



Northern Lights Library System

COVERED

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EXECUTIVE COMMITTEE MEMBERS

PRESENT:

Arnold Hanson
Stephen Dafoe
Dallas Degenhardt
Wayne Bokenfohr
Pat Gordeyko
Vicky Lefebvre
Dianne Ross
Laurent Amyotte
Steven Schafer
Greg Barr

STAFF:

Brigitte Sakaluk
Mircea Panciuk
Patty Mathiot

GUEST:

Maureen Penn
Barbara McCarthy

Executive Summary

VOLUME 6, ISSUE 7

DECEMBER 2014

Financial Report

- Question about the parking lot. All items over \$1000.00 are capitalized. Brigitte sent out an ad for two weeks for tender for snow removal and received one. Contract term is Dec 1 – Apr 30 at \$1050.00 per month plus \$150.00 per hour for the removal of snow off of the premises. NLLS is on the town snow removal list for the parking lot, but is at the bottom of

the list. NLLS could wait up to 3 days for snow removal. The quote received is for snow removal on the garage pads and emergency exits. **Motion to approve the financial report as presented – Dianne Ross –carried.**

- Auditor – questions regarding the letter – safeguards in place to prevent fraud. One

management and one Exec member sign all cheques and invoices. Brigitte and Mircea do not sign cheques together. All cheques are manually signed, no stamps involved and stamps are not recommended by the auditor. One signing authority from the board signs payroll. Book allotment accounts are balanced in Simply accounting and Polaris.

2015 Budget

- Received 30 letters. 2 were not in favor of the budget increase. In the

past the chairman has visited the municipalities to see why they voted no to the

budget increase. Need 36 letters in favor for the budget to pass.

NLLS 2014—2017 Plan of Service

- This needs to be done every three years as dictated by the Public Library Services Branch. There were four focus groups instead of three. It is good document to go through so you know where NLLS is headed for the next three years. NLLS Budget is reflected with the plan of service. Increase in levies is partially because of the Plan of Service. This is support for the individual libraries plans of service. Strategic plan is farmed out to a consultant to do. Was

started with PLSB but the timeframe was not achievable. The Executive hired a consultant to work with the final document. 2017 focus groups will be with municipalities, library boards and non-member libraries and staff.

- A question was asked about the 80% customer satisfaction in the survey. Shouldn't NLLS be achieving better than 80%? There was a concern about the 20% that weren't satisfied would be unsatisfied for 3 years. The

satisfaction survey is a requirement for the NLLS annual report that is submitted to Public Library Services Branch in March. The Executive would like to have the survey circulated to them.

- Items for future consideration in the next plan of service: maintain services, open content, subscription content, more digital content, user instruction. NLLS needs a check and balance. The survey results will be seen in March or later.

The information in this document was approved at the Executive Committee meeting on February 23, 2015. Please submit any feedback, by email to Patty at pmathiot@nlls.ab.ca.

Important Dates to Remember in 2015

Executive Committee Meetings

- February 23
- March 7
- May 25
- June 15
- August 17
- September 12
- October 19
- November 7

Board Meetings

- March 7
- September 12
- November 7

Library Managers Advisory Council

February 25

NLLS Annual Conference

September 17& 18



2015 Executive Committee Meeting Dates

- February 23 at 5:00 pm,
- March 7th at 8:30 am,
- May 25 at 5:00 pm,
- June 15 at 5:00 pm,
- August 17 at 5:00 pm,
- September 12 at 8:30 am,
- October 19 at 5:00 pm
- November 7 at 8:30 am

2015 Alberta Library Conference

- Need names of Executive Committee members attending. **Motion to approve Arnold Hanson, Dallas Degenhardt, Greg Barr and Steven Schafer to attend the Alberta Library Conference 2015 moved by Wayne Bokenfohr – carried.**
- The charter service was used by 21 people last year and NLLS subsidized it by \$25.00 per passenger. If more than 25 passengers take the charter, the cost per

passenger could be reduced. The route is determined by where the passengers are from. **Motion to continue with the Charter Service to the Alberta Library Conference in Jasper moved by Dallas Degenhardt – carried.**

Director's Report

- Look at Executive Committee and or board orientation. The Public Library Services Branch does a full day orientation on Libraries Act and Regulations. Would like to see a condensed version of responsibilities at the March meeting and a tour of the NLLS facility so board members are aware of what NLLS does. Poll the municipalities to see how board orientation should be done. See if there is interest in a condensed orientation (9-10) the morning of the board meeting in March). **Motion to hold board orientation at the March meeting moved by Pat Gordeyko – carried.**
- Village of Myrnam has a school housed library which is an outlet of NLLS. NLLS does the library board responsibilities for the public part of the library. Myrnam is starting to look at forming their own library board.
- Town of Lamont has agreed to join NLLS. NLLS needs the letter from the municipality in order to apply to the Minister for their membership in the system.
- Village of Waskatenau was able to lease a location for the library. There will be a library viewing in early December at the new location.

Chairman's Report

- The ALTA representative for region 8 (Parrish Tung) has resigned and the alternate Larry Tiedemann is taking his place. The term is over on March 1. Nominations for area representatives will start on January 1. Right now ALTA is reforming committees and Larry is on the Advocacy committee. Larry is asking if NLLS would nominate him to represent the NLLS region and consider nominating him for the next term. Their meetings are usually conference calls and could be anywhere in the province. Vicky would like to see Larry finish the term.
- Book allotment committee – there will be guidelines in place for the increase in outside purchases.
- Board of Record – there will still be more meetings.
- Building committee will be meeting on February 23 at 4:00 pm.
- It has been a busy time. AAMD&C passed a resolution to get more monies for soft core services including libraries.
- Been in talks with MLAs and NLLS can apply for a grant for their 25th anniversary.

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