



Northern Lights Library System

COVERED

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EXECUTIVE COMMITTEE MEMBERS

PRESENT:

Larry Tiedemann
 Dallas Degenhardt
 Pat Gordeyko
 Arnold Hanson
 Stephen Dafoe
 Parrish Tung
 Wayne Bokenfohr
 Ina Smith
 Dwight Dach
 Don Padlesky

STAFF:

Brigitte Sakaluk
 Mircea Panciuk
 Patty Mathiot

GUEST:

Mauren Penn
 Ken Allan

Executive Summary

VOLUME 6, ISSUE 2

MAY 2014

Financial Report

- Budget to actual to the end of April. All of the municipalities have been invoiced their levy. Library board levies don't happen until the end of June. Rural services grant will come in when NLLS receives the operating grant. It will be an in and out. Travel grants are meetings attended that the mileage is paid back.
- Applied for three Canada job positions and received one. NLLS received \$2400.00. NLLS positions were not within the mandate of the constituency.
- Non-resident fees is charged to patrons that are either federal status (reserves) or part of a non-member municipality. Of the \$60.00 fee, \$10.00 stays with the library, \$10.00 goes in to the library book allotment account and the remainder goes towards services.
- SRP materials will be going out shortly. Anything over the \$75.00 will be invoiced.
- E-Resources, the NLLS libraries have contributed \$15,000.00 from their book allotment to contribute to E-Resources.
- Telecommunications – NLLS had to remove the analog phones from the vans and retrofit with cell phones and blue tooth technology.
- Building Maintenance – HVAC service will be twice in the spring, once in the summer and once in the fall.
- Maintenance Contract – The grass cutting contract will be starting shortly.
- Utilities – since going to the 8760 group, NLLS might be saving approximately \$90.00.
- Board Special Events is costs incurred for the board training session by Pat McNamee.
- **Motion to accept the Financial Report as presented. Moved by Dallas Degenhardt - carried**
- Brigitte has received a quote for paving the parking lot. Last year there was a verbal quote of \$250,000.00. Brigitte received a written estimate at \$81,000.00 for 2" of asphalt.
- **Motion to hire Bluestar paving for 2" of pavement for the NLLS parking lot at a quote of \$81,000.00. Moved by Dwight Dach- carried – 1 opposed.** (This will come out of operating funds)

Capital Reserves

- Quotes for vehicles – Brigitte received 2 quotes – one from St. Paul and 1 from Vermilion. Since the meeting was in May, NLLS missed the ordering deadline and will have to send for tenders again because production will begin again in July. Will get quotes for the August meeting.
- **Motion to have administration create a tendering policy/procedure and capital replacement policy/procedure. Moved by Pat Gordeyko – carried.** Brigitte will send Wayne the specs of what NLLS requires for the van.
- NLLS does not qualify for CFEP or Build Canada Grants because NLLS is a public entity. NLLS would have to get a letter from the Town of Elk Point to state that they are not applying for the grant. NLLS qualifies for CIP, but the grant has to be spent on library support, not for NLLS headquarters.

NLLS Salary Grid

- Two quotes were received.
- **Motion to go with HR Group to do the independent study of NLLS Salary Grid. Moved by Larry Tiedemann – approved – 2 opposed.**
- The Executive would like to have the information (tender bids) sent out in advance so the Executive has a chance to review the information before the meeting.

The information in this document was approved at the Executive Committee meeting on June 16, 2014. Please submit any feedback, positive or negative, by email to Patty at pmatthiot@nlls.ab.ca.

Important Dates to Remember in 2014

Executive Committee Meetings

- February 24
- March 1
- May 5
- June 16
- August 5
- September 6
- October 6
- November 1

Board Meetings

- March 1
- September 6
- November 1

Library Managers Advisory Council

- May 21, 2014
- October 23, 2014

NLLS Annual Conference

- September 18 & 19

Myrnam Fee Increase

- NLLS receives funds to pay the wages for the library manager. The Myrnam Library would like to increase a family membership from \$10.00 to 15.00.
- **Motion to support the library**

card fee increase to \$15.00 for family membership at the Myrnam Public Library– Parrish Tung – carried.

Board of Record Disbursements

- What does NLLS do with the Board of Record disbursements? Keep as it currently is or move to the patron based registration. Rural services grant from the government is given to support the rural patrons in the libraries. The present formula is arbitrary numbers and hasn't been changed in quite some time.
- NLLS can now collect statistics with reliable information through Polaris that can be used for the cardholder numbers. If changes are made; one year's notice would have to be given.
- Talk with the Board of Record municipalities to let them know that it is coming down the pipe. Take the sheet with statistics to the Board of Record municipalities to

show that the numbers will follow the government mandate. 2014 will remain the same. 2015 will be reflected on patron's numbers. If the Board of Record municipalities don't like what they see, they could create a library board and disburse the funds accordingly. The changes could be a big hit at once or transition it over a few years.

Budget Deliberations

- Stats Can Consumer Price Index in Alberta as of April 30th is 3.9% over 2013.
- The Executive would like to have all departments create a budget to bring to the next meeting.
- PLSB will pay for more bandwidth for libraries. NLLS will have to increase bandwidth to 80 Meg. It will cost \$6700.00
- for the extra bandwidth. There are 200 computers in NLLS libraries that are using bandwidth.
- Platinum the internet platform is stable and is the best bang for the dollar.
- Snow removal – Brigitte has received a quote for \$750.00 per month for snow removal.
- Capital replacement - Would like to

see a building committee go over the Asset Performance Report and determine capital priorities. The committee will consist of Larry Tiedemann, Dallas Degenhardt, Randolph Boyd (Larry will contact and see if he is interested), Pat Gordeyko and Arnold Hanson. They could meet by teleconference.

- Would like to have a 4 year plan.

Policy and Operational Policies

- (Patty will re-send the policies and will receive feedback from the Executive Committee members for the next meeting). NLLS will find samples from other libraries and systems. The Executive Committee will email Patty suggestions as to what they want to see at the next meeting.
- Advocacy – what does Advocacy mean to NLLS – Need an updated Policy
- Board Member Responsibilities and Board Member Recognition
- IT and Bib Services Operational Policies – look through the policies and bring back to the next meeting. If there are questions, talk to Brigitte and Mircea. Take a look to make sure it follows what the plan of service says.

Director's Report

- Jane Fisher has been hired in the Public Services Department. There will be interviews next week for the IT Consultant position.
- TRAC will be introducing a new plastic library card for all patrons in the four regions. The introduction will be towards fall 2014.
- Polaris has been purchased by Innovative Interfaces. At this time there are no changes anticipated.
- Mannville Library will be celebrating their 10th anniversary in their building. NLLS will be present at the celebration on May 23rd.
- Public Library Service Branch will be announcing the "ME" Service. Parkland and Chinook Arch is running with the service and TRAC will be added in the fall of 2014.
- Public Library Services Branch will cover the platform fee of Zinio and 150 magazines retroactive to November 2013. As well as the costs of Hoopla, a downloadable service of video, audio and music beginning April 2014.
- **Motion to approve the Director's report as presented– Don Padlesky – carried.**

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