



Northern Lights Library System

Executive Committee Agenda

June 11, 2016

8:00 am

1. Call to Order
2. Additions to Agenda
3. Approval of Minutes from May 9, 2016
4. Executive Director's report
 - Update on financials (bank account update)
 - Aboriginal Grant
5. Chairman's Report
 - ALTA representative (alternate)
 - Policy Committee Update
 - Capital Expenditures' (van & other vehicles)
6. Adjournment

Next meeting will be held:

August 8, 2016 at 5:00 pm

**Executive Committee Meeting
June 11, 2016
Meeting Minutes**

Present: Arnold Hanson, Laurent Amyotte, Stephen Dafoe, Dianne Ross, Wayne Bokenfohr, Pat Gordeyko

Regrets: Jim Cheverie, Vicky Lefebvre

Guest: Maureen Penn

Staff: Julie Walker, Colette Poitras, Kelly McGrath, Terri Hutz, Tracy Jamieson

1. Meeting called to order at 8:18 am
 2. Additions to Agenda – 4a. Van, 4b. In-Reach, 4c. Fortigates. – **Motion to approve the agenda as amended – Dianne Ross – carried.**
 3. Minutes of May 9 – **Motion to approve the minutes of May 9, 2016 as presented – Wayne Bokenfohr – carried.**
 4. Executive Director's Report
 - a. Van
 - the company said we missed the deadline for production
 - now looking at an August production; for delivery in the fall
 - Joanne said she'd wait for fall delivery, as these are the specifications she requires (rear doors, 2 side opening doors)
 - b. In-Reach
 - pay yearly subscription – includes Link Data and In-Reach inclusive with TRAC.
 - Julie has a meeting with Polaris on June 30th
 - c. Fortigates
 - Axia offers NGN
 - more bandwidth for supernet
 - exinder box needs replacement because it can't handle the bandwidth increase
 - 2 fortigates (3 year warranty) and 1 exinder box under \$60,000
 - 100mb supernet right now; going to 300mb
 - next year's budget for new fortigates for all libraries
 - plan is to do 8 larger libraries this year, the rest of the libraries next year
 - Financials – Terri Hutz
 - budget and actuals don't match in a few of the columns
 - need financials to align with budget; therefore adjustments need to be made at the end of the year
 - this is a transitional budget, at year-end it will level itself off
- Motion to accept the Financial Report as presented as information – Stephen Dafoe – carried.**
- Aboriginal Grant
 - received \$155,000 grant from the Public Library Services Branch

- Julie and Colette along with the PLSB is in a working group with other systems that received this money as well
- the main stipulation is that the non-resident fee be eliminated for this group
- they are hoping this to be long term funding
- this year will be used for relationship building with First Nations and reserves
- training for cultural sensitivity for Library Managers, Staff, and Board Members to be done in the near future
- Ken Feser will be at the Board Meeting today to discuss this project

Motion to accept Director's Report as information - Stephen Dafoe - Carried.

5. Chairman's Report

- ALTA Representative Alternate
 - met with Laura Ross-Giroux – there are issues with our Representative missing meetings (to date 3-4 meetings have been missed)
 - need to assign an alternate at the Board Meeting today
- Policy Committee Update
 - so far 37 pages of policies
 - hoping to have these policies (to date) approved at the Board Meeting today
 - Ken Allan has been involved and very helpful
 - there's a new Finance/Investment Policy
 - a new structure for electing Executive Committee (min. 6 members – max. 10 members)
 - guaranteed seats go to Sturgeon County, City of Cold Lake (and Bonnyville pending the population count which needs to be 15,000); the other 4 seats will come from the 4 Zones; and if decided, 3 extra seats are available.
 - will be an election in November 2016; with a new election set for March 2017 which will carry a 2 year term

Motion to accept the Policy Handbook report as information – Laurent Amyotte - carried.

Motion to present the policies created to date to Board Member for approval – Wayne Bokenfohr – carried.

- Julie would like to set up a Finance/Audit Committee (Budget) (ad-hoc committee due to policies not being outlined as of yet)
- Other Vehicles
 - might need another consultant vehicle for doing visits to First Nations and reserves

6. **Motion to adjourn at 9:32 am – Stephen Dafoe – carried.**



Terri Hutz
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ELECTRONIC FUNDS TRANSFER

PAYEE Information

Company Name: _____ Branch Number: _____
Or Surname: _____ First Name: _____
Address: _____ City: _____ Province: _____
Postal Code: _____ Phone: _____ Email: _____

Authorization for Credit Transfer Agreement

I hereby authorize Northern Lights Library System the "Payor" and **Alberta Treasury Branch (ATB)** to transfer funds to my account at the following location:

Account Information

Name of Financial Institution: _____ Branch Number: _____
Address: _____ City: _____ Institution No: _____
Postal Code: _____ Phone: _____ Account No: _____

I authorize the Payor and **ATB – ALBERTA TREASURY BRANCH** to use the services of any member or affiliate of the Canadian payments association in carrying out this authorization. The payee agrees to accept final payment of those funds to its credit as authorized in discharge on account of any obligation owed to it by the Payor. I agree to be bound by the standards, rules and practices of the CPA as may exist from time to time. I undertake to inform the Payor within twenty (20) days of any changes to branch, account and institution number while this authorization is in effect.

Signature

Authorized Signature: _____ Witness: _____
Title: _____ Date: _____
Authorized Signature: _____ Witness: _____
Title: _____ Date: _____

Please attach a voided check or deposit slip and return this form to TERRI HUTZ in the Finance Department @ NLLS.


Northern Lights Library System

Comparative Income Statement

Jan 1- April 30 2016 YTD

Jan 1 - Dec 31 2016

	Actual 01/01/2016 to 04/30/2016	Budget 01/01/2016 to 12/31/2016	% Left	% USED
REVENUE				
1 Levies - Municipalities	1,132,871.22	1,132,871.00	0%	100%
2 Levies - Library Boards	0.00	651,262.00	100%	0%
3 Prov. Operating Grant	0.00	826,965.00	100%	0%
4 Prov. Rural Services Grant	0.00	263,602.00	100%	0%
5 Deferred Allotment	-218,233.12	38,000.00		
6 Travel Grants	435.44	3,000.00	85%	15%
7 Non Resident Fees	200.00	5,450.00	96%	4%
8 Other Grants / Library Programs	4,034.00	3,500.00		115%
9 Sales - Misc	5,390.35	14,300.00	62%	38%
10 Sales Office Supplies	19,557.32	50,000.00	61%	39%
11 Service Administrative	1,207.75	0.00	0%	
12 Sales-SRP	2,676.56	0.00	0%	
13 Interest earned	4,646.15	16,500.00	72%	28%
14 Myrnam Revenue	6,377.09	17,434.00	63%	37%
15 Revenue Total	959,114.76	3,022,884.00	68%	32%
16 TOTAL REVENUE	959,114.76	3,022,884.00	68%	32%
EXPENSE				
Staff Expenses				
17 Staff Salaries	293,927.67	1,176,449.00	75%	25%
18 EI Expense		0.00	0%	
19 C.P.P. Expense		0.00	0%	
20 Extended Health Expense	29,787.67	235,693.00	87%	13%
21 Dental Expense		0.00	0%	
22 W.C.B. Expense		0.00	0%	
23 Salaries	323,715.34	1,412,142.00	77%	
TOTAL - GENERAL PAYROLL EXPENSES	323,715.34	1,412,142.00	77%	23%
Other Staff Costs				
24 Coll. Dev. Training/Conference	542.00	12,500.00	96%	4%
25 Coll. Dev. Travel	0.00	0.00	0%	
26 Tech/Public Training/Conference	4,954.03	28,620.00	83%	17%
27 Tech/Public Travel / Site Visits	7,017.25	6,900.00	-2%	102%
28 Support Training/Conference	6,442.11	17,650.00	64%	36%
29 Support Travel	4,506.10	5,500.00	18%	82%
30 Staff Recruitment	55.00	9,000.00	99%	1%
31 Contract Fees	442.68	0.00	0%	
32 Human Resource Tools	660.44	1,500.00	56%	44%
33 Resource Trans Training/Conference	230.00	2,100.00	89%	11%
34 Other Staff Costs	24,849.61	83,770.00	70%	30%
Total Other Staff Costs	24,849.61	83,770.00	70%	30%
Book Allotment				
35 Coll. Development	116,895.11	416,292.00	72%	28%
Total Collection Development	116,895.11	416,292.00	72%	28%
Library Services				

36	System Collections	4,334.52	27,670.00	84%	16%
37	EXTRA FUNDS 2016	78,986.00	0.00	0%	
38	Service Supplies	518.85	9,640.00	95%	5%
39	Cataloging Tools	0.00	2,700.00	100%	0%
40	Shipping & Freight	1,116.40	1,000.00	-12%	112%
41	Catalog/Process-Forms/Supplies	2,050.19	11,500.00	82%	18%
42	Assistive Technologies	10,218.99	34,685.00	71%	29%
43	ACSI Managed Services	33,300.00	48,000.00	31%	69%
44	TRAC	97,629.00	97,276.00	0%	100%
45	TRAC Online Fees	4,480.00	41,582.00	89%	11%
46	e Resources Books on Line	3,644.18	25,000.00	85%	15%
47	NLLS Annual Conference/Workshops	0.00	19,500.00	100%	0%
48	Librarians Council and Workshops	4,225.23	31,500.00	87%	13%
49	Library Programming	2,344.81	28,000.00	92%	8%
50	Postage/Courier	915.56	1,000.00	8%	92%
51	Coll. Dev. Shipping/ILL	302.41	2,000.00	85%	15%
52	Vehicle Expense	5,991.75	28,500.00	79%	21%
53	Online Database	45,352.44	56,800.00	20%	80%
54	Board of Record Payments	0.00	258,058.00	100%	0%
55	Myrnam-Operating expenses	2,659.39	17,434.00	85%	15%
56	Board Travel	6,568.06	20,000.00	67%	33%
57	Board Food and Beverages	781.37	5,000.00	84%	16%
58	Board Conference/Education	525.00	9,958.00	95%	5%
59	Board Special Events	98.03	3,600.00	97%	3%
60	Board Committee Meetings	2,508.86	31,000.00	92%	8%
61	Hospitality General	2,612.35	6,000.00	56%	44%
62	Office Equipment/Software	136.89	22,500.00	99%	1%
63	Photocopier (rental/maint/toners)	4,477.54	13,000.00	66%	34%
64	Brokerage Fees	142.36	0.00	0%	
65	Legal Fees	0.00	8,000.00	100%	0%
66	Marketing	2,246.73	9,000.00	75%	25%
67	Audit Costs	1,952.00	12,000.00	84%	16%
68	Bad Debts	17.95	0.00	0%	
69	Bank Charges	528.53	350.00	-51%	151%
70	Insurance	0.00	10,300.00	100%	0%
71	Subscriptions	488.29	1,000.00	51%	49%
72	Memberships	10,287.55	12,230.00	16%	84%
73	Office Supplies Resale	33,129.30	50,000.00	34%	66%
74	Office Supplies	5,963.61	7,500.00	20%	80%
75	Telecommunications	3,220.15	22,000.00	85%	15%
76	Building Maintenance	1,196.21	16,000.00	93%	7%
77	Janitorial Services	10,006.14	36,800.00	73%	27%
78	Utilities	7,884.12	32,500.00	76%	24%
79	Total Expenses	392,840.76	1,070,583.00	63%	37%
	Total Expenses	392,840.76	1,070,583.00	63%	37%
	TOTAL EXPENSE	858,325.82	2,982,787.00	71%	29%
	NET INCOME	100,788.94	40,097.00	Still in the POSITIVE 	

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