



**Executive Committee Agenda  
August 14, 2017  
5:00 p.m.**

1. Call to Order
2. Additions to Agenda
3. Approval of Minutes from May 13 and June 26, 2017
4. In-Camera
5. LMC Report
6. Executive Director's
  - Finances/Investments
  - Building Update
  - New Position
  - NLLS Conference 2017
7. Chairman's Report
  - Policies
  - Plan of Service
8. Adjournment

**Next meeting will be held: Saturday, September 9, 2017 at 8:00 a.m.**

**Executive Committee Meeting  
August 14, 2017  
Meeting Minutes**

Present: Stephen Dafoe, Vicky Lefebvre, Laurent Amyotte, Ferd Caron, Warren Griffin, Joan Green, Arnold Hanson (tele-conference)

Missing: Linda Russnak, Jim Cheverie, Colette Poitras

Staff: Julie Walker, Heather Elliott, Terri Hampson, Kelly McGrath, Tracy Paradis

1. Meeting called to order at 6:21 p.m.
2. Additions  
**Motion to approve agenda – Laurent Amyotte – Carried.**
3. Approval of Minutes of May 13  
**Motion to approve the Executive minutes of May 13, 2017 – Warren Griffin**  
Approval of Minutes June 26  
**Motion to approve the Executive minutes of June 26, 2017 with amendment, add “time” at the end of the last point – Vicky Lefebvre – Carried.**
4. In-Camera - none
5. LMC Report
  - United Voice for Alberta Libraries Working Group
    - what do the groups want to get out of the partnership
    - what do the groups want to see happen
  - No longer a Vice-Chair on the LMC, Amber Fehr resigned as Library Manager for APV
  - Maureen will not be running for Chair next term
6. Executive Director’s Report
  - Finances/Investments
    - 3 investments are coming due on September 7
    - Motion to renew the 3 certificates coming due on September 7 into an 18-month term GIC investment – Vicky Lefebvre – Carried.**
    - there is \$500,000 available for investment in the chequing account
    - Motion to take \$500,000 from chequing and put into investments (\$200,000 in 18-month term; \$200,000 in 15-month term; \$100,000 in 12-month term)**
  - Budget – a few codes were changed (P.D.); look at total amounts for the year
  - Motion to have Administration make changes and forward to Budget Committee and Executive – Vicky Lefebvre – Carried.**
  - changes will be made and Tracy will forward to Executive and then forward “Draft” copy of budget to Board.
  - Stephen passed the Chair to Vicky
  - Motion for Julie and Terri to get concrete numbers of users for Hoopla and to discuss with LMC Chair (Maureen) to find a potential to tame the budget for Hoopla – Stephen Dafoe – Carried.**

- Chair was referred to Stephen

- Building Update

- Building Committee made recommendations to get a building assessment.

- We had a company come out and do an initial assessment, but unfortunately before we could proceed, the person quit the company. Need to look for another Company to do the assessment.

**Motion to contact a couple of Municipalities and Jen-Col Construction to get a building assessment – Vicky Lefebvre – Carried.**

- New Position

- Creating a new position – Marketing & Communications

- NLLS Conference 2017

- 1.5 day conference

- Thursday evening Corks ‘n Cans at Wally’s or Golfing at local golf course

- Jasper Park Lodge has let us have the Outlook Cabin for one year only. If anyone is interested in staying in the Cabin let Julie know. As well, we have the block of rooms for ALC2018. Please book early.

- Kelly & Jodi went on a paid conference to Montreal. Great speakers and impressive equipment.

- There has been interest from the town to rent our spare rooms and horizon equipment

**Motion to rent out Board room, Meeting room and Lab room; on checking with insurance company to see what our liability coverage is – Craig Lukinuk – Carried.**

**Motion to accept the Executive Director’s report as information – Laurent Amyotte – Carried.**

7. Chairman’s Report

- Policies

- good work done by committee and staff

- will be sent out before September 9 meeting

- Plan of Service

- updated Mission statement, Vision statement, Values

- Heather Nickel was amazing with her contribution

**Motion to accept Plan of Service draft and present to Board for approval – Craig Lukinuk – Carried.**

**Motion to accept Chairman’s Report as information – Joan Green – Carried.**

8. Adjournment

**Motion to adjourn at 7:35 p.m. – Warren Griffin – Carried.**

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

# LMC Report – August 14<sup>th</sup>

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## Meetings attended by LMC Executive

- LMC Meeting – May 17<sup>th</sup>
- TRAC Advisory Meeting – May 26<sup>th</sup>
- Blue Quills Cultural Camp – May 29-June 2<sup>nd</sup>
- LAA Meeting – June 9<sup>th</sup>
- United Voice for Alberta Libraries Working Group Meeting – June 22<sup>nd</sup>
- 2017 PNLA Conference (Post Falls ID) - August 2-4<sup>th</sup>
- NLLS Executive Meeting - August 14<sup>th</sup>

## Upcoming Meetings & Conferences

- LAA Meeting – September 6<sup>th</sup>
- NLLS Executive & Board Meeting – September 9<sup>th</sup>
- LMC Meeting – September 14<sup>th</sup> (AM of Pre-Conference)
- LMC Meeting - February 28<sup>th</sup> (AGM)

## General Updates

The first meeting of the United Voice for Alberta Libraries Working Group was held on June 22<sup>nd</sup>. This group is made up of different representatives from various library associations and they will create a proposal by the end of the year outlining a course of action.

Attendees included the following representatives:

- Alberta Association of Academic Libraries (AAAL) - Dan Mirau
- Alberta School Learning Commons Council (ALSC) - Karen Belter
- Alberta Library Trustees Association (ALTA) - Laura Ross-Giroux & Dr. Tanya Pollard
- Alberta Public Library Administrators Council (APLAC) - Allison Stewart
- Library Association of Alberta (LAA) - Maureen Penn

## LMAC Executive

- Maureen Penn, Chair (Lac La Biche County Libraries)
- Jodi Dahlgren, 1st Vice Chair (Wainwright Public Library)
- Amber Fehr, 2nd Vice Chair (Three Cities Public Library)
- Isabelle Cramp, Secretary (Morinville Public Library)

*Report submitted by Maureen Penn*

**Northern Lights Library System**

**Comparative Income Statement - Comparative Income Statement - YTD to Last Year**

	Budget 2017	Actual 01/01/2017 to 06/30/2017	Actual 01/01/2016 to 06/30/2016	NOTES/COMMENTS
<b>REVENUE</b>				
<b>Revenue</b>				
1	Levies - Municipalities 1,132,871.00	1,204,931.13	1,133,002.78	Collected more ytd than 2016 by this time
2	Levies - Library Boards 651,642.00	586,472.25	0.00	Collected more ytd than 2016 by this time
3	Prov. Operating Grant 826,965.00	820,070.00	0.00	Received in June this year opposed to Aug
4	Prov. Rural Sevices Grant 261,837.00	338,506.00	0.00	Received in June this year opposed to Aug
5	Indigenous Grant -	160,064.00	0.00	Dedicated Indigenous grant line - See line 93
6	Prov. Establishment Grant -	0.00	534.00	
7	Deferred Allotment	-191,355.83	-197,890.27	
8	Travel Grants 3,000.00	1,496.75	435.44	
9	Wage Subsidies -	0.00	0.00	
10	Non Resident Fees 1,200.00	650.00	500.00	
11	C.I.P. Grant -	0.00	0.00	
12	Other Grants / Library Programs 3,500.00	0.00	158,911.00	Indigenous grant here in 2016
13	Sales - Misc. 8,000.00	3,332.40	6,019.98	
14	Sales Office Supplies-Resale 75,000.00	116,272.40	42,643.92	See line 147
15	Other Revenue General 1,000.00	96.00	3,146.04	
16	Sales-WRP/SRP 1,000.00	2,694.35	2,676.56	
18	Annual Conference 12,000.00	2,094.70	740.07	Longer Conference this year
19	Interest earned 14,000.00	11,322.96	7,004.41	Your money making money
20	Myrnam Revenue 17,434.00	8,467.18	6,377.09	
21	Amort. of Deferred Contribution 38,000.00	0.00	0.00	
22	<b>Revenue Total</b>	<b>3,065,114.29</b>	<b>1,164,101.02</b>	
	<b>TOTAL REVENUE</b>	<b>3,047,449.00</b>	<b>3,065,114.29</b>	<b>1,164,101.02</b>

<b>Expense</b>				
23	Bank Charges	0.00	726.35	See Line 141
24	Bank Expense	0.00	726.35	Is now entered new way since bank move
	<b>Total</b>	<b>0.00</b>	<b>726.35</b>	
<b>Staff Expenses</b>				
25	Staff Salaries 1,069,465.00	565,233.20	459,388.22	
26	EI Expense	10,634.31	10,479.70	
27	C.P.P. Expense	25,529.03	20,784.22	
28	Group Life	0.00	0.00	
29	Extended Health Expense	11,853.29	7,050.75	
30	Dental Expense	7,666.48	6,086.99	
31	W.C.B. Expense 210,000.00	1,366.56	1,102.39	
32	Expenses Sub Total	57,049.67	45,504.05	
	<b>TOTAL - GENERAL PAYROLL EXP</b>	<b>1,279,465.00</b>	<b>622,282.87</b>	<b>504,892.27</b>
<b>Other Staff Costs</b>				
33	NLLS PD Training	12,579.99	5,998.47	
34	Conference Fees	4,879.11	850.41	
35	Hotel and Accomodations 77,990.00	17,806.41	12,017.83	
36	Meals when Travelling	4,235.28	9,540.99	
37	Travel Costs	1,767.52	8,381.56	
38	Site Visits 7,000.00	351.70	4,690.24	
39	Staff Recruitment	0.00	153.84	
40	DNU	0.00	0.00	
41	Human Resource Tools 3,000.00	0.00	909.44	
42	Charge for Reimbursement Costs	14.29	1,599.45	
43	DNU	0.00	0.00	
44	Other Staff Costs	41,634.30	44,142.23	YTD less spent in 2017 so far than 2016 but more is scheduled
	<b>Total Other Staff Costs</b>	<b>87,990.00</b>	<b>41,634.30</b>	<b>44,142.23</b>
<b>Book Allotment</b>				
45	Coll. Dev. Cold Lake	21,803.62	26,438.18	
46	Coll. Dev. Mundare	2,682.29	1,999.85	
47	Coll. Dev. Gibbons	9,214.13	7,926.19	
48	Coll. Dev. Chauvin	1,106.78	1,334.55	
49	Coll. Dev. Bonnyville	19,087.94	15,749.02	
50	Coll. Dev. Kitscoty	112.01	419.77	
51	Coll. Dev. Bruderheim	1,736.32	1,756.44	
52	Coll. Dev. Floating Romance	851.50	405.33	
53	Coll. Dev. Morinville	16,003.65	14,634.69	
54	Coll. Dev. Innisfree	848.37	542.02	
55	Coll. Dev. Bon Accord	6,326.85	3,791.27	
56	Coll. Dev. Lamont	5,263.02	2,407.56	

57	Coll. Dev. Plamondon		903.08	2,732.31	
58	Coll. Dev. Andrew		1,340.07	0.00	
59	Coll. Dev. Radway		2,050.73	1,316.58	
60	Coll. Dev. Edgerton		640.97	1,600.21	
61	Coll. Dev. Elk Point		3,170.13	1,907.71	
62	Coll. Dev. Holden		1,207.12	1,204.09	
63	Coll. Dev. Edmonton Garrison		1,663.15	494.83	
64	Coll. Dev. Mannville		2,229.60	2,064.13	
65	Coll. Dev. Myrnam		991.19	1,970.91	
66	Coll. Dev. Marwayne		4,322.73	2,710.78	
67	Coll. Dev. Paradis Valley		3,184.54	1,896.37	
68	Coll. Dev. Smoky Lake		2,839.88	2,624.24	
69	Coll. Dev. St. Paul		1,399.51	5,174.70	
70	Coll. Dev. Two Hills		5,168.35	4,025.58	
71	Coll. Dev. Tofield		3,592.93	61.17	
72	Coll. Dev. Ryley		2,956.50	1,999.63	
73	Coll. Dev. Vermilion		7,902.06	9,736.02	
74	Coll. Dev. Viking		2,958.66	2,972.17	
75	Coll. Dev. Vilna		1,172.26	1,175.02	
76	Coll. Dev. Waskatenau		785.41	1,916.82	
77	Coll. Dev. Wainwright		9,820.83	7,755.68	
78	Coll. Dev. Thorhild		518.42	920.27	
79	Coll. Dev. Newbrook		80.93	1,558.60	
80	Coll. Dev. Vegreville		4,454.40	5,819.58	
81	Coll. Dev. Athabasca		9,002.87	6,754.63	
82	Coll. Dev. Wandering River		525.93	66.98	
83	Coll. Dev. Grassland		434.86	470.75	
84	Coll. Dev. Irma		691.03	2,181.07	
85	Coll. Dev. Lac La Biche		11,289.29	14,678.04	
86	Coll. Dev. Mallaig		3,719.93	2,954.39	
87	Coll. Dev. Boyle		1,992.68	2,941.75	
88	Coll. Dev. Rochester		579.91	1,499.53	
89	Coll. Dev. Ashmont	Carry over	3,769.39	3,003.17	
90	Coll. Dev. Redwater	38,000.00	6,278.39	3,821.03	
91	Coll. Development	379,834.00	188,674.21	179,413.61	
	<b>Total Collection Development</b>	<b>417,834.00</b>	<b>188,674.21</b>	<b>179,413.61</b>	
	<b>Library Services</b>				
92	System Collections	27,670.00	4,791.04	5,065.79	
93	Indigenous Expenses		63,799.15	2,717.36	Wage is included here.
94	EXTRA FUNDS 2016		0.00	100,993.53	
95	ILL Service Supplies	9,000.00	4,377.59	0.00	
96	International Collection		0.00	-2.21	
97	Bibs Service Supplies	1,000.00	705.08	518.85	
98	Shipping & Freight	4,500.00	1,714.08	1,436.90	
100	Catalog Process Forms Suppl	18,000.00	3,409.83	6,255.08	
101	Assistive Technologies	24,935.00	3,055.82	65,846.24	ACSI has not come in yet
102	Fortigate - Libraries	6,100.00	0.00	0.00	
103	Computer Replacement Program	15,000.00	10,342.20	0.00	Hypertec
104	Web Hosting	16,059.00	16,106.00	0.00	Econolution
105	Library Assistance Software	4,750.00	1,699.15	0.00	Userscape
106	Server Software	5,000.00	0.00	0.00	
107	Computer Software	5,000.00	20,908.00	0.00	Econolution
108	Emerging Technology	5,000.00	82.47	0.00	
109	Network Hardware Warrenty	8,500.00	5,077.32	0.00	ACSI
110	ACSI Managed Services	48,000.00	0.00	33,300.00	See line 101 for 2017
111	TRAC	97,629.00	97,379.00	97,629.00	
112	Internet Service Fees	15,523.00	6,720.00	20,068.00	
113	e Resources Books on Line	25,000.00	38,176.13	3,644.18	HOOPLA
114	New Library Establishment Expense		0.00	0.00	
115	NLLS Annual Conference/Workshops	20,000.00	1,048.85	0.00	
116	Library Staff Training		201.60	668.19	
117	Librarians Council and Workshops	28,000.00	7,717.57	13,507.14	
118	Library Programming WRP/SRP	28,000.00	11,157.71	6,818.23	
119	Postage/Courier	1,500.00	179.85	877.14	
120	Coll. Dev. Shipping/ILL		260.35	448.83	
121	Vehicle Expense	10,000.00	5,752.19	12,987.77	See below
122	Vehicle Fuel	20,000.00	15,406.39	0.00	Fuel has its own line in 2017
123	Online Databases	56,800.00	39,509.36	45,352.44	
124	Board of Record Payments	261,837.00	338,505.90	0.00	See line 4
125	Myrnam-Operating expenses	17,434.00	6,302.53	3,926.94	
127	Board Travel	27,000.00	13,964.92	13,204.63	
128	Board Food and Beverages	4,000.00	2,814.81	2,360.22	
129	Board Conference/Education	10,000.00	1,374.06	2,029.10	
130	Board/NLLS Special Events	3,000.00	350.00	87.95	
131	Board Committee Meetings	10,000.00	7,474.05	5,190.86	
132	Board - Other Travel	5,000.00	0.00	0.00	

133	NLLS Hospitality General	2,000.00	1,116.04	3,087.38	
134	Office Equipment/Software	4,500.00	19,182.96	0.00	Digitization Equipment
135	Photocopier (rental/maint/toners)	12,000.00	5,333.09	5,281.99	
136	Brokerage Fees		0.00	142.36	
137	Professional & Legal Fees	6,000.00	573.60	2,613.80	
138	Marketing	6,000.00	1,680.46	3,249.43	
139	Audit Costs	12,500.00	9,809.90	1,952.00	
140	Bad Debts		0.00	0.00	
141	Bank Charges	1,500.00	323.80	528.53	
143	Insurance	10,200.00	11,706.38	10,149.43	
144	Subscriptions	2,500.00	1,516.77	1,405.81	
145	NLLS Memberships (shared)	11,600.00	10,634.57	10,537.55	
146	Resale Supplies & General Rebills	75,000.00	118,074.42	45,351.94	More libraries ordering through us
147	Office Supplies (shared)	20,000.00	9,013.29	9,828.45	
148	Telecommunications (Shared)	11,500.00	7,285.79	4,099.90	
149	General Maintenance/Contracts	30,000.00	3,990.00	0.00	
150	Building Maintenance	6,000.00	11,323.81	1,884.77	
151	Janitorial Services		11,060.00	13,456.14	
152	Health & Safety	10,000.00	150.00	0.00	
153	Utilities	35,000.00	13,648.03	14,126.19	
154	Amortization		0.00	0.00	
	<b>Total Expenses</b>	<b>2,853,826.00</b>	<b>966,785.91</b>	<b>572,627.83</b>	
	BUDGETED RESERVES	119,500.00			
155	<b>TOTAL EXPENSE</b>	<b>2,973,326.00</b>	<b>1,819,377.29</b>	<b>1,301,802.29</b>	
156	<b>NET INCOME</b>	<b>74,123.00</b>	<b>1,245,737.00</b>	<b>-137,701.27</b>	
	<b>Generated On: 08/09/2017</b>				