

## MANAGEMENT REPORT

Date: January 12, 2016  
 Author: Jacqueline van Dyk – Director, Library Services



North Vancouver District  
Public Library

Meeting date: January 28, 2016  
 To: Library Board  
 From: Jacqueline van Dyk – Director, Library Services  
 Subject: **INTERLINK UPDATE – GOVERNANCE AND BUDGET**

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### **SUMMARY**

InterLINK is a valued partner organization which supports resource sharing activities amongst 18 member libraries, thus enhancing our service and collections capacity.

### **PURPOSE**

This report is for information.

### **ATTACHMENTS**

1. Meeting Summary-November 24, 2015 (*Appendix I*)
2. 2016 InterLINK Provisional Budget (with accompanying letter) (*Appendix II*)
3. Draft Governance Manual (*Appendix III*)
4. Draft Finance Control Policy (*Appendix IV*)

### **RECOMMENDATION**

The following motion is recommended:

**THAT the Board receive these InterLINK documents for information and discussion.**

### **BACKGROUND**

The Library Act governs different types of library organizations, including library federations. Federations are established to provide cooperative library service, supporting and enhancing the capacity of public libraries.

The Library is a member of Public Library InterLINK, a library federation comprising 18 public libraries stretching from Boston Bar to Lillooet to Sechelt. InterLINK's mission is to promote the provision of open access to library services and to develop collaborative services.

Each member library board has a representative on the InterLINK Board. Trustee Ken Lim has represented the NVDPL Board since 2012. The Board meets approximately five times per year. More information about the InterLINK Board and its committees can be found here:  
<http://www.interlinklibraries.ca/about-interlink/governance/board/>.

InterLINK is primarily funded by the provincial government, to support collaborative and cooperative regional initiatives amongst libraries. Provincial funding is predominantly based on a per capita formula; InterLINK receives approximately \$600,000 in provincial grant funds annually. It is one of six library federations in the province, predating the establishment of the others by over 30 years.

Through InterLINK, District residents can access all Lower Mainland library materials and this strengthens our reach and our offerings. Amongst the 18 member libraries, almost 4 million items are borrowed by non-resident patrons annually. In 2015, DNV residents borrowed 252,427 items from other Lower Mainland libraries. NVDPL lent 255,486 items to residents of other InterLINK communities.

A complex formula determines the reimbursement costs per library, based on the degree to which a library is a net borrower or net lender of reciprocal borrowing activities. As the 2015 statistics reveal, NVDPL is currently a net borrower, albeit minimally.

NVDPL's membership levy and service contribution is projected to cost \$20,748 in 2016. However, the provincial government grants us approximately \$22,000 per year for providing reciprocal borrowing of library materials, as this activity is captured under the OneCard grant program.

InterLINK services and initiatives include:

- Delivery service of materials amongst the 18 libraries
- Coordination of the federally-funded New-to-BC program
- Patron-initiated InterLibrary Loans
- Consortial purchasing of world languages materials
- Occasional staff workshops and speaker series for staff and board development
- Leadership Development Program

## **DISCUSSION**

### **Budget**

InterLINK's 2016 provisional budget is attached. The InterLINK Board will be voting on this budget at their meeting on February 24. It is recommended that the approved provisional budget be reviewed and discussed by the NVDPL Board in advance of the InterLINK Board's budget vote.

### Governance Review

Like many organizations, InterLINK has been focusing on clarifying and strengthening its governance structure. In 2014, the organization identified that: "The issues regarding InterLINK governance are systemic and result from the lack of a policy framework that confirms governance, roles, reporting and decision-making structure".

As a response to this, an InterLINK Board of Directors' Governance Manual was drafted in 2015. Member library boards are requested to review and provide feedback of this significant body of work.

Financial Control / Oversight, a new draft Governance Policy, is also provided for the NVDPL Board's review and feedback.

Comments regarding these two documents are due by February 10, to ensure they can be incorporated by the InterLINK Planning Committee for the February 24 Board meeting.

### **FINAL REMARKS**

NVDPL was a founding member of InterLINK, providing courageous leadership in its formative years. The first chief librarian, Enid Dearing, was key to the creation of the Greater Vancouver Library Federation (later known as InterLINK) in 1975, a development that led member libraries sharing their resources at an unprecedented level.