank Charges	455	142
Research	166	-
Professional Development	57	66
Misc Copying	12	16
Human Resource Services	-	180
Website Conference	-	140
Miscellaneous Expenses	<u>985</u>	<u>21</u>
Total Administrative Expenses	<u>\$ 31,420</u>	<u>\$ 34,075</u>

President's Report



PETER WAINWRIGHT

As President, on behalf of the Board, I'd like to report on some of the activities and accomplishments of BCLTA over the past year. Perhaps the biggest change during the year was the departure of Maureen Black, our Executive Director, to pursue new career opportunities. Maureen was invaluable to the Board during her 2½-year term. While she is missed, we were fortunate to find an individual with different but equally valuable skills, Errin Morrison, who took over as Executive Director in December 2007. This staff position, supported by administrative assistance from Mandy Davies, has been critical to the BCLTA to move its agenda forward. We recognize the value of the hard work by our staff and acknowledge the assistance of the BC Public Library Services Branch for providing funding for the Executive Director's position.

Trustee education continues to be a high priority for BCLTA. Our Trustee Orientation Program (TOP) trainers have been very busy and a large number of trustees have taken advantage of this opportunity. We were proud when the Manitoba Library Trustees' Association recently approached us looking to model their trustee training program after TOP. We have agreed to allow them to use our materials and will offer what assistance we reasonably can. If you have not yet taken advantage of the TOP program or our "BCLTA Effective Board Member Handbook", I would encourage you to do so.

This year we are holding our annual conference and AGM in Richmond in April. This is in cooperation with the BCLA. Shortly after this, in May, Vancouver will be hosting the CLA and CLTA conference. BCLTA will be active convening sessions at both conferences. A big thanks to BCLTA Board members, staff, presenters, sponsors, host communities and everyone else involved.

We continue to publish our Open Door Newsletter twice each year, but rely largely on our email bulletins to address issues and distribute information in a more timely fashion. Our website (bclta.org) is a valuable resource where you can find copies of these many communications. In August we undertook a survey of our members to get your input on issues and concerns to your boards. Your feedback is very important to us and to the cause of public libraries in general. We thank all Boards and others who have worked with us to improve communications and to support our advocacy efforts.

We have also continued to strengthen our relations with partnership organizations, the Minister of Education, PLSB, UBCM and local governments. Our annual UBCM reception continues to provide an opportunity to dialogue with provincial and local government representatives about library service. We have also continued follow-up work related to the "Libraries in Dialogue with Government Symposium" and participated in the Library 2020 Symposium.

I would be remiss if I did not give special mention to the efforts of Lawrence Lavender over this past year. In addition to his many activities for BCLTA, he took up the challenge as President for the Canadian Library Trustees' Association and has been breathing new life into this organization. My hat's off to you Lawrence.

In closing, I sincerely thank my colleagues on the Board and our staff for their valuable contributions to the BCLTA. Farewell and all the best to departing Board members Christine Lattey and Shannon Daub.

It's been an honour and pleasure to serve as your President this past year. Thank you for your support.

Respectfully submitted,
Peter Wainwright
President

Executive Director's Report



ERRIN MORRISON

Let me begin by saying that it is an honour and a privilege to be working on behalf of BC's library trustees. For the past several years I have been employed in the local government sector, which has taught me a great deal about municipal and regional district operations and the many challenges faced by large and small communities around the province. As Executive Director of the BCLTA, I intend to add to this foundation a knowledge of BC's public libraries – their issues and concerns, their problems

and successes, their plans, hopes and dreams. It is my intention to get to know the library landscape in BC, and to this end I invite you to contact me and tell me a little about your library, its place in the community, and how BCLTA can help your board achieve its goals.

I know I have some big shoes to fill as Maureen Black's successor in this position. Maureen's dedication and diligent work on behalf of the BCLTA are well known and much appreciated, as are her contributions to some of the following successes for the BCLTA

BRITISH COLUMBIA LIBRARY TRUSTEES' ASSOCIATION
STATEMENT OF OPERATIONS
(Unaudited)
FOR THE FISCAL YEAR ENDED JANUARY 31, 2008

	Jan 31 2008	Jan 31 2007
REVENUES		
Public Library Services Branch, Operating Grant	35,000	35,000
Public Library Services Branch, Executive Director Grant	-	20,000
Public Library Services Branch TOP Training Grant	20,000	20,000
Dialogue Symposium	-	20,000
Membership Fees	37,238	36,009
Conference Grant	20,000	
Conference	20,370	6,625
Sundry and Interest	<u>519</u>	<u>512</u>
Total Revenues	133,127	138,146
EXPENSES		
Programs		
Trustee Orientation Program	15,985	23,759
Advocacy	7,250	5,252
Trustee Orientation Program Online	5,306	10,250
Newsletter	4,954	5,582
Publications	3,530	369
Leadership Programs	2,572	10,000
Symposium	1,050	16,575
TOP Train The Trainer	-	10,549
Executive and Board		
Conference	37,926	4,474
Executive Director Fee	22,575	36,608
Meetings	21,244	17,590
Executive Director Job Search	2,519	-
Board Development	1,240	1,200
Executive Director Travel and Expenses	902	3,922
President's Advocacy	692	2,944
Administrative (See Schedule)	<u>31,420</u>	<u>34,075</u>
Total Expenses	159,166	183,149
Excess of Revenues Over Expenses	<u>(26,038)</u>	<u>(45,003)</u>

BRITISH COLUMBIA LIBRARY TRUSTEES' ASSOCIATION
STATEMENT OF FINANCIAL POSITION
(Unaudited)
January 31, 2008

	Jan 31 2008	Jan 31 2007
ASSETS		
Current Assets		
Cash and Term Deposits	37,893	60,834
Accounts Receivable	3,777	4,083
Prepaid Expenses	<u>3,840</u>	<u>5,337</u>
Total Current Assets	\$ 45,510	\$ 70,254
Total Assets	<u>\$ 45,510</u>	<u>\$ 70,254</u>
LIABILITIES		
Current Liabilities		
Accounts Payable	8,068	6,774
Funds Held in Trust for PLSB (Note 3)	2,333	3,383
Deferred Revenue, Grant TOP	<u>20,000</u>	<u>20,000</u>
Total Liabilities	<u>\$ 30,401</u>	<u>\$ 30,157</u>
NET ASSETS		
Balance - Beginning of year	40,097	104,898
Net Assets adjustment (Note 3)	1,050	(19,798)
Excess/(Deficiency) of revenues over expenses	<u>(26,038)</u>	<u>(45,003)</u>
Total Net Assets	15,109	40,097
Total Liabilities and Net Assets	<u>\$ 45,510</u>	<u>\$ 70,254</u>

APPROVED BY THE BOARD OF DIRECTORS

Signed

Signed

membership and the library community at large over the past year:

- A highly successful stand-alone BCLTA conference in Kelowna last spring;
- Completion of a BCLTA membership survey;
- Addition of a new online discussion forum feature to the BCLTA website;
- Improvements in communication with members/others following development of a BCLTA Communication Plan;
- Participation in the Libraries in Dialogue with Government initiative;
- Participation in the Library 2020 Symposium;
- Distribution, with BCLA and PLSB, of the advocacy publication It Takes a Library to Raise a Community: A Community Development Activities Tool Kit for Libraries;
- Continued close working relationship with the Public Library Services Branch;
- Annual meeting with the Minister Responsible for Libraries to advise of trustee concerns;
- Successful drive to see OneCard funding become a regular line item in the Ministry's budget;
- Advocacy work in support of Bill C458 regarding extension of the Library Book Rate;
- A highly successful year of TOP training around the province.

Over the coming year I hope to follow in Maureen's footsteps in many of these activities and to embark on new initiatives as the opportunity arises. Stakeholder consultations on the upcoming *Library Act* review are planned and BCLTA will play a crucial role in gathering feedback on the Act from the trustee community. Planning is already underway for our annual BC Libraries Reception at the UBCM Convention in Penticton this coming September, and we will also be continuing our efforts to build a stronger relationship with UBCM and to connect with its member communities. Our strong working relationship with the Ministry of Education's Public Library Services Branch continues, and we will again make this a priority in 2008/2009. In addition, we will be looking to connect with the Ministry of Community Services in seeking legislative and other changes designed to facilitate library fundraising and infrastructure support.

It is a new year and I hope to bring to this role a new energy and a fresh perspective on the library scene. As a trained librarian, and as a person with a passion for literacy and learning, I understand the importance of libraries to our communities and I relish the opportunity to do what I can "To develop and support library trustees to advance public library service in British Columbia." I am pleased to be taking on this new challenge and I look forward to serving the BCLTA membership over the coming year.

Respectfully submitted,
Errin Morrison
Executive Director

Financial Statements

BRITISH COLUMBIA LIBRARY TRUSTEES' ASSOCIATION
FINANCIAL STATEMENTS
(Unaudited)
January 31, 2008

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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, 2008, 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 generally accepted accounting principles.

Quantum Accounting Services Inc.

Quantum Accounting Services Inc.
Vancouver, B.C.
March 25, 2008