MEETING AGENDA – EXECUTIVE MEETING

MEETING INFORMATION

Date: November 23, 2019
Time: 8:00 am
Attendees:

PREPARATION FOR MEETING

Please Read: Minutes of the Executive Meeting October 21, 2019

AGENDA ITEMS

1. Additions to agenda
2. Approval of Minutes from October 21, 2019
3. LMC Report
4. Board Chair Report
5. Executive Director Report
6. Financial Report
7. Budget Update
8. Outstanding Levies
9. Change of Fiscal Year Update
10. CC receipts information
11. Motion required to authorize Committee Chair or their alternate to book and promise payment for expenses pertaining to their committee meetings (eg. Advocacy). Further t this, NLLS must be made aware of the meeting and Administration notified to send timesheets.
12. Policy Committee Report
13. Advocacy Committee Report
14. Building Committee Report
15. Closed Session - FOIP 27(1)-Legal

ACTION ITEMS FROM PREVIOUS MEETING

1. Julie to provide cost comparison between IFLA, ALA, and ALC conferences – carried forward
2. Jodi/Amy to send out a survey email to libraries regarding book allotment funds carry over – carried forward
3. Administration to review cargo vehicle specification and bring back to the Executive for further discussion.
4. Julie to put something in the hiring practices and policy
5. For Plan of Service – mission or vision needs to include all inclusive
6. For administration to include all inclusive statement in hiring, policies and job description
7. Send the Promote Indigenous Representation of Board Members, Staff and Volunteers to all Board Members & Library Managers for review and feedback
8. Vicky recommends that the Executive complete the 4 Types of Unconscious Bias in the Workplace http://au.hudson.com/latest-thinking/infographics/4-types-of-unconscious-bias-in-the-workplace
9. Remove the zone signage, ensure the 3 people from Executive (Chair, Vice Chair and ED) remain at the 'top' table. AGM arrangement works with the zones
10. Committee Members need to be listed on the website. (Tracy to send this information to Heather)
11. Grievance Committee and Whistleblower each need a separate email that are direct to the position not the person. Example: policy@nlls.ab.ca
12. Direction Item: Board meeting is an open meeting and send invitation to Elders & libraries can post invitations

13. Note for Tracy - communication needs to be a separate item on the Nov. Board agenda not included in the policies
14. Note for Tracy - please send two separate emails: one for the invitation and the next with the reports because unable to open reports if sent with the invitation

NEW ACTION ITEMS

1.
2.
3.

Next Executive Meeting scheduled

MEETING MINUTES – EXECUTIVE MEETING

Date: November 23, 2019
Time: 8:00 am
Attendees: Vicky Lefebvre, Warren Griffin, Craig Lukinuk, Cyndy Heslin, Elaine Sorochan, Laurent Amyotte, Jill McLuckie, Karen Shaw, Justin Thompson (via phone), Larry Tiedemann, Jodi Dahlgren, Julie Walker, Heather Elliott, Amy Knifton, Anna Scott, Kelly McGrath, Terri Hampson, Tracy Paradis

Meeting called to order at 8:04 a.m.

AGENDA ITEMS

1. Additions to agenda
    16. Resolution to Library Act update
Motion to approve amended agenda – Laurent Amyotte – carried

2. Approval of Minutes from October 21, 2019
Motion to approve minutes from October 21, 2019 – Jill McLuckie – carried

3. LMC Report
    - LMC meeting on October 2. 35 managers attended
    - P.D. Day tab on Managers website – any staff attending conferences or P.D. days to upload reports for Library Managers
Motion to accept LMC report as information – Cyndy Heslin – carried

4. Board Chair Report
    - reviewed and discussed
Motion to accept Board Chair report as information – Karen Shaw – carried

5. Executive Director Report
    - reviewed and discussed
    - new Public Services Manager – Anna Scott
    - October 9 had a FOIP training session in-house
    - November 25 full day staff P.D. day
Motion that any library that is not in the process of upgrading to the Windows 10 System, by January 14, 2020, will be removed from the NLLS network – Cyndy Heslin - carried
Motion to accept the Executive Director report as information – Elaine Sorochan – carried

6. Financial Report
    - reviewed and discussed
Motion to accept Financial report as information – Jill McLuckie – carried

7. Budget Update
    - reviewed and discussed
Motion to accept the 2020 budget and forward to Board for approval – Craig Lukinuk – carried
Motion for 2% budget increase – Karen Shaw – defeated
Motion for 1.5% budget increase – Cyndy Heslin - carried

8. Outstanding Levies
    - there are only 2 that are outstanding, one is coming shortly

9. Change of fiscal year update
    - it was decided this was not beneficial

10. Credit Card receipt information
     - explanations need to be attached to the receipts as per auditors note

11. Requested Motion
Motion to authorize Committee Chair or their alternate to book and promise payment for expenses pertaining to their committee meetings. Further to this, NLLS must be made aware of the meeting and Administration notified to send timesheets – Elaine Sorochan – carried

12. Policy Committee Report
     - pulled Advocacy Terms of Reference
     - pulled Grievance
Motion to forward Policies to Board for approval – Cyndy Heslin – carried

13. Advocacy Committee Report
     - Chair and Exec. Dir. should meet with Minister or PLSB quarterly (this was felt to be too frequent, meetings had to have a purpose)
     - needs to be focused for all NLLS reps and libraries
     - terms of reference need to align with the Plan of Service
Motion to accept Advocacy Committee report as information – Jill McLuckie – carried

14. Building Committee Report
     - final invoice has been paid to Jen-Col
Motion to accept Building Committee report as information – Warren Griffin – carried

15. Closed Session
Motion to go into closed session at 9:58 a.m.– Larry Tiedemann – carried
Motion to come out of closed session at 10:04 a.m. – Warren Griffin - carried

16. Resolution to Library Act Update
     - County of Athabasca, along with County of Wetaskiwin presented to RMA the Resolution for the Library Act and it was passed

Break at 10:04 a.m.
Re-Convened 1:36 p.m.
Absent: Cyndy Heslin, Justin Thompson

ACTION ITEMS FROM PREVIOUS MEETING
1. Julie to provide cost comparison between IFLA, ALA, and ALC conferences – done
2. Jodi/Amy to send out a survey email to libraries regarding book allotment funds carry over – only 19 out of 47 libraries have responded to survey – carried forward
3. Action Item: Administration to review cargo vehicle specification and bring back to the Executive for further discussion – done
4. Action Item: Julie to put something in the hiring practices and policy – carried over
5. Action Item: For Plan of Service – mission or vision needs to include all inclusive – carried over
6. Action Item: For administration to include all inclusive statement in hiring, policies and job description – carried over
7. Action Item: Send the Promote Indigenous Representation of Board Members, Staff and Volunteers to all Board Members & Library Managers for review and feedback - done
8. Action Item: Vicky recommends that the Executive complete the 4 Types of Unconscious Bias in the Workplace http://au.hudson.com/latest-thinking/infographics/4-types-of-unconscious-bias-in-the-workplace - carried over
9. Action Item: remove the zone signage, ensure the 3 people from Executive (Chair, Vice Chair and ED) remain at the 'top' table. AGM arrangement works with the zones - done
10. Action Item: Committee Members need to be listed on the website. (Tracy to send this information to Heather) – done
11. Action Item: Grievance Committee and Whistleblower each need a separate email that are direct to the position not the person. Example: policy@nlls.ab.ca – done

12. Direction Item: Board meeting is an open meeting and send invitation to Elders & libraries can post invitations – done
13. Note for Tracy - communication needs to be a separate item on the Nov. Board agenda not included in the policies – done
14. Note for Tracy - please send two separate emails: one for the invitation and the next with the reports because unable to open reports if sent with the invitation – done

NEW ACTION ITEMS

1. Jodi/Amy to continue getting replies regarding book allotment funds carry over – carried forward
2. Julie to put something in the hiring practices and policy – carried forward
3. For Plan of Service – mission or vision needs to include all inclusive – carried forward
4. For administration to include all inclusive statement in hiring, policies and job description – carried forward
5. Vicky recommends that the Executive complete the 4 Types of Unconscious Bias in the Workplace http://au.hudson.com/latest-thinking/infographics/4-types-of-unconscious-bias-in-the-workplace - carried forward
6. Heather to make posters for libraries for open invitation for board meetings
7. Administration to call for RFP's for rewiring Bib. Services
8. Anna to assist the libraries in utilizing their book allotment
9. Vicky to send letter to the Minister to ask for release of remaining grant monies
10. Vicky and Executive Director to visit the one library and council to see what can be done about their levies

Motion to adjourn at 2:28 p.m. – Warren Griffin – carried

Next Executive meeting scheduled by call of the Chair

Approved By: _____   Date: _____

Chair Report November 21, 2019

Well we now have a bit of snow on the ground and less than a month and half until Christmas. A great gift can always be a library membership for those who have everything or those who can use a great stocking stuffer. What greater gift than the free use of computers, books, movies, educational programs, learning how to market your business, to travelling the world, sharing and visiting and just plain learning through fun.

It has been a busy time throughout the province with so many municipalities, boards, community groups and everyone finally figuring out just what this budget means for their organization or municipality.

We are extremely grateful to have the funding stay at the current 37 million for the next 4 years. We can truly be Thankful that the importance of libraries especially during these poor economic times has been recognized by the government acknowledging the big bang they get for their buck when people have access to libraries.

October 15, 2019 I was invited to the 60's Scoop presentation in Lac La Biche. Thank you again to Lac La Biche for hosting and inviting us. It was a great learning experience and I would recommend anyone who has a chance to attend a session to do so, or look at the links I have provided. Please see my report on the session. We will be looking at hosting a session at NLLS as well.
https://indigenousfoundations.arts.ubc.ca/sixties_scoop/ https://www.ssisa.ca/

Attended Library Managers Council meeting, great bunch of dedicated librarians. It was difficult to hear of some libraries having their hours cut and some even worried about closing. NLLS asking for 2% increase was difficult for them to accept with these conditions out there. New security systems were reviewed. I expressed my concerns to Julie about having all libraries on this within a month and only 3 people in IT. She discussed with them and confirmed there should be no problem. My concerns stemmed from when they input new apps (I may not be using right terminology) that they need to get NLLS permission when adding such things as a printer. Summer reading program was a hit. Addendum to the new security system, this was clarified and explained at the last Executive meeting.

Asked if NLLS was going to keep advocating to open library act while not all libraries in agreement. I stated that we definitely wanted at least regulations opened/changed due to the MLIS requirement and how it negatively impacts NLLS. Even for them to look at some sort of sliding scale to population urban/rural. We would prefer the dollars going for services rather than an MLIS requirement and the ability to hire to need.

We cannot stop municipalities from advocating for their organizations as you cannot tell one municipality what to do. Their concern was what happened in other parts of country and affecting their services by removing requirements. A review or opening of an act does not necessarily need to be negative. Have requested Julie put together the savings of all libraries and boards so they can have for budgeting.

Request from them to do earlier budgeting timelines. *******

Had the opportunity to visit with Mannville library board on November 5th, 2019 and was just so impressed with their library manager and their board and just how much they were working on for their community. They had a full board complement and run several programs for such a small community it was fantastic. Brenda shared with us a way of helping other libraries doing their record keeping that would help them in doing their annual report. It was great that she was thinking of others and how to make it easier for small libraries jobs by having a way to keep the records and be ready for the annual report submission. She will be looking at sharing this next year with the library manager group. Thank you Mannville for the invite and your dedication to library services, you personify the commitment of librarian and boards to the betterment of their community.

We had a telephone conference call with the Deputy Minister Paul Wynnyk October 30th, 2019 you can see my notes attached. All nodes were invited and everyone expressed their gratitude for having the funding staying the same over the next four (4) years. They stated PLSB will be making changes to cut costs within their department, holding less conferences symposiums, travel costs etc. They will work on having more webinars etc. and working that way to lower costs. They went over the budget items and where they would be making some changes.

The Public Library Services Branch (PLSB) is pleased to announce their second webinar. This time the topic will be *Public Library Service in Alberta: Who's Who?* There are a number of groups that play a role in public library service delivery in Alberta. Attend this session to learn more about:

- Public library structure
- The role of PLSB, municipalities, library boards and others
- How the different groups relate to each other

This session is open to library board trustees, library managers, municipal councillors, and municipal CAOs. If you know someone from one of these groups who may be interested in attending but didn't get this invitation, please forward this email to them.

Sessions will be held online via webinar at the dates and times listed below:

- Tuesday, November 26 from 11:00 AM – 11:45 AM:
  https://global.gotomeeting.com/join/362316621
- Thursday, November 28 from 2:00 PM – 2:45 PM:
  https://global.gotomeeting.com/join/376238429

I was able to participate in the November 20th, 2019 webinar and found it very good. For those new to libraries and for educational purposes for your municipalities it explains the structures very well. I would recommend you share with your municipalities and participate even as a refresher.

The committees and executive have been busy as you can see by their reports. I want to thank the executive, and the committees for their work as everyone is busy and they make time to do the work for this organization.

Thank you to our staff, who are the heart of this organization having been working to make this a great system.

Since this is the last general meeting until the New Year I would like to wish everyone a very Merry Christmas and all the best in the New Year.

Director's
NLLS REPORT

Executive Report: November 23rd 2019

Staffing

Northern Light Library System announced that Anna Scott, our former Public Services Consultant, has taken over the Public Services Manager's position. We are still in compliance with the Libraries Acts and Regulations in our MLIS requirements. Anna has now divided up the libraries between herself and the PS consultants to provide a more personal service. Public Services is now working more closely with other departments in the company.

On October 9th we had a full day FOIP workshop held at NLLS with attendees from Staff, managers and board members.

On the 25th November the entire staff will be attending a full PD day on the following subjects:
1. Respectful relationships in the workplace
2. Building working relationships
3. Improving workplace communications
4. Stress Busters

Building

It has been identified by the electrician that we have had some major issues with our wiring. A report is being drawn up and will be submitted when finished. Currently, he has established which electrical circuits go to which breakers and has fixed some of the issues such as an arcing breaker in the server room and loose wiring. Also identified is that in the Bib Services area there is not enough outlets and that the majority of the outlets run in series that overloads the circuits. He suggests that the bib services be rewired to accommodate the overload.

Also identified is that our ethernet cable is no longer working in areas of the Bib Services; as a result, we have staff displaced in other areas of the building because of this. We have a company coming out to identify the problems. We have 126 network ports and 63 telephone ports in the building and stability of the cables needs to be checked

Visits

The Chair and myself went to visit the Mannville Library Board and reported on system services

I visited the County of Vermilion council meeting to report on system services and the function of NLLS.

Director's NLLS REPORT

Government

As Vicky has reported, the Chair and myself attended a phone in with other library systems and nodes to meet the new Deputy Minister, Paul Wynnyk.

Anthony Lemphers, the ADM in Municipal Affairs has a new position in Service Alberta. Diana Davidson will inform of our new ADM as soon as she knows

Government has expressed that grants are scheduled to be released by the end of November The Chair and myself will be attending a PLSB meeting in Edmonton on the 9th and 10th December to discuss red tape reduction in the Branch.

The new ILL software Relais, that will be replacing VDX, is not compatible with how TRAC had been originally set up in Polaris. PLSB has expressed that they will NOT be paying for the fix. The TRAC Directors met and the decision was made for TRAC to buy the NCIP license on a three year term at a cost of $11,250US and a one time implementation fee of $1,200US. If we do not buy the NCIP License then it will take months and months to resolve the problem that will have a compounded effect on the borrowing of materials for our libraries. The expense will be built into the TRAC budget for the following years.

Encounters

We currently have a library in our system that are not answering any of our requests for updating their computers to Windows 10. The IT department has informed the library through several different methods, up to an including involving the Library Board Chair and the NLLS Board Member on the consequences of not upgrading these computers. For example, security will be compromised since Windows 7 will no longer be supported by Microsoft. To date NLLS has had absolutely no response. I would like the Executive to pass a motion that:
"from Jan 14th, 2020, any library that has not upgraded to Windows 10 Computers will be removed from the NLLS network due to security issues."

Update:

We have a VIN number for the new cargo van so we expect the new vehicle to arrive in the early part of the new Year

We have also changed the shelving in the ILL department for better workflow. We no longer have to pack bins and then repack; this has shaved off considerable time and the employee is now able to help in other areas of the Bib Services department.

LIBRARY MANAGER'S COUNCIL REPORT
NLLS Executive and Board Meeting – November 23, 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)

LMC Meeting (Oct 2, 2019)
- 35 Library Managers (or representatives) attended
- Majority of the libraries mentioned that their Summer Reading Programs were very popular and well attended this year. Ideas for why this year was so popular included poor weather, poor economy and increased foot traffic in their libraries.
- It was reported that Library Boards would have a difficult time covering a 2% levy. Some libraries have already reduced hours and/or staff.
- A presentation was given on the new anti-virus (Cylance) and the impact this is going to have on member libraries. There are two options that Libraries will have to choose from. The system freeze version requires NLLS to open the computers for libraries to make any kinds of changes. It was questioned how that is going to work when there are only three staff in IT.
- Library Managers asked for a Professional Development page on NLLS's website at our May 25th meeting where reports of conferences, symposiums, etc. that NLLS staff attend could be uploaded. The idea is that Library Manager's can read them and possibly find things to use in their libraries especially since most Library Managers are not able to attend conferences (outside of the PLSB symposiums or ALC). The page was created but only a couple of reports have been uploaded so far.
- Jake Marion (former Public Services Manager) presented the six core services and one ancillary service that the Public Services Department will be focused on. The public services staff was meeting with libraries individually to find out our priorities. His idea of partnering with libraries to test services and asking for feedback was well received by Library Managers.
- Library Managers asked for the name of the Library Wireless to be changed to Public Library Wireless to make it more intuitive for patrons since there is more than one.
- Discussion was held around the carryover of book allotment funds. Most libraries said that they use all their funds and do not carry over. One reason given for carryover was not enough time to make the orders (for example only works 15 hours per week). Amy and I created a survey to get feedback as there was no consensus at the meeting.
- Our Next LMC Meeting is on February 26, 2020 at 10am.

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

Bibliographic Services
Board REPORT

New Van Purchase

Amy received permission from the executive council on October 21, 2019 to purchase a new van to replace the 2009 Chevrolet Uplander.

The Uplander is currently still in use as the consultant van and for the 3rd van run on Thursdays.
Repairs will continue to be made on this vehicle until the new van arrives.

New van: 2020 Ram ProMaster, 2500 V6

Amy is preparing information for the executive council regarding the current vehicle replacement policy and recommendations for revision.
Currently, vans are on the road 100,000 kms per year.

New Shipping/ILL Shelving

New shelving for the shipping area has been ordered and installed by staff. The new shelving is metal, with slanted shelving which allows for shipping bins to be directly filled.

Previously, incoming bins were unloaded and sorted onto wooden shelves. The shelves then needed to be re-packed into bins for shipping.
The new shelving eliminates this step, proving to be more ergonomic and time-saving. The shipping coordinator now has more time available in the day to assist in other areas.

The TRAC directors have asked for a committee to assess shipping practices with the goal of setting best practices and eliminating packing in bags.
This shelving is essential to creating better workflow and allowing for changes to shipping practices.

Department News:
Acquisitions:

- Diane has sent updates to all libraries regarding funds remaining to be spent for 2019 fiscal year (via email and letter via van run)
- To date, 50% of libraries have spent all their allocated funds
- Final cut off for orders to NLLS is **November 30th**. Library managers were informed in person at the October 2nd LMC, via email, website, and via the van run.

Cataloguing:

- Delays have been experienced in cataloguing due to computer connection issues
- Connection issues have been troubleshooted in cooperation with in-house IT and Yellowhead Regional Library System – the main issue identified is the ethernet wiring within the building
- Staffing shortage has resulted in further delays and backlogs
- Amy is working with staff to try to resolve timing. Library managers have been informed. Priority items are delayed up to 2 weeks, and other items are now 2-3 months behind.

Processing:

- Processing (labelling, MacTacing, laminating) is slightly backlogged due to high volume of priority items
- Amy and other NLLS staff are working towards eliminating any backlog ASAP
- More supplies have needed to be ordered as there has been an influx of items in past weeks.

I.T. BOARD REPORT

IT Report for November 2019

- New Antivirus software is about 3/4's installed. Most every library needed/s to be contacted via go to assist or with a site visit to remove the old software and install the new on the public computers.

- All computers that are Windows 7 Pro on January 15, 2020 will have to be removed from our network as they will no longer be secure.
  Marketing has placed a social media reminder about the discontinuation of Windows 7 Pro by Microsoft; this is a reminder after the I.T. email from the beginning of 2019 after Microsoft announced the discontinuation of Windows 7. An initial email went to libraries and board chairs the summer of 2018 letting them know of computers that were over 5 years old and needed to be budgeted for replacement.

  We have sent an email to the library board chair and manager of one library we have not heard from. We still have not heard anything from that library. Every other library has contacted us.

- We have purchased 34 computers on our quarterly purchase for November and to date we have purchased and prepared 70 computers. This will be 104 in total, and for every computer we purchase and prepare we get an old one to clean and remove software.

  We have many more libraries opting to upgrade the computers that can be upgraded to windows 10, we have done around 75 upgrades to date.

  This approx. 283 computers that have come through NLLS in 2019 for this process alone

  For those libraries who still need upgrading but are waiting for their 2020 budget, an agreement has been made for NLLS to get quotes and purchase beginning of January 2020.

- Our new Virtual Reality system, Oculus, and our NAO Robot, Olimpia, has now started going out to our libraries; both have been met with enthusiasm.

- To date NLLS IT staff has been out to our libraries 90 times in 2019.

- Quotes for warranty on the FortiGate's for the libraries are being investigated for purchase in January 2020

- We have received quotes and have started engagement of ACSI for a security assessment, to begin early 2020.

marketing
NLLS REPORT

Executive / Board Meeting
Saturday November 23, 2019

Social Engagement
- Be a social media ambassador; support libraries and the systems on social media to build community excitement and spread the word that libraries are so much more than books

Conference
Attended the Library Marketing and Communications Conference where the sessions discussed items such as:
- The essential need for consistency and transparent in organization's messages that move the organization in the same direction
- Using time effectively – everything that you do should ties into the organizations Strategic Plan / Plan of Service
- How digital video promotion has progress
- We can do better promoting the collection along with promoting our events, programs and digital / eResources
- Focus on your social media and implement a strategic plan for content and expect other to supply regular content
- Create content once but use often
- Everyone is part of the marketing team – CEO, stakeholders, all staff, volunteers and patrons – everyone has a role to play in sharing stories, cultivating engagement and creating meaningful content

Social Media

Statistics
Facebook:
May 13 likes – 444
Aug 26 likes – 463
Nov 10 likes – 505
Jan 2018-Nov 2019 54% growth

Twitter:
May 13 - 242 followers
Aug 26 – 253 followers
Nov 10 – 256 followers
Jan 2018-Nov 2019 31% growth

Instagram
May 13 – 231 followers
Aug 26 – 247 followers
Nov 10 – 252 followers
Jan 2018-Nov 2019 66% growth

Pinterest
Aug 26 – 1.5k
Monthly views
Nov 10 – 3.51k
Monthly views

LinkedIn
May 13 – 16 followers
Aug 26 – 20 followers
Nov 10 – 25 followers
Jan 2018-Nov 2019 140% growth

Niche Academy Usage
August – November 2019
Top 5
1. Free Citation – 332
2. Pronunciator – 121
3. OverDrive – 117
4. *NEW TRAC Search – 109
5. TumbleBooks - 100

Website

> ***Announcement*** *We are thrilled to announce that earlier this month TownLife was acquired by Box Clever. As of October 1st, 2019, Box Clever has taken the reins from Econolution Inc. With Box Clever's experience working with municipalities, businesses, community groups, and regional associations, they are perfectly positioned to grow and evolve TownLife. We have full confidence that the award-winning team at Box Clever will deliver excellent support and quality service to you for years to come.*
>
> *Who Is Box Clever? Box Clever is a web design and development company based out of Sherwood Park, Alberta. They have a multi-disciplinary team of 22 full-time employees that are experts in websites, apps, and digital marketing. They are committed to long-term partnerships and are dedicated to helping their clients succeed online. They have been building websites for over 15 years, and currently have over 1,200 websites online. You can learn more about Box Clever on their website:* www.boxclever.ca

- Created a web page for Board Committees – not yet live

Library Manager's website update:
- created multiple updates on the Latest News section
- created promotional material and highlighted items on the website to promote Public Services kits, escape rooms and markerspace items.

Library Aware

- traveling training has started with sessions in Morinville and Rochester
- created Welcome brochure
- created Patron Guide brochure
- created TRAC Holds brochure
- created TRAC Search brochure
- created Program Poster for Olimpia the Nao Robot
- created 8 Halloween posters
- created 6 Events posters
- created Volunteer Brochure / Application Form

Niche Academy

- 21 tutorial buttons added to the eResources webpage to increase functionality
- created a Novelist tutorial
- created Welcome to TRAC tutorial
- created TRAC Hold tutorial
- created TRAC Search tutorial

Marketing

- created 68 TV promotional slides 1920x1080px for libraries shared on OneDrive and Google Drive

public services
NLLS REPORT

Board Meeting Report: November 23, 2019

Winter Reading Program:
The Winter Reading Program is ready to go. We will be purchasing six Samsung Galaxy Tab A tablets to give out as grand prizes. The theme this year is "*Snow Many Books!"* Northern Lights will also be sending out smaller prizes so each library will have a winner.

Block Collections:
Our kits continue to be borrowed well. Due to Disney pulling its content from streaming services like Netflix, we are purchasing a large number of Marvel, Disney, and Fox movies, and creating blocks for libraries to make available to people who may no longer have access to these titles. Plans are being created to find out from member libraries what new blocks can be created to fill gaps in their collections.

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. We will be offering new services in the new year; assisting library managers with inventory, weeding and collection development.

Makerspace Kits:
We have added two new code-a-pillar kits to the collection, one with books suitable for storytime. We have also added a video editing kit, which includes a go-pro camera, tripod, microphone, and laptop with Audacity and Shotcut installed on it.

Indigenous Popup Libraries:
Greg Morgan has taken on the role of Indigenous Liaison for Northern Lights Library System. MOUs have been sent out for signing for the following libraries:
- NLLS & Lac La Biche County Library Board
- NLLS & Cold Lake Public Library Board
- NLLS & Vilna Municipal & District Library Board
- NLLS & Town of Two Hills Library Board + Addendum MOU (Library Service to Boys and Girls Club)
- NLLS & Fishing Lake Metis Settlement

We have received signed MOUs back from Lac La Biche and Cold Lake, and are awaiting the rest. We are also in the process of drafting a MOU between NLLS and the Frog Lake First Nation.

NORTHERN LIGHTS LIBRARY SYSTEMS
ADVOCACY COMMITTEE

Meeting Date: November 5, 2019 at Centennial Library, Vegreville, AB

Present: Larry Tiedemann, Elaine Sorochan, Dianne Saskiw, Justin Thompson (via phone conference call)

Absent: Cyndy Heslin

The meeting was called to order by Chair Larry Tiedemann at 11:07 a.m.

1.   Agenda Items as follows:
  a) Revised Terms of Reference
  b) 2019 Provincial Budget
  c) 2020 Provincial Budget
  d) Toolkit/cheat sheet/information sheet/brochure

2.   Elaine moved the agenda be accepted. Motion Carried (MC)

3.   Minutes from the October 18th, 2019 meeting were presented. Elaine asked that we specify that it is the NLLS Chair (not the Advocacy Committee Chair) referred to under New Business 5 (a) Provincial, in the minutes. Also, that we refer to the Director as the Executive Director. Elaine moved that the minutes be approved with the noted changes. MC

4.   New Business:
  a) Revised Terms of Reference – We were disappointed that this had not been returned to the Advocacy Committee from the Policy Committee to obtain our input as to the revisions. After discussion, it was recommended that:
  i)   RESPONSIBILITIES: Part "d" be struck because the ALTA rep is from our area, but is not a member of the NLLS Board. Communicating with someone outside of the NLLS Board should be done by the Executive Committee through the NLLS Board Chair; our Advocacy Committee should be making recommendations to the Executive Committee.
  ii)   MEMBERSHIP: ……..The Advocacy Committee shall appoint the Chair and Vice Chair   *"at the first Advocacy Committee meeting after the NLLS Annual General Meeting (AGM)."*

      Justin made a motion that the Terms of Reference be amended as per the above. MC

  b) 2019 Provincial Budget – Indications are funds may remain the same for 3 to 4 years.
  i) We need to keep the gov't aware they are getting the very best for their budget dollars.
  ii) Ensure that Libraries stay under the umbrella of Municipal Affairs & they know what is being done with their money.
      To facilitate the above Elaine moved that we recommend the NLLS Chair and Executive Director meet with PLSB on a quarterly basis & then meet with the Minister of Municipal Affairs as needed. MC.

c) **2020 Provincial Budget** – Justin moved that we recommend the NLLS Chair and Executive Director advocate for the continued support of the inter-library loan system during meetings with PLSB and the Minister of Municipal Affairs.   MC

d) **Toolkit** – Preliminary inquiries with respect to creating the cheat sheet/pamphlet/brochure have been made.   We continued to discuss what we would like to see, and the purposes for the pamphlet. We reviewed the questions posed by Heather, and have begun putting answers together. The output from today's discussion needs further review. We will continue with the discussions at our next meeting. The Advocacy Committee will also discuss what other tools should be added to the toolkit. Committee members are asked to review the ALTA website to see what ALTA has already prepared, and/or what NLLS can make use of.

5.   Next meeting date: February 4, 2020 at 11:00 a.m., Vegreville Centennial Library.

6.   Larry adjourned the meeting at 12:25 p.m.

_____   _____

(Larry Tiedemann)   (Dianne Saskiw)

Northern Lights Library System

Balance Sheet As at 11/28/2019

CURRENT ASSETS

Petty Cash	210.00	
USD Exchange Acct	4,492.82	
ATB Chequing Account	880,713.85	
ATB US Chequing Account	1,082.90	
ATB Investment Acct	1,550,591.67	
CASH TOTAL		2,437,091.24
A/R - General	68,797.00	
A/R - Yearend	2,150.14	
A/R - GST Rebate	-13,936.50	
Allowance for Doubtful Accounts	-777.31	
AR Total		56,233.33
Prepaid Expenses and Deposits	135,318.01	
Total Prepaid		135,318.01
Total Current Assets		2,628,642.58

FIXED ASSETS:

Vehicles	201,133.93	
Accum Amort - Vehicles	-119,842.33	
Computer Equipment	233,187.74	
Accum Amort - Computer Equipment	-204,811.00	
Furniture & Equipment	83,109.39	
Accum Amort - Furniture and Fix	-44,925.06	
Parking Lot	81,000.00	
Accum Amort - Parking Lot	-21,600.00	
Building	2,894,640.88	
Accum Amort - Building	-731,502.03	
Land	50,000.00	
Total Fixed Assets		2,420,391.52
Total Fixed Assets		2,420,391.52

TOTAL ASSET		5,049,034.10

LIABILITY

Current Liabilities

ATB Credit Card		6,338.43
Year Accounts Payable		12,500.00
Accounts Payable		48,674.75
Vacation Payable		34,477.76
Vacation Payable Link		1,729.32
EI Payable	3,643.36	
CPP Payable	8,406.82	
Federal Income Tax Payable	11,680.44	
Rec Gen Payable: Total		23,730.62
R.R.S.P. Payable	9,474.13	
Extended Health	672.18	

Dental	81.34	
LTD	-132.70	
STD	-383.26	
Other Deductions Payable	-270.14	
Deduction Payables Total		9,441.55
WCB Payable		1,743.96
GST Charged On Operating Sales	276.83	
GST Paid On Operating Purchases	-13,529.46	
GST Paid - Exempt Purchases	-9,550.43	
GST Total		-22,803.06
Library Acquistion Accounts		9,175.15
Deferred Grant Contributions		155,409.14
Deferred Contributions		1,247,080.45
TOTAL CURRENT LIABILITIES		1,527,498.07
Libraries Collection Development		
Collection Development		233,261.73
TOTAL - UNUSED COLLECTION DEVELOPME		233,261.73
TOTAL LIABILITY		1,760,759.80
EQUITY		
Retained Earnings		
Current Earnings		-249,655.93
Opening Retained Earnings		2,364,619.16
Capital surplus		1,173,311.07
Total Retained Earnings		3,288,274.30
TOTAL EQUITY		3,288,274.30
LIABILITIES AND EQUITY		5,049,034.10

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

	Actual 01/01/2018 to 12/31/2018	Actual 01/01/2019 to 11/28/2019	Budget	Diff			
Revenue							
Levies - Municipalities	$ 1,188,119.01	$ 1,207,726.50	$ 1,206,753.71	0%	4010	2017 pop = 173,038 @$5.15 per capita (1.5% increase)
Levies - Library Boards	$ 566,486.31	$ 576,285.00	$ 575,424.95	0%	4040	2017 pop @$5.15 per capita (1.5% increase)
Prov. Operating Grant	$ 820,070.00	$ 410,035.00	$ 813,278.60	50%	4041	$4.70 per resident; 2017 pop 173,038
Prov. Rural Sevices Grant	$ 338,506.00	$ 169,253.00	$ 340,242.75	50%	4042	$5.55 per resident; 2017 pop 61,305
Indigenous Grant	$ 135,206.98	$ 80,032.00	$ 160,000.00	50%	4530	In and out
Prov. Establishment Grant	$ -	$ -	$ -		4044	
Deferred Allotment	$ 17,658.14	-$ 96,326.39				
Travel/Wage Grants	$ 5,223.05	$ 1,282.19	$ 1,500.00		4126	Summer Student Wage,TRAC, PLSB offsett line 109 Expenses
Non Resident Fees	$ 1,300.00	$ 1,300.00	$ 1,200.00		4132	Morinville/Bonnyville
Other Grants / Library Programs	$ -	$ -				
Sales - Misc.	$ 7,435.28	$ 5,548.00	$ 10,000.00		4510	Rental, Professional services
Sales Office Supplies-Resale	$ 131,783.88	$ 139,132.06	$ 150,000.00		4520	Offset with expense line 108 Expenses
Other Revenue General	$ 4,280.83	$ 6,160.49				
Sales-WRP/SRP	$ 3,801.67	$ 8,598.15	$ 3,000.00		4550	WRP/SRP
Annual Conference	$ 5,453.35	$ -	$ 5,000.00		4560	2-day Conference
Interest earned	$ 43,894.50	$ 43,531.38	$ 30,000.00		4610	Bank/Investments Interest
Myrnam Revenue	$ 3,106.90	$ 3,637.36	$ 10,000.00		4613	Myrnam offset in line: 103 Expenses
Amort. of Deferred Contribution	$ 71,059.00	$ -				
TOTAL REVENUE	**$ 3,343,384.90**	**$ 2,556,194.74**				
EXPENSE							
Staff Expenses							
Staff Salaries	$ 1,166,519.07	$ 1,130,501.08	$ 1,227,000.00	-8%	5500	1.5% COLA and step increments for 21 F/T staff members and 2 summer students 2019
EI Expense	$ 18,865.78	$ 19,058.11				
C.P.P. Expense	$ 44,473.64	$ 48,775.69				
Group Life	$ -	$ -				
Extended Health Expense	$ 22,683.61	$ 22,628.62				
Dental Expense	$ 17,441.17	$ 14,947.05				
W.C.B. Expense	$ 3,920.40	$ 3,459.10				
Expenses Sub Total	$ 107,384.60	$ 108,868.57	$ 150,000.00	-27%	5542	Dental, Vision, Health, RRSP
TOTAL - GENERAL PAYROLL EXPENSES	**$ 1,273,903.67**	**$ 1,239,369.65**				
Other Staff Costs							
NLLS PD Training (Shared)	$ 28,664.78	$ 11,887.41	$ 23,000.00	-48%	5981	Webinars, Courses and Training Sessions
Conference Fees (Shared)	$ 5,168.80	$ 9,677.98	$ 7,500.00	29%	5982	Conference and Workshops attending
Hotel and Accommodations (Shared)	$ 25,072.53	$ 23,414.07	$ 25,000.00	-6%	5983	Hotels and Travel costs
Meals when Travelling (Shared)	$ 6,442.35	$ 4,696.96	$ 6,000.00	-22%	5984	Meals 50% gst
Travel Costs (Shared)	$ 5,167.79	$ 10,776.03	$ 12,000.00	-10%	5985	Airfare, Baggage, Taxis
Site Visits (Shared)	$ 1,358.48	$ 418.61	$ 9,000.00	-95%	5986	
Staff Recruitment	$ 344.74	$ 2,954.61	$ 500.00	491%	5987	Any staff vacancy
Human Resource Tools	$ 1,381.95	$ 161.90	$ 700.00	-77%	5989	Reference and HR Advisory
Charge for Reimbursement Costs	$ -	$ -				
Total Other Staff Costs	**$ 73,601.42**	**$ 63,987.57**				
Book Allotment							
Coll. Development	$ 389,687.66	$ 343,899.24				
Total Collection Development	**$ 389,687.66**	**$ 343,899.24**				
Library Services							
System Collections	$ 23,607.10	$ 9,804.14	$20,000.00	-51%	6080	Large Print, Professional collection, Ref, Audio, Kits and Blocks Makerspace
Indigenous Expenses	$ 135,206.98	$ 54,620.30	$160,000.00	-66%	6081	In and out
ILL Service Supplies	$ 2,924.34	$ 2,093.37	$5,000.00	-58%	6085	Library Cards, Stickers, Disc repair supplies, Canvas bags and DVD cases
Bibs Service Supplies	$ 1,743.52	$ 1,480.68	$1,500.00	-1%	6090	Web dewey, CD, cataloguers desktop
Shipping & Freight	$ 1,764.59	$ 3,144.10	$1,500.00	110%	6106	Brokerage, Freight, Customs, Various Book Suppliers shipping cost
Catalog Process Forms Suppl	$ 5,286.00	$ 10,212.69	$8,000.00	28%	6108	Laminating, macktac, barcodes spine lables
Assistive Technologies IT	$ 30,758.84	$ 29,904.93	$15,000.00	99%	6114	Anti Virus, Deep Freeze, FixMeStick, -3 yr prepaid going forward-2017 code changes
Fortigate - Libraries IT	$ -	$ 31,154.61				
Computer Replacement Program IT	$ 15,683.95	$ 13,315.19	$24,000.00	-45%	6118	Laptops, Staff computers, Monitors - 2019 Towers need to be replaced
Web Hosting IT	$ 17,183.00	$ 17,047.00	$19,400.00	-12%	6119	Econolution / Townlife
Library Assistance Software IT	$ 4,254.93	$ 5,764.35	$10,000.00	-42%	6120	HelpDesk, GoToAssist, Cloud printing
Server Software IT	$ 11.00	$ 2,606.35	$20,000.00	-87%	6121	Vmware, Veeam, Dell Desktop Authority
Computer Software IT	$ 4,502.63	$ 4,493.73	$6,500.00	-31%	6122	Office 365, Windows 10, Smart Draw, Asset Panda ect.
Emerging Technology IT	$ 1,329.98	$ 13,884.04	$10,000.00	39%	6123	New technology for development
Network Hardware Warranty	$ -	$ -				
ACSI Managed Services	$ 33,300.00	$ -	$35,000.00	-100%	6167	Customer edge devices maintenance and 3 year contract. Paid in Dec each year
TRAC	$ 99,974.00	$ 104,661.00	$105,000.00	0%	6168	Cost of operations and maintenance of catalogue and Server at YRL
Internet Service Fees IT	$ 12,266.57	$ 3,785.00	$18,000.00	-79%	6169	Cybera (3 yr/3 Exinda warranty for upgrade of bandwidth) New service provider (lower cost)
e Resources Books on Line	$ 13,398.84	$ 3,280.62	$60,000.00	-95%	6170	Overdrive, 3M, Hoopla, Zinio
NLLS Annual Conference/Workshops PS	$ 17,393.79	$ 890.95	$20,000.00	-96%	6206	Conference and Workshops - LMC Workshop
Library Managers Council PS	$ 14,626.72	$ 13,271.35	$18,000.00	-26%	6208	3 LMC meetings a year, travel and meals
Library Programming PS	$ 18,861.47	$ 34,703.35	$25,000.00	39%	6252	SRP WRP, entertainer, prizes, story teller, author talks
Postage/Courier	$ 1,236.09	$ 1,307.28	$1,000.00	31%	6266	
Coll. Dev. Shipping/ILL BS	$ 353.29	$ 677.46	$500.00	35%	6268	Postage, (other than government courier an van run)
Vehicle Expense BS	$ 6,737.91	$ 8,991.97	$8,000.00	12%	6270	Maintenance
Vehicle Fuel BS	$ 34,133.10	$ 26,314.24	$38,000.00	-31%	6271	Fuel

	Actual 01/01/2018 to 12/31/2018		Actual 01/01/2019 to 11/28/2019	Budget	Diff		
Online Databases PS	$ 69,639.32		$ 94,366.37	$85,000.00	11%	6280	Cypress, Tumblebooks, Niche Acadamy, TAL - Lynda.com Rock of Ages (Ancenstory/Novelist/ Universal Core/DYI Auto Repair)
Board of Record Payments	$ 338,505.61		$ 166,636.02				
Myrnam-Operating expenses	$ 3,106.90		$ 8,608.98	$10,000.00	-14%	6400	Operating expenses, salary, programming
Board Travel	$ 30,762.20		$ 26,591.11	$32,000.00	-17%	6500	Regular Board Meetings
Board Food and Beverages	$ 5,321.17		$ 4,642.79	$5,000.00	-7%	6504	Board and exec meetings meals.
Board Conference/Education	$ 1,328.57		$ 7,029.46	$6,000.00	17%	6508	Coverage for Board Chair and 3 additional board members
Special Events (Board)	$ 5,722.74		$ 5,576.55	$12,000.00	-54%	6510	Board Chair Honoriarium/Perdiem/Mileage for Travel to Municipalities (as per POS)
Board Committee Meetings	$ 13,200.00		$ 19,167.74	$12,000.00	60%	6520	per diem for Board committees
Special Events (Admin)	$ 1,125.00		$ 1,834.93	$5,000.00	-63%	6510	Staff Long Service Awards. Projects
NLLS Hosting	$ 1,776.36		$ 416.49	$1,500.00	-72%	6522	General Hosting
Office Equipment/Software Admin	$ 1,779.67		$ 195.25	$7,000.00	-97%	6600	Repairs, software, small equipment/furniture purchases - Audio Visual equip-Rollover Amt
Photocopier (Admin)	$ 13,315.47		$ 9,660.93	$15,000.00	-36%	6602	Rental, maintenance, toners
Brokerage Fees	$ 109.00		$ -				
Professional & Legal Fees	$ 5,089.50		$ 18,299.51	$2,500.00	632%	6606	Strategic planning; legal contingency, strategy professional
Marketing	$ 9,304.09		$ 3,298.11	$15,000.00	-78%	6608	Publiciity,trade shows, newsletter, supplies, promo
Audit Costs	$ 12,924.37		$ 14,836.67	$13,000.00	14%	6610	RFP
Bad Debts - Late Fees	$ 1,124.89		$ 7.62				
Bank Charges	$ 1,873.73		$ 1,333.76	$1,000.00	33%	6612	Bank charges; Credit Card charges; US foreign exchange
TAL-The Alberta Library Membership	$ -		$ 8,454.82	$8,500.00	-1%	6613	Membership fee for The Alberta Library; increase depends on population adjustment
Insurance	$ 10,702.70		$ 10,491.67	$11,000.00	-5%	6614	AMSC
Subscriptions (Admin)	$ 3,328.95		$ 3,422.55	$1,500.00	128%	6615	Local newspapers / Copyright Lic,
NLLS Memberships (Shared)	$ 10,897.47		$ 2,482.81	$5,700.00	-56%	6616	AUMA, RMA, ALA, CLA, APLAC, travel and hotels
Resale Supplies & General Rebills	$ 137,010.28		$ 158,865.34	$150,000.00	6%	6618	Furniture, computers, office supplies-Rebills
Office Supplies (Admin)	$ 13,398.87		$ 10,500.02	$8,000.00	31%	6620	General office supplies, Simply accounting software
Telecommunications (Shared)	$ 15,665.43		$ 12,417.87	$16,000.00	-22%	6622	NLLS phones, and Cell phones
General Maintenance/Contracts	$ -		$ 117,247.36				
Building Maintenance	$ 15,206.55		$ 6,915.19	$15,000.00	-54%	6702	Upkeep and emergency repairs
Janitorial/Caretaking/Landscaping	$ 31,881.47		$ 24,926.58	$25,000.00	0%	6704	Caretaking Contract, landscaping, snow removal, janitorial supplies.
Health & Safety	$ 3,176.81		$ 3,081.47	$2,500.00	23%	6706	Security system, safety workshops,
Utilities	$ 26,001.32		$ 21,977.54	$28,000.00	-22%	6708	Water, hydro, garbage, shredder, gas
Amortization	$ 185,235.67		$ -				
Total Expenses	$ 1,465,052.75		$ 1,160,694.21				
TOTAL EXPENSE	$ 3,203,505.10		$ 2,807,950.67				
NET INCOME	$ 139,879.80		-$ 251,755.93				

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