



**Executive Committee Agenda
October 19, 2015
5:00 pm**

1. Call to Order
2. Agenda
3. Minutes from the **August 17th, 2015** and meeting notes from **September 12th** Executive Committee Meeting,
4. 2016 Budget
5. Financial Report
6. PLSB Organizational Review – feedback
7. LMAC Report
8. Interim Directors report
9. Chairman's Report
10. Adjournment

Next meeting will be held:

November 7 at

**Executive Committee meeting
October 19, 2015
Meeting minutes**

Present: Arnold Hanson, Dallas Degenhardt, Wayne Bokenfohr, Stephen Dafoe, Laurent Amyotte
Vicky Lefebvre, Pat Gordeyko, Greg Barr,

Regrets: Dianne Ross, Steven Schafer

Guest: Maureen Penn

Staff: Julie Walker, Wei Xuan, Patty Mathiot

1. Meeting called to order at 5:09 pm
2. Agenda – Add in camera at the end of the agenda, add 7.a server upgrade project
3. Minutes – **Motion to approve the Aug 17 Executive Committee minutes moved by Dallas Degenhardt – carried. Motion to approve the September 12 Executive Committee meeting notes – moved by Stephen Dafoe - carried**
4. 2016 budget – using the 2014 population there is an increase, but that increase will go to the servers and reserves. Would like to see a comparison at the end of the year. **Motion to accept the proposed budget with the suggested changes and summary noted and forward to the NLLS Board. Moved by Dallas Degenhardt – carried.** Any questions that the board members have to be forwarded to Julie and Patty to forward to the Exec.
5. Financial Report – there are still a few expenditures and revenue regarding the NLLS annual conference. A true picture will show in the October financial statements. The executive noted that there is quite a few funds just sitting in the chequing account is there a better option for earning more interest? This is something that the finance committee can look at. Would like to see a break out of expenditures of the different committees ie. Finance, policy, Building, Exec, etc. **Motion to accept the financial report as presented – Patrick Gordeyko – carried.**
6. PLSB Organizational Review
 - This document was discussed at the LMAC meeting and they were grateful to see the document. There wasn't much kickback at the meeting
 - There was a motion at the September meeting to set up a policy committee. Send a reminder email to the board for those who would like to sit on the committee to put their names forward. A couple of names have been submitted to date.
 - Would like to see something in place so no board members are on the board more than 9 years. Each member is appointed by their municipality yearly.
 - Send out the board packages with read receipts to see how many board members read their emails. Post the minutes to the website once they are approved instead of creating the Executive Summary or Board Briefs. Send a link to the board members when the minutes are posted to the website. If a board member can't attend a meeting see if they are forwarding the information to their alternates. Currently the email goes out to the board members and alternates if they have been designated when they were appointed.
 - The Chairman and Interim Director will be attending a meeting with PLSB on Thursday Oct. 22.
 - There is concern with the AGM on November 7th that there could be a total change of the Executive Committee and what was started towards a new direction could be lost. Would like to see the current Executive Committee stay in place until the new Executive Director is hired and the policy committee is in place and working.

- The board has enough trust with the Executive Committee for continuity to address the survey. Would like to see positions stagger for 2 years. Budget would become ownership of the new committee. March would be a good time.
- The policy will have to be looked at. Currently all Executive Committee terms are only for 1 year. Would like to see a rotation of 3 members yearly. This way there is Direction, Input and Decision.
- Ask to draft a new policy (RFD) to allow the current Executive Committee to finish their current job and to go to a rotational basis (transitional policy) that way there is continuity. Have the RFD reviewed by the Executive Committee this week so it is ready to email out next week.
- Transitional policy to give the Executive committee and additional 6 month to hand over to the new director what has been done. Procedure – inform the board.
- Policy is going to be reviewed regarding Executive Committee appointments, options: do you agree with a transitional term, do you have alternative suggestions, don't agree. All of this is based on the recommendation from the PLSB review.
- The 8 executive committee members that are present at this meeting are committed to moving forward. Preface to strengthen communication....
- Send an email from Julie with the budget with a copy of the RFD. Mention of the RFD will be in the Chairman's report.
- PLSB is ready to help NLLS with policies.
- The Executive Committee would like to scrap the plan of service and redo. There are no goals and objectives in the current plan of service.
- Guidance should be based on AB legislation
- It was mentioned at the board meeting that Policy is an issue.

7. LMAC report

- LMAC notes and minutes were in the Exec packages
- On November 7th, Jodi Dahlgren will be representing LMAC at the board meeting.
- Public Library Services Consultant position is crucial, because staff don't have the training required for the position to help answer questions.
- Created an IT focus group
- Break out sessions, there were 5 groups that answered 4 questions, the feedback included in the folders and will be emailed out to the board members as part of their packages.
- Training – have a suite of training sessions and programs. So there are modules available. This can be put into the plan of service as part of the goals. NLLS didn't have the software before, but now can post training online through You Tube.
- LMAC would like to thank the board for the open lines of communication.

8. IT server upgrade project

- Wei handed out a summary of the expenditures for the server upgrade. Stephen would like to see this document brought to board level.
- Would like to use money from the server project that was saved to put towards training for the two network analysts instead of hiring someone in.

Motion to use the money from the server project to train the NLLS Network Analysts – moved by Dallas Degenhardt – carried.

9. Interim Directors report

- NLLS annual conference –there were some really great sessions. Team building by Catherine Hotte is something to consider for future PD.
- Ideas – be fit for life – health and Wellness – office ergonomics

- AUMA – checked out OH&S and found out that NLLS Staff do not need WHIMIS training. Staff will need to take harassment in the workplace and working alone (for a couple of staff members) this is in the 2016 budget.
 - Will need staff policies as part of the policy committee
 - TAL – PLSB has been funding TAL substantially and will be reducing the funding. In 2016 TAL will be using their reserve funds to cover databases. In 2017 the membership fee will go up. They will be approaching school divisions. Universal Core - TAL pulled out. It is in the NLLS budget.
 - Resource sharing meeting – Interim Director and Public Services Assistant attended the meeting in Calgary. VDX is coming to an end in 2018. Looking at other options.
 - Andrew presentation- Will be like Lamont Library (school housed). They have supernet to the school, not the library. Lamont paid \$5000.00. They might join in 2016.
 - Municipal Affairs – infrastructure – would like the systems get together to discuss what their needs are. Government courier might be on its way out. The building committee should get together to discuss what is needed to be done to the building.
 - Bookkeeper – Toni May has turned down the position, but has forwarded another name.
 - Government courier – What happens if Municipal Affairs does not continue funding government courier for libraries. Have a centralized 9 or 2) depots. NLLS would have to increase the van run to 2 deliveries per week.
 - Legal is interested in joining the system and would like a presentation
 - Idea for extra funding – harper Collins you download 25 books. Can sell to the patrons for \$3.00. Greg would like to have Julie explore this idea and bring more information to the Executive Committee. ALLB pays for Freading which costs them \$1000.00 per year.
 - **Motion to approve the interim Directors report moved by Dallas Degenhardt- carried**
10. Chairman's report – the Chairman's report is mainly topics to be discussed in camera
11. In camera – **Motion to go into camera at 7:32 pm moved by Wayne Bokenfohr – carried**
Motion to come out of camera at 8:22 pm moved by Laurent Amyotte
Motion to pay NLLS staff a 1.5% bonus for recognition of work done while in transition from May 1 – December 31, 2015 moved by Vicky Lefebvre – carried
- The interim Director will not qualify for lieu time, but will have vacation increased to 3 days per month as of September 1st while in the interim Director position.
12. Adjournment – **Motion to adjourn at 8:25 pm moved by Dallas Degenhardt – carried.**

Approved by: _____

Date: _____

Northern Lights Library System

Balance Sheet As at 09/30/2015

ASSET

CURRENT ASSETS

Petty Cash	400.00	
Chequing Account	2,001,571.14	
USD Account	12,070.05	
USD Exchange Acct	716.37	
CU Equity	23,491.93	
CASH TOTAL		2,038,249.49
Advances Receivable	0.00	
A/R - General	95,954.37	
A/R - Yearend	402.57	
A/R - GST Rebate	0.00	
AR Total		96,356.94
Prepaid Expenses and Deposits	0.00	
Pre-Paid CAP	0.00	
Total Prepaid		0.00
Total Current Assets		2,134,606.43

FIXED ASSETS:

Vehicles	117,662.38	
Computer Equipment	137,217.63	
Sign	0.00	
Furniture & Equipment	32,073.10	
Parking Lot	81,000.00	
Building	2,894,640.88	
Land	50,000.00	
Accumulated Amortization	-620,041.00	
Total Fixed Assets		2,692,552.99
Total Fixed Assets		2,692,552.99

TOTAL ASSET **4,827,159.42**

LIABILITY

Current Liabilities

Year Accounts Payable	0.00	
Accounts Payable	44,472.58	
Vacation Payable	81,042.97	
Vacation Payable Link	0.00	
EI Payable	0.00	
CPP Payable	0.00	
Federal Income Tax Payable	0.00	
Rec Gen Payable: Total		0.00
R.R.S.P. Payable	0.00	
Extended Health	-528.82	
Dental	-456.04	
LTD	-808.88	
STD	-588.36	
Optional Life Insurance	0.00	
Alberta Health Care Payable	0.00	
Other Deductions Payable	-441.52	

Northern Lights Library System

Balance Sheet As at 09/30/2015

Deduction Payables Total	-2,823.62
WCB Payable	33.27
GST Charged On Operating S...	491.60
GST Paid On Operating Purch...	-6,421.04
GST Paid - Exempt Purchases	-3,655.01
GST Payable (Refund)	-9,584.45
Library Acquisition Accounts	17,337.16
Deferred Grant Contributions	7,051.34
Deferred Grant Contribuiont/Bui...	0.00
Deferred Contributions	1,419,834.20
TOTAL CURRENT LIABILITIES	1,557,363.45
 Libraries Collection Develop...	
Collection Development	226,458.68
TOTAL - UNUSED COLLECTI...	226,458.68
 TOTAL LIABILITY	1,783,822.13
 EQUITY	
 Retained Earnings	
Current Earnings	454,909.34
Prior Period Adjustment	0.00
Opening Retained Earnings	843,371.17
Capital surplus	1,227,339.66
Internally Restricted Funds	458,795.20
Internally Restricted Funds Spe...	58,921.92
Total Retained Earnings	3,043,337.29
 TOTAL EQUITY	3,043,337.29
 LIABILITIES AND EQUITY	4,827,159.42

Northern Lights Library System

Income Statement 01/01/2015 to 09/30/2015

REVENUE

Revenue

Levies - Municipalities	1,061,678.28
Levies - Library Boards	573,112.80
Prov. Operating Grant	825,580.40
Prov. Rural Services Grant	0.00
Prov. Establishment Grant	17,188.60
Deferred Allotment	-102,183.15
Travel Grants	1,873.91
Wage Subsidies	0.00
Non Resident Fees	4,050.00
C.I.P. Grant	0.00
Library Enhancement Program	0.00
Sales - Misc.	5,263.28
Sales Office Supplies	74,698.88
Service Administrative	0.00
Sales-SRP	1,659.43
SRP Provincial Sales	0.00
Library Programming	0.00
Annual Conference	19,156.00
Sales Office Services Rent	0.00
Interest earned	11,594.05
Myrnam Revenue	0.00
Garrison Revenue	0.00
Amort. of Deferred Contribution	0.00

Revenue Total	<u>2,493,672.48</u>
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TOTAL REVENUE	<u>2,493,672.48</u>
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EXPENSE

Expense

Bank Charges	-7.00
Bank Expense	-7.00
Total	<u>-7.00</u>

Staff Expenses

Staff Salaries	981,434.02
EI Expense	18,339.82
C.P.P. Expense	34,631.32
Group Life	0.00
Extended Health Expense	15,147.27
Dental Expense	12,074.71
W.C.B. Expense	951.55
Salaries	<u>1,062,578.69</u>

TOTAL - GENERAL PAYROL...	<u>1,062,578.69</u>
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Other Staff Costs

Coll. Dev. Training/Conference	2,497.41
Coll. Dev. Travel	5,230.72
Tech/Public Training/Conference	3,864.53

Northern Lights Library System

Income Statement 01/01/2015 to 09/30/2015

Tech/Public Travel	5,029.10	
Support Training/Conference	1,651.90	
Support Travel	7,901.45	
Staff Recruitment	7,735.00	
Contract Fees	605.35	
Human Resource Tools	1,098.00	
Resource Trans. Training/Conf...	250.85	
Resource Trans. Travel	184.17	
Other Staff Costs		36,048.48
Total Other Staff Costs		36,048.48
Book Allotment		
Coll. Development		246,841.30
Total Collection Development		246,841.30
Library Services		
HQ- Theme Collection	4,526.29	
HQ- Large Print	-275.03	
HQ- Professional Collection	-1,181.96	
HQ-Selection Tools	1,343.29	
Programming Kits	486.58	
Audio Books	0.00	
International Collection	0.00	
Service Supplies	6,699.78	
Cataloguing Tools	1,524.00	
Shipping & Freight	153.55	
Catalog/Process-Forms/Suppli...	1,804.18	
Assistive Technologies	7,728.87	
Computer Replacement Progr...	0.00	
ACSI Managed Services	33,300.00	
TRAC	78,235.00	
TRAC Online Fees	21,024.00	
e Resources Books on Line	10,290.41	
ILL Canvas Bags	1,609.00	
Establishment Expense	4,493.95	
NLLS Annual Conference	22,270.15	
Library Staff Training	418.51	
Librarians Council and Worksh...	8,997.18	
Summer Reading Program	14,814.94	
Summer Reading Program Pro...	0.00	
Library Programming	502.38	
CED Hardware Program	0.00	
Postage/Courier	1,004.20	
Coll. Dev. Shipping/ILL	527.11	
Vehicle Expense	19,716.76	
Online Database	36,385.70	
Board of Record Payments	178,266.45	
Mynam-Operating expenses	3.75	
Garrison- Operating Expenses	13,160.25	
Board Travel	12,736.81	
Board Food and Beverages	1,366.99	
Board Conference/Education	7,118.66	
Board Special Events	1,045.02	

Northern Lights Library System

Income Statement 01/01/2015 to 09/30/2015

Board Committee Meetings	10,958.62	
Board No Budgeted	0.00	
Hospitality General	226.78	
Office Equipment	4,712.51	
Photocopy Meter Charges	4,830.02	
Brokerage Fees	0.00	
Legal Fees	7,721.64	
Marketing	9,363.08	
Audit Costs	1,405.00	
Bad Debts	-39.68	
Bank Charges	267.67	
Charges Card Interest Expenses	665.27	
Insurance	9,006.51	
Subscriptions	707.11	
Memberships	9,396.06	
Office Supplies Resale	77,080.00	
Office Supplies	3,276.45	
Telecommunications	15,446.34	
General Maintenance/Contracts	0.00	
Building Maintenance	2,713.55	
Janitorial Services	22,980.00	
Janitorial Supplies	1,042.18	
Utilities	21,445.79	
Amortization	0.00	
Total Expenses		693,301.67
Total Expenses		693,301.67
Capital Reserves		
Transfer to Reserve	0.00	
Gain/Loss on Sale	0.00	
Total Reserves		0.00
Total Reserves		0.00
TOTAL EXPENSE		2,038,763.14
NET INCOME		454,909.34

Northern Lights Library System

Trial Balance As at 10/06/2015

Ac...	Account Description	Debits	Credits
1050	Petty Cash	400.00	-
1100	Chequing Account	2,049,097.24	-
1110	USD Account	12,070.05	-
1111	USD Exchange Acct	716.37	-
1140	CU Equity	23,491.93	-
1220	A/R - General	32,009.64	-
1226	A/R - Yearend	402.57	-
1520	Vehicles	117,662.38	-
1530	Computer Equipment	139,331.63	-
1540	Furniture & Equipment	32,073.10	-
1550	Parking Lot	81,000.00	-
1570	Building	2,894,640.88	-
1580	Land	50,000.00	-
1590	Accumulated Amortization	-	620,041.00
2155	Accounts Payable	-	35,066.91
2200	Vacation Payable	-	81,042.97
2371	Extended Health	528.82	-
2372	Dental	456.04	-
2373	LTD	808.88	-
2380	STD	588.36	-
2397	Other Deductions Payable	441.52	-
2400	WCB Payable	-	33.27
2450	GST Charged On Operating Sa...	-	635.60
2470	GST Paid On Operating Purcha...	6,535.08	-
2480	GST Paid - Exempt Purchases	3,910.70	-
2500	AELK-Funds	-	8,351.83
2501	AELK- Purchases	6,695.25	-
2502	AIRC- Funds	-	533.07
2504	AATH-Funds	-	4,690.81
2505	AATH-Purchases	2,398.78	-
2506	ATOF- Funds	-	65.70
2508	ALLB-Funds	-	276.34
2512	AHOM-Funds	-	24.32
2514	AVIK-Funds	-	622.91
2515	AVIK-Purchases	111.75	-
2516	AGCM-AME-Funds	-	2,289.01
2517	AGCM-AME-Purchases	1,850.97	-
2520	ACLM-Funds	-	665.27
2521	ACLM-Purchase	13.77	-
2522	ATHI-Funds	-	2.09
2524	ABRUM- Funds	-	5,717.48
2525	ABRUM-Purchases	2,000.00	-
2526	AMAN-Funds	-	1,910.28
2527	AMAN-Purchases	30.89	-
2531	APV-Funds	-	33.19
2534	ANE-Funds	-	21.03
2538	ASL-Funds	-	29.95
2540	AWAS-Funds	-	1,225.50
2544	AWAIC- Funds	-	658.49
2546	ABOY-Funds	-	915.00
2547	ABOY-Purchases	744.68	-
2548	AMO-Funds	2.77	-

Northern Lights Library System

Trial Balance As at 10/06/2015

Ac...	Account Description	Debits	Credits
2550	AVER- Funds	-	435.36
2552	AVE-Funds	-	994.87
2556	ABOA-Funds	-	43.56
2567	AIP- Funds	-	186.79
2568	AIP- Purchases	92.09	-
2569	AVI-Funds	-	144.78
2570	AVI-Purchases	98.73	-
2571	AGRAS-Funds	-	362.00
2573	ARED - funds	-	1,000.00
2625	Deferred Grant Contributions	-	7,051.34
2650	Deferred Contributions	-	1,419,834.20
2799	Cold Lake - Allocations	-	65,529.47
2800	Cold Lake - Purchases	34,323.19	-
2801	Vilna - Allocation	-	2,112.18
2802	Vilna - Purchases	2,097.78	-
2803	Bruderheim - Allocations	-	9,307.51
2804	Bruderheim - Purchases	2,128.07	-
2805	Kitscoty- Allocation	-	9,634.73
2806	Kitscoty-Purchases	4,415.79	-
2807	Gibbons- Allocations	-	15,440.69
2808	Gibbons- Purchases	7,981.59	-
2809	Ashmont- Allocations	-	7,038.56
2810	Ashmont- Purchases	3,745.58	-
2811	Edgerton - Allocations	-	3,140.72
2812	Edgerton - Purchases	1,477.85	-
2813	Elk Point - Allocations	-	3,482.80
2814	Elk Point - Purchases	2,925.26	-
2815	Bonnyville- Allocations	-	37,208.68
2816	Bonnyville- Purchases	19,190.95	-
2817	Holden- Allocations	-	2,825.02
2818	Holden-Purchases	2,116.93	-
2819	Edmonton Garrison - Allocation	-	10,109.76
2820	Edmonton Garrison- Purchases	6,634.03	-
2821	Mallaig - Allocations	-	8,385.23
2822	Mallaig - Purchases	4,699.25	-
2823	Mannville - Allocations	-	4,076.08
2824	Mannville - Purchases	2,401.33	-
2825	Mymam - Allocation	-	3,178.55
2826	Mymam - Purchases	2,275.02	-
2828	Marwayne - Allocation	-	6,932.99
2829	Marwayne - Purchases	2,924.70	-
2831	Paradise Valley - Allocation	-	3,884.51
2832	Paradise Valley - Purchases	2,199.66	-
2833	Ryley - Allocation	-	4,913.27
2834	Ryley - Purchase	2,174.26	-
2835	Smoky Lake - Allocations	-	5,377.21
2836	Smoky Lake - Purchases	3,365.37	-
2837	Radway - Allocations	-	2,439.37
2838	Radway - Purchases	1,730.11	-
2839	St. Paul - Allocation	-	13,440.68
2840	St. Paul - Purchases	9,738.72	-
2841	Thorhild - Allocations	-	3,269.73

Northern Lights Library System

Trial Balance As at 10/06/2015

Ac...	Account Description	Debits	Credits
2842	Thorhild - Purchases	1,890.13	-
2843	Two Hills - Allocation	-	6,770.56
2844	Two Hills - Purchases	4,765.98	-
2845	Tofield - Allocation	-	13,324.06
2846	Tofield - Purchases	2,959.95	-
2847	Vegreville - Allocations	-	24,793.78
2848	Vegreville - Purchases	12,061.02	-
2849	Vermilion - Allocations	-	17,290.85
2850	Vermilion - Purchases	13,369.07	-
2851	Viking - Allocations	-	6,300.27
2852	Viking - Purchases	3,426.16	-
2853	Wainwright - Allocations	-	22,150.61
2854	Wainwright - Purchases	13,050.02	-
2855	Waskatenau - Allocations	-	7,736.67
2856	Wasatenau - Purchases	770.49	-
2857	Newbrook - Allocations	-	4,902.29
2858	Newbrook - Purchases	1,538.00	-
2859	Mundare - Allocations	-	7,418.66
2860	Mundare- Purchases	3,937.08	-
2861	Irma - Allocation	-	2,872.33
2862	Irma - Purchases	2,345.80	-
2863	Chauvin- Allocations	-	2,924.12
2864	Chauvin- Purchases	466.35	-
2865	Lamont-Allocations	-	6,390.51
2866	Lamont-Purchases	31.23	-
2869	Athabasca - Allocations	-	22,890.09
2870	Athabasca - Purchases	10,695.44	-
2871	Boyle - Allocations	-	6,560.79
2872	Boyle - Purchases	3,964.92	-
2873	Innisfree - Allocations	-	1,180.54
2874	Innisfree - Purchases	1,220.11	-
2875	Grassland - Allocations	-	5,743.55
2876	Grassland - Purchases	641.13	-
2877	Rochester - Allocations	-	2,422.21
2878	Rochester - Purchasea	911.39	-
2879	Wandering River - Allocations	-	2,073.61
2880	Wandering River - Purchases	954.62	-
2881	Bon Accord - Allocations	-	11,223.57
2882	Bon Accord - Purchases	6,157.30	-
2883	Lac La Biche - Allocations	-	17,458.05
2884	Lac La Biche - Purchases	12,213.88	-
2885	Morinville - Allocations	-	40,979.48
2886	Morinville - Purchases	21,789.03	-
2887	Redwater - Allocations	-	12,684.36
2888	Redwater- Purchases	5,818.88	-
2889	Plamondon- Allocations	-	2,592.67
2890	Plamondon - Purchases	2,521.73	-
2996	Floating Romance Coll - Allocat...	-	2,821.29
2997	Floating Romance Coll- Purcha...	741.72	-
3550	Opening Retained Earnings	-	843,371.17
3600	Capital surplus	-	1,227,339.66
3700	Internally Restricted Funds	-	458,795.20

Northern Lights Library System

Trial Balance As at 10/06/2015

Ac...	Account Description	Debits	Credits
3710	Internally Restricted Funds Spe...	-	58,921.92
4010	Levies - Municipalities	-	1,061,678.28
4040	Levies - Library Boards	-	573,112.80
4041	Prov. Operating Grant	-	825,580.40
4044	Prov. Establishment Grant	-	17,188.60
4050	Deferred Allotment	102,183.15	-
4126	Travel Grants	-	1,873.91
4132	Non Resident Fees	-	4,050.00
4510	Sales - Misc.	-	5,306.78
4520	Sales Office Supplies	-	74,698.88
4550	Sales-SRP	-	1,659.43
4560	Annual Conference	-	19,163.90
4590	Sales Office Services Rent	-	2,880.00
4610	Interest earned	-	11,594.05
5319	Bank Charges	-	7.00
5500	Staff Salaries	981,434.02	-
5530	EI Expense	18,339.82	-
5540	C.P.P. Expense	34,631.32	-
5542	Extended Health Expense	15,147.27	-
5543	Dental Expense	12,074.71	-
5550	W.C.B. Expense	951.55	-
5981	Coll. Dev. Training/Conference	2,497.41	-
5982	Coll. Dev. Travel	5,230.72	-
5983	Tech/Public Training/Conference	3,864.53	-
5984	Tech/Public Travel	5,572.38	-
5985	Support Training/Conference	1,651.90	-
5986	Support Travel	8,726.57	-
5987	Staff Recruitment	7,735.00	-
5988	Contract Fees	605.35	-
5989	Human Resource Tools	1,098.00	-
5990	Resource Trans. Training/Conf...	250.85	-
5991	Resource Trans. Travel	184.17	-
6000	Coll. Dev. Cold Lake	35,736.04	-
6001	Coll. Dev. Mundare	4,005.44	-
6002	Coll. Dev. Gibbons	8,110.22	-
6003	Coll. Dev. Chauvin	466.35	-
6004	Coll. Dev. Bonnyville	19,904.59	-
6005	Coll. Dev. Kitscoty	4,415.79	-
6006	Coll. Dev. Bruderheim	2,163.20	-
6007	Coll. Dev. Floating Romance	809.04	-
6008	Coll. Dev. Morinville	22,098.43	-
6009	Coll. Dev. Innisfree	1,220.11	-
6010	Coll. Dev. Bon Accord	6,157.30	-
6011	Coll. Dev. Lamont	31.23	-
6012	Coll. Dev. Plamondon	2,521.73	-
6014	Coll. Dev. Radway	1,752.91	-
6016	Coll. Dev. Edgerton	1,518.35	-
6018	Coll. Dev. Elk Point	2,925.26	-
6020	Coll. Dev. Holden	2,116.93	-
6022	Coll. Dev. Edmonton Garrison	6,719.10	-
6024	Coll. Dev. Mannville	2,401.33	-
6026	Coll. Dev. Myrnam	2,315.51	-

Northern Lights Library System

Trial Balance As at 10/06/2015

Ac...	Account Description	Debits	Credits
6028	Coll. Dev. Marwayne	2,979.30	-
6030	Coll. Dev. Paradis Valley	2,495.11	-
6032	Coll. Dev. Smoky Lake	3,435.56	-
6035	Coll. Dev. St. Paul	9,798.67	-
6038	Coll. Dev. Two Hills	4,765.98	-
6040	Coll. Dev. Tofield	2,959.95	-
6042	Coll. Dev. Ryley	2,174.26	-
6044	Coll. Dev. Vermilion	13,466.57	-
6046	Coll. Dev. Viking	3,426.16	-
6047	Coll. Dev. Vilna	2,097.78	-
6049	Coll. Dev. Waskatenau	770.49	-
6051	Coll. Dev. Wainwright	13,379.66	-
6053	Coll. Dev. Thorhild	1,890.13	-
6055	Coll. Dev. Newbrook	1,538.00	-
6059	Coll. Dev. Vegreville	12,154.42	-
6061	Coll. Dev. Athabasca	10,943.96	-
6063	Coll. Dev. Wandering River	954.62	-
6067	Coll. Dev. Grassland	641.13	-
6068	Coll. Dev. Irma	2,345.80	-
6070	Coll. Dev. Lac La Biche	12,394.12	-
6071	Coll. Dev. Mallalga	4,727.44	-
6072	Coll. Dev. Boyle	4,164.57	-
6074	Coll. Dev. Rochester	1,041.93	-
6075	Coll. Dev. Ashmont	3,765.08	-
6076	Coll. Dev. Redwater	6,036.12	-
6080	HQ- Theme Collection	4,599.35	-
6081	HQ- Large Print	-	275.03
6082	HQ- Professional Collection	-	1,181.96
6084	HQ-Selection Tools	1,343.29	-
6085	Programming Kits	546.15	-
6090	Service Supplies	6,699.78	-
6102	Cataloguing Tools	1,524.00	-
6106	Shipping & Freight	153.55	-
6108	Catalog/Process-Forms/Supplies	1,804.18	-
6114	Assistive Technologies	7,768.87	-
6167	ACSI Managed Services	33,300.00	-
6168	TRAC	78,235.00	-
6169	TRAC Online Fees	21,024.00	-
6170	e Resources Books on Line	10,290.41	-
6202	ILL Canvas Bags	1,609.00	-
6205	Establishment Expense	4,493.95	-
6206	NLLS Annual Conference	22,270.15	-
6207	Library Staff Training	418.51	-
6208	Librarians Council and Worksh...	8,997.18	-
6250	Summer Reading Program	14,814.94	-
6252	Library Programming	502.38	-
6266	Postage/Courier	1,004.20	-
6268	Coll. Dev. Shipping/ILL	527.11	-
6270	Vehicle Expense	19,836.14	-
6280	Online Database	36,385.70	-
6301	Board of Record Payments	178,266.45	-
6400	Myram-Operating expenses	3.75	-

Northern Lights Library System

Trial Balance As at 10/06/2015

Ac...	Account Description	Debits	Credits
6401	Garrison- Operating Expenses	13,160.25	-
6500	Board Travel	12,736.81	-
6504	Board Food and Beverages	1,366.99	-
6508	Board Conference/Education	7,118.66	-
6510	Board Special Events	1,045.02	-
6520	Board Committee Meetings	10,958.62	-
6522	Hospitality General	226.78	-
6600	Office Equipment	4,712.51	-
6602	Photocopy Meter Charges	4,830.02	-
6606	Legal Fees	7,721.64	-
6608	Marketing	9,363.08	-
6610	Audit Costs	1,405.00	-
6611	Bad Debts	-	39.68
6612	Bank Charges	267.67	-
6613	Charges Card Interest Expenses	665.27	-
6614	Insurance	9,006.51	-
6615	Subscriptions	707.11	-
6616	Memberships	9,396.06	-
6618	Office Supplies Resale	77,080.00	-
6620	Office Supplies	3,386.20	-
6622	Telecommunications	15,446.34	-
6702	Building Maintenance	2,713.55	-
6704	Janitorial Services	23,730.00	-
6706	Janitorial Supplies	1,042.18	-
6708	Utilities	21,445.79	-
		<u>7,856,856.23</u>	<u>7,856,856.23</u>

	A	B	C	D	E	F	G	H
1	Northern Lights Library System 2016 - 2018 Proposed Operating Budget							
2								
3			BUDGET 2014	BUDGET 2015	BUDGET 2016	BUDGET 2017	BUDGET 2018	
4								
5	REVENUE							
6								
7	Municipal and Library Board Levies	<i>Levies are based on official Municipal Affairs 2014 population with an estimated increase of 2% each year for 2016 and 2017; also includes the Town of Lamont.</i>						
8		Municipalities	\$ 974,235	\$1,053,242	\$1,132,871	\$1,132,871	\$1,132,871	2014 pop = 175,950
9		Library Boards	\$ 521,569	\$573,113	\$651,262	\$651,262	\$651,262	2014 pop @\$5.07 per capita
10	Total		\$ 1,495,804	\$1,626,355	\$1,784,133	\$1,784,133	\$1,784,133	
11								
12	Provincial Grants	<i>Based on 2014 Official Population; does not include Village Of Andrew and S.V of West Baptiste</i>						
13		Library System Board Operating Grant	\$ 719,739	\$737,795	\$826,965	\$826,965	\$826,965	
14		Rural Library Services Grant	\$ 258,058	\$258,058	\$263,602	\$263,602	\$263,602	\$5.55 per resident; 2014 pop =
15		Provincial Establishment Grant	\$ -	\$0	\$0	\$0	\$0	Village Of Andrew. S.V of West Baptiste, Town of Legal? Village of Glendon?
16	Total		\$ 977,797	\$995,853	\$1,090,567	\$1,090,567	\$1,090,567	
17								
18		Donations/Grants		\$29,250	\$3,500	\$3,500	\$3,500	Summer and Winter Reading program donation. Server and Conference donations
19		Non-resident Fees	\$ 5,850	\$5,450	\$5,450	\$5,450	\$5,450	St Paul ED First Nations, Cold Lake, Lac La Biche FN and Metis Settlements
20		Conference	\$ 12,000	\$14,800	\$0	\$12,000	\$0	Offset every other year with training will generate no income in the training years
21		Office Sales	\$ 10,100	\$14,300	\$14,300	\$14,300	\$14,300	Rental,Admin Revenue,Barcodes, Photocopies,S/WRP
22		Interest	\$ 16,500	\$15,000	\$16,500	\$16,500	\$16,500	Bank Interest?
23	Total		\$ 44,450	\$78,800	\$39,750	\$51,750	\$39,750	

	A	B	C	D	E	F	G	H
1	Northern Lights Library System 2016 - 2018 Proposed Operating Budget							
2								
3			BUDGET 2014	BUDGET 2015	BUDGET 2016	BUDGET 2017	BUDGET 2018	
24								
25	Reimbursements	Travel Grants	\$ 3,000	\$3,000	\$3,000	\$3,000	\$3,000	TAL, TRAC, PLSB
26		Office sales to libraries	\$ 190,000	\$100,000	\$50,000	\$50,000	\$50,000	Computers, furniture, office supplies
27		Revenue for outlets	\$ 39,156	\$34,457	\$34,457	\$34,457	\$34,457	Garrison and Myrnam offset in line: 120 and 121
28	Total		\$ 232,156	\$137,457	\$87,457	\$87,457	\$87,457	
29								
30	Residual	Allotment Carry Over	\$ 44,000	<u>\$38,000</u>	<u>\$38,000</u>	<u>\$38,000</u>	<u>\$38,000</u>	
31								
32	TOTAL OPERATING REVENUE		<u>\$ 2,794,207</u>	<u>\$2,879,465</u>	<u>\$3,039,907</u>	<u>\$3,054,907</u>	<u>\$3,039,907</u>	
33								

	A	B	C	D	E	F	G	H
1	Northern Lights Library System 2016 - 2018 Proposed Operating Budget							
2								
3			BUDGET 2014	BUDGET 2015	BUDGET 2016	BUDGET 2017	BUDGET 2018	
34	Expenses							
35								
36	Admin Finance 4 staff members	Equipment/software	\$ 7,500	\$7,500	\$7,500	\$7,500	\$7,500	Repairs, rentals, software, small equipment purchases
37		Photocopier	\$ 12,000	\$13,000	\$13,000	\$15,000	\$15,000	Rental, maintenance, toners
38		Marketing	\$ 7,000	\$7,000	\$9,000	\$7,000	\$7,000	Publiciity,trade shows, newsletter, supplies, promo
39		Telecommunications	\$ 18,500	\$22,000	\$22,000	\$22,000	\$22,000	NLLS phones, fax, vehicle cell phones
40		Audit	\$ 9,000	\$9,000	\$12,000	\$9,000	\$9,000	Cost goes up for extra charges
41		Office supplies	\$ 7,500	\$7,500	\$7,500	\$7,500	\$7,500	General office supplies, Simply accounting software
42		Staff recruitment	\$ 3,000	\$3,000	\$9,000	\$5,000	\$3,000	Increased for 2016 for 3-4 new positions. Also includes 4 burseries 1@\$1000 and 3@\$250
43		Newspaper Subscription	\$ 1,000	\$1,000	\$1,000	\$1,000	\$1,000	Local newspapers
44		Special Events	\$ 2,500	\$3,600	\$3,600	\$3,600	\$3,600	Staff and Board Long Service Awards.
45		Memberships	\$ 1,500	\$1,500	\$1,500	\$1,500	\$1,500	AUMA, AAMD&C, ALTA, ALA, CLA, APLAC, CoC
46		PD	\$ 17,684	\$17,650	\$17,650	\$17,650	\$17,650	Conferences, webinars, courses and training sessions
47		HR Tools	\$ 1,500	\$1,500	\$1,500	\$1,500	\$1,500	Reference and HR Advisory
48		Charges (Bank)	\$ 258	\$500	\$350	\$350	\$350	Bank charges; VISA charges; US foreign exchange
49		Postage - Admin	\$ 1,000	\$1,000	\$1,000	\$1,000	\$1,000	
50	Admin/Finance Total		\$ 89,942	\$95,750	\$106,600	\$99,600	\$97,600	
51								
52	Bibliographic Services 5F/T staff members 1 P/T Staff member	Allotment Carry over	\$ 44,000	\$38,000	\$38,000	\$38,000	\$38,000	Monies unspent by libraries
53		Book Allotment	\$ 336,400	\$344,838	\$378,292	\$378,292	\$378,292	Materials Allotment @2.15 per cap
54		Cataloguing/Processing supplies	\$ 11,500	\$11,500	\$11,500	\$11,500	\$11,500	Laminating, macktac, barcodes spine lables
55		Memberships	\$ 600	\$600	\$600	\$600	\$600	ALA, OLA, LAA, AALT
56		PD	\$ 8,429	\$10,100	\$12,500	\$12,500	\$12,500	Conferences, courses, webinars and training sessions

	A	B	C	D	E	F	G	H
1	Northern Lights Library System 2016 - 2018 Proposed Operating Budget							
2								
3			BUDGET 2014	BUDGET 2015	BUDGET 2016	BUDGET 2017	BUDGET 2018	
57		Subscriptions	\$ 2,100	\$2,700	\$2,700	\$2,700	\$2,700	Web dewey, bookwhere, cataloguers desktop
58	Bibliographic Services Total		\$ 403,029	\$407,738	\$443,592	\$443,592	\$443,592	
59								
60	Board	Committees Meetings	\$ 24,000	\$21,000	\$31,000	\$31,000	\$31,000	Mileage, per diem for Board comittees
61		Professional Fees	\$ -	\$0	\$8,000	\$5,000	\$0	Strategic planning; legal contingency, strategy professional
62		Conferences	\$ 8,500	\$9,200	\$9,958	\$10,779	\$10,779	4 Exec Board members attendance at conferences; Jasper ALC costs increasing for 2015. travel
63		Memberships	\$ 600	\$600	\$600	\$600	\$600	Institutional membership for ALTA
64		Protocol	\$ -	\$0	\$5,000	\$5,000	\$5,000	Board and exec meetings meals.
65		Mileage	\$ 13,117	\$15,000	\$20,000	\$20,000	\$20,000	Regular Board Meetings
66		Hospitality	\$ 4,350	\$6,000	\$6,000	\$6,000	\$6,000	Meals and hotels and parking
67	Board Total		\$ 50,567	\$51,800	\$80,558	\$78,379	\$73,379	
68								
69	Building	Caretaking and Landscaping	\$ 39,300	\$36,800	\$36,800	\$36,800	\$36,800	Caretaking Contract, landscaping, snow removal, janitorial supplies.
70		Insurance	\$ 10,300	\$10,300	\$10,300	\$10,300	\$10,300	Includes Central Site IT and videoconferencing equipment
71		Maintenance	\$ 7,800	\$6,000	\$6,000	\$6,500	\$6,500	Upkeep and emergency repairs
72		Health & Safety	\$ -	\$10,000	\$10,000	\$5,000	\$5,000	Security system, safety workshops,
73		Utilities	\$ 38,000	\$32,500	\$32,500	\$32,500	\$32,500	Water, hydro, garbage, shredder, gas
74		Furniture & Equipment		\$0	\$0	\$0	\$10,000	Replacements
75	Building Total		\$ 95,400	\$95,600	\$95,600	\$91,100	\$101,100	
76								

	A	B	C	D	E	F	G	H
1	Northern Lights Library System 2016 - 2018 Proposed Operating Budget							
2								
3			BUDGET 2014	BUDGET 2015	BUDGET 2016	BUDGET 2017	BUDGET 2018	
77	IT Department 3 F/T Staff Members	Internet Service Fees	\$ 21,000	\$27,720	\$15,523	\$15,523	\$15,523	
78		Web Hosting	\$ -	\$0	\$16,059	\$16,059	\$16,059	47 Website and 133 email accounts hosted by Townlife
79		Network Protection	\$ 7,500	\$9,700	\$24,935	\$24,935	\$24,935	Anti Virus, Malware, Deep Freeze, FixMeStick, Keeran Hosting
80		Network Assistance	\$ -	\$0	\$4,750	\$4,750	\$4,750	HelpDesk, Engineering Hosting GoToAssist
81		Server software renew	\$ -		\$5,000	\$5,000	\$5,000	Vmware, Veeam, Dell Desktop, etc.
82		Email Exchange	\$ -	\$0	\$5,000	\$5,000	\$5,000	Each TRAC member pays for server exchange hosted @YRL
83		Service Exploration	\$ -	\$0	\$5,000	\$5,000		2 X Windows 10 and 1 Mac Pro each year to for explorations with new technology
84		Laptops	\$ -	\$0	\$15,000	\$15,000		Lab computers are used extensively and need replacing over the next two years
85		Membership	\$ 400	\$400	\$400	\$400	\$400	PUG, ALA, LAA
86		PD	\$ 8,429	\$10,100	\$17,620	\$13,500	\$13,500	2XNetwork Analysts will have extensive training for the new virtual server over the next 2 1/2 years. Also includes conference, webinars and training for the IT consultant
87		Staff computers						
88	Computers Total		\$ 37,329	\$47,920	\$109,287	\$105,167	\$85,167	
89								
90	Public Services Department 3 staff members	System collection	\$27,650	\$27,670	\$27,670	\$27,679	\$27,670	Large Print, Professional collection, Ref, Audio, Kits and Blocks Makerspace
91		Online databases	\$30,000	\$46,300	\$56,800	\$56,800	\$70,000	Databases need to be evaluated and new ones added
92		e-resources	\$10,000	\$20,000	\$25,000	\$30,000	\$35,000	Overdrive, 3M, Hoopla
93		Memberships	\$ 630	\$630	\$630	\$630	\$630	ALA, OLA, LAA, CLA AALT
94		PD	\$ 8,429	\$10,150	\$11,000	\$11,000	\$11,000	Conference, webinars, courses, training sessions

	A	B	C	D	E	F	G	H
1	Northern Lights Library System 2016 - 2018 Proposed Operating Budget							
2								
3			BUDGET 2014	BUDGET 2015	BUDGET 2016	BUDGET 2017	BUDGET 2018	
95		Programming	\$ 22,000	\$26,300	\$28,000	\$28,000	\$28,000	SRP WRP, entertainer, prizes, story teller, author talks
96		NLLS Conference	\$ 15,000	\$19,500	\$0	\$19,500	\$0	Conference every other year. Money for offset years to go to more library workshops...see line 83
97	Public Services Total		\$ 113,709	\$150,550	\$149,100	\$173,609	\$172,300	
98								
99	Contracts & Vendor Services	ACSI Services	\$ 33,300	\$48,000	\$48,000	\$111,000	\$48,000	Customer edge devices maintenance and 3 year contract. New three year contract in 2017 price is \$ US
100		TRAC	\$ 67,000	\$88,235	\$97,276	\$94,864	\$96,735	Cost of operations and maintenance of catalogue and Server at YRL
101		The Alberta Library	\$ 7,500	\$7,500	\$8,500	\$8,500	\$8,500	Membership fee for The Alberta Library; increase depends on population adjustment
102	Contracts & Vendor Services Total		\$ 107,800	\$143,735	\$153,776	\$214,364	\$153,235	
103								
104	Delivery/ILL 3 staff members	ILL Shipping cost	\$ 3,500	\$2,000	\$2,000	\$2,000	\$2,000	Postage, (other than government courier an van run) @\$1.25 per item
105		Custom Shipping and Freight	\$ 1,400	\$1,000	\$1,000	\$1,000	\$1,000	Oversized items, banners etc.
106		ILL Supplies cost	\$ 8,800	\$9,640	\$9,640	\$10,600	\$10,600	Library Cards, Stickers, Disc repair supplies, Canvas bags and DVD cases
107		Vehicle expenses	\$ 28,500	\$28,500	\$28,500	\$28,500	\$28,500	Maintenance, fuel, insurance for traportation of materials to the libraries.
108		PD	\$ 4,189	\$2,100	\$2,100	\$2,100	\$2,100	Conferences, webinars, courses, training
109	Delivery Total		\$ 46,389	\$43,240	\$43,240	\$44,200	\$44,200	
110								
111	Library	LMAC	\$ 17,500	\$31,500	\$31,500	\$31,500	\$31,500	3 LMAC meetings a year, travel and meals

	A	B	C	D	E	F	G	H
1	Northern Lights Library System 2016 - 2018 Proposed Operating Budget							
2								
3			BUDGET 2014	BUDGET 2015	BUDGET 2016	BUDGET 2017	BUDGET 2018	
112	Managers. Meetings, workshops and site visits	Workshops	\$ -		\$19,500		\$19,500	Offset with biannual conference. Training sessions given to managers on essential needs such as simply reports, acquisitions, and Polaris.
113		Site Visits	\$ 5,440	\$6,900	\$6,900	\$6,900	\$6,900	fuel and insurance for 2 vehicles
114	Total		\$ 22,940	\$38,400	\$57,900	\$38,400	\$57,900	
115								
116	Staff 19 F/T staff members and 4 summer students	Salaries	\$ 1,133,640	\$1,133,640	\$1,176,449	\$1,176,449	\$1,176,449	3% COLA and step increments for 19 F/T staff members and 4 summer students
117		Benefits	\$ 228,828	\$228,828	\$235,693	\$235,693	\$235,693	Dental, vision, health
118	Staff Total		\$ 1,362,468	\$1,362,468	\$1,412,142	\$1,412,142	\$1,412,142	
119								
120	NLLS Outlets	Edmonton Garrison	\$ 22,175	\$17,023	\$17,023	\$17,023	\$17,023	Operating expenses
121		Myrnam	\$ 16,981	\$17,434	\$17,434	\$18,500	\$19,750	Operating expenses, salary, programming
122	Total		\$ 39,156	\$34,457	\$34,457	\$35,523	\$36,773	
123								
124	Transfer Payments	Board of Record Payments (provincial Rural services grant)	\$ 258,058	\$258,058	\$258,058	\$258,058	\$258,058	Transfer payments to 6 counties, 1 MD, 7 Summer villages and 2 villages @5.55 per cap. Offset in line 14
125	Transfer Payments Total		\$ 258,058	\$258,058	\$258,058	\$258,058	\$258,058	
126								
127	Reimburse ment	NLLS pays for expenses that will be reimbursed by other organizations; equivalent \$ amount under Revenue line 28						
128		Library Supplies	\$ 190,000	\$100,000	\$50,000	\$50,000	\$50,000	Furniture, computers and office supplies
129		Travel	\$ 3,000	\$5,000	\$5,500	\$5,500	\$5,500	Traveling expenses reimbursed by Municipal Affairs, TAL and other organizations

	A	B	C	D	E	F	G	H
1	Northern Lights Library System 2016 - 2018 Proposed Operating Budget							
2								
3			BUDGET 2014	BUDGET 2015	BUDGET 2016	BUDGET 2017	BUDGET 2018	
130	Reimburse ment Total		\$ 193,000	\$105,000	\$55,500	\$55,500	\$55,500	
131								
132	TOTAL OPERATING EXPENDITURES		\$ 2,747,564	\$2,764,459	\$2,999,810	\$3,049,634	\$2,990,946	

Summary

Revenue

Line 8,9,10 : Levies have been increased due to the increase in population. 2014 population is now 174,950 compared to 2010 numbers 168, 500

Line 15 : Provincial Establishment Grants. Increase in revenue is expected with the Village of Andrew and the Summer Village of West Baptiste joining the system in 2016. Based on last year with the Town Lamont joining it would be safe to say that at least \$5,000 can be put toward these two libraries joining the system.

Expenditures

Admin Finance

Line 37 Photocopier: There is an increase in 2017/18 for the photocopier use. We are hoping in the future to utilize this equipment more and move away from desktop printers. Hence the drop in line 36 (equipment and software) and in line 41 (office supplies) for 2017/18

Line 38 Marketing: NLLS will need new promotional material, a different design to capture an audience. Promotional banners for libraries to use for different programming and events. New pamphlets for services that NLLS has to offer and advertisement of the Rise Video Conferencing and rental of the Meeting Rooms.

Line 40 Auditor: Auditor expenses are expected to slightly increase for 2016. NLLS is using JMD for extra services until NLLS is able to employ a full time employee in the financial department.

Line 42 Staff Recruitment: 2016 will see an increase in the area of staff recruitment. Four, possibly five, new employees will be needed to reach full NLLS staffing. However, due to demographics, and to get the right person, expense may have to include helping with flights and hotels.

Bibliographic Services

Line 53 Book Allotment: Due to the increase in population the book allotment will increase, however the same @2.15 per cap will stay the same (reason why the \$2.15 will stay the same is because major upgrade in the IT department is needed to support the libraries infrastructure)

Line 56 PD: Slight increase in PD to include more training for staff, technical service meetings and HR training for the Bib Services consultant/manager.

Board

Major increase in board specific events.

Line 60 Committee Meetings: Expenditure will increase due to new committees being reintroduced such as budget, infrastructure, policies, grievance, etc. To include regular board members, members of the executive and staff members.

Line 61 Professional Fees: 2016 will see an increase in Professional fees to cover recruitment of the new Executive Director. NLLS has currently not got goals or projections as part of their strategic plan, therefore this will need to be addressed within the next two years.

Line 62 Conferences: It is expected for the ALC conference to increase.

Line 65 Mileage: Board meetings have increased from 3 to 4 meetings a year as per regulations.

Building

Building will pretty much stay status quo except for line 72 Health, safety and security. Money has been placed in this line to include the development of OH&S webinars/workshop and courses designed around the employees such as the work alone program, work related injuries, health and safety management, ergonomics.

Line 74 Furniture: Furniture will need to start to be replaced in 2018. This needs to be looked at more next year. Ergonomic desks will be needed.

IT Department

Like the new server upgrade at YRL was needed to support the systems (see Contracts and Vendor Services Line 100 TRAC,) NLLS has also had to upgrade their servers to support the libraries for today's demands.

Line 77 Internet Service Fees: 2014 and 2015, everything was lumped together. 2016 and on there is a drop in this line because internet service fees has been further broken down (Lines 77-81.)

Line 82 YRL Exchange: This may change in the future as we have the option to either host our own exchange or stay with YRL. This line will stay the same until further exploration. Either way expect this line to increase.

Line 83 Service Exploration: In order to serve ever changing technology, NLLS proposes to buy 2 windows 10 and 1 mac pro laptops so as to be able to trouble shoot potential problems that libraries may have. Libraries have enquired in the past for support in new technology. Therefore NLLS has to keep ahead of the game to support these needs.

Line 84 Laptops: We have 2 laptop labs that are extensively used by the libraries. All the laptops are coming to the end of their warranty and need replacing in order to be able to continue this service to our libraries.

Line 86 PD: The IT department has been sadly lacking in professional development for many years, The 2 network analysts are currently on a fast track training for the development and upkeep of the virtual servers. IT is constantly changing and the need for training is imperative to the security and maintenance of the servers.

Public Services

2016 will be a year of explorations into what the libraries want to see in NLLS.

Line 91 Online databases: Evaluations of online databases will be required by the libraries to see what is not being utilized and then adding subscriptions that the libraries think will be widely used by their patrons. There is also an increase in this area due to TAL dropping the Universal Core subscription back to system level with the extra cost being \$10,500.

Contract and Vendor Services

Line 99 ACSI: In 2017 our contract for ACSI will have to be renewed, the price is in \$US and reflects today' prices.

Line 100 TRAC: In order to sustain the growth demand of TRAC, YRL have had to replace the HQ servers. The original budgeted line for 2015 was \$68,500, however, with the upgrade of YRL servers this ended up being \$88,235. As with the cost of NLLS virtual servers have had to increase in the next couple of years, so has TRAC. The cost does go down slightly in 2017-2018 due to some subscriptions that are not paid yearly.

Line 101 TAL: Membership are expected to increase in 2016.

Delivery and ILL

Line 106 Supplies Cost: 2017-2018 with the possibilities of new libraries joining the system.

This department may have to be reviewed in the future due to the impact of changing ILL delivery province wide, print is making a comeback! May have to increase the van run for some libraries to 2 a week due to the decline of using courier. This will mean another driver and possibly a new van. However, negotiations with PLSB will need to be in order to get funding for this project!

Library Managers

Line 112 Workshops: instead of a conference, NLLS is proposing specific training workshops for library managers and board members. Would be nice to see library managers AND board members together for some of these workshops!!!

Line 113 Site Visits: Evaluation of Public Service's site visits may see an increase in the future. However, for the moment this line is status quo.

Staff

Line 116 Salaries: Salaries for staff 2016 will be as if the original 19 staff of 2014/15 were employed. Once full staff are in place for 2016 then this line can be properly related to the budget line. It can be predicted, however, that this line will not be higher than what has been predicted for 2016.

NLLS Outlets

Line 120/121 Edmonton Garrison and Myrnam Outlets: No changes in these line items. Refection will be shown in population growth, Revenue Line 27 Revenue for Revenue for Outlets.

Transfer Payments

Line 124 Transfer payments: Transfer payments to 6 counties, 1 MD, 7 Summer villages and 2 villages @5.55 per cap. Offset in line 14.

Reimbursements

NLLS pays for expenses that will be reimbursed by other organizations; PLSB, TRAC etc offset in Revenue line 25 Travel Grants.

Appendix A

NORTHERN LIGHTS LIBRARY SYSTEM					
2016 Budgeted Levy per Capita					
			REVENUE		
MUNICIPAL LEVIES	POP. (2014)		LEVY	MUNICIPAL	BOARD
Athabasca	2990	Municipal	\$5.07	\$15,159.30	
		Library Board	\$5.07		\$15,159.30
Athabasca, County of	7662	Municipal	\$5.07	\$38,846.34	
		Library Board	\$5.07		\$38,846.34
Beaver County	5689	Municipal	\$10.14	\$57,686.46	
Bon Accord	1488	Municipal	\$5.07	\$7,544.16	
		Library Board	\$5.07		\$7,544.16
Bondiss, S.V. of	106	Municipal	\$10.14	\$1,074.84	
Bonnyville	6921	Municipal	\$5.07	\$35,089.47	
		Library Board	\$5.07		\$35,089.47
Bonnyville, M.D. of	13233	Municipal	\$5.07	\$67,091.31	
		Library Board	\$5.07		\$67,091.31
Boyle	948	Municipal	\$5.07	\$4,806.36	
		Library Board	\$5.07		\$4,806.36
Bruderheim	1348	Municipal	\$5.07	\$6,834.36	
		Library Board	\$5.07		\$6,834.36
Chauvin	340	Municipal	\$5.07	\$1,723.80	
		Library Board	\$5.07		\$1,723.80
Cold Lake	15736	Municipal	\$5.07	\$79,781.52	
		Library Board	\$5.07		\$79,781.52
Edgerton	401	Municipal	\$5.07	\$2,033.07	
		Library Board	\$5.07		\$2,033.07
Elk Point	1571	Municipal	\$5.07	\$7,964.97	
		Library Board	\$5.07		\$7,964.97
Gibbons	3030	Municipal	\$5.07	\$15,362.10	
		Library Board	\$5.07		\$15,362.10
Holden	381	Municipal	\$5.07	\$1,931.67	
		Library Board	\$5.07		\$1,931.67
Innisfree	220	Municipal	\$5.07	\$1,115.40	
		Library Board	\$5.07		\$1,115.40
Irma	457	Municipal	\$5.07	\$2,316.99	
		Library Board	\$5.07		\$2,316.99
Kitscoty	967	Municipal	\$5.07	\$4,902.69	
		Library Board	\$5.07		\$4,902.69
Island Lake, S.V. of	243	Municipal	\$10.14	\$2,464.02	
Lac La Biche County	12220	Municipal	\$5.07	\$61,955.40	
		Library Board	\$5.07		\$61,955.40
Lamont County	3872	Municipal	\$5.07	\$19,631.04	
		Library Board	\$5.07		\$19,631.04
Lamont	1753	Municipal	\$5.07	\$8,887.71	
		Library Board	\$5.07		\$8,887.71
Mannville	803	Municipal	\$5.07	\$4,071.21	
		Library Board	\$5.07		\$4,071.21
Marwayne	667	Municipal	\$5.07	\$3,381.69	
		Library Board	\$5.07		\$3,381.69
Mewatha Beach, S.V. of	79	Municipal	\$10.14	\$801.06	
Minburn, County of	3278	Municipal	\$10.14	\$33,238.92	
Minburn, Village of	105	Municipal	\$10.14	\$1,064.70	
Morinville	9402	Municipal	\$5.07	\$47,668.14	
		Library Board	\$5.07		\$47,668.14
Mundare	855	Municipal	\$5.07	\$4,334.85	
		Library Board	\$5.07		\$4,334.85
Myrnam	370	Municipal	\$10.14	\$3,751.80	
Paradise Valley	174	Municipal	\$5.07	\$882.18	
		Library Board	\$5.07		\$882.18
Pelican Narrows, S.V. of	162	Municipal	\$10.14	\$1,642.68	
Redwater	2116	Municipal	\$5.07	\$10,728.12	
		Library Board	\$5.07		\$10,728.12
Ryley	497	Municipal	\$5.07	\$2,519.79	
		Library Board	\$5.07		\$2,519.79

Appendix A

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NORTHERN LIGHTS LIBRARY SYSTEM

Appendix B

2016 Book Allotment @\$2.15				
MUNICIPAL LEVIES	POPULATION (2014)	FUNDS @ \$2.15		APPLICATIONS
Athabasca	2,990	\$6,428.50		
Athabasca, County of	7,662	\$16,473.30		Athabasca
				Boyle
				Grassland
				Rochester
				Wandering River
Beaver County	5,689	\$12,231.35		Holden
				Ryley
				Tofield
				Viking
Bon Accord	1,488	\$3,199.20		
Bonnyville	6,921	\$14,880.15		
Bonnyville, M.D. of	13,233	\$28,450.95		Bonnyville
				Cold Lake
Boyle	948	\$2,038.20		
Bondiss, S.V. of	106	\$227.90		Boyle
Bruderheim	1,348	\$2,898.20		
Chauvin	340	\$731.00		
Cold Lake	15,736	\$33,832.40		
Edgerton	401	\$862.15		
Elk Point	1,571	\$3,377.65		
Gibbons	3,030	\$6,514.50		
Holden	381	\$819.15		
Innisfree	220	\$473.00		
Irma	457	\$982.55		
Kitscoty	967	\$2,079.05		
Island Lake, S.V. of	243	\$522.45		Athabasca
Lac La Biche County	12,220	\$26,273.00		Lac La Biche
Lamont County	3,872	\$8,324.80		Bruderhiem
				Lamont
				Mundare
Lamont	1,753	\$3,768.95		
Mannville	803	\$1,726.45		
Marwayne	667	\$1,434.05		
Mewatha Beach, S.V. of	79	\$169.85		Boyle
Minburn, County of	3,278	\$7,047.70		Mannville
				Innisfree
				Vegreville
Minburn Village of	105	\$225.75		Mannville
Morinville	9,402	\$20,214.30		
Mundare	855	\$1,838.25		
Myrnam	370	\$795.50		
Paradise Valley	174	\$374.10		
Pelican Narrows, S.V. of	162	\$348.30		Bonnyville
Redwater	2,116	\$4,549.40		
Ryley	497	\$1,068.55		
St. Paul	6,004	\$12,908.60		
St. Paul, County of	6,168	\$13,261.20		Ashmont
				Mallaig
Smoky Lake	1,022	\$2,197.30		
Smoky Lake, County of	2,459	\$5,286.85		Smoky Lake
				Waskatenau
				Vilna
Sturgeon County	19,578	\$42,092.70		Edmonton Garrison
				Gibbons
				Morinville
				Bon Accord
				Redwater

NORTHERN LIGHTS LIBRARY SYSTEM

Appendix B

2016 Book Allotment @\$2.15				
MUNICIPAL LEVIES	POPULATION (2014)	FUNDS @ \$2.15		APPLICATIONS
Sunset Beach, S.V. of	44	\$94.60		Athabasca
Thorhild, County of	3,417	\$7,346.55		Thorhild
				Newbrook
				Radway
Tofield	2,182	\$4,691.30		
Two Hills	1,431	\$3,076.65		
Two Hills, County of	3,160	\$6,794.00		Myrnam
				Two Hills
Vegreville	5,758	\$12,379.70		
Vermilion	4,545	\$9,771.75		
Vermilion River, County of	7,905	\$16,995.75		Marwayne
				Paradise Valley
				Vermilion
				Kitscoty
Viking	1,041	\$2,238.15		
Vilna	290	\$623.50		
Wainwright	6,289	\$13,521.35		
Wainwright, M.D. of	4,138	\$8,896.70		Wainwright
				Irma
				Edgerton
				Chauvin
Waskatenau	255	\$548.25		
Whispering Hills	108	\$232.20		Athabasca
S.V. of Island Lake South	72	\$154.80		Athabasca
	175,950	\$378,292.50		

Appendix C

NORTHERN LIGHTS LIBRARY SYSTEM		BOARD OF RECORD DISBURSEMENTS @ \$5.55			
2016 Board of Record Disbursments					
MUNICIPALITY	POPULATION	LIBRARIES	ALLOTMENT	OPERATING	
				Members	Non Members
Beaver County	5,689	Holden	\$2,447.13	\$7,315.86	Includes Bruce
		Ryley	\$2,447.13	\$6,065.86	
		Tofield	\$4,889.96	\$12,126.38	
		Viking	\$2,447.13	\$6,065.86	
Bondiss, S.V. of	106	Boyle	\$227.90	\$588.30	
Island Lake, S.V. of	243	Athabasca	\$522.45	\$1,348.65	
Mewatha Beach, S.V. of	79	Boyle	\$169.85	\$438.45	
Minburn, County of	3,278	Mannville	\$2,395.10	\$6,182.70	
		Innisfree	\$707.35	\$1,825.95	
		Vegreville	\$3,945.25	\$10,184.25	
Minburn Village of	105	Mannville	\$225.75	\$582.75	
Myrnam Village of	370	Myrnam	\$795.50	\$2,053.50	
Pelican Narrows, S.V. of	162	Bonnyville	\$348.30	\$899.10	
Smoky Lake, County of	2,459	Smoky Lake	\$2,642.35	\$6,820.95	
		Vilna	\$1,322.25	\$3,413.25	
		Waskatenau	\$1,322.25	\$3,413.25	
Sturgeon County	19,578	Bon Accord	\$6,811.83	\$17,157.74	
		Edm. Garrison	\$6,948.57	\$17,547.00	
		Gibbons	\$6,897.29	\$17,401.03	
		Morinville	\$14,999.23	\$40,464.87	
		Redwater	\$6,435.79	\$16,087.26	
Sunset Beach, S.V. of	44	Athabasca	\$94.60	\$244.20	
Two Hills, County of	3,160	Two Hills	\$4,347.30	\$11,222.10	
		Myrnam	\$2,446.70	\$6,315.90	
Vermilion River, County of	7,905	Vermillion	\$6,798.30	\$17,549.10	
		Paradise Valley	\$3,399.15	\$8,774.55	
		Marwayne	\$3,399.15	\$8,774.55	
		Kitscoty	\$3,399.15	\$8,774.55	
Wainwright, M.D. of	4,138	Wainwright	\$4,448.59	\$11,482.95	
		Edgerton	\$1,334.76	\$3,446.55	
		Irma	\$1,777.75	\$4,589.85	
		Chauvin	\$1,335.60	\$3,446.55	
Whispering Hills, S.V. of	108	Athabasca	\$232.20	\$599.40	
S.V. of Island lake South	72	Athabasca	\$154.80	\$399.60	
TOTALS	47,496		\$ 102,116.41	\$ 263,602.81	

Total operating funds sent to Board of Record libraries **\$263,602.81**
 Operating funds may change per library due to funding formula
 given to NLLS by the municipality.