



ASSOCIATION OF BRITISH COLUMBIA
PUBLIC LIBRARY DIRECTORS

Fall 2021 BUSINESS MEETING AGENDA

Oct 14, 2022, 2 – 4 pm

<https://us02web.zoom.us/j/89545807220?pwd=cjR0bFFwWmNYWitrL1hqb1RYekh2OT09>

Meeting ID: 895 4580 7220

Passcode: 034928

2:00 - 2:05 Welcome
2:05 – 2:06 1. Approval of agenda
2:06 - 2:45 2. Accessible BC Act Implementation Update (Mike Prescott, DABC)
2:45 – 3:00 3. Consent Agenda 301. Approval of April 2022 meeting minutes 302. ABCPLD 2022 Presentation to the Select Standing Committee on Finance and Government Services 303. ABCPLD 2022 Year in Summary
3:00 – 3:15 4. Chair's Report 401. Highlights from 2022 Summary

3:15 – 3:30

5. New Business

501. January to September 2022 Financial Statements

- a. Income statement, September 30 2022
- b. Balance sheet, Sept 30 2022

502. 2023 Budget and Three Year Financial Plan 2023 to 2025

- a. ABCPLD 2023 Budget
- b. 3 year Financial Plan

3:30 – 3:55

6. Closed Session

601. Bargaining Updates

602. Strategic Initiative Fund Next Steps

Next Meeting

7. Date and Location: Spring AGM, tentatively Tuesday, April 11, 2023, time tba.
Hybrid - both in person and virtual

4:00 Adjournment



Spring 2022 BUSINESS MEETING & AGM MINUTES

April 19, 2022 | Virtual via Zoom

In attendance:

Chelsey	Boersma-Scott, MPL	Melissa	Millsap, CPL
Ursula	Brigl, CPL (Treasurer)	Toby	Mueller, LAPL
Fiona	Bruce, TPL	Samantha	Murphy, TDPL
Rebecca	Burbank, PRPL	Sherry	Murphy, TPL
Paul	Burry, PGPL	Don	Nettleton, ORL
Jorge	Cardenas, NWPL	Leigh Anne	Palmer, ABCPLD
Taylor	Caron, SPL	Kimberly	Partanen, CDPL
Vinita	Chand, ABCPLD (recorder)	Matthew	Rankin, FSJPLA
Wanda	Davis, CRDLS	Marc	Saunders, PMPL
Emma	Dressler, FPL	Leslie	Smith, GPL
Alexandra	Faucher, EPL	Jennifer	Streckmann, BIPL
Karli	Fisher, FSJCL	Tracey	Therrien, NML
Cari Lynn	Gawletz, GFPL	Elizabeth	Tracy, WPL (Chair)
Emma	Gillis, PDPL	Susan	Walters, RPL (Vice Chair)
Scott	Hargrove, FVRL	Abi	Ward, MDPL
Karen	Hudson, SSIPL	Wendy	Wright, SPL
Deb	Hutchison Koep, NVCL		
Ben	Hyman, VIRL		

BUSINESS MEETING

1. Business Meeting - called to order at 2:04 pm

Motion to accept agenda: Rebecca Burbank / Deb Hutchison Koep, CARRIED

2. Stakeholder Reports / Updates

201. CFLA, Lorisia MacLeod –

- Guidelines for education of library technicians are being updated.
- CFLA is developing a new strategic plan; the current plan spans 2019-2022.
- Advocacy around the federal budget is currently underway. CFLA is always looking at new opportunities for future advocacy such as artificial intelligence, broadband accessibility, open government and joint work to look at ways to collaborate rather than duplicate work.

202. CULC, Jefferson Gilbert –

- CULC has recently met with the Department of Heritage and Department of Industry Science & Economic Development regarding econtent.
- CULC is partnering with Canadian Urban Institute on a 6-month, action-oriented research engagement program and will ensure that public libraries are included in discussions.
- Future Labs – dedicated group looking at what the future of public libraries will look like.
- CULC is participating in the Cultural Roundtable with the Federal Government.
- The Spring in person meeting in Edmonton will be held in May.

203. BCLA, Rina Hadziev –

- Annette DeFaveri retired after 10 years of service. Rina Hedziev was hired as the new ED.
- BCLA continues to be engaged in advocacy with the BC public library Partners.
- BCLA has begun the process of updating its Intellectual Freedom statement; there will be many opportunities for input and consultation.
- Anti-racism work has begun for the organization. The first-year is focused on building a foundation and engaging with the larger community.
- The provincial GLAM group is being revived and broadened to a larger group of stakeholders.
- In terms of professional development, BCLA is developing in person sessions but also discussing how to incorporate continued virtual conference opportunities which has allowed many smaller libraries to participate.
- BCLA will be involved in supporting the Accessible BC legislation, climate work, and continuing the coaching program.
- The website will be updated to enhance connection opportunities.

204. BC Libraries Cooperative, Kevin Millsip –

- The Coop is putting together a member engagement strategy.
- It is also undertaking an equity, diversity, and inclusion audit.
- Work on developing a plan for the best use of COVID Recovery Funding is underway.

205. Federations, Michael Burris –

- Over the past few years federations have forged stronger relationships than in the past. Directors now meet monthly to discuss operations, planning and existing shared services.
- Federations have been much more strategic about the offering of staff development opportunities including Technology, Safe Harbour, Diversity, Customer Service, Coaching for Managers, and Indigenous Cultural Competency training opportunities.
- Federations look forward to continuing to build connections and create economies of scale.

206. Public Libraries Branch, Mari Martin –

- The Libraries Branch continues to implement its strategic plan.
- The current focus is on improving access and implementation of the Accessible BC Act.
- The other focus will be on the provincial funding framework; partners and libraries will be re-engaged on this topic.
- Libraries Branch is working to support new Minister Cullen. The Minister will be going on tour of libraries over the summer to meet one on one with communities.

3. Consent Agenda

- 301. Approval of Fall 2021 Meeting Minutes
- 302. 2022 YTD Income Statement
- 303. ABCPLD 2022 Operating Plan

Motion to approve the Consent Agenda: Don Nettleton / Deb Hutchison Koep, CARRIED

4. Chair's Report

401. Highlights from 2022 Summary Update

The Chair provided highlights from the last 6 months of activities during which ABCPLD :

- Provided timely and relevant professional development via 5 virtual PD sessions held in Fall of 2021 as well as the Wise Practices series held in collaboration with BCLTA.
- Hosted 8 directors zoom calls to share information and solutions to challenges.
- Maintained an active member listserv to encourage information sharing.
- Shared stories with the Provincial government regarding how libraries rose up to support their communities during the most challenging times.
- Submitted a one-time funding proposal to Ministry of Municipal Affairs with the Partners
- Met with Minister Osbourne, Associate Deputy Minister Tara Faganello, and new Minister Nathan Cullen to communicate the value of libraries before and during the pandemic and to raise awareness of funding needs of libraries.
- Maintained strong leadership and created a framework for business continuity by hiring and orienting a new Executive Director, Leigh Anne Palmer; enacting an Association Office approach whereby accounts, addresses, and infrastructure are held by the Office rather than by individual employees or board members; and transitioning to formal accounting software.

Motion to accept Chair's Report: Ben Hyman / Don Nettleton, CARRIED

ANNUAL GENERAL MEETING

1. Approval of Agenda

Motion to accept agenda: Jennifer Streckmann / Susan Walters, CARRIED

2. Submission of Spring 2021 AGM Minutes

Motion to submit meeting minutes: Sherry Murphy / Alex Faucher, CARRIED

3. Award of Excellence Presentation –

The 2022 recipient is Julie Spurrell, recently retired Chief Librarian from New Westminster Public Library.

4. Consideration of Financial Statements

ABCPLD is in a solid financial position. An update on the Association's finances was provided.

- There were higher than expected legal /administrative expenses as a result of the hiring of a bookkeeper, transferring Association documents from a legal office to in-house, as well as the completion of our constitution and by-law work. This was offset by lower expenses in travel subsidies.
- \$4000 of operations reserves were used compared to the approximate \$10,000 budgeted.
- The budget for 2022 was approved in the October 2021 business meeting and will continue to be approved in the fall meetings to enable starting a fiscal year with an approved budget in place.

5. Elections / Certification of Elections

On behalf of the Nominations Committee the chair, Emma Gillis, announced that Cari Lynn Gawletz has been elected as Vice Chair and Paul Burry has been elected as Secretary/Treasurer by acclamation.

Motion to certify elections: Jennifer Strackmann / Rebecca Burbank, CARRIED

Susan Walters thanked Emma for her work as Chair of the Nominations Committee and also thanked Ursula for her work on our budget over the last two years and for her work in supporting our bookkeeper, Vinita. Susan thanked Elizabeth for her tireless work as Chair of ABCPLD over the last two years.

5. Closed Session

Motion to enter closed session: Toby Mueller / Scott Hargrove, CARRIED

Attendees discussed the need to find a way to work with BC Public Library Partners to put forth a unified voice for raised and sustained provincial funding. Unified advocacy has resulted in gains in terms of one-time funding; however, a plateau has been reached in terms of understanding how best to advocate to Ministry.

Attendees discussed a funded advocate position and the need to have someone who understands the provincial budget process. Logistics of individuals making a monetary contribution to ABCPLD to hire an external consultant were discussed, including creating a strategic projects fund to hold contributions. Members were asked if anyone opposed the creation of a strategic projects fund. There was no opposition.

Motion to create a strategic projects fund: Don Nettleton / Scott Hargrove, CARRIED

The Executive will reach out to members to discuss further details and will report back to membership. If necessary, a Special Business Meeting may be called.

Motion to exit closed session: Ursula Brigl / Deb Hutchison Koep, CARRIED

6. Next Meeting Date and Location

Next meeting will be the Fall Business Meeting. The date will be announced on the Listserv and website.

7. Adjournment: 3:26pm

Motion to adjourn the meeting: Rebecca Burbank / Deb Hutchison Koep, CARRIED



Select Standing Committee on Finance & Government Services 2022 ABCPLD Presentation

Introduction

Thank you for having me. My name is Leigh Anne Palmer and I have the privilege of addressing you today from the unceded territories of the Musqueam, Squamish, and Tsleil-Waututh Nations. I am here today representing the Association of BC Public Library Directors. I appreciate the opportunity to be here today in collaboration with the BC Library Trustees Association, the BC Library Association, and the BC Libraries Cooperative.

The context

In a world that is increasingly unaffordable, where citizens feel isolated from each other, and where the future looks uncertain due to the climate crisis, libraries play a critical role. We are a community hub, open to all, providing free spaces and services that build skills, nurture a sense of belonging, and provide a refuge from climate emergency events.

Libraries are essential - we are one of the few places where you don't have to buy anything to be there. And as costs for everything soar, we are busier than ever. Over the past 10 years we have expanded our services to meet the many and diverse needs of our communities:

Libraries offer a safe and confidential place to explore new ideas. We make referrals and create connections for people struggling to emerge from poverty, abuse, or addiction; and, we provide space for civic engagement and discourse on the issues that challenge our society.

Libraries are open to **JOB SEEKERS** and small **BUSINESS OWNERS** - providing access to computers for job searching and resources like LinkedInLearning that help them develop the skills they need to land a job, build a business, and provide for themselves and their families.

Libraries are open to **NEWCOMERS**. We provide connections to services that support immigrants as they navigate the complexities of settlement, connect with the community, and build lives in Canada.

Libraries are open to **FAMILIES**, providing safe spaces for youth to gather and build literacy skills that will benefit themselves and their communities as they move through their lives.

Libraries are open to **EVERYONE**. When our province has been rocked by climate emergency events - wildfires, heat domes, floods - our doors have been open welcoming British Columbians in from the elements; helping them connect with the services they need to stay safe or rebuild their lives.

We are truly privileged to be that constant resource, welcoming everyone and making them feel at home while we connect them with information, technology, and others in their community.

The ask

While over the past 10 years, we have expanded our services to help more people, we've had to do this work with less funding.

In 2009, public library funding was drastically cut 25% to approximately 14 million dollars. Since that time, public libraries have not seen an increase to our base grant funding. We are grateful for the one-time CRR funding the province provided to help lessen some of the costs we incurred over the pandemic; but that funding is only a temporary support. The fundamental gaps remain and indeed grow each year as operating this critical social infrastructure becomes more expensive.

Libraries across BC, small and large, urban and rural, are all facing challenges. Some are struggling to keep buildings and services open due to skyrocketing costs of operating, staffing, providing print and digital collections. Others are facing significant challenges in equipping their staff with the tools they need to help those struggling with mental health and addiction issues, while still providing a welcoming space for others in our community.

The events of the last 2 years have demonstrated the ways in which libraries have been stalwart partners, working tirelessly to meet the priorities of government and citizens across the province. Adequately funded, think of what we could do!

I think we all agree: British Columbians shouldn't have to buy a cup of coffee to access high-speed internet. No child in our province should go without a new bedtime story because of the cost of a book. Everyone in our province deserves a place to go, free of charge, to weather a storm. With that in mind, it is increasingly difficult to understand why library services have not warranted an increase to our base grant funding in 13 years.

We ask you to think about the value derived from the government's existing contribution to BC's public libraries and all that we do to support British Columbians. With this in mind, we ask for your commitment of \$23M in 2023, as well as ongoing incremental increases so that we can continue and improve our ability to meet the needs of individuals, families, and communities across the province when their need is greater than ever.

Closing

We are here asking for your support. On behalf of the Association of BC Public Library Directors and the BC Library Partners, I thank you for this opportunity to share what libraries are doing for BC communities and for considering an increase to our funding in 2023.



ABCPLD SUMMARY OF ACTIVITIES

April to October 2022

TIMELY AND RELEVANT PROFESSIONAL DEVELOPMENT

- Created and launched the Fall Professional Development (PD) Survey to gather information and plan a Fall PD series that meets member needs.
- Developed a plan for the upcoming October member PD workshop: The Elephant in the Room: Working with a Challenging Board Member and hired Alison Brewin to facilitate the session.
- Negotiated with and engaged the Inter-cultural Association of Greater Victoria to present the two-day November member PD Bystander Intervention training.
- Collaborated with BCLTA on a joint Fall 2022 PD opportunity on Climate Change as part of the "Shifting Governance: Important conversations for our times" series.
- Spearheaded a preliminary conversation with Federations, BCLA, and BCLTA administration on developing a provincial strategy for PD in the public library sector.

SUPPORT STRONG RELATIONSHIPS BETWEEN LIBRARY DIRECTORS

- Hosted 7 Director Zoom calls to share information, and collaborate on solutions to challenging issues; average attendance of 25-40 Directors per call.
- Maintained an active member listserv to encourage communication, information, and knowledge sharing among members.
- Oriented 4 library directors to the provincial landscape, the role of library director, and connected them with resources to help them succeed in their new roles.
- Coordinated visits with provincial partners and stakeholders to strengthen relationships and collaborate cross-association and cross-sectoral initiatives.

BE AN INFLUENTIAL VOICE IN ADVOCACY

- Held stakeholder meetings and developed a strategy for raising money among public libraries to fund a 3 year provincial advocacy project, resulting in contributions of approximately \$155,000.
- Presented to the Select Standing Committee on Finance during the provincial budget consultation process, in collaboration with the Public Library Partners.
- Working with sector partners, organised and hosted a Provincial Public Libraries Open House at Whistler Public Library during the 2022 Union of BC Municipalities Conference in Whistler to raise the profile of the value of public libraries to communities around the province.
- Presented a clinic entitled, "To Infinity & Beyond: The Power of Provincial Public Libraries," with the BC Libraries Cooperative and the BC Library Trustees Association at the 2022 UBCM Conference.
- Collaborated with BCLTA on planning the presentation, "Public Libraries: Your Good News Story", highlighting Libraries value to local communities at the [2022 LGMA Conference](#) (June, 2022).

STRENGTHEN INTERNAL GOVERNANCE

- Established a corporate credit card to create efficiencies for business administration.
- Renewed ABCPLD's contract with administrative assistant / book keeper.
- Developed and provided an orientation for 2 new board members, after their election at Spring 2022 AGM.
- Held a Board Retreat in Whistler in conjunction with the Union of BC Municipalities Conference to discuss priorities for the Association in the year ahead.



INCOME STATEMENT
January to September 2022

	2022 Budget	YTD Actual	Variance
REVENUE			
4100 Membership Revenue	51,505.00	51,405.00	-100.00
4200 Other Revenue	1,300.00	-	-1,300.00
Total Revenue	52,805.00	51,405.00	-1,400.00
Transfer from Reserves	9,163.00	-	-
TOTAL REVENUE & TRANSFERS	61,968.00	51,405.00	-1,400.00
OPERATING EXPENSES			
5010 Bookkeeping & Banking	6,120.00	4,503.08	1,616.92
5020 Communications & Marketing	600.00	691.14	-91.14
5030 Consulting & Contract Services	2,500.00	787.48	1,712.52
5040 Executive Director Fees	38,998.00	31,709.20	7,288.80
5050 Office Administration	1,600.00	517.35	1,082.65
5070 Professional Memberships	300.00	-	300.00
5080 Legal and Professional Fees	1,500.00	-	1,500.00
Total Operating Expenses	51,618.00	38,208.25	13,409.75
MEMBER SERVICES EXPENSES			
5110 Advocacy	500.00	-	500.00
5120 Recognition/Directors Award	100.00	282.11	182.11
5130 Catering	500.00	-	500.00
5140 Professional Development	6,750.00	-	6,750.00
5150 Travel Subsidies	2,500.00	1,645.26	854.74
Total Member Services Expenses	10,350.00	1,927.37	8,422.63
TOTAL EXPENSES:	61,968.00	40,135.62	21,832.38
TOTAL PROFIT/LOSS	-	11,269.38	



Balance Sheet

As of September 30, 2022

		Total
Assets		
Current Assets		
Cash and Cash Equivalent		
1000 Bank Account		142,324.85
Total Cash and Cash Equivalent	\$	142,324.85
Accounts Receivable (A/R)		
1200 Accounts Receivable (A/R)		42,300.00
Total Accounts Receivable (A/R)	\$	42,300.00
1400 Secured Credit Card GIC		1,500.00
Total Current Assets	\$	186,124.85
Total Assets	\$	186,124.85
Liabilities and Equity		
Liabilities		
Current Liabilities		
2500 Accrued Liabilities		148,100.00
Total Current Liabilities	\$	148,100.00
Total Liabilities	\$	148,100.00
Equity		
3100 Retained Earnings		30,801.22
Retained Earnings		-4,045.75
Profit for the year		11,269.38
Total Equity	\$	38,024.85
Total Liabilities and Equity	\$	186,124.85



2023 OPERATING BUDGET

	2023	2022	Variance
REVENUE			
4100 Membership Revenue	57,175.00	51,505.00	5,670.00
4200 Other Revenue	1,500.00	1,300.00	200.00
Total Revenue	58,675.00	52,805.00	5,870.00
Transfer from Operations Reserves	6,905.00	9,165.00	-2,260.00
Strategic Initiative Funds Released from Targeted Reserves	61,000.00	-	61,000.00
TOTAL REVENUE & TRANSFERS	126,580.00	61,970.00	64,610.00
OPERATING EXPENSES			
5010 Bookkeeping & Banking	6,240.00	6,120.00	120.00
5020 Communications & Marketing	700.00	600.00	100.00
5030 Consulting & Contract Services	500.00	2,500.00	-2,000.00
5040 Executive Director Fees	39,780.00	39,000.00	780.00
5050 Office Administration	1,625.00	1,600.00	25.00
5070 Professional Memberships	310.00	300.00	10.00
5080 Legal and Professional Fees	-	1,500.00	-1,500.00
Total Operating Expenses	49,155.00	51,620.00	-2,465.00
MEMBER SERVICES EXPENSES			
5110 Advocacy	500.00	500.00	-
5120 Recognition/Directors Award	150.00	100.00	50.00
5130 Catering	525.00	500.00	25.00
5140 Professional Development	5,000.00	6,750.00	-1,750.00
5150 Travel Subsidies	2,500.00	2,500.00	-
Total Member Services Expenses	8,675.00	10,350.00	-1,675.00
STRATEGIC INITIATIVES EXPENSES			
5210 Strategic Initiatives Administration	10,750.00	-	10,750.00
5220 Strategic Initiatives Consulting & Contracting Services	58,000.00	-	58,000.00
Total Strategic Initiatives Expenses	68,750.00	-	68,750.00
TOTAL EXPENSES:	126,580.00	61,970.00	64,610.00
NET INCOME:			
STRATEGIC INITIATIVES RESERVE (Targeted)			
Balance	165,000.00	165,000.00	-
Transfer to Strategic Initiative Services	-61,000.00	-	-61,000.00
Transfer from Strategic Initiative Services	-	-	-
TOTAL STRATEGIC INITIATIVE RESERVE	104,000.00	165,000.00	-61,000.00
OPERATIONS RESERVE			
Opening Balance	11,290.00	20,455.00	-9,165.00
Transfer to Operations	-6,905.00	-9,165.00	2,260.00
Transfer from Operations	-	-	-
TOTAL OPERATIONS RESERVE	4,385.00	11,290.00	-6,905.00



THREE YEAR FINANCIAL PLAN - 2023 to 2025

	2023	2024	2025
REVENUE			
4100 Membership Revenue	57,175.00	61,750.00	62,910.00
4200 Other Revenue	1,500.00	1,700.00	2,000.00
Total Revenue	58,675.00	63,450.00	64,910.00
Transfer from Operations Reserves	6,905.00	2,705.00	1,680.00
Strategic Initiative Funds Released from Targeted Reserves	61,000.00	52,000.00	52,000.00
TOTAL REVENUE & TRANSFERS	126,580.00	118,155.00	118,590.00
OPERATING EXPENSES			
5010 Bookkeeping & Banking	6,240.00	6,365.00	6,490.00
5020 Communications & Marketing	700.00	720.00	735.00
5030 Consulting & Contract Services	500.00	500.00	500.00
5040 Executive Director Fees	39,780.00	40,575.00	41,385.00
5050 Office Administration	1,625.00	1,650.00	1,675.00
5070 Professional Memberships	310.00	320.00	335.00
5080 Legal and Professional Fees	-	-	-
Total Operating Expenses	49,155.00	50,130.00	51,120.00
MEMBER SERVICES EXPENSES			
5110 Advocacy	500.00	500.00	500.00
5120 Recognition/Directors Award	150.00	250.00	150.00
5130 Catering/Events	525.00	525.00	600.00
5140 Professional Development	5,000.00	5,000.00	5,250.00
5150 Travel Subsidies	2,500.00	2,500.00	2,500.00
Total Member Services Expenses	8,675.00	8,775.00	9,000.00
STRATEGIC INITIATIVES EXPENSES			
5210 Strategic Initiatives Administration	10,750.00	9,050.00	8,270.00
5220 Strategic Initiatives Consulting & Contracting Services	58,000.00	50,200.00	50,200.00
Total Strategic Initiatives Expenses	68,750.00	59,250.00	58,470.00
TOTAL EXPENSES:	126,580.00	118,155.00	118,590.00
NET INCOME:	-	-	-
STRATEGIC INITIATIVES RESERVE (Targeted)			
Balance	165,000.00	104,000.00	52,000.00
Transfer to Strategic Initiative Services	-61,000.00	-52,000.00	-52,000.00
Transfer from Strategic Initiative Services	-	-	-
TOTAL STRATEGIC INITIATIVE RESERVE	104,000.00	52,000.00	-
OPERATIONS RESERVE			
Opening Balance	11,290.00	4,385.00	1,680.00
Transfer to Operations	-6,905.00	-2,705.00	-1,680.00
Transfer from Operations	-	-	-
TOTAL OPERATIONS RESERVE	4,385.00	1,680.00	-