



**Alberta Library Trustees Association  
Annual General Meeting 2008  
Information Package**

This package contains the materials for the 2008 ALTA AGM, to be held Friday April 25<sup>th</sup> at 3:00 pm in the Tonquin Room, Jasper Park Lodge. Please join us!!

Agenda .....

Minutes of 2007 AGM .....

Financial Report  
    Auditors Financial Statements (to be presented at the AGM)  
    Proposed Fee Structure for 2009 .....

Proposed 2008 Budget .....

Annual Reports  
    President.....  
    Education Committee .....

Communications Committee .....

Advocacy Committee .....

Finance and Administration Committee .....

Alberta Library Conference Committee .....

Resolutions .....

Election Report .....

2008-2009 Business Plan .....

2007 Membership Survey Report .....

**Parliamentary Rules**  
ALTA follows Sturgis Rules of Order



**ALBERTA LIBRARY TRUSTEES ASSOCIATION  
ANNUAL GENERAL MEETING  
Tonquin Room, Clubhouse, Jasper Park Lodge, Jasper, Alberta  
3:00 P.M., FRIDAY, APRIL 25, 2008**

**A G E N D A**

**Resolutions to be brought from the floor must be presented in writing, in proper format, and be received by the President before the call to order. Any resolutions received before the Call to Order, in writing, in the correct format, will require a 2/3 majority vote of members present and voting, to be accepted for presentation to members at this AGM.**

- 1. CALL TO ORDER** (President, Donna Campbell)
- 2. APPROVAL OF AGENDA**
- 3. INTRODUCTIONS** ALTA Board, Parliamentarian, Recording Secretary, Special Guests
- 4. APPROVAL OF MINUTES OF AGM 2007**
- 5. BUSINESS ARISING FROM THE MINUTES**
- 6. ALTA Awards**
  - Honorary Life Member** (Ann Craig, Chair Education Committee to present)
  - Award of Excellence** (Donna Campbell, President to present)
  - Lois Hole Award** (2007 Honorary Life Member to draw)
- 7. FINANCIAL REPORT** – Colin Minor, Secretary/Treasurer
  - (a) Financial/Review Engagement Report 2007 prepared by Yaremchuk & Annicchiaricco, Auditors
  - (b) Presentation of the 2008 Budget
  - (c) Fee Structure for 2009
  - (d) Appointment of accounting firm for financial review for 2008
- 8. ANNUAL REPORTS**
  - (a) President – Donna Campbell
  - (b) Standing Committee Reports (Colin Minor, Ray Skrepnek, Marilyn Wilson, Ann Craig)  
(Finance & Administration, Advocacy, Communications, Trustee Education)
  - (c) ALC Conference Co-Chair (ALTA) – Joan MacDonald
- 9. RESOLUTIONS COMMITTEE** – Marie Logan, Chair, Resolutions Committee
- 10. NOMINATIONS COMMITTEE** – Marie Logan, Chair, Nominations Committee
  - (a) Announcement of Election of the President, and Directors from Areas 2,4,6,8
- 11. OTHER BUSINESS**
- 12. ADJOURNMENT**

**ALBERTA LIBRARY TRUSTEES ASSOCIATION ANNUAL GENERAL MEETING**  
**Tonquin Room, Clubhouse, Jasper Park Lodge, Jasper, Alberta**  
**3:00 P.M., FRIDAY, APRIL 27, 2007**

**MINUTES 2007 AGM**

**1. CALL TO ORDER** (President, Donna Campbell)

Meeting called to order by Donna Campbell at 3:07 pm.

**2. APPROVAL OF AGENDA**

**Motion** *that the agenda be approved as circulated.*

**MOVED:** Janet Schultz, Sylvan Lake

**SECONDED:** Annette Clews, Sundre

**CARRIED**

**3. INTRODUCTIONS**

President Donna Campbell introduced Muriel Abdurahman as Parliamentarian for the meeting, and special guests: Vic Mensch, ALTA's Past President and Chair of the Nominations Committee. She also introduced the 2006-2007 Board of Directors: Brock Smith (Peace – Area 1), Joan MacDonald (Metro Edmonton – Area 7); Donna Phillips (Parkland – Area 3); Marilyn Wilson (Marigold – Area 4); Marie Logan (Chinook Arch – Area 5); Gene Adamson (Shortgrass – Area 6); Elaine Sorochan (Northern Lights – Area 8); Secretary-Treasurer, Colin Minor (Edmonton Public Library); and, Ann Craig (Calgary). President Campbell also passed along the regrets of Director Monika Cappis (Yellowhead – Area 2). Also introduced by President Campbell was ALTA's Office Administrator, Lisa Holmes.

**4 APPROVAL OF MINUTES OF AGM 2006**

**Motion** *that the Minutes of the 2006 Annual General Meeting be approved as circulated.*

**MOVED:** Janet Schultz, Sylvan Lake Public Library

**SECONDED:** Bob Higgins, Chinook Arch Public Library

**CARRIED.**

**5. BUSINESS ARISING FROM THE MINUTES**

No business was brought forward.

**6. ALTA Awards**

**Honorary Life Membership Presentations** (Ann Craig, Chair – Education Committee)

Ann Craig announced Yvonne Slemko, Yellowhead Regional Library Board as the 2007 Honorary Life Member Award winner. A special presentation was made

**Award of Excellence Announcement** (Ann Craig, Chair – Education Committee)

In announcing the Award of Excellence, Ann Craig noted that this award is given out to a library board that excels at the service for over 5 years. St Paul Municipal Library Board is the 2007 recipient. Carmen LeFavre accepted the award on behalf of the board. Award will also be awarded to the board at an upcoming board meeting in June.

**Lois Hole Award** (Donna Campbell, President) 2004 Honorary Life Member Vic Mensch drew the name of this year's Lois Hole Award recipient, Banff Public Library Board.

**7. FINANCIAL REPORT** – Colin Minor, Secretary/Treasurer

(a) Financial Statement / Review Engagement Report 2006

Prepared by Yaremchuk & Annicchiaricco, Auditors. Colin presented the financial review engagement report that the accountants have provided. Copies are available by mail upon request to the ALTA office.

(b) Presentation of the 2007 Budget

Received more money from the ALC 2006 in final revenue amount. The Education Committee plans to do 2 extra workshops this year, increasing their budget. Increased costs for board meetings is because several new directors live in communities that are a further distance from meeting sites. Colin reported that ALTA is forecasting a balanced budget.

**Motion** *to accept of Financial Review Report and Budget for 2007 as circulated and reported.*

**MOVED:** Bob Higgins, Chinook Arch Regional Library Board

**SECONDED:** Michael Babichuk, St. Albert Public Library Board

**CARRIED**

(c) Fee Structure for 2007

Change in the fees for Past Trustees from \$50.00 / year to \$35.00 / year. **Motion to accept the proposed fee structure 2008 as circulated**

**MOVED:** Peter Moloney, St Albert Public Library Board

**SECONDED:** Janet Schultz, Sylvan Lake Library Board

**CARRIED**

(d) Appointment of accounting firm for 2007

Recommend the current accounting firm Yaremchuk and Annicchiarico for 2007 year end.

**Motion to appoint Yaremchuk & Annicchiarico as the accountants for review of 2007 financial year.**

**MOVED:** Joan Welsh, Edmonton Public Library Board/ALTA

**SECONDED:** Karen Lynch, Edmonton Public Library Board

**CARRIED**

## 8. ANNUAL REPORTS

(a) President – Donna Campbell

The President reviewed the report as presented.

**Motion to receive the President's Report as circulated.**

**MOVED:** Donna Campbell, Calgary Public Library Board/ALTA

**SECONDED:** Janet Schultz, Sylvan Lake Library Board

**CARRIED**

(b) Standing Committee Reports

Education Committee Report presented by Ann Craig, Chair. Ann Craig reviewed the report as presented.

**Motion to receive the Education Committee report as circulated.**

**MOVED:** Ann Craig, Calgary Public Library Board/ALTA

**SECONDED:** Jamie Niessen, Calgary Public Library Board

**CARRIED.**

Communications Committee Report presented by Marilyn Wilson, Chair Marilyn Wilson reviewed report as presented.

**Motion to receive the Communications Committee report as circulated.**

**MOVED:** Marilyn Wilson, Okotoks Public Library Board, ALTA

**SECONDED:** Barbara Gibson, Marigold Library System Board

**CARRIED.**

Advocacy Committee presented by Marie Logan Marie Logan reviewed report as presented.

**Motion to receive the Advocacy Committee report as circulated.**

**MOVED:** Marie Logan, Lomond Library Board, ALTA

**SECONDED:** Arlene Wilde, Carstairs Public Library Board

**CARRIED.**

Finance and Administration Report presented by Colin Minor, Secretary-Treasurer, ALTA Colin Minor reviewed report as presented.

**Motion to receive the Finance and Administration committee report as circulated.**

**MOVED:** Colin Minor, Edmonton Public Library Board/ALTA

**SECONDED:** Roger Brule, Edmonton Public Library Board

**CARRIED**

(c) ALC Conference Co-Chair – Donna Phillips (Verbal Report: Registration, Events)

Thanks for all members that support ALC. Last year was the most profitable conference that we have ever had – over \$14,000 in profit. It is difficult to predict costs and profit each year, and although the conference is mandated to break even it is nice to have such support of the conference that we are able to have a profit.

Donna thanked ALTA members who serve on the committee: Joan MacDonald, Diane Robinson, and Peter Moloney. Always looking for trustees to serve – a number of positions will be open up next year. Next year, Inez from Parkland/Didsbury will take over info-to-go position.

**Motion to receive the ALCt report as submitted.**

**MOVED:** Donna Phillips, Camrose Public Library Board/Parkland Library System Board/ALTA

**SECONDED:** Denis Young, Peace Library System Board.

**CARRIED.**

**9. RESOLUTIONS COMMITTEE** – Marie Logan, Chair, Resolutions Committee.  
None received.

**10. NOMINATIONS COMMITTEE** – Vic Mensch, Chair, Nominations Committee

(a) Announcement of Election of the President, and Directors from Areas 1, 3, 5, 7

Ray Skrepnek Area 1 declared as elected.

Melodie Stol Area 3 declared as elected.

Marie Logan Area 5 declared as elected.

Joan MacDonald Area 7 declared as elected

Donna Campbell as President, declared elected.

Motion that nomination committee report be received as submitted.

**MOVED:** Vic Mensch, Coaldale Public Library Board

**SECONDED:** Janet Schultz, Sylvan Lake Library Board

**CARRIED.**

## 11. OTHER BUSINESS

**Honouring ALTA Board Members for Service** (Donna Campbell, President)

ALTA awards donations to the Lois Hole award in the name of outgoing board members. The recipients this year are: Brock Smith, Area 1 – donated to the Hythe Public Library. Donna Phillips, Area 3 and the ALC Committee Co-Chair, worked tirelessly on ALC promoting trustees – donated to Camrose Public Library. Tim Haysom – Edmonton Public – donated to Edmonton Public Library. Sheila Bertram – Edmonton Public – donated to Edmonton Public Library.

**Motion** that the Annual General Meeting be declared as adjourned.

**MOVED:** Eugene Adamson, ALTA

**SECONDED:** Sheila Macklin, Marigold Library System Board

**CARRIED.**

*Declared adjourned at 4:11 p.m.*

## AUDITORS FINANCIAL STATEMENTS

Available at the AGM. Copies can be requested from the ALTA office after the ALC Conference.

## PROPOSED FEE STRUCTURE 2009

Boards for Libraries with		Library Systems		Others	
1-200 population	\$40.00	Up to 100,000	\$250.00	Past Trustees	\$35.00
201-5000	\$75.00	<b>100,000 – 500,000</b>	<b>\$500.00</b>	Supporters	\$50.00
5001-20000	\$125.00	<b>Over 500,000</b>	<b>\$600.00</b>	Individual Members	75% of the corresponding Member Board fee as per following schedule
20001-100,000	\$250.00			1 - 200 population	\$ 30.00
<b>100,000 – 500,000</b>	<b>\$500.00</b>			201 - 5,000	\$ 56.25
<b>Over 500,000</b>	<b>\$600.00</b>			5,001 - 20,000	\$ 93.75
				20,001 – 100,000	\$ 187.50
				<b>100,000 – 500,000</b>	<b>\$ 375.00</b>
				<b>Over 500,000</b>	<b>\$450.00</b>

## PROPOSED 2008 BUDGET

ALBERTA LIBRARY TRUSTEES ASSOCIATION 2008 BUDGET						
REVENUE		Budget 2008	Budget 2007	Actuals 2007	Notes	
Municipal Affairs Grant		70,000.00	70,000.00	70,000.00		
ALC profit		5,000.00	5,000.00	21,653.00		
ALC registration funding		5,000.00	0.00	0.00		new for 2008
ALC seed money		3,000.00	3,000.00	3,000.00		
Membership Fees		20,500.00	22,500.00	20,873.00		
Interest		500.00	100.00	621.00		to be confirmed by accountants
GST Rebate		2,000.00	2,000.00	822.00		to be confirmed by accountants
Trustee Education Workshops		6,000.00	4,600.00	2,085.00		
Handbook Sales		2,200.00	1,200.00	1,845.00		
Transfer from prev year's ALC income		15,500.00	8,400.00	8,400.00		
Other income						
Lorna McCrae Intellectual Freedom donations		600.00	600.00	776.00		
		0.00	0.00	0.00		
<b>Total Revenue</b>		<b>130,300.00</b>	<b>117,400.00</b>	<b>130,075.00</b>		
Transfer from Special Education Project		0.00	25,000.00	0.00		proposal not approve
EXPENSES		Budget 2008	Budget 2007	Actuals 2007		
Conferences						
ALC		25,400.00	18,800.00	16,185.00		
CLA / CLTA		720.00	1,450.00	1,180.00		
<b>Total Conferences</b>		<b>26,120.00</b>	<b>20,250.00</b>	<b>17,365.00</b>		
Board Meetings		24,000.00	16,400.00	21,204.00		
AGM		13,150.00	10,755.00	10,027.00		
President's Expenses		500.00	850.00	656.00		
Lois Hole Award		250.00	250.00	250.00		
Administration		41,650.00	42,865.00	45,669.00		
Non-recoverable GST Expense		2,200.00	1,200.00	3,180.00		
Memberships		680.00	680.00	573.00		
<b>Total F&amp;A</b>		<b>82,430.00</b>	<b>73,000.00</b>	<b>81,559.00</b>		
<b>Total Advocacy</b>		<b>1,000.00</b>	<b>2,900.00</b>	<b>141.00</b>		
Trustee Voice		6,000.00	6,000.00	4,880.00		
Handbook		1,500.00	3,000.00	1,079.00		
Brochures		1,000.00	0.00	0.00		
Displays		250.00	250.00	250.00		
<b>Total Communications</b>		<b>8,750.00</b>	<b>9,250.00</b>	<b>6,209.00</b>		
Workshops		12,000.00	12,000.00	4,781.00		
<b>Total Trustee Education</b>		<b>12,000.00</b>	<b>12,000.00</b>	<b>4,781.00</b>		
<b>TOTAL EXPENSES</b>		<b>130,300.00</b>	<b>117,400.00</b>	<b>110,055.00</b>		
<b>Note: In 2007 GST was included in line budget but not in line expenses</b>						
<b>2008 Online Modules Project Funding</b>						
Revenue			0.00	42,500.00		
Expenses		42,500.00	0.00	0.00		
The project will be completed, as per government requirements, November 2008						

**President's Report 2008**

2007 was another active year for ALTA. ALTA created a Vision statement in 2007 “**Great Public Libraries, Effective Trustees**”. ALTA hopes this reflects the important role public library trustees play in ensuring that Alberta’s public libraries continue to be vital and essential community services, and that they continue to grow and be “simply the best”.

Following the vision, ALTA reaffirmed that its main focus for 2007 was on reaching out to members to solicit their input on their preferences for trustee development, education and training. With this input ALTA could begin the process of reviewing, updating and improving the programs and services it offers.

In 2007 220 trustees attended the Alberta Library Conference. ALTA was able to provide registration and travel subsidies to 30 public library boards from towns in Alberta serving populations under 10,000. Feedback from members continues to confirm that this subsidy and the ability for trustees to attend the ALC Conference, to network with other trustees and attend educational and personal development sessions are very important. The Lorne McRae Intellectual Freedom Lecture Series (sponsored by ALTA through a grant from The Calgary Foundation) continues to be well received and the presenters have been inspiring and thought-provoking in the area of Intellectual Freedom.

ALTA provided 4 Trustee Workshops in 2007 and another 5 between January and March 2008. Following your input, the format for the workshops started being changed, with larger numbers attending at some of the larger centres. For 2007 ALTA Area representatives attended the Workshops and made the ALTA presentation using the newly developed speakers notes and overhead transparencies. This new approach met with positive feedback from attendees and the Area Representatives themselves. ALTA conducted an online survey to all members in 2007 and received excellent feedback on trustee development services and programs. ALTA used this feedback in its successful application for funding from the Provincial Public Libraries Development Initiative program. The \$42,500 received will be used in 2008 to create two additional on-line modules in partnership with the Board Development Program (Alberta Culture and Community Spirit), Alberta School Board Association, and two expert providers.

ALTA continues to update its website regularly, and is encouraging members to go to the web site first for information, forms, and breaking news. ALTA also updated its Business Plan and did a comprehensive review of its Policies in 2007. A comprehensive review of procedures will be undertaken in 2008. ALTA continued, for the fourth year, to operate a balanced budget without having to draw from reserves. ALTA also continued its representation with CLA, CLTA, TAL, APLEN, ALC, LAA, SALA and SAIT’s LIT Program Advisory Committee.

As this will be my last report to ALTA as President, I would like to say Thank You to the members of the ALTA Board. Your continuing dedication to public library trusteeship has been great and your wisdom and insight into continuous improvements has been inspiring. Thank you also to all the ALTA volunteer trustees who continue to provide the governance needed to keep Alberta’s public libraries the best. Your continuing support and active voices in highlighting the essential community service public libraries are is greatly appreciated by your community.

2007 was a great year – my thanks to each of you for your contribution to public libraries in this province. I look forward to watching the continuing evolution of this great service – remember “Great Publi Libraries – Effective Trustees”!!

Donna Campbell, President

**Education Committee Report****Workshops**

We are very pleased to report those areas that have participated in ALTA Workshops in 2007/2008 are:

**2008**

January 19 – Whitecourt  
 February 2 – Canmore  
 February 16 – Drumheller  
 March 15 – Wainwright  
 March 29 – Chinook Arch

**2007**

Drumheller – February 10  
 Cold Lake – February 24  
 Grimshaw – May 12  
 Vegreville – November 17

To request a workshop for 2008, please contact your Area Representative. Information about workshop request is also on the ALTA web site. Please check our website for future workshop locations, workshop hosting procedures, and the forms required for holding a Workshop. <http://www.librarytrustees.ab.ca>

**ALTA Awards**

We brought together 2 panels to decide the 2007 ALTA awards.

Award of Excellence – awarded to ALTA library Boards for outstanding work, Panel for the Award of Excellence, Judith Umbach, Chair CPL, and pas Honorary Life Award recipient; Rita Dempsey, Past President ALTA and retired Library Trustee and Ann Craig, Chair Education Committee, ALTA.

Honorary Life-time Award – awarded to an ALTA member for outstanding work. Panel for the Honorary Life-time Award: Gene Adamson, Elaine Sorochan Ann Craig, Education Committee, ALTA.

We congratulate the award winners and wish them the very best in their future endeavors.

Education Committee members: Ann Craig (Calgary Public Library), Chair.

Gene Adamson (Area 6 – Shortgrass) and Elaine Sorochan (Area 8 – Northern Lights)

**Communications Committee Report**

The mandate of the Communications Committee is to provide ALTA members with information on meeting highlights, priority issues, information on services that ALTA provides, trustee education information, and other news of interest to library trustees.

*ALTA Announces*, an electronic newsletter, was sent out 5 times in 2007, after each ALTA Board meeting. It was sent to all library systems by email and was posted to the ALTA website, ALTA maintained a website: [www.librarytrustees.ab.ca](http://www.librarytrustees.ab.ca). The website features news for trustees, our Trustee Education modules, and links for finding further information.

Two issues of the *Trustee Voice* newsletter were published and distributed to ALTA members through library system distribution channels. The newsletter highlighted news from the Ministry (Library Section), the AGM, the ALC, Award winners, advocacy, and other library news.

The ALTA Handbook was reviewed and updated, and the 6<sup>th</sup> edition was printed, ready for use in Trustee Education workshops. ALTA's Display Board was updated and on display at ALC 2007, and ALTA board members were on hand to answer questions and promote ALTA to trustees.

Communication Committee members: Marilyn Wilson (Area 4, Marigold) and Monika Cappis (Area 2, Yellowhead).

**Advocacy Committee Report**

Below are some of the highlights of activity from the Advocacy Committee

**Lobbyist Act** - The Advocacy Committee researched the act and received considerable input. After Lobbying the provincial government with over 200 other not-for-profit organizations, the Act was changed to the better for not-for-profits. Library Boards are exempt from the Act. With the changes ALTA will also be exempt.



**Book Rate** - The Advocacy Committee provided information for a letter from ALTA that supported a private member's bill making the Canada Post's Book Rate more sustainable.

**Election Campaign Action Request** - The goal was to have all library board members and friends of libraries contact candidates in their constituency to request support for a sustainable increase in provincial operating grants for public libraries. As the provincial budget has not been released as at the writing of this report, we do not know how successful the campaign was.

**100<sup>th</sup> Anniversary of Libraries Act Celebration** - ALTA was represented at the event and was impressed with the video celebrating the Libraries Act and public library service in Alberta.

**Special Grant Money** - The committee obtained information from many libraries on how the provincial special grant money was spent at their library. This information has been compiled into a booklet that will be available mid 2008.

**Meetings** - ALTA members have met with the Minister, Municipal Affairs and Housing, on a number of occasions and have talked about their visions for libraries and the need for increased provincial funding for operating grants. With the latest election, and the restructuring of parliament, the new Ministry under which public libraries fall is the Ministry of Municipal Affairs. Other volunteer and cultural organizations fall under the new Ministry of Culture and Volunteer Spirit.

**Information Sharing** - The committee drafted a letter sent from ALTA to Industry Canada on behalf of ALTA to show the importance of CAP funding. The committee has submitted information on advocacy for the Trustee Voice and has handed information on RADF (Rural Alberta Development Fund), AUMA resolutions and government releases.

Committee Members: Marie Logan, Chair, (Area 5, Chinook Arch); Ray Skrepnek, (Area 1 Peace)

### **Finance and Administration Report**

**ALTA Term Deposits** – As part of its ongoing Risk Management program, and review of sustainability, ALTA restructured its financial portfolio to ensure that project funds are managed and accounted for separately from ALTA's day-to-day operating funds. An Operating Reserve was created to ensure that ALTA can continue to operate in the event that provincial grants are reduced. The structure is as follows:

1. \$50,000 GIC which is our Operating Reserve. This is calculated as approximately 6 months of expenses for ALTA giving time for ALTA to find alternate sources of funding or make adjustments to the business plan and budget as required.
2. \$23,000 GIC - the Education Special Project Fund decided by ALTA as per criteria in ALTA policy. Interest will automatically renew at maturity unless otherwise instructed. Interest goes back into renewed GIC
3. \$20,000 GIC – this is project funding used for ALTA trustee skills development projects, and is used to cover matching funds required of most grant funding. This will ensure ALTA is able to apply for external grants as they come up and will not have to take a chance of missing deadlines while internal funding is located. This fund is reviewed annually by the Grants Subcommittee.
4. \$25,000 GIC - this is grant money for Special ALTA Trustee Projects approved by Libraries Branch. All proposals for this fund must be presented and approved by the provincial government. This will be expended in 2008-2009.

**Financial Review** - A meeting was held on June 25th with our accountants to redo and discuss the yearend financial statements. We discussed the changes that need to be made and implemented a schedule that we will give him the financial information by January 15th and they will provide the finished review by the middle of February. This will then be reviewed at the March ALTA meeting and any changes will be made before the AGM package is sent out.

**Director's Liability Insurance** - The ALTA directors will now be covered with \$2 million dollars of DOLI.

**Office Rent** - A slight increase of 50 cents per sq. ft. to the ALTA office rent in the Milner Library – 145 sq ft.. Having a permanent office space has been invaluable and the not-for-profit rate offered has been much appreciated.

**Alberta Library Conference 2007** - The profit to ALTA for ALC 2007 was \$21,653, the largest ever.

**Funding Proposal for the Public Library Development Initiative** - ALTA was successful in its proposal submitted to the Public Library Development Initiative Project Funding. We requested \$60,000 and were awarded \$42,500. This money is to develop two additional online education modules - one on

Strategic Planning and the other in conjunction with the Board Development Program on Board/Staff Relations.

Colin Minor, Chair Finance & Administration Committee, Gene Adamson, Chinook Arch Area 6), Donna Campbell, President, ALTA

### **ALC Committee Report**

ALC 2007 was a very successful year, with 625 delegates (220 ALTA, 287 LAA, 24 ASLC, Non-members and students making up the remainder) and speakers in attendance and almost 800 on site when guests and exhibitors are included. The high attendance numbers together with increased success in soliciting corporate sponsorships, generated the largest profit in its history. Distribution of profit (or loss) is pro-rated depending on the proportion of fees paid by members from the sponsoring organizations. ALTA received \$21,653.10 in profits from ALC 2007.

It remains a challenge to recruit trustees to serve on the ALC Committee. The goal is to have the committee equally balanced between ALTA and LAA, but in the past few years fewer trustees have expressed interest in serving on the committee. Any interested trustees should check the ALC website to see job descriptions for committee positions, application form and deadline for applications. As you can see, a number of positions will become available next year.

Changes for 2008: On-line registration was tried for the first time this year. There were some initial "slow downs" in getting the system working, but once we were up, things went smoothly. Our registrar will have some recommendations for next year which will be given serious consideration. We are also asking a question in our survey to see how the memberships feel about this process.

Thanks to ALTA members who support the conference through their attendance, through serving as session convenors, or as members of the ALC planning committee.

Joan MacDonald ALTA ALC Co-Chair

### **Resolutions**

Only one resolution was received by the deadline.

Moved and seconded by the ALTA Board, (M. Stol, G. Adamson)

BE IT RESOLVED THAT the following be included in the ALTA Bylaws as new Bylaw 12.5 "The ALTA officers, by unanimous vote, may make such editorial or grammatical changes in these bylaws as do not change their substance and meaning. These changes shall take effect upon their approval by the ALTA Board."

Marie Logan, Vice President, Chair, Resolutions Committee (Area 5 Chinook Arch)

### **Nominations – Election Report**

The following Nominations were received in the correct format, by the nominations deadline. In keeping with the elections process approved at the 2006 AGM, the process of mail-in ballots was put in place.

Only one nomination was received for each of the vacant Area representative positions by the nominations deadline (see below), and therefore there was no vote required by mail-in ballots. The following persons were declared elected by acclamation for 2008 when nominations closed:

Area Representative:

Area 2 Yellowhead	Honey Pell
Area 4 Marigold	Ian Morgan
Area 6 Shortgrass	Martin Shields
Area 8 Northern Lights	Carole Carpenter

There were three nominations received for the position of President by the nominations deadline.

Eugene (Gene) Adamson  
Vic Mensch  
Natalia Toroshenko

A mail-in ballot vote was held. The election results will be announced at the AGM

Chair, Nominations Committee  
Marie Logan, Vice- President ALTA

### **Alberta Library Trustees Association (ALTA) Business Plan 2008-2009**

#### ***Advocacy***

- 1 Liaise with Minister of Municipal Affairs and elected officials to ensure ALTA and public libraries in Alberta remain front-of-mind for provincial politicians
- 2 Encourage and collect information on how \$20 million extra funding spent throughout province – report to Minister Municipal Affairs and other Ministers as appropriate
- 3 Continue to lobby government for sustainable increased per capita operating grant funding
- 4 Monitor TAL Advocacy work, SALA meetings and plans, APLEN plans
- 5 Keep up with information on public library advocacy
- 6 Provide information on advocacy and other facts in regular column in Trustee Voice
- 7 Liaise with AUMA and AAMD & C

#### ***Communications***

- 1 Regular communication with ALTA members on meeting highlights, priority issues through Area Representative reports and ALTA Announces, as well as ALTA website information
- 2 Trustee Voice –. Adopt regular format for 2 issues per year
- 3 ALTA Handbook and brochure reviewed and updated. Include ALTA vision on all
- 4 ALTA Display Board kept current

#### ***Education***

- 1 Trustee Workshops – 8 for 2008 with ALTA Area representatives present at all workshops
2. Review format for Trustee Workshop based on member feedback from 2007 survey
- 3 Update Workshop booking and running procedure after review of 2007 changes
- 4 Build capacity for Workshop presenters by recruiting additional workshop facilitators in all areas of the province
- 5 Trustee Workshop material kept current. For 2008 review Workshop presentation material and update and revise as necessary
- 6 ALTA Representation at NetSpeed to present new online modules
- 7 Trustee Forum at ALC to get feedback from membership. 2008 theme – many hats of trustees
- 8 Support trustees to ALC through travel and registration subsidy
- 9 Update standardization for criteria for Awards for Honorary Life, Award of Excellence

#### ***Finance and Administration***

- 1 Financial Reporting done on regular basis
- 2 AGM Documentation prepared and posted to website in accordance with Policy timelines.
- 3 AGM Nominations and Resolutions procedures and processes reviewed and improved as required based on feedback from 2008 processes
- 4 Financial Review – review accounting firm services and make changes as necessary
- 5 Governance– monitor and maintain good governance processes including meeting management
- 6 Risk Management – review plan and update for 2008 as required. Finalize DOLI
- 7 Membership database kept current and made available to Area Representatives quarterly
- 8 Organizational Administration – effective, efficient, timely, responsive
- 9 Maintain appropriate memberships (CLA, TAL, APLEN, SALA, SAIT LIT) to ensure representation and voice in public library trusteeship issues
- 10 Bylaws reviewed and reformatted for improved readability
- 11 Ensure ALTA website kept current – at minimum renewed biweekly

**Executive Committee**

- 1 Annual Review of Administrator position including reviewing procedures and practices for more efficiencies
- 2 Annual review of ALTA Policies and Procedures and update as necessary
- 3 Raise profile of ALTA among Alberta's trustees, governments, communities, partners
- 4 Ensure ALTA's obligations to ALC are met at all times
- 5 Monitor and report on ongoing financial and audit requirements

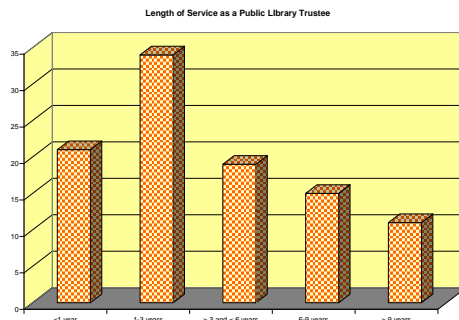
**Special Projects Sub Committee**

- 1 On-line module be developed for Strategic Planning and Roles and Responsibilities, by November 2008, in partnership with Culture and Community Spirit BDP staff, and external technical and content partners. To be launched at Netspeed 2008

**ALTA 2007 Member Survey Report**

Over 1000 surveys were distributed online in 2007. 203 surveys were completed for a response rate of 20%. This is a good response rate for a membership survey.

**Length of service:** Of the respondents, 34% had served as public library trustees for between 1 and 2 years. 21% one year or less. 19% had served more than 3 years but less than 6., 15% between 6 and 9 years, and 11% of respondents had served as a public library trustee for over 9 years. Of note is that 55% of the respondents have served as trustees for 3 years or less. This creates opportunity for ALTA for continuing trustee skill development.

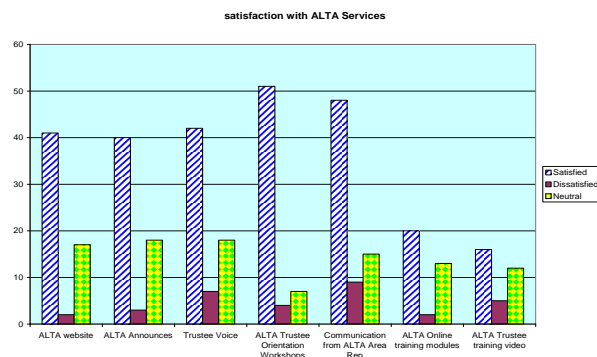


**Satisfaction with ALTA programs:** Between 33% and 40% of respondents had not used nor attended the ALTA services or programs (ALTA website, Trustee Voice, ALTA Announces, Trustee Orientation Workshops, and Communication for their ALTA representative). 67% of respondents had not used the Trustee Training video, which is not unexpected as it is now almost 10 years old. 65% had not used the ALTA online training modules. The lack of high speed internet services in many rural areas of the province have hampered the use of this service. The Supernet at public libraries makes the online modules available from the public library site but not from home.

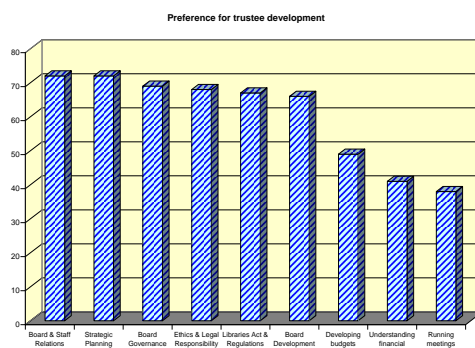
30% of respondents stated they had no contact with their Area Representative. Of those who did have contact, 66% were satisfied, 21% were dissatisfied, and 13% were neutral. This is an area to focus on for improvement in the future.

Of those who had used the Online Training modules, only 7% were dissatisfied, with 57% satisfied and 37% neutral. Of those who used the ALTA Website (including ALTA Announces), 68% were satisfied, 4% were dissatisfied, and 28% were neutral. Of those who attended the Trustee Orientation Workshops, 83% were satisfied, 11% were dissatisfied, and 6% were neutral.

Respondents preference for communication with ALTA were, in priority order, Area Representative reports, the Trustee Voice, ALTA's website, ALTA Announces (e-newsletter on the ALTA website), and Area Representative visits. The responses to this part of the survey reaffirm ALTA's decision to continue to improve the ALTA website while also continuing the paper-based Trustee Voice.



**Preferences for future ALTA trustee development programs:** Trustees responding to the survey indicated that Board and Staff Relations/Responsibilities and Strategic Planning were the two trustee development topics most preferred, at 72%. The next two topics of interest were Board Governance, and the Libraries Act and Regulations (68%). The next development program requested was Board Development (recruitment, orientation and retention) (66%), followed by Developing Budgets (49%), Understanding Financial Statements (41%), and, at 38%, Running Meetings. ALTA used the results from this to seek funding for two online modules covering Board/Staff Relations and Strategic Planning.



**ALTA Trustee Development Formats:** The respondents to the survey indicated their preference for the format of future ALTA Trustee Development programs, in priority order, would be:

- Mini Conference in their Area
- Seminars on special topics in their Area
- The current Trustee Orientation Workshops
- Online training modules,
- Mini Conferences in another Area
- Trustee Conference in a different location every two years
- Videoconference Sessions or Teleconference Sessions

The responses to this part of the survey will provide ALTA with the information necessary to review the forums for Trustee Development into the future. The Mini Conferences provided in 2006/2007 were a pilot project that were well received; interest in having ALTA offer more services/programs of this type is high. A new format (Special Topic seminars) will be investigated.

The majority of respondents (between 70% and 91%) preferred all of the above formats to be one day in length, with the exception of the Trustee Conference, for which two days was preferred. The majority of respondents preferred to have all of the above formats held on a Saturday. The next preference was for a combination of Friday night and all day Saturday.

The Board of ALTA wishes to thank all those trustees who took the time to respond to the ALTA survey. The information provided will be valuable as ALTA moves forward and continues to work to improve its programs and service offerings to their membership.

Donna Campbell  
President, ALTA

Ann Craig  
Facilitator, 2007 Trustee Forum