



**Executive Committee Agenda  
February 26, 2018  
10:00 a.m.**

1. Call to Order
2. Additions to Agenda
3. Approval of Minutes from December 9, 2017
4. LMC Report
5. Executive Director's report
  - staffing update
6. Chairman's Report
  - Audit (Barb McCarthy)
  - Financial statements
  - Executive Director (in-camera)
  - Building Committee, Policy Committee, Missing committee members
  - Elections (Chair, Zone 2 & 4, 1 Member-at-Large)
  - Letter sent to all NLLS board members
    - Communication Protocol
  - Progress towards Plan of Service
7. Adjournment

**Next meeting will be held:**

**Executive Committee Meeting  
February 26, 2018  
Meeting Minutes**

Present: Vicky Lefebvre, Laurent Amyotte, Warren Griffin, Craig Lukinuk, Jill McLuckie, Elaine Sorochoan, Cyndy Heslin

Missing: Susan Evans

Guest: Barb McCarthy, Maureen Penn

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

1. Meeting called to order at 10:02 a.m.
2. Additions – 6. ALTA Rep/alternate; population numbers vs. budget numbers; annual reports; move Audit after Additions

**Motion to approve amended agenda – Laurent Amyotte – Carried.**

Audit (Barb McCarthy)

- minutes state taking from reserves, instead approve through unbudgeted items

**Motion to accept pay increase outside the pay grid for the one employee retroactive to January 1, 2017 – Craig Lukinuk – Carried.**

**Motion to accept financial statements, with the removal of internal restricted – Jill McLuckie – Carried.**

3. Approval of Minutes of December 9, 2017
- Motion to approve the Executive minutes of December 9, 2017 – Warren Griffin – Carried.**

4. LMC Report
  - final report from the United Voice Working Group has been submitted to their respective Associations
  - instead of the umbrella model, they recommend forming a consortium which will allow the various Alberta Library Associations and groups will have united voice at the National level**Motion to accept LMC report – Craig Lukinuk – Carried.**

5. Executive Director's Report
  - went to a Director's Symposium by Innovative
    - new apps for LEAP
    - new interfaces for Polaris
    - changing from a license to subscription type
    - meeting with CEO in April
  - Northern Lakes College, Marigold, Peace and NLLS
    - created an Advocacy course, certificate program (for libraries and board members)
    - 8 students are signed up and will give their feedback on the program; after that anyone who wants to take the course there is a reduced fee if you're an NLLS member.
    - course starts March 12 and ends beginning of May

- New hires
  - CJ Nyssen – Public Services, Indigenous Relations; started today
  - Anna Scott – Public Services (Programming); starts in June
  - Crystal Boorse – Bib. Services; started last month
- Hoopla
  - changing the amounts of usage has not lowered the cost
  - will propose a few alternatives to the LMC on Wednesday
    - drop the per use lower
    - drop the cap from \$3.99 to \$2.99
    - put a cap on the amount used per month, and it will be first come, first serve (\$2,500)
    - drop Hoopla completely
- Doors
  - front doors are not working properly
  - St. Paul Glass will be coming on Wednesday to look to see if the doors need replacing
- Legal, Alberta
  - received a phone call from Legal, as to why they get charged a non-resident fee for library cards
  - had a discussion with them, and they may be interested in joining our system
  - meeting is scheduled for March 28, with representative from Legal and Ken Allan and Julie to discuss the requirements to join
- Jasper
  - cut-off for rooms is March 9<sup>th</sup>

**Motion to accept Executive Director's Report – Elaine Sorochoan – Carried.**

6. Chairman's Report
  - Audit – see above
  - Financial statements – see above
  - Executive Director (in-camera)
    - **Motion to go into camera at 11:15 a.m. – Craig Lukinuk – Carried**
    - **Motion to come out of camera at 11:35 a.m. – Craig Lukinuk – Carried**
    - **Motion to accept the Executive Director Review Committee recommendations – Cyndy Heslin - Carried**
  - Committees
    - Building Committee still requires 3 members
    - Policy Committee requires a member from Zones 3 & 4
  - Building Committee
    - **Motion to go into camera at 11:55 a.m. – Jill McLuckie – Carried**
    - **Motion to come out of camera at 12:05 p.m. – Cyndy Heslin - Carried**
  - Elections
    - at the upcoming board meeting on Saturday, we require elections for:
      - Chair
      - Zones 2 & 4
      - 1 member-at-large
  - Letter from Ryley
    - Communication protocol needs to be addressed by Policy Committee

- Progress on Plan of Service
  - please see attached report
- ALTA Rep/Alternate
  - put together a job description and requirements
  - NLLS should put some money towards the retreats and conferences for the Rep. to attend
- Population numbers vs. budget numbers
  - prepare an interim budget in October, pass the budget in February when the population numbers from the government have been provided
  - municipalities will be billed with actual population numbers
  - libraries will be billed in June
  - refer to Policy Committee to make changes
- Annual Reports
  - Myrnam, Garrison, NLLS annual reports
  - email reports to Executive, will approve at next meeting

**Motion to have Executive Meeting directly after the Board Meeting on Saturday, March 3, 2018 – Craig Lukinuk - Carried**

7. Adjournment
- 1:25 p.m.

Next meeting Saturday, March 3, 2018 after Board Meeting

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

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

# LMC Report

## NLLS Executive & Board Meeting – Feb/March 2018

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### Meetings attended by LMC Executive

- LAA Board Meeting – Jan 12<sup>th</sup>
- PNLA Board Meeting – February 2-4<sup>th</sup>
- NLLS Board Meeting – February 26<sup>th</sup>
- LMC Meeting - February 28<sup>th</sup> (AGM)
- LAA Board Meeting – March 2<sup>nd</sup>
- NLLS Board Meeting – March 3<sup>rd</sup>

### Upcoming Meetings & Conferences

- ALC (Jasper Conference) - April 26-29<sup>th</sup>
- LMC Meeting - Wednesday, May 30<sup>th</sup>
- LMC Meeting - September TBA (Morning of NLLS pre-conference)

### Updates

- The work of the United Voice for Alberta Libraries Working Group continues, and their final recommendations are being presented to their respective Associations. Their recommendation is to form an Alberta wide consortium where each Association's voice at the table is equal. The hope is that this new group will be represented by all library sectors/library professionals and have an effective united voice both at the Provincial and National levels.
- The next ALC (Alberta Library Conference) will be held in Jasper, Alberta from April 26-29<sup>th</sup>. The theme is **We Stand Up!** Conference registration is due to open in late January and some of the presenters include Scott Bonner from the Ferguson Public Library and Nobel Prize nominee, Shelia Watt-Cloutier. New this year will be a shuttle from Jasper to the Jasper Park Lodge which will help some libraries save on costs.
- Verbal report from the LMC meeting held on February 28<sup>th</sup> to be presented at the NLLS Board Meeting on Saturday, March 3<sup>rd</sup>.

### LMC Executive (as of February 20th)

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

*Report submitted by Maureen Penn*

# *Executive Director* **NLLS REPORT**



## Director's Symposium:

### Innovative Interfaces

Exciting new developments coming through Innovative such as the app My Library – all modules for LEAP, new interfaces for Polaris and a new Simply Reports that is directly integrated with Polaris.

However, to be able to have all the bangs and whistles TRAC must move from a license (where we own the software) to a subscription. TRAC will be discussing this in the up-coming director's meetings.

### Advocacy Course:

An email went out on Friday 23<sup>rd</sup> February, about the Advocacy course developed by NLLS, Marigold, Peace Library System and the Northern Lakes College that is specific to libraries. The first pilot course is due to start March 12<sup>th</sup> and finishes May 14<sup>th</sup>. This is a certified program.

There are 24 places available, 8 from each system. The 8 spots have been filled for NLLS.

### New Hires:

Northern Lights have hired three new librarians, Colleen Nyssen and Anna Scott for the public services and Lois Quail as the Assistant Director. Lois started in November 2017 and has settled in nicely in her new role. Colleen, will take over the position from the Indigenous Liaison, Tanya Fontaine. Due to other commitments, Anna will be joining us late spring as the new Public Library Services Consultant/Programmer. We also have a new hire in the ILL department with Crystal Boorse.

## Dates to Remember

- ♦ Advocacy course:  
March 12<sup>th</sup> – May 14<sup>th</sup>
- ♦ Last day to register for a room in Jasper is 9<sup>th</sup> March.
- ♦ Jasper Conference 25<sup>th</sup> - 29<sup>th</sup> April
- ♦ Northern Lights Conference 20<sup>th</sup> – 21<sup>st</sup> September

# *Executive Director* **NLLS REPORT**



## **Hoopla:**

Even though the check outs for Hoopla have gone down from 10 to 8 to 5, the cost continues to rise. On average, NLLS is spending in the region of \$5,550 a month usage, with audiobooks being the major factor in rising costs.

There are 5 scenarios for the libraries to consider:

1. Drop the per-use from the current 5 checkouts a month
2. Drop the cap from \$3.99 to \$2.99
3. NLLS puts in \$2500 a month and it is a first come first serve, when the money runs out patrons must wait for the top up the following month.
4. Drop Hoopla completely
5. Continue as we are

## **Maintenance:**

RFP's will be going out to for the front doors if they cannot be fixed as the system is breaking down.

## **Legal:**

The town of Legal have expressed an interest in joining NLLS. Public Library Services Branch and NLLS will be presenting on the 28<sup>th</sup> March to discuss their options

# *bibliographic* NLLS REPORT



## Executive Report: Feb 2018

In 2017, 24 libraries used 100% of their book allotment funds, which is twice as many as the year before. In addition, another 3 libraries used 90% of their funds. This pronounced increase in the utilization of funds can be attributed to the purchasing model established in July 2017, in which libraries were given 100% control of how they use their book allotment funds.

The last quarter has been extremely busy in the Bibliographic Services Department, particularly in November and December of 2017. New purchase items received for these months were 2731 and 1433, respectively. This a 50% increase over 2016 when the numbers were 2371 and 407.

The processing of items from 2017 is close to completion. To date, 19,589 new purchase order items have been processed, and 3602 outside purchase cataloguing sheet items have been added.

## System Upgrade

- ◆ On November 20, 2017, the ILS system was upgraded to Polaris 5.6.
- ◆ Although the upgrade went smoothly, there have been issues with system slowness
- ◆ Polaris completed a patch for the system at the beginning of February to address this problem. System speed has improved, but will continue to be monitored



# *bibliographic* **NLLS REPORT**

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## **New Member on the Team: Crystal Boorse**

On November 20, 2017, Crystal Boorse became the newest member on the Bibliographic Services team. As the new Shipping Coordinator, she receives, sorts and directs all intra and interlibrary loans between member libraries and other libraries by preparing the van run, government courier and mail. Her excellent organizational skills, efficient work ethic and cheerful attitude make her an asset to the team!

## **Movement within the Team**

With Crystal's arrival, Rhonda Cusack has shifted roles to join the cataloguers. Rhonda is enrolled with Red River College and has been receiving very high marks as she works toward her Library Technician certificate. In addition to assisting the cataloguers, Rhonda acts as a floater and helps where needed in the Bibliographic Services Department.

## **ILL**

Almost 1 million items passed through the NLLS ILL processing department in 2017! The estimated number of items transferred weekly by van run was 14,720, and the number of items received and shipped each week by government courier was 4290. Assuming 50 weeks of coverage each year, this amounts to an annual total of 955,500 items.

## **Looking Forward**

### **Van Runs**

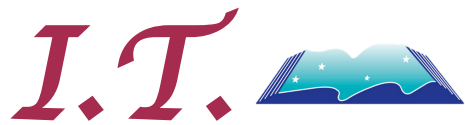
The new schedule of van runs seems to be meeting library needs. However, particularly in poor weather, some of the routes take more than 9 hours to complete. With this in mind, van runs will be reassessed in the next quarter, with the possibility of an extra van run so that daily mileage can be decreased.

# *bibliographic* **NLLS REPORT**

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## **New Van**

NLLS vans travel 3591 km each week. According to policy, company vehicles are to be replaced at 150,000 km and Van 1, a Dodge Ram 1500 ProMaster, is fast approaching that number. We are researching options for a replacement that will be smaller than the Dodge Ram for increased maneuverability and fuel economy. In addition, it is desirable to have a larger fuel tank to reduce the frequency of refueling.



# NLLS REPORT



## What's new in IT

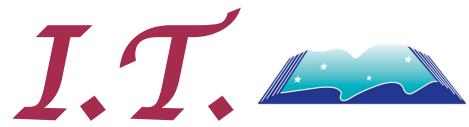
The Virtual Reality Lab has officially started going out as of January of this year. It is a huge hit with it now being booked into December. For the first time borrowing one of our IT staff goes out the library and shows a library staff member how to setup the equipment and how to use it.

The ISP provider has been changed to Cybera from xplornet. With this we upgraded the bandwidth from 80MB to 120MB. With this upgrade we had to upgrade our Exinda (Traffic Shaper) and upgrade our Supernet bandwidth at HQ. We continue to monitor the traffic to continue tweaking the traffic to get the optimum speeds from our internet bandwidth.

The Polaris upgrade that happened in November is still causing some slowdowns and issues. Yellowhead Regional Library has been working with Polaris and continues to work with them to find a solution.

We have implemented a quarterly purchase of computers for our libraries to try and help save money with bulk purchasing. The next bulk purchase date will be on the 11<sup>th</sup> of May.

In January Jodi and I went to training for managing Office 365. We had an intense five days to learn how to manage users, groups and licenses, configure directory synchronization between Azure AD and on-premises AD. Manage exchange recipients and permissions, how to work with skype, Yammer, one drive and office groups.



# NLLS REPORT

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# marketing NLLS REPORT



## Executive Meeting

Monday February 26, 2018

### Social Engagement

- Social media platforms provide a connection directly to your audience and are designed to let people share information (content) quickly.
- The utilization of social media tools allows an organization to establish a voice and increase visibility with the member libraries and the public.
- The purpose is to encourage the users to be educated about the NLLS organization and the services provided; while also connecting with the communities.
- As advocates and champions of community libraries and their services, libraries, Boards and Executive are encouraged to follow and like NLLS on social media.
- In the process of developing a balance between internal news and external news that engages with the audience.
- Each platform has attributes that make them better suited for particular goals, but all provide the organization with an online presence
- Current focus is on establishing a baseline to measure future successes.

## Social Media



### Statistics

Facebook:

Jan 15 likes = 328

Feb 15 likes – 349

Twitter:

Jan 15 196 followers

Feb 15 198 followers

Instagram

Jan 15 152 followers

Feb 15 171 followers

Pinterest

Jan 15 56 daily impressions

Feb 15 196 daily impressions

LinkedIn

Creation date Jan 2018

10 followers

# marketing NLLS REPORT

## HYPERLINK

"<https://www.facebook.com/NLLS.47/>" 

## FACEBOOK

<https://facebook.com/NLLS.47/>

- Once a strong following has been established, post things that that engage your audience
- Keep people interested but remember that it is not solely about selling
- Facebook is becoming 'the parent social media' platform; folks under 24 have a preference for Instagram and SnapChat
- Engagement is necessary



## PINTEREST

<https://www.pinterest.ca/re0119/>

- Boards should have categories related to the organization
- Makes it simple for followers to find what they are looking for
- Captions is the tool to optimize keywords



LINKEDIN <https://www.linkedin.com/company/northern-lights-library-system/>

- Specifically designed for business and professionals
- A fabulous tool for driving traffic but also prospecting, establishing thought leadership and also great for recruiting
- Less conversation compared to other social media; join groups where you can meet people from the same industry



## TWITTER

[https://twitter.com/nlls\\_alberta/](https://twitter.com/nlls_alberta/)

- Fast paced and easy way to connect with audience
- Focus and effort is to drive people back to the website
- Content needs to be enticing for people to stop and click; use quotes, statistics or questions
- Engage in conversation, respond to mentions and direct messages
- Hashtags are useful tools, people looking for specific information will search by hashtags



## INSTAGRAM

[https://www.instagram.com/nlls\\_alberta/](https://www.instagram.com/nlls_alberta/)

- Very popular social platform especially with the younger generation
- This platform is quick, visual and mobile
- Post high quality pictures and videos
- Hashtag are used to engage audience

Along with building public relations, the role has included investigating and sharing library trends and testing different marketing tools.

# *marketing* **NLLS REPORT**

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## **Looking Forward**

### Website, Communications, Promotional Material

A number of foundational steps are necessary to promote awareness and participation.

- Creation of two groups; Yammer group and a private Facebook group
  - To encourage collaboration & sharing while building relationship
  - Building relationships does not happen overnight
  - Currently the Yammer group has 37% (19 out of 52) accepting the invite
  - Facebook private group it at 26% (12 out of 46) participating
  - Discussion at LMC to determine the preferred method of communications
- Discussion during LMC will provide input during the website clean-up; the intention is to separate the website to highlight the different audiences that NLLS serves – the library managers and the public.
- The website split into 2 separate focuses on the training materials and promotional materials both in print and digital formats that are required.
  - Process: website clean-up, Niche Academy training videos, tipsheets, promotional material all need to go hand in hand

# *public services* **NLLS REPORT**

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**Executive Board Meeting**

**February 26, 2018**

## **Winter Reading Program:**

The 2017 Winter Reading Program is in full swing and going well. This year's theme is "Snow is Falling, Books are Calling". The WRP started on January 1 and will go until February 28<sup>th</sup>. The draw for the grand prizes will be done on March 10.

## **Summer Reading Program:**

The summer reading program is fast approaching, and we have started inquiries into who the 2018 SRP entertainer will be!

## **Author Tour:**

Don Levers will be presenting an Author Tour at 20 NLLS libraries in April. He is an author from Alberta whose his first novel, *Loot for the Taking*, debuted last year.

## **Conference:**

Planning has started for the 2018 NLLS conference which will take place September 20-21. We are examining possible themes and plan to create a committee of library managers who would be willing to help with conference planning.

## **Baby and Childhood Program:**

On February 21, we co-hosted with Vegreville Centennial Library a Baby and Childhood programming event at the Vegreville Centennial Library. It was well attended and enthusiastically received.

## **Indigenous Update:**

Library Service started at Saddle Lake Cree Nation on May 26, 2017. Over 200 patrons have signed up for a library card since opening day.

Library services to Cold Lake First Nation, Heart Lake First Nation, and Elizabeth Metis Settlement continue. Service also has commenced at Goodfish Lake (Whitefish Lake) and talks have begun with Frog Lake regarding service there.

If you haven't had a chance to yet, feel free to visit the "Indigenous" heading on the Northern Lights website. There are several tabs that provide information about initiatives in the area as well as Cree Language resources.



# *public services* **NLLS REPORT**

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Tanya Fontaine's last day was February 15, 2018. We are sad to see Tanya leave, but are excited for her future employment endeavors.

Librarian Colleen Nyssen will be joining the NLLS team on February 27<sup>th</sup>. In addition to her Public Services Consultant role, she will be carrying forward and developing the Indigenous services that Tanya put in place.

## **Consultant Visits + Training:**

Kayla continues to be the Consultant for all NLLS libraries and will handle all Public Services questions and queries until the new Public Services Consultant, Colleen Nyssen, is trained.

As always, the consultants in Public Services are happy to come to your community and help with board or staff training. Please give us a call or ask us for a copy of our Consultant Form to fill out. If you would like to see broader training opportunities offered regionally or at the system headquarters, let us know that as well.

For patron training in library skills, we encourage member library staff to direct patrons to Niche Academy (<https://my.nicheacademy.com/v2/nlls>). If you would like to see any training resources added, please let us know!

Sincerely,

Kayla Lorenzen and Lois Quail

**Library System - Survey****System Board**

	Name of System Board	Date Approved by Board
	Northern Lights Library System	

**General Information**

	Phone	Fax	Email	Website
	780-724-2596	780-724-2597	info@nlls.ab.ca	www.nlls.ab.ca

**Address**

	Street and No.	P.O. Box	City/town	Province	Postal Code
	5615-48 St.	Bag 8	Elk Point	Alberta	T0A 1A0

**Contacts**

	Name	Phone	Email
Director/CEO	Julie Walker	780-724-2596	jwalker@nlls.ab.ca
Respondent (if different from above)	Kayla Lorenzen	780-724-2596	klorenzen@nlls.ab.ca

**Board Members**

Please upload a list of current board members. Please include phone numbers and expiry dates. Also, indicate who the current chairperson is.

To upload a document:

Click on **Browse**. A window will appear that will allow you to choose the document you wish to upload. Select the document (PDF, Excel or Word) and click **Open**. The name of the document will appear to right of the Browse button. Click Upload to attach the document to LibPAS. The document should now be listed in the dropdown menu to the left of the Browse button when you click on the dropdown menu.

To Delete or Download the document, click on the dropdown menu to the left of the Browse button. Select the document and click Delete or Download as necessary.

## Northern Lights Library Board 2017

	<b>Annual Report Board Members 2017.pdf</b>

### Board and Executive Committee Meetings

Please give the dates of board meetings held during the reporting year. Use month/day format, e.g. Jan 31, Mar 16, etc.

Please give the dates of executive committee meetings held during the reporting year. Use month/day format, e.g. Jan 31, Mar 16, etc.

(As per section 33 of the Libraries Act)

Dates of board meetings	February 11, May 13, September 9, December 9
Dates of executive committee meetings	February 11, April 10, May 13, June 26, August 14, September 9, December 26

### System Membership

Please report on the following for the reporting year (as of December 31).

	Municipalities	Library boards	Service points
Participating	54	38	2
Non-participating	20		
Changes			

### Local Appropriation

Please report the per capita fees for the categories below (as applicable).

	Municipality without a library board	Municipality with a library board	Library board
	\$10.14	\$5.07	\$5.07

### Schools

Please report on the following for the reporting year.

	Member school authorities	School libraries obtaining services as members of the system	School libraries obtaining services under contract
	0	0	0

### System Service Points and Book Deposits

	Municipalities for which the library system is the library board	Service points operated by the library system	Book deposits
	8	2	0

## Public Libraries in Schools and Joint Use Facilities

A school-housed public library is defined as a public library housed in school or on school grounds. It is a relationship that exists between the public library board and the school authority and there are only school partners involved.

A joint use facility is defined as a public library co-located with another entity (other than a school) such as a community centre, recreation centre, or a post office. Or, when there are three or more parties involved, e.g. a public library, a school and a community centre.

	Member libraries	System service points
School housed public libraries	13	1
Joint use facilities	8	

## Personnel

This is the beginning of the Annual Report.

## Paid

Please report all paid staff (including all full-time, part-time, regular, temporary, casual, student and custodial staff), regardless of the source of the salary.

All positions should be expressed in terms of number of staff and total number of hours worked in the reporting year. LibPAS will calculate full-time equivalents (FTE) in terms of a 35 hour work week, which is 1820 hours for the year. For example, one full-time, one part-time, and one temporary employee work a total of 3120 person hours in the year in the category "Library Technician". LibPAS will divide the 3120 hours by 1820, therefore the full-time equivalent for the 3 employees is: 3120 divided by 1820 = 1.7 FTE.

	Number of employees	Total hours (per year)	Total FTE
MLIS or equivalent	15	6,965.00	3.83
Other university degree	3	5,460.00	3.00
Library technician	1	1,820.00	1.00
Computer/network technician	0		
Other tech/college diploma	3	5,460.00	3.00
Other	8	13,610.00	7.48

## Unpaid

Please report all unpaid individuals and volunteers.

	Number of individuals	Total hours (per year)
Practicum	0	
Work experience	1	140.00
Volunteer	0	
Other	0	

## Acquisitions and Technical Services

### Physical Items

Report the number of physical items for each field below. Include items for school libraries, if applicable (even if they are suppressed in the system's catalogue). Do not include virtual items in this section.

	Items ordered	Items added	Total physical items in system catalogue
	24,966	22,068	892,940

### Book/Materials Allotment

	Annual per capita allotment	Comments (please provide details about how the allotment is determined and used)
	\$2.15	NLLB determines the allotment for physical items only (items that can be shared and are added to the ILS) NLLS does custom cataloguing based on individual library collection profiles. Additional processing in the form of Mac-tac on paperbacks and laminating hard cover titles.

### System Collections and Resources

Collections and materials that are housed at, and loaned from, the library system's headquarters.

### Collection Management

	Acquired	Withdrawn
Print items	249	233
Non-print items	28	18
Virtual items	20	0
Total	277	251

## Northern Lights Library Board 2017

### Print Items

Include all books (in all categories) and periodicals in print format. Include both catalogued and uncatalogued print items.

	Print volumes	Periodicals (number of issues)	Total print
	13,990	121	14,111

### Non-Print Items

A non-print item is a physical unit of material distinguished from other single units by a separate binding, encasement or other clear distinction. Provide a count of each physical unit for a non-print item by category.

	Audiobooks	Music	Video	Software	Kits	Objects	Other	Total non-print
	1,190	3	1,500	4	167	0	64	2,928

### Virtual Items

Include holdings available in virtual resources or via services to which your system subscribes. Include resources acquired with funds contributed by member library boards for the purchase of virtual items (e.g. eBooks). Please do not include holdings for hoopla and PressReader in your counts.

	eBooks	Periodicals (number of issues)	Audiobooks	Music	Video	Games	Databases	Other	Total virtual
	<sup>3</sup> 1,371	<sup>4</sup> 3,203	<sup>5</sup> 0	0	0	0	29	0	4,603

### Totals

	Total physical collection	Total virtual collection	Total collections
	17,039	4,603	21,642

### System Circulation

#### Physical Circulation

Circulation of physical items from the system's collection of blocks and/or kits to libraries for the reporting year. Do not include individual items sent to member libraries for checkout to patrons (those are considered interlibrary loans and recorded in a subsequent section). If any items (books, etc.) from the system's collection are checked out directly to a patron record those circulations in "other".

	Blocks	Kits	Other	Total physical circulation
	67	46	<sup>6</sup> 5	118

## Virtual Circulation

List all virtual resources licensed by the library system (including those brokered by TAL) and Public Library Services Branch, as well as the appropriate corresponding circulation metric, e.g. number of views, uses or circulations for the reporting year.

## System Cardholders

**Note:** If your library system offers family cards and provides only one card/one patron account per family (which is shared among all family members), multiply the number of family cards by 3.1. If all members of a family receive their own card and have their own patron record, do not multiply by 3.1

## ILL Delivery

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### Van Run

	Delivery stops per month	Delivery stops per year	Mileage per week	Mileage per year	Delivery vehicles
	220	2,640	3,591	179,550	2

### Van Run - Volume

Number of items moved (sent and received) by system van run. Please count individual items for one week (actual count).

	Items per week	Items per year
	14,820	741,000

### Government Courier - Volume

Number of items moved (sent and received) by government courier. Please count individual items for one week (actual count).

	Items per week	Items per year
	4,290	214,500

### Mail - Volume

Number of items mailed from system headquarters. Please count individual items for one week (actual count).

	Items per week	Items per year
	44	2,200

### Other Delivery Methods

List other delivery methods paid for by the system, e.g. private courier.

	Other Delivery Methods

### Resource Sharing

Interlibrary loan is the loan of a library item or items from the collection at system headquarters to another library, or the supply of a substitute for the requested item, e.g. a photocopy.

	Number of items borrowed	Number of items lent
Within system	3,064	11,823
Within Alberta (but outside of your system)	0	1,958
Outside of Alberta	0	88
Total	3,064	13,869



## Continuing Education

### Formal Conferences and Workshops

Conferences are day long or multi-day long events that provide training on a variety of topics (pertaining to library operations). Library staff and/or trustees may be in attendance.

Workshops are full day and half day events that focus on a specific topic. Library staff and/or trustees may be in attendance.

Do not count trustee specific training, e.g. Board Basics workshops or board orientations, in this section. Count them in the 'Trustee Education' section.

	Number of events held	Attendance
Conferences	<sup>7</sup> 2	155
Workshops	<sup>8</sup> 1	28

### Trustee Training

Trustee training includes board orientations or training sessions on specific topics for trustees, such as roles and responsibilities, board and staff relations, etc.

Include sessions co-sponsored by Public Library Services Branch and/or the Alberta Library Trustees' Association, e.g. Board Basics.

	Sessions held	Attendance
System library boards	<sup>9</sup> 1	15
Municipal library boards	0	

### Municipal Councils

Count the number of presentations made to member and non-member municipal councils.

	Presentations to council
	6

### Library Staff Training

Training for member library staff.

	Orientation sessions	Group training sessions	Group training session attendance
	5	1	8

## Consulting Services and Meetings

### Consulting

Consulting services provided by public library consultants. Do not include network/IT consulting visits - they will be recorded in a subsequent section. Please use your discretion to determine what constitutes a consulting session and put the criteria that you used in the notes field.

	Libraries visited	Consulting visits (on-site)	Consulting sessions (remote)	Consulting session count method	Interactions directly with patrons
	16	17	<sup>10</sup> 1,100	Estimate (1 week x 50)	n.a.

### Meetings

	Number of library manager meetings
	3

### Library Programs

	Programs sponsored in member libraries	Program attendance	Outreach events held or attended
	<sup>11</sup> 2	0	<sup>12</sup> 6

## Communications

### Newsletters

	Newsletters published
	3

## Northern Lights Library Board 2017

### Social Media

Please provide the names of the social media platforms used to promote the system, the URL or username for the account, etc., and any relevant metrics.

This section uses 'repeating rows' - which allows respondents to enter in an unlimited number of data lines. When the mouse cursor is placed in the 'name of resource' field, a new row will automatically be created below, enabling an unlimited amount of entries. Rows (except for the bottom one) can be deleted by clicking the red X to the right of the row.

Summary	6	6	6
Name of platform	URL/username	Metrics	
Facebook	<a href="https://www.facebook.com/NLLS.47/">https://www.facebook.com/NLLS.47/</a>	332 Likes	
Instagram	<a href="http://www.instagram.com/nlls-alberta/">www.instagram.com/nlls-alberta/</a>	156 Followers	
Twitter	@NLLS_Alberta	198 Followers	
LinkedIn	<a href="https://www.linkedin.com/company/northern-lights-library-board/">https://www.linkedin.com/company/northern-lights-library-board/</a>	27 Followers	
YouTube	<a href="https://www.youtube.com/channel/UCxhG2W1F9m5Z1g">https://www.youtube.com/channel/UCxhG2W1F9m5Z1g</a>	15 subscribers	

### Technology and Network Support

#### IT and Network Consulting

Please use your discretion to determine what constitutes an IT consulting session and put the criteria that you used in the notes field.

	Libraries visited	IT consulting visits (on-site)	IT consulting sessions (remote)	IT consulting session count method	Helpdesk tickets (resolved)
	46	72	677	Actual count	536

#### Virtual Visits

	Total visits to system website	Total visits to system catalogue	Total virtual visits
	51,852		51,852

### Accomplishments and Comments

## Accomplishments

Please summarize the major achievements for your library system during the reporting year.

	Completed Plan of Service Circulating Virtual reality Machine for Library Use New websites for all NLLS libraries New connections and setting up pop up library service on reserve and settlements (Saddle Lake and Whitefish/Goodfish) Created indigenous youtube video on Cree language Created indigenous resources page on NLLS website Restructuring of NLLB for election by zones Orientation for board members Developed personal policies for staff at NLLS Created Marketing and Communications position

## Comments

Please comment or provide additional information about your library system or any aspects of library service in the province.


<sup>1</sup>, Two left in 2017 and 1 came(0-2018-02-23)

<sup>2</sup>, We still only have our Tumblebooks subscription and have not acquired a new ebook database. I have not included any new OverDrive items we have purchased over the year because OverDrive is a shared TRAC resource.(0-2018-02-16)

<sup>3</sup>, This is the total for our Tumblebooks subscription. I did not include any TRAC shared items.(0-2018-02-22)

<sup>4</sup>, This is our RB Digital titles.(0-2018-02-22)

<sup>5</sup>, We do not have any digital audiobooks that are not shared with TRAC.(0-2018-02-22)

<sup>6</sup>, 4 Daisy Readers and 1 3D Printer(0-2018-02-23)

<sup>7</sup>, Annual conference for 2 days(0-2018-02-23)

<sup>8</sup>, Board Orientation Workshop(0-2018-02-23)

<sup>9</sup>, Board Basics Workshop(0-2018-02-23)

<sup>10</sup>, Phone calls longer then 5 minutes and go to assist.(0-2018-02-23)

<sup>11</sup>, Summer Reading Program and Winter Reading Program(0-2018-02-23)

<sup>12</sup>, Participated in 2 parades. Attended events at Myrnam, Elk Point, Stuart MacPherson and Morinville.(0-2018-02-23)

**Approval**

The report and survey must be approved by the library board before it is submitted to Alberta Municipal Affairs. This is a required field.

	Date approved

**Alberta Public Library Survey**

For the Alberta Public Library Survey (up to but not including the Personnel section), please report current year details.

The Annual Report (reporting on the previous calendar year) begins at the Personnel section and carries through to the end of the report.

**Directory**

This information is used in the Alberta Public Library Directory, which is produced by the Public Library Services Branch and is available at

[http://www.municipalaffairs.alberta.ca/plsb\\_directory](http://www.municipalaffairs.alberta.ca/plsb_directory).

	Name of library board	Name of library (or libraries)
	Northern Lights Library System	Myrnam Community Library

**Phone, Fax, Email, Website**

	Library phone	Library fax	Library email	Library Board email	Library website
	780-366-3801	(780) 366-2332	librarian@myrnamlibrary.ab.ca		www.myrnamlibrary.ab.ca

**Address**

	Address - Street and No.	P.O. Box	City/town, etc.	Province	Postal code
	5105 50 St	Box 160	Myrnam	Alberta	T0B 3K0

## Contacts

	Name	Email	Phone	Alternate phone
Library Manager	D'Arcy Evans	librarian@myrnamlibrary.ab.ca	780-366-3801	
Respondent (if different than above)	Kayla Lorenzen	klorenzen@nlls.ab.ca	780-725-2596	

## Info

### Library Management - Board Members

Please provide full names, addresses, phone numbers and email addresses for **CURRENT** board members (i.e. members at the time of filling in this report). Indicate the chairperson (it is not necessary to provide positions for other than chairperson). As well, indicate any board member who is also on the local municipal council. Give the term expiry date (month and year) for each board member. **Term expiry dates (month/year) MUST be provided for ALL board members, including those board members who are also councillors.** Note: While names of board members are public information, addresses, phone numbers and email addresses are for the use of the Public Library Services Branch only and are not made available to the public.

The *Libraries Act* requires **ALL** library board members to be **APPOINTED BY MUNICIPAL COUNCIL** (Part 1, Section 4). When the municipal council appoints members to the library board there should be written documentation regarding the term of appointment. If there is uncertainty about board member term expiration dates, contact the municipal administrator. If there is no record of library board appointments, please contact Public Library Services Branch.

	Name	Address	Phone	Email	Term expiry (month/year)	Councillor
Chairperson	Library Board is the same as NLLS					
Board Member 1						
Board Member 2						
Board Member 3						
Board Member 4						
Board Member 5						
Board Member 6						
Board Member 7						
Board Member 8						
Board Member 9						

Library Management - General

	Board meeting dates (e.g. Jan 28, Feb 13)	Board volunteer hours	Building ownership
	February 11, May 13, September 9, December 9	0	School Board

Library Hours

Hours of Service

Provide the actual open hours for the library for each day of the week at the time of completing this report using the following format: 10:00-5:00; 1:30-8:30; etc. DO NOT JUST ENTER THE TOTAL NUMBER OF HOURS OPEN EACH DAY. Only enter summer hours if they differ from regular hours.

Also, enter the total number of hours open per week based on the indicated library open hours.

This information will be used for the provincial directory.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hours per week
Regular Hours	9:00-3:30	9:00-7:30	9:00-3:30	9:00-7:30	9:00-3:30			
Summer Hours		12:00-6:00	12:00-8:00	10:00-4:00				

Hours Open Per Year

Total number of library hours open per year. There are two possible calculations:

1. If your library hours are the same all year: 50 x total hours per week
2. If summer hours differ from regular hours:  $[(50 - \# \text{ summer weeks}) \times \text{total regular hours per week}] + (\# \text{ summer weeks} \times \text{total summer hours per week})$

	Hours Open per Year
	498.00

Personnel

Paid and unpaid staff that worked in the library during the reporting period.



### Staff

Report qualifications and the number of all paid staff (full and part time) who work for the library whether they are paid directly by the board or paid through the municipality. Report total number of employees (i.e., "live bodies") and the total hours worked in the reporting year (you may need to get this figure from the individual or agency that does your staff payroll).

Note: Do not include individuals who provide service through a contract, such as the library audit, custodial staff or bookkeeping.

	# Employees	Total Hours/Yr
MLIS or equivalent	0	0.00
Other university degree	0	0.00
Library technician	0	0.00
Library operations certificate	0	0.00
Other tech/college diploma	1	498.00
Other	0	0.00
Total staff	1	498.00

### Volunteers

Report the number of volunteers assisting with library activities, and the total number of volunteer hours per year.

If a board member is volunteer at the library to provide programming, fundraising, outreach or operations (e.g. shelving books), record those hours here. Do not include volunteer hours contributed by board members on library business (e.g. board meetings, committee meetings, etc.). Record those hours in the Alberta Public Library Survey section: Library Management - General > Board volunteer hours.

Friends of the Library groups are separate fundraising societies and are therefore counted separately from volunteers.

	# Volunteers	Volunteer Hours/Yr
Library Operations	0	0.00
Library Programming	0	0.00
Fundraising (aside from a Friends group)	0	0.00
Outreach	0	0.00
Total Volunteers	0	0.00
Friends of the Library	0	0.00

### Collections/Resources

## Collection Management

	Acquired	Withdrawn
Print items	498	72
Non-print items	4	2
Total	502	74

### Print Items

In this section, include all materials/books (in all categories) in print format. Include both catalogued and uncatalogued print materials/books. Do not include audiobooks, Ebooks or MP3 books. They will be recorded in subsequent categories.

	Print Volumes	Periodicals (number of issues)	Total Print
	5,043	0	5,043

### Non-Print Items

Provide a count of each physical unit for a non-print item by category. DEFINITION: A physical unit of library material distinguished from other single units by a separate binding, encasement or other clear distinction.

	Audiobooks	Music	Video	Software/videogames	Kits	Objects	Other	Total non-print
	5	5	216	0	13	0	0	239

### Virtual Items (Licensed by your board)

If your library board licenses any virtual resources such as eBooks, MP3 audiobooks, online magazine subscriptions, movies or games, include those items in this section. Count only items licensed by your board. If you are a node library, include licenses brokered by The Alberta Library (TAL).

Do **not** count databases licensed by your library system or the Public Library Services Branch (PLSB) in this section.

	eBooks	Periodicals	Audiobooks	Music	Video	Games	Databases	Other	Total licensed virtual items
	1,371	3,203	0	0	0	0	29	0	4,603

### Library Board Contributions

If your library board has contributed money to your library system for licensing virtual materials (e.g. eBooks, virtual magazine subscriptions, etc.), please indicate the dollar amount contributed. The items that have been licensed on behalf of your board will be counted in the annual report completed by your library system.

	Contribution
	\$0.00

**Totals**

	Total physical collection	Total licensed virtual collection	Total collections
	5,282	4,603	9,885

**Circulation**
**Direct Circulations**

Report number of items circulated directly to library users. Include all items that are charged out for use, whether the use is inside or outside the library. Do not include interlibrary loans loaned to other libraries.

	Adult print	Young adult print	Juvenile print	Adult non-print	Young adult non-print	Juvenile non-print
	1,249	262	1,430	762	4	64

**Direct Circulations, continued...**

	Non-catalogued	Periodicals	Virtual	Total direct circulation	Bulk loans (not reported above)	Total circulation
	0	0	176	3,947	0	3,947

**Interlibrary Loan**

Interlibrary loan is the loan of a library item (or items) from the collection of one library to another library in order to fill a request for a patron. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.

	Borrowed	Lent
Within Alberta (including within library system)	2,675	829
Outside of Alberta, but within Canada	0	0
Outside of Canada	0	0
Total	2,675	829

**Reference and Use**

### Reference Transactions

A reference transaction is an encounter between a library user and a member of the library staff which involves an attempt to supply factual or bibliographic information requiring knowledge, use, recommendation or interpretation of an information source or bibliographic tool. It includes informal technology training sessions, such as how to use email, demonstrating a URL or how to print a document. It does NOT include a directional or administrative question.

Report the number of reference transactions for the reporting year (either from an actual count or 1 week's worth x 50 to provide an estimate).

	Total reference transactions	Count method
	52	Actual count

### Library Use

Library visits and in-house use of materials.

	In person visits	Count method (in person visits)	Virtual visits	In library material use	Count method (in library material use)
	608	Actual count	763	0	

### Programs

A library program is a pre-planned, coordinated event that: meets a service response as indicated in the board's Plan of Service; is hosted/presented by the public library; is set for a designated time and place; has a defined purpose; has library resources (staff time, money, etc.) dedicated to it - i.e. is budgeted for; and may involve a registration process and/or some promotion of the event.

Note: To public libraries housed in schools - **DO NOT** count weekly class visits to the library, unless each class would have come to the public library every week even if it was housed in another building elsewhere in town. Weekly class visits are a program of the school.

	Sessions	Participants
Children's	2	48
Young adult	0	0
Adult	0	0
Family/multigenerational	5	170
Other	0	0
Total	0	0

### Library Awareness

This is a count of activities held by the library which promote awareness of the library. These activities are not considered programs as they do not meet a service response (i.e. an identified need from the community). Examples include trade shows, an open house, participation in community nights, etc.

	Sessions	Participants
Library awareness	0	0

**Social Media**

Please provide the names of the social media platforms used to promote the library, the URL or username for the account, etc., and any relevant metrics. If you use more than 5 different social media platforms, please use the "Add Notes" feature to record the additional data.

	Name of Platform	Username/URL	Metrics

**Cardholders, Fees, Facilities****Total cardholders**

Report the number of active cardholders as of December 31 (active cardholders are those whose cards have not expired). This includes both resident and non-resident library cards of all types (including family cards) issued by your library.

Note: If your library offers family cards and provides only one card/one patron account per family (which is shared among all family members), multiply the number of family cards by 3.1. If all members of a family receive their own card and have their own patron record, do not multiply by 3.1.

	107

### Card fees

Indicate **YES** or **NO** if card fees are charged for the following specific patron types: adult, juvenile, senior and family. If card fees are charged for a patron type that is not listed, indicate so in "Other".

Please use the "Add Note" feature if an explanation is necessary. **DO NOT leave these fields blank** - answer either YES or NO for each.

If you indicated YES for any of the listed patron types, please report the annual card fee charged as set out in the library board's bylaw. If you do not charge card fees, or do not charge a card fee in a certain category, please leave the amount as \$0.00.

	Do you charge card fees?	If yes, how much?
Adult	Yes	\$10.00
Juvenile	Yes	\$10.00
Senior	Yes	\$10.00
Family	Yes	\$15.00
Other		\$0.00

### Facility size

A service point is a location where users can directly access library service. This includes bookmobiles. Report the area in square metres of all library service points operated by your board. Include all areas used for library purposes, e.g. shelves, workroom, study area, computer labs. Do not include areas used solely for janitorial, custodial, and mechanical storage or service. Do not include auditoria, art gallery space, coffee shops, and commercial space. In order to convert a measurement of square feet to one of square metres, multiply square footage by 0.09.

	Library area (Sq. metres)	Library area (Sq. feet)
	133.0	1,431.6

### Facility status

	Yes or No	Please provide a brief explanation (if applicable)
Did the library move locations (temporarily or permanently) in the reporting year?	No	
Has a new service point opened or an existing one closed in the reporting year?	No	
Did the library close for renovations at any point in the reporting year?	No	

### Electronic Performance Measures

**Workstations**

	Workstations with internet access	Workstations without internet access	Mobile workstations	Total workstations
	3	0	0	3

**Workstation sessions**

	Number of workstation sessions	Count method (sessions)	Workstation hours	Count method (hours)	Length of workstation sessions (minutes)	Percentage of time workstations in use
	482	Actual count	312.00	Actual count	60	20.88%

**Public Wi-Fi sessions**

	Number of public wi-fi sessions	Count method
	312	Actual count

**Accomplishments & Comments**

Provide your comments below. **Please do not paste in text from a Word document as LibPAS is not compatible with Word formatting.**

	Accomplishments	Comments

**Approval**

The report and survey must be approved by the library board before it is submitted to Alberta Municipal Affairs. This is a required field.

	Date approved

**Alberta Public Library Survey**

For the Alberta Public Library Survey (up to but not including the Personnel section), please report current year details.

The Annual Report (reporting on the previous calendar year) begins at the Personnel section and carries through to the end of the report.

**Directory**

This information is used in the Alberta Public Library Directory, which is produced by the Public Library Services Branch and is available at

[http://www.municipalaffairs.alberta.ca/plsb\\_directory](http://www.municipalaffairs.alberta.ca/plsb_directory).

	Name of library board	Name of library (or libraries)
	Northern Lights Library System	Edmonton Garrison Community Library

**Phone, Fax, Email, Website**

	Library phone	Library fax	Library email	Library Board email	Library website
	780-973-4011 x6345	(780) 973-1598	librarian@garrisonlibrary.ab.ca		www.garrisonlibrary.ab.ca

**Address**

	Address - Street and No.	P.O. Box	City/town, etc.	Province	Postal code
	BLDG 161 RM 32	P.O. Box 462	Lancaster Park	Alberta	T0A 2H0



**Contacts**

	Name	Email	Phone	Alternate phone
Library Manager	Melanie Pole	librarian@garrisonlibrary.ab.ca	780-973-4011 x6345	
Respondent (if different than above)	Kayla Lorenzen	klorenzen@nlls.ab.ca	780-724-2596	

**Info****Library Management - Board Members**

Please provide full names, addresses, phone numbers and email addresses for **CURRENT** board members (i.e. members at the time of filling in this report). Indicate the chairperson (it is not necessary to provide positions for other than chairperson). As well, indicate any board member who is also on the local municipal council. Give the term expiry date (month and year) for each board member. **Term expiry dates (month/year) MUST be provided for ALL board members, including those board members who are also councillors.** Note: While names of board members are public information, addresses, phone numbers and email addresses are for the use of the Public Library Services Branch only and are not made available to the public.

The *Libraries Act* requires **ALL** library board members to be **APPOINTED BY MUNICIPAL COUNCIL** (Part 1, Section 4). When the municipal council appoints members to the library board there should be written documentation regarding the term of appointment. If there is uncertainty about board member term expiration dates, contact the municipal administrator. If there is no record of library board appointments, please contact Public Library Services Branch.

	Name	Address	Phone	Email	Term expiry (month/year)	Councillor
Chairperson	Board the same as the NLLS board					
Board Member 1						
Board Member 2						
Board Member 3						
Board Member 4						
Board Member 5						
Board Member 6						
Board Member 7						
Board Member 8						
Board Member 9						

## Library Management - General

	Board meeting dates (e.g. Jan 28, Feb 13)	Board volunteer hours	Building ownership
	February 11, May13, September 9, December 9	0	Other

## Library Hours

## Hours of Service

Provide the actual open hours for the library for each day of the week at the time of completing this report using the following format: 10:00-5:00; 1:30-8:30; etc. DO NOT JUST ENTER THE TOTAL NUMBER OF HOURS OPEN EACH DAY. Only enter summer hours if they differ from regular hours.

Also, enter the total number of hours open per week based on the indicated library open hours.

This information will be used for the provincial directory.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hours per week
Regular Hours		2:00-8:00	10:00-4:00	2:00-8:00	10:00-4:00	12:00-4:00		
Summer Hours								

## Hours Open Per Year

Total number of library hours open per year. There are two possible calculations:

1. If your library hours are the same all year: 50 x total hours per week
2. If summer hours differ from regular hours:  $[(50 - \# \text{ summer weeks}) \times \text{total regular hours per week}] + (\# \text{ summer weeks} \times \text{total summer hours per week})$

	Hours Open per Year
	1,344.00

## Personnel

Paid and unpaid staff that worked in the library during the reporting period.

### Staff

Report qualifications and the number of all paid staff (full and part time) who work for the library whether they are paid directly by the board or paid through the municipality. Report total number of employees (i.e., "live bodies") and the total hours worked in the reporting year (you may need to get this figure from the individual or agency that does your staff payroll).

Note: Do not include individuals who provide service through a contract, such as the library audit, custodial staff or bookkeeping.

	# Employees	Total Hours/Yr
MLIS or equivalent	0	0.00
Other university degree	1	600.00
Library technician	1	600.00
Library operations certificate	0	0.00
Other tech/college diploma	0	0.00
Other	3	2,283.00
Total staff	5	3,483.00

### Volunteers

Report the number of volunteers assisting with library activities, and the total number of volunteer hours per year.

If a board member is volunteer at the library to provide programming, fundraising, outreach or operations (e.g. shelving books), record those hours here. Do not include volunteer hours contributed by board members on library business (e.g. board meetings, committee meetings, etc.). Record those hours in the Alberta Public Library Survey section: Library Management - General > Board volunteer hours.

Friends of the Library groups are separate fundraising societies and are therefore counted separately from volunteers.

	# Volunteers	Volunteer Hours/Yr
Library Operations	0	0.00
Library Programming	0	0.00
Fundraising (aside from a Friends group)	0	0.00
Outreach	0	0.00
Total Volunteers	0	0.00
Friends of the Library	0	0.00

### Collections/Resources

## Collection Management

	Acquired	Withdrawn
Print items	676	688
Non-print items	280	42
Total	956	730

### Print Items

In this section, include all materials/books (in all categories) in print format. Include both catalogued and uncatalogued print materials/books. Do not include audiobooks, Ebooks or MP3 books. They will be recorded in subsequent categories.

	Print Volumes	Periodicals (number of issues)	Total Print
	11,273	22	11,295

### Non-Print Items

Provide a count of each physical unit for a non-print item by category. DEFINITION: A physical unit of library material distinguished from other single units by a separate binding, encasement or other clear distinction.

	Audiobooks	Music	Video	Software/videogames	Kits	Objects	Other	Total non-print
	11	53	1,718	135	56	0	0	1,973

### Virtual Items (Licensed by your board)

If your library board licenses any virtual resources such as eBooks, MP3 audiobooks, online magazine subscriptions, movies or games, include those items in this section. Count only items licensed by your board. If you are a node library, include licenses brokered by The Alberta Library (TAL).

Do **not** count databases licensed by your library system or the Public Library Services Branch (PLSB) in this section.

	eBooks	Periodicals	Audiobooks	Music	Video	Games	Databases	Other	Total licensed virtual items
	1,371	3,203	0	0	0	0	29	0	4,603

### Library Board Contributions

If your library board has contributed money to your library system for licensing virtual materials (e.g. eBooks, virtual magazine subscriptions, etc.), please indicate the dollar amount contributed. The items that have been licensed on behalf of your board will be counted in the annual report completed by your library system.

	Contribution
	\$0.00

**Totals**

	Total physical collection	Total licensed virtual collection	Total collections
	13,268	4,603	17,871

**Circulation****Direct Circulations**

Report number of items circulated directly to library users. Include all items that are charged out for use, whether the use is inside or outside the library. Do not include interlibrary loans loaned to other libraries.

	Adult print	Young adult print	Juvenile print	Adult non-print	Young adult non-print	Juvenile non-print
	1,422	127	2,441	785	1	116

**Direct Circulations, continued...**

	Non-catalogued	Periodicals	Virtual	Total direct circulation	Bulk loans (not reported above)	Total circulation
	0	6		4,898	0	4,898

**Interlibrary Loan**

Interlibrary loan is the loan of a library item (or items) from the collection of one library to another library in order to fill a request for a patron. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.

	Borrowed	Lent
Within Alberta (including within library system)	1,873	2,802
Outside of Alberta, but within Canada	0	0
Outside of Canada	0	0
Total	1,873	2,802

**Reference and Use**

### Reference Transactions

A reference transaction is an encounter between a library user and a member of the library staff which involves an attempt to supply factual or bibliographic information requiring knowledge, use, recommendation or interpretation of an information source or bibliographic tool. It includes informal technology training sessions, such as how to use email, demonstrating a URL or how to print a document. It does NOT include a directional or administrative question.

Report the number of reference transactions for the reporting year (either from an actual count or 1 week's worth x 50 to provide an estimate).

	Total reference transactions	Count method
	2,950	Estimate (1 week x 50)

### Library Use

Library visits and in-house use of materials.

	In person visits	Count method (in person visits)	Virtual visits	In library material use	Count method (in library material use)
	11,400	Estimate (1 week x 50)	11,230	1,900	Estimate (1 week x 50)

### Programs

A library program is a pre-planned, coordinated event that: meets a service response as indicated in the board's Plan of Service; is hosted/presented by the public library; is set for a designated time and place; has a defined purpose; has library resources (staff time, money, etc.) dedicated to it - i.e. is budgeted for; and may involve a registration process and/or some promotion of the event.

Note: To public libraries housed in schools - **DO NOT** count weekly class visits to the library, unless each class would have come to the public library every week even if it was housed in another building elsewhere in town. Weekly class visits are a program of the school.

	Sessions	Participants
Children's	25	259
Young adult	9	45
Adult	9	63
Family/multigenerational	7	117
Other	5	72
Total	55	556

### Library Awareness

This is a count of activities held by the library which promote awareness of the library. These activities are not considered programs as they do not meet a service response (i.e. an identified need from the community). Examples include trade shows, an open house, participation in community nights, etc.

	Sessions	Participants
Library awareness	5	9,610

**Social Media**

Please provide the names of the social media platforms used to promote the library, the URL or username for the account, etc., and any relevant metrics. If you use more than 5 different social media platforms, please use the "Add Notes" feature to record the additional data.

	Name of Platform	Username/URL	Metrics
	Twitter	@GarrisonLibrary	77 followers
	Facebook	<a href="https://www.facebook.com/Edmonton-Garrison-Community-Library-121932424548779/?ref=aymt_homepage_panel">https://www.facebook.com/Edmonton-Garrison-Community-Library-121932424548779/?ref=aymt_homepage_panel</a>	248 likes
	Instagram	<a href="https://www.instagram.com/?hl=en">https://www.instagram.com/?hl=en</a>	125 followers

**Cardholders, Fees, Facilities****Total cardholders**

Report the number of active cardholders as of December 31 (active cardholders are those whose cards have not expired). This includes both resident and non-resident library cards of all types (including family cards) issued by your library.

Note: If your library offers family cards and provides only one card/one patron account per family (which is shared among all family members), multiply the number of family cards by 3.1. If all members of a family receive their own card and have their own patron record, do not multiply by 3.1.

	375

### Card fees

Indicate **YES** or **NO** if card fees are charged for the following specific patron types: adult, juvenile, senior and family. If card fees are charged for a patron type that is not listed, indicate so in "Other".

Please use the "Add Note" feature if an explanation is necessary. **DO NOT leave these fields blank** - answer either YES or NO for each.

If you indicated YES for any of the listed patron types, please report the annual card fee charged as set out in the library board's bylaw. If you do not charge card fees, or do not charge a card fee in a certain category, please leave the amount as \$0.00.

	Do you charge card fees?	If yes, how much?
Adult	Yes	\$12.60
Juvenile	Yes	<sup>1</sup> \$12.00
Senior	Yes	<sup>2</sup> \$12.00
Family	Yes	<sup>3</sup> \$12.00
Other		\$0.00

### Facility size

A service point is a location where users can directly access library service. This includes bookmobiles. Report the area in square metres of all library service points operated by your board. Include all areas used for library purposes, e.g. shelves, workroom, study area, computer labs. Do not include areas used solely for janitorial, custodial, and mechanical storage or service. Do not include auditoria, art gallery space, coffee shops, and commercial space. In order to convert a measurement of square feet to one of square metres, multiply square footage by 0.09.

	Library area (Sq. metres)	Library area (Sq. feet)
	264.0	2,841.7

### Facility status

	Yes or No	Please provide a brief explanation (if applicable)
Did the library move locations (temporarily or permanently) in the reporting year?	No	
Has a new service point opened or an existing one closed in the reporting year?	No	
Did the library close for renovations at any point in the reporting year?	No	

### Electronic Performance Measures



**Workstations**

	Workstations with internet access	Workstations without internet access	Mobile workstations	Total workstations
	4	0	1	5

**Workstation sessions**

	Number of workstation sessions	Count method (sessions)	Workstation hours	Count method (hours)	Length of workstation sessions (minutes)	Percentage of time workstations in use
	3,250	Estimate (1 week x 50)	850.00	Estimate (1 week x 50)	30	12.65%

**Public Wi-Fi sessions**

	Number of public wi-fi sessions	Count method
	1,587	Actual count

**Accomplishments & Comments**

Provide your comments below. **Please do not paste in text from a Word document as LibPAS is not compatible with Word formatting.**

	Accomplishments	Comments

<sup>1</sup>, It's actually 12.60 but it wouldn't let me put a period in.(0-2018-02-26)

<sup>2</sup>, It's actually 12.60 but it wouldn't let me put a period in.(0-2018-02-26)

<sup>3</sup>, It's actually 12.60 but it wouldn't let me put a period in.(0-2018-02-26)

## The Power of Advocacy, Move Your Library Forward (BU389-17-18ZZMAR1)

### Course Description

Are you part of a non-profit organization constantly challenged to do more with less funding, less staff, and less time? Do you find it increasingly important for your organization's staff, board members, and other stakeholders to show your community the value of your organization? If you answered yes, this course is for you. Advocacy is an increasingly important focus of a non-profit organization's activities. Everyone has a role to play in advocacy. Yet, many are nervous about taking on this challenge, as they fear they lack the necessary skills.

This course gives you the opportunity to collaborate with others sharing similar advocacy interests. You will start the class by sharing your reasons for being involved in advocacy and discussing your advocacy experiences. You will then work through a series of activities designed to help you build an advocacy plan based on your specific project goal. Through online discussions and other activities, you will have the chance to get feedback on this plan. At the end of the course, you have a chance to practice a short advocacy presentation targeting a specific stakeholder. You will also leave with a toolbox of strategies to use when developing future advocacy projects.

Module/Class	Date	Time
Orientation Class LIVE Online	March 12	1:00-2:00 pm
Module 1: Advocacy and You (self-paced)	To be completed by March 26	Self-paced
Module 2: Your Advocacy Plan LIVE Online	March 26	1:00-3:00 pm
Module 3: Your Message LIVE Online	April 9	1:00-3:00 pm
Module 4: Implement and Assess LIVE Online	April 23	1:00-3:00 pm
Module 4: Implement and Assess, Presentations LIVE Online	May 14	1:00-4:00 pm

February 17, 2018

Executive Committee  
Northern Lights Library System  
Postal Bag 8  
Elk Point, Alberta T0A 1A0

Dear Sirs/Madams:

**Re: Audit Findings**

This letter has been prepared to assist you with your review of the financial statements of Northern Lights Library System for the period ending December 31, 2017. We look forward to meeting with you and discussing the matters outlined below.

**Audit Status**

We have completed the audit of the financial statements, with the exception of the following items:

1. Receipt of a signed representation letter by management;
2. Completing our discussions with the Executive Committee; and
3. Obtaining evidence of the Executive Committee's approval of the financial statements.

**Significant Matters Arising  
Changes to Audit Plan**

There were no changes to the audit plan that was issued January 23, 2018.

**Other Matters**

We did not identify any significant matters to bring to your attention.

**Significant Difficulties Encountered**

There were no difficulties encountered during the audit.

**Comments on Accounting Practices**

**Accounting Policies**

The significant accounting policies used by the entity are outlined in Note 1 to the financial statements.

- There were no significant changes in accounting policies.
- We did not identify any alternative accounting policies that would have been more appropriate in the circumstances.
- We did not identify any significant accounting policies in controversial or emerging areas.

### ***Significant Accounting Estimates***

The following significant estimates/judgments are contained in the financial statements:

- *Accrued liabilities*
- *Book value of capital assets*
- *Deferred revenue*

Based on audit work performed, we are satisfied with the estimates made by management.

### ***Significant Financial Statement Disclosures***

We did not identify any financial statement disclosures that are particularly significant, sensitive or require significant judgments, that we believe should be specifically drawn to your attention.

### **Uncorrected Misstatements**

We accumulate misstatements that we identify during our audit and communicate them to management. These were all corrected by management.

### **Significant Deficiencies in Internal Control**

A deficiency in internal control exists when a control is designed, implemented or operated in such a way that it is unable to prevent, or detect and correct, misstatements in the financial statements on a timely basis, or when a control necessary to prevent, or detect and correct, misstatements in the financial statements on a timely basis is missing.

A significant deficiency in internal control is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

To identify and assess the risks of material misstatement in the financial statements, we are required to obtain an understanding of internal control relevant to the audit. This understanding is used for the limited purpose of designing appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control and, as a result, we do not express any such opinion. The limited purpose also means that there can be no assurance that all significant deficiencies in internal control, or any other control deficiencies, will be identified during our audit.

We did not identify any control deficiencies that, in our judgment, would be considered significant deficiencies.

### **Written Representations**

In a separate communication, we have requested a number of written representations from management in respect to their responsibility for the preparation of the financial statements in accordance with Canadian public sector accounting standards for government not-for-profit organizations.

### **Other Audit Matters of Governance Interest**

During our review of the minutes we noted a number of instances where the board made motions to take funds out of reserve to fund unbudgeted items. As Northern Lights is a government not-for-profit organizations not a municipality it does not have reserves. The board should simply be making motions to approve the unbudgeted expenditures.

We would like to thank management and staff for the assistance they provided to us during the audit.

We hope the information in this audit findings letter will be useful. We would be pleased to discuss them with you and respond to any questions you may have.

This letter was prepared for the sole use of those charged with governance of Northern Lights Library System to carry out and discharge their responsibilities. The content should not be disclosed to any third party without our prior written consent, and we assume no responsibility to any other person.

Yours truly,

JMD Group LLP  
Chartered Accountants

**Acknowledgement by the executive:**

We have read and reviewed the above disclosures and understand and agree with the comments therein:

Signature: _____	Signature: _____
Signature: _____	Signature: _____
Signature: _____	Signature: _____
Signature: _____	Signature: _____
Signature: _____	Signature: _____

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

**NORTHERN LIGHTS LIBRARY SYSTEM**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED DECEMBER 31, 2017**

<b>Index</b>	<b>Page</b>
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Statement of Cash Flows	6
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## INDEPENDENT AUDITOR'S REPORT

To the Members of the Northern Lights Library System

We have audited the accompanying financial statements of the Northern Lights Library System, which comprise the statement of financial position as at December 31, 2017, and the statements of operations, expenses, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards for government not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our audit opinion.

### *Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of Northern Lights Library System as at December 31, 2017 and the results of its operations, changes in net assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards for government not-for-profit organizations.

ST. PAUL, ALBERTA  
February 26, 2018

CHARTERED ACCOUNTANTS

**NORTHERN LIGHTS LIBRARY SYSTEM  
STATEMENT OF FINANCIAL POSITION  
AS AT DECEMBER 31, 2017**

**ASSETS**

	<u>2017</u>	<u>2016</u>
<b>CURRENT ASSETS</b>		
Cash and bank	\$ 923,341	\$ 1,197,538
Accounts receivable	42,191	5,475
Goods and services tax receivable	--	29,610
Prepaid expenses	91,873	109,230
Short-term investments (note 2)	<u>1,514,298</u>	<u>1,002,387</u>
	2,571,703	2,344,240
<b>CREDIT UNION EQUITY</b>	--	25,193
<b>CAPITAL ASSETS (note 3)</b>	<u>2,579,667</u>	<u>2,666,236</u>
	<u>\$ 5,151,370</u>	<u>\$ 5,035,669</u>

**LIABILITIES AND NET ASSETS**

<b>CURRENT LIABILITIES</b>		
Accounts payable	\$ 72,573	\$ 65,106
Vacation pay payable	40,434	44,806
Goods and services tax payable	4,900	--
Payroll remittances payable	22,535	27,832
Deferred revenue - allocation (note 5)	154,592	168,012
Deferred revenue - other (note 6)	<u>140,146</u>	<u>99,983</u>
	435,180	405,739
<b>DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS (note 7)</b>	<u>1,318,139</u>	<u>1,370,732</u>
<b>NET ASSETS</b>		
Invested in capital assets	1,261,528	1,295,504
Unrestricted net assets	<u>2,136,523</u>	<u>1,963,694</u>
	3,398,051	3,259,198
	<u>\$ 5,151,370</u>	<u>\$ 5,035,669</u>

APPROVED ON BEHALF OF THE BOARD:

\_\_\_\_\_  
CHAIRPERSON



**NORTHERN LIGHTS LIBRARY SYSTEM  
STATEMENT OF OPERATIONS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>Budget</u>	<u>2017 Actual</u>	<u>2016 Actual</u>
<b>REVENUES</b>			
Municipal and library board levies			
Municipal levies	\$ <b>1,132,871</b>	\$ 1,204,931	\$ 1,133,643
Library board levies	<u><b>651,642</b></u>	<u>586,472</u>	<u>651,902</u>
	<u><b>1,784,513</b></u>	<u>1,791,403</u>	<u>1,785,545</u>
Provincial grants			
Operating	<b>826,965</b>	820,070	830,335
Rural library services	<b>261,837</b>	338,506	265,062
Establishment	--	--	4,426
Indigenous project	<u>--</u>	<u>104,926</u>	<u>51,386</u>
	<u><b>1,088,802</b></u>	<u>1,263,502</u>	<u>1,151,209</u>
Other revenue			
Donations	--	--	5,000
Interest revenue	<b>14,000</b>	35,387	20,218
Annual conference	<b>12,000</b>	4,029	3,938
Reading programs	<b>1,000</b>	2,695	2,677
Non-resident fees	<b>1,200</b>	1,200	950
Office sales	<u><b>8,000</b></u>	<u>8,109</u>	<u>9,170</u>
	<u><b>36,200</b></u>	<u>51,420</u>	<u>41,953</u>
Reimbursements			
Sales of office supplies	<b>75,000</b>	210,599	70,962
Services and travel reimbursements	<b>4,000</b>	4,729	8,484
Wage subsidies	<u><b>3,500</b></u>	<u>5,352</u>	<u>4,384</u>
	<u><b>82,500</b></u>	<u>220,680</u>	<u>83,830</u>
Gain on sale of vehicle	<u>--</u>	<u>2,300</u>	<u>--</u>
Amortization of deferred contributions (note 6)	<u>--</u>	<u>66,443</u>	<u>57,686</u>
Change in allotment carryover	<u><b>38,000</b></u>	<u>13,418</u>	<u>(47,437)</u>
	<b>3,030,015</b>	3,409,166	3,072,786
<b>SCHEDULE OF EXPENSES (page 4)</b>	<u><b>2,860,322</b></u>	<u>3,270,313</u>	<u>2,687,523</u>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	\$ <u><b>169,693</b></u>	\$ <u>138,853</u>	\$ <u>385,263</u>

**NORTHERN LIGHTS LIBRARY SYSTEM  
SCHEDULE OF EXPENSES  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>Budget</u>	<u>2017</u> <u>Actual</u>	<u>2016</u> <u>Actual</u>
EXPENSES			
Bibliographic services	\$ 453,834	\$ 439,588	\$ 367,478
Delivery	49,750	43,293	34,889
Administration and finance	102,500	109,101	93,587
Board	62,600	54,245	43,678
Building	91,200	88,452	74,985
IT Department	122,787	136,133	68,347
Public services	207,220	214,646	136,541
Contracts and vendor services	154,129	143,241	151,697
Staffing costs	1,279,465	1,222,318	1,086,824
Transfer payments	261,837	338,506	265,062
Reimbursements	75,000	211,117	79,420
Indigenous project	--	104,926	51,386
Unbudgeted expenses	--	--	123,158
Amortization of capital assets	<u>--</u>	<u>164,747</u>	<u>110,471</u>
TOTAL EXPENSES	\$ <u>2,860,322</u>	\$ <u>3,270,313</u>	\$ <u>2,687,523</u>

**NORTHERN LIGHTS LIBRARY SYSTEM  
STATEMENT OF CHANGES IN NET ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	Invested in Capital Assets	Unrestricted	2017 Total	2016 Total
BALANCE, beginning of year	\$ <u>1,295,504</u>	\$ <u>1,963,694</u>	\$ <u>3,259,198</u>	\$ <u>2,873,935</u>
CHANGE FOR THE YEAR				
Excess (deficiency) of revenues over expenses	(96,004)	234,857	138,853	385,263
Purchase of capital assets	<u>62,028</u>	<u>(62,028)</u>	<u>--</u>	<u>--</u>
	<u>(33,976)</u>	<u>172,829</u>	<u>138,853</u>	<u>385,263</u>
BALANCE, end of year	\$ <u>1,261,528</u>	\$ <u>2,136,523</u>	\$ <u>3,398,051</u>	\$ <u>3,259,198</u>

**NORTHERN LIGHTS LIBRARY SYSTEM  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>2017</u>	<u>2016</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Excess of revenues over expenses	\$ <u>138,853</u>	\$ <u>385,263</u>
Add (deduct) items not affecting cash flows:		
Amortization of capital assets	164,747	110,471
Amortization of deferred contributions related to capital assets	<u>(66,443)</u>	<u>(57,686)</u>
	<u>98,304</u>	<u>52,785</u>
	237,157	438,048
Net changes in non-cash working capital balances		
Decrease (increase) in:		
Accounts receivable	(36,716)	7,490
Goods and services tax	34,510	(6,503)
Prepaid expenses	17,357	(53,497)
Increase (decrease) in:		
Accounts payable	7,467	(12,945)
Vacation pay payable	(4,372)	(13,417)
Payroll remittances payable	(5,297)	27,832
Deferred revenue - allocation	(13,420)	47,436
Deferred revenue - other	<u>40,163</u>	<u>75,053</u>
	<u>276,849</u>	<u>509,497</u>
<b>CASH FLOWS FROM INVESTING AND FINANCING ACTIVITIES</b>		
Purchase of capital assets	(64,328)	(149,778)
Credit Union Equity	25,193	(823)
Purchase of short-term investments	<u>(511,911)</u>	<u>(1,002,387)</u>
	<u>(551,046)</u>	<u>(1,152,988)</u>
<b>NET INCREASE (DECREASE) IN CASH</b>	(274,197)	(643,491)
CASH, beginning of year	<u>1,197,538</u>	<u>1,841,029</u>
CASH, end of year	\$ <u>923,341</u>	\$ <u>1,197,538</u>

**NORTHERN LIGHTS LIBRARY SYSTEM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**PURPOSE OF THE ORGANIZATION**

The aim of the Northern Lights Library System is to provide services and support to autonomous member libraries to assist them in the provision of comprehensive and efficient library service. The system may provide access to library service for residents of supporting municipalities where no library exists.

**1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements were prepared in accordance with Canadian public sector accounting standards for government not-for-profit organizations and include the following significant accounting policies:

**Cash and Cash Equivalents**

Cash and cash equivalents is defined as the bank balances.

**Capital Assets**

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution. Amortization is provided on a straight-line basis over the assets' estimated useful lives as follows:

Building	40 years
Parking lots	15 years
Furniture & equipment	5 years
Computer equipment	3 years
Vehicles	3 years

No amortization is taken in the year of acquisition. No amortization is taken on assets under construction until the year following the completion of the project.

**Internally Restricted Fund**

The internally restricted fund was established by the Board to set aside funds for future capital expenditures.

**Revenue Recognition**

The Northern Lights Library System follows the deferral method of accounting for revenue. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

**NORTHERN LIGHTS LIBRARY SYSTEM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

1) **SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Measurement Uncertainty

The preparation of financial statements in accordance with Canadian public sector accounting standards for government not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amount of revenues and expenses during the reporting period. Such estimates include the amortization of capital assets. Actual results could differ from these estimates. These estimates are reviewed periodically and as adjustments become necessary, they are reported as earnings in the period in which they become known.

Budget Figures

Budget figures are included for information purposes and are not audited.

Impairment of Long Lived Assets

Long lived assets consist of capital assets. Long lived assets held for use are measured and amortized as described in the applicable accounting policies.

The system performs impairment testing on the long lived assets held for use whenever events or changes in circumstances indicate that the carrying value of an asset, or group of assets, may not be recoverable. Impairment losses are recognized when undiscounted future cash flows from the assets' use and disposal are less than the assets' carrying value. Any impairment is included in earnings for the year impairment becomes known.

Prices for similar items are used to measure the fair value of long lived assets.

Financial Instruments

The system's financial instruments consist of receivables, accounts payable and accruals and deferred revenue. All financial instruments are initially recognized at fair value and subsequently measured at amortized cost. Transaction costs and financial fees associated with financial instruments carried at amortized cost are recorded as adjustments to the initial fair value recognized and amortized over the life of the financial instrument.

**NORTHERN LIGHTS LIBRARY SYSTEM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

2) SHORT-TERM INVESTMENTS

	<u>Maturity</u>	<u>Rate</u>	<u>Amount</u>
Redeemable GIC	Sept 11/18	1.70%	\$ 200,000
Redeemable GIC	Sept 11/18	1.70%	100,000
Redeemable GIC	Sept 11/18	1.70%	100,000
Savings	60 day notice	1.75%	611,632
Savings	90 day notice	1.75%	<u>502,666</u>
			<u>\$ 1,514,298</u>

3) CAPITAL ASSETS

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	
			<u>2017</u>	<u>2016</u>
Land	\$ 50,000	\$ --	\$ 50,000	\$ 50,000
Buildings	2,894,641	659,136	2,235,505	2,307,871
Parking lot	81,000	16,200	64,800	70,200
Furniture & equipment	83,109	33,645	49,464	22,749
Computer equipment	233,188	151,766	81,422	122,542
Vehicles	<u>206,835</u>	<u>108,359</u>	<u>98,476</u>	<u>92,874</u>
	<u>\$ 3,548,773</u>	<u>\$ 969,106</u>	<u>\$ 2,579,667</u>	<u>\$ 2,666,236</u>

4) DEFERRED REVENUE/PRIOR YEARS' PURCHASE ALLOTMENT

The Northern Lights Library System provides each library with a book purchase allocation. All purchases by the libraries are applied against their allotment. As at December 31, 2017 \$154,592 (2016 - \$168,012) remained in the libraries' allocation accounts to be utilized to purchase books in the next year. The annual change in the regular allocation accounts is reflected on the income statement as change in deferred revenue allocation.

The member libraries have outstanding orders of \$77,434 (2016 - \$55,867) for books not received as at December 31, 2017.

5) DEFERRED REVENUE - OTHER

Deferred revenue - other consists of the following:

	<u>2017</u>	<u>2016</u>
Organizations book purchases	\$ 14,854	\$ 14,294
Myrnam – funds	6,249	7,934
Indigenous Project Grant	<u>119,043</u>	<u>77,755</u>
	<u>\$ 140,146</u>	<u>\$ 99,983</u>

**NORTHERN LIGHTS LIBRARY SYSTEM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

6) DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS

Deferred contributions related to capital assets represent contributed property and equipment and restricted contributions with which the capital assets were purchased. The changes in the deferred contributions balance for the period are as follows:

	<u>2017</u>	<u>2016</u>
Beginning balance	\$ 1,370,732	\$ 1,402,148
Add capital grants/donations received		
Indigenous Grant	13,850	26,270
Less amounts amortized to revenue	<u>(66,443)</u>	<u>(57,686)</u>
Closing balance	\$ <u>1,318,139</u>	\$ <u>1,370,732</u>

The deferred contributions are amortized to revenue on the same basis as the related capital assets.

7) SALARY DISCLOSURE

The salary for the director is within the approved range of \$87,886 to \$111,791.

8) ECONOMIC DEPENDENCE

The future of the Northern Lights Library System is dependent upon the member libraries remaining with the system.

9) FINANCIAL INSTRUMENTS

Transacting in financial instruments exposes the system to certain financial risks and uncertainties. These risks include:

Liquidity Risk

The system's exposure to liquidity risk is dependent on the collection of accounts receivable and obligations or raising of funds to meet commitments and sustain operations. The system controls liquidity risk by management of working capital, cash flows and the availability of borrowing facilities.



**NORTHERN LIGHTS LIBRARY SYSTEM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

9) FINANCIAL INSTRUMENTS (continued)

Credit Risk

The system is exposed to credit risk in the event of non-performance by counterparties in connection with accounts receivable. The system does not obtain collateral or other security to support the accounts receivable subject to credit risk but mitigates this risk by dealing only with what management believes to be financially sound counterparties and, accordingly, does not anticipate significant loss for non-performance.

Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises these types of risk: currency risk, interest rate risk and other price risk. The system is exposed to currency risk.

Currency Risk

Currency risk is the risk to the system's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The system is exposed to foreign currency exchange risk primarily through its foreign denominated bank account balance. The system does not use derivative instruments to reduce its exposure to foreign currency risk.

Commodity Risk

The system is exposed to fluctuations in commodity prices for natural gas and electricity. Commodity prices are affected by many factors including supply, demand and the Canadian to U.S. dollar exchange rate. The system has signed a three year fixed rate contract for natural gas and electricity which minimizes commodity risk.

10) COMMITMENT

The system has signed an equipment lease with quarterly payments of \$1,914 expiring December 2019.

11) BUDGET RECONCILIATION

Excess of budgeted revenue over expenses (page 3)	\$ 169,693
Capital purchases included in budget	
Vehicle replacement	(45,000)
Computers and server	(28,600)
Building and furniture	<u>(52,000)</u>
Budgeted surplus	\$ <u>44,093</u>

## 1) Marketing the value of NLLS & Local Libraries

Goal: NLLS serves, supports and promotes our collective library services

OBJECTIVES	MEASURABLES	START DATE	DUE DATE	DUE DATE2	DUE DATE3	% COMPLETE	NOTES	RESPONSIBLE
Develop a marketing tool kit with inout from local libraries to express the value of library services	Create and promote idea bank - ad hoc committee	Jan 2 2018	December 1, 2018				1% first steps is to find the tool that the managers are comfortable using to share ideas and product - emails, Facebook group, or Yammer group - Jan 2018	Heather
Update and keep current service packages	NLLS Service Package - overarching	Jan 9 2018	January 30, 2018	2019-01-01	2020-01-01	0%		Julie
	Bibliographic Services	Jan 9 2018	January 30, 2018	2019-01-01	2020-01-01	100%		Lois
	Public Services	Jan 9 2018	January 30, 2018	2019-01-01	2020-01-01	100%		Lois
	IT	Jan 9 2018	January 30, 2018	2019-01-01	2020-01-01	100%		Kelly
	Marketing	Jan 9 2018	January 30, 2018	2019-01-01	2020-01-01	100%		Heather
Create and promote 6 in-house training videos and tipsheets	Initial	2018-01-01				0%	started by emailing all libraries asking for their suggestion on what like would like to see done	Heather
	#1	Jan 9 2018	January 19, 2018			100%	Completed tipsheet, shared by email and included as a file on the Yammer group.	Heather
	#2	Jan 9 2018	February 21, 2018			100%	Completed social media tipsheet - will be presented at the Feb 2018 LMC	Heather
	#3	Jan 9 2018				0%		Heather
	#4	Jan 9 2018				0%		Heather
	#5	Jan 9 2018				0%		Heather
	#6	Jan 9 2018				0%		Heather
Investigate effective marketing tools	provide training on social media marketing at LMC	Jan 9 2018	LMC Feb 2018	LMC 2018	LMC 2018	0%		Heather
	provide training on social media marketing at LMC	Jan 9 2018	LMC 2019	LMC 2019	LMC 2019	0%		Heather
	provide training on social media marketing at LMC	Jan 9 2018	LMC 2020	LMC 2020	LMC 2020	0%		Heather
	provide training on social media marketing at LMC	Jan 9 2018	LMC 2018	LMC 2018	LMC 2018	0%		Heather
	provide training on social media marketing at annual conference	Jan 9 2018	2018-09-01	2019-09-01	2020-09-01	0%		Heather

## 2) Leverage useful technology

[illegible]







NOTES

RESPONSIBLE

IT & Public Services

Kelly

Kelly

Kelly

Kelly

Kelly

Kelly





### 3) Commitment to effective governance (advocate for money & intergovernance relationship)

Goal: NLLS serves their libraries and municipalities

OBJECTIVES	MEASURABLES	START DATE
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Establish a mission statement that recognises that NLLS exists to serve member libraries	Completed statement	1905-07-09
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NLLS provides new board members orientation	Orientation	
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	Orientation package	
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Provide ongoing professional development	Board Meetings	
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	Conferences	
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	Workshops	
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Provide advocacy training for libraries and boards		
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)

[illegible]







#### 4) Committed to services (supporting front lines)

Goal: NLLS collaborates with our libraries to best serve patrons

OBJECTIVES	MEASURABLES	START DATE
Consult with libraries before implementing or changing services	3 consultations per years	
Continue library manager meetings	3 times per year	Jan 9 2018
Improve engagement with local library boards	Quarterly communications to local library boards	Jan 9 2018
		Jan 9 2018
		Jan 9 2018
	Board Chair will engage with all local library board at least once per year	
	At least 12 visits with local library boards per year with Executive Chair and Executive Director	
	Investigate developing board chair council - presenting a business case	









NOTES

RESPONSIBLE

Everyone

Aurora - investigating a new format

Heather

Heather

Heather

Executive Board Chair &  
Julie

\*\*\*Julie will be looking into this for clarification



5) Professional Development for NLLS Staff

Goal: NLLS and our library benefit from professional development

OBJECTIVES

MEASURABLES

Strengthen relationship with libraries in region

Public services delivering training to each library annually

Administration to develop mentorship business case to be presented to the Boards for consideration

NLLS provides sufficient funding for effective professional development; building skills

Reports annually on how money was spent for conference

Seek best practices outside of NLLS to monitor trends and initiatives from library systems within and outside of Alberta - networking, conference trends

Reporting trends and initiatives



[illegible]







100% COMPLETE

0%

0%

0%





NOTES

Julie will be taking back to Executive

conference attendees should be listed; conference attended and report left with manager???





**RESPONSIBLE**

Public Services

Everyone

Everyone

