



Northern Lights Library System

Executive Summary

VOLUME 6, ISSUE 1

FEBRUARY 2014

COVERED

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EXECUTIVE COMMITTEE MEMBERS

PRESENT:

- Larry Tiedemann
- Dallas Degenhardt
- Pat Gordeyko
- Arnold Hanson
- Stephen Dafeo
- Parrish Tung
- Karen Shaw
- Ina Smith
- Dwight Dach

REGRETS:

- Don Padlesky

STAFF:

- Brigitte Sakaluk
- Mircea Panciuk
- Patty Mathiot

GUEST:

- Isabelle Cramp

2013 Audited Financials

- 2013 Audited Financials – Barb McCarthy presented the 2013 Audited Financials.
- Budgeted expenses for 2013 was \$2,719,990.00 and actual expenses was \$2,688,202.00 for a difference of \$31,788.00.
- Revenues for 2013 were budgeted for \$2,720,321 and the actual revenues was \$2,901,661. Excess revenues over expenses is \$213,459.
- Statement of cash flow shows that NLLS increased cash by \$208,101.00 over 2012.
- In the letter to the Executive, Joly McCarthy and Dion noted that the amortization of capital assets in the financial statements is a non –cash expense. As the system received numerous grants for their initial capital purchases there is also non-cash revenue, amortization of deferred contributions, being recorded in the financial statements. As the system cannot rely on future grants to replace capital assets, the Board should be internally restricting funds to offset the non-cash revenue being reported.

Motion to accept the 2013 audited financials as presented moved by Wayne Bokenfohr – carried.

Capital Reserves

- NLLS will need to request from the Board to release capital reserves to purchase three servers, vehicles for delivery and furniture.
- **Motion to bring to the board to release capital reserves of \$104,500.00 to replace three servers, purchase vehicles and purchase chairs – moved by Dallas Degenhardt – carried.**

Book Allotment Committee

- The Book Allotment Committee will be meeting in Vegreville on the 26th of February . The task of the Committee is to define book allotment.

Alberta Library Conference

- Two quotes were provided for the charter service. **Motion to subsidize the charter service to keep the cost at \$200.00 for the 2014 ALC moved by Larry Tiedemann – carried**
- Executive Committee members going on behalf of NLLS will be Dwight Dach, Larry Tiedemann, Dallas Degenhardt and Arnold Hanson.

The information in this document was approved at the Executive Committee meeting on March 1, 2014 Please submit any feedback, positive or negative, by email to Patty.mathiot@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 February 26, 2014

NLLS Annual Conference

September 18 & 19

Chairman's Report

- Rural Services Grant – funding should be based on usage, not a formula as set out by the Advisory Boards as in previous years. Would like to get clarification to make sure that the libraries are all registering their patrons the same way.
- NLLS Conference is on September 18 & 19th. Guest speakers are Ben Crane and

Diana Davidson.

- Met with Minister Griffiths and other Ministers. With the review of the MGA, make sure that libraries don't disappear.

Director's Report

- Met with the Library Board in the Village in Andrew. They have asked that Mircea be available for a presentation to the Village Council.
- More of the Library Boards and Library Managers want NLLS to be advocates for their councils and go to their libraries and assist their patrons to use the software that is out there. That is the jobs of the Library Boards, not NLLS. Asking for more assistance for things that is out of the responsibility of NLLS.
- Mid February, the last of the CIP computers was installed.
- 2014 budget municipal resolutions – received 45 saying yes and one municipality say no. 6 have not replied.
- With less Executive Committee meetings, the Executive Summary and Board Briefs will not be coming out as soon as in previous years because of the distance between meetings.
- NLLS system Agreement has a house keeping issue that needs to be reported. The Alberta Community Development Grant should have the name changed to Municipal Affairs, Public Library Services Branch.
- Would like to request assistance that the library managers are not taking advantage of training that is offered. The Executive Committee would like to have NLLS come back with the percentage of those not taking advantage of training and why.
- NLLS Uplander van from 2006 has a value from \$100.00 - \$500.00.

Motion to sell the NLLS 2006 van for \$500.00 moved by Dallas Degenhardt – carried.

Motion to approve the Directors report as presented –moved by Dallas Degenhardt - carried

Salary Grid/Job Descriptions

- The salary grid hasn't been reviewed externally since 2006. Take into account municipal wages, wages in NE Alberta and Systems. **Motion to recommend to the Board to go for a (Request for Proposal) RFP for the salary grid – moved Dwight Dach.** The staff job descriptions have not been reviewed or modernized since 2008. **Motion to recommend to the Board to go for a RFP for the job descriptions – moved by Larry Tiedemann – carried.** NLLS would like to create 4 gadget labs to assist with training with electronic devices and the downloading of E-Resources. **Motion recommend to the Board to go ahead with \$6000 for four gadget labs moved by Dallas Degenhardt – carried.** NLLS would like to take the funds out of the surplus from 2013.

Outlet Committee

- Outlet committee determined that Myrnam should be getting its own board. The Chairman and Director will be meeting with the school principal and the director from Myrnam to discuss the Outlet. The Garrison has an agreement in place.



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