

2023-12-08 Executive Meeting Agenda

2023-12-08 Executive Meeting Agenda - Draft

Meeting Agenda- Executive Committee Meeting

Meeting Information

This meeting is in-person with an online option for those who cannot travel and the public.

Join Zoom Meeting

<https://us02web.zoom.us/j/9128782619?pwd=T1I5RVlwdmpHL3pvb1IDdTJudUtGUT09>

Meeting ID: 912 878 2619

Passcode: Executive

Date: December 8, 2023

Location: Elk Point

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

Regrets:

Guests: Jodi Dahlgren (LMC Chair)

Staff: James MacDonald, Terri Hampson

Land Acknowledgment

Northern Lights Library System respectfully acknowledges that the land on which we gather is Treaty 6 territory and a traditional meeting ground and home for many Indigenous Peoples, including Cree, Saulteaux, Niitsitapi (Blackfoot), Métis, and Nakota Sioux Peoples.

Call to order

1. Approval of the agenda
2. Approval of previous [minutes of October 13, 2023](#)

Decisions

1. Myrnam Library Board

Briefing Note: We have received [a letter from the Village of Myrnam](#). Notice was provided to the library employee in Myrnam that her employment will end on December 22nd. The village is actively recruiting for a library board and working with the province. I met with the County of Two Hills on November 22nd to discuss the situation in Myrnam. They have also requested an extension to NLLS's operation of the library service point. They've suggested that the end of the school year would be appropriate. I spoke with the principal of the school on November 22nd. The school would support public library hours in conjunction with school hours.

**Closed Session - Personnel

2. Letter to Minister on changes to legislation

Briefing Note: At our last Executive meeting, the ED was tasked with drafting a letter to the minister regarding the status of consultations conducted by the Public Library Services Branch (PLSB) in 2019 and again in 2021 in conjunction with the Red Tape Reduction initiative. In preparing the letter, the ED contacted Diana Davidson of the PLSB for an update. She was unable to provide any further information.

[The draft letter to the Minister.](#)

3. Building Vestibule

Briefing Note: In October 2022, the Executive approved \$8,000 to construct a vestibule at the front entry of NLLS. We've worked for a year to find builders who can navigate the permitting process and provide a quality product. Our first contractor with a low bid was unable to complete the process. We've received a quote from Mountain Ridge Builders (an independent Red Seal journeyman carpenter from Myrnam). The quote [\[link to quote\]](#) exceeds the approved budget but includes features that greatly increase [the structure's](#) utility (lights, bollards, tin, etc.). The structure is a preventative building maintenance

measure. The south-facing doors expand and contract in the heat and cold. The door locks become frozen with blowing snow and rain. We may still need to replace the doors but the vestibule should be added to protect any future replacements and extend the life of the current doors. Door replacements are estimated to be upwards of \$10,000. We have a fully funded building reserve.

Discussion

10. Pelican Narrows.

Briefing Note: An email was received from the CAO of the Summer Village of Pelican Narrows, Shirley Yuschyshyn, On November 12th. "The Summer Village of Pelican Narrows here by give you are notifying that we are opting out of 2024 Northern Lights Library system due to budget constrain. Notice is effective November 8 2023." We responded on November 14th to acknowledge the receipt of their intention, informed them of the requirement of 1-year notice, and invited them to a discussion.

11. Financial Report, [Budget Vs. Actuals](#)

Briefing note: All things considered, we appear to be tracking well against the budget this year.

6083 OROS Exp offsets 5.60	This is a planned overage drawing on the OROS r
6114 Computer Software (TSI)	Deepfreeze implementation
6121 Network Security (TSI)	Office 2021 implementation
6169 Internet Services (TSI)	Change to bandwidth allocation was more than an
6502 Committee Meetings	Plan of Service Committee - covered by other gov
6522 NLLS Social Club	Income from committee not yet added here
6612 Bookkeeping/Banking	First year of this service was underestimated. Act next year's budget
6702 Building Maintenance	Unplanned building maintenance needs (i.e. new s

12. Elk Run (Elk Point Ultra Marathon)

Briefing Note: The Elk Point Chamber of Commerce has approached NLLS for assistance with an annual event. They are considering starting a 60k ultra marathon in conjunction with the [Iron Horse Ultra](#) that passes through Elk Point. This would be a good way to give back to Elk Point and participate in the community. We would assist by allowing up to 5 staff members to volunteer with the event on the Saturday it runs.

These staff would work with their managers to take time for time in lieu where operations would be least affected. Because the ED is an ultra runner and will likely compete in the Iron Horse Ultra we are bringing this operational concern to the Executive.

13. **Next Meetings**

General Board

- February 23th (Friday) 10 am (online)
- May 24th (AGM Friday) 10 am (In person with online option)
- August 23rd (Friday) 10 am (In person with online option)
- November 29th (Friday) 10 am (online)

Executive Committee

- February 9th (Friday) 10 am - Paradise Valley
- April 12th (Friday) 10 am - Bonnyville
- June 14th (Friday) 10 am - Newbrook
- August 9th (Friday) 10 am
- October 11th (Friday) 10 am - Wainwright
- December 13th (Friday) 9 am - Elk Point, Headquarters

Policy Committee

- February 2nd (Friday) 8 am
- April 5th (Friday) 8 am
- May 31st (Friday) 8 am
- October 4th (Friday) 8 am

Closed Session

9. **Personnel – standing performance evaluation discussion.**

Adjournment

2023-10-13 Executive Meeting Minutes-Draft

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)

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.

10:07am Call to order

1. Approval of the agenda

M1. Barbara Smith motions to approve of the agenda. All in favor, motion carried.

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

M2. Maxine Fodness motions to approve previous minutes of August 11, 2023. All in favor, motion carried.

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.

We are seeing the results of our budget process and we are on par of what we projected.

Still waiting on library levies from: McPherson Library (Ryley)

M3 Leslie Cusack motions to accept the financials as presented. All in favor, carried.

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.

M4 Maxine Fodness motions to receive as information. All in favor, motion carried.

Action: to have the Executive Director draft a letter for review regarding the requests for changes to the library legislation. (Number of Board Members and MLIS requirements) Letter to go to the Municipal Affairs Minister, local MLA's, and PLSB.

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 12pm 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.

Board member, hotel requirements to be given to Terri for booking

M5 Josh Crick motions to receive for information. All in favor, motion carried.

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.

M6 Larry Tiedemann motions to go into camera at 10:46. All in favor, motion carried.

M7 Josh Crick motions to come out of camera at 11:15. All in favor, motion carried.

M8 Maxine Fodness motions to have the Executive Director to initiate a full-service review of the Myrnam service point. All in favor, motion carried.

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.

M9 Matthew McLennan motions to receive as information. All in favor, motion carried.

Library Tour and Lunch

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](#) **Send back to Policy Committee**

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 **Send back to the Policy Committee**

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 (future employee outside of work)

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 **Do not move forward**

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

POLICIES TO DELETE

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

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

M10 Vicky Lefebvre motions to action the above policies as noted.

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

M11 Leslie Cusack motions to go into camera at 2:33pm. All in favor, motion carried.

M12 Larry Tiedemann motions to come out of camera 3:01pm. All in favor, motion carried.

10. Next Meetings

General Board

Friday, November 24, 2023 (ONLINE) 10 am

Executive Committee

Friday, December 8, 2023, at Headquarters

M13 Josh Crick motions for adjournment at 3:04pm



**VILLAGE OF MYRNAM
5007 - 50TH STREET, BOX 278
MYRNAM, ALBERTA
T0B 3K0**



PHONE: (780) 366-3910 admin@myrnam.ca www.myrnam.ca

November 1, 2023

NLLS Executive Board and Mr. James MacDonald
~sent via email to: jmacdonald@nlls.ab.ca
~sent via email to: jennifer.anheliger@morinville.ca

Dear Executive of NLLS and Mr. James MacDonald,

On October 24, 2023, at an FCSS Board meeting, a fellow board member told me that it was announced at a Myrnam Parent Council meeting that our librarian was to be dismissed and that our library could be terminated.

We respect that Mr. J. MacDonald was not available to respond for a week. We appreciate that his intention, as he stated, was not to cause the confusion and frustration that ensued. That Mr. J. MacDonald thinks that we may see terminating our librarian as "retaliatory" is a startling disappointment. We do not and never have viewed our lack of a library board as "retaliation". The system, as is, is simply a modus operandi that to this point has worked in the best interests of our residents.

We have always had great respect and appreciation for the immense support NLLS has given us. It's ironic that the extreme satisfaction of our library patrons has resulted in the apathy shown in trying to establish a local library board. The prevalent response to the proposal is "why?" reminiscent of shades of "it ain't broke, why fix it?"

After a 3-month long recruitment drive we have (hooray!) one definite prospective member. Another person posted "Interested" on our social media page but there was unfortunately no follow up. James, we would appreciate it so much if you could please forward the names of "at least 4 local people that indicated they'd written letters", as you stated in your email dated September 14, 2023, so we could explore these avenues.

Elsie has sent information to Kerry Anderson, Assistant Director of Alberta Municipal Affairs, Public Library Services Branch, to confirm that the financial numbers are accurate. This is critical as we need solid facts to present to our Council. Having previously explored forming an intermunicipal board with the County of Two Hills and the Town of Two Hills, we learned it was disadvantageous to the Town of Two Hills. We intend to explore forming an intermunicipal board with the County of Two Hills. It would certainly expand our much-needed volunteer base.

There are other options we have discussed such as:

- Having a drop box installed at the school,
- Having an alternate pickup/drop-off location within the village,
- Hiring a part-time employee for afterschool hours at a negotiable rate
- Partnering with FCSS to sponsor, plan, and implement programs based on interest/participation.

We are constantly striving to maintain our excellent library services by bringing forth new ideas and appreciate so much any ideas the executive may suggest in the interim while we continue our desperate board recruitment efforts.

In light of the above, we require assistance with establishing a library board. Therefore, we will be contacting the Alberta Municipal Affairs, Public Library Services Branch to assist us. We realize that this process of establishing a board will require time. We understand that NLLS services at the Myrnam Library will be partially terminated as of December 22, 2023. We are respectfully requesting NLLS to reconsider terminating the librarian and library services while we go through the necessary process of establishing a library board for the first time in Myrnam history.

In closing, we reiterate that we have never harbored any “retaliatory” feelings towards NLLS regarding a library board. We sincerely will continue to endeavor to be a productive member of NLLS. We have willingly paid any extra money, followed all news, emails, attended training sessions, meetings, and encouraged and voted in favor of the many exemplary motions brought forward by NLLS to continue enhancing Alberta public libraries.

Thank you for your time and understanding.

Respectfully,
VILLAGE OF MYRNAM

Donna Rudolf
Mayor

cc. Terri Hampton, Executive Director of NLLS (sent by email)
Jessie Morris, Manager of NLLS (sent by email)

December, 2023

Government of Alberta
Hon. Ric Mclver
Minister of Municipal Affairs
#320, 10800 - 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister Mclver,

The Northern Lights Library System (NLLS), has been unable to ascertain the status, timelines, or potential outcomes of the government's consultations on the Libraries Act and Regulations. Public consultations were held in 2019 and again in 2021. We understood the consultations on the Act were part of the Red Tape Reduction initiative. We have not had a meaningful update on this process since 2021. Several items were put forward in those consultations that would have a tangible impact on the delivery of library services. Some examples include but are not limited to:

1. The need to reduce the minimum number of required members for a library board. A village council can be run with 3 people but a library requires 5.
2. The formula determining the number of professional librarians a library system is required to employ. Systems with the smallest budgets and serving the most rural populations must employ the most professional staff.

We are asking that the provincial government please provide a meaningful update on the status of the work around the Library Act and Regulations. We are now approaching two years since the last consultations and five years since the beginning of the process.

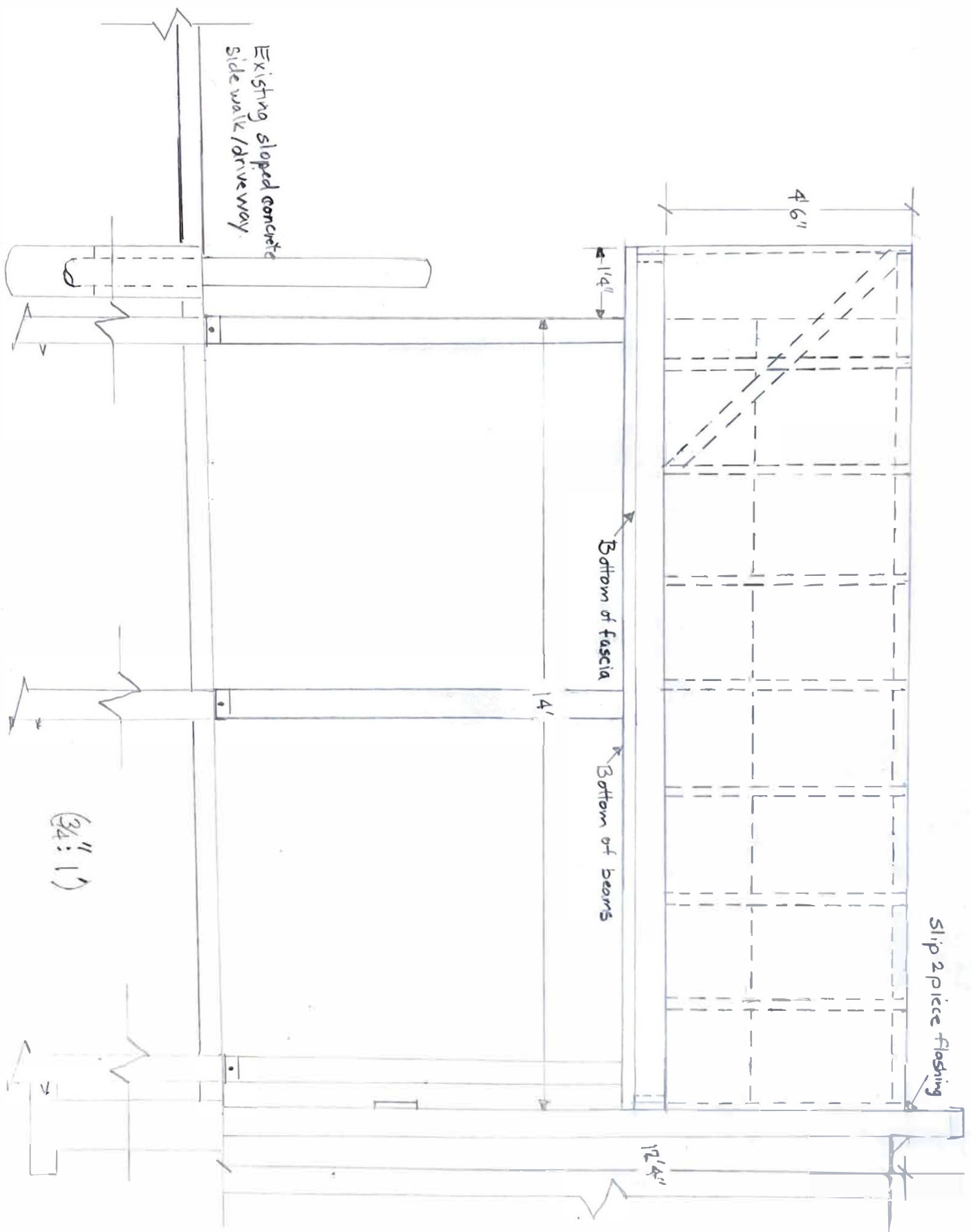
We are grateful for the continued support and partnership of the provincial government as we continue to provide excellent library services to all Albertans.

Respectfully,

Jennifer Anheliger
Board Chair
Northern Lights Library System

cc: Hon. Brian Jean, Fort McMurray - Lac La Biche. FortMcMurray.LacLaBiche@assembly.ab.ca
Mr. Garth Roswell, Vermillion - Lloydminster - Wainwright. Vermillion.Lloydminster.Wainwright@assembly.ab.ca
Hon. Dale Nally, Morinville - St. Albert. Morinville.StAlbert@assembly.ab.ca
Hon. Jackie Armstrong-Homeniuk, Fort Saskatchewan - Vegreville. FortSaskatchewan.Vegreville@assembly.ab.ca
Mr. Scott Cyr, Bonnyville - Cold Lake - St. Paul. Bonnyville.ColdLake.StPaul@assembly.ab.ca
Mr. Glenn van Dijken, Athabasca - Barrhead - Westlock. Athabasca.Barrhead.Westlock@assembly.ab.ca
Dir. Diana Davidson, Public Library Services Branch, diana.davidson@gov.ab.ca

Side Elevation



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

	Actual	Budget	Total over Budget	% of Budget
Income				
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	884,921.00	831,806.00	53,115.00	106.39%
4042 Prov. Rural Sevices Grant	3,585.74	3,402.00	183.74	105.40%
4043 Indigenous OROS Grant (4.75)	65,459.90	61,588.80	3,871.10	106.29%
4044 Prov. Establishment Grant	25,953.00		25,953.00	
4047 Indigenous OROS Grant (5.60)	78,433.10	74,550.00	3,883.10	105.21%
4050 Deferred Allotment	397,503.40	380,000.00	17,503.40	104.61%
4126 Travel/Wage Grants	4,419.02	1,000.00	3,419.02	441.90%
4135 Indigenous Rollover Amount	186,003.13	186,003.13	0.00	100.00%
4510 Sales - Misc.	4,841.95	2,000.00	2,841.95	242.10%
4520 Sales Office Supplies-Resale	169,487.73	169,487.73	0.00	100.00%
4530 Other Revenue General	28,051.75	12,000.00	16,051.75	233.76%
4550 Sales-WRP/SRP	897.14	4,000.00	-3,102.86	22.43%
4552 Office Rental	29,370.00	30,000.00	-630.00	97.90%
4560 Annual Conference	2,550.00	11,000.00	-8,450.00	23.18%
4610 Interest earned	134,866.08	22,000.00	112,866.08	613.03%
4613 Myrnam Revenue	7,245.43		7,245.43	
Sales	2,000.00		2,000.00	
Total Income	\$ 3,507,799.88	\$ 3,281,602.66	\$ 226,197.22	106.89%
Cost of Goods Sold				
5987 Staff HR 2023	853.85	1,500.00	-646.15	56.92%
6007 Coll Dev Book Allotment General	348,791.03	380,000.00	-31,208.97	91.79%
6080 System Col MLS 2023	6,476.84	10,000.00	-3,523.16	64.77%
6081 Indigenous Relations (offsets 4.75)	4,022.87	30,000.00	-25,977.13	13.41%
6083 OROS Exp offsets 5.60	96,975.10	74,500.00	22,475.10	130.17%
6108 OPS Processing Sup	10,269.25	15,000.00	-4,730.75	68.46%

6114 Computer Software (TSI)	84,512.78	30,000.00	54,512.78	281.71%
6118 Computer Hardware (TSI)	13,667.34	19,000.00	-5,332.66	71.93%
6119 Website Services (TSI)	32,422.85	36,000.00	-3,577.15	90.06%
6121 Network Security (TSI)	61,468.52	35,000.00	26,468.52	175.62%
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)	9,382.75	8,470.00	912.75	110.78%
6206 NLLS Conference (MLS)	17,289.08	32,000.00	-14,710.92	54.03%
6208 LMC Meeting/Mileage	4,256.32	8,000.00	-3,743.68	53.20%
6252 Library Programming (MLS)	6,637.60	10,000.00	-3,362.40	66.38%
6266 Postage/Frieght	2,710.07	6,000.00	-3,289.93	45.17%
6270 Vehicle Expense (OPS)	70,733.57	72,000.00	-1,266.43	98.24%
6271 Vehicle Fuel (OPS)	33,971.40	40,000.00	-6,028.60	84.93%
6280 Online Databases (MLS)	90,523.82	120,000.00	-29,476.18	75.44%
6301 Rural Ser Grant BOR	349,705.32		349,705.32	
6400 Myrnam-Operating exp	8,125.38		8,125.38	
6500 General Board Meetings	5,339.95	17,000.00	-11,660.05	31.41%
6502 Committee Meetings	11,611.82	6,000.00	5,611.82	193.53%
6508 Board Prof Develo	1,331.63	3,000.00	-1,668.37	44.39%
6510 Board Outreach & Honoraria	727.40	10,000.00	-9,272.60	7.27%
6520 Board Executive Meetings	18,331.73	19,300.00	-968.27	94.98%
6521 Special Events/Long Service	1,296.36	1,800.00	-503.64	72.02%
6522 NLLS Social Club	1,462.61	1,150.00	312.61	127.18%
6600 Equipment/Software (Admin)	12,084.92	18,000.00	-5,915.08	67.14%
6602 Lib Board Chair Meeting	1,662.73	3,500.00	-1,837.27	47.51%
6606 Professional & Legal Fees	804.28	5,000.00	-4,195.72	16.09%
6608 Marketing	22,030.76	40,000.00	-17,969.24	55.08%
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	22,318.23	20,000.00	2,318.23	111.59%
6614 Insurance	13,322.00	13,000.00	322.00	102.48%
6616 NLLS Memberships	-470.65	12,000.00	-12,470.65	-3.92%
6618 Resale & Rebills	6,213.30	6,000.00	213.30	103.56%
6620 Office Supplies	9,583.58	10,000.00	-416.42	95.84%

6622 Telecommunications	9,714.65	10,000.00	-285.35	97.15%
6702 Building Maintenance	17,345.14	15,000.00	2,345.14	115.63%
6704 Caretaking & Landscaping	29,680.00	37,000.00	-7,320.00	80.22%
6706 Health & Safety		2,000.00	-2,000.00	0.00%
6708 Utilities	26,478.93	32,000.00	-5,521.07	82.75%
Total Operating Expenses	\$ 1,669,477.85	\$ 1,439,220.00	\$ 230,257.85	116.00%
Gross Profit	\$ 1,838,322.03	\$ 1,842,382.66	-\$ 4,060.63	99.78%
Staff Expenses				
Total 5900 Payroll Expenses	\$ 1,451,760.22	\$ 1,636,049.61	-\$ 184,289.39	88.74%
5981 NLLS PD - Shared	28,576.37	35,000.00	-6,423.63	81.65%
5984 Staff Travel - Shared	28,872.78	45,500.00	-16,627.22	63.46%
Total Staff Expenses	\$ 1,561,108.34	\$ 1,716,549.61	-\$ 155,441.27	90.94%

6083 OROS Exp offsets 5.60
6114 Computer Software (TSI)
6121 Network Security (TSI)
6169 Internet Services (TSI)
6502 Committee Meetings
6522 NLLS Social Club
6612 Bookkeeping/Banking
6702 Building Maintenance

This is a planned overage drawing on the OROS reserve
Deepfreeze implementation
Office 2021 implementation
Change to bandwidth allocation was more than anticipated
Plan of Service Committee - covered by other governance lines
Income from committee not yet added here
First year of this service was underestimated. Actual is better reflected in next year's budget
Unplanned building maintenance needs (i.e. new security alarm)