



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

north coast library federation

LDAG MEETING

Wednesday, June 10, 2015

11:00 a.m.

via teleconference

MINUTES

Present: Virginia Charron (Kitimat) Regrets: Galina Durant (Stewart)
Ruth Cooper (Hazelton)
Toni McKilligan (Houston)
David Tremblay (Terrace)
Wendy Wright (Smithers)
Joe Zelwietro (Prince Rupert)

Chair: Toni McKilligan

Minutes: Lauren Wolf

1. Approval of the Agenda with additions of f) training survey and g) LIRN
2. Adoption of the Minutes of January 27, 2015 (carried)
3. New Business
 - a) NCLF vision and mission (attachment 1)
 - i. Statements were accepted for recommendation to the board
 - b) Federation-funded author readings (attachment 2)
 - i. **Action:** Lauren to draft a proposed application form for review.
 - ii. **Action:** Lauren to circulate four choices for fall tour for an email vote.

- c) InterLibrary Connect (attachment 3)
 - i. Progress was reviewed. Any questions or concerns please forward to Toni w/ copy to Lauren.
- d) Reserve funds (attachment 4)
 - i. Policies were accepted for recommendation to the board.
 - ii. Directors discussed preferences for use of the reserve funds in 2015/16. **Action:** Lauren to call each director individually to discuss. Final decision will be made at Fall meeting, concurrent with the adoption of the new strategic plan.
- e) Location of fall conference
 - i. Sept 27 - 29 in Prince Rupert to be recommended to the board.
- f) Training survey
 - i. The survey was not discussed because of time constraints
- g) Learning Initiatives for Rural and Northern BC
 - i. Houston will be making an application to host a workshop.

4. Next meeting date/time: TBD

ATTACHMENT 1: NCLF Vision and Mission Statements (for recommendation to the Board)

Vision: Conveys our hopes for the future; how the world would look if the main issue important to us were completely, perfectly addressed.

The main issue – and the reason the Federation was created – is the disparity within the region in terms of individual libraries' ability to provide their citizens with the same level of service.

Therefore:

North Coast residents have equitable, easy access to all that public libraries provide.

Mission: Grounds our vision in practical terms; describes what the organization does, for whom, and how.

We have determined that the Federation works for member libraries (for whom) in a support role (how) to encourage cooperation and enhance services in the region (what).

Therefore:

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

Attachment 2: Federation-Funded Readings Guidelines (for discussion)

Background: The budget line for NCLF programming is currently set at \$5,000 per year. In 2014, the Federation funded two tours in member libraries (Arno Kopecky and Sheila Peters) for a total cost of \$2,500. In 2015, there have been two tours funded by the Federation so far (Eden Robinson and Norden the Magician) at an estimated cost of \$3,500. This leaves \$1,500 in the budget for the balance of the year.

Suggestions for Federation-funded author tours have been made by both the authors themselves and by LDAG, with final decisions based on the number of libraries interested in hosting a particular author. However, no policy, guidelines or priorities have previously been established for making these funding decisions.

Draft Guidelines for Funding NCLF Author Tours:

- The NCLF will seek out prominent authors or performers with fees and travel costs above that which member libraries would ordinarily pay.
- Potential authors or performers will be recommended by LDAG and vetted for availability and member interest by the Federation director.
- A final decision on tour recipients will be made by a majority vote of LDAG in January for spring tours and in June for fall tours.
- Tour recipients should be reflective of the composition and interests of the communities served by the NCLF.
- Tour funding should be consistent with strategic goals and budget constraints.
- The Federation Director will be responsible for:
 - tour arrangements
 - coordination of publicity material
 - application for grants or other sources of funding
 - regional, provincial, or national coverage as appropriate
 - sufficient funds to make the tour possible

Attachment 3: InterLibrary Connect Update (for information and discussion)

A meeting regarding the future of Sitka ILC was held in Richmond on May 21st. The meeting was attended by Ben Hyman and Sharon Herbert (BC Libraries Cooperative/Sitka), Mari Martin and Cindy Ralph (libraries branch), all of the federation managers, and representatives from a number of Sitka libraries.

Sitka is finally able to move on the implementation of inter-federation and inter-library ILC between the NCLF and the NELF libraries, as agreed to by the two Federations last year. The delay has been due to the requirement to re-engineer the previous organizational structure of the libraries in Sitka, which allowed sharing between federation member libraries, but restricted extending hold boundaries between libraries in different federations.

In order to implement inter-federation ILC, NCLF and NELF libraries will be moved out of their current federation sharing groups into a newly-created sharing zone near the end of August. This will immediately double the number of libraries' collections that you and your patrons may access.

Given that we are currently achieving 65 - 70% of our borrowing between just the seven NCLF libraries, that percentage will likely increase, reducing your need to use Outlook for borrowing even more. Outlook will still be available for those items not available through ILC, for lending to Sitka libraries not in the sharing zone and for lending to non-Sitka libraries.

You may opt out and remain in the NCLF federation group if you wish. However, your Interlibrary Connect-ability will then be confined to only those NCLF libraries that have not moved to the new sharing zone.

The vision is to have all of the BC Sitka libraries in one sharing zone eventually. Sitka may limit the addition of libraries to the group on a semi-annual or annual basis, in order to control their work flow and to give groups of libraries (those already in the new zone and those considering the move) the time to fully understand the changes and make informed decisions.

ATTACHMENT 4: Federation Reserve Funds Policy (for discussion)

Emergency Reserve Fund:

Due to the unpredictable nature of the Federation's revenue stream, the NCLF will maintain an Emergency Reserve Fund in the event of a delay of receipt or discontinuation of the annual operating grant. In either of these eventualities, the Fund will be used to meet obligations to our member libraries, to fulfill program and project grant commitments, and to ensure an orderly shutdown of the Federation if required.

The Emergency Reserve Fund will be held in a cashable term deposit in an amount sufficient to operate the Federation for six months. The Board will direct the Federation Director to use Emergency Reserves if needed and confirm that the use is consistent with the purpose of the reserves.

The Federation Director is responsible for ensuring that the Emergency Reserve funds are maintained and used only as described in this policy. This policy will be reviewed annually by the Federation Director and the Treasurer, who will recommend any changes to the Board of Directors.

Excess Reserve Fund:

Excess reserves will be used to fund one project or program per year, based on strategic priorities, which:

- Result in an increase in service equity in one or more member libraries
- Enhance service delivery in the region
- Build cohesiveness between member libraries
- Benefit the majority of members

Excess reserves will be held in a high-interest savings account. Annual use of the Fund will be determined by the Federation Director after consultation with the Library Directors and review by the Board.

The Federation Director is responsible for ensuring that the Excess Reserve Funds are maintained and used only as described in this policy. This policy will be reviewed annually by the Federation Director and the LDAG, who will recommend any changes to the Board of Directors.