

MEETING AGENDA – EXECUTIVE MEETING

MEETING INFORMATION

Date: April 5th

Time: 10 am

Attendees:

PREPARATION FOR MEETING

Please Read: Minutes of the Executive Meeting, March 10th, 2018 (Attached)

ACTION ITEMS FROM PREVIOUS MEETING

1. LMC request update (Board Meeting March 10th)

REPORTS

1. Chair's Report
2. Director's Report
3. Financial Report
4. Policy Report

AGENDA ITEMS

1. Additions to agenda
2. Approval of Minutes from March 10, 2018
3. System Agreement (Attached new and old agreement)
 - Interest waived on delinquent payment
 - Changes to the agreement due to Indigenous and Metis funding
4. Required MLIS for NLLS
5. Breakdown of system services for council and local library board meetings
6. Calendar dates for future meetings
7. Policy and Procedure – Committees of the Board
8. Board Code of Ethics

NEW ACTION ITEMS

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: April 5th, 2018

Time: 10:00 am

Attendees: Larry Tiedemann, Vicky Lefebvre, Laurent Amyotte, Warren Griffin, Craig Lukinuk, Susan Evans, Cyndy Heslin, Justin Thompson, Jodi Dahlgren, Julie Walker, Lois Quail, Terri Hampson, Tracy Paradis

Missing: Jill McLuckie, Elaine SoroChan

Meeting called to order at 10:05 a.m.

ACTION ITEMS FROM PREVIOUS MEETING

1. LMC request update (Board Meeting March 10th)

- Admin – A need to be stressed, is the sheer volume of phone calls received as there are 47 branches in our System. Calls are answered in order and can take anywhere from 15 minutes to an hour to be dealt with; help desk tickets are answered in order and based on the assistance required, this can also be very time consuming. There is a system in place, but it should be looked at again. If a staff member is away for more than 2 days there will be an outgoing message on their voicemail, this is when we require the librarians to place a help desk ticket and the next available staff member will take it. With staffing changes and shortages comes challenges.

Reports will be placed on the website one week before LMC meeting.

The request for eft breakdown poses difficulties due to limited number of characters for input, especially with book allotment which could have multiple items.

There will be a more specific breakdown of payments to libraries; this will include the code plus details of transaction where permissible. This will be explained at the next LMC.

Suggestion to create a timeframe of when calls and help desk tickets are answered (priority of calls).

Motion to refer to Policy Committee to develop a policy on service levels – Susan Evans – carried

- Information Technologies – There have been latency issues with Polaris since the last upgrade, unfortunately we have no control over this as it is through Innovative and TRAC; Julie will be meeting with Innovative next week along with 4 other Director's from the other Systems; the issues with Polaris have been rectified in the last couple of weeks.

Motion for Chair to write letter to explain our concerns with Polaris, on behalf of the Board and Libraries, for Julie to take to the meeting with Innovative – Vicky Lefebvre – carried

- I.T. does not train on Polaris, this is a Public Services function; I.T. also does not do training for programs, the librarians need to have a basic knowledge of computer related programs and how to use email; any training questions need to be directed to Public Services; NLLS will offer a hands-on workshop on Office 365 for librarians in the future. There are FREE tutorials online for programs such as Office365.

- Bibliographic Services – There has been a backlog of work because of the Polaris issues; one of cataloguers is retiring this summer and she is down to part-time, we will be hiring a full-time cataloguer to replace her; it has been discussed to create a standardized set of collection codes, for cataloguing books, for all libraries to use; as of now there hundreds of collection codes for our cataloguers to go through to catalogue each book.

The issue with new books going to other libraries first to deal with holds, this is a decision that is made by the LMC not NLLS.

- Public Services – Training for new library managers, NLLS will visit the librarian in their own setting, a staff member will go out and train the librarian in each department. We have a Public Services consultant who is overlooking the Indigenous project as well, she will be working more in the Public Services department. We have hired one more Public Services Consultant starting in June. There will now be 3 Public Services Consultants for the libraries. Training on Polaris for Library Managers and NLLS staff – there is a search category in Polaris if the librarians have questions about certain items. Could investigate a “FAQ” sheet or tip sheet to put up on the website.

Motion to accept report as presented – Warren Griffin – carried

REPORTS

1. Chair’s Report

- Presented to the Town of Legal with Julie; they are unsure if they want to have a library or just membership.
- Had a Policy meeting on Tuesday, April 3; Larry would like to change the focus from internally to regionally and provincially for advocacy; would like to visit and present to each municipality and library.

It is stated in our Plan of Service that the Chair and Director will engage with the local Library Boards as least once a year. There was a discussion about incurred costs going to all the municipalities. Discussion determined that several communities have joint meetings every 3 months; this could reduce costs. It was also suggested that the Zone Reps could possibly attend on behalf of the Chair. There was also discussion about the provincial advocacy, this should be a job for the Alberta Library Trustees Association (ALTA). Larry stated that they had little to no money to do this and their effectiveness is questionable due to restraints. It was decided to bring this question to the AGM at Jasper, to find out the roles and responsibilities and how they are to serve our needs. It was pointed out by Cyndy, as well as Susan, that advocating needs to be specific, targeting audience, and the ask should be the same from all Board members.

Cyndy highly recommended the Advocacy course being presented by NLLS and the other partners. Larry to take as direction, that we do not require “double” representation; as each Board member should be reporting back to their respective councils.

Motion to accept the Chair’s report as presented – Cyndy Heslin – carried

2. Director’s Report

- The front doors and fob computer system have been rectified, and for a lot less than replacing the entire unit.
- New TAL Director is Tim Janewski
- Hoopla – Due to the overwhelming response, PLSB has given an additional \$31,000 for Hoopla; this is however, a one-time payment and they will no longer fund Hoopla in the future. RB Digital is expanding their audio collection, so this is another resource that our patrons have access to. There are 5000 adult selections and 2000 children selections.
- New Staff – Anna will be starting in Public Services on June 11; one of our cataloguers is retiring this summer, so we will hire another cataloguer; our receiver is looking to retire in 2019.

Motion to accept Director’s Report as presented – Craig Lukinuk – carried

3. Financial Report

- See attachment
- Would like to see comparison information to budget amounts used

Motion to accept Financial Report as presented – Justin Thompson – carried

4. Policy Report

Motion to accept amendments to the “Continuing Education” Policy and forward to the Board for approval – Justin Thompson – carried

Motion to accept amendments to the “Staff Reduction & Termination” Policy and forward to the Board for approval – Warren Griffin – carried

Motion to table all Employment Standards Policies until after course – Cyndy Heslin
***Rescinded motion after clarification**

Motion to accept amendments to “Hours of Work” Policy and forward to the Board for approval – Vicky Lefebvre – carried

Motion to accept amendments to “Overtime” Policy and forward to the Board for approval – Laurent Amyotte – carried

Chair handed chairing of meeting over to Vice-Chair and left meeting at 1:30 p.m.

Motion to accept amendments to “Vacation” Policy and forward to the Board for approval – Cyndy Heslin – carried

Motion to accept amendments to “Leaves” Policy and forward to the Board for approval – Warren Griffin – carried

Motion to accept amendments to “Policy Statements” Policy and forward to the Board for approval – Laurent Amyotte – carried

Motion to accept amendments to “Governance Style of the Board” and forward to the Board for approval – Cyndy Heslin – carried

Motion to accept amendments for “Roles of Executive Committee” Policy and forward to the Board for approval – Susan Evans – carried

Motion to accept “Election of Executive Committee” Policy and forward to the Board for approval – Cyndy Heslin – carried

Motion for remaining policies to be addressed at next Executive Meeting – Warren Griffin – carried

AGENDA ITEMS

1. Additions to agenda
 - 9. Julie’s Contract
 - 10. Levy Interest

Motion to approve amended agenda – Laurent Amyotte - carried

2. Approval of Minutes from March 10, 2018

Motion to approve Minutes from March 10, 2018 – Cyndy Heslin – carried

9. Julie’s Contract
 - Stephen was Chair at the time of Julie’s contract term and Vicky was Vice-Chair.
 - When the contract was ratified, Vicky was interim-Chair, therefore she can sign off.
10. Levy Interest
 - Some Municipal Boards are in default of payment of 90 days. Interest statements have been mailed out and those Boards have sent in their levy charges but are requesting to have their interest fees waived.

Motion to deny request to waive interest fees on levy invoices for Municipal Boards – Cyndy Heslin - carried

Adjournment at 2:50 p.m. due to loss of quorum.

Informal Notes:

3. System Agreement (Attached new and old agreement)
 - see attached
4. Required MLIS for NLLS
 - PLSB states that a population over 25,000 requires one (1) MLIS
 - Due to the population in our System, PLSB requires we have 6 MLIS employees (based on the population numbers). It was discussed to possibly take our concerns forward, as our geography and size works against us, it is vastly spread out unlike the other systems. It was felt we should only require 5 MLIS.
5. Breakdown of system services for council and local library board meetings
 - Discussed in Chair's report
6. Calendar dates for future meetings
 - Board – May 5, September 8, November 3, and March 2, 2019
 - Executive – May 5, July 30, September 8, November 3, and March 2, 2019
7. Policy and Procedure – Committees of the Board
 - Requirements for committees and length of terms (was addressed during Policies)
8. Board Code of Ethics
 - Who does one report to for a breach of the Board Code of Ethics by a member? Should a policy be developed?

NEW ACTION ITEMS

ADMIN – develop a detailed timeframe for reply to calls; prioritize calls and help desk tickets and have a timeframe for reply
ADMIN – put on website NLLS staff names and job descriptions, with a paper copy to be sent out
ADMIN – report back to LMC on items that have been addressed
ADMIN – job description for committees and term, to be sent to the Board
CHAIR – ensure we get on agenda at ALTA AGM meeting in Jasper
CHAIR – letter about Innovative to TRAC Chair (for Julie to take to meeting)
POLICY COMMITTEE – Breach Code of Ethics – disciplinary measures
POLICY COMMITTEE – Communication Policy for Staff, Board Members and Library Managers

Approved By: _____ **Date:** _____

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS STAFF	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	1
Subject:	Continuing Education and Professional Development	Revised Date:	April 3, 2018
		<i>Appendix C</i>	Sec 1, 1D

Continuing Education

1. Upon prior application to the Executive Director, an employee may be reimbursed fees for any course, workshop or seminar successfully completed whose subject matter pertains to the work at NLLS up to a maximum of \$800.00 per course and within each department's professional development budget.
2. An employee who resigns **or is terminated from NLLS employment** agrees to reimburse NLLS for tuition and all related expenses paid by NLLS within three years of the training completion date. NLLS is authorized to recover funds by means of payroll deduction from the employee final pay.
 - a. Employee Repayment is prorated: *Appendix C - Education*
 - i. 100% if the employee leaves before 18 months less a day
 - ii. 75% if the employee leaves from 18-24 months less a day
 - iii. 50% if the employee leaves from 24-30 months less a day
 - iv. 25% if the employee leaves from 30-36 months less a day
 - v. 0% if the employee leaves after 36 months.
3. Employees who are covered by the NLLS Overtime Agreement are eligible for in lieu time if NLLS requires them to take the training outside of their regular hours.
4. Employees are not eligible for in lieu time if they are requesting NLLS to cover their expenses, in whole or in part, for attendance at a conference, workshop, course or seminar, which NLLS is not requiring them to attend.
5. Professional staff is expected to pursue professional development where appropriate
6. Upon completion of each course the staff member will submit a written report to the department manager citing subject matter, course overview along with grade received.

7. At their discretion, the Executive Director has the right to permit an exception to the employee repayment process outlined above. This decision is to be ratified by the Executive Committee.

Professional Development

1. Upon completion of any attended conference, the staff member will submit a written report to the department manager citing highlights and any learning take backs for NLLS:
 - a. Submission of session list and the value to NLLS of each.

NLLS Executive Board Chair

Date of Approval

Appendix C



Northern Lights Library System

Human Resources Department

5615- 48 St, Postal Bag 8

Elk Point, AB T0A 1A0

780-724-2596 ext. 2110

Continuing Education - Statement of Understanding

- 1) Upon prior application to the Executive Director, an employee may be reimbursed fees for any course, workshop or seminar successfully completed whose subject matter pertains to the work at NLLS up to a maximum of \$800.00 per course and within each department's professional development budget.
- 2) An employee who resigns **or is terminated from NLLS employment** agrees to reimburse NLLS for tuition and all related expenses paid by NLLS within three years of the training completion date. NLLS is authorized to recover funds by means of payroll deduction from the employee final pay.

Employee Repayment is prorated:

- a. 100% if the employee leaves before 18 months less a day
 - b. 75% if the employee leaves from 18-24 months less a day
 - c. 50% if the employee leaves from 24-30 months less a day
 - d. 25% if the employee leaves from 30-36 months less a day
 - e. 0% if the employee leave after 36 months.
- 3) Employees who are covered by the NLLS Overtime Agreement are eligible for in lieu time if NLLS requires them to take the training outside of their regular hours.
- 4) Employees are not eligible for in lieu time if they are requesting NLLS to cover their expenses, in whole or in part, for attendance at a conference, workshop, course or seminar, which NLLS is not requiring them to attend.
- 5) Professional staff is expected to pursue professional development where appropriate.

NLLS Employee

Date

NLLS Representative

Date

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS STAFF	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	1
Subject:	Staff Reduction and Termination	Revised Date:	April 3, 2018
			Sec 1, 1F

Staff Reduction and Termination

1. The Northern Lights Library System recognizes that fairness to both the employee and the employer is important should an employee resign or be dismissed from a position. The policy on employee termination is in accordance with the Government of Alberta Employment Standards Code. ~~Chapter E-10.2, 1988.~~
 - a. Non-management employees are required to give notice as per the Government of Alberta Employment Standards Code. Employees are encouraged to give as much notice as possible to allow for selection process to begin.
 - b. When a permanent employee is dismissed with or without cause, the employee shall be given notice in wage and/or time in accordance with the Employment Standards Code
 - c. The Executive Director may be required to eliminate a position or amalgamate positions. Should this occur, all concerned employees will be given notice as per the Employment Standards Code. **Any compensation packages over and above the Employment standards code must be ratified by the Executive Committee.**

NLLS Executive Board Chair

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS STAFF	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	2
Subject:	Hours of Work	Revised Date:	April, 3 2018
			Sec 1, 1G

Hours of Work

1. The Northern Lights Library System will operate on a 35 hour week for all full time employees.
2. Regular hours of work will be from 8:30 a.m. to 4:30 p.m., Monday to Friday.
3. ~~Employees who work a full day (7) hours are entitled to two (2) fifteen (15) minute paid coffee breaks and one (1) unpaid hour for lunch.~~
Employees will be entitled to a minimum of a 30-minute break (paid or unpaid) within every five (5) hours of consecutive employment. If agreed to by the employer and employees, breaks can be taken in two, 15-minute installments.
4. Employees who work a morning or afternoon shift are entitled to one (1) fifteen (15) minute paid coffee break.
5. A compressed schedule or flexible schedule may be arranged at the discretion of the Executive Director.
6. NLLS recognizes that the Executive Director and the Management Team will often work excess hours in order to fulfill the roles and responsibilities of their positions. Greater financial compensation on the salary grid for their levels, more vacation benefits, and a flexible work schedule as required is considered suitable compensation for their supervisory roles.
7. Timesheet Payroll Policy– all staff
 - a. Timesheets are to be given to the supervisor by the 2nd working day of the following month. This in turn goes to the finance officer by the 5th working day of the month for review and data entry.
 - b. Executive Director timesheet to be authorized by the Board Chair.
 - c. The Finance Officer will be responsible for all timesheet entry and collection of Executive Director and Board Chair signature authorizations.
 - d. Each employee may track their sick, lieu, and vacation hours. Upon request, the Finance dept. will provide a copy of the tracking sheet for employee confirmation and records.
 - e. Any changes to employee mid-month payroll amount, banking information or email address, must be submitted in writing with effective date.

8. Time off authorization

- a. All time off requests must be submitted to employee Manager/Supervisor for approval via email where possible and cc the Finance Officer. If a phone call is made to your Manager/Supervisor they will be responsible to send email to the Finance Officer. Please follow up next working day. If your supervisor is unavailable please go to next staff in chain of command and cc Finance Officer.
- b. Once approved please ensure you create a calendar entry when possible with the subject line: " Your Name" -AWAY
- c. Update employee voicemail and email out of office notification as required.
- d. The Executive Director time off requests must be submitted to the Board Chair or Vice Chair for approval.

9. Absenteeism

- a. Employees are expected to attend work and be punctual on every scheduled day. Any incident of employee absenteeism shall be reported and recorded by the department manager.
- b. Employees will be subject to the Employee Discipline policy if they are absent or late without authorization for three (3) occurrences in a twelve (12) month period.

~~Abandonment of Position~~

- ~~a. Absence from work for three (3) consecutive work days without notification to the department manager or Executive Director is considered to be an abandonment of position by the employee. Following procedure it could be considered resignation from employment. TAKE BACK TO POLICY COMMITTEE~~

Recommendation to remove

NLLS Executive Board Chair

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS STAFF	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	2
Subject:	Overtime	Revised Date:	April 3, 2018
		Appendix D	Sec 1, 1H

Overtime

1. For salaried employees, hours worked in excess of regular hours will be compensated by allowing time off according to the terms of the NLLS Overtime Agreement.
2. For employees paid on an hourly basis, hours worked in excess of regular hours will be paid at overtime rates according to the terms of the Employment Standards Code.
3. For all employees, hours worked in excess of regular hours may not be worked without the prior authorization of the Executive Director or Department Manager.
4. All salaried employees, except management staff, are eligible for lieu time.
5. NLLS Management staff are eligible for Flex time as per Hours of work.
6. While every effort will be taken to accommodate employees' wishes, NLLS reserves the right to schedule when in lieu time will be taken. In lieu time may not be taken without the prior authorization of an employee's Manager, and must be taken within **six (6)** months of incurring such lieu time.
7. Lieu time must be taken within the **six (6)** months it was earned. In December all lieu will be paid out on the final calendar year payroll run; no lieu can be carried over into new fiscal year.
8. Staff who are called out after hours for work by the alarm company or Executive Director will be paid a minimum call out of three (3) hours of their current wage.
9. The Board shall have all policies in place regarding overtime authorization and these policies will be followed by all personal.
10. *Appendix D – Overtime Agreement*

NLLS Executive Board Chair

Date of Approval



APPENDIX D – Overtime Agreement

Overtime Agreement Form

It is agreed between:

_____ of _____

and

Northern Lights Library System of 5615 48 St Elk Point, AB T0A 1A0

That either wholly or partly the employer will provide and the employee will take, time off: with pay in place of overtime pay for those hours worked in excess of 7 in a work day or 35 in a work week, whichever is greater.

The time off with pay shall be provided, taken and paid within **six (6)** months of the end of the pay period in which it was earned.

If the time off with pay instead of overtime is not provided, taken and paid in accordance with paragraph 2, the employee shall be paid overtime pay of a least 1.5 times the employee's wage rate for the overtime hours worked.

Time off in place of overtime shall be treated as hours of work and remuneration paid in respect to time off in place of overtime pay shall be treated as wages.

The time off in place of pay shall be provided by the employer and taken by the employee within six (6) months of the end of the pay period in which it is earned.

The employer shall provide a copy of this agreement to the employee.

No amendment or termination of this agreement shall be effective without at least one month's notice in writing by one party to the other.

Dated this _____ day of _____ 20__.

Employer Representative

Employee

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS STAFF	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	2
Subject:	Vacation	Revised Date:	April 3, 2018
			Sec 1, 1J

Vacation

1. Permanent employees shall be entitled to annual vacation days with pay. Temporary employees shall receive vacation pay. In accordance with the Alberta Employment Standards Code, vacation time and payment will not accrue during unpaid leaves of absence, including job protected leaves of absence such as maternity, parental, sickness, long term disability, etc.
2. The vacation entitlement is calculated on a calendar year basis using a common anniversary date of January 1.
3. Vacation entitlement is as follows:
 - a. All staff excluding Management.
 - i. Three (3) weeks paid vacation after one (1) year's continuous service.
 - ii. Four (4) weeks paid vacation after four (4) year's continuous service.
 - iii. After ten (10) years of continued employment, the employee will gain one (1) vacation day for each additional year to a maximum of five (5) weeks paid vacation.
 - b. Management Staff.
 - i. Four (4) weeks paid vacation after one (1) year's continuous service.
 - ii. Five (5) weeks paid vacation after four (4) year's continuous service.
 - c. Executive Director: As per negotiated contract.
4. Should an employee leave before the end of the year after having taken vacation, the salary paid for the unearned vacation shall be deducted from the employee's final pay cheque.

5. Vacation time is scheduled by the Executive Director or the Department Manager. A tentative vacation schedule will be drawn up by May 31 of each year. Vacation time will be allotted on a first come, first served basis. Conflicts will be resolved with employee(s) and Executive Directors.
6. For vacation calculation purposes, employees beginning their services after the 15th of the month will be deemed to have begun such service on the first (1) day of the following month.
7. ~~In accordance with the Employment Standards Act, pay will carry on at regular rates during vacation periods.~~

For employees paid by monthly salary, NLLS must pay the employee's regular rate of pay for the time of their vacation.

Each week of vacation pay is calculated by dividing their monthly wage by 4.3333 (which is the average number of weeks in a month).

For employees paid other than monthly

For employees who are paid hourly, weekly, or by commission or other incentive pay, NLLS must pay:

Length of employment	Number of weeks' annual vacation	% of wages
Less than 1 year	Not entitled unless stated in contract	4% of wages
1 to 4 years	2 weeks	4% of yearly wages
5 years or more	3 weeks	6% of yearly wages

8. NLLS is required to provide annual vacations to employees. NLLS are to provide vacations in one unbroken period, however, an employee can request, in writing, for the vacation to be broken into shorter periods and if the request can be accommodated, NLLS should provide this. Vacation time is allowed to be taken in half-day increments if agreed to by NLLS and the employee.

~~Annual vacations may be taken at any time during the calendar year and may be split if so arranged and mutually agreed upon by the Executive Director or the Department Manager and the employee. The maximum number of splits in vacation allotment shall be limited to the same number of weeks allowable per employee.~~

9. An employee may carry over a maximum of two (2) weeks (10 days) of vacation leave into the next calendar year with the approval of the Executive Director or the Department Manager. Requests in writing to the supervisor should be made by November 1 of the current year.
10. Any unused vacation days that have not been taken within the calendar year or have not been carried over according to previous stated policy into the next calendar year will be paid out in the final December payroll of the current calendar year.
11. If serious injury or illness should occur during an employee's vacation, the employee may apply to have the time lost assigned to available sick leave rather than vacation. In this case the employee will submit to the supervisor within three (3) days of its receipt the doctor's certificate stating the nature and duration of the treatment required.
12. Statutory or declared holidays will not be included in the vacation period.
13. NLLS management is allowed to deny requests for vacation at specific times due to operational reasons. If NLLS management and the employee can't agree on the employee's vacation time, NLLS management can decide when it will be taken. However, the NLLS management must give the employee at least 2 weeks' notice in writing of the vacation start date.

NLLS Executive Board Chair

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS STAFF	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	3
Subject:	LEAVES	Revised Date:	April 3, 2018
		Appendix F	Sec 1, 1L

Benefits

Employees are eligible for current (excluding reservists leave) and new leaves after 90 days.

1. Jury Duty/Subpoenas

- a. When an employee is summoned for jury duty or subpoenaed as a witness in their private capacity, they will be allowed leave with pay provided any stipend received by the employee (minus expenses) is paid to NLLS.

2. Leave Without Pay

- a. Anticipated Leave Without Pay – The Executive Director, in conjunction with the Department Manager, may grant leave of absence without pay and without loss of seniority to any employee requesting such leave for good and sufficient cause so long as the time requested does not exceed twenty (20) working days. Otherwise, a written request must be submitted to the NLLS Executive Committee for their approval before the intended leave is to commence. It is understood that all vacation entitlement will be used prior to any leave without pay being granted and that satisfactory arrangements can be made for the performance of the employee's duties during such absence.
- b. Emergent Leave Without Pay – The Executive Director, in conjunction with the Department Manager, has the authority to approve leave without pay for emergent situations, (i.e. illness in the family, extended compassionate leave, etc.). The Executive Director shall report to the NLLS Executive Committee all leaves granted under this policy.

3. Appendix F – Maternity/Parental and Compassionate Leave

4. Bereavement Leave

- a. The Northern Lights Library System recognizes the need for employees to have time to deal with the death of a family member.
- b. Bereavement leave with pay up to and including three (3) regularly scheduled consecutive work days shall be granted to all permanent and non-permanent employees who are required to carry out responsibilities incurred by the death of the employee's immediate family.
- c. The Northern Lights Library System may, in addition, grant up to two (2) day's leave with pay for the purposes of travel relating to the death of a family member.
- d. A member of the immediate family is defined as:
 - i. A mother, father, mother-in-law, father-in-law,
 - ii. A brother, sister, brother-in-law, sister-in-law,
 - iii. A spouse or common-law spouse, including same sex partner
 - iv. A child, step-child or foster child
 - v. A grandparent or grandchild,
 - vi. A relative who is a member of the employee's household.
- e. Travel leave will be granted if the employee must travel a sufficient distance involving the equivalent of $\frac{1}{2}$ working day or more by air (one way); or if traveling time by vehicle involves the equivalent of one working day or more (one way). Traveling time by air may include time waiting for a flight and flight connections, and time required to travel to and from airports.
- f. Bereavement leave for any person not mentioned above may be granted at the discretion of the Executive Director. Additional bereavement leave (without pay) may be granted at the discretion of the Executive Director.

NLLS Executive Board Chair

Date of Approval

APPENDIX F - Leaves



Northern Lights Library System

Human Resources Department

5615- 48 St, Postal Bag 8

Elk Point, AB T0A 1A0

780-724-2596 ext. 2110

Maternity/Parental Leave

<https://work.alberta.ca/documents/Maternity-Leave-and-Parental-Leave.pdf>

<https://work.alberta.ca/employment-standards/maternity-and-parental-leave-2017.html>

Compassionate Leave

<https://work.alberta.ca/documents/compassionate-care.pdf>

<https://work.alberta.ca/employment-standards-2017.html>

All of the following job-protected leaves are unpaid.

- **Personal and Family Responsibility Leave** – A new unpaid leave will provide up to 5 days of job protection per year for personal sickness or short-term care of an immediate family member. Includes attending to personal emergencies and caregiving responsibilities related to education of a child.
- **Long-Term Illness and Injury Leave** – A new unpaid leave will provide up to 16 weeks of job protection per year for long-term personal sickness or injury. Medical certificate and reasonable notice will be required. This will align with the federal Employment Insurance program.
- **Bereavement Leave** – A new unpaid leave will provide up to 3 days of job protection per year for bereavement of an immediate family member.
- **Domestic Violence Leave** – A new unpaid leave will provide up to 10 days of job protection per year for employees addressing a situation of domestic violence.
- **Citizenship Ceremony Leave** – A new unpaid leave will provide up to a half-day of job protection for employees attending a citizenship ceremony.
- **Critical Illness of an Adult Family Member** – A new unpaid leave will provide up to 16 weeks of job protection for employees who take time off to care for an ill or injured adult family member. This will align with the federal Employment Insurance program.
- **Critical Illness of a Child** – A new unpaid leave will provide up to 36 weeks of job protection for parents of critically ill or injured children. This will align with the federal Employment Insurance program.
- **Death or disappearance of a Child** – A new unpaid leave will provide up to 52 weeks of job protection for employees whose child disappeared as a result of a crime, or up to 104 weeks if a child died as a result of a crime. This will align with the federal Employment Insurance program.

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS BOARD	Effective:	May 13 2017
Chapter:	Vision and Policy Statements	Page(s):	2
Subject:	Policy Statements	Revised Date:	April 8, 2018
			Sec 2, 1A

Policy Statement 1 - Governance Principles

1. The Northern Lights Library Board shall be formed in accordance with the Alberta Libraries Act and shall be hereinafter referred to as the Board.
2. The Board's priority is to determine Northern Lights Library System's Vision, Mission, Belief **Values**, Goals, and Objectives and liaise with the member municipalities, and monitor the System's performance.
3. The Board is a governing body that speaks with one voice. All authority rests with the Board, and individual trustees have no authority except as conferred by the Board for specific purposes.
4. The Board leads through policy, using a framework which defines five categories of Board Policy: Vision, Mission, Belief **Values**, Goals, and Objectives; Governance Process; Board – Executive Director Relationship; and Executive Director's Parameters.
5. The Board's ongoing agenda is based on its role which is focused on governance issues rather than management issues.
6. The Board states the expected Vision, Mission, Belief **Values**, Goals, and Objectives through the plan of service, directing the Executive Director to determine the means to achieve these results within limits of ethics and prudence.
7. The Board as a whole has one employee, the Executive Director, who is accountable to the Board as a whole. When the Board approves policy, the Executive Director is empowered to make all further decisions. The Executive Director's authority begins immediately and automatically.
8. The Executive Committee on behalf of the Board monitors the Executive Director solely on the basis of organizational performance and written policies.

9. The Executive Committee and Ad Hoc Committees are to assist the Board in doing its job; not to advise or assist staff in doing their job.

Policy Statement 2 – Proportional Representation

1. Promote proportional and regional representation on the Northern Lights Library System Executive Committee.

NLLS Executive Board Chair

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS BOARD	Effective:	
Chapter:	Vision and Policy Statements	Page(s):	3
Subject:	Governance Style of the Board	Revised Date:	April 8, 2018
			Sec 2, 1C Appendix U

Governance Style of the Board

1. The Board governs with a style which emphasizes outward vision, encouragement of diversity in viewpoints, strategic leadership, clear distinction of Board and staff roles, collective decision-making, and a focus on the future and pro activity.
2. The Board shall:
 - a. Enforce upon itself and its members whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, governance principles, respect of roles, and support for Board decisions. It will allow no officer, individual or committee of the Board to usurp this role or hinder this commitment.
 - b. Consider suggestions for policy development that come from: Board trustees, the Executive Committee, the Executive Director or staff members, client library boards or client library staff, and various levels of government and funding jurisdictions.
 - c. Comply with federal, provincial, and municipal laws and Board policies.
 - d. Comply with *Libraries Regulation and Libraries Act*.**
 - e. Changes or additions to policies shall be approved at a Board meeting by a motion.
 - f. Ensure that the Board's policy manual be maintained, and copies of old policies including policies that have been eliminated or changed shall be kept in perpetuity for reference purposes.
 - g. Ensure copies of all approved or amended policies shall be filed with the appropriate government department(s) as required as legislation.
 - h. Focus chiefly on intended long term benefits, not on the operational means of attaining those results.
 - i. Monitor and regularly discuss the Board's own process and performance. Ensure the continuity of its governance capability through Board education and development.
 - j. Ensure that agenda packages are available at minimum seven (7) days prior to the meeting.
 - k. Ensure that "draft" minutes are circulated with the agenda package.

- l. Agenda packages and draft minutes shall be posted to the NLLS website and a hyperlink shall be emailed to all Board members and alternates.
- m. Ensure that “approved” minutes are posted on the NLLS website within seven (7) days of being approved by the Board.
- n. To ensure transparency is clear in all meetings a “Record of Motions” will be kept by the Board Chair**
- o. An Executive Committee Action item list will be maintained and accountable by the Board Chair Appendix U**

NLLS Executive Board Chair

Date of Approval

Appendix U – Action Item list

EXECUTIVE COMMITTEE ACTION ITEM LIST

[illegible]

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS BOARD	Effective:	May 13 2017
Chapter:	Vision and Policy Statements	Page(s):	3
Subject:	Role of Executive Committee	Revised Date:	May 13 2017
			Sec 2, 1E

Role of Executive Committee

1. Within existing policy, the Executive Committee has the freedom to act as needed and fulfills the function of the Northern Lights Regional Library Board between Board meetings so as never to interfere with Board policy, bylaws, or budget. The Board will respect and support any reasonable interpretation of Board policy by the Executive Committee.
 - a. Lead strategic planning for NLLS, including the development of the Plan of Service. The Executive does not have the power to change the Plan of Service once it is set by the whole board.
 - b. Prepare personnel, financial and facility framework and policy statements.
 - c. Act on behalf of the NLLS Board at provincial meetings or when presenting recommendations on provincial library policy.
 - d. The Executive committee has the authority to hire the Executive Director.
 - e. The Executive committee is responsible for the on-going evaluation of the Executive Director's performance based on organizational performance, based on implementation of plan of service, policy and budget.
 - f. The Executive committee has authority to terminate the Executive Director:
 - i. Prior to a termination decision the Executive Committee shall seek, as a check and balance, input from the Grievance committee (excluding the Vice Chair)
 - ii. Two members of the Executive Committee, determined by the Executive Committee, shall present the Grievance Committee with all stated facts so they may deliberate on the matter.
 - iii. At its discretion, the Grievance Committee may meet and speak with the Executive Director.

- iv. After a thorough review of said facts, the Grievance Committee shall submit a written recommendation back to the Executive Committee to provide sober second thought on Executive Committee's decision.
 - v. The Board Chair will call a special meeting of the Executive Committee to review the Grievance Committee recommendation and to make the final decision to terminate or not.
- g. The Executive Committee will be responsible for the orientation and professional development.
- h. The Executive sets the agenda for Board meetings and reports to the Board on actions taken.
- i. The Executive will ensure that minutes are taken of all Executive meetings and that draft and approved minutes are made available to the general membership
- j. From its membership, the Executive Committee shall elect a Vice-Chair for the Board at the first Executive Committee meeting after the Board's organizational meeting.
- k. The Chair may call a special meeting of the Executive Committee as required, or at the request of two or more members of the Executive Committee.
- l. No business shall be transacted at meetings of the Executive Committee unless a quorum of the members is present. The quorum for the Executive Committee shall be a simple majority of members. The Executive Director or designate shall be present with the exception of in camera session that is about the Executive Director.
- m. NLLS's Executive Committee may have a maximum of ten members as permitted by The Libraries Regulations.
- ~~n. The Board Chairperson, who is elected by the general membership, accounts for one seat on the committee. The chair does not represent a specific zone.~~
 - ~~i. All municipalities with a population of 15,000 or more will automatically get a seat on the Executive Committee to a maximum of three seats as per the system agreement.~~

~~ii. Each zone of the system to have a seat on the Executive Committee.~~

~~1. Zone 1 = Athabasca County/County of Thorhild/Smoky Lake County~~

~~2. Zone 2 = Lac La Biche County/M.D of Bonnyville/County of St. Paul/ County of Two Hills~~

~~3. Zone 3 = Sturgeon County/Lamont County/Beaver County~~

~~4. Zone 4 = County of Minburn/M.D of Wainwright/County of Vermilion River~~

~~iii. Zone 1 & 3 is elected on odd years for a two year term~~

~~iv. Zone 2 & 4 is elected on even years for a two year term~~

~~v. Any remaining seats may be elected from the General Board Membership~~

~~Leave here or Move to new Election policy~~

o. Should a sitting member of the Executive Committee be unable to continue as a member of the committee prior to the conclusion of their two-year term, representatives from that municipality or group of municipalities may appoint a new representative to the Executive Committee at the next board meeting.

p. Absence due to resignation or disappointment (removal) of the Board Chair, will result in the Vice-Chair assuming responsibilities until the next general board meeting. At this time a new Board Chair will be elected from the general board membership.

q. Absence due to resignation or disappointment (removal) of the Board Chair and Vice-Chair, will result in the remaining Executive Committee members to elect an interim Board Chair until such time a new Board Chair to be elected by the general board membership.

~~r. Commencing 2017 the election of the Executive Committee will be held in May as described in schedule above. Move to new Election policy~~

NLLS Executive Board Chair

May 13, 2017

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS BOARD	Effective:	
Chapter:	Vision and Policy Statements	Page(s):	1
Subject:	Committees of the Board	Revised Date:	April 3, 2018
			Sec 2, 1H Appendix T

Committees of the Board

1. The Northern Lights Library System Board shall appoint members of all committees at the Annual Organization Meeting in May.
2. Wherever possible the committees will have equal representation of one (1) member from each of the zones. (As listed in D. Role of the Executive) Appointed zone member may or may not be the zone rep on the executive, depending on the terms of reference for the committee, and shall be appointed by a vote of the members of that zone. Where a fifth (5) member is required, that member shall be appointed from and by the general membership.
3. All committees shall ensure that minutes are recorded and distributed to the Executive to be presented to the Board where appropriate. Committee reports shall be made by the committee chair or designate at all regular meetings. **Appendix T- General Reporting Form**
4. Committees of the NLLS Board are:
 - a. Executive Committee- up to 10 members
 - b. Human Resources (Grievance) – Ad Hoc- 5 members
 - c. Finance & Audit Committee (Budget)- 5 members
 - d. Building & Equipment Committee- 5 members
 - e. Policy Committee- 5 members
 - f. Plan of Service Committee – 5 members (every 3 years) annually to review
 - g. Executive Evaluation Committee - 3 members
5. The NLLS Board may appoint ad-hoc committees of one or more members. A standing committee may strike a sub-committee of the standing committee.
6. All committees, with the exception of the Executive Committee, have advisory powers only.
7. Mandate statements of standing committees shall be approved by the Northern Lights Library System Board.
8. The Board Chair is not ex officio, and not required to attend committees, however can attend without compensation.

NLLS Executive Board Chair

Date of Approval

Appendix T – Reporting Form

GENERAL REPORTING FORM

Date of Event: _____

Name of Event: _____

Board/Committee Name: _____

Give a brief description of event, conference, session to report back to Executive Committee:

Recommendations if any:

--

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS BOARD	Effective:	May 13 2017
Chapter:	Vision and Policy Statements	Page(s):	1
Subject:	Recognition – Long Service Board	Revised Date:	April 8, 2018
			Sec 2, 1J

Recognition – Long Service Board

1. Honorarium of \$100.00 per month for the Board Chair received at the end of the term to be paid annually at AGM or **earlier as required**.

NLLS Executive Board Chair

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS BOARD	Effective:	
Chapter:	Vision and Policy Statements	Page(s):	1
Subject:	Election of Executive Committee	Revised Date:	April 3, 2018
			Sec 2, 10

Election

- A. Commencing 2017 the election of the Executive Committee will be held at the Annual Organizational Meeting described in schedule below.
- B. The Board Chairperson, who is elected by the general membership, accounts for one seat on the committee. The Chair does not represent a specific zone.
 - a) All municipalities with a population of 15,000 or more will automatically get a seat on the Executive Committee to a maximum of three seats as per the system agreement.
 - b) Each zone of the system to have a seat on the Executive Committee.
 - i) Zone 1 = Athabasca County/County of Thorhild/Smoky Lake County
 - ii) Zone 2 = Lac La Biche County/M.D of Bonnyville/County of St. Paul/ County of Two Hills
 - iii) Zone 3 = Sturgeon County/Lamont County/Beaver County
 - iv) Zone 4 = County of Minburn/M.D of Wainwright/County of Vermilion River
 - c) Zone 1 & 3 is elected on odd years for a two-year term
 - d) Zone 2 & 4 is elected on even years for a two-year term
 - e) Any remaining seats may be elected from the General Board Membership for a two-year term
- C. At the Annual Organization Meeting (or election meeting) self-nominations or nominations will be taken from the floor.
- D. Each nominee will have 3 mins to speak and describe themselves and why they want to stand for Board Chair.
- E. There is no campaigning for votes prior to Annual Organization Meeting (or Election meeting). If in breach of this policy the selected person will be removed from the position.

- F. If the municipality has not paid the yearly levy, you are not eligible to nominate, run for or hold any position for any Executive or Committee positions and will not be reimbursed for mileage until your municipality is considered in good standing.**

NLLS Executive Board Chair

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	FINANCE	Effective:	
Chapter:	General	Page(s):	2
Subject:	Finance Fund Accounts	Revised Date:	April 3, 2018
			Sec 3, 1H

Finance Fund Accounts:

1. Movement of funds to or from fund accounts must be accompanied by a motion or according to policy. The minimum levels of the fund accounts will be reviewed within the context of the budget. Northern Lights' fund accounts are secured through NLLS' current bank accounts, guaranteed investment certificates (GICs), and other investments.
2. **Building Ear-Marked Funds:**
Purpose: To provide for additions, replacements and repairs of a capital nature to the physical building and property of NLLS.
Recommended Minimum Level: \$250,000
3. **Contingent Liability and Consultation Ear-Marked Funds: (NEW BUDGET LINE NEEDED)**
Purpose: To provide funds for possible severance or litigation payout not specifically covered by insurance and to pay for unbudgeted legal or other consulting services.
Recommended Minimum Level: \$50,000
4. **Equipment/Furnishings Ear-Marked Funds:**
Purpose: To acquire or replace furniture/fixtures and equipment (other than computer equipment.)
Recommended Minimum Level: \$25,000
5. **Technology Ear-Marked Funds:**
Purpose: To acquire or replace storage devices, networking devices, computer hardware, software, network servers, client loaner equipment, peripherals and other IT equipment of the sort required to maintain an automated organization.
Recommended Minimum Level: \$300,000

Replacement Cost: A budgeted amount to cover current and future Computer Software, Hardware and Network Server costs shall be transferred to the Technology Reserve each year.

6. Vehicle Ear-Marked Funds:

Purpose: To replace Northern Lights Library vehicles with the life of the vehicle being based on an estimation of resale value and reliability.

Recommended Minimum Level: An amount to be designated each year per vehicle as part of a five year rolling vehicle acquisition and disposal plan, subject to the estimated salvage value of the retiring vehicles and the expected replacement cost.

Replacement Cost: A budgeted amount for future vehicle replacement shall be transferred to the Vehicle Ear marked fund each year.

7. Unrestricted Operating Ear-Marked Funds:

NLLS auditors will make fiscal year-end adjustments for the net change invested in capital assets and all other adjustments as needed from the Unrestricted Operating Fund. This fund can also be used to offset operational costs at the discretion of the Board and/or Executive Committee.

NLLS Executive Board Chair

Date of Approval

STATEMENT OF POLICY AND PROCEDURE			
Section:	FINANCE	Effective:	April 3, 2018
Chapter:	General	Page(s):	1
Subject:	Facility Use Rental	Revised Date:	April 3, 2018
			Sec 3, 1L Appendix V

Building Rental

A. Applicants requesting facility use must send in a fully completed *Appendix V-Facility Use Application form*

B. Use of space

- a) Use of the space by NLLS takes priority and could result in an applicant's approved event being rescheduled. Every effort will be made to accommodate an alternate date.
- b) The space being requested can only be used for the purpose identified by the user on the Facility Use Application form.
- c) Change of purpose after application approval must be submitted in writing to: NLLS Reception for consideration.

C. Cost

- a) A rental rate will be assessed to the applicant as outlined on the Facility Use Application form. A \$50 deposit is due upon signing of the memorandum of agreement. (if required) The total amount is due the day of the event.

D. Food and beverages

- a) Catering arrangements are to be made directly with the NLLS reception staff.
- b) Shared Kitchen rental costs are separate

E. Cancellation

- a) Cancellations prior to 5 business days of the scheduled event will result in a full refund.
- b) Cancellations within 5 business days of the scheduled event will result in a refund of the amount paid minus the deposit.
- c) Should the event require rescheduling due to NLLS priority and an alternate date can't be agreed upon, a full refund will be returned to the applicant.

F. Facility details and fees

- a) rental rates include the use of the space booked
- b) all spaces include access to wireless internet
- c) any electronic devices or meeting accessories will be charged over and above facility fee
- d) meeting rooms will be rented and charged on an hourly basis
- e) catering is not included in the rates
- f) GST will be applied to all costs

G. Rental Rates based on fair market value – rated TBD

Facility Type	Set up Style	Equipment required	Rental Rates
Big Board Room – Full	Square/U-shape/Row Seating	Laptop/Projector/Microphone/TV	\$75 / hr \$100 / hr w/equip
Big Board Room -Half	Square/U-shape/Row Seating	Laptop / Projector / Microphone / TV	\$75 / hr \$100 / hr w/equip
Small Board Room	Square/U-shape/Row Seating	Laptop / Projector / Microphone / TV	\$75 / hr \$100 / hr w/equip
RISE Room	Classroom seating	Telecommunications	Smoky Lake Ag – call for pricing- EP Seniors Center – St. Paul Station -
Kitchen - shared			\$75 / hr

(Library Board, ALTA or NLLS Board members and NLLS Staff get a 50% discount)

NLLS Executive Board Chair

Date of Approval

Northern Lights Library System

Balance Sheet As at 03/31/2018

CURRENT ASSETS		
Petty Cash	210.00	
USD Exchange Acct	468.86	
ATB Chequing Account	1,326,395.00	
ATB US Chequing Account	228.73	
ATB Investment Acct	1,517,452.00	
CASH TOTAL		2,844,754.59
Advances Receivable	1,000.00	
A/R - General	73,447.50	
A/R - Yearend	2,067.95	
AR Total		76,515.45
Prepaid Expenses and Deposits	118,557.89	
Total Prepaid		118,557.89
Total Current Assets		<u>3,039,827.93</u>
FIXED ASSETS:		
Vehicles	206,835.14	
Computer Equipment	233,187.74	
Furniture & Equipment	83,109.39	
Parking Lot	81,000.00	
Building	2,894,640.88	
Land	50,000.00	
Accumulated Amortization	-969,106.00	
Total Fixed Assets		2,579,667.15
Total Fixed Assets		<u>2,579,667.15</u>
TOTAL ASSET		<u><u>5,619,495.08</u></u>
Current Liabilities		
ATB Credit Card		3,329.06
Year Accounts Payable		10,444.37
Accounts Payable		25,625.40
Vacation Payable		40,433.68
EI Payable	3,827.03	
CPP Payable	9,263.91	
Federal Income Tax Payable	17,362.63	
Rec Gen Payable: Total		30,453.57
R.R.S.P. Payable	-600.00	
Extended Health	-802.09	
Dental	-648.84	
LTD	-1,021.94	
STD	-720.90	
Other Deductions Payable	-684.30	
Deduction Payables Total		-4,478.07
WCB Payable		698.05
GST Charged On Operating Sales	1,063.54	

GST Paid On Operating Purchases	-7,906.28	
GST Paid - Exempt Purchases	-4,868.27	
GST Total		-11,711.01
Library Acquisition Accounts		14,279.17
Deferred Grant Contributions		125,291.84
Deferred Contributions		1,318,139.45
TOTAL CURRENT LIABILITIES		1,552,505.51
Libraries Collection Development		
TOTAL - UNUSED COLLECTION DEVELOPME		454,686.56
TOTAL LIABILITY		2,007,192.07
EQUITY		
Retained Earnings		
Current Earnings		214,252.58
Opening Retained Earnings		2,136,522.84
Capital surplus		1,261,527.59
Total Retained Earnings		3,612,303.01
TOTAL EQUITY		3,612,303.01
LIABILITIES AND EQUITY		5,619,495.08

Generated On: 04/05/2018

Northern Lights Library System

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

	Actual 01/01/2018 to 03/31/2018	Actual 01/01/2017 to 03/31/2017	Percent
Revenue			
Levies - Municipalities	1,188,119.01	1,204,931.13	-140%
Levies - Library Boards	0.00	0.00	0%
Prov. Operating Grant	0.00	0.00	0%
Prov. Rural Services Grant	0.00	0.00	0%
Indigenous Grant	0.00	0.00	0%
Deferred Allotment	-300,094.23	-282,873.09	609%
Travel Grants	144.79	433.99	-6664%
Wage Subsidies	0.00	0.00	0%
Non Resident Fees	450.00	550.00	-1818%
Other Grants / Library Programs	0.00	0.00	0%
Sales - Misc.	3,043.13	1,937.29	5708%
Sales Office Supplies-Resale	21,304.49	38,500.65	-4466%
Other Revenue General	1,410.07	0.00	0%
Sales-WRP/SRP	0.00	854.13	-10000%
Annual Conference	0.00	0.00	0%
Interest earned	5,985.17	5,068.45	1809%
Myrnam Revenue	0.00	0.00	0%
Amort. of Deferred Contribution	0.00	0.00	0%
TOTAL REVENUE	920,362.43	969,402.55	-506%
EXPENSE			0%
Staff Expenses			0%
Staff Salaries	276,692.41	271,964.81	174%
EI Expense	5,185.41	5,205.87	-39%
C.P.P. Expense	11,923.39	12,217.95	-241%
Group Life	0.00	0.00	0%
Extended Health Expense	6,708.83	6,825.25	-171%
Dental Expense	5,439.84	6,111.96	-1100%
W.C.B. Expense	662.63	652.66	153%
Expenses Sub Total	29,920.10	31,013.69	-353%
TOTAL - GENERAL PAYROLL EXPENSES	306,612.51	302,978.50	120%
Other Staff Costs			0%
NLLS PD Training	3,447.06	9,524.02	-6381%
Conference Fees	2,281.69	4,879.11	-5324%
Hotel and Accommodations	9,131.37	5,254.50	7378%
Meals when Travelling	1,787.44	1,642.16	885%
Travel Costs	2,791.91	936.39	19816%
Site Visits	67.63	68.93	-189%
Staff Recruitment	0.00	0.00	0%
Human Resource Tools	0.00	0.00	0%
Charge for Reimbursement Costs	0.00	14.29	-10000%
Other Staff Costs	19,507.10	22,319.40	-1260%

	Actual 01/01/2018 to 03/31/2018	Actual 01/01/2017 to 03/31/2017	Percent
Total Other Staff Costs	19,507.10	22,319.40	-1260%
Book Allotment			0%
Coll. Dev. Cold Lake	10,752.46	9,680.79	1107%
Coll. Dev. Mundare	1,926.57	1,897.37	154%
Coll. Dev. Gibbons	5,266.72	4,774.98	1030%
Coll. Dev. Chauvin	601.22	735.51	-1826%
Coll. Dev. Bonnyville	6,793.56	11,838.08	-4261%
Coll. Dev. Kitscoty	956.91	112.01	75431%
Coll. Dev. Bruderheim	719.21	991.92	-2749%
Coll. Dev. Floating Romance	100.54	679.35	-8520%
Coll. Dev. Morinville	12,873.43	8,559.88	5039%
Coll. Dev. Innisfree	403.16	558.98	-2788%
Coll. Dev. Bon Accord	106.76	2,670.26	-9600%
Coll. Dev. Lamont	1,055.58	3,554.95	-7031%
Coll. Dev. Plamondon	1,797.95	111.94	150617%
Coll. Dev. Andrew	595.60	0.00	0%
Coll. Dev. Radway	287.93	1,850.43	-8444%
Coll. Dev. Edgerton	292.60	447.47	-3461%
Coll. Dev. Elk Point	1,121.16	1,611.32	-3042%
Coll. Dev. Holden	867.92	761.43	1399%
Coll. Dev. Edmonton Garrison	2,778.54	1,265.35	11959%
Coll. Dev. Mannville	1,066.51	756.14	4105%
Coll. Dev. Myrnam	227.70	631.98	-6397%
Coll. Dev. Marwayne	2,215.01	1,319.12	6792%
Coll. Dev. Paradis Valley	258.22	2,408.13	-8928%
Coll. Dev. Smoky Lake	1,184.23	1,074.92	1017%
Coll. Dev. St. Paul	1,276.91	301.79	32311%
Coll. Dev. Two Hills	2,978.86	1,339.00	12247%
Coll. Dev. Tofield	1,587.10	345.75	35903%
Coll. Dev. Ryley	1,511.27	1,596.19	-532%
Coll. Dev. Vermilion	3,441.78	2,628.87	3092%
Coll. Dev. Viking	1,137.15	1,651.39	-3114%
Coll. Dev. Vilna	426.59	225.45	8922%
Coll. Dev. Waskatenau	380.61	481.50	-2095%
Coll. Dev. Wainwright	1,804.95	5,638.87	-6799%
Coll. Dev. Thorhild	436.06	353.89	2322%
Coll. Dev. Newbrook	917.75	38.85	226229%
Coll. Dev. Vegreville	2,984.77	2,364.31	2624%
Coll. Dev. Athabasca	4,801.70	3,940.53	2185%
Coll. Dev. Wandering River	723.66	478.80	5114%
Coll. Dev. Grassland	278.67	243.29	1454%
Coll. Dev. Irma	327.19	346.43	-555%
Coll. Dev. Lac La Biche	9,875.45	6,726.37	4682%
Coll. Dev. Mallaig	2,601.39	2,115.42	2297%
Coll. Dev. Boyle	1,821.83	1,225.60	4865%

	Actual 01/01/2018 to 03/31/2018	Actual 01/01/2017 to 03/31/2017	Percent
Coll. Dev. Rochester	787.14	48.00	153988%
Coll. Dev. Ashmont	381.23	2,991.96	-8726%
Coll. Dev. Redwater	4,108.15	3,237.82	2688%
Coll. Development	98,839.70	96,612.39	231%
Total Collection Development	98,839.70	96,612.39	231%
Library Services			0%
System Collections	-3,238.54	2,692.97	-22026%
Indigenous Expenses	16,778.17	16,113.78	412%
ILL Service Supplies	1,578.40	4,239.99	-6277%
Bibs Service Supplies	25.79	0.00	0%
Shipping & Freight	458.26	902.97	-4925%
Waiting on Receipt	108.51	0.00	0%
Catalog Process Forms Suppl	1,999.16	783.60	15513%
Assistive Technologies	0.00	2,507.79	-10000%
Fortigate - Libraries	0.00	0.00	0%
Computer Replacement Program	0.00	10,342.20	-10000%
Web Hosting	0.00	0.00	0%
Library Assistance Software	0.00	0.00	0%
Server Software	0.00	0.00	0%
Computer Software	0.00	0.00	0%
Emerging Technology	0.00	82.47	-10000%
Network Hardware Warranty	0.00	0.00	0%
ACSI Managed Services	0.00	0.00	0%
TRAC	99,974.00	97,379.00	266%
Internet Service Fees	8,541.67	3,360.00	15422%
e Resources Books on Line	12,398.84	20,672.77	-4002%
New Library Establishment Expense	0.00	0.00	0%
NLLS Annual Conference/Workshops	501.42	0.00	0%
Library Managers Council - ALL	4,303.84	4,227.42	181%
Library Programming WRP/SRP	288.20	1,800.00	-8399%
Postage/Courier	91.37	0.00	0%
Coll. Dev. Shipping/ILL	101.11	59.37	7030%
Vehicle Expense	760.06	2,539.35	-7007%
Vehicle Fuel	5,679.04	7,672.38	-2598%
Online Databases	31,626.98	35,709.36	-1143%
Board of Record Payments	0.00	0.00	0%
Myrnam-Operating expenses	0.00	3,832.80	-10000%
Board Travel	6,194.76	6,596.01	-608%
Board Food and Beverages	782.22	921.50	-1511%
Board Conference/Education	0.00	230.00	-10000%
Special Events	150.41	300.00	-4986%
Board Committee Meetings	2,100.00	2,960.00	-2905%
Board - Other	-75.00	0.00	0%
NLLS Hospitality General	261.15	663.73	-6065%
Office Equipment/Software	168.32	0.00	0%

	Actual 01/01/2018 to 03/31/2018	Actual 01/01/2017 to 03/31/2017	Percent
Photocopier (rental/maint/toners)	2,525.73	2,622.84	-370%
Brokerage Fees	109.00	0.00	0%
Professional & Legal Fees	680.70	0.00	0%
Marketing	1,800.34	676.66	16606%
Audit Costs	124.69	9,809.90	-9873%
Bad Debts - Late Fees	0.00	0.00	0%
Bank Charges	301.72	245.80	2275%
Insurance	10,120.47	11,265.18	-1016%
Subscriptions	2,514.50	400.89	52723%
NLLS Memberships (shared)	10,106.59	10,634.57	-496%
Resale Supplies & General Rebills	28,556.37	43,796.15	-3480%
Office Supplies (shared)	4,176.97	6,758.92	-3820%
Telecommunications (Shared)	2,586.49	3,965.43	-3477%
General Maintenance/Contracts	0.00	3,990.00	-10000%
Building Maintenance	10,021.40	630.69	148896%
Janitorial/Caretaking/Landscaping	10,162.50	5,175.00	9638%
Health & Safety	716.00	0.00	0%
Utilities	5,088.93	7,150.60	-2883%
Total Expenses	281,150.54	333,712.09	-1575%
			0%
TOTAL EXPENSE	706,109.85	755,622.38	-655%
NET INCOME	214,252.58	213,780.17	22%

Generated On: 04/04/2018

NORTHERN LIGHTS LIBRARY SYSTEM

AGREEMENT

OCTOBER 1998

(Revised January 2015)

NORTHERN LIGHTS LIBRARY SYSTEM AGREEMENT

TABLE OF CONTENTS

Introduction and Name	3
Indication of Formal Desire	3
1. Operation	4
2. Term	4
3. Appointments	4
4. Term of Appointment	5
5. Powers and Duties	6
6. Executive Committee	6
7. Restriction of Authority	6
8. Fiscal Management	6
9. System Services to Public Libraries	7
10. Services to Other Groups	8
11. The System and Its Members	8
12. Property Ownership	9
13. Withdrawal from This Agreement	10
14. Division of Assets	10
15. System Expansion	10
16. System Reports	11
17. Amendment	11
18. Extension	11
19. Entire Agreement	11
20. Continuation of This Agreement	12
21. Conditions Precedent	12
22. Signatures	13

SCHEDULES

Schedule "A" List of Eligible Participants	14
Schedule "B" The Northern Lights Library System Levy	16
Schedule "C" Services Provided to Public Libraries	17

APPENDIX

Appendix "A" Glossary	
-----------------------	--

THE NORTHERN LIGHTS LIBRARY SYSTEM MASTER AGREEMENT

WHEREAS the Libraries Act of Alberta provides that:

"A municipality, improvement district, special area, Metis settlement on entering into and becoming a party to an agreement that contains provisions on terms required by regulations, with 1 or more municipalities, improvement districts, special areas or Metis settlements, and on complying with the regulations, may request the Minister to establish a library system.";

AND WHEREAS the Alberta Municipal Affairs Public Library Services Branch Grant Guidelines:

"Allows the Minister to make a grant upon the establishment of the library system and to make annual grants where the Minister decides the library system is providing satisfactory service,";

AND WHEREAS the Parties to this Agreement:

- a) recognize that the most effective way to provide a high quality of library services is through cooperation, and
- b) desire to enter into this Agreement to establish, maintain and operate a library system pursuant to the Libraries Act of Alberta, and
- c) are prepared to jointly finance and operate a library system, and
- d) agree that all library materials which are available through their municipal libraries and community libraries should be accessible to all residents of the library system;

AND WHEREAS section 25 of the Libraries Regulation sets out various terms and conditions that must be provided for in this Agreement;

BE IT THEREBY RESOLVED THAT there is established a library system board known as the "Northern Lights Library Board", hereinafter referred to as the "Board".

NOW THEREFORE this Agreement witnesseth that in consideration of the mutual covenants and conditions herein contained, the Parties to the Agreement jointly and severally covenant and agree each with the other as follows:

- A. Schedules "A", "B", "C" and "D" attached hereto shall form part of this agreement.
- B. Terms used in the Agreement have the same meaning as defined in the Libraries Act except where otherwise expressly provided.

1. OPERATION

- 1.1 The Parties to the Agreement shall enable the Board to maintain and operate the library system in accordance with the Libraries Act as amended from time to time and the Libraries Regulation made thereunder from time to time.
- 1.2 The Parties to the Agreement shall provide a library service to all their residents through the Library System established by the Agreement in the manner and upon the terms set out in the Agreement.
- 1.3 The Parties to the Agreement shall make all library materials belonging to the Board and local member libraries accessible to all residents of the Parties to this Agreement.

2. TERM

The term of the Agreement is in effect from the date of addition of a new member, and shall then remain in effect from year to year, subject to Clause 13.

3. APPOINTMENTS

The Board shall consist of:

- 3.1 One member for each municipality and Metis settlement that is a member of the library system, who is appointed by the council of the municipality or Metis settlement.
- 3.2 One member for each improvement district and special area that is a member of the library system, who is appointed by the Minister of Municipal Affairs.
- 3.3 Any additional members appointed in accordance with the Libraries Regulation.

4. TERM OF APPOINTMENT

- 4.1 Appointments to the Board shall be for a term of not more than three (3) years and a person may not be appointed for more than three (3) consecutive terms totaling nine (9) years without the approval of 2/3 of all members of that council.
- 4.2 Any vacancy in the membership of the Board shall be filled in accordance with section 22 of the Act as soon as reasonably possible.
- 4.3 A council may, with respect to appointments under section 22(a) of the Act, appoint an alternate member to the Board if its board member.
- 4.3.1 is unable to attend a meeting of the Board, and
- 4.3.2 has given notice to the Board that an alternate member will attend.
- 4.3.3 the alternate member shall not act in place of the Board member at more than 2 consecutive meetings except by resolution of the Board.

5. POWERS AND DUTIES

- 5.1 The management, regulation and control of the system is vested in and shall be exercised by a board of management known as the "Northern Lights Library Board" hereinafter referred to as the "Board" having the powers and duties pursuant to the Libraries Act and Libraries Regulation of Alberta.
- 5.2 The Board shall engage a person as librarian, hereinafter referred to as the "System Director", having qualifications and experience as a librarian and whose responsibility shall be the administration of the System. The Board shall fix the compensation and all other terms of employment of the System Director.
- 5.3 The Board may engage such additional employees as are required for the operation of the System.
- 5.4 The Board shall cooperate with other libraries, library systems, and resource libraries and with the Government of Alberta in the development, maintenance and operation of a province-wide network for sharing library resources.
- 5.5 If a municipality that is a Party to the Agreement does not have a municipal board, the member of the Board appointed by the municipality shall receive the concerns of the residents through the advisory committee appointed by the council of the municipality to transmit those concerns.

- 5.6 Notwithstanding paragraph 5.5, if an advisory committee is not appointed by the council, the Board may appoint a committee to receive the concerns respecting library service and transmit them to the Board member representing the council of the municipality in which the advisory committee is located.

6. EXECUTIVE COMMITTEE

- 6.1 The Board shall establish an Executive Committee of not more than ten (10) persons when the number of members of the Board is more than twenty (20), to carry on the work of the Board at those times when the Board does not meet and to develop a statement of the powers and duties of that Committee.

7. RESTRICTION OF AUTHORITY

- 7.1 If a municipal library has been established in the municipality and is receiving library services from the Board, the authority of the Municipal Library Board is subject to the terms of this Agreement.

8. FISCAL MANAGEMENT

- 8.1 The Board shall, on or before December 1 of each year, submit to each Party to the Agreement a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the system, including the levy to be paid by the municipality and the library board.
- 8.2 Each Party to the Agreement shall pay to the Board the amount which is the product of the per capita requisition set out in Schedule "B" and the Population of the Party to the Agreement.
- 8.3 Each Party to the Agreement shall pay to the board the amount required to be paid pursuant to paragraph 8.2 of this Agreement by January 31 of each year.
- 8.4 The Population of a municipality, which is a Party to the Agreement, shall be the same population as used for the calculations of library grants as stated in the current Community Development Grants Regulation.
- 8.5 A municipality, which is a Party to this Agreement, shall pay the annual per capita System levy directly to the Board in accordance with the attached Schedule "B".
- 8.6 In a municipality which is a party to the Agreement and which has a municipal library board, the said municipal board shall pay, from its revenues, the annual per capita levy directly to the Board in accordance with the attached Schedule "B" by June 30 of each year.

- 8.7 A municipality or Metis settlement which is a Party to the Agreement and which does not have a municipal library board and which has authorized the Board to act as its library board, shall pay the total of the annual per capita levy directly to the Board in accordance with the attached Schedule "B".
- 8.8 Municipalities or Metis settlements, which join the System after January 1, 1998, shall pay an amount as determined by the Board.
- 8.9 The Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Community Development Grants Regulation and may apply for any other grants that are or may be available.
- 8.10 Municipal library boards and Metis settlements may retain any revenues generated at the local level by fees, fines, special fund raising efforts, gifts and donations and grants not specified in Schedule "B" and may expend such funds as they see fit to provide library service to that community.
- 8.11 If a library board is in default of payment by more than 60 days, it shall be subject to a two (2) per cent, per month simple interest, penalty charge on the outstanding balance.

9. SYSTEM SERVICES TO PUBLIC LIBRARIES

- 9.1 The Board shall establish, equip and maintain a library system for the residents of the Parties to this Agreement, which shall include provision of service in the following categories:
- a) Materials Services;
 - b) Technical Services;
 - c) Information Services;
 - d) Programming and Public Relations Services; and
 - e) Support Services.
- 9.2 Programs that may be offered in each of these categories are detailed in Schedule "C".

10. SERVICES TO OTHER GROUPS

- 10.1 The Board may enter into one or more separate contracts with any other person or group including a school authority, military base, or Indian band to provide library services as specified in the contract.

11. THE SYSTEM AND ITS MEMBERS

The powers and duties of municipal boards within the System shall be as defined in accordance with **Part 2 and Part 4 of the Libraries Act** and as specified in the terms and conditions of this Agreement.

- 11.1 Each board within the System shall:

- a) **comply with the Libraries Act and Regulation in provision of library service to its municipality,**
- b) act as a liaison between the residents of the municipality and the Board, to advise the residents of the municipality of the policies of the Board and bring their needs to the attention of the Board,
- c) **in** cooperation with the Board, set guidelines for the operation of the library, including hours of library opening, management, use and services,
- d) **cooperate with the Board in matters such as non-resident fees,**
- e) submit file copies of all library policies, by-laws and needs assessment documents to the Board,
- f) **in addition, a board within the System may purchase or acquire library materials and articles of educational, cultural or artistic value, providing that such materials are accessible and paid for out of the library board's own financial resources,**
- g) **receive, hold and administer bequests, donations and gifts of real and personal property for local library purposes and,**
- h) **in general, perform such duties as are necessary to operate library service in the community.**

11.2 The relationship between the Board and the board of the Resource Centre shall be set forth in a separate agreement between the Board and the library board of the designated Resource Centre and shall include the terms and conditions outlined in Schedule "D" of this Agreement.

12. PROPERTY OWNERSHIP

12.1 All personal property of the municipal or community board:

- a) on the date which the council signs the Agreement affecting that board remains the property of the municipal or community board and,
- b) Any property, real or personal, acquired under Section 11.1 (f) and (g) of this Agreement remains the property of the municipal or community board.

12.2 Any transfer of assets from the municipal or community board to the Board, with the exception of library materials, shall be initiated and executed in accordance with Section 29 of the Libraries Regulation.

12.3 Any transfer of library materials from the municipal or community board to the Board for use elsewhere in the library system or for disposal, shall be initiated by resolution of the municipal or community board.

12.4 All real and personal property (including Intellectual Property) acquired by the Board shall be the property of the Board except library materials acquired by the Board on behalf of a municipal library board (e.g. purchased with library allotment funds or additional funds) which shall be the property of the municipal library board. In this clause, "library materials" means those materials defined in Schedule "C". The term "Intellectual Property" is defined in Clause 12.6.

12.5 All municipalities who are a Party to this agreement and have a library shall ensure that said libraries have, retain in force, and provide evidence of adequate contents insurance on the library materials which from time to time are within its library with loss payable to the municipality and the Board as their interest may appear.

12.6 "Intellectual Property" is defined as anything created on behalf of the System, which results from intellectual process. Intellectual property includes, but is not limited to, literary works (any written work intended to provide information, instruction, or pleasure), artistic works, and computer programs. Such works and information may be stored in any format, including machine-readable code. Intellectual property specifically includes the System's automated files and databases.

13. WITHDRAWAL FROM THIS AGREEMENT

- 13.1 At any time after the expiration of three (3) years from the date that the Party entered the original Agreement, the Party may, by giving twelve (12) months notice, withdraw from this Agreement, effective January 1 of the year following notice of withdrawal.
- 13.2 If a Party to this Agreement gives notice to withdraw, the Board shall, not later than ninety (90) days prior to the effective date of withdrawal, provide in writing, to the council and board an appraisal of the expected effects on library service to residents of the municipality concerned. The Board may request a reconsideration of the notice to withdraw.

14. DIVISION OF ASSETS

- 14.1 Where a municipality which is a Party to the Agreement or its successor, does not have a local library board operating at the termination of the Agreement, it shall not participate in any division of system assets in accordance with **Section 29 of the Libraries Act**.
- 14.2 If a Party to this Agreement withdraws from the Agreement pursuant to **Section 29 of the Act**, that Party shall be deemed to have forfeited any right of ownership or to share in the assets of the Board.
- 14.3 In the event of an unresolved dispute between the Board and a Party to the Agreement, an arbitration process shall be implemented based on the following procedures:
- a) an Arbitration Committee of three persons shall be established consisting of one appointed by the Board, one by the council of the municipality and one by the Minister and all to be appointed within 15 days of the date the withdrawal is effective;
 - b) the Committee shall meet within sixty (60) days of the appointment;
 - c) the decision of the Committee shall be final and a copy of its report shall be presented within (90) days of appointment to the Board, the council of the municipality and the Minister.

15. SYSTEM EXPANSION

- 15.1 The Board shall develop a plan for the expansion of the System to include all eligible participants, identified in Schedule "A", pursuant to the **Libraries Regulation and this plan shall be filed with the Minister and reviewed on an annual basis.**

- 15.2 The Board shall admit to the System an eligible participant as listed in Schedule "A", if the participant signs an agreement containing the terms and conditions of the Agreement or any succeeding agreement. The eligible participant shall become a Party to such agreement effective the date of its admission. The Board shall determine the date of admission.

16. SYSTEM REPORTS

- 16.1 The Board shall make an annual report on the operation of the System to each of the Parties to the Agreement and to each library board or advisory committee and to the Minister on or before February 28th in the year following the year for which the annual report was prepared.
- 16.2 Boards receiving public library services from the System shall forward a budget for the current year and a copy of their annual report and audited statement for the preceding year to the Board on or before May 31 annually.

17. AMENDMENT

- 17.1 This Agreement may be amended according to a motion for amendment passed by the Board. Such amendment shall be effective upon receipt by the Board of written notification from 2/3 of the Parties to the Agreement that they have so authorized such amendment. The Parties to the Agreement shall conform to such amendment upon notification from the Board that this paragraph has been fulfilled.

18. EXTENSION

- 18.1 The provisions of the Agreement shall be binding upon the Parties to the Agreement and their successors and all eligible participants joining in this Agreement with the original Parties.

19. ENTIRE AGREEMENT

- 19.1 This document, including all schedules appended, constitutes the entire Agreement between the Parties with respect to the subject matter; all prior agreements, representations, statements, negotiations and undertakings are superseded hereby.

20. CONTINUATION OF THIS AGREEMENT

- 20.1 This Agreement shall be full force and effect from the date of execution hereof until amended or terminated.

21. CONDITIONS PRECEDENT

- 21.1 Terms and conditions of the Agreement are conditional on the continuation of receipt of provincial funding under Schedule 2 of the Community Development Grants Regulation being Alberta Regulation 57/98.

22. SIGNATURES

IN WITNESS THEREOF the undersigned being one of the Parties set out in Schedule "A" to this Agreement has duly executed this Agreement on the date and year first noted.

Name of the Party to the Agreement

(Town/City/County, Municipal District, Improvement District, Metis Settlement)

Mayor, Reeve or Minister of Municipal Affairs

Secretary-Treasurer or Municipal Administrator

Signed, sealed and delivered the _____ day of

_____,

in the presence of:

WITNESS

(Executive Director)

WITNESS

(Chair of Northern Lights Library Board)

SCHEDULE "A"

LIST OF ELIGIBLE PARTICIPANTS IN THE NORTHERN LIGHTS LIBRARY SYSTEM

The City of Fort Saskatchewan
The City of Lloydminster
The City of St. Albert
The City of Cold Lake

The County of Athabasca #12
The County of Beaver #9
Lac La Biche County
Lamont County
*The County of Minburn #27
The County of St. Paul # 19
*The County of Smoky Lake #13
*Sturgeon County
The County of Thorhild #7
The County of Two Hills #21
*The County of Vermilion River #24
The Municipal District of Bonnyville #87
*The Municipal District of Opportunity #17 (part)
The Municipal District of Wainwright #61
Regional Municipality of Wood Buffalo
Strathcona County

*Improvement District # 13 Elk Island

The Town of Athabasca
The Town of Bon Accord
The Town of Bonnyville
The Town of Bruderheim
The Town of Elk Point
The Town of Gibbons
The Town of Lamont
The Town of Legal
The Town of Morinville
The Town of Mundare
The Town of Redwater
The Town of Smoky Lake
The Town of St. Paul
The Town of Tofield
The Town of Two Hills
The Town of Vegreville
The Town of Vermilion
The Town of Viking

The Town of Wainwright

The Village of Andrew

The Village of Boyle

The Village of Chauvin

*The Village of Chipman

*The Village of Dewberry

The Village of Edgerton

*The Village of Glendon

The Village of Holden

The Village of Innisfree

The Village of Irma

The Village of Kitscoty

The Village of Mannville

The Village of Marwayne

*The Village of Minburn

The Village of Myrnam

The Village of Paradise Valley

The Village of Ryley

The Village of Vilna

The Village of Waskatenau

The Village of Willingdon

*The Summer Village of Bondiss

*The Summer Village of Bonnyville Beach

*The Summer Village of Horseshoe Bay

*The Summer Village of Island Lake

*The Summer Village of Island Lake South

*The Summer Village of Mewatha Beach

*The Summer Village of Pelican Narrows

*The Summer Village of South Baptiste

*The Summer Village of Sunset Beach

*The Summer Village of West Baptiste

*The Summer Village of Whispering Hills

*Buffalo Lake Metis Settlement

*Elizabeth Metis Settlement

*Fishing Lake Metis Settlement

*Kikino Metis Settlement

* Indicates municipalities which do not operate library boards.

SCHEDULE "B"

THE NORTHERN LIGHTS LIBRARY SYSTEM LEVY

1. MUNICIPALITIES

The levy to the Northern Lights Library System from the municipality that is a Party to the Agreement to which this Schedule is attached shall be as follows, for the period stated:

a) For municipalities with library boards:

1998	\$3.05 per capita
2004	\$3.20 per capita
2008	\$3.59 per capita
2009	\$4.08 per capita
2011	\$4.33 per capita
2012	\$4.55 per capita
2013	\$4.78 per capita
2014	\$4.8756 per capita
2015	\$5.07 per capita
2016	\$5.07 per capita
2017	\$5.07 per capita
2018	\$5.15 per capita
2019	

Subsequent years as determined on a basis of approved budgets and estimates
based on Section 8.2 of the Agreement

b) For municipalities without library boards:

1998	\$4.29 per capita
2004	\$6.40 per capita
2008	\$7.18 per capita
2009	\$8.16 per capita
2011	\$8.66 per capita
2012	\$9.10 per capita
2013	\$9.56 per capita
2014	\$9.7512 per capita
2015	\$10.14 per capita
2016	\$5.07 per capita
2017	\$5.07 per capita
2018	\$5.15 per capita
2019	

Subsequent years as determined on a basis of approved budgets and estimates
based on Section 8.2 of the Agreement

2. LOCAL LIBRARY BOARDS

The levy to the Library System from the municipal library board of the Parties to the Agreement to which the Schedule is attached shall be as follows for the periods stated:

1998	\$3.05 per capita
2004	\$3.20 per capita
2008	\$3.59 per capita

2009	\$4.08 per capita
2011	\$4.33 per capita
2012	\$4.55 per capita
2013	\$4.78 per capita
2014	\$4.8756 per capita
2015	\$5.07 per capita
2016	\$5.07 per capita
2017	\$5.07 per capita
2018	\$5.15 per capita
2019	

Subsequent years	as determined on a basis of approved budgets and estimates based on Section 8.2 of the Agreement
------------------	---

SCHEDULE "C"

SYSTEM SERVICES TO PUBLIC LIBRARIES

1. MATERIALS SERVICES

Materials services are designed to supply library materials to member libraries, whether borrowed or purchased.

- 1.1 Library materials are defined as including books (whether hard cover, paper cover or soft cover), periodicals, newspapers, sound recordings, audio and video cassettes, audio discs, tape recordings, video discs, video tapes, motion pictures, filmstrips, film loops, slides, paintings, drawings, prints or photographs (whether or not they are mounted or framed), micromaterials in all formats, toys, games, computer software and multi-media kits.
- 1.2 To facilitate the purchase of library materials by a public library, a fund account shall be established for each member public library to a value established by Board policy.
- 1.3 Materials service programs offered to public libraries may include, but not be limited to, the following:
 - a) Loaned materials to supplement existing library collections, such as:
 - i) Circulating blocks,
 - ii) Talking or audio books, and
 - iii) Materials in official and non-official languages;
 - b) Bestseller and quality book programs (whereby materials are made available at discounted prices where available);
 - c) Universal Borrowers' Card program providing patrons with access to the collections of other member public libraries in the Northern Lights Library System; and
 - d) Universal Borrowers' Card program providing patrons with access to other Library Systems that have signed Reciprocal Borrowing Agreements with Northern Lights Library System.

2. TECHNICAL SERVICES

Technical services shall be provided in order to acquire, organize and access library materials.

2.1 Technical services may include, but not be limited to, the following:

- a) Centralized acquisition of library materials;
- b) Cataloguing and processing of library materials to acceptable standards;
- c) Consultative assistance with library automation;
- d) Maintenance of a Union Catalogue of system holdings; and
- e) Delivery of materials to libraries.

3. INFORMATION SERVICES

Information services are designed to improve member library access to information resources at the regional, provincial, national and international levels.

3.1 Information services shall include:

- a) Reference services, whereby assistance is provided in answer to a request for information;
- b) Interlibrary loan service, whereby library material is made available by one library to another upon request; and
- c) Reciprocal borrowing privileges among system members and partners.

4. PROGRAMMING AND PUBLIC RELATIONS

Programming and Public Relations Services are designed to provide libraries with support for programming activities, as well as marketing initiative, which may be undertaken at the local level.

- 4.1 Programming and Public Relations Service may include, but not be limited to, the following:
- a) Consultative assistance;
 - b) Assistance with children and adult programming activities; and
 - c) Assistance and information regarding the marketing of local library services.

5. SUPPORT SERVICES

Support Services are offered to assist libraries in enhancing the level of local library service.

- 5.1 Support Services shall include consultative assistance provided by a professional library consultant.
- 5.2 Support Service may include, but not be limited to, the following:
- a) Coordination of continuing education opportunities for library staff and trustees;
 - b) Toll-free telephone access to System personnel; and
 - c) Newsletters and other communications.

NORTHERN LIGHTS LIBRARY SYSTEM
AGREEMENT

OCTOBER 1998

(Revised January 2018)

NORTHERN LIGHTS LIBRARY SYSTEM AGREEMENT

TABLE OF CONTENTS

Introduction and Name	3
Indication of Formal Desire	3
1. Operation	4
2. Term	4
3. Appointments	4
4. Term of Appointment	5
5. Powers and Duties	6
6. Executive Committee	6
7. Restriction of Authority	6
8. Fiscal Management	6
9. System Services to Public Libraries	7
10. Services to Other Groups	8
11. The System and Its Members	8
12. Property Ownership	9
13. Withdrawal from This Agreement	10
14. Division of Assets	10
15. System Expansion	10
16. System Reports	11
17. Amendment	11
18. Extension	11
19. Entire Agreement	11
20. Continuation of This Agreement	12
21. Conditions Precedent	12
22. Signatures	13

SCHEDULES

Schedule "A" List of Eligible Participants	14
Schedule "B" The Northern Lights Library System Levy	16
Schedule "C" Services Provided to Public Libraries	17

APPENDIX

Appendix "A" Glossary	
-----------------------	--

THE NORTHERN LIGHTS LIBRARY SYSTEM MASTER AGREEMENT

WHEREAS the *Libraries Act* of Alberta provides that:

"Subject to the Act and the regulations, a municipality, improvement district, special area, Metis settlement or school authority on entering into and becoming a party to an agreement that contains provisions on terms required by regulations, with one or more municipalities, improvement districts, special areas or Metis settlements, or school authorities and on complying with the regulations, may request the Minister to establish a library system."; (*Libraries Act* 13)

AND WHEREAS the Parties to this Agreement:

- a) recognize that the most effective way to provide a high quality of library services is through cooperation, and
- b) desire to enter into this Agreement to establish, maintain and operate a library system pursuant to the *Libraries Act* of Alberta, and
- c) are prepared to jointly finance and operate a library system, and
- d) agree that all library materials which are available through their municipal libraries and community libraries should be accessible to all residents of the library system;

AND WHEREAS section 25 of the *Libraries Regulation* sets out various terms and conditions that must be provided for in this Agreement;

BE IT THEREBY RESOLVED THAT there is established a library system board known as the "Northern Lights Library Board", hereinafter referred to as the "Board".

NOW THEREFORE this Agreement witnesseth that in consideration of the mutual covenants and conditions herein contained, the Parties to the Agreement jointly and severally covenant and agree each with the other as follows:

- A. Schedules "A", "B", and "C" attached hereto shall form part of this agreement.
- B. Terms used in the Agreement have the same meaning as defined in the *Libraries Act* except where otherwise expressly provided.

1. OPERATION

- 1.1 The Parties to the Agreement shall enable the Board to maintain and operate the library system in accordance with the *Libraries Act* as amended from time to time and the *Libraries Regulation* made thereunder from time to time.
- 1.2 The Parties to the Agreement shall provide a library service to all their residents through the Library System established by the Agreement in the manner and upon the terms set out in the Agreement.
- 1.3 The Parties to the Agreement shall make all library materials belonging to the Board and local member libraries accessible to all residents of the Parties to this Agreement.

2. TERM

The term of the Agreement is in effect from the date of addition of a new member, and shall then remain in effect from year to year, subject to Clause 13.

3. APPOINTMENTS

The Board shall consist of:

- 3.1 One member for each municipality, *school authority* and Metis settlement that is a member of the library system, who is appointed by the council of the municipality or Metis settlement.
- 3.2 One member for each improvement district and special area that is a member of the library system, who is appointed by the Minister of Municipal Affairs.
- 3.3 Any additional members appointed in accordance with the *Libraries Regulation*.

4. TERM OF APPOINTMENT

- 4.1 Appointments to the Board shall be for a term of not more than three (3) years and a person may not be appointed for more than *nine (9) consecutive years without the approval of 2/3 of all members of that council*.
- 4.2 Any vacancy in the membership of the Board shall be filled in accordance with *section 32(4) of the Libraries Regulation* as soon as reasonably possible.
- 4.3 A council may, with respect to appointments under *section 32(5) of the Libraries Regulation*, appoint an alternate member to the Board if its board member.

- 4.3.1 is unable to attend a meeting of the Board, and
- 4.3.2 has given notice to the Board that an alternate member will attend.
- 4.3.3 the alternate member shall not act in place of the Board member at more than 2 consecutive meetings except by resolution of the Board.
- 4.3.4 a member of the board may not run for a position on the Executive or Budget Committee, nor be elected as Chair unless the County or Municipality are in financial good standing with the Northern Lights Library System.

5. POWERS AND DUTIES

- 5.1 The management, regulation and control of the system is vested in and shall be exercised by a board of management known as the "Northern Lights Library Board" hereinafter referred to as the "Board" having the powers and duties pursuant to the *Libraries Act and Libraries Regulation of Alberta*.
- 5.2 The Board shall engage a person as librarian, hereinafter referred to as the "System Director", having qualifications and experience as a librarian and whose responsibility shall be the administration of the System. The Board shall fix the compensation and all other terms of employment of the System Director.
- 5.3 The Board may engage such additional employees as are required for the operation of the System. The System Director shall be responsible for the hiring, supervision, and termination of all other Board employees, with the assistance from other employees as needed.
- 5.4 The Board shall cooperate with other libraries, library systems, and resource libraries and with the Government of Alberta in the development, maintenance and operation of a province-wide network for sharing library resources.
- 5.5 If a municipality that is a Party to the Agreement does not have a municipal board, the member of the Board appointed by the municipality shall receive the concerns of the residents through the advisory committee appointed by the council of the municipality to transmit those concerns.
- 5.6 Notwithstanding paragraph 5.5, if an advisory committee is not appointed by the council, the Board may appoint a committee to receive the concerns respecting library service and transmit them to the Board member representing the council of the municipality in which the advisory committee is located.

6. EXECUTIVE COMMITTEE

- 6.1 The Board shall establish an Executive Committee of not more than ten (10) persons when the number of members of the Board is more than twenty (20), to carry on the work of the Board at those times when the Board does not meet.

7. RESTRICTION OF AUTHORITY

- 7.1 If a municipal library has been established in the municipality and is receiving library services from the Board, the authority of the Municipal Library Board is subject to the terms of this Agreement.

8. FISCAL MANAGEMENT

- 8.1 The Board shall, on or before December 1 of each year, submit to each Party to the Agreement a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the system, including the levy to be paid by the municipality and the library board.
- 8.2 Each Party to the Agreement shall pay to the Board the amount which is the product of the per capita requisition set out in Schedule "B" and the Population of the Party to the Agreement.
- 8.3 Each Party to the Agreement shall pay to the Board the amount required to be paid pursuant to paragraph 8.2 of this Agreement by January 31 of each year.
- 8.4 For the purpose of calculating the per capita requisition, the Board will consider each municipality, which is a Party to the Agreement to have the same population as used for the calculations of provincial library operating library grants and library service grants.
- 8.5 A municipality, which is a Party to this Agreement, shall pay the annual per capita System levy directly to the Board in accordance with the attached Schedule "B".
- 8.6 In a municipality which is a party to the Agreement and which has a municipal library board, the said municipal board shall pay, from its revenues, the annual per capita levy directly to the Board in accordance with the attached Schedule "B" by June 30 of each year.
- 8.7 A municipality or Metis settlement which is a Party to the Agreement and which does not have a municipal library board and which has authorized the Board to act as its library board, shall pay the total of the annual per capita levy directly to the Board in accordance with the attached Schedule "B".

- 8.8 The Board shall apply to the Government of Alberta for all library grants for which it is eligible and may apply for any other grants that are or may be available.
- 8.9 If a library board is in default of payment by more than 60 days, it shall be subject to a two (2) per cent, per month simple interest, penalty charge on the outstanding balance.

9. SYSTEM SERVICES TO PUBLIC LIBRARIES

- 9.1 The Board shall establish, equip and maintain a library system for the residents of the Parties to this Agreement, which shall include provision of service in the following categories:
- a) Materials Services;
 - b) Technical Services;
 - c) Information Services;
 - d) Programming and Public Relations Services; and
 - e) Support Services.
- 9.2 Programs that may be offered in each of these categories are detailed in Schedule "C".

10. SERVICES TO OTHER GROUPS

- 10.1 The Board may enter into one or more separate contracts with any other person or group including a school authority, military base, or Indian band to provide library services as specified in the contract.

11. THE SYSTEM AND ITS MEMBERS

The powers and duties of municipal boards within the System shall be as defined in accordance with Part 2 and Part 5 of the *Libraries Act* and as specified in the terms and conditions of this Agreement.

- 11.1 Each **Library Board** within the System shall:
- a) act as a liaison between the residents of the municipality and the Board, to advise the residents of the municipality of the policies of the Board and bring their needs to the attention of the Board,

- b) cooperate with the Board in matters such as non-resident fees, loan of materials to other libraries within the system, and other system - wide programs and services.
- c) submit file copies of all library policies, by-laws needs assessment documents and plans of service to the Board,

12. PROPERTY OWNERSHIP

- 12.1 All personal property of the municipal or community board:
 - a) on the date which the council signs the Agreement affecting that board remains the property of the municipal or community board and,
 - b) Any property, real or personal, acquired under Section 11.1 (f) and (g) of this Agreement remains the property of the municipal or community board.
- 12.2 Any transfer of assets from the municipal or community board to the Board, with the exception of library materials, shall be initiated and executed in accordance with Section 29 of *the Libraries Regulation*
- 12.3 Any transfer of library materials from the municipal or community board to the Board for use elsewhere in the library system or for disposal, shall be initiated by resolution of the municipal or community board.
- 12.4 All real and personal property (including Intellectual Property) acquired by the Board shall be the property of the Board except library materials acquired by the Board on behalf of a municipal library board (e.g. purchased with library allotment funds or additional funds) which shall be the property of the municipal library board. In this clause, "library materials" means those materials defined in Schedule "C". The term "Intellectual Property" is defined in Clause 12.6.
- 12.5 All municipalities who are a Party to this agreement and have a library shall ensure that said libraries have, retain in force, and provide evidence of adequate contents insurance on the library materials which from time to time are within its library with loss payable to the municipality and the Board as their interest may appear.
- 12.6 "Intellectual Property" is defined as anything created on behalf of the System, which results from intellectual process. Intellectual property includes, but is not limited to, literary works (any written work intended to provide information, instruction, or pleasure), artistic works, and computer programs. Such works and information may be stored in any format, including machine-readable code. Intellectual property specifically includes the System's automated files and databases.

13. WITHDRAWAL FROM THIS AGREEMENT

- 13.1 At any time after the expiration of three (3) years from the date that the Party entered the original Agreement, the Party may, by giving twelve (12) months notice, withdraw from this Agreement, effective January 1 of the year following notice of withdrawal.
- 13.2 If a Party to this Agreement gives notice to withdraw, the Board shall, not later than ninety (90) days prior to the effective date of withdrawal, provide in writing, to the council and board an appraisal of the expected effects on library service to residents of the municipality concerned. The Board may request a reconsideration of the notice to withdraw.

14. DIVISION OF ASSETS

- 14.1 Where a municipality which is a Party to the Agreement or its successor, does not have a local library board operating at the termination of the Agreement, it shall not participate in any division of system assets in accordance with Section 29 of the *Libraries Act*.
- 14.2 If a Party to this Agreement withdraws from the Agreement pursuant to *Section 22* of the *Libraries Act*, that Party shall be deemed to have forfeited any right of ownership or to share in the assets of the Board.
- 14.3 In the event of an unresolved dispute between the Board and a Party to the Agreement, an arbitration process shall be implemented based on the following procedures:
- a) an Arbitration Committee of three persons shall be established consisting of one appointed by the Board, one by the council of the municipality and one by the Minister and all to be appointed within 15 days of the date the withdrawal is effective;
 - b) the Committee shall meet within sixty (60) days of the appointment;
 - c) the decision of the Committee shall be final and a copy of its report shall be presented within (90) days of appointment to the Board, the council of the municipality and the Minister.

15. SYSTEM EXPANSION

- 15.1 The Board shall develop a plan for the expansion of the System to include all eligible participants, identified in Schedule "A", pursuant to section 25(1)(k) of the *Libraries Regulation*. The Board shall admit to the System an eligible participant as listed in Schedule "A", if the participant signs an agreement containing the terms and conditions

of the Agreement or any succeeding agreement. The eligible participant shall become a Party to such agreement effective the date of its admission. The Board shall determine the date of admission.

16. SYSTEM REPORTS

- 16.1 The Board shall make an annual report on the operation of the System to each of the Parties to the Agreement and to each library board or advisory committee and to the Minister on or before February 28th in the year following the year for which the annual report was prepared.
- 16.2 Boards receiving public library services from the System shall forward a budget for the current year and a copy of their annual report and audited statement for the preceding year to the Board on or before May 31 annually.

17. AMENDMENT

- 17.1 This Agreement may be amended according to a motion for amendment passed by the Board. Such amendment shall be effective upon receipt by the Board of written notification from 2/3 of the Parties to the Agreement that they have so authorized such amendment. The Parties to the Agreement shall conform to such amendment upon notification from the Board that this paragraph has been fulfilled.

18. EXTENSION

- 18.1 The provisions of the Agreement shall be binding upon the Parties to the Agreement and their successors and all eligible participants joining in this Agreement with the original Parties.

19. ENTIRE AGREEMENT

- 19.1 This document, including all schedules appended, constitutes the entire Agreement between the Parties with respect to the subject matter; all prior agreements, representations, statements, negotiations and undertakings are superseded hereby.

20. CONTINUATION OF THIS AGREEMENT

- 20.1 This Agreement shall be full force and effect from the date of execution hereof until amended or terminated.

21. CONDITIONS PRECEDENT

- 21.1 Terms and conditions of the Agreement are conditional on the continuation of receipt of provincial funding.

22. SIGNATURES

IN WITNESS THEREOF the undersigned being one of the Parties set out in Schedule "A" to this Agreement has duly executed this Agreement on the date and year first noted.

Name of the Party to the Agreement

(Town/City/County, Municipal District, Improvement District, Metis Settlement)

Mayor, Reeve or Minister of Municipal Affairs

Secretary-Treasurer or Municipal Administrator

Signed, sealed and delivered the _____ day of

_____,

in the presence of:

WITNESS

(Executive Director)

WITNESS

(Chair of Northern Lights Library Board)

SCHEDULE "A"

LIST OF ELIGIBLE PARTICIPANTS IN THE NORTHERN LIGHTS LIBRARY SYSTEM

The City of Fort Saskatchewan
The City of Lloydminster
The City of St. Albert
The City of Cold Lake

The County of Athabasca #12
The County of Beaver #9
Lac La Biche County
Lamont County
*The County of Minburn #27
The County of St. Paul # 19
*The County of Smoky Lake #13
*Sturgeon County
The County of Thorhild #7
The County of Two Hills #21
*The County of Vermilion River #24
The Municipal District of Bonnyville #87
*The Municipal District of Opportunity #17 (part)
The Municipal District of Wainwright #61
Regional Municipality of Wood Buffalo
Strathcona County

*Improvement District # 13 Elk Island

The Town of Athabasca
The Town of Bon Accord
The Town of Bonnyville
The Town of Bruderheim
The Town of Elk Point
The Town of Gibbons
The Town of Lamont
The Town of Legal
The Town of Morinville
The Town of Mundare
The Town of Redwater
The Town of Smoky Lake
The Town of St. Paul
The Town of Tofield
The Town of Two Hills
The Town of Vegreville
The Town of Vermilion
The Town of Viking

The Town of Wainwright

The Village of Andrew

The Village of Boyle

The Village of Chauvin

*The Village of Chipman

*The Village of Dewberry

The Village of Edgerton

*The Village of Glendon

The Village of Holden

The Village of Innisfree

The Village of Irma

The Village of Kitscoty

The Village of Mannville

The Village of Marwayne

*The Village of Minburn

The Village of Myrnam

The Village of Paradise Valley

The Village of Ryley

The Village of Vilna

The Village of Waskatenau

The Village of Willingdon

*The Summer Village of Bondiss

*The Summer Village of Bonnyville Beach

*The Summer Village of Horseshoe Bay

*The Summer Village of Island Lake

*The Summer Village of Island Lake South

*The Summer Village of Mewatha Beach

*The Summer Village of Pelican Narrows

*The Summer Village of South Baptiste

*The Summer Village of Sunset Beach

*The Summer Village of West Baptiste

*The Summer Village of Whispering Hills

*Buffalo Lake Metis Settlement

*Elizabeth Metis Settlement

*Fishing Lake Metis Settlement

*Kikino Metis Settlement

* Indicates municipalities which do not operate library boards.

SCHEDULE "B"

THE NORTHERN LIGHTS LIBRARY SYSTEM LEVY

1. MUNICIPALITIES

The levy to the Northern Lights Library System from the municipality that is a Party to the Agreement to which this Schedule is attached shall be as follows, for the period stated:

a) For municipalities with library boards:

1998	\$3.05 per capita
2004	\$3.20 per capita
2008	\$3.59 per capita
2009	\$4.08 per capita
2011	\$4.33 per capita
2012	\$4.55 per capita
2013	\$4.78 per capita
2014	\$4.8756 per capita
2015	\$5.07 per capita

Subsequent years as determined on a basis of approved budgets and estimates based on Section 8.2 of the Agreement

b) For municipalities without library boards:

1998	\$4.29 per capita
2004	\$6.40 per capita
2008	\$7.18 per capita
2009	\$8.16 per capita
2011	\$8.66 per capita
2012	\$9.10 per capita
2013	\$9.56 per capita
2014	\$9.7512 per capita
2015	\$10.14 per capita

Subsequent years as determined on a basis of approved budgets and estimates based on Section 8.2 of the Agreement

2. LOCAL LIBRARY BOARDS

The levy to the Library System from the municipal library board of the Parties to the Agreement to which the Schedule is attached shall be as follows for the periods stated:

1998	\$3.05 per capita
2004	\$3.20 per capita
2008	\$3.59 per capita
2009	\$4.08 per capita
2011	\$4.33 per capita
2012	\$4.55 per capita
2013	\$4.78 per capita
2014	\$4.8756 per capita
2015	\$5.07 per capita

Subsequent years as determined on a basis of approved budgets and estimates based on Section 8.2 of the Agreement

SCHEDULE "C"

SYSTEM SERVICES TO PUBLIC LIBRARIES

1. MATERIALS SERVICES

Materials services are designed to supply library materials to member libraries, whether borrowed or purchased.

- 1.1 Library materials are defined as including books (whether hard cover, paper cover or soft cover), periodicals, newspapers, sound recordings, audio and video cassettes, audio discs, tape recordings, video discs, video tapes, motion pictures, filmstrips, film loops, slides, paintings, drawings, prints or photographs (whether or not they are mounted or framed), micromaterials in all formats, toys, games, computer software and multi-media kits.
- 1.2 To facilitate the purchase of library materials by a public library, a fund account shall be established for each member public library to a value established by Board policy.
- 1.3 Materials service programs offered to public libraries may include, but not be limited to, the following:
 - a) Loaned materials to supplement existing library collections, such as:
 - i) Circulating blocks,
 - ii) Talking or audio books, and
 - iii) Materials in official and non-official languages;
 - b) Bestseller and quality book programs (whereby materials are made available at discounted prices where available);
 - c) Universal Borrowers' Card program providing patrons with access to the collections of other member public libraries in the Northern Lights Library System; and
 - d) Universal Borrowers' Card program providing patrons with access to other Library Systems that have signed Reciprocal Borrowing Agreements with Northern Lights Library System.

2. TECHNICAL SERVICES

Technical services shall be provided in order to acquire, organize and access library materials.

2.1 Technical services may include, but not be limited to, the following:

- a) Centralized acquisition of library materials;
- b) Cataloguing and processing of library materials to acceptable standards;
- c) Consultative assistance with library automation;
- d) Maintenance of a Union Catalogue of system holdings; and
- e) Delivery of materials to libraries.

3. INFORMATION SERVICES

Information services are designed to improve member library access to information resources at the regional, provincial, national and international levels.

3.1 Information services shall include:

- a) Reference services, whereby assistance is provided in answer to a request for information;
- b) Interlibrary loan service, whereby library material is made available by one library to another upon request; and
- c) Reciprocal borrowing privileges among system members and partners.

4. PROGRAMMING AND PUBLIC RELATIONS

Programming and Public Relations Services are designed to provide libraries with support for programming activities, as well as marketing initiative, which may be undertaken at the local level.

- 4.1 Programming and Public Relations Service may include, but not be limited to, the following:
 - a) Consultative assistance;
 - b) Assistance with children and adult programming activities; and
 - c) Assistance and information regarding the marketing of local library services.

5. SUPPORT SERVICES

Support Services are offered to assist libraries in enhancing the level of local library service.

- 5.1 Support Services shall include consultative assistance provided by a professional library consultant.
- 5.2 Support Service may include, but not be limited to, the following:
 - a) Coordination of continuing education opportunities for library staff and trustees;
 - b) Toll-free telephone access to System personnel; and
 - c) Newsletters and other communications.