



BRITISH COLUMBIA LIBRARY TRUSTEES' ASSOCIATION



## **ANNUAL REPORT 2005-2006**

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.



## 2005/2006 BOARD OF DIRECTORS

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### ADMINISTRATIVE ASSISTANT

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**PRESIDENT'S REPORT:** Lawrence Lavender

It is with great satisfaction and pride that I take this opportunity to report, on behalf of the BCLTA Board, the past year's work of your organization. The Board held its annual goal setting session as part of our first business meeting in July. This facilitated event has proven to be an integral part of moving our organization forward.

At our 2005 Annual General Meeting you approved a budget, proposed by the Board, which included funding to hire an Executive Director. This decision, and the subsequent hiring of Maureen Black in June to fill the position, has definitely provided the organization with the professional support required to implement its goals. Her professional training and experience coupled with a working knowledge of library trusteeship, serves our organization well. Your support for the continuation of this position will bring continuity to the BCLTA that will serve us well in the years ahead. The financial support of the Public Library Services Branch (PLSB) in recognizing the importance of this position is acknowledged and greatly appreciated. The ongoing work of Administrative Assistant, Mandy Davies, makes for an effective team through the provision of office duties and technical support.

In order to achieve our goal in communications the Board asked our Executive Director to develop a Communication Plan. A comprehensive draft plan was presented to the Board for their input and then approved for implementation. This plan is a work in progress. We are using more strategies in getting pertinent information to you in a timely and user-friendly way. We want to hear from you and will continue to address the challenges of effective communication.

In the development and delivery of trustee education programs, 2005 should be looked at as a "banner" year. Our Trustee Orientation Program (TOP) has been revamped, and two new courses addressing board effectiveness and board chairs, have been developed. For the Board, the "Training of Trainers" session held in late February was a historic event for the BCLTA. We now have eight experienced, dedicated trustees trained to deliver TOP sessions throughout the province. Consultant Ken Haycock, the trainers, our staff and again the PLSB, are all to be commended for their contributions to this effort. Past President, Sally Gibson, deserves special mention for her vision, passion, expertise and tenacity in seeing this, and a complete revamp of TOP Online, come to fruition. Congratulations to our TOP "graduates".

The Board and other trustees continue to be involved in the implementation of the Provincial Strategic Plan Libraries Without Walls. Continued participation in planned events and general feedback from trustees is crucial. All areas of the province are implementing and/or exploring the concept of federations. Literacy partnerships are forming. New technologies are being supported. PLSB, with funding and support from the Government, continues to be the driving force behind the implementation. As a partner in library services, trustees acknowledge and appreciate this support.

Advocacy efforts are always at the top of the BCLTA list of what we are about. We continue to collaborate with our service partners, the British Columbia Library Association (BCLA) and the Association of BC Public Libraries Directors (ABCPLD). We have met with the Union of British Columbia Municipalities (UBCM) and are developing more ways to work with and through that organization, in addition to the popular UBCM Conference Library Reception, to achieve our goals. There is progress being made in revitalizing our partnership in the Canadian Library Trustees' Association (CLTA). This organization, as part of the Canadian Library Association (CLA) should and must be an effective advocate for issues of national concern. All provincial representatives have been invited to attend CLTA executive meetings at the CLA conference in June. Your concerns and ideas for the future of CLTA are important and will be addressed through the BCLTA. Our meeting, in December, with the Minister to present a brief to outline our concerns, was well received and we look forward to their enhanced support for public libraries. We also met with the Opposition Critic regarding our Brief.

In closing, it is important to again thank our many partners, staff and hundreds of volunteers who contribute to the collaboration that really helps us as an organization "to develop and support library trustees to advance public library service in British Columbia". A big thank to my fellow Board members for their involvement over the past year. Your special contributions have made our organization stronger. A special thank you to our outgoing Board members - Sally Gibson, Alan Newberry and Dianna Seaton. The dedication of your passion, expertise and time to help advance the BCLTA is greatly appreciated. Happy "retirement".

In the past year, after talking to and meeting with my counterparts in the other areas of Canada, it is obvious that we are, and should feel, very fortunate to be part of the positive growth in public library service. Let's take the time to celebrate the successes and muster the energy to meet the challenges. Thanks for a "super" year.

Respectfully submitted,  
Lawrence Lavender  
President, BCLTA

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#### **EXECUTIVE DIRECTOR'S REPORT:** Maureen Black

Could there be a better time to be a public library trustee in BC? I don't think so.

Just look at all the factors working in our favour: the provincial government is implementing a strategic plan for public libraries and supporting this initiative with resources and funding that will reach every library in BC; as trustees, we participate in the leadership of public institutions that contribute significantly to the Premier's goal of being "the most literate jurisdiction on the continent"; and, within the trustee community, BCLTA has increased its resources to develop and support trustees.

Specifically on this latter point, over the past year BCLTA's efforts have been focussed on four priorities:

- **Review and improve our communication with our members and other stakeholders.** We have significantly increased the amount of regular communication to our members through electronic bulletins, updating our web content and working more closely with our partners in the library community. We have also completed a Communication Plan that will guide our efforts in the future. And now that BCLTA has re-established the role of Executive Director, I am able to serve trustees by acting as a voice on behalf of BCLTA, and libraries in general, when working with various levels of governments and other interested parties.
- **Further enhance and develop trustee education programs.** BCLTA has made a significant commitment to trustee education by revising our Trustee Orientation Program and training a team of local instructors who will be able to deliver this program in local communities in BC throughout 2006. As well, working with Ken Haycock, we have developed two new training programs (Board Chairs and Effective Governance) for the spring 2006 conference. Finally, we've been working on a completely revamped online version of the Trustee Orientation Program that is also scheduled for launch in the spring of 2006.
- **Facilitate and participate in the implementation of the Provincial Strategic Plan for libraries.** BCLTA has been working to ensure that all trustees are up to date and involved, where possible, in the implementation of the plan, "Libraries Without Walls". With these provincial initiatives affecting every library in BC, there clearly is a role for our organization to represent and facilitate the participation of trustees throughout BC.
- **Ensure BCLTA pursues both current and future strategic advocacy opportunities.** We are strengthening our relationship with the Union of BC Municipalities, working closely with the provincial government's Public Library Services Branch, continuing to meet with the Minister at least annually and working with national organizations on library issues. Our agenda is full and we are fully engaged.

Despite all of this activity, there still are challenges to be met and more work to be done. One area in particular that needs attention is enhancing the dialogue within the trustee community to allow us to share best practises and common concerns. On this and other topics, I look forward to hearing from the trustee community so BCLTA can further focus our efforts to ensure that we are fulfilling our mission "to develop and support library trustees to advance public library service in British Columbia".

Please don't hesitate to contact me.

Respectfully submitted,  
Maureen Black  
Executive Director, BCLTA

**BRITISH COLUMBIA LIBRARY  
TRUSTEES ASSOCIATION  
FINANCIAL STATEMENTS  
(Unaudited)  
January 31, 2006**

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**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 Balance Sheet of British Columbia Library Trustees' Association as at January 31, 2006, 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 28, 2006

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**BRITISH COLUMBIA LIBRARY TRUSTEES ASSOCIATION**  
**STATEMENT OF FINANCIAL POSITION**  
**JANUARY 31, 2006**  
**(Unaudited)**

	<u>2005/06</u>	<u>2004/05</u> (Note4)
<b>ASSETS</b>		
Current Assets		
Cash and Term Deposits	\$103,441	\$ 56,611
Accounts Receivable	<u>    3,970</u>	<u>    4,181</u>
Total Current Assets	\$107,411	\$ 60,792
<b>Total Assets</b>	<b><u>\$107,411</u></b>	<b><u>\$ 60,792</u></b>
<b>LIABILITIES</b>		
Current Liabilities		
Accounts Payable	\$ <u>    2,513</u>	\$ <u>    2,124</u>
<b>Total Liabilities</b>	<b><u>\$ 2,513</u></b>	<b><u>\$ 2,124</u></b>
<b>NET ASSETS</b>		
Balance - Beginning of year	\$ 58,668	\$ 54,085
Excess of revenues over expenses	<u>    46,230</u>	<u>    4,583</u>
<b>Total Net Assets</b>	<b><u>\$ 104,898</u></b>	<b><u>\$ 58,668</u></b>
<b>Total Liabilities and Net Assets</b>	<b><u>\$107,411</u></b>	<b><u>\$ 60,792</u></b>

APPROVED BY THE BOARD OF DIRECTORS:

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Signed

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Signed

**BRITISH COLUMBIA LIBRARY TRUSTEES ASSOCIATION  
STATEMENT OF OPERATIONS  
FOR THE FISCAL YEAR ENDED JANUARY 31, 2006  
(Unaudited)**

	<u>2005/06</u>	<u>2004/05</u>
<b>REVENUES</b>		
Operating Grants		
Public Library Services Branch	\$ 35,000	\$ 30,000
TOP Online Grant		
Public Library Services Branch	25,000	-
Strategic Plan Grant		
Public Library Services Branch	20,000	-
Executive Director Grant		
Public Library Services Branch	20,000	-
Membership Fees	35,643	35,222
Conference 2005	7,041	
Workshop Registration	4,425	9,000
Sundry and Interest	191	103
	<u>\$ 390</u>	<u>\$ 191</u>
<b>Total Revenues</b>	<b>\$147,499</b>	<b>\$ 74,413</b>
<b>EXPENSES</b>		
Programs		
Trustee Orientation Program	\$ 7,690	\$ 7,931
Trustee Orientation Program Online	5,444	-
Leadership Programs	6,142	-
Newsletter	5,080	6,035
Advocacy	4,422	7,104
Strategic Plan Travel	202	-
Publications	-	2,413
Executive and Board		
Executive Director Fee	20,738	-
Meetings	14,189	18,064
President's Advocacy	4,204	1,717
Conference 2005	1,644	-
Executive Director Job Search	1,101	-
Board Development	1,000	-
Executive Director Travel and Expenses	582	-
Conference 2004	-	3,772
Committee Expenses	-	92
Administrative (See Schedule)	<u>\$ 28,832</u>	<u>\$ 22,703</u>
<b>Total Expenses</b>	<b>\$101,270</b>	<b>\$ 69,830</b>
<b>Excess of Revenues Over Expenses</b>	<b><u>\$ 46,230</u></b>	<b><u>\$ 4,583</u></b>

**BRITISH COLUMBIA LIBRARY TRUSTEES ASSOCIATION**  
**SCHEDULE OF ADMINISTRATIVE EXPENSES**  
**FOR THE FISCAL YEAR ENDED JANUARY 31, 2006**  
**(Unaudited)**

<b>Administrative Expenses</b>	<u>2005/06</u>	<u>2004/05</u> (Note4)
Administrative Assistant Fees	\$ 11,616	\$ 9,717
Annual Report Printing and Filing	2,315	2,014
Office and Equipment	2,692	2,199
Website Maintenance	2,008	1,348
GST Expense	1,967	1,167
Supplies	1,850	1,861
Accounting	1,970	1,625
Telephone	1,464	827
Postage and Courier	968	1,172
Rent	694	642
Awards	630	386
Memberships	375	325
Bank Charges	99	90
Copying	67	37
Miscellaneous Expenses (Note3)	<u>117</u>	<u>(707)</u>
<b>Total Administrative Expenses</b>	<b><u>\$ 28,832</u></b>	<b><u>\$ 22,703</u></b>

**BRITISH COLUMBIA LIBRARY TRUSTEES' ASSOCIATION**  
**NOTES TO FINANCIAL STATEMENTS**  
**JANUARY 31, 2006**  
**(Unaudited)**

### **1. Nature of Operations**

The purposes of the Society 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 Society 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 Library Service Branch of British Columbia and other related provincial, national and international organizations to communicate issues, ideas and knowledge with regard to library services;
- (d) to encourage every Library Board in British Columbia to be a member of the Society; 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 Society, all the funds and assets of the Society 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 Society.

### **2. Accounting Policies**

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

- (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. Miscellaneous Expenses**

The discovery of an error in the 2004 statements reviewed by another accounting firm resulted in the need to show negative Miscellaneous Expenses in the year ended January 31, 2005.

### **4. Prior Year**

Certain prior year figures have been reclassified to conform with the current year's presentation. Readers are cautioned that these statements may not be suitable for their purposes.



BRITISH COLUMBIA LIBRARY TRUSTEES' ASSOCIATION