

MEETING AGENDA – EXECUTIVE MEETING

MEETING INFORMATION

Date: May 3rd, 2019

Time: 10 am

Attendees:

PREPARATION FOR MEETING

Please Read: Minutes of the Executive Meeting March 2nd, 2019

ACTION ITEMS FROM PREVIOUS MEETING

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 March 2nd, 2019
3. Vermilion Board member cancellation
4. Hotel and conference fees for Jasper – library managers
5. Building Committee (Motion to Board for contracts)
6. Policy Committee
7. Personnel – In-camera
8. Elections

NEW ACTION ITEMS

Next Executive Meeting will be held on

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: May 3rd, 2019

Time: 10:00 am

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

Missing: Craig Lukinuk

Meeting called to order at 10:04 a.m.

ACTION ITEMS FROM PREVIOUS MEETING

REPORTS

1. LMC Report
 - see attached
 - next LMC meeting May 22, 2019

Motion to accept LMC Report as information – Jill McLuckie - carried

2. Chair's Report
 - see attached
 - there were concerns raised about customer service by the Viking Library board at the Statement of Services presentation and there were concerns raised by our staff member with reference to comments and conduct at the public board meeting

Motion to go into closed session at 10:34 a.m. regarding personnel – Jill McLuckie – carried

Motion to come out of closed session 11:03 a.m. – Karen Shaw – carried

Motion for Jodi, as LMC Chair, to send written contact to Library Manager in Viking, asking her to identify specific concerns she has with NLLS, in writing, and for Jodi to bring those concerns in writing to the Executive Committee – Jill McLuckie – carried

- met with other Chair's and Directors
- Jasper presented a lot of changes politically (new ministers)
- libraries will stay under Municipal Affairs
- there was a system meeting regarding advocacy, a letter was sent to the new minister from all systems and nodes Chairs (letter attached)
- gather stories from patrons and libraries on the importance of libraries (to help maintain provincial funding)

Motion to accept the Chair's Report as information – Warren Griffin – carried

3. Executive Director's Report
 - Heather has completed her MLIS
 - Kayla has handed in her resignation
 - we are getting 4 summer students: 1 for I.T.; 1 for Admin. and 1 for Bib. Serv.; and 1 for SRP
 - interviews will start next week for Public Services Manager and Bibliographic Services Manager
 - NLLS has signed a contract with Lynda.com – should be rolled out at the end of May
 - TRAC is looking at RBDigital amalgamation for their titles and negotiating 200 titles instead of 50
 - with the Indigenous funding looking at partnering with a company called Whitehots for their pop-up library service; it's a hotspot that doesn't use data and you can download straight to your device
 - TRAC signed a contract with SOLUS, a mobile app that helps with digital literacy and inclusion
 - 3 staff members, 4 board members and the LMC Chair went to Jasper this year

- PLSB will continue to monitor courier, especially with what is happening in Ontario, we need to keep a close eye on this
- Julie and Larry have met with 17 councils and 1 board; 3 more are scheduled for this month; Julie and her team met with the Ryley Library Board as well
- Town of Athabasca letter re: website – our website allows for customization for our libraries; the cost is considerably less compared to other website companies

Motion for Julie to investigate costs of different websites – Elaine Sorochnan - carried

Motion to accept the Executive Director's Report as information – Cyndy Heslin - carried

4. Financial Reports

- the Executive agreed to the layout of the financials, with the addition of a column to compare percentages of previous year to current year
- Mundare Public Library is asking for their interest fees to be waived. October 1/18 – February 28/19 in the amount of \$431.96
- 4 individual invoices were sent to library and the CAO, there was no correspondence from the library stating the lack of payment
- it was discussed, that if the fees are waived for one library then it sets a precedent for other libraries

Motion to waive 5 months interest for Mundare Public Library in the amount of \$431.96 – Karen Shaw – defeated

Amended motion to waive, as a one-time forgiveness only of accumulated interest from October 1/18 to February 28/19 in the amount of \$431.96 – Cyndy Heslin – defeated

Motion to accept the Financial Report as information – Laurent Amyotte – carried

5. Policy Report

- none

AGENDA ITEMS

1. Additions to agenda

- 9. Referral to Policy Committee of the reserves
- 10. Parliamentary discussion

Motion to approve amended agenda – Cyndy Heslin – carried

2. Approval of Minutes from March 2, 2019

Motion to approve Minutes from March 2, 2019 – Elaine Sorochnan – carried

3. Vermilion Board member cancellation

- was unable to make Jasper conference, he could not free up time to go

Motion to accept cancellation charge of one night for the Vermilion Board member – Laurent Amyotte – carried

4. Hotel and Conference fees for Jasper – library managers

- Dana Swigart brought up at the last Board meeting that hotel and conference fees for Jasper should be available to library managers as well.
- some of the smaller libraries have never sent their library manager

Motion for NLLS to pay conference fees and hotel for 2 board members, 2 library managers and the Chair for ALC Conference in Jasper – Cyndy Heslin – carried

5. Building Committee

- no motions were brought to the Executive or Board to spend money on contracts

Motion for Building Committee to bring forward to the Executive Committee the request for approval and to provide copies of contracts – Justin Thompson – carried

6. Policy Committee

- none

7. Personnel – Closed Session

Motion to go in closed session at 1:00 p.m. regarding personnel – Laurent Amyotte – carried

Motion to come out of closed session at 1:53 p.m. – Jill McLuckie – carried

Motion for Personnel Committee to continue negotiations as directed in closed session – Warren Griffin – carried

- 8. Elections
 - send out an information package for Chair and Zone representation elections and committee elections
- 9. Referral to Policy Committee of the reserves
 - send to Policy for decision on internally restricted vs. earmark reserves
- 10. Parliamentary discussion
 - look at getting a parliamentarian to attend our Board meetings
 - maybe have a parliamentarian session on how to address a meeting

Motion for Julie to get costs for a parliamentarian – Elaine Sorochoan – carried

NEW ACTION ITEMS

- 1. Send email to all Board members and Library Boards, along with a copy of the letter that was sent to the minister, to ask for stories from their libraries – Larry Tiedemann
- 2. Direction to Advocacy Committee to have meeting and to draft terms of reference and bring back to Executive Committee – Advocacy Committee
- 3. Send out an information package for Chair and Zone representation elections and committee elections – Terri Hampson
- 4. Decision on internally restricted vs. earmark reserves – Policy Committee
- 5. Direction for Julie to investigate costs of different websites – Julie Walker
- 6. Direction for Julie to explore some costs of getting a Parliamentarian to attend our Board meetings – Julie Walker

Motion to adjourn 3:15 p.m. – Justin Thompson – carried

Next Executive meeting Saturday, May 25th, 2019 at 8:30 a.m.

Approved By: _____

Date: _____

Chair report to the Executive Committee
May 3, 2019

The main reason my report is not in your package, is because I expected events at Jasper would have to be part of the report.

First, Julie and I, have continued to present our report to our partners. We are continuing to present to municipalities who have requested our attention. In April we had a request from the Viking Library Board (Apr 9) and the Holden presentation (Apr 15) was a joint presentation to the Council and to the Library Board. The response to our presentation continues to be good; however, both of the Library Boards raised new questions. Both of the Boards were concerned about Northern Lights customer service. Both of these Libraries are small and need Northern Lights to do more for them. Both of these Libraries feel they don't have the staff time to take full advantage of what Northern Lights has to offer. This needs further discussion. With our current shortage of staff, I'm not sure we have more support to give either!

Now to Jasper. As always, the Jasper Library Conference was a good conference, with many opportunities to discuss common concerns with other trustees from around the province. The course content, as usual, was good. However, this year, there were more meetings with the other system chairs and directors, than in past years.

This year there were changes to discuss. With a new Provincial Government (as of April 16), there was lots of speculation as to what to expect from the new Government; lots of ideas of what to expect in the days to come. On April 30th, the new premier was to appoint his new Ministers, and there was a fear Libraries would be moved to the Culture Ministry. Thankfully, Libraries have remained in Municipal Affairs.

A Systems, and Nodes, meeting was organized by Yellowhead, and hosted by St Albert Library, on Friday night. Lots of ideas were tossed about, until an agreement was reached. First, a congratulatory letter would be sent to the new Minister (Kaycee Madu), as soon as possible after his appointment is announced. This letter was sent on May 1st, with all of the systems and nodes logos on the letterhead and signed by all of the Chairs. By sending just 1 letter, from everyone, it shows the Minister the Library Community is standing together, and working together. Since the Minister will be receiving many letters, we wanted to do something to make sure our letter gets noticed. As far as I know, this is the first time all of the Systems, and the Nodes, have signed a single letter.

This was a great first step, but the next step moves to the Libraries. We need to gather, and forward to the Minister, stories from our patrons, to show how Libraries are being used, by the public, to achieve "the Alberta Government goals of strengthening our economy, seeking a smarter approach to innovation, and welcoming and supporting newcomers and creating a better place for Albertans to raise their children." This is just the beginning of a long term campaign.

It was felt, the first step had to be done immediately; the next steps are a lot less urgent but are also quite important. The goal is to maintain our current Library funding from the Provincial Government, and to begin the work to increase the contribution by the Province.

Thanks

Larry Tiedemann

Director's Report

1. NLLs is looking at getting 4 summer students this year (interviews have started)
 1. Summer reading program (returning)
 2. IT
 3. 2 for Admin and bib services (one we can get funding through a metis student grant)
2. Heather received her MLIS so we were up to 4 MLIS, for a day. Kayla handed in her resignation as she is going to Banff Public Library, (not much of a contest really)
 1. Job ad has already gone out to Library Partnership Board (across Canada), Foothills Library Association (Alberta), Linked in, Indeed, List serves, the NLLS website we have also approached the UofA faculty of Information science. To try to entice more candidates, I think we can offer a 6 month training at HQ and then they can move closer to the city and work more remotely and with the libraries more directly, this will be under the new PS manager.
 2. We have interviews starting the week of the 13th for both the public services manager and the bib services manager. Only three applied
3. Just signed a contract for Lynda.com a learning database. That will be set up by the end of May.
4. At ALC I met with several vendors. TRAC is looking at RBDigital amalgamation for their magazines, negotiating 200 titles instead of the 50 for about the same price. With the indigenous funding I am also looking at partnering with a company called whitehots for their pop up library service. Basically it's a hot spot that does not use data where patrons can download straight to their device ebooks. I am looking at buying one and trying them out in those service areas.
5. TRAC has also signed a contract for SOLUS: a mobile app that helps with digital literacy and inclusion. It offers patron discovery, full account access and intuitive interface that transcends the physical library into a virtual space. TRAC released the contract with Boopsie over a year ago due to maintenance issues, plus the interface was not that intuitive. Kelly and I saw SOLUS at ALA last year and brought it to the group for discussion, several apps were discussed and SOLUS is what was decided on.
6. 3 staff members, the LMC chair and the 4 board members attended ALC on behalf of NLLS. 3 staff members (technicians) went to the Alberta Library Technicians Association. 1 staff member went to Ontario Library Association. 2 staff members – myself and Kelly – and the LMC chair will be attending the Innovative User Group next week, I will continue to on to the symposium. Where Michelle Tombs and myself will be negotiating new TRAC contracts for Polaris. Going from a license to a subscription and from mainframe servers to the cloud.
7. Report from PLSB is status quo right now. They will continue to monitor courier, but with what is happening in Ontario with the cut of their courier this is something we seriously need to put to the forefront. As of last week the Ontario equivalent to PLSB (SOLS) had their budget cut by

50%. This has to be on the forefront of PLSBs mind. However, they are still looking at procurement of a new Interlibrary loan system and also looking at upgrading bandwidth for the libraries.

8. Larry and I have gone to 17 council presentation and 1 library board. My team and myself have also visited an extra library board. The majority of the presentations went very well, except for one that will be discussed later. Larry and I have 3 more presentations scheduled this month.

LIBRARY MANAGER'S COUNCIL REPORT

NLLS Executive and Board Meeting – May 3, 2019

LMC Executive

- Jodi Dahlgren, Chair (Wainwright Public Library)
- Tracy Woloshyniuk, 1st Vice Chair (Newbrook Public Library)
- Donna Williams, 2nd Vice Chair (Vegreville Public Library)
- Isabelle Cramp, Secretary (Morinville Public Library)
- Maureen Penn, Past Chair (Lac La Biche County Libraries)

Alberta Library Conference

I had the opportunity to attend the Alberta Library Conference in Jasper this past weekend (April 25-28, 2019). I attended the following sessions.

Big Ideas for Little Libraries – Jane Skacdopole and Rhonda O'Neill

The presenters for this session are the Library Manager and Board Chair of Stettler Public Library. They talked about a Bright Spots study done on libraries in Manitoba where they visited 10 libraries that had the highest statistics in circulation and number of visits. The study found that in all cases the same things were found. The most important factor was that the Library Manager had a "growth mindset" and was willing to experiment and try new things. In all the cases, the library building was highly recognizable and easy to access, the library had ongoing ties with local community groups, the library was welcoming and barrier free (great customer service!) and they had a responsive collection.

How to Hire a Library Superhero – Tanya Pollard and Jane Skacdopole

These two ladies are members of ALTA and talked about how to hire a great Library Manager. The question was asked "What does my Library Manager do?" and the answer was "...pretty much everything." They discussed everything from having a strong job description to where to find great interview questions to how/where to advertise.

Say the Right Thing! Intro to Key Messages – Mary Kapusta

Mary is the Director of Communications for Calgary Public Library. She discussed how key messages are the feelings you get and not just the words and we discussed how to develop our voice and tone. You can use key messages in three different types of communication: awareness, call to action and strategic.

Increasing Membership and Awareness in Your Library with a Card Drive – Kerri Twigge and Michele Fedyk

Fort Saskatchewan Public Library had a year-long library card campaign running from October 2017 to October 2018. They ordered cards with new designs and launched a

campaign where they did a lot of outreach, radio ads and added applying for a membership to their website. They held special events and sent out letters with their utility bills. They gave out swag to people in attendance with examples of the materials they created for their campaign.

Cyber Hygiene 101 – Stephanie Thero

Stephanie is the Client Services Manager at Yellowhead Regional Library System and she says that the internet is not safe. It's not a small town and there are over 3 billion people online. We are responsible for keeping ourselves safe as well as the information we collect. There are different types of threats such as social engineering, malware, scareware, ratting and phishing. We can keep information safe by collecting only what we need, clean up old data no longer required, no generic logins, assuming everyone is eavesdropping when asking for personal information and using strong passwords that you change regularly.

Lightning Strikes 2 – Rob Hudson, Lorisia MacLeod, Daniel Galway and Jocie Wilson

This session consisted of four short presentations. Rob spoke about Filter Bubbles saying that we live in a bubble when searching online and we only see results that match our preferences and we do not see new ideas and views. Daniel talked about the 10 things to do as a Library Manager in your first year. Don't make promises you can't keep, know your staff and board, follow Plan of Service, evaluate program offerings, reach out to community groups, get social (both out in the community and with social media), review your statistics, evaluate your staff, make changes and take care of yourself. Larisia spoke about a citation template for Indigenous Elders and Knowledge Keepers especially for verbal stories. This template had been accepted a few colleges and universities and more are interested. Jocie talked about modelling good behavior and building a sense of trust with staff and co-workers.

LMC Meeting

Our Next LMC Meeting is on May 22, 2019 at 10am. This meeting will involve asking Library Managers for feedback on Polaris reports and if we would like to see additions or tweaks to make them more useful.

Respectfully Submitted
Jodi Dahlgren, LMC Chair
librarian@wainwrightlibrary.ab.ca

public services **NLLS REPORT**

Board Meeting Report: May 3, 2019

Winter Reading Program:

The Winter Reading program, “*Get Your Mitts on a Good book!*” was a complete success with 954 participants reading a total of 23003 hours. The winners of the tablets were Kya N. from Vegreville Centennial Library, Easton E. from Cold Lake Public Library, Tara S. from Chauvin Municipal Library, Kelly B. from Morinville Public Library, Cheryl O. from Holden Municipal Library, and Patricia M. from Rochester Municipal Library.

NLLS Conference:

Northern Lights will hold its next conference on May 28th and 29th 2020. We have decided to move our conference to May instead of September, when it had been held in the past, to avoid the conflict of over lapping conferences that we have encountered with other system conferences for the past few years. This will be a wonderful time celebration Northern Lights Library System’s 30 years!

Summer Reading Program:

The Entertainer this year is a magician named Steve Harmer. Steve is a teacher and principal from Calgary, who left teaching 16 years ago to pursue his dream and now combines his skills as a professional educator with his skills as a professional performer using magic, juggling, unicycles, storytelling and music to deliver messages. He has presented inspiring programs to over 3300 schools in Western Canada.

The promotional prizes have been ordered, and will be distributed to the libraries shortly. We are still waiting on the t-shirts and bags.

Block Collections:

We’ve recently recalled all of the block collections that had been out longer than a year and we’ve seen some great turn over on the block collections that our libraries have out, and we hope that more libraries will continue to borrow our resources that we have available, including our Storytime kits and escape room kits.

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!

public services

NLLS REPORT

Makerspace Collections:

A request for a quote has been submitted to Wintergreen Learning Materials for Makerspace programming kit materials. It was for Ozobots, a Gear building set, a construction set for children, and a LittleBits set. When they come in, they will be available for libraries to borrow to enhance their programming.

Indigenous Popup Libraries:

A MOU was signed between NLLS and the Fishing Lake Metis Settlement for pop-up library service on the Settlement. It will be run by Shannon Souray, the Literacy Facilitator with Acimowins Literacy. The first pop-up was held April 16, and was very successful.

public services **NLLS REPORT**

Board Meeting Report: May 3, 2019

Winter Reading Program:

The Winter Reading program, "*Get Your Mitts on a Good book!*" was a complete success with 954 participants reading a total of 23003 hours. The winners of the tablets were Kya N. from Vegreville Centennial Library, Easton E. from Cold Lake Public Library, Tara S. from Chauvin Municipal Library, Kelly B. from Morinville Public Library, Cheryl O. from Holden Municipal Library, and Patricia M. from Rochester Municipal Library.

NLLS Conference:

Northern Lights will hold its next conference on May 28th and 29th 2020. We have decided to move our conference to May instead of September, when it had been held in the past, to avoid the conflict of over lapping conferences that we have encountered with other system conferences for the past few years. This will be a wonderful time celebration Northern Lights Library System's 30 years!

Summer Reading Program:

The Entertainer this year is a magician named Steve Harmer. Steve is a teacher and principal from Calgary, who left teaching 16 years ago to pursue his dream and now combines his skills as a professional educator with his skills as a professional performer using magic, juggling, unicycles, storytelling and music to deliver messages. He has presented inspiring programs to over 3300 schools in Western Canada.

The promotional prizes have been ordered, and will be distributed to the libraries shortly. We are still waiting on the t-shirts and bags.

Block Collections:

We've recently recalled all of the block collections that had been out longer than a year and we've seen some great turn over on the block collections that our libraries have out, and we hope that more libraries will continue to borrow our resources that we have available, including our Storytime kits and escape room kits.

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!

public services

NLLS REPORT

Makerspace Collections:

A request for a quote has been submitted to Wintergreen Learning Materials for Makerspace programming kit materials. It was for Ozobots, a Gear building set, a construction set for children, and a LittleBits set. When they come in, they will be available for libraries to borrow to enhance their programming.

Indigenous Popup Libraries:

A MOU was signed between NLLS and the Fishing Lake Metis Settlement for pop-up library service on the Settlement. It will be run by Shannon Souray, the Literacy Facilitator with Acimowins Literacy. The first pop-up was held April 16, and was very successful.



May 1, 2019

The Honourable Kaycee Madu, MLA
Minister of Municipal Affairs
Alberta Legislature Building
132-10800 97 Ave NW
Edmonton, AB T5K 2B6

(sent via email)

Dear Minister Madu:

Congratulations on your appointment as Minister of Municipal Affairs.

The Alberta Government's goals of **strengthening our economy, seeking a smarter approach to innovation, welcoming and supporting newcomers and creating a better place for Albertans to raise their families** are supported through the work of public libraries across Alberta.

Public libraries are vital to Alberta communities, providing a neighborhood hub where everyone is welcome, demonstrating a return on investment, connecting, educating and inspiring citizens to build a strong Alberta.

- **Libraries strengthen our economy by:**
 - Enabling job seekers to create resumes, prepare for interviews and find jobs.
 - Preparing children for school with early literacy programs, services and collections.
 - Providing spaces outside of school hours for children to support healthy childhood development.
 - Offering life-propelling skills training, allowing Albertans to develop new competencies.
 - Assisting entrepreneurs with business startup information, resources and advice.
- **Libraries support innovation by:**
 - Reducing the digital divide by providing access to high speed internet, free public computing and access to millions of digital resources including online classes. For many Albertans their local library is their only access to the internet.
 - Preparing Albertans for the digital economy with digital literacy training and access to IT tools, resources and expertise. Alberta libraries have digital labs and recording studios and offer classes in 3D modelling, podcasting and coding.
 - Working as a network across Alberta to provide all Albertans, wherever they live, with access to quality information, knowledge, technology and expertise.
- **Libraries welcome and support newcomers by:**
 - Facilitating newcomers' language training, conversation circles and literacy and ESL support.
 - Offering digital literacy programs to ensure everyone has an equal opportunity to thrive.
 - Providing connections to agencies and businesses through settlement services workers.
- **Libraries create a better place for Albertans to raise their families by:**
 - Providing spaces where people can connect with neighbours – combatting social isolation.
 - Supporting seniors with outreach services, materials in accessible formats, and programs.
 - Supporting lifelong learning and literacy in all forms, from print literacy to financial literacy to media literacy to wellness literacy to digital literacy.
 - Filling gaps in services that support mental health, housing and addiction.
 - Supporting vulnerable people by providing connections to local social services agencies.

Libraries are one of the most effective and impactful uses of public funding. Working in partnership, municipalities provide the majority of the funding, but Provincial operating grants are critical. The Provincial investment of under \$35 million dollars a year enables hundreds of libraries in large and small communities across Alberta to offer

services needed in their communities as well as supports resource sharing between public libraries to ensure equitable access to all Albertans to public library resources.

Together we can help ensure that all Albertans have access to the information, technology, tools and services needed to help our province thrive. Wishing you success in your position.

Yours sincerely,

The Libraries of the Alberta Provincial Public Library Network:

Avnish Mehta

Chair Avnish Mehta, Calgary Public Library



Chair DeVar Dahl, Chinook Arch Regional Library System



Chair Brian Heidecker, Edmonton Public Library

Mark Evans

Chair Mark Evans, Grande Prairie Public Library

Allan Quinton

Chair Allan Quinton, Lethbridge Public Library



Chair Lynda Lyster, Marigold Library System



Chair Rick Redmond, Medicine Hat Public Library

Larry Tiedemann

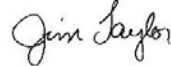
Chair Larry Tiedemann, Northern Lights Library System



Chair Debra Smith, Parkland Regional Library



Chair Carolyn Kolebaba, Peace Library System



Chair Jim Taylor, Red Deer Public Library

Dwight Kilpatrick

Chair Dwight Kilpatrick, Shortgrass Library System

Janice Marschner

Chair Janice Marschner, St. Albert Public Library



Chair Anna Pandos, Strathcona County Library

Amanda MacPherson

Chair Amanda MacPherson, Wood Buffalo Regional Library



Chair Hendrik Smit, Yellowhead Regional Library

NORTHERN LIGHTS LIBRARY SYSTEM
Financial Statements
For The Year Ended December 31, 2018

INDEPENDENT AUDITORS' REPORT

To the Members of the Northern Lights Library System

Opinion

We have audited the financial statements of Northern Lights Library System (the Library System), which comprise the statement of financial position as at December 31, 2018, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library System as at December 31, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards for government not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Library System in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information. The other information comprises the information included in the *Annual Report*, but does not include the financial statements and our auditors' report thereon. The *Annual Report* is expected to be made available to us after the date of this auditors' report.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Other Matter

The financial statements of the Library System for the year ended December 31, 2017, were audited by another auditor who expressed an unmodified opinion on those financial statements on February 26, 2018.



Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the Library System's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library System or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library System's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Library System's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library System's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Library System to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

METRIX GROUP LLP

Chartered Professional Accountants

Edmonton, Alberta
March 2, 2019

NORTHERN LIGHTS LIBRARY SYSTEM**Statement of Financial Position****As at December 31, 2018**

	2018	2017
ASSETS		
CURRENT		
Cash and cash equivalents	\$ 2,222,078	\$ 2,037,639
Short term investments	400,000	400,000
Accounts receivable (Note 2)	22,803	42,191
Goods and Services Tax recoverable	24,530	-
Prepaid expenses	61,455	91,873
	<u>2,730,866</u>	<u>2,571,703</u>
TANGIBLE CAPITAL ASSETS (Note 4)	<u>2,420,392</u>	<u>2,579,667</u>
	<u>\$ 5,151,258</u>	<u>\$ 5,151,370</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 31,997	\$ 79,731
Goods and Services Tax payable	-	4,900
Vacation payable	34,478	40,434
Source deductions payable	-	22,535
Deferred contributions - allocation (Note 7)	132,867	147,434
Deferred contributions - other (Note 8)	166,466	140,146
	<u>365,808</u>	<u>435,180</u>
DEFERRED CONTRIBUTIONS - TANGIBLE CAPITAL ASSETS (Note 9)	<u>1,247,080</u>	<u>1,318,139</u>
	<u>1,612,888</u>	<u>1,753,319</u>
NET ASSETS		
Invested in tangible capital assets - Internally restricted	1,173,312	1,261,528
Unrestricted	2,365,058	2,136,523
	<u>3,538,370</u>	<u>3,398,051</u>
	<u>\$ 5,151,258</u>	<u>\$ 5,151,370</u>

ON BEHALF OF THE BOARD_____
*Director*_____
Director

NORTHERN LIGHTS LIBRARY SYSTEM

Statement of Operations

For The Year Ended December 31, 2018

	2018	2018	2017
REVENUE			
Provincial grants (Note 3)	\$ 1,153,521	\$ 1,293,783	\$ 1,263,502
Municipal levies	1,188,119	1,188,119	1,204,931
Library board levies	566,486	566,486	586,472
Reimbursements (Note 5)	102,000	141,727	220,680
Amortization of deferred contributions - tangible capital assets (Note 9)	-	71,059	66,443
Interest	20,000	43,895	35,387
Deferred allotment	40,000	17,658	13,419
Office sales	6,000	7,435	8,109
Annual conference	5,000	5,453	4,029
Reading programs	2,000	3,802	2,694
Non-resident fees	900	1,300	1,200
	3,084,026	3,340,717	3,406,866
EXPENSES			
Salaries, wages and benefits	1,268,830	1,273,904	1,222,318
Bibliographic services	484,538	481,055	439,588
Transfer payments (Note 6)	338,506	338,506	338,506
Amortization of tangible capital assets	-	185,236	164,747
Public services	189,800	157,527	214,646
Reimbursements	100,000	137,010	211,117
Indigenous project	-	135,207	104,926
Contracts and vendor services	135,000	133,274	143,241
Information technology	118,500	87,349	136,133
Administration and finance	98,100	83,177	109,101
Board	45,500	56,826	54,245
Repairs and maintenance	46,000	50,265	50,128
Delivery, freight and express	48,500	43,098	43,293
Utilities	30,000	26,001	26,881
Insurance	12,500	10,703	11,443
	2,915,774	3,199,138	3,270,313
EXCESS OF REVENUE OVER EXPENSES FROM OPERATIONS	168,252	141,579	136,553
OTHER INCOME (EXPENSES)			
Gain on disposal of tangible capital assets	-	-	2,300
Loss on foreign exchange	-	(1,260)	-
	-	(1,260)	2,300
EXCESS OF REVENUE OVER EXPENSES	\$ 168,252	\$ 140,319	\$ 138,853

The accompanying notes are an integral part of these financial statements.

NORTHERN LIGHTS LIBRARY SYSTEM
Statement of Changes in Net Assets
For The Year Ended December 31, 2018

	Unrestricted	Invested in tangible capital assets - Internally restricted	2018	2017
NET ASSETS - BEGINNING OF YEAR	\$ 2,136,523	\$ 1,261,528	\$ 3,398,051	\$ 3,259,198
Excess of revenue over expenses	140,319	-	140,319	138,853
Purchase of tangible capital assets	(25,961)	25,961	-	-
Amortization of tangible capital assets	185,236	(185,236)	-	-
Amortization of deferred contributions - tangible capital assets (<i>Note 9</i>)	(71,059)	71,059	-	-
NET ASSETS - END OF YEAR	\$ 2,365,058	\$ 1,173,312	\$ 3,538,370	\$ 3,398,051

The accompanying notes are an integral part of these financial statements.

NORTHERN LIGHTS LIBRARY SYSTEM
Statement of Cash Flows
For The Year Ended December 31, 2018

	2018	2017
OPERATING ACTIVITIES		
Excess of revenue over expenses	\$ 140,319	\$ 138,853
Items not affecting cash:		
Amortization of tangible capital assets	185,236	164,747
Amortization of deferred contributions - tangible capital assets (Note 9)	(71,059)	(66,443)
	<u>254,496</u>	<u>237,157</u>
Changes in non-cash working capital:		
Accounts receivable	19,388	(36,716)
Prepaid expenses	30,418	17,357
Accounts payable and accrued liabilities	(47,734)	48
Goods and Services Tax payable	(29,430)	34,510
Vacation payable	(5,956)	(4,372)
Source deductions payable	(22,535)	(5,297)
Deferred contributions - allocation	(14,567)	(10,372)
Deferred contributions - other	26,320	40,163
	<u>(44,096)</u>	<u>35,321</u>
	<u>210,400</u>	<u>272,478</u>
INVESTING ACTIVITY		
Purchase of tangible capital assets	<u>(25,961)</u>	<u>(64,328)</u>
	<u>(25,961)</u>	<u>(64,328)</u>
FINANCING ACTIVITIES		
Proceeds from short term investments	400,000	602,387
Purchase of short term investments	<u>(400,000)</u>	<u>-</u>
	<u>-</u>	<u>602,387</u>
Cash flow from financing activities	<u>-</u>	<u>602,387</u>
INCREASE IN CASH FLOW	184,439	810,537
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>2,037,639</u>	<u>1,227,102</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 2,222,078</u>	<u>\$ 2,037,639</u>
CASH AND CASH EQUIVALENTS CONSISTS OF:		
Cash	\$ 1,088,123	\$ 923,341
Cash equivalents	<u>1,133,955</u>	<u>1,114,298</u>
	<u>\$ 2,222,078</u>	<u>\$ 2,037,639</u>

The accompanying notes are an integral part of these financial statements.

NORTHERN LIGHTS LIBRARY SYSTEM

Notes to Financial Statements

For The Year Ended December 31, 2018

PURPOSE OF THE SYSTEM

Northern Lights Library System (the "Library System") is a Government not-for-profit organization that provides services and support to autonomous member libraries to assist them in the provision of comprehensive and efficient library service. The Library System may provide access to library services for residents of supporting municipalities where no library exist.

The Library System was established in 1990. The Library System is exempt from income taxes under section 149(1)(l) of the *Income Tax Act*.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian public sector accounting standards for government not-for-profit organizations.

Revenue recognition

Northern Lights Library System follows the deferral method of accounting for contributions.

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. Endowment contributions are recognized as direct increases in net assets.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Reimbursement revenue is recognized as revenue when the performance has been completed, or the risks and rewards of the ownership of the asset has been transferred and collection is reasonably assured.

Municipal and library board revenues are based on an approved per capita funding contribution. The funding contribution is approved annually and the population of the various municipalities is provided by the Government of Alberta.

Cash and cash equivalents

Cash and cash equivalents include cash and investments that are readily convertible to known amounts of cash and that are subject to an insignificant risk of change in value. These temporary investments have a maturity of three months or less at acquisition and are held for the purpose of meeting short-term cash commitments rather than for investing.

Short term investments

Short term investments consist of term deposits with maturities of less than twelve months.

(continues)

NORTHERN LIGHTS LIBRARY SYSTEM

Notes to Financial Statements

For The Year Ended December 31, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

Tangible capital assets

Tangible capital assets are stated at cost or less accumulated amortization. Contributed tangible capital assets are recorded at fair value at the date of contribution less accumulated amortization. Tangible capital assets are amortized over their estimated useful lives on a straight-line basis at the following rates and methods:

Buildings	40 years	straight-line method
Parking lots	15 years	straight-line method
Furniture and equipment	5 years	straight-line method
Computer equipment	3 years	straight-line method
Vehicles	3 years	straight-line method

The Library System regularly reviews its tangible capital assets to eliminate obsolete items.

Tangible capital assets acquired during the year but not placed into use are not amortized until they are placed into use. No amortization is taken in the year of acquisition

Measurement uncertainty

The preparation of financial statements in conformity with Canadian public sector accounting standards for government not-for-profit organizations requires management to make estimates and assumption 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. Significant areas requiring the use of management's estimates include the useful lives of tangible capital assets and the corresponding rates of amortization, recoverability of accounts receivable, and the amount of accrued liabilities. Such estimates are periodically reviewed and any adjustments necessary are reported in the statement of operations in the period they become known. Actual results could differ from these estimates.

(*continues*)

NORTHERN LIGHTS LIBRARY SYSTEM
Notes to Financial Statements
For The Year Ended December 31, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Financial instruments

Measurement of financial instruments

The Library System initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instruments.

The Library System subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash and cash equivalents, short term investments and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and vacation payable.

The Library System has no financial assets measured at fair value.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Transaction costs

The Library System recognizes its transaction costs in net income in the period incurred. However, the carrying amount of the financial instruments that will not be subsequently measured at fair value is reflected in the transaction costs that are directly attributable to their organization, issuance or assumption

2. ACCOUNTS RECEIVABLE

	<u>2018</u>	<u>2017</u>
Trade receivables	\$ 21,430	\$ 40,123
Interest receivable	2,150	2,068
	<u>23,580</u>	42,191
Allowance for doubtful accounts	(777)	-
	<u>\$ 22,803</u>	<u>\$ 42,191</u>

NORTHERN LIGHTS LIBRARY SYSTEM
Notes to Financial Statements
For The Year Ended December 31, 2018

3. PROVINCIAL GRANTS

	2018	2017
Operating grant	\$ 820,070	\$ 820,070
Rural services grant	338,506	338,506
Indigenous grant	135,207	104,926
	\$ 1,293,783	\$ 1,263,502

The rural services grant is paid out to the member libraries in the form of transfer payments, described further in Note 6.

4. TANGIBLE CAPITAL ASSETS

<u>Cost</u>	2017 Balance	Additions	Disposals	2018 Balance
Land	\$ 50,000	\$ -	\$ -	\$ 50,000
Building	2,894,641	-	-	2,894,641
Parking lot	81,000	-	-	81,000
Furniture & equipment	83,109	-	-	83,109
Computer equipment	233,188	-	-	233,188
Vehicles	206,835	25,961	31,662	201,134
	\$ 3,548,773	\$ 25,961	\$ 31,662	\$ 3,543,072

<u>Accumulated Amortization</u>	2017 Balance	Amortization	Accumulated Amortization on Disposals	2018 Balance
Building	\$ 659,136	\$ 72,366	\$ -	\$ 731,502
Parking lot	16,200	5,400	-	21,600
Furniture & equipment	33,645	11,280	-	44,925
Computer equipment	151,766	53,045	-	204,811
Vehicles	108,359	43,145	31,662	119,842
	\$ 969,106	\$ 185,236	\$ 31,662	\$ 1,122,680

<u>Net book value</u>	2018	2017
Land	\$ 50,000	\$ 50,000
Building	2,163,139	2,235,505
Parking lot	59,400	64,800
Furniture & equipment	38,184	49,464
Computer equipment	28,377	81,422
Vehicles	81,292	98,476
	\$ 2,420,392	\$ 2,579,667

NORTHERN LIGHTS LIBRARY SYSTEM
Notes to Financial Statements
For The Year Ended December 31, 2018

5. REIMBURSEMENTS

	<u>2018</u>	<u>2017</u>
Sales of office supplies	\$ 132,223	\$ 210,599
Wage subsidies grant	5,062	5,352
Services and travel reimbursement	4,442	4,729
	<u>\$ 141,727</u>	<u>\$ 220,680</u>

6. TRANSFER PAYMENTS

The Library System provides payments to certain member entities on the basis of \$5.55 per capita (2017 - \$5.55). The population of the municipality is based off of the two years prior Municipal Affairs Population List, provided by the Government of Alberta. The population of the 17 municipalities that received transfer payments total 60,992 (2017 - 60,992) with a minimum population of 44 individuals (2017 - 44) and a maximum population of 19,578 individuals (2017 - 19,578).

7. DEFERRED CONTRIBUTIONS - ALLOCATION

The Library System provides each member library with a book purchase allocation. All purchases by the member libraries are applied against their allotment. The annual change in the regular allocation accounts is reflected on the income statement as a change in the deferred contributions allocation.

	Balance, Beginning of Year	Book purchase allocation	Books purchased	Balance, End of Year
Purchase allotment	\$ 147,434	\$ 372,032	\$ (386,599)	<u>\$ 132,867</u>

The member libraries have outstanding orders of \$4,069 (2017 - \$7,158) for books not received as at December 31, 2018. These amounts are reflected in the balance at year end.

NORTHERN LIGHTS LIBRARY SYSTEM
Notes to Financial Statements
For The Year Ended December 31, 2018

8. DEFERRED CONTRIBUTIONS - OTHER

Deferred contributions consists of externally designated funds received by the Library System. The funds are specifically designated for various projects.

	Balance, Beginning of Year	Contributions received	Revenue recognized	Balance, End of Year
Indigenous project grant	\$ 119,043	\$ 160,064	\$ (135,207)	\$ 143,900
Myrnam - funds	6,249	8,367	(3,107)	11,509
Member library restricted funds	14,854	7,615	(11,412)	11,057
	<u>\$ 140,146</u>	<u>\$ 176,046</u>	<u>\$ (149,726)</u>	<u>\$ 166,466</u>

The member libraries restricted funds are donations and other funding amounts paid to the individual library members by various arm's length entities or individuals. The member libraries are able to spend the funds as they best see fit.

9. DEFERRED CONTRIBUTIONS - TANGIBLE CAPITAL ASSETS

Deferred contributions - tangible capital assets consists of contributed tangible capital assets and restricted contributions with which tangible capital assets were purchased.

	<u>2018</u>	<u>2017</u>
Balance, Beginning of Year	\$ 1,318,139	\$ 1,370,732
Add:		
Indigenous grant	-	13,850
Less:		
Amortization of deferred contributions - tangible capital assets	<u>71,059</u>	<u>66,443</u>
Balance, End of Year	<u>\$ 1,247,080</u>	<u>\$ 1,318,139</u>
Deferred contributions are comprised of the following:		
Building	\$ 1,229,090	\$ 1,271,775
Computer equipment	9,233	28,850
Vehicles	<u>8,757</u>	<u>17,514</u>
	<u>\$ 1,247,080</u>	<u>\$ 1,318,139</u>

NORTHERN LIGHTS LIBRARY SYSTEM

Notes to Financial Statements

For The Year Ended December 31, 2018

10. RELATED PARTY TRANSACTIONS

The Library System charges its member entities a levy of \$10.14 (2017 - \$10.14) per capita in the municipality of the member entity library. If there is a library board in the municipal area, then the municipality and library board share the funding costs on a 50/50 basis. Total funding from the municipal levies in 2018 totaled \$1,188,119 (2017 - \$1,204,931) and the funding from the library boards levies in 2018 totaled \$566,486 (2017 - \$586,472). The population of the municipality is based off the previous year's "Municipal Affairs Population List", provided by the Government of Alberta. The population of the 54 municipalities total 173,038 individuals (2017 - 176,667), with a minimum population of 38 individuals (2017 - 44) and a maximum population of 20,495 individuals (2017 - 19,578).

Total other revenue received from related parties in 2018 totaled \$131,335 (2017 - \$208,250). This was recorded under reimbursement revenue on the Statement of Operations.

Amounts paid to the related parties by the Library System consist of the transfer payments, further described in Note 5.

Amounts owed from related party transactions included in accounts receivable as at December 31, 2018 total \$17,534 (2017 - \$40,123).

The Library System did not owe any amounts to related parties in either the 2018 or 2017 fiscal years.

The deferred contributions allocation described in Note 7 and the other deferred contributions amount described in Note 8 relate to funds that have been received or allocated for the member entities which no corresponding expenses have been incurred yet.

All of the related party transactions were in the normal course of business and were recorded at the exchange value.

11. FINANCIAL INSTRUMENTS

The Library System is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Library System's risk exposure and concentration as of December 31, 2018.

(a) Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Library System is exposed to credit risk related to the collection of accounts receivable from member entities.

(b) Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Library System is exposed to this risk mainly in respect of its receipt of funds from members.

The Library System mitigates this risk by monitoring cash activities and expected outflows through extensive budgeting and maintaining investments that may be converted to cash in the near-term if unexpected cash outflows arise.

(continues)

NORTHERN LIGHTS LIBRARY SYSTEM
Notes to Financial Statements
For The Year Ended December 31, 2018

11. FINANCIAL INSTRUMENTS (continued)

(c) Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Library System manages exposure through its normal operating and financing activities. The Library System is exposed to interest rate risk primarily through its cash and cash equivalents and short term investments.

Unless otherwise noted, it is management's opinion that the Library System is not exposed to significant market, currency and other price risks arising from these financial instruments.

12. RECONCILIATION OF OPERATING RESULTS TO BUDGET

The Library System compiles a budget on a modified accrual basis. The budget expensed all tangible capital asset purchases rather than including amortization expense. The reconciliation below adjusts excess of revenues over expenses to align with the Library System's budgeting process. It should not be used as a replacement for the statement of operations. The Library System budgeted for a \$18,848 deficit.

	2018 Budget	2018 Actual	2017 Actual
Excess of Revenues over Expenses	\$ 168,252	\$ 140,319	\$ 138,853
Add:			
Amortization of tangible capital assets	-	185,236	164,747
Deduct:			
Purchase of tangible capital assets	(147,100)	(25,961)	(64,328)
Amortization of deferred contributions - tangible capital assets	-	(71,059)	(66,443)
Deferred allotment carryover	(40,000)	(17,658)	(13,419)
	<u>\$ (18,848)</u>	<u>\$ 210,877</u>	<u>\$ 159,410</u>

13. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

Northern Lights Library System
Comparative Income Statement - Comparative Income Statement - YTD to Last Year

	Actual 01/01/2018 to 03/31/2018	Actual 01/01/2019 to 03/31/2019	Budget	Actual to Budget	Comments
Revenue					
Levies - Municipalities	\$ 1,188,119.01	\$ 1,207,726.50	\$ 1,206,953.71	100%	Need to discuss Interest -Mundare
Levies - Library Boards	\$ -	\$ -	\$ 575,424.95	0%	
Prov. Operating Grant	\$ -	\$ -	\$ 813,278.60	0%	
Prov. Rural Sevices Grant	\$ -	\$ -	\$ 340,242.75	0%	
Indigenous Grant	\$ -	\$ -	\$ 160,000.00	0%	
Deferred Allotment	-\$ 265,280.91	-\$ 275,001.33	\$ 40,000.00	-688%	
Travel Grants	\$ 144.79	\$ -	\$ 1,500.00	0%	
Non Resident Fees	\$ 450.00	\$ 300.00	\$ 1,200.00	25%	
Other Grants / Library Programs	\$ -	\$ -	\$ 3,000.00	0%	
Sales - Misc.	\$ 3,049.48	\$ 3,777.49	\$ 10,000.00	38%	
Sales Office Supplies-Resale	\$ 21,350.31	\$ 25,826.56	\$ 150,000.00	17%	
Other Revenue General	\$ 0.02	\$ 160.39	\$ 2,000.00	8%	
Sales-WRP/SRP	\$ -	\$ 120.00	\$ 3,000.00	4%	
Annual Conference	\$ -	\$ -	\$ 5,000.00	0%	
Interest earned	\$ 9,590.67	\$ 11,036.11	\$ 30,000.00	37%	
Myrnam Revenue	\$ -	\$ -	\$ 10,000.00	0%	
Revenue Total	\$ 957,423.37	\$ 973,945.72			
TOTAL REVENUE	\$ 957,423.37	\$ 973,945.72	\$ 3,348,400.01	29%	
EXPENSE					
Staff Expenses					
Staff Salaries	\$ 276,692.41	\$ 291,293.30	\$ 1,227,000.00	24%	
EI Expense	\$ 5,185.41	\$ 5,532.22			
C.P.P. Expense	\$ 11,923.39	\$ 13,978.61			
Group Life	\$ -	\$ -			
Extended Health Expense	\$ 6,708.83	\$ 7,993.67			
Dental Expense	\$ 5,439.84	\$ 5,891.83			
W.C.B. Expense	\$ 662.63	\$ 898.53			
Expenses Sub Total	\$ 29,920.10	\$ 34,294.86	\$ 150,000.00	23%	
TOTAL - GENERAL PAYROLL EXPENSES	\$ 306,612.51	\$ 325,588.16			
Other Staff Costs					
NLLS PD Training (Shared)	\$ 3,447.06	\$ 3,608.65	\$ 23,000.00	16%	
Conference Fees (Shared)	\$ 2,661.69	\$ 6,188.81	\$ 75,000.00	8%	
Hotel and Accommodations (Shared)	\$ 9,435.45	\$ 1,588.39	\$ 25,000.00	6%	
Meals when Travelling (Shared)	\$ 1,836.29	\$ 465.98	\$ 6,000.00	8%	
Travel Costs (Shared)	\$ 2,833.82	\$ 4,806.56	\$ 12,000.00	40%	
Site Visits (Shared)	\$ 67.63	\$ 1,176.18	\$ 9,000.00	13%	
Staff Recruitment	\$ -	\$ 110.00	\$ 500.00	22%	
Human Resource Tools	\$ -	\$ -			
Charge for Reimbursement Costs	\$ -	\$ -			
Other Staff Costs	\$ 20,281.94	\$ 17,944.57			
Total Other Staff Costs	\$ 20,281.94	\$ 17,944.57			

Northern Lights Library System
Comparative Income Statement - Comparative Income Statement - YTD to Last Year

	Actual 01/01/2018 to 03/31/2018	Actual 01/01/2019 to 03/31/2019	Budget	Actual to Budget	Comments
Book Allotment					
Coll. Dev. Cold Lake	\$ 11,713.94	\$ 7,660.62			
Coll. Dev. Mundare	\$ 1,939.91	\$ 1,490.55			
Coll. Dev. Gibbons	\$ 5,893.62	\$ 4,605.62			
Coll. Dev. Chauvin	\$ 601.22	\$ 1,501.95			
Coll. Dev. Bonnyville	\$ 8,196.08	\$ 6,774.51			
Coll. Dev. Kitscoty	\$ 956.91	\$ 101.01			
Coll. Dev. Bruderheim	\$ 719.21	\$ 935.41			
Coll. Dev. Floating Romance	\$ 100.54	\$ -			
Coll. Dev. Morinville	\$ 13,417.84	\$ 6,942.45			
Coll. Dev. Innisfree	\$ 396.28	\$ 968.16			
Coll. Dev. Bon Accord	\$ 106.76	\$ 169.25			
Coll. Dev. Lamont	\$ 1,119.10	\$ 1,692.10			
Coll. Dev. Plamondon	\$ 1,833.98	\$ 817.69			
Coll. Dev. Andrew	\$ 672.96	\$ 177.88			
Coll. Dev. Radway	\$ 309.49	\$ 293.75			
Coll. Dev. Edgerton	\$ 320.54	\$ 594.55			
Coll. Dev. Elk Point	\$ 1,290.89	\$ 1,786.01			
Coll. Dev. Holden	\$ 883.48	\$ 1,753.00			
Coll. Dev. Edmonton Garrison	\$ 3,804.51	\$ 1,085.46			
Coll. Dev. Mannville	\$ 1,066.51	\$ 69.07			
Coll. Dev. Myrnam	\$ 227.70	\$ 1,249.33			
Coll. Dev. Marwayne	\$ 2,283.61	\$ 3,145.19			
Coll. Dev. Paradis Valley	\$ 279.78	\$ 1,986.70			
Coll. Dev. Smoky Lake	\$ 1,236.62	\$ 1,052.41			
Coll. Dev. St. Paul	\$ 1,276.91	\$ 5,763.99			
Coll. Dev. Two Hills	\$ 2,054.37	\$ 2,635.62			
Coll. Dev. Tofield	\$ 1,819.15	\$ -			
Coll. Dev. Ryley	\$ 1,550.77	\$ 436.19			
Coll. Dev. Vermilion	\$ 3,547.88	\$ 3,156.88			
Coll. Dev. Viking	\$ 1,383.55	\$ 1,171.09			
Coll. Dev. Vilna	\$ 539.53	\$ 204.17			
Coll. Dev. Waskatenau	\$ 380.61	\$ 492.59			
Coll. Dev. Wainwright	\$ 2,582.76	\$ 3,854.77			
Coll. Dev. Thorhild	\$ 436.06	\$ 970.19			
Coll. Dev. Newbrook	\$ 939.31	\$ 1,940.97			
Coll. Dev. Vegreville	\$ 3,237.28	\$ 3,239.08			
Coll. Dev. Athabasca	\$ 4,905.79	\$ 3,664.02			
Coll. Dev. Wandering River	\$ 878.49	\$ 547.18			
Coll. Dev. Grassland	\$ 278.67	\$ 5,113.67			
Coll. Dev. Irma	\$ 340.84	\$ 972.23			
Coll. Dev. Lac La Biche	\$ 10,248.34	\$ 5,965.40			
Coll. Dev. Mallaig	\$ 2,716.22	\$ 2,627.50			
Coll. Dev. Boyle	\$ 1,896.13	\$ 913.96			
Coll. Dev. Rochester	\$ 814.11	\$ 683.94			
Coll. Dev. Ashmont	\$ 388.72	\$ 2,938.72			
Coll. Dev. Redwater	\$ 4,187.90	\$ 3,304.59			
Coll. Development	\$ 105,774.87	\$ 97,449.42			
Total Collection Development	\$ 105,774.87	\$ 97,449.42			

Northern Lights Library System
Comparative Income Statement - Comparative Income Statement - YTD to Last Year

	Actual 01/01/2018 to 03/31/2018	Actual 01/01/2019 to 03/31/2019	Budget	Actual to Budget	Comments
Library Services					
System Collections	-\$ 2,904.81	-\$ 1,573.25	\$ 20,000.00	-8%	
Indigenous Expenses	\$ 16,962.37	\$ 21,472.49	\$ 160,000.00	13%	
ILL Service Supplies	\$ 1,578.40	\$ 673.90	\$ 5,000.00	13%	
Bibs Service Supplies	\$ 39.05	\$ 1,332.70	\$ 1,500.00	89%	
Shipping & Freight	\$ 472.32	\$ 966.72	\$ 1,500.00	64%	
Catalog Process Forms Suppl	\$ 1,999.16	\$ 5,176.35	\$ 8,000.00	65%	
Assistive Technologies IT	\$ -	\$ 7,931.55	\$ 15,000.00	53%	
Fortigate - Libraries IT	\$ -	\$ 24,189.19	\$ 29,500.00	82%	
Computer Replacement Program IT	\$ -	\$ 12,140.90	\$ 24,000.00	51%	
Web Hosting IT	\$ -	\$ -	\$ 19,400.00	0%	
Library Assistance Software IT	\$ -	\$ 1,699.15	\$ 10,000.00	17%	
Server Software IT	\$ -	\$ -	\$ 20,000.00	0%	
Computer Software IT	\$ -	\$ -	\$ 6,500.00	0%	
Emerging Technology IT	\$ -	\$ 9,944.08	\$ 10,000.00	99%	
Network Hardware Warranty	\$ -	\$ -	\$ 23,000.00	0%	
ACSI Managed Services	\$ -	\$ -	\$ 35,000.00	0%	
TRAC	\$ 99,974.00	\$ 104,661.00	\$ 105,000.00	100%	one time a year payment
Internet Service Fees IT	\$ 8,541.67	\$ 780.00	\$ 18,000.00	4%	
e Resources Books on Line	\$ 13,398.84	\$ -	\$ 60,000.00	0%	
NLLS Annual Conference/Workshops PS	\$ 512.44	\$ 890.95	\$ 20,000.00	4%	
Library Managers Council PS	\$ 4,303.84	\$ 4,235.87	\$ 18,000.00	24%	
Library Programming PS	\$ 310.24	\$ 10,038.33	\$ 25,000.00	40%	
Postage/Courier	\$ 148.72	\$ 719.40	\$ 1,000.00	72%	
Coll. Dev. Shipping/ILL BS	\$ 101.11	\$ 151.14	\$ 500.00	30%	
Vehicle Expense BS	\$ 778.32	\$ 2,826.20	\$ 8,000.00	35%	
Vehicle Fuel BS	\$ 8,252.90	\$ 7,725.98	\$ 38,000.00	20%	
Online Databases PS	\$ 31,626.98	\$ 40,229.37	\$ 85,000.00	47%	
Board of Record Payments	\$ -	\$ -	\$ 340,242.75	0%	
Myrnam-Operating expenses	\$ 374.06	\$ 1,892.66	\$ 10,000.00	19%	
Board Travel	\$ 6,194.76	\$ 7,775.29	\$ 32,000.00	24%	
Board Food and Beverages	\$ 782.22	\$ 1,808.08	\$ 5,000.00	36%	
Board Conference/Education	\$ 230.00	\$ 720.00	\$ 6,000.00	12%	
Special Events (Board)	\$ 150.41	\$ 1,526.70	\$ 12,000.00	13%	
Board Committee Meetings	\$ 2,100.00	\$ 5,236.72	\$ 12,000.00	44%	
Special Events (Admin)	-\$ 75.00	\$ 370.97	\$ 5,000.00	7%	
NLLS Hosting	\$ 191.39	\$ 38.17	\$ 1,500.00	3%	
Office Equipment/Software Admin	\$ 168.32	\$ 195.25	\$ 7,000.00	3%	
Photocopier (Admin)	\$ 3,069.00	\$ 3,265.57	\$ 15,000.00	22%	
Brokerage Fees	\$ 109.00	\$ -	\$ 1,500.00	0%	
Professional & Legal Fees	\$ 680.70	\$ 2,351.50	\$ 2,500.00	94%	ED/LQ/CJ/HE/Policy
Marketing	\$ 1,800.34	\$ 2,026.12	\$ 15,000.00	14%	
Audit Costs	\$ 10,774.69	\$ 199.50	\$ 13,000.00	2%	
Bad Debts - Late Fees	\$ 9.90	\$ 0.01	\$ -	#DIV/0!	
Bank Charges	\$ 346.17	\$ 348.45	\$ 1,000.00	35%	
TAL-The Alberta Library Membership	\$ -	\$ 8,877.56	\$ 8,500.00	104%	
Insurance	\$ 10,702.70	\$ 10,491.67	\$ 11,000.00	95%	one time a year payment
Subscriptions (Admin)	\$ 2,514.50	\$ 989.65	\$ 1,500.00	66%	
NLLS Memberships (Shared)	\$ 10,116.47	\$ 555.26	\$ 5,700.00	10%	
Resale Supplies & General Rebills	\$ 30,377.77	\$ 38,738.44	\$ 150,000.00	26%	
Office Supplies (Admin)	\$ 4,176.97	\$ 3,177.54	\$ 8,000.00	40%	
Telecommunications (Shared)	\$ 2,586.49	\$ 4,366.01	\$ 16,000.00	27%	
General Maintenance/Contracts	\$ -	\$ 47,550.00	\$ 30,000.00	159%	Jencol x 2 / Kennedy
Building Maintenance	\$ 10,021.40	\$ 3,165.62	\$ 15,000.00	21%	
Janitorial/Caretaking/Landscaping	\$ 10,309.59	\$ 10,987.62	\$ 25,000.00	44%	
Health & Safety	\$ 716.00	\$ 478.52	\$ 2,500.00	19%	
Utilities	\$ 5,267.93	\$ 8,812.32	\$ 28,000.00	31%	
Total Expenses	\$ 299,791.33	\$ 422,157.22			
TOTAL EXPENSE	\$ 732,460.65	\$ 863,139.37	\$ 3,490,574.45	25%	
NET INCOME	\$ 224,962.72	\$ 110,806.35	-\$ 142,174.44	-78%	

Generated On: 04/30/2019