



Executive Committee Agenda
March 7, 2015
8:30 am

1. Call to Order
2. Agenda
3. Minutes from the **Feb 23, 2015** Executive Committee Meeting, Executive Summary
4. Financial Report
5. Directors Report
6. Chairman's Report
7. Adjournment

Next meeting will be held:

May 25, 2015 at 5:00 pm

**Executive Committee Meeting
March 7, 2015
Meeting Minutes**

Present: Arnold Hanson, Vick Lefebvre, Greg Barr, Laurent Amyotte, Stephen Dafoe, Steven Schafer, Dianne Ross

Regrets: Wayne Bokenfohr, Dallas Degenhardt, Pat Gordeyko

Guest : Stuart Pauls

Staff: Brigitte Sakaluk, Mircea Panciuk, Patty Mathiot

1. Meeting called to order at 8:38 am
2. Agenda – additions to the agenda, lease options for servers, LMAC report, Book Allotment, Budget Process, annual reports. **Motion to approve the agenda as amended – Steven Schafer – carried.**
3. Minutes of Feb 23 – **Motion to approve the minutes of February 23, 2015 as presented – moved by Laurent Amyotte – carried. Motion to approve the executive summary as presented – Stephen Dafoe – carried.**
4. Financial Report – Asking to release the capital at the board meeting. **Motion to accept the recommendation to the board to release capital reserves of \$171,000.00 moved by Dianne Ross - carried**
 - a. Lease options for servers \$112, 492.80 vs \$100, 352. It would cost more to lease than to purchase the servers. Motion to recommend to purchase the servers – moved by Vicky Lefebvre – carried. It will be mentioned at board level that grants have been applied for.
 - b. LMAC – correction on report. Book allotment committee has not approved the increase of outside purchases to 40% pending the approval of guidelines. Book allotment committee is created from the population groupings created for granting. **Motion to accept the LMAC report as information, moved by Stephen Dafoe - carried**
 - c. Book Allotment – LMAC needs an answer because it has been left too long. Stephen is wondering why the additional percentage required guidelines. **Motion that the Executive would like to recommend to the board to increase the outside purchases up to 40% effective March 7, 2015 with guidelines to follow in September - moved by Stephen Dafoe.** There is an issue with not receiving original receipts and that the recipient of payment is the one signing the forms. Arnold would like to see the library managers have more involvement with the guidelines. Feedback could include emails from the library managers. Have the discussions take place after the book allotment committee meeting once the parameters are in place. Is there a policy that covers over-arching regarding purchasing? Is it possible to get purchasing cards for the libraries? A person would have to be very mindful of the process. **Motion that book allotment committee prepare guidelines which will be sent to libraries for input with the intent for finalization at the September Board meeting – moved by Stephen Dafoe – carried.**
 - d. Budget Process – before the next board meeting, the budget needs to be completed. Only 22 municipalities replied to the survey. The executive to bring up at the board

meeting what they would like to see in the next budget. Items coming out of the survey: Board of record – wage increases – don't expect increase in funding. Amortization of capital assets is an issue at board level. At the Executive table, all members were in agreement that NLLS should be setting up amortization. The first draft needs to be presented to the Executive in June. There is an increase in TRAC fees in the next 4 years. Will the funding from the government be the same? Thought process should be how can NLLS scale back? In the past when there were cuts, it was in the reserves. Recommendation to prepare a number of budgets 0, -3, -5 to give staff opportunity to see where cuts can be made. Depreciation is one line in the budget. The executive will be meeting 3 times before the September board meeting. Recommendation for decision (RFD) shows the consequences of reductions. Administration can group ideas on the table and the Exec/Board will make the decision. There has been no news from PLSB regarding cuts to funding. Could the NLLS conference be reduced? Have it once every two years, only have a one day conference etc. The Director's visits to municipalities, could a NLLS vehicle be used. Have all staff look in their areas to see if efficiencies can be found within their departments.

5. Directors Report
 - a. Annual Reports Edmonton Garrison, Myrnam and NLLS - **Motion to take the annual reports to the NLLS Board for approval. Moved by Steven Schafer - carried**
 - b. Director's report hasn't changed from the last Exec meeting. Operational policies – bibliographic Services, Public Services and IT services. – Have them presented as information for the board meeting.
6. Chairman's report– hasn't changes since the last meeting
7. **Motion to adjourn at 9:37 am – moved by Arnold Hanson – carried.**

Approved by: _____ Date: _____

Board Briefs

MARCH 2015

Northern Lights Library System Mission Statement Fostering Excellent Library Service in Northeastern Alberta

Northern Lights Library System Board Meeting Highlights March 7, 2015



2014 Audited Financial Statements

- There is a \$68,200 excess of revenues over expenses. Collection development is less than budgeted. Public Services is more than budgeted, Infrastructure is less than budgeted, staffing costs are less than budgeted. Revenues are more than budgeted. There was a net increase in cash of \$47,578 during 2014. Increase in Internally restricted reserves of \$4932.00. Invested in Capital Assets an increase of \$18,317.00. Increase in Unrestricted reserves \$44,971.00.

2015/03/07-03 Motion to accept the 2014 Audited Financial Statements.
Don Padlesky – carried

Financial Report

- Operating and establishment grant for 2014 was received for the Town of Lamont. NLLS will receive the 2015 grant as well. Establishment grant will be used for recon, hardware, wireless and computers. Expenses – book allotment, overdrive \$10,000 the other \$10,000 will be spent later. Interlibrary loan costs – TRAC plastic cards that were purchased for the libraries the invoice came in 2015. TRAC Polaris fees cost overrun is due to an app known as Boopsie.

2015/03/07-05 Motion to accept the financial report as presented
Steven Schafer – carried

- Release of capital of \$171,000 for servers, vehicles and furniture. Have applied for grants through Enbridge and CFEP. Won't know if NLLS is approved for the grants until June. To lease the servers, it will cost an additional \$12,000. Furniture and equipment would include a disc cleaning machine. Need to replace a van. Budget for staff training. The question was asked at board level where NLLS is at with staff training. Each department has staff going to different venues. Some training has already taken place through conferences and online learning and other training/conferences will take place later in the year.

2015/03/07-06 Motion to release \$171,000 from reserves
Stephen Dafoe – carried

Book Allotment

- The Executive made a motion that book allotment outside purchases increase up to 40% effective March 7, 2015. Guidelines are in place and need to be clearer. The book allotment committee will create the guidelines and will be brought to the library managers for input then brought back to board level in September. Training is received at NLLS regarding procedures regarding outside purchases.

2015/03/07-07 Motion to increase the book allotment outside purchases up to 40%.
Les Dorosh – carried – 2 opposed.

2015/03/07-08 Motion that guidelines be formalized and discussed at the next book allotment meeting then sent to all library managers in the system for feedback. The feedback will come back to the book allotment committee to amend and review. Book allotment committee will submit to the executive to recommend to the board at the September board meeting.
Greg Barr – carried.

Appointment of the Auditor

Three quotes were received for the auditor. The executive would like to recommend to board - Joly, McCarthy & Dion.

2015/03/07-09 Motion to appoint Joly, McCarthy & Dion for the 2015 – 2017 NLLS Audit
Steven Schafer – carried.

Present

Amyotte, Laurent - County of St. Paul
Barr, Greg - Town of Vermilion
Berry, David - Town of Vegreville
Boe, Vanessa - Village of Mannville
Brown, Cathy - Town of Tofield
Capjack, Bernice - Town of Elk Point
Cheverie, Jim - Town of Bonnyville
Clarke, Donna - Town of Mundare
Dafoe, Stephen - Town of Morinville
Dorosh, Les - Town of Redwater
Frank, Daryl - Village of Kitscoty
Green, Joan - Village of Irma
Griffin, Warren - County of Athabasca
Gramlich, Val - Village of Chauvin
Hanson, Arnold - Beaver County
Huot, Ray - Village of Waskatenau
Lefebvre, Vicky - City of Cold Lake
Lukinuk, Craig - Smoky Lake County
MacGreggor, Trish - Town of Wainwright
McMann, Debbie - Village of Innisfree
Olechow, Wayne - Town of Bruderheim
Padlesky, Don & Wiebe, Dwight - Town of St. Paul
Parkyn, Roger - Village of Marwayne
Pocock, Lorna - Town of Bon Accord
Ross, Dianne - Town of Smoky Lake
Rudolf, Donna - Village of Myrnam
Saskiw, Gerrin - Town of Two Hills
Schafer, Steven - Town of Athabasca
Smith, Ina - S.V. of Pelican Narrows
Svenson, Lavonne - Village of Ryley
Tiedemann, Larry - S.V. Mewatha Beach
Wilkinson, Ted - M.D. of Wainwright
Woodger, Jean - Town of Gibbons

Regrets

Austin, Wanda - Lac La Biche County
Bokenfohr, Wayne - Sturgeon County
Degenhardt, Dallas - Village of Edgerton
Fox, David - M. D. of Bonnyville
Gordeyko, Pat - County of Two Hills
Grumetza, Kevin - Thorhild County
Kuzio, Tara - County of Minburn

Absent

Antal, Mike - Village of Boyle
Arnold, Mary - Village of Paradise Valley
Bancroft, Garth - S.V. Island Lake South,
Whispering Hills
Barry, Frank - Village of Vilna
Hartl, Travis - Town of Viking
Hryciuk, Stacey - County of Vermilion River
Kuntz, Doyle - Village of Minburn
Malica, Robert - Lamont County
Marko, Bernie - Village of Holden
Tomaszyk, Ed - S.V. of Bondiss, Sunset
Beach
Yontz, Bob - S.V. of Island Lake

Board Meeting Highlights (continued)

Annual Reports – NLLS, Myrnam, Edmonton Garrison

2015/03/07-04 Motion to approve the annual reports for Northern Lights Library System, Edmonton Garrison and Myrnam Library
Larry Tiedemann – carried

2015 Board Meeting Dates:

*March 7, 2015—2013 Audit
 September 12, 2015—Draft Budget
 November 7, 2015
 (Regular Board Meeting
 & Annual General Meeting)
 immediately following)*

Library Managers Advisory Council

- The biggest issue was the book allotment issue. It has now been addressed.

2015/03/07-10 Motion to approve the LMAC report as presented
Dianne Ross – carried.

ALTA Report

- ALTA v/c next week to talk about the AGM and Jasper Conference. Vice president is taking over the duties. Provincial trustee voice for library trustees – education and advocacy are the main focus. There are sessions at the ALC geared towards library trustees. If attending the ALC, make sure to attend the AGM –

2015/03/07-11 Motion to accept the ALTA report as presented
Steven Schafer – carried

Libraries Branch Report

- There is no news about changes to the department within the provincial budget. March 13th is the deadline for the Ministers awards. Jen Anderson will be starting to visit the school housed libraries next week. There was a print disabilities symposium in February. There will be a board basics workshop in Bonnyville on September 19th. There will be additional Hoopla funding available for library systems. The changes to the various policies are now online.

2015/03/07-12 Motion to accept the Alberta Libraries Branch Report as presented
Vicky Lefebvre – carried

Directors Report

- To date have visited 16 municipalities to present the 2013 statement of services. The Executive has approved 3 operational policies and the will be on the NLLS website (Public Services operational Policy, Bibliographic Services operational policy and IT operational policy).

2015/03/07-13 Motion to accept the Directors report as presented.
Stephen Dafoe – carried.

Chairman's Report

- NLLS board needs to be front and center with the new politicians. If not in the MLAs faces, and libraries are not talked about, NLLS could be without funding. Rural development and libraries go hand in hand.

2015/03/07-14 Motion to accept the Chairman's report as presented
Craig Lukinuk – carried

Contact us:

Northern Lights Library System
 P.O. Bag 8 Elk Point, AB T0A 1A0
 Ph: 1.800.561.0387 or info@nlls.ab.ca



The Northern Lights Library System Board Briefs will be published after every regular Board Meeting as a summary of discussions at that meeting.

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 \$15,000 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 @5.45 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.

	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	

Jan	feb	mar	apr	may	jun	jul	aug
5317.01	5317.01	5317.01	7089.9		0	0	0
6099.36	6099.36	97359.23		0	0	0	0
10183.94	10183.94	10183.94	138023.5		0	0	0
0	0	0	1119.65	4851.67	4851.67	2911.09	0
7789.53	7789.53	7789.53	7775.04	13703.84		0	0
29389.84	29389.84	120649.71	154008.12	18555.51	4851.67	2911.09	

Average 12 mos.

\$ 352,678.08

	\$ 359,755.75	Paid out
Minus	\$ 352,678.08	Average
	\$ 7,077.67	

Based on gross pay for 5 employees no longer with NLLS
includes company benefits, EI, CPP, Income Tax and RRSP

sep	oct	nov	dec	
0	0	0	0	
0	0	0	0	
0	0	0	0	
0	0	0	0	
0	0	0	0	
				Total
				\$ 359,755.78