

Kootenay Library Federation
2011 Inaugural Board Meeting Minutes
13 May 2011

Prestige Lakeside Resort
Nelson, BC

Attending

Trustees: Jane Hayes, Kimberley, Chair; Karen McDonnell, Trail; Nancy Mullin, Radium; Roberta Rodgers, Cranbrook; Paula Rogers, Nakusp; Enid Gayle-Ewashen, Creston; Holly Auger, Invermere; Maureen Krohman, Beaver Valley; Kay Hohn, Salmo; Nancy Jones, Nelson; Ted Invictus, Grand Forks; Karen Smithies, Elkford

Librarians: Judy Foucher, Greenwood; Ursula Brigl, Cranbrook; Sabina Iseli-Otto, Nakusp; Marie Onyett, Beaver Valley; Heather Buzzell, Grand Forks; June Stockdale, Nelson; Sandra Smith, Castlegar; Emma Dressler, Fernie; Jane Jones, Radium

PLSB – Annette DeFaveri

KLF – Joanne Richards (Minutes), Gloria Currie

Call to order – 7:30 am

1. Introductions
2. Additions to the Agenda/Approval of the Agenda: Moved – Holly Auger, Second – Paula Rogers, carried
3. Approval of the minutes of May 2010 AGM: Moved – Roberta Rodgers, Second – Kay Hohn, carried
4. Receipt/approval of Financial Statements 2009-2010. –
Message from Vivienne Robinson – Treasurer – “I’m sorry I can’t be with you all at the KLF meetings and conference, May 13th. I would like to let the KLF Board know that I have reviewed year-end financial statements and make the following motions:
I move that the year-end financial statements are approved as presented, Second – Holly Auger. carried
5. Appointment of the auditor – I move the appointment of Laurie Pettijohn as accountant to review KLF books in 2011.– Vivienne Robinson, Second Roberta Rodgers, carried
6. Election of new Executive: Nominations Committee Chair, Heather Buzzell reports that there were no nominations for executive positions (Chair, Treasurer, 1st vice chair, 2nd vice chair) received prior to the meeting. Incumbents for the executive

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are: Chair – Jane Hayes, Treasurer – Vivienne Robinson, 1st Vice-chair – Roberta Rodgers, 2nd Vice-chair, Kay Hohn.

Call for nominations from the floor. Ted Invictus self nominates for position on the executive. Roberta Rodgers withdraws from the slate. Ted Invictus assumes Vice-chair position.

7. Approval of 2011 proposed budget Motion to approve – Holly Auger, Second – Kay Hohn, carried
8. Designate signing authority – Signing authority for 2011 – Vivienne Robinson, June Stockdale, Gloria Currie, Joanne Richards. Moved Nancy Mullin, Second, Roberta Rodgers, carried
9. Annual reports – distributed. Motion to file – Holly Auger, Second – Paula Rogers, carried

Motion to adjourn – Nancy Mullin

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KOOTENAY LIBRARY FEDERATION
INCOME STATEMENT
APRIL 1, 2010 TO DECEMBER 31, 2010

REVENUE	YTD	BUDGET	% DIFF
Province of BC Grants			
Provincial Operating Grant	\$ 83,786.00	\$ 111,714	75.00%
Other Provincial Grants	-	-	0.00%
Total Grant Revenue	<u>83,786.00</u>	<u>111,714</u>	<u>75.00%</u>
Other Revenue			
Interest	518.14	300	172.71%
Outside Agencies	6,900.00	8,150	84.66%
Transfer from Reserves	5,200.00	-	0.00%
Total Other Revenue	<u>12,618.14</u>	<u>8,450</u>	<u>149.33%</u>
Library Contributions			
Shared Collections	1,000.00	-	0.00%
Consortium Purchasing	33,865.23	40,000	84.66%
Author tours	2,930.40	4,240	69.11%
Projects	2,575.62	1,750	0.00%
Total Library Contributions	<u>40,371.25</u>	<u>45,990</u>	<u>87.78%</u>
TOTAL REVENUE	<u>136,775.39</u>	<u>166,154</u>	<u>82.32%</u>
EXPENSE			
Library Development			
Shared Collections Expense	916.86	1,400	65.49%
Consortium Purchasing Expense	36,218.90	50,000	72.44%
Author tour expense	8,552.26	12,040	71.03%
Professional Development	6,795.74	10,150	66.95%
Project expense	7,047.25	11,300	62.37%
Common ILS	5,200.00	-	0.00%
Local Initiative Project Grants	-	5,000	0.00%
Total Library Development Expense	<u>64,731.01</u>	<u>89,890</u>	<u>72.01%</u>
Operating Expenditures			
Accounting and Legal	3,141.88	3,904	80.48%
Amortization	336.00	-	0.00%
Bank Charges	126.00	200	63.00%
Donations	125.00	250	50.00%
Equipment Replacement Reserves	1,000.00	1,000	100.00%
Transfer to Reserves	35,000.00	-	0.00%
Office Supplies & Operations	1,857.40	3,500	53.07%
Marketing and Promotion	4,580.24	1,500	305.35%
Meeting expense	15,674.35	16,500	95.00%
Contract Support Staff	9,955.99	12,630	78.83%
Total Payroll	25,260.30	33,972	74.36%
Director Travel for KLF Business	835.87	1,500	55.72%
Other Travel for KLF Business	404.19	1,000	40.42%
Total Operating Expenditures	<u>98,297.22</u>	<u>75,956</u>	<u>129.41%</u>
TOTAL EXPENSE	<u>163,028.23</u>	<u>165,846</u>	<u>98.30%</u>
NET DEFICIT	<u>(\$ 26,252.84)</u>	<u>\$ 308</u>	

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KOOTENAY LIBRARY FEDERATION	
BALANCE SHEET	
AS AT DECEMBER 31, 2010	
ASSETS	
Current Assets	
KSCU Chequing	\$ 42,050.54
KSCU Term Deposit	100,000.00
Total Cash	142,050.54
Accounts Receivable	
Accounts Receivable	4,371.20
Accrued Interest	239.77
GST Receivable	506.95
HST Receivable	253.57
Total Receivables	5,371.49
Capital Assets	
Computers	7,921.25
Accum Amort: Computers	(7,812.15)
Total Capital Assets	109.10
TOTAL ASSETS	\$ 147,531.13
LIABILITIES	
Current Liabilities	
Accounts Payable	\$ 2,147.94
Accrued Liabilities	775.00
Payroll Liability	2,282.99
Deferred Revenue	27,928.00
TOTAL LIABILITY	33,133.93
EQUITY	
Equity	
Investment in Capital Assets	109.10
ILS Reserve	33,600.00
Equipment Replacement Reserve	3,500.00
Contingency Operations Reserve	33,104.94
KLF Conference Fund	35,000.00
Retained Earnings - Previous Year	35,336.00
Current Earnings	(26,252.84)
TOTAL EQUITY	114,397.20
LIABILITIES AND EQUITY	\$ 147,531.13

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Budget Year 2011				
Line No		2011	Actuals 2009-2010	Notes
REVENUE				
1	Province of British Columbia Grants			
2	Provincial Operating Grant - est	111,714	111,714.00	PLSB Operating Grant
3	Other Provincial Grants	-	-	PLSB - Secondment, WIL,
4	Total Provincial Revenue	111,714	111,714.00	
Other Income				
5	Interest	300	891.48	
6	Outside Agencies	7,600	7,592.50	Canada Council (\$4,600), CKCA (\$3,000)
7	Transfer from Reserves	17,528	-	Transfer from reserves for ILS Grants (\$7200) and Conference costs (\$10,328)
8	Total Other Revenue	25,428	8,483.98	
Contribution from Libraries to KLF Activities				
9	Shared Collections			
10	Consortium Purchasing	41,750	44,352.69	Library supplies, Online databases, Recorded Books
11	Author Tours	4,075	1,131.66	Library contribution to author tours
12	Projects	11,015	2,454.47	Conference registration - \$9,950 (est); OBOK \$1,250
	Total Library Contributions	56,840	47,938.82	
13	Total Revenues	\$ 193,982	\$ 168,137	
EXPENDITURE				
Library Development				
14	Shared Collections -	140	2,021.60	programming boxes transport
15	Shared Equipment	745	-	e-Book readers
16	Consortium Purchasing	49,695	54,832.38	Online databases, Recorded Books, WIM
17	Author Tours	12,350	9,763.42	6 author tours with KLF support
18	Library Professional Development	6,975	6,994.16	SRC meeting, Online workshops, TOP, includes travel
19	Projects	34,614	7,349.22	OBOK (\$8000), Kootenay Library Conference (\$26,114), Reading Link Challenge(\$500)
20	Common ILS	7,200	-	Migration grants - Greenwood, Sparwood, Elkford, Kimberley
21	Local Initiative Projects	9,500	-	Grant from KLF to libraries - maximum \$500 every two years
	Total Library Development Expenditures	\$ 121,219	\$ 80,961	
Operating				
22	Accounting - Fees & Gloria's services	3,954	3,172.50	Accountant fees & Gloria's services
23	Bank Charges	175	169.80	
24	Board Expense	-	14,806.88	
25	Donations	250	325.00	
26	Office Supplies & Operations	3,200	3,511.09	Includes office supplies, postage, storage & insurance
27	Marketing & PR	1,500	1,452.80	
28	Contract support staff	11,845	7,206.76	
29	Wages	33,839	31,935.29	
30	Meeting Expenses	16,000	16,158.51	Twice yearly Board & LDAG meetings - travel, food & accommodations
31	Exec. Director travel for KLF Business	1,500	1,393.49	Travel within & outside region
32	Board & Librarian travel for KLF Business	500	1,359	Travel by board and staff for irregular meetings
34	Equipment replacement reserves	-	2,500	
35	Total Operating Expenditures	\$ 72,763	\$ 83,991	
36	Transfer to Reserves			
37	Total Expenditures	\$ 193,982	\$ 164,952	
38	SURPLUS (DEFICIT)	- 0	\$ 3,185	

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