

MINUTES of Town of Vermilion Library Board

Meeting Date: February 27th 2019, 7pm @ Vermilion Library

1. Call to order:

A regular meeting of the Town of Vermilion Library Board was called to order at 7:05 on February 27th at the Vermilion Public Library. Richard Yaceyko chairing.

Members in attendance: Richard Yaceyko, Anna Giesbrecht, Dawn Flaata, Justin Thompson, Leanne Martin, Yuliya Lundback, Stuart Pauls.

2. Agenda:

Anna moves the adoption of the agenda as presented. Yuliya seconds. Motion carried.

3. Minutes: Justin moves the adoption of the January 2019 Minutes as presented. Dawn seconds. Motion carried.

4. People Counter Demo: The manager demonstrated how the statistical collection will work for the people counter. 45 people visited the library on our first day of Monday service.

5. Reports

5.1 Chairperson:

- Board received correspondence that Susan Macdonald has decided not to serve on the library board at this time.
- Manager review is underway, data is being collected from other library staff

5.2 Manager:

- Maintenance project has seen a change order but should fall within the 10% contingency. Estimated completion is 1 month.

- Acoustic panes and PA system arrived. Panels to be installed first Saturday March 2nd, PA system to follow the next weekend.
- Manager requested clarification on section L105 2.1 regarding Saturdays being a day off in lieu of holiday Mondays and if this will change now that Are open Mondays. Board did not wish to revise the policy at this time.
- Full report attached.

5.3 Treasurer

- Some irregular sources of revenue were noted; \$675 from Vermilion Wellness coalition for printing fees, and \$1733 in carryover from 2018 outside purchase reimbursements. We also coded the 2018 MSI grant from the County of Vermilion River to 2019 since it was received in the new year.
- Major expenses for the month include the 2019 magazines \$1240, Course fees for Lynda \$490, NLLS Board Levy \$21,370, Photocopier buyout \$1000, and Fire Panel Maintenance \$955
- The manager clarified that we overbudgeted the NLLS Municipal Levy by \$5000. In the fall when this line item was being budgeted we assumed a much larger increase than the actual.

5.4 Committees

- **Personnel**

Richard noted that some development has been undertaken regarding the manager review. He expected data from staff to be submitted shortly and for the committee to report at the next board meeting.

- **Finance**

Anna reviewed computer purchase quote from Hypertec, Newegg, and other vendors to replace 9 computers and peripherals. Northern Lights Library System recommended that the board purchase through Hypertec.

Anna moves that the board purchase computers and peripherals to a maximum of \$10,000 through the vendor recommended by Northern Lights Library System. Yuliya Seconds. Motion is carried.

- **Policy**

Leanne noted some revisions required to update our hours in the Library's Bylaws and Operating Policies:

Bylaws Schedule A: Revised from "Closed" to "Monday 12-5pm"

Policies Page 30: Revised from “Closed” to “Monday 12-5pm”

Justin moves that the board update the bylaws and policies to reflect new Monday service hours. Anna Seconds. Motion is carried.

- **Plan of Service**

No business to report

Justin moves that the library board accept the reports as information.

Dawn Seconds. Motion is carried.

6. New Business

6.1 Committee Selection

Plan of Service	Finance
Yuliya, Justin, Leanne	Anna, Richard, Justin
Policy	Personnel
Leanne, Yuliya, Justin	Anna, Dawn, Richard

Committees will decide on who will chair the committee at their first meeting.

6.2 Computer Capital Purchase

- Addressed earlier

6.3 User Survey

- Board members will contact the manager with availability to call patrons for feedback on library service. Rubric and questions attached.

7. Informational

- Anna presented highlights from the 2018 Variance Report showing all variances in the 2018 financial period above or below \$700 in budgeted values. Board requested that the manager seek more data on the salaries issues which results in overages.
- Justin moves that we adopt the 2018 Variance report as information. Yuliya seconds. Motion is carried.

8. Adjournment

- Richard moves adjournment. Meeting adjourned at 8:40pm

9. Next Meeting:

- March 27th @ 730pm

Board Chair

Date of approval

Manager's Report

February 20, 2019

Old Business

- **Building Maintenance Progress:** The contractor recommended installing exhaust in the staff bathroom at the same time as the public one, originally the plan was to defer to 2020 but it will be more cost effective to do it now, estimated change over is around \$200, well within the 10% contingency originally planned. No estimated time of completion has been provided yet, but there has been considerable progress on many of the small items.
- **Acoustic Panels & PA System:** Panels arrived February 12th. A Fabra-Wall technician will arrive Feb 21 to demo an install. Manager and caretaker will install units on Monday February 25th if the custom no-anchor fasteners arrive in time. PA system will need to be installed afterwards but will likely be installed March 4th.
- **Monday Service:** Banner arrived and installed, custom bookmarks were distributed and mostly word of mouth was used at the front desk. Social media marketing will begin Feb 21 to 28 and run for a week. Total cost of promotion is \$150.
- **New Credit Card:** Application was successful, card has arrived and is ready to go. We will transition over to the new card in March.
- **Janitor Contract:** A new contract was negotiated in 2018 in case of Monday service and will be implemented March 1.

New Business

- **Staff Professional Development Plans**
For the 2019 year we budgeted \$2500 in professional development fees. The original plan was to reserve \$1000 each for two staff members to take library technician courses at NAIT, any reserve would be spent on the Lynda software learning platform and miscellaneous courses like WHMIS, first aid, etc. The library page has claimed \$1000 in course fees. I expect the cataloguer to claim well under \$1000 allowing a small margin for error. Once we are back up to full strength in staffing, a plan to dedicate a few scheduled hours a month to professional development will be used to make sure each staff members takes on at least 1 course every 3-6 months on Lynda/Webinars to keep pace with changing a software environment.
- **Days off in lieu Issue:** Policy Section L105 2.1 states: "If a named holiday falls on a Monday or Friday, consideration should be given to closure on the Saturday preceding or following the named holiday to allow for a long weekend for employees, this would specifically apply to Easter, Christmas, Thanksgiving, and New Year's Weekends." -- Since we will now be open Mondays there has been a question as to whether the Saturday lieu day policy will still be honored. I recommend we keep this policy line intact. The Saturday lieu day would be a day off without pay.



Treasurer's Report

February 19, 2019

January 2019 Revenue Summary

1. Service Revenue Note: Vermilion Wellness Coalition paid \$675 to have brochures designed and printed by the library
2. Other Local Government: \$1500 2018 MSI grant from County of VR was posted to the 2019 period
3. Outside Order Revenue: There was \$1733.49 in carryover on outside purchase receipts from 2018 that carried over into the 2019 year

January 2019 Expense Summary

1. Periodicals: 2019 Magazine subscriptions were expensed at \$1240.06
2. Course Fees: NLLS did not confirm a commitment to Lynda yet, so it was purchased directly for \$489.96
3. Municipal Membership Fee: The first levy was expensed at \$21,372.50, we overbudgeted this account by \$5000
4. Other Supplies: Purchased copier unit for \$1000, purchased subscription to adobe creative cloud for \$331.77
5. Building Maintenance: Expensed annual fire panel inspection for \$955.29



Town of Vermilion Library Board January 2019 Financial Statement

	Month to Date	2019 Budget
REVENUE		
Memberships	\$ 860.00	\$ 8,000.00
Service Revenue	\$ 876.23	\$ 2,750.00
Program Revenue	\$ 5.00	\$ 50.00
Sale of Material	\$ 4.50	\$ 100.00
Fines	\$ 216.06	\$ 3,200.00
Interest Revenue	\$ -	\$ 1,050.00
Facility Revenue	\$ 50.00	\$ 2,000.00
Provincial Grant	\$ -	\$ 25,225.00
Other Local Gov't	\$ 1,500.00	\$ 19,518.00
Donations	\$ 7.75	\$ 400.00
Outside Order Revenue	\$ 1,733.49	\$ 5,000.00
Gain on Sale of Asset	\$ -	\$ 2,125.00
Contr. from Cap. Program	\$ -	\$ 14,150.00
Other Revenue	\$ 106.91	\$ 100.00
Total Revenue	\$ 5,359.94	\$ 83,668.00
TOTAL REVENUE	\$ 5,359.94	\$ 83,668.00

EXPENSE		
Salary	\$ 12,223.93	\$ 167,197.00
Salary Sick Benefit	\$ 91.87	\$ 2,000.00
Employer Contributions	\$ 2,948.59	\$ 48,914.00
WCB	\$ -	\$ 1,688.00
Book Supplies	\$ 81.99	\$ 1,200.00
Periodicals	\$ 1,240.06	\$ 1,500.00
Outsider Order Expense	\$ 745.46	\$ 5,000.00
Travel & Sub.	\$ -	\$ 1,000.00
Membership & Conference Fees	\$ 100.00	\$ 800.00
Postage	\$ 0.84	\$ 75.00
Equipment Rent	\$ 260.71	\$ 2,900.00
Course Fees	\$ 489.96	\$ 2,500.00
Advertising & Promotion	\$ 51.56	\$ 1,200.00
Municipal Membership Fees	\$ 21,372.50	\$ 47,007.00
Express & Cartage	\$ -	\$ 550.00
Audit Fees	\$ -	\$ 1,500.00
Bank Charges	\$ -	\$ 50.00
Insurance	\$ -	\$ 5,500.00

VERMILION



Public Library

Office Supplies	\$	181.65	\$	2,500.00
Other Supplies	\$	1,398.99	\$	11,890.00
Program Supplies	\$	91.51	\$	2,500.00
Amortization	\$	-	\$	29,221.00
Contr. to Capital Prog.	\$	-	\$	15,000.00
Equipment Maintenance	\$	-	\$	150.00
Custom Work	\$	600.00	\$	7,650.00
Water Sewer Garbage	\$	105.10	\$	2,000.00
Natural Gas	\$	566.12	\$	4,800.00
Power	\$	791.45	\$	6,250.00
Telephone & Fax	\$	188.53	\$	1,425.00
Janitor Contract	\$	921.00	\$	11,052.00
Janitor Supplies	\$	-	\$	1,100.00
Building Maintenance	\$	1,114.97	\$	7,620.00
Total Expenses	\$	45,566.79	\$	393,739.00
TOTAL EXPENSE	\$	45,566.79	\$	393,739.00
NET INCOME	-\$	40,206.85	-\$	310,071.00

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FRIENDS OF VERMILION



Public Library

5001 49 Avenue Vermilion, Alberta T9X 1B8

780.853.4288 --- librarian@vplibrary.ca

FRIENDS OF VERMILION PUBLIC LIBRARY SOCIETY REPORT

Old Business

- Casino took place on January 23+24th in Camrose.
 - Volunteers: Verla Belton, Cathy Wolters, Barb Schmidt, Stuart Pauls.
 - We won't know how much we receive from AGLC until the end of the spring.

New Business

- Pat Calyniuk completed the year end financials and has submitted the return already, it was reviewed by two other members
- The Keurig broke, Justin lent us his until we could source another. Pat purchased another one in early February and it is currently in use.

Hypertec Direct

9300 Trans Canada Highway
 Saint-Laurent, Québec
 Canada, H4S 1K5

(P) 866-787-0420 (F) 514-787-0158

<http://www.hypertecdirect.ca>

Quotation (Open)

Date

Feb 05, 2019 01:12 PM
 EST

Modified Date

Feb 07, 2019 10:26 AM
 EST

Doc #

147454 - rev 1 of 1

Description

None

SalesRep

Milstock, Jeffrey
 (P) 866-787-0420

Customer Contact

McGrath, Kelly
 KMcgrath@nlls.ab.ca

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Join our email list and we'll cover the shipping on your next order!

www.hypertecdirect.ca/email-opt-in

Customer

Northern Lights Library System (DIR-NL0000)
 McGrath, Kelly
 5615-48 Street Postal Bag 8
 Elk Point, AB T0A 1A0
 Canada
 (P) 1-800-561-0387

Bill To

Northern Lights Library System
 Payable, Accounts
 5615-48 Street Postal Bag 8
 Elk Point, AB T0A 1A0
 Canada
 (P) 1-800-561-0387

Ship To

Northern Lights Library System
 Arrowsmith, Jodi
 5615-48 Street Postal Bag 8
 Elk Point, AB T0A 1A0
 Canada
 (P) 1-800-561-0387

Shipping and Payment Info

Customer PO:	Terms: Undefined	Ship Via: Purolator Ground
Special Instructions:		Carrier Account #:

Products

#	Description	Part #	Tax Qty	Unit Price	Total
1	Lenovo ThinkCentre M715q 10VG Tiny desktop - 1 x Ryzen 5 Pro 2400GE / 3.2 GHz - RAM 8 GB - SSD 256 GB - TCG Opal Encryption, NVMe - Radeon Vega 11 - GigE - WLAN: 802.11ac, Bluetooth 4.2 - Win 10 Pro 64-bit - monitor: none	10VG000SUS	Yes 9	CAD \$760.00	CAD \$6,840.00
2	Recycling Fee - Alberta - Desktops & Servers Price per CPU	RECFEEABCP	Yes 9	CAD \$4.40	CAD \$39.60
3	Lenovo Tiny VESA Mount II System mounting bracket - for ThinkCentre M600; M625; M700; M71X; M720; M800; M900; M910; M920; ThinkStation P330; P410	4XF0N03161	Yes 2	CAD \$30.00	CAD \$60.00
4	Lenovo Tiny VESA Mount II System mounting bracket - for ThinkCentre M600; M625; M700; M71X; M720; M800; M900; M910; M920; ThinkStation P330; P410	4XF0N03161	Yes 7	CAD \$30.00	CAD \$210.00

Subtotal: CAD \$7,149.60
 Tax (5.000%): CAD \$357.48
 Shipping: CAD \$0.00
Total: CAD \$7,507.08

Stuart Pauls

From: Kelly McGrath <KM McGrath@nlls.ab.ca>
Sent: February-01-19 3:01 PM
To: Stuart Pauls
Subject: RE: Quote

Will do, as well here is the quote for the Monitors.
9 ViewSonic VA2419-SMH full HD monitors \$1447.22

The windows 10 is pre installed and we install all software when they come, so it will likely need to come in to NLLS. I have asked the question if a M2 drive can be installed into a tiny, I honestly don't have any experience with those and I would like to be sure before you do purchase the drives.

Thanks

Variiances Report 2018

- Accounts that exceed 15% of the budgeting amount and accompanying notes

GL	Account	Budget	Actual	Notes
1-75-410-01	Service Revenue	\$2,500	\$2,898	We promoted exam writing more, it is likely that additional print and scanning fees accounted for the extra \$500 in revenue.
1-75-531-00	Fines	\$3,000	\$3,550	This account is difficult to predict since it is based on accidental damage by patrons. We are consistently off by at least \$500 every year.
1-75-851-00	Other Local Gov't	\$20,017	\$21,634	We only budget for what we are guaranteed to receive, this includes the NLLS transfer grant + TD Funds + County of VR MSI funds. This surplus is entirely due to FOVPL reimbursements.
1-75-851-02	NLLS Outside Order	\$5,000	\$8,564.67	The first outside purchase claim of 2018 was a carryover from 2017, in addition we ordered more material for 2019 by outside purchase than planned. Since we have access to up to \$17,000 in funds for outside purchase it does not matter if we go over our locally budgeted amounts since it zeroes out with 2-75-519-01.
1-75-910-00	Gain on Sale of Asset	\$1,000	\$1,411	We changed the format of our book sale to one big one instead of two smaller ones which resulted in more sales from the downtown location versus indoors.
1-75-991-00	Other Revenue	\$100	\$1,109	Included in this is a \$901 credit from Ricoh for an error in billing.
2-75-110-00	Salaries	\$158,347	\$168,931	?
2-75-214-00	Membership & Conference Fees	\$800	\$244	Manager planned to pay to attend NLLS conference but was asked to attend as a speaker instead. Did not have to pay entrance fee.
2-75-217-00	Telephone	\$1,800	\$1,452	New online fax service cheaper than planned.
2-75-219-00	Course Fees	\$1,200	\$1,416	Staff took additional PD courses.
2-75-221-00	Advertising & Promos	\$1,300	\$1,535	This year we used more physical signage and outdoor material for promotions instead of traditional ads which was costlier. Two social media ads went overbudget too unexpectedly.
2-75-224-00	Municipal Membership	\$46,086	\$42,081	We assumed a larger levy increase though it did not
2-75-251-00	Building Maintenance	\$3,600	\$4,013	There was a costly furnace repair for ~\$700
2-75-263-00	Equipment Rent	\$2,850	\$3,661	We were billed by two different companies for the same service due to a mix-up. Later reimbursed in other revenue since we will no longer be doing business with them.
2-75-291-00	Custom Work	\$7,400	\$6,300	The floor maintenance at the front door, and lighting projects were deferred to 2019.

2-75-519-09	Program Supplies	\$2,500	\$1,902	Staff planned to order supplies for books for babies and books for kindergarten program in December but ran out of time. Will do so in first quarter of 2019, usually costs around \$700.
2-75-541-00	Water Sewer Garbage	\$2,300	\$1,671	No explanation
2-75-690-00	Amortization	\$29,221	\$32,271	?
2-75-762-00	Contributions to Capital Functions	\$15,000	\$23,908	?

According to the final December 2018 financial statement we exceeded the budget by \$8,480. I am suspicious of these totals though, especially salaries, amortization, etc.

To investigate:

1. Why did salaries go over by \$10,000 if we budget by Actuals, in speaking with town staff only 165,991 was expensed, why does it show \$168,931
2. Why is amortization over by \$3,000
3. Why are books and periodicals being capitalized and incorporated into the cap function program if they are disposable assets over 5 years that we don't seem to be drawing on to replace them at a later date? Does this cause the overage

From: Jason Warawa <JWarawa@vermillion.ca>

Sent: Friday, February 15, 2019 9:14 AM

To: Stuart Pauls

Subject: RE: re. financial statement totals

Hi Stuart,

The salary discrepancy is likely due to an accrued liability associated with either overtime/vacation that was earned in 2018 but not taken. We made this adjustment at the end of January for all departments.

I unfortunately don't have a good answer on the amortization discrepancy especially given that last year's number was very close to 2018's. My guess is that it was an oversight and given that it is a non-cash transaction it has little bearing on the overall financial position of the organization. Typically that means not a lot of time is spent on trying to be too precise with respect to the number. We will review before we finalize the 2019 budget and make any necessary adjustments if warranted.

Books are capitalized based on the concept of them being considered a "grouped asset" in accordance with Town policy and generally accepted accounting principles. I spoke at some length with the auditor about this as I am somewhat in your camp about them being expenses, however they meet the criteria for grouped assets because when you look at the books as a whole they make up a significant portion of expenses.

Hope this answers your questions, if not continue firing away.

Thanks, Jay