



**Executive Committee Agenda**  
**May 25, 2015**  
**5:00 pm**

1. Call to Order
2. Agenda
3. Minutes from the **March 7, 2015** Executive Committee Meeting, Board Meeting, Board Briefs
4. In camera
5. Process for hiring the Director Position
6. Book Allotment Guidelines – feedback from board
7. 2016 Budget
8. S.V of West Baptiste and Village of Andrew interest in joining NLLS
9. Alberta Library Conference feedback
10. ALTA representative and alternate
11. NLLS Conference
12. Financial Report
13. Chairman's Report
14. Adjournment

**Next meeting will be held:**

**June 15, 2015 at 5:00 pm**

**Executive committee Meeting  
May 25, 2015  
Meeting Minutes**

Present: Arnold Hanson, Stephen Dafoe, Wayne Bokenfohr, Dallas Degenhardt, Vicky Lefebvre, Pat Gordeyko, Steven Schafer, Greg Barr, Laurent Amyotte  
Regrets: Dianne Ross  
Staff: Julie Walker, Wei Xuan, Patty Mathiot

1. Call to order at 5:15 pm
2. Agenda – add banking – 2 a Banking – **Motion to approve the amended agenda – Wayne Bokenfohr - carried**
  - a. **Motion to add Jodi Arrowsmith to the safety deposit box #5 and to remove Brigitte Sakaluk from the safety deposit box #5. Moved by Dallas Degenhardt – carried.**
  - b. **Motion to remove Brigitte Sakaluk, Assistant Director as the online administrator for Servus Credit Union for Northern Lights Library System and to add Patricia Mathiot, Executive Assistant as the online administrator for Northern Lights Library System – moved by Laurent Amyotte – carried**
  - c. **Motion to remove the signing authorities of Brigitte Sakaluk, Assistant Director and Mircea Panciuk, Executive Director from the Servus Credit Union Accounts and to add Patricia Mathiot, Executive Assistant and Julie E. Walker, Bibliographic Services Consultant as signing authorities to the Servus Credit Union Accounts for Northern Lights Library System- moved by Laurent Amyotte – carried**
  - d. **Motion to remove Brigitte Sakaluk from the company credit card and to add Diane Babcock to the company credit card. Moved by Wayne Bokenfohr – carried**
  - e. **Motion to add Patrick Gordeyko as a board signing authority to the NLLS bank accounts at the Servus Credit Union– moved by Greg Barr – carried.**
3. Minutes from March 7<sup>th</sup> Executive Committee Meeting, Board meeting minutes, Executive Summary – **Motion to approve the Executive Committee minutes of March 7, 2015 – moved by Pat Gordeyko – carried. Motion to approve the board meeting minutes of March 7, 2015 moved by Stephen Dafoe – carried. Motion to approve the board briefs as presented approved by Greg Barr – carried.**
4. In Camera – **Motion to go into Camera at 5:30 pm – Wayne Bokenfohr – carried. Motion to come out of camera at 7:04 moved by Stephen Dafoe – carried. Motion to get PLSB to do an organizational review of NLLS and NLLS board as per the letter sent May 7, 2015 from Bonnie Gray - Moved by Vicky Lefebvre - carried**
5. Process for hiring the director position – table until the June meeting. **Motion to authorize the chair to proceed with interim assistants for NLLS as per the in camera discussions – moved by Stephen Dafoe - carried. Motion to give the Chairman permission to contact the library managers to assist in the interim for NLLS moved by Dallas Degenhardt. – carried.**
6. Book Allotment Guidelines - feedback from the board. This could wait until the 13<sup>th</sup> and then the feedback from LMAC. **Motion to defer the book allotment guidelines discussions to June 13<sup>th</sup> meeting moved by Stephen Dafoe – carried. Motion to hold the next Executive Committee meeting on June 13<sup>th</sup> at 10:00 am moved by Greg Barr – carried.**
7. 2016 budget – Create a budget committee and have the staff start creating their budgets. Dallas Degenhardt, Vicky Lefebvre, Stephen Dafoe, Arnold Hanson and Laurent Amyotte will sit on the committee. There will be time for input at the next meeting.
8. SV of West Baptiste and Village of Andrew interest in joining NLLS

9. Alberta Library Conference feedback – The charter service broke even. The session with the two mayors was excellent. The ALTA AGM was very quiet. Material was relevant, varied and well presented. SLIS research session. Noticed that there wasn't much government representation. Joint ALTA/LAA presentation which told a little about each profession and promised to have another session next year. The coaching session was very well done and would like to see a team building session for NLLS Staff. All of the sessions were very applicable to libraries. ALTA meeting was uneventful. Maureen is now on the LAA executive for one year. Drew Dudley keynote speaker was very well. Get your gay on with GSAs within the library. Found the group more subdued with not as much networking compared to last year.
10. ALTA and alternate – Larry Tiedemann was the representative and his term expired just before the conference in Jasper. Need to find a representative and an alternate to represent the NLLS region. More information will be forthcoming.
11. NLLS conference – Conference brochure was handed out. September 17<sup>th</sup> and 18<sup>th</sup>. NLLS conference is the most cost effective in the region. There might be one more pre-conference session. Stephen would like to commend the staff for the staff pulling together the conference brochure and program. Hoping to have the registrations go online by Friday.
12. LMAC report – Maureen sent it out to the Executive which was of three parts. Kudos to the staff pulling together and answering any questions. **Motion to approve the LMAC report as presented – moved by Stephen Dafoe - carried**
13. Financial Report- **Motion to approve the financial report as presented – moved by Dallas Degenhart - carried**
14. Chairman's Report – busy with calls from Libraries, Library Managers, library systems, PLSB. There is a list of the new MLAs in the folders. Need to get in front of the new MLAs and the minister of Municipal Affairs. A great place to talk with them is FCM or any of the golf tournaments. Adrienne will send out congratulations to the new MLAs, Minister of Municipal Affairs and Rachel Notley. **Motion to accept the Chairman's report as information – moved by Stephen Dafoe – carried.** SRP for outlets of libraries does the subsidy go to the outlets? Greg suggested maybe send the libraries a letter to have the libraries cover the \$75.00. **Motion to cover the \$75.00 for each of the outlets for Lac La Biche County Libraries and ACLM for this year and is subject to review yearly– moved by Stephen Dafoe – carried.** NLLS has received a \$20,000 donation from Enbridge and Julie would like to invite them to the conference for recognition of the donation. The Director sat on lots of committees – June 16<sup>th</sup> is the next Directors meeting. There is also a NODES meeting in June as well. **Motion that Julie Walker will attend the committees that past Director sat on and will report back to the executive to carry back to the board moved by Wayne Bokenfohr –carried.** Wayne was asking about a sheet for advocacy when talking to the MLAs. Arnold would like to challenge the exec members to send to Patty to formulate. Patty will not be able to attend the next board meeting. Need to appoint someone to take minutes at the two meetings.
15. Adjournment – Dallas adjourn at 7:58 pm.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



Northern Lights Library System

## COVERED

### IN THIS ISSUE:

- 2014 Audited Financial Statements
- Financial Report
- Policy
- 2015 ALC
- Directors Report
- Chairman's Report

## EXECUTIVE COMMITTEE MEMBERS

### PRESENT:

Arnold Hanson  
Stephen Dafoe  
Dallas Degenhardt  
Pat Gordeyko  
Vicky Lefebvre  
Dianne Ross  
Laurent Amyotte  
Steven Schafer  
Greg Barr

### REGRETS:

Wayne Bokenfohr

### STAFF:

Brigitte Sakaluk  
Mircea Panciuk  
Patty Mathiot

### GUEST:

Maureen Penn  
Barbara McCarthy

# Executive Summary

VOLUME 7, ISSUE 1

FEBRUARY 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.

**Motion to accept the 2014 Audited Report moved by Dallas Degenhardt, 2<sup>nd</sup> Steven Dafoe - carried.**

- Building Committee would like to change the parking lot from a 10 year to 15 amortization. The policy will have to be amended.

**Motion to recommend to the board to amend the policy to read 15 years amortization instead of 10 years for the parking lot moved by Pat Gordeyko – carried.**

- Recommendation regarding

staff attending the board meetings – it adds to the consultant/board relationship. It is also good for the staff to see the questions that are asked at the meetings. The other regions have their consultants attend the meetings. The executive would like to have the director ask the consultants the value of their time at the meetings.

- The Chairman will sign the minutes with each page initialed to prevent tampering of the minutes.

## Financial Report

- January 2015 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.
- Oct 2014 began a staff

benefits review – short term and long term benefits were increasing significantly. There is savings through Manulife and will begin coverage on April 2015. It is a guaranteed 3 year rate.

- Annual conference food costs have increased by 30% and might go over budget. Brigitte has applied for a CIP grant for the conference and found that food costs are increasing by 30%. Brigitte will be asking for the release of capital reserves of \$171,000.00 for servers, vehicles and furniture. Grants have been applied for through Enbridge and CFEP. There has been communication with Enbridge.

- Audit proposals – sent out 5 letters, received 3 quotes.
- Question regarding AB Health care premiums NLLS paid 50% of the cost in previous years.

- Servers will have to be changed before the fall because they won't be compatible with the new servers for YRL. It will take approximately 3 days to switch out the servers. The work will be completed through ACSI. If NLLS doesn't get grants, there is \$55,000.00 in the reserves for changing the servers.

**Motion to accept the financial report as presented – Stephen Dafoe – carried.**

The information in this document was approved at the Executive Committee meeting on March 7, 2015. Please submit any feedback, by email to Patty at pmathiot@nlls.ab.ca.

## Important Dates to Remember in 2015

### Executive Committee Meetings

- February 23
- March 7
- May 25
- June 15
- August 17
- September 12
- October 19
- November 7

### Board Meetings

- March 7
- September 12
- November 7

### Library Managers Advisory Council

February 25

### NLLS Annual Conference

September 17& 18

## Policy

- Policy 4 – **motion to refer the policy #4 to the NLLS board – Stephen Dafoe – carried.**
- Public Services Operational Policy – was emailed to the Exec.

**Motion to approve the Public Services operational policy as presented – moved by Dallas Degenhardt – carried.**

## 2015 Alberta Library Conference

- Executive Members attending – Greg Barr is no longer able to attend the Alberta Library Conference.
- Stephen Dafoe will attend in his place.
- Charter Service – charter has been booked. Posted to

ALTA, LAA, ALC website

## Director's Report

- 45 municipalities were in favor of the levy increase and four were not.
- Town of Lamont is now a member. IT has met with the school techs, Public services will be going this week to check out the collection to see what needs to be done.
- The new plastic library cards are now here at NLLS and will be delivered to the libraries for active patrons.
- Statement of services is based on 2013 statistics from the annual reports that are sent in to municipal affairs.
- NLLS Server upgrade was compiled by the IT department.
- In December there was talk about the survey for the annual report that the Executive would like to see. There were two different surveys that were sent out.
- Server upgrade – Brigitte won't hear from CFEP until June. This will have to be brought to board level, but funds will have to come out of somewhere to cover. Would like to recommend to the

board to continue with the server upgrades. This includes 5 years warranty. Brigitte will investigate a lease option. The question was asked if there was an option for a provincial server. Each region does something different and software might not be compatible. Would like to see something compatible so all are doing the same thing. What is the next step forward for long term planning? The 7 systems are trying to get one ILS for the province. **Motion to accept the Directors report – Steven Schafer - carried**

## Chairman's Report

- Talking to the MLAs about the library systems. All executive members need to talk to the MLAs to ensure that NLLS doesn't lose money because of the issues that are arising. Libraries are on the bottom of the ladder for the majority of the MLAs.
- Book Allotment committee will need to set up a meeting before the March board meeting. Maureen would like to see where the book allotment committee is going if there are policies in place.
- **Motion to approve Chairman's report moved by Stephen Dafoe - carried.**
- In Camera – **Motion to go into camera at 7:52 pm moved**

**by Dallas Degenhardt – carried. Motion to come out of camera at 8:00 pm moved by Stephen Dafoe – carried.**

- **Motion to recommend Joly McCarthy & Dion for the 2015 – 2018 NLLS Audit moved by Steven Schafer – carried.**



The information in this document was approved at the  
Executive Committee meeting on March 7, 2015.

Please submit any feedback by email to Patty at [pmathiot@nlls.ab.ca](mailto:pmathiot@nlls.ab.ca).



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- Banking
- In Camera Motions
- Process for hiring the Director
- Book Allotment guidelines
- 2016 budget
- 2015 ALC
- NLLS Conference
- LMAC report
- Chairman's Report

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# Executive Summary

VOLUME 7, ISSUE 2

MAY 2015

## Banking

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- **Motion to remove the signing authorities of Brigitte Sakaluk, Assistant Director and Mircea Panciuk, Executive Director from the Servus Credit Union Accounts and to add Patricia Mathiot, Executive Assistant and Julie E. Walker, Bibliographic Services Consultant as signing authorities to the Servus Credit Union Accounts for Northern Lights Library System- moved by Laurent Amyotte – carried**
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## Process for hiring the Director's Position

- **table until the June meeting. Motion to authorize the chair to process with interim assistants for NLLS as per the in camera discussions – moved by Stephen Dafoe - carried.**
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- **feedback from the board. This could wait until the 13<sup>th</sup> and then the feedback from LMAC. Motion to defer the book allotment guidelines discussions to June 13<sup>th</sup> meeting moved by Stephen Dafoe – carried. Motion to hold the next Executive Committee meeting on June 13<sup>th</sup> at 10:00 am moved by Greg Barr – carried.**

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## 2016 Budget

- create a budget committee and have the staff start creating their budgets.

Dallas Degenhardt, Vicky Lefebvre, Stephen Dafoe, Arnold Hanson and Laurent

Amyotte will sit on the committee. There will be time for input at the next meeting.

## 2015 Alberta Library Conference

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LAA presentation which told a little about each profession and promised to have another session next year. The coaching session was very well done and would like to see a team building session for NLLS Staff. All of the sessions were very applicable to libraries. LAA meeting was

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the region. There might be one more pre-conference session. Stephen would like to commend the staff for the

staff pulling together the conference brochure and program. Hoping to have the registrations go online by Friday.

## LMAC report

- Maureen sent it out to the Executive which was of three parts. Kudos to the staff pulling together and

answering any questions.  
**Motion to approve the LMAC report as presented – moved by Stephen Dafoe -**

**carried**

## Chairman's Report

- busy with calls from Libraries, Library Managers, library systems, PLSB. Going forward as is with a new program. There is a list of the new MLAs in the folders. Need to get in front of the new MLAs and the minister of Municipal Affairs. A great place to talk with them is FCM or any of the golf tournaments. Adrienne will send out congratulations to the new MLAs, Minister of Municipal Affairs and Rachel Notley.  
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The information in this document was approved at the

Executive Committee meeting on June 13, 2015.

Please submit any feedback by email to Patty at [pmathiot@nlls.ab.ca](mailto:pmathiot@nlls.ab.ca).





Policy Originally Approved: February 11, 2006 Reviewed: March 12, 2011	10. Finance	Revised: September 6, 2014
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- 10.1 The Board shall adopt regulations to ensure that the finances of Northern Lights Library System are managed in an efficient and accurate manner and in accordance with generally accepted accounting principles and to provide a sound basis for long-term financial management of the affairs of the system, and conserve the assets of the system for the future.
- 10.2 The Board will ensure that Northern Lights Library System's financial records are audited annually as soon as possible after the end of the fiscal year. The Board shall approve the audit.
- 10.3 The fiscal year of the Northern Lights Library System shall be January 1<sup>st</sup> to December 31<sup>st</sup>.
- 10.4 For information purposes only, the Northern Lights Library System Board shall prior to\* November 1<sup>st</sup> of each year submit a budget for the Operating Fund to all parties to the System Municipal Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system.
- 10.5 The population of a municipality that is a party to the Northern Lights Library System Agreement shall be deemed to be the most recent population figure for the municipality as published by the Ministry responsible for the Province of Alberta Library Act.
- 10.6 System Board members shall receive regular financial statements.
- 10.7 The Manager, Finance and Administration shall sign the cheques along with one of the four designated members of the Executive Committee elected at the Annual General Meeting. The Executive Director will also be a signing officer.
- 10.8 Northern Lights Library System follows the deferral method of accounting for contributions (fund accounting).
- 10.9 The Board shall maintain regulations pertaining to capital assets.
- 10.10 The Board shall ensure that investment earnings are maximized without incurring undue risk.
- 10.11 Northern Lights Library System will apply for applicable grants.
- 10.12 The Board shall provide adequate insurance coverage for its operations.
- 10.13 Gifts to Northern Lights Library System will be accepted only on the condition that they become the property of the Library System to be used or disposed of as the System decides.
- 10.14 When purchasing goods and services, Northern Lights Library System will follow sound business practices.



## **PROCEDURES – GENERAL FINANCE**

1. Northern Lights Library System Board will maintain a line of credit to offset cash flow deficits.
2. Northern Lights Library System Board reserves may be used to offset operating expenses before incurring operating loans.
3. The Northern Lights Library System Board may approve an operating loan if the reserves are not sufficient to cover cash flow deficits.
4. The preferred order to offsetting cash flow deficits will be:
  - a) line of credit
  - b) reserves
  - c) operating loan
5. The Northern Lights Library System Board must approve all operating loans and transfers to and/or from reserves.
6. The Executive Committee must approve all capital expenditures exceeding \$5,000 not outlined in the approved budget.
7. Northern Lights Library System Board will appoint the auditor at the Annual General Meeting.
8. Northern Lights Library System will keep accounts at a bank where the headquarters is located. The Executive Committee may ask for banking tenders from time to time.
9. The Executive Committee will review this policy annually.

## **PROCEDURES – FISCAL YEAR END**

1. Administration shall close off all financial books and records as of December 31.
2. Administration shall prepare and submit orderly financial records to the appointed auditor upon request.

## **PROCEDURES – BACKGROUND TO FINANCIAL DATA**

1. The Executive Committee will review Budget-to-Actual reports prior to regularly scheduled board meetings.
2. At the regular board meeting the Executive Committee will make available the Budget-to-Actual documents.
3. The board information package will include, as part of the financial report, a summary of budget-to-actual year-to-date comparisons.
4. The Executive Committee will review this policy annually.

## GUIDELINES – CAPITAL ASSETS

1. The Board of Directors prior to any commitment being made must approve any acquisition of land and/or buildings.
2. Authority up to \$5000 shall be vested to the Director for emergency repairs and improvements to any of its buildings, Furniture and Fixtures, and equipment of which such repairs or improvements were not included in the approved budget.
3. Such repairs, purchases and improvements shall be reported to the Board on a monthly basis.

## PROCEDURES – CAPITAL ASSETS

1. The General Ledger value for land shall be the original purchase price paid. The General Ledger value for buildings shall be the original purchase price paid less accumulated straight –line depreciation as established in policy consultation with the Northern Lights Library System Auditors. Records for furniture, fixtures and equipment shall be represented by the original purchase price paid less accumulated straight-line depreciation. The depreciation period shall not exceed the useful lifetime of the item in question.
  - Building 40 Years
  - Parking Lot 10 Years
  - Signs 10 years
  - Furniture / Equipment 5 Years
  - Computer Equipment 3 Years
  - Vehicles 3 Years
  - Computer Software 2 Years
2. A detail record shall be retained of all equipment and shall include the following
  - Description
  - Identification number
  - Date of Purchase
  - Original purchase price
  - Annual depreciation rate
  - Annual depreciation amount
  - Net Book value on an annual basis
  - If disposed of, how, when, where and how much
3. Furniture/Equipment under \$1000 in costs may be charged to General Expenses
4. Disposal of land and/or buildings shall be subject to the approval of the Board. Furniture, Fixtures and Equipment with a depreciation value under \$200 may be disposed with the Director's approval.
5. Insurance replacement value shall be maintained on the building and /or leasehold improvement at all times and shall be reviewed annually. Replacement value shall be maintained on all furniture, fixtures and equipment. Insurance replacement value shall be

reviewed on an annual basis or as required to cover new furniture, fixture and new equipment purchases.

#### PROCEDURES – INVESTMENT OF SYSTEM FUNDS

1. System funds shall be invested in short term vehicles until they are needed for current expenses. Acceptable vehicles of investment are GICs, T-Bills, and/or no risk funds.
2. Investment funds shall be placed in chartered banks, Treasury Branch and/or Credit Union. The Executive Committee and Director shall be responsible for investing funds.

#### PROCEDURES – PETTY CASH

1. The petty cash fund shall be \$400.00.
2. The Executive Committee will review this policy annually.

#### PROCEDURES – CREDIT CARDS

1. Gas company credit cards shall be used by staff when operating Northern Lights' vehicles.
2. All credit cards are issued under the authority of the Director. A credit card limit not to exceed \$10,000 shall be made available to the Director. Subsidiary cards with limits that shall not exceed \$2000 respectively shall be approved by the Director. The total credit card limit shall not exceed \$20,000.
3. All credit card vouchers for purchases made must be submitted within a week to the Head of Finance and Administration.

#### PROCEDURES – TENDERING

1. NLLS shall deal only with legitimate suppliers and contractors
2. Quoted prices must be inclusive of GST
3. All quotations shall be firm and valid for a period of at least 30 days from the date of receipt of quotation and shall be binding upon the supplier within the period
4. The lowest or any tender will not necessarily be accepted, and NLLS may reject any or all quotes.
5. Delivered items are subject to inspection, with payment processing to commence only after acceptance. Terms of payment within 14 – 28 calendar days from date of acceptance
6. NLLS will endeavor to obtain a minimum of 2 quotes for goods and services
  - Unless there is an emergency that threatens human safety and property.

## **Brigitte Sakaluk**

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**From:** barbm@mcsnet.ca  
**Sent:** Sunday, October 31, 2004 12:56 PM  
**To:** Brigitte Sakaluk  
**Subject:** Signatories



signatories.doc

Hi Brigitte,  
I've tried to address your issues.  
Even in Municipal Government Act council can have admin signing only.  
Need to have compensating controls.  
In attached letter (word document) I mentioned monthly board review of  
budget to actual results - would have to be documented in minutes that  
this was done or have board signature on report and filed somewhere.  
Barb

The issue has arisen as to whether the cheques of Northern Lights Library System should be signed by both a board member and by management or just by management.

There are pros and cons to either of these arrangements.

#### Management Signature Only

- |      |   |
|------|---|
| Pros | Management available<br>No travel required<br>Cheques can be issued immediately – no waiting to find authorized signatory.  |
| Cons | The board is ultimately liable for anything management does.<br>Is the board carrying out its oversight responsibilities if no one on the board has seen the actual invoices?<br>An inappropriate expenditure may be made and not questioned because it is not a large dollar item.<br>Is the board fulfilling their fiduciary responsibilities to their communities?<br>A board signature on the director's expense cheque would still be a requirement. |

#### Board Signature and Management Signature

- |      |   |
|------|---|
| Pros | Another set of eyes seeing each invoice and determining the appropriateness of the expenditure. An inappropriate type of expenditure would be caught and stopped on a timely basis.                                 |
| Cons | Board member not easily accessible.<br>Interest may be charged for late payment of invoices.<br>Additional costs to organization for payment of board member to come sign cheques. (travel, may also be honorarium) |

#### Compensating controls if go to management signature only:

- Board signature required on director's expense cheque
- Board member review and signature on all company visa bills (after the fact but inappropriate expenditures could be dealt with within month of occurrence)
- Monthly detailed review of actual to budget variance analysis.
- If expenditures go over budget in non-essential line item (marketing, advertising, travel, professional development, etc) then no further expenditures could be made in this category without prior board approval.

Municipal Government Act Section 213(4) does allow for signature on cheques of designated officer acting alone if so authorized by council.

## Patty Mathiot

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**From:** Jennifer Dallaire <Jennifer.Dallaire@servus.ca>  
**Sent:** May-07-15 8:44 AM  
**To:** Patty Mathiot  
**Cc:** Arnold Hanson  
**Subject:** RE: NLLS signing Authority

Yes. Once a decision is made regarding the appointment of a Net Banking Administrator, I will need to be informed in writing (documentation for the file) with 2 of the Directors signatures and then I will have 2 additional forms that will need to be signed by 2 of the Directors AND the newly appointed Administrator.

Jennifer

**Jennifer Dallaire**  
Branch Manager A

Elk Point Branch  
Servus Credit Union  
4934 - 50 Avenue, Elk Point, AB  
T0A 1A0

t: 780.724.5900 ext 67272  
c: 780.614.0432  
f: 780.724.4029



Mutual Funds are offered through Credential Asset Management Inc.

We think every electronic message we send, including email, helps you manage your money better and get ahead financially. If you don't agree, you can unsubscribe [here](#) to stop receiving them. You can start getting electronic messages from us again at any time by contacting us ([servus.ca/subscribe](http://servus.ca/subscribe)).

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**From:** Patty Mathiot [mailto:PMathiot@nlls.ab.ca]  
**Sent:** Thursday, May 07, 2015 8:34 AM  
**To:** Jennifer Dallaire  
**Cc:** Arnold Hanson  
**Subject:** RE: NLLS signing Authority

Thanks Jennifer,

I will forward this information to Arnold. I talked to him on the phone yesterday afternoon to let him know that I was locked out of online banking. The only thing that I don't know is how soon they can get the letter to you. If they do a letter, can a scanned copy suffice until they can get an original to you?

Kind regards,  
Patty Mathiot  
Executive Assistant

---

**From:** Jennifer Dallaire [<mailto:Jennifer.Dallaire@servus.ca>]  
**Sent:** May-06-15 4:38 PM  
**To:** Patty Mathiot  
**Subject:** NLLS signing Authority

Hi Patty,

Thank you for reaching out to me for help but due to privacy regulations I am unfortunately help you at this point.

The following is general information that I am able to provide to you is:

For any organization ALL Directors must agree upon 1 individual to be assigned as a "Net Banking Administrator". This person does not need to be a signer on the organizations membership. The Administrator will be responsible for requesting passwords for designated users (even if it is for themselves) as well as password resets.

To set up or make changes for net banking such as a new/revised Net Banking Administrator, notification is needed in writing (meeting minutes or a letter on letterhead) and signed by a minimum of 2 of the Directors.

If you have any questions pertaining to the above please let me know.

Jennifer

**Jennifer Dallaire**  
Branch Manager A

Elk Point Branch  
Servus Credit Union  
4934 - 50 Avenue, Elk Point, AB  
T0A 1A0

t: 780.724.5900 ext 67272  
c: 780.614.0432  
f: 780.724.4029



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# Northern Lights Library System

## Budget to Actual

For The Period Ending March 31, 2015

	Budget	Current YTD	Variance To Budget	Variance To Budget %
<b>REVENUE:</b>				
Levies - Municipalities	1,053,242.00	1,061,678.28	(8,436.28)	-0.80%
Levies - Library Boards	573,113.00	0.00	573,113.00	100.00%
Prov. Operating Grant	737,795.00	7,654.40	730,140.60	98.96%
Prov. Rural Services Grant	258,058.00	0.00	258,058.00	100.00%
Prov. Establishment Grant	0.00	17,188.60	(17,188.60)	0.00%
Deferred Allotment ( Note 1)	0.00	(300,696.37)	300,696.37	0.00%
Travel Grants	5,000.00	655.78	4,344.22	86.88%
Wage Subsidies	0.00	0.00	0.00	0.00%
Non Resident Fees	12,000.00	3,050.00	8,950.00	74.58%
C.I.P. Grant	0.00	0.00	0.00	0.00%
Library Enhancement Program	0.00	0.00	0.00	0.00%
Sales -Misc. & Office Supplies	108,000.00	5,476.77	102,523.23	94.93%
Service Administrative	1,500.00	0.00	1,500.00	100.00%
Sales-Programming	2,000.00	0.00	2,000.00	100.00%
Sales SRP Provincial Program	0.00	0.00	0.00	0.00%
Annual Conference Revenue	16,000.00	300.00	15,700.00	98.13%
Sales Office Services Rent	2,880.00	0.00	2,880.00	100.00%
Interest earned	16,500.00	2,532.92	13,967.08	84.65%
Myrnam Revenue	17,434.00	0.00	17,434.00	100.00%
Garrison Revenue	19,024.00	0.00	19,024.00	100.00%
Amort. of Deferred Contribution	0	0.00	0.00	0.00%
	<b>2,822,546.00</b>	<b>797,840.38</b>	<b>2,024,705.62</b>	<b>71.73%</b>

# Northern Lights Library System

## Budget to Actual

For The Period Ending March 31, 2015

	Budget	Current YTD	Variance To Budget	Variance To Budget %
<b>EXPENSES:</b>				
<i><b>Resource Sharing Collection</b></i>				
Book Allotment /Allotment carryover	382,838.00	48,329.72	334,508.28	87.38%
E Books	20,000.00	10,000.00	10,000.00	50.00%
System Collection	27,670.00	2,218.54	25,451.46	91.98%
Online Databases	46,300.00	36,385.70	9,914.30	21.41%
Professional Tools	2,700.00	-	2,700.00	100.00%
Customs Shipping & Freight	1,000.00	6.49	993.51	99.35%
Cataloguing and Processing Supplies	11,500.00	-	11,500.00	100.00%
Salaries Wages & Benefits (FTE 6.33)	392,590.00	90,560.84	302,029.16	76.93%
Professional Development/ Travel	10,150.00	1,323.48	8,826.52	86.96%
<b>Resource Sharing Collection Costs</b>	<b>894,748.00</b>	<b>188,824.77</b>	<b>705,923.23</b>	<b>78.90%</b>
<i><b>Resource Sharing Transport</b></i>				
Inter/Intra Library Loans Shipping Costs	2,000.00	59.49	1,940.51	97.03%
Inter/Intra Library Loans Supplies Costs	6,640.00	6,646.56	(6.56)	-0.10%
Inter/Intra Library Loans Canvas Bags	3,000.00	-	3,000.00	100.00%
Vehicle Expense (Van Run 2 Vehicles)	28,500.00	4,168.03	24,331.97	85.38%
Salaries Wages & Benefits (FTE 3.33)	168,943.00	37,741.30	131,201.70	77.66%
Professional Development/ Travel	2,100.00	195.82	1,904.18	90.68%
<b>Resource Sharing Transport Costs</b>	<b>211,183.00</b>	<b>48,811.20</b>	<b>162,371.80</b>	<b>76.89%</b>
<i><b>Library Services Operations</b></i>				
TRAC (Polaris Platform)	68,500.00	78,235.00	(9,735.00)	-14.21%
Internet Online Fees/ Web Hosting/Email	27,720.00	1,680.00	26,040.00	93.94%
TAL Membership	7,500.00	7,860.76	(360.76)	-4.81%
ACSI Managed Services	33,300.00	33,300.00	0.00	0.00%
Assistive Technologies	9,700.00	4,366.83	5,333.17	54.98%
CED Hardware & Maintenance 3 Year Plan	15,000.00	-	15,000.00	100.00%
<b>Library Services Operating Costs</b>	<b>161,720.00</b>	<b>125,442.59</b>	<b>36,277.41</b>	<b>22.43%</b>
<i><b>Training and Programming</b></i>				
Library Managers Advisory Council / Workshops	31,500.00	3,944.56	27,555.44	87.48%
Library Programming	26,300.00	-	26,300.00	100.00%
NLLS Annual Conference	19,500.00	2,000.00	17,500.00	89.74%
Sales SRP Provincial Program	0.00	-	0.00	0.00%
<b>Training and Programming Costs</b>	<b>77,300.00</b>	<b>5,944.56</b>	<b>71,355.44</b>	<b>92.31%</b>

# Northern Lights Library System

## Budget to Actual

For The Period Ending March 31, 2015

### *Consulting Library Services and Training*

Salaries Wages & Benefits (FTE 6.33)	456,459.00	196,394.38	260,064.62	56.97%
Professional Development/ Travel	17,100.00	1,396.55	15,703.45	91.83%
Consulting Staff Costs	473,559.00	197,790.93	275,768.07	58.23%

### *Other Library Services*

Office Supplies Resale	100,000.00	4,640.00	95,360.00	95.36%
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### *Transfer Payments*

Board of Record payments - Members	258,058.00	-	258,058.00	100.00%
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### *NLLS Outlets Library Operating Expenses*

Garrison Library Operating Expenses	19,024.00	-	19,024.00	100.00%
Myram Library Operating Expenses	17,434.00	-	17,434.00	100.00%
Outlet Costs	36,458.00	-	36,458.00	100.00%

### *Grant Initiatives*

Provincial Establishment Grant	0.00	-	0.00	0.00%
Grant Initiatives offset by Revenue	0.00	-	0.00	0.00%

Budget	Current	Variance	Variance
	YTD	To Budget	To Budget %

### *Infrastructure*

Vehicle Expenses	6,900.00	(376.31)	7,276.31	105.45%
Equipment	7,500.00	779.85	6,720.15	89.60%
Photocopier	13,000.00	117.00	12,883.00	99.10%
Postage /Courier and Brokerage Fees	1,000.00	(46.59)	1,046.59	104.66%
Legal Fees	0.00	-	0.00	0.00%
Marketing	7,000.00	528.90	6,471.10	92.44%
Audit Costs	9,000.00	480.00	8,520.00	94.67%
Bank Charges / Credit Card Interest	350.00	(7.15)	357.15	102.04%
Memberships	1,500.00	1,210.30	289.70	19.31%
Subscriptions	1,000.00	91.00	909.00	90.90%
Office Supplies	7,500.00	762.07	6,737.93	89.84%
Telecommunications Services	22,000.00	4,291.85	17,708.15	80.49%
Insurance	10,300.00	7,369.83	2,930.17	28.45%
Building Maintenance	6,000.00	-	6,000.00	100.00%
Maintenance Contract	34,100.00	5,300.00	28,800.00	84.46%
Janitorial Supplies	2,700.00	161.83	2,538.17	94.01%
Utilities	32,500.00	4,115.52	28,384.48	87.34%
Infrastructure Costs	162,350.00	24,778.10	137,571.90	84.74%

# Northern Lights Library System

## Budget to Actual

For The Period Ending March 31, 2015

### *Administration*

Salaries Wages & Benefits (FTE 4)	344,476.00	85,278.71	259,197.29	75.24%
Professional Development/ Travel	17,650.00	5,371.29	12,278.71	69.57%
Staff Recruitment	3,000.00	603.00	2,397.00	79.90%
Human Resources Tools	1,500.00	-	1,500.00	100.00%
<b>Administration Costs</b>	<b>366,626.00</b>	<b>91,253.00</b>	<b>275,373.00</b>	<b>75.11%</b>

### *Board*

Board Travel Regular Meetings	15,000.00	-	15,000.00	100.00%
Board Committee Meetings	21,000.00	1,962.51	19,037.49	90.65%
Board Special Events	3,600.00	-	3,600.00	100.00%
Board Conference/Education	9,200.00	780.00	8,420.00	91.52%
Other Board Related Expenses	6,000.00	573.70	5,426.30	90.44%
Board Approved Non Budgeted	-	-	-	-100.00%
<b>Board Costs</b>	<b>54,800.00</b>	<b>3,316.21</b>	<b>51,483.79</b>	<b>93.95%</b>

### *Amortization of Capital Assets*

-	-	-	0.00%
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<b>TOTAL EXPENSES</b>	<b>2,796,802.00</b>	<b>690,801.36</b>	<b>2,106,000.64</b>	<b>75.30%</b>
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Gain/Loss on sale	-	-	-	0.000%
Residual Collection Development	(38,000.00)	-	(38,000.00)	0.000%
Capital Reserve	61,250.00	-	-	0.000%
<b>Net earnings (loss) for period</b>	<b>2,494.00</b>	<b>107,039.02</b>	<b>(43,295.02)</b>	<b>-1735.97%</b>

Note : Deferred Allotment Definition:

Remainder left from the budgeted book allotment  
for the given year; plus any additional funds from  
other sources(e.g. Non Resident Fee)

# Northern Lights Library System

Aged Overdue Payables Summary As at 04/30/2015

Name	Total Due	Total Current	Total Overdue	1 to 30 Overdue	31 to 60 Overdue	61+ Overdue
BCH Enterprises	-37.80	-	-37.80	-37.80	-	-
Overdrive	7,500.00	150.00	7,350.00	7,350.00	-	-
Platinum Communications Corporation	1,176.00	1,176.00	-	-	-	-
Rona	6.91	-	6.91	6.91	-	-
Servus Credit Union Ltd.	6,404.48	44.51	6,359.97	6,325.62	34.35	-
St. Paul and District Co-op	589.78	500.00	89.78	89.78	-	-
United Library Services	25,416.44	25,416.44	-	-	-	-
Total outstanding:	41,055.81	27,286.95	13,768.86	13,734.51	34.35	-

# Northern Lights Library System

Aged Overdue Payables Detail As at 04/30/2015

Source	Type	Date	Due Date	Total Due	Total Current	Total Overdue	1 to 30 Overdue	31 to 60 Overdue	61+ Overdue
<b>BCH Enterprises</b>									
#42415CN	Invoice	04/23/2015	04/23/2015	-37.80	-	-37.80	-37.80	-	-
<b>Overdrive</b>									
04/17/2015	Invoice	04/17/2015	04/17/2015	2,000.00	-	2,000.00	2,000.00	-	-
03/25/2015 AWAIC	Invoice	04/20/2015	04/20/2015	300.00	-	300.00	300.00	-	-
04/20/2015 ASTP	Invoice	04/20/2015	04/20/2015	500.00	-	500.00	500.00	-	-
04/20/2015 AMAL	Invoice	04/20/2015	04/20/2015	200.00	-	200.00	200.00	-	-
03/25/2012 AIRC	Invoice	04/20/2015	04/20/2015	300.00	-	300.00	300.00	-	-
03/26/2015 ARAD	Invoice	04/20/2015	04/20/2015	100.00	-	100.00	100.00	-	-
04/10/2015 ATIH	Invoice	04/20/2015	04/20/2015	250.00	-	250.00	250.00	-	-
04/09/2015 ATH...	Invoice	04/20/2015	04/20/2015	100.00	-	100.00	100.00	-	-
AK 2015	Invoice	04/27/2015	04/27/2015	500.00	-	500.00	500.00	-	-
AMAR 2015	Invoice	04/27/2015	04/27/2015	100.00	-	100.00	100.00	-	-
AMO 2015	Invoice	04/27/2015	04/27/2015	2,000.00	-	2,000.00	2,000.00	-	-
AATH 2015	Invoice	04/29/2015	04/29/2015	1,000.00	-	1,000.00	1,000.00	-	-
ACHM 2015	Invoice	04/30/2015	04/30/2015	150.00	150.00	-	-	-	-
<b>Total outstanding:</b>				7,500.00	150.00	7,350.00	7,350.00	-	-
<b>Platinum Communications Corporation</b>									
1101663	Invoice	04/30/2015	04/30/2015	1,176.00	1,176.00	-	-	-	-
<b>Rona</b>									
357862-1	Invoice	04/02/2015	04/02/2015	6.91	-	6.91	6.91	-	-
<b>Servus Credit Union Ltd.</b>									
Yaychi's 000035	Invoice	03/06/2015	03/06/2015	34.35	-	34.35	-	34.35	-
Amazon-1316267	Invoice	04/02/2015	04/02/2015	15.24	-	15.24	15.24	-	-
Keerran 410089	Invoice	04/02/2015	04/02/2015	42.00	-	42.00	42.00	-	-
Chapters055153...	Invoice	04/08/2015	04/08/2015	38.80	-	38.80	38.80	-	-
Chapters 05510...	Invoice	04/08/2015	04/08/2015	196.72	-	196.72	196.72	-	-
ChaptersOR5609...	Invoice	04/08/2015	04/08/2015	42.81	-	42.81	42.81	-	-
amazon-4241830-1	Invoice	04/09/2015	04/09/2015	33.34	-	33.34	33.34	-	-
Amazon-9594611...	Invoice	04/09/2015	04/09/2015	15.91	-	15.91	15.91	-	-
Amazon-7671462	Invoice	04/09/2015	04/09/2015	61.94	-	61.94	61.94	-	-
Amazon-4882661...	Invoice	04/09/2015	04/09/2015	21.40	-	21.40	21.40	-	-

Printed On: 05/15/2015



# Northern Lights Library System

Aged Overdue Payables Detail As at 04/30/2015

Source	Type	Date	Due Date	Total Due	Total Current	Total Overdue	1 to 30 Overdue	31 to 60 Overdue	61+ Overdue
Amazon-8377041...	Invoice	04/09/2015	04/09/2015	58.20	-	58.20	58.20	-	-
Amazon-1589863	Invoice	04/09/2015	04/09/2015	126.94	-	126.94	126.94	-	-
Amazon-1785869...	Invoice	04/09/2015	04/09/2015	19.71	-	19.71	19.71	-	-
Amazon-8884224...	Invoice	04/09/2015	04/09/2015	20.87	-	20.87	20.87	-	-
Amazon-6196260...	Invoice	04/09/2015	04/09/2015	20.87	-	20.87	20.87	-	-
Amazon-4882661	Invoice	04/09/2015	04/09/2015	11.84	-	11.84	11.84	-	-
Amazon-1219438...	Invoice	04/09/2015	04/09/2015	87.07	-	87.07	87.07	-	-
Chapters-OR551...	Invoice	04/09/2015	04/09/2015	12.95	-	12.95	12.95	-	-
Chapters-OR551...	Invoice	04/09/2015	04/09/2015	17.73	-	17.73	17.73	-	-
Chapters-OR54837...	Invoice	04/09/2015	04/09/2015	177.70	-	177.70	177.70	-	-
Amazon-4077058	Invoice	04/09/2015	04/09/2015	375.00	-	375.00	375.00	-	-
AAL T M Y 80471...	Invoice	04/10/2015	04/10/2015	375.00	-	375.00	375.00	-	-
AAL CP Credit	Invoice	04/10/2015	04/10/2015	-189.00	-	-189.00	-189.00	-	-
AAL T M Y Meme...	Invoice	04/10/2015	04/10/2015	40.00	-	40.00	40.00	-	-
AAL T Dolores Z	Invoice	04/10/2015	04/10/2015	375.00	-	375.00	375.00	-	-
FixME 045352	Invoice	04/10/2015	04/10/2015	62.99	-	62.99	62.99	-	-
Chapter-OR5483...	Invoice	04/10/2015	04/10/2015	14.40	-	14.40	14.40	-	-
ChaptersOR5516...	Invoice	04/10/2015	04/10/2015	26.60	-	26.60	26.60	-	-
amazon-1589863-4	Invoice	04/10/2015	04/10/2015	35.87	-	35.87	35.87	-	-
ChaptersOR5515...	Invoice	04/10/2015	04/10/2015	34.86	-	34.86	34.86	-	-
Amazon-5389063...	Invoice	04/13/2015	04/13/2015	5.97	-	5.97	5.97	-	-
ChaptersOR55164...	Invoice	04/13/2015	04/13/2015	15.16	-	15.16	15.16	-	-
ChaptersOR55163...	Invoice	04/13/2015	04/13/2015	4.98	-	4.98	4.98	-	-
Amazon-1785869	Invoice	04/13/2015	04/13/2015	96.24	-	96.24	96.24	-	-
Amazon-5114616...	Invoice	04/13/2015	04/13/2015	44.06	-	44.06	44.06	-	-
Amazon-1785869...	Invoice	04/13/2015	04/13/2015	22.05	-	22.05	22.05	-	-
AAL T M D Babcock	Invoice	04/13/2015	04/13/2015	40.00	-	40.00	40.00	-	-
Waymarc 04/10/2...	Invoice	04/13/2015	04/13/2015	1,689.45	-	1,689.45	1,689.45	-	-
AAL T Dolores Zach	Invoice	04/13/2015	04/13/2015	40.00	-	40.00	40.00	-	-
Partnership 2029...	Invoice	04/13/2015	04/13/2015	55.00	-	55.00	55.00	-	-
FLA	Invoice	04/13/2015	04/13/2015	25.00	-	25.00	25.00	-	-
AAL T 80542327 ...	Invoice	04/13/2015	04/13/2015	375.00	-	375.00	375.00	-	-
AAL T DM 80639...	Invoice	04/15/2015	04/15/2015	375.00	-	375.00	375.00	-	-
AAL T D Mackay	Invoice	04/15/2015	04/15/2015	40.00	-	40.00	40.00	-	-
amazon-7925033	Invoice	04/15/2015	04/15/2015	37.15	-	37.15	37.15	-	-
Amazon-2145004	Invoice	04/15/2015	04/15/2015	31.36	-	31.36	31.36	-	-
Amazon-5353054	Invoice	04/20/2015	04/20/2015	416.20	-	416.20	416.20	-	-
Amazon-5389063...	Invoice	04/22/2015	04/22/2015	15.91	-	15.91	15.91	-	-

# Northern Lights Library System

Aged Overdue Payables Detail As at 04/30/2015

Source	Type	Date	Due Date	Total Due	Total Current	Total Overdue	1 to 30 Overdue	31 to 60 Overdue	61+ Overdue
Amazon-9742658	Invoice	04/22/2015	04/22/2015	324.95	-	324.95	324.95	-	-
Amazon-5353054...	Invoice	04/22/2015	04/22/2015	19.23	-	19.23	19.23	-	-
Amazon-9605813...	Invoice	04/22/2015	04/22/2015	41.28	-	41.28	41.28	-	-
Amazon-8471405	Invoice	04/22/2015	04/22/2015	13.08	-	13.08	13.08	-	-
ChaptersQR5516...	Invoice	04/22/2015	04/22/2015	25.39	-	25.39	25.39	-	-
Amazon-6196260	Invoice	04/22/2015	04/22/2015	26.24	-	26.24	26.24	-	-
Amazon8884224	Invoice	04/22/2015	04/22/2015	111.80	-	111.80	111.80	-	-
Amazon-8377041...	Invoice	04/22/2015	04/22/2015	21.06	-	21.06	21.06	-	-
Amazon-8454651...	Invoice	04/22/2015	04/22/2015	248.32	-	248.32	248.32	-	-
Amazon-8454651...	Invoice	04/22/2015	04/22/2015	13.23	-	13.23	13.23	-	-
ChaptersOR5516...	Invoice	04/27/2015	04/27/2015	146.58	-	146.58	146.58	-	-
Amazon-8635443	Invoice	04/27/2015	04/27/2015	33.58	-	33.58	33.58	-	-
Amazon-3768260...	Invoice	04/27/2015	04/27/2015	39.92	-	39.92	39.92	-	-
Amazon-4366646	Invoice	04/27/2015	04/27/2015	19.28	-	19.28	19.28	-	-
amazon-3426605	Invoice	04/28/2015	04/28/2015	16.42	-	16.42	16.42	-	-
Chaptersor55273...	Invoice	04/29/2015	04/29/2015	52.88	-	52.88	52.88	-	-
amazon-5353054-3	Invoice	04/29/2015	04/29/2015	26.22	-	26.22	26.22	-	-
amazon-4366646-1	Invoice	04/29/2015	04/29/2015	19.87	-	19.87	19.87	-	-
Amazon-4186603	Invoice	04/30/2015	04/30/2015	27.06	27.06	-	-	-	-
Chapters-OR531...	Invoice	04/30/2015	04/30/2015	17.45	17.45	-	-	-	-

Total outstanding:

6,404.48

44.51

6,359.97

6,325.62

34.35

-

St. Paul and District Co-op

9957	Invoice	04/27/2015	04/27/2015	44.76	-	44.76	44.76	-	-
1694	Invoice	04/29/2015	04/29/2015	40.36	-	40.36	40.36	-	-
670	Invoice	04/29/2015	04/29/2015	4.66	-	4.66	4.66	-	-
6067	Invoice	04/30/2015	04/30/2015	200.00	200.00	-	-	-	-
6006	Invoice	04/30/2015	04/30/2015	300.00	300.00	-	-	-	-

Total outstanding:

589.78

500.00

89.78

89.78

-

-

United Library Services

Cr 489275	Invoice	04/10/2015	05/11/2015	-20.44	-20.44	-	-	-	-
488982	Invoice	04/13/2015	05/14/2015	2,601.12	2,601.12	-	-	-	-
489564	Invoice	04/15/2015	05/16/2015	88.97	88.97	-	-	-	-
489563	Invoice	04/15/2015	05/16/2015	62.37	62.37	-	-	-	-

Printed On: 05/15/2015

# Northern Lights Library System

Aged Overdue Payables Detail As at 04/30/2015

Source	Type	Date	Due Date	Total Due	Total Current	Total Overdue	1 to 30 Overdue	31 to 60 Overdue	61+ Overdue
489565	Invoice	04/15/2015	05/16/2015	50.11	50.11	-	-	-	-
488649	Invoice	04/15/2015	05/16/2015	1,041.31	1,041.31	-	-	-	-
489028	Invoice	04/15/2015	05/16/2015	1,215.25	1,215.25	-	-	-	-
489913	Invoice	04/17/2015	05/18/2015	353.92	353.92	-	-	-	-
490137A	Invoice	04/22/2015	05/23/2015	2,082.57	2,082.57	-	-	-	-
490450	Invoice	04/23/2015	05/24/2015	972.74	972.74	-	-	-	-
489611	Invoice	04/23/2015	05/24/2015	1,022.47	1,022.47	-	-	-	-
490919	Invoice	04/23/2015	05/24/2015	334.01	334.01	-	-	-	-
490667	Invoice	04/27/2015	05/28/2015	752.61	752.61	-	-	-	-
490698	Invoice	04/27/2015	05/28/2015	558.86	558.86	-	-	-	-
490495	Invoice	04/27/2015	05/28/2015	230.14	230.14	-	-	-	-
491246	Invoice	04/27/2015	05/28/2015	2,521.77	2,521.77	-	-	-	-
490564	Invoice	04/27/2015	05/28/2015	1,121.93	1,121.93	-	-	-	-
490563	Invoice	04/27/2015	05/28/2015	620.70	620.70	-	-	-	-
489613	Invoice	04/28/2015	05/29/2015	459.91	459.91	-	-	-	-
490189	Invoice	04/28/2015	05/29/2015	622.11	622.11	-	-	-	-
490743	Invoice	04/29/2015	05/30/2015	2,529.77	2,529.77	-	-	-	-
490724	Invoice	04/29/2015	05/30/2015	2,409.27	2,409.27	-	-	-	-
489614	Invoice	04/29/2015	05/30/2015	276.57	276.57	-	-	-	-
489612	Invoice	04/29/2015	05/30/2015	524.90	524.90	-	-	-	-
489788	Invoice	04/30/2015	05/31/2015	23.88	23.88	-	-	-	-
489790	Invoice	04/30/2015	05/31/2015	138.16	138.16	-	-	-	-
492370	Invoice	04/30/2015	05/31/2015	2,279.11	2,279.11	-	-	-	-
489830	Invoice	04/30/2015	05/31/2015	53.82	53.82	-	-	-	-
489791	Invoice	04/30/2015	05/31/2015	104.96	104.96	-	-	-	-
491890	Invoice	04/30/2015	05/31/2015	281.66	281.66	-	-	-	-
489789	Invoice	04/30/2015	05/31/2015	6.80	6.80	-	-	-	-
489792	Invoice	04/30/2015	05/31/2015	95.11	95.11	-	-	-	-
Total outstanding:				25,416.44	25,416.44	-	-	-	-
Total outstanding:				41,055.81	27,286.95	13,768.86	13,734.51	34.35	-

# Northern Lights Library System

Aged Overdue Receivables Summary As at 04/30/2015

Name	Total Due	Total Current	Total Overdue	1 to 30 Overdue	31 to 60 Overdue	61+ Overdue
Alice B. Donahue Library and Archives	49.43	0.00	49.43	49.43	0.00	0.00
Alice Melnyk Public Library	3.79	0.00	3.79	3.79	0.00	0.00
Anne Chomey Public Library	52.08	0.00	52.08	3.70	0.00	48.38
Bon Accord Public Library	7.96	0.00	7.96	7.96	0.00	0.00
Bonnyville Municipal Library	48.38	0.00	48.38	48.38	0.00	0.00
Boyle Municipal Library	94.18	0.00	94.18	94.18	0.00	0.00
Chauvin Public Library	32.06	0.00	32.06	17.29	0.00	14.77
Cold Lake Public Library	3,121.66	0.00	3,121.66	221.66	0.00	2,900.00
County of St. Paul Library Board	4.39	0.00	4.39	4.39	0.00	0.00
Diane Babcock	19.55	0.00	19.55	19.55	0.00	0.00
Edgerton Municipal Library	32.12	0.00	32.12	32.12	0.00	0.00
Edmonton Garrison Community Library	157.96	0.00	157.96	157.96	0.00	0.00
Elk Point Public Library	469.54	0.00	469.54	469.54	0.00	0.00
Gibbons Municipal Library	48.38	0.00	48.38	48.38	0.00	0.00
Grassland Municipal Library	423.99	0.00	423.99	66.78	357.21	0.00
Holden Municipal Library	26.01	0.00	26.01	26.01	0.00	0.00
Innisfree Public Library	60.48	0.00	60.48	60.48	0.00	0.00
Irma Municipal Library	29.48	0.00	29.48	29.48	0.00	0.00
Kitscoty Hilltop Library	3.65	0.00	3.65	3.65	0.00	0.00
M.D. of Wainwright	41,705.82	0.00	41,705.82	0.00	0.00	41,705.82
Mannville Municipal Library	3.07	0.00	3.07	3.07	0.00	0.00
Marwayne Public Library	22.66	0.00	22.66	22.66	0.00	0.00
McPherson Municipal Library	34.00	0.00	34.00	3.76	30.24	0.00
Metro Kalyn Community Library	3.76	0.00	3.76	3.76	0.00	0.00
Morinville Municipal Library	3.49	0.00	3.49	3.49	0.00	0.00
Mundare Public Library	59.35	0.00	59.35	2.44	0.00	56.91
Newbrook Public Library	93.40	0.00	93.40	93.40	0.00	0.00
Plamondon Municipal Library	28.61	0.00	28.61	28.61	0.00	0.00
Radway Municipal Library	57.09	0.00	57.09	20.34	36.75	0.00
Redwater Municipal Library	52.38	0.00	52.38	52.38	0.00	0.00
Rochester Municipal Library	55.35	0.00	55.35	55.35	0.00	0.00
Smoky Lake Municipal Library	3.80	0.00	3.80	3.80	0.00	0.00
St. Paul Municipal Library	401.45	0.00	401.45	401.45	0.00	0.00
Stuart McPherson Municipal Library	616.82	0.00	616.82	616.82	0.00	0.00
Thorhild Municipal Library	30.03	0.00	30.03	3.78	0.00	26.25
Three Cities Public Library	3.71	0.00	3.71	3.71	0.00	0.00
Tofield Municipal Library	791.25	0.00	791.25	791.25	0.00	0.00
Vegreville Centennial Library	499.04	0.00	499.04	499.04	0.00	0.00
Vermilion Public Library	33.47	0.00	33.47	33.47	0.00	0.00
Viking Municipal Library	64.41	0.00	64.41	64.41	0.00	0.00
Village of Mymam	1,321.56	0.00	1,321.56	660.78	660.78	0.00
Vilna Municipal Library	2,225.29	0.00	2,225.29	2,215.84	9.45	0.00
Wainwright Public Library	545.11	0.00	545.11	545.11	0.00	0.00
Wandering River Women's Institute Public Library	3.70	0.00	3.70	3.70	0.00	0.00
<b>Total outstanding:</b>	<b>53,343.71</b>	<b>0.00</b>	<b>53,343.71</b>	<b>7,497.15</b>	<b>1,094.43</b>	<b>44,752.13</b>

Generated On: 05/16/2015

# Northern Lights Library System

Aged Overdue Receivables Detail As at 04/30/2015

Source	Type	Date	Due Date	Total Due	Total Current	Total Overdue	1 to 30 Overdue	31 to 60 Overdue	61+ Overdue
<b>Alice B. Donahue Library and Archives</b>									
5836	Invoice	04/28/2015	04/28/2015	49.43	-	49.43	49.43	-	-
<b>Alice Melnyk Public Library</b>									
5833	Invoice	04/28/2015	04/28/2015	3.79	-	3.79	3.79	-	-
<b>Anne Chorney Public Library</b>									
4876	Invoice	02/03/2014	02/03/2014	12.00	-	12.00	-	-	12.00
5591	Invoice	12/31/2014	12/31/2014	36.38	-	36.38	-	-	36.38
5804	Invoice	04/17/2015	04/17/2015	3.70	-	3.70	3.70	-	-
<b>Total outstanding:</b>				52.08	-	52.08	3.70	-	48.38
<b>Bon Accord Public Library</b>									
5788	Invoice	04/16/2015	04/16/2015	7.96	-	7.96	7.96	-	-
<b>Bonnyville Municipal Library</b>									
5844	Invoice	04/28/2015	04/28/2015	48.38	-	48.38	48.38	-	-
<b>Boyle Municipal Library</b>									
5841	Invoice	04/28/2015	04/28/2015	94.18	-	94.18	94.18	-	-
<b>Chauvin Public Library</b>									
5483	Invoice	10/21/2014	10/21/2014	14.77	-	14.77	-	-	14.77
5791	Invoice	04/16/2015	04/16/2015	17.29	-	17.29	17.29	-	-
<b>Total outstanding:</b>				32.06	-	32.06	17.29	-	14.77
<b>Cold Lake Public Library</b>									
5597	Invoice	01/19/2015	01/19/2015	2,900.00	-	2,900.00	-	-	2,900.00
5805	Invoice	04/17/2015	04/17/2015	-3.59	-	-3.59	-3.59	-	-
5821	Invoice	04/27/2015	04/27/2015	67.75	-	67.75	67.75	-	-
5819	Invoice	04/27/2015	04/27/2015	157.50	-	157.50	157.50	-	-
<b>Total outstanding:</b>				3,121.66	-	3,121.66	221.66	-	2,900.00

County of St. Paul Library Board

Printed On: 05/15/2015

# Northern Lights Library System

Aged Overdue Receivables Detail As at 04/30/2015

Source	Type	Date	Due Date	Total Due	Total Current	Total Overdue	1 to 30 Overdue	31 to 60 Overdue	61+ Overdue
5801	Invoice	04/17/2015	04/17/2015	4.39	-	4.39	4.39	-	-
Diane Babcock									
5781	Invoice	04/16/2015	04/16/2015	19.55	-	19.55	19.55	-	-
Edgerton Municipal Library									
5789	Invoice	04/16/2015	04/16/2015	32.12	-	32.12	32.12	-	-
Edmonton Garrison Community Library									
5810	Invoice	04/20/2015	04/20/2015	123.95	-	123.95	123.95	-	-
5837	Invoice	04/28/2015	04/28/2015	3.77	-	3.77	3.77	-	-
5850	Invoice	04/29/2015	04/29/2015	30.24	-	30.24	30.24	-	-
Total outstanding:				157.96	-	157.96	157.96	-	-
Elk Point Public Library									
5792	Invoice	04/16/2015	04/16/2015	5.59	-	5.59	5.59	-	-
5818	Invoice	04/23/2015	04/23/2015	139.60	-	139.60	139.60	-	-
5812	Invoice	04/23/2015	04/23/2015	230.79	-	230.79	230.79	-	-
5822	Invoice	04/27/2015	04/27/2015	93.56	-	93.56	93.56	-	-
Total outstanding:				469.54	-	469.54	469.54	-	-
Gibbons Municipal Library									
5835	Invoice	04/28/2015	04/28/2015	48.38	-	48.38	48.38	-	-
Grassland Municipal Library									
5716	Invoice	03/10/2015	03/10/2015	357.21	-	357.21	-	357.21	-
5790	Invoice	04/16/2015	04/16/2015	66.78	-	66.78	66.78	-	-
Total outstanding:				423.99	-	423.99	66.78	357.21	-
Holden Municipal Library									
5834	Invoice	04/28/2015	04/28/2015	26.01	-	26.01	26.01	-	-
Innisfree Public Library									
5776	Invoice	04/14/2015	04/14/2015	30.24	-	30.24	30.24	-	-

Printed On: 05/15/2015

# Northern Lights Library System

Aged Overdue Receivables Detail As at 04/30/2015

Source	Type	Date	Due Date	Total Due	Total Current	Total Overdue	1 to 30 Overdue	31 to 60 Overdue	61+ Overdue
5780	Invoice	04/16/2015	04/16/2015	30.24	-	30.24	30.24	-	-
Total outstanding:									
Irma Municipal Library				60.48	-	60.48	60.48	-	-
5793	Invoice	04/16/2015	04/16/2015	29.48	-	29.48	29.48	-	-
Kitscoty Hilltop Library				3.65	-	3.65	3.65	-	-
5803	Invoice	04/17/2015	04/17/2015						
M.D. of Wainwright				41,705.82	-	41,705.82	-	-	41,705.82
5662	Invoice	01/21/2015	01/21/2015						
Mannville Municipal Library				3.07	-	3.07	3.07	-	-
5798	Invoice	04/17/2015	04/17/2015						
Marwayne Public Library				22.66	-	22.66	22.66	-	-
5838	Invoice	04/28/2015	04/28/2015						
McPherson Municipal Library				30.24	-	30.24	-	30.24	-
5714	Invoice	03/10/2015	03/10/2015	3.76	-	3.76	3.76	-	-
5827	Invoice	04/28/2015	04/28/2015						
Total outstanding:									
				34.00	-	34.00	3.76	30.24	-
Metro Kalyn Community Library				3.76	-	3.76	3.76	-	-
5802	Invoice	04/17/2015	04/17/2015						
Morinville Municipal Library				3.49	-	3.49	3.49	-	-
5796	Invoice	04/17/2015	04/17/2015						
Mundare Public Library				20.16	-	20.16	-	-	20.16
5496	Invoice	10/30/2014	10/30/2014	36.75	-	36.75	-	-	36.75
5692	Invoice	02/18/2015	02/18/2015	2.44	-	2.44	2.44	-	-
5795	Invoice	04/17/2015	04/17/2015						
Total outstanding:									
				59.35	-	59.35	2.44	-	56.91



# Northern Lights Library System

Aged Overdue Receivables Detail As at 04/30/2015

Source	Type	Date	Due Date	Total Due	Total Current	Total Overdue	1 to 30 Overdue	31 to 60 Overdue	61+ Overdue
<b>Newbrook Public Library</b>									
5828	Invoice	04/28/2015	04/28/2015	17.11	-	17.11	17.11	-	-
5824	Invoice	04/28/2015	04/28/2015	76.29	-	76.29	76.29	-	-
<b>Total outstanding:</b>									
				93.40	-	93.40	93.40	-	-
<b>Plamondon Municipal Library</b>									
5760	Invoice	04/02/2015	04/02/2015	28.61	-	28.61	28.61	-	-
<b>Radway Municipal Library</b>									
5720	Invoice	03/12/2015	03/12/2015	36.75	-	36.75	-	36.75	-
5794	Invoice	04/16/2015	04/16/2015	20.34	-	20.34	20.34	-	-
<b>Total outstanding:</b>									
				57.09	-	57.09	20.34	36.75	-
<b>Redwater Municipal Library</b>									
5845	Invoice	04/28/2015	04/28/2015	52.38	-	52.38	52.38	-	-
<b>Rochester Municipal Library</b>									
5787	Invoice	04/16/2015	04/16/2015	55.35	-	55.35	55.35	-	-
<b>Smoky Lake Municipal Library</b>									
5800	Invoice	04/17/2015	04/17/2015	3.80	-	3.80	3.80	-	-
<b>St. Paul Municipal Library</b>									
5815	Invoice	04/23/2015	04/23/2015	334.95	-	334.95	334.95	-	-
5829	Invoice	04/28/2015	04/28/2015	66.50	-	66.50	66.50	-	-
<b>Total outstanding:</b>									
				401.45	-	401.45	401.45	-	-
<b>Stuart McPherson Municipal Library</b>									
5763	Invoice	04/07/2015	04/07/2015	134.19	-	134.19	134.19	-	-
5773	Invoice	04/10/2015	04/10/2015	130.84	-	130.84	130.84	-	-
5808	Invoice	04/20/2015	04/20/2015	122.80	-	122.80	122.80	-	-
5843	Invoice	04/28/2015	04/28/2015	228.99	-	228.99	228.99	-	-

Printed On: 05/15/2015

# Northern Lights Library System

Aged Overdue Receivables Detail As at 04/30/2015

Source	Type	Date	Due Date	Total Due	Total Current	Total Overdue	1 to 30 Overdue	31 to 60 Overdue	61+ Overdue
<b>Total outstanding:</b>									
				616.82	-	616.82	616.82	-	-
<b>Thorhild Municipal Library</b>									
5667	Invoice	01/23/2015	01/23/2015	26.25	-	26.25	-	-	26.25
5832	Invoice	04/28/2015	04/28/2015	3.78	-	3.78	3.78	-	-
<b>Total outstanding:</b>									
				30.03	-	30.03	3.78	-	26.25
<b>Three Cities Public Library</b>									
5831	Invoice	04/28/2015	04/28/2015	3.71	-	3.71	3.71	-	-
<b>Tofield Municipal Library</b>									
5797	Invoice	04/17/2015	04/17/2015	3.75	-	3.75	3.75	-	-
5809	Invoice	04/20/2015	04/20/2015	296.10	-	296.10	296.10	-	-
5849	Invoice	04/29/2015	04/29/2015	491.40	-	491.40	491.40	-	-
<b>Total outstanding:</b>									
				791.25	-	791.25	791.25	-	-
<b>Vegreville Centennial Library</b>									
5785	Invoice	04/16/2015	04/16/2015	468.80	-	468.80	468.80	-	-
5806	Invoice	04/17/2015	04/17/2015	30.24	-	30.24	30.24	-	-
<b>Total outstanding:</b>									
				499.04	-	499.04	499.04	-	-
<b>Vermillion Public Library</b>									
5771	Invoice	04/10/2015	04/10/2015	30.24	-	30.24	30.24	-	-
5799	Invoice	04/17/2015	04/17/2015	3.23	-	3.23	3.23	-	-
<b>Total outstanding:</b>									
				33.47	-	33.47	33.47	-	-
<b>Viking Municipal Library</b>									
5830	Invoice	04/28/2015	04/28/2015	3.77	-	3.77	3.77	-	-
5826	Invoice	04/28/2015	04/28/2015	60.64	-	60.64	60.64	-	-
<b>Total outstanding:</b>									
				64.41	-	64.41	64.41	-	-

Village of Myram

Printed On: 05/15/2015

# Northern Lights Library System

Aged Overdue Receivables Detail As at 04/30/2015

Source	Type	Date	Due Date	Total Due	Total Current	Total Overdue	1 to 30 Overdue	31 to 60 Overdue	61+ Overdue
5754	Invoice	03/30/2015	03/30/2015	660.78	-	660.78	-	660.78	-
5823	Invoice	04/27/2015	04/27/2015	660.78	-	660.78	660.78	-	-
Total outstanding:				1,321.56	-	1,321.56	660.78	660.78	-
Vilna Municipal Library									
5738	Invoice	03/25/2015	03/25/2015	9.45	-	9.45	-	9.45	-
5770	Invoice	04/10/2015	04/10/2015	1,732.76	-	1,732.76	1,732.76	-	-
5775	Invoice	04/14/2015	04/14/2015	366.66	-	366.66	366.66	-	-
5786	Invoice	04/16/2015	04/16/2015	18.45	-	18.45	18.45	-	-
5817	Invoice	04/23/2015	04/23/2015	97.97	-	97.97	97.97	-	-
Total outstanding:				2,225.29	-	2,225.29	2,215.84	9.45	-
Wainwright Public Library									
5816	Invoice	04/23/2015	04/23/2015	139.65	-	139.65	139.65	-	-
5842	Invoice	04/28/2015	04/28/2015	405.46	-	405.46	405.46	-	-
Total outstanding:				545.11	-	545.11	545.11	-	-
Wandering River Women's Institute Public Library									
5839	Invoice	04/28/2015	04/28/2015	3.70	-	3.70	3.70	-	-
Total outstanding:				53,343.71	-	53,343.71	7,497.15	1,094.43	44,752.13

## REQUEST FOR PROPOSAL FOR EXECUTIVE SEARCH FIRM

The Northern Lights Library System (NLLS) has initiated a Request for Proposal (RFP) process to identify a search firm who can assist and facilitate the recruitment of a new Executive Director.

Due to a current vacancy, the NLLS Board of Directors has approved a process and workplan to select the next Executive Director by the third quarter of 2015.

If interested, please provide a detailed response to the questions below, execute where indicated, and email to my attention to \_\_\_\_\_ no later than \_\_\_\_\_, 2015.

Upon receipt of written proposals via Email, the finalists may be invited to make a presentation before the NLLS Executive Committee at a date to be determined.

### **Scope of Work**

1. Overview of your processes including specifics on needs, assessment, sourcing and candidate due diligence.
2. A timeline and methodology of the search process with critical milestones for consideration:
  - a. Ensure understanding of the Board's needs and establish a strategy to proceed
  - b. Develop recruitment plan, screen, list potential candidates
  - c. Prepare client for interviews
  - d. Identify any potential conflict of interest or restrictions that will limit your recruitment for executive level candidates
  - e. References
  - f. Advise and provide support on negotiating an employment contract
  - g. Your budget (professional fees and other associated costs)
  - h. Your terms and conditions of any applicable "replacement guarantee"

## **Proposal Requirements**

### **Executive Summary**

3. Include an Executive Summary of no more than two pages that outlines the key components of your proposal and solution. Please limit your complete response (including executive summary) to a maximum of 10 pages.

### **Firm Overview**

4. Provide background information on your firm (both its history and current status) that you deem relevant or noteworthy.

### **Proposed Services**

5. Define the methodology that you will follow to meet the Board's recruitment and selection requirement and the resources that your firm is committed to provide to successfully deliver on this initiative.
6. Provide a projected timeline, outlining the number of months and specific milestones/phases, from inception of the assignment to Executive Director offer date, and your (and other applicable service personnel) role(s) in each phase.

### **Project Team**

7. Provide the following information on the professionals dedicated to the assignment:
  - a. Provide an organizational chart of your proposed team.
  - b. Who will be the Board's primary point of contact and how will that individual manage the project team?
  - c. List the role and responsibilities of the team members.
  - d. Provide biographies of the key project team members.
  - e. Provide three (3) references for similar requirements.

### **Relevant Experience**

8. Describe your firm's experience for similar requirements and the value you brought to those assignments.
  - a. Overview of recent successful searches with titles of the position and size of organization.
  - b. Description of your network/experience as you see it applies to this position.
  - c. Average time to close.

## **Unique Qualifications**

9. What strategy(s) will you employ to this requirement and what various services may need to be performed?
10. In what ways do you differentiate your firm from other executive search firms, and what are the advantages to the Board?

## **Conflicts**

11. Please note any perceived conflict(s) you may have as it relates to this assignment.

## **Fee Schedule**

12. The fixed maximum fee required to perform all scope of work activities including the following details:
  - a. Estimate of expenses (travel, accommodation, advertising, per diems, etc.).
  - b. Estimate of fees, based on hours and hourly rate.
13. The fee quoted shall be inclusive of all costs from conception to delivery.

## **Confidentiality/Disclosure**

Upon execution of a contract, your firm agrees that it and its employees will treat any and all information, documents, data and other materials, in any form, whether oral or written, disclosed to, or accessed by, your firm in connection with, or related to, this request for proposal or the request for proposal process as "Confidential information."

Your firm agrees that it shall undertake all necessary and appropriate steps to ensure that the secrecy of the Confidential Information in its possession shall be maintained. Your firm and its employees will use Confidential Information solely for the purpose of evaluation and responding to this request for proposal. You agree that your firm and its employees will not disclose Confidential Information to any third party without the prior written consent of the Northern Lights Library System.

This request for proposal does not constitute an offer and shall not be considered a contract with the NLLS. The NLLS is not obligated to accept any proposal or to engage the services of any service provider. The NLLS reserves the right to accept or reject any and all proposals (or portions thereof) and to negotiate the terms set forth in any proposal. Please indicate in your proposal, any non-negotiable components of the RFP response. Your proposal is to be prepared at your sole cost and expense.

## **Evaluation Guideline**

The Board is seeking a proposal that provides the best overall value and level of service to the organization. As the best interest of the Board will be determinative, the below criteria have been

developed to inform proponents of the primary areas of consideration for the first stage of the evaluation process.

The review team for this first stage will evaluate the information provided in the proponent's proposal, and may elect to develop a "short list" of proponents that will advance to the second stage of the evaluation.

If required, the second stage of the evaluation is to be a face-to-face presentation by the proponent to the review team, as described in the following "Presentation" section.

### **Evaluation Criteria**

Overall approach to executive recruitment and selection process	25%
Qualifications and Experiences of firm and key personnel	25%
Price / value for money	15%
Network	10%
Values alignment	15%
Confidence in effectively meeting the Board's requirements	10%

### **Presentation**

The review team may wish to interview one or more proponents, and these proponents may be required to prepare a presentation for the Executive Director Selection Committee. This presentation would take place shortly after the proposals have been submitted. This presentation is not to exceed 30 minutes (exclusive of time for questions from the selection committee) and is expected to include the following:

- Brief company history and resources available for this engagement, including project manager and associated personnel/consultants, their experience and references;
- Review of proponent's overall recommended approach to Executive Recruitment at the Board; and
- Examples of previous similar work for other organizations of a similar size and scope.

A copy of the presentation is to be provided to the Board at the beginning of the presentation.



KEY DATES:

RFP ISSUANCE:	
RFP RESPONSE DEADLINE:	
INTERVIEWS (PRESENTATION, IF REQUIRED):	
BOARD DECISION:	
PROJECT COMMENCEMENT:	

Thank you for your time and consideration. Feel free to contact me with questions.

Sincerely,

Arnold Hanson  
Chair of the Board  
NORTHERN LIGHTS LIBRARY SYSTEM

\_\_\_\_\_  
Vice Chair  
NORTHERN LIGHTS LIBRARY SYSTEM



## **NLLS DVD Cleaning Procedure**

### **PLEASE MAKE SURE THAT...**

- The packing list is typed (not handwritten).
- The packing list of items to be cleaned has been filled out and all listed items are being sent to NLLS headquarters with this form.
- All items have been properly stamped by the owning library.
- All items have an appropriate NLLS barcode attached.
- The packing slip is filled out completely (Library name/code, packing list, number of items, signature, date sent)
- Library consents to pay \$1.00 for each disc cleaned (subject to change).

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**LIBRARY NAME/LIBRARY CODE:**

**DATE:**

**Number of Items:**

**Authorized by:** \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print)

\*\*\*Please note that Blu-Ray discs cannot be cleaned as many times as DVD discs.

\*\*\* **IMPORTANT: NLLS COMMITS TO CLEANING AND/OR BUFFING THE DISCS, BUT THERE IS NO GUARANTEE THAT THE ITEM WILL BE SALVAGEABLE.**

### **DVD Cleaning PACKING LIST**

	<b>Title</b>	<b>Barcode</b>	<b>Collection Blu-Ray or DVD</b>	<b>Cost 1.00 each</b>	<b>Clean (C) or Buff (B) or both C/B</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>6</b>					
<b>7</b>					
<b>8</b>					
<b>9</b>					
<b>10</b>					
<b>11</b>					
<b>12</b>					
	Total Cost			\$	

**PLEASE FILL OUT THIS FORM ON YOUR COMPUTER AND PRINT TWO COPIES.  
SEND ONE COPY TO NLLS AND RETAIN THE SECOND COPY FOR YOUR RECORDS.**