

2023-10-13 Executive Meeting Agenda

August 30 2023

Meeting Agenda- Executive Committee Meeting

Meeting Information

Date: October 13, 2023
Location: Cold Lake Public Library

Attendees: Dwayne Spicer (Vice-Chair), Larry Tiedemann (Treasurer), Barbara Smith, Maxine Fodness, Vicky Lefebvre, Leslie Cusack, Matthew McLennan, Josh Crick

Regrets: Jen Anheliger (Chair), Kelly Chamzuk

Guests: Jodi Dahlgren (LMC Chair), Leslie Price (Director Cold Lake Public Library)

Staff: James MacDonald, Terri Hampson

Land Acknowledgment - Cold Lake Public Library

We acknowledge that we are located on Treaty 6 territory, traditional lands of First Nations and Métis people, whose presence continues to enrich our vibrant community.

1. Approval of the Agenda

2. Approval of previous [minutes of August 11, 2023](#).

3. Reports

[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.

Still waiting on library levies from:

4. Mandatory Library Trustee Training

Briefing Note: Shortgrass Library System Board recently [wrote the PLSB](#) requesting that they consider mandatory training as a requirement for trustee service. Discuss the practicalities of this and whether the Board should communicate to PLSB our thoughts in this area.

5. December 8th meeting and holiday party

Briefing Note: The December 8th Executive meeting will be held at headquarters. We are planning a holiday party with the staff. The celebration will begin at 5 pm in the Allied Arts Centre. We will enjoy a dinner with all the staff. Managers will give a brief overview of the accomplishments of their department throughout the year. We will celebrate individual staff achievements.

6. Myrnam Library Board

Briefing Note: We received the following email from the village of Myrnam on September 14th.

Good morning James,

The Village of Myrnam has been actively seeking out volunteers to form the creation of a municipal library board over the last four months. We have advertised in our monthly newsletter, our website, and the Village of Myrnam – Events and Public Notices Facebook page.

Therefore, the Village of Myrnam Council made the following motion at their Regular Council meeting this morning:

* that due to the lack of interest of persons to form a library board, and that the library operates functionally without a municipal library board, the Village will not pursue the creation of a municipal library board at this time.

Elsie Kiziak
Chief Administrative Officer

The NLLS Board is the board for the library service point in Myrnam. Operating service points present a number of liabilities and obligations the board should be fully aware of. This executive [briefing on the NLLS service point](#) in Myrnam outlines the issues at hand.

As some of this discussion will deal with specific personnel, an in-camera meeting will be required here.

Library Tour and Lunch 12 - 12:45

7. Plan of Service / Implementation Plan - DRAFTS

Briefing Note: The [Plan of Service for 2023-26](#) was developed through significant consultation with all stakeholders. This plan is a draft that has been brought forward to the LMC, and after discussion here, we hope to bring it forward to the Board in November for further comment and approval.

In conjunction with the Plan of Service, the draft [2024 Implementation Plan](#) is now available. After discussion here, I will hold a webinar with library managers for further feedback.

8. Policies

NEW POLICIES:

Section 3:1Q - [Electronic Fund Transfers](#)

Briefing Note: This policy establishes EFT as the preferred payment method of NLLS. It requires a second staff member to verify changes in EFT information. This change is to prevent instances of fraud. Discussion was had on the privacy implications of the policy and the procedural elements. Changes made to require that written and verbal confirmation be obtained.

Section 3:1O - [Sale of Capital Items](#)

Briefing Note: Establishes the authority for the sale of capital items and outlines a procedure. This policy was being followed but never formally adopted - it is taken from the Marigold Library System.

POLICIES FOR REVISION:

Section 1:1U - [Equal Opportunity Employer](#)

Briefing Note: This policy came up in the regular course of review. Language added that aligns with the Canadian Human Rights Act. Clarifies that the system discriminates solely on the basis of merit.

Section 1:3F - [Library Property](#)

Briefing Note: This policy came up in the regular course of review. Language was added to clarify requiring staff to obtain authorization to borrow NLLS property. A section is added clarifying the accumulation of loyalty and credit card points.

Section TOR - [Plan of Service Committee](#)

Briefing Note: Grammatical corrections and simplified language. Change to the Chair and vice-chair being defacto members of the committee.

Section 4:1C - [Confidentiality of User Records](#)

Briefing Note: mostly grammar and simplification of text. We've added wording allowing the use of digital forms of consent – not just written consent

Section 1:1B - [Compensation](#)

Briefing Note: Mostly grammar and formatting for consistency and clarity. Some slight changes: move from an annual grid review to every three years. Tied the step increase to the fiscal year after the first year of employment, clarified the need for change in job classification to move levels.

Section 1:3A - [Code of Ethics](#)

Briefing Note: Removed the section on Pandemic Illnesses otherwise, grammar and language simplification.

Section 2:1B - [Governance and Policy Development](#)

Briefing Note: Amalgamated the "Policy Statements" policy into this policy.

Section 3:1I - [Request for Purchase](#)

Briefing Note: Changes to simplify language and improve grammar. Change to establish that price is not the controlling factor in the purchase of library materials (vendors, quality, processes, etc., matter).

Section TOR - [Advocacy Committee](#)

Briefing Note: Simplified the language and improved grammar.

Section TOR - [Policy Committee](#)

Briefing Note: Up for regular review. The only recommended edit is adding a period to the end of the first line.

POLICIES TO DELETE

Section 2:1A - [Policy Statements](#)

Briefing Note: Combined with the Governance and Policy Development policy - redundant

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

10. Next Meetings

General Board

Friday, November 24, 2023 (ONLINE) 10 am

Executive Committee

Friday, December 8, 2023, at Headquarters

11. Adjournment

2023-08-11 Executive Meeting Minutes - DRAFT

Meeting Minutes- Executive Committee Meeting

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.

Interim Management Report

Northern Lights Library System

For the period ended September 30, 2023



Northern Lights Library System

Prepared by

Givens LLP

Prepared on

October 5, 2023

Balance Sheet

As of September 30, 2023

	Total
ASSETS	
Current Assets	
Cash and Cash Equivalent	
1050 Petty Cash	210.00
1140 Plooto Clearing	5.87
1150 ATB Chequing Account	734,899.78
1165 ATB 60 Day Investment Acct	499,209.93
1165 ATB 90 Day Account #2	1,418,924.88
1170 ATB 60 Days Investment #2	188,835.30
Undeposited Funds	0.00
Total Cash and Cash Equivalent	2,842,085.76
Accounts Receivable (A/R)	
1200 Advances Receivable	41,025.94
1220 A/R - General	439.43
1226 A/R - Yearend	0.00
1230 A/R - GST Rebate	0.00
1231 Allowance for Doubtful Accounts	0.00
Total Accounts Receivable (A/R)	41,465.37
1380 Prepaid Expenses and Deposits	226,524.18
Total Current Assets	3,110,075.31
Non-current Assets	
Property, plant and equipment	
1520 Vehicles	206,900.28
1521 Accum Amort - Vehicles	-185,479.16
1530 Computer Equipment	374,709.64
1531 Accum Amort - Computer Equipment	-325,962.25
1540 Furniture & Equipment	83,109.39
1541 Accum Amort - Furniture and Fix	-83,109.30
1550 Parking Lot	81,000.00
1551 Accum Amort - Parking Lot	-43,200.00
1570 Building	2,894,640.88
1571 Accum Amort - Building	-1,020,966.15
1580 Land	50,000.00
Total Property, plant and equipment	2,031,643.33
Total Non Current Assets	2,031,643.33
Total Assets	\$5,141,718.64

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable (A/P)

2150 Year Accounts Payable	33,174.57
2155 Accounts Payable	-109.88

Total Accounts Payable (A/P)	33,064.69
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	Total
Credit Card	
2050 ATB Credit Card	-12.58
Credit Card Alliah 8226	218.01
Credit Card Brandon 8201	1,286.16
Credit Card Diane 5212	-2,223.78
Credit Card James 0048	675.43
Credit Card Joanne 0353	277.84
Credit Card Kayla 9982	0.00
Credit Card Terri 2027	-1,237.67
Credit Card Tim 4906	2,828.36
Credit Card Tracy 3174	98.61
Credit Card- Dalin 7804	0.00
Total 2050 ATB Credit Card	1,910.38
Total Credit Card	1,910.38
2200 Vacation Payable	-39,011.36
2201 Vacation Payable Link	47,735.37
2290 Federal Income Tax Payable	-21,502.15
2370 R.R.S.P. Payable	108,900.34
2371 Extended Health	1,585.52
2372 Dental	156.43
2373 LTD	384.38
2380 STD	-48.81
2397 Other Deductions Payable	-15,717.46
2400 WCB Payable	1,110.53
2450 GST Charged on Operating Sales	5,261.11
2470 GST Paid On Operating Purchases	-9,023.42
2480 GST Paid - Exempt Purchases	-4,948.36
2500 AELK-Funds	2,987.56
2501 AELK- Purchases	-740.73
2502 AIRC- Funds	533.07
2504 AATH-Funds	1,608.51
2506 ATOF- Funds	6.54
2508 ALLB-Funds	13.18
2510 APL-Funds	3.02
2512 AHOM-Funds	8.40
2514 AVIK-Funds	4,125.46
2515 AVIK-Purchases	-1,236.03
2524 ABRUM- Funds	3,627.53
2526 AMAN-Funds	1,861.27
2531 APV-Funds	16.20
2534 ANE-Funds	38.24
2538 ASL-Funds	0.28
2540 AWAS-Funds	24.39
2544 AWAIC- Funds	1.12
2546 ABOY-Funds	641.72
2547 ABOY-Purchases	-47.19
2548 AMO-Funds	6.21

	Total
2552 AVE-Funds	932.41
2554 AROC - Funds	503.84
2556 ABOA-Funds	43.56
2567 AIP- Funds	2,160.59
2568 AIP- Purchases	-158.93
2569 AVI-Funds	1,500.00
2571 AGRAS-Funds	203.29
2625 Deferred Grant Contributions	291,333.44
2650 Deferred Contributions	1,058,348.71
2900 Payroll Liabilities	
2901 AD&D	0.00
2902 Federal Taxes	0.00
2903 LTD	0.00
2905 STD	0.00
2906 Vacation Pay	0.00
Total 2900 Payroll Liabilities	0.00
Direct Deposit Payable	0.00
Total Current Liabilities	1,478,202.85
Non-current Liabilities	
2996 General Book Allotment- Allocation	475,869.19
2997 General Book Allotment- Purchases	-105,491.01
Total Non-current Liabilities	370,378.18
Total Liabilities	1,848,581.03
Equity	
3550 Opening Retained Earnings	1,790,213.56
3600 Capital Surplus	1,083,340.09
Retained Earnings	143.36
Profit for the year	419,440.60
Total Equity	3,293,137.61
Total Liabilities and Equity	\$5,141,718.64

Income Statement - Actual vs Budget

January - September, 2023

			Total
	Actual	Budget	over Budget
INCOME			
4010 Levies - Municipalities	1,277,078.54	879,575.00	397,503.54
4040 Levies - Library Boards	602,636.51	613,190.00	-10,553.49
4041 Prov. Operating Grant	878,532.00	831,806.00	46,726.00
4042 Prov. Rural Sevices Grant	358,574.00	3,402.00	355,172.00
4043 Indigenous OROS Grant (4.75)	65,459.90	61,588.80	3,871.10
4044 Prov. Establishment Grant	5,526.00		5,526.00
4047 Indigenous OROS Grant (5.60)	78,433.10	74,550.00	3,883.10
4050 Deferred Allotment	-277,228.34	380,000.00	-657,228.34
4126 Travel/Wage Grants	1,821.90	1,000.00	821.90
4135 Indigenous Rollover Amount	-15,945.93	186,003.13	-201,949.06
4510 Sales - Misc.	4,436.35	2,000.00	2,436.35
4520 Sales Office Supplies-Resale	143,220.46	2,000.00	141,220.46
4530 Other Revenue General	27,891.75	12,000.00	15,891.75
4550 Sales-WRP/SRP	897.14	4,000.00	-3,102.86
4552 Office Rental	24,370.00	30,000.00	-5,630.00
4560 Annual Conference	2,550.00	11,000.00	-8,450.00
4610 Interest earned	110,226.73	22,000.00	88,226.73
4613 Myrnam Revenue	7,245.43		7,245.43
Total Income	3,295,725.54	3,114,114.93	181,610.61
COST OF GOODS SOLD			
5987 Staff HR 2023	654.01	1,500.00	-845.99
6007 Coll Dev Book Allotment General	301,596.78	380,000.00	-78,403.22
6080 System Col MLS 2023	209.84	10,000.00	-9,790.16
6081 Indigenous Relations (offsets 4.75)	4,022.87	30,000.00	-25,977.13
6083 OROS Exp offsets 5.60	88,331.13	74,500.00	13,831.13
6108 OPS Processing Sup	10,269.25	15,000.00	-4,730.75
6114 Computer Software (TSI)	81,173.86	30,000.00	51,173.86
6118 Computer Hardware (TSI)	15,991.77	19,000.00	-3,008.23
6119 Website Services (TSI)	32,376.63	36,000.00	-3,623.37
6121 Network Security (TSI)	45,436.16	35,000.00	10,436.16
6167 Contract Services (TSI)	74,672.52	90,000.00	-15,327.48
6168 TRAC (TSI)	115,267.00	125,000.00	-9,733.00
6169 Internet Services (TSI)	8,784.98	8,470.00	314.98
6206 NLLS Conference (MLS)	16,039.08	32,000.00	-15,960.92
6208 LMC Meeting/Mileage	4,089.04	8,000.00	-3,910.96
6252 Library Programming (MLS)	5,362.60	10,000.00	-4,637.40
6266 Postage/Frieght	2,543.71	6,000.00	-3,456.29
6270 Vehicle Expense (OPS)	5,321.95	72,000.00	-66,678.05
6271 Vehicle Fuel (OPS)	30,726.45	40,000.00	-9,273.55
6280 Online Databases (MLS)	63,792.28	120,000.00	-56,207.72
6301 Rural Ser Grant BOR	349,705.32		349,705.32
6400 Myrnam-Operating exp	8,125.38		8,125.38

			Total
	Actual	Budget	over Budget
6500 General Board Meetings	6,539.95	17,000.00	-10,460.05
6502 Committee Meetings	10,248.62	6,000.00	4,248.62
6508 Board Prof Develo	360.00	3,000.00	-2,640.00
6510 Board Outreach & Honoraria	671.71	10,000.00	-9,328.29
6520 Board Executive Meetings	14,348.66	19,300.00	-4,951.34
6521 Special Events/Long Service	400.00	1,800.00	-1,400.00
6522 NLLS Social Club	-146.93	1,150.00	-1,296.93
6600 Equipment/Software (Admin)	11,349.97	18,000.00	-6,650.03
6602 Lib Board Chair Meeting	1,662.73	3,500.00	-1,837.27
6606 Professional & Legal Fees	426.28	5,000.00	-4,573.72
6608 Marketing	20,257.67	40,000.00	-19,742.33
6610 Audit Expenses	16,105.40	15,000.00	1,105.40
6611 Bad Debts - Late Fees	-232.18		-232.18
6612 Bookkeeping/Banking	16,609.79	20,000.00	-3,390.21
6614 Insurance	13,669.00	13,000.00	669.00
6616 NLLS Memberships	-1,238.83	12,000.00	-13,238.83
6618 Resale & Rebills	141,042.94	6,000.00	135,042.94
6620 Office Supplies	8,091.12	10,000.00	-1,908.88
6622 Telecommunications	8,154.59	10,000.00	-1,845.41
6702 Building Maintenance	13,319.10	15,000.00	-1,680.90
6704 Caretaking & Landscaping	23,880.00	37,000.00	-13,120.00
6706 Health & Safety		2,000.00	-2,000.00
6708 Utilities	22,650.55	32,000.00	-9,349.45
Total Cost of Goods Sold	1,592,662.75	1,439,220.00	153,442.75
GROSS PROFIT	1,703,062.79	1,674,894.93	28,167.86
EXPENSES			
5325 QBO fees	0.94		0.94
5500 Staff Salaries	1,057,119.58	1,464,800.00	-407,680.42
5501 Vacation Accrual Expense	1,705.97		1,705.97
5530 EI Expense	19,602.61		19,602.61
5540 C.P.P. Expense	55,673.52		55,673.52
5542 Extended Health Expense	26,936.64		26,936.64
5543 Dental Expense	12,545.28		12,545.28
5544 RRSP EE Expense	35,152.25		35,152.25
5550 W.C.B. Expense	2,881.82		2,881.82
5900 Payroll Expenses			
5901 Company Contributions			
5902 Health Insurance	-63.91		-63.91
Total 5901 Company Contributions	-63.91		-63.91
Total 5900 Payroll Expenses	-63.91		-63.91
5981 NLLS PD - Shared	24,973.78	35,000.00	-10,026.22
5984 Staff Travel - Shared	22,485.05	45,500.00	-23,014.95
Total Expenses	1,259,013.53	1,545,300.00	-286,286.47

			Total
	Actual	Budget	over Budget
NET OPERATING INCOME	444,049.26	129,594.93	314,454.33
OTHER INCOME			
6700 Prior Year Audit adjustment	-24,608.66		-24,608.66
Total Other Income	-24,608.66	0.00	-24,608.66
NET OTHER INCOME	-24,608.66	0.00	-24,608.66
NET INCOME	\$419,440.60	\$129,594.93	\$289,845.67

A/P Aging Summary

As of September 30, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
8760 Cellular Inc			607.71			607.71
AMAZON.COM.CA	1,081.36		-1.32			1,080.04
COOP	3,292.73					3,292.73
CVS MIDWEST TAPE	2,792.50					2,792.50
D'Arcy Evans.	102.49					102.49
DIRECT ENERGY BUSINESS				-469.39		-469.39
Evelyn Henke - Mundare Library	656.74	85.05				741.79
Focus Communications	1,996.31					1,996.31
Get Trash'd Dumpster & Roll-Off Services	84.00					84.00
Indigo Distribution Centre		264.05				264.05
Jessica (Jessie) Morris	2,630.14					2,630.14
Kayla Reddecliff.	768.08					768.08
Phyliss Craig Library- IRMA	338.48					338.48
Rose Weleschuk	117.77					117.77
Tim Kuelker..	44.84					44.84
Transalta	1,362.89				-19.12	1,343.77
United Library Services Inc.	17,369.07					17,369.07
Western Archives & Shredding					-39.69	-39.69
TOTAL	\$32,637.40	\$349.10	\$606.39	\$ -469.39	\$ -58.81	\$33,064.69

A/R Aging Summary

As of September 30, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Alice Melnyk Public Library	38.54					38.54
Andrew Municipal Public Library	49.24					49.24
Athabasca County Library Board						0.00
Rochester Municipal Library					26.42	26.42
Total Athabasca County Library Board					26.42	26.42
Bonnyville Municipal Library.	186.48					186.48
Boyle Municipal Library					200.00	200.00
Chauvin Public Library					20.99	20.99
Cold Lake Public Library	651.65	986.22				1,637.87
County of St. Paul Library Board						0.00
Ashmont Public Library		12.08				12.08
Mallaig Public Library		46.26				46.26
Total County of St. Paul Library Board		58.34				58.34
Dolores Zacharuk.	86.69					86.69
Edmonton Garrison Community					95.92	95.92
Elk Point Municipal Library.	7.28		257.59			264.87
Elk Point Palliative Care Account			170.00			170.00
Frog Lake Public Library		52.00				52.00
Gibbons Municipal Library					193.49	193.49
Glendon Community Library	1,540.14	547.45				2,087.59
Jessie Morris.					36.75	36.75
Lac La Biche County Library Board						0.00
Stuart McPherson Library	60.38					60.38
Total Lac La Biche County Library Board	60.38					60.38

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
LacLaBiche County Library Board	7,984.04					7,984.04
Lamont Public Library		75.92				75.92
Mannville Centennial Public Library	22.74					22.74
McPherson Public Library	26.68			2,639.07	325.66	2,991.41
Phyllis Craig Public Library	1,215.59					1,215.59
Radway Readers Society	12.44					12.44
Redwater Municipal Library.	128.43					128.43
Smoky Lake Public Library	987.86					987.86
St. Paul Municipal Library	10,551.58					10,551.58
Thorhild County Library Board						0.00
Radway Public Library	193.92					193.92
Total Thorhild County Library Board	193.92					193.92
Tofield Municipal Library.	2,021.49					2,021.49
Town of Athabasca Library Board.	1,761.59				34.52	1,796.11
Town of Vermilion Library Board.	53.36					53.36
Vegreville Centennial Library	76.98					76.98
Viking Municipal Library.	41.03					41.03
Vilna Municipal Library				7.18		7.18
Wainwright Public Library.	8,039.72					8,039.72
TOTAL	\$35,737.85	\$1,719.93	\$427.59	\$2,646.25	\$933.75	\$41,465.37

Northern Lights Library System
Budget vs. Actuals: NLLS 2023 Budget - FY23 P&L
January - December 2023

		Total		
	Actual	Budget	over Budget	% of Budget
REVENUE				
4010 Levies - Municipalities	879,575.00	879,575.00	0.00	100.00%
4040 Levies - Library Boards	602,636.51	613,190.00	-10,553.49	98.28%
4041 Prov. Operating Grant	878,532.00	831,806.00	46,726.00	105.62%
4042 Prov. Rural Sevices Grant	3,585.74	3,402.00	3,585.74	105.40%
4043 Indigenous OROS Grant (4.75)	65,459.90	61,588.80	3,871.10	106.29%
4044 Prov. Establishment Grant	5,526.00	0.00	5,526.00	
4047 Indigenous OROS Grant (5.60)	78,433.10	74,550.00	3,883.10	105.21%
4050 Deferred Allotment	397,503.54	380,000.00	17,503.54	104.61%
4126 Travel/Wage Grants	1,821.90	1,000.00	821.90	182.19%
4135 Indigenous Rollover Amount	186,003.13	186,003.13	0.00	100.00%
4510 Sales - Misc.	4,436.35	2,000.00	2,436.35	221.82%
4520 Sales Office Supplies-Resale	2,000.00	2,000.00	0.00	100.00%
4530 Other Revenue General	27,891.75	12,000.00	15,891.75	232.43%
4550 Sales-WRP/SRP	897.14	4,000.00	-3,102.86	22.43%
4552 Office Rental	24,370.00	30,000.00	-5,630.00	81.23%
4560 Annual Conference	2,550.00	11,000.00	-8,450.00	23.18%
4610 Interest earned	110,226.73	22,000.00	88,226.73	501.03%
4613 Myrnam Revenue	7,245.43	7,245.43	0.00	100.00%
Total REVENUE	\$ 3,278,694.22	\$ 3,121,360.36	\$ 157,333.86	105.04%
EXPENSES				
5987 Staff HR 2023	654.01	1,500.00	-845.99	43.60%
6007 Coll Dev Book Allotment General	301,259.60	380,000.00	-78,740.40	79.28%
6080 System Col MLS 2023	209.84	10,000.00	-9,790.16	2.10%
6081 Indigenous Relations (offsets 4.75)	4,022.87	62,500.00	-58,477.13	6.44%
6083 OROS Exp offsets 5.60	88,331.13	74,500.00	13,831.13	118.57%
6108 OPS Processing Sup	10,269.25	15,000.00	-4,730.75	68.46%
6114 Computer Software (TSI)	81,173.86	30,000.00	51,173.86	270.58%
6118 Computer Hardware (TSI)	15,991.77	19,000.00	-3,008.23	84.17%
6119 Website Services (TSI)	32,376.63	36,000.00	-3,623.37	89.94%
6121 Network Security (TSI)	45,436.16	35,000.00	10,436.16	129.82%
6167 Contract Services (TSI)	74,672.52	90,000.00	-15,327.48	82.97%
6168 TRAC (TSI)	115,267.00	125,000.00	-9,733.00	92.21%
6169 Internet Services (TSI)	8,784.98	8,470.00	314.98	103.72%
6206 NLLS Conference (MLS)	16,039.08	32,000.00	-15,960.92	50.12%
6208 LMC Meeting/Mileage	4,089.04	8,000.00	-3,910.96	51.11%
6252 Library Programming (MLS)	5,362.60	10,000.00	-4,637.40	53.63%
6266 Postage/Frieght	2,543.71	6,000.00	-3,456.29	42.40%
6270 Vehicle Expense (OPS)	5,363.05	72,000.00	-66,636.95	7.45%

6271 Vehicle Fuel (OPS)	27,590.54	40,000.00	-12,409.46	68.98%
6280 Online Databases (MLS)	61,285.71	120,000.00	-58,714.29	51.07%
6400 Myrnam-Operating exp	8,125.38	8,125.38	0.00	100.00%
6500 General Board Meetings	6,539.95	17,000.00	-10,460.05	38.47%
6502 Committee Meetings	10,248.62	6,000.00	4,248.62	170.81%
6508 Board Prof Develo	360.00	3,000.00	-2,640.00	12.00%
6510 Board Outreach & Honoraria	671.71	10,000.00	-9,328.29	6.72%
6520 Board Executive Meetings	14,348.66	19,300.00	-4,951.34	74.35%
6521 Special Events/Long Service	400.00	1,800.00	-1,400.00	22.22%
6522 NLLS Social Club	-193.37	1,150.00	-1,343.37	-16.81%
6600 Equipment/Software (Admin)	11,349.97	18,000.00	-6,650.03	63.06%
6602 Lib Board Chair Meeting	1,662.73	3,500.00	-1,837.27	47.51%
6606 Professional & Legal Fees	426.28	5,000.00	-4,573.72	8.53%
6608 Marketing	18,356.42	40,000.00	-21,643.58	45.89%
6610 Audit Expenses	16,105.40	15,000.00	1,105.40	107.37%
6611 Bad Debts - Late Fees	-232.18		-232.18	
6612 Bookkeeping/Banking	16,609.79	20,000.00	-3,390.21	83.05%
6614 Insurance	13,669.00	13,000.00	669.00	105.15%
6616 NLLS Memberships	-1,238.83	12,000.00	-13,238.83	-10.32%
6618 Resale & Rebills	6,000.00	6,000.00	0.00	100.00%
6620 Office Supplies	8,039.39	10,000.00	-1,960.61	80.39%
6622 Telecommunications	8,154.59	10,000.00	-1,845.41	81.55%
6702 Building Maintenance	13,319.10	15,000.00	-1,680.90	88.79%
6704 Caretaking & Landscaping	23,880.00	37,000.00	-13,120.00	64.54%
6706 Health & Safety		2,000.00	-2,000.00	0.00%
6708 Utilities	22,570.55	32,000.00	-9,429.45	70.53%
Total Operating Expenses	\$ 1,099,896.51	\$ 1,479,845.38	-\$379,948.87	74.33%
Total Staff Expenses				
5500 Staff Salaries	1,110,418.80	1,464,800.00	-354,381.20	75.81%
5501 Vacation Accrual Expense	1,705.97		1,705.97	
5530 EI Expense	19,602.61		19,602.61	
5540 C.P.P. Expense	55,673.52		55,673.52	
5542 Extended Health Expense	29,702.03		29,702.03	
5543 Dental Expense	13,878.02		13,878.02	
5544 RRSP EE Expense	35,152.25		35,152.25	
5550 W.C.B. Expense	2,881.82		2,881.82	
5904 Taxes	3,040.21		3,040.21	
Total 5900 Payroll Expenses	\$ 3,040.21	\$ 0.00	\$ 3,040.21	
5981 NLLS PD - Shared	24,783.30	35,000.00	-10,216.70	70.81%
5984 Staff Travel - Shared	22,485.05	45,500.00	-23,014.95	49.42%
Total Expenses	\$ 1,319,324.52	\$ 1,545,300.00	-\$225,975.48	85.38%



2375 – 10th Ave. S.W., Medicine Hat, AB., T1A 8G2
Phone: 403-529-0550 Fax: 403-528-2473

Dr. Diana Davidson, Director
Public Library Services Branch
17th Floor, Commerce Place
10155 102 Street
Edmonton, Alberta T5J 4L4

August 16, 2023

Dear Dr. Davidson,

I am writing on behalf of the Shortgrass Library Board to issue a formal request related to the qualifications and knowledge base of individuals serving as public library board trustees in our province. As a regional library system board we are advocates for the governance and enrichment of our municipalities' public libraries, and firmly believe that there is a critical need to implement a mandatory education requirement for board member of municipal library boards.

Our public libraries serve as invaluable community resources, fostering a culture of learning, community engagement, and knowledge dissemination. To ensure the efficient and effective governance of these vital institutions, it is imperative that board trustees charged with their governance are well-informed about their legislative obligations not just as outlined in the Libraries Act and Regulations, but also in other relevant legislation such as for example the Alberta Employment Standards.

A mandatory education requirement for public library board trustees will serve several purposes:

Legal Compliance: Both, the Alberta Libraries Act and Employment Standards outline specific responsibilities and guidelines to which trustees, as employers of library staff, must adhere. By mandating an education requirement, we ensure that all board members are well-versed in the legal framework governing their roles, leading to better decision-making and increased accountability.

Enhanced Governance: Trustees are responsible for shaping the policies and direction of Alberta's public libraries. With a comprehensive understanding of their legislative obligations, they can contribute to more robust governance, strategic planning, and resource allocation, ultimately benefiting library users and the community as a whole.

Transparency and Accountability: A standardized education requirement will promote transparency in the selection process of trustees for municipalities, ensuring that qualified and committed individuals are entrusted with these important positions. Additionally, it will instill a sense of responsibility among trustees to uphold the highest standards of ethics and accountability.

Quality of Library Services: Well-informed trustees will be better equipped to support library staff and management, leading to the development of innovative programs and services that cater to the diverse needs of library patrons and our communities.

The Shortgrass Library Board requests that Public Library Services Branch consider taking the necessary steps to review the current policies governing public library board trusteeship in our province. By collaborating with library stakeholders, policy experts and municipalities, we can design a comprehensive and accessible education program that addresses the key legislative aspects and responsibilities of trusteeship.

We believe that implementing a mandatory education requirement for public library board trustees is an investment in the long-term success of Alberta's public libraries. It is a step towards ensuring that these institutions continue to thrive, adapt to changing community needs, and remain essential pillars of knowledge and community connection.

Thank you for considering this crucial matter. The Shortgrass Library Board would welcome the opportunity to discuss this proposal further or provide any additional information to support its implementation. We are eager to contribute to the improvement of our public library system and remain committed to serving our community.

Sincerely,

A handwritten signature in black ink, appearing to be 'D. Kilpatrick', with a large, sweeping initial 'D'.

Dwight Kilpatrick, Chair
Shortgrass Library Board

Myrnam Library Service Point.

Myrnam Library is a service point operated by the Northern Lights Library System. NLLS directly manages the staff and is responsible for all public library services. This service contradicts the principle of local governance and autonomy. NLLS is not designed to manage library service points and struggles to provide appropriate services to the community in Myrnam.

Northern Lights is funded through provincial operating grants and levies to library boards and municipalities. This funding is used for system-wide services and resources. When funding from the system is diverted to local services, it syphons resources from others in the system. Where NLLS is the board, the library becomes ineligible for some provincial operating grants.

Were libraries in NLLS to forego local library boards in favour of the system as the board, local libraries would lose more than \$351,000 in provincial operating grants. Myrnam currently turns down \$9,000 in provincial funding for lack of a local library board.

To fund library services in Myrnam, the library system uses:

- The provincial rural services grant from the County of Two Hills, (~\$6,250).
- The Provincial rural services grant for the Village of Myrnam, (~1,900).
- Funds contributed by the Village over the NLLS levy, (~\$4,600).

Total operating budget for Myrnam in 2023, ~\$12,750.

Myrnam's NLLS membership levy (~\$3,600) and the provincial operating grant for system services (~\$1,610) for Myrnam's population are not technically used to fund the service point. However, the system essentially expends these funds in services in kind, including human resources management, grant applications, program support, reporting, budgeting, policy development, and the like.

The total **potential** operating budget for Myrnam with a library board is ~\$21,750.

Options

- 1) Close the library service point in Myrnam. This would:
 - a. Remove the liability and responsibility for services from NLLS in Myrnam
 - b. Redirect rural services grant funding to the Two Hills Library board (\$8,304)
 - c. Reduce the burden on NLLS staff and resolve the inequity in system services.

Risks:

- The Village may opt to drop membership in NLLS (loss of ~\$5,000 in levies and grants).
- Potential damage to the relationship between the Village and NLLS

- 2) Charge the Village of Myrnam a fee to continue running the service point. Consider:

- a. The Village currently pays an average of ~\$5,800/year (on a cost recovery basis) in addition to their levy to cover expenses that arise. (They budgeted \$4,600 in 2023 beyond the NLLS levy).
- b. It is difficult to estimate the cost of services in kind (HR, payroll, reporting)
- c. Charging the Village what they are turning down in provincial operating funds may be a good starting place (\$9,000). The total membership cost for the Village would then be ~\$12,600.

Risks:

- We must be prepared to continue to provide the service if Myrnam is given this option and they choose to take it.
- Since NLLS is not structured to run local service points appropriately, more funding increases the liability for NLLS and the staff time invested in delivering local services.

Plan of Service 2024 - 26

Mission

Bringing the world to our communities by collaboratively providing efficient, effective, and exceptional library service.

Strategic Vision

We Deliver

We **deliver** the tools, training, resources and services that our libraries need to grow and serve their communities in new and exciting ways. We deliver, communities grow!

We will **deliver** the message, loudly and often, that libraries are **essential** so that community leaders and government officials know what they do to support growth in their communities.

We Innovate

We **explore** the unknown, expand our resources and thoughtfully cultivate new tools, partnerships and forums to connect and engage with our stakeholders.

We Value

- ▶ **Innovation**
- ▶ **Education**
(Training and Advocacy)
- ▶ **Accountability**
- ▶ **Relationships**

We Serve

We **serve** our key stakeholders: our members, our trustees, our communities, and each other, with kindness, efficiency, curiosity and transparency.

We Care

We **care**, as an employer dedicated to reconciliation, diversity and inclusion, employee satisfaction, member engagement and retention.

Strategic Directions

- ▶ Provide **convenient access** to accurate and relevant information and training
- ▶ Increase **connectivity** while enhancing our computer **network security**
- ▶ **Cultivate efficiencies** in our services, and explore new opportunities and resources
- ▶ **Engage with our members** to develop new services and innovations
- ▶ Improve relationships with technology that **facilitate engagement and connection**
- ▶ Respect **local autonomy** by strengthening and supporting local library boards
- ▶ **Consider the environmental impact** when developing tools and spaces
- ▶ **Advocate** for Indigenous voices in the development of policies, programs, and services
- ▶ Foster a culture of **wellness and curiosity**

Implementation Plan 2024

Administration

Initiative: Work to bring on new Indigenous community members and increase Indigenous representation in the system.

Plan of Service Connection: **Advocate** for the inclusion of Indigenous voices in the development of policies, programs, and services; Respect local **autonomy** by strengthening and supporting local library boards

Briefing Note: We will foster relationships with our Indigenous Communities by visiting with their band councils, attending literacy and community nights at schools that serve Indigenous communities, inviting members of the community to learn about NLLS and library services in Alberta.

KPI: We will hold at least 4 Indigenous Advisory Committee meetings this year.

KPI: We will welcome 1-2 Indigenous communities as new members of the system in 2024.

KPI: New Indigenous community members will establish local library boards.

Target Outcomes:

- Participation and representation of Indigenous communities in the system will grow.
- Understanding of library services and how to access them will improve among Indigenous communities.

Initiative: Empower member libraries through the elevation of the Library Manager's Council

Plan of Service Connection: Engage with our members in developing new services and innovations; Respect local **autonomy** by strengthening and supporting local library boards.

Briefing Note: The Library Manager's Council is our primary lever for understanding the needs of our members and identifying appropriate solutions. Capitalizing on the expertise of this group will enhance the services Northern Lights provides. We will work with the LMC leadership to ensure meetings are happening regularly, that the agendas and meeting format reflect the group's needs, and that NLLS staff are responsive to the ideas, concerns, and feedback from the LMC.

KPI: The Executive Director will meet with the LMC leadership between each scheduled LMC meeting.

KPI: We will work with the LMC leadership to determine the most appropriate number and format of LMC meetings.

Target Outcomes:

- Member libraries will feel empowered to bring concerns and ideas forward to the system.
- There will be a greater sense of community and ownership of system services.

Initiative: Becoming an Employer of Choice

Plan of Service Connection: Foster a culture of **wellness** and **curiosity** among our stakeholders.

Briefing Note: As an employer that cares about the health, safety, and success of its employees, Northern Lights recognizes that its working environment matters. As an employer, we offer much already, but continued review and dialogue with employees helps to ensure a positive workplace. What does an “employer of choice” look like in 2024? How do we ensure we remain competitive and provide an environment that enables all of us to do our best work? We’ll hold a series of conversations with stakeholders that will define what we are doing well and where we can improve.

KPI: Staff engagement and review of what employer of choice means to them.

KPI: Board engagement and review on what employer of choice means to them.

Target Outcomes:

- Define “employer of choice” and identify an actionable list of initiatives the employer and employees can implement.

Collection Management Services

Initiative: Department Review

Plan of Service Connection: Cultivate efficiencies in our services and explore new opportunities and resources to better serve our stakeholders. **Consider the environmental impact in the** development of our tools and spaces.

Briefing Note: With the recent reorganization of the department with Joanne Knysh as the new manager, the CMS team will review and analyze the department’s efficiency.

KPI: Complete review of other regional systems’ collection management services.

KPI: Establish reporting metrics that will help us understand and track our performance.

KPI: Explore new partnerships with third-party bibliographic services providers.

KPI: Complete a task prioritization with staff.

KPI: Identify and address staff training gaps.

KPI: Eliminate process bottlenecks.

Target Outcomes:

- Establish an optimal turn-around time for the processing and delivery of new materials. (initial 3-week target)
- Confidence that tasks are appropriately assigned, understood, and well documented.

Technology Services and Infrastructure

Strategic Initiative: Complete Network Security Upgrades

Plan of Service Connection: Increase connectivity while enhancing network security; Improve relationships with technology and other innovations that facilitate engagement and connection amongst stakeholders.

Briefing note: Complete the multi-year network enhancement plan.

KPI: Complete network infrastructure upgrades at member libraries, inclusive of Fortigate refresh, Fortiswitches upgrade, and security cabinet installation.

KPI: Remove wireless bandwidth caps.

KPI: Meet all of the “12 Key Controls” (qualification for cyber insurance).

Target Outcomes:

- Meet the minimum eligibility requirements for cyber-security insurance.

Strategic Initiative: Exploring the Future of TSI Service

Plan of Service Connection: Engage with our members in the development of new services and innovations; Cultivate efficiencies in our services and explore new opportunities and resources to better serve our stakeholders; Consider the environmental impact in the development of our tools and spaces.

Briefing Note: As we come to the end of our multi-year network and endpoint enhancement plan, 2024 will be a year of exploration and development of future technology options. We'll plan for contingencies in potential future budget shortfalls while working with our members to set priorities for future services. We will explore initiatives such as wireless printing, outdoor wireless internet, Microsoft services, library card printing, and evergreening of system hardware.

KPI: Survey member libraries on prioritization of technology needs.

KPI: Develop three strategic initiatives for 2025 and beyond that reflect strategic priorities and member libraries' requests.

Target Outcomes:

- Be prepared to hit the ground running in 2025 on new initiatives.

Strategic Initiative: Development of Polaris Expertise

Plan of Service Connection: Provide convenient access to accurate & relevant information and training; Improve relationships with technology and other innovations that facilitate engagement and connection amongst stakeholders.

Briefing Note: Build expertise on the TSI team in Polaris administration. Work toward greater efficiency and responsiveness to member issues with the ILS.

KPIs:

- All Polaris tickets can go to TSI first for a solution.
- All members of TSI will be able to respond to basic Polaris tickets competently.

Target Outcome:

- TSI becomes the in-house knowledge base for Polaris.

Member Library Services

Strategic Initiative: Library Website Migration & Development

Plan of Service Connection: Improve relationships with technology and other innovation that facilitate engagement and connection amongst stakeholders; Provide **convenient access** to accurate & relevant information and training.

Briefing note: In cooperation with Mugo and TSI member library services will facilitate migration of library website content to the Mugo platform.

KPI: All libraries are migrated by July 1.

KPI: All libraries have access to group training materials.

KPI: All libraries have received training support on the new website platform.

Targeted Outcome:

- All libraries have websites and know how to update them.

Strategic Initiative: Knowledge Management

Plan Service Connection: Provide **convenient access** to accurate & relevant information and training; Improve relationships with technology and other innovation that facilitate engagement and connection amongst stakeholders; Foster a culture of wellness and curiosity among our stakeholders; Engage with our members in the development of new services and innovations; Support local autonomy

Briefing note: Member Library Services will engage in education and training services and projects that will activate existing expertise in the system, build relationships amongst libraries, and will empower library staff to pursue training and education in a well-documented environment.

KPI: Pilot new library mentorship project.

KPI: leverage Niche Academy for training certifications.

KPI: leverage purchasing power for external training opportunities.

KPI: Offer internal training and certification opportunities.

Targeted Outcomes

- Training offered by the system empowers library staff to better serve their communities (i.e. cataloging, FOIP, collection management, website development, etc.)

- Library managers have access to experienced mentors from within the Northern Lights System

Strategic Initiative: Collection Development & Deployment

Plan of Service Connection: Provide convenient access to accurate & relevant information and training; Cultivate efficiencies in our services and explore new opportunities and resources to better serve our stakeholders; Engage with our members in the development of new services and innovations; Improve relationships with technology and other innovation that facilitate engagement and connection amongst stakeholders. Support local autonomy.

Briefing note: To reduce barriers in access to system collections we will pivot the system's collection development to electronic materials and materials that can be housed in member libraries. Access to these collections will be supported through technology and backed by training, and clear procedures.

KPI: Clarify procedures for lending kits.

KPI: NLLS no longer houses a physical collection.

KPI: NLLS collection includes floating items and electronic resources.

Targeted Outcomes:

- Collection funding better meets the fiscal realities of the system.
- There is an increase in the borrowing of STEAM kits by member libraries.
- Reduction in kit fulfilment errors.

STATEMENT OF POLICY AND PROCEDURE

Section: Finance | Chapter: General | Page(s): 1

Subject: Electronic Fund Transfers Sec 3, 1B

Reviewed: New | Revised: New | **Effective: New**

SECTION 3 – 1.Q

Electronic Fund Transfers

Wherever practical and possible, the Northern Lights Library System (NLLS) will pay its expenses by means of an electronic fund transfer (EFT).

Banking information for payees will be gathered and processed according to best industry practices and as independent auditors and accountants advise.

Any changes to a payee's banking information will be verified in writing and verbally by NLLS staff.

Commented [JM1]: Do we want a statement about consequences of disregarding this policy? i.e Failure to obtain secondary confirmation will lead to disciplinary action up to and including terminations.

STATEMENT OF POLICY AND PROCEDURE

Section: Finance | Chapter: General | Page(s): 1

Subject: Sale of Capital Items Sec 3, 10

Reviewed: New | Revised: New | **Effective: New**

SALE OF CAPITAL ITEMS

1. All capital asset sales are at the discretion of the Executive Director. If/when the Executive Director approves the disposal of an item, the following procedure will be followed:
 - a. The Executive Director will place a value on each item after consulting the declaring department and, when necessary, outside experts.
 - b. If the Executive Director decides that an item has no value, it will be disposed of in an ecologically safe manner.
 - c. If an item is being replaced, a trade-in will be considered when negotiating the replacement price.
 - d. Items of a value greater than \$1,000 will first be made available to system staff and member libraries by advertisement on system email lists.
 - e. All sale invoices, or bills of sale, will indicate that items are sold as is.
 - f. Applicable sales taxes will be applied to the sale price whenever necessary.

NLLS Executive Board Chair

Date of Approval

STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Employee(s) | Chapter: Conditions of Employment | Page(s): 1

Subject: **EQUAL OPPORTUNITY EMPLOYER** | Sec 1, 1U

Reviewed 2019/11/23 | Revised: 2020/05/23 | **Effective: 2020/02/29**

SECTION 1 - 1.U

EQUAL OPPORTUNITY EMPLOYER

1. Northern Lights Library System (NLLS) is an equal opportunity employer, and ~~will employ these practices in all their recruitment and hiring procedures~~ recruits, trains, pays and promotes employees fairly and equally.
2. The Canadian Human Rights Act is the system's primary guideline in protecting against employment discrimination.
3. NLLS discriminates solely on the basis of merit in its hiring practices.

NLLS Executive Board Chair

May 23, 2020

Date of Approval

STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Employee(s) | Chapter: Code of Ethics | Page(s): 1

Subject: **LIBRARY PROPERTY** | Sec 1, 3F

Reviewed 2020/02/21 | Revised: 2020/05/23 | **Effective: 2017/05/13**

SECTION 1 - 3.F

LIBRARY PROPERTY

1. Northern Lights Library System (NLLS) property may be used by employees for purposes not associated with the performance of duties when such property is properly signed out.
2. Employees shall only use the NLLS property if signed out.
3. Where a clear sign-out method is unavailable (library catalogue, internal calendar, written forms, etc.), the Executive Director's or their designee's approval in writing is required.
4. The Employee is responsible for lost or damaged NLLS items when signed out.

Loyalty and Credit Card Points

5. Employees should use their corporate credit card for NLLS purchases whenever practical.
6. Employees who use personal credit cards or loyalty programs (restaurants, hotels, retailers, etc.) when purchasing on NLLS's behalf may use these points at their own discretion.
 - a NLLS will not claim rewards, points, or other loyalty incentives incurred by employees when they make transactions on NLLS's behalf unless the employee uses a system credit card. (see the corporate credit card policy for more information).

NLLS Executive Board Chair

May 23, 2020

Date of Approval

STATEMENT OF POLICY AND PROCEDURE

Section: Terms of Reference | Chapter: | Page(s): 1

Subject: **PLAN OF SERVICE COMMITTEE** |

Reviewed: 2023-06-19 | Revised: 2019/11/23 | **Effective: 2019/11/23**

PLAN OF SERVICE COMMITTEE

Mandate

The purpose of the Plan of Service Committee ~~of the Northern Lights Library Board (NLLB)~~ is to develop a strategic plan for the library system. ~~Plan of Service as outlined in the Libraries Regulations for Northern Lights Library System (NLLS) and the member libraries.~~ A plan of service, or strategic plan, is required by provincial library regulations and must be filed with the province according to legislation.

Responsibilities

Through consultation with stakeholders, the committee will: ~~develop a Plan of Service.~~

1. Develop ~~the a~~ Plan of Service ~~plan for Executive Committee approval, to present for final NLLS Board approval.~~
2. ~~Plan of Service will be Reviewed on an annual basis~~

Membership

1. The NLLS Board will appoint ~~three (3)~~ **five (5)** members to the Plan of Service Committee ~~in addition to the Board Chair and Vice Chair,~~ as per policy Sec 2, 1H Committees of the Board.
2. ~~The Plan of Service Committee shall appoint the~~ **The Board Chair and Vice Chair** will serve as the same on the Plan of Service Committee. The Executive Director will serve as a support and resource ~~to the committee.~~
3. The Library Manager's Council will recommend three (3) library managers to serve as non-voting committee members to the Board.

Reporting

At each meeting, minutes shall be taken, and meeting minutes shall be forwarded to the Executive Committee.

~~Recommendations for~~ The Plan of Service ~~is are~~ to be ~~forwarded~~ reviewed by ~~to~~ the Executive Committee. ~~for approval to be submitted for approval by the NLLS Board.~~ The Board will make final approval and adoption of the Plan of Service. The Board will review the plan annually.

NLLS Executive Board Chair

November 23, 2019

Date of Approval

STATEMENT OF POLICY AND PROCEDURE

Section: Service Points | Chapter: General | Page(s): 1

Subject: **CONFIDENTIALITY of USER RECORDS** | Sec 4, 1C

Reviewed: 2023/09/01 | Revised: 2018/09/08 | **Effective: 2017/05/17**

SECTION 4 – 1.C

CONFIDENTIALITY OF USER RECORDS

Northern Lights Library System (NLLS), and its Board, and its employee(s) are subject to the Libraries Act and the Freedom of Information and Protection of Privacy Act (FOIP).

1. No records are kept of the frequency or ~~content~~ purpose of visits to the library by specific patrons.
~~2. No records are kept of a cardholder's item checkout history unless the cardholder has given written permission for this record to be kept. If this record is kept, it is subject to disclosure with the cardholder's other records under the conditions described in points 3 and 7 below.~~
2. Individual patron's reading history may only be kept if they have opted into the feature in the online library system or provided the library written consent.
3. ~~No patron information, including their presence in the library, will be given to a third party over the phone.~~
4. Employee(s) and volunteers are to keep ~~confidential the~~ individual patron's reading and viewing habits confidential. ~~of individual patrons.~~
5. Upon request, a library patron will be given access to all information concerning their records. ~~that the library has on file. Access to a user's records is limited to that user except where the user is a minor or if the user has given written permission for someone else to access their records. Where a parent or guardian's signature is required for a cardholder to obtain a library card, that parent or guardian may have full access to the cardholder's records for retrieval.~~
6. Library employee(s), board members, and volunteers will not disclose a patron's personal information (including reading history) to a third party without the individual's consent, except:
 - a) in response to a subpoena, or court order ~~or another specific written request~~ from a law enforcement agency to assist in an investigation.
 - b) ~~in partnership with other Alberta libraries and library systems for the purposes of sharing materials under conditions defined in existing~~ where necessary to facilitate library resource-sharing agreements and programs (e.g. interlibrary loan agreements, TAL Card, ME Libraries), collecting fees or fines, and retrieving borrowed materials.
 - c) for the purposes of contacting next of kin and/or emergency response personnel in the case of an emergency.
 - d) where the user ~~is a minor or if the user~~ has contacted the library and provided ~~given~~ written permission for someone else to access their records.
 - e) where a parent or guardian's ~~signature~~ consent is required for a cardholder to obtain a library card, that parent or guardian may have full access to the cardholder's records. ~~for retrieval.~~
 - f) Patrons registering for library services must ~~Cardholders will sign a form~~ acknowledge~~ing~~ by physical signature or digital consent that their contact information ~~will~~ may be available to other organizations for these purposes.

[mostly grammar and simplification of text. We've added wording allowing the use of digital forms of consent – not just written consent]

NLLS Executive Board Chair

September 8, 2018

Date of Approval

STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Employee(s) | Chapter: Conditions of Employment | Page(s): 1

Subject: **COMPENSATION** | Sec 1, 1B

Reviewed 2023/09/01 | Revised: 2021/01/14 | **Effective: 2021/02/26**

SECTION 1 - 1.B

COMPENSATION

Northern Lights Library System (NLLS) follows all applicable laws and labour standards, both federal and provincial, in relation to the compensation of its employees.

This compensation policy applies to full and part-time employees of NLLS. The Executive Director's compensation is managed by contract and the Executive Director's Compensation Policy.

Definitions

Level: The salary grid is divided into five (5) levels, each with five (5) steps or pay grades. Pay levels are based on experience, education, and job classification.

Step: Each pay level is divided into five (5) pay grades called steps.

Cost-of-Living-Allowance (COLA): An increase in the pay grade designed to meet inflationary pressures. COLA increases are generally provided annually at the discretion and approval of the Board.

Pay Grid

The Executive Committee will review the pay grid every 3-years. Market analysis and market benchmarks will be used to analyze the grid. COLA increases will be considered by the Board annually. Where COLA increases are approved, the pay grid will automatically reflect such increases.

Movement on the Pay Grid

Step:

1. Movement up a Step is based on the length of an employee's service and overall positive annual performance evaluations.
2. Moving up a step may occur annually, in alignment with our fiscal calendar, for full and part-time employees after the first year of continuous employment or at the discretion of the Executive Director.
3. In the event of an unsatisfactory overall annual performance review, no movement on the salary grid will be made.
 - a. Employee performance may be reassessed within six (6) months from the original performance review. Where poor performance has been remediated, and at the discretion of the Executive Director, the employee may be moved to the next step on the salary grid.
4. Employees who have reached the top of their Level may be eligible for Cost-of-Living Allowance (COLA) when they are available.
5. Considering market conditions and the ability to attract qualified employees, the Executive Director may recognize prior relevant experience and place an employee higher than on Step 1 of the grid.

Level:

1. At the discretion of the Executive Director, and where a change in job classification warrants, an employee may be advanced to the next Level.
2. The decision to advance any employee two (2) or more Levels requires Executive Committee notification and approval.

1. ~~Level — Based on experience, education, and job classification.~~
2. ~~Salary Grid reflects Steps 1-5 within each Level based on length of service.~~
3. ~~Step within each salary level will be based on length of service and achieving an overall satisfactory performance review. In the event of an unsatisfactory overall performance, the review will result in no movement on the salary grid. Employee may be reassessed within 6 months from original review pending further outcome.~~
 - a) ~~Employees who have reached the top of their grid shall only be eligible for Cost-of-Living Allowance (COLA) increases as approved by the Board.~~

- b) ~~At the discretion of the Executive Director, an employee may be advanced to the next Level.~~
- c) ~~The Executive Director has the sole authority to advance any employee one (1) level based on experience, merit, professional development, or increased duties. The decision to advance any employee two (2) or more levels requires Executive Committee notification and approval.~~
- 4. ~~The payroll deductions required by law, including income tax, Canada Pension and Unemployment Insurance, will be taken from each pay cheque.~~
- 5. ~~Considering market conditions and the ability to attract qualified employees the Executive Director may recognize prior relevant experience and place an employee higher than on Step 1 of the grid.~~
- 6. ~~Salary increases for both full and part-time employee(s) will be effective on the employee's anniversary date of employment.~~
- 7. ~~All salary ranges will be reviewed annually. Any recommendations from the NLLS management team will be made to the NLLS Executive Committee. Any approved increases to overall compensation will normally be effective January 1st.~~
- 8. ~~The Executive Directors compensation is as per continuous employment contract.~~

[Mostly grammar and formatting for consistency and clarity. Some slight changes: move from an annual grid review to every 3 years. Tied the step increase to the fiscal year after the first year of employment, clarified the need for change in job classification to move levels].

NLLS Executive Board Chair

February 26, 2021

Date of Approval

Northern Lights Library System

1.50%

Salary Scale

Effective January 2020 NEW

	Steps	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6 - MGR
Annual							
	1	31175.73	37836.16	47728.35	55657.53	65194.47	77700.28
	2	32962.13	40005.21	50463.77	58847.67	68931.70	82154.10
	3	34748.53	42173.25	53199.20	62036.80	72668.93	86607.92
	4	36535.94	44342.31	55934.62	65226.95	76406.16	91060.73
	5	38322.34	46511.36	58670.05	68417.09	80143.39	95514.55
MONTHLY							
	1	2,598.00	3,153.00	3,977.40	4,638.10	5,432.90	6,475.00
	2	2,746.80	3,333.80	4,205.30	4,904.00	5,744.30	6,846.20
	3	2,895.70	3,514.40	4,433.30	5,169.70	6,055.70	7,217.30
	4	3,044.70	3,695.20	4,661.20	5,435.60	6,367.20	7,588.40
	5	3,193.50	3,875.90	4,889.20	5,701.40	6,678.60	7,959.50
Hourly							
	1	17.10	20.80	26.20	30.60	35.80	42.70
	2	18.10	22.00	27.70	32.30	37.90	45.10
	3	19.10	23.20	29.20	34.10	39.90	47.60
	4	20.10	24.40	30.70	35.80	42.00	50.00
	5	21.10	25.60	32.20	37.60	44.00	52.50

- Level 1 Casual Clerk, Summer Student-Library Clerk
- Level 2 Shipping/ILL Clerk, Processing Clerk, Receiving Clerk, Driver, ILL Assistant, Administrative Assistant
- Level 3 Acquisitions Specialist, Cataloguing Technician I,
- Level 4 Cataloguing Technician II, Network Analyst
- Level 5 Public Services Consultant, IT Consultant, Bibliographic Services Consultant, Finance, Marketing
- Level 6 Public Services Manager, Bibliographic Services Manager, IT Manager, Asst Director

Contract Director

STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Employee(s) | Chapter: Code of Ethics | Page(s): 1

Subject: **CODE OF ETHICS** | Sec 1, 3A

Reviewed 2023/09/11 | Revised: 2020/08/21 | **Effective: 2017/05/13**

SECTION 1 - 3.A

CODE OF ETHICS

1. Northern Lights Library System (NLLS) Employees are expected to ~~must~~ demonstrate the highest professional and ethical standards. ~~when dealing with co-workers, board members, member library staff, customers and other individuals who deal with NLLS in the conduct of business.~~
2. Any violation of ~~the Code~~ professional or ethical standards will result in ~~of immediate and appropriate~~ disciplinary action.
3. It is the responsibility of every employee to become familiar with this Code of Ethics and to govern their conduct and behaviour in accordance with the guidelines below.
4. If an employee ~~is~~ requires clarification on ethical or professional standards, they ~~employee~~ should proactively consult their supervisor.

Guidelines

1. An employee shall, in the course of their duties, uphold ~~the~~ all provincial and federal laws.
2. An employee shall, in the course of their duties, uphold NLLS policies and procedures.
3. An employee shall, at all times, act responsibly in the performance of their public duties.
4. An employee shall ensure that their conduct, when in an official capacity, does not bring NLLS into disrepute or damage public confidence.
5. An employee shall behave professionally, respectfully, and courteously at all times, including with their co-workers and the public. They shall endeavour to resolve any work-related disagreements in a respectful manner. ~~based on reasonable expectations. See the Grievance Policy for further information.~~
6. An employee shall ~~make every reasonable means to avoid conflicts of interest. ensure their position is not used for personal advantage.~~
 - a Where a conflict of interest cannot be avoided it must be disclosed in writing to supervisors.
7. Employees will maintain the confidentiality of private information and understand and abide by FOIP guidelines and other privacy legislation.
8. ~~An employee shall ensure that personal or confidential information obtained in the course of their employment is not divulged.~~
9. ~~Communication protected under FOIP shall not be shared between staff members or outside of NLLS, except for the Executive Director. Violation shall lead to discipline as per policy.~~
10. ~~Employees shall sign and acknowledge acceptance of this policy annually.~~

Commented [JM1]: This has not been the practice - do we want to do this or is there another way?

Pandemic Illness

1. Refer to Policy Sec 1, 2D-Pandemic Situation
2. ~~Employees are expected to report to work able to perform their duties safely, without endangering themselves or others in an acceptable manner; this includes preventing the spread of any illness that may be contagious. Staff deemed unable to perform their duties, or to be impairing the ability of another staff member to perform the duties of their position in a safe, acceptable manner for whatever reason, may be sent home and/or subject to disciplinary action.~~
3. ~~Employees are not to report to work or be at work if they are experiencing any symptoms of a pandemic.~~
4. ~~Employees who fall ill and begin exhibiting symptoms of pandemic or other contagious illness while on duty, will not be permitted to work and will be required to leave the premises.~~
5. ~~It is the employee's duty to disclose any symptoms of pandemic or other contagious illness, which may be transmitted during the execution of regular employment duties, to the employer.~~
6. ~~Any employee exhibiting symptoms of a pandemic illness not related to pre-existing conditions while at work, must immediately isolate themselves from other staff members and notify their supervisor by phone. These employees will be sent home and must request testing for the Pandemic Illness through AMS.~~

NLLS Executive Board Chair

August 21, 2020

Date of Approval

STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Board | Chapter: Vision and Policy Statements | Page(s): 2

Subject: **GOVERNANCE & POLICY DEVELOPMENT** | Sec 2, 1B

Reviewed: 2021/11/06 | Revised: 2021/11/27 | **Effective: 2017/05/13**

SECTION 2 – 1.B

GOVERNANCE

1. Role of the Board and Trustees
 - a) The Board is the governing body of the Northern Lights Library System (NLLS).
 - b) The authority to act on behalf of NLLS rests with the Board. Individual trustees or employees have no authority except as conferred by the Board for specific purposes.
 - c) The Board has one employee, the Executive Director, who is accountable to the Board; as such, Board members are not to direct or supervise NLLS employee(s). When the Board approves policy, the Executive Director is empowered to make all further decisions.
 - d) NLLS Committees are to assist the Board, not to advise or assist employee(s) in doing their job.
 - e) The Board shall meet and deliberate at specific and regular times as determined by its members and in accordance with the Alberta Libraries Act.
 - f) The Board shall exercise its role as public trustees for the Municipalities that comprise the Northern Lights Library System (NLLS).
 - g) The Board is responsible for creating a vision of library service for the System, articulating values and principles, setting goals, developing effective governance policy, monitoring library performance, and meeting provincial standards.
 - h) Board members are appointed by their councils and, while representing the interests of their communities, are required to act in the interest of NLLS.
 - i) The Board is responsible for orienting new members to their roles and responsibilities as trustees.
 - j) Board members are responsible for ensuring they understand their responsibilities as trustees.
 - k) The Board maintains a membership in the Alberta Library Trustees Association (ALTA) to ensure its trustees have access to appropriate professional development opportunities and resources.
2. Expectations of a Board Member:
 - a) Notify the NLLS administration of their intention to attend scheduled meetings one (1) week in advance.
 - b) Arrive at meetings on time, prepared to actively participate.
 - c) Prepare reports, motions, etc., in writing if possible, and submit them to the NLLS administration in sufficient time for distribution before the meeting.
 - d) Read Board material in advance of meetings, noting comments and questions.
 - e) Follow through on assigned activities.
 - f) Develop a working knowledge of Board materials and applicable legislation.
 - g) Maintain friendly, positive relationships with other Board members and staff.
 - h) Ask clarifying questions.
 - j) Participate in discussion and decision-making, ensuring that you offer your relevant comments and suggestions prior to the Board's decisions.
 - k) In addition to these general responsibilities, Board members are expected to serve on committees as required.
3. The Job of the Board is to liaise with the municipalities and member libraries to:
 - a) Determine NLLS's strategic direction through a plan of service.
 - b) Determine how NLLS will be governed through the development of policies.
 - c) Maximize service levels through the development of an annual budget.
 - d) Advocate for the interests of the Northern Lights Library System and other library services in Alberta.
 - e) Create partnerships with other agencies to achieve the System's goals, and objectives.
4. Develop and approve a three-year plan of service or a strategic plan, a rolling three-year budget, the provincial annual report, and audited financial statements.
5. Recognize the value and contributions of long-serving employees, volunteers, and trustees.
6. Monitor efficacy and compliance with policies, using:
 - a) reports by the Executive Director,
 - b) reports from member municipalities, members' libraries, and outside agencies,

- c) direct inspection by the Board.
- 7. Use the results of this monitoring to inform regular policy revision.

POLICY DEVELOPMENT

As per The Library Act and Regulation, the Board exercises responsible governance by establishing policies. Policies provide parameters for the action of the Board, its committees, staff, and member libraries. The Board expects Northern Lights Library System's stakeholders to know the policies related to their duties.

1. With assistance from administration, the Northern Lights Library System Board regularly reviews existing policies, to ensure that they are up to date, in keeping with the government legislation and regulations, and reflecting the evolving needs of the System, by:
 - a) All policies are reviewed annually.
 - b) The most current Plan of Service shall supply content guidance.
 - c) A list of policies, together with prescribed review dates, shall be maintained for the Board.
 - d) Policies requiring revision shall be presented to the Executive Committee for review before proceeding to a vote of the Board.
 - e) Policy review dates will be expressly recorded on the policy, tracked, and acknowledged through signature by the Board Chair.
2. Policies shall be:
 - a) Proposed by any stakeholder in the operation and management of Northern Lights Library System, to the Executive Committee via the Board Policy Review Committee.
 - b) Monitored by the Executive Director and Executive Committee.
 - c) Approved by the Board as a whole.

Policy Development Procedure

1. Policies will be developed and reviewed by the Board Policy Review committee with assistance from NLLS staff and administration throughout the calendar year.
2. The Executive Director will maintain a schedule for the annual review of all policies and bring forward new and updated policies to the Policy Review Committee.
3. The Executive Committee will:
 - a) delegate to the Board Policy Review Committee, the development of new policies and the review of current policies.
 - b) consider policies submitted by the Board Policy Review Committee.
 - c) Forward, electronically, all policies they recommend for adoption to the entire Board 21 days before a vote is taken.
4. The Board Policy Review Committee will:
 - a) track all policies and faithfully record review dates.
 - b) draft, revise, or update policies as requested by the Executive Committee.
 - c) review all policies according to their scheduled review dates and forward them to the Executive Committee.
 - d) consider all feedback and policies submitted by staff, or interested stakeholders, and act in the best interest of Northern Lights Library System.
5. The Board will:
 - a) Individually review all new or revised policies in advance of any vote.
 - b) Provide feedback, concerns, or questions regarding proposed policies to the Executive Committee and/or Policy Review Committee Chair at least 48 hours prior to the meeting scheduled for a vote.
6. When presenting the Board with new or revised policies for a vote:
 - a) they will be presented as a package (an omnibus motion).
 - b) motions to remove one (1) or more policies from the policy package (omnibus motion) for a separate vote will be entertained.
 - c) amendments of policies will not be entertained at the General Board meetings.
 - d) defeated policies will be sent back to the Policy Review Committee for further review.

NLLS Executive Board Chair

November 27, 2021

Date of Approval

STATEMENT OF POLICY AND PROCEDURE

Section: Finance | Chapter: General | Page(s): 1

Subject: ~~REQUEST FOR PURCHASE~~ **SYSTEM PURCHASES** | Sec 3, 1I

Reviewed: 2020/09/22 | Revised: 2020/08/21 | **Effective: 2017/09/09**

Original	New
REQUEST FOR PURCHASE <ol style="list-style-type: none">1. When purchasing on the basis of catalogue selection or bulk purchasing, NLLS will seek the best pricing.2. Non-catalogue or bulk purchases exceeding \$2000.00 require a request for two (2) or more competitive quotes except in emergency cases, or in the case of automation- related purchases or where contracts exist for specified products or services.3. When a higher priced item is selected, a written explanation shall be document explaining the reasons for the purchase.	LARGE PURCHASES <ol style="list-style-type: none">1. When purchasing materials for library collections, NLLS will seek to balance the best pricing with purchasing processes and vendor relationships.2. Purchases exceeding \$2000.00 not related to library book collections require a request for two (2) or more competitive quotes except in emergencies or where contracts exist for specified products or services.3. When a higher-priced item is selected, a written explanation shall be documented explaining the reasons for the purchase.
OUTSIDE BUDGET LINE EXPENDITURES <ol style="list-style-type: none">1. Executive Director can spend from the Contingent Reserve fund up to 10,000 for emerging operations cost expense outside of budgeted items, if required and without prior Executive Committee approval.2. Executive Director will report to the Board Chair that such an expense has occurred.	OUTSIDE BUDGET EXPENDITURES <ol style="list-style-type: none">1. The Executive Director can spend from the Contingent Reserve fund up to \$10,000 for emerging operational costs outside of approved budgets without prior Executive Committee approval.2. The Executive Director will report to the Board Chair that such an expense has occurred.

Changes to simplify language and improve grammar.

Change to establish that price is not the controlling factor in the purchase of library materials (vendors, quality, processes, etc., matter).

STATEMENT OF POLICY AND PROCEDURE

Section: Terms of Reference | Chapter: | Page(s): 1

Subject: **ADVOCACY COMMITTEE** |

Reviewed: 2023/09/11 | Revised: 2020/05/23 | **Effective: 2020/05/23**

ADVOCACY COMMITTEE

Mandate

Under the direction of the Board, the ~~purpose of the~~ Advocacy Committee ~~of the Northern Lights Library Board (NLLB)~~ facilitates ~~develop advocacy measures to continually promote~~ advocacy initiatives on behalf of the Northern Lights Library System (NLLS) and ~~its the~~ members. ~~libraries.~~

[Under the direction of the Executive Committee, the Advocacy Committee facilitates advocacy initiatives on behalf of the Northern Lights Library System (NLLS) and its members.]

Advocacy Committee initiatives require the approval of the Executive Committee.

Responsibilities

~~Executive Committee to give direction and priority to the Advocacy Committee.~~

~~Develop an Advocacy plan and an Advocacy toolkit for Executive Committee approval, containing advocacy documents that can be used by all members.~~

~~Advocacy opportunities are on-going and will be reviewed on a continuing basis. A formal review of advocacy issues will be undertaken at the committee's yearly organizational meeting.~~

~~To utilize the Alberta Library Trustee Association (ALTA) toolkit and resources as appropriate.~~

1. Works with local, regional, and provincial partners to identify advocacy needs and opportunities.
2. Develops a plan to meet identified advocacy needs.
3. Makes accessible to our members and partners advocacy materials and tools.

Membership

~~The NLLS Board will appoint five (5) members to the Advocacy Committee as per policy Sec 2, 1H Committee of the Board. The Advocacy Committee shall appoint the Chair and Vice Chair.~~

~~The Executive Director will serve as support and resource~~

1. Up to five (5) members as outlined by policy Sec 2, 1H Committee of the Board.
2. The chair of the committee will be elected by vote of the committee.
3. The Executive Director serves as a resource and support to the committee.

Reporting

~~At each meeting, minutes shall be taken and meeting minutes shall be forwarded to the Executive Committee.~~

~~Recommendations for advocacy are to be forwarded to the Executive Committee for approval to be submitted for approval by the NLLS Board.~~

Meeting minutes will be kept and forwarded to the Executive Committee for approval.

NLLS Executive Board Chair

November 23, 2019

Date of Approval

STATEMENT OF POLICY AND PROCEDURE

Section: Terms of Reference | Chapter: | Page(s): 1

Subject: **POLICY COMMITTEE** |

Reviewed: 2019/11/23 | Revised: 2019/11/23 | **Effective: 2019/11/23**

POLICY COMMITTEE

Mandate

The purpose of the Policy Review Committee of the NLLS Board is to strengthen the Board's role in understand and leading policy governance of the Northern Lights Library System (NLLS)

Responsibilities

To assist the NLLS Board with monitoring the policy guidelines of NLLS and to facilitate the Board's understanding of policy governance.

To review and recommend for approval to the NLLS Board new and/or revised governance policies as required or recommended.

To review and recommend for approval to the NLLS Board the annual schedule for policy review with a three (3) year framework to ensure an ongoing process of policy review.

To review and recommend for approval to the NLLS Board direction and best practices applicable to the various Alberta Legislation and Standards specifically including the Alberta Libraries Act and the Alberta Library Legislation.

Membership

The NLLS Board shall appoint five (5) members to the Policy Committee as per policy Sec 2,1H Committee of the Board.

The Policy Committee shall appoint the Chair.

The Executive Director will serve as support and resource.

Reporting

At each meeting, minutes shall be taken and meeting minutes shall be forwarded to the Executive Committee and Board.

Recommendations for all policy are to be forward to Executive Committee for approval to submit for approval by the NLLS Board.

All policies are on a one (1) year review cycle.

NLLS Executive Board Chair

November 23, 2019

Date of Approval

STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Board | Chapter: Vision and Policy Statements | Page(s): 1

Subject: **POLICY STATEMENTS** | Sec 2, 1A

Reviewed: 2020/05/29 | Revised: 2020/05/23 | **Effective: 2017/05/13**

SECTION 2 – 1.A

[Combined with the Governance and Policy Development policy – Delete this policy]

POLICY STATEMENT 1-GOVERNANCE PRINCIPLES

- ~~1. The Northern Lights Library Board shall be formed in accordance with the Alberta Libraries Act and shall be hereinafter referred to as the Board.~~
- ~~2. The Board's priority is to determine Northern Lights Library System's Vision, Mission, Values, Goals, and Objectives and liaise with the member municipalities, and monitor the System's performance. [Covered in 1E]~~
- ~~3. The Board is a governing body that speaks with one voice. All authority rests with the Board, and individual trustees have no authority except as conferred by the Board for specific purposes. [Added as 1B with edits]~~
- ~~4. The Board leads through policy, using a framework which defines five categories of Board Policy: Vision, Mission, Values, Goals, and Objectives; Governance Process; Board – Executive Director Relationship; and Executive Director's Parameters. [Covered by 1E]~~
- ~~5. The Board's ongoing agenda is based on its role which is focused on governance issues rather than management issues. [Covered by 1A]~~
- ~~6. The Board states the expected Vision, Mission, Values, Goals, and Objectives through the plan of service, directing the Executive Director to determine the means to achieve these results within limits of ethics and prudence. [Covered in 1]~~
- ~~7. The Board as a whole has one employee, the Executive Director, who is accountable to the Board as a whole; as such, Board members are not to direct or supervise NLLS employee(s). When the Board approves policy, the Executive Director is empowered to make all further decisions. The Executive Director's authority begins immediately and automatically. [Covered in 1]~~
- ~~8. The Executive Committee on behalf of the Board monitors the Executive Director solely on the basis of organizational performance and written policies. See ED evaluation policy~~
- ~~9. The Executive Committee and Ad Hoc Committees are to assist the Board in doing its job; not to advise or assist employee(s) in doing their job. [Added to sec 1]~~

POLICY STATEMENT 2-PROPORTIONAL REPRESENTATION

~~—1. Promote proportional and regional representation on the Northern Lights Library System Executive Committee. Belongs in the Role of the Committees of the Board policy.~~

May 23, 2020

Date of Approval