

# **CIBA 2022-23 ANNUAL REPORT** April 1, 2022-March 31, 2023

### **TERRITORIAL ACKNOWLEDGEMENT**

As Canadians, we are deeply indebted to past and present Indigenous peoples.

We encourage our members to acknowledge the traditional territory upon which they reside, to educate themselves on the history and treatment of Indigenous peoples in this country, and to reflect on their relationship with Indigenous communities today.

Our active work toward reconciliation includes celebrating the depth and breadth of the work of Indigenous writers. It is our honour and responsibility to support Indigenous literature in this country, and we aim to do so through learning opportunities, partnerships, and community building.

### **ASSOCIATION GROWTH**

#### **Member Development**

- 137 Booksellers / 157 Stores
- 14 Prospective Booksellers
- 74 Associates, Affiliates, and Supporters

#### **Contractor Team**

- Laura Carter, Executive Director
- Kayla Calder, Marketing & Communications Lead
- Nicola Dufficy, Professional Development & Education Lead
- Danielle LeBlanc, Administrative & Project Lead

CIBA is also grateful for the in-kind support of booksellers and other professionals.

### **2022-23 BOARD OF DIRECTORS**

Hilary Atleo Iron Dog Books

Lori Cheverie Bookmark

Chris Hall McNally Robinson

Lucy Hoblyn Brome Lake Books Cathy Jesson Black Bond Books

Heather Kuipers Ella Minnow Books

Shelley Macbeth Blue Heron Books

Ben Minett The Bookshelf Ilya Razykov Librairie Saga Bookstore

Jo Treggiari Block Shop Books

Jessica Walker Munro's Books

### **ASSOCIATION GROWTH**

CIBA had another exciting year highlighted by steady growth in membership, increased marketing reach, new technology projects, and the rollout of the new Support for Booksellers program. **Over the past year, the organization saw continued growth in membership and engagement with the association's campaigns and events**.

Strengthening relationships with industry stakeholders continued to be a key component of CIBA's development. Monthly meetings with multinational publishers, the Association of Canadian Publishers, and the Literary Press Group have allowed the team to ensure indie bookstores are front of mind throughout the year.

This year, CIBA also accepted two seats on the board of BookNet Canada, whose research shows the important role that CIBA members play in supporting Canadian creators and publishers. This information is vital for CIBA's advocacy work and publicity outreach. The team is excited to strengthen its connection with this important industry organization.

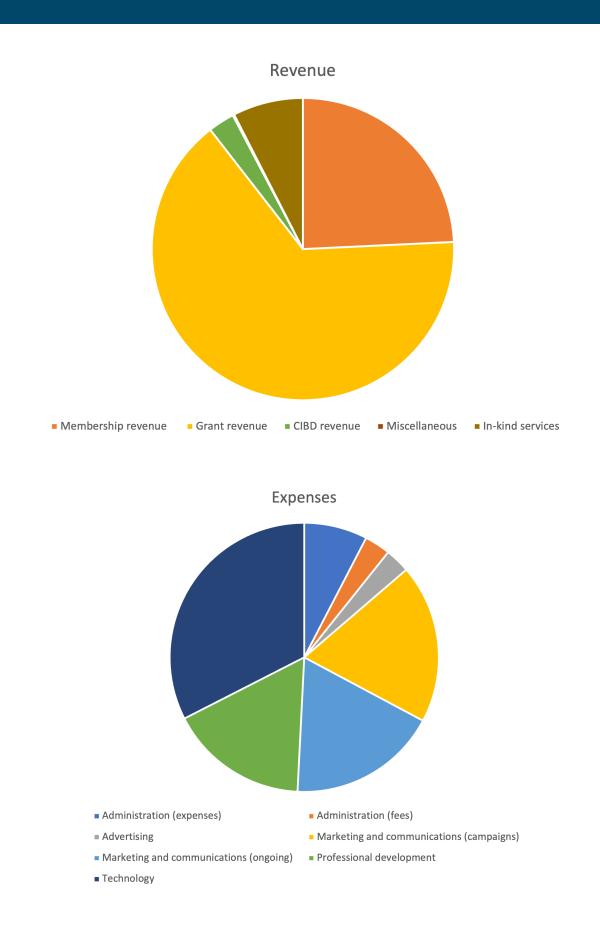
**CIBA also expanded its focus to engage with the international community of bookseller associations.** The Association recently joined the European and International Booksellers Federation, a large network of bookseller associations, which includes the American Booksellers Association and associations for Australia, New Zealand, and most European countries. Through the EIBF, CIBA can participate in discussions on sustainability practices, publisher relations, government advocacy, and more. More information will be available soon regarding how our members will benefit directly, including access to international bookseller exchanges and conferences.

### FINANCIAL SNAPSHOT (YE23)

Detail	2022-23	2021-22
Assets	\$213,930	\$71,400
Liabilities (including deferred revenue)	\$175,277	\$87,958
Net Surplus (deficit)	\$38,653	(\$16,558)

Detail	2022-23	2021-22
Revenue	\$432,822	\$228,721
Expense	\$377,611	\$220,676
Excess of Revenue Over Expense	\$55,211	\$8,045

### **REVENUE/EXPENSE BREAKDOWN**



### **2022-23 FINANCIAL REPORT**

#### CIBA has two main sources of revenue: Support through the Department of Canadian

**Heritage and member dues.** 2022-23 was the first year in DCH's second commitment to CIBA. Through this program, the organization received \$115,000 for the first year, \$95,000 for the second year, plus a supplement of \$120,300 divided over both years. This funding supports core areas of operation, specifically professional development, marketing, and technology streams. CIBA also received funding through a special stream of the Support for Booksellers program this year to fund a major advertising campaign accompanying the launch of the Indie Web Hub.

The second main source of revenue is through the dues collected from 200+ members from across the industry. These dues help us expand on core operations, explore new opportunities, and engage in vitally important supplier relations and advocacy work on behalf of indie booksellers. The team also welcomed corporate sponsorship for its flagship marketing campaign in 2023.

**Going forward, the priority is to diversify and stabilize revenue sources.** With the new website, CIBA can capitalize on opportunities to generate revenue through advertising. The team will also continue to seek out access to funding through the Canada Council for the Arts.

**CIBA's core operations continue to run leanly thanks to the engagement of four part-time contractors.** The team is very efficient and effective, which allows them to conduct the work of a fulltime staff using a combined average of 65 hours/week. They apply for and report on government funding, establish and maintain partnerships, advocate on behalf of booksellers, provide professional development programming, keep members informed, promote members internally and publicly, create resources, ensure high-quality administration, and more. A portion of regular DCH funding, as well as all supplemental funding, has been allocated to development of the Indie Web Hub. This includes research, brand and logo development, design and programming, marketing, and more.

Both the scale of CIBA's operations and success are only made possible by the tremendous amount of in-kind support given by booksellers and other industry professionals.

### **2022-23 AUDITOR REPORT**

Statement from Tracy Capstick, Capstick & McCollum

#### We issued an unqualified audit opinion on the financial statements for the year ended March

**31, 2023.** An unqualified opinion indicates the financial results reported in the statements are materially correct in accordance with Canadian accounting standards for not-for-profit organizations.

**Management and board are responsible for:** preparing the financial statements in accordance with Canadian accounting standards for not-for-profit organizations; implementing internal controls to enable the preparation of those statements; assessing the organization's ability to continue as a going-concern; overseeing the financial reporting process.

Auditors are responsible for: assessing the risk of misstatement in the financial statements; documenting and understanding the internal controls in place and designing appropriate audit procedures; evaluating accounting policies and reasonableness of estimates; concluding on going concern assumption; evaluating presentation and content of financial statements.

#### **Financial highlights**

- Total assets of the association at March 31, 2023 amounted to \$213,930 consisting primarily of cash of \$115,169, HST recoverable of \$32,369 and prepaid expenses of \$57,300.
- Increase in cash is due to the profit earned during the year.
- Prepaid expenses consist of marketing expenses paid in advance of the service being delivered.
- Total liabilities amounted to \$175,277 consisting of trade payables of \$55,252, deferred revenue of \$108,025 along with \$12,000 in grant funding to be repaid.
- Deferred revenue consists of membership fees paid at the beginning of the membership year.
  1/12 of the annual membership fee is reported as revenue each month. The remaining fee is reported as deferred revenue.
- The increase in revenue was due to an increase in the grant revenue.

#### Click here to access CIBA's audited financial statements for 2022-23.

### **PROFESSIONAL DEVELOPMENT**

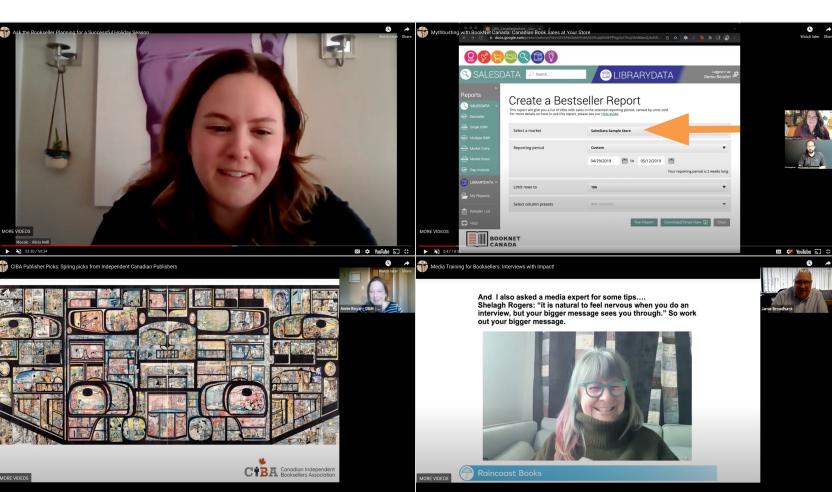
#### **Event Types**

- Lectures panels and presentations
- Labs small group workshops
- Publisher Picks pitches for buzzworthy books
- Discussion Forums knowledge-sharing opportunities
- · Coffee Breaks with the CIBA board and team
- Partner presentations (e.g., BookNet Canada)

#### Resources

- Increasing In-Store Accessibility
- Consignment Management
- Building Inclusive Retail Environments
- Fighting Cyber Fraud

35+ events from 2022-23 are available on the Member Portal for on-demand viewing



Professional Development

In 2022-23, CIBA's professional development series, Lectures & Labs, provided members with learning opportunities while building community. The organization hosted 36 events and, between live attendance and viewing of recordings afterward, had more than 1,000 participants and an overall member satisfaction rate of 94%.

Events are presented in a variety of formats, including popular "Ask the Bookseller" panel discussions covering topics like successful school relationships and store design, and presentations by partners including Bookmanager and BookNet Canada. In the interest of creating more opportunities to engage with the CIBA team and board, the organization introduced several informal events including "Ask Me Anything" sessions, coffee breaks with the team and board, and brainstorming sessions.

Most events are scheduled from January through September. In the fall, when booksellers are busy with the holiday shopping season, the team focuses focus on resource development. This year, CIBA developed resources on increased accessibility in alignment with provincial regulations, consignment management, building inclusive and equitable retail environments, and fighting cyber fraud. All of these resources, as well as event recordings, can be found in the Member Portal on CIBA's website.

### FRENCH-LANGUAGE BOOKS PROJECT

- Identified greatest barriers that Anglophone indie booksellers face when trying to order French-language books
- · Communicated challenges to stakeholders including the federal government
- Conducted regular meetings with French-language publishers and booksellers
- Created resources including curated lists, key terms and info about large distributors, and more
- · Worked with Québec Édition and participated in Salon du livre de l'Outaouais

ctions by Arizona O'Neill, Drawn & Quarterly (presented at Salon du livre de l'Outaouais, February 2023)									
e	Author	▼	Publisher	▼	ISBN	▼	Distributor 🛛	Category/genre	2
iose & Sam V.1,2, et 3	Cathon		comme des géants		978 2924332504		Socadis	4+	
erait comme si	André Marois et Gérard Dubois		comme des géants		978 2924332672		Socadis	5+	
nemin de la montagne	Marianne Dubuc		comme des géants		978 2924332405		Socadis	3-6	
e	Nadine Robert et Qin Leng		comme des géants		978 2924332757		Socadis	5+	
eau de Collette (serie V.1,2 et 3)	Isabelle Arsenault		La pastèque		978 2897770563		Flammarion	3-6	1
icteur de l'espace V.1,2 et 3)	Guillaume Perreault	1	La pastèque		978 2897771263		Flammarion	graphic novel	1
oleur de sandwichs	Patrick Dayon et André Marois		La pastèque		978 2923841267		Flammarion	6-10	
ou	Geneviève Godbout	1	La pastèque		978 2897770471		Flammarion		
patate à vélo	Elise Gravel	1	La courte échelle		978 2897740160		Messageries ADP	0-3	
petits dégoûtants	Elise Gravel	1	La courte échelle		978 2896957880		Messageries ADP	4+	
amaval des animaux	Marianne Dubuc		La courte échelle		978 2896515097		Messageries ADP	0-3	
C de monsieur pizza	Ohara Hale	1	La courte échelle		978 2896955442		Messageries ADP	0-3	
es à la ferme V.1 et 2	Sandra Dumais		La courte échelle		978 2896959075		Messageries ADP	4+	1
e series		1	La courte échelle		978 2897742874		Messageries ADP		1
an ou l'ennui avec les pissenlits	Valérie Picard et Audrey Malo		monsieur ed		978 2924663226		Dimedia	5+	
nen et la Maison Sauvage	Susan Hughes et Marianne Ferrer		monsieur ed		978 2924663165		Dimedia	3	
hiver et guimauves	Mariane Schneider		monsieur ed		978 2924663141		Dimedia	5+	
le monde à bord	Rhéa Dufresne et Marion Arbona		monsieur ed		978 2924663028		Dimedia	4+	
ection Histoires de lire		1	fonfon		978 2924984444		Messageries ADP	first readers	
tole qui ne séchait jamais	Stéphanie Boulay et Agathe Bray	1	fonfon		978 2924984925		Messageries ADP	3-6	
i un problème avec Lilou la Loutre	Orbie	1	fonfon		978 2923813745		Messageries ADP	3-6	1
oût du temps	Seoha lim		edition d'eux		978 2924645833		Dimédia	0-3	1
s qui fait tout ce bruit?	Céline Claire et Pascale Bonenfant		edition d'eux		978 2924645239		Dimédia	3-6	
o: le petite nuée timide	Kyo Maclear et Nathalie Dion	i	isatis		978 2925088882		Dimédia	3-6	
rquoi les filles on mal au ventre?	Lucile de Peslouan	i	isatis		978 2898430084		Dimédia	graphic novel	
co bleu	Larry Tremblay	1	La bagnole		978 2897143763		Messageries ADP	6-8	
rincesse qui voulait devenir générale	De Camille Pomerleau		La bagnole		978 2897141769		Messageries ADP	9-11	
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v	extremely benchmark film ensuring				200000000000000000000000000000000000000		Nuccella.	Establish.	

La Montagne secrète's picks for children/youth UN CADEAU POUR SOPHIE (A Gift for Sophie)



**•** • •

Gilles Vigneault Stéphane Jorisch 2007 978-2-923163-38-3 \$ 22.95 Ages: 7 to 9



#### Jacques Goldstyn



Les étoiles Year: 2019 ISBN: 9782897770686 Price: \$18.95 Age group: 8+ Publisher: La Pastèque Distribution: Socadis





French-Language Books Project

#### The team continues to work on breaking down barriers to curating and ordering

**French-language children's books.** CIBA has outlined the greatest challenges and shared them with the Department of Canadian Heritage to make clear the interest members have in selling French Canadian books and the barriers that stand in their way. To address supply chain barriers such as poor return policies, high shipping costs, and lack of access to metadata, the team is also conducting regular meetings with French-language publishers and booksellers to see where improvements can be made.

# In the Member Portal, bookseller can find a variety of resources created this year including:

- Curated lists of children's books from Francophone booksellers and publishers
- A document with contact info and key terms for/from each large distributor, and
- A tool to help navigate two useful resources in the Les libraires website and Communications-Jeunesse

The organization also worked with Québec Édition (ANEL) to develop relationships between CIBA members and Québécois and Franco-Canadian publishers. As a result, Québec Édition generously funded the participation of five CIBA Bookseller Members in the Salon du livre de l'Outaouais in Gatineau last February. Local members were also included.

# ONGOING MARKETING & COMMUNICATIONS

#### **Social Media**

- Shareable reader-facing content
- Marketing campaigns
- Indie bookseller promotion

#### **Member Portal**

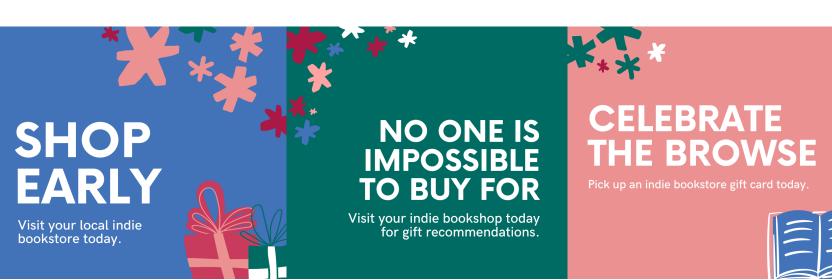
- Event recordings, resources, and marketing assets
- Bulletin Board and Bookseller Forum
- Member Blog

#### **Monthly Newsletter**

- CIBA updates
- · Opportunities and resources
- · Curated and original content

### **2022 HOLIDAY CAMPAIGN**

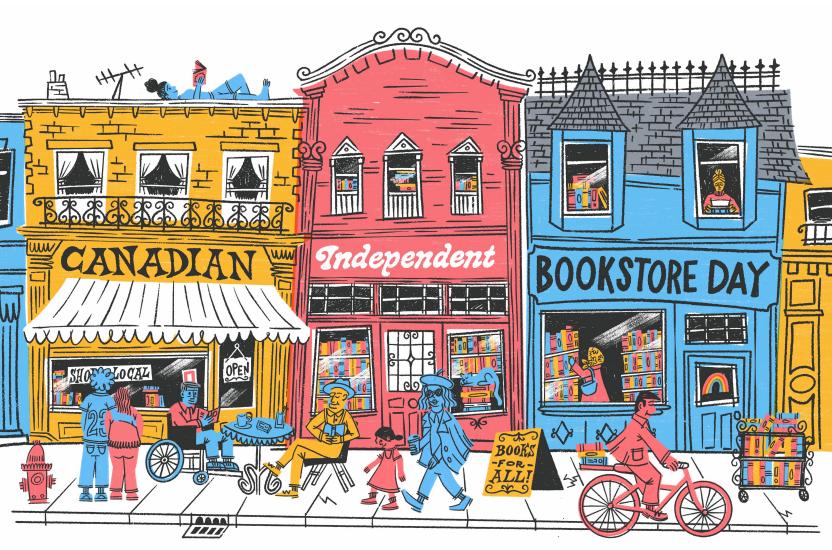
- · Complemented existing marketing plans
- Three phases: shop early, bookseller recommendations, and gift card promotion
- · Assets made available to members
- · Shared on CIBA's social channels from October through December



### **CIBD 2023**

- · Celebrated indie contributions to Canadian culture
- Incentivized bookstore visits/book sales
- 200+ bookstores participated
- 6,350 books purchased for contest entry
- 75+ media hits including CBC and Metroland syndication
- 75% sales increase over previous/prior Saturdays (Bookmanager)

**Campaign components included:** Contest for Book Lovers, media relations; advertising campaign; influencer outreach; customer giveaways; book and product exclusives; author engagement, custom artwork by Alex MacAskill; graphic assets; sample messaging; bookseller activity ideas; promotional content.



Marketing & Communications

**CIBA's marketing and communications aim to engage members and raise the profile of indie booksellers with the book-buying public.** Throughout the year, the team engages in nationwide conversations through curated book lists and partners with literary awards like the Scotiabank Giller Prize and Governor General's Literary Awards. This year, the team built new communications resources including our Notable Public Dates Calendar, Tips & Tricks for using Canva, and general marketing assets. CIBA's monthly newsletter is the organization's main channel of communication with members and the wider industry.

In 2022, the team streamlined its holiday campaign to complement existing bookseller marketing plans. The campaign featured three phases:

- 1. Shop early
- 2. Bookseller recommendations
- 3. Gift card promotion

**The 2023 edition of Canadian Independent Bookstore Day was a tremendous success.** 200+ bookstores participated, using CIBA's assets and signing up for product exclusives and giveaways for their customers. Industry support for the campaign continues to grow and in 2022 sponsorship investment totaled \$13,900—more than double funds raised in 2022.

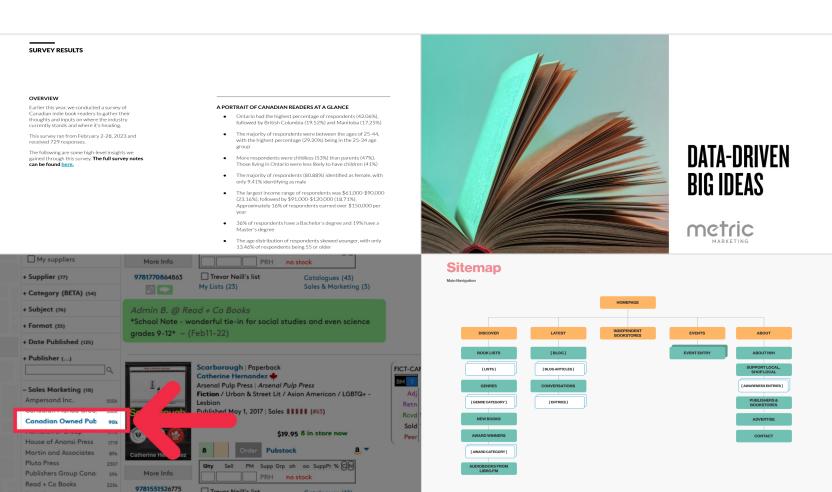
The team once again ran a nationwide contest to incentivize sales. CIBA created public-facing contest materials and provided booksellers with marketing collateral. **This year, the contest received 6,350 entries from 2,026 individuals, a 45% increase over 2022.** The campaign created a significant sales boost for indie bookstores. Bookmanager reported a 17% increase on April 29 over CIBD 2022 and 75% increase over previous and following Saturdays.

#### Other highlights included Alex MacAskill's campaign artwork and the successful

**publicity work by Zg Stories.** New activities for this year included an influencer campaign, a major advertising campaign, and promotional bookmarks sponsored by Friesens Corporation.

### **TECHNOLOGY PROJECTS**

- Funding from the Department of Canadian Heritage
- · New public-facing indie website: indiebookstores.ca
- · Committee of booksellers established to guide decisions
- · Metric Marketing hired to design/build brand and website
- Soft launch this fall; official launch in early 2024
- Core components include
  - · An interactive map and directory
  - Book search function
  - Bestseller book lists
  - And more!
- Additional collaboration with Bookmanager



#### Technology Projects

In addition to the funding allocated to indie bookstores, DCH earmarked \$3 million for the book industry to take on projects that will increase the sales of Canadian-authored books online. With support from this fund, CIBA took on two new projects in 2022-2023.

**The first small project was in collaboration with Bookmanager.** This project saw the integration of a filter that highlights Canadian-owned publishers as defined by Canadian Heritage. This project benefited the 85% of CIBA members using Bookmanager software and working to increase their online sales of Canadian-authored and -published books.

**CIBA's major technology project is the development of a new public-facing website, indiebookstores.ca (also known as the Indie Web Hub).** This website will allow customers to find indie bookstores, search their stock, and peruse books. The website will empower CIBA and industry supporters to market on behalf of members across Canada. In 2022-23, CIBA developed the project plan for indiebookstores.ca, hired Metric Marketing to build and design the website, and completed the development of a brand platform. Work on the brand platform included determining audiences, establishing internal messaging, defining brand positioning, and developing brand messaging. The team also wrote content for the website and gathered images to make it pop. The website will go through a "soft launch" this fall.

An engaged committee of booksellers has been invaluable in this process. They have guided many decisions including the website name, logo and colour palette, and website content. Thank you to committee members Laura Ash, Chris Hall, Shelley Macbeth, Alicia Neill, Karlene Nicolajsen, and Martha Sharpe.

### SUPPLIER RELATIONS

#### Committee

- Lori Cheverie, Bookmark
- Chris Hall, McNally Robinson
- Cathy Jesson, Black Bond Books
- Shelley Macbeth, Blue Heron Books
- Kelly McKinnon, Kidsbooks
- Alicia Neill, Mosaic Books
- Penny Warris, Analog Books

#### **Major Publishers/Distributors**

- Hachette Book Group
- HarperCollins Canada
- Login Brothers Canada
- Penguin Random House Canada
- Raincoast Books
- Scholastic Canada
- Simon & Schuster Canada
- University of Toronto Press Distribution

# Meetings with major suppliers occur 2-3 times a year with additional meetings as needed

### 2022-23 HIGHLIGHTS

- Supplier Relations survey in January
- Tailored professional development sessions
- Raincoast corrugation gauge
- Concerns re: purchase of Thomas Allen
- Timely, issue specific work

### **ONGOING PRIORITIES**

- Larger publishers allowing booksellers
  to return overstock with labels
- Clearance to donate/destroy books that arrive damaged from wholesalers (as opposed to arranging pick-up)
- More policies around environmental sustainability

**Supplier Relations** 

The Supplier Relations Committee meets 2-3 times a year with eight major distributors, ramping up meeting frequency as needed (e.g., HarperCollins, UTP Distribution). Last January, CIBA conducted its second Supplier Relations Survey and presented the results at a dedicated Town Hall. Member feedback was used to create individual reports for major distributors and shaped the agendas for spring meetings. The survey also allowed the committee to identify gaps in the collective understanding between booksellers and suppliers, which were addressed through professional development sessions.

# Over the past year, the committee has negotiated important wins for the membership, including:

- Raincoast increasing the corrugation gauge of their boxes at an expense of 40 cents per box
- Ensuring member concerns were heard by important people involved in the purchase of Thomas Allen to Firefly
- A special Lectures & Labs session on I-Page to help address and alleviate problems experienced with Ingram

# The committee continues to work on the following changes that would benefit members:

- Imploring larger publishers to allow us to return overstock with labels
- Asking publishers whose books are sold via wholesalers to allow booksellers to donate/destroy books that arrive damaged
- More policies around environmental sustainability

### **UPCOMING PRIORITIES**

In addition to this important ongoing work, the CIBA team looks forward to the new projects planned, the biggest of which is the upcoming launch of indiebookstores.ca. The organization will encourage publishers, festivals, authors, illustrators, and media to direct their audiences to indiebookstores.ca, facilitating book sales for indies. A major advertising campaign will follow the launch of indiebookstores.ca. This campaign, developed by Metric Marketing, will run from the fall through March of next year. As part of CIBA's grant application for indiebookstores.ca, the team also sought funding for an industry landscape review to help CIBA understand the feasibility of launching a collective recommendation program like the Indie Next List.

In terms of advocacy, this year provides an opportunity for the CIBA team to consult with the Department of Canadian Heritage on the Canada Book Fund. The organization's emphasis is on the importance of investing in independent bookstores, which will help the government meet the strategic goals of the fund.

With its colleagues at the Association des libraires du Québec, CIBA is advocating for a continuation of the Support for Booksellers program. Although the program is imperfect, it has resulted in a substantial investment in bookstores. The CIBA team has also outlined how the eligibility and funding allocation could be redefined to see a greater portion of the funding awarded to English-language bookstores serving the general public.

As shipping costs continue to be a major concern for members, the team has ensured that the federal government understands the impact this has on booksellers' ability to compete with online retailers. The organization will continue to seek out savings opportunities as a collective.

### **UPCOMING PRIORITIES**

On the education side, CIBA is preparing to release the first edition of a virtual guide to Bookselling in Canada. The team has been working on this project for the past two years as resources allow. The guide is a combination of curated content, CIBA-developed resources (including content from the Lectures & Labs series), and new case-study interviews from Bookseller Members. The topics covered include, but are not limited to, store design, receiving processes, financial management, and more. It has been designed to address the needs of prospective, new, and experienced booksellers.

Last December, the team conducted a survey to gauge interest in CIBA hosting an inperson gathering. 59 booksellers responded, 95% of which confirmed they would like CIBA to explore adding this project to its operations. Booksellers shared their priority programming components and indicated that the ideal time of year is spring or early summer. Respondents also showed the greatest interest in Toronto or Vancouver as the first host city.

After reviewing these results, the Board of Directors gave their approval to begin identifying funding sources for the event and initiate exploratory discussions with various industry partners who could help make this project feasible. The team has been working with Hilary Atleo throughout the process, with additional support from board member Shelley Macbeth, on a tentative plan for an event in May 2025 in Vancouver. The next step to prepare funding applications.

As a membership organization, it is important that CIBA's new and ongoing projects meet member needs. With CIBA's limited operational budget and part-time contractor team, it is imperative that resources are invested effectively. **CIBA's second membership survey will be sent out in January.** The team hopes to hear from all members, so the organization's priorities continue to be shaped by its membership and address the relevant needs of indies.

### **CIBA BUSINESS**

Results of the 2023 AGM

Our 2022-23 Annual General Meeting took place on Tuesday, September 12 via Zoom. As per CIBA's bylaws, Canadian Independent Bookseller Members were invited and voted on four motions:

- To approve the <u>2022 AGM minutes</u>
- To accept the 2022-23 Audited Financial Statements
- To approve <u>Tracy Capstick</u> from Capstick, McCollum & Associates as the 2022-23 auditor
- To affirm the <u>2022-23 Board Slate</u> including term extensions for two directors and the election of two new directors

All motions were duly passed during the AGM.

### 2022-23 BOARD OF DIRECTORS

Chris Hall, President Erin Dalton\*\* McNally Robinson Booksellers Huckleberry Books Winnipeg, MB/Saskatoon, SK Cranbrook, BC Jessica Walker, Vice President Lucy Hoblyn\* Munro's Books Brome Lake Books Victoria, BC Knowlton, QC Lori Cheverie, Secretary Cathy Jesson Bookmark Black Bond Books Charlottetown, PE Surrey, BC Hilary Atleo\* **Heather Kuipers** 

Shelley Macbeth Blue Heron Books Uxbridge, ON

Jo Treggiari Block Shop Books Lunenburg, NS

\* Denotes term extensions\*\* Denotes new board directors

### **ABOUT CIBA**

Iron Dog Books

Vancouver, BC

Founded in 2020, the Canadian Independent Booksellers Association offers programs and services to Canadian independent booksellers and advocates to support the strengthening of the independent bookselling sector. We believe that independent booksellers are an invaluable part of Canadian culture and our literary ecosystem.

Ella Minnow Books

Toronto, ON

We are very grateful to our members and supporters for helping make our second year a success. If you have any questions about this report or wish to share feedback about your experience with CIBA, please <u>get in touch</u>.

We look forward to celebrating more accomplishments at the 2024 AGM!





We couldn't do it without you!