

VERMILION



Public Library

5001 49 Avenue. Vermilion, Alberta. T9X 1B8
780-853-4288 --- librarian@vplibrary.ca

MINUTES of Town of Vermilion Library Board

Meeting date: May 3, 2017 at 7:30pm

1. **Call to order:** A regular meeting of the Town of Vermilion Library Board was held in Vermilion, Alberta on May 3, 2017. The meeting convened at 7:30 pm, Margaret Templeton chairing.

Members in attendance: Greg Barr, Margaret Templeton, Linden Lundback, Danielle Eriksen, Richard Yaceyko, Cindi Plant, Sheila Heit, Stuart Pauls.

Members not in attendance: Johanna Wasylik

2. **Approval of agenda:**

Motion made by Greg to approve the agenda as presented. **Motion Carried.**

3. **Approval of minutes:**

Motion made by Richard and seconded to approve the minutes of the April 5, 2017 regular meeting as presented. **Motion carried.**

4. **Reports**

4.1 Programs Review

- Sheila Heit, programs coordinator reviewed metrics on program use in 2017 so far. A significant effort has been made to deliver on several of our plan of service goals concerning programs, with additional groundwork done for more programs to come in the fall.¹

¹ Program Coordinator Report Jan-May 2017

4.2 Manager's Report

Trustees requested that at the upcoming library manager's council Stuart make a request to have individual library usage stats made available for databases like Hoopla, Zinio, mango etc. As a significant part of our collection, it would be beneficial to have these statistics show how much the local population is using them.

Stuart recommended the approval of the Lynda Database as a tool to train staff on software and web apps. Vermilion Voice sent a letter asking us to support an initiative to digitize Alberta's early historic newspapers.

Motion made by Greg to send a letter of support to digitize Alberta historic Newspapers for the Vermilion Voice². **Motion Carried.**

4.3 Treasurer's Report

Danielle reviewed major expenses for the month of April. Stuart provided clarification on why no revenue has been recorded yet on the financial statement. Cheques had not been signed in time for the April Financial statement, and quorum was not made for the previous financial statement period to sign other documents.

Motion by Danielle to approve the treasurer's report as presented. Linden Seconds. **Motion Carried.**

Motion by Danielle to approve the purchase of Lynda Database subscription for \$505. Richard Seconds. **Motioned Carried.**

5. Old Business

5.1 Policy Development

Section 13.0 was reviewed with the following suggestions.

- Concerning the following policy, it was suggested that we compare with other libraries to determine the best practice:

13.1.5 Illegal activities or any other activities intended to disrupt network services or equipment are prohibited. Users of the Library's internet connection must specifically agree not to submit, publish, display or view or defamatory material, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, fraudulent or illegal material. The library is not responsible for

² Vermilion Voice Petition to Government Form Letter

accidental or intentional accessing of objectionable material. Unlawful activities will be reported to appropriate authorities and may result in prosecution.

Questions raised: Is it enough to just say we are not responsible for X?

To be reviewed next meeting: Public Computer Policy, Equipment loan policy, schedules and Appendices.

6. New Business

6.1 Auditor's Report

Motion by Greg to adopt the auditor's report as circulated. Cindi Seconds. **Motion Carried.**

7. Adjournment

Motion made by Danielle to adjourn. **Motion Carried.** The meeting was adjourned at 8:35 pm.

Next Meeting June 7th, 2017 @ 7:30pm



Board Chair


Date of approval

April , 2017

To: Library Manager Stuart Pauls



On behalf of **Vermilion Voice Ltd.** and the Alberta Weekly Newspapers Association (AWNA), we would like to request from you a LETTER OF SUPPORT to digitize Alberta's historic newspapers and to save this history now only being preserved on microfilm or on paper.

AWNA has been in contact and sought advice from the University of Alberta Libraries who have deep experience in preserving and providing access to Alberta history through long-standing digitization projects such as the Peel's Prairie Provinces historical newspaper collection. <<http://peel.library.ualberta.ca/newspapers/>>. By deepening a commitment to digitize Alberta's newspaper history and building partnerships, we can better guarantee Alberta's story and history lives on, and is accessible for free, to all Alberta citizens and beyond!

Weekly newspapers have a historic past going back to the early 1900s, and some even to the late 1800s before Alberta was even an official Province. These dedicated newspapers catalogued and reported this history about each county, region, city, town, village or hamlet in Alberta throughout a time frame going back to these early days of settlers and homesteaders.

The good news is that this history is still quite available. Most newspapers have bound and booked copies of this history on yellowing newsprint. Better still, the library at the Legislature has most of these newspapers going back past WWII, WWI, and even past the Titanic sinking - all on microfilm which it keeps available for public viewing.

We want to gather this collective history and preserve it forever, as well as make it accessible to one and all in Alberta. Paper and microfilm are excellent momentos of the past, but they will not last forever. Although the Legislature has a wonderful collection in Edmonton, it is not easy for all Albertans to travel so far for information we can make available through the internet world.

By digitizing Alberta's newspaper history, and doing so by way of searchable words, names and events, we will be able to make Alberta's history available to one and all and for free!

Participating newspapers have given us copyright access permission on these historic back issues, and feel this Provincially-funded project will be a great benefit to the public, to historians, to people keeping in touch with ancestors, and to students who will be able to learn about Alberta's great past with a click of a button and a search of a name or event.

We at **Vermilion Voice Ltd.** as well as AWNA would like to thank you in advance for your support, and also your help, in allowing us to make this presentation to the Province and also to make this incredible information (which can only be found through the history of weekly newspapers in Alberta) available for one and all.

(Attached is a form letter of support for our proposal, but please feel free to use your own words or personal letterhead).

Thank you for your cooperation. Please send your letter of support back to:

Vermilion Voice Ltd. 5006-50 Ave. Vermilion, AB. T9X 1A2 or email: vermilionvoice@gmail.com

Thank you to the U of A Libraries for sharing your knowledge with us so that we could properly launch this project.



Treasurer's Report

2 May 2017

REPORTS REVIEWED

REPORT	REVIEW
AR1702 – Allocated Revenue	Margaret Templeton
AR1703 – Allocated Revenue	Margaret Templeton
AR1704 – Allocated Revenue	Margaret Templeton
AR1705 – Allocated Revenue	Danielle Eriksen
BR1702 – Bank Reconciliation	Margaret Templeton
BR1703 – Bank Reconciliation	Margaret Templeton
BR1704 – Bank Reconciliation	Danielle Eriksen
MC1704 – MasterCard Report	Danielle Eriksen

MARCH 2017 REVENUE (March Financial Statement Attached)

- No revenue recorded

MARCH 2017 EXPENSES

- Lynda Training Software @ \$505.87
This database is used by staff to learn new software, hardware, and web apps (ie Excel, html coding, Arduino). Since this database is over the \$500 limit, a motion will be required to purchase.
- Signage and directing the public webinar \$73.48
- Printing gift certificates, letterhead, etc. \$260.00
- Consumable office supplies, \$337.39

RESERVES AS OF MARCH 31, 2017

RESERVE ACCOUNT	BALANCE
Library	\$11,523.99
Contingency	\$37,115.13
Future Building	\$69,028.42
Equipment	\$35,117.48
Total	\$152,785.02

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Type: Municipal
 PERIOD: 2017/03/31

	2016 YEAR TO DATE ACTUAL	2017 CURRENT MONTH TO DATE	2017 YEAR TO DATE ACTUAL	2017 CURRENT BUDGET
LIBRARY				
LIBRARY ASSETS				
3-75-111-00-00 CASH ON HAND - LIBRARY	1,816.00	.00	1,816.00	.00
3-75-112-00-00 PETTY CASH - LIBRARY	80.00	.00	80.00	.00
TOTAL: LIBRARY ASSETS	1,896.00	.00	1,896.00	.00
LIBRARY LIABILITIES				
4-75-711-00-00 RESERVE-LIBRARY	-8,355.97	.00	-11,523.99	.00
4-75-711-01-00 RESERVE-LIB CONTINGENCY	-118,594.77	.00	-37,115.13	.00
4-75-762-00-00 FUTURE-LIBRARY EQUIPMENT	-69,028.42	.00	-69,028.42	.00
4-75-763-00-00 FUTURE-LIBRARY BUILDING	-57,617.48	.00	-35,117.48	.00
TOTAL: LIBRARY LIABILITIES	-253,596.64	.00	-152,785.02	.00
LIBRARY				
LIBRARY REVENUE				
1-75-410-01-00 MEMBERSHIPS RESIDENTS	-1,592.30	.00	.00	-8,000.00
1-75-410-04-00 SERVICE REVENUE	-499.05	.00	.00	-2,375.00
1-75-410-09-00 PROGRAM REVENUE	-40.00	.00	.00	-150.00
1-75-415-00-00 SALE OF MATERIAL	-27.10	.00	.00	-100.00
1-75-531-00-00 FINES	-652.17	.00	.00	-2,500.00
1-75-551-00-00 INTEREST ON INVESTMENTS	.00	.00	.00	-800.00
1-75-565-00-00 FACILITY RENT	-1,190.00	.00	.00	-2,600.00
1-75-841-00-00 PROVINCIAL CONDITIONAL GRANT	-15,000.00	.00	.00	-25,225.00
1-75-851-00-00 OTHER LOCAL GOVT. & AGENCIES	-2,191.78	.00	.00	-22,375.00
1-75-851-01-00 DONATIONS	-4.65	.00	.00	-400.00
1-75-851-02-00 NORTHERN LIGHTS-OUTSIDE ORDERS	.00	.00	.00	-6,600.00
1-75-910-00-00 GAIN ON SALE OF ASSET	.00	.00	.00	-1,250.00
1-75-921-00-00 DRAWN FROM FUNC. RESERVES	.00	.00	.00	-4,530.00
1-75-991-00-00 OTHER REVENUE	.00	39.81	39.81	-100.00
TOTAL: LIBRARY REVENUE	-21,197.05	39.81	39.81	-77,005.00
LIBRARY EXPENSE				
2-75-110-00-00 SALARY LIBRARY	34,191.93	12,024.38	35,370.69	151,127.00
2-75-111-00-00 SALARY SICK BENEFIT	519.81	842.47	842.47	2,000.00
2-75-130-00-00 EMPLOYER CONTRIBUTION	7,066.91	2,623.34	7,776.41	30,625.00
2-75-136-00-00 WCB PREMIUM	.00	.00	.00	1,000.00
2-75-211-00-00 TRAVEL & SUBSISTENCE	58.69	.00	.00	1,000.00
2-75-214-00-00 MEMBERSHIP & CONFERENCE FEES	275.00	115.00	307.14	800.00
2-75-215-00-00 EXPRESS & CARTAGE	74.06	31.38	57.89	500.00
2-75-216-00-00 POSTAGE	19.49	4.92	6.68	150.00
2-75-217-00-00 TELEPHONE	601.43	210.40	631.82	2,500.00
2-75-219-00-00 COURSE FEES	839.08	579.35	579.35	800.00
2-75-221-00-00 ADVERTISING & PROMOTION	179.00	1.08	1.08	1,300.00

LIBRARY FINANCIAL STATEMENTS
 2017 MONTHLY REPORTS WITH PRIOR YEAR

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 47/03/31

	2016 YEAR TO DATE ACTUAL	2017 CURRENT MONTH TO DATE	2017 YEAR TO DATE ACTUAL	2017 CURRENT BUDGET
2-75-224-00-00 MUNICIPAL MEMBERSHIP FEES	23,043.15	.00	23,043.15	46,086.00
2-75-231-00-00 AUDIT FEES	.00	.00	.00	1,500.00
2-75-251-00-00 EQUIPMENT MAINTENANCE	.00	.00	.00	350.00
2-75-252-00-00 BUILDING MAINTENANCE	475.20	110.64	1,050.14	2,000.00
2-75-263-00-00 EQUIPMENT RENT	572.64	.00	623.86	2,200.00
2-75-274-00-00 INSURANCE PREMIUM	4,126.71	.00	4,018.74	4,350.00
2-75-280-00-00 JANITOR CONTRACT	2,340.00	921.00	2,763.00	10,800.00
2-75-291-00-00 CUSTOM WORK	1,665.00	525.00	1,575.00	7,700.00
2-75-511-00-00 OFFICE SUPPLIES	850.39	597.39	1,496.02	4,780.00
2-75-513-00-00 JANITOR SUPPLIES	952.90	.00	185.80	1,100.00
2-75-519-00-00 OTHER SUPPLIES	2,904.33	100.00	228.24	3,650.00
2-75-519-01-00 OUTSIDE ORDER SUPPLIES	603.31	.00	.00	6,600.00
2-75-519-09-00 PROGRAM - SUPPLIES	205.00	6.26	6.26	2,000.00
2-75-541-00-00 WATER, SEWER, GARBAGE	444.36	162.15	477.33	2,300.00
2-75-543-00-00 NATURAL GAS	1,024.92	546.42	1,211.28	3,400.00
2-75-544-00-00 POWER	872.98	440.64	914.03	5,400.00
2-75-581-00-00 BOOK SUPPLIES	124.99	265.83	342.06	2,000.00
2-75-582-00-00 PERIODICAL	69.50	.00	.00	1,500.00
2-75-690-00-00 AMORT-LIBRARY	.00	.00	.00	29,221.00
2-75-762-00-00 CONTR. TO CAPITAL PROGRAM	.00	.00	.00	15,000.00
2-75-813-00-00 BANK CHARGES	25.00	25.00	25.00	50.00
TOTAL: LIBRARY EXPENSE	84,125.78	20,132.65	83,533.44	343,789.00