



HAZELTON · HOUSTON · KITIMAT · PRINCE RUPERT · SMITHERS · STEWART · TERRACE · NWCC

north west library federation

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BOARD (with LDAG) MEETING

Saturday September 9, 2017
Hazelton, BC

MINUTES

Present:

Board

Debbie Sullivan, chair (Hazelton)
Patti Chapman, treasurer (Terrace)
Kay Mackenzie (Smithers)
Dee Macrae (Houston)
Joanna Sluyter (Kitimat)
Lauren Wolf, staff (NWLF)

LDAG

Tara Williston (Hazelton)
David Tremblay (Terrace)
Wendy Wright (Smithers)
Sara Lewis (Houston)
Virginia Charron (Kitimat)
Joe Zelwietro (Prince Rupert)

Regrets:

Sylvia Alderton (Stewart)

Galina Durant (Stewart)

1. Approval of the Agenda (DM/PC/carried)
2. Adoption of the board minutes of April 6, 2017 (DM/KM/carried)
3. Libraries Branch update

An update was not provided by the Branch

4. Treasurer's Report

Patti reviewed the financial reports and budget as of August 31, 2017. The reports were accepted as presented (PC/JS/carried).

5. Business Arising

- a) Federation advocacy
 - i. Draft MLA letter

Changes to content and wording of the letter were discussed. The importance of follow up by each library board chair or representative was stressed. Lauren will revise the letter to reflect the discussion for individual library board follow up.

ii. Local and inter-federation advocacy

Effective advocacy messages, resources and methods were discussed. Lauren will develop an advocacy plan detailing the actions planned as a federation to support local, regional, and province-wide advocacy.

6. New Business

a) ILL costs

The board agreed to follow the recommendations in the director's memo to address increasing ILL costs in the short term. Lauren will compile needed data from each library, incorporate ILL funding relief in 2018 budget, and work with other federations to gather similar data.

7. Other Business

a) Election of Chair

The new NWLF chair is Kay Mackenzie from Smithers. Congratulations and thank you, Kay!

8. Adjourn

The meeting adjourned at 3:20 (PC)



Board Meeting

Thursday, April 6, 2017

MINUTES

Present: Tim MacDonald, chair (Prince Rupert)
Patti Chapman (Terrace)
Manon Joice (Kitimat)
Dee McRae (Houston)
Kay Mackenzie (Smithers)
Debbie Sullivan (Hazelton)
Tara Williston (Hazelton staff)
Wendy Wright (Smithers staff)
Lauren Wolf (NWLF staff)

Absent: Sylvia Alderton (Stewart)

The meeting was called to order at 7:46 p.m.

1. Approval of the Agenda

The agenda was approved with the addition of item 4c. (Patti/Tim/carried)

2. Adoption of the minutes of April 9, 2016

The minutes were approved as presented (Kay/Patti/carried)

3. Correspondence

The correspondence was received for information.

4. New Business

a) Federation Agreement update

Minor updates to the Federation Agreement were approved (Debbie/Tim/carried)

b) Federation role in member library advocacy

The various forms of federation involvement in member library advocacy were discussed. Options included maintaining regular communication with the Libraries Branch to ensure understanding of the funding needs of the NWLF; contacting local MLAs and MPs regarding the work of the Federation and its member libraries, as well as its funding needs; and development of an advocacy plan.

Action: Lauren will continue ongoing communication with the Libraries Branch regarding inequities in federation funding models; Lauren will draft a letter to local MLAs for board approval and distribution after the May 9 provincial election.

c) Fall Board Retreat

It was agreed that a one-day meeting for NWLF board members and library directors will be held in September. In the past, the board and library directors met twice per year (once in the spring for the AGM and once in the fall for the conference). However, budget constraints have led to no meeting being planned in 2017. The board believes at least one face-to-face meeting per year is important for the health of the organization.

Action: Lauren will develop a proposal for budget, timing, location and content of the meeting.

5. Adjourn

The meeting adjourned at 8:15 (Dee/Debbie/carried)

Next meeting: TBD

Northwest Library Federation

Balance Sheet As at 07/31/2017

ASSET

Current Assets

Chequing Account	49,725.96
Savings Account	5,154.36
Equity Shares	31.83
Dividends	<u>1.02</u>
Total Operating Cash	<u>54,913.17</u>

Investments

Term Deposit	<u>21,274.73</u>
Total Term Deposits	<u>21,274.73</u>

Accounts Receivable

GST Receivable	<u>884.85</u>
Total Current Assets	<u>884.85</u>

TOTAL ASSET	<u><u>77,072.75</u></u>
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LIABILITY

Current Liabilities

EI Payable	93.36
CPP Payable	207.42
Income Tax Payable	<u>236.36</u>
Current Receiver General Payable	537.14
WCB Payable	<u>40.04</u>
Total Current Liabilities	<u>577.18</u>

TOTAL LIABILITY	<u>577.18</u>
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EQUITY

Retained Earnings - Previous Year	62,067.17
Current Earnings	<u>14,428.40</u>
Total Owners Equity	<u>76,495.57</u>

TOTAL EQUITY	<u>76,495.57</u>
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Northwest Library Federation Income Statement 01/01/2017 to 07/31/2017

REVENUE

Revenue

Provincial Grant	50,109.00
Interest Income & Dividends	99.61
Consortia Payments	6,320.72
Programs - Library Contribution	0.00
Net Revenue	<u>56,529.33</u>

TOTAL REVENUE

56,529.33

EXPENSE

Payroll Expenses

Wages & Salaries	16,707.60
EI Expense	381.22
CPP Expense	725.97
WCB Expense	40.04
Total Payroll Expense	<u>17,854.83</u>

General Administrative Expenses

Accounting & Legal	200.00
BCLC services	264.80
Dues & Seminars	150.00
Databases - Kitimat	2,861.00
Databases - Prince Rupert	3,792.00
Office Expenses	1,079.76
Office Space Cost	600.00
Programs - Author Tours	3,662.50
Programs	2,981.12
Shared Collection -- Books 4 Babies	6,534.44
Shared Collection - Book Club Sets	1,500.00
Teleconference	95.48
Training	300.00
Travel Expenses	225.00
Misc Expenses	0.00
Total General & Administrative Exp.	<u>24,246.10</u>

TOTAL EXPENSE

42,100.93

NET INCOME

14,428.40

Northwest Library Federation 2017 Budget

	2016 Actual	2017 Budget	31-Jul	2017 est.
<u>REVENUE</u>				
Provincial Grant	50,109	50,109	50,109	50109
Interest Income	556	500	100	500
B4B library contribution	3,770	3,750	6,321	6321
Transfer from Reserves	12,613	16,391		14320
TOTAL REVENUE	67,048	70,750	56,530	71,250
<u>EXPENSE</u>				
Accounting & Legal	350	250	200	200
Advertising & Promotion	354	0	-	-
Book Club Sets	1,500	1,200	1,500	1,500
Books for Babies	3,623	3,750	6,534	6,534
Conference	4,115	0	-	500
Contract Services	258	275	265	275
Database Subsidy	4,624	10,000	6,653	10,000
Dues & Seminars	250	250	150	250
Miscellaneous	164	150	-	150
Office Expenses	632	500	1,080	1,000
Office Space	1,200	1,200	600	1,200
Programs	10,060	10,000	3,663	10,000
Payroll	30,634	30,000	17,855	30,000
Teleconference	172	175	95	150
Travel	6,044	3,000	225	2,000
Training -- board & staff	3,068	5,000	300	5,000
Consulting/technology	0	5,000	-	2,500
TOTAL EXPENSES	67,048	70,750	39,120	71,259

DRAFT

Draft letter to Federation MLAs:

- Jennifer Rice (Prince Rupert)
- Ellis Ross (Kitimat, Terrace)
- John Rustad (Houston)
- Doug Donaldson (Smithers, Hazelton, Stewart)

Dear _____:

On behalf of the Northwest Library Federation, it is my pleasure to congratulate you on your election as MLA for _____.

The Northwest Library Federation (NWLFF) supports the work of seven Northwest BC public libraries in their ongoing contribution to local, regional and province-wide community social and economic development. Funded by the Libraries Branch, BC Ministry of Education, the NWLFF was created in 2006 to address regional disparities in size, capacity and geographic location. In doing so, we aim to contribute to a strong, healthy, and vibrant BC for all your constituents.

NWLFF public libraries support students of all ages and backgrounds, families with programs offering childhood, family, and personal development, newcomers with welcoming services for integration, and entrepreneurs to access research and tools for start-ups. Your public libraries are thriving, with dramatic year-over-year increases in in-person and virtual visits, items circulated, computer and Wi-Fi access and program attendance.

Unfortunately, as with families whose household incomes have remained static year over year, inflation prevents dollars from going as far as they once did. Since 2010, the provincial government's allocation to public libraries has remained unchanged at \$14 million. While this funding stability is appreciated, the lack of any increase to counter inflation has made library budgeting in the communities you serve increasingly difficult.

Provincial funding is important to all BC libraries, but particularly for smaller, rural libraries that struggle with modest budgets at the best of times. For example, connectivity is critical in the digital age, yet in our more rural or remote locations adequate broadband is always in short supply and/or cost-prohibitive. Most libraries are faced with both rising costs and rising demand.

We ask that you speak out for an annual inflationary adjustment for public libraries, indexed into the future. We are supported in this request by the recommendation of the Select Standing Committee on Finance and Government Services:

82. Provide inflation-adjusted funding increases to public libraries to enable them to sustain basic levels of service, and consider additional increases to implement new innovations in service deliver ("indexation of the grant").

We look forward to your support and to speaking to you further about these issues.

Sincerely,

Board Chair
Northwest Library Federation

Memo to: NWLF Board
Re: InterLibrary Loan costs

Memo from: Director, NWLF
For: Discussion and direction

At the last LDAG meeting (June 2017), directors discussed the impacts of increasing InterLibrary Loan levels.

Background

The staff/workload and postage costs continue to increase for all libraries and in some cases are having an unmanageable impact on overall operating budgets. Kitimat and Hazelton have had to double their ILL budget. Smithers raised their ILL budget line but cannot increase staff time to cover demand. On occasion, requests must be turned down if funds or staff time are unavailable.

Follow-up

I have discussed this situation with the Libraries Branch; staff is aware of other libraries across BC struggling with the same issues. However, they need trend data showing the increases over time in order to address the problem. Specifically, we need to provide:

- Number of requests by library
- Postage costs
- Staff hours and cost
- Number of requests declined

Recommendations:

1. Short term
 - Compile needed data
 - Incorporate ILL funding relief in 2018 budget as required
2. Medium term
 - Seek similar data from other federations willing to collaborate
 - Continue to inform the Libraries Branch as information is gathered
3. Long term
 - Secure advocacy support from board chairs of participating BC public libraries to advocate for government assistance

DRAFT