



MEETING AGENDA— EXECUTIVE COMMITTEE MEETING

MEETING INFORMATION

Date: March 4th, 2022

Time: 8am

Join Zoom Meeting

<https://us02web.zoom.us/j/9128782619?pwd=T1I5RVlwdmpHL3pvb1lDdTJudUtGUT09>

Meeting ID: 912 878 2619

Passcode: Executive

Attendees via Zoom: Vicky Lefebvre, Larry Tiedemann, Barbara Smith, Jen Anheliger, Leslie Cusack, Dwayne Spicer, Matthew McLennan, Maxine Fodness, Josh Crick, Curtis Schoepp, James MacDonald, Jodi Dahlgren.

Called to order: 8am

AGENDA ITEMS

1. *Approval of Agenda*

M: Barb Smith moved to accept the agenda.

Carried

2. *Approval of Previous Minutes* – [Draft Minutes February 11, 2022](#)
[Draft Minutes February 14, 2022](#)

M: Maxine moved to accept the minutes of Feb 11th as presented.

M: Dwayne moved to accept the Feb 14th minutes as presented.

FOR DISCUSSION / INFORMATION

1. **Report on Action items from last meeting**

Action: ED to send out poll on next meetings for Executive.

Complete

Action: ED to send Bondiss their levy letters by registered mail.

Complete

Action: ED to work with the libraries in instituting the suspension and communication around it of services to S.V. of Bondiss.

Bondiss has paid their levy for 2021 and 2022. We are working with them to have me come and present to council.

Action: Jodi Dahlgren to add Book Allotment policy discussion to the next LMC agenda

Complete

Action: ED to ensure that we assist the local libraries with communication regarding non-participating municipalities policy

Ongoing

2. Annual Conference



Briefing Note:

Please join us for “Spark & Ignite”, Northern Lights Library System’s 2022 Annual Conference! We invite everyone to join us on May 27th, which will feature several short, snappy presentations on industry-related topics and a keynote speaker, plus a little entertainment.

- May 26th is focused on meetings and training for our member library managers and board chairs
- May 27th is the main conference day
- May 28th is the annual AGM for the NLLS Board

3. Error in the 2022 Budget

[Audit Findings Report](#), [Financial Statements 2021 - Draft](#)

Briefing Note: I recently caught a significant error in our approved 2022 budget. We made the change to remove the book allotment from the operating budget as it is not operating revenue. This increased clarity and transparency in our budget. However, in making the change we removed the book allotment funds from the board levy as well as the municipal levy (removing it twice). This left us with levy revenue of \$1,226,005.00. This is incorrect. The revenue is actually \$1,470,703.80. This is a difference of \$244,698.80. We are still running a deficit budget but a far less dramatic deficit than was approved by the Board.

Jodi Dahlgren joined the meeting. 8:11am

4. Library Levies and the 2016 population List – [Population List Comparison 2016, 2018, 2019](#)

Briefing Note: According to our membership agreement:

“The Population of a municipality, which is a Party to the Agreement, shall be the same population as used for the calculations of library grants as stated in the current Community Development Grants Regulation.”

Linked here are the [population numbers provided to us by the province](#) used to calculate our operating grant in 2021. By contract we are to use these numbers for calculating levies. The library grants are sent out in April and at that time we learn the population figures they use. Last April the provincial government used the [2016 population figures](#) also see attached for just our numbers. This is what we based our levy payments on. The previous levy was calculated using [2018 population figures](#) as per the province. While we have not changed the levy amount (it remains \$5.23x2) using a different population list will cause the levy payment to go down or up for most municipalities in comparison to their last levy payment. For some of our larger municipalities the swing is rather dramatic. Levy letters have already been sent to municipalities and we are hearing some consternation from our members.

This makes our population for the regional system 177,387 (This includes Frog Lake and Fishing Lake). Total levy revenue is \$1,855,468.02. Subtracting the book allotment brings the revenue to \$1,474,085.97.

We should all have been aware of this but to be fair we also changed over 75% of our board and 50% of our Executive right at budget time. While this was communicated, I can fully understand board members not picking up on the implications of this. Further, we've been very adamant that there is no levy increase coming from Northern Lights this year. With the difference in population lists, 26 of our member municipalities will see an increase in their levy amounts.

Municipality	2021 Pop.	2022 Pop.	Pop. Diff	Levy Increase	Paid
Town of Mundare	852	855	3	\$31.38	X
S.V. Island Lake South	61	72	11	\$115.06	X
Pelican Narrows, S.V. of	151	162	11	\$115.06	X
S.V. West Baptiste	38	52	14	\$146.44	
Village of Ryley	483	497	14	\$146.44	
Island Lake, S.V. of	228	243	15	\$156.90	
Town of Wainwright	6270	6289	19	\$198.74	
Village of Boyle	925	948	23	\$240.58	X
Town of Athabasca	2965	2990	25	\$261.50	X
Village of Waskatenau	227	255	28	\$292.88	X
Village of Myrnam	339	370	31	\$324.26	X
Village of Holden	350	381	31	\$324.26	X
Town of St. Paul	5963	6004	41	\$428.86	X
Town of Vegreville	5708	5758	50	\$523.00	X
Vermilion, County of	8267	8317	50	\$523.00	
Town of Smoky Lake	964	1022	58	\$606.68	
Village of Marwayne	606	667	61	\$638.06	X
Town of Redwater	2053	2116	63	\$658.98	X
Town of Tofield	2081	2182	101	\$1,056.46	X
Thorhild, County of	3254	3417	163	\$1,704.98	
Town of Elk Point	1452	1646	194	\$2,029.24	
Minburn, County of	3188	3383	195	\$2,039.70	
Town of Vermilion	4150	4545	395	\$4,131.70	
Town of Bonnyville	6422	6921	499	\$5,219.54	
City of Cold Lake	14961	15736	775	\$8,106.50	X
Bonnyville, M.D. of	11661	13233	1572	\$16,443.12	
				\$46,463.32	

This could potentially get quite contentious with our members. I have already heard from the Town and M.D. of Bonnyville. The province is calculating our operating grant using the shadow population. Terri is trying to determine if the M.D. of Bonnyville is being funded by the province on the shadow population of 13,233 as well. In their [2020 annual report](#) (pg. 49) they list their population as 13,233. The province also uses this number (13,233) to calculate their library rural services grant, which we administer on their behalf.

Some potential options:

1. Change nothing and address individual municipality concerns as they arise. There is indication from the M.D. of Bonnyville that they will pay based on last year's levy rate. Should this occur we could then determine how to proceed on a case by case basis – this could lead to some potential inequalities.
2. Reduce the M.D. of Bonnyville population count to remove the “shadow population” this would reduce their population figure by 1,397 – to 11,836 just a couple hundred more people than they were charged against last year – an increase of \$1,830.50 over last year's bill. Keep in Mind that Lac La Biche also has a shadow population and they paid on that population last year... there is no change to Lac La Biche's population this year. Lac La Biche may argue that we should not use the shadow population for them too (I know I would). Their shadow population is 987 – a reduction of \$10,324.02. Combined this would cost the board \$24,936.64 in lost revenue. Keep in mind, this does not preclude any of the other 24 municipalities that saw increases from launching a complaint.
3. Go back to the population used last year, knowing that we would be going against our agreement. Since levy letters have already gone out this might cause consternation in the opposite direction. For example, Sturgeon County is paying nearly \$10,000 less this year than they did last year because of the change in population lists.
4. Decide to charge everyone based on the lesser population between this year's numbers (2016) and last year's numbers (2018). This would cost the board \$46,463.32. Couple this with addressing the language in the agreement to avoid this issue in future.

Clearly, we need to address this repeating problem. It is my understanding that we have had this conversation with the M.D. and town of Bonnyville in the past and that we chose to use their none shadow population in the past. Unfortunately, I understand that there is no motion to that effect or minutes documenting it. Whatever we decide to do we must insist that it be recorded in the public record.

Action: James and Vicky to discuss the levy payment with the M.D. of Bonnyville and explain the increase in population.

5. PLSB (PUBLIC LIBRARY SERVICES BRANCH) Annual Reports

[System Headquarters \(E-Resource Stats\)](#), [Myrnam Public Library](#), [Edmonton Garrison Library](#)

Briefing Note: We are required by the province to submit a standard annual report for the system and those libraries we act as board for. These reports need to be approved by motion of the Board. The Executive can accept the reports and present to the General Board as information. The links to the reports will be added above once they are available – we are working to complete them for this meeting. We will review them in the meeting.

M: Larry Tiedemann move to accept the annual reports for system headquarters, Myrnam public library, and the Edmonton Garrison library, and submit them to the public library services branch.

Carried.

6. Vacations – Vicky, James

Vicky will be taking vacation in March. We will send dates to Jenn Anheligher to step cover council meetings in her absence.

James will be taking most of the month of August.

Adjournment:

M: Leslie Cusack moved to adjourn at 9:30.

NEW ACTION ITEMS

Action: James and Vicky to discuss the levy payment with the M.D. of Bonnyville and explain the increase in population.

Action: Vicky to send vacation dates to administration so they can invite Jenn to backfill council meetings in her absence.