



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

north west library federation

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NORTHWEST LIBRARY FEDERATION AGREEMENT

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This Agreement between the Hazelton District Public Library Association, the Houston Public Library Association, the Kitimat Public Library Association, the Prince Rupert Public Library, the Smithers Public Library, the Stewart Public Library Association and the Terrace Public Library Association will form the bylaws of the Northwest Library Federation.

Definitions:

Board Members – the appointed representatives of the Members; may be voting or advising

Federation – Northwest Library Federation

Fiscal Year – January 1 – December 31

Member Library/Libraries – library or libraries with membership in the Federation

LDAG – Library Directors Advisory Group

Library Director – Head/Chief Librarian or Library Director of a member library

Libraries Branch – BC Ministry of Education Branch responsible for public libraries

Federation Director – staff member responsible for Federation operations

Vision Statement:

Northwest residents have equitable, easy access to the world of knowledge.

Mission Statement:

The Northwest Library Federation supports member libraries working together to enhance the services they provide to their communities.

A. GOVERNANCE

The Federation is directed by a Board of Directors composed of one appointed representative from each Member Library. The Library Director from each Member Library is a participant in the LDAG.

B. BOARD MEMBERS

- a) Are active trustees on the board of the Member Library,
- b) Serve a two-year term beginning at the AGM in the year appointed,
- c) May be reappointed.

Vacancies occurring between appointments are immediately filled by the Member Library.

Board members or alternates are reimbursed only for necessary expenses incurred while acting on behalf of the Federation. Expenses must be approved by the Federation Treasurer or Director.

C. OFFICERS

- a) A Chairperson, Vice-Chairperson and Treasurer are elected at the first meeting of each fiscal year.

- b) Vacancies are filled by election as required.

D. MEETINGS OF THE FEDERATION BOARD

- a) All meetings are conducted in accordance with Robert's Rules of Order Newly Revised.
- b) There are at least two meetings/year.
- c) Meetings are in-person or via teleconference or Internet conference.
- d) Meetings require written notice stating time and place and including an agenda.
- e) Special meetings may be called by the Chairperson or by written request of at least two board members. Special meetings require seven days' written notice stating the reason for the special meeting.
- f) Written notice of meetings may be posted electronically.
- g) Each Member Library has one vote and a majority of board members is required for a quorum.
- h) The Federation Director records and files minutes of meetings, and sends minutes to Board and LDAG members.
- i) Votes may be by show of hands, secret ballot, telephone or electronic means. Proxy votes require written notice to the Federation Director seven days in advance.
- j) The Library Director of each Member Library may attend Board meetings as an advising member.
- k) A board member may appoint another trustee from his/her library as a voting alternate. A Library Director may appoint a staff member from his/her library as an advising alternate.
- l) Except for in-camera sessions, Board meetings are open to the public.

E. COMMITTEES

- a) The Board may appoint committees as necessary.
- b) Committees follow rules imposed by the Board and report as required by the Board.
- c) The Board Chairperson and the Federation Director are ex-officio members of all committees.

F. STAFF SUPPORT

- a) The Board appoints a Federation Director and other staff as required.
- b) The Federation Director reports to the Board Chairperson.
- c) All other staff report to the Federation Director.

G. LIBRARY DIRECTORS ADVISORY GROUP

- a) The Library Director of each Member Library participates in the LDAG.
- b) The Federation Director uses the advice of the LDAG to implement the Strategic Plan
- c) The LDAG advises the Board on policy and planning.
- d) The LDAG meets at least 4 times per year.
- e) LDAG meetings are in-person, or via teleconference or Internet conference.

H. FINANCES AND RECORDS

- a) The Board appoints at least two signing officers.
- b) The LDAG and Federation Director prepare a provisional budget for the upcoming year, which is approved by the Board prior to the New Year.

- c) The Board authorizes all changes to the approved budget.
- d) Accounts and financial records are maintained according to generally accepted accounting principles.
- e) The Federation Director maintains the financial records and prepares quarterly financial reports, submits the reports to the Treasurer for approval each quarter, then to the Board and LDAG members after approval.
- f) The fiscal year end is December 31st.
- g) An independent auditor will conduct an annual review of the financial records, within 45 days of the year end.
- h) The Federation Director prepares year-end financial statements and submits them to the Treasurer and Chairperson within 60 days of the year end.
- i) The Federation Director prepares the Statement of Financial Information (SOFI) and submits to the Treasurer and Chairperson for their review by April 15th of each year. Once approved and signed, the Federation Director submits the SOFI to the Libraries Branch by the due date.
- j) If the Federation is dissolved or discontinued, any remaining assets and liabilities will be shared by the Member Libraries on a prorated basis following the same per library/per capita formula used to calculate funding from the Libraries Branch.

I. ALLOCATION OF COSTS AND OPTING OUT

- a) The Member Libraries shall be invoiced in each fiscal year for membership fees as determined by the Board.
- b) The Member Libraries' financial contribution to a Federation project or program will be determined by the LDAG and/or the Federation Director according to the needs of the program.
- c) A Member Library may opt out of participating in a Federation project or program and is not required to make a direct financial contribution to a project or program if opting out.

a) NEW MEMBERS AND AGREEMENTS

- a) A public library may submit a written request for membership.
- b) The Board may accept new members when this is approved by 75% of voting members.
- c) The Federation Director will notify the Libraries Branch of new Member Libraries within one month of admittance.
- d) The Board may agree to provide full or partial service to organizations other than public libraries.

b) ENDING MEMBERSHIP

- a) A Member Library intending to end membership in the Federation must apply to the Board in writing by March 31st for an ending date of December 31st.
- b) All benefits and responsibilities of membership will continue for the remainder of the year.
- c) The Member Library will have until August 31st to withdraw its application to end membership.
- d) The Federation Director will notify the Libraries Branch by November 30th of any Member Libraries that have ended membership.
- e) Application to re-join the Federation may be made according to Article J.

c) OBLIGATIONS

- a) If a Member Library fails to perform its obligations under this agreement it will be considered in breach of this agreement and be given 30 days written notice from the Board to correct the breach.
- b) A member that fails to correct the breach within 30 days will cease to have any rights under this agreement.
- c) The Member's financial obligations to the Federation will continue to be payable.

d) AMENDMENTS

- a) The Board may amend this agreement by majority vote if written notice of the motion to amend has been sent to all Board members at least 30 days in advance of a Board meeting.

THE PARTIES BELOW HAVE AGREED TO BE BOUND BY THE TERMS OF THIS AGREEMENT:

Hazelton District Public Library Association, Houston Public Library Association, Kitimat Public Library Association, Prince Rupert Public Library, Smithers Public Library, Stewart Public Library Association and Terrace Public Library Association.