

BCLTA

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2000 / 2001 ANNUAL REPORT

British Columbia Library Trustees Association

*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 at BCLTA has been an extremely active and transformational time. With the significant challenges this Board has faced since our last AGM I am very pleased with the results that everyone's hard work has achieved.

Two areas of considerable focus have been in Advocacy and Education.

Advocacy

Given that a provincial election would be called within a year of our last AGM we undertook a relationship building effort with the Provincial Opposition Liberal Party. In October we had a very positive meeting with MLA Ted Nebbeling, Municipal Affairs Critic in an effort to make him aware of the importance of libraries and their funding needs. In November 2000 I had an opportunity to meet with the three Richmond Liberal MLAs Geoff Plante, Linda Reid and Doug Symons to advocate for libraries. On February 28, 2001 we had an informative meeting with Gordon Campbell Leader of the Opposition who was provided with a detailed briefing comparing BC's funding to other Provinces. Mr. Campbell stated his support for libraries and understood the connection between libraries and education. The Advocacy Committee also met with Jim Doyle, Minister of Municipal Affairs and MLA Andrew Petter in early 2001. Partly as a result of these meetings the Provincial Government announced a \$1.2 million grant to BC's libraries in March 2001.

At the UBCM in Victoria in October a jointly hosted, BCLTA / BCLA / ABCPLD, reception was attended by approximately 200 city councillors and mayors. This was a hugely successful event and an excellent opportunity to thank the municipal governments for their ongoing support of libraries. Many thanks to the Greater Victoria Public Library for their outstanding help with the organization.

We unveiled a "Lifelong Learning @ your library" bumper sticker as a method to bring awareness to libraries during the Provincial Election Campaign. 2,000 stickers have been sold to the CLTA and we expect to sell over 2,000 to libraries in British Columbia.

Education

A very successful Internet Filtering Session was held at the Vancouver Public Library in November with their generous complimentary use of the facilities. This was the first time we videotaped a session permitted by donation of \$500 from Net Nanny Software, so all library boards in the Province could benefit from the five knowledgeable speakers.

We were also pleased this year to reduce the fee for the Online Trustee Orientation Program from \$75 per trustee to no charge.

Communications

We have also improved our communications to you by establishing the BCLTA Chairs Listserve in September to facilitate a discussion forum and to use as a tool for updating each Library Board on our initiatives. We are grateful to Barbara Greeniaus and David Ryland from the Library Services Branch for their support of the Listserve.

In September I visited the Prince George Library Board to discuss our work and had the opportunity to present three Library Advocate Awards. In March I presented in Nanaimo to the Vancouver Island Regional Library Board the benefits of belonging to BCLTA and am pleased they have agreed to join BCLTA this year after a five-year hiatus. With the rejoining of these two important boards, BCLTA will now have 100% membership of all 70 library boards.

Administration

In June 2000 the BCLTA Board conducted a performance review of the past Executive Director and a number of serious concerns raised by many individuals resulted in the Board's unanimous decision to immediately terminate the employment contract effective on July 10, 2000. Our offer of \$4,200 (three months) severance pay was met with a demand for \$28,755. After ongoing negotiations between lawyers over a four-month period a settlement of \$13,000 was approved. The law firm Farris, Vaughan, Wills & Murphy agreed to waive all our legal fees, which saved us approximately \$6,000 to \$8,000.

In order to help save money I was able to maintain the administration of the Association with help from Ernest Neumann until we hired Joan Abbott on November 1st. With the new Executive Director came a new office in downtown Vancouver and a new computer for BCLTA.

BCLTA has made some very good progress this year in our efforts to improve services to our membership in spite of some very challenging tasks. All this could not have been done without the outstanding efforts of the BCLTA Board to whom I am very grateful. There is still a lot that needs doing and any feedback from you will help us to fulfil your needs.

Respectfully submitted,

Colleen Chambers
President

ADVOCACY COMMITTEE REPORT

Membership: The Advocacy Committee has been made up of Neil Williams and John Barton operating out of Victoria.

1. THE ADVOCACY OBJECTIVES FOR 2000-2001 as agreed by the Board at its September meeting

- 1) Increase the Provincial Government per capita grant for Public Libraries by \$ 2.00 per capita, at a cost of \$8 million.
- 2) Increase the hours of opening of our public libraries, so that the large investment of capital which they represent, and the value of the high-tech equipment which has been installed, gets maximum public use. "Free Access" means nothing if libraries are closed.
- 3) Make a clear connection between Public Libraries and Education.
- 4) Ensure that our Mayors and Municipal Councillors are well informed about the enormous contribution public libraries make to the people of this Province.
- 5) Express our appreciation for the strong Municipal budget support for Public Libraries.

2. COORDINATION OF ADVOCACY STRATEGY WITH BCLA AND ABCPLD (Association of BC Public Library Directors)

- 1) Meetings on August 31, October 25, and April 19, 2001.
- 2) Preparation for the Provincial Election.
 - i) Production of a common "Issues Document" concerning Libraries (BCLA).
 - ii) Suggested local strategies and questions for candidates running in the election - to be posted on BCLA and BCLTA websites.
 - iii) Article on "Preparing for the Provincial Election" in Feb. issue of Open Door BCLTA.
 - iv) Information about the Crisis in Funding for Public Libraries posted on BCLTA website.
- 3) Exploration of use in BC of the American Library Association's "@ your library" Campaign for America's Libraries materials and logo.
- 4) Regular liaison with the Library Services Branch staff.
- 5) Rapid communication of BCLTA initiatives and feedback through the Board Chairs List Serve kindly operated by the Library Services Branch.

3. RAISING THE PROFILE OF PUBLIC LIBRARIES IN THIS PROVINCE

ACTION UNDERTAKEN THIS YEAR:

1) MEETINGS WITH PROVINCIAL POLITICIANS:

Members of the Advocacy Committee and BCLTA Executive along with representatives from BCLA met with the following and presented briefs about the crisis in Public Library Funding, requesting an increase in the Provincial Per Capita Grant of \$2.00 for 2001. Information was shared about funding in the other Western Provinces which is in every case more than double BC's Per Capita Grant.

- 1) Ted Nebbeling, Opposition Critic for Municipal Affairs Oct 25, 2000
- 2) The Hon Jim Doyle, Minister of Municipal Affairs Jan 10, 2001
- 3) Andrew Petter, MLA Saanich South Feb 5, 2001
- 4) Gordon Campbell, MLA Leader of the Official Opposition Feb 28, 2001

- 2) THE DEVELOPMENT AND WIDESPREAD DISTRIBUTION OF A MEDIA RELEASE on March 28th relating to the Government's decisions on the one hand to make a one-time grant of \$1.2 million to enhance Library Collections, and on the other to make no increase in Provincial funding for the core operating costs of Public Libraries. The per capita grant was not increased.
- 3) THE DESIGN AND PRODUCTION OF BUMPER-STICKERS "Lifelong Learning @ your library" for widespread use in the Election Campaign period. For sale at the BCLTA / BCLA Conference in April and the CLA Conference in June. To be available for sale by Libraries and Friends of the Libraries.
- 4) RECEPTIONS FOR MAYORS, CITY MANAGERS AND MUNICIPAL COUNCILLORS
 - i) at the UBCM Convention in Victoria, Oct 25, 2000. Its purpose was to raise the profile of Libraries at the UBCM, and to thank Municipalities for their strong and growing financial support of Public Libraries. [83% of total funding] 150 to 200 delegates attended. "Libraries made their mark". Both the then Minister of Municipal Affairs, Cathy McGregor and the Deputy Minister, Suzanne Veit attended and spoke briefly to the reception.
 - ii) discussions are now underway about holding a similar Libraries Reception at the UBCM Convention in Vancouver this coming September.
- 5) THE GATHERING OF INFORMATION ABOUT THE CAPITAL ASSETS INVESTED IN PUBLIC LIBRARIES in this Province: in Buildings, Collections, Information Technology and other Equipment. Present data received suggests it is in excess of \$600 million. Information used in arguing the case for more core funding to enable these assets to be more accessible to the public through increased opening hours on weekends and evenings.

Respectfully submitted,

John Barton
Vice-President Advocacy

HUMAN RESOURCE COMMITTEE REPORT

Due to my own newness to the executive, Ernest Neumann performed some of the duties of the Human Resources Vice-President. He undertook the task of the orientation of new members to the executive as well as the evaluation of the Executive Director's position. Thanks to Ernest for pulling up my slack.

This year has seen some change to our staff and office location. We have one employee, the Executive Director. In November, Joan Abbott became our Executive Director. We contract her services as well as office space from Association Management Consultants. So far, this plan has worked well. There will be an evaluation of this arrangement this year.

The Board did a self-evaluation which was a positive experience. It will allow the executive to fine tune the organization of this association. For the most part, there are no major problems. It would be a good idea to continue with an annual evaluation since the term for the positions is one year.

There was no progress made on the Chief Librarian's evaluation. There are some leads but they were not followed up on at this time.

The executive as a whole has improved communications immensely this year with the Chairs Listserve and phone contact with different Chairs by the individual executive members.

Sitting on the executive has been an excellent experience. I learned more about libraries and what it is to be a trustee. I would encourage all of you to consider giving a year to a position on the executive. It would be a worthwhile experience.

Respectfully submitted,

Mary-Ann Graham
Vice President, Human Resources

EDUCATION COMMITTEE REPORT

As Trustees in BC, we have witnessed an exciting chapter in the history of the BCLTA over the past 12 months. It has been a period of very positive change with many opportunities for growth and learning by both the Board and the organization as a whole. It has been a transitional period with the departure of the past Executive Director and the recruitment and hiring of a replacement, Joan Abbott.

The activities of the Education portfolio have not been free of the impact of these challenges, particularly relating to the absence of an Executive Director for some months. Despite these hurdles, with the commitment and support of the Library Services Branch, our TOP trainers, Education Seminar speakers and BCLTA members who participated in various Education programs, much progress has been made.

Here is a brief summary of the areas of activity in the Education Portfolio this past year:

Ongoing Education Seminars - Internet Filtering

An educational session entitled "Internet Filtering – Yes or No for Your Library" was held at the Central Branch of the Vancouver Public Library on November 1, 2000. This session was very well attended (55 people attended which included reps from almost all lower mainland libraries, approximately 5 came for the Vancouver Island Regional Library and one came all the way from Terrace!). The speakers did an excellent job and all those in attendance heralded the event as a success.

The session was videotaped (funding support - \$500 - for this was provided by one of the session participants, Net Nanny Software). Videotapes of the event continue to be offered throughout the Province and the rest of the country. An email has been sent to the various List-serves and other interested parties. Pricing for this tape was set at \$19.95 (including shipping and handling and taxes) for BCLTA members and \$25.95 per tape for non-members.

As of April 1st, videotapes have been sent to over 20 libraries throughout BC.

In light of the success of this last event, it is the recommendation of the Education Committee that consideration be given to a session in the fall of 2001. A proposal for a session on Intellectual Freedom has already been received.

Trustee Orientation Program (TOP) Sessions – Online and In-person

A meeting was held with Barbara Greeniaus and Ene Haabniit of Library Services Branch in late October 2000 to discuss the status of the Trustee Orientation Program and what could be done jointly to revise and restructure the Online program for the benefit of all concerned.

TOP Online

It was agreed that TOP Online could be offered to BCLTA members free of charge and that, in exchange, we would take on the responsibility to promote the TOP Online program for licensing in other provinces.

Further meetings were held and plans were made to offer a session in the spring and fall. It was hoped that removing the \$75.00 fee would benefit more of the rural trustees and others who cannot attend the regular TOPs.

We have received a request from out of Province for use of the BCLTA TOP Online. Discussions continue with Library Services Branch and interested parties on the licensing of our unique Trustee Orientation Program Online.

TOP In-person

In-person TOP sessions were planned for the spring and fall. As well, a TOP session was scheduled for the Conference. The spring session had to be cancelled due to insufficient registrations in time. We will plan a more intense awareness and follow-up campaign in advance of the fall in-person TOP session to insure registrations are in on time. Arrangements are underway for a TOP session in the Prince George area so please stay tuned for further details on that.

Future Opportunities

The past year has been one of much transition and an important period of growth and development for the BCLTA. The Education Portfolio has been very active and continues to provide Trustees of member libraries with various options and resources for skill development. As Internet-based technology expands, the Education Committee may begin offering distance-learning opportunities through webcasts of seminars and TOP sessions. The BCLTA continues to look for unique and powerful opportunities to bring greater and greater value to its members.

On behalf of the Education Committee, I would like to extend my sincerest appreciation to the efforts of everyone involved. In particular, our thanks to Barbara Greeniaus and Ene Haabniit and their colleagues at the provincial Library Services Branch for their tremendous support for the efforts of the BCLTA and for all libraries around the Province – it is GREATLY appreciated. In addition, a big thank you to Marianne Hall, John Collison and Joan Jarman (our official trainer for the Prince George region) for their great work leading the in-person TOP sessions. Finally, thank you to Neil Williams and Kay Bremner for their commitment to the TOP Online program and to my colleagues on this past year's Executive for their dedication, enthusiasm and support.

I would like to extend a special thank you to our BCLTA President, Colleen Chambers, for encouraging me to participate in the BCLTA and, more importantly, for her leadership and her passionate commitment to the BCLTA and to Libraries around the Province.

Finally, I strongly urge my Trustee colleagues from around the Province to take full advantage of the many offerings of the BCLTA by participating in Education sessions and conferences, on Executive Committees and in library advocacy efforts. It's great fun and a terrific opportunity to enhance your important contribution to a very important part of the fabric of this Province – its libraries!

Respectfully submitted,

Blair Qualey

First Vice President, Education

CONFERENCE COMMITTEE REPORT

Planning the joint British Columbia Library Association/ British Columbia Library Trustees Association (BCLA/BCLTA) conference this year has once again gone very smoothly. There are fourteen hard-working BCLA members and myself on the conference planning team. The BCLTA has a session for trustees in every time slot as well as offering the Trustee Orientation Program (TOP) as a pre-conference workshop. The presence of the exhibitors brings in \$18,000 in fees plus a \$6,500 Trade Show grant from Library Services Branch so the conference is able to show a profit which the BCLTA is able to share in on a delegate percentage basis.

Plans are already underway for 2002 in Nelson. This will be a stand-alone conference, our first since Prince George in 1997. It is hoped that it will attract many trustees from that area. It will be totally focussed on trustee issues. The following year, 2003, the plan is to join the BCLA again for a joint conference.

We are always looking for program ideas and for future conference sites, so please let the BCLTA office know of your suggestions.

Many thanks to the Board members who have helped to make our conference such a success.

Respectfully submitted,

Margaret Long
Director, Conferencing

PUBLICATIONS COMMITTEE REPORT

Two very successful Open Door publications have been distributed and a third is presently being put together. Producing an Open Door is a real team effort and many thanks go to all the members of the BCLTA board who contribute by writing and those who oversee the actual production. The next Open Door will focus on the Convention and the Awards Ceremony that is held in conjunction with the convention. I have tried to get more input to the Open Door from trustees all over the Province and will continue to encourage all trustees to contribute with articles on their activities, achievements, thoughts, and concerns. Please keep in mind this publication is your forum for discussion and every one of you has a point of view and a story about libraries which is worth sharing. Please consider writing your library story and submitting it to the Open Door. We thrive on controversial observation and incisive questions. Let us know what you would like to see us address in upcoming issues.

Respectfully submitted,

Kay Bremner
Director - Publications

AWARDS COMMITTEE REPORT

In my first year as Director of Awards, I feel honoured to recognize the excellence of Trustees in our province.

NANCY BENNETT AWARD

Unfortunately, there were no eligible trustees nominated this year. This award is the highest honour the BCLTA can present.

SUPER TRUSTEE AWARDS

1. ANITA McWILLIAMS, of the Hudson Hope Public Library, has been active in the library and region over a period of five decades. She became Chair of the Board in 1966, the first year of the Board's existence. Anita has held numerous executive positions. Her leadership, wit and hard work led to the accomplishment of many goals for the library. Her efforts have been outstanding. Anita will celebrate her 78th birthday in May.

2. JOANNE RICHARDS, of the Castlegar and District Library, is an exemplary chair, and has provided her library and community with outstanding commitment. Under her vigorous guidance the library won two referenda for Regional District funding. Joanne also led the building committee to the successful completion of the whole building when faced with the possibility of an unfinished basement. She pioneered a library newsletter, and also bargained for a better benefit package for staff by convincing the City to include library employees in their package.

3. JULIE KELLY, of the Pemberton and District Public Library, has been a board member for five years. She has had a major impact on her library and on its profile in the community. Julie has organized many successful fundraisers, such as an evening of food, wine and auction at a local restaurant. Her next effort was a theme basket, silent and live auction, local art show, desserts and wine. Last year this event raised \$10,000. Julie also donates her time to other fundraising, and helping other libraries by sharing her ideas. She helped to steer the board through a referendum, which established the funding to start the automation project. As Pemberton begins planning a building expansion, the library feels fortunate to have her continuing support.

LIBRARY ADVOCATE AWARDS

This award nomination can be submitted at any time during the year. This is an excellent opportunity for libraries to show their appreciation to corporations or individuals in the community who have assisted the library. Two awards are presented at the time of the conference. DIANA LOFSTROM, submitted by the Sechelt Public Library Association. BANK OF MONTREAL, submitted by the Nelson Municipal Library Board.

Respectfully submitted,

Lynn Adams
Director, Awards

EXECUTIVE DIRECTOR'S REPORT**MEMBERSHIP**

On an ongoing basis communicated and liaised with members and potential members and promoted and marketed membership in the British Columbia Library Trustees Association. Collected and processed membership dues.

ADMINISTRATION

With the Secretary-Treasurer, administered the budget, performed banking functions and prepared financial statements for review. Prepared and distributed notices of meetings and packages of related material to members of the Board, took and prepared minutes, made arrangements for accommodation and performed other administrative duties.

OPEN DOOR

Co-ordinated activities associated with the preparation and distribution of the "Open Door" newsletter.

EDUCATION AND ADVOCACY

Communicated with the designated Board members: 1st Vice-President, Education and Vice-President, Advocacy as well as other BCLTA members in the marketing and distribution of videos and Bumper stickers. I wish to convey my thanks to all for such a prompt and overwhelming response.

TRUSTEE ORIENTATION PROGRAM (TOP) WORKSHOPS

Liaised with Library Board Chairs, Library staff and TOP trainers in the assessment of training needs and in the organization and preparation of materials for workshops.

TRUSTEE ORIENTATION PROGRAM ONLINE

Met with Library Services Branch staff and the 1st Vice-President, Education to discuss plans for the restructuring of the program and provided administrative support for the new program.

CONFERENCES

In January, 2001 discussed plans for the joint BCLTA / BCLA 2001 Conference and our various areas of responsibility with the BCLA staff and with members of the BCLTA Board of Directors.

Respectfully submitted,

Joan Abbott, B.A., B.A.(Hons.)
Executive Director



**British Columbia Library
Trustees Association**

**FINANCIAL STATEMENTS
(unaudited)
January 31, 2001**

REVIEW ENGAGEMENT REPORT

BALANCE SHEET

STATEMENT OF REVENUE AND EXPENSES

NOTES TO FINANCIAL STATEMENTS

SCHEDULE OF ADMINISTRATIVE EXPENSES

SANTOS & CO.
CERTIFIED GENERAL ACCOUNTANTS

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REVIEW ENGAGEMENT REPORT

To the Members
British Columbia Library Trustees Association

We have reviewed the balance sheet of the British Columbia Library Trustees Association as at January 31, 2001 and the statement of revenues and expenses for the year then ended. Our review was made in accordance with 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 generally accepted accounting principles.

BURNABY, B.C.
April 4, 2001

Santos & Co.
CERTIFIED GENERAL ACCOUNTANTS

BRITISH COLUMBIA LIBRARY TRUSTEES ASSOCIATION
BALANCE SHEET
JANUARY 31, 2001
(Unaudited)

	2001	2000
ASSETS		
Current		
Cash and term deposit	\$ 26,367	\$ 34,982
Accounts receivable	1,165	-
Prepaid expenses	-	500
	\$ 27,532	\$ 35,482
LIABILITIES		
Current		
Accounts payable and accrued liabilities	\$ 2,432	\$ 500
MEMBERS' EQUITY		
Balance - Beginning of year	34,982	30,037
Excess (deficiency) of revenues over expenses	(9,882)	4,945
Balance - End of year	25,100	34,982
	\$ 27,532	\$ 35,482

BRITISH COLUMBIA LIBRARY TRUSTEES ASSOCIATION
STATEMENT OF REVENUES AND EXPENSES
YEAR ENDED JANUARY 31, 2001
(Unaudited)

	<u>2001</u>	<u>2000</u>
Revenues		
Operating grant Library Services Branch	\$ 30,000	\$ 30,000
Membership fees	32,435	32,592
Members training fees	9,560	6,005
Conference	2,645	2,968
Union of British Columbia Municipalities	-	713
Donations	1,500	1,000
Sundry	1,121	1,058
	<u>77,261</u>	<u>74,336</u>
Expenses		
Programs		
Newsletter	8,162	3,325
Conference 2000	3,138	-
Conference 1999	-	1,384
Library leadership	490	1,478
Trustee orientation	9,437	6,078
Executive and Board		
Presidents advocacy	3,257	3,535
Meetings	20,878	22,532
Committee expenses	71	1,487
Union of British Columbia Municipalities	1,183	1,781
Administrative (Schedule)	40,527	27,791
	<u>87,143</u>	<u>69,391</u>
Excess (Deficiency) Of Revenues Over Expenses	<u>\$ (9,882)</u>	<u>\$ 4,945</u>

BRITISH COLUMBIA LIBRARY TRUSTEES ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
JANUARY 31, 2001
(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, 2001
(Unaudited)

	<u>2001</u>	<u>2000</u>
Administrative Expenses		
Executive director's fees	\$ 24,835	\$ 16,283
Office and equipment	4,146	977
Rent	3,643	3,000
Telephone	2,738	2,110
Continuing education	913	1,311
Supplies	832	1,032
Copying	777	748
Postage	713	566
Accounting	560	610
Awards	405	449
Bank charges	397	154
Electronic mail	353	444
Courier	215	107
	<u>\$ 40,527</u>	<u>\$ 27,791</u>