



BRITISH COLUMBIA LIBRARY TRUSTEES ASSOCIATION

# ANNUAL GENERAL MEETING SUMMARY

2014 – 2015

President's Report  
Financial Statements



*To support and represent trustees in advancing public libraries*

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**President's Report  
Annual General Meeting  
May 23, 2015**

Welcome all to the 2015 AGM of your BC Library Trustees Association.

I always find it difficult to limit my comments to our fiscal year, February 1 to January 31, when speaking 4 months later, one-third of the way through the next year!

So what did we do in our last fiscal year?

Subsequent to the Strategic Plan review that we conducted in 2013, we spearheaded and developed an Action Plan for the board. This document clearly identifies what tasks we must accomplish, which director is responsible for accomplishing them and how will we measure the outcomes. This exercise has kept us focused on our Strategic Plan and Priorities and sharing these resources with our membership.

We had 71 of the 72 public library organizations recognized by the Ministry of Education, as members of the BCLTA, as well as 5 of the provincial library federations. It is only by working collectively that we can have a stronger voice when supporting libraries and library trustees at the provincial level.

We met with the Honourable Minister Fassbender, and BC Libraries Branch staff last fall to confirm the continuation of current funding levels to libraries for 3 years.

We completed the redevelopment of our Trustee Orientation Program (TOP), with the financial support of the BC Libraries Branch. And over the past year, we conducted 8 TOP sessions for 88 trustees and a few library directors at sessions in Prince George, Vancouver, Fort Nelson, Pemberton, Richmond, Fort St. John and Terrace.

We have developed, conducted and will continue to conduct 3 surveys that we believe are very important to the development of library trustees and BCLTA services. The first 2 surveys deal with the fundamental responsibilities, as outlined in the BC Libraries Act, of all public library trustees: compensation as a component of selecting and retaining your chief librarian and the governance issues that go along with that. The third keeps us in touch with the changing demands on trustees, both new and seasoned, by asking about orientation processes, training issues and the desired training going forward.

We are just in the midst of doing our Chief Librarian Compensation survey and the results will be available in September.

We constantly upgrade our website, adding more information germane to the responsibilities of trustees of public libraries in this great province of ours. We can now process TOP sign up and conference registrations online, and we have been working on a TOP webinar for those trustees unable to travel to in-person TOP sessions. The website is updated weekly and has a wealth of information for boards seeking the resources we need to complete our roles as library trustees.

As always, we are happy to provide more information, direct you to outside resources, or otherwise help you achieve your own goals as a library trustee.

This is my fourth, and final, annual report as the President of your Association. I believe that with the help and strong support of our members and the BCLTA Board of Directors, we are a better, more supportive, more active, more informative, more helpful organization now than we were 4 years ago.

Over the past few years, we have improved our financial stability and relations with provincial and municipal politicians and senior staff, because we have a unique perspective as the only organization for public library trustees, all of whom are volunteers responsible for the overall strategy and finances of their libraries.

We should not underestimate the value of the Libraries Branch to both the BCLTA as an organization and to all public libraries in the province.

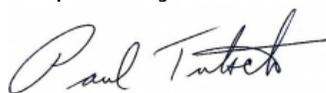
We parted company with our Executive Director, Lauren Wolf and expect to announce her successor very soon. We are fortunate to have Jan Thomas, our Administrative Assistant, willingly and competently fill the gap.

I would be remiss if I didn't thank all of our Board members for their dedication, imagination and determination. For those that are now leaving our Board, happy journeys and I know that any not-for-profit will be lucky to nab you.

Lastly, we all owe thanks to past Board member, Lisa Cameron, who stepped in and pulled together this Conference and the outstanding training sessions that the BCLTA continues to deliver.

Thanks for giving me the opportunity to serve all of you.

Respectfully,



Paul Tutsch  
President, BC Library Trustees Association



**The British Columbia Library Trustees Association**

**Financial Statements**

**January 31, 2015**

**(Unaudited)**

**Reviewed and Prepared by  
Quantum Accounting Services Inc.**

To the Directors of British Columbia Library Trustees' Association:

We have reviewed the Statement of Financial Position of British Columbia Library Trustees' Association as at January 31, 2015, 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 accounting standard for not-for-profit organizations.

*Quantum Accounting Services Inc.*

Quantum Accounting Services Inc.  
Vancouver, B.C.  
April 29, 2015

**The British Columbia Library Trustees Association**  
**Statement of Financial Position**  
**As at January 31, 2015**  
**(Unaudited)**

	<b>2015</b>	<b>2014</b>
<b>Assets</b>		
Current Assets		
Cash and Term Deposits	64,756	66,737
Accounts Receivable	2,641	934
Prepaid Expenses	500	-
	67,897	67,671
Total Current Assets	67,897	67,671
<b>Total Assets</b>	<b>67,897</b>	<b>67,671</b>
<b>Liabilities</b>		
Current Liabilities		
Accounts Payable and Accrued Liabilities	3,979	5,213
Deferred Revenue, Grant Infrastructure Study	-	-
	3,979	5,213
<b>Total Liabilities</b>	<b>3,979</b>	<b>5,213</b>
<b>Net Assets</b>		
Balance - Beginning of year	62,458	58,855
Excess/(Deficiency) of Revenues over Expenses	1,460	3,603
	63,918	62,458
<b>Total Net Assets</b>	<b>63,918</b>	<b>62,458</b>
<b>Total Liabilities and Net Assets</b>	<b>67,897</b>	<b>67,671</b>

Approved by the Board of Directors:

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**The British Columbia Library Trustees Association**  
**Statement of Operations**  
**For the Fiscal Year Ended January 31, 2015**  
**(Unaudited)**

<b>Revenue</b>	<b>2015</b>	<b>2014</b>
Libraries and Literacy Branch, TOP Grants	20,000	10,000
LLB Infrastructure Grant	-	12,973
TOP Registrations	8,690	5,715
Membership Fees	62,440	59,261
Interest & Other Revenue	750	40
	<hr/>	<hr/>
<b>Total Revenue</b>	<b>91,880</b>	<b>87,989</b>
<b>Expenses</b>		
Programs		
Advocacy	272	2,305
Awards	290	581
Conference	6,524	6,509
Meetings	2,796	3,373
Publications	1,083	1,867
Surveys/Research	400	1,736
Trustee Education	23,224	13,534
Website	1,604	1,365
Administrative (See Schedule)	54,227	53,116
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<b>Total Expenses</b>	<b>90,420</b>	<b>84,386</b>
<b>Excess of Revenue Over Expenses</b>	<b><u>1,460</u></b>	<b><u>3,603</u></b>

**The British Columbia Library Trustees Association**  
**Schedule of Administrative Expenses**  
**For the Fiscal Year Ended January 31, 2015**  
**(Unaudited)**

	<b>2015</b>	<b>2014</b>
<b>Administration and Overhead</b>		
Administrative Assistant	8,025	4,270
Accounting	810	819
Executive Director	40,928	40,000
Consulting	-	1,500
Travel/meetings	161	3,877
Office Expenses and Other	3,803	1,923
Insurance	500	727
<b>Total Administration and Overhead Expenses</b>	<b>54,227</b>	<b>53,116</b>

**The British Columbia Library Trustees Association**  
**Notes to Financial Statements**  
**January 31, 2015**  
**(Unaudited)**

**1. Nature of Operations**

The purposes of the Society are to:

- . Promote and foster effectiveness of all public library boards in British Columbia through advocacy, education and leadership for the advancement of library service throughout the province.
- . Expand the knowledge and skills of library trustees in order that they may make decisions necessary to achieve effective and comprehensive library service.
- . Foster a greater understanding of library service, public libraries and the role of library trustees in the community through conferences, training, continuing education, and publications.
- . Liaise with the Public Library Services Branch of British Columbia and other provincial, national and international government bodies, departments and agencies.
- . Encourage cooperation and the exchange of ideas among various types of libraries and between libraries and related organizations.
- . Strive to secure long-term, stable funding for public libraries in cooperation with other agencies and organizations.

**2. Accounting Policies**

The following is a summary of the significant accounting policies of the Association:

- (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.