

Forum for Interlending and Information Delivery
Annual General Meeting
26th June 2012, 1.45pm
University of Worcester

1. Minutes of the previous AGM

The minutes of the meeting of June 28th 2011 were accepted unanimously.

2. Matters arising from previous AGM

There were no matters arising.

3. Chair's report

Gareth Johnson (FIL Chair) presented his report which had already been made available via the FIL Website (Appendix 1)

Key Points - "*It's been a year and what a year it's been*"

- Membership is slightly down on last year at 181, but there have been some new members joining
- We continue to operate on a sound financial footing
- The committee meets formally three times a year and via Telcon in-between. There has been one sub-group to organize the annual conference led by Sue Fagg. All minutes are available via the web pages. GJ thanked all committee members for their efforts and encouraged other members to get involved.
- There have been three other professional events this year, all of which have received very positive feedback. Another event at BLDSC is planned for later in the year.
- Marketing activities have included:
 - The launch of our new web-site which is already being kept more up-to-date and relevant
 - The use of social media: Facebook pages and Twitter site
 - The purchase of two new Advertising Banners (as seen at this conference!)
 - A new flier (we can supply copies if you wish to make them available at other events)
 - The FIL mailing list, GJ encouraged members to use it to network and tap into the wealth of experience and information available from the membership
 - The Newsletter, now edited by Tracey Jackson, will continue to be produced in paper for the time being. GJ encouraged members to submit content. It's a good way to get published!
- GT submitted feedback on behalf of FIL to the consultation exercise on implementing recommendations from the Hargreaves (Copyright) Report
- A limited amount of research has been undertaken:
 - A survey on e-resources policies in conjunction with Conarls and the North West Libraries Interlending Partnership (NWLIP)
 - The Thesis Lending Policy database on the FIL web pages
- FIL has again sponsored someone to attend the IFLA conference

4. Treasurer's Statement of Accounts

Christine Shipman (Treasurer) presented the Forum for Interlending and Information Delivery Accounts for 2011 prepared by Whyatt Pakeman (Appendix 2) and a summary of income and expenses in her Treasurer's Report (Appendix 3)

We still have a healthy bank balance. A major outlay this year has been for the new web site. There are 14 membership fees outstanding, the final date before membership is terminated being August 1st. During the first half of 2012, £10,000.00 was moved into a 6 month fixed term deposit account bearing 1.3% interest.

The accounts were confirmed unanimously.

5. Nominations and Election of New Committee Members

There were four vacancies on committee; two vacant posts occupied by co-opted members for most of the last twelve months and two new vacancies due to Gerry Coyle and Gareth Johnson standing down.

Five nominations were received:

Julie Clement (Swansea Libraries)
Jennie Cooke (University Hospital Birmingham)
Mark Kluzek (Kings College London)
Paula Lockett (Oxford Brookes University)
Natalie Picken (University of Reading)

After a show of hands vote by members in attendance, Julie, Mark, Paula and Natalie were appointed to committee.

6. AOB

GJ formally thanked Sue Fagg and the conference sub-committee members for their work organizing this year's conference, and Gerry Coyle for his contribution of four years on committee, latterly as FIL Secretary. Marie Lancaster formally thanked GJ for his tenure as FIL Chair.

7. Date and Venue of AGM 2013

Consultation on the venue for next year's conference had taken place via a survey on the web site and a voting board in the main presentation room for the duration of this year's conference. The final decision will be announced as soon as possible.

Appendix 1

Forum for Interlending and Information Delivery Annual Report 2011-12

It has been a year since the last FIL Annual report and what a year it has been. In this report we hope to give the reader a taste of the activity that FIL has engaged with, as well as an overview of the current status of the organisation.

This report was formally presented at the FIL AGM 2012, 26th June, University of Worcester for consideration by the members and member representatives present. It was prepared by the current Chair of FIL, with reference to meeting minutes and the rest of the Committee as appropriate.

Membership

Membership as of this report is 181, which includes 7 non-renewals of subscription but also 4 new members. While this does represent a decline on the previous year, this was expected given the financial structures which libraries and individuals across the country find themselves in currently. Partly as a consequence the membership fees were frozen for a further year to encourage retention and recruitment. However, as noted in the treasurer's report FIL continues to operate on a sound financial footing, although prudence in expenditure continues to be a key part of strategic and operational planning.

Committee Officers

At the first meeting of the year the following FIL Executive Committee members were formally confirmed in the following positions:

- **Chair:** Gareth J Johnson, University of Leicester
- **Vice Chair:** Marie Lancaster, Cardiff Metropolitan University
- **Treasurer:** Christine Shipman, University of Warwick
- **Secretary:** Gerry Cole, University of London
- **Web Officer/ Marketing Officer & Membership Secretary:** Helen Trollope, University of Wales, Newport
- **Newsletter Editor:** Tracey Jackson, Hertfordshire Libraries

Note, it was agreed at Committee that the positions of Web Officer/ Marketing Officer & Membership Secretary are very closely linked. As such Helen agreed to continue in these dual roles for 2011/12. It should be noted that while it is not a formal Committee post that Su Fagg (University of Worcester) has been the *de facto* chair of the Interlend 2012 conference planning working group, and should be commended for her efforts.

Committee Membership

Su Fagg and Tracey Jackson (Hertfordshire Libraries) were nominated and elected unopposed to the Committee at the 2011 AGM. Observers from the three allied organisations continued within their roles on the Committee: Kate Ebdon (British Library), Gillian Wilson (CONARLS) and Rose Goodier (IFLA), and provided valued input and insight throughout. The close working relationships, mutual support and collaboration that FIL enjoys with these three organisations is something that continues to be welcomed by all involved. In addition it provides strong communication channels for the dissemination of news, events and outcomes of interest to the membership of all of these bodies.

Linda Cameron (Stirling University) stood down from the Committee after the AGM which left two vacancies. These were advertised widely and two suitable volunteers were identified. As a result Jennie Cooke (University Hospitals Birmingham) and Julie Clement (Swansea Libraries) were co-opted onto the Committee for the 2011-2012 session.

The current Committee contact details are available:

<http://www.forumforinterlending.org.uk/who-we-are/list-of-committee-members>

Committee Meetings

The Committee met formally 3 times during this cycle at the Britannia Hotel, Birmingham (19/10/11, 18/1/12 & 18/4/12). In addition in-between these meetings monthly telcons were called by the Chair in order to progress activities. A Committee working group heading by Su Fagg was established to take forward the organisation of Interlend 2012 who mostly conducted business electronically and over the phone. However, a number of this team did make a site visit to the University of Worcester as part of the conference planning and preparation activities.

Approved minutes from meetings are available: <http://www.forumforinterlending.org.uk/who-we-are/minutes-of-recent-committee-meetings>

Events

In addition to FIL Interlend 2012, three other professional development and training events were organised by the Committee. All these events, including the conference, were structured to provide the maximum benefit to UK interlending staff for the lowest possible cost. FIL individual and organisational members were able to access these events at a discounted cost from non-members. At the same time the quality of speakers and workshops was a paramount concern for the Committee, as well as ensuring a mix of practical and aspirational content.

These other events were:

- *Are we there yet? Document Delivery in Wales*¹ (9/5/2012, Royal Welsh College of Music & Drama)
- *FIL@BLDSC*² (16/3/2012, British Library, Boston Spa)
- *Meeting the Challenge: Interlending for the Future*³ (3/11/2011, University of Leicester)

¹ Sponsored by CILIP Wales with support from the Kathleen Cooks fund

² Delivered in partnership with the British Library

³ Delivered in partnership with LIEM: Libraries and Information East Midlands

Feedback from delegates attending these meetings was by and large very positive. All feedback received was analysed and reviewed subsequently by the Committee as part of their review and planning function for future events.

The Committee has endeavoured to seek sponsorship of events in order to offset costs and to provide useful supplier merchandise to attendees. The Committee wishes to especially acknowledge these sponsoring and partnership organisations that helped FIL enact their events programme.

Slides and handouts from these events are available from the FIL Website:

<http://www.forumforinterlending.org.uk/past-events>

Finally two mobile banners were designed and sourced to provide for a more impactful FIL presence at events and conferences, highlighting the range of activities of both the organisation and the membership. The Committee notes its thanks to Helen Trollope for spearheading the design and sourcing of these.

Advocacy & Website

Following months of preparation a new FIL website was launched via a commercially hosted service. The new site represents a major step forward for FIL's web presence and allows for direct editorial control with changes to content able to be made immediately by the FIL Committee; something that was not possible with the old site. A lot of new content, as well as archival material from the old site, has been added including biographical information, reports and images.

The former FIL site hosted on CILIP servers redirected to the new site until the end of 2011, at which point it was discontinued. The Committee has established and maintains both a twitter and Facebook presence as additional communication channels to the Website.

Facebook: <https://www.facebook.com/forumforinterlending>

Twitter: <http://www.forumforinterlending.org.uk/publications>

FIL continues to maintain the FIL@jiscmail.ac.uk distribution list, as a venue for the discussions of issues related to interlending in the UK and for communication of FIL's activities. Membership of the list is open to all, and it continues to offer a more focussed discussion route to the often more function oriented *lis-ill* list.

Noting the reduction in membership numbers the Committee continues to make efforts towards raising the visibility of FIL both within the library and interlending communities and further afield. This advocacy has included making a formal return to the Governmental IPO open call for comments on the implications of the Hargreaves review of copyright; as it related to interlending. In addition a flyer was drawn up to highlight membership benefits. This was distributed to all former FIL member organisations in an effort to enhance recruitment. A version of this leaflet is available online, as well as being included in all conference and event delegate packs.

<http://www.forumforinterlending.org.uk/fil-membership-benefits>

Research Work

As in previous years FIL conducted a survey of UK and Eire access to theses policies. This was published on the website in October 2011.

<http://www.forumforinterlending.org.uk/lending-paper-theses-document-updated-oct-2011>

This includes the electronic resources survey conducted in partnership with CONARLS and the North West Libraries Interlending Partnership.

<http://www.forumforinterlending.org.uk/electronic-resources-survey-2012>

Other informal survey work was also conducted and distributed via the FIL email list to the membership.

Sponsorship Awards

The Committee made available two sponsorship awards during 2011/12 which were advertised widely. These were to fund attendance at the ILDS Conference in Chicago (Sept 2011), and the FIL Interlend Conference (June 2012). There were a number of applications in both cases. The winners were selected by the Committee after reviewing the individual applications. In each case the winners were required to produce a report on the event for use on the website and newsletter.

Newsletter

One of the major member benefits is the regular production of the FIL Newsletter, which was published 3 times during the period this report covers. Issues are made available online some time after publication for general consumption. Discussions on cost savings have focussed on the production of a print newsletter, which are not inconsiderable. However, anecdotal evidence from individual members has expressed a strong desire for the continuation of the printed edition. The cost versus the benefit of this will continue to be reviewed on a regular basis.

An archive of newsletters is available:

<http://www.forumforinterlending.org.uk/publications>

Acknowledgements

The Chair wishes to note his very grateful thanks on behalf of the entire FIL Membership to each and every Committee member for their contributions throughout this past year. As all Committee members are volunteers, proffering their services in addition to their employment, this is to be especially applauded. Without their tireless devotion to furthering the cause of interlending in the UK, and not least the organisation of the above activities, it would not have been possible for FIL to function let alone deliver the activity detailed above.

Gaz J Johnson, FIL Chair, June 2012

Presented at the 2012 FIL AGM, University of Worcester

Appendix 2

Forum for Interlending and Information Delivery

Accounts

for the Year Ended 31 December 2011



Whyatt Pakeman Partners
Chartered Accountants
Colkin House
16 Oakfield Road
Clifton
Bristol
BS8 2AP

Forum for Interlending and Information Delivery

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**Chartered Accountants' Report to the Members on the Preparation of the Unaudited
Financial Information of
Forum for Interlending and Information Delivery**

In accordance with the engagement letter dated 3 May 2006 we have prepared for your approval the financial information of Forum for Interlending and Information Delivery for the year ended 31 December 2011 which comprises the Income and Expenditure Account, the Balance Sheet and the related notes from the entity's accounting records and from information and explanations you have given us.

As a member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at icaew.com/membershandbook.

This report is made solely to you, in accordance with the terms of our engagement letter dated 3 May 2006. Our work has been undertaken solely to prepare for your approval the financial information of Forum for Interlending and Information Delivery and state those matters that we have agreed to state to you in this report in accordance with the guidance of ICAEW as detailed at icaew.com/compilation. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the members for our work or for this report.

You have approved the financial information for the year ended 31 December 2011 and have acknowledged your responsibility for it, for the appropriateness of the financial reporting framework adopted and for providing all information and explanations necessary for its compilation.

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.

.....
Whyatt Pakeman Partners
Chartered Accountants

25 June 2012

Colkin House
16 Oakfield Road
Clifton
Bristol
BS8 2AP

Forum for Interlending and Information Delivery
Approval of financial information

In accordance with the engagement letter dated 3 May 2006, we approve the financial information which comprises the Income and Expenditure Account, the Balance Sheet and the related notes.

We acknowledge our responsibility for the financial information, including the appropriateness of the accounting basis as set out in note 1, and for providing Whyatt Pakeman Partners with all information and explanations necessary for its compilation.

The financial information was approved by the members on 25 June 2012 and was signed on their behalf by:

.....

G Johnson (Chair)

.....

G Coyle (Secretary)

Forum for Interlending and Information Delivery
Income and Expenditure Account for the Year Ended 31 December 2011

	2011		2010	
	£	£	£	£
Income				
Subscriptions	8,315		9,055	
Conference fees	11,640		11,650	
Seminars	2,740		5,620	
Royalties	-		36	
	<u> </u>	22,695	<u> </u>	26,361
Expenses				
Website costs	3,090		-	
Printing, postage and stationery	1,032		2,093	
Conference fees	10,992		19,970	
IFLA fees	2,382		2,391	
Seminars	1,956		6,491	
Travel and refreshments	3,157		3,588	
Accountancy fees	901		893	
	<u> </u>	(23,510)	<u> </u>	(35,426)
Net Deficit		<u><u> </u></u>		<u><u> </u></u>
		(815)		(9,065)

Forum for Interlending and Information Delivery
Balance Sheet as at 31 December 2011

	2011	2010
	£	£
Current assets		
Debtors	720	2,320
Cash at bank and in hand	21,982	21,132
	<u>22,702</u>	<u>23,452</u>
Current liabilities		
Creditors	(65)	-
Net assets	<u>22,637</u>	<u>23,452</u>
Financed by:		
Accumulated fund		
As at 1 January 2011	23,452	32,517
Deficit for the year	(815)	(9,065)
	<u>22,637</u>	<u>23,452</u>

Forum for Interlending and Information Delivery
Notes to the Accounts for the Year Ended 31 December 2011

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared following the provisions of UK Generally Accepted Accounting Principles, but are not intended to fully comply with the disclosure requirements of those provisions.

Income

The income shown in the Income and Expenditure Account represents amounts receivable during the year.

Appendix 3

Treasurer's Report

Forum for Interlending & Information Delivery Interlend 2012 AGM Tuesday 26th June 2012

Following is a summary of income and expenses for 2011. For full details please see the Forum for Interlending & Information Delivery accounts for 2011, prepared by Whyatt Pakeman.

Main sources of income 2011:

Membership fees 2011	£ 8,315.00
Conference 2011	£11,640.00
FIL Events 2011	£ 2,740.00

Expenses included:

Website costs:	£ 3,090.00
Conference fees:	£10,992.00
FIL Events 2011	£ 1,956.00
IFLA expenses	£ 2,382.00
Committee expenses	£ 3,157.00
Printing stationery and postage	£ 1,032.00
Accountancy fees	£ 901.00

All outstanding debtors / creditors for 2011 have been cleared.

Current assets 2012

Balance in the FIL account to 31 st May 2012:	£15,072.34
Plus 6 month fixed term deposit: (@ 1.3% Dec 2011 - June 2012)	£10,000.00

Income

Projected membership fees for 2012	£ 8,055.00
Projected conference income 2012	£11,349.00
FIL Events	£ 2,595.00

Expenses to date include:

Conference fees:	£ 3,753.45
FIL Events	£ 1,834.60
Committee expenses	£ 1,867.42
Printing stationery and postage	£ 541.79
Marketing material	£ 685.20

Projected further expenses:

Balance on conference fees: £3,344.25

Accountancy fees:
not yet received)

£ 950.00 (estimate only – account

Outstanding fees 2012:

14 outstanding membership fees, of which 6 have confirmed that they will pay as soon as possible.

3 outstanding payments from FIL@BLDSC in March 2012

Membership cancellations:

7 confirmed

- The FIL account showed a net deficit of £815.00 in 2011. The main reason for the deficit was the one-off cost of the implementation of the new FIL website (£3090.00), without which we would have shown a surplus, but was considered by the committee to be a very worthwhile investment. This does however constitute a substantial improvement on 2010, for which FIL was commended by the accountant.
- Having looked into the options regarding higher interest bearing accounts, the Committee decided to deposit £10,000 in a Lloyds fixed rate account for 6 months at a rate of 1.3%. The term will be up shortly and I will contact Lloyds to discuss what other options are open to us.

If you have any queries regarding the FIL accounts please feel free to contact me by email c.a.shipman@warwick.ac.uk or telephone 024 7615 1274.

Christine Shipman
Treasurer FIL
June 2012