

MEETING AGENDA – EXECUTIVE MEETING

MEETING INFORMATION

Date: November 3, 2018

Time: 8 am

Attendees:

PREPARATION FOR MEETING

Please Read: Minutes of the Executive Meeting, September 8th, 2018 (Attached)

ACTION ITEMS FROM PREVIOUS MEETING

1. Chair-letter to municipalities, regarding Board members missing meetings

REPORTS

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

AGENDA ITEMS

1. Additions to agenda
2. Approval of Minutes from September 8, 2018
3. Policy Committee
4. Building Committee

NEW ACTION ITEMS

Next Executive Meeting will be held on March 2, 2019 at 8:00 a.m.

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: November 3rd, 2018

Time: 8:00 am

Attendees: Vicky Lefebvre, Laurent Amyotte, Warren Griffin, Craig Lukinuk, Jill McLuckie, Elaine Sorochan, Justin Thompson, Julie Walker, Terri Hampson, Heather Elliott, Larry Tiedemann, Tracy Paradis, Kelly McGrath, Jodi Dahlgren

Missing: Karen Shaw, Cyndy Heslin

Meeting called to order at 7:58 a.m.

ACTION ITEMS FROM PREVIOUS MEETING

1. Chair-letter to municipalities, regarding Board members missing meetings
- letters are ready to go, just need to be signed.

REPORTS

1. LMC Report
 - 3 new library managers at St. Paul, Redwater, and Thorhild
 - New van run presented – libraries are in agreement with a couple of tweaks
 - Added new database: Lynda.com
 - Public wireless open for 24 hours (trial basis)
 - No change to collection codes
 - New database Rock's Backpages (30-day trial period for libraries)
 - Concerns of communication-letters from libraries not being addressed, timeliness of responses

Motion to accept the LMC report as presented – Craig Lukinuk – carried

2. Chair's Report
 - See attached
 - Will forward everything at once to Bonnyville, including letter of response

Motion to accept the Chair's report as presented – Jill McLuckie – carried

3. Executive Director's Report
 - AUMA – was discussed if Director's from systems continue going to these conferences; it was decided it's imperative to have a presence at these conferences
 - Met with County of Lac La Biche representatives, mended fences a little bit
 - Met with Shaye Anderson from Municipal Affairs, he has agreed to a meeting
 - Talcore databases have been replaced with a more public side - Solaro is a study guide and exam prep for grades 3-12 and Consumer Reports is a comparison and review database for purchasing
 - Staffing – 2 positions being advertised for: Digital Archivist (Temp. position) and Assistant Director
 - TRAC has a new library Director, Karla Palichuk, starting in January 2019
 - Indigenous: 2 MOU's with Two Hills and Vilna
 - Frog Lake is interested in a pop-up library, we will meet with them next week

Motion to accept Executive Director's report as presented – Warren Griffin - carried

4. Financial Report
 - See attached
 - Budget Report
 - TRAC vendor services up by \$5,000 (based on population and U.S. exchange rate)
 - Adjustment to levies 1.5% (pop. based on 2017)

Motion to release Board of Record funds (Rural Services Grant) from the operating account next week according to the 2016 population as required by PLSB. Disbursements to be made dated November 5, 2018. Moving forward funds will be disbursed to libraries no later than August 31 of each year – Craig Lukinuk – carried

Motion that all communication to the Board Chair and all responses from Board Chair be cc'd to all Executive members – Warren Griffin - carried

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

5. Policy Report
- none

AGENDA ITEMS

1. Additions to agenda

Motion to accept agenda – Laurent Amyotte – carried

2. Approval of Minutes from September 8, 2018

Motion to approve Minutes from September 8, 2018 – Jill McLuckie – carried

3. Policy Committee

- 6 policies need to be approved by the general Board

Motion to accept Policy Report as presented – Elaine Sorochoan – carried

4. Building Committee

- Need to set up a meeting with the contractor on November 30 at 10:00 a.m.
- Jen-Col will bring the contracts and discuss, as well as select a design team and then proceed to apply for funding from the government
- They will come and talk with staff in January

Motion to accept the Building Committee report – Craig Lukinuk - carried

NEW ACTION ITEMS

Motion to adjourn 9:44 a.m. – Craig Lukinuk - carried

Next Executive meeting Monday, February 25th, 2019 at 10:00 a.m.

Approved By: _____

Date: _____

Chair Report

November 2018

This has been an interesting fall. First, the bad harvest conditions suddenly becoming good conditions, but only after nature took the grain down a grade, or two. It has also been a very busy time for me personally. When you move, it takes a lot of time, and a lot of effort. This fall, in the middle of my own move, I needed to help 2 of my daughters to move as well! None of the moves were over a great distance (thank goodness), but most of the work is the same regardless as to how far you move. Any free time I did have was used in getting the moves done. While there is still some work left, all of us will be fully settled by the middle of November.

On Sept 19, Julie and I were able to meet with Dianah Davidson, PLSB to discuss several issues. While none of the positions actually changed, we both have a better understanding. Part of the discussion, was concerning why PLSB has decided Northern Lights is non-compliant. For the first time since I have been on the Northern Lights Board (and I think for a lot longer than that), PLSB is being very strict about the MLIS requirements. For our population, we are supposed to have 6 MLISs on staff. In the past, as other systems do, Northern Lights was able to count the MLISs within the system, as well as the members on our staff who have their MLIS. For the first time, we are not able to count an MLIS who doesn't serve a population of over 10,000. At our meeting, Dianah Davidson indicated we would be considered compliant if we advertised for the outstanding position. Right after the meeting, Julie advertised for the outstanding position.

The change in the MGA resulted in yet another issue with compliance. On Oct 2, I found out we had 14 members of the Board who were appointed for the full Council term of 4 years. The Libraries Act only allows for a 3 year term – so once again we were considered non-compliant. These municipal partners were asked to change the appointment to a 3 year term. I need to point out Northern Lights has no say in these appointments – it is up to our municipal partners who they appoint, and they set the term. On Oct 4, I talked with Jordan, PLSB, who said PLSB would need to see the appointments before Northern Lights would be considered compliant. Because October is the restructuring month, I expected these appointments would be changed during the restructuring meeting of Council. On Oct 29, I was told, all of the appointments have now been changed. So, unless PLSB comes up with something else, our grant cheque should be in the mail!

Unfortunately, I was not able to attend the Northern Lights conference this year, because of a prior commitment. Vice-Chair Vicky Lefebvre was able to attend on my behalf. I have always enjoyed the Northern Lights conference, with interesting sessions and good networking opportunities – I am certain this year was no different.

This year the AUMA conference was held in Red Deer, and being held at the end of September. I think Red Deer did a good job hosting the conference, even if they still have some of the bugs (bussing) to work out! The education sessions I attended were interesting, even if one was not what I had expected! All of the main speakers were entertaining as well as interesting. It was also great to have all of the hospitality suites in the same hotel. As always, I spent a lot of time during the conference talking about Northern Lights, and Library Systems.

This continues to be an interesting world we live in. International politics, national politics, and local politics all continue to be “more interesting” than they have been for years. I know we will work our way through this, even though at times, less interesting has a lot of appeal!

Executive Director **NLLS REPORT**



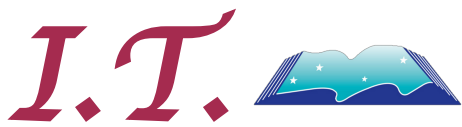
- AUMA – Thank you to all of you who stopped by the booth during AUMA, all 87+ to be exact. Compared to the other 6 systems we had the most amount of councilors drop by, approximately 30 more than the next highest system. At a recent TRAC Director's meeting the question came up as to how valuable do you think our presence as a vendor at these conferences are? Originally, the systems were there to attract memberships, but now that the majority of the municipalities have joined, do you think our presence is still needed?

At AMUA I had the pleasure of meeting with the Hon. Shaye Anderson where we discussed some of the problems we were experiencing at NLLS

- New Databases. TALCORE - The Alberta Library announced that the TALCORE databases have been replaced. The core now consists of two new databases that are more conducive to public libraries than what the original TALCORE was. These new databases are Consumer Reports (a comparison and review database for purchasing) and Solaro, a study help and exam prep database based on the Alberta Curriculum for grades 3 to 12

LYNDA.COM – The library manager's approved the database Lynda.com. Lynda is an online learning/training database where patrons can learn software, design, web development, be creative, and achieve business skills. I am currently waiting for TAL to come up with pricing before going ahead with purchasing

- Staffing – Due to the MLIS requirements from PLSB we currently have two job postings.
 1. Digital Archivist – Temporary Position
 2. Assistant Director – Full time position to start in the New Year
- TRAC – Yellowhead Regional Library System announced that Karla Palichuk (a former NLLS employee) has been appointed as the new Director of YRL beginning of January. Kevin Dodds, who has been with YRL for 29 years will be retiring at the end of the year
- Indigenous Update – MOU's have been created for Vilna and Two Hills so they can start to provide service on Whitefish and Saddle Lake Reserve. Currently, NLLS is now looking at providing service to Frog Lake. A PS consultant and I will be visiting Frog Lake next week to make the arrangements



NLLS REPORT



What's new in IT

- We have purchased new Wireless Access Points for our libraries, they will be going out in the new year.
- November will be the final quarterly purchase for 2018
- We are currently looking into new fortiswitches to replace the HP switches at Headquarters.
- Another software we are looking into is called 'You can Book Me' it is a calendar that shows our available dates. We are looking into allowing librarians to quickly and easily look at our available times for scheduling site visits. This would work for public services, for scheduling author dates as well.

marketing NLLS REPORT



Board Meeting

Saturday November 3, 2018

Social Engagement

- Social media has seen a steady increase in followers
- Continue to monitor trends and changes in social media marketing

Niche Academy

- Libraries have been invited to view available tutorials
- NLLS Public tutorial: Sept – 84 views, Oct 98 views
- Manager training academy – need new content; public services and bibliographic services
- Marketing materials academy usage: need new content; currently working on videos for Library Aware

Library Aware

- Libraries have received their initial set up email from Library Aware
- Marketing and all members of Public Services are trained
- Training manual printed and sent to all libraries

Web Site

- Updated the eResource page but not without difficulties – working on rebuilding the page to make navigation easier for the patron
- Added an online form for libraries to fill out when requesting marketing material

Formatted an employee handbook from the policies.

Social Media



Statistics

Facebook:

July 24 likes – 392

Oct 25 likes - 399

Twitter:

July 24 227 followers

Oct 25 234 followers

Instagram

Apr 20 196 followers

July 24 215 followers

Pinterest

July 24 1300 monthly viewers

LinkedIn

July 24 13 followers

July 24 15 followers

public services NLLS REPORT

Board Meeting Report: November 3, 2018



Winter Reading Program:

We are excited to report that we received a sponsor for our 2019 Winter Reading Program, "Get Your Mitts on a Good book!" Enbridge has provided our Winter Reading program with a sponsorship of 1500.00 dollars. With this sponsorship we have purchased 6 tablets as grand prizes for our libraries. These prizes are Acer Iconia One 10 tablets. Northern Lights will also be sending out gloves as smaller prizes so that every library will have a winner!

Author Tour:

Darren Jorgenson's author tour was from September 24th to October 7th and was a success. He read from his first novel, *Finding Max*, and enjoyed presenting to our libraries and patrons.

NLLS Conference:

The Northern Lights Library System Conference successfully took place on September 20th and 21st. This was a wonderful time for library staff and board members to come together to learn, share and network. Debra deWaal was an amazing keynote and everyone enjoyed her presentation. Thank you to all NLLS staff as well as our session presenters for making the conference such a success.

Indigenous Update:

Our Public Services Consultant, CJ Nyssen, has created two new MOU's with Vilna Municipal Library and Alice Melnyk Public Library to provide on reserve library service on Whitefish Lake First Nation and Saddle Lake Cree Nation respectively.

public services

NLLS REPORT

eResources:

We have had a change in the eResources that we offer to our libraries. Due to the TAL Core changes we now have two new eResources that we will be offering to our libraries and patrons. These new resources are Consumer Reports and Solaro. Consumer Reports is a resource that allows patrons to make better purchasing decisions. They provide rating, reviews, recommendations and buying advice for thousands of products and services. Solaro provides study help and exam prep for grades 3-12 based on the Alberta curriculum.

Consultant Visits:

As always, the consultants in public services are happy to come to member communities and help with staff or board 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. We hope that our member library staff are directing patrons to Niche Academy (<https://my.nicheacademy.com/v2/nlls>) for their library training needs. If you would like to see any training resources added, please let us know!

NLLS Reception

From:

Sent:

To: subject:

Here is the latest building committee update. Does it get presented to executive only or also to general assembly tomorrow. Who presents?!

Hi Laurent

To assist your committee in their meeting tomorrow we have created a list of Action Items to move us through the Pre-Construction Phase of this project. This can be presented at your meeting as a list of deliverables for all parties involved. It is also noted that we need to set up a Committee Meeting for the week of November 13-16, please provide a day that works best with everyone's schedule.

After review – let me know if you have any questions, I'm available on my Cell Phone all day.

Northern Lights Library System Action Items

- Construction Management Contract: Jen-Col to forward on CCDC5B for NLLS Committee
 - Meeting to review contract language, intent, costs and responsibility to be set up the week of November 13-16
- Design Team Selection: Jen-Col will provide the proposals from the design firms for NLLS Committee to review. Jen-Col to set up a meeting to go through the proposals in detail to ensure the best partner is selected based on value, collaborative experience and design process

- Meeting to be set up Week of November 13-16 (Same day as contract review)
 - Letter of Intent to be Sent to Selected Design Team by November 23, 2018
- Grant Application Submission in December 2018
 - Jen-Col to review progress of grant application and create list of deliverables that may be required from Jen-Col.
 - If this cannot be reviewed at the meeting during the week of November 13-16 then Jen-Col will set up a meeting the week of November 26-30
- Design Team to review existing building and provide a Building Assessment for NLLS Committee and Jen-Col to review
 - NLLS Committee and Jen-Col to make decisions on High Priority items to move forward in creating a Construction Phasing Plan
 - Jen-Col to provide feedback to the design and consultant team for their creation of Preliminary Drawings
- Design Team to meet with the NLLS Committee and Jen-Col to start functional space planning in the week of January 7, 2019
 - Building Occupants need to have a firm grasp on present and future working relationships within the office, size of rooms required and a plan for future functionality (ie will it be more reliant on computers and data rather than people and how will that affect the operation of the building?)
- Preliminary Drawings to be completed by March 4, 2019. Grant Approval to increase budget to \$3million anticipated in March
 - Jen-Col to provide a Class B Estimate based on the drawings. This is an accurate estimate based on major trade scopes. To be provided in Mid-March
 - NLLS Committee will review the Drawings and the Estimate and decide how they want to proceed (All?/Some?)
 - Feedback will be provided to the Design Team to create the final Tender Drawings
- Tender Drawings to be completed April 1, 2019
 - NLLS Committee and Jen-Col to provide a review to ensure alliance with goals during the week of April 1-5, 2019
 - Construction Tender to Close Week of April 30, 2019
- Construction Start – May 2019

Thank You



Northern Lights Library System
Balance Sheet As at 10/30/2018

ASSET

CURRENT ASSETS

| | | |
|-------------------------------|--------------|---------------------|
| Petty Cash | 210.00 | |
| USD Exchange Acct | 1,334.38 | |
| ATB Chequing Account | 727,610.17 | |
| ATB US Chequing Account | 219.05 | |
| ATB Investment Acct | 1,528,967.91 | |
| CASH TOTAL | | 2,258,341.51 |
| A/R - General | 15,895.82 | |
| A/R - Yearend | 2,067.95 | |
| A/R - GST Rebate | -29,206.23 | |
| AR Total | | -11,242.46 |
| Prepaid Expenses and Deposits | 102,837.76 | |
| Total Prepaid | | 102,837.76 |
| Total Current Assets | | <u>2,349,936.81</u> |

FIXED ASSETS:

| | | |
|---------------------------|--------------|---------------------|
| Vehicles | 232,795.18 | |
| Computer Equipment | 233,187.74 | |
| Furniture & Equipment | 83,109.39 | |
| Parking Lot | 81,000.00 | |
| Building | 2,894,640.88 | |
| Land | 50,000.00 | |
| Accumulated Amortization | -969,106.00 | |
| Total Fixed Assets | | 2,605,627.19 |
| Total Fixed Assets | | <u>2,605,627.19</u> |

| | | |
|--------------------|--|----------------------------|
| TOTAL ASSET | | <u><u>4,955,564.00</u></u> |
|--------------------|--|----------------------------|

LIABILITY

Current Liabilities

| | | |
|----------------------------------|------------|---------------------|
| ATB Credit Card | | -3,509.54 |
| Year Accounts Payable | | 10,444.37 |
| Accounts Payable | | 12,955.81 |
| Vacation Payable | | 40,433.68 |
| EI Payable | 2,391.35 | |
| CPP Payable | 6,563.57 | |
| Federal Income Tax Payable | 17,221.00 | |
| Rec Gen Payable: Total | | 26,175.92 |
| R.R.S.P. Payable | -362.36 | |
| Extended Health | 651.24 | |
| Dental | 42.83 | |
| LTD | 151.06 | |
| STD | -35.27 | |
| Other Deductions Payable | -14.78 | |
| Deduction Payables Total | | 432.72 |
| WCB Payable | | 504.53 |
| GST Charged On Operating Sales | 2,660.28 | |
| GST Paid On Operating Purchases | -29,480.45 | |
| GST Paid - Exempt Purchases | -15,929.02 | |
| GST Total | | -42,749.19 |
| Library Acquisition Accounts | | 8,817.91 |
| Deferred Grant Contributions | | 125,291.84 |
| Deferred Contributions | | 1,318,139.45 |
| TOTAL CURRENT LIABILITIES | | <u>1,496,937.50</u> |

Libraries Collection Development

| | | |
|--|--|-------------------|
| Collection Development | | 285,313.90 |
| TOTAL - UNUSED COLLECTION DEVELOPME | | <u>285,313.90</u> |

| | | |
|------------------------|--|---------------------|
| TOTAL LIABILITY | | <u>1,782,251.40</u> |
|------------------------|--|---------------------|

EQUITY

Retained Earnings

| | | |
|--------------------------------|--|---------------------|
| Current Earnings | | -224,641.38 |
| Opening Retained Earnings | | 2,136,426.39 |
| Capital surplus | | 1,261,527.59 |
| Total Retained Earnings | | <u>3,173,312.60</u> |

| | | |
|---------------------|--|---------------------|
| TOTAL EQUITY | | <u>3,173,312.60</u> |
|---------------------|--|---------------------|

| | | |
|-------------------------------|--|----------------------------|
| LIABILITIES AND EQUITY | | <u><u>4,955,564.00</u></u> |
|-------------------------------|--|----------------------------|

Generated On: 10/30/2018

**Northern Lights Library System
Comparative Income Statement**

| | Actual 01/01/2018 to 10/30/2018 | Budget 01/01/2018 to 12/31/2018 | Percent % |
|---|---------------------------------|---------------------------------|------------|
| REVENUE | | | |
| Levies - Municipalities | 1,188,119.01 | 1,188,119.00 | 0 |
| Levies - Library Boards (2 not pd) | 566,486.31 | 566,486.31 | 0 |
| Prov. Operating Grant | 0.00 | 813,278.60 | -100 |
| Prov. Rural Sevices Grant | 0.00 | 340,242.75 | -100 |
| Indigenous Grant | 160,064.00 | 0.00 | 0 |
| Deferred Allotment | -130,719.42 | 400,000.00 | -133 |
| Travel Grants | 780.79 | 3,000.00 | -74 |
| Wage Subsidies | 5,062.00 | 0.00 | 0 |
| Non Resident Fees | 1,100.00 | 900.00 | 22 |
| Other Grants / Library Programs | 0.00 | 3,500.00 | -100 |
| Sales - Misc. | 7,256.32 | 6,000.00 | 21 |
| Sales Office Supplies-Resale | 105,710.99 | 100,000.00 | 6 |
| Other Revenue General | 3,960.05 | 2,000.00 | 98 |
| Sales-WRP/SRP | 3,516.23 | 2,000.00 | 76 |
| DNU | 841.60 | 0.00 | 0 |
| Annual Conference | 5,453.35 | 5,000.00 | 9 |
| Interest earned | 34,747.72 | 20,000.00 | 74 |
| Myrnam Revenue | 0.00 | 17,434.00 | -100 |
| Revenue Total | 1,952,378.95 | 3,467,960.66 | -44 |
| TOTAL REVENUE | 1,952,378.95 | 3,467,960.66 | -44 |
| EXPENSE | | | |
| Staff Expenses | | | |
| Staff Salaries | 969,036.60 | 1,108,830.00 | -13 |
| EI Expense | 17,128.82 | 19,500.00 | -12 |
| C.P.P. Expense | 39,868.39 | 40,000.00 | 0 |
| Extended Health Expense | 18,594.79 | 17,000.00 | 9 |
| Dental Expense | 14,422.01 | 14,000.00 | 3 |
| W.C.B. Expense | 2,570.46 | 3,000.00 | -14 |
| Expenses Sub Total | 92,584.47 | 93,500.00 | -1 |
| TOTAL - GENERAL PAYROLL EXPENSES | 1,061,621.07 | 1,202,330.00 | -12 |
| Other Staff Costs | | | |
| NLLS PD Training | 26,110.67 | 19,000.00 | 37 |
| Conference Fees | 4,869.80 | 10,000.00 | -51 |
| Hotel and Accommodations | 22,423.81 | 21,500.00 | 4 |
| Meals when Travelling | 5,580.01 | 10,000.00 | -44 |
| Travel Costs | 4,565.83 | 15,000.00 | -70 |
| Site Visits | 1,287.19 | 8,500.00 | -85 |
| Staff Recruitment | 289.74 | 2,000.00 | -86 |
| Human Resource Tools | 625.00 | 1,500.00 | -58 |
| Charge for Reimbursement Costs | 0.00 | 2,100.00 | -100 |
| Other Staff Costs | 65,752.05 | 89,600.00 | -27 |
| Total Other Staff Costs | 65,752.05 | 89,600.00 | -27 |
| Book Allotment | | | |
| Coll. Development | 315,881.07 | 416,292.00 | -24 |

| | | | |
|-------------------------------------|-------------------|-------------------|------------|
| Total Collection Development | 315,881.07 | 416,292.00 | -24 |
| Library Services | | | |
| System Collections | 18,123.41 | 18,000.00 | 1 |
| Indigenous Expenses | 98,301.56 | 0.00 | 0 |
| ILL Service Supplies | 1,852.34 | 9,500.00 | -81 |
| Bibs Service Supplies | 1,497.80 | 1,000.00 | 50 |
| Shipping & Freight | 1,566.50 | 3,500.00 | -55 |
| Catalog Process Forms Suppl | 4,914.90 | 10,000.00 | -51 |
| Assistive Technologies | 92.23 | 15,000.00 | -99 |
| Fortigate - Libraries | 0.00 | 5,000.00 | -100 |
| Computer Replacement Program | 15,683.95 | 10,000.00 | 57 |
| Web Hosting | 17,183.00 | 17,000.00 | 1 |
| Library Assistance Software | 1,699.15 | 15,000.00 | -89 |
| Server Software | 11.00 | 5,000.00 | -100 |
| Computer Software | 4,168.03 | 5,000.00 | -17 |
| Emerging Technology | 943.72 | 10,000.00 | -91 |
| Network Hardware Warranty | 0.00 | 8,500.00 | -100 |
| ACSI Managed Services | 0.00 | 35,000.00 | -100 |
| TRAC | 99,974.00 | 100,000.00 | 0 |
| Internet Service Fees | 11,856.67 | 19,500.00 | -39 |
| e Resources Books on Line | 13,398.84 | 50,000.00 | -73 |
| NLLS Annual Conference/Workshops | 16,424.95 | 20,000.00 | -18 |
| DNU | 453.90 | 0.00 | 0 |
| Library Managers Council - ALL | 13,750.13 | 20,000.00 | -31 |
| Library Programming WRP/SRP | 18,861.47 | 25,000.00 | -25 |
| Postage/Courier | 1,088.95 | 500.00 | 118 |
| Coll. Dev. Shipping/ILL | 306.72 | 1,000.00 | -69 |
| Vehicle Expense | 5,194.63 | 12,000.00 | -57 |
| Vehicle Fuel | 26,645.08 | 32,000.00 | -17 |
| Online Databases | 59,050.12 | 56,800.00 | 4 |
| Board of Record Payments | 0.00 | 340,242.75 | -100 |
| Myrnam-Operating expenses | 1,846.41 | 17,434.00 | -89 |
| Board Travel | 21,214.60 | 28,000.00 | -24 |
| Board Food and Beverages | 3,865.87 | 4,500.00 | -14 |
| Board Conference/Education | 1,328.57 | 2,500.00 | -47 |
| Special Events | 1,117.22 | 5,200.00 | -79 |
| Board Committee Meetings | 9,500.00 | 8,000.00 | 19 |
| Board - Other | -75.00 | 5,000.00 | -102 |
| NLLS Hosting | 1,564.81 | 500.00 | 213 |
| Office Equipment/Software | 707.87 | 4,500.00 | -84 |
| Photocopier (rental/maint/toners) | 9,932.81 | 15,000.00 | -34 |
| Brokerage Fees | 109.00 | 0.00 | 0 |
| Professional & Legal Fees | 1,405.00 | 2,500.00 | -44 |
| Marketing | 7,513.68 | 10,000.00 | -25 |
| Audit Costs | 10,868.74 | 20,000.00 | -46 |
| Bad Debts - Late Fees | 342.68 | 0.00 | 0 |
| Bank Charges | 708.87 | 1,000.00 | -29 |
| Insurance | 10,702.70 | 12,500.00 | -14 |
| Subscriptions | 3,328.95 | 2,500.00 | 33 |
| NLLS Memberships (shared) | 11,040.59 | 15,900.00 | -31 |
| Resale Supplies & General Rebills | 119,312.14 | 100,000.00 | 19 |
| Office Supplies (shared) | 11,871.08 | 20,000.00 | -41 |
| Telecommunications (Shared) | 11,395.08 | 12,900.00 | -12 |

| | | | |
|-----------------------------------|---------------------|---------------------|-------------|
| Building Maintenance | 14,092.70 | 15,000.00 | -6 |
| Janitorial/Caretaking/Landscaping | 25,756.59 | 26,000.00 | -1 |
| Health & Safety | 2,647.42 | 5,000.00 | -47 |
| Utilities | 18,624.71 | 30,000.00 | -38 |
| Total Expenses | 733,766.14 | 1,208,476.75 | -39 |
| TOTAL EXPENSE | 2,177,020.33 | 2,916,698.75 | -25 |
| NET INCOME | -224,641.38 | 551,261.91 | -141 |

Generated On: 10/30/2018