

BCLTA

ANNUAL REPORT 2008-2009



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

2008/2009 Board of Directors

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President's Report



ANDY ACKERMAN

This past year has been a very progressive one for BCLTA on many fronts. We have made progress on provincial issues and have provided continued assistance to our members across British Columbia.

I want to first of all thank the board and staff for their continued dedication and hard work. We are very fortunate to have a hard working board that not only deals with board issues but also helps with regional issues on an individual basis. This takes a lot of time and energy on their part and, given that they are volunteers, this is a sign of their true dedication. I also want to express our appreciation to our two staff members, Errin Morrison and Mandy Davies. They are the true backbone of our organization. And finally, thank you to our TOP and Chairing the Board Trainers who continue to provide professional development opportunities for trustees throughout the province. This, again, means sacrifice of their personal time to ensure that places like Stewart and Fort Nelson are offered the same level of training as Vancouver and Victoria.

Now, to some of our more specific points of progress during this past year:

- We have maintained an excellent working relationship with the provincial government and in particular Minister Bond and PLSB. The support they offer us both financially and personally ensures that BCLTA keeps moving forward on many initiatives.*
- We have strengthened our relationship with BCLA, CLTA and ABCPLD. My thanks to Phil Mantler from our board for accepting the role of BCLTA representative to CLTA. Phil will be travelling to Montreal this year to attend the CLTA AGM. All three of these sister organizations continue to work with us on key initiatives and have either attended our board meetings in person or sent progress reports.*
- Thanks to the hard work of our TOP Trainers and our staff, we now have a Chairing the Board training program and a revised TOP program.*
- We are working with PLSB on the Library Act review and, as a first step, initiated a process to obtain input from our member libraries. The interest in this initiative was expressed in an 86% response rate to our questionnaire. Thanks to you and your Boards for taking the time to complete our survey. We put together a brief for the government which drew heavily on your concerns and comments.*

- *We are also working on updates to our Constitution and Bylaws, which are to be addressed at this year's AGM. These updates will ensure that BCLTA's guiding documents are current and set us on a path to financial sustainability. These types of changes are not always easy but considering that this is the first time in years that substantial upgrades are being made, the Board feels that this will provide us with assurance of our long-term survival.*

And finally, I want to say thank you to all of you for volunteering as trustees. As many of you know, this can be a very challenging role where you deal with everything from new facilities to staffing issues. But I also know that the province's libraries are in excellent hands. In these trying economic times, as dependency on libraries significantly increases, it is your strong leadership that will continue to guide the library movement in British Columbia.

Respectfully submitted,

*Andy Ackerman
President*

Executive Director's Report



ERRIN MORRISON

What a year it has been! Let me begin by expressing my gratitude for the patience of the BCLTA board, my coworker Mandy Davies, and the membership at large. It's been a steep learning curve since coming aboard a year and a half ago, but I feel like I'm gradually finding my groove...

We had a very busy 2008/09, beginning with a full-day Strategic Planning session in June, where the board set out its goals and objectives for the coming few years. Among these was a goal to improve BCLTA operations – starting with a full review and update of our Constitution and Bylaws. This review is complete and members will be voting on updated Constitutional Purposes, Bylaws, and a revised membership fee structure at this year's AGM. I hope we will be able to move forward with a solid legal and financial framework in place – one that member feedback has been crucial to informing.

One of my other key activities this past year has been member outreach. I have attended library board meetings and/or met with library board members from Invermere, Gibsons, Port Moody, Vancouver, and the entire North Shore of Vancouver. I am scheduled to attend an upcoming InterLINK board meeting and I hope to connect with other Federations in the months to come. I have also been contacted by many BCLTA members

regarding information requests and arising topics of concern to trustees – something I hope all our members feel welcome to do when an issue arises. If I can't answer your questions myself, I am at least uniquely positioned to assist you in finding those who can.

Another focus throughout 2008/09 was outreach to government – and to local government in particular. This was the first time that BCLTA was represented at the Elected Official Seminars held by the Local Government Leadership Academy and the Union of BC Municipalities following local government elections. BCLTA staff and board members set up a table at four of the six seminars held throughout the province, and we also saw a two-page library handout included in the binders distributed to seminar attendees. This document was adapted from our Library Primer, which we developed last year as a tool to assist BCLTA members in communicating library facts, issues and priorities to their local elected officials. I would encourage you to visit the BCLTA website and have a look at the Primer if you haven't already – and make a point of using it to connect with your local government.

On the provincial advocacy front, BCLTA's letter campaign on the importance of supporting public libraries in tough economic times is having an impact. Education was one of only two ministries that didn't see any cuts in the 2009 Budget – and I'm confident the collective voice of the BCLTA membership is being heard at the provincial level. Your letters were excellent – eloquent, heartfelt, and grounded in the everyday realities facing your libraries. It is crucial that we continue this communication with our funders, making sure to communicate how integral public libraries are to the fabric of BC's communities.

Before I sign off for another year, I'd like to end by encouraging you all to check out Web-Junction BC. This is an online gathering place for everyone connected with BC libraries – developed collaboratively by the BC Library Association, the BC Teacher Librarians' Association and our Association, with generous support from PLSB. Through WJBC, trustees will have access to free courses on a variety of topics, a wealth of library-related information and resources, online meeting capabilities, discussion forums, blogs, wikis, etc. You set up an online profile, make friends and get involved as you would through a regular social networking site, but this one is specifically tailored to the needs and interests of people involved in BC's library community – and indeed in the wider library community beyond our borders. WJBC is being officially launched in conjunction with the 2009 BC Library Conference, but further details are on the way and I invite you to seize this opportunity to Explore, Connect, and Learn.

Respectfully submitted,

*Errin Morrison
Executive Director*

Financial Statements

BRITISH COLUMBIA LIBRARY TRUSTEES' ASSOCIATION
FINANCIAL STATEMENTS
(Unaudited)
January 31, 2009

Contents	Page
<i>Review Engagement Report</i>	6
<i>Statement of Financial Position</i>	7
<i>Statement of Operations</i>	8
<i>Schedule of Administrative Expenses</i>	9
<i>Notes to Financial Statements</i>	10



QUANTUM ACCOUNTING SERVICES INC.

205-873 Beatty Street, Vancouver, BC V6B 2M6

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, 2009, 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 18, 2009

tel: 604.662.8985 • fax: 604.662.8986 • e-mail: info@qas.bc.ca • web site: www.qas.bc.ca

BRITISH COLUMBIA LIBRARY TRUSTEES' ASSOCIATION
STATEMENT OF FINANCIAL POSITION
(Unaudited)
January 31, 2009

	Jan 31 2009	Jan 31 2008
ASSETS		
<i>Current Assets</i>		
Cash and Term Deposits	42,638	37,893
Accounts Receivable	2,678	3,777
Prepaid Expenses	<u>2,916</u>	<u>3,840</u>
Total Current Assets	\$48,232	\$ 45,510
Total Assets	<u>\$48,232</u>	<u>\$ 45,510</u>
LIABILITIES		
<i>Current Liabilities</i>		
Accounts Payable	10,342	8,068
Funds Held in Trust for PLSB (Note 3)	-	2,333
Deferred Revenue, Grant TOP	20,000	20,000
Deferred Revenue, Grant Infrastructure Needs	<u>15,000</u>	<u>-</u>
Total Liabilities	<u>\$45,342</u>	<u>\$ 30,401</u>
NET ASSETS		
Balance - Beginning of year	15,109	40,097
Net Assets adjustment (Note 3)	2,333	1,050
Excess/(Deficiency) of revenues over expenses	<u>(14,552)</u>	<u>(26,038)</u>
Total Net Assets	2,890	15,109
Total Liabilities and Net Assets	<u>\$48,232</u>	<u>\$ 45,510</u>

APPROVED BY THE BOARD OF DIRECTORS

Signed

Signed

BRITISH COLUMBIA LIBRARY TRUSTEES' ASSOCIATION
STATEMENT OF OPERATIONS
(Unaudited)
FOR THE FISCAL YEAR ENDED JANUARY 31, 2009

	Jan 31 2009	Jan 31 2008
REVENUES		
<i>Public Library Services Branch, Operating Grant</i>	35,000	35,000
<i>Public Library Services Branch, Executive Director Grant</i>	20,000	-
<i>Public Library Services Branch TOP Training Grant</i>	20,000	20,000
<i>Membership Fees</i>	37,759	37,238
<i>Conference</i>	3,236	20,370
<i>Sundry and Interest</i>	247	519
<i>Effective Board Member Sales</i>	240	-
<i>Conference Grant</i>	-	<u>20,000</u>
Total Revenues	<u>116,482</u>	<u>133, 127</u>
EXPENSES		
<i>Programs</i>		
<i>Trustee Orientation Program</i>	21,405	15,985
<i>Newsletter</i>	7,511	4,954
<i>Advocacy</i>	6,366	7,250
<i>Publications</i>	3,154	3,530
<i>Symposium</i>	2,333	1,050
<i>Trustee Orientation Program Online</i>	81	5,306
<i>Leadership Programs</i>	-	2,572
<i>Executive and Board</i>		
<i>Executive Director Fee</i>	35,368	22,575
<i>Meetings</i>	21,446	21,244
<i>Conference</i>	1,816	37,926
<i>Executive Director Travel and Expenses</i>	1,717	902
<i>Board Development</i>	1,376	1,240
<i>Library 2020</i>	1,000	-
<i>President's Advocacy</i>	758	692
<i>Executive Director Job Search</i>	-	2,519
<i>Administrative (See Schedule)</i>	<u>26,703</u>	<u>31,420</u>
Total Expenses	131,034	159,166
Excess of Revenues Over Expenses	<u>(14,552)</u>	<u>(26,038)</u>

BRITISH COLUMBIA LIBRARY TRUSTEES' ASSOCIATION
SCHEDULE OF ADMINISTRATIVE EXPENSES
(Unaudited)
FOR THE FISCAL YEAR ENDED JANUARY 31, 2009

	Jan 31 2009	Jan 31 2008
ADMINISTRATIVE EXPENSES		
<i>Administrative Assistant Fees</i>	11,245	11,443
<i>GST Expense</i>	2,675	3,773
<i>Website Maintenance</i>	2,273	2,179
<i>Accounting</i>	1,825	1,988
<i>Postage and Courier</i>	1,365	1,515
<i>Administrative Assistant Travel</i>	1,016	867
<i>Telephone</i>	939	1,364
<i>Awards</i>	891	1,415
<i>Annual Report Printing and Filing</i>	851	1,190
<i>Supplies</i>	766	1,015
<i>Storage Rent</i>	732	672
<i>Memberships</i>	460	460
<i>Office & Equipment</i>	270	1,864
<i>Research</i>	245	166
<i>Bank Charges</i>	138	455
<i>Professional Development</i>	-	57
<i>Misc Copying</i>	-	12
<i>Miscellaneous Expenses</i>	<u>1,012</u>	<u>985</u>
Total Administrative Expenses	<u>\$26,703</u>	<u>\$ 31,420</u>

BRITISH COLUMBIA LIBRARY TRUSTEES' ASSOCIATION
 NOTES TO FINANCIAL STATEMENTS
 (Unaudited)
 JANUARY 31, 2009

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 change in accounting policy with respect to the treatment of the balance at February 1, 2006. The balance funds (\$2,333) as at January 31, 2008 were used as symposium administration expenses for 2008/09.

	2009	2008
Opening Balance	2,333	3,383
Disbursed	<u>2,333</u>	<u>1,050</u>
Closing Balance	—	<u>2,333</u>

British Columbia Library Trustees' Association



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