



ANNUAL GENERAL MEETING

Saturday, April 9, 2016

2 p.m.

via teleconference

MINUTES

Board members present: Tim MacDonald (Prince Rupert)
Wally Bergen (Smithers)
Jocelyn Rourke (Houston)
Debbie Sullivan (Hazelton)
Sharon Young (Kitimat)

Board members absent: Patti Chapman (Terrace)
Sandra Alderton (Stewart)

Library directors present: Wendy Wright (Smithers)
David Tremblay (Terrace)
Toni McKilligan (Houston)
Tara Williston (Hazelton)

1. Approval of the Agenda

The agenda was approved as presented (W. Bergen/T. MacDonald)

2. Library roundtable

Prince Rupert: City was proposing to cut library budget from \$596,000 to \$500,000, but city reversed its decision and the library is now OK for this year. A large protest from the community helped turn the tide: residents circulated a petition, attended meetings of council and spoke to councillors individually. After the library director and trustees met with the mayor the money was found to maintain the library budget for 2016.

Terrace: Recorded 140,000 library visits in 2015, 20,000 more visits than in 2014. Circulation and all program numbers were also up. However the library is also dealing with more homelessness, intoxication and vandalism and is looking at how to engage youth more to mitigate these outcomes. Library is very busy, but budget constraints limit hiring more staff; looking at how to successfully engage more volunteers.

Smithers: Reached 100,000 circulation in 2015. Public consultation around possibility of a new multipurpose shared facility planned to begin in the fall; the new building would house the library, tourist bureau, museum and art gallery, offering benefits of shared operating costs, common meeting rooms, parking, etc. Library is also dealing with theft and intoxication issues so have had to make adjustments to control them.

Houston: Board is working on a strategic plan and a marketing plan. A meeting has been held with the District to discuss upgrades to the library building.

Hazelton: A number of repair and upgrades were made in 2015 by staff and volunteers, including new carpets and accessible doors. All library programs were well attended. Library director has returned from maternity leave so workload is back to normal. 2015 saw an increase in successful grant funding, including some funders which have never contributed to the library and which enabled some programs that have never before been possible.

Kitimat: Board members were directed to the library's website for information on 2015 activities.

3. Adoption of the minutes of April 18, 2015

The minutes were adopted as presented. (T. MacDonald/W. Bergen/carried)

4. Chair's report

The Chair's report was received for information (attached).

5. Treasurer's report

The financial statements were approved as presented (attached) (T. MacDonald/W. Bergen/carried)

6. Director's report

The Director's report was received for information (attached).

7. Ministry of Education, Libraries Branch update

The Libraries Branch update was received for information (attached)

8. Elections

Tim MacDonald (chair), Debbie Sullivan (vice-chair), and Patti Chapman (Treasurer) were elected by acclamation.

9. Signing Officers/Banking

Current signing officers are Lauren Wolf, Tim MacDonald, Joe Zelwietro and Dee McRae. Lauren will arrange for Patti Chapman to replace Dee McRae as signatory.

10. Adjourn

The meeting was adjourned at 2:37 p.m. (T. MacDonald/W. Bergen)

DRAFT

NWLF 2016 AGM Chair's Report

The board met 5 times in 2015: four regular board meetings were held and one AGM. The AGM and the October board meetings were in-person, while the three other meetings were conducted by teleconference.

Some of the notable decisions made in 2015 include:

- Development and approval of the federation reserves policies
- Participation in a well-attended visioning workshop with board and directors
- Approval of the 2016 – 2018 strategic plan
- Federation name change
- Review and approval of the updated federation policy manual

DRAFT

Director's Report – 2016 AGM
Submitted by Lauren Wolf
April 9, 2016

2015 proved to be a year of planning, policy development and procedural experimentation. This has led to the development of a robust strategic plan, an updated and expanded policy manual, and greater clarity on how funds are allocated and decisions are made.

The Federation's deliverables as set out in the 2015 Ministry grant letter included four priorities:

1. development of a federation strategic plan;
2. support for board and staff training and professional development;
3. collaboration among members as well as between other federations; and
4. resource sharing among members as well as between other federations.

These priorities were addressed in the 2015 NCLF Work Plan, attached as Appendix 1.

1. Strategic Planning

In April 2015 the library directors and board members of the Federation met for a visioning workshop with facilitator Shelley Worthington of Smithers. The purposes of the session were to:

- Describe the difference we hoped to make in our communities because of the work of the NCLF
- Outline the values that guide the Federation's work and the decisions we make as a group
- Identify the roles, mechanisms and relationships needed to reach our common priorities

The desired outcomes of the session were to:

- Establish a vision statement for the NCLF
- Re-evaluate the current mission statement
- Create a living document to serve as the foundation for future strategic planning

All outcomes were achieved, supporting the many subsequent written iterations of the new plan, which was eventually approved by the board in November 2015. The 2016 – 2018 NWLF Strategic Plan is attached as Appendix 2.

2. Training and Professional Development

A comprehensive training needs survey was undertaken in June 2015 to examine preferred training formats, topics, and to identify knowledge of online training options. Based on the responses, the following recommendations were endorsed:

- Continue yearly conference delivery

- Explore other in-person training options for local areas (PR/Kitimat/Terrace, Hazelton/Smithers/Houston)
- Develop guidelines to provide dedicated funding for self-initiated course completion
- Provide dedicated travel funding for yearly library conference attendance

The survey found that the majority of respondents are unfamiliar with what online training options are available. As a result, it was recommended that the NCLF should:

- Continue to provide regular information on online training options to library directors and NCLF board
- Develop a guide to online training options eligible for funding from the Federation

The survey also found that Community Outreach (including Community Engagement, Advocacy and Developing Partnerships) and Marketing (including Promotion, Public Relations and Branding) and Facilities Management (including reconfiguring spaces and space planning) were the top areas of interest for all segments of the Federation: staff, directors and board.

It was therefore recommended that these topics should be incorporated into the 2016 NCLF conference, with sessions covering as many of the preferred topics as possible.

The annual fall meeting of Federation board and staff was held in October 2015. 26 staff members and 17 board members attended the conference, an increase of 50% over the previous year.

The goals of the conference were to:

- Highlight the existing expertise in NCLF member libraries
- Offer practical knowledge to apply to participants' role at the library
- Facilitate networking and information sharing

A post-conference feedback survey was conducted, with a 50% response rate. 99% of respondents agreed that the above goals were met.

One welcome outcome, based on staff request, was the creation of a staff contact list organized by function, which was distributed for ease of ongoing communication, idea sharing, and assistance for specific challenges.

The Federation also offered travel funding for attendance at the 2015 Beyond Hope Library Conference. The purpose was to expand participants' contacts in the North, as well as to provide library-specific training. Survey feedback on the conference and its applicability to library work was extremely high.

3. Collaboration

In 2015 the NCLF worked in partnership with the BC Libraries Cooperative to produce a new federation website, which is now up and running.

The strong working relationship with associate member Northwest Community College changed in 2015. Due to cost and staffing constraints, NWCC discontinued the provision of the joint material delivery system in place since the federation's inception in 2006. However, the College remains an important member of the Federation, participating in LDAG and board meetings, sharing professional development, and most importantly, offering reciprocal borrowing privileges: patrons may borrow from campus libraries of NWCC and from public libraries in the Federation using either library card.

A programming survey was completed in December 2014 to determine the priorities for author readings and programming in 2015. In 2015, tours of NCLF libraries included BC aboriginal author Eden Robinson, children's performer Norden the Magician (for SRC), and BC author Chris Czajkowski. Attendance at these events ranged from a low of 10 to a high of 150, and led to the discussion and development of a new NCLF Readings Program policy. It also led to the decision to confine future Federation tour funding to authors that will attract the largest possible audience for the community, either in the library or in partnership with other organizations.

The NCLF also participated in two inter-federation programs in 2015: Books for Babies and Book Club Sets. These programs continue to give libraries throughout the province greater capacity to maximize resources as well as to address community needs.

4. Resource Sharing

Interlibrary Connect expanded into a combined service area in 2015 when the North Coast, North Central and the North East Library Federations joined together in one sharing zone. The success of Interlibrary Connect in the NCLF has been remarkable over the past three years. In 2013, 1734 items were shared through ILC; in 2014, 2344 were delivered through ILC; in 2015, the total number of items shared through ILC was a whopping 4,706.

In conclusion, I would like to thank the board and the library directors for their accessibility, expertise and support during my first full fiscal year with the NWLF. Together we have considered a number of ways to organize the Federation's work and fulfill its purpose. I hope that 2016 will prove to be a most successful year as policies and procedures set in place in 2015 are put into practice.

2015 year-end budget and financial statements

The NCLF finished the year with a deficit of \$8,839. This is consistent with board direction to draw down the organization's accumulated surplus by an average of 20% (or approximately \$10,000) per year over a five-year period. Contributory overages included \$3,700 as a one-time grant for materials distribution, \$2,454 as a one-time grant for Books for Babies, and \$3,826 due to unrestricted board and staff travel.

2015 Budget Actuals

	2015 Budget	2015 Actual
REVENUE		
Provincial Grant	50,109	50,109
Interest Income	1,000	1,615
Transfer from Reserves		
Other		
TOTAL REVENUE	51,109	51,724
EXPENSE		
AGM	1000	488
Accounting & Legal	200	0
Advertising & Promotion	500	0
Book Club Sets	1,200	1,200
Books For Babies	0	2,454
Conference	1,500	1,431
Contract Services	1,000	985
Dues & Seminars	250	315
Grant Expenses	300	158
Library Materials Return	0	3,700
Miscellaneous	500	86
Office Expenses	1,200	1,200
Programs	5,000	4,180
Payroll	29,450	29,747
Travel	5,000	8,826
Training -- board & staff	4,000	5,793
TOTAL EXPENSES	51,100	60,563

-8,839

**North Coast Library Federation
Year End Income Statement
01/01/2015 to 12/31/2015**

REVENUE

Provincial Grant	50,109.00
Interest Income & Dividends	<u>1,614.75</u>
Net Revenue	<u>51,723.75</u>

TOTAL REVENUE **51,723.75**

EXPENSE

Payroll Expenses

Wages & Salaries	27,823.95
EI Expense	703.56
CPP Expense	1,149.84
WCB Expense	<u>69.71</u>
Total Payroll Expense	<u>29,747.06</u>

General Administrative Expenses

AGM	488.25
Contract Services	985.20
Conference Expenses	1,430.52
Dues & Seminars	315.00
Library Materials Return	3,700.00
Training - Board & Staff	5,792.89
Office Expenses	1,200.00
Programs - Author Tours	4,180.13
Shared Collection -- Books 4 Babies	2,453.61
Shared Collection - Book Club Sets	1,200.00
Teleconference	86.00
Travel Expenses	8,826.38
Total General & Administrative Exp.	<u>30,657.46</u>

Other Expenses

Grant Expenses	158.20
Total Other Expenses	<u>158.20</u>

TOTAL EXPENSE **60,562.72**

NET INCOME **-8,838.97**

Generated On: 02/18/2016

**North Coast Library Federation
Year End Balance Sheet
As at 12/31/2015**

ASSET

Current Assets

Chequing Account	48,492.39
Savings Account	5,012.16
Equity Shares	30.26
Dividends	<u>1.02</u>
Total Operating Cash	<u>53,535.83</u>

Investments

Term Deposit	<u>20,856.46</u>
Total Term Deposits	<u>20,856.46</u>

Accounts Receivable

Accounts Receivable	23.00
GST Receivable	162.60
HST Receivable	<u>310.30</u>
Total Current Assets	<u>495.90</u>

TOTAL ASSET **74,888.19**

LIABILITY

Current Liabilities

Current Receiver General Payable	-494.73
WCB Payable	49.17
Total Current Liabilities	<u>-445.56</u>

TOTAL LIABILITY **-445.56**

EQUITY

Owners Equity

IT Next Steps	1,650.02
Retained Earnings - Previous Year	82,522.70
Current Earnings	<u>-8,838.97</u>
Total Owners Equity	<u>75,333.75</u>

TOTAL EQUITY **75,333.75**

LIABILITIES AND EQUITY **74,888.19**

Generated On: 02/18/2016

Libraries Branch update (Cindy Ralph)

Government priorities for the NCLF were detailed in the recent 2015 grants letter: equitable access; support for education transformation; support for the BC Jobs Plan by improving outcomes for job seekers in BC; collaboration between libraries and other partners.

Education transformation refers to recently-proposed curriculum changes covering how and what students need to learn. The emphasis will be on hands-on and community-based learning as opposed to classroom learning.

Libraries already do this, but the concept and its implications for libraries will be explored further at the BCLA, BCLTA and Beyond Hope conferences this year. One example already underway in our Federation is the effort by Smithers PL to loan out a variety of tech kits.

LLB Staffing: The provincial library director position is nearing completion – the competition has closed and interviews are underway. Kyle Armour has moved on and the posting for his position is also in process. Mari and Cindy will continue as the main communication links to public libraries. Alan Carlsen has returned to assume the statistics role in the Branch.

Professional Learning: The Branch is sponsoring team-building sessions at the BCLA and Beyond Hope conferences and will look for opportunities to extend that session to other federations if it is successful.

The Commons continues to offer a compilation of professional learning opportunities in a variety of formats around BC, Canada and North America.

The Branch approved a grant to the BCLA to spearhead a professional learning initiative for their membership. This will include an environmental scan inside as well as outside the province and an assessment of library director learning needs through surveys and interviews. A final report will be presented to the field and all information will be available to the public.

A leadership series is being developed by NCLF, NELF and KLF led by Cheryl Stenstrom. The series will be available to all libraries after completion.

Shared Services: This is a partnership between the Ministries of Education and Advanced Education to build the relationship between the two sectors. The goal is to improve public access to academic research and other digital resources and to encourage others to identify relationships of this kind. The 2015 focus will be on consultation, the 2016 goal is to implement the program, and 2017 for review and evaluation.

Transparency: The Branch held three training teleconferences for SOFI, and remain the conduit between the Ministry of Finance and BC public libraries. The Annual Statistics tables are delayed this year. Cindy advises that Sitka will be preloaded in each library's data. Annual Grant Reports will be available on the Commons for 2014 soon.