

## BOARD OF DIRECTORS

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### VICE-PRESIDENT-HUMAN RESOURCES

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### PAST PRESIDENT

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### ADMINISTRATIVE ASSISTANT

Mandy Davies

## BCLTA

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# 2001 / 2002 ANNUAL REPORT

British Columbia Library Trustees Association  
[www.bclta.org](http://www.bclta.org)

*The British Columbia Library Trustees Association  
gratefully acknowledges the support of the Government of  
British Columbia through the Library Services Branch of  
the Ministry of Municipal Affairs.*



## PRESIDENT'S REPORT

The past year has been a very active, challenging and exciting time for the BC Library Trustees Association and I am pleased to report to you on the great work of a very dedicated BCLTA Board.

The BCLTA Board continued to face human resource challenges leading to the implementation of a number of structural and operational changes. Additionally, we were able to build on the tremendous advocacy efforts of our Past President Colleen Chambers and Advocacy Vice President John Barton to continue to keep the importance of funding for public libraries on the radar screen of the provincial government along with municipal and regional district decision makers.

A great deal of effort and time has been expended to provide our mandated services during this transformational time. I am pleased to report this work has resulted in a number of excellent outcomes on a variety of fronts.

As you will see from the attached financial statements, the BCLTA is in a solid financial position particularly as a result of reduced Administrative Expenses this past year. These resources will allow the BCLTA to continue its efforts in meeting its Mission to "promote and foster the effectiveness of public library boards in British Columbia through unity, advocacy, education, and leadership for the advancement of library service throughout the province."

### **Administrative Support Restructuring and Staff & Office Changes**

Following the post conference meeting of The Board last year, it was determined that the relationship with the Executive Director of the time was not sustainable and that a restructuring of the role was also needed. In July 2001, the required notice under the contract was provided and the services of Association Management Consultants were terminated. Although the departure of the Executive Director meant a great deal of added work for the Board while alternate arrangements could be found, it has led to a number of very positive changes. The Board determined that the position should be restructured and renamed. Additionally, it was determined that a virtual office concept would be appropriate and cost-effective. After looking a number of options, a part-time Administrative Assistant to the Board, Mandy Davies, was hired on a probation basis. It is my recommendation that a more permanent contractual arrangement be secured with Mandy and I trust the Board will ratify this at our upcoming pre-conference meeting.

### **Advocacy**

With the Provincial Election behind us, the BCLTA focused on getting to know the new Minister, new MLAs and the new government. At the Union of BC Municipalities Convention in Vancouver in late September 2001, the BCLTA jointly participated with the BCLA and ABCPLD in hosting a very successful BC Library's reception, which was attended by upwards of 250 city mayors, councillors and MLAs from throughout the Province. We were most pleased that the new provincial Minister responsible for Libraries, the Honourable George Abbott, and his Deputy Minister, Bob de Faye, attended and gave remarks at the event.

This was a hugely successful event and an excellent opportunity to educate and thank municipal and regional district representatives for their ongoing support of libraries and will be continued this year at the UBCM convention in Whistler in September.

In late January, our Vice President of Advocacy, John Barton and the President of the BCLA, Carol Elder, joined me in a meeting with Minister George Abbott. The meeting gave us an additional opportunity to discuss a variety of issues including the need for the maintenance of library grants, the Audio Book issue and the upcoming strategic planning process for library services in the province. You will find a full report on our website and in John Barton's report.

We added a new advocacy tool this past year – a “Lifelong Learning @ your library” fridge magnet as an additional method to bring awareness to libraries. The bumper stickers, which were released the previous year, continue to be a popular item as well.

### **Communication and the BCLTA Website**

Our Communication Director Kay Bremner has been busy this past year with the production of several editions of the *Open Door* Newsletter. As well, the BCLTA website has been the focus of a great many changes over the past few months and will continue to be enhanced as we move forward. A new and more appropriate domain name, [www.bclta.org](http://www.bclta.org), was secured and changes were made to the hosting of the site. Mandy Davies' web design talents have transformed the site into a very informative, pleasant and user-friendly tool for trustees and other visitors. The site now contains past meeting minutes, Annual Reports, Open Door Newsletters, government presentations and submissions along with photos of BCLTA events. I encourage you to visit the site often for the latest from the BCLTA and as a way to provide us with pertinent information and news from your library to add to the site.

### **Conference and Awards**

One of our major undertakings this year has been our first stand-alone conference in many years planned for Nelson, BC from May 31 to June 2, 2002. Conference Director Lynn Adams, with the assistance of Mandy Davies and the conference committee, have organized an excellent conference with over 100 in attendance. We are especially privileged to have Roch Carrier, renowned author and Canada's National Librarian as keynote speaker.

Our Board member responsible for Awards, Nirmal Parmar, received a number of nominations for awards this year. The awards are to be presented during the conference in Nelson. We extend our congratulations to all the nominees and to the winners.

### **Education**

This past year has seen the continuation of both in-person and on-line offerings of the Trustee Orientation Program (TOP). An in-person session was held in Vancouver in the fall as well as one in conjunction with the BCLTA conference in Nelson.

With the strong support and assistance of the BC Public Library Services Branch, the BCLTA continues to offer the Online Trustee Orientation Program at no charge. We continue to explore ways this online Trustee Orientation Program could be made available to Boards in other Provinces under license, customizable to their needs.

As part of another education project, Sally Gibson, BCLTA First Vice-President, Education circulated an Education Needs Survey called “What do Library Trustees Want” via email and in a past *Open Door*. Response to the survey has been excellent and preliminary findings will be published in a future edition of the *Open Door* and announced at the AGM.

**New Logo**

As the BCLTA is entering an exciting new stage in its development, it was thought that it was time for a new look for the BCLTA brand. To that end, we commissioned potential new logos and solicited a vote by BCLTA members through the website for the new logo. The winning choice is to be unveiled at the Awards Ceremony during the conference and can be found on the front cover of this report. The BCLTA will continue to work on a strategy to heighten the awareness of the association and its work.

**Appreciation**

I would like to extend my personal appreciation to all the members of the BCLTA Board for their tremendous support and hard work during a challenging year. I would especially like to extend best wishes to the board members who will not be running for office at the AGM including John Barton and Kay Bremner.

On behalf of the Board, I would like to extend our sincere appreciation to Mandy Davies for her diligent, creative and proactive approach to the challenging tasks we have placed before her. It has been a pleasure to work with someone with Mandy's talents and spirit and the BCLTA will be well served by her.

I would like to thank Public Library Services Director Chris Pepler and his excellent team for their continued support for the very important work and role of public libraries in communities throughout British Columbia. I would also like to extend a thank you to BCLA President Carol Elder and Executive Director Michael Burris as well as the outgoing President of the Association of BC Public Library Directors Edel Toner-Rogala for their guidance, support and cooperation in our mutual efforts on behalf of the public library community in BC.

Finally, I would like to thank our member Boards around the province for the continued support for the role and activities of the British Columbia Library Trustees Association. It has been indeed a pleasure to meet Trustees from around BC and from across Canada and North America to share our experiences and to learn new approaches to our shared challenges. I look forward to exciting days ahead for the BCLTA!

Respectfully submitted,

**Blair Qualey**  
President, BCLTA

## ADVOCACY COMMITTEE REPORT

### **1. Relations with the Provincial Government and Opposition:**

Following the election of the Liberal Government, it was agreed that we need to establish a good working relationship with the Hon. George Abbott, Minister of Community, Women's' and Aboriginal Services under whose wide portfolio come the Provincial regulation and support for Public Library Services.

At our invitation both the Minister, and his Deputy-Minister, took part in the Libraries' Reception at the Convention of the Union of BC Municipalities in Vancouver on September 26 at the Fairmont Waterfront Hotel. Both kindly addressed the 200 delegates who participated in the reception.

This initial connection was followed up with a more formal meeting with the Minister and his assistant deputy Minister, Dale Wall in the Parliament Buildings in Victoria on January

31, 2002. Public libraries were represented by Carol Elder, President of the BC Library Association, Blair Qualey, President BCLTA, and John Barton, Vice-president Advocacy, BCLTA. The Association of BC Public Library Directors was involved in the planning for this meeting and consulted about the Brief which was provided to the Minister. A copy of this Brief can be downloaded from the BCLTA website in a pdf. file.

The principal issues discussed were the budget cuts, and the difficulty with which the per Capita grants have been maintained at their present level for 2002, 2003 and 2004. Also discussed, were the elimination of the Audio-books program; the BCLA Brief to the Premier's Technology council and the importance of libraries in providing internet access in 231 communities across the Province; the development of a strategic plan for library services throughout British Columbia; the critical importance of Provincial funding for library services in smaller communities; and the importance of Provincial legislation in establishing the values which govern library services.

## **2. Relations with Municipal and Regional Governments, their Mayors, Councilors and Administrators:**

Following the very successful first Libraries' Reception at the Union of BC Municipalities Convention in Victoria in September 2000, the BCLTA took the initiative in making preparations for a similar reception in association with the September 2001 Convention being held in Vancouver. The joint planning and funding for this event were undertaken by BCLTA, in association with the BC Library Association and the Association of BC Public Library Directors. Important leadership and support for this event was provided by our President Blair Qualey and the Vancouver Public Library.

More than 200 municipal and regional government councilors and officials participated in the event held in the Terrace Room of the Fairmont Waterfront Hotel with a lovely view from the outside verandah across Coal Harbour.

Blair Qualey welcomed delegates on behalf of the three library associations. Special materials were prepared for the event and handed out to those who came: a fact sheet on BC Public Libraries, and a review of the condition of Public Libraries in BC today.

A lap-top computer demonstrated the strengths of easy internet access through the Vancouver Public Library information technology infrastructure.

## **3. Relations with the Public Library Services Branch in Victoria and Burnaby:**

Barbara Greeniaus and now Chris Pepler, Director of the Public Library Services Branch and their staff have provided invaluable support and advice to our association over the past year. They have kept us up to date on the emerging priorities of the new Government, and suggested ways in which we can relate to the Government creatively.

50% of the BCLTA budget is provided through a grant from the Public Library Services budget. They operate the Library Board Chairs Listserve which enables us to communicate instantly with the 71 Board Chairs across the Province through the sending of one e-mail. David Ryland kindly keeps the e-mail addresses up to date. Adrian Dolling undertook the initial design of the new BCLTA domain name website at [bclta.org](http://bclta.org), which provided many of you with your first information about the Nelson Conference.

## **4. Raising the Profile of Public Libraries:**

One of our principal goals last year was to bring the serious funding situation of BC Libraries to wide public attention. We had some success in sensitizing both the outgoing NDP Government and the incoming Liberal Government about the shameful level of Provincial funding support for public libraries in BC which is less than 50% of the per capita funding provided by the other Western Provinces.

As an Association we have developed three important vehicles for raising the profile of public libraries:

- Bumper-stickers with the words “Lifelong Learning @ your library”
- Fridge-magnets which carry the same message in the same colors
- The new Website which facilitates easy access to the Advocacy Resources of the Association with useful links attached.

#### **5. Cooperation with the BC Library Association and the Association of BC Public Library Directors:**

- Close working relationships with our good friends who hold office with the BCLA and the ABCPLD have been significant in enabling us to work toward common advocacy objectives. Usually we have been able to arrange meetings around the BCLA Conference in the Spring, and before the Libraries’ Reception in the fall.
- Fruits of this cooperation have been evident in the BCLA designed Provincial Election Website on behalf of the three organizations, in the Libraries’ Reception at the UBCM, and in our meeting with the Hon. George Abbott.

#### **6. Future Directions:**

Among Advocacy issues which need to be addressed by the new Executive are:

- The planning of the Libraries’ Reception at the September 2002 Union of BC Municipalities Convention in Whistler.
- Imaginative use of the website for Advocacy purposes with Municipal Elections coming this November
- The response of the Association to the Quarterly Reports of the Premier’s Technology Council. What will the role of Public Libraries be in the way in which the Government funds and enables local community internet training and access?
- The participation of Library Boards in the development of the Strategic Plan for Public Library Services in BC. The planning for the process is in the hands of Chris Pepler and the Public Library Services Branch. It is scheduled to be undertaken between January and December 2003.
- A meeting with the Minister of Community, Women’s’ and Aboriginal Services and with the Opposition to keep them abreast of the issues we feel to be important for policy and funding. Perhaps in April 2003. [It required diligent work 4 months in advance to arrange our Jan 2002 meeting]. Preparation of a Brief in consultation with BCLA and ABCPLD.
- Consider requests for changes to the Public Library Act:
- Among those suggested have been a requirement that Regional Districts served by a Municipal Library be required to provide funding for its operation. This is a serious problem in Creston, Nelson, and Powell River.
- The importance of the Government increasing its per Capita Grants in 2005 to a level comparable with the other Western Provinces.

I should like to express my thanks to Neil Williams and Lawrence Lavender, the other members of the Advocacy Committee, for their long-distance insights and contributions.

Respectfully Submitted,

**John Barton**  
Vice-president, Advocacy

## EDUCATION COMMITTEE REPORT

The Education Committee, working with the Board of Directors, directs and develops education programs that support the mission statement of the Association. This year, the education committee focused significant time and resources on program planning and evaluation that included an education survey as well as a review of both the on-line and workshop formats of the Trustee Orientation Program.

**Program Planning and Evaluation:** More than a third of the total population of BC Trustees responded to an education survey entitled: What do Library Trustees Want? This high yield response will enable BCLTA to create a strategic education plan that is aligned with the needs of BCLTA members. An executive summary of this survey will be published in the Fall issue of the Open Door. Preliminary findings will be presented at the Annual General Meeting.

**Trustee Orientation Program (TOP) Workshop in Vancouver:** Participants from the Greater Vancouver Regional District attended a February workshop facilitated by Ernest Neumann and Sally Gibson. Photographs of the workshop were produced and posted on the BCLTA website by Mandy Davies, BCLTA Administrative Assistant. Evaluation of this workshop emphasized the need and benefit of Trustee development through collaborative learning.

**Trustee Orientation Program (TOP) On-line:** This on-line session, accessed by Trustees from around the Province, was facilitated by Kay Bremner (Powell River) and Douglas Edgar (Prince George). TOP On-line is currently being moved from the Library Services Branch to BCLTA's virtual office. Evaluation of this session emphasized the need and benefit of encouraging partnerships, at the local level, between seasoned and/or former Trustees and those who are new to their Boards.

**Education Issues that need to be addressed by the new Board:**

In order for library boards to prepare to participate in BCLTA events, the production and website posting of a BCLTA Calendar of Events, i.e. BCLTA education activities should be developed.

In order to update and respond to participant evaluations, revision of both the TOP Workshop and the TOP On-line modules.

Revision of BCLTA Trustees Handbook.

The practice of facilitating an annual TOP workshop, to be held every year on the last Saturday of February, will enable Boards to provide new Trustees with an introduction to their respective roles and responsibilities. For example, the next TOP workshop will be facilitated in Vancouver on February 22, 2003.

The establishment of a mentoring model for TOP On-line sessions and the practice of continuous in-take for TOP On-line modules.

In order to provide for fiscally responsible TOP workshops throughout the Province, the training and development of regional (local) facilitators.

BCLTA email distribution list that enables all Trustees to access information on current interests through Trustee lead discussion groups.

Publication of the education survey findings and resourcing educational interests as appropriate.

Respectfully submitted,

**Sally Gibson**  
Vice-President, Education

## CONFERENCE COMMITTEE REPORT

The Conference, *Leadership @ your library*, a stand-alone in Nelson will be completed by the time you read this report. We offered ten Educational Sessions a Plenary and Keynote Address by Roch Carrier, National Librarian. The last stand-alone was in Prince George in 1997.

Planning a stand-alone conference has been an adventure, it has also been rewarding. Fortunately, when we hired Mandy Davies our Administrative Assistant, in March, the wheels started moving faster. The technology that she provided, and that we were able to use, saved us hours on the phone. Thank you Mandy.

Our plan for 2003 is to once again join BCLA for a joint conference in Harrison Hot Springs. In 2004 BCLA are planning to join with CLA in Victoria. The executive will have to determine where we will fit into these plans.

We are always looking for program ideas and for future conference sites, so please keep in touch with the BCLTA office. Your contributions to our organization are appreciated.

I would like to once again thank Mandy and all the Board Members for contributing to the planning of a successful conference. It is our hope that the attendees come away with information, food for thought, renewed interest for the job ahead, and the opportunity of visiting with old friends, and making new ones.

Respectfully submitted,

**Lynn Adams**  
**Director, Conferencing**

## COMMUNICATIONS COMMITTEE REPORT

The title Director of Communications is new for the BCLTA. This position was, until recently, Director of Publications. The new title much better represents the changes made in the way the BCLTA communicates with the trustees of the province. Our publication, the *Open Door*, continues production regularly and brings to our members regular updates on the advocacy activities of the board as well articles on current issues facing libraries in the province. The *Open Door* is the voice of the trustees of the province and we are still working towards getting more trustees to contribute.

Two new avenues of communication recently made available are; the Chairs List serve and the BCLTA web site. The list serve is an electronic service provided with the help of Library Service Branch, which sends information to all chairs and provides a forum for discussion and comment on any topic raised by any member. The web site provides access to information about BCLTA and links to other relevant information.

This was my last year on the BCLTA board and I want to thank all the people I have met and who have helped me learn so much about libraries and about the good and dedicated individuals we have looking after the libraries of BC. I leave library trusteeship after eight exciting and worthwhile years as passionate about libraries as I was the first day.

Respectfully submitted,

**Kay Bremner**  
**Director Communications**

## AWARDS COMMITTEE REPORT

### NANCY BENNETT AWARD

**Barbara Nuttall** has been a trustee of Port Moody public Library for the last eight years and currently is board chair. She was instrumental for initiating a marketing plan that resulted in two very successful fundraising projects, which raised \$ 15000 for the library. She single-handedly organised first annual golf tournament last year and raised over \$ 10,000. Barb has already raised over \$ 3,000 in sponsorships for 2002 golf tournament.

The Nancy Bennett Award is the highest honour the BCLTA can present. It was established in 1988 to honour Nancy Bennett for her service and dedication to the libraries of British Columbia and is presented to the trustee who has made an outstanding contribution to public libraries.

### SUPER TRUSTEE AWARDS

**Deryll White** has been a trustee for the Cranbrook Public Library since 1977. His leadership was very important for making the Library Association into Municipal Library status. Deryll is working for a new library funded by City of Cranbrook and the Regional District of the East Kootenay.

**Louise Levy** has been a driving force to make this small library in Vanderhoof a great success. She has spent hundreds of hours of her time to see that all the board governance policies and procedures are in place. Her advocacy work has greatly benefited the library. Presently Louise is working on building a new home for the library.

**Linda Florence** has been on the Powell River and District Public Library Board for eight years. She was vice-chair for three years and chair for four years. She worked very hard on a public referendum, which was held to get funding for new facility. When the referendum was lost, she rallied the board and implemented a long-range action plan to ensure success for the next opportunity. Linda was a guiding force to change the small library into a modern information access point. Linda has been a tireless trustee in her advocacy efforts.

### LIBRARY ADVOCATE AWARD

This award is presented to individuals, corporations or community groups to show appreciation for their contributions for the enhancement of the library services. This year's award goes the **Friends of Squamish Public Library** for their dedication, commitment and hard work to improve their library.

Respectfully submitted,

**Nirmal Parmar**  
Director Awards

## ADMINISTRATION NEWS

### MEMBERSHIP

Form Invoices were mailed out in March 2002 resulting in a 96% membership renewal response to British Columbia Library Trustees Association dues

### ADMINISTRATION

Having joined BCLTA in late February 2002 focused primarily on association orientation, membership dues and upcoming conference. Financial statements were prepared by an interim accounting firm, QAS, to bring computerized financial records up to date and in preparation for the Annual Report 2001/2002.

Completely reworked and redesigned the website, adding clearer navigation, links and online forms as well as password protected areas.

Responsible for email communication, snail-mail pick up, processing and bank deposits

### OPEN DOOR

Worked with Director of Communications and Printing Company to produce Spring 2002 "Open Door" newsletter.

### EDUCATION AND ADVOCACY

Worked briefly by communicating with Vice-President, Advocacy, John Barton, to promote bumper stickers and fridge magnets at Nelson conference.

### TRUSTEE ORIENTATION PROGRAM (TOP) WORKSHOPS

Assisted in preparation of and attended live TOP in February. Reworked TOP workbook for Nelson conference.

### TRUSTEE ORIENTATION PROGRAM ONLINE

Liaised with 1st Vice-President, Education, Sally Gibson, to redesign TOP live web site and operate via bclta.org towards Fall 2002 "new" TOP online

### CONFERENCES

In March 2002, began working with Director of Conference, Lynn Adams, to organize May 31 stand-alone conference in Nelson BC. Oversaw printing and distribution of registration and conference brochure and developed online registration at bclta.org.

Processed registrations for all attending, prepared nametags, and conference flyer.

Worked closely with members of the BCLTA Board of Directors to prepare for a successful conference.

Began arrangements for BCLTA presence with UBCM in September 2002.

Respectfully submitted,

**Mandy Davies**  
Administration

BRITISH COLUMBIA LIBRARY  
TRUSTEES ASSOCIATION  
FINANCIAL STATEMENTS  
(Unaudited)  
January 31, 2002

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SANTOS & CO.

**SANTOS & CO.**  
CERTIFIED GENERAL ACCOUNTANTS

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Joe F. Santos, C.G.A., INC.  
Robert F. Santos, C.G.A., INC.

**REVIEW ENGAGEMENT REPORT**

**To the Members  
British Columbia Library Trustees Association**

We have reviewed the statement of financial position of the British Columbia Library Trustees Association as at January 31, 2002 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.

**BURNABY, B.C.  
May 14, 2002**

*Santos & Co.*  
**CERTIFIED GENERAL ACCOUNTANTS**

BRITISH COLUMBIA LIBRARY TRUSTEES ASSOCIATION  
STATEMENT OF FINANCIAL POSITION  
JANUARY 31, 2002  
(Unaudited)

	<u>2002</u>	<u>2001</u>
<b>ASSETS</b>		
<b>Current</b>		
Cash and term deposit	\$ 48,981	\$ 26,367
Accounts receivable	<u>4,407</u>	<u>1,165</u>
	<u>\$ 53,388</u>	<u>\$ 27,532</u>
<b>LIABILITIES</b>		
<b>Current</b>		
Accounts payable and accrued liabilities	\$ <u>4,838</u>	\$ <u>2,432</u>
<b>NET ASSETS</b>		
<b>Balance - Beginning of year</b>	25,100	34,982
Excess (deficiency) of revenues over expenses	<u>23,450</u>	<u>(9,882)</u>
<b>Balance - End of year</b>	<u>48,550</u>	<u>25,100</u>
	<u>\$ 53,388</u>	<u>\$ 27,532</u>

APPROVED BY THE BOARD:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BRITISH COLUMBIA LIBRARY TRUSTEES ASSOCIATION  
STATEMENT OF OPERATIONS  
YEAR ENDED JANUARY 31, 2002  
(Unaudited)

	<b>2002</b>	<b>2001</b>
<b>Revenues</b>		
Operating grant		
Library Services Branch	\$ 30,000	\$ 30,000
Membership fees	35,421	32,435
Members training fees	456	9,560
Conference	4,990	2,645
Bumper sticker sales	6,970	-
Donations	-	1,500
Sundry and interest	870	1,121
	78,707	77,261
<b>Expenses</b>		
Programs		
Newsletter	3,970	8,162
Conference 2001	7,249	-
Conference 2000	-	3,138
Library leadership	349	490
Trustee orientation	1,259	9,437
Executive and Board		
Presidents advocacy	3,130	3,257
Meetings	12,363	20,878
Committee expenses	207	71
Union of British Columbia Municipalities	1,333	1,183
Administrative (Schedule)	25,397	40,527
	55,257	87,143
<b>Excess (Deficiency) Of Revenues Over Expenses</b>	<b>\$ 23,450</b>	<b>\$ (9,882)</b>

BRITISH COLUMBIA LIBRARY TRUSTEES ASSOCIATION  
 NOTES TO FINANCIAL STATEMENTS  
 JANUARY 31, 2002  
 (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 service;
- (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, 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. Statement Of Cash Flows**

A statement of cash flows has not been prepared as the information is readily determinable from the financial statements presented.

**4. Commitment**

The Society is leasing office premises on a month to month basis.

BRITISH COLUMBIA LIBRARY TRUSTEES ASSOCIATION  
 SCHEDULE OF ADMINISTRATIVE EXPENSES  
 YEAR ENDED JANUARY 31, 2002  
 (Unaudited)

	<u>2002</u>	<u>2001</u>
<b>Administrative Expenses</b>		
Executive director's fees	\$ 11,474	\$ 24,835
Advocacy materials and miscellaneous	5,850	-
Rent	2,780	3,643
Telephone	1,624	2,738
Office and equipment	774	4,146
Electronic mail and website maintenance	685	353
Accounting	558	560
Postage and fax	539	713
Supplies	402	832
Awards	259	405
Courier	219	215
Copying	156	777
Bank charges	77	397
Continuing education	-	913
	<u>\$ 25,397</u>	<u>\$ 40,527</u>