

GENERAL

- Sealed Envelope for Vicky
- Terms of Reference for Committees - Attached to this report

FINANCIALS

- Signing Authority Changes – Larry Removed, Warren Added. See paperwork
- I would like Exec Committee to discuss and advise for the highlighted portion of the expense claim submission for Larry Tiedeman for \$100.00 (Pg 2)
- Operating Balance if we don't get our Gov't of AB grant for 2019 we MAY need to look at cashing in our 90 day investment to help assist.
- Or are we happy to run low balance on the bank account and not receive the best interest rate as possible.

Savings Accounts [Edit Account Names](#)

Account Name	Account Number	Currency	Balance	Available Balance
US Savings Account	798-00617486000	USD	\$5,740.11	\$5,740.11
Notice Amount 60 days	798-00679211100	CAD	\$626,940.52	\$0.00
Notice Amount 90 days	798-00871903900	CAD	\$515,247.87	\$0.00
Totals		USD CAD	\$5,740.11 \$1,142,188.39	\$5,740.11 \$0.00

Investments [Edit Account Names](#)

Account Name	Account Number	Currency	Balance	Maturity Date
Accelerate.GIC	798-34511446200	CAD	\$100,000.00	13/09/2019
Accelerate.GIC	798-34511511600	CAD	\$100,000.00	13/09/2019
Accelerate.GIC	798-34511719400	CAD	\$200,000.00	13/09/2019
Totals		CAD	\$400,000.00	

- I have already had some libraries inquire to when the Board of Record Payments will be will issued. I forwarded our current policy below. I will invoice the libraries and send Board of Record in August.

STATEMENT OF POLICY AND PROCEDURE			
Section:	FINANCE	Effective:	Mar 2, 2019
Chapter:	General	Page(s):	1
Subject:	PLSB Grant Money	Revised Date:	
	(Operational & Rural Services)		Sec 3, 1M
		Review Date:	Mar 2 2019

PLSB GRANT MONEY

NLLS will administer the distribution of funds each year to those libraries without a library board.

Each year the County and M.D.'s will give NLLS direction on percentage of disbursement to those with multiple libraries.

Administration fee of 1% to be removed upon receipt of the Rural Services Grant from Public Libraries Services Branch (PLSB) to compensate for the management of funds.

Review of this administration fee to be done on an annual basis.

NLLS to release Board of Record funds (Rural Services Grant) and disburse to libraries no later than August 31 of each year providing funds are available.

From: casperti@telus.net

To: Terri Hampson

Subject: expense claim

Date: May 20, 2019 10:05:48 PM

Hi

I am claiming the following expenses:

Apr 9 St Paul County presentation. Tofield to St Paul (159 km) + \$100.

Apr 9 meeting with Julie

Apr 9 Viking Library Board presentation: St Paul to Viking (130 km) + \$100; Viking to Tofield (69 km)

Apr 15 Holden presentation: Tofield to Holden, return (68 km) + \$100

Apr 16 meeting with Julie Tofield to Vermilion (157 km)

Apr 16 mannville presentation Vermilion to Mannville (24 km) +\$100; Mannville to Tofield (133 km)

Apr 18 appraisal committee meeting in Elk Point Tofield to Elk Point, return (362 km) +\$100

Apr 25 Jasper conference: travel to Jasper Tofield to Jasper (434 km)

Apr 26 Jasper conference: several meetings with chairs of other systems \$100

Apr 27 Jasper conference: Systems and Nodes meeting \$100

Apr 28 Jasper conference return to Tofield (434 kms)

May 3: exec meeting in Elk Point: already claimed

May 14 Two Hills presentation: Tofield to Two Hills, return (206 km) +\$100

May 14 meeting with Julie

May 15 Bruderheim presentation: Tofield to Bruderheim, return (124 km) +100

May 23: Smoky Lake County presentation: Tofield to Smoky Lake, return (226 km) +100

I have not included my cost to attend the Alberta Library Conference, as I am waiting for a replacement receipt.

Thank you. Should you have any questions, please call me.

Larry

Terms of Reference website -

<https://www.mycommittee.com/BestPractice/Committees/Startingacommittee/TermsofReference/tabid/251/Default.aspx>

Developing Terms of Reference

Each committee should have a Terms of Reference document (ToR) that, at a minimum, describes the purpose, scope and authority of the committee. The purpose of the committee is the most important section of this document and unless you have a very good reason, you should not proceed to create a committee without a clearly defined purpose.

Typically the ToR is a written road map for the committee and contains clear and specific information on how the committee is organized, what the committee is trying to achieve, who the members are, and when and they meet. A clear and understandable ToR is the first step to a successful committee!

Below are typical sections of a ToR document. Each section needs to be customized to the unique needs of your committee. More formal committees usually need more formal information and instructions

Committee Name

Official name of the committee or group

Type

Can be standing, ad hoc (special project) or advisory (related to another board, committee or project)

Purpose

Describe the purpose of the committee (what the committee will do, why it was created)

Scope

Clearly describe what is in and out of scope for the committee

Authority

Describe the decision making authority of the committee (decides, approves, recommends, etc.)

Membership

Type and number of members, how members are appointed, how the chair and co-chair are appointed and a list of members (Name and functional role)

Meeting arrangements

Meeting frequency and location, meeting procedures (if applicable), quorum, details about agendas and minutes (how these will be distributed, available online, who prepares them, etc.), communication between meetings.

Reporting

Describe whom the committee will report to, in what format, how often

Resources and budget

Describe the available resources (people, rooms, equipment, etc.) available to the committee, Describe the funds available to the committee

Deliverables

Describe the requested/required committee output

Review

State the ToR review frequency and next review date

Northern Lights Library System

Balance Sheet As at 06/19/2019

ASSET

CURRENT ASSETS

Petty Cash	210.00	
USD Exchange Acct	5,344.72	
ATB Chequing Account	981,728.35	
ATB US Chequing Account	4,040.96	
ATB Investment Acct	<u>1,542,188.39</u>	
CASH TOTAL		2,533,512.42
Advances Receivable	8,300.00	
A/R - General	26,592.34	
A/R - Yearend	2,150.14	
A/R - GST Rebate	-13,936.50	
Allowance for Doubtful Accounts	<u>-777.31</u>	
AR Total		22,328.67
Prepaid Expenses and Deposits	<u>85,488.01</u>	
Total Prepaid		<u>85,488.01</u>
Total Current Assets		<u>2,641,329.10</u>

FIXED ASSETS:

Vehicles	201,133.93	
Accum Amort - Vehicles	-119,842.33	
Computer Equipment	233,187.74	
Accum Amort - Computer Equipment	-204,811.00	
Furniture & Equipment	83,109.39	
Accum Amort - Furniture and Fix	-44,925.06	
Parking Lot	81,000.00	
Accum Amort - Parking Lot	-21,600.00	
Building	2,894,640.88	
Accum Amort - Building	-731,502.03	
Land	<u>50,000.00</u>	
Total Fixed Assets		<u>2,420,391.52</u>
Total Fixed Assets		<u>2,420,391.52</u>
TOTAL ASSET		<u>5,061,720.62</u>

LIABILITY

Current Liabilities

ATB Credit Card		1,947.65
Year Accounts Payable		12,500.00
Accounts Payable		25,636.62
Vacation Payable		34,477.76
Vacation Payable Link		1,607.25
EI Payable	1,753.62	
CPP Payable	2,884.48	
Federal Income Tax Payable	<u>-4,698.50</u>	
Rec Gen Payable: Total		-60.40

R.R.S.P. Payable	-362.36	
Extended Health	-251.60	
Dental	-625.00	
LTD	-1,158.45	
STD	-877.93	
Other Deductions Payable	<u>-753.02</u>	
Deduction Payables Total		-4,028.36
WCB Payable		742.36
GST Charged On Operating Sales	2,261.71	
GST Paid On Operating Purchases	-31,406.19	
GST Paid - Exempt Purchases	<u>-13,064.57</u>	
GST Total		-42,209.05
Library Acquisition Accounts		9,720.64
Deferred Grant Contributions		155,409.14
Deferred Contributions		<u>1,247,080.45</u>
TOTAL CURRENT LIABILITIES		<u>1,442,824.06</u>
Libraries Collection Development		
Collection Development		<u>407,877.83</u>
TOTAL - UNUSED COLLECTION DEVELOPME		<u>407,877.83</u>
TOTAL LIABILITY		<u>1,850,701.89</u>
EQUITY		
Retained Earnings		
Current Earnings		-327,351.15
Opening Retained Earnings		2,365,058.81
Capital surplus		<u>1,173,311.07</u>
Total Retained Earnings		<u>3,211,018.73</u>
TOTAL EQUITY		<u>3,211,018.73</u>
LIABILITIES AND EQUITY		<u>5,061,720.62</u>

Generated On: 06/19/2019

Northern Lights Library System

Income Statement 01/01/2019 to 06/19/2019

REVENUE

Levies - Municipalities	1,207,726.50
Deferred Allotment	-270,737.55
Non Resident Fees	500.00
Sales - Misc.	4,430.39
Sales Office Supplies-Resale	82,841.17
Other Revenue General	160.39
Sales-WRP/SRP	952.45
Interest earned	19,128.51
TOTAL REVENUE	1,045,001.86

EXPENSE**Staff Expenses**

Staff Salaries		493,059.25
EI Expense	9,409.76	
C.P.P. Expense	23,647.93	
Extended Health Expense	11,832.52	
Dental Expense	8,764.49	
W.C.B. Expense	1,523.35	
Expenses Sub Total		55,178.05
TOTAL - GENERAL PAYROLL EXPENSES		548,237.30

Other Staff Costs

NLLS PD Training (Shared)	5,671.65	
Conference Fees (Shared)	7,536.15	
Hotel and Accommodations (Shared)	11,935.88	
Meals when Travelling (Shared)	1,701.18	
Travel Costs (Shared)	6,243.81	
Site Visits (Shared)	1,308.53	
Staff Recruitment	2,917.56	
Human Resource Tools	69.95	
Other Staff Costs		37,384.71
Total Other Staff Costs		37,384.71

Book Allotment

Coll. Development		167,310.12
Total Collection Development		167,310.12

Library Services

System Collections		-494.11
Indigenous Expenses		22,128.94
ILL Service Supplies		929.05
Bibs Service Supplies		2,540.11
Shipping & Freight		1,196.46
Waiting on Receipt		25.60
Catalog Process Forms Suppl		6,405.61
Assistive Technologies IT		8,024.90
Fortigate - Libraries IT		31,154.61
Computer Replacement Program IT		12,140.90
Web Hosting IT		17,047.00
Library Assistance Software IT		2,334.46
Computer Software IT		720.00
Emerging Technology IT		12,472.55
TRAC		104,661.00
Internet Service Fees IT		1,560.00
NLLS Annual Conference/Workshops PS		890.95
Library Managers Council PS		8,628.78
Library Programming PS		17,753.63

Postage/Courier	1,219.40
Coll. Dev. Shipping/ILL BS	341.84
Vehicle Expense BS	4,852.22
Vehicle Fuel BS	13,910.72
Online Databases PS	68,328.80
Myrnam-Operating expenses	2,852.25
Board Travel	15,145.96
Board Food and Beverages	2,622.28
Board Conference/Education	7,029.46
Special Events (Board)	4,791.00
Board Committee Meetings	9,474.48
Special Events (Admin)	756.57
NLLS Hosting	75.12
Office Equipment/Software Admin	195.25
Photocopier (Admin)	5,791.30
Professional & Legal Fees	3,157.70
Marketing	2,052.16
Audit Costs	199.50
Bad Debts - Late Fees	0.01
Bank Charges	646.00
TAL-The Alberta Library Membership	8,454.82
Insurance	10,491.67
Subscriptions (Admin)	1,911.65
NLLS Memberships (Shared)	970.49
Resale Supplies & General Rebills	92,082.54
Office Supplies (Admin)	4,954.33
Telecommunications (Shared)	7,332.83
General Maintenance/Contracts	65,200.00
Building Maintenance	5,772.47
Janitorial/Caretaking/Landscaping	14,437.62
Health & Safety	1,548.52
Utilities	12,701.48
Total Expenses	<u>619,420.88</u>
TOTAL EXPENSE	<u>1,372,353.01</u>
NET INCOME	<u><u>-327,351.15</u></u>

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