

2023-18-11 Executive Committee Meeting Minutes

Meeting Information

Date: August 11, 2023

Location: Tofield Public Library

Attendees: Jen Anheliger (Chair), Larry Tiedemann (Treasurer), Barbara Smith, Maxine Fodness, Kelly Chamzuk, Vicky Lefebvre, Leslie Cusack, Matthew McLennan

Guests: Jodi Dahlgren (LMC Chair), Sydney Baxter (Manager Tofield Public Library);
Indigenous Advisory Circle Members: Mary Jane Quinney (Frog Lake), Katie Blair (Beaver Lake).

Regrets: Dwayne Spicer (Vice-Chair), Josh Crick

Staff: James MacDonald

Land Acknowledgment - Tofield Municipal Library

We acknowledge that our library is located on Treaty 6 Territory. We express our gratitude to the First Nations, Metis, and Inuit peoples that protected these lands and their stories for generations. We honor them by sharing their stories.

1. Approval of the Agenda

M1: Leslie Cusack moved to approve the agenda as presented.
Carried.

2. Approval of previous [minutes of June 9th](#).

M2: Barb Smith moved to approve the minutes of June 9th, 2023.
Carried.

3. Reports

3.1 Executive Director's [Report](#)

M3: Larry Tiedemann moved to waive the 2023 membership levy for the municipality of Legal should they join the Northern Lights Library system at any time in 2023.
Carried.

M4: Kelly Chamzuk moved to accept the Executive Directors report as information.
Carried.

3.2 Financial Report: [Budget Vs. Actuals](#)

Briefing note: Budget lines over by 10%. (Computer Server Infrastructure 6114 & Computer Software 6121) This is the result of last year's late decision to adopt Deepfreeze and is an anticipated overage. The OROS expenditures are also over by 10% and anticipated as we draw down the reserve in that area.

6616 shows a negative budget line. This is an adjustment by the auditor from 2020. We understand that a membership fee was inadvertently charged twice that year.

Library levies are nearly all paid.

M5: Maxine Fodness moved to accept the financial report as presented.
Carried.

4. Indigenous Advisory Circle

Briefing Notes: Introductions of those in attendance. Discussion of the role of the IAC. Q&A regarding funding and establishment of library services in Indigenous communities.

Elizabeth Métis Settlement hired two people with the funds we provided through the OROS grant. The province met with them on July 31st regarding the establishment of a library board. They may have a board in place this fall. We are working with Bell to get quotes for the province on establishing a Supernet connection at the seniors centre where they plan to house the library. Things are moving quickly here.

[Cold Lake Public Library requests](#) funding for board books to be distributed at pop-up services in Elizabeth Settlement and Cold Lake First Nation.

We have been investigating a new website for residents of reserves and settlements. [The concept](#) is to produce a simple and clean method to identify nearby library services and enhance the online registration process with participating libraries. We would launch this site in conjunction with radio advertising. Seeking feedback from the Indigenous Advisory Circle.

Our Stronger Together conference is coming up in November. We want to send any IAC members interested in attending. This could be a cost borne by our OROS budget. Jessie Morris has provided [a proposal](#) that includes potential costs.

M6: Barb Smith moved to approve the Cold Lake Public Library's request to fund their board books project.
Carried.

M7: Kelly Chamzuck moved that we accept Jessie Morris' proposal of offering to send members of the Indigenous Advisory Circle to the coming Stronger Together Conference in November at a cost not to exceed \$5,600.
Carried.

5. Happiness Project

Briefing Note: The Happiness Project (also called the Happiness Programme in the UK) is a first-of-its-kind activities service that blends interactive, sensory light technology with a structured and guided programme of training and support. The activities are based around a growing collection of interactive light games, proven effective for people with cognitive challenges, from painting pictures and brushing leaves to popping bubbles and playing tennis. The result is the UK's best magic table projector, providing the very best sensory activities available and a great piece of tech for all ages and abilities to enjoy together.

The device is available through The Alberta Library. Pricing is yet to be determined. Danielle Nauss is here to demo the product.

Library Tour and Lunch 12 - 12:45

6. Public Computers and Microsoft Offices Licenses

Briefing Note: As we've rolled out Deepfreeze on all the public computers in the system, we've been upgrading everyone to Office 2019. We were under the impression that we had more than enough licenses to accommodate everyone. Our Microsoft Admin Centre registers 575. We've learned that this number is our MAK activations, which is the number of activations we're licensed to, not the actual number of licenses we're permitted to activate simultaneously. **We actually only have 50 Office 2019 licenses, all bought in 2018. We need about 225 licenses.**

We do not have easily retrievable records indicating which libraries purchased 2019 licenses and which did not. The latest Office software is the 2021 version.

The system purchased 2013 Office licenses for everyone and then discontinued that practice. My understanding is that we got an exceptional deal on that software.

Options:

- The libraries be asked to purchase new Office 2021 licenses (the best rate is \$155/computer)
 - This would require us to do some archeological work to determine who has bought 2016/19 licenses already.
 - This will certainly lead to libraries choosing to have various versions of software 2013/16/19/21
 - This option increases security risks and workload on our TSI staff
- We purchase 2021 licenses for all libraries at the system level. The cost is approximately ~\$35,000
 - Most secure way forward
 - Will reduce trouble tickets for TSI and make management easier
 - A savings for each library
 - The perpetual license should be good for 3-5 years before an upgrade is needed.
 - We will be setting a precedent that NLLS pays for this type of licensing (that can be positive)

M8: Matthew McLennan moved to approve the purchase of 2021 Office licenses for all public library computers in the system at an estimated cost of \$35,000.

7. Draft Budget

Briefing Note: This is a first look at the budget for 2024 and the presentation that will be made to the Board on August 25th. [Link to presentation](#) | [Link to draft budget](#)

M9: Larry Tiedemann moved that the draft budget be presented to the Board.
Carried.

8. Stronger Together Conference

Briefing Note: In the past, we have sent members of the Executive to the Alberta Library Conference. We budget for Board professional development each year. The Executive should consider sending a couple of Executive members to the conference.

A: Executive Director to reach out to the Executive to identify 2 members willing to attend the Stronger Together.

9. In-Camera – Personnel – standing performance evaluation discussion.

M10: Leslie Cusack moved to go in Camera at 3:00 pm.

M11: Kelly Chamzuk moved to come out of Camera at 3:18 pm.

10. Next Meetings

General Board

Friday, August 25, 2023 (IN-PERSON) 10 am

Friday, November 24, 2023 (ONLINE) 10 am

Executive Committee

Friday, October 13, 2023, at 10:00 am - in Cold Lake (online option available)

Policy Committee

TBD.

The Executive discussed the December 8th meeting being held at Northern Lights Library System and the potential for a combined holiday party with the staff.

11. Adjournment

M12: Barb Smith moved to adjourn at 3:19 pm.

2023-06-09 Executive Meeting Minutes DRAFT

June 8 2023

Meeting Minutes DRAFT - Executive Committee Meeting

A full PDF Package of the meeting is available at this link.

Meeting Information

Date: June 9, 2023

Location: Morinville Public Library

Attendees: Jen Anheliger, Dwayne Spicer, Larry Tiedemann, Barbara Smith, Maxine Fodness, Josh Crick, Kelly Chamzuk, Bill Parker, Vicky Lefebvre.

Guests: Jodi Dahlgren (LMC Chair), Isabelle Cramp (Manager Morinville Public Library)

Regrets: Leslie Cusack, Matthew McLennan

Staff: James MacDonald, Terri Hampson

Minutes

Land Acknowledgment

As the collective stewards of this land, Morinville Community library strives to honour our commitment to uphold the spirit of collaboration and friendship as intended by Treaty 6. It is our pledge to learn from the past and to follow a shared path forward with those who walked these lands since time immemorial for as long as the sun shines, the grass grows, and the river flows.

1. Approval of the Agenda

M1 – Barbara Smith motions the Approval of the Agenda as presented, all in favour, motion carried.

2. Approval of Previous [Minutes of April 14th](#)

M2 – Maxine Fodness motions the Approval of April 14, 2023 minutes as presented, all in favour, motion carried.

3. Reports

3.1 Chair's Report

3.2 Executive Director's [Conference Report \(IUG\)](#) & [regular report](#).

M3 –Kelly Chamzuk motions to accept the Executive Director report as discussed, all in favour, motion carried.

3.3 [Financial Report](#) & [Budget Vs. Actuals](#)

Briefing note: We have one budget line over by 10%. (Computer Server Infrastructure 6114) This is the result of last year's late decision to adopt Deepfreeze and is an anticipated overage.

All municipalities have paid their levies. Library levies are coming in.

M4 –Larry Tiedemann motions to accept the Financial Report as presented, all in favour, motion carried.

4. Auditor RFP

Briefing Note: We are at the end of our contract with Metrix Group. An [RFP was published](#) on March 2, 2023 and closed on April 28th. We received the following responses:

Metrix (Current Company)

View Quote Here: [Metrix](#)

\$16,500 – \$17,500 – 3 yrs

Ashley Zutz | Principal

Grant Thornton LLP

\$10,000 more than what we pay currently – no quote given after verbal meeting

Gregory, Harriman & Associates LLP

View Quote Here: [GHP](#)

\$22,000 – \$25,470 - 5 yrs

M5 –Josh Crick motions to accept the proposal of Metrix as discussed, all in favour, motion carried.

M7 - Amendment to M5 to accept the 5-year proposal of the Metrix RFP as discussed, all in favour, motion carried.

5. Communications Audit

Briefing Note: We recently engaged with Focus Communications to conduct a communications audit. Their report concludes with several recommendations that should be considered by the Board and the Plan of Service committee. The Report is [available here](#).

M6 – Dwayne Spicer motions to accept the Communications Audit report as provided, all in favour, motion carried.

6. OROS Project

Briefing Note: We have received a [proposal from Cold Lake Library](#) for funding from the On Reserve On Settlement funds. This is in addition to their local appropriation, so it is coming before the Executive for approval. The Indigenous Advisory Circle has been asked for feedback on the project.

M8 – Maxine Fodness motions to accept the proposal from the Cold Lake Library to be taken from the reserve OROS grant money, all in favour, motion carried.

We have received a [request for funding from Elizabeth Métis Settlement](#). They wish to hire a local resident to promote existing library services in the community over the summer, sign residents up for library memberships and show them how to access our inline resources. They also seek funding for internet services, bookshelves, and two computers. They hope to form a local

library board and start a local library in the coming months. Total cost \$8,000 - \$10,000.

M9 –Barbara Smith motions to accept the request for funding from Elizabeth Metis Settlement up to \$10,000 to be taken from the reserve OROS grant money, all in favour, motion carried.

We have been investigating a new website for residents of reserves and settlements. [The concept](#) is to produce a simple and clean method to identify nearby library services and enhance the online registration process with participating libraries. We would launch this site in conjunction with radio advertising. This is a first look at the idea. We'll discuss the service with library managers and the Indigenous Advisory Circle. There may be interest from other regional library systems to help in funding the site.

Library Tour and Lunch 11:30 - 12:30

7. Election of Officers

Briefing Note: The position of [Vice-Chair](#) and [Treasurer](#) are now open.

1st call for nominations of Vice-Chair (30 seconds)

Maxine Fodness nominated Dwayne Spicer and he accepts

2nd call for nominations of Vice-Chair (30 seconds)

3rd call for nominations of Vice-Chair (30 seconds)

M10-Kelly Chamzuk moves the nominations for Vice-Chair cease.

Dwayne Spicer is acclaimed.

1st call for nominations of Treasurer (30 seconds)

Larry Tiedemann names to stand.

2nd call for nominations of Treasurer (30 seconds)

3rd call for nominations of Treasurer (30 seconds)

M11-Barbara Smith moves those nominations for Treasurer cease.

Larry Tiedemann is acclaimed.

7.1 Signing Authority

Briefing note: [By policy](#) “Signing officers shall be the Executive Director or the Finance Officer, the Board Chairman, and two (2) others from the Executive Committee.” We need a motion in our minutes to grant signing authority to two other board members besides Jenn.

M12- Larry Tiedemann moved to approve signing authority for James MacDonald as Executive Director; Terri Hampson as Finance Officer, Jennifer Anheliger as NLLS Board Chair, Dwayne Spicer as NLLS Board Vice Chair; and to remove signing authority from Vicky Lefebvre and any previously approved individuals not named in this motion. All in favour, motion carried.

8. Policy updates

Briefing note: The policy committee met on April 6th, 2023. See [the minutes](#) from that meeting.

POLICIES FOR REVISION:

- Section 1:1M - [Sick/Personal Days](#)
Briefing Note: The intent is to remove as much duplication with Alberta Labour Standards as possible and simplify the language.
- Section 1:2D - [Pandemic Situation](#) renamed the Emergency Management
Briefing Note: A shift from the specific pandemic language to a more comprehensive policy relating to public health emergencies.

- Section 1:3J - [Internet and Computer Usage](#)
Briefing Note: The amalgamation of the Spyware and Spam Control Policy.
- Section 1:1H - [Overtime](#)
Briefing Note: Removal of everything already covered in Alberta Labour Standards. Shift to a group overtime agreement ([template](#) from Alberta Government)
- Section 2:1B - [Governance](#)
Briefing Note: Incorporates the Policy Development policy into the Governance policy and simplifies the governance language. It also removes Executive Committee term limits that are more stringent than the legislated requirements.
- Section 1:1J - [Vacation](#)
Briefing Note: Added language to require the establishment of vacation schedules twice each year. The executive wants a second look at the requirement to use carry-forward vacation before mid-year.
- Section 2:1M - [Records Retention](#)
Briefing Note: Simplifies the language and moves to a digital-first strategy in records retention. The [retention schedule](#) also changes.

POLICIES TO DELETE

- Section 1:3K - [Spyware and Spam Control](#)
Briefing Note: Amalgamated into the Internet and Computer Use policy
- Section 2:1N - [Policy Making](#)
Briefing Note: Amalgamated into the Governance policy

M13- Josh Crick motions to have the above policies sent to the next regular board meeting for approval, all in favour, motion carried.

M14- Maxine Fodness motions to move to go in-camera at 13:24, all in favour, motion carried.

9. In-Camera – Personnel – standing performance evaluation discussion.

M15- Josh Crick motions to move out of in-camera at 13:39, all in favour, motion carried.

10. Next Meetings

General Board

Friday, August 25, 2023 (ONLINE) 10 am

Friday, November 24, 2023 (IN-PERSON & ONLINE) 10 am

Executive Committee

Friday, August 11, 2023, at 10:00 am - in Tofield (online option available)

Policy Committee

TBD.

A: ED to send a poll to board members on the preferred dates and formats of the next board meetings.

11. Adjournment

M16 – Dwayne Spicer motions to Adjourn at 13:41pm.

Executive Director's Report

August 11, 2023

Plan of Service

The committee met in Métis Crossing on July 25 and 26th. Margaret Law led a high-level planning session. The morning of the 25th. Her write-up from that is forth coming. Focus Communications took notes throughout the two days. We will have a first draft of the plan to present to the Library Manager's Council in September.

Legal

I am scheduled to meet with the Town of Legal Council on August 21st at 8:30 pm. I'll present on system membership and the levy structure. I recently spoke to their CAO and provided them with the steps required to join the system. Things look positive. Should they sign the agreement in 2023, I propose we waive the remaining 2023 levy.

Myrnam

The Village of Myrnam Council will be meeting in mid-August and the formation of a library board is on the agenda. They put a call out for board members in May but have not received any response as of late July. I've reached out to the school administration and others in the village to encourage them to put their names forward.

Fishing Lake Métis Settlement

We will be meeting with community members at the end of September regarding system membership and the formation of a library board. We've met with their administrator online and we continue to work with them toward establishing services. They have some interest in the formation of a library board.

Elizabeth Métis Settlement

They hired two people with the funds we provided them through the OROS grant. The province met with them on July 31st regarding the establishment of a library board. They may have a board in place this fall. We are working with Bell to get quotes for the province on establishing a Supernet connection at the seniors centre where they plan to house the library. Things are moving quickly here.

Glendon

The Little Free Library is in the community until September. They are working toward a mid-fall grand opening.

Delivery Van Update

Our current Ford Transit has broken the 400,000 kilometre mark. Ford in St. Paul tells us our new van is being built. We hope to take possession this fall. We've placed a second order for a van, given how long this one has taken. We can still back out of the second van, but we've indicated our intent to purchase.

Northern Lights Library System

Budget vs. Actuals: NLLS 2023 Budget - FY23 P&L

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4010 Levies - Municipalities	1,277,078.54	879,575.00	397,503.54	145.19 %
4040 Levies - Library Boards	602,637.21	613,190.00	-10,552.79	98.28 %
4041 Prov. Operating Grant	878,532.00	831,806.00	46,726.00	105.62 %
4042 Prov. Rural Sevices Grant	358,574.00	3,402.00	355,172.00	10,540.09 %
4043 Indigenous OROS Grant (4.70)		61,588.80	-61,588.80	
4044 Prov. Establishment Grant	5,526.00		5,526.00	
4047 Indigenous OROS Grant (5.55)		74,550.00	-74,550.00	
4050 Deferred Allotment	-277,228.34	380,000.00	-657,228.34	-72.95 %
4126 Travel/Wage Grants	940.88	1,000.00	-59.12	94.09 %
4135 Indigenous Rollover Amount	-15,945.93	186,003.13	-201,949.06	-8.57 %
4510 Sales - Misc.	2,726.58	2,000.00	726.58	136.33 %
4520 Sales Office Supplies-Resale	51,140.12	2,000.00	49,140.12	2,557.01 %
4530 Other Revenue General	24,767.75	12,000.00	12,767.75	206.40 %
4550 Sales-WRP/SRP		4,000.00	-4,000.00	
4552 Office Rental	17,025.00	30,000.00	-12,975.00	56.75 %
4560 Annual Conference	2,525.00	11,000.00	-8,475.00	22.95 %
4610 Interest earned	52,545.43	22,000.00	30,545.43	238.84 %
Sales	898.47		898.47	
Total Income	\$2,981,742.71	\$3,114,114.93	\$ -132,372.22	95.75 %
Cost of Goods Sold				
5987 Staff HR 2023	225.94	1,500.00	-1,274.06	15.06 %
6007 Coll Dev Book Allotment General	151,647.93	380,000.00	-228,352.07	39.91 %
6080 System Col MLS 2023	178.15	10,000.00	-9,821.85	1.78 %
6081 Indi Relations (offsets 470)	1,351.44	62,500.00	-61,148.56	2.16 %
6083 OROS Exp offsets 555	40,148.18	74,500.00	-34,351.82	53.89 %
6084 Indigenous Advisory Committee	1,266.55	30,000.00	-28,733.45	4.22 %
6107 Waiting on Receipt	0.00		0.00	
6108 Op Proc Supplie 2023	3,128.95	15,000.00	-11,871.05	20.86 %
6114 Comp Serv TSI 2023	35,657.89	30,000.00	5,657.89	118.86 %
6118 Computer (TSI) 2023	13,448.58	19,000.00	-5,551.42	70.78 %
6119 Website (TSI) 2023	7,706.63	36,000.00	-28,293.37	21.41 %
6121 Software (TSI) 2023	20,500.26	35,000.00	-14,499.74	58.57 %
6167 Contract (TSI) 2023	74,672.52	90,000.00	-15,327.48	82.97 %
6168 TRAC 2023	115,267.00	125,000.00	-9,733.00	92.21 %
6169 Internet TSI 2023	1,600.23	8,470.00	-6,869.77	18.89 %
6206 NLLS Conference (MLS) 2023	15,996.80	32,000.00	-16,003.20	49.99 %
6208 LMC Meeting 2023	3,647.05	8,000.00	-4,352.95	45.59 %
6252 Library Programming (MLS) 2023	2,971.96	10,000.00	-7,028.04	29.72 %
6266 Postage/Frieght	1,798.00	6,000.00	-4,202.00	29.97 %
6270 Vehicle Expense 2023	2,492.96	72,000.00	-69,507.04	3.46 %
6271 Vehicle Fuel 2023	16,512.69	40,000.00	-23,487.31	41.28 %
6280 Online (MLS) 2023	27,217.58	120,000.00	-92,782.42	22.68 %
6400 Myrnam-Operating exp	6,429.92		6,429.92	
6500 Board Meeting 2023	1,185.70	17,000.00	-15,814.30	6.97 %
6502 Board Comm Meeting	605.94	6,000.00	-5,394.06	10.10 %

Northern Lights Library System

Budget vs. Actuals: NLLS 2023 Budget - FY23 P&L

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6508 Board Prof Develo		3,000.00	-3,000.00	
6510 Board Outreach & Honoraria 2023	669.54	10,000.00	-9,330.46	6.70 %
6520 Board Executive Meetings 2023	8,370.37	19,300.00	-10,929.63	43.37 %
6521 Special Events/Long Service 2023	400.00	1,800.00	-1,400.00	22.22 %
6522 NLLS Social Club	-211.16	1,150.00	-1,361.16	-18.36 %
6600 Equipment/Software 2023	7,571.23	18,000.00	-10,428.77	42.06 %
6602 Lib Brd Chair Meeting all NEW 2023	684.34	3,500.00	-2,815.66	19.55 %
6608 Marketing 2023	6,058.26	40,000.00	-33,941.74	15.15 %
6610 Audit Costs 2023	16,105.40	15,000.00	1,105.40	107.37 %
6611 Bad Debts - Late Fees	3.12		3.12	
6612 Accounting,Bookkeeping/Banking 2023	4,936.70	20,000.00	-15,063.30	24.68 %
6614 Insurance 2023	13,669.00	13,000.00	669.00	105.15 %
6616 NLLS Memberships 2023	7,860.00	12,000.00	-4,140.00	65.50 %
6618 Resale & Rebills 2023	68,358.87	6,000.00	62,358.87	1,139.31 %
6620 Office Supplies 2023	5,269.34	10,000.00	-4,730.66	52.69 %
6622 Telecommunications 2023	4,753.67	10,000.00	-5,246.33	47.54 %
6702 Building Maintenance 2023	6,467.12	15,000.00	-8,532.88	43.11 %
6704 Caretaking & Landscaping 2023	14,050.00	37,000.00	-22,950.00	37.97 %
6706 Health & Safety 2023		2,000.00	-2,000.00	
6708 Utilities 2023	15,877.26	32,000.00	-16,122.74	49.62 %
Total Cost of Goods Sold	\$726,551.91	\$1,496,720.00	\$ -770,168.09	48.54 %
GROSS PROFIT	\$2,255,190.80	\$1,617,394.93	\$637,795.87	139.43 %
Expenses				
5319 Bank Charges	97.99		97.99	
5320 ADP Fees	1,591.79		1,591.79	
5500 Staff Salaries	635,618.89	1,464,800.00	-829,181.11	43.39 %
5501 Vacation Accrual Expense	1,313.32		1,313.32	
5530 EI Expense	11,474.46		11,474.46	
5540 C.P.P. Expense	33,742.10		33,742.10	
5542 Extended Health Expense	17,677.68		17,677.68	
5543 Dental Expense	8,192.79		8,192.79	
5544 RRSP EE Expense	27,404.63		27,404.63	
5550 W.C.B. Expense	2,252.82		2,252.82	
5981 NLLS PD Shared 2023	19,246.02	35,000.00	-15,753.98	54.99 %
5984 Staff Travel 2023	9,192.52	45,500.00	-36,307.48	20.20 %
QuickBooks Payments Fees				
5325 QBO fees	5.34		5.34	
Total QuickBooks Payments Fees	5.34		5.34	
Total Expenses	\$767,810.35	\$1,545,300.00	\$ -777,489.65	49.69 %
NET OPERATING INCOME	\$1,487,380.45	\$72,094.93	\$1,415,285.52	2,063.09 %
NET INCOME	\$1,487,380.45	\$72,094.93	\$1,415,285.52	2,063.09 %



On Reserve On Settlement Grant MOU Proposal

MOU PROPOSAL PURPOSE

The MOU proposal serves as a formal means to communicate innovative project ideas and gain approval to allocate OROS grant resources toward fulfilling the mandate of OROS grant funding.

This process is intended to support Community-led development of Information Services in Indigenous communities, supported by Northern Lights Library System and the Province of Alberta.

Initiative Name: Board

Library Partner: Cold Lake Public Library

Community or Community Partner:

- Elizabeth Metis Settlement
- Cold Lake First Nations

Submit to Jessie Morris | jmorris@nlls.ab.ca

1.0 Project Description

- What is your idea?

The library, through its outreach program at Indigenous communities (Pop Up Library) , would like to give a free board book to families that have recently welcomed a new baby.

- Is this a community-led initiative or a library-led project?

This initiative started at the library in the past and has been welcomed by the families that visit the Pop Up Library at Indigenous Communities.

2.0 Project Rationale

- What community need does this serve?



Elizabeth Metis Settlement
Cold Lake First Nations

- What is the opportunity?

Promote early literacy

2.1 Benefits

- What benefits can be achieved if we proceed with this project?

Provide families with a free book that they can read to their children
Which will help them grow their love for books, reading and curiosity
from their early years.

- What are the implications of not proceeding with this project?

The families will not have the opportunity to enjoy all the benefits
mentioned above.

- How does it align with the information needs of the community?

This initiative satisfies the needs for access to books to promote early
literacy in children.

2.2 Impact

- Who will be impacted by this work? (e.g., members, Library staff, TRAC partners, vendors, Indigenous Community, etc.)

Who?	How? (include both positive and negative impacts)
Families at Indigenous communities that have recently welcomed new babies.	The positive impacts are : <ul style="list-style-type: none">- To promote the love for books and reading from an early age.- To stimulate the creativity and imagination in young readers.



3.0 Community Partner(s)

3.1 Partner Individual / Organization

- With whom have you collaborated with on this project and what was their perspective?

In the past, Pop Up library has provided free board books for new babies at Indigenous communities: Cold Lake First Nations and Elizabeth Metis Settlement. This initiative has been welcomed in both communities.

3.2 Partner Role/ Responsibility

- What role will the community partner have in the administration/ operation of this project?

The free board books will be distributed during the Pop Up Library service at Indigenous communities.

4.0 Issues & Risks

- Are there any issues/risks that should be factored into a decision to proceed with this project? (e.g., political, financial, internal operations, impact on current priorities, etc.)

There are no issues/risks related with this project.

5.0 Preliminary Requirements

- What expenses are involved in this project? The worksheet below can be used as a guide.

Category	Description	Cost
Operations & Maintenance		
Furniture & Equipment		
Technology Infrastructure		
Collections		
Contracted Resources		
Staffing Resources		
Marketing and Communications		
Training		
Travel		
Administration or Office Supplies	50 board books	\$750.00
Ongoing Costs		
Total Cost:		\$750.00



*** Indicate any assumptions that have been made in the preparation of the document***

We assumed that 50 families will receive a free board book.

- ☐ Approved to proceed.
- ☐ More information required
- ☐ Deferred to next budget year
- ☐ Not approved.

Feedback Details/Next Steps

Questions for consideration:

- Does this solve a problem?
- How urgent is this?
- Do we have evidence to support the investment?
- Is there a precedent for this work?
- Do we have capacity?
- Are there political sensitivities?
- Who else should be consulted?

Join your public library today.

All residents of an Alberta reserve or settlement are eligible for a free library card from your nearest public library

Get your card

An initiative by Northern Lights Library System

Menu Item

Menu Item

Menu Item

Menu Item

Prompt to begin process
on next pages

Optional additions:

Pages about the initiative and
info about public libraries in Alberta

Place for privacy policy and information
collection pages

- Learn more button to convey benefits of joining
- Time statement ex. "it only takes 5 min to join"

Homepage

Step
1 / 3

Select



Select your reserve or settlement to register for a
library card at your nearest public library

Next

An initiative by Northern Lights Library System

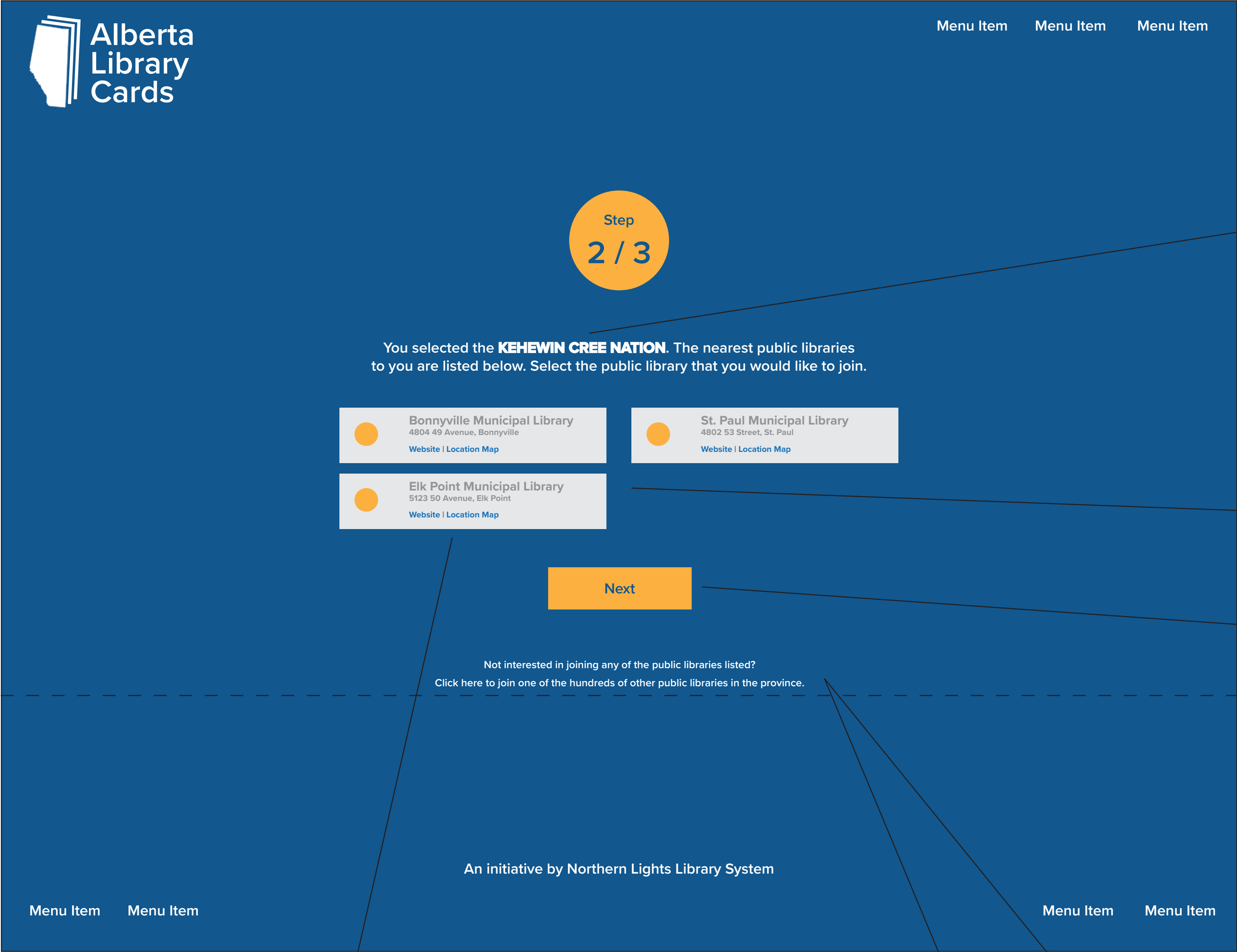
Menu Item Menu Item

Menu Item Menu Item

Progress markers
throughout registration process

Drop down menu of
reserves / settlements

Selection above will change this button to lead
to relevant results on next page.



Auto-input of user's
selected reserve / settlement

Up to four options of libraries
user can select to provide nearest
N / S / E / W library. Box to highlight
upon selection.

Selection above will change this button to lead
to relevant results on next page.

- 16x9

Optional additional to library listings:

- Distance from user's from location
- Notice if library charges a membership fee
- Image of the library

Option to select different library than listed
in case user travels / has multiple homes.

Will link to separate page with list of all libraries that
user can choose from. Upon selection of library from
that list, user will be guided immediately to Step 3.

Step
3 / 3

You selected the **Bonnyville Municipal Library** as your public library.
Fill out the form below to register for a library card.

First Name

Last Name

Birth Date

Home Address

Email Address

Phone Number

Auto-input of user's
selected library

Option to add alert if the library charges
a membership fee, and option to switch
to another library

Get Your Library Card!

- 16x9

An initiative by Northern Lights Library System

Menu Item Menu Item

Menu Item Menu Item

Sample fields, will need to do more research into
required fields. Goal is to make it visibly easy for users.

If user already has a card they will not be taken to the next pages.
Duplication message, and recommendation to visit their library, will be displayed instead.

Congratulations!

You have successfully registered for a library card at the **Bonnyville Municipal Library**.

Your temporary barcode number is:

TC156879

Next Steps

1

Record your temporary barcode. You will need it to access library resources and loan materials.

2

Visit the library with your temporary barcode and one (1) piece of government issued identification within 30 days to receive your full membership.

3

Visit <http://www.bonnyvillelibrary.ab.ca> to learn more about your library

Auto-input of user's selected library

Auto-input of the website for user's selected library

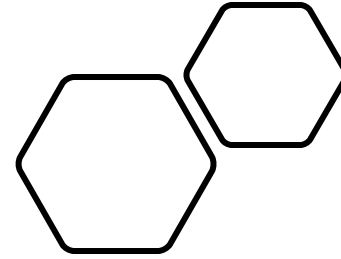
- 16x9

Optional additions to this page:

- Addition of TRACpac link
- Custom message field with library info

An initiative by Northern Lights Library System

Budget 2024

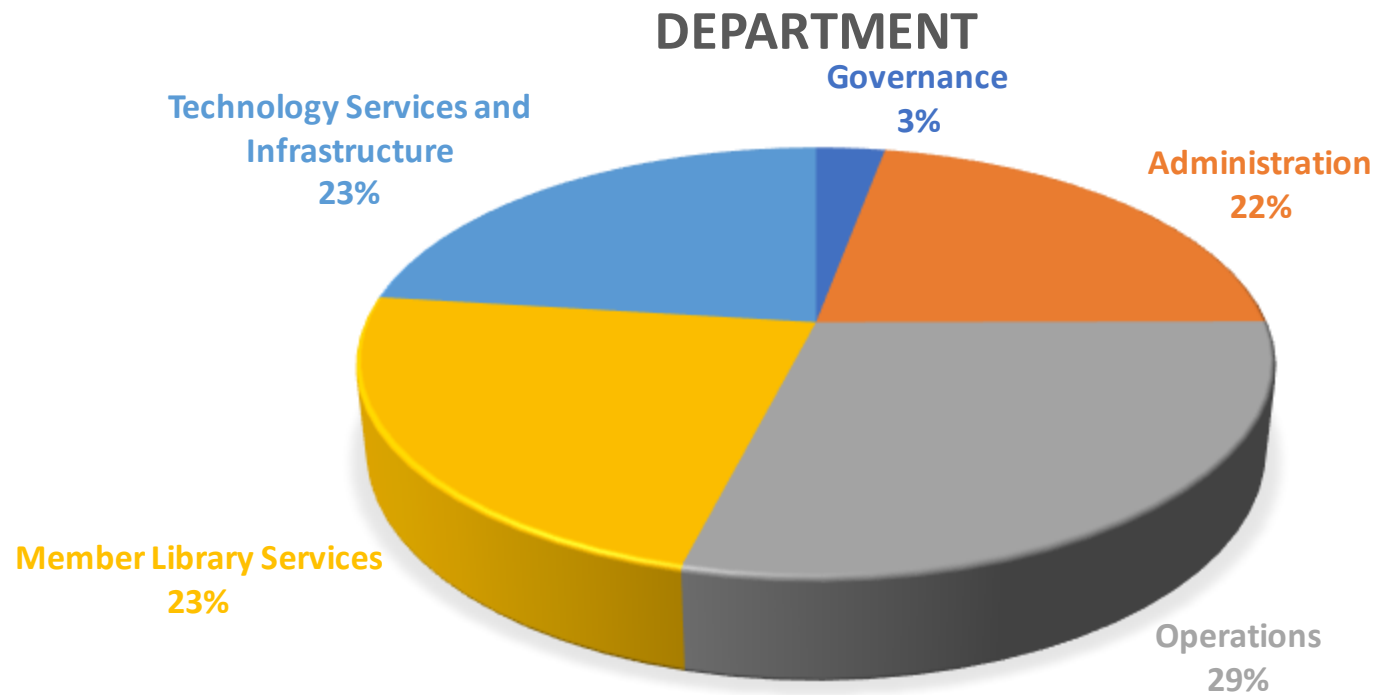


With projections through
2026

How we are funded

- Levies from Municipalities ~35%
 - Levies from Library Boards ~24%
 - Provincial Operating Grants ~37%
 - Other Revenue ~4%
- \$2,555,279 – Operating Funds

Where the money goes





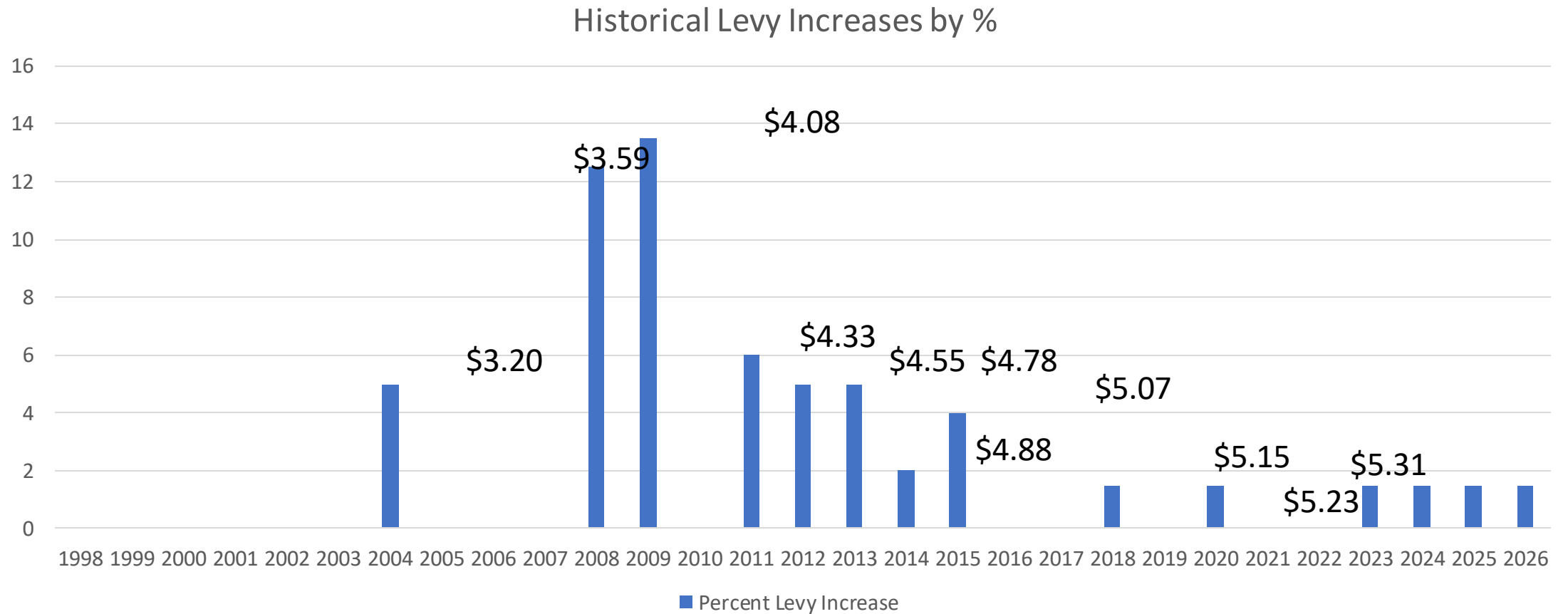
Budget Goals

- Cultivate alternative revenue sources
- Find efficiencies in service delivery
- Spend down the overage in our savings
- Modest and predictable levy increases
- Ensure compensation meets financial realities of NLLS
- Predictability, transparency, and timely communication

2023 Highlights

- Increase in provincial funding
 - Move to 2019 population numbers
 - Greater stability in expenditures
 - Policy change to Book Allotment spending has had a positive impact
-
- TRAC costs lower than anticipated (due to population changes)
 - Unexpected change required in Eresource authentication service
 - Interest revenue greater than budgeted

Levy Increases



Proposed Levy Increase

Year	Levy (Municipal & Library Board)
2022	\$5.23
2023	\$5.31
2024	\$5.39
2025	\$5.47
2026	\$5.55 (current provincial grant is \$5.60)

Stable funding

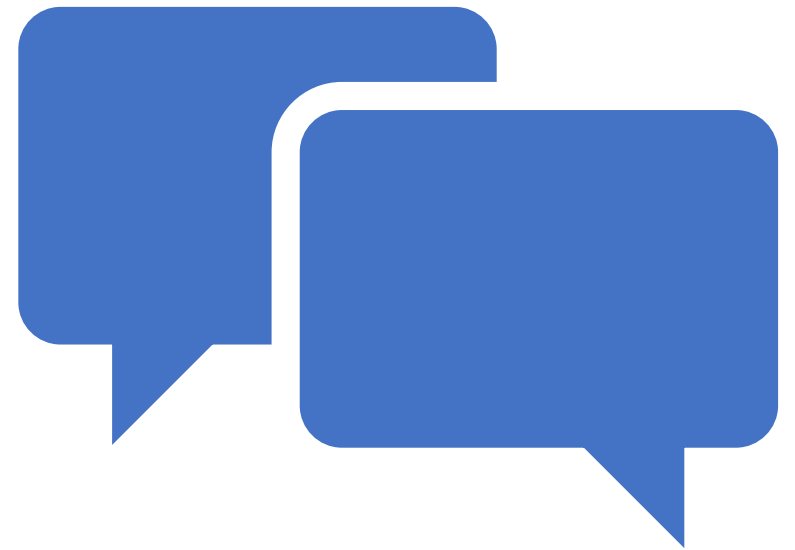
- Regular modest increases save municipalities money in the long run
 - Average annual municipal increase since 1998 is **2.18%**
 - Average annual provincial increase since 1998 is **1.72%**
 - Average annual Canadian inflation rate since 1998 is **1.89%** (not including this year)
- This budget proposes a modest **1.5%** year-over-year increase for the next 3 years to allow us to:
 - Utilize system savings effectively
 - Smoothly transition staff and resources to greater efficiency
 - Meet our budget goals and create stability for the system, libraries, and municipalities

Revenue Discussion

~\$751,000
from system
savings over 3
years.

- Current Savings: \$2,088,963.07

Expense Discussion



Compensation

- Step + COLA
- 2023 projected inflation of 3%
- 2022 Inflation was 6.8%
- 2021 inflation was 3.4%

“In general, your pay grid is below average, except for the library technicians.”

NLLS BUDGET 2023 - Revenue										
		GL Code(s)	Actuals Dec 31 2019	BUDGET 2022 - 0%	BUDGET 2023 - 1.5%	BUDGET 2024 - 1.5%	BUDGET 2025 - 1.5%	BUDGET 2026 - 1.5%	COMMENTS / NOTES for 2022	Notes
REVENUE										
Municipal and Library Board Levies	Municipalities	4010	\$1,207,726.50	\$866,576	\$879,575	\$892,768	\$906,160	\$919,752	2016 pop = 177,741	Book alot removed from pop of 177741
	Library Boards	4040	\$576,285.00	\$604,128	\$613,190	\$622,388	\$631,723	\$641,199	2016 pop =115,512 (115, 905)	
	Book Alotment - IN	2800's		\$380,507	\$380,507	\$380,507	\$380,507	\$380,507	every penny = \$1,769.80	
	Book Alotment - OUT	2800's		-\$380,507	-\$380,507	-\$380,507	-\$380,507	-\$380,507		
Total			\$1,784,011.50	\$1,470,703.80	\$1,492,764.36	\$1,515,155.84	\$1,537,883.17	\$1,560,951.42		
Provincial Grants	Library System Board Operating Grant	4041	\$820,070.00	\$831,806	\$831,806	\$831,806	\$831,806	\$831,806	\$4.70 per resident; 2016 pop =174,483	pop of 177741 before AFLP)
	Rural Library Services Grant (Board of Record)	4042	\$338,506.00	\$3,402.00	\$3,402.00	\$3,402.00	\$3,402.00	\$3,402.00	\$5.55 per resident; 61,468 = 340,242.75 = 1% Admin Fee shown	pop of 61468
	Provincial Establishment Grant	4044	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Fishing Lake as a possibility	
	OnReserve-OnSettlement Grant	4043	\$160,000.00	\$1,600.00	\$61,588.80	\$61,588.80	\$61,588.80	\$61,588.80	Indigenous OROS Grant (runs Apr-Mar) 4.70 x 2016 pop	
Total			\$1,318,576.00	\$836,808.00	\$896,796.80	\$896,796.80	\$896,796.80	\$896,796.80		
Other Revenue	Travel Grants	4126	\$3,382.19	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	TRAC, PLSB	
	Conference	4560	\$0.00	\$15,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	2-day Conference (use rewards program)	
	Other Revenue - General	4530	\$8,160.49	\$0.00	\$12,000.00	\$5,000.00	\$5,000.00	\$12,000.00	Bell rental of NLLS land for supernet infrastructure, Summer Students Vehicle sale	
	Winter and Summer Reading Programs	4550	\$8,598.15	\$8,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	Grants	
	Office Sales	4510 4520	\$5,752.77	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	Rental, Professional services	
	Interest	4610	\$50,774.24	\$22,000.00	\$22,000.00	\$20,000.00	\$18,000.00	\$18,000.00	Bank/Investments Interest	
	Office Rentals	4552			\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00		
Reserves	Reserve Out	NEW		-\$83,744.40	-\$234,058.45	-\$131,900.74	-\$78,568.30	-\$72,706.27	Approx - Transfer from reserves to budget over 4 years	
	Reserves In			-\$83,744.40	-\$234,058.45	-\$131,900.74	-\$78,568.30	-\$72,706.27	-\$600,978.15	
Total			\$76,667.84	\$50,000.00	\$84,000.00	\$75,000.00	\$73,000.00	\$80,000.00		
TOTAL OPERATING REVENUE			\$3,179,255.34	\$2,357,511.80	\$2,473,561.16	\$2,486,952.64	\$2,507,679.97	\$2,537,748.22		

1.5% each year Levy will be:

2023	2024	2025	2026
\$ 5.31	\$ 5.39	\$ 5.47	\$ 5.55
\$ 10.62	\$ 10.78	\$ 10.94	\$ 11.10

NLLS BUDGET 2024										
		GL Code(s)	BUDGET 2018	Actuals Dec 31 2019	BUDGET 2022	BUDGET 2023	BUDGET 2024	BUDGET 2025	BUDGET 2026	COMMENTS / NOTES

NLLS BUDGET 2024

		GL Code(s)	BUDGET 2018	Actuals Dec 31 2019	BUDGET 2022	BUDGET 2023	BUDGET 2024	BUDGET 2025	BUDGET 2026	COMMENTS / NOTES
EXPENSES										
GOVERNANCE										
NLLS BOARD LMC	General Board Meetings	6500 (6504)				\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	2 in-person meetings per year (\$8,500/mtg) (CRA)
	Executive Meetings	6520 (6500, 6504)	\$8,000.00	\$22,617.74	\$15,000.00	\$19,300.00	\$19,300.00	\$19,300.00	\$19,300.00	6 in-person meetings per year Mileage (11500),PerDiem (6300), Meals (1500)
	Committee Meetings	6502				\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	Advocacy, Policy, Grievance, Performance, Plan of Service, Budget (meals, honorarium)
	Outreach and Honoraria	6510	\$2,000.00	\$6,618.91	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	Board Chair Honorarium/Perdiem/Mileage for Travel to Municipalities (as per POS)
	Professional & Legal Fees	6606	\$2,500.00	\$45,510.15	\$3,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	HR items, Legal contingency, Policy support
	Board Food & Beverages		\$4,500.00	\$6,087.18	\$2,000.00					
	Board Mileage		\$28,000.00	\$33,446.90	\$8,000.00					Moved to Meetings line
	LMC Meeting/Mileage/Meal	6208	\$20,000.00	\$13,271.35	\$5,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	Budgeted here for 1 LMC Meeting/Mileage/Meals
	Lib Brd Chair Meeting/Mileage/Meal	6602	\$20,000.00			\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	Budgeted here for 1 Library Board Chair Meeting/Mileage/Meals 1 meeting \$3300 - (\$6600 if everyone attends))
	Board Professional Development	6508 (5981)	\$2,000.00	\$6,618.91	\$8,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	Conferences, Hotels, Travel, includes Board and LMC Chair
Governance Total			\$85,000.00	\$134,171.14	\$51,000.00	\$71,800.00	\$71,800.00	\$71,800.00	\$71,800.00	
Operating Total										
ADMINISTRATION	Memberships	6616 (6613)	\$6,800.00	\$10,490.88	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	AUMA, RMA, ALA, CLA, APLAC, TAL, ALTA
	PD Training Total	5981 (5982,5983)	\$20,250.00	\$44,539.79	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	Courses/Conference/Travel Costs/Hotels
	Education/Tuition	5985	\$3,200.00		\$7,400.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	Employment offers, Tuition subsidies, Education grants
	Meals & Site Visits	Moved	\$10,000.00	\$5,168.81	\$5,000.00					Renamed and combined
	Staff Travel	5984				\$45,500.00	\$48,000.00	\$50,000.00	\$50,000.00	MLS - 15000, IT 8000, Admin 20,000 OPS 2500 - meals, mileage
	Marketing	6608	\$10,000.00	\$5,323.98	\$10,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	Publicity, newsletter, supplies, service catalog, graphic artist, templates
	Office supplies	6620	\$20,000.00	\$13,171.42	\$12,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	General office supplies
	Staff recruitment/HR Tools/Hosting	5987 (5989,6522)	\$2,000.00	\$3,626.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	HR Tools/Job Ads/Hosting
Administration Total				\$82,320.88	\$82,900.00	\$151,500.00	\$154,000.00	\$156,000.00	\$156,000.00	
	Equipment/Software	6600	\$7,000.00	\$13,727.92	\$18,000.00	\$18,000.00	\$18,000.00	\$12,000.00	\$12,000.00	Repairs, Small equipment/furniture purchases/SAGE/Photocopier
	Telecommunications	6622	\$12,900.00	\$15,371.16	\$12,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	NLLS phones, and Cell phones
	Vehicle Expenses	6270	\$12,000.00	\$12,341.89	\$8,000.00	\$72,000.00	\$8,000.00	\$6,000.00	\$75,000.00	Maintenance (Purchase of new delivery van 2023/2026)
	Vehicle Fuel	6271	\$32,000.00	\$30,487.59	\$40,000.00	\$40,000.00	\$38,000.00	\$35,000.00	\$35,000.00	Fuel
	Operating/Processing supplies	6108	\$10,000.00	\$16,049.77	\$20,000.00	\$15,000.00	\$20,000.00	\$15,000.00	\$20,000.00	Laminating, mactac, barcodes spine lables, dvd cases, library cards, stickers
	Postage	6266	\$500.00	\$5,391.26	\$2,500.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	Postage all departments

NLLS BUDGET 2024

		GL Code(s)	BUDGET 2018	Actuals Dec 31 2019	BUDGET 2022	BUDGET 2023	BUDGET 2024	BUDGET 2025	BUDGET 2026	COMMENTS / NOTES
OPERATIONS and FINANCE	Caretaking and Landscaping	6704	\$26,000.00	\$35,256.34	\$35,000.00	\$37,000.00	\$37,000.00	\$37,000.00	\$37,000.00	Caretaking Contract, landscaping, snow removal, janitorial supplies.
	Building Maintenance	6702	\$15,000.00	\$7,245.19	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	Upkeep and emergency repairs
	Utilities	6708	\$30,000.00	\$27,593.24	\$30,000.00	\$32,000.00	\$33,000.00	\$34,000.00	\$34,000.00	Water, hydro, garbage, shredder, gas
	Accounting, Bookkeeping & Banking	6612	\$1,000.00	\$1,425.87	\$1,500.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	Bank charges; Credit Card charges, Payroll
	Audit & Support	6610	\$20,000.00	\$14,836.67	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	Last year of RFP
	Insurance	6614	\$12,500.00	\$10,491.67	\$11,500.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00	AMSC
	Health & Safety	6706	\$5,000.00	\$3,081.47	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	Security system, safety workshops,
	ReSale and Rebills	6618	\$30,000.00	\$182,957.01	\$4,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	This is the net cost of providing purchasing services
Operations Total				\$376,257.05	\$214,500.00	\$301,000.00	\$241,000.00	\$226,000.00	\$300,000.00	
TECHNOLOGY SERVICES and INFRASTRUCTURE	Internet Service	6169	\$19,500.00	\$4,165.00	\$24,000.00	\$8,470.00	\$8,470.00	\$8,470.00	\$8,470.00	Cybera (3 yr/3 Exinda warranty for upgrade of bandwidth)
	Website Services	6119	\$19,500.00	\$17,047.00	\$24,000.00	\$36,000.00	\$75,000.00	\$30,000.00	\$20,000.00	Box Clever
	Computer Software Servies	6114	\$15,000.00	\$38,347.48	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	Anti Virus,FixMeStick, Helpdesk, GoToAssist, 1 Password, Adobe, Web Dewey
	Network Security, and Hardware Services	6121 (6122,6615)	\$5,000.00	\$7,100.08	\$8,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	Vmware, Veeam, Dell Desktop Authority Office 365, Windows 10, Power BI,
	Emerging Technology - 6123	REMOVE	\$10,000.00	\$13,884.04	\$8,000.00					
	Computer Hardware and Peripherals	6118	\$10,000.00	\$13,315.19	\$10,000.00	\$19,000.00	\$19,000.00	\$19,000.00	\$19,000.00	Laptops, Staff computers, Monitors Docking Stns etc
	Contract Services	6167	\$35,000.00	\$33,000.00	\$33,000.00	\$90,000.00	\$90,000.00	\$80,000.00	\$40,000.00	Contractor services,ACSI, Powerland
	TRAC	6168	\$100,000.00	\$104,661.00	\$120,000.00	\$125,000.00	\$125,000.00	\$128,000.00	\$128,000.00	Cost of operations and maintenance of catalogue and Server at YRL
Technology Totals				\$231,519.79	\$257,000.00	\$343,470.00	\$382,470.00	\$330,470.00	\$280,470.00	
MEMBER LIBRARY SERVICES	System Collection	6080	\$18,000.00	\$8,220.57	\$12,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	Large Print, Professional collection, Ref, Audio, Kits and Blocks Makerspace
	Online databases/E-Resources	6280	\$56,800.00	\$94,366.37	\$100,000.00	\$120,000.00	\$120,000.00	\$120,000.00	\$120,000.00	Cypress, Tumblebooks, Niche Academy, TAL, Lynda.com, Ebsco Overdrive, 3M, Hoopla, Journals
	Programming	6252	\$25,000.00	\$34,703.35	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	SRP WRP, entertainer, prizes, story teller, author talks
	NLLS Conference	6206	\$20,000.00	\$890.95	\$15,000.00	\$32,000.00	\$30,000.00	\$30,000.00	\$30,000.00	Conference and Workshops - LMC Workshop
	Indigenous Relations	6084		\$0.00	\$0.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	Honoraria, contract services, and other services for working with Indigenous communities. In previous years this was budgeted outside of the general operating budget.
MLS Totals				\$138,181.24	\$137,000.00	\$202,000.00	\$200,000.00	\$200,000.00	\$200,000.00	
Operating Total			\$40,250.00	\$828,278.96	\$691,400.00	\$997,970.00	\$977,470.00	\$912,470.00	\$936,470.00	
STAFFING										
Staff 21 F/T 4P/T Staff members & 3 Summer Students:	Salaries	5500	\$1,108,830.00	\$1,238,918.33	\$1,571,349.20	\$1,464,079.84	\$1,402,971.13	\$1,432,084.79	\$1,431,818.30	Step, 2% and staffing reduction
	Benefits	5542	\$160,000.00	\$116,293.27	\$125,707.00	\$171,969.77	\$165,712.24	\$168,693.48	\$168,666.19	Dental, Vision, Health, RRSP (10.24%)

NLLS BUDGET 2024										
		GL Code(s)	BUDGET 2018	Actuals Dec 31 2019	BUDGET 2022	BUDGET 2023	BUDGET 2024	BUDGET 2025	BUDGET 2026	COMMENTS / NOTES
24.8 FTE	Special Events-Long Service	6521	\$3,200.00	\$6,618.91	\$1,800.00	\$1,800.00	\$900.00	\$1,200.00	\$1,700.00	Staff Long Service Awards. Projects
Staff Total			\$1,268,830.00	\$1,361,830.51	\$1,698,856.20	\$1,637,849.61	\$1,569,583.37	\$1,601,978.27	\$1,602,184.49	
TOTAL EXPENDITURES				\$2,324,280.61	\$2,441,256.20	\$2,707,619.61	\$2,618,853.37	\$2,586,248.27	\$2,610,454.49	
Budgeted Net Gain/Loss					-\$ 83,744.40	-\$ 234,058.45	-\$ 131,900.74	-\$ 78,568.30	-\$ 72,706.27	-\$600,978.15

BOOK ALLOTMENT ACCTS	2023 Starting Year Bal/with roll over	YTD spent	Left to Spend	%	2023 Book Allot	Rollover Amt 2022
Coll. Dev. Cold Lake	46,407.22		46,407.22	0.0%	\$ 42,367.69	4,039.53
Coll. Dev. Mundare	3,776.18		3,776.18	0.0%	\$ 3,919.45	(143.27)
Coll. Dev. Gibbons	19,703.95		19,703.95	0.0%	\$ 14,933.04	4,770.91
Coll. Dev. Chauvin	2,057.78		2,057.78	0.0%	\$ 2,254.19	(196.41)
Coll. Dev. Bonnyville	50,707.64		50,707.64	0.0%	\$ 36,189.02	14,518.62
Coll. Dev. Kitscoty	10,571.17		10,571.17	0.0%	\$ 5,674.71	4,896.46
Coll. Dev. Bruderheim	8,537.57		8,537.57	0.0%	\$ 4,979.40	3,558.17
Coll. Dev. Morinville	41,325.31		41,325.31	0.0%	\$ 29,688.49	11,636.82
Coll. Dev. Innisfree	1,200.91		1,200.91	0.0%	\$ 1,200.35	0.56
Coll. Dev. Bon Accord	13,083.96		13,083.96	0.0%	\$ 11,617.74	1,466.22
Coll. Dev. Lamont	10,986.65		10,986.65	0.0%	\$ 5,850.15	5,136.50
Coll. Dev. Plamondon	2,249.49		2,249.49	0.0%	\$ 2,500.00	(250.51)
Coll. Dev. Andrew	7,621.43		7,621.43	0.0%	\$ 2,896.05	4,725.38
Coll. Dev. Radway	2,842.36		2,842.36	0.0%	\$ 2,461.09	381.27
Coll. Dev. Frog Lake	6,625.83		6,625.83	0.0%	\$ 4,345.15	2,280.68
Coll. Dev. Edgerton	2,156.13		2,156.13	0.0%	\$ 2,107.69	48.44
Coll. Dev. Fishing Lake	1,120.54		1,120.54	0.0%	\$ 1,055.65	64.89
Coll. Dev. Elk Point	3,935.34		3,935.34	0.0%	\$ 3,538.90	396.44
Coll. Dev. Holden	3,489.78		3,489.78	0.0%	\$ 3,265.42	224.36
Coll. Dev. Edmonton Garrison	13,580.57		13,580.57	0.0%	\$ 8,418.54	5,162.03
Coll. Dev. Mannville	4,416.43		4,416.43	0.0%	\$ 4,199.42	217.01
Coll. Dev. Myrnam	4,069.57		4,069.57	0.0%	\$ 3,454.19	615.38
Coll. Dev. Marwayne	4,820.92		4,820.92	0.0%	\$ 5,010.36	(189.44)
Coll. Dev. Paradise Valley	4,946.47		4,946.47	0.0%	\$ 3,950.41	996.06
Coll. Dev. Smoky Lake	5,070.22		5,070.22	0.0%	\$ 4,840.73	229.49
Coll. Dev. St. Paul	15,520.40		15,520.40	0.0%	\$ 12,908.60	2,611.80
Coll. Dev. Two Hills	7,622.94		7,622.94	0.0%	\$ 7,803.21	(180.27)
Coll. Dev. Tofield	9,415.72		9,415.72	0.0%	\$ 9,583.84	(168.12)
Coll. Dev. Ryley	3,063.04		3,063.04	0.0%	\$ 3,514.82	(451.78)
Coll. Dev. Vermilion	17,433.64		17,433.64	0.0%	\$ 16,924.37	509.27
Coll. Dev. Viking	6,515.30		6,515.30	0.0%	\$ 4,684.42	1,830.88

BOOK ALLOTMENT ACCTS	2023 Starting Year Bal/with roll over	YTD spent	Left to Spend	%	2023 Book Allot	Rollover Amt 2022
Coll. Dev. Vilna	1,975.54		1,975.54	0.0%	\$ 1,945.21	30.33
Coll. Dev. Waskatenau	1,904.55		1,904.55	0.0%	\$ 1,869.96	34.59
Coll. Dev. Wainwright	19,164.40		19,164.40	0.0%	\$ 17,702.80	1,461.60
Coll. Dev. Thorhild	3,282.06		3,282.06	0.0%	\$ 2,424.36	857.70
Coll. Dev. Newbrook	3,790.81		3,790.81	0.0%	\$ 2,461.09	1,329.72
Coll. Dev. Vegreville	19,605.77		19,605.77	0.0%	\$ 16,452.83	3,152.94
Coll. Dev. Athabasca	25,635.49		25,635.49	0.0%	\$ 16,604.67	9,030.82
Coll. Dev. Wandering River	976.09		976.09	0.0%	\$ 988.40	(12.31)
Coll. Dev. Grassland	3,572.34		3,572.34	0.0%	\$ 2,800.46	771.88
Coll. Dev. Irma	3,010.14		3,010.14	0.0%	\$ 2,939.82	70.32
Coll. Dev. Lac La Biche	18,745.90		18,745.90	0.0%	\$ 17,991.65	754.25
Coll. Dev. Mallaig	7,504.60		7,504.60	0.0%	\$ 6,630.60	874.00
Coll. Dev. Boyle	4,782.91		4,782.91	0.0%	\$ 4,248.01	534.90
Coll. Dev. Rochester	2,312.20		2,312.20	0.0%	\$ 1,812.06	500.14
Coll. Dev. Ashmont	8,185.51		8,185.51	0.0%	\$ 6,630.60	1,554.91
Coll. Dev. Redwater	16,434.62		16,434.62	0.0%	\$ 12,967.94	3,466.68
Total Book Allotment	475,757.39	0.00	475,757.39		\$ 382,607.55	

All Patrons

Active and Inactive	Book Allotment Portion		Present Formula	What they currently receive
Athabasca	\$	16,473.30	Athabasca	55% \$ 9,060.32
	(7662 x 2.15)		Boyle	11% \$ 1,812.06
			Grassland	17% \$ 2,800.46
			Rochester	11% \$ 1,812.06
			Wandering River	6% \$ 988.40
			100%	\$ 16,473.30
Beaver County	\$	12,231.35	Holden	20% \$ 2,446.27
	(5689 x 2.15)		Riley	20% \$ 2,446.27
			Tofield	40% \$ 4,892.54
			Viking	20% \$ 2,446.27
			100%	\$ 12,231.35
MD of Bonnyville	\$	28,450.95	Bonnyville	70% \$ 19,915.67
	(13233 x 2.15)		Cold Lake	30% \$ 8,535.29
			100%	\$ 28,450.95
Lamont County	\$	8,324.80	Lamont	25% \$ 2,081.20
	(3872 x 2.15)		Bruderheim	25% \$ 2,081.20
			Mundare	25% \$ 2,081.20
			Andrew	25% \$ 2,081.20
			100%	\$ 8,324.80
County of Minburn	\$	7,273.45	Mannville	34% \$ 2,472.97
	(3383 x 2.15)		Innisfree	10% \$ 727.35
			Vegreville	56% \$ 4,073.13
			100%	\$ 7,273.45
County of Smoky Lake	\$	5,286.85	Smoky Lake	50% \$ 2,643.43
	(2459 x 2.15)		Vilna	25% \$ 1,321.71
			Waskateneau	25% \$ 1,321.71
			100%	\$ 5,286.85
County of St.Paul	\$	13,261.20	Ashmont	50% \$ 6,630.60
	(6168 x 2.15)		Mallaig	50% \$ 6,630.60
			Elk Point	0% \$ -
			St. Paul	0% \$ -
	(Separate funding given for EP / STP)		100%	\$ 13,261.20

Sturgeon County	\$	42,092.70	Edm Garrison	15%	\$ 6,208.67
		(19578 x 2.15)	Gibbons	15%	\$ 6,503.32
			Morinville	43%	\$ 18,007.26
			Bon Accord	14%	\$ 5,737.24
			Redwater	13%	\$ 5,632.00
				100%	\$ 42,088.49
Thorhild County	\$	7,346.55	Newbrook	33.5%	\$ 2,461.09
		(3417 x 2.15)	Radway	33.5%	\$ 2,461.09
			Thorhild	33%	\$ 2,424.36
				100%	\$ 7,346.55
County of Two Hills	\$	7,226.15	Two Hills	64%	\$ 4,624.74
		(3361 x 2.15)	Myrnam	36%	\$ 2,601.41
				100%	\$ 7,226.15
County of Vermilion River	\$	17,881.55	Vermilion	40%	\$ 7,152.62
		(8317 x 2.15)	Paradise Valley	20%	\$ 3,576.31
			Marwayne	20%	\$ 3,576.31
			Kitscoty	20%	\$ 3,576.31
				100%	\$ 17,881.55
M.D. of Wainwright	\$	8,896.70	Wainwright	47%	\$ 4,181.45
		(4138 x 2.15)	Edgerton	14%	\$ 1,245.54
			Chauvin	17%	\$ 1,512.44
			Irma	22%	\$ 1,957.27
				100%	\$ 8,896.70
Lac La Biche County	\$	20,491.65	Lac La Biche	88%	\$ 17,991.65
		(9531 x 2.15)	Plamondon	12%	\$ 2,500.00
				100%	\$ 20,491.65
Frog Lake	\$	4,345.15	Frog Lake	100%	\$ 4,345.15
Fishing Lake	\$	1,055.65	Fishing Lake	100%	\$ 1,055.65

2023 RURAL SERVICES GRANT (Board of Record)				
MUNICIPALITY	POPULATION 2016 Allocation %	\$ 5.55	1% Admin Fee	Total Disbursement Actually paid out YTD
Beaver County	5,689	\$ 31,573.95	\$ 315.74	\$ 31,258.21
Holden Municipal Library	20%			\$6,251.64
McPherson Municipal Library	20%			\$6,251.64
Tofield Municipal Library	40%			\$12,503.28
Viking Municipal Library	20%			\$6,251.64
M.D. of Bonnyville	13233	\$ 73,443.15	\$ 734.43	\$ 72,708.72
Bonnyville Library	68%			\$ 49,674.60
Cold Lake Library	32%			\$ 23,034.12
County of Minburn	3383	\$ 18,775.65	\$ 187.76	\$ 18,587.89
Innisfree Public Library	10%			\$ 1,858.79
Mannville Municipal Library	34%			\$ 6,319.88
Vegreville Centennial Library	56%			\$ 10,409.22
Smoky Lake County	2459	\$ 13,647.45	\$ 136.47	\$ 13,510.98
Ann Chorney Public Library	25%			\$ 3,377.74
Smoky Lake Municipal Library	50%			\$ 6,755.49
Vilna Municipal Library	25%			\$ 3,377.74
Sturgeon County	19578	\$ 108,657.90	\$ 1,086.58	\$ 107,571.32
Bon Accord Municipal Library	13.87%			\$ 14,920.14
Gibbons Municipal Library	15.28%			\$ 16,436.90
Edmonton Garrison Community Library	16.04%			\$ 17,254.44
Morinville Public Library	41.16%			\$ 44,276.36
Redwater Municipal Library	13.65%			\$ 14,683.49
County of Two Hills	3435	\$ 19,064.25	\$ 190.64	\$ 18,873.61
Alice Melynk Public Library	64%			\$ 12,079.11
Myrnam Community Library	36%			\$ 6,794.50
County of Vermilion River	8317	\$ 46,159.35	\$ 461.59	\$ 45,697.76
Kitscoty Hill Top Library	20%			\$ 9,139.55
Marwayne Public Library	20%			\$ 9,139.55
Three Cities Public Library	20%			\$ 9,139.55
Vermilion Public Library	40%			\$ 18,279.10
M.D. of Wainwright	4138	\$ 22,965.90	\$ 229.66	\$ 22,736.24
Chauvin Municipal Library	15%			\$ 3,410.44
Edgerton Municipal Library	15%			\$ 3,410.44
Irma Municipal Library	20%			\$ 4,547.25
Wainwright Public Library	50%			\$ 11,368.12
Summer Village of Bondiss	106	\$ 588.30	\$ 5.88	\$ 582.42
Summer Village of Mewatha Beach	79	\$ 438.45	\$ 4.38	\$ 434.07
Boyle Public Library				\$ 1,016.48
Summer Village West Baptiste	52	\$ 288.60	\$ 2.89	\$ 285.71
Summer Village of South Baptiste	52	\$ 288.60	\$ 2.89	\$ 285.71
Summer Village Island Lake	243	\$ 1,348.65	\$ 13.49	\$ 1,335.16
Summer Village Island Lake South	72	\$ 399.60	\$ 4.00	\$ 395.60
Summer Village Sunset Beach	44	\$ 244.20	\$ 2.44	\$ 241.76
Summer Village Whispering Hills	108	\$ 599.40	\$ 5.99	\$ 593.41
Alice B Donahue Library				\$ 3,137.36
Summer Village of Pelican Narrows	162	\$ 899.10	\$ 8.99	\$ 890.11
Bonnyville Library				\$ 890.11
Village of Myrnam	370	\$ 2,053.50	\$ 20.54	\$ 2,032.97

	TOTALS	\$ 341,436.00	\$ 3,414.36	\$ 338,021.64
Fishing Lake (OROS)				
Village of Glendon				
Not in this PLSB Grant				

2024 RURAL SERVICES GRANT (Board of Record)				Option B
POPULATION 2016 Allocation %	\$ 5.83	1% Admin Fee	Total	Diff
5,689	\$ 33,186.82	\$ 331.87	\$ 32,854.95	\$ 1,596.74
20%			\$ 6,570.99	\$ 319.35
20%			\$ 6,570.99	\$ 319.35
40%			\$ 13,141.98	\$ 638.70
20%			\$ 6,570.99	\$ 319.35
13233	\$ 77,194.80	\$ 771.95	\$ 76,422.85	\$ 3,714.13
68%			\$ 52,212.09	\$ 2,537.49
32%			\$ 24,210.76	\$ 1,176.64
3383	\$ 19,734.75	\$ 197.35	\$ 19,537.41	\$ 949.51
10%			\$ 1,953.74	\$ 94.95
34%			\$ 6,642.72	\$ 322.83
56%			\$ 10,940.95	\$ 531.73
2459	\$ 14,344.59	\$ 143.45	\$ 14,201.15	\$ 690.17
25%			\$ 3,550.29	\$ 172.54
50%			\$ 7,100.57	\$ 345.09
25%			\$ 3,550.29	\$ 172.54
19578	\$ 114,208.40	\$ 1,142.08	\$ 113,066.31	\$ 5,494.99
13.87%			\$ 15,682.30	\$ 762.16
15.28%			\$ 17,276.53	\$ 839.63
16.04%			\$ 18,135.84	\$ 881.40
41.16%			\$ 46,538.09	\$ 2,261.74
13.65%			\$ 15,433.55	\$ 750.07
3435	\$ 20,038.10	\$ 200.38	\$ 19,837.72	\$ 964.11
64%			\$ 12,696.14	\$ 617.03
36%			\$ 7,141.58	\$ 347.08
8317	\$ 48,517.28	\$ 485.17	\$ 48,032.10	\$ 2,334.35
20%			\$ 9,606.42	\$ 466.87
20%			\$ 9,606.42	\$ 466.87
20%			\$ 9,606.42	\$ 466.87
40%			\$ 19,212.84	\$ 933.74
4138	\$ 24,139.05	\$ 241.39	\$ 23,897.66	\$ 1,161.42
15%			\$ 3,584.65	\$ 174.21
15%			\$ 3,584.65	\$ 174.21
20%			\$ 4,779.53	\$ 232.28
50%			\$ 11,948.83	\$ 580.71
106	\$ 618.35	\$ 6.18	\$ 612.17	\$ 29.75
79	\$ 460.85	\$ 4.61	\$ 456.24	\$ 22.17
			\$ 1,068.41	\$ 51.92
52	\$ 303.34	\$ 3.03	\$ 300.31	\$ 14.59
52	\$ 303.34	\$ 3.03	\$ 300.31	\$ 14.59
243	\$ 1,417.54	\$ 14.18	\$ 1,403.37	\$ 68.20
72	\$ 420.01	\$ 4.20	\$ 415.81	\$ 20.21
44	\$ 256.67	\$ 2.57	\$ 254.11	\$ 12.35
108	\$ 630.02	\$ 6.30	\$ 623.72	\$ 30.31
			\$ 3,297.62	\$ 160.26
162	\$ 945.03	\$ 9.45	\$ 935.58	\$ 45.47
			\$ 935.58	\$ 45.47
370	\$ 2,158.40	\$ 21.58	\$ 2,136.81	\$ 103.85
Diff				\$ 17,246.72
TOTALS	\$ 358,877.34	\$ 3,588.77	\$ 355,288.57	

EXP

	Type of Fund	Allocation of Current funds	Min Balance for Reserves	Over/ Under Funded Reserves	Projected 2023 Usage
	Unrestricted				
6710	Vehicle Replacement Funds	\$ 155,000.00	\$ 130,000.00	\$ 25,000.00	\$ 62,000.00
6711	Furniture & Equipment Funds	\$ 70,000.00	\$ 10,000.00	\$ 60,000.00	
6712	Building Funds	\$ 400,000.00	\$ 250,000.00	\$ 150,000.00	
6713	Computer Funds - 5yr	\$ 700,000.00	\$ 430,000.00	\$ 270,000.00	\$ 60,000.00
6714	Server Funds - 5yr				
6715	Network Hardware (switches) Funds - 5yr				
6716	Fortigate Funds - 5yr				
6717	Contingent Liability and Consultation	\$ 300,000.00	\$ 100,000.00	\$ 200,000.00	\$ -
	Restricted				
6720	Operational Restricted Reserve	\$ 420,700.99	\$ 350,000.00	\$ 70,700.99	\$ -

Money in Investments Feb 28 2023

TOTALS \$ 2,045,700.99 \$ 1,270,000.00 \$ 775,700.99 \$ 122,000.00

Restricted Funds Definition

Only used for non-capital purpose (Operational & Contingency) - Need board approval to use or move

Unrestricted Funds Definition

Fund which can be accessed for capital purposes - Need Executive approval to use or move

Allocation

The amount of money proposed for the specific reserve category

Money in Investments		Diff +/-	Bank Balance - Operating Acct
Dec 31 2020	\$ 1,874,372.50	\$ 320,413.28	\$ 659,287.31
Dec 31 2019	\$ 1,553,959.22	\$ 20,004.16	\$ 1,117,673.86
Dec 31 2018	\$ 1,533,955.06	\$ 19,657.37	\$ 1,090,179.80
Dec 31 2017	\$ 1,514,297.69	\$ 511,910.76	\$ 932,772.90
Dec 31 2016	\$ 1,002,386.93		\$ 1,205,494.32

Feb 28 2023	End of Month Balance
Operating Acct	834,311.81
Indigenous Rollover	\$ 178,091.03
Investments-Combined	\$ 2,045,700.99

(Indigenous/Book Allotment/Myrnam Oper)

This amount is in the Operating acct

\$ -