

IslandLink Library Federation

Alert Bay - Greater Victoria - Powell River - Salt Spring Island

## **ISLANDLINK LIBRARY FEDERATION AGREEMENT**

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This agreement between the Alert Bay Public Library Association, the Greater Victoria Public Library, the Powell River Public Library and the Salt Spring Island Public Library Association forms the bylaws of the IslandLink Library Federation.

### Definitions:

Board – the appointed representatives of the Members

Federation – IslandLink Library Federation

Fiscal Year – January 1 – December 31

Member(s) – library or libraries with membership in the Federation

LDAG – Library Directors' Advisory Group

Librarian – Head/Chief Librarian or Library Director of a member library

Libraries and Literacy – BC Ministry of Education Branch responsible for public libraries

Manager – staff member responsible for Federation operations

The Members work together to provide dynamic public library service by:

1. Using resources well,
2. Developing quality public library service,
3. Working collaboratively,
4. Creating training and professional development opportunities

### A. Governance

The Federation is directed by the Board composed of 1 appointed representative from each Member. The Librarian from each of the Members is a participant in the LDAG.

### B. Board Members

- a. Are active Trustees on the Boards of the Members,
- b. Serve a 2-year term beginning on April 1 in the year appointed,
- c. May be reappointed.
- d. Vacancies occurring between appointments are immediately filled by the Member.
- e. Board members or alternates are reimbursed only for necessary expenses incurred while acting on behalf of the Federation. Expenses must be approved by the Federation Treasurer or Manager.

### C. Officers

- a. A Chairperson, Vice-Chairperson and Treasurer are elected at the first meeting of each fiscal year.
- b. Vacancies are filled by election as required.

### D. Meetings of the Board

- a. All meetings are conducted in accordance with Robert's Rules of Order Newly Revised.

- b. There are at least 2 meetings /year.
- c. Meetings are in-person or via teleconference or Internet conference.
- d. Meetings require 30 days' written notice stating time and place and including an agenda.
- e. Special meetings may be called by the Chairperson or by written request of at least 2 Board members. Special meetings require 7 days' written notice stating the reason for the special meeting.
- f. Written notice of meetings may be posted electronically.
- g. Each Member has 1 vote and a majority of Board members is required for a quorum.
- h. The Manager records and files minutes of meetings, and sends minutes to Board and LDAG members.
- i. Votes may be by show of hands, secret ballot, electronic or telephone. Proxy votes require 7 days' written notice to the Manager.
- j. The Librarian of each Member attends Board meetings as an advisor.
- k. Board members or Librarians may appoint an alternate to attend a meeting.
- l. Except for in-camera sessions, Board meetings are open to the public.

**E. Committees**

- a. The Board may appoint committees as necessary.
- b. Committees follow rules imposed by the Board and report as required by the Board.
- c. The Board Chairperson and Manager are ex-officio members of all committees.

**F. Staff Support**

- a. The Board appoints a Manager and other staff as required.
- b. The Manager reports to the Board Chairperson.
- c. All other staff report to the Manager.

**G. LDAG**

- a. The Librarian of each Member participates in the LDAG.
- b. The Manager uses the advice of the LDAG to implement the Strategic Plan (Appendix 1).
- c. The LDAG advises the Board on policy and planning.
- d. The LDAG meets at least 4 times per year.
- e. LDAG meetings are in-person, or via teleconference or Internet conference.

**H. Finances and Records**

- a. The Board appoints at least 2 signing officers.
- b. The Treasurer and Manager prepare a provisional budget for the upcoming year, which is approved by the LDAG at least 2 months before the end of the fiscal year.
- c. The Board approves the budget prior to the new year.
- d. The Board authorizes all changes to the approved budget.
- e. Accounts and financial records are maintained according to generally accepted accounting principles.
- f. The Manager prepares monthly financial statements and submits them to the Treasurer each month, then to the Board members after approval by the Treasurer.
- g. The Manager prepares year-end financial statements and submits them to the Treasurer and Chairperson within 30 days of the yearend. Once they are

approved and signed, the Manager mails an original copy to each Board Member.

- h. The Manager prepares the Statement of Financial Information (SOFI) and submits it to the Treasurer and Chairperson for their review by April 15<sup>th</sup> of each year. Once approved and signed, the Manager submits the SOFI to Libraries and Literacy by the due date.
- i. If the Federation is dissolved or discontinued any remaining assets and liabilities will be shared by the Members on a prorated basis following the same per library/per capita formula used to calculate funding from Libraries and Literacy.

**I. Opting Out**

- a. A Member may opt out of participating in a Federation project or program, and is not required to make a direct financial contribution to a project or program if opting out.

**J. New Members**

- a. A public library may submit a written request for membership.
- b. The Board may accept new members when this is approved by a majority vote of Board members.
- c. The Manager will notify Libraries and Literacy of new members within 1 month of admittance.
- d. The Board may agree to provide full or partial service to organizations other than public libraries.

**K. Ending Membership**

- a. A Member intending to end membership in the Federation must apply to the Board in writing by September 30 for an ending date of December 31.
- b. All benefits and responsibilities of membership will continue during that time.
- c. The Member will have until November 30 to withdraw its application to end membership.
- d. The Manager will notify Libraries and Literacy by February 28 of any members that have ended membership.
- e. Application to re-join the Federation may be made according to Article J.

**L. Obligations**

- a. If a Member fails to perform its obligations under this agreement it will be considered in breach of this agreement and be given 30 days written notice from the Board to correct the breach.
- b. A Member that fails to correct the breach within the 30 days will cease to have any rights under this agreement.
- c. The Member's financial obligations to the Federation will continue to be payable.

**M. Amendments**

- a. The Board may amend this agreement by majority vote if written notice of the motion to amend has been sent to all Board members at least 30 days in advance of a Board meeting.

**THE MEMBERS AGREE TO BE BOUND BY THE TERMS OF THIS AGREEMENT:**

ALERT BAY PUBLIC LIBRARY ASSOCIATION  
by its Authorized Signatory:

\_\_\_\_\_

NAME

DATE

GREATER VICTORIA PUBLIC LIBRARY  
by its Authorized Signatory:

\_\_\_\_\_

NAME

DATE

POWELL RIVER PUBLIC LIBRARY  
by its Authorized Signatory:

\_\_\_\_\_

NAME

DATE

SALT SPRING ISLAND PUBLIC LIBRARY ASSOCIATION  
by its Authorized Signatory:

\_\_\_\_\_

NAME

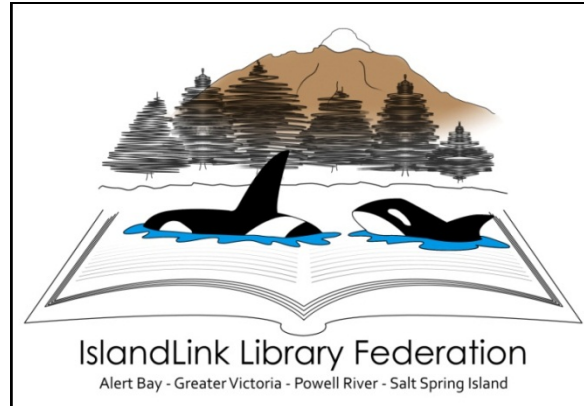
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APPROVED BY THE MINISTER OF EDUCATION pursuant to section 49 of the *Library Act*

\_\_\_\_\_  
Minister of Education

DATE

## Appendix 1



### Strategic Plan 2013-2016

**IslandLink Library Federation Mission Statement:  
The Federation helps its members provide dynamic public library service  
while maintaining their local autonomy.**

#### 2013-2016 Strategic Areas

##### Priority 1

**To enhance the capacity and creativity of member libraries to transform public library services**

Objectives:

- Increase the number and quality of events and programs
  - Coordinate grant and proposal writing to secure funding for expanded regional programming
  - Explore opportunities for cost-effective promotion of member libraries
  - Coordinate Federation-wide programs
- Provide training opportunities
  - Conduct an annual training needs assessment
  - Share best practices and discuss mutual challenges
  - Provide both in-person and virtual workshops
- Cultivate progressive user experience
  - Research and share knowledge of trends in library service
  - Provide support for ongoing dialogue between member libraries and their communities
  - Provide support to member libraries to enable rapid response to evolving user needs

## **Priority 2**

### **To foster cooperation among member libraries and the BC library community**

#### Objectives:

- Identify and leverage economies of scale for purchases of goods and services
  - Support participation in BC Libraries Cooperative initiatives
  - Coordinate consortium purchasing
- Develop sharing of resources
  - Investigate potential for methods of sharing of current resources
  - Investigate potential for and methods of building shared collections
- Advocate for public libraries
  - Achieve a greater understanding of member libraries
  - Maintain active membership in BCLA, BCLTA, ABCPLD and other library organizations
  - Support member libraries to further develop local, regional and provincial partnerships

## IslandLink Library Federation Strategic Plan 2010-2013

### Priority 1 – Use Resources Well

*Exploit Federation-wide economies of scale for purchases of goods and services.*

Actions:

- Investigate opportunities for Federation-wide purchases that reduce member Library costs
- Coordinate bulk purchasing of Library supplies and services
- Negotiate Federation-wide vendor discounts
- Maintain a list of preferred suppliers

*Encourage BC Libraries Cooperative initiatives that support our member libraries.*

Action:

- Participate in developing BC Libraries Cooperative initiatives

### Priority 2 – Develop quality public Library services

*Support literacy programs and collections in member libraries.*

Action:

- Help member libraries collaborate with community organizations concerned with literacy issues.

*Develop and support Federation-wide programs for children and adults*

These programs are coordinated by IslandLink staff, and are funded through grants, the IslandLink program funds or member libraries.

Actions:

- Identify and fill program gaps in Federation libraries
- Write grant applications and proposals to secure program funding
- Create Federation-wide programs

### Priority 3 – Work collaboratively

Actions:

- Provide research support for member Library initiatives that may include grants, programs or recent Library trends
- Enable information exchanges and members assisting other members



#### **Priority 4 – Create training and professional development opportunities**

##### **Actions:**

- Coordinate training and professional development workshops for member staffs, Boards and volunteers
- Identify training opportunities
- Arrange workshops at Federation meetings
- Inform members of outside training and development opportunities
- Write grant applications and proposals to secure funding for training and development opportunities
- Inform member staff, volunteers and Trustees of training opportunities provided by Public Library Services Branch
- Work with member libraries to provide support to Friends of the Library groups

#### **Management and Administration**

The Federation employs staff when required to achieve the aims of this Strategic Plan. The Federation maintains a virtual office, within the geographic boundaries of the Federation, from which staff perform their duties.